

DETAILED MODEL PLAN (LIHEAP)

Program Name: Low Income Home Energy Assistance

Grantee Name: STATE OF ALASKA DEPARTMENT OF HEALTH

Report Name: DETAILED MODEL PLAN (LIHEAP)

Report Period: 10/01/2026 to 09/30/2027

Report Status: Saved -- with Errors

Report Sections

- 1. *Mandatory Grant Application SF-424***
- 2. *Section 1 - Program Components***
- 3. *Section 2 - HEATING ASSISTANCE***
- 4. *Section 3 - COOLING ASSISTANCE***
- 5. *Section 4 - CRISIS ASSISTANCE***
- 6. *Section 5 - WEATHERIZATION ASSISTANCE***
- 7. *Section 6 - Outreach, 2605(b)(3) - Assurance 3, 2605(c)(3)(A)***
- 8. *Section 7 - Coordination, 2605(b)(4) - Assurance 4***
- 9. *Section 8 - Agency Designation,, 2605(b)(6) - Assurance 6***
- 10. *Section 9 - Energy Suppliers,, 2605(b)(7) - Assurance 7***
- 11. *Section 10 - Program, Fiscal Monitoring, and Audit, 2605(b)(10) - Assurance 10***
- 12. *Section 11 - Timely and Meaningful Public Participation, , 2605(b)(12) - Assurance 12, 2605(c)(2)***
- 13. *Section 12 - Fair Hearings,2605(b)(13) - Assurance 13***
- 14. *Section 13 - Reduction of home energy needs,2605(b)(16) - Assurance 16***
- 15. *Section 14 - Leveraging Incentive Program ,2607A***
- 16. *Section 15 - Training***
- 17. *Section 16 - Performance Goals and Measures, 2605(b)***
- 18. *Section 17 - Program Integrity, 2605(b)(10)***
- 19. *Section 18: Certification Regarding Debarment, Suspension, and Other Responsibility Matters***
- 20. *Section 19: Certification Regarding Drug-Free Workplace Requirements***
- 21. *Section 20: Certification Regarding Lobbying***
- 22. *Assurances***
- 23. *Plan Attachments***

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.: 0970-013 Expiration Date: 02/28/2028	
LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY			
* 1.a. Type of Submission: ☒ Plan	* 1.b. Frequency: ☒ Annual	* 1.c. Consolidated Application/ Plan/Funding Request? Explanation:	* 1.d. Version: ☒ Initial ☐ Resubmission ☐ Revision ☐ Update
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Unique Entity Identifier (UEI) LNQN7PKBV13	5. Date Received By State:
		4b. Federal Award Identifier:	6. State Application Identifier:
7. APPLICANT INFORMATION			
* a. Legal Name: State of Alaska			
* b. Address:			
* Street 1:	333 Willoughby Avenue, Suite 700	Street 2:	State Office Building
* City:	JUNEAU	County:	
* State:	AK	Province:	
* Country:	United States	* Zip / Postal Code:	99801 -
c. Organizational Unit:			
Department Name: Health		Division Name: Public Assistance	
d. Name and contact information of person to be contacted on matters involving this application: (person will be listed on Notice of Funding Awards and on the U.S. Department of Health and Human Services' LIHEAP contact list webpage)			
* First Name: Angie		* Last Name: Mickle	
Title: Program Coordinator II		Organizational Affiliation: Division of Public Assistance	
* Telephone Number: 9075002176		Fax Number: 9074655254	
* Email: angie.mickle@alaska.gov			
* 8. TYPE OF APPLICANT: A: State Government			
* a. Is the applicant a Tribal Consortium: ☐ Yes ☒ No			
* b. If yes please attach at least one the following documentation:			
		Catalog of Federal Domestic Assistance Number:	CFDA Title:
9. CFDA Numbers and Titles		93.568	Low-Income Home Energy Assistance Program
10. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Low-Income Home Energy Assistance Program			
11. AREAS AFFECTED BY FUNDING: Statewide			
12. CONGRESSIONAL DISTRICTS OF APPLICANT: 1			
13. FUNDING PERIOD:			
a. Start Date: 10/01/2026		b. End Date: 09/30/2027	
* 14. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?			
a. This submission was made available to the State under 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.	
*15. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
☐ YES ☒ NO	
If Yes, explain:	
16. 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.	
17a. Typed or Printed Name and Title of Authorized Certifying Official	17c. Telephone (area code, number and extension)
	17d. Email Address
17b. Signature of Authorized Certifying Official	17e. Date Report Submitted (Month, Day, Year)

Section 1 - Program Components

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

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
OMB Clearance No.: 0970-013
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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

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. 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
☒	Heating assistance	10/01/2026	04/30/2027
☐	Cooling assistance		
☐	Summer crisis assistance		
☒	Winter crisis assistance	10/01/2026	06/30/2027
☐	Year-round crisis assistance		
☒	Weatherization assistance	10/01/2026	09/30/2027

Provide further explanation for the dates of operation, if necessary

The dates of operation for each program component are contingent upon the availability of LIHEAP funding and may be adjusted accordingly.

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 (%)	Prior year totals
Heating assistance	47.00%	47.00%
Cooling assistance	0.00%	0.00%
Summer crisis assistance	0.00%	0.00%
Winter crisis assistance	18.00%	18.00%
Year-round crisis assistance	0.00%	0.00%
Weatherization assistance	15.00%	15.00%
Carryover to the following federal fiscal year	10.00%	10.00%
Administrative and planning costs	10.00%	10.00%
Services to reduce home energy needs including needs assessment (Assurance 16)	0.00%	0.00%
Used to develop and implement leveraging activities	0.00%	0.00%
TOTAL	100.00%	100.00%

Tribal grant recipients: direct-grant tribes, tribal organizations, or territories with allotments of \$20,000 or less may use for planning and administration up to 20% of the funds payable. Grant recipients that are direct grant tribes, tribal organizations, or territories with allotments over \$20,000 may use for

planning and administration purposes up to 20% of the first \$20,000 (or \$4,000) plus 10% of the funds payable that exceeds \$20,000. Any administrative costs in excess of these limits must be paid from non-federal sources.

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:

☒	Heating assistance	☐	Cooling assistance
☒	Weatherization assistance	☒	Other (specify:) Crisis applications received between March 16 - June 30.

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 at least one household member receives at least 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	☒ Yes ☐ No	☐ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☒ No
SSI	☒ Yes ☐ No	☐ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☒ No
SNAP	☒ Yes ☐ No	☐ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☒ No
Means-tested Veterans Programs	☐ Yes ☒ No	☐ Yes ☐ No	☐ Yes ☒ No	☐ Yes ☒ No

1.4a. Provide your definition of categorical eligibility. Please explain how households are categorically eligible (i.e, do all household members need to receive the benefits or just one member, is there a data exchange in place?) and how categorical eligibility streamlines the LIHEAP application process.

When all household members participate in federally funded Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), or Supplement Security Income (SSI). The caseworker will use the income from the household's open public assistance case in the state's Eligibility Information System (EIS) as their gross monthly income for the income portion of the heating assistance benefit calculation.

Household members are considered categorically eligible if they have received TANF, SNAP, or SSI from the month prior to the submission of the heating assistance application (HAPI) through the month in which LIHEAP eligibility is determined.

If only a portion of the household members are receiving TANF, SNAP, or SSI, the caseworker may use the income in EIS to verify said member's income but will still need to obtain proof of income for all other household members not on the public assistance case.

Categorical eligibility streamlines the LIHEAP application process by removing the requirement to verify current income. It does not guarantee the household will be eligible to receive a benefit.

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

If Yes, explain:

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

Categorical Eligibility is used solely for the income verification portion of the benefit calculation. All households are required to complete an application, submit copies of their primary heating fuel and electric bills, and meet all other eligibility criteria. The same benefit determination methodology is applied to all households.

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: \$0.00

1.7c Frequency of Assistance

☐	Once Per Year
☐	Once every five years
☐	Other - Describe:

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

Determination of Eligibility - Countable Income

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

☒	Gross Income
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☐	Net Income
☐	Other - Describe
1.9. Select all the applicable forms of countable income used to determine a household's income eligibility for LIHEAP	
☒	Wages
☒	Self - Employment Income
☒	Contract Income
☒	Payments from mortgage or Sales Contracts
☒	Unemployment insurance
☒	Strike Pay
☒	Social Security Administration (SSA) benefits
☒	Including MediCare deduction Excluding MediCare deduction
☒	Supplemental Security Income (SSI)
☒	Retirement / pension benefits
☐	General Assistance benefits
☒	Temporary Assistance for Needy Families (TANF) benefits
☐	Loans that need to be repaid
☒	Cash gifts
☐	Savings account balance
☒	One-time lump-sum payments, such as rebates/credits, winnings from lotteries, refund deposits, etc.
☒	Jury duty compensation
☒	Rental income
☒	Income from employment through Workforce Investment Act (WIA)
☐	Income from work study programs
☒	Alimony
☒	Child support
☒	Interest, dividends, or royalties
☒	Commissions
☒	Legal settlements
☐	Insurance payments made directly to the insured
☐	Insurance payments made specifically for the repayment of a bill, debt, or estimate

☒	Veterans Administration (VA) benefits
☐	Earned income of a child under the age of 18
☐	Balance of retirement, pension, or annuity accounts where funds cannot be withdrawn without a penalty.
☐	Income tax refunds
☐	Stipends from senior companion programs, such as VISTA
☒	Funds received by household for the care of a foster child
☐	Ameri-Corp Program payments for living allowances, earnings, and in-kind aid
☐	Reimbursements (for mileage, gas, lodging, meals, etc.)
☒	Other The following income is considered countable: Educational income if it is not for tuition, fees, etc.; excess reimbursements; military and family allotments; refugee assistance, subsidized adoption, income from sale of stocks, bonds, escrow, Trade Readjustment Act payments, capital gains, natural resource conservation service grants, health care stipends, subsidized utility allowances if paid directly to the household, General Assistance and Borough of Indian Affairs (BIA) General Assistance benefits if paid directly to the household; and the monthly entitlement including the cost of Medicare, if deducted, is counted as income in the month of intended use. The following income is not considered countable: Cash gifts under \$20; and any gain or benefit that is not in the form of money is exempt income, such as shelter, produce from a garden, clothing, non-cash employee benefits such as the Legal Trust benefit provided to State of Alaska employees, and non-cash assistance such as the Medicare Part D Low-Income Subsidy.
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.	
1.10 Do you have an online application process? ☒ Yes ☐ No	
1.10a If yes, describe the type of online application (Select all boxes that apply)	
☒	A PDF version of the application is available online and can be downloaded, filled out and mailed in for processing.
☐	A state-wide online application that allows a customer to complete data entry and submit an application electronically for processing.
☐	One or more locally available online applications that allows a customer to complete data entry and submit an application electronically for processing.
☐	Online application that is also mobile friendly
☒	Other, please describe The Division of Public Assistance (DPA) is developing an online application that will allow applicants to complete and submit their LIHEAP application electronically. The anticipated go-live date is September 1, 2026.
Please include a link(s) to a statewide application, if available:	
1.10b Can all program components be applied for online? ☐ Yes ☒ No	
If no, explain which components can and cannot be applied for online.	
The online LIHEAP application is in development as described above. Weatherization services are administered through the Alaska Housing Finance Corporation's grantees (information is available online here: https://www.ahfc.us/efficiency/weatherization). Application processes vary.	
1.11 Do you have a process for conducting and completing applications by phone? ☒ Yes ☐ No	
1.12 Do you or any of your subrecipients require in person appointments in order to apply? ☐ Yes ☒ No	
If yes, please provide more information regarding why in-person appointments are required and in what circumstances they are	

required.	
1.13 How can applicants submit documentation for verification? Select all that apply:	
☒	In-person
☒	Mail
☒	Email
☒	Portal application
☒	Other, please describe Fax and drop-box.

Hidden for Section 1

Section 2 - HEATING ASSISTANCE

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

Section 2 - Heating Assistance

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

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

Add	Household size	Eligibility Guideline	Eligibility Threshold
1	All Household Sizes	HHS Poverty Guidelines	150.00%

2.2 Do you have additional eligibility requirements for Heating Assistance? ☒ Yes ☐ No

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

Do you require an Assets test? ☐ Yes ☒ No

If yes, describe:

Not applicable.

Do you have additional/differing eligibility policies for:

Renters? ☐ Yes ☒ No

If yes, describe:

Not applicable.

Renters Living in subsidized housing? ☒ Yes ☐ No

If yes, describe:

Renters whose heating costs are included in their subsidized rent are not eligible. If heating is paid separately, the renter may qualify. If a utility allowance is included in rent, the benefit is reduced by 50%. A rental calculation worksheet is required.

Renters with utilities included in the rent? ☒ Yes ☐ No

If yes, describe:

Renters must provide a lease, rent receipt, or landlord confirmation showing heating costs are included in rent. If eligible, a portion of the benefit may be paid to the electricity vendor and the remainder to the client.

Do you give priority in eligibility to:

Older Adults (60 years or older)? ☒ Yes ☐ No

If yes, describe:

Households with a member age 60 or older receive a \$175 benefit increase and may receive early application mailings if they received LIHEAP the prior year.

Individuals with a disability? ☒ Yes ☐ No

If yes, describe:

Households with a legally disabled member receive a \$175 benefit increase and may receive early application mailings if they received LIHEAP the prior year.

Young children? ☒ Yes ☐ No

If yes, describe:

Households with a child under age 6 receive a \$175 benefit increase and may receive early application mailings if they received LIHEAP the prior year.

Households with high energy burdens? ☐ Yes ☒ No

If yes, describe:

Not applicable.			
Other?		☐ Yes ☒ No	
If yes, describe:			
Not applicable.			
Explanations of policies for each "yes" checked above:			
The State of Alaska has specific LIHEAP policies for renters in subsidized housing, vulnerable populations, and areas served by Tribal LIHEAP programs. Renters in subsidized housing are not eligible if heating is included in rent. If heating costs are separate, the household may qualify. If a utility allowance is included, the benefit is reduced by 50%. A rental calculation worksheet is required. Renters with utilities included in rent must provide a lease or landlord statement showing heating costs are part of rent. Benefits may be split between the electric vendor and client. Households with an older adult (60+), a person with a disability, or a child under age 6 receive a \$175 benefit increase (limited to one per household) and are prioritized in the early application mailing if they received LIHEAP the prior year. Many Alaskan communities are served by Tribal LIHEAP agencies. State LIHEAP policies are available at: http://dpaweb.hss.state.ak.us/manuals/HAP/hap.htm			
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.			
Alaska prioritizes households with vulnerable members—defined as individuals age 60 or older, legally disabled, or children under age 6—by applying a \$175 vulnerable population credit to the household's benefit calculation (limited to one credit per household). Households with a vulnerable member who received LIHEAP in the prior year are also placed on the early application mail-out list and receive application packets before the general population to support timely access to benefits. These policies are outlined in the LIHEAP Policy Manual, available at: http://dpaweb.hss.state.ak.us/manuals/HAP/hap.htm.			
2.5 Check the variables you use to determine your benefit levels. (Check all that apply):			
☒	Income		
☒	Family (household) size		
☒	Home energy cost or need:		
☒	Fuel type		
☒	Climate/region		
☐	Individual bill		
☒	Dwelling type		
☐	Energy burden (% of income spent on home energy)		
☐	Energy need		
☐	Other - Describe:		
Benefit Levels, 2605(b)(5) - Assurance 5, 2605(c)(1)(B)			
2.6 Describe estimated benefit levels for the fiscal year for which this plan applies. <i>Please note: the maximum and minimum benefits must be shown in the payment matrix.</i>			
Minimum Benefit	\$350	Maximum Benefit	\$6,125
2.7 Do you provide in-kind (e.g., blankets, space heaters) and/or other forms of benefits? ☐ Yes ☒ No			
If yes, describe.			
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.			

Section 3 - COOLING ASSISTANCE

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

Section 3 - Cooling Assistance

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

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

Add	Household size	Eligibility Guideline	Eligibility Threshold
1			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

If yes, describe:

Do you have additional/differing eligibility policies for:

Renters? ☐ Yes ☐ No

If yes, describe:

Renters Living in subsidized housing? ☐ Yes ☐ No

If yes, describe:

Renters with utilities included in the rent? ☐ Yes ☐ No

If yes, describe:

Do you give priority in eligibility to:

Older Adults (60 years or older)? ☐ Yes ☐ No

If yes, describe:

Individuals with a disability? ☐ Yes ☐ No

If yes, describe:

Young children? ☐ Yes ☐ No

If yes, describe:

Households with high energy burdens? ☐ Yes ☐ No

If yes, describe:

Other? ☐ Yes ☐ No

If yes, describe:

Explanations of policies for each "yes" checked above:

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

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:	
Benefit Levels, 2605(b)(5) - Assurance 5, 2605(c)(1)(B)		
3.6 Describe estimated benefit levels for the fiscal year for which this plan applies. <i>Please note: the maximum and minimum benefits must be shown in the payment matrix.</i>		
Minimum Benefit	\$0	Maximum Benefit
		\$0
3.7 Do you provide in-kind (e.g., fans, air conditioners) and/or other forms of benefits? ☐ Yes ☐ No		
If yes, describe.		
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.		

Section 4 - CRISIS ASSISTANCE

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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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	All Household Sizes	HHS Poverty Guidelines	150.00%

4.2 Provide your LIHEAP program's definition for determining a crisis. If you administer multiple crisis assistance programs (winter, summer, and/or year-round), include all program definitions.

The household must have received a final notice for fuel or electric service disconnection and be within 48 hours of service disconnection. Deliverable/pick-up fuel clients must be out of fuel or within 48 hours of running out of fuel.

Households with an electric service disconnection notice within 48 hours of service disconnection are considered to be in crisis regardless of their primary home heating fuel type, since electricity is required to operate home heating systems, water heating systems, well pumps, water filtrations systems, and food preparation and preservation systems (stove, oven, refrigerator, freezer, etc.).

4.3 What constitutes a life-threatening crisis?

A life-threatening crisis means the applicant or a member of the applicant's household uses medical support equipment prescribed by a licensed medical professional that requires fuel or power to operate, and is without or within 48 hours of being without metered or deliverable fuel used to primarily power or heat their dwelling.

Client statement is considered to be acceptable verification of use of medical support equipment.

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)

	Winter Crisis	Summer Crisis	Year-Round Crisis
4.6 Do you have additional eligibility requirements for Crisis Assistance?	☒	☐	☐

4.7 Check the appropriate boxes below to indicate type(s) of assistance provided
0

Do you require an Assets test?	☐	☐	☐
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Do you give priority in eligibility to:

Older Adults (60 years or older)?	☒	☐	☐
Individuals with a disability?	☒	☐	☐
Young Children?	☒	☐	☐
Households with high energy burdens?	☒	☐	☐
Other (Specify):	☐	☐	☐

In Order to receive crisis assistance:

Must the household have received a shut-off notice or have a near empty tank?	☒	☐	☐
Must the household have been shut off or have an empty tank?	☒	☐	☐
Must the household have exhausted their regular heating benefit?	☐	☐	☐

Must renters with heating costs included in their rent have received an eviction notice?	☒	☐	☐
Must heating/cooling be medically necessary?	☒	☐	☐
Must the household have non-working heating or cooling equipment?	☐	☐	☐
Other (Specify):	☐	☐	☐
Do you have additional/differing eligibility policies for:			
Renters?	☐	☐	☐
Renters living in subsidized housing?	☒	☐	☐
Renters with utilities included in the rent?	☒	☐	☐
Explanations of policies for each "yes" checked above:			
Households who are considered part of Alaska's vulnerable population (age 60 or older, legally disabled, or under age 6) receive an additional point (\$175) added to their household's benefit calculation.* In order to receive priority processing** due to crisis, the household must verify they meet the crisis criteria by providing a final fuel or electric service disconnection notice (within 48 hours of shutoff), claim to have 48 hours worth of fuel or an empty fuel tank, or provide an eviction notice for non-payment of rent, if the household's primary heating fuel expense is included in their rental payment. In order to receive priority processing** due to life-threatening crisis, the household must claim they have medical support equipment prescribed by a licensed medical professional that requires power or fuel to operate AND provide a final fuel or electric service disconnection notice (within 48 hours of shutoff), claim to have 48 hours worth of fuel or an empty fuel tank, or provide an eviction notice for non-payment of rent, if the household's primary heating fuel expense is included in their rental payment. Renters who have their primary heating fuel expense included in their subsidized rental payment are not eligible to receive assistance through LIHEAP. Renters who pay for their primary heating fuel expense in addition to their subsidized rental payment are eligible to receive assistance through LIHEAP, if they meet all other eligibility criteria. • If a renter's subsidized rental payment includes a utility allowance their benefit is reduced by 50%. * The vulnerable population point is limited to one per household. **Applications are moved to the front of the processing queue.			
Determination of Benefits			
4.8 How do you handle crisis situations?			
☐	Separate component		
☒	Benefit Fast Track, no separate amount of crisis funds is issued. Rather benefits are issued to crisis customers within crisis response time frames.		
☐	Other - Describe:		
4.9 If you have a separate component, how do you determine crisis assistance benefits?			
☐	Amount to resolve the crisis. \$0		
☒	Other - Describe:		
	The dollar amount required by the vendor to prevent fuel or electric service disconnection or to reinstate fuel or electric service, up to the total grant amount the household is determined eligible to receive.		
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.			
Completed applications are accepted in person, by drop box at all Public Assistance office locations, by email, by telephone, and through the Alaska Connect Portal. DPA also has a dedicated outreach unit that travels throughout the state, with an emphasis on serving vulnerable populations and households that may have difficulty accessing DPA offices or other application submission methods. The outreach unit collaborates with community partners to assist households with completing and submitting applications and, when feasible, processing applications on site.			
4.11 Do you provide individuals who are individuals with a disability 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. DPA accepts completed applications in-person, by drop box at all Public Assistance office locations, by email, telephone, and through the Alaska Connect Portal.			
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	\$6,125.00	maximum benefit	
Summer Crisis	\$0.00	maximum benefit	
Year-round Crisis	\$0.00	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			
4.14 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	☐	☐	☒
Heating system replacement	☐	☐	☒
Cooling system repair	☐	☐	☐
Cooling system replacement	☐	☐	☐
Wood stove purchase	☐	☐	☒
Pellet stove purchase	☐	☐	☒
Solar panel(s)	☐	☐	☐
Utility poles / gas line hook-ups	☐	☐	☐
Other (Specify):	☐	☐	☒
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.			
4.18 If you experience a natural disaster, do you intend to utilize LIHEAP crisis funds to address disaster related crisis situations? ☒ Yes ☐ No			
If yes, describe Outside of a Governor-declared disaster or state of emergency, Alaska does not use Crisis Assistance funds for home heating system repair or replacement. These services are generally provided through the Alaska Housing Finance Corporation's Weatherization Assistance Program, to which Alaska allocates up to 15 percent of its LIHEAP grant. During a Governor-declared disaster or state of emergency, Alaska may separately use available LIHEAP funds for disaster-related home heating equipment repair or replacement and to address energy-supply shortages experienced by affected households. Consistent with 45 C.F.R. § 96.50(e), allowable uses of LIHEAP funds to address crisis situations resulting from a hurricane or other natural disaster may include: Temporarily sheltering or housing individuals in hotels, apartments, or other living arrangements when their homes have been destroyed or damaged and relocation is necessary to protect their health and safety;			

- Providing transportation, such as cars, shuttles, or buses, to move individuals from the affected area to shelter when the loss of access to heating endangers their health or safety;
- Paying utility reconnection costs when necessary; and
- Repairing or replacing a household's primary heating system when necessary to restore or maintain home heating service.

All disaster-related activities must be approved in advance and will be targeted to areas covered by the applicable disaster or emergency declaration.

For purposes of this provision, a disaster may include a natural disaster, public health emergency, or energy-supply shortage emergency declared by the state or federal government.

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

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OMB Clearance No.: 0970-013
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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

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	All Household Sizes	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 and attach a copy of the Internal Agreement or Contract. Alaska Housing Finance Corporation (AHFC)

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:

LIHEAP funds can be used to re-weatherize a home or replace a heating system even if the home was already addressed with weatherization funds from any source at an earlier date.

Exceptions to the Weatherization Operations Manual must be approved in writing by the AHFC Program Manager.

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
Renters with utilities included in the rent?	☒ Yes ☐ No

5.8 Do you give priority in eligibility to:

Older Adults?	☒ Yes ☐ No
---------------	---

Individuals with a disability?	☒ Yes ☐ No
Young Children?	☒ Yes ☐ No
House holds with high energy burdens?	☐ Yes ☒ No
Other?	☐ 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. The first week of each month, the LIHEAP coordinator generates and distributes a list of all applicants who received LIHEAP to Alaska Housing Finance Corporation's weatherization subgrantees. This assists the subgrantees by identifying households containing vulnerable residents. If a household contains an older adult, disabled individual, or a child under the age of 6, the weatherization application is given priority over other households. At the end of each quarter, subgrantees submit a report to the LIHEAP program coordinator. These reports are used to complete the weatherization sections of the Household Report. It also allows the State to monitor which types of households are being assisted with LIHEAP funds. If the applicant lives in subsidized housing, weatherization is usually addressed by the housing authority who is also acting as the landlord. All rental recipients of weatherization services must have the landlord's permission; the landlord's permission is received and verified by Alaska Housing Finance Corporation (AHFC). AHFC is the largest subsidized housing provider in Alaska.	
Benefit Levels	
5.9 Do you have a maximum LIHEAP weatherization benefit/expenditure per household? ☐ Yes ☒ No	
5.9a If yes, what is the maximum? \$0	
5.10 Do you use an Average Cost per Unit (ACPU). ☐ Yes ☒ No	
5.10a If so, what is the ACPU amount? \$0	
Types of Assistance, 2605(c)(1), (B) & (D)	
5.11 What LIHEAP weatherization measures do you provide ? (Check all categories that apply.)	
☒ Weatherization needs assessments/audits	☒ Energy related roof repair
☒ Caulking and insulation	☐ Major appliance repairs
☒ Storm windows	☐ Major appliance replacement
☒ Furnace/heating system modifications/repairs	☒ Windows/sliding glass doors
☒ Furnace replacement	☒ Doors
☐ Cooling system modifications/repairs	☒ Water Heater
☒ Water conservation measures	☐ Cooling system replacement
☐ Roof top solar	☐ Community solar projects
☐ Compact florescent light bulbs	☒ Other - Describe: Health and safety items included in the AHFC Weatherization Operations Manual (WOM); minor roof repair \$5000 limit.
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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OMB Clearance No.: 0970-013
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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

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.
- ☒ Web Posting
- ☐ Email
- ☐ Texting
- ☒ Events
- ☒ Social Media
- ☒ Other (specify):
DPA has a dedicated outreach unit that travels throughout the state, with an emphasis on serving vulnerable populations and households that may have difficulty accessing DPA offices or other application submission methods. The outreach unit collaborates with community partners to provide LIHEAP program information and assist households with completing and submitting applications.

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

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

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

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OMB Clearance No.: 0970-013
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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

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.).

☐

Joint application for multiple programs (indicate programs included)

☒

Intake referrals to/from other programs (indicate programs included) Temporary Assistance for Needy Families (TANF), Adult Public Assistance (APA), Supplemental Nutrition Assistance Program (SNAP), General Relief Assistance (GRA), etc.

☒

One - stop intake centers

☐

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

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

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

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

☐	Administration Agency
☐	Commerce Agency
☐	Community Services Agency
☐	Energy/Environment Agency
☐	Housing Agency
☒	State Department of Welfare (administers TANF, SNAP, and/or Medicaid)
☐	Economic Development Agency
☐	Other - Describe:

Include current list of subrecipient name, main office address (do not list P.O. Box), phone number, county(s) served, Congressional District, and UEI number. *Used for Near hotline and OCS Service Provider Tool and clearinghouse.*

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

If you selected "State Department of Welfare (administers TANF, SNAP, and/or Medicaid)" 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?

In addition to the items listed in Sections 6.1 and 7.1, the Alaska Division of Public Assistance provides alternate outreach and intake for heating assistance through fee agents used in outlying rural communities; tribal administrators in these communities receive LIHEAP awareness training, LIHEAP posters are distributed annually, and the program maintains its own website at www.heatinghelp.alaska.gov.

8.3 How do you provide alternate outreach and intake for cooling assistance?>

Not applicable.

8.4 How do you provide alternate outreach and intake for crisis assistance?

In addition to the outreach and intake methods listed in Sections 6.1, 7.1, and 8.1, fee agents are used in outlying rural communities throughout Alaska where there is no Alaska Division of Public Assistance office; vendors, who are separate from fee agents, receive initial and refresher training, and crisis intervention referrals from vendors are expedited.

8.5 LIHEAP Component Administration.	Heating	Cooling	Crisis	Weatherization
8.5a Who determines client eligibility?	State Welfare Agency	Non-Applicable	State Welfare Agency	State Welfare Agency
8.5b Who processes benefit payments to gas and electric vendors?	State Welfare Agency	Non-Applicable	State Welfare Agency	

8.5c who processes benefit payments to bulk fuel vendors?	State Welfare Agency	Non-Applicable	State Welfare Agency	
8.5d Who performs installation of weatherization measures?				State Welfare Agency

Include a current list of subrecipient(s) name, main office address (do not list P.O. Box), phone number, county(s) served, Congressional District, and UEI number.

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 selection of local administering agencies is determined by program structure: all heating and crisis applications are processed directly by staff within the Division of Public Assistance. For weatherization services, Alaska Housing Finance Corporation (AHFC), a semi-quasi state agency, administers the program through three contracted subrecipients. Each subrecipient operates under a formal agreement with AHFC and adheres to the Weatherization Operations Manual to ensure consistency and compliance. AHFC oversees the performance of its subrecipients through regular monitoring activities and is itself subject to oversight by the LIHEAP coordinator and the state auditor.

8.7 How many local administering agencies do you use? 1

8.8 Have you changed any local administering agencies in the last year?
☐ Yes
☒ No

8.9 If so, why?

☐	Agency was in noncompliance with Grant recipient requirements for LIHEAP -
☐	Agency is under criminal investigation
☐	Added agency
☐	Agency closed
☐	Other - describe

8.10 If a subrecipient is no longer providing LIHEAP, are you aware of prior-year LIHEAP funds being mismanaged or misspent? ☐ Yes ☒ No

8.10a If yes, please explain.

8.10b If you are aware, were other federal programs impacted such as CSBG, SSBG, Head Start, TANF, and Department of Energy Weatherization funding, etc. ☐ Yes ☒ No

8.10c If yes, please explain.

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

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

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

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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.

Direct payments are made to the following applicants: renters whose heating expense is included in their rental payment, applicants who primarily heat with self-harvested or purchased wood/pellets, applicants whose vendors will not accept payment because the vendor account is not listed under the primary LIHEAP applicant or their spouse, and applicants whose LIHEAP benefit is insufficient to prevent or reinstate heating fuel or electric service.

The Division may also issue supplemental benefit payments directly to recipients when it determines that direct payment is appropriate for program administration.

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

A Notice of Award letter is mailed to the client. The letter outlines how benefits were calculated, the amount of the total award, and how the award was distributed between the client's heating fuel and electric vendor(s).

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?

To ensure that the home energy supplier charges the eligible household, through the normal billing process, only the difference between the actual cost of the home energy and the amount of the LIHEAP payment, the state requires all participating vendors to sign a vendor agreement. This agreement includes a provision requiring vendors to apply the LIHEAP benefit directly to the customer's account and to bill the household only for the remaining balance due, in accordance with their normal billing practices.

In addition, vendors are required to provide verification to the state that LIHEAP payments have been received and properly credited to the household's account. This verification process helps ensure accurate application of funds and safeguards against improper billing practices, supporting the integrity of the program and protecting the interests of eligible households.

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?

To ensure that no household receiving assistance under this title is treated adversely because of their receipt of LIHEAP assistance, the state requires all energy vendors participating in the program to sign a vendor agreement. This agreement explicitly includes a provision prohibiting any adverse treatment of clients based on their participation in LIHEAP.

Additionally, the state actively monitors compliance with this assurance by investigating any reports received from clients alleging discriminatory or adverse treatment related to their receipt of LIHEAP benefits. Appropriate corrective action is taken as necessary to resolve any verified issues and maintain program integrity.

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.

Attach a copy of the template statewide vendor agreement or a policy that indicates local agreements must adhere to statewide policies and assurances.

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

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

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

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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

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

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

The State maintains strong fiscal accountability and fund tracking through structured processes, internal controls, and coordinated oversight across multiple agencies.

Division of Public Assistance (DPA) eligibility technicians review and process LIHEAP applications and certify payments for eligible households. The division's finance unit reviews and authorizes each payment certification to ensure accuracy and compliance. The LIHEAP Program Coordinator works closely with the division's Chief Administrative Officer and the Alaska Department of Revenue to monitor expenditures and ensure fiscal integrity.

The Division of Legislative Audit conducts regular audits of the LIHEAP program to verify compliance with federal and state regulations and to ensure the accuracy of financial reporting.

For weatherization activities, the Alaska Housing Finance Corporation (AHFC), which operates under the Alaska Department of Revenue, submits to the LIHEAP Program Coordinator quarterly invoices prepared by its accounting staff. All expenditures comply with the State of Alaska's procurement statute (AS36.30) and financial policies outlined in the Alaska Administrative Manual (AAM), Sections 81 and 82. The AAM aligns with federal regulations at 45 CFR 75 and 2 CFR 200 and supports compliance with Single State Audit requirements under the oversight of the Legislature's Division of Legislative Audit. Relevant policies are available at <https://doa.alaska.gov/dof/manuals/amm>.

10.1a Provide your definitions of the following:

Obligation

The promise to pay for goods or services, usually supported by a Field Purchase Order, contract, encumbrance, approved application, or Notice of Action.

Expenditures

The actual payment made for goods and services.

Expenditure timeframe

State Fiscal Year – July 1 through June 30th

Administrative costs

Administrative employee salary and benefits, procurement, travel to national conferences & trainings, computer maintenance & information technology (IT) support, leases & storage for archives, dues, public relations, and office supplies.

Audit Process

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

☒ Yes ☐ No

10.2a - if yes, describe your auditor selection process.

The Alaska Administrative Manual (AAM) is in alignment with 45 CFR 75 and 2 CFR 200. The State of Alaska's annual Single Audit is conducted by the Alaska Division of Legislative Audit. Statewide Single Audit reports, including audit findings and recommendations, are available at: <https://legaudit.akleg.gov/audits/single-audits/>

10.3. Describe any audit findings of the grant recipient (i.e. State/Tribe/Territory) rising to the level of material weakness or reportable condition cited in the single audits, inspector general reviews, or other government agency reviews from the most recently audited fiscal year.

No Findings ☐

Finding	Type	Brief Summary	Resolved?	Action Taken
1	other	Finding 2022-046: Prior Audit Finding: Three (5 percent) of 60 LIHEAP applicant case files tested had eligibility errors.	In Progress	training changes

2	financial	Finding 2022-047: Prior Audit Finding: Internal controls over FY22 LIHEAP earmarking requirements for planning and administrative costs were ineffective.	Yes	staffing/management changes
3	financial	Finding 2022-048: Prior Audit Finding: Auditors could not obtain sufficient and appropriate evidence to verify compliance with LIHEAP's period of performance requirements.	In Progress	staffing/management changes
4	reporting	Finding 2022-049: Prior Audit Finding: Auditors could not obtain sufficient and appropriate evidence to verify accuracy of the data reported in the FFY21 LIHEAP Performance Data Form and the FFY21 Annual Report on Households Assisted by LIHEAP. In addition, the SF-425 LIHEAP financial report for the FFY21 grant award misreported two of six key line items.	In Progress	staffing/management changes
5	other	Finding 2023-045: Prior Audit Finding: Twenty-two of 60 LIHEAP applicant case files tested (37 percent) had eligibility errors.	In Progress	training changes
6	financial	Finding 2023-046: Prior Audit Finding: DPA did not maintain adequate controls to monitor and ensure compliance with the following earmarking requirements: No more than 10 percent of a state's LIHEAP funds for federal award may be used for planning and administrative costs and no more than 15 percent of the greater of the funds allotted or funds available may be used for low-cost residential weatherization or other energy-related home repairs.	Yes	staffing/management changes
7	financial	Finding 2023-047: Prior Audit Finding: DPA obligated more than 10 percent of the FFY22 grant award during the second fiscal year of the award.	Yes	staffing/management changes
8	reporting	Finding 2023-048: Prior Audit Finding: Key line items for the FFY22 LIHEAP Performance Data Form, FFY22 Annual Report on Households Assisted by LIHEAP, and Quarterly Performance and Management Reports were not accurate or not supported by accounting or other records. In addition, the FFY22 LIHEAP Carryover and Reallotment Form was not submitted within required timeframes.	In Progress	staffing/management changes

10.4. Audits of Local Administering Agencies

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

- ☒ Local agencies/district offices are required to have an annual audit in compliance with Single Audit Act and OMB Circular A-133
- ☐ Local agencies/district offices are required to have an annual audit (other than A-133)
- ☐ Local agencies/district offices' A-133 or other independent audits are reviewed by Grant recipient as part of compliance process.
- ☐ Grant recipient conducts fiscal and program monitoring of local agencies/district offices
- ☐ Local agencies and district offices are required to have an annual audit in compliance with Single Audit Act and OMB Circular A-133

Compliance Monitoring

10.5. Describe your monitoring process for compliance at each level below. Check all that apply.

Grant recipients have a policy in place for appropriate separation of duties and internal controls.

- ☒ Internal program review

☐	Departmental oversight
☒	Secondary review of invoices and payments
☒	Other program review mechanisms are in place. Describe:
The State of Alaska employs multiple layers of oversight to ensure compliance with program requirements. A statewide case review team actively conducts random reviews of processed applications to assess adherence to policy and procedural standards. This team identifies trends, ensures accuracy in eligibility determinations, and provides feedback to local offices for corrective action when necessary. Additionally, Alaska participates in the Single Audit coordinated through the Legislature's Division of Legislative Audit. This comprehensive audit evaluates internal controls and compliance across federally funded programs. Findings from these audits are made publicly available and are used to guide improvements and strengthen accountability. Reports can be accessed at: https://legaudit.akleg.gov/audits/single-audits. These mechanisms ensure that both routine operations and broader program functions remain in compliance with federal and state regulations.	
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:
For LIHEAP applications processed by state district office staff, desk reviews are conducted by designated Heating Assistance Program staff under the oversight of the LIHEAP Coordinator when potential errors are identified through program reports. Eligibility Technician leads and supervisors also review LIHEAP applications processed by newly trained Eligibility Technician I staff during their probationary period for accuracy.	
10.6 Explain, or attach a copy of your local agency monitoring schedule and protocol.	
Not applicable. Alaska does not use local administering agencies to administer or process LIHEAP applications. Monitoring of cases processed by state district office staff is described in Section 10.5.	
10.7. Describe how you select local agencies for monitoring reviews. Attach a risk assessment if subrecipients are utilized.	
Site Visits: Not applicable. Alaska does not use local administering agencies or subrecipients to administer LIHEAP applications.	
Desk Reviews: Not applicable. Alaska does not use local administering agencies or subrecipients to administer LIHEAP applications.	
10.8. How often is each local agency monitored? Please attach a monitoring schedule if one has been developed.	
10.9. How many local agencies are currently on corrective action plans? 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.: 0970-013 Expiration Date: 02/28/2028	
LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN		
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. <i>Note: Tribes do not need to hold a public hearing but must ensure participation through other means.</i>		
☐ 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:		
Online public notice: The draft LIHEAP Model Plan, notice of public hearing, and request for public comments were posted on Alaska's Online Public Notice System. Direct notification: Notice of the public comment period was distributed to energy vendors, tribal organizations, community agencies, and state agencies. Recipients were asked to share the information with their clients. Public hearing: A statewide public hearing will be held August 12, 2026, from 11:00 a.m. to 1:00 p.m. Alaska time. Participation will be available by Zoom and telephone. A recording of the hearing will be available upon request.		
Public Hearings, 2605(a)(2) - For States and the Commonwealth of Puerto Rico Only		
11.2 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	08/12/2026	Zoom meeting
11.3. How many parties commented on your plan at the hearing(s)?		
11.4 Summarize the comments you received at the hearing(s).		
11.5 What changes did you make to your LIHEAP plan as a result of public participation and solicitation of input?		
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.		

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

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

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
OMB Clearance No.: 0970-013
Expiration Date: 02/28/2028

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

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

12.1 How many fair hearings did the Grant recipient have in the prior federal Fiscal Year? 3

12.2 How many of those fair hearings resulted in the initial decision being reversed? 0

12.3 Describe any policy and/or procedural changes made in the last federal Fiscal Year as a result of fair hearings?

No policy or procedural changes were made during the prior federal fiscal year as a result of fair-hearing decisions.

12.4 Describe your fair hearing procedures for households whose applications are denied and/or not acted upon in a timely manner.

Information about the right to request an agency review or fair hearing is included in each notice of action. A household that disagrees with a denial may submit a written request for a fair hearing to the Heating Assistance Program within 30 days. Upon receipt of the request, a supervisor reviews the case to determine whether the action was correct. A prehearing conference is then conducted to provide an opportunity to resolve the matter before a formal hearing. If the matter is not resolved, the complete case record, including all relevant documentation and case notes, is forwarded to the Alaska Department of Administration, Office of Administrative Hearings for scheduling and adjudication.

Households may also contact the Heating Assistance Program when an application has not been acted upon within the required 45-day processing timeframe. Applications pending beyond 45 days are referred to the Workflow Management Team for review. The team reviews the application and the Division's Unacted Report, identifies any priority circumstances, including a heating crisis or a household member who is elderly, legally disabled, or under age six, and determines when the application can be assigned to an Eligibility Technician for processing. This internal review process does not limit the household's right to request a fair hearing based on the failure to act within the required timeframe.

12.5 When and how are applicants informed of these rights?

Applicants are informed of their fair-hearing rights in the **Rights and Responsibilities** section of the application booklet. These rights are also included in each notice of action mailed to the household regarding the decision on its application.

For applications completed by telephone, staff review the applicant's rights and responsibilities verbally. The applicant must acknowledge that they understand and agree to these provisions, and the acknowledgement is recorded.

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

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

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

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
OMB Clearance No.: 0970-013
Expiration Date: 02/28/2028

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

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?

Alaska does not use and does not plan to use LIHEAP fund for activities authorized under Assurance 16.

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

Not applicable. Alaska does not allocate LIHEAP funds for Assurance 16 activities.

13.3 Describe the impact of such activities on the number of households served in the previous federal Fiscal Year.

Not applicable. Alaska did not provide Assurance 16 services during the previous federal fiscal year; therefore, these activities had no impact on the number of households served.

13.4 Describe the level of direct benefits provided to those households in the previous federal Fiscal Year.

Not applicable. No direct benefits were provided in connection with Assurance 16 activities during the previous federal fiscal year.

13.5 How many households received these services? 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 14 - Leveraging Incentive Program ,2607A

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

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
OMB Clearance No.: 0970-013
Expiration Date: 02/28/2028

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

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.

Not applicable. Alaska doesnot plan to submit an application for the LIHEAP Leveraging Incentive Program and therefore does not request leveraging resource information from third parties or local agencies.

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. § 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	Not applicable	Not applicable	Not applicable. Alaska does not plan to apply for the LIHEAP Leveraging Incentive Program.

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.: 0970-013
Expiration Date: 02/28/2028

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

Section 15: Training

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

a. Grant recipient Staff:

☒ Formal training provided virtually, on-site, and/or formal training conference

How often?

☐ Annually

☐ Biannually

☒ As needed

☒ Other, describe: Upon hire

☒ Employees are provided with policy manual

☒ Other, describe:

New staff receive program training upon hire, and additional training is provided as needed when policies, procedures, or system requirements change. All DPA employees are required to complete annual HIPAA and Social Security Awareness training, and completion is tracked to ensure compliance.

Staff are provided access to the Heating Assistance Program Policy Manual and other applicable guidance. The policy manual is reviewed and updated three times a year to incorporate policy changes and clarifications. Draft updates are coordinated with the Staff Development and Training unit before final versions are published. Staff are notified of updates and receive supplemental instruction as needed. Current policy manuals are available on Alaska's DPA website at <http://dpaweb.hss.state.ak.us>.

b. Local Agencies:

☐ Formal training provided virtually, on-site, and/or formal training conference

How often?

☐ Annually

☐ Biannually

☐ As needed

☒ Other, describe: Not applicable. Alaska administers LIHEAP through State staff and does not use local agencies or subgrantees for program administration

☐ On-site training

How often?

☐ Annually

☐ Biannually

☐ As needed

☒ Other, describe: Not applicable. Alaska administers LIHEAP through State staff and does not use local agencies or subgrantees for program administration.

☐ Employees are provided with policy manual

☐ Other, describe:

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:
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.: 0970-013
Expiration Date: 02/28/2028

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

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 (Benefit Targeting Index, Burden Reduction Targeting Index, Restoration of Home Energy Service, and Prevention of Loss of Home Energy Service). Include timeframes and plans for meeting these requirements and what you believe will be accomplished in the coming federal fiscal year.

Performance measure-related questions are incorporated into the application and reviewed annually to determine whether updates are needed. In July 2024, Alaska enhanced its LIHEAP eligibility system to require completion of all applicable performance measure fields before an eligibility determination can be finalized. This system change has improved the completeness and accuracy of performance measure data.

The eligibility system also generates client lists used to request annual household energy usage and cost data from Alaska's largest natural gas, electric, oil, and propane vendors. The information received from vendors supports the calculation of the Benefit Targeting Index and Burden Reduction Targeting Index.

During FFY 2026, Alaska continued to refine its data collection, validation, vendor-matching, and reporting processes. Particular attention was given to improving the completeness and reliability of information related to the restoration of home energy service and the prevention of home energy loss.

Alaska is also implementing an online Heating Assistance Program application that will be available for the FFY 2027 program season. The electronic application uses standardized fields and required responses to improve the completeness and consistency of information collected from applicants. It is expected to reduce manual data entry, support more timely case processing, and strengthen the quality of data used for LIHEAP performance measure reporting.

In FFY 2027, Alaska will continue coordinating with energy vendors and program, systems, and data-reporting staff to identify and address data gaps, strengthen quality-control procedures, and improve reporting for all four required LIHEAP performance measures. Implementation of the online Heating Assistance Program application is expected to further improve data completeness, consistency, and reporting accuracy during the coming federal fiscal year.

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

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

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

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
OMB Clearance No.: 0970-013
Expiration Date: 02/28/2028

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

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 Grant recipient 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:

The Division of Public Assistance (DPA) provides several accessible methods for the public to report suspected waste, fraud, and abuse. Reports may be submitted through DPA's online fraud-reporting process, telephone, or directly to a DPA office. The DPA website also provides guidance for identifying and reporting suspected fraud.

LIHEAP vendors receive fraud-prevention and reporting guidance through the LIHEAP Vendor Manual. The manual is provided when a vendor is initially approved and when its vendor agreement is renewed. It includes procedures for recognizing and reporting suspected fraudulent activity.

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

☒ Printed outreach materials

☐ Posted in local administering agencies offices.

☒ Addressed on LIHEAP application

☒ Website

☒ Other - Describe:

Fraud-reporting information is publicized through a fraud brochure available in Division of Public Assistance office lobbies and on the DPA website. The brochure explains how members of the public may report suspected waste, fraud, and abuse.

The Heating Assistance Program application also addresses fraud in the **Rights and Responsibilities** section. In addition, award notices inform households that heating assistance benefits may not be traded, sold, or bartered and provide information regarding the proper use of program benefits.

17.2. Identification Documentation Requirements

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

Type of Identification Collected	Collected from Whom?					
	Applicant Only		All Adults in Household		All Household Members	
Social Security Card is photocopied and retained	☐	Required	☐	Required	☐	Required
	☐	Requested	☐	Requested	☒	Requested
Social Security Number (Without actual Card)	☐	Required	☐	Required	☒	Required

	☐	Requested	☐	Requested	☐	Requested	
Government-issued identification card (i.e.: driver's license, state ID, Tribal ID, passport, etc.)	☒	Required	☐	Required	☐	Required	
	☐	Requested	☐	Requested	☒	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		☐	☐	☐	☐	☐	☐

17.3. Citizenship/Legal Residency Verification

What are your procedures for ensuring LIHEAP recipients are U.S. citizens or qualified non-citizens who are eligible to receive LIHEAP benefits? Select all that apply.

☒ Clients sign an attestation of citizenship or U.S. Citizen or Qualified Non-Citizen

☒ Client's submission of certain Social Security Administration cards is accepted as proof of U.S. Citizen or Qualified Non-Citizen.

☒ Non-Citizens must provide documentation of immigration status

☐ Citizens must provide a copy of their birth certificate, naturalization papers, or passport

☒ Non-Citizens are verified through the SAVE system

☒ Tribal members are verified through Tribal enrollment records/Tribal ID card

☒ Other - Describe:

The Division has established procedures to ensure that all LIHEAP recipients are U.S. citizens or qualified non-citizens who are eligible to receive LIHEAP benefits. To verify citizenship or legal residency, the Division matches applicants' Social Security Numbers with existing records in the state's eligibility or case management systems, such as those used for the Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF). The Division also conducts data matching with the state Department of Labor systems to further validate identity and legal status. In addition, the Division verifies immigration status through the Instant Eligibility Verification System (IEVS), which is aligned with the Systematic Alien Verification for Entitlements (SAVE) program administered by the United States Citizenship and Immigration Services (USCIS). These integrated verification processes ensure that only individuals who meet the federal citizenship or qualified non-citizen criteria are approved for LIHEAP benefits, in accordance with applicable laws and regulations.

17.4. 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:

☒ 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:

Instant Eligibility Verification System (IEVS)

b. Describe any exceptions to the above policies.

17.5 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 Grant recipients only)
☐	Match SSN/Tribal ID number with tribal database or enrollment records (for tribal Grant recipients only)
☒	Other - Describe: Instant Eligibility Verification System (IEVS)
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
☐	Grant recipient LIHEAP database includes privacy/confidentiality safeguards
☒	Employee training on confidentiality for:
☒	Grant recipient employees
☒	Local agencies/district offices
☒	Employees must sign confidentiality agreement
☒	Grant recipient employees
☒	Local agencies/district offices
☒	Physical files are stored in a secure location
☒	Electronic files are protected in a secure location.
☒	Other - Describe: Approved vendor office employees who work with LIHEAP customers sign a confidentiality agreement. The vendors keep these signed agreements on file and make them available to the State of Alaska upon request.
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
☐	Grant recipient and/or local agencies/district offices perform physical monitoring of vendors
☒	Other - Describe and note any exceptions to policies above: - Vendors requesting to participate as an approved LIHEAP vendor are screened for complaints through the Better Business Bureau. - Vendors are required to establish and maintain an active vendor account in the Alaska Department of Administration, Division of Finance's financial/procurement system, IRIS. - Clients whose primary heating fuel is self-harvest firewood, purchased firewood, or wood pellets are not required to use an approved vendor. Due to supply and variations in quality and quantity, firewood and pellet clients have greater success in obtaining quality products when all suppliers in the market are accessible to them. A direct payment is issued to the client if they claim self-harvested firewood, purchased firewood, or wood pellets as their primary heating fuel.
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 grant recipient.
☒	Vendor agreements specify requirements selected above, and provide enforcement mechanism
☒	Other - Describe: Benefits are paid directly to clients whose primary heating fuel is self-harvested wood, purchased firewood, or wood pellets.
17.10. Investigations and Prosecutions	
Describe the Grant recipients procedures for investigating and prosecuting reports of fraud, and any sanctions placed on clients, staff, or 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 Grant recipient conduct investigation of fraud complaints from public
☒	Grant recipient attempts collection of improper payments. If so, describe the recoupment process When an improper payment or overpayment is identified, the Division of Public Assistance (DPA) sends the household written notice of the amount owed and requests repayment. If the household cannot repay the full amount, the household may contact DPA to establish a repayment agreement. If the household does not repay the debt or comply with the repayment agreement, DPA may recover the outstanding amount by reducing a future Heating Assistance Program benefit or supplemental payment otherwise issuable for the household's benefit.
☐	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 Grant recipient 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 Grant recipient 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 Grant recipients other than individuals, Alternate I applies.
4. For Grant recipients who are individuals, Alternate II applies.
5. Workplaces under grants, for Grant recipients other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the Grant recipient does not identify the workplaces at the time of application, or upon award, if there is no application, the Grant recipient 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 Grant recipients 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 Grant recipient 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. Grant recipients 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 Grant recipient 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 Grant recipients payroll. This definition does not include workers not on the payroll of the Grant recipient (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the Grant recipients payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grant recipients Other Than Individuals)

The Grant recipient 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 Grant recipients 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 Grant recipients 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 Grant recipient 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 (*That this must be physical address. No PO Boxes allowed.*)

All Statewide DPA Offices - See attached list

*** Address Line 1**

333 Willoughby Avenue, Suite 700
Address Line 2

Address Line 3

Juneau

*** City**

AK

*** State**

99801

*** Zip Code**

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

Alternate II. (Grant recipients Who Are Individuals)

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

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

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

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

Section 20: Certification Regarding Lobbying

Section 20: Certification Regarding Lobbying

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

Assurances

Assurances

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

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

(B) intervene in energy crisis situations;

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

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

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

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

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

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

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

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

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

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

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

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

(3) conduct outreach activities designed to assure that eligible households, especially households with elderly individuals or disabled individuals, or both, and households with high home energy burdens, are made aware of the assistance available under this title, and any similar energy-related assistance available under subtitle B of title VI (relating to community services block grant program) or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;

(4) coordinate its activities under this title with similar and related programs administered by the Federal Government and such State, particularly low-income

energy-related programs under subtitle B of title VI (relating to community services block grant program), under the supplemental security income program, under part A of title IV of the Social Security Act, under title XX of the Social Security Act, under the low-income weatherization assistance program under title IV of the Energy Conservation and Production Act, or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;

(5) provide, in a timely manner, that the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size, except that the State may not differentiate in implementing this section between the households described in clauses 2(A) and 2(B) of this subsection;

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

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

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

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

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

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

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

(D) ensure that the provision of vendor payments remains at the option of the State in consultation with local Grant recipients 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.



By checking this box, the prospective primary participant is agreeing to the Assurances set out above.

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).
• Policy Manual.
• Subrecipient Contract.
• Model Plan Participation Notes for Tribes.