

**Memorandum of Agreement Between  
State of Alaska, Department of Health And  
Alaska Housing Finance Corporation  
Low-Income Weatherization Assistance Program**



**I. Purpose**

This agreement establishes the contractual conditions between the Department of Health (DOH) Energy Assistance Program funded under the Low-Income Home Energy Assistance Program (LIHEAP) block grant and the Alaska Housing Finance Corporation (AHFC) Low Income Weatherization Assistance Programs. The LIHEAP (P.L. 97-35) allows block grantees the option of using grant funds to provide weatherization or other energy related home repairs for eligible households. DOH will contract with AHFC through a Reimbursable Service Agreement (RSA) to augment their Low Income Weatherization Assistance Programs (LIWAP).

This agreement also establishes conditions for the exchange of client eligibility information between the DOH Energy Assistance Program and the AHFC Low Income Weatherization Programs. The purpose of the information exchange is to increase public awareness of both programs, facilitate applicant eligibility determinations, and target low-income households with high home energy cost burdens.

**II. Responsibilities**

**A. Department of Health (DOH)**

1. DOH may contract with AHFC, through an executed RSA, for the sole purpose of providing weatherization services to the homes of eligible low-income households.
2. DOH agrees to furnish AHFC a list of State of Alaska Energy Assistance Program recipients in communities scheduled for low-income home weatherization assistance. If available, the following information will be provided for each household:
  - a. Residence address and phone number.
  - b. Name of Head of Household.
  - c. Number of household members
  - d. Identification of households with elderly, or disabled members, or children under six years of age.
  - e. Primary fuel used at residence.
  - f. Type of dwelling.

**B. Alaska Housing Finance Corporation (AHFC)**

1. AHFC will enter into grant agreements with capable grantees to provide weatherization assistance for eligible low-income households. Weatherization services will be accomplished in accordance with the grant in effect at the time. In case of conflict, federal regulations will take precedence over the grant conditions.

Households receiving weatherization services under this agreement must meet eligibility criteria and be prioritized in accordance with the Weatherization Operations Manual (WOM).

2. AHFC, through its authorized LIHEAP grantees, may provide weatherization services to eligible households even if the household resides in a region in which the LIHEAP is administered by an agency other than DOH.
3. AHFC agrees to protect the DOH Energy Assistance Program client information via the following means:
  - a. Client information shall be available only to AHFC and its grantee staff directly involved in weatherization assistance eligibility determinations, or authorized persons for audit purposes as necessary.
  - b. Client information will be used and accessed only for the purposes outlined in this agreement.
  - c. Client information will not be duplicated or disseminated within or outside AHFC and its authorized grantees, except as required by federal law.
  - d. Client information will be managed and stored in a manner to prevent access by unauthorized persons.
  - e. Client information that is no longer needed will be disposed of in a confidential manner.
  - f. All personnel who will have access to client information will be advised of its confidential nature and the safeguards required to protect the information.
4. LIHEAP funds expended under the conditions of this agreement must be for expenditures incurred or obligated during the dates on the RSA between AHFC and the DOH.
5. AHFC and its LIWAP grantees will be allowed 10 percent for administrative funding. Any additional administrative funds awarded to LIHEAP grantees must be paid for from non-federal sources or grants.
6. LIHEAP funds may be used to pay for labor and materials for weatherization improvements, pre- and post energy audits of eligible homes, smoke detectors, and carbon monoxide detectors. Energy efficiency improvements may include: air sealing; adding insulation; repairing or replacing exterior windows, doors, walls, floors, and minor roof repairs not to exceed \$5000; and repair, tune- up or replacement of heating systems which may include integrated hot water systems. Health and Safety measures are also allowed. Includes transportation of all applicable materials.
7. Financial audit reports for the use of these funds will be accomplished annually in line with the Federal Single Audit Act as outlined in 45 CFR, Part 74. A copy of the audit report shall be provided to DOH.
8. AHFC shall ensure that quarterly reports on activities undertaken under this agreement are submitted to DOH no later than the 15th day of the month following the end of each reporting quarter.

Quarterly reports may be submitted by AHFC or its authorized LIHEAP subgrantees; however, AHFC retains responsibility for the completeness, accuracy, and timeliness of all reports.

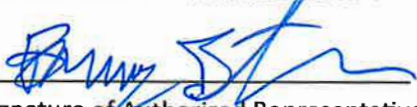
Quarterly reports shall include data sufficient to meet federal LIHEAP reporting requirements and program oversight needs, including:

- a. The total number of households assisted, broken out by community;
  - b. The number of individuals residing in each assisted household;
  - c. Household income and corresponding income eligibility percentage under the applicable program standard;
  - d. Identification of priority populations (elderly, individuals with a qualified disability, or child under 6 years of age);
  - e. The total number of heating systems repaired and the total number of heating systems replaced;
  - f. LIHEAP-funded material costs, labor costs, and total expenditures; and
  - g. Heating system fuel type and reason for replacement, if applicable.
9. AHFC shall submit its final request for reimbursement under the RSA, including supporting documentation, within 30 days after the end of the RSA term. Supporting documentation must summarize expenditures and identify activities undertaken or completed under this agreement.
10. AHFC shall provide an opportunity for a fair review of any complaint by individuals assisted under this program or whose claim for assistance is denied.

This agreement may be amended with mutual agreement of both parties and will remain in effect until amended or revoked.

The parties to this agreement acknowledge the responsibilities specified above, and will provide the accomplishment of this service in a mutually acceptable and efficient manner.

**ALASKA HOUSING FINANCE CORPORATION**

  
Signature of Authorized Representative

  
Printed Name of Representative

  
Title

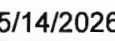
  
Date

**STATE OF ALASKA, DEPARTMENT OF HEALTH**

  
Signature of Authorized Representative

  
Printed Name of Representative

  
Title

  
Date