

Memorandum of Agreement
Between
Department of Health and Social Services
And
Alaska Housing Finance Corporation
Low Income Weatherization Assistance Program

I. Purpose

This agreement establishes the contractual conditions between the Department of Health and Social Services (DHSS) 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. DHSS will contract with AHFC through a Reimbursable Services 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 DHSS Energy Assistance Program and the AHFC Low Income Weatherization Assistance 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 and Social Services (DHSS)

1. DHSS may contract with AHFC, through an executed RSA, for the sole purpose of providing weatherization repairs to the homes of eligible low income households.
2. DHSS agrees to furnish AHFC with 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 telephone number
 - b) Name of head-of-household

- c) Identification of households with elderly or disabled members, or children under six years of age

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.
2. Households receiving weatherization services funded under this program must have gross annual incomes at or below 60 percent of the current median income estimates for Alaska published in the Federal Register, as adjusted for household size.
3. AHFC through its authorized LIWAP 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 DHSS.
4. AHFC agrees to protect the DHSS 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 handled 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.

5. LIHEAP funds expended under the conditions of this agreement must be for expenditures incurred or obligated between October 1 and September 30. All expenses obligated with LIHEAP funds must be closed out by December 31.
6. AHFC and its LIWAP grantees will use non-federal funds for administrative and planning costs incurred for the management and oversight of LIWAP activities. LIHEAP funds shall be used by AHFC LIWAP grantees for program costs as specified in their grant with AHFC.
7. LIHEAP funds may provide for labor and materials for weatherization improvements, pre and post energy audits of weatherized homes, smoke detectors and transportation cost of materials. Energy efficiency improvements may include: air sealing; adding insulation; repairing or replacing exterior windows, doors, walls, floors and roofs; and repair, tune-up or replacement of heating systems. Priority will be given to households including an individual who is elderly, an individual with a qualified disability, or children who are under six years of age.
8. 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 DHSS.
9. AHFC will provide DHSS with a report on activities undertaken or completed under this agreement by October 31. This report shall include:
 - a) The total number of households assisted, broken out by community.
 - b) The total number of individuals residing in the homes weatherized.
 - c) A financial summary of LIHEAP funds received by each AHFC LIWAP grantee and the amounts expended in each budget category.
 - d) The total number of households assisted broken out by household income category, and by the number of households that include an individual who is elderly (60 years of age or older), an individual with a qualified disability, or a child(ren) under six years of age.
 - e) The total number of *applicant* households broken out by income category.
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

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

[Handwritten Signature]

Signature of Authorized Representative

[Handwritten Signature]

Signature of Authorized Representative

Nois Cedergren

Printed Name of Representative

Jim Dalman

Printed Name of Representative

Admin. Services Director

Title

Public Assistance Program Officer

Title

6/24/99

Date

6/18/99

Date