Program Name: Low Income Home Energy Assistance
Grantee Name: Alabama
Report Name: DETAILED MODEL PLAN (LIHEAP) Revision #1
Report Period: 10/01/2019 to 09/30/2020
Report Status: Submission Accepted by CO (Revision #1)

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

### 1. Type of Submission: Plan

**Explanation:**

### 2. Date Received: [Insert Date]

### 3. Applicant Identifier: [Insert Identifier]

### 4a. Federal Entity Identifier: [Insert Identifier]

### 4b. Federal Award Identifier: [Insert Identifier]

### 5. Date Received By State: [Insert Date]

### 6. State Application Identifier: [Insert Identifier]

### 7. APPLICANT INFORMATION

**a. Legal Name:** Alabama Department of Economic and Community Affairs

**b. Employer/Taxpayer Identification Number (EIN/TIN):** 63-60006

**c. Organizational DUNS:** 062620604

### 8. Address:

- **Street 1:** ENERGY DIVISION
- **Street 2:** 401 ADAMS AVENUE
- **City:** MONTGOMERY
- **County:** Montgomery
- **State:** AL
- **Country:** United States
- **Zip / Postal Code:** 36103 - 5690

### 9. Name of Federal Agency:

**Catalog of Federal Domestic Assistance Number:** 93568  
**CFDA Title:** Low-Income Home Energy Assistance

### 10. CFDA Numbers and Titles

- **Descriptive Title of Applicant’s Project:** Low Income Home Energy Assistance Program

### 11. Areas Affected by Funding:

- **Statewide**

### f. Name and contact information of person to be contacted on matters involving this application:

- **Prefix:** [Insert Prefix]
- **First Name:** Jennifer
- **Middle Name:** [Insert Middle Name]
- **Last Name:** Lee
- **Title:** Program Manager
- **Organizational Affiliation:** [Insert Affiliation]
- **Telephone Number:** (334) 353-005
- **Fax Number:** 334-242-0552
- **Email:** jennifer.lee@adeca.alabama.gov

### 8a. TYPE OF APPLICANT:

- **A: State Government**

### b. Additional Description:

### 9. Name of Federal Agency:
13. CONGRESSIONAL DISTRICTS OF:

* a. Applicant 2

b. Program/Project: Statewide

Attach an additional list of Program/Project Congressional Districts if needed.

14. FUNDING PERIOD:

a. Start Date: 10/01/2019

b. End Date: 09/30/2020

15. ESTIMATED FUNDING:

* a. Federal ($) : $0

b. Match ($) : $0

16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?

a. This submission was made available to the State under the Executive Order 12372

Process for Review on :

b. Program is subject to E.O. 12372 but has not been selected by State for review.

c. Program is not covered by E.O. 12372.

* 17. Is The Applicant Delinquent On Any Federal Debt?

☐ YES

☐ NO

Explanation:

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

**I Agree

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

18a. Typed or Printed Name and Title of Authorized Certifying Official

Kenneth Boswell

18b. Signature of Authorized Certifying Official

18c. Telephone (area code, number and extension)

18d. Email Address

kenneth.boswell@adeca.alabama.gov

18e. Date Report Submitted (Month, Day, Year)

09/06/2019

Attach supporting documents as specified in agency instructions.
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.)

<table>
<thead>
<tr>
<th>Component</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heating assistance</td>
<td>10/01/2019</td>
<td>05/31/2020</td>
</tr>
<tr>
<td>Cooling assistance</td>
<td>06/01/2020</td>
<td>09/30/2020</td>
</tr>
<tr>
<td>Crisis assistance</td>
<td>10/01/2019</td>
<td>09/30/2020</td>
</tr>
<tr>
<td>Weatherization assistance</td>
<td>10/01/2019</td>
<td>09/30/2020</td>
</tr>
</tbody>
</table>

Provide further explanation for the dates of operation, if necessary

- Crisis Heating Assistance-10/1/2019-5/31/2020
- Crisis Cooling Assistance-6/1/2020-9/30/2020

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%.

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heating assistance</td>
<td>36.00%</td>
</tr>
<tr>
<td>Cooling assistance</td>
<td>30.00%</td>
</tr>
<tr>
<td>Crisis assistance</td>
<td>15.00%</td>
</tr>
<tr>
<td>Weatherization assistance</td>
<td>5.00%</td>
</tr>
<tr>
<td>Carryover to the following federal fiscal year</td>
<td>3.00%</td>
</tr>
<tr>
<td>Administrative and planning costs</td>
<td>10.00%</td>
</tr>
<tr>
<td>Services to reduce home energy needs including needs assessment (Assurance 16)</td>
<td>1.00%</td>
</tr>
<tr>
<td>Used to develop and implement leveraging activities</td>
<td>0.00%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100.00%</td>
</tr>
</tbody>
</table>
### 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:)

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

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

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

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Heating</th>
<th>Cooling</th>
<th>Crisis</th>
<th>Weatherization</th>
</tr>
</thead>
<tbody>
<tr>
<td>TANF</td>
<td>☐ Yes</td>
<td>☐ No</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>SSI</td>
<td>☐ Yes</td>
<td>☐ No</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>SNAP</td>
<td>☐ Yes</td>
<td>☐ No</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>Means-tested Veterans Programs</td>
<td>☐ Yes</td>
<td>☐ No</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>Other(Specify): 1</td>
<td>☐ Yes</td>
<td>☐ No</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
</tbody>
</table>

1.5 Do you automatically enroll households without a direct annual application? C 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?

### SNAP Nominal Payments

1.7a Do you allocate LIHEAP funds toward a nominal payment for SNAP households? C 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
- ☐ Net Income

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
<table>
<thead>
<tr>
<th>Income Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unemployment insurance</td>
<td>查看是否需要失业保险。</td>
</tr>
<tr>
<td>Strike Pay</td>
<td>查看是否需要罢工工资。</td>
</tr>
<tr>
<td>Social Security Administration (SSA) benefits</td>
<td>查看是否需要社会保障福利。</td>
</tr>
<tr>
<td>Medicare deduction</td>
<td>包括Medicare报销。</td>
</tr>
<tr>
<td>Supplemental Security Income (SSI)</td>
<td>查看是否需要补充安全收入。</td>
</tr>
<tr>
<td>Retirement/pension benefits</td>
<td>查看是否需要退休金或养老金。</td>
</tr>
<tr>
<td>General Assistance benefits</td>
<td>查看是否需要一般援助金。</td>
</tr>
<tr>
<td>Temporary Assistance for Needy Families (TANF) benefits</td>
<td>查看是否需要紧急援助金。</td>
</tr>
<tr>
<td>Supplemental Nutrition Assistance Program (SNAP) benefits</td>
<td>查看是否需要补充营养援助金。</td>
</tr>
<tr>
<td>Women, Infants, and Children Supplemental Nutrition Program (WIC) benefits</td>
<td>查看是否需要妇女、婴儿和儿童补充营养援助金。</td>
</tr>
<tr>
<td>Loans that need to be repaid</td>
<td>查看是否需要偿还的贷款。</td>
</tr>
<tr>
<td>Cash gifts</td>
<td>查看是否需要现金礼物。</td>
</tr>
<tr>
<td>Savings account balance</td>
<td>查看是否需要储蓄账户余额。</td>
</tr>
<tr>
<td>One-time lump-sum payments, such as rebates/credits, winnings from lotteries, refund deposits, etc.</td>
<td>查看是否需要一次性大额支付，例如退税/折扣，赢利，彩票或押金等。</td>
</tr>
<tr>
<td>Jury duty compensation</td>
<td>查看是否需要陪审团补偿。</td>
</tr>
<tr>
<td>Rental income</td>
<td>查看是否需要租金。</td>
</tr>
<tr>
<td>Income from employment through Workforce Investment Act (WIA)</td>
<td>查看是否通过工作投资法获得的收入。</td>
</tr>
<tr>
<td>Income from work study programs</td>
<td>查看是否从实习项目获得的收入。</td>
</tr>
<tr>
<td>Alimony</td>
<td>查看是否需要抚育金。</td>
</tr>
<tr>
<td>Child support</td>
<td>查看是否需要抚养金。</td>
</tr>
<tr>
<td>Interest, dividends, or royalties</td>
<td>查看是否需要利息、股息或版税。</td>
</tr>
<tr>
<td>Commissions</td>
<td>查看是否需要佣金。</td>
</tr>
<tr>
<td>Legal settlements</td>
<td>查看是否需要法律赔偿。</td>
</tr>
<tr>
<td>Insurance payments made directly to the insured</td>
<td>查看是否需要直接支付的保险。</td>
</tr>
<tr>
<td>Insurance payments made specifically for the repayment of a bill, debt, or estimate</td>
<td>查看是否需要专门用于偿还账单、债务或预估的保险。</td>
</tr>
<tr>
<td>Veterans Administration (VA) benefits</td>
<td>查看是否需要退伍军人服务署福利。</td>
</tr>
<tr>
<td>Earned income of a child under the age of 18</td>
<td>查看是否需要18岁以下孩子的收入。</td>
</tr>
<tr>
<td>Option</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Balance of retirement, pension, or annuity accounts where funds cannot be withdrawn without a penalty.</td>
<td></td>
</tr>
<tr>
<td>Income tax refunds</td>
<td></td>
</tr>
<tr>
<td>Stipends from senior companion programs, such as VISTA</td>
<td></td>
</tr>
<tr>
<td>Funds received by household for the care of a foster child</td>
<td></td>
</tr>
<tr>
<td>Ameri-Corp Program payments for living allowances, earnings, and in-kind aid</td>
<td></td>
</tr>
<tr>
<td>Reimbursements (for mileage, gas, lodging, meals, etc.)</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.
Section 2 - Heating Assistance

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

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

<table>
<thead>
<tr>
<th>Add</th>
<th>Household size</th>
<th>Eligibility Guideline</th>
<th>Eligibility Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All Household Sizes</td>
<td>HHS Poverty Guidelines</td>
<td>150.00%</td>
</tr>
</tbody>
</table>

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

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

Do you require an Assets test?  
☐ Yes ☐ No

Do you have additional/differing eligibility policies for:

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

Do you give priority in eligibility to:

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

Explanations of policies for each “yes” checked above:

Vulnerable households are identified at time of application. See benefits matrix. Vulnerable households have early application periods and designated times for which only they may apply for assistance.

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.

Administering agencies allow early application periods, specified days of the week and visits to Senior Centers. Also vulnerable households are identified at time of application. See benefits matrix.

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
Income eligibility is determined based on the household's gross income for the month prior to the month of application. For example, if a household applies for assistance any time in August, they must provide verification of the gross monthly income each household member received in July.

To calculate the income levels on the FY2020 benefits matrix, we used the HHS Poverty guidelines mandatory for FFY2019 from the following website:

https://aspe.hhs.gov/poverty-guidelines

For a 1-person household, the maximum annual income based on 100% of HHS Poverty Guidelines is $12,490. To calculate the maximum income for a 1-person household at 150% poverty, we multiplied $12,490 by 1.5 = $18,735. To determine the maximum monthly amount as shown on our benefits matrix, we divided $18,735 by 12 = $1,561.

Our benefits matrix contains three income categories for each household size. The following is an example of how we calculated the income categories:

For a 1-person household, we divided $1,561 by 3 = $520. The lowest income category (which receives the highest benefit) has a range of $0 - $520.

The formula to calculate the next highest income category for a 1-person household (which receives a slightly lower benefit) is $521+$520 = $1,041. Therefore, the range for that income category is $521 - $1,041.

The highest income category for a 1-person household starts at $1,042. We added $520 to that amount for a maximum monthly income of $1,561. Therefore, the range is $1,042 - $1,561.

We use the same method to complete the benefit matrix for households with two to eight people. To determine the maximum monthly income for households with more than eight people, we add $552 for each additional member.

As stated on the matrix, households with more than four people will receive benefits in the same amount as shown for a household of four.

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

| Minimum Benefit | $275 | Maximum Benefit | $520 |

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

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

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

<table>
<thead>
<tr>
<th>Add</th>
<th>Household Size</th>
<th>Eligibility Guideline</th>
<th>Eligibility Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All Household Sizes</td>
<td>HHS Poverty Guidelines</td>
<td>150.00%</td>
</tr>
</tbody>
</table>

3.2 Do you have additional eligibility requirements for Cooling Assistance?  
- Yes  
- No

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

- Do you require an Assets test?  
  - Yes  
  - No

- Do you have additional/differing eligibility policies for:
  - Renters?  
    - Yes  
    - No
  - Renters Living in subsidized housing?  
    - Yes  
    - No
  - Renters with utilities included in the rent?  
    - Yes  
    - No

- Do you give priority in eligibility to:
  - Elderly?  
    - Yes  
    - No
  - Disabled?  
    - Yes  
    - No
  - Young children?  
    - Yes  
    - No
  - Households with high energy burdens?  
    - Yes  
    - No
  - Other?  
    - Yes  
    - No

Explanations of policies for each “yes” checked above:

Vulnerable households are identified at the time of application. See benefits matrix. Early application periods, designated times to apply and visits to senior centers.

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

Administrating agencies allow early application periods, designated days of the week and visits to senior centers. Also vulnerable households are identified at the time of application. See benefits matrix.

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
Income eligibility is determined based on the household's gross income for the month prior to the month of application. For example, if a household applies for assistance any time in August, they must provide verification of the gross monthly income each household member received in July.

To calculate the income levels on the FY2020 benefits matrix, we used the HHS Poverty guidelines mandatory for FFY2019 from the following website:

https://aspe.hhs.gov/poverty-guidelines

For a 1-person household, the maximum annual income based on 100% of HHS Poverty Guidelines is $12,490. To calculate the maximum income for a 1-person household at 150% poverty, we multiplied $12,490 by 1.5 = $18,735. To determine the maximum monthly amount as shown on our benefits matrix, we divided $18,735 by 12 = $1,561.

Our benefits matrix contains three income categories for each household size. The following is an example of how we calculated the income categories:

For a 1-person household, we divided $1,561 by 3 = $520. The lowest income category (which receives the highest benefit) has a range of $0 - $520.

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We use the same method to complete the benefit matrix for households with two to eight people. To determine the maximum monthly income for households with more than eight people, we add $552 for each additional member.

As stated on the matrix, households with more than four people will receive benefits in the same amount as shown for a household of four.

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

<table>
<thead>
<tr>
<th>Minimum Benefit</th>
<th>Maximum Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>$305</td>
<td>$460</td>
</tr>
</tbody>
</table>

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

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

4.1 Designate the income eligibility threshold used for the crisis component

<table>
<thead>
<tr>
<th>Add</th>
<th>Household size</th>
<th>Eligibility Guideline</th>
<th>Eligibility Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All Household Sizes</td>
<td>HHS Poverty Guidelines</td>
<td>150.00%</td>
</tr>
</tbody>
</table>

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

A household member's health and/or well-being would likely be endangered if crisis assistance is not provided.

4.3 What constitutes a life-threatening crisis?

Households in which there exists a clear and present danger to life due to extreme weather.

Crisis Requirement, 2604(c)

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

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

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

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

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

Do you require an Assets test? ☐ Yes ☐ No

Do you give priority in eligibility to:

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

In Order to receive crisis assistance:

- Must the household have received a shut-off notice or have a near empty tank? ☐ Yes ☐ No
- Must the household have been shut off or have an empty tank? ☐ Yes ☐ No
- Must the household have exhausted their regular heating benefit? ☐ Yes ☐ No
- Must renters with heating costs included in their rent have received an eviction notice? ☐ Yes ☐ No
- Must heating/cooling be medically necessary? ☐ Yes ☐ No
- Must the household have non-working heating or cooling equipment? ☐ Yes ☐ No
- Other? ☐ Yes ☐ No
Do you have additional / differing eligibility policies for:

- Renters? [ ] Yes [ ] No
- Renters living in subsidized housing? [ ] Yes [ ] No
- Renters with utilities included in the rent? [ ] Yes [ ] No

Explanations of policies for each “yes” checked above:

Household member must have weather-related medical condition which would endanger member's health and/or well being if assistance is not provided.

Determination of Benefits

4.8 How do you handle crisis situations?

- [ ] Separate component
- [ ] Fast Track
- [ ] Other - Describe:

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

- [ ] Amount to resolve the crisis.
- [ ] Other - Describe:

- Income eligibility is determined based on the household's gross income for the month prior to the month of application. For example, if a household applies for assistance any time in August, they must provide verification of the gross monthly income each household member received in July.

- To calculate the income levels on the FY2020 benefits matrix, we used the HHS Poverty guidelines mandatory for FFY2019 from the following website:

  https://aspe.hhs.gov/poverty-guidelines

  For a 1-person household, the maximum annual income based on 100% of HHS Poverty Guidelines is $12,490. To calculate the maximum income for a 1-person household at 150% poverty, we multiplied $12,490 by 1.5 = $18,735. To determine the maximum monthly amount as shown on our benefits matrix, we divided $18,735 by 12 = $1,561.

- Our benefits matrix contains three income categories for each household size. The following is an example of how we calculated the income categories:

  For a 1-person household, we divided $1,561 by 3 = $520. The lowest income category (which receives the highest benefit) has a range of $0 - $520.

  The formula to calculate the next highest income category for a 1-person household (which receives a slightly lower benefit) is $521+$520 = $1,041. Therefore, the range for that income category is $521 - $1,041.

  The highest income category for a 1-person household starts at $1,042. We added $520 to that amount for a maximum monthly income of $1,561. Therefore, the range is $1,042 - $1,561.

  We use the same method to complete the benefit matrix for households with two to eight people. To determine the maximum monthly income for households with more than eight people, we add $552 for each additional member.

  As stated on the matrix, households with more than four people will receive benefits in the same amount as shown for a household of four.

  The amount of the crisis assistance benefit must be the minimum amount necessary to alleviate the crisis and provide utility service or deliverable fuel to the household for the next 30 days. The crisis assistance benefit must not exceed 200% of the benefit the household is eligible for based on the benefits matrix. Local administering agencies contact the household’s energy vendor at the time of appointment to determine the minimum amount required.

  If a household has a high energy need (including, but not limited to, those with children five (5) and under, elderly members, or members with a disabling condition), local administering agencies may award an additional $50. As noted on the benefits matrix, the additional $50 cannot be split. In other words, the entire $50 must be awarded, it cannot be a partial amount. Also, if awarding the additional $50 results in the crisis benefit exceeding the minimum amount necessary to alleviate the crisis, then the $50 must not be awarded.

  Example: A 1-person electric household with a gross monthly income of $700 is eligible for a $350 Heating benefit. The household qualifies for crisis assistance; therefore, they are eligible for up to $700 in crisis benefits. The electric vendor was contacted and required $800 to avoid disconnection of services. The applicant is elderly and disabled, therefore, the local administering agency awarded $700 in crisis benefits plus the additional $50 for a total benefit amount of $750. The applicant was responsible for the remaining $50 balance owed.
Community Action Agencies maintain service centers in each county of the state.

4.11 Do you provide individuals who are physically disabled the means to:
Submit applications for crisis benefits without leaving their homes?

- Yes
- No

If No, explain.

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

- Yes
- No

If No, explain.

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

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

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

<table>
<thead>
<tr>
<th>Type of Crisis</th>
<th>Maximum Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Crisis</td>
<td>$990.00</td>
</tr>
<tr>
<td>Summer Crisis</td>
<td>$870.00</td>
</tr>
<tr>
<td>Year-round Crisis</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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

- Yes
- No

If yes, Describe

Blankets, space heaters, fans, air conditioners and repair of A/Cs and furnaces and temporary housing for households which qualify for crisis assistance.

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.

<table>
<thead>
<tr>
<th>Assistance Provided</th>
<th>Winter Crisis</th>
<th>Summer Crisis</th>
<th>Year-round Crisis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heating system repair</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heating system replacement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooling system repair</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Cooling system replacement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wood stove purchase</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pellet stove purchase</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Solar panel(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility poles / gas line hook-ups</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (Specify):</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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

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

5.1 Designate the income eligibility threshold used for the Weatherization component

<table>
<thead>
<tr>
<th>Add</th>
<th>Household Size</th>
<th>Eligibility Guideline</th>
<th>Eligibility Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All Household Sizes</td>
<td>HHS Poverty Guidelines</td>
<td>200.00%</td>
</tr>
</tbody>
</table>

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

5.3 If yes, name the agency.

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

WEATHERIZATION - Types of Rules

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

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

- Mostly under DOE WAP rules, with the following LIHEAP rule(s) where LIHEAP and WAP rules differ (Check all that apply.):
  - Income Threshold
  - Weatherization not subject to DOE WAP maximum statewide average cost per dwelling unit.
  - Weatherization measures are not subject to DOE Savings to Investment Ration (SIR) standards.
  - Other - Describe:
    - Reworkatherization of homes in which work was completed prior to March 31, 2009.
    - Energy related home repair - the use of LIHEAP weatherization funds is allowable for structural and ancillary repairs, such as roof, wall and flooring repairs, only if the repairs are required to enable effective weatherization. These repairs will help ensure the health and safety of the clients and help reduce the occurrence of deferrals due to the condition of the homes.

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

5.6 Do you require an assets test?  Yes  No

5.7 Do you have additional/differing eligibility policies for:

- Renters  Yes  No
- Renters living in subsidized housing  Yes  No
5.8 Do you give priority in eligibility to:

- Elderly? [ ] Yes [ ] No
- Disabled? [ ] Yes [ ] No
- Young Children? [ ] Yes [ ] No
- Households 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.

- Regarding Question 5.7, renters must have approval of landlord prior to weatherization of the home. In addition, renters living in subsidized housing are not eligible for weatherization.

- Regarding Question 5.8, households applying for weatherization are awarded the following priority points if applicable:
  - Head of Household Disabled - 10 points
  - Head of Household Elderly (60 or older) - 10 points
  - Children under age 18 - 10 points
  - Other members elderly/disabled - 5 points
  - High Energy Consumer or LIHEAP Client - 5 points
  - High Energy Burden (greater than or equal to 17%) - 5 points

- Weatherization applicants are ranked by Priority Points. Those applicants with the most points are first in line to receive services when funding is available.

Benefit Levels

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

5.10 If yes, what is the maximum? $8,500

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
- [ ] Compact florescent light bulbs
- [ ] Other - Describe:
  - Health and safety measures; LED bulb installation; code compliance; plumbing, electrical, roof or flooring repairs.

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)

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

- Place posters/flyers in local and county social service offices, offices of aging, Social Security offices, VA, etc.
- Publish articles in local newspapers or broadcast media announcements.
- Include inserts in energy vendor billings to inform individuals of the availability of all types of LIHEAP assistance.
- Mass mailing(s) to prior-year LIHEAP recipients.
- Inform low income applicants of the availability of all types of LIHEAP assistance at application intake for other low-income programs.
- Execute interagency agreements with other low-income program offices to perform outreach to target groups.
- Other (specify):  

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

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.).

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Joint application for multiple programs</td>
</tr>
<tr>
<td>✓</td>
<td>Intake referrals to/from other programs</td>
</tr>
<tr>
<td></td>
<td>One-stop intake centers</td>
</tr>
<tr>
<td>✓</td>
<td>Other - Describe: The State Energy office administers the LIHEAP and the Weatherization Program improving the close coordination between these programs. The CSBG program is also housed in the same State Department and the LIHEAP is administered at the local level by community action agencies.</td>
</tr>
</tbody>
</table>

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 (Required for state grantees 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 [ ]
- Welfare Agency [ ]
- Other - Describe: [ ]

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

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

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

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

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

8.5 LIHEAP Component Administration.

<table>
<thead>
<tr>
<th>Component Administration</th>
<th>Heating</th>
<th>Cooling</th>
<th>Crisis</th>
<th>Weatherization</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.5b Who processes benefit payments to gas and electric vendors?</td>
<td>Community Action Agencies</td>
<td>Community Action Agencies</td>
<td>Community Action Agencies</td>
<td></td>
</tr>
<tr>
<td>8.5c Who processes benefit payments to bulk fuel vendors?</td>
<td>Community Action Agencies</td>
<td>Community Action Agencies</td>
<td>Community Action Agencies</td>
<td></td>
</tr>
<tr>
<td>8.5d Who performs installation of weatherization</td>
<td></td>
<td></td>
<td></td>
<td>Community Action Agencies</td>
</tr>
</tbody>
</table>
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 state shall give special consideration to any local, public or private nonprofit agency which was receiving federal funds under any low income energy assistance program under the EOA of 1964 or any other provision of law on the day before the date of enactment of this Act. Before giving consideration, the state shall determine that the agency meets program and fiscal requirements established by the state.

8.7 How many local administering agencies do you use? 21

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

☐ Yes
☐ No

8.9 If so, why?

☐ Agency was in noncompliance with grantee requirements for LIHEAP -

☐ Agency is under criminal investigation

☐ Added agency

☐ Agency closed

☐ Other - describe

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

**9.1 Do you make payments directly to home energy suppliers?**

<table>
<thead>
<tr>
<th>Energy Type</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crisis</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Are there exceptions?** Yes No

If yes, Describe.

Payments to renters whose utilities are included in their rent. In these cases, payments are made directly to the client.

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

At the time of application, the client is provided a copy of the application which describes the amount of the benefit, the energy supplier the benefit will be provided to, as well as the account name and number to which the benefit is applied.

**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?**

All energy suppliers are required to sign a LIHEAP Energy Supplier Agreement with the state in order to receive payments. This agreement prohibits this practice. A copy of the FY2020 LIHEAP Energy Supplier Agreement has been saved as an attachment to this plan.

**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?**

All energy suppliers are required to sign a LIHEAP Energy Supplier Agreement with the state in order to receive payments. This agreement prohibits this practice. A copy of the FY2020 LIHEAP Energy Supplier Agreement has been saved as an attachment to this plan.

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

Yes No

If so, describe the measures unregulated vendors may take.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.
Section 10: Program, Fiscal Monitoring, and Audit, 2605(b)(10)

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

The State will follow usual fiscal controls and fund accounting procedures for the expenditure of LIHEAP funds. The Alabama Examiners of Public Accounts will annually conduct an audit of LIHEAP funds received by the State agency. Additionally, local sub-grantees are required to arrange for an annual audit of funds received and expended under this title. Program and fiscal monitoring will also be performed by the State agency.

Audit Process

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

- Yes
- No

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

No Findings

Finding | Type | Brief Summary | Resolved? | Action Taken
--- | --- | --- | --- | ---
1 | | | |

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 Grantee as part of compliance process.
- Grantee conducts fiscal and program monitoring of local agencies/district offices

Compliance Monitoring

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

Grantee employees:

- Internal program review
- Departmental oversight
- Secondary review of invoices and payments
- Other program review mechanisms are in place. Describe:

Local Administering Agencies / District Offices:

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

An on-site monitoring visit to each local administering agency is conducted at a minimum of once per fiscal year. Depending on the number of counties the agency covers, site visits typically last between 1-3 days.

The following summarizes the actions taken during each visit:
1. Conduct an entrance conference with the Executive Director and/or LIHEAP Coordinator to discuss the monitoring procedures
2. Review client files of regular and crisis assistance awarded during the current fiscal year for completeness and accuracy
3. Observe how and where case files are maintained to ensure confidentiality
4. Review batching and vendor payments of 10-15 client files that were reviewed during visit
5. Review general agency procedures using the LIHEAP Monitoring Review Checklist. (see attached)
6. Conduct an exit conference with the Executive Director and/or LIHEAP Coordinator to discuss any findings

Case Review Procedures

A random sampling of current fiscal year client files from each county in the agency’s service area are assessed to verify required documentation. For site visits made during the Heating season (October through May), the program monitor reviews Heating and Crisis Heating files. During site visits made in the Cooling season (June through September), the monitor reviews Heating and Crisis Heating as well as Cooling and Crisis Cooling files. The State Office has not established a minimum standard for the number of client files to be reviewed at each agency; however, the program monitor is trained to examine files from every month in both the Heating and Cooling seasons and from a variety of energy vendors.

Client files are reviewed for the following documentation:
- Application – a complete application with the client’s signature and the intake worker’s signature. Accuracy of the information and award amount is confirmed during review. The monitor also reviews case notes.
- Client identification – copy of picture ID and Social Security Card
- Household member(s) identification – copies of the Social Security Card of all household members
- Household income – copies of payrolls, check stubs, or checks; records of the self-employed; written statements from employers; documents from social agencies such as the Department of Human Resources; or statements of someone in a position to know the circumstances of the household. Zero-income verification (notarized) is required if a person is over age 18 and reports no income.
- Residence – review of utility bill, driver’s license, work visa or other forms of documentation to verify that they are legal residents and have been assisted at the appropriate agency.
- Utility bill – copy of the most recent utility bill to ensure the bill is in the client or spouse’s name and that the address corresponds to the client’s address.

An excel spreadsheet called the “LIHEAP Monitoring Form” is completed during the case review. The monitor will enter the following information for each case file:
- Date of application
- Applicant name
- Applicant’s Social Security number
- Applicant’s unique identification number from our state-wide intake database (FACSPro)
- Total household income
- Household condition to identify if there is at least one member that is elderly, disabled, or a child 5 or under
- Household size
- LIHEAP benefit amount
- Comments – the energy vendor is noted as is the amount of utility allowance received (if applicable) and if additional $50 was awarded

When the program monitor returns to the State Office after the site visit, a selection of three to five energy vendors are contacted via phone or email to verify if they have been receiving LIHEAP payments from the agency within 30-45 days of the date of the award. Within 30 days of the site visit, the State Office sends a letter to the agency to summarize any findings and, if applicable, request corrective action.
10.7. Describe how you select local agencies for monitoring reviews.

<table>
<thead>
<tr>
<th>Site Visits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All agencies are monitored annually.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Desk Reviews:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to an on-site visit, program monitors perform desk reviews using our web-based data collection system. The state requires agencies to enter all household data and LIHEAP awards into the system.</td>
</tr>
</tbody>
</table>

10.8. How often is each local agency monitored?

| Annually |

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

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

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

10.12. How many local agencies are currently on corrective action plans for financial accounting or administrative issues? 1

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), 2605(C)(2)

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

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

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

No major changes

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

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/18/2019</td>
<td>Public hearing, Montgomery, AL</td>
</tr>
<tr>
<td>06/20/2019</td>
<td>Public hearing, Birmingham, AL</td>
</tr>
<tr>
<td>06/27/2019</td>
<td>Public hearing, Mobile, AL</td>
</tr>
</tbody>
</table>

11.4 How many parties commented on your plan at the hearing(s)? 5

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

- Question: Does the State Office intend to develop a way in the state-wide intake database (FACSPro) for the subgrantees to determine a client's energy burden at time of intake? Response: The State Office is considering that and will look into it in the future.

- Question: Will subgrantees still be allowed to transfer Crisis Assistance funds to Regular Assistance funds if necessary, especially if it is close to the end of the program year? Response: Yes, but subgrantees must contact the State Office to discuss it prior to transferring any funds.

- Question: Can the Performance Measures Report be generated by the subgrantee's service area or possibly to the county/city level? Response: Currently, the report can only pull state-wide, but the State Office will ask the database developer about those options.

- Question: With the recent announcement of the closure of several Alabama Power Company offices by August 30, subgrantees are curious how that might affect them and LIHEAP clients. Response: Alabama Power emailed all of the subgrantees' Executive Directors with a list of the offices that will be closing. The subgrantees need to coordinate with Alabama Power to determine where LIHEAP payments should be mailed if the office they currently work with is closing. The email also indicated that Alabama Power has over 2,500 authorized payment locations (businesses such as Dollar General and Wal-Mart) where clients can pay their bills.

- Comment: An intake staff member from a local administering agency commented that their clients have noticed the increase in their LIHEAP benefit this year and seemed very happy.
11.6 What changes did you make to your LIHEAP plan as a result of the comments received at the public hearing(s)?

No major changes.

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

12.1 How many fair hearings did the grantee have in the prior Federal fiscal year? 0

12.2 How many of those fair hearings resulted in the initial decision being reversed? None

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

   N/A

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

   The State agrees to provide an opportunity for a fair hearing for clients whose claims for assistance are denied or not acted upon with reasonable promptness. All hearings shall provide for: a hearing officer to locally conduct hearings, submission of hearing materials to the State for final determination (and corrective action if needed), reporting of data related to the number of hearing requests received, and notification to the client of these rights at the time of application.

12.5 When and how are applicants informed of these rights?

   Clients are informed of their right to a hearing at the time of application. Also, if they contact the State Office concerning a complaint, we notify them in writing of the right to a hearing and the Fair Hearing policy.

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

   Same as 12.4

12.7 When and how are applicants informed of these rights?

   Clients are informed of their right to a hearing at the time of application.

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

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?

Funds are used for activities that encourage and reduce their home energy needs such as needs assessments focusing on target groups of the elderly, disabled and small children; energy and financial counseling; and assistance with energy suppliers with the goal to reduce disconnects and shut-offs.

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

Funds are a line item budget in each administering agency’s grant budget. Invoices are reviewed and approved by Energy Division staff and ADECA accounting prior to the advance of funds.

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

Households received energy and/or budgeting counseling at the time of their LIHEAP appointment or attended classes. Agencies worked with vendors on the LIHEAP household’s behalf enabling them to enroll in budget billing which allows more control over their utility bills and, in many cases, helps avoid disconnects. The State Office has received feedback from APPRISE on how to develop a way to measure the impact of Assurance 16 activities and we are working with our database developer to make changes in our system.

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

N/A

13.5 How many households applied for these services? 45,400

13.6 How many households received these services? 45,283

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, 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.

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:

<table>
<thead>
<tr>
<th>Resource</th>
<th>What is the type of resource or benefit?</th>
<th>What is the source(s) of the resource?</th>
<th>How will the resource be integrated and coordinated with LIHEAP?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

a. Grantee Staff:

- ✔ Formal training on grantee policies and procedures
- How often?
  - ✔ Annually
  - ❑ Biannually
  - ✔ As needed
  - ❑ Other - Describe:
  - ✔ Employees are provided with policy manual
  - ❑ Other - Describe:

b. Local Agencies:

- ✔ Formal training conference
- How often?
  - ✔ Annually
  - ❑ Biannually
  - ✔ As needed
  - ❑ Other - Describe:
  - ✔ On-site training
  - How often?
  - ❑ Annually
  - ❑ Biannually
  - ✔ As needed
  - ❑ Other - Describe:
  - ✔ Employees are provided with policy manual
  - ❑ Other - Describe

c. Vendors

- ❑ Formal training conference
- How often?
  - ❑ Annually
  - ❑ Biannually
  - ❑ As needed
<table>
<thead>
<tr>
<th></th>
<th>Other - Describe:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑️</td>
<td>Policies communicated through vendor agreements</td>
</tr>
<tr>
<td>☐</td>
<td>Policies are outlined in a vendor manual</td>
</tr>
<tr>
<td>☑️</td>
<td>Other - Describe:</td>
</tr>
<tr>
<td></td>
<td>State monitors contact vendors during sub-grantee reviews.</td>
</tr>
</tbody>
</table>

15.2 Does your training program address fraud reporting and prevention?
- [X] 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) - Required for States Only

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

The State Office submitted data for all required sections of the FY 2018 Performance Measures Report. We collected twelve months of bill payment data for approximately 36% of LIHEAP households that received assistance from October 1, 2017 through September 30, 2018. Expenditure data was collected from 20 electric, natural gas, and propane vendors. Our Benefit Targeting Index was 109 and our Burden Reduction Targeting Index was 86. In FY 2019, the State Office increased the benefit amounts across all fuel types and we anticipate an improvement in the targeting indices due to these changes.

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)

17.1 Fraud Reporting Mechanisms

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

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

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

- [ ] Printed outreach materials
- [ ] Addressed on LIHEAP application
- [ ] Website
- [ ] Other - Describe:
  
  Fraud training and reporting provided at annual LIHEAP workshop.

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.

<table>
<thead>
<tr>
<th>Type of Identification Collected</th>
<th>Collected from Whom?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Applicant Only</td>
</tr>
<tr>
<td>Social Security Card is photocopied and retained</td>
<td>Required</td>
</tr>
<tr>
<td>Social Security Number (Without actual Card)</td>
<td>[ ]</td>
</tr>
<tr>
<td>Government-issued identification</td>
<td>[ ]</td>
</tr>
</tbody>
</table>
b. Describe any exceptions to the above policies.

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

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

- Other - Describe:
  Subgrantees perform intake activities face to face with clients. Applicants are required to provide SS cards on all household members and a picture ID.

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

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

- Other - Describe:

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

- Require documentation of income for all adult household members
  - Pay stubs
  - Social Security award letters
  - Bank statements
  - Tax statements
  - Zero-income statements
  - Unemployment Insurance letters

- Other - Describe:
  Statements from employers; statements from relatives or friends that provide cash assistance; and documentation from the Department of
17.6. Protection of Privacy and Confidentiality

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

- Policy in place prohibiting release of information without written consent
- Grantee LIHEAP database includes privacy/confidentiality safeguards
- Employee training on confidentiality for:
  - Grantee employees
  - Local agencies/district offices
- Employees must sign confidentiality agreement
  - Grantee employees
  - Local agencies/district offices
- Physical files are stored in a secure location
- Other - Describe:

17.7. Verifying the Authenticity

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

- All vendors must register with the State/Tribe.
- All vendors must supply a valid SSN or TIN/W-9 form
- Vendors are verified through energy bills provided by the household
- Grantee and/or local agencies/district offices perform physical monitoring of vendors
- Other - Describe and note any exceptions to policies above:

17.8. Benefits Policy - Gas and Electric Utilities

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

- Applicants required to submit proof of physical residency
- Applicants must submit current utility bill
- Data exchange with utilities that verifies:
  - Account ownership
  - Consumption
  - Balances
  - Payment history
  - Account is properly credited with benefit
  - Other - Describe:
  - Centralized computer system/database tracks payments to all utilities
  - Centralized computer system automatically generates benefit level
  - Separation of duties between intake and payment approval
- Payments coordinated among other energy assistance programs to avoid duplication of payments
- Payments to utilities and invoices from utilities are reviewed for accuracy
- Computer databases are periodically reviewed to verify accuracy and timeliness of payments made to utilities
- Direct payment to households are made in limited cases only
- Procedures are in place to require prompt refunds from utilities in cases of account closure
- Vendor agreements specify requirements selected above, and provide enforcement mechanism
- Other - Describe:

17.9. Benefits Policy - Bulk Fuel Vendors

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

- Vendors are checked against an approved vendors list
- Centralized computer system/database is used to track payments to all vendors
- Clients are relied on for reports of non-delivery or partial delivery
- Two-party checks are issued naming client and vendor
- Direct payment to households are made in limited cases only
- Vendors are only paid once they provide a delivery receipt signed by the client
- Conduct monitoring of bulk fuel vendors
- Bulk fuel vendors are required to submit reports to the Grantee
- Vendor agreements specify requirements selected above, and provide enforcement mechanism
- Other - Describe:

17.10. Investigations and Prosecutions

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

- Refer to state Inspector General
- Refer to local prosecutor or state Attorney General
- Refer to US DHHS Inspector General (including referral to OIG hotline)
- Local agencies/district offices or Grantee conduct investigation of fraud complaints from public
- Grantee attempts collection of improper payments. If so, describe the recoupment process
- Clients found to have committed fraud are banned from LIHEAP assistance. For how long is a household banned? 1 year
- 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:

Clients committing fraud (providing false information) are typically banned for 1 year. If illegal payments are made on client's behalf, the household cannot apply for assistance until restitution has been made at which time they must submit a request to the agency to be considered eligible to apply for benefits.

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.

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.
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, 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 pint is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

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

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. For grantees other than individuals, Alternate I applies.

4. For grantees who are individuals, Alternate II applies.

5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously iden
tified the workplaces in question (see paragraph five).

8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees’ attention is called, in particular, to the following definitions from these rules:

*Controlled substance* means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

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

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

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)
The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
(b) Establishing an ongoing drug-free awareness program to inform employees about --
   (1) The dangers of drug abuse in the workplace;
   (2) The grantee’s policy of maintaining a drug-free workplace;
   (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
   (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
(c) Making it a requirement that each employee to be engaged in the performance of
the grant be given a copy of the statement required by paragraph (a);
(d) Notifying the employee in the statement required by paragraph (a) that, as a condi-
tion 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 crimina-
l 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 un-
der paragraph (d)(2) from an employee or otherwise receiving actual notice of su-
h conviction. Employers of convicted employees must provide notice, including po-
sition title, to every grant officer or other designee on whose grant activity the conv-
icted employee was working, unless the Federal agency has designated a central p-
oint 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 un-
der 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 termi-
ation, consistent with the requirements of the Rehabilitation Act of 1973, as amend-
ed; 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 h-
ealth, law enforcement, or other appropriate agency;
(g) Making a good faith effort to continue to maintain a drug-free workplace through
implementation of paragraphs (a), (b), (c), (d), (e) and (f).
(B) The grantee may insert in the space provided below the site(s) for the perform-
ance of work done in connection with the specific grant:

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

401 Adams Avenue
* Address Line 1

Address Line 2

Address Line 3

Montgomery* AL. 36103
* City * State * Zip Code

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

Alternate II. (Grantees Who Are Individuals)

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

(b) If convicted of a criminal drug offense resulting from a violation occurring durin-
g the conduct of any grant activity, he or she will report the conviction, in writing, w-
ithin 10 calendar days of the conviction, to every grant officer or other designee, un
less 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.
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.
ion 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.
(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 und
er any other provision of law which carries out programs which were administere
der 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 adm
inistered by the Federal Government and such State, particularly low-income ene
ergy-related programs under subtitle B of title VI (relating to community services
block grant program), under the supplemental security income program, under p
art 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 E
nergy Conservation and Production Act, or under any other provision of law whi
ch carries out programs which were administered under the Economic Opportun
ity 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 furnish
ed to those households which have the lowest incomes and the highest energy c
osts or needs in relation to income, taking into account family size, except that t
he State may not differentiate in implementing this section between the househol
ds described in clauses 2(A) and 2(B) of this subsection;

(6) to the extent it is necessary to designate local administrative agencies in orde
r to carry out the purposes of this title, to give special consideration, in the desig
nation of such agencies, to any local public or private nonprofit agency which w
as receiving Federal funds under any low-income energy assistance program or
weatherization program under the Economic Opportunity Act of 1964 or any othe
r 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; a
nd

(B) if there is no such agency because of any change in the assistance furnish
ed to programs for economically disadvantaged persons, then the State shall give s
pecial consideration in the designation of local administrative agencies to any succ
essor agency which is operated in substantially the same manner as the predecess
or agency which did receive funds for the fiscal year preceding the fiscal year for w
hich the determination is made;

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

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

(B) assure that the home energy supplier will charge the eligible household, in the
ormal billing process, the difference between the actual cost of the home ener
gy 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 agre
ement entered into with a home energy supplier under this paragraph will contain p
provisions to assure that no household receiving assistance under this title will be treated adversely because of such assistance under applicable provisions of State law or public regulatory requirements; and

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

(8) provide assurances that,

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

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

(9) provide that--

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

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

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

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

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

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

(14) cooperate with the Secretary with respect to data collecting and reporting under section 2610.
(15) * beginning in fiscal year 1992, provide, in addition to such services as may be offered by State Departments of Public Welfare at the local level, outreach and intake functions for crisis situations and heating and cooling assistance that is administered by additional State and local governmental entities or community-based organizations (such as community action agencies, area agencies on aging and not-for-profit neighborhood-based organizations), and in States where such organizations do not administer functions as of September 30, 1991, preference in awarding grants or contracts for intake services shall be provided to those agencies that administer the low-income weatherization or energy crisis intervention programs.

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

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

<table>
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<tr>
<th>PLAN ATTACHMENTS</th>
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<tbody>
<tr>
<td>The following documents must be attached to this application</td>
</tr>
<tr>
<td>• Delegation Letter is required if someone other than the Governor or Chairman Certified this Report.</td>
</tr>
<tr>
<td>• Heating component benefit matrix, if applicable</td>
</tr>
<tr>
<td>• Cooling component benefit matrix, if applicable</td>
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<td>• Minutes, notes, or transcripts of public hearing(s).</td>
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