DETAILED MODEL PLAN (LIHEAP)

Program Name: Low Income Home Energy Assistance
Grantee Name: IDAHO
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
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan</td>
<td>Annual</td>
<td>Explanation:</td>
<td>Initial</td>
</tr>
</tbody>
</table>

2. Date Received:  
3. Applicant Identifier:  
4a. Federal Entity Identifier:  
4b. Federal Award Identifier:  
5. Date Received By State:  
6. State Application Identifier:  

7. APPLICANT INFORMATION  

* a. Legal Name: Idaho Department of Health and Welfare  
* b. Employer/Taxpayer Identification Number (EIN/TIN): 82-6000995  
* c. Organizational DUNS: 825201486  
* d. Address:  
  * Street 1: DIVISION OF MANAGEMENT SERVICES  
  * Street 2: 450 WEST STATE STREET  
  * City: BOISE  
  * County: Ada  
  * State: ID  
  * Country: United States  
  * Zip / Postal Code: 83720 - 0036  
* e. Organizational Unit:  
  * Department Name: Idaho Department of Health and Welfare  
  * Division Name: Division of Welfare  
* f. Name and contact information of person to be contacted on matters involving this application:  
  * Prefix:  
  * First Name: Lisa  
  * Middle Name:  
  * Last Name: Johnson  
  * Suffix:  
  * Title: Program Manager  
  * Organizational Affiliation: Idaho Department of Health and Welfare  
  * Telephone Number:  
    * (208) 334-5739  
  * Fax Number: (208)334-5817  
  * Email: john.farley@dhw.idaho.gov  

8a. TYPE OF APPLICANT:  
A: State Government  

b. Additional Description:  

9. Name of Federal Agency:  

<table>
<thead>
<tr>
<th>10. CFDA Numbers and Titles</th>
<th>11. Descriptive Title of Applicant’s Project</th>
<th>12. Areas Affected by Funding:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catalog of Federal Domestic Assistance Number: 93568</td>
<td>Low-Income Home Energy Assistance</td>
<td>State</td>
</tr>
</tbody>
</table>
13. CONGRESSIONAL DISTRICTS OF:

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Program/Project:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Statewide</td>
</tr>
</tbody>
</table>

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

14. FUNDING PERIOD:

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/01/2019</td>
<td>09/30/2020</td>
</tr>
</tbody>
</table>

15. ESTIMATED FUNDING:

<table>
<thead>
<tr>
<th>a. Federal ($)</th>
<th>b. Match ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>This submission was made available to the State under the Executive Order 12372</td>
</tr>
<tr>
<td>b.</td>
<td>Program is subject to E.O. 12372 but has not been selected by State for review.</td>
</tr>
<tr>
<td>c.</td>
<td>Program is not covered by E.O. 12372.</td>
</tr>
</tbody>
</table>

17. Is The Applicant Delinquent On Any Federal Debt?

- [ ] YES
- [x] 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

Johnathan Farley

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

18d. Email Address

John.farley@dhw.idaho.gov

18b. Signature of Authorized Certifying Official

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

09/25/2019

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>06/30/2020</td>
</tr>
<tr>
<td>Cooling assistance</td>
<td></td>
<td></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

The end date for heating assistance is estimated. This category is dependent on the amount of funding received.

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

1.2 Estimate what amount of available LIHEAP funds will be used for each component that you will operate: The total of all percentages must add up to 100%. Percentage (%)

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heating assistance</td>
<td>62.30%</td>
</tr>
<tr>
<td>Cooling assistance</td>
<td>0.00%</td>
</tr>
<tr>
<td>Crisis assistance</td>
<td>10.60%</td>
</tr>
<tr>
<td>Weatherization assistance</td>
<td>14.00%</td>
</tr>
<tr>
<td>Carryover to the following federal fiscal year</td>
<td>0.00%</td>
</tr>
<tr>
<td>Administrative and planning costs</td>
<td>9.90%</td>
</tr>
<tr>
<td>Services to reduce home energy needs including needs assessment (Assurance 16)</td>
<td>3.00%</td>
</tr>
<tr>
<td>Used to develop and implement leveraging activities</td>
<td>0.20%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100.00%</strong></td>
</tr>
</tbody>
</table>
1.3 The funds reserved for winter crisis assistance that have not been expended by March 15 will be reprogrammed to:

- Heating assistance
- Cooling assistance
- Weatherization assistance
- Other (specify): Crisis Assistance

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

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

<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? ☑ 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?

In determining benefits for the heating component, there is no differentiation between non-categorically and categorically eligible participants. The benefit level is established by using a heating matrix which shows an average heating cost by region in the State. The benefit amount received by an eligible household is based on the household income, fuel type and energy burden. Households with the lowest income receive the highest benefit for their fuel type by region. Households with members who are disabled, over 60 or have children under the age of six (6) are considered vulnerable populations and are given a target benefit. We estimate approximately three quarters of categorically eligible families who received a LIHEAP benefit the prior year have one or more vulnerable members in the household. These families will be allowed to use the States abbreviated application process to apply for benefits at the beginning of the LIHEAP regular season. In addition, all other households who received a benefit last year with members who meet the vulnerable population definition will be contacted by the State and encouraged to apply for benefits at the beginning of the regular LIHEAP season.

SNAP Nominal Payments

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

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

1.7b Amount of Nominal Assistance: $0.00

1.7c Frequency of Assistance

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

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

Determination of Eligibility - Countable Income

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

☑ Gross Income
☐ 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
<table>
<thead>
<tr>
<th>Income Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Income</td>
</tr>
<tr>
<td>Payments from mortgage or Sales Contracts</td>
</tr>
<tr>
<td>Unemployment insurance</td>
</tr>
<tr>
<td>Strike Pay</td>
</tr>
<tr>
<td>Social Security Administration (SSA) benefits</td>
</tr>
<tr>
<td>Supplemental Security Income (SSI)</td>
</tr>
<tr>
<td>Retirement / pension benefits</td>
</tr>
<tr>
<td>General Assistance benefits</td>
</tr>
<tr>
<td>Temporary Assistance for Needy Families (TANF) benefits</td>
</tr>
<tr>
<td>Supplemental Nutrition Assistance Program (SNAP) benefits</td>
</tr>
<tr>
<td>Women, Infants, and Children Supplemental Nutrition Program (WIC) benefits</td>
</tr>
<tr>
<td>Loans that need to be repaid</td>
</tr>
<tr>
<td>Cash gifts</td>
</tr>
<tr>
<td>Savings account balance</td>
</tr>
<tr>
<td>One-time lump-sum payments, such as rebates/credits, winnings from lotteries, refund deposits, etc.</td>
</tr>
<tr>
<td>Jury duty compensation</td>
</tr>
<tr>
<td>Rental income</td>
</tr>
<tr>
<td>Income from employment through Workforce Investment Act (WIA)</td>
</tr>
<tr>
<td>Income from work study programs</td>
</tr>
<tr>
<td>Alimony</td>
</tr>
<tr>
<td>Child support</td>
</tr>
<tr>
<td>Interest, dividends, or royalties</td>
</tr>
<tr>
<td>Commissions</td>
</tr>
<tr>
<td>Legal settlements</td>
</tr>
<tr>
<td>Insurance payments made directly to the insured</td>
</tr>
<tr>
<td>Insurance payments made specifically for the repayment of a bill, debt, or estimate</td>
</tr>
<tr>
<td></td>
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<tr>
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<td>☐</td>
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</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 defined as those with members who are disabled, have members over the age of 60 or under the age of six (6). We estimate approximately three-quarters of categorically eligible families who received a LIHEAP benefit the prior year have one or more vulnerable members in the household. These families will be allowed to use the State's abbreviated application process to apply for benefits at the beginning of the LIHEAP regular season. In addition, all other households who received a benefit last year with members who meet the vulnerable population definition will be contacted by the State and encouraged to apply for benefits at the beginning of the regular LIHEAP season. All vulnerable households eligible for a LIHEAP benefit receive increased funding through a target benefit as determined by the State. The target amount for the program year is $25.

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.

We estimate approximately three-quarters of categorically eligible families who received a LIHEAP benefit the prior year have one or more vulnerable members in the household. These families will be allowed to use the State's abbreviated application process to apply for benefits at the beginning of the LIHEAP regular season. In addition, all other households who received a benefit last year with members who meet the vulnerable population definition will be contacted by the State and encouraged to apply for benefits at the beginning of the regular LIHEAP season. All vulnerable households eligible for a LIHEAP benefit receive increased funding through a target benefit as determined by the State. The target amount for the program year is $25.

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

- Income
- Family (household) size
Households with heat included in rent receive the minimum benefit. Households with subsidized housing receive a benefit equivalent to that of a low-burden household.

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

2.6 Describe estimated benefit levels for FY 2020:

<table>
<thead>
<tr>
<th>Minimum Benefit</th>
<th>Maximum Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50</td>
<td>$1,141</td>
</tr>
</tbody>
</table>

2.7 Do you provide in-kind (e.g., blankets, space heaters) and/or other forms of benefits? [ ] Yes [ ] No

If yes, describe.

Agencies accept donations as listed in the leveraging section of this plan. In the event of an area-wide emergency or disaster situation declared by the Governor, private resources supplement program services with donations such as firewood, blankets, clothing and portable electric heaters.

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

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

<table>
<thead>
<tr>
<th>Household size</th>
<th>Eligibility Guideline</th>
<th>Eligibility Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>0.00%</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:

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

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

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

- [ ] Income
- [ ] Family (household) size
- [ ] Home energy cost or need:
  - [ ] Fuel type
  - [ ] Climate/region
  - [ ] Individual bill
  - [ ] Dwelling type
  - [ ] Energy burden (% of income spent on home energy)
  - [ ] Energy need
  - [ ] Other - Describe:
3.6 Describe estimated benefit levels for FY 2020:

| Minimum Benefit | $0 | Maximum Benefit | $0 |

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

If yes, describe.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.
Section 4: CRISIS ASSISTANCE

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.

Idaho defines a crisis as a situation where an eligible household:

- Is at risk of disconnection of utility service;
- Has had their utility service disconnected; or
- Has less than 48 hours of bulk fuel.

4.3 What constitutes a life-threatening crisis?

Idaho defines a life-threatening crisis as a situation where an eligible household contains at least one household member:

1. With an illness or medical condition that poses an immediate risk due to the loss of the energy source.
2. With a medical condition requiring the use of an energy source to operate a medical device or store medication.

Idaho also considers it a life-threatening situation when the household has less than 18 hours of bulk fuel during the heating season.

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
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must renters with heating costs included in their rent have received an eviction notice?</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Must heating/cooling be medically necessary?</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Must the household have non-working heating or cooling equipment?</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Other?</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Do you have additional/differing eligibility policies for:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renters?</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Renters living in subsidized housing?</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Renters with utilities included in the rent?</td>
<td>☐</td>
<td>☑</td>
</tr>
</tbody>
</table>

Explanations of policies for each “yes” checked above:

The intake process for crisis application uses the same intake process as regular benefits. This allows the agency to determine whether a household applying for crisis has members who are elderly, disabled or have young children. Vulnerable households are prioritized when crisis funding is limited. Crisis applications are acted upon within 48 hours of the initial application. Agencies advocate on behalf of the participant to alleviate their crisis situation. In the event a household can document a life-threatening crisis situation, the intervention timeframe is shortened to within 18 hours. All households applying for crisis benefits must show they are at imminent risk of losing energy services or have already lost services. In some cases, the agency can verify this information with the home energy vendor directly.

Determination of Benefits

4.8 How do you handle crisis situations?

<table>
<thead>
<tr>
<th>Option</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Separate component</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fast Track</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other - Describe:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Option</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount to resolve the crisis.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other - Describe:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The crisis benefit will be the amount to resolve crisis, up to $3500.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Explain.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>☐</td>
<td>Each agency provides application intake either in their offices, by telephone, or in off-site locations.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Option</th>
<th>Yes</th>
<th>No</th>
<th>If No, explain.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit applications for crisis benefits without leaving their homes?</td>
<td>☑</td>
<td>☐</td>
<td>If No, explain.</td>
</tr>
<tr>
<td>Travel to the sites at which applications for crisis assistance are accepted?</td>
<td>☑</td>
<td>☐</td>
<td>If No, explain.</td>
</tr>
</tbody>
</table>

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, 2604(c)

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

<table>
<thead>
<tr>
<th>Crisis Type</th>
<th>Maximum Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Crisis</td>
<td>$0.00 maximum benefit</td>
</tr>
<tr>
<td>Summer Crisis</td>
<td>$0.00 maximum benefit</td>
</tr>
<tr>
<td>Year-round Crisis</td>
<td>$3,500.00 maximum benefit</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>If yes, Describe</th>
</tr>
</thead>
</table>

Agencies accept donations as listed in the leveraging section of this plan. In the event of an area-wide emergency or disaster situation decl
ared by the Governor, private resources supplement program services with donations such as firewood, blankets, clothing and portable electric heaters.

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></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.

Households that include elderly, disabled or children under 6 that are customers of a regulated utility qualify. The plan allows you to pay less than the full amount of your bill during the winter months (November 1 through March 31). Regulated utilities also are not allowed to discontinue services to customers with a past due amount during the moratorium.

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 Ratio (SIR) standards.
  - Other - Describe:

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  
- Renters living in subsidized housing  
- Elderly?  
- Disabled?

5.8 Do you give priority in eligibility to:

- Elderly?  
- Disabled?
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.

Idaho considers the presence of elderly, disabled or young children in the household as well as households with high energy burdens as priority demographics for weatherization prioritization. Applicants that rent their homes are required to obtain an Owner and Rentor agreement as outlined in the DOE-Approved Idaho Weatherization Operations Manual (IWOM).

### Benefit Levels

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

5.10 If yes, what is the maximum? $0

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

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

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

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.
### Section 6: Outreach, 2605(b)(3) - Assurance 3, 2605(c)(3)(A)

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:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place posters/flyers in local and county social service offices, offices of aging, Social Security offices, VA, etc.</td>
<td>sip checkmark</td>
</tr>
<tr>
<td>Publish articles in local newspapers or broadcast media announcements.</td>
<td>sip checkmark</td>
</tr>
<tr>
<td>Include inserts in energy vendor billings to inform individuals of the availability of all types of LIHEAP assistance.</td>
<td>sip checkmark</td>
</tr>
<tr>
<td>Mass mailing(s) to prior-year LIHEAP recipients.</td>
<td>sip checkmark</td>
</tr>
<tr>
<td>Inform low income applicants of the availability of all types of LIHEAP assistance at application intake for other low-income programs.</td>
<td>sip checkmark</td>
</tr>
<tr>
<td>Execute interagency agreements with other low-income program offices to perform outreach to target groups.</td>
<td>uncheckmark</td>
</tr>
<tr>
<td>Provide intake services through home visits or by telephone for the physically infirm (i.e. elderly or disabled.</td>
<td>sip checkmark</td>
</tr>
<tr>
<td>Provide electronic application on website to support intake via mail and email.</td>
<td>sip checkmark</td>
</tr>
<tr>
<td>Advise community partners and utility vendors of LIHEAP start date and program eligibility information.</td>
<td>sip checkmark</td>
</tr>
<tr>
<td>Publish program information on website and through social media (Direct Service Providers and Home Energy Vendors).</td>
<td>sip checkmark</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 7: Coordination, 2605(b)(4) - Assurance 4

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

- Joint application for multiple programs
- Intake referrals to/from other programs
- One-stop intake centers
- Other - Describe:
  - Categorically eligible households who have received a LIHEAP benefit the prior year apply through an abbreviated application process based on information used to determine eligibility for SNAP benefits in the current year.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.
Low Income Home Energy Assistance Program (LIHEAP)

Model Plan

SF - 424 - MANDATORY

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?

Idaho provides intake services through home visits or by telephone for vulnerable populations. Applications are emailed or mailed to participants as requested and off-site applications are taken at senior centers and low-income housing in rural areas. Categorically eligible households who have received a LIHEAP benefit the prior year apply through an abbreviated application process based on information used to determine eligibility for SNAP benefits in the current year.

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

N/A

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

Idaho provides intake services through home visits or by telephone for vulnerable populations. Applications are emailed or mailed to participants as requested and off-site applications are taken at senior centers and low-income housing locations in rural areas. In addition, categorically eligible households (those receiving SNAP, TANF or SSI) can complete their application via telephone.

8.5 LIHEAP Component Administration.

<table>
<thead>
<tr>
<th>Heating</th>
<th>Cooling</th>
<th>Crisis</th>
<th>Weatherization</th>
</tr>
</thead>
</table>

Page 19 of 51
<table>
<thead>
<tr>
<th>Question</th>
<th>Community Action Agencies</th>
<th>Non-Applicable</th>
<th>Community Action Agencies</th>
<th>Community Action Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who determines client eligibility?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Who processes benefit payments to gas and electric vendors?</td>
<td>State Welfare Agency</td>
<td>Non-Applicable</td>
<td>Community Action Agencies</td>
<td>Non-profits</td>
</tr>
<tr>
<td>Who processes benefit payments to bulk fuel vendors?</td>
<td>State Welfare Agency</td>
<td>Non-Applicable</td>
<td>Community Action Agencies</td>
<td>Non-profits</td>
</tr>
<tr>
<td>Who performs installation of weatherization measures?</td>
<td></td>
<td></td>
<td></td>
<td></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?

In Idaho, Community Action Agencies are exempt from the bidding process for contracts. In the Department of Purchasing bid exemption, Community Action Agencies are defined as follows:

- Community Action Agencies: Community Action Agencies and other neighborhood-based organizations providing direct services as detailed in the CSBG Act, Public Law 105-285 (42 US Code 9901); community action associates who provide CSBG administrative oversight responsibilities.

8.7 How many local administering agencies do you use? 6

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.1 Do you make payments directly to home energy suppliers?</td>
<td></td>
<td></td>
</tr>
<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>
<tr>
<td>Are there exceptions?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>If yes, Describe.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Idaho does make payments directly to the participant when the following conditions are met: household benefit is for heat in rent payment or household utilizes bulk fuel.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.2 How do you notify the client of the amount of assistance paid?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clients receive an eligibility notice upon completion of their application. For eligible households, the notice will include the benefit amount, energy supplier and account number, as applicable. When requested, a copy of the eligibility notice is provided to the home energy vendor. If the household is determined to be ineligible, the eligibility notice states the reason for denial and the client's appeal rights.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Idaho requires a signed agreement named the Idaho LIHEAP Direct Payment Vendor Agreement with each participating energy supplier to be on file prior to the start of the program season or when a new vendor begins providing services to LIHEAP households. The signed Idaho LIHEAP Direct Payment Vendor Agreement ensures that program eligible households are treated fairly and not discriminated against in the cost of goods or services provided and that the full amount of assistance is applied to the household account. The Department works with a contractor to manage vendor agreements and monitor to verify the energy suppliers are in compliance with the terms as outlined in the vendor agreement.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All energy suppliers participating in the LIHEAP program must have a signed vendor agreement prior to receiving LIHEAP funds for eligible households. The signed vendor agreement contains language that ensures program eligible households are treated fairly and not discriminated against in the cost of goods or services provided and that the full amount of assistance is applied to the household account.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.5. Do you make payments contingent on unregulated vendors taking appropriate measures to alleviate the energy burdens of eligible households?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>If so, describe the measures unregulated vendors may take.</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 10: Program, Fiscal Monitoring, and Audit, 2605(b)(10)

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

LIHEAP funds are tracked using Direct Service Provider invoices which are submitted at least weekly and at a maximum, monthly. The funds requested by Direct Service Providers are reviewed by the primary contractor and the Department prior to payment. Fiscal activities are monitored throughout the year. Additionally, monitoring is performed annually. Monitoring includes an in-depth financial review of the program year. The Direct Service Providers are also required through contracts to have an annual audit conducted in accordance with the Single Audit Act.

Program activities are monitored during the season using reports generated by the Department computer database (i.e., number of applications per county and per Direct Service Provider; number of days to process applications).

The Department monitors all fiscal and program performance activities of the primary contractor on an annual basis (unless more frequent monitoring is indicated due to poor monitoring results) and is subject to an annual independent financial audit.

Audit Process

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

- Yes
- No

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

No Findings

<table>
<thead>
<tr>
<th>Finding</th>
<th>Type</th>
<th>Brief Summary</th>
<th>Resolved?</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

- [x] On-site evaluation
- [x] Annual program review
- [ ] Monitoring through central database
- [x] Desk reviews
- [x] Client File Testing / Sampling
- [ ] Other program review mechanisms are in place. Describe:

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

LIHEAP is reviewed on a monthly basis through quality assurance reviews of participant files during the regular season. Regular quality assurance reviews are completed throughout the program year and included in reports submitted to the Department. Annual monitoring reviews are completed and include participant file reviews, desk review of policy, processes and procedures, fiscal/administrative and program/contractual compliance.

<table>
<thead>
<tr>
<th>Community Action Partnership</th>
<th>March 13, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern Idaho Community Action Partnership</td>
<td>March 20, 2019</td>
</tr>
<tr>
<td>El-Ada Community Action</td>
<td>April 3, 2019</td>
</tr>
<tr>
<td>South Central Community Action Partnership</td>
<td>April 1, 2019</td>
</tr>
<tr>
<td>SouthEastern Idaho Community Action Agency</td>
<td>March 21, 2019</td>
</tr>
<tr>
<td>Western Idaho Community Action Partnership</td>
<td>April 5, 2019</td>
</tr>
</tbody>
</table>

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

**Site Visits:**
All agencies are monitored.

**Desk Reviews:**
All agencies are monitored.

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 (zero)

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

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?

The intended use and distribution of LIHEAP funds has not changed since our last State Plan. No additional program focus has been added and no prior program focus has been deleted.

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>07/15/2019</td>
<td>PY20 LIHEAP Public Hearing held at 450 W State Street, 2nd Floor, Boise, ID</td>
</tr>
</tbody>
</table>

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

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

N/A

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

None.

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? 0

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

None

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

Process for households whose applications are denied: the household is given an eligibility notice upon completion of their application. The participant's appeal rights are included on the eligibility notice and on the formal 'Notice of Denial' letter. If the participant feels they were wrongly denied services, the direct service provider holds a conference with the participant to attempt to resolve their appeal. If unresolved, the direct service provider assists the household with completing and mailing the appeal form to the Department of Health and Welfare's Fair Hearing Unit. Upon receipt of the participant's appeal request, the Department of Health and Welfare proceeds with the standard fair hearing procedure as outlined in the section below. To accommodate the applicant, hearings are conducted at the Regional Health and Welfare office closest to their residence through a telephone conference.

Standard fair hearing procedure: administrative fair hearings are available to any household applying for or receiving a LIHEAP benefit in accordance to Idaho Administrative Code. Any program applicant or recipient may request a hearing. Included with all determination notices is a form that instructs customers how to request a hearing if they disagree with the action taken by the Department or if they feel they have been discriminatorily denied services. Fair Hearing Requests must be received within 30 days of the determination and can be submitted using the Department's Hearing Request Form (HW-0406) or by submitting in writing their name, address and phone number and the remedy requested, or by making a verbal request for a fair hearing with the Department. The Department contacts each individual before scheduling the hearing to discuss the basis of the hearing, addresses the customers concerns and clarifies the action taken by the Department. If the individual does not request to withdraw their hearing request at that time, the hearing will take place as scheduled. The hearing is conducted by a hearing officer. Once the hearing has taken place the hearing officer has 30 days to file a preliminary order, which is distributed to both the Department and the individual. The individual will receive a written copy of the hearing decision by mail. If the individual does not agree with the hearing officer's decision, he or she has an opportunity to appeal the decision with a Petition for Review. These appeals are managed by the office of the Director of Health and Welfare and the Deputy Attorney General.

Division of Welfare: Time for filing appeal: A decision issued by the Department in a Division of Welfare program will be final and effective unless an individual or representative appeals within thirty (30) days from the date the decision was mailed, except that a recipient or applicant for food stamps has ninety (90) days to appeal. An individual or representative may also appeal when the Department delays in making an eligibility decision or making payment beyond the limits specified in the particular program within thirty (30) days after the action would have been taken if the Department had acted in a timely manner.

12.5 When and how are applicants informed of these rights?

Fair hearing notices are posted in local agency offices and satellite offices in the intake area, intake work stations and/or lobby area. Agencies who serve limited English proficiency applicants provide this information in Spanish. The household is given an eligibility notice upon completion of their application. The participant's appeal rights are included on the eligibility notice and on the 'Notice of Denial.' The eligibility notice and the 'Notice of Denial' are provided in Spanish to households who indicate their primary language is Spanish.

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

If the participant feels their benefits were processed in an untimely manner, the direct service provider holds a conference with the participant to attempt to resolve their appeal. If unresolved, the direct service provider assists the household with completing and mailing the appeal form to the Department of Health and Welfare's Fair Hearing Unit.
Fair Hearing Requests must be received within 30 days of the determination and can be submitted using the Department's Hearing Request Form (HW-0406) or by submitting in writing their name, address and phone number and the remedy requested, or by making a verbal request for a fair hearing with the Department. Once a fair hearing request is received, the Department acknowledges the fair hearing request and has 30 days to schedule a hearing. The Department contacts each individual before scheduling the hearing to discuss the basis of the hearing, address the customers' concerns and clarify the action taken by the Department. If the individual does not request to withdraw their hearing request at that time, the hearing will take place as scheduled. The hearing is conducted by a hearing officer. Once the hearing has taken place the hearing officer has 30 days to file a preliminary order, which is distributed to both the Department and the individual. The individual will receive a written copy of the hearing decision by mail. If the individual does not agree with the hearing officer's decision, he or she has an opportunity to appeal the decision with a Petition for Review. These appeals are managed by the office of the Director of Health and Welfare and the Deputy Attorney General.

12.7 When and how are applicants informed of these rights?

The household is given an eligibility notice upon completion of their application. The participant's appeal rights are included on the eligibility notice and on the 'Notice of Denial.'

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?

DSPs provide a number of ancillary services to encourage and enable households to reduce their home energy consumption to include:

- Provide information about level payment plans during energy education, targeted to vulnerable populations and fixed income participants;
- Purchasing low cost/no cost energy conservation measures for non-regulated electric utilities;
- Leveraging supplemental payments for participants who were unable to obtain their LIHEAP heating assistance benefits or for whom a LIHEAP heating assistance benefit was insufficient to prevent/resolve a heating emergency;
- Assessment home energy use;
- Referral to the Weatherization Assistance Program;
- Provide centralized energy education classes at outreach sites;
- Tailoring outreach to target households of a specific utilities to increase participation in utility funded energy conservation programs; and
- Advocate on behalf of households with home energy vendors to prevent disconnection.

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

Each budget component is assigned a Program Cost Accounting (PCA) code. Expenditures applicable to these activities are coded to the specific PCA. The fiscal accounting of the Direct Service Providers is monitored to ensure costs are coded to the appropriate PCA for the type of activity being billed.

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

In 2018, Assurance 16 services were provided to 50% of LIHEAP applicants. In 2019, Assurance 16 services were provided to 64% of households. This data was collected by tracking services provided in the statewide database.

To assess the impact of Assurance 16 services, 1,877 Assurance 16 service recipients were surveyed in March 2019. Of the 1,877 surveys sent out, 181 clients returned complete surveys. Participants were asked to assess Energy Saving Education Information, Energy Costs Budget or Financial Counseling, Energy Kit, Material Use Education, Assistance with the home energy vendor (to avoid disconnection), Establish Utility payment arrangement, Referral to other sources of utility assistance, Home Weatherization needs assessment and referral.

Across the 7 categories of Assurance 16 services, the average reduction in energy costs reported by participants was 3.03 on a scale of 1 to 5 with 1 being no noticeable reduction in costs and 5 being a large reduction in costs. Looking at the services as a group offered under Assurance 16 reveals overall satisfactory impact reported at the participant level.

Advocacy with home energy vendors to avoid disconnection was rated most effective by participants. Of the Assurance 16 services currently offered, home energy vendor advocacy to avoid disconnection is the most immediate outcome focused and meets a critical household need in addition to resulting in lower energy costs. Home weatherization needs assessment and referral shows the highest proportion of 1 ratings. Due to the extensive wait lists and requirement of referral for high energy burden households to Weatherization, many LIHEAP participants receive this Assurance 16 service without immediate outcomes.

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

N/A
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.5 How many households applied for these services?</td>
<td>N/A</td>
</tr>
<tr>
<td>13.6 How many households received these services?</td>
<td>19,622</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 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.

Direct Service Providers pursue enhanced heat and weatherization funding through leveraging activities according to the guidelines set in the LIHEAP regulations outlined in 45 CFR 96.87, in DOE Grant Guidance and 10 CFR 440. Direct Service Providers will ensure all funds obtained from leveraging are used to increase LIHEAP impact on heating assistance and expand energy efficiency services and/or increase the number of dwelling units receiving weatherization services.

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 Cash donations</td>
<td>Community members</td>
<td>Cash donations are used to offset utility bill assistance to low income households.</td>
<td></td>
</tr>
<tr>
<td>2 Discounts and/or waivers</td>
<td>Local businesses</td>
<td>Discounts and/or waivers provided to low income households to increase impact of utility bill assistance.</td>
<td></td>
</tr>
<tr>
<td>3 Volunteer time</td>
<td>Community members</td>
<td>Donation of time and talent to the agency by community members to provide firewood to low income households referred by agency to partner organization.</td>
<td></td>
</tr>
<tr>
<td>4 Utility funding for weatherization</td>
<td>Local businesses</td>
<td>Funding allocated to agencies by utilities to be used to provide weatherization services to low income housing.</td>
<td></td>
</tr>
<tr>
<td>5 Donated winter clothing/blankets</td>
<td>Community members</td>
<td>Donations of warm clothing and blankets to agency to be used to benefit low income households and individuals.</td>
<td></td>
</tr>
<tr>
<td>6 Energy Education funding</td>
<td>Regulated electric utilities</td>
<td>Avista, Idaho Power and Rocky Mountain Power provide funding to agencies who determine whether to provide individualized education, host energy education events, develop printed materials or provide energy conservation kits to distribute to utility customers to increase impact of utility bill assistance through energy conservation and education.</td>
<td></td>
</tr>
<tr>
<td>7 Donated services</td>
<td>Community members</td>
<td>Handyymen, community members, and chimney sweepers donated services to low income households to increase impact of utility bill assistance to these households.</td>
<td></td>
</tr>
<tr>
<td>8 Housing Preservation Grant</td>
<td>Grant Funding</td>
<td>Allows weatherized homes to get non-energy improvements to improve dwelling durability.</td>
<td></td>
</tr>
<tr>
<td>9 Landlord contribution to weatherization</td>
<td>Community members</td>
<td>Contribution of funds to agency toward weatherization of rental units and/or provision of repair that resulted in weatherization services of low income households.</td>
<td></td>
</tr>
<tr>
<td>10 Material donations</td>
<td>Local businesses</td>
<td>Contribution of materials to weatherization agencies to increase dwelling durability, comfort and provide measures which are not allowable with federal funds.</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?
    - [X] Annually
    - [ ] Biannually
    - [X] As needed
    - [ ] Other - Describe:

- **Employees are provided with policy manual**
  - [X] Other - Describe:

### b. Local Agencies:

- **Formal training conference**
  - How often?
    - [X] Annually
    - [ ] Biannually
    - [X] As needed
    - [ ] Other - Describe:

- **On-site training**
  - How often?
    - [X] Annually
    - [ ] Biannually
    - [X] As needed
    - [ ] Other - Describe:

- **Employees are provided with policy manual**
  - [X] Other - Describe:

### c. Vendors:

- **Formal training conference**
  - How often?
    - [X] Annually
    - [ ] Biannually
    - [ ] As needed
    - [ ] Other - Describe:

- **Employees are provided with policy manual**
  - [ ] Other - Describe
<table>
<thead>
<tr>
<th>Other - Describe:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policies...</td>
</tr>
<tr>
<td>Policies...</td>
</tr>
<tr>
<td>Other - Describe:</td>
</tr>
</tbody>
</table>

15.2 Does your training program address fraud reporting and prevention?
- Yes
- No

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.
Section 16: Performance Goals and Measures, 2605(b) - 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.

Idaho continues to collect data on the four required LIHEAP performance measures. The four required measures are as follows:

- Energy Burden Targeting (all households)
- Energy Burden Targeting (high burden households)
- Restoration of Home Energy Service
- Prevention of Loss of Home Energy Service

For FFY 2020, the statewide database has been updated to collect occupancy metrics in order to streamline intake and make eligibility determinations.

Idaho evaluates data collection related to federal reporting requirements quarterly to minimize inaccurate data. This is expected to continually improve the quality of data collected within the statewide database.

Idaho's LIHEAP Intake Manual is reviewed annually to include any policy and/or process improvements to support integrity of data collection. Collection of the four data points related to the Performance Data form were incorporated into this policy manual. This manual is used by LIHEAP intake staff and program managers. Idaho hosts a de-brief meeting after the close of the heating season to discuss challenges with program delivery and to identify solutions which are then incorporated into the policy manual to ensure high-quality program implementation and accurate data collection.

Modified Vendor Agreement: Idaho's vendor agreements identify the new data elements and established data reporting requirements. All vendors with a signed agreement will be required to submit data to the Department on an annual basis. Idaho continues to work with vendors to address challenges and/or concerns that arise regarding reporting requirements. Per the agreement, vendors are required to submit their data reports annually. The data will be analyzed in preparation for reporting on the LIHEAP Performance Measures report.

Idaho will continue to review LIHEAP performance measure data to aid in interpreting the state's approach to enhancing LIHEAP program delivery.

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:
  - Idaho statewide 2-1-1 customer care-line.

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></td>
<td>Requested</td>
</tr>
<tr>
<td>Social Security Number (Without actual Card)</td>
<td>Required</td>
</tr>
<tr>
<td></td>
<td>Requested</td>
</tr>
<tr>
<td>Government-issued identification</td>
<td>Required</td>
</tr>
</tbody>
</table>

Page 33 of 51
b. Describe any exceptions to the above policies.

Applicants do not have to provide a SSN if it is against their religious or political beliefs to do so. If an applicant is living temporarily in the United States for work or educational purposes, providing a SSN is not required. The reasons that an applicant did not provide a SSN must be documented in the "Case Notes" section of the intake database. The database does have the ability to assign a unique identifier to applicants who do not provide a SSN during program intake. At least one member of the household is required to give their Social Security Number. If a household has only one member, that person must provide their Social Security Number or they will be unable to participate in the LIHEAP program.

### 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:

- [x] 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:

  In-person certification by staff, duplicate SSN check in statewide database.

### 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.

- [x] Clients sign an attestation of citizenship or legal residency
- [x] Client’s submission of Social Security cards is accepted as proof of legal residency
- [x] 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:

  For categorically eligible households, state eligibility system provides verification through SSA and SAVE interfaces.

### 17.5. Income Verification

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

- [x] Require documentation of income for all adult household members
- [x] Pay stubs
- [x] Social Security award letters
- [ ] Bank statements
- [x] Tax statements
<table>
<thead>
<tr>
<th><strong>Zero-income statements</strong></th>
<th>✔</th>
<th><strong>Unemployment Insurance letters</strong></th>
<th>✔</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other - Describe:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Computer data matches:</strong></th>
<th>✔</th>
<th><strong>Income information matched against state computer system (e.g., SNAP, TANF)</strong></th>
<th>✔</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proof of unemployment benefits verified with state Department of Labor</strong></td>
<td></td>
<td><strong>Social Security income verified with SSA</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Utilize state directory of new hires</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Other - Describe:</strong></td>
<td></td>
</tr>
</tbody>
</table>

### 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:
  
  Electronic files are uploaded and stored in the statewide database which includes privacy/confidentiality safeguards.

### 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:
  
  Idaho verifies the authenticity of energy vendors being paid with LIHEAP funding using the Idaho LIHEAP Direct Payment Vendor Agreement.

### 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?
- Contracts with local agencies require that employees found to have committed fraud are reprimanded and/or terminated
- Vendors found to have committed fraud may no longer participate in LIHEAP

Other - Describe:

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.
Section 18: Certification Regarding Debarment, Suspension, and Other Responsibility Matters

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

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency’s determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

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 modi...
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 and 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 ident
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 condition of employment under the grant, the employee will --  
(1) Abide by the terms of the statement; and  
(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;  
(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;  
(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or  
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;  
(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).  
(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

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

450 W. State Street

* **Address Line 1**

Address Line 2

Address Line 3

Boise  

* **City**  

ID  

* **State**  

83720  

* **Zip Code**

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

**Alternate II. (Grantees Who Are Individuals)**

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

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, 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.
Section 20: Certification Regarding Lobbying

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction.
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.
Assurances

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

   (A) conduct outreach activities and provide assistance to low income househol
ds in meeting their home energy costs, particularly those with the lowest incomes t
hat pay a high proportion of household income for home energy, consistent with pa
ragraph (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 l
everaging 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 th
e 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 Improve
ment 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 s
olely on the basis of household income if such income is less than 110 percent o
f the poverty level for such State, but the State may give priority to those househ
olds with the highest home energy costs or needs in relation to household inco
me.

(3) conduct outreach activities designed to assure that eligible households, espe
cially households with elderly individuals or disabled individuals, or both, and h
ouseholds with high home energy burdens, are made aware of the assistance av
ilable 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 adminis-
tered 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 ad-
mnistered 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 furnis-
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

  (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
ich 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
behavior;

  (B) assure that the home energy supplier will charge the eligible household, in
the normal billing process, the difference between the actual cost of the home 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
rovisions 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.
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<tr>
<th>The following documents must be attached to this application</th>
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<tr>
<td>• Delegation Letter is required if someone other than the Governor or Chairman Certified this Report.</td>
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