DETAILED MODEL PLAN (LIHEAP)

Program Name: Low Income Home Energy Assistance
Grantee Name: The Shoshone-Bannock Tribes
Report Name: DETAILED MODEL PLAN (LIHEAP) Revision # 2
Report Period: 10/01/2019 to 09/30/2020
Report Status: Submission Accepted by CO (Revision #2)

Report Sections

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18. Section 17 - Program Integrity, 2605(b)(10)
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20. Section 19: Certification Regarding Drug-Free Workplace Requirements
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23. Plan Attachments
## Mandatory Grant Application SF-424

### LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) MODEL PLAN

**SF - 424 - MANDATORY**

<table>
<thead>
<tr>
<th><em>1.a. Type of Submission:</em></th>
<th><em>1.b. Frequency:</em></th>
<th><em>1.c. Consolidated Application/Plan/Funding Request?</em></th>
<th><em>1.d. Version:</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan</td>
<td>Annual</td>
<td></td>
<td>Initial</td>
</tr>
</tbody>
</table>

**Explanation:**

2. **Date Received:**

3. **Applicant Identifier:**

4a. **Federal Entity Identifier:**

5. **Date Received By State:**

4b. **Federal Award Identifier:**

6. **State Application Identifier:**

### 7. APPLICANT INFORMATION

**a. Legal Name:** Shoshone Bannock Tribes

**b. Employer/Taxpayer Identification Number (EIN/TIN):** 82-0197554

**c. Organizational DUNS:** 793139684

**d. Address:**

<table>
<thead>
<tr>
<th><em>Street 1:</em></th>
<th><em>City:</em></th>
<th><em>State:</em></th>
<th><em>Country:</em></th>
<th><em>Zip / Postal Code:</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. BOX 306</td>
<td>FORT HALL</td>
<td>ID</td>
<td>United States</td>
<td>83203</td>
</tr>
</tbody>
</table>

**e. Organizational Unit:**

<table>
<thead>
<tr>
<th>Department Name:</th>
<th>Division Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>477 Human Service Department</td>
<td>Consumer Service Program</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Prefix:</th>
<th><em>First Name:</em></th>
<th>Middle Name:</th>
<th><em>Last Name:</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dustin</td>
<td></td>
<td>Davis</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suffix:</th>
<th>Title:</th>
<th>Organizational Affiliation:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Consumer Service Manager, Shoshone Bannock Tribes</td>
<td>Tribe</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><em>Telephone Number:</em></th>
<th><em>Fax Number:</em></th>
<th><em>Email:</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>(208) 478-3709</td>
<td>208-478-3871</td>
<td><a href="mailto:dDavis@sbtribes.com">dDavis@sbtribes.com</a></td>
</tr>
</tbody>
</table>

### 8a. TYPE OF APPLICANT:

I: Indian/Native American Tribal Government (Federally Recognized)

**b. Additional Description:**

### 9. Name of Federal Agency:

<table>
<thead>
<tr>
<th>Catalog of Federal Domestic Assistance Number:</th>
<th>CFDA Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>93568</td>
<td>Low-Income Home Energy Assistance</td>
</tr>
</tbody>
</table>

### 11. Descriptive Title of Applicant’s Project

To offer Low Income Home Energy Assistance to enrolled members of the Shoshone Bannock Tribe and other enrolled members of Federally recognized Tribes residing within a fifty mile radius of the Fort Hall Indian Reservation
12. Areas Affected by Funding:
Energy assistance and weatherization activities to Federally Recognized Tribes that reside within fifty miles radius of the Fort Hall Reservation

13. CONGRESSIONAL DISTRICTS OF:
* a. Applicant
2
b. Program/Project:
Low Income Home Energy Assist.

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?

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

Process for Review on:

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

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

17. Is The Applicant Delinquent On Any Federal Debt?

- YES
- NO

Explanation:

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

**I Agree

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

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

18b. Signature of Authorized Certifying Official

18c. Telephone (area code, number and extension)
(208) 478-3709

18d. Email Address
ddavis@sbrtribes.com

18e. Date Report Submitted (Month, Day, Year)
10/30/2019

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>04/30/2020</td>
</tr>
<tr>
<td>Cooling assistance</td>
<td>07/01/2020</td>
<td>09/30/2020</td>
</tr>
<tr>
<td>Crisis assistance</td>
<td>10/01/2019</td>
<td>09/30/2020</td>
</tr>
<tr>
<td>Weatherization assistance</td>
<td>10/01/2019</td>
<td>09/30/2020</td>
</tr>
</tbody>
</table>

Provide further explanation for the dates of operation, if necessary

All assistance should be starting on October 1st. Other funding sources will supplement shortages or any delays to energy assistance if needed. End dates will be as such as long as funding is available. Will end early if funding is exhausted.

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

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

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heating assistance</td>
<td>30.00%</td>
</tr>
<tr>
<td>Cooling assistance</td>
<td>10.00%</td>
</tr>
<tr>
<td>Crisis assistance</td>
<td>25.00%</td>
</tr>
<tr>
<td>Weatherization assistance</td>
<td>10.00%</td>
</tr>
<tr>
<td>Carryover to the following federal fiscal year</td>
<td>10.00%</td>
</tr>
</tbody>
</table>
Alternate Use of Crisis Assistance Funds, 2605(c)(1)(C)

1.3 The funds reserved for winter crisis assistance that have not been expended by March 15 will be reprogrammed to:

☐ Heating assistance  ☑ Cooling assistance

☐ Weatherization assistance  ☑ Other (specify): Our crisis funding is year round so it is still active until the end of the fiscal year but if we do have crisis funding that is not utilized before that time can be allocated for wood purchase for the upcoming wood season.

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?

<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>

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

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

If Yes, explain:
We are not automatically re-enrolling households however we are developing an elderly application to make the process easier for them and streamlining the process for those particular clients.

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?

No member of any Federally Recognized Tribe will be discriminated against or denied an application for services because of race, color, disability, creed, national origin, sex, political affiliation, or belief.

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
<table>
<thead>
<tr>
<th>Income Source</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
<td></td>
</tr>
<tr>
<td>Self - Employment Income</td>
<td></td>
</tr>
<tr>
<td>Contract Income</td>
<td></td>
</tr>
<tr>
<td>Payments from mortgage or Sales Contracts</td>
<td></td>
</tr>
<tr>
<td>Unemployment insurance</td>
<td></td>
</tr>
<tr>
<td>Strike Pay</td>
<td></td>
</tr>
<tr>
<td>Social Security Administration (SSA) benefits</td>
<td></td>
</tr>
<tr>
<td>Including MediCare deduction</td>
<td></td>
</tr>
<tr>
<td>Excluding MediCare deduction</td>
<td></td>
</tr>
<tr>
<td>Supplemental Security Income (SSI)</td>
<td></td>
</tr>
<tr>
<td>Retirement / pension benefits</td>
<td></td>
</tr>
<tr>
<td>General Assistance benefits</td>
<td></td>
</tr>
<tr>
<td>Temporary Assistance for Needy Families (TANF) benefits</td>
<td></td>
</tr>
<tr>
<td>Supplemental Nutrition Assistance Program (SNAP) benefits</td>
<td></td>
</tr>
<tr>
<td>Women, Infants, and Children Supplemental Nutrition Program (WIC) benefits</td>
<td></td>
</tr>
<tr>
<td>Loans that need to be repaid</td>
<td></td>
</tr>
<tr>
<td>Cash gifts</td>
<td></td>
</tr>
<tr>
<td>Savings account balance</td>
<td></td>
</tr>
<tr>
<td>One-time lump-sum payments, such as rebates/credits, winnings from lotteries, refund deposits, etc.</td>
<td></td>
</tr>
<tr>
<td>Jury duty compensation</td>
<td></td>
</tr>
<tr>
<td>Rental income</td>
<td></td>
</tr>
<tr>
<td>Income from employment through Workforce Investment Act (WIA)</td>
<td></td>
</tr>
<tr>
<td>Income from work study programs</td>
<td></td>
</tr>
<tr>
<td>Alimony</td>
<td></td>
</tr>
<tr>
<td>Child support</td>
<td></td>
</tr>
<tr>
<td>Interest, dividends, or royalties</td>
<td></td>
</tr>
<tr>
<td>Commissions</td>
<td></td>
</tr>
<tr>
<td>Legal settlements</td>
<td></td>
</tr>
<tr>
<td>Insurance payments made directly to the insured</td>
<td></td>
</tr>
<tr>
<td><strong>Insurance payments made specifically for the repayment of a bill, debt, or estimate</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Veterans Administration (VA) benefits</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Earned income of a child under the age of 18</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Balance of retirement, pension, or annuity accounts where funds cannot be withdrawn without a penalty</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Income tax refunds</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Stipends from senior companion programs, such as VISTA</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Funds received by household for the care of a foster child</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Ameri-Corp Program payments for living allowances, earnings, and in-kind aid</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Reimbursements (for mileage, gas, lodging, meals, etc.)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
</tr>
<tr>
<td>Any Per Capita Payment that is distributed from the Shoshone Bannock Tribes or Any other Federally Recognized Tribal Government that another tribal member is a member of. Countable income is only counted if the tribal member has per capita that is over $2000 plus whatever income that comes in as stated in the transmittal IM 2011-02 Treatment of Per Capita Payments. Also count yearly &quot;lease&quot; payments. These are for the land holders of the reservation that receive income over $2000.</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>Add</th>
<th>Household size</th>
<th>Eligibility Guideline</th>
<th>Eligibility Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All Household Sizes</td>
<td>State Median Income</td>
<td>60.00%</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?
    - Veterans
      - Yes
      - No

Explanations of policies for each "yes" checked above:

2.2 That the power bill be in the homeowners name or someone that lives in the households name that is an adult. They must be living there and payment are directly to the vendor. 2.3 Elderly are given highest priority for weatherization and heating assistance and a target benefit is given along with a priority system for the wood program which serves low income elders first, disabled, and families with children under 17. Veterans are given top priority preference if they fit in a certain area of the priority system. Example would be if we were serving an elder low income veteran they would be top priority, but if we were serving an disabled low income veteran they would be top priority among other disabled clients but not over low income elder.

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 have a priority system in place for heating assistance when it comes to the vulnerable populations like elders 62 years and older, disabled, families with young children under 17 & veterans. This is the same for the wood program that we run for this season. Benefit amount will be based upon a energy matrix the state of Idaho uses, additional assistance will be done for priority populations. We will be accepting applications for Elders over 62 in September so they will be served first when the new fiscal year begins. The priority system also extends on when applications will be reviewed. Applications will be reviewed as follows: Elders submitting in Sept. and Oct. will be reviewed and services will be done. Documented Disabled will be reviewed in Oct. Families with children under 17 in Nov. Then Low Income with none of these priorities will be reviewed in December. Exceptions are made for any Low Income Client that receives a power shutoff or termination that requires assistance in the 48 hour window for non life threatening emergencies.

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

- Income
- Family (household) size
We will be using an energy matrix with priority enhancements this year. This will be based upon the resources that they have in terms of funding coming into the home divided by the fuel type of how much they use during the winter months. That will give us a percentage of a high, med or low. Depending on the percentage will be based on how much we can assist with their energy bill. The region that we will be using will be region 2 based upon the State of Idaho Power assistance matrix. Other factor will be the fuel type as well. Household size is depending on LIHEAP eligibility all together and not on energy benefit.

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>$112</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Benefit</td>
<td>$1,080</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.

The Consumer Service Program offers blankets to low income clients and elderly whenever requested. Space heaters are available to clients in emergency cases. We also provide weatherization DIY packages to clients who participate in our weatherization classes. We will also be providing winter packages like blankets, socks, gloves, and other warming items for elders during our elderly christmas baskets.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.
Section 3 - Cooling Assistance

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

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

<table>
<thead>
<tr>
<th>Add</th>
<th>Household size</th>
<th>Eligibility Guideline</th>
<th>Eligibility Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All Household Sizes</td>
<td>State Median Income</td>
<td>60.00%</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:

3.2 For cooling assistance the bill must be in the applicants name or someone that is on their application that is living in the home and must be living in the residence. Also, they have to be an enrolled member of a federally recognized tribe and provide documentation like a certificate of Indian blood or tribal ID. Benefit is available from July 1st to September 30th or until funding is exhausted. And priority status is given to the elder over the age of 62, disabled, and families with children under the age of 17, and veterans. They will be given priority status in cases of funding running low so they will be given a chance to apply for services when they need to.

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

We prioritize the vulnerable populations by giving them preferential status if they are elders 62 years and older, disabled that have supporting documentation like a Dr's referral or on SSDI, and if they are family with small children under the age of 17. Furthermore, we are able to do outreach such as home visits and outreach sites to assist with the application process and information about our program we are also handicap accesible too. Priority is also given to the vulnerable populations for air conditioners and fans and we have a crew that will do the installation for them as well. We usually will serve the vulnerable populations first and then non vulnerable populations after. If funding is low then we will authorize benefits to vulnerable clients. If funding is exhausted and we will use our tribal assistance we will use that as well.

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
Income and Family household size are not a factor in determining the benefit of the cooling assistance.

(Determination of Income and Family household size is already determined when they first request energy assistance in the fiscal year. If the application is submitted in October or July the application is good till September 30th. The client report to us if the status of there income has changed. If it has changed then we will input that new information for eligibility for LIHEAP. Cooling assistance in turn is an assistance that does not use income or family household size to determine a calculation of how much cooling assistance they receive. That determination is dependent on their bill during the cooling assistance months.)

Due to the low cost of energy assistance during the summer months the benefit will be determined by the clients individual bill. The maximum amount of the benefit is $250. This benefit is subject to an "up to" amount. This up to amount is dependent on the how much the bill is. If the bill is more than $250 then the maximum amount will be allotted to the bill. But if the bill is less than $250 then it will be subject to an up to amount. However it is taken into consideration of when the bill was due. Because we will be dealing with a dated bill. And also barrier removal so additional benefit even up to the max benefit can be used for the bill. E.g. taking care of the current bill and doing additional benefit of what ever is left over to take care of the bill for the next month. Will still have a minimum of $25 to assist with the bill if it is that low.

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

3.6 Describe estimated benefit levels for FY 2020:

| Minimum Benefit | $25 | Maximum Benefit | $250 |

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

If yes, describe.

We do provided air conditioners and serve vulnerable populations first then Low Income clients later in the season once we have served the vulnerable populations. Then we do fans as well if requested from the program if clients have already received an A/C unit from our program.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.
Section 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>State Median Income</td>
<td>60.00%</td>
</tr>
</tbody>
</table>

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

Applicants who have a shut off or termination notice are considered a crisis. The application will be expidited, processed, and rectified within 48 hours of initial crisis request. But they must have a completed application and supporting documentation turned in. If the client is missing documentation a site visit to retrieve the documentation is allowed and can be used.

4.3 What constitutes a life-threatening crisis?

Life-Threatening crisis is an emergency situation where this is a crisis but a life and death situation where energy is required in the house to be sustained to keep the client alive based on a life threatening medical illness that can turn terminal if energy is not maintained in the home. If its keeping energy to the home or keeping the power on so that the medical equipment is in working order or for the client. This life-threatening crisis will be taken care of within 18 hours of receiving the request.

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? Veterans  
  - Yes  
  - No

In Order to receive crisis assistance:

- Must the household have received a shut-off notice or have a near empty tank?  
  - Yes  
  - No

- Must the household have been shut off or have an empty tank?  
  - Yes  
  - No

- Must the household have exhausted their regular heating benefit?  
  - Yes  
  - No

- Must renters with heating costs included in their rent have received an eviction notice?  
  - Yes  
  - No
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<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:

In cases of crisis we utilize the priority system for clients that are elders over the age of 62, Clients that have a documented disability, and clients that have children under the age of 17. Their paperwork and request will get expedited faster than other clients that are not in a non life-threatening crisis. If funding is low then we start to prioritize the benefits to the elders, disabled, and families that have children under 17 first.

Clients who are veterans will be treated the same and have their benefits expedited in a timely manner.

In order to receive crisis assistance they must received a shut off notice or a near empty tank, or they must have had their energy disrupted or depleted there energy resources. The house hold can use their crisis assistance in tandem with heating assistance if threat of shut or termination. Renters with subsidized housing that have their energy bill in the landlords name due to failed payments can use crisis assistance if they bring in an eviction notice (But we would able to assist with what is owed energy wise based upon the breakdown of the energy bill and other segments of the rental. Crisis can be used in cases if the client relies on medical equipment or medication that relies on power. Crisis can be used in cases that their is a disruption in their heating and cooling equipment were energy sources are used.

The additional eligibility policies for renters is that they must have a renters verification filled out by the said landlord, and if it is subsidized housing a breakdown of what is owed and shown that the landlord has been taking care of the energy bill.

This is the same for renters that have a utilities bill with their rent that is part of their rent. They will have to show a breakdown of what is energy and what is not part of their energy bill.

With the subsidized housing in the local area their gas bill is at times connected with rental bill. Clients will usually face an eviction notice because the housing authority does not want to risk the heat going off in their home risking frozen and broken pipes. We will use LIHEAP crisis assistance to go ahead and pay for their rental because of the tie in with the natural gas bill. The eviction notice of the bill is usually tied in with the energy assistance that is owed.

Crisis can be used for replacement of HVAC systems like furnaces, wood stoves, and baseboard heaters in the event of a sudden failure. Furnaces connected to central air units are considered repairable since the central air is part of the furnace system. However central air is not repairable if it is standalone system due to the cost of the replacement. However it will be taken into consideration if the client is an elder or disabled with medical needs. These replacements are considered life support systems that are needed for the household to protect against extreme heat or cold.

### Determination of Benefits

#### 4.8 How do you handle crisis situations?

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

Application is expedited bypassing the 477 eligibility, orientation and goes directly to the one on one process. They will meet with the Household Budget counselor that handles energy assistance or the Consumer Service Manager. Assess the situation and call in a benefit directly to the energy vendor. Then the payment and process coordinator will go ahead and make the payment that same day or the next day.

(Because the Consumer Service Program is part of the 477 program our front offices are combined to not only to do energy assistance and weatherization but also education, employment and training (EET), Temporary Assistance for Needy Families (TANF), General Assistance (GA), Tribal Youth Education (TYEP), and Vocational Rehabilitation (VocRehab). Our front offices serve as a central point where a client requests multiple services from the 477 program. When they complete the application it is filtered through Multi-Information System Officer to determine if they are eligible for other 477 services. Because the clients that we deal with could be eligible for multiple services like GA, TANF, or EET they go through a 477 eligibility process to see if the program can assist with more than just energy assistance. Please note this is only for 477 eligibility. LIHEAP eligibility is strictly determined by the Consumer Service Program because they have their own eligibility requirements to review in the clients application.)

If there is a crisis that involves a major power outage that disrupts power and the weather is very cold or very hot then crisis assistance can be used to temporarily house clients in hotels. But they must be clients of the Consumer Service Program and must meet eligibility requirements.

If the client loses their primary source of heating or cooling, crisis assistance can be used to replace those systems in order to keep the residence life support in place.

Heating or cooling appliances can also be purchased as well to keep the home during the winter and cool during the summer. Examples can be but limited to: Space heaters, fans, A/C units.
Crisis can be used in cases of emergency repair to life support systems in cases or failure and when the weather conditions are very poor or extreme.

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

☐ Amount to resolve the crisis.

✓ Other - Describe:

The client will receive a one time crisis benefit to help avoid energy disruption. In most cases this will be based upon funding. Up to $500 one time only will be benefited to the client regardless of priority status or not. Life Threatening situation will be a one time amount that is limited up to $1000. Written justification must be done by the manager along with documentation stating the life threatening situation.

Crisis Requirements, 2604(c)

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

☐ Yes  ☑ No  Explain.

We have a new location located by the new casino since our building collapsed and had to relocate. All applications can be submitted at that site. Building nickname is the Old Casino. Also, the Consumer Service Program is also located at Bldg 39 in the tribal campus. If the Old Casino is not able to take applications then they can be received there.

We also will have satellite outposts set up at far reaching districts where commuting becomes a barrier to the clients. We can also except applications and requests via email, or fax.

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

Submit applications for crisis benefits without leaving their homes?

☐ Yes  ☑ No  If No, explain.

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

☐ Yes  ☑ No  If No, explain.

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

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

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

<table>
<thead>
<tr>
<th>Type of Crisis</th>
<th>Maximum Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter Crisis</td>
<td>$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>$1,000.00 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?

☐ Yes  ☑ No  If yes, Describe

We offer blankets, space heaters, fans, air conditioners, and emergency housing in a life-threatening crisis. Repairs to life support systems are also offered but must show a case of life support system failure. Example of this would be an HVAC system.

The emergency housing must meet the criteria: 1 They must be a priority population like an elder 62 years and older, disabled, or families with children 17 and under. 2 they must have a HVAC unit that has failed them. 3 the weather must be in a condition that cause them irreparable harm.

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>Service Provided</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>--------------------------------------------------</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.

Idaho has a Natural Gas Company and Idaho Power have a moratorium during the winters months of November-February that will not shut off the clients if they are an elder, have a disability, have small children in the home, or have medical condition cleared by a doctor.

We highly encourage our clients to make some type of payments on their bill while it is in the moratorium period. We try to host DIY weatherization classes before the beginning of the moratorium period to prepare for the winter season.

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>State Median Income</td>
<td>60.00%</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
☐ Mostly under LIHEAP rules with the following DOE WAP 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.
☐ 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 measures are not subject to DOE Savings to Investment Ration (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 ☑ Yes ☐ No
Renters living in subsidized housing? ☑ Yes ☐ No

5.8 Do you give priority in eligibility to:

Elderly? ☑ Yes ☐ No
Disabled? ☑ Yes ☐ No
The additional policies that we have for renters is that the client that is renting the place must provide us a letter from the landlord stating why weatherization is not done to the home. That the landlord is complying with the Fort Hall Land Use Policy Commission Renter guidelines that the place is habitable for tenants. Renters who have subsidized housing and have not received assistance through the Fort Hall Housing Authority will be eligible for weatherization assistance once the Housing Authority confirms that they have not received any assistance that the tenant is requesting. But this would be in cases if the weatherization request is a high dollar or heavy labor related project. This would be like insulation, window/door replacement, and appliance replacement. Easier and cost effective weatherization projects like saving water, or plastic over the windows and seals through the doors would be an allowable cost that this program can do, but a letter will still need to be provided thought. This is for low income renters and renters are living subsidized housing.

Weatherization is based upon the priority system were we serve the most vulnerable of populations. We serve first low income elders over 62, low income disabled with a documented disability, low income families with children under 17, and low income that don't have any of those criteria. Veterans that request weatherization will be top priority but they cannot go above a priority that they are in depending the priority system. Example would be a low income disabled veteran would be top priority in the disable priority section, but they would not be above an low income elder.

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 fluorescent light bulbs
- Energy related roof repair
- Major appliance Repairs
- Major appliance replacement
- Windows/sliding glass doors
- Doors
- Water Heater
- Cooling system replacement
- Other - Describe: Plastic covering for window, minor electrical repairs (thermostats, outlets, contract services like electrical assessments, skirting for homes to help with pipe insulation, HVAC duct repair/replacement,

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

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

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

  We will have a booth set up at local community events and health fairs throughout the year talking about the LIHEAP program and weatherization, and energy assistance program. We host a of weatherization classes going out to the districts before winter comes to talk about weatherization and how to weatherize your home and home energy savings costs. We will also be doing outreach at the five local districts to talk about what we will be doing for the upcoming year and any changes that the local districts may need to be aware of. We also keep the community updated about any changes to the program like stop in services or the beginning of services in our local newspaper in their reservation briefs.

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:

The Consumer Service Program and TANF/GA are both under the 477 Human Services Program for the Shoshone Bannock Tribes and we collaborate with this program in order that the clients have the services they need to receive the benefits. The 477 Program is a one stop intake for multiple programs for multiple avenues for assistance.

We reach out to the local SEICAA programs in the local area to help assist with weatherization requests to the home if our program is unable to do the work for that said home.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.
Section 8: Agency Designation, 2605(b)(6) - Assurance 6 (Required for state grantees and the Commonwealth of Puerto Rico)

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

- Administration Agency
- Commerce Agency
- Community Services Agency
- Energy / Environment Agency
- Housing Agency
- Welfare Agency
- Other - Describe:

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

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

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

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

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

8.5 LIHEAP Component Administration.

<table>
<thead>
<tr>
<th>8.5a Who determines client eligibility?</th>
<th>Heating</th>
<th>Cooling</th>
<th>Crisis</th>
<th>Weatherization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tribal Government</td>
<td>Tribal Government</td>
<td>Tribal Government</td>
<td>Tribal Government</td>
<td>Tribal Government</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8.5b Who processes benefit payments to gas and electric vendors?</th>
<th>Heating</th>
<th>Cooling</th>
<th>Crisis</th>
<th>Weatherization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tribal Government</td>
<td>Tribal Government</td>
<td>Tribal Government</td>
<td>Tribal Government</td>
<td>Tribal Government</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8.5c Who processes benefit payments to bulk fuel vendors?</th>
<th>Heating</th>
<th>Cooling</th>
<th>Crisis</th>
<th>Weatherization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tribal Government</td>
<td>Tribal Government</td>
<td>Tribal Government</td>
<td>Tribal Government</td>
<td>Tribal Government</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8.5d Who performs installation of weatherization measures?</th>
<th>Heating</th>
<th>Cooling</th>
<th>Crisis</th>
<th>Weatherization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tribal Government</td>
<td>Tribal Government</td>
<td>Tribal Government</td>
<td>Tribal Government</td>
<td>Tribal Government</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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.6 What is your process for selecting local administering agencies?</td>
<td>The Shoshone-Bannock Business Council has created the Consumer Service Department to be the administrator of the LIHEAP program. The process is we must meet the standards and assurances of the grant. Once those things are in place the Business Council will vote on the creation of that department.</td>
</tr>
<tr>
<td>8.7 How many local administering agencies do you use?</td>
<td>One and that is the Consumer Service Program</td>
</tr>
<tr>
<td>8.8 Have you changed any local administering agencies in the last year?</td>
<td>Yes</td>
</tr>
<tr>
<td>8.9 If so, why?</td>
<td>Agency was in noncompliance with grantee requirements for LIHEAP</td>
</tr>
<tr>
<td></td>
<td>Agency is under criminal investigation</td>
</tr>
<tr>
<td></td>
<td>Added agency</td>
</tr>
<tr>
<td></td>
<td>Agency closed</td>
</tr>
<tr>
<td></td>
<td>Other - describe</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 9 - Energy Suppliers, 2605(b)(7) - Assurance 7

9.1 Do you make payments directly to home energy suppliers?

- Heating  ○ Yes  □ No
- Cooling  ○ Yes  □ No
- Crisis  ○ Yes  □ No

If there is an exception, describe.

If there is an exception, describe.

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

The clients must attend a program orientation and meet with myself or the Household Budget Counselor to review the benefits that are allowable for energy assistance and/or weatherization. If it is a crisis or life-threatening case they will meet with the Consumer Service Manager directly when their file is pulled and completed that same day to inform them that they have a benefit paid on their behalf. If there is a case that we are unable to reach them we will call them directly to let them know what they have an assistance benefited to them. In most cases of a non crisis event a client will come in on appointment and we will let them know about the benefit awarded to them and go ahead and make the pledge to energy vendor while in our office.

(Notification to the client about the amount of assistance paid to their energy bill is done verbally via in person or by phone call)

9.3 How do you assure that the home energy supplier will charge the eligible household, in the normal billing process, the difference between the actual cost of the home energy and the amount of the payment?

To verify payments to the vendors, an energy vendor agreement is sent to all energy vendors that we deal with are associated with the Idaho Public Utilities Commission and they usually regulate on what the cost of the energy payment is. This year the Consumer Service Program has adopted an energy vendor agreement that is similarly used by the state of Idaho and has modified it to reflect the Shoshone Bannock Tribes: 477 Consumer Service Program. Energy vendors that are independent of the Idaho Utilities Commission will also be sent an energy vendor agreement as well as to make sure that all low income clients are treated equally.

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?

We usually have privacy rules that insure that the clients privacy is respected. The clients are met on on one with the case amange in their office to talk about what their situation is and what we can do to assist that client with their specific need in relation to their energy bills. All clients are treated with dignity and respect and that they are told of their rights when they come into our office. The Consumer Service Program will work with the local energy vendors that all LIHEAP eligible clients are treated with respect in regards with working with energy vendors to make sure that their situation is alleviated.

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

- Yes  □ No

If so, describe the measures unregulated vendors may take.

Most the energy vendors are regulated under the Idaho Utilities Commission. The unregulated vendors would be our own services like the wood program and the cooperatives like the propane companies. Usually our assurances with the non regulated customers is that they are a tax paying company that is found in our accounting database system. Anyone that is not willing be under this system is denied any payment. This must be updated yearly through our finance department by providing W-9 information that is mandatory.
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.
10.1. How do you ensure good fiscal accounting and tracking of LIHEAP funds?

The Tribes use a computerized financial accounting system called springbrook. The system is supervised and maintained by an accounting staff comprised of nine individuals, including four accountants. The finance department is currently responsible for over 100 grants and contracts from various state and Federal agencies, including the Bureau of Indian Affairs, Department of Health & Human Services, Department of Labor & Department of Energy. A year end financial report is compiled and produced by independent auditors.

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:

☑️ On - site evaluation
<table>
<thead>
<tr>
<th>10.6 Explain, or attach a copy of your local agency monitoring schedule and protocol.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A quarterly review of budgets, goal completion, and program review is conducted by the Consumer Service Manager and the Finance Department</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10.7 Describe how you select local agencies for monitoring reviews.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Site Visits:</strong> The Fort Hall Business Council is responsible for selecting any agency to complete a monitor review.</td>
</tr>
<tr>
<td><strong>Desk Reviews:</strong> Desk Reviews are completed internally by the Management Information Officer, Consumer Service Manager, and The 477 Human Services Director</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10.8 How often is each local agency monitored?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly or as needed if there is a issue that must be addressed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10.9 What is the combined error rate for eligibility determinations? OPTIONAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optional</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10.10 What is the combined error rate for benefit determinations? OPTIONAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optional</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10.11 How many local agencies are currently on corrective action plans for eligibility and/or benefit determination issues? 0</th>
</tr>
</thead>
</table>

| 10.12 How many local agencies are currently on corrective action plans for financial accounting or administrative issues? 0 |

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.
Section 11: Timely and Meaningful Public Participation, 2605(b)(12), 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:

   The program has gone out to 1 of the 5 local districts on the Fort Hall Indian Reservation Gibson Lodge. The other 4 Lodges were closed due to inactivity or no representative council members there. A questionnaire has been developed to get numbers for the surveys.

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

   We are continuing the DIY weatherization classes and will be increasing benefit limits due to the matrix increase from the previous year.

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>08/19/2019</td>
<td>Gibson District Meeting</td>
</tr>
</tbody>
</table>

11.4. How many parties commented on your plan at the hearing(s)? 17

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

   The comments that we have received was to better coordinate wood deliveries and also to increase the benefit amounts to the energy assistance.

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

   Benefits will increase for upcoming winter season and a more incentivized off season wood harvest program for the upcoming year.

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

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

    Updated the Clients Rights and Responsibilities to make the Denial and Delay services more explicit for the clients to know their rights.

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

    See attachment, "Program Responsibilities and Right to Appeal 10-30-19"

12.5 When and how are applicants informed of these rights?

    They are informed of their rights during orientation, and also during their one on one meetings with the Consumer Service Program Manager or Household Budget Counselor, and also given the Program responsibilities and right to appeal paper with their application.

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

    When a crisis situation is presented, the issues are addressed immediately and services are initiated to minimize or eliminate the crisis or dangerous situation. These are cases in life threatening situation were the client may have a medical issues and there lives are compromised because of it. But this would be in cases of weatherization. The clients are notified that weatherization is a lengthy process and that it is something that cannot be acted upon as soon as the request is submitted. Energy assistance is acted upon in a timely manner due to the relationship that we have with the energy vendor and purchasing ability of my payment coordinator. Reasons for a delay is on part of the client for incomplete application.

12.7 When and how are applicants informed of these rights?

    During the orientation and when they meet with their case manager. We will go over the rights and responsibilities of the client and the program. They are also given this paper when they do there application.

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

With Assurance 16 funding we are hosting a set of weatherization classes and energy informational. With these classes we would like to see our weatherization clients learn how to DIY weatherization to their houses. Get valuable information from energy vendors about weatherization and energy efficiency. Furthermore, work with other programs to pool resources of what other programs that are out there to do weatherization. Teach clients about financial literacy and budgeting by hosting workshops.

We are also planning on hosting a weatherization workshop for elders during the annual Christmas basket giveaway. Along with Christmas basket that is supplied with blankets, gloves, and any other items that can keep a client warm we will be hosting a weatherization class on how to weatherize your home during the winter months.

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

We usually submit a budget for the year of the activities we plan on doing for Assurance 16 activities. Most cases we usually budget 5% of the cost for those activities and has a designated specific line item in our finance ledger and is set at the 5% allowable cost for this line item. If there is a situation that this may go over 5% can be cost shared with other 477 Human Services programs or the CSBG grant because it is also a community activity. This also provide secondary or tertiary activities like venue, refreshments, and promotion. In our budget we usually allocate less than 5% of our LIHEAP cost in Assurance 16 activities. Our budgets are planned month in advanced and changed and modified to reflect what the current award is.

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

The impact of the activities that we hosted last year was that we able to give out 50 DIY weatherization packets out to client interested in our DIY weatherization class. It was a very popular and informational class. This year we will be focusing on other areas of energy like bringing out vendors like HVAC, wood stove, and also more power vendors as well.

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

We are hoping with the direct benefits to people that participate in assurance 16 will be that they are using the knowledge given to them to lower their energy bill. We are planning on doing a questionnaire for Assurance 16 weatherization applicants to see if the materials that we are using are making a significant impact, that information will be used for next years data.

13.5 How many households applied for these services? 50

13.6 How many households received these services? 50

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.

N/A

14.3 For each type of resource and/or benefit to be leveraged in the upcoming year that will meet the requirements of 45 C.F.R. § 96.87(d)(2)(iii), describe the following:

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

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.
Section 15: Training

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

a. Grantee Staff:
   - Formal training on grantee policies and procedures
     - How often?
     - ☑️ Annually
     - ☐ Biannually
     - ☐ As needed
     - ☐ Other - Describe:
   - Employees are provided with policy manual
   - ☐ Other - Describe:

b. Local Agencies:
   - ☐ Formal training conference
     - How often?
     - ☐ Annually
     - ☐ Biannually
     - ☐ As needed
     - ☐ Other - Describe:
   - ☐ On-site training
     - How often?
     - ☐ Annually
     - ☐ Biannually
     - ☐ As needed
     - ☐ Other - Describe:
   - Employees are provided with policy manual
   - ☐ Other - Describe:

c. Vendors
   - Formal training conference
     - How often?
     - ☑️ Annually
     - ☐ Biannually
     - ☐ As needed
     - ☐ Other - Describe:
   - Employees are provided with policy manual
   - ☐ Other - Describe
<table>
<thead>
<tr>
<th>Other - Describe:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Policies communicated through vendor agreements</td>
<td></td>
</tr>
<tr>
<td>Policies are outlined in a vendor manual</td>
<td></td>
</tr>
<tr>
<td>Other - Describe:</td>
<td>Weatherization and other related classes that are needed for the weatherization crew.</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.

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:
  The Shoshone Bannock Tribe has developed an incident report for clients, vendors and alike to report suspected fraud of all services received from the Consumer Service Program. So far we have had to use this fraud reporting at least a couple times but was successful in reprimanding clients who have abused the 477 program services.

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:

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</td>
<td>Required</td>
</tr>
<tr>
<td>photocopied and retained</td>
<td>Requested</td>
</tr>
<tr>
<td>Social Security Number (Without</td>
<td>Required</td>
</tr>
<tr>
<td>actual Card)</td>
<td>Requested</td>
</tr>
<tr>
<td></td>
<td>Required</td>
</tr>
</tbody>
</table>
b. Describe any exceptions to the above policies.

It was recently brought to my attention from time to time we have clients that only have a medicaid/medicare card with the SSN on their and that is the only thing that they have. It was told that their SSC are not used so much after they become over 62.

Under 477 guidelines a government document with a SSN listed on there like a Tribal ID would be acceptable as proof of a SSN. But we still requested everyone have a SSC or we could not accept it. We are putting it under review of the grantor to see if a tribal ID with SSC be acceptable proof of a SSN or SSC substitute.

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

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

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.

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

17.5. Income Verification

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

- Check [] Require documentation of income for all adult household members
- Check [] Pay stubs
- Check [] Social Security award letters
Bank statements
Tax statements
Zero-income statements
Unemployment Insurance letters
Other - Describe:

Computer data matches:
Income information matched against state computer system (e.g., SNAP, TANF)
Proof of unemployment benefits verified with state Department of Labor
Social Security income verified with SSA
Utilize state directory of new hires
Other - Describe:

17.6. Protection of Privacy and Confidentiality
Describe the financial and operating controls in place to protect client information against improper use or disclosure. Select all that apply.
Policy in place prohibiting release of information without written consent
Grantee LIHEAP database includes privacy/confidentiality safeguards
Employee training on confidentiality for:
Grantee employees
Local agencies/district offices
Employees must sign confidentiality agreement
Grantee employees
Local agencies/district offices
Physical files are stored in a secure location
Other - Describe:

17.7. Verifying the Authenticity
What policies are in place for verifying vendor authenticity? Select all that apply.
All vendors must register with the State/Tribe.
All vendors must supply a valid SSN or TIN/W-9 form
Vendors are verified through energy bills provided by the household
Grantee and/or local agencies/district offices perform physical monitoring of vendors
Other - Describe and note any exceptions to policies above:

17.8. Benefits Policy - Gas and Electric Utilities
What policies are in place to protect against fraud when making benefit payments to gas and electric utilities on behalf of clients? Select all that apply.
Applicants required to submit proof of physical residency
Applicants must submit current utility bill
Data exchange with utilities that verifies:
Account ownership
Consumption
Balances
Payment history
Account is properly credited with benefit
Other - Describe:
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

The client will be mailed a letter detailing inconsistencies with their application and their assistance awarded. They will have 10 working days to explain these inconsistencies. If these inconsistencies are in relation to an internal issue with the program they will not be held accountable and will be taken care of internally. If the client is to be at fault of frauding the program they will be required to pay back the benefit within 45 days. If they fail to make this payment with the allowable time and they are a member of the Shoshone Bannock Tribe their per-capita will be garnished until the full amount is paid. If they are a member of another tribe they will be routed to the tribal court to recoup the fraudulent payment. Furthermore they will be suspended a period of one year from utilizing services from the Consumer Service Program.

- Clients found to have committed fraud are banned from LIHEAP assistance. For how long is a household banned? 1 Calendar Year once paid in full
- 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.
Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

Instructions for Certification

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

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

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

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,"
provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

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

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions

Instructions for Certification

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

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require
establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion—Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

☑️ By checking this box, the prospective primary participant is providing the certification set out above.
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 identified the workplaces in question (see paragraph five).

8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. 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
(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)

<table>
<thead>
<tr>
<th>Shoshone Bannock Tribes</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Address Line 1</td>
</tr>
<tr>
<td>P.O. Box 306</td>
</tr>
<tr>
<td>Address Line 2</td>
</tr>
<tr>
<td>85 West Agency Road Bldg #82</td>
</tr>
<tr>
<td>Address Line 3</td>
</tr>
<tr>
<td>Fort Hall</td>
</tr>
<tr>
<td>Idaho</td>
</tr>
<tr>
<td>83203</td>
</tr>
</tbody>
</table>

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, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

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

☑ By checking this box, the prospective primary participant is providing the certification set out above.
The submitter of this application certifies, to the best of his or her knowledge and belief, that:

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

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

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

   (B) intervene in energy crisis situations;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(D) ensure that the provision of vendor payments remains at the option of the State in consultation with local 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.
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.
The following documents must be attached to this application:

- Delegation Letter is required if someone other than the Governor or Chairman Certified this Report.
- Heating component benefit matrix, if applicable
- Cooling component benefit matrix, if applicable
- Minutes, notes, or transcripts of public hearing(s).