

DETAILED MODEL PLAN (LIHEAP)

Mandatory Grant Application SF-424

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

August 1987, revised 05/92,02/95,03/96,12/98,11/01
OMB Clearance No.: 0970-0075
Expiration Date: 06/30/2017

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

* 1.a. Type of Submission: <input checked="" type="radio"/> Plan	* 1.b. Frequency: <input checked="" type="radio"/> Annual	* 1.c. Consolidated Application/Plan/Funding Request? Explanation:	* 1.d. Version: <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update
		2. Date Received:	State Use Only:
		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: Oregon Housing and Community Services			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 930952117		* c. Organizational DUNS: 809580293	
* d. Address:			
* Street 1:	HOUSING AND COMMUNITY SERVICES DEPT.	Street 2:	725 Summer Street NE, Suite B
* City:	SALEM	County:	Marion
* State:	OR	Province:	
* Country:	United States	* Zip / Postal Code:	97301 - 0161
e. Organizational Unit:			
Department Name:		Division Name:	

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

Prefix:	* First Name: David	Middle Name:	* Last Name: Kaufman
Suffix:	Title: LIHEAP Coordinator	Organizational Affiliation:	
* Telephone Number: (503) 986-2134 Ext.	Fax Number:	* Email: david.kaufman@oregon.gov	

* 8a. TYPE OF APPLICANT: A: State Government

b. Additional Description:

* 9. Name of Federal Agency:

	Catalog of Federal Domestic Assistance Number:	CFDA Title:
10. CFDA Numbers and Titles	93568	Low-Income Home Energy Assistance

11. Descriptive Title of Applicant's Project Low Income Home Energy Assistance

12. Areas Affected by Funding: Statewide

13. CONGRESSIONAL DISTRICTS OF:

* a. Applicant 01	b. Program/Project: Statewide
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Attach an additional list of Program/Project Congressional Districts if needed.

14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date: 10/01/2015	b. End Date: 09/30/2016	* a. Federal (\$): \$0	b. Match (\$): \$0

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

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

Process for Review on :

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

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

*** 17. Is The Applicant Delinquent On Any Federal Debt?**
 YES
 NO

Explanation:

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

****I Agree**

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

18a. Typed or Printed Name and Title of Authorized Certifying Official	18c. Telephone (area code, number and extension)
	18d. Email Address
18b. Signature of Authorized Certifying Official	18e. Date Report Submitted (Month, Day, Year)

Attach supporting documents as specified in agency instructions.

Section 1 - Program Components

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Washington, DC 20447

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
OMB Approval No. 0970-0075
Expiration Date: 02/28/2005

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) Use of this model plan is optional. However, the information requested is required in order to receive a Low Income Home Energy Assistance Program (LIHEAP) grant in years in which the grantee is not permitted to file an abbreviated plan. Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

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.)		Dates of Operation	
		Start Date	End Date
<input checked="" type="checkbox"/>	Heating assistance	10/01/2015	09/30/2016
<input type="checkbox"/>	Cooling assistance		
<input checked="" type="checkbox"/>	Crisis assistance	10/01/2015	09/30/2016
<input checked="" type="checkbox"/>	Weatherization assistance	10/01/2015	09/30/2016

Provide further explanation for the dates of operation, if necessary

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

1.2 Estimate what amount of available LIHEAP funds will be used for each component that you will operate: The total of all percentages must add up to 100%.	Percentage (%)
Heating assistance	51.92%
Cooling assistance	0.00%
Crisis assistance	10.00%
Weatherization assistance	15.00%
Carryover to the following federal fiscal year	8.00%
Administrative and planning costs	10.00%
Services to reduce home energy needs including needs assessment (Assurance 16)	5.00%
Used to develop and implement leveraging activities	0.08%
TOTAL	100.00%

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:

<input checked="" type="checkbox"/>	Heating assistance	<input type="checkbox"/>	Cooling assistance
<input type="checkbox"/>	Weatherization assistance	<input type="checkbox"/>	Other (specify):

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

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

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

	Heating	Cooling	Crisis	Weatherization
TANF	<input type="radio"/> Yes <input type="radio"/> No			
SSI	<input type="radio"/> Yes <input type="radio"/> No			
SNAP	<input type="radio"/> Yes <input type="radio"/> No			
Means-tested Veterans Programs	<input type="radio"/> Yes <input type="radio"/> No			

Other(Specify) 1	Program Name	Heating	Cooling	Crisis	Weatherization
		<input type="radio"/> Yes <input type="radio"/> No			

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

If Yes, explain:

1.6 How do you ensure there is no difference in the treatment of categorically eligible households from those not receiving other public assistance when determining eligibility and benefit amounts?

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: \$21

1.7c Frequency of Assistance

<input checked="" type="checkbox"/>	Once Per Year
<input type="checkbox"/>	Once every five years
<input type="checkbox"/>	Other - Describe:

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

This is specifically addressed in the contractual agreement with the SNAP agency, in the SNAP application, and in the subsequent interview with the SNAP eligibility staff.

Determination of Eligibility - Countable Income

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

<input checked="" type="checkbox"/>	Gross Income
<input type="checkbox"/>	Net Income

1.9. Select all the applicable forms of countable income used to determine a household's income eligibility for LIHEAP

<input checked="" type="checkbox"/>	Wages
<input checked="" type="checkbox"/>	Self - Employment Income
<input checked="" type="checkbox"/>	Contract Income
<input type="checkbox"/>	Payments from mortgage or Sales Contracts
<input checked="" type="checkbox"/>	Unemployment insurance
<input checked="" type="checkbox"/>	Strike Pay

<input checked="" type="checkbox"/>	Social Security Administration (SSA) benefits		
<input checked="" type="checkbox"/>	Including MediCare deduction	<input type="checkbox"/>	Excluding MediCare deduction
<input checked="" type="checkbox"/>	Supplemental Security Income (SSI)		
<input checked="" type="checkbox"/>	Retirement / pension benefits		
<input type="checkbox"/>	General Assistance benefits		
<input checked="" type="checkbox"/>	Temporary Assistance for Needy Families (TANF) benefits		
<input type="checkbox"/>	Supplemental Nutrition Assistance Program (SNAP) benefits		
<input type="checkbox"/>	Women, Infants, and Children Supplemental Nutrition Program (WIC) benefits		
<input type="checkbox"/>	Loans that need to be repaid		
<input checked="" type="checkbox"/>	Cash gifts		
<input type="checkbox"/>	Savings account balance		
<input type="checkbox"/>	One-time lump-sum payments, such as rebates/credits, winnings from lotteries, refund deposits, etc.		
<input checked="" type="checkbox"/>	Jury duty compensation		
<input checked="" type="checkbox"/>	Rental income		
<input type="checkbox"/>	Income from employment through Workforce Investment Act (WIA)		
<input checked="" type="checkbox"/>	Income from work study programs		
<input checked="" type="checkbox"/>	Alimony		
<input checked="" type="checkbox"/>	Child support		
<input checked="" type="checkbox"/>	Interest, dividends, or royalties		
<input checked="" type="checkbox"/>	Commissions		
<input checked="" type="checkbox"/>	Legal settlements		
<input checked="" type="checkbox"/>	Insurance payments made directly to the insured		
<input type="checkbox"/>	Insurance payments made specifically for the repayment of a bill, debt, or estimate		
<input checked="" type="checkbox"/>	Veterans Administration (VA) benefits		
<input type="checkbox"/>	Earned income of a child under the age of 18		
<input type="checkbox"/>	Balance of retirement, pension, or annuity accounts where funds cannot be withdrawn without a penalty.		
<input type="checkbox"/>	Income tax refunds		
<input type="checkbox"/>	Stipends from senior companion programs, such as VISTA		

<input checked="" type="checkbox"/>	Funds received by household for the care of a foster child
<input type="checkbox"/>	Ameri-Corp Program payments for living allowances, earnings, and in-kind aid
<input type="checkbox"/>	Reimbursements (for mileage, gas, lodging, meals, etc.)
<input type="checkbox"/>	Other

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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Section 2 - Heating Assistance

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

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

Add	Household size	Eligibility Guideline	Eligibility Threshold
1	All Household Sizes	State Median Income	60.00%

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?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Renters Living in subsidized housing ?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Renters with utilities included in the rent ?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Do you give priority in eligibility to:

Elderly?	<input type="radio"/> Yes <input type="radio"/> No
Disabled?	<input type="radio"/> Yes <input type="radio"/> No
Young children?	<input type="radio"/> Yes <input type="radio"/> No
Households with high energy burdens ?	<input type="radio"/> Yes <input type="radio"/> No
Other? See comments below:	<input checked="" type="radio"/> Yes <input type="radio"/> No

Explanations of policies for each "yes" checked above:

Oregon does not uniformly give priority eligibility to elder, disabled, and families with young children. However, sub-grantees may choose to target these groups for a brief time at the start of the heating season.

In addition, OHCS strongly encourages all sub-grantees to target households that have not received energy assistance from other sources (such as fuel/utility/rate-payer funds) in the current program year. When other energy assistance resources are available, targeting very limited LIHEAP funds to households that have yet to receive assistance will allow local providers to help more households in their community, many for the first time.

Sub-grantees must indicate within their work plan application whether or not they intend to target any portion of the population. At a minimum this includes a complete description of eligibility and outreach practices as well as safeguards to ensure that processes are applied consistently and fairly to all applicants.

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.

Sub-grantees must indicate within their work plan application whether or not they intend to target any portion of the population and the time period dedicated to the targeted group. This includes a description of eligibility and outreach practices as well as safeguards to ensure that processes are applied consistently and fairly to all applicants.

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

<input checked="" type="checkbox"/> Income
<input checked="" type="checkbox"/> Family (household) size
<input checked="" type="checkbox"/> Home energy cost or need:
<input checked="" type="checkbox"/> Fuel type
<input checked="" type="checkbox"/> Climate/region
<input checked="" type="checkbox"/> Individual bill

<input type="checkbox"/> Dwelling type
<input checked="" type="checkbox"/> Energy burden (% of income spent on home energy)
<input checked="" type="checkbox"/> Energy need
<input type="checkbox"/> Other - Describe:

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

2.6 Describe estimated benefit levels for FY 2016:

Minimum Benefit	\$150	Maximum Benefit	\$1,050
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2.7 Do you provide in-kind (e.g., blankets, space heaters) and/or other forms of benefits? Yes No

If yes, describe.

Households in crisis may be eligible for other services, depending on specific situations and needs, including in-kind items such as blankets, space heaters, and other emergency supplies.

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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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 componenet:

Add	Household size	Eligibility Guideline	Eligibility Threshold
1			0.00%

3.2 Do you have additional eligibility requirements for COOLING ASSISTANCE? Yes No

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

Do you require an Assets test ? Yes No

Do you have additional/differing eligibility policies for:

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

Do you give priority in eligibility to:

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

Explanations of policies for each "yes" checked above:

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

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

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

- Income
- Family (household) size
- Home energy cost or need:
 - Fuel type
 - Climate/region
 - Individual bill
 - Dwelling type
 - Energy burden (% of income spent on home energy)
 - Energy need
 - Other - Describe:

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

3.6 Describe estimated benefit levels for FY 2016:

Minimum Benefit

\$0

Maximum Benefit

\$0

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

If yes, describe.

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

Section 4 - CRISIS ASSISTANCE

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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Section 4: CRISIS ASSISTANCE

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

4.1 Designate the income eligibility threshold used for the crisis component

Add	Household size	Eligibility Guideline	Eligibility Threshold
1	All Household Sizes	State Median Income	60.00%

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

A crisis exists when a household faces an energy burden which depletes or threatens to deplete financial resources, or which poses a potential health and/or safety threat to the well-being of the household.

4.3 What constitutes a life-threatening crisis?

A life-threatening crisis exists when a household member's health and/or well-being would likely be endangered if assistance is not provided to continue heating/energy services. Generally, this would require an active medical certificate but may be deemed a life-threatening crisis by the local service provider if extreme circumstances are present (e.g. extreme cold, fuel supply shortages, etc.).

In addition to the above, the household must either be disconnected or at imminent risk of disconnection (within 5 days of application) to be considered as having a life-threatening crisis situation. Households with deliverable fuels must either be out of fuel or at imminent risk of being out of fuel.

Life-threatening crisis situations must be addressed within either 18 hours (if already disconnected) or 48 hours (if at risk of disconnection) of application. These timeframes must be documented to ensure compliance with the federal requirement and must include comments outlining how the situation was addressed.

Crisis Requirement, 2604(c)

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

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

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?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Disabled?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Young Children?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Households with high energy burdens?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Other?	<input type="radio"/> Yes <input checked="" type="radio"/> No

In Order to receive crisis assistance:

Must the household have received a shut-off notice or have a near empty tank?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Must the household have been shut off or have an empty tank?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Must the household have exhausted their regular heating benefit?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Must renters with heating costs included in their rent have received an eviction notice ?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Must heating/cooling be medically necessary?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Must the household have non-working heating or cooling equipment?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Other?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Do you have additional / differing eligibility policies for:			
Renters?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Renters living in subsidized housing?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Renters with utilities included in the rent?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Explanations of policies for each "yes" checked above:			
A household must have received a regular benefit before receiving a crisis benefit.			
Determination of Benefits			
4.8 How do you handle crisis situations?			
<input checked="" type="checkbox"/>	Separate component		
<input type="checkbox"/>	Fast Track		
<input type="checkbox"/>	Other - Describe:		
4.9 If you have a separate component, how do you determine crisis assistance benefits?			
<input checked="" type="checkbox"/>	Amount to resolve the crisis.		
<input type="checkbox"/>	Other - Describe:		
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?			
<input checked="" type="radio"/> Yes <input type="radio"/> No Explain.			
Applications for crisis assistance are accepted at sites that are geographically accessible.			
4.11 Do you provide individuals who are physically disabled the means to:			
Submit applications for crisis benefits without leaving their homes?			
<input checked="" type="radio"/> Yes <input type="radio"/> No If No, explain.			
Travel to the sites at which applications for crisis assistance are accepted?			
<input checked="" type="radio"/> Yes <input type="radio"/> 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.			
Winter Crisis	\$0 maximum benefit		
Summer Crisis	\$0 maximum benefit		
Year-round Crisis	\$500 maximum benefit		
4.13 Do you provide in-kind (e.g. blankets, space heaters, fans) and/or other forms of benefits?			
<input checked="" type="radio"/> Yes <input type="radio"/> No If yes, Describe			
Households in crisis may be eligible for other services depending on their situation and need including in-kind items such as blankets, space heaters, and other emergency supplies.			
4.14 Do you provide for equipment repair or replacement using crisis funds?			
<input checked="" type="radio"/> Yes <input type="radio"/> 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.			
	Winter Crisis	Summer Crisis	Year-round Crisis
Heating system repair	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heating system replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Cooling system repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooling system replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wood stove purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pellet stove purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solar panel(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utility poles / gas line hook-ups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.16 Do any of the utility vendors you work with enforce a moratorium on shut offs?

Yes No

If you responded "Yes" to question 4.16, you must respond to question 4.17.

4.17 Describe the terms of the moratorium and any special dispensation received by LIHEAP clients during or after the moratorium period.

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

Section 5 - WEATHERIZATION ASSISTANCE

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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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

Add	Household Size	Eligibility Guideline	Eligibility Threshold
1	All Household Sizes	HHS Poverty Guidelines	200.00%

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

5.3 If yes, name the agency.

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

WEATHERIZATION - Types of Rules

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

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

Additional criteria are allowed when determining waitlist priority. The priorities a sub-grantee is using must be approved by OHCS and used consistently for all applicants.

Re-weatherization is allowable.

LIHEAP income definitions.

Social Security Numbers are strongly encouraged but not required.

No limit on health & safety measures.

When providing only energy education and/or baseload services, ASHRAE 62.2 ventilation standards are optional.

A LIHEAP weatherization project may be inspected by a certified quality control inspector.

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?	<input type="radio"/> Yes <input checked="" type="radio"/> No
5.8 Do you give priority in eligibility to:	
Elderly?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Disabled?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Young Children?	<input checked="" type="radio"/> Yes <input type="radio"/> No
House holds with high energy burdens?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Other?	<input type="radio"/> Yes <input checked="" type="radio"/> No
<p>If you selected "Yes" for any of the options in questions 5.6, 5.7, or 5.8, you must provide further explanation of these policies in the text field below.</p> <p>Eligibility is prioritized as per DOE guidelines.</p>	
Benefit Levels	
5.9 Do you have a maximum LIHEAP weatherization benefit/expenditure per household? <input type="radio"/> Yes <input checked="" type="radio"/> 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.)	
<input checked="" type="checkbox"/> Weatherization needs assessments/audits	<input checked="" type="checkbox"/> Energy related roof repair
<input checked="" type="checkbox"/> Caulking and insulation	<input checked="" type="checkbox"/> Major appliance Repairs
<input checked="" type="checkbox"/> Storm windows	<input checked="" type="checkbox"/> Major appliance replacement
<input checked="" type="checkbox"/> Furnace/heating system modifications/ repairs	<input checked="" type="checkbox"/> Windows/sliding glass doors
<input checked="" type="checkbox"/> Furnace replacement	<input checked="" type="checkbox"/> Doors
<input type="checkbox"/> Cooling system modifications/ repairs	<input checked="" type="checkbox"/> Water Heater
<input checked="" type="checkbox"/> Water conservation measures	<input type="checkbox"/> Cooling system replacement
<input checked="" type="checkbox"/> Compact florescent light bulbs	<input checked="" type="checkbox"/> Other - Describe: Other weatherization measures including but not limited to air filtration and cooling system replacement and repair may be provided under health & safety with proper documentation in project file and with approval from OHCS.
<p>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.</p>	

Section 6 - Outreach, 2605(b)(3) - Assurance 3, 2605(c)(3)(A)

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Section 6: Outreach, 2605(b)(3) - Assurance 3, 2605(c)(3)(A)

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

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

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

Section 7 - Coordination, 2605(b)(4) - Assurance 4

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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.).

<input type="checkbox"/>	Joint application for multiple programs
<input checked="" type="checkbox"/>	Intake referrals to/from other programs
<input type="checkbox"/>	One - stop intake centers
<input type="checkbox"/>	Other - Describe:

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

Section 8 - Agency Designation,, 2605(b)(6) - Assurance 6

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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?

<input type="checkbox"/>	Administration Agency
<input type="checkbox"/>	Commerce Agency
<input checked="" type="checkbox"/>	Community Services Agency
<input type="checkbox"/>	Energy / Environment Agency
<input checked="" type="checkbox"/>	Housing Agency
<input type="checkbox"/>	Welfare Agency
<input type="checkbox"/>	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.	Heating	Cooling	Crisis	Weatherization
8.5a Who determines client eligibility?	Community Action Agencies Other		Community Action Agencies	Community Action Agencies
8.5b Who processes benefit payments to gas and electric vendors?	Community Action Agencies Other	Community Action Agencies	Community Action Agencies	
8.5c who processes benefit payments to bulk fuel vendors?	Community Action Agencies Other	Community Action Agencies	Community Action Agencies	
8.5d Who performs installation of weatherization measures?				Community Action Agencies

If any of your LIHEAP components are not centrally-administered by a state agency, you must complete questions 8.6, 8.7, 8.8, and, if applicable, 8.9.

8.6 What is your process for selecting local administering agencies?

In accordance with Assurance 6 the State of Oregon gives special consideration, in the designation of local administrative agencies, to any local public or private non-profit 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. Each local administering agency must meet all program and fiscal requirements established by the state.

8.7 How many local administering agencies do you use? 18

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

- Yes
 No

8.9 If so, why?

<input type="checkbox"/>	Agency was in noncompliance with grantee requirements for LIHEAP -
<input type="checkbox"/>	Agency is under criminal investigation
<input type="checkbox"/>	Added agency
<input type="checkbox"/>	Agency closed
<input type="checkbox"/>	Other - describe

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

Section 9 - Energy Suppliers,, 2605(b)(7) - Assurance 7

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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

Are there exceptions? Yes No

If yes, Describe.

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

Sub-grantees provide the client with documentation at the time of intake or by mail.

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?

This provision is included in the vendor contract.

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?

This provision is included in the vendor contract.

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

Yes No

If so, describe the measures unregulated vendors may take.

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

Section 10 - Program, Fiscal Monitoring, and Audit, 2605(b)(10) - Assurance 10

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Section 10: Program, Fiscal Monitoring, and Audit, 2605(b)(10)

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

See attached.

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

Finding	Type	Brief Summary	Resolved?	Action Taken
1	other	See attached audit and response letters.	In Progress	procedure/policy changes

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
- Annual program review
- Monitoring through central database
- Desk reviews
- Client File Testing / Sampling



Other program review mechanisms are in place. Describe:

See attached.

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

OHCS will review (including copying) annually, or as it deems necessary any and all sub-grantee and sub-recipient(s) files, records, and other information of every type arising from or related to performance under the agreement. Within 60 days after a review, OHCS will endeavor to communicate in writing to the sub-grantee. OHCS may advise the sub-grantee of any corrective action that it deems appropriate based upon its monitoring activities or otherwise. Sub-grantee shall timely satisfy such corrective actions as reasonably required by OHCS.

For monitoring protocol please see attached.

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

Site Visits:

Each agency is reviewed annually or as OHCS deems necessary.

Desk Reviews:

Each agency is reviewed annually or as OHCS deems necessary.

10.8. How often is each local agency monitored ?

Annually or as OHCS deems necessary.

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

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

10.11. How many local agencies are currently on corrective action plans for eligibility and/or benefit determination issues? 9

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) - Assurance 12, 2605(c)(2)

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Section 11: Timely and Meaningful Public Participation, 2605(b)(12), 2605(C)(2)

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

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

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

Because the review process takes place at multiple meetings throughout the year with sub-grantees, partners, and stakeholders, it's not possible to determine specific changes.

We have at least six formal meetings with our sub-grantees throughout the year that are specific to energy assistance and weatherization. In addition to those, we have an advisory committee (created by state statute) that generally meets monthly, plus various other meetings that involve larger and smaller groups of sub-grantees, partners, and other stakeholders. Oregon's review process never really ends; we're always looking at how to do things better, how to serve our communities more effectively.

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?

	Date	Event Description
1	08/07/2015	Public Hearing, Salem Oregon

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

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

None.

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

None.

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

Section 12 - Fair Hearings,2605(b)(13) - Assurance 13

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Section 12: Fair Hearings, 2605(b)(13) - Assurance 13

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

12.2 How many of those fair hearings resulted in the initial decision being reversed? 0

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

None.

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

Applicants have the ability to request a fair hearing from the sub-grantee. The sub-grantee will inform the applicant of their decision within ten days of the final determination. The applicant may appeal the sub-grantee's decision and submit a request for review to the Energy Assistance Coordinator at OHCS.

Review by OHCS, and the manner thereof, is at the sole discretion of OHCS. The department may accept or deny a request for it's review in whole or in part, at it's sole discretion. Any department review will be in the manner determined appropriate by the department and may include, but will not necessarily be limited to, review of provided information.

12.5 When and how are applicants informed of these rights?

At the time of application.

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

If an applicant feels their application was not processed in a timely manner they may request a hearing from the sub-grantee within 30 days of the date of denial or the date of application. The applicant may appeal the sub-grantee's decision and submit a request for review to the Energy Assistance Coordinator at OHCS.

Review by OHCS, and the manner thereof, is at the sole discretion of OHCS. The department may accept or deny a request for it's review in whole or in part, at it's sole discretion. Any department review will be in the manner determined appropriate by the department and may include, but will not necessarily be limited to, review of provided information.

12.7 When and how are applicants informed of these rights?

At the time of application. Each sub-grantee is required to establish a written process which is satisfactory to OHCS.

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

Section 13 - Reduction of home energy needs,2605(b)(16) - Assurance 16

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Section 13: Reduction of home energy needs, 2605(b)(16) - Assurance 16

13.1 Describe how you use LIHEAP funds to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance?

Assurance 16 funds are used to integrate existing energy programs and enhance services for households with complex needs. Outcomes include reduced energy burden, improved payment patterns, energy conservation, and improved self-sufficiency.

Sub-grantees consider community need and local program design when determining how to utilize Assurance 16 funding. Allowable uses include, but are not limited to needs assessments, budget planning, arrearage management, energy education, energy saving incentives, and supplemental bill payment.

All sub-grantees are required to include a description of how they will use Assurance 16 funding within their workplan application. At a minimum this includes eligibility criteria, benefit determination, description of services, and how these funds will be integrated within the overall LIHEAP program.

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

These funds are allocated as a unique line item and sub-grantee budgets are monitored carefully for activities that could be captured under this assurance.

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

Oregon's database does not currently capture information on the impact of these activities.

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

n/a

13.5 How many households applied for these services? n/a

13.6 How many households received these services? 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 14 - Leveraging Incentive Program ,2607A

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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.

All local service providers receive a copy of the leveraging report template along with instructions for completion.

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. Â§ 96.87(d)(2)(iii), describe the following:

Resource	What is the type of resource or benefit ?	What is the source(s) of the resource ?	How will the resource be integrated and coordinated with LIHEAP?
1	State-managed rate-payer funds	Utility rate-payers	Provides additional bill-payment assistance to supplement LIHEAP.
2	Utility-managed funds	Utility rate-payers	Provides bill-payment assistance to supplement LIHEAP.
3	Cash assistance, rebates, donations, and discounts on weatherization and energy saving products and services.	Various private companies and non-profits.	Provides additional resources & benefits for weatherized homes to reduce energy burden.
4	Donation of heating fuel, blankets, clothing, etc.	Energy/fuel suppliers and private donors.	Provides additional heating and crisis benefits.

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

Section 15 - Training

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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:

Policies communicated through vendor agreements

Policies are outlined in a vendor manual

Other - Describe:

Policies are also described in an Operations Manual.

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)

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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.

Oregon plans to collect data from the five top electric utilities and from all three of our natural gas utilities. Oregon plans to begin reporting data from bulk fuel vendors for FFY 2017.

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)

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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:
 Report directly to Secretary of State.

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.

Type of Identification Collected	Collected from Whom?						
	Applicant Only		All Adults in Household		All Household Members		
Social Security Card is photocopied and retained	<input type="checkbox"/>	Required	<input type="checkbox"/>	Required	<input type="checkbox"/>	Required	
	<input type="checkbox"/>	Requested	<input checked="" type="checkbox"/>	Requested	<input type="checkbox"/>	Requested	
Social Security Number (Without actual Card)	<input type="checkbox"/>	Required	<input checked="" type="checkbox"/>	Required	<input type="checkbox"/>	Required	
	<input type="checkbox"/>	Requested	<input type="checkbox"/>	Requested	<input type="checkbox"/>	Requested	
Government-issued identification card (i.e.: driver's license, state ID, Tribal ID, passport, etc.)	<input type="checkbox"/>	Required	<input type="checkbox"/>	Required	<input type="checkbox"/>	Required	
	<input type="checkbox"/>	Requested	<input checked="" type="checkbox"/>	Requested	<input type="checkbox"/>	Requested	
Other		Applicant Only	Applicant Only	All Adults in Household	All Adults in Household	All Household Members	All Household Members

	Required	Requested	Required	Requested	Required	Requested
1	<input type="checkbox"/>					
b. Describe any exceptions to the above policies.						
SSN exceptions include: unavailable to custodial guardian/parent, domestic violence, child under the age of 1, or adult applying for SSN with documentation from SSA.						
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						
<input type="checkbox"/> Verify SSNs with Social Security Administration						
<input type="checkbox"/> Match SSNs with death records from Social Security Administration or state agency						
<input type="checkbox"/> Match SSNs with state eligibility/case management system (e.g., SNAP, TANF)						
<input type="checkbox"/> Match with state Department of Labor system						
<input type="checkbox"/> Match with state and/or federal corrections system						
<input type="checkbox"/> Match with state child support system						
<input type="checkbox"/> Verification using private software (e.g., The Work Number)						
<input type="checkbox"/> In-person certification by staff (for tribal grantees only)						
<input type="checkbox"/> Match SSN/Tribal ID number with tribal database or enrollment records (for tribal grantees only)						
<input checked="" type="checkbox"/> Other - Describe: In-person certification by staff.						
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.						
<input type="checkbox"/> Clients sign an attestation of citizenship or legal residency						
<input checked="" type="checkbox"/> Client's submission of Social Security cards is accepted as proof of legal residency						
<input type="checkbox"/> Noncitizens must provide documentation of immigration status						
<input type="checkbox"/> Citizens must provide a copy of their birth certificate, naturalization papers, or passport						
<input type="checkbox"/> Noncitizens are verified through the SAVE system						
<input type="checkbox"/> Tribal members are verified through Tribal enrollment records/Tribal ID card						
<input type="checkbox"/> Other - Describe:						
17.5. Income Verification						
What methods does your agency utilize to verify household income? Select all that apply.						
<input checked="" type="checkbox"/> Require documentation of income for all adult household members						
<input checked="" type="checkbox"/> Pay stubs						
<input checked="" type="checkbox"/> Social Security award letters						
<input checked="" type="checkbox"/> Bank statements						
<input checked="" type="checkbox"/> Tax statements						
<input checked="" type="checkbox"/> Zero-income statements						
<input checked="" type="checkbox"/> Unemployment Insurance letters						
<input checked="" type="checkbox"/> Other - Describe: Depending on the source of income, different documentation may be required.						
<input type="checkbox"/> Computer data matches:						
<input type="checkbox"/> Income information matched against state computer system (e.g., SNAP, TANF)						
<input type="checkbox"/> Proof of unemployment benefits verified with state Department of Labor						
<input type="checkbox"/> 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:

In order to receive any LIHEAP payments all vendors must sign a vendor agreement with sub-grantees.

17.8. Benefits Policy - Gas and Electric Utilities

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

Applicants required to submit proof of physical residency

Applicants must submit current utility bill

Data exchange with utilities that verifies:

Account ownership

Consumption

Balances

Payment history

Account is properly credited with benefit

Other - Describe:

Centralized computer system/database tracks payments to all utilities

Centralized computer system automatically generates benefit level

Separation of duties between intake and payment approval

Payments coordinated among other energy assistance programs to avoid duplication of payments

Payments to utilities and invoices from utilities are reviewed for accuracy

Computer databases are periodically reviewed to verify accuracy and timeliness of payments made to utilities

Direct payment to households are made in limited cases only

Procedures are in place to require prompt refunds from utilities in cases of account closure

Vendor agreements specify requirements selected above, and provide enforcement mechanism

Other - Describe:

17.9. Benefits Policy - Bulk Fuel Vendors

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

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

17.10. Investigations and Prosecutions

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

- Refer to state Inspector General
- Refer to local prosecutor or state Attorney General
- Refer to US DHHS Inspector General (including referral to OIG hotline)
- Local agencies/district offices or Grantee conduct investigation of fraud complaints from public
- Grantee attempts collection of improper payments. If so, describe the recoupment process
- Clients found to have committed fraud are banned from LIHEAP assistance. For how long is a household banned?
- Contracts with local agencies require that employees found to have committed fraud are reprimanded and/or terminated
- Vendors found to have committed fraud may no longer participate in LIHEAP
- Other - Describe:

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

Section 18: Certification Regarding Debarment, Suspension, and Other Responsibility Matters

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

Instructions for Certification

- 1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.**
- 2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.**
- 3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.BrBbr.**
- 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 explanation to this proposal.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- 5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.**
- 6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled ``Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.**
- 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.**
- 8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is**

normally possessed by a prudent person in the ordinary course of business dealings.

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

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

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

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

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

Section 19: Certification Regarding Drug-Free Workplace Requirements

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point 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 programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
- c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --**
 - (1) Abide by the terms of the statement; and**
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;**
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --**
 - (1) Taking appropriate**

personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

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

725 Summer Street NE Suite B

*** Address Line 1**

Address Line 2

Address Line 3

Salem

*** City**

OR

*** State**

97301

*** Zip Code**

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

Alternate II. (Grantees Who Are Individuals)

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

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

Section 20: Certification Regarding Lobbying

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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 disbursement of and accounting for Federal funds paid to the State under this title, including procedures for monitoring the assistance provided under this title, and provide that the State will comply with the provisions of chapter 75 of title 31, United States Code (commonly known as the "Single Audit Act");

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

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

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

(14) cooperate with the Secretary with respect to data collecting and reporting under section 2610.

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

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

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

Plan Attachments

PLAN ATTACHMENTS

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).**



Robert Taylor
Deputy Secretary of State

Gary Blackmer
Director

255 Capitol St. NE, Suite 500
Salem, OR 97310

(503) 986-2255

March 6, 2015

Margaret Van Vliet, Director
Oregon Housing and Community Services
725 Summer Street NE, Suite B
Salem, OR 97301-1266

Dear Ms. Van Vliet:

We have completed audit work of the following selected federal program at the Oregon Housing and Community Services (department) for the year ended June 30, 2014.

<u>CFDA Number</u>	<u>Program Name</u>	<u>Audit Amount</u>
93.568	Low-Income Home Energy Assistance (LIHEAP)	\$ 35,016,252

This audit work was not a comprehensive audit of your federal program. We performed this federal compliance audit as part of our annual Statewide Single Audit. The Single Audit is a very specific and discrete set of tests to determine compliance with federal funding requirements, and does not conclude on general efficiency, effectiveness, or state-specific compliance issues. The Office of Management and Budget (OMB) Circular A-133 identifies internal control and compliance requirements for federal programs. Auditors review and test internal controls for all federal programs selected for audit and perform specific audit procedures only for those compliance requirements that are direct and material to the federal program under audit. For the year ended June 30, 2014, we determined whether the department substantially complied with the following compliance requirements relevant to the federal program.

Compliance Requirement	General Summary of Audit Procedures Performed
Activities Allowed or Unallowed	Determined whether federal monies were expended only for allowable activities.
Allowable Costs/Cost Principles	Determined whether charges to federal awards were for allowable costs and that indirect costs were appropriately allocated.
Cash Management	Confirmed program costs were paid for before federal reimbursement was requested, or federal cash drawn was for an immediate need.
Eligibility	Determined whether only eligible individuals and organizations

Compliance Requirement	General Summary of Audit Procedures Performed
	receive assistance under federal programs, and amounts provided were calculated in accordance with program requirements.
Earmarking	Determined whether the maximum limits for specified purposes were met.
Period of Availability of Federal Funds	Determined whether federal funds were used only during the authorized period of availability.
Reporting	Verified the department submitted financial and performance reports to the federal government in accordance with the grant agreement and that those financial reports were supported by the accounting records.
Subrecipient Monitoring	Determined whether the pass-through entity monitored subrecipient activities to provide reasonable assurance that the subrecipient administers federal awards in compliance with federal requirements.

Noncompliance

Noncompliance is a failure to follow compliance requirements or a violation of prohibitions included in compliance requirements that are applicable to a federal program. As described in the “Audit Findings and Recommendations” section, we identified noncompliance with federal requirements that is required to be reported in accordance with OMB Circular A-133.

Internal Control Over Compliance

Department management is responsible for establishing and maintaining effective internal control over compliance with program requirements. In planning and performing our audit, we considered the department’s internal control over compliance with requirements that could have a direct and material effect on the major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the department’s compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the department’s internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and

corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. As discussed below, we identified certain deficiencies in internal control over compliance that we consider to be material weaknesses.

Audit Findings and Recommendations

Improve Reviews of Subrecipients

Federal Awarding Agency:	Department of Health and Human Services
Program Title and CFDA Number:	Low-Income Home Energy Assistance, CFDA 93.568
Federal Award Numbers and Year:	2014G992201, 2014; 2014G995623, 2014 2013G992201, 2013; 2013G994002, 2013
Compliance Requirement:	Activities Allowed or Unallowed; Earmarking; Subrecipient Monitoring
Type of Finding:	Material Weakness

Federal regulations state that program funds may only be used for certain allowable activities. In addition, the regulations specify “earmarking” limits on the use of these funds. The department passes most of its LIHEAP funds through to subrecipients who perform the majority of the program activities. Department management is responsible for monitoring subrecipients, as necessary, to ensure compliance with program requirements including allowable activities and earmarking requirements.

We reviewed monitoring files and found that, specific to fiscal monitoring, there was insufficient evidence of adequate monitoring to provide assurance that only costs from allowable activities are reimbursed with federal funds or that limitations were not exceeded. This is a repeat finding.

We recommend department management strengthen its fiscal monitoring to ensure federal reimbursements are for allowable program activities and required limitations are not exceeded.

Improve Reviews of Subrecipient Allocated Costs

Federal Awarding Agency: Department of Health and Human Services
Program Title and CFDA Number: Low-Income Home Energy Assistance, CFDA 93.568
Federal Award Numbers and Year: 2014G992201, 2014; 2014G995623, 2014
2013G992201, 2013; 2013G994002, 2013
Compliance Requirement: Allowable Costs/Cost Principles; Subrecipient
Monitoring
Type of Finding: Material Weakness

Federal regulations require the department, as a recipient of federal awards, to monitor the costs of subrecipients, as necessary, to ensure that federal awards are used for allowable costs in compliance with laws, regulations, and the provisions of contracts or grant agreements. Federal cost principle circulars are applicable to department subrecipients that receive federal pass-through funds and require the use of cost allocation plans or indirect cost rates for costs that are allocated to federal programs. The department is responsible for reviewing its subrecipients' cost allocation plans to ensure subrecipients follow general cost principles, including gaining assurances that expenditures charged to federal programs are reasonable, equitably distributed, and adequately documented.

We reviewed four subrecipient fiscal monitoring files and found that although all files included a copy of a cost allocation plan that was mathematically verified, there was no evidence that the plans were reviewed to ensure general cost principles were applied. This is a repeat finding.

We recommend department management develop procedures and provide training to staff to ensure the cost allocation plans of its subrecipients are sufficiently reviewed to determine whether the cost allocation plans are in compliance with applicable cost principles.

Strengthen Controls Over Cash Management

Federal Awarding Agency: Department of Health and Human Services
Program Title and CFDA Number: Low-Income Home Energy Assistance, CFDA 93.568
Federal Award Numbers and Year: 2014G992201, 2014; 2014G995623, 2014
2013G992201, 2013; 2013G994002, 2013
Compliance Requirement: Cash Management
Type of Finding: Material Weakness

Federal regulations require program costs be paid with entity funds before reimbursement is requested from the federal government. The exception to the cost reimbursement basis is the advancement of federal monies to meet immediate cash needs. When federal funds are provided prior to the expending of entity funds, recipients must minimize the time elapsing between the advancement and use of federal funds. The department is responsible for ensuring its subrecipients minimize the time between the draw-down and disbursement of federal funds for federal program purposes. We found the department does not have adequate controls to ensure this occurs. Department management is developing a new process for reviewing subrecipient requests for funds to ensure the requests are made on a reimbursement basis and

only for authorized costs. This new process was not implemented during fiscal year 2014. This is a repeat finding.

We recommend department management ensure adequate controls are implemented to ensure subrecipient requests for funds are in compliance with federal cash management requirements.

Other Matter

In addition, we identified the following other matter that is an opportunity to strengthen internal control but is not considered to be a material weakness or significant deficiency in controls over compliance. This other matter does not require a written response from management.

Strengthen Controls Over Reporting

Federal Awarding Agency:	Department of Health and Human Services
Program Title and CFDA Number:	Low-Income Home Energy Assistance, CFDA 93.568
Federal Award Numbers and Year:	2014G992201, 2014; 2014G995623; 2014
Compliance Requirement:	Reporting
Type of Finding:	Other Matter

Federal regulations require the department to submit certain reports as a recipient of LIHEAP funds, including the Carryover and Reallotment Report and the Federal Funding Accountability and Transparency Act sub-award reports. We tested these reports during our audit and found the following:

- Management indicated accuracy of the Carryover and Reallotment Report is ensured through a separate review by program staff. However, we were unable to verify this review occurred as evidence of the review was not retained. We were able to verify the accuracy of the report.
- We found the department did not have a control in place to ensure sub-award reports were submitted timely. We reviewed a sample of four sub-awards and found none of the reports were submitted timely. However, we were able to verify that accurate reports were submitted.

We recommend management strengthen controls over reporting to ensure required reports are accurate and submitted timely.

Prior Year Findings

In the prior fiscal year, we reported material weaknesses, significant deficiencies and non-compliance findings to you in a letter dated March 25, 2014. These findings can also be found in the Statewide Single Audit Report for the fiscal year ended June 30, 2013; see Secretary of State audit report number 2014-09. These findings will be reported in the Statewide Single Audit Report for the fiscal year ended June 30, 2014, with a status of partial corrective action taken. The specific prior year findings still outstanding are listed in the following table:

Finding Title	Prior Year Finding No.
Subrecipient Cost Allocation Plans Not Reviewed	2012-012
Program Activities/Costs Not Reviewed for Allowability	2012-014
Cash Management - Timing/Immediacy Not Reviewed	2012-015
Review of Subrecipient Costs for Allowability Should be Improved	2013-046
Strengthen Controls Over Cash Management	2013-047
Improve Controls Over Subrecipient Cost Allocation Plans	2013-048

The material weaknesses, along with your responses, will be included in our Statewide Single Audit Report for the fiscal year ended June 30, 2014. Including your responses satisfies the federal requirement that management prepare a Corrective Action Plan covering all reported audit findings. Satisfying the federal requirement in this manner, however, can only be accomplished if the response to each material weakness includes the information specified by the federal requirement, and only if the responses are received in time to be included in the audit report. The following information is required for each response:

- 1) Your agreement or disagreement with the finding. If you do not agree with an audit finding or believe corrective action is not required, include in your response an explanation and specific reasons for your position.
- 2) The corrective action planned.
- 3) The anticipated completion date.
- 4) The name(s) of the contact person(s) responsible for corrective action.

Please respond by March 18, 2015 and provide Rob Hamilton, Statewide Accounting and Reporting Services (SARS) Manager, a copy of your Corrective Action Plan.

The purpose of this communication is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this communication is not suitable for any other purpose.

We appreciate your staff's assistance and cooperation during this audit. Should you have any questions, please contact Wendy Hewitt or Julianne Kennedy at (503) 986-2255.

Sincerely,

Office of the Secretary of State, Audits Division

JK:wmh

cc: Caleb Yant, Assistant Director of Financial Services
Claire Seguin, Assistant Director of Housing Stabilization
Sandra Flickinger, Financial Services Section Manager
Tim Zimmer, Energy and Weatherization Section Manager
George Naughton, Acting Director, Department of Administrative Services



Oregon

Governor Kate Brown

Housing and Community Services

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March 16, 2015

Julianne Kennedy, Audit Manager
Secretary of State, Audits Division

Re: Audit Response for Statewide Single Audit
Management Letter No. 914-2015-03-01

Dear Ms. Kennedy:

This letter is in response to the items identified in your management letter dated March 6, 2015. Oregon Housing and Community Services is committed to maintaining strong internal controls and meeting compliance requirements for all programs administered. The items identified in your management letter highlight the importance of ensuring appropriate procedures are established to adequately monitor subrecipients' use of federal funding. OHCS believes that procedures proposed during the audit will completely address these concerns. OHCS is grateful to your staff for their willingness and ability to talk through the suggested procedures. Please include the following responses for the Statewide Single Audit report:

Material Weaknesses:

Improve Reviews of Subrecipients

The agency agrees with this finding

Corrective action planned:

The agency currently monitors subrecipients following guidelines established by the Office of Management and Budget (OMB) Circulars A-87 (2 CFR part 225). The agency has documented processes, procedures, and checklists to ensure uniformity of monitoring and subrecipient compliance with guidance under OMB circular A-122 (2 CFR part 230) and the Uniform Guidance (2 CFR part 200). Additionally, OHCS has internal systems that establish controls to adequately earmark funds into specific categories, ensuring funds are used for the intended purposes. The agency is implementing a new procedure which will expand the scope of items being monitored and establish a risk based approach to the sample selection. This will ensure a statistically relevant sample is reviewed to provide adequate evidence that the expense was entered under the appropriate earmarked category and was for an allowable purpose.



Anticipated completion date:

March 31, 2015

Contact person responsible for corrective action:

Sandra Flickinger

Improve Reviews of Subrecipient Allocated Costs

The agency agrees with this finding

Corrective action planned:

The agency has already provided clarification, procedures, and trainings to the fiscal monitor in order to examine and test application of cost allocations. This has provided assurances that costs are equitably distributed and adequately documented. An updated procedure is being created to ensure costs are allocated on a reasonable basis and that basis is applied correctly.

Anticipated completion date:

March 31, 2015

Contact person responsible for corrective action:

Sandra Flickinger

Strengthen Controls Over Cash Management

The agency agrees with this finding

Corrective action planned:

The agency currently requires subrecipients to specify the amount of a funding request that is for a reimbursement or an advance. To complement the existing process, the agency is implementing a new procedure that will require documentation from the subrecipients accounting system with each funding request. This documentation will specify the period in which the expenditure occurred and whether or not this was a reimbursement or an advance request. This documentation will be tested as part of the expanded scope of items being monitored with an emphasis on ensuring any funds advanced to a subrecipient are due to an immediate cash need and the time between the draw-down and disbursement of funds is minimized.

Anticipated completion date:

June 1, 2015

Contact person responsible for corrective action:

Sandra Flickinger



Margaret Van Vliet, Director
Oregon Housing and Community Services



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Governor Kate Brown

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LIHEAP/OEAP Monitoring Process- 2015

All Sub-grantee agencies must participate in an annual program evaluation. This process involves the review of local files to assure compliance in the areas of eligibility, documentation and benefit determination as well as a possible site visit. During the review, any notes and/or deficiencies will be highlighted with the intent of strengthening program integrity both locally, as well as statewide.

Desk monitoring process:

1. File Selection. In Addition to general sampling, the compliance officer typically requests a sampling of files for each payment type, payment status, and vendor. Direct pays, crisis payments, agency employees served and files showing discrepancies in the file selection report will be oversampled.
2. If the review is to be a desk review; the compliance officer sends an “entrance letter” to the agency beginning the monitoring process. The entrance letter will identify the files that are being requested for review and outline any specific guidelines regarding file submission. The sub-grantee is given a specific timeline in which they must provide OHCS with copies of the selected files. These files must either be uploaded to Google docs, mailed or hand delivered, usually within 30 days of the request.
If the review is to be an on-site file review the compliance officer sends a “scheduling e-mail” to the agency director to schedule the date of the review. Once the review dates are determined the compliance officer sends a “confirmation letter” outlining any specific guidelines for the on-site review. A list of files selected for review will be provided upon the compliance officer’s arrival, or 24 hours in advance.
3. If review is to be an on-site file review, an entrance interview will be conducted to briefly go over the process of the site review and identify any key staff the compliance officer will need periodic access to during the file review.
4. File review process begins. The compliance officer will review each file to ensure that all program guidelines were followed appropriately. Each file has a standard “checklist” filled out, as well as a “worksheet” where the compliance officer will identify any deficiencies, and any notes needed to conduct the exit interview, and compile the report.



5. The compliance officer will conduct an exit interview with sub-grantee either via phone conference or in person to review any deficiencies identified during the review and to discuss possible corrective action steps needed.
6. OHCS compiles a monitoring report which outlines deficiencies identified during the file review, as well as recommendations/notes to the agency that will streamline program operations, strengthen internal controls, and/or improve services for low-income clients. The report will ask the sub-grantee to respond with corrective actions to each deficiency with an estimated completion date attached to them and if necessary, include mandatory corrective action steps outlined by OHCS.
7. If follow up/corrective actions are required, the compliance officer will follow up directly with the sub-grantee. The monitoring will not be closed until all follow up items/corrective actions are satisfactorily completed.
8. Once all follow up/corrective actions are satisfactorily completed, a closing letter will be sent to the sub-grantee. This letter will include the sub-grantees overall rating definition. The overall rating is weighted as explained below.

Category Title Rating

A	Application	25%
B	Income	50%
C	Payments	25%
	Total	100%



KATE BROWN
Governor

July 22, 2015

I, Kate Brown, delegate my authority to the Oregon Housing and Community Services Assistant Director to certify to the 16 assurances outlined in the Low Income Home Energy Assistance Act of 1981, as amended, and otherwise perform all necessary functions to properly administer the Low Income Home Energy Assistance Program.

Sincerely,

Governor Kate Brown

KB:dl



Section 10: Program, Fiscal Monitoring, and Audit, 2605(b)(10) – Assurance 10

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

Fiscal Monitoring:

OHCS monitors fiscal operations within local agencies to ensure strong fiscal accounting and tracking of LIHEAP funds. Comprehensive annual reviews include, but are not limited to the following:

- General Ledger and Support Journals
- Financial Status Reports
- Charts of Accounts
- Accounting Policy and Procedure Manual
- Separation of Duties and internal controls
- Cash Receipt Files and Deposit Slips
- Bank Reconciliation with Canceled Checks
- Samples of paid invoices, including signatures and check copies
- Time cards, including signatures and payroll register
- Purchase Orders
- Cost Allocation Plans
- Insurance and Bonding Policies
- Subcontracts

Program Auditing

Oregon's LIHEAP program is audited under the Single Audit Act. Audits of local service providers are conducted by an entity independent of any agency administering activities or services under LIHEAP, and in accordance with generally accepted accounting principles and audit standards of the US General Accounting Office.

Fiscal staff, in collaboration with Program staff, of Oregon Housing and Community Services review the annual independent audits which are conducted by private CPA firms. The CPA firms conduct the audit in accordance with A133, if applicable.

Audits for the State of Oregon (Oregon Housing and Community Services) are conducted by the Audits Division of the Secretary of State's office.

Corrective Action

The State of Oregon may choose to require sub-grantees to participate in additional monitoring activities when there is concern regarding potential non-compliance with Federal or State LIHEAP guidelines.

If a sub-grantee or sub-recipient is deemed to be out of compliance on the basis of monitoring results (routine or otherwise), the State of Oregon will provide the agency with corrective action steps necessary to resolve the concern. This includes, wherever possible, training and technical assistance.

If a sub-grantee or sub-recipient is unable to make improvements necessary to effectively deliver the LIHEAP program within a specified timeframe, another local service provider may be identified for future program operation.

Section 10: Program, Fiscal Monitoring, and Audit

10.5 Describe the Grantee's strategies for monitoring compliance with the Grantee's and Federal LIHEAP Policies and procedures.

Sub-grantees enter into work plan agreements (contracts) that specifically outline local procedures for outreach, eligibility, application, intake, benefit determination and certification of payment to LIHEAP applicants. These agreements will be monitored for compliance with federal and state requirements.

All LIHEAP households are placed into a statewide database (OPUS) developed and maintained by Oregon Housing and Community Services. OPUS requires entry of several personal identifiers in order to process energy assistance benefits including but not limited to names, birthdates, Social Security numbers and physical addresses of all household members. Information is available for all LIHEAP households accessing services within the last 10 years.

Use of this statewide database not only prevents duplicate payments, but also allows LIHEAP providers to identify discrepancies in personal information provided by HH at the time of eligibility and benefit determination.

This system is shared by the State and sub-grantees and allows for realtime reporting as well as access to client intake processes, income calculations, eligibility determination and client comments. There is also an audit log which tracks any updates to a client's record.

OHCS may monitor the activities of each Sub-grantee and its sub-recipients as it deems necessary or appropriate to ensure Sub-grantee and its sub-recipients comply with the terms of the agreement between OHCS and the sub-grantee and that grant fund awards are used properly for authorized purposes hereunder. OHCS also may ensure that performance goals are achieved as specified in the agreement, including without limitation in the Scope of Work, related Program Elements, Work Plans and Budgets. Monitoring activities may include any action deemed necessary or appropriate by OHCS including, but not limited to the following: (1) the review (including copying) from time to time of any and all Sub-grantee and sub-recipient(s) files, records and other information of every type arising from or related to performance under this Agreement; (2) arranging for, performing, and evaluating general and limited scope audits; (3) conducting or arranging for on-site and field visits and inspections; (4) review of Sub-grantee fiscal and program reports prior approval documentation; and (5) evaluating, training, providing technical assistance and enforcing compliance of Sub-grantee, sub-recipient(s), and their officers, employees, agents, contractors and other staff. OHCS may utilize third parties in its monitoring and enforcement activities, including monitoring by peer agencies. OHCS monitoring and enforcement activities may be conducted in person, by telephone and by other means deemed appropriate by OHCS and may be effected through contractors, agents or other authorized representatives. Sub-grantee consents to such monitoring and enforcement by OHCS and agrees to cooperate fully

with same, including requiring by agreement and causing that its sub-recipients so cooperate.

OHCS reserves the right, at its sole and absolute discretion, to request assistance in monitoring from outside parties including, but not limited to the Oregon Secretary of State, the Attorney General, the federal government, and law enforcement agencies.

Sub-grantee shall fully and timely cooperate with OHCS in the performance of any and all monitoring and enforcement activities. Failure by Sub-grantee or any of its sub-recipients to comply with this requirement is sufficient cause for OHCS to require special conditions and may be deemed by OHCS as a failure by the Sub-grantee to perform its obligations under this Agreement.

Sub-grantee shall perform onsite visits to monitor the activities of its sub-recipients as specified by applicable grant program requirements or otherwise directed by OHCS, but in no case less than at least once during the term of the agreement, and not later than the third quarter of the term of the agreement (unless otherwise approved in writing by OHCS) to ensure that grant funds are used for authorized purposes in compliance with the agreement, including but not limited to specific program requirements, and that performance goals are achieved as specified in the Scope of Work.

OHCS generally will advise the Sub-grantee as to its observations and findings generated by any on-site visit; usually through an exit interview. Within 60 days after an on-site inspection, OHCS will endeavor to provide Sub-grantee with a written report as to its findings from that inspection. OHCS may advise the Sub-grantee of any corrective action that it deems appropriate based upon its monitoring activities or otherwise. Sub-grantee shall timely satisfy such corrective actions required by OHCS.

OHCS will review (including copying) annually or as it deems necessary any and all Sub-grantee and sub-recipient(s) files, records, and other information of every type arising from or related to performance under the agreement. Within 60 days after a review, OHCS will endeavor to communicate in writing to the Sub-grantee. OHCS may advise the Sub-grantee of any corrective action that it deems appropriate based upon its monitoring activities or otherwise. Sub-grantee shall timely satisfy such corrective actions as reasonably required by OHCS.

Section 14: Leveraging Incentive Program, 2607A

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

Provide the following information for each:

- (1) What is the type of resource or benefit?
- (2) What is the source(s) of the resource?
- (3) How will the resource be integrated and coordinated with LIHEAP?

Leveraging Activities planned for the program year include:

Weatherization Rebates & Grants

Staff members from Oregon Housing and Community Services (OHCS) negotiate these leveraged resources which qualify under criterion (i) in the 45 CFR 96.87(d)(2). LIHEAP agency staff conduct an audit of each home to be weatherized and determine what measures are eligible for rebates from the utilities. Benefits provided include standard weatherization measures: attic, floor and wall insulation, windows, air infiltration reduction, pipe and duct insulation, vapor barriers and other items deemed necessary during the audit.

Rebates allow the agency to complete the measures and to perform full weatherization if funds can be leveraged to offset these costs. LIHEAP program coordinator works with utilities or agencies to install weatherization measures and obtain the rebate for installation of those measures in low-income homes. Cash rebates and grants are based on the actual costs of the weatherization measures as installed and are based on fair market value.

OHCS (state) negotiates with BPA to provide low-income weatherization. OHCS staff negotiate these leveraged resources which qualify under criterion (i) in 45 CFR 96.87(d)(2). Home energy cooperatives and public utility districts provide rebate for weatherization under this program. Again, the local LIHEAP agency staff member conducts the weatherization audit and determines what measures need to be performed and which rebates can be applied to offset the amount of LIHEAP funds expended. Benefits provided include standard weatherization measures: attic, floor and wall insulation, windows, air infiltration reduction, pipe and duct insulation, vapor barriers and other items deemed necessary during the audit.

OHCS has been designated by the state legislature as the administrator of public purpose funds for low-income weatherization. Public purpose funds are derived from customers of Oregon's two major investor owned electric utilities (PGE & PacifiCorp). OHCS allocates public purpose funds to weatherization agencies for PGE or PacifiCorp customers within their service territories. Public purpose funds supplement LIHEAP weatherization funds and provide the largest single source of leverage.

LIHEAP agency program staff negotiate for rebates under the State (of Oregon) Home Oil Weatherization (SHOW) Program, Cascade Natural Gas, Northwest Natural Gas and Avista, which qualify under criterion (i) in 45 CFR 96.87(d)(2). LIHEAP agency staff conduct the weatherization audit on the oil heated home and determines which rebates can be applied to offset the amount of LIHEAP funds expended. Benefits provided include standard weatherization measures: attic, floor and wall insulation, windows, air infiltration reduction, pipe and duct insulation, vapor barriers and other items deemed necessary during the audit.

LIHEAP agency program staff negotiate with agency rehabilitation programs to offset the costs of LIHEAP weatherization. These funds qualify under criterion (i) in 45 CFR 96.87(d)(2). Benefits provided include standard weatherization measures: attic, floor and wall insulation, windows, air infiltration reduction, pipe and duct insulation, vapor barriers and other items deemed necessary during the audit.

LIHEAP agency staff negotiate with landlords contribute to the costs of weatherization for LIHEAP households where the LIHEAP participant is renting. These funds would qualify under criterion (i) in 45 CFR 96.87 (d)(2). The landlord would provide funds to offset the costs of materials and labor for the installed measures deemed critical in the weatherization audit.

Discounts on Weatherization Products & Services

LIHEAP agency staff members negotiate with private companies who contract to install weatherization measures for investor owned utilities. These funds would qualify under criterion (i) in 45 CFR 96.87 (d)(2). LIHEAP weatherization staff would conduct the audit and coordinate funding with the private company to apply for rebates and to install weatherization measures at reduced cost to low-income households.

LIHEAP agency staff members negotiate with contractors and suppliers to get discounts for low-income households under the criterion (iii)(B) in 45 CFR 96.87(d)(2). They receive discounts on all competitive bidding contracts and materials purchased for weatherization. Discounts are for materials to perform standard weatherization measures including attic, floor and wall insulation, windows, air infiltration reduction, pipe and duct insulation, vapor barriers and other items deemed necessary during the audit.

Donated Energy-Saving Materials & Services

LIHEAP staff members leverage in-kind donations from utility companies, private companies, individuals under the criterion in 45 CFR 96.87(d)(2)(iii)(A) to provide LIHEAP households with materials to do self-help weatherization. These materials include hot-water-saving showerheads, caulking, water heater insulation wraps, electrical junction box air sealing gaskets, door sweeps and weather-strip kits, and other supplies to weatherize homes. Program representatives deliver and install these items in low-income families' homes.

Fuel Assistance Funds

Benefits are integrated into LIHEAP program under 45 CFR 96.87(d)(2)(iii)(A). LIHEAP personnel identify eligible clients at time of intake, determine how much they would receive and either distribute the funds to them or made direct referral to state fuel funds for payment. LIHEAP personnel negotiate with utility companies to have fuel funds delivered through the LIHEAP program to serve eligible clients when program funds are exhausted.

Discounts, Waivers, Credits on utilities and Fuel Oil

LIHEAP personnel negotiate discounts with home energy suppliers under the criterion (iii)(D) in 45 CFR 96.87(d)(2). Discounts are on the purchase of heating fuels and waivers of deposits and/or reconnect fees for low-income customers. LIHEAP agency certifies the customers for eligibility and company then provides a benefit to eligible low-income client. Waivers of deposits or reconnect fees are negotiated with the home energy supplier by the LIHEAP intake personnel.

Donation of Heating Fuels, Blankets, Coats, etc.

LIHEAP personnel negotiate with home energy suppliers, grants, and private donors under the criterion (iii)(G) 45 CFR 96.87(d)(2) to provide wood, heating fuel. Various clothing and blankets for low-income households. Organizations donate labor to cut, split, deliver and stack firewood; some lumberyards donate wood; some oil companies donate fuel oil; and some propane dealers donate LP gas. Other benefits included coats, jackets, warm clothing, blankets, and quilts.

Use of Leveraging Incentive Funds

In the case that the Grantee (State of Oregon) receives a leveraging incentive award, these funds will be distributed to local sub-grantees based upon reported leveraging activity.

These funds are to be used to maintain or increase current LIHEAP benefits to Oregonians. This includes, but is not limited to heating assistance benefits, crisis assistance benefits, incentive or supplemental vendor payments, weatherization activities, and energy saving incentives.



Oregon Energy Assistance Benefit Matrix Methodology for FFY 2016

Overview

The [LIHEAP Statute](#) requires states to assure 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” [Section 2605(b)(5)]. To comply with this requirement, Oregon Housing and Community Services uses an energy assistance matrix which accounts for income and average energy costs, among other factors. This benefit matrix provides benefit guidelines for standard heating assistance only, and does not guide any other component of Oregon Energy Assistance programs.

Fuel Cost Calculations

Average annual fuel cost estimations are calculated based on fuel type, number of individuals in each household, climate region, and subsidized housing status. Primary data for these calculations are compiled from the Energy Information Administration (www.eia.gov). Oregon Housing and Community Services uses the most current and applicable data available prior to the heating season.

Baseline Fuel Cost is calculated based on price and average household use by fuel type, with an inflation adjustment factor of 5% included to account for the delay between source data and funding period.

Oregon Annual Average Energy Price per MBTU	
Source	Price
Electricity	29.01
Heating Oil	27.45
Liquid Gas	28.85
Natural Gas	10.75
Wood/Pellets	16.72

U.S. Annual Average Energy Consumption per Household by Source	
Source	MBTU
Electricity	38.60
Heating Oil	76.40
Liquid Gas	42.40
Natural Gas	67.80
Wood/Pellets	38.40

$$\text{Baseline Fuel Cost} = \text{Average Price per MBTU} * \text{Average Annual MBTU Consumption} * \text{Inflation Factor}$$

Once baseline fuel costs are calculated, they are adjusted for household size. The methodology assumes that a higher household count of individuals is an indication of a larger household and that larger households use more energy. To adjust for household size, divide each household count category's average MBTU consumed by the average MBTU consumed by all households to get a household factor/multiplier.

Household Count	MBTU	Multiplier
1	65.80	0.73
2	90.73	1.01
3	98.40	1.10
4	106.41	1.19
5	110.85	1.24
6+	113.65	1.27
Average, all counts	89.60	N/A

After adjusting for household size, Baseline Fuel Cost is then adjusted for climate region. Heating Degree Day (HDD) data indicates that Oregonians living in colder areas of the state need more energy to heat their homes throughout the year. To adjust for climate region, add to the calculation a factor/multiplier of 1.1 for Benton, Clackamas, Clatsop, Columbia, Coos, Curry, Douglas, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Multnomah, Polk, Tillamook, Washington, and Yamhill counties. Use a factor/multiplier of 1.2 for Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, and Wheeler counties.

$$\text{Estimated Fuel Cost} = (\text{Baseline Fuel Cost}) * \text{Household Factor} * \text{Regional Factor}$$

Under federal law, utility allowances for tenants of subsidized housing (e.g. HUD, LIHTC) should be sufficient to cover all energy costs of an "energy conservative household of modest means." However, the State of Oregon recognizes that in practice, utility allowances are frequently not sufficient to cover a tenant's entire utility bill. Therefore, local providers may provide a "subsidized" benefit to those tenants who receive a housing utility allowance. The subsidized benefit is calculated as 50% of a standard Estimated Fuel Cost benefit.

Estimated Fuel Cost is always rounded to the nearest whole dollar.

Benefit Structure

Energy assistance is available to those households earning 60% or less of the statewide median income. Income data for these calculations are compiled from the American Community Survey 2013 3-year estimates via the Federal Register (www.federalregister.gov). The benefit structure is shown within the table below.

Energy Assistance Benefit Structure	
Income	Benefit
00%-15% of State Median Income	35% of Annual Estimated Energy Costs
16%-30% of State Median Income	30% of Annual Estimated Energy Costs
31%-45% of State Median Income	25% of Annual Estimated Energy Costs
46%-60% of State Median Income	20% of Annual Estimated Energy Costs

Benefits are rounded down to the nearest five-dollar increment.

Minimum & Maximum Benefit Amounts

The maximum benefit for all fuel types at any income level is \$550.00. The minimum benefit for all fuel types aside from wood/pellets at any income level is \$250.00 standard and \$150.00 subsidized. Wood/pellets minimums are \$350.00 and \$175.00 respectively. Note that these thresholds are taken into account *after* fuel costs have been estimated; subsidized benefits will not necessarily equate to 50% of standard benefits with these minimum and maximum benefit amounts in place.

Putting It All Together

Example: A PGE (electric) applicant resides in subsidized housing and receives a utility allowance. She reports that 4 people reside in her household, which is located in Clackamas County. Her household earns \$30,000 annually, or just less than 45% of the state median income.

$$(Average\ Price\ per\ MBTU * Average\ Annual\ MBTU\ Consumption * Inflation\ Factor) * HH\ Factor * Regional\ Factor * Subsidized = Estimated\ Fuel\ Cost$$

$$(29.01 * 38.60 * 1.05) * 1.19 * 1.1 * 0.5 = 769.54$$

This household has an estimated average annual electricity cost of \$770.00 (rounded to nearest dollar). Because the household falls within 31-45% of the state median income, it is eligible for a benefit that covers 25% of the estimated average annual fuel cost.

$$770.00 * 0.25 = 192.5$$

This household is eligible for a \$190.00 electricity benefit (rounded down to the nearest five-dollar increment).

Alternative Payments

Sub-grantees have the discretion to consider additional benefit types (i.e. crisis/supplemental payments) in cases in which the maximum benefit is not sufficient to meet household need. Sub-grantees may also distribute alternate payments in the following situations:

- Deliverable Fuels: In cases where a standard payment is not sufficient for a vendor to deliver fuel, sub-grantees may issue applicants a “fuel” payment of up to \$500 in lieu of a standard benefit.
- Secondary Heat Sources: In unique cases in which none of the energy assistance benefit will be directed toward the primary household heating source, the standard benefit should be based on that fuel type for which energy assistance is being used.
- Pilot Programs: Sub-grantees may opt to use an alternative standard benefit structure based on unique community need. However, any variation from state approved payment levels or types must be specified within agency-level work plans and approved by Oregon Housing and Community Services.

FFY 2016 Matrix

The following pages contain the FFY 2016 Oregon Energy Assistance benefit matrices for both regions. Any comments or questions should be directed toward:

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PY 2016 [REGION 1] -- Regular Scenario

Income Range	STANDARD					SUBSIDIZED					
	Electricity	Heating Oil	Liquid Gas	Natural Gas	Wood/Pellets	Electricity	Heating Oil	Liquid Gas	Natural Gas	Wood/Pellets	
1	\$0 \$5,484	\$330	\$550	\$360	\$250	\$350	\$165	\$305	\$180	\$150	\$175
	\$5,485 \$10,967	\$280	\$530	\$305	\$250	\$350	\$150	\$265	\$150	\$150	\$175
	\$10,968 \$16,450	\$250	\$440	\$255	\$250	\$350	\$150	\$220	\$150	\$150	\$175
	\$16,451 \$21,933	\$250	\$350	\$250	\$250	\$350	\$150	\$175	\$150	\$150	\$175
2	\$0 \$7,171	\$455	\$550	\$495	\$295	\$350	\$225	\$425	\$245	\$150	\$175
	\$7,172 \$14,341	\$390	\$550	\$425	\$255	\$350	\$195	\$365	\$210	\$150	\$175
	\$14,342 \$21,511	\$325	\$550	\$355	\$250	\$350	\$160	\$305	\$175	\$150	\$175
	\$21,512 \$28,681	\$260	\$485	\$285	\$250	\$350	\$150	\$240	\$150	\$150	\$175
3	\$0 \$8,858	\$495	\$550	\$540	\$320	\$350	\$245	\$465	\$270	\$160	\$175
	\$8,859 \$17,715	\$425	\$550	\$465	\$275	\$350	\$210	\$395	\$230	\$150	\$175
	\$17,716 \$26,572	\$355	\$550	\$385	\$250	\$350	\$175	\$330	\$190	\$150	\$175
	\$26,573 \$35,429	\$280	\$530	\$310	\$250	\$350	\$150	\$265	\$155	\$150	\$175
4	\$0 \$10,545	\$535	\$550	\$550	\$350	\$350	\$265	\$500	\$290	\$175	\$175
	\$10,546 \$21,089	\$460	\$550	\$500	\$300	\$350	\$230	\$430	\$250	\$150	\$175
	\$21,090 \$31,633	\$380	\$550	\$420	\$250	\$350	\$190	\$360	\$210	\$150	\$175
	\$31,634 \$42,177	\$305	\$550	\$335	\$250	\$350	\$150	\$285	\$165	\$150	\$175
5	\$0 \$12,232	\$550	\$550	\$550	\$365	\$350	\$280	\$525	\$305	\$180	\$175
	\$12,233 \$24,463	\$480	\$550	\$525	\$310	\$350	\$240	\$450	\$260	\$155	\$175
	\$24,464 \$36,694	\$400	\$550	\$435	\$260	\$350	\$200	\$375	\$215	\$150	\$175
	\$36,695 \$48,926	\$320	\$550	\$350	\$250	\$350	\$160	\$300	\$175	\$150	\$175
6	\$0 \$13,919	\$550	\$550	\$550	\$370	\$350	\$285	\$535	\$310	\$185	\$175
	\$13,920 \$27,837	\$490	\$550	\$535	\$320	\$350	\$245	\$460	\$265	\$160	\$175
	\$27,838 \$41,756	\$410	\$550	\$445	\$265	\$350	\$205	\$380	\$220	\$150	\$175
	\$41,757 \$55,674	\$325	\$550	\$355	\$250	\$350	\$160	\$305	\$175	\$150	\$175
7	\$0 \$14,235	\$550	\$550	\$550	\$370	\$350	\$285	\$535	\$310	\$185	\$175
	\$14,236 \$28,470	\$490	\$550	\$535	\$320	\$350	\$245	\$460	\$265	\$160	\$175
	\$28,471 \$42,705	\$410	\$550	\$445	\$265	\$350	\$205	\$380	\$220	\$150	\$175
	\$42,706 \$56,939	\$325	\$550	\$355	\$250	\$350	\$160	\$305	\$175	\$150	\$175
8	\$0 \$14,552	\$550	\$550	\$550	\$370	\$350	\$285	\$535	\$310	\$185	\$175
	\$14,553 \$29,103	\$490	\$550	\$535	\$320	\$350	\$245	\$460	\$265	\$160	\$175
	\$29,104 \$43,654	\$410	\$550	\$445	\$265	\$350	\$205	\$380	\$220	\$150	\$175
	\$43,655 \$58,205	\$325	\$550	\$355	\$250	\$350	\$160	\$305	\$175	\$150	\$175
9	\$0 \$14,868	\$550	\$550	\$550	\$370	\$350	\$285	\$535	\$310	\$185	\$175
	\$14,869 \$29,735	\$490	\$550	\$535	\$320	\$350	\$245	\$460	\$265	\$160	\$175
	\$29,736 \$44,603	\$410	\$550	\$445	\$265	\$350	\$205	\$380	\$220	\$150	\$175
	\$44,604 \$59,470	\$325	\$550	\$355	\$250	\$350	\$160	\$305	\$175	\$150	\$175
10	\$0 \$15,184	\$550	\$550	\$550	\$370	\$350	\$285	\$535	\$310	\$185	\$175
	\$15,185 \$30,368	\$490	\$550	\$535	\$320	\$350	\$245	\$460	\$265	\$160	\$175
	\$30,369 \$45,552	\$410	\$550	\$445	\$265	\$350	\$205	\$380	\$220	\$150	\$175
	\$45,553 \$60,735	\$325	\$550	\$355	\$250	\$350	\$160	\$305	\$175	\$150	\$175
11	\$0 \$15,501	\$550	\$550	\$550	\$370	\$350	\$285	\$535	\$310	\$185	\$175
	\$15,502 \$31,001	\$490	\$550	\$535	\$320	\$350	\$245	\$460	\$265	\$160	\$175
	\$31,002 \$46,501	\$410	\$550	\$445	\$265	\$350	\$205	\$380	\$220	\$150	\$175
	\$46,502 \$62,001	\$325	\$550	\$355	\$250	\$350	\$160	\$305	\$175	\$150	\$175
12	\$0 \$15,817	\$550	\$550	\$550	\$370	\$350	\$285	\$535	\$310	\$185	\$175
	\$15,818 \$31,633	\$490	\$550	\$535	\$320	\$350	\$245	\$460	\$265	\$160	\$175
	\$31,634 \$47,450	\$410	\$550	\$445	\$265	\$350	\$205	\$380	\$220	\$150	\$175
	\$47,451 \$63,266	\$325	\$550	\$355	\$250	\$350	\$160	\$305	\$175	\$150	\$175

PY 2016 [REGION 2] -- Regular Scenario

Income Range	STANDARD					SUBSIDIZED				
	Electricity	Heating Oil	Liquid Gas	Natural Gas	Wood/Pellets	Electricity	Heating Oil	Liquid Gas	Natural Gas	Wood/Pellets
1 \$0 \$5,484 \$5,485 \$10,967 \$10,968 \$16,450 \$16,451 \$21,933	\$360	\$550	\$390	\$250	\$350	\$180	\$335	\$195	\$150	\$175
	\$305	\$550	\$335	\$250	\$350	\$150	\$285	\$165	\$150	\$175
	\$255	\$480	\$280	\$250	\$350	\$150	\$240	\$150	\$150	\$175
	\$250	\$385	\$250	\$250	\$350	\$150	\$190	\$150	\$150	\$175
2 \$0 \$7,171 \$7,172 \$14,341 \$14,342 \$21,511 \$21,512 \$28,681	\$495	\$550	\$540	\$320	\$350	\$245	\$465	\$270	\$160	\$175
	\$425	\$550	\$465	\$275	\$350	\$210	\$400	\$230	\$150	\$175
	\$355	\$550	\$385	\$250	\$350	\$175	\$330	\$190	\$150	\$175
	\$285	\$530	\$310	\$250	\$350	\$150	\$265	\$155	\$150	\$175
3 \$0 \$8,858 \$8,859 \$17,715 \$17,716 \$26,572 \$26,573 \$35,429	\$540	\$550	\$550	\$350	\$350	\$270	\$505	\$295	\$175	\$175
	\$465	\$550	\$505	\$300	\$350	\$230	\$435	\$250	\$150	\$175
	\$385	\$550	\$420	\$250	\$350	\$190	\$360	\$210	\$150	\$175
	\$310	\$550	\$335	\$250	\$350	\$155	\$290	\$165	\$150	\$175
4 \$0 \$10,545 \$10,546 \$21,089 \$21,090 \$31,633 \$31,634 \$42,177	\$550	\$550	\$550	\$380	\$350	\$290	\$550	\$320	\$190	\$175
	\$500	\$550	\$550	\$325	\$350	\$250	\$470	\$275	\$160	\$175
	\$415	\$550	\$455	\$270	\$350	\$210	\$390	\$225	\$150	\$175
	\$335	\$550	\$365	\$250	\$350	\$165	\$310	\$180	\$150	\$175
5 \$0 \$12,232 \$12,233 \$24,463 \$24,464 \$36,694 \$36,695 \$48,926	\$550	\$550	\$550	\$395	\$350	\$305	\$550	\$330	\$195	\$175
	\$525	\$550	\$550	\$340	\$350	\$260	\$490	\$285	\$170	\$175
	\$435	\$550	\$475	\$280	\$350	\$215	\$405	\$235	\$150	\$175
	\$350	\$550	\$380	\$250	\$350	\$175	\$325	\$190	\$150	\$175
6 \$0 \$13,919 \$13,920 \$27,837 \$27,838 \$41,756 \$41,757 \$55,674	\$550	\$550	\$550	\$405	\$355	\$310	\$550	\$340	\$200	\$175
	\$535	\$550	\$550	\$345	\$350	\$265	\$500	\$290	\$170	\$175
	\$445	\$550	\$485	\$290	\$350	\$220	\$415	\$240	\$150	\$175
	\$355	\$550	\$390	\$250	\$350	\$175	\$335	\$195	\$150	\$175
7 \$0 \$14,235 \$14,236 \$28,470 \$28,471 \$42,705 \$42,706 \$56,939	\$550	\$550	\$550	\$405	\$355	\$310	\$550	\$340	\$200	\$175
	\$535	\$550	\$550	\$345	\$350	\$265	\$500	\$290	\$170	\$175
	\$445	\$550	\$485	\$290	\$350	\$220	\$415	\$240	\$150	\$175
	\$355	\$550	\$390	\$250	\$350	\$175	\$335	\$195	\$150	\$175
8 \$0 \$14,552 \$14,553 \$29,103 \$29,104 \$43,654 \$43,655 \$58,205	\$550	\$550	\$550	\$405	\$355	\$310	\$550	\$340	\$200	\$175
	\$535	\$550	\$550	\$345	\$350	\$265	\$500	\$290	\$170	\$175
	\$445	\$550	\$485	\$290	\$350	\$220	\$415	\$240	\$150	\$175
	\$355	\$550	\$390	\$250	\$350	\$175	\$335	\$195	\$150	\$175
9 \$0 \$14,868 \$14,869 \$29,735 \$29,736 \$44,603 \$44,604 \$59,470	\$550	\$550	\$550	\$405	\$355	\$310	\$550	\$340	\$200	\$175
	\$535	\$550	\$550	\$345	\$350	\$265	\$500	\$290	\$170	\$175
	\$445	\$550	\$485	\$290	\$350	\$220	\$415	\$240	\$150	\$175
	\$355	\$550	\$390	\$250	\$350	\$175	\$335	\$195	\$150	\$175
10 \$0 \$15,184 \$15,185 \$30,368 \$30,369 \$45,552 \$45,553 \$60,735	\$550	\$550	\$550	\$405	\$355	\$310	\$550	\$340	\$200	\$175
	\$535	\$550	\$550	\$345	\$350	\$265	\$500	\$290	\$170	\$175
	\$445	\$550	\$485	\$290	\$350	\$220	\$415	\$240	\$150	\$175
	\$355	\$550	\$390	\$250	\$350	\$175	\$335	\$195	\$150	\$175
11 \$0 \$15,501 \$15,502 \$31,001 \$31,002 \$46,501 \$46,502 \$62,001	\$550	\$550	\$550	\$405	\$355	\$310	\$550	\$340	\$200	\$175
	\$535	\$550	\$550	\$345	\$350	\$265	\$500	\$290	\$170	\$175
	\$445	\$550	\$485	\$290	\$350	\$220	\$415	\$240	\$150	\$175
	\$355	\$550	\$390	\$250	\$350	\$175	\$335	\$195	\$150	\$175
12 \$0 \$15,817 \$15,818 \$31,633 \$31,634 \$47,450 \$47,451 \$63,266	\$550	\$550	\$550	\$405	\$355	\$310	\$550	\$340	\$200	\$175
	\$535	\$550	\$550	\$345	\$350	\$265	\$500	\$290	\$170	\$175
	\$445	\$550	\$485	\$290	\$350	\$220	\$415	\$240	\$150	\$175
	\$355	\$550	\$390	\$250	\$350	\$175	\$335	\$195	\$150	\$175

Data Sources

Median Income

- U.S. Census Bureau, 2011-2013 3-Year American Community Survey, B19019 via Federal Register at <https://www.federalregister.gov/articles/2015/06/10/2015-14187/the-low-income-home-energy-assistance-program-announces-the-state-median-income-estimates-for> (website includes percentage adjustments to use for various household sizes)

Fuel

- EIA, 2009 RECS Survey Data, Consumption and Expenditures, CE1.1 Summary Totals and Intensities, U.S. Homes
- EIA, 2009 RECS Survey Data, Consumption and Expenditures, CE2.1 Fuel Consumption Totals and Averages, U.S. Homes
- EIA, 2009 RECS Survey Data, Consumption and Expenditures, CE5.2 Household Wood Consumption, U.S. Homes
- EIA, 2013 SEDS Data, Electricity Retail Sales, Prices and Expenditures
- EIA, 2013 SEDS Data, Natural Gas, Prices and Expenditures
- EIA, 2013 SEDS Data, Petroleum and Fuel Ethanol, Distillate Fuel Oil Prices and Expenditures
- EIA, 2013 SEDS Data, Petroleum and Fuel Ethanol, Liquefied Petroleum Gases Prices and Expenditures
- EIA, 2013 SEDS Data, Wood and Biomass Waste, Prices and Expenditures