

DETAILED MODEL PLAN (LIHEAP)

Program Name: Low Income Home Energy Assistance

Grantee Name: Oregon

Report Name: DETAILED MODEL PLAN (LIHEAP)

Report Period: 10/01/2023 to 09/30/2024

Report Status: Saved -- with Errors

Report Sections

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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: 12/31/2024

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:	725 Summer St NE Suite B	Street 2:	
* 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: Oregon Housing and Community Services	
* Telephone Number: (503) 428-3810	Fax Number:	* Email: david.kaufman@hcs.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	93.568	Low-Income Home Energy Assistance Program

11. Descriptive Title of Applicant's Project Low Income Home Energy Assistance Program
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12. Areas Affected by Funding: Statewide
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13. CONGRESSIONAL DISTRICTS OF:	
* a. Applicant 5	b. Program/Project: Statewide

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

14. FUNDING PERIOD:	15. ESTIMATED FUNDING:
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a. Start Date: 10/01/2023	b. End Date: 09/30/2024	* 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?			
<input type="radio"/> YES <input checked="" type="radio"/> 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 <input type="checkbox"/>			
** 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 20201

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
OMB Approval No. 0970-0075
Expiration Date: 12/31/2023

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	10/01/2023	09/30/2024
<input checked="" type="checkbox"/>	Cooling assistance	10/01/2023	09/30/2024
<input checked="" type="checkbox"/>	Crisis assistance	10/01/2023	09/30/2024
<input checked="" type="checkbox"/>	Weatherization assistance	10/01/2023	09/30/2024

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	50.00%
Cooling assistance	15.00%
Crisis assistance	5.00%
Weatherization assistance	15.00%
Carryover to the following federal fiscal year	0.00%
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	0.00%
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 checked="" type="checkbox"/>	Cooling assistance		
<input type="checkbox"/>	Weatherization assistance	<input checked="" type="checkbox"/>	Other (specify): Continue year-round crisis assistance.		
Categorical Eligibility, 2605(b)(2)(A) - Assurance 2, 2605(c)(1)(A), 2605(b)(8A) - Assurance 8					
1.4 Do you consider households categorically eligible if one household member receives one of the following categories of benefits in the left column below? <input checked="" type="radio"/> Yes <input type="radio"/> 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 checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	
SSI	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	
SNAP	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Means-tested Veterans Programs	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Program Name	Heating	Cooling	Crisis	Weatherization
Other(Specify) 1		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
1.5 Do you automatically enroll households without a direct annual application? <input type="radio"/> Yes <input checked="" type="radio"/> 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? Categorical eligibility is only used for the \$21.00 benefit provided by the Oregon Supplemental Nutrition Assistance Program (SNAP). Clients receiving a \$21.00 nominal payment from SNAP are still eligible for a full standard and/or crisis payment from a sub-grantee. Oregon does not consider that to be a duplicate payment.					
SNAP Nominal Payments					
1.7a Do you allocate LIHEAP funds toward a nominal payment for SNAP households? <input checked="" type="radio"/> Yes <input type="radio"/> 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: \$21.00					
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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	Other Every attempt will be made to obtain the required income documentation; however, not all applicants have the ability to scan or take photos of documents, make copies, text, use e-mail or have access to the internet. If an applicant possesses the required documentation but is unable to provide it, the information will be accepted verbally.
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? 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? See comments below. Yes No

Explanations of policies for each "yes" checked above:

Sub-grantees may choose to target elderly, people with disabilities, or households with young children for a brief time at the start of the heating season.

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):

- Income
- Family (household) size
- Home energy cost or need:
 - Fuel type
 - Climate/region
 - 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 the fiscal year for which this plan applies			
Minimum Benefit	\$250	Maximum Benefit	\$1,500
2.7 Do you provide in-kind (e.g., blankets, space heaters) and/or other forms of benefits? <input checked="" type="radio"/> Yes <input type="radio"/> No			
If yes, describe.			
Households 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 component:

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

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? See comments below. Yes No

Explanations of policies for each "yes" checked above:

Sub-grantees may choose to target elderly, people with disabilities, or households with young children for a brief time at the start of the heating season.

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.

3.4 Describe how you prioritize the provision of cooling 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.

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

<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)								
3.6 Describe estimated benefit levels for the fiscal year for which this plan applies								
<table border="1"> <thead> <tr> <th>Minimum Benefit</th> <th></th> <th>Maximum Benefit</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>\$250</td> <td></td> <td>\$1,500</td> </tr> </tbody> </table>	Minimum Benefit		Maximum Benefit			\$250		\$1,500
Minimum Benefit		Maximum Benefit						
	\$250		\$1,500					
3.7 Do you provide in-kind (e.g., fans, air conditioners) 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 specific situations and needs, including in-kind items such as blankets, air conditioners, 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 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/cooling/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 or heat, 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 18 hours of application. This timeframe 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? Yes No

Disabled? Yes No

Young Children? Yes No

Households with high energy burdens? Yes No

Other? Yes No

In Order to receive crisis assistance:

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

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

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

Must renters with heating costs included in their rent have received an eviction notice? Yes No

Must heating/cooling be medically necessary?	<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 type="checkbox"/>	Amount to resolve the crisis.		
<input checked="" type="checkbox"/>	Other - Describe: Amount to resolve the crisis, up to \$750.00.		
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	\$0.00 maximum benefit		
Summer Crisis	\$0.00 maximum benefit		
Year-round Crisis	\$750.00 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, air conditioners, 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 checked="" type="checkbox"/>
Cooling system replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

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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 Ration (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.
- Procurement of vehicles and equipment.

Eligibility, 2605(b)(5) - Assurance 5	
5.6 Do you require an assets test?	<input type="radio"/> Yes <input checked="" type="radio"/> No
5.7 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
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
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.	
Eligibility is prioritized as per DOE guidelines.	
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 checked="" type="checkbox"/> Cooling system modifications/repairs	<input checked="" type="checkbox"/> Water Heater
<input checked="" type="checkbox"/> Water conservation measures	<input checked="" 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.
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.	

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

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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):
 - Equity and Racial Justice
OHCS has committed to advance equity and racial justice by identifying and addressing institutional and systematic barriers that have created and perpetuated patterns of disparity in housing and economic prosperity. Towards that goal, OHCS will be evaluating equity and racial justice of populations served by the Oregon LIHEAP.
 - Implementation Strategies
 - Create and maintain a system to analyze the LIHEAP program delivery for equity and racial justice.
 - Evaluate the Oregon LIHEAP to identify barriers to access the program to ensure equitable outcomes.
 - Establish intentional outreach and educational strategies to engage culturally specific and culturally responsive organizations to ensure communities of color are aware of and have the ability to access LIHEAP services.

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?	Local County Government Community Action Agencies	Local County Government Community Action Agencies	Local County Government Community Action Agencies	Local County Government Community Action Agencies
8.5b Who processes benefit payments to gas and electric vendors?	Local County Government Community Action Agencies	Local County Government Community Action Agencies	Local County Government Community Action Agencies	
8.5c who processes benefit payments to bulk fuel vendors?	Local County Government Community Action Agencies	Local County Government Community Action Agencies	Local County Government Community Action Agencies	
8.5d Who performs installation of weatherization measures?				Local County Government 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.

Payments may be made directly to a client.

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	financial	See attached.	Yes	procedure/policy changes
2	reporting	See attached.	Yes	procedure/policy changes
3	financial	See attached.	Yes	staffing/management 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

<input checked="" type="checkbox"/> Client File Testing/Sampling
<input checked="" type="checkbox"/> 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.
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? Each agency is reviewed 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? 0
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.

Energy Services staff participate in at least five formal meetings with our sub-grantees throughout the year that are specific to energy assistance and weatherization. In addition to those, staff participate in various other meetings throughout the year that involve larger and smaller groups of sub-grantees, partners, utilities, and other stakeholders. Oregon's review process never really ends; we're always looking at how to do 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		

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

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

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

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 may 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 its review in whole or in part, at its 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. Information about fair hearing rights are contained within the 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 its review in whole or in part, at its 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?

Each sub-grantee is required to inform applicants at the time of application. Information about fair hearing rights are contained within the application.

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

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

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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? n/a

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.

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

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			

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:

<input checked="" type="checkbox"/> Formal training on grantee policies and procedures	
How often?	
<input type="checkbox"/> Annually	
<input type="checkbox"/> Bi-annually	
<input checked="" type="checkbox"/> As needed	
<input type="checkbox"/> Other - Describe:	
<input type="checkbox"/> Employees are provided with policy manual	
<input type="checkbox"/> Other-Describe:	

b. Local Agencies:

<input checked="" type="checkbox"/> Formal training conference	
How often?	
<input checked="" type="checkbox"/> Annually	
<input type="checkbox"/> Bi-annually	
<input checked="" type="checkbox"/> As needed	
<input type="checkbox"/> Other - Describe:	
<input checked="" type="checkbox"/> On-site training	
How often?	
<input type="checkbox"/> Annually	
<input type="checkbox"/> Bi-annually	
<input checked="" type="checkbox"/> As needed	
<input type="checkbox"/> Other - Describe:	
<input checked="" type="checkbox"/> Employees are provided with policy manual	
<input type="checkbox"/> Other - Describe	

c. Vendors

<input checked="" type="checkbox"/> Formal training conference	
How often?	
<input type="checkbox"/> Annually	
<input type="checkbox"/> Bi-annually	
<input checked="" type="checkbox"/> As needed	
<input type="checkbox"/> Other - Describe:	
<input checked="" type="checkbox"/> Policies communicated through vendor agreements	
<input type="checkbox"/> Policies are outlined in a vendor manual	



Other - Describe:

Policies are also described in 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 (Benefit Targeting Index, Burden Reduction Targeting Index, Restoration of Home Energy Service, and Prevention of Loss of Home Energy Service). 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 at least twenty electric utilities, all three natural gas utilities, two oil suppliers, and two propane vendors. All required data elements will be reported by the annual deadline. Performance measures data has been helpful in evaluating the effectiveness of Oregon's benefit matrix.

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	<input type="checkbox"/>	Applicant Only Required	<input type="checkbox"/>	Applicant Only Requested	<input type="checkbox"/>	All Adults in Household Required	<input type="checkbox"/>	All Adults in Household Requested	<input type="checkbox"/>	All Household Members Required	<input type="checkbox"/>	All Household Members Requested

1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>b. Describe any exceptions to the above policies.</p> <p>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.</p>						
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 when possible, but we allow for remote (contactless) intakes.						
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. Remote intakes and self-declarations for income are allowed.						
<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						
<input type="checkbox"/> Utilize state directory of new hires						

<input type="checkbox"/> 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.
<input checked="" type="checkbox"/> Policy in place prohibiting release of information without written consent
<input checked="" type="checkbox"/> Grantee LIHEAP database includes privacy/confidentiality safeguards
<input type="checkbox"/> Employee training on confidentiality for:
<input type="checkbox"/> Grantee employees
<input type="checkbox"/> Local agencies/district offices
<input checked="" type="checkbox"/> Employees must sign confidentiality agreement
<input checked="" type="checkbox"/> Grantee employees
<input checked="" type="checkbox"/> Local agencies/district offices
<input checked="" type="checkbox"/> Physical files are stored in a secure location
<input type="checkbox"/> Other - Describe:
17.7. Verifying the Authenticity
What policies are in place for verifying vendor authenticity? Select all that apply.
<input type="checkbox"/> All vendors must register with the State/Tribe.
<input checked="" type="checkbox"/> All vendors must supply a valid SSN or TIN/W-9 form
<input checked="" type="checkbox"/> Vendors are verified through energy bills provided by the household
<input type="checkbox"/> Grantee and/or local agencies/district offices perform physical monitoring of vendors
<input checked="" type="checkbox"/> 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.
<input checked="" type="checkbox"/> Applicants required to submit proof of physical residency
<input checked="" type="checkbox"/> Applicants must submit current utility bill
<input type="checkbox"/> Data exchange with utilities that verifies:
<input type="checkbox"/> Account ownership
<input type="checkbox"/> Consumption
<input type="checkbox"/> Balances
<input type="checkbox"/> Payment history
<input type="checkbox"/> Account is properly credited with benefit
<input checked="" type="checkbox"/> Other - Describe: If applicants don't have a current bill, the utility/fuel vendor is contacted to verify account information.
<input checked="" type="checkbox"/> Centralized computer system/database tracks payments to all utilities
<input checked="" type="checkbox"/> Centralized computer system automatically generates benefit level
<input checked="" type="checkbox"/> Separation of duties between intake and payment approval
<input checked="" type="checkbox"/> Payments coordinated among other energy assistance programs to avoid duplication of payments
<input checked="" type="checkbox"/> Payments to utilities and invoices from utilities are reviewed for accuracy
<input checked="" type="checkbox"/> Computer databases are periodically reviewed to verify accuracy and timeliness of payments made to utilities
<input checked="" type="checkbox"/> Direct payment to households are made in limited cases only
<input checked="" type="checkbox"/> Procedures are in place to require prompt refunds from utilities in cases of account closure
<input checked="" type="checkbox"/> Vendor agreements specify requirements selected above, and provide enforcement mechanism
<input type="checkbox"/> 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.
<input type="checkbox"/> Vendors are checked against an approved vendors list
<input checked="" type="checkbox"/> Centralized computer system/database is used to track payments to all vendors
<input checked="" type="checkbox"/> Clients are relied on for reports of non-delivery or partial delivery
<input type="checkbox"/> Two-party checks are issued naming client and vendor
<input checked="" type="checkbox"/> Direct payment to households are made in limited cases only
<input type="checkbox"/> Vendors are only paid once they provide a delivery receipt signed by the client
<input type="checkbox"/> Conduct monitoring of bulk fuel vendors
<input type="checkbox"/> Bulk fuel vendors are required to submit reports to the Grantee
<input checked="" type="checkbox"/> Vendor agreements specify requirements selected above, and provide enforcement mechanism
<input type="checkbox"/> 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.
<input type="checkbox"/> Refer to state Inspector General
<input type="checkbox"/> Refer to local prosecutor or state Attorney General
<input type="checkbox"/> Refer to US DHHS Inspector General (including referral to OIG hotline)
<input checked="" type="checkbox"/> Local agencies/district offices or Grantee conduct investigation of fraud complaints from public
<input type="checkbox"/> Grantee attempts collection of improper payments. If so, describe the recoupment process
<input type="checkbox"/> Clients found to have committed fraud are banned from LIHEAP assistance. For how long is a household banned?
<input type="checkbox"/> Contracts with local agencies require that employees found to have committed fraud are reprimanded and/or terminated
<input type="checkbox"/> Vendors found to have committed fraud may no longer participate in LIHEAP
<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 18: Certification Regarding Debarment, Suspension, and Other Responsibility Matters

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

Instructions for Certification

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

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

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

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

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

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

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

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 St 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

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
<ul style="list-style-type: none">• Delegation Letter is required if someone other than the Governor or Chairman Certified this Report.
<ul style="list-style-type: none">• Heating component benefit matrix, if applicable
<ul style="list-style-type: none">• Cooling component benefit matrix, if applicable
<ul style="list-style-type: none">• Minutes, notes, or transcripts of public hearing(s).

LIHEAP FFY 2024

Standard Payment

Income Range	REGION 1						REGION 2						
	HEATING					COOLING	HEATING					COOLING	
	Electricity	Heating Oil	Liquid Gas	Natural Gas	Wood/Pellets	Electricity	Electricity	Heating Oil	Liquid Gas	Natural Gas	Wood/Pellets	Electricity	
1	\$0 - \$8,357	\$380	\$750	\$750	\$485	\$710	\$380	\$295	\$610	\$670	\$380	\$550	\$295
	\$8,358 - \$16,714	\$250	\$510	\$555	\$315	\$460	\$250	\$250	\$365	\$400	\$250	\$350	\$250
	\$16,715 - \$25,070	\$250	\$365	\$400	\$250	\$350	\$250	\$595	\$750	\$750	\$750	\$750	\$595
	\$25,071 - \$33,427	\$250	\$365	\$400	\$250	\$350	\$250	\$465	\$750	\$750	\$750	\$750	\$465
2	\$0 - \$10,928	\$595	\$750	\$750	\$750	\$750	\$595	\$385	\$750	\$750	\$495	\$720	\$385
	\$10,929 - \$21,856	\$275	\$575	\$630	\$355	\$520	\$275	\$420	\$750	\$750	\$540	\$750	\$420
	\$21,857 - \$32,784	\$275	\$575	\$630	\$355	\$520	\$275	\$300	\$625	\$685	\$390	\$565	\$300
	\$32,785 - \$43,712	\$275	\$575	\$630	\$355	\$520	\$275	\$660	\$750	\$750	\$750	\$750	\$660
3	\$0 - \$13,500	\$605	\$750	\$750	\$750	\$750	\$605	\$470	\$750	\$750	\$605	\$750	\$470
	\$13,501 - \$26,999	\$390	\$750	\$750	\$505	\$735	\$390	\$430	\$750	\$750	\$550	\$750	\$430
	\$27,000 - \$40,498	\$280	\$585	\$640	\$360	\$530	\$280	\$310	\$640	\$700	\$395	\$575	\$310
	\$40,499 - \$53,997	\$280	\$585	\$640	\$360	\$530	\$280	\$660	\$750	\$750	\$750	\$750	\$660
4	\$0 - \$16,071	\$675	\$750	\$750	\$750	\$750	\$675	\$525	\$750	\$750	\$675	\$750	\$525
	\$16,072 - \$32,141	\$435	\$750	\$750	\$560	\$750	\$435	\$475	\$750	\$750	\$610	\$750	\$475
	\$32,142 - \$48,212	\$315	\$650	\$715	\$405	\$585	\$315	\$340	\$710	\$750	\$440	\$640	\$340
	\$48,213 - \$64,282	\$315	\$650	\$715	\$405	\$585	\$315	\$735	\$750	\$750	\$750	\$750	\$735
5	\$0 - \$18,642	\$710	\$750	\$750	\$750	\$750	\$710	\$550	\$750	\$750	\$705	\$750	\$550
	\$18,643 - \$37,284	\$460	\$750	\$750	\$590	\$750	\$460	\$500	\$750	\$750	\$645	\$750	\$500
	\$37,285 - \$55,925	\$330	\$685	\$750	\$425	\$615	\$330	\$360	\$745	\$750	\$460	\$675	\$360
	\$55,926 - \$74,567	\$330	\$685	\$750	\$425	\$615	\$330	\$600	\$750	\$750	\$750	\$750	\$600
6	\$0 - \$21,213	\$750	\$750	\$750	\$750	\$750	\$750	\$590	\$750	\$750	\$750	\$750	\$590
	\$21,214 - \$42,426	\$490	\$750	\$750	\$630	\$750	\$490	\$535	\$750	\$750	\$690	\$750	\$535
	\$42,427 - \$63,639	\$355	\$735	\$750	\$455	\$660	\$355	\$385	\$750	\$750	\$495	\$720	\$385
	\$63,640 - \$84,852	\$355	\$735	\$750	\$455	\$660	\$355	\$645	\$750	\$750	\$750	\$750	\$645
7	\$0 - \$21,696	\$750	\$750	\$750	\$750	\$750	\$750	\$590	\$750	\$750	\$750	\$750	\$590
	\$21,697 - \$43,391	\$490	\$750	\$750	\$630	\$750	\$490	\$535	\$750	\$750	\$690	\$750	\$535
	\$43,392 - \$65,086	\$355	\$735	\$750	\$455	\$660	\$355	\$385	\$750	\$750	\$495	\$720	\$385
	\$65,087 - \$86,781	\$355	\$735	\$750	\$455	\$660	\$355	\$645	\$750	\$750	\$750	\$750	\$645
8	\$0 - \$22,178	\$750	\$750	\$750	\$750	\$750	\$750	\$590	\$750	\$750	\$750	\$750	\$590
	\$22,179 - \$44,355	\$490	\$750	\$750	\$630	\$750	\$490	\$535	\$750	\$750	\$690	\$750	\$535
	\$44,356 - \$66,532	\$355	\$735	\$750	\$455	\$660	\$355	\$385	\$750	\$750	\$495	\$720	\$385
	\$66,533 - \$88,709	\$355	\$735	\$750	\$455	\$660	\$355	\$645	\$750	\$750	\$750	\$750	\$645
9	\$0 - \$22,660	\$750	\$750	\$750	\$750	\$750	\$750	\$590	\$750	\$750	\$750	\$750	\$590
	\$22,661 - \$45,319	\$490	\$750	\$750	\$630	\$750	\$490	\$535	\$750	\$750	\$690	\$750	\$535
	\$45,320 - \$67,978	\$355	\$735	\$750	\$455	\$660	\$355	\$385	\$750	\$750	\$495	\$720	\$385
	\$67,979 - \$90,638	\$355	\$735	\$750	\$455	\$660	\$355	\$645	\$750	\$750	\$750	\$750	\$645
10	\$0 - \$23,142	\$750	\$750	\$750	\$750	\$750	\$750	\$590	\$750	\$750	\$750	\$750	\$590
	\$23,143 - \$46,283	\$490	\$750	\$750	\$630	\$750	\$490	\$535	\$750	\$750	\$690	\$750	\$535
	\$46,284 - \$69,425	\$355	\$735	\$750	\$455	\$660	\$355	\$385	\$750	\$750	\$495	\$720	\$385
	\$69,426 - \$92,566	\$355	\$735	\$750	\$455	\$660	\$355	\$645	\$750	\$750	\$750	\$750	\$645
11	\$0 - \$23,624	\$750	\$750	\$750	\$750	\$750	\$750	\$590	\$750	\$750	\$750	\$750	\$590
	\$23,625 - \$47,247	\$490	\$750	\$750	\$630	\$750	\$490	\$535	\$750	\$750	\$690	\$750	\$535
	\$47,248 - \$70,871	\$355	\$735	\$750	\$455	\$660	\$355	\$385	\$750	\$750	\$495	\$720	\$385
	\$70,872 - \$94,494	\$355	\$735	\$750	\$455	\$660	\$355	\$645	\$750	\$750	\$750	\$750	\$645
12	\$0 - \$24,106	\$750	\$750	\$750	\$750	\$750	\$750	\$590	\$750	\$750	\$750	\$750	\$590
	\$24,107 - \$48,212	\$490	\$750	\$750	\$630	\$750	\$490	\$535	\$750	\$750	\$690	\$750	\$535
	\$48,213 - \$72,317	\$355	\$735	\$750	\$455	\$660	\$355	\$385	\$750	\$750	\$495	\$720	\$385
	\$72,318 - \$96,423	\$355	\$735	\$750	\$455	\$660	\$355	\$645	\$750	\$750	\$750	\$750	\$645



Oregon

Governor Tina Kotek

Housing and Community Services

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725 Summer St NE, Suite B
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www.ohcs.oregon.gov

Attachment to 2024 LIHEAP State Plan

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
- Timely submission of Financial Status Reports
- Charts of Accounts
- Accounting Policy and Procedure Manual
- Separation of Duties and internal controls
- Bank Reconciliations
- Samples of paid invoices, including signatures and check copies
- Time cards, including payroll register
- Procurement Processes
- Cost Allocation Plans and Negotiated Indirect Cost Rates
- Equipment files and inventory reconciliation
- Subcontracts and sub-award agreements

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 2 CFR, Part 200, Subpart F, 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.





Oregon

Governor Kate Brown

Housing and Community Services

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MEMORANDUM

DATE: April 15, 2022

TO: Sarah Anderson, Audit Manager
Secretary of State, Audits Division

CC: Rob Hamilton, Manager
Statewide Accounting and Reporting Services Department

FROM: Dean Criscola, Controller
Oregon Housing and Community Services

RE: Audit Response for 2021 LIHEAP
Management Letter No. 914-2022-04-01

Dear Ms. Anderson:

This letter is in response to the items identified in your management letter dated April 7, 2022. Oregon Housing and Community Services Department is committed to maintaining strong internal controls and meeting compliance requirements for all programs administered.

Please include the following responses for the Statewide Single Audit report:

Material Weaknesses:

Ensure financial and Federal Funding Accountability and Transparency Act reports are submitted

The agency agrees with this finding.

Corrective action plan:

The FFATA was removed from the Compliance Supplement but has been added back as a requirement. OHCS will reprioritize and assign resources back to FFATA reporting by hiring additional staff and will have the FFATA reporting current by 6/30/2022. OHCS has made multiple attempts in working with our federal partner to resolve a system reporting issue, as the federal tax ID is incorrect for our agency. During this time, the federal reporting platform also transitioned from Grant Solutions to PMS, and staff have struggled to obtain the appropriate access for filing reports for this program. OCHS will



continue to assign resources and further pursue this issue, resolving any access issues and will bring reports current.

Anticipated completion date: June 30, 2022

Contact person responsible for corrective action: Dean Criscola

Significant Deficiencies:

Ensure documentation is maintained to support amounts reported and review of reports

The agency agrees with this finding.

Corrective action plan:

The OHCS Assistant Director of Energy Services will work with the OHCS Energy Assistance Coordinator to ensure that our reporting procedures and controls include manager review of completed reports before submission and that all report support documentation is maintained.

Anticipated completion date: June 30, 2022

Contact person responsible for corrective action: Dean Criscola

Establish controls to ensure information is readily available to assist in monitoring compliance requirements

The agency agrees with this finding.

Corrective action plan:

OHCS will work with IT support to ensure critical system reports are generated timely. Additional staff are also being hired to ensure capacity exists to dedicate the necessary time to preparing GMR's.

Anticipated completion date: June 30, 2022

Contact person responsible for corrective action: Dean Criscola

Sincerely,

Dean Criscola

Dean Criscola
OHCS Controller



Attachment to 2024 LIHEAP State Plan

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 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, Implementation Reports, 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 (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 Implementation Report.

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.



TINA KOTEK
GOVERNOR

June 26, 2023

Dr. Lanikque Howard, Director
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
330 C Street, S.W.
Washington, D.C. 20201

Greetings,

I, Governor Tina Kotek, 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.

Thank you for your time and attention.

Sincerely,

Governor Tina Kotek