

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM

Fiscal Year 2012



**State of Alaska
Heating Assistance Program
Division of Public Assistance
Department of Health & Social Services**

**FY 2012
Abbreviated Plan Submitted to ACF
August 2011**

**William J. Streur
Commissioner**

**Sean Parnell
Governor**

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

ABBREVIATED MODEL PLAN

PUBLIC LAW 97-35, AS AMENDED

FISCAL YEAR (FY) 2012

GRANTEE STATE OF ALASKA

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LAST DETAILED MODEL PLAN FILED: FY 2010

PLEASE CHECK ONE: TRIBE **STATE** **INSULAR AREA**

**Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Washington, D.C. 20447**

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01

OMB Approval No. 0970-0075, Expiration Date: 09/30/2011

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 a grantee is not required to use the detailed model plan. Public reporting burden for this collection of information is estimated to average 20 minutes 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.

State of Alaska

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Introduction

This document is the State of Alaska's proposed grant application and plan for the fiscal year (FY) 2012 Low Income Home Energy Assistance Program (LIHEAP). The plan covers the period of October 1, 2011 through September 30, 2012.

The purpose of the LIHEAP program is to provide assistance to low income households to offset the high cost of home heating. The State's LIHEAP block grant is administered by the Department of Health and Social Services (DHSS), Division of Public Assistance, and is known as the Heating Assistance Program (HAP).

This plan addresses the procedures used by the DHSS Heating Assistance Program. The LIHEAP funded heating assistance programs operated by tribal organizations are independent, and not subject to the provisions of this plan.

LIHEAP grantees must submit a detailed plan once every three years. In the remaining two years, grantees may submit their plan in an abbreviated format. This State of Alaska LIHEAP plan is submitted in the abbreviated format.

An FY 2012 Abbreviated Plan was formally submitted to the federal government. For more information contact the Heating Assistance Program, 400 Willoughby Avenue, Suite 301, Juneau, Alaska 99801-1700; voice/TDD (907) 465-3099; In Juneau Fax (907) 465-3319, In all other areas Fax toll free 1-888-282-3319; or email: liweap@alaska.gov.

The descriptions of this year's changes are followed by the certification by the Commissioner of the Department of Health and Social Services, William J. Streur, to the assurances required under the current LIHEAP statute. A copy of the Governor's delegation of LIHEAP signatory authority to the Commissioner is included with this application.

State of Alaska

Assurances

The STATE OF ALASKA _____ agrees to:
(Grantee Name)

(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.

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(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;

State of Alaska

(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 vendored 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 not transferred pursuant to section 2604(f) for use under another block grant; 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");

State Of Alaska

(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. Territories with annual allotments of \$200,000 or less and Indian tribes/tribal organizations are not 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.

State of Alaska

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FFY 2012

Certification to the Assurances: As Chief Executive Officer, I agree to comply with the sixteen assurances contained in Title XXVI of the Omnibus Budget Reconciliation Act of 1981, as amended.* By signing these assurances, I also agree to abide by the standard assurances on lobbying, debarment and suspension, and a drug-free workplace.

Signature of the Tribal or Board Chairperson or Chief Executive Officer of the State or Territory.**

Signature: 
William J. Streur

Title: Commissioner

Date: 8/31/2011

* Indian tribes/tribal organizations, and territories with annual regular LIHEAP allotments of \$200,000 or less, are not subject to assurance 15, and thus must only certify to 15 assurances.

** If a person other than the Chief Executive Officer of the State or territory, or Tribal Chairperson or Board Chairperson of a tribal organization, is signing the certification to the assurances, a letter must be submitted delegating such authority. (PLEASE ATTACH DELEGATION of AUTHORITY.) The delegation must include authority to sign the assurances, not just to administer the program.

*** HHS needs the EIN (Entity Identification Number) of the State, territory or Tribal agency that is to receive the grant funds before it can issue the grant.

In the above assurances which are quoted from the law, "State" means the 50 States, the District of Columbia, an Indian Tribe or Tribal Organization, or a Territory; "title" of the Act refers to Title XXVI of the Omnibus Budget Reconciliation Act of 1981 (OBRA), as amended, the "Low Income Home Energy Assistance Act"; "section" means Section 2605 of OBRA; and, "subsection" refers to Section 2605(b) of OBRA.

State of Alaska

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August 4, 2011

Mr. Nick St. Angelo
Director
Division of Energy Assistance
Office of Community Services
Administration for Children and Families
Department of Health and Social Services
370 L'Enfant Promenade, SW
Washington, DC 20447

Dear Mr. St. Angelo,

I, Sean Parnell, Governor of the State of Alaska, authorize the Commissioner of the Alaska Department of Health and Social Services, William J. Streur, to make the certifications required by the Low Income Home Energy Assistance Block Grant under Title XXVI of Public Law 97-35, as amended.

The Department of Health and Social Services is the single State agency responsible for administering the Low Income Home Energy Assistance Program Plan. The legal authority under which the agency administers the plan on a statewide basis is AS 47.05.010.

Please do not hesitate to contact my office at 907-465-3500 or Commissioner Streur at 907-269-5195 should you need additional information.

Sincerely,

A handwritten signature in blue ink that reads "Sean Parnell".

Sean Parnell
Governor

cc: The Honorable William J. Streur, Commissioner, Department of Health and Social Services
John Katz, Director of Federal/State Relations and Special Counsel, Office of the Governor

State of Alaska

Modified LIHEAP FY 2012 Application

Please list all changes made from your most recent detailed plan. FY 2011 changes were listed on last year's Plan. These are FY 2012 changes.

<u>Page</u>	<u>Subject</u>	<u>Modification</u>
IV 1	Delegation Letter Fund Distribution	Updated Letter for current year and new Commissioner Changed percentages to include weatherization funds and less for crisis (crisis reduction based upon FY 2010 and 2011 stats)
2	Income Guidelines	Updated to reflect we are using guidelines released in the spring of 2011
6	Outreach	Remove bill inserts; include AARP show.
7	Bulk Fuel	We no longer participate with the Bulk Fuel Loan Program
8	Payment of Benefits	Added information about how we will pay benefits if the level of federal funding is uncertain at the start of the year
11	Benefit Calculation	Added the words "before rounding" to Step 6
15	Direct Payments	Add (3) If the applicant heats with wood that they self harvest.
15	2605(b)(7)(A)	Changed "eligibility determination" to "time of payment"
18	Public Comments	Dates changed to reflect current year's dates
19	Section 2605(b)(15)	Changed dates of ad in Senior Voice
19	Section 2605(5)	Clarified how benefits will be paid if the level of federal funding is uncertain at the beginning of the federal fiscal year.
20	Section 2605(b)(15)	Added information about outreach through AARP Show
20	Web Address	Web page address changed

Copies of all these pages (with the changes noted in green) are included with this abbreviated plan. The delegation letter will not be green.

Please specify whether you are using calendar year 2011 poverty level **or** FY 2012 median income estimates in determining eligibility:

2011 poverty level 150 %

OR

FY 2012 median income _____%

State of Alaska

Please describe how you obtained public participation in the development of your 2012 plan. (For States, please also provide information on your public hearings.):

Notice was put on the State's Public Notice Website with the proposed plan and integrity supplement and open for comments from July 1, 2011 to August 2, 2011. Copies of the proposed plan were mailed to the Heating Assistance Program Advisory Committee members, our LIHEAP tribal partners, internal staff, and our weatherization agencies. Copies of the notice directing recipients to the website were sent to approximately another 500 partner agencies including legal services, vendors, fee agents and others.

A meeting of the Heating Assistance Policy Advisory Committee was held in Anchorage on August 11, 2011. The first 1 1/2 hours of the meeting were open for public comment.

Public was also allowed to comment by letter or by e-mail.

Date Carryover and Reallotment Report submitted: July 19, 2011

State of Alaska

statutory references

2605(a)

2605(b)(1) → Please 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.)

(use of funds)		<u>Dates of Operation</u>
	<u> X </u> heating assistance	<u>10/1/2010 – 4/30/2011</u>
	<u> X </u> SRHUD (subsidized rental Utility Deposits)	<u>10/1/2010 – 9/30/2011</u>
	<u> X </u> crisis assistance	<u>10/1/2010 – 4/30/2011</u>
	<u> X </u> weatherization assistance	<u>10/1/2010 – 9/30/2011</u>

2605(c)(1)(C) → Please 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%.**

(use of funds)

 66 % heating assistance

 % cooling assistance

 9 % crisis assistance

2605(k)(1) 5 % weatherization assistance – will be using leveraging funds instead Of block grant funds (\$1,144,721 in leveraging funds for FY 2011) For FY 2012 5% of the funding will be used for weatherization

 10 % carryover to the following fiscal year

2605(b)(9) 10 % administrative and planning costs

2605(b)(16) % services to reduce home energy needs including needs assessment (assurance 16)

 % used to develop and implement leveraging activities (limited to the greater of 0.08% or \$35,000 for States, the greater of 2% or \$100 for territories, tribes and tribal organizations).

 100 **TOTAL**

State of Alaska

2605(c)(1)(C) The funds reserved for winter crisis assistance which have not been expended by March 15 will be reprogrammed to:

(alternate use of crisis assistance funds)

- heating assistance
- weatherization assistance
- Other(specify): carryover to the following fiscal year

Do you accept applications for energy crisis assistance at sites that are geographically accessible to all households in the area to be served? (This is required by the statute.) Yes No

2605(b)(2)

2605(c)(1)(A)

What are your maximum eligibility limits?
(Please check the components to which they apply)

(eligibility)

Current year guidelines must be used.

150% of the FY __ poverty guidelines:
heating __ cooling __ crisis __ wx __

150% of the FY 2011 poverty guidelines:
heating cooling __ crisis wx __

110% of the FY __ poverty guidelines:
heating __ cooling __ crisis __ wx

60% of the State's FY 2011 median income:
heating __ cooling __ crisis __ wx

Other (specify for each component and include any categorically eligible households)

2605(c)(1)(A)

2605(b)(2)

(eligibility)

Do you have additional eligibility requirements for HEATING ASSISTANCE?

Do you use: Yes No

Assets test?

Do you give priority in eligibility to:

Elderly?

Disabled?

State of Alaska

- (outreach)
- provide intake service through home visits or by telephone for the physically infirm (i.e. elderly or disabled).
 - 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 (Includes AARP Show).
 - include inserts in energy vendor billings to inform individuals of the availability of all types of LIHEAP assistance. Vendors are sent pre-season start-up packets with posters, applications, brochures, information on crisis eligibility criteria and other material to display at their locations.
 - make mass mailing to past recipients of LIHEAP.
 - inform low income applicants of the availability of all types of LIHEAP assistance at application intake for other low-income programs.
 - utilize early application period at the beginning of the program for the elderly or disabled.
 - execute interagency agreements with other low-income program offices to perform outreach to target groups.
 - other (Please specify):

The Division of Public Assistance has four regional offices and seventeen district offices. All of these offices are supplied with Heating Assistance applications and other information relative to the program.

Fee agents, located in most villages, conduct outreach activities, assist individuals in completing applications, verify information, obtain necessary documentation, and send applications to the Juneau HAP office.

A toll-free number to the HAP central office has been made available to fee agents and vendors so that they may assist clients with questions.

Some Tribal organizations, that do not operate a LIHEAP program in their area, use their social services offices to assist HAP applicants (particularly non-English-speaking persons).

State Of Alaska

Home energy suppliers are furnished with applications and posters, and actively refer clients.

The state coordinates outreach and eligibility determinations between the heating, crisis and weatherization components to target households with members who are elderly, disabled or under 6 years of age.

2605(b)(4) Please describe how you will assure that LIHEAP is coordinated with similar and related programs. The description provided applies to all components unless specifically noted.

(coordination) **The State provides Heating Assistance Program posters and application forms to Women, Infant and Children (WIC) nutrition clinics and Head Start Programs to facilitate application by households with young children.**

Outreach materials are cooperatively distributed by the Alaska Commission on Aging grantees, senior citizen housing complexes, the Division of Vocational Rehabilitation, Alliances for the Mentally Ill and other related agencies serving people who are elderly or disabled.

Employment offices, food banks, women's shelters and other agencies serving low-income people are furnished with and distribute heating assistance application forms.

Subgrantees of the Alaska Housing Finance Corporation (AHFC), which administers the low income weatherization program, are supplied with HAP outreach materials to promote heating assistance to weatherization clients.

The HAP includes information on the availability of weatherization services in its mass mailing of heating assistance applications.

(Paragraph about Bulk Fuel Loan Program Removed)

Electric utilities eligible for the power cost equalization subsidy are required to cooperate with AHFC to implement cost-effective energy conservation measures such as weatherization and other insulating methods.

The Alaska Housing Finance Corporation (AHFC) provides data to the Heating Assistance Program to identify participants in publicly subsidized rental housing. The data indicates if the participant has direct heating costs, and if so, the amount of the heating allowance.

State Of Alaska

2605(b)(5)
2605(b)(2)
2605(b)(8A)

The statute requires that there be no difference in the treatment of households eligible because of their income and those eligible because they receive benefits under TANF, Food Stamps, SSI, or certain means-tested veterans programs (“categorically eligible”). How do you ensure there is no difference when determining eligibility and benefit amounts? This applies to all components unless specifically noted below.

For heating and crisis assistance, all households must complete an application, meet the income guidelines and demonstrate that they have home heating expenses.

Income from public assistance, Social Security and Veteran's benefits are considered countable income and are included in the calculation of benefit amounts. For households in which all members are a recipient of public assistance, the income used to determine eligibility and benefits for the public assistance program may be used to verify their income for heating assistance. The heating assistance program still looks at actual income reported for the other programs. Other computation factors, such as community heating points and dwelling types, are applied to all households, even those with categorical income eligibility, when determining eligibility and benefit amounts.

If, at the start of the federal fiscal year, the level of federal funding is uncertain, payments to households will be prioritized. In order to serve the most vulnerable households, those with the highest home energy needs as defined in federal statute, Section 2603(4), priority will be given to households with income at or below 125% of the federal poverty income guidelines or containing a member over 60 years of age, under 6 years of age, or disabled.

Weatherization benefits are based on the dwelling energy assessment. This assessment does not differentiate between categorical and non-categorical households.

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- 100 percent of points if the household's gross monthly income is no more than 25 percent of the Alaska poverty level;
- 90 percent of points if the household's gross monthly income is more than 25 percent but no more than 50 percent of the Alaska poverty level;
- 80 percent of points if the household's gross monthly income is more than 50 percent but no more than 75 percent of the Alaska poverty level;
- 70 percent of points if the household's gross monthly income is more than 75 percent but no more than 100 percent of the Alaska poverty level;
- 60 percent of points if the household's gross monthly income is more than 100 percent but no more than 125 percent of the Alaska poverty level;
- 50 percent of points if the household's gross monthly income is more than 125 percent of the Alaska poverty level but no more than the maximum allowable.

If the household's gross monthly income exceeds the maximum allowable poverty level the household is not eligible.

Step 4 – Priority groups

The division will add one point to the income adjusted heating cost points if the household includes one or more members 60 years of age or older, legally disabled, or under six years of age.

Step 5 – Round points

The division will round the final total heating cost points to the nearest whole number. The total heating cost points may not exceed 35 points.

Step 6 – Heating points of 2.0 or more

Households must have heating cost points of 2.0 or more **before rounding** to be eligible for heating assistance.

Step 7 – Multiply by the benefit rate to determine household benefit

The division will multiply by the FY 2010 benefit rate of \$140 to determine the amount of the household's heating assistance.

The amount of heating assistance may be reduced by the amount of the unpaid balance that the household owes the division for previously awarded heating assistance to which the household was not entitled. The division will use this method of recoupment of overpayments only if the household has not responded to the division's request for repayment or the household defaults on its repayment agreement.

The following examples illustrate how a household's heating assistance benefit is determined.

State of Alaska

If yes, are there exceptions? Yes No If yes, please describe.

Applicants are paid directly if:

- (1) the household pays rent and pays home heating and electricity costs indirectly through rental payments,**
- (2) the vendor has not executed a Heating Assistance Program agreement, or**
- (3) the client heats with wood that they have self harvested.**

A portion of the grant may be paid to the home energy supplier and the remainder to the applicant if the household pays home heating costs indirectly through rental payments but pays directly for home electricity.

2605(b)(7)(A)

If you make payments directly to home energy suppliers, how do you notify the client of the amount of assistance paid? (please describe)

At time of payment, the heating assistance computer system (HAS) generates two Notices of Action: one goes to the household explaining the amount of heating assistance and the distribution of benefits amongst their vendors; the other goes to the vendor listing the client's name, address, account number and grant amount.

2605(b)(7)
(B) - (D)

How do you make sure the home energy supplier performs what is required in this assurance? If vendor agreements are used, they may be attached. Indicate each component for which this description applies.

All vendors wishing to receive heating or crisis assistance payments on behalf of their eligible customers are required to sign a Vendor Heating Assistance Agreement with the State of Alaska, Department of Health and Social Services (see Appendix D). This agreement prohibits discrimination against HAP clients.

Vendors paid in advance must confirm that the payment was received and credited to the eligible household's account.

Line of credit vendors must supply the fuel by June 30. To receive payment they must submit the invoices by July 15. The HAP issues a state warrant to the household for the balance of any HAP credit remaining after the July 15 deadline.

State of Alaska

On-site monitoring of at least 10% of completed dwelling units;

Monitoring of at least 15% of subgrantee client files for accuracy, completeness and required forms;

2605(b)(12) How is your LIHEAP program audited?
Under the Single Audit Act? Yes If not, please describe:

For States and Territories:

Is there an annual audit of local administering agencies? X Yes ___ No

The weatherization subgrantees are audited annually. The state does not use local administering agencies for heating and crisis assistance.

(timely and meaningful public participation) How did you get timely and meaningful public participation in the Development of the plan (please describe)?

The public is provided opportunity for participation in the development of the plan through public hearing and written comments. The State publishes notice on the State's on-line public notice website to solicit comments from the public and concerned agencies. Copies of the plan are mailed to tribal partners, weatherization providers, and the advisory committee. Copies of the public notice are mailed to vendors, social agencies, DPA offices, Legal Services, and Office of Public Advocacy. Free copies of the draft plan are made available upon request. At least 30 days is provided for comment prior to any action regarding the plan.

At the close of the comment period the LIHEAP Policy Advisory Committee meets to review the input resulting from the public comments. The Committee represents low income citizens, home energy suppliers, the Regulatory Commission of Alaska, the Rural Alaska Community Action Program, and concerned agencies. The first two hours of this meeting are open for public comments. Due consideration is given to public comment.

2605(a)(2) Did you conduct public hearings on the proposed use and distribution of your LIHEAP funds? X yes ___ no When and where?

(public hearings)

The Department of Health and Social Services held a statewide public comment period to solicit comment on the proposed use and distribution of FY 2012 LIHEAP block grant funds from July 1, 2011 through August 2, 2011. A Public Hearing was held August 11, 2011.

State Of Alaska

2605(b)(13) Describe your fair hearing procedures for households whose applications are denied or not acted on in a timely manner. When are applicants informed of these rights?

Fair Hearings are described in Appendix C.

2605(b)(15) Does the State agency that administers the following LIHEAP component also administer the State's welfare program?

HEATING ASSISTANCE

Yes No

If yes, describe alternate process for outreach and intake:

An applicant need not visit a welfare office to obtain benefits. The vast majority of LIHEAP clients mail their applications to the state office without ever visiting a public assistance office.

At the beginning of each program year a mass mailing is made to all the prior year recipients with households containing a person over 60 years of age, under 6 years of age, disabled, or with household income the prior season less than 125% of the federal poverty income guidelines receiving their applications in late August/early September. All other prior recipients receive an application prior to program start-up on October 1.

At the beginning of each program year a mass mailing is made to all the prior year recipients.

Applications are mailed to all of the senior centers in the state where they are made available to all who are interested. In addition, applications are delivered to home bound elderly, and assistance is provided to those needing help in completing the application form.

(alternate

(Deleted Paragraph) Heating Assistance Program information is mailed to all households receiving public assistance prior to the start of the program year regardless of whether or not they applied in the past.

outreach
and intake)

A display advertisement is published in the Senior Voice newspaper during the months of November and March. This is a statewide newspaper which specifically targets the elderly. The advertisement includes information about obtaining an application form.

State of Alaska

The program coordinator was also interviewed by AARP as part of a talk show series. The series is running throughout the season on public television.

Interested applicants may call their local Public Assistance office to request that a Heating Assistance Program application be mailed to them. Once the application is completed it can be mailed directly to the state office in Juneau.

The State contracts with fee agents in 250 villages in Alaska, with populations ranging from 60 to 500 people, to provide applications and assist clients in completing them. Fee agents are commissioned agents of the State and are paid based on the number of client applications completed. They provide personalized service to all interested applicants in their village(s).

A statewide toll-free 24-hour telephone hotline provides information on all Division of Public Assistance programs, including heating assistance. This interactive voice response system provides general program information, information on expedited crisis assistance, and the current status of a household's application and grant payment(s).

The Heating Assistance Program office can be reached toll-free within Alaska by calling 1-800-470-3058.

Heating Assistance Program information and application forms are available under Energy Services on the State of Alaska web page at: www.heatinghelp.alaska.gov.

CRISIS ASSISTANCE

Yes No

If yes, describe alternate process for outreach and intake:

Households seeking expedited assistance in crisis situations fax or mail their completed application to the Heating Assistance Program in Juneau. Expedite caseworkers review and take action to resolve the energy crisis within 48 hours if the household is eligible for assistance, or within 18 business hours if the household is in a life threatening situation.

An elderly or disabled applicant who is unable to leave their residence to submit an application for crisis benefits may:

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- (1) have their application form picked up and faxed for them by a friend, relative, senior center representative, fee agent, charitable organization, etc., or**

- (2) relay the application information to HAP staff by telephone. Expedite caseworkers will proceed with action to resolve the heating emergency for eligible applicants and will mail the application form to the applicant for signature.**

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APPENDIX B

**Percent of Alaska Poverty Levels
Using 2011 HHS Poverty Guidelines**

Family Size	25%	50%	75%	100%	125%	150%
	1.00	0.90	0.80	0.70	0.60	0.50
1	0 - 283	284 - 567	568 - 850	851 - 1,133	1,134 - 1,416	1,417 - 1,700
2	0 - 383	384 - 766	767 - 1,149	1,150 - 1,532	1,533 - 1,915	1,916 - 2,298
3	0 - 483	484 - 965	966 - 1,448	1,449 - 1,930	1,931 - 2,413	2,414 - 2,895
4	0 - 582	583 - 1,164	1,165 - 1,746	1,747 - 2,328	2,329 - 2,910	2,911 - 3,492
5	0 - 682	683 - 1,364	1,365 - 2,045	2,046 - 2,727	2,728 - 3,409	3,410 - 4,091
6	0 - 781	782 - 1,563	1,564 - 2,344	2,345 - 3,125	3,126 - 3,906	3,907 - 4,688
7	0 - 881	882 - 1,762	1,763 - 2,642	2,643 - 3,523	3,524 - 4,404	4,405 - 5,285
8	0 - 981	982 - 1,961	1,962 - 2,942	2,943 - 3,922	3,923 - 4,903	4,904 - 5,883
9	0 - 1,080	1,081 - 2,160	2,161 - 3,240	3,241 - 4,320	4,321 - 5,400	5,401 - 6,480
10	0 - 1,180	1,181 - 2,359	2,360 - 3,539	3,540 - 4,718	4,717 - 5,898	5,899 - 7,077
11	0 - 1,279	1,280 - 2,558	2,559 - 3,837	3,838 - 5,116	5,117 - 6,395	6,396 - 7,674
12	0 - 1,379	1,380 - 2,757	2,758 - 4,136	4,137 - 5,514	5,515 - 6,893	6,894 - 8,271

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ADDITIONAL CERTIFICATIONS AND REQUIREMENTS

Attached are additional certifications required as follows:

- * **Lobbying certification**, which must be filed by all States and territories. If applicable, Form LLL, which discloses lobbying payments, must be submitted. **(Tribes and tribal organizations are EXEMPT.)**
- * **Debarment and suspension certification**, which must be filed by all grantees.
- * **Drug-free workplace requirement certification**, which must be filed by all grantees, unless the grantee has filed a statewide certification with the Department of Health and Human Services. **STATES ONLY:** If you have filed a statewide certification for the drug-free workplace requirement, please check here: X
- * One of the requirements included in the 1994 reauthorization of the statute is that grantees must include in their annual application for funds a report on the number and income levels of households applying for and receiving LIHEAP assistance, and on the number of recipient households that have members who are elderly, disabled, or young children.

All Tribes and those territories with allotments of less than \$200,000 need only submit data on the number of households served by each component (heating, cooling, weatherization and crisis). The approval for the collection of information contained in the **LIHEAP Household Report** is covered by OMB approval number 0970-0060.
- * Though not a part of this application, the report on funds to be carried over or available for reallocation as required by section 2607(a) for the preceding year must be submitted by August 1 of each year. A grant award for the current fiscal year may not be made until the carryover/reallocation report is received. The approval for the collection of information contained in the **LIHEAP Carryover and Reallocation Report** is covered by OMB approval number 0970-0106.

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**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

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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.

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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

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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.

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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).

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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

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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 --

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(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)

400 Willoughby Ave., Suite 301, Juneau, AK; and 2030 Sea Level Drive,
Suite 301, Ketchikan, AK 99611

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]

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CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned 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.

Organization State of Alaska, Department of Health and Social Services

Signature: 
William J. Steer, Commissioner

Date: 8/31/2011

