DETAILED MODEL PLAN (LIHEAP)

Program Name: Low Income Home Energy Assistance
Grantee Name: DEPARTMENT OF ENERGY AND ENVIRONMENT
Report Name: DETAILED MODEL PLAN (LIHEAP) Revision # 2
Report Period: 10/01/2026 to 09/30/2027
Report Status: Submission Accepted by CO (Revision #2)

Report Sections

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2. ***Section 1 - Program Components***
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16. ***Section 15 - Training***
17. ***Section 16 - Performance Goals and Measures, 2605(b)***
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22. ***Assurances***
23. ***Plan Attachments***

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.: 0970-013
Expiration Date: 02/28/2028

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

* 1.a. Type of Submission:	* 1.b. Frequency:	* 1.c. Consolidated Application/ Plan/Funding Request? Explanation:	* 1.d. Version:
(•) Plan	(•) Annual		(•) Initial ( ) Resubmission ( ) Revision ( ) Update
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Unique Entity Identifier (UEI) FE9RNTYNNKN9	5. Date Received By State:
		4b. Federal Award Identifier:	6. State Application Identifier:

7. APPLICANT INFORMATION

*** a. Legal Name:** District of Columbia Department of Energy and Environment

*** b. Address:**

*** Street 1:**	1200 First St NE	**Street 2:**	5th Floor
*** City:**	WASHINGTON	**County:**	District of Columbia
*** State:**	DC	**Province:**	
*** Country:**	United States	*** Zip / Postal Code:**	20002 -

c. Organizational Unit:

Department Name:	Division Name:
Utility Assistance Administration	Utility Affordability Division

d. Name and contact information of person to be contacted on matters involving this application: (person will be listed on Notice of Funding Awards and on the U.S. Department of Health and Human Services' LIHEAP contact list webpage)

* First Name:	* Last Name:
William	Whitfield
Title: Associate Director	**Organizational Affiliation:** DOEE
*** Telephone Number:** 2023806579	**Fax Number**
*** Email:** william.whitfield1@dc.gov	

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

*** a. Is the applicant a Tribal Consortium:** ( ) Yes (•) No

*** b. If yes please attach at least one the following documentation:**

	Catalog of Federal Domestic Assistance Number:	CFDA Title:
9. CFDA Numbers and Titles	93.568	Low-Income Home Energy Assistance Program

10. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
Low Income Home Energy Assistance (LIHEAP) Detailed Model Plan

11. AREAS AFFECTED BY FUNDING:
Washington, DC

12. CONGRESSIONAL DISTRICTS OF APPLICANT:
At-large

13. FUNDING PERIOD:

a. Start Date:	b. End Date:
10/01/2026	09/30/2027

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

a. This submission was made available to the State under 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.

***15. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**

( ) YES
(•) NO

If Yes, explain:

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

****I Agree** ☑

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

17a. Typed or Printed Name and Title of Authorized Certifying Official	**17c. Telephone (area code, number and extension)**
William Whitfield	**17d. Email Address** william.whitfield1@dc.gov
17b. Signature of Authorized Certifying Official	**17e. Date Report Submitted (Month, Day, Year)** 09/30/2026

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

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.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
☑	Heating assistance	10/01/2026	09/30/2027
☑	Cooling assistance	10/01/2026	09/30/2027
☐	Summer crisis assistance		
☐	Winter crisis assistance		
☑	Year-round crisis assistance	10/01/2026	09/30/2027
☑	Weatherization assistance	10/01/2026	09/30/2027

Provide further explanation for the dates of operation, if necessary

N/A

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 (%)	Prior year totals
Heating assistance	50.00%	50.00%
Cooling assistance	10.00%	10.00%
Summer crisis assistance	0.00%	0.00%
Winter crisis assistance	0.00%	0.00%
Year-round crisis assistance	13.00%	10.00%
Weatherization assistance	15.00%	15.00%
Carryover to the following federal fiscal year	0.00%	0.00%
Administrative and planning costs	10.00%	10.00%
Services to reduce home energy needs including needs assessment (Assurance 16)	2.00%	2.00%
Used to develop and implement leveraging activities	0.00%	0.00%
TOTAL	100.00%	97.00%

Tribal grant recipients: direct-grant tribes, tribal organizations, or territories with allotments of $20,000 or less may use for planning and administration up to 20% of the funds payable. Grant recipients that are direct grant tribes, tribal organizations, or territories with allotments over $20,000 may use for planning and administration purposes up to 20% of the first $20,000 (or $4,000) plus 10% of the funds payable that exceeds $20,000. Any administrative

costs in excess of these limits must be paid from non-federal sources.

Alternate Use of Crisis Assistance Funds, 2605(c)(1)(C)

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

☐	**Heating assistance**	☑	**Cooling assistance**
☐	**Weatherization assistance**	☐	**Other (specify:)**

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 at least one household member receives at least one of the following categories of benefits in the left column below? ◉ Yes ○ No

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

	Heating	Cooling	Crisis	Weatherization
TANF	◉ Yes ○ No	○ Yes ○ No	○ Yes ○ No	◉ Yes ○ No
SSI	◉ Yes ○ No	○ Yes ○ No	○ Yes ○ No	◉ Yes ○ No
SNAP	◉ Yes ○ No	○ Yes ○ No	○ Yes ○ No	◉ Yes ○ No
Means-tested Veterans Programs	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No

1.4a. Provide your definition of categorical eligibility. Please explain how households are categorically eligible (i.e, do all household members need to receive the benefits or just one member, is there a data exchange in place?) and how categorical eligibility streamlines the LIHEAP application process.

DOEE ensures that categorically eligible households, those with at least one member receiving SNAP, TANF, or SSI, are treated the same as income-eligible households when determining LIHEAP eligibility. All applicants must submit the required LIHEAP application and documentation, and benefit amounts for both groups are calculated using the District's LIHEAP Benefit Matrix. Categorical eligibility is used only to confirm income eligibility and does not alter benefit levels, documentation standards, or processing requirements. All applications follow the same review, verification, and appeal processes. Categorical eligibility for SNAP does not apply to the Emergency Mechanical System Program, which requires separate verification of mechanical need.

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

If Yes, explain:

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

DOEE ensures that categorically eligible households, those with at least one member receiving SNAP, TANF, or SSI, are treated the same as income-eligible households when determining LIHEAP eligibility. All applicants must submit the required LIHEAP application and documentation, and benefit amounts for both groups are calculated using the District's LIHEAP Benefit Matrix. Categorical eligibility is used only to confirm income eligibility and does not alter benefit levels, documentation standards, or processing requirements. All applications follow the same review, verification, and appeal processes. Categorical eligibility for SNAP does not apply to the Emergency Mechanical System Program, which requires separate verification of mechanical need.

SNAP Nominal Payments

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

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

1.7b Amount of Nominal Assistance: $0.00

1.7c Frequency of Assistance

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

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

N/A

Determination of Eligibility - Countable Income

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

☑	**Gross Income**
☐	**Net Income**

☐	Other - Describe

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

☑	Wages
☑	Self - Employment Income
☑	Contract Income
☑	Payments from mortgage or Sales Contracts
☑	Unemployment insurance
☑	Strike Pay
☑	Social Security Administration (SSA) benefits

☐	Including MediCare deduction	☑	Excluding MediCare deduction

☑	Supplemental Security Income (SSI)
☑	Retirement / pension benefits
☑	General Assistance benefits
☑	Temporary Assistance for Needy Families (TANF) benefits
☐	Loans that need to be repaid
☐	Cash gifts
☐	Savings account balance
☐	One-time lump-sum payments, such as rebates/credits, winnings from lotteries, refund deposits, etc.
☐	Jury duty compensation
☑	Rental income
☑	Income from employment through Workforce Investment Act (WIA)
☑	Income from work study programs
☑	Alimony
☑	Child support
☑	Interest, dividends, or royalties
☐	Commissions
☐	Legal settlements
☐	Insurance payments made directly to the insured
☐	Insurance payments made specifically for the repayment of a bill, debt, or estimate
☑	Veterans Administration (VA) benefits

☐	**Earned income of a child under the age of 18**
☐	**Balance of retirement, pension, or annuity accounts where funds cannot be withdrawn without a penalty.**
☐	**Income tax refunds**
☑	**Stipends from senior companion programs, such as VISTA**
☑	**Funds received by household for the care of a foster child**
☑	**Ameri-Corp Program payments for living allowances, earnings, and in-kind aid**
☐	**Reimbursements (for mileage, gas, lodging, meals, etc.)**
☑	**Other** DOEE does not provide benefits to utility accounts with a credit on the account greater than $500.00. In the hearing to District residents I mispoke and stated $1000.00, which was the previous credit threshold; however, $500.00 was the appropriate amount to report.

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.

1.10 Do you have an online application process ◉ **Yes** ○ **No**

1.10a If yes, describe the type of online application (Select all boxes that apply)

☑	**A PDF version of the application is available online and can be downloaded, filled out and mailed in for processing.**
☑	**A state-wide online application that allows a customer to complete data entry and submit an application electronically for processing.**
☐	**One or more locally available online applications that allows a customer to complete data entry and submit an application electronically for processing.**
☑	**Online application that is also mobile friendly**
☐	**Other, please describe**

Please include a link(s) to a statewide application, if available:

https://dc-ecosproduction.azurewebsites.us/login.aspx

1.10b Can all program components be applied for online? ◉ Yes ○ No

If no, explain which components can and cannot be applied for online.

N/A

1.11 Do you have a process for conducting and completing applications by phone ○ Yes ◉ No

1.12 Do you or any of your subrecipients require in person appointments in order to apply ○ Yes ◉ No

If yes, please provide more information regarding why in-person appointments are required and in what circumstances they are required.

N/A

1.13 How can applicants submit documentation for verification? Select all that apply:

☑	**In-person**
☑	**Mail**
☑	**Email**
☑	**Portal application**
☑	**Other, please describe** For applicants who cannot use the standard submission methods due to disability, medical infirmity, or other accessibility barriers, DOEE will provide reasonable accommodations. These may include staff-assisted document collection, home visits for medically infirm residents, or other support as needed to ensure equal access to the application process.

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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

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

If yes, describe:

N/A

Do you have additional/differing eligibility policies for:

Renters? ○ Yes ◉ No

If yes, describe:

N/A

Renters Living in subsidized housing? ○ Yes ◉ No

If yes, describe:

N/A

Renters with utilities included in the rent? ◉ Yes ○ No

If yes, describe:

Applicants living in units where utilities are included in the rent must provide documentation, such as a utility bill or account statement, showing that they or a household member are directly responsible for paying their own energy costs. If the household cannot demonstrate direct responsibility for a utility account or an identifiable, separate energy charge, LIHEAP assistance cannot be provided because neither energy burden nor actual home energy costs can be determined.

Do you give priority in eligibility to:

Older Adults (60 years or older)? ○ Yes ◉ No

If yes, describe:

N/A

Individuals with a disability? ○ Yes ◉ No

If yes, describe:

N/A

Young children? ○ Yes ◉ No

If yes, describe:

N/A

Households with high energy burdens? ○ Yes ◉ No

If yes, describe:

N/A

Other? N/A	○ Yes ◉ No

If yes, describe:

N/A

Explanations of policies for each "yes" checked above:

N/A

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.

LIHEAP is a non-entitlement program, and heating benefits are awarded for a single fiscal year. DOEE prioritizes vulnerable households by using the District's LIHEAP Benefit Matrix, which bases benefit amounts on household income, household size, dwelling type, and fuel type. The matrix is reviewed annually to ensure that limited resources are allocated so that households with the highest energy burden, especially those with low incomes, larger household sizes, or higher fuel costs, receive the highest benefits. This approach supports equitable distribution of assistance and ensures that vulnerable populations are prioritized in accordance with federal LIHEAP requirements.

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**
  - ☑ **Dwelling type**
  - ☑ **Energy burden (% of income spent on home energy)**
  - ☐ **Energy need**
  - ☐ **Other - Describe:**

N/A

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. ***Please note: the maximum and minimum benefits must be shown in the payment matrix.***

Minimum Benefit	$250	**Maximum Benefit**	$1,800

2.7 Do you provide in-kind (e.g., blankets, space heaters) and/or other forms of benefits?2 ◉ Yes ○ No

If yes, describe.

Subject to available funding, electric space heaters and blankets are provided to households that have been disconnected from energy service or the home heating oil supply is at 5% or less of capacity. The households must have been approved for LIHEAP in the current fiscal year.

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

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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

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

If yes, describe:

N/A

Do you have additional/differing eligibility policies for:

Renters? ○ Yes ◉ No

If yes, describe:

N/A

Renters Living in subsidized housing? ○ Yes ◉ No

If yes, describe:

N/A

Renters with utilities included in the rent? ◉ Yes ○ No

If yes, describe:

LIHEAP is a non-entitlement program, and heating benefits are awarded for a single fiscal year. DOEE prioritizes vulnerable households by using the District's LIHEAP Benefit Matrix, which bases benefit amounts on household income, household size, dwelling type, and fuel type. The matrix is reviewed annually to ensure that limited resources are allocated so that households with the highest energy burden, especially those with low incomes, larger household sizes, or higher fuel costs, receive the highest benefits. This approach supports equitable distribution of assistance and ensures that vulnerable populations are prioritized in accordance with federal LIHEAP requirements.

Do you give priority in eligibility to:

Older Adults (60 years or older)? ○ Yes ◉ No

If yes, describe:

N/A

Individuals with a disability? ○ Yes ◉ No

If yes, describe:

N/A

Young children? ○ Yes ◉ No

If yes, describe:

N/A

Households with high energy burdens? ○ Yes ◉ No

If yes, describe:

N/A

Other? N/A	○ Yes ◉ No

If yes, describe:

Explanations of policies for each "yes" checked above:

N/A

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

LIHEAP is a non-entitlement program, and heating benefits are awarded for a single fiscal year. DOEE prioritizes vulnerable households by using the District's LIHEAP Benefit Matrix, which bases benefit amounts on household income, household size, dwelling type, and fuel type. The matrix is reviewed annually to ensure that limited resources are allocated so that households with the highest energy burden, especially those with low incomes, larger household sizes, or higher fuel costs, receive the highest benefits. This approach supports equitable distribution of assistance and ensures that vulnerable populations are prioritized in accordance with federal LIHEAP requirements.

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

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

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

N/A

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. ***Please note: the maximum and minimum benefits must be shown in the payment matrix.***

Minimum Benefit	$250	**Maximum Benefit**	$1,800

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

If yes, describe.

Subject to available funding, electric space heaters, fans and blankets are provided to households that have been disconnected from energy service or the home heating oil supply is at 5% or less of capacity. The households must have been approved for LIHEAP in the current fiscal year.

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

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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. If you administer multiple crisis assistance programs (winter, summer, and/or year-round), Include all program definitions.

A household is considered to be in crisis when it is at immediate risk of losing access to home energy. DOEE defines a crisis as any of the following:

1. The household has an outstanding arrearage of $250 or more after the regular LIHEAP benefit is applied; and:

• Energy service has been disconnected; or
• Deliverable fuel supply is at 5% or less of tank capacity

4.3 What constitutes a life-threatening crisis?

A life-threatening crisis exists when:

1. A household member relies on medical life-support equipment requiring continuous utility service; and
2. One of the following conditions is present:
   • The household's energy service has been disconnected;
   • Deliverable fuel is at 5% or less;
   • A 48-hour or less utility disconnection notice has been issued.

Applicants must provide documentation verifying medical life-support equipment. For electric or gas emergencies, applicants must also provide documentation from Pepco or Washington Gas confirming disconnection or imminent disconnection.

Crisis Requirement, 2604(c)

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

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

Crisis Eligibility, 2605(c)(1)(A)

	Winter Crisis	Summer Crisis	Year-Round Crisis
4.6 Do you have additional eligibility requirements for Crisis Assistance?	☐	☐	☑
4.7 Check the appropriate boxes below to indicate type(s) of assistance provided 0			
Do you require an Assets test?	☐	☐	☐
Do you give priority in eligibility to:			
Older Adults (60 years or older)?	☐	☐	☐
Individuals with a disability?	☐	☐	☐
Young Children?	☐	☐	☐
Households with high energy burdens?	☐	☐	☐
Other (Specify): N/A	☐	☐	☐
In Order to receive crisis assistance:			

Must the household have received a shut-off notice or have a near empty tank?	☐	☐	☑
Must the household have been shut off or have an empty tank?	☐	☐	☑
Must the household have exhausted their regular heating benefit?	☐	☐	☑
Must renters with heating costs included in their rent have received an eviction notice?	☐	☐	☐
Must heating/cooling be medically necessary?	☐	☐	☐
Must the household have non-working heating or cooling equipment?	☐	☐	☐
Other (Specify): N/A	☐	☐	☐

Do you have additional/differing eligibility policies for:

Renters?	☐	☐	☐
Renters living in subsidized housing?	☐	☐	☑
Renters with utilities included in the rent?	☐	☐	☑

Explanations of policies for each "yes" checked above:

Applicants who are residents of a dwelling unit where utilities are included in the rent must provide proof in the form of a utility bill that they are directly responsible for paying their own energy costs. Applicants who have already exhausted their regular benefit will be considered for crisis assistance if the household has been disconnected from energy service, or the household heating oil is at 5% or less capacity. For the bulleted items following "In order to receive crisis assistance", any one of the checked "yes" bulleted items will be considered a qualifying event. If an applicant goes through the regular application process, is granted a benefit, and still has a need for crisis assistance, the crisis application is processed at the same visit.

Determination of Benefits

4.8 How do you handle crisis situations?

☑	**Separate component**
☐	**Benefit Fast Track, no separate amount of crisis funds is issued. Rather benefits are issued to crisis customers within crisis response time frames.**
☑	**Other - Describe:** Other - Describe: Crisis assistance is administered as a separate component. However, if an applicant completes the regular LIHEAP application, receives a benefit, and still faces an eligible crisis condition, the crisis application may be processed during the same appointment.

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

☐	**Amount to resolve the crisis.** $0
☑	**Other - Describe:** Amount to resolve the crisis, up to a maximum of $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?

◉ Yes ○ No **Explain.**

DOEE accepts crisis applications at two geographically accessible sites:

- 1207 Taylor Street NW
- 2100 Martin Luther King Jr. Ave SE

These sites ensure district-wide access for all households. (Also see 4.11 for disability-related accommodations.)

4.11 Do you provide individuals who are individuals with a disability the means to:

Submit applications for crisis benefits without leaving their homes?

◉ Yes ○ No

If No, explain.

N/A

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

○ Yes ◉ No

If No, explain.

No. DOEE does not require disabled applicants to travel to crisis intake sites.

Alternative intake methods for disabled or homebound applicants:

Homebound or physically disabled applicants may apply through:

- Home visits (upon request via 3-1-1)
- Online application at doee.dc.gov/liheap
- Fax
- Mail sent to:

Department of Energy & Environment
1200 First Street NE, 5th Floor
Washington, DC 20002

If an applicant cannot use online, fax, or mail options, DOEE will arrange an in-home visit.

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?

No. DOEE does not require disabled applicants to travel to crisis intake sites.

Alternative intake methods for disabled or homebound applicants:

Homebound or physically disabled applicants may apply through:

- **Home visits (upon request via 3-1-1)**
- **Online application at doee.dc.gov/liheap**
- **Fax**
- **Mail sent to:**

Department of Energy & Environment
1200 First Street NE, 5th Floor
Washington, DC 20002

If an applicant cannot use online, fax, or mail options, DOEE will arrange an in-home visit.

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?

(●) Yes ( ) No **If yes, Describe**

DOEE may provide space heaters, fans, and blankets, subject to available funding, to households that:

- Have been disconnected from energy service, or
- Have heating oil at 5% or less capacity, and
- Have been approved for LIHEAP in the current fiscal year.

4.14 Do you provide for equipment repair or replacement using crisis funds?

( ) Yes ( ) No

If you answered "Yes" to question 4.14, you must complete question 4.15.

4.15 Check appropriate boxes below to indicate type(s) of assistance provided.

	Winter Crisis	Summer Crisis	Year-round Crisis
Heating system repair	☑	☐	☐
Heating system replacement	☑	☐	☐
Cooling system repair	☐	☑	☐
Cooling system replacement	☐	☑	☐
Wood stove purchase	☐	☐	☐
Pellet stove purchase	☐	☐	☐
Solar panel(s)	☐	☐	☐
Utility poles / gas line hook-ups	☐	☐	☐
Other (Specify):	☐	☐	☐

N/A			

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.

District utility vendors do not enforce a winter moratorium on shut-offs.
However, under D.C. Official Code § 34-1506.01, electric companies may not disconnect residential service:

- The day before or the day of a forecast of extreme temperatures; or
- During any holiday or weekend if preceded by an extreme-temperature forecast.

"Extreme temperature" is defined as:

- 95°F or above, or
- 32°F or below, based on National Weather Service forecasts.

Under 15 DCMR § 311.1 (PSC Consumer Bill of Rights), utilities must postpone disconnections for up to 21 days when a physician certifies that disconnection would endanger the health or safety of an occupant.

4.18 If you experience a natural disaster, do you intend to utilize LIHEAP crisis funds to address disaster related crisis situations? ○ Yes ◉ No

If yes, describe

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.

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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

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	State Median Income	60.00%

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 and attach a copy of the Internal Agreement or Contract. N/A

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:**

DOEE administers Weatherization mostly under LIHEAP rules, but adopts selected DOE Weatherization Assistance Program (WAP) rules where LIHEAP and DOE standards differ.

DOE WAP Rules Adopted Under LIHEAP Weatherization:

- Weatherization is not subject to DOE WAP maximum statewide average cost per dwelling unit.
- Weatherization measures are not subject to DOE Savings-to-Investment Ratio (SIR) requirements.
- DOE does not recognize SNAP participants as categorically eligible.
- Weatherization of an entire multifamily building is permitted where 66% or more of units (or 50% in 2–4 unit buildings) are income-eligible or will become eligible within 180 days.
- Weatherization may be provided to shelters that primarily serve low-income persons (excluding institutional care facilities such as nursing homes or prisons).

☐ **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:**

N/A

Eligibility, 2605(b)(5) - Assurance 5

5.6 Do you require an assets test?	○ Yes ◉ No
5.7 Do you have additional/differing eligibility policies for :	
Renters	◉ Yes ○ No

Renters living in subsidized housing?	(•) Yes ( ) No
Renters with utilities included in the rent?	( ) Yes (•) No
5.8 Do you give priority in eligibility to:	
Older Adults?	( ) Yes (•) No
Individuals with a disability?	( ) Yes (•) No
Young Children?	( ) Yes (•) No
House holds with high energy burdens?	( ) Yes (•) No
Other?	( ) Yes (•) 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.

LIHEAP Weatherization applicants who rent must submit a signed **owner authorization** permitting DOEE to conduct Weatherization work. For multifamily buildings, the owner must enter into a Weatherization agreement with DOEE and contribute up to **10%** of total project costs. No additional eligibility priorities or asset testing requirements apply.

Benefit Levels

5.9 Do you have a maximum LIHEAP weatherization benefit/expenditure per household? (•) Yes ( ) No

5.9a If yes, what is the maximum? $25,000

5.10 Do you use an Average Cost per Unit (ACPU). ( ) Yes ( ) No

5.10a If so, what is the ACPU amount? $0

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

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

☑ **Weatherization needs assessments/audits**	☑ **Energy related roof repair**
☑ **Caulking and insulation**	☑ **Major appliance repairs**
☑ **Storm windows**	☑ **Major appliance replacement**
☑ **Furnace/heating system modifications/repairs**	☑ **Windows/sliding glass doors**
☑ **Furnace replacement**	☑ **Doors**
☑ **Cooling system modifications/repairs**	☑ **Water Heater**
☑ **Water conservation measures**	☑ **Cooling system replacement**
☐ **Roof top solar**	☑ **Community solar projects**
☐ **Compact florescent light bulbs**	☑ **Other - Describe:** LED light bulbs, ventilation measures, and ceiling fans

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.

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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:

- [x] **Place posters/flyers in local and county social service offices, offices of aging, Social Security offices, VA, etc.**
- [x] **Publish articles in local newspapers or broadcast media announcements.**
- [x] **Include inserts in energy vendor billings to inform individuals of the availability of all types of LIHEAP assistance.**
- [x] **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.**
- [x] **Web Posting**
- [ ] **Email**
- [ ] **Texting**
- [x] **Events**
- [x] **Social Media**
- [x] **Other (specify):**

DOEE conducts a comprehensive outreach strategy to ensure that all potentially eligible households are informed of available LIHEAP assistance. Outreach activities include:

- Posting informational posters and flyers in District social service agencies, senior service centers, Veterans Affairs offices, and other community-serving locations.
- Publishing articles and announcements through local newspapers, radio, and other broadcast media.
- Including LIHEAP information inserts in utility vendor billings.
- Sending mass mailings to prior-year LIHEAP recipients.
- Posting LIHEAP program information on DOEE's website.
- Sharing program updates and reminders across DOEE's social media channels.
- Conducting coordinated outreach with DOEE's Office of Community Engagement and Outreach, including presentations at Advisory Neighborhood Commission meetings, senior residential facilities, and community-based organizations.
- Including LIHEAP information in DOEE's annual mass mailing for the District's Utility Discount Programs (UDP).

These outreach activities ensure that households across all Wards, including vulnerable, hard-to-reach, and linguistically diverse populations, receive timely and accessible information about LIHEAP benefits and application options.

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.

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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.).

☑	**Joint application for multiple programs (indicate programs included)** Utility Discount Program
☑	**Intake referrals to/from other programs (indicate programs included)** Utility Discount Program, SNAP, TANF, SSI, WAP
☑	**One - stop intake centers**
☑	**Other - Describe:**

DOEE ensures that LIHEAP is effectively coordinated with other programs serving low-income households through the following mechanisms:

Joint Application for Multiple Programs

DOEE uses a joint application process for LIHEAP and the District's Utility Discount Programs (UDP), including the Residential Aid Discount (RAD), Residential Essential Services (RES), and the Customer Assistance Program (CAP). This coordinated application ensures that eligible households receive streamlined access to multiple energy-related benefits through a single intake process.

Intake Referrals To and From Other Programs

DOEE engages in coordinated referrals with the District of Columbia Department of Human Services (DHS), which administers:

- Temporary Assistance for Needy Families (TANF)
- Supplemental Nutrition Assistance Program (SNAP)
- Medicaid

LIHEAP intake staff routinely refer or receive referrals from these programs to ensure residents are connected with all available supports.

One-Stop Intake Centers

LIHEAP's Energy Assistance Centers are located in buildings that also house DHS intake offices. This co-location allows residents to access LIHEAP services alongside TANF, SNAP, and Medicaid application services, supporting a one-stop, integrated service delivery approach.

Other Coordination Efforts

DOEE's LIHEAP program works closely with DOEE's Office of Community Engagement and Outreach to:

- Participate in community events
- Conduct joint outreach with partner agencies
- Share program information across multiple service networks

This coordination promotes comprehensive access to energy assistance and facilitates efficient service delivery for low-income District residents.

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.

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Section 8: Agency Designation, 2605(b)(6) - Assurance 6 (Required for state Grant recipients and the Commonwealth of Puerto Rico)

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

☐	**Administration Agency**
☐	**Commerce Agency**
☐	**Community Services Agency**
☑	**Energy/Environment Agency**
☐	**Housing Agency**
☐	**State Department of Welfare (administers TANF, SNAP, and/or Medicaid)**
☐	**Economic Development Agency**
☐	**Other - Describe:**

Include current list of subrecipient name, main office address (do not list P.O. Box), phone number, county(s) served, Congressional District, and UEI number. ***Used for Near hotline and OCS Service Provider Tool and clearinghouse.***

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

If you selected "State Department of Welfare (administers TANF, SNAP, and/or Medicaid)" 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?

Intake for heating assistance is only provided by DOEE staff. DOEE staff conduct targeted outreach and client intake for heating assistance at sites throughout the District of Columbia.

8.3 How do you provide alternate outreach and intake for cooling assistance?>

Intake for cooling assistance is only provided by DOEE staff. DOEE staff conduct targeted outreach and client intake for cooling assistance at sites throughout the District of Columbia.

8.4 How do you provide alternate outreach and intake for crisis assistance?

DOEE does not provide outreach specific to crisis assistance. However, crisis assistance outreach is incorporated into the heating and cooling assistance outreach identified in items 8.2 and 8.3, above.

8.5 LIHEAP Component Administration.	Heating	Cooling	Crisis	Weatherization
8.5a Who determines client eligibility?	State Energy/ Environment Agency	State Energy/ Environment Agency	State Energy/ Environment Agency	State Energy/ Environment Agency
8.5b Who processes benefit payments to gas and electric vendors?	State Energy/ Environment Agency	State Energy/ Environment Agency	State Energy/ Environment Agency	

8.5c who processes benefit payments to bulk fuel vendors?	State Energy/ Environment Agency	State Energy/ Environment Agency	State Energy/ Environment Agency	
8.5d Who performs installation of weatherization measures?				Non-profits

Include a current list of subrecipient(s) name, main office address (do not list P.O. Box), phone number, county(s) served, Congressional District, and UEI number.

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?

N/A

8.7 How many local administering agencies do you use? 1

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

○ Yes
◉ No

8.9 If so, why?

☐ **Agency was in noncompliance with Grant recipient requirements for LIHEAP -**

☐ **Agency is under criminal investigation**

☐ **Added agency**

☐ **Agency closed**

☐ **Other - describe**

N/A

8.10 If a subrecipient is no longer providing LIHEAP, are you aware of prior-year LIHEAP funds being mismanaged or misspent? ○ Yes ◉ No

8.10a If yes, please explain.

N/A

8.10b If you are aware, were other federal programs impacted such as CSBG, SSBG, Head Start, TANF, and Department of Energy Weatherization funding, etc. ○ Yes ◉ No

8.10c If yes, please explain.

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.

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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.

N/A

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

Clients are notified of the amount of LIHEAP assistance paid on their behalf as follows:

- In-person applicants: Receive a written notice at the conclusion of the intake appointment specifying the benefit amount and the name of the payee (utility vendor). In-perseon notifications can take up to 30-days or less to be sent to the applicant.
- Online, mail, and fax applicants: Receive an email notification after the application is processed. For online, mail, and faxed applications notifications can take up to 30-days or less to be sent to the applicant.
- All applicants: May call DOEE's call center (311 or 202-737-4404) to obtain information regarding benefit amounts. Notifications can take up to 30-days or less to be sent to the applicant.

All LIHEAP payments are made directly to the energy supplier.

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?

DOEE maintains multi-year vendor agreements with all electric, natural gas, and deliverable fuel suppliers serving District residents. These agreements require vendors to:

- Charge LIHEAP-assisted households according to normal billing procedures, and
- Apply LIHEAP payments against actual home energy costs, ensuring the household is billed only for the remaining balance.

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?

Vendor agreements also require that **no household** receiving LIHEAP assistance will be:

- Treated adversely,
- Subject to unfavorable billing practices, or
- Penalized because they received LIHEAP benefits.

The agreements incorporate this assurance and are monitored annually.

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.

N/A

Attach a copy of the template statewide vendor agreement or a policy that indicates local agreements must adhere to statewide policies and assurances.

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.

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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 funds?

Federally accepted accounting practices and fiscal controals are used to track administrative and benefit expenditures. Using the District of Columbia's financial system of record (District Integrated Financial System (DIFS)) authorized funding is assigned budgetary codes by funding type for tracking, monitoring, and compliance purposes. The LIHEAP program is also subject to District of Columbia internal audits. Both LIHEAP and WAP are administered by DOEE; therefore, weatherization funds are not transferred to a separate state agency and LIHEAP funds are monitored in-house by District's independent Office of the Chief Financial Officer (OCFO) staff.

10.1a Provide your definitions of the following:

Obligation

Includes approved LIHEAP benefit payments, weatherization measure approvals, salaries, and fringe costs.

Expenditures

Includes all administrative and benefit expenditures tracked through DIFS according to federally accepted accounting practices and District fiscal controls. Expenditures reflect actual disbursements made to vendors or for administrative operations.

Expenditure timeframe

Expenditures are tracked throughout the fiscal year according to federal LIHEAP timelines and the District's internal fiscal management requirements.

Administrative costs

All administrative costs are tracked using DIFS budgetary codes and are subject to District internal audits to ensure compliance, accuracy, and adherence to federal LIHEAP administrative cost limitations.

Audit Process

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

○ Yes ◉ No

10.2a - if yes, describe your auditor selection process.

N/A

10.3. Describe any audit findings of the grant recipient (i.e. State/Tribe/Territory) rising to the level of material weakness or reportable condition cited in the single audits, inspector general reviews, or other government agency reviews from the most recently audited fiscal year.

No Findings ☑

Finding	Type	Brief Summary	Resolved?	Action Taken
1		N/A		

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 Grant recipient as part of compliance process.**

☐ **Grant recipient conducts fiscal and program monitoring of local agencies/district offices**
☐ **Local agencies and district offices are required to have an annual audit in compliance with Single Audit Act and OMB Circular A-133**
Compliance Monitoring
10.5. Describe your monitoring process for compliance at each level below. Check all that apply.
Grant recipients have a policy in place for appropriate separation of duties and internal controls.
☑ **Internal program review**
☑ **Departmental oversight**
☑ **Secondary review of invoices and payments**
☐ **Other program review mechanisms are in place. Describe:**
Local Administering Agencies/District Offices:
☐ **On - site evaluation**
☐ **Annual program review**
☐ **Monitoring through central database**
☐ **Desk reviews**
☐ **Client File Testing/Sampling**
☑ **Other program review mechanisms are in place. Describe:**
Additional supervisory review processes, including third-level case sampling (Other monitoring methods are not applicable due to the sole nonprofit subrecipient structure.)
10.6 Explain, or attach a copy of your local agency monitoring schedule and protocol.
N/A
10.7. Describe how you select local agencies for monitoring reviews. Attach a risk assessment if subrecipients are utilized.
Site Visits: N/A
Desk Reviews: N/A
10.8. How often is each local agency monitored? ***Please attach a monitoring schedule if one has been developed.*** Annually
10.9. How many local agencies are currently on corrective action plans? 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.

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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.
Note: Tribes do not need to hold a public hearing but must ensure participation through other means.

- ☐ **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:**

DOEE advertised the public hearing through the following methods:

1. Publication in the DC Register, which includes all official hearing notices (copy attached).
2. Notification to partners during DOEE's monthly Utility Advisory meetings.
3. Updates posted on the LIHEAP and UDP program webpages.
4. Public notices shared by the Public Service Commission on DOEE's behalf.

To increase participation in future public comment hearings, DOEE plans to:

1. Expand direct outreach to community partners and service providers who engage regularly with residents.
2. Provide earlier and more frequent notices through DOEE's digital platforms.
3. Coordinate with additional District agencies and community organizations to help disseminate hearing information.

Public Hearings, 2605(a)(2) - For States and the Commonwealth of Puerto Rico Only

11.2 List the date and location(s) that you held public hearing(s) on the proposed use and distribution of your LIHEAP funds?

	Date	Event Description
1	08/24/2026	Notice of Public Comment Period - Draft Fiscal Year 2025 LIHEAP State Plan

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

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

N/A

11.5 What changes did you make to your LIHEAP plan as a result of public participation and solicitation of input?

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.

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

12.1 How many fair hearings did the Grant recipient have in the prior federal Fiscal Year? 37

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?

N/A

12.4 Describe your fair hearing procedures for households whose applications are denied and/or not acted upon in a timely manner.

The District of Columbia's Office of Administrative Hearings (OAH) conducts all LIHEAP fair hearings for applicants who dispute DOEE's benefit determination or allege untimely processing. OAH is an independent administrative court responsible for adjudicating disputes involving several District programs, including LIHEAP.

Fair hearing procedures are governed by Title 1 of the District of Columbia Municipal Regulations (1 DCMR §§ 2970–2978). Under these regulations:

- Applicants may appeal any LIHEAP denial, reduction, or failure to act timely.
- Appeals are filed directly with OAH according to procedures set forth in 1 DCMR §§ 2971–2978.
- An Administrative Law Judge (ALJ) reviews evidence, conducts hearings, and issues a formal written decision for each contested case.

This process ensures independent, impartial review of LIHEAP determinations.

12.5 When and how are applicants informed of these rights?

Applicants are informed of their fair hearing rights at the conclusion of intake and application processing. Each applicant receives:

(a) A written notice of the LIHEAP benefit determination;
(b) A printout of the database information used to determine eligibility;
(c) A copy of the Benefit Matrix (with user key) used to determine the benefit amount, along with instructions on how to contact OAH to request a hearing.

Delivery Method

- In-person applications: Materials are provided directly to the applicant during the visit.
- Home-based applications (disabled, elderly, frail applicants): DOEE provides all required materials promptly following the in-home appointment.
- Online, mail, or fax applications: Items (a) and (c) are available online, and applicants may request item (b) by calling the District's unified call center at 3-1-1.

These procedures ensure every applicant receives complete information regarding appeal rights, regardless of the method used to apply.

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.

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
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Expiration Date: 02/28/2028

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

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?

DOEE uses up to two percent (2%) of awarded LIHEAP funds to provide education and support services that help households reduce their home energy needs and, consequently, their reliance on energy assistance. These activities include:

- Teaching clients how to identify energy waste and adopt energy-efficient behaviors;
- Educating clients on how to read and understand their utility bills;
- Providing household-specific guidance in Weatherization cases, during which energy efficiency staff review findings with clients and recommend ways to reduce consumption.

These efforts promote long-term reductions in home energy usage and support household self-sufficiency.

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

DOEE ensures compliance with the federal requirement limiting energy-reduction activities to no more than 5% of LIHEAP funds through the following measures:

- Establishing a dedicated budget line for energy-reduction activities;
- Assigning a unique index number for tracking and monitoring expenditures;
- Conducting monthly reviews to ensure costs remain within federal limits;
- Tracking Weatherization expenditures separately for clarity and compliance.

13.3 Describe the impact of such activities on the number of households served in the previous federal Fiscal Year.

FY22 (59 households served)
- Total BTU savings: 185,443,392
- Total cost savings: $11,445
- Per-unit savings: $193.98
- Total gas therm savings: 16,932
- Gas cost savings: $23,785
- Per-unit gas savings: $403.14

FY23 (81 households served)
- Total BTU savings: 254,591,775
- Total cost savings: $18,712.63
- Per-unit savings: $218 (estimated)
- Total gas therm savings: 20,250
- Gas cost savings: $28,445
- Per-unit gas savings: $351 (estimated)

FY24 (44 households served – estimated)
- Total BTU savings: 266,570,025
- Total cost savings: $10,897
- Per-unit savings: $247.66 (estimated)
- Total gas therm savings: 8,737
- Gas cost savings: $13,721
- Per-unit gas savings: $311.84 (estimated)

FY25 (44 households served – estimated)
- Total BTU savings: 252,570,025
- Total cost savings: $$9,096
- Per-unit savings: $$206.72 (Estimated)
- Total gas therm savings: 8,200
- Gas cost savings: $$12,721
- Per-unit gas savings: $289.11 (Estimated)

The above data demonstrates measurable reductions in household energy consumption and costs following Weatherization interventions.

13.4 Describe the level of direct benefits provided to those households in the previous federal Fiscal Year.

Weatherization provides both **energy-related** and **non-energy benefits** to households. Key direct benefits include:

Energy Benefits

- Lower utility bills
- Reduced thermal stress (heat and cold)
- Improved home energy efficiency
- Increased comfort and reduced financial stress
- Savings on heating and cooling energy usage

Health and Safety Benefits

- Reduced asthma and respiratory-related medical costs
- Mitigation of hazards such as mold and lead
- Improved indoor air quality and ventilation
- Enhanced overall household safety and habitability
- Better sleep and improved quality of life

Educational Benefits

- Ongoing instruction on energy efficiency, Weatherization measures, and energy conservation
- Education on related services such as lead remediation and emergency mechanical systems
- DOEE staff are developing a **resource guide** to help participants identify additional services and supports they may be eligible for

13.5 How many households received these services? 44

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.

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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

Section 14:Leveraging Incentive Program, 2607(A)

14.1 Do you plan to submit an application for the leveraging incentive program?

○ Yes ◉ No

14.2 Describe instructions to any third parties and/or local agencies for submitting LIHEAP leveraging resource information and retaining records.

N/A

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

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	N/A	N/A	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.

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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

Section 15: Training

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

a. Grant recipient Staff:

- [x] **Formal training provided virtually, on-site, and/or formal training conference**

How often?

- [ ] **Annually**
- [ ] **Biannually**
- [x] **As needed**
- [ ] **Other, describe:** N/A
- [x] **Employees are provided with policy manual**
- [ ] **Other, describe:**

N/A

b. Local Agencies:

- [ ] **Formal training provided virtually, on-site, and/or formal training conference**

How often?

- [ ] **Annually**
- [ ] **Biannually**
- [ ] **As needed**
- [ ] **Other, describe:**
- [ ] **On-site training**

How often?

- [ ] **Annually**
- [ ] **Biannually**
- [ ] **As needed**
- [ ] **Other, describe:**
- [ ] **Employees are provided with policy manual**
- [x] **Other, describe:**

Not applicable as DOEE is the agency of administration

c. Vendors

- [ ] **Formal training conference**

How often?

- [ ] **Annually**
- [ ] **Biannually**
- [ ] **As needed**
- [ ] **Other, describe:**
- [x] **Policies communicated through vendor agreements**

☐	**Policies are outlined in a vendor manual**
☐	**Other, describe:**

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.

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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.

1. DOEE currently collects all required LIHEAP performance measure data.

2. Areas of Improvement: Strengthened Vendor Communication and Data Quality

DOEE maintains routine communication with Pepco, Washington Gas, and its software vendor to resolve data-related issues quickly and ensure uninterrupted access to usage, billing, arrearage, and shutoff/restoration data. These improvements support:

- More accurate energy burden calculations
- More complete baseline and annual usage reporting
- Better measurement of crisis outcomes, including shutoff prevention and service restoration
- Improved vendor responsiveness and data-sharing reliability

3. Technology Enhancements and External Validation (FY19–FY26)

From **FY19 through FY26**, DOEE has worked with **APPRISE**, the federal LIHEAP performance measurement contractor, to evaluate and validate reported data annually. This partnership has improved data completeness, accuracy, and compliance.

4. Vendor Agreement Alignment and System Integration

DOEE executed revised multi-year vendor agreements that further strengthen requirements for utility usage and billing data. These agreements reinforce:

- Required submission of usage and arrearage data
- Required reporting of disconnection and reconnection events
- Mandatory cooperation with DOEE's performance reporting timelines
- Expanded data elements needed for full compliance with LIHEAP performance measures

DOEE continues working with its software vendor to ensure that the system structure aligns with these updated vendor requirements.

5. Expected Accomplishments for the Coming Federal Fiscal Year

DOEE anticipates achieving the following improvements in the upcoming fiscal year:

- **Automated tracking** of shutoff prevention and reconnection outcomes for all crisis cases
- **Improved accuracy** of annual energy usage and burden metrics
- **Expanded integration** of utility data feeds and vendor reporting formats
- **Strengthened internal dashboards** for program performance monitoring
- **Enhanced data validation and analysis** in continued partnership with APPRISE
- **Implementation of new software functions** supporting detailed tracking of clients with high energy burden or persistent arrearages
- **Streamlined reporting processes** to support timely federal submissions
- Greater alignment between vendor contract obligations and DOEE's data management system

These efforts ensure DOEE will continue to fully meet federal LIHEAP performance measurement requirements while improving the reliability, usefulness, and integrity of performance data.

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.

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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.

- [x] Online Fraud Reporting
- [x] Dedicated Fraud Reporting Hotline
- [x] Report directly to local agency/district office or Grant recipient office
- [x] Report to State Inspector General or Attorney General
- [ ] Forms and procedures in place for local agencies/district offices and vendors to report fraud, waste, and abuse
- [ ] Other - Describe:

b. Describe strategies in place for advertising the above-referenced resources. Select all that apply

- [x] Printed outreach materials
- [ ] Posted in local administering agencies offices.
- [ ] 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	☐	Required	☐	Required	☑	Required
	☐	Requested	☐	Requested	☐	Requested
Social Security Number (Without actual Card)	☐	Required	☐	Required	☑	Required
	☐	Requested	☐	Requested	☐	Requested
Government-issued identification card (i.e.: driver's license, state ID, Tribal ID, passport, etc.)	☑	Required	☐	Required	☐	Required
	☐	Requested	☐	Requested	☐	Requested

	Other	Applicant Only Required	Applicant Only Requested	All Adults in Household Required	All Adults in Household Requested	All Household Members Required	All Household Members Requested
1							

		☐	☐	☐	☐	☐	☐

17.3. Citizenship/Legal Residency Verification

What are your procedures for ensuring LIHEAP recipients are U.S. citizens or qualified non-citizens who are eligible to receive LIHEAP benefits? Select all that apply.

- ☐ **Clients sign an attestation of citizenship or U.S. Citizen or Qualified Non-Citizen**
- ☑ **Client's submission of certain Social Security Administration cards is accepted as proof of U.S. Citizen or Qualified Non-Citizen.**
- ☐ **Non-Citizens must provide documentation of immigration status**
- ☐ **Citizens must provide a copy of their birth certificate, naturalization papers, or passport**
- ☐ **Non-Citizens are verified through the SAVE system**
- ☐ **Tribal members are verified through Tribal enrollment records/Tribal ID card**
- ☑ **Other - Describe:**

An eligible household member is any individual who is a U.S. citizen or "qualified alien" and is a member of a household that meets the eligibility requirements specified in Section 2605(b)(2) of the Low Income Home Energy Assistance Act (42 U.S.C. § 8624(b)(2)). A "qualified alien" is defined at 8 U.S.C. § 1641(b)

17.4. Income Verification

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

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

Documentation of all countable forms of income selected in Section 1.9, above.

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

b. Describe any exceptions to the above policies.

17.5 Identification Verification

Describe what methods are used to verify the authenticity of identification documents provided by clients or household members. Select all that apply

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

17.6. Protection of Privacy and Confidentiality

Describe the financial and operating controls in place to protect client information against improper use or disclosure. Select all that apply.

- [ ] Policy in place prohibiting release of information without written consent
- [x] Grant recipient LIHEAP database includes privacy/confidentiality safeguards
- [x] Employee training on confidentiality for:
  - [x] Grant recipient employees
  - [ ] Local agencies/district offices
- [x] Employees must sign confidentiality agreement
  - [x] Grant recipient employees
  - [ ] Local agencies/district offices
- [x] Physical files are stored in a secure location
- [x] Electronic files are protected in a secure location.
- [ ] Other - Describe:

17.7. Verifying the Authenticity

What policies are in place for verifying vendor authenticity? Select all that apply.

- [ ] All vendors must register with the State/Tribe.
- [x] All vendors must supply a valid SSN or TIN/W-9 form
- [x] Vendors are verified through energy bills provided by the household
- [ ] Grant recipient and/or local agencies/district offices perform physical monitoring of vendors
- [ ] Other - Describe and note any exceptions to policies above:

17.8. Benefits Policy - Gas and Electric Utilities

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

- [ ] Applicants required to submit proof of physical residency
- [x] Applicants must submit current utility bill
- [x] Data exchange with utilities that verifies:
  - [x] Account ownership
  - [x] Consumption
  - [x] Balances
  - [x] Payment history
  - [x] Account is properly credited with benefit
  - [ ] Other - Describe:
- [x] Centralized computer system/database tracks payments to all utilities
- [x] Centralized computer system automatically generates benefit level
- [x] Separation of duties between intake and payment approval
- [ ] Payments coordinated among other energy assistance programs to avoid duplication of payments
- [x] Payments to utilities and invoices from utilities are reviewed for accuracy
- [ ] Computer databases are periodically reviewed to verify accuracy and timeliness of payments made to utilities
- [ ] Direct payment to households are made in limited cases only
- [x] Procedures are in place to require prompt refunds from utilities in cases of account closure
- [x] Vendor agreements specify requirements selected above, and provide enforcement mechanism
- [ ] Other - Describe:

17.9. Benefits Policy - Bulk Fuel Vendors

What procedures are in place for averting fraud and improper payments when dealing with bulk fuel suppliers of heating oil, propane, wood, and other bulk fuel vendors? Select all that apply.
☑ Vendors are checked against an approved vendors list
☑ Centralized computer system/database is used to track payments to all vendors
☑ Clients are relied on for reports of non-delivery or partial delivery
☐ Two-party checks are issued naming client and vendor
☐ Direct payment to households are made in limited cases only
☐ Vendors are only paid once they provide a delivery receipt signed by the client
☐ Conduct monitoring of bulk fuel vendors
☐ Bulk fuel vendors are required to submit reports to the grant recipient.
☑ Vendor agreements specify requirements selected above, and provide enforcement mechanism
☐ Other - Describe:
17.10. Investigations and Prosecutions
Describe the Grant recipients procedures for investigating and prosecuting reports of fraud, and any sanctions placed on clients, staff, or vendors found to have committed fraud. Select all that apply.
☑ Refer to state Inspector General
☑ Refer to local prosecutor or state Attorney General
☑ Refer to US DHHS Inspector General (including referral to OIG hotline)
☑ Local agencies/district offices or Grant recipient conduct investigation of fraud complaints from public
☐ Grant recipient attempts collection of improper payments. If so, describe the recoupment process
☑ Clients found to have committed fraud are banned from LIHEAP assistance. For how long is a household banned? 1 year
☐ Contracts with local agencies require that employees found to have committed fraud are reprimanded and/or terminated
☑ Vendors found to have committed fraud may no longer participate in LIHEAP
☐ Other - Describe:
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

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

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

Instructions for Certification

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

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

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

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

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

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

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

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or

voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

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

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

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

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

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

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

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

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

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

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

Instructions for Certification

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

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later

determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

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

5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

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

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

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

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

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

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

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

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

Section 19: Certification Regarding Drug-Free Workplace Requirements

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central pint is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the Grant recipient 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 Grant recipient 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 Grant recipients other than individuals, Alternate I applies.

4. For Grant recipients who are individuals, Alternate II applies.

5. Workplaces under grants, for Grant recipients other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the Grant recipient does not identify the workplaces at the time of application, or upon award, if there is no application, the Grant recipient 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 Grant recipients 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 Grant recipient 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. Grant recipients 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 Grant recipient 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 Grant recipients payroll. This definition does not include workers not on the payroll of the Grant recipient (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the Grant recipients payroll; or employees of subrecipients or subcontractors in covered workplaces).**

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grant recipients Other Than Individuals)
The Grant recipient 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 Grant recipients 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 Grant recipients 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 Grant recipient 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 *(That this must be physical address. No PO Boxes allowed.)*

1200 First St NE * Address Line 1		
Address Line 2		
Address Line 3		
Washington * City	DC * State	20002 * Zip Code

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

Alternate II. (Grant recipients Who Are Individuals)

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

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

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

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

Section 20: Certification Regarding Lobbying

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

Assurances

(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 Grant recipients and may be contingent on unregulated vendors taking appropriate measures to alleviate the energy burdens of eligible households, including providing for agreements between suppliers and individuals eligible for benefits under this Act that seek to reduce home energy costs, minimize the risks of home energy crisis, and encourage regular payments by individuals receiving financial assistance for home energy costs;

(8) provide assurances that,

(A) the State will not exclude households described in clause (2)(B) of this subsection from receiving home energy assistance benefits under clause (2), and

(B) the State will treat owners and renters equitably under the program assisted under this title;

(9) provide that--

(A) the State may use for planning and administering the use of funds under this title an amount not to exceed 10 percent of the funds payable to such State under this title for a fiscal year; and

(B) the State will pay from non-Federal sources the remaining costs of planning and administering the program assisted under this title and will not use Federal funds for such remaining cost (except for the costs of the activities described in paragraph (16));

(10) provide that such fiscal control and fund accounting procedures will be established as may be necessary to assure the proper disbursal of and accounting for Federal funds paid to the State under this title, including procedures for monitoring the assistance provided under this title, and provide that the State will comply with the provisions of chapter 75 of title 31, United States Code (commonly known as the "Single Audit Act");

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

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

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

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

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

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

(16) use up to 5 percent of such funds, at its option, to provide services that encourage and enable households to reduce their home energy needs and

thereby the need for energy assistance, including needs assessments, counseling, and assistance with energy vendors, and report to the Secretary concerning the impact of such activities on the number of households served, the level of direct benefits provided to those households, and the number of households that remain unserved.
☑ **By checking this box, the prospective primary participant is agreeing to the Assurances set out above.**

Plan Attachments

PLAN ATTACHMENTS
The following documents must be attached to this application
• **Delegation Letter is required if someone other than the Governor or Chairman Certified this Report.**
• **Heating component benefit matrix, if applicable**
• **Cooling component benefit matrix, if applicable**
• **Minutes, notes, or transcripts of public hearing(s).**
• **Policy Manual.**
• **Subrecipient Contract.**
• **Model Plan Participation Notes for Tribes.**