

Section 1 - Program Components

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

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

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

Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Washington, DC 20447

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
OMB Approval No. 0970-0075
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THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) Use of this model plan is optional. However, the information requested is required in order to receive a Low Income Home Energy Assistance Program (LIHEAP) grant in years in which the grantee is not permitted to file an abbreviated plan. Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Section 1 Program Components

Program Components, 2605(a), 2605(b)(1) - Assurance 1, 2605(c)(1)(C)

1.1 Check which components you will operate under the LIHEAP program.

(Note: You must provide information for each component designated here as requested elsewhere in this plan.)

Dates of Operation

		Start Date	End Date
✓	Heating assistance	10/14/2014	11/14/2014
✓	Cooling assistance	06/15/2015	08/15/2015
✓	Crisis assistance	11/01/2014	03/15/2015
✓	Weatherization assistance	10/01/2014	09/30/2015

Provide further explanation for the dates of operation, if necessary

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

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

Percentage (%)

Heating assistance	40.00%
Cooling assistance	15.00%
Crisis assistance	10.00%
Weatherization assistance	15.00%
Carryover to the following federal fiscal year	10.00%
Administrative and planning costs	10.00%
Services to reduce home energy needs including needs assessment (Assurance 16)	0.00%
Used to develop and implement leveraging activities	0.00%
TOTAL	100.00%

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

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

	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 one household member receives one of the following categories of benefits in the left column below? 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				
SSI				
SNAP				
Means-tested Veterans Programs				

	Program Name	Heating	Cooling	Crisis	Weatherization
Other(Specify) 1					

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

If Yes, explain:

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

SNAP Nominal Payments

1.7a Do you allocate LIHEAP funds toward a nominal payment for SNAP households? 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

1.7c Frequency of Assistance

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

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

Determination of Eligibility - Countable Income

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

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

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

<input checked="" type="checkbox"/>	Wages
<input checked="" type="checkbox"/>	Self - Employment Income
<input checked="" type="checkbox"/>	Contract Income
<input type="checkbox"/>	Payments from mortgage or Sales Contracts
<input checked="" type="checkbox"/>	Unemployment Insurance
<input checked="" type="checkbox"/>	Strike Pay
<input checked="" type="checkbox"/>	Social Security Administration (SSA) benefits

	Including MediCare deduction	Excluding MediCare deduction
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			✓
✓	Supplemental Security Income (SSI)		
✓	Retirement / pension benefits		
✓	General Assistance benefits		
✓	Temporary Assistance for Needy Families (TANF) benefits		
	Supplemental Nutrition Assistance Program (SNAP) benefits		
	Women, Infants, and Children Supplemental Nutrition Program (WIC) 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
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.	

Section 2 - HEATING ASSISTANCE

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

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

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

Add	Household size	Eligibility Guideline	Eligibility Threshold
1	All Household Sizes	IIHS Poverty Guidelines	130.00%

2.2 Do you have additional eligibility requirements for HEATING ASSISTANCE? Yes

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

Do you require an Assets test ? No

Do you have additional/differing eligibility policies for:

Renters? No

Renters Living in subsidized housing ? Yes

Renters with utilities included in the rent ? No

Do you give priority in eligibility to:

Elderly? Yes

Disabled? Yes

Young children? Yes

Households with high energy burdens ? No

Other? No

Explanations of policies for each "yes" checked above:

Subsidized households who are responsible for periodic payment of individual excess fuel usage charges (even though heating expenses are included in their rent) are not eligible for heating assistance.

Subsidized households whose total heating costs are included in their rent are not eligible for heating assistance.

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.

Although, priority is not given to households which include vulnerable individuals (elderly, disabled, or a child under the age of six), the EAP automated system assigns points according to vulnerability status, awarding the highest value to whichever condition is present, resulting in a weighted benefit. Please see Attachment 1 for an explanation of how points are determined.

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:

Vulnerability Factors: elderly individuals aged 60 or older; disabled individuals; and young children under six years of age are awarded more points.

The EAP automated system will assign a number of points (see Attachment I) to each household which reflects the household's status with regard to the factors listed above. The more points attributed to a household, the larger the benefit. The highest amount of assistance will be provided to those households having the highest energy costs and the lowest monthly income.

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

2.6 Describe estimated benefit levels for FY 2015:

Minimum Benefit	\$187	Maximum Benefit	\$514
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2.7 Do you provide in-kind (e.g., blankets, space heaters) and/or other forms of benefits? No

If yes, describe.

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

Section 3 - COOLING ASSISTANCE

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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Section 3 - Cooling Assistance

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

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

Add	Household size	Eligibility Guideline	Eligibility Threshold
1	All Household Sizes	IIHS Poverty Guidelines	130 00%

3.2 Do you have additional eligibility requirements for COOLING ASSISTANCE? Yes

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

Do you require an Assets test ? No

Do you have additional/differing eligibility policies for:

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

Do you give priority in eligibility to:

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

Explanations of policies for each "yes" checked above:

Subsidized households who are responsible for periodic payment of individual excess fuel usage charges (even though cooling expenses are included in their rent) are not eligible for cooling assistance.

Subsidized households whose total cooling costs are included in their rent are not eligible for cooling assistance.

To be eligible for Cooling Assistance, the household must contain at least one individual who is age 60 or over, disabled, or under the age of 6.

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

To be eligible for Cooling Assistance, the household must contain at least one individual who is age 60 or over, disabled, or under the age of 6.

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:			
<p>Vulnerability Factors: The household must include one of the following: a person 60 years of age or older; a disabled individual; or a child under six years of age.</p> <p>Cooling Assistance recipients must meet the same income criteria as established for the Heating Assistance component. Benefits for Cooling Assistance will be determined based on need and will not exceed the current year maximum. Contracted vendors throughout the Commonwealth will provide services. The statewide maximum benefit for electricity payments will be based on available funding; households may be eligible and approved for payment of their bill up to the program maximum. Households with higher energy costs will receive a higher benefit.</p>			
Benefit Levels, 2605(b)(5) - Assurance 5, 2605(c)(1)(B)			
3.6 Describe estimated benefit levels for FY 2015:			
Minimum Benefit	\$50	Maximum Benefit	\$550
3.7 Do you provide in-kind (e.g., fans, air conditioners) and/or other forms of benefits? No			
If yes, describe.			
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.			

Section 4 - CRISIS ASSISTANCE

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

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

4.1 Designate the income eligibility threshold used for the crisis component

Add	Household size	Eligibility Guideline	Eligibility Threshold
1	All Household Sizes	IIHS Poverty Guidelines	130.00%

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

The Crisis Assistance component is designed to help households meet energy emergencies that cannot be met by other resources. The emergency may result from a weather related or supply shortage emergency such as: no source of heat; the only heating equipment in the home is inoperable or unsafe; or there is a potential no heat situation. Crisis Assistance will be provided when the conditions for providing assistance are met and the assistance will ensure heat for the household. Crisis Assistance intervention must resolve the energy crisis of eligible applicants within 48 hours, or 18 if in a life threatening situation. Assistance with the purchase of primary fuel and the payment of the primary utility bills is provided to households who did not receive Heating Assistance or who have exhausted their heating benefit.

4.3 What constitutes a life-threatening crisis?

A crisis situation would be considered life-threatening if the temperature is projected to be 32 degrees or less.

Crisis Requirement, 2604(c)

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

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

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

4.6 Do you have additional eligibility requirements for CRISIS ASSISTANCE? Yes

4.7 Check the appropriate boxes below and describe the policies for each

Do you require an Assets test ?	No
Do you give priority in eligibility to :	
Elderly?	No
Disabled?	No
Young Children?	No
Households with high energy burdens?	No
Other?	No

In Order to receive crisis assistance:

Must the household have received a shut-off notice or have a near empty tank?	Yes
Must the household have been shut off or have an empty tank?	No
Must the household have exhausted their regular heating benefit?	Yes
Must renters with heating costs included in their rent have received an eviction notice ?	No
Must heating/cooling be medically necessary?	No
Must the household have non-working heating or cooling equipment?	Yes
Other?	No

Do you have additional / differing eligibility policies for:

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

Explanations of policies for each "yes" checked above:

Purchase of Primary Home Heating Fuel requires that the household has exhausted all Fuel Assistance benefits this program year; there is no viable source of heat in the home; the household is out of fuel (the tank is empty); or the households' fuel supply is low as indicated below:

- (1) oil/ kerosene 25 gallons or less
- (2) bottled gas 10% or less gauge reading
- (3) wood or coal 7 day supply or less.

For households that received a direct payment for their Fuel Assistance benefit, verification that the Heating Assistance benefit was used to purchase primary fuel is required prior to the approval of Crisis Assistance Primary Fuel.

Payment of Primary Heat Utility Bill requires that the account or electric service is in the name of the applicant or a member of the household or the service address is the same as the applicant's address as verified by the utility company; the household has exhausted all Heating Assistance benefits this program year; and the household has no heat or will have no heat because the primary heat source of electricity or natural gas has been cut off within the past thirty days; will be disconnected within fifteen days; or has a prepaid meter balance of \$25 or less.

For households that received a direct payment for their Heating Assistance benefit, verification that the Heating Assistance benefit was used to pay their primary heat bill is required prior to approval of Crisis Assistance Primary Utility.

Repair of Inoperable or Unsafe Heating Equipment requires that the heating equipment to be repaired must be the primary heating system used by the household and the heating equipment must be inoperable or unsafe at the time of the request. (Unsafe is defined as heating equipment that is dangerous or harmful to the health or safety of the household.)

Replacement or Purchase of Heating Equipment requires that there is no primary heat source equipment in the home or a vendor has determined the equipment cannot be repaired.

Replacement or purchase of heating equipment assistance is not provided to renters.

Subsidized households who are responsible for periodic payment of individual excess fuel usage charges (even though heating expenses are included in their rent) are not eligible for crisis assistance.

Subsidized households whose total heating costs are included in their rent are not eligible for crisis assistance.

Determination of Benefits

4.8 How do you handle crisis situations?

<input checked="" type="checkbox"/>	Separate component
<input type="checkbox"/>	Fast Track
<input type="checkbox"/>	Other - Describe:

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

<input checked="" type="checkbox"/>	Amount to resolve the crisis.
<input type="checkbox"/>	Other - Describe:

Crisis Requirements, 2604(c)

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

Yes Explain.

Crisis Assistance applications are accepted in person at local departments of social services (LDSS) in 120 cities and counties across the state. Additionally, applicants can submit applications via mail, fax, and online.

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

Submit applications for crisis benefits without leaving their homes?
 Yes If No, explain.

Travel to the sites at which applications for crisis assistance are accepted?
 Yes If No, explain.

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

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

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

Winter Crisis \$2,500 maximum benefit

Summer Crisis \$0 maximum benefit

Year-round Crisis \$0 maximum benefit

4.13 Do you provide in-kind (e.g. blankets, space heaters, fans) and/or other forms of benefits?
 No If yes, Describe

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

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): Payment of Security Deposit for Utility Distribution Services or Liquid Propane Gas Tank; Provision of Supplemental Heating Equipment/Maintenance; Payment for Emergency Shelter in no heat situations; Purchase of Portable Space Heater for Temporary Use; Purchase of Primary Home Heating Fuel; and Payment of Primary Heat Utility Bill.	✓		

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

Some providers choose not to disconnect customers when the temperature is below a specified level although none have a written policy on this. There are not any special dispensations received by LIHEAP clients.

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

Section 5 - WEATHERIZATION ASSISTANCE

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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Section 5: WEATHERIZATION ASSISTANCE

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

5.1 Designate the income eligibility threshold used for the Weatherization component

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

5.2 Do you enter into an interagency agreement to have another government agency administer a WEATHERIZATION component? Yes

5.3 If yes, name the agency. Virginia Department of Housing and Community Development

5.4 Is there a separate monitoring protocol for weatherization? Yes

WEATHERIZATION - Types of Rules

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

Entirely under LIHEAP (not DOE) rules

Entirely under DOE WAP (not LIHEAP) rules

Mostly under LIHEAP rules with the following DOE WAP rule(s) where LIHEAP and WAP rules differ (Check all that apply):

Income Threshold

Weatherization of entire multi-family housing structure is permitted if at least 66% of units (50% in 2- & 4-unit buildings) are eligible units or will become eligible within 180 days

Weatherize shelters temporarily housing primarily low income persons (excluding nursing homes, prisons, and similar institutional care facilities).

Other - Describe:

Mostly under DOE WAP rules, with the following LIHEAP rule(s) where LIHEAP and WAP rules differ (Check all that apply.)

Income Threshold

Weatherization not subject to DOE WAP maximum statewide average cost per dwelling unit.

Weatherization measures are not subject to DOE Savings to Investment Ratio (SIR) standards.

Other - Describe:

Additional priorities described in Section 5.8.

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

5.6 Do you require an assets test? No

5.7 Do you have additional/differing eligibility policies for :

Renters Yes

Renters living in subsidized housing? Yes

5.8 Do you give priority in eligibility to:

Elderly? Yes

Disabled? Yes

Young Children? Yes

House holds with high energy burdens? Yes

Other? Households who do not have a permanent, safe and operable heat source. Yes

Households with time sensitive projects (i.e., leveraging funds from other sources).

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.

Renters must have the written permission of the landlord before weatherization measures can be authorized.

Owners of rental property may be requested to make a match contribution. If a match contribution is refused, the local weatherization provider may use their discretion to either accept or reject the application. Renters who are income eligible are not required to make a match contribution.

Renters must have the written permission of the landlord before weatherization measures can be authorized.

Owners of rental property may be requested to make a match contribution. If a match contribution is refused, the local weatherization provider may use their discretion to either accept or reject the application. Renters who are income eligible are not required to make a match contribution.

Benefit Levels

5.9 Do you have a maximum LIHEAP weatherization benefit/expenditure per household? No

5.10 If yes, what is the maximum? \$0

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

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

<input checked="" type="checkbox"/> Weatherization needs assessments/audits	<input checked="" type="checkbox"/> Energy related roof repair
<input checked="" type="checkbox"/> Caulking and insulation	<input checked="" type="checkbox"/> Major appliance Repairs
<input checked="" type="checkbox"/> Storm windows	<input checked="" type="checkbox"/> Major appliance replacement
<input checked="" type="checkbox"/> Furnace/heating system modifications/ repairs	<input checked="" type="checkbox"/> Windows/sliding glass doors
<input checked="" type="checkbox"/> Furnace replacement	<input checked="" type="checkbox"/> Doors
<input checked="" type="checkbox"/> Cooling system modifications/ repairs	<input checked="" type="checkbox"/> Water Heater
<input checked="" type="checkbox"/> Water conservation measures	<input checked="" type="checkbox"/> Cooling system replacement
<input checked="" type="checkbox"/> Compact florescent light bulbs	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 6 - Outreach, 2605(b)(3) - Assurance 3, 2605(c)(3)(A)

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

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

Place posters/flyers in local and county social service offices, offices of aging, Social Security offices, VA, etc.

Publish articles in local newspapers or broadcast media announcements.

Include inserts in energy vendor billings to inform individuals of the availability of all types of LIHEAP assistance.

Mass mailing(s) to prior-year LIHEAP recipients.

Inform low income applicants of the availability of all types of LIHEAP assistance at application intake for other low-income programs.

Execute interagency agreements with other low-income program offices to perform outreach to target groups.

Other (specify):

For the Heating, Crisis, and Cooling components, the Virginia Department of Social Services (VDSS) provides applications upon request as well as access to applications on the VDSS public website. Applications can be submitted in person as well as by mail, fax, and online via CommonHelp. Applications are accepted at sites that are geographically accessible to all households within the service area. A toll-free telephone number for the hearing impaired is provided.

Each September, the VDSS uses specific criteria to match cases from the Heating Assistance database with cases in the SNAP database. The households who meet this specific eligibility criterion will be automatically approved for Heating Assistance. Households that are not pre-approved for Heating Assistance but received Heating, Crisis, or Cooling Assistance in the last year will be mailed a pre-printed Heating Assistance application.

Approximately seven percent of the statewide caseload will receive a pre-approval notice. Pre-approved households do not need to re-apply but are responsible for reporting any changes to the pre-printed data on their approval notice. Over 150,000 households will receive a pre-printed application for Heating Assistance.

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

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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 MODEL PLAN
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Section 7: Coordination, 2605(b)(4) - Assurance 4

7.1 Describe how you will ensure that the LIHEAP program is coordinated with other programs available to low-income households (TANF, SSI, WAP, etc.).

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

Applicants may apply for multiple Department of Social Services' programs by completing one online application.

Through contact with other federal, state and community agencies, Virginia coordinates services and activities to low-income households. At a minimum, the LIHEAP Weatherization component will be coordinated with the DOE WAP and other housing rehabilitation programs operated by local weatherization agencies. During the application process or during the onsite estimation for weatherization, the local administrator will inquire and assess for other health and safety needs or problems related to the home and its occupants.

The VDSS provides an Energy Assistance referral list three times per year to the DHCD for outreach activities by local weatherization agencies.

The LDSS in 120 cities and counties are responsible for coordinating programs locally with other community agencies, faith-based organizations, and non-profit organizations.

The grantee is able to cross reference information in the EAP automated system database to identify low-income households for mass mailings.

The Virginia General Assembly passed and the Governor signed into law, House Bill 2473 on March 25, 2001 and House Bill 71, March 22, 2002. These laws created the Home Energy Assistance Program (HEAP). Donations made to HEAP are used to supplement LIHEAP benefits.

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

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

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

August 1987, revised 05/92,02/95,03/96,12/98,11/01
OMB Clearance No : 0970-0075
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**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP)
MODEL PLAN
SF - 424 - MANDATORY**

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

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

<input type="checkbox"/>	Administration Agency
<input type="checkbox"/>	Commerce Agency
<input type="checkbox"/>	Community Services Agency
<input type="checkbox"/>	Energy / Environment Agency
<input type="checkbox"/>	Housing Agency
<input checked="" type="checkbox"/>	Welfare Agency
<input type="checkbox"/>	Other - Describe:

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

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

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

Administration of Heating Assistance is managed through 120 LDSS including a system of mail-in applications and access to applications on the VDSS public website and the option to apply online via CommonHelp.

The grantee will continue coordination with other social services organizations (e.g., Area Agencies on Aging and Community Action Agencies) throughout Virginia by supplying EAP information posters and EAP Fact Sheets.

Additionally, the grantee will continue to administer the Weatherization component through the DHCD, who contracts with the local weatherization agencies.

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

Administration of Cooling Assistance is managed through 120 LDSS including a system of mail-in applications and access to applications on the VDSS public website and the option to apply online via CommonHelp.

The grantee will continue coordination with other social services organizations (e.g., Area Agencies on Aging and Community Action Agencies) throughout Virginia by supplying EAP information posters and EAP Fact Sheets.

Additionally, the grantee will continue to administer the Weatherization component through the DHCD, who contracts with the local weatherization agencies.

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

Administration of Crisis Assistance is managed through 120 LDSS including a system of mail-in applications and access to applications on the VDSS public website and the option to apply online via CommonHelp.

The grantee will continue coordination with other social services organizations (e.g., Area Agencies on Aging and Community Action Agencies) throughout Virginia by supplying EAP information posters and EAP Fact Sheets.

Additionally, the grantee will continue to administer the Weatherization component through the DHCD, who contracts with the local weatherization agencies.

8.5 LIHEAP Component Administration.	Heating	Cooling	Crisis	Weatherization
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8.5a Who determines client eligibility?	Local City Government Local County Government	Local City Government Local County Government	Local City Government Local County Government	Community Action Agencies Non-profits
8.5b Who processes benefit payments to gas and electric vendors?	State Welfare Agency	Local City Government Local County Government	Local City Government Local County Government	
8.5c who processes benefit payments to bulk fuel vendors?	State Welfare Agency	Local City Government Local County Government	Local City Government Local County Government	
8.5d Who performs installation of weatherization measures?				Community Action Agencies Non-profits

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?

The Code of Virginia 63.2-100 designates energy assistance as "public assistance" which is administered by the VDSS. The three LIHEAP components and the State's "welfare programs" are administered through the same state agency, the VDSS. Administration is managed through 120 LDSS.

8.7 How many local administering agencies do you use? 120

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

No

8.9 If so, why?

	Agency was in noncompliance with grantee requirements for LIHEAP -
	Agency is under criminal investigation
	Added agency
	Agency closed
	Other - describe

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

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

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

9.1 Do you make payments directly to home energy suppliers?

Heating Yes

Cooling Yes

Crisis Yes

Are there exceptions? Yes

If yes, Describe.

The grantee also makes payments directly to eligible households under the following conditions: household's primary fuel type is wood or coal; fuel tank capacity less than 100 gallons; renters with heat/cooling included in the rent; households where no vendor contract for a specific fuel type exists for their locality; energy source can only be provided by a unique vendor and no vendor contracts exists (i.e., liquid propane, electricity or natural gas); an appeal decision requires it; the household picks up oil/kerosene from an island pump; and eligible households who have their utility payment automatically debited/withdrawn as verified.

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

When the case is approved, the client is mailed a system generated approval notice (Client Notice of Action) that explains the type and amount of services the household has been approved to receive. Note: For households receiving direct payments, in addition to a check, the grantee mails a system generated Client Notice of Action indicating the benefit amount authorized.

At the end of each component, the grantee mails a system generated payment notice (Notice of Payments Made) to each eligible household. The payment notice lists payments made on behalf of the client for each component as well as any refunds and/or cancellations. Note: households who only receive direct payments do not receive these payment notices.

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?

EAP vendors must sign an agreement (see Attachment II) with the VDSS. The agreement specifies that the vendor will comply with all billing instructions and guidelines provided by VDSS for each component. EAP vendors must provide documentation to support payment requests. All equipment purchases require a recipient signature on the credit authorization when submitted for payment.

In addition to adherence to the EAP Vendor Agreement, Energy Assistance vendors must comply with the requirements in the Commonwealth of Virginia's Vendor Manual. The state will seek correction of identified noncompliance or terminate the agreement.

In addition, the VDSS mails recipient households a notice at the end of each component that lists all vendor payments made on their behalf that season. If the client disagrees with the amount paid according to the notice, the VDSS follows up with the vendor to confirm all payments were properly credited to the client's account.

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?

EAP vendors must sign an agreement with the VDSS. The agreement specifies that the vendor will not discriminate against or adversely treat any eligible household in regard to terms and conditions of sale, credit, delivery, or service.

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

No

If so, describe the measures unregulated vendors may take.

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

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

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

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

The VDSS is responsible for monitoring expenditures for all components of the EAP. No LDSS is reimbursed for administrative expenditures above the maximum amount allowed per state and federal regulations.

DIHCD requires that subgrantees enter all weatherization client data into a database. Weatherization measures installed for each client are recorded and invoices are built and submitted through the database. The subgrantees also submit general ledgers with the invoices that are reviewed prior to processing. DIHCDs records are maintained in accordance with procedures established by the Department of Accounts and are audited by the Auditor of Public Accounts.

The VDSS monitors the DIHCD reimbursement requests for weatherization expenditures to ensure that supporting documentation is available for review and to ensure that assistance and administrative expenditures are in compliance with state and federal regulations.

Two accounting and tracking systems, one by the EAP program and one by the VDSS Finance Division, are maintained to track revenue and disbursements for all components of the program. These two accounting and tracking systems are reconciled with the State's financial accounting system.

Audit Process

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

Yes

10.3. Describe any audit findings rising to the level of material weakness or reportable condition cited in the A-133 audits, Grantee monitoring assessments, inspector general reviews, or other government agency reviews of the LIHEAP agency from the most recently audited fiscal year.

No Findings ✓

Finding	Type	Brief Summary	Resolved?	Action Taken
1				

10.4. Audits of Local Administering Agencies

What types of annual audit requirements do you have in place for local administering agencies/district offices?
Select all that apply.

- Local agencies/district offices are required to have an annual audit in compliance with Single Audit Act and OMB Circular A-133
- Local agencies/district offices are required to have an annual audit (other than A-133)
- Local agencies/district offices' A-133 or other independent audits are reviewed by Grantee as part of compliance process.
- Grantee conducts fiscal and program monitoring of local agencies/district offices

Compliance Monitoring

10.5. Describe the Grantee's strategies for monitoring compliance with the Grantee's and Federal LIHEAP policies and procedures: Select all that apply

Grantee employees:

- Internal program review
- Departmental oversight
- Secondary review of invoices and payments
- Other program review mechanisms are in place. Describe:

EAP activities will be monitored by the grantee. VDSS staff monitors cases via the online "Pending" and "Unpaid" reports. A sampling of all case types will be randomly selected by the automated system. Case reading reviews will be conducted and findings submitted to management at the state level and local level.

When necessary, LDSS will be required to develop and submit corrective action plans for errors detected.

The Virginia EAP has a strong sub-recipient monitoring plan/policy in place. Virginia is state supervised and locally administered by 120 LDSS. State staff monitors LDSS case management via various online reports. Additionally, a random sample of cases is selected and reviewed by state staff based on a predetermined schedule. Case reading reviews are scheduled/conducted based on LDSS caseload size with other factors sometimes taken into consideration (i.e. staff changes, significant requests for technical assistance, etc.). Based on size, LDSS are reviewed every year, every two years or every three years. A random sample of cases is pulled and reviewed for guidance/policy compliance, timely processing and payment accuracy (including a secondary review of invoices and payments). Findings are reported to the LDSS Director, LDSS EAP Supervisor, State EAP Manager, and Benefit Programs Division Director; if necessary, case correction is required and, when appropriate, a corrective action plan (CAP) is submitted by the LDSS.

DHCD staff completes onsite administrative and financial monitoring annually for each of their subgrantees. Although all units are inspected by the subgrantee's own Inspector at completion of the job, five percent of all completed units must be physically inspected by DHCD's inspector for compliance with State and Federal standards. DHCD staff submits copies of all completed monitoring reports to VDSS EAP staff for review. Additionally, DHCD staff completes secondary reviews of invoices and payments when their subgrantees submit invoices for payment.

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:

In addition to various sub-recipient monitoring activities, each LDSS must submit a Fraud Plan annually; a fraud plan is required for a LDSS to receive a Fraud allocation. The Fraud Plan covers multiple programs. The Fraud Plan template is attached (Attachment III).

State fraud staff conducts Fraud Program Compliance Reviews. Completed investigations are reviewed; the review focuses on the accuracy of the investigative decision.

Classroom and online training is available for both new and experienced EAP workers.

DHCD staff completes on-site evaluations; annual program reviews; monitoring through a central database; and client file testing/sampling for their subgrantees.

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

In addition to the individual case monitoring completed as part of providing technical assistance and financial and case management report monitoring, EAP consultants, conduct case reading reviews for all three EAP components.

Decisions on which LDSS to review are based on the types and the frequency of requests for technical assistance, LDSS staff issues (new or inexperienced staff) and the Division's commitment to annual case reading reviews for the largest LDSS, with case reading reviews for smaller agencies completed on either a biennial or three year rotating schedule.

Upon completion of LDSS case reading reviews, written correspondence is sent to the LDSS Director and LDSS EAP Supervisor by the Benefit Programs Division Director and State EAP Manager. Written correspondence shall include a summary of the case reading findings, a copy of the individual case reading documents, instructions on error corrections (if necessary) and information on possible trends and/or LDSS process/organizational changes that may help reduce the errors.

The number of cases reviewed per LDSS will be a minimum of 30 cases for large, 20 for medium and 15 for small. Guidance for breakdown of case types is as follows:

Total	Fuel	Crisis	Cooling
30	15	7	8
20	10	4	6
15	8	3	4

The following is a list of the reports and forms used by EAP consultants for monitoring:

- Unpaid Fuel/Crisis/Cooling Report
- Fuel/Crisis/Cooling Pending Report
- EAP Client Management Report 22R-Case Disposition by Locality
- Locality Expenditure Report
- Financial Monitoring Forms - Correction of Payment Errors (COPE), Case Payment Adjustment, Affidavit on Check Endorsement, Stop Payment Request, Check Cancellation

When a component is operational, all of the above listed reports are reviewed weekly. When deadlines approach (i.e. benefit determination, final check writing, etc.) reports will be reviewed daily with follow up to LDSS initiated as required. Reports are monitored to ensure applications are processed timely (pending

reports) and to ensure vendors are submitting bills and being paid promptly (unpaid reports). Initial correspondence to LDSS indicating a need for improvement (cases in pending or unpaid status for an excessive amount of days) is informal, email or phone call is sufficient. If there is a recurring problem with an individual LDSS, reports with cases chronically overdue for processing or payment, the EAP consultant will work with the LDSS to improve performance.

DHCD staff completes onsite administrative and financial monitoring annually for each of their subgrantees. The "Financial and Administrative Monitoring Tool" and the "Technical Monitoring Tool" are completed with each subgrantee. Although all units are inspected by the subgrantee's own inspector at completion of the job, five percent of all completed units must be physically inspected by DHCD's inspector for compliance with State and Federal standards.

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

Site Visits:

Each EAP consultant develops a monitoring schedule to be completed during the following State Fiscal Year. Decisions on which LDSS to review are based on the types and the frequency of requests for technical assistance, LDSS staff issues (new or inexperienced staff) and the Division's commitment to annual case reading reviews for the largest LDSS, with case reading reviews for smaller agencies completed on either a biennial or three year rotating schedule.

For DHCD, subgrantees visits are required annually.

No VDSS site visits are conducted at this time due to budget constraints.

For DHCD, subgrantee site visits are required annually. The visits rotate unless there are identified issues that trigger a review sooner than it would normally occur.

Desk Reviews:

See process listed in Sections 10.5 and 10.6 for VDSS.

All DHCD reviews are completed onsite.

10.8. How often is each local agency monitored ?

Each LDSS is monitored at least once every 3 years.

Each DHCD subgrantee is monitored yearly.

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

Neither VDSS nor DHCD have data to calculate this rate at this time.

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

Neither VDSS nor DHCD have data to calculate this rate at this time.

10.11. How many local agencies are currently on corrective action plans for eligibility and/or benefit determination issues? 0

10.12. How many local agencies are currently on corrective action plans for financial accounting or administrative issues? 11

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

Section 11 - Timely and Meaningful Public Participation, , 2605(b)(12) - Assurance 12, 2605(c)(2)

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

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

Tribal Council meeting(s)

Public Hearing(s)

Draft Plan posted to website and available for comment

Hard copy of plan is available for public view and comment

Comments from applicants are recorded

Request for comments on draft Plan is advertised

Stakeholder consultation meeting(s)

Comments are solicited during outreach activities

Other - Describe:

The grantee encourages public participation in the development of the state plan through: (1) input from LDSS and DHCD as well as (2) a public hearing. A broadcast was posted on SPARK, an internal website for LDSS, soliciting comments on a draft version of the LIHEAP state plan. The draft plan was emailed to DHCD staff on the same date the broadcast was posted.

Notification of the LIHEAP public hearing was published in the legal notices section of the Richmond Times Dispatch and the Washington Post newspapers. Notification of the LIHEAP public hearing was also posted on the Commonwealth Calendar of Events located on the Official Commonwealth of Virginia Government website.

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

None as no comments were received.

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

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

	Date	Event Description
1	07/25/2014	Public Hearing at the VDSS

11.4. How many parties commented on your plan at the hearing(s)? None

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

No comments were received.

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

None as no comments were received at the public hearing.

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

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

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

12.1 How many fair hearings did the grantee have in the prior Federal fiscal year? 181

12.2 How many of those fair hearings resulted in the initial decision being reversed? None

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

There were no policy and/or procedural changes for VDSS or DHCD.

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

For VDSS, an applicant for and/or recipient of Heating, Crisis, and/or Cooling Assistance has the right to appeal and receive a fair hearing if: the application or the right to make application is denied; the application is not approved or denied in a timely manner unless the delay was caused by the applicant's lack of cooperation in providing necessary and reasonable evidence; an approved case is closed and the household believes it should not have been; or for any action taken on the case/application for which s/he disagrees.

DHCD's hearings process is the same for denials and applications not acted on in a timely manner. The local weatherization administrator develops procedures that are adopted by their Board of Directors. Typically, the procedures involve an opportunity to meet with the local agency head and/or a representative group of the Board of Directors.

12.5 When and how are applicants informed of these rights?

All applicants for and recipients of Heating, Crisis and Cooling Assistance will be informed in writing, at the time of application of the right to a fair hearing, of the method by which a hearing may be obtained, and of the right to be represented by others or to represent him/herself. Additionally, LDSS will inform all clients of the right to a fair hearing if the client is dissatisfied with any action taken by the LDSS. Notification will occur via the following methods: applicants seen in person will be informed verbally and in writing via the EAP Fact Sheet and all applicants, whether seen or not, will be informed of the right to request a fair hearing in writing via the Client Notice of Action.

In addition to filing an appeal, the applicant has the right to request a conference with the LDSS to discuss the actions listed above or any action taken on his/her case/application. At this conference, the LDSS must provide the applicant with an explanation of the action taken. The applicant must also be given the opportunity to present an explanation and state why he/she disagrees with the LDSS action. At the conference, the applicant has the right to have his/her side presented by an authorized representative, such as a friend, relative, or lawyer. Requesting a conference does not prevent the applicant from requesting a fair hearing. If a hearing is requested, a VDSS Hearings Officer will conduct the hearing and make a decision on the appeal. The appellant will be notified in writing of the hearings officer's decision within 60 days of the receipt of the appeal request.

Applicants for Weatherization are informed of the right to appeal an application denial or an untimely action on an application at the time the application is taken or denied. Files of denied applicants are monitored during the field/client file monitoring.

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

An applicant for and/or recipient of Heating, Crisis and/or Cooling Assistance has the right to appeal and receive a fair hearing if the application is not approved or denied in a timely manner unless the delay was caused by the applicant's lack of cooperation in providing necessary and reasonable evidence.

The Weatherization component's hearings process is the same for denials and applications not acted on in a timely manner. The local weatherization administrator develops procedures that are adopted by their Board of Directors. Typically, the procedures involve an opportunity to meet with the local agency head and/or a representative group of the Board of Directors.

12.7 When and how are applicants informed of these rights?

All applicants for and recipients of Heating, Crisis and Cooling Assistance will be informed in writing, at the time of application of the right to a fair hearing, of the method by which a hearing may be obtained, and of the right to be represented by others or to represent him/herself. Additionally, LDSS will inform all

clients of the right to a fair hearing if the client is dissatisfied with any action taken by the LDSS. Notification will occur via the following methods: applicants seen in person will be informed verbally and in writing via the EAP Fact Sheet and all applicants, whether seen or not, will be informed of the right to request a fair hearing in writing via the Client Notice of Action.

In addition to filing an appeal, the applicant has the right to request a conference with the LDSS to discuss the actions listed above or any action taken on his/her case/application. At this conference, the LDSS must provide the applicant with an explanation of the action taken. The applicant must also be given the opportunity to present an explanation and state why he/she disagrees with the LDSS action. At the conference, the applicant has the right to have his/her side presented by an authorized representative, such as a friend, relative, or lawyer. Requesting a conference does not prevent the applicant from requesting a fair hearing. If a hearing is requested, a VDSS Hearings Officer will conduct the hearing and make a decision on the appeal. The appellant will be notified in writing of the hearings officer's decision within 60 days of the receipt of the appeal request.

Applicants for Weatherization are informed of the right to appeal an application denial or an untimely action on an application at the time the application is taken or denied. Files of denied applicants are monitored during the field/client file monitoring.

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

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

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

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

The VDSS currently does not charge expenditures to Assurance 16.

Note: The VDSS does include energy savings and conservation tips in the mass mailing of pre-printed applications sent to over 150,000 households prior to the start of the heating application period. The VDSS is evaluating additional educational and outreach activities to encourage households to reduce their home energy needs.

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

The grantee has established a separate cost code to monitor Assurance 16 expenditures.

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

We cannot measure this as we do not currently charge expenditures to Assurance 16.

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

We cannot measure this as we do not currently charge expenditures to Assurance 16.

13.5 How many households applied for these services? We cannot measure this as we do not currently charge expenditures to Assurance 16.

13.6 How many households received these services? We cannot measure this as we do not currently charge expenditures to Assurance 16.

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

Section 14 - Leveraging Incentive Program ,2607A

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Section 14:Leveraging Incentive Program, 2607(A)

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

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

Third parties are instructed to complete the "LIHEAP Leveraging Report Resource/Benefit Description Pages" for the specified base period based on instructions provided by HHS. Records are retained for a minimum of three years.

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

Resource	What is the type of resource or benefit ?	What is the source(s) of the resource ?	How will the resource be integrated and coordinated with LIHEAP?
1	This program provides payments for heating and cooling assistance to eligible low-income households in addition to LIHEAP benefits.	Dominion Virginia Power Company's EnergyShare Program	EAP provides technical assistance for planning/implementing the EnergyShare Program and works side-by-side with the company in the formulation of policies, procedures, etc. Intake is provided at LDSS and community agencies. Households must meet the state grantee LIHEAP income requirements and are assisted only after their LIHEAP benefits have been exhausted or if they were ineligible for LIHEAP. Funding is provided through customer and company contributions. The utility company receives and disburses funds. All payments go directly to the household's energy vendor. Administrative expenses are borne by the utility company.
2	This program provides payments for heating and cooling assistance to eligible low-income households in addition to LIHEAP benefits.	American Electric Power (AEP) 's Neighbor-To-Neighbor Program	Applicants must be current AEP customers in possession of a cutoff notice, income eligible for LIHEAP, and, if approved for LIHEAP, have exhausted LIHEAP benefits. The VDSS works with AEP on development of program policies and promotion. Funds come from customer and company contributions. The utility company deposits contributions and disburses supplemental assistance to eligible LIHEAP households.
3	This program provides utility security deposits to eligible low-income households.	Security Deposit Option Program (SDOP)	A joint project developed by the VDSS and Dominion Virginia Power, the Security Deposit Option Program allows individuals found eligible for payment of a security deposit through the Crisis and Cooling Assistance components to have the payment of the deposit waived by the utility company. The utility will consider the deposit paid although no dollars have been received. Over the years, additional companies have elected to participate in the SDOP.
4	This program provides Weatherization assistance to eligible low-income households in addition to LIHEAP benefits.	Joint Venture with the Virginia Department of Housing and Community Development	DHCD oversees the Weatherization Assistance Program and weatherization agencies in Virginia. The Weatherization agencies are the sole source vendor for the LIHEAP Weatherization component. The cost of services may be supplemented by other funds received by DHCD; the source of supplemental funds may be state funds allocated to DHCD. Intake is provided by local weatherization agencies. The VDSS and DHCD collaborate across programs to maximize available funding for eligible households. The VDSS makes referrals to the DHCD. The VDSS provides a referral list of EAP recipients to the DHCD at the completion of each of the three EAP components.
5	This program provides assistance with heating and equipment costs to eligible low-income households in addition to LIHEAP benefits.	Home Energy Assistance Fund - Home Energy Assistance Program (HEAP)	In 2002, the Virginia General Assembly established a special non-converting fund to support the efforts of public agencies, private utility service providers, and charitable and community groups seeking to assist low-income Virginians in meeting their residential energy needs. The fund consists of donations, contributions and moneys appropriated by the General Assembly. Interest earned on the money shall remain and be credited to the fund. Contributions remaining in the fund at the end of each fiscal year will be carried over into the next year. The funds will be disbursed through the operations of the HEAP. The VDSS has been designated as the lead agency in coordinating and administering all energy assistance efforts among state agencies and non- state organizations electing to participate in HEAP. In January 2004, the Virginia state income tax form provided a check-off option for contributions to HEAP. The VDSS will continue to promote the income tax check-off box on behalf of the fund.
6	This program would provide payments for heating and cooling assistance to eligible low-income households in addition to LIHEAP benefits.	State General Funds	The VDSS has occasionally received state general funds to supplement the LIHEAP funded EAP. Periodic receipt of state general funds may continue.

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

Section 15 - Training

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

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

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

Section 15: Training

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

a. Grantee Staff:

Formal training on grantee policies and procedures

How often?

Annually

Biannually

As needed

Other - Describe:

Employees are provided with policy manual

Other-Describe:

New EAP consultants work closely with seasoned staff to collaborate on technical assistance for LDSS and the completion of monitoring reviews for the first few months of employment. After that, peer reviews continue to be completed for monitoring reviews. DHCD staff conducts formal training with grantee staff on grantee policies and procedures biannually and as needed. Employees are provided with a policy manual.

b. Local Agencies:

Formal training conference

How often?

Annually

Biannually

As needed

Other - Describe:

On-site training

How often?

Annually

Biannually

As needed

Other - Describe:

Employees are provided with policy manual

Other - Describe

LDSS staff has two EAP training options available: classroom training sessions are available for new workers and various online training modules are available for experienced workers as a refresher. Classroom training is available statewide at the start of each EAP component. The online modules are available year round. LDSS staff training is optional. Additionally, each LDSS is assigned a program consultant who monitors the LDSS as a sub-recipient and also provides technical assistance, policy interpretation, and targeted training as needed. DHCD staff conducts formal training conferences with subgrantees biannually and as needed. DHCD conducts Peer Exchange meetings semiannually with the subgrantees. Onsite training is conducted as needed for subgrantee field staff by Energy Solutions (an IREC accredited Weatherization Training Center). Energy Solutions also provides online training and conducts classes at their training facility in Christiansburg, Virginia.

c. Vendors

Formal training conference

How often?

Annually

Biannually

As needed
Other - Describe:
<input checked="" type="checkbox"/> Policies communicated through vendor agreements
Policies are outlined in a vendor manual
<input checked="" type="checkbox"/> Other - Describe: In addition to signing an agreement with the VDSS that lists all vendor responsibilities, depending on EAP services provided, each EAP vendor must complete two or more online training courses: Fraud Energy Assistance Vendors (all vendors must complete); Fuel Assistance Vendor Responsibilities (all Fuel vendors must complete), Crisis Assistance Vendor Responsibilities (all Crisis vendors must complete); and Cooling Assistance Vendor Responsibilities (all Cooling vendors must complete).
15.2 Does your training program address fraud reporting and prevention? Yes
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 16 - Performance Goals and Measures, 2605(b)

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

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

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

Section 16: Performance Goals and Measures, 2605(b) - Required for States Only

16.1 Describe your progress toward meeting the data collection and reporting requirements of the four required LIHEAP performance measures. Include timeframes and plans for meeting these requirements and what you believe will be accomplished in the coming federal fiscal year.

Virginia is in the process of completing a project to combine all eligibility systems into one system. During this project, we are not able to make changes to our legacy systems. However, we should be able to address the performance measures in our eligibility system after Summer, 2016, when we move to the new system.

We are currently revising our vendor agreements, applications, and guidance manual to address the data collection and performance measures. We will be working with our vendors to clarify the data collection that will be required as well as address any issues with the exchange of the 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

Section 17 - Program Integrity, 2605(b)(10)

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

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

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

Section 17: Program Integrity, 2605(b)(10)

17.1 Fraud Reporting Mechanisms

a. Describe all mechanisms available to the public for reporting cases of suspected waste, fraud, and abuse. Select all that apply.

- Online Fraud Reporting
- Dedicated Fraud Reporting Hotline
- Report directly to local agency/district office or Grantee office
- Report to State Inspector General or Attorney General
- Forms and procedures in place for local agencies/district offices and vendors to report fraud, waste, and abuse

Other - Describe:

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

- Printed outreach materials
- Addressed on LIHEAP application
- Website
- Other - Describe:

The VDSS has a customer service toll-free number/hotline that in addition to general customer service inquiries can be used to report suspected fraud, abuse and waste. The number is included on the VDSS public website.

Information on how to report fraud, abuse, and/or waste is included on pre-printed applications and EAP factsheets. Additionally, there is information on both the public and internal DSS EAP websites as well as the EAP information sheet regarding the reporting of fraud, abuse, and/or waste.

A state employee fraud, waste and abuse hotline is also available for anonymous reporting using one of the following: a toll free number 1-800-723-1615; a fax number of (804) 371-0165; an email to CVVHotline@osip.virginia.gov; or by mail at State FWA Hotline, 101 N. 14th Street, The James Monroe Building 7th Floor, Richmond, VA, 23219.

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	<input checked="" type="checkbox"/> 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

b. Describe any exceptions to the above policies.

The VDSS requires the Social Security Number (SSN) of all household members for all three EAP components (Heating, Crisis, and Cooling) with the following exceptions: children who are under age 18; individuals who receive Social Security benefits or public assistance; and individuals who hold a "qualified" alien status.

17.3 Identification Verification

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

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 grantees only)

Match SSN/Tribal ID number with tribal database or enrollment records (for tribal grantees only)

Other - Describe:

The VDSS only requires that the SSN be provided - verification of the number is not required.

17.4. Citizenship/Legal Residency Verification

What are your procedures for ensuring that household members are U.S. citizens or aliens who are qualified to receive LIHEAP benefits? Select all that apply.

Clients sign an attestation of citizenship or legal residency

Client's submission of Social Security cards is accepted as proof of legal residency

Noncitizens must provide documentation of immigration status

Citizens must provide a copy of their birth certificate, naturalization papers, or passport

Noncitizens are verified through the SAVE system

Tribal members are verified through Tribal enrollment records/Tribal ID card

Other - Describe:

17.5. 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:

Public Assistance records (SNAP, TANF, and Medicaid) which may include income verified through various third party sources including the Work Number (third party employment information provided by TALX Corporation).

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:

EAP staff can use the Systems Partnering In a Demographic Repository (SPIDeR) to verify income from employment, unemployment, Social Security, and child support. SPIDeR is a web-based system which benefits users by effectively facilitating communication between applications (systems). The following systems are currently partnered with SPIDeR and can be viewed by EAP staff: ADAPT (Application Benefit Delivery Automation Project) which houses SNAP and TANF case information; APECS (Automated Program for the Enforcement of Child Support); SDX (State Data Exchange); VEC (Virginia Employment Commission); and the Work Number (3rd Party Employment Information provided by TALX Corporation).

17.6. Protection of Privacy and Confidentiality

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

Policy in place prohibiting release of information without written consent

Grantee LIHEAP database includes privacy/confidentiality safeguards

Employee training on confidentiality for:

Grantee employees

Local agencies/district offices

Employees must sign confidentiality agreement

Grantee employees

Local agencies/district offices

Physical files are stored in a secure location

Other - Describe:

VDSS state and local staff must complete an annual online security training which includes guidance/policy on the protection and security of personal data/information.

VDSS security protocol limits system access only to individuals who require access to perform their jobs. This includes all systems: eligibility, verification and financial.

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/Tribal.

All vendors must supply a valid SSN or TIN/W-9 form

Vendors are verified through energy bills provided by the household

Grantee and/or local agencies/district offices perform physical monitoring of vendors

Other - Describe and note any exceptions to policies above:

Prior to becoming an approved vendor, all businesses are required to provide Virginia Taxation and IRS documents to the VDSS.

Additionally, all vendors who provide certain repair/replacement for heating/cooling equipment must provide proof of current licensure to provide these services.

17.8. Benefits Policy - Gas and Electric Utilities

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

Applicants required to submit proof of physical residency

Applicants must submit current utility bill

Data exchange with utilities that verifies:

Account ownership

Consumption

<input checked="" type="checkbox"/> Balances
Payment history
Account is properly credited with benefit
Other - Describe:
<input checked="" type="checkbox"/> Centralized computer system/database tracks payments to all utilities
<input checked="" type="checkbox"/> Centralized computer system automatically generates benefit level
Separation of duties between intake and payment approval
Payments coordinated among other energy assistance programs to avoid duplication of payments
<input checked="" type="checkbox"/> 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
<input checked="" type="checkbox"/> Direct payment to households are made in limited cases only
<input checked="" type="checkbox"/> Procedures are in place to require prompt refunds from utilities in cases of account closure
<input checked="" type="checkbox"/> Vendor agreements specify requirements selected above, and provide enforcement mechanism
Other - Describe:
17.9. Benefits Policy - Bulk Fuel Vendors
What procedures are in place for averting fraud and improper payments when dealing with bulk fuel suppliers of heating oil, propane, wood, and other bulk fuel vendors? Select all that apply.
<input checked="" type="checkbox"/> Vendors are checked against an approved vendors list
<input checked="" type="checkbox"/> Centralized computer system/database is used to track payments to all vendors
<input checked="" type="checkbox"/> Clients are relied on for reports of non-delivery or partial delivery
Two-party checks are issued naming client and vendor
<input checked="" type="checkbox"/> Direct payment to households are made in limited cases only
Vendors are only paid once they provide a delivery receipt signed by the client
Conduct monitoring of bulk fuel vendors
Bulk fuel vendors are required to submit reports to the Grantee
<input checked="" type="checkbox"/> Vendor agreements specify requirements selected above, and provide enforcement mechanism
Other - Describe:
17.10. Investigations and Prosecutions
Describe the Grantee's procedures for investigating and prosecuting reports of fraud, and any sanctions placed on clients/staff/vendors found to have committed fraud. Select all that apply.
Refer to state Inspector General
<input checked="" type="checkbox"/> Refer to local prosecutor or state Attorney General
Refer to US DHHS Inspector General (including referral to OIG hotline)
<input checked="" type="checkbox"/> Local agencies/district offices or Grantee conduct investigation of fraud complaints from public
<input checked="" type="checkbox"/> Grantee attempts collection of improper payments. If so, describe the recoupment process
The LDSS must recover overpayments from the client or vendor when the improper payment is the result of an error on the part of the client or vendor. The LDSS will make arrangements for voluntary repayment of the amount of the overpayment. If this fails, the LDSS will initiate action in accordance with the Code of Virginia, to collect the amount as a debt, unless the administrative cost of such action would exceed the amount of the overpayment.
The LDSS will not correct underpayments to the household based on client error. In cases of vendor or client fraud, the LDSS will follow the recovery procedures prescribed by the court.
<input checked="" type="checkbox"/> Clients found to have committed fraud are banned from LIHEAP assistance. For how long is a household banned? For the remainder of the program year.
Contracts with local agencies require that employees found to have committed fraud are reprimanded and/or terminated
<input checked="" type="checkbox"/> 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

Section 19: Certification Regarding Drug-Free Workplace Requirements

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

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

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the

Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

***Conviction* means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;**

***Criminal drug statute* means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;**

***Employee* means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).**

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate

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

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

Virginia Department of Social Services
 * Address Line 1

801 East Main Street
 Address Line 2

Address Line 3

Richmond
 * City

Virginia
 * State

23219
 * Zip Code

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

Alternate II. (Grantees Who Are Individuals)

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

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

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

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

Section 20: Certification Regarding Lobbying

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

Assurances

Assurances

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

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

(B) intervene in energy crisis situations;

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

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

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

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

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

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

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

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

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

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

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

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

(3) conduct outreach activities designed to assure that eligible households, especially households with elderly individuals or disabled individuals, or both, and households with high home energy burdens, are made aware of the assistance available under this title, and any similar energy-related assistance available under subtitle B of title VI (relating to community services block grant program) or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;(4) coordinate its activities under this title with similar and related programs administered by the Federal Government and such State, particularly low-income energy-related programs under subtitle B of title VI (relating to community services block grant program), under the supplemental security income program, under part A of title IV of the Social Security Act, under title XX of the Social Security Act, under the low-income weatherization assistance program under title IV of the Energy Conservation and Production Act, or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;(5) provide, in a timely manner, that the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size, except that the State may not differentiate in implementing this section between the households described in clauses 2(A) and 2(B) of this subsection;

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

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

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

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

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

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

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

(D) ensure that the provision of vendor payments remains at the option of the State in consultation with local grantees and may be contingent on unregulated vendors taking appropriate measures to alleviate the energy burdens of eligible households, including providing for agreements between suppliers and individuals eligible for benefits under this Act that seek to reduce home energy costs, minimize the risks of home energy crisis, and encourage regular payments by individuals receiving financial assistance for home energy costs;

(8) provide assurances that,

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

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

(9) provide that--

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

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

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

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

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

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

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

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

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

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

Plan Attachments

PLAN ATTACHMENTS

The following documents must be attached to this application

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

Attachment I

CLIMATE ZONES

Western Piedmont

Albemarle	003	Patrick	141
Amherst	009	Pittsylvania	143
Appomattox	011		
Bedford	019		
Campbell	031		
Charlotte	037	Bedford City	515
Franklin	067	Charlottesville	540
Halifax	083	Danville	590
Henry	089	Lynchburg	680
Nelson	125	Martinsville	690

Northern

Arlington	013	Shenandoah	171
Clarke	043	Warren	187
Culpeper	047		
Fairfax	059		
Fauquier	061		
Frederick	069	Alexandria	510
Greene	079	Manassas	683
Loudoun	107	Manassas Park	685
Madison	113	Winchester	850
Orange	137		
Page	139		
Prince William	153		
Rappahannock	157		

Central Mountain

Alleghany	005	Clifton Forge	560
Augusta	015	Covington	580
Bath	017	Harrisonburg	660
Botetourt	023	Roanoke City	770
Craig	045	Staunton	790
Highland	091	Waynesboro	820
Roanoke County	161		
Rockbridge	163		
Rockingham	165		

CLIMATE ZONES

Eastern Piedmont

Amelia	007	Colonial Heights	570
Brunswick	025	Fredericksburg	630
Buckingham	029	Petersburg	730
Caroline	033	Richmond City	760
Chesterfield	041		
Cumberland	049		
Dinwiddie	053		
Fluvanna	065		
Goochland	075		
Hanover	085		
Henrico	087		
Louisa	109		
Lunenburg	111		
Mecklenburg	117		
Nottoway	135		
Powhatan	145		
Prince Edward	147		
Spotsylvania	177		

Southwestern Mountain

Bland	021	Bristol City	520
Buchanan	027	Galax	640
Carroll	035	Norton	720
Dickenson	051		
Floyd	063		
Giles	071		
Grayson	077		
Lee	105		
Montgomery	121		
Pulaski	155		
Russell	067		
Scott	169		
Smyth	185		
Washington	191		
Wise	195		
Wythe	197		

CLIMATE ZONES

Tidewater

Accomack	001	Chesapeake	550
Charles City	036	Franklin City	620
Essex	057	Hampton	650
Gloucester	073	Hopewell	670
Greensville/Emporia	081	Newport News	700
Isle of Wight	093	Norfolk	710
James City	095	Portsmouth	740
King George	099	Suffolk	800
King and Queen	097	Virginia Beach	810
King William	101	Williamsburg	830
Lancaster	103		
Mathews	115		
Middlesex	119		
New Kent	127		
Northampton	131		
Northumberland	133		
Prince George	149		
Richmond County	159		
Southampton	175		
Stafford	179		
Surry	181		
Sussex	183		
Westmoreland	193		

BENEFIT DETERMINATION/POINT VALUES DETERMINATION

The values below remain constant from year to year.

HOUSEHOLD SIZE

<u>No. of Persons</u>	<u>Points</u>
6 or more	15
3 to 5	12
1 to 2	9

HOUSEHOLD INCOME

<u>Income as % of Max Level</u>	<u>Points</u>
0 to 19	25
20 to 29	20
30 to 39	18
40 to 49	15
50 to 59	13
60 to 69	10
70 to 79	8
80 to 89	5
90 to 94	3
95 to 100	1

Income levels based on 130% of the Poverty Income Guidelines are determined. The computer calculates the percentage of the maximum income level for the household's income to determine the point assignment.

CLIMATE ZONES

<u>Zone</u>	<u>Points</u>
Central Mountain	20
Southwestern Mountain	18
Northern	16
Western Piedmont	13
Eastern Piedmont	12
Tidewater	8

VULNERABILITY

<u>Condition</u>	<u>Points</u>
Elderly	20
Disabled	15
Child under 6	12

Points are not cumulative, but are assigned by the system for the one condition present in the household with the highest point value.

LIVING ARRANGEMENTS

Living arrangement codes A, C, E, G, and P have a point value of 20.

PRIMARY FUEL

The point value for primary fuel changes on a yearly basis. An annual survey of vendors is conducted to determine the current price per fuel type. Consumption data is obtained from a Cost and Consumption study conducted by Virginia Tech. Costs are then calculated and ranked in order. The highest cost fuel type is assigned 20 points. All other fuel types are assigned points based on the cost of the fuel type as a percentage of all fuel costs.

ENERGY BURDEN

The average fuel cost obtained from the annual survey will be divided by the income of the household to determine the household's energy burden. The point assignment based on percentage of energy burden, is as follows:

<u>Percentage</u>	<u>Points</u>
0 - 19	0
20 - 29	5
30 - 39	8
40 - 49	10
50 - 69	13
70 - 79	18
80 - 89	20
90 - 94	24
95 - 100	25

Attachment II

VIRGINIA ENERGY ASSISTANCE PROGRAM VENDOR AGREEMENT

This agreement is subject to the provisions of the Commonwealth of Virginia's General Terms and Conditions and the Vendor's Manual and any revisions thereto, which are hereby incorporated into this agreement in their entirety. A copy of the manual is available for review on the Internet at www.dqs.state.va.us.

In consideration for timely payments and authorizations that will be provided by the Virginia Department of Social Services (VDSS), for households found eligible for assistance through the Virginia Energy Assistance Program, the vendor agrees to these terms and conditions.

Program Description

The Energy Assistance Program assists low-income households in meeting their immediate home energy needs. To be eligible, households must have a heating or cooling expense and gross monthly income may not exceed 130 percent of the federal poverty level. Applications for fuel, crisis, and cooling assistance are accepted at the local departments of social services. The Energy Assistance Program contracts for three components, Fuel Assistance, Crisis Assistance, and Cooling Assistance.

The Fuel Assistance component provides assistance to eligible customers for primary home heat. The primary home heat may be a deliverable fuel (oil, kerosene, or propane), electricity, natural gas, wood, or coal.

The Crisis Assistance component provides assistance to eligible customers for heating emergencies. Assistance includes a one-time only heat security deposit, purchase of one portable heater for temporary use, purchase of home heating fuel, payment of heat utility bill, payment for emergency shelter, and/or repair/purchase of heating equipment.

The Cooling Assistance component provides assistance to eligible customers for the purchase or repair of cooling equipment and/or payment for electricity to operate cooling equipment. Assistance includes self pick-up of one portable fan, purchase and installation of one room size window air conditioner, repair of one central air conditioning unit or heat pump, a once-per-lifetime payment of an electric security deposit, purchase and installation of one ceiling, attic, or whole house fan, repair of ceiling, attic, or whole house fan, payment of electric bill to operate cooling equipment, and self pick-up and self-installation of one room size window air conditioner.

DSS Responsibilities

1. Determine customer eligibility.
2. Provide authorization for deliveries and services.
3. Make payments to vendors within 20 days after receipt of billing.

Vendor Responsibilities

1. Will not discriminate against or adversely treat any eligible household in regard to terms and conditions of sale, credit, delivery, or service.
2. Will comply with all billing instructions and guidelines provided by VDSS for each component.

3. Will bill for deliveries made or service rendered up to amount displayed on the customer credit authorization. Any additional costs will be charged to the customer household as agreed upon by vendor and household.
4. Will provide Crisis Assistance deliveries/services within 48 hours of receipt of authorization, or within 18 hours of receipt of authorization if life-threatening.
5. Will provide Fuel Assistance deliveries in accordance with vendor's delivery schedule but not more than 7 days after receipt of authorization.
6. Will provide Cooling Assistance installations within 7 days of receipt of authorization.
7. Will install heating and cooling equipment in accordance with manufacturer's guidelines or industry standards, and secure building or mechanical permit when required.
8. Will sell and install only UL approved or UL approved and AGA certified equipment.
9. Will not install unvented heating equipment.
10. Will provide a minimum warranty for all installations and repairs: 30 days for labor, 1 year for parts, and 2 years for burner, heat exchanger/combustion system, firebox, and/or air conditioner compressor/sealed system.
11. To the extent permitted by law, agrees to indemnify, defend, and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, equipment or services of any kind or nature furnished by the Vendor, provided that such liability is not attributed to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the Vendor on the materials, goods, or equipment delivered.
12. Is regarded as an independent contractor and not as an agent or employee of the Commonwealth of Virginia or the Purchasing Agent. The vendor is responsible for all its own insurance and federal, state, local, and social security taxes.
13. Will not charge State sales tax for fuel or services. State Sales and Use of Tax Certificate of Exemption, Form ST-12, will be issued upon request.
14. Will maintain adequate records to assure billing is in accordance with the Energy Assistance billing instructions, and will retain all Energy Assistance records for three years. If audit questions are raised, records will be kept until questions are resolved.
15. Will provide VDSS a copy of the Employer Identification Number document or Social Security card which was issued to the vendor and which displays the number used by the Internal Revenue Service as the vendor's tax identification number.
16. Will allow VDSS representatives access to all books and records relating to Energy Assistance households for the purpose of compliance verification with this agreement.
17. Will provide, at no cost to VDSS or the household, annual consumption and cost data for eligible households if requested by or on behalf of VDSS.
18. Will credit payments redirected to the Internal Revenue Service to the customer(s) account(s).
19. Will refund, by check or money order, to VDSS any overpayments or payments that are received in error.
20. Will maintain a drug-free workplace for its employees and will include provisions for same in every subcontract or purchase over \$10,000 during the performance of this agreement.

Dates of Service

This agreement begins upon return receipt and remains in effect until terminated by either vendor or VDSS. Termination notice must be in writing and termination becomes effective ten days from date of notice.

RETURN THIS PAGE TO: DSS – Energy Assistance Program
P. O. Box 630
Richmond VA 23218-0630

Fuel/Crisis/Cooling Supplier/Vendor Agreement
Virginia Energy Assistance Program
FAX (804)726-7358

Vendor Trade Name	Vendor Legal Name (as used on Business Federal Tax Return)		
Type of Entity <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Government Entity	Taxpayer Identification Number (as used on Federal Tax Return) <input type="checkbox"/> Social Security Number (SSN) <input type="checkbox"/> Federal Employer ID Number (FEIN) <input type="checkbox"/> Taxpayer Individual Number (TIN) Taxpayer Identification		
Primary Contact Name	Primary Telephone ()	Fax ()	E-mail
Primary Mailing Address (Street or PO Box)	City	State	Zip
Payment/Check Contact Name, if different from above	Payment/Check Telephone, if different from above ()		
Payment/Check Address (Street or PO), if different	City	State	Zip

Services Provided (Check all your company will do)

FUEL ASSISTANCE

- Propane Dyed Kero Electricity
 Fuel Oil Clear Kero Natural Gas

CRISIS ASSISTANCE

- Emergency Fuel Delivery
 Emergency Lodging
 Security Deposit Option

Sale of Portable Space Heater

- Sale and Installation of Heating/Supplemental Equipment
 Repair of Heating Equipment
 Security Deposit

COOLING ASSISTANCE

- Sale/Installation of Window AC
 Repair of Window AC
 Sale of Window AC/No Installation

- Sale/Installation of Fan
 Repair of Installed Fan
 Sale of Fan/No Installation

- Security Deposit
 Electric Utility
 Security Deposit Option

- Repair of Central AC or Heat Pump

Areas Served (Please circle all that your company will serve).
Counties of:

- | | | | |
|------------------|--------------------|---------------------|----------------------|
| 001 Accomack | 075 Goochland | 149 Prince George | 560 Clifton Forge |
| 003 Albemarle | 077 Grayson | 153 Prince William | 570 Colonial Heights |
| 005 Allegheny | 079 Greene | 155 Pulaski | 580 Covington |
| 007 Amelia | 081 Greensville | 157 Rappahannock | 590 Danville |
| 009 Amherst | 083 Halifax | 159 Richmond Co. | 595 Emporia |
| 011 Appomattox | 085 Hanover | 161 Roanoke Co. | 600 Fairfax |
| 013 Arlington | 087 Henrico | 163 Rockbridge | 610 Falls Church |
| 015 Augusta | 089 Henry | 165 Rockingham | 620 Franklin |
| 017 Bath | 091 Highland | 167 Russell | 630 Fredericksburg |
| 019 Bedford Co. | 093 Isle of Wight | 169 Scott | 640 Galax |
| 021 Bland | 095 James City Co. | 171 Shenandoah | 650 Hampton |
| 023 Botetourt | 097 King and Queen | 173 Smyth | 660 Harrisonburg |
| 025 Brunswick | 099 King George | 175 Southampton | 670 Hopewell |
| 027 Buchanan | 101 King William | 177 Spotsylvania | 678 Lexington |
| 029 Buckingham | 103 Lancaster | 179 Stafford | 680 Lynchburg |
| 031 Campbell | 105 Lee | 181 Surry | 683 Manassas |
| 033 Caroline | 107 Loudoun | 183 Sussex | 685 Manassas Park |
| 035 Carroll | 109 Louisa | 185 Tazewell | 690 Martinsville |
| 036 Charles City | 111 Lunenburg | 187 Warren | 700 Newport News |
| 037 Charlotte | 113 Madison | 191 Washington | 710 Norfolk |
| 041 Chesterfield | 115 Mathews | 193 Westmoreland | 720 Norton |
| 043 Clarke | 117 Mecklenburg | 195 Wise | 730 Petersburg |
| 045 Craig | 119 Middlesex | 197 Wythe | 735 Poquoson |
| 047 Culpeper | 121 Montgomery | 199 York | 740 Portsmouth |
| 049 Cumberland | 125 Nelson | | 750 Radford |
| 051 Dickenson | 127 New Kent | Cities of: | 760 Richmond |
| 053 Dinwiddie | 131 Northampton | 510 Alexandria | 770 Roanoke |
| 057 Essex | 133 Northumberland | 515 Bedford | 775 Salem |
| 059 Fairfax | 135 Nottoway | 520 Bristol | 790 Staunton |
| 061 Fauquier | 137 Orange | 530 Buena Vista | 800 Suffolk |
| 063 Floyd | 139 Page | 540 Charlottesville | 810 Virginia Beach |
| 065 Fluvanna | 141 Patrick | 550 Chesapeake | 820 Waynesboro |
| 067 Franklin Co. | 143 Pittsylvania | | 830 Williamsburg |
| 069 Frederick | 145 Powhatan | | 840 Winchester |
| 071 Giles | 147 Price Edward | | |
| 073 Gloucester | | | |

Fuel/Crisis/Cooling Supplier/Authorized Vendor Signature

Date

Attachment III

**FRAUD REDUCTION and ELIMINATION EFFORT (*FREE*) PROGRAM PLAN
LOCAL FISCAL YEAR 2015
(June 2014 – May 2015)**

_____ Department of Social Services

Prepared by:

Submitted by:

Name

Director

Title

Date

**TO PARTICIPATE IN THE REIMBURSEMENT COMPONENT OF THE *FREE*
PROGRAM, THIS DOCUMENT MUST BE COMPLETED.**

ATTACHMENT - STAFFING AND BUDGET INFORMATION

ALL QUESTIONS MUST BE ANSWERED

A. Please provide the following information concerning your agency's FREE Program.

1. Describe your agency's fraud prevention, identification and referral program. Include a detailed description of front-end fraud prevention efforts, including types of questionable case information; traditional investigations; how referrals are made, including how the agency ensures referrals are generated; and disposition of referrals.

2. To whom in the organization does the Fraud Investigator report? Please include name, title, telephone number and email address.

a. Are the results of the investigation reviewed by a supervisor or the director prior to referring the case for prosecution? Y ___ N ___

Administrative Disqualification Hearing? Y ___ N ___

b. How often is statistical information in the Fraud Database Tracking System (FDTS) reviewed by a supervisor?

3. If your agency has entered into an agreement for either contracting out your FREE Program, or sharing a FREE position with other local

departments of social services, please describe the arrangement in full and attach a copy of the agreement/contract to this document. If the FREE position is shared, describe the methods used for referral, physical handling of cases, physical location of the investigator(s), etc.

4. Describe your agency's claim/overpayment establishment and collections process, specifying which position in your agency is responsible for each function.

- B. Your agency must have a verbal or written agreement with the Commonwealth's Attorney. Describe your agreement in full, including the limitations/conditions your Commonwealth's Attorney has placed on cases which will or will not be accepted for prosecution (such as, but not limited to confession required, witness availability, prior criminal record). If there is a written agreement, please attach a copy to this plan.

1. Monetary Threshold? Y___ N___ Amount \$___
2. Trafficking investigations accepted? Y___ N___
3. Written report required? Y___ N___
4. Interview suspect prior to referral? Y___ N___
5. Read Miranda? Y___ N___
6. Initiate collection prior to referral? Y___ N___
7. Timeframe to recall investigation _____ month(s)

C. Does your agency have performance standards? If so, what are they? What happens if performance standards are not met?

D. What training does your agency need? Please be specific.

E. Statement of Assurance

The local agency agrees to the following:

1. Forward all suspected fraud allegations to the fraud investigator/unit or staff member designated as fraud investigator.
2. Investigate fraud allegations in all program areas, except Medicaid that is not associated with a money payment case.
3. Maintain a front-end investigative effort that includes all program applications in which there is questionable information.
4. Refer cases for prosecution based on the agency's agreement with the Commonwealth's Attorney.

5. Refer cases for Administrative Disqualification Hearings (ADH) as required.
6. Access the electronic Disqualified Recipient Subsystem (eDRS) and report disqualifications to eDRS in accordance with SNAP policy.

Name of primary eDRS contact: _____

Name of backup eDRS contact: _____

7. Participate in and investigate allegations resulting from computer match programs, including Public Assistance Reporting Information System (PARIS).
8. Submit delinquent debts to the Set-Off Debt Collection Program (state income tax refunds). Review all Treasury Offset Program (TOP) reports and certify accuracy to the VDSS.

Name of person who submits debts to State Tax: _____

Name of person who reviews TOP debts for certification: _____

9. Report fraud activity to the Fraud Database Tracking System by the 5th calendar day of each month.
10. Notify Fraud Management (FM) of any changes in FREE Program operation and/or staffing as soon as possible.
11. Use the term "Fraud Investigator" as the job title of staff dedicated to the FREE Program. Validate and update LETS (Local Employee Tracking System) data as required.
12. Post all collections to appropriate systems, including ADAPT, VaCMS, and LASER within time frames established by the specific program policy.
13. Pro-rate cash collections on claims involving multiple categories of assistance, as appropriate.
14. Refer, in a timely manner, allegations of Medicaid fraud on cases not associated with a money payment case to the Department of Medical Assistance Services (DMAS) for investigation.

15. Notify the DMAS of non-entitled use of Medicaid services.
 16. Make available investigative and claims material to the VDSS upon request.
 17. Participate in USDA and Virginia State Police initiatives, such as EBT trafficking investigations and Operation Talon.
-

Attachment: LFY 2015 FREE Program Staffing

 Name of Agency

<u>Name</u>	<u>Title</u>	<u>Total Hours Work Per Week</u>	<u>Hours Work per Week In FREE Program</u>	<u>Hours Work per Week In Other Programs - List Program</u>	<u>Telephone Number</u>	<u>E-mail Address</u>

Proposed FREE Program Budget (This information is not required but beneficial to Fraud Management):

Salary/Fringe Benefits: _____
 Training/Conferences:
 (Lodging/Travel/Meals) _____
 TOTAL _____

Do not include supervisory, claims, or clerical staff. Enter the TOTAL hours worked per week and the number of hours worked per week in fraud and other programs, specifying the program. Enter ONLY the portion of the individual's salary related to fraud investigations. For example, if the individual's total salary is \$30,000 and that person works 50% of the time in fraud, enter \$15,000.

Delegation Letters



COMMONWEALTH of VIRGINIA

Office of the Governor

Terence R. McAuliffe
Governor

May 30, 2014

Ms. Lauren Christopher, Director
Division of Energy Assistance
Office of Community Services/ACF/HHS
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

Dear Ms. Christopher:

As the Governor of the Commonwealth of Virginia, I designate the Secretary of Health and Human Resources as the individual responsible for certification of assurances related to the Low Income Home Energy Assistance Program (LIHEAP) grant request made by the Virginia Department of Social Services.

The Secretary of Health and Human Resources will also be responsible for delegating certification of assurances and responsibility for the administration of the grant, as permitted by federal law.

Questions regarding the certification or administration of the grant should be directed to the Secretary of Health and Human Resources at the following address:

Patrick Henry Building
1111 East Broad Street
Richmond, Virginia 23219

I reserve the right to amend or withdraw this designation at any time.

Sincerely,

A handwritten signature in black ink, appearing to read "Terence R. McAuliffe", written over a large, stylized flourish.

Terence R. McAuliffe



COMMONWEALTH of VIRGINIA
Office of the Governor

William A. Hazel, Jr., MD
Secretary of Health and Human Resources

July 3, 2013

Ms. Lauren Christopher, Energy Program Operations Branch Chief
Division of Energy Assistance
Office of Community Services/ACF/HHS
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

Dear Ms. Christopher:

As the Secretary of Health and Human Resources, I am delegating authority to sign assurances and to administer the Low Income Home Energy Assistance Program (LIHEAP) grant to the Commissioner of the Virginia Department of Social Services.

The Commissioner may delegate responsibility for certification of assurances and administration of the grant, as permitted by federal law.

Questions regarding the assurances or the administration of the grant may be directed to the Commissioner at the following address:

Virginia Department of Social Services
801 East Main Street
Richmond, Virginia 23219

I reserve the right to amend or withdraw this designation at any time.

Sincerely,

A handwritten signature in black ink, appearing to read "William A. Hazel Jr.", written in a cursive style.

William A. Hazel Jr., M.D.

WAH:tds



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

July 16, 2013

Ms. Lauren Christopher, Energy Program Operations Branch Chief
Division of Energy Assistance
Office of Community Services/ACF/HHS
370 L'Enfant Promenade, S.W.
Washington, DC 20447

Dear Ms. Christopher:

The Governor delegated responsibility for certification of assurances and administration of the Low-income Home Energy Assistance Program to Virginia's Secretary of Health and Human Resources. The Secretary of Health and Human Resources delegated this authority to the Commissioner of the Virginia Department of Social Services.

The Commissioner may delegate responsibility for the certification of assurances and administration of this grant as permitted by federal law. Therefore, I am delegating responsibility to the Director of the Division of Benefit Programs.

I reserve the right to amend or withdraw this designation at anytime. If you have any further questions, you may contact Andrea Gregg, Energy Assistance Program Manager, at (804) 726-7368.

Sincerely,

A handwritten signature in black ink, appearing to read "Margaret Ross Schultze".

Margaret Ross Schultze
Commissioner

MRS: tds