

DETAILED MODEL PLAN (LIHEAP)

Program Low Income Home Energy Assistance
Name:

Grantee Name: Tanana Chiefs

Report Name: DETAILED MODEL PLAN (LIHEAP)

Report Period: 10/01/2019 to 09/30/2020

Report Status: Validated - with Warnings

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Mandatory Grant Application SF-424

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

August 1987, revised 05/92,02/95,03/96,12/98,11/01
OMB Clearance No.: 0970-0075
Expiration Date: 09/30/2020

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

* 1.a. Type of Submission: <input checked="" type="radio"/> Plan	* 1.b. Frequency: <input checked="" type="radio"/> Annual	* 1.c. Consolidated Application /Plan/Funding Request? Explanation:	* 1.d. Version: <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Federal Entity Identifier:	5. Date Received By State:
		4b. Federal Award Identifier:	6. State Application Identifier:

7. APPLICANT INFORMATION

* a. Legal Name: Dena'Nena'Henash - Tanana Chiefs Conference

* b. Employer/Taxpayer Identification Number (EIN/TIN): 920040308 * c. Organizational DUNS: 071845358

* d. Address:

* Street 1:	Chief Peter John Tribal Building	Street 2:	122 First Avenue, Suite 600
* City:	FAIRBANKS	County:	
* State:	AK	Province:	
* Country:	United States	* Zip / Postal Code:	99701 -

e. Organizational Unit:

Department Name: Tribal Client Services
Division Name: Client Development

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

Prefix: Ms.	* First Name: Brenda	Middle Name: K	* Last Name: Krupa
Suffix:	Title: Client Development Director	Organizational Affiliation: Tanana Chiefs Conference	
* Telephone Number: 907 4528251 x3417	Fax Number: 9074593885	* Email: brenda.krupa@tananachiefs.org	

* 8a. TYPE OF APPLICANT:

K: Indian/Native American Tribally Designated Organization

b. Additional Description:

* 9. Name of Federal Agency:

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

11. Descriptive Title of Applicant's Project
Energy Assistance Program

12. Areas Affected by Funding:
Tanana Chiefs Conference Region, Interior Alaskan Villages

13. CONGRESSIONAL DISTRICTS OF:

* a. Applicant AK		b. Program/Project: Alaska Interior	
Attach an additional list of Program/Project Congressional Districts if needed.			
14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date: 10/01/2019	b. End Date: 09/30/2020	* a. Federal (\$): \$0	b. Match (\$): \$0
* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?			
a. This submission was made available to the State under the Executive Order 12372			
Process for Review on :			
b. Program is subject to E.O. 12372 but has not been selected by State for review.			
c. Program is not covered by E.O. 12372.			
* 17. Is The Applicant Delinquent On Any Federal Debt?			
<input type="radio"/> YES <input checked="" type="radio"/> NO			
Explanation:			
18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) **I Agree <input checked="" type="checkbox"/>			
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.			
18a. Typed or Printed Name and Title of Authorized Certifying Official		18c. Telephone (area code, number and extension)	
		18d. Email Address	
18b. Signature of Authorized Certifying Official		18e. Date Report Submitted (Month, Day, Year)	
Attach supporting documents as specified in agency instructions.			

Section 1 - Program Components

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Washington, DC 20201

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
OMB Approval No. 0970-0075
Expiration Date: 09/30/2020

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

Section 1 Program Components

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

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

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

Dates of Operation

		Start Date	End Date
<input checked="" type="checkbox"/>	Heating assistance	10/01/2019	09/30/2020
<input checked="" type="checkbox"/>	Cooling assistance	10/01/2019	09/30/2020
<input checked="" type="checkbox"/>	Crisis assistance	10/01/2019	09/30/2020
<input checked="" type="checkbox"/>	Weatherization assistance	10/01/2019	09/30/2020

Provide further explanation for the dates of operation, if necessary

Heating Assistance: November through March are the coldest months in Interior Alaska, where temperatures can drop to below -60 plus degrees, although it starts getting a chill in the air around end of August and continues through May and beginning of June. Tanana Chiefs Conference will provide wood and oil throughout the Fiscal Year 2020. Cooling Assistance: Only 1% of funding set aside to assist Elders and vulnerable population in each village as the temperatures can reach 90 degrees, which is dangerous without help. Crisis Assistance: This will be utilized on a case by case basis, throughout most of the fiscal year, with direction from the Tribe to eligible households, serving vulnerable populations first and foremost. Weatherization Assistance: Available to eligible households throughout most of the year, they have to request it on their initial application for energy assistance.

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	65.00%
Cooling assistance	1.00%
Crisis assistance	5.00%
Weatherization assistance	7.00%
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)	1.00%
Used to develop and implement leveraging activities	1.00%
TOTAL	100.00%

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

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

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

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

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

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

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

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

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

If Yes, explain:

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

SNAP Nominal Payments

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

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

1.7b Amount of Nominal Assistance: \$0.00

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 type="checkbox"/>	Strike Pay	
<input type="checkbox"/>	Social Security Administration (SSA) benefits	
<input type="checkbox"/>	<input type="checkbox"/> Including MediCare deduction	<input type="checkbox"/> Excluding MediCare deduction
<input type="checkbox"/>	Supplemental Security Income (SSI)	
<input checked="" type="checkbox"/>	Retirement / pension benefits	
<input checked="" type="checkbox"/>	General Assistance benefits	
<input checked="" type="checkbox"/>	Temporary Assistance for Needy Families (TANF) benefits	
<input type="checkbox"/>	Supplemental Nutrition Assistance Program (SNAP) benefits	
<input type="checkbox"/>	Women, Infants, and Children Supplemental Nutrition Program (WIC) benefits	
<input checked="" type="checkbox"/>	Loans that need to be repaid	
<input checked="" type="checkbox"/>	Cash gifts	
<input type="checkbox"/>	Savings account balance	
<input checked="" type="checkbox"/>	One-time lump-sum payments, such as rebates/credits, winnings from lotteries, refund deposits, etc.	
<input type="checkbox"/>	Jury duty compensation	
<input checked="" type="checkbox"/>	Rental income	
<input checked="" type="checkbox"/>	Income from employment through Workforce Investment Act (WIA)	
<input checked="" type="checkbox"/>	Income from work study programs	
<input checked="" type="checkbox"/>	Alimony	
<input checked="" type="checkbox"/>	Child support	
<input checked="" type="checkbox"/>	Interest, dividends, or royalties	
<input type="checkbox"/>	Commissions	
<input type="checkbox"/>	Legal settlements	
<input type="checkbox"/>	Insurance payments made directly to the insured	
<input type="checkbox"/>	Insurance payments made specifically for the repayment of a bill, debt, or estimate	
<input checked="" type="checkbox"/>	Veterans Administration (VA) benefits	
<input type="checkbox"/>	Earned income of a child under the age of 18	

<input type="checkbox"/>	Balance of retirement, pension, or annuity accounts where funds cannot be withdrawn without a penalty.
<input type="checkbox"/>	Income tax refunds
<input type="checkbox"/>	Stipends from senior companion programs, such as VISTA
<input type="checkbox"/>	Funds received by household for the care of a foster child
<input checked="" type="checkbox"/>	Ameri-Corp Program payments for living allowances, earnings, and in-kind aid
<input type="checkbox"/>	Reimbursements (for mileage, gas, lodging, meals, etc.)
<input checked="" type="checkbox"/>	<p>Other</p> <p>Self-employment income for the cost of doing business deduction will be calculated as net income. Income received in the prior month from the application signature date will be the income used to determine eligibility. The following will be Exempt income: Permanent Fund Dividend, Old Age Benefit, Senior Assistance Program, and Interest payments from Alaska Native Claims Settlement Act, 1971 up to \$2000. Per Capita payments from other Federal Recognized Tribal Corporations/Organizations up to \$2000.</p>
<p>If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.</p>	

Section 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	HHS Poverty Guidelines	150.00%

2.2 Do you have additional eligibility requirements for HEATING ASSISTANCE? ☒ Yes ☐ No

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

Do you require an Assets test ? ☐ Yes ☒ No

Do you have additional/differing eligibility policies for:

Renters? ☐ Yes ☒ No

Renters Living in subsidized housing ? ☐ Yes ☒ No

Renters with utilities included in the rent ? ☒ Yes ☐ No

Do you give priority in eligibility to:

Elderly? ☒ Yes ☐ No

Disabled? ☒ Yes ☐ No

Young children? ☒ Yes ☐ No

Households with high energy burdens ? ☐ Yes ☒ No

Other? ☐ Yes ☒ No

Explanations of policies for each "yes" checked above:

Renters whose home heating cost are included as an unidentified part of their rent, single, two and three-unit dwellings will receive 100% of the home heating benefit for their income/single family household size paid directly to the landlord to be applied to their rent. Renters whose dwellings with four or more units will receive 75% of the total home heating benefit for their income/single family household size paid directly to the landlord to be applied to their rent. Elders at least 60 years of age, Disabled (certified medical condition), and to households with young children under the age of 6 years old are given priority in eligibility.

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.

Once funding is confirmed Energy Assistance applications are first mailed out two weeks prior to Elders, Disabled, and to households with young children. As Energy Assistance applications are received we screen each application for Elders, Disabled and young children living in the household. Vulnerable household applications are placed ahead of all other non-vulnerable households' applications during the entire application period.

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

- ☒ Income
- ☒ Family (household) size
- ☒ Home energy cost or need:
 - ☐ Fuel type
 - ☐ Climate/region
- ☒ Individual bill

<input type="checkbox"/> Dwelling type			
<input type="checkbox"/> Energy burden (% of income spent on home energy)			
<input type="checkbox"/> Energy need			
<input checked="" type="checkbox"/> Other - Describe:			
Applicants will be asked to submit a copy of their most recent heating bill from the local heating vendor with their application. If paper verification is not provided with application, a phone call will be placed to the heating vendor and a verbal verification will be obtained and documented.			
Benefit Levels, 2605(b)(5) - Assurance 5, 2605(c)(1)(B)			
2.6 Describe estimated benefit levels for FY 2020:			
Minimum Benefit	\$488	Maximum Benefit	\$5,406
2.7 Do you provide in-kind (e.g., blankets, space heaters) and/or other forms of benefits? <input checked="" type="radio"/> Yes <input type="radio"/> No			
If yes, describe.			
Supplement benefit payment made to household if additional heating assistance funds are available at the end of the season. Supplement benefit payment is calculated as a percentage of what they received in their original benefit payment to the household.			
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.			

Section 3 - COOLING ASSISTANCE

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

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

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

Add	Household size	Eligibility Guideline	Eligibility Threshold
I	All Household Sizes	HHS Poverty Guidelines	150.00%

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

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

Do you require an Assets test ? ☐ Yes ☒ No

Do you have additional/differing eligibility policies for:

Renters? ☐ Yes ☒ No

Renters Living in subsidized housing ? ☐ Yes ☒ No

Renters with utilities included in the rent ? ☐ Yes ☒ No

Do you give priority in eligibility to:

Elderly? ☒ Yes ☐ No

Disabled? ☒ Yes ☐ No

Young children? ☒ Yes ☐ No

Households with high energy burdens ? ☐ Yes ☒ No

Other? ☐ Yes ☒ No

Explanations of policies for each "yes" checked above:

Priority will be given to Elders, Disabilities in the households, and preference to households with young children under 6yoa.

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

We are only setting aside 1% towards cooling, our summers get hot, around the 90's in some places. The Elders especially are not prepared to cope with the extreme hot temperatures. The vulnerable populations can be assisted with fans, window screens for airflow and keep out the mosquitos, and air conditioners for local gathering places such as Tribal Halls. Only a few Tribes have air conditioned office space or Elders meeting room for a community cooling area for relief.

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

<input type="checkbox"/> Dwelling type			
<input type="checkbox"/> Energy burden (% of income spent on home energy)			
<input type="checkbox"/> Energy need			
<input checked="" type="checkbox"/> Other - Describe:			
Requests from Tribal offices for assistance with vulnerable populations will be the priority, then assistance to other household requests.			
Benefit Levels, 2605(b)(5) - Assurance 5, 2605(c)(1)(B)			
3.6 Describe estimated benefit levels for FY 2020:			
Minimum Benefit	\$20	Maximum Benefit	\$350
3.7 Do you provide in-kind (e.g., fans, air conditioners) and/or other forms of benefits? <input checked="" type="radio"/> Yes <input type="radio"/> No			
If yes, describe.			
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	HHS Poverty Guidelines	150.00%

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

Households who have a soul source heating unit and they are in jeopardy of running out of heating fuel source within 5 days, Households with duel source heating units and they are in jeopardy of running out of both heating fuel sources within 5 days.

4.3 What constitutes a life-threatening crisis?

Household who are in jeopardy of having services discontinued within 2 days by their identified vendor because of the applicant's inability to pay for service and there is no other heating fuel source available to heat their home, Household who have a non-functioning heating unit and does not have another heating source available in order to heat their home. Household is out of fuel source or will be out of fuel source within 2 days.

Crisis Requirement, 2604(c)

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

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

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

4.6 Do you have additional eligibility requirements for CRISIS ASSISTANCE? ☒ Yes ☐ No

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

Do you require an Assets test ? ☐ Yes ☒ No

Do you give priority in eligibility to :

Elderly? ☒ Yes ☐ No

Disabled? ☒ Yes ☐ No

Young Children? ☒ Yes ☐ No

Households with high energy burdens? ☐ Yes ☒ No

Other? ☐ Yes ☒ No

In Order to receive crisis assistance:

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

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

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

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

Must heating/cooling be medically necessary? ☐ Yes ☒ No

Must the household have non-working heating or cooling ☒ Yes ☐ No

equipment?	
Other?	<input type="radio"/> Yes <input type="radio"/> No
Do you have additional / differing eligibility policies for:	
Renters?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Renters living in subsidized housing?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Renters with utilities included in the rent?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Explanations of policies for each "yes" checked above:	
<p>For crisis situations where an original grant award benefit has not been given, an Energy Assistance application is required to be completed. No more than 100 gallons of fuel or 1 cord of wood will be approved until income has been verified. If after the original grant award benefit is exhausted and the home faces a heating crisis or electricity disconnect additional assistance up to 25% of the original grant will be paid to household's vendor. If there is a supply shortage by exhaustion of bulk fuel storage, natural disaster or vendor mismanagement, additional payments will be made if no other agency will provide for the applicants energy and fuel sources needed and transportation cost. The maximum amount payable will be 50% of the original grant award.</p> <p>Households consisting of an Elder (at least 60 years of age), Disabled (certified, debilitating medical condition) and very young children (under the age of 6) will be prioritized for crisis assistance services. For the purpose of verifying a household's energy crisis, a phone or email contact to the Tribal Council office will be made to verify the household's situation when a disconnect notice is not attainable.</p> <p>For crisis situations where an original grant award has not been given for renters who's household dwelling has 4 or more units will receive 75% of the benefit amount that a single household would receive. If after the original grant award has already been given then an additional 25% of the original 75% grant award will be paid.</p>	
Determination of Benefits	
4.8 How do you handle crisis situations?	
<input type="checkbox"/>	Separate component
<input checked="" type="checkbox"/>	Fast Track
<input type="checkbox"/>	Other - Describe:
4.9 If you have a separate component, how do you determine crisis assistance benefits?	
<input type="checkbox"/>	Amount to resolve the crisis.
<input type="checkbox"/>	Other - Describe:
Crisis Requirements, 2604(c)	
4.10 Do you accept applications for energy crisis assistance at sites that are geographically accessible to all households in the area to be served?	
<input checked="" type="radio"/> Yes <input type="radio"/> No Explain.	
Each of our tribal village communities have a Tribal Council with staff to assist when needing to complete an application requesting crisis assistance. Applications can then be sent in by fax, or email directly to the TCC Eligibility Specialist to be processed.	
4.11 Do you provide individuals who are physically disabled the means to:	
Submit applications for crisis benefits without leaving their homes?	
<input checked="" type="radio"/> Yes <input type="radio"/> No If No, explain.	
Travel to the sites at which applications for crisis assistance are accepted?	
<input type="radio"/> Yes <input checked="" type="radio"/> No If No, explain.	
If you answered "No" to both options in question 4.11, please explain alternative means of intake to those who are homebound or physically disabled?	
Each of our tribal village communities have a Tribal Council with staff to assist when needed to do a home visit and assist the household with completing the Energy Assistance application and submitting the application. In cases where there is no Tribal Council for the community, over the phone applications will be accepted and obtaining income verification and signatures will be done through postal mail. No more than 100 gallons of fuel or 1 cord of wood will be approved until income has been verified.	
Benefit Levels, 2605(c)(1)(B)	
4.12 Indicate the maximum benefit for each type of crisis assistance offered.	
Winter Crisis	\$1,352.00 maximum benefit
Summer Crisis	\$0.00 maximum benefit
Year-round Crisis	\$0.00 maximum benefit

4.13 Do you provide in-kind (e.g. blankets, space heaters, fans) and/or other forms of benefits?

☐ Yes ☒ No If yes, Describe

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

☐ Yes ☒ No

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

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

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

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

☐ Yes ☒ No

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

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

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

Section 5 - WEATHERIZATION ASSISTANCE

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY

Section 5: WEATHERIZATION ASSISTANCE

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

5.1 Designate the income eligibility threshold used for the Weatherization component

Add	Household Size	Eligibility Guideline	Eligibility Threshold
1	All Household Sizes	HHS Poverty Guidelines	150.00%

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

5.3 If yes, name the agency.

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

WEATHERIZATION - Types of Rules

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

☒ Entirely under LIHEAP (not DOE) rules

☐ Entirely under DOE WAP (not LIHEAP) rules

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

☐ Income Threshold

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

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

☐ Other - Describe:

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

☐ Income Threshold

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

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

☐ Other - Describe:

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

5.6 Do you require an assets test? ☐ Yes ☒ No

5.7 Do you have additional/differing eligibility policies for :

Renters ☐ Yes ☒ No

Renters living in subsidized housing? ☐ Yes ☒ No

5.8 Do you give priority in eligibility to:

Elderly? ☒ Yes ☐ No

Disabled? ☒ Yes ☐ No

Young Children?	<input checked="" type="radio"/> Yes <input type="radio"/> No
House holds with high energy burdens?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Other?	<input type="radio"/> Yes <input checked="" type="radio"/> No
<p>If you selected "Yes" for any of the options in questions 5.6, 5.7, or 5.8, you must provide further explanation of these policies in the text field below.</p> <p>Households consisting of Elder (60+ years old), Disabled (certified, debilitating medical condition), very young children (less than 6 year old), and very large families residing in the same household will be prioritized for weatherization services provided through the program. Eligibility will be determined using the household income and assistance level parameters.</p>	
Benefit Levels	
5.9 Do you have a maximum LIHEAP weatherization benefit/expenditure per household? <input checked="" type="radio"/> Yes <input type="radio"/> No	
5.10 If yes, what is the maximum? \$2,500	
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 type="checkbox"/> Energy related roof repair
<input checked="" type="checkbox"/> Caulking and insulation	<input type="checkbox"/> Major appliance Repairs
<input checked="" type="checkbox"/> Storm windows	<input type="checkbox"/> Major appliance replacement
<input checked="" type="checkbox"/> Furnace/heating system modifications/ repairs	<input checked="" type="checkbox"/> Windows/sliding glass doors
<input checked="" type="checkbox"/> Furnace replacement	<input checked="" type="checkbox"/> Doors
<input type="checkbox"/> Cooling system modifications/ repairs	<input type="checkbox"/> Water Heater
<input type="checkbox"/> Water conservation measures	<input type="checkbox"/> Cooling system replacement
<input type="checkbox"/> Compact florescent light bulbs	<input checked="" type="checkbox"/> Other - Describe: Replacing leaking or damaged fuel tank, visqueen for windows, LED lighting
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):

Additional blank Energy Assistance applications will be provided to each Post Office in each community served. Posters describing the program, where to pick up applications and who to contact regarding any questions applicants might have, will be distributed to each Tribal Office and/or community Post Office. Energy Assistance application will be made available at TCC's website www.tananachiefs.org.

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

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

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

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

☐

Joint application for multiple programs

☒

Intake referrals to/from other programs

☒

One - stop intake centers

☐

Other - Describe:

Within the TCC service area and in each Village there is Tribal personnel, to include authorized signers, located at Tribal Council offices. These Tribal services personnel help with providing outreach information to the entire community for all community service programs. The State refers applicants to TCC if they live in our region. We also provide a number of other State and Federally funded programs to the Interior regions, to include: Tanf, Elder Nutrition, Employment & Training, Education, Disabilities, Head Start, Infant Learning, Child Protection, Youth Emerging Leaders, and Child Care 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 8 - Agency Designation,, 2605(b)(6) - Assurance 6

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

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

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

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?

Tanana Chiefs Conference operates their own LIHEAP program, Housing, Welfare, Community Services programs and does not sub-contract.

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

Tanana Chiefs Conference operates their own LIHEAP program and does not sub-contract.

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

Tanana Chiefs Conference operates their own LIHEAP program and does not sub-contract.

8.5 LIHEAP Component Administration.	Heating	Cooling	Crisis	Weatherization
8.5a Who determines client eligibility?	Non-Applicable	Non-Applicable	Non-Applicable	Non-Applicable
8.5b Who processes benefit payments to gas and electric vendors?	Non-Applicable	Non-Applicable	Non-Applicable	
8.5c who processes benefit payments to bulk fuel vendors?	Non-Applicable	Non-Applicable	Non-Applicable	

8.5d Who performs installation of weatherization measures?				Non-Applicable
<p>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.</p>				
8.6 What is your process for selecting local administering agencies?				
8.7 How many local administering agencies do you use? 0				
8.8 Have you changed any local administering agencies in the last year?				
<input type="radio"/> Yes <input checked="" type="radio"/> No				
8.9 If so, why?				
<input type="checkbox"/>	Agency was in noncompliance with grantee requirements for LIHEAP -			
<input type="checkbox"/>	Agency is under criminal investigation			
<input type="checkbox"/>	Added agency			
<input type="checkbox"/>	Agency closed			
<input type="checkbox"/>	Other - describe			
<p>If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.</p>				

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

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

9.1 Do you make payments directly to home energy suppliers?

Heating ☒ Yes ☐ No

Cooling ☒ Yes ☐ No

Crisis ☒ Yes ☐ No

Are there exceptions? ☒ Yes ☐ No

If yes, Describe.

In the absence of vendor availability, as in the case of individuals requesting assistance to purchase wood for home heating, payments will be made directly to eligible heads of households.

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

At the time of eligibility determination, Tanana Chiefs Conference will notify the eligible household of the amount of the grant award they have been approved to receive by issuing an award letter by mail. Payment will be made to the vendor of the amount that the household is eligible to receive along with a copy of the award letter. Also a copy of the amount approved is sent to the authorized signer at the Tribe.

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?

The vendor agrees to send a monthly statement or a delivery receipt on the usage of the funds received on approved households. Tanana Chiefs Conference LIHEAP coordinator will record all vendor receipts during the program year. Tracking shall include proof of receipt indicating the quantity of all fuel gallons or wood cords delivered and the price paid for all deliveries.

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?

Tanana Chiefs Conference maintains a toll free 1 800 line to Fairbanks LIHEAP offices for the public to report vendor fraud. The vendor agreement states: "The recipient will be treated uniformly with other customers and the vendor shall not otherwise discriminate against the recipient." The vendor must sign this agreement. Also, Tribal members utilize their Tribal office personnel and Chiefs, and Village Tribal Council members, and office personnel all care for their Elders and community members.

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

☒ Yes ☐ No

If so, describe the measures unregulated vendors may take.

All vendors who receive payment for an approved LIHEAP household must have signed a vendor agreement before payments are issued. Tanana Chiefs Conference maintains a toll free 1 800 line to Fairbanks LIHEAP offices for the public to report vendor fraud.

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 Tanana Chiefs Conference has an automated accounting system (Oracle). The accounting format utilized by Tanana Chiefs Conference has been approved by State and Federal auditors as meeting all criteria to comply with State and Federal grants and contract reporting requirements.

Audit Process

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

☒ Yes ☐ No

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

No Findings ☒

Finding	Type	Brief Summary	Resolved?	Action Taken
1				

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:

The TCC automated accounting system and program reports allow the LIHEAP program to be monitored regularly for accuracy. The Tanana Chiefs Conference staff will make every effort to see that the program is delivered in compliance within the regulations of LIHEAP by conducting monthly random samples of applications paid and testing them for accuracy and compliance.

Local Administering Agencies / District Offices:

<input type="checkbox"/> On - site evaluation
<input type="checkbox"/> Annual program review
<input type="checkbox"/> Monitoring through central database
<input type="checkbox"/> Desk reviews
<input type="checkbox"/> Client File Testing / Sampling
<input type="checkbox"/> Other program review mechanisms are in place. Describe:
10.6 Explain, or attach a copy of your local agency monitoring schedule and protocol.
10.7. Describe how you select local agencies for monitoring reviews.
Site Visits:
Desk Reviews:
10.8. How often is each local agency monitored ?
10.9. What is the combined error rate for eligibility determinations? OPTIONAL
10.10. What is the combined error rate for benefit determinations? OPTIONAL
10.11. How many local agencies are currently on corrective action plans for eligibility and/or benefit determination issues?
10.12. How many local agencies are currently on corrective action plans for financial accounting or administrative issues?
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:

Flyers are distributed to each Tribal Council Office within Tanana Chiefs Conference LIHEAP service area notifying the public of a public toll-free teleconference being held for public comment in addition where the LIHEAP draft plan can be found on-line at www.tananachiefs.org. Also, public comment is also available and arranged when Client Development director travels to the villages. All Tribal offices in the Villages have toll free contact numbers to the manager and intake specialist for LIHEAP public comment access throughout the year.

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

We have taken off the SSI and SSA income to determine eligibilit, so this no longer is counted. Many Elders are having a hard time and several were not eligible due to these funds on their annual income. Last year an Elder from Fort Yukon was over \$100 and she had hardship due to counting her SSA.

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	05/29/2019	Training for Tribal Workforce Development Specialists from 25 villages for LIHEAP
2	07/18/2019	Subregional Meeting Discussion on LIHEAP
3	07/31/2019	Posted Model Plan on TCC public website and facebook for public comment
4	08/09/2019	Sent out Public Comment Notices to all 38 Tribal Offices
5	08/16/2019	LIHEAP Public Comment Teleconference
6	08/23/2019	LIHEAP Public Comment Teleconference
7	08/30/2019	LIHEAP Public Comment Teleconference

11.4. How many parties commented on your plan at the hearing(s)? 3

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

1. There was a comment made about the need for baseboard heating elements to be covered by weatherization. We never had this request before because most of the Tribes have Toyo stove, or wood stoves, or both. According to our plan this should be covered. 2. There was a good response from the fans

for the Elders in the villages and that we should continue with a small portion of EA dedicated to cooling. It was an extremely hot summer again for the Interior of Alaska with the temperature in the high 80's most of the time.

3. A request was that there needs to be more individuals in Northway village that can provide wood rather than just the company wood vendor from Tok. We determined that was allowable with Tribal approval.

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

Will provide base board heating elements, amount based on eligibility.

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

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

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

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

12.2 How many of those fair hearings resulted in the initial decision being reversed? 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 fair hearings requested this Fiscal Year.

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

Village-based Tribal Workforce Development Specialist or Tribal Administrator staff are available in their respective villages daily, and each working week, and will try to resolve any LIHEAP related concerns at the Tribe. If the concern cannot be resolved at the Tribal office, it will be referred to the LIHEAP Coordinator, who will try to resolve the issue. In the unlikely event that we cannot resolve problems at the village or program levels, the final authority for Tanana Chiefs Conference will be the TCC Client Development Director.

12.5 When and how are applicants informed of these rights?

Applicants are notified of their Fair Hearing rights (in writing) at the time of their application for services. The notification included on each application form reads as follows:

"Any person whose application is denied or not acted upon with reasonable promptness (within 60 days from the receipt of a completed application or within 60 days from the receipt of funding from the granting agency) or whose benefits are reduced or terminated, has a right to a fair hearing before the Tanana Chiefs Conference Client Development Division Director."

If you desire a hearing you may request it by telephone, in person, or in writing, through the Client Development Director, Tanana Chiefs Conference, 122 First Avenue, Suite 600, Fairbanks, Alaska 99701. You must make your request within 30 days after you are mailed a notice of decision on your application.

Tanana Chiefs Conference ASAP Program Service staff are available to help you request a hearing. At the hearing you may represent yourself. You may also be represented (at your own expense) by legal counsel or by another person of your choice."

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

Village-based Tribal Workforce Development Specialist or Tribal Administrator staff is available in their respective villages, daily, each working week, and will try to resolve any LIHEAP related problems or concerns at the village level. If the problem cannot be resolved at the village level, it will be referred to the TCC LIHEAP Coordinator, who will try to resolve the issue. In the unlikely event that we cannot resolve problems at the village or program levels, the final authority for Tanana Chiefs Conference will be the TCC Client Development Director.

12.7 When and how are applicants informed of these rights?

Applicants are notified of their Fair Hearing rights (in writing) at the time of their application for services. The notification included on each application form reads as follows:

"Any person whose application is denied or not acted upon with reasonable promptness (within 60 days from the receipt of a completed application or within 60 days from the receipt of funding from the granting agency) or whose benefits are reduced or terminated, has a right to a fair hearing before the Tanana Chiefs Conference Client Development Director."

If you desire a hearing you may request it by telephone, in person, or in writing, through the Director of Family Services, Tanana Chiefs Conference, Inc., 122 First Avenue, Suite 600, Fairbanks, Alaska 99701. You must make your request within 30 days after you are mailed a notice of decision on your application.

Tanana Chiefs Conference, Inc. Family Services staff are available to help you request a hearing. At the hearing you may represent yourself. You may also be represented (at your own expense) by legal counsel or by another person of your choice."

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?

Tanana Chiefs Conference Housing Program educates households on how they can reduce the cost of energy needs when weatherization work is being performed on their homes. Tanana Chiefs Conference has on staff a Rural Energy Coordinator who works closely with tribes on how to reduce energy cost and counsels households on reducing their energy burdens for the entire community and with internal coordination of services the LIHEAP program has been able to provide low energy cost items such as energy efficient light bulbs to be available during our annual Tanana Chiefs Conference Convention.

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

Using accounting reporting systems allows for grants management report to be accessed ensuring expenditures do not exceed 5%.

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

N/A

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

N/A

13.5 How many households applied for these services? N/A

13.6 How many households received these services? N/A

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

Section 14 - Leveraging Incentive Program ,2607A

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Section 14:Leveraging Incentive Program, 2607(A)

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

☒ Yes ☐ No

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

None

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	Maintaining a ceiling on the price of a cord of wood with all Wood Vendors.	Maintaining a ceiling on the price of a cord of wood of \$5.00, less market value. The project will participate only with wood vendors willing to contract services at or below this established program rate.	Increase benefits to LIHEAP eligible households
2	State PCE Reduce the cost of power to customers in rural parts of Alaska	The State Legislature appropriates state funds for the PCE program each year.	Coordinated efforts to reduce home energy costs

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: 09/30/2020

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: New Hire

☐ Employees are provided with policy manual

☒ Other-Describe:

Employees are provided with an operations manual, Energy Assistance Coordinator performs one on one training with employees on how to process and determining eligibility for Energy Assistance, Tribal Workers - Tribal Workforce Development Specialist located at our tribal village communities participate in bi-annual training where Energy Assistance application process is presented.

b. Local Agencies:

☐ Formal training conference

How often?

☐ Annually

☐ Biannually

☐ As needed

☐ Other - Describe:

☐ On-site training

How often?

☐ Annually

☐ Biannually

☐ As needed

☐ Other - Describe:

☐ Employees are provided with policy manual

☐ Other - Describe

c. Vendors

☐ Formal training conference

How often?

☐ Annually

☐ Biannually

☐ As needed

<input type="checkbox"/>	Other - Describe:
<input checked="" type="checkbox"/>	Policies communicated through vendor agreements
<input type="checkbox"/>	Policies are outlined in a vendor manual
<input type="checkbox"/>	Other - Describe:
<p>15.2 Does your training program address fraud reporting and prevention?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>	
<p>If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.</p>	

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

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

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

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

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

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

17.1 Fraud Reporting Mechanisms

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

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

Village-based Tribal Workforce Development Specialist or Tribal Administrator staff is available in their respective villages, daily, each working week, and will try to resolve any LIHEAP related problems or concerns at the village level. Reports of suspected waste, fraud, or abuse is reported to the TCC Fairbanks office staff from the Tribal office.

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

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

17.2. Identification Documentation Requirements

a. Indicate which of the following forms of identification are required or requested to be collected from LIHEAP applicants or their household members.

Type of Identification Collected	Collected from Whom?		
	Applicant Only	All Adults in Household	All Household Members
Social Security Card is photocopied and retained	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Required	<input type="checkbox"/> Required
	<input type="checkbox"/> Requested	<input checked="" type="checkbox"/> Requested	<input checked="" type="checkbox"/> Requested
Social Security Number (Without actual Card)	<input checked="" type="checkbox"/> Required	<input checked="" type="checkbox"/> Required	<input checked="" type="checkbox"/> Required
	<input type="checkbox"/> Requested	<input type="checkbox"/> Requested	<input type="checkbox"/> Requested
Government-issued identification card	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Required	<input type="checkbox"/> Required

(i.e.: driver's license, state ID, Tribal ID, passport, etc.)	<input type="checkbox"/>	Requested	<input checked="" type="checkbox"/>	Requested	<input checked="" type="checkbox"/>	Requested
Other	Applicant Only Required	Applicant Only Requested	All Adults in Household Required	All Adults in Household Requested	All Household Members Required	All Household Members Requested
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

b. Describe any exceptions to the above policies.

State EIS system is used to verify SSN for all household members listed on the application, this system also verifies place of residency.

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:

Match SSN within TCC Energy Assistance Data Base System

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:

State ID or Drivers License

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:

Work statements completed by employer. annual retirement benefit statement.

Self-employment form.



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:

17.6. Protection of Privacy and Confidentiality

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



Policy in place prohibiting release of information without written consent



Grantee LIHEAP database includes privacy/confidentiality safeguards



Employee training on confidentiality for:



Grantee employees



Local agencies/district offices



Employees must sign confidentiality agreement



Grantee employees



Local agencies/district offices



Physical files are stored in a secure location



Other - Describe:

17.7. Verifying the Authenticity

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



All vendors must register with the State/Tribe.



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



Vendors are verified through energy bills provided by the household



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



Other - Describe and note any exceptions to policies above:

All private business vendors are required to have a current State of Alaska business license on file. All private business vendors will be required to provide documentation of their current State of Alaska business license as an attachment to their vendor contract.

17.8. Benefits Policy - Gas and Electric Utilities

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



Applicants required to submit proof of physical residency



Applicants must submit current utility bill



Data exchange with utilities that verifies:



Account ownership



Consumption



Balances



Payment history



Account is properly credited with benefit



Other - Describe:



Centralized computer system/database tracks payments to all utilities



Centralized computer system automatically generates benefit level

<input checked="" type="checkbox"/>	Separation of duties between intake and payment approval
<input type="checkbox"/>	Payments coordinated among other energy assistance programs to avoid duplication of payments
<input checked="" type="checkbox"/>	Payments to utilities and invoices from utilities are reviewed for accuracy
<input checked="" type="checkbox"/>	Computer databases are periodically reviewed to verify accuracy and timeliness of payments made to utilities
<input type="checkbox"/>	Direct payment to households are made in limited cases only
<input type="checkbox"/>	Procedures are in place to require prompt refunds from utilities in cases of account closure
<input checked="" type="checkbox"/>	Vendor agreements specify requirements selected above, and provide enforcement mechanism
<input checked="" type="checkbox"/>	Other - Describe: If, after the original grant award is exhausted, an eligible household faces a home-heating energy source termination including electricity disconnects, additional assistance up to 25% of the original grant will be paid to the householder's vendor or to an electricity vendor in situations in which the primary home heating system is dependent upon electricity for its operation. Vendor agreement with electric utility vendor will be completed prior to any funds being release for the approved LIHEAP household.
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
<input type="checkbox"/>	Two-party checks are issued naming client and vendor
<input checked="" type="checkbox"/>	Direct payment to households are made in limited cases only
<input type="checkbox"/>	Vendors are only paid once they provide a delivery receipt signed by the client
<input type="checkbox"/>	Conduct monitoring of bulk fuel vendors
<input type="checkbox"/>	Bulk fuel vendors are required to submit reports to the Grantee
<input checked="" type="checkbox"/>	Vendor agreements specify requirements selected above, and provide enforcement mechanism
<input type="checkbox"/>	Other - Describe: If there is a supply shortage by exhaustion of bulk fuel storage, natural disaster or vendor mismanagement, additional payments will be made if no other agency will provide for the applicants energy and fuel sources needed and transportation cost. Vendor agreement will be completed before funds are sent for approved LIHEAP households.
17.10. Investigations and Prosecutions	
Describe the Grantee's procedures for investigating and prosecuting reports of fraud, and any sanctions placed on clients/staff/vendors found to have committed fraud. Select all that apply.	
<input type="checkbox"/>	Refer to state Inspector General
<input type="checkbox"/>	Refer to local prosecutor or state Attorney General
<input type="checkbox"/>	Refer to US DIIHS Inspector General (including referral to OIG hotline)
<input 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 In the case where funds need to be returned to the Tanana Chiefs Conference Energy Assistance program because of an improper payment the following process will be used; <ol style="list-style-type: none"> 1. Notify the vendor immediately of the improper payment 2. Request the vendor to return the funds for the named LIHEAP head of household 3. Send an email to vendor documenting the request including reason for the improper payment, the dollar amount that needs to be returned, the name of the LIHEAP head of household's name. 4. Document in the notes section of the Tanana Chiefs Conference Energy Assistance data base of the improper payment and the steps taken to recoup payment. 5. Document in the notes section of the Tanana Chiefs Conference Energy Assistance data base when the funds have been returned 6. Send the returned payment to the Tanana Chiefs Conference accounting department.
<input checked="" type="checkbox"/>	Clients found to have committed fraud are banned from LIHEAP assistance. For how long is a household banned? 1 year
<input type="checkbox"/>	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:**

In the case when a household is found to committed fraud the following process will be used.

1. Check mark the box concern and document in the concern notes section of the Tanana Chiefs Conference Energy Assistance data base of the fraud finding.
2. Generate a letter to the household informing them of the fraud finding and the penalty of not being eligible to receiving Energy Assistance up to 1 Fiscal year.
3. Concern history report is available whithin the TCC Energy Assistance data base, that will list the household, list the fraud finding, list if a penalty was inposed and the year the household will be eligible to apply for Energy Assistance again.

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