



Office of Community Services
Low-Income Household
Water Assistance Program
(LIHWAP)

**Low Income Household Water Assistance Program
(LIHWAP) Consolidated Appropriations Act of 2021 and
American Rescue Plan
GRANT IMPLEMENTATION PLAN**

Grantee Name: Tanana Chiefs Conference

Document Status: Final Draft

*Revision per
ACF.*

ADMINISTRATION FOR
CHILDREN & FAMILIES

Section 1 – Program Needs, Goals and Allocations

Community Needs and Program Goals

1.1 Description of Emergency Household Drinking Water and Wastewater Needs

The OCS priorities are restoration of household water services, reducing arrearages, reducing rates charged to households. Briefly describe current needs related to these priorities within your state, territory, or tribal areas. Describe any areas of concentrated need or special issues within communities served by water utilities within your state, territory, or tribal area.

COVID-19 has hit the TCC region hard and cases have spiked again for the past several months. Many of our communities do not have access to safe drinking water in their homes. There are variable delivery systems across the region and not all needs will be met. Some go to local watering sources to get their water for drinking, washing, and sanitation needs. Addressing the lack of water resources is a big challenge.

Tanana Chiefs Conference (TCC) will provide assistance to low income households within the Tanana Chiefs Conference region for households that have current arrearages for drinking and waste water utilities. Tanana Chiefs Conference will address those households that have past due accounts or have been disconnected in these named groups. TCC will pay the arrearages amount stated on the household.

1.2 Operational Priorities and Emergency Flexibilities

Consistent with goal of the American Rescue Plan to provide immediate relief to the American people, briefly describe the operational priorities within your state, territory or tribal area (e.g. immediate restoration of services to households without current water services, immediate payment of existing arrearages to prevent disconnection of drinking water or wastewater services after a previous moratorium on water services due to Covid-19).

Prioritization will be to:

1. pay arrearages to prevent disconnection of water and wastewater services.
2. restore services back to households, by paying water and waste water bills.
3. make rate reduction payments for currently due bills for those who qualify.

Tanana Chiefs Conference will prioritize payments by vulnerable populations in the region. Those vulnerable groups will be those elders who are at least 60 years of age, disabled, and families with children under age 6.

1.3 Expected Date for Initial Water Payments on Behalf of Households

Provide an estimated date by which payments will be initiated based on the operational priorities identified above (e.g. first stage of payments to restore services for currently disconnected households, etc.).

Expected date for first payments for those qualify will be no later than December 31, 2021 based on priorities below for vulnerable groups identified:

1. already in arrearages.
2. restoration to immediate water and waste water services.
3. rate reduction for currently due bills to prevent disconnection of services.

Estimated Funding Allocations

1.4 Estimate what amount of available LIHWAP funds will be used for each component that you will operate: <i>The total of all percentages must add up to 100%. The combined total of Administration (State) and Administration (Subrecipients) must not exceed 15% of the total for either the Consolidated Appropriations Act or the American Rescue Plan Award.</i>	Consolidated Appropriations Act of 2021 Percentage (%)	American Rescue Plan Grant Percentage %
Household Benefits	80 %	80 %
Outreach/Eligibility Determination	5 %	5 %
Administration - State	15 %	15 %
Administration - Subrecipients	%	%
Total (each column must equal 100%)	100 %	100 %

Categorical Eligibility

1.5 As outlined in the Terms and Conditions, current recipients the following programs are categorically-eligible for LIHWAP assistance:

- Low-Income Home Energy Assistance Program (LIHEAP)
- Means-tested Veterans Programs
- Supplemental Security Income (SSI)
- Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)

Briefly describe your operational plans for enrollment of categorically eligible populations based on operational priorities outlined in question 1.2 (e.g. automatic enrollment, acceptance of documentation of enrollment during intake processes). If it will not be possible to include any of these programs in your intake/eligibility processes, provide a brief explanation.

A household will also be considered income eligible if they receive Low-Income Home Energy Assistance Program (LIHEAP) benefits during the 2021-2022 or 2022-2023 LIHEAP program years.

Households will still need to apply for benefits and provide any verifications not related to income necessary to determine eligibility, such as proof of responsibility for the water and/or wastewater bill and the amount necessary to restore their service or prevent disconnection.

Tanana Chiefs Conference will add an additional page to the yearly LIHEAP application for LIHWAP so that applicants do not need to complete another separate application for eligibility for LIHWAP assistance. To clarify, when a household is eligible for LIHEAP, eligibility will also be determined for LIHWAP.

Determination of Eligibility for Direct Enrollment

Note: The information below is focused on eligibility determination for households that are not categorically eligible based on the enrollment in one of the programs outlined in question 1.5.

1.6 What type of countable income do you use for eligibility determination? (select one)

- ☒ Gross Income
☐ Net Income

1.7 List all the applicable forms of countable income used to determine a household's income eligibility for LIHWAP. Note: The forms of countable income used for benefit eligibility are generally left to the discretion of the grantee; however, the following sources are not applicable forms of countable income used to determine a household's income eligibility for LIHWAP:



- Temporary Assistance for Needy Families (TANF) benefits
- Supplemental Nutrition Assistance Program (SNAP) benefits
- Women, Infants, and Children Supplemental Nutrition Program (WIC) benefits
- Covid-19 Economic Impact Payments (Stimulus Checks)

A household will also be considered income eligible if they receive Low-Income Home Energy Assistance Program (LIHEAP) benefits during the 2021-2022 or 2022-2023 LIHEAP program years.

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

Note: excluded from countable income: Permanent Fund Dividend, Old Age Benefit, Senior Assistance Program, Interest payments from Alaska Native Land Claims Settlement Act 1971 up to \$2000, per Capita payments from Federally Recognized Tribal Corporations/Organizations up to \$2000. Self-employment income for the cost of doing business deduction will be calculated as net income.

Section 2: Benefits	
Eligibility	
2.1 Designate the income eligibility threshold used for the water benefit.	
Eligibility Threshold (select one) <input type="checkbox"/> Federal Poverty Guideline <input checked="" type="checkbox"/> State Median Income <input type="checkbox"/> Hybrid Federal and State (Based on Household Size)	Eligibility Threshold Percent 60 %
2.2 Do you anticipate additional eligibility requirements beyond the income threshold noted in 2.1 for water assistance? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If the answer to question 2.2. is "Yes" please provide an explanation below	
2.3. How will you support households whose utility payments are included in their rental payments? Renters whose water and waste water costs are included as part of their rent, single, two and three-unit dwellings will receive 100% of the home water 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 water 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. Applicants from rental-based households will be required to provide documentation of a month-specific rental statement reflecting a cost breakdown of monthly rental cost showing how much of the cost is based on water and/or waste water usage.	
2.4 Check the variables you use to determine your benefit levels. (Check all that apply. Check both Household Drinking Water Burden and Household Wastewater Burden if households receive a combined bill for drinking water and wastewater): <input checked="" type="checkbox"/> Income <input checked="" type="checkbox"/> Household Size <input checked="" type="checkbox"/> Household Drinking Water Burden <input checked="" type="checkbox"/> Household Wastewater Burden <input type="checkbox"/> Other (Please describe):	
2.5 Describe estimated benefit levels for the project period for which this plan applies	
Minimum Benefit	\$ 0
Maximum Benefit	\$ 3,200

2.6 Benefit periods		
Is this a one-time benefit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If no, please explain the frequency of allowable benefit (e.g., monthly, quarterly, etc.): An applicant can receive one benefit payment for each 12 month year (October-September).		
2.7 Do you give priority in eligibility to:		
People with Disabilities	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Young Children?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Older Adult/Seniors (60 and over)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Households with high water burdens?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Other? Households currently or under notice of disconnection of water and/or wastewater services will be assisted 	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2.8 Describe how you prioritize the provision of water assistance to vulnerable populations (e.g., benefit amounts, early application periods, etc.)		
Water Assistance application will be part of the current Tanana Chiefs Conference LIHEAP application and will be mailed out to those elders who are at least 60 years of age, Disabled, and to households with young children under age 6. Applications are first mailed out two weeks prior to these vulnerable groups. As applications are received, we screen each application for Elders, Disabled and young children under age 6 living in the household. Vulnerable household applications are placed ahead of all other non-vulnerable household applications during the entire application period 		
2.9 Do you provide applicants, including those who are physically disabled, the means to submit applications for benefits without leaving their homes? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If No, explain. The application is on the Tanana Chiefs Conference website and fillable. And we have TWDS staff in our villages who can help clients with applications,if necessary.		
2.10 For individual who are homebound or physically disabled, do you provide travel to the sites at which applications for assistance are accepted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If No, explain and explain alternative means of intake to those who are homebound or physically disabled? The application is on the Tanana Chiefs Conference website and fillable. And we have TWDS staff in our villages who can help clients with applications,if necessary.		

2.11 Are any of the utility vendors you work with subject to a moratorium on shut offs? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If you responded "Yes" to question 2.11, you must respond to question 2.12.	
2.12 Describe the terms of the moratorium and any special dispensation received by LIHWAP clients during or after the moratorium period.	
2.13 Do you make payments contingent on vendors taking appropriate measures or maintaining existing supports to alleviate the water burden of eligible households? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If so, describe the measures vendors may take or maintain.	
COVID-Specific	General (Not COVID-specific)
<input type="checkbox"/> Disconnection moratorium <input type="checkbox"/> No late fees, interest, or penalty charges <input type="checkbox"/> Ability to enter into payment plan of 6 months or longer <input type="checkbox"/> Reconnection of service for disconnected customers <input type="checkbox"/> Enrollment in a discounted rate	<input type="checkbox"/> Consumer protections regarding shutoffs (e.g., minimum notice period, protection of vulnerable populations, minimum amount overdue before disconnection allowed, opportunity for payment plan before disconnection, other procedural or substantive restrictions on shutoffs) <input type="checkbox"/> Data reporting requirements for utilities – on a permanent basis – e.g., periodic reporting on number of shutoffs <input type="checkbox"/> Percentage of income payment plan other utility-funded arrearage assistance <input type="checkbox"/> Lifeline rates <input type="checkbox"/> Water efficiency assistance <input type="checkbox"/> Provisions ensuring continued service for a specific time period (<i>Describe below</i>) <input type="checkbox"/> Provisions ensuring reconnection within a specific time period (<i>Describe below</i>)

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

Reference #2.5 on benefits maximum. Based on FY21 LIHEAP benefits paid, a household that has 8 residents, estimated at 100 gallons per person, and if a vendor charges \$1.00 per gallon, the maximum benefit for that household would be \$3200. This is where the maximum was estimated to be. In some of TCC's villages, some clients are not charged for water. For those clients, the cost for them, even if they are a level 1, they would be 0 for water. This is where the minimum of zero came from.

Section 3: Outreach

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

- ☒ Place posters/flyers in local and county social service offices, offices of aging, Social Security offices, VA, etc.
- ☒ Publish articles or public service announcements in local newspapers or broadcast media announcements.
- ☐ Work directly with water utilities to identify potential recipients.
- ☐ Include inserts in water vendor billings to inform individuals of the availability of all types of LIHWAP assistance.
- ☒ Mass mailing(s) to prior-year LIHEAP recipients or recipients of other government benefits:
- ☐ Automated phone campaigns and/or social media outreach
- ☐ Multi-lingual announcements in languages spoken by low income households within utility service area and/or notification in ethnic language news and broadcast media outlets
- ☒ Inform low income applicants of the availability of all types of LIHWAP assistance at application intake for other low-income programs.
- ☐ Execute interagency agreements with other low-income program offices and/or public health pathways created for Covid-19 outreach to perform outreach to target groups.
- ☐ Outreach to faith-based institutions, including those serving low-income people and people of color
- ☒ Other (*specify*):

Additional blank applications will be provided to each Tribal Office in each community served. Posters describing the program, where to pick up applications and who to contact regarding questions applicants might have will be distributed to each Tribal Office and/or community Post Office. Application will be made available to 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, provide said explanation here.

Section 4: Coordination

4.1 Describe how you will ensure that the LIHWAP program is coordinated with other programs available to low-income households (LIHEAP, TANF, SSI, SNAP, EPA, Emergency Rental Assistance Program, Homeowner Assistance Program, WAP, etc.) etc.).

☐ Joint application for multiple programs:

☒ Intake referrals to/from other programs:

LIHWAP will use same the application as LIHEAP. Within the TCC service area and in each village, there are 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 of Alaska refers applicants to TCC if they live in our region. We also

☒ One - stop intake centers:



☐ Other - *Describe:*

4.2 Describe how you will coordinate with relevant regulatory authorities that govern water suppliers.

TCC will communicate and coordinate with regulatory authorities to discuss the LIHWAP program and help reach drinking water and waste water suppliers within TCC's service area.

If any of the above questions require further explanation or clarification that could not be made in the fields, provide explanation here.

NA

Section 5: Agency Designation (Required for State grantees and the Commonwealth of Puerto Rico))		
5.1 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"/> Human Service Agency <input checked="" type="checkbox"/> Other - <i>Describe:</i> <div style="margin-left: 40px;">Partner</div>		
5.2 LIHWAP Component Administration	Drinking Water Service	Wastewater Service
5.2a Who determines client eligibility?	TCC operates its own programs for its service area. The LIHWAP client application forms will be part of the LIHEAP application 	TCC operates its own programs for its service area. The LIHWAP client application forms will be part of the 
5.2b Who processes benefit payments to water service providers?	TCC has it's own centralized payment processing system.	TCC has it's own centralized payment processing system.
If any of your LIHWAP components are not centrally administered by a State agency, you must complete questions 5.3, 5.4 and 5.5.		
5.3 What is your process for selecting local administering agencies? <div style="margin-left: 40px;">TCC will operate its LIHWAP programs for its service area and does not sub-contract.</div>		
5.4 How many local administering agencies do you use? <div style="margin-left: 40px;">0</div>		
5.5 What types of local administering agencies do you use? <input type="checkbox"/> Community Action Agencies <input type="checkbox"/> Local Governments <input type="checkbox"/> City Governments <input type="checkbox"/> County Governments <input type="checkbox"/> Other non-profits		

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

NA

Section 6: Water Suppliers

Note: Water suppliers refers to both drinking and/or wastewater suppliers as they may be different entities at the local level

6.1 The following question is specific to Tribes (only). Do you charge households drinking water and wastewater utility services?

- ☒ Yes If "Yes" please proceed to next questions.
☐ No If "No" please skip to question 6.5.

6.2 How do you notify the household of the amount of assistance paid, and the timing of the assistance payment?

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.

6.3 How do you assure that no household receiving assistance under this title will be treated adversely because of their receipt of LIHWAP assistance?

Tanana Chiefs Conference maintains a toll free 1-800 line to Fairbanks LIHEAP offices for the public to report vendor fraud. This is the same line that LIHWAP program uses. 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 council members, and office personnel all care for their elders and community members.

6.4 How do you assure that water suppliers are restoring disconnected service or otherwise maintaining continuity of service due to the benefit payment?

The vendor agrees to send a monthly statement or a delivery receipt on the usage of the funds received on approved households, providing information on services provided. Tanana Chiefs Conference LIHEAP Coordinator (also managing the LIHWAP benefits) will record all vendor receipts during the program year. Tracking shall include proof of receipts indicating the quantity of all water and water/sewer services, and the price paid.

6.5 For Tribes who answered "No" to question 6.1, please describe how you intend to maintain accurate records to show how LIHWAP funds are expended for drinking water and/or wastewater utilities on behalf of households. (I.E. Financial expenditure reports).

N/A

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

Section 7: Program, Fiscal Monitoring, and Audit

7.1 How do you ensure good fiscal accounting and tracking of LIHWAP funds?

The Tanana Chiefs Conference (TCC) has an automated accounting system (Oracle). The accounting format utilized by TCC 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

7.2 Describe any audit findings rising to the level of material weakness or reportable condition cited in the Single Audits (as required in the Single Audit Act), Grantee monitoring assessments, inspector general reviews, or other government agency reviews of the LIHWAP agency from the most recently audited fiscal year.

☒ No Findings

Finding	Type	Brief Summary	Resolved?	Action Taken
1.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Compliance Monitoring

7.3 Identify the Grantee's strategies for monitoring compliance with the Grantee's and Federal LIHWAP policies and procedures (e.g. certifications, Terms and Conditions, federal guidance, nondiscrimination requirements): *Select all that apply.*

Grantee employees:

- ☒ Internal program review
- ☒ Departmental oversight
- ☒ Secondary review of invoices and payments
- ☐ Reconciliation of water supplier records
- ☐ Other program review mechanisms are in place. *Describe:*

The Tanana Chiefs Conference (TCC) has an automated accounting system and program reports allow the LIHWAP program to be monitored regularly for accuracy. TCC staff will make sure every effort to see that the program is delivered in compliance within the regulations by LIHWAP by conducting monthly random samples of applicants paid and testing them for accuracy and compliance. Also TCC has an outside auditor agency that does the single audit for TCC on an annual basis.

Local Administering Agencies / District Offices:

- ☐ On - site evaluation
- ☐ Annual program review
- ☐ Monitoring through central database
- ☐ Desk reviews
- ☐ Client file testing/sampling
- ☐ Reconciliation of water supplier records
- ☐ Other program review mechanisms are in place. *Describe:*

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

NA

7.5 Describe how you select local agencies for monitoring reviews.

Site visits:

NA

Desk reviews:

7.6 How often will each local agency be monitored? *Note: This answer can be prospective.*

NA

7.7. How many local agencies are currently on corrective action plans for eligibility and/or benefit determination issues for LIHEAP or other programs administered by your agency?

0

7.8. How many local agencies are currently on corrective action plans for financial accounting or administrative issues for LIHEAP or other programs administered by your agency?

0

If any of the above questions require further explanation or clarification that could not be made in the fields provide, said explanation here.

Section 8: Public Participation

8.1 How did you obtain input from the public in the development of your LIHWAP plan?

Select all that apply.

- ☒ Tribal Council meeting(s)
- ☐ Public hearing(s)

Enter the dates for Tribal Council meeting(s) or Public hearing(s):

4/27/21-sent letter to all TCC Tribes via email.

5/5/21 Tribal Zoom Call (80-150 in attendance) introduced LIHWAP during partnership call

5/13-14 ASAP training. Energy Assistance portion. LIHWAP was discussed



- ☒ Draft Plan posted to website and available for comment
- ☒ Hard copy of plan is available for public view and comment

Enter how long draft plan and/or hard copy of plan was available for public view and comment:

9/21/21 emailed hard copy of draft with public notice poster to all TCC tribal offices

9/23-28, 2021 Public Comment period was posted to TCC website.

- ☐ Comments from applicants are recorded
- ☒ Request for comments on draft Plan is advertised
- ☐ Stakeholder or consultation meeting(s)
- ☒ Comments are solicited during outreach activities
- ☐ Other - *Describe:*

9/21 emailed to all tribes in TCC region.

9/23-28, 2021 Public Comment period-posted to the Tanana Chiefs Conference website.

No calls or emails. Energy Assistance Coordinator received one call in October. See #8.3

9/30 email with resolution to all TCC Tribes, with reminder about the public comment.

8.2 How many parties commented on your plan? 4

8.3 Summarize the comments you received on your plan here:

One tribal member called to stated that the local water provider does not charge for water since some of those households do not have water hookups.

One vendor called in early October to inquire about billing.

One Tribal office staff emailed and inquired about infrastructure options within LIHWAP.

8.4 What changes did you make to your LIHWAP plan as a result of the comments received?

Based on the comment in 8.3, no changes were made to this draft.

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

TBD

Section 9: Fair Hearings

Note: Administrative hearing opportunities will be comparable to and may utilize existing processes, procedures, and systems currently in place for the State, Territory, or Tribe's Low Income Home Energy Assistance grant.

9.1 Describe your fair, independent hearing procedures for households whose applications are denied or where the applicant disputes the benefit amount.

Village-based Tribal Workforce Development Specialists or Tribal Administrator staff are available in their respective villages daily, and each working week, and will try to resolve any LIHWAP related concerns at the Tribe. If the concerns cannot be resolved at the tribal office, it will be referred to the LIHEAP Coordinator, who will try to resolve the issue. The level after the Coordinator reviews will be with the Workforce Support Manager. 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 Family Services & Support Director.

9.2 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 Family Services & Support Director.

If you desire a hearing, you may request it by telephone, in person, or in writing, through the Family Services & Support 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.



9.3 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 are available in their respective villages, daily, each working week, and will try to resolve any LIHWAP 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 level after the Coordinator reviews will be with the Workforce Support Manager. 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 Family Services & Support Director.

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If you desire a hearing, you may request it by telephone, in person, or in writing, through the Family Services & Support 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.



If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

Section 10: Training

10.1 Training Strategy - Briefly describe the anticipated training strategy for ensuring that grantee staff, local administering agencies, and participating water utilities understand requirements outlined in the Terms and Conditions as well eligibility requirements and procedures described in this plan. Indicate any technical assistance or resources needed by the State, Territory or Tribe to carry out this training strategy.

Employees will have formal training on grantee policies and procedures. Employees are provided with an operations manual, which will include a section on the LIHWAP program. Energy Assistance Coordinator performs one on one training with employees on how to process and determining eligibility for LIHWAP.

Tribal Workers - Tribal Workforce Development Specialist located at our tribal village communities participate in bi-annual training where Energy Assistance application process is presented.

Vendors will have training on policies which is communicated through vendor agreements.

Section 11: Performance Management

11.1 Describe any challenges you anticipate with collecting and reporting data to ACF each year regarding how you implemented your LIHWAP. Examples of data may include, but are not limited to, the number of households assisted, the average benefit amount provided, the number of households whose water or wastewater services were restored because of the benefit, demographics of applicants and beneficiaries, and the number of imminent disconnections of water or wastewater services avoided because of the benefit.

Tanana Chiefs Conference should not have any challenges in collecting data because TCC utilizes a preexisting data reporting system for LIHEAP which will be altered to include LIHWAP. The program may be designed like the Weatherization portion of the current LIHEAP program.

11.2 List any technical assistance resources you request of ACF related to data collection, analysis and reporting on your LIHWAP.

Training session on data collection and reporting that is similar to the current LIHEAP Program.

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

Section 12: Program Integrity

12.1 Fraud Reporting Mechanisms

- a. Identify all mechanisms that will be available to the public for reporting cases of suspected LIHWAP 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 are available in their respective villages, daily, each working week, and will try to resolve any LIHWAP related problems or concerns at the village level. If the problem cannot be resolved at the village level, +

- b. Identify strategies that will be used for advertising the above-referenced resources. **Select all that apply**

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

12.2. Identification Documentation Requirements

- a. Indicate which of the following forms of identification will be required or requested to be collected from LIHWAP applicants or their household members. Note: The types of documentation required is left to the discretion of the grantee. The types of documentation included in the list below are examples of documentation required by LIHEAP grantees for some or all household members based on policies within the State, Territory or Tribe. Comparable documentation and procedures may be instituted for LIHWAP households or may be modified or simplified for households that are categorically eligible based on enrollment in programs identified in question 1.5.

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"/> Requested	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Requested	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Requested
Social Security Number (Without Actual Card)	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Requested	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Requested	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Requested
Government-issued identification card (i.e.: driver's license, State ID, Tribal ID, passport, etc.)	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Requested	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Requested	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Requested
Other (<i>Describe Below</i>)	<input type="checkbox"/> Required <input type="checkbox"/> Requested	<input type="checkbox"/> Required <input type="checkbox"/> Requested	<input type="checkbox"/> Required <input type="checkbox"/> Requested

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.

12.3 Identification Verification

Identify what methods will be 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 with TCC LIHWAP Data Base System, which will be homed in the TCC Energy Assistance Data Base.

12.4. Citizenship/Legal Residency Verification

What are your procedures for ensuring that household members are U.S. citizens or permanent residents who are qualified to receive LIHWAP 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 Driver's License

12.5. Income Verification Note: Income verification applies only to households that have not been determined to be categorically eligible based on enrollment in other programs identified in question 1.5 above. Methods of income verification are left to the discretion of grantees and should be consistent with any sources of countable income identified in question 1.7 above.

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

☒ **Require documentation of income for all adult household members**

- ☒ Bank statements
- ☒ Pay stubs
- ☐ Social Security award letters
- ☒ Tax statements
- ☒ Unemployment insurance letters
- ☒ Zero-income statements
- ☒ 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:*

12.6. Protection of Privacy and Confidentiality

Identify the financial and operating controls that will be 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 LIHWAP 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:*

12.7 Verifying the Authenticity

What policies will be 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 water 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.

12.8 Benefits Policy - Water and Wastewater Utilities

What policies will be in place to protect against fraud when making benefit payments to water utilities on behalf of clients? Select all that apply.

- ☐ Applicants required to submit proof of physical residency
- ☒ Applicants must submit current water or wastewater bill
- ☒ Centralized computer system/database tracks payments to all water suppliers
- ☒ Centralized computer system automatically generates benefit level
- ☒ Computer databases are periodically reviewed to verify accuracy and timeliness of payments made to water suppliers
- ☐ Data exchange with utilities that verifies:
 - ☐ Account is properly credited with benefit
 - ☐ Account ownership
 - ☐ Balances
 - ☐ Consumption
 - ☐ Payment history
 - ☐ Other - *Describe:*

- ☐ Payments coordinated among other water and wastewater assistance programs to avoid duplication of payments
- ☒ Payments to water suppliers and invoices from water suppliers are reviewed for accuracy
- ☐ Procedures are in place to require prompt refunds from utilities in cases of account closure
- ☒ Separation of duties between intake and payment approval
- ☒ Vendor agreements specify requirements selected above, and provide enforcement mechanism
- ☒ Other - *Describe:*

Other - Describe:

If, after the original benefit award is exhausted, an eligible household faces a source termination including disconnects, additional assistance up to 25% of the original benefit will be paid to the householder's vendor or to a utility vendor in situations in which the primary home water/wastewater

12.9 Investigations and Prosecutions

Identify 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.

- ☒ Clients found to have committed fraud are banned from LIHWAP assistance. For how long is a household banned? 1 year
- ☐ Contracts with local agencies require that employees found to have committed fraud are reprimanded and/or terminated
- ☒ Grantee attempts collection of improper payments. If so, describe the recoupment process
- ☐ Local agencies/district offices or Grantee conduct investigation of fraud complaints from public
- ☐ Refer to local prosecutor or State Attorney General
- ☐ Refer to State Inspector General
- ☐ Refer to US DHHS Inspector General (including referral to OIG hotline)
- ☒ Vendors found to have committed fraud may no longer participate in LIHWAP
- ☐ Other - *Describe:*

In the case where funds need to be returned to the Tanana Chiefs Conference LIHWAP program because of an improper payment the following process will be used; see response below.

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

reference 12.9

If improper payment has happened.

1. Notify the vendor immediately of the improper payment
2. Request the vendor to return the funds for the named LIHWAP 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 LIHWAP head of household's name.
4. Document in the notes section of the Tanana Chiefs Conference Water 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 Water Assistance data base when the funds have been returned
6. Send the returned payment to the Tanana Chiefs Conference accounting department.

If fraud is discovered:

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

1. Check mark the box concern and/or document in the concern notes section of the Tanana Chiefs Conference Water 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 Water Assistance up to 1 Fiscal year.
3. Concern history report is available within the TCC Water Assistance data base, that will list the household, list the fraud finding, list if a penalty was imposed and the year the household will be eligible to apply for Water Assistance again.

Section 13: Certification Regarding Debarment, Suspension, and Other Responsibility Matters

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

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

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

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

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false Statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

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

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

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

Section 14: 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)		
Address Line 1: Tanana Chiefs Conference		
Address Line 2: 122 First Avenue, Suite 600		
Address Line 3:		
City: Fairbanks	State: AK	Zip Code: 99701
<input type="checkbox"/> 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]		
<input checked="" type="checkbox"/> By checking this box, the prospective primary participant is providing the certification set out above.		

Section 15: 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.

Signature of Tribal Chairperson's Authorized Official

Name of Tribe: Tanana Chiefs Conference

LIHWAP Tribal Lead Agency: Tanana Chiefs Conference

I certify that the LIHWAP Plan is complete and that LIHWAP grant project will be implemented in

X  CFC for

Pollack Simon, Jr.

Print Name

Tribal Authorized Official

Jodi Jendry

From: Norma Dahl
Sent: Wednesday, October 27, 2021 1:17 PM
To: Executive Mgmt Team; Alisa J. Alexander; Crystal Stordahl; Christopher Chestnut; Diane Evans-Sommer; Kailey Erickson; Paul Mayo; Shawna Hildebrand; Debbie Meade; Lisa Metzger; Chrislene French; Linda McCrea; Jodi Jendry; Cortnie Doan; Brittany Madros
Subject: Delegation of Authority: Chief/Chairman

Chief/Chairman PJ Simon will be out of the office this afternoon 10/27/21, tomorrow and Friday 10/28 & 29/21. Brian Ridley, Chief Finance Officer, will be acting Chief/Chairman in his absence. Please notify any of your staff that needs signatory authority.

The Acting TCC Chief/Chairman has the designated authority to act on the Chief/Chairman's behalf regarding the signing of documents / checks that cannot wait until his return and addressing issues that need immediate attention. Under no circumstances is the Acting Chief/Chairman authorized to approve or sign for the following:

Controversial Purchase Orders, Contracts, or TA's

PCN's (except Summer Youth, and regular full-time positions after discussion with PJ Simon)

Employee Agreements or Credentialing Documents until receiving authorization from PJ Simon

Payroll advances

Loaning of TCC vehicles / equipment, etc.

If there is an emergency, the Acting TCC Chief/Chairman will know where to contact the Chief/Chairman.

The Acting TCC Chief/Chairman will also be responsible for briefing the Chief/Chairman upon his return regarding what transpired during his absence and to bring him up to date on current pending issues.

Thank you,

Norma Dahl, Board Secretary

122 1st Ave. Ste. 600

Fairbanks AK 99701

452-8251 ext. 3118 work

(907) 460-7633 cell