

DETAILED MODEL PLAN (LIHEAP)

Program Name: Low Income Home Energy Assistance

Grantee Name: Ohio Department Of Development

Report Name: DETAILED MODEL PLAN (LIHEAP) Revision # 2

Report Period: 10/01/2025 to 09/30/2026

Report Status: Submission Accepted by CO (Revision #2)

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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.: 0970-013 Expiration Date: 02/28/2027							
LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY									
* 1.a. Type of Submission: ☒ Plan	* 1.b. Frequency: ☒ Annual	* 1.c. Consolidated Application/ Plan/Funding Request? Explanation:	* 1.d. Version: ☒ Initial ☐ Resubmission ☐ Revision ☐ Update						
		2. Date Received:	State Use Only:						
		3. Applicant Identifier:							
		4a. Unique Entity Identifier (UEI) K1PKP3JWWQJ4							
		4b. Federal Award Identifier: 2401OHLIEI	5. Date Received By State:						
			6. State Application Identifier:						
7. APPLICANT INFORMATION									
* a. Legal Name: Ohio Department of Development									
* b. Address:									
* Street 1:	P.O. BOX 1001	Street 2:	77 S. HIGH ST., 25TH FLOOR						
* City:	COLUMBUS	County:	Franklin						
* State:	OH	Province:							
* Country:	United States	* Zip / Postal Code:	43216 - 1001						
c. Organizational Unit:									
Department Name: Ohio Department of Development		Division Name: Community Services Division							
d. Name and contact information of person to be contacted on matters involving this application: (person will be listed on Notice of Funding Awards and on the U.S. Department of Health and Human Services' LIHEAP contact list webpage)									
* First Name: Latisha		* Last Name: Chastang							
Title: Deputy Chief		Organizational Affiliation: Office of Community Services							
* Telephone Number: 614-728-2821		Fax Number							
* Email: Latisha.chastang@development.ohio.gov									
* 8. TYPE OF APPLICANT: A: State Government									
* a. Is the applicant a Tribal Consortium: ☐ Yes ☒ No									
* b. If yes please attach at least one the following documentation:									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%; text-align: center;">Catalog of Federal Domestic Assistance Number:</td> <td style="width: 33%; text-align: center;">CFDA Title:</td> </tr> <tr> <td style="padding: 5px;">9. CFDA Numbers and Titles</td> <td style="padding: 5px;">93.568</td> <td style="padding: 5px;">Low-Income Home Energy Assistance Program</td> </tr> </table>					Catalog of Federal Domestic Assistance Number:	CFDA Title:	9. CFDA Numbers and Titles	93.568	Low-Income Home Energy Assistance Program
	Catalog of Federal Domestic Assistance Number:	CFDA Title:							
9. CFDA Numbers and Titles	93.568	Low-Income Home Energy Assistance Program							
10. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Low-Income Home Energy Assistance Program									
11. AREAS AFFECTED BY FUNDING: Statewide									
12. CONGRESSIONAL DISTRICTS OF APPLICANT: Ohio									
13. FUNDING PERIOD:									
a. Start Date: 10/01/2025		b. End Date: 09/30/2026							
* 14. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?									
a. This submission was made available to the State under Executive Order 12372									

Process for review on:	
b. Program is subject to E.O. 12372 but has not been selected by State for review.	
c. Program is not covered by E.O. 12372.	
*15. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
☐ YES ☒ NO	
If Yes, explain:	
16. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) **I Agree ☒	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
17a. Typed or Printed Name and Title of Authorized Certifying Official Latisha A. Chastang	17c. Telephone (area code, number and extension) 17d. Email Address Latisha.chastang@development.ohio.gov
17b. Signature of Authorized Certifying Official 	17e. Date Report Submitted (Month, Day, Year) 09/22/2025

Section 1 - Program Components

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

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
OMB Clearance No.: 0970-013
Expiration Date: 02/28/2027

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

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

Section 1 Program Components

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

1.1 Check which components you will operate under the LIHEAP program. (Note: You must provide information for each component designated here as requested elsewhere in this plan.)		Dates of Operation	
		Start Date	End Date
☒	Heating assistance	10/01/2025	05/31/2026
☐	Cooling assistance		
☒	Summer crisis assistance	07/01/2026	09/30/2026
☒	Winter crisis assistance	11/01/2025	03/31/2026
☐	Year-round crisis assistance		
☒	Weatherization assistance	10/01/2025	06/30/2026

Provide further explanation for the dates of operation, if necessary

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

1.2 Estimate what amount of available LIHEAP funds will be used for each component that you will operate: The total of all percentages must add up to 100%.	Percentage (%)	Prior year totals
Heating assistance	37.50%	0.00%
Cooling assistance	0.00%	0.00%
Summer crisis assistance	10.00%	0.00%
Winter crisis assistance	20.00%	0.00%
Year-round crisis assistance	0.00%	0.00%
Weatherization assistance	15.00%	0.00%
Carryover to the following federal fiscal year	6.50%	0.00%
Administrative and planning costs	10.00%	0.00%
Services to reduce home energy needs including needs assessment (Assurance 16)	1.00%	0.00%
Used to develop and implement leveraging activities	0.00%	0.00%
TOTAL	100.00%	0.00%

Tribal grant recipients: direct-grant tribes, tribal organizations, or territories with allotments of \$20,000 or less may use for planning and administration up to 20% of the funds payable. Grant recipients that are direct grant tribes, tribal organizations, or territories with allotments over \$20,000 may use for planning and administration purposes up to 20% of the first \$20,000 (or \$4,000) plus 10% of the funds payable that exceeds \$20,000. Any administrative costs in excess of these limits must be paid from non-federal sources.

Alternate Use of Crisis Assistance Funds, 2605(c)(1)(C)			
1.3 The funds reserved for winter crisis assistance that have not been expended by March 15 will be reprogrammed to:			
☒	Heating assistance	☐	Cooling assistance
☐	Weatherization assistance	☒	Other (specify:) Summer Crisis Assistance
Categorical Eligibility, 2605(b)(2)(A) - Assurance 2, 2605(c)(1)(A), 2605(b)(8A) - Assurance 8			
1.4 Do you consider households categorically eligible if at least one household member receives at least one of the following categories of benefits in the left column below? ☐ Yes ☒ No			
If you answered "Yes" to question 1.4, you must complete the table below and answer questions 1.5 and 1.6.			
	Heating	Cooling	Crisis
TANF	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
SSI	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
SNAP	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Means-tested Veterans Programs	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
1.4a. Provide your definition of categorical eligibility. Please explain how households are categorically eligible (i.e, do all household members need to receive the benefits or just one member, is there a data exchange in place?) and how categorical eligibility streamlines the LIHEAP application process.			
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			
☐	Once Per Year		
☐	Once every five years		
☐	Other - Describe:		
1.7d How do you confirm that the household receiving a nominal payment has an energy cost or need?			
Determination of Eligibility - Countable Income			
1.8. In determining a household's income eligibility for LIHEAP, do you use gross income or net income?			
☒	Gross Income		
☐	Net Income		
☐	Other - Describe		
1.9. Select all the applicable forms of countable income used to determine a household's income eligibility for LIHEAP			
☒	Wages		
☒	Self - Employment Income		
☒	Contract Income		
☐	Payments from mortgage or Sales Contracts		
☒	Unemployment insurance		

☒	Strike Pay
☒	Social Security Administration (SSA) benefits
☐	☐ Including MediCare deduction ☒ Excluding MediCare deduction
☒	Supplemental Security Income (SSI)
☒	Retirement / pension benefits
☐	General Assistance benefits
☐	Temporary Assistance for Needy Families (TANF) benefits
☐	Loans that need to be repaid
☐	Cash gifts
☐	Savings account balance
☒	One-time lump-sum payments, such as rebates/credits, winnings from lotteries, refund deposits, etc.
☐	Jury duty compensation
☒	Rental income
☐	Income from employment through Workforce Investment Act (WIA)
☐	Income from work study programs
☒	Alimony
☐	Child support
☒	Interest, dividends, or royalties
☒	Commissions
☒	Legal settlements
☐	Insurance payments made directly to the insured
☐	Insurance payments made specifically for the repayment of a bill, debt, or estimate
☒	Veterans Administration (VA) benefits
☐	Earned income of a child under the age of 18
☐	Balance of retirement, pension, or annuity accounts where funds cannot be withdrawn without a penalty.
☐	Income tax refunds
☐	Stipends from senior companion programs, such as VISTA
☐	Funds received by household for the care of a foster child
☐	Ameri-Corp Program payments for living allowances, earnings, and in-kind aid
☐	Reimbursements (for mileage, gas, lodging, meals, etc.)

☒	Other VA disability is excluded however VA pension is included
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.	
1.10 Do you have an online application process ☒ Yes ☐ No	
1.10a If yes, describe the type of online application (Select all boxes that apply)	
☒	A PDF version of the application is available online and can be downloaded, filled out and mailed in for processing.
☒	A state-wide online application that allows a customer to complete data entry and submit an application electronically for processing.
☐	One or more locally available online applications that allows a customer to complete data entry and submit an application electronically for processing.
☐	Online application that is also mobile friendly
☐	Other, please describe
Please include a link(s) to a statewide application, if available: https://development.ohio.gov/individual/energy-assistance/apply-now-energy-assistance-programs	
1.10b Can all program components be applied for online? ☒ Yes ☐ No	
If no, explain which components can and cannot be applied for online.	
1.11 Do you have a process for conducting and completing applications by phone ☒ Yes ☐ No	
1.12 Do you or any of your subrecipients require in person appointments in order to apply ☐ Yes ☒ No	
If yes, please provide more information regarding why in-person appointments are required and in what circumstances they are required.	
1.13 How can applicants submit documentation for verification? Select all that apply:	
☒	In-person
☒	Mail
☒	Email
☒	Portal application
☐	Other, please describe

Hidden for Section 1

Section 2 - HEATING ASSISTANCE

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

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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

Section 2 - Heating Assistance

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

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

Add	Household size	Eligibility Guideline	Eligibility Threshold
1	9	State Median Income	60.00%

2.2 Do you have additional eligibility requirements for Heating Assistance? ☒ Yes ☐ No

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

Do you require an Assets test? ☐ Yes ☒ No

If yes, describe: Do you have additional/differing eligibility policies for:

Renters? ☐ Yes ☒ No

If yes, describe:

Renters Living in subsidized housing? ☒ Yes ☐ No

If yes, describe:

Tenants whose electric bills are not in the renter's name(s) are ineligible to receive benefits, unless they provide verification that they pay all or a portion (i.e., HUD Section 8 housing) of the electric bill.

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

If yes, describe:

Tenants whose electric bills are not in the renter's name(s) are ineligible to receive benefits, unless they provide verification that they pay all or a portion (i.e., HUD Section 8 housing) of the electric bill.

Do you give priority in eligibility to:

Older Adults (60 years or older)? ☒ Yes ☐ No

If yes, describe:

A weighted benefit is given to clients who have someone in the home over the age of 60 or older.

Individuals with a disability? ☒ Yes ☐ No

If yes, describe:

A weighted benefit is given to clients who have someone in the home with a documented disability.

Young children? ☒ Yes ☐ No

If yes, describe:

A weighted benefit is given to clients who have someone in the home a child 5 years or younger.

Households with high energy burdens? ☐ Yes ☒ No

If yes, describe:

Other? ☐ Yes ☒ No

If yes, describe:

Explanations of policies for each "yes" checked above:

Ohio HEAP applies a weighted benefit to households with members who are more vulnerable to energy insecurity. Additional weight is

given when a household includes: An individual age 60 or older, A documented person with a disability, and/or a child age 5 or younger.

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.

All applicants meeting eligibility and are 60 years or older, individuals with a disability, and/or have a child in the house 5 years and younger, receive an increased monetary benefit based on the Benefit Matrix. Older adults and individuals with a disability will also receive the new HEAP application by mail first.

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

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

Increased benefit amounts for older adults and/or clients with a disability and households with a child 5 years and younger.

Decreased benefit amounts for the Percentage of Income Payment Plan Plus (PIPP) clients. The FY 2025 Benefit Matrix (see attached) is submitted with the State Plan assuming Ohio's LIHEAP funding level remains the same. A final version of the FY 2026 Benefit Matrix will be submitted when funding information is finalized.

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

2.6 Describe estimated benefit levels for the fiscal year for which this plan applies. Please note: the maximum and minimum benefits must be shown in the payment matrix.

Minimum Benefit	\$24	Maximum Benefit	\$441
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2.7 Do you provide in-kind (e.g., blankets, space heaters) and/or other forms of benefits? ☐ Yes ☒ No

If yes, describe.

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

Section 3 - COOLING ASSISTANCE

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

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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

Section 3 - Cooling Assistance

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

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

Add	Household size	Eligibility Guideline	Eligibility Threshold
1			0.00%

3.2 Do you have additional eligibility requirements for Cooling assistance? ☐ Yes ☐ No

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

Do you require an Assets test? ☐ Yes ☐ No

If yes, describe:

Do you have additional/differing eligibility policies for:

Renters? ☐ Yes ☐ No

If yes, describe:

Renters Living in subsidized housing? ☐ Yes ☐ No

If yes, describe:

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

If yes, describe:

Do you give priority in eligibility to:

Older Adults (60 years or older)? ☐ Yes ☐ No

If yes, describe:

Individuals with a disability? ☐ Yes ☐ No

If yes, describe:

Young children? ☐ Yes ☐ No

If yes, describe:

Households with high energy burdens? ☐ Yes ☐ No

If yes, describe:

Other? ☐ Yes ☐ No

If yes, describe:

Explanations of policies for each "yes" checked above:

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

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

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

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

☐	Dwelling type		
☐	Energy burden (% of income spent on home energy)		
☐	Energy need		
☐	Other - Describe:		
Benefit Levels, 2605(b)(5) - Assurance 5, 2605(c)(1)(B)			
3.6 Describe estimated benefit levels for the fiscal year for which this plan applies. <i>Please note: the maximum and minimum benefits must be shown in the payment matrix.</i>			
Minimum Benefit	\$0	Maximum Benefit	\$0
3.7 Do you provide in-kind (e.g., fans, air conditioners) and/or other forms of benefits? ☐ Yes ☐ 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
ADMINISTRATION FOR CHILDREN AND FAMILIES

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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

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	8	State Median Income	60.00%

4.2 Provide your LIHEAP program's definition for determining a crisis. If you administer multiple crisis assistance programs (winter, summer, and/or year-round), Include all program definitions.

Eligibility Threshold: Households must be at or below 175% of the Federal Poverty Guidelines (FPG) for households up to eight, and 60% State Median Income (SMI) for households of nine or more receive a benefit in the form of a credit directly to the client's main energy heating account beginning in the month of January.

For Winter Crisis Assistance: a disconnection, notice of disconnection, establishing new service, less than 25% supply of deliverable fuel, or a heating system needing repair to be operable are criteria to be considered in crisis.

For Summer Crisis Assistance: a disconnection, notice of disconnection, establishing new service, a medical certification and/or being elderly (age 60 or older) are criteria to be considered in crisis.

4.3 What constitutes a life-threatening crisis?

Development's Energy Assistance Programs Guidelines, in keeping with the LIHEAP statute, require local HEAP providers to, no later than 18 hours after a household applies, provide assistance that will resolve the crisis if the household is eligible to receive such benefits and is in a life-threatening situation. Development and our local provider agencies understand a life-threatening situation to be a situation that is very dangerous or serious with the possibility that death could be the outcome. For example, an eligible household containing a member with a disability or a frail elder who would be more vulnerable to experiencing a serious outcome if heat and light are not expeditiously restored. A household with a newborn baby is another example of how a utility/energy service crisis e.g., imminent shutoff, disconnection or empty fuel tank, can have more dire outcomes, up to and including death, if not quickly remedied. A life-threatening crisis could also exist when a household is without service and is using alternative heating sources such as kerosene heaters or using their oven.

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)

	Winter Crisis	Summer Crisis	Year-Round Crisis
4.6 Do you have additional eligibility requirements for Crisis Assistance?	☒	☒	☐

4.7 Check the appropriate boxes below to indicate type(s) of assistance provided

0

Do you require an Assets test?	☐	☐	☐
Do you give priority in eligibility to:			
Older Adults (60 years or older)?	☐	☐	☐
Individuals with a disability?	☐	☐	☐
Young Children?	☐	☐	☐
Households with high energy burdens?	☐	☐	☐
Other (Specify):	☐	☐	☐

In Order to receive crisis assistance:

Must the household have received a shut-off notice or have a near empty tank?	☒	☒	☐
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Must the household have been shut off or have an empty tank?	☐	☐	☐
Must the household have exhausted their regular heating benefit?	☐	☐	☐
Must renters with heating costs included in their rent have received an eviction notice?	☐	☐	☐
Must heating/cooling be medically necessary?	☒	☒	☐
Must the household have non-working heating or cooling equipment?	☐	☐	☐
Other (Specify):	☐	☐	☐
Do you have additional/differing eligibility policies for:			
Renters?	☐	☐	☐
Renters living in subsidized housing?	☒	☒	☐
Renters with utilities included in the rent?	☒	☒	☐
Explanations of policies for each "yes" checked above:			
For Winter Crisis Assistance: a disconnection, notice of disconnection, establishing new service, less than 25% supply of deliverable fuel, or a heating system needing repair to operate are criteria to be considered in crisis. To participate in the Summer Crisis Program, the household must be disconnected, have a disconnection notice, establishing new service, may include an individual with a documented medical condition and/or the household may have at least one-member age 60 or older. If qualified based on age or medical condition, the household may receive a monetary benefit and/or an air conditioner unit or central air repair and/or fan up to the maximum benefit amount per household. Households may receive one air conditioner, provided the household has not received an air conditioner in the prior three years, up to the maximum benefit allowed. Households can be provided with no more than two fans, once every three years, up to the maximum benefit amount. Renters whose bill is in the landlord's name must produce a lease or written documentation from the landlord verifying that the renter is responsible for the electric bill, and/or the gas bill.			
Determination of Benefits			
4.8 How do you handle crisis situations?			
☒	Separate component		
☐	Benefit Fast Track, no separate amount of crisis funds is issued. Rather benefits are issued to crisis customers within crisis response time frames.		
☐	Other - Describe:		
4.9 If you have a separate component, how do you determine crisis assistance benefits?			
☐	Amount to resolve the crisis. \$0		
☒	Other - Describe: Ohio has a maximum benefit amount and requires a copay if necessary. Also, see Section 4.7.		
Crisis Requirements, 2604(c)			
4.10 Do you accept applications for energy crisis assistance at sites that are geographically accessible to all households in the area to be served?			
☒ Yes ☐ No Explain.			
Intake centers are located in all 88 counties in Ohio. Additionally, Development launched an online application to allow clients to enter household information at their convenience. While an appointment is required for crisis assistance, the client can enter in their information and upload documentation online to expedite the intake process once at the local agency. All applications can be completed at the 50 local Energy Assistance Provider locations around the 88 counties.			
4.11 Do you provide individuals who are individuals with a disability the means to:			
Submit applications for crisis benefits without leaving their homes?			
☒ Yes ☐ No			
If No, explain.			
Travel to the sites at which applications for crisis assistance are accepted?			
☒ Yes ☐ 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?			
Benefit Levels, 2605(c)(1)(B)			

4.12 Indicate the maximum benefit for each type of crisis assistance offered.			
Winter Crisis	\$1,200.00	maximum benefit	
Summer Crisis	\$800.00	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			
As a last resort funds can be authorized to purchase portable heaters equipped with an automatic shut-off switch and an Underwriters Laboratory (UL) or Electrical Testing Laboratories (ETL) safety approval.			
4.14 Do you provide for equipment repair or replacement using crisis funds?			
☒ Yes ☐ No			
If you answered "Yes" to question 4.14, you must complete question 4.15.			
4.15 Check appropriate boxes below to indicate type(s) of assistance provided.			
	Winter Crisis	Summer Crisis	Year-round Crisis
Heating system repair	☒	☐	☐
Heating system replacement	☒	☐	☐
Cooling system repair	☐	☒	☐
Cooling system replacement	☐	☒	☐
Wood stove purchase	☐	☐	☐
Pellet stove purchase	☐	☐	☐
Solar panel(s)	☐	☐	☐
Utility poles / gas line hook-ups	☐	☐	☐
Other (Specify): Bulk Fuel, Propane, Fuel Oil, Kerosene, Coal or Wood. Clients are eligible to receive one air conditioner or fans unit every three years.	☒	☒	☐
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.			
It is rare in Ohio for the Governor to issue a moratorium prohibiting regulated utilities from issuing disconnection notices. This only occurs when there is an extreme weather event or a significant economic downturn. However, the Public Utilities Commission of Ohio (PUCO), annually issues a Reconnection Order that coincides with the Winter Crisis Program. The annual Reconnect Order requires regulated utilities to stop a disconnection or restore service for a maximum of \$175. The Reconnection Order and the Winter Crisis Program is in place from Oct. 15 to April 15. See attached sample in PDF version of 2024-2025 Special Reconnect Order issued by PUCO. When the temperature is predicted to go below 32 degrees (Ohio Rule 4901:1-18-06) utilities can't disconnect service.			
4.18 If you experience a natural disaster, do you intend to utilize LIHEAP crisis funds to address disaster related crisis situations? ☐ Yes ☒ No			
If yes, describe			
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
ADMINISTRATION FOR CHILDREN AND FAMILIES

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
OMB Clearance No.: 0970-013
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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

Section 5: WEATHERIZATION ASSISTANCE

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

5.1 Designate the income eligibility threshold used for the Weatherization component

Add	Household Size	Eligibility Guideline	Eligibility Threshold
1	All Household Sizes	HHS Poverty Guidelines	200.00%

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

5.3 If yes, name the agency and attach a copy of the Internal Agreement or Contract.

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:**
The differences are as follows: U.S. Department of Energy (DOE) income eligibility requirements (200% of the Federal Poverty Level); Health and Safety is limited to no more than 25% of Program Operations (Materials + Support total) for LIHEAP (limit is 14.9% for DOE); and an additional \$1,200 for incidental repairs is available per single family unit with LIHEAP funds (in an effort to avoid deferrals). Additionally, Development requested and received a waiver to transfer an additional 10% of LIHEAP funds to weatherization and energy-related home repairs. This will make the total transfer of LIHEAP funds 25%. 15% of the transferred funds will be used to serve households as described above. An additional 10% transfer will be used for a complementary program to Ohio's weatherization program. The Ohio Home Weatherization Assistance Program (HWAP) Enhancement (approximately \$15.7 million) will install specific measures in households at or below 175% (LIHEAP Income Guidelines) of the Federal Poverty Guidelines and may have been deferred previously for weatherization services. The measures to be installed will include furnace repair and replacement, electric repair and replacement, ventilation measures (i.e., ASHRAE fans), minor plumbing repair and replacement, pest infestation, air conditioning repair/replacement for households with a member at least 60 years of age or with a documented medical condition (mirroring Summer Crisis Program guidelines), multi-family unit energy conservation measures, and minor roof repair. Utilizing these additional funds for these specific measures will allow the weatherization program to serve homes that would have been deferred due to costs and to install more energy conservation measures in homes.

☒ **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:**
The differences are as follows: U.S. Department of Energy (DOE) income eligibility requirements (200% of the Federal Poverty Level); Health and Safety is limited to no more than 25% of Program Operations (Materials + Support total) for LIHEAP (limit is 14.9% for DOE); and an additional \$1,200 for incidental repairs is available per single family unit with LIHEAP funds (in an effort to avoid deferrals). Additionally, Development requested and received a waiver to transfer an additional 10% of LIHEAP funds to weatherization and energy related home repairs. This will make the total transfer of LIHEAP funds 25%. 15% of the transferred funds will be used to serve households as described above. The additional 10% transfer will be used for a complimentary program to Ohio's weatherization program. The Ohio Home Weatherization Assistance Program (HWAP) Enhancement (approximately \$15.7 million) will install specific measures in households at or below 175% (LIHEAP Income Guidelines) of the Federal Poverty Guidelines and may have been deferred previously for weatherization services. The measures to be installed will include furnace repair and replacement, electric repair and replacement, ventilation measures (i.e., ASHRAE fans), minor plumbing repair and replacement, pest infestation, air conditioning repair/replacement for households with a member at least 60 years of age or with a documented

medical condition (mirroring Summer Crisis Program guidelines), multi-family unit energy conservation measures, and minor roof repair. Utilizing these additional funds for these specific measures will allow the weatherization program to serve homes that would have been deferred due to costs and to install more energy conservation measures in homes. It is important to note, the Ohio Legislature passed, and Governor DeWine signed into law House Bill 6 (HB 6) in July 2019. One of the provisions of HB 6 directs Development to request a waiver from the U.S. Department of Health and Human Services beginning July 2021 to transfer an additional 10% of LIHEAP funds for weatherization and energy efficiency purposes, with a total transfer amount of 25% which is being presented in this revision.

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

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

5.7 Do you have additional/differing eligibility policies for :

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

5.8 Do you give priority in eligibility to:

Older Adults?	☒ Yes ☐ No
Individuals with a disability?	☒ Yes ☐ No
Young Children?	☒ Yes ☐ No
House holds with high energy burdens?	☒ Yes ☐ No
Other? High Energy User Households	☒ Yes ☐ No

If you selected "Yes" for any of the options in questions 5.6, 5.7, or 5.8, you must provide further explanation of these policies in the text field below.

The applications are prioritized as required by 10 CFR 440.16 "Minimum Program Requirements": Older Adult(s), Individuals with a Disability(s), Dependent child(ren) in the home, high energy burden households, high energy user households.

Appropriate documentation is required in the client file to substantiate the assigned priority for service delivery. Clients meeting one or more of the priorities for service delivery as described above will be considered "Priority Applicants." Clients applying for HWAP services and do not meet one or more of the priorities for service delivery will be considered "Traditional Applicants." All clients will be placed on the subgrantee waiting list for the county in which they reside. Priority Applicants will be placed on the waiting list ahead of Traditional Applicants and ordered by eligibility date (oldest to newest). Under no circumstances shall a Traditional Applicant be served before a Priority Applicant. Each subgrantee is assigned a specific minimum number of units to complete per program year based on funds allocated.

Weatherization funds are to be used to equitably serve all eligible clients with priority for service delivery to households meeting the conditions of 10 CFR 440.16. High energy burden users are defined as a household at or below 175% of the Federal Poverty Level at the time of application. These households tend to expend more of their income on utility costs than the median for low-income users. To ensure permission of the landlord there is an agreement signed by the landlord, the tenant, and the local provider.

Benefit Levels

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

5.9a If yes, what is the maximum? \$8,547

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

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

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

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

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

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.
- ☐ Web Posting
- ☐ Email
- ☐ Texting
- ☐ Events
- ☐ Social Media
- ☒ Other (specify):

Development has a comprehensive marketing plan for client education. It's a multi-platform plan that includes brochures, social media posts, email, texting, events, posters, a website, and press release templates. These materials provide program information as well as instructions on how to apply for assistance. The brochures, posters, and press releases are formatted for cobranding with local Energy Assistance Providers.

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 (indicate programs included)

☐

Intake referrals to/from other programs (indicate programs included)

☐

One - stop intake centers

☒

Other - Describe:

Ohio uses a combined Energy Assistance application for HEAP, PIPP and Weatherization.
Development has launched an online application process for clients to apply for programs online.

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 Grant recipients and the Commonwealth of Puerto Rico)

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

☐	Administration Agency
☐	Commerce Agency
☐	Community Services Agency
☐	Energy/Environment Agency
☐	Housing Agency
☐	State Department of Welfare (administers TANF, SNAP, and/or Medicaid)
☐	Economic Development Agency
☒	Other - Describe: The Ohio Department of Development is committed to creating jobs and building strong communities, while ensuring accountability and transparency of taxpayer money and exceptional customer service.

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

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

If you selected "State Department of Welfare (administers TANF, SNAP, and/or Medicaid)" in question 8.1, you must complete questions 8.2, 8.3, and 8.4, as applicable.

8.2 How do you provide alternate outreach and intake for heating assistance?

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

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

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

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

If any of your LIHEAP components are not centrally-administered by a state agency, you must complete questions 8.6, 8.7, 8.8, and, if applicable, 8.9.

8.6 What is your process for selecting local administering agencies?

Most of Ohio's administering agencies have been administering LIHEAP at the local level for many years. In addition, it is extremely rare in Ohio for a local Energy Assistance Provider to be added or replaced, except in cases where Assurance 16 is administered. If a provider needs replaced, Development ensures services to clients continue during the transition to a different provider by identifying a contiguous local Energy Assistance Provider in good standing to take over services in the territory being vacated on an interim "emergency" basis. A short-term contract of six-to-12 months is typically provided. Providers near the unserved area know the landscape and the population to be served. Development works with the new provider to quickly establish intake sites that can be easily accessed by local clients. If the interim arrangement proves to be satisfactory, Development will name the entity providing services as the "permanent" provider of services for the area. In selecting a contiguous agency, Development also takes into account whether the agency is already providing other services in the service territory.

8.7 How many local administering agencies do you use? 53

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

☐ Yes
☒ No

8.9 If so, why?

☐

Agency was in noncompliance with Grant recipient requirements for LIHEAP -

☐

Agency is under criminal investigation

☐

Added agency

☐

Agency closed

☐

Other - describe

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

8.10a If yes, please explain.

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

8.10c If yes, please explain.

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

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

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

9.1 Do you make payments directly to home energy suppliers?

Heating ☒ Yes ☐ No

Cooling ☐ Yes ☐ No

Crisis ☒ Yes ☐ No

Are there exceptions? ☐ Yes ☒ No

If yes, Describe.

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

Heating: All households who complete an application receive written notice of eligibility that includes the amount of the benefit.

Crisis: Local Energy Assistance Providers are required, by the terms of their executed agreement, to provide each client with written notice of a decision that includes the amount of the benefit.

Cooling: Not Applicable

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?

Bulk fuel vendors are required to provide a delivered invoice for payment so only the benefit amount is charged to the program. For utilities (regulated and unregulated), Development may require the client to make copayments for amounts above the benefit threshold after confirming with the utilities the client's actual usage charges.

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?

Development has a Home Energy Assistance Vendor Agreement and local Energy Assistance Provider grant agreements that both include a nondiscrimination policy. Copies of both are attached.

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.

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

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

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 funds?

Development's grant management and database software is Salesforce, a web-based application. Local Energy Assistance Providers are required to complete an application in Salesforce detailing their management plan and budget.

The online application is designed and built with various validations to ensure good fiscal accounting and tracking of LIHEAP funds in the following ways:

Prevent budgeting greater than the maximum grant award.

Only allow the maximum administration amount to be budgeted and track expenditures during the grant period. Track and prevent reporting total cash received smaller than the sum of monthly cash received, and track and prevent reporting expenditures greater than the grant award amount.

Track final expenditures with grant balance.

Reports are available from all of Development's systems to produce statewide obligation/expenditures and number of households served reports to track expenditures on heating, crisis, and weatherization by program year.

Local Energy Assistance Providers have the opportunity to submit budget revisions, as necessary by program needs, and/or to align with actual expenditures at the end of the grant period. All requested revisions go through a review and approval process by Development staff.

10.1a Provide your definitions of the following:

Obligation

2 CFR 200.1 defines this as "when referencing a recipient's or subrecipient's use of funds under a Federal award, means orders placed for property and services, contracts and subawards made, and similar transactions that require payment."

Expenditures

2 CFR 200.1 defines this as "means charges made by a non-Federal entity to a project or program for which a Federal award was received."

Expenditure timeframe

2 CFR 200.1 defines period of performance as "means the total estimated time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions, or budget periods. Identification of the period of performance in the Federal award per § 200.211(b)(5) does not commit the awarding agency to fund the award beyond the currently approved budget period."

Administrative costs

Funding disbursed or paid to a vendor supporting the general administration of a grant. These costs would include but are not limited to payroll/fringe for staff, consulting services, general maintenance/supplies, and equipment.

Audit Process

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

☒ Yes ☐ No

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

Annually, a criteria-based process is used to select recipients of grants for an audit. This approach allows us to assess and prioritize grant recipient data and information for a risk-based analysis. We rely on several data sources to select LIHEAP grant recipients, including federal/state/local regulations, the grant recipient total award data from all funding sources, annual LIHEAP plans, award amounts, our prior audit history of the grant recipient, and the grant recipient's annual audit report from independent sources.

10.3. Describe any audit findings of the grant recipient (i.e. State/Tribe/Territory) rising to the level of material weakness or reportable condition cited in the single audits, inspector general reviews, or other government agency reviews from the most recently audited fiscal year.				
No Findings ☐				
Finding	Type	Brief Summary	Resolved?	Action Taken
1	other	Funds were obligated past the period of performance.	Yes	procedure/policy changes
2	reporting	Annual Carryover and Reallotment Report was not mathematically accurate.	Yes	procedure/policy changes
3	reporting	Grant contract date does not match PO creation date	Yes	procedure/policy changes
10.4. Audits of Local Administering Agencies				
What types of annual audit requirements do you have in place for local administering agencies/district offices?				
Select all that apply.				
☒ Local agencies/district offices are required to have an annual audit in compliance with Single Audit Act and OMB Circular A-133				
☐ Local agencies/district offices are required to have an annual audit (other than A-133)				
☒ Local agencies/district offices' A-133 or other independent audits are reviewed by Grant recipient as part of compliance process.				
☒ Grant recipient conducts fiscal and program monitoring of local agencies/district offices				
☐ Local agencies and district offices are required to have an annual audit in compliance with Single Audit Act and OMB Circular A-133				
Compliance Monitoring				
10.5. Describe your monitoring process for compliance at each level below. Check all that apply.				
Grant recipients have a policy in place for appropriate separation of duties and internal controls.				
☐ Internal program review				
☐ Departmental oversight				
☐ Secondary review of invoices and payments				
☒ Other program review mechanisms are in place. Describe:				
Other program review mechanisms are in place. Describe: A structured monitoring system was implemented by Development for on-site visits by trained personnel for review of all computer- collected/compiled data and through identification of special problems. Development implemented a new centralized client application in Salesforce on July 1, 2025. This system is shared with local Energy Assistance Providers and allows for real-time reporting as well as access to client intake processes, income calculations, eligibility determination and client comments. There is also an audit log which tracks any updates to a client's record. Development created a monitoring Review Tool in the client entry Salesforce system. Both local Energy Assistance Providers and Development can access and review client applications that are in the system. These reviews can track where errors are being made, which team member may need additional assistance and allow the intake worker to view their mistakes and make corrections. There are reports designed to track how many reviews have been completed and if they are expected to reach the required number of reviews in each individual category (as outlined in the Energy Assistance Programs Guidelines).				
Local Administering Agencies/District Offices:				
☐ On - site evaluation				
☒ Annual program review				
☐ Monitoring through central database				
☒ Desk reviews				
☒ Client File Testing/Sampling				
☐ Other program review mechanisms are in place. Describe:				
10.6 Explain, or attach a copy of your local agency monitoring schedule and protocol.				
It is Development's practice to monitor local Energy Assistance Providers annually. The monitoring process may be conducted remotely. Development will send each local Energy Assistance Provider a copy of the monitoring tool, a list of items to submit through a secure website, along with submission instructions. Development will review all items and schedule an exit interview with the local Energy Assistance Providers. During the exit interview, the community development analyst will review the tool with staff and may provide a copy of the tool for review and comments, if necessary.				
10.7. Describe how you select local agencies for monitoring reviews. Attach a risk assessment if subrecipients are utilized.				

Site Visits: It is development's practice to monitor every local Energy Assistance Provider annually.
Desk Reviews: Available as needed using electronic system
10.8. How often is each local agency monitored? <i>Please attach a monitoring schedule if one has been developed.</i> Annually
10.9. How many local agencies are currently on corrective action plans? 0
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. <i>Note: Tribes do not need to hold a public hearing but must ensure participation through other means.</i>		
☐ 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:		
To facilitate input from the public regarding the structure of the Home Energy Assistance Program, Development: - Requested written comments regarding ways to improve the FY 2024 HEAP program from all local Energy Assistance Providers. - Development will conduct a public hearing on July 15, 2025. - Received feedback from the Ohio HEAP Leadership Association (OHLA) on Energy Assistance Program processes. Development has met with OHLA to discuss potential changes to the programs. OHLA recommended a continued waiver of face-to-face client interviews.		
Public Hearings, 2605(a)(2) - For States and the Commonwealth of Puerto Rico Only		
11.2 List the date and location(s) that you held public hearing(s) on the proposed use and distribution of your LIHEAP funds?		
	Date	Event Description
1	07/15/2025	FY 2025 LIHEAP Public Hearing
11.3. How many parties commented on your plan at the hearing(s)? 27		
11.4 Summarize the comments you received at the hearing(s).		
The programs really made a difference for the community.		
11.5 What changes did you make to your LIHEAP plan as a result of public participation and solicitation of input?		
N/A		
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.		

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

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

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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

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

12.1 How many fair hearings did the Grant recipient have in the prior federal Fiscal Year? 0

12.2 How many of those fair hearings resulted in the initial decision being reversed? 0

12.3 Describe any policy and/or procedural changes made in the last federal Fiscal Year as a result of fair hearings?

The appeals process will be managed at the local level by each local Energy Assistance Provider. If the client wishes to pursue a further appeal, they must submit a state-level appeal to Development within 30 days of the final decision rendered at the local agency.

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

Clients have 30 days from the date they receive their eligibility or benefit notification to appeal decisions made regarding their Energy Assistance Application for HEAP, WCP, SCP, and PIPP. Clients must be informed of this right when they receive their application and again in their notification letter.

Clients must be informed of this right at the time an application is submitted. Clients may appeal more than once within the same/current program year.

Grounds for appeal include:

- Energy Assistance Application was denied.
 - o If an application was denied, and it has been at least 30 days since they received their notification of denial and their eligibility situation has changed (i.e., household composition or household income), they can submit an appeal to redetermine the application.

If the application was neither approved nor denied within 12 weeks after the application was submitted, uploaded in the portal or received at the EAP, unless such delay was the result of the client's lack of cooperation in providing necessary and reliable documentation with which to determine eligibility.

Disagreements with the benefit/installment amount (HEAP, WCP, SCP, and PIPP).

Household composition has changed since the application was submitted.

Income has changed since the application was submitted.

The utility provider has changed or is incorrect.

Multi-program discount was applied to HEAP, but client is not enrolled in PIPP.

Intake worker error in inputting client information.

If an applicant is found noncompliant and is placed under Compliance Review.

Client is eligible for HEAP due to heat/energy included in rent, bill in landlord's name, etc.

If documentation of an income deduction was not submitted with the original application and not deducted (documentation of disability, insurance premiums).

If documentation of an excluded income type was not submitted with the original application and income was counted/included, example: Title V wages etc.

Local Level Energy Assistance Programs - Written Appeal

Clients have 30 days from the date they receive their benefit notification to appeal decisions made regarding their Energy Assistance Application. All appeals must be submitted in writing (letter or email) with supporting documentation attached to the local Energy Assistance Provider's HEAP coordinator.

The appeal review must be completed within 30 days from the date of the client's appeal request. The local Energy Assistance Provider must email **heapappeals@development.ohio.gov** and copy their HEAP field representative for every appeal requested (HEAP and/or PIPP), and again once the final decision has been made and all documentation has been scanned into the system (i.e., the appeal request, supportive documentation, local Energy Assistance Provider's Resolution/Notification/Actions, etc.). The client must be notified of the decision made by the local Energy Assistance Provider within 10 days of the decision.

Local Level Energy Assistance Programs - Hearing

Clients who were denied during the written appeal process may request a formal hearing within 30 days of the denial of the written appeal. The client must submit a request for a formal hearing in writing (letter or email). The request is to be made to the executive director of the local Energy Assistance Provider. The local Energy Assistance Provider shall schedule a hearing within 30 days of the receipt of the letter/email requesting a hearing. The hearing shall be held at a mutually convenient place and a hearing officer shall be appointed by the local Energy Assistance Provider. The hearing officer may be a staff member of the local Energy Assistance Provider who was not involved in the decision that is being appealed.

The client must be notified of the local Energy Assistance Provider's decision regarding the appeal within 10 days of the date of the formal hearing.

The local Energy Assistance Provider must also notify their HEAP field representative of the final decision and scan all documentation into the system database (i.e., the appeal request, supportive documentation, local Energy Assistance Provider's Resolution/Notification/Actions, etc.).

State Level Energy Assistance Programs Appeal

If the client wishes to pursue a further appeal, they must submit a state-level appeal to Development within 30 days of the final hearing decision rendered at the local Energy Assistance Provider. The appeal request may be mailed to:

Ohio Department of Development

Office of Community Assistance, Appeals

P.O. Box 2169

Columbus, Ohio 43216

or emailed to **heapappeals@development.ohio.gov**

Development will review client appeals which have been denied at both the local Energy Assistance Provider written and hearing appeal process and that contain new information, or information not considered during the local Energy Assistance Provider written appeal or hearing process.

The appeal request must contain the following information:

Client's name, address, telephone number.

Client number (if available).

Reason for the appeal.

Supporting documentation.

Client's signature.

A decision on the appeal will be made within 30 days of receipt of the appeal request. The client will be notified within 10 days of Development's decision.

Federal Level Energy Assistance Programs Appeal

If the client wishes to pursue an appeal of a state level appeal determination, they must submit a federal level appeal to the U.S. Department of Health and Human Services/Administration for Children and Families. The appeal request may be mailed to:

Department of Health and Human Services/Administration for Children and Families Office of Community Services/Division of Energy Assistance

Low Income Home Energy Assistance Program (LIHEAP) Mary E. Switzer Building, 5th Floor

330 C Street, SW Washington, D.C. 20201

Or fax to (202) 401-5661

All appeal decisions made by the U.S. Department of Health and Human Services/Administration for Children and Families are final.

12.5 When and how are applicants informed of these rights?

Clients are notified of their fair hearing rights in the following manners:

- Verbal Notification: HEAP staff will advise clients of their application status and appeal rights.
- Written Notification: Whether an application is approved or denied, all clients are notified of appeal rights in the letter containing the original determination of eligibility.
- Agency Notification: For crisis assistance, all clients are interviewed face-to-face unless face-to-face requirement waived by Development. Clients are informed of their appeal rights during the interview. For in-person interviews, agencies display the appeals process in its entirety in the waiting areas. Also, the appeal procedure described above is incorporated into the Energy Assistance Programs Guidelines issued by Development to all local grant recipients.

Appeal process is posted on Development's online application page.

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

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

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

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

In order to comply with Section 2605(b)(16) of the LIHEAP statute (42 U.S.C & 8624(b)(16))- Assurance 16, Development will provide a maximum of 5% of the total annual State of Ohio LIHEAP allocation to encourage and enable households to reduce their home energy needs.

Funding is available annually through a request for proposal process. Applications will be received and reviewed on a first-come, first-served basis during the open application period. The request for proposal will outline the following:

- Duration of program (annual award vs. one-time).
- Requested funding amount, uses and any leveraged resources.
- Description of the project and how the project will reduce the household's energy burden.
- Anticipated outcomes.
- Methodologies for tracking outcomes.

If the applicant is awarded funds, they will be required to report on the number of households served and the impact on those households (including pre- and post-testing, client survey responses, etc.).

Examples of how LIHEAP funds have been provided through Assurance 16 includes the following:

- The Breathing Association – Provides energy efficiency education and assessments, energy saving referrals and energy saving kits through its mobile medical unit and lung clinic.
- Community Action Agency of Columbiana County, Inc – Provides home repairs services, local food pantry locations, and other housing programs to perform outreach.
- Highland – Assist residents in setting up and maintaining their budgets, helping them to independently manage their reduced energy bills.
- Mahoning Youngstown Community Action Partnership – Provides energy efficiency education, energy efficiency audits with 60-day reviews, and energy efficiency kits.
- Ohio Energy Project – Provides energy efficiency education and energy efficiency kits through its E3 smart program that works with classrooms (students and teachers) in underserved regions in Ohio.
- West Ohio Community Action Partnership – Provides energy efficiency education, energy efficiency assessments, energy efficiency kits, Case Management, Energy and financial counseling.
- Clean Energy 4 All – Provided energy efficiency education, energy efficiency audits, program referrals for household efficiency improvements and oversight of the improvements.
- Northwestern Ohio Community Action Commission, INC – Provides benefits to clients with reduction in energy, installation of energy efficient bulbs and replacement of high energy use appliances to help relieve the energy burden.
- True Vision Community Development Corporation – Provides comprehensive financial counseling services, develop skills to work effectively with utilities on affordable payment arrangements, and better understand how to manage their energy usage and energy bills.
- Ohio Partners for Affordable Energy – Identify and target low-income homes with a high energy burden and offer a suite of energy

conservation program services to those identified families.

- Step Forward – Provide education and financial literacy training through hosting virtual and onsite learning activities on strategies to reduce household energy costs and financial literacy education to promote economic stability.
- Kno-Ho-Co Ashland – Provide an energy efficiency program that will provide clients with energy saving materials, including energy efficient LED bulbs to replace their incandescent and compact florescent light bulbs (CFLs), provide shower heads and aerators, discharge pipe and smart strips and pipe wraps, thus reducing their energy consumption and their electric bills.

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

Development will allocate funds in the methods described in 13.1 up to a maximum of 5% of the LIHEAP funds allocated to the State of Ohio.

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

The Breathing Association has been funded by HEAP Assurance 16 to provide clients with residential energy savings education along with receiving a HEAP benefit.

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

Clients received residential energy savings education along with receiving a HEAP benefit, and medical care.

Some agencies also provided energy conservation kits to clients in addition to education materials.

13.5 How many households received these services? 5896

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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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.

Development has and will continue to engage in activities which enhance the value of basic LIHEAP assistance to eligible households. These activities are consistent with general definitions of "leveraging" as found in Section 707 of Public Law 101-501, Section 2607A. Regulations implementing the leveraging incentive program are contained in 45 CFR Part 96. Development will describe those activities for award

of additional federal funds appropriated for this purpose.

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

Resource	What is the type of resource or benefit ?	What is the source(s) of the resource ?	How will the resource be integrated and coordinated with LIHEAP?
1	Several regulated gas and electric utilities in Ohio raise and provide funds for eligible low- income clients.	Many of these fuel funds are directly administered by the state LIHEAP office or its grant recipients, which employ a certification of eligibility by the state office and its Local Energy Assistance Providers and often require verification that the LIHEAP benefits are exhausted to qualify for assistance.	Other policies, such as amount of benefit and months of availability may vary by fund. Determination of income eligibility and certification of eligibility is performed by the local Energy Assistance Provider, as already specified in Ohios state plan. Ohios private fuel funds could not operate according to their program rules without information provided and/or verified by the Ohio LIHEAP program.
2	The Percentage of Income Payment Plan Plus (PIPP) is designed for low-income Ohioans who need assistance paying their utility bills to maintain gas and/or electric service. It can be combined with the Home Energy Assistance Program benefit to help income-eligible Ohioans manage their energy bills.	PIPP is funded by the Universal Service Fund (USF). The USF is a rider on the utility bill of all clients of regulated utilities. A rider is an additional charge on a utility bill which must be approved by the Public Utilities Commission of Ohio (PUCO) for a specific purpose. The PUCO calculates the gas PIPP rate and audits utilities which provide gas PIPP.	The Ohio Department of Development calculates the electric PIPP rate case, which determines the funding level of the USF and the electric PIPP program. The PIPP is available for Ohioans with a household income at or below 175% of the federal poverty guideline, receiving gas or electric service from a utility regulated by the PUCO.
3	Some of the PIPP-eligible households with high consumption rates and high arrearages are identified to participate in the educational program.	Each year, more than \$14 million of the USF is designated for education and energy efficiency measures.	The program serves about 10,000 PIPP electric households each year with in-home audits to identify energy-saving measures and provide conservation education. Replacement light bulbs, weather-stripping and in some cases new appliances are provided. This service helps HEAP implement practices to reduce their energy consumption over time.

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

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LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN

Section 15: Training

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

a. Grant recipient Staff:

☒ Formal training provided virtually, on-site, and/or formal training conference

How often?

☒ Annually

☐ Biannually

☒ As needed

☐ Other, describe:

☒ Employees are provided with policy manual

☒ Other, describe:

Development provides bi-monthly open office hours to Energy Assistance Providers and staff, standing agenda item includes any LIHEAP related issues that this office deems necessary that includes but not limited to eligibility, quality assurance and compliance.

b. Local Agencies:

☒ Formal training provided virtually, on-site, and/or formal training conference

How often?

☒ Annually

☐ Biannually

☒ As needed

☐ Other, describe:

☒ On-site training

How often?

☐ Annually

☐ Biannually

☒ As needed

☐ Other, describe:

☒ Employees are provided with policy manual

☐ Other, describe:

c. Vendors

☒ Formal training conference

How often?

☐ Annually

☐ Biannually

☒ As needed

☐ Other, describe:

☒ Policies communicated through vendor agreements

☐	Policies are outlined in a vendor manual
☒	Other, describe: Policies communicated through vendor agreements. Policies are outlined in a vendor manual.
15.2 Does your training program address fraud reporting and prevention? ☒ Yes ☐ No	
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.	

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

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

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

16.1 Describe your progress toward meeting the data collection and reporting requirements of the four required LIHEAP (Benefit Targeting Index, Burden Reduction Targeting Index, Restoration of Home Energy Service, and Prevention of Loss of Home Energy Service). Include timeframes and plans for meeting these requirements and what you believe will be accomplished in the coming federal fiscal year.

We contacted our top 10 Propane/Bottle Gas, Fuel Oil/Kerosene and Wood/Coal/Other vendors and explained that the U.S. Department of Health and Human Services, which funds the Ohio Home Energy Assistance Program (HEAP), requires Development to collect and report data on Ohio HEAP client usage.

We created a new client application system in Salesforce to make it more user-friendly for vendors to provide the needed data. We emailed vendors the instructions on how to retrieve the client information of our mutual HEAP clients. We provided specific dates for vendors to use to reflect the 12 months of data needed to report the annual bill amount, annual usage, full year service address, and clients that were a customer for at least 12 months.

We have received data from the following categories of vendors:

- (10) Propane/Bottle Gas
- (10) Fuel Oil/Kerosene
- (10) Wood/Coal/Other
- (5) Gas
- (6) Electric

Time frames and plans for meeting these requirements:

We require the data usage report to cover 10/1/24-9/30/25. We make weekly contact with fuel vendors to ensure progress is being made on data collection and to answer questions. We will begin to process the data and prepare the Performance Measures Data Collection Report submission in October 2025.

What we hope to accomplish in the coming federal fiscal year:

Development will make process improvements to the performance data collection and reporting based on feedback from HEAP vendors, clients, and Development staff. Development will analyze the HEAP client usage data to improve the program and customer service. Development will ensure data is being properly collected and reported from vendors. Our goal is to have 95% or more of our vendors participating in the data collection and reporting process. Some of our vendors are building capacity over the next year to pull their data extraction processes/systems together for full participation.

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 Grant recipient office



Report to State Inspector General or Attorney General



Forms and procedures in place for local agencies/district offices and vendors to report fraud, waste, and abuse



Other - Describe:

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



Printed outreach materials



Posted in local administering agencies offices.



Addressed on LIHEAP application



Website



Other - Describe:

17.2. Identification Documentation Requirements

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

Type of Identification Collected	Collected from Whom?					
	Applicant Only		All Adults in Household		All Household Members	
Social Security Card is photocopied and retained	☐	Required	☐	Required	☐	Required
	☐	Requested	☐	Requested	☐	Requested
Social Security Number (Without actual Card)	☐	Required	☐	Required	☒	Required
	☐	Requested	☐	Requested	☐	Requested
Government-issued identification card (i.e.: driver's license, state ID, Tribal ID, passport, etc.)	☐	Required	☒	Required	☐	Required
	☐	Requested	☐	Requested	☐	Requested
Other		Applicant Only Required	Applicant Only Requested	All Adults in Household Required	All Adults in Household Requested	All Household Members Required
1						

	☐	☐	☐	☐	☐	☐
17.3. Citizenship/Legal Residency Verification						
What are your procedures for ensuring LIHEAP recipients are U.S. citizens or qualified non-citizens who are eligible to receive LIHEAP benefits? Select all that apply.						
☒	Clients sign an attestation of citizenship or U.S. Citizen or Qualified Non-Citizen					
☒	Client's submission of certain Social Security Administration cards is accepted as proof of U.S. Citizen or Qualified Non-Citizen.					
☒	Non-Citizens must provide documentation of immigration status					
☒	Citizens must provide a copy of their birth certificate, naturalization papers, or passport					
☐	Non-Citizens are verified through the SAVE system					
☒	Tribal members are verified through Tribal enrollment records/Tribal ID card					
☐	Other - Describe:					
17.4. Income Verification						
What methods does your agency utilize to verify household income? Select all that apply.						
☒	Require documentation of income for all adult household members					
☒	Pay stubs					
☒	Social Security award letters					
☒	Bank statements					
☒	Tax statements					
☒	Zero-income statements					
☒	Unemployment Insurance letters					
☐	Other - Describe:					
☐	Computer data matches:					
☐	Income information matched against state computer system (e.g., SNAP, TANF)					
☐	Proof of unemployment benefits verified with state Department of Labor					
☐	Social Security income verified with SSA					
☐	Utilize state directory of new hires					
☐	Other - Describe:					
b. Describe any exceptions to the above policies.						
17.5 Identification Verification						
Describe what methods are used to verify the authenticity of identification documents provided by clients or household members. Select all that apply						
☐	Verify SSNs with Social Security Administration					
☐	Match SSNs with death records from Social Security Administration or state agency					
☐	Match SSNs with state eligibility/case management system (e.g., SNAP, TANF)					
☐	Match with state Department of Labor system					
☐	Match with state and/or federal corrections system					
☐	Match with state child support system					
☐	Verification using private software (e.g., The Work Number)					
☐	In-person certification by staff (for tribal Grant recipients only)					
☐	Match SSN/Tribal ID number with tribal database or enrollment records (for tribal Grant recipients only)					
☒	Other - Describe:					
The disclosure of Social Security numbers is mandatory to receive HEAP benefits. AUTHORITY: 45 CFR 96.84 (c); 42 U.S.C. 405(c)(2)(C)(i). The state will use Social Security numbers in the administration of the Home Energy Assistance Program to verify information supplied on the application to prevent, detect and correct fraud, waste, and abuse. The applicant may be held civilly or criminally liable under federal or state law for knowingly making false or fraudulent statements.						

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
☒ Grant recipient LIHEAP database includes privacy/confidentiality safeguards
☒ Employee training on confidentiality for:
☒ Grant recipient employees
☒ Local agencies/district offices
☒ Employees must sign confidentiality agreement
☒ Grant recipient employees
☒ Local agencies/district offices
☒ Physical files are stored in a secure location
☒ Electronic files are protected in a secure location.
☐ Other - Describe:
17.7. Verifying the Authenticity
What policies are in place for verifying vendor authenticity? Select all that apply.
☒ All vendors must register with the State/Tribe.
☒ All vendors must supply a valid SSN or TIN/W-9 form
☒ Vendors are verified through energy bills provided by the household
☐ Grant recipient and/or local agencies/district offices perform physical monitoring of vendors
☐ Other - Describe and note any exceptions to policies above:
17.8. Benefits Policy - Gas and Electric Utilities
What policies are in place to protect against fraud when making benefit payments to gas and electric utilities on behalf of clients? Select all that apply.
☒ Applicants required to submit proof of physical residency
☒ 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
☐ Separation of duties between intake and payment approval
☒ Payments coordinated among other energy assistance programs to avoid duplication of payments
☐ Payments to utilities and invoices from utilities are reviewed for accuracy
☒ Computer databases are periodically reviewed to verify accuracy and timeliness of payments made to utilities
☒ Direct payment to households are made in limited cases only
☒ Procedures are in place to require prompt refunds from utilities in cases of account closure
☐ Vendor agreements specify requirements selected above, and provide enforcement mechanism
☐ Other - Describe:
17.9. Benefits Policy - Bulk Fuel Vendors
What procedures are in place for averting fraud and improper payments when dealing with bulk fuel suppliers of heating oil, propane, wood,

and other bulk fuel vendors? Select all that apply.
☒ Vendors are checked against an approved vendors list
☒ Centralized computer system/database is used to track payments to all vendors
☒ Clients are relied on for reports of non-delivery or partial delivery
☐ Two-party checks are issued naming client and vendor
☒ Direct payment to households are made in limited cases only
☒ Vendors are only paid once they provide a delivery receipt signed by the client
☒ Conduct monitoring of bulk fuel vendors
☐ Bulk fuel vendors are required to submit reports to the grant recipient.
☒ Vendor agreements specify requirements selected above, and provide enforcement mechanism
☐ Other - Describe:
17.10. Investigations and Prosecutions
Describe the Grant recipients procedures for investigating and prosecuting reports of fraud, and any sanctions placed on clients, staff, or vendors found to have committed fraud. Select all that apply.
☒ Refer to state Inspector General
☒ Refer to local prosecutor or state Attorney General
☒ Refer to US DHHS Inspector General (including referral to OIG hotline)
☒ Local agencies/district offices or Grant recipient conduct investigation of fraud complaints from public
☐ Grant recipient attempts collection of improper payments. If so, describe the recoupment process
☒ Clients found to have committed fraud are banned from LIHEAP assistance. For how long is a household banned? 3 years
☒ Contracts with local agencies require that employees found to have committed fraud are reprimanded and/or terminated
☒ Vendors found to have committed fraud may no longer participate in LIHEAP
☐ Other - Describe:
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

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

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

Instructions for Certification

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Instructions for Certification

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 19: Certification Regarding Drug-Free Workplace Requirements

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central 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 Grant recipient is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the Grant recipient knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For Grant recipients other than individuals, Alternate I applies.
4. For Grant recipients who are individuals, Alternate II applies.
5. Workplaces under grants, for Grant recipients other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the Grant recipient does not identify the workplaces at the time of application, or upon award, if there is no application, the Grant recipient must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the Grant recipients drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the Grant recipient shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grant recipients attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

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

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

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grant recipients Other Than Individuals)

The Grant recipient certifies that it will or will continue to provide a drug-free workplace by;

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Grant recipients workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The Grant recipients policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a

central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

(B) The Grant recipient may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (*That this must be physical address. No PO Boxes allowed.*)

77 South High Street
*** Address Line 1**

26th Floor
Address Line 2

Address Line 3

Columbus
*** City**

Ohio
*** State**

43215
*** Zip Code**

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

Alternate II. (Grant recipients Who Are Individuals)

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

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

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

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

Section 20: Certification Regarding Lobbying

Section 20: Certification Regarding Lobbying

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

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

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

Assurances

Assurances

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

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

(B) intervene in energy crisis situations;

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

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

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

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

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

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

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

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

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

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

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

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

(3) conduct outreach activities designed to assure that eligible households, especially households with elderly individuals or disabled individuals, or both, and households with high home energy burdens, are made aware of the assistance available under this title, and any similar energy-related assistance available under subtitle B of title VI (relating to community services block grant program) or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;

(4) coordinate its activities under this title with similar and related programs administered by the Federal Government and such State, particularly low-income

energy-related programs under subtitle B of title VI (relating to community services block grant program), under the supplemental security income program, under part A of title IV of the Social Security Act, under title XX of the Social Security Act, under the low-income weatherization assistance program under title IV of the Energy Conservation and Production Act, or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;

(5) provide, in a timely manner, that the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size, except that the State may not differentiate in implementing this section between the households described in clauses 2(A) and 2(B) of this subsection;

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

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

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

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

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

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

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

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

(8) provide assurances that,

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

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

(9) provide that--

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

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

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

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

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

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

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

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

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

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

thereby the need for energy assistance, including needs assessments, counseling, and assistance with energy vendors, and report to the Secretary concerning the impact of such activities on the number of households served, the level of direct benefits provided to those households, and the number of households that remain unserved.



By checking this box, the prospective primary participant is agreeing to the Assurances set out above.

Plan Attachments

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