

ATTACHMENT 3

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

DETAILED MODEL PLAN

PUBLIC LAW 97-35, AS AMENDED

FISCAL YEAR (FY) 2012

GRANTEE Georgia Department of Human Services

EIN: 58-1130678

ADDRESS Two Peachtree Street, NW, Suite 29-250

Atlanta, Georgia 30303-3181

NAME OF LIHEAP COORDINATOR Jeff Blankenship

EMAIL:  
jlblanke@dhr.state.ga.us

TELEPHONE: 404-463-7259 FAX: 404-463-8046

PLEASE CHECK ONE: TRIBE \_\_\_\_\_ STATE X INSULAR AREA \_\_\_\_\_

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

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01  
OMB Approval No. 0970-0075  
Expiration Date: 09/30/2011

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

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

Assurances

The State of Georgia agrees to:  
(Grantee Name)

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

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

(B) intervene in energy crisis situations;

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

(D) plan, develop, and administer the State's program under this title including leveraging programs,

and the State agrees not to use such funds for any purposes other than those specified in this title;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(8) provide assurances that,

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

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

(9) provide that--

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

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

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

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

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

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

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

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

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

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

Certification to the Assurances: As Chief Executive Officer, I agree to comply with the sixteen assurances contained in Title XXVI of the Omnibus Budget Reconciliation Act of 1981, as amended.\* By signing these assurances, I also agree to abide by the standard assurances on lobbying, debarment and suspension, and a drug-free workplace.

Signature of the Tribal or Board Chairperson or Chief Executive Officer of the State or Territory.\*\*

Signature: \_\_\_\_\_

Title: Commissioner of Department of Human Services

Date: \_\_\_\_\_

**\* Indian tribes/tribal organizations, and territories with annual regular LIHEAP allotments of \$200,000 or less, are not subject to assurance 15, and thus must only certify to 15 assurances.**

**\*\* If a person other than the Chief Executive Officer of the State or territory, or Tribal Chairperson or Board Chairperson of a tribal organization, is signing the certification to the assurances, a letter must be submitted delegating such authority. (PLEASE ATTACH DELEGATION of AUTHORITY.) The delegation must include authority to sign the assurances, not just to administer the program.**

**\*\*\* HHS needs the EIN (Entity Identification Number) of the State, territory or Tribal agency that is to receive the grant funds before it can issue the grant.**

In the above assurances which are quoted from the law, "State" means the 50 States, the District of Columbia, an Indian Tribe or Tribal Organization, or a Territory; "title" of the Act refers to Title XXVI of the Omnibus Budget Reconciliation Act of 1981 (OBRA), as amended, the "Low Income Home Energy Assistance Act"; "section" means Section 2605 of OBRA; and, "subsection" refers to Section 2605(b) of OBRA.

statutory  
references

2605(a)  
2605(b)(1) → Please 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.)

	<u>Dates of Operation</u>	
(use of funds)	<u>X</u> heating assistance	November 2011- May 2012
	<u>X</u> cooling assistance	June – August (when funds available)
	<u>X</u> crisis assistance	November 2011 – May 2012
	<u>X</u> weatherization assistance	Year round

2605(c)(1)(C) → Please 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%.**

(use of funds)	<u>58.3</u> % heating assistance
	<u>      </u> % cooling assistance
	<u>29.099</u> % crisis assistance
2605(k)(1)	<u>2.600</u> % weatherization assistance
	<u>0.00</u> % carryover to the following fiscal year
2605(b)(9)	<u>10.000</u> % administrative and planning costs
2605(b)(16)	<u>.001</u> % services to reduce home energy needs including needs assessment (assurance 16)
	<u>0.000</u> % used to develop and implement leveraging activities (limited to the greater of 0.08% or \$35,000 for States, the greater of 2% or \$100 for territories, tribes and tribal organizations).
	<u>100%</u> <b>TOTAL</b>

statutory  
references

2605(c)(1)(C)

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

(alternate use  
of crisis assistance  
funds)

- heating assistance
- cooling assistance
- weatherization assistance
- Other(specify):

→ Do you accept applications for energy crisis assistance at sites that are geographically accessible to all households in the area to be served? (This is required by the statute.)

Yes  No

2605(b)(2)  
2605(c)(1)(A)

→ What are your maximum eligibility limits?  
(Please check the components to which they apply.)  
**Current year guidelines must be used.**

(eligibility)

- 150% of the poverty guidelines:  
heating  cooling  crisis  wx
- 125% of the poverty guidelines:  
heating  cooling  crisis  wx
- 110% of the poverty guidelines:  
heating  cooling  crisis  wx
- 60% of the State's median income:  
heating  cooling  crisis  wx
- Other (specify for each component)

Households automatically eligible if one person is receiving  
 TANF,  SSI,  Food Stamps,  Certain means-tested  
veterans programs (heating  cooling  crisis  wx )

statutory  
references

2605(c)(1)(A) → Do you have additional eligibility requirements for:  
 2605(b)(2) HEATING ASSISTANCE \_\_\_\_\_ Yes X No)  
 (eligibility)

→ Do you use: Yes No  
 Assets test? \_\_\_\_\_ X

→ Do you give priority in eligibility to:  
 Elderly? X \_\_\_\_\_  
 Disabled? X \_\_\_\_\_  
 Young children? X \_\_\_\_\_  
 Other: X \_\_\_\_\_  
 (If Yes, please describe)

**The first 30 days of the winter heating program are reserved for serving homebound households and elderly households.**

- 1) **Homebound Household** – A household which, in the judgment of the LAA, contains no person(s) able to travel to an intake center and to apply for Energy Assistance because of a medical condition which currently qualifies the person for home services through Medicaid or Medicare, and/or currently receives home delivered meals, home – health agency services, or homemaker services or who has disabilities confining the residents to the home.
- 2) **Elderly Household** – A household which contains members 65 years of age and older.
- 3) **Disabled** – An individual who has either a physical or a mental impairment that substantially limits one or more major life activities; a person who has a history of such a condition is a person eligible for Vocational Rehabilitation Services. “Major Life Activities” means functions such as caring for one’s self, performing manual task, walking, seeing, hearing, speaking, breathing, learning, and working.
- 4) **Young Children** – Any child in a household who is 5 years of age or younger on the date of application.

statutory  
references

2605(c)(1)(A)  
2605(b)(2)

→Do you have additional eligibility requirements for:  
COOLING ASSISTANCE (\_\_\_ Yes X No)

(eligibility)

→Do you use: Yes No

Assets test? \_\_\_\_\_ X

→Do you give priority in eligibility to:

Elderly? X \_\_\_\_\_

Disabled? X \_\_\_\_\_

Young children? X \_\_\_\_\_

Other: \_\_\_\_\_ X  
(If Yes, please describe)

statutory  
references

2604(c)  
2605(c)(1)(A)

→Do you have additional eligibility requirements for:  
CRISIS ASSISTANCE ( Yes  No)

(eligibility)

	<u>Yes</u>	<u>No</u>
→Do you use:		
Assets test?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Must the household have received a shut-off notice or have an empty tank?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Must the household have exhausted regular benefit?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Must the household have received a rent eviction notice?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Must heating/cooling be medically necessary?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (Please explain):	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**\*The household must have received a disconnection notice or the service must already be off.**

**This component addresses all fuel types.**

→What constitutes a crisis? (Please describe)

**Other:**

**A crisis is determined when a low-income household is facing imminent disconnection and/or needs restoration of their heating or cooling fuel source. A crisis may also result from a weather related emergency, which affects all, or a specific area of the state.**

statutory  
references

2605(c)(1)(A) →Do you have additional eligibility requirements for:  
**WEATHERIZATION** (\_\_\_ Yes X No)

(eligibility)

→Do you use: Yes No

Assets test? \_\_\_\_\_ X

Priority groups? (Please list) X \_\_\_\_\_

**Disabled; Elderly; Children**

→Are you using Department of Energy (DOE) Low  
Income Weatherization Assistance Program  
(LIWAP) rules to establish eligibility or to establish  
priority eligibility for households with certain  
characteristics? X \_\_\_\_\_

→If Yes, are there exceptions?  
Please list below \_\_\_\_\_ X

statutory  
references

2605(b)(3) → Please check the outreach activities that you  
2605(c)(3)(A) conduct that are designed to assure that eligible households are made  
(outreach) aware of all LIHEAP assistance available:

X provide intake service through home visits or by telephone for the physically infirm (i.e. elderly or disabled).

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

X publish articles in local newspapers or broadcast media announcements.

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

\_\_\_ make mass mailing to past recipients of LIHEAP.

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

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

X other (Please specify):

***DHS offers a Contracted Interpreter Service via Language Line Over-the Phone Interpretation Services, Inc., for all CAA intake staff to provide access to qualified interpreters when completing applications for Non-English Speaking Applicants. Intake staff is provided with instructions for use of this service. The intake agencies will provide outreach information in languages specific to Non-English speaking populations utilizing the following resources for the development of these materials: (1) Bilingual agency staff, (2) Contracted interpreter services, (3) Community volunteers, and (4) Ethnic or cultural heritage organizations.***

statutory  
references

2605(b)(4) → Please describe how you will assure that LIHEAP is coordinated with similar and related programs. The description provided applies to all components unless specifically noted.  
(coordination)

- 1) ***Regular Energy Assistance/Crisis Assistance/Cooling Assistance: The Energy Assistance Program (EAP) will coordinate with the appropriate DHS officials relative to the corresponding involvement between the Energy Assistance Program and other related programs. The Department of Human Services negotiates contracts with Community Services Block Grant providers to serve as local administering agencies for the Regular Energy Assistance element. Program availability and eligibility information is forwarded to other social services agencies so that referrals can be made.***
  
- 2) ***Weatherization: The EAP will coordinate weatherization referrals with the Georgia Environmental Facilities Authority's Division of Energy Resources (GEFA) which is responsible for Georgia's low-cost Weatherization Assistance Program (WAP). Referrals will be made by local administering agency (LAA) staff to the local weatherization provider for any households which request weatherization. Georgia's Community Action Agencies are primarily service delivery agencies for the WAP.***

***Coordination is facilitated by the fact that representatives from the GEFA and Community Action Agencies participated in the public review process, which contributed to the development of the EAP State Plan. All of these efforts will assure timely communication and maximum coordination. The Department of Human Services, Division of Family and Children Services (DHS) (DFCS) will execute a contract with the GEFA relative to providing low-cost, residential weatherization activities. This contract assures coordination and accountability for the Low-Income Home Energy Assistance funds used for low-cost, residential weatherization assistance.***

2605(b)(5)  
2605(b)(2)  
2605(b)(8A)

(benefit  
levels)

→ The statute requires that there be no difference in the treatment of households eligible because of their income and those eligible because they receive benefits under TANF, Food Stamps, SSI, or certain means-tested veterans programs ("categorically eligible"). How do you ensure there is no difference when determining eligibility and benefit amounts? This applies to all components unless specifically noted below.

***1. Regular Energy Assistance: The State will use a standard assistance payment schedule to assure that the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs in relation to income, taking into account family size.***

***(a) The payment amount for non-subsidized renters and homeowners households will be determined by identifying the total household annual gross income level, and the heating fuel/utility costs. These conditions will be applied to determine the payment assistance amount from the Payment Assistance Schedule.***

***2. Crisis Energy Assistance: The payment amount for non-subsidized renters and homeowners households will be determined by identifying the total household annual gross income level (to ensure income eligibility) and the financial "need" to address the fuel emergency up to a maximum of \$350.00. A written justification of how the funds were used to resolve the energy emergency will be signed and attached to the original copy of the household's application for assistance. The amount of assistance must be applied by the vendor to the customers fuel costs. The benefit payment is administered according to the requirement set forth in the federal LIHEAP statute.***

statutory  
references

**HEATING COMPONENT**

2605(b)(5) → Please check the variables you use to determine your benefit levels (check all that apply):

(determination  
of benefits)

- 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)

2605(b)(5) → Describe how you will assure that the highest benefits go to households  
2605(c)(1)(B) with the lowest incomes and the highest energy costs or needs in relation  
to income, taking into account family size.

(benefit  
levels) Please describe benefit levels or attach a copy of your payment matrix.

***1. Regular Energy Assistance: The State will use a standard assistance payment schedule to assure that the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs in relation to income, taking into account family size.***

***(a) The payment amount for non-subsidized renters and homeowners households will be determined by identifying the total household annual gross income level, and the heating fuel/utility costs. These conditions will be applied to determine the payment assistance amount from the Payment Assistance Schedule.***

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

Yes  No If Yes, please describe.

statutory  
references

2605(b)(5)  
2605(c)(1)(B)

**COOLING COMPONENT**

→ Please check the variables you use to determine your benefit levels (check all that apply):

(determination  
of benefits)

- 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)

2605(b)(5)  
2605(c)(1)(B)

→ Describe how you will assure that the highest benefits will go to households with the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size. Please describe benefit levels or attach a copy of your payment matrix.

(benefit  
levels)

→ Do you provide in-kind (e.g. fans) and/or other forms of benefits?

Yes  No If Yes, please describe.

statutory  
references

2605(b)(5)  
2605(c)(1)(B)

**CRISIS COMPONENT**

(determination  
of benefits)

→ How do you handle crisis situations?

separate component \_\_\_\_\_ other (please explain)

**\* Additional non-federal funds are used for crisis also.  
Crisis applications are processed daily.**

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

\_\_\_\_\_ amount to resolve crisis, up to maximum

other (please describe)

**Identify the total household's annual gross income level and the costs to determine  
the assistance amount from the payment assistance schedule. The crisis must be  
resolved with determined assistance amount in order to be approved .**

(benefit  
levels)

→ Please indicate the maximum benefit for each type of crisis assistance  
offered.

heating \$ 350.00 maximum benefit

cooling \$ 350.00 maximum benefit

year-round \$ 350.00 maximum benefit

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

\_\_\_ Yes  No If Yes, please describe.

statutory references

2605(b)(5)  
2605(c)(1)  
(B) & (D)

**WEATHERIZATION & OTHER ENERGY RELATED HOME REPAIR AND IMPROVEMENTS**

→What LIHEAP weatherization services/materials do you provide? (Check all categories that apply.)

(types of assistance)

- Weatherization needs assessments/audits.
- Caulking, insulation, storm windows, etc.
- Furnace/heating system modifications/repairs
- Furnace replacement
- Cooling efficiency mods/repairs/replacement
- Other (Please describe)

(benefit levels)

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

If Yes, what is the maximum amount? \$ 4,000.00

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

(types of rules)

- Entirely under LIHEAP (not DOE) rules
- Entirely under DOE LIWAP rules
- Mostly under LIHEAP rules with the following DOE LIWAP rule(s) where LIHEAP and LIWAP rules differ (Check all that apply):
  - Weatherize buildings 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 (Please describe)
- Mostly under DOE LIWAP rules, with the following LIHEAP rule(s) where LIHEAP and LIWAP rules differ (Check all that apply.)
  - Weatherization not subject to DOE LIWAP maximum statewide average cost per dwelling unit.
  - Other (Please describe.)

2605(b)(6) The state or tribe administers LIHEAP through the following local agencies:

- (agency designation)
- county welfare offices
  - community action agencies (weatherization component only)
  - community action agencies (heating, cooling or crisis)
  - charitable organizations
  - not applicable (i.e. state energy office)
  - tribal office
  - other, describe:

→ Have you changed local administering agencies from last year?  
 Yes  No

If Yes, please describe how you selected them.

→ What components are affected by the change?

2605(c)(1)(E) → Please describe any additional steps (other than those described elsewhere in this plan) that will be taken to target assistance to households with high home energy burdens. **(This applies to all components. If all steps to target households with high home energy burdens are described elsewhere in the plan, no further information is required here.)**

(targeting of assistance)

*The Agencies have an energy-counseling component, which offers assistance and advice to all weatherization recipients. This assistance is offered to all clients, but high-energy users are targeted and benefit the most. LIHEAP recipients are referred for weatherization assistance if they request services.*

statutory references

2605(b)(7) (energy suppliers) → Do you make payments directly to home energy suppliers?

Heating  X  Yes   No

Cooling  X  Yes   No

Crisis  X  Yes   No

If Yes, are there exceptions?  X  Yes   No  
 If Yes, please describe.

*Households whose vendors are not participating as an approved vendor by signing a Home Energy Supplier Agreement*

2605(b)(7)(A) → If you make payments directly to home energy suppliers, how do you notify the client of the amount of assistance paid? (Please describe)

*Upon approval by the computer system, the local administering agency provides the pink copy (indicating approval) of the application to the applicant household. (This applies to both the Regular and Crisis components)*

2605(b)(7) (B) & (C)

→ How do you make sure the home energy supplier performs what is required in this assurance? If vendor agreements are used, they may be attached. Indicate each component for which this description applies.

*Home Energy Suppliers who participate in the Georgia Energy Assistance Program will satisfy all of the Federal Assurances by signing and complying with the Home Energy Supplier's Agreement. The Home Energy Agreement will remain in effect for two years. If any of the information provided on the Agreement changes, the fuel supplier is required to notify the department in writing. This partnership agreement with the home energy suppliers provides additional benefits to low-income households by providing a documentation of need for consideration for extended payment deadlines, delays in cut-off dates, restoration of services based on the state's agreement to home energy suppliers to pay approved EAP applications.*

statutory  
references

2605(b)(8)(B) → Is there any difference in the way owners and renters are treated? If Yes, please describe.

(owners  
and  
renters)

**HEATING ASSISTANCE**

\_\_\_\_\_ Yes X No

**COOLING ASSISTANCE**

\_\_\_\_\_ Yes X No

**CRISIS ASSISTANCE**

\_\_\_\_\_ Yes X No

**WEATHERIZATION**

\_\_\_\_\_ Yes X No

statutory references

2605(b)(10)

→How do you ensure good fiscal accounting and tracking of LIHEAP funds? (Please describe. Include a description of how you monitor fiscal activities.)

(fiscal monitoring, and audit)

***Fiscal Control and Funds Accounting: The State agrees that DHS, any other state agency receiving funds and any local administration agency will maintain an accounting system and supporting fiscal records adequate to audit and otherwise verify that the assistance payments and administrative cost claims for reimbursement meet Federal requirements. The DHS will use its currently established and operational Peoplesoft System to assure the proper fiscal control and fund accounting for Federal funds paid to the State under this title. In addition, a separate computer subsystem will be used to track agency and county use of benefit fund expenditures provided under this title***

(program, fiscal monitoring, and audit

→How do you monitor program activities? (Please be sure to include a description of how you monitor eligibility and benefit determination.)

***Monitoring/Prevention of Waste, Fraud and Abuse: Local reporting and division monitoring efforts will be used to assure proper dispersal of, and accounting for, Title XXVI benefit funds. The LAA's will provide reports of fund allocation utilization and program implementation activities. The Division shall monitor the activities of the LAA's and payment processing schedules\*. Details for local reporting procedures are included in the EAP Procedures Manual. The Division will conduct onsite-monitoring visits for each agency every other year. In addition, we conduct desk reviews, technical assistance by phone, and monitoring of the EAP subsystem.***

***The DHS will assure that the appropriate warning statements are included on benefit applications, Home Energy Supplier's Agreements, contracts with LAA's and Letters of Agreement to prevent, detect, and correct waste, fraud and abuse. Should households receive overpayment, procedures as outlined in the EAP Procedures Manual will be implemented for recoupment or repayment of such overpayment or referred to the Office of Fraud and Abuse.***

→How is your LIHEAP program audited?

Under the Single Audit Act?  Yes  No  
If not, please describe:

For States and Territories:

→Is there an annual audit of local administering agencies?  Yes  No  
If not, please explain.

statutory  
references

2605(b)(12)

(timely and  
meaningful  
public  
participation)

➔How did you get timely and meaningful public participation in the development of the plan? (Please describe.)

*A statewide public news release announcing the review for the plan was sent to all major newspapers, radio, and television stations. Copies of the plan were made available for public review on the State website for thirty (30) days. Comments from the public were reviewed. A Public Hearing was held on July 14, 2011 providing citizens with an additional opportunity to make comments.*

2605(a)(2)

(public  
hearings)

➔Did you conduct public hearings on the proposed use and distribution of your LIHEAP funds? When and where?

Yes  No

(Not required for Tribes and tribal organizations)

*A public hearing was conducted on July 14, 2011 for the Low-Income Energy Assistance Program at the State Department of Human Services , DFCS offices.*

statutory  
references

2605(b)(13)

(fair  
hearings)

→ Describe your fair hearing procedures for households whose applications are denied or not acted on in a timely manner. When are applicants informed of these rights?

→ Denials

*The State will provide an opportunity for a Fair Hearing through the office of State Administrative Hearings, Legal services Office to individuals whose claims for assistance are denied or are not acted upon with reasonable promptness. Appropriate procedures will be described by the Legal Services Office to assure due process is carried out in all cases.*

*Each applicant will be notified of his or her Fair Hearings Rights or Procedures through receipt of an Information Notice at the time of application intake. Fair Hearings procedures are prescribed by the Georgia Environmental Facilities Authority for individuals who are denied weatherization assistance or whose application is not acted upon with reasonable promptness.*

→ Applications Not Acted On In a Timely Manner

*Same procedures as stated above.*

statutory  
references

2605(b)(15)

**For States and Puerto Rico only** (not applicable to Tribes and tribal organizations, or to territories whose annual regular LIHEAP allotments are \$200,000 or less):

→ Does the State agency that administers the following LIHEAP component also administer the State's welfare program?

(alternate  
outreach  
and intake)

**HEATING ASSISTANCE**

Yes  No

If Yes, describe alternate process for outreach and intake:

*Applications for the Regular Energy Assistance Program that provides heating assistance are taken through local community action agencies under contract to the DHS. The local county offices of the Division of Family and Children Services makes referrals. Outreach activities are coordinated between these agencies for each of the 159 counties. Outreach is also coordinated with other social services agencies (i.e. Salvation Army, United Way, Area Agencies on Aging, Social Security Administration, and other government entities), utility vendors, medical facilities, schools, etc*

**COOLING ASSISTANCE**

Yes  No

If Yes, describe alternate process for outreach and intake:

*The process for the Cooling component (when available) is the same as the Regular Energy Assistance Program.*

**CRISIS ASSISTANCE**

Yes  No

If Yes, describe alternate process for outreach and intake:

*Applications for the Crisis Assistance Program that provides energy assistance are taken through local community action agencies under contract to the DHS. The local county offices of the Division of Family and Children Services makes referrals. Outreach activities are coordinated between these agencies for each of the 159 counties in addition to other Social Services agencies (i.e. Salvation Army, United Way, Area Agencies on Aging, Social Security Administration, and other government entities), utility vendors, medical facilities, schools,*

statutory  
references

2605(b)(16)

→ Do 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? (This assurance refers to activities such as needs assessments, counseling, and assistance with energy vendors.)

Yes  No

If Yes, please describe these activities.

The Georgia LIHEAP program has set aside .001% of the regular LIHEAP funds in FFY 2012 for Assurance 16 services to eligible households.

In an effort to address the issues related to lack of heating, choices of unsafe means of heating, cooking and attending to personal needs, the following procedures are in place to perform the following types of activities under Assurance 16:

- ✓ Mass outreach materials were designed and mailed out to customers, especially those in the most vulnerable groups.
- ✓ Fuel providers were contacted to negotiate payment arrangements and re-connection of services.
- ✓ Consumer counseling regarding bill payments, schedules of payments, unsafe means of heating, energy conservation, budget billing, and other such information necessary to alleviate the energy burden.
- ✓ Partnerships were formed and maintained in an effort to strengthen and extend the resources available to low-income households. These resources were provided to consumers who may not have met all of the LIHEAP guidelines and to those whose bill amounts were higher than the allowable LIHEAP benefit.

If Yes, how do you ensure that you don't use more than 5% (statutory ceiling) of your LIHEAP funds for these activities?

***The state budgets no more than .001% of the grant for Assurance 16 activities. The funds are loaded into the automated system which will not allow expenditures beyond the amount pre allocated.***

statutory  
references

- 2607A  
(leveraging)
- Please describe leveraging activities planned for the fiscal year. **(This entry is optional.)\*** Complete this entry if you plan to apply for LIHEAP leveraging incentive funds and to include in your leveraging report resources/benefits provided to low income households this fiscal year under criterion (iii) in 45 CFR 96.87(d)(2). Provide the following information for each:
- (1) Identify and described each resource/benefit;
  - (2) Identify the source(s) of each resource; and
  - (3) Describe the integration/coordination of each resource/benefit with the LIHEAP program, consistent with 1 or more of conditions A-H in 45 CFR 96.87(d)(2)(iii).

#### FUEL FUNDS

The Heating Energy Assistance Team (H. E. A. T.), Inc, will provide funding (\$535,000) to the grantee for crisis use. H. E. A. T., Inc. is a non-profit, charitable organization that solicits and collects donations from individuals, corporations, private or non-profit businesses, fuel vendors and foundations to provide energy assistance statewide to LIHEAP eligible Georgians. The funds are allocated annually to the grantee and distributed in concurrence with and under the same guidelines as the Low Income Home Energy Assistance Program.

#### Fee-Saving Interventions / Utility Company Policies

The state agency will seek 1) fee waivers from utility companies for eligible clients to provide cost savings for LIHEAP-eligible households (who may be facing disconnection threats or reconnection fees and who may need to establish payment plans with utilities to avoid further disruption of services) or 2) additional discounts or supplemental benefits to low-income households.

#### Other Donations

Cash donations from other organizations or individuals will be accepted to provide more benefits to LIHEAP-eligible households through various activities including contracts with Community Action agencies.

#### Summary:

No state dollars or LIHEAP appropriated funds will be used to develop these non-LIHEAP resources.

\* Leveraged resources/benefits that are counted under criterion (iii) in 45 CFR 96.87(d)(2) must be identified and described in the grantee's LIHEAP plan and distributed as indicated in the plan. In addition, leveraging resources/benefits that are counted under criterion (ii) must be carried out under one or more components of the grantee's regular LIHEAP program.

\* Leveraged resources/benefits that are counted under criterion (iii) in 45 CFR 96.87(d)(2) must be identified and described in the grantee's LIHEAP plan and distributed as indicated in the plan. In addition, leveraging resources/benefits that are counted under criterion (ii) must be carried out under one or more components of the grantee's regular LIHEAP program.

statutory  
references

2605(b)

→ Please describe performance goals and measures planned for the fiscal year. **(This entry is optional.)**

(performance)  
goals and  
measures)

**SAMPLE PROGRAM INTEGRITY ASSESSMENT SUPPLEMENT TEMPLATE**  
**Low Income Home Energy Assistance Program (LIHEAP)**

**ABSTRACT:**

HHS is requiring further detail from Grantees on their FY2012 plans for preventing and detecting fraud, abuse, and improper payments. HHS is also requiring that Grantees highlight and describe all elements of this FY2012 plan which represent improvements or changes to the Grantees' FY2011 plan for preventing and detecting fraud, abuse and improper payment prevention.

*Instructions: Please provide full descriptions of the Grantee's plans and strategy for each area, and attach/reference excerpts from relevant policy documents for each question/column. Responses must explicitly explain whether any changes are planned for the new FY.*

<b>State, Tribe or Territory (and grant official):</b>		<b>Date/Fiscal Year:</b> June 2011/FY 2012	
<b>RECENT AUDIT FINDINGS</b>			
<b>Describe any audit findings of material weaknesses and reportable conditions, questioned costs and other findings cited in FY2011 or the prior three years, in annual audits, Grantee monitoring assessments, Inspector General reviews, or other Government Agency reviews of LIHEAP agency finances.</b>	<b>Please describe whether the cited audit findings or relevant operations have been resolved or corrected. If not, please describe the plan and timeline for doing so in FY2012.</b>	<b>If there is no plan in place, please explain why not.</b>	<b>Necessary outcomes from these systems and strategies</b>
There are no audit findings or reportable conditions in any category.			<i>The timely and thorough resolution of weaknesses or reportable conditions as revealed by the audit.</i>

Attachment – page 1

According to the Paperwork Reduction Act Of 1995 (Pub. L. 104-13), public reporting burden for this collection of information is estimated to average 1 hours 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.

ATTACHMENT 5

<b>COMPLIANCE MONITORING</b>			
<b>Describe the Grantee's FY 2011 strategies that will continue in FY 2012 for monitoring compliance with State and Federal LIHEAP policies and procedures by the Grantee and local administering agencies.</b>	<b>Please highlight any strategies for compliance monitoring from your plan which will be newly implemented as of FY 2012.</b>	<b>If you don't have a firm compliance monitoring system in place for FY 2011, please describe how the State is verifying that LIHEAP policy and procedures are being followed.</b>	<b>Necessary outcomes from these systems and strategies</b>
<p>There is a multi-level monitoring review of sub-recipients. There is a state level on site review each program year for policy and program compliance such as intake procedures, application processing time frames, benefit issuances timeframes, separation of duties, client appeal process. The client application has a second level review before it is processed. Energy Assistance Coordinators at the local agencies perform internal monitoring by reviewing application samples at each intake site. If there are findings at the local agencies, technical assistance and training is immediately provided. If a corrective action plan is required, the agency must submit the plan within 30 days for approval. The state office will monitor the agency's plan and provide technical assistance as needed. Desk reviews, monthly report reviews (expenditure, programmatic) and LIHEAP system reviews are conducted throughout the program to ensure compliance.</p>			<p><i>A sound methodology, with a schedule for regular monitoring and a more effective monitoring tool to gather information.</i></p>

**FRAUD REPORTING MECHANISMS**

**ATTACHMENT 5**

<p><b>For FY 2011 activities continuing in FY 2012, please describe all (a) mechanisms available to the public for reporting cases of suspected LIHEAP fraud, waste or abuse [These may include telephone hotlines, websites, email addresses, etc.]; (b) strategies for advertising these resources.</b></p>	<p><b>Please highlight any tools or mechanisms from your plan which will be newly implemented in FY 2012, and the timeline for that implementation.</b></p>	<p><b>If you don't have any tools or mechanisms available to the public to prevent fraud or improper payments, please describe your plan for involving all citizens and stakeholders involved with your program in detecting fraud.</b></p>	<p><b>Necessary outcomes of these strategies and systems</b></p>
<p>There is a fraud hotline and an 800 information and referral line that is available to the public for reporting instances of suspected fraud.</p>			<p><i>Clear lines of communication for citizens, grantees, clients, and employees to use in pointing out potential cases of fraud or improper payments to State administrators.</i></p>

ATTACHMENT 5

<b>VERIFYING APPLICANT IDENTITIES</b>			
<b>Describe all FY 2011 Grantee policies continuing in FY2012 for how identities of applicants and household members are verified.</b>	<b>Please highlight any policy or strategy from your plan which will be newly implemented in FY-2012.</b>	<b>If you don't have a system in place for verifying applicant's identities, please explain why and how the Grantee is ensuring that only authentic and eligible applicants are receiving benefits.</b>	<b>Necessary outcomes from these systems and strategies</b>
Applicants are required to provide proof/documentation of social security numbers for all household members. If applicants provide social security cards, they are considered citizens.			<i>Income and energy supplier data that allow program benefits to be provided to eligible individuals.</i>
<b>SOCIAL SECURITY NUMBER REQUESTS</b>			
<b>Describe the Grantee's FY 2012 policy in regards to requiring Social Security Numbers from applicants and/or household members applying for LIHEAP benefits.</b>	<b>Please describe whether the State's policy for requiring or not requiring Social Security numbers is new as of FY2012, or remaining the same.</b>	<b>If the Grantee is not requiring Social Security Numbers of LIHEAP applicants and/or household members, please explain what supplementary measures are being employed to prevent fraud.</b>	<b>Necessary outcomes from these systems and strategies</b>
Applicants are required to provide proof of social security numbers for all household members.	This is not a new policy. This policy has been in place since the inception of the program.		<i>All valid household members are reported for correct benefit determination.</i>

ATTACHMENT 5

<b>CROSS-CHECKING SOCIAL SECURITY NUMBERS AGAINST GOVERNMENT SYSTEMS/DATABASES</b>			
<b>Describe if and how the Grantee used existing government systems and databases to verify applicant or household member identities in FY 2011 and continuing in FY 2012. (Social Security Administration Enumeration Verification System, prisoner databases, Government death records, etc.)</b>	<b>Please highlight which, if any, policies or strategies for using existing government databases will be newly implemented in FY 2012.</b>	<b>If the Grantee won't be cross checking Social Security Numbers and ID information with existing government databases, please describe how the Grantee will supplement this fraud prevention strategy.</b>	<b>Necessary outcomes from these systems and strategies</b>
<p>Georgia currently utilizes the SUCCESS inquiry system for public benefits to cross check social security numbers against other verification systems, such as interfaces with Federal IRS and SSA data bases. However, the Energy Assistance Program computer system cross references social security numbers of applicants who apply for assistance to prevent duplication of benefit issuance.</p>			<p><i>Use of all available database systems to make sound eligibility determination.</i></p>
<b>VERIFYING APPLICANT INCOME</b>			
<b>Describe how the Grantee or designee used State Directories of new hires or similar systems to confirm income eligibility in FY 2011 and continuing in FY 2012.</b>	<b>Please highlight any policies or strategies for using new hire directories which will be newly implemented in FY 2012.</b>	<b>If the Grantee won't be using new hire directories to verify applicant and household member incomes how will the Grantee be verifying the that information?</b>	<b>Necessary outcomes from these systems and strategies</b>
<p>All applicants are required to provide documentation of income such as check stubs, award letters, bank statements, statement from the employer. For applicants who receive public assistance, their income is verified through the SUCCESS inquiry system.</p>	<p>Agencies have access to the SUCCESS system, which cross checks with the new hire directories.</p>		<p><i>Effective income determination achieved through coordination across program lines.</i></p>

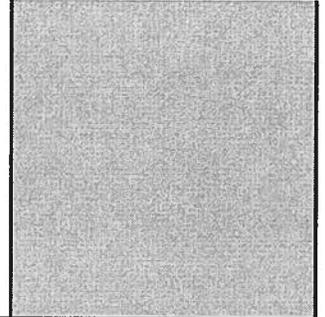
ATTACHMENT 5

<b>PRIVACY-PROTECTION AND CONFIDENTIALITY</b>			
<b>Describe the financial and operating controls in place in FY 2011 that will continue in FY 2012 to protect client information against improper use or disclosure.</b>	<b>Please highlight any controls or strategies from your plan which will be newly implemented as of FY 2012.</b>	<b>If you don't have relevant physical or operational controls in place to ensure the security and confidentiality of private information disclosed by applicants, please explain why.</b>	<b>Necessary outcomes from these systems and strategies</b>
Operational controls in place include confidential agreements signed by staff and separation of duties among staff. The same staff that completes the application cannot key the application or approve a check voucher, or sign the checks. Financial controls also include System security: staff have different levels of system authorization to perform specific functions. All applications are filed in a closed are with limited staff access.			<i>Clear and secure methods that maintain confidentiality and safeguard the private information of applicants.</i>

<b>LIHEAP BENEFITS POLICY</b>			
<b>Describe FY 2011 Grantee policies continuing in FY 2012 for protecting against fraud when making payments, or providing benefits to energy vendors on behalf of clients.</b>	<b>Please highlight any fraud prevention efforts relating to making payments or providing benefits which will be newly implemented in FY 2012.</b>	<b>If the Grantee doesn't have policy in place to protect against improper payments when making payments or providing benefits on behalf of clients, what supplementary steps is the Grantee taking to ensure program integrity.</b>	<b>Necessary outcomes from these systems and strategies</b>
All applicants are required to provide the heating bill with the service address as a part of the eligibility process. For anticipated disconnection and disconnected applicants the utility company is contracted to verify status of bill/service. All household members 18 and older claiming no income must complete Zero income statements. Applications are entered into a state-wide compute system by staff that are authorized to access the system with different authorization tiers. The payment process goes through several levels of verification by staff and the computer system, checking for			<i>Authorized energy vendors are receiving payments on behalf of LIHEAP eligible clients.</i>

**ATTACHMENT 5**

duplicate applications and other eligibility errors before payments are issued. Once applications are processed through the computer system and are checked against the actual application, applicants are mailed a notification of approval of benefit payment to be sent directly to the utility vendor.



ATTACHMENT 5

<b>PROCEDURES FOR UNREGULATED ENERGY VENDORS</b>			
<b>Describe the Grantee's FY 2011 procedures continuing in FY 2012 for averting fraud and improper payments when dealing with bulk fuel dealers of heating oil, propane, wood and other unregulated energy utilities.</b>	<b>Please highlight any strategies policy in this area which will be newly implemented in FY 2012.</b>	<b>If you don't have a firm plan for averting fraud when dealing with unregulated energy vendors, please describe how the Grantee is ensuring program integrity.</b>	<b>Necessary outcomes from these systems and strategies</b>
<p>All vendors who receive direct payments from LIHEAP have signed a vendor agreement to comply with the regulations and requirements of the Program. Each vendor is assigned a vendor code that is keyed into the Energy statewide computer system that is cross referenced with the vendor file when applications are keyed into the system. The applicant is required to provide a copy of their most recent bill at the time of application intake. The system produces Approval reports that are verified against the paper application before a check is issued to the vendor.</p>			<p><i>Participating vendors are thoroughly researched and inspected before benefits are issued.</i></p>
<b>VERIFYING THE AUTHENTICITY OF ENERGY VENDORS</b>			
<b>Describe Grantee FY 2011 policies continuing in FY 2012 for verifying the authenticity of energy vendors being paid under LIHEAP, as part of the Grantee's procedure for averting fraud.</b>	<b>Please highlight any policies for verifying vendor authenticity which will be newly implemented in FY 2012.</b>	<b>If you don't have a system in place for verifying vendor authenticity, please describe how the Grantee can ensure that funds are being distributed through valid intermediaries?</b>	<b>Necessary outcomes from these systems and strategies</b>
<p>Each Vendor must sign a Home Energy Supplier Agreement that requires their Federal Tax Identification number.</p>			<p><i>An effective process that effectively confirms the existence of entities receiving federal funds.</i></p>

**ATTACHMENT 5**

<b>TRAINING AND TECHNICAL ASSISTANCE</b>			
<p>In regards to fraud prevention, please describe elements of your FY 2011 plan continuing in FY 2012 for training and providing technical assistance to (a) employees, (b) non-governmental staff involved in the eligibility process, (c) clients, and (d) energy vendors.</p>	<p>Please highlight specific elements of your training regimen and technical assistance resources from your plan which will represent newly implemented in FY 2012.</p>	<p>If you don't have a system in place for anti-fraud training or technical assistance for employees, clients or energy vendors, please describe your strategy for ensuring all employees understand what is expected of them and what tactics they are permitted to employ.</p>	<p>Necessary outcomes from these systems and strategies</p>
<p>Staff signs a Confidential Agreement not to disclose sensitive client information; agencies obtain background checks on employees. Only the Executive Director or the Energy Assistance Coordinator is authorized to complete applications for employees who qualify for LIHEAP assistance. There are Separation of duties at the local level to prevent fraud. Yearly statewide trainings are held and technical assistance is provided as needed to all agency staff administering the program.</p>			<p><i>The timely and thorough resolution of weaknesses or reportable conditions as revealed by the audit.</i></p>
<b>AUDITS OF LOCAL ADMINISTERING AGENCIES</b>			
<p>Please describe the annual audit requirements in place for local administering agencies in FY 2011 that will continue into FY 2012.</p>	<p>Please describe new policies or strategies to be implemented in FY 2012.</p>	<p>If you don't have specific audit requirements for local administering agencies, please explain how the Grantee will ensure that LIHEAP funds are properly audited under the Single Audit Act requirements.</p>	<p>Necessary outcomes from these systems and strategies</p>
<p>Each agency administering LIHEAP is required to have an independent audit as required by the State.</p> <p>During the State Level Monitoring review, audits for the previous three years are reviewed for compliance.</p>			<p><i>Reduce improper payments, maintain local agency integrity, and benefits awarded to eligible households.</i></p>

**ATTACHMENT 5**

**Additional Information**

Please attach further information that describes the Grantee's Program Integrity Policies, including supporting documentation from program manuals, including pages/sections from established LIHEAP policies and procedures.

Attachment – page 7

**FY 2012 LIHEAP Eligibility Guidelines**  
**GA LIHEAP (Oct. 1, 2011 - Sept. 30, 2012)**

**60% State Median Income**  
**DHHS - June 02, 2011**

**EST ANNUAL INCOME**

	<b>LEVEL I INCOME</b>		<b>LEVEL II INCOME</b>	
1 person HH	\$-0- to	13,202	\$ 13,203 to	\$ 21,504
2 person HH	-0- to	17,264	17,265 to	28,116
3 person HH	-0- to	21,326	21,327 to	34,728
4 person HH	-0- to	25,388	25,389 to	41,340
5 person HH	-0- to	29,450	29,451 to	47,964
6 person HH	-0- to	33,512	33,513 to	54,576
7 person HH	-0- to	34,274	34,275 to	55,812
8 person HH	-0- to	35,036	35,037 to	57,060
9 person HH	-0- to	35,797	35,798 to	58,296
10 person HH	-0- to	36,559	36,560 to	59,532
11 person HH	-0- to	37,321	37,322 to	60,780
12 person HH	-0- to	38,082	38,083 to	62,016
13 person HH	-0- to	38,844	38,845 to	63,252
14 person HH	-0- to	39,606	39,607 to	64,500
15 person HH	-0- to	40,367	40,368 to	65,736
16 person HH	-0- to	41,129	41,130 to	66,984
For each additional member:	add	774		\$ 1,240

**EST MO. INCOME**

	<b>LEVEL I INCOME</b>		<b>LEVEL II INCOME</b>	
1 person HH	\$-0- to	1,100	\$ 1,101 to	\$ 1,792
2 person HH	\$-0- to	1,439	\$ 1,440 to	2,343
3 person HH	\$-0- to	1,777	\$ 1,778 to	2,894
4 person HH	\$-0- to	2,116	\$ 2,117 to	3,445
5 person HH	\$-0- to	2,454	\$ 2,455 to	3,997
6 person HH	\$-0- to	2,793	\$ 2,794 to	4,548
7 person HH	\$-0- to	2,856	\$ 2,857 to	4,651
8 person HH	\$-0- to	2,920	\$ 2,921 to	4,755
9 person HH	\$-0- to	2,983	\$ 2,984 to	4,858
10 person HH	\$-0- to	3,047	\$ 3,048 to	4,961
11 person HH	\$-0- to	3,110	\$ 3,111 to	5,065
12 person HH	\$-0- to	3,174	\$ 3,175 to	5,168
13 person HH	\$-0- to	3,237	\$ 3,238 to	5,271
14 person HH	\$-0- to	3,300	\$ 3,301 to	5,375
15 person HH	\$-0- to	3,364	\$ 3,365 to	5,478
16 person HH	\$-0- to	3,427	\$ 3,428 to	5,582
For each additional member:	add	64		\$ 103

NOTE: FIGURE MONTHLY INCOME THEN ANNUALIZE TO DETERMINE ELIGIBILITY

Note: Ga. SMI for a 4-person HH is \$68,908.

updated: 06/02/11

C:\Documents and Settings\dachester\Desktop\[StatePlan- 60-pct-SMI-figures FFY 2012- Jun02-2011]exteranl.xlsx\FY-2011-LIHEAP-ELIGIBILITY

**FFY 2012 ENERGY ASSISTANCE  
PROGRAM**

**PAYMENT ASSISTANCE SCHEDULE  
BY INCOME**

<b>FUEL TYPE</b>	Coal Fuel Oil Electricity Kerosene	LP Gas Natural Gas Wood
<b>Income Level 1</b>	\$ 310.00	
<b>Income Level 2</b>	\$ 350.00	

Estimated households to be served: 209,809  
Estimated average benefit amount: \$ 343.00

**Staff Development Section:**

Staff development objectives for Georgia program staff are to:

- keep abreast of and be well versed on national, regional and state trends, best practices and implementation of new/changes to existing policies and procedures.
- Equip staff with necessary tools to provide training and technical assistance to the agencies for continuous quality improvement as they operate the designated program.

In order to achieve the staff development objectives as listed, designated staff will

- attend training as recommended by the supervisor.
- attend national, regional and state conferences and trainings to increase knowledge and necessary skills , as applicable, including, but not limited to:

National Energy and Utility Affordability Conference- NLIEC and NFFN  
(National Low-Income Energy Consortium /National Fuel Funds Network)

National Energy Assistance Directors' Association winter and summer training meetings

Joint CIF Community Economic Development & NCAF Energy Programs Leveraging Conference

National Fuel Funds Network LIHEAP Action Day at the Capitol

- network and affiliate with national, regional and state organizations to gain insight for a more effective program, as applicable, including but not limited to:

Energy Programs Consortium (EPC)  
National Association of State Energy Officials (NASEO)  
National Energy Assistance Directors Association (NEADA)

- rotate attendance, if applicable, at national and regional conferences/ trainings. Attendee (s) will formally share appropriate information and materials with other team members to ensure consistency.
- participate in quarterly staff meeting designed to share "best practices" information and updates on policy and procedural changes.
- receive technical support training as needed to support assigned agencies.

Attachment A

Energy Assistance Program  
Public Hearing Notice

### **DHR schedules public hearing on State Plan for Energy Assistance**

The Georgia Department of Human Services, Division of Family and Children Services will hold a public hearing Thursday July 14, 2011 on the FY 2012 State Plan for the Low Income Home Energy Assistance Program Block Grant.

The public hearing will be held from 10 a.m. - 2 p.m. at 2 Peachtree Street, NW, Atlanta, 30303 on the 19th floor in room 19 -475.

The 30-day public review of the draft plan begins on Friday June 17, 2011 and ends on Monday July 18, 2011. The plan outlines eligibility requirements and benefit payment schedules for the distribution of client benefits. Copies of the draft plan are available for review at county DFCS offices, Community Action Agencies, county health departments, home health agencies, Area Agencies on Aging, home energy suppliers and citizen organizations throughout the state.

Funded by the federal government and administered by the Georgia Department of Human Services, the energy assistance program helps eligible elderly, homebound, and other low-income Georgians with home heating costs, weatherization and other home energy needs.

For FY 2011 the program distributed approximately \$85 million in client benefits. The fiscal funding level for FY 2012 has not been released.

People who wish to make written comments on the plan should send them to the Energy Assistance Program, Community Services Section, Division of Family and Children Services, Two Peachtree Street, NW, Suite 21-276, Atlanta, GA 30303.

Comments must be received by **Monday July 18, 2011**. Those who are unable to attend the hearing but wish to make oral comments on the plan may call the Energy Assistance Program at 404-657-3426.

###

## ADDITIONAL CERTIFICATIONS AND REQUIREMENTS

Attached are additional certifications required as follows:

- \* **Lobbying certification**, which must be filed by all States and territories. If applicable, Form LLL, which discloses lobbying payments, must be submitted. **(Tribes and tribal organizations are EXEMPT.)**
- \* **Debarment and suspension certification**, which must be filed by all grantees.
- \* **Drug-free workplace requirement certification**, which must be filed by all grantees, unless the grantee has filed a statewide certification with the Department of Health and Human Services. **STATES ONLY:** If you have filed a statewide certification for the drug-free workplace requirement, please check here: \_\_\_\_\_
- \* One of the requirements included in the 1994 reauthorization of the statute is that state grantees must include in their annual application for funds a report on the number and income levels of households applying for and receiving LIHEAP assistance, and on the number of recipient households that have members who are elderly, disabled, or young children.  
  
**All Tribes and those territories with allotments of less than \$200,000** need only submit data on the number of households served by each component (heating, cooling, weatherization and crisis). The approval for the collection of information contained in the **LIHEAP Household Report** is covered by OMB approval number 0970-0060.
- \* Though not a part of this application, the report on funds to be carried over or available for reallocation as required by section 2607(a) for the preceding year must be submitted by August 1 of each year. A grant award for the current fiscal year may not be made until the carryover/reallocation report is received. The approval for the collection of information contained in the **LIHEAP Carryover and Reallocation Report** is covered by OMB approval number 0970-0106.



## 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.

---

U.S. Department of Health &amp; Human Services

## Administration for Children &amp; Families

[Skip Navigation](#)

U.S. Department of Health and Human Services

## Administration for Children &amp; Families

Search:

Go

[ACF Home](#) | [Services](#) | [Working with ACF](#) | [Policy/Planning](#) | [About ACF](#) | [ACF News](#) | [HHS Home](#)[Questions?](#) | [Privacy](#) | [Site Index](#) | [Contact Us](#) | [Download Reader™](#) | [Print](#)**CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

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

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

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

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

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

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

*Employee* means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of

work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

#### Certification Regarding Drug-Free Workplace Requirements

##### Alternate I. (Grantees Other Than Individuals)

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

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an ongoing drug-free awareness program to inform employees about --
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
  - (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --
    - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
- (B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

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

2 Peachtree Street,, NW; 21-276, Atlanta

Fulton, Georgia 30303

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

##### Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

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



U.S. Department of Health & Human Services

# Administration for Children & Families

[Home](#) | [Services](#) | [Working with ACF](#) | [Policy/Planning](#) | [About ACF](#) | [ACF News](#)

- [Questions?](#)
- [Privacy](#)
- [Site Index](#)
- [Contact Us](#)

[Search](#)

## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization