DETAILED MODEL PLAN (LIHEAP)

Program Name: Low Income Home Energy Assistance
Grantee Name: Maryland
Report Name: DETAILED MODEL PLAN (LIHEAP) Revision # 1
Report Period: 10/01/2018 to 09/30/2019
Report Status: Submission Accepted by CO (Revision #1)

Report Sections>

1. Mandatory Grant Application SF-424 ................................................................. 2
2. Section 1 - Program Components ...................................................................... 4
3. Section 2 - HEATING ASSISTANCE ................................................................. 8
4. Section 3 - COOLING ASSISTANCE ................................................................. 10
5. Section 4 - CRISIS ASSISTANCE ................................................................. 12
6. Section 5 - WEATHERIZATION ASSISTANCE ............................................ 15
7. Section 6 - Outreach, 2605(b)(3) - Assurance 3, 2605(c)(3)(A) ........................ 17
8. Section 7 - Coordination, 2605(b)(4) - Assurance 4 ........................................ 18
9. Section 8 - Agency Designation,, 2605(b)(6) - Assurance 6 ......................... 19
10. Section 9 - Energy Suppliers,, 2605(b)(7) - Assurance 7 ............................... 21
11. Section 10 - Program, Fiscal Monitoring, and Audit, 2605(b)(10) - Assurance 10 ................................................. 22
12. Section 11 - Timely and Meaningful Public Participation, , 2605(b)(12) - Assurance 12, 2605(c)(2) ....... 24
13. Section 12 - Fair Hearings,2605(b)(13) - Assurance 13 ............................... 26
14. Section 13 - Reduction of home energy needs,2605(b)(16) - Assurance 16 ................................................. 27
15. Section 14 - Leveraging Incentive Program ,2607A ........................................ 28
16. Section 15 - Training ......................................................................................... 29
17. Section 16 - Performance Goals and Measures, 2605(b) .................................. 31
18. Section 17 - Program Integrity, 2605(b)(10) ..................................................... 32
19. Section 18: Certification Regarding Debarment, Suspension, and Other Responsibility Matters .......... 36
20. Section 19: Certification Regarding Drug-Free Workplace Requirements ........ 40
21. Section 20: Certification Regarding Lobbying ............................................... 44
22. Assurances ......................................................................................................... 46
23. Plan Attachments ............................................................................................. 51
Mandatory Grant Application SF-424

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

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan</td>
<td>Annual</td>
<td>Explanation:</td>
<td>Initial</td>
</tr>
</tbody>
</table>

2. Date Received: State Use Only:

3. Applicant Identifier:

4a. Federal Entity Identifier: 93.568

4b. Federal Award Identifier: 93.568

5. Date Received By State:

6. State Application Identifier:

7. APPLICANT INFORMATION

* a. Legal Name: State of Maryland

* b. Employer/Taxpayer Identification Number (EIN/TIN): 1-526002033

* c. Organizational DUNS: 878358332

* d. Address:

| * Street 1: 311 West Saratoga St. 2nd Floor |
| Street 2: |
| * City: BALTIMORE |
| * State: MD |
| * Country: United States |
| * Zip / Postal Code: 21201 |

7b. Address:

* e. Organizational Unit:

| Department Name: Maryland Department of Human Services |
| Division Name: Office of Home Energy Programs |

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

<table>
<thead>
<tr>
<th>Prefix:</th>
<th>* First Name:</th>
<th>Middle Name:</th>
<th>* Last Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>William</td>
<td></td>
<td>Freeman</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suffix:</th>
<th>Title:</th>
<th>Organizational Affiliation:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Director, Office of Home Energy</td>
<td>Department of Human Services</td>
</tr>
</tbody>
</table>

| * Telephone Number: 4107675324 |
| * Fax Number: |
| * Email: William.Freeman@maryland.gov |

* 8a. TYPE OF APPLICANT:

A: State Government

b. Additional Description:

<table>
<thead>
<tr>
<th>* 9. Name of Federal Agency:</th>
</tr>
</thead>
</table>

| Catalog of Federal Domestic Assistance Number: |
| CFDA Title: |
| 93568 | Low-Income Home Energy Assistance |

10. CFDA Numbers and Titles

11. Descriptive Title of Applicant's Project

Low-Income Home Energy Assistance Program for the State of Maryland

12. Areas Affected by Funding:

Statewide

13. CONGRESSIONAL DISTRICTS OF:

| * a. Applicant |
| b. Program/Project: |
Attach an additional list of Program/Project Congressional Districts if needed.

### 14. FUNDING PERIOD:

<table>
<thead>
<tr>
<th>a. Start Date:</th>
<th>b. End Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/01/2018</td>
<td>09/30/2019</td>
</tr>
</tbody>
</table>

### 15. ESTIMATED FUNDING:

<table>
<thead>
<tr>
<th>a. Federal ($)</th>
<th>b. Match ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

### * 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?*

| a. This submission was made available to the State under the Executive Order 12372 |
| b. Program is subject to E.O. 12372 but has not been selected by State for review |
| c. Program is not covered by E.O. 12372 |

### * 17. Is The Applicant Delinquent On Any Federal Debt?*

- ☑ YES
- ☐ NO

### Explanation:

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.

### 18a. Typed or Printed Name and Title of Authorized Certifying Official

William Freeman

### 18b. Signature of Authorized Certifying Official

![Signature]

### 18c. Telephone (area code, number and extension)

Bill Freeman@maryland.gov

### 18d. Email Address

bill.freeman@maryland.gov

### 18e. Date Report Submitted (Month, Day, Year)

09/17/2018

Attach supporting documents as specified in agency instructions.
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.)

<table>
<thead>
<tr>
<th>Component</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heating assistance</td>
<td>11/01/2018</td>
<td>05/31/2019</td>
</tr>
<tr>
<td>Cooling assistance</td>
<td>06/01/2019</td>
<td>08/30/2020</td>
</tr>
<tr>
<td>Crisis assistance</td>
<td>11/01/2017</td>
<td>05/31/2018</td>
</tr>
</tbody>
</table>

Provide further explanation for the dates of operation, if necessary

Customers do not apply separately for crisis assistance in Maryland and there are no separate fuel benefits provided. Crisis assistance is provided as expedited assistance as defined by Code of Maryland Regulations (COMAR) 07.03.21.10. Crisis assistance funds are also provided to the Maryland Department of Housing and Community Development through an Inter-Agency Agreement for emergency heating and/or cooling system repair and replacement.

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%.

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heating assistance</td>
<td>64.00%</td>
</tr>
<tr>
<td>Cooling assistance</td>
<td>15.00%</td>
</tr>
<tr>
<td>Crisis assistance</td>
<td>5.00%</td>
</tr>
<tr>
<td>Weatherization assistance</td>
<td>0.00%</td>
</tr>
<tr>
<td>Carryover to the following federal fiscal year</td>
<td>5.00%</td>
</tr>
<tr>
<td>Administrative and planning costs</td>
<td>8.00%</td>
</tr>
<tr>
<td>Services to reduce home energy needs including needs assessment (Assurance 16)</td>
<td>3.00%</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Heating assistance</th>
<th>Cooling assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Weatherization assistance</th>
<th>Other (specify)</th>
</tr>
</thead>
</table>
|                           | We provide expedited heating assistance payments to assist households experiencing a crisis situation, but we do not reserve funds specifically for crisis assistance. We do however take measures to ensure that heating assistance funds are available throughout the crisis season to make expedited payments to qualified households experiencing crisis situations. The 5% number in Section 1.2 represents our estimate of the amount of heating assistance funds that will be distributed in an expedited manner for 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 one household member receives one of the following categories of benefits in the left column below?

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Heating</th>
<th>Cooling</th>
<th>Crisis</th>
<th>Weatherization</th>
</tr>
</thead>
<tbody>
<tr>
<td>TANF</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>SSI</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>SNAP</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Means-tested Veterans Programs</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Other(Specify) 1</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once Per Year</td>
</tr>
<tr>
<td>Once every five years</td>
</tr>
<tr>
<td>Other - Describe:</td>
</tr>
</tbody>
</table>

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?

<table>
<thead>
<tr>
<th>Type of Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Income</td>
</tr>
<tr>
<td>Net Income</td>
</tr>
</tbody>
</table>

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

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

| Other |
| Workmen's Compensation, Railroad Retirement Benefits, Mine Worker Benefits, Armed Forces Allowance Benefits, Criminal Injuries Compensation Board Payments, Severance Pay, Monetary Settlements as a Result of Insurance Claims or Lawsuits, Inheritances |

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.
Section 2 - Heating Assistance

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

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

<table>
<thead>
<tr>
<th>Add</th>
<th>Household size</th>
<th>Eligibility Guideline</th>
<th>Eligibility Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All Household Sizes</td>
<td>HHS Poverty Guidelines</td>
<td>175.00%</td>
</tr>
</tbody>
</table>

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

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

Do you require an Assets test? ☐ Yes ☐ No

Do you have additional/differing eligibility policies for:

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

Do you give priority in eligibility to:

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

Explanations of policies for each "yes" checked above:

Applicants who are renters are eligible to receive energy assistance benefits provided they meet all other eligibility requirements. Specific rental arrangements between the renter (tenant) and the landlord must be verified in order to determine if and how benefits will be paid.

- Applicants who are renters and pay their heating costs directly must identify their energy supplier and fuel type.
- Applicants who are renters (including roomers and boarders) and pay their energy costs indirectly as undesignated portions of rent payments are required to furnish the name, address, and phone number of the landlord to whom the rent payments are made. If their application is qualified, benefits will be paid to the landlord and their rent will be reduced accordingly.
- Applicants who are residents of subsidized housing must provide proof that they are directly responsible for paying their own heating costs and receive a lower benefit level than those with similar incomes that do not have access to subsidized housing since a utility allowance is incorporated into their subsidy.

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.

During the crisis season defined by COMAR 07.03.21.10, crisis situations are deemed "life threatening" if a household has a member that is over the age of 65, under the age of 2, or is experiencing an energy-related life threatening crisis. In these situations, vulnerable households are given priority. Further, applicants with a Physician's Certification are provided expedited processing. Under the arrearage assistance program, applicants considered vulnerable may receive a waiver to obtain forgiveness of past due electric and gas bills multiple times within a 7-year period. This is as opposed to other non-vulnerable applicants that can only obtain the benefit once every 7 years.

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

☐ Income  
☐ Family (household) size
The program accounts for whether customer lives in subsidized housing and if the bill is in the name of the customer or the landlord.

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

<table>
<thead>
<tr>
<th>Minimum Benefit</th>
<th>Maximum Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>$120</td>
<td>$2,213</td>
</tr>
</tbody>
</table>

2.6 Describe estimated benefit levels for FY 2018:

2.7 Do you provide in-kind (e.g., blankets, space heaters) and/or other forms of benefits? ☐ 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 3 - Cooling Assistance

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

<table>
<thead>
<tr>
<th>Add</th>
<th>Household size</th>
<th>Eligibility Guideline</th>
<th>Eligibility Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All Household Sizes</td>
<td>HHS Poverty Guidelines</td>
<td>175.00%</td>
</tr>
</tbody>
</table>

#### 3.2 Do you have additional eligibility requirements for COOLING ASSISTANCE?
- Yes
- No

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

- Do you require an Assets test?  
  - Yes
  - No

- Do you have additional/differing eligibility policies for:
  - Renters?  
    - Yes
    - No
  - Renters Living in subsidized housing?  
    - Yes
    - No
  - Renters with utilities included in the rent?  
    - Yes
    - No

- Do you give priority in eligibility to:
  - Elderly?  
    - Yes
    - No
  - Disabled?  
    - Yes
    - No
  - Young children?  
    - Yes
    - No
  - Households with high energy burdens?  
    - Yes
    - No
  - Other?  
    - Yes
    - No

#### Explanations of policies for each "yes" checked above:

Applicants who are renters are eligible to receive energy assistance benefits provided they meet all other eligibility requirements. Specific rental arrangements between the renter (tenant) and the landlord must be verified in order to determine if and how benefits will be paid.

- Applicants who are renters and pay their heating costs directly must identify their energy supplier and fuel type.
- Applicants who are renters (including roomers and boarders) and pay their energy costs indirectly as undesignated portions of rent payments are required to furnish the name, address, and phone number of the landlord to whom the rent payments are made. If their application is qualified, benefits will be paid to the landlord and their rent will be reduced accordingly.
- Applicants who are residents of subsidized housing must provide proof that they are directly responsible for paying their own heating costs and receive a lower benefit level than those with similar incomes that do not have access to subsidized housing since a utility allowance is incorporated into their subsidy.

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

Applicants with a Physician's Certification are provided expedited processing. Under the arrearage assistance program, applicants considered vulnerable may receive a waiver to obtain forgiveness of past due electric and gas bills multiple times within a 7-year period. This is as opposed to other non-vulnerable applicants that can only obtain the benefit once every 7 years.

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

- Income
- Family (household) size
### Benefit Levels, 2605(b)(5) - Assurance 5, 2605(c)(1)(B)

3.6 Describe estimated benefit levels for FY 2018:

| Minimum Benefit | $120 | Maximum Benefit | $2,213 |

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

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

4.1 Designate the income eligibility threshold used for the crisis component

<table>
<thead>
<tr>
<th>Add</th>
<th>Household size</th>
<th>Eligibility Guideline</th>
<th>Eligibility Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All Household Sizes</td>
<td>HHS Poverty Guidelines</td>
<td>175.00%</td>
</tr>
</tbody>
</table>

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

Maryland defines an energy crisis as a situation wherein a household has no heat or a shortage of fuel supply or an immediate utility turn off (less than three days) during the normal winter period (November 15 through March 31). Local agencies may request a waiver to change the time length in the definition of the winter period.

4.3 What constitutes a life-threatening crisis?

Maryland defines a life-threatening crisis as a household experiencing a life-threatening or health-related emergency due to a heating or cooling issue or has a crisis and has a member of the household under the age of two or over the age of sixty-five.

Crisis Requirement, 2604(c)

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

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

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

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

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

Do you require an Assets test?  Yes  No

Do you give priority in eligibility to:

- Elderly?  Yes  No
- Disabled?  Yes  No
- Young Children?  Yes  No
- Households with high energy burdens?  Yes  No
- Other? A household that is experiencing or in danger of experiencing a life-threatening or health-related emergency due to a heating or cooling issue.  Yes  No

In Order to receive crisis assistance:

- Must the household have received a shut-off notice or have a near empty tank?  Yes  No
- Must the household have been shut off or have an empty tank?  Yes  No
- Must the household have exhausted their regular heating benefit?  Yes  No
- Must renters with heating costs included in their rent have received an eviction notice?  Yes  No
- Must heating/cooling be medically necessary?  Yes  No
| Must the household have non-working heating or cooling equipment? | ☐ Yes ☑ No |
| Do you have additional / differing eligibility policies for: | ☐ Yes ☑ No |
| Renters? | ☐ Yes ☑ No |
| Renters living in subsidized housing? | ☐ Yes ☑ No |
| Renters with utilities included in the rent? | ☐ Yes ☑ No |

Explanations of policies for each "yes" checked above:

As described above, Maryland defines a "life-threatening" as a household experiencing a life-threatening or health-related emergency due to a heating or cooling issue or a crisis situation where a member of the household under age two or over the age of sixty-five lives in the house. (COMAR 07.03.21.10)

The elderly, households with young children, and those facing an energy emergency that threatens their health or their life, have their crisis situation treated in an expedited way since it is determined to be "life threatening".

**Determination of Benefits**

4.8 How do you handle crisis situations?

- Separate component
- Fast Track
- Other - Describe:

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

- Amount to resolve the crisis.
- Other - Describe:

Maryland provides the same benefit levels for customers with a crisis situation. However, services are expedited in order to ensure timely resolution of the crisis situation.

**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.

OHEP operates a network of 20 Local Administering Agencies with locations in each county to ensure that all households have access to a site that is not too far away from their home. All of the Local Administering Agencies are also required to provide reasonable accommodations to customers with mobility issues that have difficulty accessing a local office.

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

- Submit applications for crisis benefits without leaving their homes?
- Travel to the sites at which applications for crisis assistance are accepted?

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 $0.00 maximum benefit
- Summer Crisis $0.00 maximum benefit
- Year-round Crisis $2,213.00 maximum benefit

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

- Yes ☐ No ☑ If yes, Describe
4.14 Do you provide for equipment repair or replacement using crisis funds?

- Yes  - No

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

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

<table>
<thead>
<tr>
<th></th>
<th>Winter Crisis</th>
<th>Summer Crisis</th>
<th>Year-round Crisis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heating system repair</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heating system replacement</td>
<td>✗</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooling system repair</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Cooling system replacement</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Wood stove purchase</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pellet stove purchase</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Solar panel(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility poles / gas line hook-ups</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (Specify):</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Heating and cooling system repair/replacement is provided by the Maryland Department of Housing & Community Development (DHCD) with LIHEAP funds provided through Inter-Agency Agreement. Heating systems from October 1 take priority. If funds remain and there are no outstanding heating system requests as of June 1, DHCD may expend funds for cooling system repairs or replacements.

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

- Yes  - No

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

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

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.
Section 5: WEATHERIZATION ASSISTANCE

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

5.1 Designate the income eligibility threshold used for the Weatherization component

<table>
<thead>
<tr>
<th>Add</th>
<th>Household Size</th>
<th>Eligibility Guideline</th>
<th>Eligibility Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All Household Sizes</td>
<td>HHS Poverty Guidelines</td>
<td>200.00%</td>
</tr>
</tbody>
</table>

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. Maryland Department of Housing & Community Development

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

WEATHERIZATION - Types of Rules

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

☐ Entirely under LIHEAP (not DOE) rules
☐ Entirely under DOE WAP (not LIHEAP) rules
☐ Mostly under LIHEAP rules with the following DOE WAP rule(s) where LIHEAP and WAP rules differ (Check all that apply):
  ☐ Income Threshold
  ☐ Weatherization of entire multi-family housing structure is permitted if at least 66% of units (50% in 2- & 4-unit buildings) are eligible units or will become eligible within 180 days
  ☐ Weatherize shelters temporarily housing primarily low income persons (excluding nursing homes, prisons, and similar institutional care facilities).
  ☐ Other - Describe:

☐ Mostly under DOE WAP rules, with the following LIHEAP rule(s) where LIHEAP and WAP rules differ (Check all that apply.)
  ☐ Income Threshold
  ☐ Weatherization not subject to DOE WAP maximum statewide average cost per dwelling unit.
  ☐ Weatherization measures are not subject to DOE Savings to Investment Ratio (SIR) standards.
  ☐ Other - Describe:

Separate funds are not provided for weatherization activities. Crisis funds may be used by DHCD for standard weatherization measures and activities meeting DOE criteria, including health and safety and incidental repairs that directly affect the ability to install and protect the integrity of the crisis measures. In particular, LIHEAP funding may be used to repair/replace existing ductwork or other distribution systems to facilitate the installation/replacement of a heating or cooling system.

OHEP ensures that Maryland does not spend more than the 15% of total LIHEAP funds for weatherization services through a number of mechanisms. The Inter-Agency Agreement between the Department of Human Services and the Department of Housing and Community Development limits the amount of funding made available. That limit is currently $2,250,000, or approximately 3% of the total LIHEAP allocation. Additionally, OHEP receives monthly reports from DHCD detailing the specific use of LIHEAP funds. Since DHCD is limited in using the crisis funds provided for weatherization activities that directly affect the ability to install and protect the integrity of the crisis measures, expenditures are exceedingly limited.

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:

<table>
<thead>
<tr>
<th>Renters</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renters living in subsidized housing?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

5.8 Do you give priority in eligibility to:

<table>
<thead>
<tr>
<th>Elderly?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Young Children?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>House holds with high energy burdens?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Other?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

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 Department of Housing & Community Development (DHCD) provides crisis assistance on an expedited schedule when the situation is defined as "life-threatening":

- a household is experiencing or in danger of experiencing a life-threatening or health-related emergency due to a heating or cooling issue; or
- a member of the household is over the age of 65; or
- a member of the household is under the age of 2.

The elderly, households with young children, and those facing an energy emergency that threatens their health or their life, have their crisis situation treated in an expedited way since it is determined to be "life threatening".

For renters, DHCD must obtain permission from the property owner before providing furnace repair and replacement crisis assistance to a customer and the landlord must comply with DHCD Weatherization policies on rental housing.

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

5.10 If yes, what is the maximum? $0

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
- [x] Furnace replacement
- [ ] Doors
- [ ] Cooling system modifications/repairs
- [ ] Water Heater
- [ ] Water conservation measures
- [ ] Cooling system replacement
- [ ] Compact fluorescent light bulbs
- [x] Other - Describe: DHCD may perform standard weatherization services to LIHEAP customers receiving heating and/or cooling system replacement services, including health and safety and incidental repairs that directly affect the ability to install and protect the integrity of the measures.

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)

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

- Place posters/flyers in local and county social service offices, offices of aging, Social Security offices, VA, etc.
- Publish articles in local newspapers or broadcast media announcements.
- Include inserts in energy vendor billings to inform individuals of the availability of all types of LIHEAP assistance.
- Mass mailing(s) to prior-year LIHEAP recipients.
- Inform low income applicants of the availability of all types of LIHEAP assistance at application intake for other low-income programs.
- Execute interagency agreements with other low-income program offices to perform outreach to target groups.
- Other (specify):
  The program partners with Benefits Data Trust to conduct targeted outreach to older adults receiving Medicaid that have not applied for energy assistance. Through a central call center, Benefits Data Trust provides remote application assistance and document collection and coordinate direct submission of applications to local LIHEAP offices.

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

<table>
<thead>
<tr>
<th>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.).</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Joint application for multiple programs</td>
</tr>
<tr>
<td>✔ Intake referrals to/from other programs</td>
</tr>
<tr>
<td>✔ One - stop intake centers</td>
</tr>
<tr>
<td>✔ Other - Describe:</td>
</tr>
</tbody>
</table>

Customers can apply online through https://mydhrbenefits.dhr.state.md.us to apply for LIHEAP funds in conjunction with other benefit programs offered by the Department of Human Services. Customers may be enrolled in weatherization based on eligibility for LIHEAP assistance, since income guidelines for LIHEAP are below that of weatherization. Lists of customers determined eligible for energy assistance programs are provided directly to the Maryland Department of Housing and Community Development for enrollment in weatherization and other energy efficiency programs.

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 (Required for state grantees 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
- Welfare Agency
- Other - Describe:

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

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

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

The Office of Home Energy Programs and its Local Administering Agencies participate in fairs and festivals to enroll customers in application assistance. OHEP partners with local vendors and utilities in outreach activities. Targeted messaging is conducted in the heating season to promote LIHEAP as a way to prepare for the winter. Satellite intake is conducted by several program partners, such as Area Agencies on Aging, to help increase access to LIHEAP. Customers can access information and obtain applications for heating assistance alternatively by contacting the DHS Call Center.

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

OHEP and its Local Administering Agencies participate in fairs and festivals to enroll customers in application assistance. OHEP partner with local vendors and utilities in outreach activities. Targeted messaging is conducted in the cooling season to promote energy assistance as a way to stay safe in the summer. Satellite intake is conducted by several program partners, such as Area Agencies on Aging, to help increase access to LIHEAP. Customers can access information and obtain applications for cooling assistance alternatively by contacting the DHS Call Center.

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

General Crisis outreach mirrors that of heating and cooling outreach. The Office of Home Energy Programs and Local Administering Agencies also receive lists of households that are in imminent danger of termination. Direct outreach to these households is a key part of Crisis outreach in Maryland. OHEP also works closely with the Office of People's Counsel and the Public Service Commission to coordinate on crisis cases that have been identified by those entities.

8.5 LIHEAP Component Administration.

<table>
<thead>
<tr>
<th>Heating</th>
<th>Cooling</th>
<th>Crisis</th>
<th>Weatherization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local City Government</td>
<td>Local City Government</td>
<td>Local City Government</td>
<td>State Housing Agency</td>
</tr>
<tr>
<td>Local County Government</td>
<td>Local County Government</td>
<td>Local County Government</td>
<td></td>
</tr>
<tr>
<td>Community Action Agencies</td>
<td>Community Action Agencies</td>
<td>Community Action Agencies</td>
<td></td>
</tr>
<tr>
<td>Other - Describe:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8.5a Who determines client eligibility?
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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.5b Who processes benefit payments to gas and electric vendors?</td>
<td>State Administration Agency</td>
</tr>
<tr>
<td>8.5c Who processes benefit payments to bulk fuel vendors?</td>
<td>Local City Government</td>
</tr>
<tr>
<td>Community Action Agencies</td>
<td>Community Action Agencies</td>
</tr>
<tr>
<td>State Welfare Agency</td>
<td>State Welfare Agency</td>
</tr>
</tbody>
</table>

8.5d Who performs installation of weatherization measures? State Housing Agency

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

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.

The vast majority of payments are made directly to home energy suppliers and Energy Supplier Agreements are established to facilitate such payments. Occasional payments are made directly to customers in special circumstances when a landlord or supplier will not accept the benefit payment. If a landlord refuses to sign a Landlord Agreement or an energy supplier refuses to sign an Energy Supplier Agreement, and there is no alternative energy supplier, then a payment may be made directly to a customer. Direct payment may also be used for purchase of unusual fuel types, such as wood pellets.

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

Maryland sends a benefit letter to the customer's mailing address.

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?

Maryland requires that all vendors send local administering agencies an Energy Delivery Record for reconciliation at the end of each year. Monitoring of vendors will also be performed in federal fiscal year 2019 to verify proper pricing and 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?

Non-discrimination language is included in the vendor agreements executed with suppliers.

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.

Maryland requires that unregulated vendors provide a 3% discount off their cash price for the fuel delivered to program participants as part of their LIHEAP benefit.

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) (LIHEAP) Model Plan SF - 424 - MANDATORY

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

Maryland uses the State financial accounting system to manage LIHEAP funds. Separate budget costs are used to account for expenditures charged to LIHEAP, and separate sub-codes distinguish between various eligible uses of LIHEAP funds (e.g., administration, weatherization, client benefits, etc.).

### Audit Process

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

- ☑ Yes
- ☐ No

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

No Findings

<table>
<thead>
<tr>
<th>Finding</th>
<th>Type</th>
<th>Brief Summary</th>
<th>Resolved?</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 10.4. Audits of Local Administering Agencies

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

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

### Compliance Monitoring

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

**Grantee employees:**

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

**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.

**Protocol:**

- The State Office of Home Energy Programs (OHEP) uses risk-based assessment to determine what agencies will be selected for monitoring.
- The OHEP Quality Assurance Analyst provides written notification to the local agency of the upcoming monitoring visit and what is needed from the agency in order to prepare for the visit. An entrance conference call is scheduled to discuss the upcoming visit and address any questions from the local agency.
- The Quality Assurance Analyst conducts remote monitoring of the local agency, as applicable, using the State's monitoring tool.
- The Quality Assurance Analyst and OHEP Fiscal staff visits the local agency to complete the monitoring of the local agency using the State's monitoring tool.
- An exit interview is conducted with the local agency Director to review preliminary results of the monitoring visit. The agency provides verbal response to any preliminary results that may result in findings or areas of concern.
- Within forty-five days of exit conference, State Director signs off on monitoring report and Quality Assurance Analyst provides report to local agency Director. Report summarizes any areas of concern, findings and/or corrective action required.
- Agency may provide official, written response to report within 30-days of issuance.
- If report includes findings and corrective action plan, local agency must submit update on corrective action 90-days after report is issued, with update on status of resolving findings.

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

#### Site Visits:
Local agencies are selected for monitoring reviews based on a risk-based assessment policy. The State weighs factors such as history of audit findings, amount of administrative funding, amount of bulk fuel funding processed, key staff turnover, application denial rates, and application processing timeliness to determine which agencies are the highest risk that require auditing.

#### Desk Reviews:
The State adopted a Cost Allocation Policy to more clearly establish procedures for how local agency costs are distributed across administrative and direct program services activities. A time study is used to determine how local agency staff allocate their time on various eligible activities and the results are used to determine the allocation of costs.

### 10.8. How often is each local agency monitored ?
The State monitors a minimum of 40% of local agencies each year. Every agency is monitored a minimum of once every three years.

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

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

### 10.11. How many local agencies are currently on corrective action plans for eligibility and/or benefit determination issues? 1

### 10.12. How many local agencies are currently on corrective action plans for financial accounting or administrative issues? 1

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), 2605(C)(2)

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

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

☐ Tribal Council meeting(s)
☐ Public Hearing(s)
☐ Draft Plan posted to website and available for comment
☐ Hard copy of plan is available for public view and comment
☐ Comments from applicants are recorded
☐ Request for comments on draft Plan is advertised
☐ Stakeholder consultation meeting(s)
☐ Comments are solicited during outreach activities
☐ Other - Describe:

Notice for comments is issued to stakeholders, including local agencies, bulk fuel vendors, utilities and advocates.

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

Maryland Office of Home Energy Programs received input on allowing cooling system repair and replacement as part of LIHEAP funding provided to the Department of Housing & Community Development's weatherization program. The Inter-Agency Agreement was modified to reflect this need.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/19/2018</td>
<td>Public Hearing - Caroline County</td>
</tr>
<tr>
<td>04/26/2018</td>
<td>Public Hearing - Prince George's County</td>
</tr>
<tr>
<td>08/14/2018</td>
<td>Public Hearing - Baltimore City</td>
</tr>
</tbody>
</table>

11.4 How many parties commented on your plan at the hearing(s)? 34

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

Comments regularly focus on the nature of the application process and a hope that it could be made simpler and less burdensome. OHEP continues to work toward a streamlined application process.

Comments were fully supportive and understanding of the need to allow for use of LIHEAP funding for cooling assistance as a result of declines in other revenue sources.

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

While no changes were made to the plan as a result of such comments, OHEP is well aware of concerns regarding the burdens of applying for benefits. Though it is not possible to waive many of the documents that some advocates wish to eliminate, OHEP is taking steps to streamline the application process for certain populations. OHEP has developed a streamlined application process for those customers applying with a Physician's Certification. In Fiscal Year 2019, OHEP will launch a recertification process to streamline the applications of fixed-income seniors and disabled households.
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**

12.1 How many fair hearings did the grantee have in the prior Federal fiscal year? 66

12.2 How many of those fair hearings resulted in the initial decision being reversed? 3

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

OHEP maintains a comprehensive Fraud, Repayment and Fair Hearing Rights Manual, that outlines the procedures for how local agencies handle all aspects of appeals and fair hearing processes.

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

Households that are denied may reapply after 30-days should the circumstances of their denial change. Should the applicant disagree with the reason for denial, they may choose to resolve the issue informally with the local office or submit a request for a formal hearing through the Office of Administrative Hearings where an administrative law judge will hear the case and issue a ruling.

12.5 When and how are applicants informed of these rights?

All benefit notices sent out also include instructions for requesting a Fair Hearing including details for how customers can appeal a program decision should they wish to do so.

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

If an applicant does not submit the required documentation within the stated time frame they are sent a letter which informs them of the case status and the outstanding documents needed. The application is placed in "pending" status and the client has 15 days to produce the documentation. If the documentation is not submitted within this time frame, the application is denied. The applicant will receive a denial notice that includes a Request for Fair Hearing form. The client may choose to informally resolve the missing documents with their local agency, reapply after 30-days, or request a formal hearing to review the matter in front of the Office of Administrative Hearings.

If the applicant has processed the necessary documents but the agency has not processed the case in a timely manner and has been unresponsive to the applicant, a Request for Fair Hearing can be filed so that the case can be reviewed for an administrative law judge in the Office of Administrative Hearings.

12.7 When and how are applicants informed of these rights?

Applicants are informed of these rights on client letters such as the "Request for Additional Information" and the "Denial Letter". Clients are also provided appeal rights information on the application and in posters made publicy available at local administering agencies.

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

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

The State formed a Policy Reform Advisory Group in January of 2015 to discuss the formation of an Assurance 16 program in Maryland. The Advisory Group met throughout 2015 and 2016 to refine the approach for Maryland. The result is the Supplemental Targeted Energy Program, or STEP. STEP will provide an incentive-based grant to customers that participate in a set of services designed to address long-term energy affordability issues, such as energy education, linkage to energy efficiency, linkage to non-energy benefits, and reduction in the unit-cost of energy. Assurance 16 funds were to be used to cover the operational expenses of providing these services and state funding will be used to fund the incentive benefit. The program was expected to be fully operational during the 2018 Federal Fiscal Year. Due to declines in state funds, which would have funded the incentive benefit, launch of the initiative has been indefinitely deferred.

In place of STEP, Maryland will use Assurance 16 funds to provide risk assessments, counseling, energy reduction education/awareness services, and assistance with energy suppliers/vendors aimed at enabling households with seniors, disabled, and medically fragile individuals to achieve a greater degree of energy self-sufficiency, and financial education.

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

N/A

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

N/A

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

N/A

13.5 How many households applied for these services? 0

13.6 How many households received these services? 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 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.
- Describe the type of waiver (forgive/reduce arrearage, deposit, reconnect fees, application fee, weatherization)
- Amount per household
- Number of households
- Amount of money given to Fuel Fund

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:

<table>
<thead>
<tr>
<th>Resource</th>
<th>What is the type of resource or benefit?</th>
<th>What is the source(s) of the resource?</th>
<th>How will the resource be integrated and coordinated with LIHEAP?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Benefit</td>
<td>Fuel Fund</td>
<td>Fuel Fund payments are given to LIHEAP eligible low income households who require additional funding to meet energy needs.</td>
</tr>
<tr>
<td>2</td>
<td>Discount</td>
<td>3% Vendor Discount</td>
<td>LIHEAP customers receive a 3% discount off the delivery energy suppliers' cash price and an additional discount by suppliers to the elderly.</td>
</tr>
<tr>
<td>3</td>
<td>Rebate</td>
<td>Local Energy Tax Dollars</td>
<td>A local energy tax rebate is provided to LIHEAP eligible household in three jurisdictions. In 2 jurisdictions the rebate is added to the grant.</td>
</tr>
<tr>
<td>4</td>
<td>Cash Contribution</td>
<td>Fuel Suppliers</td>
<td>Suppliers contribute cash contribution to Fuel Funds.</td>
</tr>
<tr>
<td>5</td>
<td>Contributions</td>
<td>Energy Assistance Providers</td>
<td>Providers contribute to non-profit organizations that work with LIHEAP clients to pay energy costs.</td>
</tr>
<tr>
<td>6</td>
<td>Benefit</td>
<td>Electric Universal Services Program</td>
<td>Benefits are provided to all Maryland electric customers who meet eligibility criteria. Funding is from ratepayers and Regional Greenhouse Gas Initiative revenues. These funds assist customers meet their electric needs with help with their current and past bill.</td>
</tr>
<tr>
<td>7</td>
<td>Credits/Waivers</td>
<td>Utility Companies</td>
<td>Utility companies waive reconnection and deposit fees and service application charges. LAA refer LIHEAP eligible participants to utility companies to provide these credits and waivers.</td>
</tr>
<tr>
<td>8</td>
<td>Water Assistance</td>
<td>Water Utility</td>
<td>Washington Suburban Sanitary Commission (WSSC) has established a Customer Assistance Program that provides waiver of water utility fees to customers that are enrolled in energy assistance in their service territory.</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Grantee Staff:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Formal training on grantee policies and procedures</td>
</tr>
<tr>
<td>How often?</td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>Annually</td>
</tr>
<tr>
<td>☐</td>
<td>Biannually</td>
</tr>
<tr>
<td>✓</td>
<td>As needed</td>
</tr>
<tr>
<td>☐</td>
<td>Other - Describe:</td>
</tr>
<tr>
<td>✓</td>
<td>Employees are provided with policy manual</td>
</tr>
<tr>
<td>✓</td>
<td>Other - Describe:</td>
</tr>
<tr>
<td></td>
<td>Work group calls are held between the state office, local agencies, vendors and other stakeholders to review policy, technology and communications/outreach program updates on a regular basis. Action Transmittals are issued as needed, providing pertinent updates on policy directives.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local Agencies:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Formal training conference</td>
</tr>
<tr>
<td>How often?</td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>Annually</td>
</tr>
<tr>
<td>☐</td>
<td>Biannually</td>
</tr>
<tr>
<td>✓</td>
<td>As needed</td>
</tr>
<tr>
<td>☐</td>
<td>Other - Describe:</td>
</tr>
<tr>
<td>✓</td>
<td>On-site training</td>
</tr>
<tr>
<td>How often?</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Annually</td>
</tr>
<tr>
<td>☐</td>
<td>Biannually</td>
</tr>
<tr>
<td>✓</td>
<td>As needed</td>
</tr>
<tr>
<td>☐</td>
<td>Other - Describe:</td>
</tr>
<tr>
<td>✓</td>
<td>Employees are provided with policy manual</td>
</tr>
<tr>
<td>✓</td>
<td>Other - Describe</td>
</tr>
<tr>
<td></td>
<td>Work group calls are held between the state office, local agencies, vendors and other stakeholders to review policy, technology and communications/outreach program updates on a regular basis. Action Transmittals are issued as needed, providing pertinent updates on policy directives.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendors</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Formal training conference</td>
</tr>
<tr>
<td>How often?</td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>Annually</td>
</tr>
<tr>
<td>☐</td>
<td>Biannually</td>
</tr>
<tr>
<td>✓</td>
<td>As needed</td>
</tr>
</tbody>
</table>
The State office attends annual vendor meetings to provide pertinent program updates and information. Work group calls are held between the state office, local agencies, vendors and other stakeholders to review policy, technology and communications/outreach program updates on a regular basis. Action Transmittals are issued as needed, providing pertinent updates on policy directives.

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)

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

Maryland continues to refine its process for collecting performance measures. The most significant improvement between the 2016 submission to the 2017 submission was the improvement in sample size. The 2016 sample size was limited to 19,695 due to missing data from Maryland's largest utility and the utility with the greatest number of extreme poverty households. In 2017, the sample size increased to 98,938. While positive overall, the sudden increase in sample size can make it difficult to draw comparisons between the two program years. There are additional concerns with increased openings for data integrity issues.

With regard to data integrity issues, in State Fiscal Year 2018, OHEP initiated an application programming interface (API) between the largest utility's customer care and billing system and the OHEP Data System, which allows for real-time collection of usage information. OHEP hopes to continue implementing similar APIs with other utilities. In reconciling real-time collection with the end of the year usage and cost information, however, there do appear to be some discrepancies. Gas costs appear to be some difference between real-time collected data and year-end data points. OHEP will continue to compare real-time information with the end-of-year performance measure collection information.

There also appears to be a difference between OHEP's tracking of service restorations and the figures reported in the end-of-year data. OHEP is investigating the source of this difference.

Even with changes in sample size and data integrity concerns, some clear opportunities for program improvement have already presented themselves. One such opportunity is better addressing the home energy burdens of those receiving housing subsidies. Historically, the smallest possible benefit was provided to those with a housing subsidy. The actual energy burden was not considered for this population. Considering that many receiving a housing subsidy have among the lowest incomes, the low benefit amount does not address their actual energy burden. OHEP is working to better target benefits to this population recognizing that simply having a housing subsidy does not relieve energy burden. Also, there are clear discrepancies in how energy burden is addressed between fuel types. Maryland had not updated propane, kerosene, wood, or coal energy costs in the benefit matrix in five years resulting in those with fuel oil receiving greater benefits than, for example, those with propane resulting in a less effective benefit for those heating with propane.

Regarding the collection of data, the basic process remains the same with additional checks and reconciliation of data on the back end of the process:

1. Energy Burden targeting (electric/gas) - The State developed an automated process for utilities to upload a text file of required bill usage data that will be imported into the State's central data management system for tracking. A report mirroring the LIHEAP performance measure report within OLDC is generated from the State database in order to analyze energy burden data for LIHEAP, but also ratepayer benefit dollars administered by the State.

2. Energy Burden Targeting (bulk fuel) - Similar to utility data, bulk fuel vendor bill usage data is imported into the State database for reporting purposes.

3. Restoration of Home Energy Service - The State tracks response to crisis situations through its central data management system for both customers that are disconnected and customers out of fuel at time of application. A new report is in development to provide responses to these two metrics. Because the State operates a ratepayer funded program in tandem with its federal LIHEAP grant, the report is being developed to exclude cases where ratepayer funds were the primary source of restoral of energy service as opposed to LIHEAP funds. Reporting on repair/replacement of inoperable home energy equipment will be provided by the Department of Housing & Community Development, which is subgranted funds by the Department of Human Resources for this purpose.

4. Prevention of Loss of Home Energy Service - Tracking of utility disconnect notices and imminent risk of running out of fuel is similarly tracked through the State's central database and will be incorporated in the new report under development. Only instances where LIHEAP funds are attributed to the prevention of loss of home energy service will be reported.

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)

17.1 Fraud Reporting Mechanisms

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

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

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

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

Maryland Office of Home Energy Programs provides signs at the Local Administering Agency sites.

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.

<table>
<thead>
<tr>
<th>Type of Identification Collected</th>
<th>Applicant Only</th>
<th>All Adults in Household</th>
<th>All Household Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Card is photocopied and retained</td>
<td>[ ] Required</td>
<td>[ ] Required</td>
<td>[ ] Required</td>
</tr>
<tr>
<td></td>
<td>[ ] Requested</td>
<td>[ ] Requested</td>
<td>[ ] Requested</td>
</tr>
<tr>
<td>Social Security Number (Without actual Card)</td>
<td>[ ] Required</td>
<td>[ ] Required</td>
<td>[ ] Required</td>
</tr>
<tr>
<td></td>
<td>[ ] Requested</td>
<td>[ ] Requested</td>
<td>[ ] Requested</td>
</tr>
<tr>
<td>Government-issued identification card</td>
<td>[ ] Required</td>
<td>[ ] Required</td>
<td>[ ] Required</td>
</tr>
<tr>
<td></td>
<td>[ ] Requested</td>
<td>[ ] Requested</td>
<td>[ ] Requested</td>
</tr>
</tbody>
</table>
Subject to guidance issued under LIHEAP Information Memorandum “HHS Guidance on the Use of Social Security Numbers and Citizenship Status Verification,” Maryland has adopted policies that reflect the federally-allowable definition of an eligible and ineligible household member. Accordingly, Maryland collects income for both eligible and ineligible household members when considering eligibility, but does not exclude an eligible household member from receiving a benefit due to an ineligible individual living in the unit.

### 17.3 Identification Verification

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

- [x] Verify SSNs with Social Security Administration
- [x] Match SSNs with death records from Social Security Administration or state agency
- [x] Match SSNs with state eligibility/case management system (e.g., SNAP, TANF)
- [x] Match with state Department of Labor system
- [x] Match with state and/or federal corrections system
- [x] Verification using private software (e.g., The Work Number)
- [ ] In-person certification by staff (for tribal grantees only)
- [ ] Match SSN/Tribal ID number with tribal database or enrollment records (for tribal grantees only)
- [x] Other - Describe:
  
  Tax and Assessments, Lexis Nexis, MVA System, Vitals Records

### 17.4. Citizenship/Legal Residency Verification

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

- [x] Clients sign an attestation of citizenship or legal residency
- [x] Client’s submission of Social Security cards is accepted as proof of legal residency
- [x] Noncitizens must provide documentation of immigration status
- [ ] Citizens must provide a copy of their birth certificate, naturalization papers, or passport
- [ ] Noncitizens are verified through the SAVE system
- [ ] Tribal members are verified through Tribal enrollment records/Tribal ID card
- [ ] Other - Describe:

### 17.5. Income Verification

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

- [x] Require documentation of income for all adult household members
- [x] Pay stubs
- [x] Social Security award letters
- [ ] Bank statements
- [x] Tax statements
- [x] Zero-income statements
- [x] 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:
  > Verification using private software (The Work Number).

### 17.6. Protection of Privacy and Confidentiality
Describe the financial and operating controls in place to protect client information against improper use or disclosure. Select all that apply.
- Policy in place prohibiting release of information without written consent
- Grantee LIHEAP database includes privacy/confidentiality safeguards
- Employee training on confidentiality for:
  - Grantee employees
  - Local agencies/district offices
- Employees must sign confidentiality agreement
  - Grantee employees
  - Local agencies/district offices
- Physical files are stored in a secure location
- Other - Describe:

### 17.7. Verifying the Authenticity
What policies are in place for verifying vendor authenticity? Select all that apply.
- All vendors must register with the State/Tribe.
- All vendors must supply a valid SSN or TIN/W-9 form
- Vendors are verified through energy bills provided by the household
- Grantee and/or local agencies/district offices perform physical monitoring of vendors
- Other - Describe and note any exceptions to policies above:

### 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
- Vendors are only paid once they provide a delivery receipt signed by the client
- Conduct monitoring of bulk fuel vendors
- Bulk fuel vendors are required to submit reports to the Grantee
- Vendor agreements specify requirements selected above, and provide enforcement mechanism

Other - Describe:

17.10. Investigations and Prosecutions

Describe the Grantee's procedures for investigating and prosecuting reports of fraud, and any sanctions placed on clients/staff/vendors found to have committed fraud. Select all that apply.

- Refer to state Inspector General
- Refer to local prosecutor or state Attorney General
- Refer to US DHHS Inspector General (including referral to OIG hotline)
- Local agencies/district offices or Grantee conduct investigation of fraud complaints from public
- Grantee attempts collection of improper payments. If so, describe the recoupment process

If a client committed fraud and received under $2,500 they are put on a monthly payment plan to reimburse the State. If a client received over $2,500 then the case is referred to the Attorney General's office for criminal prosecution.

- Clients found to have committed fraud are banned from LIHEAP assistance. For how long is a household banned? 1-year for first offense, 2-years for second offense, indefinitely for 3rd offense.
- 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, if 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 and 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 pint 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)

311 West Saratoga Street
* Address Line 1

Address Line 2

Address Line 3

Baltimore
* City

MD
* State

21201
* Zip Code

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

Alternate II. (Grantees Who Are Individuals)

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

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

- By checking this box, the prospective primary participant is providing the certification set out above.
Section 20: Certification Regarding Lobbying

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

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

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

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

Statement for Loan Guarantees and Loan Insurance

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

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any
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<th>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.</th>
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Assurances

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

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

(B) intervene in energy crisis situations;

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

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

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

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

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

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

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

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

(B) households with incomes which do not exceed the greater of -
(i) an amount equal to 150 percent of the poverty level for such State; or

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

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

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

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

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

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

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

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

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

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

(8) provide assurances that,

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

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

(9) provide that--

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

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

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

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

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

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

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

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

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

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

## PLAN ATTACHMENTS

The following documents must be attached to this application

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