

Weatherization Operations Manual

Section 10. LIHEAP Funding Guidelines

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Attachments:

- LIHEAP Assessment Form
- LIHEAP Assessment Form Instructions
- LIHEAP Final Inspection Form

LIHEAP Variations from State Guidelines

This Section pertains to Subgrantees that administer DHSS Low-Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance funding.

Subgrantees may incorporate LIHEAP funds into current WX projects or administer them for LIHEAP-only projects.

Measures funded with LIHEAP funds shall comply with the grant agreement and the Weatherization Operations Manual (WOM). LIHEAP-funded measures may comply with DOE guidelines, but this is not required.

Variations from WOM procedures for the LIHEAP funding follow.

When applicable, headings and page numbers from a corresponding Section of the WOM are provided for reference.

Application (pg. 1-9)

If the Subgrantee has a previous WX application on file for a household, it can be updated to verify LIHEAP eligibility. Otherwise, a new WX application is required.

The Fuel Release is not required.

Income Eligibility (pg. 1-11)

Subgrantees shall use income limits provided by DHSS for the program year.

When qualifying a client for LIHEAP, who does not receive Heating Assistance, use the income limits provided by DHSS. Then, follow the DOE income qualifying process but exclude the Permanent Fund Dividend as part of household income.

Prior Weatherization/HERP Verification (pp. 1-23 to 1-25)

A prior wx or prior HERP review is not required. Receipt of prior weatherization or a HERP rebate for improvements does not disqualify a household from being assisted with LIHEAP funds.

Landlord-Tenant Agreement, Permission to Enter the Premises (pg. 1-25)

For a LIHEAP-only rental dwelling unit, the LTA and LTA addendum are not required, but written permission from the owner (or authorized agent) must be on file.

Assisted Living Homes, Shelters (pp. 1-34 to 1-36)

Assisted Living Homes and Shelters are not eligible for LIHEAP funds.

Maximum Investment Limits for State Funds Only (pp. 1-44 to 1-46)

There are no maximum LIHEAP investment limits per household.

Eligible Measures

LIHEAP funds are intended to help reduce expenses targeted by the Heating Assistance Program. The priority is to replace defective, non-operational and/or inefficient heating and hot water systems. Following that, any measure that is cost-effective or qualifies under Health and Safety for the Alaska Weatherization Assistance Program is eligible for consideration.

Roof replacement or major repair in excess of \$3,000 is not allowable under LIHEAP rules.

Justification for a fuel switch will be in the client file.

Multifamily:

- A landlord contribution is not required.
- For a client living in a 2-4 unit building, Subgrantees can recommend any measure that would meet the SIR or is eligible under Health and Safety, including a heating system repair or replacement.
- For clients living in buildings of five or more units, measures must be isolated to those that will benefit the unit directly. Common building measures are not allowed, unless the majority of units qualify per DOE rules.

Assessment (pp. 5-17 to 5-29 and applicable forms in Section 6)

For LIHEAP-only projects, Subgrantees may use the *LIHEAP Assessment Form* developed for LIHEAP heating and hot water system replacements. Low-cost health-and-safety measures also may be noted on the form (e.g., Carbon Monoxide and smoke detectors).

The *Accrual of Benefits to Tenant* form is not required for LIHEAP-only projects.

Inspection (pg. 1-51 and applicable forms in Section 6)

The Subgrantee shall inspect work as for State-funded projects. Health and Safety protocols must be followed. For LIHEAP-only projects, Subgrantees may use the *LIHEAP Inspection Form*.

Reporting

Subgrantees shall report LIHEAP expenditures on a form provided by DHSS, including a break-out of labor and materials for each client served.

Clients served with a combination of State/DOE and LIHEAP funds shall be reported in WX Online. Clients served only with LIHEAP funds shall not be reported in WX Online.

Documentation

Required documentation must be kept in the client file.

For LIHEAP-only projects, compliance with the WOM is required only for measures funded by LIHEAP. (For example, pp. 3-26 to 3-27 state that ventilation compliance must be in the client file. If LIHEAP does not fund ventilation measures, such compliance is not required.)

Due to the emergency nature of the LIHEAP assistance and the limited time to expend this funding (e.g., no heat during extreme temperatures, Priority 1 client, limited vendor/freight schedules, lack of Internet, poor phone/fax service, etc.), circumstances can make compliance difficult. In such cases, Subgrantees shall clearly document the reason(s) in the file or confer with the AHFC Program Manager.