

# Weatherization Operations Manual

## Section 10. LIHEAP Funding Guidelines

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- LIHEAP Assessment Form
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- 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. 1-8)

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. 1-10)

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 Verification** (pg. 1-22)

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

### **Landlord-Tenant Agreement, Permission to Enter the Premises** (pg. 1-23)

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. 1-31 to 1-33)

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

**Maximum Investment Limits for State Funds Only** (pg. 1-41)

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.

**Fraud** (pg. 1-37)

Fraud is defined as intentionally making false statements, misrepresenting facts, or misrepresenting situations to get benefits a household is not eligible to receive.

Additionally, it is illegal to sell, trade or give away fuel or services (such as materials) paid for with heating assistance funds. The Heating Assistance Program working with the State's Fraud Unit follows up on all reports of fraud, waste and abuse.

Instances of fraud discovered or suspected must be reported in writing, by telephone, in person, or online by clicking on the "Submit a Fraud Allegation Report" link at [https:// health.alaska.gov/dpa/Pages/features/org/ fraud.aspx](https://health.alaska.gov/dpa/Pages/features/org/fraud.aspx).

Allegations may be kept anonymous. Provide Fraud Control with as much detail as you can and answer any questions they may have.

Contact the Fraud Control Unit In Anchorage:

Phone: (907) 269-1060

Toll Free: 1-800-478-6406 or 1-800-478-7778, Option 7

E-Mail: [fraud\\_allegations@alaska.gov](mailto:fraud_allegations@alaska.gov)

Mailing Address: 3601 C Street, Suite 200 Anchorage, AK 99503

The U.S. Department of Health and Human Services, Office of Inspector General (OIG) is responsible for conducting investigations into fraud, waste, and abuse involving HHS programs, including HHS contracts.

Any suspected fraudulent activities by Federal or State employees, contractors, subcontractors, or any other participants on HHS contracts should be reported to the OIG Hotline.

OIG Hotline Operations accepts tips and complaints from all sources about potential fraud, waste, abuse, and mismanagement in the U.S. Department of Health and Human Services' programs.

For a complaint about fraud, waste and abuse pertaining to the LIHEAP WX funding involving HHS employees, start an online complaint with HHS-OIG by selecting an option below:

File a Complaint Online

HHS-OIG can only accept unclassified complaints online

For instructions on filing a tip on a CLASSIFIED matter, call 1-800-447-8477.

See <https://oig.hhs.gov/fraud/report-fraud/> for more information.

Inform the DHSS LIHEAP Program Manager and the AHFC Program Manager

### **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. 1-45 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 be reported on the LIHEAP only application 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, pg. 3-29 states 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.