

LIHEAP TRIBAL POLICY MANUAL

HYPOTHETICAL POLICY WORKSHEET

The Low Income Home Energy Assistance Program application contains the certification to the assurances and the descriptions of how the tribe will carry out the assurances as required by federal statute. These requirements must be met and completed by the tribe before a LIHEAP grant will be issued by HHS.

The phrase "met and completed" means that the tribe must:

- (1) agree to the assurances by signature of the Chief Executive Officer (usually the Tribal Chairperson) or his/her designated official,
- 2) provide a plan which describes how the tribe will implement 9 of the 16 assurances, and
- (3) provide other information as required in Section 2605(c).
(See page C-19)

Required Assurances:

Section 2605(b)(1)	Assurance #1 PURPOSE OF THE FUNDS
Section 2605(b)(2)	Assurance #2 ELIGIBILITY
Section 2605(b)(3)	Assurance #3 OUTREACH
Section 2605(b)(4)	Assurance #4 COORDINATION
Section 2605(b)(5)	Assurance #5 BENEFIT LEVELS
Section 2605(b)(6)	Assurance #6 DESIGNATION OF LOCAL AGENCIES
Section 2605(b)(7)	Assurance #7 ENERGY SUPPLIERS
Section 2605(b)(8)	Assurance #8 EQUITABLE TREATMENT
Section 2605(b)(9)	Assurance #9 ADMINISTRATIVE COSTS
Section 2605(b)(10)	Assurance #10 FISCAL CONTROLS, MONITORING AND AUDITS
Section 2605(b)(11)	Assurance #11 COOPERATION WITH INVESTIGATIONS
Section 2605(b)(12)	Assurance #12 PUBLIC PARTICIPATION
Section 2605(b)(13)	Assurance #13 FAIR HEARINGS
Section 2605(b)(14)	Assurance #14 REPORTING
Section 2605(b)(15)	Assurance #15 OUTREACH AND INTAKE
Section 2605(b)(16)	Assurance #16 5% OF FUNDS TO ASSIST LOW INCOME HOUSEHOLDS

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Choosing Eligibility Criteria

- Eligible Applicants

- Applicant Priority/Special Consideration

- Defining Household Income

Determining Eligibility for Subsidized Housing Applicants

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Vendor Payments and Agreements

- Determine a Payment Method

- Program Reconciliation

- What to include in a vendor agreement?

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Fraud, Waste and Abuse

- Steps to Prevent and Detect Applicant Fraud

- Steps to Address Applicant Fraud

- How will you determine the eligible benefit amount?

- How do you recognize and prevent program abuse?

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Fair Hearing Process

- What timeframe will the tribe use?

- How will households be notified of their right to a hearing?

- What rights will the applicant have during the hearing?

- Who will conduct the hearing and make the final decision?

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Tribal Roundtable: Natural Disasters & LIHEAP

- Which natural disaster is most likely to affect your tribe?

- How will your LIHEAP program serve households affected by a natural disaster?

- Roundtable Notes:
