



STATE OF FLORIDA

DEPARTMENT OF COMMUNITY AFFAIRS

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JEB BUSH
Governor

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Secretary

MEMORANDUM

TO: Low-Income Home Energy Assistance Program (LIHEAP) Agencies

FROM: Karen Ventimiglia, Community Program Manager *KV*
Community Assistance Section

DATE: September 14, 2005

SUBJECT: Release of Low Income Home Energy Assistance Program (LIHEAP) Weather-Related/Supply Shortage Funds

With this memo, the FY 2005-2006 Low-Income Home Energy Assistance Program (LIHEAP) 2% Weather-Related/Supply Shortage Funds are released to all counties in the state. Directives for the expenditure of these funds are attached. Please note the directives have been altered since the last release of emergency funds. Also attached you will find a discussion of issues related to serving evacuees and a sample self-declaration of income.

Your 2005-2006 LIHEAP contract states: "The Recipient must budget a minimum of two (2) percent of the total Agreement funds for Weather Related/Supply Shortage emergency assistance. These funds must be held in this budget line item category until December 15 of the program year for use in response to a possible disaster. These funds will only be used during state or federal emergencies declared by the President, the Governor or the Secretary of the Department, as he/she deems necessary. In the event of an emergency being officially declared, if the Recipient or the Department finds that two percent of the budget is not sufficient to meet the emergency, the Recipient may draw on other Agreement categories, up to fifty percent (50%) of the total Agreement budget, without additional written authorization... When funds are distributed for a weather-related/supply shortage emergency, the Department will provide binding directives as to the allowable expenditures of the funds. The Recipient will comply with these directives or agree that these funds will remain with the Department."

If you find that the Weather-Related/Supply Shortage funds allocated in your budget are not adequate to meet the needs of your customers, you may choose to move funds from other budget categories into the Weather-Related/Supply Shortage budget line. As stated in the contract language, no formal written modification is needed. However, in the E-Grants system, only your LIHEAP Financial Specialist can alter the line item budget. Thus, you will need to

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notify your LIHEAP Financial Specialist of the changes to the line items you wish to make by faxing them an informal budget change. This request must be signed by the person authorized to approve your Monthly Financial Report or the person authorized to sign contract modifications. The Financial Specialist will make the changes in E-Grants.

As stated in the directives, please work closely with other disaster recovery organizations to assure that LIHEAP funds are used when other dollars are not available for the specified purposes. If you have any questions, please contact your LIHEAP Financial Consultant at (850) 488-7541 or by Fax at (850) 488-2488.

KR/hc/sl

Enclosure

**FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS
LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)
WEATHER-RELATED/SUPPLY-SHORTAGE ASSISTANCE
2005-2006 PROGRAM DIRECTIVES**

PROPOSE: The purpose of these funds is to assist eligible low-income households in crisis due to weather-related emergencies during 2005-2006.

1. **Applicant must:**
 - a. Have a total household income at or below 150 percent of the 2005 federal poverty income guidelines;
 - b. Provide current proof of income or in extreme situations a self-declaration of income;
 - c. Provide proof of outstanding energy obligation, and
 - d. Complete an application.
 - e. The person must *currently* be residing in the county in which they request services. This includes evacuees who are temporary residents.
2. **Benefit Limits**
 - a. Maximum of \$1,000 in benefits per household. This includes the total cost of all benefits listed in item 3 below.
 - b. Benefits received under Weather-related/Supply Shortage, are in addition to any other LIHEAP benefits received and do not effect the client's eligibility for Home Energy or Crisis benefits under the program.
3. **Benefits Allowable**
 - a. Assistance necessary to restore or prevent the imminent lose of home power, including deposits, late fees, delinquent payments and reconnect fees. Arrearages may be paid to an out-of-state vendor with whom the agency does not have a vendor agreement if this is necessary to assure that the energy services are connected or continued at the local address.
 - b. For replacements or repairs to cooling or heating equipment or to restore power not covered by insurance or Federal Emergency Management Agency (FEMA) funds. The following may be paid for with these funds replace or repair:
 - Building electrical wiring or inspection.
 - Utility box replacement.
 - Repair or replacement of insulation.
 - Contractor's/subcontractor's cost to repair electrical wiring, gas lines and insulation.
 - Other fees required to assure resumption of energy services.
 - c. For transportation to shelters for individuals whose health is endangered by loss of access to cooling.
4. **Benefit Conditions**
 - a. The agency must pay vendors and contractors directly. Clients may not be paid or reimbursed directly. In extreme circumstances, two-party checks between the client and vendor may be issued.
 - b. Purchases and/or repairs
 - All equipment purchased or installed must meet the Underwriter Laboratory (UL) listings and local codes.
 - A licensed contractor must conduct all repair or replacement.
 - The agency must establish a **written** policy for determining the conditions under which an applicant is eligible based on need for the replacement and/or repair of cooling or heating equipment. Preference must be given to households containing elderly, young children, and persons with disabilities.
 - Equipment and repairs should be purchased in a manner to obtain the best possible product and price.
 - Repairs to rental housing may only be done with the written consent of the landlord. A sample agreement is enclosed.
 - Repairs should be coordinated with the local Weatherization Assistance Program when ever possible to take advantage of their expertise and to leverage resources wherever feasible.

09/08/05

**LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM
QUESTIONS AND ANSWERS REGARDING
WEATHER-RELATED/SUPPLY SHORTAGE FUNDS**

The following questions have arisen concerning the use of Weather-Related/Supply Shortage funds in the aftermath of Hurricane Katrina. If you have other questions, please contact you LIHEAP Financial Specialist.

Q1) Some evacuees do not have proper identification. May we process their requests?

A1) In cases where evacuees do not have identification, ask for identifying information such as drivers license number, social security number, last residential address, last work address, current place of residence, the name and address of family or other acquaintances in the local area and/or a forwarding address. Services should not be denied if the applicant does not have standard forms of identification.

Q2) How do the Poverty Guidelines apply to households impacted by the storm?

A1) Household sizes may have changed because of the storm. The entire number of people currently living in the household and their current income should be considered in taking the application. This should include evacuees staying in the household. Consider the current income status of the household. For calculation purposes, the income from the last month may be multiplied by 12 to annualize the household's status.

**LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM
BUILDING OWNER/AGENCY AGREEMENT**

It is agreed by and between _____ (Agency)
and _____ (Owner), the Owner/Authorized
Agent of the premises located at _____
as follows:

The Low-Income Home Energy Assistance Program (LIHEAP) has determined that
_____ (Tenant) is eligible for LIHEAP
benefits.

The parties to this Building Owner/Agent Agreement, for good and valuable
consideration, agree that the LIHEAP improvements listed below are subject to the
following conditions:

1. The Owner/Authorized Agency agrees to cooperate and assist the Agency to gather all documents necessary for the Agency to determine if the persons residing at the premises are eligible for LIHEAP. The Agency shall gather and keep confidential the names and incomes of persons living at the premises within the law and rules governing the program.
2. If the Agency in its sole discretion, determines that the person(s) are eligible for LIHEAP services, the Agency agrees to perform the services in accordance with applicable codes, laws and regulations.
3. The Owner agrees not to increase the rent at the premises for the services received except to recover costs demonstrably related to matters other than LIHEAP work.
4. The Owner agrees that window air-conditioners provided by the Agency are the sole property of the tenant and that they may remove them when and if they vacate the property.
5. The Owner agrees that the Tenant has a responsibility, in part or in whole, for his/her energy bill.

This property will receive the following LIHEAP services under this Agreement.
Specify the work to be done:

Owner/Authorized
Agent _____ Title _____

Date _____

Agency Representative _____ Title _____

Date _____