

**FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS
LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)
WEATHER-RELATED/SUPPLY-SHORTAGE ASSISTANCE
PROGRAM DIRECTIVES
WINTER 2003**

REQUIREMENTS FOR ASSISTANCE

1. **Applicant must:**
 - a. Have a total household income at or below 150 percent of the federal poverty income guidelines;
 - b. Provide current proof of income
 - c. Provide documentation of proof of outstanding energy obligation

2. **Benefit Limits:**

Maximum of \$1000 in energy benefits per household for expenses incurred between December 1, 2002 and March 31, 2003.

3. **Benefits Allowable:**
 - a. Energy bills reflecting energy usage between December 1, 2002 and March 31, 2003.
 - b. Assistance necessary to restore home power, including deposits, late fees and re-connect fees.
 - c. The following may be paid for with these funds, as needed, to install or repair heating equipment or to restore power:
 - # Building electrical wiring or gas line inspection
 - # Utility box replacement
 - # Contractor=s/subcontractor=s cost to repair electrical wiring or gas lines.
 - # Other fees required to assure resumption of services.
 - d. All assistance must be energy related and must be accurately documented in the client files.
 - e. Purchase of blankets.
 - f. The agency must pay vendors and contractors directly. Client may not be paid or reimbursed directly.
 - g. Purchase and/or repair of heaters or heating equipment.

Equipment must meet the Underwriter Laboratory (UL) listings and local codes.

 - # These funds may **not** be used to purchase, install, or repair any un-vented combustion heating appliances.
 - # All equipment repair or replacement must be conducted by a licensed repairman.
 - # Vouchers for purchase of heating equipment is not allowed.
 - # The agency must establish a written policy for determining the conditions under which an applicant is eligible based on need for the purchase and/or repair of heating equipment. Preference should be given to households containing elderly, young children, and persons with disabilities.
 - # Heating equipment should be purchased in a manner to obtain the best possible product and price.
 - h. Central heating equipment may be repaired or replaced in rental housing only with the written consent of the landlord. A sample agreement is enclosed.
 - i. All Winter 2003 Emergency Contingency Funds must be incurred by March 31, 2003 on eligible outstanding energy obligations during the period from December 1, 2002 to March 31, 2003.
 - j. For per-paid fuel assistance such as fuel oil or propane, the agency is encouraged to

purchase enough fuel to supply the client through March 31, 2003.

**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/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 LIHEAP services received except to recover costs demonstrably related to matters other than LIHEAP work.
4. The Owner agrees that air-conditioners and/or fans 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 their 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 _____