

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

DETAILED MODEL PLAN

PUBLIC LAW 97-35, AS AMENDED

FISCAL YEAR (FY) 2012

GRANTEE STATE OF NEW JERSEY

EIN: 1-216000928-C3

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PLEASE CHECK ONE: TRIBE _____ STATE X INSULAR AREA _____

Department of Health and Human Services
Administration for Children and Families
Office of Community Services
Washington, DC 20447

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
OMB Approval No. 0970-0075
Expiration Date: 10/31/2008

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Use of this model plan is optional. However, the information requested is required in order to receive a Low Income Home Energy Assistance Program (LIHEAP) grant in years in which the grantee is not permitted to file an abbreviated plan. Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Assurances

The State of New Jersey agrees to:
(Grantee Name)

(1) use the funds available under this title to--

(A) conduct outreach activities and provide assistance to low income households in meeting their home energy costs, particularly those with the lowest incomes that pay a high proportion of household income for home energy, consistent with paragraph (5);

(B) intervene in energy crisis situations;

(C) provide low-cost residential weatherization and other cost-effective energy-related home repair; and

(D) plan, develop, and administer the State's program under this title including leveraging programs,

and the State agrees not to use such funds for any purposes other than those specified in this title;

(2) make payments under this title only with respect to--

(A) households in which one or more individuals are receiving--

(i) assistance under the State program funded under part A of title IV of the Social Security Act;

(ii) supplemental security income payments under title XVI of the Social Security Act;

(iii) food stamps under the Food Stamp Act of 1977; or

(iv) payments under section 415, 521, 541, or 542 of title 38, United States Code, or under section 306 of the Veterans' and Survivors' Pension Improvement Act of 1978; or

(B) households with incomes which do not exceed the greater of—

(i) an amount equal to 150 percent of the poverty level for such State; or

(ii) an amount equal to 60 percent of the State median income;

except that a State may not exclude a household from eligibility in a fiscal year solely on the basis of household income if such income is less than 110 percent of the poverty level for such State, but the State may give priority to those households with the highest home energy costs or needs in relation to household income.

(3) conduct outreach activities designed to assure that eligible households, especially households with elderly individuals or disabled individuals, or both, and households with high home energy burdens, are made aware of the assistance available under this title, and any similar energy-related assistance available under subtitle B of title VI (relating to community services block grant program) or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;

(4) coordinate its activities under this title with similar and related programs administered by the Federal Government and such State, particularly low-income energy-related programs under subtitle B of title VI (relating to community services block grant program), under the supplemental security income program, under part A of title IV of the Social Security Act, under title XX of the Social Security Act, under the low-income weatherization assistance program under title IV of the Energy Conservation and Production Act, or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;

(5) provide, in a timely manner, that the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size, except that the State may not differentiate in implementing this section between the households described in clauses 2(A) and 2(B) of this subsection;

(6) to the extent it is necessary to designate local administrative agencies in order to carry out the purposes of this title, to give special consideration, in the designation of such agencies, to any local public or private nonprofit agency which was receiving Federal funds under any low-income energy assistance program or weatherization program under the Economic Opportunity Act of 1964 or any other provision of law on the day before the date of the enactment of this Act, except that—

(A) the State shall, before giving such special consideration, determine that the agency involved meets program and fiscal requirements established by the State; and

(B) if there is no such agency because of any change in the assistance furnished to programs for economically disadvantaged persons, then the State shall give special consideration in the designation of local administrative agencies to any successor agency which is operated in substantially the same manner as the predecessor agency which did receive funds for the fiscal year preceding the fiscal year for which the determination is made;

(7) if the State chooses to pay home energy suppliers directly, establish procedures to --

(A) notify each participating household of the amount of assistance paid on its behalf;

(B) assure that the home energy supplier will charge the eligible household, in the normal billing process, the difference between the actual cost of the home energy and the amount of the payment made by the State under this title;

(C) assure that the home energy supplier will provide assurances that any agreement entered into with a home energy supplier under this paragraph will contain provisions to assure that no household receiving assistance under this title will be treated adversely because of such assistance under applicable provisions of State law or public regulatory requirements; and

(D) ensure that the provision of vendor payments remains at the option of the State in consultation with local grantees and may be contingent on unregulated vendors taking appropriate measures to alleviate the energy burdens of eligible households, including providing for agreements between suppliers and individuals eligible for benefits under this Act that seek to reduce home energy costs, minimize the risks of home energy crisis, and encourage regular payments by individuals receiving financial assistance for home energy costs;

(8) provide assurances that,

(A) the State will not exclude households described in clause (2)(B) of this subsection from receiving home energy assistance benefits under clause (2), and

(B) the State will treat owners and renters equitably under the program assisted under this title;

(9) provide that--

(A) the State may use for planning and administering the use of funds under this title an amount not to exceed 10 percent of the funds payable to such State under this title for a fiscal year; and

(B) the State will pay from non-Federal sources the remaining costs of planning and administering the program assisted under this title and will not use Federal funds for such remaining cost (except for the costs of the activities described in paragraph (16));

(10) provide that such fiscal control and fund accounting procedures will be established as may be necessary to assure the proper disbursement of and accounting for Federal funds paid to the State under this title, including procedures for monitoring the assistance provided under this title, and provide that the State will comply with the provisions of chapter 75 of title 31, United States Code (commonly known as the "Single Audit Act");

(11) permit and cooperate with Federal investigations undertaken in accordance with section 2608;

(12) provide for timely and meaningful public participation in the development of the plan described in subsection (c);

(13) provide an opportunity for a fair administrative hearing to individuals whose claims for assistance under the plan described in subsection (c) are denied or are not acted upon with reasonable promptness; and

(14) cooperate with the Secretary with respect to data collecting and reporting under section 2610.

(15) * beginning in fiscal year 1992, provide, in addition to such services as may be offered by State Departments of Public Welfare at the local level, outreach and intake functions for crisis situations and heating and cooling assistance that is administered by additional State and local governmental entities or community-based organizations (such as community action agencies, area agencies on aging and not-for-profit neighborhood-based organizations), and in States where such organizations do not administer functions as of September 30, 1991, preference in awarding grants or contracts for intake services shall be provided to those agencies that administer the low-income weatherization or energy crisis intervention programs.

*** This assurance is applicable only to States, and to territories whose annual regular LIHEAP allotments exceed \$200,000. Neither territories with annual allotments of \$200,000 or less nor Indian tribes/tribal organizations are subject to Assurance 15.**

(16) use up to 5 percent of such funds, at its option, to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance, including needs assessments, counseling, and assistance with energy vendors, and report to the Secretary concerning the impact of such activities on the number of households served, the level of direct benefits provided to those households, and the number of households that remain unserved.

Certification to the Assurances: As Chief Executive Officer, I agree to comply with the sixteen assurances contained in Title XXVI of the Omnibus Budget Reconciliation Act of 1981, as amended.* By signing these assurances, I also agree to abide by the standard assurances on lobbying, debarment and suspension, and a drug-free workplace.

Signature of the Tribal or Board Chairperson or Chief Executive Officer of the State or Territory.**

Signature: _____

Title: Governor, State of New Jersey _____

Date: _____

*** Indian tribes/tribal organizations, and territories with annual regular LIHEAP allotments of \$200,000 or less, are not subject to assurance 15, and thus must only certify to 15 assurances.**

**** If a person other than the Chief Executive Officer of the State or territory, or Tribal Chairperson or Board Chairperson of a tribal organization, is signing the certification to the assurances, a letter must be submitted delegating such authority. (PLEASE ATTACH DELEGATION of AUTHORITY.) The delegation must include authority to sign the assurances, not just to administer the program.**

***** HHS needs the EIN (Entity Identification Number) of the State, territory or Tribal agency that is to receive the grant funds before it can issue the grant.**

In the above assurances which are quoted from the law, "State" means the 50 States, the District of Columbia, an Indian Tribe or Tribal Organization, or a Territory; "title" of the Act refers to Title XXVI of the Omnibus Budget Reconciliation Act of 1981 (OBRA), as amended, the "Low Income Home Energy Assistance Act"; "section" means Section 2605 of OBRA; and, "subsection" refers to Section 2605(b) of OBRA.

statutory
references

2605(a)
2605(b)(1) → Please check which components you will operate under the LIHEAP program.
(Note: You must provide information for each component designated here as requested elsewhere in this plan.)

| | <u>Dates of Operation</u> |
|--|---------------------------|
| (use of funds) <u>X</u> heating assistance | <u>11/1/11-4/30/12</u> |
| <u>X</u> cooling assistance | <u>11/1/11-4/30/12</u> |
| <u>X</u> crisis assistance | <u>11/1/11-4/30/12</u> |
| <u>X</u> weatherization assistance | <u>Year round</u> |

2605(c)(1)(C) → Please estimate what amount of available LIHEAP funds will be used for each component that you will operate: **The total of all percentages must add up to 100%.**

| | |
|----------------|---|
| (use of funds) | <u>65</u> % heating assistance |
| | <u>4</u> % cooling assistance |
| | <u>6</u> % crisis assistance |
| 2605(k)(1) | <u>15</u> % weatherization assistance |
| | <u>0</u> % carryover to the following fiscal year |
| 2605(b)(9) | <u>10</u> % administrative and planning costs |
| 2605(b)(16) | <u>N/A</u> % services to reduce home energy needs including needs assessment (assurance 16) |
| | <u>N/A</u> % used to develop and implement leveraging activities (limited to the greater of 0.08% or \$35,000 for States, the greater of 2% or \$100 for territories, tribes and tribal organizations). |
| | <u>100%</u> TOTAL |

statutory
references

2605(c)(1)(C)

➔The funds reserved for winter crisis assistance that have not been expended by March 15 will be reprogrammed to:

(alternate use
of crisis assistance
funds)

X heating assistance

X cooling assistance

X weatherization assistance

Other(specify):

➔Do you accept applications for energy crisis assistance at sites that are geographically accessible to all households in the area to be served? (This is required by the statute.)

Yes X No

2605(b)(2)

2605(c)(1)(A)

➔What are your maximum eligibility limits?
(Please check the components to which they apply.)
Current year guidelines must be used.

(eligibility)

150% of the poverty guidelines:
heating cooling crisis wx

125% of the poverty guidelines:
heating cooling crisis wx

110% of the poverty guidelines:
heating cooling crisis wx

60% of the State's median income:
heating cooling crisis wx

X Other (specify for each component)

200% of the poverty guidelines for each component

Households automatically eligible if one person is receiving
 TANF, SSI, X Food Stamps, Certain means-tested
veterans programs (heating cooling crisis wx)
 X Medicare Part D LIS X Pharmaceutical Assistance to the
Aged/Disabled (PAAD)

statutory
references

2605(c)(1)(A) →Do you have additional eligibility requirements for:
2605(b)(2) HEATING ASSISTANCE X Yes No)
(eligibility)

→Do you use: Yes No

Assets test? X

→Do you give priority in eligibility to:

Elderly? X

Disabled? X

Young children? X

Other: X
(If Yes, please describe)

A household is required to be income eligible and have a heating bill in their name; the exception is a renter whose heat is included in their rent.

statutory
references

2605(c)(1)(A)
2605(b)(2)

→Do you have additional eligibility requirements for:
COOLING ASSISTANCE (X Yes ___ No)

(eligibility)

| →Do you use: | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| Assets test? | _____ | <u>X</u> |
| →Do you give priority in eligibility to: | | |
| Elderly? | _____ | <u>X</u> |
| Disabled? | _____ | <u>X</u> |
| Young children? | _____ | <u>X</u> |
| Other: (If Yes, please describe) | <u>X</u> | _____ |

Cooling assistance is available to households in which at least one member has a medical condition which would require cooling, verified with a Doctor's note. A flat benefit rate of \$200 is issued to eligible households.

statutory
references

2604(c)
2605(c)(1)(A)

→Do you have additional eligibility requirements for:
CRISIS ASSISTANCE (X Yes ___ No)

(eligibility)

| | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| →Do you use: | | |
| Assets test? | ___ | <u>X</u> |
| Must the household have received a shut-off notice or have an empty tank? | <u>X</u> | ___ |
| Must the household have exhausted regular benefit? | <u>X</u> | ___ |
| Must the household have received a rent eviction notice? | ___ | <u>X</u> |
| Must heating/cooling be medically necessary? | ___ | <u>X</u> |
| Other (Please explain): | ___ | <u>X</u> |

→What constitutes a crisis? (Please describe)

Emergency Assistance procedures are outlined in Subchapter 3, pages 4 through 8 of the Home Energy Assistance Handbook.

See attached Handbook.

statutory
references

2605(c)(1)(A)

→Do you have additional eligibility requirements for:
WEATHERIZATION (___ Yes X No)

(eligibility)

→Do you use:

Yes No

Assets test?

___ X ___

Priority groups? (Please list)

X ___

Elderly

Households with children under 6 years of age

Clients with disabilities

Households with a member who is terminally ill

Households with high energy burdens

→Are you using Department of Energy (DOE) Low
Income Weatherization Assistance Program
(LIWAP) rules to establish eligibility or to establish
priority eligibility for households with certain
characteristics?

X ___

→If Yes, are there exceptions?
Please list below.

___ X ___

statutory
references

2605(b)(3)
2605(c)(3)(A)

(outreach)

→ Please check the outreach activities that you conduct that are designed to assure that eligible households are made aware of all LIHEAP assistance available:

YES provide intake service through home visits or by telephone for the physically infirm (i.e. elderly or disabled).

YES place posters/flyers in local and county social service offices, offices of aging, Social Security offices, VA, etc.

YES publish articles in local newspapers or broadcast media announcements.

YES include inserts in energy vendor billings to inform individuals of the availability of all types of LIHEAP assistance.

YES make mass mailing to past recipients of LIHEAP.

YES inform low income applicants of the availability of all types of LIHEAP assistance at application intake for other low-income programs.

YES execute interagency agreements with other low-income program offices to perform outreach to target groups.

 other (Please specify):

statutory
references

2605(b)(4)

➔ Please describe how you will assure that LIHEAP is coordinated with similar and related programs. The description provided applies to all components unless specifically noted.

(coordination)

The New Jersey Department of Community Affairs (DCA) Division of Housing and Community Resources (DHCR) will coordinate its activities under the Act with similar and related programs administered by the Federal Government and the State. The DHCR will be making automatic payments to Food Stamp eligibles, Medicare Part D LIS clients, and Pharmaceutical Assistance to the Aged and Disabled (PAAD) households.

Also, the LIHEAP application is a joint application with the Universal Service Fund (USF) program and the weatherization program. Eligibility for all these programs is determined through the single application.

The application and emergency components will be administered through local community-based organizations (such as Community Action Agencies, Hispanic agencies, and not for profit based organizations) which will be subgrantees of the NJ Department of Community Affairs.

Additionally, the LIHEAP program will coordinate efforts with NJ Family Card (NJFC) to identify households with uninsured children in New Jersey. The LIHEAP application will be modified to identify these cases.

605(b)(5)

2605(b)(2)

2605(b)(8A)

➔ The statute requires that there be no difference in the treatment of households eligible because of their income and those eligible because they receive benefits under TANF, Food Stamps, SSI, or certain means-tested veterans programs ("categorically eligible"). How do you ensure there is no difference when determining eligibility and benefit amounts? This applies to all components unless specifically noted below.

(benefit
levels)

The New Jersey Home Energy Assistance Program includes an application component which ensures that any resident of New Jersey may apply and be considered for program eligibility. Benefit amounts are structured to assure that the highest level of assistance will be granted to households which have the lowest incomes and the highest energy costs in relation to income and family size. New Jersey does not differentiate in setting benefit levels between categorically eligible households as specified in subsection 2605 (b) (2) (A) and non-categorically eligible households.

statutory
references

HEATING COMPONENT

2605(b)(5) → Please check the variables you use to determine your benefit levels (check all that apply):

(determination
of benefits)

- income
 family (household) size
 home energy cost or need
 fuel type
 climate/region
 individual bill
 dwelling type
 energy burden
 (% of income spent on home energy)
 energy need
 other (describe)*

*Renters whose heat is included in the rent receive a flat benefit.

2605(b)(5) → Describe how you will assure that the highest benefits go to households
 2605(c)(1)(B) with the lowest incomes and the highest energy costs or needs in relation
 to income, taking into account family size.

(benefit Please describe benefit levels or attach a copy of your payment matrix.

levels)

Subchapter 3, page 7 of the HEA Handbook (attached) describes the method for determining benefit levels to ensure the highest level of assistance is provided to households having the lowest income and the highest energy costs.

→ Do you provide in-kind (e.g., blankets, space heaters) and/or other forms of benefits?

Yes No If Yes, please describe.

statutory
references

2605(b)(5)
2605(c)(1)(B)

COOLING COMPONENT

→ Please check the variables you use to determine your benefit levels (check all that apply):

(determination
of benefits)

- income
 family (household) size
 home energy cost or need
 fuel type
 climate/region
 individual bill
 dwelling type
 energy burden
 (% of income spent on home energy)
 energy need
 other (describe)

2605(b)(5)
2605(c)(1)(B)

(benefit
levels)

→ Describe how you will assure that the highest benefits will go to households with the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size. Please describe benefit levels or attach a copy of your payment matrix.

Cooling assistance is available to households in which at least one member has a medical condition which would require cooling, verified with a doctor's note. A flat benefit rate of \$200 per household is issued to eligible households.

→ Do you provide in-kind (e.g. fans) and/or other forms of benefits?

Yes No If Yes, please describe.

statutory
references

2605(b)(5)
2605(c)(1)(B)

CRISIS COMPONENT

(determination
of benefits)

➔How do you handle crisis situations?

 X separate component other (please explain)

➔If you have a separate component, how do you determine crisis assistance benefits?

 X amount to resolve crisis, up to maximum

 other (please describe)

(benefit
levels)

➔Please indicate the maximum benefit for each type of crisis assistance offered.

heating \$ 1,000 maximum benefit

cooling \$ 200 maximum benefit

year-round \$ 2,000 * maximum benefit

*Includes an emergency benefit a household may receive

➔Do you provide in-kind (e.g. blankets, space heaters, fans) and/or other forms of benefits?

 Yes X No If Yes, please describe.

statutory
references

2605(b)(5)
2605(c)(1)
(B) & (D)

**WEATHERIZATION & OTHER ENERGY RELATED
HOME REPAIR AND IMPROVEMENTS**

➔What LIHEAP weatherization services/materials do you provide?
(Check all categories that apply.)

(types of
assistance)

- Weatherization needs assessments/audits.
- Caulking, insulation, storm windows, etc.
- Furnace/heating system modifications/repairs
- Furnace replacement
- Cooling efficiency mods/repairs/replacement
- Other (Please describe)Electric base load measures

(benefit
levels)

➔Do you have a maximum LIHEAP weatherization benefit/expenditure
per household? Yes No

If Yes, what is the maximum amount? \$ 6,572

➔Under what rules do you administer LIHEAP weatherization? (Check
only one.)

(types of
rules)

- Entirely under LIHEAP (not DOE) rules
- Entirely under DOE LIWAP rules
- Mostly under LIHEAP rules with the following DOE LIWAP
rule(s) where LIHEAP and LIWAP rules differ (Check all that
apply):

Weatherize buildings if at least 66% of units (50% in 2-
& 4-unit buildings) are eligible units or will become eligible within
180 days

Weatherize shelters temporarily housing primarily low
income persons (excluding nursing homes, prisons, and similar
institutional care facilities).

Other (Please describe)

Mostly under DOE LIWAP rules, with the following
LIHEAP rule(s) where LIHEAP and LIWAP rules differ (Check
all that apply.)

Weatherization not subject to DOE LIWAP maximum
statewide average cost per dwelling unit.

Other (Please describe.)

2605(b)(6) The state or tribe administers LIHEAP through the following local agencies:

- (agency designation)
- county welfare offices
 - community action agencies (weatherization component only)
 - community action agencies (heating, cooling or crisis)
 - charitable organizations
 - not applicable (i.e. state energy office)
 - tribal office
 - other, describe:
Community Based Organizations, Hispanic Agencies, Public/Non-Profit Agencies

→ Have you changed local administering agencies from last year?
 Yes No

If Yes, please describe how you selected them.

→ What components are affected by the change?

2605(c)(1)(E) → Please describe any additional steps (other than those described elsewhere in this plan) that will be taken to target assistance to households with high home energy burdens. **(This applies to all components. If all steps to target households with high home energy burdens are described elsewhere in the plan, no further information is required here.)**

(targeting of assistance)

The Low Income Home Energy Assistance Program targets households with high energy burdens. Applicants submit fuel bills to provide documentation on actual fuel expenditures.

statutory
references2605(b)(7)
(energy
suppliers)**→**Do you make payments directly to home energy suppliers?Heating Yes NoCooling Yes NoCrisis Yes NoIf Yes, are there exceptions? Yes No

If Yes, please describe.

Food Stamp recipients who heat with electric or natural gas will receive benefits through a direct transfer system to the utilities. Also, applicants who have a utility bill in their name will receive a direct benefit transfer. Emergency benefits are also direct transfer benefits. Direct energy supplier payments are also utilized in the weatherization program. Households with heat included in rent receive a single party check made out to the beneficiary.

2605(b)(7)(A)

→If you make payments directly to home energy suppliers, how do you notify the client of the amount of assistance paid? (Please describe)

Notification is sent to the client regarding the amount of assistance issued to the vendor.

2605(b)(7)
(B) & (C)**→**How do you make sure the home energy supplier performs what is required in this assurance? If vendor agreements are used, they may be attached. Indicate each component for which this description applies.

Vendor agreements are used in the heating component of the program (See attached vendor agreement).

statutory
references

2605(b)(8)(B)

➔ Is there any difference in the way owners and renters are treated? If
Page | 21

(owners
and
renters)

HEATING ASSISTANCE

_____ Yes X No

COOLING ASSISTANCE

_____ Yes X No

CRISIS ASSISTANCE

_____ Yes X No

WEATHERIZATION

_____ Yes X No

statutory
references

2605(b)(10)

➔How do you ensure good fiscal accounting and tracking of LIHEAP funds? (Please describe. Include a description of how you monitor fiscal activities.)

(program,

The state assures that fiscal control and fund accounting procedures which have been established to assure the proper disbursement of and accounting for Federal funds paid to the State under the Act will be maintained; the State shall prepare an annual audit of its expenditures and amounts transferred to carry out the purpose of the Act. The Department contracts with an auditing firm to perform fiscal and programmatic functions.

fiscal
monitoring,
and audit)

In FFY2008 the DHCR instituted new monitoring procedures. The Division contracted with a CPA firm to conduct fiscal monitoring of every energy assistance grantee. Each grantee will be monitored at least once in a three year period. In FFY2008 the DCHR conducted a base line monitoring visit of every energy assistance grantee. At the completion of the baseline monitoring grantees were ranked as at risk, average performance and high functioning. The ranked grantees at risk are being monitored in FFY2009. The average performers will be monitored in FFY2010 and the high functioning in FFY2011. At risk grantees will be monitored every year until ranked average performance at which time they will go into a three year monitoring schedule.

➔How do you monitor program activities? (Please be sure to include a description of how you monitor eligibility and benefit determination.)

Monitoring assistance to eligible households includes visits to selected agencies by Department of Community Affairs representatives to conduct case reviews of a sample of cases to determine the accuracy of case processing and to ensure compliance with State and federal regulations. Approximately an average of 15 cases are reviewed per agency. The agency employee list is matched against the HEA payment list.

➔How is your LIHEAP program audited?

Under the Single Audit Act? X Yes No
If not, please describe:

For States and Territories:
 Yes X No

If not, please explain. Agencies are audited based on performance. See above for explanation.

statutory
references

2605(b)(12)

➔How did you get timely and meaningful public participation in the development of the plan? (Please describe.)

The state agrees to provide for public participation in the development of the plan for fiscal Year 2012. Public Hearings are conducted each year to ensure public participation. New Jersey will provide for a FFY2012 Block Grant Hearing to be conducted by the New Jersey Department of Community Affairs on September 23, 2011. The public is invited to participate and provide testimony. New Jersey State Plan (HEA Handbook) changes will be issued in a public notice.

(timely and
meaningful
public
partici-
pation)

2605(a)(2)

➔Did you conduct public hearings on the proposed use and distribution of your LIHEAP funds? When and where?

Yes No

(Not required for Tribes and tribal organizations)

(public
hearings)

New Jersey will satisfy the requirement in Section 2605 (a) (2) in that each state conduct public hearings with respect to the proposed use and distribution of funds. New Jersey will hold a LIHEAP public hearing on September 23, 2011.

statutory
references

2605(b)(13)

→ Describe your fair hearing procedures for households whose applications are denied or not acted on in a timely manner. When are applicants informed of these rights?

(fair

Administrative fair hearing assurances are outlined in Subchapter 1, pages 1 and 2 of the LIHEAP Handbook; the fair hearing process is available to applicants and/or recipients of all types of assistance provided under this Block grant. See attached LIHEAP Handbook.

hearings)

→ Denials

Same as above

→ Applications Not Acted On In a Timely Manner

Same as above

statutory
references

2605(b)(15)

For States and Puerto Rico only (not applicable to Tribes and tribal organizations, or to territories whose annual regular LIHEAP allotments are \$200,000 or less):

➔ Does the State agency that administers the following LIHEAP component also administer the State's welfare program?

(alternate
outreach
and intake)

HEATING ASSISTANCE

_____ Yes X No

If Yes, describe alternate process for outreach and intake:

The Department of Community Affairs utilizes an automatic enrollment process for Food Stamp eligible households/ Medicare Part D LIS and Pharmaceutical Assistance to the Aged /Disabled (PAAD) households.. For non-automatic payment households, an application process is in place. The application and emergency components will be administered through local community-based organizations (such as community action agencies, Hispanic agencies, and not for profit based community organizations) which will be subgrantees of the New Jersey Department of Community Affairs.

Additionally, an abridged version of the application process will again be implemented for clients approved in prior years. This process began in FFY08. A certification form will be sent to these clients requesting them to submit income, energy usage and household information.

COOLING ASSISTANCE

_____ Yes X No

If Yes, describe alternate process for outreach and intake:

Same as for heating assistance.

CRISIS ASSISTANCE

_____ Yes X No

statutory
references

2605(b)(16)

→ Do you use LIHEAP funds to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance? (This assurance refers to activities such as needs assessments, counseling, and assistance with energy vendors.)

Yes No

If Yes, please describe these activities.

If Yes, how do you ensure that you don't use more than 5% (statutory ceiling) of your LIHEAP funds for these activities?

statutory
references

2607A (leveraging) → Please describe leveraging activities planned for the fiscal year. **(This entry is optional.)*** Complete this entry if you plan to apply for LIHEAP leveraging incentive funds and to include in your leveraging report resources/benefits provided to low income households this fiscal year under criterion (iii) in 45 CFR 96.87(d)(2). Provide the following information for each:

- (1) Identify and described each resource/benefit;
- (2) Identify the source(s) of each resource; and
- (3) Describe the integration/coordination of each resource/benefit with the LIHEAP program, consistent with 1 or more of conditions A-H in 45 CFR 96.87(d)(2)(iii)

(1) Lifeline Assistance

Source: Universal Service Fund

The Lifeline Program is administered by the Department of Health and Senior Services. Lifeline clients are referred to LIHEAP and LIHEAP clients are referred to Lifeline.

(2) New Jersey Natural Gas/Gift of Warmth Program

Source: New Jersey Natural Gas company

Gift of Warmth benefits were distributed through the LIHEAP administrative offices.

(3) New Jersey Natural Gas/ Universal Service Fund

Source: Universal Service Fund

The USF benefit is distributed to low income households as a supplement and/or alternative to the grantee's LIHEAP program.

(4) New Jersey Natural Gas/Fresh Start Program

Source: Universal Service Fund

The Fresh Start is the debt forgiveness component of the Universal Service Fund Program. The benefit was distributed as a supplement and/or alternative to the State's LIHEAP program.

(5) New Jersey Natural Gas/Weatherization Program

Source: New Jersey Natural Gas company

State of New Jersey negotiated with utilities to institute weatherization services to LIHEAP eligibles.

(6) New Jersey SHARES/ New Jersey Statewide Heating Assistance and Referral for Energy Services

Source: NJ unclaimed utility deposits trust fund (Escheats)/Donations

New Jersey SHARES benefits were administered through LIHEAP administrative Offices and community based organizations.

(7) Public Service Electric and Gas/Weatherization

Source: PSE&G

State of New Jersey negotiated with utilities to obtain weatherization services for LIHEAP clients.

(8) Public Service Electric and Gas/Security Deposit Waivers.

Source:PSE&G

State of New Jersey negotiated with utilities to obtain security deposit waivers for low-income households.

(9) Public Service Electric and Gas/Universal Service Fund

Source: Universal Service Fund

The USF benefit is distributed to low income households as a supplement and/or alternative to the grantee's LIHEAP program.

(10) Public Service Electric and Gas/Fresh Start Program

Source:Universal Service Fund

The Fresh Start is the debt forgiveness component of the Universal Service fund Program. The arrearage benefit was distributed as a supplement/ and or alternative to the state's LIHEAP program.

(11) First Energy/Weatherization

Source: First Energy Company

State of New Jersey negotiated with utilities to obtain weatherization services for LIHEAP clients.

(12) First Energy/Universal Service Fund

Source: Universal Service Fund

The USF benefit is distributed to low income households as a supplement and/or alternative to the grantee's LIHEAP program.

(13) First Energy/Fresh Start Program

Source: Universal Service Fund

The Fresh Start is the debt forgiveness component of the Universal Service Fund Program. The arrearage benefit was distributed as a supplement and /or alternative to the state's LIHEAP program.

(14) Atlantic Electric/Weatherization

Source: Atlantic Electric

State of New Jersey negotiated with utilities to obtain weatherization services for LIHEAP clients.

(15) Atlantic Electric/Universal Service Fund

Source: Universal Service Fund

The USF benefit is distributed to low income households as a supplement and/or alternative to the grantee's LIHEAP program.

(16) Atlantic Electric/Fresh Start Program

Source: Universal Service Fund

The Fresh Start is the debt forgiveness component of the Universal Service Fund Program. The arrearage benefit was distributed as a supplement and /or alternative to the state's LIHEAP program.

(17) Rockland Electric/ Universal Service Fund

Source: Universal Service Fund

The USF benefit is distributed as a supplement/an or alternative to the state's LIHEAP program.

(18) Rockland Electric/Fresh Start Program

Source: Universal Service Fund

The Fresh Start is the debt forgiveness component of the Universal Service Program. The arrearage benefit was distributed as a supplement and /or alternative to the state's LIHEAP program.

(19) Rockland Electric/Weatherization

Source: Rockland Electric Company

State of New Jersey negotiated with utilities to obtain weatherization services for LIHEAP clients.

(20) South Jersey Gas/Universal Service Fund

Source: Universal Service Fund

The USF benefit is distributed as a supplement and /or alternative to the state's LIHEAP program.

(21) South Jersey Gas/Weatherization

Source: South Jersey Gas Company

State of New Jersey negotiated with utilities to obtain weatherization services for LIHEAP clients.

(22) South Jersey Gas/ Fresh Start

Source: Universal Service Fund

The Fresh Start is the debt forgiveness component of the Universal Service Fund Program. The arrearage benefit was distributed as a supplement and /or alternative to the state's LIHEAP program.

(23) Elizabethtown Gas company/Weatherization

Source: Elizabethtown Gas Company

State of New Jersey negotiated with utilities to obtain weatherization service for LIHEAP clients.

(24) Elizabethtown Gas Company/ Universal Service Fund

Source: Universal Service Fund

The USF benefit is distributed as a supplement and/or alternative to the state's LIHEAP program.

(25) Elizabethtown Gas Company/ Fresh Start Program

Source: Universal Service Fund

The Fresh Start is the debt forgiveness component of the Universal Service Fund Program. The arrearage benefit was distributed as a supplement and/or alternative to the state's LIHEAP program.

* Leveraged resources/benefits that are counted under criterion (iii) in 45 CFR 96.87(d)(2) must be identified and described in the grantee's LIHEAP plan and distributed as indicated in the plan. In addition, leveraging resources/benefits that are counted under criterion (ii) must be carried out under one or more components of the grantee's regular LIHEAP program.

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➔ Please describe performance goals and measures planned for the fiscal year. **(This entry is optional.)**

(performance)
goals and
measures)

ADDITIONAL CERTIFICATIONS AND REQUIREMENTS

Attached are additional certifications required as follows:

- * **Lobbying certification**, which must be filed by all States and territories. If applicable, Form LLL, which discloses lobbying payments, must be submitted. **(Tribes and tribal organizations are EXEMPT)**
- * **Debarment and suspension certification**, which must be filed by all grantees.
- * **Drug-free workplace requirement certification**, which must be filed by all grantees, unless the grantee has filed a statewide certification with the Department of Health and Human Services. **STATES ONLY:** If you have filed a statewide certification for the drug-free workplace requirement, please check here: _____
- * One of the new requirements included in the 1994 reauthorization of the statute is that grantees must include in their annual application for funds a report on the number and income levels of households applying for and receiving LIHEAP assistance, and on the number of recipient households that have members who are elderly, disabled, or young children.

All Tribes and those territories with allotments of less than \$200,000 need only submit data on the number of households served by each component (heating, cooling, weatherization and crisis). The approval for the collection of information contained in the **LIHEAP Household Report** is covered by OMB approval number 0970-0060.
- * Though not a part of this application, the report on funds to be carried over or available for reallocation as required by section 2607(a) for the preceding year must be submitted by August 1 of each year. A grant award for the current fiscal year may not be made until the carryover/reallocation report is received. The approval for the collection of information contained in the **LIHEAP Carryover and Reallocation Report** is covered by OMB approval number 0970-0106.