



**Low Income Household Water Assistance Program
(LIHWAP) Consolidated Appropriations Act of 2021 and
American Rescue Plan
GRANT IMPLEMENTATION PLAN**

Grantee Name: Department of Energy and Environment

Document Status: Final Draft


Section 1 – Program Needs, Goals and Allocations

Community Needs and Program Goals

1.1 Description of Emergency Household Drinking Water and Wastewater Needs


The OCS priorities are restoration of household water services, reducing arrearages, reducing rates charged to households. Briefly describe current needs related to these priorities within your state, territory, or tribal areas. Describe any areas of concentrated need or special issues within communities served by water utilities within your state, territory, or tribal area.

The Department of Energy and Environment (DOEE) provides assistance to low and moderate income households with their drinking water and wastewater fees. Currently, there are no water disconnections in the District of Columbia due to a utility moratorium. Of the households disconnected pre-moratorium, only 400 remain. The belief is that these homes are vacant as there have been no attempts to reconnect. Further, DC Council recently passed legislation to prevent disconnection of low-income, residential customers (80% AMI) through January of 2022. The District's water vendor will reassess disconnection for low-income populations in January 2022, but in the interim, this population will not be disconnected.

The primary objective is to reduce or eliminate arrearages to avoid property liens, late fees, and accrued interest rates. According to DC Water's data the residential past due balance in total is \$13.8 million, 

1.2 Operational Priorities and Emergency Flexibilities

Consistent with goal of the American Rescue Plan to provide immediate relief to the American people, briefly describe the operational priorities within your state, territory or tribal area (e.g. immediate restoration of services to households without current water services, immediate payment of existing arrearages to prevent disconnection of drinking water or wastewater services after a previous moratorium on water services due to Covid-19).

As the District of Columbia currently has a utility moratorium in place, there are no households that are disconnected from water service or that have received a disconnection notice. Once the moratorium ends, DOEE will prioritize households facing disconnection by requesting a copy of the disconnection notice, escalating such cases within our database, and providing households with both a standard and emergency benefit per our proposed State Plan. Households that fall within the federal income guidelines (60% SMI or below) with a DC Water and Sewer Authority (DC Water) residential account can receive assistance from the DC Department of Energy and Environment (DOEE) to help pay all or part of an outstanding water bill balance. DOEE will review and approve the assistance requests and DC Water will apply those credits to the customer's bill. Once disconnections resume, DOEE provides the amount necessary to resolve the crisis, up to a maximum of the combined \$5,000 allowance in order to avoid service disconnection. 

1.3 Expected Date for Initial Water Payments on Behalf of Households

Provide an estimated date by which payments will be initiated based on the operational priorities identified above (e.g. first stage of payments to restore services for currently disconnected households, etc.).

DOEE anticipates launching the program in October, 2021, the beginning of Fiscal Year 2022, with payments to follow in November, 2021. The water vendor (DC Water) is required to apply the full amount of the Benefit requested by DOEE to an Eligible Household's account. Households are expected to see the benefit within sixty (60) calendar days, or two billing cycles, of their approval.

Estimated Funding Allocations		
1.4 Estimate what amount of available LIHWAP funds will be used for each component that you will operate: <i>The total of all percentages must add up to 100%. The combined total of Administration (State) and Administration (Subrecipients) must not exceed 15% of the total for either the Consolidated Appropriations Act or the American Rescue Plan Award.</i>	Consolidated Appropriations Act of 2021 Percentage (%)	American Rescue Plan Grant Percentage %
Household Benefits	75 %	75 %
Outreach/Eligibility Determination	10 %	10 %
Administration - State	15 %	15 %
Administration - Subrecipients	%	%
Total (each column must equal 100%)	100 %	100 %
Categorical Eligibility		
1.5 As outlined in the Terms and Conditions, current recipients the following programs are categorically-eligible for LIHWAP assistance: <ul style="list-style-type: none"> • Low-Income Home Energy Assistance Program (LIHEAP) • Means-tested Veterans Programs • Supplemental Security Income (SSI) • Supplemental Nutrition Assistance Program (SNAP) • Temporary Assistance for Needy Families (TANF) <p><i>Briefly describe your operational plans for enrollment of categorically eligible populations based on operational priorities outlined in question 1.2 (e.g. automatic enrollment, acceptance of documentation of enrollment during intake processes). If it will not be possible to include any of these programs in your intake/eligibility processes, provide a brief explanation.</i></p> <p>The following programs are categorically eligible for LIHWAP assistance:</p> <ul style="list-style-type: none"> • Low Income Home Energy Assistance Program (LIHEAP) • Social Security Disability (SSDI) • Supplemental Security Income (SSI) • Supplemental Nutrition Assistance Program (SNAP) <p>DOEE already administers the LIHEAP Program and will be able to cross reference LIHEAP enrollees' information (i.e., Application Name, Household Income, Disability Status etc.), DOEE already has access to the Department of Human Services' systems for the purposes of verifying SNAP, TANF, and SSI eligibility. For the purpose of leveraging other DOEE assistance programs and for reporting purposes, categorically eligible residents will still be required to provide necessary documentation for the calculation of income for reporting purposes.</p> <p>DOEE does not have an existing policy for means-tested veterans programs, but will look to HHS and other states for how to incorporate these into our categorical eligibility policy.</p>		

Determination of Eligibility for Direct Enrollment


Note: The information below is focused on eligibility determination for households that are not categorically eligible based on the enrollment in one of the programs outlined in question 1.5.

1.6 What type of countable income do you use for eligibility determination? (select one)

- ☒ Gross Income
☐ Net Income

1.7 List all the applicable forms of countable income used to determine a household's income eligibility for LIHWAP. Note: The forms of countable income used for benefit eligibility are generally left to the discretion of the grantee; however, the following sources are not applicable forms of countable income used to determine a household's income eligibility for LIHWAP:

- Temporary Assistance for Needy Families (TANF) benefits
- Supplemental Nutrition Assistance Program (SNAP) benefits
- Women, Infants, and Children Supplemental Nutrition Program (WIC) benefits
- Covid-19 Economic Impact Payments (Stimulus Checks)

DOEE will accept any of the following as forms of countable income: pay stub (issued within last 30 days), wages and tax statement for self-employed (W-2 and/or 1099), Social Security benefits letter, unemployment benefits letter, annuity statement, statement of pension distribution from any government or private source, worker's compensation letter, proof of strike pay and other benefits from unions, interests and dividends income statement, loan statement showing loan proceeds, royalty income statement or 1099-MISC, proof of severance pay, letter or other proof of deferred compensation payments, print out from Child Support Agency which identifies amount received and frequency, and if paid from an agreement with a third party for which none of the previous forms of proof are available submit a notarized letter 

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

Section 2: Benefits			
Eligibility			
2.1 Designate the income eligibility threshold used for the water benefit.			
Eligibility Threshold <i>(select one)</i> <input type="checkbox"/> Federal Poverty Guideline <input checked="" type="checkbox"/> State Median Income <input type="checkbox"/> Hybrid Federal and State (Based on Household Size)		Eligibility Threshold Percent 60 %	
2.2 Do you anticipate additional eligibility requirements beyond the income threshold noted in 2.1 for water assistance? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If the answer to question 2.2. is "Yes" please provide an explanation below			
2.3. How will you support households whose utility payments are included in their rental payments? DOEE will work with DC Water to address households that do not directly pay DC Water. DOEE will look to OCS for best practices as this is not a procedure we currently implement for LIHEAP. DC Water has implemented a Multifamily Assistance Program (MAP) that assists customers who rent homes in multiunit buildings; therefore, per HHS guidance, we focused our LIHWAP proposal on households that are not eligible for this existing assistance. Tenants who receive assistance through the Department of Human Services, or live in an affordable housing unit will automatically qualify. If a household does not currently receive assistance, tenants will apply through DOEE for income approval. DC Water's MAP is one of a few programs designed to aid customers who do not pay their water and sewer bills directly.			
2.4 Check the variables you use to determine your benefit levels. <i>(Check all that apply. Check both Household Drinking Water Burden and Household Wastewater Burden if households receive a combined bill for drinking water and wastewater):</i> <input checked="" type="checkbox"/> Income <input checked="" type="checkbox"/> Household Size <input checked="" type="checkbox"/> Household Drinking Water Burden <input checked="" type="checkbox"/> Household Wastewater Burden <input type="checkbox"/> Other <i>(Please describe):</i>			
2.5 Describe estimated benefit levels for the project period for which this plan applies			
Minimum Benefit	\$ 250	Maximum Benefit	\$ 5,000

2.6 Benefit periods		
Is this a one-time benefit? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<p>If no, please explain the frequency of allowable benefit (e.g., monthly, quarterly, etc.):</p> <p>Due to the utility moratorium, there are currently no households in the District of Columbia that have been disconnected or that have received a disconnect notice. Once disconnection notices are re-initiated, DOEE will prioritize these cases within our database. LIHWAP is a non-entitlement benefit determined and awarded for a single fiscal year. LIHWAP regular benefit amounts are determined by a client's income with a minimum benefit of \$250 or 25% of their annual usage, whichever is greater, and \$5,000 as the maximum. While the District's LIHWAP is a one-time benefit, an additional emergency assistance +</p>		
2.7 Do you give priority in eligibility to:		
People with Disabilities	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Young Children?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Older Adult/Seniors (60 and over)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Households with high water burdens?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Other?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.8 Describe how you prioritize the provision of water assistance to vulnerable populations (e.g., benefit amounts, early application periods, etc.) <p>LIHWAP is a non-entitlement benefit determined and awarded for a single fiscal year. Benefit amounts are adjusted annually based on a sliding scale to allocate scarce resources so that, while serving as many households as feasible, the highest benefits go to households likely to have the highest water burdens due to their sizable arrears. In addition, DOEE provides an early application period (typically the month of October) to clients in crisis (i.e., disconnected from water service, etc.) and gives said customers appointment priority to apply for assistance. We also conduct in-home visits for our clients with physical +</p>		
2.9 Do you provide applicants, including those who are physically disabled, the means to submit applications for benefits without leaving their homes? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If No, explain.		
2.10 For individual who are homebound or physically disabled, do you provide travel to the sites at which applications for assistance are accepted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<p>If No, explain and explain alternative means of intake to those who are homebound or physically disabled?</p> <p>DOEE will work to expand our LIHEAP homebound assistance program to assist LIHWAP households.</p>		

2.11 Are any of the utility vendors you work with subject to a moratorium on shut offs?

☒ Yes ☐ No

If you responded "Yes" to question 2.11, you must respond to question 2.12.

2.12 Describe the terms of the moratorium and any special dispensation received by LIHWAP clients during or after the moratorium period.

Due to the utility moratorium there are currently no households in the District of Columbia that have been disconnected or that have received a disconnect notice. Recent legislation does include protections for DC Water's Customer Assistance Program households and LIHEAP households, but not LIHWAP households as the program has not launched yet (see, Public Emergency Extension and Eviction and Utility Moratorium Emergency Amendment Act of 2021). TANF and SNAP households are also protected.

2.13 Do you make payments contingent on vendors taking appropriate measures or maintaining existing supports to alleviate the water burden of eligible households?

☒ Yes ☐ No

If so, describe the measures vendors may take or maintain.

DOEE's LIHWAP Memorandum of Understanding calls for mandatory reporting on whether DC Water will waive deposits, name change fees, or late payment fees for an eligible household for which DC Water has accepted a LIHWAP payment. Additionally, LIHWAP Program Design is in direct response to the already existing DOEE-DC Water Customer Assistance Program (CAP). With CAP covering roughly 75% of a household's utility costs, LIHWAP provides an additional layer of support for households that DC Water's CAP does not cover.

COVID-Specific	General (Not COVID-specific)
<input checked="" type="checkbox"/> Disconnection moratorium <input checked="" type="checkbox"/> No late fees, interest, or penalty charges <input checked="" type="checkbox"/> Ability to enter into payment plan of 6 months or longer <input checked="" type="checkbox"/> Reconnection of service for disconnected customers <input type="checkbox"/> Enrollment in a discounted rate	<input checked="" type="checkbox"/> Consumer protections regarding shutoffs (e.g., minimum notice period, protection of vulnerable populations, minimum amount overdue before disconnection allowed, opportunity for payment plan before disconnection, other procedural or substantive restrictions on shutoffs) <input type="checkbox"/> Data reporting requirements for utilities – on a permanent basis – e.g., periodic reporting on number of shutoffs <input type="checkbox"/> Percentage of income payment plan other utility-funded arrearage assistance <input type="checkbox"/> Lifeline rates <input type="checkbox"/> Water efficiency assistance <input type="checkbox"/> Provisions ensuring continued service for a specific time period (<i>Describe below</i>) <input type="checkbox"/> Provisions ensuring reconnection within a specific time period (<i>Describe below</i>)

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

Section 3: Outreach

3.1 Select all outreach activities that you conduct that are designed to assure that eligible households are made aware of all LIHWAP assistance available:

- ☐ Place posters/flyers in local and county social service offices, offices of aging, Social Security offices, VA, etc.
- ☒ Publish articles or public service announcements in local newspapers or broadcast media announcements.
- ☒ Work directly with water utilities to identify potential recipients.
- ☐ Include inserts in water vendor billings to inform individuals of the availability of all types of LIHWAP assistance.
- ☒ Mass mailing(s) to prior-year LIHEAP recipients or recipients of other government benefits:
- ☒ Automated phone campaigns and/or social media outreach
- ☐ Multi-lingual announcements in languages spoken by low income households within utility service area and/or notification in ethnic language news and broadcast media outlets
- ☒ Inform low income applicants of the availability of all types of LIHWAP assistance at application intake for other low-income programs.
- ☐ Execute interagency agreements with other low-income program offices and/or public health pathways created for Covid-19 outreach to perform outreach to target groups.
- ☐ Outreach to faith-based institutions, including those serving low-income people and people of color
- ☒ Other (*specify*):

Utility Assistance staff regularly conducts targeted outreach in coordination with DOEE's Office of Community Engagement and Outreach. Staff visit Advisory Neighborhood Commission meetings, senior citizen housing complexes, and other local organizations to present program information for the upcoming fiscal year. DOEE's annual mass mailing for the District's Utility Discount Program (UDP) includes information about CAP assistance, and will be auto-enrolled in LIHWAP.

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

Section 4: Coordination

4.1 Describe how you will ensure that the LIHWAP program is coordinated with other programs available to low-income households (LIHEAP, TANF, SSI, SNAP, EPA, Emergency Rental Assistance Program, Homeowner Assistance Program, WAP, etc.) etc.).

☒ Joint application for multiple programs:

The District of Columbia's LIHEAP and the Utility Discount Programs (Residential Aid Credit, Residential Essential Services, and Customer Assistance Program) employ a joint application in order to coordinate energy-related services for low-income residents. DOEE also coordinates with a water affordability program titled the Clean Rivers Impervious Area Charge Residential Relief Program

☒ Intake referrals to/from other programs:

DOEE stores information from LIHEAP and UDP enrollees from the previous fiscal year. DOEE then sends a mass mailing of the joint application inviting households already known to categorically/income qualify, to apply for LIHWAP

☒ One - stop intake centers:

Additionally, The District's Utility Affordability Centers are located in the same building as the District of Columbia's intake offices for the Department of Human Services (DHS), the agency that administers the District's Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), and Medicaid programs.

☐ Other - *Describe:*

4.2 Describe how you will coordinate with relevant regulatory authorities that govern water suppliers.

In the District of Columbia, there is only one water utility, the DC Water and Sewer Authority, which is not a regulated supplier.

If any of the above questions require further explanation or clarification that could not be made in the fields, provide explanation here.

Section 5: Agency Designation (Required for State grantees and the Commonwealth of Puerto Rico))

5.1 How would you categorize the primary responsibility of your State agency?

- ☐ Administration Agency
- ☐ Commerce Agency
- ☐ Community Services Agency
- ☒ Energy / Environment Agency
- ☐ Housing Agency
- ☐ Human Service Agency
- ☐ Other - *Describe:*

5.2 LIHWAP Component Administration

Drinking Water Service

Wastewater Service

5.2a Who determines client eligibility?

Energy/Environment Agency

Energy/Environment Agency

5.2b Who processes benefit payments to water service providers?

Energy/Environment Agency

Energy/Environment Agency

If any of your LIHWAP components are not centrally administered by a State agency, you must complete questions 5.3, 5.4 and 5.5.

5.3 What is your process for selecting local administering agencies?

DOEE utilizes in-house union-salaried staff to process applications.

5.4 How many local administering agencies do you use?

5.5 What types of local administering agencies do you use?

- ☐ Community Action Agencies
- ☒ Local Governments
- ☐ City Governments
- ☐ County Governments
- ☐ Other non-profits

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

Section 6: Water Suppliers

Note: Water suppliers refers to both drinking and/or wastewater suppliers as they may be different entities at the local level

6.1 The following question is specific to Tribes (only). Do you charge households drinking water and wastewater utility services?

- ☐ Yes If "Yes" please proceed to next questions.
☐ No If "No" please skip to question 6.5.

6.2 How do you notify the household of the amount of assistance paid, and the timing of the assistance payment?

At the conclusion of the intake process, clients are provided with a written notice that states the exact amount of assistance that will be paid towards their water bill and the name of the payee. All payments are made directly to the water supplier. This may take the form of an email or mailed letter.

6.3 How do you assure that no household receiving assistance under this title will be treated adversely because of their receipt of LIHWAP assistance?

DOEE executes memoranda of understanding annually with each utility service to District residents. The agreements will incorporate this assurance.

6.4 How do you assure that water suppliers are restoring disconnected service or otherwise maintaining continuity of service due to the benefit payment?

DOEE's Memorandum of Understanding with DC Water will incorporate this assurance.

6.5 For Tribes who answered "No" to question 6.1, please describe how you intend to maintain accurate records to show how LIHWAP funds are expended for drinking water and/or wastewater utilities on behalf of households. (I.E. Financial expenditure reports).

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

Section 7: Program, Fiscal Monitoring, and Audit

7.1 How do you ensure good fiscal accounting and tracking of LIHWAP funds?

Federally accepted accounting practices and fiscal controls are used to track administrative and benefit expenditures. Authorized funding is assigned budgetary codes by funding type for tracking, monitoring, and compliance purposes. The LIHWAP program is also subject to District of Columbia internal audits. LIHWAP is administered by DOEE, therefore funds are not transferred to a separate state agency and LIHWAP funds are monitored in-house by the District's Office of the Chief Financial Officer (OCFO) staff. All vendor transfers are reconciled on a regular basis and vendor refunds are returned to the same funding



Audit Process

7.2 Describe any audit findings rising to the level of material weakness or reportable condition cited in the Single Audits (as required in the Single Audit Act), Grantee monitoring assessments, inspector general reviews, or other government agency reviews of the LIHWAP agency from the most recently audited fiscal year.

☐ No Findings

Finding	Type	Brief Summary	Resolved?	Action Taken
1. 1	financial	The auditor selected a sample of 40 applications in Fiscal Year 2016 to test DOEEs compliance with eligibility requirements. The auditor noted that two out of the 40	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Procedure/Policy Changes
2.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Compliance Monitoring

7.3 Identify the Grantee's strategies for monitoring compliance with the Grantee's and Federal LIHWAP policies and procedures (e.g. certifications, Terms and Conditions, federal guidance, nondiscrimination requirements): *Select all that apply.*

Grantee employees:

- ☒ Internal program review
- ☒ Departmental oversight
- ☒ Secondary review of invoices and payments
- ☐ Reconciliation of water supplier records
- ☐ Other program review mechanisms are in place. *Describe:*

Peer-level review of applications.

Local Administering Agencies / District Offices:

- ☐ On - site evaluation
- ☐ Annual program review
- ☐ Monitoring through central database
- ☐ Desk reviews
- ☐ Client file testing/sampling
- ☐ Reconciliation of water supplier records
- ☒ Other program review mechanisms are in place. *Describe:*

N/A -- DOEE is the sole administering agency. DOEE is in the practice of having supervisory staff conduct third level reviews from each processor for each utility assistance program.

7.4 Explain or attach a copy of your local agency monitoring schedule and protocol.

N/A

7.5 Describe how you select local agencies for monitoring reviews.

Site visits:

N/A

Desk reviews:

N/A

7.6 How often will each local agency be monitored? *Note: This answer can be prospective.*

N/A

7.7. How many local agencies are currently on corrective action plans for eligibility and/or benefit determination issues for LIHEAP or other programs administered by your agency?

N/A

7.8. How many local agencies are currently on corrective action plans for financial accounting or administrative issues for LIHEAP or other programs administered by your agency?

N/A

If any of the above questions require further explanation or clarification that could not be made in the fields provide, said explanation here.

Section 8: Public Participation

8.1 How did you obtain input from the public in the development of your LIHWAP plan?

Select all that apply.

- ☐ Tribal Council meeting(s)
- ☒ Public hearing(s)

Enter the dates for Tribal Council meeting(s) or Public hearing(s):

An informal public meeting was held on August 6, 2021.

- ☒ Draft Plan posted to website and available for comment
- ☒ Hard copy of plan is available for public view and comment

Enter how long draft plan and/or hard copy of plan was available for public view and comment:

DOEE placed the draft plan on our website on 7/30, which will allow for one week of public review and comment prior to the August 9, 2021 submission date. DOEE will continue to encourage review and comment after the submission to HHS.



- ☒ Comments from applicants are recorded
- ☒ Request for comments on draft Plan is advertised
- ☒ Stakeholder or consultation meeting(s)
- ☐ Comments are solicited during outreach activities
- ☒ Other - *Describe:*

Information about the draft plan was posted on social media and a recording of the webinar was placed on our website. DOEE also held meetings with the Office of the Peoples' Counsel and DC Water.

8.2 How many parties commented on your plan? 0

8.3 Summarize the comments you received on your plan here:

While DOEE did not receive any formal comments, thirteen people attended the webinar and DOEE received follow-up requests regarding application information.

8.4 What changes did you make to your LIHWAP plan as a result of the comments received?

N/A

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

Section 9: Fair Hearings

Note: Administrative hearing opportunities will be comparable to and may utilize existing processes, procedures, and systems currently in place for the State, Territory, or Tribe's Low Income Home Energy Assistance grant.

9.1 Describe your fair, independent hearing procedures for households whose applications are denied or where the applicant disputes the benefit amount.

The District of Columbia's independent Office of Administrative Hearings (OAH) conducts hearings and resolves cases involving various programs administered by District agencies, including decisions concerning DOEE's LIHWAP non-entitlement benefit. See, generally, the District of Columbia's Municipal Regulations, 1 DCMR §§ 2800-2841.

An applicant, who is dissatisfied with a DOEE LIHWAP decision, including the denial of an application for a benefit, may follow the cited appeal procedures. 1 DCMR § 2808. An independent OAH administrative law judge issues a written decision for every case that is contested.

9.2 When and how are applicants informed of these rights?

Every applicant for LIHWAP assistance receives at the conclusion of the intake and the processing of their application: (a) a letter confirming the decision, (b) a printout of the database information on which the decision was based, (c) a copy of the matrix used to determine benefit level with a user key, and (d) detailed instructions on how to file an appeal if the applicant is dissatisfied with the decision. If the application was made at a service center, these materials are provided to the applicant in person. If the application was taken at a home, as with a disabled or an elderly and frail person, DOEE provides the applicant with a copy of their rights and mails the benefit determination to the applicant promptly after the decision is made. If the application was completed online, materials (a), (c), and (d) are available online and the applicant may request item (b) by calling the District's Office of Unified Communications at 311.

9.3 Describe your fair hearing procedures for households whose applications are not acted on in a timely manner.

Hearings are held before an administrative law judge at the independent Office of Administrative Hearings.

9.4 When and how are applicants informed of these rights?

At the conclusion of processing of the application, every in-person applicant for LIHWAP assistance receives (a) a letter confirming the decision, (b) a printout of the database information on which the decision was based, (c) a copy of the matrix used to determine benefit level with a user key, and (d) detailed instructions on how to appeal if the applicant is dissatisfied with the decision. If the application was completed online, materials (a), (c), and (d) are available online and the applicant may request item (b) by calling the District's unified call center at 311.

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

Section 10: Training

10.1 Training Strategy - Briefly describe the anticipated training strategy for ensuring that grantee staff, local administering agencies, and participating water utilities understand requirements outlined in the Terms and Conditions as well eligibility requirements and procedures described in this plan. Indicate any technical assistance or resources needed by the State, Territory or Tribe to carry out this training strategy.

DOEE already has an internal process to train staff on intake and eligibility determination. Training on DOEE policies and procedures are offered annually. These trainings address both fraud reporting and prevention. Additionally, DOEE may also recommend and approve training programs offered by other organizations.

DOEE and DC Water operate several different assistance programs jointly. In addition, staff from each organization meet at minimum bi-weekly for program updates on policy and procedures. DOEE will conduct trainings with DC Water regarding processes or updates that fall outside of the bi-weekly meetings. Trainings recommended for DC Water staff may be held virtually or at either facility, with less than an hour travel time between them. When the training is regional or is otherwise limited to a particular group, DOEE will inform staff if their attendance is required.

Section 11: Performance Management

11.1 Describe any challenges you anticipate with collecting and reporting data to ACF each year regarding how you implemented your LIHWAP. Examples of data may include, but are not limited to, the number of households assisted, the average benefit amount provided, the number of households whose water or wastewater services were restored because of the benefit, demographics of applicants and beneficiaries, and the number of imminent disconnections of water or wastewater services avoided because of the benefit.

DOEE collects the data required for the LIHWAP performance measures. Collecting the average annual water usage for LIHWAP applicants, is information that is particularly difficult to attain. As a response, DOEE's LIHWAP application forms include language that granted the applicant's permission to share their secondary water use information. Additionally, DOEE will include in the memorandum of understanding with water vendor the provision of usage data for all LIHWAP applicants regardless of dwelling size, household income, etc.

DOEE communicates regularly with DC Water and our software vendor(s) to ensure that any issues that arise are attended to so that DOEE will meet the performance measures mandate.

DOEE is further working to align the software technology to match revised requirements within the memorandum of understanding.

11.2 List any technical assistance resources you request of ACF related to data collection, analysis and reporting on your LIHWAP.

DOEE is requesting data use assistance. DOEE is prioritizing using data effectively to demonstrate program performance, marketing LIHWAP with the data available, and using data for program management such as identifying if the program design is beneficial for LIHWAP recipients.

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

Section 12: Program Integrity

12.1 Fraud Reporting Mechanisms

a. Identify all mechanisms that will be available to the public for reporting cases of suspected LIHWAP waste, fraud, and abuse. *Select all that apply.*

- ☒ Online fraud reporting
- ☒ Dedicated fraud reporting hotline
- ☒ Report directly to local agency/district office or Grantee office
- ☒ Report to State Inspector General or Attorney General
- ☐ Forms and procedures in place for local agencies/district offices and vendors to report fraud, waste, and abuse
- ☐ Other - *Describe:*

b. Identify strategies that will be used for advertising the above-referenced resources. *Select all that apply*

- ☐ Printed outreach materials
- ☒ Addressed on LIHWAP application
- ☐ Website
- ☒ Other - *Describe:*

LIHWAP literature contains information on reporting fraud, waste, and abuse.

12.2. Identification Documentation Requirements

- a.** Indicate which of the following forms of identification will be required or requested to be collected from LIHWAP applicants or their household members. Note: The types of documentation required is left to the discretion of the grantee. The types of documentation included in the list below are examples of documentation required by LIHEAP grantees for some or all household members based on policies within the State, Territory or Tribe. Comparable documentation and procedures may be instituted for LIHWAP households or may be modified or simplified for households that are categorically eligible based on enrollment in programs identified in question 1.5.

Type of Identification Collected	Collected from Whom?		
	Applicant Only	All Adults in Household	All Household Members
Social Security Card is photocopied and retained	<input type="checkbox"/> Required <input type="checkbox"/> Requested	<input type="checkbox"/> Required <input type="checkbox"/> Requested	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Requested
Social Security Number (Without Actual Card)	<input type="checkbox"/> Required <input type="checkbox"/> Requested	<input type="checkbox"/> Required <input type="checkbox"/> Requested	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Requested
Government-issued identification card (i.e.: driver's license, State ID, Tribal ID, passport, etc.)	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Requested	<input type="checkbox"/> Required <input type="checkbox"/> Requested	<input type="checkbox"/> Required <input type="checkbox"/> Requested
Other (<i>Describe Below</i>)	<input type="checkbox"/> Required <input type="checkbox"/> Requested	<input type="checkbox"/> Required <input type="checkbox"/> Requested	<input type="checkbox"/> Required <input type="checkbox"/> Requested

b. Describe any exceptions to the above policies.

DOEE processing staff has access to information systems. Primarily, the District of Columbia Access System (DCAS) and Automated Client Eligibility Determination System (ACEDS) which hold the Social Security numbers along with benefit information for District household members receiving:

- Temporary Cash Assistance for Needy Families (TANF):



12.3 Identification Verification

Identify what methods will be used to verify the authenticity of identification documents provided by clients or household members. *Select all that apply*

- ☐ Verify SSNs with Social Security Administration
- ☐ Match SSNs with death records from Social Security Administration or State agency
- ☒ Match SSNs with State eligibility/case management system (e.g., SNAP, TANF)
- ☐ Match with State Department of Labor system
- ☐ Match with State and/or federal corrections system
- ☐ Match with State child support system
- ☐ Verification using private software (e.g., The Work Number)
- ☐ In-person certification by staff (for Tribal grantees only)
- ☐ Match SSN/Tribal ID number with Tribal database or enrollment records (for Tribal grantees only)
- ☐ Other - *Describe:*

12.4. Citizenship/Legal Residency Verification

What are your procedures for ensuring that household members are U.S. citizens or permanent residents who are qualified to receive LIHWAP benefits? *Select all that apply.*

- ☐ Clients sign an attestation of citizenship or legal residency
- ☒ Client's submission of Social Security cards is accepted as proof of legal residency
- ☐ Noncitizens must provide documentation of immigration status
- ☐ Citizens must provide a copy of their birth certificate, naturalization papers, or passport
- ☐ Noncitizens are verified through the SAVE system
- ☐ Tribal members are verified through Tribal enrollment records/Tribal ID card
- ☐ Other - *Describe:*

An eligible household member is any individual who is a U.S. citizen or "qualified alien" and is a member of a household that meets the eligibility requirements. A "qualified alien" is defined at 8 U.S.C. § 1641(b).

12.5. Income Verification Note: Income verification applies only to households that have not been determined to be categorically eligible based on enrollment in other programs identified in question 1.5 above. Methods of income verification are left to the discretion of grantees and should be consistent with any sources of countable income identified in question 1.7 above.

What methods will your agency utilize to verify household income? Select all that apply.

☒ **Require documentation of income for all adult household members**

- ☐ Bank statements
- ☒ Pay stubs
- ☒ Social Security award letters
- ☐ Tax statements
- ☒ Unemployment insurance letters
- ☒ Zero-income statements
- ☐ Other - *Describe:*

☒ **Computer data matches**

- ☒ Income information matched against state computer system (e.g., SNAP, TANF)
- ☐ Proof of unemployment benefits verified with state Department of Labor
- ☐ Social Security income verified with SSA
- ☐ Utilize state directory of new hires
- ☐ Other - *Describe:*

12.6. Protection of Privacy and Confidentiality

Identify the financial and operating controls that will be in place to protect client information against improper use or disclosure. Select all that apply.

- ☐ Policy in place prohibiting release of information without written consent
- ☒ Grantee LIHWAP database includes privacy/confidentiality safeguards
- ☒ Employee training on confidentiality for:
 - ☒ Grantee employees
 - ☐ Local agencies/district offices
- ☒ Employees must sign confidentiality agreement
 - ☒ Grantee employees
 - ☐ Local agencies/district offices
- ☒ Physical files are stored in a secure location
- ☐ Other - *Describe:*

12.7 Verifying the Authenticity

What policies will be in place for verifying vendor authenticity? Select all that apply.

- ☐ All vendors must register with the State/Tribe.
- ☒ All vendors must supply a valid SSN or TIN/W-9 form
- ☐ Vendors are verified through water bills provided by the household
- ☐ Grantee and/or local agencies/district offices perform physical monitoring of vendors
- ☐ Other - *Describe and note any exceptions to policies above:*

12.8 Benefits Policy - Water and Wastewater Utilities

What policies will be in place to protect against fraud when making benefit payments to water utilities on behalf of clients? Select all that apply.

- ☐ Applicants required to submit proof of physical residency
- ☒ Applicants must submit current water or wastewater bill
- ☒ Centralized computer system/database tracks payments to all water suppliers
- ☒ Centralized computer system automatically generates benefit level
- ☐ Computer databases are periodically reviewed to verify accuracy and timeliness of payments made to water suppliers
- ☐ Data exchange with utilities that verifies:
 - ☒ Account is properly credited with benefit
 - ☒ Account ownership
 - ☒ Balances
 - ☒ Consumption
 - ☒ Payment history
 - ☐ Other - *Describe:*
- ☐ Payments coordinated among other water and wastewater assistance programs to avoid duplication of payments
- ☒ Payments to water suppliers and invoices from water suppliers are reviewed for accuracy
- ☒ Procedures are in place to require prompt refunds from utilities in cases of account closure
- ☒ Separation of duties between intake and payment approval
- ☒ Vendor agreements specify requirements selected above, and provide enforcement mechanism
- ☐ Other - *Describe:*

12.9 Investigations and Prosecutions

Identify the Grantee's procedures for investigating and prosecuting reports of fraud, and any sanctions placed on clients/staff/vendors found to have committed fraud. Select all that apply.

- ☐ Clients found to have committed fraud are banned from LIHWAP assistance. For how long is a household banned?
- ☐ Contracts with local agencies require that employees found to have committed fraud are reprimanded and/or terminated
- ☐ Grantee attempts collection of improper payments. If so, describe the recoupment process
- ☐ Local agencies/district offices or Grantee conduct investigation of fraud complaints from public
- ☒ Refer to local prosecutor or State Attorney General
- ☒ Refer to State Inspector General
- ☒ Refer to US DHHS Inspector General (including referral to OIG hotline)
- ☒ Vendors found to have committed fraud may no longer participate in LIHWAP
- ☐ Other - *Describe:*

If any of the above questions require further explanation or clarification that could not be made in the fields, provide said explanation here.

Section 13: Certification Regarding Debarment, Suspension, and Other Responsibility Matters

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-- Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-- Primary Covered Transactions

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false Statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-- Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled ``Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion--
Lower Tier Covered Transactions**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

☒ By checking this box, the prospective primary participant is providing the certification set out above.

Section 14: Certification Regarding Drug-Free Workplace Requirements

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

**Certification Regarding Drug-Free Workplace Requirements Alternate I.
(Grantees Other Than Individuals)**

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a Statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the Statement required by paragraph (a);
- (d) Notifying the employee in the Statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the Statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)		
Address Line 1: 1200 First Street NE, 5th Floor		
Address Line 2:		
Address Line 3:		
City: Washington	State: DC	Zip Code: 20002
<input checked="" type="checkbox"/> Check if there are workplaces on file that are not identified here. Alternate II. (Grantees Who Are Individuals)		
(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;		
(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant. [55 FR 21690, 21702, May 25, 1990]		
<input checked="" type="checkbox"/> By checking this box, the prospective primary participant is providing the certification set out above.		

Section 15: Certification Regarding Lobbying

The submitter of this application certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned States, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this Statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required Statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

☒ By checking this box, the prospective primary participant is providing the certification set out above.

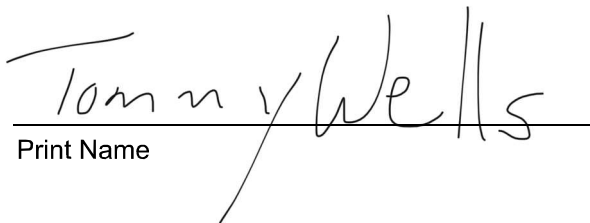
Signature of Governor's Authorized Official

Name of State/Territory: District of Columbia

LIHWAP State/Territory Lead Agency: Department of Energy and Environment

I certify that the LIHWAP Plan is complete and that LIHWAP grant project will be implemented in compliance with the certifications contained herein.

X 
Governor's Authorized Official


Print Name