



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Douglas A. Ducey
Governor

Timothy Jeffries
Director

March 27, 2015

To: Community Action Network
From: Lynn Larson *LS*
Acting DES Assistant Director
Division of Aging and Adult Services
Subject: State Fiscal Year (SFY) 2016 Allocation Revisions, State Plans, and Income Eligibility Thresholds

The following ALERTS are attached:

| <u>ALERT</u> | <u>FUND SOURCE/TYPE</u> |
|-----------------|---|
| ALERT SFY-16-A2 | Community Services Block Grant (CSBG) – SFY 2016 Revised Planning Levels |
| ALERT SFY-16-B2 | Low Income Home Energy Assistance Program (LIHEAP) – SFY 2016 Revised Planning Levels |
| ALERT SFY-16-K | Technical Assistance – Income Eligibility Thresholds for SFY 2016 |
| ALERT SFY-16-L | Plans – CSBG FFYs 2015-2016 DRAFT State Plan and LIHEAP FFY 2016 DRAFT State Plan |

During the March 25, 2015 Community Action Network conference call, a reversion to using the "Special Unemployment Report" as the data source for the unemployment factor was agreed to by the network. Unemployment is a factor for CSBG and LIHEAP funding, but is not a factor for Temporary Assistance for Needy Families funding.

Finalized Terms and Conditions have been sent to providers under separate cover. The Division of Aging and Adult Services (DAAS) requests that copies of original signed contracts pages be returned to your Contract Specialist or Frances Rubio by June 1, 2015.

The ALERTS are subject to change as additional information is received by the DAAS pertaining to the funding sources identified. ALERTS are available on the DAAS website using the link: <https://www.azdes.gov/daas/alerts>. Scroll down to ALERTS at the bottom of the webpage and select the respective ALERT. Community Action Programs and Services Policies and Procedures are available on the DAAS website at the following link: <https://www.azdes.gov/daas/policy>.

Should you have any questions regarding the attached ALERTS, please contact your assigned Contract Specialist.

cc: Lynn Larson, Donna Bleyle, Diana Gravett, Stephanie Bews, Nina Sutton, Bridget Casey, Camille Kowal, Tammy Frazee, Matt LeCrone, Rose Larsen, Toi La'shawn Ramey, Wes Fletcher, Matthew Lumpkin, and DAAS file



**Community Services Block Grant (CSBG)
for SFY 2016**

The Division of Aging and Adult Services (DAAS) allocated \$4,900,060 of CSBG funding for State Fiscal Year (SFY) 2016 on January 30, 2015. The ALERT identified that the SFY 2016 allocations were based on the funding formula containing updated 2010 Census numbers. The updated source was the 2013 American Community Survey (ACS) for a five year period (2009-2013) for the poverty, unemployment, and rural factors. The "Special Unemployment Report" that had been used in previous years no longer contains the same data elements, therefore the ACS, as recommended by the Department of Administration (ADOA), was used as the source for the unemployment factor.

Although the source was documented in the January 30, 2015 ALERT, at the March 25, 2015 conference call with the Community Action Network, the Arizona Department of Economic Security (ADES) provided additional details in relation to the use of the ACS for the unemployment factor. The ADOA indicated that they eliminated the estimates for unincorporated cities and towns because the ACS was a better resource for small area employment estimates. The ACS now produces five year averages of employment and unemployment for all areas, including all Census Designated Places. There is far more geographic detail in the ACS than what was being produced by ADOA in their special unemployment report.

Following this explanation, Western Arizona Council of Governments and Maricopa County Human Services Department proposed to ADES to revert back to using the "Special Unemployment Report" (as used in SFY 2015) as the data source for the unemployment factor in the allocation of the funds. This proposal was supported by the members of the network. The following revised initial contract allocations are being made to designated Community Action Agencies and the Limited Purpose Agency serving Migrant and Seasonal Farm Workers for SFY 2016.

| Agency | Allocation |
|---|---------------------|
| City of Glendale Community Action Program | \$ 187,030 |
| City of Phoenix Human Services Department | \$ 1,287,952 |
| Coconino County Community Services Department | \$ 150,000 |
| Community Action Human Resources Agency | \$ 275,038 |
| Gila County Division of Health and Community Services | \$ 150,000 |
| Maricopa County Human Services Department | \$ 818,510 |
| Mesa Community Action Network | \$ 291,477 |
| Northern Arizona Council of Governments | \$ 253,802 |
| Pima County Community Action Agency | \$ 726,491 |
| Southeastern Arizona Community Action Program | \$ 202,194 |
| Western Arizona Council of Governments | \$ 459,565 |
| Subtotal | \$ 4,802,059 |
| Portable Practical Education Preparation | \$ 98,001 |
| Total | \$ 4,900,060 |



Division of Aging and Adult Services
ALERT

SFY-16-A2

**Community Services Block Grant (CSBG)
for SFY 2016**

No changes were made to the following CSBG discretionary funds that were awarded for SFY 2016 and identified in the January 30, 2015 ALERT.

| Agency | Priority Area | Allocation |
|--------------------------------------|--|-------------------|
| Arizona Community Action Association | Statewide Coordination and Communication Among Eligible Entities | \$ 55,000 |
| Arizona Community Action Association | Training and Technical Assistance | \$ 100,000 |
| | Total | \$ 155,000 |

Discretionary funds must be fully expended by June 30, 2016.

If you have any questions or require additional information, please contact your assigned Contract Specialist.

**CSBG
SFY 2016**

Community Action Network Funding Formula
Proposed Funding Components
Fund Source - CSBG (Funding \$4,900,060)

ALERT 16-A1

| District | Agency | Served | 5% of funds distributed based on urban or rural status | Rural Population Internal Percentage of Persons Below 125% of Poverty | 10% of Balance Distributed Based on % of Unemployment | 10% of Balance Distributed Based on % of Unemployment | 2010 census % of persons @ or below 125% of poverty | 85% of service \$ distributed based on % of persons @ or below 125% of poverty | % of Total Allocation | Total Allocation Using Rural and Poverty Factors | Minimum Funding Variable | \$150,000 | Adjusted for \$ 150,000 Minimum Funding Variable | 12 Month Total Allocation | Initial 12 Month Total Allocation | |
|---------------------|------------------|-------------------|---|--|--|--|--|---|-----------------------------|--|--------------------------------|-------------|--|---------------------------------|---|------------|
| District 1 | MesaCAN | Maricopa/Mesa | | | 6.42% | \$ 30,829 | 6.64% | \$ 271,028 | 5.95% | \$ 301,857 | \$ - | \$ 301,857 | \$ (10,380) | \$ 291,477 | 291,477.00 | |
| | CITY OF GLENDALE | Maricopa/Glendale | | | 3.53% | \$ 16,951 | 4.33% | \$ 176,740 | 3.82% | \$ 193,691 | \$ - | \$ 193,691 | \$ (6,661) | \$ 187,030 | 187,030.00 | |
| | CITY OF PHOENIX | Maricopa/Phx | | | 22.25% | \$106,846 | 30.06% | \$1,226,974 | 26.28% | \$1,333,820 | \$ - | \$1,333,820 | \$ (45,868) | \$ 1,287,952 | 1,287,952.00 | |
| | MARICOPA COUNTY | Maricopa/balance | | | 23.52% | \$112,944 | 18.00% | \$ 734,715 | 16.70% | \$ 847,659 | \$ - | \$ 847,659 | \$ (29,149) | \$ 818,510 | 818,510.00 | |
| District 2 | PIMA COUNTY | | | | | | | | | | | | | | | |
| | | Pima | | | 13.45% | \$ 64,588 | 16.85% | \$ 687,775 | 14.83% | \$ 752,363 | \$ - | \$ 752,363 | \$ (25,872) | \$ 726,491 | 726,491.00 | |
| District 3 | COCONINO COUNTY | | | | | | | | | | | | | | | |
| | | Coconino | \$ 18,224 | 7.59% | 1.52% | \$ 7,299 | 1.83% | \$ 74,696 | 3.06% | \$ 100,219 | \$ 49,781 | \$ - | \$ - | \$ 150,000 | 150,000.00 | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | NACOG | Totals | \$ 47,492 | | 4.30% | \$ 20,649 | 4.77% | \$ 194,700 | 5.18% | \$ 262,841 | \$ - | \$ 262,841 | \$ (9,039) | \$ 253,802 | 253,802.00 | |
| | | Apache | \$ 2,689 | 1.12% | 0.20% | \$ 960 | 0.27% | \$ 11,021 | | \$ 14,670 | | | 6% | \$ (504) | \$ 14,166 | 14,166.00 |
| | Yavapai | \$ 30,685 | 12.78% | 3.21% | \$ 15,415 | 3.08% | \$ 125,718 | | \$ 171,818 | | | 65% | \$ (5,909) | \$ 165,909 | 165,909.00 | |
| | Navajo | \$ 14,118 | 5.88% | 0.89% | \$ 4,274 | 1.42% | \$ 57,961 | | \$ 76,353 | | | 29% | \$ (2,626) | \$ 73,727 | 73,727.00 | |
| District 4 | WACOG | Totals | \$ 78,490 | | 15.70% | \$ 75,392 | 7.89% | \$ 322,049 | 9.38% | \$ 475,931 | \$ - | \$ 475,931 | \$ (16,366) | \$ 459,565 | 459,565.00 | |
| | | La Paz | \$ 3,674 | 1.53% | 0.14% | \$ 672 | 0.37% | \$ 15,102 | | \$ 19,448 | | | 4% | \$ (669) | \$ 18,779 | 18,779.00 |
| | | Mohave | \$ 36,039 | 15.01% | 3.48% | \$ 16,711 | 3.62% | \$ 147,759 | | \$ 200,509 | | | 42% | \$ (6,895) | \$ 193,614 | 193,614.00 |
| | | Yuma | \$ 38,777 | 16.15% | 12.08% | \$ 58,009 | 3.90% | \$ 159,188 | | \$ 255,974 | | | 54% | \$ (8,802) | \$ 247,172 | 247,172.00 |
| District 5 | CAHRA | Pinal | \$ 51,477 | 21.44% | 4.65% | \$ 22,330 | 5.17% | \$ 211,026 | 5.61% | \$ 284,833 | \$ - | \$ 284,833 | \$ (9,795) | \$ 275,038 | 275,038.00 | |
| | GILA COUNTY | | | | | | | | | | | | | | | |
| | | Gila | \$ 7,131 | 2.97% | 0.61% | \$ 2,930 | 0.72% | \$ 29,389 | 3.06% | \$ 39,450 | \$110,550 | \$ - | \$ - | \$ 150,000 | 150,000.00 | |
| District 6 | SEACAP | Totals | \$ 37,289 | | 4.05% | \$ 19,448 | 3.74% | \$ 152,658 | 4.13% | \$ 209,395 | \$ - | \$ 209,395 | \$ (7,201) | \$ 202,194 | 202,194.00 | |
| | | Cochise | \$ 20,409 | 8.50% | 2.17% | \$ 10,420 | 2.05% | \$ 83,676 | | \$ 114,505 | | | 55% | \$ (3,938) | \$ 110,567 | 110,567.00 |
| | | Graham | \$ 4,610 | 1.92% | 0.35% | \$ 1,681 | 0.46% | \$ 18,776 | | \$ 25,067 | | | 12% | \$ (862) | \$ 24,205 | 24,205.00 |
| | | Greenlee | \$ 1,489 | 0.62% | 0.12% | \$ 576 | 0.15% | \$ 6,123 | | \$ 8,188 | | | 4% | \$ (282) | \$ 7,906 | 7,906.00 |
| | | Santa Cruz | \$ 10,781 | 4.49% | 1.41% | \$ 6,771 | 1.08% | \$ 44,083 | | \$ 61,635 | | | 29% | \$ (2,120) | \$ 59,515 | 59,515.00 |
| Totals | | | \$240,103 | 100% | 100.00% | \$480,206 | 100.00% | \$4,081,750 | 98.00% | \$4,802,059 | \$160,331 | \$4,662,390 | \$ (160,331) | \$ 4,802,059 | 4,802,059.00 | |
| | | | | | | | | PPEP | 2.00% | \$ 98,001 | | | | \$ 98,001 | 98,001.00 | |
| | | | | | | | | Totals | 100.00% | \$4,900,060 | | | | \$ 4,900,060 | \$ 4,900,060.00 | |
| GRAND TOTALS | | | | | | | | | | | | | | \$ 4,900,060 | \$ 4,900,060.00 | |

PPEP 98,001.00
5% Rural 240,103.00
10% Unemployment 480,206.00
85% Poverty 4,081,750.00
Total 4,900,060.00

Funds less PPEP 4,802,059.00
Total Grant 4,900,060.00

CSBG Discretionary SFY 2016

Community Action Network Funding Formula
Proposed Funding Components
Fund Source - CSBG Discretionary (Funding \$155,000)

ALERT 16-A1

| District | Agency | Served | FY 2016 Initial Allocation | Increase/ (Decrease) | FY 2016 Revised Allocation |
|-------------------|------------------|-------------------------|-------------------------------|-------------------------|-------------------------------|
| District 1 | | | | | |
| | MesaCAN | | | | |
| | | Maricopa/Mesa | \$ - | \$ - | \$ - |
| | CITY OF GLENDALE | | | | |
| | | Maricopa/Glendale | \$ - | \$ - | \$ - |
| | CITY OF PHOENIX | | | | |
| | | Maricopa/Phx | \$ - | \$ - | \$ - |
| | MARICOPA COUNTY | | | | |
| | | Maricopa/balance | \$ - | \$ - | \$ - |
| District 2 | | | | | |
| | PIMA COUNTY | | | | |
| | | Pima | \$ - | \$ - | \$ - |
| District 3 | | | | | |
| | COCONINO COUNTY | | | | |
| | | Coconino | \$ - | \$ - | \$ - |
| | NACOG | Totals | \$ - | \$ - | \$ - |
| | | Apache | \$ - | \$ - | \$ - |
| | | Yavapai | \$ - | \$ - | \$ - |
| | | Navajo | \$ - | \$ - | \$ - |
| District 4 | | | | | |
| | WACOG | Totals | \$ - | \$ - | \$ - |
| | | La Paz | \$ - | \$ - | \$ - |
| | | Mohave | \$ - | \$ - | \$ - |
| | | Yuma | \$ - | \$ - | \$ - |
| District 5 | | | | | |
| | CAHRA | | | | |
| | | Pinal | \$ - | \$ - | \$ - |
| | GILA COUNTY | | | | |
| | | Gila | \$ - | \$ - | \$ - |
| District 6 | | | | | |
| | SEACAP | Totals | \$ - | \$ - | \$ - |
| | | Cochise | \$ - | \$ - | \$ - |
| | | Graham | \$ - | \$ - | \$ - |
| | | Greenlee | \$ - | \$ - | \$ - |
| | | Santa Cruz | \$ - | \$ - | \$ - |
| Statewide | | | | | |
| | ACAA | Statewide | \$ 155,000 | \$ - | \$ 155,000 |
| | | Totals | \$ 155,000 | \$ - | \$ 155,000 |
| | | FY 2016 Total Allocated | | | \$ 155,000 |



Division of Aging and Adult Services
ALERT

SFY-16-B2

**Low Income Home Energy Assistance Program (LIHEAP)
for SFY 2016**

The Division of Aging and Adult Services (DAAS) allocated \$18,799,175 of LIHEAP funding for State Fiscal Year (SFY) 2016 on January 30, 2015. The SFY allocations are based on the projected balance remaining from the current federal grant [Federal Fiscal Year (FFY) 2015] and half of an estimated amount of the next federal grant (FFY 2016). The FFY 2015 grant amount is significantly lower than the FFY 2014 grant that was used to determine the SFY 2015 contract allocations. In addition, the SFY 2016 allocations include half of an estimated FFY 2016 grant also at the reduced level. Therefore, the SFY 2016 allocation results in a \$2,275,869 decrease from the SFY 2015 initial base funding allocations. The SFY 2016 allocations are based on a funding formula containing updated 2010 Census numbers. The updated source was the 2013 American Community Survey (ACS) for a five year period (2009-2013) for the poverty, unemployment, and rural factors. The “Special Unemployment Report” that had been used in previous years no longer contains the same data elements, therefore the ACS, as recommended by the Department of Administration (ADOA), was used as the source for the unemployment factor.

Although the source was documented in the January 30, 2015 ALERT, at the March 25, 2015 conference call with the Community Action Network, ADES provided additional details in relation to the use of the ACS for the unemployment factor. The ADOA indicated that they eliminated the estimates for unincorporated cities and towns because the ACS was a better resource for small area employment estimates. The ACS now produces five year averages of employment and unemployment for all areas, including all Census Designated Places. There is far more geographic detail in the ACS than what was being produced by ADOA in their special unemployment report.

Following this explanation, Western Arizona Council of Governments and Maricopa County Human Services Department proposed to ADES to revert back to using the “Special Unemployment Report” (as used in SFY 2015) as the data source for the unemployment factor in the allocation of the funds. This proposal was supported by the members of the network. The following revised initial contract allocations are being made to designated Utility Assistance Providers to assist low-income households to pay basic home energy bills for SFY 2016.

| Agency | Allocation |
|---|----------------------|
| City of Glendale Community Action Program | \$ 642,457 |
| City of Phoenix Human Services Department | \$ 4,427,057 |
| Maricopa County Human Services Department | \$ 2,765,845 |
| Mesa Community Action Network | \$ 1,000,442 |
| Pima County Community Action Agency | \$ 768,210 |
| Coconino County Community Services Department | \$ 349,893 |
| Northern Arizona Council of Governments | \$ 875,090 |
| Western Arizona Council of Governments | \$ 1,548,358 |
| Community Action Human Resources Agency | \$ 881,329 |
| Gila County Division of Health and Community Services | \$ 131,299 |
| Southeastern Arizona Community Action Program | \$ 697,392 |
| | |
| Subtotal | \$ 14,087,372 |
| | |



Division of Aging and Adult Services
ALERT

SFY-16-B2

**Low Income Home Energy Assistance Program (LIHEAP)
for SFY 2016**

| | |
|--------------------------------------|----------------------|
| Tucson Urban League | \$ 1,670,866 |
| Governor's Office of Energy Policy | \$ 2,953,365 |
| Tohono O'odham Nation | \$ 62,572 |
| Subtotal | \$ 4,686,803 |
| Arizona Community Action Association | \$ 25,000 |
| Total | \$ 18,799,175 |

These funds must be fully expended by June 30, 2016.

The LIHEAP funds include provider administration, vouchers, and Assurance 16. Please note that Assurance 16 funds are to be used for 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 education.

There is a 15 percent set aside for low-income residential weatherization to be coordinated through the Governor's Office of Energy Policy. One percent (\$29,534) of the total weatherization allocation is approved for training purposes.

An allocation of \$25,000 is made to the Arizona Community Action Association for Leveraging Activities allowed under the governing legislation. Catholic Charities has relinquished its service area effective July 1, 2015. Northern Arizona Council of Governments (NACOG) has agreed to absorb the Yavapai service area. NACOG's allocation has been adjusted accordingly.

If you have any questions or require additional information, please contact your assigned Contract Specialist.

**LIHEAP
SFY 2016**

Community Action Network Funding Formula
Proposed Funding Components
Fund Source - LIHEAP (Funding \$18,799,175)

Alert 16-B1

| District | Agency | Served | 5% of funds distributed based on urban or rural status | Rural Population - Percentage of Persons Below 125% of Poverty | % of Unemployment | 10% of Balance Distributed Based on % of Unemployment | 2010 census % of persons @ or below 125% of poverty | 85% of service \$ distributed based on % of persons @ or below 125% of poverty | % of Total Allocation | 12 Month Total Allocation | SFY 2016 Allocation |
|-------------------|---------------------|-------------------|---|---|----------------------|---|---|---|--------------------------|------------------------------|------------------------|
| District 1 | CITY OF GLENDALE | Maricopa/Glendale | | | 3.45% | \$ 54,368 | 4.39% | \$ 588,089 | 4.08% | \$ 642,457 | \$ 642,457 |
| | CITY OF PHOENIX | Maricopa/Phx | | | 21.77% | \$ 343,073 | 30.49% | \$ 4,083,984 | 28.09% | \$ 4,427,057 | \$ 4,427,057 |
| | MARICOPA COUNTY | Maricopa/balance | | | 23.37% | \$ 368,229 | 17.90% | \$ 2,397,616 | 17.55% | \$ 2,765,845 | \$ 2,765,845 |
| | MesaCAN | Maricopa/Mesa | | | 6.28% | \$ 98,992 | 6.73% | \$ 901,450 | 6.35% | \$ 1,000,442 | \$ 1,000,442 |
| District 2 | PIMA COUNTY | Pima/balance | | | 5.74% | \$ 90,399 | 5.06% | \$ 677,811 | 4.87% | \$ 768,210 | \$ 768,210 |
| | TUCSON URBAN LEAGUE | Pima/Tucson | | | 7.94% | \$ 125,140 | 11.54% | \$ 1,545,726 | 10.60% | \$ 1,670,866 | \$ 1,670,866 |
| District 3 | COCONINO COUNTY | Coconino | \$ 61,300 | 7.78% | 2.50% | \$ 39,355 | 1.86% | \$ 249,238 | 2.22% | \$ 349,893 | \$ 349,893 |
| | NACOG | Totals | \$ 159,788 | | | \$ 66,708 | | \$ 648,594 | 5.55% | \$ 875,090 | \$ 875,090 |
| | | Apache | \$ 9,061 | 1.15% | 0.19% | \$ 3,013 | 0.27% | \$ 36,265 | | \$ 48,339 | |
| | | Navajo | \$ 47,511 | 6.03% | 0.87% | \$ 13,711 | 1.44% | \$ 192,981 | | \$ 254,203 | |
| | Yavapai | \$ 103,216 | 13.10% | 3.17% | \$ 49,984 | 3.13% | \$ 419,348 | | \$ 572,548 | | |
| District 4 | WACOG | Totals | \$ 257,411 | | | \$ 245,907 | | \$ 1,045,040 | 9.83% | \$ 1,548,358 | \$ 1,548,358 |
| | | La Paz | \$ 6,855 | 0.87% | 0.31% | \$ 4,815 | 0.21% | \$ 28,228 | | \$ 39,898 | |
| | | Mohave | \$ 121,181 | 15.38% | 3.49% | \$ 54,938 | 3.67% | \$ 491,678 | | \$ 667,797 | |
| | | Yuma | \$ 129,375 | 16.42% | 11.81% | \$ 186,154 | 3.92% | \$ 525,134 | | \$ 840,663 | |
| District 5 | CAHRA | Pinal | \$ 159,945 | 20.30% | 4.55% | \$ 71,702 | 4.85% | \$ 649,682 | 5.59% | \$ 881,329 | \$ 881,329 |
| | GILA COUNTY | Gila | \$ 23,953 | 3.04% | 0.60% | \$ 9,466 | 0.73% | \$ 97,880 | 0.83% | \$ 131,299 | \$ 131,299 |
| District 6 | SEACAP | Totals | \$ 125,515 | | | \$ 62,485 | | \$ 509,392 | 4.43% | \$ 697,392 | \$ 697,392 |
| | | Cochise | \$ 68,627 | 8.71% | 2.12% | \$ 33,441 | 2.08% | \$ 278,706 | | \$ 380,774 | |
| | | Graham | \$ 15,522 | 1.97% | 0.34% | \$ 5,421 | 0.47% | \$ 63,054 | | \$ 83,997 | |
| | | Greenlee | \$ 5,043 | 0.64% | 0.12% | \$ 1,912 | 0.15% | \$ 20,192 | | \$ 27,147 | |
| | | Santa Cruz | \$ 36,323 | 4.61% | 1.38% | \$ 21,711 | 1.10% | \$ 147,440 | | \$ 205,474 | |
| Totals | | | \$ 787,912 | 100% | 100% | \$ 1,575,824 | 100% | \$ 13,394,502 | 100% | \$ 15,758,238 | \$15,758,238 |

| | | |
|-------------------------------------|----------------------|---------------------|
| ACAA - Leveraging | \$ 25,000 | \$ 25,000 |
| Governor's Office of Energy Policy | \$ 2,953,365 | \$ 2,953,365 |
| Tohono O'odham | \$ 62,572 | \$ 62,572 |
| Total (ACAA/Commerce/Tohono) | \$ 3,040,937 | \$ 3,040,937 |
| Total | \$ 18,799,175 | \$18,799,175 |

**Technical Assistance
for SFY 2015**

Technical Assistance ALERTS are generated periodically to update contractual and/or programmatic requirements and/or clarifications. Please ensure that appropriate Community Action Agency (CAA) staff are aware of this technical assistance.

Community Action Program Services (CAPS) – Income Eligibility Thresholds for SFY 2016

The SFY 2015-2016 Income Threshold Chart for CAPS becomes effective on July 1, 2015 and will remain in effect until June 30, 2016. Both the Federal Poverty Guideline (FPG) and the State Median Income (SMI) have risen slightly for 2015. The income threshold for Low Income Home Energy Assistance (LIHEAP) eligibility is set at 60 percent of the current SMI, as determined by the American Community Survey (ACS), 2013 Three-Year Estimates, or 150 percent of the current Federal Poverty Guideline (FPG), whichever is greater. As in SFY 2015, the 150 percent FPG threshold is still greater than 60 percent of the SMI for households sized seven and larger. An abbreviated chart for use with LIHEAP only is also included in this ALERT (Attachment #1). The income thresholds on the simplified LIHEAP only chart are derived from the comprehensive CAPS chart, (Attachment #2) for all other Community Action Program Services, the current FPGs are used to determine income eligibility according to the rules and income limits for each specific program.

These charts replace the SFY 2015 income threshold charts in the LIHEAP and Short-Term Crisis Services (STCS) Policy and Procedure Manuals. The charts currently in use indicate they are effective through September 30, 2015. However, since the federal poverty numbers have been made available earlier in 2015 than in 2014, DAAS is publishing the new numbers in time for implementation in SFY 2016. These charts will replace the current charts on July 1, 2015.

If you have any questions or require additional information, please contact Diana Gravett, Community Action Program Specialist, at dgravett@azdes.gov or 602-542-6594.

Arizona Department of Economic Security - Division of Aging and Adult Services (DAAS)

Community Services Unit

Income Thresholds for Community Action Program Services - Effective July 1, 2015 - June 30, 2016

Federal Poverty Guidelines (FPG) - Income Thresholds for the Last 30 Days of Income by Percent of Poverty

| <i>Number of Household Members>></i> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | <i>For >12 Add</i> |
|---|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-----------------------|
| 0%-75% of Poverty = At or under 75% of the FPG. | \$736 | \$996 | \$1,256 | \$1,516 | \$1,776 | \$2,036 | \$2,296 | \$2,556 | \$2,816 | \$3,076 | \$3,336 | \$3,596 | \$260 |
| 76%-100% of Poverty = Above 75% and at or below 100% of FPG. Threshold for: Senior Telephone Discount Program. | \$981 | \$1,328 | \$1,674 | \$2,021 | \$2,368 | \$2,714 | \$3,061 | \$3,408 | \$3,754 | \$4,101 | \$4,448 | \$4,794 | \$347 |
| 101%-125% of Poverty = Above 100% and at or below 125% of FPG. Threshold for: STCS, CSBG clients aged 59 and under without disabilities and NHN. For STCS clients 60+ or persons with disabilities see: 126%-150% of Poverty below. | \$1,226 | \$1,659 | \$2,093 | \$2,526 | \$2,959 | \$3,393 | \$3,826 | \$4,259 | \$4,693 | \$5,126 | \$5,559 | \$5,993 | \$433 |
| 126%-150% of Poverty = Above 125% and at or below 150% of FPG. Threshold for: STCS and CSBG clients aged 60+, persons with disabilities and TAP. For LIHEAP clients see next section, LIHEAP ONLY. | \$1,471 | \$1,991 | \$2,511 | \$3,031 | \$3,551 | \$4,071 | \$4,591 | \$5,111 | \$5,631 | \$6,151 | \$6,671 | \$7,191 | \$520 |
| NEW - LIFELINE: 135% of Poverty = At or under 135% of the FPG. Threshold for Lifeline Telephone Discount. | \$1,324 | \$1,792 | \$2,260 | \$2,728 | \$3,196 | \$3,664 | \$4,132 | \$4,600 | \$5,068 | \$5,536 | \$6,004 | \$6,472 | \$468 |

LIHEAP ONLY - Income Thresholds by Household Size

| <i>Number of Household Members>></i> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | <i>For >12 Add</i> |
|---|--|---------|---------|---------|---------|---------|---|---------|---------|---------|---------|---------|-----------------------|
| The household income limit for the last 30 days for LIHEAP is 60% of SMI for households sized 6 and under. For households sized 7 and over, the income limit is 150% of FPG | \$1,694 | \$2,215 | \$2,736 | \$3,257 | \$3,778 | \$4,299 | \$4,591 | \$5,111 | \$5,631 | \$6,151 | \$6,671 | \$7,191 | \$520 |
| | Income limits for LIHEAP households sized 6 and under using 60% of State Median Income | | | | | | Income limits for LIHEAP households sized 7 and over using Federal Poverty Guidelines | | | | | | |

LIHEAP ONLY - Energy Points for Income by Household Size

| <i>Number of Household Members>></i> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | <i>For >12 Add</i> |
|---|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-----------------------|
| A) 5 points At or below 25% of 60% of SMI or 150% of FPG for households sized 7 or more >> | \$423 | \$554 | \$684 | \$814 | \$945 | \$1,075 | \$1,148 | \$1,278 | \$1,408 | \$1,538 | \$1,668 | \$1,798 | \$130 |
| B) 4 points Above 25% and up to 50% of 60% of SMI >> or above 150% for households sized 7 or more >> | \$847 | \$1,107 | \$1,368 | \$1,628 | \$1,889 | \$2,150 | \$2,296 | \$2,556 | \$2,816 | \$3,076 | \$3,336 | \$3,596 | \$260 |
| C) 3 points Above 50% and up to 75% of 60% of the SMI >> or above 150% for households sized 7 or | \$1,270 | \$1,661 | \$2,052 | \$2,443 | \$2,834 | \$3,224 | \$3,443 | \$3,833 | \$4,223 | \$4,613 | \$5,003 | \$5,393 | \$390 |
| D) 2 points Above 75% of 60% of SMI or above 150% of FPG for households sized 7 or more. >> | \$1,694 | \$2,215 | \$2,736 | \$3,257 | \$3,778 | \$4,299 | \$4,591 | \$5,111 | \$5,631 | \$6,151 | \$6,671 | \$7,191 | \$520 |

Division of Aging and Adult Services
ALERT

SFY-16-L

**Plans
for SFY 2016**

Please ensure that all appropriate CAN staff is provided with this information.

DRAFT CSBG State Plan for Federal Fiscal Years (FFYs) 2015-2016: The Plan has been amended to update funding allocations, public hearing dates and describe discretionary awards and activities for FFY 2015; update and add program narratives and to communicate administrative personnel changes. No substantial funding, policy or programmatic changes were made for FFY 2016. See Attachment #3.

DRAFT LIHEAP State Plan for FFY 2016 – A major programmatic change for SFY 2016 is the relinquishing of the Yavapai County service area by Catholic Charities. This area will now be served by the Northern Arizona Council of Governments (NACOG). See Attachment #5.

Matrices outlining the amendments to the CSBG State Plan FFYs 2015-2016 and changes to the LIHEAP State Plan FFY 2016 are included in this ALERT (See Attachments #4 and #6, respectively). DAAS requests the Network review the DRAFT State Plan documents and corresponding matrices and provide comments no later than April 20, 2015. DAAS anticipates posting the DRAFT Amendment for the CSBG State Plan for FFYs 2015-2016 and DRAFT LIHEAP State Plan for FFY 2016 on the DES website for public inspection by May 1, 2015.

The **Public Hearings** will be held in the following locations:

| Date/Time | Location | Topic |
|----------------------------------|--|--------------------|
| May 14, 2015 1:00pm to 3:00pm | Rio Nuevo complex, Sentinel Building, Santa Cruz Conference Room, 320 North Commerce Park Loop Tucson, AZ 85745 | LIHEAP |
| May 22, 2015 1:00pm to 3:00pm | Coconino County Human Services, Ponderosa Room, 2625 North King Street Flagstaff, AZ 86004 | LIHEAP |
| May 28, 2015 1:00pm to 3:00pm | Executive Tower, Grand Canyon Room, lower level, 1700 West Washington Street Phoenix, AZ 85007 | CSBG and LIHEAP |

As indicated in the CSBG State Plan, one hearing will be held in Phoenix as FFY 2016 is an intervening plan year.

If you have any questions or require additional information, please contact Diana Gravett, Community Action Program Specialist, at dgravett@azdes.gov or 602-542-6594 or Stephanie Bews, Energy and Emergency Programs Specialist, at sbews@azdes.gov or 602-542-6620.



STATE OF ARIZONA

**COMMUNITY SERVICES BLOCK GRANT PROGRAM
Amended - DRAFT**

Federal Fiscal Years (FFYs) 2015-2016

Douglas A. Ducey, Governor

Timothy Jeffries

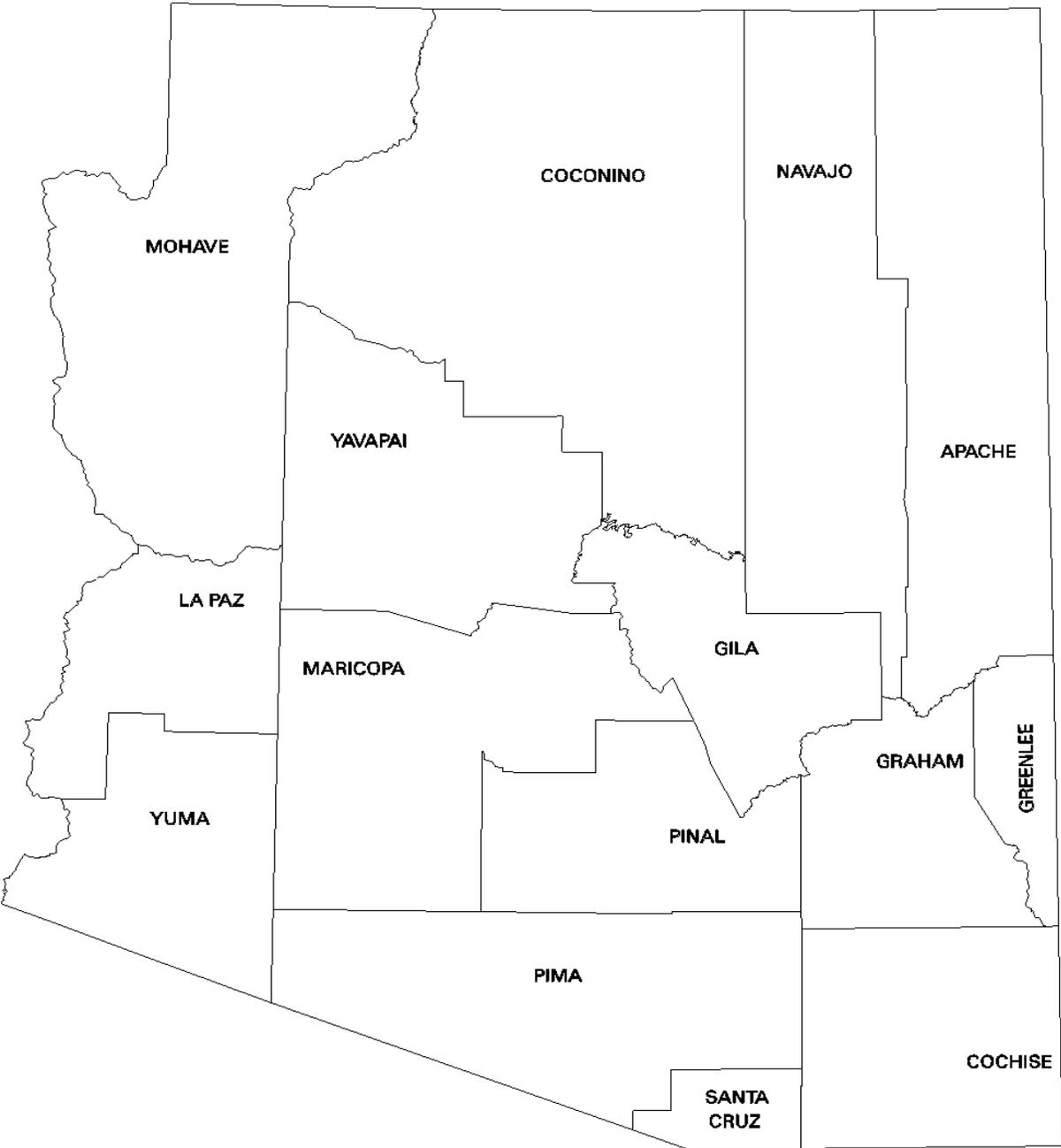
Director

**Department of Economic Security
Division of Aging and Adult Services**

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Arizona Counties



I. Federal Fiscal Year Or Years Covered By This State Plan

Federal Fiscal Years (FFYs) 2015-2016 – **Mid-Plan Amendment**

II. Letter of Transmittal

Transmittal letter is included with this Community Services Block Grant (CSBG) application and plan. The State CSBG contact persons are listed below:

Lynn Larson, Acting Assistant Director and
Donna Bleyle, Interim Community Services Program Administrator
Arizona Department of Economic Security
Division of Aging and Adult Services
P.O. Box 6123-950A
Phoenix, Arizona 85005
(602) 542-4446
(602) 542-6655 FAX

III. Executive Summary

A. CSBG State Legislation

The Community Services Block Grant Program in Arizona is governed via federal legislation. While State legislation does not regulate specific activities, the legislative hearing process allows for legislative review and comment regarding ongoing activities and accomplishments of the program.

B. Governor's Delegation

Section 676(a) of the Act requires the Chief Executive Officer of each state to designate an appropriate state agency to act as lead agency for the administration of the Community Services Block Grant (Letter of Delegation in Appendix A).

The Chief Executive Officer of the State has designated the following State entity to act as the lead agency of the Community Services Block Grant Program.

Lead Agency: Arizona Department of Economic Security
Director: Timothy Jeffries

C. State Application and Plan

(1) Public Hearings:

Beginning with the State Plan for FFYs 2015-2016, Arizona Department of Economic Security (ADES) will conduct multiple public hearings throughout the State, in conjunction with the development of the biennial State Plan. ADES will conduct a single public hearing in Phoenix in the intervening years to solicit public comment regarding amendments to the current Plan.

The Department conducted several public hearings in 2014 to ensure public inspection, facilitate review and solicit comments regarding the FFYs 2015-2016 CSBG State Plan, and to provide opportunities for the public in various parts of the State to offer comments without the necessity of traveling to Phoenix. The first public hearing was held in Phoenix on May 22, 2014; the second in Flagstaff (northern Arizona) on June 4, 2014; and the third, in Tucson (southern Arizona) on June 10, 2014. DES conducted one public hearing in Phoenix on May 28, 2015 to ensure public inspection and review of updates to the FFYs 2015-2016 CSBG State Plan.

In 2013, Maricopa County Human Services Department, an eligible entity, notified the State of a request to relinquish the portion of its service area within the Tempe city limits. The State issued a Request for Proposal and held a public hearing on March 31, 2014 in Tempe, Arizona to elicit comments on the establishment of a new eligible entity and the resulting change in the proportional share of funding to agencies. Concerns were expressed regarding the economic and administrative feasibility of creating a new CSBG eligible entity. After considering input and evaluating the financial impact to the program, the Request for Proposal was cancelled. Maricopa County Human Services Department will continue to serve the city of Tempe.

(2) Legislative Hearing:

Legislative hearings are held once every three years in accordance with Section 676(a)(3) of the Act. The last legislative hearing was held on August 6, 2014.

(3) Public Inspection:

The 2015-2016 CSBG State Plan was made available for public inspection and comment via the public hearing process in 2014. Paper copies of the State Plan are available upon request. In addition, the State Plan was posted on the ADES website. Oral and written testimony were solicited and accepted at the public hearings and via the ADES website from May 12, 2014 through June 20, 2014. Oral and written testimony were solicited and accepted at the public hearing and via the ADES website from April 1, 2015 through May 28, 2015 for the FFY 2015-2016 CSBG State Plan Mid-Plan Amendment.

IV. Statement of Federal and CSBG Assurances

As part of the biennial application and Plan required by Section 676 of the Community Services Block Grant Act, as amended, (42 U.S. C. 9901 et seq.) (The Act), the designee of the Chief Executive Officer of the State hereby agrees to the Assurances in Section 676 of the Act as indicated below.

A. Programmatic Assurances

(1) Funds made available through this grant or allotment will be used:

- (a) To support activities that are designated to assist low-income families and individuals, including families and individuals receiving assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farmworkers, low-income seniors and families to enable families and individuals to:

- (i) remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a state program carried out under part A of the Title IV of the Social Security Act);
 - (ii) secure and retain meaningful employment;
 - (iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
 - (iv) make better use of available income;
 - (v) obtain and maintain adequate housing and a suitable living environment;
 - (vi) obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
 - (vii) achieve greater participation in the affairs of the communities involved including the development of public and private grassroots partnerships with local law enforcement agencies, housing authorities, private foundations, and other public and private partners; to document best practices based on successful grassroots intervention in urban areas; to develop methodologies for widespread replication; and strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts.
- (b) To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and after-school child care programs; and
- (c) To make more effective use of, and to coordinate with, other programs (including State welfare reform efforts). [676(b)(1)]
- (2) To describe how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in Section 675(b) of the Act in accordance with the CSBG Program, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of the CSBG Program. [676(b)(2)]
- (3) To provide information provided by eligible entities in the State, including:
- (a) A description of the service delivery system, for services provided or coordinated with funds made available through grants made under Section 675(a) of the Act, targeted to low-income individuals and families in communities in the State;

- (b) A description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;
 - (c) A description of how funds made available through grants made under Section 675(a) of the Act will be coordinated with other public and private resources; and
 - (d) A description of how eligible entities will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of the CSBG, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting. [‘676(b)(3)]
- (4) To ensure that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals. [‘676(b)(4)]
 - (5) The State and eligible entities within the State will coordinate, and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and State and eligible entities will coordinate the provision of employment and training activities in the State and in communities with eligible entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998. [‘676(b)(5)]
 - (6) To ensure coordination between antipoverty programs in each community in the State, and to ensure, where appropriate, that emergency energy crisis intervention programs under Title XXVI (relating to low-income home energy assistance) are conducted in such communities. [‘676(b)(6)]
 - (7) To permit and cooperate with federal investigations undertaken in accordance with section 678D of the Act. [‘676(b)(7)]
 - (8) That any eligible entity in the State that received funding in the previous fiscal year through a community services block grant under the CSBG Program, will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the eligible entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b) of the Act. [‘676(b)(8)]
 - (9) That the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups and community organizations. [‘676(b)(9)]
 - (10) To require each eligible entity in the State to establish procedures under which a low-income individual, community organization, religious organization, or representative of low-income individuals that considers its organization or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation. [‘676(b)(10)]

- (11) To secure from each eligible entity in the State, as a condition to receipt of funding, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State Plan) that includes a community needs assessment for the community served, which may be coordinated with community needs assessments conducted for other programs. [‘676(b)(11)]
- (12) That the State and all eligible entities in the State will continue to participate in the Results Oriented Management and Accountability (ROMA) System, or another performance measure system for which the Secretary facilitated development pursuant to Section 678E(b) of the Act. [‘676(b)(12)]
- (13) To provide information describing how the State will carry out these assurances. [‘676(b)(13)]

B. Administrative and Financial Assurances

The State further agrees to the following, as required under the Act:

- (1) To submit an application to the Secretary containing information and provisions that describe the programs for which assistance is sought under the CSBG Program prepared in accordance with and containing the information described in Section 676 of the Act. [‘675A(b)]
- (2) To use not less than 90 percent of the funds made available to the State by the Secretary under Section 675A or 675B of the Act to make grants to eligible entities for the stated purposes of the CSBG Program and to make such funds available to eligible entities for obligation during the fiscal year and the succeeding fiscal year, subject to the provisions regarding recapture and redistribution of unobligated funds outlined below. [‘675C(a)(1) and (2)]
- (3) The State assures that unobligated funds from eligible entities will be carried forward into the following State fiscal year (SFY) for expenditures consistent with program purposes. [‘675 (C) superseded by Public Law 107-116]
- (4) The State will spend no more than the greater of \$55,000, or five percent, of its grant received under Section 675A of the Act, or the State allotment received under section 675B of the Act, for administrative expenses, including monitoring activities. [‘675C(b)(2)]
- (5) The State’s charity tax credit rules do not meet all requirements and limitations specified in Section 675(c) of the Act regarding use of CSBG funds for statewide activities to provide charity tax credits to qualified charitable organizations. Therefore, the State does not utilize CSBG to provide charity tax credits.[‘675(c)]
- (6) The lead agency will hold at least one hearing in the State with sufficient time and statewide distribution of notice of such hearing, to provide to the public an opportunity to comment on the proposed use and distribution of funds to be provided through the grant or allotment under Section 675A or 675B of the Act for the period covered by the State Plan. [‘676(a)(2)(B)]
- (7) That the chief executive officer of the State will designate an appropriate State agency for purposes of carrying out State CSBG Program activities. [‘676(a)(1)]

- (8) The State will hold at least one legislative hearing every three years in conjunction with the development of the State Plan. [‘676(a)(3)]
- (9) The State will make available for public inspection each plan or revised State Plan in such a manner as will facilitate review and comment on the plan. [‘676(e)(2)]
- (10) The State will conduct the following reviews of eligible entities:
 - (a) Full onsite review of each such entity at least once during each three year period;
 - (b) An onsite review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the CSBG Program;
 - (c) Follow-up reviews, including prompt return visits to eligible entities and their programs, that fail to meet the goals, standards, and requirements established by the State; and
 - (d) Other reviews as appropriate, including reviews of eligible entities with programs that have had other federal, state or local grants (other than assistance provided under the CSBG Program) terminated for cause. [‘678B(a)]
- (11) In the event that the State determines that an eligible entity fails to comply with the terms of an agreement or the State Plan, to provide services under the CSBG Program or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the State will comply with the requirements outlined under Section 678C of the Act, to:
 - (a) Inform the eligible entity of the deficiency to be corrected;
 - (b) Require the eligible entity to correct the deficiency;
 - (c) Offer training and technical assistance as appropriate to help correct the deficiency, and submit to the Secretary a report describing the training and technical assistance offered or stating the reasons for determining that training and technical assistance are not appropriate;
 - (d) At the discretion of the State, offer the eligible entity an opportunity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan and to either approve the proposed plan or specify reasons why the proposed plan cannot be approved; and
 - (e) After providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation of or reduce the funding to the eligible entity unless the eligible entity corrects the deficiency. [‘678C(a)]
- (12) The State will establish fiscal controls, procedures, audits and inspections, as required under Sections 678D(a)(1) and 678D(a)(2) of the Act.
- (13) The State will repay the United States amounts found not to have been expended in accordance with the Act, or the Secretary may offset such amounts against any other amount to which the State is or may become entitled under the CSBG Program. [‘678D(a)(3)]

- (14) The State assures that it will participate in ROMA Practices for the purpose of measuring performance and results. This includes defining outcomes under the six national goals that promote self-sufficiency, building agency capacity, and community revitalization. [‘678E(a)(1)(A) and ‘678E(a)(1)(B)]
- (15) The State will prepare and submit to the Secretary an annual report on the measured performance of the State and its eligible entities, as described under 678(a)(2) of the Act.
- (16) The State will comply with the prohibition against use of CSBG funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678(a) of the Act.
- (17) The State will ensure that programs assisted by CSBG funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. [‘678F(b)]
- (18) The State will ensure that no person shall, on the basis of race, color, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with CSBG Program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 1974 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity. [‘678F(c)]
- (19) The State will consider religious organizations on the same basis as other non-governmental organizations to provide assistance under the program so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution; not to discriminate against an organization that provides assistance under, or applies to provide assistance under the CSBG Program on the basis that the organization has a religious character; and not to require a religious organization to alter its form of internal government except as provided under Section 678B of the Act, or to remove religious art, icons, scripture or other symbols in order to provide assistance under the CSBG Program. [‘679]

C. Other Administrative Certifications

The State also certifies the following:

- (1) To provide assurances that cost and accounting standards of the Office of Management and Budget (OMB Circular A-110 and A-122) shall apply to a recipient of CSBG Program funds.
- (2) To comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an eligible entity and used routinely or regularly for the provision of health, day care,

education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan or loan guarantee.

The State further agrees that it will require the language of this certification be included in any sub-awards, which contain provisions for children’s services and that all eligible entities shall certify accordingly.

Signature

Date

Timothy Jeffries
Director, Arizona Department of Economic Security

DRAFT

V. CSBG State Plan

A. Administrative Structure

1. State Administrative Agency

(a) Mission and Responsibilities of the State Office

The Arizona Department of Economic Security (ADES) is the designated State agency responsible for the administration of the CSBG as identified by the Governor. All activities of ADES are the responsibility of the Director. Primary responsibility for CSBG program planning, development, contracting, reporting and monitoring is delegated to the Division of Aging and Adult Services (DAAS), Community Services Administration.

2. Eligible Entities

- City of Phoenix Human Services Department
Geographic Area Served: City of Phoenix
- Mesa Community Action Network
Geographic Area Served: City of Mesa
- City of Glendale Community Action Program
Geographic Area Served: City of Glendale
- Maricopa County Human Services Department
Geographic Area Served: Balance of Maricopa County
- Pima County Community Action Agency
Geographic Area Served: Pima County
- Northern Arizona Council of Governments
Geographic Area Served: Yavapai, Navajo, and Apache Counties
- Coconino County Community Services Department
Geographic Area Served: Coconino County
- Western Arizona Council of Governments
Geographic Area Served: Mohave, Yuma and La Paz Counties
- Community Action Human Resources Agency
Geographic Area Served: Pinal County
- Gila County Community Action Agency
Geographic Area Served: Gila County
- Southeastern Arizona Community Action Program
Geographic Area Served: Greenlee, Graham, Cochise, and Santa Cruz Counties
- Portable, Practical, Education Preparation, Inc.
Geographic Area Served: Statewide (migrant or seasonal farm workers)

3. Distribution and Allocation of Funds for SFY 2015

CSBG funds in SFY 2016 are calculated using a combination of FFYs 2015 and 2016 as follows:

| | |
|------------------------------|---------|
| FFY 2015 (remaining balance) | Pending |
| FFY 2016 (estimated) | Pending |

| | |
|-------------|-------------|
| GRAND TOTAL | \$5,171,446 |
|-------------|-------------|

Allocations to Eligible Entities for SFY 2016:

- | | |
|--|-------------|
| • City of Glendale Community Action Program | \$187,030 |
| • City of Phoenix Human Services Department | \$1,287,952 |
| • Coconino County Community Services Department | \$150,000 |
| • Community Action Human Resources Agency | \$275,038 |
| • Gila County Community Action Agency | \$150,000 |
| • Maricopa County Human Services Department | \$818,510 |
| • Mesa Community Action Network | \$291,477 |
| • Northern Arizona Council of Governments | \$253,802 |
| • Pima County Community Action Agency | \$726,491 |
| • Southeastern Arizona Community Action Program | \$202,194 |
| • Western Arizona Council of Governments | \$459,565 |
| • Portable, Practical, Education Preparation, Inc. | \$98,001 |

| | |
|-----------|-------------|
| SUB-TOTAL | \$4,900,060 |
|-----------|-------------|

| | |
|---------------------------|-----------|
| Discretionary Allocations | \$271,386 |
|---------------------------|-----------|

| | |
|---------------------------------|-----------|
| State Administration Allocation | \$271,386 |
|---------------------------------|-----------|

| | |
|-------------|-------------|
| GRAND TOTAL | \$5,171,446 |
|-------------|-------------|

B. Distribution Formula

The distribution of CSBG funds to eligible entities is based upon the following formula factors:

| Poverty Factor | Unemployment Factor | Rural Factor | Tribal Adjustment | Migrant/ Seasonal Farmworker Adjustment | Minimum Funding Variable |
|-----------------------|----------------------------|---------------------|--------------------------|--|---------------------------------|
| 85% | 10% | 5% | Yes | 2% | \$150,000 |

- Poverty

Eighty-five percent of funds are distributed according to the number of persons at or below 125 percent of poverty in a given geographic area. Tribal households residing on reservations receiving direct CSBG funds are not included. Poverty statistics are obtained from the most current U.S. Decennial Census data available for the State of Arizona and updated using the 2010 American Community Survey for a five-year period (2009-2013).

- Unemployment

Ten percent of funds are distributed based upon the unemployment rates in each designated geographic service area. The source for the unemployment factor is the annual Arizona Department of Administration Unemployment Statistics Program Special Unemployment Report. Unemployment statistics are updated on a yearly basis.

- Rural

Five percent of funds are distributed only to rural counties based upon a determination of special needs such as disproportionately high unemployment, logistical challenges such as availability of transportation, distances to and from remote areas and disproportionate cost and availability of energy and other essential services. Rural statistics are obtained from the most current U.S. Decennial Census data available for the State of Arizona and updated using the 2010 American Community Survey for a five-year period (2009-2013).

- Tribal Adjustment

In 1982, American Indian Tribes within the State were given the opportunity to apply for funding directly from the Department of Health and Human Services. The tribes receive approximately 15 to 20 percent of the State's gross allocation. American Indian populations residing on reservations receiving separate CSBG allocations are excluded from the funding formula.

- Migrant and Seasonal Farmworker Adjustment

Two percent of funds allocated to eligible entities is reserved for a designated limited purpose entity serving migrant or seasonal farm workers and their families statewide.

- Minimum Funding Variable - \$150,000

All eligible entities are guaranteed a minimum allocation of \$150,000 depending upon availability of funds.

Agencies will receive a proportional share of any increase or decrease to the State's appropriation.

C. Description of Distribution and Use of Restricted Funds [675C(a)(1)]

The State will use no less than 90 percent of the funds allotted to the State under Section 674 of the Act to make grants to eligible entities for the purposes described in Section 675C(a)(1) of the Act including organizations serving migrant or seasonal farm workers. Funds unused by an eligible entity will be carried forward to the subsequent year's contract for CSBG program purposes only as mandated under the Consolidated and Further Continuing Appropriations Act, 2015, 2014, H.R. 83, Public Law 113-59, Division G-Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2015, Title II, enacted on December 19, 2014, as it applies to section 675C(a)(3) of the Act with respect to carryover. Eligible entities will submit to the State a spend-down plan for the subsequent year's contract in the event unused funds exceed 20 percent of the eligible entity's total allocation.

If less than 100 percent of the State allotment is expended, a reasonable amount shall be used for allowable activities as listed under Section 675C(b)(1)(A-H) of the Act as follows (with the exception of item (g), as the State of Arizona does not use CSBG funds to support charity tax credit programs):

- (a) Providing training and technical assistance to those entities in need of such assistance and such activities will not be considered administrative expenses;
- (b) Coordinating state-operated programs and services targeted to low-income children and families, and at the option of the State, locally operated programs and services, targeted to low-income children and families with services provided by eligible entities and other organizations funded under the CSBG Act, including out-posting appropriate state or local public employees into entities funded to ensure increased access to services provided by such state or local entities;
- (c) Supporting statewide coordination and communication among eligible entities;
- (d) Analyzing the distribution of funds made available under the CSBG Act, to determine if such funds have been targeted to the areas of greatest need;
- (e) Supporting asset-building programs for low-income individuals, such as programs supporting individual development accounts;
- (f) Supporting innovative programs and activities conducted by eligible entities or other neighborhood-based organizations to eliminate poverty, promote self-sufficiency, and promote community revitalization;
- (g) Supporting State Charity Tax Credits as described in subsection (c) of the CSBG Act (does not apply to Arizona); and
- (h) Supporting other activities, consistent with the purposes of the CSBG Act.

D. Description of Distribution and Use of Discretionary Funds [‘675C(b)(1)(A-H)]

The remainder of funds will be made available at the discretion of the State to support new or innovative programs or projects aimed at eliminating one or more causes of poverty and/or promoting self-sufficiency among low-income households or for statewide activities conducted by the State under Section 675C(b)(1)(A-H) of the Act. At least five percent of the State’s CSBG allocation will be available for discretionary activities.

Organizations eligible to receive grants supported through discretionary funds include CSBG eligible entities providing services in Arizona, the statewide association of community action programs and other organizations with the primary purpose of ending poverty in Arizona.

CSBG discretionary funds are used for the following priorities:

Statewide Coordination and Communication Amongst Eligible Entities: A portion of CSBG Discretionary funds will be targeted to support statewide coordination and communication among eligible entities on a yearly basis that will be accomplished through support of the Community Action Agencies state association.

Training and Technical Assistance (T/TA): A portion of CSBG Discretionary funds will be targeted to provide the training and technical needs of eligible entities. The State will work closely with the statewide association of community action programs, and in consultation with the Community Action Network, will develop a T/TA strategy that will outline the various T/TA activities to be provided including, but not limited to, the following:

- Tripartite boards such as new member orientation and low-income representative recruitment;
- ROMA training for agency staff and board members with respect to goal setting and evaluation of outcomes; and
- Basics of preparing the annual CSBG Information System Survey.

The Draft Organizational Standards, as identified in the Information Draft Memorandum dated March 24, 2014, issued by the Office of Community Services (OCS), were discussed with the Community Action Network on April 23, 2014. The State will voluntarily implement the organizational standards over a three-year period. In SFY 2015, the State will request that eligible entities conduct a self-assessment using a model derived from the State of Ohio pilot assessment. In SFY 2016 and 2017, the State will conduct an informal assessment of each eligible entity using the same model. The informal assessment will be conducted in conjunction with the existing monitoring schedule. The intent of this assessment is to identify training and technical assistance needs. ADES/DAAS will provide appropriate technical assistance to support eligible entities in achieving compliance with the organizational standards. The State will require full compliance with the organizational standards, as may be amended, by SFY 2018, and will monitor each eligible entity in accordance with its regular monitoring schedule.

The eligible entities have also expressed a desire for training in data mining techniques such as information gathering and analysis using tools such as the U.S. Census Bureau data banks to gather up-to-date information for use in the preparation of Community Needs Assessments and program planning.

The State will investigate options in conjunction with the Community Action Network, to develop training and technical assistance priorities for implementation in SFY 2016.

Emergency Assistance: A portion of CSBG Discretionary Funds will be set aside and made available to eligible entities serving a local area of the State experiencing an emergency that will cause a significant increase in demand for services, or jeopardize the health and safety of low-income households or communities. The emergency situation must have been precipitated by unusual events that affected a community or neighborhood. Added to the definition is the determination of a Human Service Emergency made by the Department of Economic Security. Upon determination of a Human Service Emergency, households affected may be assisted with costs to temporarily shelter or house individuals in hotels, apartments or other living situations, i.e., placing people in settings to preserve health and safety and to move them away from the crisis situation. Examples include, but are not limited to: a natural or man-made disaster (such as a forest fire or flood) necessitating an immediate response; a mine strike which will impact a community; the closure of a housing complex by the Arizona Department of Public Safety or the Arizona Department of Health Services that renders many low-income households homeless in one community; or any other unusual event which causes a significant increase in service demands or jeopardizes the health and safety of low-income households, a neighborhood, or a community, and which requires immediate response by a local eligible entity.

In SFY 2015, \$10,000 of CSBG Emergency Assistance funds were awarded to Gila County Human Services Division, Community Action Program (CAP) to assist 21 senior and disabled residents of a low-income apartment complex who were displaced by a fire and subsequent severe water damage. Damage to the structure was found to be far more extensive than first estimated. After two weeks in temporary shelter, residents were still unable to return to their homes. Several more weeks of shelter and meals would be needed. Of the \$10,000 awarded, \$8,252 assisted with extended temporary shelter costs, and the balance, \$1,748 to cover some of the costs of food for the residents who were still unable to find suitable shelter with family or friends. The Gila County CAP coordinated the local assistance effort by partnering with the Salvation Army, the Payson Senior Center, an area hotel, the residential management company and several local churches. The local chapter of the Humane Society has offered assistance in providing shelter and veterinary care for the residents' pets.

Special Projects: A portion of CSBG Discretionary funds are made available, at the discretion of the State, to support statewide activities, or to support innovative programs or projects aimed at eliminating one or more causes of poverty and/or promoting self-sufficiency among low-income households. Funds made available under Special Projects are intended to provide support for a specified timeframe. For FFYs 2015-2016, requests for funds to support Special Projects will be accepted from eligible entities between March 1 and April 30 of each year and identified as a funding opportunity through a Community Action Network ALERT (notification of funding distributions and/or policy/contract modifications). However, for SFY 2015, an extension was given, and requests were accepted through September 30, 2014 with one of the focus areas being evidence-based programs. Requests must provide an outline of the objectives, employment impacts, and expected outcomes; a listing of the proposed partner organizations and description of the roles those organizations will play; and particular ROMA National Performance Indicators (NPIs) where outcomes were reported.

Maricopa County Human Services Department (MCHSD) was awarded \$55,000 in CSBG Discretionary Special Projects funds in SFY 2015 to develop an anti-poverty case management model, which extends beyond crisis stabilization, to offer a comprehensive approach toward moving households out of poverty. The project will replicate a program model already proven effective through an evidence-based or evidence-informed service methodology. MCHSD has organized a local team consisting of a variety of partners to coordinate benefits and evaluate effectiveness. This new model will include a comprehensive educational Individual Development Account (IDA) program among its services. Other local organizations

collaborating with MCHSD on this project include the City of Phoenix Human Services Department, Mesa Community Action Network, and Valley of the Sun United Way.

City of Phoenix Human Service Department was awarded \$24,440 in CSBG Discretionary Special Projects funds to upgrade its technology at its three Family Service Centers and fifteen Senior Service Centers to facilitate electronic document retention. This project will move the agency toward a paperless service delivery model, increasing the agency's capacity to serve low-income households more efficiently and with greater flexibility. The agency estimates the proposed system will save over \$30,000 per year in administrative costs incurred by copying, printing and maintaining hard files.

The remainder of unspent CSBG Discretionary funds allocated in SFY 2015 will be carried over and distributed to eligible entities using the standard Distribution Formula used to allocate the 90 percent of funds dedicated to eligible entities.

Discretionary Allocations – SFY 2016:

| | |
|--|-----------|
| Statewide Coordination and Communication | \$ 55,000 |
| Training and Technical Assistance | \$100,000 |
| Emergency Assistance | \$ 30,000 |
| Special Projects | \$ 86,386 |
| TOTAL | \$271,386 |

E. Description of Use of Administrative Funds [‘675(b)(2)]

The State will not expend more than the greater of \$55,000 or five percent of its allotment under Section 674 of the Act for administrative expenses, including monitoring activities. Arizona will not use CSBG funds for Charity Tax Credit Programs. The State maintains accounting procedures established to assure that the administrative cost limitation is not exceeded. Regular meetings will be held to discuss the level of expenditures. The State's Office of Accounting will prepare monthly reports. In the event that the State does not use the entire five percent of the total reserved for ADES/DAAS administrative expenses, the remainder may also be used to fund discretionary activities.

The State's projected administrative budget is as follows:

Administrative Budget – SFY 2016

| | |
|---------------------------|------------|
| Personnel | \$ 151,557 |
| Employee Related Expenses | \$ 66,989 |
| Professional & Outside | \$ 0 |
| Travel In-State | \$ 3,436 |
| Non-Capital Equipment | \$ 55 |
| Other Operating | \$ 19,992 |
| Indirect | \$ 29,357 |
| TOTAL | \$271,386 |

F. State Community Services Program Implementation

(1) Program Overview [‘676(b)(2)(A)]

a) **State Service Delivery System**

The State’s 12 eligible entities provide services to low-income individuals and families in diverse geographic areas and communities. Agencies provide an array of comprehensive services including case management, client advocacy, household budgeting assistance, telephone discount services for persons with disabilities and seniors, tax preparation and emergency assistance including eviction prevention, transportation assistance, such as gasoline, bus passes and emergency vehicle repair, and utility assistance services.

Eleven eligible entities in Arizona offer services through the Low Income Home Energy Assistance Program (LIHEAP) and seven eligible entities offer the Weatherization Assistance Program (WAP).

All eligible entities coordinate CSBG funding with Temporary Assistance for Needy Families (TANF) funds to provide a State mandated emergency assistance program. Arizona’s eligible entities also provide high impact services such as vocational training and Individual Development Account (IDA) programs with leveraged funding from local private charities.

Additional high impact services include intensive case management, counseling and programs that encourage better use of available income, loan modification programs to prevent foreclosure and sponsoring events and forums to encourage engagement of the low-income community.

In addition to providing direct services, Arizona’s eligible entities work in partnership with both public and private organizations throughout their communities to address the issues of poverty in their local areas.

The Community Action Network in Arizona has been able to maximize CSBG funds to attract additional resources from federal, state, local, and private organizations. During the last State fiscal year, eligible entities leveraged CSBG funds to attract outside resources at a ratio of approximately **32 to 1**. This return on investment illustrates the efficient manner in which the Community Action Network in Arizona uses CSBG to form partnerships with other organizations in assisting low-income households’ levels of self-sufficiency and addressing the causes of poverty.

The State established this ratio by taking the 2014 CSBG IS Report Section F. 15: "Other Resources Administered and Generated by the CSBG Network" total of **\$184,897,993**, and dividing by the SFY 2014 CSBG Network Distribution and Allocation of Funds Total of **\$5,792,025** for the 12 eligible entities.

b) **Linkages [‘676(b)(2)(B)]**

Eligible entities develop linkages to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations. Some eligible entities develop linkages with local private organizations such as financial institutions to develop IDA programs. Others contract with local non-profit agencies to provide specific services in their communities not offered by the eligible

entity such as food banks and job training programs. Some of these relationships are informal, others are subcontracted and still others operate under memos of understanding.

Linkages programs may include family/individual counseling; transportation; programs for persons with disabilities and seniors; neighborhood activities; information and referral; local needs assessments; community outreach; summer recreation; and other miscellaneous projects involving formal and informal partnerships and organizational relationships in the community.

c) Coordination with Other Public and Private Resources [‘676B(2)(C)]

The State coordinates a variety of programs using State and federal resources such as Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Medicaid, Department of Housing and Urban Development (HUD), Department of Labor (DOL), Neighbors Helping Neighbors (State) and other federal, state and county programs.

The following are examples of coordination efforts by eligible entities:

Pima County Community Services Partner: CSBG Interfaith Community Services (ICS)

Pima County Community Action Agency offers competitive bids to qualified non-profit organizations to carry out Community Action programs supported by CSBG funds. Generally, 10 to 13 Community Action contracts are awarded throughout the agency service area each year. These organizations leverage community resources with local partnerships to make the most of their CSBG funding. The following narrative describes one of those programs carried out by a faith-based community partner.

Interfaith Community Services (ICS) - Even in this time of economic downturn, the agency is financially stable. ICS has made a number of reductions in the budget without affecting services to date. The Board of Directors and volunteer Finance Committee of experienced financial professionals carefully watch cash flow and funding. ICS has had the ability to raise and leverage private dollars effectively. The umbrella of services allows the case managers to refer a client for other services at the time of their initial interview, increasing the chance of success for the client’s goal of self-sufficiency. More than 600 dedicated volunteers represent a major resource to all the ICS programs and keep operating costs low.

The majority of ICS clients need financial assistance largely due to unemployment/underemployment or health issues. ICS works to help eliminate barriers to sustainable employment. ICS also assist clients with applying for medical coverage and find solutions to obtain medication assistance with our health advocacy program. To respond to the increased numbers of unemployed individuals and families facing financial challenges, ICS launched partnerships with Pima County One Stop, Wells Fargo Foundation, United Way, and Arizona Youth Partnership (AZYPP) to provide ONESTOP employment assistance. The agency helps participants complete public assistance applications, prepare free federal and state tax returns, and helps clients learn how to create savings and better manage their finances. In addition, AZYPP provided family relationship workshops which helped with family communication and parenting skills.

The CSBG funds are used to provide assistance to eliminate barriers to employment, assisting with emergency needs while seeking employment, and providing medication coverage until a long-term solution could be found.

The outcome indicator used during the case management of the client was the Self-Sufficiency Matrix developed by the Arizona Community Action Network. During the follow-up interview and after one month from the initial case management interview, another assessment was made using the matrix. In FFY 2013, 118 clients were assisted with CSBG funding and, while many were still seeking employment, approximately 60 percent showed forward movement on the matrix.

In SFY 2014, Interfaith Community Services partnered with Arizona Youth Partnership to assist clients with tools for sustainability. ICS' financial assistance program provided funding for emergency needs and barriers to obtaining employment. A portion of these funds came from the CSBG grant. ICS' Job Resource Center provided services in the areas of resume writing, job search, career planning and financial literacy.

CSBG provided funding for job related barriers (gas vouchers, monthly bus passes, State of Arizona identification cards, car repairs, clothing requirements, tools, required classes, etc.). Forty clients received CSBG emergency rental assistance. Meanwhile, Arizona Youth Partnership's Strengthening Families Programs concentrated on family relationships, parenting skills, improving youth social and life skills, and couple communication skills. Twelve families completed the Strengthening Families Program. This collaboration considered all aspects of each families' needs to reach stability and sustain them beyond basic assistance.

City of Phoenix Human Services Department (HSD)

Volunteer Income Tax Assistance - The City of Phoenix Volunteer Income Tax Assistance (VITA) Program provided free tax preparation services to low and moderate income taxpayers, including seniors and persons with disabilities. Every year millions of dollars in tax refunds are unclaimed because many people are unaware of the various credits available to them such as the Earned Income Tax Credit (EITC), a refundable federal income tax credit for low-income working individuals and families. The EITC Initiative is an entirely volunteer-driven project. Volunteers are trained and certified through the Internal Revenue Service (IRS). The VITA program is designed to provide the maximum benefits available to the tax payer and give them guidance to lessen their financial burden.

The City of Phoenix HSD partners with the Valley of the Sun United Way, AARP, and other local agencies. VITA sites in the Phoenix area are open from January to April and are most commonly set up in churches, community centers, colleges, and other easily accessible locations. CSBG funds are used to support staff salaries for program delivery and staff training.

Aging in Place Initiative - In SFY 2015, the City of Phoenix HSD, in partnership with All Saints Episcopal Church, successfully created Central Village. This effort was part of the Regional Aging in Place Initiative, coordinated by the Maricopa Association of Governments (MAG). This initiative provides opportunities for community members to leverage their strengths to assist one another. Its members represent persons aged 18 and older with a focus on seniors. Central Village spans

several miles and consists of three components:

1. A “Time Bank” where there is an exchange of services, information, and referral service for local resources and a community building socialization piece based upon time credits;
2. Community Connections, a component that provides social, cultural and educational opportunities for both members and the local community; and
3. An Information and Referral component that is geared towards the needs of those age 55 and over. All services are provided and supported by fellow seniors to enable them to “age in place” by remaining in their homes.

In its first year of operation, Central Village obtained its 501c3 status, recruited 32 members and exchanged over 1,200 hours of service and offered over 64 different service types. One of the major events hosted by Central Village covered concerns relevant to the community, including transportation options for seniors, pain management and medical care history education. In addition to the open community events, it has hosted educational, social and cultural events concerning a variety of topics. Central Village operates its own website <http://centralvillagephx.org> utilizing the hOurworld software to track outcomes and to communicate with members.

CSBG funds were used to establish a specialized casework unit to focus on developing a community building socialization component. Central Village has developed several community partnerships to include a partnership with Duet, a local non-profit faith-based agency affiliated with www.VolunteerMatch.org, that matches volunteers to need. This allows members to volunteer their service to Duet and receive time credits through Central Village. Duet actively promotes its activities through the use of the communication tools in hOurworld. Central Village works in closely with its funders, MAG, Grant Makers in Aging and All Saints Episcopal Church and Day School.

Western Arizona Council of Governments (WACOG)

WACOG has been dedicated to the health and well-being of the communities and families served since 1971. WACOG Community Services covers a three county service area that consists of La Paz, Mohave, and Yuma counties. WACOG provides a comprehensive array of services to help people achieve their highest level of self-sufficiency. Services and programs reach a diverse population of residents from preschool children participating in Head Start programs to older adults attending senior center activities. The Community Action Program (CAP) was established to mobilize resources to help families move toward self-sufficiency and out of poverty.

WACOG programs provide a comprehensive “safety net” of services to the community, working to prevent homelessness, maintaining independent living and providing the foundation for the development of self-sufficient, healthy, caring and productive children and families. The organization's services extend a helping hand to residents in times of crisis or need.

A Hand Up – WACOG’s housing counseling program was initiated in 2010. This program has steadily increased capacity and scope by assisting homeowners in maintaining their primary asset, providing income management education and coordinating with emergency service case management systems, instituting Workforce Development and Weatherization programs to target and bundle services for low income homeowners with priority for elderly clients and families with children and those seeking employment, training and education.

For SFY 2014, the A Hand Up program provided 36 Financial Education Workshops and six “Pre-Purchase Counseling” workshops, assisting 148 households with Foreclosure Prevention Counseling. The VISTA initiative by end of year three is expected to build the capacity of WACOG and Western Arizona Community Alliance to mobilize and coordinate service through our service integration work with Workforce Investment and extend this integration to other community non-profit services providers.

In April 2014, WACOG partnered with Western Arizona Community Alliance and implemented Volunteers in Service to America (VISTA) Pathways out of Poverty Initiative. The VISTA Pathways Out of Poverty grant initiative is a three year program which builds upon WACOG's program capacities to deliver high impact solutions in an integrated and holistic fashion. Homeowners are, in addition to receiving emergency assistance, referred to the Housing Counseling and Weatherization programs for income management, housing counseling, education and linked to other resources which support a long-term plan for self-sufficiency. All intakes are triaged for homeownership then referred to Housing Counselors for education and counseling assistance as well as Weatherization.

WACOG is one of three Community Action Agencies in the State to become a HUD certified Housing Counseling Agency. The expertise and training of staff as Housing Counselors provide opportunity to build upon internal capacities and integrate/coordinate with case managers to bundle services and provide a more holistic service to the clients who come through the doors. The AmeriCorps VISTA grant provides an opportunity to innovate and try new approaches without sacrificing the financial capital since it provides the human capital through stipend paid by this federal source. Community Partners include Churches and Senior Centers who assist clients in accessing utility assistance. For the VISTA project, Yuma Private Industry Council is a full partner in service integration with Workforce project and provides staff, facilities and materials as needed.

CSBG funds are used to support the staff delivering the service, supplies and materials needed by WACOG and partners, to operate the programs.

WACOG's Weatherization and Major Home Rehabilitation Program targets vulnerable populations including seniors. The Program provides long-term improvements to living conditions, allowing the retention of an asset and provides added income, which, for low-income seniors, often means deciding between utilities and medication. Local vendors and home supply companies provide materials and supplies while general and specialty contractors provide for the installation of energy efficient measures. Local Workforce Investment programs provide candidates for job training beside the WACOG experienced Weatherization staff. In SFY 2013, 150 homes whose occupants included at least one senior were weatherized or rehabilitated. CSBG funding covers staff activities in the delivery of services in the Weatherization and Major Home Rehabilitation Program. CSBG provides, in part, the administrative and operational capacity to deliver these services.

Community Action Human Resources Agency (CAHRA)

In an effort to deliver quality, accessible and well-managed services, CAHRA has continually strived to implement an appointment system that provides communities reliable access to services, while ensuring each appointment delivers supports to the

participant in accordance with their specific needs. Over CAHRA's 34 year existence, the appointment system has evolved to the current system based on increasing requests for services and the need to deliver CAHRA services to participants in their own cities throughout Pinal County. Toward the effort, CAHRA supports a "first come, first served" call-in appointment system. Case Managers are provided appointment information for a specific city in Pinal County and travel to the communities to provide services.

Requests for emergency services are evaluated and prioritized for additional appointments in the CAHRA office. These appointments are in addition to the appointments in individual communities. CAHRA is also supported by partner agencies in several ways. CAHRA accepts referrals for services from local agencies and partners in Pinal County. Partner agencies have been trained to deliver utility services to participants in their local areas or participants in their agency programs. They are:

- St. Vincent de Paul, Santa Catalina
- Pinal Hispanic Council
- Coalition Against Family Abuse
- Against Abuse
- Pinal Gila Council for Senior Citizens

Other partners in the community provide support to CAHRA by providing free space to CAHRA staff to meet with clients who have appointments. These partners are:

- The Center, Apache Junction
- Arizona Workforce Center, Casa Grande
- Florence Senior Center, Florence
- Superior Courthouse, Superior
- San Pedro Behavioral Health, Oracle
- Against Abuse, Maricopa
- Pascua Yaqui Tribe offices, Coolidge

CSBG funds are used to support case management staff and CAHRA operations.

CAHRA has been the manager and fiscal agent for the Santa Cruz Valley Food Pantry since 2000. The food pantry operation was "evicted" from their building by the City of Eloy due to remodeling the main building on the property. The food pantry was demolished as the space was to be used for a parking lot. CAHRA agreed to house the food pantry by making room in its warehouse for the food, refrigerators and freezers. Volunteers and staff made do with the limited space available.

The food pantry moved twice more. The moves were temporary, and a local commercial landlord agreed to donate a space temporarily until he could find permanent tenants. The food pantry would be in search of another home before long. CAHRA made the Pinal County community aware of the dilemma and citizens, local businesses and other organizations responded. CAHRA and a host of local partners mobilized to rebuild and stabilize the agency's food pantry operation. The General Manager and employees of the Wal-Mart Distribution Center in Eloy started a fundraising campaign.

Wal-Mart Distribution Center employees raised over 5,000 pounds of canned goods and fresh meat and later donated \$20,000. Staff worked with the Eloy Junior Honor Society as the 7th and 8th graders adopted the food pantry as their annual project. The

junior high school student volunteers raised enough funds by selling candy and holding a raffle to purchase a pallet jack for the pantry. CAHRA staff raised more than \$6,000 to purchase food for the food pantry through a fundraiser in Casa Grande. Arizona Public Service graciously donated 12 tickets to an Arizona Diamondbacks baseball game, in its company suite at Chase Field for the event. The tickets were valued at over \$3,000. Many other local partners contributed to this initiative.

The CAHRA Board and Food Pantry Council agreed that with the successful fund raising efforts underway, the building adjacent to the CAHRA building would be used for the pantry, if funds were raised to make the improvements. Other donations included:

- The City of Eloy donated \$10,000;
- County Attorney's Office donated \$2,000; and
- Tohono O'Odham Nation donated \$30,000.

The funds were raised and the improvements were made enabling the Santa Cruz Valley Food Pantry to be moved to the new location on January 4, 2013.

During the SFY 2013, the pantry volunteers distributed 2,988 food boxes and 316,985 pounds of food. The very loyal volunteers donated 810 hours of time at the food bank. Additional food including bread, fresh fruit and dairy products continued to be provided by the United Food Bank. These items complemented the canned goods that go into each food box. Any excess fresh produce was distributed to the Eloy Senior Center, the Santa Cruz Village Senior Apartments, several food pantries, St. Vincent De Paul, Pinal Hispanic Council, and Chicanos por La Causa Migrant and Seasonal Head Start. CSBG provided funds for supervisory staff and other indirect costs associated with the operation of the Santa Cruz Valley Food Pantry.

City of Glendale Community Action Program

Emergency Services and Housing - The City of Glendale Community Action Program (CAP) staff, through their case management process, help families remove obstacles that block the achievement of self-sufficiency. The Glendale CAP has provided emergency assistance to qualified low-income families for the past 31 years. Services include utility payment assistance, utility deposit assistance, eviction/foreclosure prevention, first month move-in assistance, Homeless Prevention and Rapid Re-housing services and community referrals.

The City of Glendale CAP has continuously strived to be a lead agency in developing partnerships with local social service agencies, law enforcement, public housing services, parks and recreation and other public and private organizations. CAP staff coordinates agency collaboration meetings to establish and maintain open communications with agencies that assist with similar emergency services. These meetings are hosted with guest speakers that attract the interest of local agencies. The incentive to remain involved is the broad range of agency collaboration and valuable information that is distributed during these collaboration meetings. Another incentive is that the agencies become directly involved with any CAP event, whether it is an Agency Health Fair, Job Fair, or mass intake for utility assistance fairs. Glendale CAP hosts an Annual Community Resource and Health Fair every year involving many agencies. These long-standing partnerships develop and expand resources for the low-income residents of Glendale. During this economic climate of budget reductions, the Glendale CAP utilized as many resources within the government and

private sector as were available in the community to assist low-income residents.

In SFY 2014, Community Action Program staff paid with CSBG funds coordinated a variety of resources to utilize \$839,557 in leveraged funding to provide emergency assistance. CAP services were provided to 2,563 families this past year. The programs include assistance for Eviction/Foreclosure Prevention; Utility and Deposit Assistance for electric, gas, water; first month's move-in costs for the homeless; and emergency food. CSBG-paid CAP staff also coordinated with many agencies throughout the year in order to plan, organize and supplement many low-income families during annual holiday events. In November 2014 for the Glendale Resource Fair, 200 Turkeys/food boxes were provided, a \$10,000 value. In December 2013, 65 families received \$100 Fry's Food Grocery Cards; 150 Children received back-packs filled with school supplies, and other items valued at \$18,960; 12 families were adopted by city departments with personnel donating \$100 per family. The Glendale Elks Lodge delivered 20 turkey dinners valued at \$45 each. All of the holiday events were successful in returning \$31,060 in funding back to the Glendale community.

Glendale CAP coordinated with other city housing programs including the Glendale Housing Division, for Section 8 public and conventional housing for extremely low-income families, and Glendale Neighborhood Revitalization, to provide support for rent assistance such as homeless prevention and rapid rehousing. These departments in turn coordinated with St. Vincent de Paul, Vineyard and First United Methodist churches for emergency assistance in homeless prevention.

Agencies that were directly involved in the emergency food programs providing food vouchers and/or resources for holiday events included Nina Mason-Pulliam Foundation, Helping Hands, Elks Club, Hope for Hunger-Firemen/Glendale Food Bank, New Life Community Church, Care 1st Health Plan and United Healthcare Community Plan. Maricopa Integrated Health Systems, APS, SRP and Southwest Gas were directly involved and provided fees for the Glendale Civic Center to host the Annual Glendale Family Resource Fair, which helped over 1,100 low-income residents.

In SFY 2013, the Glendale Annual Holiday Community Action Program Event for children and families assisted the low-income families that qualified for utility/rent or mortgage assistance under CSBG poverty guidelines.

Glendale CAP collaborates with several local private and faith-based organizations that have become active with the agency collaboration group. Agencies including Nina Mason-Pulliam Charitable Trust, Wings of Love, Veterans of Foreign War Post 29, Disabled American Veterans Glendale Riders, Glendale Elks Club, Arizona Helping Hands and New Life Community Church of Glendale, have made yearly commitments to remain active and directly involved in the Glendale community.

Another partner, J.C. Penney, provided Santa Shop Day and Thanksgiving/Christmas Food Baskets. In the Back to School Back-Pack program, each family was provided with \$100 grocery food card and children received a backpack filled with school supplies.

The event addressed the basic needs of food, rent and utilities and holiday help for families. The J.C Penney Santa Shop Day, Thanksgiving/Christmas Food Baskets; and the "Back-to-School Back-Packs" program served 100 families including 150 children in Glendale. The coordinated efforts among the agencies allowed CAP to

give back to the community \$21,275 in direct assistance for basic needs and household goods.

Since many private partners in the Glendale area do not have funds to cover the costs of coordinating these community events, they rely on the CAP agency to assist with the recruitment, organization and planning process for these events.

CSBG funding is used to pay for the salaries of the CAP staff. The Emergency Services staff is responsible for administering all of the social services that are provided, which includes Community Services, Emergency Services and housing and case management services that target low-income families in the Glendale community. The caseworkers also refer families to available youth services in the area.

Coconino County Community Services Department

Individual Development Account (IDA) Program - In an effort to help area college students to further their education at Coconino Community College (CCC), in 2015, the Coconino County Community Services Department collaborated with CCC to provide financial assistance for residents wishing to continue their education. “The Coconino “\$ave2Learn” Individual Development Account (IDA) Program provides an excellent opportunity to help support our students who are serious about furthering their education,” County Board of Supervisors Chairwoman Mandy Metzger said of the IDA program. “By providing earned financial support, we are investing in our residents to provide them the tools needed to build a successful future.” Under the Coconino “\$ave2Learn” IDA Program, participants seeking a post-secondary degree with CCC will have \$3 in grant funding matched for every \$1 the student saves toward furthering their college education. Students can save up to \$1,000, which will be matched by up to \$3,000 in grant funding.

Upon completion of the savings program and with the combined funds, students will have up to \$4,000, which can be used toward tuition and books at CCC. “We are excited about the fact that this program accomplishes something that community colleges have been all about since their inception – access to higher education for individuals that might not otherwise have access,” said CCC District Governing Chairman Patrick Hurley.

To be eligible, among other requirements, applicants must:

- Be a Coconino County resident.
- Be at least 16 years old.
- Have a job or be on work-study.
- Have a valid Social Security number or federal tax ID number.
- Have proof of income (current tax return or three recent pay stubs).
- Have a minimum annual income of \$4,000 and a maximum annual income of \$23,340.

CSBG funds will be used to support agency staff to administer and deliver this program. Outcomes for this program will be tracked using ROMA NPI Goal 1.3 E.

Financial Education and Empowerment - Moved by the volume of individuals and families seeking assistance on a repeated basis, the Coconino County Human Services Department developed a financial literacy course using both in-person financial

counseling and self-study options. Service territory statistics indicated that families and individuals seeking repeat assistance continued to have limited resources and lacked basic knowledge of financial management or budgeting skills. Some program participants were single provider families. Coconino County Community Services took action and developed a program called “Financial Education and Empowerment.” This program teaches self-empowering habit changes in the areas of budgeting and financial management, seeking to improve household security. Coconino County Community Services began this program by educating Department staff in financial literacy. During SFY 2013, the Department chose two personnel to obtain and maintain the Certified Financial Coach Training offered by the United Way, Valley of the Sun chapter in Phoenix. CSBG funds supported the training of two staff members to become Certified Financial Coaches who then developed the Financial Education and Empowerment Program.

The Department completed implementation in SFY 2014. The “Financial Coaching and Empowerment” program will measure results by tracking families and individuals through their need for repeated basic assistance. Outcomes will be measured by the participants’ level of understanding of fiscal skills as taught during the course, as well as those demonstrated after the Financial Education and Empowerment course is completed. Outcomes will be reported for SFY 2014.

Coconino County Community Services recognizes that financial literacy and education are important to low-income residents of Coconino County who seek financial assistance. The Department now utilizes financial coaching as a tool for case management services in our Social Services Division. Caseworkers certified as financial coaches through the United Way Valley of the Sun organization are currently providing one-on-one coaching sessions. The partnership with United Way allows for continued training through monthly meetings and conference calls. This fosters continued growth, provides networking opportunities and access to additional resources for our financial coaches. Financial coaching not only evaluates household budgeting and the prioritization of financial obligations, but also financial behavior. This practice enhances awareness of financial habits and examines changes individuals and families may desire to create in their financial circumstances. As a community-based initiative, the program is available free of charge.

Coconino County Community Services also administers the Basic Business Empowerment (BBE) Program, which provides an in-class curriculum for limited income individuals who are starting their own small businesses along with the Individual Development Account (IDA) Program whereby participants receive a 2 to 1 match for every dollar they save for business development/expansion or educational pursuits. Financial Literacy Education/Coaching is provided as part of the BBE and IDA Programs.

Coconino County Community Services has partnered with local banks such as Alliance Bank and National Bank of Arizona to secure matching grant funds for the IDA Program. Coconino County Community services partners with the Small Business Development Center (SBDC) who reviews and approves Business Plans for our BBE program participants.

Coconino County Community Services also partners with United Way of Northern Arizona through the Volunteer Income Tax Assistance (VITA) Program. Community Services is a VITA Site which assists limited income residents with free tax preparation services. Assisting residents with tax preparation and ensuring families

are claiming the Earned Income Tax Credit (EITC); this enables families to generate income to allow for their needs and allows staff to work with families on using a portion of these monies for savings and asset development.

Southeastern Arizona Community Action Program (SEACAP)

SEACAP participates in an annual weeklong Indian Nations Youth Camp in coordination with the Nineteen Tribal Nations Workforce Investment Board (NTNWIB). The camp addresses the social and emotional development of youth ages 15-21. The camp had 73 participants for SFY 2013. Arizona has the only Tribal Workforce Investment Area in the United States. This unique status is a result of the Tribal Nations' sovereign status which has been earned through treaties and congressional actions.

The partners involved are the Nineteen Tribal Nations Workforce Investment Programs in the State of Arizona. Their contributions range from donations to being staff members at the camp. Each Tribal Nation also pays for the cost of the youth, representing their tribe, to attend. In SFY 2013, 73 youth attended the camp, achieving Goal 6: National Performance Indicator 6.3 (F), Youth Improved Social/Emotional Development, for 100 percent of the participants. CSBG dollars were used to support the participating staff salaries.

Portable, Practical, Education Preparation, Inc. (PPEP)

PPEP Youthbuild Program is a program that focuses on at-risk youth 16-24 years of age. It centers on construction and education for skill development, and educational learning in order to obtain a General Equivalency Diploma (GED) and move into career development and/or post-secondary education. The Comite de Bien Estar Housing Program and Lowe's Home Improvement stores partner with PPEP Youthbuild Program with respect to providing needed construction sites for building low-income housing and skills development for youth enrolled in the program. Lowe's Home Improvement stores provide youth with needed tools at a discounted rate. PPEP High School Equivalency Program provides for education classes and testing for GED graduation requirements.

Nineteen students graduated from the program, with 16 receiving their GEDs in 2013. The other three students are still engaged in one-on-one instruction in preparation to test for the GED. Each has only one or two subjects remaining in order to receive their GEDs. Some students are enrolled in Arizona Western College to pursue their degrees, while others have obtained jobs and will pursue their college education within the next few years.

CSBG funds were used to help some of the students to pay for GED testing who were ineligible for fee waivers under other programs. Also, some students received assistance with clothing for interviews, while others were assisted with work-related clothing.

(2) Community Needs Assessments [‘676(b)(11)]

Each Community Action Plan includes a Community Needs Assessment, completed no less than once every three years, and whenever possible, coordinates with other federal programs to improve the utilization of agency resources and increases the scope of the Community Needs Assessment. Arizona communities across the state are diverse, with

each service area having unique conditions, geography and challenges. Community Needs Assessments provide a picture of the community, community assets and community needs through a process of information gathering and engagement of community stakeholders.

The process results in the establishment of priority gaps and needs and determining future directions. Use of this process by eligible entities provides the opportunity to create a statewide view of the needs of low-income families in Arizona as well as a localized view of the unique needs of a particular community.

(3) Tripartite Boards [‘676B(a)(b)]

In order to receive CSBG funding, each eligible entity must administer the CSBG Program through the establishment of a Community Services Board. Each eligible entity must assure that:

- (i) one-third of the board members are elected public officials currently holding office (or their representatives), except that if the number of elected officials reasonably available and willing to serve, is less than one-third membership of the board. Membership on the board of appointed public officials may be counted in meeting such one-third requirements;
- (ii) at least one-third of the members are persons chosen in accordance with democratic selection procedures adequate to assure that they are representative of the poor in the area served;
- (iii) the remainder of the members are officials or members of private business, industry, labor, religious, welfare, education, or other major groups and interests in the community; and
- (iv) information on board structure, vacancies, membership, scheduled meetings is received annually from each eligible entity. Entity bylaws are required to describe the details by which low-income member participation will be solicited and obtained.

(4) State Charity Tax Program [‘675C(b)(2)(c)]

This is not applicable to the State of Arizona.

(5) Programmatic Assurances [‘676(b)]

(a) Assurance [‘676(b)(1)]

The State will encourage the use of CSBG funds toward the development of services and programs that will assist low-income individuals in attaining social and economic self-sufficiency. In an effort to promote a state/local partnership, decisions regarding community action plans will be made locally. The needs of one county may vary from another within the same district, or another part of the State. Subsequently, the State will not require the same services of all eligible entities.

Eligible entities in Arizona are required to provide a range of services and activities that have a measurable impact on the causes of poverty and to design their programs to assist low-income participants, including seniors, homeless individuals and families, and migrant or seasonal farmworkers. Each agency will coordinate their services with

Department of Economic Security local offices wherever possible. The problem areas to be addressed are:

- (i) Employment
To secure and retain meaningful employment.
- (ii) Better Use of Income
To identify and maximize the use of available income.
- (iii) Use of Other Programs
To identify and connect to other program resources identified to meet the needs of low-income individuals.
- (iv) Emergency Needs
To obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including the need for health services, nutritious foods, housing, and employment-related assistance.
- (v) Starvation and Malnutrition
To provide on an emergency basis for the provision of supplies and services, nutritious food and related services as may be necessary to counteract conditions of starvation and malnutrition among the poor.
- (vi) Education
To attain an adequate education, vocational training and provide supports sustaining educational endeavors.
- (vii) Housing
To obtain and maintain safe, adequate housing and a suitable living environment.

(b) Program Activities

Upon completion of the required Community Action Plan, each CSBG provider sets forth strategies or activities that will ensure goal attainment and subsequently address identified problem areas.

Strategies to be applied to identify problem areas may include, but are not limited to, the following:

- (i) Advocacy
This service takes action to protect the rights of individuals and ensure they receive appropriate services and benefits or to seek needed changes in the law and/or administrative rules to protect the rights of individuals and ensure adequate service levels. Activities must comply with the CSBG Act Section 675C(b)(1)(A-H).
- (ii) Basic Education
This service provides instruction in educational areas necessary for an individual to improve employment opportunities, increase literacy, and navigate essential processes and procedures that impact individuals directly.
- (iii) Case Management

This is a process through which the needs and eligibility of the individual applying for/receiving services are determined. For those individuals eligible, appropriate services and/or benefits are identified, planned, obtained, provided, recorded, monitored, terminated, and follow-up is provided where and when appropriate.

(iv) Information and Referral

This service provides information on and/or instructions in various subjects through public contact and/or meetings, printed materials and media presentations focused on a particular subject, field of interest, agency or service. In partnership with other Department and local agencies and private sector entities, a State subcontractor produces an information and referral guide to available services in the community that is distributed by Department offices and at all CAP agencies.

(v) Coordination

This service addresses an identified problem or need by working cooperatively with other entities concerned with the same problem or need.

(vi) Emergency Services

This service provides a comprehensive and integrated response to crises related to the ability to provide for basic needs by tailoring a menu of available services in the client service area and making referrals to meet client needs.

(vii) Clothing

This service provides new or used clothing.

(viii) Food

This service provides free food or subsidized food products.

(ix) Financial Assistance

This service provides some form of money to meet the costs of immediate necessities. Payments are made to vendors of eligible services.

(x) Home Repair/Adaptation Renovation

This service provides for safety, structural repairs and/or modifications to the home.

(xi) Housing Search/Relocation

This service provides assistance toward locating suitable housing.

(xii) Job Development and Placement

This service provides assistance in preparing for and obtaining employment for job-ready individuals.

(xiii) Nutrition Education and Intervention

This service provides individual and group screening intervention, referral and nutrition education to maintain and /or improve health status.

(xiv) Outreach

This service provides a systematic method to identify and directly contact persons in need of services.

(xv) Transportation

This service provides or assists in obtaining or maintaining transportation by partnering with local carriers, providing rides, gasoline vouchers and emergency vehicle repairs.

(xvi) Volunteer Coordinator Services

This service recruits, trains, places and evaluates volunteers under the supervision of a staff person.

(xvii) Volunteer Income Tax Preparation Assistance (VITA)

This service establishes VITA sites that provide free or low-cost tax preparation services to low income persons.

(c) Eligibility Criteria

The State will require that eligible entities serve individuals and families meeting 125 percent of Federal Poverty Guideline as published in the Federal Register annually by the Office of Management and Budget.

Three months of income may be annualized to determine eligibility for CSBG services except for emergency assistance. Thirty days' income will be used to determine eligibility for emergency services as defined by the Arizona Department of Economic Security guidelines for the Short Term Crisis Services Program in Arizona.

The income eligibility limit for LIHEAP energy assistance programs administered with CSBG dollars is 60 percent of the State Median Income (SMI), adjusted for household size, or 150 percent of the Federal Poverty Guideline, whichever is greater. For SFY 2015 in Arizona, the Federal Poverty Guideline is greater for households with seven or more members.

The following chart will be used from the period October 1, 2014 through September 30, 2015. The 2015 Federal Poverty Guidelines were published on January 22, 2015 by the Department of Health and Human Services, Office of the Secretary; and the State Median Incomes were determined using the American Community Survey (ACS), Table B19119, Arizona Median Family Income In The Past 12 Months (In 2012 Inflation-Adjusted Dollars) By Family Size, 2011-2013 American Community Survey 3-Year Estimates published by the United States Census Bureau. The amounts shown below represent household income for the previous 30 days.

| Size of Household Unit | 125% of Poverty Guideline 2016 | 60% of the State Median Income FFY 2016 | 150% of the Federal Poverty FFY 2016 |
|------------------------|--------------------------------|---|--------------------------------------|
| 1 | \$1,226 | \$1,694 | \$1,471 |
| 2 | \$1,659 | \$2,215 | \$1,991 |
| 3 | \$2,093 | \$2,736 | \$2,511 |
| 4 | \$2,526 | \$3,257 | \$3,031 |
| 5 | \$2,959 | \$3,778 | \$3,551 |

| | | | |
|---------------------------------|---------|---|---------|
| 6 | \$3,393 | \$4,299 | \$4,071 |
| 7 | \$3,826 | Use 150% FPG | \$4,591 |
| 8 | \$4,529 | Use 150% FPG | \$5,111 |
| 9 | \$4,693 | Use 150% FPG | \$5,631 |
| 10 | \$5,126 | Use 150% FPG | \$6,151 |
| For each additional member add: | \$433 | 150% FPG is greater for households with 7 or more members | \$520 |

(d) Coordination with Other Programs

The State will provide coordination between antipoverty programs in each community where appropriate, with emergency energy crisis intervention programs under Title XXVI of the Act, relating to low-income home energy assistance, conducted in each community.

The ADES administers the Supplemental Nutrition Assistance Program, Unemployment Insurance and Employment Service programs, Developmental Disabilities Programs, Workforce Investment Act programs, State Homeless Coordination Office, Domestic Violence Program, Arizona Refugee Resettlement Program, and Independent Living Supports. Through the eligible entities, coordination and/or referral services are provided among private local agencies such as United Way and other local charities.

Coordination occurs through joint planning, formal and informal meetings, cooperative contracting procedures, memos of understanding and the exchange of significant correspondence and information. The State will encourage coordination and collaborative efforts between programs at the community level.

G. Fiscal Controls and Monitoring [‘678C(9)(4)(A)]

(1) Monitoring of Eligible Entities [‘678B(a)]

(a) Assurance 678B(a)(1)

A full onsite review of each eligible entity will take place at least once during each three-year period.

(b) Assurance 678B(a)(2)

An onsite review of each newly designated eligible entity will take place immediately after the completion of the first year in which such eligible entity receives funds through the CSBG Program.

(c) Assurance 678B(a)(3)

Follow-up reviews will take place including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards and requirements established by the State.

(d) Assurance 678B(a)(4)

Other reviews will be conducted, as appropriate, including reviews of entities with programs that have other federal, state or local grants (other than assistance provided under the CSBG Program) terminated for cause.

(e) Ongoing monitoring

The State will conduct technical, fiscal and programmatic offsite monitoring and desk reviews for the purposes of program evaluation, corrective improvement, and technical assistance needs and risk assessment.

(f) Audit

Eligible entities are required to have an annual agency wide audit and to submit the results of the audit to the State.

(2) Corrective Action, Termination and Reduction of Funding

Arizona assures that any eligible entity that receives CSBG funding in the previous fiscal year will not have its present or future funding terminated or reduced below its proportional share under this Act unless, after notice and opportunity for hearing on the record, the State determines that cause existed for such termination subject to review by the Secretary as provided in Section 676A. [Public Law 98-558, Section 203(3)]

For purposes of making a determination with respect to a funding reduction, the term “cause” includes:

- (a) a statewide redistribution of funds under this title responding to the results of the most recently available U.S. Decennial Census or other appropriate data;
- (b) the establishment of a new eligible entity;
- (c) severe economic dislocation; and/or
- (d) the failure of an eligible entity to comply with the terms of its agreement to provide services under this subtitle. [‘675(C)(11) as amended by P.L. 101-501, Section 404]

For purposes of making a determination with respect to termination, the term “cause” includes the material failure of an eligible entity to comply with the terms of its agreement and community action plan to provide services under this subtitle.

Should termination of funding be necessary, the State assures that before terminating funding to an eligible entity, notification to the eligible entity will be in writing. Specific deficiencies will be outlined, and the proposed termination date provided, as well as a notification of the right to a hearing on the proposed action.

The process will be as follows:

- (a) Within 30 workdays after receipt of letter regarding the proposed termination, an appeal letter from the eligible entity should be submitted to the DAAS Assistant Director (or designee) responding to the concerns in the letter.
- (b) When appropriate, the State offers technical assistance to the eligible entity to help correct the deficiency. The State will prepare and submit to the Secretary of the U.S.

Department of Health and Human Services a report describing any technical assistance offered to the eligible entity.

- (c) A corrective action plan will be submitted within 60 workdays identifying objectives to address deficiencies. The State will either accept or reject the proposed plan within 30 days of receipt of the plan.
- (d) If the corrective action plan is accepted, the State will monitor the eligible entity for compliance of the corrective action plan. If the corrective action plan is rejected, the eligible entity will be notified within 30 workdays of the hearing scheduled by the hearing officer in the Appellate Services Administration.
- (e) No later than ten workdays after the hearing, the State will forward to the Secretary of the Department of Health and Human Services its determination, along with all supporting documentation. The State will also notify the eligible entity of its final decision at this time. The eligible entity has 30 workdays following this notification to request a review from the U.S. Department of Health and Human Services.
- (f) The eligible entity will be notified in writing of the final determination after consultation with the Department of Health and Human Services.

Fiscal Controls

Arizona assures that 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 subtitle, including procedures for monitoring the assistance provided under this subtitle.

At least annually, each state, local government and American Indian Tribe or tribal organization that receives \$100,000 or more (during the fiscal year) in all types of federal financial assistance must conduct an audit in accordance with the Single Audit Act, Public Law 98-502. [31 U.S.C. 75 and OMB Circular A-128), '678D(a)(1) and '678D(a)(2)]

The State further assures that a copy of such audit shall be made available to the eligible entities, State legislature and the Secretary of the U.S. Department of Health and Human Services.

(3) Cost and Accounting Standards

Arizona assures the eligible entities and any other recipients of funds under this subtitle shall comply with the Office of Management and Budget cost and accounting principles.

These assurances will be implemented by the State and/or through contract agreements with service providers. Each provider agreement will include requirements that the provider adhere to these areas as applicable to them.

(4) Investigative Cooperation ['676(b)(7)]

Arizona will permit and cooperate with federal investigations of the activities of the State and its eligible entities with regard to expenditure of CSBG funds. Arizona will cooperate with federal and state government conducting audits and program reviews by providing access to fiscal, case management and programmatic records.

(5) Coordination [‘676(b)(9)]

The State and eligible entities will, to the extent possible, coordinate programs and form partnerships with other organizations serving low-income residents of the communities and members of groups served by the State, including religious organizations, charitable groups and community organizations.

DAAS will ensure contracting agencies comply with this assurance at the beginning of the annual planning process by requiring eligible entities to describe, and verify in writing, their coordination activities.

(6) Adequate Representation [‘676(b)(10)]

The State will require that each eligible entity in the State establish procedures under which a low-income individual, community organization, religious organization, or representative of low-income individuals that considers its organization or low-income individuals to be inadequately represented on the board (or other mechanism) of the eligible entity can petition for adequate representation.

H. Accountability and Reporting Requirements [‘676(b)(12)]

The State and all eligible entities in the State have, since Fiscal Year 2001, participated in the Results Oriented Management and Accountability (ROMA) System or another performance measurement system for which the Secretary facilitated development pursuant to Section 678E(b) of the Act.

The ADES has received Community Action Plans as required by the CSBG Amendments of 1994. Community Action Plans from agencies include the following sections: Mission Statement, Needs Assessment, Description of Current Delivery System, Linkages and Activities to Fill Gaps, and Coordination of CSBG Funds. Each eligible entity has identified results-oriented goals and objectives that address problem areas identified through an assessment of the agency and the local service delivery system. In addition, each agency has developed specific performance measures to be used for monitoring the agency’s success in achieving a stated goal.

Performance measures identified by eligible entities will monitor performance in meeting the National Goals of the CSBG Program as listed below:

Goal 1: Low-income people become more self-sufficient.

Goal 2: The conditions in which low-income people live are improved.

Goal 3: Low-income people own a stake in their community.

Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.

Goal 5: Agencies increase their capacity to achieve results.

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive systems.

The outcome measures used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization are those identified in the CSBG Information System Survey and through ROMA National Performance Indicators.

Agencies are also required to provide case management reports that include information about eligibility for other programs including Low Income Home Energy Assistance Program (LIHEAP), TANF Short Term Crisis Assistance and Neighbors Helping Neighbors, a State program, and other funds provided by the State.

These reports are submitted to the ADES on a monthly basis. The ADES monitors contracts through on-site visits every two years. The ADES has created detailed monitoring tools that function to assess performance within CSBG guidelines and statutory compliance. The tools are also used by the agencies to assess their performance under contract. Additionally, monitoring is used by the ADES to assess the need for training and technical assistance, to either individual agencies or the Community Action network.

DRAFT

Appendix A

Delegation of Authority



STATE OF ARIZONA
OFFICE OF THE GOVERNOR

DOUGLAS A. DUCEY
GOVERNOR

EXECUTIVE OFFICE

February 24, 2015

Ms. Jeannie Chaffin
Director, U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services, Division of Energy Assistance
Aerospace Building, 5th Floor West
370 L'Enfant Promenade, S.W.
Washington, DC 20447

Dear Ms. Chaffin:

I, Governor Douglas Ducey, delegate my authority to the Director of the Department of Economic Security to certify to the 16 assurances outlined in the Low Income Home Energy Assistance Act of 1981, as amended, and otherwise perform all necessary functions to properly administer the Low Income Home Energy Assistance Program and the Community Service Block Grant Program.

If you have any questions, please contact Melanie Starns, Assistant Director, Division of Aging and Adult Services, at (602) 542-2591 or via email at mstarns@azdes.gov.

Sincerely,

Douglas A. Ducey
Governor

Appendix B

Certification Regarding Lobbying

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned 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.

Signature

Director

Title

Arizona Department of Economic Security

Organization

Appendix C

Certification Regarding Debarment, Suspension
and Other Matters

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 Non-procurement 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.

Signature

Director

Title

Arizona Department of Economic Security

Organization

Certification Regarding Debarment, Suspension And Other Responsibility Matters
Document

Appendix D

Requirements

Certification Regarding Drug-Free Workplace

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).
- (h) 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)

Arizona Department of Economic Security
1717 West Jefferson
P.O. Box 6123
Phoenix
Maricopa County
Arizona 85005

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; and
- (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]

Signature

Director

Title

Arizona Department of Economic Security
Organization

Certification Regarding Drug-Free Workplace Requirements
Document

Appendix E

Certification Regarding Environmental Tobacco

Smoke

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

Signature

Director

Title

Arizona Department of Economic Security

Organization

Certification Regarding Environmental Tobacco Smoke

Document

Appendix F

Phoenix Public Hearing Documents

Appendix G

Flagstaff Public Hearing Documents

Appendix H

Tucson Public Hearing Documents

Appendix I

Legislative Hearing Agenda

Appendix J

Proposed Tempe Designation – Public Hearing
Documents

CSBG FFY 2015 – 2016 State Plan Amendment Draft Matrix

| Section | Plan Modification | CAP Network's Comment | DES Response/Changes |
|--|---|-----------------------|----------------------|
| Cover | Replaced existing names with "Douglas A. Ducey, Governor" and "Tim Jeffries, Director" | | |
| Section I – Federal Fiscal Year | Added "Mid-Plan Amendment" | | |
| Section II - Letter of Transmittal | Changed DAAS Assistant Director and Community Services Program Administrator names to interim personnel names. | | |
| Section III - Executive Summary: | Item B – inserted Tim Jeffries as Director Item C1 – 2 nd paragraph, last sentence; added "DES conducted one public hearing in Phoenix on May 28, 2015 to ensure public inspection and review of updates to the FFY 2015-2016 CSBG State Plan." Item C3 – added as last sentence, "Oral and written testimony were solicited and accepted at the public hearing and via the ADES website from April 1, 2015 through May 28, 2015 for the FFY 2015-2016 CSBG State Plan Mid-Plan Amendment." | | |
| Section IV – Statement of Federal and CSBG Assurances | Inserted Tim Jeffries on signature page | | |
| Section V - A. 3: Distribution and Allocation of Funds | Updated allocation amounts for SFY 2016; will insert remaining balance and estimated balance by end of year | | |
| Section V - C: Description of Distribution and Use of Restricted Funds | Appropriations legislation citation updated in middle of first paragraph | | |

CSBG FFY 2015 – 2016 State Plan Amendment Draft Matrix

| Section | Plan Modification | CAP Network's Comment | DES Response/Changes |
|---|--|-----------------------|----------------------|
| Section V - D: Description of Distribution and Use of Discretionary Funds | <p>In the Emergency Assistance category, added 2nd paragraph describing Emergency Assistance funding provided to Gila County Human Services Division</p> <p>In Special Projects category, added 2nd (Maricopa County Human Services Department) and 3rd (City of Phoenix Human Services Department) paragraphs describing Special Projects funded in SFY 2015, and 4th paragraph reading, "The remainder of unspent CSBG Discretionary funds allocated in SFY 2015 will be carried over and distributed to eligible entities using the standard Distribution Formula used to allocate the 90 percent of funds dedicated to eligible entities."</p> <p>Updated Discretionary Allocations - SFY 2016</p> | | |
| Section V – E: Description of Use of Administrative Funds Administrative Allocations | <p>Will insert updated budget numbers (if applicable) before submittal of plan</p> | | |
| Section V – F.1.a Program Overview – State Service Delivery System – | <p>2nd to last and last paragraphs – will insert update information upon completion of IS report</p> | | |
| Section V.,F.1.c Program Overview – State Service Delivery System | <p>Added program narrative for Pima County Community Action Program, City of Glendale Community Action Program, and Mesa Community Action Network; updated program</p> | | |

CSBG FFY 2015 – 2016 State Plan Amendment Draft Matrix

| Section | Plan Modification | CAP Network's Comment | DES Response/Changes |
|--|-------------------------------|-----------------------|----------------------|
| | narratives for other programs | | |
| Section V - F.4.c: Eligibility Criteria – State Median Income and Federal Poverty Guidelines thresholds. | Source data updated | | |

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

MODEL PLAN

PUBLIC LAW 97-35, AS AMMENDED

FEDERAL FISCAL YEAR 2016

GRANTEE: ARIZONA DEPARTMENT OF ECONOMIC SECURITY (ADES),
DIVISION OF AGING AND ADULT SERVICES (DAAS)

EIN: 1-866014791-A9

ADDRESS: P.O. Box 6123

Site Code 950A, Phoenix, Arizona 85005 OR

1789 West Jefferson 3rd Floor N.W.

Phoenix, Arizona 85007

LIHEAP COORDINATOR: Stephanie Bews

EMAIL: sbews@azdes.gov

TELEPHONE: (602) 542-6620 FAX: (602) 542-6655

CHECK ONE: TRIBE / TRIBAL ORGANIZATION STATE 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: 04/30/2015**

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.

3/27/2015 2:36 PM

Assurances

The STATE OF ARIZONA agrees to:

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 Veteran's 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 Federal 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 Federal fiscal year preceding the Federal 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 Federal 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 Federal 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: _____
Timothy Jeffries

Title: _____
Director, Arizona Department of Economic Security

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. (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.

Section 1: Program Components, 2605(a), 2605(b)(1) – Assurance 1, 2605(c)(1)(C)

1.1 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.)

Dates of Operation

- Heating assistance Start date: 10-1-15 End date: 9-30-16
- Cooling assistance Start date: 10-1-15 End date: 9-30-16
- Crisis assistance Start date: 10-1-15 End date: 9-30-16
- Weatherization assistance Start date: 10-1-15 End date: 9-30-16

Estimated Funding Allocation, 2604(c), 2605(k)(1), 2605(b)(9), 2605(b)(16) – Assurances 9 and 16

1.2 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 percent.**

- 21.8% heating assistance
- 41.2% cooling assistance
- 5.0% crisis assistance
- 15.0% weatherization assistance
- 0.0% carryover to the following Federal Fiscal Year
- 10.0% administrative and planning costs
- 5.0% services to reduce home energy needs including needs assessment (Assurance 16)
- 2.0% used to develop and implement leveraging activities
- 100.0% **TOTAL**

Alternate Use of Crisis Assistance Funds, 2605(c)(1)(C)

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

- Heating assistance
- Weatherization assistance
- Cooling assistance
- Other (specify): Support a year round crisis assistance program that includes heating and cooling.

Categorical Eligibility, 2605(b)(2)(A) – Assurance 2, 2605(c)(1)(A), 2605(b)(8A) – Assurance 8

1.4 Do you consider households categorically eligible if one household member receives one of the following categories of benefits in the left column below? Yes No

| | Heating | Cooling | Crisis | Weatherization |
|--------------------------------|---------|---------|--------|----------------|
| SNAP | | | | |
| TANF | | | | |
| SSI | | | | |
| Means-tested veteran's program | | | | |
| Other (Specify) _____ | | | | |

1.5 Do you automatically enroll households without a direct annual application?

Yes No -- If yes, explain:

1.6 How do you ensure there is no difference in the treatment of categorically eligible households from those not receiving other public assistance when determining eligibility and benefit amounts?

Not Applicable.

SNAP Nominal Payments

1.7 Do you allocate LIHEAP funds toward a nominal payment for SNAP clients?

Yes No -- If yes, explain:

Amount of Minimal Assistance: \$ _____

Frequency of Assistance

Once per year

Once every five years

Other (describe): _____

Determination of Eligibility – Countable Income

1.8 In determining a household's income eligibility for LIHEAP, do you use gross income or net income?

- Gross Income
 Net Income

1.9 Select all of the applicable forms of countable income used to determine a household's income eligibility for LIHEAP.

- Wages
 Self-employment income
 Contract income
 Payments from mortgage or sales contracts
 Unemployment insurance
 Strike pay
 Social Security Administration (SSA) benefits
 Including MediCare deduction Excluding MediCare deduction
 Supplemental Security Income (SSI)
 Retirement / Pension benefits
 General Assistance benefits
 Temporary Assistance for Needy Families (TANF) benefits
 Supplemental Nutrition Assistance Program (SNAP) benefits
 Women, Infants and Children Supplemental Nutrition Program (WIC) benefits
 Loans that need to be repaid
 Cash gifts (\$50.00 or more)
 Savings account balance
 One-time lump-sum payments, such as rebates/credits, winnings from lotteries, refund deposits, etc.
 Jury duty compensation
 Rental income
 Income from employment through Workforce Investment Act (WIA)
 Income from work study programs
 Alimony
 Child support
 Interest, dividends or royalties
 Commissions
 Legal settlements
 Insurance payments made directly to the insured
 Insurance payments made specifically for the repayment of a bill, debt, or estimate
 Veterans Administration (VA) benefits
 Earned income of a child under the age of 18 (If not a full time student)
 Balance of retirement, pension, or annuity accounts where funds cannot be withdrawn without a penalty.
 Income tax refunds
 Stipends from senior companion programs, such as VISTA
 Funds received by household for the care of a foster child
 Ameri-Corp Program payments for living allowances, earnings and in-kind aid.
 Reimbursements (for mileage, gas, lodging, meals, etc.)
 Other:

Section 2: Heating Assistance, Eligibility, 2605(b)(2) – Assurance 2

2.1 Designate the income eligibility threshold used for the heating component:

2014 HHS poverty income level 150%

AND

FY 2015 median income 60%

Other: Arizona uses one-hundred-fifty percent (150%) of the Federal Poverty Guideline and sixty percent (60%) of the State Median Income.

2.2 Do you have additional eligibility requirements for **Heating Assistance**?

Yes No

2.3 Check the appropriate boxes below and describe the policies for each.

• Do you require an assets test? Yes No

• Do you have additional/differing eligibility policies for:

- Renters? Yes No
- Renters living in subsidized housing? Yes No
- Renters with utilities included in the rent? Yes No

• Do you give priority in eligibility to:

- Elderly? Yes No
- Disabled? Yes No
- Young children? Yes No
- Households with high energy burdens? Yes No
- Other? Working poor Yes No

Determination of Benefits, 2605(b)(5) – Assurance 5, 2605(c)(1)(B)

2.4 Describe how you prioritize the provision of heating assistance to vulnerable households, e.g., benefit amounts, application period, etc.

Elderly, disabled, working poor and households with children age six and under are given additional points for eligibility, which could increase the benefit level. A household may receive one point for each category if eligible.

2.5 Check the variables you use to determine your benefit levels. (Check all that apply):

- Income
- Family (household) size
- Home energy cost or need:
 - Fuel type
 - Climate/region
 - Individual bill
 - Dwelling type
 - Energy burden (percent of income spent on home energy)

- Energy need
- Other: (Elderly, disabled, working poor and households with children age six and under are given additional points for eligibility, which could increase the benefit level.)

Benefit Levels, 2605(b)(5) – Assurance 5, 2605(c)(1)(B)

2.6 Describe benefit levels:

\$75 Minimum benefit

\$640 Maximum benefit

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

- Yes No -- If yes, describe. Service Providers make blankets available when possible.

Section 3: Cooling Assistance, Eligibility, 2605(c)(1)(A), 2605(b)(2) – Assurance 2

3.1 Designate the income eligibility threshold used for the cooling component:

2014 HHS poverty income level 150%

AND

FY 2015 median income 60%

Other: Arizona uses one-hundred-fifty percent (150%) of the Federal Poverty Guideline and sixty percent (60%) of the State Median Income.

3.2 Do you have additional eligibility requirements for **Cooling Assistance**?

Yes No

3.3 Check the appropriate boxes below and describe the policies for each.

• Do you require an assets test? Yes No

• Do you have additional/differing eligibility policies for:

- Renters? Yes No
- Renters living in subsidized housing? Yes No
- Renters with utilities included in the rent? Yes No

• Do you give priority in eligibility to:

- Elderly? Yes No
- Disabled? Yes No
- Young children? Yes No
- Households with high energy burdens? Yes No
- Other? Working poor Yes No

3.4 Describe how you prioritize the provision of cooling assistance to vulnerable households, e.g., benefit amounts, application period, etc.

Elderly, disabled, working poor and households with children age six and under are given additional points for eligibility, which could increase the benefit level. A household may receive one point for each category if eligible.

Determination of Benefits, 2605(b)(5) – Assurance 5, 2605(c)(1)(B)

3.5 Check the variables you use to determine your benefit levels. (Check all that apply):

- Income
- Family (household) size
- Home energy cost or need:
 - Fuel type
 - Climate/region
 - Individual bill
 - Dwelling type
 - Energy burden (percent of income spent on home energy)

- Energy need
- Other: (Elderly, disabled, working poor and households with children age six and under are given additional points for eligibility, which could increase the benefit level.)

Benefit Levels, 2605(b)(5) – Assurance 5, 2605(c)(1)(B)

3.6 Describe benefit levels:

\$75 Minimum benefit

\$640 Maximum benefit

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

Yes No -- If yes, describe. Service Providers provide fans when available.

Section 4: Crisis Assistance, Eligibility, 2604(c), 2605(c)(1)(A)

4.1 Designate the income eligibility threshold used for the crisis component:

2014 HHS poverty income level 150%

AND

FY 2015 median income 60%

Other: Arizona uses one-hundred-fifty percent (150%) of the Federal Poverty Guideline and sixty percent (60%) of the State Median Income.

4.2 Provide your LIHEAP program’s definition for determining a crisis.

A crisis is defined as a delinquent or shut off notice, or, if utilities are included in the rent, an eviction notice is required.

Added to the definition of a crisis is the determination of a Human Service Emergency made by the Arizona Department of Economic Security. A Human Service Emergency includes, but is not limited to, fire or flood which results in the evacuation of homes and shelters. Upon determination of a Human Service Emergency, households affected may be assisted with costs to temporarily shelter or house individuals in hotels, apartments or other living situations, i.e., placing people in settings to preserve health and safety and to move them away from the crisis situation.

4.3 What constitutes a life-threatening crisis?

A life-threatening crisis is defined as, but not limited to, individuals who are exposed to extreme indoor temperatures that adversely affect their health and can potentially directly or indirectly lead to death. A life-threatening crisis also includes individuals who must utilize life sustaining medical equipment and are either unable to pay their utility bill or are within five days of running out of fuel/utility or being shut off. A household member’s health and/or well-being would likely be endangered if energy assistance is not provided.

Crisis Requirements, 2604(c)

4.4 Within how many hours do you provide crisis assistance that will resolve the energy crisis for eligible households? 48 Hours

4.5 Within how many hours do you provide crisis assistance that will resolve the energy crisis for eligible households in life-threatening situations? 18 Hours

Crisis Eligibility, 2605(c)(1)(A)

4.6 Do you have additional eligibility requirements for Crisis Assistance?

Yes No

4.7 Check the appropriate boxes below and describe the policies for each.

- Do you require an assets test? Yes No

- Do you give priority in eligibility to:
 - Elderly? Yes No
 - Disabled? Yes No
 - Young children? Yes No
 - Households with high energy burdens? Yes No
 - Other? Working poor Yes No

- In order to receive crisis assistance:
 - Must the household have received a shut-off notice or have a near empty tank? Yes No
 - Must the household have been shut off or have an empty tank? Yes No
 - Must the household have exhausted their regular heating benefit? Yes No
 - Must renters with heating costs included in their rent have received an eviction notice? Yes No
 - Must heating/cooling be medically necessary? Yes No
 - Must the household have non-working heating or cooling equipment? Yes No
 - Other? Yes No

- Do you have additional/differing eligibility policies for:
 - Renters? Yes No
 - Renters living in subsidized housing? Yes No
 - Renters with utilities included in the rent? Yes No

Explanation: Although the point system is not used for LIHEAP supplemental assistance, the household must receive heating/cooling assistance either prior to or with the supplemental payment. The point system is utilized to determine the household's LIHEAP assistance and is not recalculated for the supplemental payment.

Determination of Benefits

4.8 How do you handle crisis situations?

- Separate component

- Fast Track (Defined for the purpose of the LIHEAP plan as being integrated into the heating or cooling assistance program for prioritizing and expediting service to households experiencing heating or cooling emergencies.)

Other: Supplemental Crisis assistance is available to applicants who have already received assistance within a twelve (12) month period. The applicant must have a shut-off or disconnect notice, or a notice that the utility has already been disconnected or an eviction notice if utilities are included in the rent.

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

Amount to resolve crisis, up to a maximum of \$500

Other:

Crisis Requirements, 2604(c)

4.10 Do you accept applications for energy crisis assistance at sites that are geographically accessible to all households in the area to be served?

Yes No

Explain: Accommodations are made to address households in rural areas by various Service Providers offering satellite locations and partnering with local community agencies that are geographically accessible to households. Some Service Providers travel to alternate locations to accommodate those who reside in rural areas.

4.11 Do you provide individuals who are physically disabled the means to?

- Submit applications for crisis benefits without leaving their homes?

Yes No -- Applications for homebound and/or medically fragile applicants are completed during Service Providers' designated timeframes.

- Travel to the sites at which applications for crisis assistance are accepted?

Yes No -- Service Providers travel to homes of homebound and/or medically fragile applicants, as well as specified local sites to accommodate those who have the inability to travel to office locations.

Benefit Levels, 2605(c)(1)(B)

4.12 Indicate the maximum benefit for each type of crisis assistance offered.

| | | |
|-------------------|--------------|-----------------|
| Winter Crisis | \$ _____ | maximum benefit |
| Summer Crisis | \$ _____ | maximum benefit |
| Year-round Crisis | <u>\$500</u> | maximum benefit |

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

Yes No -- Service Providers provide blankets, space heaters and fans when available.

4.14 Do you provide for equipment repair or replacement using crisis funds?

Yes No

4.15 Check appropriate boxes below to indicate type(s) of assistance provided:

| | Winter Crisis | Summer Crisis | Year-round Crisis |
|---|---------------|---------------|-------------------|
| Heating system repair | | | |
| Heating system replacement | | | |
| Cooling system repair | | | |
| Cooling system replacement | | | |
| Wood stove purchase | | | |
| Pellet stove purchase | | | |
| Solar panel(s) | | | |
| Windmill(s) | | | |
| Utility poles / Gas line hook-ups | | | |
| Other (Eligible applicants with disconnect or shut off notices or eviction notices, related to not being able to pay utility bills are provided crisis assistance): | | | X |

4.16 Do any of the utility vendors you work with enforce a winter moratorium on shut offs?

Yes No

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

Several of Arizona’s energy vendors enforce moratoriums with varying criteria. The largest energy vendors are represented below with their specific guidelines.

In accordance with Arizona Administrative Code 14-2-211(A)(5)(c) & 14-2-201(46), Arizona Public Service (APS) uses 32 degrees Fahrenheit as the point in which they stop disconnections for non-payment for low temperatures. In addition, APS also developed an internal business process where disconnections are suppressed for non-payment when high heat stress indexes are present, as determined by the Phoenix Heat Alert website that relies on heat and humidity predictions from the National Oceanic and Atmospheric Administration (NOAA).

Southwest Gas (SWG) tariff is prohibited from performing shutoffs during periods of time where weather will be especially dangerous to one’s health. These weather conditions are defined as that period of time commencing with the scheduled termination date when the local weather forecast, as predicted by the NOAA, indicates that the temperature will not exceed 32 degrees Fahrenheit for the next day’s forecast. The Corporation Commission may determine that other weather conditions are especially dangerous to one’s health as the need arises.

Salt River Project (SRP) self-initiates moratoriums in the winter and summer based on weather conditions. The duration of the self-initiated moratoriums fluctuates based on weather conditions. The criteria for moratoriums are excessive heat warnings issued by the National Weather Service.

Section 5: Weatherization Assistance, Eligibility, 2605(c)(1)(A), 2605(b)(2) – Assurance 2

5.1 Designate the income eligibility threshold used for the Weatherization component:

2014 HHS poverty income level 150%

AND

FY 2015 median income 60%

Other: Arizona uses one-hundred-fifty percent (150%) of the Federal Poverty Guideline and sixty percent (60%) of the State Median Income.

5.2 Do you enter into an interagency agreement to have another government agency administer a **Weatherization component**? Yes No

5.3 Name the agency: Governor's Office of Energy Policy

5.4 Is there a separate monitoring protocol for Weatherization? Yes No

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

Weatherization – Types of Rules

Entirely under LIHEAP (not DOE) rules

Entirely under DOE WAP (not LIHEAP) rules

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

Income Threshold

Weatherization of entire multi-family housing structure is permitted if at least 66% of units (50% in 2- & 4-unit buildings) are eligible units or will become eligible within 180 days.

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

Other: Weatherization measures are not subject to DOE Savings to Investment Ratio (SIR) standards.

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

Income Threshold

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

Weatherization measures are not subject to DOE Savings to Investment Ratio (SIR) standards.

Other:

Eligibility, 2605(b)(5) – Assurance 5

5.6 Do you require an assets test? Yes No

5.7 Do you have additional/differing eligibility policies for:

- Renters? Yes No
- Renters living in subsidized housing? Yes No

5.8 Do you give priority in eligibility to:

- Elderly? Yes No
- Disabled? Yes No
- Young children? Yes No
- Households with high energy burdens? Yes No
- Other? Yes No

Benefit Levels

5.9 Do you have a maximum LIHEAP weatherization benefit/expenditure per household?

Yes No

5.10 What is the maximum amount? Average of \$6,000.

Types of Assistance, 2605(c)(1), (B) & (D)

5.11 What LIHEAP weatherization measures do you provide? (Check all categories that apply.)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Weatherization needs assessment/audits | <input checked="" type="checkbox"/> Major appliance repairs |
| <input checked="" type="checkbox"/> Caulking and insulation | <input checked="" type="checkbox"/> Major appliance replacement |
| <input checked="" type="checkbox"/> Install storm windows | <input checked="" type="checkbox"/> Install windows/sliding glass doors |
| <input checked="" type="checkbox"/> Heating system repairs | <input checked="" type="checkbox"/> Install doors (interior/exterior) |
| <input checked="" type="checkbox"/> Heating system replacement | <input checked="" type="checkbox"/> Install water heater |
| <input checked="" type="checkbox"/> Cooling system repairs | <input checked="" type="checkbox"/> Water conservation measures |
| <input checked="" type="checkbox"/> Cooling system replacement | <input checked="" type="checkbox"/> Compact florescent light bulbs |
| <input checked="" type="checkbox"/> Energy related roof repair | |
| <input checked="" type="checkbox"/> Other: Replacement of air sealing/envelope sealing, duct sealing, base load measures, appliances that have high/unsafe Carbon Dioxide readings, weather-stripping of doors and windows and other health and safety needs of clients shall be allowable. | |

Replacement of domestic water heater tanks (propane, gas or electric) shall be an allowable Low Income Weatherization Assistance Program expense.

Existing gas kitchen ranges which, because of advanced age and deteriorated condition and which show high unsafe levels of carbon monoxide, shall be eligible for replacement. The replacement range shall have electronic intermittent ignition features and shall comply with all applicable codes for gas kitchen ranges. If conversion to electric range is needed, prior approval is required from the Governor's Office of Energy Policy, Low Income Weatherization Assistance Program.

Conversion of electric water heating tanks to natural gas water heating tanks where the natural gas service is available to the property line is an allowable measure only if the household size is two or more occupants.

Conversion of propane heating, heat pump or electrical resistance heating to electric heating shall be allowable but only with prior approval from the Governor's Office of Energy Policy, Low Income Weatherization Assistance Program. The cost of running service lines shall be funded by another fund source.

Section 6: Outreach, 2605(b)(3) – Assurance 3, 2605(c)(3)(A)

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

- Place posters/flyers in local and county social service offices, offices of aging, Social Security offices, VA, etc.
- Publish articles in local newspapers or broadcast media announcements.
- Include inserts in energy vendor billings to inform individuals of the availability of all types of LIHEAP assistance.
- Mass mailing(s) to prior-year LIHEAP recipients.
- Inform low income applicants of the availability of all types of LIHEAP assistance at application intake for other low-income programs.
- Execute interagency agreements with other low-income program offices to perform outreach to target groups.
- Other (specify): Service Providers periodically hold mass intake events.

Section 7: Coordination, 2605(b)(4) – Assurance 4

7.1 Describe how you will ensure that the LIHEAP program is coordinated with other programs available to low-income households (TANF, SSI, WAP, etc.).

- Joint application for multiple programs
- Intake referrals to/from other programs
- One-stop intake centers
- Other (describe):

The Arizona Department of Economic Security will continue its policy of cooperation, coordination, and information exchange with the Governor's Office of Energy Policy, LIHEAP Provider Agencies, Community Services Block Grant providers, the Social Security Administration, and any other Energy Programs in order to minimize duplication of services and maximize services available to eligible clients. This cooperation is in the form of both formal and informal meetings, coordination of contracting procedures and contractors, exchange of significant correspondence, and joint planning. Currently, the same Assistant Director administers the Community Services, Social Services, and the Low Income Home Energy Assistance Program Block Grants. Coordination between the three Block Grants occurs on a regular basis to ensure that the needs of the low income households are addressed. The LIHEAP Weatherization Program is administered by the Governor's Office of Energy Policy, which also operates the DOE Weatherization Program.

Section 8: Agency Designation, 2605(b)(6) – Assurance 6

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

- Administration Agency
- Commerce Agency
- Community Services Agency
- Energy/Environment Agency
- Housing Agency
- Welfare Agency
- Other – describe:

Alternate Outreach and Intake, 2605(b)(15) – Assurance 15 (8.2 -8.4 does not have to be answered on OLDC)

8.2 How do you provide alternate outreach and intake for **Heating Assistance**?

8.3 How do you provide alternate outreach and intake for **Cooling Assistance**?

8.4 How do you provide alternate outreach and intake for **Crisis Assistance**?

| | Heating | Cooling | Crisis | Weatherization |
|---|---|---|-------------------------|---|
| Who determines client eligibility? | Local Service Providers | Local Service Providers | Local Service Providers | Service Providers that offer Weatherization |
| Who processes benefit payments to gas and electric vendors? | Local Service Providers | Local Service Providers | Local Service Providers | Service Providers that offer Weatherization |
| Who processes benefit payments to bulk fuel vendors? | Local Service Providers | Local Service Providers | Local Service Providers | Service Providers that offer Weatherization |
| Who performs installation of weatherization measures? | Local contractors provide installation of Weatherization measures | Local contractors provide installation of Weatherization measures | N/A | Local contractors provide installation of Weatherization measures |

8.5 What is your process for selecting local administering agencies?

Eleven Community Action Agencies were awarded as LIHEAP providers due to the 2003 procurement code change that exempts Community Action Agencies (A.R.S §41-2081.P). The two other LIHEAP Service Providers are nonprofit agencies and were awarded LIHEAP funds using the State procurement process. Tohono O’odham Nation is awarded LIHEAP as a sub-grantee.

In Fiscal Year 2016, Catholic Charities is relinquishing its service area. Northern Arizona Council of Governments (NACOG) has offices in Catholic Charities’ service area and is absorbing the service area.

8.6 How many local administering agencies do you use? 12

8.7 Have you changed any local administering agencies from last year?

Yes No

8.8 Why?

- Agency was in noncompliance with grantee requirements for LIHEAP
- Agency is under criminal investigation
- Added agency
- Agency closed
- Other: Agency relinquished LIHEAP

Section 9: Energy Suppliers, 2605(b)(7) – Assurance 7

9.1 Do you make payments directly to home energy suppliers?

Heating Yes No

Cooling Yes No

Crisis Yes No

Are there exceptions? Yes No

Other: Home energy suppliers are directly paid by local Service Providers.

9.2 How do you notify the client of the amount of assistance paid?

Clients are notified by Service Providers via an approval letter of the amount paid on their behalf.

9.3 How do you 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?

Energy suppliers will, through their normal billing process, apply the Energy Assistance payments to the approved household's account, just as any other payment would be applied.

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

Local Service Providers assure that households receiving LIHEAP are not treated adversely by working collaboratively with energy vendors.

9.5 Do you make payments contingent on unregulated vendors taking appropriate measures to alleviate the energy burdens of eligible households? Yes No. If so, how?

Section 10: Program Fiscal Monitoring, and Audit, 2605(b)(10) – Assurance 10

10.1 How do you ensure good fiscal accounting and tracking of LIHEAP funds?

The Arizona Department of Economic Security (ADES) assures that fiscal control and fund accounting procedures are established to assure the proper accounting of their disbursement of federal funds paid to the state under this program, including procedures for monitoring the assistance provided under this title, and that the Arizona Auditor General’s Office includes LIHEAP in its audit of program expenditures in accordance with the Single Audit Act of 1984.

Audit Process

10.2 Is your LIHEAP program audited annually under the Single Audit Act and OMB Circular A-133?

Yes No

10.3 Describe any audit findings rising to the level of material weakness or reportable condition cited in the A-133 audits, Grantee monitoring assessments, inspector general reviews, or other government agency reviews of the LIHEAP agency from the most recently audited federal fiscal year.

| Finding | Type | Brief Summary | Resolved? | Action Taken |
|--|-----------|---|-----------|---------------------------|
| 1. The 2012 State of Arizona Single Audit of Low-Income Home Energy Assistance (LIHEAP) found errors in the LIHEAP Annual Household Report submitted during FY 2012. | Reporting | 1. The reporting documents were corrected and management oversight was implemented. | Yes | Procedural/policy changes |

10.4 Audits of Local Administering Agencies:

- What types of annual audit requirements do you have in place for local administering agencies/district offices?
 - Local agencies/district offices are required to have an annual audit in compliance with the Single Audit Act and OMB Circular A-133.
 - Local agencies/district offices are required to have an annual audit (other than A-133).
 - Local agencies/district offices’ A-133 or other independent audits are reviewed by Grantee as part of compliance process.
 - Grantee conducts fiscal and program monitoring of local agencies/district offices.

Compliance Monitoring

10.5 Describe the Grantee's strategies for monitoring compliance with the Grantee's and Federal LIHEAP policies and procedures by:

Grantee employees:

- Internal program review
- Departmental oversight
- Secondary review of invoices and payments
- Other program review mechanisms are in place. Describe:

Local Administering Agencies/District Offices:

- On-site evaluation
- Annual program review
- Monitoring through Central Database
- Desk reviews
- Client File Testing/Sampling
- Other program review mechanisms are in place. Describe:

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

Schedule - Monitoring of Service Providers will occur at least every other year on a rotational basis. Any Service Provider that has a particular problem will be given technical assistance until the problem is resolved.

Focus - Monitoring focuses on the following areas: program, fiscal, policy and general contract requirements. Monitoring may occur through a desk review of materials or on-site monitoring. Weatherization monitoring encompasses the aforementioned areas plus on-site quality control inspection of weatherized homes. Monitoring visits are also used for contractor training and technical assistance as required. Monitoring relates to Service Providers' separate evaluations of internal controls, such as control self-assessments or internal procedures and performance. Internal monitoring processes shall be practiced by Service Providers. LIHEAP Service Providers have a responsibility to monitor and be monitored for compliance with program requirements.

The ADES monitors Service Providers' compliance with all requirements of federal, state and local laws, the contractual requirements and directives in the policy manual. The Service Provider shall cooperate in the evaluation of contracted services. The evaluation may assess the Service Provider's progress and/or success in achieving the goals, objectives and deliverables set forth in their contract related to LIHEAP.

Protocol – The ADES shall provide the Service Provider with a request for needed documents, such as case management files, fiscal and administrative records, at least one week prior to the scheduled monitoring date. Regarding unscheduled monitoring, the ADES may request needed documents while on-site without prior notice. The ADES will communicate recommendations or findings with key personnel and provide the opportunity for clarification, and will provide written results of the monitoring in a reasonable amount of time.

The Service Provider will ensure that key personnel are available for discussion during the scheduled monitoring and that the requested records are available and in order beginning

on the first day of the scheduled on-site monitoring visit. It is the ADES' expectation that the monitoring will begin at the agreed date and time for scheduled monitoring.

The on-site monitoring visit will include these activities:

The interview should include the ADES Contract Specialist, ADES Program Specialist and the Service Provider's Program Manager. It may include other ADES and Service Provider staff upon request of the ADES Contract Specialist, ADES Program Specialist or at the discretion of the Service Provider. The entrance interview will describe the monitoring activities that will take place, review the monitoring process and schedule interviews with other Service Provider staff, as requested by the ADES monitoring team.

On-site compliance monitoring will consist of a program review, with follow-up questions appropriate to the local situation. In order to complete the compliance monitoring, the ADES Contract Specialist and/or the ADES Program Specialist will interview the Service Provider Program Manager, the Fiscal Director, the position responsible for outreach activities, and any other staff whose work is integral to the program, as well as applicants.

10.7 Describe how you select local agencies for monitoring reviews?

Service Providers are monitored according to a biennial schedule on a rotational basis. If there are concerns related to a specific Service Provider's operations that Provider would be a priority for monitoring.

10.8 How often is each local agency monitored?

Service Providers are monitored according to a biennial schedule on a rotational basis.

10.9 What is the combined error rate for eligibility determinations?

The ADES has not captured collective data in this area. However, resolution to eligibility determination issues is addressed at the time of monitoring and in a formal Report of Findings.

10.10 What is the combined error rate for benefit determinations?

The ADES has not captured collective data in this area. However, resolution to eligibility determination issues is addressed at the time of monitoring and in a formal Report of Findings.

10.11 How many local agencies are currently on corrective action plans for eligibility and/or benefit determination issues?

There are no Service Providers on corrective action plans for eligibility and/or benefit determination issues.

10.12 How many local agencies are currently on corrective action plans for financial accounting or administrative issues?

There are no Service Providers on corrective action plans for financial accounting or administrative issues.

Section 11: Timely and Meaningful Public Participation, 2605(b)(12) – Assurance 12, 2605(c)(2)

11.1 How did you obtain input from the public in the development of your LIHEAP plan?

Check all that apply:

- Tribal Council meeting(s)
- Public Hearing(s)
- Draft Plan posted to website and available for comment
- Hard copy of plan is available for public view and comment
- Comments from applicants are recorded
- Request for comments on draft Plan is advertised
- Stakeholder consultation meeting(s)
- Comments are solicited during outreach activities
- Other, describe:

11.2 What changes did you make to your LIHEAP plan as a result of this participation?

Section 17.3 Identification Verification was modified to reflect that some Service Providers verify Social Security Numbers with the State Eligibility/Management System (e.g. SNAP, TANF).

Public Hearings, 2605(a)(2)

11.3 List the date(s) and location(s) that you held public hearing(s) on the proposed use and distribution of your LIHEAP funds?

| Date | Event Description |
|-----------------|--------------------------|
| May 2015 (TBD) | Phoenix Public Hearing |
| June 2015 (TBD) | Flagstaff Public Hearing |
| June 2014 (TBD) | Tucson Public Hearing |

11.4 How many parties commented on your plan at the hearing(s)?

Will updates after meetings are held.

11.5 Summarize the comments you received at the hearing(s).

Will updates after meetings are held.

11.6 What changes did you make to your LIHEAP plan as a result of the public hearing(s)?

Will update after meetings are held.

Section 12: Fair Hearings, 2605(b)(13) – Assurance 13

12.1 How many fair hearings did the grantee have in the prior federal fiscal year?

There were no fair hearings in federal fiscal year 2015.

12.2 How many of those fair hearings resulted in the initial decision being reversed?

There were no fair hearings in federal fiscal year 2015.

12.3 Describe any policy and/or procedural changes made in the last federal fiscal year as a result of fair hearings?

No policy and/or procedural changes were made in the last federal fiscal year as a result of fair hearings.

12.4 Describe your fair hearing procedures for **households whose applications are denied**.

A Fair Hearing procedure is in place within the ADES, Division of Aging and Adult Services (DAAS) Community Action Programs Unit and the Community Action Agencies (CAAs). Clients will be notified at time of application of their right to appeal.

Step One: An opportunity to file a request for a fair hearing regarding any adverse action shall be granted by the CAA to any applicant/recipient who requests a hearing because his or her benefit assistance is denied, delayed, discontinued, suspended or terminated. The applicant/recipient must, within ten working days, provide in writing a statement of the grounds for the hearing. The request must be submitted to the CAA within ten working days after the mailing date on the decision letter. The CAA receiving the grievance will make all efforts to resolve the issues within ten working days of the request.

Step Two: In the event the applicant/recipient wishes to appeal the decision of the CAA, the applicant/recipient may, within ten working days of receiving the CAA decision letter, appeal in writing to the ADES Assistant Director. The Assistant Director will assign the appropriate personnel to conduct the hearing. A decision will be provided within ten working days of the appeal letter.

Step Three: In the event the applicant/recipient wishes to appeal the decision of the ADES Assistant Director, the applicant/recipient may, within ten working days of receiving the ADES Assistant Director's decision letter, request in writing a fair hearing from the Arizona Court of Appeals. The Arizona Court of Appeals will be responsible for conducting the hearing and providing a decision within 60 days of the request.

Step Four: In the event the applicant/recipient wishes to appeal the decision of the Arizona Court of Appeals, the applicant/recipient may, within ten working days of receiving the Arizona Court of Appeals decision letter, request in writing a fair hearing from the Department of Health and Human Services, Office of Community Services in Washington D.C. The Department of Health and Human Services, Office of Community Services in Washington D.C. will be responsible for providing a decision within 60 days of the request.

12.5 When and how are applicants informed of these rights?

Applicants are informed of the right to a fair hearing through notices posted in Service Providers' waiting areas, as well as in writing and verbally during their initial intake appointment.

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

A Fair Hearing procedure is in place within the ADES, Division of Aging and Adult Services (DAAS) Community Action Programs Unit and the Community Action Agencies (CAAs). Clients will be notified at time of application of their right to appeal.

Step One: An opportunity to file a request for a fair hearing regarding any adverse action shall be granted by the CAA to any applicant/recipient who requests a hearing because his or her benefit assistance is denied, delayed, discontinued, suspended or terminated. The applicant/recipient must, within ten working days, provide in writing a statement of the grounds for the hearing. The request must be submitted to the CAA within ten working days after the mailing date on the decision letter. The CAA receiving the grievance will make all efforts to resolve the issues within ten working days of the request.

Step Two: In the event the applicant/recipient wishes to appeal the decision of the CAA, the applicant/recipient may, within ten working days of receiving the CAA decision letter, appeal in writing to the ADES Assistant Director. The Assistant Director will assign the appropriate personnel to conduct the hearing. A decision will be provided within ten working days of the appeal letter.

Step Three: In the event the applicant/recipient wishes to appeal the decision of the ADES Assistant Director, the applicant/recipient may, within ten working days of receiving the ADES Assistant Director's decision letter, request in writing a fair hearing from the Arizona Court of Appeals. The Arizona Court of Appeals will be responsible for conducting the hearing and providing a decision within 60 days of the request.

Step Four: In the event the applicant/recipient wishes to appeal the decision of the Arizona Court of Appeals, the applicant/recipient may, within ten working days of receiving the Arizona Court of Appeals decision letter, request in writing a fair hearing from the Department of Health and Human Services, Office of Community Services in Washington D.C. The Department of Health and Human Services, Office of Community Services in Washington D.C. will be responsible for providing a decision within 60 days of the request.

12.7 When and how are applicants informed of these rights?

Applicants are informed of the right to a fair hearing through notices posted in Service Providers' waiting areas, as well as in writing and verbally during their initial intake appointment.

Section 13: Reduction of Home Energy Needs, 2605(b)(16) – Assurance 16

13.1 Describe how 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?

Service Providers offer energy reduction education through brochures, teaching applicants during the application process, in-house tutorial videos presented in waiting areas, and classes.

13.2 How do you ensure that you don't use more than 5% of your LIHEAP funds for these activities?

To ensure that no more than 5% of LIHEAP funding is used for Assurance 16 purposes the ADES utilizes fiscal and program controls, including fund accounting procedures, to assure that Service Providers abide by the federal guidelines.

13.3 Describe the impact of such activities on the number of households served in the previous Federal fiscal year.

The ADES has not collected this LIHEAP data for FFY 2015. However, plans are to incorporate information in the near future.

13.4 Describe the level of direct benefits provided to those households in the previous Federal fiscal year.

FFY 2015 data is not available at this time. However, the direct level benefits provided to households in FFY 2014 was \$8,091,549.

13.5 How many households applied for these services?

Applicants do not apply for these services; they are offered the education during their initial intake appointments. In FFY 2014, 21,715 households were served.

13.6 How many households received these services?

FFY 2015 data is not available at this time. The number of households provided Assurance 16 services in FFY 2014 was 33,838.

Section 14: Leveraging Incentive Program, 2607A (14.3 in this section will be updated)

14.1 Do you plan to submit an application for the leveraging incentive program?

Yes No

14.2 Describe instructions to the third parties and/or local agencies for submitting LIHEAP leveraging resource information and retaining records.

A request for submittal is emailed to Service Providers along with all pertinent attachments (blank leveraging report and previous year report/reports submitted, if applicable) with a deadline to submit all leveraging resource reports by October 15th of each year.

14.3 For each type of resource and/or benefit to be leveraged in the upcoming year that will meet the requirements of 45 C.F.R. § 96.87(d)(2)(iii), describe the following:

The identification of these items does not preclude the identification of additional resources when the final report on leveraging is submitted (2607A).

| Resource/Benefit | Source(s) of each resource | 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) |
|--|--|---|
| Arizona Community Action Association (ACAA) – Utility Repair, Replace and Deposit Program (URRD) | URRD funds are used by community action agencies in coordination with LIHEAP for deposits, and repairs, or replacements of energy related appliances and systems. | E |
| Arizona Community Action Association (ACAA) – Home Energy Assistance Fund | This resource provides energy assistance to eligible low income households statewide. | A |
| Arizona Public Service (APS) | Provides a discount to households based on electricity usage for each month. | D |
| APS/Community Action Partnership | APS provides funding for materials, supplies and repairs to low income homeowners for weatherization. Funds are also used to provide utility assistance payments for gas and electric to LIHEAP eligible households. | A |

| Resource/Benefit | Source(s) of each resource | 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) |
|---|---|--|
| City of Phoenix Water Fund (Project Assist) | The Project Assist dollars are used in conjunction with LIHEAP funds to assist low income families in addressing their utility and water needs. | N/A |
| City of Scottsdale Utility Assistance Program | Funds are used to provide emergency utility assistance to low income families. | A |
| City of Tucson – Low Income Assistance Program | Funds are used to provide a discount to low income households with water bills. | A |
| Coconino County General Funds (Not State General Funds) | Funds are used to provide low income Coconino County residents with financial assistance with utility bills in conjunction with LIHEAP. | A, C and E |
| Donations to Agency | The resource provides funds to the Community Action Human Resources Agency (CAHRA), LIHEAP provider, for utility assistance to low income households. | N/A |
| Neighbors Helping Neighbors | Funds for Home Energy Assistance available statewide. Funds are received through a voluntary State Tax check off. | E |
| Pima County General Fund - Utility Assistance | Funds are used to provide low income Pima County residents with financial assistance with utility bills in conjunction with LIHEAP. | N/A |
| Salt River Project (SRP) Bill Assistance Program | This resource provides funds to meet the energy affordability needs of low income customers. | A |

| Resource/Benefit | Source(s) of each resource | 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) |
|--------------------------------|--|--|
| SRP - Economy Price Plan | Provides a discount to households based on monthly electricity usage. The LIHEAP Grantee and Arizona Community Action Association met with SRP to discuss the expansion of the utility discount program to all low income households rather than only seniors. All low income households at 150 percent of poverty may apply for the discount. A LIHEAP eligibility criterion was incorporated with this resource. | N/A |
| SRP - Weatherization Program | The resource provides material, supplies and repairs to low income households for weatherization. | A |
| Salvation Army - Project SHARE | Fuel fund providing benefits within the LIHEAP program statewide. Project SHARE provides benefits to households who have already been assisted by LIHEAP but are still in a crisis situation or applicant has gone to a Community Action Agency (CAA) first and the CAA has no funding available, only benefits to LIHEAP eligible households are counted. | A |
| SemStream Arizona Propane | This resource provides utility bill assistance for low income households with SemStream Arizona propane service territory. | A |

| Resource/Benefit | Source(s) of each resource | 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) |
|---|--|--|
| Southwest Gas (SWG) Corporation – Low Income Rate Assistance Program (LIRA) | LIRA provides a 30 percent reduction on the per therm rate applied to the first 150 therms of natural gas used each month from November 1 through April 30 and on the service establishment and/or re-establishment charge year round. | N/A |
| SWG – Low Income Energy Conservation | SWG provides funding to Community Action Agencies (CAA) to meet the energy affordability needs of low income customers through a coordinated partnership. CAAs’ serving SWG territory will coordinate and deliver the program elements in conjunction with their existing activities for the Weatherization and LIHEAP programs. | A |
| SWG – Donated Water Heaters | SWG donated hot water heaters to be installed in low income households. Households are assessed on energy consumption and condition of unit, LIHEAP/WAP criteria is used to determine eligibility. | A |
| Tucson Electric Power (TEP) – HERO – Help with Emergency Relief Operation | Fuel fund providing benefits within the LIHEAP program in the Tucson area. LIHEAP provider agencies take applications and eligibility criteria are the same. | A |
| TEP – LIFELINE Discount Program | Provides a discount to low income households at 150 percent based on electricity usage for each month. The CAAs take applications and assist clients through the application process. | D |

| Resource/Benefit | Source(s) of each resource | 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) |
|--|---|--|
| TEP Weatherization | TEP funds to provide weatherization services, specifically designed to lower energy burden for qualified homeowners. | D |
| Unisource Energy Services | Provides a discount to households based on electric usage for each month. Households are at 150 percent of poverty. | D |
| Unisource Energy Services – Customers Assistance Residential Energy Support Program-Gas | Home energy discounts that reduce low income households utility bills. | D |
| Unisource Energy Services – Weatherization Program | UniSource Energy Services funds cover weatherization strategies specifically designed to lower energy burden for qualified homeowners, and are leveraged/combined with other funding sources for comprehensive home repairs. | G |
| Warm Spirit | Unisource Energy Services-Gas and Electric Division’s collect donations from customers and businesses to provide utility assistance to low income households. | D |
| Arizona Utility Companies: APS; SRP; Unisource Energy Services; TEP; SWG; and City of Mesa Electric, Gas and Water Company | These companies provide a wide variety of resources that may include discounts, donated utility related appliances and funds to assist low income households with utility assistance payments and/or weatherization benefits. | N/A |

Section 15: Training

15.1 Describe the training you provide for each of the following groups:

A. Grantee Staff:

- Formal training on grantee policies and procedures

How often?

- Annually
 Biannually
 As needed
 Other – Describe
- Employees are provided with policy manual
 Other – Describe: ADES LIHEAP Staff receives formal training from the Office of Community Services and National Energy Assistance Directors' Association.

B. Local Agencies

- Formal training conference

How often?

- Annually
 Biannually
 As needed
 Other – Describe: The ADES provides LIHEAP training on a quarterly basis via webinars. Service Providers also attend various OCS and other LIHEAP training via conferences at their discretion.

- On-site training

How often?

- Annually
 Biannually
 As needed
 Other – Describe:
- Employees are provided with policy manual
 Other – Describe:

C. Vendors

- Formal training on grantee policies and procedures

How often?

- Annually
 Biannually
 As needed
 Other – Describe:
- Policies communicated through vendor agreements
 Policies are outlined in a vendor manual
 Other – Describe:

Vendors are provided access to current LIHEAP Policy Manuals. Questions and concerns are communicated verbally and via email.

15.2 Does your training program address fraud reporting and prevention?

Yes No

Section 16: Performance Goals and Measures, 2605(b)

- 16.1 Describe performance goals and measures that will be tracked for the upcoming Federal fiscal year.

Arizona will continue the process of addressing the performance measures partnering with APPRISE, the federal contracting agent, to develop a comprehensive spreadsheet and methodology for collecting the new information. Required performance measures goals and measures will be provided with the current method of collecting data from service providers, aggregating the data utilizing Excel spreadsheets and/or service provider functioning database systems. A Statewide database system is still being considered.

Section 17: Program Integrity, 2605(b)(10)

17.1 Fraud Reporting Mechanisms

A. Describe all mechanisms available to the public for reporting cases of suspected waste, fraud, and abuse.

- 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: A dedicated fraud reporting hotline is in place for state wide fraud abuse and is not specific to LIHEAP.

B. Describe strategies in place for advertising the above-referenced resources.

- Printed outreach materials
- Addressed on LIHEAP application
- Website
- Other – Describe:

17.2 Identification Documentation Requirements

A. Indicate which of the following forms of identification are required or requested to be collected from LIHEAP applicants or their household members.

| REQUIRED Type of Identification Collected | Collected from Whom? | | |
|--|--|--|--|
| | Applicant Only | All Adults in HH | HH Members Seeking Assistance* |
| Social Security Card is photocopied and retained | <input type="checkbox"/> Required | <input type="checkbox"/> Required | <input type="checkbox"/> Required |
| | <input type="checkbox"/> Requested | <input type="checkbox"/> Requested | <input type="checkbox"/> Requested |
| Social Security Number (without actual card) | <input checked="" type="checkbox"/> Required | <input checked="" type="checkbox"/> Required | <input checked="" type="checkbox"/> Required |
| | <input type="checkbox"/> Requested | <input type="checkbox"/> Requested | <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 checked="" type="checkbox"/> Required | <input checked="" type="checkbox"/> Required |
| | <input type="checkbox"/> Requested | <input type="checkbox"/> Requested | <input type="checkbox"/> Requested |
| Other: Citizenship/Legal Permanent Resident Status | <input checked="" type="checkbox"/> Required | <input checked="" type="checkbox"/> Required | <input checked="" type="checkbox"/> Required |

B. Describe any exceptions to the above policies: Other documents that Service Providers use for identification verification are wage stubs, work and school identification cards, Arizona State Driver's License and identification cards, birth certificates, birth records, Certificates of Indian Blood (CIBs), tribal identification cards, housing authority (Section 8) documents, family census cards, health benefit

identification cards, social service program documents or cards, passports, legal permanent residence documents, tax returns and voter registration cards.

17.3 Identification Verification

Describe what methods are used to verify the authenticity of identification documents provided by clients or household members.

- Verify SSNs with Social Security Administration
- Match SSNs with death records from Social Security Administration or state agency
- Match SSNs with state eligibility/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
- Match SSN/Tribal ID number with tribal database
- Other – describe: Some Service Providers verify SSNs with the State eligibility/management system (e.g. SNAP, TANF).

17.4 Citizenship/Legal Residency Verification

What are your procedures for ensuring that household members are U.S. citizens or aliens who are qualified to receive LIHEAP benefits?

- Clients sign an attestation of citizenship or legal residency
- Clients' 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 database/Tribal ID card
- Other – describe:

17.5 Income Verification

What methods does your agency utilize to verify household income?

- Require documentation of income for all adult household members
 - Pay stubs
 - Social Security award letters
 - Bank statements
 - Tax statements
 - Zero-income statements
 - Unemployment Insurance letters
 - Other – describe: Unearned income verification, require documentation of income for all adult household members and persons age 16 or above who are not full-time students.
- 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:

17.6 Protection of Privacy and Confidentiality

Describe the financial and operating controls in place to protect client information against improper use or disclosure.

- Policy in place prohibiting release of information without written consent
- Grantee LIHEAP 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:

17.7 Verifying the Authenticity of Energy Vendors

What policies are in place for verifying vendor authenticity?

- All vendors must register with the State
- All vendors must supply a valid SSN or TIN/W-9 form
- Vendors are verified through energy 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:

17.8 Benefits Policy – Gas and Electric Utilities

What policies are in place to protect against fraud when making benefit payments to gas and electric utilities on behalf of clients?

- Applicants are required to submit proof of physical residency
- Applicants must submit current utility bill
- Data exchange with utilities that verifies:
 - Account ownership
 - Consumption
 - Balances
 - Payment history
 - Account is properly credited with benefit
 - Other – describe
- Centralized computer system/database tracks payments to all utilities

- Centralized computer system automatically generates benefit level
- Separation of duties between intake and payment approval
- Payments coordinated among other heating assistance programs to avoid duplication of payments
- Payments to utilities and invoices from utilities are reviewed for accuracy
- Computer databases are periodically reviewed to verify accuracy and timeliness of payments made to utilities
- Direct payment to households are made in limited cases only
- Procedures are in place to require prompt refunds from utilities in cases of account closure
- Vendor agreements specify requirements selected above, and provide enforcement mechanism
- Other – Describe: Some Service Providers utilize computer databases to periodically review to verify accuracy and timeliness of payments made to utilities.

17.9 Benefits Policy — Bulk Fuel Vendors

What procedures are in place for averting fraud and improper payments when dealing with bulk fuel suppliers of heating oil, propane, wood, and other bulk fuel vendors?

- Vendors are checked against an approved vendors list
- Centralized computer system/database is used to track payments to all vendors
- Clients are relied on for reports of non-delivery or partial delivery
- Two-party checks are issued naming client and vendor
- Direct payment to households are made in limited cases only
- Conduct monitoring of bulk fuel vendors
- Bulk fuel vendors are required to submit reports to the Grantee
- Vendor agreements specify requirements selected above, and provide enforcement mechanism
- Other – Describe: Service Providers directly pay vendors and keep accounting records which are monitored by the ADES to avert fraud and improper payments.

17.10 Investigations and Prosecutions

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

- Refer to state Inspector General
- Refer to local prosecutor or state Attorney General
- Refer to US DHHS Inspector General (including referral to OIG hotline)
- Local agencies/district offices or Grantee conduct investigation of fraud complaints from public
- Grantee attempts collection of improper payments. If so, describe the recoupment process.
- Clients found to have committed fraud are banned from LIHEAP 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
- Vendors found to have committed fraud may no longer participate in LIHEAP
- Other – describe:

REQUIRED ATTACHMENTS

The following documents must be attached to this application and are represented in the pages following this one:

- Assurances signature page
- Designation letter for signature to Assurances is required if someone other than the Governor or Tribal Chairperson signs the Assurances,
- Heating component benefit matrix
- Cooling component benefit matrix
- Local Agency Monitoring Schedule

Section 18: 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 whom 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 and 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 19: Certification Regarding Drug-Free Workforce 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, D.C. 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 sub-recipients 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:
 - I. The dangers of drug abuse in the workplace;
 - II. The grantee's policy of maintaining a drug-free workplace;
 - III. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - IV. 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:
 - I. abide by the terms of the statement; and
 - II. 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:
 - I. 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
 - II. 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);
- h. 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)

1789 W. Jefferson Street

Phoenix, Arizona 85007

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]

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

Section 20: 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 sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients 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.

ARIZONA HEATING COMPONENT BENEFIT MATRIX

Payment guidelines are based upon income, energy burden and energy need. Priority points are given to households with the lowest income, highest energy burden and energy need. Households, which meet these criteria, are eligible for higher benefits.

1. Poverty: Based on 60 percent of State Median Income for household sizes of one through six. For households of seven or more, percentages will be based on 150 percent of the Federal Poverty guidelines.

| <u>Percent of Poverty</u> | <u>Points Applied</u> |
|---------------------------|-----------------------|
| 0% - 25% | 5 points |
| 26% - 50% | 4 points |
| 51% - 75% | 3 points |
| 76% - 100% | 2 points |

2. Energy Burden

| <u>Percent of Energy Burden</u> | <u>Points Applied</u> |
|---------------------------------|-----------------------|
| 5% - or less | 0 points |
| 6% - 10% | 3 points |
| 11% - 15% | 4 points |
| 16% - 20% | 5 points |
| 21% - Higher | 6 points |

3. Energy Need

| <u>Percent of Energy Need</u> | <u>Points Applied</u> |
|------------------------------------|-----------------------|
| Elderly | 1 point |
| Disabled | 1 point |
| Child age 6 and under in Household | 1 point |
| Working Poor | 1 point |

| <u>Total Points Applied</u> | <u>Payment Levels</u> |
|-----------------------------|-----------------------|
| 1 - 2 | \$ 75 - \$160 maximum |
| 3 - 6 | \$125 - \$320 maximum |
| 7 - 11 | \$175 - \$480 maximum |
| 12 - 15 | \$225 - \$640 maximum |

ARIZONA COOLING COMPONENT BENEFIT MATRIX

Payment guidelines are based upon income, energy burden and energy need. Priority points are given to households with the lowest income, highest energy burden and energy need. Households, which meet these criteria, are eligible for higher benefits.

1. Poverty: Based on 60 percent of State Median Income for household sizes of one through six. For households of seven or more, percentages will be based on 150 percent of the Federal Poverty guidelines.

| <u>Percent of Poverty</u> | <u>Points Applied</u> |
|---------------------------|-----------------------|
| 0% - 25% | 5 points |
| 26% - 50% | 4 points |
| 51% - 75% | 3 points |
| 76% - 100% | 2 point |

2. Energy Burden

| <u>Percent of Energy Burden</u> | <u>Points Applied</u> |
|---------------------------------|-----------------------|
| 5% - or less | 0 points |
| 6% - 10% | 3 points |
| 11% - 15% | 4 points |
| 16% - 20% | 5 points |
| 21% - Higher | 6 points |

3. Energy Need

| <u>Percent of Energy Need</u> | <u>Points Applied</u> |
|------------------------------------|-----------------------|
| Elderly | 1 point |
| Disabled | 1 point |
| Child age 6 and under in Household | 1 point |
| Working Poor | 1 point |

| <u>Total Points Applied</u> | <u>Payment Levels</u> |
|-----------------------------|-----------------------|
| 1 - 2 | \$ 75 - \$160 maximum |
| 3 - 6 | \$125 - \$320 maximum |
| 7 - 11 | \$175 - \$480 maximum |
| 12 - 15 | \$225 - \$640 maximum |

ARIZONA: LOCAL AGENCY MONITORING SCHEDULE FOR FY 2016

The Arizona Department of Economic Security monitors LIHEAP service providers no less than twice in every five years.

LIHEAP FFY 2016 State Plan Draft Matrix

| Section | Plan Modifications | CAP Network's Comment | DES Response/Changes |
|---|---|-----------------------|----------------------|
| Assurances (pg. 4) | Updated with Tim Jeffries, Director. | | |
| Section 1 – Program Components, 1.1 | Revised start date to 10-1-15 and end date to 9-30-16 | | |
| Section 1 – Program Components, 1.2 | Heating assistance – was 22.7% now 21.8% Cooling assistance – was 42.1% now 41.2% This is FFY15 data (most current at this time) | | |
| Section 8 – Agency Designation, 8.2 to 8.4 | Arizona's answer to 8.1 is Administering Agency; therefore, 8.2 to 8.4 do not have to be answered (as those are specific to agencies who respond as the Welfare Agency) | | |
| Section 8 – Agency Designation, 8.5 | Added 2 nd paragraph - In Fiscal Year 2016 Catholic Charities is relinquishing its service area. Northern Arizona Council of Governments (NACOG) has offices in Catholic Charities service area and is absorbing the service area. | | |
| Section 8 – Agency Designation, 8.6 | Revised from 13 to 12 due to Catholic Charities relinquishing LIHEAP for FFY 2016 | | |
| Section 8 – Agency Designation, 8.7 | Revised "No" to "Yes" due to Catholic Charities relinquishing LIHEAP for FFY 2016 | | |
| Section 8 – Agency Designation, 8.8 | Selected "Other" due to Catholic Charities relinquishing LIHEAP for FFY 2016 | | |
| Section 11 – Timely and Meaningful Public Participation, 11.3 | * Phoenix scheduled for: Thursday, May 28, 2015, 10:00 am - 11:00 am (LIHEAP & CSBG) ** Tucson scheduled for: Thursday, May 14, 2015, 1 - 2 pm (LIHEAP Only) *** Flagstaff scheduled for: Friday, May 22, 2015, 11:30 am - 12:30 pm (LIHEAP Only) | | |
| Section 11 – Timely and Meaningful Public Participation, 11.4 | This information is not available at this time and will be updated after the hearings | | |

LIHEAP FFY 2016 State Plan Draft Matrix

| Section | Plan Modifications | CAP Network's Comment | DES Response/Changes |
|---|---|-----------------------|----------------------|
| Section 11 – Timely and Meaningful Public Participation, 11.5 | This information is not available at this time and will be updated after the hearings | | |
| Section 11 – Timely and Meaningful Public Participation, 11.6 | This information is not available at this time and will be updated after the hearings | | |
| Section 12 – Fair Hearings, 12.1 | Revised 2014 to 2015 to reflect current reporting year to 2016. | | |
| Section 12 – Fair Hearings, 12.2 | Revised 2014 to 2015 to reflect current reporting year to 2016. | | |
| Section 13 – Reduction of Home Energy Needs, 13.3 | Revised to read, “The ADES has not collected this LIHEAP data for FFY 2015. However, plans are to incorporate information in the near future.” Arizona does not have a central database system at this time and does not collect this data, but, has future plans to establish a statewide database system. | | |
| Section 13 – Reduction of Home Energy Needs, 13.4 | Updated information to current years and data and revised to read, “FFY 2015 data is not available at this time. However, the direct level benefits provided to households in FFY 2014 was \$8,091,549.” | | |
| Section 13 – Reduction of Home Energy Needs, 13.5 | Updated information to current years and data and revised to read, “Applicants do not apply for these services; they are offered the education during their initial intake appointments. In FFY 2014, 21,715 households were served.” | | |
| Section 13 – Reduction of Home Energy Needs, 13.6 | Updated information to current years and data and revised to read, “FFY 2015 data is not available at this time. Households provided Assurance 16 services in FFY 2014 was 33,838.” | | |

LIHEAP FFY 2016 State Plan Draft Matrix

| Section | Plan Modifications | CAP Network's Comment | DES Response/Changes |
|--|---|-----------------------|----------------------|
| Section 14 - Leveraging Incentive Program, 14.3 | The leveraging section will be updated with current data when available. | | |
| 16.1 Performance Goals and Measures | <p>Revised to reflect current status and reads, "Arizona will continue the process of addressing the performance measures partnering with APPRISE, the federal contracting agent, to develop a comprehensive spreadsheet and methodology for collecting the new information. Required performance measures goals and measures will be provided with the current method of collecting data from service providers, aggregating the data utilizing Excel spreadsheets and/or service provider functioning database systems. A Statewide database system is still being considered."</p> <p>Note: OCS updated this question from "Describe performance goals and measures that will be tracked for the upcoming federal fiscal year" to "Describe your progress toward meeting the data collection and reporting requirements of the four required LIHEAP performance measures. Include timeframes and plans for meeting these requirements and what you believe will be accomplished in the coming federal fiscal year."</p> | | |
| Required Attachments – Arizona: Local Agency Monitoring Schedule | Updated to reflect 2016 monitoring activities and reads, "The Arizona Department of Economic Security monitors LIHEAP service providers no less than twice in every five years." | | |

**COMMUNITY ACTION NETWORK FORMULA
INITIAL SFY 2016 ALLOCATIONS**

| | CSBG | CSBG Discretionary | CSBG Carryover | LIHEAP | LIHEAP Re-distributed | TANF | SSBG | CENTURYLINK | NHN | SFY 2016 ALLOCATION |
|---------------------------------------|---------------------|-------------------------------|---------------------------|----------------------|----------------------------------|---------------------|---------------------|--------------------|------------------|--------------------------------|
| ACAA | \$ - | \$ 155,000 | \$ - | \$ 25,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 180,000 |
| CAHRA | \$ 281,329 | \$ - | \$ - | \$ 898,204 | \$ - | \$ 193,025 | \$ 16,096 | \$ 5,681 | \$ 1,988 | \$ 1,396,323 |
| City of Glendale | \$ 191,889 | \$ - | \$ - | \$ 661,039 | \$ - | \$ 150,000 | \$ 76,403 | \$ 4,214 | \$ 1,475 | \$ 1,085,020 |
| City of Phoenix | \$ 1,302,261 | \$ - | \$ - | \$ 4,488,432 | \$ - | \$ 1,002,331 | \$ 563,745 | \$ 28,587 | \$ 10,006 | \$ 7,395,362 |
| Coconino County | \$ 150,000 | \$ - | \$ - | \$ 333,943 | \$ - | \$ 150,000 | \$ 18,305 | \$ 2,101 | \$ 735 | \$ 655,084 |
| Governor's Office of Energy Policy | \$ - | \$ - | \$ - | \$ 2,953,365 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,953,365 |
| Gila County | \$ 150,000 | \$ - | \$ - | \$ 131,514 | \$ - | \$ 150,000 | \$ 8,048 | \$ 838 | \$ 296 | \$ 440,696 |
| Maricopa County | \$ 816,428 | \$ - | \$ - | \$ 2,762,343 | \$ - | \$ 588,104 | \$ 310,285 | \$ 17,583 | \$ 6,154 | \$ 4,500,897 |
| MesaCAN | \$ 293,687 | \$ - | \$ - | \$ 1,011,533 | \$ - | \$ 221,358 | \$ 114,059 | \$ 6,446 | \$ 2,252 | \$ 1,649,335 |
| NACOG | \$ 255,690 | \$ - | \$ - | \$ 883,314 | \$ - | \$ 184,631 | \$ 66,581 | \$ 5,356 | \$ 1,873 | \$ 1,397,445 |
| Pima County | \$ 741,429 | \$ - | \$ - | \$ 774,113 | \$ - | \$ 545,863 | \$ - | \$ 15,827 | \$ 1,726 | \$ 2,078,958 |
| PPEP | \$ 98,001 | \$ - | \$ - | \$ - | \$ - | \$ 74,480 | \$ - | \$ - | \$ - | \$ 172,481 |
| SEACAP | \$ 197,408 | \$ - | \$ - | \$ 682,463 | \$ - | \$ 152,662 | \$ - | \$ 4,355 | \$ 1,523 | \$ 1,038,411 |
| Tohono O'odham | \$ - | \$ - | \$ - | \$ 62,572 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 62,572 |
| Tucson Urban League | \$ - | \$ - | \$ - | \$ 1,710,081 | \$ - | \$ - | \$ - | \$ - | \$ 3,814 | \$ 1,713,895 |
| WACOG | \$ 421,938 | \$ - | \$ - | \$ 1,421,259 | \$ - | \$ 311,546 | \$ - | \$ 9,012 | \$ 3,158 | \$ 2,166,913 |
| Totals | \$ 4,900,060 | \$ 155,000 | \$ - | \$ 18,799,175 | \$ - | \$ 3,724,000 | \$ 1,173,522 | \$ 100,000 | \$ 35,000 | \$ 28,886,757 |

Notes:

1. SSBG Funds are Locally Planned, only.
2. \$25,000 LIHEAP funding for ACAA is for Leveraging activities.

Bolded numbers represent changes in funding.

**COMMUNITY ACTION NETWORK FORMULA
REVISED SFY 2016 ALLOCATIONS**

| | CSBG | CSBG Discretionary | CSBG Carryover | LIHEAP | LIHEAP Re-distributed | TANF | SSBG | CENTURYLINK | NHN | SFY 2016 ALLOCATION |
|---------------------------------------|---------------------|-----------------------|-------------------|----------------------|--------------------------|---------------------|---------------------|-------------------|------------------|------------------------|
| ACAA | \$ - | \$ 155,000 | \$ - | \$ 25,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 180,000 |
| CAHRA | \$ 275,038 | \$ - | \$ - | \$ 881,329 | \$ - | \$ 193,025 | \$ 16,096 | \$ 5,681 | \$ 1,988 | \$ 1,373,157 |
| City of Glendale | \$ 187,030 | \$ - | \$ - | \$ 642,457 | \$ - | \$ 150,000 | \$ 76,403 | \$ 4,214 | \$ 1,475 | \$ 1,061,579 |
| City of Phoenix | \$ 1,287,952 | \$ - | \$ - | \$ 4,427,057 | \$ - | \$ 1,002,331 | \$ 563,745 | \$ 28,587 | \$ 10,006 | \$ 7,319,678 |
| Coconino County | \$ 150,000 | \$ - | \$ - | \$ 349,893 | \$ - | \$ 150,000 | \$ 18,305 | \$ 2,101 | \$ 735 | \$ 671,034 |
| Governor's Office of Energy Policy | \$ - | \$ - | \$ - | \$ 2,953,365 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,953,365 |
| Gila County | \$ 150,000 | \$ - | \$ - | \$ 131,299 | \$ - | \$ 150,000 | \$ 8,048 | \$ 838 | \$ 296 | \$ 440,481 |
| Maricopa County | \$ 818,510 | \$ - | \$ - | \$ 2,765,845 | \$ - | \$ 588,104 | \$ 310,285 | \$ 17,583 | \$ 6,154 | \$ 4,506,481 |
| MesaCAN | \$ 291,477 | \$ - | \$ - | \$ 1,000,442 | \$ - | \$ 221,358 | \$ 114,059 | \$ 6,446 | \$ 2,252 | \$ 1,636,034 |
| NACOG | \$ 253,802 | \$ - | \$ - | \$ 875,090 | \$ - | \$ 184,631 | \$ 66,581 | \$ 5,356 | \$ 1,873 | \$ 1,387,333 |
| Pima County | \$ 726,491 | \$ - | \$ - | \$ 768,210 | \$ - | \$ 545,863 | \$ - | \$ 15,827 | \$ 1,726 | \$ 2,058,117 |
| PPEP | \$ 98,001 | \$ - | \$ - | \$ - | \$ - | \$ 74,480 | \$ - | \$ - | \$ - | \$ 172,481 |
| SEACAP | \$ 202,194 | \$ - | \$ - | \$ 697,392 | \$ - | \$ 152,662 | \$ - | \$ 4,355 | \$ 1,523 | \$ 1,058,126 |
| Tohono O'odham | \$ - | \$ - | \$ - | \$ 62,572 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 62,572 |
| Tucson Urban League | \$ - | \$ - | \$ - | \$ 1,670,866 | \$ - | \$ - | \$ - | \$ - | \$ 3,814 | \$ 1,674,680 |
| WACOG | \$ 459,565 | \$ - | \$ - | \$ 1,548,358 | \$ - | \$ 311,546 | \$ - | \$ 9,012 | \$ 3,158 | \$ 2,331,639 |
| Totals | \$ 4,900,060 | \$ 155,000 | \$ - | \$ 18,799,175 | \$ - | \$ 3,724,000 | \$ 1,173,522 | \$ 100,000 | \$ 35,000 | \$ 28,886,757 |

Note:

1. SSBG Funds are Locally Planned, only.
2. \$25,000 LIHEAP funding for ACAA is for Leveraging activities.

Bolded numbers represent changes in funding.

NET INCREASES/(DECREASES)

| | CSBG | CSBG Discretionary | CSBG Carryover | LIHEAP | LIHEAP Re-distributed | TANF | SSBG | CENTURYLINK | NHN | SFY 2016 ALLOCATION |
|---------------------------------------|--------------------|-------------------------------|---------------------------|--------------------|----------------------------------|-------------|-------------|--------------------|------------|--------------------------------|
| ACAA | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| CAHRA | \$ (6,291) | \$ - | \$ - | \$ (16,875) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (23,166) |
| City of Glendale | \$ (4,859) | \$ - | \$ - | \$ (18,582) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (23,441) |
| City of Phoenix | \$ (14,309) | \$ - | \$ - | \$ (61,375) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (75,684) |
| Coconino County | \$ - | \$ - | \$ - | \$ 15,950 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 15,950 |
| Governor's Office of Energy Policy | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Gila County | \$ - | \$ - | \$ - | \$ (215) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (215) |
| Maricopa County | \$ 2,082 | \$ - | \$ - | \$ 3,502 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 5,584 |
| MesaCAN | \$ (2,210) | \$ - | \$ - | \$ (11,091) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (13,301) |
| NACOG | \$ (1,888) | \$ - | \$ - | \$ (8,224) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (10,112) |
| Pima County | \$ (14,938) | \$ - | \$ - | \$ (5,903) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (20,841) |
| PPEP | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| SEACAP | \$ 4,786 | \$ - | \$ - | \$ 14,929 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 19,715 |
| Tohono O'odham | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Tucson Urban League | \$ - | \$ - | \$ - | \$ (39,215) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (39,215) |
| WACOG | \$ 37,627 | \$ - | \$ - | \$ 127,099 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 164,726 |
| Totals | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

Bolded numbers represent changes in funding.

**COMMUNITY ACTION NETWORK FORMULA
SFY 2016 ALLOCATIONS**

| | CSBG | CSBG Discretionary | CSBG Carryover | LIHEAP | LIHEAP Re-distributed | TANF | SSBG | CENTURYLINK | NHN | SFY 2016 ALLOCATION |
|-------------------------------|--------------|-----------------------|-------------------|---------------|--------------------------|--------------|--------------|-------------|-----------|------------------------|
| ACAA | \$ - | \$ 155,000 | \$ - | \$ 25,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 180,000 |
| CAHRA | \$ 275,038 | \$ - | \$ - | \$ 881,329 | \$ - | \$ 193,025 | \$ 16,096 | \$ 5,681 | \$ 1,988 | \$ 1,373,157 |
| City of Glendale | \$ 187,030 | \$ - | \$ - | \$ 642,457 | \$ - | \$ 150,000 | \$ 76,403 | \$ 4,214 | \$ 1,475 | \$ 1,061,579 |
| City of Phoenix | \$ 1,287,952 | \$ - | \$ - | \$ 4,427,057 | \$ - | \$ 1,002,331 | \$ 563,745 | \$ 28,587 | \$ 10,006 | \$ 7,319,678 |
| Cocorino County | \$ 150,000 | \$ - | \$ - | \$ 349,893 | \$ - | \$ 150,000 | \$ 18,305 | \$ 2,101 | \$ 735 | \$ 671,034 |
| Gov's Office on Energy Policy | \$ - | \$ - | \$ - | \$ 2,953,365 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,953,365 |
| Gila County | \$ 150,000 | \$ - | \$ - | \$ 131,299 | \$ - | \$ 150,000 | \$ 8,048 | \$ 838 | \$ 296 | \$ 440,481 |
| Maricopa County | \$ 818,510 | \$ - | \$ - | \$ 2,765,845 | \$ - | \$ 588,104 | \$ 310,285 | \$ 17,583 | \$ 6,154 | \$ 4,506,481 |
| MesaCAN | \$ 291,477 | \$ - | \$ - | \$ 1,000,442 | \$ - | \$ 221,358 | \$ 114,059 | \$ 6,446 | \$ 2,252 | \$ 1,636,034 |
| NACOG | \$ 253,802 | \$ - | \$ - | \$ 875,090 | \$ - | \$ 184,631 | \$ 66,581 | \$ 5,356 | \$ 1,873 | \$ 1,387,333 |
| Pima County | \$ 726,491 | \$ - | \$ - | \$ 768,210 | \$ - | \$ 545,863 | \$ - | \$ 15,827 | \$ 1,726 | \$ 2,058,117 |
| PPEP | \$ 98,001 | \$ - | \$ - | \$ - | \$ - | \$ 74,480 | \$ - | \$ - | \$ - | \$ 172,481 |
| SEACAP | \$ 202,194 | \$ - | \$ - | \$ 697,392 | \$ - | \$ 152,662 | \$ - | \$ 4,355 | \$ 1,523 | \$ 1,058,126 |
| Tohono O'odham | \$ - | \$ - | \$ - | \$ 62,572 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 62,572 |
| Tucson Urban League | \$ - | \$ - | \$ - | \$ 1,670,866 | \$ - | \$ - | \$ - | \$ - | \$ 3,814 | \$ 1,674,680 |
| WACOG | \$ 459,565 | \$ - | \$ - | \$ 1,548,358 | \$ - | \$ 311,546 | \$ - | \$ 9,012 | \$ 3,158 | \$ 2,331,639 |
| <hr/> | | | | | | | | | | |
| Totals | \$ 4,900,060 | \$ 155,000 | \$ - | \$ 18,799,175 | \$ - | \$ 3,724,000 | \$ 1,173,522 | \$ 100,000 | \$ 35,000 | \$ 28,886,757 |

ACAA

| Fund Source | SFY 2016 Initial Allocation | SFY 2016 Allocation Increase/(Decrease) | SFY 2016 Revised Allocation |
|-----------------------|--------------------------------------|--|--------------------------------------|
| CSBG | \$ - | \$ - | \$ - |
| CSBG Discretionary | \$ 155,000 | \$ - | \$ 155,000 |
| CSBG Carryover | \$ - | \$ - | |
| LIHEAP | \$ 25,000 | \$ - | \$ 25,000 |
| LIHEAP Re-distributed | \$ - | \$ - | |
| TANF | \$ - | \$ - | \$ - |
| SSBG | \$ - | \$ - | \$ - |
| CENTURLINK | \$ - | \$ - | \$ - |
| NHN | \$ - | \$ - | \$ - |
| TOTAL | \$ 180,000 | \$ - | \$ 180,000 |

Bolded numbers represent changes in funding.

CAHRA

| Fund Source | SFY 2016 Initial Allocation | SFY 2016 Allocation Increase/(Decrease) | SFY 2016 Revised Allocation |
|-----------------------|--------------------------------------|--|--------------------------------------|
| CSBG | \$ 281,329 | \$ (6,291) | \$ 275,038 |
| CSBG Discretionary | \$ - | \$ - | \$ - |
| CSBG Carryover | \$ - | \$ - | \$ - |
| LIHEAP | \$ 898,204 | \$ (16,875) | \$ 881,329 |
| LIHEAP Re-distributed | \$ - | \$ - | \$ - |
| TANF | \$ 193,025 | \$ - | \$ 193,025 |
| SSBG | \$ 16,096 | \$ - | \$ 16,096 |
| CENTURYLINK | \$ 5,681 | \$ - | \$ 5,681 |
| NHN | \$ 1,988 | \$ - | \$ 1,988 |
| TOTAL | \$ 1,396,323 | \$ (23,166) | \$ 1,373,157 |

Bolded numbers represent changes in funding.

CITY OF GLENDALE

| Fund Source | SFY 2016 Initial Allocation | SFY 2016 Allocation Increase/(Decrease) | SFY 2016 Revised Allocation |
|-----------------------|--------------------------------------|--|--------------------------------------|
| CSBG | \$ 191,889 | \$ (4,859) | \$ 187,030 |
| CSBG Discretionary | \$ - | \$ - | \$ - |
| CSBG Carryover | \$ - | \$ - | \$ - |
| LIHEAP | \$ 661,039 | \$ (18,582) | \$ 642,457 |
| LIHEAP Re-distributed | \$ - | \$ - | \$ - |
| TANF | \$ 150,000 | \$ - | \$ 150,000 |
| SSBG | \$ 76,403 | \$ - | \$ 76,403 |
| CENTURYLINK | \$ 4,214 | \$ - | \$ 4,214 |
| NHN | \$ 1,475 | \$ - | \$ 1,475 |
| TOTAL | \$ 1,085,020 | \$ (23,441) | \$ 1,061,579 |

Bolded numbers represent changes in funding.

CITY OF PHOENIX

| Fund Source | SFY 2016 Initial Allocation | SFY 2016 Allocation Increase/(Decrease) | SFY 2016 Revised Allocation |
|-----------------------|--------------------------------------|--|--------------------------------------|
| CSBG | \$ 1,302,261 | \$ (14,309) | \$ 1,287,952 |
| CSBG Discretionary | \$ - | \$ - | \$ - |
| CSBG Carryover | \$ - | \$ - | \$ - |
| LIHEAP | \$ 4,488,432 | \$ (61,375) | \$ 4,427,057 |
| LIHEAP Re-distributed | \$ - | \$ - | \$ - |
| TANF | \$ 1,002,331 | \$ - | \$ 1,002,331 |
| SSBG | \$ 563,745 | \$ - | \$ 563,745 |
| CENTURYLINK | \$ 28,587 | \$ - | \$ 28,587 |
| NHN | \$ 10,006 | \$ - | \$ 10,006 |
| TOTAL | \$ 7,395,362 | \$ (75,684) | \$ 7,319,678 |

Bolded numbers represent changes in funding.

COCONINO COUNTY

| Fund Source | SFY 2016 Initial Allocation | SFY 2016 Allocation Increase/(Decrease) | SFY 2016 Revised Allocation |
|------------------------------|--|--|--|
| CSBG | \$ 150,000 | \$ - | \$ 150,000 |
| CSBG Discretionary | \$ - | \$ - | \$ - |
| CSBG Carryover | \$ - | \$ - | \$ - |
| LIHEAP | \$ 333,943 | \$ 15,950 | \$ 349,893 |
| LIHEAP Re-distributed | \$ - | \$ - | \$ - |
| TANF | \$ 150,000 | \$ - | \$ 150,000 |
| SSBG | \$ 18,305 | \$ - | \$ 18,305 |
| CENTURLINK | \$ 2,101 | \$ - | \$ 2,101 |
| NHN | \$ 735 | \$ - | \$ 735 |
| TOTAL | \$ 655,084 | \$ 15,950 | \$ 671,034 |

Bolded numbers represent changes in funding.

GILA COUNTY

| Fund Source | SFY 2016 Initial Allocation | SFY 2016 Allocation Increase/(Decrease) | SFY 2016 Revised Allocation |
|-----------------------|--------------------------------------|--|--------------------------------------|
| CSBG | \$ 150,000 | \$ - | \$ 150,000 |
| CSBG Discretionary | \$ - | \$ - | \$ - |
| CSBG Carryover | \$ - | \$ - | \$ - |
| LIHEAP | \$ 131,514 | \$ (215) | \$ 131,299 |
| LIHEAP Re-distributed | \$ - | \$ - | \$ - |
| TANF | \$ 150,000 | \$ - | \$ 150,000 |
| SSBG | \$ 8,048 | \$ - | \$ 8,048 |
| CENTURLINK | \$ 838 | \$ - | \$ 838 |
| NHN | \$ 296 | \$ - | \$ 296 |
| TOTAL | \$ 440,696 | \$ (215) | \$ 440,481 |

Bolded numbers represent changes in funding.

GOVERNOR'S OFFICE OF ENERGY POLICY

| Fund Source | SFY 2016 Initial Allocation | SFY 2016 Allocation Increase/(Decrease) | SFY 2016 Revised Allocation |
|-----------------------|--------------------------------------|--|--------------------------------------|
| CSBG | \$ - | \$ - | \$ - |
| CSBG Discretionary | \$ - | \$ - | \$ - |
| CSBG Carryover | \$ - | \$ - | \$ - |
| LIHEAP | \$ 2,953,365 | \$ - | \$ 2,953,365 |
| LIHEAP Re-distributed | \$ - | \$ - | \$ - |
| TANF | \$ - | \$ - | \$ - |
| SSBG | \$ - | \$ - | \$ - |
| CENTURLINK | \$ - | \$ - | \$ - |
| NHN | \$ - | \$ - | \$ - |
| TOTAL | \$ 2,953,365 | \$ - | \$ 2,953,365 |

Bolded numbers represent changes in funding.

MARICOPA COUNTY

| Fund Source | SFY 2016 Initial Allocation | SFY 2016 Allocation Increase/(Decrease) | SFY 2016 Revised Allocation |
|-----------------------|--------------------------------------|--|--------------------------------------|
| CSBG | \$ 816,428 | \$ 2,082 | \$ 818,510 |
| CSBG Discretionary | \$ - | \$ - | \$ - |
| CSBG Carryover | \$ - | \$ - | \$ - |
| LIHEAP | \$ 2,762,343 | \$ 3,502 | \$ 2,765,845 |
| LIHEAP Re-distributed | \$ - | \$ - | \$ - |
| TANF | \$ 588,104 | \$ - | \$ 588,104 |
| SSBG | \$ 310,285 | \$ - | \$ 310,285 |
| CENTURYLINK | \$ 17,583 | \$ - | \$ 17,583 |
| NHN | \$ 6,154 | \$ - | \$ 6,154 |
| TOTAL | \$ 4,500,897 | \$ 5,584 | \$ 4,506,481 |

Bolded numbers represent changes in funding.

MESA CAN

| Fund Source | SFY 2016 Initial Allocation | SFY 2016 Allocation Increase/(Decrease) | SFY 2016 Revised Allocation |
|-----------------------|--------------------------------------|--|--------------------------------------|
| CSBG | \$ 293,687 | \$ (2,210) | \$ 291,477 |
| CSBG Discretionary | \$ - | \$ - | \$ - |
| CSBG Carryover | \$ - | \$ - | \$ - |
| LIHEAP | \$ 1,011,533 | \$ (11,091) | \$ 1,000,442 |
| LIHEAP Re-distributed | \$ - | \$ - | \$ - |
| TANF | \$ 221,358 | \$ - | \$ 221,358 |
| SSBG | \$ 114,059 | \$ - | \$ 114,059 |
| CENTURYLINK | \$ 6,446 | \$ - | \$ 6,446 |
| NHN | \$ 2,252 | \$ - | \$ 2,252 |
| TOTAL | \$ 1,649,335 | \$ (13,301) | \$ 1,636,034 |

Bolded numbers represent changes in funding.

NACOG

| Fund Source | SFY 2016 Initial Allocation | SFY 2016 Allocation Increase/(Decrease) | SFY 2016 Revised Allocation |
|-----------------------|--------------------------------------|--|--------------------------------------|
| CSBG | \$ 255,690 | \$ (1,888) | \$ 253,802 |
| CSBG Discretionary | \$ - | \$ - | \$ - |
| CSBG Carryover | \$ - | \$ - | \$ - |
| LIHEAP | \$ 883,314 | \$ (8,224) | \$ 875,090 |
| LIHEAP Re-distributed | \$ - | \$ - | \$ - |
| TANF | \$ 184,631 | \$ - | \$ 184,631 |
| SSBG | \$ 66,581 | \$ - | \$ 66,581 |
| CENTURYLINK | \$ 5,356 | \$ - | \$ 5,356 |
| NHN | \$ 1,873 | \$ - | \$ 1,873 |
| TOTAL | \$ 1,397,445 | \$ (10,112) | \$ 1,387,333 |

Bolded numbers represent changes in funding.

PIMA COUNTY

| Fund Source | SFY 2016 Initial Allocation | SFY 2016 Allocation Increase/(Decrease) | SFY 2016 Revised Allocation |
|-----------------------|--------------------------------------|--|--------------------------------------|
| CSBG | \$ 741,429 | \$ (14,938) | \$ 726,491 |
| CSBG Discretionary | \$ - | \$ - | \$ - |
| CSBG Carryover | \$ - | \$ - | \$ - |
| LIHEAP | \$ 774,113 | \$ (5,903) | \$ 768,210 |
| LIHEAP Re-distributed | \$ - | \$ - | \$ - |
| TANF | \$ 545,863 | \$ - | \$ 545,863 |
| SSBG | \$ - | \$ - | \$ - |
| CENTURYLINK | \$ 15,827 | \$ - | \$ 15,827 |
| NHN | \$ 1,726 | \$ - | \$ 1,726 |
| TOTAL | \$ 2,078,958 | \$ (20,841) | \$ 2,058,117 |

Bolded numbers represent changes in funding.

PPEP

| Fund Source | SFY 2016 Initial Allocation | SFY 2016 Allocation Increase/(Decrease) | SFY 2016 Revised Allocation |
|------------------------------|--------------------------------------|--|--------------------------------------|
| CSBG | \$ 98,001 | \$ - | \$ 98,001 |
| CSBG Discretionary | \$ - | \$ - | \$ - |
| CSBG Carryover | \$ - | \$ - | \$ - |
| LIHEAP | \$ - | \$ - | \$ - |
| LIHEAP Re-distributed | \$ - | \$ - | \$ - |
| TANF | \$ 74,480 | \$ - | \$ 74,480 |
| SSBG | \$ - | \$ - | \$ - |
| CENTURYLINK | \$ - | \$ - | \$ - |
| NHN | \$ - | \$ - | \$ - |
| TOTAL | \$ 172,481 | \$ - | \$ 172,481 |

Bolded numbers represent changes in funding.

SEACAP

| Fund Source | SFY 2016 Initial Allocation | SFY 2016 Allocation Increase/(Decrease) | SFY 2016 Revised Allocation |
|-----------------------|--------------------------------------|--|--------------------------------------|
| CSBG | \$ 197,408 | \$ 4,786 | \$ 202,194 |
| CSBG Discretionary | \$ - | \$ - | \$ - |
| CSBG Carryover | \$ - | \$ - | \$ - |
| LIHEAP | \$ 682,463 | \$ 14,929 | \$ 697,392 |
| LIHEAP Re-distributed | \$ - | \$ - | \$ - |
| TANF | \$ 152,662 | \$ - | \$ 152,662 |
| SSBG | \$ - | \$ - | \$ - |
| CENTURLINK | \$ 4,355 | \$ - | \$ 4,355 |
| NHN | \$ 1,523 | \$ - | \$ 1,523 |
| TOTAL | \$ 1,038,411 | \$ 19,715 | \$ 1,058,126 |

Bolded numbers represent changes in funding.

TOHONO O'ODHAM

| Fund Source | SFY 2016 Initial Allocation | SFY 2016 Allocation Increase/(Decrease) | SFY 2016 Revised Allocation |
|-----------------------|--------------------------------------|--|--------------------------------------|
| CSBG | \$ - | \$ - | \$ - |
| CSBG Discretionary | \$ - | \$ - | \$ - |
| CSBG Carryover | \$ - | \$ - | \$ - |
| LIHEAP | \$ 62,572 | \$ - | \$ 62,572 |
| LIHEAP Re-distributed | \$ - | \$ - | \$ - |
| TANF | \$ - | \$ - | \$ - |
| SSBG | \$ - | \$ - | \$ - |
| CENTURYLINK | \$ - | \$ - | \$ - |
| NHN | \$ - | \$ - | \$ - |
| TOTAL | \$ 62,572 | \$ - | \$ 62,572 |

Bolded numbers represent changes in funding.

TUCSON URBAN LEAGUE

| Fund Source | SFY 2016 Initial Allocation | SFY 2016 Allocation Increase/(Decrease) | SFY 2016 Revised Allocation |
|-----------------------|--------------------------------------|--|--------------------------------------|
| CSBG | \$ - | \$ - | \$ - |
| CSBG Discretionary | \$ - | \$ - | \$ - |
| CSBG Carryover | \$ - | \$ - | \$ - |
| LIHEAP | \$ 1,710,081 | \$ (39,215) | \$ 1,670,866 |
| LIHEAP Re-distributed | \$ - | \$ - | \$ - |
| TANF | \$ - | \$ - | \$ - |
| SSBG | \$ - | \$ - | \$ - |
| CENTURYLINK | \$ - | \$ - | \$ - |
| NHN | \$ 3,814 | \$ - | \$ 3,814 |
| TOTAL | \$ 1,713,895 | \$ (39,215) | \$ 1,674,680 |

Bolded numbers represent changes in funding.

WACOG

| Fund Source | SFY 2016 Initial Allocation | SFY 2016 Allocation Increase/(Decrease) | SFY 2016 Revised Allocation |
|-----------------------|--------------------------------------|--|--------------------------------------|
| CSBG | \$ 421,938 | \$ 37,627 | \$ 459,565 |
| CSBG Discretionary | \$ - | \$ - | \$ - |
| CSBG Carryover | \$ - | \$ - | \$ - |
| LIHEAP | \$ 1,421,259 | \$ 127,099 | \$ 1,548,358 |
| LIHEAP Re-distributed | \$ - | \$ - | \$ - |
| TANF | \$ 311,546 | \$ - | \$ 311,546 |
| SSBG | \$ - | \$ - | \$ - |
| CENTURLINK | \$ 9,012 | \$ - | \$ 9,012 |
| NHN | \$ 3,158 | \$ - | \$ 3,158 |
| TOTAL | \$ 2,166,913 | \$ 164,726 | \$ 2,331,639 |

Bolded numbers represent changes in funding.

STATE TOTALS

| Fund Source | ALERT | DATE ISSUED | SFY 2016 Initial Allocation | SFY 2016 Allocation Increase/(Decrease) | SFY 2016 Revised Allocation |
|-----------------------|------------------------|------------------|--------------------------------------|--|--------------------------------------|
| CSBG | ALERT SFY 16-A1 | 3/27/2015 | \$ 4,900,060 | \$ - | \$ 4,900,060 |
| CSBG Discretionary | ALERT SFY 16-A | 1/27/2015 | \$ 155,000 | \$ - | \$ 155,000 |
| CSBG Carryover | | | \$ - | \$ - | \$ - |
| LIHEAP | ALERT SFY 16-B1 | 3/27/2015 | \$ 18,799,175 | \$ - | \$ 18,799,175 |
| LIHEAP Re-distributed | | | \$ - | \$ - | \$ - |
| TANF | ALERT SFY 16-E | 1/27/2015 | \$ 3,724,000 | \$ - | \$ 3,724,000 |
| SSBG | ALERT SFY 16-G | 1/27/2015 | \$ 1,173,522 | \$ - | \$ 1,173,522 |
| CENTURYLINK | ALERT SFY 16-H | 1/27/2015 | \$ 100,000 | \$ - | \$ 100,000 |
| NHN | ALERT SFY 16-I | 1/27/2015 | \$ 35,000 | \$ - | \$ 35,000 |
| TOTAL | | | \$ 28,886,757 | \$ - | \$ 28,886,757 |

Bolded numbers represent changes in funding.