Ohio | Development Services Agency

Reduction in Household Energy Burden

Program Guidelines and Grant Application Instructions

Issued: June 2020

Qualified Applications Accepted on a First-Come, First-Served Basis (subject to funding availability). Applicants must achieve a minimum score to be considered qualified. If an applicant achieves a higher score than another, and funding is limited, the higher scoring applicant will be awarded.

Funding Available: $1 million

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Purpose:

The Ohio Development Services Agency (Development) has allocated $1 million in federal Low-income Home Energy Assistance Program (LIHEAP) funds to be used for Assurance 16 purposes. The funds will be used to reduce energy consumption for income-qualified customers[1]. Eligible organizations must demonstrate how the project or program design will reduce energy consumption of income-qualified customers thereby reducing the need for energy assistance programs (i.e. Home Energy Assistance Program and Percentage of Income Payment Plan Plus) for those households.

Grant awards may be up to $5,000 for one-time, short-term projects or up to $200,000 for an annual program. Funding is available on a first come-first serve basis and organizations must achieve a minimum score in order to be considered. Eligible organizations must submit an application for Assurance 16 funds and indicate whether the request is for a one-time project or an annual program. Eligible organizations should consider community need and local program design when planning programs. The application should include the following information:

- Applicant information including the history and mission/vision of the organization
- Program or project goals
- Target groups to be served
- Services to be provided
- Program design
- Delivery of services
- Data tracking and reporting

Eligible organizations can be non-profits, for-profit corporations, or local units of government. All applicants must be registered with the Ohio Secretary of State as an Ohio entity qualified to do business in the State of Ohio.

Background:

In 1992, a new provision, Assurance 16, was added to the LIHEAP statute.

(16) (States may) 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.

[1] Income-qualified is defined as households whose annualized income is at or below 175% of the federal poverty guidelines

Request Types:

One-time project:	Annual program:
Applicants may apply throughout the federal fiscal year as funding is available	Applicants may apply June 1 through September 1.
Project duration must be three months or less	Program operates on a federal fiscal year (October 1 through September 30)
If approved, a one-time allocation request with supporting documentation will be submitted	If approved, a monthly allocation request with supporting documentation will be submitted
Maximum award $5,000	Maximum award $200,000

Application Scoring:

Application Section:	Total Points Available:
Organization Qualifications	15
Program Oversight & Design	25
Leveraged Resources	10
Budget Information	5
Total Points:	**55**

One-time projects must obtain a minimum score of 40 points to be considered eligible. Annual program requests must obtain a minimum score of 45 points to be considered eligible.

Examples of Eligible Costs:

- Energy and financial counseling
- Assistance with energy vendors
- Client needs assessments
- Energy reduction education
    - Brochures, tutorial videos, presentations, materials, efficiency kits, etc.
- Referrals to other coordinated and applicable services (i.e. staff time to provide and track referrals)
- Case management activities (short-term or long-term) targeting a reduction in need for crisis energy assistance
- In-home assessment of energy usage and reduction opportunities
- Other programs or activities focused on reducing a household's energy burden[2]

Examples of Ineligible Costs:

- Emergency utility bill payments
- Administrative or operating expenses to provide emergency utility assistance or other costs associated with the administration and operations of the LIHEAP.
- Energy assistance outreach
- Intake for Energy Assistance Programs

[2] Energy Burden is the Household Energy Costs divided by Household Income

Reporting:

One-time Projects: A final project report must be submitted (template provided) to Development 60 days following the grant end date. The final project report provides the impact of activities including the total expenditure amount, level of direct benefit total project cost, the number and type of households served, number of households that remain unserved, and a written summary of work completed.

Annual Program: Quarterly progress reports must be submitted (template provided) to Development by the Friday following the end of each quarter. A final project report must be submitted (template provided) to Development 60 days following the grant end date. The final project report provides the impact of activities including the total expenditure amount, level of direct benefit total project cost, the number and type of households served, number of households that remain unserved and a written summary of work completed.

Other Program Guidelines:

Budget Instructions: When allocating costs, the applicant must allocate shared and/or agency-wide expenses across programs. The basis of the allocation must be relative to the benefits received. Applicants are to use 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as a guide for determining and allocating costs.

Administrative and Operational Costs: Administrative costs are those costs incurred from activities required to manage and support the program which cannot be attributed to the delivery of direct services to customers. The ceiling for administrative costs is 20% of the budget. Administrative costs typically include those resulting from board operations, executive management, fiscal operations, and human resources functions. All indirect costs must be budgeted as administrative costs.

Operational costs are those direct costs incurred when services are provided to customers. These include all activities, functions and personnel costs associated with implementing the program.

Program Amendments/Extensions: If the project will not be completed by the Work Completion Date listed in the grant agreement, a request for an extension of time must be made at least 60 days prior to the Work Completion Date. It will be within the sole discretion of Development whether or not to approve the extension.

A budget amendment is required if more than 10% of the original budget or more than $10,000 is moved between already approved budget line items. A budget amendment is always required when adding a new budget line item.

Amendment requests shall be submitted to Development in writing and shall specify the requested changes and the justification for each change. All amendment requests must be received by Development at least 30 days prior to any request for payment that includes the proposed change(s). It will be within the sole discretion of Development whether or not to approve the amendment.

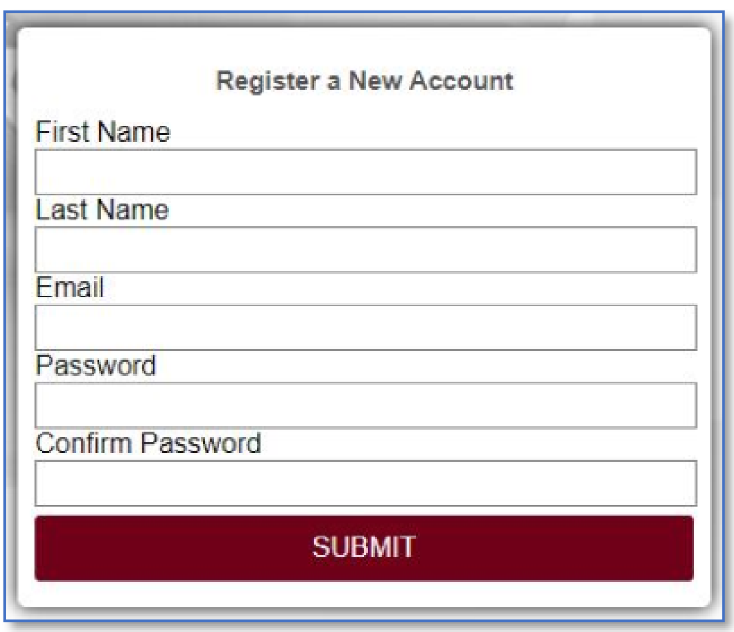
Reduction in Household Energy Burden Grant Application

To begin an application, you must submit a letter of intent to Development. The letter of intent should be no more than two pages and should include a brief overview of the organization and proposed project. The letter of intent should also include the anticipated funding request and certification the organization is in good standing with the State of Ohio. Please submit your letter of intent via email to Energyhelp@development.ohio.gov. The subject line of the email should be “Reduction in Household Energy Burden Letter of Intent”.

After review of the letter of intent, the organization will be notified if an application can be completed and will be instructed as to next steps.

Once the letter of intent is approved and before beginning an application, you must register for an account:

Click *Register a New Account* to get started.

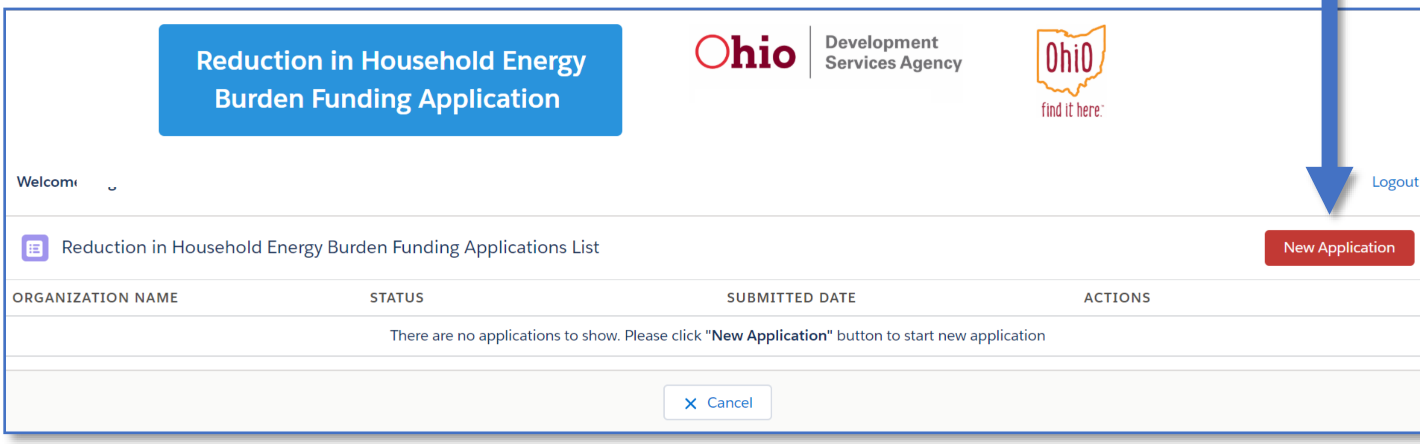


Fill in the requested information and create a secure password. This will be your password anytime you wish to login and submit reports or reimbursement requests.

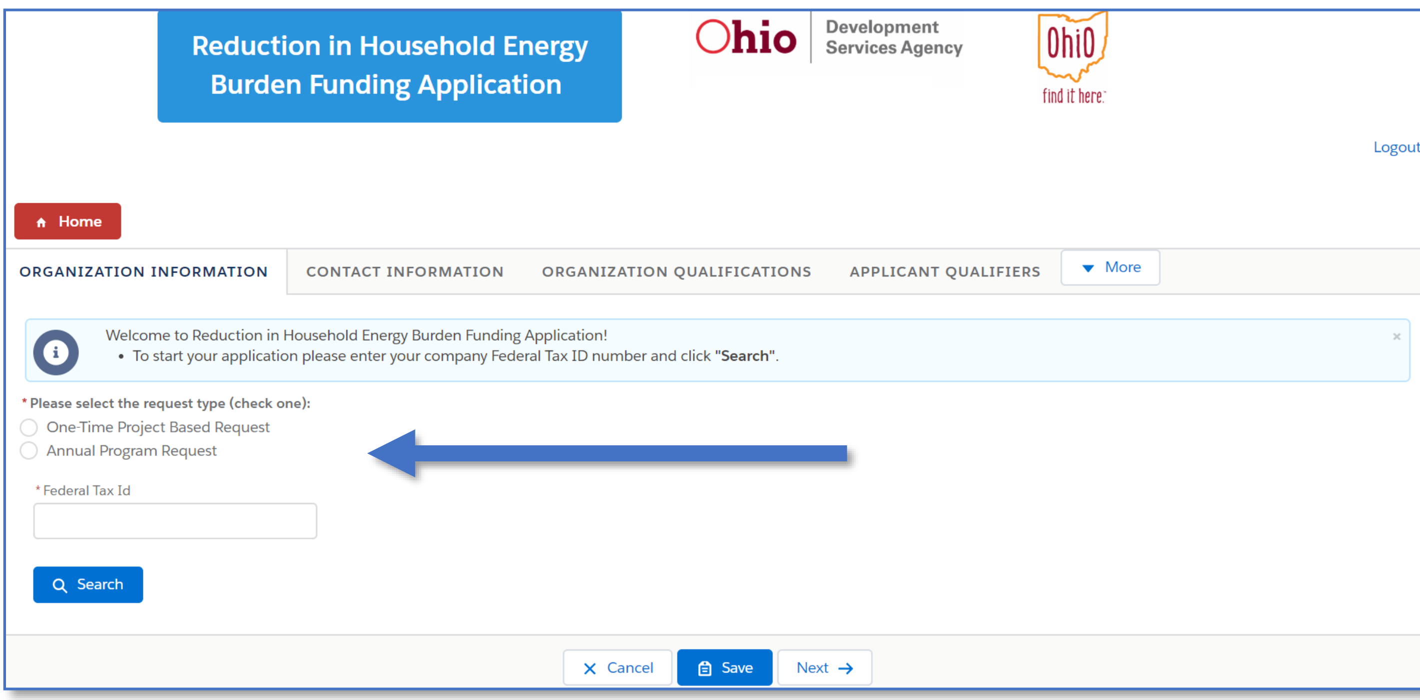
Once you have an account, you can begin the application.

Organization Information:

To begin an application, you must first select *New Application.*

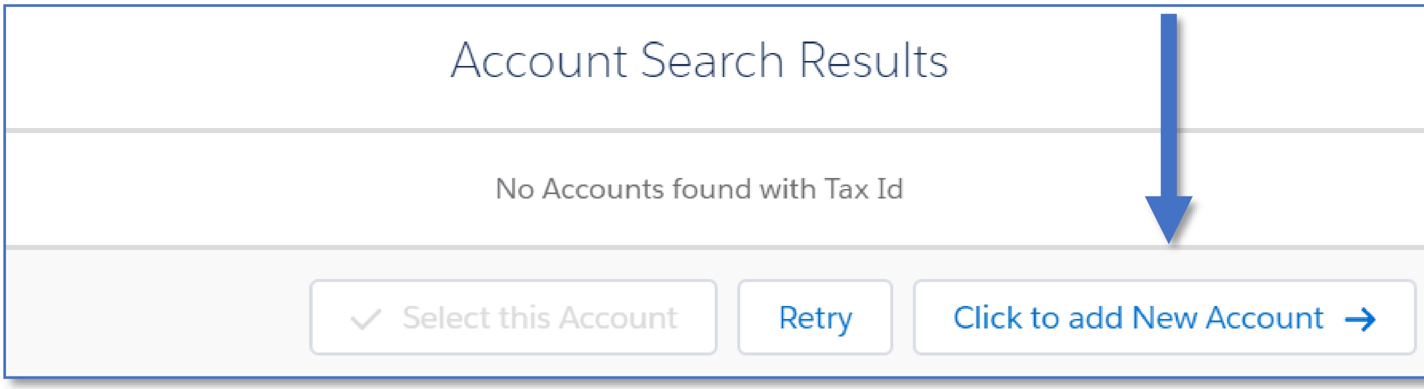


The next screen requires you to select if you are applying for a *One-time Project Based Request* or an *Annual Program Request.* You must then enter your organization's *Federal Tax ID* and select *Search.*

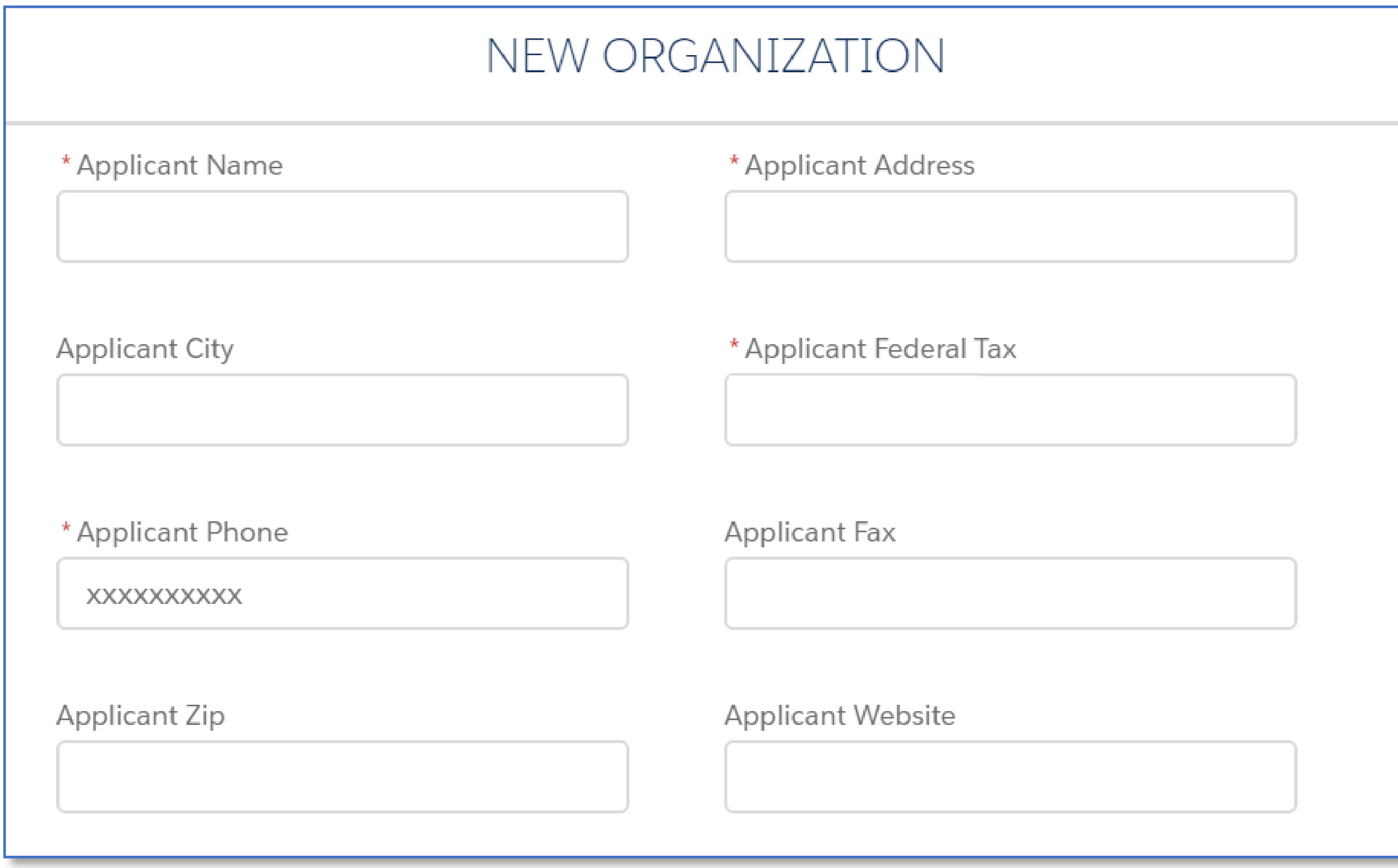


Tip: Remember to *Save* your work as you go

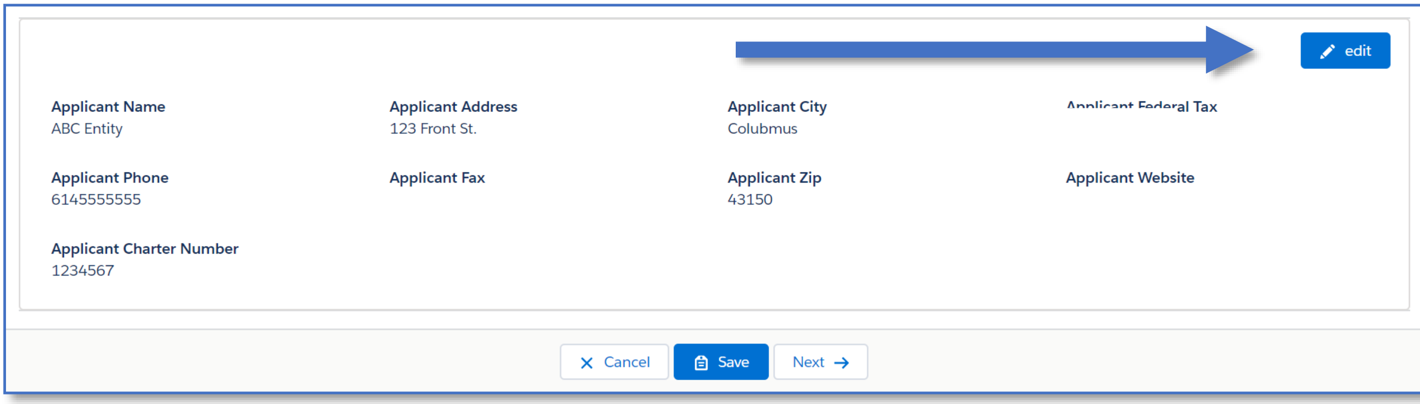
If your organization is currently in the system, you will be able to select that account and begin the application. If it is not currently in the system, you will select *Click to add New Account.*



Enter your organization's information and click *Save*.

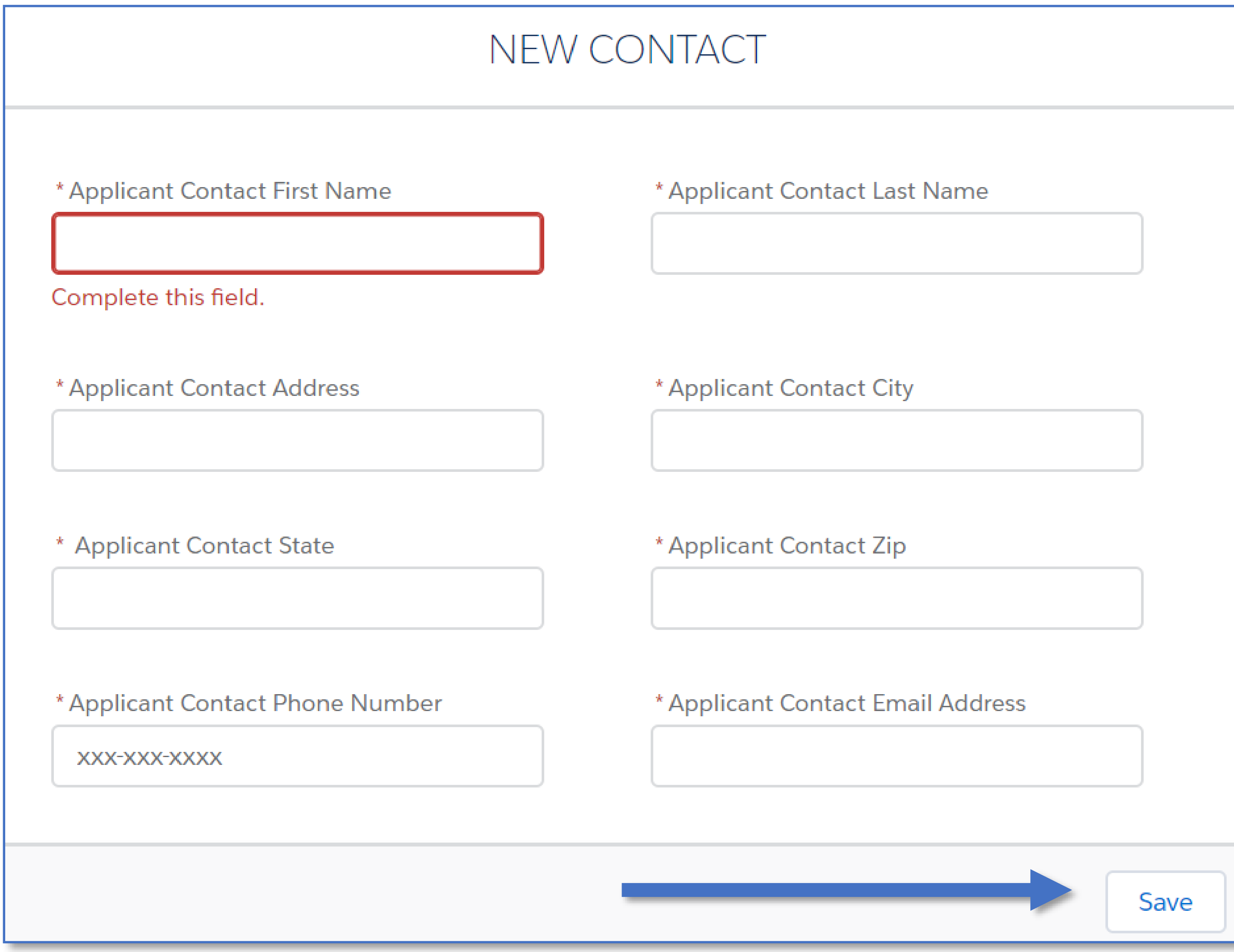


Tip: You can edit your organization at any time from the organization information tab

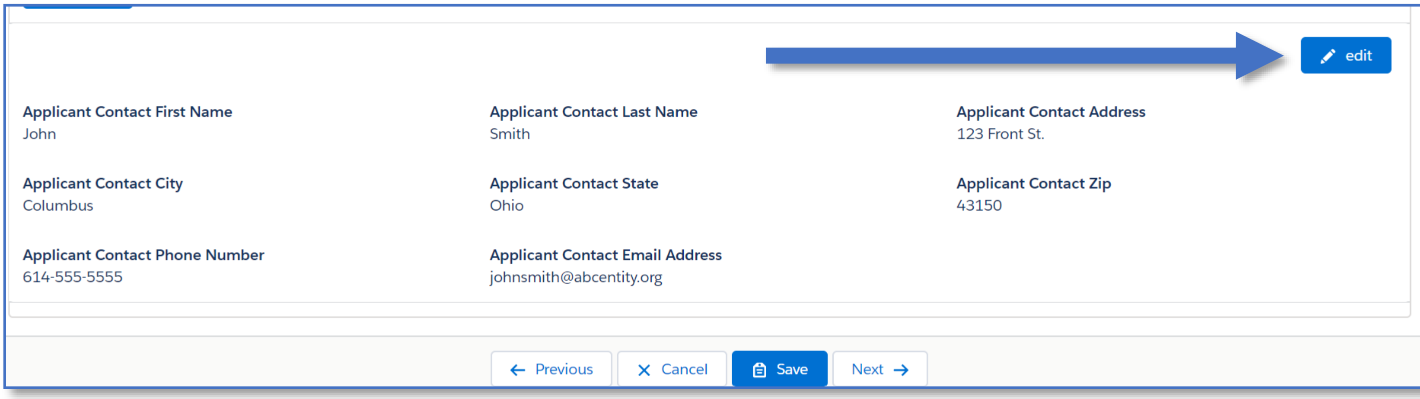


Contact Information:

The contact information tab is where you will first search for your information in the system. If you are not currently in the system, please add your contact information.

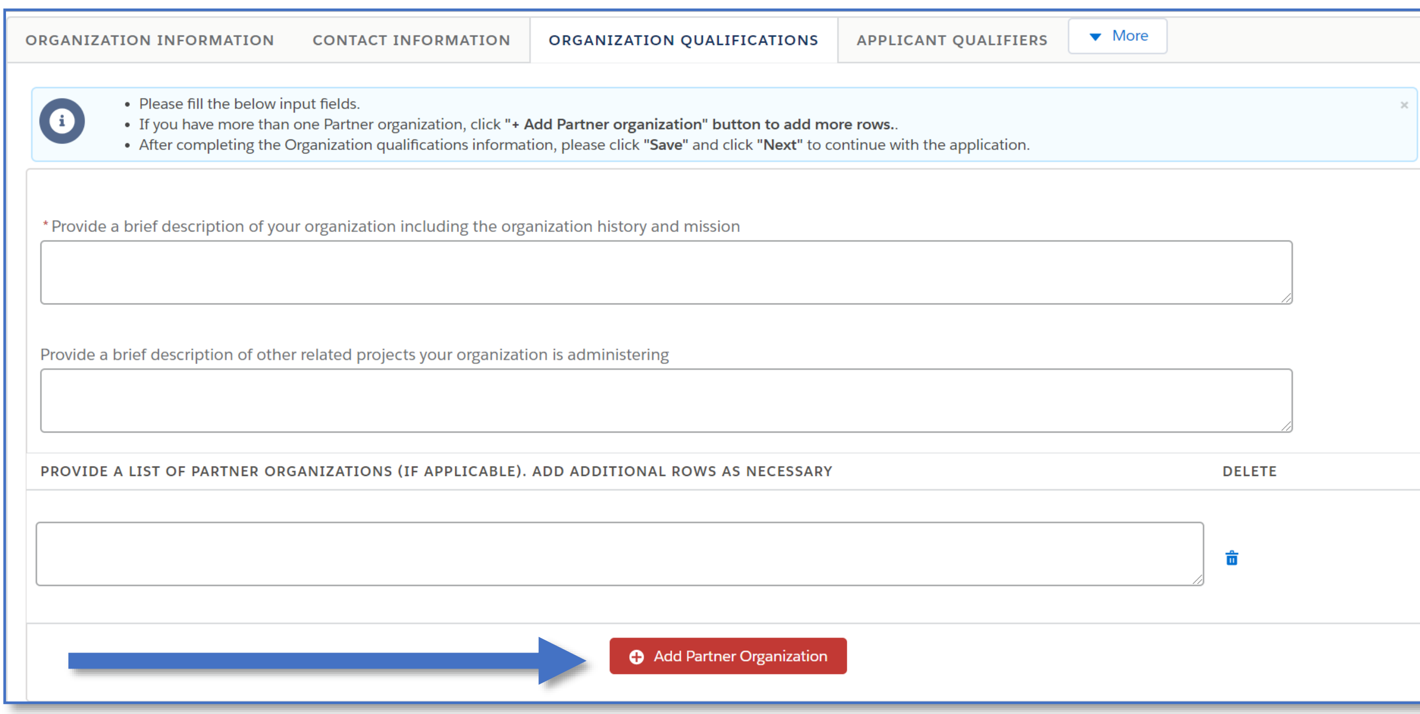


Tip: You can edit your contact information at any time from the contact information tab



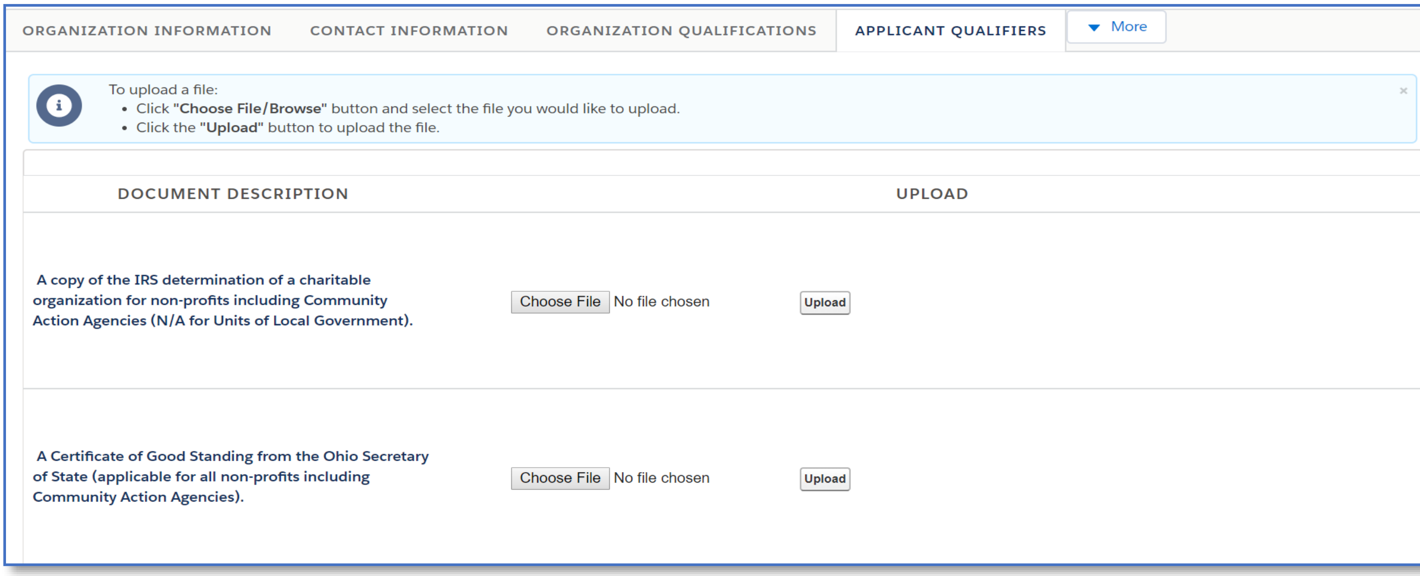
Organization Qualifications:

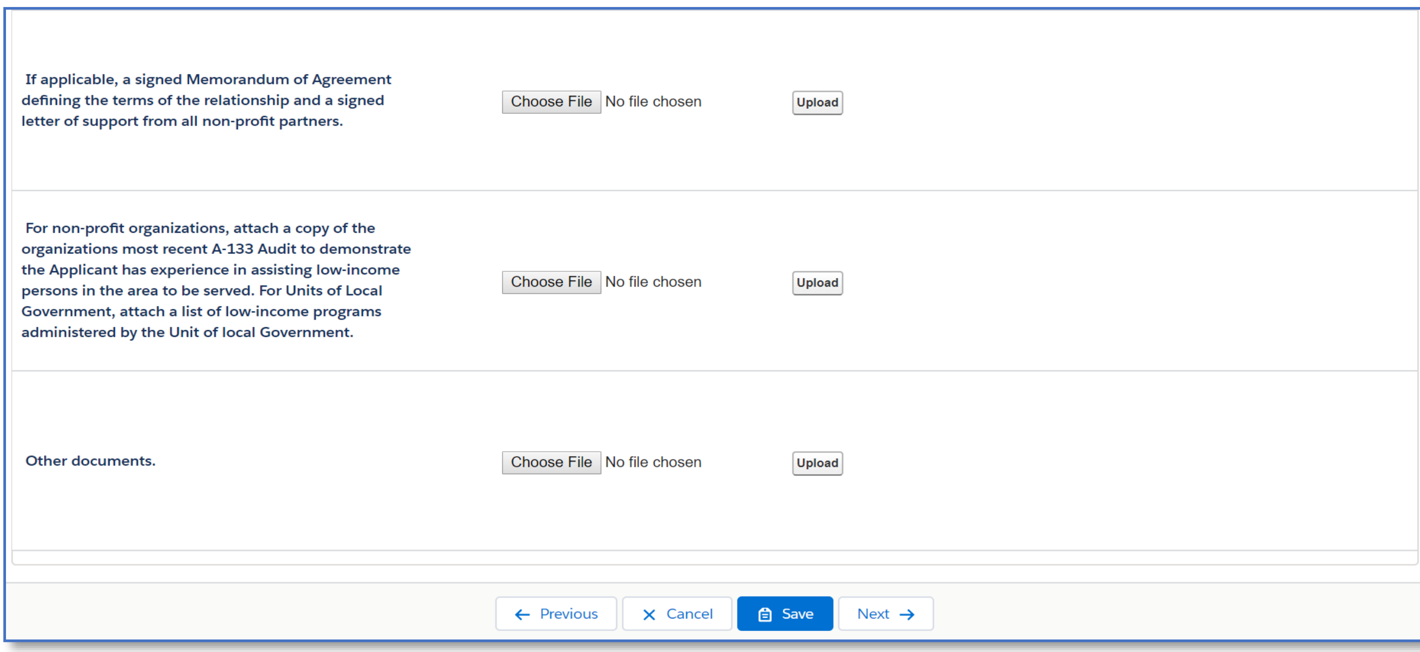
Next you will provide a brief description of your organization and other similar projects your organization administers. Also provide a list of partner organizations. Add additional rows as necessary.



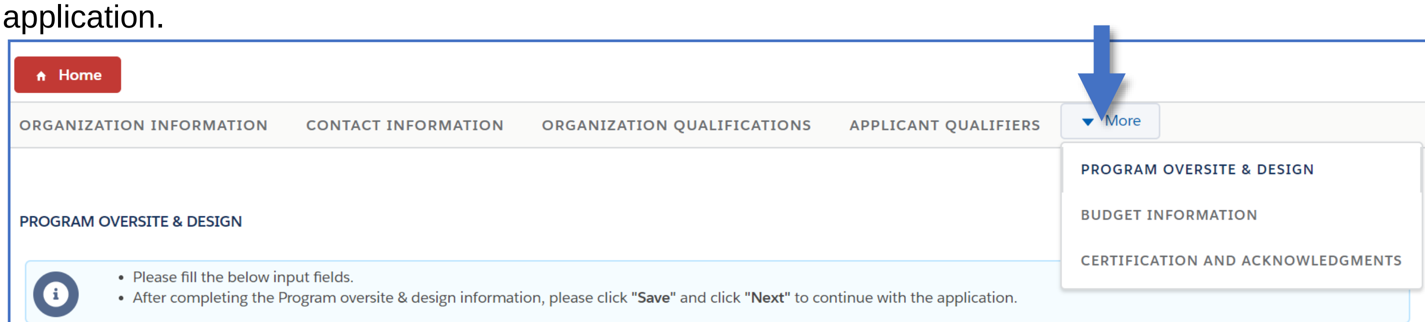
Applicant Qualifiers:

The next tab is where all required documentation or additional information can be uploaded.



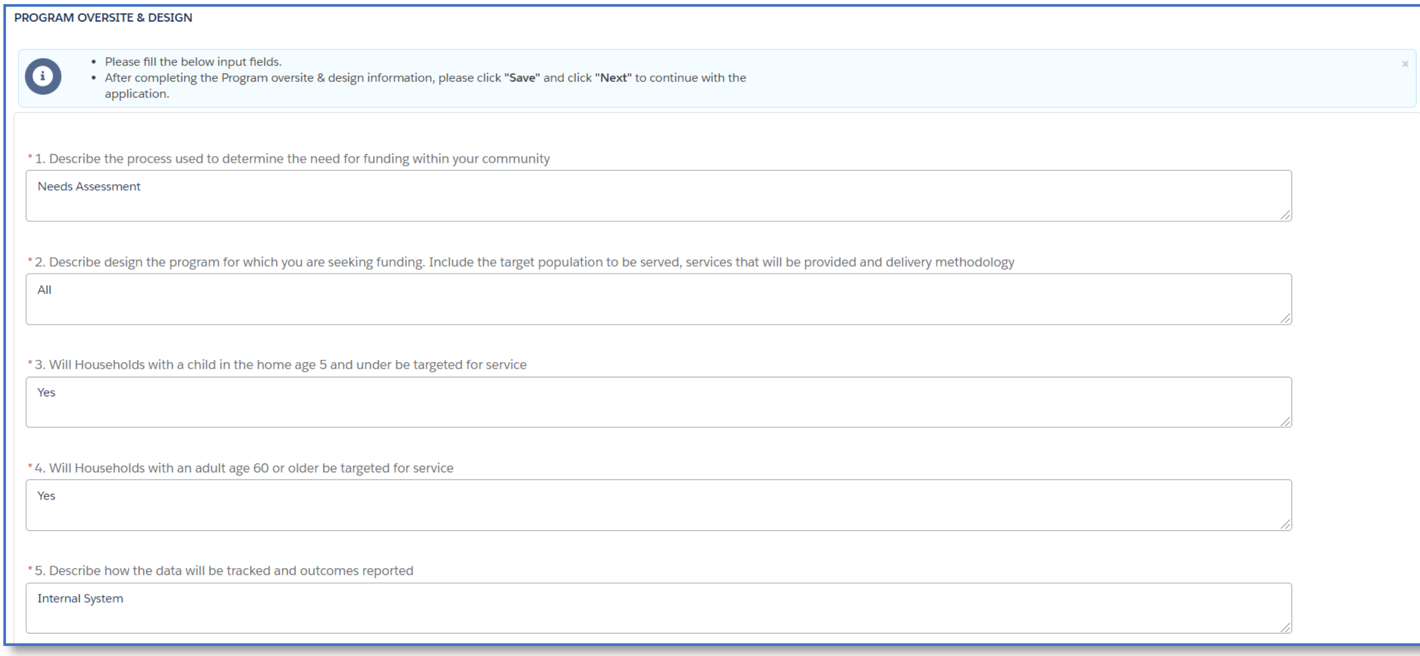


Hover over *More* in order to see the additional tabs that need to be completed in order to submit the application.



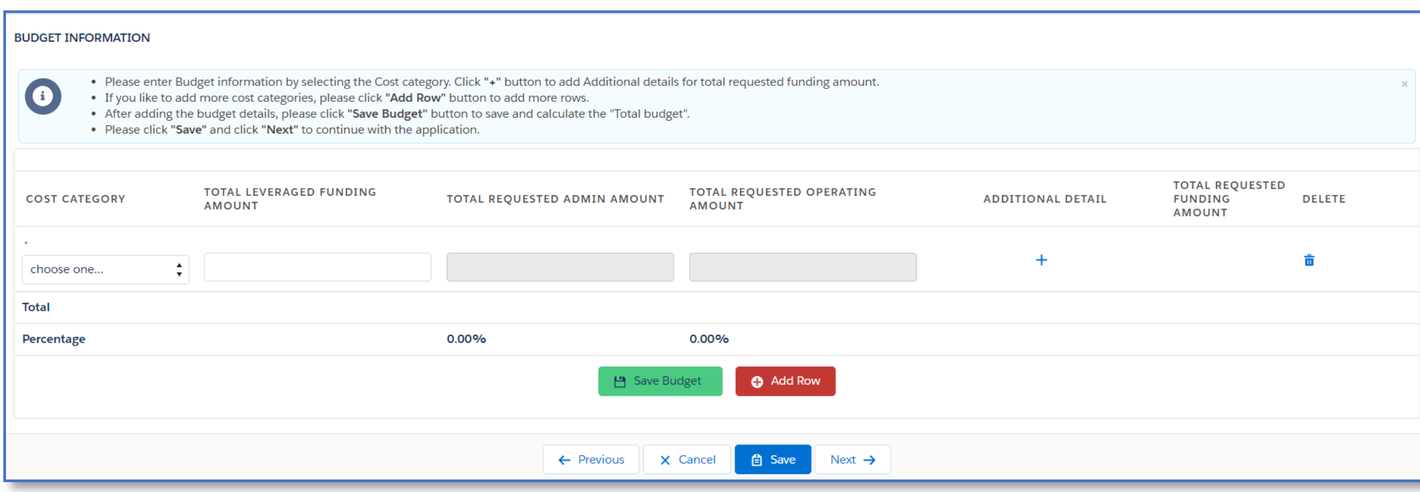
Program Oversight & Design

Next complete all required narrative fields.

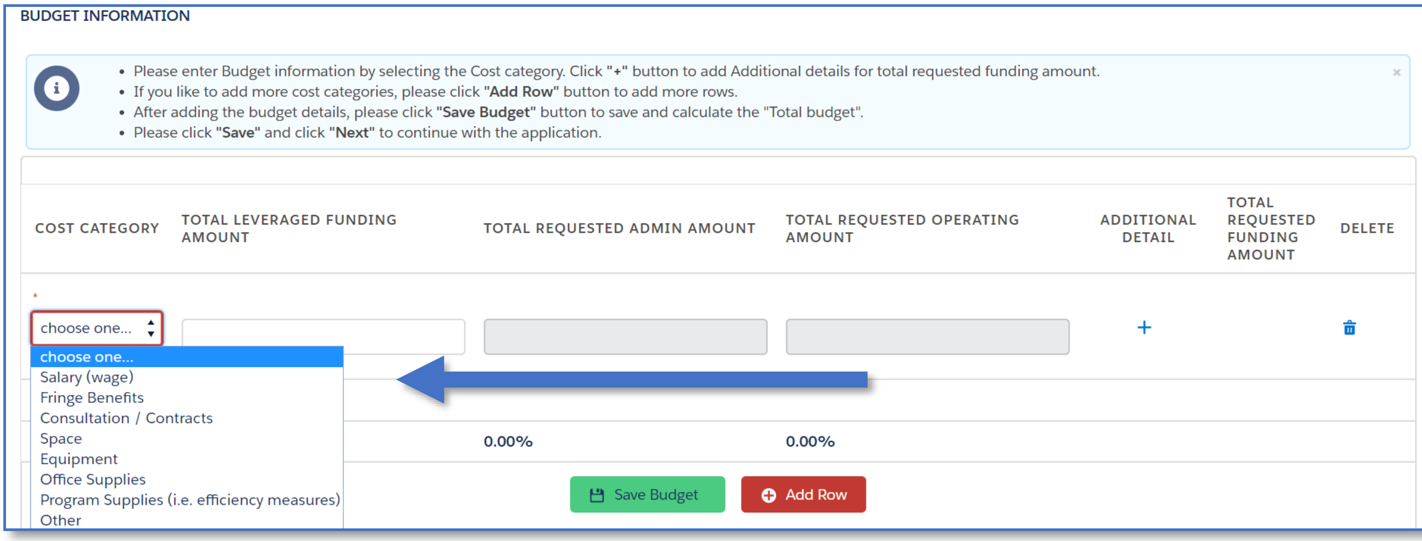


Budget Information:

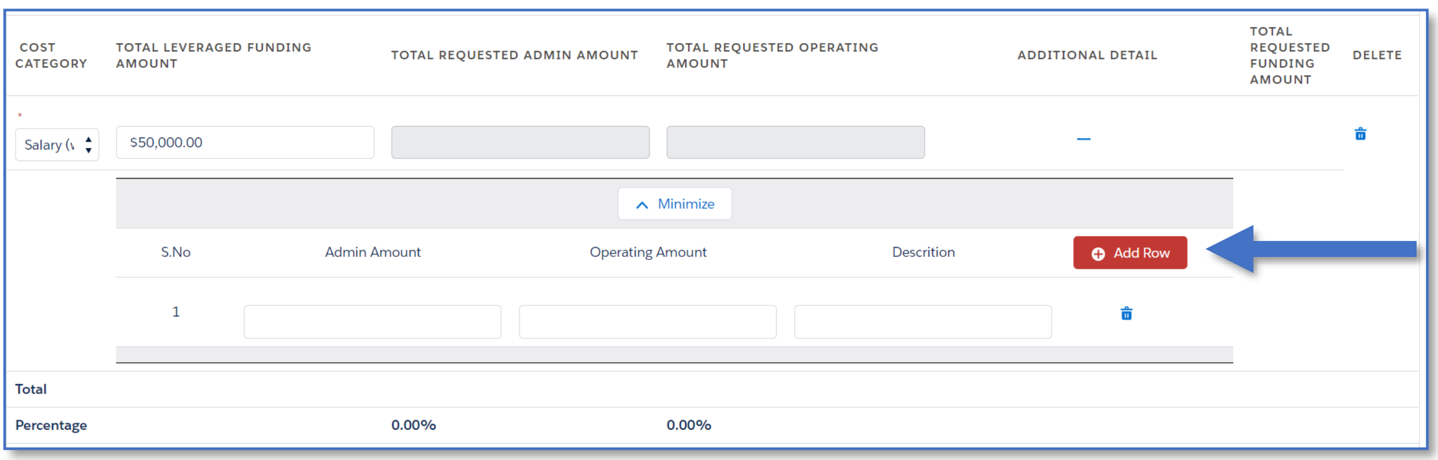
The budget information tab is where you will populate how you plan to utilize funds if received, and provide information on other leveraged funding sources (if applicable).



First you must select the type of cost category (Salary, Fringe Benefits, Consultation/Contracts, Space, Equipment, Office Supplies, Program Supplies or Other).

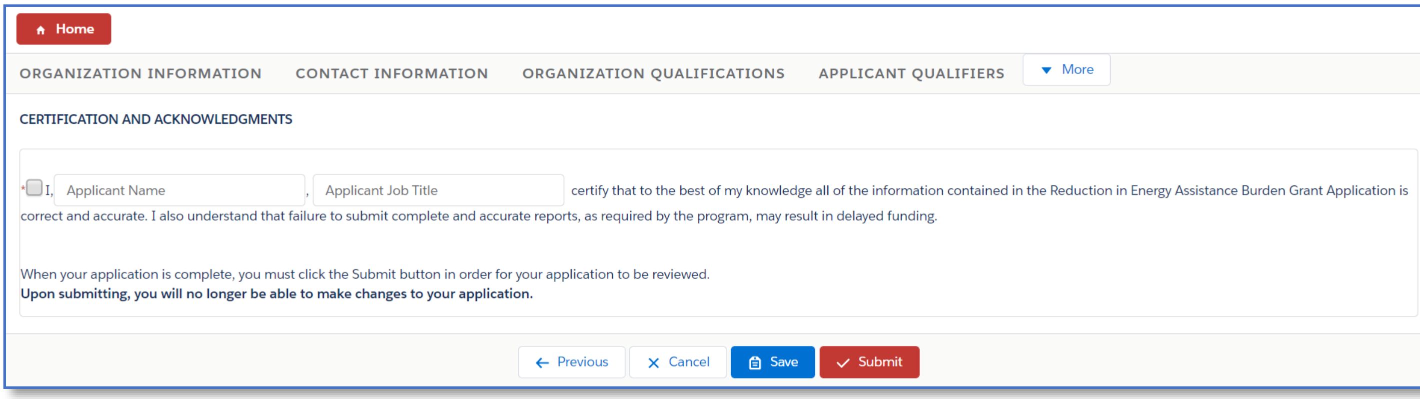


Within each cost category, you will need to enter the amount of funds used towards administrative costs and the amount of funds you will be using for operating expenses. Please add additional rows as necessary.



Certification and Acknowledgments:

Once you have entered all required information, please review the certification and acknowledgement information. Enter your name, job title, and click to certify the information is true and accurate.



Tip: You must click *Submit* in order to complete your application

Please note: You can save your application and complete later. After logging-in, click *Edit* to resume your application.