



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

Reduction in Household Energy Burden Program Guidelines & Grant Application Instructions

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 customers¹. 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 burden²

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".

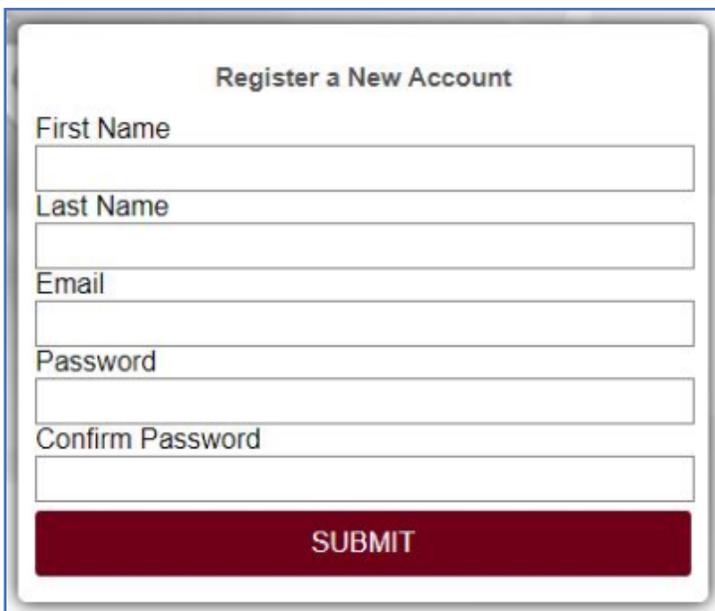
After review of the letter of intent, the organization will be notified if an application can be completed and will be instructed as to next steps.

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



The screenshot shows the login page for the Ohio Development Services Agency. At the top left is the Ohio logo, and to its right is the text "Development Services Agency". Below this is the heading "Agency Web Portal Login". There are two input fields: "Username/Email Address" and "Password". Below the fields is a dark red button labeled "LOGIN". At the bottom of the form, there are two links: "Forgot your password?" and "Register a New Account". A blue arrow points from the "Register a New Account" link to the right.

Click *Register a New Account* to get started.



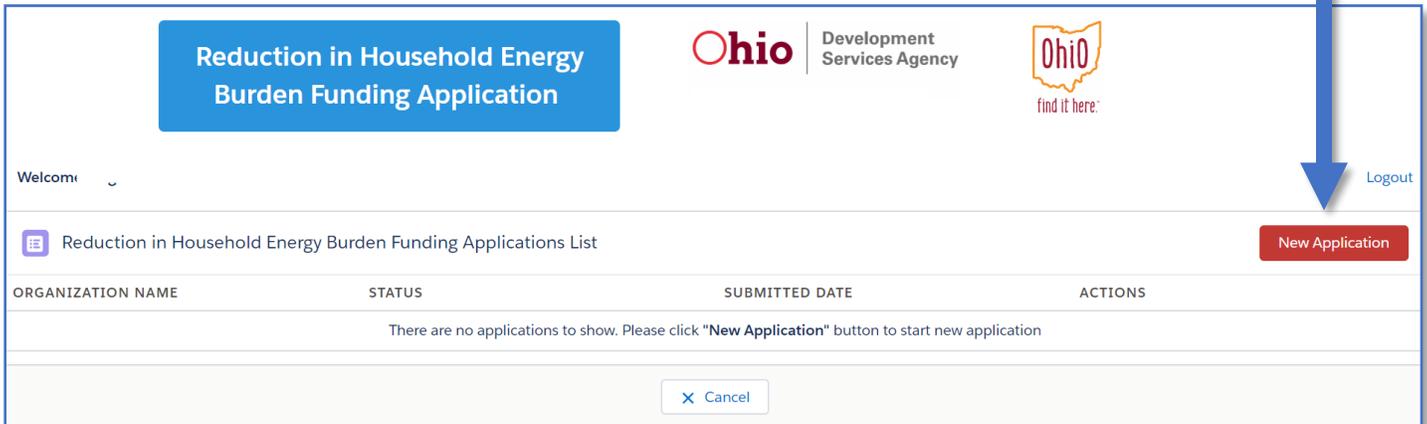
The screenshot shows the "Register a New Account" form. It has a title "Register a New Account" at the top. Below the title are five input fields: "First Name", "Last Name", "Email", "Password", and "Confirm Password". At the bottom of the form is a dark red button labeled "SUBMIT".

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.

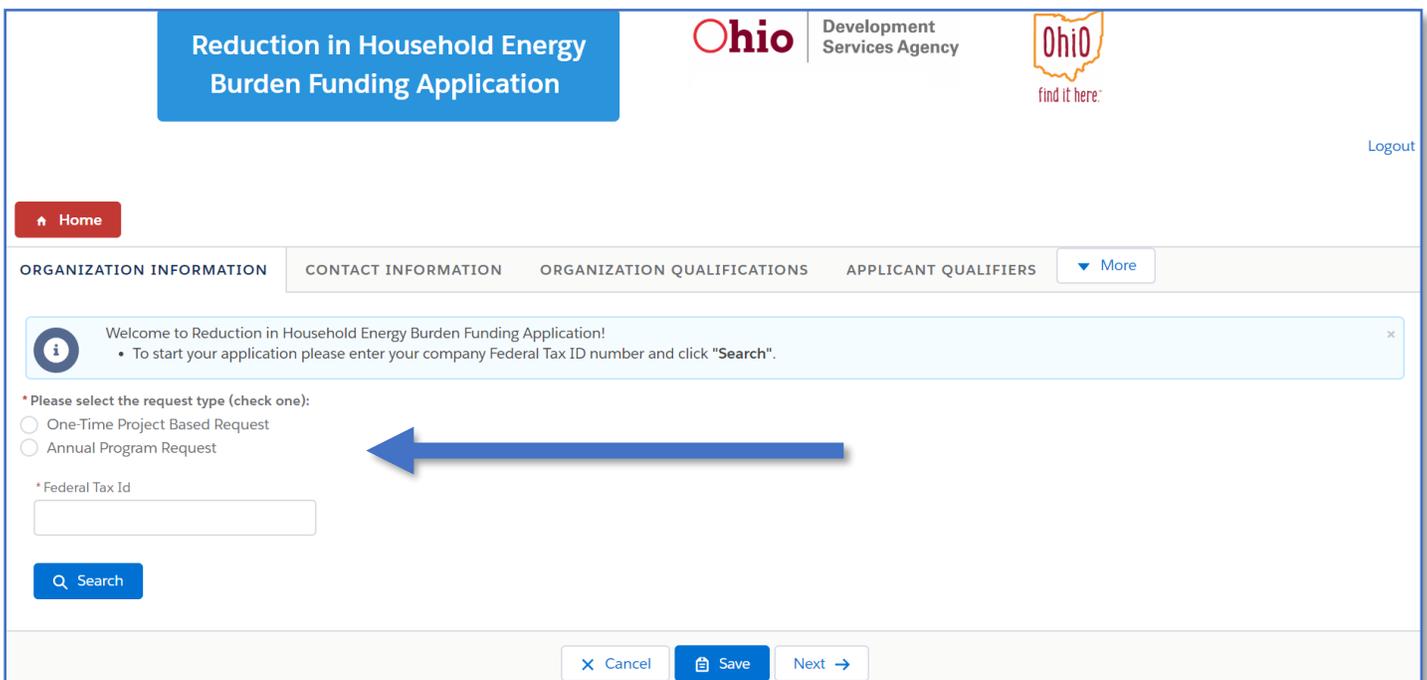
Organization Information:

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



The screenshot shows the top navigation bar with the title 'Reduction in Household Energy Burden Funding Application', the Ohio Development Services Agency logo, and the 'Ohio find it here.' logo. Below the navigation bar, there is a 'Logout' link. The main content area features a 'Reduction in Household Energy Burden Funding Applications List' table with columns for 'ORGANIZATION NAME', 'STATUS', 'SUBMITTED DATE', and 'ACTIONS'. The table is currently empty, with a message: 'There are no applications to show. Please click "New Application" button to start new application'. A 'New Application' button is located in the top right corner of the table area. A blue arrow points to this button.

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*.



The screenshot shows the 'Reduction in Household Energy Burden Funding Application' form. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, there is a 'Home' button. The main content area features a 'Welcome to Reduction in Household Energy Burden Funding Application!' message with a sub-message: 'To start your application please enter your company Federal Tax ID number and click "Search"'. Below the message, there is a section for 'Please select the request type (check one):' with two radio buttons: 'One-Time Project Based Request' and 'Annual Program Request'. A blue arrow points to the 'One-Time Project Based Request' radio button. Below the radio buttons, there is a 'Federal Tax Id' input field and a 'Search' button. At the bottom of the form, there are 'Cancel', 'Save', and 'Next' buttons.

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*.

Account Search Results

No Accounts found with Tax Id

✓ Select this Account Retry Click to add New Account →



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

NEW ORGANIZATION

<p>* Applicant Name</p> <input style="width: 90%; height: 30px; border: 1px solid #ccc;" type="text"/>	<p>* Applicant Address</p> <input style="width: 90%; height: 30px; border: 1px solid #ccc;" type="text"/>
<p>Applicant City</p> <input style="width: 90%; height: 30px; border: 1px solid #ccc;" type="text"/>	<p>* Applicant Federal Tax</p> <input style="width: 90%; height: 30px; border: 1px solid #ccc;" type="text"/>
<p>* Applicant Phone</p> <input style="width: 90%; height: 30px; border: 1px solid #ccc; text-align: center;" type="text" value="xxxxxxxxxx"/>	<p>Applicant Fax</p> <input style="width: 90%; height: 30px; border: 1px solid #ccc;" type="text"/>
<p>Applicant Zip</p> <input style="width: 90%; height: 30px; border: 1px solid #ccc;" type="text"/>	<p>Applicant Website</p> <input style="width: 90%; height: 30px; border: 1px solid #ccc;" type="text"/>

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

Applicant Name ABC Entity	Applicant Address 123 Front St.	Applicant City Columbus	Applicant Federal Tax
Applicant Phone 6145555555	Applicant Fax	Applicant Zip 43150	Applicant Website
Applicant Charter Number 1234567			

 [edit](#)

[Cancel](#)
[Save](#)
[Next →](#)

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.

NEW CONTACT

* Applicant Contact First Name <input type="text"/>	* Applicant Contact Last Name <input type="text"/>
Complete this field.	
* Applicant Contact Address <input type="text"/>	* Applicant Contact City <input type="text"/>
* Applicant Contact State <input type="text"/>	* Applicant Contact Zip <input type="text"/>
* Applicant Contact Phone Number <input type="text" value="XXX-XXX-XXXX"/>	* Applicant Contact Email Address <input type="text"/>

 [Save](#)

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

Applicant Contact First Name John	Applicant Contact Last Name Smith	Applicant Contact Address 123 Front St.	
Applicant Contact City Columbus	Applicant Contact State Ohio	Applicant Contact Zip 43150	
Applicant Contact Phone Number 614-555-5555	Applicant Contact Email Address johnsmith@abcentity.org		

← Previous
X Cancel
Save
Next →

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.

ORGANIZATION INFORMATION CONTACT INFORMATION **ORGANIZATION QUALIFICATIONS** APPLICANT QUALIFIERS More

i

- Please fill the below input fields.
- If you have more than one Partner organization, click "+ Add Partner organization" button to add more rows..
- After completing the Organization qualifications information, please click "Save" and click "Next" to continue with the application.

* Provide a brief description of your organization including the organization history and mission

Provide a brief description of other related projects your organization is administering

PROVIDE A LIST OF PARTNER ORGANIZATIONS (IF APPLICABLE). ADD ADDITIONAL ROWS AS NECESSARY DELETE



+ Add Partner Organization

Applicant Qualifiers:

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

ORGANIZATION INFORMATION CONTACT INFORMATION ORGANIZATION QUALIFICATIONS **APPLICANT QUALIFIERS** More

To upload a file:

- Click "Choose File/Browse" button and select the file you would like to upload.
- Click the "Upload" button to upload the file.

DOCUMENT DESCRIPTION	UPLOAD
A copy of the IRS determination of a charitable organization for non-profits including Community Action Agencies (N/A for Units of Local Government).	Choose File No file chosen Upload
A Certificate of Good Standing from the Ohio Secretary of State (applicable for all non-profits including Community Action Agencies).	Choose File No file chosen Upload

If applicable, a signed Memorandum of Agreement defining the terms of the relationship and a signed letter of support from all non-profit partners.	Choose File No file chosen Upload
For non-profit organizations, attach a copy of the organizations most recent A-133 Audit to demonstrate the Applicant has experience in assisting low-income persons in the area to be served. For Units of Local Government, attach a list of low-income programs administered by the Unit of local Government.	Choose File No file chosen Upload
Other documents.	Choose File No file chosen Upload

← Previous X Cancel Save Next →

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

Home

ORGANIZATION INFORMATION CONTACT INFORMATION ORGANIZATION QUALIFICATIONS **APPLICANT QUALIFIERS** More

PROGRAM OVERSIGHT & DESIGN

Please fill the below input fields.

After completing the Program oversight & design information, please click "Save" and click "Next" to continue with the application.

- PROGRAM OVERSIGHT & DESIGN
- BUDGET INFORMATION
- CERTIFICATION AND ACKNOWLEDGMENTS

Program Oversight & Design

Next complete all required narrative fields.

PROGRAM OVERSITE & DESIGN

i • Please fill the below input fields.
 • After completing the Program oversight & design information, please click "Save" and click "Next" to continue with the application.

* 1. Describe the process used to determine the need for funding within your community

Needs Assessment

* 2. Describe design the program for which you are seeking funding. Include the target population to be served, services that will be provided and delivery methodology

All

* 3. Will Households with a child in the home age 5 and under be targeted for service

Yes

* 4. Will Households with an adult age 60 or older be targeted for service

Yes

* 5. Describe how the data will be tracked and outcomes reported

Internal System

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).

BUDGET INFORMATION

i • Please enter Budget information by selecting the Cost category. Click "+" button to add Additional details for total requested funding amount.
 • If you like to add more cost categories, please click "Add Row" button to add more rows.
 • After adding the budget details, please click "Save Budget" button to save and calculate the "Total budget".
 • Please click "Save" and click "Next" to continue with the application.

COST CATEGORY	TOTAL LEVERAGED FUNDING AMOUNT	TOTAL REQUESTED ADMIN AMOUNT	TOTAL REQUESTED OPERATING AMOUNT	ADDITIONAL DETAIL	TOTAL REQUESTED FUNDING AMOUNT	DELETE
<div style="border: 1px solid #ccc; padding: 2px;">choose one... ▾</div>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	+		🗑
Total						
Percentage		0.00%	0.00%			
<div style="display: flex; justify-content: center; gap: 10px; margin-top: 10px;"> Save Budget Add Row </div>						

← Previous
X Cancel
Save
Next →

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

BUDGET INFORMATION

- Please enter Budget information by selecting the Cost category. Click "+" button to add Additional details for total requested funding amount.
- If you like to add more cost categories, please click "Add Row" button to add more rows.
- After adding the budget details, please click "Save Budget" button to save and calculate the "Total budget".
- Please click "Save" and click "Next" to continue with the application.

COST CATEGORY	TOTAL LEVERAGED FUNDING AMOUNT	TOTAL REQUESTED ADMIN AMOUNT	TOTAL REQUESTED OPERATING AMOUNT	ADDITIONAL DETAIL	TOTAL REQUESTED FUNDING AMOUNT	DELETE
choose one...	<input type="text"/>	<input type="text"/>	<input type="text"/>	+		
Salary (wage)		0.00%	0.00%			
Fringe Benefits						
Consultation / Contracts						
Space						
Equipment						
Office Supplies						
Program Supplies (i.e. efficiency measures)						
Other						

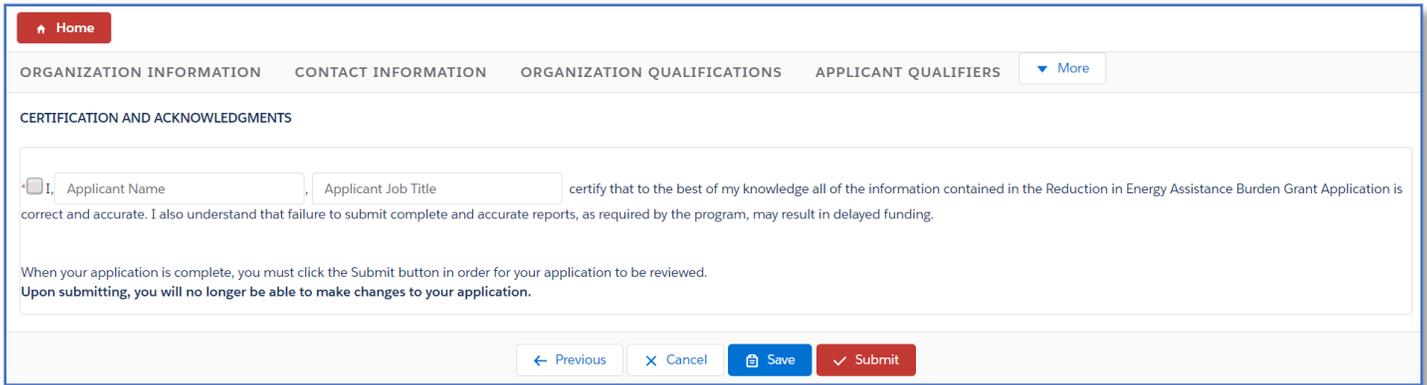
Save Budget Add Row

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.

COST CATEGORY	TOTAL LEVERAGED FUNDING AMOUNT	TOTAL REQUESTED ADMIN AMOUNT	TOTAL REQUESTED OPERATING AMOUNT	ADDITIONAL DETAIL	TOTAL REQUESTED FUNDING AMOUNT	DELETE
Salary (w)	\$50,000.00	<input type="text"/>	<input type="text"/>	-		
Minimize						
S.No	Admin Amount	Operating Amount	Description			
1	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Add Row						
Total						
Percentage		0.00%	0.00%			

Certification and Acknowledgments:

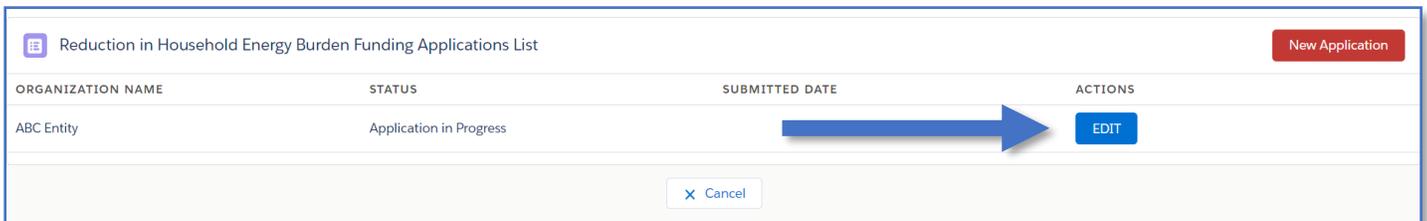
Once you have entered all required information, please review the certification and acknowledgement information. Enter your name, job title, and click to certify the information is true and accurate.



The screenshot shows a web application interface for the 'Certification and Acknowledgments' step. At the top, there is a navigation bar with a 'Home' button and several menu items: 'ORGANIZATION INFORMATION', 'CONTACT INFORMATION', 'ORGANIZATION QUALIFICATIONS', 'APPLICANT QUALIFIERS', and a 'More' dropdown. Below the navigation bar, the title 'CERTIFICATION AND ACKNOWLEDGMENTS' is displayed. The main content area contains a certification statement: 'I, [Applicant Name], [Applicant Job Title] certify that to the best of my knowledge all of the information contained in the Reduction in Energy Assistance Burden Grant Application is correct and accurate. I also understand that failure to submit complete and accurate reports, as required by the program, may result in delayed funding.' Below this statement, there is a note: 'When your application is complete, you must click the Submit button in order for your application to be reviewed. Upon submitting, you will no longer be able to make changes to your application.' At the bottom of the form, there are four buttons: 'Previous', 'Cancel', 'Save', and 'Submit'.

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.



The screenshot shows a table titled 'Reduction in Household Energy Burden Funding Applications List'. The table has four columns: 'ORGANIZATION NAME', 'STATUS', 'SUBMITTED DATE', and 'ACTIONS'. There is one row of data with the following values: 'ABC Entity', 'Application in Progress', and an 'EDIT' button. A blue arrow points from the 'SUBMITTED DATE' column to the 'EDIT' button. At the top right of the table, there is a 'New Application' button. At the bottom of the table, there is a 'Cancel' button.

ORGANIZATION NAME	STATUS	SUBMITTED DATE	ACTIONS
ABC Entity	Application in Progress		EDIT