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DETAILED MODEL PLAN (LIHEAP)

Program Name: Low Income Home Energy Assistance

Grantee Name: PUERTO RICO

Report Name: DETAILED MODEL PLAN (LIHEAP) Revision # 3

Report Period: 10/01/2016 to 09/30/2017

Report Status: Submitted (Revision #3)

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Mandatory Grant Application SF-424


U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

August 1987, revised 05/92,02/95,03/96,12/98,11/01
OMB Clearance No.: 0970-0075
Expiration Date: 06/30/2017

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY

* 1.a. Type of Submission: <input checked="" type="radio"/> Plan	* 1.b. Frequency: <input checked="" type="radio"/> Annual	* 1.c. Consolidated Application/Plan/Funding Request? Explanation:	* 1.d. Version: <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Federal Entity Identifier:	5. Date Received By State:
		4b. Federal Award Identifier:	6. State Application Identifier:
7. APPLICANT INFORMATION			
* a. Legal Name: Commonwealth of Puerto Rico - ADSEF Department of Family			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 6604433481		* c. Organizational DUNS: 825272664	
* d. Address:			
* Street 1:	ADMINISTRATOR	Street 2:	P.O. BOX 8000
* City:	SAN JUAN	County:	
* State:	PR	Province:	
* Country:	Puerto Rico	* Zip / Postal Code:	00910 - 0800
e. Organizational Unit:			
Department Name: Administrator's Office		Division Name: Operational Services Administration	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	* First Name: Tamara	Middle Name:	* Last Name: Luciano
Suffix:	Title: LIHEAP Coordinator	Organizational Affiliation: Operational Services Administration	
* Telephone Number: (787) 289-7651	Fax Number	* Email: tamara.luciano@familia.pr.gov	
* 8a. TYPE OF APPLICANT: F: U.S. Territory or Possession			
b. Additional Description:			
* 9. Name of Federal Agency:			
		Catalog of Federal Domestic Assistance Number:	CFDA Title:
10. CFDA Numbers and Titles		93568	Low-Income Home Energy Assistance
11. Descriptive Title of Applicant's Project FY 2017 LIHEAP State Plan			
12. Areas Affected by Funding: Puerto Rico			
13. CONGRESSIONAL DISTRICTS OF:			
* a. Applicant PR		b. Program/Project: LIHEAP	

Attach an additional list of Program/Project Congressional Districts if needed.

14. FUNDING PERIOD:		15. ESTIMATED FUNDING:	
a. Start Date: 10/01/2016	b. End Date: 09/30/2017	* a. Federal (\$): \$0	b. Match (\$): \$0
* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?			
a. This submission was made available to the State under the Executive Order 12372			
Process for Review on :			
b. Program is subject to E.O. 12372 but has not been selected by State for review.			
c. Program is not covered by E.O. 12372.			
* 17. Is The Applicant Delinquent On Any Federal Debt?			
<input type="radio"/> YES <input checked="" type="radio"/> NO			
Explanation:			
18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) **I Agree <input checked="" type="checkbox"/>			
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.			
18a. Typed or Printed Name and Title of Authorized Certifying Official Tamara Luciano		18c. Telephone (area code, number and extension)	
		18d. Email Address tamara.luciano@familia.pr.gov	
18b. Signature of Authorized Certifying Official 		18e. Date Report Submitted (Month, Day, Year) 07/25/2017	

Attach supporting documents as specified in agency instructions.

Section 1 - Program Components

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

August 1987, revised 05/92,02/95,03/96,12/98,11/01
OMB Clearance No.: 0970-0075
Expiration Date: 06/30/2017

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY

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: 02/28/2005

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.

Section 1 Program Components

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	
		Start Date	End Date
<input type="checkbox"/>	Heating assistance		
<input checked="" type="checkbox"/>	Cooling assistance	07/01/2017	09/30/2017
<input checked="" type="checkbox"/>	Crisis assistance	05/15/2017	09/30/2017
<input checked="" type="checkbox"/>	Weatherization assistance	07/03/2017	09/30/2017

Provide further explanation for the dates of operation, if necessary

Since FY 2015 the ADSEF validates with the Electric Power Authority of Puerto Rico, the account's information in order to authorize Cooling assistance and some of Crisis Assistance. Cooling assistance and Crisis Assistance (LICE 1) benefits are granted thru EBT transactions.

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%.	Percentage (%)
Heating assistance	0.00%
Cooling assistance	44.00%
Crisis assistance	34.00%
Weatherization assistance	2.00%
Carryover to the following federal fiscal year	10.00%
Administrative and planning costs	10.00%
Services to reduce home energy needs including needs assessment (Assurance 16)	0.00%
Used to develop and implement leveraging activities	0.00%
TOTAL	100.00%

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:

<input type="checkbox"/>	Heating assistance	<input type="checkbox"/>	Cooling assistance
<input type="checkbox"/>	Weatherization assistance	<input checked="" type="checkbox"/>	Other (specify): N/A

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

If you answered "Yes" to question 1.4, you must complete the table below and answer questions 1.5 and 1.6.

	Heating	Cooling	Crisis	Weatherization
TANF	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
SSI	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
SNAP	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
Means-tested Veterans Programs	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

	Program Name	Heating	Cooling	Crisis	Weatherization
Other(Specify) 1	Nutritional Assistance Program	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

1.5 Do you automatically enroll households without a direct annual application? Yes No

If Yes, explain:

Yes, TANF participants who have an active account with the Electric Power Authority are automatically enrolled in the Cooling Assistance. This is done considering that TANF participants are among the most needed families in Puerto Rico. Participants for Crisis and Weatherization assistance have to submit an application requesting these benefits.

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?

Non categorical community households eligible to receive cooling and crisis assistance are those who file an application and it is determined that their income and assets meet the eligibility criteria established by the Administration. When determining benefit amount; energy costs, family composition and income are taken into consideration. Same methodology is used in determining eligibility and cash assistance amounts for the categorically eligible TANF households. There is no difference in treatment among categorically and non-categorically eligible households in determining the amount of benefit. This process ensures equitable treatment and eliminates preferential treatment.

SNAP Nominal Payments

1.7a Do you allocate LIHEAP funds toward a nominal payment for SNAP households? Yes No

If you answered "Yes" to question 1.7a, you must provide a response to questions 1.7b, 1.7c, and 1.7d.

1.7b Amount of Nominal Assistance: \$0.00

1.7c Frequency of Assistance

<input checked="" type="checkbox"/>	Once Per Year
<input type="checkbox"/>	Once every five years
<input type="checkbox"/>	Other - Describe:

1.7d How do you confirm that the household receiving a nominal payment has an energy cost or need?

Determination of Eligibility - Countable Income

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

<input checked="" type="checkbox"/>	Gross Income
<input type="checkbox"/>	Net Income

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

<input checked="" type="checkbox"/>	Wages
<input checked="" type="checkbox"/>	Self - Employment Income
<input checked="" type="checkbox"/>	Contract Income

<input checked="" type="checkbox"/>	Payments from mortgage or Sales Contracts		
<input type="checkbox"/>	Unemployment insurance		
<input checked="" type="checkbox"/>	Strike Pay		
<input checked="" type="checkbox"/>	Social Security Administration (SSA) benefits		
<input checked="" type="checkbox"/>	Including MediCare deduction	<input checked="" type="checkbox"/>	Excluding MediCare deduction
<input type="checkbox"/>	Supplemental Security Income (SSI)		
<input checked="" type="checkbox"/>	Retirement / pension benefits		
<input type="checkbox"/>	General Assistance benefits		
<input type="checkbox"/>	Temporary Assistance for Needy Families (TANF) benefits		
<input type="checkbox"/>	Supplemental Nutrition Assistance Program (SNAP) benefits		
<input type="checkbox"/>	Women, Infants, and Children Supplemental Nutrition Program (WIC) benefits		
<input type="checkbox"/>	Loans that need to be repaid		
<input type="checkbox"/>	Cash gifts		
<input checked="" type="checkbox"/>	Savings account balance		
<input checked="" type="checkbox"/>	One-time lump-sum payments, such as rebates/credits, winnings from lotteries, refund deposits, etc.		
<input type="checkbox"/>	Jury duty compensation		
<input type="checkbox"/>	Rental income		
<input type="checkbox"/>	Income from employment through Workforce Investment Act (WIA)		
<input type="checkbox"/>	Income from work study programs		
<input checked="" type="checkbox"/>	Alimony		
<input checked="" type="checkbox"/>	Child support		
<input checked="" type="checkbox"/>	Interest, dividends, or royalties		
<input type="checkbox"/>	Commissions		
<input type="checkbox"/>	Legal settlements		
<input type="checkbox"/>	Insurance payments made directly to the insured		
<input type="checkbox"/>	Insurance payments made specifically for the repayment of a bill, debt, or estimate		
<input checked="" type="checkbox"/>	Veterans Administration (VA) benefits		
<input type="checkbox"/>	Earned income of a child under the age of 18		

<input type="checkbox"/>	Balance of retirement, pension, or annuity accounts where funds cannot be withdrawn without a penalty.
<input type="checkbox"/>	Income tax refunds
<input type="checkbox"/>	Stipends from senior companion programs, such as VISTA
<input type="checkbox"/>	Funds received by household for the care of a foster child
<input type="checkbox"/>	Ameri-Corp Program payments for living allowances, earnings, and in-kind aid
<input type="checkbox"/>	Reimbursements (for mileage, gas, lodging, meals, etc.)
<input checked="" type="checkbox"/>	<p>Other</p> <p>adult support, boarding house income, checking accounts, the value of liquid assets or illiquid or properties; the maximum resources allowed for families, are as follows, \$2,000 for having among its members aged 60 or older or disabled, \$1,000 for all other households.</p>

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 2 - HEATING ASSISTANCE

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

August 1987, revised 05/92,02/95,03/96,12/98,11/01
OMB Clearance No.: 0970-0075
Expiration Date: 06/30/2017

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY

Section 2 - Heating Assistance

Eligibility, 2605(b)(2) - Assurance 2

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

Add	Household size	Eligibility Guideline	Eligibility Threshold
1			0.00%

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? Yes No

Explanations of policies for each "yes" checked above:

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 populations, e.g., benefit amounts, early application periods, etc.

The ADSEF does not provide heating assistance, as it is not needed in Puerto Rico.

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 (% of income spent on home energy)
 - Energy need
 - Other - Describe:

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

2.6 Describe estimated benefit levels for FY 2018:

Minimum Benefit	\$0	Maximum Benefit	\$0
------------------------	-----	------------------------	-----

2.7 Do you provide in-kind (e.g., blankets, space heaters) and/or other forms of benefits? Yes No

If yes, describe.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 3 - COOLING ASSISTANCE

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

August 1987, revised 05/92,02/95,03/96,12/98,11/01
OMB Clearance No.: 0970-0075
Expiration Date: 06/30/2017

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY

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 componenet:

Add	Household size	Eligibility Guideline	Eligibility Threshold
1	All Household Sizes	HHS Poverty Guidelines	150.00%

3.2 Do you have additional eligibility requirements for COOLING ASSITANCE? 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? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Renters Living in subsidized housing ? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Renters with utilities included in the rent ? | <input type="radio"/> Yes <input checked="" type="radio"/> No |

Do you give priority in eligibility to:

- | | |
|--|---|
| Elderly? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Disabled? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Young children? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Households with high energy burdens ? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Other? | <input type="radio"/> Yes <input checked="" type="radio"/> No |

Explanations of policies for each "yes" checked above:

Regulation #5257 for LIHEAP Funds in Puerto Rico on Chapter II, Article II, Section 2.1 states that in meritorious situations of elderly or disabled that can't visit the local office because of their health condition, the application process will be done through a house visit.

3.4 Describe how you prioritize the provision of cooling assistance tovulnerable populations,e.g., benefit amounts, early application periods, etc.

In order for the lowest income households, with high-energy costs, in relation to income and family composition, to receive the highest benefits, a Table of Gross Income and Payment Matrix was designed. Eligibility will be determined based upon their gross income, in comparison with the state poverty level and considering vulnerable populations (elderly, disabled and young children)

Eligible community households are also within the poverty level. The matrix and listing of eligible of households (by income and family size) will be used by the Office of Information System to issue Cooling Assistance benefits.

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**

<input checked="" type="checkbox"/> Climate/region
<input type="checkbox"/> Individual bill
<input type="checkbox"/> Dwelling type
<input type="checkbox"/> Energy burden (% of income spent on home energy)
<input checked="" type="checkbox"/> Energy need
<input type="checkbox"/> Other - Describe:

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

3.6 Describe estimated benefit levels for FY 2018:

Minimum Benefit	\$65	Maximum Benefit	\$550
-----------------	------	-----------------	-------

3.7 Do you provide in-kind (e.g., fans, air conditioners) and/or other forms of benefits? Yes No

If yes, describe.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 4 - CRISIS ASSISTANCE

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

August 1987, revised 05/92,02/95,03/96,12/98,11/01
OMB Clearance No.: 0970-0075
Expiration Date: 06/30/2017

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY

Section 4: CRISIS ASSISTANCE

Eligibility - 2604(c), 2605(c)(1)(A)

4.1 Designate the income eligibility threshold used for the crisis component

Add	Household size	Eligibility Guideline	Eligibility Threshold
1	All Household Sizes	HHS Poverty Guidelines	150.00%

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

As Regulation #5257 states, in order to receive Crisis Assistance, the applicant must:

- Live below 150% of the poverty level
- Show a shutoff notice from the home energy supplier to cool or prepare water and food.
- Need a fan or air conditioner, when this equipment is needed because of a certified medical reason.

4.3 What constitutes a life-threatening crisis?

A life-threatening crisis is when a participant is experiencing a life-threatening situation.

Regulation #5257 of the Puerto Rico Energy Assistance Program states that an application of energy crisis situation will be considered responded when and aid is given to relieve or remedy the crisis. It also states that a benefit payment is to be issued within 48 hours. However, if the applicant is experiencing a life-threatening situation the aid must be given in a term of no more than 18 hours after filing the petition.

Crisis Requirement, 2604(c)

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

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

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?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Disabled?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Young Children?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Households with high energy burdens?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Other?	<input type="radio"/> Yes <input checked="" type="radio"/> 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?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Must the household have non-working heating or cooling equipment?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Other?	<input type="radio"/> Yes <input type="radio"/> No
Do you have additional / differing eligibility policies for:	
Renters?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Renters living in subsidized housing?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Renters with utilities included in the rent?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Explanations of policies for each "yes" checked above:	
Regulation #5257 for LIHEAP Funds in Puerto Rico on Chapter II, Article II, Section 2.1 states that in meritorious situations of elderly or disabled that can't visit the local office because of their health condition, the application process will be done through a house visit.	
Determination of Benefits	
4.8 How do you handle crisis situations?	
<input checked="" type="checkbox"/>	Separate component
<input type="checkbox"/>	Fast Track
<input type="checkbox"/>	Other - Describe:
4.9 If you have a separate component, how do you determine crisis assistance benefits?	
<input checked="" type="checkbox"/>	Amount to resolve the crisis.
<input checked="" type="checkbox"/>	Other - Describe: When the energy service debt amount is above the established maximum limit, we ensure there is an installment plan in place, or that the participant has other means to provide for payment in full.
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?	
<input checked="" type="radio"/> Yes <input type="radio"/> No	Explain.
The ADSEF has local offices in all 78 municipalities of Puerto Rico, having two in some of the municipalities for a total of 94 local offices island-wide (including Vieques and Culebra). The offices are mostly nearby other government offices and can be reached by public transportation. For those households that do not have access to the local offices, home visits can be coordinated.	
4.11 Do you provide individuals who are physically disabled the means to:	
Submit applications for crisis benefits without leaving their homes?	
<input checked="" type="radio"/> Yes <input type="radio"/> No	If No, explain.
Travel to the sites at which applications for crisis assistance are accepted?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	If No, explain.
If you answered "No" to both options in question 4.11, please explain alternative means of intake to those who are homebound or physically disabled?	
For those households that do not have access to the local offices, home visits can be coordinated.	
Benefit Levels, 2605(c)(1)(B)	
4.12 Indicate the maximum benefit for each type of crisis assistance offered.	
Winter Crisis	\$0.00 maximum benefit
Summer Crisis	\$450.00 maximum benefit
Year-round Crisis	\$0.00 maximum benefit
4.13 Do you provide in-kind (e.g. blankets, space heaters, fans) and/or other forms of benefits?	
<input checked="" type="radio"/> Yes <input type="radio"/> No	If yes, Describe
Crisis Assistance cash benefits and maximum benefits offered are as follows:	

- \$75.00 for the purchase of an electric fan, when medically required
- \$500.00 for the purchase of energy star air conditioned unit, when medically required
- \$100.00 to refill an empty gas tank

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

Yes No

If you answered "Yes" to question 4.14, you must complete question 4.15.

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

	Winter Crisis	Summer Crisis	Year-round Crisis
Heating system repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating system replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooling system repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooling system replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wood stove purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pellet stove purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solar panel(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utility poles / gas line hook-ups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Yes No

If you responded "Yes" to question 4.16, you must respond to question 4.17.

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

When persons submit an application for LIHEAP, they meet with a technician who reviews the process the application and all its requirements. Afterwards the technician gives the participant a form that includes the taken action regarding the requests. This includes if the application has been approved and the amount of benefits that'll be given. With this form the participant can go to any Electric Power Authority Office, as this constitutes a method of payment, which avoids the suspension of the electricity service.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 5 - WEATHERIZATION ASSISTANCE

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
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August 1987, revised 05/92,02/95,03/96,12/98,11/01
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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

Add	Household Size	Eligibility Guideline	Eligibility Threshold
1	All Household Sizes	HHS Poverty Guidelines	200.00%

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

5.3 If yes, name the agency. Oficina Estatal de Politica Publica Energetica ^ State Energetic Public Policy Office (OEPPE, by its Spanish acronyms)

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

WEATHERIZATION - Types of Rules

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

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

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

Other - Describe:

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 - Describe:

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	<input checked="" type="radio"/> Yes <input type="radio"/> No
Renters living in subsidized housing?	<input type="radio"/> Yes <input checked="" type="radio"/> No

5.8 Do you give priority in eligibility to:

Elderly?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Disabled?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Young Children?	<input checked="" type="radio"/> Yes <input type="radio"/> No
House holds with high energy burdens?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Other?

Yes No

If you selected "Yes" for any of the options in questions 5.6, 5.7, or 5.8, you must provide further explanation of these policies in the text field below.

Renters: The owner or his/her agent may weatherize rented dwelling unit provided the renter has submitted written permission. Owner and renter agreements must be used to prevent rent increases due to the weatherization work. Renters who reside in weatherized units cannot be subjected to rent increases unless it can be demonstrated that the increases are not a direct result of such improvements. The agreement between the OEPPE, the renter, and the building owner (if applicable) must be signed before work can begin. Whenever the owner of record on the deed is not the client being weatherized, the client should be considered a renter and the owner of record must enter into an owner agreement. Subsequently, the owner of record is subject to all policies and procedures that apply to rental units.

In the application form there's a ranking system that prioritizes on elderly, disabled and young children that live on the applicant's house.

Benefit Levels

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

5.10 If yes, what is the maximum? \$6,500

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 assessments/audits	<input type="checkbox"/> Energy related roof repair
<input type="checkbox"/> Caulking and insulation	<input type="checkbox"/> Major appliance Repairs
<input type="checkbox"/> Storm windows	<input checked="" type="checkbox"/> Major appliance replacement
<input type="checkbox"/> Furnace/heating system modifications/ repairs	<input type="checkbox"/> Windows/sliding glass doors
<input type="checkbox"/> Furnace replacement	<input type="checkbox"/> Doors
<input checked="" type="checkbox"/> Cooling system modifications/ repairs	<input checked="" type="checkbox"/> Water Heater
<input type="checkbox"/> Water conservation measures	<input type="checkbox"/> Cooling system replacement
<input checked="" type="checkbox"/> Compact florescent light bulbs	<input type="checkbox"/> Other - Describe: air leakage in air conditioned areas, replacement of refrigerators with more efficient units, replacement of air conditioners with Energy Star rated units and replacement of shower heads.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

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

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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):

ADSEF includes outreach as part of the agreement with the OEPPE in order to provide the weatherization services.

ADSEF also has a hotline, which is 3-1-1, where any person can call and receive information regarding our services. Through this call persons can receive orientations regarding specific programs, schedule appointments and make fraud complaints, among other services.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 7 - Coordination, 2605(b)(4) - Assurance 4

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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.).

<input type="checkbox"/>	Joint application for multiple programs
<input checked="" type="checkbox"/>	Intake referrals to/from other programs
<input type="checkbox"/>	One - stop intake centers
<input type="checkbox"/>	Other - Describe:

The Administration for the Socioeconomic Development of the Family offer other welfare services to TANF and NAP participants, so the agency has access to a database that provides for this kind of referrals. As mentioned before TANF households with an active account with the Puerto Rico Electric Power Authority (PREPA) are entitled to the cooling system benefits, and they don't have to submit an application in order to receive these benefits.

The ADSEF will establish an agreement with the PREPA and the Oficina Estatal de Política Pública Energética - State Energetic Public Policy Office (OEPPE, Spanish Acronyms), who is responsible for developing energy policies and promoting energy conservation, to elaborate educational materials and activities addressed to low-income community groups and families to lower energy consumption and consider new strategies into energy saving. Handouts will be distributed and workshops offered to low income applicants for NAP and TANF Programs, throughout all the Puerto Rico Department of Family local offices.

The OEPPE will also support the weatherization component of LIHEAP. Since 2009, the OEPPE has been administering the WAP Program in Puerto Rico. This would be the third year the OEPPE would receive LIHEAP funding for weatherization of homes in Puerto Rico.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 8 - Agency Designation,, 2605(b)(6) - Assurance 6

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Section 8: Agency Designation, 2605(b)(6) - Assurance 6 (Required for state grantees and the Commonwealth of Puerto Rico)

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

<input type="checkbox"/>	Administration Agency
<input type="checkbox"/>	Commerce Agency
<input type="checkbox"/>	Community Services Agency
<input type="checkbox"/>	Energy / Environment Agency
<input type="checkbox"/>	Housing Agency
<input checked="" type="checkbox"/>	Welfare Agency
<input type="checkbox"/>	Other - Describe:

Alternate Outreach and Intake, 2605(b)(15) - Assurance 15

If you selected "Welfare Agency" in question 8.1, you must complete questions 8.2, 8.3, and 8.4, as applicable.

8.2 How do you provide alternate outreach and intake for HEATING ASSISTANCE?

We don't provide heating assistance.

8.3 How do you provide alternate outreach and intake for COOLING ASSISTANCE?

The Administration has established coordination with the Catholic Social Services Agency in Mayaguez and with Cáritas, PR, which is located in San Juan, among other collaborations with non-profit organizations or other agencies, that will be developed during the year. These are non-profit faith based agencies that offers casework services similar to those offered by the Puerto Rico Department of Family. These organizations make disclosure of the available services through LIHEAP funds and also make referrals to the ADSEF.

8.4 How do you provide alternate outreach and intake for CRISIS ASSISTANCE?

Same alternate process for outreach and intake for Cooling, will apply to the Crisis Component.

8.5 LIHEAP Component Administration.	Heating	Cooling	Crisis	Weatherization
8.5a Who determines client eligibility?	Non-Applicable	State Welfare Agency	State Welfare Agency	State Energy/Environment Agency
8.5b Who processes benefit payments to gas and electric vendors?	Non-Applicable	State Welfare Agency	State Welfare Agency	
8.5c who processes benefit payments to bulk fuel vendors?	Non-Applicable	Non-Applicable	Non-Applicable	
8.5d Who performs installation of weatherization measures?				State Energy/Environment Agency

If any of your LIHEAP components are not centrally-administered by a state agency, you must complete questions 8.6, 8.7, 8.8, and, if applicable, 8.9.

8.6 What is your process for selecting local administering agencies?

Learn the services they provide and their experience, and meet in them in order to coordinate the services. For weatherization we selected the OEPPE, as this is the only state agency in Puerto Rico who has the experience and the knowledge to provide this service and benefit. For FY 2016 we began in July 2016, a collaborative agreement with the Department of Housing in order to provide with the installation of screens in households with women in reproductive ages (15 to 44) as a strategy for zika prevention, as Puerto Rico has declared a health emergency because of zika. We made the agreement with the Department of Housing as they have already the contact for the service providers and participants that qualify for this benefit.

8.7 How many local administering agencies do you use? Two.

8.8 Have you changed any local administering agencies in the last year?

- Yes
 No

8.9 If so, why?

<input type="checkbox"/>	Agency was in noncompliance with grantee requirements for LIHEAP -
<input type="checkbox"/>	Agency is under criminal investigation
<input checked="" type="checkbox"/>	Added agency
<input type="checkbox"/>	Agency closed
<input type="checkbox"/>	Other - describe

We added a collaboration with the Puerto Rico Housing Department to provide under weatherization the installation of screens in order to prevent zika.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 9 - Energy Suppliers,, 2605(b)(7) - Assurance 7

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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

If yes, Describe.

Under Crisis we provide different benefits. Only the benefit regarding the payment of the electricity bill is done directly to the energy suppliers. The other benefits (gas, air conditioner purchase and fan purchase) are given in the form of a check made payable to both the energy supplier and the participant. The participant has five work days to bring back the office the evidence of their purchase.

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

In Crisis Assistance, the client is personally notified of the authorized assistance amount by the eligibility determination technician and receives a written notification of this determination.

On FY 2017 payments will continue to be deposited in the Puerto Rico Electric Power Authority (PREPA) bank account provided that is the identified household need.

ADSEF established procedures with the PREPA to notify each participating household of the amount of assistance paid on its behalf in their next invoice (the payment will appear under LIHEAP assistance); ensure that the energy supplier will charge the 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 Agency under this title; and assure that the energy provider will not treat adversely participants of the benefits of this title.

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?

Crisis Assistance-payment is issued through an electronic benefit transfer (EBT) system made by ADSEF directly to the PREPA to the account of the participant. The participant will receive a notification with their next invoice with the amount paid with LIHEAP benefits on their behalf. The ADSEF has a vendor agreement that includes the commitment of PREPA to include this information on the participant's next invoice.

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?

We have a written agreement with the PREPA that includes this as a clause.

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, describe the measures unregulated vendors may take.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

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

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

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

The Puerto Rico Family Department has fiscal controls and accounting procedures to ensure the proper disbursements and accounting of funds assigned to Puerto Rico under this Title. The Puerto Rico Department of Treasury receives the funds, and upon request of the Administration for the Socioeconomic Development of the Family, extends a line of credit to the Popular Bank of Puerto Rico. Further disbursements are requested to the Puerto Rico Department of Treasury.

The Administration's Finance Division assures that during the Program implementation process, any issue related to inadequate expenditure of funds, will be addressed promptly.

Crisis and cooling assistance are given through an electronic benefit transfer (EBT) made directly to the Puerto Rico Electric Power Authority (PREPA). In terms of other services to provide through the crisis component (fans, air conditioners and gas) these payments will be made by check to the participants and/or the vendor. Once they receive the check, they have five days to present the receipt to their local office of the Department of Family, of the approved benefit for which they receive the check.

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 fiscal year.

No Findings

Finding	Type	Brief Summary	Resolved?	Action Taken
1	other	Differential benefit applicable to vulnerable members was not paid.	Yes	procedure/policy changes
2	reporting	The PRDF should implement adequate controls over reporting procedures to assure that all reports submitted to federal government and related supporting documentation is properly retained in file. The PRDF should submit at least a paper version of the revised LIHEAP Household Report to remediated the situation.	Yes	procedure/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?
Select all that apply.

Local agencies/district offices are required to have an annual audit in compliance with 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: Select all that apply

Grantee employees:

<input checked="" type="checkbox"/> Internal program review
<input type="checkbox"/> Departmental oversight
<input type="checkbox"/> Secondary review of invoices and payments
<input type="checkbox"/> Other program review mechanisms are in place. Describe:
Local Administering Agencies / District Offices:
<input checked="" type="checkbox"/> On - site evaluation
<input type="checkbox"/> Annual program review
<input checked="" type="checkbox"/> Monitoring through central database
<input checked="" type="checkbox"/> Desk reviews
<input checked="" type="checkbox"/> Client File Testing / Sampling
<input type="checkbox"/> Other program review mechanisms are in place. Describe:
<p>Secondary review of invoices and payments</p> <p>The Administration for Socioeconomic Development of the Family (ADSEF) has fiscal controls and accounting procedures to assure the proper disbursements and accounting of assigned funds.</p> <p>At the local office level, supervisors are required to review case files. The supervisors evaluate the applications to identify if eligibility determination was properly made before authorization payment.</p> <ul style="list-style-type: none"> • The information in the case file is documented. • That the forms are completed correctly. • Those eligibility requirements comply with the Program regulations and that eligibility determination is made accordingly. • That the benefit payments amount was granted correctly. <p>The Administration has a claim procedure for the local office to collect benefit from ineligible participants. The households are requested to present evidence (bills, receipts, forms certified by the company, etc.) of the use of funds allocated to the household. Households that offer false information in order to obtain benefits from the Program will be referred to the Department of Justice for them to investigate and to determine criminal procurement.</p>
10.6 Explain, or attach a copy of your local agency monitoring schedule and protocol.
<p>At the local office level, case file reading is mandatory. With the objective of detecting errors before payment is issue, the supervisor must read the filed applications to establish if eligibility was determined correctly.</p> <p>Regional office supervisors verify five cases as sample of assisted households from each local office, to verify that:</p> <ul style="list-style-type: none"> • the case is well documented • the forms are completed correctly • the verifications respond to the service offered • the eligibility requirements are correct • the payment was granted correctly <p>The Administration has the responsibility of assuring that payments issued to the participants are in fact used to pay for the service for which they were approved. Participants are required to submit evidence of the use of funds.</p> <p>ADSEF has a Planning and Evaluation Department that also reviews the program having a sample of cases to evaluate compliance towards the objective of the LIHEAP Program.</p>
10.7. Describe how you select local agencies for monitoring reviews.
Site Visits:
Desk Reviews:
10.8. How often is each local agency monitored ?
Annually.
10.9. What is the combined error rate for eligibility determinations? OPTIONAL
10.10. What is the combined error rate for benefit determinations? OPTIONAL
10.11. How many local agencies are currently on corrective action plans for eligibility and/or benefit determination issues? <u>None.</u>

10.12. How many local agencies are currently on corrective action plans for financial accounting or administrative issues? [None.](#)

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

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

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Section 11: Timely and Meaningful Public Participation, 2605(b)(12), 2605(C)(2)

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

None.

Public Hearings, 2605(a)(2) - For States and the Commonwealth of Puerto Rico Only

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

	Date	Event Description
1	09/08/2016	Public Hearing Regarding LIHEAP Plan for FY 2017 in San Juan
2	09/08/2016	Public Hearing Regarding LIHEAP Plan for FY 2017 in Ponce

11.4. How many parties commented on your plan at the hearing(s)? 0

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

The attachment includes a translation of the information presented at the public hearings. No comment was received at the hearings.

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

None.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 12 - Fair Hearings,2605(b)(13) - Assurance 13

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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? 0

12.2 How many of those fair hearings resulted in the initial decision being reversed? 0

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

None.

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

Applicants of both components have the right to submit an appeal 30 days after the household received the denial notice. Form DSS-126 is provided to the household or authorized representative to be submitted to the Board of Appeals. The appeal procedure to be followed is contained in Regulation #7757 to establish the procedures adjudication of disputes before the Board of Appeals. The latter is the administrative organism of the Puerto Rico Department of the Family responsible for the appeals process and hearing.

12.5 When and how are applicants informed of these rights?

At the moment participants receive the action taken regarding their application they're informed of these rights.

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

If an application is not acted on a timely manner (10 days in Cooling Assistance), 48/18 hours in Crisis Assistance, the household has the right to request a hearing for appeal in 30 days after the application has been filed.

12.7 When and how are applicants informed of these rights?

At the moment participants receive the action taken regarding their application, they're informed of these rights.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 13 - Reduction of home energy needs,2605(b)(16) - Assurance 16

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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?

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

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

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

13.5 How many households applied for these services?

13.6 How many households received these services?

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 14 - Leveraging Incentive Program ,2607A

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Section 14:Leveraging Incentive Program, 2607(A)

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

Yes No

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

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. Â§ 96.87(d)(2)(iii), describe the following:

Resource	What is the type of resource or benefit ?	What is the source(s) of the resource ?	How will the resource be integrated and coordinated with LIHEAP?
1			

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 15 - Training

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

August 1987, revised 05/92,02/95,03/96,12/98,11/01
OMB Clearance No.: 0970-0075
Expiration Date: 06/30/2017

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY

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:

Questions and consultations are handled by phone or e-mails with the Agency employees. There are meetings with Regional Directors and Associate Directors from all regions. Letters are sent with instructions, as needed.

b. Local Agencies:

Formal training conference

How often?

Annually

Biannually

As needed

Other - Describe:

On-site training

How often?

Annually

Biannually

As needed

Other - Describe:

Employees are provided with policy manual

Other - Describe

c. Vendors

Formal training conference

How often?

Annually

Biannually

As needed

<input type="checkbox"/> Other - Describe:
<input type="checkbox"/> Policies communicated through vendor agreements
<input type="checkbox"/> Policies are outlined in a vendor manual
<input checked="" type="checkbox"/> Other - Describe: N/A
15.2 Does your training program address fraud reporting and prevention? <input checked="" type="radio"/> Yes <input type="radio"/> No
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

August 1987, revised 05/92,02/95,03/96,12/98,11/01
OMB Clearance No.: 0970-0075
Expiration Date: 06/30/2017

**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP)
MODEL PLAN
SF - 424 - MANDATORY**

Section 16: Performance Goals and Measures, 2605(b) - Required for States Only

16.1 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.

N/A

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

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

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

August 1987, revised 05/92,02/95,03/96,12/98,11/01
OMB Clearance No.: 0970-0075
Expiration Date: 06/30/2017

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP) MODEL PLAN SF - 424 - MANDATORY

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. Select all that apply.

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

b. Describe strategies in place for advertising the above-referenced resources. Select all that apply

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

Social Networks

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.

Type of Identification Collected	Collected from Whom?					
	Applicant Only		All Adults in Household		All Household Members	
Social Security Card is photocopied and retained	<input type="checkbox"/>	Required	<input type="checkbox"/>	Required	<input checked="" type="checkbox"/>	Required
	<input type="checkbox"/>	Requested	<input type="checkbox"/>	Requested	<input type="checkbox"/>	Requested
Social Security Number (Without actual Card)	<input type="checkbox"/>	Required	<input type="checkbox"/>	Required	<input 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 type="checkbox"/>	Required	<input type="checkbox"/>	Required
		Requested		Requested		Requested

	Other	Applicant Only Required	Applicant Only Requested	All Adults in Household Required	All Adults in Household Requested	All Household Members Required	All Household Members Requested
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

b. Describe any exceptions to the above policies.

If the Social Security number can't be verified, application is denied per Transmittal No. LIHEAP-IM-2010-6.

As mentioned before, the ADSEF provides other welfare services, so in most cases the participant's information is already on our system. In those cases our staff verifies the information using the form ADSEF-PSE-11 or Information verification (form exclusively for LIHEAP).

ADSEF requests an electricity or water service invoice in order to verify the address.

17.3 Identification Verification

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

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

Other - Describe:
 ADSEF uses the Public Assistance Reporting Information System (PARIS) - Match project that consists in computer matching process by which the Social Security Numbers of public assistance recipients are matched against various federal databases and participating states. Some of those programs are AFDC, Medicaid, NAP, TANF, LIHEAP and other Federal and State Programs.
 ADSEF is in the process of evaluating and considering collaborative agreements with the IRS, the State Wage Information and Collection Agency (SWICA) and the Social Security Administration. ADSEF has already a signed collaborative agreement with the Department of Health regarding death registration in Puerto Rico, in order to prevent fraud.

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? Select all that apply.

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

Other - Describe:
 Proof of citizenship or qualified alien status for all members of the household and authorized representative are required, such as: driver's license, electoral identification, naturalization card (Green Card), passport, school identification, state issued identification, work identification, Proof of Citizenship or Immigration Status (ADSEF-153, Common form used in NAP, TANF and LIHEAP). No original documents or copies are maintained in file. All information is entered in the system by the caseworker of the local offices in the form "Verification of Identity, Residence, Social Security Number, Citizenship or Immigration Status (ADSEF-214)". These methods of identification are entered in the system and used in NAP, TANF and LIHEAP.

17.5. Income Verification

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

- Require documentation of income for all adult household members
- Pay stubs

<input checked="" type="checkbox"/> Social Security award letters
<input checked="" type="checkbox"/> Bank statements
<input type="checkbox"/> Tax statements
<input type="checkbox"/> Zero-income statements
<input checked="" type="checkbox"/> Unemployment Insurance letters
<input checked="" type="checkbox"/> Other - Describe: veterans pension evidence (letters, stubs)
<input checked="" type="checkbox"/> Computer data matches:
<input checked="" type="checkbox"/> Income information matched against state computer system (e.g., SNAP, TANF)
<input type="checkbox"/> Proof of unemployment benefits verified with state Department of Labor
<input type="checkbox"/> Social Security income verified with SSA
<input type="checkbox"/> Utilize state directory of new hires
<input checked="" type="checkbox"/> Other - Describe: PARIS

17.6. Protection of Privacy and Confidentiality

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

<input checked="" type="checkbox"/> Policy in place prohibiting release of information without written consent
<input checked="" type="checkbox"/> Grantee LIHEAP database includes privacy/confidentiality safeguards
<input type="checkbox"/> Employee training on confidentiality for:
<input type="checkbox"/> Grantee employees
<input type="checkbox"/> Local agencies/district offices
<input checked="" type="checkbox"/> Employees must sign confidentiality agreement
<input checked="" type="checkbox"/> Grantee employees
<input checked="" type="checkbox"/> Local agencies/district offices
<input type="checkbox"/> Physical files are stored in a secure location
<input checked="" type="checkbox"/> Other - Describe: All documentation is kept in a secure restricted access file room at the local offices. For the protection of applicants or participants, staff must not disclose or use the contents of records, file documents or communications for purposes other than those directly connected with the administration of energy programs due to non-disclosure agreement. When employees with access, leave their position, a request is also submitted to have their security withdrawn. Only written authorization by lead of household, spouse or authorized representative must be presented for a third party viewing. All law enforcement agencies must present a subpoena for viewing all program files. The only client information that can be released to different energy suppliers is that which is essential for making payment to a client's account.

17.7. Verifying the Authenticity

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

<input type="checkbox"/> All vendors must register with the State/Tribe.
<input type="checkbox"/> All vendors must supply a valid SSN or TIN/W-9 form
<input type="checkbox"/> Vendors are verified through energy bills provided by the household
<input type="checkbox"/> Grantee and/or local agencies/district offices perform physical monitoring of vendors
<input checked="" type="checkbox"/> Other - Describe and note any exceptions to policies above: N/A

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? Select all that apply.

<input checked="" type="checkbox"/> Applicants required to submit proof of physical residency
<input checked="" type="checkbox"/> Applicants must submit current utility bill

<input type="checkbox"/>	Data exchange with utilities that verifies:
<input checked="" type="checkbox"/>	Account ownership
<input type="checkbox"/>	Consumption
<input checked="" type="checkbox"/>	Balances
<input type="checkbox"/>	Payment history
<input checked="" type="checkbox"/>	Account is properly credited with benefit
<input checked="" type="checkbox"/>	Other - Describe: PREPA provides an online certification of the account on it's website, which is accessible to our technicians.
<input type="checkbox"/>	Centralized computer system/database tracks payments to all utilities
<input checked="" type="checkbox"/>	Centralized computer system automatically generates benefit level
<input checked="" type="checkbox"/>	Separation of duties between intake and payment approval
<input type="checkbox"/>	Payments coordinated among other energy assistance programs to avoid duplication of payments
<input checked="" type="checkbox"/>	Payments to utilities and invoices from utilities are reviewed for accuracy
<input checked="" type="checkbox"/>	Computer databases are periodically reviewed to verify accuracy and timeliness of payments made to utilities
<input checked="" type="checkbox"/>	Direct payment to households are made in limited cases only
<input type="checkbox"/>	Procedures are in place to require prompt refunds from utilities in cases of account closure
<input type="checkbox"/>	Vendor agreements specify requirements selected above, and provide enforcement mechanism
<input checked="" type="checkbox"/>	Other - Describe: Energy vendors in Puerto Rico are the Puerto Rico Electric Power Authority (PREPA- State Owned) and other propane gas providers that must indicate state vending license.
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? Select all that apply.	
<input type="checkbox"/>	Vendors are checked against an approved vendors list
<input type="checkbox"/>	Centralized computer system/database is used to track payments to all vendors
<input type="checkbox"/>	Clients are relied on for reports of non-delivery or partial delivery
<input type="checkbox"/>	Two-party checks are issued naming client and vendor
<input type="checkbox"/>	Direct payment to households are made in limited cases only
<input type="checkbox"/>	Vendors are only paid once they provide a delivery receipt signed by the client
<input type="checkbox"/>	Conduct monitoring of bulk fuel vendors
<input type="checkbox"/>	Bulk fuel vendors are required to submit reports to the Grantee
<input type="checkbox"/>	Vendor agreements specify requirements selected above, and provide enforcement mechanism
<input checked="" type="checkbox"/>	Other - Describe: N/A
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. Select all that apply.	
<input type="checkbox"/>	Refer to state Inspector General
<input type="checkbox"/>	Refer to local prosecutor or state Attorney General
<input type="checkbox"/>	Refer to US DHHS Inspector General (including referral to OIG hotline)
<input checked="" type="checkbox"/>	Local agencies/district offices or Grantee conduct investigation of fraud complaints from public
<input checked="" type="checkbox"/>	Grantee attempts collection of improper payments. If so, describe the recoupment process There are two options when collecting improper payments:

1. Global Payment - the debt is collected in one payment, when the family can pay the debt in this way and the amount to be collected is not over \$20. This family doesn't have to liquidate their assets in order to make the payment.
2. Installments - The agency will accept installments in monthly payments when the amount to be paid is no less than \$10.00. In those situations where the income of the family is limited and the family can't make a monthly payment of \$10.00, the local office must make a socio-economic assessment and establish and installment for no less than \$5.00

The local offices will establish the installment payments up to 12 months of duration.

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:

ADSEF has a Pogram Integrity Division in place that operates under the Legal Affairs Office.

The 3-1-1 is a hotline is accessible to report fraud committed by users who receive our services. These cases are referred to the regional or local offices for proper investigation.

At the Local Office the receptionist or benefit determination eligibility technician is required to provide orientation to target population about improper activities that could be viewed as fraud. Each participant signs a LIHEAP application where the person undertakes not to commit fraud.

Posters and brochures with the hotline information are displayed island wide in all local and regional offices.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 18: Certification Regarding Debarment, Suspension, and Other Responsibility Matters

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 which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- 5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.**
- 6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled ``Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.**
- 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.**

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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

Section 19: Certification Regarding Drug-Free Workplace Requirements

Section 19: Certification Regarding Drug-Free Workplace Requirements

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

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

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

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

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

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

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

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

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

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
- c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --**
 - (1) Abide by the terms of the statement; and**
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;**

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

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

Place of Performance (Street address, city, county, state, zip code)

800 Ponce de Leon Avenue
 * Address Line 1

Capitol Office Building
 Address Line 2

Miramar
 Address Line 3

San Juan
 * City

PR
 * State

00910-0800
 * Zip Code

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

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 subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

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

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

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

Assurances

Assurances

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

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

(B) intervene in energy crisis situations;

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

(D) plan, develop, and administer the State's program under this title including leveraging programs, and the State agrees not to use such funds for any purposes other than those specified in this title;

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

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

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

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

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

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

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

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

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

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

(3) conduct outreach activities designed to assure that eligible households, especially households with elderly individuals or disabled individuals, or both, and households with high home energy burdens, are made aware of the assistance available under this title, and any similar energy-related assistance available under subtitle B of title VI (relating to community services block grant program) or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;(4) coordinate its activities under this title with similar and related programs administered by the Federal Government and such State, particularly low-income energy-related programs under subtitle B of title VI (relating to community services block grant program), under the supplemental security income program, under part A of title IV of the Social Security Act, under title XX of the Social Security Act, under the low-income weatherization assistance program under title IV of the Energy Conservation and Production Act, or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;(5) provide, in a timely manner, that the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size, except that the State may not differentiate in implementing this section between the households described in clauses 2(A) and 2(B) of this subsection;

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

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

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

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

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

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

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

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

(8) provide assurances that,

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

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

(9) provide that--

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

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

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

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

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

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

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

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

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

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

Plan Attachments

PLAN ATTACHMENTS
The following documents must be attached to this application
<ul style="list-style-type: none">• Delegation Letter is required if someone other than the Governor or Chairman Certified this Report.
<ul style="list-style-type: none">• Heating component benefit matrix, if applicable
<ul style="list-style-type: none">• Cooling component benefit matrix, if applicable
<ul style="list-style-type: none">• Minutes, notes, or transcripts of public hearing(s).

List of Cell Level Attachments

	File Name	Location
1	CARTA DELEGACIÃN DE LA ADMINISTRADORA ADSEF A LA SUBADMINISTRADORA.PDF	Mandatory Grant Application SF-424 Attach supporting documents as specified in agency instructions.
2	GOVERNORS DELEGATION TO FERNANDEZ PABELLON.PDF	Mandatory Grant Application SF-424 Attach supporting documents as specified in agency instructions.
3	MATRIZ DE SUBSIDIO DE ENERGÃA PARA MODEL PLAN 2017.XLSX	Section 3 - COOLING ASSISTANCE If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.
4	PUBLIC HEARING FOR FY 2017 PRESENTATION.PDF	Section 11 - Timely and Meaningful Public Participation, , 2605(b)(12) - Assurance 12, 2605(c)(2) 11.5 Summarize the comments you received at the hearing(s).
5	PUBLIC NOTICE OF MODEL PLAN FY 2017.PDF	Section 11 - Timely and Meaningful Public Participation, , 2605(b)(12) - Assurance 12, 2605(c)(2) If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.
6	CELEBRACIÃN VISTAS PUBLICAS Y ASISTENCIA.PDF	Section 11 - Timely and Meaningful Public Participation, , 2605(b)(12) - Assurance 12, 2605(c)(2) If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.



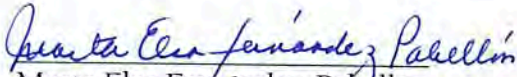
ESTADO LIBRE ASOCIADO DE
PUERTO RICO

Administración de Desarrollo
Socioeconómico de la Familia

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

DELEGATION

I, Marta Elsa Fernández-Pabellón, Administrator of the Administration for Socioeconomic Development of the Family (ADSEF), Department of the Family, as the authorized official to administer the Low Income Home Energy Assistance Program (LIHEAP) designated by Alejandro J. García-Padilla, Governor of the Commonwealth of Puerto Rico, hereby designate Jenice M. Vázquez Pagán, Deputy Administrator to sign all the assurances contained in the Title XXVI of the Omnibus Budget Reconciliation Act of 1981 (OBRA) as amended.


Marta Elsa Fernández-Pabellón
Administrator

October 6, 2014.

Date

Oficina de la Administradora

800 Ave. Ponce de León
Capitol Office Building, Miramar, PR 00907
PO Box 8000, San Juan, PR 00910-0800
Tel. 787-289-7600 ext. 2640 Fax: 787-289-1199



La ADSEF garantiza igualdad
de oportunidades



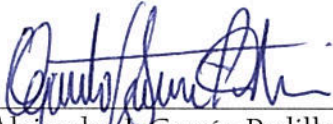
ESTADO LIBRE ASOCIADO DE
PUERTO RICO

Administración de Desarrollo
Socioeconómico de la Familia

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

DELEGATION

I, Alejandro J. García-Padilla, Governor of the Commonwealth of Puerto Rico, hereby designate Mrs. Marta Elsa Fernández-Pabellón, Administrator of the Administration for Socioeconomic Development of the Family (ADSEF), Department of the Family, as the authorized official to administer the Low Income Home Energy Assistance Program (LIHEAP) and to sign all the assurances contained in the Title XXVI of the Omnibus Budget Reconciliation Act of 1981 (OBRA) as amended.



Alejandro J. García-Padilla
Governor

September 29, 2014

Date

Oficina de la Administradora

800 Ave. Ponce de León
Capitol Office Building, Miramar, PR 00907
PO Box 8000, San Juan, PR 00910-0800
Tel. 787-289-7600 ext. 2640 Fax: 787-289-1199



La ADSEF garantiza igualdad
de oportunidades

P= pago maximo	300
N = Costo de energia (Tarifa Basica + compra de combustible + compra de energia)	295
I= ingresos	500
M=miembros	1
PN = Desembolso Maximo (El valor menor de P y N)	295
$N*M*P/(I+1)$	176.6467
$N/((I+1)/M)*P$	

Formula

$((Beneficio\ Base\ X\ (Miembros\ +1) / 2) - ((miembros*ingreso)/100)) +(((Beneficio\ Base) X (Miembros\ Esq$

176.6467

peciales) / 2) - ((miembros especiales*ingreso)/100))

PRESUPUESTO	FAMILIAS	100%	90%	80%	70%
2,037,756.00	24,167.00	2,037,756.00	1,833,980.00	1,630,204.00	1,426,429.00
PAGO BASE		84	75	67	59

PRESUPUESTO	FAMILIAS		100%		
2,037,756.00	22,259.00	30,109.00	2,037,756.00	2,151,550.00	113,794.00
PAGO BASE			77.82		



Public Hearing Presentation (2017)

LOW INCOME HOUSEHOLD ENERGY ASSISTANCE PROGRAM

In Puerto Rico the concept of home energy source is defined as the source necessary to cool the environment, water heating, and cooling and heating of food. This source is produced through electricity, fluid and kerosene gas, among others. The term family for the purposes of this program is any person or group of people living as a family unit, which use energy among them and make payments directly to the electric power supplier. LIHEAP has its legal basis in the *Omnibus Budget Reconciliation Act of 1981*, Title XXVI known as *Low Income Home Energy Assistance Program*.

The Administration for the Socio-Economic Development of the Family (ADSEF by its Spanish acronyms), which makes part of the Department of Family of Puerto Rico, is the designated agency by the Commonwealth of Puerto Rico to administer all federal funds from LIHEAP.

LIHEAP has three (3) components that provide annual benefits to families living below the poverty level, in particular those with the lowest income, and using a high percentage of their income to meet immediate home energy needs. It also has an educational component oriented to guide in savings and effective consumption of energy to general population.

Allocated funds for fiscal year 2017 will be distributed among the services offered.

COOLING ASSISTANCE COMPONENT

For fiscal year 2017, all families participating in the Temporary Assistance Needy Families Program (TANF) will be eligible for the Energy Assistance Program, if by the date the benefit is granted they have a Puerto Rico Electric Power Authority's account number in the name of the head of household participating on ADSEF's system. If there's no account number registered on ADSEF's system, they need to file an application at any Local Office or Integrated Services Center of the Department of Family of Puerto Rico nearest to their home during the term of this component.

Families who are not participants of the TANF Program and meet the economic requirements under the established poverty level, the head of household or spouse should file an application at any Local Office or Integrated Services Center of the Department of Family of Puerto Rico nearest to their home.

As a measure to prevent fraud and to ensure the appropriate use of benefits, the benefits will be given through an electronic transfer to the account of Puerto Rico Electric Power Authority registered on ADSEF's system. This will include a process for validation of the account previous to the transfer of the benefit.

CRISIS ASSISTANCE COMPONENT

The Crisis Assistance Program was implemented to help families who have no income and resources to resolve a situation caused by lack of fuel or electricity in their home. For purposes of eligibility to the Crisis Assistance Program, applicants must be under the family poverty level established by the program and to through one of the following situations:

- The discontinuance of the Puerto Rico Electric Power Authority service
- Lack of refueling at home
- Having a health condition that requires the purchase of a fan or an air conditioner

All persons who apply and are eligible for the Crisis Assistance Program may apply per year program for up to three (3) of the four (4) benefits offered and detailed below:

1. Payment of the invoice presented by Puerto Rico Electric Power Authority for electricity consumption
2. Purchase of refill of fluid gas
3. Purchase of an air conditioner due to a health condition
4. Purchase of a fan due to a health condition

The benefit for Crisis will be provided to participants, once they submit the required documentation and comply accordingly with the eligibility requirements. Once eligibility is determined, our staff will deliver the applicant the Notification of Action Taken document for each service requested.

Benefits will be granted on Crisis Assistance Program for the following services:

- Cover a notice of suspension or discontinuance of the electrical service up to \$450.00
- For purchase or refill of fluid gas tank, the maximum will be \$100.00
- In cases where medical need is evidenced, there will be up to \$75.00 for the purchase of a fan
- Up to a maximum of \$500.00 for the purchase of an air conditioner

The applicant must submit up to three (3) quotations that should include applicable taxes.

The participant must submit evidence of the use of the given benefit conferred by Crisis Assistance Program in a period not exceeding five (5) calendar days from the date of the benefit payment.

APPEAL OF DETERMINATION – Every applicant is entitled to appeal the determination made about its application. The process of filing an appeal is available in all local and regional offices of the Department of Family of Puerto Rico.

WEATHERIZATION COMPONENT

Through weatherization component, the opportunity to save energy is provided to low-income households by replacing equipment of low efficiency to high performance and low energy consumption equipment's. The administration and direction of this component was delegated to the State Office for Energetic Public Policy (OEPPE, by its acronyms in Spanish) in 2015. The determination on eligibility is based on the level of poverty established at 200%, evaluating applications under the gross monthly household income. In this component each application will be evaluated according the following population priorities:

- Persons sixty (60) years of age or older
- People with total or partial disabilities
- Household with children under six (6) years of age

The services that will be considered are the following:

- Replacement of electric water heaters for solar water heaters
- Replacement of fridges with more efficient units
- Replacement of low performance air conditioners with more efficient units
- Replacement of incandescent lamps with compact fluorescent lamps (CFL)
- Replacement of shower heads and faucet aerators
- Replacement of minor facilities to ensure efficient energy consumption

OEPPE will make visits and inspections to household's chosen with expert staff that will determine which existing equipment must be replaced to ensure proper saving energy.

EDUCATIONAL COMPONENT

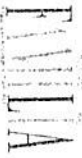
The ADSEF will develop the educational component through a campaign that will be developed by the agency and education proposals submitted by organizations, agencies or municipalities that have experience in education in terms of energy savings. We expect this organizations, agencies or municipalities collaborate in the development of educational materials and workshops focused on:

- Minimize health and safety risks arising from high-energy consumption in poor families
- Increase efficiency of energy use by low-income families
- Provide assistance to persons in need of energy resources

The law creating the program and the ADSEF provides that you cannot discriminate based on race, color, national origin, disability or age.

We are in the best position to answer any questions, clarify doubts and listen to any comments or suggestions you may have.

Thanks for your attention.



Departamento de la Familia
 Administración de Desarrollo Socioeconómico de la Familia (ADSEF)

PROGRAMA DE AYUDA PARA ENERGÍA A HOGARES DE BAJOS INGRESOS (LIHEAP)

La ADSEF, agencia adscrita al Departamento de la Familia, realizará vistas públicas para recibir comentarios orales y escritos, sobre la utilización y distribución de los fondos disponibles para los componentes Subsidio de Energía, Crisis de Energía, Climatización y Educación del Programa LIHEAP.

Las vistas públicas se efectuarán en las siguientes fechas y lugares:

FECHA	HORA	LUGAR
Jueves, 8 de septiembre de 2016	9:00 a.m. a 11:00 a.m. 1:00 p.m. a 3:00 p.m.	Departamento de la Familia, Oficina Regional de Force Center de Servicios Integrales por Solos Residenciales Industriales Park #210 Force
Jueves, 8 de septiembre de 2016	9:00 a.m. a 11:00 a.m. 1:00 p.m. a 3:00 p.m.	Administración de Desarrollo Socioeconómico de la Familia Solos de Conferencias Pisos 9 Capital Office #800, Miramar Avenida Force San Juan

Las Oficinas Regionales del Departamento de la Familia tienen disponible para revisión una copia del borrador del Low Income Home Energy Assistance Program (LIHEAP) Model Plan 2017. Para información adicional, pueden llamar al (787) 289-7500 extensiones 2403 y 2407.

Aviso publicado según requerido por Ley Low Income Home Assistance Act of 1982, Sección 2605 (a) (2)

La ADSEF garantiza igualdad de oportunidades.
 El Low Income Home Energy Assistance Program (LIHEAP, por sus siglas en inglés) cuyos componentes son Crisis de Energía, Subsidio de Energía, Climatización y Educación, tiene su base legal en el Título XXVI del Omnibus Budget Reconciliation Act de 1981 y esta Ayuda Pública fue sometida a la Comisión Estatal de Fracciones el 24 de agosto de 2016 con número de radicación CEE-SA-16-12071.



ESTADO LIBRE ASOCIADO DE PUERTO RICO
 GOBIERNO MUNICIPAL DE GUAYANILLA
 PROGRAMA DE RENTA SUBSIDIADA
 SECCION 8 VIVIENDA EXISTENTE
 APARTADO 560550
 GUAYANILLA, PUERTO RICO 00956-0550



AVISO PÚBLICO

El Municipio de Guayánilla anuncia la apertura de la lista de espera de Vales de Vivienda bajo el Programa de Renta Subsidada Sección 8 Vivienda Existente.

El Programa de Sección 8 ayuda a familias con bajos ingresos a rentar una vivienda decente, saludable, y segura a un precio que puedan pagar.

Para solicitar debe acceder www.waitlistcheck.com/PR2720 a través de cualquier computador con acceso a Internet, celular o utilizar los servicios provistos en la Biblioteca Municipal Julio Rojas Reyes.

De las aplicaciones recibidas durante el periodo de solicitud, se colocarán únicamente 200 aplicaciones en la lista de espera determinadas y ordenadas utilizando un sistema de lotería. No hay necesidad de hacer fila para radicar su pre-solicitud. El tiempo y hora de recibida la solicitud no determinará la posición.

Si usted necesita acomodo razonable o asistencia para solicitar debe presentar evidencia escrita 10 días antes de comenzar el periodo para solicitar en la oficina del Programa que ubica en el Centro de Gobierno Municipal Allos del Terminal de Carros Públicos Miguel A. Ortiz, Calle Luis Muñoz Rivera #138, Guayánilla, Puerto Rico o a seccion8@guayanillapr.net.

Período Para Solicitar:

25 de octubre de 2016, 9:30 am - 29 de octubre de 2016, 9:30 am

Para ser aceptada la pre-solicitud debe estar completada en su totalidad. Al completar la solicitud en línea, debe asegurarse de recibir un número de confirmación como comprobante de la solicitud completada. La información de estado va a estar



ESTADO LIBRE ASOCIADO DE PUERTO RICO
ADMINISTRACIÓN DE TERRENOS
DE PUERTO RICO

SOLICITUD DE PROPUESTAS #16-01AT
SOLICITUD PARA SOMETER PROPUESTAS
PARA EL ARRENDAMIENTO DE
TERMINALES DE ALMACENAMIENTO DE COMBUSTIBLE
UBICADAS EN EL CATAÑO FUEL STORAGE

De conformidad con las disposiciones del Reglamento de la Administración de Terrenos de Puerto Rico para Solicitudes de Propuestas, Reglamento Número 7649 de 23 de diciembre de 2008, la Administración de Terrenos desea recibir propuestas para el arrendamiento de dos terminales de almacenamiento de combustible que posee esta corporación pública en el *Cataño Fuel Storage*, en Guaynabo.

El documento de la Solicitud de Propuestas 16-01AT incluye, entre otros, información sobre el historial y trasfondo de *Cataño Fuel Storage*, la descripción de las propiedades y terminales objeto de la solicitud de propuestas, los requisitos para participar en el proceso de solicitud de propuestas, y los criterios de evaluación y adjudicación. El documento estará disponible desde el martes 6 de septiembre de 2016 a las 9:00 a.m. hasta el lunes 12 de septiembre de 2016 a las 3:00 p.m. El documento tiene un costo, no reembolsable, de mil dólares (\$1,000.00) pagadero en efectivo, giro postal o cheque certificado a la Administración de Terrenos. El pago se realizará en la Oficina de Finanzas de la Administración y el documento de la SDP se entregará en la Oficina de Desarrollo y Administración de Propiedades.

Para presentar una propuesta es requisito haber adquirido el documento de Solicitud de Propuestas de la Administración. Se celebrará una reunión aclaratoria a la cual es requisito asistir para poder someter propuestas. Las propuestas se recibirán no más tarde del 30 de septiembre de 2016, a las 3:00 p.m., en la Oficina de Archivo y Correspondencia de la Administración de Terrenos, localizada en la primera planta de la corporación pública. Todo solicitante deberá someter con su propuesta todos los documentos y garantías requeridos. Se podrán presentar propuestas para el arrendamiento de uno solo de los terminales, o para ambos conjuntamente.

La Administración se reserva el derecho de cancelar el proceso de solicitud de propuestas, de rechazar cualquiera o todas las propuestas, y de adjudicarlas bajo las condiciones más favorables para la agencia y el interés público. Igualmente se reserva el derecho de cancelar la adjudicación de la solicitud de propuestas en cualquier momento antes de la firma del contrato de arrendamiento, sin que medie responsabilidad alguna de parte de la Administración.

No se atenderán llamadas telefónicas. Cualquier duda, pregunta y/o aclaración será atendida únicamente por escrito, mediante correo electrónico enviado a solicitudpropuestas@terrenos.pr.gov, hasta cinco (5) días laborables antes de la fecha límite para presentar las propuestas.

La Sede de la Administración de Terrenos está localizada en la Calle Chardón #171, en Hato Rey, PR, 00918-0903.



AUTORIZADO POR LA COMISIÓN ESTATAL DE ELECCIONES CEE-SA-16-11791



Departamento de la Familia
Administración de Desarrollo Socioeconómico de la Familia (ADSEF)

AVISO DE VISTAS PÚBLICAS
PROGRAMA DE AYUDA PARA ENERGÍA A HOGARES DE BAJOS INGRESOS
(LIHEAP)

La ADSEF, agencia adscrita al Departamento de la Familia, realizará vistas públicas para recibir comentarios orales y escritos, sobre la utilización y distribución de los fondos disponibles para los componentes *Subsidio de Energía, Crisis de Energía, Climatización y Educación del Programa LIHEAP*.

Las vistas públicas se efectuarán en las siguientes fechas y lugares:

FECHA	HORA	LUGAR
jueves, 8 de septiembre de 2016	9:00 a.m. a 11:00 a.m. 1:00 p.m. a 3:00 p.m.	Departamento de la Familia, Oficina Regional de Ponce Centro de Servicios Integrados Salón Reunión Sobanetas Industrial Park #210 Ponce
jueves, 8 de septiembre de 2016	9:00 a.m. a 11:00 a.m. 1:00 p.m. a 3:00 p.m.	Administración de Desarrollo Socioeconómico de la Familia Salón de Conferencias Pito 9 Capitol Office Building Avenida Ponce de León #800, Miramar San Juan

Las Oficinas Regionales del Departamento de la Familia tienen disponible para revisión una copia del borrador del *Low Income Home Energy Assistance Program (LIHEAP) Model Plan 2017*. Para información adicional, pueden llamar al (787) 289-7600 extensiones 2403 y 2407.

Aviso publicado según requerido por Ley: *Low Income Home Assistance Act of 1982*, Sección 2605 (a) (2)

La ADSEF garantiza igualdad de oportunidades.

El *Low Income Home Energy Assistance Program (LIHEAP)*, por sus siglas en inglés, cuyos componentes son *Crisis de Energía, Subsidio de Energía, Climatización y Educación*, tiene su base legal en el Título XXVI del *Omnibus Budget Reconciliation Act of 1981* y este Aviso Público fue sometido a la Comisión Estatal de Elecciones el 24 de agosto de 2016 con número de radicación CEE-SA-16-12091.



ESTADO LIBRE ASOCIADO DE
PUERTO RICO

Administración de Desarrollo
Socioeconómico de la Familia

12 de septiembre de 2016

Marta Elsa Fernández Pabellón
Administradora

Denise M. Márquez Molina
Administradora Auxiliar

Carmen Sacarello Pérez
Directora Programa TANF

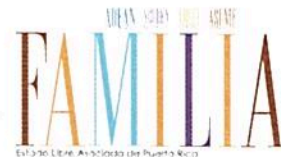
CELEBRACIÓN DE VISTAS PÚBLICAS LIHEAP 2017

El pasado 8 de septiembre, las suscribientes representamos a la ADSEF en la celebración de cuatro vistas públicas con el fin de recibir comentarios orales y escritos de la ciudadanía, sobre la utilización y distribución de los fondos disponibles para los componentes *Subsidio de Energía, Crisis de Energía, Climatización y Educación* del Programa LIHEAP. Las mismas se llevaron a cabo en las facilidades de la Oficina Regional de Ponce y de la Oficina Central de la ADSEF.

Hacemos constar que no hubo participación de personas en ninguna de las mencionadas vistas durante los horarios establecidos.

Administración Auxiliar de Servicios Operacionales

800 Ave. Ponce de León
Capitol Office Building, Miramar, PR 00907
PO Box 8000, San Juan, PR 00910-0800
Tel. 787-289-7600 ext.2313/2314 *Fax: 787-289-7618



La ADSEF garantiza igualdad de oportunidades



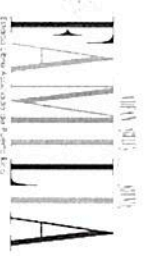
ESTADO LIBRE ASOCIADO DE
P U E R T O R I C O
 Administración de Desarrollo
 Socioeconómico de la Familia

HOJA DE ASISTENCIA/REGISTRY

ACTIVIDAD/ACTIVITY: VISTA PÚBLICA LIHEAP 2017, PUERTO RICO
 2017 PUERTO RICO LIHEAP PUBLIC HEARING
FECHA/DATE: 8 DE SEPTIEMBRE DE 2016/SEPTEMBER 8, 2016
HORA/TIME: 9:00 A.M.-11:00 A.M./1:00 P.M. – 3:00 P.M.
LUGAR/PLACE: ADMINISTRACIÓN DE DESARROLLO ECONÓMICO DE LA FAMILIA/SOCIECONOMIC DEVELOPMENT ADMINISTRATION
 #800 CAPITOL OFFICE BUILDING, AVE. PONCE DE LEÓN
 NOVENO PISO, SALÓN DE CONFERENCIAS A/9TH FLOOR, CONFERENCE ROOM A
 SAN JUAN, PUERTO RICO

NOMBRE/NAME	FIRMA/SIGNATURE	ORGANIZACIÓN (SI APLICA)/ ORGANIZATION (IF APPLICABLE)	DIRECCIÓN POSTAL/ MAILING ADDRESS	NÚMERO TELÉFONO/ TELEPHONE NUMBER
1) <i>Denise Márquez Molino</i>		<i>ADSEF</i>		
2)				

Programa TANF
 800 Ave. Ponce de León
 Capitol Office Building, Miramar, PR 00907
 PO Box 8000, San Juan, PR 00910-0800
 Tel: 787-289-7600 ext. 2516 • Fax: 787-289-7630



La ADSEF garantiza
 la igualdad de oportunidades

List of Form Level Attachments

	File Name
1	Findings FY 2016-LIHEAP PR.pdf
2	ANNEX TO CLARIFY COMMENTS REVIEW FOR MODEL PLAN FY 2017.PDF
3	MATRIX OF BENEFITS FOR COOLING BENEFITS FOR FY 2017.XLSX
4	WAIVER MODEL PLAN DUE DATE SEPT 15 FY 2017.PDF
5	PUBLIC HEARING FOR FY 2016 PRESENTATION.PDF
6	CARTA DELEGACIÓN DE LA ADMINISTRADORA ADSEF A LA SUBADMINISTRADORA.PDF
7	REGLAMENTO 7757 REGLAMENTO PARA ESTABLECER LOS PROCEDIMIENTOS DE ADJUDICACION DE CONTROVERCIAS ANTE LA JUNTA ADJUDICATIVA DE.PDF
8	GOVERNORS DELEGATION TO FERNANDEZ PABELLON.PDF



Commonwealth of Puerto Rico
 Department of Family
 Management Comments / Corrective Action Plan
Single Audit for the period ended June 30, 2016

Finding Number, Federal Agency, Program:	Condition / Auditors' Recommendation	Management Comments / Corrective Action Plan:	Anticipated Completion Date	Administration Responsible for Implementation:
2016-001 U.S. Department of Health and Human Services Low-Income Home Energy Assistance Program (93.568)	Condition: Differential benefit applicable to vulnerable members was not paid. Recommendation: Programming the payment matrix in the computerized system should be validated as to accuracy and completeness before changes took effect to guarantee that benefits are correctly paid.	To correct this condition, the IT personnel of ADSEF performed the following investigation and implemented the following solution: For vulnerable participants the Program allows the issuance of additional benefits to participants. We investigated and found that the cause of the problem was that the software fields used for the data of these cases were not identified correctly. The Office of Technology and Information (OTI) evaluated the source code in the Cases Administration and Information System (SAIC, for the Spanish acronym), and they discovered that when SAIC evaluated the eligibility for benefits, those with vulnerable information were not storing the data correctly. The vulnerable are by example: elderly, disabled and children under 6 years old. In December 2016 changes were made in the source code of SAIC to fix this issue.	Completed	Administration for the Socioeconomic Development (ADSEF)

Finding Number, Federal Agency, Program:	Condition / Auditors' Recommendation	Management Comments / Corrective Action Plan:	Anticipated Completion Date	Administration Responsible for Implementation:
2016-002 U.S. Department of Health and Human Services Low-Income Home Energy Assistance Program (93.568)	<p>Condition:</p> <ol style="list-style-type: none"> 1. A copy of the LIHEAP Household Report-Long Form for federal fiscal year 2015, that should be submitted on or before September 1, 2015 (for the period 10/1/14 to 9/30/15), related supporting documents and evidence of submission cannot be obtained. 2. The revised LIHEAP Household Report version due on April 20, 2016 (for the period of 10/1/14 to 9/30/15) has not been submitted either through digital media or in paper version. <p>Recommendation: The PRDF should implement adequate controls over reporting procedures to assure that all reports submitted to federal government and related supporting documentation is properly retained in file. The PRDF should submit at least a paper version of the revised LIHEAP Household Report to remediated the situation</p>	<p>We do not agree with this finding. Copy of the filed LIHEAP Household Report-Long Form was provided to the auditors. In the attached Action Transmittal Letter LIHEAP-AT-2016-02, ACF postponed until December 31, 2015 the on-line submittal date for this Report. This Report was transmitted on December 1, 2015 (evidence available at your request). Report instructions do not require filing a preliminary.</p> <p>On April 18, 2016 we tried to update the report due on April 20, 2016, but we were unable to access the report in the On-Line Data Collection system to update the information, since the system was blocked. The aforementioned Action Transmittal Letter, clearly states that this Report will not be accepted via email, fax or mail.</p> <p>An electronic communication was sent to Josephine Rago-Adia of the Administration of Families and Children to request instructions on how to proceed with the corrections. We have no knowledge on whether she replied.</p>	Completed	Administration for the Socioeconomic Development (ADSEF)

Maria C. Pacheco Alcala

From: Maria C. Pacheco Alcala
Sent: Friday, October 21, 2016 2:16 PM
To: 'Rago-Adia, Josephine (ACF)'
Cc: Rahman, Akm (ACF)
Subject: Detailed Model Plan Revision
Attachments: Model Plan LIHEAP FY 2017 21 oct 16.pdf; Matriz de Subsidio de Energía para Model Plan 2017.xlsx

Josephine

I just completed and submitted the review for the Detailed Model Plan for FY 2017. I wanted to go into more details through email in order to explain better some of your comments and hopefully clarify all the information in order to receive approval for the plan. Below I'll address some of the comments by section.

- Section 3 Cooling Assistance: According to our matrix of benefit if you have zero income the lowest amount you would receive, considering household composition would be \$100 and the maximum would be \$550. The interpretation you're making using the column and information under 100, is incorrect. What we do for cooling benefits, is once we have the plan and budget approved + and once we receive all applications we run again the table of benefits and adjust it considering we need to spend the whole cooling budget on the issuance of the benefits to participants. So our matrix is a projection, but not necessarily the final numbers of the benefit. The information under the column 100 is internal and is the base of the benefit, when we apply all the items to consider in the matrix. If this is not clear, please let me know.
- Section 4 Crisis Assistance - What constitutes a life threatening crisis?: Our definition is the one we have approved under our local LIHEAP Regulation. We don't have the capacity to amend that definition as fast as it would be needed to submit the Model Plan. When we discussed on our team this comment in order to do a draft of the answer, we thought it might be important for you to remember our context. Puerto Rico is in the Caribbean, different than in most of the States, we don't have life threatening crisis associated to the weather conditions. More concretely we don't have cold nor very high temperatures. When people don't have electric energy, there's no life threatening crisis. People do make adjustments in terms of using ice to maintain the temperature for some foods, and use the gas stove to prepare their food. Recently we had a massive loss of power outage where the majority of puertorricans were out of electricity for a little bit more than 72 hours.
- Section 4 Crisis Assistance + Section 5 Weatherization Assistance – Check the appropriate boxes below and describe the policies: It was our mistake to mask that we do an asset test in order to determine eligibility.
- Section 9 Energy Suppliers – How do you assure that the home energy supplier will charge the eligible household: We do have a written agreement with the Electric Power Authority in Puerto Rico that includes language to cover this assurance.
- Section 11 – Timely and Meaningful Public Participation: We will work and try to do the public hearings before. Note that before 2014, the hearings were made in February of the current fiscal year. Again our program does not run the same at the States. Back when we had less funding we only provided cooling and crisis between the months of May and August, because those are the months of more electricity consumption because of the summer and because most children stay at their homes all day in summer. Now that the formula changed and we have more funds to distribute, we have extended our time for crisis starting approximately on March. The only program that could run all year is weatherization, and as were still learning from the process and evaluating the service, so it takes a little bit more time to sign the agreement with the provider.

Hope this information helps to clarify the comments. I'm available to discuss the information further or consider options and suggestions in terms of addressing the review comments and be able to finalize the Detailed Model Plan.

Best,

Maria Cristina Pacheco Alcalá
Federal Affairs and External Resources
Administrator's Office
mpacheco@adsef.pr.gov
787-289-7600 extension 2444

Administration for the Socioeconomic Development of the Family
Department of the Family
Commonwealth of Puerto Rico



#equidad

CONFIDENTIALITY NOTICE:

If you have received this E-mail by mistake, please immediately notify the sender by E-mail at the address shown above. This E-mail transmission may contain confidential information. This information is intended only for the use of the individual(s) or entity to whom it is intended even if addressed incorrectly. Please delete it from your files if you are not the intended recipient. Thank you for your compliance.

P= maximum table of benefit	300
N = Cost of energy (basic base + purchase of fuel + purchase of energy)	295
I= income	500
M=members	1
PN = maximum benefit payment (the lesser value between P and N)	295
$N*M*P/(I+1)$	176.6467
$N/((I+1)/M)*P$	

Formula

$((\text{Base Benefit} \times (\text{Members} + 1) / 2) - ((\text{members} * \text{income}) / 100)) + (((\text{Base Benefit}) \times (\text{Special Members})) ,$

176.6467

/ 2) - ((Special members*income)/100))

Budget	Families	100%	90%	80%	70%
2,037,756.00	24,167.00	2,037,756.00	1,833,980.00	1,630,204.00	1,426,429.00
Base Payment		84	75	67	59

PRESUPUESTO	FAMILIAS		100%		
2,037,756.00	22,259.00	30,109.00	2,037,756.00	2,151,550.00	113,794.00
PAGO BASE			77.82		

Maria C. Pacheco Alcalá

From: Rago-Adia, Josephine (ACF) <Josephine.RagoAdia@ACF.hhs.gov>
Sent: Wednesday, August 31, 2016 12:14 PM
To: Maria C. Pacheco Alcalá
Cc: Christopher, Lauren (ACF); Jenice M. Vazquez Pagan; Rahman, Akm (ACF)
Subject: RE: Request for extension to submit Model Plan

Hello Maria, your extension is granted, however, please try to start your plan cloning as early as possible and not wait till the extension date. Please upload this email to OLDC and put a note in the field the date of the approved extension. Thank you.

Josephine (Jojie) Rago-Adia, MSW
Energy Assistance Program Specialist
Office Phone: 202 401 4710 Fax #: 202 401 5661
Email: Josephine.Ragoadia@acf.hhs.gov
OLDC issues call or email: Help@GrantSolutions.gov or by phone at 866-577-0771

From: Maria C. Pacheco Alcalá [<mailto:mpacheco@adsef.pr.gov>]
Sent: Wednesday, August 31, 2016 12:05 PM
To: Rago-Adia, Josephine (ACF)
Cc: Christopher, Lauren (ACF); Jenice M. Vazquez Pagan
Subject: Request for extension to submit Model Plan

Good morning Josephine

As suggested by phone, and considering we haven't begin entering/cloning the Model Plan to begin the one for 2017 and that OLDC is showing some problems, we're requesting an extension for the Administration for the Socioeconomic Development of the Family to submit the Model Plan. We request the extension until September 15, 2016. By that day we would also have completed the public hearing process scheduled for September 8 and will be able to submit the plan completed in all its parts.

We'll wait for your response. Regards,

María Cristina Pacheco Alcalá
Federal Affairs and External Resources
Administrator's Office
mpacheco@adsef.pr.gov
787-289-7600 extension 2444

Administration for the Socioeconomic Development of the Family
Department of the Family
Commonwealth of Puerto Rico





Public Hearing Presentation (2016)

LOW INCOME HOUSEHOLD ENERGY ASSISTANCE PROGRAM

In Puerto Rico the concept of home energy source is defined as the source necessary to cool the environment, water heating, and cooling and heating of food. This source is produced through electricity, fluid and kerosene gas, among others. The term family for the purposes of this program is any person or group of people living as a family unit, which use energy among them and make payments directly to the electric power supplier. LIHEAP has its legal basis in the *Omnibus Budget Reconciliation Act* of 1981, Title XXVI known as *Low Income Home Energy Assistance Program*.

The Administration for the Socio-Economic Development of the Family (ADSEF by its Spanish acronyms), which makes part of the Department of Family of Puerto Rico, is the designated agency by the Commonwealth of Puerto Rico to administer all federal funds from LIHEAP.

LIHEAP has three (3) components that provide annual benefits to families living below the poverty level, in particular those with the lowest income, and using a high percentage of their income to meet immediate home energy needs. It also has an educational component oriented to guide in savings and effective consumption of energy to general population.

Allocated funds for fiscal year 2016 will be distributed among the services offered.

COOLING ASSISTANCE COMPONENT

For fiscal year 2016, all families participating in the Temporary Assistance Needy Families Program (TANF) will be eligible for the Energy Assistance Program, if by the date the benefit is granted they have a Puerto Rico Electric Power Authority's account number in the name of the head of household participating on ADSEF's system. If there's no account number registered on ADSEF's system, they need to file an application at any Local Office or Integrated Services Center of the Department of Family of Puerto Rico nearest to their home during the term of this component.

Families who are not participants of the TANF Program and meet the economic requirements under the established poverty level, the head of household or spouse should file an application at any Local Office or Integrated Services Center of the Department of Family of Puerto Rico nearest to their home.

As a measure to prevent fraud and to ensure the appropriate use of benefits, the benefits will be given through an electronic transfer to the account of Puerto Rico Electric Power Authority registered on ADSEF's system. This will include a process for validation of the account previous to the transfer of the benefit.

CRISIS ASSISTANCE COMPONENT

The Crisis Assistance Program was implemented to help families who have no income and resources to resolve a situation caused by lack of fuel or electricity in their home. For purposes of eligibility to the Crisis Assistance Program, applicants must be under the family poverty level established by the program and to through one of the following situations:

- The discontinuance of the Puerto Rico Electric Power Authority service
- Lack of refueling at home
- Having a health condition that requires the purchase of a fan or an air conditioner

All persons who apply and are eligible for the Crisis Assistance Program may apply per year program for up to two (2) of the four (4) benefits offered and detailed below:

1. Payment of the invoice presented by Puerto Rico Electric Power Authority for electricity consumption
2. Purchase of refill of fluid gas
3. Purchase or repair of an air conditioner due to a health condition
4. Purchase of a fan due to a health condition

The statutory period for the benefit of providing Crisis Assistance Program is forty-eight (48) hours, after eligibility has been determined, from the date on which the required documentation is received to make that determination. The Notification of Action Taken document for each service requested will be delivered.

Benefits will be granted on Crisis Assistance Program for the following services:

- Cover a notice of suspension or discontinuance of the electrical service up to \$450.00
- For purchase or refill of fluid gas tank, the maximum will be \$100.00
- In cases where medical need is evidenced, there will be up to \$50.00 for the purchase of a fan
- Up to a maximum of \$450.00 for the purchase of an air conditioner
- Up to a maximum of \$150.00 to repair an existing air conditioner

The applicant must submit three (3) quotations, if there are three (3) service providers in its municipality of residence. Quoted amounts should include applicable taxes.

The participant must submit evidence of the use of the given benefit conferred by Crisis Assistance Program in a period not exceeding five (5) calendar days from the date of the benefit payment.

APPEAL OF DETERMINATION – Every applicant is entitled to appeal the determination made about its application. The process of filing an appeal is available in all local and regional offices of the Department of Family of Puerto Rico.

WEATHERIZATION COMPONENT

Through weatherization component, the opportunity to save energy is provided to low-income households by replacing equipment of low efficiency to high performance and low energy consumption equipment's. The administration and direction of this component was delegated to the State Office for Energetic Public Policy (OEPPE, by its acronyms in Spanish) in 2015. The determination on eligibility is based on the level of poverty established at 200%, evaluating applications under the gross monthly household income. In this component each application will be evaluated according the following population priorities:

- Persons sixty (60) years of age or older
- People with total or partial disabilities
- Household with children under six (6) years of age

The services that will be considered are the following:

- Replacement of electric water heaters for solar water heaters
- Replacement of fridges with more efficient units
- Replacement of low performance air conditioners with more efficient units
- Replacement of incandescent lamps with compact fluorescent lamps (CFL)
- Replacement of shower heads and faucet aerators
- Replacement of minor facilities to ensure efficient energy consumption

OEPPE will make visits and inspections to household's chosen with expert staff that will determine which existing equipment must be replaced to ensure proper saving energy.

EDUCATIONAL COMPONENT

The ADSEF will develop the educational component through a campaign that will be developed by the agency and education proposals submitted by organizations, agencies or municipalities that have experience in education in terms of energy savings. We expect this organizations, agencies or municipalities collaborate in the development of educational materials and workshops focused on:

- Minimize health and safety risks arising from high-energy consumption in poor families
- Increase efficiency of energy use by low-income families
- Provide assistance to persons in need of energy resources

The law creating the program and the ADSEF provides that you cannot discriminate based on race, color, national origin, disability or age.

We are in the best position to answer any questions, clarify doubts and listen to any comments or suggestions you may have.

Thanks for your attention.



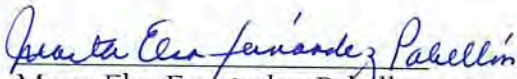
ESTADO LIBRE ASOCIADO DE
PUERTO RICO

Administración de Desarrollo
Socioeconómico de la Familia

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

DELEGATION

I, Marta Elsa Fernández-Pabellón, Administrator of the Administration for Socioeconomic Development of the Family (ADSEF), Department of the Family, as the authorized official to administer the Low Income Home Energy Assistance Program (LIHEAP) designated by Alejandro J. García-Padilla, Governor of the Commonwealth of Puerto Rico, hereby designate Jenice M. Vázquez Pagán, Deputy Administrator to sign all the assurances contained in the Title XXVI of the Omnibus Budget Reconciliation Act of 1981 (OBRA) as amended.


Marta Elsa Fernández-Pabellón
Administrator

October 6, 2014.

Date

Oficina de la Administradora

800 Ave. Ponce de León
Capitol Office Building, Miramar, PR 00907
PO Box 8000, San Juan, PR 00910-0800
Tel. 787-289-7600 ext. 2640 Fax: 787-289-1199



La ADSEF garantiza igualdad
de oportunidades

**ESTADO LIBRE ASOCIADO DE PUERTO RICO
DEPARTAMENTO DE LA FAMILIA
SAN JUAN, PUERTO RICO**

DEPARTAMENTO DE ESTADO

Número: 7757

Fecha: 5 de octubre de 2009

Aprobado: Hon. Kenneth D. McClintock
Secretario de Estado



Por: Eduardo Arosemena Muñoz
Secretario Auxiliar de Servicios

**REGLAMENTO PARA ESTABLECER LOS PROCEDIMIENTOS DE
ADJUDICACIÓN DE CONTROVERSIAS ANTE LA JUNTA ADJUDICATIVA
DEL DEPARTAMENTO DE LA FAMILIA**

APROBADO

OCTUBRE 2009

**REGLAMENTO PARA ESTABLECER LOS PROCEDIMIENTOS DE
ADJUDICACIÓN DE CONTROVERSIAS ANTE LA JUNTA ADJUDICATIVA
DEL DEPARTAMENTO DE LA FAMILIA**

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Estado Libre Asociado de Puerto Rico
DEPARTAMENTO DE LA FAMILIA
San Juan, Puerto Rico

**REGLAMENTO PARA ESTABLECER LOS
PROCEDIMIENTOS DE ADJUDICACIÓN DE CONTROVERSIAS
ANTE LA JUNTA ADJUDICATIVA DEL DEPARTAMENTO DE LA FAMILIA**

ARTÍCULO 1 – TÍTULO

Este reglamento se conocerá como "Reglamento para Establecer los Procedimientos de Adjudicación de Controversias ante la Junta Adjudicativa del Departamento de La Familia".

ARTÍCULO 2 – BASE LEGAL

- A. Plan de Reorganización Núm. 1 del Departamento de la Familia, según enmendado, aprobado el 28 de julio de 1995.
- B. Ley Núm. 171 de 20 de junio de 1968, según enmendada, conocida como "Ley Orgánica del Departamento de la Familia".
- C. Ley Núm. 170 de 12 de agosto de 1988, según enmendada, conocida como "Ley de Procedimiento Administrativo Uniforme".

ARTÍCULO 3 – PROPÓSITO

Este Reglamento tiene el propósito de establecer las normas para regular los procedimientos de adjudicación de controversias en la Junta Adjudicativa del Departamento de la Familia, en cumplimiento con las disposiciones legales establecidas en la Ley 170, supra.

ARTÍCULO 4 – APLICABILIDAD

Este Reglamento aplicará en todos los procedimientos de adjudicación de controversias que se ventilen en la Junta Adjudicativa del Departamento de la Familia.

ARTÍCULO 5 – DEFINICIONES

Los siguientes términos utilizados en este Reglamento tendrán el significado que a continuación se expresa:

- A. **Apelación:** Escrito dirigido a la Junta Adjudicativa y firmado por la parte apelante o su representante autorizado, en el cual informa las razones para su desacuerdo con la acción que apela y solicita un remedio.
- B. **Citación:** Documento expedido por el(la) Director(a) de la Junta o el(a) Oficial Examinador(a) en el cual se señala fecha, hora y lugar en que se celebrará una vista y los derechos que le asisten a las partes.
- C. **Conferencia con Antelación a la Vista:** Reunión entre las partes o sus representantes legales y el(la) Oficial Examinador(a) designado(a) por el(la) Director(a) de la Junta, en una fecha anterior a la celebración de la vista con el propósito de delimitar la(s) controversia(s), estipular los hechos no controvertidos, aceptar cualquier documento admisible en evidencia, lograr un acuerdo definitivo, o simplificar las cuestiones o la prueba a considerarse en la vista.
- D. **Departamento:** Se refiere al Departamento de la Familia y sus Componentes Programáticos y Operacionales, tales como: Secretariado, Administración para el Cuidado y Desarrollo Integral de la Niñez (ACUDEN), Administración de Desarrollo Socioeconómico de la Familia (ADSEF), Administración de Familias y Niños (ADFAN), Administración para el Sustento de Menores (ASUME).
- E. **Descubrimiento de Prueba:** Intercambio de información entre las partes, previo a la solicitud de una de las partes y aprobación del(de la) Oficial Examinador(a).
- F. **Estipulaciones:** Convenio o acuerdo entre las partes sobre uno o varios asuntos.
- G. **Expediente Oficial:** Conjunto de documentos de una apelación que serán parte del procedimiento adjudicativo.
- H. **Interventor(a):** Aquella persona natural o jurídica que no es parte original del procedimiento adjudicativo, pero se le permitirá intervenir en la apelación.
- I. **Juez(a) Administrativo(a):** Funcionario(a) o empleado(a) del Departamento designado(a) por el(la) Secretario(a) para ser miembro de la Junta, a quien se le delegará la autoridad de adjudicar controversias, a la luz de la Ley Núm. 170 de 12 de agosto de 1988, según enmendada.
- J. **Junta:** Se refiere a la Junta Adjudicativa del Departamento de la Familia.
- K. **Notificación:** Documento expedido por el(la) Oficial Examinador(a) o Director(a) de la Junta en el cual se informará la determinación tomada en cada caso.
- L. **Oficial Examinador(a):** Persona nombrada por el(la) Secretario(a) para presidir las vistas adjudicativas.
- M. **Orden:** Escrito expedido por el(la) Oficial Examinador(a) o Director(a) de la Junta en el cual le notificará a las partes la acción a tomar.
- N. **Parte:** Toda persona natural o jurídica, a quien se dirija la acción del Departamento y que presente una apelación ante la Junta Adjudicativa, o aquella contra quien se presenta dicha apelación, o aquella persona que, sin ser quien presenta o contra quien se presenta la apelación, se le permitirá participar en calidad de interventor(a).

- O. **Presidente(a) o Director(a):** Persona nombrada por el(la) Secretario(a) para administrar la Oficina de la Junta, supervisar a los(as) Oficiales Examinadores(as) y presidir la Junta Adjudicativa.
- P. **Resolución en Reconsideración:** Determinación emitida por el(la) Presidente(a) de la Junta para atender un recurso de reconsideración a la Resolución Final presentado por una de las partes.
- Q. **Resolución Final:** Determinación emitida por la Junta en la cual se adjudica de manera final la controversia, y los derechos u obligaciones de una o más personas específicas.
- R. **Resolución u Orden Interlocutoria:** Determinación emitida por el(la) Presidente(a) de la Junta en un procedimiento adjudicativo que dispone de algún asunto que no pone fin a la controversia.
- S. **Secretario(a):** Secretario(a) del Departamento de la Familia.
- T. **Tribunal:** Se refiere al Tribunal de Circuito de Apelaciones de Puerto Rico.
- V. **Vista Adjudicativa:** Audiencia celebrada y presidida por el(la) Oficial Examinador(a) como parte del proceso adjudicativo.

ARTÍCULO 6 – JURISDICCIÓN

La Junta tendrá la autoridad legal para considerar y resolver controversias en apelaciones iniciadas por solicitantes y participantes de programas de servicios o beneficios económicos, así como las iniciadas por proveedores de servicios bajo los programas del Departamento, o cualquier otro asunto dispuesto por ley o reglamento. Incluirá, pero sin limitarse, a:

- Determinaciones notificadas a solicitantes o beneficiarios del Programa Asistencia Nutricional (PAN), Programa de Ayuda Temporal para Familias Necesitadas (TANF), Servicios de Ama de Llaves, Programa de Crisis de Energía y Programa de Subsidio de Energía.
- Determinaciones en casos de licenciamiento y comercios, tanto en casos de denegatoria, como de suspensión de la licencia o de certificación.
- Determinaciones notificadas en casos de adopción.
- Determinaciones notificadas en casos de emergencias sociales.
- Casos en que se notificara una decisión en cuanto a Hogar Sustituto y Centros de Cuido, tanto de menores como de ancianos, y Hogares de Crianza.
- Casos en que se emitan notificaciones de maltrato institucional bajo la Ley Núm. 177 de 1^{ro} de agosto de 2003.

- Decisiones en casos de subastas del Departamento de la Familia.
- Cualquier otro caso en que el Departamento o cualquiera de sus administraciones emitiera una notificación de decisión y que, ya sea mediante reglamentación o por designación del(de la) Secretario(a), la Junta Adjudicativa tenga la facultad delegada para adjudicar la querrela o apelación.

Se excluirán de nuestra jurisdicción las apelaciones relacionadas con notificaciones de acciones tomadas o por tomar en casos de Administración de Recursos Humanos, así como aquellas notificaciones en casos de la Administración para el Sustento de Menores (ASUME).

ARTÍCULO 7 – COMPOSICIÓN DE LA JUNTA; JUEZ(A) ADMINISTRATIVO(A)

- A. La Junta estará compuesta por no menos de tres (3) ni más de siete (7) miembros designados(as) por el(la) Secretario(a) y serán empleados(as) o funcionarios(as) del Secretariado, Administraciones, Oficinas Regionales o Locales. La selección se hará a base de los conocimientos sobre los programas, el ordenamiento legal y su compromiso con la política pública.
- B. La designación de los miembros de la Junta, excepto la del(de la) Presidente(a), será por un término de seis (6) años, hasta que se nombre su sustituto(a) o hasta que éste(a) renuncie al nombramiento. En caso de muerte, renuncia o incapacidad, se hará un nuevo nombramiento por el término no cumplido por el(la) miembro de la Junta a ser sustituido. Una vez vencido el término para el cual fuera designado(a) cualquier miembro de la Junta, éste(a) sigue en su cargo hasta que se nombre la persona que lo(a) sustituirá. La designación puede extenderse por un segundo término de seis (6) años.
- C. Un miembro de la Junta podrá ser relevado de su designación mediante comunicación del(de la) Secretario(a), previa recomendación, a tales efectos del(de la) Presidente(a) de la Junta, cuando:
1. No asista a las reuniones en tres (3) ocasiones consecutivas, sin justa causa;

2. Incumpla o demuestre negligencia o indiferencia en el desempeño de sus deberes y obligaciones; o
 3. Exhiba conducta contraria a lo establecido en el Manual de Normas y Procedimientos Internos sobre Acciones Administrativas del Departamento.
- D. Los miembros de la Junta o Jueces(zas) tendrán la responsabilidad de adjudicar las controversias que se presenten ante este foro según la autoridad que les ha delegado el(la) Secretario(a) y en cumplimiento con la Ley Núm. 170 del 12 de agosto de 1988.
- E. La Junta funciona en paneles de tres (3) jueces(zas) dirigidos por el(la) Presidente(a) de la Junta y emitirán las decisiones finales con el voto de por lo menos dos (2) de ellos(as). Las reconsideraciones serán atendidas por el(la) Presidente(a) sin la necesaria intervención de otros(as) miembros de la Junta.
- F. El(La) Presidente(a) convocará a los paneles y se reunirá las veces que sea necesario, pero por lo menos una (1) vez al mes, para resolver los casos, asuntos o controversias pendientes, en cumplimiento con los términos legales y reglamentarios. Cuando así lo disponga el(la) Secretario(a), los miembros de la Junta podrán presidir vistas de adjudicación.
- G. Los(as) miembros de la Junta deberán inhibirse de adjudicar controversias en las que tengan interés personal directa o indirectamente o cuando exista un claro conflicto de intereses.
- H. Las designaciones vigentes al momento de la aprobación de este Reglamento serán extendidas por periodos escalonados; hasta dos (2) miembros por tres (3) años, hasta dos (2) miembros por cuatro (4) años y hasta dos (2) miembros por cinco (5) años. Esto excluye aquellas designaciones hechas dentro del período de seis (6) meses previo a la aprobación de este Reglamento.

El(La) Presidente(a) será nombrado(a) por el(la) Secretario(a), ocupará un puesto de confianza, supervisará los trabajos de la Junta y como Director(a) de

la Oficina será responsable de las funciones administrativas, fiscales y de supervisión de la Junta Adjudicativa.

ARTÍCULO 8 – FUNCIONES Y RESPONSABILIDADES DEL(DE LA) OFICIAL EXAMINADOR(A)

- A. Tendrá la autoridad para disponer de todos los asuntos procesales relativos a la evidencia a recibirse en el caso, incluyendo incidentes relativos al descubrimiento de prueba y emitirá las órdenes que fueren necesarias.
- B. Mantendrá un expediente para cada apelación en el cual se encuentra toda la prueba documental presentada por las partes, los escritos sometidos por las partes y las debidas notificaciones, órdenes y citaciones emitidas.
- C. Someterá a la Junta el expediente de apelación, y un informe completo o Proyecto de Resolución con determinaciones de hecho, conclusiones de derecho y recomendación de la determinación para que los(as) Jueces(zas) Administrativos(as) puedan estar en posición de adjudicar la controversia, concluido el proceso de la vista.
- D. Inhibirse de atender controversias en las que tengan interés personal directa o indirectamente, o cuando exista un claro conflicto de interés.

ARTÍCULO 9 – COMIENZO DEL PROCEDIMIENTO

El procedimiento adjudicativo ante el Departamento comenzará con la presentación de un escrito apelativo dirigido a la Junta, en el cual se expondrá en forma específica y concisa los hechos que den margen a la apelación.

- A. El Departamento, a través del Secretariado, sus Administraciones, Oficinas Regionales y Locales, notificará por escrito las acciones tomadas en los formularios que para tales fines se hayan establecido por ellos. En dichos formularios se advertirá el derecho al debido proceso de ley para apelar la determinación y se notificará el término que se tiene para su presentación.
- B. Las apelaciones deberán incluir la siguiente información:
 - 1. Nombre, dirección postal, número de teléfono y número de fax de todas las partes.
 - 2. Hechos constitutivos del reclamo o situación que generará la apelación.

3. Referencia a las disposiciones legales o reglamentarias aplicables, si se conocen.
 4. Remedio que se solicita.
 5. Copia de la notificación o documento que haya dado lugar a la controversia y del sobre con el matasello del correo en el cual se le envió la misma.
 6. En algunos casos se requerirá el número de seguro social.
 7. Firma del(de la) apelante o de su representante autorizado en caso de que sea incapaz o no sepa leer ni escribir.
- C. Notificación de defectos o incumplimientos de los requisitos de apelación:
- Cuando la parte que comparezca a presentar un recurso apelativo ante la Junta deje de cumplir con los requisitos establecidos en el Artículo 9(B) de este Reglamento, se le notificará por escrito sobre dicho incumplimiento. La parte tendrá un término improrrogable de quince (15) días calendario, contados a partir de la fecha de recibo de la notificación del defecto para corregir el mismo. De no subsanar el error, expirado el término de quince (15) días concedido, conllevará que el escrito con defecto se tendrá por no radicado y se cerrará el expediente creado en la Junta para el mismo.
- D. El escrito de apelación se radicará en las Oficinas Locales, Regionales, Administraciones a Nivel Central que componen el Departamento o en la Oficina de la Junta, mediante correo regular, fax, correo electrónico o personalmente.
- E. En el procedimiento adjudicativo ante la Junta se salvaguardarán los siguientes derechos:
1. Derecho a notificación oportuna de la presentación de una apelación en su contra.
 2. Derecho a presentar evidencia.
 3. Derecho a una adjudicación imparcial.
 4. Derecho a que la decisión esté basada en prueba o evidencia sustancial tomando en consideración lo que surge del expediente, la credibilidad que merezcan las partes y sus testigos, y las leyes,

reglamentos, órdenes ejecutivas, guías federales y estatales, manuales de procedimientos y la jurisprudencia interpretativa de éstas.

5. Derecho a solicitar reconsideración ante la Junta.

F. Actualización de la información de las partes:

Cualquier cambio de dirección, número de teléfono o número de fax que tenga lugar dentro del curso de los procedimientos ante la Junta, tendrá que notificarse a este foro mediante moción a tales efectos. Si las partes o su abogado(a) no notificaran el cambio de esta información, y se le envía cualquier notificación o escrito de acuerdo a la información en el expediente, no se aceptará como defensa o excusa que el documento no fue recibido por las partes o su abogado(a). En estas circunstancias se emitirá una notificación a tales efectos la cual será archivada en autos.

G. Obligación de las partes de notificar todos los escritos y mociones a la otra parte:

Ambas partes vienen obligadas a notificar a la otra parte copia fiel y exacta de cualquier escrito o moción que presenten ante la Junta al momento de así hacerlo. Así deberá certificarlo al final de cada escrito o moción debidamente radicada.

ARTÍCULO 10 – TÉRMINOS PARA RADICAR APELACIONES

A. **Acciones tomadas** - En los casos de acciones tomadas, la apelación tiene que radicarse dentro del término de quince (15) días contados a partir del envío de la notificación, cuando se envíe por correo regular o, cuando se envíe por correo con acuse de recibo, o se entregue personalmente.

En los casos en que el envío sea por correo regular, se tomará la fecha del matasello para comenzar a contar el término de quince (15) días. En aquellos cuyo envío se haga por correo con acuse de recibo, el término comenzará a contarse desde la fecha en que se deposite la notificación en el correo. En los casos cuya notificación se haga mediante entrega personal, el término comenzará a contarse desde el momento del recibo de dicha notificación.

B. Intención de tomar una acción – Los(as) participantes o proveedores de servicios bajo programas administrados por el Departamento tendrán diez (10) días para presentar su escrito apelativo ante la Junta, a partir del envío de la notificación en la que se les haya informado sobre la intención de tomar alguna acción, cuando se envía por correo regular o cuando se envíe por correo con acuse de recibo o se entregue personalmente.

En los casos en que el envío sea por correo regular, se tomará la fecha del matasello para comenzar a contar el término de diez (10) días. En aquellos cuya notificación se haga por correo con acuse de recibo, el término comenzará a contarse desde la fecha en que deposite la notificación en el correo. En los casos cuya notificación se haga mediante entrega personal, el término comenzará a contarse desde el momento del recibo de dicha notificación.

C. Inacción – Un(a) solicitante, participante o proveedor de servicios bajo un programa administrado por el Departamento puede presentar una apelación en cualquier momento, luego de vencido el término establecido por el reglamento del programa, si no se ha tomado acción dentro de ese término. En ausencia de término reglamentario, puede radicar su apelación en cualquier momento si no se ha tomado acción en forma expedita.

D. Otros – Los términos pueden variar por disposición legal o reglamentaria.

ARTÍCULO 11 – NOTIFICACIÓN DE VISTA

A. El(La) Director(a) de la Junta o el(la) Oficial Examinador(a) notificará por escrito a todas las partes, sus representantes autorizados e interventores la fecha, hora y lugar en que se celebrará la vista adjudicativa. La notificación se efectuará por correo regular, mediante facsímil o personalmente con no menos de quince (15) días de anticipación a la fecha señalada para la vista, excepto que por causa debidamente justificada, consignada en la notificación, sea necesario acortar dicho periodo.

B. La notificación deberá contener la siguiente información:

1. Fecha, hora y lugar en que se celebra la vista, así como su propósito.

2. Advertencia de que las partes pueden, si así lo desean, comparecer asistidas de abogado(a).
 3. Cita de la disposición legal o reglamentaria que autorizará la celebración de la vista.
 4. Apercebimiento de que de no comparecer a la vista se le puede declarar en rebeldía, continuar el procedimiento sin su participación o la de su representante autorizado y adjudicar la controversia.
 5. Advertencia de que la vista no puede ser suspendida, excepto cuando la suspensión se solicite por escrito, con expresión de la(s) causa(s) que justifique(n) la misma, y sometida y recibida en la Junta con cinco (5) días de anticipación a la fecha del señalamiento.
- C. Además, informará a la parte apelante de que tendrá los siguientes derechos:
1. Examinar el expediente de su caso que obra en la Junta antes de la vista, personalmente o mediante su representante debidamente autorizado; discutirlo con un representante de la Oficina Local, Regional, Programa o Junta de Subastas; fotocopiar por un costo económico mínimo aquellas partes del expediente que sean necesarias para exponer sus alegaciones en la vista y los documentos o récord que se utiliza en la misma. El derecho a examinar los documentos en el expediente estará sujeto a las normas escritas sobre confidencialidad contenidas en la reglamentación aplicable a la Administración o Programa objeto de la apelación.
 2. Comparecer y presentar su caso personalmente, asistido(a) de abogado(a) o por cualquier otro(a) representante autorizado de su selección.
 3. Presentar sus testigos y requerir la comparecencia del(de la) empleado(a) o funcionario(a) del Departamento de la Familia que tomó la acción que origina la querrela o de la persona ajena al Departamento necesario para establecer su caso.

4. Solicitar la lista con los nombres de los(as) testigos(as) que comparecerán a testificar en la vista.
5. Establecer los hechos y circunstancias pertinentes.
6. Argumentar su caso sin interferencia indebida.
7. Objetar o refutar cualquier testimonio o evidencia con oportunidad de confrontar testigos adversos(as).

ARTÍCULO 12 – SOLICITUD DE INTERVENCIÓN

- A. Cualquier persona natural o jurídica que tenga interés legítimo en un procedimiento adjudicativo ante la Junta, podrá presentar una solicitud por escrito y debidamente fundamentada para que se le permita intervenir o participar en dicho procedimiento. El(La) Oficial Examinador(a) podrá, discrecionalmente, conceder o denegar la solicitud tomando en consideración, entre otros, los siguientes factores:
1. Si el interés de la parte peticionaria puede ser afectado adversamente por el procedimiento adjudicativo.
 2. Si no existen otros remedios en derecho para que la parte peticionaria pueda proteger adecuadamente su interés.
 3. Que el interés de la parte peticionaria ya esté representado adecuadamente por las partes en el procedimiento.
 4. Que la participación de la parte peticionaria pueda ayudar razonablemente a preparar un expediente más completo del procedimiento.
 5. Que la participación de la parte peticionaria pueda extender o dilatar excesivamente el procedimiento.
 6. Que la parte peticionaria represente o sea portavoz de otros grupos o entidades de la comunidad, cuyo interés se pueda ver afectado adversamente por el procedimiento adjudicativo.
 7. Que la parte peticionaria pueda aportar información pericial, conocimientos especializados o asesoramiento técnico que no está disponible de otro modo en el procedimiento.

8. Que la intervención esté autorizada por ley o reglamento estatal o federal.
- B. Si el(la) Oficial Examinador(a) decide denegar una solicitud de intervención en un procedimiento adjudicativo, notificará su determinación por escrito a las partes y al(a la) peticionario(a) incluyendo los fundamentos para la denegación y el recurso de revisión disponible.

ARTÍCULO 13 – CONFERENCIA CON ANTELACIÓN A LA VISTA

El(La) Director(a) u Oficial Examinador(a) podrá, a iniciativa propia o a solicitud de una de las partes, citar a una conferencia con antelación a la vista con el propósito de lograr un acuerdo definitivo o simplificar las cuestiones o la prueba a considerarse en la vista. Además, el(la) Oficial Examinador(a) podrá aceptar estipulaciones entre las partes para resolver controversias. Se citará a la conferencia con antelación a la vista a la representación legal de las partes. Cuando no estén representados legalmente, se citará a las partes o sus representantes autorizados.

ARTÍCULO 14 – REBELDÍA

Si una parte debidamente citada no comparece a la vista en su fondo o a cualquier otra etapa durante el procedimiento adjudicativo, el(la) Oficial Examinador(a) podrá declararle en rebeldía, continuar el procedimiento sin su participación y adjudicar la controversia. No obstante, se le notificará por escrito la Resolución y el recurso de revisión disponible.

ARTÍCULO 15 – VISTA PÚBLICA

La vista será pública a menos que: (a) una de las partes someta una solicitud por escrito y debidamente fundamentada para que la vista sea privada y así lo autorice el(la) Oficial Examinador(a), (b) que se trate de una controversia que, por su naturaleza, esté sujeta a ser tratada bajo confidencialidad, sujeto a las disposiciones legales y reglamentarias que rijan en dicho caso.

ARTÍCULO 16 – SUSPENSIONES

El(La) Oficial Examinador(a) no podrá suspender una vista ya señalada, excepto que exista causa justificada o que al menos una de las partes lo solicite por escrito con expresión de las causas que justifican la suspensión. Dicha solicitud deberá ser radicada y recibida en la Junta con cinco (5) días de anticipación a la fecha de dicha vista. La parte peticionaria deberá enviar copia de su solicitud a las demás partes e interventores en el procedimiento, dentro de los cinco (5) días señalados.

ARTÍCULO 17 – PROCEDIMIENTOS ANTERIORES A LA VISTA

A. Citaciones a Testigos

La obligación de presentar testigos le corresponde a las partes del proceso. No obstante, el(La) Director(a) u Oficial Examinador(a) podrá, discrecionalmente, emitir citaciones para la comparecencia de testigos a solicitud de una de las partes o *motu proprio*, cuando entienda necesario el testimonio de personas ajenas al Departamento o empleados(as) de éste, para adjudicar la controversia. En caso de que el(la) testigo no comparezca a la vista, la Junta podrá presentar ante el Tribunal de Primera Instancia una solicitud en auxilio de jurisdicción para que emita un dictamen judicial ordenando la comparecencia bajo apercibimiento de que si no lo hace incurre en desacato.

B. Procedimientos de Descubrimiento de Prueba

Los mecanismos de descubrimiento de prueba no aplicarán a los procesos ante la Junta. No obstante, a solicitud de parte y autorizado por el(la) Oficial Examinador(a), se podrá cursar un interrogatorio. El interrogatorio deberá enviarse en un término no mayor de diez (10) días contados a partir del archivo en autos de la notificación autorizándolo. La parte a quien se le autoriza el interrogatorio, tiene quince (15) días para contestar el mismo. Las partes deberán notificar que le están enviando un interrogatorio o contestación a interrogatorio a la otra enviando copia de éste al(a la) Oficial Examinador(a).

C. Enmiendas a las Alegaciones

Las partes podrán enmendar sus alegaciones (la parte apelante a su solicitud de apelación y la parte apelada a su informe de apelación o contestación a la apelación) mediante escrito notificado a la otra parte. Cuando las enmiendas se hacen en la vista, se deberán hacer constar en el récord de la misma.

D. Solicitud de Especificaciones

El(La) Oficial Examinador(a), por derecho propio, o las partes solicitarán antes de la vista que la otra parte suministre mayor información y sea más específica en sus alegaciones, mediante escrito notificado a la otra parte. En caso de que la solicitud sea hecha por una de las partes, el(la) Oficial Examinador(a) evaluará y determinará si procede permitir este proceso. La determinación se hará tomando en consideración las particularidades del caso.

E. Producción de Documentos

El(La) Oficial Examinador(a) podrá emitir órdenes para la reproducción de documentos, a solicitud de parte o por *motu proprio*, cuando entienda que los documentos serán necesarios para adjudicar la controversia. En caso de incumplimiento con la orden, se podrá presentar ante el Tribunal de Primera Instancia una solicitud en auxilio de jurisdicción para que éste(a) emita un dictamen judicial ordenando la producción de los documentos bajo apercibimiento de que si no lo hace incurre en desacato.

ARTÍCULO 18 – VISTA ADJUDICATIVA

A. La celebración de la vista cumplirá con lo siguiente:

1. Las vistas adjudicativas se grabarán o estenografiarán.
2. El(La) Oficial Examinador(a) que presida la vista, dentro de un marco de relativa informalidad, ofrecerá a todas las partes el tiempo necesario para una divulgación completa de todos los hechos y cuestiones en discusión, la oportunidad de responder, presentar evidencia y argumentar, conducir contrainterrogatorios y someter evidencia en refutación. En el caso que se haya celebrado una

conferencia con antelación a la vista, lo acordado en ésta servirá de base para guiar los procesos.

3. El(La) Oficial Examinador(a) podrá excluir aquella evidencia que sea impertinente, inmaterial, repetitiva o inadmisibles por fundamentos constitucionales o legales basados en privilegios evidenciaros reconocidos por los tribunales de Puerto Rico.
4. El(La) Oficial Examinador(a) que presida la vista podrá tomar conocimiento oficial de todo aquello que pudiera ser objeto de conocimiento oficial en los tribunales de justicia.
5. Las Reglas de Evidencia no serán aplicables a las vistas adjudicativas las cuales se celebran dentro de un marco de relativa informalidad. Sin embargo, el(la) Oficial Examinador(a) que presida la vista aplica los principios fundamentales de evidencia.
6. Todo caso sometido a un procedimiento adjudicativo ante la Junta deberá ser señalado para vista dentro de un término de treinta (30) días a partir de que el mismo quede sometido, salvo circunstancias excepcionales.

ARTÍCULO 19 – PROPUESTAS SOBRE DETERMINACIONES DE HECHOS Y CONCLUSIONES DE DERECHO

El(La) Oficial Examinador(a) que presida la vista podrá conceder a las partes un término de quince (15) días después de concluida la vista para la presentación de propuestas sobre determinaciones de hechos y conclusiones de derecho.

ARTÍCULO 20 – ÓRDENES O RESOLUCIONES FINALES

- A. El(La) Oficial Examinador(a) que preside la vista preparará un informe escrito o Proyecto de Resolución del caso para la consideración de los(as) miembros de la Junta, que incluirá una recomendación de orden o resolución con determinaciones de hechos y conclusiones de derecho, dentro de los treinta (30) días siguientes a la celebración de la vista.
- B. Los(as) miembros de la Junta podrán acoger las recomendaciones del(de la) Oficial Examinador(a) o rechazarlas y emitirán sus determinaciones, dejando un informe escrito con sus fundamentos para rechazar las

recomendaciones del(de la) Oficial Examinador(a). Las razones para rechazar las recomendaciones del(de la) Oficial Examinador(a) deberán surgir de la apreciación del caso basado en el expediente del caso y de la prueba presentada en la vista.

- C. Una orden o resolución final de la Junta deberá ser emitida por escrito dentro de los noventa (90) días siguientes a la celebración de la vista adjudicativa, a menos que este término sea renunciado o ampliado con el consentimiento escrito de todas las partes, o por causa justificada.
- D. La orden o resolución final será inicialada por los tres (3) miembros de la Junta que intervinieron en la adjudicación, siendo uno de ellos(as) el(la) Presidente(a). Cuando los miembros de la Junta no lleguen a un acuerdo en cuanto a la determinación final del caso el mismo se resolverá por mayoría.
- E. La orden o resolución final de la Junta deberá incluir y exponer separadamente determinaciones de hechos, si éstas no se han renunciado, conclusiones de derecho que fundamenten la adjudicación y la disponibilidad del recurso de reconsideración o revisión, según sea el caso.
- F. La orden o resolución advertirá el derecho a solicitar la reconsideración o revisión con expresión de los términos correspondientes, según se establecen en este Reglamento. Cumplido este requisito comenzarán a correr dichos términos.
- G. El(La) Director(a) deberá notificar a las partes la orden o resolución emitida por los miembros de la Junta mediante correo regular dentro de los próximos cinco (5) días contados a partir de su adjudicación, salvo causa justificada que impida así hacerlo. Además, deberá archivar en autos copia de la orden o resolución final y de la constancia de la notificación. Una parte no podrá ser requerida a cumplir con una orden final, a menos que dicha parte haya sido debidamente notificada.

ARTÍCULO 21 – RECONSIDERACIÓN

La parte adversamente afectada por una resolución u orden final podrá, dentro del término de veinte (20) días contados a partir del archivo en autos de la

notificación de la resolución u orden, solicitar reconsideración. El(La) Presidente(a) de la Junta deberá considerarla dentro de los quince (15) días de haberse presentado. Si la rechaza de plano o no actúa dentro de los quince (15) días siguientes, el término para recurrir al Tribunal comenzará a transcurrir desde que se notifique dicha denegatoria o desde que expiren los quince (15) días, según sea el caso. Si se toma alguna determinación en reconsideración, el término para solicitar revisión empezará a contarse a partir del archivo en autos de copia de la Resolución en Reconsideración.

La Resolución en Reconsideración deberá ser emitida y archivada en autos dentro de los noventa (90) días de haber sido radicada la solicitud acogida, en cuyo caso la Junta perderá jurisdicción y el término para recurrir al Tribunal empezará a contarse a partir de la expiración de los noventa (90) días salvo que el Tribunal, por justa causa, autorice una prórroga para resolver.

La solicitud de reconsideración será jurisdiccional para poder recurrir al Tribunal. Toda parte adversamente afectada por una resolución final, que haya agotado el remedio de reconsideración, podrá recurrir al Tribunal de Apelaciones dentro del término de treinta (30) días contados a partir de la fecha del archivo en autos de la Resolución en Reconsideración.

ARTÍCULO 22 – DESISTIMIENTO O RETIRO

La parte apelante podrá retirar o desistir de su apelación en cualquier momento antes de emitida y notificada la Resolución Final presentando por escrito su determinación de no continuar con el proceso.

En los casos en que no se haya celebrado vista, el(la) Presidente(a) emitirá una Notificación aceptando el retiro o desistimiento de la parte apelante. Ese escrito será notificado a todas las partes y archivado en el expediente de la apelación.

En los casos en que se haya celebrado vista, el(la) Oficial Examinador(a) preparará un Proyecto de Resolución conteniendo Determinaciones de Hechos y aceptando el retiro o desistimiento el cual será evaluado, firmado y notificado por el(la) Presidente(a) de la Junta.

ARTÍCULO 23 – DESESTIMACIÓN O DISPOSICIÓN SUMARIA

El(La) Presidente(a) podrá desestimar o disponer sumariamente de una apelación, *motu proprio* o a solicitud de parte, de entender que la misma no plantea hechos que justifiquen la concesión de un remedio si, no habiendo controversia real en los hechos, como cuestión de derecho, procederá se dicte resolución o si el asunto apelado no es de la jurisdicción de la Junta.

La determinación de desestimación o disposición sumaria de la apelación, sólo será revisable por medio de la radicación de una oportuna moción de reconsideración.

ARTÍCULO 24 – ADJUDICACIÓN SIN CELEBRACIÓN DE VISTA

El(La) Director(a) u Oficial Examinador(a) evaluará las apelaciones para determinar que una apelación amerita o no la celebración de una vista para su adjudicación, excepto que un reglamento o ley aplicable establezca el requisito de vista adjudicativa. La determinación requerirá que se le conceda a las partes tiempo razonable para presentar sus argumentos y pruebas por escrito. Contando con la comparecencia por escrito de las partes, se determinará la necesidad o no de celebrar una vista, y atenderá y adjudicará la apelación conforme a las disposiciones de este reglamento.

ARTÍCULO 25 – NOTIFICACIONES

Todas las notificaciones que se requieran por los procedimientos bajo este Reglamento se realizarán por correo ordinario, a menos que por reglamento u orden administrativa se disponga otra cosa.

Las Resoluciones Interlocutorias, Resoluciones Finales y Resoluciones en Reconsideración serán notificadas por el(la) Director(a) de la Junta dentro del término de cinco (5) días contados a partir de emitidas por los miembros de la Junta o su Presidente(a), salvo causa justificada que impida así hacerlo.

ARTÍCULO 26 – SANCIONES POR CONDUCTA IMPROPIA

Toda persona que durante el curso de los procedimientos o de una vista observe una conducta irrespetuosa, utilice lenguaje o métodos ofensivos tanto verbal como por escrito hacia el(la) Oficial Examinador(a), la Junta u otra parte, o

interrumpa o dilate los procedimientos sin causa justificada, podrá ser sancionada y excluida de la vista.

ARTÍCULO 27 – EXPEDIENTE OFICIAL

- A. La Junta mantendrá un expediente oficial de cada procedimiento adjudicativo llevado a cabo de conformidad con el procedimiento establecido en este Reglamento.
- B. El expediente incluirá, pero no se limitará, los siguientes documentos:
1. Las notificaciones y citaciones de todos los procedimientos.
 2. Cualquier orden o resolución interlocutoria dictada antes de la vista.
 3. Cualquier moción, alegación, petición o requerimiento.
 4. Evidencia recibida o considerada.
 5. Una relación de todas las materias de las que se toma conocimiento oficial.
 6. Ofrecimiento de prueba, objeciones y resoluciones sobre las mismas.
 7. Propuestas de determinaciones de hecho y conclusiones de derecho, órdenes solicitadas y excepciones.
 8. El Informe o Proyecto de Resolución preparado por el(la) Oficial Examinador(a) junto con cualquier transcripción de todo o parte de la vista considerada antes de la disposición final del procedimiento.
 9. Cualquier orden o resolución final, preliminar o en reconsideración.

ARTÍCULO 28 – PROCEDIMIENTO Y TÉRMINOS PARA SOLICITAR RECONSIDERACIÓN EN LA ADJUDICACIÓN DE SUBASTAS

- A. La parte adversamente afectada por la adjudicación de una subasta podrá, dentro de un término de diez (10) días a partir de la Notificación de Aviso de Adjudicación de Subasta emitida y notificada por la Junta de Subastas del Departamento, presentar una Moción de Reconsideración ante la Junta Adjudicativa.
- B. La solicitud de reconsideración se presentará ante la Junta Adjudicativa personalmente, mediante correo regular o fax y deberá incluir la siguiente información:

1. Hechos constitutivos del reclamo o situación que genere la solicitud de reconsideración.
 2. Referencia a las disposiciones legales o reglamentarias aplicables, si se conocen.
 3. Remedio que se solicita.
 4. Copia del Aviso de Adjudicación.
- C. El(La) Director(a) evaluará la reconsideración, considerará la misma y toma alguna acción sobre la solicitud de reconsideración dentro del término de diez (10) días de haberse presentado. Si se dejare de tomar alguna acción con relación a la solicitud de reconsideración dentro de ese término, se entenderá que ha sido rechazada de plano, y a partir de esa fecha comenzará a correr el término para la revisión judicial.
- D. Si el(la) Director(a) de la Junta decidiera atender la solicitud de reconsideración, el(la) Director(a) notificará a todos los licitadores que constan en el Aviso de Adjudicación de la presentación de una solicitud de reconsideración y les informará de su derecho a solicitar intervención y el término. Además, notificará a la Junta de Subastas.
- E. El(La) licitador(a) podrá solicitar intervención en el proceso dentro de los próximos quince (15) días a partir de la notificación, conforme a lo establecido en el Artículo 12 de este Reglamento. El(La) Director(a) determinará si procede o no la solicitud de intervención en un término de diez (10) días a partir de la misma, y notificará al(a la) solicitante y las partes dicha determinación. De no recibirse solicitud, no se considerará parte en el proceso y no se les notificará ningún otro documento, excepto la Resolución final.
- F. Si el(la) Director(a) de la Junta decidiera atender la solicitud de reconsideración, el(la) Director(a) u Oficial Examinador(a) asignado ordenará y concederá un término razonable a la Junta de Subastas para que muestre causa por la cual no procede la reconsideración.
- G. Una vez recibido el escrito de la Junta de Subastas, el(la) Presidente(a) de la Junta podrá disponer sumariamente del caso o referirá el caso al(a la)

- Oficial Examinador(a) para citar una conferencia con antelación a la vista o a vista adjudicativa conforme a lo dispuesto en los Artículos 13, 14 y 16 de este Reglamento.
- H. Los Artículos 17, 18, 19, 20, 22, 23, 24, 25, 26 y 27 serán de aplicación a los procesos de impugnación de subastas.
 - I. La notificación de la determinación final se le enviará a las partes, sus representantes legales y todos los(as) licitadores(as) que participaron en la Subasta, aún cuando no fueron parte del proceso ante la Junta.
 - J. La parte adversamente afectada por una orden o resolución final de la Junta en un caso de impugnación de subasta, podrá presentar una solicitud de revisión ante el Tribunal de Circuito de Apelaciones dentro de un término de diez (10) días contados a partir del archivo en autos de la copia de la notificación de la orden o resolución final. La mera radicación de una solicitud de revisión no tendrá el efecto de paralizar la adjudicación de la subasta impugnada.

ARTÍCULO 29 – PROHIBICIÓN DE DISCRIMEN

La Junta no discriminará por motivos de raza, color, sexo, edad, nacimiento, origen, condición social, ni ideas políticas o religiosas, condición de veterano, por impedimento físico o mental, por ser víctima o ser percibida como víctima de violencia doméstica, agresión sexual o acecho, y cualquier otra causa discriminatoria.

ARTÍCULO 30 – CLÁUSULA DE SEPARABILIDAD

Si cualquier palabra, inciso, artículo, sección o parte del presente Reglamento fuese declarada inconstitucional o nula por un Tribunal, tal declaración no afectará, menoscabará o invalidará las restantes disposiciones y partes de este Reglamento.

ARTÍCULO 31 – CLÁUSULA DEROGATORIA

Este Reglamento deroga el Reglamento para Crear la Junta Adjudicativa y Establecer los Procedimientos de Adjudicación de Controversias del Departamento de la Familia, Reglamento Núm. 5431 del 22 de mayo de 1996,

aprobado por la Hon. Carmen L. Rodríguez de Rivera, anterior Secretaria del Departamento de la Familia; y cualquier otro reglamento, manual, orden administrativa, carta circular o norma anterior sobre este asunto.

ARTÍCULO 32 – VIGENCIA

Este reglamento entrará en vigor treinta (30) días después de su radicación en el Departamento de Estado, de conformidad con lo dispuesto en la Ley Núm. 170 de 12 de agosto de 1988, según enmendada, conocida como "Ley de Procedimiento Administrativo Uniforme".

ARTÍCULO 33 – APROBACIÓN

Este Reglamento fue aprobado el 5 de octubre de 2009 por la Secretaria del Departamento de la Familia.



Lcda. Yanitsia Pizarro Méndez
Secretaria
Departamento de la Familia

Radicado en el Departamento de Estado el ____ de octubre de 2009.



ESTADO LIBRE ASOCIADO DE
PUERTO RICO

Administración de Desarrollo
Socioeconómico de la Familia

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

DELEGATION

I, Alejandro J. García-Padilla, Governor of the Commonwealth of Puerto Rico, hereby designate Mrs. Marta Elsa Fernández-Pabellón, Administrator of the Administration for Socioeconomic Development of the Family (ADSEF), Department of the Family, as the authorized official to administer the Low Income Home Energy Assistance Program (LIHEAP) and to sign all the assurances contained in the Title XXVI of the Omnibus Budget Reconciliation Act of 1981 (OBRA) as amended.

Alejandro J. García-Padilla
Governor

September 29, 2014

Date

Oficina de la Administradora

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La ADSEF garantiza igualdad
de oportunidades