

Guidelines

Home heating oil and electricity assistance program **BBEDC 2020 Block Grant Program**

Purpose

Assist eligible resident households in the respective BBEDC communities to purchase home heating oil, propane and/or electricity.

Program Availability

This program shall not be available unless authorized by BBEDC Board action. *(Authorized until further notice, BBEDC Board of Directors 10/12/17)*

Available Funding

BBEDC Communities may use Block Grant funds for a home heating oil, propane (for heating) and/or electricity energy assistance program for eligible residents within their community.

The Tribal applicant will determine the amount to be distributed on behalf of each household but in no case shall the amount per household exceed \$2,000.00 in a calendar year. Only a maximum of \$2,000.00 may be made available for each participating household regardless of how many heads of household reside in the household.

Eligible Grant Recipients

The Tribal Council is the eligible entity for receipt of Block Grant funds for the home heating oil, propane (for heating) and/or electricity assistance program.

The applicant Tribal Council will determine if the funds are to be applied to heating oil, to propane (for heating), to electricity or divided among multiple items.

Eligible resident participants

1. This program applies to all eligible residents, both tribal and non-tribal members, of any BBEDC CDQ community (except that there shall be no more than one applicant per household)
2. Participants must meet the BBEDC residency requirements and must demonstrate such by submitting a residency form (with required attachments) or proof that a residency form is currently on file. Participants must also submit a current Relationship Form.
3. Per BBEDC Board Policy 4.16, no resident or other applicant shall be eligible for services and financial assistance from BBEDC unless and until they are in full compliance with the program they are currently participating in. In the event they are participating in a repayment plan, the repayment must be completed in full before the person is eligible for additional BBEDC programs or services.
4. *(Deleted)*
5. *(Deleted)*

Income Limits

Income Limits have been waived to accommodate corona virus pandemic preparedness and response (*BBEDC Executive Committee 3/27/20*).

Process and Required Documentation

1. Tribal entity submits a completed Block Grant Application that includes:
 - a. Block Grant packet
 - i. Must specify the amount of funds being requested in the application.
 - ii. Must indicate how the funds will be allocated (home heating oil, propane (for heating), electricity or divided among multiple items).
 - b. Resolution from the Tribal Council authorizing the use of a specific amount of funds for home heating oil, propane (for heating) and/or electricity assistance. The resolution must specify the amount that the Tribal entity intends to request in this specific application for the home heating oil and/or electricity assistance program.
2. BBEDC will assess and either approve/disapprove the application or notify the applicant of the need for further information.
3. A list of the applicants that are approved by the Tribal Council for home heating oil, propane (for heating) and electricity assistance must be submitted. The list may be submitted with the application or may follow at a later date.
 - a. Each applicant must meet the BBEDC residency requirements and must demonstrate such by submitting a residency form (with required attachments) or proof that a residency form is currently on file to demonstrate that the applicant meets the BBEDC residency criteria.
 - b. Each applicant must submit a Relationship Form
4. BBEDC will issue payment to the Tribal entity, contingent upon receipt of the recipient information and a payment request.
5. The Tribal entity shall disburse the funds as described in their approved application.
6. The Tribal entity shall provide copies of their disbursement checks to BBEDC in order to demonstrate completion of the program.

Ineligible Projects

Commercial businesses or establishments are not eligible for this program. Proceeds from this grant are intended to be for non-commercial residential use only.

Grant/Project Management

The program will be administered by the Tribal entity for the respective community.

The Tribal entity shall make all payments directly to the vendor on behalf of the participants as determined eligible. No payments shall be made to the individual residents by the Tribal entity.

The Tribal Entity may apply up to ten percent (10%) of the CBG grant to project management, administrative costs and/or project overhead (in total).

Assessment

BBEDC will assess the application to assure that all required information is contained and assure that individual applicant eligibility has been met.

BBEDC will make assessment of home heating oil/electricity applications a priority. As such, BBEDC will attempt to complete the assessment as soon as possible and notify the applicant of approval or the need for any additional information.

Approval

When approved, BBEDC will issue a letter of approval to the applicant Tribal Council. As soon as possible, BBEDC will issue payment to the Tribal entity for the grant amount approved. BBEDC shall not make any payments to residents.

BBEDC Accountability Policy

Quarterly Report/Payment Request forms may be required.

The applicant is expected to disburse the funds to the vendors as soon as possible after receipt from BBEDC.

By applying for the funds, the recipient acknowledges and agrees to the BBEDC policies relating to CBG.

Failure to comply with the accountability requirements and other policies of the CBG program can result in denial of payment and the recipient may become ineligible for funding of later phases of the current grant program and/or subsequent programs in the current year or future years.

Appeal

Appeal of any decisions will be according to the established Block Grant appeal policies.

Project/Grant Expiration

BBEDC will accept home heating oil and/or electricity assistance program applications from applicant Tribal Councils any time during the fiscal year in which the current funds are available, provided that funds are available. However, all funds must be expended as soon as possible after receipt by the Tribal entity.

Grant Closure

The grant shall be considered closed upon issuance of all of the funds to the tribal applicant by BBEDC.

Block Grant Policies Applicable

Except where specifically stated, all Block Grant policies and procedures apply to this special home heating oil/electricity program grant.

Definitions:

Fuel is defined as fuel oil and propane used for home heating purposes.