

**HUMAN SERVICES DEPARTMENT
STATE OF NEW MEXICO
GOVERNMENTAL SERVICES AGREEMENT (GSA) AMENDMENT 1**

THIS AMENDMENT #1 to GSA 09-630-9000-0088 is made and entered into by and between the State of New Mexico **Human Services Department**, hereinafter referred to as "HSD", and **New Mexico Mortgage Finance Authority**, hereinafter referred to as the "Contractor", and is effective as of the date set forth below upon which it is executed by the Contractor and HSD.

IT IS MUTUALLY AGREED BETWEEN THE PARTIES THAT THE FOLLOWING PROVISIONS OF THE ABOVE-REFERENCED GSA ARE AMENDED AS FOLLOWS:

Section 2, Compensation, is hereby amended to read as follows:

2. Compensation.

B. The total amount payable to the Contractor under this GSA, including expenses, shall not exceed two hundred twenty six thousand six dollars and seventy nine cents (\$226,006.79) in FY09.

C. The total amount payable to the Contractor under this GSA, including expenses, shall not exceed three million two hundred eleven thousand eight hundred nineteen dollars and twenty one cents (\$3,211,819.21) in FY10.

D. HSD shall pay to the Contractor in full payment for services satisfactorily performed pursuant to the Scope of Work any unspent funds carried over from FY10 through the term of this GSA.

Section 4, Term, is hereby amended to read as follows:

4. Term.

This GSA shall be effective upon signature by the parties and shall terminate on September 30, 2010, unless amended, extended, or terminated pursuant to the terms of this GSA.

Attachment A, Performance Measures, is superseded and replaced by Attachment A1, attached hereto, and incorporated herein by reference.

All other sections of GSA 09-630-9000-0088 remain the same.

The remainder of this page has been intentionally left blank.

IN WITNESS WHEREOF, the parties execute this GSA as set forth below:

By: _____
Kathryn Falls, Secretary Designate
Human Services Department

Date: _____

Approved as to form and legal sufficiency:

By: _____
Mark H. Reynolds, Acting General Counsel
Human Services Department

Date: _____

New Mexico Mortgage Finance Authority:

By: _____
Jay Czar, Executive Director

Date: _____

Designee: _____

Date: _____

Approved as to Form and Legal Sufficiency:

By: _____
New Mexico Mortgage Finance Authority
General Counsel

Date: _____

Exhibit A
Performance Measures

Through satisfactory completion of the Scope of Work set above and submission of acceptable Deliverables, the Contractor will assist HSD to meet the portions of its strategic Plan set forth below:

Task 5.2: Increase utility assistance to low-income households.
Assist low-income households in decreasing utility cost through weatherization of their homes.

HSD shall:

1. Submit to DHHS such initial and ongoing reports as may be required concerning the transfer of LIHEAP funds to Contractor, the State's LIWAP grantee.
2. Oversee the utilization of funds transferred to Contractor pursuant to the requirements of the federal LIHEAP statute, applicable state and federal statutes, rules and regulations, and in accordance with the directives from DHHS related to the use of funds by Contractor, the State's LIWAP grantee.
3. Coordinate with Contractor and transfer all the LIHEAP funds during the term of this GSA in a timely manner upon receipt of formal requests for reimbursement.

Contractor shall:

1. Provide low-cost weatherization services/energy-related home repairs for eligible low-income households in New Mexico.
2. Use Department of Energy weatherization rules to determine the weatherization services/energy-related home repairs that will be provided.
3. Use allowable Department of Energy income guidelines of 200% FPG.
4. Execute sub-contracts and provide copies of the sub-contracts to the Work and Family Support Bureau, Income Support Division, Human Services Department. Language in sub-contracts must require timely reporting of expenses incurred during any State Fiscal Year.
5. As defined in Code of Federal Regulations/Title 45, Part 96, Subpart H, LIHEAP Section 96.88, Administrative Costs: no more than ten percent (10%) of the total funds can be used for administrative costs.
6. Submit no more than monthly reimbursement requests with back-up documentation for payment.

7. Compile required statistical information from households that receive services and timely provide the data for the LIHEAP Household report to the Work and Family Support Bureau, Income Support Division, Human Services Department.
8. The invoice for FY09 must be received by HSD no later than July 10, 2009. The invoice for FY10 must be received by HSD no later than July 10, 2010, and the invoice for FY11 (for the three months ending September 30, 2010) must be received by HSD no later than October 15, 2010.
9. Provide program information and/or statistical data to comply with requests for information received by the Work and Family Support Bureau.
10. Provide requested information to the Work and Family Support Bureau to complete an annual review of records and files.
11. Provide for the audit of all funds that it receives under this GSA. Contractor shall furnish HSD with the original copy of the audit report within six months of the end of Contractor's fiscal year. If Contractor's audit period does not coincide with the period of this GSA, audit reports covering the entire term of this GSA shall be furnished even if the GSA has expired or has been terminated. Contractor's financial records relating to the LIWAP program and involving services and procurement with LIHEAP program funds shall be audited annually pursuant to all state and federal government rules and regulations.
12. Beginning in May 2010, provide names and social security numbers for all members of the household on the reimbursement request. If a member does not have a social security number, provide the member's birth date.

HSD and Contractor Shall:

1. Maintain fiscal records necessary for full accountability, follow generally accepted accounting principles, and account for all receipts and disbursements of funds transferred or expended pursuant to this GSA.

**HUMAN SERVICES DEPARTMENT
STATE OF NEW MEXICO
GOVERNMENTAL SERVICES AGREEMENT**

This **Governmental Services Agreement (GSA)** is made and entered into by and between the State of New Mexico, **Human Services Department** (hereinafter referred to as "HSD") and **New Mexico Mortgage Finance Authority** (hereinafter referred to as the "Contractor") and is effective as of the date set forth below upon which it is executed by the Contractor and HSD.

IT IS AGREED BETWEEN THE PARTIES:

1. Scope of Work.

The Contractor shall provide low-cost residential weatherization for low-income New Mexico households relative to DOE and LIHEAP programs:

LOW-INCOME HOME ENERGY ASSISTANCE ACT OF 1981 (Title XXVI of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, as amended)

LIHEAP Funds will be transferred to Contractor on a reimbursement basis for use as program monies. The LIHEAP Funds shall be used in accordance with the statutes, rules and regulations governing LIHEAP and Low-Income Weatherization Assistance Program (LIWAP). No more than (10%) of the total funds shall be used as administrative cost, which would necessarily be incurred by Contractor and its sub-grantees in utilizing the LIHEAP Funds.

Under the federal LIHEAP statute, State LIHEAP grantees may transfer, without federal waiver, up to fifteen percent (15%) of the LIHEAP grant to the State LIWAP grantee, in this case, Contractor.

The signatories are authorized to enter into this GSA. Contractor is a state governmental instrumentality, which is authorized by statute to assist, administer finance or service housing programs for local, state, federal and tribal agencies. Among the housing programs Contractor administers is the LIHEAP Weatherization Assistance Program pursuant to Executive Order 97-01 dated January 14, 1997, and pursuant to the Mortgage Finance Authority Act, NMSA 1978.

2. Compensation.

- A. The Program Funds made available and reimbursed by HSD to Contractor under this GSA shall not exceed three million four hundred thirty-seven thousand eight hundred twenty-six dollars \$3,437,826 including \$343,782 for Contractor's administrative cost and those of its sub-grantees. This administrative cost figure represents not more than (10%) of the total amount of the LIHEAP funds to be transferred to CONTRACTOR under this GSA. Expenditures shall be in accordance with the Budget attached hereto as Exhibit B.

3. Administering Agency

HSD has an approved application with the U.S. Department of Health and Human Services (DHHS) to administer the Low Income Home Energy Assistance Program (LIHEA). Contractor has an approved application the U.S. Department of Energy (DOE) to administer the Low-Income Weatherization Program (LIWAP). Contractor is a state governmental instrumentality which is authorized by statute to assist, administer, finance or service housing programs for local, state, federal and tribal agencies. Among the housing programs administered by the Contractor are LIHEAP weatherization and LIWAP.

HSD is the administering agency under this GSA and shall have the authority to reasonably monitor the actions of Contractor and to take any corrective action necessary in accordance with the terms of this GSA, including terminating this GSA, pursuant to number (5.) if HSD believes that Contractor is not performing its duties as required under this GSA.

4. Term.

This GSA shall be effective upon signature by the parties and shall terminate on **September 30, 2011**, unless amended, extended, or terminated pursuant to the terms of this GSA.

5. Termination.

A. Termination. This GSA may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. Except as otherwise allowed or provided under this GSA, HSD's sole liability upon such termination shall be to pay for acceptable work performed prior to the HSD's receipt of the notice of termination, if HSD is the terminating party, or the Contractor's sending of the notice of termination, if the Contractor is the terminating party; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this GSA. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. Notwithstanding the foregoing, this GSA may be terminated immediately upon written notice to the Contractor if the Contractor becomes unable to perform the services contracted for, as determined by HSD or if, during the term of this GSA, the Contractor or any of its officers, employees or agents is indicted for fraud, embezzlement or other crime due to misuse of state funds or due to the Appropriations paragraph herein. *THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE STATE'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS GSA.*

B. Termination Management. Immediately upon receipt by either HSD or the Contractor of notice of termination of this GSA, the Contractor shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this GSA without written approval of HSD; 2) comply with all directives issued by HSD in the notice of termination as to the performance of work under this GSA; and 3) take such action as HSD shall direct for the protection, preservation, retention or transfer of all property titled to HSD and records generated under this

GSA. Any non-expendable personal property or equipment provided to or purchased by the Contractor with contract funds shall become property of HSD upon termination and shall be submitted to HSD as soon as practicable.

6. **Appropriations.**

The terms of this GSA are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this GSA. If sufficient appropriations and authorization are not made by the Legislature, this GSA shall terminate immediately upon written notice being given by HSD to the Contractor. HSD's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If HSD proposes an amendment to the Agreement to unilaterally reduce funding, the Agency shall have the option to terminate the GSA or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

7. **Assignment.**

The Contractor shall not assign or transfer any interest in this GSA or assign any claims for money due or to become due under this GSA without the prior written approval of HSD.

8. **Subcontracting.**

The Contractor shall not assign or transfer any interest in this GSA or assign any claims for money due or to become due under this GSA without prior written approval of HSD.

9. **Release.**

Final payment of the amounts due under this GSA shall operate as a release of HSD, its officers and employees, and the State of New Mexico from all liabilities, claims and obligations whatsoever arising from or under this GSA.

10. **Confidentiality.**

Any confidential information provided to or developed by the Contractor in the performance of this GSA shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of HSD.

11. **Product of Service – Copyright.**

All materials developed or acquired by the Contractor under this GSA shall become the property of the State of New Mexico and shall be delivered to HSD no later than the termination date of this GSA. Nothing developed or produced, in whole or in part, by the Contractor under this GSA shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

12. **Conflict of Interest; Governmental Conduct Act.**

The Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the GSA. The Contractor certifies that the requirements of the Governmental Conduct Act, Sections 10-16-1 through 10-16-18, NMSA 1978, regarding contracting with a public officer or state employee or former state employee have been followed.

13. **Amendment.**

This GSA shall not be altered, changed or amended except by instrument in writing executed by the parties hereto.

14. **Merger.**

This GSA incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, Agreements and understandings have been merged into this written GSA. No prior GSA or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this GSA.

15. **Penalties for violation of law.**

The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

16. **Equal Opportunity Compliance.**

The Contractor agrees to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this GSA. If Contractor is found not to be in compliance with these requirements during the life of this GSA, Contractor agrees to take appropriate steps to correct these deficiencies.

17. **Applicable Law.**

The laws of the State of New Mexico shall govern this GSA, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with Section 38-3-1 (G), NMSA 1978. By execution of this GSA, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this GSA.

18. Workers Compensation.

The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this GSA may be terminated by HSD.

19. Records and Audit.

The Contractor shall maintain detailed time and expenditure records that indicate the date, time, nature and cost of services rendered during the GSA's term and effect and retain them for a period of five (5) years from the date of final payment under this GSA. The records shall be subject to inspection by HSD, the Department of Finance and Administration, and the State Auditor. HSD shall have the right to audit billings both before and after payment. Payment under this GSA shall not foreclose the right of HSD to recover excessive or illegal payments

20. Indemnification.

The Contractor shall defend, indemnify and hold harmless HSD and the State of New Mexico from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this GSA, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this GSA. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this GSA is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of HSD and the Risk Management Division of the New Mexico General Services Department by certified mail.

21. New Mexico Employees Health Coverage.

A. If Contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the GSA, Contractor certifies, by signing this GSA, to:

(1) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2008 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed one million dollars or;

(2) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2009 if the expected annual value in the aggregate of any and all contracts between

Contractor and the State exceed \$500,000 dollars or;

(3) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2010 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.

B. Contractor agrees to maintain a record of the number of employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.

C. Contractor agrees to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information: <http://insurenwemexico.state.nm.us/>.

D. For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it); Contractor agrees these requirements shall apply the first day of the second month after the offeror reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of \$250,000, \$500,000 or \$1,000,000, depending on the dollar value threshold in effect at that time.

22. Invalid Term or Condition.

If any term or condition of this GSA shall be held invalid or unenforceable, the remainder of this GSA shall not be affected and shall be valid and enforceable.

23. Enforcement of GSA.

A party's failure to require strict performance of any provision of this GSA shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this GSA shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

24. Notices.

Any notice required to be given to either party by this GSA shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To HSD: Lori Williams
State of New Mexico
Human Services Department
Income Support Division
Work and Family Support Bureau
Low Income Home Energy Assistance Program
PO Box 26507
Albuquerque, NM 8712506507

To the Contractor: Gina Martinez
Program Specialist
New Mexico Mortgage Finance Authority
344 4th Street SW
Albuquerque, NM 87102
Phone: 505-767-2274

25. **Authority.**

If Contractor is other than a natural person, the individual(s) signing this GSA on behalf of Contractor represents and warrants that he or she has the power and authority to bind the Contractor, and that no further action, resolution, or approval from the Contractor is necessary to enter into a binding contract.

26. **Debarment and Suspension.**

- A. Pursuant to 45 C.F.R. Part 76, the HSD certifies by signing this GSA, that it and its principals, to the best of its knowledge and belief: (1) are not debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal department or agency; (2) have not, within a three-year period preceding the effective date of this GSA, 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) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; (3) have not been indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated above in this Article 17.A(1); (4) have not, within a three-year period preceding the effective date of this GSA, had one or more public Agreements or transactions (Federal, State or local) terminated for cause or default; and (5) have not been excluded from participation from Medicare, Medicaid or other federal health care programs pursuant to Title XI of the Social Security Act, 42 U.S.C. § 1320a-7.

- B. Contractor's certification in Article 17.A is a material representation of fact upon which the HSD relied when this GSA was entered into by the parties. Contractor shall provide immediate written notice to HSD's Agreement Administrator if, at any time during the term of this GSA, Contractor learns that its certification in Article 17.A was erroneous on the effective date of this GSA or has become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's certification in Article 17.A was erroneous on the effective date of this GSA or has become erroneous by reason of new or changed circumstances, in addition to other remedies available to HSD, the HSD may terminate the GSA.
- C. As required by 45 C.F.R. Part 76, shall require each proposed first-tier subcontractor whose subcontract will equal or exceed \$25,000, to disclose to Contractor, in writing, whether as of the time of award of the subcontract, the subcontractor, or its principals, is or is not debarred, suspended, or proposed for debarment by any Federal department or agency. Contractor shall make such disclosures available to HSD when it requests subcontractor approval from HSD. If the subcontractor, or its principals, is debarred, suspended, or proposed for debarment by any Federal department or agency, HSD may refuse to approve the use of the subcontractor.

The remainder of this page is intentionally left blank.

IN WITNESS WHEREOF, the parties execute this GSA as set forth below:

New Mexico Mortgage Finance Authority:

Title: Jay Czar, Executive Director

Signature: _____

Date: _____

Designee: _____

Date: 3.5.09

Approved as to Form and Legal Sufficiency:

By: Magorie A. Maiten
New Mexico Mortgage Finance Authority
General Counsel

Date: 3/4/09

STATE OF NEW MEXICO:

By: [Signature]
Pamela S. Hyde, J.D.
Secretary, Human Services Department

Date: 3/2/09

Approved as to form and legal sufficiency:

By: [Signature]
Paul R. Ritzma, General Counsel
Human Services Department

Date: 2/25/09

Attachment A
Performance Measures

Through satisfactory completion of the Scope of Work set above and submission of acceptable Deliverables, the Contractor will assist HSD to meet the portions of its strategic Plan set forth below:

Task 5.2: Increase utility assistance to low-income households.
Assist low-income households in decreasing utility cost through weatherization of their homes.

HSD shall:

1. Submit to DHHS such initial and ongoing reports as may be required concerning the transfer of LIHEAP Funds to Contractor, the State's LIWAP grantee.
2. Oversee the utilization of funds transferred to Contractor pursuant to the requirements of the federal LIHEAP statute, applicable state and federal statutes, rules and regulations, and in accordance with the directives from DHHS related to the use of funds by Contractor, the State's LIWAP grantee.
3. Coordinate with Contractor and transfer all the LIHEAP Funds during the term of this GSA in a timely manner upon receipt of formal requests for reimbursement.

Contractor shall:

1. Provide low-cost weatherization services/energy-related home repairs for eligible low-income households in New Mexico.
2. Use Department of Energy weatherization rules to determine the weatherization services/energy-related home repairs that will be provided.
3. Use New Mexico's Low Income Home Energy Assistance (LIHEAP) program income guidelines.
4. Sub-contracts must be executed and copies of the sub-contracts provided to the Work and Family Support Bureau, Income Support Division, Human Services Department.
5. As defined in Code of Federal Regulations/Title 45, Part 96, Subpart H, LIHEAP Section 96.88, Administrative Costs: no more than ten percent (10%) of the total funds can be used for administrative costs.
6. Submit no more than monthly reimbursement requests with back-up

documentation for payment.

7. Compile required statistical information from households that receive services and timely provide the data for the LIHEAP Household report to the Work and Family Support Bureau, Income Support Division, Human Services Department.
8. The July invoice must be received by HSD no later than July 10 relative to the state fiscal year end. All expenses must be accounted for through June 30, 2009.
9. Provide program information and/or statistical data to comply with requests for information received by the Work and Family Support Bureau.
10. Provide requested information to the Work and Family Support Bureau to complete an annual review of records and files.
11. Provide for the audit of all funds that it receives under this GSA. Contractor shall furnish HSD with the original copy of the audit report within six months of the end of Contractor's fiscal year. If Contractor's audit period does not coincide with the period of this GSA, audit reports covering the entire term of this GSA shall be furnished even if the GSA has expired or has been terminated. Contractor's financial records relating to the LIWAP program and involving services and procurement with LIHEAP program funds shall be audited annually pursuant to all state and federal government rules and regulations.

HSD and Contractor Shall:

Maintain fiscal records necessary for full accountability, follow generally accepted accounting principles, and account for all receipts and disbursements of funds transferred or expended pursuant to this GSA.

FOOD AND NUTRITION SERVICES BUREAU

EXHIBIT B

LINE ITEM BUDGET FOR FFY 2009

Monthly LIHEAP Reimbursement 7061/9091

AGENCY:

Low Income Home Energy Assistance

PSC#:

Object Code	Description	Budget
2031	Perm Full Time	115,260.47
2041	Perm Part Time	0.00
2051	Temporary	0.00
2111	Group Insurance	12,583.81
2121	Retirement	14,596.64
2131	FICA	6,974.11
2141	Worker's Comp	898.19
2151	Unemploy Comp	0.00
2161	Employee Liability Ins	0.00
2191	Other Benefits	0.00
		0.00
4211	I/S Miles & Fares	500.00
4221	I/S Meals & Lodging	1,500.00
4231	I/S Board Travel	0.00
4251	Gas & Oil	0.00
4262	Vehicle Maint & Repair	0.00
4271	Vehicle Insurance	0.00
		0.00
4311	Grounds & Roadways	0.00
4322	Furn, Fixt, Equip	0.00
4332	Bldgs	6,395.63
4341	Property Insurance	679.42
4351	Maint Suppl	0.00
4372	Maint Services	1,034.68
		0.00
4411	Office Supplies	1,575.26
4441	Field Supplies	0.00
4481	Education Supplies	0.00
4491	Inventory Exempt	0.00
		0.00
3522	Professional Services Contr	50.00
3532	Other Contractual Services	0.00
3542	Audit	1,530.00
4562	Reporting	0.00
4592	Printing	0.00
4612	Postage	960.69
4621	Bond Premiums	0.00
4632	Utilities	1,186.73
4642	Rent of Buildings	0.00
4652	Rent of Equipment	0.00
4661	Telecom	714.52
4671	Subscription & Dues	187.63
4681	Education & Training	1,500.00
4692	Advertising	500.00
		0.00
4731	Care & Support	3,265,934.70
4791	Misc. Other Expenses	2,213.52
		0.00
4821	Furniture & Fixtures	0.00
4831	Info Tech Equip	0.00
4841	Other Equipment	0.00
		0.00
4961	O/S Miles & Fares	50.00
4971	O/S Meals & Lodging	1,000.00
4981	O/S Board Miles & Fares	0.00
4991	O/S Board Meals&Lodging	0.00
TOTAL:		3,437,826.00

3.35%

0.37%

0.42%

0.20%

LIHEAP Household Report--Federal Fiscal Year 2009--Long Format

Grantee Name: _____

Contact Person: _____

Phone: _____

Date: _____

The LIHEAP Household Report--Long Format is for use by the 50 States, District of Columbia, and insular areas with annual LIHEAP allotments of \$200,000 or more. This Federal Report provides data on both LIHEAP recipient and applicant households for Federal Fiscal Year (FFY) 2009, the period of October 1, 2008 - September 30, 2009. The Report consists of the following sections: (1) Recommended Long Format for LIHEAP Assisted Households and (2) Recommended Format for LIHEAP Applicant Households. Data on assisted households are included in the Department's annual LIHEAP Report to Congress. The data are also used in measuring targeting performance under the Government Performance and Results Act of 1993. As the reported data are aggregated, the information in this report is not considered to be confidential.

There are two types of data: (1) required data which must be reported under the LIHEAP statute and (2) requested data which are optional in response to House Report 103-483 and Senate Report 103-251. Both the LIHEAP Household Report--Long Format (the Excel file name is *hispripl.xls*) and the instructions on completing the Report (the Word file name is *himpripl.doc*) can be downloaded in the Forms sections of the Office of Community Services LIHEAP web site at: www.211hs.gov/programs/liheap/grantee_forms/index.html#household_report. The spreadsheet is page protected in order to keep the format uniform. The items requiring a response other than the poverty level data cannot be modified. For example, the number of assisted and applicant households can not be entered. Each total will be calculated automatically for each type of assistance by a formula when the poverty level data are entered.

Do the data below include estimated figures? No Yes Mark "X" in the second column below for each type of assistance that has at least one estimated data entry.

1. RECOMMENDED LONG FORMAT FOR LIHEAP ASSISTED HOUSEHOLDS

Type of Assistance	Mark "X" to indicate estimated data	Number of assisted households	2008 HHS Poverty Guideline interval, based on gross income and household size					At least one member who is		REQUESTED DATA	
			Under 75% poverty	75%-100% poverty	101%-125% poverty	126%-150% poverty	Over 150% poverty	60 years of older	Disabled	Age 5 years or under	Age 2 years or under
Heating		0									
Cooling		0									
Winter/year round crisis		0									
Summer crisis		0									
Other crisis (specify)		0									
Weatherization		0									

2. RECOMMENDED FORMAT FOR LIHEAP APPLICANT HOUSEHOLDS (regardless of whether assisted)

Type of Assistance	Mark "X" to indicate estimated data	Number of applicant households	2008 HHS Poverty Guideline interval, based on gross income and household size					Income data unavailable
			Under 75% poverty	75%-100% poverty	101%-125% poverty	126%-150% poverty	Over 150% poverty	
Heating		0						
Cooling		0						
Winter/year round crisis		0						
Summer crisis		0						
Other crisis (specify)		0						
Weatherization		0						

Note: Include any notes below for section 1 or 2 (indicate which section, type of assistance, and item the note is referencing).