

## MEMORANDUM

**TO:** Area Agency on Aging (AAA) Directors      **Notice #:** **110118-1-I-SWCBS**  
EHEAP Program Directors

**FROM:** Jeffrey S. Bragg, Secretary

**DATE:** October 31, 2018

**SUBJECT:** Notice of Instruction: Policy on Use of Disaster-Related EHEAP for Hurricane Michael Assistance

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This Notice of Instruction is in response to recent weather-related (WR) events in Florida and provides the guidance and authority to Emergency Home Energy Assistance to the Elderly Program (EHEAP) providers serving impacted counties. The attachments to this notice will provide the Area Agencies on Aging (AAAs) with the requirements for compliance.

The Department of Economic Opportunity's (DEO) Low-Income Home Energy Assistance Program (LIHEAP) Program Information Memorandum, IM-18-01A, Attachment A and Electrical Repairs Outreach Flyer provides specific information regarding the provision of energy-related services to individuals affected by Hurricane Michael. **Please note that LIHEAP IM-18-01A supersedes LIHEAP IM-18-01**, which was issued to the Aging Network on October 17, 2018.

The number of counties eligible for WR assistance are reduced to those eligible for Federal Emergency Management Agency (FEMA) assistance, which are: Bay, Calhoun, Gadsden, Gulf, Holmes, Franklin, Jackson, Leon, Liberty, Taylor, Wakulla, and Washington counties.

IM-18-01A provides the directives for the expenditure of EHEAP WR funds, including the following:

1. Purpose and Objective;
2. Subrecipient Responsibilities;
3. Client Eligibility;
4. Client Relocation;
5. HVAC Replacement;
6. Generator Purchase;

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7. Generator Safety Outreach;
8. Electrical Power Cable Connection;
9. Hotel Stays;
10. Benefit Limits;
11. Eligible Services; and
12. Reporting.

Utility assistance requests outside the parameters of the provided directives are not eligible for WR assistance. All WR assistance client files shall contain proof that the assistance was both energy and storm event related and occurred during the period from October 7, 2018, through January 7, 2019.

WR emergency assistance is a benefit for elder Floridians in addition to other E HEAP benefits. The maximum WR benefit is \$2,000, per household for expenses incurred as a result of Hurricane Michael from October 7, 2018, through January 7, 2019.

Contractors in the affected areas must complete Attachment A, Monthly Disaster Services Report, and submit the report to the Department by the 15<sup>th</sup> of each month during the recovery period.

The Electrical Repairs Outreach Flyer provides contact information to Community Action Agencies in the affected areas that provide services to low-income individuals and families.

Should a service area's WR assistance needs exceed WR allocations currently in contract, Crisis Assistance funds may be transferred to the WR category. The Department's prior approval of a transfer to the WR category is required and must occur prior to exceeding the AAA's current WR allocation.

Thank you for your continued commitment to Florida's elders. Should you require additional information, please contact Judy Bowers at 850-414-2057.

Attachments:

DEO, LIHEAP Program Information Memorandum, IM-18-01A

Attachment A, Monthly Disaster Services Report

Electrical Repairs Outreach Flyer