

DATE:

TO: «Prefix» «First_Name» «Last_Name», «Title»
«ReservationRancheria»

FROM: Terry L. Coltra, Executive Director

RE: Program Year 2011/2012 LIHEAP Funding

This letter shall serve as notice that the Northern California Indian Development Council, Inc., (NCIDC) has received a final Grant Award from the United States Department of Health and Human Services, Division of Energy Assistance to administer Low Income Home Energy Assistance Program (LIHEAP) services to your membership.

The FY'12 allocation for the «reservationrancheria» is **«NCIDC_Tribes_Allocation»**. This funding is to provide assistance to low-income households in meeting their home energy costs particularly those with the lowest incomes and highest energy needs. The «ReservationRancheria» will identify and prioritize tribal members giving highest priority to the elderly, disabled and families with young children. The benefit per household is up to a maximum of \$600.00 per Fiscal Year.

The NCIDC is asking each Tribe to assist their tribal members in completing the LIHEAP forms and providing the information required to assure eligibility for program services.

This packet contains the following instructional information and forms:

- **NCIDC LIHEAP Policies and Procedures**
- **LIHEAP Intake Forms**
- **LIHEAP Responsibility Statement**
- **Sample Firewood Delivery Invoice**
- **2011/2012 LIHEAP Poverty Guidelines**
- **Fraud Prevention Policy information & Fraud Prevention Fliers**

If you have any questions please do not hesitate to contact Alisha Johnson at (707) 445-8451 or 1-800-566-2381.