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Policies & Procedures

Spend down update

Extending the application period, increasing the Crisis benefit, and increasing outreach activity are already having a positive effect on serving more households with more benefits. Estimates and projections show the above measures and activities are meeting program goals. Crisis expenditures have increased as a result of the increased maximum benefit and letters mailed to a subset of Crisis households. EAP Service Providers have expanded local efforts to notify households and encourage EAP participation.

Thank you for the additional time and effort needed to extend the program and increase benefits to households.

Service Provider logos for FFY2017 Energy Programs Applications



Commerce EAP requests logo updates for the *2016-2017 Minnesota Energy Programs Application*. Service Providers must submit updated logos by **June 10, 2016**. Logos are optional, but **every Service Provider must respond to this request for logos**.

Please note "Local Questions" changes and updates to Service Provider will be requested separately when the draft application is closer to completion.

Is your **logo** the same as last year? If **YES**:

- Send an e-mail to eap.mail@state.mn.us
- The **email subject line** should read: "SP Name, SP ID#, Same Logo"
- Example: AEOA 6 Same Logo

If **NO**:

- Send an e-mail to eap.mail@state.mn.us
- The **email subject line** should read: "SP Name, SP ID#, New Logo"
- Example: AEOA 6 New Logo
- The attachment **file name** should be: "SP Name, SP ID#, Logo"
- Example: AEOA06Logo.jpg.

File specifications for updated logo:

- A black-and-white logo. Size 3"X3" inches. The logo presents best at this size. Enlarging a smaller logo to 3"X3" degrades it.
- Crop the image as much as possible to limit empty space around the logo.
- A **JPG** file is preferred. The logo must be an attachment. Do not embed the logo in the email, a Microsoft Word or other file.
- A 300 dpi image is preferred.
 - If the dimensions of the logo do not fit well within a square space, consider submitting a variation of the logo more appropriate to a square area. Commerce EAP staff will review and approve submitted logos. Submissions not meeting the above criteria will be returned.

EAP key dates

- May – final two-day JAD scheduled
- May 26 – Request for Service Provider logo updated for the FFY2017 application. Due June 10 at Commerce
- May 31 – LIHEAP notice of public comment period and public hearing published in *State Register*
- June – Request for Service Provider local question updates for FFY17 application
- June 30 – LIHEAP public hearing
- July 1 – EAP Applications must be received or postmarked to be processed for EAP benefits
- July – EAP Local Plan and Internal Controls Document (ICD) sent to Service Providers – documents will be pre-populated and only updated as needed
- July 15 – Last day to approve and make Primary Heat payable
- July 15 – Last date to create Crisis and ERR events and obligate funds, as needed
- August 10 & 11 – EAP Annual Training in St. Cloud
- September – Contracts sent to executive directors with approved EAP Local Plans for signing
- September – Fully executed EAP contracts sent to executive directors
- October 3 – First business day of FFY2017
- October/November - EAP funding to be similar to past two years