

## Topics in this issue

**Policies and Procedures:** Service Provider logos for FFY2017 Applications due June 10; Local Questions for FFY2016 Energy Programs Applications requested; Spend down update; EAP Early Consumption Procedure (ECP) - Reminder  
**Notices:** None

## Policies and Procedures



### Service Provider logos for FFY2017 Applications due June 10

Logo updates for the 2016 - 2017 Minnesota Energy Programs Application must be submitted by **Friday, June 10, 2016**. Logos are optional, but **every Service Provider must respond to the request for logos**. See *The Energizer* No. 25 for more information.

### Local Questions for FFY2016 Energy Programs Applications requested

Commerce requests proposed local questions for the 2016 - 2017 Minnesota Energy Programs Application. Service Providers must submit updated local questions by **Tuesday, June 21, 2016**. Local questions are optional, but **ALL Service Providers must respond to this request for local questions**. A current DRAFT copy of the 2016 - 2017 Minnesota Energy Programs Application is attached to the email conveying this issue of *The Energizer* in order to see all questions already on the application.

Do you have **local questions**? If **NO**:

- Send an email to [eap.mail@state.mn.us](mailto:eap.mail@state.mn.us)
- The **email subject line** should read: "SP Name, SP ID#, No LQ"
- *Example:* AEOA 6 - No LQ

If **YES**:

- Send to [eap.mail@state.mn.us](mailto:eap.mail@state.mn.us)
- The **email subject line** should read: "SP NAME, SP ID#, LQ" (*Example:* AEOA 6 LQ)
- The **file name** should be: "SP NAME, SP ID#, LQ" (*Example:* AEOA6LQ.doc.)
- The optional local questions area may only be used to provide information or ask questions.
- Please see the attached 2016-2017 *draft* application for reference to area available for local questions.

Local questions may not:

- Ask for additional permissions for the use of data.
- Add additional program requirements in order to complete the application.
- Request documentation not required to process the EAP application.
- Include an additional place for a signature.

File specifications for updated local questions:

- 10 to 12 point font size.
- Palatino or Palatino Linotype font
- The available space for the local questions is approximately 3.25 inches high by 7.5 inches wide.
- The same local questions will appear on the *Application* and the *Recertification Application* and will appear on eHEAT requested applications throughout the program year.
- Local questions must be formatted in a Microsoft Word file and attached to an email.

Commerce reviews and approves local questions. Submissions not meeting the above criteria and those determined redundant will be removed.

## **Spend down update**

Extending the application period, increasing the Crisis benefit, and increasing outreach activity are having a positive effect on serving more households with more benefits. Estimates and projections show the above measures and activities continue to meet goals.

## **EAP Early Consumption Procedure (ECP) - Reminder**

Service Providers interested in using the ECP should contact [ehat.doc@state.mn.us](mailto:ehat.doc@state.mn.us) by **June 17, 2016**.

If you have not participated in ECP previously, please indicate this in your request. A 15-minute orientation, which can be done over the phone, is recommended for Service Providers participating for the first time.