MINNESOTA DEPARTMENT OF COMMERCE

The Energizer

EAP Minnesota Energy Assistance Program

Vol. 2017, Number 3 October 20, 2016

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Policies and Procedures

New easier way to evaluate and audit energy vendor program activities

We want to let you know about changes EAP is making to our normal monitoring activity. Previously, the Initial Program Audit Visit (iPAV) had a section related to vendor activities. In an effort to streamline and standardize the process, this section of the audit will now be done remotely by the energy vendor manager.

What has changed?

Vendor related questions from the iPAV have been removed and will now be part of a package sent to the EAP coordinator to be filled out and returned to the vendor manager.

Additionally, PPAs will no longer do onsite review of vendor monitoring and vendor agreements during the iPAV. These activities will be audited through certification of completion and sampling.

Coordinators will receive an email with instructions, a questionnaire, and a spreadsheet with FFY16 vendors on it. Coordinators are asked to answer all questions on the questionnaire and indicate on the spreadsheet if they have a valid FFY16 vendor agreement for each vendor listed.

Coordinators will complete this activity and return to Commerce within 30 days of receipt of the questionnaire. After it has been reviewed, the vendor manager will request a random sample of vendor agreements and vendor monitoring reports. The vendor manager will work with coordinators on any necessary follow up resulting from the audit.

We hope this process will be more effective and efficient to accomplishing energy vendor oversight of the program. We plan to send these out within the next week.