



Energy Assistance Program

FFY2016 EAP Annual Training

Assurance 16

Assurance 16

Michael Schmitz

Assurance 16

Topics

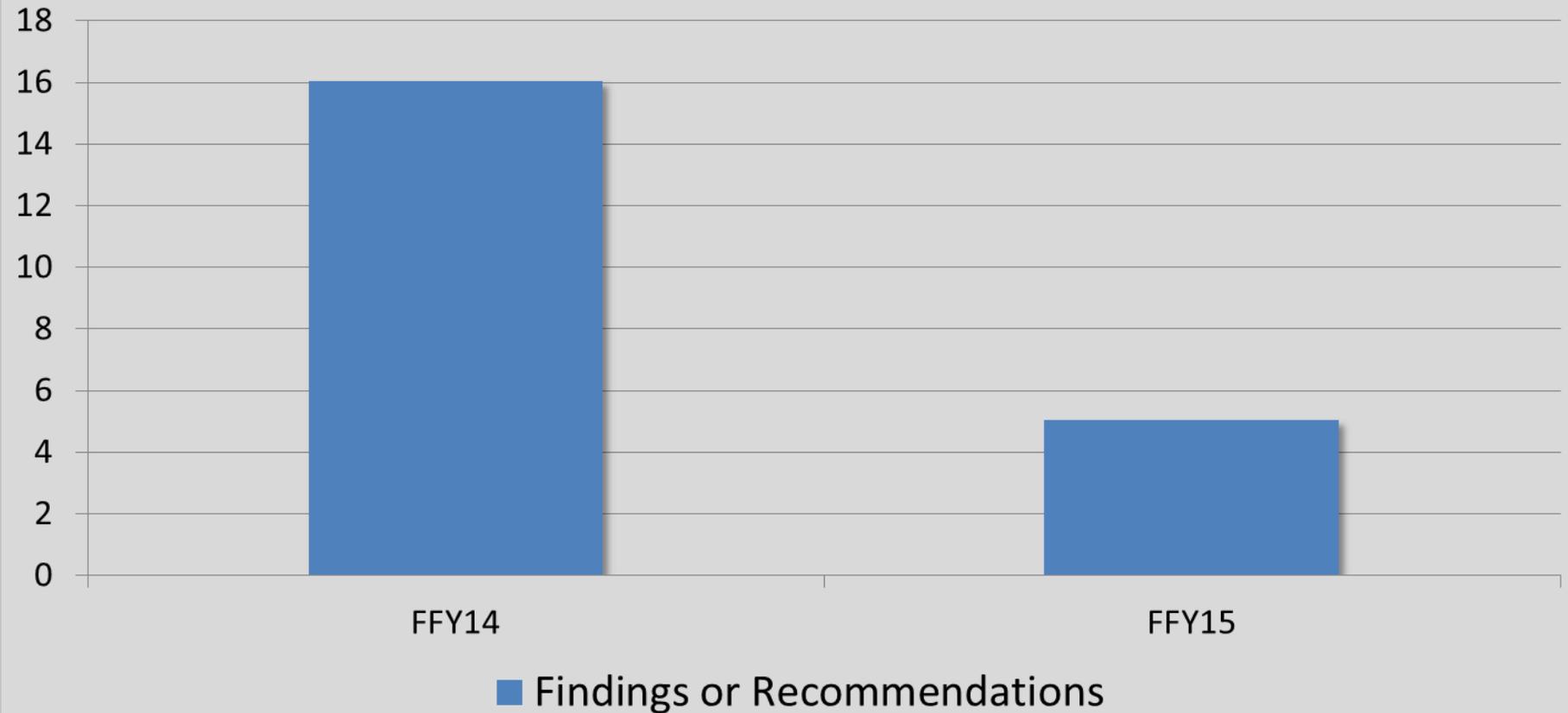
- FFY15 Recap
- FFY16 Policy Improvements
- Proactive ESS
- A16 Reporting

Assurance 16: FFY15 Recap

Assurance 16: FFY15 Recap

Program Compliance

A16 Program Compliance

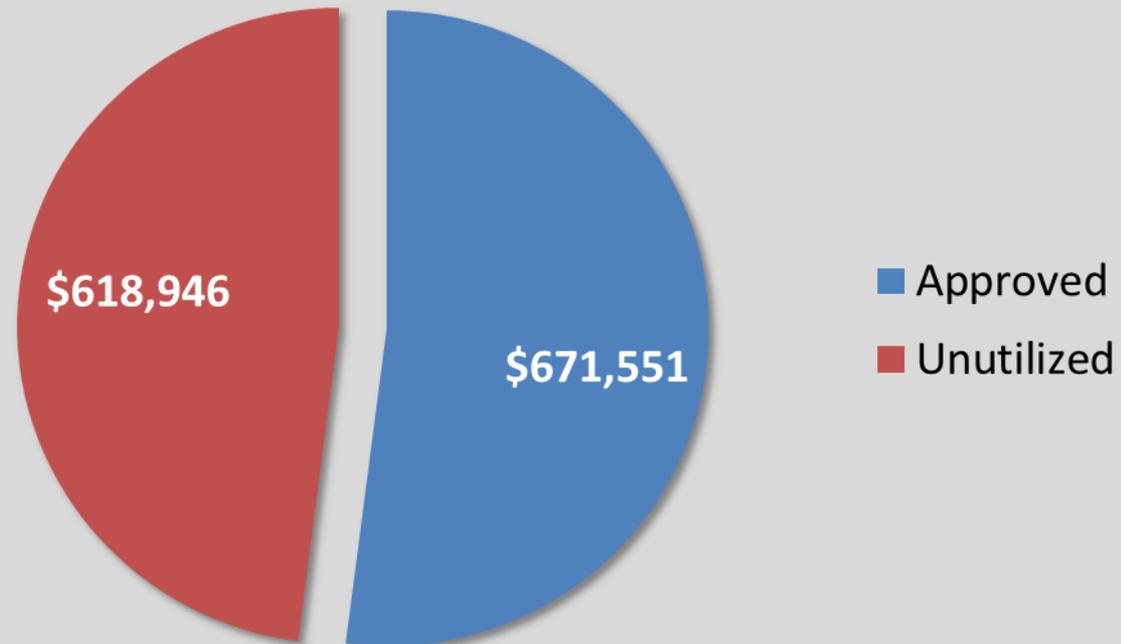


Assurance 16: FFY15 Recap

A16 Utilization

- FFY14 Plans Submitted: 4
- FFY15 Plans Submitted: 27 from 17 SPs

Proactive ESS Funds Approved



Assurance 16: Policy Improvements

Assurance 16: Policy Improvements

Timing of Proactive ESS Funds



- **Issue:** SPs indicate timing constraints around Proactive ESS funds make it hard to use the funds as effectively as could be.
- **Decision:** Due to external requirements, the limited experience with the current policy, and the administrative challenge of carrying funds over into the next program year, EAP will keep current policy.
- That is, SPs can submit Proactive ESS Plans until February 1, 2016; funds must be used within the program year (i.e., before Oct 1, 2016).

Assurance 16: Policy Improvements

Proactive ESS Plan Deadlines & Review Process

- **Issue:** SPs and Commerce experienced some challenges related to the Proactive ESS review process
- **Decisions:**
 - Executive Director Signature required only on final submittal (i.e., after review). ED's should be made aware of plans before initial submittal
 - Changed name to “Plan” from “Proposal”
 - Continue option to “pre-submit” plans
 - Review & Approval Process details added to Plan form



Assurance 16: Policy Improvements

Proactive ESS Plan Form

- **Issue:** During Proactive ESS Plan review, additional information needs were identified.

- **Additions:**

- “Describe the actual or expected qualifications of the staff who will be assigned to carry out this program or activity (resumes acceptable).”
- **Example Response:** “The EAP Coordinator has 10 years of experience managing the agency’s EAP activities, including all A16 activities. Specific relevant experience includes managing energy literacy workshops over the past two program years. The EAP Coordinator has participated in a number of trainings/conferences related to developing and implementing energy conservation education programs.”



Assurance 16: Policy Improvements

Proactive ESS Plan Form

■ Additions:

- “If any costs will be covered by non-EAP funds, please describe.”
- Example Response: “A local energy vendor – Minnesota Energy Company – will donate energy kits for use by participants. The cost of the kits is estimated at \$360 (\$30/kit).”
- Budget Request – specify where a cost breakdown is needed:
 - Personnel salaries and benefits
 - Supplies
 - Equipment
 - Travel



Assurance 16: Policy Improvements

Allowable Costs: Plan Development

- **Issue:** SPs requested clarity on whether the costs for preparing Proactive ESS Plan were allowable.
- **Decision:** Costs for planning preparation are allowable in some cases and not in others.
 - **Not allowable:** Development Costs
 - Developing, planning, or preparing an activity more generally.
 - **Allowable:** Implementation Costs
 - Planning and preparing for a given session or event specifically.



Assurance 16: Policy Improvements

Allowable Costs: Plan Development

- Pop Quiz!
- I'm going to show some examples. Think about whether it is a preparation activity that can be funded with administrative or A16 funds.
- Raise your hands if you think it is A16-allowable.



Assurance 16: Policy Improvements

Allowable Costs: Plan Development

- The time to write, submit, and respond to questions about your Proactive ESS Plan.

Development: Administrative



Assurance 16: Policy Improvements

Allowable Costs: Plan Development

- The time to research A16 in other states to get ideas about possible Proactive ESS activities.

Development: Administrative



Assurance 16: Policy Improvements

Allowable Costs: Plan Development

- The time to prepare materials (e.g., handouts, demonstration materials, etc.) for a class.

Implementation: Allowable A16



Assurance 16: Policy Improvements

Allowable Costs: Direct Program Services

- **Issue:** Confusion about direct vs. indirect costs
- **Explanation:** Direct costs are those for activities or services that benefit specific programs or projects.
- For example: salaries for project staff, equipment, and materials required for a particular project.
- Indirect costs are not directly attributable to a specific program or project.

Assurance 16: Policy Improvements

Allowable Costs: Direct Program Services

■ Considerations

- Many costs could be considered either direct or indirect, depending on how they are accounted for.
- Example: pens, paper, etc., could be used for a specific project, but because it would be difficult to track and substantiate, they are typically considered indirect costs.
- Costs for management are typically indirect.

Assurance 16: Policy Improvements

Allowable Costs: Direct Program Services

- The costs for staff time for carrying out a Proactive ESS activity like an energy conservation education class.

Direct

Assurance 16: Policy Improvements

Allowable Costs: Direct Program Services

- The costs for HR staff to administer employee benefits, including for A16 staff.

Indirect

Assurance 16: Policy Improvements

Allowable Costs: Direct Program Services

- The costs for renting a meeting room specifically to carry out an A16 class.

Direct

Assurance 16: Policy Improvements

Allowable Costs: Direct Program Services

- A portion of rent for the agency's building for A16

Depends: Direct or Indirect

- Typically, it would be difficult to substantiate the specific portion attributable to A16, so these would be considered indirect.
- General rule of thumb: if the cost would be the same if you weren't doing the A16 activity, then it should be considered indirect and would generally be an administrative cost.

Assurance 16: Policy Improvements

Allowable Costs: Energy Kits



- **Issue:** SPs indicated energy kits would be helpful for certain Proactive ESS activities.
- **Decision:** Energy kits are allowable if utilized as part of an educational activity.
- **Otherwise, not allowable. Examples:**
 - Energy kits provided to households as a reward for participating in an activity
 - Energy kits provided to households as an outreach tool
 - Energy kits provided as part of a Responsive ESS activity
 - General distribution of energy kits outside of any A16 activity

Assurance 16: Policy Improvements

Allowable Costs: Energy Kits



- An SP is holding a series of classes on energy conservation education. At the first class they provide basic info on energy conservation, including showing how different materials in an energy kit can reduce energy usage/cost. They provide a kit to participants with an assignment to install some of the measures and report back at the next class.

Allowable

Assurance 16: Policy Improvements

Allowable Costs: Energy Kits

- An SP provides energy kits to any LIHEAP-eligible households until they run out of kits.



Not Allowable

Assurance 16: Policy Improvements

Allowable Costs: Energy Kits



- An SP provides energy kits to at an outreach event with the agency's name on the kit.

Not Allowable

Assurance 16: Policy Improvements

Allowable Costs: Energy Kits



- An SP provides energy kits to participants in an approved Proactive ESS plan activity as a reward for completion.

Not Allowable

Assurance 16: Policy Improvements

Allowable Costs: Incentives for Participation

- **Issue:** SPs indicated providing incentives for household participation in Proactive ESS activities would help with recruitment.
- **Decision:** Certain costs may be allowable for Proactive ESS only.
 - **Allowable:** Items related to or enable achieving an activity goal (e.g., a credit report provided as part of a financial literacy class; a furnace filter and/or energy kit provided for use as part of an energy conservation education activity).
 - **Allowable:** Items that reduce a barrier to participation (e.g., daycare, food, transit).
 - **Not allowable:** Payments to households or similar items (e.g., food or gas cards, savings bonds, cash).



Assurance 16: Policy Improvements

Allowable Costs: Incentives for Participation

- As part of a Proactive ESS energy conservation course participants are provided with furnace filters. As an assignment they are to install the filters and report on any problems at the next class.



Allowable

Assurance 16: Policy Improvements

Allowable Costs: Incentives for Participation

- As part of a Proactive ESS energy conservation course participants are provided with furnace filters upon completion of the course.



Not Allowable

Assurance 16: Policy Improvements

Allowable Costs: Incentives for Participation

- To enable household participation in a Proactive ESS activity, the SP provides daycare and gives participants bus passes at the end.



Allowable

Assurance 16: Policy Improvements

Allowable Costs: Incentives for Participation

- If households complete an energy conservation course, the SP makes payments to their energy account using A16 funds.



Not Allowable

Assurance 16: Policy Improvements

Allowable Costs: Eligible Proactive ESS

Participants



- For classes, SPs are not required to verify all participants have been determined EAP eligible if the majority of the class participants are likely to be EAP eligible based on their participation in other low-income programs run by the SP or County (e.g., TANF, SNAP, HeadStart).
- Proactive ESS Plans must indicate why the SP believes a majority will likely be EAP eligible.

Assurance 16: Proactive ESS

Proactive ESS Brainstorming

- Take 10 minutes in groups.
- Discuss ideas for Proactive ESS.
- Report back on the best ideas.



Assurance 16: Proactive ESS

A16 Clearinghouse

A16 Work Group

[Search this site](#)

- Home
- Documents
- Calendar
- Directory
- Discussion
- Announcements
- Resources
- Sitemap

Home

Welcome to the A16 Work Group site.



A16 Work Group Documents

Access A16 Work Group Documents like meeting agendas, plans, etc.

[Go Now](#)



Calendar

Keep track of the A16 Work Group schedule with the calendar page.

[Go Now](#)



Directory

View contact information for EAP Coordinators, EAP Staff, and other helpful A16 resources.

[Go Now](#)



Discussion

Discuss your A16 activities, projects, proposals, best practices, and anything else A16-related.

[Go Now](#)



Announcements

A16-related announcements can be found here.

[Go Now](#)



Resources

Find A16 templates, Best Practices documents, approved proposals, and A16 forms here.

[Go Now](#)

Assurance 16: Proactive ESS

A16 Clearinghouse

- What's available?
 - Work Group Documents (e.g., agenda)
 - Resources & Tools
 - Approved proposals
 - Example tally sheets
 - Other items you submit
 - Contact Information
 - Forum
 - Calendar

Assurance 16: Proactive ESS

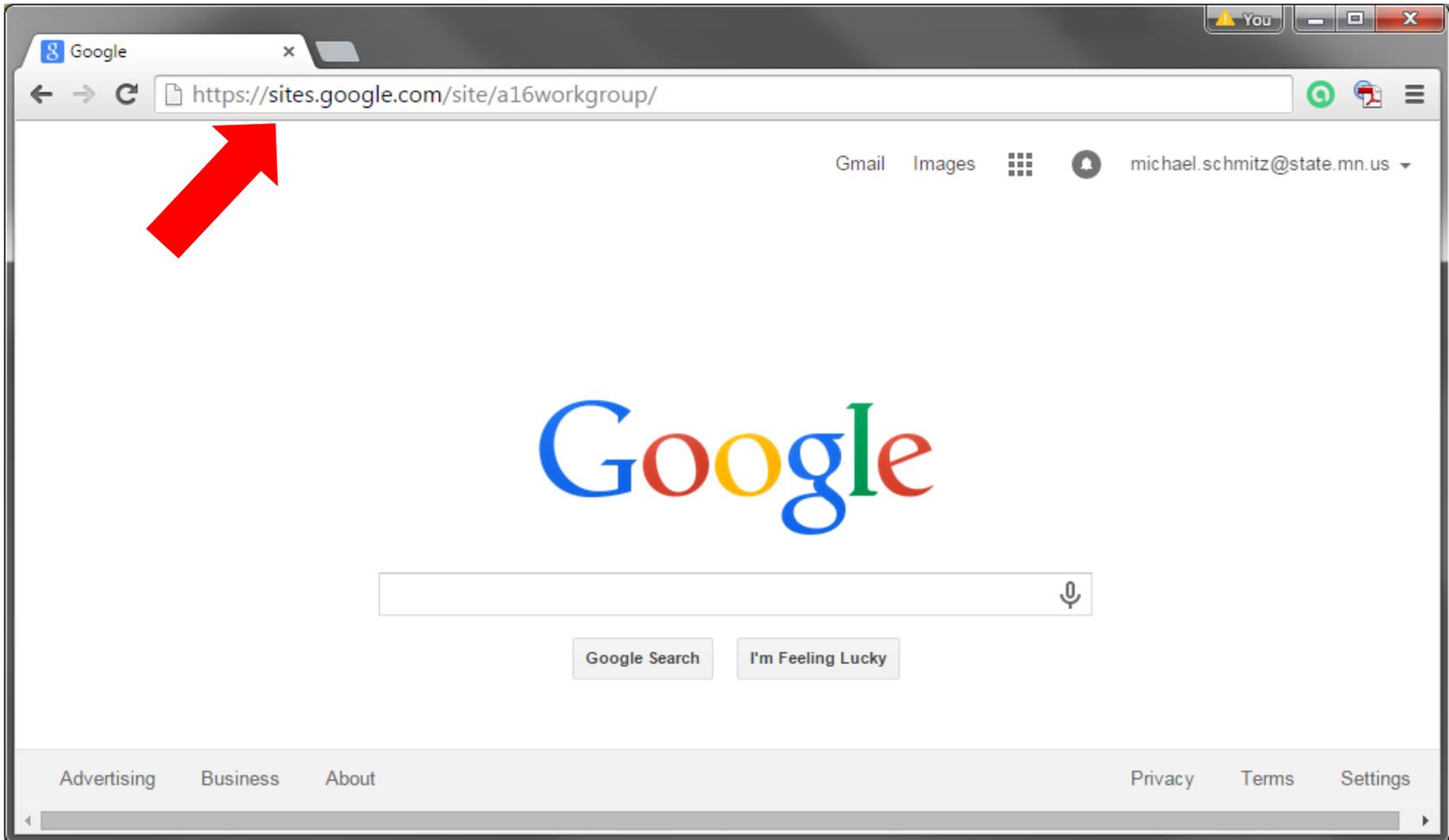
A16 Clearinghouse

- How do you get access?
 1. Go to the clearinghouse site:
<https://sites.google.com/site/a16workgroup/>
 2. Sign in with existing google account, or
 3. Create a new google account
 - a. You can do this with your existing work email account
(e.g., michael.schmitz@state.mn.us)
or
 - b. Create a google-specific account
(e.g., michael.schmitz@gmail.com – I wish this was my real personal address, but its not...)
 4. Send me a request for access

Assurance 16: Proactive ESS

A16 Clearinghouse

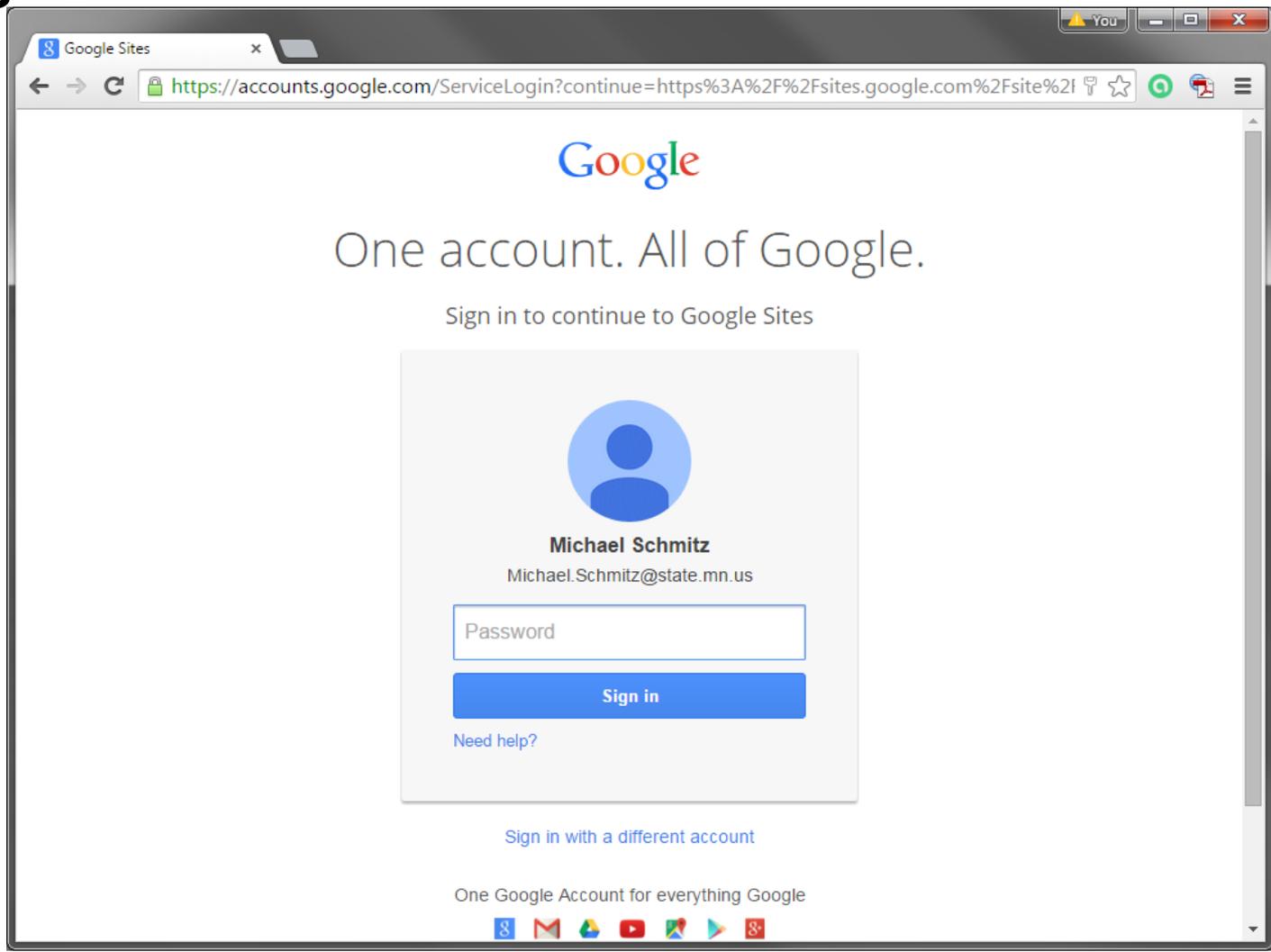
Go to the A16 Clearinghouse site:



Assurance 16: Proactive ESS

A16 Clearinghouse

Sign in with
existing
google
account:



Assurance 16: Proactive ESS

A16 Clearinghouse

Request access:

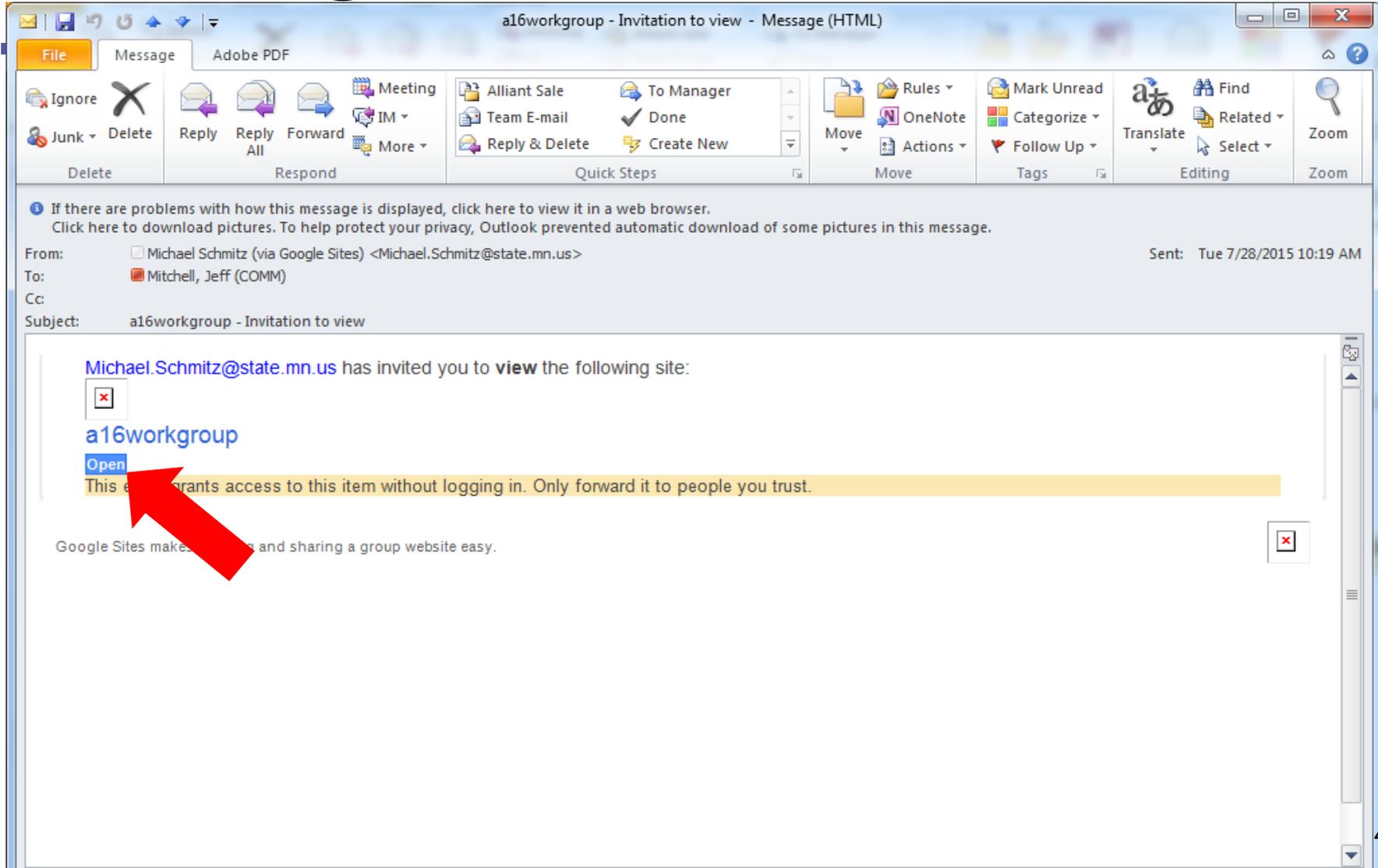
Your request for access has been sent.

You will receive an email if and when the owner of this item approves your request.

Find out more [about this topic at the Google Help Center](#)

Assurance 16: Proactive ESS

A16 Clearinghouse



The screenshot shows an Outlook window titled "a16workgroup - Invitation to view - Message (HTML)". The ribbon includes "File", "Message", and "Adobe PDF". The "Message" ribbon has buttons for "Ignore", "Delete", "Reply", "Reply All", "Forward", "Meeting", "IM", "More", "Alliant Sale", "Team E-mail", "Reply & Delete", "To Manager", "Done", "Create New", "Move", "Rules", "OneNote", "Actions", "Mark Unread", "Categorize", "Follow Up", "Translate", "Find", "Related", "Select", "Zoom", and "Zoom".

Message body text:
If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.
From: Michael Schmitz (via Google Sites) <Michael.Schmitz@state.mn.us> Sent: Tue 7/28/2015 10:19 AM
To: Mitchell, Jeff (COMM)
Cc:
Subject: a16workgroup - Invitation to view

Michael.Schmitz@state.mn.us has invited you to view the following site:

a16workgroup
[Open](#)
This email grants access to this item without logging in. Only forward it to people you trust.

Google Sites makes it easy to create and share a group website easy.

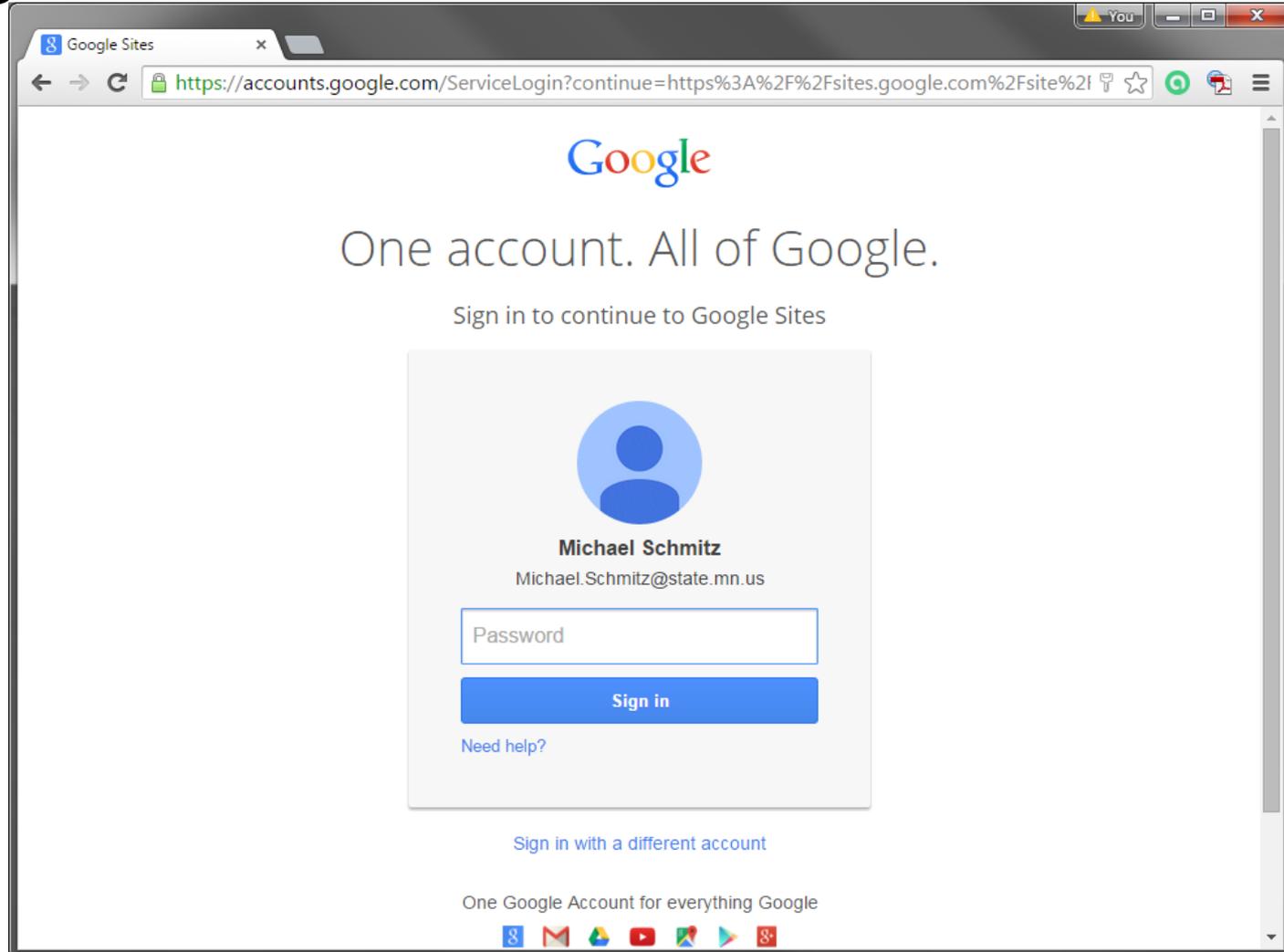
A red arrow points to the "Open" link.

Assurance 16: Proactive ESS

A16 Clearinghouse

Sign in with
existing
google
account:

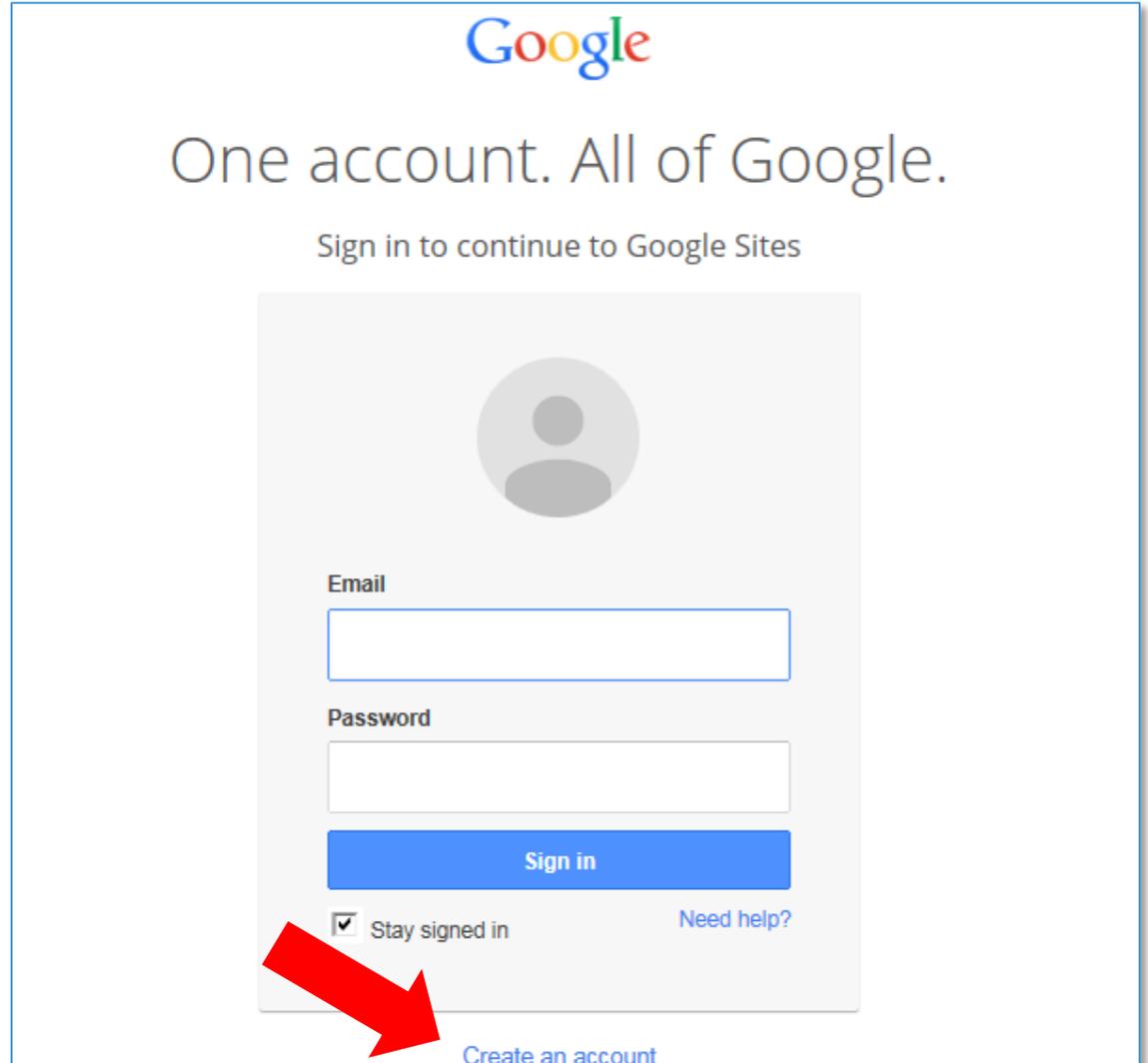
Or



Assurance 16: Proactive ESS

A16 Clearinghouse

Create a new
Google Account:



The screenshot shows the Google sign-in interface. At the top is the Google logo. Below it is the text "One account. All of Google." and "Sign in to continue to Google Sites". The main form area contains a grey circle icon for a profile picture, followed by "Email" and a text input field, "Password" and another text input field, and a blue "Sign in" button. Below the button are a checked checkbox for "Stay signed in" and a "Need help?" link. A red arrow points from the bottom left towards the "Create an account" link at the bottom center of the page.

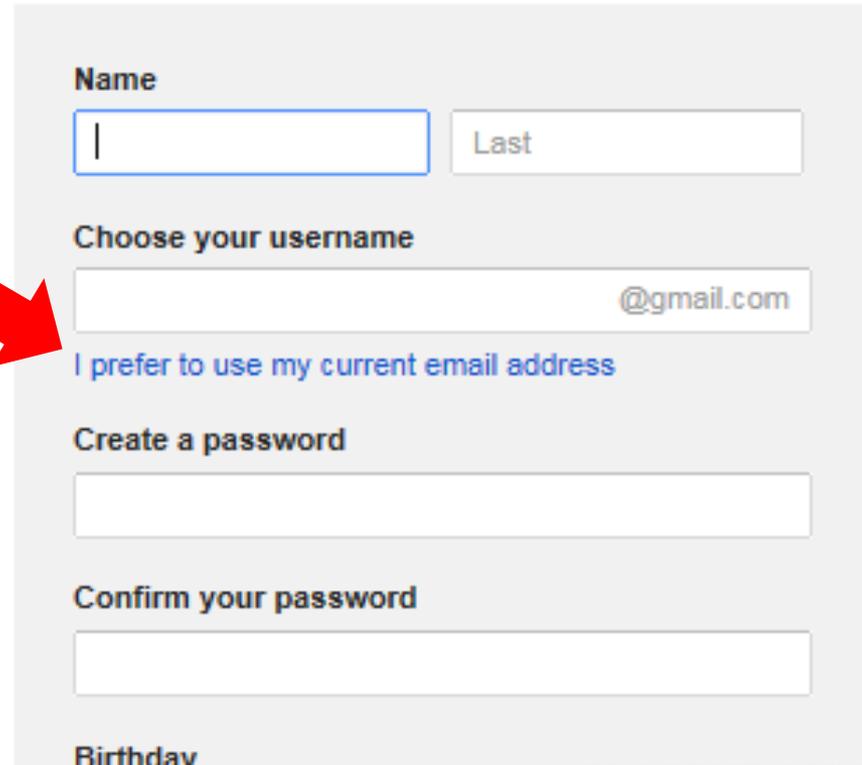
Assurance 16: Proactive ESS

A16 Clearinghouse

Create a new
Google
Account:

- a. You can do this with your existing work email account

gle Account



The screenshot shows the Google Account creation interface. It includes the following fields and options:

- Name:** Two input boxes, one for the first name and one for the last name.
- Choose your username:** A single input box with a dropdown menu showing "@gmail.com".
- I prefer to use my current email address:** A blue link.
- Create a password:** An input box.
- Confirm your password:** An input box.
- Birthdav:** An input box.



Assurance 16: Proactive ESS

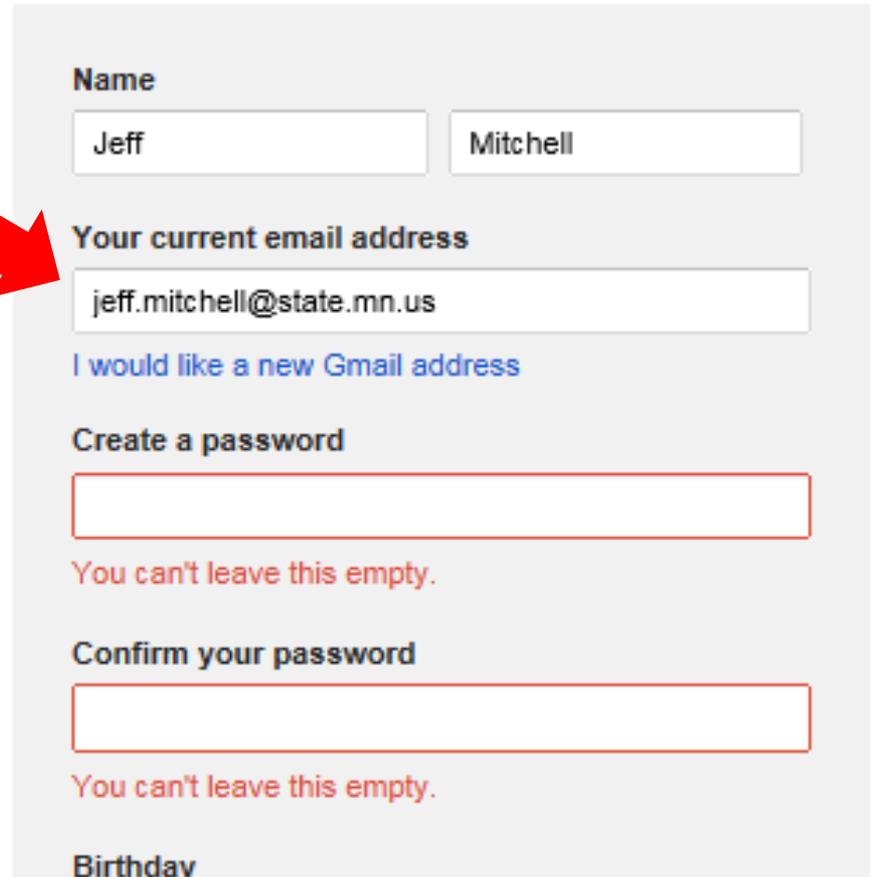
A16 Clearinghouse

Create a new
Google
Account:

- a. You can do this with your existing work email account

Or

Google Account



Name

Jeff Mitchell

Your current email address

jeff.mitchell@state.mn.us

[I would like a new Gmail address](#)

Create a password

You can't leave this empty.

Confirm your password

You can't leave this empty.

Birthday

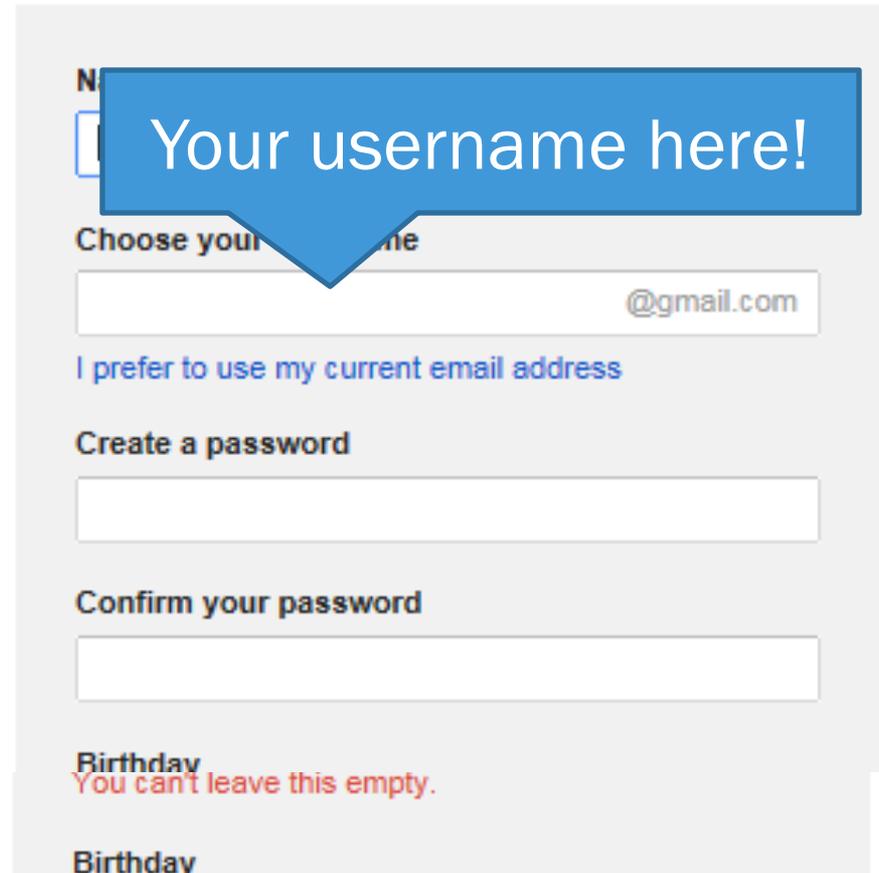
Assurance 16: Proactive ESS

A16 Clearinghouse

Create a new
Google
Account:

- b. Create a google-specific account

gle Account



NI

Your username here!

Choose your name

@gmail.com

[I prefer to use my current email address](#)

Create a password

Confirm your password

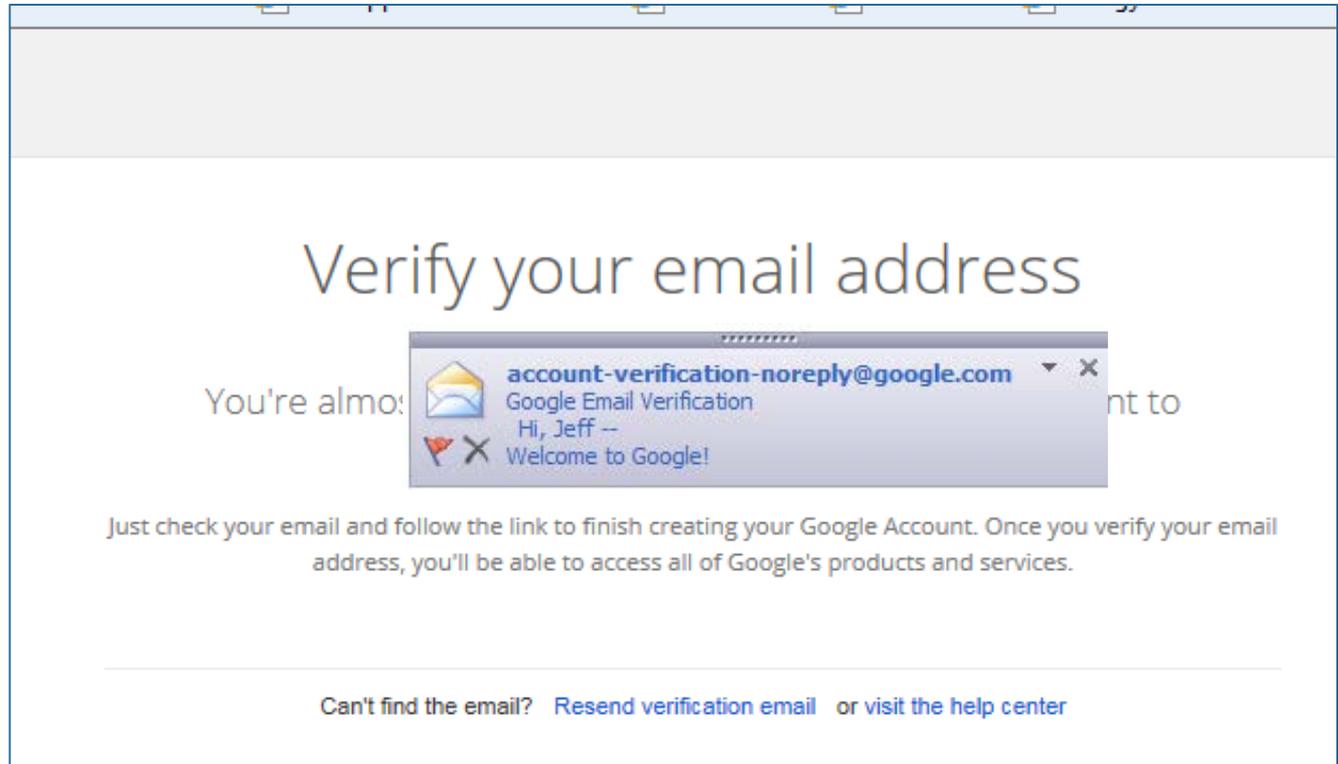
Birthday
You can't leave this empty.

Birthday

Assurance 16: Proactive ESS

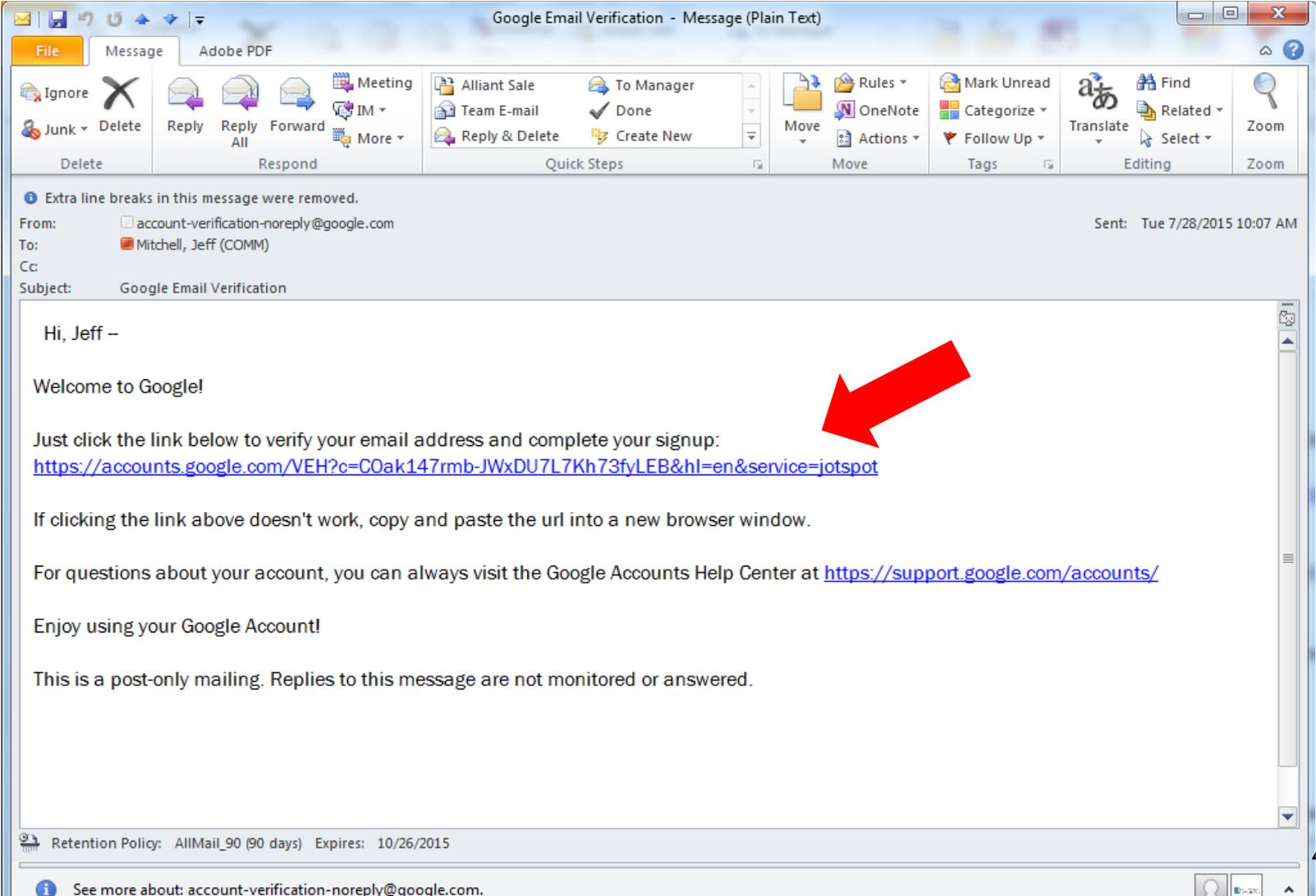
A16 Clearinghouse

If you create a new Google account, you will need to verify it:



Assurance 16: Proactive ESS

A16 Clearinghouse



The screenshot shows a Gmail interface with a message from 'account-verification-noreply@google.com' to 'Mitchell, Jeff (COMM)'. The subject is 'Google Email Verification'. The message content includes a greeting, a welcome message, a link to verify the email address, instructions on what to do if the link doesn't work, a link to the Google Accounts Help Center, and a closing message. A red arrow points to the verification link.

Google Email Verification - Message (Plain Text)

File Message Adobe PDF

Ignore X Delete Reply Reply All Forward Meeting IM More

Alliant Sale To Manager Rules Mark Unread Find

Team E-mail Done OneNote Categorize Related

Reply & Delete Create New Move Actions Follow Up Translate Select Zoom

Delete Respond Quick Steps Move Tags Editing Zoom

Extra line breaks in this message were removed.

From: account-verification-noreply@google.com Sent: Tue 7/28/2015 10:07 AM

To: Mitchell, Jeff (COMM)

Cc:

Subject: Google Email Verification

Hi, Jeff –

Welcome to Google!

Just click the link below to verify your email address and complete your signup:

<https://accounts.google.com/VEH?c=COak147mb-JWxDU7L7Kh73fyLEB&hl=en&service=jotspot>

If clicking the link above doesn't work, copy and paste the url into a new browser window.

For questions about your account, you can always visit the Google Accounts Help Center at <https://support.google.com/accounts/>

Enjoy using your Google Account!

This is a post-only mailing. Replies to this message are not monitored or answered.

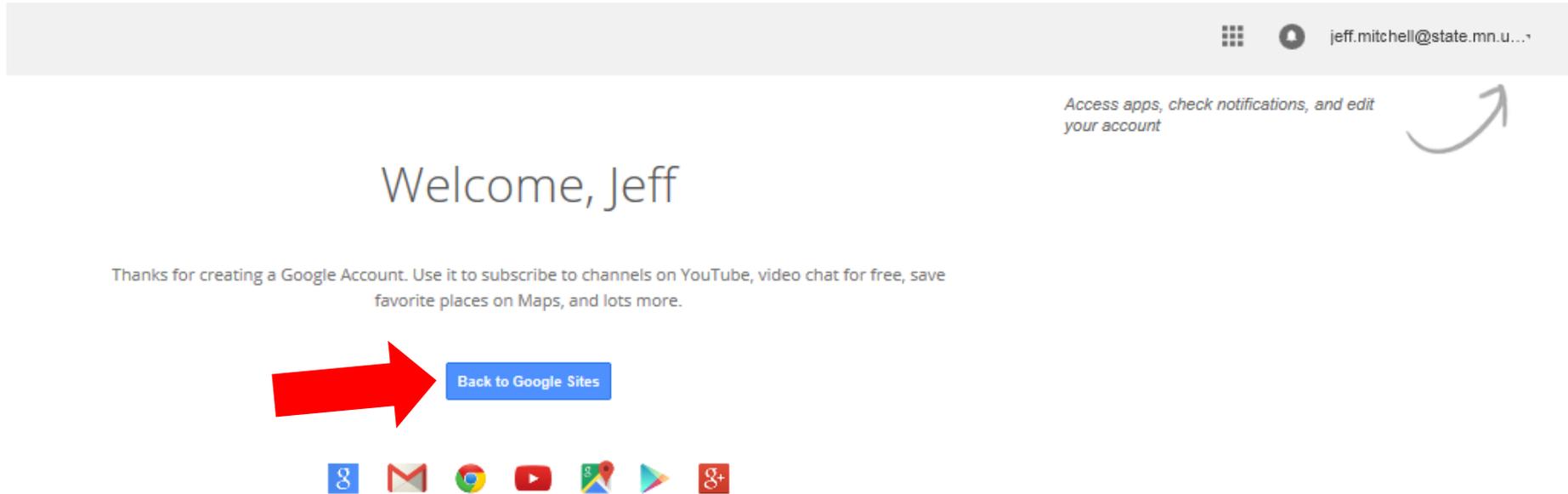
Retention Policy: AllMail_90 (90 days) Expires: 10/26/2015

See more about: account-verification-noreply@google.com.

Assurance 16: Proactive ESS

A16 Clearinghouse

Finally, you can access the A16 Clearinghouse!



Assurance 16: Proactive ESS

A16 Clearinghouse

Or, at least request permission to access it! ☹️

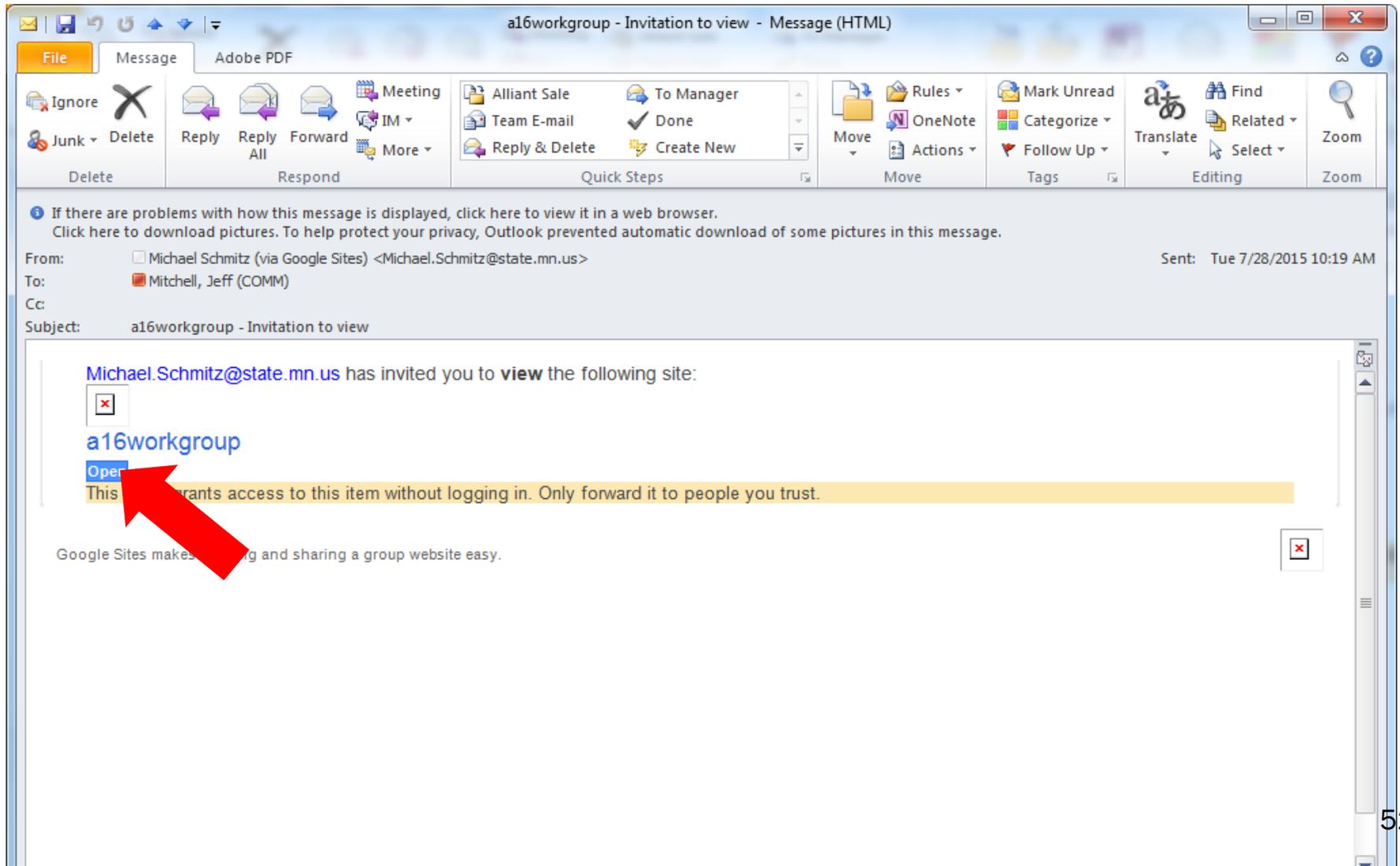
Your request for access has been sent.

You will receive an email if and when the owner of this item approves your request.

Find out more about this topic at the [Google Help Center](#)

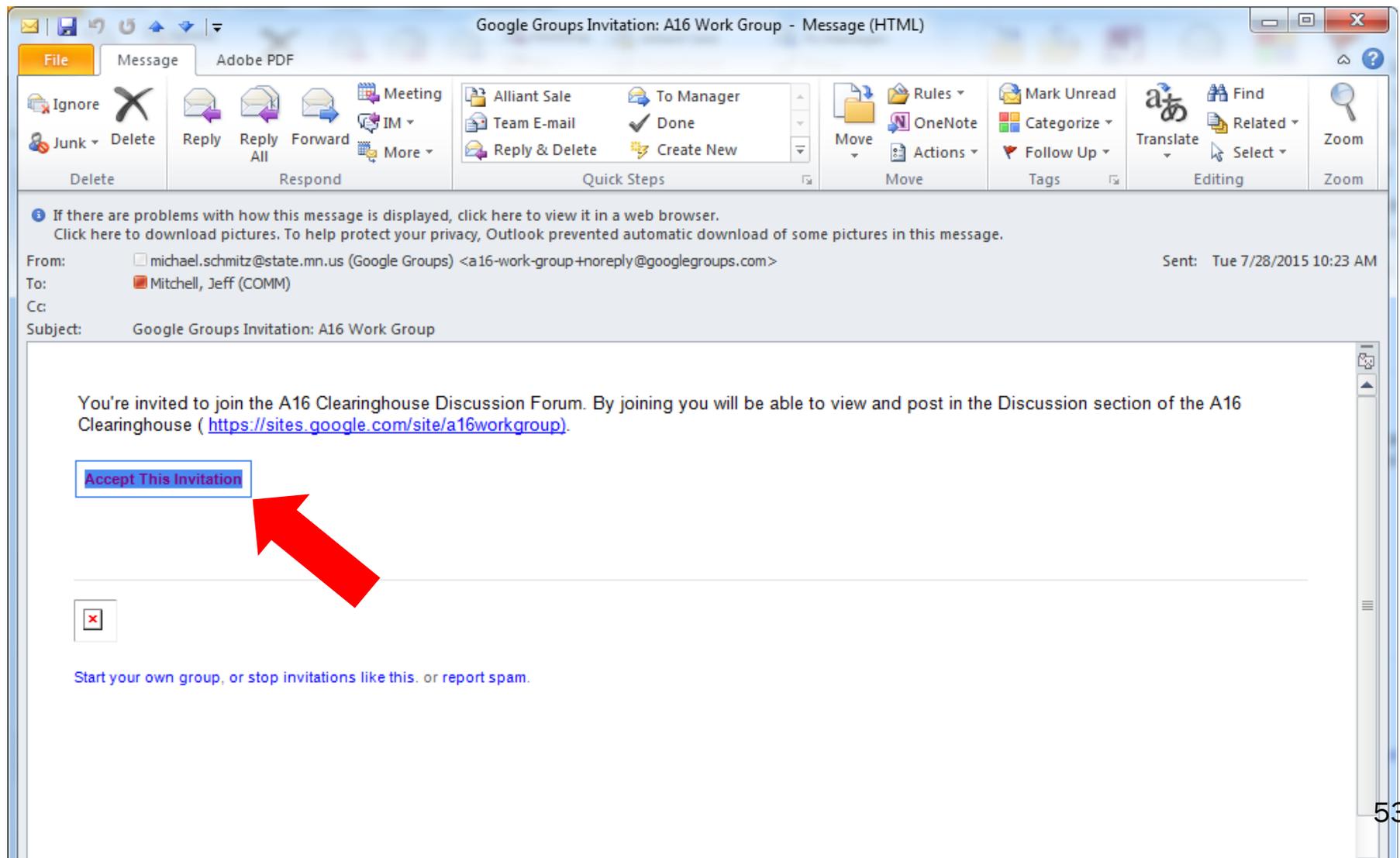
Assurance 16: Proactive ESS

A16 Clearinghouse



Assurance 16: Proactive ESS

A16 Clearinghouse



Google Groups Invitation: A16 Work Group - Message (HTML)

File Message Adobe PDF

Ignore Delete Reply Reply All Forward Meeting IM More

Alliant Sale To Manager Done

Team E-mail Create New

Reply & Delete

Rules OneNote Actions

Mark Unread Categorize Follow Up

Find Related Select

Translate Zoom

Zoom

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

From: michael.schmitz@state.mn.us (Google Groups) <a16-work-group+noreply@googlegroups.com> Sent: Tue 7/28/2015 10:23 AM

To: Mitchell, Jeff (COMM)

Cc:

Subject: Google Groups Invitation: A16 Work Group

You're invited to join the A16 Clearinghouse Discussion Forum. By joining you will be able to view and post in the Discussion section of the A16 Clearinghouse (<https://sites.google.com/site/a16workgroup>).

Accept This Invitation



[Start your own group](#), or [stop invitations like this](#). or [report spam](#).

Assurance 16: Proactive ESS

A16 Clearinghouse

- Reasons to check out the clearinghouse:
 - A16 Tally Sheet examples and approved plans are available.
 - Program evaluation resources are available.
 - Forum for discussing ideas, concerns, considerations.

Assurance 16: Reporting

Assurance 16: Reporting

Responsive ESS Reporting Requirements



- Due by Oct 15, 2015
- Reduced significantly from FFY14 to FFY15
- Includes:
 - Preparation activities (e.g., building local resources network)
 - Providing specific referrals (this includes some activities that previously were considered advocacy)
 - Providing referral lists
 - Assisting to build self-sufficiency (e.g., energy conservation or financial literacy info materials)
 - Informational Outreach
- Contact me (Michael Schmitz) with questions

Assurance 16

Assurance 16 Coordinator: Michael Schmitz

Email: michael.schmitz@state.mn.us

Phone: 651-539-1812