

## Topics in this issue

**Policies and Procedures:** FFY2016 EAP Closeout; Final notice: Reporting on FFY16 Assurance 16 activities; Business use of home clarification; FFY2017 initial program reviews and initial Program Assessment Visits; ERR response due to flooding

**Notices:** None

## Policies and Procedures

### FFY2016 EAP Closeout (See: *FFY2016 EAP Policy Manual*, Chapter 14)

It's the time of year for closing out last year's program. EAP Service Providers must submit final close out documents, called the *Closeout Package*, to Commerce after the end of the program year. The *Final Closeout Package* is due November 1, 2016 for the FFY2016 program year ending September 30, 2016.

The *Final Closeout Package* for EAP must include (FFY2016 EAP Policy Manual, Chapter 14):

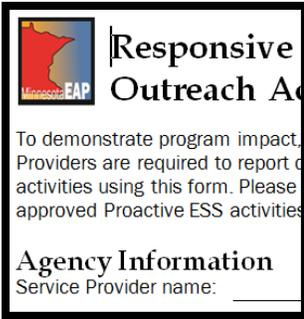
- A *Final FSR*, showing cumulative expenditures of program funds for the program year, marked "Yes" under *Final* and submitted through eHEAT.
- A printed *Final FSR* must be signed by the Service Provider authorized representative and mailed to Commerce. A signature on a printed copy of the eHEAT final is acceptable.
- The *Final FSR's* reported expenditures, column D, Total, must report only the expenditure of Commerce funds as made available on the Service Provider's last EAP NFA. The "Total" should not include the expenditure of local funds, interest received or program income.
- A check for the all unspent and unobligated funds drawn down by the Service Provider. Make checks payable to: "Minnesota Department of Commerce." The check record must contain the Fund ID # and program name.
- A list of any continuing liabilities on the grant, or a statement declaring there are no liabilities. A liability is any grant obligation outstanding at the time of the report. This statement is typed into the "Service Provider Note" box on the *FSR*.
- A list of the inventory of EAP-related equipment over \$5,000 and sensitive equipment (as defined in Chapter 16 – Program Fiscal Management) purchased during the program year. If no inventory was purchased, type that statement into the "Service Provider Note" box on the *FSR*.
- An [Expenditure Detail Report](#).

The Service Provider must be able to produce a reconciliation of cash draws and expenditures if requested by Commerce. The reconciliation must identify each cash payment received, dates received, and the corresponding monthly total of *FSR* expenditures reported for the grant.

Call your Program Performance Auditor with questions about the closeout process. Submit the final *Closeout Packages* for the FFY16 EAP contract no later than COB November 1, 2016 to:

Minnesota Department of Commerce,  
Division of Energy Resources  
Attn: EAP Closeout Package  
85 7th Place East, Suite 600  
St. Paul, MN 55101-2198

## Final notice: Reporting on FFY16 Assurance 16 activities

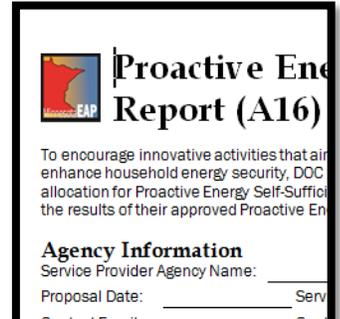


**Responsive Energy Self-Sufficiency and Outreach Report (A16)**

To demonstrate program impact, Service Providers are required to report on activities using this form. Please report on approved Proactive ESS activities.

**Agency Information**  
Service Provider name: \_\_\_\_\_

FFY2016 A16 reports are due October 14. Service Providers must submit their FFY16 *Responsive Energy Self-Sufficiency and Outreach Reports* (Appendix 9C) by the end of the day October 14, 2016. Any Service Providers with an approved Proactive Energy Self-Sufficiency Plan must also submit a completed *Proactive Energy Self-Sufficiency Report* (Appendix 9B) by October 14, 2016. The reports are available on the [Commerce website](#).



**Proactive Energy Self-Sufficiency Report (A16)**

To encourage innovative activities that aim to enhance household energy security, DOE has allocated funding for Proactive Energy Self-Sufficiency. Please report on the results of their approved Proactive Energy Self-Sufficiency Plan.

**Agency Information**  
Service Provider Agency Name: \_\_\_\_\_  
Proposal Date: \_\_\_\_\_ Service Provider Agency Name: \_\_\_\_\_

## Business use of home clarification

Business use of home is not limited to renting out a part of the home or operating a business in the home that affects home energy usage. Additional scenarios that can prompt checking “Yes” to the business in the home box include:

- Working at home (tele-commuting) for an employer. Additional electricity is used and heat is not turned down.
- Heating the garage or other out-buildings from the same meter and/or tank. This may or may not be business related and would not be considered residential energy for home occupants.
- Renting out the garage or other out-buildings that are heated or have electricity from the same meter and/or tank.

## FFY2017 initial program reviews and initial Program Assessment Visits

Initial Program Assessment Visits (iPAV) are beginning with some variation this year. All Service Providers will have an initial program review, but only selected Service Providers will receive on-site visit (iPAV). Service Providers will be selected to receive an iPAV primarily based on their Commerce risk assessment score. For some, there may be other factors considered that would result in a visit. The purpose of the review and iPAV is to evaluate a Service Provider’s capacity to deliver EAP and their compliance with program policies and procedures, contract, and Local Plan.

Program Performance Auditors (PPAs) will be contacting the EAP Coordinators of their assigned agencies in the upcoming weeks. All EAP Coordinators will receive an initial Program Assessment Tool, commonly referred to as an “iPAT” that they must complete and return to their assigned PPA. You will be notified by your PPA if your agency has been selected to receive an iPAV. If you have questions or concerns about this process, please contact your assigned PPA.

## ERR response due to flooding

Many Service Providers have households that have experienced flooding due to excessive rainfall. Several Service Providers serve counties that the governor has declared disaster areas due to flooding. As a result, there are Service Providers that are active participants in their community and agency disaster efforts/plans. So, in addition to normal ERR services for eligible households, some Service Providers are also:

- Assessing local service areas and informing Commerce of their needs, if any;
- Reaching out to low-income households and prioritizing applications of flood victims;
- Helping connect households to relief services and advocating for households with their respective utilities; and
- Responding with available ERR funding.