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Policies and Procedures

Local Questions for FFY2017 Energy Programs Applications due date

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**. Please refer to *The Energizer No. 27* for more information.

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 suggest program goals will be met without implementing other measures.

EAP key dates

- May 31 – LIHEAP notice of public comment period and public hearing published in *State Register*
- June 21 – Service Provider local question updates for FFY17 application are due
- June 30 – LIHEAP public hearing – Last day to provide public comment on *LIHEAP State Plan*
- 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
- August – Mail Energy Programs Applications to FFY2017 approved EAP households
- September – Contracts sent to Executive Directors with approved EAP Local Plans for signing
- September – Fully executed EAP contracts sent to EAP Service Provider Executive Directors
- October 3 – First business day of FFY2017
- October/November – EAP funding anticipated to be similar to past two years

Vendor Monitoring – portal information

Service Providers with access to a vendor portal can use the portal information to satisfy the “Copies of Records” requirement. If EAP staff has reason to believe the portal information may be incorrect, request alternative records from the energy vendor. If you have questions, please contact Jon Brown 651-539-1869 or jonathan.d.brown@state.mn.us.

Notices

EAP Coordinator list and local Service Provider map

An EAP Coordinator list and local Service Provider map are attached to the email containing this issue of *The Energizer*. In most instances, the EAP Coordinator’s phone number and email address are their direct contact information and is not made available to the general public. This information may assist with peer-to-peer interactions between Service Providers.