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Policies and Procedures

Energy Assistance Program Service Provider List

EAP Coordinators are asked to check and verify their agency's information and webpage link on Commerce's energy website displaying the *Energy Assistance Program Service Provider List*. The webpage address is:

<http://mn.gov/commerce/consumers/your-home/save-energy-money/low-income-assistance/eap/eap-service-providers.jsp>. Please report errors and provide correct information to eap.mail@state.mn.us.

EAP Local Plan and Internal Control Document (ICD) due this Friday

Service Provider Local Plan and ICD submissions are due to Commerce by 4:00 p.m. on Friday, August 19, 2016. Submission requirements include:

- Complete the form as an electronic copy (type directly in the form fields)
- Do not change the document names
- Include your Service Provider name and FFY2017 Local Plan in the subject of the email (Example for Semcac: "Semcac FFY2017 Local Plan & ICD")
- Submit FFY2017 Local Plan, ICD, and attachments by email to eap.mail@state.mn.us

2016-2017 Minnesota Energy Programs Application for local printing

Microsoft Word versions of the 2016-2017 Minnesota Energy Programs Application are available to begin local preparation for FFY17. English and Spanish versions of the *MN Energy Programs Application* and inserts are attached to the email conveying this issue of *The Energizer*. Note: All three pieces are required for a complete application package for households.

2016-2017 MINNESOTA ENERGY PROGRAMS APPLICATION



- 2016-2017 MINNESOTA ENERGY PROGRAMS APPLICATION
- INSTRUCTIONS FOR COMPLETING 2016-2017 MINNESOTA ENERGY PROGRAMS APPLICATION
- Privacy Notice and Your Rights and Responsibilities

At this time the *2016-2017 Minnesota Energy Programs Application* **is available for printing and training purposes only**. Do not distribute, publish on your local website or make applications available to households until the state mailing of Recertification Apps and PreApps is complete. September 9 is the projected completion date of the mailing. The date to make applications available for distribution will be announced in *The Energizer* or *A Spark*.

Training Turn-Around-Document

The Turn-Around-Document (TAD) from last week's FFY2017 EAP Annual Training is attached to the email conveying this *The Energizer*. It will also be available on the [Energy Assistance Providers page](#), under the Training tab. The TAD contains the following:

1. **Q&As**
 - The captured Q&A by section from Day One and Day Two
2. **Day 1 and Day 2 Training Slide Presentations**
 - The full Power Point slide presentations
3. **Attachments**
 - 2016-2017 Minnesota Energy Programs Application, showing changes
 - Attendees by Organization FFY17 EAP Annual Training
 - Attendees by Last Name FFY17 EAP Annual Training

Notices

Heartland and Western are merging

Western Community Action, Inc. and Heartland Community Action Agency, Inc. are in the process of merging their two agencies. The official name of the new organization will be United Community Action Partnership, Inc. effective October 1, 2016. United Community Action Partnership will administer and deliver EAP to the counties currently served by Western and Heartland.

Commerce EAP contact information

Name	Phone Number	E-mail Address
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NFAs and Refunds Leonard, Donna	651.539.1521	donna.leonard@state.mn.us

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