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Policies and Procedures

Questions from *EAP Annual Training*

Following are responses to questions that arose at the *FFY2017 EAP Annual Training*:

Q: Can we get vendor phone numbers on an eHEAT export?

A: Yes, the vendor contact phone number is on the export on the “Admin Services” menu > “Energy Vendor” tab.

Q: Who at Commerce handles energy vendor registrations?

A: Vendor registration is managed by Donna Leonard in Commerce’s fiscal department. Her contact information is:

Donna Leonard
MN Department of Commerce
Finance/Accounting
85 7th Place East, Suite 500
St. Paul, MN 55101-2198
Phone: 651-539-1521
FAX: 651-539-1552
donna.leonard@state.mn.us

Q: Can Commerce compile all the Local Questions and send them to every Service Provider?

A: Yes, Commerce will do this prior to requesting Service Providers’ Local Questions next year, so Service Providers can consider them while developing their questions.

Notices

2016-2017 Minnesota Energy Programs Application mailing update

At the EAP Annual Training Commerce staff announced the first applications would be delivered to the post office on Thursday, August 25. On Monday, August 22, Central Mail provided the following update:

“All of the Instructions, Rights & Responsibilities and most of the applications are folded. The inserting and subsequent mailing will begin this week.”

EAP Service Providers will be notified when the first set of applications is brought to the post office.

Unobligated FFY2016 ERR funds

Adjustments to NFAs are being made to subtract unobligated FFY2016 ERR funds. Reducing allocated EAP funds make those funds available for FFY2017.

July 15 was the last date to create ERR events and obligate ERR funds. August 15 was the recommended date to make ERR tasks “Payable” in eHEAT. Any unpaid ERR tasks and inspections should have funds obligated.