

## Topics in this issue

**Policies and Procedures:** Signed FFY2017 EAP Contract package is due Monday, September 19; eHEAT password requirements; 2016 - 2017 Minnesota Energy Programs Application release; FFY2017 EAP PPA assignments

**Notices:** None

## Policies and Procedures

### Signed FFY2017 EAP Contract package is due Monday, September 19



All contracts with final Local Plans and ICDs were sent to EAP Service Providers for signature by Thursday, September 8. Contracts with all signatures on both sets of the contract package are due to Commerce no later than this coming **Monday, September 19**, using the provided self-addressed envelope.

### eHEAT password requirements

The rules for eHEAT passwords have changed to ensure greater security. The requirements are as follows:

- Minimum of 9 characters
- Must include an upper case letter, a lower case letter, number and symbol
- An example is: P@ssword2



### 2016 - 2017 Minnesota Energy Programs Application release



The release, public distribution and website posting of the application, instructions and privacy notice begin today, Wednesday, September 14, 2016. Application requests in eHEAT were sent for printing and central mailing to complete the initial mailing process. Requests for application entered into eHEAT will now be batched daily. The application documents in English, Spanish and large print versions are posted on the Commerce website at:

<http://mn.gov/commerce/consumers/consumer-assistance/energy-assistance/>.

Please note the following EAP Service Provider website requirements listed in the *FFY2017 EAP Policy Manual*, Chapter 14:

#### Service Provider Website

Service Providers must maintain up-to-date EAP information on local websites. Periodically reviewing EAP information is recommended to ensure information is correct, downloads are functional, and links to other sources are intact.

Service Provider websites must meet the following standards:

- Contain local Service Provider address and phone number.
- Have basic EAP information including income and eligibility guidelines and how to apply.
- Make available the current Federal Fiscal Year *Energy Programs Application* (including the *Instructions and Privacy Notice and Your Rights and Responsibilities*) with local provider name/address/phone or a connection to the Commerce web application with clear instructions to mail the completed application to the local Service Provider.
- Contain a link to the correct Commerce website address: <http://mn.gov/commerce/>

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## **FFY2017 EAP PPA assignments**

FFY2017 EAP Program Performance Auditor (PPA) assignments are now in effect. Please contact your current EAP PPA when communicating with Commerce EAP. An assignment list accompanies this issue of *The Energizer*.