

Topics in this issue

Policies and Procedures: EAP office closed November 26 and 27; Fuel cost information available through the US Department of Energy: Energy Information Administration; FFY15 EAP Leveraging Report; Reflection on Internal Control Document (ICD); Initial Program Audit Visit: Only selected SPs will not have iPAV; A Spark: eHEAT Enhancements are Deployed

Notices: None

Policies & Procedures

EAP office closed November 26 and 27

The Minnesota Department of Commerce will be closed Thursday, November 26 and Friday, November 27, 2015.

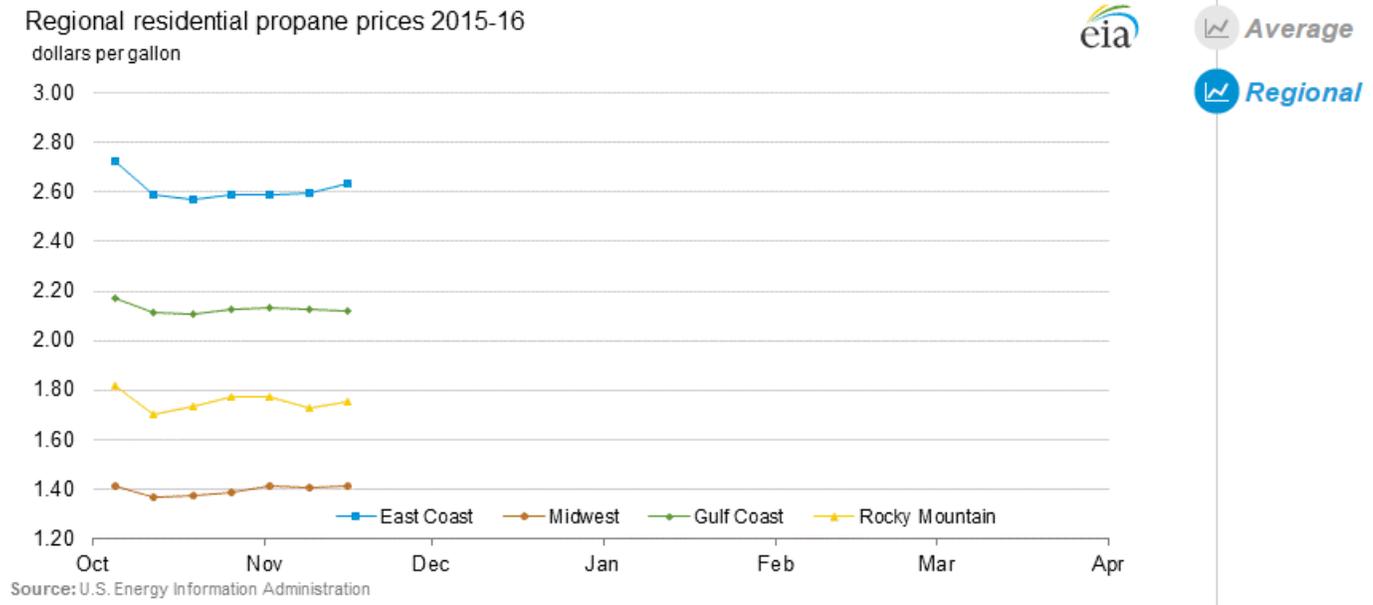


Fuel cost information available through the US Department of Energy: Energy Information Administration

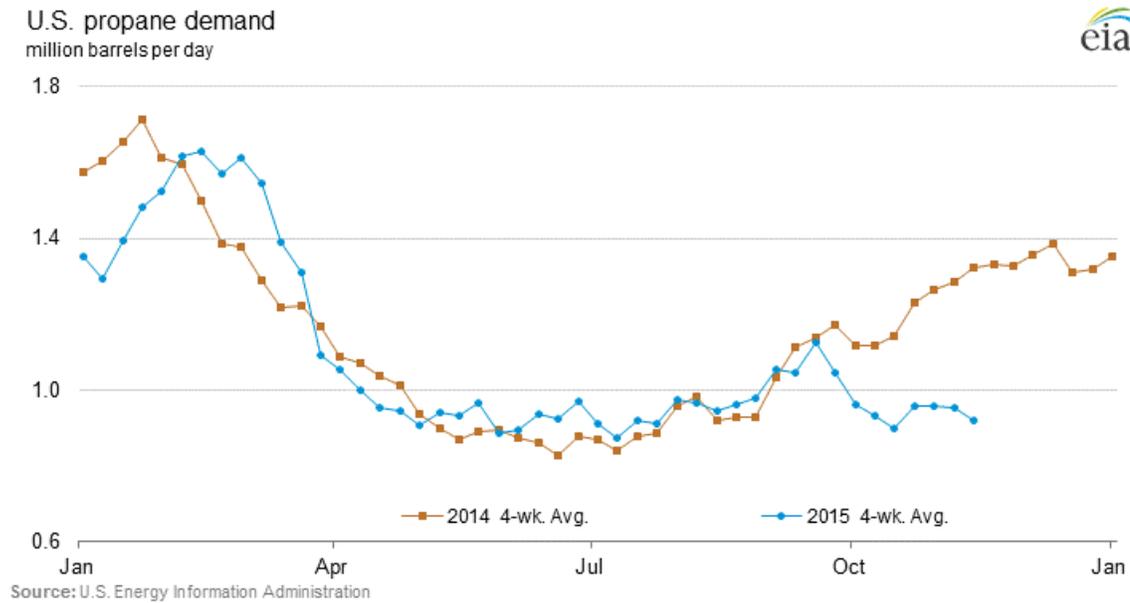
Service Providers have expressed interest in obtaining any available information regarding costs for heating fuels such as propane and fuel oil. Fortunately, the US Department of Energy's Energy Information Administration (EIA) provides an incredible amount of data regarding current and historic fuel cost, inventories, production, and demand. The data are updated weekly throughout the heating season and data for some topics may be obtained even at the state level. From the EIA site you can view data related to the average residential propane price, wholesale prices, total days of supply (nationally and regionally), and much more. More information can be accessed at the following url: <https://www.eia.gov/petroleum/weekly/>

Below are screenshots showing some of the available charts.

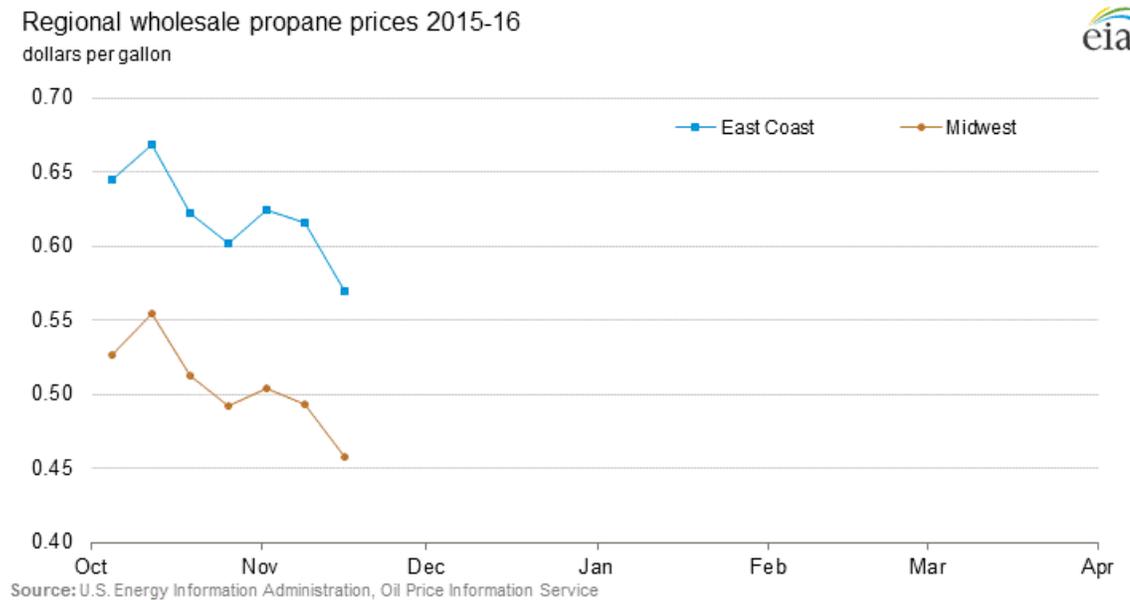
Residential propane prices (dollars per gallon)



Propane demand (million barrels per day)



Wholesale propane prices (dollars per gallon)



FFY15 EAP Leveraging Report

The Office of Energy Assistance Programs is not requiring Service Providers to complete a Leveraging Report for FFY15 EAP leveraging activities at this time. Service Providers may be asked to complete the report at a later date if funds become available from HHS. The Leveraging Incentive Program is an optional program that rewards LIHEAP grantees who have acquired non-federal home energy resources for low-income households. When available from HHS, funds are distributed to LIHEAP programs proportionately to the value of their leveraged resources.

HHS does not fund the Leveraging Incentive Program every year and has not funded the program for the last several years. However, EAP Service Providers, energy vendors and other organizations providing home energy resources are encouraged to continue leveraging activities and measures for low-income households. Leveraged

resources include cash resources, purchased fuels, weatherization materials, costs of installation, discounts, arrearage forgiveness, tax credits or waivers, unpaid volunteer services, donated services, and certain in-kind donations. The [Leveraging Tracking Form](#) found on the EAP website is an optional form that may be used to track EAP leveraging benefits so it easier to report on any upcoming Leveraging Report.

Reflection on Internal Control Document (ICD) presented at EACA on November 19.

This is the initial year of doing ICD. This is a growth process. Here are a few observations on this year:

- **Chart of accounts**
 - Some Chart of accounts did not designate EAP activities well
 - Some appeared to be incomplete
 - We are learning more about financial account structure
- **Procurement Plan changes mid-year**
 - No need to submit a revision, but you are required to document changes
- **Any changes in ICD mid-year**
 - No need to submit a revision, but you are required to document changes
- **Changes in Key Personnel**
 - Formal announcement with informal updates

Initial Program Audit Visit: Only selected SPs will have iPAV presented at EACA on November 19.

There are EAP Service Providers that will not be scheduled for an iPAV. As a result, some EAP Service Providers will have one on-site program audit visit this year.

The selection is based on risk assessments, which include:

- Number of household served affecting impact on the program
- Changes in management structure and key personnel affecting probability of risk
- Prior Findings and Recommendations

This is a being done to assure EAP is addressing risk areas by optimizing resource, as needed.

The following A Spark was sent to EAP Service Providers on Friday, November 20:



eHEAT Enhancements are Deployed

Multiple enhancements to eHEAT were deployed last night. The attachment to this email provides ~~furthe~~ details to each of the following enhancements, which include the following:

- Request Additional Info Letter with *Verification of Income and Expense* form
- Added and Arranged Fields on Member List Screen to Match Application
- Previous Year Application History Available on 'Complete' screen
- Household Address Added to Top of 'Housing & Heating' Screen
- Previous Year Application Summary is available
- Fuel type added to Emergency questions section
- Landlord phone number auto-jump to next field
- Vendor Crisis Delivery Info Help Screen linked in eHEAT

Thank you,
Commerce EAP Staff