

## Topics in this issue

**Policies and Procedures:** 2015-2016 Minnesota Energy Programs Application release; Update on VIE form with Request for Information letter; EAP Local Plan and Contract schedule

**Notices:** None

## Policies & Procedures

### *2015-2016 Minnesota Energy Programs Application release*

The release, public distribution and website posting of the application, instructions and privacy notice begin today, Tuesday, September 15, 2015. Application requests in eHEAT will be sent today 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 are posted on the Division of Energy Resources website at [www.energy.mn.gov](http://www.energy.mn.gov) with English, Spanish and large print versions available for download.

Please take note of the following EAP Service Provider website requirements listed in the *FFY2016 EAP Policy Manual*, Chapter 14, p. 7:

#### **Service Provider Website**

Service Providers must maintain up-to-date EAP information on local websites. Periodically reviewing EAP information is recommended to ensure that 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: [www.energy.mn.gov](http://www.energy.mn.gov).

### **Update on VIE form with Request for Information letter**

The *Request for Additional Information letter* combined with *Verification of Income and Expenses (VIE)* form is still in the developmental phase. There are some design and implementation issues to be resolved. At the EAP Annual Training, State staff indicated Commerce would work toward implementation of a new eHEAT-generated letter option but have been unable to complete this enhancement. Commerce will notify Service Providers if this letter option becomes available in eHEAT.

### **EAP Local Plan and Contract schedule**

- By today – Contracts with final Local Plans are sent via overnight mail to Service Providers for signature.
- Friday, September 18, 2015 - Please complete and return the signed documents. The contract package is due to Kathy Hochreiter at Commerce in the self-addressed envelope provided. We ask that the contract package be returned by overnight mail. Use the checklist in the contract package to ensure the completeness of the Grant Contract documents. Also return the signed checklist with the complete package.

The following email was sent today (September 15) to Service Provider Executive Directors and EAP Coordinators regarding the EAP Contracts:

Dear Executive Directors:

FFY2016 EAP contracts and related documents were sent out yesterday and today to by overnight mail. Commerce needs the contract package returned quickly to ensure contracts for fully executed by October 1st. I apologize for the short turn-around time to return the contract package.

**Please assure all documents are signed and returned to Commerce by overnight mail in the envelope provided.** The cover letter with the contract package provides detailed instructions for documents and signatures required.

The signed complete contract package is due at Commerce as soon as possible, preferably overnighted. Please let me know if there will be any delay in obtaining signatures and returning the contract package by the due date.

Again, EAP staff apologizes for the quick turnaround time requested to return documents to Commerce.

If you have any questions, please feel free to contact me.

Thank you for your time and consideration.

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