



# Required and Optional EAP Forms

Consistency of forms promotes fair program delivery and aids program auditing. This document formally details which EAP forms are required and which are optional for use by Service Providers.

## Required forms:

Affidavit Declaring Home Ownership (8B)  
 Affidavit of Failure to Receive MMB Warrant (10D)  
 Agreement Between Energy Vendor & Service Provider (3A)  
 Biofuel Worksheet (6C)  
 Certifications Regarding Lobbying; etc. (15B)  
 Energy Programs Service Provider eHEAT Administrator Security Agreement (13C)  
 Energy Programs Service Provider eHEAT User Security Agreement (13D)  
 ERR Forms (8A)
 

- Completion Certificate: **required**
- Replacement Inspection Tool: **required**
- Troubleshooting Tool: **optional**

 Energy Vendor Monitoring Report (3C)  
 Energy Vendor Monitoring Report Cover Letter (3B)  
 Expenditure Detail Report (14B)  
 Full Program Audit Tool (fPAT)  
 Incident Report Form (12A)  
 Informed Consent for Release of Data Form (13A)  
 Local Level Formal Appeals - Required Tracking Sheet (12B)  
 Local Plan Form  
 Proactive ESS Plan (A16) (9A): **required only for proposing Proactive ESS activities**  
 Proactive ESS Report (A16) (9B): **required only for reporting results of Proactive ESS activities**  
 Report on Proposed A16 Activities (9B)  
 Request For Additional ERR Funds (16B)  
 Responsive Energy Self-Sufficiency & Outreach Activities Report (A16) (9C)  
 SP EAP Program Audit Disclosure Letter (17A)  
 SP Out of State Travel Request Form (16F)  
 SP Purchase/Disposition Request (16E)  
 SP/Non-profit/Community Partner Leveraging Survey Form  
 Self Employed Cash Accounting (5C)  
 Self Employed Farm Cash Accounting (5D)  
 Verification of Income and Expenses Form (5E)

## Optional forms:

Crisis Fuel Post-Delivery Verification (3D)  
 Debtors Exemption Claim Notice Example (13B)  
 Energy Vendor Price List (3E)  
 Letter for Information About Household Move (10B)  
 Leveraging Tracking Form (14C)  
 Reasonable Payment Worksheet  
 Self-Employment Income (5B)  
 Social Security Benefit Worksheet (5F)  
 Template for Garnishment Response Letter (13E)