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### Policies & Procedure

#### Handling DEED income clarification - Complete wage information provided with application

Based on Service Provider feedback, Commerce is adjusting DEED policy regarding handling of complete wage documentation received prior to approving an application. **Previous guidance indicated that:**

- If a household indicates a household member has wages and DEED provides wage information for that member in the most recently completed quarter;
- The number of employers identified in DEED for that household member match the number indicated in the application; and
- The household provided complete wage documentation for those same employers for the correct income eligibility month (but did not indicate a change in income)

Service Providers were expected to accept the DEED wage information for that household member. **This will no longer be true.**

Because the FFY25 EAP application indicates that households should provide income documentation for the month prior to the month in which they signed the application, to ensure fairness and reduce appeals, **from October 2 onward Service Providers must accept the complete wage documentation and bypass the DEED data in the scenario above. Essentially, if a household provides complete wage documentation for the same employers listed in DEED before the application is approved, Service Providers must use the provided documentation.**

Because employers in DEED match what the household provided, **do not** use the *Affidavit Declaring Change in Income* because the provided wage documentation verifies the change in wage income.

For applications that reached 'eligible', 'complete', or 'denied', prior to October 2, Service Providers may, but will not be required to, adjust the wage income that was utilized.

#### Handle appeals as follows:

- **Scenario 1:** Household appeals the use of DEED income when they provided complete wage information for all the employers listed in DEED prior to approval or denial.
  - Service Provider redetermines eligibility/recalculates benefits based on the wage documentation provided by the household for the income eligibility month.
- **Scenario 2:** Household was approved, but appeals the use of DEED income when they did not provide complete wage information for all the employers listed in DEED prior to approval.
  - Service Provider denies the appeal and provides Commerce with the required appeal information.
- **Scenario 3:** Household appeals because they were denied over income based on the DEED income information, but the household did not submit wage documentation prior to eligibility determination.
  - Household may submit wage documentation for the original eligibility month or sign a new signature page and have their application processed with a new eligibility month.

## Fond du Lac Band per capita payments

The Fond du Lac Band is extending through the end of 2024 their per capita payments using the band's funds held in trust. Like other tribal per capita payments, up to \$2,000 of a tribal distribution or per capita income is not counted as income for EAP eligibility if it is the result of interests of individual Indians in trust or restricted lands, or tribal judgements or agreements.

If the per capita payments meet or exceed the household's housing costs, a VIE is not needed. In these situations, the Service Provider should document the per capita amount in the eHEAT application notes.

See the **Tribal Per Capita Payments** section of the *FFY25 EAP Policy Manual* for more details.

## FFY25 Reports & Submissions

The attached [FFY25 Reports and Submissions](#) document lists due dates of key EAP documents, Commerce holiday closure dates, and other key dates.

## FFY24 A16 reports due October 15

Service Providers must submit their FFY24 [Responsive Energy Self-Sufficiency and Outreach Report](#) (Appendix 7C) by Tuesday, October 15, 2024 via [eap.mail@state.mn.us](mailto:eap.mail@state.mn.us).

Any Service Providers with an approved FFY24 *Proactive Energy Self-Sufficiency Plan* must also submit a [Proactive Energy Self-Sufficiency Report](#) (Appendix 7B) by October 15, 2024 via [eap.mail@state.mn.us](mailto:eap.mail@state.mn.us).

## ***Final Closeout Package due October 31***

Service Providers must submit their EAP *Final Closeout Package* to Commerce by October 31, 2024 for the FFY24 program year ending September 30, 2024.

From the *FFY24 EAP Policy Manual*:

The EAP *Final Closeout Package* must include:

- A *Final FSR*, showing cumulative expenditures of program funds for the program year, marked Yes under *Final* and submitted through eHEAT.
- A final cash request submitted through eHEAT. This must balance to the penny – do not round. Cash requests are not accepted after the due date.
- The *Final FSR*'s reported expenditures, column D, Total, must report only the expenditure of Commerce funds as made available on the Service Providers last EAP NFA. The "Total" should not include the expenditure of local funds, interest received or program income.
- Make checks payable to: "Minnesota Department of Commerce." The check record must contain the Fund ID # and program name. Only send a check if your cash payments exceed your expenditures on the *Final FSR*.
- A list of any continuing liabilities on the grant. A liability is any grant obligation outstanding at the time of the report. If there are no liabilities, type "There are no outstanding liabilities" into the "Service Provider Note" box on the *Final FSR*.
- A list of EAP-related equipment over \$5,000 and sensitive equipment (as defined in Chapter 13 – *Program Fiscal Management*) purchased during the program year. If no inventory was purchased, type that statement into the "Service Provider Note" box on the *Final FSR*.
- An [Expenditure Detail Report](#).

The Service Provider must be able to produce a reconciliation of cash draws and expenditures upon Commerce's request. The reconciliation must identify each cash payment received, dates received, and the corresponding monthly total of *FSR* expenditures reported for the grant.

Call your PPA with questions about the closeout process. Submit the *Final Closeout Package* via email to [eap.mail@state.mn.us](mailto:eap.mail@state.mn.us).

## ***Expenditure Detail Reports by fund due October 31***

The FFY24 [Expenditure Detail Report](#) (Appendix 12B) is due with the EAP Closeout Package by October 31, 2024. A reminder that the Appendix was updated to track compliance with the LIHEAP statute and U.S. Department of Health and Human Services rules that prohibit supplementing EAP Administrative funds with other federal funds (except for A16 administration). See the [FFY25 Annual Training - Fiscal Management](#) presentation for more details.

As part of the FFY24 Closeout package, please submit a separate FFY24 [Expenditure Detail Report](#) (Appendix 12B) for each fund, such as regular EAP funds and Water funds.

Please use the existing form and indicate the name of the fund in the Cost Category header. If you had no expenses for any of the funds, no need to submit a separate Expenditure Detail Report for that fund. Please just include a note in the submission email indicating there were no expenditures for a specific fund.

## **Energy Vendor Audit due November 1**

Service Providers' completed *Energy Vendor Audits* are due to Commerce by Wednesday, November 1, 2024. After reviewing each audit, the vendor manager requests a random sample *Energy Vendor Monitoring Reports*. The vendor manager works with Coordinators on any necessary audit follow-up.

Please contact Jon Brown at [jonathan.d.brown@state.mn.us](mailto:jonathan.d.brown@state.mn.us) with questions. Submit reports via [eap.mail@state.mn.us](mailto:eap.mail@state.mn.us).

## **Email to online application households**

On October 1, Commerce EAP will begin sending emails to households that applied for EAP last year with the online application. The email message invites them to apply again via the online application, and includes a link to the online application landing page. To streamline the process, their FFY25 online application is pre-filled with data from their FFY24 application.

Most Service Providers' prior year online application households will begin receiving the email on 10/1, and emails to CAPRW and CAP-HC households will begin on 10/4 and end on 10/11. The email text is:



*"Hello [Primary Applicant],*

*Minnesota's Energy Assistance Program is now accepting applications for the 2024-2025 heating season. Because you applied last year, we have pre-filled a new application for you based on the information you provided. Click the link below to log into your account:*

[\*Apply for 2025 program year\*](#)

*Please review your pre-filled information carefully and update any information that has changed. You will still need to upload current income documentation for all the people in your household. Thank you, Minnesota Energy Assistance Program."*

## **Key dates**

- October 1 – First business day of FFY25
- October 1 – Application email messaging begins for most Service Providers' prior year online application households



- October 4 – Application email messaging begins for CAPRW and CAP-HC prior year online application households on 10/4 and ends 10/11
- October 15 – FFY24 Assurance 16 reports are due
- October 15 to November 15 – First federal award typically received
- October 31 – *Expenditure Detail Report* and *Final Closeout Package* are due
- November 1 – *Energy Vendor Audit* is due

## Notices

### **A Spark – FFY25 Program Start-up: Benefit determination & ERR; Admin/A16/Outreach start-up funding is encumbered**

This A Spark was sent to Service Providers on Tuesday, October 1, 2024:



#### **FFY25 Program Start-up**

##### **Benefit determination and ERR**

Service Providers may begin determining benefits.

ERR funds are available and ERR work may begin as of 10/1 for eligible households. Once FFY25 ERR work is completed, it may be paid.

##### **Admin, A16 & Outreach start-up funding is encumbered**

NFAs for FFY25 start-up allocations for Administration and Outreach/Responsive ESS listed below are encumbered in eHEAT. A reminder that **Service Provider fiscal staff need to “Complete” the NFAs in eHEAT.**



Service Providers must also **enter their A16 budgets in eHEAT**. In eHEAT, go to Grant Services, A16 Budget. Enter the Outreach and Responsive budget amounts, then click Submit.

Service Providers can spend *no more than* 50% of their A16 funding on Outreach activities. This reserves *at least* 50% of A16 funding for Energy Self-Sufficiency activities. If a Service Provider chooses to spend less than 50% of their A16 funding on Outreach, they may spend the difference on Energy Self-Sufficiency activities.

Use this table to work with fiscal staff to enter the budgeted amounts for Outreach and Responsive ESS in eHEAT. Contact [eap.mail@state.mn.us](mailto:eap.mail@state.mn.us) with questions.

Service Provider	Admin	Outreach & Responsive	Outreach Maximum	Service Provider	Admin	Outreach & Responsive	Outreach Maximum
AEOA	\$192,287	\$64,096	\$32,048.00	Northwest	\$33,080	\$11,027	\$5,513.50
Anoka	\$108,202	\$36,067	\$18,033.50	Prairie Five	\$39,706	\$13,235	\$6,617.50
BiCAP	\$71,197	\$23,732	\$11,866.00	Red Lake	\$38,502	\$12,834	\$6,417.00

Bois Forte	\$2,700	\$900	\$450.00	SCD	\$178,201	\$59,400	\$29,700.00
CAPHC	\$489,510	\$163,172	\$81,586.00	SMOC	\$31,142	\$10,381	\$5,190.50
CAPRW	\$439,633	\$146,544	\$73,272.00	Semcac	\$106,984	\$35,661	\$17,830.50
Fond Du Lac	\$8,044	\$2,681	\$1,340.50	Three Rivers	\$128,372	\$42,791	\$21,395.50
Inter-County	\$39,136	\$13,045	\$6,522.50	Todd Co	\$29,952	\$9,984	\$4,992.00
Kootasca	\$76,647	\$25,549	\$12,774.50	Tri-Valley	\$40,468	\$13,489	\$6,744.50
LSS	\$59,690	\$19,897	\$9,948.50	TriCAP	\$161,245	\$53,748	\$26,874.00
Lakes & Pines	\$130,787	\$43,596	\$21,798.00	UCAP	\$112,804	\$37,601	\$18,800.50
Leech Lake	\$24,509	\$8,170	\$4,085.00	West Central	\$109,114	\$36,371	\$18,185.50
MVAC	\$142,265	\$47,422	\$23,711.00	White Earth	\$24,765	\$8,255	\$4,127.50
Mahube-Otwa	\$133,957	\$44,652	\$22,326.00	Wright Co	\$47,101	\$15,700	\$7,850.00