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Policies & Procedure

Commerce emailed Local Plan/ICD April 7

Commerce EAP sent Service Provider's pre-filled Local Plans and Internal Controls Documentation via an email to EAP Coordinators yesterday, Monday, April 7. Contact eap.mail@state.mn.us if you did not receive it.

Online application & eHEAT enhancements

Following are recently deployed enhancements to the online application and/or eHEAT:

Online application

Water is no longer a fuel type option for household in the online application

Online application shows 0 instead of blank when household selects 0% to electric

Percent to electric vendor:	0
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eHEAT

Crisis and ERR Reports show dollar amount

vndr_nm ^	REPORTED_DT_TM ^	RESPONSE_DT_TM ^	Amount ^
Ziemer Heating & Cooling Inc	01/17/2025 02:57 PM	01/17/2025 03:02 PM	5982.0
Ziemer Heating & Cooling Inc	11/12/2024 08:46 AM	11/12/2024 08:48 AM	713.0

Jumbled/overwritten text on online application PDFs

This has been fixed.

FSRs and Cash request updates

The category "Outreach and Responsive" has been updated to "Outreach and A16."

Household link to household application summary

When validating online applications, if there is a household to link to, the household number now links to the household application summary.

Found eHEAT Households				
Program Year	HH Number	Name	eHEAT Status	Link Household
2024	1074105		Denied	Link
Linked Household:				
Clear		Continue		

USDHHS note on impact of federal LIHEAP staffing cut

On Friday, April 4, 2025, Commerce EAP received this information from Jolleen Janelle George, the Acting Director of the Office of Community Services (OCS), Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services:

Please note that the recent restructure at HHS does not impact grant recipient's ability to drawdown LIHEAP funds that have already been awarded. The Office of Community Services (OCS) continues to work with HHS colleagues regarding the release of the remaining 10% of annual funding. OCS remains committed to ensuring LIHEAP grant recipients have the resources they need to continue to serve households across the nation most in need of energy assistance. We are here to ensure a seamless experience as we move forward together and will work to continue upholding ACF's mission "to promote the economic and social well-being of children, families, and communities."

Key dates

- **May 12-15** – State Energy Conference at Breezy Point Resort & Conference Center
- **May 19** – Local Plan and ICD submissions due to Commerce by 4:00 p.m.
- **July 17** – Contract with final Local Plans sent to Service Providers for signature
- **August 6-7** – FFY26 Annual Training
- **September 1** – Energy Vendor Audits are due
- **September 17** – All final signed Local Plans and Contracts are due to Commerce
- **By September 30** – Commerce executes and distributes Contract documents



Notices

EAP in the news

[Statement: Minnesota Department of Commerce response to HHS cuts to LIHEAP staff](#), **Minnesota Department of Commerce**

[Senators ask reversal of cut to low-income energy assistance](#), **WCCO Radio**

[Senator Tina Smith \(D-MN\) Addresses Missing Promised Aid](#), **Lakes Area Radio**

[State commerce officials concerned about federal cuts to heating assistance program](#), **KFGO**

[Funds for MN heating assistance put in tougher spot amid federal cuts](#), **KAXE**

[Entire staff is fired at LIHEAP](#), **New York Times**

[Federal job cuts may threaten a low-income energy assistance program](#), **Marketplace**

[Minnesota says money to help 10,000 homes with heat and electric bills at risk after Trump fires entire program staff](#), **Minnesota Star Tribune**

[Federal agency that oversees home heating aid is gutted; Minnesota advocates are concerned](#), **Minnesota Reformer**

[After Trump cuts, fate of energy assistance program in question in Minnesota](#), **Pioneer Press**

[After federal firings, officials worry about program that helps many Minnesotans pay for heat](#), **MPR News**

[Federal delay threatens \\$13M in Minnesota energy assistance funds](#), **InForum**

[HHS layoffs hit Meals on Wheels and other services for seniors and disabled](#), **KAXE**

[Entire staff responsible for utility assistance included in HHS cuts, sources say](#), **NBC**

A Spark – Delayed eHEAT letters update

This A Spark was sent to Service Providers on Friday, April 4, 2025:



Delayed eHEAT letters update

Our print shop has resolved their technical issues and about 6,000 delayed eHEAT letters have been printed and are going to Central Mail today.

The print shop is now back to the regular process of printing each nightly batch the following day.

We apologize for any extra work and confusion this delay caused for Service Providers and households.

A Spark – MN Department of Commerce response to HHS cuts to LIHEAP staff

This A Spark was sent to EAP Service Providers and Executive Directors, energy vendors, mechanical contractors, and EAP community partners on Thursday, April 3, 2025:



Minnesota Department of Commerce response to HHS cuts to LIHEAP staff

Statement: April 2, 2025

We are deeply concerned that cuts to the U.S. Department of Health and Human Services risk delaying federal funds that help thousands of Minnesotans keep the lights on and heat their homes.

We had a foot of snow in northern Minnesota this week. It's cold outside. Minnesotans know that losing heat to your home in freezing temperatures can be life-threatening.

The Minnesota Department of Commerce anticipates running out of funds for new applicants as early as mid-April. We had expected an additional \$12 million to \$13 million in Congressionally approved funds to help over 10,000 more Minnesota households pay their utility bills and prevent power shutoffs.

Minnesotans expect the federal government to follow through on its commitments. LIHEAP funds are extremely valuable to all states, but essential to Minnesota.

Data from Minnesota's [Energy Assistance Dashboard](#) shows energy assistance payments from October 1, 2024 through March 31, 2025:

- About 107,000 households, both homeowners and renters, have already had help this winter paying their utility bills.
- About half are people over age 60.
- About one in six are households with children under age 6.
- Average payments per household, which are paid directly to their utility company, are about \$700.
- The program also provides emergency services, such as getting a home's propane tank refilled if it runs out (9,247 heating fuel deliveries) or providing emergency furnace repairs (5,875 furnace repairs).

About two-thirds of Minnesota's Energy Assistance Program payments are to households in Greater Minnesota.

LIHEAP has been around for 45 years, through various administrations, with considerable bipartisan support. This program is an example of the good work that government does.

HHS must protect a program that keeps Minnesotans warm.

More info on Minnesota's Energy Assistance Program: mn.gov/home.

Permalink: <https://mn.gov/commerce/news/index.jsp?id:17-676835>

Contact:

Mo Schriner

Minnesota Department of Commerce

mo.schriner@state.mn.us

A Spark – Additional eHEAT enhancements

This A Spark was sent to Service Providers on Wednesday, April 2, 2025:



Additional eHEAT enhancements

Here is more information about eHEAT enhancements that will be available tomorrow:

Add notes for Request for Information (RFI) letter

Service Providers will be able to enter notes before sending RFI letters through eHEAT. Previously, notes could only be entered when sending non-eHEAT RFI letters.

Notes are entered before hitting “Go” and proceeding to the letter.

The notes will only save and show up under Application Notes if the letter is “Save and Send.” If the “Save and Send” action is not done, the notes will not be saved.

 A screenshot of the eHEAT web application interface. The 'Manage Application' tab is active, and 'Request for Information' is selected in the dropdown menu. A 'Go' button is visible. Below the dropdown, there is a text input field containing the text 'RFI for SSNs, Missing Income, Heating vendor acct #'. At the bottom, there is a 'Notes:' label followed by a text area.

 A screenshot of the 'Application Note' section. It shows a note for 'JON BROWN' dated '03/17/2025 11:10:44 AM'. The note text is 'Request for Additional Information Note: RFI for SSNs, Missing Income, Heating vendor acct #'. There are 'Edit' and 'Remove' links next to the note.

Edit Log Date

Service Providers can now adjust an apps log date using the manage app function.

The “Edit Log Date” feature must be added to be able to make the change.

 A screenshot of the 'Manage Application' settings. It shows three checkboxes: 'EditHHMember - Edit HH Member of current Application' (checked), 'EditLogDate - Edit Log Date' (unchecked), and 'ERRAddRequest - Add ERR Request' (checked).

Editing the log date requires notes and can't be a future date.

The log date for Pre-logged and Approved apps cannot be edited.

 A screenshot of the 'Manage Application' dropdown menu. The menu is open, showing various options: 'Reactivate', 'Recalculate Benefit...', 'Request for Information non-eHEAT', 'Request for Information...', 'Transfer Application...', 'Void', 'Withdraw Application', 'Add flag or remove flag from Application', and 'Edit Log Date'. The 'Edit Log Date' option is highlighted at the bottom.