

Notice of Instruction

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Area Agency on Aging, Inc.



Assistance. Advocacy. Answers on Aging.

Notice #: 050714 – EHEAP Technical Assistance Guide

TO: All PSA 6 EHEAP Providers

FROM: Katie Parkinson, Vice President of ADRC and Program Management

DATE: May 7, 2014

SUBJECT: The Emergency Home Energy Assistance for the Elderly Program 2014 Technical Assistance Guide

The purpose of this Notice of Instruction (NOI) is to provide PSA 6 Emergency Home Energy Assistance for the Elderly Program (EHEAP) providers with the Technical Assistance (TA) Guide for the Emergency Home Energy Assistance for the Elderly Program (EHEAP) and to ensure compliance with these new guidelines in a prompt manner.

This comprehensive TA Guide incorporates information from multiple documents distributed in the past as stand-alone policies and includes the following resources:

- EHEAP Technical Assistance Document;
- DOE's EHEAP Contracts with the Department of Economic Opportunity (DEO) and the AAAs; and
- The Office of Community Service's (OCS) Guidelines for Winter and Summer Crisis Programs.

The TA Guide is designed to assist AAAs and the EHEAP Providers with the administration of the EHEAP and development of EHEAP policies and procedures that ensure the compliance with the Low Income Home Energy Assistance Program (LIHEAP) requirements. The EHEAP Technical Assistance Guide, the Provider Cost Analysis Form, Administration and Outreach Expense Budget Detail, and Outreach Plan Survey are attached. Please note that the effective date of this TA Guide is April 1, 2014.

As outlined in these materials, it is necessary for the following actions to be completed by the stated due dates:

1. Outreach Plan Survey (see attached) delineating all outreach ideas, strategies, activities and efforts for the new program year. This item is due to your WCFAAA Program Manager by Wednesday, May 21, 2014.
2. Complete and submit the Provider Cost Analysis Form (see attached), with cost allocation methodology statement, to the WCFAAA Contracts and Grant Manager by Wednesday, May 21, 2014.
3. Development and/or updating and submission of required Policies and Procedures by June 16, 2014. Policies and actions needed are included on the attached WCFAAA EHEAP TA Guide Requirements Checklist.

In addition, WCFAAA will be developing an updated EHEAP Provider Monitoring Tool and will furnish this to our providers in the next few months.

Thank you for assistance and cooperation in ensuring compliance with this technical assistance guide and the completion of the required tasks. If you have any questions concerning the information provided in this notice please contact this writer or your program manager.

Attachments:

Outreach Plan Survey

Provider Cost Analysis Form

EHEAP TA Guide 2014

WCFAAA TA Guide Requirements Checklist