



Energy Outreach Colorado

Helping all Coloradans afford home energy.

www.EnergyOutreach.org

June 30, 2008

Dear Fundraising Executive:

Energy Outreach Colorado (EOC) is seeking applications for the Home Energy Assistance Grant program for the period November 1, 2008 through October 31, 2009. This program provides emergency assistance agencies with energy assistance funding to help limited income individuals and families pay their home energy bills.

Please complete your on-line application and submit it electronically to Energy Outreach by NOON on July 31, 2008. You do not need to send a hard copy of your application but we must receive one hard copy of any attachments, including financial statements, via mail by this time. We do not accept faxes of the required attachments.

Please note: Hard copy attachments should be single-sided and not bound, to make photocopying easier. If your audit is bound, please send a single-sided copy that is not bound.

Our application is designed to be simple to help streamline the evaluation process; please provide only the required information. There is a section in which you can provide additional information about your agency if you'd like. If you are a previous grant recipient, Energy Outreach will include statistical data from information your agency has entered into our database along with your application before it is sent to the Grant Advisory Committee.

There are some changes to the application process and instead of using a link to the application you will find a new menu choice on the main menu of the database. To access the application, log on to the data base and go to "GRANT APPLICATIONS"; instructions for completing the application are contained in the attached document.

If you have not applied for a home energy assistance grant from EOC before you will need a user ID and password to access the application on our online data base. Please contact me, Jennie Miller at 303-226-5054 or at jmiller@energyoutreach.org for this information.

Please note that there is a slight change to some of the guidelines; here is the link to those guidelines:

<http://www.energyoutreach.org/downloads/2008GrantGuidelines.pdf>

Your organization will be notified by October 18, 2008 if you will be receiving a grant. Grant recipients must attend one of the Grant Award Meetings that will be held in various locations across Colorado in mid-October. Each meeting will include lunch, an overview of grant guidelines, and a short training program on the latest in energy efficiency and technology ways to change energy consumption behavior. You will be informed of the times and locations of the meetings at a later date. If your organization is a new recipient, your executive director and grant administrator should attend the meeting.

Grant payments will be made on November 1, 2008 and February 1, May 1, and August 1, 2009. Agencies can determine which portion of their funds they'd like to receive each quarter. For example, some mountain agencies prefer more funds during the winter, while other agencies want equal payments throughout the year. Each agency must receive some payment each quarter to ensure availability of year-round funding. You should also note that more and more funding is restricted so some of your funding could be restricted to specific vendors.

To ensure that all federal funding is utilized, caseworkers must ask clients to apply for LEAP and **receive a determination letter before clients receive a payment from EOC funds**. Receiving LEAP does not preclude clients from receiving EOC assistance; we just want to ensure that those individuals who are eligible receive LEAP first.

Heating costs are expected to remain high this coming winter and limited income households will struggle to keep up. Please allow enough funding in your grant request to provide your clients a large enough benefit to guarantee an additional 30 days of service so they can concentrate on pursuing work opportunities or address other financial challenges. Energy Outreach provides an additional 5% of the total grant to recipient agencies for administrative costs.

Thank you for your interest in joining Energy Outreach Colorado's efforts to help all Coloradans afford home energy. If you have any questions, please call or e-mail me at 303-825-8750 ext. 222 or jmiller@energyoutreach.org.

Thank you for your participation in this grant.



Jennie Miller
Associate Deputy Director
Energy Outreach Colorado