

Home Energy Assistance Grant Application Guidelines

Energy Outreach Colorado provides grants to emergency assistance agencies across the state to fund year-round energy assistance for limited income Coloradans. Utility assistance includes help with [natural gas, coal, electricity, propane, oil, solid fuel pellets and firewood](#). Together, we work to help all Coloradans afford home energy.

The grant period is from November 1, 2011 through October 31, 2012. **Your on-line grant application and your hard copy attachments must reach EOC by 12 noon on August 1, 2011. Please mail attachments to Jennie Miller, 225 East 16th Avenue, Suite 200, Denver, CO 80203-1612; EOC does not accept faxed copies.**

What are the selection criteria?

Emergency assistance agencies applying for a grant should:

- Serve a geographic area within Colorado, including single or multiple counties
- Be a 501 (c) 3 or governmental organization, or an organization such as a utility company willing to administer a grant
- Provide direct services to clients and respond to emergency utility needs
- Have a non-discrimination policy
- Be fiscally sound

What funding amount should you request?

We encourage you to apply for the amount of funding needed to meet your community's needs. Please make sure your agency is able to serve the number of clients for whom you request funds. Unused funds from your grant must be returned to EOC no later than 15 days after the end of the grant period. (November 15, 2012)

You may request up to 5% of your grant for administrative purposes.

What is the application process?

The process for submitting your application as follows:

- Log onto the database
- There is a Main Menu option called "Grant Applications"
- When you go to the "GRANT APPLICATIONS" section, you will see your organization's application from the prior year. **Click on the link that says "Click here to apply for this energy season" located in the top left corner**
- This will copy all of the data from last year's application to this year's application
- Use the EDIT button to update your application for the new year
- When the application is complete, click the button to "SUBMIT APPLICATION"

In addition to sending in your application on-line, please mail one hard copy of the attachments listed below. Because of the volume and the difficulty of reading faxed copies, **Energy Outreach Colorado does not accept faxed copies of these documents.** One hard copy should be mailed and reach EOC by 12 noon on August 1, 2011, to Jennie Miller, Energy Outreach Colorado, 225 E. 16th Ave., Ste. 200, Denver, CO 80203-1612.

All of the following documents are required:

- A complete copy of your most recent audited financial statements, including the management letter if applicable

- Signed agency certification form
- Latest Annual Report or a document describing your activities and achievements for the last year

If you are a first-time applicant, please also send the following:

- Federal Tax-Exempt letter
- Mission Statement
- A brief statement of your organization's goals and objectives
- A brief history of the organization
- Agency organizational chart

PLEASE NOTE:

- **Hard copy attachments should be single sided**
- **Do not send your attachments in a binder or folder**
- **If any of your documents are bound, please send unbound single-sided copies with your attachments, this includes your annual report and audit**
- **You need not send a printed copy of your application**

Administrative Guidelines and the Grant Recipient Certification form may be found at the end of this document

How are grants awarded?

Energy Outreach Colorado works with an independent Grants Advisory Committee comprised of community service leaders to determine grant awards based on the criteria. Organizations receiving awards will be notified as soon after October 1, 2011 as possible.

Funding for the 2011 - 2012 grants will be distributed by check on a quarterly basis. The first payment will be sent on **November 1, 2011; subsequent awards will be made on February 1, May 1, and August 1, 2012. Your agency may not pre-spend a quarter's grant; any funds remaining at the end of the quarter may be carried over to the next quarter, except for the fourth quarter when remaining funds must be returned to EOC within 15 days. (November 15, 2012)**

Grant recipients must attend an Autumn Awards Meeting; you will not receive a check at these events, **but all case workers are expected to attend.** Each meeting will include lunch, an overview of grant guidelines, a discussion of client budgeting, a recap energy efficiency and technology ways to change energy consumption behavior, and any other grants that may be available. Meetings will be held in various locations around Colorado in early to mid-October and you will be informed of times and locations at a later date. If your organization is a new recipient, your executive director and the grant administrator should attend the meeting as well as case workers.

Is there a restriction on how funds are used?

Energy Outreach Colorado grant funds may not be used for any lobbying activities, including the following:

- Federal, state or local electioneering and support of such entities as campaign organizations and political action committees
- Direct lobbying of the U.S. Congress or State Legislatures to influence legislation
- Grassroots lobbying concerning either federal or state legislation
- Lobbying of the Executive branch in connection with decisions to sign or veto enrolled legislation
- Efforts to utilize state and local officials to lobby the Congressional or State Legislatures

How shall grant records be maintained?

- Please retain financial records, supporting documentation, statistical records and all other pertinent documents for **seven years**. This complies with state and federal regulations.
- Energy Outreach Colorado Board of Directors, Executive Director and any other duly authorized EOC representative, including but not limited to an outside auditor, shall have access to all pertinent books,

documents, papers, and records of the recipient organization for the purpose of audits, examinations, excerpts and transcripts.

- Please enter required information regarding funds disbursements on a timely basis into www.energyoutreach.org. This database is a critical online tool that allows Energy Outreach Colorado to collect information for reporting purposes. It also enables grant recipients to view their energy assistance client records. If an agency does not enter the information online, a final report is due one week after the end of the grant period and may affect the award of future grants.

Are there other financial requirements?

- Funds advanced to your organization under the terms of this award must be deposited into a bank with Federal Deposit Insurance Corporation (FDIC) or Federal Savings and Loan Insurance Corporation (FSLIC) insurance protection. Any balance exceeding the FDIC and FSLIC coverage should be collaterally secured. Interest income earned on these monies must be returned to program costs. Cancelled checks must be returned by the bank to your organization and kept for a period of seven years.
- Your organization or fiscal conduit shall maintain a financial management system that provides for:
 - Accurate, current and complete disclosure of the financial results of this program.
 - Accounting records that are supported by source documentation. Your organization must maintain and retain a register of cash receipts, disbursements and original supporting documentation such as purchase orders, invoices, cancelled checks and any other necessary documentation to support your costs under this program.
 - A systematic method to ensure timely and appropriate resolution of audit findings and recommendations.
- Your organization will be eligible to receive funds if it arranges for an audit of the program to coincide with the next scheduled annual audit of your financial affairs. An original of this audit will be provided to EOC upon request. It is not necessary to have a separate, independent audit for this award as long as program funds are treated as a separate element in your organization's regular annual audit.

Can the grant be terminated?

EOC reserves the right to terminate the grant at any time. Grounds for termination include but are not limited to failure to follow EOC guidelines; failure to inform EOC of change of staff or change of address, or failure to respond to communications from EOC board members or staff

How can you help promote energy assistance in Colorado?

- Please recognize Energy Outreach Colorado as a grantor in your annual report, newsletter, financial statements and budgets. Materials such as EOC's logo, sample articles and signage can be obtained by contacting Peggy Hofstra, EOC Communications Director, at 303-226-5053 or phofstra@EnergyOutreach.org.
- Please refer information about clients who are willing to be interviewed by the media and Energy Outreach Colorado in order to help increase public awareness about the critical need for energy assistance. This information can be provided to Peggy Hofstra, Communications Director.
- Energy Outreach also may contact your organization about featuring your efforts in our donor newsletter.

Thank you for your interest in our Home Energy Assistance Grant Program. We appreciate the important role that our dedicated grant recipients play in helping all Coloradans afford home energy.



To help all Coloradans afford home energy

Administration Guidelines

Energy Outreach Colorado's home energy assistance grants help income-limited individuals and families afford the cost of **natural gas, coal, electricity, propane, oil, solid fuel pellets and firewood.**

What are the grant guidelines?

- A client must provide a bill showing that their utility account is at least one day in arrears. This does not apply to vendors who require payment in advance for propane, fuel pellets, etc.
- Recipient payments should be enough to guarantee utility service for at least an additional 30 days for all types of accounts. For most clients this is one month's charges, but it may be more for others. Please do not provide funding for charges that have not yet been incurred.
- For combined gas and electric accounts, agencies may pay whatever is necessary.
- For separate accounts, agencies may pay two bills for clients who have two separate vendors; for example, a separate vendor for gas and electricity. However, the two bills must be paid on the same day.
- Agencies may pay bills for utilities that do not heat the dwelling at their discretion. For example, the gas used to heat the home may be current, but the client is unable to pay the electricity bill which runs the furnace.
- Agencies may not pay clients' bills for water, trash removal, sewer, telephone, cell phone, or cable TV.
- EOC funds cannot be used for clients' deposits for new accounts.
- Energy assistance payments can be made after November 1, 2011.
- Each recipient receives EOC funds just once during the grant period (November 1, 2011 through October 31, 2012).
- Payment may not be made directly to the client or the landlord. Only clients who are billed directly by the utility company are eligible.
- Only Section 8 housing clients who are billed directly by the utility company may receive help.
- Payment for several recipients can be made on one agency check, providing the client details are included with the check.
- **If your organization makes a commitment with the utility company prior to payment on an account, it must be paid within two weeks.**
- Your agency counsels clients about bill payments and negotiates and mediates with utility vendors on their behalf.
- Your organization considers helping clients with excessively large bills but may only pay up to a maximum of \$1,500 on a client's bill. If you do not consider them to be a "good risk" or deserving of help, then it is your agency's choice whether to help them. Please be sure to document the reasons for your choice.
- Agencies may refer clients with bills over \$1,500 to Jennie Miller at jmiller@energyoutreach.org for payment but only if the client has made an effort to make a payment on the bill or there are extreme mitigating circumstances. Clients who have made no effort to pay or who have extremely large bills will not be considered.
- Clients must apply for and receive a designation letter from the LEAP program during the period of November 1, 2011 through April 30, 2012 before EOC funds are used.
- EOC funds cannot be used for your organization's utility bills.
- It is your organization's decision whether to assist undocumented residents.
- Any client who receives assistance must sign a confidentiality release.
- Agencies should inform EOC immediately of any agency change of address
- Agencies should inform EOC immediately if there are any agency program staffing changes





Energy Outreach Colorado

HOME ENERGY ASSISTANCE GRANT RECIPIENT ORGANIZATION CERTIFICATION FORM

As a recipient of the Energy Outreach Colorado (EOC) funds made available for the period November 1, 2011 through October 31, 2012, and as the duly authorized representative of

(Name of Agency)

I certify that my public or private organization:

- Is non-profit or governmental and will provide immediate written notification of any change in the organizations' tax-exempt status
Has the capability to provide emergency utility services
Will use funds to supplement and extend existing resources and will not substitute or reimburse ongoing programs and services
Has an accounting system and fiscal agent who will verify documentation required by EOC
Conducts an annual audit or annual review
Has a non-discrimination policy that includes race, ethnicity, gender, sexual orientation and religion, and practices non-discrimination. Agencies with religious affiliations will neither refuse service to an applicant based on religion, nor engage in religious proselytizing in the utility program funded by EOC
Has a volunteer Board of Directors
Has read and understands the ineligible costs of the program and will expend monies only on eligible costs and keep complete documentation (copies of cancelled checks, invoices, receipts, etc.) on all expenditures for a minimum of seven years and will not spend more than \$1,500 for assistance for a client.
Using www.EnergyOutreach.org, agencies will track the information as detailed in the database, including the number of applicants who were denied EOC grant assistance because they received EOC funds from another agency or the agency ran out of EOC funds or for any other reason
Will spend all funds and close out the program by October 31, 2012 and return any unused funds to EOC by November 15, 2012
Will not pre-spend each quarters funding
Will allow the EOC Board of Directors, the EOC Executive Director and any other duly authorized EOC representative, including but not limited to an outside auditor, to have access to all pertinent books, documents, papers and records of the recipient organization to make audits examinations, excerpts and transcripts
Will allow EOC and/or any of their duly authorized representatives to conduct an agency site visit at any time
Will allow EOC to review and approve the text of any proposed publicity concerning this grant prior to its release
Recognizes EOC reserves the right to discontinue, modify or withhold any payments to be made under this grant award or to require a total or partial refund of any grant funds if, in EOC's sole discretion, such action is necessary because the agency did not fully comply with the guidelines of this grant
Recognizes EOC shall not be responsible in the event of any dispute between the applicant and the agency and indemnifies and holds EOC harmless from any liability (including attorney fees) arising out of this grant, any activities conducted by the agency and any claims by any applicant
Will ensure that each client signs a release and confidentiality statement

NAME: Signature

Print Name

TITLE: DATE:

(Acceptable signatures: Executive Director, Chair or Vice Chair of the Board, Secretary or Treasurer)