

Community Services Policy Manual

1200 Series

MEAP Policy

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REFERENCES

- [CSPM 1800 Series](#)
- [Michigan Energy Assistance Program Request for Proposals](#)
- [Michigan Energy Assistance Program Policy and Procedure Manual](#)
- [State Emergency Relief ERM 201, 205, 206](#)
- [LIHEAP Clearinghouse](#)
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- [LIHEAP State Plan](#)
- [Public Act 147 of the Michigan Public Acts of 2016](#)

CSPM 1200 Update Log	
January 31, 2025	
CSPM Section	Update Summary
1204: Programmatic and Financial Reporting	<ul style="list-style-type: none"> • Added monthly reconciliation requirements.
October 31, 2024	
General Updates	<ul style="list-style-type: none"> • Updated language, links, etc. to reflect FY 2025
Program Background and Overview	<ul style="list-style-type: none"> • Updated language to align with MPSC MEAP Policy Manual & RFP
1201: Eligibility Guidelines	<ul style="list-style-type: none"> • APP Criteria moved to this section and updated with modified budget information
1202: Application Processing	<ul style="list-style-type: none"> • Clarified client file requirement language • Clarified and added language throughout to align with MPSC MEAP Policy Manual • Added language regarding new A16 Standardized Needs Assessment
1203: Program Requirements and Information	<ul style="list-style-type: none"> • Expanded and reorganized section to align with MPSC MEAP Policy Manual • Added Outreach requirement from MPSC policy manual • Expanded MI Bridges Navigator information with additional information from MPSC policy manual • Added language regarding notifying BCAEO MEAP Specialist if CAA funding is close to being exhausted • Added MEAP services statement requirement
1204: Programmatic and Financial Reporting	<ul style="list-style-type: none"> • Updated section title to Programmatic and Financial Reporting • Deleted redundant information • Updated empowOR requirements • Updated FY25 Reporting Schedule • Updated Interim and Final Project Reporting Information

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1205: Program Budget and Expenditures	<ul style="list-style-type: none"> • Updated section title to Program Budget and Expenditures • Reorganized section and added language throughout to align with MPSC MEAP Policy Manual, to streamline, and to eliminate redundancy • Added Grant Expenditures section to align with MPSC MEAP Policy Manual • Updated EAP and A16 costs language to align with MPSC MEAP Policy Manual • Clarified language around line items and budget categories per MPSC MEAP Policy Manual • Added Line-Item Flexibility language
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MEAP Program Background and Overview

According to the [2022 Home Energy Affordability Gap report](#) from Fisher, Sheehan & Colton: 844,754 households in Michigan fall below the 150% Federal Poverty Level (FPL). In 2022, fewer than 400,000 of these households received energy assistance services from one or more of the following programs: MEAP, State Emergency Relief, and/or the Home Heating Credit.

The Michigan Public Service Commission (MPSC) within the Department of Licensing and Regulatory Affairs (LARA) and the Michigan Department of Health and Human Services (MDHHS) are responsible for the administration of the Michigan Energy Assistance Program (MEAP). The Interagency Agreement/Memorandum of Understanding between MDHHS and LARA establishes the responsibilities of each party.

MEAP will assist in the resolution of energy crisis situations and work with eligible households to develop an energy security plan that will enable participants to become or move toward energy security.

Households who present with an energy crisis will initially apply for the State Emergency Relief program, either directly with MDHHS or with assistance from a grantee/MI Bridges Navigator and MDHHS will determine eligibility for LIHEAP assistance. Energy-based SER applicants will be eligible to receive energy security/self-sufficiency services, including case management through MEAP grantees. Households who qualify for an SER energy payment will be eligible for MEAP direct payment assistance, including enrollment in an affordable payment plan.

An energy security plan includes assisting participants with the following: paying their energy bills on time; budgeting for and contributing to their ability to provide for energy expenses, which may include enrollment into an affordable payment plan (APP); and utilizing energy services to optimize on energy efficiency.

During fiscal year 2025, emphasis will be placed on comprehensive appraisal, holistic services, meaningful referral, tiered outcomes, and accurate data reporting and analytics. Success will include a customer-focused orientation, a commitment to understanding and serving whole families through a customer-focused lens, a willingness to understand and capture well-defined metrics of success, and a philosophy of partnership and stakeholder engagement.

MEAP Objectives

1. Provide support to households in applying for energy crisis assistance through the State Emergency Relief (SER) program.
2. Through a common needs assessment, align customer need with an appropriate energy security plan for each household.

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3. Provide resources and services, including vendor advocacy, energy use education, financial counseling and/or case management to qualifying households that will enable participants to become or move toward energy security. The household's self-sufficiency/energy security plan can incorporate direct payment assistance, including payments for customers enrolled in affordable payment plans.
4. Promote the coordination of energy assistance funding streams.
5. Provide a convenient, customer-friendly system for distribution of energy assistance.
6. Encourage innovation through pilot projects that target underserved households or special populations (e.g., low/fixed income, higher than average energy usage, non-metered fuel use).

Funding Sources

MEAP is funded from fees collected through participating electric utility providers, called the Low-Income Energy Assistance Fund (LIEAF) and, when available, by the federal government through Assurance 16 funds through the Low-Income Home Energy Assistance Program (LIHEAP) block grant CFDA 93.568.

Public Act 95 allows the Michigan Public Service Commission (MPSC) to annually approve a low-income energy assistance funding factor, not to exceed \$50,000,000 to fund the LIEAF.

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1201 – ELIGIBILITY GUIDELINES

Eligibility requirements

Income guidelines are legislatively mandated and are based on the Federal Poverty Level as published each year by the Federal government. Eligible households must be at or below 150% FPL, and MEAP Eligibility Guidelines will be established at the beginning each fiscal year.

Households will be determined eligible for MEAP based on being determined eligible for the State Emergency Relief program.

Households who present with an energy crisis will initially apply for the State Emergency Relief (SER) program, either directly with MDHHS or with assistance from a CAA MI Bridges Navigator, and MDHHS will determine eligibility for LIHEAP assistance through SER. SER applicants will be eligible to receive self-sufficiency services, including case management through MEAP grantees. Households who qualify for SER energy services will be eligible for MEAP direct payment assistance, including enrollment into an affordable payment plan.

A household must receive an SER payment for each commodity for which the CAA is providing support during that fiscal year. Eligibility for SER qualifies a household for MEAP services for the entire fiscal year.

Note: If a customer has a combined electric and natural gas account and is approved for only one commodity/service, the household will be considered MEAP eligible for both service types.

Note: A household that applies for SER in September but is approved for SER and seeks assistance from a MEAP Grantee during the valid 30-day SER period in October would be considered eligible during that fiscal year.

Note: If a CAA is assisting with an allowable SER co-pay by DHHS, the CAA must notify MDHHS of the guarantee of payment. Once the grantee has verified the MEAP assistance for the co-pay, the SER payment will be authorized. Send verifications for the clients to the DHHS Central FAX # 517-346-9888. By sending it to the fax number you will get confirmation the department received it and it will ensure the documentation will be entered in the client's case file. If you are working with a caseworker that prefers the verifications be sent directly to them, you can do so but you should also still send it to the Central FAX number as well.

Affordable Payment Plan Criteria

Beginning in FY 2025, new enrollments in APPs utilizing MEAP funds must follow the outlined parameters of the aligned modified budget plan that has been approved by the MPSC.

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Households enrolled in FY2023 or FY2024 that have not defaulted from the program (or have not completed the 24-month term, as applicable) will be considered re-enrolled for FY 2025 on their existing plan. Households may not exceed 24 consecutive months on an affordable payment plan.

Reestablishing Eligibility (Multiple Assists)

SER eligibility determinations for energy services can be used for the fiscal/program year.

Eligibility verification for households enrolled in home energy supplier affordable payment plans is valid for the term of the program while the customer maintains timely payments.

Households that enrolled in home energy supplier affordable payment plans in FY 2023 or FY 2024 and have not defaulted from the program (or have not completed the 24-month term, as applicable) will be considered re-enrolled for FY 2025. Households may not exceed 24 consecutive months on an affordable payment plan.

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1202 – APPLICATION PROCESSING

Client File

CAAs must maintain a client file for all recipients of MEAP funds which must be uploaded to empowOR. The file must include documents used to verify identity, residency, and income, as well as the following:

- The MEAP Energy Security Plan and any check lists or other documentation used by the CAA to ensure that all required client information is gathered, documented, and retained in the client file. The Plan must include:
 - Full name of the client and all members of the household
 - MDHHS SER Case Number for household
 - Address
 - City and Zip Code
 - County
 - The client and the intake worker's signatures
- Documentation that verifies SER eligibility. Documentation of FPL is required if the household is being enrolled in an APP. Documents may be originals or copies of the original document. Facsimiles are acceptable documents. Acceptable proof of SER eligibility includes:
 - DHS-1419 SER Decision Notice
 - Navigator screen print of SER eligibility
 - Documentation of collateral contact with MDHHS which must include date and signature of the CAA representative, along with the name of the MDHHS staff person who provided the information
 - A case note indicating the week that the SER data file was accessed on Salesforce
Note: The "Dates Covered" must include a starting date equal to 10/1/2024 or later. The DHS 509 does not include this date and should not be used, especially at the start of the new fiscal year.

Note: Households applying in September, 2024 with an October eligibility period will be considered eligible during their 30-day eligibility window.

- For direct energy assists, documentation of the energy type and dollar amount of assistance, and a copy of the utility bill or estimate for deliverable fuel (LP Gas/Propane, Fuel Oil, and Coal), wood or other non-traditional fuel. If the address on the utility bill is different than the address of the client, an explanation must be included in the client file. If the name on the utility bill is different than the client's name, an explanation must be included in the client file.

Note: When assistance is provided for a deliverable fuel, the CAA must obtain a copy of the service invoice prior to issuing payment. Approval should be based on an estimate

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provided by the service provider. The amount issued to the provider cannot exceed the estimated amount which was used for the eligibility determination. Retain a copy of the invoice which documents the amount of deliverable fuel provided and the amount of the deliverable fuel in the tank prior to delivery. If the fuel tank capacity was above 25% at the time of delivery, no MEAP payment should be made.

- Documentation of Assurance 16 activities (as applicable):
 - Standardized needs assessment and referral information
 - Financial education activities
 - Energy education activities
 - Vendor advocacy
 - Long or short-term case management plan (if applicable)
 - Energy waste reduction services through home energy supplier programs

The documents must contain a date on which the activity occurred, what the activity included, and documentation of that activity on paper or in the CAA's database.

Note: When conducting an A16 Needs Assessment service, the expectation is that all standard questions will be asked (and answered) as written and that the assessment is a standalone document, though it may include additional assessment questions interspersed with the required questions at your organization's discretion. This approved and completed tool, along with any documentation of a response to identified needs (follow-up), will be found in the case file for any household counted and reported to have received this service.

- Documentation of whether the household received MEAP assistance since October 1 of the current program year. If yes, document information for the prior services including the date, assistance amount, Assurance 16 activities, home energy supplier, and MEAP Grantee that provided the assistance. Previous MEAP assistance can be located in the [MPSC SharePoint Portal](#).
- Documentation of financial award/expenditure in empowOR.

Eligibility and Appeal Notification Process

An eligibility determination notice must be provided to all applicants notifying whether the application was approved or denied. If the application is approved, the notice should include any contributions the household must make to resolve the emergency. If the household is approved for a home energy supplier affordable payment plan, the terms of the program must be provided with the approval notice. If the application is denied, the notice should include the reason for denial. All eligibility notices must include information on how to request a review of denial. If the client is denied assistance due to lack of MEAP funding, the notice should also include a referral to another MEAP Grantee.

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All applicants should be made aware of the agency appeals process. If an applicant appeals a denial, the agency must inform the BCAEO Grant Manager within five days. BCAEO will then inform MPSC. MPSC will review all appeals and assist in the appeal process with the agency.

Agencies shall observe a 10-day standard of promptness in the process of eligibility determination and benefit issuance for complete and timely filed applications.

Agencies shall establish a procedure by which applicants wishing to contest an eligibility decision or the timeliness of such a decision. All applicants should be made aware of the agency appeals process. If a MEAP applicant appeals a denial, the agency must inform the BCAEO Grant Manager within two days. BCAEO will then inform MPSC. MPSC will review all appeals and assist in the appeal process with the agency.

Data Confidentiality

(Personally identifiable information (PII) and personal health information (PHI))

CAAs must keep and maintain data in strict confidence, using such a degree of care as is appropriate and consistent with policy to avoid unauthorized access, use, disclosure, or loss. CAAs are responsible for maintaining a backup of the data and for an orderly and timely recovery of such data. CAAs must notify their grant managers immediately in the event of any act, error, or omission, negligence, misconduct, or breach that compromises data security.

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1203 – PROGRAM REQUIREMENTS AND INFORMATION

General Requirements

- MEAP funds may be used for the crisis season, which begins on November 1 and ends May 31 each year. **Not more than 30% of the funds received for the program shall be spent on services accrued outside of the crisis season.**
- SER Co-Payment
 - If a client has a co-payment that results from an alien proration co-pay, MEAP funds cannot be used to assist with that amount.
Note: When making a copayment for alien proration out of non-MEAP funds, include a comment indicating as such on documentation sent to MDHHS.
 - If a client has a co-payment that results from an amount that is over SER cap, MEAP funds can be used to assist with that amount. The household must complete a MEAP Energy Security Plan to receive a direct assistance payment through MEAP.
 - Enrollment in an affordable payment plan is sufficient “proof” of co-payment for households with an asset, shortfall and/or over cap co-payment requirement. The Proof of Affordable Payment Plan enrollment for SER copay form must be used to notify DHHS of the client’s enrollment in an APP in lieu of making a co-payment.
- Customer satisfaction surveys are encouraged but not required.

CAA Responsibilities

- CAAs must be listed in Michigan’s 211 profile and partner with MDHHS to become a [Navigator/Referral Partner in MI Bridges](#) to support households in applying for energy crisis assistance through SER and comply with MI Bridges established referral timeframes. Expectations for MI Bridges coordination include:
 - Promote MI Bridges to your organization’s clients, including making available MI Bridges educational materials and incorporating the use of MI Bridges into organizational processes where applicable.
 - Ensure that your organization’s lead point of contact actively manages all MI Bridges user accounts associated with your organization, including routinely confirming all user information is accurate and up-to-date and immediately terminating users that no longer need access to MI Bridges (e.g., as a result of a staff person leaving the organization or moving to a position which no longer requires MI Bridges access).
 - Ensure that all agency staff and volunteers who are utilizing MI Bridges are registered as users and complete all required MI Bridges training(s) provided by the Michigan

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Department of Health and Human Services for their community partner role/permission level prior to providing MI Bridges assistance.

- Ensure that your organization never charges a fee to provide MI Bridges assistance
- Implement the standardized MEAP Energy Security Plan with each household for which A16 Needs Assessment is reported as an A16 service.

Note: When conducting an A16 Needs Assessment service, the expectation is that all standard questions will be asked (and answered) as written and that the assessment is a standalone document, though it may include additional assessment questions interspersed with the required questions at your organization's discretion. This approved and completed tool, along with any documentation of a response to identified needs (follow-up), will be found in the case file for any household counted and reported to have received this service.

- MEAP households must be provided with the MEAP Services Statement. The purpose of this statement is to inform applicants and recipients of the additional services available through MEAP. This statement may be included on the MEAP Self-Sufficiency Plan. See statement below:
 - *By requesting assistance through MEAP, you may be referred to or be required to participate in additional services such as budgeting assistance, energy audits, or other programs that will help your household pay energy bills and understand energy consumption.*
- Participate in program evaluation efforts based on similar customer cohorts.
- Coordinate MEAP with other program services currently provided by the selected applicant (e.g. financial or energy education, other wrap-around self-sufficiency services).
- Coordinate MEAP with other MEAP grantees and/or human service agencies to provide energy crisis prevention programs, weatherization, and education focused on reducing energy consumption.
- Provide referrals if the CAA is not able to assist low-income households due to exhausting MEAP crisis funds before the end of the fiscal year.
- Coordinate MEAP with home energy suppliers. Coordinate energy assistance payments with energy suppliers, municipal owned utilities, cooperatives, distributors of deliverable fuels, and other energy assistance providers to more efficiently serve the needs of low-income households.
 - Payments for deliverable fuels must not be released until the service has been provided and an invoice has been received. The invoice must contain the date service was provided, cost of service and the provider must also confirm that the residential fuel tank did not contain more than 25% of its heating fuel capacity at the time of delivery. Households who heat with wood must confirm delivery of product prior to payment being released or the Grantee must receive an invoice for delivery from the provider.

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- For direct energy payments, ensure the general household cap for MEAP is not exceeded. MEAP allows for payment of up to \$3,500 for each qualifying household during the grant period. However, households with a balance exceeding \$3,500 should not be automatically denied. Assistance payments that will cause the household to exceed \$3,500 must be approved by the BCAEO and MPSC. Energy assistance payments issued through SER do not count toward the household's MEAP cap.
 - To request an exception to the MEAP cap, complete the MEAP Over-cap Exception Request spreadsheet (available on the [MEAP Resource Library](#)) and submit via email to MDHHS-BCAEO@michigan.gov and cc your CAA's BCAEO Grant Manager and the [BCAEO MEAP Specialist](#).
- Work with home energy suppliers that have ongoing affordable payment plans to ensure the continuation of enrollment in APPs as an option for qualifying households. If the Affordable Payment Plan structure is not followed by an energy supplier, notify BCAEO of non-compliance.
- The CAA that enrolls a customer in an Affordable Payment Plan will be responsible for that customer's APP payments as long as the customer remains on the APP.
- Ensure that direct energy payments are released only to eligible home energy suppliers. All home energy suppliers must be registered in the State of Michigan's [SIGMA Vendor Self-Service System](#) (VSS) and be enrolled as an eligible supplier by MDHHS.
- Ensure that any customer of a non-participating or "opt-out" provider who seeks MEAP assistance between November 1st and March 31st will not be considered eligible for MEAP services. Eligibility for applications submitted on or after April 1 will be considered as they are protected from shut off for nonpayment of a delinquent account between November 1 and April 15 as outlined in Michigan law.
- Encourage potentially eligible households (at or below 110% FPL) to pursue the availability of the Home Heating Credit. Applications for the [Home Heating Credit](#) can be filed from January 1 through September 30 of each year.

Per the [INCOME TAX ACT OF 1967 Act 281 of 1967, section 206.527a](#):

(9) A claimant whose heating fuel is provided by a utility regulated by the Michigan public service commission is protected against the discontinuance of his or her heating fuel service from the date of filing a claim for the credit under this section through the date of issuance of an energy draft and during a period beginning December 1 of the tax year for which the credit is claimed and ending March 31 of the following year if the claimant participates in the winter protection program set forth in R 460.148 of the Michigan Administrative Code or if the utility accepts the claimant's energy draft. The acceptance of an energy draft by a utility is considered a request by the claimant for the winter protection program. The energy draft shall be coded by the department to denote claimants who are 65 years of age or older. If the claimant is a claimant whose heating cost is included in his or her rent payments, the amount of the claim not used as an offset against the state income tax, after examination and review, shall be approved for payment, without interest, to the claimant.

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- Issue a 1099-Misc Form to each vendor (provider) who received \$600 or more in MEAP funds, see 'Specific Instructions.' State of Michigan's guide for 1099 Reporting and IRS Instructions for the 1099-MISC.
- The CAA should conduct outreach activities designed to ensure eligible households, especially households with elderly individuals or disabled individuals, or both, and households with high home energy burdens, are made aware of the assistance available under this program and any other energy related assistance programs
- Notify the BCAEO MEAP Specialist in writing via email if MEAP funding is nearing depletion before funds have been exhausted and/or if availability of services has changed or is limited. The CAA's Michigan 2-1-1 Profile/Database Listing(s) must be maintained throughout the grant year.
- Coordinate energy assistance payments with energy suppliers to serve the needs of low-income households.

Energy Assistance Definitions and Dates

- "Crisis" means one of the following: 1) an individual or recipient has received a past due notice on an energy bill for his or her household (a shut off or disconnect notice is not required); 2) a residential fuel tank is estimated to contain no more than 25% of its heating fuel capacity; 3) a stated need for deliverable fuel or a nontraditional fuel source in which there is no meter or regular energy bill provided; or 4) a notice that the balance in a prepayment account is below a minimum amount.
- "Crisis season" refers to the period from November 1 through May 31 each year. Not more than 30% of the funds awarded for energy assistance programs through MEAP shall be spent on home energy costs accrued outside the "crisis season."
- "Eligible low-income household" means a household with an income of not more than 150% of the Federal Poverty Guidelines.
- "Federal Poverty Guidelines" means the poverty guidelines published annually in the federal register by the United States Department of Health and Human Services under its authority to revise the poverty line under section 673(2) of subtitle B of title VI of the Omnibus Budget Reconciliation Act of 1981, 42 USC 9902. See the [2025 Federal Poverty Guidelines](#) that will be in effect for the 2025 grant year October 1st through September 30th.

Self-Sufficiency Definitions and Services

The CAA shall include services that will enable participants to become or move toward becoming self-sufficient, including assisting participants in paying their energy bills on time, assisting participants in budgeting for and contributing to their ability to provide for energy expenses, and assisting participants in utilizing energy services to optimize on energy waste reduction.

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Households receiving MEAP assistance must receive additional energy security services that could include:

- “Needs assessment” means reviewing the client’s case record and identifying the most appropriate services and referrals by utilizing a standardized, relational needs assessment.

Note: When conducting an A16 Needs Assessment service, the expectation is that all standard questions will be asked (and answered) as written and that the assessment is a standalone document, though it may include additional assessment questions interspersed with the required questions at your organization’s discretion. This approved and completed tool, along with any documentation of a response to identified needs (follow-up), will be found in the case file for any household counted and reported to have received this service.

- “Vendor advocacy” means helping the client to communicate effectively with the vendor to maintain service. This includes helping the client to enroll in a home energy supplier affordable payment plan.
- “Affordable payment plan” means a program that provides a household with a more affordable energy payment for an established period of time and includes a component for arrearage forgiveness when necessary.
- “Financial education or budget conversation” means to provide financial counseling, financial literacy education, and/or financial management training to assist a household in budgeting for and contributing to their ability to provide for energy expenses.
- “Energy education or conservation conversation” means assisting households to develop a better understanding of their energy bill and developing strategies to motivate a household to make behavioral changes to decrease their usage. This includes furnishing information to households about how to reduce energy usage and obtain energy waste reduction services.
- “Energy waste reduction services” means energy conservation or energy efficiency services that are demonstrated to produce measurable savings to help a household to achieve a greater degree of energy self-sufficiency.
- “Weatherization” means a program supported by funds provided by the U.S. Department of Energy Weatherization Assistance Program and/or LIHEAP funds to provide low cost and cost-effective energy related home repairs. WAP and LIHEAP program weatherization goals:
 - WAP: to increase the energy efficiency of dwellings owned or occupied by low-income persons, reduce their total residential energy expenditures, and improve the health and safety, especially low-income persons who are particularly vulnerable such as elderly, the handicapped, and children.
 - LIHEAP: provide low-cost residential weatherization and other cost-effective energy-related home repair.
- “Short term case management” means developing information and materials about services

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available to LIHEAP/LIEAF clients, developing an understanding of a client's needs and offering counseling during MEAP intake.

- "Longer term case management" means developing a curriculum and training materials for service delivery, working with clients on energy education and/or financial counseling over an extended time period.

Unallowable Services

MEAP funds are not to be used for the following:

- Regulated utility/energy provider late fees
- Administrative fees/fees for processing paperwork on a MEAP participant's energy bill (these should be reported to BCAEO to report to MPSC)
- Charges for opting out of AMI/Smart Meter programs
- Optional services such as appliance repair or appliance protection programs
- Bankrupt accounts
 - In some cases, bankruptcy may be listed on the customer's account in ORA or CE Pass for historical purposes. Please confirm with the energy provider whether or not the bankruptcy status is still current. Exception: If the utility provider knows the dollar amount that is NOT subject to the bankruptcy, and that dollar amount that is not subject to the bankruptcy would resolve the emergency for the next 30 days payment could be made if all other eligibility requirements have been met, and if the client would not exceed the cap.
- Cooking gas
- Service used in businesses or nonresidential buildings or facilities such as rental units, garages, stores, or nonresidential farm uses. When a bill represents combined residential and nonresidential or business usage, pay only the residential portion if the utility can provide an approximate breakdown showing the residential use portion and the group applying for energy services pays the nonresidential costs. In the case of a client who works in their own home, if the bill is in the client's name and the service address is the same as the client's residence address, it is considered a residential bill and payment may be authorized. If the bill is in the name of the client's business, it is considered a commercial bill and payment cannot be authorized
- Common meter/service situations. This occurs when one meter or heat/electric unit services more than one residential unit or residence. If the energy provider can verify the group's actual usage and the provider will accept the household's portion and maintain services, payment may be made in full.
- Payments to residential landlords, residential management companies, billing service agencies, or collection agencies are not eligible to receive emergency service or MEAP funds, as they are not the actual service provider

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Exception: Accounts that have gone to collections can be paid if the collections department is one within the original utility provider, for example DTE's collections department. If the account has been turned over to an outside collection agency, then the bill is not able to be paid with MEAP funds.

- Exception: Utility bills that are in the landlord's name only if the payment is made directly to the utility, and if there is documentation stating that the client is responsible for the utility bill.
- Energy services when the usage is in violation of the federal law
Example: A client has requested assistance for an electric shut off which includes costs associated to manufacturing "medical" marijuana. The client is not eligible for MEAP since federal law, 21 U.S.C. 841(a) prohibits the manufacturing of marijuana
- Secondary household fuel types and cooking gas: Payment may only be approved for the primary heating source
- Utility cut and cap fees/meter relocation fees
- If a CAA authorizes deliverable fuel services and the provider discovers the client's tank is over 25%, MEAP funds may not be used to cover any costs incurred

Direct / Covered Services

Metered Energy Assistance, Deliverable Fuel Assistance, and Assurance 16 Services

When a household's electric or primary heat service for their current residence is in past due status, in threat of shut off, or is already shut off and must be restored, payment may be authorized to the home energy supplier. Payment may be made on a prepayment account for natural gas or electric services when the balance remaining in the account does not exceed \$100.

Deposits, special trip charges, pilot relights, pressure checks, reconnect fees, and related charges such as propane storage tank installation, delivery, or rental can be paid if they are required by an unregulated home energy supplier to prevent an emergency. Note: Payment to some regulated suppliers for reconnect fees may be authorized; please inquire with the BCAEO MEAP Specialist if this occurs.

Deposits as a condition of providing new service, service to a previous customer or continuing service to a current customer, cannot be required by a regulated home energy supplier if the Department of Health and Human Services or MEAP is responsible for making payments to the supplier for the applicant/customer. See the MPSC website for regulated and unregulated [electric](#) and [natural gas](#) utilities.

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Do not authorize a payment before a service is provided or before the household has made a required copayment, contribution or prorated payment. Payments for deliverable fuels must not be released until the service has been provided and an invoice has been received. The invoice must contain the date service was provided, cost of service. The provider must also confirm that the residential fuel tank did not contain more than 25% of its heating fuel capacity at the time of delivery unless the customer is participating in an approved pilot program.

Households who heat with wood must confirm delivery of product prior to payment being released, or the CAA must receive an invoice for delivery from the provider.

CAAs should administer programs that create opportunities for low-income customers to work toward energy security/self-sufficiency. MEAP Assurance 16 Program Costs can cover expenses directly related to the delivery of energy assistance self-sufficiency activities offered by MEAP. Self-sufficiency activities must include services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance. Assurance 16 activities include needs assessment and referrals, energy education and financial counseling, and vendor advocacy which may include enrollment in an affordable payment plan, and short and/or long-term case management.

Non-Covered Services

Do not authorize energy services to pay for:

- Unauthorized or illegal use
- Theft/fraud on a customer account

Note: Clients who are suspected to have committed fraud or theft cannot be denied MEAP assistance. Utility companies may flag the account for fraud/theft based on a tip or complaint before a formal investigation takes place. In situations where the provider can identify the unauthorized or illegal usage separately, MEAP may be authorized for the past due or shut off amount, if the household meets all other eligibility requirements. The client must provide proof that they have paid the charges associated with the unauthorized or illegal usage before the MEAP payment can be issued. CAAs that suspect fraud should complete the online form through the Office of Inspector General and inform BCAEO once the form has been filed.

- Regulated utility/energy provider late fees
- Charges for opting out of AMI/Smart Meter programs
- Optional services such as appliance repair or appliance protection programs
- Bankrupt accounts

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- In some cases, bankruptcy may be listed on the customer's account in ORA or CE Pass for historical purposes. Please confirm with the energy provider whether or not the bankruptcy status is still current.

Exception: If the utility provider knows the dollar amount that is NOT subject to the bankruptcy, and that dollar amount that is not subject to the bankruptcy would resolve the emergency for the next 30 days payment could be made if all other eligibility requirements have been met, and if the client would not exceed the cap.

- Cooking gas
- Service used in businesses or nonresidential buildings or facilities such as rental units, garages, stores, or nonresidential farm uses. When a bill represents combined residential and nonresidential or business usage, pay only the residential portion if the utility can provide an approximate breakdown showing the residential use portion and the group applying for energy services pays the nonresidential costs. In the case of a client who works in their own home, if the bill is in the client's name and the service address is the same as the client's residence address, it is considered a residential bill and payment may be authorized. If the bill is in the name of the client's business, it is considered a commercial bill and payment cannot be authorized.
- Common meter/service situations. This occurs when one meter or heat/electric unit services more than one residential unit or residence. If the energy provider can verify the group's actual usage and the provider will accept the household's portion and maintain services, payment may be made in full.
- Payments to residential landlords, residential management companies, billing service agencies, or collection agencies are not eligible to receive emergency service or MEAP funds, as they are not the actual service provider. Examples of third-party billing companies who are not eligible providers include:
 - Universal Utilities
 - D & B Billing Services
 - Electrical Inspection Company
 - Infinity Billing Enterprises

Exception: Accounts that have gone to collections can be paid if the collections department is one within the original utility provider, for example DTE's collections department. If the account has been turned over to an outside collection agency, then the bill is not able to be paid with MEAP funds.

Exception: Utility bills that are in the landlord's name only if the payment is made directly to the utility, and if there is documentation stating that the client is responsible

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for the utility bill.

- Energy services when the usage is in violation of the federal law
Example: A client has requested assistance for an electric shut off which includes costs associated to manufacturing “medical” marijuana. The client is not eligible for MEAP since federal law, 21 U.S.C. 841(a) prohibits the manufacturing of marijuana.
- Secondary household fuel types: Payment may only be approved for the primary heating source
- Utility cut and cap fees/meter relocation fees
- If a MEAP Grantee authorizes deliverable fuel services and the provider discovers the client’s tank is over 25%, the client/applicant is responsible for any costs incurred
- Unregulated service charges, such as appliance repair or appliance protection programs, that may be included in a home energy supplier’s monthly service bill (see R460.125)

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1204 – PROGRAMMATIC AND FINANCIAL REPORTING

Policy

The MEAP Program Guide has with detailed instructions for MEAP setup and data entry is available on the [BCAEO SharePoint](#) site. CAA empowOR users should contact their system administrators for assistance with empowOR prior to contacting the empowOR Help Desk.

CAAs are required to do each of the following by the due date in the Reporting Schedule for each reporting period:

- Ensure all required information is in empowOR, including all client and household demographic information, one-time assistance payment information, and Assurance 16 information
- Verify that the information in empowOR is correct, complete, and consistent with the CAA's monthly Statement of Expenditure.
- Verify that the monthly APP invoice(s) from home energy suppliers contains accurate information for their CAA and communicate any inaccuracies to BCAEO within 3 business days of receipt of the invoice from BCAEO.
- Reconcile monthly programmatic reporting with monthly financial reporting (SOE).
- Submit client files for MPSC auditing upon request. Alternatively, CAAs may allow BCAEO staff to download client files from empowOR on the CAA's behalf to ease administrative burden at the CAA's request.

Note: CAAs are required to enter all data in real-time to ensure up-to-date reporting.

BCAEO will extract information for each agency from empowOR each month, combine it with APP information from each home energy provider, and transfer it to the MPSC Salesforce Portal. CAAs can also generate their own programmatic reports from EmpowOR for each reporting period.

Monthly Report Data and Documentation

BCAEO will submit monthly reports to MPSC based on the information in empowOR and home energy suppliers. CAAs must fully utilize empowOR and follow the MEAP Program Guide for BCAEO to comply with MPSC reporting requirements. BCAEO may extract the following:

- Individual customer names, address, county
- Date of birth
- MDHHS case numbers

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- Households receiving an energy security plan and Assurance 16 services
- The additional program(s) the agency enrolled the customer in to meet the bundled services approach
- Individual demographics including poverty level
- A list of vendors that were paid and account numbers
- The amount paid to each vendor
- Program year and date of assistance
- Assurance 16 information

CAAs providing Assurance 16 services must be able to report the impact of activities through EmpowOR:

1. Total number of households assisted
2. Total number of households achieving self-sufficiency
3. Total number of households able to reduce dependency on LIHEAP
4. Total number of households denied MEAP benefits

Monthly Report Reconciliation

CAAs must Reconcile monthly programmatic reporting (in empowOR) with monthly financial reporting (SOE) following the process listed below.

- BCAEO runs custom advanced report from empowOR monthly
- BCAEO distributes a copy of the report to each CAA filtered by that CAA's data
- CAAs review the advanced report for accuracy.
 - If the report is accurate, CAAs return the report to BCAEO confirming accuracy of client information and direct assistance amounts.
 - If the report needs edits, CAAs return the report to BCAEO with necessary edits and makes the edits in empowOR.
- CAAs work internally to ensure that the clients and direct assistance amount confirmed with BCAEO matches the CAAs' general ledger and SOE for the reporting period.
- CAAs submit SOE to BCAEO. The energy assistance line must match the reporting period's APP amount plus the confirmed amount from the advanced empowOR report.
- BCAEO reviews CAA-confirmed report and CAA-submitted SOE to confirm reconciliation.
 - If they reconcile, reports are aggregated into statewide reports.
 - If they do not reconcile, BCAEO contacts CAA with corrections.
- "Missed" energy assistance will be reported on next SOE/FSR.

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- If a CAA submits a revised SOEs that includes revised energy assistance, BCAEO will run an advanced report to confirm reconciliation with programmatic reporting and contact the CAA if edits are needed.

Reporting Schedule

CAAs must have all information in EmpowOR by the deadlines in the Reporting Schedule below.

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MEAP FY 2025 Reporting Schedule (Year Two)		
Report Due Date	Report Type	Period Covered
November 21, 2024	Household demographics, one-time assistance, and Assurance 16 information in empowOR, MPSC client file sampling (as requested)	October 1 - October 21, 2024
November 25, 2024	Statement of Expenditure w/ Support	
December 18, 2024	Demographics, one-time assistance, A16 in empowOR, client file sampling	November 1 - November 30, 2024
December 27, 2024	Statement of Expenditure w/ Support	
January 22, 2025	Demographics, one-time assistance, A16 in empowOR, client file sampling	December 1 - December 31, 2024
January 29, 2025	Statement of Expenditure w/ Support	
February 20, 2025	Demographics, one-time assistance, A16 in empowOR, client file sampling	January 1 - January 31, 2025
February 26, 2025	Statement of Expenditure w/ Support	
March 14, 2025	BCAEO sends out Reconciliation Report from empowOR to CAAs	February 1 - February 28, 2025
March 21, 2025	Demographics, one-time assistance, A16 in empowOR, client file sampling, completed reconciliation report	
March 26, 2025	Statement of Expenditure w/ Support	
April 14, 2025	BCAEO sends out Reconciliation Report from empowOR to CAAs	March 1 - March 31, 2025
April 22, 2025	Demographics, one-time assistance, A16 in empowOR, client file sampling, completed reconciliation report	
April 25, 2025	Statement of Expenditure w/ Support	
April 25, 2025	Interim Project Status Report	10/1/2024 - 3/31/2025
May 14, 2025	BCAEO sends out Reconciliation Report from empowOR to CAAs	April 1 - April 30, 2025
May 22, 2025	Demographics, one-time assistance, A16 in empowOR, client file sampling, completed reconciliation report	
May 28, 2025	Statement of Expenditure w/ Support	
June 16, 2025	BCAEO sends out Reconciliation Report from empowOR to CAAs	May 1 - May 31, 2025
June 20, 2025	Demographics, one-time assistance, A16 in empowOR, client file sampling, completed reconciliation report	
June 25, 2025	Statement of Expenditure w/ Support	
July 14, 2025	BCAEO sends out Reconciliation Report from empowOR to CAAs	June 1 - June 30, 2025
July 22, 2025	Demographics, one-time assistance, A16 in empowOR, client file sampling, completed reconciliation report	
July 28, 2025	Statement of Expenditure w/ Support	

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August 13, 2025	BCAEO sends out Reconciliation Report from empowOR to CAAs	July 1 - July 31, 2025
August 20, 2025	Demographics, one-time assistance, A16 in empowOR, client file sampling, completed reconciliation report	
August 26, 2025	Statement of Expenditure w/ Support	
September 15, 2025	BCAEO sends out Reconciliation Report from empowOR to CAAs	August 1 - August 31, 2025
September 21, 2025	Demographics, one-time assistance, A16 in empowOR, client file sampling, completed reconciliation report	
September 24, 2025	Statement of Expenditure w/ Support	
October 6, 2025	BCAEO sends out Reconciliation Report from empowOR to CAAs	September 1 - September 30, 2025
October 8, 2025	Demographics, one-time assistance, A16 in empowOR, client file sampling, completed reconciliation report	
October 10, 2025	Statement of Expenditure w/ Support	
October 10, 2025	Final Project Report	10/1/2024 - 09/30/2025

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Interim and Final Project Status Reports

CAAs must submit an Interim Project Status Report and a Final Project Report to BCAEO by the due dates identified in the Reporting Schedule. BCAEO will submit aggregated statewide reports as well as reports on the administration of the statewide MEAP grant. Narrative reports should be submitted via email to MDHHS-BCAEO@michigan.gov and cc the BCAEO MEAP Specialist and include the following:

Interim Project Status Report

Include a narrative regarding each section below. BCAEO will extract quantitative data from empowOR to submit to MPSC, so focus your report on qualitative/narrative information.

empowOR Reporting

Confirm that your agency's reporting in empowOR is up to date at the time of report submission.

Project Progress

Provide a brief outline of the work accomplished during the reporting period and the work to be completed during the subsequent reporting period(s). Include progress toward goals outlined in your CAA's service plan.

Assurance 16

Describe how you have used LIHEAP funds to provide Assurance 16 services.

Noteworthy Accomplishments

Identify and describe any milestones reached or noteworthy accomplishments completed during the period.

Delays

Provide a brief description of problems or delays, real or anticipated, which should be brought to the attention of the BCAEO.

Project Challenges

Describe any challenges to implementing the MEAP during the reporting period.

Attachments and Other Materials

Provide project materials developed and implemented during the reporting period (e.g., newspaper articles, newspaper advertisements, forms, brochures, announcements, studies, reports, analyses, audits, etc.).

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Final Project Status Report

Include a narrative regarding each section below. BCAEO will extract quantitative data from empowOR to submit to MPSC, so focus your report on qualitative/narrative information.

empowOR Reporting

Confirm that your agency's reporting in empowOR is up to date at the time of report submission.

Program Metrics

- Total number of households that presented for (applied for) MEAP Assurance 16 services)
- Total number of households that were denied MEAP services/benefits
- Total number of households achieving self-sufficiency

Project Implementation

Provide a brief outline of the work accomplished during the reporting period and the work to be completed during the subsequent reporting period(s). Include progress toward goals outlined in your CAA's service plan.

Assurance 16

Describe how you have used LIHEAP funds to provide Assurance 16 services during this reporting period as well as the impact such services had on households receiving Assurance 16 services.

Noteworthy Accomplishments

Describe accomplishments and problems experienced while carrying out project activities.

Coordinated Efforts

Describe coordinated efforts with other organizations to complete the project.

Project Impacts

Describe impacts, anticipated and unanticipated, experienced as a result of project implementation.

Next Steps

Describe the experience in applying the project products and anticipated "next steps."

Financial Summary

Summary of financial expenditures of grant funds. Include the basis or reason for any

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discrepancies and/or unspent funding. Include information about any formal Grant Amendments/line-item transfers, including the award of additional funds.

Evaluation

Evaluate the success of the program. Provide an honest and objective assessment of the successes and failures of the project. The evaluation should have both quantitative and qualitative components. Provide the results from your customer satisfaction survey.

Attachments and Other Materials

Provide project materials developed and implemented during the reporting period (e.g. newspaper articles, newspaper advertisements, forms, brochures, announcements, studies, reports, analyses, audits, etc.).

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1205 – PROGRAM BUDGET AND EXPENDITURES

Grant Expenditures

Grant expenditures must be supported by source documentation including, but not limited to, chart of accounts, general ledgers, time sheets, payroll registers, invoices, receipts, check copies and bank statements, or cancelled checks, and travel logs. Expenses will be verified based on actual expenditures incurred within the grant period that are supported by source documentation, not budgeted amounts.

Unallowable Expenditures

Unallowable expenditures include but are not limited to the following:

- Bonuses
- Overtime
- Tuition reimbursement/remission
- Vehicle allowance
- Seminars
- Conferences
- Meetings
- Subscriptions
- Dues
- Memberships
- Overtime calculated above an employee's hourly rate (i.e., time and a half)

Administrative Costs

Administrative costs cover expenses related to general administrative functions and coordination of functions and oversight related to MEAP administrative functions. Administrative costs should include costs of goods and services required for administrative functions of the program, such as:

- Travel costs incurred for official business in carrying out administrative activities or the overall management of the MEAP.
- Costs of information systems related to administrative functions; and contractual services related to sub-recipients or vendors that are solely for the performance of administrative functions.

Total administrative and indirect costs included in the budget must adhere to the BCAEO allocation chart and may not exceed the approved budget.

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Energy Assistance Program (EAP) Costs

EAP costs cover expenses related to the delivery of energy assistance program services. EAP costs should include program costs, administrative costs, indirect costs, and direct energy assistance payments.

Assurance 16 (A16) Program Costs

Assurance 16 (A16) funding covers expenses directly related to the delivery of energy assistance self-sufficiency activities. Self-sufficiency activities must include services that will enable participants to become or move toward becoming self-sufficient.

Allowable Assurance 16 activities can include the following:

Standardized Needs Assessment and referral information: In-depth review of the client's status to assess the need for other services when utilizing the standardized needs assessment tool and development of referral database and identification of relevant referrals for individual clients.

- Vendor Advocacy: Working with clients in crisis to identify the resources needed to restore energy services and/or advocating on behalf of those clients with energy vendors.
- Financial education activities: Furnishing longer-term education services to try to prevent future energy-related crises.
- Energy Education activities: Helping clients to understand how reduce energy usage and how to gain access to energy efficiency programs.

Energy Education activities may include:

- Energy kits
- Mileage and/or a specifically designated vehicles for transportation to and from a household or other community areas or facilities to perform allowable Assurance 16 activities and/or installation of Energy Kits.
- Purchase and maintenance of energy education trailers and/or homes used to provide hands on exhibits that teach participants cost-effective energy reduction strategized used to optimize energy efficiency including, but not limited to how to caulk windows, install door sweeps, and change furnace filters. The homes may also be used to demonstrate high efficiency appliances, insulation applications, and other measures used for Weatherization.

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- Development and instruction of energy education exhibits, videos, hands on instructional prompts and material.
- Incentive benefits to households for attendance at energy education classes.
- Case Management: Ongoing work with clients to ensure that they had their energy service restored and to ensure that they are able to access additional services for which they are eligible.
 - Short Term
 - Developing information and materials about services available to LIHEAP clients. This may include printing and postage costs for Assurance 16 materials and information.
 - Developing an understanding of a client's needs and offering counseling during LIHEAP intake.
 - Providing blankets, hats, and fans to households.
 - Long Term
 - Developing a curriculum and training materials for service delivery
 - Working with clients on energy education and/or financial counseling over an extended time period
- Direct staff time spent on the activities listed above.

Examples of expenditures that are **not** allowable A16 expenditures include:

- Assurance 16 funds may not be used in coordination with the Community Services Block Grant.
- Outreach – Designing outreach materials, conducting outreach activities
- Intake – Working with the client to complete the LIHEAP application
- Crisis Determination – Assessing whether the client is in crisis
- Benefit Determination – Using the information supplied by the client to determine their benefit
- Office space, desks, equipment, supplies (administrative)
- Non-LIHEAP personnel referring people for energy assistance. For instance, a Head Start employee who spends time assessing client needs and decides the household needs energy assistance is doing Head Start referral activities, not Assurance 16.
- Indirect costs, human resources, IT support
- Staff time spent when a caller inquires about programs available to assist their family. It is not an Assurance 16 activity to determine that a household should apply for energy assistance. That is considered a shared administrative cost with other programs.

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- Heat or crisis benefits
- Weatherization or home repair
- Leveraging activities
- Other expenses listed as unallowable for federal awards in 2 CFR 200, unless it is specifically listed here as allowable.

Assurance 16 activities should be included as separate items within the budget. Only expenditures for the portion of staff members' time spent on Assurance 16 activities may be charged under the Assurance 16 Program Costs budget category.

Budget Requirements

The Statement of Expenditures shall display three headings identified as the following:

- Line Item
- Budget Category (Administrative Expenses, Energy Assistance Program, Direct Assistance Expenses, and Assurance 16 Expenses)
- Total

The budget should reflect the best estimate of actual costs using whole numbers.

Personnel

Salary

In the budget, include the name and job title for each staff position to be paid for by the grant. Time sheets and payroll registers must be submitted for each staff position, and hours worked must be grant related.

Fringe Benefits

Fringe benefits may not exceed 35% of each employee's salary. Fringe benefits will be reimbursed based on actual expenditures per employee up to 35%, not on budgeted amounts. Allowable benefits include: health, dental, and optical insurance, employer-paid Social Security and Medicare tax, Michigan and Federal unemployment tax, and other miscellaneous fringe benefits (life insurance, long- and short-term disability insurance, worker's compensation, and retirement program contributions up to 4%). CAAs must provide details on the organization's method of calculating fringe benefit expenses that will be charged to the grant including whether fringe benefits are calculated on an annualized basis or based on the length of the grant term.

Supplies, Materials, & Equipment

Only supplies, materials, and equipment included in the approved budget will be eligible for

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reimbursement. Specify and itemize each item in the budget. The budget should include the anticipated cost of each item, a detailed explanation of the item's purpose, and how it relates to the project being funded. Be as detailed as possible.

Contractual Services:

Contractual Services must be competitively bid. In the event a competitive bid is not feasible or practical, the CAA must obtain the written approval of BCAEO before making a sole source selection. Individuals that are not on selected applicant's payroll, e.g., independent contractors, individuals receiving a Form 1099, temporary workers, etc., must be placed under Contractual Services. The CAA must provide a copy of contracts, memoranda of understanding or agreements signed by selected applicant and contractors. The CAA will only be reimbursed for services performed by contractors included in the approved budget.

The CAA assumes responsibility to select subcontractors on a competitive basis. A minimum of three bids must be solicited and proposals must include, at a minimum: (1) name of selected applicant, grant number, and grant period; and (2) the type, number, and description of projects as described in the proposal.

The CAA must provide the BCAEO Grant Manager with the solicitation, list of vendor responses (including amounts), and name of the selected vendor. The CAA must maintain bids on file at their place of business. The Grant Manager will reserve the right to request a copy of all bids for services that are competitively bid.

Awards must go to the lowest bid unless the Grant Manager has given prior written approval for selection of a higher bid, written justification for the selection of a higher bid must also be retained on file at the CAA's place of business. When awarding subcontracts, the CAA must ensure that preference is given to products manufactured in or services offered by Michigan-based firms.

Travel

CAAs will only be reimbursed for travel expenses included in the approved budget and service plan at State of Michigan Standardized Travel Regulations. The State will reimburse for mileage, lodging, and meals at the current State travel rates. Meals and lodging must be supported by itemized, legible receipts and reasons for travel. Itemized meal receipts must include a list of each item purchased; receipts for payments made by credit card that are not itemized will not be accepted.

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Mileage must be supported by travel log(s) with beginning and ending addresses, mileage total, and reason for travel. CAAs will be provided a travel log example. Out-of-state travel must be directly related to the grant project and approved by the BCAEO and MPSC Grant Administrator prior to travel. Travel expenses listed in the travel budget category are strictly for individuals listed on the budget under Personnel.

Other Expenses

This category is solely for use by CAAs that have services performed by subunits or internal organizations within the CAA. CAAs will only be reimbursed for services included in the approved budget. Documentation supporting expenditures that provides an explanation of the services performed and a per-case fee/dollar amount charged must be submitted with the SOE.

Energy Assistance Program Costs

The budget category is solely for costs incurred for delivery of energy assistance program services. CAAs will be reimbursed for all verifiable energy assistance payments made to home energy suppliers. Documentation supporting expenditures must be submitted with the SOE and uploaded to empowOR (as appropriate). Proof of payment for monthly affordable payment plan payments must be submitted to home energy supplies and BCAEO for tracking purposes.

Direct Energy Assistance Payments at a minimum indicate the approximate number of households to be assisted and the estimated average payment.

Indirect Costs

Indirect costs are costs incurred for a common or joint purpose benefitting more than one cost objective and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Indirect costs are costs of administering the organization and must be spread over a number of products, services, or grant programs in proportion to the benefit received. Examples may include office supplies and equipment, utilities, rent, maintenance and repair, insurance, accounting and bookkeeping services, and legal services. Non-cash expenses like depreciation, amortization, and depletion are not allowable indirect costs under this grant.

The CAA will be reimbursed for its proportional share of indirect costs. This means MEAP should be allocated its proportionate share of the indirect costs and not 100% of the organization's total indirect cost. The indirect cost methodology should be included in the budget and consistently used across all funding sources. The budget should contain a list of indirect costs, how the CAA determined its indirect costs, and the percentage rate calculation for reimbursable indirect costs.

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Line-Item Flexibility

CAAs must adhere to approved budgets. There is no line-item flexibility for MEAP. Contact your BCAEO Grant Manager and the BCAEO MEAP Specialist for assistance as line-item transfers within budget categories may be approved on a case-by-case basis if the transfer is allowable within the statewide MEAP budget, CSPM 1200, and MPSC Policy Manual.

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If a CAA has received a notice of de-designation, the CAA is not eligible for supplemental funding programs, including MEAP.