

**EHEAP CONTRACT - Summary of contract changes for FY 2003 - 2004**  
**Contract Number: \_P003**

**Standard Contract Changes**

1. Changed contract number.
2. Updated Master Agreement reference.
3. Section III.A. - Updated contract begin (January 15, 2003) and end dates.

**ATTACHMENT I Changes**

1. Section II.A. – Added “not to exceed two benefits per contract year”, and, “Weather-Related/Supply Shortage funds can be provided in addition to crisis benefits according to directives provided by the Department.”
2. Section II.A. - #1 - Deleted reference to LIHEAP Manual. While not a contractual requirement, it can still be used for reference. Added “The recipient agrees to perform the services of this contract in accordance with all federal, state, and local laws, rules, regulations and policies that pertain to Emergency Home Energy Assistance Program.
3. Section II.A. - #18 - Revised due date to April 15, 2003.
4. Section II.A. - #20 - Reworded - “The recipient will refund to the department, with non-federal funds, all funds incorrectly paid on behalf of consumers that cannot be collected from the consumer.”
5. Section II.A. - #22 - Added - “The recipient shall agree to treat owners and renters equitably under this agreement.”
6. Section II.A. - #23 - Added – “The recipient shall ensure that no person shall be excluded from participation in any activity of the program on the grounds of race, color, national origin, sex or age, and such person shall not be subjected to discrimination under any activity funded in whole or in part with these funds.”
7. Section II.A. - #24 - Added - “The recipient will take applications when it has a signed agreement and adequate funding, and continue taking applications until the agreement expires or funds are exhausted.”
8. Section II.A. - #25 - Added - “The recipient will have adequate procedures in place to ensure EHEAP funds are appropriately budgeted and expended to allow for energy assistance benefits in both the heating and cooling seasons. Procedures should include referral to other community agencies when funds budgeted for a particular time period are exhausted and if consumers are subsequently denied.”
9. Section II.B. - #1 - Reworded – “The consumer must be or have been residing in their EHEAP service area (Planning and Service Area) at the time the home energy costs were incurred in order to receive assistance.”
10. Section III.D. - Revised allowable admin.
11. Section III.F. - added - Interest Earned on General Revenue and Federal Funds: All interest income earned on the advance of general revenue and federal funds must be separately identified and returned to the department in accordance with departmental procedures.
12. Section IV.A - Deleted reference to LIHEAP Manual. While not a contractual requirement, it can still be used for reference.
13. Section IV.C - Revised reporting period dates and due dates.

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**ATTACHMENT II Changes**

No changes.

**ATTACHMENT III Changes**

Added Weather-related/Shortage language.

**ATTACHMENT IV Changes**

Added column for heating – January 15 -March 31 to be reported separately from cooling- April 1 - June 30.  
In addition, Weather-related must be reported separately from crisis. Report for both still due July 15, 2003.

**ATTACHMENT V Changes**

Changed references from LIHEAP Manual in #5 and #8 to EHEAP Application.