



August 1, 2017

Dear Energy Assistance Vendor:

Indiana Housing and Community Development Authority (IHCDA) would like to thank you for being a vendor for the Low Income Home Energy Assistance Program (LIHEAP), which helps ensure Hoosiers stay warm in the winter and cool in the summer. This program assists about 100,000 families per year!

As you know, we will be starting a new program year on October 1, 2017. In order to continue to be an LIHEAP energy assistance vendor, you must complete a Memorandum of Agreement (MOA) and a W-9 tax form. **This year our MOA's will be valid for two (2) years instead of one – from October 1, 2017 to September 30, 2019.** We have done this to make the Vendor MOU process easier.

Your MOA and completed forms must be on file before we can process any payments for the upcoming heating season. New forms are required this year; we cannot use last year's form. **For legal reasons, an original MOA must be returned to us by regular mail, with your signature. We cannot accept e-mails or faxes. Please submit your completed forms to IHCDA no later than October 31, 2017 at the following address:**

IHCDA  
Attn: Community Programs – Energy Assistance Program  
30 S. Meridian Street, Suite 1000  
Indianapolis, IN 46204

**Please complete the following steps to complete your vendor MOA forms:**

- Put your vendor name on Vendor Line, Page 1
- Fill out the "Notices to the Vendor shall be sent to" and "Vendor Point of Contact," Page 6
- Fill out the Non-Collusion and Acceptance, Page 7
- Indicate which Community Action Programs (CAP) agencies you work with. These CAP agencies will transmit your payments. Page 8
- Include the list of locations (companies that are owned or controlled by your main company), if applicable, Page 9
- Fill out the Vendor ACH Authorization Form, [Direct Deposit] Page 10 or,
- Fill out the request for Waiver of Direct Deposit Signature (if applicable), [Check] Page 11
- Fill out the W-9 Form

**We will need all these forms to process your MOA. These forms will be good for two (2) years, however if anything changes, such as you change banks or you move, you will have to send us new forms.**

Please feel free to reach out the EAP team with questions at [LIHEAP1@ihcda.IN.gov](mailto:LIHEAP1@ihcda.IN.gov).

Sincerely,

Laura Betzinger  
Community Programs Manager – Energy Assistance Program



ADDRESS 30 South Meridian Street, Suite 1000, Indianapolis, IN 46204  
PHONE 317 232 7777 TOLL FREE 800 872 0371 WEB [www.ihcda.IN.gov](http://www.ihcda.IN.gov)

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