



# STATE OF CONNECTICUT

DEPARTMENT OF SOCIAL SERVICES

55 FARMINGTON AVENUE • HARTFORD, CONNECTICUT 06105

TO: All Petroleum Product Vendors

FROM: Carlene O. Taylor, Program Administration Manager  
Office of Community Services

SUBJECT: Supplier/Vendor Conditions of Participation Form

DATE: October 7, 2015

Attached please find the 2015-2016 Supplier/Vendor Conditions of Participation Form (hereinafter referred to as the "Document") for vendors of low sulfur oil, kerosene and propane, setting forth the conditions of participation in the energy assistance program administered by the state Department of Social Services (DSS). The conditions referenced in this Document apply to fuel deliveries made to households determined by Community Action Agencies (CAAs) to be eligible for benefits provided through the Connecticut Energy Assistance Program (CEAP).

If your company wishes to participate in the delivery of fuel in accordance with the CEAP program, please complete the form, sign the attached Document, and have it notarized.

**Once completed, the preferred method for submitting the document is to email it to [energy.vendors@ct.gov](mailto:energy.vendors@ct.gov).** As an alternative, you can fax a copy to Ms. King's attention at (860) 424-4952. You may also mail the Document to;

Connecticut Department of Social Services  
Office of Community Services  
55 Farmington Avenue, 10<sup>th</sup> Floor  
Hartford, Connecticut 06105

## **Please note the following:**

- **Procedures relating to heating system repairs/replacements are being finalized, and will be issued soon.**
- **The first date for fuel deliveries is November 10<sup>th</sup>.**
- **The fuel authorization process remains the same as last year.** Vendors will deliver up to the identified amount provided by the CAA. Vendors will receive authorizations from the Community Action Agency for "Basic," "Crisis Assistance" and "Safety Net Assistance" benefits **prior** to each delivery. **Only one delivery is to be made per authorization** (Example - If you receive an authorization for \$585 and only deliver \$400, the remaining \$185 cannot be made under that same authorization. A follow-up authorization **must** be requested for that balance).
- **Vendors must provide verification of their registration with the Department of Consumer Protection**, in accordance with Sec. 16a-23m of the Connecticut General Statutes.
- Deliveries made under the Fixed Margin Pricing Program will be paid based on the daily **Gross Ultra Low Sulfur Red Dye Distillate** price. Vendors can obtain these prices by **checking the Vendor Information section of our website at [www.ct.gov/staywarm](http://www.ct.gov/staywarm) after 3:00 p.m. each day.** The posted prices reflect the amount that will be paid for deliveries of heating oil made on the following day.

- Eligible energy assistance clients may use a portion of their Basic Benefits to pay for a clean, tune and test of their deliverable fuel heating system. Landlord permission is required in a rental situation. **In order to be eligible for payment, the clean, tune and test must be authorized by the Community Action Agency.**
- Eligible Energy assistance clients may use a portion of their benefits to pay for a restart of their deliverable fuel heating system. Restart payment will be made, provided that sufficient funds remain in the eligible household's benefits. **No more than one restart payment will be paid per household per program year.** Payment for additional restarts will be the responsibility of the participating household.

DSS will use information from the Oil Price Information Service (OPIS) to determine the daily Fixed Margin Price, which will be used to pay oil vendors making deliveries to CEAP households. The Fixed Margin Price will be based on the daily **OPIS Gross Ultra Low Sulfur Red Dye Distillate** price, plus a fixed margin of 33 cents per gallon.

In addition, the Fixed Margin Pricing Program will continue to include county differentials in the pricing mechanism. The county differentials are as follows, and **include the 33 cents fixed margin:**

Middlesex County	\$0.363
Hartford County	\$0.369
New London County	\$0.372
New Haven County	\$0.375
Litchfield County	\$0.397
Tolland County	\$0.429
Windham County	\$0.430
Fairfield County	\$0.445

The following example is for demonstration purposes.

Under the Fixed Margin Pricing Program pricing mechanism in place last year, oil deliveries made on Friday, December 5, 2014 were paid based on the previous day's New Haven Rack Average OPIS Price, as provided in this example on Thursday, December 4, 2014. The price was determined as follows:

\$2.274	New Haven Rack Average OPIS Price, Thursday, 12/4/14
.310	Fixed Margin in FFY2015
<u>.115</u>	County Differential – Fairfield County
\$2.699	Total Fixed Margin Price for Friday, 12/5/14 (Fairfield County)

Please note, since each county has a different county differential, the Total Fixed Margin Price on any given day will vary from county to county.

Vendors who deliver in multiple counties will be paid in accordance with the county differential in which the delivery is made. DSS will determine all fixed margin prices.

**In the event of the shutdown of state offices due to an emergency, e.g., hazardous weather, the last posted fixed margin price shall remain in effect until the state offices reopen.**

**Vendors must put their retail price on all delivery tickets, bills or statements.** If the vendor's posted retail price is lower than the Fixed Margin Price, the vendor will be paid in accordance with the retail price.

For those deliveries of home heating oil paid by the program, vendors shall not charge CEAP customers the difference between their retail price and the CEAP payment.

The pricing mechanism may be adjusted by DSS to respond to unanticipated changes in the home heating oil market.

Deliveries made before an energy assistance customer's eligibility has been determined may be paid, if the customer is found eligible, and the delivery was made on or after **November 10, 2015**. Payment in these cases can only be paid from a basic benefit award.

The attached Document once received and accepted by DSS, shall be in effect from October 1, 2015 through September 30, 2016. Important dates are provided below:

- |                            |  |
|----------------------------|--|
| ➤ <b>November 10, 2015</b> | <b>First day for fuel deliveries that can be paid by the program.</b>  |
| ➤ March 15, 2016           | Deadline for fuel authorizations or deliveries.  |
| ➤ May 2, 2016              | The last day that a household can apply to establish its eligibility for benefits unless the household is utility heated and has a shut off notice for its primary source of heat. |
| ➤                          |  |
| ➤                          |  |
| ➤ May 16, 2016             | Last day that a utility heated household with a shut off notice for its primary source of heat can apply to establish its eligibility for benefits.                                |
| ➤                          |  |
| ➤ May 31, 2016             | Last day to submit deliverable fuel bills.   |

The U.S. Department of Health and Human Services (HHS), which administers the Low Income Home Energy Assistance Program (LIHEAP) nationwide, is requiring the tracking of heating consumption data for households receiving assistance through this program. This information will be used to better gauge the energy burden of LIHEAP households, with the goal of focusing maximum benefits and energy conservation measures on those households with the highest need. **HHS is requiring states to secure consumption information from the ten largest heating oil vendors and the ten largest propane vendors** (the largest utility companies will also need to provide consumption information for LIHEAP households). Part III, Section 20 of this Supplier/Vendor Conditions of Participation Form relates to this HHS requirement.

**Please detach this memorandum and retain it for your records. If you have any questions concerning the completion of the Document, please call the Energy Services Unit at 1-800-842-1132.**

**You may also contact the CAA's if you have further questions.**

<b>ABCD</b>	<b>(203) 384-6904</b>	<b>ACCESS</b>	<b>(860) 450-7423</b>
<b>BCO</b>	<b>(860) 584-7490</b>	<b>CAANH</b>	<b>(203) 387-7700 ext 248</b>
<b>CAAWC</b>	<b>(203) 748-5422</b>	<b>CRT</b>	<b>(860) 560-5800</b>
<b>HRANB</b>	<b>(860) 225-1084</b>	<b>NOI</b>	<b>(203) 576-8151</b>
<b>TEAM</b>	<b>(203)736-5420 ext. 238</b>	<b>TVCCA</b>	<b>(860) 425-6681</b>

**SUPPLIER/VENDOR CONDITIONS OF PARTICIPATION FORM**

**2015/2016 CONNECTICUT ENERGY ASSISTANCE PROGRAM (CEAP)**

The purpose of this Supplier/Vendor Conditions of Participation Form (hereinafter referred to as the "Document") is to establish the conditions for participation by vendors of low sulfur oil, kerosene and propane in the 2015/2016 energy assistance programs. The conditions referenced in this Document apply to fuel deliveries made to households eligible for the Connecticut Energy Assistance Program (CEAP).

**PART I – DOCUMENT TERM AND IMPORTANT DATES**

This Document shall be in effect from October 1, 2015, through September 30, 2016. Important dates are provided below:

- **November 10, 2015**                      **First day for fuel deliveries that can be paid by the program**
- **March 15, 2016**                      **Deadline for fuel authorizations or deliveries.**
- **May 2, 2016**                              **Last day that a household can apply to establish its eligibility for**
- **benefits unless the household is utility heated and has a shut off notice**
- **for its primary source of heat.**
- **May 16, 2016**                              **Last day that a utility heated household with a shut off notice for its**
- **primary source of heat can apply to establish its eligibility for benefits.**
- **May 31, 2016**                              **Last day to submit deliverable fuel bills.**

**PART II – VENDOR INFORMATION**

List your primarily used business name.

Legal Business Name \_\_\_\_\_

Business Mailing Address \_\_\_\_\_

P.O. Box or Street                      Town                      State                      Zip

Contact Person \_\_\_\_\_ FEIN, or Social Security # \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

**If your company does business sharing different names but with the same federal identification or social security number, list all other names that your company uses, including address and contact information. Please add additional pages if needed.**

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_  
P.O. Box/Street                      Town                      State                      Zip Code

Contact Person \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

P.O. Box/Street                      Town                      State                      Zip Code

Contact Person \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

P.O. Box/Street                      Town                      State                      Zip Code

Contact Person \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Additional Information**

**1. Indicate which Community Action Agency(s) your company does or would like to do business with.**

**(Please Check)**

- |  |  |
|--|--|
| <input type="checkbox"/> ABCD (Bridgeport area)              | <input type="checkbox"/> CRT (Hartford/Middletown area)  |
| <input type="checkbox"/> ABCD (Norwalk/Stamford area)        | <input type="checkbox"/> HRANB (New Britain)             |
| <input type="checkbox"/> ACCESS (Willimantic/Danielson area) | <input type="checkbox"/> NOI (Waterbury/Meriden area)    |
| <input type="checkbox"/> BCO (Bristol area)                  | <input type="checkbox"/> TEAM (Derby/Ansonia area)       |
| <input type="checkbox"/> CAANH (New Haven area)              | <input type="checkbox"/> TVCCA (Norwich/New London area) |
| <input type="checkbox"/> CAAWC (Danbury area)                |  |

**2. Indicate whether your company will accept new energy assistance customers that reside in your service territory.**     Yes     No

**3. Indicate the type(s) of services your company provides.**

Clean, Tune & Test Services     Annual Service Contracts

**4. Please indicate emergency/special fees charged to your regular customers, if any, for the following:**  
(The following fees will only be paid if the service is requested in writing by a Community Action Agency.)

- Same-day, weekday delivery:                      \$ \_\_\_\_\_
- Same-day, weeknight delivery:                      \$ \_\_\_\_\_
- Same-day, weekend delivery:                      \$ \_\_\_\_\_
- Furnace start-up:                      \$ \_\_\_\_\_
- Minimum delivery: \_\_\_\_\_ \*    Fee if not met: \$ \_\_\_\_\_ \*\*

**(To re-emphasize, the above identified fees will only be paid if the service is requested by a Community Action Agency.)**

- \* - Pursuant to Section 16a-22b of the Connecticut General Statutes, the minimum heating oil or propane delivery shall be one-hundred (100) gallons. Vendors may choose to set their minimum delivery requirements at less than one-hundred (100) gallons, but cannot set a higher minimum delivery limit.
- \*\* - In the event that the client's oil tank cannot accommodate a minimum delivery, vendors will receive payment up to the amount of the vendor's minimum delivery requirements (not to exceed 100 gallons) or the vendor's minimum delivery fee, whichever cost is less.

**PART III – GENERAL PROVISIONS**

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(Full Name of Vendor)

hereinafter referred to as "Vendor," does hereby agree that it, its trade name(s) and dba(s) shall:

1. Not bill an energy assistance customer or Community Action Agency more for services or product than billed to any other customer who orders the same services or quantities of product;
2. Legibly post on **all** invoices, statements and metered tickets the **client name, service address** and the **current (as of date of delivery) residential retail rate per gallon;**
3. Extend to energy assistance customers any prompt payment discounts afforded other customers, and shall provide that the beginning of the discount period commences upon the date of the Vendor's presentation of the bill to the Community Action Agency;
4. Make deliveries in accordance with Sec. 16a-22a of the Connecticut General statutes;
5. Make deliveries within the amounts authorized by the Community Action Agency. Vendors will receive authorizations from the Community Action Agency for "Basic," "Crisis Assistance" and "Safety Net Assistance" benefits **prior** to each delivery. **Only one delivery is to be made per authorization;**
6. Agree that the energy assistance program may cover the cost of a clean, tune and test for an energy assistance customer, providing that sufficient funds remain in the eligible household's basic benefits. **In order to be eligible for payment, the clean, tune and test must be authorized by the Community Action Agency;**
7. Agree that the energy assistance program may pay for up to one (1) restart per household during the program year. Restart payment will be made, providing that sufficient funds remain in the eligible household's benefits. Payment for additional restarts will be the responsibility of the participating household;
8. Allow inspection by the state or an agent of the state of any company records deemed necessary by the state or said agent for verification of the accuracy and legitimacy of invoices, including, but not limited to retail rates per gallon;
9. Agree to retain all records related to participation in the program for a period of three years from the close of the program;
10. Agree that in the case of a disputable invoice, the state reserves the right to withhold payment until resolution of the matter;
11. Agree that in order to receive payment, the energy assistance customer and/or Vendor must submit bills to the Community Action Agency by May 31, 2016;

12. Submit this properly executed Document in order to be included on the Approved Supplier Vendor List;
13. Submit verification of your registration with the Department of Consumer Protection for your company and all DBA's, in accordance with Sec. 16a-23m of the Connecticut General Statutes. **The verification(s) must be attached to your completed Document;**
14. Agree that energy assistance customers will not be charged the difference between the Vendor's retail price and the Fixed Margin Price;
15. Agree that, based on the availability of funds; payments will be issued within thirty days of the Community Action Agency's **receipt and approval of bills**. (The thirty day payment period is based on the date the bill is received, not the date the delivery is made.);
16. Agree that energy program payments will be determined according to the price on the **date that the fuel is delivered**, not the price for the date that the fuel was approved and/or authorized;
17. Agree that in the case of receipt of payment for a delivery from both an energy assistance customer and a Community Action Agency, the Vendor shall reimburse the customer if the customer so requests. (Reimbursement shall be for the amount paid by the customer.);
18. Make emergency deliveries to energy assistance customers within twenty-four hours of receipt of a fuel authorization from the Community Action Agency and seventy-two hours for non-emergency deliveries. If unable to make deliveries within the allotted times, the Vendor must notify the Community Action Agency as to when the delivery will be made. (If the delivery cannot be made within the allotted times, it may be necessary for the Community Action Agency to cancel the authorization, and reauthorize the delivery with another vendor.)
19. Agree that payment under the energy assistance program is guaranteed only for those fuel deliveries which are authorized by the Community Action Agency. **(In order to guarantee program payment for customers on automatic delivery, the Vendor must have received authorization from the Community Action Agency prior to making each fuel delivery.);**
20. Upon written request, provide DSS the account history for CEAP recipient households serviced by the vendor for the previous twelve (12) months, or the available account history plus estimates if less than 12 months of billing history is available. This information shall be provided at no cost to DSS.
21. Agree that completion of this Document obligates the Vendor to all terms and conditions, as detailed herein, for the 2015/2016 energy assistance program year and that failure to comply with any of these terms and conditions will result in the Vendor's suspension from the program for the remainder of the 2015/2016 program year;
22. Agree to safeguard the use, publication and disclosure of information on all clients who receive services under this program in accordance with all applicable federal and state law (section 17b-90 of the Connecticut General Statutes) concerning confidentiality;
23. Agree that vendors requesting to withdraw from participation in the 2015/2016 energy assistance program must do so in writing to the Department of Social Services, Office of Community Services, 55 Farmington Avenue, Hartford, CT 06105. If removal is so requested, the vendor will be suspended from participation in the programs for the remainder of the 2015/2016 program year. The Community Action Agency will notify the Vendor's energy assistance customers. These customers will be required to select another vendor from the list of participating vendors. No further authorizations will be issued to the withdrawn vendor during the remainder of the current program year. Payment for any outstanding authorizations of oil will be made in accordance with the Fixed Margin Price.

24. Agree that eligible energy assistance customers, at their discretion, may change vendors during the course of the program year. In this event, any remaining balance of funds will be made available for the new vendor, and no further deliveries will be made by the previous vendor;
25. The Vendor, by signing this Document, does not bind itself to making deliveries to energy assistance customers outside of its normal service territory or working hours, or to providing services beyond those offered to customers whose deliveries are not approved and/or authorized by the Community Action Agency
26. Vendors are not obligated to accept new energy assistance customers. However, if a vendor agrees to accept new energy assistance customers, the vendor is not allowed to require a credit report as a condition of acceptance. Vendors may request credit reports in situations where an energy assistance customer is seeking credit for future deliveries not paid for by the energy assistance program.
27. Agree to not make deliveries in cases where a heating system has been red tagged or otherwise deemed to be unsafe or inoperable by a licensed fuel vendor. Any questions regarding these situations should be referred to the appropriate Community Action Agency.

#### **PART IV – PRODUCT PRICING**

DSS will use information from the Oil Price Information Service (OPIS) to determine the daily Fixed Margin Price, which will be used to pay oil vendors making deliveries to CEAP households. The Fixed Margin Price will be based on the daily OPIS Gross Ultra Low Sulfur Red Dye Distillate price, plus a fixed margin of 33 cents per gallon.

In addition, the Fixed Margin Pricing Program will continue to include county differentials in the pricing mechanism. The county differentials are as follows, and **include the 33 cents fixed margin:**

Middlesex County	\$0.363
Hartford County	\$0.369
New London County	\$0.372
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Tolland County	\$0.429
Windham County	\$0.430
Fairfield County	\$0.445

The following example is for demonstration purposes.

Under the Fixed Margin Pricing Program pricing mechanism in place last year, oil deliveries made on Friday, December 5, 2014 were paid based on the previous day's New Haven Rack Average OPIS Price, as provided in this example on Thursday, December 4, 2014. The price was determined as follows:

\$2.274	New Haven Rack Average OPIS Price, Wednesday, 12/4/14
.310	Fixed Margin in FFY 2015
<u>.115</u>	County Differential – Fairfield County
\$2.699	Total Fixed Margin Price for Friday, 12/5/14 (Fairfield County)

Please note, since each county has a different county differential, the Total Fixed Margin Price on any given day will vary from county to county.

Vendors who deliver in multiple counties will be paid in accordance with the county differential in which the delivery is made. DSS will determine all fixed margin prices.

In the event of the shutdown of state offices due to an emergency, e.g., hazardous weather, the last posted fixed margin price shall remain in effect until the state offices reopen.

**Vendors must put their retail price on all delivery tickets, bills or statements.** If the vendor's posted retail price is lower than the Fixed Margin Price, the vendor will be paid in accordance with the retail price.

For those deliveries of home heating oil paid by the program, vendors shall not charge customers the difference between their retail price and the CEAP payment.

**All kerosene and propane deliveries will be paid at the vendor's regular retail price.**

Deliveries made before an energy assistance customer's eligibility has been determined may be paid, if the customer is found eligible, and the delivery was made on or after November 10, 2015.

### **PART V – MISCELLANEOUS PROVISIONS**

The Vendor understands and agrees that if the State of Connecticut has reason to believe that the Vendor may have misrepresented, violated, or attempted to violate any part of this Document, they are subject to having their participation as a supplier in the energy assistance program immediately suspended. Suspected violations of Connecticut law shall be investigated, and if appropriate, prosecuted. Vendors found in violation shall be barred from participation in the energy assistance program for five years.

This Document is subject to Section 53a-157b of the Connecticut General Statutes, which provides as follows: "A person is guilty of false statement in the second degree when he intentionally makes a false written statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he does not believe to be true, and which statement is intended to mislead a public servant in the performance of his official function."

Should at any time any provision of this Document be found by the State to be legally unenforceable, that provision will automatically be considered void, but all other provisions of this Document will remain in effect. This Document is subject to the provisions in Executive Order No. 3 and 17, as they relate to non-discrimination.

This contract is subject to the provisions of Executive Order No. 3 of Governor Thomas J. Meskill, promulgated June 16, 1971 and, as such, this contract may be canceled, terminated or suspended by the

State Labor Commissioner for violation of or noncompliance with said Executive Order No. 3, or any state or federal law concerning non-discrimination, notwithstanding that the Labor Commissioner is not a party to this contract. The parties to this contract, as a part of the consideration hereof, agree that said Executive Order No. 3 is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to non-discrimination, until the contract is completed or terminated prior to completion. The contractor agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. 3, and that he will not discriminate in his employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner.

This contract is subject to the provisions of Executive Order No. 17 of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such, this contract may be canceled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. 17, notwithstanding that the Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order



ENERGY ASSISTANCE PROGRAM - COMMUNITY ACTION AGENCY SERVICE DISTRICTS (by Town)

TOWN	COMMUNITY ACTION AGENCY	TOWN	COMMUNITY ACTION AGENCY	TOWN	COMMUNITY ACTION AGENCY	TOWN	COMMUNITY ACTION AGENCY
Andover	ACCESS	East Haven	CAANH	Morris	NOI	Southbury	NOI
Ansonia	TEAM	East Lyme	TVCCA	Naugatuck	NOI	Southington	NOI
Ashford	ACCESS	Easton	ABCD	New Britain	HRAofNB	South Windsor	CRT
Avon	CRT	East Windsor	CRT	New Canaan	ABCD	Sprague	TVCCA
Barkhamsted	NOI	Ellington	ACCESS	New Fairfield	CAAWC	Stafford	ACCESS
Beacon Falls	TEAM	Enfield	CRT	New Hartford	NOI	Stafford	ABCD
Berlin	NOI	Essex	CRT	New Haven	CAANH	Sterling	ACCESS
Bethany	TEAM	Fairfield	ABCD	Newington	CRT	Stonington	TVCCA
Bethel	CAAWC	Farmington	BCO	New London	TVCCA	Stratford	ABCD
Bethlehem	NOI	Franklin	TVCCA	New Milford	CAAWC	Suffield	CRT
Bloomfield	CRT	Glastonbury	CRT	Newtown	CAAWC	Thomaston	NOI
Bolton	ACCESS	Goshen	NOI	Norfolk	NOI	Thompson	ACCESS
Bozrah	TVCCA	Granby	CRT	North Branford	CRT	Tolland	ACCESS
Branford	CRT	Greenwich	ABCD	North Canaan	CAAWC	Torrington	NOI
Bridgeport	ABCD	Griswold	TVCCA	North Haven	CAANH	Trumbull	ABCD
Bridgewater	CAAWC	Groton	TVCCA	North Stonington	TVCCA	Union	ACCESS
Bristol	BCO	Gulford	CRT	Norwalk	ABCD	Vernon	ACCESS
Brookfield	CAAWC	Haddam	CRT	Norwich	TVCCA	Voluntown	TVCCA
Brooklyn	ACCESS	Hamden	CAANH	Old Lyme	TVCCA	Wallingford	NOI
Burlington	BCO	Hampton	ACCESS	Old Saybrook	CRT	Warren	CAAWC
Canaan	CAAWC	Hartford	CRT	Orange	TEAM	Washington	CAAWC
Canterbury	ACCESS	Hartland	NOI	Oxford	TEAM	Waterbury	NOI
Canton	CRT	Harwinton	NOI	Plainfield	ACCESS	Waterford	TVCCA
Chaplin	ACCESS	Hebron	ACCESS	Plainville	BCO	Watertown	NOI
Cheshire	NOI	Kent	CAAWC	Plymouth	BCO	Westbrook	CRT
Chester	CRT	Killingly	ACCESS	Pomfret	ACCESS	West Hartford	CRT
Clinton	CRT	Killingworth	CRT	Portland	CRT	West Haven	CAANH
Colchester	TVCCA	Lebanon	TVCCA	Preston	TVCCA	Weston	ABCD
Colebrook	NOI	Ledyard	TVCCA	Prospect	NOI	Westport	ABCD
Columbia	ACCESS	Lisbon	TVCCA	Putnam	ACCESS	Wethersfield	CRT
Cornwall	CAAWC	Litchfield	NOI	Redding	CAAWC	Williamantic	ACCESS
Coventry	ACCESS	Lyme	TVCCA	Ridgefield	CAAWC	Willington	ACCESS
Cromwell	CRT	Madison	CRT	Rocky Hill	CRT	Wilton	ABCD
Danbury	CAAWC	Manchester	CRT	Roxbury	CAAWC	Winchester	NOI
Darien	ABCD	Mansfield	ACCESS	Salem	TVCCA	Windham	ACCESS
Deep River	CRT	Marlborough	CRT	Salisbury	CAAWC	Windsor	CRT
Derby	TEAM	Meriden	NOI	Scotland	ACCESS	Windsor Locks	CRT
Durham	CRT	Middlebury	NOI	Seymour	TEAM	Wolcott	NOI
Eastford	ACCESS	Middlefield	CRT	Sharon	CAAWC	Woodbridge	TEAM
East Granby	CRT	Middletown	CRT	Shelton	TEAM	Woodbury	NOI
East Haddam	CRT	Milford	TEAM	Sherman	CAAWC	Woodstock	ACCESS
East Hampton	CRT	Monroe	ABCD	Simsbury	CRT		
East Hartford	CRT	Montville	TVCCA	Somers	ACCESS		

**Connecticut Energy Assistance Program  
2015/2016 Community Action Agency Information for Vendors**

Address Fuel bills should be sent to:		Energy Contact	Fiscal Contact	Payments Processed
ABCD	<b>Action for Bridgeport Community Development (Bridgeport)</b> 1070 Park Avenue Bridgeport, CT 06606	Carmen Ramos 203 384-6904 ph ext. 3014 203 382-9515 fax <a href="mailto:cramos@abcd.org">cramos@abcd.org</a>	Indi Hayes 203 366-8241 ext 229 ph 203 330-2731 fax <a href="mailto:indi.hayes@abcd.org">indi.hayes@abcd.org</a>	Bi-Weekly
ABCD	<b>ABCD (Norwalk &amp; Stamford Service Areas)</b> 1070 Park Avenue Bridgeport, CT 06606	Camille Perez 203 384-6904 ph ext. 3008 203 382-9515 fax <a href="mailto:cperez@abcd.org">cperez@abcd.org</a>	Indi Hayes 203 366-8241 ext 229 ph 203 330-2731 fax <a href="mailto:indi.hayes@abcd.org">indi.hayes@abcd.org</a>	Bi-Weekly
ACCESS	<b>The ACCESS Agency, Inc.</b> 1315 Main St Suite 2 Willimantic, CT 06226	Damaris Ruiz 860 450-7400 ph ext. 7422 860 450-7477 fax <a href="mailto:damaris.ruiz@accessagency.org">damaris.ruiz@accessagency.org</a>	Parker Stevens 860 450-7400 ext. 7400 860 450-7480 fax <a href="mailto:parker.stevens@accessagency.org">parker.stevens@accessagency.org</a>	Bi-Weekly
BCO	<b>Bristol Community Organization, Inc.</b> 55 South Street Bristol, CT 06010	Shawn Marie Anderson 860 584-2725 ext 35 ph 860 582-5224 fax <a href="mailto:sanderson@bcocct.org">sanderson@bcocct.org</a>	Dena Trudeau 860 584-2725 ph 860 582-7490 fax <a href="mailto:dtrudeau@bcocct.org">dtrudeau@bcocct.org</a>	Bi-Weekly
CAANH	<b>Community Action Agency of New Haven, Inc</b> 419 Whalley Avenue New Haven, CT 06515	April Branch 203 848-6432 ext 248 (203) 710-6528 ph 203 389-5045 fax <a href="mailto:abranch@caanh.net">abranch@caanh.net</a> Terrel James 203 859-6646 ph 203 415-7307 cell <a href="mailto:tjames@caanh.net">tjames@caanh.net</a>	Magali Flecha 203 848-6437 ext 240 ph 203 387-0326 fax <a href="mailto:mflecha@caanh.net">mflecha@caanh.net</a>	Bi-Weekly

Address Fuel bills should be sent to:		Energy Contact	Fiscal Contact	Payments Processed
CAAWC	Community Action Agency of Western Connecticut 66 North Street Danbury, CT 06810	Elizabeth Garron 203 744-4700 ext. 106 ph 203 790-9693 fax <a href="mailto:elizabeth.garron@caawc.org">elizabeth.garron@caawc.org</a>	Jamie Ngo 203 744-4700 ext 113 ph 203 790-9693 fax <a href="mailto:ngo@caac-cao.org">ngo@caac-cao.org</a>	Weekly
CRT	Community Renewal Team, Inc. 555 Windsor Street Hartford, CT 06120	Carolyn Josey-Cortez 860 560-5730 ph 860 560-5731 fax <a href="mailto:carolynj@crtct.org">carolynj@crtct.org</a>	Esta Barbanell 860 929-7202 ph 860 560-5643 fax <a href="mailto:barbanelle@crtct.org">barbanelle@crtct.org</a>	Bi-Weekly
HRA	HRA of New Britain, Inc 336 Arch Street New Britain, CT 06051	Christian Contreras 860-225-1084 ext. 331 860 612-2757 fax <a href="mailto:ccontreras@htranbct.org">ccontreras@htranbct.org</a>	Lynette Rodriguez 860 348-2271 860 827-3677 <a href="mailto:lrodriguez@htranbct.org">lrodriguez@htranbct.org</a>	Weekly
NOI	New Opportunities, Inc (Waterbury Area) 232 North Elm Street Waterbury, CT 06702	Sandy Moore 203 575-4232 ph 203 575-4235 fax <a href="mailto:smoore@newopportunitiesinc.org">smoore@newopportunitiesinc.org</a>	Jesus Lugo 203 575-4234 ph 203 575-4322 fax <a href="mailto:jlugo@newopportunitiesinc.org">jlugo@newopportunitiesinc.org</a>	Bi-Weekly
NOI	New Opportunities, Inc. (Meriden Area) 74 Cambridge Street Meriden, CT 06450	Phyllis Crosby / Camika Williams 203 639-5060 ph 203 237-8442 fax <a href="mailto:pcrosby@newopportunities.org">pcrosby@newopportunities.org</a> <a href="mailto:cwilliams@newopportunities.org">cwilliams@newopportunities.org</a>	Lois Sullivan 203 639-5060 ph 203 237-8442 fax <a href="mailto:lsullivan@newopportunities.org">lsullivan@newopportunities.org</a>	Bi-Weekly
TEAM	Team Inc. 30 Elizabeth Street Derby, CT 06418	LaToya Jones 203 736-5420 ph Ext 235 203 736-5435 fax <a href="mailto:EMcAuliffe@teaminc.org">EMcAuliffe@teaminc.org</a>	Michele Iacune; Tim Bryan 203 736-5420 ph Ext. 214 203 736-8423 fax <a href="mailto:miaacune@teaminc.org">miaacune@teaminc.org</a> <a href="mailto:tbryan@teaminc.org">tbryan@teaminc.org</a>	Weekly
TVCCA	Thames Valley Council for Community Action, Inc. 401 West Thames Street, Unit 201 Norwich, CT 06360	Chris Sardo 860 425-6552 ph 860 859-4432 fax <a href="mailto:csardo@tvcca.org">csardo@tvcca.org</a>	Brian Vanasse 860 425-6513 ph 860 376-8782 fax <a href="mailto:fiscal@tvcca.org">fiscal@tvcca.org</a>	Weekly



Community Action Agencies are hosting Deliverable Fuel Vendor Meetings to discuss procedures in the provision of services to CEAP deliverable fuel heated households. All deliverable fuel vendors statewide are invited to attend at any of the following sessions.

### **Dates and Locations**

Action for Bridgeport Community Development, Inc.  
1070 Park Avenue, Bridgeport, CT 06604  
**Wednesday, October 21, 2015 @ 9:30 a.m.**

RSVP to Carmen Ramos at (203) 384-6904, ext. 3014  
[cramos@abcd.org](mailto:cramos@abcd.org)

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The ACCESS Agency, Inc.  
1315 Main Street  
Willimantic, CT 06226  
**Tuesday, October 27, 2015 @ 10:00 a.m.**

RSVP to Shirley Riemann at (860) 450-7400  
[shirley.riemann@accessagency.org](mailto:shirley.riemann@accessagency.org)

*or*

Kathy Green at (860) 425-6540  
[kgreen@tvcca.org](mailto:kgreen@tvcca.org)

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Community Renewal Team  
555 Windsor Street, Hartford, CT 06120  
Lumsden Center, Room #1, Third Floor  
**Wednesday, October 28, 2015 @ 9:00 a.m.**

RSVP to Gladys Parrish at (860) 560-2680  
[parrishg@crtct.org](mailto:parrishg@crtct.org)

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Milford Senior Center  
9 Jepson Drive, Milford, CT 06460  
**Thursday, October 29, 2015 @ 10:00 a.m.**

RSVP to April Branch at (203) 848-6432  
[abranh@caanh.net](mailto:abranh@caanh.net)

*or*

Ellen McAuliffe at (203) 736-5420, ext. 238  
[EMcAuliffe@teaminc.org](mailto:EMcAuliffe@teaminc.org)