



## EEI Low Income Best Practices Workshop LIHEAP Action Day Utility Preparedness 6-Step Plan

Following is a 6-step plan useful in preparing for LIHEAP Action Day. It will help you be better prepared to “speak with facts” and maximize your effectiveness as you visit with Congressional representatives on February 1<sup>st</sup>.

- 1) Review the National Fuel Fund Network’s *Advocacy Tools* at <http://www.nationalfuel funds.org/advocacy.html>
- 2) For your company’s service territory, review each state’s current LIHEAP funding situation – some states are nearly out of crisis funds for the current program year!
- 3) Work with your corporation’s Washington D.C. representative to:
  - a. Identify any new congressional leaders and their potential support of LIHEAP funding.
  - b. Research each legislator’s vote and level of support for LIHEAP.
  - c. Align and develop a unified corporate strategy to promote and educate your legislators about the current need for increased LIHEAP funding.
  - d. Contact the non-profit/service providers in your states who may be attending and align your strategy and schedule appointments with the congressional leaders together – the leaders’ staff will appreciate the joint sessions.
- 4) Develop an agenda for the congressional visits:
  - a. Plan a brief but effective visit!
  - b. The visits should begin with a thank you for their on-going support of LIHEAP funding, especially this past year.
  - c. Provide an example of how this past year’s increased funding assisted some individuals and/or families.
  - d. Provide some examples of what your utility and the service providers are doing to help customers through their crises situations – community partnership approaches.
  - e. Share concerns about the current level of crises funding and what impact this will have on the utilities, the agencies and low income households if additional funding is not released in the current program year.
  - f. Ask the legislative staff what you can do to help bring the current level of funding to focus for congress.
  - g. Provide contact information and offer your support back home to help them continue supporting fuel fund efforts and community support efforts.
- 5) Send a letter of thanks to your congressional leaders as soon as you return home – thank them for their time, support of LIHEAP funding, and offer help to support the ongoing effort to increase LIHEAP funding and energy crises services.
- 6) Prepare and send a letter to all your congressional leaders, from your CEO/President, to thank them for their past support of LIHEAP, to ask for their continued support and willingness to partner with your utility to help all low income customers ease the energy burdens through increased LIHEAP funding and program development.

GOOD LUCK and we look forward to meeting all of you in Washington D.C. on February 1, 2007!