**Xcel Energy Power Up/ Adult Career Pathways Addendum**

***The policies and procedures that are outlined in the*** [***ACP Operations Guide***](https://mn.gov/deed/assets/acp-operation-guide_tcm1045-434381.pdf)***,*** [***Cost Category Guidance***](https://mn.gov/deed/assets/2022-2023-guidance-cost-category-definitions-grant_tcm1045-490816.pdf)***, and the*** [***Documentation Required to Support Participant Eligibility***](https://mn.gov/deed/assets/documentation-support-participant-eligibility-acp_tcm1045-490419.pdf) ***do apply to the Xcel Energy Power Up program with some exceptions, as outlined below.***

**Support Services:**Transportation is essential for participation in the Xcel Energy Power Up program. Grantees are expected to develop a Power Up program specific transportation support services policy and submit to DEED for approval.

The Xcel Energy Power Up program grant funds **may** be used to assist participants with:

* Driver’s License attainment (Classes, fees, etc)
* Driver’s License reinstatement (Reasonable fees or fines required to reinstate DL, NOT including resolution of child support arrears. Fees/fines payments exceeding $500.00 may be approved on a case-by-case basis and with individual approval from DEED.)
* Purchase of, or down payment on a motor vehicle in participant name.

**Incentives:** Incentives must be given to all participants enrolled in the Xcel Energy Power Up program. These incentives must total $1,500 per participant for a milestone achievement. All increments and milestones must be outlined in your organizational work plan within the grant contract.This is outside of needs-based support services, which may vary from participant to participant.

**Outreach:** Significant and innovative outreach will be required to meet the enrollment and placement goals of the Xcel Energy Power Up Program.

Organizations must document outreach activities and events and may use a reasonable amount of funds for purchase of Xcel Energy Power Up branded small promotional items for marketing and outreach. Staff time engaged in outreach/recruitment, should be charged to outreach. Time can be counted as actual time, or allocation formula.

**ALL** outreach materials **must** include the Xcel Energy Power Up program logo or name and follow Xcel Energy’s branding guidelines. All outreach materials featuring the Xcel Energy Power Up logo must be submitted to Xcel Energy, Carolyn Sampson for approval.

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It is not required to include the statement required for state/federal grants on marketing materials.

**Food/Snacks:**

A nominal amount of grant funds may be used to purchase snacks/refreshments for participants in training. Funds may also be used to fund student kickoff/completion celebrations (e.g., Pizza Party). Reoccurring meals are not allowed. (e.g., daily breakfasts/lunches). These purchases should be charged to Direct Services.