



## 2026 AEP Application Summary of Changes

**There are multiple changes to the 2026 AEP Application please review carefully and read the application requirements in their entirety.**

Application deadline is Friday, May 15, 2026 by 5:00pm CST.

Multiple criteria have date requirements. Please verify as dates are updated annually. Multiple criteria have changes that serve to clarify and further define the submittal requirements. Changes are identified in *italics* and are summarized herein.

### Criteria Updates

1. General Instruction: Clarified how documentation should be supported by effective dates or proof of adoption. Clarified that screen shot(s) should be dated to for validation purposes.
2. Criteria No. 3: Clarified the full period of time for training received. Clarified how documentation should clearly delineate professional staff who were hired or left employment during the prescribed timeframes within the criteria.
3. Criteria No. 4a: Removed reference to transactional based survey. Clarified that a link in an email signature does not satisfy the criteria.
4. Criteria No. 6: Added instruction to highlight positions of Accounting or Budget Director.
5. Criteria No. 7b: Added instruction to include link to webpage.
6. Criteria No. 7c: Added instruction to include link to webpage. Clarified demonstration supports the active use of the system. Regarding screenshot of evaluation page, clarified timeframe of solicitation posting.
7. Criteria No. 9: Clarified total procurement spend must include all contract spend and non-contract spend.
8. Criteria No. 10a: Clarified that only the specific certifications listed satisfy the criteria.
9. Criteria No. 10b: Clarified that only the specific certifications listed satisfy the criteria.
10. Criteria 12: Clarified that service as an AEP Evaluator for the prior year's application evaluation cycle satisfies the criteria. Clarified what documents will successfully demonstrate service as an AEP Evaluator.
11. Criteria No. 14: Clarified submittal should not include the entire solicitation, identified specific pages to submit for solicitation documents and evaluation matrix or scoring summary.
12. Criteria No. 15: Removed reference to "moving towards implementing" a program.

Submit any questions regarding any changes to:

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