

Program:	Central Heating Improvement Program (CHIP)	MHN #	2023-001
Issued by:	MaineHousing, Energy and Housing Services	Effective Date:	1/3/2023

MaineHousing Notice #2023-001 is being issued to notify CAA's of changes made to the CHIP Guidance and Procedures.

1. Revised CHIP Guidance and Procedures (1/3/2023)

Definitions

B(1) Countable Asset: Added "Investment accounts(s)"

Section 1: CHIP Program Grants

A: Home Energy Assistance Program (HEAP Wx/CHIP)

Added "Refer to MaineHousing's CAA Portal for a complete list of programs administered through MaineHousing's EHS department, along with effective funding year dates." Everything else in this section was removed.

Section 4: Eligibility

F (5) Real Estate Assets: Added "All Real Estate Assets must be declared on the Declaration of Assets Affidavit but are not included in the asset calculation." Sections B&C were removed.

Section 6: Use of Funds

A(1) Allowable Uses: Added "Gas Detectors"

Section 22: Agreements, Budgets and workplans

A. In General: Added "The latest CHIP work plan will be in effect for any open grants"

D. Work Plan Preparations:

(1) Production Schedules: Removed "Provide projected number of units to be completed and billed each month under the respective CHIP grant. CAA must also provide MaineHousing with revised production numbers if the Subgrant Agreement Amendments result in a change in CAA production schedule."

2. Program Forms

Statement of Completion: The checkbox "For heating system replacements Only" was updated and now reads "I (the CAA Inspector) conducted an onsite inspection of the job and certify that the materials and measures to the best of my knowledge were completely and properly installed."

Declaration of Assets Affidavit:

Box "I. Declarant Information" now reads "List all applicant household members."

Box "II. Assets" now reads "List value of all assets. Ex: cash, checking savings, CD, money market accounts etc. Do not list health savings accounts, educational funds, and burial accounts"

Second box in this section now reads "List value of all investments. Ex: stocks, bonds, mutual fund, crypto currency, retirement accounts etc."

The Declaration of Assets Affidavit, CHIP Statement of Completion and the CHIP bundle have been uploaded to our Partner Portal and can be obtained there for use. Please start using the revised forms and bundle effective immediately.

As a reminder, you should not download any forms/documents to your computer and you should always obtain all documents, as you need them from our Partner Portal.

3. Notice Contact

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