

Program: Central Heating Improvement Program	MHPN # 2023-CHIP-003
Action: Revised CHIP Guidance & Procedures	Effective Date: 9/1/2023
Issued by: MaineHousing, Energy and Housing Services	Expired Date:

This MaineHousing Notice is being issued to provide clarification regarding the CHIP Guidance and Procedures Manual.

1. Revisions

The CHIP Guidance & Procedures manual has been revised to provide clarification on existing language as well as new programmatic procedures/policies. It is encouraged that anyone who works with CHIP read the entire revised manual. Below are sections of the manual that have programmatic changes, added language or deletions that we want to highlight.

Introduction: B. Definitions #2

Primary Heating System – Heating System that the Primary Applicant has designated on the HEAP Application as the Primary Heating System for the Dwelling Unit.

Section 1: CHIP Program Grants, B. Advances (1)

Advances up to twenty-five percent (25%) may be issued for each Program Year upon subgrantees' request and MaineHousing's approval of subgrantees' budgets and work plans.

Section 6: Use of Funds, A (2)

Secondary Heating Sources – This section was removed.

Section 7: Heat Pumps - This section was removed.

Section 7: Processing CHIP Jobs, G Required Documents

Vendor invoice(s) – Added “Invoices must contain itemized detail of major components and labor”.

Section 10: Invoicing (11)

Added “Jobs must be billed within the next 3 billing cycles of the job end date. If jobs are billed outside this time frame the CAA must explain in the job file.”

Section 11: Monthly Billing Process, G Jobs with Open Items, 3(e)

Any jobs that remain with open items one month after initial email will be removed from the invoice and the invoice will be approved and paid.

2. Notice Contact

Amanda Roy, Manager of Weatherization ▪ 207-501-5963 ▪ aroy@mainehousing.org

Weatherization Team, ▪ 877-501-8936 ▪ CHIP@mainehousing.org

Maine State Housing Authority (“MaineHousing”) does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, physical or mental disability, age, familial status or receipt of public assistance in the admission or access to or treatment in its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability or genetic information. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances:

Lauren Bustard, Maine State Housing Authority, 26 Edison Drive, Augusta, Maine 04330,

Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.

