

Program: WERP - Energy Relief	MHPN # 2023-WERP-001
Action: End of Program	Effective Date: 07/21/2023
Issued by: MaineHousing, Energy and Housing Services	Expired Date:

This MaineHousing Notice is being issued to provide guidance regarding the closeout program reporting requirements and deadlines.

1. Closeout Process and Reporting

Final closeout reporting, and return of remaining funding, is due to MaineHousing no later than August 25, 2023 and should be uploaded to Sharefile in the GRANT MANAGEMENT-COMPLIANCE folder.

Please include the following information in the closeout reporting:

Number of Clients Assisted, Number of assisted HEAP applicants, Number of Households at each of the following income levels (0-25%, 26-50%, 51-75%, 76-100%, 101-125%, 126-150%, 151-200%, 201-300%) and how much of the Winter Energy Relief funding was utilized for Administrative or Delivery purposes.

There is no specific format for the closeout reporting but please submit on your organizations letterhead. If you have any client impact stories that you would like to include please feel free. We will pass them on to the Legislature and relevant State offices to show the impact of this funding.

If returning any remaining WERP funds by check, please submit to:

Maine State Housing Authority
Attn: Finance
26 Edison Drive
Augusta, ME 04330

If you would like to return remaining funding via ACH, please email for instructions.

Closeout report should be submitted to LIHEAP@mainehousing.org.

2. Notice Contact

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