

<b>Program:</b> HEAP Fuel Assistance	<b>MHPN #</b> 2024-HEAP-005
<b>Action:</b> PY2024 ECIP Reconciliation Process	<b>Effective Date:</b> 03/12/2024
<b>Issued by:</b> MaineHousing, Energy and Housing Services	<b>Expired Date:</b>

**This MaineHousing Program Notice is being issued to provide clarification regarding ECIP required delivery ticket documentation from Vendors.**

## 1. Information



As described in the HEAP Handbook Section 34: Energy Crisis Intervention Program (ECIP) K. Reconciling Purchase Orders,

### 1. “Fuel Delivery


Once the delivery has been made, the Vendor **must** submit the following to the CAA:


- a. Metered delivery ticket required for oil/kerosene and propane or invoice required for all other fuel types must document the following:
  - i. Customer’s name.
  - ii. Delivery address.
  - iii. Date of delivery or pickup.
  - iv. Type of fuel delivered or picked up.
  - v. Units delivered or picked up.
  - vi. Price per unit (this must be Vendor’s cash price).
  - vii. Total”

It has been brought to MaineHousing's attention that snippets of what look like a partial metered delivery ticket or only an invoice have been accepted as documentation from the Vendor. CAAs are processing ECIPs for payment using these types of documentation. Below are a few examples.





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Amount Due	<b>Do Not Pay</b>
Date Due	12/06/2023
Invoice Number	
Invoice Date	11/06/2023



**Delivery Invoice**

Service Address: 

Date	Item Description	Quantity	Unit Price	Amount
11/06/2023	Delivery Charge			85.00
11/06/2023	Dyed Kerosene	100.000	4.9990	499.90
11/06/2023	Prime & Start	1.000	145.0000	145.00
<b>Amount Due</b>				<b>\$729.90</b>

**Informational only, covered by Budget. Please continue to make your Budget payment.**

DELIVERY TICKET #17066743 | CUSTOMER # [REDACTED]

TANK [REDACTED] BILLING [REDACTED] STATUS **Posted** Actions

**TICKET INFORMATION**

Delivery Date: 12/08/2023 01:06 pm  
 Fuel: Propane  
 Gallons: 220  
 Fill Tank:   
 Truck: 4301 BT  
 Driver: Charles Ramsay  
 Partial Fill  Run out  
 Cost Center: 6101 Brunswick, ME  
 Special Message:  
 Ticket Message: 12/6 220 GALS PAID BY ECIPP [REDACTED]  
 Invoice Notes:  
 P.O Number: [REDACTED]

**PRICING**

Special - 6101-Brunswick LI Replacement 3.4990 /gal.  
 Lock Price Plan Price: \$3.4990

**Ticket Preview** History

Superior Plus Propane  
 PO BOX 981045  
 BOSTON, MA 02298-1045  
 Downeast Energy | 207-729-9921  
 [REDACTED]  
 Invoice No [REDACTED]  
 Account No [REDACTED]  
 PO No [REDACTED]  
 Date Delivered 12/08/2023  
 Propane [220 gals. @ \$3.4990] \$769.78

Recalculate Close Save

The examples above are **not** metered delivery tickets and are **not** acceptable documentation. CAAs **must** obtain an actual metered delivery ticket for oil, kerosene and propane from the vendor.

## 2. Notice Contact

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*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.*

