

Program:	MaineHousing Heat Pump Program (MHPP) Weatherization Assistance Program (WAP) Central Heating Improvement Program (CHIP)	MHN #	2021-003
Issued by:	MaineHousing Energy and Housing Services	Effective Date:	05/26/2021

**MaineHousing Notice 2021-03 is being issued to notify CAAs of revisions made to the MHPP Guide, WAP Guide and CHIP Guide.**

**1. Revised WAP Guidance and Procedures (WAP Guide) and CHIP Guidance and Procedures (CHIP Guide)**

*Reference:* WAP Guide (revised 05/26/2021); CHIP Guide (revised 05/26/2021)

- a. The requirement that a CAA authorized representative must sign *Consent* forms has been removed from the WAP Guide and CHIP Guide. Revised Guides are posted to the CAA Portal.
- b. The CHIP Guide has been revised to clarify that the CAA inspector must indicate that an onsite inspection was conducted for heating system replacements only by checking the inspection box and signing the form once the heating system passes inspection.

**2. Revised MHPP Guidance and Procedures (MHPP Guide)**

*Reference:* MHPP Guide (revised 05/26/2021)

- a. Section 6(A) Allowable Uses has been revised to allow for the replacement of an existing non-working heat pump. However, a waiver must be submitted if the replacement is for a previously MHPP-funded heat pump.
- b. Section 7(B)(2) Enter Job in HEAT Enterprise has been revised to specify that a job must be scheduled in HEAT Enterprise whether contact is made with the homeowner to determine interest or the homeowner contacts the CAA. If the Applicant/homeowner declines services the job must be deferred in HEAT Enterprise and a Deferral of Services Notice sent to the Applicant.
- c. Section 7(B) Vendor Recommendation has been added and specifies that if the Vendor recommends that the dwelling is not suitable for a heat pump, the job must be deferred in HEAT Enterprise and Deferral of Services Notice sent to the Applicant.
- d. Section 7(C) Heat Pump Cost Cap has been revised to increase the cost cap to \$4,000.00.
- e. Section 7(D) Heat Pump Specifications has been revised to specify that equipment must be a 9,000 or 12,000 btu heat pump system with an HSPF of 13 or greater.
- f. Section 7(E) Heat Pump Vendors has been revised to allow Agencies to secure services of non-EMT Registered Vendors by following the Agency's established Vendor selection protocol.
- g. Section 8 Processing MHPP Jobs has been revised to specify that CAAs must schedule, audit, create a work order, install and inspect measures, and invoice all MHPP jobs using HEAT Enterprise.
- h. Section 8(E) Required Documents has been revised to remove the requirement that the Consent form be signed by an Agency representative.

### 3. *Revised WAP, CHIP and MHPP Forms/Bundles*

*Reference:* CAA Portal; HEAT Enterprise Program Forms and Documents

- a. WAP, CHIP and MHPP *Consent* forms have been revised as follows:
  - i. Applicant phone number has been added; and CAA authorized representative signature block has been removed. Revised forms/bundles are posted to the CAA Portal.

### Notice Contact

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