

ANNUAL CONSUMPTION REPORT (ACR) INSTRUCTIONS

Completed reports are due back to MaineHousing no later than June 6, 2022.

Please read instructions carefully as there are changes to the PY2022 ACR.

- **Reporting Period is May 1, 2021 – April 30, 2022**
- If you have subsidiaries and have transferred funds internally, you are still required to report consumption information. **Please do not leave blank.**
- **DO NOT** round to the nearest whole number or dollar.


For Electronic Submissions:

- Do **NOT** change the format of the report. Do not add, delete/hide columns, change headings etc.
- All fields must be numeric; for each cell enter a value or leave at '0'. Do not use dollar signs or any punctuation marks (!@#%&*()~+=- {}[]:;<>/?'").

Field Name	Prepopulated Fields - Instructions
Applicant Name	Do not Change Prepopulated Information
Account Number	Do not Change Prepopulated Information <ul style="list-style-type: none"> • If the account number is different, please add the correct account number in the "Notes" column.
Physical Address	Do not Change Prepopulated Information <ul style="list-style-type: none"> • Only the first 20 characters are included in the report. • If the address on Vendor account is different, please add the address on file in the "Notes" column.
Physical Town	Do not Change Prepopulated Information <ul style="list-style-type: none"> • If the address on Vendor account is different, please add the address on file in the "Notes" column.
Fuel Type	Do not Change Prepopulated Information <ul style="list-style-type: none"> • If the fuel type on Vendor account is different, please enter comments in the "Notes" column
Prior Year Remaining	This field is auto-generated. It is prepopulated with the amount of HEAP benefit remaining as reported on last year's (PY2021) ACR. If it is found that this amount is incorrect, please correct data and explain the error in the "Notes" column. If the client is a new customer, meaning the client became your customer during

ANNUAL CONSUMPTION REPORT (ACR) INSTRUCTIONS

	<p>PY2022, the amount listed in this field was reported by their previous vendor and reflects the HEAP benefit remaining as of May 1, 2021.</p> <p>For Example: Jane Smith’s vendor for PY2021 was Best Value Oil. On the PY2021 ACR they reported a Prior Year Benefit Remaining of \$50.00.</p> <p>For PY2021, Jane Smith chose your company as her vendor. Even if you never received the remaining PY2021 HEAP benefit, the \$50.00 remaining benefit reported by Best Value Oil will be on your company’s ACR.</p> <ul style="list-style-type: none"> In such cases, please indicate in the “Notes” column that you did not receive the remaining HEAP benefit from last year.
2021SUPP Benefits	Total PY2021 Supplemental HEAP Benefit amount issued to you on the client’s behalf.
2022HEAP Benefits	Total PY2022 HEAP Benefit amount issued to you on the client’s behalf.
2022ECIP Benefits	<p>Amount of PY2022 ECIP (Energy Crisis Intervention Program) funds paid to vendor on the client’s behalf.</p> <ul style="list-style-type: none"> If the benefit paid included any fees, enter the amount in "Notes" column.

Field Name	Fields Completed By Vendor - Instructions
<p>HEAP Units</p> 	<p>Enter either:</p> <p>a) The number of units (gallons/kWh) purchased with the customer’s HEAP benefits (remaining PY2021 and all PY2022) during the ACR reporting period, May 1, 2021 – April 30, 2022.</p> <p align="center">OR</p> <p>b) The number of units (gallons/kWh) purchased with the customer’s HEAP benefit (remaining PY2021 and all PY2022) <u>and</u> PY2021 SUPP benefits during the ACR reporting period, May 1, 2021 – April 30, 2022.</p> <p>Please Note:</p> <ul style="list-style-type: none"> “Does HEAP Units include units covered by PY2021 Supplemental Benefits?” question on the top right of the ACR must be answered. Do not include units paid by TANF Supplemental Benefits. Should include units purchased using prior year HEAP benefits listed in the ‘Prior Year Remaining’ column in addition to PY2022 HEAP benefits. Unless all deliveries were paid for with HEAP funds the number listed in this field should NOT EQUAL the Total Household Gallons. For vendors who deliver wood pellets, bio-bricks, corn or coal, please identify the

	Product Unit Type (i.e., tons, bags, pallets) <u>in the notes column.</u>
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ECIP Units	<p>Enter number of gallons purchased with the client’s ECIP benefit.</p> <p>Please Note:</p> <ul style="list-style-type: none"> • Unless this customer only had an ECIP delivery the number in this column should NOT EQUAL the HEAP Gallons or Total Household Gallons reported. • For vendors who deliver wood pellets, bio-bricks, corn or coal, please identify the reported weight amount purchased (i.e., tons, bags, pallets) <u>in the notes column.</u>
Total Household Units	<p>Enter the total number of units delivered during the ACR reporting period, May 1, 2021 – April 30, 2022.</p> <p>Please Note:</p> <ul style="list-style-type: none"> • Only report units that correspond to the correct fuel type as listed on the Vendor Voucher Report or otherwise approved by MaineHousing. • <u>Kerosene customers only:</u> In instances where the client was approved for Kerosene but uses a blend (Kerosene and #2 Oil) or #2 fuel for client paid deliveries please include the number of gallons for both products purchased. This is for consumption reporting purposes only. • Include all deliveries made to this household regardless of who paid for fuel. • If the customer’s account was used to purchase fuel for more than one dwelling (i.e., duplex), please detail that in the “Notes” column. • If the household has a second fuel tank, do not include fuel purchases for heating an outbuilding/garage, cooking, or other non-heating purposes. • For vendors who deliver wood pellets, bio-bricks, corn or coal, please identify the Product Unit Type (i.e., tons, bags, pallets) in the "Notes" column.

ANNUAL CONSUMPTION REPORT (ACR) INSTRUCTIONS

<p>Total Household Cost</p>	<p>Enter the total cost for all gal/kWh delivered to the household during the ACR Reporting Period, May 1, 2021 – April 30, 2022.</p> <p>Please Note:</p> <ul style="list-style-type: none"> • Regardless of payment source, this is the total dollar amount of all deliveries. This means you should include any gallons purchased by HEAP (current year & prior year funds), TANF Supplemental Benefits, ECIP, private pay, General Assistance, faith-based organizations, etc. • Kerosene customers only: In instances where the client was approved for Kerosene, but uses a blend (Kerosene and #2 Oil) or #2 fuel for client paid deliveries please include the cost for both products purchased This is for consumption reporting purposes only. • If the household has a second fuel tank, do not include the cost of fuel purchased for heating an outbuilding/garage, cooking, or other non-heating purposes. • Total Household costs reported should NOT include service charges, delivery fees or late fees – <u>only the cost for the actual fuel delivered</u>.
<p>Benefit Remaining</p>	<p>Enter the amount of HEAP/SUPP funds (current & prior year) remaining on account for the customer.</p> <ul style="list-style-type: none"> • Report only the amount of HEAP/SUPP funds remaining. • If there are no funds remaining, please enter '0'. • Do not report TANF Supplemental benefit/credit remaining. • Any remaining PY2021 funds expire as of July 31, 2022 and must be returned to MaineHousing by September 30, 2022.
<p>12 Months of Data</p>	<p>Is the consumption data reported for a full 12 months?</p> <ul style="list-style-type: none"> • Enter Y if the data for the household is for a full 12 months. • Enter N if the data for the household is for less than 12 months (new customer, moved, etc.)
<p>Notes</p>	<p>Blank space for you to make notes about the household (examples: plan explanation, client moved, is deceased, heats 2 units, same account for outbuilding, monies returned to MaineHousing, etc.).</p>
<p>Completed By</p>	<p>Signature of the person who completed the report.</p>
<p>Print Name</p>	<p>Print name of the person who completed the report.</p>
<p>Date Complete</p>	<p>Date report was completed.</p>
<p>Phone Number</p>	<p>Phone number of person MaineHousing should contact with questions.</p>
<p>Email Address</p>	<p>E-mail address of person who completed the report.</p>

**Home Energy Assistance Program
Annual Consumption Report**

Due Date: 6/6/2022
Reporting Vendor: Family Fuel

Completing the ACR - 1

Supplemental Benefit use NOT included in HEAP Units

Does 'LIHEAP Units' include units covered PY2021 Supplemental Benefits?

Check one: YES NO

<u>Applicant Name</u>	<u>Account #</u>	<u>Physical Address</u>	<u>Town</u>	<u>FuelType</u>	<u>Prior Year Remaining</u>	<u>2021SUPP Benefits</u>	<u>2022HEAP Benefits</u>	<u>2022ECIP Benefits</u>	<u>LIHEAP Units</u>	<u>ECIP Units</u>	<u>Total HH Units</u>	<u>Total HH Cost</u>	<u>Benefit Remaining</u>	<u>12months of Consumption? Y/N</u>	<u>Notes</u>
Brooks, Mary	582	64 Cattle Street	Midland	LP gas	\$0.00	\$510.00	\$1,210.00	\$0.00							
Hamm, Penny	471	251 North Road	Storybrooke	LP gas	\$40.25	\$332.00	\$600.00	\$0.00							
Young, Harriet	9016	1032 Blue Hen Drive	Faketown	oil	\$0.00	\$524.00	\$702.00	\$0.00							
Total Benefits:					\$40.25	\$1,366.00	\$2,512.00	\$0.00							

Report Completed By: _____
Print Name: _____
Date Completed: _____
Phone Number: _____
Email Address: _____

Family Fuel

Transaction Report

Cust# 582
 Mary Brooks
 64 Cattle Street
 Midland, ME

Date Type: Event Date

Transactions from 05/01/2021 thru Current Date

Current Balance: -502.25

Event Date	Description	Reference#	TLS	Units	Ppu	Amount	*Balance
04/04/2022	PROPANE	56901	Tank 1	50.00	2.899000	144.95	-502.25
03/01/2022	PROPANE	55948	Tank 1	100.00	2.829000	282.90	-647.20
01/14/2022	PROPANE	55448	Tank 1	100.00	2.799000	279.90	-930.10
12/17/2021	LIHEAP BENEFIT	2022H				1,210.00	-1,210.00
12/06/2021	CASH PAYMENT	235				29.80	0.00
11/24/2021	PROPANE	53216	Tank 1	200.00	2.699000	539.80	29.80
09/28/2021	LIHEAP BENEFIT	2021S				510.00	-510.00
09/21/2021	PROPANE	52154	Tank 1	100.00	2.679000	267.90	0.00
09/20/2021	PAYMENT CHURCH	642				267.90	-267.90

Prior Year Benefit Remaining 0.00

Family Fuel

Transaction Report

Cust# 471
 Penny Hamm
 251 North Road
 Storybrooke, ME

Date Type: Event Date

Transactions from 05/01/2021 thru Current Date

Current Balance: 156.73

Event Date	Description	Reference#	TLS	Units	Ppu	Amount	*Balance
04/02/2022	PROPANE	46355	Tank 1	50.00	2.729000	136.45	156.73
02/22/2022	PROPANE	44587	Tank 1	50.00	2.779000	138.95	20.28
01/24/2022	PROPANE	35778	Tank 1	75.00	2.799000	209.93	-118.67
12/30/2021	PROPANE	56901	Tank 1	50.00	2.729000	136.45	-328.60
11/27/2021	PROPANE	55448	Tank 1	50.00	2.699000	134.95	-465.05
11/19/2021	LIHEAP BENEFIT	2022H				600.00	-600.00
10/16/2021	CASH PAYMENT	2515				32.60	0.00
10/15/2021	PROPANE	53216	Tank 1	50.00	2.699000	134.95	32.60
09/27/2021	LIHEAP BENEFIT	2021S				332.00	-102.35
05/27/2021	PROPANE	46584	Tank 1	100.00	2.699000	269.90	229.65

Prior Year Benefit Remaining -40.25

Family Fuel

Transaction Report

Cust# 9016
 Harriet Young
 1032 Blue Hen Drive
 Faketown, ME

Date Type: Event Date

Transactions from 05/01/2021 thru Current Date

Current Balance: -4.25

Event Date	Description	Reference#	TLS	Units	Ppu	Amount	*Balance
04/02/2022	CASH PAYMENT	6527				130.00	-4.25
03/16/2022	#2 Oil	44587	Tank 1	50.00	3.999000	199.95	125.75
02/01/2022	#2 Oil	35778	Tank 1	100.00	3.179000	317.90	-74.20
12/30/2021	#2 Oil	56901	Tank 1	100.00	3.099000	309.90	-392.10
11/27/2021	CASH PAYMENT	3694				134.95	-702.00
11/27/2021	Propane	55448	Tank 2	50.00	2.699000	134.95	-567.05
11/19/2021	LIHEAP BENEFIT	2022H				702.00	-702.00
10/16/2021	CASH PAYMENT	2515				55.80	0.00
10/15/2021	#2 Oil	53216	Tank 1	200.00	2.899000	579.80	55.80
09/27/2021	LIHEAP BENEFIT	2021S				524.00	-524.00

Prior Year Benefit Remaining 0.00

**Home Energy Assistance Program
Annual Consumption Report**

Completing the ACR -2

Does 'LIHEAP Units' include units covered PY2021 Supplemental Benefits?

Due Date: 6/6/2022

Reporting Vendor: Discount Energy

Check one: YES NO

Supplemental Benefit use included in HEAP Units

<u>Applicant Name</u>	<u>Account #</u>	<u>Physical Address</u>	<u>Town</u>	<u>FuelType</u>	<u>Prior Year Remaining</u>	<u>2021SUPP Benefits</u>	<u>2022HEAP Benefits</u>	<u>2022ECIP Benefits</u>	<u>HEAP Units</u>	<u>ECIP Units</u>	<u>Total HH Units</u>	<u>Total HH Cost</u>	<u>Benefit Remaining</u>	<u>12months of Consumption? Y/N</u>	<u>Notes</u>
Apple, Robert	11223344	555 Bunny Lane	Faketown	wood pellets	\$50.00	\$824.00	\$950.00	\$0.00							
Dodge, Andrea	693	847 Call Lane	Emerald City	kerosene	\$0.00	\$812.00	\$1,012.00	\$0.00							
Marks, Bill	213	2 Soft Avenue	Midland	oil	\$0.00	\$460.00	\$488.00	\$1,137.48							
Total Benefits:					\$50.00	\$2,096.00	\$2,450.00	\$1,137.48							

Report Completed By: _____

Print Name: _____

Date Completed: _____

Phone Number: _____

Email Address: _____

Maine State Housing Authority (MaineHousing)
HOME ENERGY ASSISTANCE PROGRAM (HEAP/Fuel Assistance)

Manual Transaction Report Record

VENDOR NAME: _____ **Vendor Phone Number** _____

Customer's Name: _____ Account Number: _____

Customer's Address: _____ Fuel Type Approved: _____

Prior Year Benefit Remaining: _____

	Event Date	Description	Reference #	Number of Units	Price per Unit	Total Amount	Balance Remaining	Paid by*	Notes
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

*Paid by: C = Customer, H = HEAP, E = ECIP. T = TANF Supplemental, if other please specify

From May 1st of the previous year to April 30 of the current year.

Total Units paid by HEAP _____

Total Household Units _____

Total Units paid by ECIP _____

Total Household Cost _____

Benefit Remaining _____

Discount Energy

Transaction Report

Cust# 693
 Andrea Dodge
 847 Call Lane
 Emerald City, ME

Date Type: Event Date

Transactions from 05/01/2021 thru Current Date

Current Balance: -0.47

Event Date	Description	Reference#	TLS	Units	Ppu	Amount	*Balance
03/03/2022	KEROSENE	86661	Tank 1	100.00	6.099000	609.90	-0.47
03/02/2022	CASH PAYMENT	689				381.00	-610.37
01/19/2022	KEROSENE	84132	Tank 1	75.00	4.599000	344.93	-229.37
12/29/2021	KEROSENE	1549	Tank 1	100.00	4.399000	439.90	-574.30
12/29/2021	LIHEAP BENEFIT	555				1,012.00	1,014.20
11/17/2021	KEROSENE	35214	Tank 1	100.00	4.099000	409.90	-2.20
10/18/2021	KEROSENE	74216	Tank 1	100.00	3.999000	399.90	-412.10
09/28/2021	LIHEAP BENEFIT	54821				812.00	-812.00

Prior Year Benefit Remaining 0.00

Discount Energy

Transaction Report

Cust# 213
 Bill Marks
 2 Soft Avenue
 Midland, ME

Date Type: Event Date
 Transactions from 05/01/2020 thru Current Date
 Current Balance: 0.00

Event Date	Description	Reference#	TLS	Units	Ppu	Amount	*Balance
03/29/2022	ECIP Payment	72584				1,137.48	0.00
03/18/2022	Off-Route Delivery					150.00	1,137.48
03/18/2022	#2 FUEL OIL	68495	Tank 1	224.50	4.399000	987.58	987.48
12/22/2021	#2 FUEL OIL	43512	Tank 1	131.50	3.899000	512.72	-0.10
12/19/2021	LIHEAP BENEFIT	555				488.00	-512.82
09/28/2021	LIHEAP BENEFIT	25146				460.00	-24.82
09/12/2021	#2 FUEL OIL	78459	Tank 1	100.00	3.399000	339.90	435.18
03/20/2021	#2 FUEL OIL	68223	Tank 1	100.00	2.679000	267.90	95.28
12/04/2020	#2 FUEL OIL	59251	Tank 1	125.00	2.299000	287.38	-172.62
12/02/2020	LIHEAP BENEFIT	555				460.00	-460.00

Prior Year Benefit Remaining 0.00

SPOT THE ERRORS - pg. 1

Due Date: 6/6/2022

Reporting Vendor: Baker's Oil

<u>Applicant Name</u>	<u>Account #</u>	<u>Phys Address</u>	<u>Phys Town</u>	<u>Fuel Type</u>	<u>Prior Year Remaining</u>	<u>PY21SUPP Benefits</u>	<u>PY22HEAP Benefits</u>	<u>2022ECIP Benefits</u>	<u>HEAP Units</u>	<u>ECIP Units</u>	<u>Total HH Units</u>	<u>Total HH Cost</u>	<u>Benefit Remaining</u>	<u>12 months of Consumption? Y/N</u>	<u>Notes</u>
Brown, Roy	885	9786 Rookie Blvd	Dimmsdale	oil	\$0.00	\$400.00	\$640.00	\$0.00	290	0	292	645	0		
Hammond, Liz	123	169 Ridgetop Rd	Bayside	Kerosene	\$104.24	\$652.00	\$580.00	\$0.00	247	0	307	844	0		
Porter, Barbara	456	73 Tomato Lane	Mayberry	Kerosene	\$9.90	\$712.00	\$522.00	\$0.00	193	0	305	831	0		
Smith, Edward	789	22 Western Road	Bedrock	Kerosene	\$0.00	\$588.00	\$638.00	\$0.00	237	0	437	1194	0		
Webb, Alexander	543	29 Beach Street	Bluffington	Oil	\$0.00	\$712.00	\$522.00	\$0.00	226	0	554	1278	0		
Wing, Steven	358	47 Twin St	Cabot Cove	Kerosene	\$23.11	\$712.00	\$522.00	\$0.00	239	0	636	1449	0		
Total Benefits:						\$3,776.00	\$3,424.00	\$0.00							

Report Completed By: _____

Print Name: _____

Date Completed: _____

Phone Number: _____

Email Address: _____

**Home Energy Assistance Program
Annual Consumption Report**

SPOT THE ERRORS - pg. 2

Due Date: 6/6/2022

Reporting Vendor: Family Fuel

	<u>Applicant Name</u>	<u>Acct #</u>	<u>Phys Address</u>	<u>Phys Town</u>	<u>Fuel Type</u>	<u>Prior Year Remaining</u>	<u>PY21SUPP Benefits</u>	<u>PY22HEAP Benefits</u>	<u>2022ECIP Benefits</u>	<u>HEAP Units</u>	<u>ECIP Units</u>	<u>Total HH Units</u>	<u>Total HH Cost</u>	<u>Benefit Remaining</u>	<u>12 months of Consumption? Y/N</u>	<u>Notes</u>
1.	Brown, Roy	885	9786 Rookie Blvd	Dimmsdale	oil	\$0.00	\$0.00	\$840.00	\$0.00	102	0	102	598.74	252.05	Y	
2.	Hammond, Liz	123	169 Ridgetop Rd	Bayside	Kerosene	\$0.00	\$630.00	\$0.00	\$0.00	299.8	0	309.8	924.09	0.81	Y	
3.	Porter, Barbara	456	73 Tomato Lane	Mayberry	Kerosene	\$0.00	\$0.00	\$684.00	\$790.95	203.1	0	553.1	1762.15	0	Y	
4.	Smith, Edward	789	22 Western Road	Bedrock	oil	\$929.80	\$1,050.00	\$0.00	\$0.00	566.25	0	598.8	1742.58	0	Y	
5.	Webb, Alexander	543	29 Beach Street	Bluffington	Oil	\$0.00	\$756.00	\$782.00	\$0.00	440.7	0	440.7	1997.35	0	Y	
6.	Wing, Steven	358	47 Twin St	Cabot Cove	Kerosene	\$1.49	\$1,200.00	\$800.00	\$0.00	368.1	0	522.3	2001.49	1104	Y	
Total Benefits						\$3,636.00	\$3,106.00	\$0.00								

Report Completed By: _____

Print Name: _____

Date Completed: _____

Phone Number: _____

Email Address: _____

1.

2.

3.

4.

5.

6.

Benefit Returns from ABC Oil - August 25, 2022

<u>Name</u>	<u>Address</u>	<u>Account #</u>	<u>Program</u> <u>Year</u>	<u>Reason For</u> <u>Return</u>	<u>Amount</u> <u>of Return</u>	<u>Notes</u>
Jane Miller	10 Santa Street, Tinsel Town	12345	2022	Moved	\$114.52	House is vacant
John Baker	55 Rudolph Road, Hollyville	56789	2022	Deceased	\$364.66	Notified that he passed away last month
Brian Parker	13 Holiday Blvd, Noel	13579	2021	Expired	\$57.90	
Samantha Rogers	36 Grinch Street, Whoville	24680	2021	Expired	\$7.46	
Peter Smith	468 Nutcracker Ave, Wonderland	55466	2021	Expired	\$415.02	
Linda Roberts	7 Snowman Street, Garland	78789	2022	Moved	\$310.87	Customer called and stated they moved out of state

Completed by: Barney Rubble

Telephone: 207-555-1234