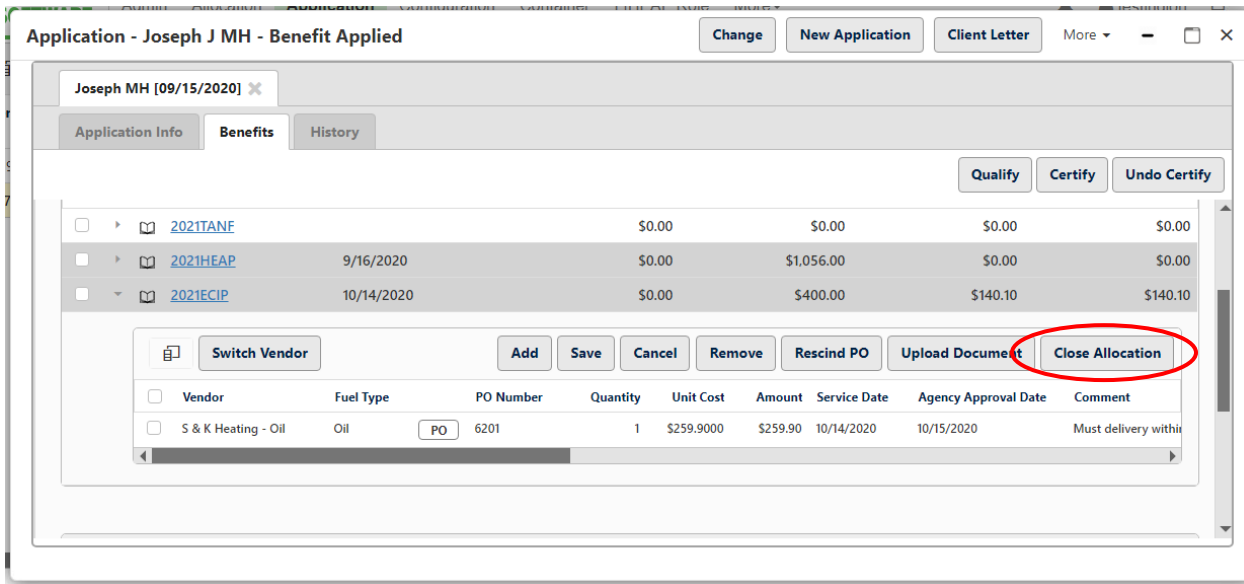


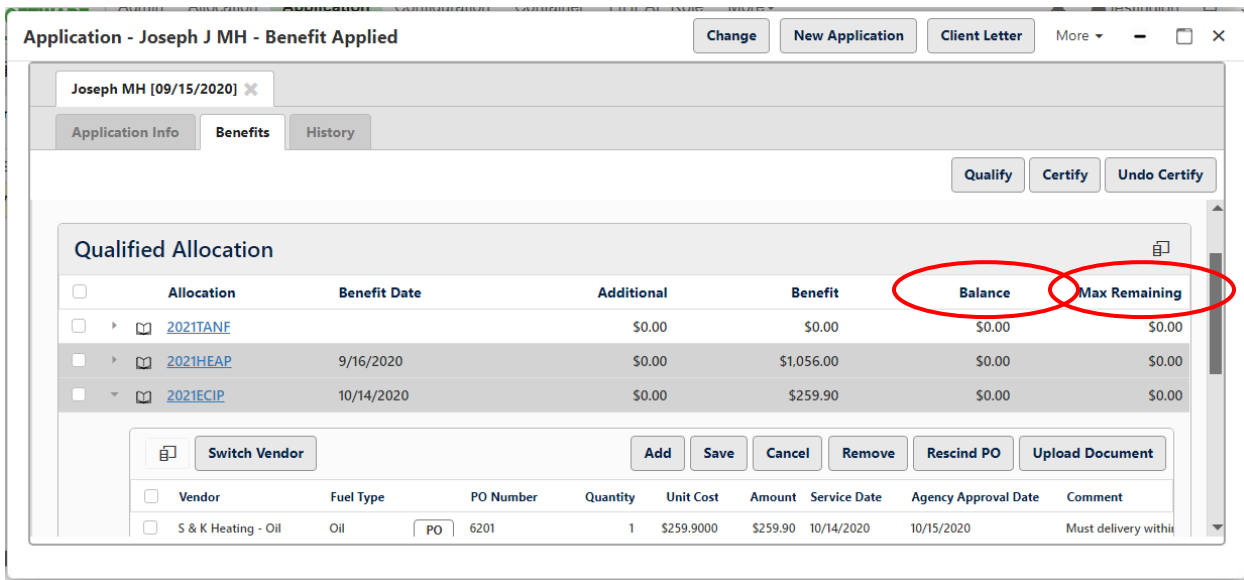
# How To Enter a second ECIP

A second ECIP has been determined. To enter the second ECIP into HEAP Cloud:

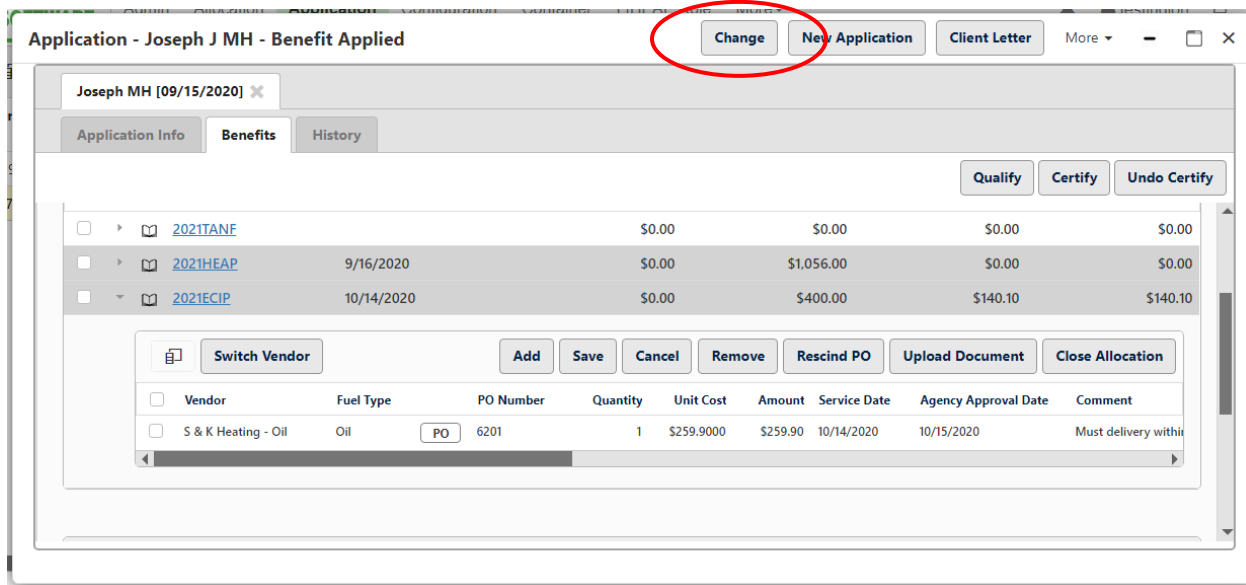
- Open application
- Click on the Benefits Tab
- Click on “Close Allocation” button on the first ECIP Allocation section. This will close the first ECIP Allocation Row.



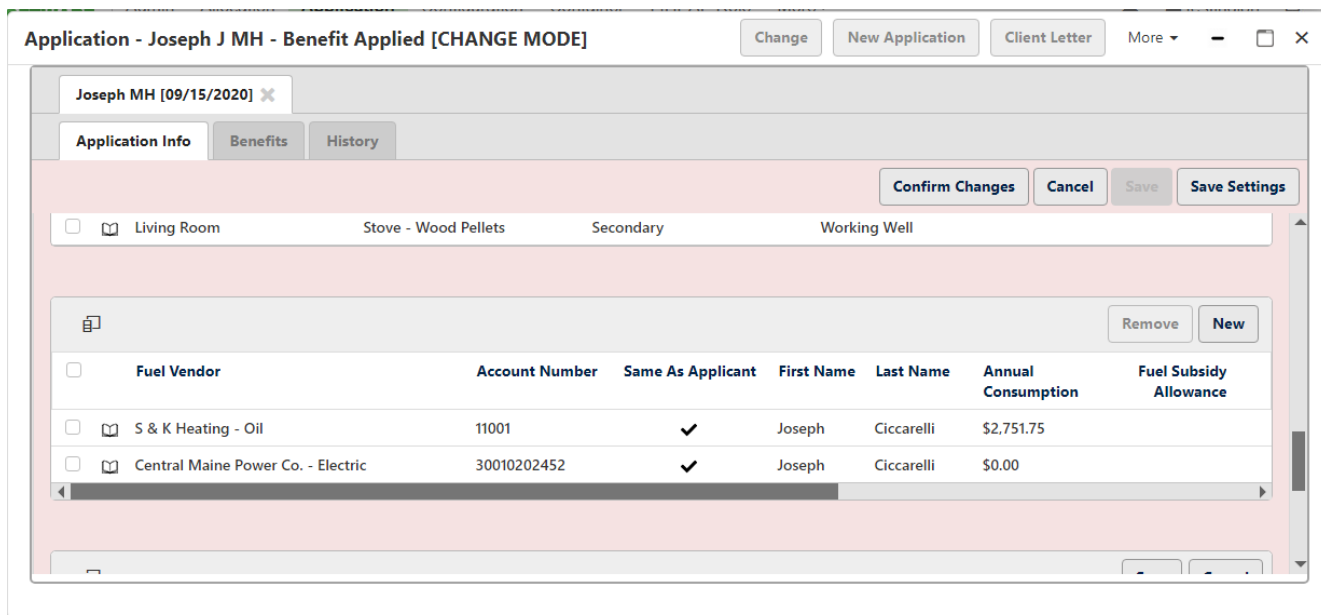
The Balance and Max Remaining will be zero on the ECIP Allocation Row.



Click the “Change” button  
 Click on the Application Info Tab (formerly the Client Info tab):



Double Click on the Vendor that will remedy the ECIP



Click New to add a new Energy Service Status.

The screenshot shows the 'Energy Consumption' form. At the top, there are input fields for 'Joseph' and 'MH'. Below that are 'Annual Consumption' (2751.75) and 'Fuel Subsidy Allowance'. A checkbox for 'Use DHLC' is checked, and the 'DHLC Reason' is set to 'Heating system replaced within last 12 months'. There is a 'Comment' text area. Below that is 'Heating Burden' (2751.75) and a 'Utility Only' checkbox. The 'Energy Service Status' section contains a table with one row: 

Date	Fuel Status	Current Status
<input type="checkbox"/> 9/8/2020	No Energy Crisis - Not Applicable - None	<input type="checkbox"/>

 The 'New' button in the top right of this section is circled in red. At the bottom right, there are 'Link Consumption', 'Cancel', and 'Save' buttons.

Uncheck the old "Current status.

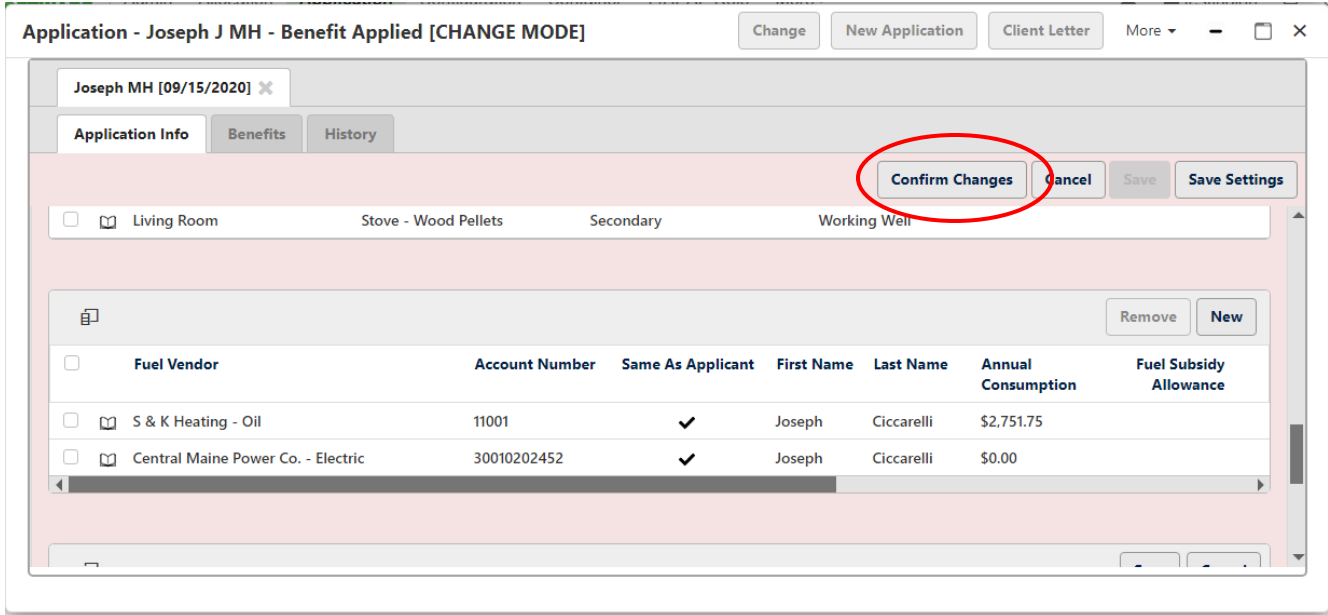
Click Save.

The screenshot shows the 'Energy Consumption' form after several changes. The 'DHLC Reason' dropdown is now 'Heating system replaced within last 12 months'. The 'Energy Service Status' table now has three rows: 

Date	Fuel Status	Current Status
<input type="checkbox"/> 10/14/2020	Out of Fuel - Restored - Life Threatening	<input checked="" type="checkbox"/>
<input type="checkbox"/> 9/8/2020	No Energy Crisis - Not Applicable - None	<input type="checkbox"/>
<input type="checkbox"/> 10/14/2020	Out of Fuel - Restored - Life Threatening	<input type="checkbox"/>

 The 'Current Status' checkbox for the 10/14/2020 entry is checked. The 'Save' button at the bottom right is circled in red.

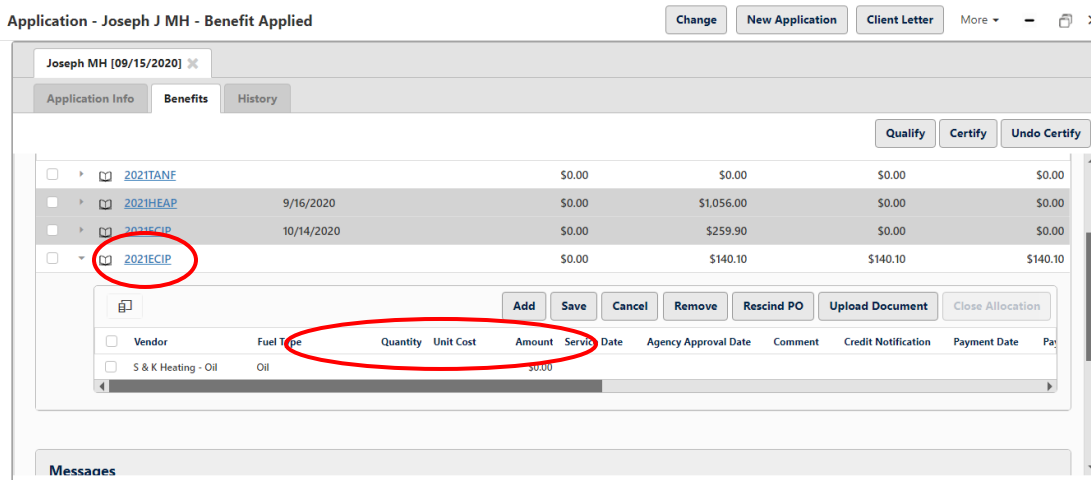
Click “Confirm Changes”.



Go to the Benefits Tab. There will be a new ECIP Allocation Row for the second ECIP.

On the second **ECIP2021 - Vendor Line** that is to receive the ECIP PO:

- Click in “Quantity” Enter 1.
- Click in “Unit Cost” Enter in **Total Amount of the ECIP** (include delivery fees, restart fees, etc.)
- Tab over and Click in “Comments”. Type in the information/instructions to the Vendor that is to be populated on the ECIP Purchase Order
- Click Save.



To certify the ECIP in HEAP Cloud:

- Click on the white box next to 2021ECIP Allocation.
- Click “Certify”

Application - Joseph J MH - Benefit Applied

Joseph MH [09/15/2020] X

Application Info Benefits History

Qualify Certify Undo Certify

Vendor	Fuel Type	PO Number	Quantity	Unit Cost	Amount	Service Date	Agency Approval Date	Comment
2021TANF				\$0.00	\$0.00			
2021HEAP		9/16/2020		\$0.00	\$1,056.00			
2021ECIP		10/14/2020		\$0.00	\$259.90			
2021ECIP				\$0.00	\$140.10			

Switch Vendor Add Save Cancel Remove Rescind PO Upload Document

Vendor	Fuel Type	PO Number	Quantity	Unit Cost	Amount	Service Date	Agency Approval Date	Comment
S & K Heating - Oil	Oil		1	\$140.1000	\$140.10			Must deliver within 1

Once the ECIP is certify the PO button will appear.

Application - Joseph J MH - Benefit Applied

Joseph MH [09/15/2020] X

Application Info Benefits History

Qualify Certify Undo Certify

Switch Vendor Add Save Cancel Remove Rescind PO Upload Document

Vendor	Fuel Type	PO Number	Quantity	Unit Cost	Amount	Service Date	Agency Approval Date	Comment
S & K Heating - Oil	Oil	PO	1	\$140.1000	\$140.10			Must deliver within

Messages

Allocation	Date/Time	Messages
2021ECIP	9/16/2020 7:58 AM	No Energy Crisis "ECIP Required Documents" must have the document status - Completed

To Generate the ECIP PO:

- Click on the PO Button. In a separate browser tab, the purchase order will populate.
- Save and print purchase order to send to ECIP Vendor.

Maine State Housing Authority (MaineHousing)  
HOME ENERGY ASSISTANCE PROGRAM  
ECIP Purchase Order

**ISSUING AGENCY:** Kennebec Valley Community Action Program

Agency Contact: Lori McPherson P. O. Number 000005206

Agency Phone: 207-859-1500 P. O. Date 10/16/2020

Agency Fax: 207-872-6747

**TO:**  
**S & K Heating**  
**157 Malbon Mills Road**  
**Skowhegan, ME 04976**

**Email Address:**  
**Fax Number:**

**FOR:**  
**Joseph J MH**  
**25 Test Street**  
**Norridgewock, ME 04957**

Phone: **(207) 111-1111**

Service List:

Fuel Type	Total Cost	Comments
Oil	\$140.10	Must deliver within 10 Hours.

**INSTRUCTIONS:** Please provide the authorized service[s] to the customer indicated above within the time prescribed by the issuing agency, but in any case no later than 48 hours from the time of the first request made by the agency.

Payment will be issued to the Vendor within ten (10) business days from CAA's receipt and approval of the Vendor's ECIP documentation. Once the delivery has been made, please submit the following to the Community Action Agency listed above:

1. A copy of the **purchase order**, metered delivery ticket (for oil/kerosene and propane). For all other fuel types, Vendor must provide an invoice.

For **Utility Disconnects:** A written confirmation with the applicant's name, service address, name on the account (if different), account number, and the date and time of when the utility service was restored or the disconnect order was removed from the Household's account.

For **Heating System repairs:** an invoice indicating the Primary Applicant's name and physical address, date services performed, description of the services performed, and amount being invoiced.

2. If the total amount on the delivery ticket is greater than the ECIP PO, the Vendor must note dollar amounts to be covered by ECIP, HEAR, and TANF Supplemental, Client or another party/organization. Sign and date notations.

For **Oil/Kerosene/Propane**, an **Vendor invoice** is required if the delivery ticket does not document all charges that were approved on purchase order (ex. delivery fee, safety check, start-up fee) submit an invoice or spreadsheet with the customer's name, delivery address, date of delivery, type of fuel delivered, and the units, price per unit and total.

### **Uploading ECIP required documents:**

Upload ECIP Required Documents in the document section. The ECIP required documents (bundle) should be in the following order:

- ECIP Bundle Cover Sheet
- ECIP worksheet
- Other supporting documentation (example; disconnect notice)
- Note: you can upload the ECIP PO/Upfront Delivery Request Form (if applicable, but you will need to upload it on the benefits tab as well along with the Vendor's ECIP delivery submission.

To Upload the ECIP Required Documents:

- Click on the "Change Button".
- Click on the "Book Icon" next to the ECIP Required Documents in the Document section of the application.
- Click on "Attachment" and choose the ECIP Documents.
- Click Save.
- Click Confirm Changes.