

<b>Program:</b> Community Aging in Place	<b>MHPN #</b> 2025-CAIP-001
<b>Action:</b> Guide Updates	<b>Effective Date:</b> 1/08/2025
<b>Issued by:</b> MaineHousing, Energy and Housing Services	<b>Expired Date:</b> None

This MaineHousing Notice is being issued to provide information regarding the documents that are required when submitting an invoice.

## 1. Revised CAIP Procedure

### Added – Section B10(A) Maintain Project Files

Partner agencies shall maintain complete and accurate files for each project.

### Added – Section B10(B) Electronic Submission

1. Invoices shall be submitted electronically to MaineHousing via the agency's assigned CAIP sub-folder in ShareFile. The following supporting documents are required to accompany the invoice:
  - a. **Project Work Plan(s)** that is associated with the submitted invoice.
  - b. **Receipts** for products purchased associated with the submitted invoice.
2. All documents uploaded to ShareFile must be legible and filled out correctly.
3. MaineHousing reserves the right to return electronic file submissions that do not meet the criteria as referenced herein.
4. MaineHousing will review the submitted files prior to processing payments.

### Added – Section B10(C) Submission Deadlines

1. All Invoice bundles with the attached Work Plan(s) and Receipts related to the invoice must be submitted by the 20<sup>th</sup> of each month.
2. Final invoice bundles for 2025 projects must be submitted no later than January 30, 2026

## 2. Notice Contact

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