

<b>Program:</b> DOE Weatherization	<b>MHIN #</b> 2025-WAP-005
<b>Action:</b> Process for Support Only Invoices	<b>Effective Date:</b> 7/11/2025
<b>Issued by:</b> MaineHousing, Energy and Housing Services	<b>Expired Date:</b>

**This MaineHousing Notice is being issued to provide information regarding invoicing Support, Miscellaneous, and Administrative Costs for CHIP, HEAP Wx, and DOE Wx with no related job costs**

## 1. Information

Our current System of Record does not have the functionality necessary for entering invoices with no direct job costs. In order to allow our Subgrantees to submit for reimbursement of these costs, we have developed an invoice template for that purpose. These should be filled out and submitted via Sharefile by the 20<sup>th</sup> of each month for the preceding month. As always, if the 20<sup>th</sup> is a Saturday, Sunday, or holiday, invoices are due the next working day.

## 2. Notice Contact

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