



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

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 20th of each month for the preceding month. As always, if the 20th is a Saturday, Sunday, or holiday, invoices are due the next working day.

2. Notice Contact

Betty Daniels, Fiscal Grant Manager ■ (207) 624-5717 ■ bdaniels@mainehousing.org

Kim Ferenc, Manager of Housing and Weatherization ■ (207) 626-4684 ■ kferenc@mainehousing.org

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