MaineHousing’s CHIP Guidance and Procedures  
Dated October 1, 2019

Highlights

1. **CHIP Guide Effective Dates**

   MaineHousing’s *CHIP Guidance and Procedures*, dated October 1, 2019 (CHIP Guide), replaces all previous CHIP guidance and procedures and is applicable to all open CHIP grant periods.

2. **Prioritization of Services**

   The installation of heat pumps has been added to the prioritization or services. See CHIP Guide, Section 3.A, Prioritization.

3. **User Access**

   MaineHousing has implemented a new protocol for allowing access to various data sources for partners. In order to gain access to Hancock Software’s HEAP Cloud and HEAT Enterprise and/or MaineHousing’s agency ShareFile folders, users will be required to take and pass an annual on-line security training. See CHIP Guide, Section 17, which refers users to WAP Procedures and Guidance, Section 17.B, User Access.

4. **Ineligible Units**

   The requirement that a Dwelling Unit is not eligible for CHIP services if the unit has a heating system that is safe, operable, and is capable of heating the dwelling adequately during severe cold weather has been removed to allow for the installation of heat pumps as a secondary system.

5. **Heat Pumps**

   A new section pertaining to the installation of heat pumps as a secondary heating system has been added. See CHIP Guide, Section 7, Heat Pumps.

6. **Required Documents**

   The following required documents have been modified and/or added to CHIP and are referenced in various sections of the CHIP Guide:

   a. **CHIP Consent Form** – The form has been revised to accommodate only CHIP projects, is one page, and now includes language specific to heat pump installations.

   b. **Statement of Completion** – Modified to include language specific to heat pump installations.

   c. **Vendor Heat Pump Inspection Checklist** – Completed by the heat pump vendor and submitted with the vendor’s invoice.

   d. **CAA Heat Pump Inspection Checklist** – Completed by the CAA heat pump inspector.