**FFY 2022 MAINE HEAT PUMP PROGRAM (MHPP) WORK PLAN**

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| **CAA:** |  | **Initial** |  |  | **Date** |  |
|  |  | **Amended** | **#** |  | **Date** |  |

Pursuant to Subgrant Agreement and *MaineHousing’s Heat Pump Program Guidance and Procedures* (MHHP Guide), the submission of a Subgrantee Work Plan is required. The Work Plan should summarize the Subgrantees’s policies and procedures for delivering MHHP services and describe how the agency will meet the major program requirements. The following is a list (not exhaustive) of topics that should be covered in the proposed Work Plan. **Please note:** Work Plans that do not adequately address these topics will be returned for revisions. Until such time as the Work Plan and Budget are approved, work cannot commence using FFY 2022 MHPP funds.

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| 1. **Priorities for MHPP and Wait List Policies** |
| Describe the agency’s policies and procedures for developing and utilizing a wait list and how the agency will prioritize households following the established eligibility criteria and priority classifications. |
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| 1. **Contracts for MHPP Services** |
| Provide a sample contract the agency uses for MHPP contractors. (Attachment A) |

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| 1. **Vendor Selection** |
| Describe your agency’s procedure for selecting/securing a vendor. |
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| 1. **Contracted MHPP Vendors/Contractors** |
| Provide names, address and service area covered by each MHPP vendor. (Attachment B) |

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| 1. **CAA Inspectors** |
| Provide names of CAA inspectors and their relevant experience in and certifications for heat pump installation activities. (Attachment C) |

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| 1. **Proof of Ownership** |
| Describe the agency’s practices for obtaining proof of ownership documentation. |
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| 1. **Verifying Household Eligibility** |
| Describe the agency’s procedures for verifying a household’s eligibility for MHPP services. |
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| 1. **Other Information** |
| Provide any other information relevant to the administration and delivery of the MHPP. |
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| **Agency Submission** | | | |  |
| **Completed by (Print):** |  | **Date Completed:** |  |  |
| **Signature:** |  | **Date Submitted:** |  |  |
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| **MaineHousing Approval** | | | |  |
| **Reviewed by (Print):** |  | **Date Approved:** |  |  |
| **Signature:** |  | **Confirm Sent:** |  |  |
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