

<b>Program:</b>	Weatherization Assistance Program (WAP) Central Heating Improvement Program (CHIP)	<b>MHN #</b>	2020-002
<b>Issued by:</b>	MaineHousing, Energy and Housing Services	<b>Effective Date:</b>	04/01/2020

**This MaineHousing Notice is being issued to provide clarification regarding the submission of monthly billings for WAP and CHIP jobs through HEAT Enterprise.**

## 1. WAP and CHIP Monthly Billings

*Reference:* WAP Guidance and Procedures, Section 12, Monthly Billing Process; CHIP Guidance and Procedures, Section 12, Monthly Billing Process; HEAP Handbook,

MaineHousing is responsible for reporting production numbers and project funding amounts to respective funding sources. This has proven problematic in the past due to late billing submissions from Subgrantees, resulting in inaccurate and/or amended reporting. In an attempt to provide more timely and accurate information to the funders, MaineHousing will be implementing the following monthly billing process **effective immediately**:

1. CAAs must submit billing invoices in HEAT Enterprise on or before the 20<sup>th</sup> (or the first working day following the 20<sup>th</sup> day if the 20<sup>th</sup> falls on a weekend or a holiday) of each month for the previous month's activity.
2. Late billing submissions will not be accepted by MaineHousing without written approval (email notification) by an *EHS Program Officer*.
  - a. CAA must request an extension to submit a late invoice by emailing MaineHousing at [Weatherization@mainehousing.org](mailto:Weatherization@mainehousing.org) **before** the billing submissions is due in HEAT Enterprise.
  - b. Only an *EHS Program Officer* may authorize up to 3 days for late submission. CAAs not able to submit invoices within the prescribed timeframe must associate all costs (direct and indirect) to a subsequent month's billing.
  - c. Any request to submit late invoices beyond 3 days must be approved by *EHS Program Manager*.
3. MaineHousing will reject (release and return to the CAA) all invoices submitted after the 20<sup>th</sup> of each month not previously approved by EHS for late submission. CAAs will be notified by email from EHS that the billing period has closed and instructed to assign costs (indirect and direct) to a subsequent month's invoice.

## 2. Notice Contact

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