

Program: Weatherization Assistance Program (WAP)	MHPN # 2024-WAP-002
Action: Zero Cost Measures	Effective Date: August 21, 2024
Issued by: MaineHousing, Energy and Housing Services	Expired Date:

This MaineHousing Information Notice is being issued to provide clarification on the process in HEAT when measures on the work order are not completed and have no cost

1. Information

HEAT will not allow a job to be invoiced without all measures included in the work order being addressed in the Installation and Inspection modules. A work order should never be deleted to remove measures that weren't installed. The process below will explain what to do with measures that weren't installed.

In the Installation module for measures that weren't completed you need to enter "0" on the "Install Quantity" and the same on the "Install Unit Cost" fields. Finish the remainder of the installed measures as you normally would. In the Inspection module you would pass the zero installed measures like you would for other measures. The zero installed measures also need to be assigned a funding source. The recommendation is to use a funding source that you're using for any of the installed measures. It won't matter what funding source is used as there isn't any cost to them, so it won't affect your budget. This needs to be done so the job can be invoiced and once paid through the monthly billing process will be completed and marked as a completed unit.

2. Notice Contact

Amanda Roy, *Manager of Weatherization* ■ (207) 501-5963 ■ aroy@mainehousing.org
 Weatherization Team ■ 877-501-8936 ■ weatherization@mainehousing.org

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*Lauren Bustard, Maine State Housing Authority, 26 Edison Drive, Augusta, Maine 04330,
 Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.*

