

Program:	MaineHousing Heat Pump Program (MHPP) Central Heating Improvement Program (CHIP)	MHN #	2020-014
Issued by:	MaineHousing Energy and Housing Services	Effective Date:	01/01/2021

MaineHousing Notice 2020-014 is being issued to notify CAA Housing management of a new Heat Pump Program being administered by MaineHousing as a stand-alone program rather than as a measure in the CHIP Program.

1. *Revised CHIP Guide (revised 01/01/2021)*

Reference: CHIP Guide, Section 7

A revised CHIP Guide is posted to the CAA Portal. CHIP Guide revisions remove heat pump installations using CHIP funds.

2. *New MaineHousing Heat Pump Program Guide (01/01/2021)*

Reference: MHPP Guide
CAA Heat Pump Inspection Checklist

The MaineHousing Heat Pump Program (MHPP) will install heat pumps in eligible dwellings in an attempt to meet an installation goal of 1,000 heat pumps installed in calendar year 2021. MaineHousing will work together with CAAs to achieve this goal by utilizing MaineHousing staff to manage some installations.

- (1) **Funding.** The CAAs will be allocated funds to administer MHPP in their respective service areas. CAAs will be assigned a specific number of units required to be installed pursuant to a Contract Amendment. MaineHousing will work in a coordinated effort with the CAAs to install units statewide and to fill in any production gaps.
- (2) **Production.** In order for MaineHousing to assist CAAs in reaching production goals, the following tiered approach will be utilized to identify and serve eligible households:
 - Tier 1:
 - a. Applicants on CAA's current heat pump wait list.
 - b. Applicant interest/inquiries.
 - c. Households that are being scheduled for weatherization services.
 - Tier 2:
 - Households that have been previously weatherized.
- (3) **Guidance.** CAAs and MaineHousing will utilize the MHPP Guide for guidance on required documents and processes, including client education materials.
- (4) **Inspections.** The MHPP Guide has been revised to specify that CAAs and MaineHousing will be required to inspect a minimum of 5% of installed heat pumps per calendar year to ensure that standards have been met. CAA inspectors are required to document the inspection on the revised *CAA Heat Pump Inspection Checklist*.
 - a. If the unit is not inspected, the CAA must complete the Heat Pump System section of the *CAA Heat Pump Inspection Checklist* and indicate that the unit was not inspected.
 - b. The *CAA Heat Pump Inspection Checklist* has been revised and is posted on the CAA Portal.

- (5) System of Record. HEAT Enterprise is the system of record for all heat pump installations. “Processing CAA Jobs in Heat Enterprise” has been uploaded to the CAA Portal to assist CAA staff with processing heat pump jobs. Note the following:
- a. New Measure: CAAs must use measure 155-420-9000 Heat Pump Install by CAA to process heat pump jobs in HEAT Enterprise. EHS will use measure 155-420-9100 Heat Pump Installed by EHS when installing heat pumps .
 - b. New Funding Source. CAAs must use funding source “CAA Heat Pumps” when invoicing heat pump jobs. MaineHousing will use the “EHS Heat Pumps” funding source when invoicing heat pumps.
 - c. Budgets. Once contract amendments and work plans are returned to, reviewed and approved by MaineHousing, funding will be allocated to the CAA in HEAT Enterprise for heat pump installations. Heat pump funds will be visible in the *Budget Balance* section of Heat Enterprise.

NOTE: CAAs must never assign heat pump installations to the EHS Heat Pump funding source. This funding source was created for the exclusive use of EHS staff for invoicing and tracking MaineHousing heat pump installations using the client record(s) assigned to the CAA. That means all MaineHousing installed heat pumps will be visible on the client’s *Job List* in HEAT Enterprise.

3. MHPP Added to CAA Portal

Reference: CAA Portal>MaineHousing Heat Pump Program

The MHPP has been added to the CAA Portal as a new program and contains the forms, bundle, MHPP Guide and other resources needed to process a heat pump job. A checklist of the required documents that must be uploaded to HEAT Enterprise’s WAP Documents for each job is contained on the MHPP Project Summary sheet.

Notice Contact

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