Central Heating and Improvement Program (CHIP)

**FFY 2024 ABREVIATED CHIP WORK PLAN**

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

Pursuant to MaineHousing’s *Central Heating and Improvement Program Guidance and Procedures* (MaineHousing CHIP Guidance), the submission of a Subgrantee Work Plan is required. This abbreviated Work Plan should summarize the Subgrantee’s policies and procedures for delivering CHIP. The following is a list (not exhaustive) of topics that should be covered in the Work Plan. **Please note:** By completing this abbreviated Work Plan, you are agreeing to adhere to current guidance, program notices and the full work plan submitted during FFY 2022. If any substantial programmatic changes have occurred, please complete a full CHIP Work Plan. Until such time as the Work Plan and Budget are approved, work cannot commence using FFY 2024 CHIP funds.

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| 1. **Priorities for CHIP and Wait List Policies**
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| 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. **Policy Changes**
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| Describe all significant changes in policies, procedures and new initiatives since the last CHIP Work Plan submission. Provide copies of policy and procedure changes. (Attachment A) |
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| 1. **Other Information**
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| Provide any other information relevant to the administration and delivery of CHIP services. |
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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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