Lamoine Heating Assistance Program
606 Douglas Hwy
Lamoine, ME 04605
(207) 667-2242
town@lamoine-me.gov

Discretionary Heating Assistance Program

Purpose

The purpose of this program is to provide emergency heating assistance to eligible households.

Program Description

The program is designed to provide a one time grant to an eligible household of up to 100-gallons of heating fuel (#2 oil, kerosene, LP gas), a cord of wood, one ton of wood pellets or coal, or electric heat assistance not to exceed the cost of the least expensive non-electric option. Funds shall be administered by a volunteer committee made up of at least three members known as the Heating Assistance Committee appointed by the Lamoine Board of Selectmen. Revenue for the fund shall be derived from non-governmental sources (i.e. private donations and grants). Expenditures shall be made through the municipality's warrant system directly to the heating vendor with credit to the account of the beneficiary household. NO PUBLIC FUNDS shall be expended through this program.

The Treasurer of the Town of Lamoine shall act as the program administrator.

Eligibility

To be eligible for a grant, a member of the household must make written, confidential application to the Lamoine Town Office on a form developed by the Heating Assistance Committee. The household need not qualify for General Assistance as outlined in the Lamoine General Assistance Ordinance, but must substantiate that they are:

1. In imminent danger of running out of heat (within 1-week of the application date).
2. Do not have adequate funds at the date of application to purchase heat.
3. Have no other means available to purchase heat.
4. The household is located within the municipality of Lamoine.
5. An understanding that if granted, it is a one-time grant and the household may not apply again during the annual heating season (November – March).

Application Process

Applications shall be made available at the Lamoine Town Hall and may be obtained from the clerk/tax collector's office. A copy shall also be posted on the town's website for availability during times in which the town office is closed.

Applicants shall fully, to the best of their abilities, fill out the application form and sign it. The application may be dropped off in person at the Lamoine Town Hall during regular

business hours, left in the front door mail slot during off hours, or mailed to the town office. Because an original signature is required, electronic submission is not allowed.

The program administrator shall review the application. If the administrator determines the application is incomplete, the applicant shall be notified and requested to complete the application.

Once an application is found to be complete, the administrator shall contact the Heating Assistance Committee (HAC) via e-mail to notify the committee of the existence of the application. The (HAC) will convene, either in person or electronically and decide what, if any grant may be awarded in the name of the applicant household.

If an award is approved, the program administrator shall schedule payment to the vendor on the next accounts payable warrant submitted to the Board of Selectmen. The administrator shall also contact the vendor upon notification of approval to arrange for delivery or payment application for the heating assistance. And, the program administrator shall notify the applicant of a decision by fastest means possible.

Fund Administration – All donations and grants shall be credited to a separate fund known as the Lamoine Heating Assistance Fund. The treasurer shall issue a receipt for all donations and provide for the proper general ledger accounting in order to segregate the donations from any other government funds.

All expenditures under this program shall be debited from this fund. ***At no time shall expenditures exceed the amount available in the fund***.

The administrator shall provide a summary of the revenues and expenditures of this fund in the cash and budget reports delivered periodically to the board of Selectmen

Donation Solicitation – Only such persons as authorized by the Board of Selectmen may seek donations and grants on behalf of this fund. The program administrator and Heating Assistance Committee shall be among those authorized to seek grants and/or donations.

Other – This program shall not replace the assistance available under the General Assistance program. Should a household be eligible for fuel assistance under General Assistance, expenditure shall be made under that program which is administered by the Town of Lamoine. Those who receive General Assistance for heating purposes shall not be eligible for assistance under this program during the heating season.

Appeals – The decisions of the Heating Advisory Committee shall be final, and there shall be no appeal of any decision by the committee. All applications shall be kept confidential under the provisions of 1MRSA §401 et seq. and other applicable statutes.

Policy Revision – The Lamoine Board of Selectmen is responsible for the development and administration of this policy to the extent of its formation. The Board, may from time to time, wish to amend this policy which must be done at a properly called public

meeting of the Board of Selectmen. Copies of this policy shall be kept on file with the Lamoine Town Clerk and posted on the Town of Lamoine website.

Approved this ____day of _____, 2014 by:

_____ Gary McFarland

_____ S. Josephine Cooper

_____ Bernard Johnson

_____ Nathan Mason

_____ Heather Fowler

The Lamoine Board of Selectmen

Seen and acknowledged by:_____
Stuart Marckoon, Treasurer