

TOWN OF OTISFIELD

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Town of Otisfield 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 an eligible household with up to 100 gallons of heating fuel (#2 oil, kerosene, LP gas), a cord of wood, or one ton of wood pellets based upon the need. The specifics of fulfilling any request will be determined by the Selectboard. Revenue for the fund shall be derived from non-governmental sources (i.e., private donations and grants).

The General Assistance Administrator of the Town of Otisfield shall act as the program administrator.

Eligibility

To be eligible for a grant, a member of the household must submit a written application to the Otisfield Town Office. Households are eligible that are making above the income thresholds of LIHEAP but not more than 200% above the Federal Poverty Guidelines. (See attached guidelines). The household 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 Otisfield and is the primary residence of the applicant.
5. An understanding that the annual heating season is November – March. Exceptions may be made under special circumstances if the applicant needs to apply more than one time.
6. In true emergency situations the Administrator may waive the application process or provide up to 20 gallons of fuel oil until application process is completed.

Application Process

Applications shall be made available at the Otisfield Town Office 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 Otisfield Town Office during regular business 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 decide if the 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. The administrator shall also contact the vendor upon notification of approval to arrange for delivery and payment for the heating assistance. 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 Emergency 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 expenditure 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 Select Board

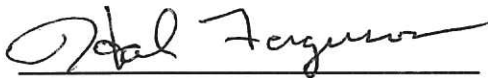
Donation Solicitation – Only such persons as authorized by the Select Board may seek donations and grants on behalf of this fund. The program administrator and Select Board shall be among those authorized to seek grants and/or donations.

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, the expenditure shall be made under that program which is administered by the Town of Otisfield. Those who receive General Assistance for heating purposes shall be eligible for assistance under this program only to supplement the cost during the heating season.

Appeals – The decisions of the General Assistance Administrator shall be final, and there shall be no appeal of any decision to the Board.

Policy Revision – The Otisfield Select Board 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 Select Board. Copies of this policy shall be kept on file with the Otisfield Town Clerk and posted on the Town of Otisfield website.

Approved this 1 day of May , 2024 by:



Hal Ferguson



Rick Micklon



Lenny Adler