MaineHousing
Maine State Housing Authority

Asset Management Notice
2014-01
Issued: January 27, 2014

To: All Owners and Managers

From: Bob Conroy, Director of Asset Management

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I. 2014 Income Eligibility Limits and Maximum Rent Limits for Rent Restricted Programs and Low-Income Housing Tax Credit (LIHTC) Properties

INTRODUCTION:

Attached please find the MaineHousing **Income Eligibility Limits and Maximum Rent Limits**.

The Housing and Economic Recovery Action of 2008 (HERA) contained provisions that allow the income limits to increase in counties where median incomes have dropped. New income limits were issued by HUD effective December 18, 2013 for project-based Section 8 properties. These income limits were then adjusted to reflect the provisions of HERA and to provide the HERA 50% and 60% limits as shown on the charts. MaineHousing applied the HERA methodology to its 30% and 40% limits and is allowing properties with units at the set-aside to benefit from the slightly higher calculations. MaineHousing has labeled these HERA 30% and HERA 40% even though HERA does not technically cover these limits.

To make these charts easier to use, the income and rent limits for each county, MSA and HMFA have been listed together. It is important to also note the effective dates of the various programs. In the upper right corner of the charts, Incomes and Rents and FedHOME effective dates are indicated.

The HUD income limit website found at http://www.huduser.org/portal/datasets/mtsp.html is a good resource, however if you have specific questions about these limits, please contact your Asset Manager.

IMPORTANT REMINDER TO ALL PROJECT-BASED SECTION 8 OWNERS/MANAGERS

Project-based Section 8 properties **must use** the HUD income limits effective December 18, 2013 for their 80% (low income), 50% (very-low income) and 30% (extremely-low income) units. Although the 50% AMI limits on the attached charts are the same as the HUD published rents, the calculation methodology used to establish the 30% AMIs, through rounding and other factors, changes the limits slightly. Software providers for TRACS electronic applications should have already provided their customers with the correct income limits to ensure correct income eligibility.

USE OF THE CHARTS FOR NON-SECTION 8 AND NON-LOW INCOME HOUSING TAX CREDIT PROPERTIES (LIHTC):

Examples of properties that are non-Section 8 and non-LIHTC properties are Supportive Housing, SHARP, New Lease, and Rental Loan Projects (RLPs), only to name a few. These properties should use the HERA 30%, HERA 40%, HERA 50%, HERA 60% and 80% AMI published income and rent limits found on the charts.

As always, owners and managers should refer to the loan documents on a property-by-property basis to ensure the use of the income restrictions and rent limits.

FedHOME RENT LIMITS:

The charts provide the Low HOME and High HOME rents based on the most recent publishedrates from 2013. HUD has not published HOME rents for 2014 yet. The following is a reminder as to how the appropriate HOME rents are selected:

- Select the income target as indicated in the loan documents and use the "lesser of" the income target and the Low HOME or High HOME Rent depending on the type of HOME unit you have.
- For HOME designated units that have a resident with a Housing Choice Voucher (HCV), and the payment standard for the HCV is higher, the owner/manager may only accept the maximum HOME rent provided by the charts.
- Please note that this year's HOME rents include adjustment made by HUD to correct the miss-application of the hold harmless provision previously applied to HOME rents. The result is that over the next three years HOME rents may decrease in order to align with FMR. Until then and for the last several years some areas are allowed to charge a HOME rent that exceeds FMR. Therefore, it is not necessary to compare HOME rents to FMR as this has been taken into account on the attached charts.

LOW INCOME HOUSING TAX CREDIT (LIHTC)/TAX EXEMPT BOND PROPERTIES:

Due To HERA, two LIHTC/Tax Exempt properties in the same county or the same community may have different income and rent limits. The key to understanding the applicability of the income and rent limits depends on the Placed-In-Service dates and the "Gross Rent Floor Election" that has been established for the property.

The following is a brief description of how these variables affect the allowed limits:

Properties Placed-In-Service Before January 1, 2009

- Eligible for the HERA limits for 2013.

Properties Placed-In-Service <u>On or After January 1, 2009</u>

- Not eligible for the HERA limits.
- Going forward, limits will not decline and will be held harmless at the highest level attained during its qualifying period.
- May allow the use of higher rents if the "Gross Rent Floor Election" was established in a period that rents were higher than the current limits.
- The "Gross Rent Floor Election" is established differently for 4% and 9% Credit properties:

  <u>For a 9% Credit Property</u>: The "Gross Rent Election Floor" is the date in which MaineHousing allocated housing credit to the building. However, the owner could choose to designate the Placed-In-Service date rather than the allocation date by informing MaineHousing in writing no later than the Placed-In-Service date.

  <u>For a 4% Credit Property</u>: The "Gross Rent Election Floor" is the date in which MaineHousing initially issues a determination letter (reservation letter). However, the owner could choose to designate the Placed-In-Service date rather than the allocation date by informing MaineHousing in writing no later than the Placed-In-Service date.

II. Pellet Boiler Program Available in Farmington and Wilton

There is a program being offered by the Northern Forest Center that offers subsidy to certain properties in Farmington and Wilton, including affordable housing, to switch their fuel source to pellet boilers. A program description is attached for reference.

III. Affirmative Fair Housing Marketing Plan & Appendix 1 of HH 4350.3 R1 Change 4

On January 16, 2014, HUD released new versions of the Affirmative Fair Housing Marketing Plans HUD Form 935-2A, HUD Form 935-2B and HUD Form 935-2C. These replace previous versions.

Please note that the Affirmative Fair Housing Marketing Plan is also included, as Appendix 1, in HUD Handbook 4350.3, Revision 1, Change 4. Those of you with printed versions of the Handbook should replace the form that expired 8/31/2013 with the new form that expires on 12/31/2016.

See attached HUD Form 935-2A which related to MF properties

IV. Radon Testing of Residential Rental Buildings

On June 21, 2013, 14 MRSA §6030-D was amended and signed into law to require radon testing by March 1, 2014 in all residential rental buildings in the State of Maine. A copy of the amended law can be found at: http://www.maine.gov/dhhs/mecdc/environmental-health/rad/radon/documents/Radon%20Law%20fact%20sheet.htm.

Property owners should be aware of this fast approaching date and direct any questions to the Maine DHHS Radiation Control Program.

V. Social Security Administration will no Longer Issue SSN Print-Outs - How to Get Proof of Social Security Numbers or Benefits

Beginning February 2014, the Social Security Administration will no longer issue Social Security number (SSN) printouts and their field offices will stop providing benefit verification letters.

The Social Security Administration explained "To leverage our technology investments and meet the increasing demands for our service, we're making changes to how we provide some services to our customers. Later in 2014, Social Security will stop providing benefit verification letters in our local offices. You still will be able to get an instant letter online by creating a personal mySocial Security <http://www.ssa.gov/myaccount/> account or you may call our toll-free telephone number to request one by mail. Also, to help prevent identity theft, we will discontinue providing Social Security number printouts since they have no security features and are easily misused or counterfeited. If you need proof of your Social Security number and you do not have your Social Security card, you will need to request a replacement card by completing the Application for a Social Security Card and providing the required documentation."

"We continue to work directly with advocates, social service agencies, and other third parties to make sure they have access to available data exchanges to obtain Social Security number information without needlessly requiring their clients to undertake the task."

Beneficiaries can obtain a benefit verification letter by registering for an account, or by calling the national toll-free number 1 (800) 772-1213, and using the automated application.

Members of the public can register for a "my" Social Security account at www.socialsecurity.gov/myaccount and safely conduct business online 24 hours a day/7 days a week.

Attachments:

- **2014 Income Eligibility Limits and Maximum Rent Levels**
- **Pellet Stove Program description**
- **HUD Form 935-2A**

Please note that MaineHousing provides notices as a service to our partners. Notices are not intended to replace ongoing training and do not encompass all compliance and regulatory changes that may occur on the wide arrange of housing programs in which we work. MaineHousing recommends partners establish an ongoing training program for their staff.

Maine State Housing Authority ("MaineHousing") does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, physical or mental disability, age, familial status or receipt of public assistance in the admission or access to or treatment in its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, physical or mental disability or genetic information. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Louise Patenaude, Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330-4633, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.

MaineHousing - Rent Restricted Programs

Income Eligibility Limits and Maximum Rent Levels

Incomes and Rents Effective 12-18-2013

FedHOME Rents Effective 6-1-2013

	% Median Income - Adjusted by Family Size								Maximum Gross Rents				
	One	Two	Three	Four	Five	Six	Seven	Eight	0BR	1BR	2BR	3BR	4BR
Lewiston-Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales													
HERA 30%	12,450	14,220	15,990	17,760	19,200	20,610	22,050	23,460	311	333	399	462	515
HERA 40%	16,600	18,960	21,320	23,680	25,600	27,480	29,400	31,280	415	444	533	616	687
HERA 50%	20,750	23,700	26,650	29,600	32,000	34,350	36,750	39,100	518	555	666	770	858
HERA 60%	24,900	28,440	31,980	35,520	38,400	41,220	44,100	46,920	622	666	799	924	1,030
50% AMI 2013	19,650	22,450	25,250	28,050	30,300	32,550	34,800	37,050	491	526	631	729	813
60% AMI 2013	23,580	26,940	30,300	33,660	36,360	39,060	41,760	44,460	589	631	757	875	976
80% AMI 2013	31,450	35,950	40,450	44,900	48,500	52,100	55,700	59,300	786	842	1,011	1,167	1,302
Low HOME	19,200	21,950	24,700	27,400	29,600	31,800	34,000	36,200	505	540	648	749	836
High HOME	23,040	26,340	29,640	32,880	35,520	38,160	40,800	43,440	534	632	822	940	1,029
Aroostook County													
HERA 30%	12,060	13,770	15,480	17,190	18,570	19,950	21,330	22,710	301	322	387	447	498
HERA 40%	16,080	18,360	20,640	22,920	24,760	26,600	28,440	30,280	402	430	516	596	665
HERA 50%	20,100	22,950	25,800	28,650	30,950	33,250	35,550	37,850	502	538	645	745	831
HERA 60%	24,120	27,540	30,960	34,380	37,140	39,900	42,660	45,420	603	645	774	894	997
50% AMI 2013	18,100	20,700	23,300	25,850	27,950	30,000	32,100	34,150	452	485	582	672	750
60% AMI 2013	21,720	24,840	27,960	31,020	33,540	36,000	38,520	40,980	543	582	699	807	900
80% AMI 2013	28,950	33,100	37,250	41,350	44,700	48,000	51,300	54,600	723	775	931	1,075	1,200
Low HOME	18,650	21,300	23,950	26,600	28,750	30,900	33,000	35,150	481	515	618	713	796
High HOME	22,380	25,560	28,740	31,920	34,500	37,080	39,600	42,180	511	525	632	811	895
Cumberland HMFA													
HERA 30%	14,640	16,710	18,810	20,880	22,560	24,240	25,920	27,570	366	391	470	543	606
HERA 40%	19,520	22,280	25,080	27,840	30,080	32,320	34,560	36,760	488	522	627	724	808
HERA 50%	24,400	27,850	31,350	34,800	37,600	40,400	43,200	45,950	610	653	783	905	1,010
HERA 60%	29,280	33,420	37,620	41,760	45,120	48,480	51,840	55,140	732	783	940	1,086	1,212
50% AMI 2013	23,950	27,400	30,800	34,200	36,950	39,700	42,450	45,150	598	641	770	889	992
60% AMI 2013	28,740	32,880	36,960	41,040	44,340	47,640	50,940	54,180	718	770	924	1,067	1,191
80% AMI 2013	38,300	43,800	49,250	54,700	59,100	63,500	67,850	72,250	957	1,026	1,231	1,422	1,587
Low HOME	24,350	27,800	31,300	34,750	37,550	40,350	43,100	45,900	574	651	782	903	1,008
High HOME	29,220	33,360	37,560	41,700	45,060	48,420	51,720	55,080	574	696	906	1,142	1,254

MaineHousing - Rent Restricted Programs

Income Eligibility Limits and Maximum Rent Levels

Incomes and Rents Effective 12-18-2013

FedHOME Rents Effective 6-1-2013

	% Median Income - Adjusted by Family Size								Maximum Gross Rents				
	One	Two	Three	Four	Five	Six	Seven	Eight	0BR	1BR	2BR	3BR	4BR
Portland HMFA: Cape Elizabeth, Casco, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth, Buxton, Hollis, Limington, Old Orchard Beach													
HERA 30%	16,380	18,720	21,060	23,400	25,290	27,150	29,040	30,900	409	438	526	608	678
HERA 40%	21,840	24,960	28,080	31,200	33,720	36,200	38,720	41,200	546	585	702	811	905
HERA 50%	27,300	31,200	35,100	39,000	42,150	45,250	48,400	51,500	682	731	877	1,014	1,131
HERA 60%	32,760	37,440	42,120	46,800	50,580	54,300	58,080	61,800	819	877	1,053	1,217	1,357
50% AMI 2013	27,100	30,950	34,800	38,650	41,750	44,850	47,950	51,050	677	725	870	1,005	1,121
60% AMI 2013	32,520	37,140	41,760	46,380	50,100	53,820	57,540	61,260	813	870	1,044	1,206	1,345
80% AMI 2013	43,300	49,500	55,700	61,850	66,800	71,750	76,700	81,650	1,082	1,160	1,392	1,608	1,793
Low HOME	26,750	30,600	34,400	38,200	41,300	44,350	47,400	50,450	668	716	860	993	1,108
High HOME	32,100	36,720	41,280	45,840	49,560	53,220	56,880	60,540	685	816	1,008	1,257	1,383
Franklin County													
HERA 30%	11,700	13,380	15,060	16,710	18,060	19,410	20,730	22,080	292	313	376	434	485
HERA 40%	15,600	17,840	20,080	22,280	24,080	25,880	27,640	29,440	390	418	502	579	647
HERA 50%	19,500	22,300	25,100	27,850	30,100	32,350	34,550	36,800	487	522	627	724	808
HERA 60%	23,400	26,760	30,120	33,420	36,120	38,820	41,460	44,160	585	627	753	869	970
50% AMI 2013	18,100	20,700	23,300	25,850	27,950	30,000	32,100	34,150	452	485	582	672	750
60% AMI 2013	21,720	24,840	27,960	31,020	33,540	36,000	38,520	40,980	543	582	699	807	900
80% AMI 2013	28,950	33,100	37,250	41,350	44,700	48,000	51,300	54,600	723	775	931	1,075	1,200
Low HOME	18,650	21,300	23,950	26,600	28,750	30,900	33,000	35,150	481	515	618	713	796
High HOME	22,380	25,560	28,740	31,920	34,500	37,080	39,600	42,180	561	585	694	865	979
Hancock County													
HERA 30%	13,590	15,540	17,490	19,410	20,970	22,530	24,090	25,650	339	364	437	504	563
HERA 40%	18,120	20,720	23,320	25,880	27,960	30,040	32,120	34,200	453	485	583	673	751
HERA 50%	22,650	25,900	29,150	32,350	34,950	37,550	40,150	42,750	566	606	728	841	938
HERA 60%	27,180	31,080	34,980	38,820	41,940	45,060	48,180	51,300	679	728	874	1,009	1,126
50% AMI 2013	22,000	25,150	28,300	31,400	33,950	36,450	38,950	41,450	550	589	707	816	911
60% AMI 2013	26,400	30,180	33,960	37,680	40,740	43,740	46,740	49,740	660	707	849	980	1,093
80% AMI 2013	35,200	40,200	45,250	50,250	54,300	58,300	62,350	66,350	880	942	1,131	1,306	1,457
Low HOME	22,400	25,600	28,800	31,950	34,550	37,100	39,650	42,200	560	600	720	831	927
High HOME	26,880	30,720	34,560	38,340	41,460	44,520	47,580	50,640	591	668	851	1,047	1,137

MaineHousing - Rent Restricted Programs

Income Eligibility Limits and Maximum Rent Levels

Incomes and Rents Effective 12-18-2013

FedHOME Rents Effective 6-1-2013

	% Median Income - Adjusted by Family Size								Maximum Gross Rents				
	One	Two	Three	Four	Five	Six	Seven	Eight	0BR	1BR	2BR	3BR	4BR
Kennebec County													
HERA 30%	12,840	14,670	16,500	18,330	19,800	21,270	22,740	24,210	321	343	412	476	531
HERA 40%	17,120	19,560	22,000	24,440	26,400	28,360	30,320	32,280	428	458	550	635	709
HERA 50%	21,400	24,450	27,500	30,550	33,000	35,450	37,900	40,350	535	573	687	794	886
HERA 60%	25,680	29,340	33,000	36,660	39,600	42,540	45,480	48,420	642	687	825	953	1,063
50% AMI 2013	21,150	24,200	27,200	30,200	32,650	35,050	37,450	39,900	528	566	680	785	876
60% AMI 2013	25,380	29,040	32,640	36,240	39,180	42,060	44,940	47,880	634	680	816	942	1,051
80% AMI 2013	33,850	38,650	43,500	48,300	52,200	56,050	59,900	63,800	846	906	1,087	1,256	1,401
Low HOME	20,350	23,250	26,150	29,050	31,400	33,700	36,050	38,350	512	573	687	794	886
High HOME	24,420	27,900	31,380	34,860	37,680	40,440	43,260	46,020	512	593	758	951	1,013
Knox County													
HERA 30%	12,810	14,640	16,470	18,270	19,740	21,210	22,680	24,120	320	343	411	475	530
HERA 40%	17,080	19,520	21,960	24,360	26,320	28,280	30,240	32,160	427	457	549	633	707
HERA 50%	21,350	24,400	27,450	30,450	32,900	35,350	37,800	40,200	533	571	686	791	883
HERA 60%	25,620	29,280	32,940	36,540	39,480	42,420	45,360	48,240	640	686	823	950	1,060
50% AMI 2013	21,150	24,150	27,150	30,150	32,600	35,000	37,400	39,800	528	566	678	784	875
60% AMI 2013	25,380	28,980	32,580	36,180	39,120	42,000	44,880	47,760	634	679	814	941	1,050
80% AMI 2013	33,800	38,600	43,450	48,250	52,150	56,000	59,850	63,700	845	905	1,086	1,255	1,400
Low HOME	20,800	23,750	26,700	29,650	32,050	34,400	36,800	39,150	520	556	667	771	860
High HOME	24,960	28,500	32,040	35,580	38,460	41,280	44,160	46,980	655	703	846	969	1,061
Lincoln County													
HERA 30%	13,380	15,300	17,220	19,110	20,640	22,170	23,700	25,230	334	358	430	496	554
HERA 40%	17,840	20,400	22,960	25,480	27,520	29,560	31,600	33,640	446	478	574	662	739
HERA 50%	22,300	25,500	28,700	31,850	34,400	36,950	39,500	42,050	557	597	717	828	923
HERA 60%	26,760	30,600	34,440	38,220	41,280	44,340	47,400	50,460	669	717	861	993	1,108
50% AMI 2013	21,300	24,350	27,400	30,400	32,850	35,300	37,700	40,150	532	570	685	790	882
60% AMI 2013	25,560	29,220	32,880	36,480	39,420	42,360	45,240	48,180	639	684	822	948	1,059
80% AMI 2013	34,100	38,950	43,800	48,650	52,550	56,450	60,350	64,250	852	913	1,095	1,265	1,411
Low HOME	21,600	24,700	27,800	30,850	33,350	35,800	38,300	40,750	553	593	711	821	917
High HOME	25,920	29,640	33,360	37,020	40,020	42,960	45,960	48,900	602	724	903	1,035	1,135

MaineHousing - Rent Restricted Programs

Income Eligibility Limits and Maximum Rent Levels

Incomes and Rents Effective 12-18-2013

FedHOME Rents Effective 6-1-2013

	% Median Income - Adjusted by Family Size								Maximum Gross Rents				
	One	Two	Three	Four	Five	Six	Seven	Eight	0BR	1BR	2BR	3BR	4BR
Oxford County													
HERA 30%	11,550	13,200	14,850	16,470	17,790	19,110	20,430	21,750	288	309	371	428	477
HERA 40%	15,400	17,600	19,800	21,960	23,720	25,480	27,240	29,000	385	412	495	571	637
HERA 50%	19,250	22,000	24,750	27,450	29,650	31,850	34,050	36,250	481	515	618	713	796
HERA 60%	23,100	26,400	29,700	32,940	35,580	38,220	40,860	43,500	577	618	742	856	955
50% AMI 2013	18,100	20,700	23,300	25,850	27,950	30,000	32,100	34,150	452	485	582	672	750
60% AMI 2013	21,720	24,840	27,960	31,020	33,540	36,000	38,520	40,980	543	582	699	807	900
80% AMI 2013	28,950	33,100	37,250	41,350	44,700	48,000	51,300	54,600	723	775	931	1,075	1,200
Low HOME	18,650	21,300	23,950	26,600	28,750	30,900	33,000	35,150	481	515	618	713	796
High HOME	22,380	25,560	28,740	31,920	34,500	37,080	39,600	42,180	548	582	733	895	979
Penobscot HMFA													
HERA 30%	11,610	13,260	14,910	16,560	17,910	19,230	20,550	21,870	290	310	372	430	480
HERA 40%	15,480	17,680	19,880	22,080	23,880	25,640	27,400	29,160	387	414	497	574	641
HERA 50%	19,350	22,100	24,850	27,600	29,850	32,050	34,250	36,450	483	518	621	718	801
HERA 60%	23,220	26,520	29,820	33,120	35,820	38,460	41,100	43,740	580	621	745	861	961
50% AMI 2013	18,100	20,700	23,300	25,850	27,950	30,000	32,100	34,150	452	485	582	672	750
60% AMI 2013	21,720	24,840	27,960	31,020	33,540	36,000	38,520	40,980	543	582	699	807	900
80% AMI 2013	28,950	33,100	37,250	41,350	44,700	48,000	51,300	54,600	723	775	931	1,075	1,200
Low HOME	18,650	21,300	23,950	26,600	28,750	30,900	33,000	35,150	481	515	618	713	796
High HOME	22,380	25,560	28,740	31,920	34,500	37,080	39,600	42,180	514	551	660	883	979
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie													
HERA 30%	15,060	17,220	19,380	21,510	23,250	24,960	26,700	28,410	376	403	484	559	624
HERA 40%	20,080	22,960	25,840	28,680	31,000	33,280	35,600	37,880	502	538	646	746	832
HERA 50%	25,100	28,700	32,300	35,850	38,750	41,600	44,500	47,350	627	672	807	932	1,040
HERA 60%	30,120	34,440	38,760	43,020	46,500	49,920	53,400	56,820	753	807	969	1,119	1,248
50% AMI 2013	21,950	25,100	28,250	31,350	33,900	36,400	38,900	41,400	548	588	706	815	910
60% AMI 2013	26,340	30,120	33,900	37,620	40,680	43,680	46,680	49,680	658	705	847	978	1,092
80% AMI 2013	35,150	40,150	45,150	50,150	54,200	58,200	62,200	66,200	878	941	1,128	1,304	1,455
Low HOME	23,100	26,400	29,700	32,950	35,600	38,250	40,900	43,500	577	618	742	856	956
High HOME	27,720	31,680	35,640	39,540	42,720	45,900	49,080	52,200	585	676	854	1,064	1,184

MaineHousing - Rent Restricted Programs

Income Eligibility Limits and Maximum Rent Levels

Incomes and Rents Effective 12-18-2013

FedHOME Rents Effective 6-1-2013

	% Median Income - Adjusted by Family Size								Maximum Gross Rents				
	One	Two	Three	Four	Five	Six	Seven	Eight	0BR	1BR	2BR	3BR	4BR
Piscataquis County													
HERA 30%	11,670	13,320	15,000	16,650	18,000	19,320	20,670	21,990	291	312	375	433	483
HERA 40%	15,560	17,760	20,000	22,200	24,000	25,760	27,560	29,320	389	416	500	577	644
HERA 50%	19,450	22,200	25,000	27,750	30,000	32,200	34,450	36,650	486	520	625	721	805
HERA 60%	23,340	26,640	30,000	33,300	36,000	38,640	41,340	43,980	583	624	750	866	966
50% AMI 2013	18,100	20,700	23,300	25,850	27,950	30,000	32,100	34,150	452	485	582	672	750
60% AMI 2013	21,720	24,840	27,960	31,020	33,540	36,000	38,520	40,980	543	582	699	807	900
80% AMI 2013	28,950	33,100	37,250	41,350	44,700	48,000	51,300	54,600	723	775	931	1,075	1,200
Low HOME	18,650	21,300	23,950	26,600	28,750	30,900	33,000	35,150	481	515	618	713	796
High HOME	22,380	25,560	28,740	31,920	34,500	37,080	39,600	42,180	535	608	741	880	954
Sagadahoc HMFA													
HERA 30%	15,150	17,310	19,470	21,630	23,370	25,110	26,850	28,560	378	405	486	562	627
HERA 40%	20,200	23,080	25,960	28,840	31,160	33,480	35,800	38,080	505	541	649	750	837
HERA 50%	25,250	28,850	32,450	36,050	38,950	41,850	44,750	47,600	631	676	811	937	1,046
HERA 60%	30,300	34,620	38,940	43,260	46,740	50,220	53,700	57,120	757	811	973	1,125	1,255
50% AMI 2013	25,000	28,550	32,100	35,650	38,550	41,400	44,250	47,100	625	669	802	927	1,035
60% AMI 2013	30,000	34,260	38,520	42,780	46,260	49,680	53,100	56,520	750	803	963	1,113	1,242
80% AMI 2013	39,950	45,650	51,350	57,050	61,650	66,200	70,750	75,350	998	1,070	1,283	1,483	1,655
Low HOME	24,800	28,350	31,900	35,400	38,250	41,100	43,900	46,750	620	664	797	920	1,027
High HOME	29,760	34,020	38,280	42,480	45,900	49,320	52,680	56,100	699	712	852	1,068	1,278
Somerset County													
HERA 30%	11,550	13,200	14,850	16,500	17,820	19,140	20,460	21,780	288	309	371	429	478
HERA 40%	15,400	17,600	19,800	22,000	23,760	25,520	27,280	29,040	385	412	495	572	638
HERA 50%	19,250	22,000	24,750	27,500	29,700	31,900	34,100	36,300	481	515	618	715	797
HERA 60%	23,100	26,400	29,700	33,000	35,640	38,280	40,920	43,560	577	618	742	858	957
50% AMI 2013	18,100	20,700	23,300	25,850	27,950	30,000	32,100	34,150	452	485	582	672	750
60% AMI 2013	21,720	24,840	27,960	31,020	33,540	36,000	38,520	40,980	543	582	699	807	900
80% AMI 2013	28,950	33,100	37,250	41,350	44,700	48,000	51,300	54,600	723	775	931	1,075	1,200
Low HOME	18,650	21,300	23,950	26,600	28,750	30,900	33,000	35,150	481	515	618	713	796
High HOME	22,380	25,560	28,740	31,920	34,500	37,080	39,600	42,180	579	606	722	895	979

MaineHousing - Rent Restricted Programs

Income Eligibility Limits and Maximum Rent Levels

Incomes and Rents Effective 12-18-2013

FedHOME Rents Effective 6-1-2013

	% Median Income - Adjusted by Family Size								Maximum Gross Rents				
	One	Two	Three	Four	Five	Six	Seven	Eight	0BR	1BR	2BR	3BR	4BR
Waldo County													
HERA 30%	11,550	13,200	14,850	16,470	17,790	19,110	20,430	21,750	288	309	371	428	477
HERA 40%	15,400	17,600	19,800	21,960	23,720	25,480	27,240	29,000	385	412	495	571	637
HERA 50%	19,250	22,000	24,750	27,450	29,650	31,850	34,050	36,250	481	515	618	713	796
HERA 60%	23,100	26,400	29,700	32,940	35,580	38,220	40,860	43,500	577	618	742	856	955
50% AMI 2013	18,900	21,600	24,300	26,950	29,150	31,300	33,450	35,600	472	506	607	701	782
60% AMI 2013	22,680	25,920	29,160	32,340	34,980	37,560	40,140	42,720	567	607	729	841	939
80% AMI 2013	30,200	34,500	38,800	43,100	46,550	50,000	53,450	56,900	755	808	970	1,120	1,250
Low HOME	18,700	21,400	24,050	26,700	28,850	31,000	33,150	35,250	481	515	618	713	796
High HOME	22,440	25,680	28,860	32,040	34,620	37,200	39,780	42,300	575	634	762	895	979
Washington County													
HERA 30%	12,390	14,160	15,930	17,700	19,140	20,550	21,960	23,370	309	331	398	460	513
HERA 40%	16,520	18,880	21,240	23,600	25,520	27,400	29,280	31,160	413	442	531	614	685
HERA 50%	20,650	23,600	26,550	29,500	31,900	34,250	36,600	38,950	516	553	663	767	856
HERA 60%	24,780	28,320	31,860	35,400	38,280	41,100	43,920	46,740	619	663	796	921	1,027
50% AMI 2013	18,100	20,700	23,300	25,850	27,950	30,000	32,100	34,150	452	485	582	672	750
60% AMI 2013	21,720	24,840	27,960	31,020	33,540	36,000	38,520	40,980	543	582	699	807	900
80% AMI 2013	28,950	33,100	37,250	41,350	44,700	48,000	51,300	54,600	723	775	931	1,075	1,200
Low HOME	18,650	21,300	23,950	26,600	28,750	30,900	33,000	35,150	481	515	618	713	796
High HOME	22,380	25,560	28,740	31,920	34,500	37,080	39,600	42,180	521	573	683	871	979
York HMFA													
HERA 30%	14,760	16,860	18,960	21,060	22,770	24,450	26,130	27,810	369	395	474	547	611
HERA 40%	19,680	22,480	25,280	28,080	30,360	32,600	34,840	37,080	492	527	632	730	815
HERA 50%	24,600	28,100	31,600	35,100	37,950	40,750	43,550	46,350	615	658	790	913	1,018
HERA 60%	29,520	33,720	37,920	42,120	45,540	48,900	52,260	55,620	738	790	948	1,095	1,222
50% AMI 2013	24,050	27,450	30,900	34,300	37,050	39,800	42,550	45,300	601	643	772	891	995
60% AMI 2013	28,860	32,940	37,080	41,160	44,460	47,760	51,060	54,360	721	772	927	1,070	1,194
80% AMI 2013	38,450	43,950	49,450	54,900	59,300	63,700	68,100	72,500	961	1,030	1,236	1,427	1,592
Low HOME	22,900	26,200	29,450	32,700	35,350	37,950	40,550	43,200	595	637	765	883	985
High HOME	27,480	31,440	35,340	39,240	42,420	45,540	48,660	51,840	641	699	886	1,114	1,224

MaineHousing - Rent Restricted Programs

Income Eligibility Limits and Maximum Rent Levels

Incomes and Rents Effective 12-18-2013

FedHOME Rents Effective 6-1-2013

	% Median Income - Adjusted by Family Size								Maximum Gross Rents				
	One	Two	Three	Four	Five	Six	Seven	Eight	0BR	1BR	2BR	3BR	4BR
York-Kittery-So. Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York													
HERA 30%	17,040	19,470	21,900	24,330	26,280	28,230	30,180	32,130	426	456	547	632	705
HERA 40%	22,720	25,960	29,200	32,440	35,040	37,640	40,240	42,840	568	608	730	843	941
HERA 50%	28,400	32,450	36,500	40,550	43,800	47,050	50,300	53,550	710	760	912	1,054	1,176
HERA 60%	34,080	38,940	43,800	48,660	52,560	56,460	60,360	64,260	852	912	1,095	1,265	1,411
50% AMI 2013	28,350	32,400	36,450	40,500	43,750	47,000	50,250	53,500	708	759	911	1,053	1,175
60% AMI 2013	34,020	38,880	43,740	48,600	52,500	56,400	60,300	64,200	850	911	1,093	1,263	1,410
80% AMI 2013	44,750	51,150	57,550	63,900	69,050	74,150	79,250	84,350	1,118	1,198	1,438	1,661	1,853
Low HOME	27,300	31,200	35,100	39,000	42,150	45,250	48,400	51,500	682	731	877	1,014	1,131
High HOME	32,760	37,440	42,120	46,800	50,580	54,300	58,080	61,800	800	828	1,025	1,285	1,388

For all NL, SHP, LIHTC and Tax Exempt Projects that were Place in Service before 1-1-2009, use the HERA Income Limits and Rents

The 30% AMI Income Limits for the Section 8 Program are different than those included in this chart.

HOME designated units should use the lower of the applicable rent or the appropriate HOME rent.

Note to all applicants/respondents: This form was developed with Nuance, the official HUD software for the creation of HUD forms. HUD has made available instructions for downloading a free installation of a Nuance reader that allows the user to fill-in and save this form in Nuance. Please see http://portal.hud.gov/hudportal/documents/huddoc?id=nuancereaderinstall.pdf for the instructions. Using Nuance software is the only means of completing this form.

Affirmative Fair Housing Marketing Plan (AFHMP) - Multifamily Housing

U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity

OMB Approval No. 2529-0013
(exp.12/31/2016)

1a. Project Name & Address (including City, County, State & Zip Code)

1b. Project Contract Number

1c. No. of Units

1d. Census Tract

1e. Housing/Expanded Housing Market Area

Housing Market Area:
Expanded Housing Market Area:

1f. Managing Agent Name, Address (including City, County, State & Zip Code), Telephone Number & Email Address

1g. Application/Owner/Developer Name, Address (including City, County, State & Zip Code), Telephone Number & Email Address

1h. Entity Responsible for Marketing (check all that apply)

☐ Owner ☐ Agent ☐ Other (specify)

Position, Name (if known), Address (including City, County, State & Zip Code), Telephone Number & Email Address

1i. To whom should approval and other correspondence concerning this AFHMP be sent? Indicate Name, Address (including City, State & Zip Code), Telephone Number & E-Mail Address.

2a. Affirmative Fair Housing Marketing Plan

Plan Type Please Select Plan Type

Date of the First Approved AFHMP:

Reason(s) for current update:

2b. HUD-Approved Occupancy of the Project (check all that apply)

☐ Elderly ☐ Family ☐ Mixed (Elderly/Disabled) ☐ Disabled

2c. Date of Initial Occupancy

2d. Advertising Start Date

Advertising must begin *at least* 90 days prior to initial or renewed occupancy for new construction and substantial rehabilitation projects.

Date advertising began or will begin

For existing projects, select below the reason advertising will be used:

To fill existing unit vacancies ☐

To place applicants on a waiting list ☐ (which currently has ☐ individuals)

To reopen a closed waiting list ☐ (which currently has ☐ individuals)

3a. Demographics of Project and Housing Market Area
Complete and submit Worksheet 1.

3b. Targeted Marketing Activity

Based on your completed Worksheet 1, indicate which demographic group(s) in the housing market area is/are *least* likely to apply for the housing without special outreach efforts. (check all that apply)

☐ White ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander ☐ Hispanic or Latino ☐ Persons with Disabilities

☐ Families with Children ☐ Other ethnic group, religion, etc. (specify)

4a. **Residency Preference**

Is the owner requesting a residency preference? If yes, complete questions 1 through 5. Please Select Yes or No
If no, proceed to Block 4b.

(1) Type Please Select Type

(2) Is the residency preference area:
The same as the AFHMP housing/expanded housing market area as identified in Block 1e? Please Select Yes or No
The same as the residency preference area of the local PHA in whose jurisdiction the project is located? Please Select Yes or No

(3) What is the geographic area for the residency preference?

(4) What is the reason for having a residency preference?

(5) How do you plan to periodically evaluate your residency preference to ensure that it is in accordance with the non-discrimination and equal opportunity requirements in 24 CFR 5.105(a)?

Complete and submit Worksheet 2 when requesting a residency preference (see also 24 CFR 5.655(c)(1)) for residency preference requirements. The requirements in 24 CFR 5.655(c)(1) will be used by HUD as guidelines for evaluating residency preferences consistent with the applicable HUD program requirements. See also HUD Occupancy Handbook (4350.3) Chapter 4, Section 4.6 for additional guidance on preferences.

4b. **Proposed Marketing Activities: Community Contacts**
Complete and submit Worksheet 3 to describe your use of community contacts to market the project to those least likely to apply.

4c. **Proposed Marketing Activities: Methods of Advertising**
Complete and submit Worksheet 4 to describe your proposed methods of advertising that will be used to market to those least likely to apply. Attach copies of advertisements, radio and television scripts, Internet advertisements, websites, and brochures, etc.

5a. Fair Housing Poster

The Fair Housing Poster must be prominently displayed in all offices in which sale or rental activity takes place (24 CFR 200.620(e)). Check below all locations where the Poster will be displayed.

☐ Rental Office ☐ Real Estate Office ☐ Model Unit ☐ Other (specify)

5b. Affirmative Fair Housing Marketing Plan

The AFHMP must be available for public inspection at the sales or rental office (24 CFR 200.625). Check below all locations where the AFHMP will be made available.

☐ Rental Office ☐ Real Estate Office ☐ Model Unit ☐ Other (specify)

5c. Project Site Sign

Project Site Signs, if any, must display in a conspicuous position the HUD approved Equal Housing Opportunity logo, slogan, or statement (24 CFR 200.620(f)). Check below all locations where the Project Site Sign will be displayed. Please submit photos of Project signs.

☐ Rental Office ☐ Real Estate Office ☐ Model Unit ☐ Entrance to Project ☐ Other (specify)

The size of the Project Site Sign will be _____ x _____

The Equal Housing Opportunity logo or slogan or statement will be _____ x _____

6. Evaluation of Marketing Activities

Explain the evaluation process you will use to determine whether your marketing activities have been successful in attracting individuals least likely to apply, how often you will make this determination, and how you will make decisions about future marketing based on the evaluation process.

7a. **Marketing Staff**

What staff positions are/will be responsible for affirmative marketing?

7b. **Staff Training and Assessment: AFHMP**

(1) Has staff been trained on the AFHMP? Please Select Yes or No

(2) Has staff been instructed in writing and orally on non-discrimination and fair housing policies as required by 24 CFR 200.620(c)? Please Select Yes or No

(3) If yes, who provides instruction on the AFHMP and Fair Housing Act, and how frequently?

(4) Do you periodically assess staff skills on the use of the AFHMP and the application of the Fair Housing Act? Please Select Yes or No

(5) If yes, how and how often?

7c. **Tenant Selection Training/Staff**

(1) Has staff been trained on tenant selection in accordance with the project's occupancy policy, including any residency preferences?

Please Select Yes or No

(2) What staff positions are/will be responsible for tenant selection?

7d. **Staff Instruction/Training:**

Describe AFHM/Fair Housing Act staff training, already provided or to be provided, to whom it was/will be provided, content of training, and the dates of past and anticipated training. Please include copies of any AFHM/Fair Housing staff training materials.

8. Additional Considerations Is there anything else you would like to tell us about your AFHMP to help ensure that your program is marketed to those least likely to apply for housing in your project? Please attach additional sheets, as needed.

9. Review and Update

By signing this form, the applicant/respondent agrees to implement its AFHMP, and to review and update its AFHMP in accordance with the instructions to item 9 of this form in order to ensure continued compliance with HUD's Affirmative Fair Housing Marketing Regulations (see 24 CFR Part 200, Subpart M). I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (See 18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Signature of person submitting this Plan & Date of Submission (mm/dd/yyyy)

Name (type or print)

Title & Name of Company

For HUD-Office of Housing Use Only

Reviewing Official:

Signature & Date (mm/dd/yyyy)

Name (type or print)

Title

For HUD-Office of Fair Housing and Equal Opportunity Use Only

☐ Approval ☐ Disapproval

Signature & Date (mm/dd/yyyy)

Name (type or print)

Title

Public reporting burden for this collection of information is estimated to average six (6) hours per initial response, and four (4) hours for updated plans, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid Office of Management and Budget (OMB) control number.

Purpose of Form: All applicants for participation in FHA subsidized and unsubsidized multifamily housing programs with five or more units (see 24 CFR 200.615) must complete this Affirmative Fair Housing Marketing Plan (AFHMP) form as specified in 24 CFR 200.625, and in accordance with the requirements in 24 CFR 200.620. The purpose of this AFHMP is to help applicants offer equal housing opportunities regardless of race, color, national origin, religion, sex, familial status, or disability. The AFHMP helps owners/agents (respondents) effectively market the availability of housing opportunities to individuals of both minority and non-minority groups that are least likely to apply for occupancy. Affirmative fair housing marketing and planning should be part of all new construction, substantial rehabilitation, and existing project marketing and advertising activities.

An AFHM program, as specified in this Plan, shall be in effect for each multifamily project throughout the life of the mortgage (24 CFR 200.620(a)). The AFHMP, once approved by HUD, must be made available for public inspection at the sales or rental offices of the respondent (24 CFR 200.625) and may not be revised without HUD approval. This form contains no questions of a confidential nature.

Applicability: The form and worksheets must be completed and submitted by all FHA subsidized and unsubsidized multifamily housing program applicants.

INSTRUCTIONS:
Send completed form and worksheets to your local HUD Office, Attention: Director, Office of Housing

Part 1: Applicant/Respondent and Project Identification. Blocks 1a, 1b, 1c, 1g, 1h, and 1i are self-explanatory.

Block 1d- Respondents may obtain the Census tract number from the U.S. Census Bureau (http://factfinder2.census.gov/main.html) when completing Worksheet One.

Block 1e- Respondents should identify both the housing market area and the expanded housing market area for their multifamily housing projects. Use abbreviations if necessary. A **housing market area** is the area from which a multifamily housing project owner/agent may reasonably expect to draw a substantial number of its tenants. This could be a county or Metropolitan Division. The U.S. Census Bureau provides a range of levels to draw from.

An **expanded housing market area** is a larger geographic area, such as a Metropolitan Division or a Metropolitan Statistical Area, which may provide additional demographic diversity in terms of race, color, national origin, religion, sex, familial status, or disability.

Block 1f- The applicant should complete this block only if a Managing Agent (the agent cannot be the applicant) is implementing the AFHMP.

Part 2: Type of AFHMP

Block 2a- Respondents should indicate the status of the AFHMP, i.e., initial or updated, as well as the date of the first approved AFHMP. Respondents should also provide the reason (s) for the current update, whether the update is based on the five-year review or due to significant changes in project or local demographics (See instructions for Part 9).

Block 2b- Respondents should identify all groups HUD has approved for occupancy in the subject project, in accordance with the contract, grant, etc.

Block 2c- Respondents should specify the date the project was/will be first occupied.

Block 2d- For new construction and substantial rehabilitation projects, advertising must begin at least 90 days prior to initial occupancy. In the case of existing projects, respondents should indicate whether the advertising will be used to fill existing vacancies, to place individuals on the project's waiting list, or to re-open a closed waiting list. Please indicate how many people are on the waiting list when advertising begins.

Part 3 Demographics and Marketing Area.
"Least likely to apply" means that there is an identifiable presence of a specific demographic group in the housing market area, but members of that group are not likely to apply for the housing without targeted outreach, including marketing materials in other languages for limited English proficient individuals, and alternative formats for persons with disabilities. Reasons for not applying may include, but are not limited to, insufficient information about housing opportunities, language barriers, or transportation impediments.

Block 3a - Using Worksheet 1, the respondent should indicate the demographic composition of the project's residents, current project applicant data, census tract, housing market area, and expanded housing market area. The applicable housing market area and expanded housing market area should be indicated in Block 1e. Compare groups within rows/across columns on Worksheet 1 to identify any under-represented group(s) relative to the surrounding housing market area and expanded housing market area, i.e., those group(s) "least likely to apply" for the housing without targeted outreach and marketing. If there is a particular group or subgroup with members of a protected class that has an identifiable presence in the housing market area, but is not included in Worksheet 1, please specify under "Other."

Respondents should use the most current demographic data from the U.S. Census or another official source such as a local government planning office. Please indicate the source of your data in Part 8 of this form.

Block 3b - Using the information from the completed Worksheet 1, respondents should identify the demographic group(s) least likely to apply for the housing without special outreach efforts by checking all that apply.

Part 4 - Marketing Program and Residency Preference (if any).
Block 4a - A residency preference is a preference for admission of persons who reside or work in a specified geographic area (see 24 CFR 5.655(c)(1)(ii)). Respondents should indicate whether a residency preference is being utilized, and if so, respondents should specify if it is new, revised, or continuing. If a respondent wishes to utilize a residency preference, it must state the preference area (and provide a map delineating the precise area) and state the reason for having such a preference. The respondent must ensure that the preference is in accordance with the non-discrimination and equal opportunity requirements in 24 CFR 5.105(a) (see 24 CFR 5.655(c)(1)).

Respondents should use Worksheet 2 to show how the percentage of the eligible population living or working in the residency preference area compares to that of residents of the project, project applicant data, census tract, housing market area, and expanded housing market area. The percentages would be the same as shown on completed Worksheet 1.

Block 4b - Using Worksheet 3, respondents should describe their use of community contacts to help market the project to those least likely to apply. This table should include the name of a contact person, his/her address, telephone number, previous experience working with the target population(s), the approximate date contact was/will be initiated, and the specific role the community contact will play in assisting with affirmative fair housing marketing or outreach.

Block 4c - Using Worksheet 4, respondents should describe their proposed method(s) of advertising to market to those least likely to apply. This table should identify each media option, the reason for choosing this media, and the language of the advertisement. Alternative format(s) that will be used to reach persons with disabilities, and logo(s) that will appear on the various materials (as well as their size) should be described. **Please attach a copy of the advertising or marketing material.**

Part 5 – Availability of the Fair Housing Poster, AFHMP, and Project Site Sign.

Block 5a - The Fair Housing Poster must be prominently displayed in all offices in which sale or rental activity takes place (24 CFR 200.620(e)). Respondents should indicate all locations where the Fair Housing Poster will be displayed.

Block 5b -The AFHMP must be available for public inspection at the sales or rental office (24 CFR 200.625). Check all of the locations where the AFHMP will be available.

Block 5c -The Project Site Sign must display in a conspicuous position the HUD-approved Equal Housing Opportunity logo, slogan, or statement (24 CFR 200.620(f)). Respondents should indicate where the Project Site Sign will be displayed, as well as the size of the Sign and the size of the logo, slogan, or statement. **Please submit photographs of project site signs.**

Part 6 - Evaluation of Marketing Activities.

Respondents should explain the evaluation process to be used to determine if they have been successful in attracting those individuals identified as least likely to apply. Respondents should also explain how they will make decisions about future marketing activities based on the evaluations.

Part 7- Marketing Staff and Training.
Block 7a -Respondents should identify staff positions that are/will be responsible for affirmative marketing.

Block 7b - Respondents should indicate whether staff has been trained on the AFHMP and Fair Housing Act.
Please indicate who provides the training and how frequently.
In addition, respondents should specify whether they periodically assess staff members' skills in using the AFHMP and in applying the Fair Housing Act. They should state how often they assess employee skills and how they conduct the assessment.

Block 7c - Respondents should indicate whether staff has been trained on tenant selection in accordance with the project's occupancy policy, including residency preferences (if any). Respondents should also identify those staff positions that are/will be responsible for tenant selection.

Block 7d - Respondents should include copies of any written materials related to staff training, and identify the dates of past and anticipated training.

Part 8 - Additional Considerations.

Respondents should describe their efforts not previously mentioned that were/are planned to attract those individuals least likely to apply for the subject housing.

Part 9 - Review and Update.

By signing the respondent assumes responsibility for implementing the AFHMP. Respondents must review their AFHMP every five years or when the local Community Development jurisdiction's Consolidated Plan is updated, or when there are significant changes in the demographics of the project or the local housing market area. When reviewing the plan, the respondent should consider the current demographics of the housing market area to determine if there have been demographic changes in the population in terms of race, color, national origin, religion, sex, familial status, or disability. The respondent will then determine if the population least to likely to apply for the housing is still the population identified in the AFHMP, whether the advertising and publicity cited in the current AFHMP are still appropriate, or whether advertising sources should be modified or expanded. Even if the demographics of the housing market area have not changed, the respondent should determine if the outreach currently being performed is reaching those it is intended to reach as measured by project occupancy and applicant data. If not, the AFHMP should be updated. The revised AFHMP must be submitted to HUD for approval. HUD may review whether the affirmative marketing is actually being performed in accordance with the AFHMP. If based on their review, respondents determine the AFHMP does not need to be revised, they should maintain a file documenting what was reviewed, what was found as a result of the review, and why no changes were required. HUD may review this documentation.

Notification of Intent to Begin Marketing.
No later than 90 days prior to the initiation of rental marketing activities, the respondent must submit notification of intent to begin marketing. The notification is required by the AFHMP Compliance Regulations (24 CFR 108.15). The Notification is submitted to the Office of Housing in the HUD Office servicing the locality in which the proposed housing will be located. Upon receipt of the Notification of Intent to Begin Marketing from the applicant, the monitoring office will review any previously approved plan and may schedule a pre-occupancy conference. Such conference will be held prior to initiation of sales/rental marketing activities. At this conference, the previously approved AFHMP will be reviewed with the applicant to determine if the plan, and/or its proposed implementation, requires modification prior to initiation of marketing in order to achieve the objectives of the AFHM regulation and the plan.

OMB approval of the AFHMP includes approval of this notification procedure as part of the AFHMP. The burden hours for such notification are included in the total designated for this AFHMP form.

Worksheet 1: Determining Demographic Groups Least Likely to Apply for Housing Opportunities
(See AFHMP, Block 3b)

In the respective columns below, indicate the percentage of demographic groups among the project's residents, current project applicant data, census tract, housing market area, and expanded housing market area (See instructions to Block 1e). If you are a new construction or substantial rehabilitation project and do not have residents or project applicant data, only report information for census tract, housing market area, and expanded market area. The purpose of this information is to identify any under-representation of certain demographic groups in terms of race, color, national origin, religion, sex, familial status, or disability. If there is significant under-representation of any demographic group among project residents or current applicants in relation to the housing/expanded housing market area, then targeted outreach and marketing should be directed towards these individuals least likely to apply. Please indicate under-represented groups in Block 3b of the AFHMP. **Please attach maps showing both the housing market area and the expanded housing market area**.

Demographic Characteristics	Project's Residents	Project's Applicant Data	Census Tract	Housing Market Area	Expanded Housing Market Area
% White					
% Black or African American					
% Hispanic or Latino					
% Asian					
% American Indian or Alaskan Native					
% Native Hawaiian or Pacific Islander					
%Persons with Disabilities					
% Families with Children under the age of 18					
Other (specify)					

Worksheet 2: Establishing a Residency Preference Area (See AFHMP, Block 4a)

Complete this Worksheet if you wish to continue, revise, or add a residency preference, which is a preference for admission of persons who reside or work in a specified geographic area (see 24 CFR 5.655(c)(1)(ii)). If a residency preference is utilized, the preference must be in accordance with the non-discrimination and equal opportunity requirements contained in 24 CFR 5.105(a). This Worksheet will help show how the percentage of the population in the residency preference area compares to the demographics of the project 's residents, applicant data, census tract, housing market area, and expanded housing market area. **Please attach a map clearly delineating the residency preference geographical area.**

Demographic Characteristics	**Project's Residents** (as determined in Worksheet 1)	**Project's Applicant Data** (as determined in Worksheet 1)	**Census Tract** (as determined in Worksheet 1)	**Housing Market Area** (as determined in Worksheet 1)	**Expanded Housing Market Area** (as determined in Worksheet 1)	**Residency Preference Area** (if applicable)
% White						
% Black or African American						
% Hispanic or Latino						
% Asian						
% American Indian or Alaskan Native						
% Native Hawaiian or Pacific Islander						
% Persons with Disabilities						
% Families with Children under the age of 18						
Other (specify)						

Worksheet 3: Proposed Marketing Activities –Community Contacts (See AFHMP, Block 4b)

For each targeted marketing population designated as least likely to apply in Block 3b, identify at least one community contact organization you will use to facilitate outreach to the particular population group. This could be a social service agency, religious body, advocacy group, community center, etc. State the names of contact persons, their addresses, their telephone numbers, their previous experience working with the target population, the approximate date contact was/will be initiated, and the specific role they will play in assisting with the affirmative fair housing marketing. Please attach additional pages if necessary.

Targeted Population(s)	**Community Contact(s), including required information noted above.**

Worksheet 4: Proposed Marketing Activities – Methods of Advertising (See AFHMP, Block 4c)

Complete the following table by identifying your targeted marketing population(s), as indicated in Block 3b, as well as the methods of advertising that will be used to market to that population. For each targeted population, state the means of advertising that you will use as applicable to that group and the reason for choosing this media. In each block, in addition to specifying the media that will be used (e.g., name of newspaper, television station, website, location of bulletin board, etc.) state any language(s) in which the material will be provided, identify any alternative format(s) to be used (e.g. Braille, large print, etc.), and specify the logo(s) (as well as size) that will appear on the various materials. Attach additional pages, if necessary, for further explanation. Please attach a copy of the advertising or marketing material.

Targeted Population(s)→ Methods of Advertising ↓	**Targeted Population:**	**Targeted Population:**	**Targeted Population:**
Newspaper(s)			
Radio Station(s)			
TV Station(s)			
Electronic Media			
Bulletin Boards			
Brochures, Notices, Flyers			
Other (specify)			

Maine Model Neighborhood Project – Overview

The Model Neighborhood Project is a collaboration of the Northern Forest Center and Western Maine Community Action to subsidize the installation and use of state-of-the-art, high efficiency wood pellet boiler systems as direct replacements for traditional boilers fueled by imported #2 heating oil. Project participants are expected to save 40-50% on home heating costs while keeping their energy dollars circulating in the regional economy and creating jobs.

Over two years, up to 25 homeowners and six community facilities, non-profits and/or affordable housing properties will be selected to receive **direct financial assistance – up to $6,000 –** to make the transition to advanced wood pellet boilers. Depending on heating demand, basement condition, boiler choice, and other factors, installed cost ranges from about $15,000 to $25,000 before the subsidy. (Both costs and subsidies available are higher for non-residential projects; contact program staff for more information.)

High Efficiency Wood Pellet Home Heating Systems

The wood-pellet heating systems offered through this project are virtually seamless replacements for traditional oil-based systems.

- **CONVENIENT:** Bulk pellet delivery to basement storage bins that can hold over 3 tons of pellets (enough for 3-4 months)
- **EASY:** Pellets are automatically fed to the boiler based on demand – no bags involved
- **CLEAN:** For most of the qualified boilers, minimal ash removal every few weeks is the only maintenance required (aside from thorough annual cleaning)
- **EFFICIENT:** Boilers are very energy efficient and have minimal greenhouse gas emissions
- **UNINTRUSIVE:** Minimal changes to the home heating system are required, and your oil boiler can remain in place if flue space allows.

Benefits to Participants

- **Significant financial assistance** toward the purchase of state-of-the-art boiler systems
- **Free energy efficiency audit** and limited air-sealing
- **Long-term fuel cost savings**: 40-50% lower heating costs (based on current pellet and fossil fuel prices)
- **Installation and dependable service** by licensed, qualified professionals
- **Renewable energy** lowers your environmental impact and greenhouse gas emissions
- **Help transform the market for efficient wood heating by participating in a nationally recognized demonstration project!**

Participant Responsibilities

- Use the pellet boiler system for a period of at least one year from installation.
- Communicate with the Maine Model Neighborhood Program Director about your experience.
- Permit access to your pellet purchase data to estimate program impact over time.
- Complete online questionnaire(s) about system performance.
- Show the system to interested parties on up to five scheduled occasions during the program period.
- Allow names, comments and photos to be used in testimonials about the system and experience.

Financial Assistance

The Northern Forest Center will provide a direct cash subsidy of 30% of the installed boiler cost up to $6,000 (more for non-residential projects). Homeowners may also be eligible for PACE or PowerSaver loans offered by Efficiency Maine.

Homeowner Eligibility and Selection Criteria

The program is available to single-family residences or owner-occupied multi-unit buildings serving as primary residences in Farmington or Wilton, ME. Final selection of project participants will be based on the following criteria:

- Diversity of housing stock
- Suitability of space and existing home heating infrastructure (chimney, circulation system, etc.)
- Willingness and ability of homeowners to represent their experience to others

Homeowners must also accept a free home energy audit and up to four hours of air-sealing work to improve their homes' energy efficiency.

Affordable housing properties, municipal buildings and non-profit facilities are also eligible.

Boilers

Four pellet boiler systems are included in the Model Neighborhood Project. They're all automated, efficient, low-polluting boilers, but there are important distinctions between them that installation contractors and the Client Rep will be able to explain. We encourage you to learn about the boilers on your own as well since the final decision is yours to make.

- Froling: www.woodboilers.com
- Kedel: www.kedelboilers.com
- MESys AutoPellet: www.maineenergysystems.com
- Pellergy: www.pellergy.com

Joining the Model Neighborhood Project

First, contact the Client Rep (contact info below) and provide basic information about your home and heating needs. Once approved, the general steps are as follows:

1. Schedule audit with WMCA
2. Schedule site visits with installation contractors & get proposals
3. Decide whether to make energy efficiency upgrades
4. Apply for financing if necessary
5. Decide which boiler to install and schedule installation
6. Show off your pellet boiler to neighbors & friends; provide testimonials; enjoy your boiler!

Model Neighborhood Project
Sample Boiler Installation and Monitoring Process

The following table outlines the basic components of a typical boiler installation process through the Model Neighborhood Project.

This process will vary from homeowner to homeowner and is subject to change as the project evolves.

	Step	Description	Organization/Contact
	1	Contact Northern Forest Center to indicate interest and provide home/heating information	NFC/Gabe
	2	Energy efficiency audit and air sealing	WMCA/Cheryl
	3	Review subsidy and financing options (basics)	NFC/Gabe
	4	Schedule site visits by installation contractors (ideally at least two)	Homeowner, Contractors
	5	Review installation bids and energy audit results; select boiler/contractor.	Homeowner, WMCA/Cheryl, NFC/Maura
	6	Finalize subsidy agreement	NFC/Gabe
	7	Schedule installation	Homeowner, Contractor (notify NFC/Gabe)
	8	Boiler delivery	Contractor
	9	Complete boiler installation and test firing	Contractor & Homeowner (notify NFC/Gabe)
	10	Track savings and economic impact by gathering pellet usage data from pellet vendor	NFC/Gabe, NFC/Maura

Model Neighborhood Project
Contact & Information List

Project Leadership	**Phone**	**E-Mail**
Maura Adams, Northern Forest Center	603-229-0679	madams@northernforest.org
Mike Wilson, Northern Forest Center	207-767-9952	mwilson@northernforest.org
Bill Crandall, WMCA	207-860-4451	wcrandall@wmca.org

Homeowner Assistance

Gabe Perkins (MNP), Northern Forest Center	207-217-7262	gabe.perkins@gmail.com
Cheryl Shattenberg (energy efficiency), WMCA	207-491-5017	cshattenberg@wmca.org

Qualified Installation Contractors (partial list)

- Doug Barker Plumbing & Heating, Leeds – Froling boiler
  207-524-2151, douglas.barker27@yahoo.com
- Maurais & Son Plumbing & Heating, Jay – Kedel boiler
  207-897-2037, www.amauraisplumbingandheating.com
- Heat Wise, Inc, Wilton – Maine Energy Systems AutoPellet boiler
  Harold Fields, 207-491-5817, heatwise38@gmail.com
- Heutz Oil & Premium Pellets, Lewiston – AutoPellet, Pellergy and Kedel boilers
  Tim Heutz: 207-782-3171, tim@heutzoil.com

Project Partners & Funders

The Northern Forest Center, a non-profit organization, advocates for the Northern Forest region of Maine, New Hampshire, Vermont and New York and helps its communities benefit from forest-based economic and conservation initiatives.

Western Maine Community Action is a social service agency that has been providing services for over 45 years to people living in the western mountain region of Maine. The organization is dedicated to the principle of promoting the self-sufficiency of people.

Funding has been provided by Efficiency Maine Trust, the Doree Taylor Foundation, Jane's Trust, the Jobs Accelerator Challenge from the U.S. Dept. of Commerce-Economic Development Administration, the US Endowment for Forestry & Communities and the Wapack Foundation.

To learn more about the Model Neighborhood Project, please visit the Northern Forest Center's website: ***http://www.northernforest.org/model_neighborhood_project.html***

To express your interest in participating, contact Client Rep Gabe Perkins at 207-217-7262 or gabe.perkins@gmail.com.