

# August 18, 2020 Board Meeting

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**Board of Commissioners Meeting – August 18, 2020 9:00 A.M. – 11:00 A.M.**

MEMBERS OF THE BOARD: Lincoln Merrill, Jr. (Chair), Donna Talarico (Secretary), Thomas Davis, Daniel Brennan, Laurence Gross, Henry Beck, Bonita Usher (Vice Chair), Kevin P. Joseph, Laura Buxbaum

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9:00	<b>Adopt Agenda (VOTE)</b>	<b>Lincoln Merrill</b>
	<b>Approve minutes of June 16, 2020 meeting (VOTE)</b>	<b>All</b>
	<b>Communications and Conflicts</b>	<b>All</b>
	<b>Chair of the Board Updates</b>	<b>Lincoln Merrill</b>
	<b>Director Updates</b>	<b>Dan Brennan</b>
9:30	<b>Public Hearing - State Low Income Housing Tax Credit</b>	<b>Mark Wiesendanger/ John Bobrowiecki</b>
9:45	<b>Homeless Initiatives Update</b>	<b>Lauren Bustard</b>
10:00	<b>Asset Management Update</b>	<b>Bob Conroy</b>
10:15	<b>University of Maine 3D House Initiative</b>	<b>Mark Wiesendanger</b>
10:35	<b>Executive Session</b>	<b>All</b>
	<b>Personnel discussion</b>	
	<b><u>Department Reports:</u></b>	<b>All</b>
	<b>Asset Management</b>	
	<b>Communications and Planning</b>	
	<b>Development</b>	
	<b>Energy and Housing Services</b>	
	<b>Finance Monthly Report</b>	
	<b>Financial &amp; Budget Report</b>	
	<b>Finance Delinquency Report &amp; Charts</b>	
	<b>Homeless Initiatives</b>	
	<b>Homeownership</b>	
	<b>Housing Choice Voucher</b>	
	<b>Information Technology</b>	
	<b>Adjourn (VOTE)</b>	<b>All</b>

*The next meeting of the Board is scheduled September 15, 2020 **via teleconference***

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## Minutes of the Board of Commissioners Meeting June 16, 2020

### **MEETING CONVENED**

A regular meeting of the Board of Commissioners for MaineHousing convened on June 16, 2020 virtually and at the offices of MaineHousing, 26 Edison Drive, Augusta, Maine. Notice of the meeting was published on June 5, 2020 in Central Maine newspapers.

Chair Lincoln Merrill called the meeting to order at 9:00 a.m. The meeting convened with Director Dan Brennan present. Commissioners Bonita Usher, Kevin Joseph, Donna Talarico, Larry Gross, Laura Buxbaum and State Treasurer Henry Beck all attended via video conference because of COVID-19. Commissioner Tom Davis was absent. There was a quorum present.

### **PUBLIC ATTENDANCE**

Guests and staff attending for all or part of the meeting both remotely and in person included: Peter Merrill, Deputy Director; Linda Uhl, Chief Counsel; Tom Cary, Treasurer; Lauren Bustard, Senior Director of Programs; Laurie Murray, Director of Homeless Initiatives; Linda Grotton, Director of Audit and Compliance; Craig Reynolds, Director of Homeownership; Troy Fullmer, Manager of HEAP; Daniel Drost, Director of Energy and Housing Services; Kyme Ferenc, Manager of Housing and Weatherization Services; Karen Lawlor, Executive Administrator; Denise Lord, Senior Director of Communications and Planning; Mark Wiesendanger, Director of Development; Darren Brown, Director of Finance; Bobbie-Jo Marcoux, Loan Administration Manager; Lynne Lugdon, Penquis Community Action Agency; Brenda Sylvester, Community Housing of Maine, Inc.; Megan Hannan, Maine Community Action Agency; and Gerrylynn Ricker, Paralegal and note taker.

### **ADOPT AGENDA**

*Commissioner Gross made a motion seconded by Commissioner Joseph to adopt the June 16, 2020 agenda. The vote carried unanimously.*

### **APPROVE MINUTES OF MAY 26, 2020 MEETING**

*Commissioner Usher made a motion seconded by Commissioner Joseph to accept the May 26, 2020 minutes as written. The vote carried unanimously.*

### **COMMUNICATIONS AND CONFLICTS**

None.

### **CHAIR OF THE BOARD UPDATES**

Chair Merrill stated he took a tour of 26 Edison Drive, Augusta with former Chair of the Board, Peter Anastos and found it to be “absolutely stunning.” Chair Merrill stated that everyone involved with the building has the sincere appreciation of the Board.

### **DIRECTOR UPDATES**

Director Brennan reported his activities and upcoming matters as follows:

- Arrived and open for business in the new building on Edison Drive on Monday, June 8<sup>th</sup>. Everything went perfect. Staggered employees in-office for unpacking.
- Trying to re-establish some sense of normalcy and work our way out of crisis management mode.

- Leadership team is back to meeting weekly and the Safety and Security team is working on the task of what re-opening will look like. We are still closed to the public.
- Spoke (virtually) with the Maine Affordable Housing Coalition at their June 2<sup>nd</sup> meeting.
- Had the NCSHA national meeting with peers from around the country about how they're dealing with COVID-19.
- Spoke with the Labor and Housing Committee at the Legislature and speak with the Governor's office at least once a week.
- Meeting later this week with the Climate Council. Don McGilvery, Construction Services Manager is on the Building, Housing and Infrastructure Committee.
- Mentioned last meeting that we only received \$3 Million for our Home Energy Assistance Program out of a pot of \$900 Million when we thought we were going to get around \$9 Million. Director Brennan and Deputy Director Merrill spoke with staff at Senator Collins' office who looked into how that Nine Hundred Million was allocated and basically, it falls under federal bureaucratic interpretation of what Congress intended. They did use a methodology that followed the statute, nonetheless we did get an extra \$3 Million and are now in the process of a PR push to get the money out with Channel 8, WGAN, and a few other channels and radio stations.
- Have extended the Rent Relief Program through the month of June. We will be seeking reimbursement of the \$2 Million we put into the program from the Coronavirus Relief Fund. The Department of Economic and Community Development will have Federal funds available July 1. We are going to administer those funds on their behalf with a Federal rent relief program. We have started the rent relief program for projects that are in our portfolio.

#### **ADOPT CHAPTER 24 – HOME ENERGY ASSISTANCE PROGRAM RULE AND FY 2021 PROPOSED STATE PLAN**

Manager of HEAP, Troy Fullmer reviewed the stakeholders' input and the comments that were received at the public hearings and MaineHousing's response to those comments. Commissioner Gross stated he is pleased to see that we are working with DHHS and categorical eligibility and he is interested in seeing the progress from that going forward. State Treasurer Beck agreed with Commissioner Davis as did Commissioner Buxbaum.

*Commissioner Gross made a motion seconded by Commissioner Joseph to repeal the existing Home Energy Assistance Program Rule, Chapter 24 of MaineHousing's rules, and replace it with the replacement Home Energy Assistance Program Rule attached to the memo on adoption of the Home Energy Assistance Program Rule and Federal Fiscal Year 2021 State Plan from Manager of HEAP Troy Fullmer and Chief Counsel Linda Uhl to the Board of Commissioners dated June 10, 2020. The vote carried unanimously.*

*Commissioner Buxbaum made a motion seconded by Commissioner Usher to adopt the Federal Fiscal Year 2021 Home Energy Assistance Program State Plan as attached to the memo on adoption of the Home Energy Assistance Program Rule and Federal Fiscal Year 2021 State Plan from Manager of HEAP Troy Fullmer and Chief Counsel Linda Uhl to the Board of Commissioners dated June 10, 2020. The vote carried unanimously.*

#### **ADOPT CHAPTER 16 – LOW INCOME HOUSING TAX CREDIT PROGRAM**

Director of Development, Mark Wiesendanger reviewed the comments that were received as well as MaineHousing's responses to those comments. No changes to the rule were made because of comments received.

*State Treasurer Beck made a motion seconded by Commissioner Joseph to repeal the existing Low Income Housing Tax Credit Rule, Chapter 16 of MaineHousing's rules, and replace it with the Low Income Housing Tax Credit Rule attached to the memorandum to the MaineHousing Board of Commissioners from Mark Wiesendanger and Linda Uhl dated June 10, 2020. The vote carried unanimously.*

## **COMMENCE RULEMAKING – STATE LOW INCOME HOUSING TAX CREDIT PROGRAM RULE**

Director of Development, Mark Wiesendanger asked the Commissioners to authorize the commencement of rulemaking for the proposed State Low Income Housing Tax Credit Program. The state low income housing tax credit law was enacted by the Legislature to provide funds for the development and preservation of multi-family affordable housing. Mark explained that this draft is the result of many conversations of a working group made up of members from MaineHousing, MAHC, NNEHIF, the Genesis Fund, Drummond Woodsum, and Nixon Peabody, with the additional input of developer partners, consultants, legislators, this Board and the Mills administration.

*Commissioner Gross made a motion seconded by Commissioner Buxbaum to commence the rulemaking process to adopt a new State Low Income Housing Tax Credit Rule as described in the memorandum from Mark Wiesendanger, Director of Development, to the Commissioners dated June 16, 2020. The motion carried unanimously.*

Following Mark's State Low Income Housing Credit Program Rule presentation, there was a discussion regarding development and the impact COVID-19 is having. Mark explained that tax credit syndicators are not able to commit to pricing. Mark thinks pricing is going to be less in the near future but right now developers are not finding enough investors to close funds. Mark believes this is temporary.

## **HOMELESS INITIATIVES UPDATE**

Director of Homeless Initiatives, Laurie Murray gave a presentation on the activities her department is working on. The Shelter Grant program covers cleaning supplies, personal protective equipment costs, costs associated with social distancing, and additional staff. The shelters love it and it helps them meet CDC guidelines through the end of August. The next project is regarding the pending closure of the wellness centers that were created earlier this year. The wellness centers provided additional facilities to help with the overflow of the shelters as they tried to comply with social distancing. The Lewiston Armory and the Sullivan Gym at USM need their facilities back. We are currently working on trying to find other available options facilities and on rapid re-housing. Laurie's group is also working on a redesign of our homeless delivery system. Director Brennan added that in addition to the normal ESG money we receive from HUD in the amount of \$1.3 million, we received from the CARES Act an additional \$4.7 million which we have been using to fund the activities that Laurie reported on. We will also receive another \$7.8 million in ESG COVID-19 funds so we have some resources to really make a change.

## **SINGLE-FAMILY PURCHASING/SERVICING UPDATE**

Director of Homeownership, Craig Reynolds gave a brief summary of how the First Home Loan Program has fared through the COVID-19 crisis. The income and purchase price limits were increased at the start of Homeownership Month (June). This was a very positive benefit to anyone who is able to pursue homeownership. Treasurer Tom Cary completed another successful bond sale which enabled Homeownership to lower its First Home Loan base rate from 3 5/8% to 3 1/4% which is where we were at pre-COVID. Homeownership has created a new tracking report which displays the in-coming loan reservations in both a graph and data format on a weekly basis. New loan reservations increased throughout March, declined in April, were consistent in May, and bounced back in June. The June 15, 2020 loan pipeline report shows an increase of 74 new loans over the past 15 days, and 117 new loans over the past 30 days. The current loan pipeline has 303 loans with a value of \$43.2 million which is identical to the 2019 pipeline. We have purchased 454 loans this year with a value of \$68.5 million. We are actually ahead of last year.

Director of Finance, Darren Brown reported the Finance Department has been focusing on what the financial impact would be to MaineHousing if a large volume of Borrower's were unable to make

their loan payments because of COVID-19. This could create cash flow liquidity issues for the agency which in turn could impact our ability to make our bond payments. The loan administration staff continues to work very closely with our single-family loan servicers in responding to customer calls with the process of requests for COVID-19 hardship assistance. Surprisingly, the volume of calls and e-mails requesting assistance has declined considerably over the past eight weeks. As of the end of May, MaineHousing's single-family loan portfolio consisted of approximately 11,000 borrowers and 288 borrowers have received COVID-19 hardship assistance. The volume of borrowers needing assistance represents approximately 2.6% of the portfolio. The rate is below what other state HFA's are experiencing. Darren recognized Bobbie-Jo Marcoux who is the loan servicing manager. She and her staff have been working diligently in reaching out to our borrowers, responding to their inquiries and request for assistance, and the actual processing of COVID-19 hardship assistance.

**ADJOURN**

*Commissioner Usher made a motion seconded by Commissioner Gross to adjourn the meeting. The meeting was adjourned at 10:45 a.m. by unanimous vote of the Board.*

Respectfully submitted,

Donna Talarico, Secretary

# Board of Commissioners – Bio on Website

**Henry Beck** is the Maine State Treasurer and serves on the Maine Housing Board of Commissioners as an ex officio member. His government service began when he was elected to represent his neighborhood on the Waterville City Council in 2005. In 2008, he was elected to the Maine House of Representatives representing parts of Waterville and Oakland during his senior year at Colby College. In 2018, Henry Beck was elected by a Joint Convention of the 129th Maine Legislature to the Office of State Treasurer. Beck attended the University of Maine School of Law and graduated on time while serving in the Legislature. Beck also holds a Certificate of Graduate Study from the Muskie School of Public Service.

**Laura Buxbaum** serves as the Senior Vice President, Public Policy and Resource Development for Coastal Enterprises, Inc. in Brunswick, Maine, where she previously served as Director of Housing Resource and Policy Development. Prior to her work with Coastal Enterprises, Inc., she served in various capacities including Executive Director and consultant for community and workforce development and affordable housing organizations throughout Massachusetts. She currently serves as Co-Chair of the NeighborWorks America Rural Initiative Rural Advisory Council, as well as a Member of the Board for the National Rural Housing Coalition, the Housing Assistance Council, and the Four Directions Development Corporation. She previously served on the Board of the Maine Affordable Housing Coalition.

**Thomas Davis** is retired after spending 18 years at Skills, Inc., where he was CEO until late 2016. He has more than 30 years of professional experience in business and human services, and held governance roles for a number of nonprofit organizations, including past President of the Maine Association of Nonprofits. He is a veteran of the U.S. Army. He holds two bachelor's degrees from the University of California-Riverside as well as a Master of Education from the University of Maine.

**Laurence Gross** is CEO of the Southern Maine Agency on Aging, where he has worked for more than four decades developing and administering home and community-based services designed to help older adults live successfully in their homes and communities. Laurence has served as a board member of the Kaler Vaill Memorial Home for Women and of Maine Behavioral Healthcare. He holds a bachelor's degree in sociology and a Master of Public Administration from the University of Maine.

**Kevin P. Joseph** is co-owner of Joseph's Fireside Steak House in Waterville. He has served on the boards of Associated Grocers, Kennebec Federal Savings Bank, the Mid-Maine Homeless Shelter,

and the United Way. He also has hosted numerous benefits to raise funds for the shelter, and donates food to area food banks. Kevin is a graduate of Thomas College. He and his wife, Diane, have two grown children.

**Chairman Lincoln J. Merrill, Jr.** is president and chief executive officer of Patriot Insurance Co. He has served as a member of the board of directors of Maine Insurance Guaranty Association and of Maine Life & Health Guaranty Association, vice president of the Maine Association of Insurance Companies, and a member of the audit committee of the Guaranty Fund Management Services of Boston. He is active in many organizations, including 4H clubs, the United Society of Shakers, the Cumberland Farmers Club and a member of the First Parish Congregational Church of Pownal. Lincoln lives in North Yarmouth with his family.

**Donna Talarico** of North Yarmouth is Sales Manager at Embrace Home Loans in Portland, Maine, and previously was residential market manager at Bank of America. She was instrumental in helping MaineHousing establish its first-time homebuyer education class. Donna is past president of the Mortgage Bankers Association of Maine, and serves on the Greater Portland Habitat for Humanity board.

**Bonita J. Usher** has worked with and for older adults in southern Maine for the last 25 years. A former Maine state legislator, Bonita helped with many issues affecting older adults in her district. She is a graduate of the University of Southern Maine with a degree in leadership and organizational studies. Bonita started a Faith Community Nursing Program with a Home Health Care agency, which grew to 13 parishes with more than 100 active volunteers. She was recognized in 2012 as Advocate of the Year by the Home Care & Hospice Alliance of Maine. Bonita owns Smooth Transitions Maine serves older Mainers with downsizing and moving to Assisted Living or smaller homes.



Summary: The state low income housing tax credit law was enacted to provide funds for the development and preservation of multi-family affordable housing. Under the law, at least 80% of the credit to be allocated in a calendar year must be set aside for the construction or adaptive reuse of buildings for new rental units. The amount of the state low income housing tax credit a project receives for such new rental units is equal to the amount of federal low income housing tax credits the project receives in conjunction with the issuance of tax exempt bonds. Over time, MaineHousing must seek to allocate 30% of the credit allocated to new rental units to senior housing and 20% of the credit allocated to new rental units to “rural areas.” In addition, at least 10% of the credit to be allocated in a calendar year, must be set aside for qualified rural development preservation projects that incur at least \$100,000 in improvements. The law requires MaineHousing to adopt a rule to allocate and administer the credit and to define “rural areas.”

1. Definitions. The following terms shall have the following meanings:
  - a. “Affordable Housing Project” means a qualified low-income housing project, as defined by Section 42(g) of the Code.
  - b. “Allocation of Credit Certification” means a certification that a project is allowed the State Low Income Housing Tax Credit and includes information required by the State of Maine Department of Administrative and Financial Services, Bureau of Revenue Services.
  - c. “Area Median Gross Income” has the same meaning as in Section 42 of the Code, as adjusted for family size.
  - d. “Code” means the United State Internal Revenue Code of 1986, as amended.
  - e. “Difficult Development Area” has the same meaning as in Section 42(d) of the Code.
  - f. “Director” means the director of MaineHousing.
  - g. “Federal Low-Income Housing Tax Credit” means the federal tax credit as provided in Section 42 of the Code.
  - h. “MaineHousing” means the Maine State Housing Authority.
  - i. “Qualified Allocation Plan” means the applicable Federal Low-Income Housing Tax Credit rule adopted by MaineHousing.

- j. “Qualified Census Tract” has the same meaning as in Section 42(d) of the Code.
- k. “Qualified Maine Project” means an Affordable Housing Project that is:
  - i. Either the construction of one or more new buildings or the adaptive reuse of one or more previously constructed buildings that have not been previously used for residential purposes;
  - ii. Subject to a restrictive covenant requiring an income mix in which at least 60% of the units in the project to which credits are allocated are restricted to households with income at or below 50% of Area Median Gross Income; and
  - iii. Eligible for the 30% present value credit as described in Section 42 of the Code as a result of tax-exempt financing described in Section 42(h)(4)(B) of the Code.
- l. “Qualified Rural Development Preservation Project” means an Affordable Housing Project in which at least 75% of the residential units are assisted or financed under a Rural Development program.
- m. “Rural Areas” are all parts of the State of Maine that are deemed rural for purposes of Rural Development multi-family housing (<https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?pageAction=mfhc>).
- n. “Rural Development” means the United States Department of Agriculture, Office of Rural Development, Rural Housing Service.
- o. “Rural Development Headquarters” means the national office of Rural Development.
- p. “Rural Development Section 515 Properties” means rental housing projects financed under Section 515 of the Housing Act of 1949 (42 U.S.C. 1498).
- q. “Rural Development State Director” means the state director of the Rural Development state office for the State of Maine.
- r. “Senior Housing” means multifamily affordable rental housing units serving seniors that receive funding and project-based rental assistance under a Rural Development program or a United States Department of Housing and Urban Development multi-family elderly housing program or that meet the definition of “housing for older persons” under the federal Fair Housing Act, 42 United States Code, Section 3607(b)(2) and the Maine Human Rights Act.
- s. “State Credit” means the tax credits awarded pursuant to the State Low Income Housing Tax Credit Law and this rule.

- t. “State Low Income Housing Tax Credit Law” means P. L. 2019, ch. 555, An Act to Create Affordable Workforce and Senior Housing and Preserve Affordable Rural Housing.
  - u. “Supportive Housing” means housing to assist persons with special needs in achieving housing stability, including persons who have experienced chronic homelessness or who are displaced, have a disability, are a victim of domestic violence or who have other special housing needs.
2. Set Asides.
- a. Eighty percent of the State Credit available to be allocated in any calendar year, including any State Credit that has been carried forward or returned, is set aside for Qualified Maine Projects that use the Federal Low-Income Housing Tax Credit in conjunction with tax-exempt bonds issued by MaineHousing.
  - b. Ten percent of the State Credit first available to be allocated in any calendar year is set aside for Qualified Rural Development Preservation Projects, and if not allocated in that calendar year must be carried forward and be available to be allocated in subsequent calendar years for Qualified Rural Development Preservation Projects. Upon January 1, 2029, any amount previously set aside under this section 2.b. and not previously allocated to a Qualified Rural Development Preservation Project is released from the set aside and need not be allocated to a Qualified Rural Development Preservation Project.
3. Priorities.
- a. In reserving and allocating the State Credit for Qualified Maine Projects, MaineHousing will prioritize:
    - i. use of the State Credit in Qualified Census Tracts and Difficult Development Areas;
    - ii. efficient use of MaineHousing resources including without limitation the Federal Low-Income Housing Tax Credit, the State Credit, and 0% deferred financing resources to maximize the number of new residential units created;
    - iii. project readiness including approvals and financing in place;
    - iv. over time, 30% of the cumulative State Credit for Qualified Maine Projects Credits allocated to Senior Housing and 20% of the cumulative State Credit for Qualified Maine Projects allocated to Rural Areas; and
    - v. projects with an occupancy preference for persons who qualify for Supportive Housing in the greater of 4 units or 20% of the total number of units.

- b. In reserving and allocating State Credit for Qualified Rural Development Preservation Projects, MaineHousing will prioritize projects that:
  - i. are Rural Development Section 515 Properties being transferred to a new owner in accordance with Rural Development requirements;
  - ii. incur a minimum of \$100,000 in property improvements in accordance with the State Low Income Housing Tax Credit Law; and
  - iii. are not claiming the Federal Low Income Housing Tax Credit.

4. Notice of Reservation of Credit.

- a. MaineHousing will issue a notice of reservation of State Credit for Qualified Maine Projects as follows:
  - i. the notice of reservation will be issued at the same time as the Notice to Proceed described in the Qualification Allocation Plan;
  - ii. the notice of reservation will remain in effect as long as the Notice to Proceed remains in effect; and
  - iii. the notice of reservation may include State Credit to be allocated in future years.
- b. MaineHousing will issue a notice of reservation of State Credit for Qualified Rural Development Preservation Projects after receipt of the following:
  - i. An approval of transfer issued by Rural Development Headquarters;
  - ii. Current appraisal and capital needs assessment in compliance with Rural Development requirements;
  - iii. Repair plan approved by Rural Development; and
  - iv. Any additional documents needed by MaineHousing to determine the amount of credit.

5. Allocation of Credit.

- a. MaineHousing will issue an Allocation of Credit Certification for a Qualified Maine Project after:
  - i. MaineHousing issues a Form 8609 for the Federal Low Income Housing Tax Credit; and

- ii. A restrictive covenant meeting the requirements of the State Low Income Housing Tax Credit Law is executed by the owner of the project and MaineHousing and recorded in the appropriate registry of deeds.
- b. MaineHousing will issue an Allocation of Credit Certification for a Qualified Rural Development Preservation Project after:
  - i. receipt of a notice of final inspection from the Rural Development State Director;
  - ii. Calculation by MaineHousing of the amount of State Low Income Housing Tax Credit to be awarded to the Qualified Rural Development Preservation Project; and
  - iii. A restrictive covenant meeting the requirements of the State Low Income Housing Tax Credit Law is executed by the owner of the project and MaineHousing and recorded in the appropriate registry of deeds.

6. General.

- a. MaineHousing may publish program guides for the allocation of the State Credit in accordance with the State Low Income Housing Tax Credit Law and this rule.
- b. MaineHousing will track annual allocations and provide information required by the State of Maine Department of Administrative and Financial Services, Bureau of Revenue Services to determine eligibility and amount of credit allocated each calendar year.
- c. MaineHousing will charge a reasonable fee for each State Credit project to defray its increased costs due to the State Credit.

7. Rule Limitations.

- a. Other Laws. If this rule conflicts with any provision of applicable federal or state law, such federal or state law shall control.
- b. Waivers. Upon determination for good cause, the Director of MaineHousing, or the Director's designee, may, subject to statutory limitations, waive any provision of this rule. Each waiver shall be in writing and shall be supported by documentation of the pertinent facts and grounds for the waiver.
- c. Full Discretion. MaineHousing is entitled to the full discretion allowed by law in making all decisions and interpretations under this rule.
- d. Final Agency Action. The Director of MaineHousing, individually or by exercise of the delegation of powers contained in the Act, shall make all decisions and take all

action necessary to implement this rule. Such action of the Director shall constitute final agency action.

- e. Freedom of Access Act. MaineHousing is subject to the Freedom of Access Act, 1 M.R.S.A. §401 *et seq.*, which requires the disclosure of all information provided to MaineHousing that is not specifically excluded, such as confidential information under the Act. MaineHousing shall not be liable for the disclosure of any information that it determines must be disclosed under the Freedom of Access Act.
- f. Liability. Compliance with State Low Income Housing Tax Credit Law is the responsibility of the owner. MaineHousing is in no way responsible for an owner's compliance or liable for an owner's noncompliance. Any allocation, review or inspection by MaineHousing and any determination made by MaineHousing pursuant to this rule is for the sole benefit of MaineHousing. No liability or responsibility for owner compliance with applicable requirements and no representation or warranty of a project's feasibility or viability, eligibility for State Credit, or compliance shall be implied or construed from any such actions and determinations by MaineHousing.
- g. Headings/Context. The headings in this rule are for convenience only and do not define or limit the scope of the provisions of this rule.

BASIS STATEMENT:

PUBLIC COMMENT:

STATUTORY AUTHORITY: 30-A M.R.S.A. §§4722 and 4741.1 and 36 M.R.S.A. §5219-WW

FISCAL IMPACT NOTE:

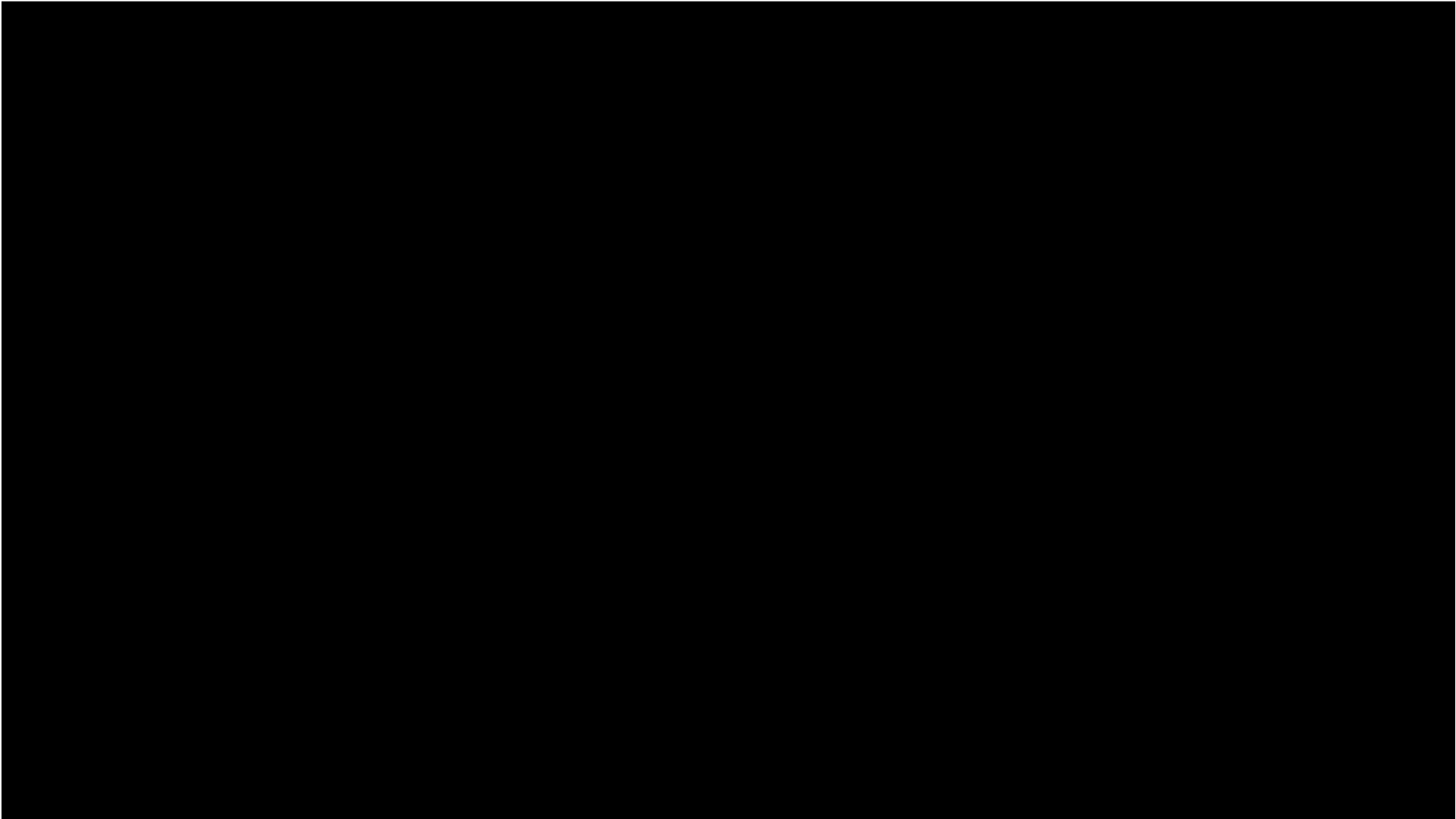
EFFECTIVE DATE:



# 3D Printed Homes






A Partnership with the University of Maine

August 18, 2020





# Project Goals

-  Affordable housing at lower cost
-  Demonstrate MaineHousing's ability to innovate & lead affordable housing industry
-  Leverage partnerships to benefit all
-  Use Maine-based renewable resource - Boost forest economy
-  Create replicable new Maine-based industry/product/business model(s)




# Funding Opportunity

 Economic Development Authority Grant - \$2M

 Rolling monthly application

 Quick turnaround

 Requires 20% match - \$500K from  
MaineHousing and/or other sources

 \$900K from Penquis CAP



# The Team

- **Umaine Advanced Structures and Composites Center**

- Habib Dagher, Executive Director
- Dr. Susan MacKay, Senior Program Manager
- Mr. James Anderson, Senior Program Manager
- Dr. Doug Gardner, Professor of Forest Operations, Bioproducts, & Bioenergy
- Mr. Scott Tomlinson, Senior Research Engineer
- Mr. Peter Drown, Operations Manager
- Mr. Joseph Kerr, Research Engineer
- Mr. Richard Fredericks, Research Engineers

- **MaineHousing**

- Mark Wiesendanger, Director of Development
- Don McGilvery, Construction Services Manager
- Clyde Barr, Policy Analyst



- **WBRC**

- Rob Frank

- **Bowman Constructors**

- Brian Bowman






- **Penquis CAP**

- Jason Bird




# The World's Largest 3D Printer

-  Printer is 60' X 22' X 10'
-  Prints composites containing wood cellulose
-  Goal is 50% wood at 500 lbs. per hour – currently 150lbs./hr.



# The Homes

 Supportive Housing in Greater Bangor Area

 Six to Ten 400 - 600 Sq. ft. units

 First model unit on Orono campus

 Potential to print foundation, siding, roof, and some furnishings

 Plumbing and electrical chases integrated

 Two pieces truck-delivered



# Timeline

Task	2020		2021				2022				2023			
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1. Develop Generation-1 Design	Design													
2. Generation-1 prototype: print, deploy and evaluate.		Print	Evaluate in Service											
3. Develop Generation-2 design			Design											
4. Establish the FORESTprint housing development			design	Site work & Utilities										
5. Generation-2 units: Print, deploy and evaluate.						Print	Deploy & Evaluate in service							
6. Develop Generation-3 design							Design							
7. Generation-3 units: Print, deploy and evaluate.										Print	Evaluate in service			
8. Conduct Techno-Economic Analysis														
9. Pursue business spinoff in Maine														



# Budget

Budget for 10 unit 3D printed Houses		
Single/Separate houses	cost per unit	Printed (Y/N)
General Requirments	15000	
Site Development	35000	
Foundations	10000	Yes
Erection of Structure	10,000	
Roofing/Enclosures	7500	Yes ?
Doors/ Windows	2500	No
Finishes/Paint/Sheetrock/Flooring	10000	Yes?
Insulations	5000	yes?
Kitchens	3000	partial yes?
Mechanical		No
Heating	6500	
Plumbing	10000	
Electrical		No
Service	2500	
Finishes/Fixtures	10000	
Construction Costs	\$133,500	
Contingency		
Land acquisition \$65,000 for 2 acres	\$6,500	
3D Printing	\$60,000	
<b>Total Cost per unit</b>	<b>\$ 200,000</b>	








# Measurement

- Cost
- Time
- Print Rate
- Composite wood %
- Economic Impact
- Replication cost





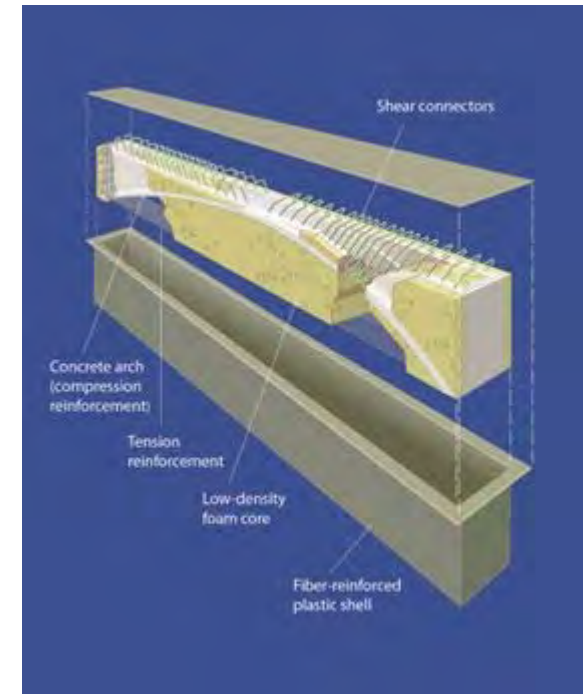
# Challenges & Concerns

-  Good use of MaineHousing dollars?
-  How many new units do we really get for our investment?
-  Structurally sound and safe?
-  Materials - health risks?
-  Does the market want or need this type of housing?



# Project Information

- Aqua Ventus offshore floating wind turbine project
  - <https://composites.umaine.edu/2020/08/05/diamond-offshore-wind-rwe-renewables-join-the-university-of-maine-to-lead-development-of-maine-floating-offshore-wind-demonstration-project//>
- MDOT composite bridge girder
  - <https://composites.umaine.edu/2019/08/05/wabi-quotes-dr-habib-dagher-in-report-on-new-composite-bridge-girder-designed-at-the-ascc/>
- Vehicle-mounted communications shelter
  - <https://www.army-technology.com/news/army-3d-printing-prototype-technologies/>



# QUESTIONS???





## Asset Management Department Memorandum

**To:** MaineHousing Board of Commissioners  
**From:** Robert Conroy – Director, Asset Management  
**Date:** August 10, 2020  
**Subject:** August Board Report - Asset Management

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### **Federal COVID-19 Emergency Action for HUD Multifamily Properties**

There has been a significant amount of fast-moving activity at the Federal level to address the emergency needs of Multifamily properties that are incurring additional, unanticipated expenses due to COVID-19 related issues.

The CARES Act provided an additional \$1 billion under the heading *Project-Based Rental Assistance* (PBRA) for Section 8 properties, \$50 million under the heading *Housing for the Elderly* (Section 202), and \$15 million under the heading *Housing for Persons with Disabilities* (Section 811) to “prevent, prepare for, and respond to coronavirus, including to provide additional funds to maintain normal operations and take other necessary actions during the period that the program is impacted by coronavirus.”

HUD recognized that many owners are also incurring additional operational costs to maintain their properties in decent, safe, and sanitary condition when owners have reason to believe that COVID-19 is or may be present in the community.

To the extent that rent receipts and other project funds are inadequate to address these needs and meet other ongoing financial obligations, HUD made available additional CARES Act funds for supplemental payments to offset recent property expenditures made to combat the effects of COVID-19.

HUD provided a mechanism for owners to receive payment that is in addition to amounts available to them under the terms of their current rental assistance contracts. All funding requests for additional payment were submitted through the COVID-19 Supplemental Payments (CSP) process that included the involvement of MaineHousing. In our role, MaineHousing worked with Owners applying for these additional funds, processed the applications, approved the funding amounts and forwarded the application to HUD for release of funds. Because this activity was not included in our current contract with HUD we had to execute an amendment to our contract that included this work and the administrative fee that accompanied it.

## Communications & Planning Department Memorandum

**To:** Board of Commissioners

**From:** Denise Lord

**Date:** August 11, 2020

**Subject:** August Board Report

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### **MaineHousing in the News**

- We worked with Governor Mills' office on a press release to announce the expanded COVID-19 Rent Relief Program. We created a one page program description which is included in the Board packet.
- We are actively promoting the program on social media as well responding to the US Census. A new feature is posts on how MaineHousing employees are managing during the pandemic.
- We have fielded several press calls about our use of hotels for quarantine; programs to address homelessness.

### **26 Edison Drive**

- One of our last assignments, the design of the plaque commemorating the completion of our building, is checked off the list. Installed in the lobby, the plaque reflects the house cutouts on the exterior of the building.

### **COVID-19 Response**

- Three of the four homeless wellness shelters have transitioned. Sullivan Gym in Portland, the City Armory in Lewiston, and the UMPI gym in Presque Isle have successfully transitioned their residents to housing in the community or other shelter settings. The fourth, the hotel in Knox County will transition by the end of August.
- We have adjusted our hotel contracts to support new needs that include housing for migrant farm workers in Northern and Downeast Maine. We meet daily with public health, CDC, Agriculture, community organizations, and advocacy groups to be ready for migrant farm workers who test positive or are exposed.

### **Strategic Plan Implementation/Innovation**

- We facilitated an internal review of the Climate Council's draft recommendations and compiled our suggestions to be shared with Dan.
- We met with the Corporation for Supportive Housing consultants who will be assisting our efforts to increase the number of permanent supportive housing projects.
- We drafted and successfully submitted our grant application to the Capital Magnet Fund to support the construction of affordable housing. We requested \$3million.

### **Staff Development and Training**

- We supported the Energy and Housing Services Department's first virtual partner training. Three days of training on the HEAP program was conducted using our online meeting application and will be available on our Learning Management System for CAA staff to access either as refresher training or new hires
- The Leadership Development Program resumed -- virtually. This group of employees is gaining real life experience in innovation and risk taking!
- A survey of staff regarding telecommuting and the challenges presented by the pandemic was completed and shared with Leadership Team.

### **Policy and Research Update**

- The Steering Committee for Age Friendly State resumed its meetings taking up on a review with its stakeholders of the financial and economic security domain.
- The Re-imaging Residential Care group also is preparing for a meeting in September.
- We assisted in drafting Dan's request to the Economic Recovery Council and the Governor for funding COVID related housing programs.



# Expanded COVID-19 Rental Relief Program

The Expanded COVID-19 Rental Relief Program is for renters who cannot afford to pay their rent due to COVID-19. **You can apply for this expanded program even if you got help from the first COVID-19 Rental Relief Program.**

How can this program help me?

This program pays up to \$1,000 per month for a maximum of three (3) months for rent not covered by other federal, state, or local programs. The three month period can be for prior months or the current month. The renter applies and the benefit is paid to the landlord.



How do I apply?

Go to [mainehousing.org/covidrent](https://mainehousing.org/covidrent) and click on the “Complete Online Application Here” button. You may apply for each month’s rent you cannot pay up to three (3) months. You may apply for past months and the current month at the same time. You will need to apply again if you need help for future months and have not reached the maximum \$3,000 limit.

What happens after I apply? How will my landlord get paid?

Your local Community Action Agency (CAA) will process your application. They will contact you to confirm your information. Then they will contact your landlord. If your landlord agrees to accept the payment, they cannot evict you for any rent remaining due that month. Once the landlord fills out required paperwork, the CAA will make a payment to your landlord. Please remember that payments cannot be made until the CAA has all the needed documents.



Do I tell my landlord that I am applying?

Yes! Communication between you and your landlord is important. Most landlords do not want to lose good tenants and good communication can only help. It is also important for them to know that you’ve applied because they must fill out and return paperwork for these funds.

What if my landlord won’t participate?

We hope landlords will participate and accept these payments. However, we cannot make a landlord participate.



My rent is more than \$1,000. What about the rest of it? Will I be evicted?

Please work with your landlord. This benefit can help, but you still must pay the rest of your rent. You will not be evicted for the month that your landlord accepts the payment. By accepting payment, they agree not to evict you for non-payment for the month for which the payment is made. This protection does not include evictions for other reasons or failure to pay rent for other months’ rent not covered in this program.

(over)

# Expanded COVID-19 Rental Relief Program, Continued

## Who can get help?



### Income & Assets

Income limits apply and are based on your household size and county. Find information about income limits at [mainehousing.org/covidrent](https://mainehousing.org/covidrent). If you can afford to pay your rent from income of any sort or from savings or other liquid assets, you cannot apply for this program.



### Job & Life Changes

You may qualify if you are unable to pay your rent due to COVID-19. Examples include but are not limited to:

- being laid off;
- having your place of employment closed;
- reduction in hours of work;
- having to stay home to care for your children because your day care or school has closed; or
- other loss of income due to the COVID-19 pandemic.



### Location

Lewiston and Cumberland County (except Brunswick) have their own program. If you live in Brunswick, apply for this program. If you live in Lewiston or Cumberland County, you must apply for those programs. If those areas stop running their program, you can apply for this one.



### Type of Housing

If you live in housing that receives any kind of subsidy, you cannot get help from this program. Ask your landlord or property manager about other rent relief options. You are not eligible if you:

- get a Housing Choice (Section 8) Voucher, live in a Section 8 apartment, or get rental assistance from USDA Rural Development;
- live in housing developments with mortgages financed by MaineHousing or a federal agency;
- live in a development/property using low-income housing tax credits; or
- live in public housing.

If you own a mobile home and rent space in a mobile home park you may be eligible for this program. Money from this program is only for lot rent or mobile home rent. Park fees may not be included.



### How long do I have to apply?

Please apply as soon as you can so you can start the process. The program will run until funds run out or until the program ends.

For more information about this program and to apply,  
please visit [mainehousing.org/covidrent!](https://mainehousing.org/covidrent)



**MaineHousing**  
MAINE STATE HOUSING AUTHORITY

207-626-4600 | 1-800-452-4668  
Fax 207-626-4652 | Maine Relay 711



EQUAL HOUSING  
OPPORTUNITY





Development Department Memorandum

**To:** MaineHousing Board of Commissioners  
**From:** Mark C. Wiesendanger, Director of Development  
**Date:** August 18, 2020  
**Subject:** Monthly Report

**2021 9% Low Income Housing Tax Credit Program (LIHTC) Pre-Applications**

There were 17 Pre-Applications submitted for the 2021 9% LIHTC program. We are oversubscribed by a factor of 3.69 to 1. Full Applications are due September 24<sup>th</sup>.

Project	City/Town	Developer	Tenants	Total Units	Affordable	LIHTC
Bangor Schoolhouse	Bangor	CHOM	Family	66	66	805,000
Oak Grove Estates	Bath	Realty Resources	Family	34	34	459,022
115 Congress St	Belfast	Developers Collaborative	Family	36	36	720,000
Winston Hill Townhomes	Freeport	Wishrock Fore LLC	Family	41	41	820,000
Valley Street Apartments	Portland	Avesta Housing	Family	60	48	949,578
337 Cumberland Ave	Portland	Portland Housing	Family	60	48	945,149
Mary Street Apartment Homes	Skowhegan	Kennebec Valley CAP	Family	40	35	699,377
Senior Living at The Market Place	Augusta	Tim Gooch	Older Adults	42	42	840,000
<del>Broadway Village Apartments</del>	<del>Bangor</del>	<del>Penquis C.A.P., Inc.</del>	<del>Older Adults</del>	<del>40</del>	<del>40</del>	<del>800,000</del>
The Uptown	Bath	The Szanton Company	Older Adults	60	42	840,000
Harrison Ridge	Bridgton	Developers Collaborative	Older Adults	48	48	960,000
Martel School Apartments	Lewiston	Lewiston Housing /Avesta	Older Adults	44	44	880,000
Stearns III	Millinocket	Realty Resources	Older Adults	45	45	900,000
Middle Street Apartments	Portland	CHOM	Older Adults	50	50	951,052
Front St Housing Redev II	Portland	Portland Housing	Older Adults	45	45	900,000
Jocelyn Place	Scarborough	South Portland Housing	Older Adults	60	60	960,000
The Uplands (Phase 2)	Scarborough	Developers Collaborative	Older Adults	39	39	780,000
				810	763	14,209,178
				<b>2021 Credit Ceiling</b>		<b>3,850,000</b>

**2020 Supportive Housing Program**

The 2020 Supportive Housing Program Request for Proposals has been published. Changes have been made to align with the priorities outlined in the 2020 Housing Trust Fund Allocation Plan as approved by HUD. Cost and subsidy caps have been updated to better align with MaineHousing policy, and the increasing cost of supportive housing. Additional changes include clarifications, removal of unnecessary language, and grammatical and formatting updates. Pre-Applications are due October 15<sup>th</sup>.



**Energy & Housing Services Department Memorandum**

**To:** MaineHousing Board of Commissioners  
**From:** Daniel Drost, Director of Energy and Housing Services  
**Date:** August 18, 2020  
**Subject:** EHS Monthly Report – August 2020

**HOME ENERGY ASSISTANCT PROGRAM (HEAP)  
PRODUCTION STATISTICS THROUGH AUGUST 8, 2020**

<b>Number of Applications</b>	<b>PY 2020 (8/8/2020 )</b>	<b>PY 2019 END OF YR</b>	<b>+/-</b>	<b>% change</b>
Applications Taken	48,124	50,924	-2,800	-5.5%
Confirmed Eligible/Paid	40,197	39,017	+1,180	+3.0%
Pending (in process)	3	8	-5	-62.5%
Other (ineligible, denied, void, etc.)	7,924	11,899	-3,975	-33.4%

For PY2020, applications were taken through July 15, 2020. With challenges posed by the COVID19 Pandemic, MaineHousing allowed Community Action Agencies an additional week to process pending applications. All pending applications were to be either confirmed eligible or denied by August 8, 2020. The table above reflects a 3% increase in the number of households deemed eligible for benefits over PY2019. Actual dollar figures related to these reported statistics will be available in the coming weeks.

**Home Energy Assistance Program, Program Year 2021:**

EHS team members have been very busy and engaged with preparations for the start of HEAP Program Year 2021. EHS has worked and continues to work with internal and external partners, including Hancock Software, Inc., MaineHousing’s IT, Legal and Communications & Planning Departments, and Maine’s Community Action Agencies (CAAs) to prepare for PY2021. The CAAs will commence taking HEAP applications on August 24, 2020. Preparations for HEAP PY2021 have included: revising the HEAP Handbook and forms; developing and revising HEAP marketing materials; converting to a newer Hancock HEAP Cloud product (online HEAP application and system of record system); and developing a 3-day, virtual HEAP training for CAAs.

The annual HEAP training for CAAs is traditionally provided in-person; however, due to restrictions and guidance related to the COVID-19 health situation, this annual training is being delivered through online webinar and training platforms. EHS has developed training content that is being made available to CAAs through the Bridge Learning Management System. These training modules will be a great resource for CAAs to use as needed when they hire new HEAP staffs as well as for refresher training as needed. Over 90 individuals have registered to participate in the training.

### **Federal Lead Hazard Reduction Grant Program:**

In October 2019, MaineHousing was awarded \$3.8 million to fund a HUD Lead Hazard Reduction Grant Program. MaineHousing agreed to reduce lead hazards in 240 housing units over the next three years across the state. Sixty-three of the 240 units allocated to be complete in 2020. The community action agencies currently have 12 units under contract with work schedule to begin this week and there are 111 units in the pipeline.

### **State Lead Hazard Reduction Grant Program:**

MaineHousing's State funded Lead Hazard Reduction Grant Program had 59 units allocated to be completed in 2020. The community action agencies have completed 69 units and there are 59 units currently under contract. There are 12 additional units in the pipeline.

### **Home Accessibility and Repair Program (HARP):**

MaineHousing's Home Accessibility and Repair Program assists low-income homeowners with necessary home repairs in the form of a grant. Although, the community action agencies had a slow start due to COVID-19 projects are well underway. As of today's date, 43 projects have been completed, 60 projects are currently in progress, and there are 9 projects pending.

The Aroostook County Action Program (ACAP), MaineHousing's partner shared the following client story:

"I [ACAP staff] was doing an inspection on a metal roof we recently installed with Maine Housing funds for an elderly man who is almost completely deaf and wheelchair bound. He rarely leaves his home in the small, remote town he lives in. The home he was born in and his parents owned prior. The Town recently assisted this gentleman as well and sent someone over to paint the exterior of his home which turned the weathered gray siding into a chocolate brown.

During the inspection, he also thanked me and told me last night when it rained it was the first time in years that the water did not run down the inside of his walls. As we signed the paperwork, I tried to tell him how nice the house looked from the road. After a few times of repeating myself so he could understand, he told me he hadn't seen the outside for a while but had been told it looked nice. While he finished signing the papers I went out to the car to get my camera. I showed him the pictures I had just taken of the house with his new roof and paint job. He looked at the display on my camera and looked up kind of startled and asked "is that my house?" I nodded my head. He teared up a bit and told me it's the best it has looked since he was a boy. To most standards this home would be unlivable but it is his home. The new roof will allow him to stay there hopefully to the end of his days.

'This is why we do what we do.'

### **Weatherization Assistance Program (WAP):**

COVID-19 has had a negative effect on the weatherization production. There are 2 community action agencies have suspended work until September 1, 2020, 3 agencies are providing limited services and the remaining 4 agencies are working at full capacity. All nine-community action agencies have a COVID-19 safety plan in place.

Since January 1, 2020, twenty-seven housing units have been weatherized. There were 45 individuals assisted in the 27 units that included 19 elderly, 4 disabled, and 6 children.

## Finance Department Memorandum

**To:** Board of Commissioners  
**From:** Darren R. Brown  
**Date:** August 11, 2020  
**Subject:** Monthly Report – Finance Department

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### ACCOUNTING AND FINANCIAL REPORTING (AFR):

- The audit of MaineHousing’s federally funded programs for the year ended December 31, 2019 is still underway. The auditors from Baker Newman & Noyes are conducting the audit remotely because of COVID-19.

MaineHousing administered and disbursed approximately \$160 million through eighteen different federal programs in 2019. Major federal programs are audited on a rotating basis. The major programs identified for the 2019 audit are the Section 8 New Construction, Housing Trust Fund, Weatherization Assistance, Low Income Home Energy Assistance, and Emergency Solutions Grants programs.

The A-133 Single Audit needs to be completed and filed with the federal Single Audit Clearinghouse and the HUD Real Estate Assessment Center (REAC) within nine months after year end. However, an automatic extension of six months is available if needed because of COVID-19. There have been no preliminary findings or issues reported to date.

- The State Budget Office requires agencies that receive funding to submit Work Program Worksheets (WPW) at the beginning of the State’s fiscal year, which starts on July 1<sup>st</sup>. The WPWs present the agencies planned distribution of funds for the upcoming year. MaineHousing receives program funds from the State and WPWs were recently prepared and submitted for the State’s fiscal Year 2021. The WPWs were prepared based on the adopted State budget, which included the following for MaineHousing: \$19 million for Housing Opportunities for Maine (HOME) Fund, \$4.3 million for Maine Energy, Housing & Economic Recovery (MEHER) Fund, \$2.5 million for Shelter Operating Subsidy (SOS), and \$50,000 for Home Modification Certification Program.

HOME funds represent a portion of total real estate transfer taxes (RETTs) collected by the State. MaineHousing allocates and uses these funds in various housing programs. MEHER funds also come from RETTs collected by the State and are used exclusively by MaineHousing to make debt service payments on related bonds. The SOS program is a pass-through program and MaineHousing distributes all funds to the homeless shelters. The Home Modification Certification Program provides funds to perform certification work associated with the State’s home accessibility tax credit program.

- The AFR staff completed the second-quarter end closing for 2020 and the financial statements for the period ended June 30, 2020. A draft of the June 30, 2020 financial statements has been completed and the results are presented in the Financial and Budget Results section of the Board packet.

- The State of Maine is preparing its audited financial statements for their fiscal year ended June 30, 2020. MaineHousing is considered a component unit of the State for accounting purposes. As such, MaineHousing needs to prepare and provide financial information for inclusion in the State's financial statements. This involves preparing a reporting package and converting our audited financial statements into a format consistent with the State. We recently prepared and submitted our reporting package for 2020.

## **LOAN ADMINISTRATION:**

- The Loan Administration staff continues to work closely with our single-family loan servicers in responding to customer calls and with the processing of requests for COVID-19 hardship assistance. Activity in this area has decreased considerably from where it was at the onset of the pandemic and has remained relatively low and stable over the past two months. Inquiries and requests for assistance have averaged about 6 per week since the end of May. This is substantially lower than the average of 60 per week experienced during a several-week period in April.

Through the end of July, a total of 340 borrowers have been provided assistance with either a forbearance or through the Maine HOPE Program (297 forbearances and 43 Maine HOPE). Of the 340 borrowers assisted, 101 or 30% have brought their loan current and are no longer in forbearance or delinquent status.

MaineHousing's single-family loan portfolio consist of approximately 11,000 borrowers and amounts to \$985 million. The number of loans in forbearance at the end of July represents about 2% of the portfolio. Other HFA's are reporting forbearance rates that range from 5% - 10% and the Mortgage Bankers Association reported that the average national forbearance rate was 7.7% as of the end of July.

Delinquency rates have also remained stable and have not been significantly impacted by COVID-19 as of the end of July. The total delinquency rate at the beginning of the year was 7.15%, which was among historically low levels for the agency. The rate has decreased slightly and is 7.06% as of the end of July.

- Recruitment activities to fill the vacant Loss Mitigation Specialist position in Finance were conducted and have been completed. The Loss Mitigation Specialist collaborates with our single-family loan servicing partner, foreclosure attorneys, housing counselors, and bankruptcy trustees and is responsible for facilitating the resolution of problem loan situations by administering various homeownership retention and disposition options. I am pleased to announce that Brianne McNally has accepted the position.

Brianne has worked for MaineHousing for the past three years and was most recently the Mortgage Lending Team Leader in the Homeownership Department. Prior to joining MaineHousing, Brianne was the branch manager of New Dimensions Federal Credit Union. She also worked as a Consumer Outreach Specialist for the State of Maine Bureau of Financial Institutions. Brianne brings a vast amount of experience and knowledge of the mortgage industry and we are very excited to have her join our team.



## Finance Department Memorandum

**To:** Board of Commissioners  
**From:** Darren R. Brown  
**Date:** August 11, 2020  
**Subject:** Monthly Financial and Budget Report

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### FINANCIAL RESULTS

Attached are the Balance Sheets and Statements of Revenues, Expenses, and Changes in Net Assets for the six-month period ended June 30, 2020.

MaineHousing's programs are accounted for in Fund Groups, based on funding sources. For financial reporting purposes, each Fund Group is a separate and standalone entity. There are seven Fund Groups and the individual Balance Sheets and Statements of Revenues, Expenses and Changes in Net Assets for each are presented in columns on the attachments (pages 1 and 2). The following is a summary of MaineHousing's total combined financial position and operating results for the current year and a brief explanation for the changes between the current and prior year net operating results.

Total combined assets are approximately \$1.98 billion and total combined liabilities approximate \$1.6 billion. Total net assets amount to approximately \$370 million. Total combined revenues approximate \$131.8 million and total expenses amount to approximately \$131.3 million, which results in net operating income of \$0.5 million. For this six-month period in 2019, total combined net operating income was \$12.4 million. Net operating income is approximately \$11.9 million lower in 2020. The net operating income decrease is attributed primarily to the following:

Current year net operating income for the Mortgage Purchase Fund (MPP), MaineHousing's largest fund group, is approximately \$2 million compared to net operating income of \$8.9 million in 2019. MPP's net operating income has decreased by \$6.9 million due largely to the recognition of a smaller paper gain associated with adjusting the carrying values of non-mortgage investments. A paper gain of \$57,000 was recognized in 2020, which represents a decrease of approximately \$4.2 million compared with the paper gain of \$4.23 million recorded in 2019. The change associated with the recording of paper gains and losses is attributed to interest rate changes during the year.

The recording of paper gains and losses is required for accounting purposes. However, because MaineHousing does not actively buy and sell related investments, actual gains and losses will not occur and these amounts are ignored by the rating agencies, bond analysts, and management when assessing profitability.

Excluding the paper gains, MPP's net operating income is \$2 million as of June 30, 2020 compared to \$4.7 million at the end June 2019. This \$2.7 million reduction is due primarily to a substantial decrease in interest rates and lower interest income from non-mortgage investments, which has decreased by \$2.64 million.

The HOME Fund also has lower net operating income in 2020. MaineHousing's portion of the real estate transfer taxes and shelter operating subsidy received from the State are accounted for in this Fund Group, which has a \$0.9 million net operating loss at the end of June. This is a decrease of \$4.4 million compared to net operating income of \$3.5 million at the end of June 2019. The decrease is attributed to timing differences with expending funds and the recognition of grant expenses. Total year-to-date income from the State is consistent with 2019. However, total grant expenses are \$4 million higher in 2020 at this point.

## **BUDGET RESULTS**

Also attached are the budget variance results for the period ended June 30, 2020. These results are summarized and presented on the attachments described below:

### **OPERATING REVENUES AND EXPENSES BUDGET**

MaineHousing has two primary business segments, which consist of mortgage lending activities and the administration of federal and other programs. All operating and program administrative costs are paid by either the net interest income from mortgage lending activities, which is the difference between interest income earned from mortgage and non-mortgage investment assets and the interest paid on bonds, or fee income received for the administration of federal and other programs.

The Operating Revenues and Expenses Budget, **Attachment A**, presents the revenues available to pay operating and program administrative expenses. It also presents the aggregate operating and program administrative expenses. Total budgeted revenues for 2020 are \$83.5 million and total expenses are budgeted at \$75.1 million. Total actual revenues as of June 30, 2020 amount to \$38.2 million, while total expenses amount to \$35.8 million. For the six-month period ended June 30, 2020, revenues exceed expenses by \$2.4 million.

Revenues are running below budget at this point due to lower interest income from non-mortgage investments. Interest rates have decreased during the year and average yields from investments are lower than budget projections. Expense activities are consistent with that anticipated for the period and there are no significant variances at this time.

The operating and other program administration expenses (the first two expense lines) are detailed on **Attachment B** and summarized below:

### **OPERATING AND OTHER PROGRAM ADMINISTRATIVE EXPENSES**

MaineHousing's overhead and operational costs for the year as well as other program administrative expenses, which are costs that are specifically and exclusively related to a particular program, are itemized on **Attachment B**.

Total 2020 operating expenses are budgeted at approximately \$19.4 million. As of June 30, 2020, approximately \$9.6 million or 50% of the total operating budget has been used. Total other program administrative expenses are budgeted at \$8.6 million and actual expenses amount to \$3.7 million as of June 30, 2020. Total expenditures in these areas are consistent with that anticipated for the period and there are no significant variances at this time.

## **CAPITAL BUDGET**

The Capital Budget, **Attachment C**, presents items that provide an economic benefit to MaineHousing over a period of time. Items are recorded as assets and depreciated over their estimated

useful life. The total authorized capital budget for 2020 is approximately \$3.8 million. Expenditures amounted to \$4.8 million as of June 30, 2020 and were primarily for renovation work and equipment for the new office building.

The overage for the renovation work on the new building is due to timing differences. The total budget amount for the acquisition and renovation of the new office building has not changed and remains at approximately \$15.7 million. Expenditures have been incurred over three years starting in 2018 and the timing of expenditures had to be estimated each year for budget purposes.

For 2019, actual expenditures amounted to \$9.3 million and were under budget by \$2.8 million. However, only \$0.8 million was carried forward and included in the 2020 Capital Budget because at the time the budget for 2020 was prepared expenditures for 2019 were expected to be \$2 million higher. As a result, 2020 expenditures will be \$2 million higher than budget and will amount to approximately \$3.8 million.

### **MEMBERSHIPS, DUES AND SPONSORSHIP**

In accordance with MaineHousing's Contributions Policy, all payments for memberships, dues and sponsorship are required to be reported to the Commissioners each month as part of the budget variance reports. **Attachment D** presents an itemized listing of the membership, dues, and sponsorship expenses as of June 30, 2020.



**MAINE STATE HOUSING AUTHORITY**  
**BALANCE SHEETS**  
**JUNE 30, 2020**  
*(IN THOUSANDS OF DOLLARS)*

	<b>Memorandum Only Combined Totals</b>		<b>Mortgage Purchase Fund Group</b>	<b>Bondholder Reserve Fund</b>	<b>General Fund</b>	<b>HOME Fund</b>	<b>Federal Programs Fund</b>	<b>Other Funds</b>	<b>Maine Energy Housing &amp; Economic Recovery Funds</b>
	<b>2019</b>	<b>2020</b>							
<b>ASSETS:</b>									
Cash, principally time deposits	1,840	39,888	22,496	1	11,624	13	5,754	0	0
Investments	437,586	401,503	343,077	8,082	25,460	21,586	0	2,513	785
Accounts receivable - Federal	2,423	5,595	0	0	0	0	5,595	0	0
Assets held for sale	3,667	2,950	0	0	0	2,950	0	0	0
Accrued interest and other assets	13,183	10,718	7,635	0	37	1,166	1,865	0	15
Mortgage notes receivable, net	1,389,524	1,469,696	1,429,759	0	5,955	24,762	0	0	9,220
Other notes receivable, net	266	233	0	0	223	0	0	10	0
Land, equipment and improvements, net	5,286	18,114	22	0	18,092	0	0	0	0
Other real estate owned	72	222	222	0	0	0	0	0	0
Accumulated decrease in fair value of hedging derivatives	10,062	22,551	22,551	0	0	0	0	0	0
Deferred pension expense	616	610	326	2	56	0	0	226	0
Deferred amount on debt refundings	4,061	3,424	3,424	0	0	0	0	0	0
<b>Total Assets</b>	<b>1,868,586</b>	<b>1,975,504</b>	<b>1,829,512</b>	<b>8,085</b>	<b>61,447</b>	<b>50,477</b>	<b>13,214</b>	<b>2,749</b>	<b>10,020</b>
<b>LIABILITIES AND NET ASSETS:</b>									
Accrued interest payable	5,650	5,809	5,771	0	0	0	0	0	38
Accounts payable - Federal	444	446	0	0	0	0	446	0	0
Accounts payable & accrued liabilities	2,013	2,604	337	2	2,191	0	74	0	0
Unearned income	7,899	13,392	0	0	0	555	647	12,190	0
Net pension liability	2,283	2,282	1,222	7	209	0	0	844	0
Deferred pension credit	1,016	867	464	3	79	0	0	321	0
Derivative instrument - interest rate swaps	10,062	22,551	22,551	0	0	0	0	0	0
Interfund	0	0	3,555	15	2,646	(3,823)	7,326	(9,719)	0
Mortgage bonds and notes payable, net	1,483,859	1,557,990	1,515,281	0	19,961	0	0	0	22,748
Deferred grant income	0	0	0	0	0	0	0	0	0
Deferred loan origination points	28	25	25	0	0	0	0	0	0
<b>Total Liabilities</b>	<b>1,513,254</b>	<b>1,605,966</b>	<b>1,549,206</b>	<b>27</b>	<b>25,086</b>	<b>(3,268)</b>	<b>8,493</b>	<b>3,636</b>	<b>22,786</b>
<b>NET ASSETS:</b>									
Restricted Net Assets	320,444	333,177	280,306	8,058	0	53,745	4,721	(887)	(12,766)
Unrestricted Net Assets	34,888	36,361	0	0	36,361	0	0	0	0
<b>Total Net Assets</b>	<b>355,332</b>	<b>369,538</b>	<b>280,306</b>	<b>8,058</b>	<b>36,361</b>	<b>53,745</b>	<b>4,721</b>	<b>(887)</b>	<b>(12,766)</b>
<b>Total Liabilities and Net Assets</b>	<b>1,868,586</b>	<b>1,975,504</b>	<b>1,829,512</b>	<b>8,085</b>	<b>61,447</b>	<b>50,477</b>	<b>13,214</b>	<b>2,749</b>	<b>10,020</b>

**MAINE STATE HOUSING AUTHORITY**  
**STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**  
**FOR THE PERIOD ENDED JUNE 30, 2020**  
*(IN THOUSANDS OF DOLLARS)*

	<b>Memorandum Only Combined Totals</b>		<b>Mortgage Purchase Fund Group</b>	<b>Bondholder Reserve Fund</b>	<b>General Fund</b>	<b>HOME Fund</b>	<b>Federal Programs Fund</b>	<b>Other Funds</b>	<b>Maine Energy Housing &amp; Economic Recovery Funds</b>
	<b>2019</b>	<b>2020</b>							
<b>REVENUES:</b>									
Interest from mortgages and notes	30,765	31,638	31,395	0	169	54	0	0	20
Income from investments	4,731	1,815	1,533	26	140	86	3	10	17
Net increase (decrease) in the fair value of investments	4,292	44	57	0	(13)	0	0	0	0
Fee income	4,227	4,560	155	0	154	0	4,117	134	0
Other revenue	49	187	4	0	146	37	0	0	0
Grant income	25,179	32,897	0	0	0	824	30,687	1,386	0
Income from State	7,680	7,457	0	0	0	7,457	0	0	0
Federal rent subsidy income	49,760	52,996	0	0	0	0	52,996	0	0
Gain on bond redemption	135	197	197	0	0	0	0	0	0
<b>Total Revenues</b>	<b>126,818</b>	<b>131,791</b>	<b>33,341</b>	<b>26</b>	<b>596</b>	<b>8,458</b>	<b>87,803</b>	<b>1,530</b>	<b>37</b>
<b>EXPENSES:</b>									
Operating expenses	8,823	9,637	0	0	9,637	0	0	0	0
Other program administrative expenses	2,667	2,838	2,678	0	0	0	106	54	0
Mortgage servicing fees	810	850	840	0	10	0	0	0	0
Provision for losses on loans	26	17	0	0	11	6	0	0	0
Losses on foreclosed real estate	0	0	0	0	0	0	0	0	0
Interest expense	22,818	22,961	22,497	0	0	0	0	0	464
Grant expense	29,229	41,983	0	0	0	9,394	30,776	1,386	427
Federal rent subsidy expense	50,096	53,029	0	0	0	0	53,029	0	0
Loss on bond redemption	0	0	0	0	0	0	0	0	0
Excess arbitrage	0	0	0	0	0	0	0	0	0
Allocated operating costs	0	0	5,309	31	(8,648)	0	3,228	80	0
<b>Total Expenses</b>	<b>114,469</b>	<b>131,315</b>	<b>31,324</b>	<b>31</b>	<b>1,010</b>	<b>9,400</b>	<b>87,139</b>	<b>1,520</b>	<b>891</b>
Net Operating Income (Loss)	12,349	476	2,017	(5)	(414)	(942)	664	10	(854)
Transfers between funds, net	0	0	0	0	456	(43)	(413)	0	0
Change in net assets	12,349	476	2,017	(5)	42	(985)	251	10	(854)
Net assets at beginning of year	342,983	369,062	278,289	8,063	36,319	54,730	4,470	(897)	(11,912)
Net assets at end of period	355,332	369,538	280,306	8,058	36,361	53,745	4,721	(887)	(12,766)

**MAINE STATE HOUSING AUTHORITY  
OPERATING REVENUES AND EXPENSES BUDGET VARIANCE REPORT  
FOR THE PERIOD ENDED JUNE 30, 2020**

*(IN THOUSANDS OF DOLLARS)*

	<b>Mortgage Lending Activities Actual</b>	<b>Federal &amp; Other Program Administration Actual</b>	<b>Total Combined Actual</b>	<b>Total Annual Budget</b>	<b>Total Under/(Over)</b>	<b>% Variance</b>
<b>REVENUES:</b>						
Interest from mortgages and notes	31,564	0	31,564	64,555	32,991	51%
Income from investments	1,699	13	1,712	8,479	6,767	80%
Fee income	309	4,251	4,560	10,399	5,839	56%
Other revenue	347	0	347	60	(287)	(478%)
<b>Total Revenues</b>	<b>33,919</b>	<b>4,264</b>	<b>38,183</b>	<b>83,493</b>	<b>45,310</b>	<b>54%</b>
<b>EXPENSES:</b>						
Operating expenses	6,329	3,308	9,637	19,413	9,776	50%
Other program administrative expenses	3,539	160	3,699	8,558	4,859	57%
Interest expense	22,497	0	22,497	47,100	24,603	52%
<b>Total Expenses</b>	<b>32,365</b>	<b>3,468</b>	<b>35,833</b>	<b>75,071</b>	<b>39,238</b>	<b>52%</b>
<b>Excess Revenues Over Expenses</b>	<b>1,554</b>	<b>796</b>	<b>2,350</b>	<b>8,422</b>	<b>6,072</b>	<b>72%</b>

**MAINE STATE HOUSING AUTHORITY  
OPERATING AND OTHER PROGRAM ADMINISTRATIVE EXPENSES ATTACHMENT B  
FOR THE PERIOD ENDED JUNE 30, 2020**

	<b>Total Annual Budget</b>	<b>Total Year to Date Actual</b>	<b>Budget Available</b>	<b>Percentage of Budget Available</b>
<b>Operating Expenses</b>				
Salaries	10,258,267	5,326,534	4,931,733	48%
Payroll Taxes	748,530	374,244	374,286	50%
Retirement	997,726	494,207	503,519	50%
Medical and Life Insurance	2,839,935	1,367,075	1,472,860	52%
Other Fringe Benefits	12,000	4,562	7,438	62%
Office Supplies	47,795	18,701	29,094	61%
Printing	128,980	43,150	85,830	67%
Membership and Dues	57,087	44,842	12,245	21%
Subscriptions	21,565	10,809	10,756	50%
Sponsorships	20,000	5,000	15,000	75%
Staff Educ/Train/Conf	193,918	40,007	153,911	79%
Travel/Meals - Staff Educ/Train/Conf	163,363	39,970	123,393	76%
Partner/Client Train/Meetings	49,950	6,900	43,050	86%
Travel/Meals - Partner/Client Training	121,675	11,787	109,888	90%
Staff Events	22,100	7,368	14,732	67%
Meals - Staff Events	27,475	8,635	18,840	69%
Leased Vehicles	134,500	56,554	77,946	58%
Computer Supplies	66,000	51,861	14,139	21%
Computer License SAAS	150,611	117,655	32,956	22%
Building Rent & Utilities	429,437	413,012	16,425	4%
Rent-Other	34,130	17,007	17,123	50%
Repairs and Maintenance	49,900	44,533	5,367	11%
Computer Maintenance	661,492	252,760	408,732	62%
Depreciation	600,000	130,389	469,611	78%
Telephone	72,938	55,666	17,272	24%
Employment Advertising	3,900	0	3,900	100%
Postage and Shipping	90,510	49,323	41,187	46%
Insurance	89,074	26,458	62,616	70%
Recording Fees	1,000	580	420	42%
Payroll Services	27,300	13,765	13,535	50%
Audit Services	147,800	100,000	47,800	32%
Building Interest Expense	511,944	256,904	255,040	50%
Property Expenses	219,775	123,392	96,383	44%
Professional Services	411,859	123,716	288,143	70%
<b>Total Operating Expenses</b>	<b>19,412,536</b>	<b>9,637,366</b>	<b>9,775,170</b>	<b>50%</b>
<b>Other Program Administrative Expenses</b>				
Loan foreclosure expenses	400,000	65,782	334,218	84%
REO expenses	50,000	27,622	22,378	45%
Mortgage Servicing fees	1,738,500	850,774	887,726	51%
Provision for losses on loans & REOs	225,000	11,262	213,738	95%
Loan Origination expenses	3,000,000	1,346,530	1,653,470	55%
Bond Issuance Costs	750,000	428,142	321,858	43%
Trustee/Bank fees	157,000	85,745	71,255	45%
Program advertising/printing	170,000	32,058	137,942	81%
Bond and mortgagee insurance	15,000	0	15,000	100%
Variable rate bond remarket/liquidity facilities	925,000	459,176	465,824	50%
Cash flow/arbitrage/swap consultants/legal	585,000	230,052	354,948	61%
Homebuyer education	110,000	6,000	104,000	95%
Program administrator fees	422,000	146,525	275,475	65%
Section 8 security deposits/landlord incentives	10,500	10,432	68	1%
<b>Total Other Program Administration Expenses</b>	<b>8,558,000</b>	<b>3,700,100</b>	<b>4,857,900</b>	<b>4357%</b>

**MAINE STATE HOUSING AUTHORITY  
CAPITAL BUDGET  
FOR THE PERIOD ENDED JUNE 30, 2020**

**ATTACHMENT C**

Description	2020 Budget	2020 Actual	Budget Available	% Expended
<b>Computer Hardware:</b>				
New Office Building - network switches	200,000	164,301	35,699	
New Office Building - network data center equipment: (firewall/racks/storage/battery backup)	163,000	147,482	15,518	
Phone system replacement - hardware	27,000	20,439	6,561	
Printer	7,000	0	7,000	
Total computer hardware	<u>397,000</u>	<u>332,222</u>	<u>64,778</u>	<u>84%</u>
<b>Computer Software:</b>				
Enterprise multi-family housing system - initial costs	100,000	0	100,000	
Coordinated Entry Portal - client list software homeless programs	10,000	0	10,000	
Phone system replacement - software/licensing	153,000	0	153,000	
Faxing software	5,000	0	5,000	
Website redesign	60,000	4,575	55,426	
Web filtering server replacement	5,000	0	5,000	
Single Family loan servicing system modifications	10,000	0	10,000	
Single Family lender & loan tracking systems mods	10,200	0	10,200	
Total computer software	<u>353,200</u>	<u>4,575</u>	<u>348,626</u>	<u>1%</u>
<b>Office Equipment:</b>				
New Office Building - workstations & furniture	800,000	754,373	45,627	
New Office building - security & life safety equipment	25,750	40,977	(15,227)	
New Office building - audio visual equipment	320,600	274,799	45,801	
New Office building - fitness equipment	21,000	10,235	10,765	
New Office building - network fire suppression system	22,000	20,483	1,517	
Stationary folding & stuffing machine - EHS/LIHEAP	0	9,237	(9,237)	
Total office equipment	<u>1,189,350</u>	<u>1,110,104</u>	<u>79,246</u>	<u>93%</u>
<b>New Office Building: - Acquisition/Rehab</b>	<u>1,850,000</u>	<u>3,389,210</u>	<u>(1,539,210)</u>	<u>183%</u>
<b>Total</b>	<u><u>3,789,550</u></u>	<u><u>4,836,110</u></u>	<u><u>(1,046,560)</u></u>	<u><u>128%</u></u>

**MAINE STATE HOUSING AUTHORITY  
MEMBERSHIPS, DUES, AND SPONSORSHIPS  
FOR THE PERIOD ENDED JUNE 30, 2020**

Description	Amount
<b>Memberships and Dues</b>	
Kennebec Valley Human Resource Association - (2) employee annual membership	365
Maine Real Estate & Development Association - annual membership	1,200
Kennebec Valley Board of Realtors - annual affiliate membership	171
Maine Association of Mortgage Professionals - annual membership	375
Maine Bankers Association - annual affiliate membership	950
Maine Real Estate Management Association - annual membership	125
National Leased Housing Association - annual membership	600
National Association for State Community Services Programs - annual membership	1,302
National Energy Assistance Directors' Association - annual membership	6,341
National Affordable Housing Management Association - affiliate membership	1,075
Urban Land Institute - employee membership	240
Notary Public - (1) employee renewal fee	50
Association of Government Accountants - (7) employee annual memberships	770
Association of Certified Fraud Examiners - employee annual membership	225
Institute of Internal Auditors - employee annual membership	175
Construction Specifications Institute - employee annual membership	325
International Code Council - annual membership	135
American Payroll Association - employee annual membership	258
Project Management Institute - employee annual membership	154
Council of State Community Development Agencies - annual membership	1,500
Society for Human Resource Management - employee annual membership	219
Maine Society of CPAs - employee annual membership	250
National Council of State Housing Agencies - annual membership	28,037
Total	<u>\$ 44,842</u>
<b>Sponsorships</b>	
Northern New England Community Action - training conference sponsor	\$ 1,500
Maine Real Estate and Development Association - conference sponsorship	1,000
New England Resident Service Coordinator - conference sponsor	2,500
Total	<u>\$ 5,000</u>



## Finance Department Memorandum

**To:** Board of Commissioners  
**From:** Darren Brown  
**Date:** August 4, 2020  
**Subject:** Monthly Delinquencies Report

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### MULTI-FAMILY DELINQUENCIES

The Multi-Family portfolio totals \$647 million with 1,095 loans as of July 31, 2020. There are three 60+ days delinquent loans, as shown in *Exhibit 1*. The delinquency rate is 0.39%. The Multi-Family delinquency rate is benchmarked against MaineHousing's historical rates, as shown in *Exhibit 2*.

### HOME IMPROVEMENT DELINQUENCIES

The Home Improvement portfolio has 46 loans totaling \$107,741 as of July 31, 2020. The over 60-day delinquency rate is 11.01% and represents four loans in the amount of \$11,860. Delinquency rates for each participating lender are shown in *Exhibit 3*. Historical rates for the Home Improvement portfolio are shown in *Exhibit 4*.

### SINGLE-FAMILY DELINQUENCIES

The Single-Family portfolio totals \$984 million with 10,959 loans as of June 30, 2020. The over 60-day delinquencies increased from 3.72% to 4.03% and the in-foreclosures decreased from 0.80% to 0.73%. The over 60-day delinquencies amount to \$40 million, with approximately \$7.2 million representing accounts in foreclosure. The over 60-day and in-foreclosure historic rates are shown in *Exhibit 6*. MaineHousing's overall delinquency rate by loan dollars is 4.03%; and the overall delinquency rate by loan count is 4.04%. As reflected in *Exhibit 7*, the overall delinquency rate by loan count is above the delinquency rate for all Maine Loans; however, the in-foreclosure rate by loan count is below the foreclosure rate for all Maine loans.

**Servicer Delinquencies** – As of June 30, 2020, Bank of America, NA has the highest overall delinquency rate of 14.85%, with an in-foreclosure rate of 3.82%. Delinquencies for our largest servicer, Mortgage Servicing Solutions, increased from 3.79% to 3.92%, while the in-foreclosure rate decreased from 0.82% to 0.76%. Bangor Savings Bank has the lowest rate of delinquencies at 1.27%. Delinquency rates for each servicer are shown in *Exhibit 5*.

**Delinquencies by Insurance Type** – In June 2020, FHA insured loans has the highest delinquency rate by total insurance type of 6.10%, with in-foreclosures at 1.00%. When compared to the total loan portfolio, RD insured loans has the highest delinquency rate of 2.17%, with in-foreclosures at 0.41%. Delinquencies by insurance type and the portfolio as a whole are shown in *Exhibit 8*.

FHA insured loans comprise 17% of the Single-Family portfolio and 25% of delinquencies, while RD insured loans comprise 58% of the portfolio and represent 54% of all delinquent loans. The current composition of the Single-Family portfolio by insurance type, along with the percentage of delinquencies by insurance type, is shown in *Exhibit 9*.

**Foreclosure Prevention Activities** – *Exhibit 10* summarizes our foreclosure prevention activities, as well as the number of completed foreclosures. As of June 2020, we have assisted 888 borrowers with various foreclosure prevention options. The volume of borrowers needing assistance decreased significantly in 2019 due to historically low delinquency rates and concerted efforts to offer foreclosure prevention options in the early stages of delinquency. With the impact of the COVID-19 pandemic, we have put into place special foreclosure prevention measures to assist as many of those borrowers as possible.



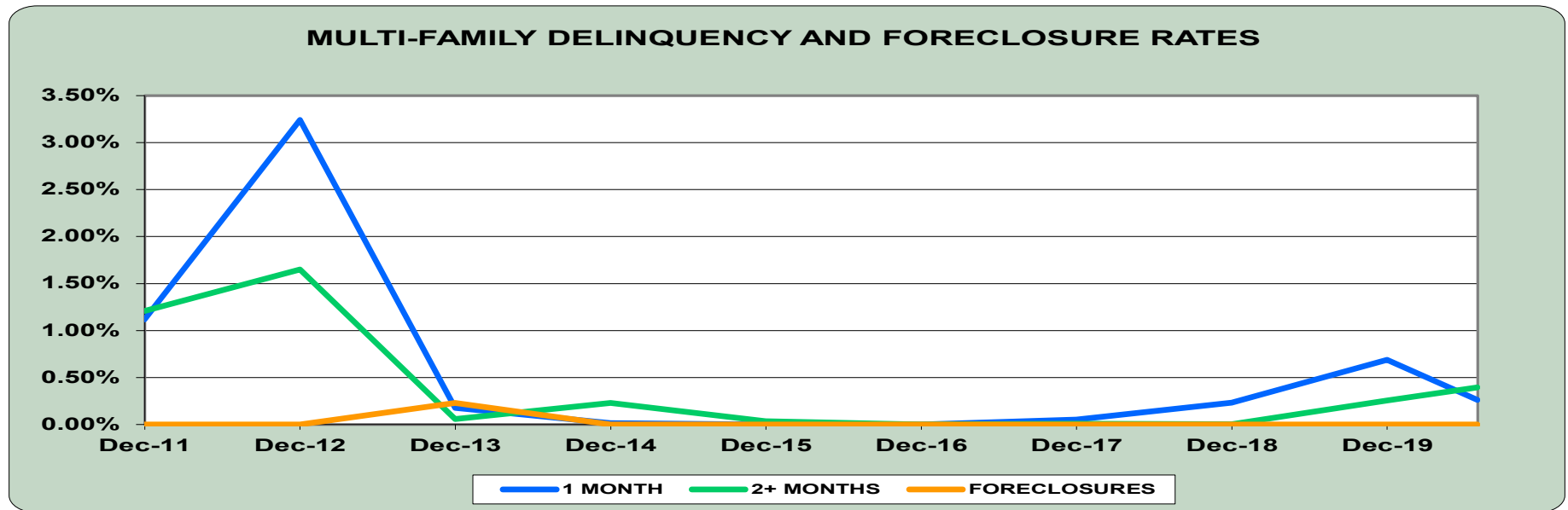
# Multi-Family Delinquent Loans

**MAINE STATE HOUSING AUTHORITY  
MULTI-FAMILY DELINQUENCIES  
7/31/2020**

<b>Section 8</b>					ORIGINATION	DELINQUENT		
BORROWER	LEVEL PMT	PTD	LOCATION	PROJECT OWNER	DATE	1 MONTH	2 MONTHS	3+ MONTHS
THE LEDGES (FKA LEDGEWOOD TERR	4,492.22	06/01/20	SACO	THE LEDGES AFFORABLE HSG LP	06/30/16	525,919.00	0.00	0.00
THE LEDGES (FKA LEDGEWOOD NORT	1,259.37	05/01/20	SACO	THE LEDGES AFFORABLE HSG LP	06/30/16	0.00	147,438.00	0.00
THE LEDGES (FKA LEDGEWOOD NORT	9,900.00	05/01/20	SACO	THE LEDGES AFFORABLE HSG LP	06/30/16	0.00	2,160,000.00	0.00
THE LEDGES (FKA LEDGEWOOD TERR	7,609.89	06/01/20	SACO	THE LEDGES AFFORABLE HSG LP	06/30/16	964,294.00	0.00	0.00
						<u>1,490,213.00</u>	<u>2,307,438.00</u>	<u>0.00</u>
<b>Rental Housing</b>					ORIGINATION	DELINQUENT		
BORROWER	LEVEL PMT	PTD	LOCATION	PROJECT OWNER	DATE	1 MONTH	2 MONTHS	3+ MONTHS
NONE						0.00	0.00	0.00
						<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Supportive Housing &amp; Other</b>					ORIGINATION	DELINQUENT		
BORROWER	LEVEL PMT	PTD	LOCATION	PROJECT OWNER	DATE	1 MONTH	2 MONTHS	3+ MONTHS
PUTNAM DR, 28	1,385.74	06/01/20	FARMINGDALE	UPLIFT INC	11/27/01	131,095.00	0.00	0.00
PINE TREE RD, 224*	2,563.98	05/01/20	LITCHFIELD	BECKET ACADEMY INC	03/04/02	0.00	248,209.00	0.00
PLEASANT HILL DR, 16	693.17	06/01/20	WATERVILLE	UPLIFT INC	01/22/02	66,194.00	0.00	0.00
						<u>197,289.00</u>	<u>248,209.00</u>	<u>0.00</u>
						<u>1,687,502.00</u>	<u>2,555,647.00</u>	<u>0.00</u>
<b>Grand Total</b>								
<b>% of Portfolio Delq 60+ days</b>	<b>0.39%</b>							
<b>Total Number of Loans</b>	<b>1,095</b>							



# Multi-Family Delinquency & Foreclosure Trends



	OUTSTANDING PRINCIPAL		1 MONTH		2+ MONTHS		FORECLOSURES	
	DOLLARS	DOLLARS	RATE	DOLLARS	RATE	DOLLARS	RATE	
Jul-20	\$ 647,402,814	\$ 1,687,502	0.26%	\$ 2,555,647	0.39%	\$ -	0.00%	
Dec-19	\$ 635,961,774	\$ 4,379,009	0.69%	\$ 1,620,600	0.25%	\$ -	0.00%	
Dec-18	\$ 630,936,475	\$ 1,473,376	0.23%	\$ 20,600	0.00%	\$ -	0.00%	
Dec-17	\$ 608,939,257	\$ 319,836	0.05%	\$ 60,624	0.01%	\$ -	0.00%	
Dec-16	\$ 579,916,852	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%	
Dec-15	\$ 573,932,384	\$ -	0.00%	\$ 185,320	0.03%	\$ -	0.00%	
Dec-14	\$ 513,937,525	\$ 77,568	0.02%	\$ 1,169,620	0.23%	\$ -	0.00%	
Dec-13	\$ 506,871,177	\$ 896,386	0.18%	\$ 297,366	0.06%	\$ 1,166,866	0.23%	
Dec-12	\$ 487,638,082	\$ 15,815,491	3.24%	\$ 8,056,115	1.65%	\$ -	0.00%	
Dec-11	\$ 486,421,972	\$ 5,436,378	1.12%	\$ 5,875,983	1.21%	\$ -	0.00%	



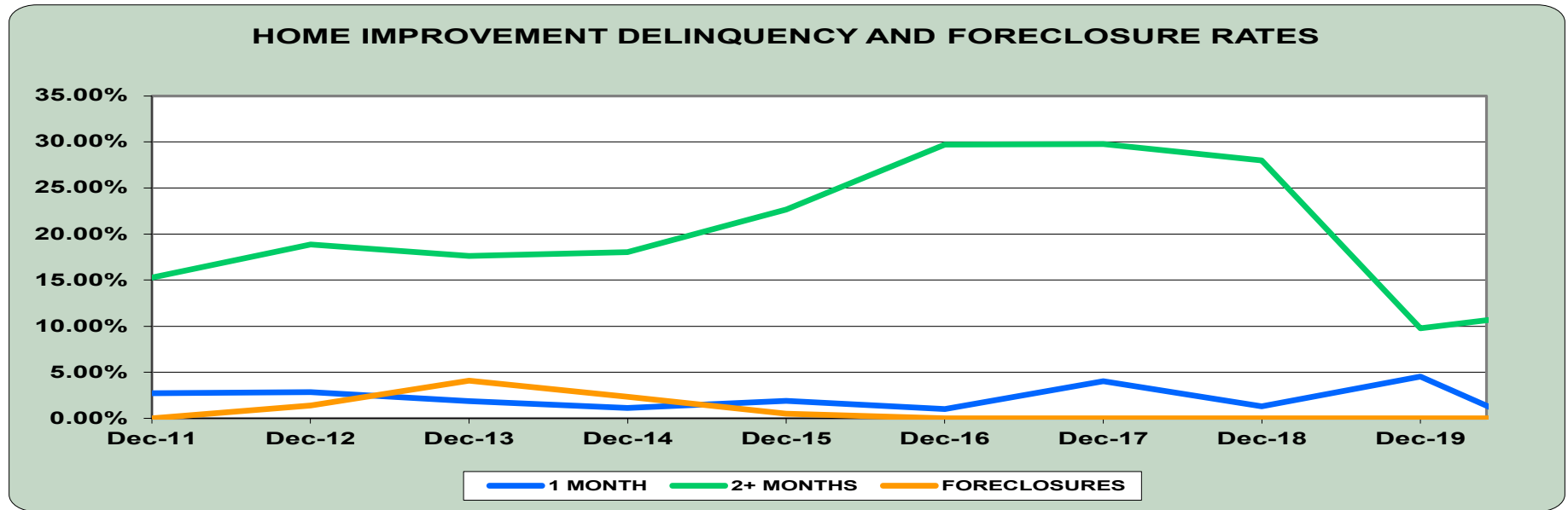
# Home Improvement Delinquent Loans

## Maine State Housing Authority Home Improvement Delinquencies by Lender 7/31/2020

LENDER	% of Portfolio Delq 60+ Days	OUTSTANDING PRINCIPAL	DELINQUENT		
			1 MONTH	2 MONTHS	3+ MONTHS
ACAP	0.00%	3,742.78	114.73	0.00	0.00
CCI	0.00%	16,328.12	0.00	0.00	0.00
CED	0.00%	799.94	0.00	0.00	0.00
KVCAP	55.53%	4,257.77	0.00	2,364.35	0.00
PCAP	0.00%	5,587.71	0.00	0.00	0.00
WCCSA	0.00%	3,242.21	0.00	0.00	0.00
WHCAP	100.00%	962.53	0.00	0.00	962.53
YCCAC	0.00%	95.61	0.00	0.00	0.00
BATH SAVINGS	0.00%	22,381.09	0.00	0.00	0.00
CAMDEN NATIONAL	0.00%	16,121.09	0.00	0.00	0.00
KENNEBUNK SAVINGS	99.57%	8,297.08	0.00	8,261.61	0.00
NORTHEAST BANK	0.00%	5,388.14	0.00	0.00	0.00
NORWAY SAVINGS	0.00%	5,197.68	0.00	0.00	0.00
SKOWHEGAN SAVINGS	2.12%	12,782.36	0.00	0.00	271.17
THE FIRST	0.00%	2,556.69	0.00	0.00	0.00
<b>TOTAL</b>	<b>11.01%</b>	<b>107,740.80</b>	<b>114.73</b>	<b>10,625.96</b>	<b>1,233.70</b>
Total Number of Loans	46				



# Home Improvement Delinquency & Foreclosure Trends



	<b>OUTSTANDING PRINCIPAL</b>		<b>1 MONTH</b>		<b>2+ MONTHS</b>		<b>FORECLOSURES</b>	
	<b>DOLLARS</b>	<b>DOLLARS</b>	<b>RATE</b>	<b>DOLLARS</b>	<b>RATE</b>	<b>DOLLARS</b>	<b>RATE</b>	
<b>Jul-20</b>	\$ 107,741	\$ 115	0.11%	\$ 11,860	11.01%	\$ -	0.00%	
<b>Dec-19</b>	\$ 156,955	\$ 7,089	4.52%	\$ 15,363	9.79%	\$ -	0.00%	
<b>Dec-18</b>	\$ 301,364	\$ 3,941	1.31%	\$ 84,317	27.98%	\$ -	0.00%	
<b>Dec-17</b>	\$ 515,603	\$ 20,749	4.02%	\$ 153,526	29.78%	\$ -	0.00%	
<b>Dec-16</b>	\$ 795,184	\$ 7,930	1.00%	\$ 236,299	29.72%	\$ -	0.00%	
<b>Dec-15</b>	\$ 1,062,015	\$ 20,041	1.89%	\$ 240,688	22.66%	\$ 5,160	0.49%	
<b>Dec-14</b>	\$ 1,412,221	\$ 15,722	1.11%	\$ 254,707	18.04%	\$ 32,897	2.33%	
<b>Dec-13</b>	\$ 2,066,062	\$ 38,101	1.84%	\$ 364,218	17.63%	\$ 84,283	4.08%	
<b>Dec-12</b>	\$ 2,803,309	\$ 79,925	2.85%	\$ 529,227	18.88%	\$ 38,727	1.38%	
<b>Dec-11</b>	\$ 3,766,637	\$ 102,824	2.73%	\$ 576,053	15.29%	\$ -	0.00%	



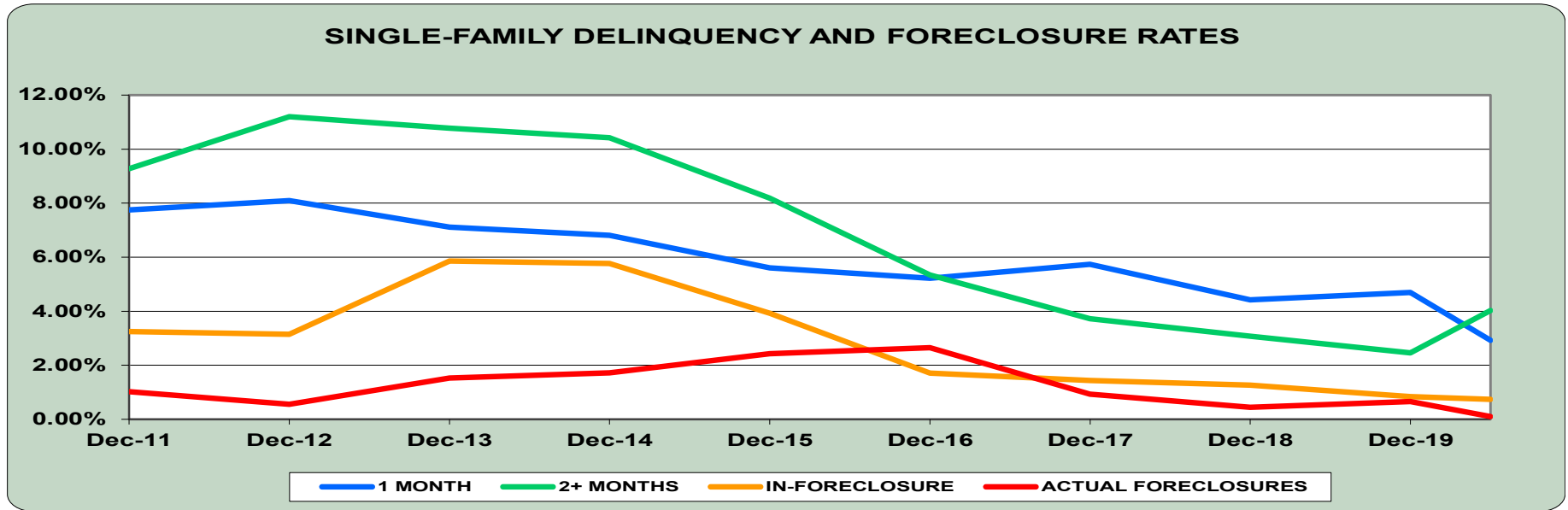
# Single-Family Delinquent Loans

**Maine State Housing Authority  
Single-Family Delinquencies by Servicer  
6/30/2020**

SERVICER	% OF PORTFOLIO	% of Portfolio Delq 60 + days	OUTSTANDING PRINCIPAL	----- 1 MONTH	DELINQUENT 2 MONTHS	----- 3+ MONTHS	IN- FORECLOSURE
MORTGAGE SERVICING SOLUTIONS	68.02%	3.92%	669,443,273.80	21,337,089.88	9,383,516.94	11,771,087.32	5,113,100.48
BANGOR SAVINGS BANK	16.00%	1.27%	157,445,705.72	3,391,802.10	799,635.90	734,924.70	469,686.68
CAMDEN NATIONAL BANK UK	9.07%	8.02%	89,223,350.28	1,918,378.54	2,796,598.89	4,013,837.89	347,538.35
MACHIAS SAVINGS BANK	5.82%	4.70%	57,325,296.44	1,665,124.62	1,043,079.73	763,544.96	888,056.76
BANK OF AMERICA NA	1.03%	14.85%	10,120,508.06	445,115.38	313,077.16	803,297.31	386,852.24
SALEM FIVE MORTGAGE CORP	0.07%	3.03%	700,058.08	45,343.88	21,199.38	0.00	0.00
<b>TOTAL</b>	<b>100.00%</b>	<b>4.03%</b>	<b>984,258,192.38</b>	<b>28,802,854.40</b>	<b>14,357,108.00</b>	<b>18,086,692.18</b>	<b>7,205,234.51</b>



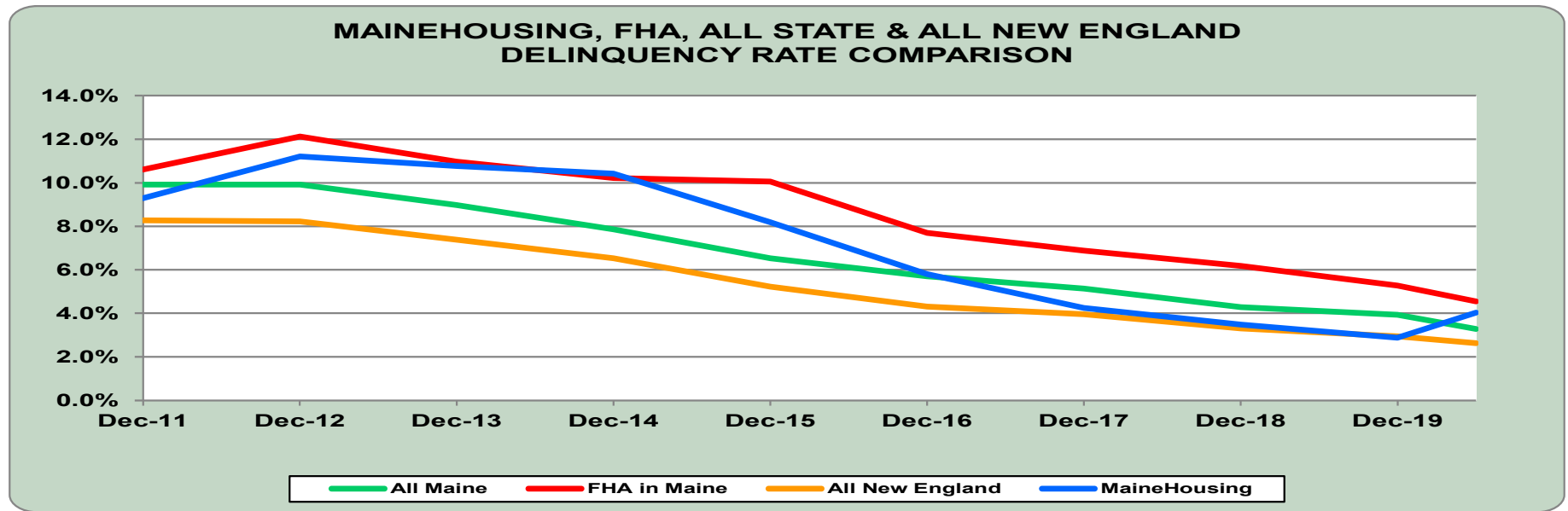
# Single-Family Delinquency & Foreclosure Trends



	<b>OUTSTANDING PRINCIPAL</b>	<b>1 MONTH</b>		<b>2+ MONTHS</b>		<b>IN-FORECLOSURE</b>		<b>ACTUAL FORECLOSURES</b>	
		<b>DOLLARS</b>	<b>RATE</b>	<b>DOLLARS</b>	<b>RATE</b>	<b>DOLLARS</b>	<b>RATE</b>	<b>DOLLARS</b>	<b>RATE</b>
<b>Jun-20</b>	\$ 984,258,192	\$ 28,802,854	2.93%	\$ 39,649,035	4.03%	\$ 7,205,235	0.73%	\$ 907,167	0.09%
<b>Dec-19</b>	\$ 967,171,381	\$ 45,399,415	4.69%	\$ 23,774,547	2.46%	\$ 8,037,512	0.83%	\$ 6,357,994	0.66%
<b>Dec-18</b>	\$ 916,608,577	\$ 40,526,473	4.42%	\$ 28,155,105	3.07%	\$ 11,647,401	1.27%	\$ 4,056,247	0.44%
<b>Dec-17</b>	\$ 844,497,676	\$ 48,457,930	5.74%	\$ 31,454,643	3.72%	\$ 12,099,518	1.43%	\$ 7,847,858	0.93%
<b>Dec-16</b>	\$ 799,557,471	\$ 41,780,468	5.23%	\$ 42,682,410	5.34%	\$ 13,625,991	1.70%	\$ 21,142,137	2.64%
<b>Dec-15</b>	\$ 790,409,905	\$ 44,303,365	5.61%	\$ 64,656,769	8.18%	\$ 31,066,182	3.93%	\$ 20,797,314	2.43%
<b>Dec-14</b>	\$ 810,139,060	\$ 55,171,703	6.81%	\$ 84,385,397	10.42%	\$ 46,711,687	5.77%	\$ 13,904,155	1.72%
<b>Dec-13</b>	\$ 849,385,825	\$ 60,378,599	7.11%	\$ 91,501,809	10.77%	\$ 49,783,071	5.86%	\$ 12,980,502	1.53%
<b>Dec-12</b>	\$ 899,788,247	\$ 72,815,090	8.09%	\$ 100,738,963	11.20%	\$ 28,237,109	3.14%	\$ 4,987,749	0.55%
<b>Dec-11</b>	\$ 980,359,797	\$ 75,979,115	7.75%	\$ 90,934,130	9.28%	\$ 31,846,771	3.25%	\$ 9,975,164	1.02%



# Single-Family Delinquency Comparison Trends



**MAINEHOUSING LOAN COUNT COMPARISON**

	<u>Loan Count</u>	<u>2 Months</u>	<u>3+ Months</u>	<u>In-Foreclosure</u>	<u>Totals</u>
All State*	114,144	0.84%	1.22%	1.21%	3.27%
FHA for State*	18,434	1.05%	1.47%	2.03%	4.55%
All New England*	1,605,854	0.71%	1.01%	0.91%	2.63%
MaineHousing**	10,959	1.45%	1.81%	0.78%	4.04%

\*This information is obtained from MBA's National Delinquency Survey for the first quarter of 2020.

\*\*MaineHousing's overall delinquency rate based on loan dollars is 4.03%, whereas rates in this exhibit are based on loan count.



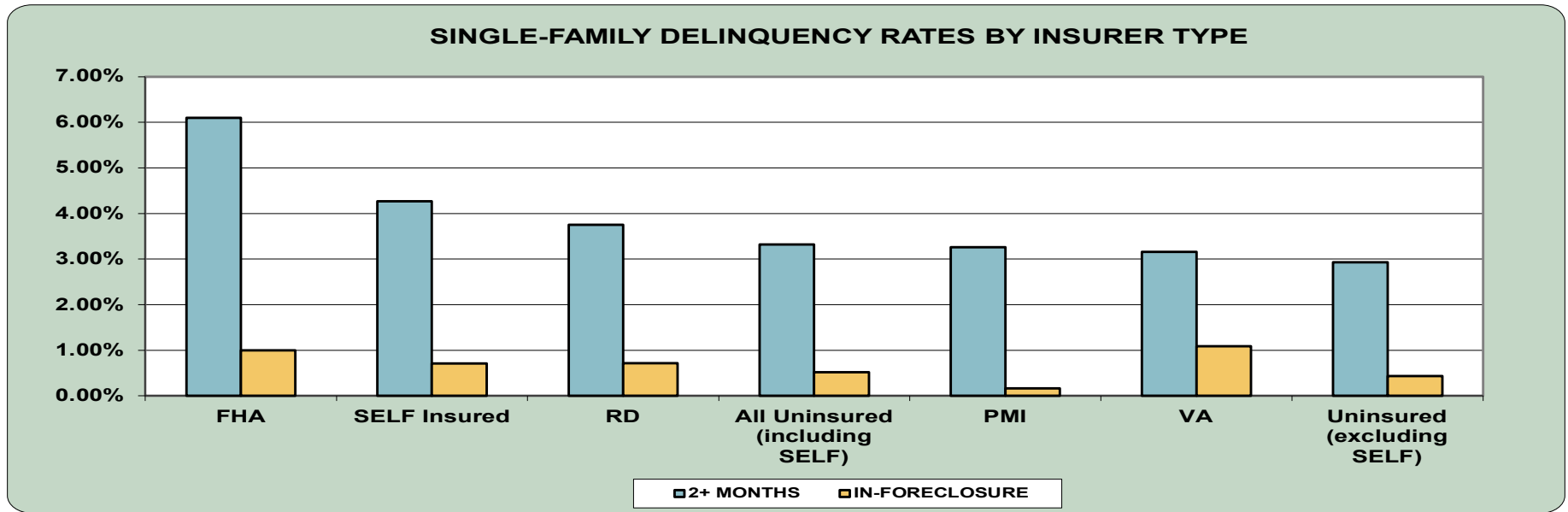
# Single-Family Delinquencies by Mortgage Insurer

As A Percent of Total Insurance Type  
6/30/2020

TYPE	2+ MONTHS	IN-FORECLOSURE
FHA	6.10%	1.00%
SELF Insured	4.27%	0.71%
RD	3.75%	0.72%
All Uninsured (including SELF)	3.32%	0.51%
PMI	3.26%	0.16%
VA	3.16%	1.09%
Uninsured (excluding SELF)	2.93%	0.43%

As A Percent of Total Loan Portfolio  
6/30/2020

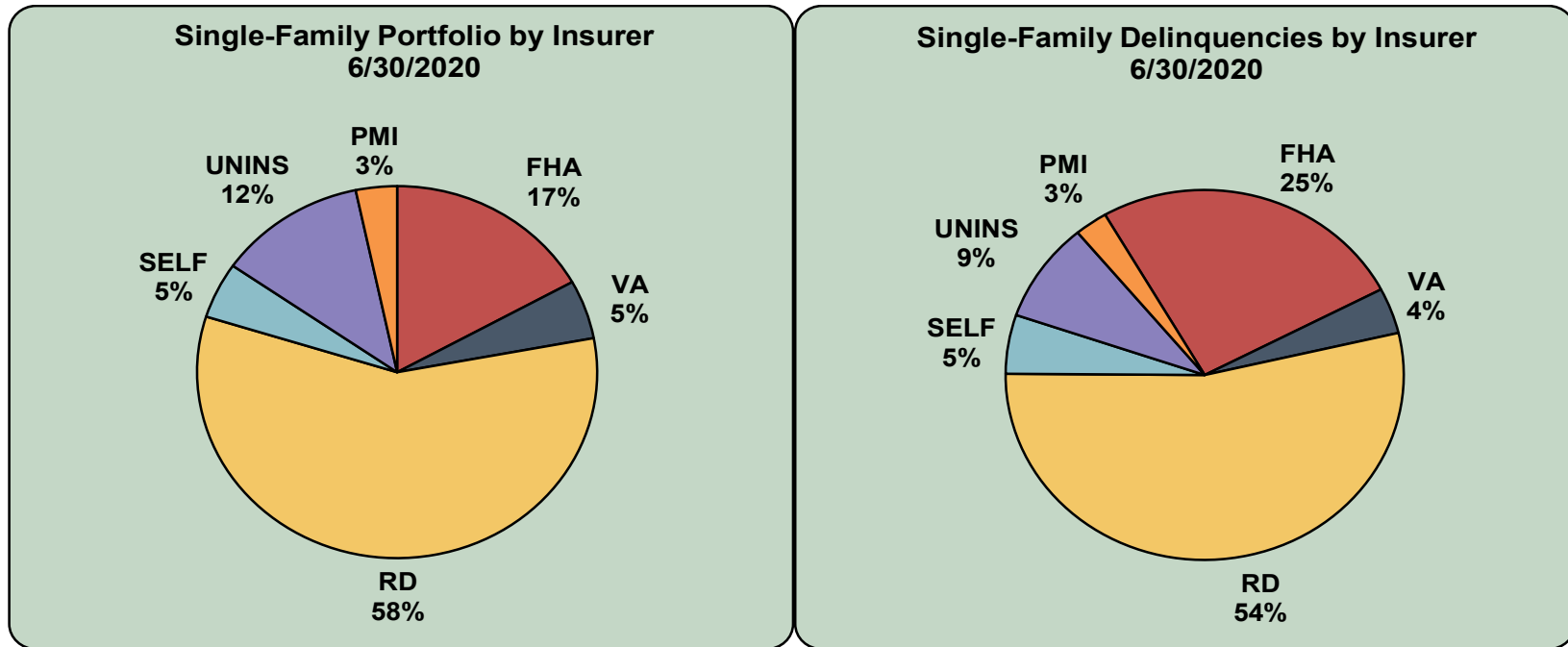
TYPE	2+ MONTHS	IN-FORECLOSURE
RD	2.17%	0.41%
FHA	1.03%	0.17%
All Uninsured (including SELF)	0.56%	0.09%
Uninsured (excluding SELF)	0.35%	0.05%
SELF Insured	0.21%	0.05%
VA	0.16%	0.06%
PMI	0.11%	0.01%



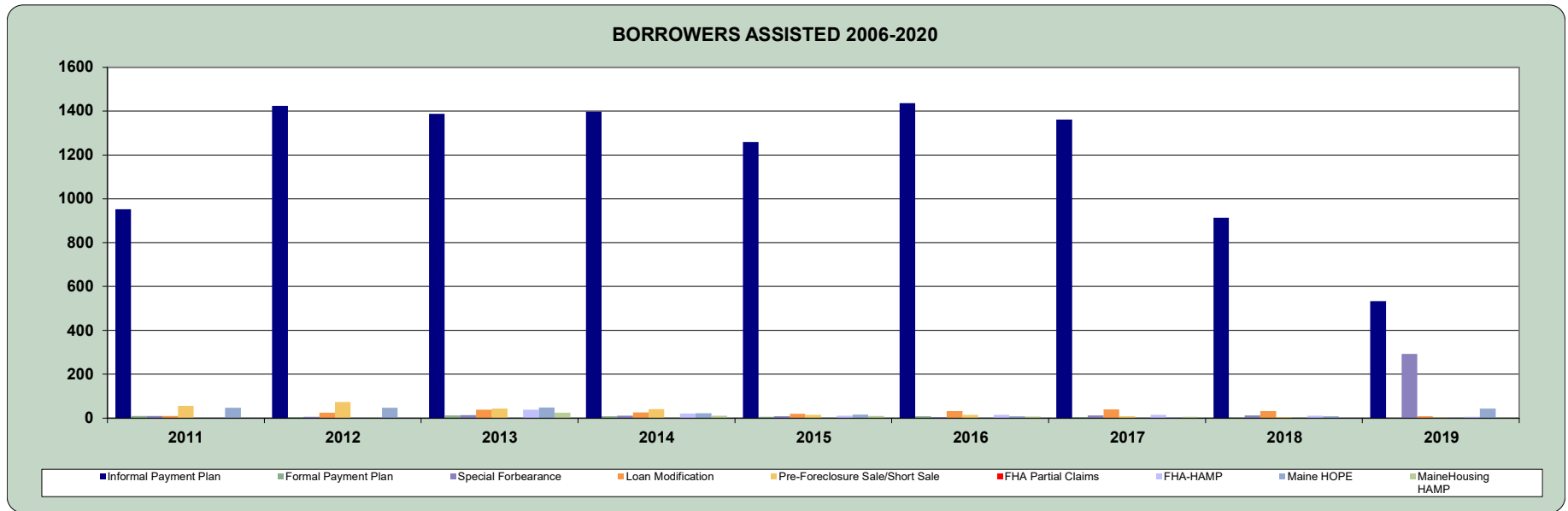


# Single-Family Delinquencies by Mortgage Insurer

The following charts show the composition of MaineHousing loans by mortgage insurer. Self insured loans are mainly mobile homes. Uninsured loans are those not needing mortgage insurance (i.e. for loans under 80% property value). The following charts are in dollar amounts.



# Single-Family Foreclosure Prevention Activities



**Number of Borrowers Approved for Assistance**

	Informal Payment Plan	Formal Payment Plan	Special Forbearance	Loan Modification	Pre-Foreclosure Sale/Short Sale	FHA Partial Claims	FHA-HAMP	Maine HOPE	Maine Housing HAMP	Total Workouts
Jun-20	533	1	293	8	2		6	43	2	888
Dec-19	914	3	12	32	4		10	8	0	983
Dec-18	1361	4	12	39	8		15	3	6	1448
Dec-17	1437	8	4	31	14		14	8	7	1523
Dec-16	1259	6	8	19	15		10	16	9	1342
Dec-15	1397	8	11	26	40		21	22	10	1535
Dec-14	1388	12	13	38	44		38	48	24	1605
Dec-13	1424	4	5	24	73			46		1576
Dec-12	952	9	9	9	56			47		1082
Dec-11	505	42	43	25	43	2		71		731

**Actual Foreclosures**

	Number of Foreclosures	Number of Loans in Portfolio	Percentage of Portfolio
Jun-20	13	10,959	0.12%
Dec-19	86	10,904	0.79%
Dec-18	57	10,673	0.53%
Dec-17	97	10,332	0.94%
Dec-16	258	10,097	2.56%
Dec-15	233	10,258	2.27%
Dec-14	162	10,526	1.54%
Dec-13	146	10,952	1.33%
Dec-12	60	11,571	0.52%
Dec-11	115	12,311	0.93%



**Homeless Initiatives Memorandum**

**To:** Board of Commissioners  
**From:** Laurie Murray  
**Date:** August 11, 2020  
**Subject:** Homeless Initiatives Report

**2020 Emergency Shelter and Housing Assistance Program (ESHAP)**

The Homeless Initiatives Department recently released the 2nd quarter shelter payments under our ESHAP Program. Payments were made from State Home Funds and State Shelter Operating Subsidy (SOS) Funds. Payments for the 2nd<sup>h</sup> quarter encompassed shares for Operations, Stabilization, and Performance. Following is a breakdown of the payments:

Source of Funds	Operations Share	Stabilization Share	Performance Share	Total
State Home		678,660	339,330	1,017,990
State SOS	763,492	84,832		848,324
<b>TOTAL</b>	<b>\$763,492</b>	<b>\$763,492</b>	<b>\$339,330</b>	<b>\$1,866,314</b>

The Operating share contributes to shelter operating costs and the Stabilization share is disbursed to eligible shelters for Rapid Re-housing, Housing First, and Housing Stabilization services. Both the Operating and Stabilization shares are released quarterly.

The Performance Share provides funding to shelters that achieve specific performance measures that focus efforts on helping clients achieve permanent housing and remain in permanent housing. This share is released twice a year with the 2<sup>nd</sup> and 4<sup>th</sup> quarter payments.

**2020 COVID-19 Programs**

We implemented the following temporary programs in 2020 to address concerns associated with the COVID-19 Pandemic.

Homeless Provider Grant

The Homeless Provider Grant provides funds to our emergency shelters for costs specifically associated with COVID-19, such as cleaning supplies; protective equipment; costs for social distancing guests including hotels; and additional staffing. The intent of the program is to reduce the spread of infectious disease for people who are unsheltered or living in emergency shelters. These

grants are intended to expand providers' resources rather than to replace resources providers are able to receive from other sources

The Wellness Centers were established in four areas of the state (Portland, Lewiston, Bangor, and Aroostook County), to provide additional space for people experiencing homelessness. The additional space allowed for compliance with CDC social distancing and other safety guidelines.

#### Temporary Wellness Shelters

MaineHousing contracted with three non-profit providers to establish temporary wellness shelters that provided additional space for people experiencing homelessness. These shelters were set up in areas of the state where there was increased need to reduce capacity at permanent shelters due to CDC recommended social distancing guidelines. Temporary wellness shelters were set up in Portland, Lewiston, and Presque Isle and operated between April and July.

#### Hotel Grants

MaineHousing contracted with six hotels to provide isolation space for persons testing positive for COVID-19 or at risk of contracting COVID-19 due to confirmed exposure. Agreements with hotels in Augusta, Portland, Waterville, Lewiston, Bangor, and Warren were executed.

#### Hotel Operations

Agreements were put in place with 5 non-profit entities to provide staffing and operation services to support clients placed in hotels to prevent and reduce the spread of COVID-19. Operation services include security, laundry, food, essential supplies, and client services.

The table below reflects the current expenditure amounts for each 2020 COVID-19 program.

<b>Program</b>	<b>Total Disbursed</b>
Homeless Provider Grants	\$1,135,165
Wellness Centers	\$2,055,168
Hotel Grants	\$1,088,050
Hotel Operations	\$738,382
<b>TOTAL</b>	<b>\$5,016,765</b>

**To:** MaineHousing Board of Commissioners  
**From:** Craig Reynolds, Director of Homeownership  
**Date:** August 4, 2020  
**Subject:** Monthly Report – Homeownership Department

**PRODUCTION UPDATE**

Purchases & Reservations Past/Current Comparison	July 2019		July 2020		
	#	\$ Volume	#	\$ Volume	% Change # (2019 vs. 2020)
Purchases (YTD)	493	\$65.1M	525	\$78.9M	6.4%
Reservations in Pipeline	378	\$54.8 M	328	\$46.2M	(13.2%)

Monthly Reservations by Program Option		
Total Loans Reserved in June	#	\$
2 points	0	\$0M
0 points	5	\$0.8M
0 points with Advantage	107	\$15.9M
<b>Totals</b>	<b>112</b>	<b>\$16.7M</b>

**PROGRAM HIGHLIGHTS**

**Loan Production & Market Status**

Loan purchases have slowed somewhat but continue at a steady pace as we pass the midpoint of summer 2020. YTD the number of loans purchased is still slightly ahead of 2019, however dollar volume is up by nearly \$14M, owed in large part, to the increase in home sales prices in many parts of the state. New loan reservations also remain remarkably steady in spite of the highly competitive seller’s market characterized by multiple offers and bids higher than the listing price on homes in many areas. The severe shortage of homes for sale in all but the highest price ranges is proving to be frustrating to both buyers and Realtors, and there are indications that some would be buyers have given up the search for a home and are choosing to continue renting.

Adding to buyer frustration is the fact that mortgage interest rates have fallen to new historic lows with many lenders offering top tier borrowers a fixed rate under 3%, however the shortage of homes for sale is preventing many from taking advantage of this unprecedented opportunity. MaineHousing has been able to benefit from current bond market conditions by reducing its First Home Loan base rate from 3.625% to a very competitive rate of 3.25%, and still include the \$3,500 Advantage down payment and closing cost assistance option.

## **Lender Partner Training**

Partner Education & Outreach Officer, Lisa McKenna conducted a webinar for underwriters from lender partner, Guaranteed Rate including their FHA Product Team Leader who is located in Schaumburg, Illinois. All had experience working with other HFA's, but did not have prior experience working with MaineHousing's First Home Loan program.

## **New Lender Partner**

MaineHousing welcomes Total Mortgage Company, with an office located in Portland, as the newest lender to join our partner network.

## **Four Directions Development Corporation**

MaineHousing is pleased to announce that our partner and HUD Affiliate Agency, Four Directions Development Corporation, is the newest member of Maine hoMEworks organization and also employs a new hoMEworks approved Educator. Located in Orono, Four Directions Development Corporation is a Native American Community Development Financial Institution (CDFI) and a HUD Housing Counseling Agency founded in 2001 to improve the social and economic conditions of the Four Native American Tribes in Maine – the Maliseet, Micmac, Passamaquoddy, and Penobscot. As a hoMEworks organization, Four Directions Development Corporation will be delivering the HUD and National Industry Standard approved First Time Home Buyer curriculum to tribal members and to underserved populations in western and northern Maine.

**Housing Choice Vouchers Department Memorandum**

**To:** MaineHousing Board of Commissioners

**From:** Allison Gallagher - Director of HCV Programs

**Date:** August 18, 2020

**Subject:** Monthly Report – Housing Choice Voucher Program

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**Inspections Update: June/July 2020**

**June**

Abatements: 0/STEP Abatements: 0

24 hour fails: 0

Initials: 51 (24 passed the first time, 12 passed with no life safety fails, 14 failed, 1 cancelled because the LL didn't want to make the repairs)

STEP inspections: 5 initials

Average number of days to schedule initials: 2

Average number of days to schedule homeless initials: 1

Annuals: 0

Total number of inspections: 57

Mileage: 5,531

Landlord Repair Program: \$84,897.76

Damage Reimbursement Program: \$4,420.99

Rob conducted a Recovery House Inspection in Caribou and Shawn conducted one in Rockland both on 6/18.

**July**

Abatements: 0/STEP Abatements: 0

24 hour fails: 1

No Shows: 6

Initials: 42 (20 passed the first time, 13 passed with no life safety fails, 9 failed, 6 cancelled but none because the LL didn't want to make the repairs). 44 re-inspections

STEP inspections: 9 initials, 8 re-inspections

Average number of days to schedule initials: 3

Average number of days to schedule homeless initials: 2

Annuals: 87 (28 passed the first time, 18 within the 30 day fail period and 12 were inspected three or more times before they passed). 29 failed

Total number of inspections: 176

Mileage: 8,362

Landlord Repair Program: \$97,519.40

Damage Reimbursement Program: \$5,920.99

Shawn conducted a re-inspection for a Recovery House in Camden.

## **Program Updates:**

HUD extended program waivers allowed in PIH Notice 2020-05 to December 31, 2020.

HCV has slowly started inspecting occupied units according to MaineHousing's COVID-19 Safety policy. Feedback from the residents has been positive. Inspectors are spending time talking with them on the phone before arriving the following day to allow residents the opportunity to ask questions and share any concerns.

### Project Based Vouchers

Commitment letters were sent for the properties listed below totaling 103 PBV units:

- Belfast Acres-24
- Belfast Senior-25
- Edgewater Village (Farmington)-29
- Oriole Senior Housing (Ellsworth)-25

HCV is drafting a Request for Proposal for up to 25 Project Based Vouchers to assist chronically homeless individuals/families.

### Voucher Utilization by program

- HCV general**- 3015 leased 357 searching
- Non-Elderly Disabled**-184 leased 17 searching
- Mainstream**-45 leased 12 searching
- Homeownership**-37 leased
- Family Unification**-93 leased 13 searching
- VASH (veterans)**-109 leased 18 searching
- 811 waiver**-26 leased 2 searching
- STEP**-182 leased 44 searching
- Portable vouchers**-349 leased

### Conferences/Training

Allison participated in the New England Housing Forum. It was a good opportunity to hear how other states were utilizing the CARES Act money. The six New England states rely on each other economically so we all benefit from our neighboring states and the programs they implement.

HCV staff participated in a virtual Fair Housing Training offered by the Maine Human Rights Commission.



**Information Technology Department Memorandum**

**To:** Board of Commissioners

**From:** Sheila Nielsen, Director of IT

**Date:** August 11, 2020

**Subject:** Monthly Report

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The IT Department has been working on the following efforts since June.

- Edison Drive Building Initiatives:
  - Completed decommissioning of Water Street data center.
  - Ongoing stabilization for any new Edison Drive IT technology related issues.
- Completed transition to new phone system, RingCentral. Provided support for go live and ongoing stabilization efforts.
- In support of goal to maintain building capacity below 50%, provided additional telecommuting equipment to increase remote work.
- Remove Community Action Agency access to old MERAC system used to administer heating assistance benefits prior to September 2019.

## Board Calendar 2020

<p><b>JANUARY 21</b></p> <ul style="list-style-type: none"> <li>• Legislative Preview (P. Merrill)</li> </ul> <p>NCSHA HFA Institute (Jan. 12-17) Washington, DC</p>	<p><b>FEBRUARY 18</b></p> <ul style="list-style-type: none"> <li>• Introduce HEAP</li> </ul>
<p><b>MARCH 17</b></p> <ul style="list-style-type: none"> <li>• HEAP discussion</li> <li>• Audit Committee update</li> </ul> <p>NCSHA Legislative Conference (March 9-11) Washington, DC</p>	<p><b>APRIL 21</b></p> <ul style="list-style-type: none"> <li>• Commence rulemaking HEAP</li> <li>• 2019 Year-end Financials</li> <li>• Commence rulemaking QAP</li> </ul>
<p><b>MAY 26</b></p> <ul style="list-style-type: none"> <li>• HEAP public hearing</li> <li>• QAP public hearing</li> </ul>	<p><b>JUNE 16</b></p> <ul style="list-style-type: none"> <li>• Adopt HEAP rule</li> <li>• Adopt QAP</li> <li>• Commence rulemaking State LIHTC</li> </ul> <p>NCSHA Credit Connect (June 2-5) St. Louis, Missouri</p>
<p><b>JULY 21</b></p> <ul style="list-style-type: none"> <li>• <b>BOARD MEETING IF NEEDED</b></li> </ul>	<p><b>AUGUST 18</b></p> <ul style="list-style-type: none"> <li>• State LIHTC public hearing</li> </ul>
<p><b>SEPTEMBER 15</b></p> <ul style="list-style-type: none"> <li>• HCV Annual Plan draft for review</li> <li>• Adopt State LIHTC rule</li> </ul>	<p><b>OCTOBER 20</b></p> <ul style="list-style-type: none"> <li>• NCSHA Annual Conf. (Oct. 24-27)</li> <li>• DOE Weatherization State Plan</li> </ul>
<p><b>NOVEMBER 17</b></p> <ul style="list-style-type: none"> <li>• HCV Annual Plan Public Hearing</li> <li>• Review Preliminary 2021 Budget</li> <li>• DOE Weatherization State Plan Public Hearing</li> </ul>	<p><b>DECEMBER 15</b></p> <ul style="list-style-type: none"> <li>• Adopt HCV Annual Plan</li> <li>• Approve 2021 Budget</li> <li>• Elect Officers</li> <li>• DOE Weatherization Adopt State Plan</li> <li>• MPP Series Resolution</li> </ul>