

August 16, 2022 Board Packet

Agenda August 16, 2022 Meeting	1
Minutes of June 14, 2022 Meeting	2
Sole Source Justification Genesis 2022 Island Program TA	7
Sole Source Justification Headlight AV	9
Sole Source Procurement Request and Rationale Pine Tree legal	10
Sole Source Compensation Study	14
Memo to Board - Chapter 29 Rule Adoption	16
Chapter 29 Multi-family Mortgage Loans Rule - to be adopted	17
Asset Management	29
Communications and Planning	30
Development	36
Energy and Housing Services	38
Finance Monthly Report	41
Financial & Budget Report	42
Finance Delinquency Report & Charts	51
Homeless Initiatives	61
Homeownership	65
Housing Choice Vouchers	70
Action Plan Revised Language and Crosswalk	73
Annual PHA Plan Updated	75
Human Resources	83
Information Technology	84
2022 Calendar	86



Board of Commissioners Meeting – August 16, 2022 9:00 a.m. to 12:00 p.m.

MEMBERS OF THE BOARD: Frank O’Hara (Chair), Daniel Brennan, Henry Beck, Bonita Usher (Vice Chair), Laura Buxbaum, Nancy Harrison (Secretary), Elizabeth Dietz, Renee Lewis and Noël Bonam

9:00	Adopt Agenda (VOTE)	All
	Remote Commissioners	Frank O’Hara
	- Reason remote	
	- Any other persons at their location	
	Approve minutes of June 14, 2022 meeting (VOTE)	All
	Communications and Conflicts	All
	Chair of the Board Updates	Frank O’Hara
	Director Updates	Dan Brennan
9:30	Adopt Multi-Family Mortgage Loans Rule (VOTE)	Ashley Janotta
9:45	Goal Setting	All
	<u>Department Reports:</u>	All
	Asset Management	
	Communications and Planning	
	Development	
	Energy and Housing Services	
	Finance Monthly Report	
	Financial & Budget Report	
	Finance Delinquency Report & Charts	
	Homeless Initiatives	
	Homeownership	
	Housing Choice Vouchers	
	Human Resources & Facilities	
	Information Technology	
	2022 Board Calendar	
	Adjourn (VOTE)	All

The next meeting of the Board is scheduled for September 20, 2022
virtually and in person at 26 Edison Drive, Augusta, Maine



Minutes of the Board of Commissioners Meeting June 14, 2022

MEETING CONVENED

A meeting of the Board of Commissioners for MaineHousing convened on June 14, 2022 at the offices of MaineHousing, 26 Edison Drive, Augusta, Maine and virtually. Notice of the meeting was published on June 3, 2022 in Central Maine newspapers. Notice of Board of Commissioners meetings is also on MaineHousing's website at www.mainehousing.org.

Chair Frank O'Hara called the meeting to order at 9:00 a.m. Chair O'Hara, Director Dan Brennan, Commissioners Betty Dietz, Nancy Harrison and Deputy State Treasurer Greg Olson attended in person. Commissioner Bonita Usher attended remotely due to COVID concerns; Commissioner Sonia Barrantes attended remotely due to childcare transportation; Commissioner Renee Lewis attended remotely due to a scheduling conflict. There were no other persons at their locations. Commissioners Laura Buxbaum and Noël Bonam were absent. There was a quorum present.

PUBLIC ATTENDANCE

Guests and staff present for all or part of the meeting included: Ashley Janotta, Chief Counsel; Jimmy Puckette, Counsel; Adam Krea, Senior Director of Finance and Lending; Linda Grotton, Director of Audit and Compliance; Erik Jorgensen, Senior Director of Government Relations and Communication; Tom Cary, Treasurer; Donald Guild, Counsel; Troy Fullmer, Manager of HEAP; Scott Thistle, Communications Director; Allison Gallagher, Director of Housing Choice Voucher; Mark Wiesendanger, Director of Development; Karen Lawlor, Executive Administrator; Jodie Stevens, Counsel; Jane Whitley, Director of Human Resources and Facilities; Lauren Bustard, Senior Director of Homeless Initiatives; Tina Partridge, Mortgage Lending Manager; Craig Reynolds, Director of Homeownership; Craig Given, Director of Information Technology; Clyde Barr, Policy Analyst; Laurie Glidden, FSS Coordinator; Brianna Martin, HCV Occupancy – FSS Specialist; Tracy Snowden, Office Coordinator; Jason Shedlock, President of the Maine State Building and Construction Trades Council and member of the Laborer's Union Local 327; Adam Goode, Legislative and Political Director at Maine AFL-CIO; Tyler Norod, Westbrook Development Company; and Gerrylynn Ricker, Paralegal and Note taker.

ADOPT AGENDA

Commissioner Usher made a motion seconded by Commissioner Harrison to adopt the June 14, 2022 agenda. The vote carried unanimously.

APPROVE MINUTES OF MAY 17, 2022 MEETING

Commissioner Dietz made a motion seconded by Commissioner Lewis to accept the May 17, 2022 minutes as written. The vote carried unanimously.

APPROVE MINUTES OF JUNE 7, 2022 SPECIAL MEETING

Commissioner Dietz made a motion seconded by Commissioner Harrison to accept the June 7, 2022 minutes as written. The vote carried unanimously.

COMMUNICATIONS AND CONFLICTS

None

CHAIR OF THE BOARD UPDATES

Chair O'Hara reported that the audit committee is now complete. Laura Buxbaum and Betty Dietz with Bonita Usher now make up that committee. Chair O'Hara discussed whether or not a July meeting is needed and it was determined that it was not so there will be no regular Board meeting in July.

DIRECTOR UPDATES

Director Brennan then reported issues, his activities and upcoming matters as follows:

- Director Brennan, Chair O'Hara and Greg Payne from the Governor's office met with DECD Commissioner Heather Johnson regarding LD 2003 which was the legislation on the zoning commission that was recently passed and housing needs.
- We made changes to the Emergency Rental Assistance Program effective June 1st. The purpose of which was to slow down the rate of spending. The goal is to get the program through one more winter season.
- We had our regular quarterly meeting with Evernorth. Housing Directors in Maine, New Hampshire and Vermont serve as an advisory board to Evernorth. We had a deep dive discussion on Appendix E to the QAP.
- Presented to Lewiston's Economic Development Committee at the request of Mayor Sheline.
- Visited The Goodwin which is an affordable condominium in downtown Portland. There are 23 condo units, 12 of which we helped subsidize. The average sale price of the one and two bedroom condos is \$260,000.
- Attended the Maine Real Estate Developers Association spring conference.
- Director Brennan reported on the media requests, almost one a day in the month of May. Dan participated in four interviews in one day. Eric Jorgensen's Board report goes into more detail.
- Presented to the Maine Council on Aging at their quarterly meeting. Governor Mills has appointed, a cabinet level working group on the issue of seniors in Maine. Director Brennan has been named to that panel.
- Attended the Maine Affordable Housing Coalition regular meeting. Homelessness and asylum seekers were discussed.
- Attended the grand opening of Hartland Senior Living Apartments, a thirty unit senior housing project funded with the senior housing bond.
- Chair O'Hara, Greg Payne and Director Brennan met with Senator Matt Pouliot regarding how MaineHousing can do better outreach to small, private multi-family developers.
- Director Brennan reported he will be attending the USDA RD State Director round table at UMA; the Cultural Advisory Board meeting; the Governor's new housing working group meeting; the Maine community action agencies board meeting; and the NCSHA Credit Connect in Chicago.
- Director Brennan brought to the Commissioners attention the two memorandums regarding sole source procurement.

CHAPTER 29 – MULTI-FAMILY MORTGAGE LOANS RULE PUBLIC HEARING

Chief Counsel Ashley Janotta introduced the Commissioners and staff representing MaineHousing. Notice of the hearing was sent to interested parties on May 19, 2022 and published on our website and in newspapers statewide on May 25, 2022. The comment period expires Friday, June 24, 2022 at 5:00 p.m. Chief Counsel Janotta opened the hearing at 9:30 a.m. Jason Shedlock and Adam Goode testified. The public hearing closed at 9:42 a.m.

ADOPT CHAPTER 24 – HOME ENERGY ASSISTANCE PROGRAM RULE AND PROGRAM YEAR 2023 STATE PLAN

Manager of HEAP, Troy Fullmer, brought to the Commissioners attention a minor correction to the Rule that will have no impact on a household's HEAP benefit. He then reviewed the comments received at the public hearing and MaineHousing's responses to those comments. There were four total comments received.

Chief Counsel Ashley Janotta read the proposed motion, 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 FFY2023 State Plan from Manager of HEAP Troy Fullmer and Chief Counsel Ashley Janotta to the Board of Commissioners dated June 7, 2022. Deputy State Treasurer Gregory Olson said "so moved" and it was seconded by Commissioner Dietz. The vote carried unanimously.

Chief Counsel Ashley Janotta read the proposed motion, to adopt the FFY2023 Home Energy Assistance program State Plan as attached to the memo on adoption of the Home Energy Assistance Program Rule and FFY2023 State Plan from Manager of HEAP Troy Fullmer and Chief Counsel Ashley Janotta to the Board of Commissioners dated June 7, 2022. Commissioner Renee Lewis said "so moved" and it was seconded by Commissioner Usher. The vote carried unanimously.

ADOPT CHAPTER 35 – STATE LOW INCOME HOUSING TAX CREDIT RULE

Director of Development, Mark Wiesendanger, advised the Commissioners that no comments were received before the comment period expired May 27, 2022.

Chief Counsel Ashley Janotta read the proposed motion to adopt the State Low Income Housing Tax Credit Rule, Chapter 35 of MaineHousing's rules, attached to the memorandum of Mark Wiesendanger and Ashley Janotta to the Commissioners dated June 8, 2022. Commissioner Nancy Harrison said "so moved" and it was seconded by Commissioner Dietz. Chair O'Hara than asked for a vote with 6 members voting in favor of the motion and 1 member abstained.

ADOPT CHAPTER 16 – LOW INCOME HOUSING TAX CREDIT PROGRAM RULE (QAP)

Director of Development, Mark Wiesendanger, reviewed the comments that were received as well as MaineHousing's responses to those comments. Mark then reviewed the revisions made to the Rule as a result of the comments received as well as the changes that were discussed at the Special Board Meeting of the Commissioners held on June 7, 2022.

Chief Counsel Ashley Janotta read the proposed motion, 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 described in the memorandum to the MaineHousing Board of Commissioners from Mark Wiesendanger and Ashley Janotta dated June 8, 2022. Chair O'Hara than asked for a vote with 6 members voting in favor of the motion and 1 member abstained.

HCV ANNUAL PLAN DRAFT REVIEW AND TIMELINE

Director of Housing Choice Vouchers, Allison Gallagher reviewed for the Commissioners the requirement to initially submit to the U.S. Department of Housing and Urban Development (HUD) a five year annual PHA plan which we did in 2020 and annually we are required to submit to HUD an annual plan which is essentially a progress report telling how we are doing with our goals and priorities that we set in the five year plan. Ms. Gallagher highlighted some of the areas that will be submitted to HUD as well as reviewed the timeline and stakeholder process. The public notice will be published in newspapers statewide; she will seek feedback/recommendations from the Resident

Advisory Board; the public hearing will be held at the September 20, 2022 Board meeting; and she will ask the Commissioners to adopt the Plan at the October 18, 2022 meeting.

RESTART – A FAMILY SELF-SUFFICIENCY PROGRAM

Ms. Gallagher then introduced Laurie Glidden, FSS Coordinator and Brianna Martin, HCV Occupancy – FSS Specialist to give a presentation on the Restart – a HUD Family Self-Sufficiency Program (FSS). Laurie explained the program to the Commissioners. It is an employment and savings program, intended to increase earnings and lower monthly housing assistance payments. Laurie shared a success story about a single mom, Beth, who enrolled in the program in 2014. At the time of enrollment she was living in York county, receiving TANF, she had a high school diploma, an unreliable vehicle, no health insurance, and poor credit. Her goals were to support her son independent of any public programs, become a personal trainer, obtain reliable transportation and own a home. Laurie reviewed the quarterly coaching support her and Brianna Martin give their clients; the financial education including asset and credit building; and how the escrow savings work. After seven years, Beth has successfully graduated from restart, is self-employed as a personal trainer, earns \$68,000 annually, has good credit, a new car and is a homeowner. Brianna then gave an overview of data – between 2018 and 2021, there were 287 participants with 17 successfully completing the program; 100% of them were successful in decreasing their housing assistance payments by increasing their earnings. 4 out of the 17 went on to be homeowners.

FAIR HOUSING/DIVERSITY EQUITY INCLUSION EFFORTS

Director Dan Brennan told the Commissioners that he met with the leadership team to discuss how we as agency can continue to adapt its practices, relationships, and continue to make sure that we are bringing our programs and our practices to include fair housing, equity and inclusion. Senior Director of Homeless Initiatives, Lauren Bustard then presented a slide show showing a new approach. We originally were focused on compliance, making sure we were compliant with all of HUD's requirements. We wanted to expand on that, ensure equitable access and look at our organizational policies and practices. Part of the Five Year Consolidated Plan is we have to affirmatively further fair housing which includes analysis of impediments to fair housing and strategies to address those impediments that we report on annually. Lauren discussed a more proactive approach – create a more consistent model of analysis and reporting for all Maine public housing authorities; review plans from other states for content and ideas; bring on a consultant to assist in analyzing data in Maine; develop statewide goals based on analysis. She discussed equitable access, what the Cultural Advisory Group is doing to establish stronger relationships with organizations serving communities of color and how we can increase access to program information for New Mainers with limited English proficiency.

HOMEOWNERSHIP PROGRAMS

Senior Director of Finance and Lending, Adam Krea introduced Craig Reynolds, Director of Homeownership, and Tina Partridge, Homeownerships Mortgage Lending Manager to discuss the First Time Homebuyers Program. Craig told the Commissioners that June is Homeownership Month. The Homeownership department administers the First Home Loan Program, and that is their primary function in the agency. Craig discussed some of the key elements of the Program: it offers affordable financing products for home buyers and includes options with little or no down payment. Craig discussed the two program features that are central to the Program's success: it maintains a below market interest rate and provides a down payment and closing cost assistance program. Tina Partridge gave a brief overview of the specific programs and some of the recent changes. Tina discussed who is eligible for our First Time Home Loan, income limits and purchase price limits which vary by location. Most Maine homes are generally price eligible. We do single family homes, 1 to 4 family homes as long as they are owner occupied, and we do mobile homes or manufactured homes. Newly constructed homes are also eligible as long as the construction has been

completed. Craig reviewed some statistics: In 2019 (pre pandemic) the average income of our borrowers was just over \$55,000; in 2020 (arrival of the pandemic) the average income was \$57,290; in 2021 the average income was \$58,200; the average purchase price in 2019 was just over \$143,000; in 2020 the average purchase price was \$151,000; and in 2021 the average purchase price was \$162,000. Craig also reviewed the average loan amounts for those three years. Adam recapped with telling the Commissioners that our goal is to keep the rate as low as possible, allowing Mainers to buy the best house they possibly can. Right now our rate is 4.5%.

ADJOURN

Deputy Treasurer Greg Olson made a motion seconded by Commissioner Dietz to adjourn the meeting. The meeting was adjourned at 11:40 p.m. by unanimous vote of the Board.

Respectfully submitted,

Nancy Y. Harrison

Memorandum

To: Daniel E. Brennan, Director
From: Adam S. Krea, Senior Director of Finance and Lending
Date: July 13, 2022
RE: Sole Source for Technical Assistance for Maine’s Unbridged Islands Using the 2022
Affordable Housing Initiative for Maine Islands Program

Overview

The Genesis Fund (“Genesis”) has a long history of working with Maine’s islands, including working with all islands that developed affordable housing under MaineHousing’s 2010 *Affordable Housing Initiative for Maine Islands Program*. Genesis is, again, working with the islands that MaineHousing is aware of that will seek funding under our 2022 *Affordable Housing Initiative for Maine Islands Program*. Genesis traditionally charges on an hourly basis; the concern with this program is that the potential applicants do not know what they do not know and may minimize their communication with Genesis to keep costs down. This will be to the detriment of the potential projects and to MaineHousing’s workload. With our current pipeline, any confusion and developer-caused delays should be avoided to minimize excess work.

Proposal

In speaking with Liza Fleming-Ives, the Executive Director of Genesis, she would be willing to charge a flat fee to help all islands that approach Genesis for technical assistance. Genesis estimates the average fee per island would be approximately \$5,000. They are already working with Chebeague, Cranberry Isles, Isle au Haut, Islesboro, Monhegan, North Haven, Peaks, Swans, and Vinalhaven. Genesis will also work with any additional island that approaches them. We agreed that a one-time flat fee of \$30,000 would be fair to help any and all islands with technical assistance.

Justification

As noted, Genesis has an existing relationship with the islands and provided technical assistance in 2010. Genesis has knowledge and experience with the needs of the islands and is best suited to assist them in applying for the Program. Due to the uniqueness of Maine’s islands, Genesis’ direct experience is necessary in order to ensure that the much-needed affordable housing can be successfully built. The islands have already begun working with Genesis on their 2022 applications and this flat fee arrangement will be more efficient and result in a better product. After due diligence, it has been determined that these services are available only from Genesis at this time.

The funding source allows for administrative fees so the program dollars, not MaineHousing's budget, will pay the cost. MaineHousing's Procurement Policy, Section II(G) – Sole Source Procurement, allows for procurement of goods or services by soliciting a proposal from only one source if it meets the necessary requirements. The services to be provided by Genesis meet the necessary requirements.

ACKNOWLEDGED & APPROVED

7/15/2022

Date



Daniel Brennan

Director, Maine State Housing Authority

Memorandum

To: Daniel E. Brennan, Director
From: Peter Merrill, Deputy Director
Date: July 29, 2022
RE: Sole Source for Headlight AV for A/V Equipment for The Learning Center

Overview

During the spring of 2019, MaineHousing completed an RFP process for vendors to provide equipment, installation and service for all Audio/Video equipment at the 26 Edison Drive location. Headlight AV was awarded the agreement, and completed the work as part of the preparation for the new offices in 2020. Since that time, additional purchases and installation have continued using this vendor to ensure compatibility and to take advantage of their knowledge of the setup. At this time we will be adding pendant microphones and personal lavalier microphones to existing A/V equipment in room 134 (The Learning Center), to provide full functionality for this room as intended. The quoted cost from Headlight AV for equipment and installation is \$10,499.24.

Justification

As noted, Headlight AV has an existing relationship with MaineHousing having provided all Audio/Video equipment at 26 Edison Drive, Augusta, Maine from 2019 to present. Due to the uniqueness of the setup of MaineHousing's building, the A/V requirements, and the pre-existing equipment, Headlight AV has unique expertise in providing A/V services and equipment to MaineHousing. MaineHousing's Procurement Policy, Section II(G) – Sole Source Procurement, allows for procurement of goods or services by soliciting a proposal from only one source if it meets the necessary requirements. The services to be provided by Headlight AV meet the necessary requirements.

ACKNOWLEDGED & APPROVED

8/1/2022

Date



Daniel Brennan
Director, Maine State Housing Authority



Legal Department Memorandum

To: Dan Brennan

From: Ashley Janotta

Date: July 1, 2022

Subject: Sole Source Procurement to Extend Contracts with Legal Services for the Elderly and Pine Tree Legal Assistance for Rental Eviction Legal Assistance Services

Background

In June of 2021 MaineHousing issued an RFP entitled *Rental Eviction Legal Assistance*. The purpose of the RFP was to solicit proposals to provide legal services statewide to low-income households facing eviction to prevent them from being homeless. Funding sources for these Services included the Emergency Rental Assistance Program, administered by MaineHousing on behalf of the U.S. Treasury to promote and improve the housing stability of Maine renters impacted economically by COVID-19, and other federal and state funds as available.

Pine Tree Legal Assistance and Legal Services for the Elderly were successful applicants to the RFP and were granted contracts. Pine Tree Legal was awarded a contract for the term of September 1, 2021 to August 31, 2022. Legal Services for the Elderly was awarded a contract for the term of October 1, 2021 to September 30, 2022.

Pine Tree Legal’s contract ended June 30, 2022 as the contract funds were exhausted. MaineHousing had several meetings with Pine Tree Legal to discuss the data regarding evictions as well as continued services. Pine Tree Legal provided data showing a significant increase in evictions following the State’s action to lift the eviction moratorium.

In July of 2020 the total number of evictions filed across the State for the month of July was 169. By June of 2021 that number had risen to 368 for the month of June, which was a 172% increase. Pine Tree Legal also provided updated data showing the number of cases their organization had been involved with and the increase in those numbers:

Eviction Cases Opened

July 2019 – June 2020	1,636
July 2021 – June 2022	2,160

**32% increase in cases opened

Eviction Cases Handled

July 2019 – June 2020	2,088
July 2021 – June 2022	2,652

**27% increase in total eviction cases handled

Eviction Outcomes:

Description	July 2019 – June 2020	July 2021 – June 2022	Percent Change
Eviction Dismissed (Private Housing)	134	322	140%
Eviction Dismissed (Subsidized Housing)	60	119	98%
Secured Additional Time to Find Housing	367	402	10%
Tenancy Retained by Agreement	136	151	11%

Legal Services for the Elderly reported similar increases and statistics:

Time Frame	Number of Cases
October 2021 – December 2021	16
January 2022 – March 2022	36
April 2022 – June 2022	48

Based on this information, MaineHousing has determined that continued eviction prevention services are necessary and urgent. Pine Tree Legal has estimated a cost of \$354,693.24 to extend their services through December 31, 2022. Legal Services for the Elderly has estimated a cost of \$64,721.25 to extend their services through December 31, 2022.

Legal Services for the Elderly provides free, high quality legal assistance to Maine’s socially and economically needy elderly age 60 and older when their basic human needs are at stake. This includes things like housing, health care, safety and public benefits. Services are provided on a statewide basis. The elderly is a population which is economically vulnerable due to the nature of their fixed incomes, which makes the loss of housing potentially catastrophic. Legal Services for the Elderly provides the only legal services in Maine focused exclusively on helping disadvantaged seniors who face legal problems that involve their basic human needs.

Pine Tree Legal helps low-income Maine families who are coping with serious civil legal needs. It is a statewide organization using legal advocacy to help Maine’s most vulnerable residents overcome pressing problems of everyday life, including homelessness, economic insecurity, financial exploitation, employment issues and other. Pine Tree Legal is the primary legal aid program providing eviction defense in Maine.

Request

The original RFP only contemplated a term for the contracts through June 30, 2022. With the increasing upward trend in evictions and the winding down of the Emergency Rental Assistance Program, it is expected that more low-income Mainers will need assistance in the coming year. MaineHousing would like to continue to support eviction prevention and the work done by these agencies and is therefore looking to extend their contracts through the end of this year, to December 31, 2022.

The rationale for this request falls under the Uniqueness category in MaineHousing’s procurement policy, Section II(G)(1) as well as the Emergency or Urgent Need category, Section II(G)(2):

- **Uniqueness:** you must determine that the goods or services are available from only one source, based on a reasonable, good faith review of the market for the type of goods or services needed.
- **Emergency or Urgent Need:** an emergency or other urgent need exists and only one known source can provide the required goods or services within the time needed.

Legal Services for the Elderly is a statewide organization that provides the only legal services in Maine focused exclusively on helping disadvantaged seniors who face legal problems that involve their basic human needs. Therefore, these services are only available from one source, and are necessary to protect the elderly population which includes some of the most economically vulnerable individuals.

Additionally, with the winding down of the Emergency Rental Assistance Program, it follows that the number of evictions is going to increase significantly as individuals will no longer be receiving assistance with their rent. Therefore, there is an urgent need to retain Legal Services for the Elderly to continue assisting Maine's seniors with eviction prevention.

Pine Tree Legal is the primary legal aid program that provides eviction defense to low-income Mainers throughout the entire State. There is no other organization in the State of Maine that has such far reaching services, making Pine Tree Legal the only available source to represent low-income Mainers in all parts of the State.

Additionally, with the winding down of the Emergency Rental Assistance Program, it follows that the number of evictions is going to increase significantly as individuals will no longer be receiving assistance with their rent. Therefore, there is an urgent need to retain Pine Tree Legal to continue assisting low-income Mainers with eviction prevention throughout the entire State.

Pine Tree Legal's request is for \$354,693.24 for the remainder of 2022. Legal Services for the Elderly's request is for \$64,721.25 for the remainder of 2022.

MaineHousing's procurement policy outlines the following process for amounts over \$10,000 but less than \$150,000:

- MaineHousing must approve the sole source solicitation in advance and a report of the purchase, including its cost and the reason for the sole source procurement, must be made to the Board of Commissioners at its next scheduled meeting.

MaineHousing's procurement policy outlines the following process for amounts exceeding \$150,000:

- MaineHousing's Director must approve the sole source solicitation in advance after consultation with the Chair of MaineHousing's Board of Commissioners and a report of the purchase, including its cost and the reason for the sole source procurement, must be made to the Board of Commissioners at its next scheduled meeting.

I am hopeful that you will provide written approval so that the contract extensions can be presented to the Board at the August 16th meeting. Please let me know if you have any questions. Thank you.

ACKNOWLEDGED & APPROVED

8/1/2022

Date

A handwritten signature in black ink, appearing to read "Dan Brennan", written over a horizontal line.

Daniel Brennan
Director, Maine State Housing Authority

Human Resources and Facilities Department Memorandum

To: Dan Brennan, Director

From: Jane Whitley, Director of Human Resources & Facilities

Date: August 2, 2022

Subject: Procurement: Sole Source Recommendation – Compensation Study

Background

MaineHousing engaged the services of Gallagher in 2015 to perform a thorough review of our compensation strategy, job evaluation methodology, and assessed the market competitiveness of its compensation program. We used Gallagher's Decision Band Methodology to band 111 positions, and to perform the market study. In subsequent years, 2018 and 2021, Gallagher assessed and updated market competitiveness of our base salary, and the effectiveness of the structure to ensure we can recruit and retain talent.

Scope of Project

The scope of this study includes conducting a compensation study to assess the market competitiveness of salaries and current salary ranges. This is consistent with previous compensation reviews conducted in 2015, 2018 and 2021 for us.

The objective and outcomes of the compensation study are as follows:

- Collection of market salary data (actual salaries, and salary ranges) for 24 benchmark jobs representing job classifications levels and functional areas.
- Market data will be primarily collected from available published survey sources using our survey library, which includes Willis Towers Watson, Mercer, Compdata Benchmark Pro, Gallagher Housing Survey, Economic Research Institute and other survey sources.
- The intent of the 2022 compensation study will be to assess the market competitiveness with the current labor markets i.e. Augusta, ME and Portland, ME. Gallagher will provide recommendations for structure adjustments to ensure the current salary structure is competitive to recruit and retain employees.

Request

The original compensation study used Gallagher's Decision Band Methodology which is proprietary to them. In order to ensure our market study is performed in the same manner, it is essential to continue use Gallagher's model and unique expertise and knowledge.

We are requesting funding approval for a five-year contract extension with Gallagher based on Sole Source procurement. The 2022 overall projected cost is \$23,000.

The rationale for this request falls under the Uniqueness category in MaineHousing's procurement policy, Section II(G)(1):

Uniqueness: you must determine that the goods or services are available from only one source, based on a reasonable, good faith review of the market for the type of goods or services needed.

ACKNOWLEDGED & APPROVED

8/6/2022

Date

 This text here

Daniel Brennan
Director, Maine State Housing Authority

To: MaineHousing Board of Commissioners

From: Ashley Janotta, Chief Counsel

Date: August 3, 2022

Subject: Adoption of the Multi-family Mortgage Loans Rule, Chapter 29

At your meeting on August 16, 2022, we will ask you to adopt the attached *Multi-family Mortgage Loans* rule, Chapter 29. The attached rule repeals and replaces the existing rule and applies to our multi-family programs and is referred to in our multi-family program guides as described in the Basis Statement on page 11 of the rule and the May 11, 2022 memorandum to you requesting authority to commence rulemaking.

As you know, the public hearing was held on June 14, 2022. The comment period expired June 24, 2022. The Comments received and our responses start on page 11 of the Rule.

State law and the Governor's Executive Order on rulemaking state that prior to adopting a final rule, MaineHousing should:

- consider all relevant information available, including, but not limited to, economic, environmental, fiscal and social impact analyses;
- prioritize the health, safety, and welfare of Maine people in conducting these environmental and social impact analyses; and
- consider the extent to which existing law addresses the matter and the rules impact on the ability of Maine employers to retain and attract a skilled workforce, including by reducing compliance burdens on small businesses in conducting the economic and fiscal impact analysis.

PROPOSED MOTION:

To repeal the existing Multi-family Mortgage Loans Rule, Chapter 29 of MaineHousing's rules, and replace it with the Multi-family Mortgage Loans Rule as described in the memorandum to MaineHousing Board of Commissioners from Ashley Janotta dated August 3, 2022.

Chapter # 29 Multi-family Mortgage Loans

Summary:

The Maine State Housing Authority extends loans secured by mortgages to MaineHousing under programs for the acquisition, construction, rehabilitation, and preservation of rental housing for low income persons. This rule governs MaineHousing's allocation of resources for such programs, program design, the publication and distribution of program guides, eligibility standards, loan standards, construction and rehabilitation requirements, management requirements, and potential selection criteria.

1. Definitions.

- A. "Act" means the Maine Housing Authorities Act, [30-A M.R.S.A. § 4701](#), *et seq.*
- B. "Applicant" means the individual, municipality or entity, or their assigns, applying for financing governed by this Rule.
- C. "CMF" means the Capital Magnet Fund established by the federal Housing and Economic Recovery Act of 2008.
- D. "Code" means the Internal Revenue Code of 1986, as amended.
- E. "Commissioners" means the Director, the Treasurer of the State of Maine, and the eight other persons appointed to the MaineHousing board of commissioners pursuant to [30-A M.R.S.A. § 4723](#), *et seq.*
- F. "Developer" means an Applicant, or an assign of the Applicant, who has received a Term Sheet.
- G. "Development" means the land and buildings an Applicant or Developer intends to acquire, construct, rehabilitate, or preserve as rental units for Low-income Persons with funding from a Program.
- H. "Development Team" means Applicants and Developers and those working in conjunction with them on a Development, including, without limitation, consultants, architects, engineers, attorneys, real estate agents and brokers, management and marketing agents, contractors, financial institutions, insurance agents, investment brokers, and service providers.
- I. "Director" means the director of MaineHousing.
- J. "General Mortgage Purchase Bond Resolution" means a resolution adopted by MaineHousing on February 4, 1972, as amended and supplemented, which authorizes MaineHousing to issue bonds for the purchase of first lien single-family and multifamily mortgages.
- K. "HOME Investment Partnerships Act" means Title II of the Cranston-Gonzales National Affordable Housing Act, as amended, [42 U.S.C. 12701](#), *et seq.*, and implementing regulations including [24 C.F.R. Part 92](#), all as may be amended.

- L. “HTF” means the National Housing Trust Fund established by the federal Housing and Economic Recovery Act of 2008 and implementing regulations including [24 C.F.R. Part 93](#), all as may be amended.
- M. “HUD” means the U.S. Department of Housing and Urban Development.
- N. “Loan Documents” means the documents that evidence or secure the Developer’s indebtedness and other obligations to MaineHousing.
- O. “Low-income Persons” means persons or families who lack the income which is necessary, as determined by MaineHousing, to enable them, without financial assistance, to live in or purchase decent, safe and sanitary dwellings, without overcrowding. Financial assistance includes, but is not limited to, the following kinds of assistance: (i) mortgage insurance; (ii) interest subsidies; (iii) rent subsidies; (iv) public assistance payment or services; or (v) any other assistance that may be provided by MaineHousing through the sale of bonds.
- P. “Low-income Persons with Supportive Service Needs” means Low-income Persons who require assistance typically provided in the following types of projects: (i) emergency shelters; (ii) group homes; (iii) transitional housing; (iv) supported apartments; or (v) other types of housing in which supportive services are provided.
- Q. “MEHER” means the Maine Energy Housing and Economic Recovery program as established in [30-A M.R.S.A §4861, et seq.](#)
- R. “MaineHousing” means the Maine State Housing Authority, a body corporate and politic and an instrumentality of the State of Maine, and its agents, contractors, and employees duly authorized to act on its behalf.
- S. “Mortgage Purchase Program Fund Balance” means the excess of assets over liabilities held in MaineHousing’s General Mortgage Purchase Bond Resolution.
- T. “Program” means an offering of financing in the form of interest-bearing debt, deferred debt, forgivable loans, grants subject to recapture, or a combination of the foregoing available to prospective eligible Applicants on certain terms and for certain purposes determined by MaineHousing pursuant to this rule.
- U. “Program Guide” means the written procedural and administrative guide for a particular Program governed by the terms and conditions of this rule.
- V. “Term Sheet” means MaineHousing’s official notification to an Applicant, or assignee of the Applicant, indicating that its application has been approved and stating the terms of a prospective financing.

2. Program Design.

- A. **Programs.** MaineHousing shall design and offer Programs based upon available funds, restrictions attached to such funds, and State housing needs.
- B. **Program Guides.** MaineHousing shall publish a Program Guide with respect to each Program and shall distribute the Program Guide to parties who have expressed an interest to MaineHousing in connection with the type of housing eligible under the Program, to parties

MaineHousing selects for marketing the particular Program, and upon request.

3. **Development Funding.**

- A. **Processing of Applications.** MaineHousing may process applications on a first come first served basis or may set an application due date described in the Program Guide for submission for review by a scoring committee.
- B. **Selection for Funding.** The Director shall retain final discretion as to whether or not to offer financing to a particular Applicant for a particular Development.
- C. **Availability of Funds.** Financing is always subject to the availability of funds.

4. **Sources of Funds.** Funds from the following sources may be made available under this rule:

- taxable bonds issued by MaineHousing pursuant to [30-A M.R.S.A. §4871 et seq.](#), the refunding of such taxable bonds, and other surplus funds which are considered non tax-exempt funds;
- tax-exempt 501(c)(3) bonds issued by MaineHousing pursuant to [30-A M.R.S.A. §4871 et seq.](#) and [Section 145](#) of the Code and the refunding of tax-exempt bonds;
- tax-exempt residential rental project bonds, issued by MaineHousing pursuant to [30-A M.R.S.A. §4871 et seq.](#), [Section 142 \(d\)](#) of the Code;
- tax-exempt essential function bonds issued by MaineHousing pursuant to [30-A M.R.S.A. §4871 et seq.](#) and the Code and the refunding of such tax-exempt bonds;
- Housing Opportunities for Maine Fund established pursuant to [30-A M.R.S.A. § 4851 et seq.](#);
- HOME Investment Partnerships Act;
- HTF;
- MEHER;
- CMF;
- Project Labor Agreement Funds established pursuant to PL 2021, Chapter 483; and
- other funds.

5. **Types of Programs.** MaineHousing may offer a Program for any of the following, any combination of the following, any subset of the following, or any combination of subsets of the following:

- A. **Preservation of Affordability.** Programs may provide financing to add or preserve low income or use restrictions pertaining to a target population or supportive services in existing housing.
- B. **New Construction, Rehabilitation, and Creation of Affordability.** Programs may finance the creation of rental units for Low-income Persons through acquisition, new construction,

rehabilitation, refinancing, or dedication of existing housing as rental units for Low-income Persons.

- C. **Subsequent Loans.** Programs may offer financing for the repair, maintenance or expansion of assets securing existing mortgages in favor of MaineHousing.
- D. **Tax Credits.** Programs may offer financing for use in conjunction with low-income housing tax credits allocated by MaineHousing pursuant to [Section 42 of the Code](#) and any applicable rules adopted by MaineHousing pursuant to the Maine Administrative Procedures Act.
- E. **Construction Loans.** Programs may offer construction-period financing for the creation of rental units for Low-income Persons subject to the following limitations.
 - i. **Public Instrumentalities and Nonprofit Corporations.** MaineHousing may provide construction-period financing to nonprofit corporations, which are exempt from taxation under [Section 501\(c\)\(3\)](#) of the Code and are not private foundations pursuant to [Section 509\(a\)](#) of the Code, and municipal housing authorities, which are established pursuant to the Act, for the acquisition, new construction and rehabilitation of housing for Low-income Persons. Upon completion of the new construction or rehabilitation of such housing, the construction loan shall automatically convert to permanent financing.
 - ii. **For-Profit – Participation.** If less than 60% of the financing of a Development is required to be tax-exempt bonds from MaineHousing, and the Developer is a for profit entity, then MaineHousing must at a minimum use a financial institution as an escrow agent. MaineHousing may use the proceeds of tax-exempt bonds to purchase a participation in construction loans made by financial institutions in the State for a Development. A financial institution shall not sell any additional participation in a construction loan in which MaineHousing is participating without MaineHousing’s prior written consent.
 - iii. **For-Profit - Whole Loans.** If a Development’s financing requires MaineHousing to participate in the construction loan with tax-exempt financing at a level greater than 60%, MaineHousing may make the whole construction loan without using an escrow agent.
 - iv. **Limitation on Interest.** MaineHousing and any financial institution making or participating in a construction loan in which MaineHousing is participating may charge interest rates on the construction loan, or its participation in the construction loan, provided that such interest rates are as described in the applicable Program Guide and do not exceed the Wall Street Journal Prime Rate plus two percent (2%).
 - v. **Limitation on Fees and Charges.** MaineHousing and any financial institution making or participating in a construction loan in which MaineHousing is participating may charge application fees, commitment fees, origination or financing fees, document preparation fees, legal fees, construction review fees and construction management or escrow fees, late charges, and prepayment charges provided the fees and charges do not exceed the usual and customary fees and charges imposed by financial institutions in the State and are consistent with the applicable Program Guide.

6. **Low-income and Use Restrictions.**

- A. **Low-income Restrictions.** Developments shall benefit Low-income Persons as required by applicable laws, funding source restrictions, applicable Program Guides, and the Developer’s

commitments.

- B. **Use Restrictions.** Developments may be required to serve a target population and provide supportive services as required by applicable laws, funding source restrictions, applicable Program Guides, and the Developer's representations.
- C. **Assurance of Continued Restrictions.** The Developer shall provide any certifications, reports, or other assurances MaineHousing requires to ensure compliance with low-income restrictions and use restrictions, including without limitation, an agreement to be recorded in the appropriate registry of deeds which will obligate the Developer and its successors to comply with the restrictions for a period of time within the applicable Program Guide.

7. **Eligible Applicants.** To be eligible for funding, Applicants must satisfy the following:

- A. **Creditworthiness.** Applicants must demonstrate credit worthiness and repayment ability acceptable to MaineHousing. MaineHousing may independently verify credit information.
- B. **Funding Source Restrictions.** Applicants must satisfy any criteria for qualification for receipt of funding attached by law or regulation to the funds the Applicant seeks.
- C. **Program Qualifications.** Developments must meet the objectives of the Program under which they are applying as set forth in the applicable Program Guide.
- D. **Outstanding or Prior Defaults.** MaineHousing will not consider the application of an Applicant if the Applicant, or any other entity in which the Applicant or one of its affiliates has a controlling interest, (i) at any time during the previous 6 months, (a) has been more than 60 days delinquent on MaineHousing financing, or (b) has been issued a notice of default; or (ii) is otherwise disqualified as described in the Program Guide.
- E. **Debarment.** An Applicant or member of a Development Team may not participate in Programs governed by this rule if the Applicant or Development Team member (i) is debarred, suspended, or voluntarily excluded from any federal program; (ii) has ever had a professional license to provide the nature of services the party seeks to provide in the Development suspended or revoked; or (iii) is debarred, suspended, or voluntarily excluded from MaineHousing Programs.
- F. **Debt Concentration.** If the Applicant and its affiliates have, or would have after the additional loan, loans outstanding from MaineHousing's General Mortgage Purchase Bond Resolution in an amount equal to or greater than 25% of the Mortgage Purchase Program Fund Balance, additional review will be triggered which will include an analysis of the Applicant and its affiliates as a whole and consultation with the Commissioners, and may result in denial of the loan by the Director.
- G. **Supportive Housing Project Concentration.** If the Applicant and its affiliated entities own, or would own after the additional financing, greater than 25% of the housing units or projects for Low-income Persons with Supportive Service Needs financed by MaineHousing, additional review will be triggered which will include an analysis of the Applicant and its affiliates as a whole and consultation with the Commissioners, and may result in denial of the financing by the Director.
- H. **Conflict of Interest.** Applicants shall disclose their current and recent financial, business, professional, and family relationships and associations with any MaineHousing employee or

commissioner and comply with any restrictions imposed by MaineHousing on account of conflict of interest concerns.

- I. **Identity of interest.** Applicants shall disclose the nature of the relationship between them and any of their principals, proposed sellers, contractors, suppliers, and service providers. MaineHousing may, at its discretion, impose restrictions, or require independent appraisals, or other third party verifications on account of identity of interest concerns.
8. **Interest-bearing Debt.** When MaineHousing financing includes interest-bearing debt payable to MaineHousing, the financing shall be subject to the following standards:
 - A. **Underwriting Standards.** MaineHousing will assess whether, in its sole discretion, a Development has an acceptable probability of providing rental units for Low-income Persons for the term required. In its assessment, MaineHousing may consider any combination of the following: capital budgets; operating budgets; long term projected cash flows; collateral value; debt service coverage ratios; the Applicant's credit; market evaluations; the capacity of the Development Team; the capacity of proposed owners; performance history of the Applicant and its affiliates on MaineHousing financed Developments; credit enhancements such as guarantees, mortgage insurance, and letters of credit; the prior performance of the Development; the prior performance of comparable projects; the presence of rental assistance or other operating funds and the likelihood the funding will continue; a capital needs assessment; and additional factors that MaineHousing deems necessary for a thorough evaluation of an application.
 - B. **Appraisals.** MaineHousing may obtain an appraisal or appraisals to determine whether there is adequate value in a Development. Such appraisals shall conform to the then current Uniform Standards of Professional Appraisal Practice and MaineHousing's requirements. Applicants shall reimburse MaineHousing for appraisal costs.
 9. **Financing Standards.** Financing of Developments will be subject to the following:
 - A. **Documents Evidencing Obligations of Developer.** The Developer shall execute the documents MaineHousing determines are necessary or in its best interest including, without limitation and as applicable, promissory notes; mortgage and security agreements; financial assistance agreements; declarations of covenants, conditions, and restrictions; financing statements; regulatory agreements; participation agreements; escrow agreements; and certifications.
 - B. **Developer and Consultant Fees.** MaineHousing may condition financing upon a reduction of developer or consultant fees that MaineHousing finds in its discretion are excessive.
 - C. **Title Insurance.** MaineHousing may require a lender's title insurance policy with mechanics' lien and survey exceptions deleted.
 - D. **Property Insurance.** The Developer shall obtain and provide evidence of fire, hazard, extended coverage, and liability insurance acceptable to MaineHousing and such other insurance as MaineHousing in its discretion may reasonably require all containing the standard Maine mortgagee clause.
 - E. **Authority Legal Opinion.** For Developers which are other than individuals, MaineHousing shall require a legal opinion regarding the Developer's legal status and authority to receive the financing.

- F. **Land Use Legal Opinion.** MaineHousing shall require a legal opinion regarding compliance of the Development with applicable zoning and land use laws.
- G. **Real Estate Taxes and Municipal Charges.** The Developer shall provide evidence of payment of real estate taxes and municipal charges prior to closing.
- H. **Escrows.** The Developer shall fund escrows in the amount and on terms established by MaineHousing. Such escrows may include without limitation operating deficit escrows, rehabilitation escrows, replacement reserve escrows, tax and insurance escrows, incomplete work escrows, and relocation escrows.
- I. **Prepayment.** MaineHousing may prohibit prepayment of loans, impose restrictions on prepayments, or impose charges in the event of prepayments.
- J. **Ownership Transfers.** Any grant, sale, assignment or other transfer of an ownership interest in a Development or the Developer will be subject to MaineHousing's Transfer of Ownership rule.
- K. **Fair Housing and Accessibility.** The Development must be operated in accordance with all applicable fair housing and equal access requirements including without limitation the [Federal Fair Housing Act, Title VIII of the Civil Rights Act of 1968](#), as amended by the [Fair Housing Amendments Act of 1988](#); the [Maine Human Rights Act, Subchapters IV and V](#); [Section 504 of the Rehabilitation Act of 1973](#); and [Title II of the Americans with Disabilities Act of 1990](#), and all associated regulations and guidance.
- L. **Fees.** MaineHousing may charge application fees, commitment fees, financing fees, and escrow administration fees provided such fees are described in the applicable Program Guide.
- M. **Other Requirements.** The Developer shall satisfy requirements of funding sources and such other requirements as MaineHousing, in its discretion, determines are prudent.
- N. **Waivers.** In the event MaineHousing offers a Program under which (i) MaineHousing lends money short term for acquisition of real estate or (ii) MaineHousing anticipates it will obtain undercollateralized mortgages, MaineHousing may waive or substitute less cumbersome requirements than those set forth in C., D., E., and F. for that Program.
10. **Selection criteria.** MaineHousing will set forth selection and approval criteria germane to a particular Program in the applicable Program Guide. Such criteria may include but are not limited to the following:
- how well a Development meets the objectives of the Program;
 - the use of resources other than MaineHousing's resources in the Development;
 - the length of commitment to affordability of the Development;
 - the length of commitment to a particular use of the Development;
 - the reasonableness of costs;

- the efficiency of the use of proposed non-interest bearing resources;
- financial feasibility of the Development;
- income targeting;
- community preference and support;
- support of a state agency;
- the need for the Development;
- the capacity of the Development Team;
- the capacity of the Applicant to own and operate;
- extent of tenant displacement; and
- other criteria required by a funding source or established by MaineHousing.

11. **Relocation.** Developments are subject to the following relocation standards:

- A. **Minimizing Displacement.** Applicants must take all reasonable steps to minimize the displacement of persons from their homes as a result of rehabilitation, change of use, or rent increases.
- B. **Federally-assisted Developments.** Developers of Developments assisted with federal funds shall comply with applicable requirements including without limitation: the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended, [42 U.S.C. § 4601 et seq.](#), and the Uniform Relocation Assistance and Real Property Acquisition Regulations for Federal and Federally Assisted Programs Final Rule, [49 C.F.R. 24](#), published March 2, 1989, as amended; §104(d) of the Housing and Community Development Act of 1974, as amended, [42 U.S.C. 5304\(d\)\(4\)](#), and the Displacement Relocation Assistance, and Real Property Acquisition for HUD and HUD-Assisted Program Final Rule, [24 C.F.R. 42](#), as amended.
- C. **MaineHousing Financing.** Developers of Developments financed by MaineHousing and not subject to 11.B. above shall comply with the following:
 - i. **Temporary Tenant Relocation.** If tenants are not required to move permanently but must relocate temporarily because of rehabilitation to a Development, the Applicant shall provide the tenants with (a) reimbursement for all reasonable out-of-pocket expenses and increased costs incurred in connection with the temporary relocation; and (b) appropriate advisory services including reasonable advance notice of the date and approximate duration of the temporary relocation; the location of a suitable, decent, safe and sanitary dwelling to be made available for the temporary period; the terms and conditions under which the tenant may lease and occupy a bed or unit in the Development upon completion of the Development; and the provisions for reimbursement of expenses and increased costs.
 - ii. **Displaced Persons.** If an individual moves from a property or moves personal property from real property permanently and involuntarily as a direct result of a Developer's acquisition,

relocation, or demolition of such real property financed in whole or in part by MaineHousing, the Developer shall do the following:

- (1) The Developer shall provide in a form satisfactory to MaineHousing initial notices to all tenants. Failure to send such notices may cause tenants to be deemed displaced.
- (2) The Developer shall send each tenant a 90-day advanced written notice of the date by which the tenant must move in a form satisfactory to MaineHousing.
- (3) If the displaced person's income is below 80% of area median income, the Developer must do the following: (i) prior to sending the 90-day notice, contact the person to be displaced to explain the benefits, ascertain needs, and offer transportation for up to 3 available comparable units and (ii) pay either the tenant's actual reasonable out-of-pocket moving and related expenses or a one-time payment determined by MaineHousing.
- (4) If the displaced person's income is below 60% of median family income for the area, the Developer shall in addition to 11.C. ii. (1), (2), and (3) above, make 12 months of replacement housing payments to the displaced person. The Developer may make the payments in a lump sum or on a monthly basis. The amount of the replacement housing payments is the difference between the rent and utilities at either the replacement unit or a unit comparable to the vacated unit found by the Developer, whichever is less, and the monthly rent and utilities of the vacated unit multiplied by 12.

12. **New Construction and Rehabilitation Requirements.** If the Development includes new construction or rehabilitation, the following applies:

- A. **Approval of Construction Documents and Budget.** Funding for new construction or rehabilitation is subject to MaineHousing's review of the drawings, specifications, construction contract, and budget for reasonableness and completeness. MaineHousing may require a competitive bidding process for any general contractors or subcontractors.
- B. **Payment and Performance Bonds.** MaineHousing at its discretion may require any of the following or a combination of the following: (i) a payment and performance bond, (ii) a letter of credit, and (iii) a maintenance bond.
- C. **Escrows.** MaineHousing may establish, maintain, and administer an escrow account for all construction.
- D. **Developments Financed with Project Labor Agreement Funds.** Developers of Developments financed with Project Labor Agreement Funds shall (i) enter into pre-hire, collectively bargained project labor agreements with the workers who work on the affordable housing, including those employed by a contractor and all subcontractors of the Developer; and (ii) require any entity working on the housing to make a good faith effort at all times to promote workforce diversity, including diversity with regard to race and gender. If MaineHousing determines that a contractor, subcontractor, firm, corporation, partnership or other entity is not making a good faith effort to achieve workforce diversity, MaineHousing may refuse to permit that entity to be awarded a contract for any Development funded with Project Labor Agreement Funds for a period of two (2) years from the date of such determination.
- E. **Other Requirements of Funding Resources.** The Developer shall comply with all applicable requirements of funding resources including without limitation: (i) taking affirmative steps to

assure contracting with Women-owned and Minority-owned Business Enterprises; (ii) Davis-Bacon; (iii) Section 3 of the Housing and Urban Development Act of 1968; and (iv) the National Environmental Policy Act.

- F. **Codes and Standards.** All elements of the Development shall meet all applicable state and local codes and ordinances. Generally, all work undertaken must meet the standards set forth in the Maine Uniform Building and Energy Code and the minimum standards outlined in MaineHousing's *Quality Standards and Procedures Manual*. MaineHousing may require any or all the following: a plan review, a construction permit, a sprinkler permit, or a barrier free permit from the Department of Public Safety.
- G. **Accessibility and Adaptability Requirements.** The design and construction of and improvements to the Development shall comply with all applicable accessibility laws, which include but are not limited to the [Federal Fair Housing Act, Title VIII of the Civil Rights Act of 1968](#), as amended by the [Fair Housing Amendments Act of 1988](#); the [Maine Human Rights Act, Subchapters IV and V](#); [Section 504 of the Rehabilitation Act of 1973](#); and [Title II of the Americans with Disabilities Act of 1990](#); and [Title III of the Americans with Disabilities Act of 1990](#), MUBEC and associated regulations accessibility standards and guidance as may be amended.
- H. **Interpretation of Codes and Standards.** If there is a question in interpretation of codes or standards, the construction or rehabilitation shall conform to MaineHousing's interpretation of such codes and standards.
- I. **Incomplete Work Escrows.** MaineHousing may disburse all of its funds upon completion of all but a few items if (i) (a) the incomplete work items are awaiting seasonable opportunity; (b) the incomplete work items are back-ordered and therefore unavoidably incomplete; or (c) MaineHousing determines that circumstances warrant inclusion of other non-safety related incomplete work items; and (ii) MaineHousing retains an amount equal to 150% of the cost required to complete such items.
- J. **Flexible Use.** To the extent feasible, the Development shall comply with the physical licensing standards for residential facilities of the Department of Health and Human Services; the Department of Corrections; the Department of Education; and their successor agencies.
- K. **Other Requirements.** The Developer shall comply with all requirements MaineHousing, in its discretion, determines are prudent.
- L. **Waivers.** In the event MaineHousing offers a Program under which (i) MaineHousing lends money short term for acquisition of real estate or (ii) MaineHousing anticipates it will obtain undercollateralized mortgages, MaineHousing may waive or substitute less cumbersome requirements than those set forth in A., B., C., and H.
13. **Management Requirements.** The Developer shall manage the property in accordance with state and federal laws, the requirements attached to the source or sources of financing, applicable Program Guides, and the loan documents.
14. **Maintenance Requirements.**
- A. **Minimum Maintenance Standards.** The Developer shall maintain the Development in good condition and in accordance with applicable laws and codes; the funding sources; the Loan

Documents; and the International Property Maintenance Code established by the International Code Council.

B. **Inspections.** The Developer shall permit MaineHousing to inspect the Development as it deems reasonably necessary as a prudent lending institution and a responsible public agency.

15. **Matching of Resources.** MaineHousing may match resources provided by a municipality in connection with a Development (which resources may include, without limitation, land, buildings, equipment, personnel, zoning provisions, and money) on a dollar-for-dollar basis, with the value of the resources being provided by the municipality to be determined by MaineHousing.

16. **Rule Limitations.**

A. **Other Laws.** If this rule conflicts with any provision of federal or state law, the federal or state law shall control.

B. **Waivers.** Upon determination of 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.

BASIS STATEMENT: This rule provides the framework and basic requirements for MaineHousing's multi-family lending programs. MaineHousing is repealing and replacing this rule to conform to statutory changes regarding construction lending and make other updates. This replacement rule: adds an additional New Construction and Rehabilitation Requirement for Developments Financed with Project Labor Agreement Funds.

PUBLIC COMMENT:

Process:

Notice of Agency Rule-making Proposal (MAPA-3) was submitted to the Secretary of State for publication in the Wednesday, May 25, 2022 edition of the appropriate newspapers statewide. MaineHousing sent the proposed rule to Interested Parties on May 19, 2022, and published the proposed rule on its website on May 25, 2022. MaineHousing held a public hearing on Tuesday, June 14, 2022. The comment period ended at 5:00 p.m. Friday, June 24, 2022.

Summary of Comments and Responses to Comments:

Comment: Jason Shedlock, President of the Maine State Building and Construction Trades Council and member of the Laborer's Union Local 327 provided testimony at the public hearing expressing appreciation for the movement to help operationalize project labor agreements. Mr. Shedlock noted that building affordable housing with labor standards is important to ensure skilled craftsmen and builders have fair wages and benefits and shared that there is interest in the development and construction community to operationalize these agreements. Mr. Shedlock offered his support and expertise as MaineHousing moves forward with this effort.

Response: MaineHousing values and appreciates the support and expertise of Mr. Shedlock.

Comment: Adam Goode, Legislative and Political Director at Maine AFL-CIO provided testimony at the public hearing and written comment expressing support for project labor agreements and offering information surrounding the use of project labor agreements throughout the Country. Mr. Goode stressed the importance of affordable housing and the challenges of the current housing crisis and finding and

filling jobs. Mr. Goode further noted that project labor agreements promote good labor standards, quality of work, safe work sites, training and diversity.

Response: MaineHousing values and appreciates the support of Mr. Goode.

STATUTORY AUTHORITY: [30-A MRSA §§4741\(1\)](#) and [4722\(1\)\(L\)](#)

EFFECTIVE DATE:

Asset Management Department Memorandum

To: MaineHousing Board of Commissioners
From: Robert Conroy – Director, Asset Management
Date: August 8, 2022
Subject: August Board Report - Asset Management

HUD Issues Draft Solicitation for HAP Contract Services

On July 27, 2022 the U.S. Department of Housing and Urban Development (HUD) published a **draft** solicitation containing its proposal to formally procure contractors to provide Housing Assistance Payments (HAP) contract support services, formally the Performance Based Contract Administration (PBCA), to HUD and service approximately 16,000 project-based rental assistance contracts, as authorized under Section 8 of the United States Housing Act of 1937, with owners of multifamily housing projects throughout the United States.

HUD is seeking comments on this draft solicitation until August 29.

HUD is soliciting feedback from the public on its proposal for soliciting services in order to develop a final solicitation that is fair, compliant with federal contracting laws, and promotes the highest quality of services for residents and HUD.

The current Performance Based Contract Administrators (PBCAs) are HUD’s primary providers for overseeing compliance, renewing rental contracts, and managing tenant interactions.

HUD currently engages 53 PBCAs, including MaineHousing, with each acting under an Annual Contribution Contract with HUD. These PBCAs provide day-to-day monitoring and oversight of most of HUD’s approximately 17,000 project-based Section 8 contracts with property owners throughout the nation.

Most PBCA contracts expire in 2023, with options for term extensions. HUD will assess all comments received to develop a final, formal solicitation, with the intention of having new contracts in place before any lapse of service to residents.

We are currently evaluating the details of this draft solicitation and will be preparing a list of questions/comments for submission to HUD.

Communications & Planning Department Memorandum

To: Board of Commissioners

From: Erik C. Jorgensen, Senior Director of Government Relations and Communication

Date: August 10, 2022

Subject: August 2022 Board Report

The Communications and Planning Department is pleased to report on selected activities during July and Early August of 2022.

Media Coverage:

Since the Board of Commissioners last meeting we have fielded more than 30 media inquiries on a broad range of housing-related issues, hitting everything from efforts to develop a 3-D printed house at the University of Maine's Advanced Structures and Composites Center on the Orono campus to ongoing efforts to house nearly 200 asylum-seeking families, to the high price of heating fuel, to our ongoing efforts of creating more affordable housing at a record pace.

The 3-D printing story grabbed attention well beyond Maine and was featured in early August in Woodworking Network – an online national publication that covers all things woodworking – you can read that story here: [UMaine constructing a prototype house of 3d-printed materials including wood 'residuals' | Woodworking Network](#)

But Maine's mainstream media also got in on the act with stories appearing in the *Maine Sunday Telegram* and on Maine Public – [Why 3D printing could advance two of Maine's big goals: climate action and affordable housing | Maine Public](#)

The call for additional help from Congress for the Home Energy Assistance Program (HEAP) has also garnered both state and national attentions and Director Daniel Brennan spoke with reporters from publications big and small on the issue including the *Boothbay Register* and the *New York Times*.

Our work to finance and oversee affordable housing development has also seen regular coverage in the press in Maine including this photo package by the Sun Journal that featured aerial drone footage from the Grand Opening ceremony for Gauvreau Place in Lewiston in late June. You can see that coverage here: [Photo album: Gauvreau Place opens in Lewiston - Lewiston Sun Journal](#)

In other CPD news we are relaunching the MaineHousing external newsletter, which has been on a COVID hiatus since January 2021 – the new schedule for the newsletter calls for seasonal editions –

the first one due out Aug. 15 – for Summer 2022. All commissioners will receive this by email, so they should keep an eye on the inbox.

Housing Conference 2023:

Our Webmaster Amanda Ouellette is starting once again to think about our biennial housing conference, this time for 2023. Under Amanda's expert leadership, our last conference was entirely online, and for this iteration we are expecting to plan a more normal conference. If board members have ideas for sessions or speakers, they should reach out to me or directly to Amanda.

Website:

Attached are the web stats for July. Site numbers were down a bit from last month, which is a trend we expect will continue as ERA eligibility shrinks. I was very surprised to see page views and pages viewed per session nearly double, which means we have the same number of visitors but they are looking at more when they visit.

If you look at the page for content hit numbers on the 3rd page of the stats, both HEAP pages, weatherization and heat pumps made the top 25. This is a little early for those programs, especially when you consider that we spent most of July in 90+ temps. I would say this trend is showing us how many people are worried about oil prices for the coming winter.

Last month I talked about our new web host. While this may seem like an arcane tech story, it's a very important one for our agency and our website. Amanda has begun this transition, and has been hard at work in coding the page controls to assure that the migration happens seamlessly. The new service will provide greater stability, less down time, easier editing and a better connection to the back-end tools that she uses in keeping the site running.

Process Improvement:

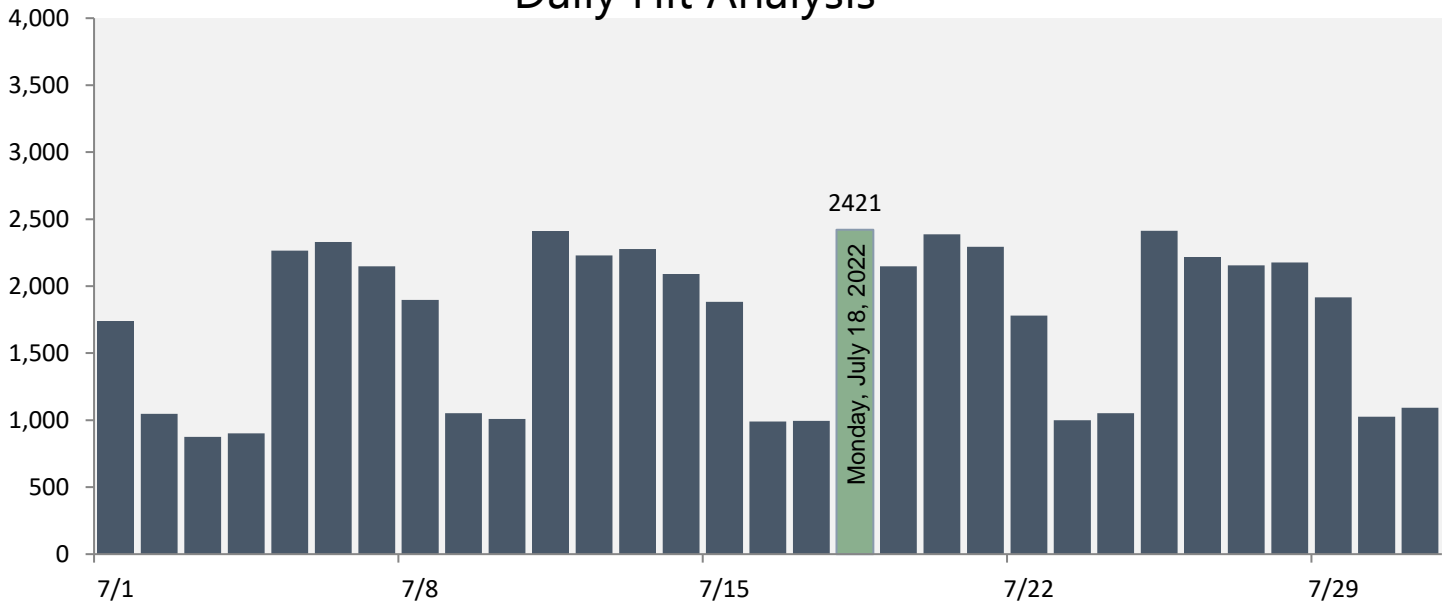
The best ideas for improvement come from MaineHousing staff who work with a process each day! Jamie Johnson, the Planning and Operations Director is asking staff to take a chance on a new idea. These ideas may save time, money or just make a process easier. When they share these ideas they will receive a MaineHousing Chance Card! Or if they want to take a chance and need a little help they can reach out to Jamie and take a chance together.

Unlike the Chance cards found in a Monopoly game, staff members who receive these cards will not be forced to buy railroads or go directly to jail. Our intention is to develop some sort of a fun incentive to thank people for sharing new ideas. In addition, we hope to instill a sense of participation – that everyone can propose changes to the agency.

July 2022 - MaineHousing Website Statistics

Hit Summary

Daily Hit Analysis

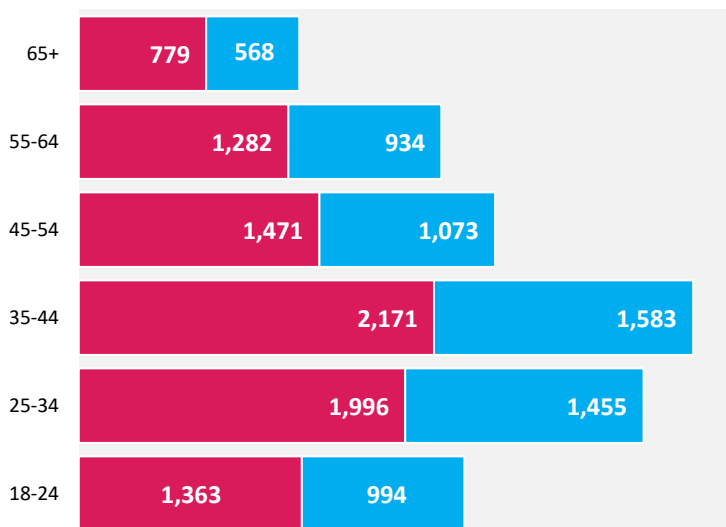


Hits	Unique Hits	Page Loads	Avg Page Views	Avg Duration	Avg Bounce
52,482	42,205	194,281	3.61	0:02:00	8.8%

Demographics Summary

Demographic information collected by Google Analytics via a 3rd party collection tool. Age and gender are estimated numbers based upon several features present on a users mobile device, browser history, and other factors. Users must have previously allow this information to be collected through browser or app settings.

AGE & GENDER



58%



42%

TOP CITIES

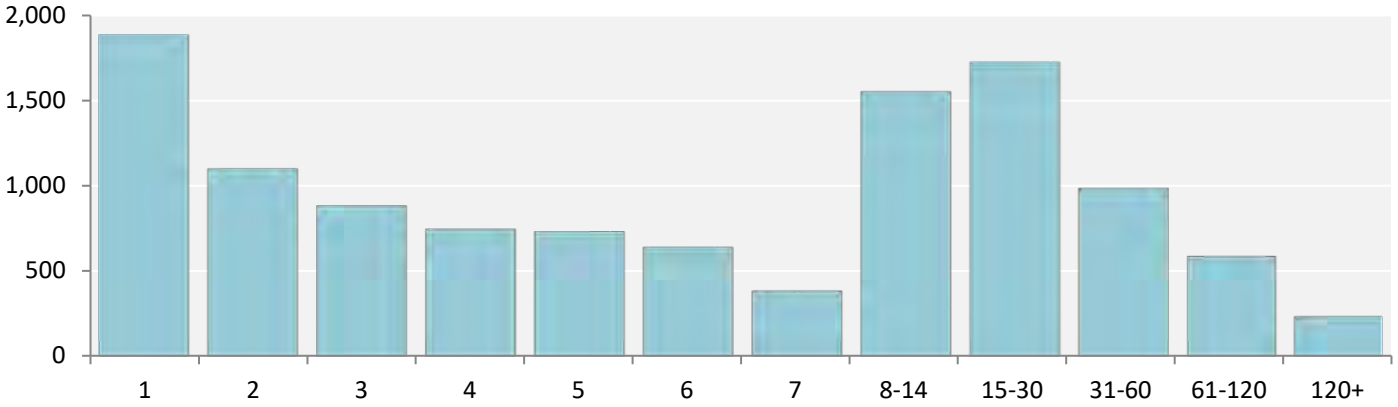
New York, NY	9,152
Portland, ME	2,792
Boston, MA	2,271
Lewiston, ME	1,803
Bangor, ME	1,777
Augusta, ME	1,360
Waterville, ME	854
Sanford, ME	826
South Portland, ME	642
Chicago, IL	702

Top Cities account for 42.26% of all website traffic.

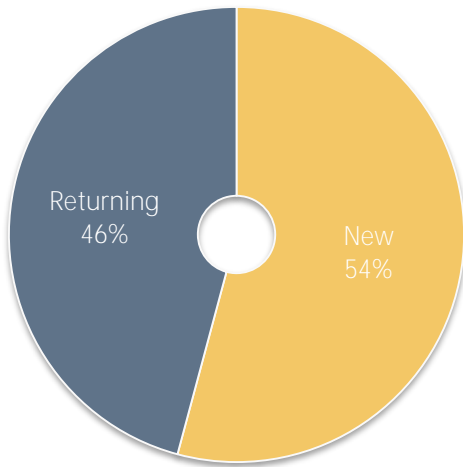
Visitor Engagement

Demographic information collected by Google Analytics via a 3rd party collection tool. Age and gender are estimated numbers based upon several features present on a users mobile device, browser history, and other factors.

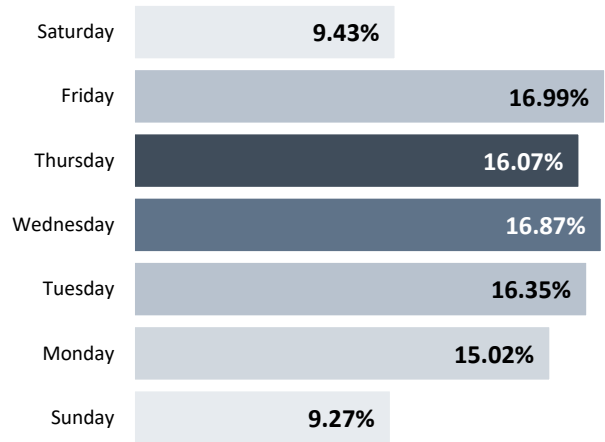
DAYS SINCE LAST SESSION



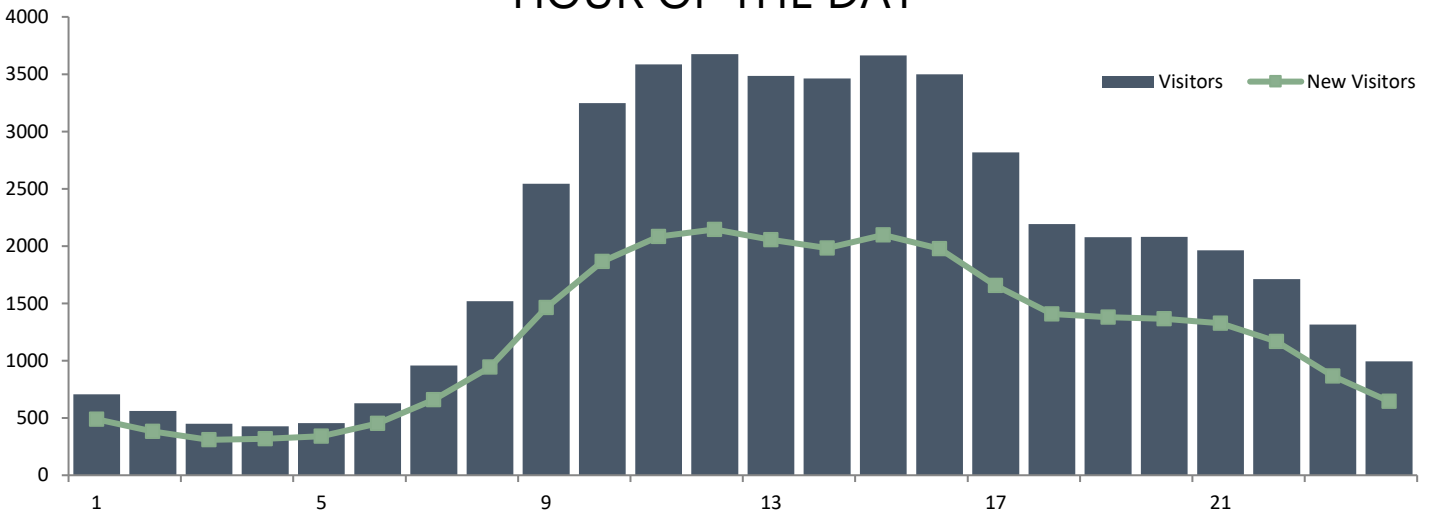
NEW & RETURNING VISITORS



DAYS OF THE WEEK



HOUR OF THE DAY

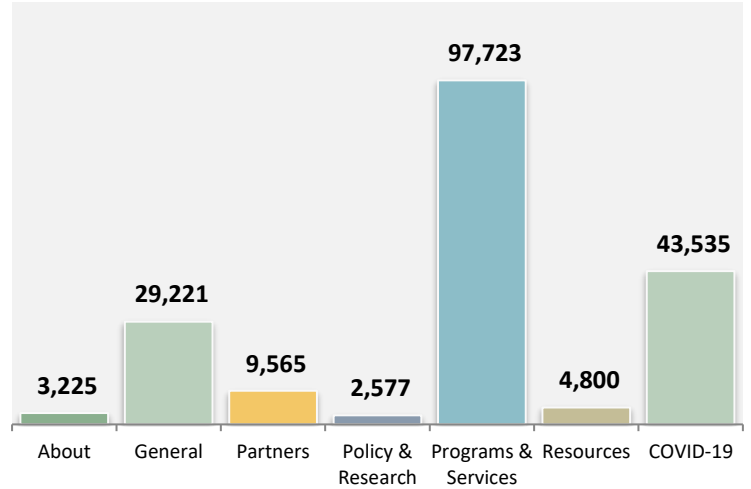


Popular Content

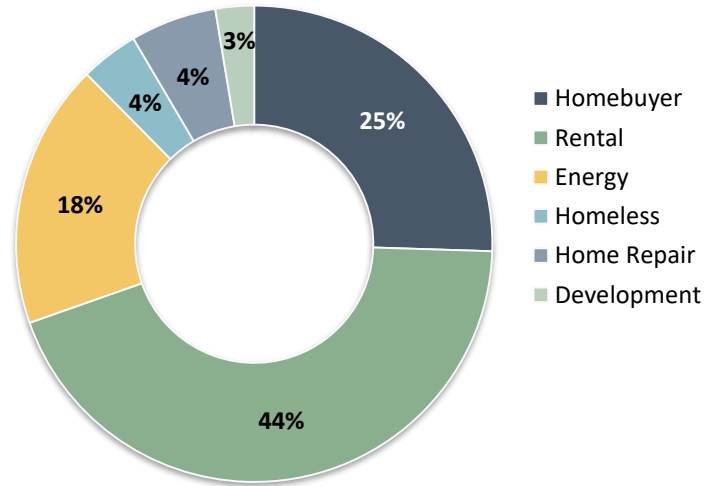
Popular content on our site is defined by pages and or sections of our site that have the highest visits. Below content has been categorized by page, program area and content sections. COVID-19 was added in March of 2020.

Page Title	Hits
Emergency Rental Assistance Program	36,438
MaineHousing Website	22,201
First Home Loan Program Page	9,750
First Home Loan Landing Page	9,549
Subsidized Housing	6,560
ERA Program Calculator	6,368
Rental Assistance	5,639
Home Energy Assistance Program	5,628
HEAP - Do you need help heating your home	4,591
MaineHousing Lenders	4,331
HEAP Income Eligibility	4,316
Housing Choice Vouchers	3,917
HEAP Agency Contacts	3,870
Homebuyer Income & Purchase Limits	3,244
Home Repair	2,968
Contact MaineHousing	2,893
Rent - Income Charts	2,801
Home Energy Assistance Program	2,300
Emergency Shelters	2,244
Current Interest Rates	2,139
Homeless Initiatives	1,993
Heat Pump Program	1,933
Leaving MaineHousing Website	1,904
Weatherization Program	1,764
Error - Page Cannot Be Found	1,692

Popular Content By Program

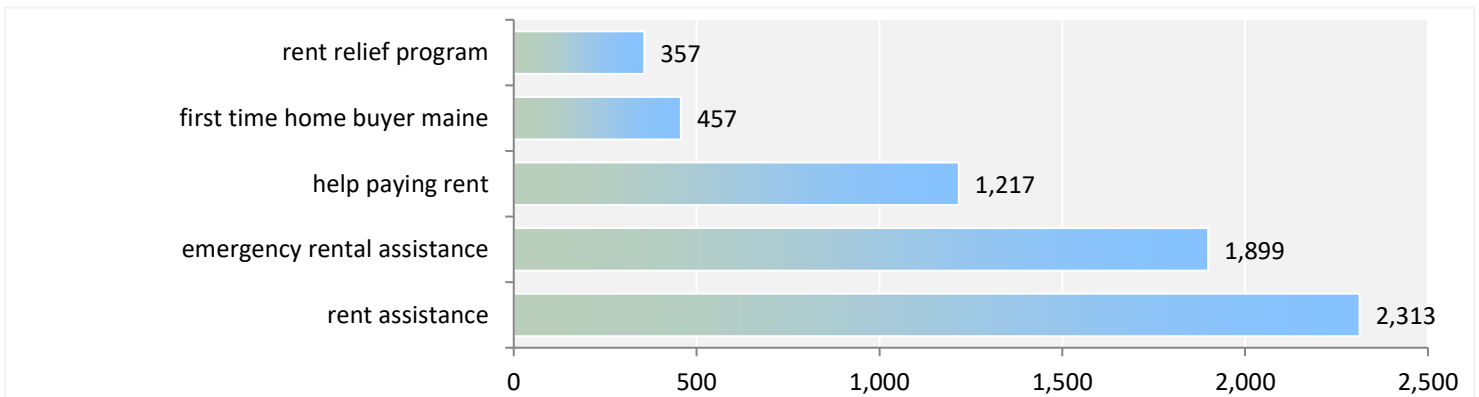


Popular Content By Section



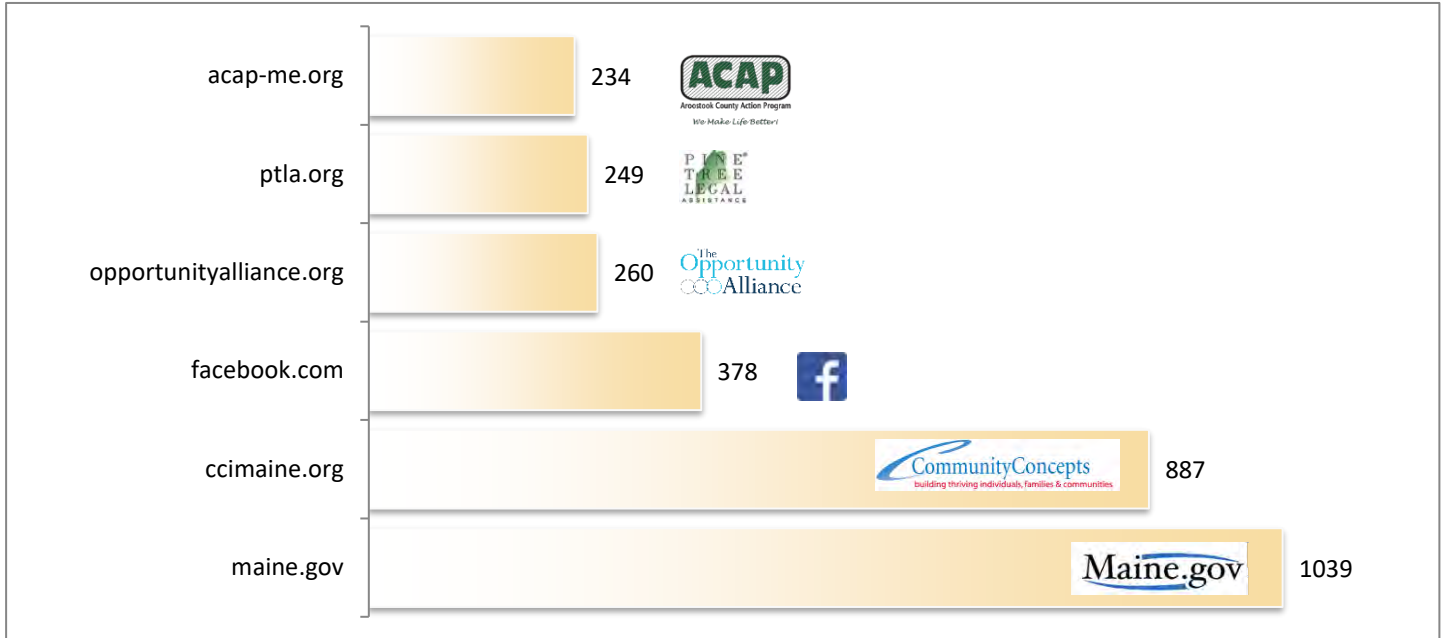
Search Keywords

Below are some of the most popular phrases that people are typing into a search engine (such as google or bing) that then provide a search result for our site.

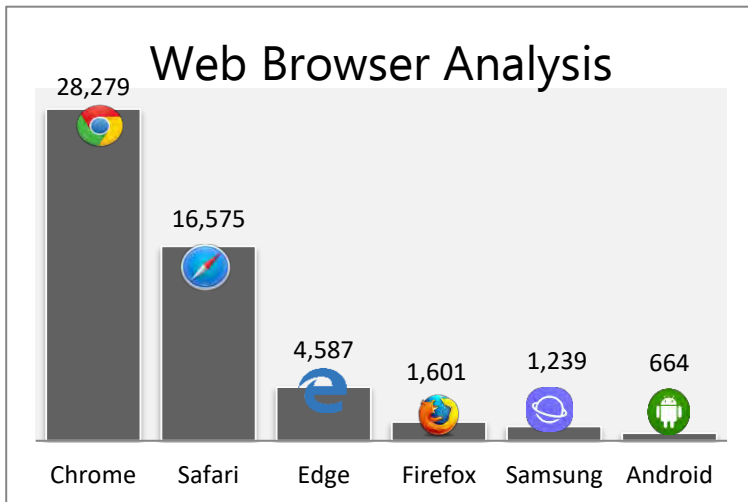


Referring Websites

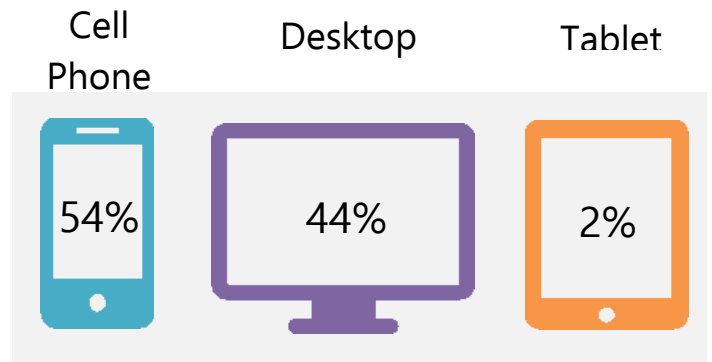
Referring websites are sites that link to our own website. When a visitor clicks on that link and visits our website, the site they came from becomes a referring site. Below are highlighted a few of the top referring sites.



Visitor Technology Summary



DEVICE ANALYSIS



Development Department Memorandum

To: MaineHousing Board of Commissioners
From: Mark C. Wiesendanger, Director of Development
Date: August 16, 2022
Subject: Monthly Report

2023 9% Low Income Housing Tax Credit Program (LIHTC) Pre-applications

We received 7 Pre-Applications for the 2023 9% LIHTC program. We are currently oversubscribed. We have performed our site evaluations and are providing feedback to the applicants. Full Applications are due September 22, 2022.

Project	City	Developer	Tenants	Total Units	Affordable	TDC Index	LIHTC Request	Subsidy request
Blake Street Towers	Lewiston	Lewiston Auburn HDC	Older Adults	97	97	\$ 335,020	\$ 727,200	\$ 5,000,000
Rumford Sr. Living (Hancock St.)	Rumford	Developers Collaborative	Older Adults	33	33	\$ 315,425	\$ 660,000	\$ 1,155,000
Landry Woods	So. Portland	So. Portland Housing	Older Adults	43	43	\$ 332,446	\$ 860,000	\$ 2,535,840
Peasley Park (Maverick St.)	Rockland	Developers Collaborative	Older Adults	54	54	\$ 238,734	\$ 1,080,000	\$ 1,755,000
Meadowview I	Gray	Avesta Housing	Older Adults	20	20	\$ 189,504	\$ 306,111	\$ -
Stenton Mill - 9%	Sanford	Winn Development	Family	42	42	\$ 316,004	\$ 840,000	\$ 1,629,946
Sturgeon Landing (Park St.)	Augusta	Augusta Housing	Family	32	32	\$ 315,893	\$ 640,000	\$ 1,040,000
				321	321		\$ 5,113,311	\$ 13,115,786

Rural Affordable Rental Housing Program

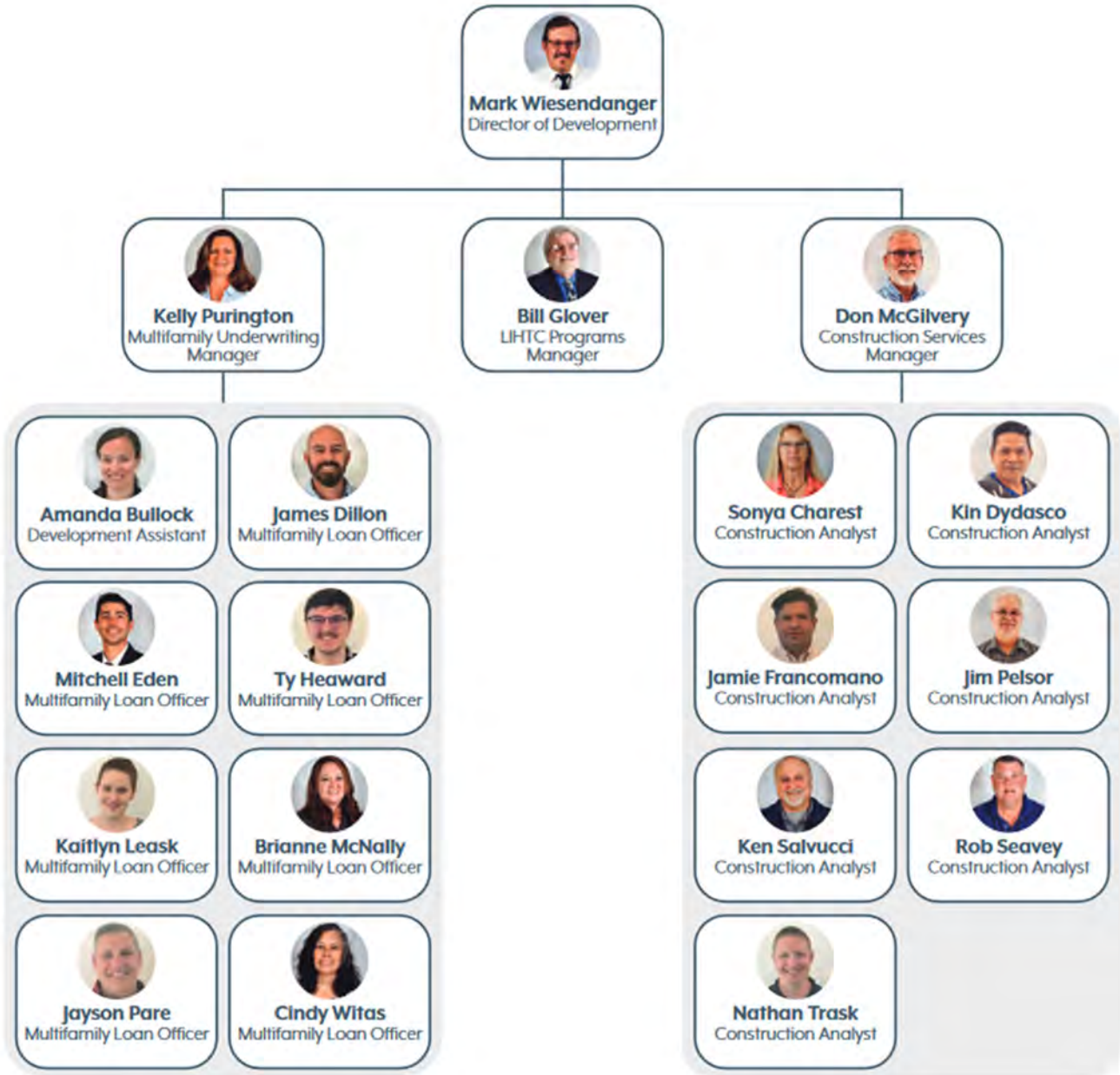
MaineHousing has stopped accepting new applications for projects under the Rural Affordable Rental Housing Program. We have accepted applications for 152 units located in Bath, Belfast, Fort Fairfield, Houlton, Madison, Norway, Presque Isle, Rockland, Rockport, and Waterville.

4% Walk-in LIHTC Program

MaineHousing has stopped accepting new applications for projects under the 4% Walk-in LIHTC program. There are currently 36 projects in processing under this program – 10 are under construction, 5 have received a Notice to Proceed and are in underwriting, 7 are Full Applications and awaiting Notices to Proceed pending Loan Committee approval, and 14 are in the Pre-application site evaluation phase.

Staff

We are now fully staffed!





To: MaineHousing Board of Commissioners
From: Erik Jorgensen, Senior Director of Government Relations & Communications
Date: August 16, 2022
Subject: EHS Monthly Report – August 2022

HOME ENERGY ASSISTANCE PROGRAM (HEAP)

Production Statistics For Program Year 2022 (Begun July 18, 2021)

Number of Applications	PY 2022 THRU 8/5/2022	PY 2021 THRU 8/6/2021	+/-	% change
Total Applications Taken	54,187	48,686	+5,501	+11.3%
Confirmed Eligible/Paid	43,352	38,226	+5,126	+13.4%
Pending (in process)	437	0	+437	
Other (ineligible, denied, void, etc.)	10,398	10,460	-62	-0.6%

PY2022 HEAP Payments through August 2, 2022- \$27,681,957.

Home Energy Assistance Program, Launches Program Year 2023:

EHS delivered annual HEAP training for Community Action Agencies (CAAs) July 11-13, 2022. The training was delivered virtually and in-person on day one. Over thirty CAA personnel attended in-person at MaineHousing’s building and over eighty additional attendees joined remotely. Training on days two and three were in-depth, hands-on HEAP system and application process training that was only provided in-person at MaineHousing. In addition to the July 11-13 training, EHS refreshed and developed nearly a dozen training modules that were deployed through the Bridge learning management system, along with an ask for attendees to complete these modules prior to the July 11-13 training. Chris Massaro with MaineHousing’s Communication and Planning Department was instrumental in helping get content ready and deployed through the Bridge system per the project timeline.

All CAAs participated in the training and the training was well received overall. Evaluations completed showed that 75% (49 out of 65 on day 1), 100% (13 out of 13 on day 2), and 100% (12 out of 12 on day 3) of respondents either agreed or strongly agreed with the statement, “satisfied with overall training”. Some free text input from attendees included, “I thought this one was the best one I’ve attended”, “All did a great job! Thank you”, and “Great job! Well done!”

CAAs started taking PY2023 HEAP applications on July 18, 2022. Within the initial three weeks of taking PY2023 HEAP applications, CAAs took nearly 5,000 applications

HOME ACCESSIBILITY AND REPAIR PROGRAM (HARP):

The Home Accessibility and Repair Program (HARP) provides grants to income eligible homeowners for professional home repairs and accessibility modifications. The HARP is funded with State Home funds and the program period of performance is January 1 through December 31. The HARP program is comprised of five components: Home Repair, Elderly Home Repair, Accessibility, Emergency Home Repair, and Emergency Manufactured Home Repair. The HARP is delivered statewide through the network of Community Action Agencies (CAAs). MaineHousing does require the CAAs to provide services from each of the five categories.

HARP PROJECT TYPE BY CAA										
Reporting Date: January , 2022 - August 8, 2022										
	ACAP	CCI-ANDRO	CCI-CUMB	DCP	KVCAP	PCAP	WCAP	WMCA	YCCAC	TOTAL
PENDING REVIEW										0
Home Repair		5	4		2	10				21
Elderly Home Repair	2	2	1	1	1	10		1		18
Accessibility	2	5	2	1	3	1		3	1	18
Emergency	13	4	2	2	8	10		6	5	50
Mobile Home Emergency	4	2	4	2	3	8			2	25
TOTAL	21	18	13	6	17	39	0	10	8	132

HARP PROJECT PROGRESS BY CAA					
Reporting Date: January , 2022 - August 8, 2022					
Agency	# Projects	Total Project Cost	ORIGINAL ALLOCATION	Additional \$ Request	TOTAL NEW ALLOCATION
ACAP	21	\$ 212,865.14	\$ 618,720.00	\$ -	\$ 618,720.00
CCI-ANDROSCOGGIN	18	\$ 305,736.15	\$ 620,880.00	\$ -	\$ 620,880.00
CCI-CUMBERLAND	13	\$ 202,322.00	\$ 388,800.00	\$ -	\$ 388,800.00
DCP	6	\$ 123,120.00	\$ 194,160.00	\$ -	\$ 194,160.00
KVCAP	17	\$ 284,677.20	\$ 485,280.00	\$ -	\$ 485,280.00
PCAP	39	\$ 480,594.39	\$ 623,280.00	\$ 120,000.00	\$ 743,280.00
WCAP	0	\$ -	\$ 240,000.00	\$ -	\$ 240,000.00
WMCA	10	\$ 180,785.52	\$ 240,000.00	\$ -	\$ 240,000.00
YCCAC	8	\$ 140,538.00	\$ 257,400.00	\$ -	\$ 257,400.00
TOTAL	132	\$ 1,930,638.40	\$ 3,668,520.00	\$ 120,000.00	\$ 3,788,520.00

DOE WEATHERIZATION ASSISTANCE PROGRAM (WAP):

MaineHousing's Weatherization Program provides grants to low-income homeowners and renters with installation of energy conservation measures in their homes. The weatherization measures installed are intended to reduce the home's energy costs by improving home energy efficiency. The Weatherization Program is delivered statewide through the network of Community Action Agencies (CAAs).

In PY2022, The US Department of Energy (DOE) set-aside funding from the annual allocation to establish a DOE Weatherization Readiness Fund (WRF). When a home fails to meet minimum standards as to structural integrity and health & safety, weatherization must be deferred until the issue is resolved. The WRF can be used to address necessary repairs in homes that have been deferred to make the home ready for weatherization services. MaineHousing's set-aside allocation for the state is \$250,000. Contract Amendments have been sent to the CAAs for signature and staff are finalizing update to our WAP Guide.

Last week the EHS sent two Weatherization Technical Specialists to the Energy Out West conference in Denver, Colorado. Every other year Energy Out West organizes and delivers a regional conference that features the latest technical and organizational advances in the weatherization profession.

Finance Department Memorandum

To: Board of Commissioners

From: Darren R. Brown

Date: August 9, 2022

Subject: Monthly Report – Finance Department

ACCOUNTING AND FINANCIAL REPORTING (AFR):

- The audit of MaineHousing’s federally funded programs for the year ended December 31, 2022 is in the final stage. Draft reports are expected within the next couple of weeks and the final reports should be issued by the end of August. The federal compliance 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, which is September 30th for MaineHousing. The final audit reports will be provided once completed.

MaineHousing administered and disbursed approximately \$330 million through thirty-six different federal programs in 2021. Major programs are audited on a rotating basis. The major programs identified for the 2021 audit are the Section 8 Project Based Contract Administration (PBCA), Low Income Home Energy Assistance (LIHEAP), CARES Act – Rent Relief, and the Emergency Rental Assistance programs.

- The State of Maine is in the process of preparing its audited financial statements for their fiscal year ended June 30, 2022. MaineHousing is considered a component unit of the State for accounting purposes and 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 are in the process of preparing our reporting package.
- The mid-year closing of the agency’s general ledger and accounting systems was completed and the financial statements for the six-month period ended June 30, 2022 are being finalized. Draft financial statements have been prepared and the preliminary results are included in the Financial and Budget Results section of this packet.

LOAN ADMINISTRATION:

- We recently completed recruitment activities to fill the vacant Financial Reporting Specialist position. This position performs financial servicing and loan purchasing functions for MaineHousing’s residential loan portfolio. It also performs work to ensure compliance with federal loan origination and servicing regulations and mortgage insurers requirements. Saige Knight has accepted the position. Saige holds a Bachelor of Science degree from St. Lawrence University and has been working in the Energy and Housing Services Department as the HEAP Program Compliance Officer. We are very excited to have Saige join the Loan Administration team.

Finance Department Memorandum

To: Board of Commissioners

From: Darren R. Brown

Date: August 9, 2022

Subject: Monthly Financial and Budget Report

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, 2022.

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 \$2.05 billion and total combined liabilities approximate \$1.65 billion. Total net assets amount to approximately \$405.9 million. Total combined revenues approximate \$273.9 million and total expenses amount to approximately \$274.4 million, which results in a net operating loss of \$0.5 million. For this six-month period in 2021, total combined net operating income was \$8.9 million. Net operating income is \$9.4 million lower in 2022 due primarily to the activities and operating results of the Mortgage Purchase Fund (MPP), MaineHousing's largest fund group, and a decrease in the fair value of non-mortgage investments.

The MPP has a net operating loss of approximately \$5.1 million. This is a \$6.8 million decrease compared to net operating income of \$1.7 million in 2021. The net operating loss for 2022 is attributed to the recognition of a paper loss associated with adjusting the carrying values of non-mortgage investments. A paper loss of \$8 million has been recorded for 2022, which is \$7.6 million larger than the paper loss of \$0.4 million recorded in 2021. 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 losses, the MPP has net operating income of \$2.9 million at this point in 2022 compared to \$2.1 million in 2021. Net operating income is higher in 2022 due largely to an increase in interest rates and income from non-mortgage investments.

The HOME Fund has net operating income of \$5.1 million, which is a decrease of \$2.5 million compared with net operating income of \$7.6 million in 2021. MaineHousing's portion of the real estate transfer taxes received from the State is accounted for in this Fund Group. The decrease in net operating income is due to timing differences with the expending of program funds and the recognition of grant expenses. Although income from the State is \$1.7 million higher, program expenditures are \$4.2 million higher at this point in 2022 compared to 2021.

BUDGET RESULTS

Also attached are the budget variance results for the period ended June 30, 2022. These results are summarized and presented on the attachment 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 2022 are \$75.6 million and total expenses are budgeted at \$71.6 million. Total actual revenues as of June 30, 2022 amount to \$37.5 million, while total expenses amount to \$34.2 million. For the six-month period ended June 30, 2022, revenues exceed expenses by approximately \$3.3 million.

Total revenues are in line with that anticipated for the period. Expenses are slightly under budget due to lower interest expense and other program administrative expenses. Interest expense is under budget because average bond rates and outstanding balances are running below projections at this point. 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 2022 operating expenses are budgeted at approximately \$22.7 million. As of June 30, 2022, approximately \$11.4 million or 50% of the total operating budget has been used. Overall, operating expenses are consistent with that anticipated for the period.

Total other program administrative expenses are budgeted at \$9.1 million and actual expenses amount to \$3.8 million as of June 30, 2022. Expenses in this area are under budget due mainly to timing. Loan origination expenses are under budget because total single-family loan purchases were lower than budget projections at the end of June. Expenses associated with loan defaults and foreclosures (first three lines) are also under budget at this point due to lower delinquency and foreclosure activities.

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 an estimated useful life. The total authorized capital budget for 2022 is \$556,000. Expenditures amounted to \$378,000 as of June 30, 2022 and were mainly for the acquisition of the new multifamily loan system and modifications to the Hancock system, which is used to administer the federal LHEAP and Weatherization programs.

MEMBERSHIPS, DUES AND SPONSORSHIPS

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, 2022.

MAINE STATE HOUSING AUTHORITY
BALANCE SHEETS
JUNE 30, 2022
(IN THOUSANDS OF DOLLARS)

	Memorandum Only Combined Totals		Mortgage Purchase Fund Group	Bondholder Reserve Fund	General Fund	HOME Fund	Federal Programs Fund	Other Funds	Maine Energy Housing & Economic Recovery Funds
	2021	2022							
ASSETS:									
Cash, principally time deposits	56,765	70,591	16,099	6	49,263	0	5,223	0	0
Investments	478,074	453,547	362,921	7,971	10,289	26,096	0	8,193	38,077
Accounts receivable - Government	13,559	37,130	0	0	0	2,346	12,763	22,021	0
Assets held for sale	0	0	0	0	0	0	0	0	0
Accrued interest and other assets	15,192	9,303	8,798	4	228	63	172	3	35
Mortgage notes receivable, net	1,426,803	1,450,217	1,403,666	0	3,898	31,751	0	450	10,452
Other notes receivable, net	176	52	0	0	52	0	0	0	0
Land, equipment and improvements, net	17,913	17,520	22	0	17,498	0	0	0	0
Other real estate owned	0	100	38	0	62	0	0	0	0
Derivative instrument - interest rate swaps	12,172	10,050	10,050	0	0	0	0	0	0
Net pension asset	0	217	112	1	22	0	0	82	0
Deferred pension expense	577	1,123	580	3	113	0	0	427	0
Deferred amount on debt refundings	2,893	2,531	2,531	0	0	0	0	0	0
Total Assets	2,024,124	2,052,381	1,804,817	7,985	81,425	60,256	18,158	31,176	48,564
LIABILITIES AND NET ASSETS:									
Accrued interest payable	5,332	4,825	4,768	0	0	0	0	0	57
Accounts payable - Federal	344	325	0	0	0	0	325	0	0
Accounts payable & accrued liabilities	6,758	5,775	232	7	5,357	0	179	0	0
Unearned income	20,545	49,094	0	0	0	430	15,582	33,082	0
Net pension liability	2,819	0	0	0	0	0	0	0	0
Deferred pension credit	243	3,159	1,632	10	317	0	0	1,200	0
Accumulated increase in fair value of hedging derivatives	12,172	10,050	10,050	0	0	0	0	0	0
Interfund	0	0	3,271	17	23,516	(21,373)	(2,825)	(2,606)	0
Mortgage bonds and notes payable, net	1,586,201	1,573,261	1,504,247	0	14,570	0	0	0	54,444
Deferred grant income	584	0	0	0	0	0	0	0	0
Deferred loan origination points	20	14	14	0	0	0	0	0	0
Total Liabilities	1,635,018	1,646,503	1,524,214	34	43,760	(20,943)	13,261	31,676	54,501
NET ASSETS:									
Restricted Net Assets	352,415	368,213	280,603	7,951	0	81,199	4,897	(500)	(5,937)
Unrestricted Net Assets	36,691	37,665	0	0	37,665	0	0	0	0
Total Net Assets	389,106	405,878	280,603	7,951	37,665	81,199	4,897	(500)	(5,937)
Total Liabilities and Net Assets	2,024,124	2,052,381	1,804,817	7,985	81,425	60,256	18,158	31,176	48,564

MAINE STATE HOUSING AUTHORITY
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS
FOR THE PERIOD ENDED JUNE 30, 2022
(IN THOUSANDS OF DOLLARS)

	<u>Memorandum Only Combined Totals</u>		<u>Mortgage Purchase Fund Group</u>	<u>Bondholder Reserve Fund</u>	<u>General Fund</u>	<u>HOME Fund</u>	<u>Federal Programs Fund</u>	<u>Other Funds</u>	<u>Maine Energy Housing & Economic Recovery Funds</u>
	<u>2021</u>	<u>2022</u>							
REVENUES:									
Interest from mortgages and notes	30,552	29,407	29,193	0	147	46	0	0	21
Income from investments	523	1,678	1,517	13	17	49	0	14	68
Net increase (decrease) in the fair value of investments	(400)	(7,990)	(7,990)	0	0	0	0	0	0
Fee income	5,546	6,567	1,015	0	543	0	4,878	131	0
Other revenue	146	28	0	0	0	27	0	1	0
Grant income	81,030	176,339	0	0	0	899	174,482	958	0
Income from State	11,752	13,260	0	0	0	13,260	0	0	0
Federal rent subsidy income	54,828	54,480	0	0	0	0	54,480	0	0
Gain on bond redemption	235	152	152	0	0	0	0	0	0
Total Revenues	184,212	273,921	23,887	13	707	14,281	233,840	1,104	89
EXPENSES:									
Operating expenses	9,662	11,365	0	0	11,365	0	0	0	0
Other program administrative expenses	2,765	2,940	2,696	0	1	0	138	79	26
Mortgage servicing fees	870	873	866	0	7	0	0	0	0
Provision for losses on loans	19	0	0	0	0	0	0	0	0
Losses on foreclosed real estate	(47)	25	25	0	0	0	0	0	0
Interest expense	21,604	19,666	19,149	0	0	0	0	0	517
Grant expense	85,768	184,311	0	0	0	9,199	174,497	508	107
Federal rent subsidy expense	54,679	55,222	0	0	0	0	55,222	0	0
Allocated operating costs	0	0	6,226	37	(10,169)	0	3,854	52	0
Total Expenses	175,320	274,402	28,962	37	1,204	9,199	233,711	639	650
Net Operating Income (Loss)	8,892	(481)	(5,075)	(24)	(497)	5,082	129	465	(561)
Transfers between funds, net	0	0	0	0	73	0	(73)	0	0
Change in net assets	8,892	(481)	(5,075)	(24)	(424)	5,082	56	465	(561)
Net assets at beginning of year	380,214	406,359	285,678	7,975	38,089	76,117	4,841	(965)	(5,376)
Net assets at end of period	389,106	405,878	280,603	7,951	37,665	81,199	4,897	(500)	(5,937)

**MAINE STATE HOUSING AUTHORITY
OPERATING REVENUES AND EXPENSES BUDGET VARIANCE REPORT
FOR THE PERIOD ENDED JUNE 30, 2022**

(IN THOUSANDS OF DOLLARS)

	Mortgage Lending Activities Actual	Federal & Other Program Administration Actual	Total Combined Actual	Total Annual Budget	Total Under/(Over)	% Variance
REVENUES:						
Interest from mortgages and notes	29,340	0	29,340	60,300	30,960	51%
Income from investments	1,547	14	1,561	1,235	(326)	(26%)
Fee income	1,558	5,009	6,567	14,046	7,479	53%
Other revenue	0	1	1	65	64	98%
Total Revenues	32,445	5,024	37,469	75,646	38,177	50%
EXPENSES:						
Operating expenses	7,459	3,906	11,365	22,708	11,343	50%
Other program administrative expenses	3,595	243	3,838	9,093	5,255	58%
Interest expense	18,997	0	18,997	39,800	20,803	52%
Total Expenses	30,051	4,149	34,200	71,601	37,401	52%
Excess Revenues Over Expenses	2,394	875	3,269	4,045	776	19%

**MAINE STATE HOUSING AUTHORITY
OPERATING AND OTHER PROGRAM ADMINISTRATIVE EXPENSES
FOR THE PERIOD ENDED JUNE 30, 2022**

ATTACHMENT B

	Total Annual Budget	Total Year to Date Actual	Budget Available	Percentage of Budget Available
Operating Expenses				
Salaries	12,989,264	6,815,795	6,173,469	48%
Payroll Taxes	956,112	509,940	446,172	47%
Retirement	1,247,720	606,102	641,618	51%
Medical and Life Insurance	2,932,952	1,398,001	1,534,951	52%
Other Fringe Benefits	10,000	3,596	6,404	64%
Office Supplies	51,700	31,941	19,759	38%
Printing	71,430	35,981	35,449	50%
Membership and Dues	65,554	19,345	46,209	70%
Subscriptions	26,440	9,432	17,008	64%
Sponsorships	17,000	6,100	10,900	64%
Staff Educ/Train/Conf	134,838	43,453	91,385	68%
Travel/Meals - Staff Educ/Train/Conf	132,010	16,382	115,628	88%
Partner/Client Train/Meetings	58,500	11,115	47,385	81%
Travel/Meals - Partner/Client Training	45,018	17,020	27,998	62%
Staff Events	14,970	1,592	13,378	89%
Meals - Staff Events	16,499	4,614	11,885	72%
Leased Vehicles	143,417	80,613	62,804	44%
Computer Supplies	25,312	15,829	9,483	37%
Computer License SAAS	185,827	131,395	54,432	29%
Rent-Other	37,430	17,427	20,003	53%
Computer Maintenance	653,846	251,840	402,006	61%
Depreciation	1,020,000	488,805	531,195	52%
Telephone	132,384	58,733	73,651	56%
Employment Advertising	1,000	985	15	2%
Postage and Shipping	115,650	68,002	47,648	41%
Insurance	93,010	22,822	70,188	75%
Recording Fees	1,000	599	401	40%
Payroll Services	44,365	23,086	21,279	48%
Audit Services	169,800	85,000	84,800	50%
Property Expenses	460,085	246,610	213,475	46%
Professional Services	380,886	106,603	274,283	72%
Building Interest Expense	473,524	236,481	237,043	50%
Total Operating Expenses	22,707,543	11,365,238	11,342,305	50%
Other Program Administrative Expenses				
Loan foreclosure expenses	200,000	25,587	174,413	87%
REO expenses	50,000	4,785	45,215	90%
Provision for losses on loans & REOs	125,000	25,000	100,000	80%
Mortgage Servicing fees	1,860,000	873,011	986,989	53%
Loan Origination expenses	3,020,000	1,086,302	1,933,698	64%
Bond Issuance Costs	900,000	561,256	338,744	38%
Trustee/Bank fees	170,000	90,938	79,062	47%
Program advertising/printing	424,750	140,978	283,772	67%
Bond and mortgagee insurance	17,000	0	17,000	100%
Variable rate bond remarket/liquidity facilities	1,100,000	557,422	542,578	49%
Cash flow/arbitrage/swap consultants/legal	645,000	280,540	364,460	57%
Homebuyer education	120,000	39,750	80,250	67%
Program administrator fees	461,000	152,960	308,040	67%
Total Other Program Administration Expenses	9,092,750	3,838,529	5,254,221	58%

**MAINE STATE HOUSING AUTHORITY
CAPITAL BUDGET
FOR THE PERIOD ENDED JUNE 30, 2022**

ATTACHMENT C

Description	2022 Budget	2022 Actual	Budget Available	% Expended
Computer Hardware:				
Network backup hardware - Data Domain	15,000	0	15,000	
Laptop replacements	30,000	16,015	13,985	
Server room power module	-	2,000	(2,000)	
Server room cameras	-	1,533	(1,533)	
Total computer hardware	<u>45,000</u>	<u>19,548</u>	<u>25,452</u>	<u>43%</u>
Computer Software:				
Enterprise multi-family housing system	170,000	235,675	(65,675)	
Coordinated Entry Portal - client list software homeless programs	10,000	0	10,000	
Mobile device management software	8,000	0	8,000	
Website redesign	37,000	10,478	26,523	
Single Family loan servicing system modifications	10,000	0	10,000	
Single Family lender & loan tracking systems mods	10,000	0	10,000	
Hancock systems mods (LIHEAP & Wx Programs)	119,484	72,563	46,922	
Community Outreach Dashboard	25,000	0	25,000	
Salesforce software upgrades	122,000	0	122,000	
Total computer software	<u>511,484</u>	<u>318,715</u>	<u>192,769</u>	<u>62%</u>
Office Building:				
Audio visual equipment upgrades	0	14,926	(14,926)	
Computer room A/C upgrades	0	24,390	(24,390)	
	<u>0</u>	<u>39,316</u>	<u>(39,316)</u>	<u>0%</u>
Total	<u><u>556,484</u></u>	<u><u>377,579</u></u>	<u><u>178,905</u></u>	<u><u>68%</u></u>

**MAINE STATE HOUSING AUTHORITY
MEMBERSHIPS, DUES, AND SPONSORSHIPS
FOR THE PERIOD ENDED JUNE 30, 2022**

Description	Amount
Memberships and Dues	
Maine Bankers Association - annual affiliate membership	\$ 950
Maine Real Estate Management Association - annual membership	125
National Leased Housing Association - annual membership	660
National Association for State Community Services Programs - annual membership	2,603
National Energy Assistance Directors' Association - annual membership	6,817
National Energy Assistance Directors' Association - annual LIHWAA membership	1,450
National Energy and Utility Affordability Coalition - annual membership	515
Maine Real Estate & Development Association - annual membership	1,200
National Affordable Housing Management Association - affiliate membership	1,125
Association of Government Accountants - (5) employee annual memberships	550
Maine Association of Non Profits - annual membership	100
American Payroll Association - employee annual membership	275
American College of Mortgage Attorneys - employee dues	225
Kennebec Board of Realtors - employee dues	188
Maine Association of Mortgage Professional - employee annual membership	375
Society for Human Resource Management - employee annual membership	229
Information Systems Audit and Control Association - employee annual membership	305
Project management Institute - employee membership	60
Construction Specifications Institute - employee annual membership	325
Maine Building Officials and Inspectors Association - (1) employee membership	45
Maine Department of Environmental Protection - lead inspector license renewal	200
Maine State Bar Association - (2) employee annual memberships	240
United States District Court - employee certification to practice law	188
Association of Certified Fraud Examiners - (2) employee annual membership	595
Total	<u>\$ 19,345</u>
Sponsorships	
Northern New England Community Action - training conference sponsor	\$ 1,500
Maine Real Estate and Development Association - conference sponsorship	1,600
New England Resident Service Coordinator - conference sponsor	3,000
Total	<u>\$ 6,100</u>



Finance Department Memorandum

To: Board of Commissioners
From: Darren Brown
Date: August 3, 2022
Subject: Monthly Delinquencies Report

MULTI-FAMILY DELINQUENCIES

The Multi-Family portfolio totals \$747 million with 1,222 loans as of July 31, 2022. There are no 60+ days delinquent loans, as shown in *Exhibit 1*. The Multi-Family delinquency rate is benchmarked against MaineHousing's historical rates, as shown in *Exhibit 2*.

SINGLE-FAMILY DELINQUENCIES

The Single-Family portfolio totals \$890 million with 9,587 loans as of June 30, 2022. The over 60-day delinquencies decreased from 2.41% to 2.40%, and the in-foreclosures decreased from 0.74% to 0.70%. The over 60-day delinquencies amount to \$21 million, with approximately \$6 million representing accounts in foreclosure. The over 60-day and in-foreclosure historic rates are shown in *Exhibit 4*. MaineHousing's overall delinquency rate by loan dollars is 2.40%; and the overall delinquency rate by loan count is 2.68%. As reflected in *Exhibit 5*, the overall delinquency rate by loan count is below the delinquency rate for all Maine Loans.

Servicer Delinquencies – As of June 30, 2022, Bank of America (BOA) had the highest overall delinquency rate of 13.02%, with an in-foreclosure rate of 3.08%. BOA's high delinquency rate is due to the small size of their portfolio. The portfolio consists of approximately 100 loans.

Delinquencies for our largest servicer, Mortgage Servicing Solutions, increased slightly from 2.97% to 2.98%, while the in-foreclosure rate decreased from 0.83% to 0.82%. The Bangor Savings Bank QS portfolio had a delinquency rate of 0.99% at the end of June. The Bangor Savings Bank sub-serviced (SS) portfolio had a rate of delinquencies at 0.45%, which was the lowest rate of delinquencies for the month. Salem Five Mortgage Corp. had no delinquencies. Delinquency rates for each servicer are shown in *Exhibit 3*.

Delinquencies by Insurance Type – In June 2022, FHA insured loans had the highest delinquency rate by total insurance type of 3.96%, with in-foreclosures at 1.08%. When compared to the total loan portfolio, RD insured loans had the highest delinquency rate of 1.38%, with in-foreclosures at 0.44%. Delinquencies by insurance type and the portfolio as a whole are shown in *Exhibit 6*.

FHA insured loans comprise 16% of the Single-Family portfolio and 26% of delinquencies, while RD insured loans comprise 60% of the portfolio and represent 57% 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 7*.

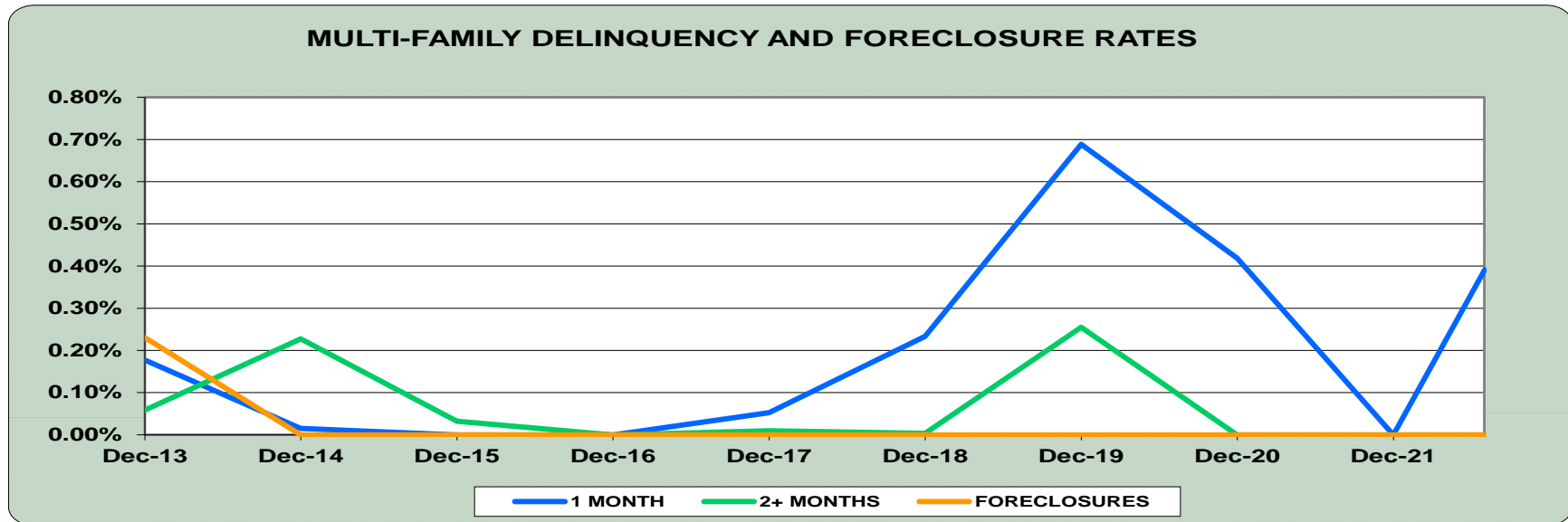
Foreclosure Prevention Activities – *Exhibit 8* summarizes our foreclosure prevention activities, as well as the number of completed foreclosures. As of the end of month June 2022, we have assisted 523 borrowers with various foreclosure prevention options.

Multi-Family Delinquent Loans

MAINE STATE HOUSING AUTHORITY MULTI-FAMILY DELINQUENCIES 7/31/2022									
Section 8					ORIGINATION	DELINQUENT			
BORROWER	LEVEL PMT	PTD	LOCATION	PROJECT OWNER	DATE	1 MONTH	2 MONTHS	3+ MONTHS	
NONE						0.00	0.00	0.00	
						0.00	0.00	0.00	
Rental Housing					ORIGINATION	DELINQUENT			
BORROWER	LEVEL PMT	PTD	LOCATION	PROJECT OWNER	DATE	1 MONTH	2 MONTHS	3+ MONTHS	
MOTHERHOUSE SR HSG	1,250,000.00	06/12/19	PORTLAND	MOTHERHOUSE ASSOCIATES LP	06/12/19	1,345,569.00	0.00	0.00	
MERICI WOODS	544,785.00	07/23/19	WATERVILLE	MERICI WOODS LP	07/23/19	1,572,986.00	0.00	0.00	
						2,918,555.00	0.00	0.00	
Supportive Housing & Other					ORIGINATION	DELINQUENT			
BORROWER	LEVEL PMT	PTD	LOCATION	PROJECT OWNER	DATE	1 MONTH	2 MONTHS	3+ MONTHS	
NONE						0.00	0.00	0.00	
						0.00	0.00	0.00	
						2,918,555.00	0.00	0.00	
Grand Total									
% of Portfolio Delq 60+ days									
0.00%									
Total Number of Loans									
1,222									



Multi-Family Delinquency & Foreclosure Trends



	<u>OUTSTANDING</u>		<u>1 MONTH</u>		<u>2+ MONTHS</u>		<u>FORECLOSURES</u>	
	<u>PRINCIPAL</u>	<u>DOLLARS</u>	<u>DOLLARS</u>	<u>RATE</u>	<u>DOLLARS</u>	<u>RATE</u>	<u>DOLLARS</u>	<u>RATE</u>
Jul-22	\$ 747,351,463	\$ 2,918,555		0.39%	\$ -	0.00%	\$ -	0.00%
Dec-21	\$ 696,004,882	\$ -		0.00%	\$ -	0.00%	\$ -	0.00%
Dec-20	\$ 666,678,177	\$ 2,791,073		0.42%	\$ -	0.00%	\$ -	0.00%
Dec-19	\$ 635,961,774	\$ 4,379,009	\$ 1,620,600	0.69%	\$ 1,620,600	0.25%	\$ -	0.00%
Dec-18	\$ 630,936,475	\$ 1,473,376	\$ 20,600	0.23%	\$ 20,600	0.00%	\$ -	0.00%
Dec-17	\$ 608,939,257	\$ 319,836	\$ 60,624	0.05%	\$ 60,624	0.01%	\$ -	0.00%
Dec-16	\$ 579,916,852	\$ -	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
Dec-15	\$ 573,932,384	\$ -	\$ 185,320	0.00%	\$ 185,320	0.03%	\$ -	0.00%
Dec-14	\$ 513,937,525	\$ 77,568	\$ 1,169,620	0.02%	\$ 1,169,620	0.23%	\$ -	0.00%
Dec-13	\$ 506,871,177	\$ 896,386	\$ 297,366	0.18%	\$ 297,366	0.06%	\$ 1,166,866	0.23%



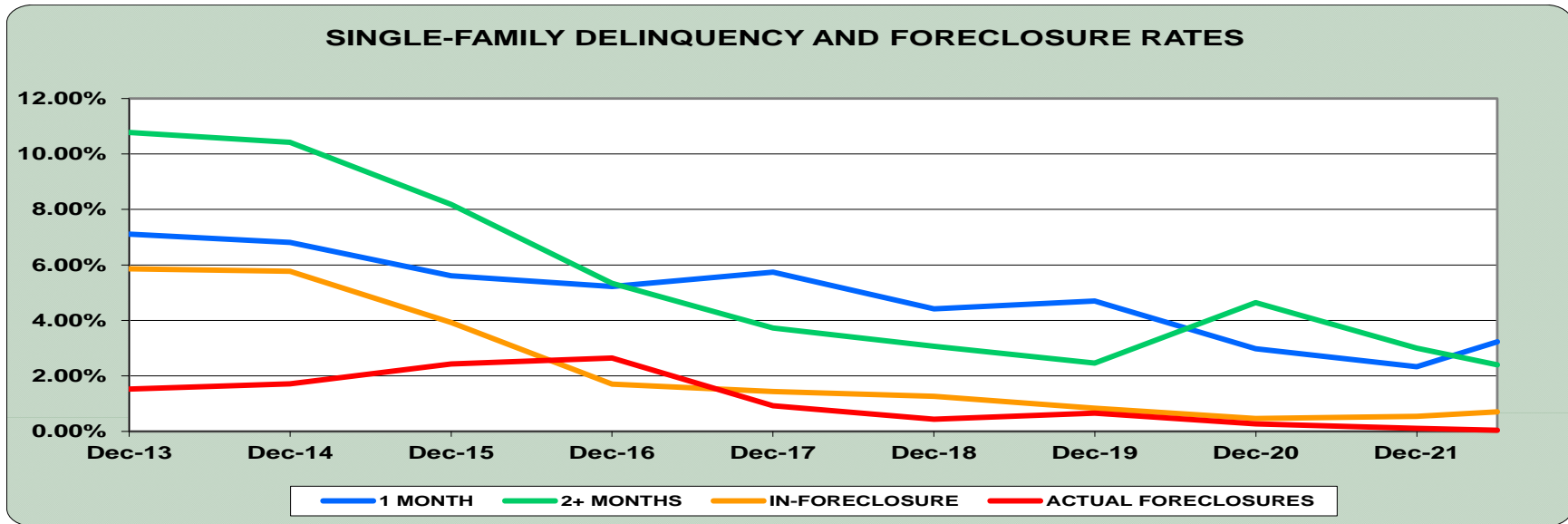
Single-Family Delinquent Loans

Maine State Housing Authority Single-Family Delinquencies by Servicer 6/30/2022

SERVICER	% OF PORTFOLIO	% of Portfolio Delq 60 + days	OUTSTANDING PRINCIPAL	----- 1 MONTH	DELINQUENT 2 MONTHS	----- 3+ MONTHS	IN- FORECLOSURE
MORTGAGE SERVICING SOLUTIONS	65.36%	2.98%	581,985,318.64	22,054,321.79	4,668,881.13	7,918,925.22	4,743,850.07
BANGOR SAVINGS BANK	14.48%	0.45%	128,968,521.75	2,916,398.53	90,126.14	321,035.93	163,744.95
CAMDEN NATIONAL BANK UK	9.07%	0.99%	80,776,344.03	1,691,121.94	220,745.89	110,210.35	469,490.46
MACHIAS SAVINGS BANK	7.22%	2.40%	64,322,775.09	1,656,816.92	417,092.52	436,425.36	692,986.26
BANGOR SAVINGS BANK QS	3.10%	0.99%	27,597,289.57	0.00	49,517.79	224,310.46	0.00
BANK OF AMERICA NA	0.71%	13.02%	6,286,311.07	423,568.88	139,657.92	485,355.38	193,427.97
SALEM FIVE MORTGAGE CORP	0.05%	0.00%	476,027.80	38,194.06	0.00	0.00	0.00
TOTAL	100.00%	2.40%	890,412,587.95	28,780,422.12	5,586,021.39	9,496,262.70	6,263,499.71



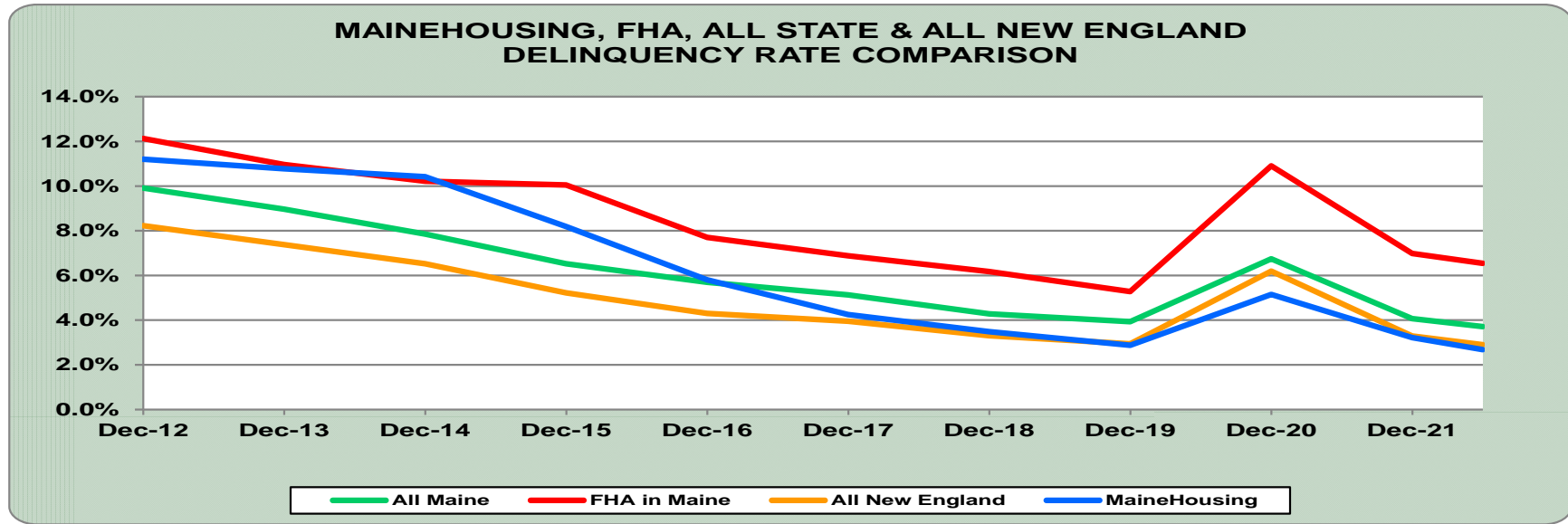
Single-Family Delinquency & Foreclosure Trends



	OUTSTANDING PRINCIPAL	1 MONTH		2+ MONTHS		IN-FORECLOSURE		ACTUAL FORECLOSURES	
		DOLLARS	RATE	DOLLARS	RATE	DOLLARS	RATE	DOLLARS	RATE
Jun-22	\$ 890,412,588	\$ 28,780,422	3.23%	\$ 21,345,784	2.40%	\$ 6,263,500	0.70%	\$ 351,259	0.04%
Dec-21	\$ 887,303,920	\$ 20,685,547	2.33%	\$ 26,645,647	3.00%	\$ 4,806,968	0.54%	\$ 941,490	0.11%
Dec-20	\$ 960,761,414	\$ 28,645,024	2.98%	\$ 44,603,599	4.64%	\$ 4,471,656	0.47%	\$ 2,617,001	0.27%
Dec-19	\$ 967,171,381	\$ 45,399,415	4.69%	\$ 23,774,547	2.46%	\$ 8,037,512	0.83%	\$ 6,357,994	0.66%
Dec-18	\$ 916,608,577	\$ 40,526,473	4.42%	\$ 28,155,105	3.07%	\$ 11,647,401	1.27%	\$ 4,056,247	0.44%
Dec-17	\$ 844,497,676	\$ 48,457,930	5.74%	\$ 31,454,643	3.72%	\$ 12,099,518	1.43%	\$ 7,847,858	0.93%
Dec-16	\$ 799,557,471	\$ 41,780,468	5.23%	\$ 42,682,410	5.34%	\$ 13,625,991	1.70%	\$ 21,142,137	2.64%
Dec-15	\$ 790,409,905	\$ 44,303,365	5.61%	\$ 64,656,769	8.18%	\$ 31,066,182	3.93%	\$ 20,797,314	2.43%
Dec-14	\$ 810,139,060	\$ 55,171,703	6.81%	\$ 84,385,397	10.42%	\$ 46,711,687	5.77%	\$ 13,904,155	1.72%
Dec-13	\$ 849,385,825	\$ 60,378,599	7.11%	\$ 91,501,809	10.77%	\$ 49,783,071	5.86%	\$ 12,980,502	1.53%



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*	119,940	0.50%	1.96%	1.25%	3.71%
FHA for State*	16,041	1.19%	3.70%	1.66%	6.55%
All New England*	1,695,613	0.51%	1.77%	0.62%	2.90%
MaineHousing**	9,587	0.74%	1.18%	0.76%	2.68%

*This information is obtained from MBA's National Delinquency Survey for the first quarter of 2022.

**MaineHousing's overall delinquency rate based on loan dollars is 2.40%, whereas rates in this exhibit are based on loan count.



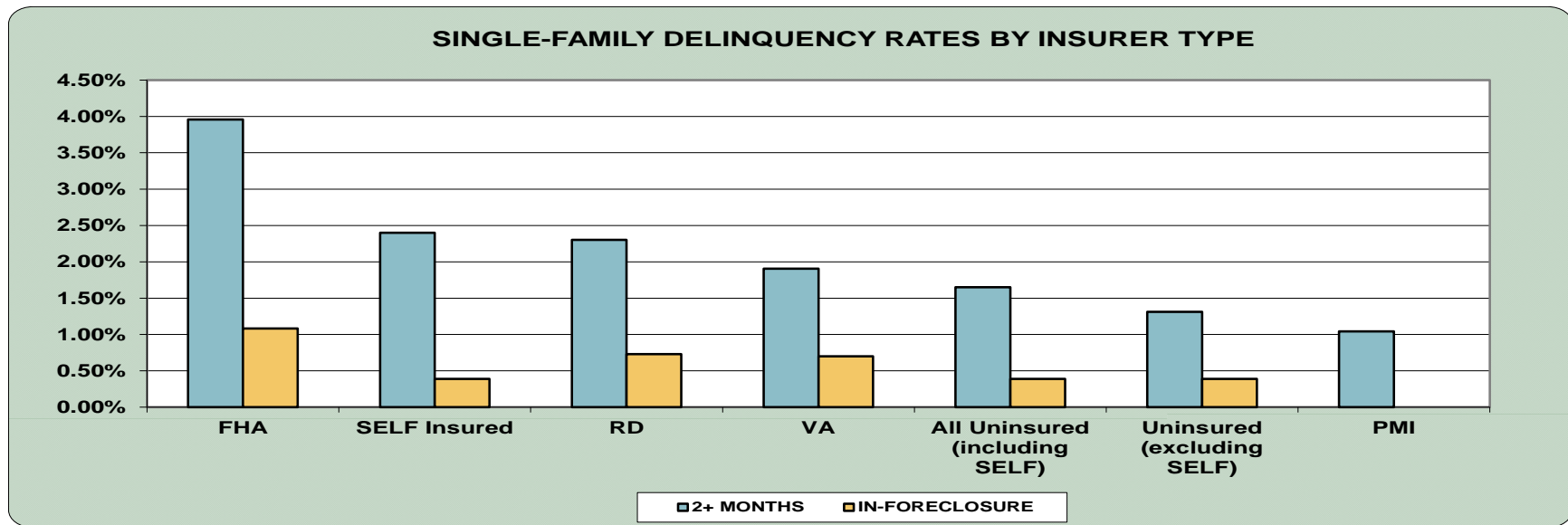
Single-Family Delinquencies by Mortgage Insurer

**As A Percent of Total Insurance Type
6/30/2022**

TYPE	2+ MONTHS	IN-FORECLOSURE
FHA	3.96%	1.08%
SELF Insured	2.40%	0.39%
RD	2.30%	0.73%
VA	1.91%	0.70%
All Uninsured (including SELF)	1.65%	0.39%
Uninsured (excluding SELF)	1.31%	0.39%
PMI	1.04%	0.00%

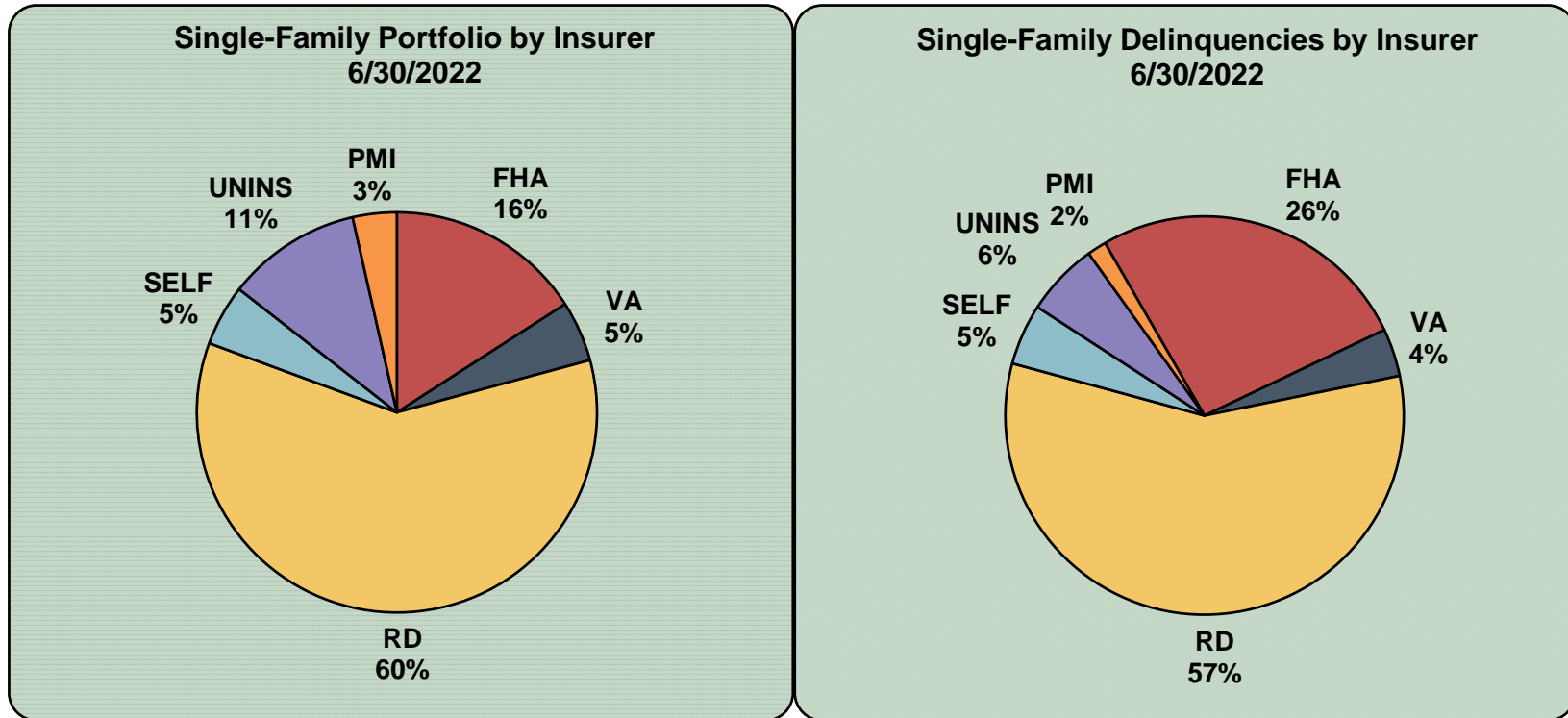
**As A Percent of Total Loan Portfolio
6/30/2022**

TYPE	2+ MONTHS	IN-FORECLOSURE
RD	1.38%	0.44%
FHA	0.63%	0.17%
All Uninsured (including SELF)	0.26%	0.06%
Uninsured (excluding SELF)	0.14%	0.04%
SELF Insured	0.12%	0.04%
VA	0.09%	0.03%
PMI	0.04%	0.00%

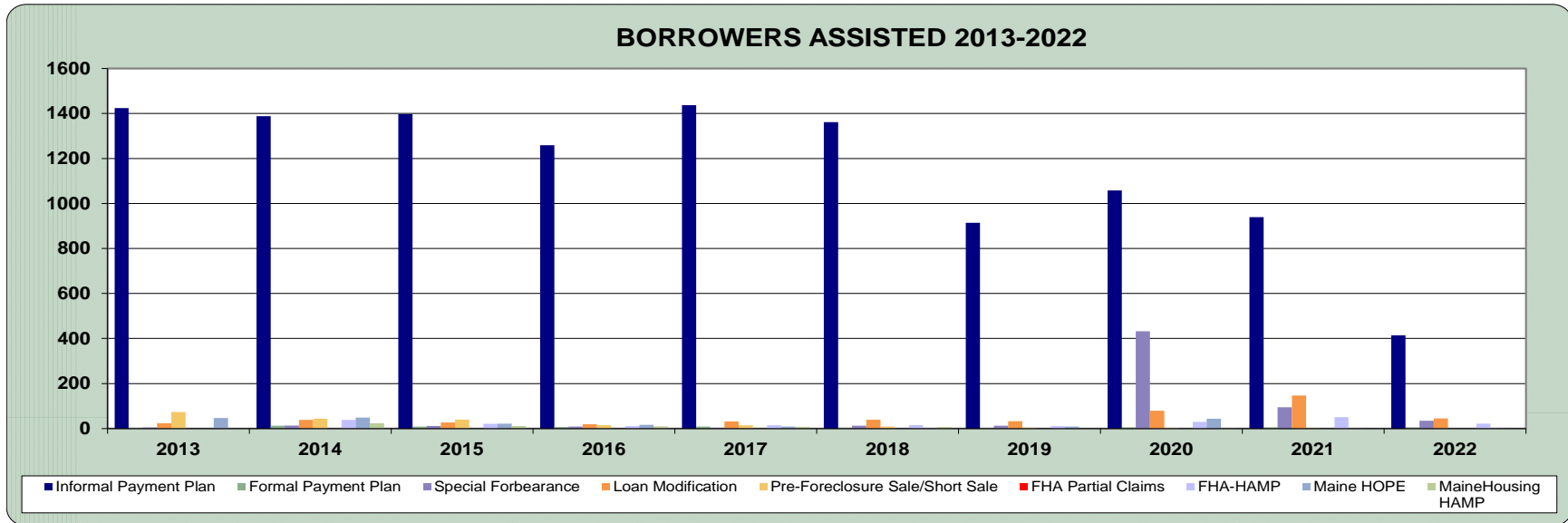


Single-Family Delinquencies by Mortgage Insurer

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	MaineHousing HAMP	Total Workouts
Jun-22	414	5	34	45	0		22	3	0	523
Dec-21	939	5	94	146	2		50	2	0	1238
Dec-20	1058	5	432	79	3		29	44	2	1652
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

Actual Foreclosures

	Number of Foreclosures	Number of Loans in Portfolio	Percentage of Portfolio
Jun-22	5	9,587	0.05%
Dec-21	14	9,750	0.14%
Dec-20	38	10,668	0.36%
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%



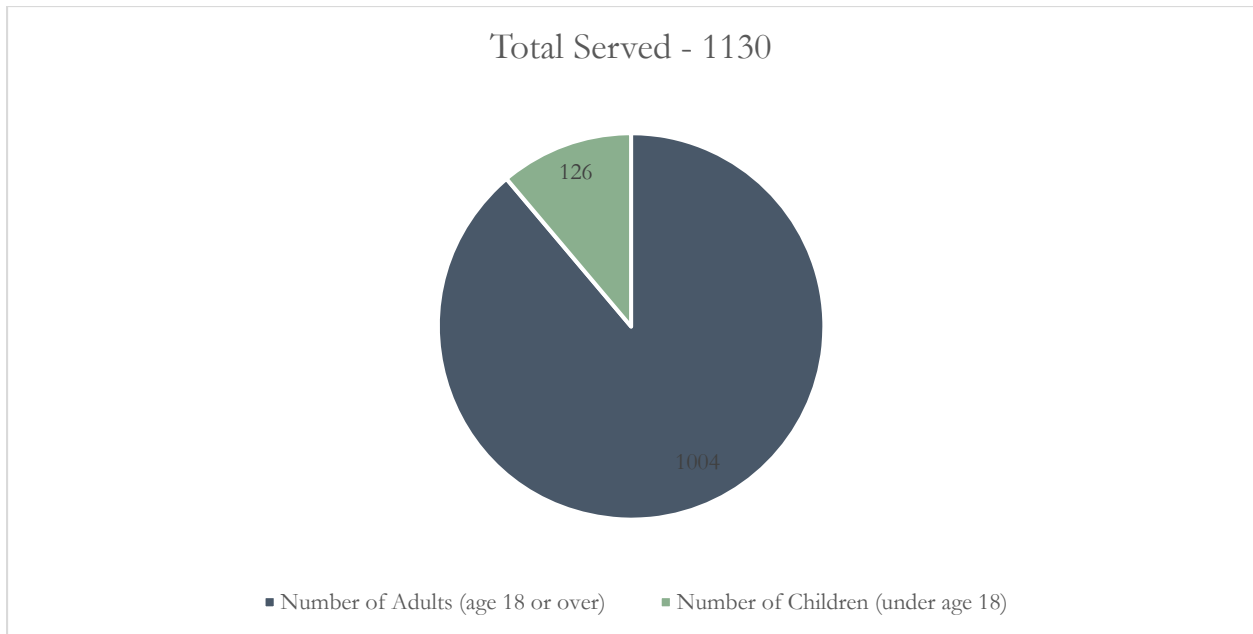
Homeless Initiatives Department Memorandum

To: Board of Commissioners
From: Lauren Bustard, Senior Director of Homeless Initiatives
Date: August 9, 2022
Subject: Homeless Initiatives Report

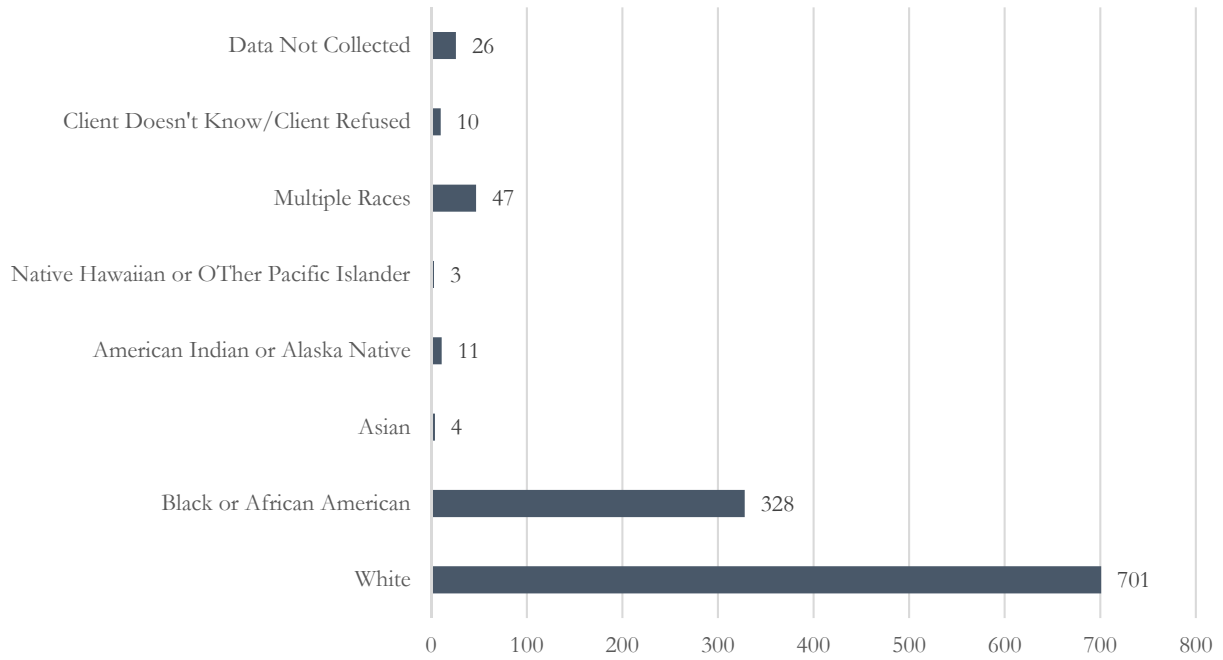
Homeless Data – July 2022

The following are the monthly statistics for July:

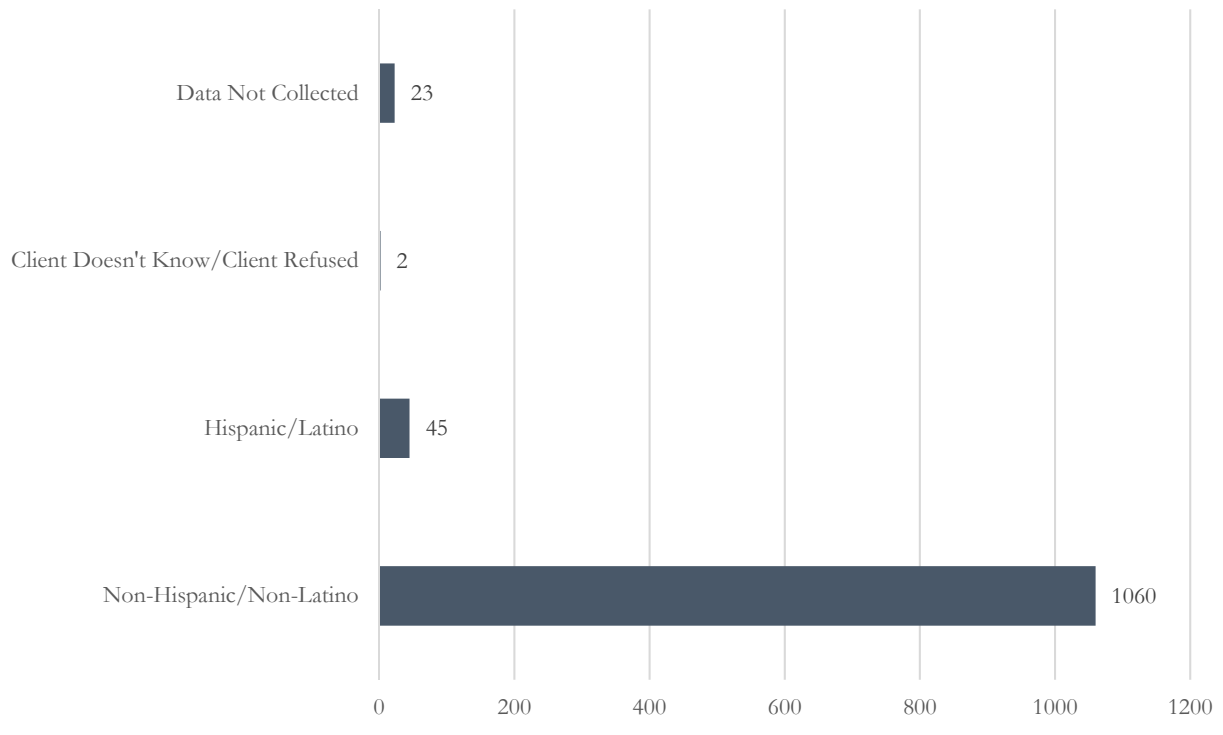
1. Total number of people served (1130) has decreased by 64 individuals. The caveat here is that these are only the individuals that are being served by homeless service providers around the state who are mandated to record data in the HMIS (Homeless Management Information System) database. It does not include people sheltered through GA, ERA or faith-based shelters that do not participate in the ESHAP program.
2. Racial equity – the percentage of people of color served continues to increase - from 35% in June to 36% in July. The number for those who identify as Hispanic/Latino remained stable at 45 individuals.
3. Our exits to permanent living situations continued to decrease - from 60 in June to 50 in July. Locating affordable units continues to be the primary challenge in getting individuals and families into permanent housing.



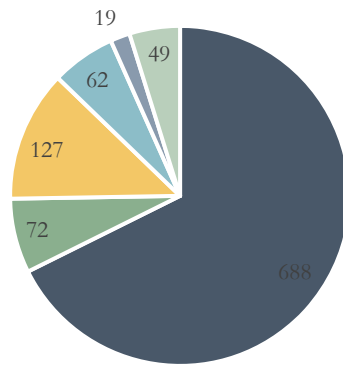
Number of People Served by Race



Number People Served by Ethnicity

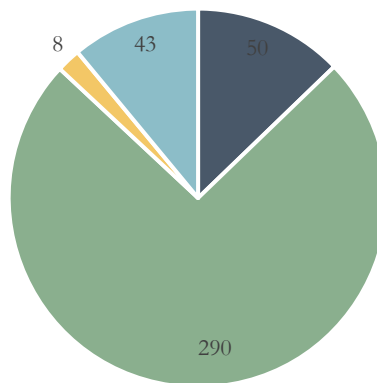


Residence of Clients Prior to Entry



- Homeless Situations
- Institutional Settings
- Staying or living in a friend's room, apartment or house
- Staying or living in a family member's room, apartment or house
- Hotel or motel paid for without ES voucher
- Other Locations

Residence of Clients after Entry



- Permanent Destinations
- Temporary Destinations
- Institutional Settings
- Other Destinations

Use of Hotels

Contracts for the two homeless overflow hotels in South Portland were extended through the month of August, as state and local efforts to relocate the approximately 280 individuals staying there continue. The City of South Portland held a Public Hearing on August 2nd to discuss a plan developed by the City of Portland and Preble Street to significantly increase services to the hotel guests with the goal of reducing emergency calls to local police and EMS. The plan the City of

South Portland approved was to extend the two hotel contracts to February 28, 2023 as long as their conditions were met.

Service Hub Implementation – Built for Zero Initiative

Hub Coordinators continue to meet with community partners with the aim of reaching quality data by 12/15/2022. This includes comprehensive and coordinated outreach as well as collecting data from the Homeless Management Information System (HMIS) and other providers outside of HMIS who work with people experiencing homelessness (ie, faith based shelters, GA, drop in centers) to build a By Name List for each hub.

The State Strategy Team met on 7/19 and created 3 Action Teams that will work to clear barriers that impact Hubs getting to quality data and other identified needs.

Below are the action teams and their 6 month aims:

Quality Data Action team

- Maine HMIS infrastructure supports Quality Data reporting

Clear the Path Action Team

- Dedicate resources (new or existing) to increase coordinated outreach capacity in Hubs where lack of outreach is identified as a barrier
- Streamline processes for access to permanent housing & reduce average length of time from identification to housed

Racial Equity and Lived Experience Action Team

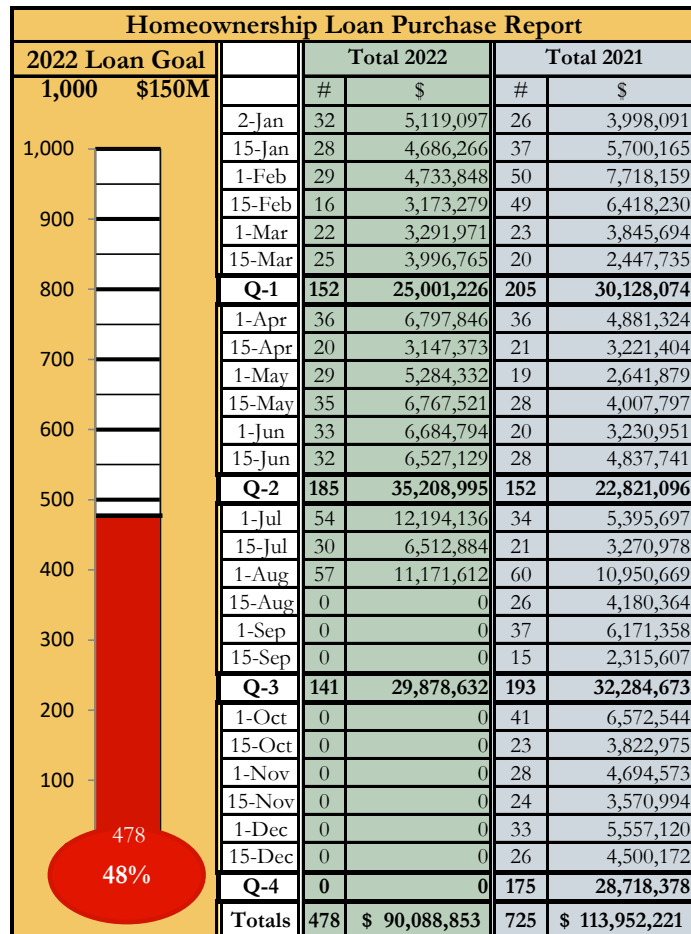
- Conduct a basic assessment of RE indicators 1 and 2 (System-Level Decision Making Power and Lived Experience) in all Hubs and develop a plan for how to move the needle on those measures statewide



Homeownership Department Memorandum

To: MaineHousing Board of Commissioners
From: Craig Reynolds, Director of Homeownership
Date: August 8, 2022
Subject: Monthly Report – Homeownership Department

PRODUCTION UPDATE



Monthly Loan Reservations: 08/01/22	
#	\$ Volume
101	\$ 20,700,517

Loan Pipeline as of: 08/01/22	
#	\$ Volume
372	\$ 72,347,853

YTD Loan Reservation Comparison					
July 2021		July 2022		2021 vs 2022	
#	\$ Volume	#	\$ Volume	#	\$ Volume
263	\$41,290,017	372	\$ 72,347,853	41%	75%

PROGRAM HIGHLIGHTS

Loan Production & Market Status

First Home Loan purchases and reservations continue to remain strong as we approach the mid-point of Q3 for 2022. Two of the three purchases in Q3, one for \$12.1M and the other for \$11.1M in loan volume, exceeded any single purchase \$ volume recorded in both 2021 and 2020. The large \$ volume amounts are due in large part to the tremendous increase in home sales prices and the resulting increase in loan amounts. The increased number of reservations reflects the determination and success of first time buyers in finding a home to buy despite the high prices, a limited inventory of homes for sale and interest rates well above last year's level. The large increase in both purchases and reservations YTD over last year are shown in the Production Update chart above.

Real estate market activity in Maine, and in many areas across the country, appears to have passed a tipping point where the frenzied seller's market of the past few years has begun to cool off. Indicators of this are shown in the number of days on market for homes is beginning to grow longer and price reductions are becoming more common than are multiple offers over asking price in all but the hottest market areas in the state. The long-term trend is likely to find home sales prices falling back from record highs and the inventory of homes for sale slowly increasing. Unfortunately, higher market interest rates (currently averaging in the mid 5% range), and the overall increase in inflation on critical household goods and services will combine to have a negative impact on housing affordability and consumer confidence, thus adding to the gradual slowdown in real estate activity entering 2023.

MaineHousing's First Home Loan program remains well positioned in the mortgage market with its \$5,000 Advantage down payment and closing cost assistance grant, and its 4.99% base interest rate that should be sustainable well into Q3. Many thanks to Treasurer, Tom Cary for completing yet another successful single-family bond sale to fund our mortgage purchase program that allows us to keep our competitive market edge, and more importantly helps to maintain housing affordability for Maine's first time buyers.

The following is the Maine Association of REALTORS® monthly press release in July regarding Maine's real estate market activity and related regional and national statistics provided by the National Association of REALTORS®. Included this month are also interesting statewide and county statistics comparing 2022 to 2021.

MAINE HOUSING SALES AFFECTED BY RISING INTEREST RATES; VALUES UP 16.4 PERCENT IN JUNE

AUGUSTA (July 20, 2022)—The housing market in Maine is beginning to feel the effects of rising interest rates. Sales of single-family existing homes declined 9.83 percent last month, according to Maine Listings. The statewide median sales price (MSP) hit \$360,825 in June 2022—an increase of 16.4 percent compared to June 2021. The MSP indicates that half of the homes were sold for more and half sold for less.

“Discussions with REALTORS® across Maine indicate that some are experiencing a ‘pause’ in their market areas,” says Madeleine Hill, 2022 President of the Maine

Association of REALTORS® and Designated Broker at Roxanne York Real Estate in Harpswell.

“We are beginning to see homes staying on the market for weeks instead of days, price adjustments, and fewer buyers competing for new for-sale listings as rising mortgage interest rates have cooled some segments of buyer demand.

“Statewide in Maine, the for-sale inventory of single-family properties remains historically low with 1.8 months of supply available for-sale. A six-month supply is considered a balanced market.”

Nationally, sales eased 12.8 percent comparing June 2022 to June 2021. The National Association of Realtors reported a national MSP of \$423,300 for June— an increase of 13.3 percent. Sales in the regional Northeast decreased 11.8 percent while the regional MSP of \$453,300 represents a rise of 10.1 percent comparing June 2022 to June 2021.

“The ‘pause’ Maine is experiencing may indicate a lag between seller expectations and buyer purchasing behavior, and we expect the market to adjust to these shifting dynamics,” says Hill. “Nearly 1,800 families found their opportunity and bought a home in Maine during June—the seventh best June since we began record-keeping twenty-one years ago.”

Below are two charts showing statistics for Maine and its 16 counties. The first chart lists statistics for the month of June 2021 and 2022 only, statewide. The second chart compares the number of existing, single-family homes sold (units) and volume (MSP) during the rolling three months of April, May and June (2021/2022).

JUNE ONLY CHART

June 1-30, 2021—June 1-30, 2022

	Number of Units Sold			Median Sales Price		
	<u>2021</u>	<u>2022</u>	<u>%Change</u>	<u>2021</u>	<u>2022</u>	<u>%Change</u>
Statewide	1973	1779	-9.83%	\$ 310,000	\$ 360,825	16.40%

ROLLING QUARTER CHART

April 1, 2021—June 30, 2021 and April 1, 2022—June 30, 2022

<u>County</u>	Number of Units Sold			Median Sales Price		
	<u>2021</u>	<u>2022</u>	<u>%Change</u>	<u>2021</u>	<u>2022</u>	<u>%Change</u>
Statewide	5031	4342	-13.70%	\$ 300,000	\$ 350,000	16.67%
Androscoggin	323	278	-13.93%	\$ 240,000	\$ 295,500	23.13%
Aroostook	242	210	-13.22%	\$ 116,900	\$ 155,450	32.98%
Cumberland	1018	917	-9.92%	\$ 450,000	\$ 525,000	16.67%
Franklin	152	106	-30.26%	\$ 230,000	\$ 232,000	0.87%
Hancock	266	191	-28.20%	\$ 316,000	\$ 380,000	20.25%
Kennebec	425	398	-6.35%	\$ 255,000	\$ 290,500	13.92%
Knox	178	155	-12.92%	\$ 337,500	\$ 425,000	25.93%
Lincoln	144	133	-7.64%	\$ 339,500	\$ 390,000	14.87%
Oxford	242	232	-4.13%	\$ 249,800	\$ 287,000	14.89%
Penobscot	525	439	-16.38%	\$ 198,000	\$ 235,000	18.69%
Piscataquis	86	84	-2.33%	\$ 144,035	\$ 172,500	19.76%
Sagadahoc	115	116	0.87%	\$ 341,000	\$ 420,000	23.17%
Somerset	189	149	-21.16%	\$ 165,000	\$ 205,000	24.24%
Waldo	195	123	-36.92%	\$ 260,000	\$ 315,000	21.15%
Washington	158	120	-24.05%	\$ 160,000	\$ 207,500	29.69%
York	773	691	-10.61%	\$ 402,500	\$ 460,000	14.29%

Source: Maine Real Estate Information System, Inc. (d/b/a Maine Listings). Note: Maine Listings, a subsidiary of the Maine Association of REALTORS, is a statewide Multiple Listing Service with over 6,200 licensees inputting active and sold property listing data. Statistics reflect properties reported as sold in the system within the time periods indicated. Contacts: Maine Association of REALTORS® President Madeleine Hill (Roxanne York Real Estate, Harpswell) – 207-807-6578 mhill.realestate@gmail.com Maine Association of REALTORS® President Elect Carmen McPhail (United Country Lifestyle Properties of Maine, Lincoln) – 207-290-0371 carmen@lifestylepropertiesme.com For additional contacts: suzanne@mainerealtors.com

Salute ME Rate Discount Increased

Homeownership is pleased to announce that the First Home Loan base interest rate discount offered to active duty, veterans and retired military personnel in both the Salute ME and Salute Home Again program options has recently been increased from .25% to .50%. MaineHousing is proud to offer this added benefit to those who are serving and have served our country in the past. We thank you for your service!

Multi-Unit Advantage Option Revised

While still a relatively new program, the Multi-Unit Advantage option has attracted several first time homebuyers seeking a 2, 3, or 4 unit home. Borrowers receive a tiered increase in the Advantage down payment and closing cost assistance grant depending upon the number of units in the home they are purchasing. Borrowers are required to take both a homebuyer education and landlord education course prior to closing in order to receive the Advantage grant, and the program requires that they must also occupy one of the units in the home as their primary residence.

Although no issues have been reported, the possibility that a new owner could take possession and immediately raise the rent(s) for some or all of the existing tenants causing their displacement if they could not afford the increase, had caused some concern. The concern will be addressed by adding language to the standard Applicant Certification form, which outlines the core requirements of the First Home Loan program and is completed and signed by all First Home Loan borrowers at the time of loan application. Section 8 in the certification form, that pertains specifically to the Multi-Unit Advantage option, was amended to include the added obligation (shown in red) of new owners to limit rent increases to no more than 5% annually for 2 years from closing, and gives MaineHousing the right to review the rent payment history to verify the owner's compliance. The revised Applicant Certification will be included in an upcoming series of First Home Loan program updates.

- a. All persons signing the note must also complete a MaineHousing-approved landlord education class prior to loan closing. All other Advantage requirements apply, including completion of a Maine hoMEworks-approved homebuyer education course.
- b. Rent increases for the rental units in the Residence will be limited to no more than five percent (5%) annually for two (2) years from the date of closing of the Mortgage Loan in order to not displace tenants and allow existing tenants time to find a new rental unit should I plan to increase the rents after the first two (2) years of ownership.
- c. MaineHousing reserves the right to request and review the rent payment history of any or all of the rental units in the Residence during the first two (2) years of ownership in order to verify owner's compliance with Section 8b.

Housing Choice Vouchers Department Memorandum

To: MaineHousing Board of Commissioners

From: Allison Gallagher - Director of HCV Programs

Date: August 16, 2022

Subject: Monthly Report – Housing Choice Voucher Program

Program Updates:

Included in this report is a draft of the Annual PHA plan. At the September board meeting there will be a public hearing on the plan and the board will be asked to approve the plan at the October meeting. The draft is posted on our website and has been sent to members of our Resident Advisory Board and all of our current Restart participants for comments.

Resident Advisory Board Members:

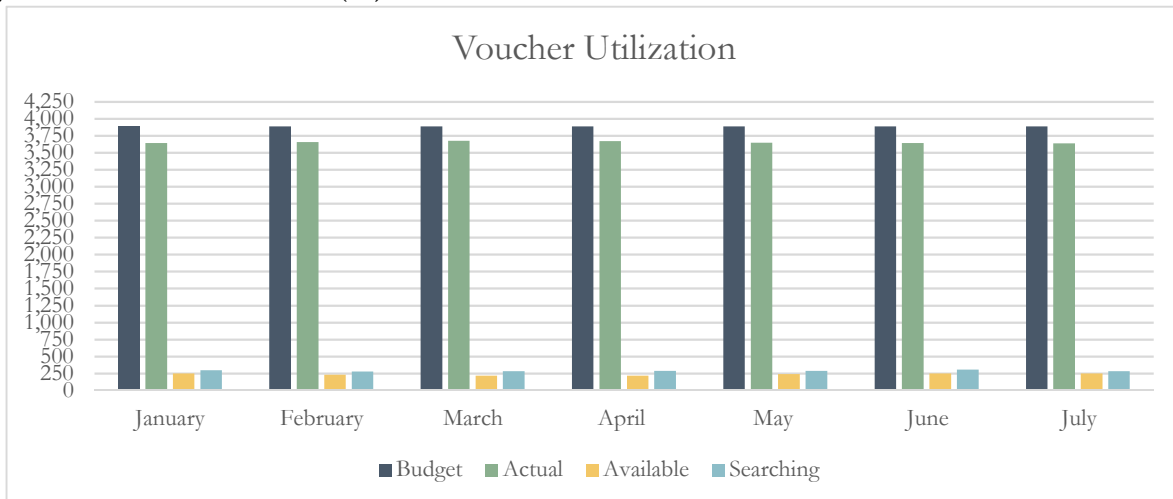
Shane-Somerset	Sally-Knox
Jennifer-Knox	Tim-Kennebec
Tiffany-Kennebec	Daniel-Penobscot
Leslie-Waldo	Casey-Kennebec

Also included in this report are changes we made to the Family Self Sufficiency Action Plan in response to the FSS Final Rule effective June 16, 2022.

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
24 CFR Parts 887 and 984 [Docket No. FR-6114-F-03] RIN 2577-AD09
Streamlining and Implementation of Economic Growth, Regulatory Relief, and Consumer Protection Act
Changes to Family Self-Sufficiency (FSS) Program**

The revised FSS Action Plan will be submitted to HUD for approval by the November 14, 2022 deadline. Laurie attended a HUD webinar and met with FSS Coordinators from Augusta Housing and Portland Housing to compare action plans. MaineHousing used Nan McKay’s model plan to update our FSS Action Plan. The current approved version can be found at [fssactionplan.pdf \(mainehousing.org\)](#)

July Lease Incentives-\$26,000 (34)



HCV (homeless initiatives)

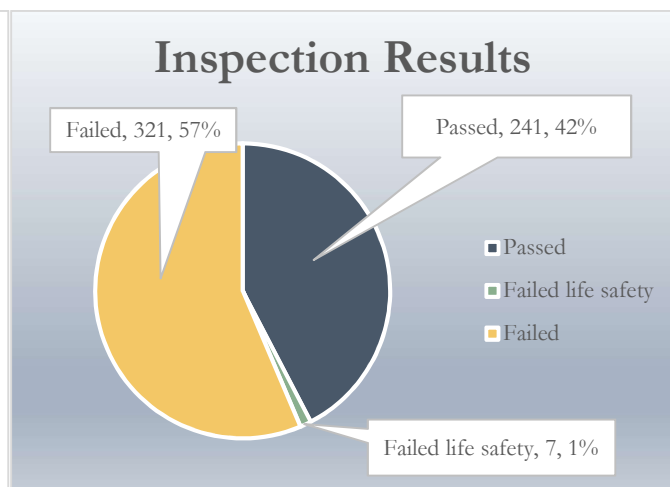
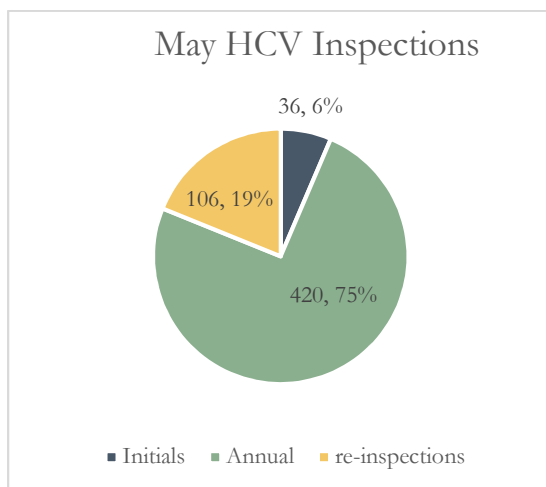
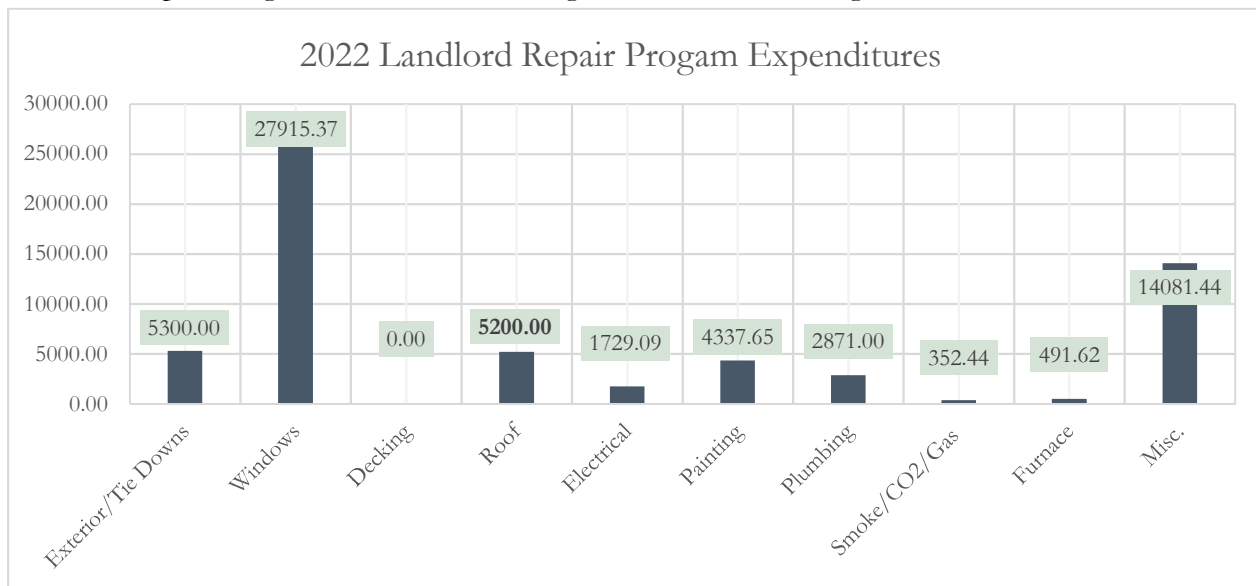
	Leased	Searching
STEP	98	32
Home to Stay	181	84
Homeless Priority	244	71
EHV	44	48

LEAN Update:

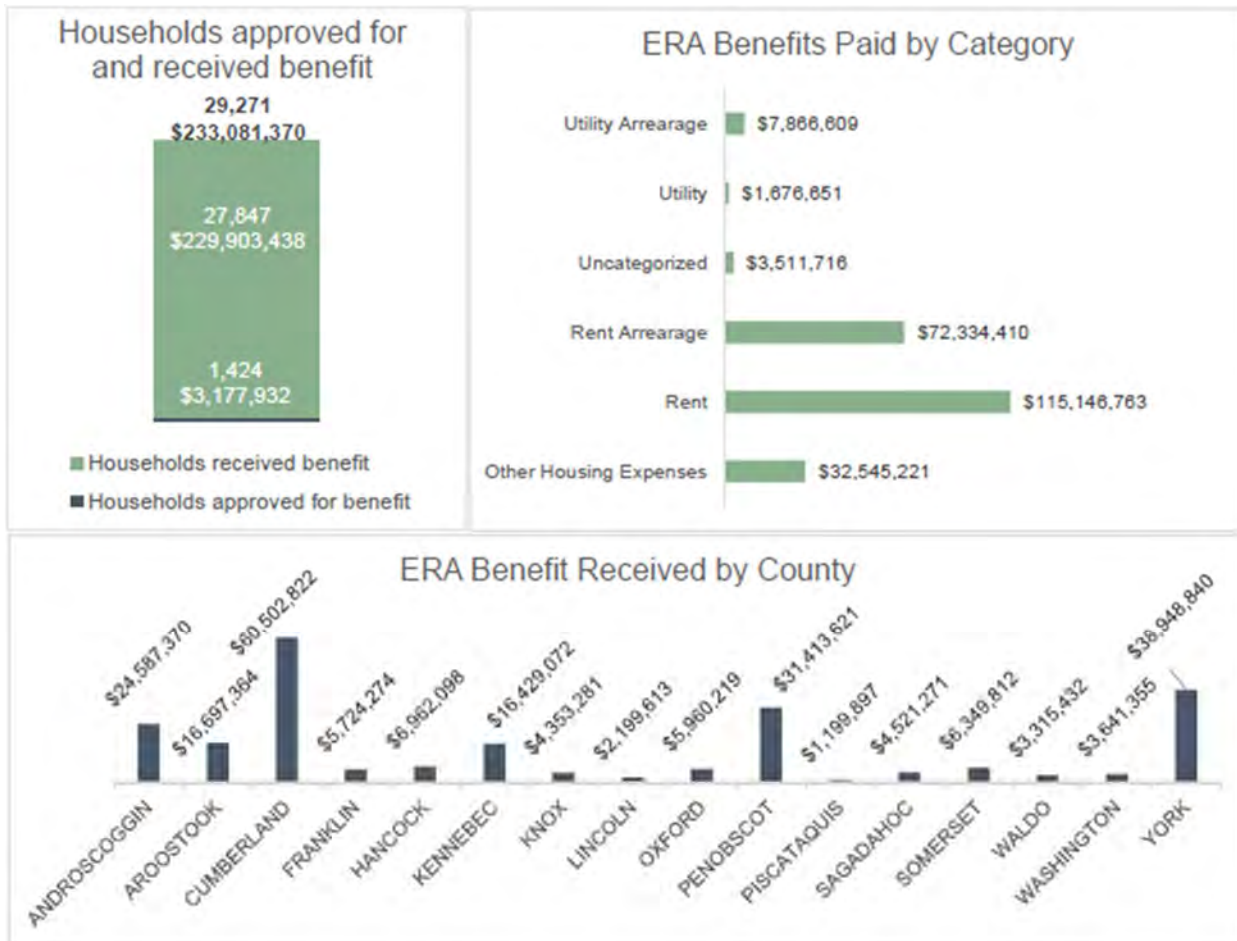
HCV staff are working on scanning all physical tenant files as a 2021/2022 LEAN initiative. We have scanned 70% of our physical tenant files to date.

Inspection Updates:

Landlord Repair Program: \$59,921.11/Damage Reimbursement Program: \$26,326.79



Emergency Rental Assistance:



As of August 3, 2022

FSS Action Plan Revised Language

MaineHousing Minimum Program Size

As determined by HUD as of May 24, 2018, MaineHousing's FSS MMPS is 24. MaineHousing has since reduced its MMPS to 5 and is committed to meeting 100% of its MMPS

HUD defines Definition of Good Standing. For our program, we decided the term Actively Participating better captures what we are trying to accomplish related to an incentive, participants following through, and being involved in the program.

MaineHousing Policy

Actively participating means:

Initiating and attending scheduled meetings with FSS staff

Returning required program documents

Completing and meeting program obligations under the CoP to date, including completion of the ITSP interim goals and tasks to date

Use of forfeited escrow funds related to the annual distribution

MaineHousing Policy

Annually MaineHousing will distribute any remaining forfeited escrow funds to participants who have actively participated in the FSS program during the previous year and who are enrolled at the time of the distribution. For those participants whose enrollment occurred within the year leading up to the distribution, funds will be prorated based upon the number of months in which they are enrolled.

New Regulation:

Forfeited escrow funds must be used by the PHA for the benefit of FSS participants. Specifically for:

- Support for FSS participants in good standing, including, but not limited to, transportation, child care, training, testing fees, employment preparation costs, and other costs related to achieving obligations outlined in the Contract of Participation;
- Training for FSS Program Coordinator(s); or
- Such funds may not be used for salary and fringe benefits of FSS Program Coordinators; general administrative costs of the FSS program, for housing assistance payments (HAP) expenses or public housing operating funds; or any other activity determined ineligible by the Secretary.

MaineHousing Policy:

MaineHousing will use forfeited FSS escrow funds for support and other costs for FSS participants actively participating before requiring the FSS participant to use an interim disbursement from their current escrow account if forfeited FSS escrow funds are able to cover the entire cost of the request.

MaineHousing will use forfeited FSS escrow funds when they are needed to complete an interim goal or task in the ITSP and are not ongoing expenses

OR

The family can demonstrate that the need for one-time payment of otherwise ongoing expenses such as rent, utilities, telephone, cell phone, pager, car payments, car maintenance, insurance, or childcare is needed to complete an interim goal, a final goal, or a task related to such goals in the ITSP.

OR

The funds are needed to pay down debt or to open a secured credit card in order to further a family's progress towards completing their goals or as a method of building positive credit history.

Annually MaineHousing will distribute any remaining forfeited escrow funds to participants who have actively participated in the FSS program during the previous year and who are enrolled at the time of the distribution. For those participants whose enrollment occurred within the year leading up to the distribution, funds will be prorated based upon the number of months in which they are enrolled.

MaineHousing will define other costs related to achieving obligations in the CoP as any costs necessary to complete an interim goal, a final goal, or tasks related to such in the ITSP as defined in 24 CFR 984.305(f)(2)(i)(A) as transportation, childcare, training, testing fees, employment preparation costs, other costs related to achieving obligations outlined in the CoP.

MaineHousing will define necessary to complete as meaning that no other resources are available in the community because such a resource is non-existent or that resources are utilized above capacity and agencies cannot, for an in-determined period, provide such a resource.

Streamlined Annual PHA Plan (HCV Only PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024
--	---	---

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.																																						
A.1	<p>PHA Name: Maine State Housing Authority PHA Code: ME901 PHA Plan for Fiscal Year Beginning: (MM/YYYY): 01/2023 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) 4462 PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below)</p> <table border="1" data-bbox="180 1346 1471 1911"> <thead> <tr> <th data-bbox="180 1346 456 1398">Participating PHAs</th> <th data-bbox="456 1346 586 1398">PHA Code</th> <th data-bbox="586 1346 886 1398">Program(s) in the Consortia</th> <th data-bbox="886 1346 1159 1398">Program(s) not in the Consortia</th> <th data-bbox="1159 1346 1471 1398">No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td data-bbox="180 1398 456 1472">Lead HA:</td> <td data-bbox="456 1398 586 1472"></td> <td data-bbox="586 1398 886 1472"></td> <td data-bbox="886 1398 1159 1472"></td> <td data-bbox="1159 1398 1471 1472"></td> </tr> <tr> <td data-bbox="180 1472 456 1545"></td> <td data-bbox="456 1472 586 1545"></td> <td data-bbox="586 1472 886 1545"></td> <td data-bbox="886 1472 1159 1545"></td> <td data-bbox="1159 1472 1471 1545"></td> </tr> <tr> <td data-bbox="180 1545 456 1619"></td> <td data-bbox="456 1545 586 1619"></td> <td data-bbox="586 1545 886 1619"></td> <td data-bbox="886 1545 1159 1619"></td> <td data-bbox="1159 1545 1471 1619"></td> </tr> <tr> <td data-bbox="180 1619 456 1692"></td> <td data-bbox="456 1619 586 1692"></td> <td data-bbox="586 1619 886 1692"></td> <td data-bbox="886 1619 1159 1692"></td> <td data-bbox="1159 1619 1471 1692"></td> </tr> <tr> <td data-bbox="180 1692 456 1766"></td> <td data-bbox="456 1692 586 1766"></td> <td data-bbox="586 1692 886 1766"></td> <td data-bbox="886 1692 1159 1766"></td> <td data-bbox="1159 1692 1471 1766"></td> </tr> <tr> <td data-bbox="180 1766 456 1911"></td> <td data-bbox="456 1766 586 1911"></td> <td data-bbox="586 1766 886 1911"></td> <td data-bbox="886 1766 1159 1911"></td> <td data-bbox="1159 1766 1471 1911"></td> </tr> </tbody> </table>				Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	Lead HA:																													
Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program																																			
Lead HA:																																							

B.	Plan Elements.
B.1	<p>Revision of Existing PHA Plan Elements.</p> <p>a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p> <p>HUD approved an extension on 2 waivers expire 12/31/2022:</p> <p> Establish a Payment Standard schedule at 120% of Fair Market Rent-effective 6/1/2022</p> <p> Increase in Payment Standard During HAP Contract Term</p> <p> New Construction option available only as a reasonable accommodation for Homeownership program</p>
B.2	New Activities. – Not Applicable

Draft

B.3 Progress Report.

Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.

Program Goals:

Improve Housing Quality

- Used administrative fee reserves and other state funding to provide landlord repair money and damage reimbursement.

Landlord Repair- \$45,837

Damage Reimbursement-18,826

- Publish 2 Landlord newsletters per year and email blast to share changes in regulation and applicable state laws

- Regularly hold Landlord forums and PHA inspector forums- virtually

Expand the Supply of Affordable Housing

- Used administrative fee reserves and other state funding to provide landlord incentives and security deposits.

Landlord Incentives- \$132,750 (177 households)

Security Deposits- \$91,228 (89 households)

- Awarded 25 Project-based vouchers to housing projects for elderly and or disabled families

- Awarded 9 Project-based vouchers to permanent supportive housing projects for homeless and or disabled families

- Added 9 Tenant Protection vouchers to preserve affordable housing in Aroostook County

Help Maine People Attain Housing Stability

- Ensure EHO and Fair Housing by reviewing requests for reasonable accommodations

- Utilize additional preferences to apply to applicants. The highest preferences are elderly/disabled/families and a preference for US military veterans.

- Set aside 20 Non-Elderly Disabled Vouchers to assist families that participate in the Money-follows-the-person grant through the Maine DHHS Homeward Bound program. (7 currently housed)

-Administer 135 VASH vouchers for veterans (102 currently housed)

-Set aside 32 Non-Elderly Disabled Vouchers to assist families that qualify under the 811 waiver program (24 currently housed)

-Set aside 42 vouchers for a program for working families who may be interested in joining the FSS program (working with Community Action agencies to deliver program throughout the state) 12 currently leased

- Set aside 115 Family Unification vouchers for families and youth (83 currently leased)

- 60% of available HCV vouchers are set aside for homeless applicants and those fleeing domestic violence

- Administer 5 year mainstream vouchers (approx. 22 available) 19 currently leased

- Administer 99 Emergency Housing Vouchers (EHV) for people experiencing homelessness, previously homeless or at risk and people experiencing domestic violence, stalking or victims of human trafficking (38 currently housed)

- Added priority vouchers for Youth Homeless Demonstration Project (50 vouchers for two years)

- Added Priority vouchers for disaster assistance (50 vouchers)

Provide Leadership in the Housing Field

- SEMAP score has been high performing

- Administer and coordinate the Family Self Sufficiency Program, enrolled 56+ participants

Participate and lead the statewide Program Coordinating Committee

	<ul style="list-style-type: none"> - Work with partners in providing services and outreach to low-income families via –Community Action Agencies, homeless shelters, domestic violence agencies, landlord associations, 211 site, statewide conferences, and other Public Housing Authorities - Extended the Landlord Incentives provided by MaineHousing to all PHA’s in Maine to deliver a consistent resource to landlords and tenants - Staff attend industry meetings, conferences, and trainings- virtually <p>Operational Priorities:</p> <p><u>Service</u></p> <ul style="list-style-type: none"> - Provided excellent customer service by hiring staff competent in customer service delivery – hired one additional Occupancy Specialist - Offer centralized customer service phone line, fax line and email address for applicants, tenants and partners - Utilize a Maine Centralized Waitlist for applicants <p><u>People</u></p> <ul style="list-style-type: none"> - Provided staff and contractors with excellent tools to enable service (software, training, education and technical assistance) including updated program software to the latest version offered from our vendor. - Process and track certifications through a shared work model <p><u>Financial Capacity</u></p> <ul style="list-style-type: none"> - Access state funds to offer landlord incentives statewide - Monitor utilization using HUD’s Two Year Tool - Request Blended Administrative fee to serve tenants statewide <p><u>Resource Optimization</u></p> <ul style="list-style-type: none"> - Tenant files are scanned and saved electronically in Docuware - Utilize RingCentral to track work flow - Use HQS Touch to document inspection results and transmit to Elite software
B.4	Capital Improvements. – Not Applicable
B.5	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
C.	Other Document and/or Certification Requirements.
C.1	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

C.2	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p style="padding-left: 40px;">Y N</p> <p style="padding-left: 40px;"><input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing (AFFH).

Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

Fair Housing Goal:	<i>Describe fair housing strategies and actions to achieve the goal</i>
Fair Housing Goal:	<i>Describe fair housing strategies and actions to achieve the goal</i>
Fair Housing Goal:	<i>Describe fair housing strategies and actions to achieve the goal</i>

Describe fair housing strategies and actions to achieve the goal

Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV-Only PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Plan Elements. All PHAs must complete this section. (24 CFR §903.11(c)(3))

B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR 5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR § 903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(2)(i)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA’s reasons for choosing its strategy. (24 CFR §903.7(a)(2)(ii))

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. (24 CFR §903.7(b))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

Rent Determination. A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. (24 CFR §903.7(d))

Operation and Management. A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. (24 CFR §903.7(e)).

Informal Review and Hearing Procedures. A description of the informal hearing and review procedures that the PHA makes available to its applicants. (24 CFR §903.7(f))

Homeownership Programs. A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA's partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA's partnerships with other entities, and activities subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) and under requirements for the Family Self-Sufficiency Program and others. Include the program's size (including required and actual size of the FSS program) and means of allocating assistance to households. ([24 CFR §903.7\(l\)\(i\)](#)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)\(iii\)](#)).

Substantial Deviation. PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

Significant Amendment/Modification. PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan.

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

B.2 New Activities. This section refers to new capital activities which is not applicable for HCV-Only PHAs.

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(r\)\(1\)](#))

B.4 Capital Improvements. This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is not applicable for HCV-Only PHAs

B.5 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

C. Other Document and/or Certification Requirements.

C.1 Resident Advisory Board (RAB) comments. If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

C.2 Certification by State of Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#)). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154; or 24 CFR 5.160(a)(3) as applicable (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations. impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#)).

C.4 Challenged Elements. If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) Strategies and actions must affirmatively further fair housing." Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 6.02 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

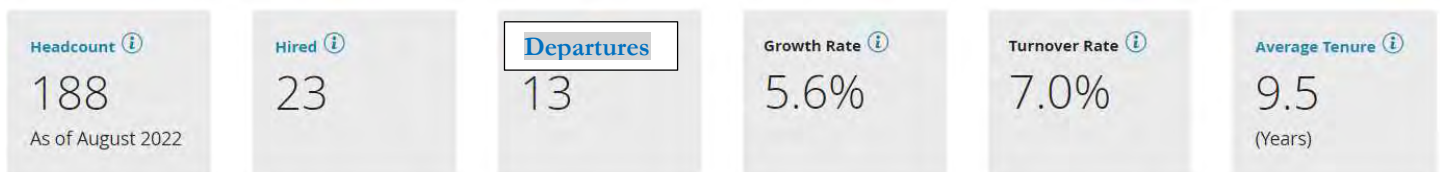
Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Draft

Human Resources and Facilities Department Memorandum

To: Board of Commissioners
From: Jane Whitley, Director of Human Resources & Facilities
Date: August 2022
Subject: Board Report

Human Resources YTD Stats as of August 8



Human Resources Updates

STAFF ANNOUNCEMENTS

Welcome to our new hires, we are thrilled to have you here!

- ✓ MacKenzie O'Ben, Housing Program Officer, EHS
- ✓ Rachel Switzer, Weatherization Program Officer, EHS
- ✓ Tyson Tibbetts, Helpdesk Analyst I, IT

Congratulations to staff who have moved into a different position at MaineHousing, we wish you the best in your new adventure!

- ✓ Mischele Ellis, from Asset Operations Office Coordinator to Asset Manager
- ✓ Brianne McNally, from Default Manager to Multifamily Loan Officer

Happy retirement and thank you for your many years of service!

- ✓ Peter Merrill, Deputy Director, 27 years of service, retiring September 2

We are currently advertising and/or interviewing for the following positions:

- Housing & Weatherization Assistant, EHS
- Data Analyst, CPD
- Department Director, EHS
- Asset Operations Office Coordinator – Asset Management

Facilities Updates

- No new news.



We are always looking for great people to fill our positions!

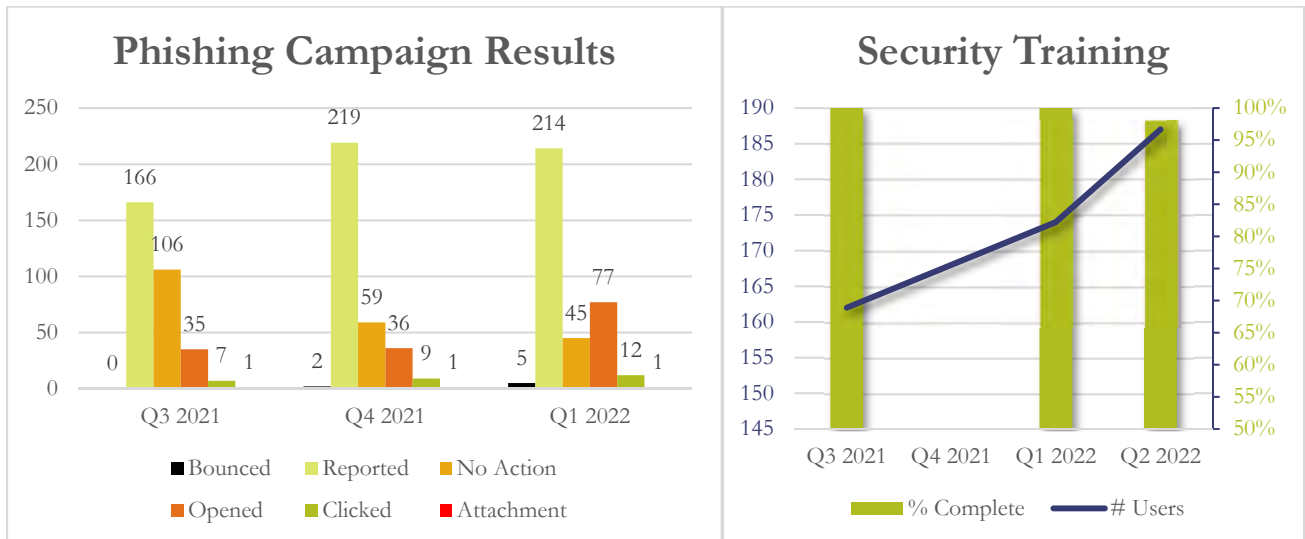
Please encourage your family and friends to visit our website at www.mainehousing.org/careers.

Information Technology Department Memorandum

To: Board of Commissioners
From: Craig Given, Director of IT
Date: August 9, 2022
Subject: Monthly Report

August Spotlight:

The IT Security Team has multiple initiatives to educate and train MaineHousing staff on security principles and best practices. Over the past year, there has been a steady progress in maintaining good security posture, while the number of users has continued to grow. All staff have completed quarterly security trainings (Q2 2022 has two staff currently on leave).



Information Technology Updates:

- Tyson Tibbets hired as Help Desk Analyst I. All IT staff positions are currently filled.
- Implemented new program year changes and upgrades in EHS software application.
- IT Staff participated in preparation process for software RFPs by the HMIS and Legal departments.

- Applied security patches to critical systems to address identified vulnerabilities.
- Completed Audio/Visual upgrades to conference rooms to allow for teleconferencing and presentation capabilities.
- Participated in planning for the Maine Water Assistance Program, and provided technical assistance in preparing systems for operational use.
- Completed hardware refresh, increasing inventory to address expected staffing changes.
- Completed upgrades of key systems, including Citrix and KACE.
- Worked with HMIS department to transfer IT related duties to the Application team.
- Selected security vendor to facilitate tabletop testing of the organization's Data Breach Response Plan.

Board Calendar 2022

<p>JANUARY 18</p> <ul style="list-style-type: none"> • Legislative Preview <p>NCSHA HFA Institute (Jan. 10-Jan. 14 and Jan. 24-Jan. 28) Virtual</p>	<p>FEBRUARY 15</p> <ul style="list-style-type: none"> • Introduce HEAP
<p>MARCH 22</p> <p><u>Board Business:</u></p> <ul style="list-style-type: none"> • Home Energy Assistance Program discussion • Qualified Allocation Plan discussion • Legislation update <p><u>Program Presentations:</u></p> <ul style="list-style-type: none"> • Use of hotels during pandemic 	<p>APRIL 19</p> <p><u>Board Business:</u></p> <ul style="list-style-type: none"> • Rulemaking Commencement: <ul style="list-style-type: none"> - Home Energy Assistance Program (VOTE) - Qualified Allocation Plan (VOTE) - State Low Income Housing Tax Credit Rule (VOTE) • 2021 Year-end Financials • Legislation update <p><u>Program Presentations:</u></p> <ul style="list-style-type: none"> • Non LIHTC Multi-Family programs
<p>MAY 17</p> <p><u>Board Business:</u></p> <ul style="list-style-type: none"> • Rulemaking Public Hearings: <ul style="list-style-type: none"> - Home Energy Assistance Program - Qualified Allocation Plan - State Low Income Housing Tax Credit Rule • Legislation final report <p><u>Program Presentations:</u></p> <ul style="list-style-type: none"> • Fair Housing / DEI efforts 	<p>JUNE 7 (Special Meeting)</p> <p><u>Board Business:</u></p> <ul style="list-style-type: none"> • Chapter 16 – Qualified Allocation Plan discussion
<p>JUNE 14</p> <p><u>Board Business:</u></p> <ul style="list-style-type: none"> • Rulemaking Adoption <ul style="list-style-type: none"> - Home Energy Assistance Program (VOTE) - Qualified Allocation Plan (VOTE) - State Low Income Housing Tax Credit Rule (VOTE) • Public Hearing – Multi-Family Mortgage Loans • HCV Annual Plan Draft Review/Timeline • Fair Housing / DEI Efforts <p><u>Program Presentations:</u></p> <ul style="list-style-type: none"> • Homeownership programs 	<p>JULY 19</p> <p style="text-align: center;">If necessary</p>
<p>AUGUST 16</p> <p><u>Board Business:</u></p> <ul style="list-style-type: none"> • Adopt Multi-Family Mortgage Loans Rule (VOTE) <p style="text-align: center;">GOAL SETTING EXERCISE</p>	<p>SEPTEMBER 20</p> <p><u>Board Business:</u></p> <ul style="list-style-type: none"> • HCV Annual Plan Public Hearing • Chapter 19 – Homeless Solutions Rule – commence rulemaking (VOTE) <p><u>Program Presentations:</u></p> <ul style="list-style-type: none"> • HARP and Community Aging in Place • Fair Housing / DEI efforts

<p>OCTOBER 18</p> <p><u>Board Business:</u></p> <ul style="list-style-type: none"> • Introduce DOE Weatherization State Plan • Adopt HCV Annual Plan (VOTE) • Public Hearing – Homeless Solutions Rule <p><u>Program Presentations:</u></p> <ul style="list-style-type: none"> • TBD <p>NCSHA Annual Conference & Showcase (Oct. 22-25)</p>	<p>NOVEMBER 15</p> <p><u>Board Business:</u></p> <ul style="list-style-type: none"> • Review Preliminary 2023 Budget • Public Hearing DOE Weatherization State Plan • Adopt Homeless Solutions Rule (VOTE) <p><u>Program Presentations:</u></p> <ul style="list-style-type: none"> • TBD
<p>DECEMBER 20</p> <p><u>Board Business:</u></p> <ul style="list-style-type: none"> • Approve 2023 Budget (VOTE) • Elect Officers (VOTE) • MPP Series Resolution (VOTE) • Adopt DOE Weatherization State Plan (VOTE) 	

Future Rulemaking: Transfer of Ownership Interests