

# January 17, 2023 Board Packet

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**Board of Commissioners Meeting – January 17, 2023 9:00 a.m. to 12:00 p.m.**

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

9:00	Adopt Agenda <b>(VOTE)</b>	All
	Remote Commissioners	Frank O’Hara
	- Reason remote	
	- Any other persons at their location	
	Approve minutes of December 20, 2022 meeting <b>(VOTE)</b>	All
	Communications and Conflicts	All
	Chair of the Board Updates	Frank O’Hara
9:30	Director Updates	Dan Brennan
10:00	Legislative Update	Erik Jorgensen
	- Invited guests from Maine Affordable Housing Coalition	
	Laura Mitchell, Executive Director	
	BJ McCollister, Policy Director	
10:45	QAP Update	Mark Wiesendanger
11:15	HUB Coordinator Update	Lauren Bustard
	<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	
	2023 Board Calendar	
	Adjourn <b>(VOTE)</b>	All

The next meeting of the Board is scheduled for February 21, 2023  
virtually and in person at 26 Edison Drive, Augusta, Maine



Minutes of the Board of Commissioners Meeting December 20, 2022

### **MEETING CONVENED**

A meeting of the Board of Commissioners for MaineHousing convened on December 20, 2022 at the offices of MaineHousing, 26 Edison Drive, Augusta, Maine and virtually. Notice of the meeting was published on December 9, 2022 in Central Maine newspapers. Notice of Board of Commissioners meetings is also on MaineHousing's website at [www.mainehousing.org](http://www.mainehousing.org).

Chair Frank O'Hara called the meeting to order at 9:00 a.m. Director Dan Brennan, State Treasurer Henry Beck, Commissioners Laura Buxbaum, Paul Shepherd, Noël Bonam and Nancy Harrison attended in person. Commissioners Betty Dietz and Renee Lewis attended remotely due to scheduling conflicts. There were no other persons at their locations. Commissioner Deb Ibonwa was absent. There was a quorum present.

### **PUBLIC ATTENDANCE**

Guests and staff present for all or part of the meeting included: Ashley Janotta, Chief Counsel; Adam Krea, Senior Director of Finance and Lending; Jodie Stevens, Counsel; Linda Grotton, Director of Audit and Compliance; Jamie Johnson, Senior Director of Operations; Tom Cary, Treasurer; Allison Gallagher, Director of Housing Choice Voucher; Mark Wiesendanger, Director of Development; Jane Whitley, Director of Human Resources & Facilities; Craig Reynolds, Director of Homeownership; Darren Brown, Director of Finance; Craig Given, Director of Information Technologies; Karen Lawlor, Executive Administrator; Lauren Bustard, Senior Director of Homeless Initiatives; Kim Ferenc, Manager of Housing & Weatherization; Genevieve Soucy, Director of Energy & Housing Services; Scott Thistle, Communications Director; Erik Jorgensen, Senior Director of Government Relations & Communications; Joshua Pinkerton, Data Analyst; Troy Fullmer, Manager of HEAP; Andrew Thomas, Help Desk Analyst II; Amanda Roy, Manager of Weatherization; Laura Mitchell, Executive Director Maine Affordable Housing Coalition; and Gerrylynn Ricker, Paralegal and Note taker.

### **ADOPT AGENDA**

*State Treasurer Beck made a motion seconded by Commissioner Buxbaum to adopt the December 20, 2022 agenda. The vote carried unanimously.*

### **APPROVE MINUTES OF NOVEMBER 15, 2022 MEETING**

*Commissioner Buxbaum made a motion seconded by State Treasurer Beck to accept the November 15, 2022 minutes as written. Seven members voted in favor and one member abstained.*

### **COMMUNICATIONS AND CONFLICTS**

None

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

Chair O'Hara thanked Henry for covering last month's meeting for him. He also thanked Nancy for agreeing to serve on the Audit Committee. Chair O'Hara also reported that Laura has agreed to be Vice Chair and Betty has agreed to be Secretary.

*State Treasurer Henry Beck made a motion seconded by Commissioner Renee Lewis to elect Commissioner Laura Buxbaum as Vice Chair and Commissioner Betty Dietz as Secretary of the Board. The vote carried unanimously.*

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## **DIRECTOR UPDATES**

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

- There have been three bills printed so far this legislative session and all three involve MaineHousing in one way or another. LD 3 is designed to provide some heating assistance and emergency housing assistance. \$40 million supplemental for HEAP; \$10 million for emergency situations – this will not come to MaineHousing but will be a direct payment of \$450 to Mainers that are income qualified; and \$21 million for emergency housing funds;
- Regarding the Emergency Rental Assistance (ERA) program, we are not going to receive any more money from US Treasury and we were unsuccessful in getting Treasury to waive what we thought were unfair policies that they put into place that negatively impacted the program. We are trying to hold onto as much of the \$26 million that they were asking to take back.
- Director Brennan had no new information to report regarding Performance Based Contract Administration (PBCA) effort. We are still waiting for HUD's response to all the public input and for them to issue the RFP. Our current contract goes through March 2023.
- We are closely looking at the Governor's draft budget and are hopeful that there will be funds in the budget itself for affordable housing.
- We are in the last stages of doing our due diligence in taking over the Housing Assistance Fund (HAF) program from the Bureau of Consumer Credit Protection to help single family homeowners with making their mortgage payments. We have a key meeting with the software company that runs the system that the Bureau purchased coming up. There will be more to report on this at the January meeting.
- There will be a new Joint Select Committee on housing. We think there will still be a labor and housing committee. We are waiting to hear who the members will be. We will invite those members to our offices for them to meet us and do a walk through if they would like.
- We held our last virtual all staff day on November 16<sup>th</sup>. We are very much looking forward to our first in person staff day on January 30<sup>th</sup> at the Augusta Civic Center. All the Commissioners are invited to attend.
- Attended the Maine Affordable Housing Coalition post-election conference on November 17<sup>th</sup> in Portland. We awarded Kevin Bunker with our Stephen B. Mooers award.
- Went to Orono to see the unveiling of the 3-D printed house along with Senator Collins, Senator King, Governor Mills, and people from the University of Maine.
- Had initial meeting with Speaker Talbot Ross and House Democratic leaders, Mo Terry and Kristin Cloutier.
- Met with the Maine Climate Council who had their two year anniversary at Bowdoin College.
- Attended the NCSHA Executive Director meeting in Washington, D.C.
- Met with Nathan Szanton and Bill Shane, the Cumberland Town Manager regarding a new project located on Route One on the Cumberland Falmouth line.
- Director Brennan brought to the Commissioners attention, in the Housing Choice Voucher Program department they have scanned over 4,000 paper files and all files are now electronic. In the Homeownership Department, we have a new record for mortgages purchased – over \$177 million in loans.

## **ADOPT CHAPTER 27 – TRANSFER OF OWNERSHIP INTERESTS RULE**

Chief Counsel Ashley Janotta explained that since the public hearing held at the November meeting, no public comments were received before the comment period expiration of November 25, 2022. A comment was made by Commissioner Renee Lewis as outlined in the memorandum to the Commissioners from Ashley Janotta dated December 7, 2022. The change resulting from

Commissioner Lewis' comment has been added to the definitions section.

*Chief Counsel Ashley Janotta read the proposed motion to repeal the existing Transfer of Ownership Interests Rule, Chapter 27, of MaineHousing's rules, and replace it with a new Transfer of Ownership Interests Rule as described in the memorandum to MaineHousing Board of Commissioners from Ashley Janotta dated December 7, 2022. Commissioner Nancy Harrison said "so moved" and it was seconded by Commissioner Noël Bonam. The vote carried unanimously.*

### **ADOPT 2023 DOE WEATHERIZATION STATE PLAN**

Manager of Housing and Weatherization Kim Ferenc recapped the hearing that took place at the November meeting. The public comment period expired November 25, 2022 with no comments having been received. No further revisions were made to the 2023 DOE WAP Application and State Plan.

*State Treasurer Henry Beck made a motion seconded by Commissioner Laura Buxbaum to adopt the 2023 Maine DOE WAP Application and State Plan included in the Board Packet and described in the memorandum from Kim Ferenc dated December 15, 2022. The vote carried unanimously.*

### **APPROVAL OF MPP SERIES RESOLUTION**

Treasurer Tom Cary requested approval of a Series Resolution dated December 20, 2022, which authorizes the issuance of up to \$400 million of Bonds and Notes in the Mortgage Purchase Program for a period of approximately 14 months.

*Commissioner Renee Lewis made a motion seconded by Commissioner Nancy Harrison to approve the Series Resolution dated December 20, 2022. The vote carried unanimously.*

### **ADOPTION OF THE 2023 BUDGETS**

Director of Finance Darren Brown reviewed the changes to the 2023 preliminary budgets presented at the November meeting. The changes included the adoption of the recommendations from the compensation market study and the addition of a one-time supplemental payment for employees. Salaries, payroll taxes, and retirement expenses in the operating expenses section of the budgets increased by a combined amount of approximately \$1.2 million as a result of these changes. MaineHousing will take over the administration of the federal Homeowner Assistance Fund (HAF) from the Bureau of Consumer Credit Protection in 2023 and \$10 million was added to grant income and expense for this program. Additionally, administrative fee income was increased by \$150,000 for HAF.

Net operating income for 2023 decreased from the approximately \$9.6 million in the preliminary budget to \$8.6 million, as a result of all the changes and represents improvement of \$1.6 million over estimated net operating income for the year. State Treasurer Henry Beck wanted it reported in the minutes that the sense of the Board is they do not anticipate another supplemental payment situation in future budgets.

*Commissioner Nancy Harrison made a motion seconded by Commissioner Renee Lewis to adopt the 2023 budgets as presented today. The vote carried unanimously. Commissioner Noël Bonam made a motion seconded by Commissioner Laura Buxbaum to include Director Brennan in the 2.5% salary adjustment and the one-time supplemental payment. The vote carried unanimously.*

### **DEPARTMENT REPORTS**

Commissioner Buxbaum had questions regarding the Development Department's report and Director of Development Mark Wiesendanger was available to answer them. There will be a QAP/Development discussion at the January meeting. It was also suggested that the Maine Affordable Housing Coalition be invited to a future meeting.

**ADJOURN**

*State Treasurer Henry Beck made a motion seconded by Commissioner Noël Bonam to adjourn the meeting. The meeting was adjourned at 11:15 a.m. by unanimous vote of the Board.*

Respectfully submitted,

Elizabeth Dietz

## *Memorandum*

To: Daniel E. Brennan, Director  
From: Adam S. Krea, Senior Director of Finance and Lending  
Date: January 9, 2023  
RE: Update to May 2022 Memo on Sole Sourcing for Emergency Procurement

### **Overview**

Part WW of the State of Maine's Fiscal Year 2022/2023 General Fund Supplemental Budget appropriated \$22 million of the State's General Fund unappropriated surplus to MaineHousing to specifically assist in addressing the emergency housing needs of people experiencing, or at imminent risk of experiencing, homelessness. The intent is to assist people more quickly than would be possible through the permitting and construction of new housing units, which typically takes 24-36 months.

MaineHousing and the Governor's Senior Advisor on Housing Policy jointly crafted a plan that has allocated the funding to:

- Serve, at any one time, up to 280 individuals experiencing homelessness in two hotels in South Portland, through contracts with Greater Portland Health, Spurwink, Preble Street, the City of Portland, and the City of South Portland;
- Provide additional emergency shelter space in Portland;
- House and provide services through Catholic Charities of Maine to 85+ asylum seeker families comprising over 300 individuals who would otherwise experience homelessness, for one year;
- Fund housing stability and rapid rehousing contracts in Bangor, Aroostook County, Waterville/Augusta, and York County to move households experiencing homelessness to permanent housing;
- Fund the rapid renovation of an extended stay hotel in Bangor into 36 units of permanent housing for individuals experiencing homelessness;
- Provide Rental Assistance and capital dollars to leverage other funding allowing for the conversion of 175 rental units to affordable housing for asylum seekers, who are at risk of homelessness, due to their delayed ability to work under federal immigration laws; and
- Fund targeted programs at the Immigrant Legal Advocacy Project and Hope Acts that assist asylum seekers with legally attaining asylum, work permits, and other legal documentation needed in order to be self-sufficient and successful.

### **Allocation Summary**

The following table shows the funds are allocated as of January 9, 2023. Some are subject to change as unused budgeted funds are returned for reallocation elsewhere.

\$ 278,000	Services for 7 months to prevent eviction of 280 individuals from hotels in South Portland
500,000	Funding for services to allow the opening of "Elena's Way" shelter in Portland for 40 individuals
1,515,000	Housing Stability and Rapid Rehousing (Bangor, Aroostook County, Augusta, Waterville, York County)
4,300,000	100 Hotel Rooms for 12 months in Saco serving approximately 85 asylum seeker families (>300 individuals)
823,000	Required Services (10 hrs/day 7 days/week) at Saco Hotel
1,050,000	Capital Grant for 60 Units of permanent housing in Brunswick
4,000,000	Capital Grant for 36 Units of permanent housing in Bangor
1,500,000	Capital Grant for 48 Units of permanent housing in Portland
6,325,000	Rental Assistance for 175 asylum seeker families for 48 months
850,000	Targeted programs at ILAP and Hope Acts to assist asylum seekers in more quickly entering the workforce
750,000	Reserved for Lewiston and Auburn (have had discussions with City and service providers about providing proposals)
109,000	Reserved for 16 units of Housing in Portland - with services
<u>\$ 22,000,000</u>	

### Emergency Situation

As noted, there are hundreds of individuals experiencing, or at risk of imminently experiencing, homelessness in the State of Maine due to the lack of affordable housing. The sheer number of people in this situation creates an emergency. 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. Section II(G)(2) lists Emergency or Urgent Need as an exception to normal procurement requirements. If an emergency situation or other urgent need exists and only one known source can provide the required goods or services within the time needed, then sole source procurement is allowed. MaineHousing and the Governor's Senior Advisor on Housing Policy talked with numerous entities and were willing to work with anyone interested in assisting with this situation. The impact of delaying these transactions could result in hundreds of individuals experiencing homelessness, which is why this constitutes an emergency.

ACKNOWLEDGED & APPROVED

1/9/2023

Date



Daniel Brennan

Director, Maine State Housing Authority



**Asset Management Department Memorandum**

**To:** MaineHousing Board of Commissioners  
**From:** Robert Conroy – Director, Asset Management  
**Date:** January 9, 2023  
**Subject:** January Board Report - Asset Management

**Loans and Ownership Transfers**

Happy New Year to all from the staff in Asset Management!

In closing out our 2022 activity we would like to briefly summarize an often unnoticed portion of our work. While our compliance and program administration roles are generally understood, our portfolio lending and ownership transfer activity frequently operates under the radar.

For the multifamily portfolio we currently administer the **Subsequent Loan Program, the Contract Administration Loan Program and the Note Modification Program** to address funding availability or debt restructure to existing properties in our active project portfolio. The loan programs make funds available for project improvements, creation of additional affordable units, heat conversions, ownership transfers and many other uses. 2022 was a busy year for the Subsequent Loan and Ownership Transfer activity. We had six large properties transfer ownership, with five also utilizing over \$20 million in Subsequent Loans to assist in financing the transfers. The six properties are listed below. Please note that Pleasantwood consisted of two separate properties combined as one:

<u>Property</u>	<u>Sale Price</u>	<u>Existing Debt</u>		<u>New Loan</u>	
Glenridge Gardens, Augusta	8,025,000	3,289,000	6.45%	3,005,520	5.00%
North Deering Gardens, Portland	15,500,000	1,684,000	6.50%	12,116,000	5.00%
Pleasantwood (2), Old Orchard Beach	5,100,000	696,940	7.00%	2,538,999	5.00%
		458,387	3.00%	282,000	5.00%
		1,095,000	6.00%	190,720	0.00%
Place Ste. Marie, Lewiston	2,900,000	791,580	7.50%	0	
Westbranch Terrace, Pittsfield	2,200,000	0		<u>1,870,000</u>	5.00%
				<b>\$20,003,239</b>	
				<b>TOTAL</b>	

**To:** Board of Commissioners

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

**Date:** January 10 2023

**Subject:** Jan 2023 Board Report

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The Communications and Planning Department is pleased to report on selected activities during late December and Early January of 2023.

December in CPD is mostly taken up with end-of year data gathering and reporting, as January will bring the start in earnest of the legislature's new session and with it, a handful of statutorily required reports are due. Included are ones on the HOME Fund, our agency's use of ARPA funding provided through the Maine Jobs and Recovery Act, and a new outlook report being developed to provide a stock-taking assessment of the status of a number of housing indicators in Maine. This is also the time when our department begins its work on the 2022 annual report. The first step of this process is to gather year-end accomplishments, from every department. This is a large task and it has been a focus of work by data analyst Josh Pinkerton.

#### **Meet the press in December and January:**

Since the board's last meeting MaineHousing has fielded a wide range of media requests. Although the pace did taper a little during the holidays we have still fielded and responded to more than 20 media inquiries, notes our Director of Communications Scott Thistle. Interestingly these requests came from all the regular media outlets in Maine including all the major daily newspapers, television, public radio and online news outlets. We also received several interesting requests from media outside the usual, including DownEast Magazine, the Knight Science Foundation and Maine Municipal Association's Town and City Magazine – to name a few.

Over the first 10 months of 2022 we fielded a total of 240 media requests from near and far as the interest in housing, affordable housing and housing-related issues. These issues remain at the top of mind for both our colleagues in the media and policymakers at both the state and national levels. We expect this interest will continue in 2023, especially as we roll out our communications plan and outreach effort on the Homeowners Assistance Fund, which we will begin to administer later this year.

MaineHousing's EHS staff was also involved in the production of several promotional videos being produced by the federal Department of Health and Human Services on Maine's LIHEAP program. Maine's HEAP program was held up as a model, and these videos highlight Maine's work in this area. The videos will feature clients that benefit from the program and one our strongest HEAP partners, York County Community Action Corp, the CAA serving York County. A film production crew came to Maine and was guided by our own Troy Fullmer and Amanda Roy during their visits to clients' homes in York County. Troy was also interviewed and will appear in these promotional videos that will be shared with us while also appearing on the Federal DHHS web site. It is expected these videos will also be shared with and promoted by the White House.

We can't wait to see them. You can see samples of the production company's work in other states at the link below – they do really nice videos that capture the impact of the work we do

LIHWAP North Carolina

<https://vimeo.com/685593232>

LIHWAP Iowa

<https://vimeo.com/687147101>

LIHWAP San Carlos Apache Reservation

<https://vimeo.com/687147101>

LIHEAP Washington State

<https://vimeo.com/736028907>

CED Kentucky

<https://vimeo.com/618295073>

### **Government Relations:**

There will be an extended “live” report at the board meeting with special guests from the Maine Affordable Housing Coalition and a legislative preview.

### **Website:**

Appended to this narrative are monthly web statistics provided by Webmaster Amanda Ouellette. Hits are down, which is the normal trend for December but not by much. This December will be our highest hit on record (since 2008) and 2022 turned out to be our highest hit year on record as well. We ended the year with 752,084 hits which just barely exceeded 2021's hits at 749,038.

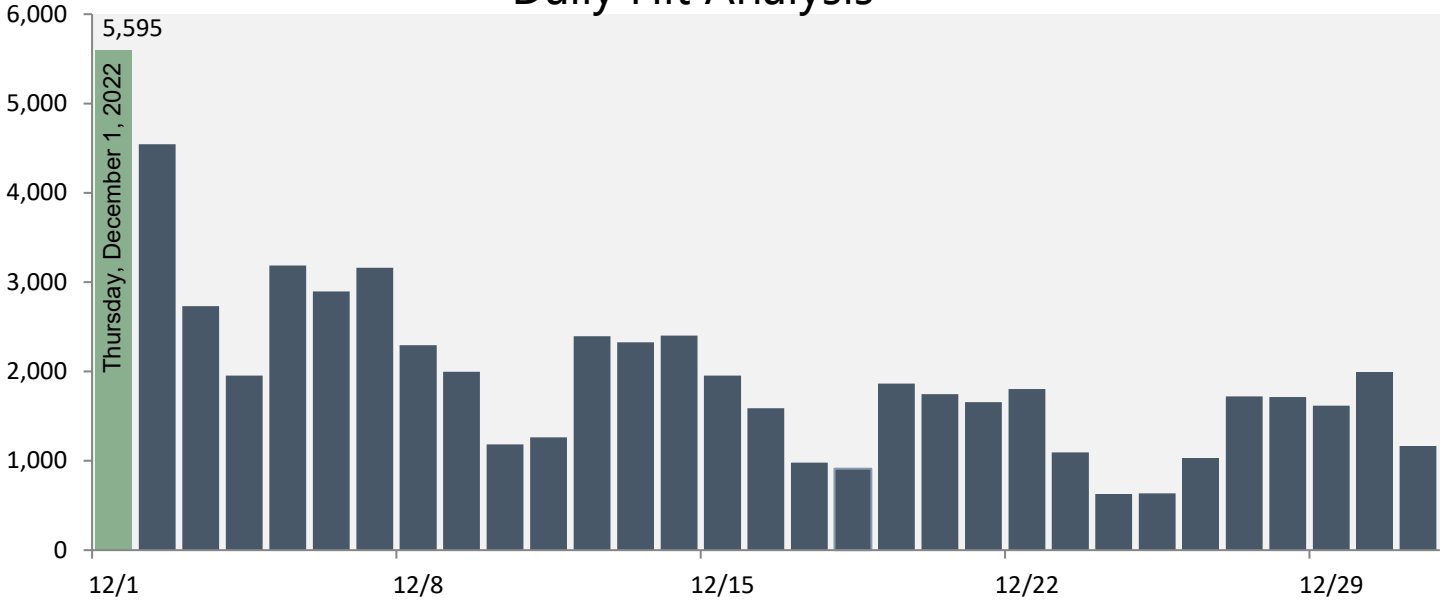
Most of December's visitation was due to HEAP. In addition to the program page we are seeing numerous referrals straight from mymaineconnection.org which is the state of Maine DHHS' benefits sign-up page, and the various news stations where stories about HEAP have run.

The large website redesign project continues to move ahead. Amanda is working to effectuate the redesign gradually – this is a slow process that involves a lot of testing to assure that the site continues to operate smoothly, even while it is being changed.

# December 2022 - MaineHousing Website Statistics

## Hit Summary

### Daily Hit Analysis

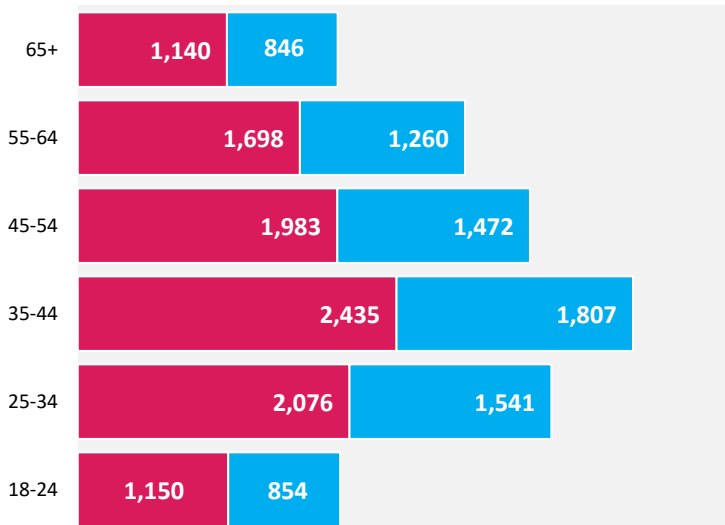


Hits	Unique Hits	Page Loads	Avg Page Views	Avg Duration	Avg Bounce
62,030	52,620	122,867	1.97	0:01:40	60.9%

## 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



57%



43%

### TOP CITIES

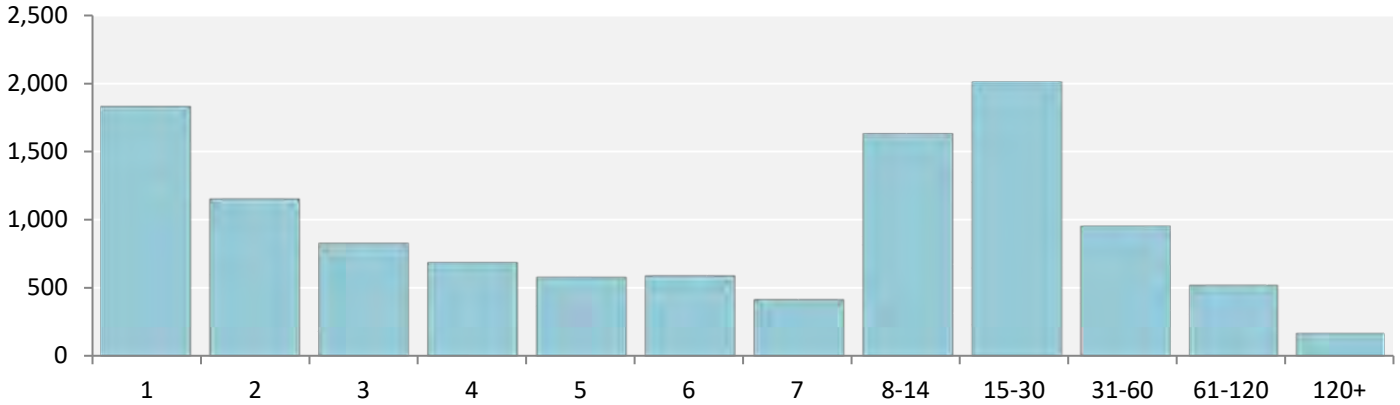
Boston, MA	4,146
Portland, ME	2,349
New York, NY	2,256
Lewiston, ME	1,829
Bangor, ME	1,793
Augusta, ME	1,780
Waterville, ME	911
Ashburn, VA	781
Sanford, ME	772
South Portland, ME	659

Top Cities account for 27.85% of all website traffic.

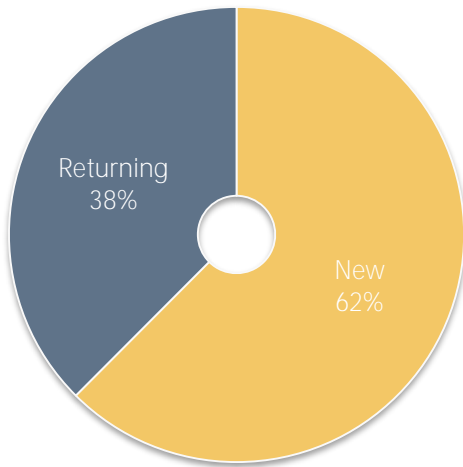
# Visitor Engagement

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.

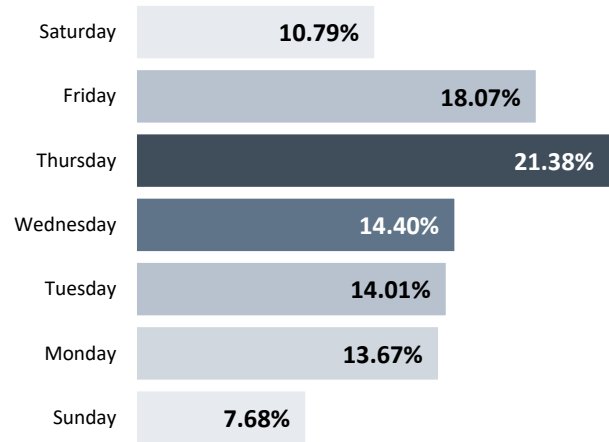
## DAYS SINCE LAST SESSION



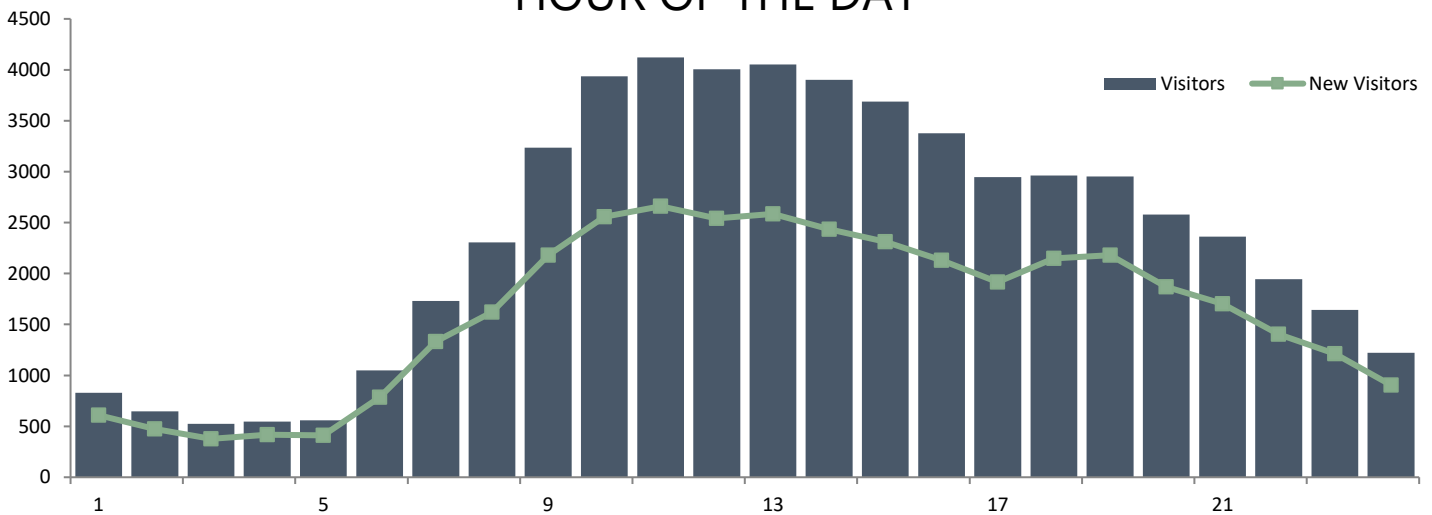
## NEW & RETURNING VISITORS



## DAYS OF THE WEEK



## HOUR OF THE DAY

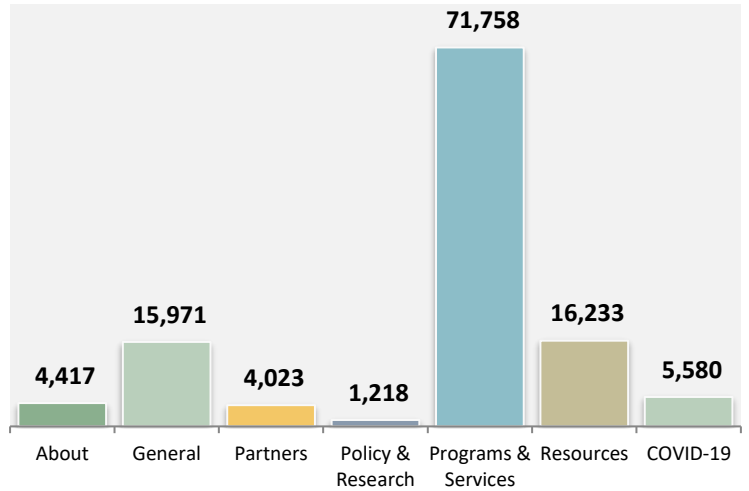


## Popular Content

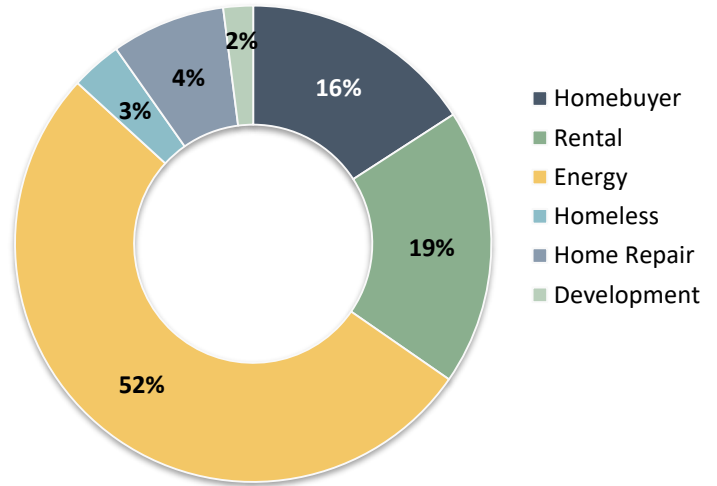
Popular content on our site is defined by pages and or sections of our site that have the highest visits. Below content has been categorized by page, program area and content sections. COVID-19 was added in March of 2020.

Page Title	Hits
HEAP Program	17,792
MaineHousing Website	13,929
HEAP Income Eligibility	10,886
Home Energy Assistance Program	9,659
Emergency Rental Assistance Program	5,580
Rental Assistance	4,258
First Home Loan	3,699
First Home Loan Program	3,300
Housing Choice Vouchers	3,056
Subsidized Housing	2,640
HEAP Agency Contacts	2,488
Weatherization Program	1,798
Home Repair	1,792
Low Income Assistance Program	1,693
Contact MaineHousing	1,608
Emergency Shelters	1,479
MaineHousing Lenders	1,384
Homebuyer Income & Purchase Limits	1,317
Central Heating Improvement Program	1,079
Maine Water Assistance Program	1,023
Error - Page Cannot Be Found	999
Heat Pump Program	985
Energy Assistance	975
Homeless Initiatives	946
hoMEworks Homebuyer Education Classes	882

### Popular Content By Program

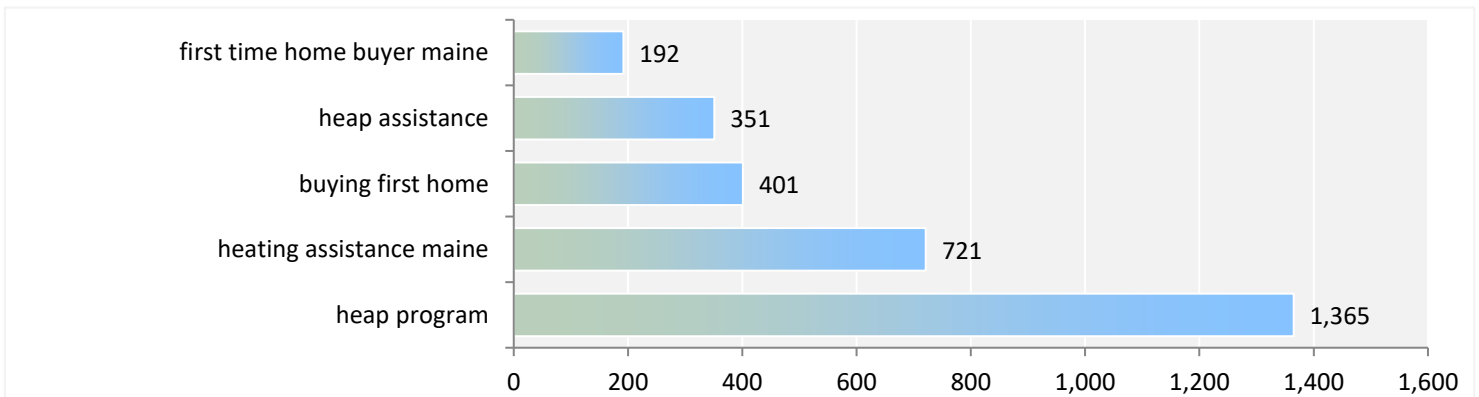


### Popular Content By Section



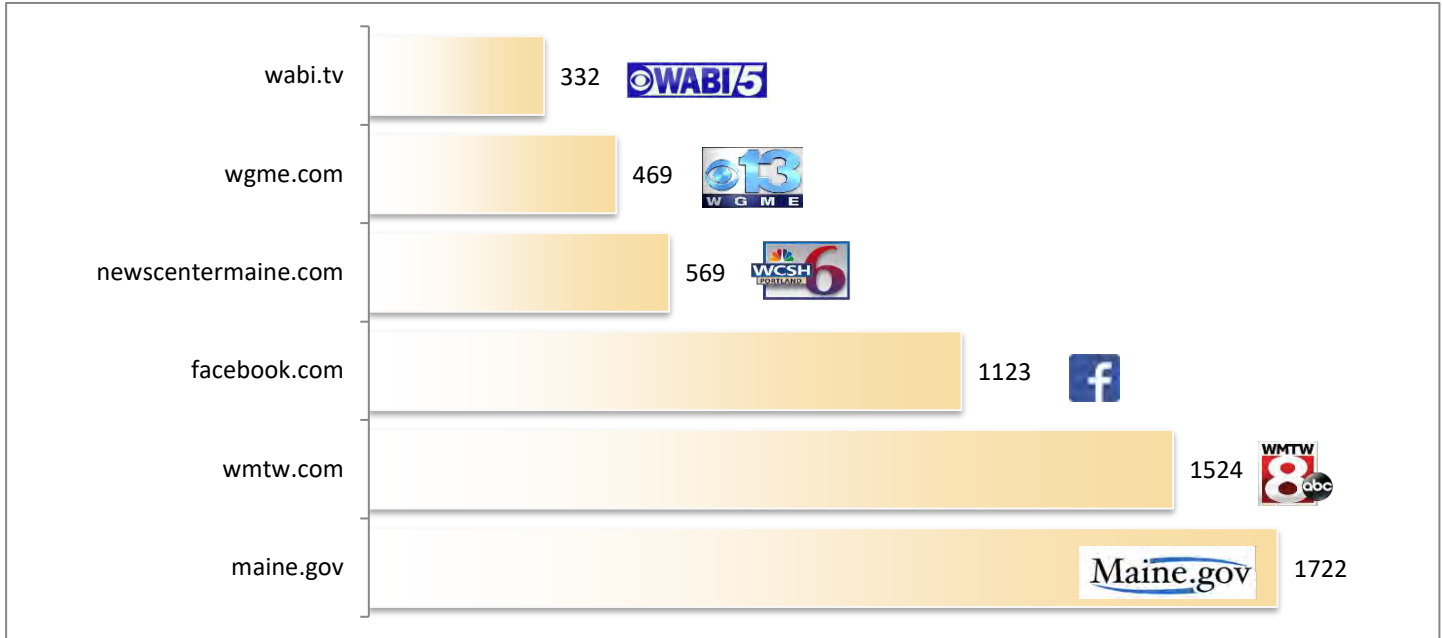
## Search Keywords

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.

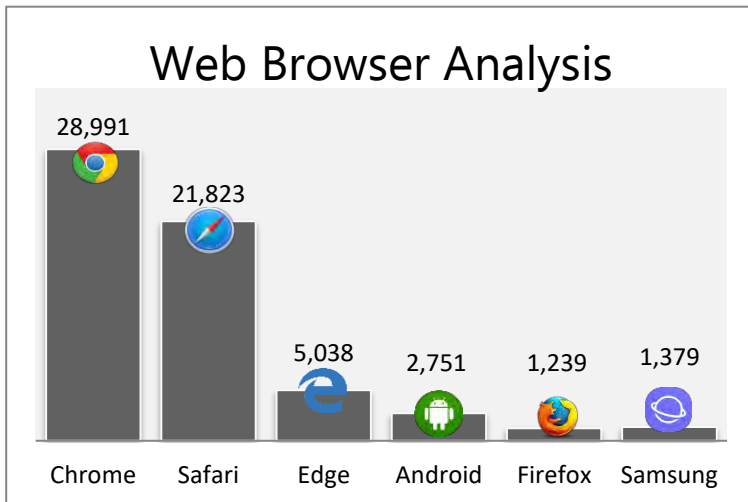


## Referring Websites

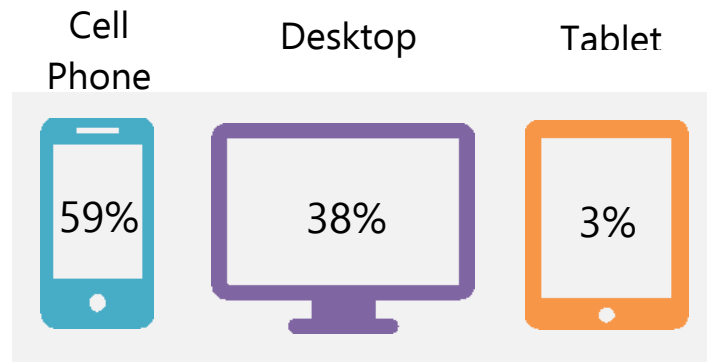
Referring websites are sites that link to our own website. When a visitor clicks on that link and visits our website, the site they came from becomes a referring site. Below are highlighted a few of the top referring sites.



## Visitor Technology Summary



### DEVICE ANALYSIS



**Development Department Memorandum**

**To:** MaineHousing Board of Commissioners  
**From:** Mark C. Wiesendanger, Director of Development  
**Date:** January 17, 2023  
**Subject:** Monthly Report

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**2025-2026 Qualified Allocation Plan (QAP)**

We are currently operating under a two-year QAP. As many of you know, developers appreciate the ability to plan new projects better with the consistency of a two-year QAP rather than one that changes annually. Pre-applications for the second year of the 2023-2024 QAP are due in July 2023 and awards will be made in November 2023 for construction starts in 2024.

We have begun internal conversations for the 2025-2026 QAP. In the next month or two we will begin conversations with the Board on the following items where you have previously expressed an interest:

- Housing Needs Analysis – Look for external consultant assistance to get better results.
- Owner Experience/Performance Scoring –Return to negative points for bad actions so new players are not penalized.
- Encourage rural development – Perhaps not the best use of LIHTC – addressed better in other programs.
- Encourage accommodation of asylum seekers – Perhaps not the best use of LIHTC -addressed better in other programs.
- Add other opportunities for external financial support – in addition to TIFs, the present value of quantifiable donations from municipalities or other external parties, including “in-kind” donations.

For reference, the 2023-2024 QAP Scoring Criteria are attached. We are interested in learning of any other areas that Board members wish to discuss as well.

Below is a schedule of QAP-related events over the coming two years.

<b>Activity</b>	<b>Date</b>
	<b><i>2023</i></b>
Internal discussions begin	Winter
Discussions with Board begin	Winter/Spring
Focus groups/consultants	Spring/Summer
External Party Discussions	Fall
	<b><i>2024</i></b>
Final decisions of changes	Winter



Drafting of new QAP	February
Draft to Board	March
Rule-making request	April
Public Hearing	May
Board Adoption request	June
Publish	June
Pre-applications Deadline	July
Applications Deadline	September
Scoring	September/October

## **2022 Production**

Below are the new units that achieved occupancy in 2022.

<b>Project Name</b>	<b>Developer</b>	<b>Program</b>	<b>City</b>	<b>Family/ Senior</b>	<b>Total # of Units</b>
<b>Gauvreau Place</b>	Avesta	9%	Lewiston	Family	35
<b>Front Street Phase 1</b>	Portland HA	9%	Portland	Family	13
<b>Hillside at Village Square</b>	Avesta	4%	Gorham	Senior	27
<b>Hartland Senior</b>	KVCAP	4%	Hartland	Senior	30
<b>Oriole Senior Housing</b>	Bunker	4% Sr. Bond	Ellsworth	Senior	29
<b>30 Mellen St.</b>	Shalom	HTF	Portland	Family	6
<b>34 Ohio Street</b>	CHOM	HTF	Bangor	Family	6
<b>89 Olive Street</b>	Penquis CAP	HTF	Bangor	Family	6
<b>Livermore Falls Rd.</b>	Safe Voices	HTF+ESG-CV	Farmington	Family	2
<b>Elena's Way</b>	Preble St. Resource	ESG-CV	Portland	Family	Shelter
<b>17 Warren Street</b>	Knox County HC	SHP	Rockland	Family	2
<b>Total Units</b>					<b>156</b>

## **Development Pipeline**

Below you will find the Development Pipeline updated as of January 10. We expect that a small number of these projects will not see completion, and that predicted completion times for some projects might change for many reasons. Additionally, projects that start construction in 2023, or are in “Preliminary Underwriting” may very well see completion in 2024.

<b>Project Name</b>	<b>Developer</b>	<b>Program</b>	<b>City</b>	<b>Family/ Senior</b>	<b>Total Units</b>
<b>Under Construction - likely completed in 2023</b>					

155 Danforth	Developers Collaborative	4%	Portland	Family	30
Blake & Walnut	Raise-Op	4%	Lewiston	Family	18
Blueberry Ridge	Bangor HA	4%	Bangor	Senior	32
Hillside at Village Square	Avesta	4%	Gorham	Senior	27
Jocelyn Place	SoPo HA	4%	Scarborough	Senior	60
Millbrook Estates	Westbrook HA/EBM	4%	Westbrook	Senior	100
Milliken Heights	Szanton	4%	OOB	Senior	55
Mountain View Apartments	Bateman	4%	Fairfield	Senior	28
The Schoolhouse	CHOM	4%	Bangor	Family	66
The Uplands II	Developers Collaborative	4%	Scarborough	Senior	39
Mary Street Apartment	KVCAP	4%+State	Skowhegan	Family	40
Phoenix Flats	CHOM	4%+State	Portland	Senior	45
Porter Station	Avesta	4%+State	Portland	Family	60
Front Street Phase 1	Portland HA	9%	Portland	Family	60
Sr Living at the Marketplace	Tim Gooch	9%	Augusta	Senior	42
Washington Gardens	Portland HA	9%	Portland	Senior	100
West End Apts. Phase II	Avesta	9%	So. Portland	Family	52
Theresa Bray Knowles Place	Penquis CAP	HOME-ARP	Bangor	Family	36
89 Olive Street	Penquis CAP	HTF	Bangor	Family	6
Tucker's House	LB Dev Part.	RHP	Bridgton	Family	4
100 Ohio Street	CHOM	SHP	Bangor	Family	4

<b>Total Projects</b>	<b>21</b>			<b>Total Units</b>	<b>904</b>
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**Under Construction - likely completed in 2024**

Harrison Ridge	Developers Collaborative	4%	Bridgton	Senior	48
Hartland II	KVCAP	4%	Hartland	Senior	30
Snow School Apartments	Avesta	4%+HTF	Fryeburg	Senior	28
Front Street Phase 2	Portland HA	9%	Portland	Senior	45
The Uptown	Szanton	9%	Bath	Senior	60
Village Commons	Avesta	9%	Scarborough	Senior	31

<b>Total Projects</b>	<b>6</b>			<b>Total Units</b>	<b>242</b>
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**Starting Construction in 2023**

Berry Park Apartments	Northland Enterprises	4%	Biddeford	Family	46
Betsy Ross Crossing	SoPo HA	4%	So. Portland	Senior	52
Edgewater Village	Avesta	4%	Farmington	Senior	25
Fairview Commons	Brunswick HA	4%	Topsham	Family	38
Harbor Terrace	Portland HA	4%	Portland	Senior	120
Lambert Woods North	Maine Coop. Dev. Part.	4%	Portland	Family	74
Lockwood Mill	North River Co.	4%	Waterville	Family	65
Meadowview II	Avesta	4%	Gray	Senior	27

North Deering Gardens	Wingate Dev.	4%	Portland	Family	164
Stacy M. Symbol Apts	Westbrook HA	4%	Westbrook	Senior	60
Stroudwater Apartments	Westbrook HA	4%	Westbrook	Senior	55
Wedgewood	Lewiston HA/Avesta	4%	Lewiston	Family	82
The Equinox	CHOM	4%+State	Portland	Family	43
Winter Landing	CHOM	4%+State	Portland	Senior	52
115 Congress St	Developers Collaborative	9%	Belfast	Family	36
Adams Point	Biddeford HA	9%	Biddeford	Family	39
Landry Woods	South Portland Housing	9%	So. Portland	Senior	43
Milford Place	Penquis CAP	9%	Bangor	Senior	40
Oak Grove Commons	Realty Resources	9%	Bath	Family	34
Peasley Park	Developers Collaborative	9%	Rockland	Senior	49
Picker House Lofts	Szanton	9%	Lewiston	Family	72
Rumford Senior Living	Developers Collaborative	9%	Rumford	Senior	33
Sturgeon Landing	Augusta Housing	9%	Augusta	Family	32
22 Shapleigh Road	Fairtide	Home ARP	Kittery	Family	6
Colonial Valley & Mt Blue	WMCA	Home ARP	Farmington	Family	33
18 Green Street	Motivational Svs	HTF	Augusta	Family	8
One Edgemont Drive	ACAP	SHP	Presque Isle	Family	13

<b>Total Projects</b>	<b>27</b>			<b>Total Units</b>	<b>1341</b>
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**Preliminary Underwriting**

45 Dougherty	Szanton	4%	Portland	Family	63
99 Western Ave	Mastway Dev LLC	4%	Augusta	Family	38
Farwell Mill	Realty Resources	4%	Lisbon Falls	Family	96
Munjoy South	Avesta	4%	Portland	Family	106
Place St. Marie	Brisa Dev w/Andy J	4%	Lewiston	Family	40
Riverton Park	Portland HA	4%	Portland	Family	182
Dominican Court	SAA/EVI	4%	Lewiston	Senior	45
Lisbon Sr Village	SAA/EVI	4%	Lisbon Falls	Senior	20
Meadowbrooke Apts	SAA/EVI	4%	Livermore Falls	Family	24
Sherwood Forest Apts	SAA/EVI	4%	Skowhegan	Senior	26
Seton Tower	Kevin Mattson w/Andy J	4%	Waterville	Family	68
Summer Block	Bateman	4%	Saco	Senior	32
89 Elm Apartments	Tom Watson & CO LLC	4% PLA	Portland	Family	201
19 Bodwell Street	Androscoggin Homes	AHOP	Sanford	Family	9
Beals Ave Workforce	LB Dev Partners	AHOP	Ellsworth	Family	23
Clarks Bridge Crossing	Patco	AHOP	Waterboro	Family	9
Highpines Village	Highpine Properties LLC	AHOP	Wells	Family	120
Stearns Farm	S.E. MacMillan Co, INC	AHOP	Hampden	Family	23
Wildlands	Greater Portland Habitat	AHOP	Standish	Family	12
Windward Estates	Penquis CAP	AHOP	Searsport	Family	7

Great Cranberry Island	Cran Isles Realty Trust	Islands	Cranberry	Family	2
NHSH	NHSH	Islands	New Haven	Family	4
16 Waterford RD	LB Dev Partners	Recovery	Harrison	Recovery	5
Belgrade Gables	John Endicott	Recovery	Belgrade	Recovery	3
380 Main Street	Archer Properties LLC	Rural	Norway	Family	13
404/408 Main Street	Lake City Investments	Rural	Rockland	Family	9
520 Centre Street	Bath HA	Rural	Bath	Family	18
55 Elm Street	East Town Rentals	Rural	Presque Isle	Family	18
55 Weston Ave	55 Weston Avenue LLC	Rural	Madison	Family	18
5-7 Mechanic Street	WLR Properties	Rural	Houlton	Family	18
Brunswick Landing	Developers Collaborative	Rural	Brunswick	Family	36
Firefly Fields	Midcoast Habitat	Rural	Rockland	Family	10
Sun Journal Properties	LAAHDC	STREAP	Lewiston		
<b>Total Projects</b>	<b>33</b>			<b>Total Units</b>	<b>1298</b>
<b>Total Projects All Stages</b>	<b>87</b>			<b>Total Units</b>	<b>3785</b>

## SECTION 6: SCORING CRITERIA

The Applicant must complete all information and submit all documentation required to be eligible for points.

### Project Characteristics

- A. Rehabilitation or Reuse of Existing Housing, Structure or Site. **4 Points**

The Project site exhibits one or more of the following characteristics:

1. Replacement or rehabilitation of existing rental housing containing 5 or more units without permanently displacing any existing tenants or increasing their housing costs (including rent and all other charges paid by the tenant) by more than 10%;
2. Rehabilitation, remediation, or reuse of an existing building or structure that has a current use other than multifamily rental housing;
3. One or more buildings or structures used for purposes other than single family residential housing or agriculture purposes, have been or will be demolished or removed for purposes of redeveloping the site;
4. Left vacant or nearly vacant in the development of a downtown or other city or town center, such as vacant lots or parking lots abutting commercial buildings and/or multifamily rental housing; or
5. Specifically designated by a municipality for redevelopment to renew a blighted area or remediate environmental risks to the occupants.

Vacant lots in single-family residential areas are not eligible for points under this subsection. Undeveloped portions of existing sites are not eligible for points unless the existing project on the site previously satisfied one of the above criteria.

- B. Historic Rehabilitation. **4 points**

The Project includes the rehabilitation of a certified historic structure using capital contributions generated from federal and state historic rehabilitation tax credits.

- C. Populations with Special Needs. **6 points**

The Project provides a set-aside for at least 20%, but not less than 4 of the units, for Persons Experiencing Homelessness or persons who have disabilities, are victims of domestic violence, or have other special housing needs, to create permanent supportive housing for persons who require that level of intervention within the special needs populations.

The Applicant must set aside units for the specific population(s) that qualify for the set-aside, maintain a separate waiting list for these units and make appropriate, voluntary services available through a qualified third-party provider other than the resident service coordinator required under Section 5.L. Additional funding from the Housing Trust Fund and/or Project-based Vouchers will be made available as necessary.

D. National Housing Trust Fund. **1 point**

The Applicant agrees to accept and use any funding from MaineHousing’s National Housing Trust Fund program for the Project. Any funding award will require a certain number of units in the Project to be affordable to and occupied by Extremely Low Income households. Awarding points is not a commitment of funding from the National Housing Trust Fund.

E. Family Housing. **Up to 6 points**

The Project is for families and a minimum percentage of the Credit Units are two and/or three or more bedroom units as follows:

<b>Project for Families with Minimum Percentage of Credit Units by Bedroom Size</b>	<b>Points</b>
At least 50% of the Credit Units are two or more bedroom units and at least 20% of the Credit Units are three or more bedroom units	<b>6 points</b>
At least 70% of the Credit Units are two or more bedroom units	<b>3 points</b>

F. Readiness. **8 points**

MaineHousing must approve both the design to be submitted to the municipality and the State and the final design, including all plans, details and specifications. The Project and any Related Developments must have all

1. municipal land use approvals (except building and other permits customarily issued during construction), and
2. State land use approvals (such as site plan, subdivision, storm water, or wetlands approvals) required to proceed with and complete construction.

As of the Application date, the timeframe to appeal all such approvals must have expired with no appellate action being taken, or all appeals have been resolved.

G. Accessibility. **Up to 12 points**

One (1) point for each unit that

1. exceeds the minimum number of such units required by applicable federal and state accessibility laws, and

2. meets the requirements for a Type A unit under ANSI Standard A117.1-2009, up to the maximum points by project type below.

Type of Project	Maximum Points
Projects providing Housing for Older Adults	12 points
Other Projects	6 points

### Financial Characteristics

- H. Acquisition Cost. **Up to 4 points**

Points are based on the percentage by which the acquisition costs are less than the average acquisition costs for a project of its type as follows:

Type of Project	Average Acquisition Cost
Acquisition and rehabilitation of existing housing	\$47,000 per unit
New construction	\$14,000 per unit
Adaptive Reuse	\$12,000 per unit

For purposes of this subsection, acquisition costs include

1. the purchase price for all of the land and any existing building(s) even if donated or leased to the Applicant at below market value,
2. the cost of razing or demolishing any building(s) and structure(s), or any part thereof, on the Project site, and
3. the Capitalized Lease Value of all leases of land or land and building(s) that are part of the Project, with the exception of parking spaces.

The value of any project reserves transferred to the Project as part of the acquisition and included in the purchase price will not be included for purposes of this subsection.

Percentage of Project's Acquisition Cost to Average Acquisition Cost	Points
0% to 1% (nominal)	4 points
>1% to <25%	3 points
25% to 50%	2 points
>50% to 75%	1 point

- I. Property Tax Relief. **Up to 3 points**

Points are based on the percentage of the Project's annual incremental property tax revenue returned to the Applicant or foregone by the taxing authority as follows:

<b>Percentage and Duration of Tax Benefit or Relief</b>	<b>Points</b>
50% to <75% for at least 15 years	<b>1 point</b>
50% to <75% for at least 30 years	<b>2 points</b>
≥ 75% for at least 15 years	<b>2 points</b>
≥ 75% for at least 30 years	<b>3 points</b>

Only Tax Increment Financing, payment in lieu of taxes, abatement, or other property tax relief arrangement approved by the taxing authority and all other applicable governing entities is eligible. A Project that is either a) located in a jurisdiction that does not assess property taxes or b) exempt from property taxes will be awarded one (1) point.

Funding made possible by an Affordable Housing TIF will not be eligible unless the Applicant submits a complete application for the TIF at least 30 calendar days before the applicable Application deadline (Tuesday, August 23, 2022 for the 2023 State Ceiling and Tuesday, August 22, 2023 for the 2024 State Ceiling).

### **Project Location**

J. Housing Need. **Up to 10 points**

Points are based on the need for the type of housing in an area as follows:

1. Projects providing Housing for Older Adults located in the following Service Center Communities:

<b>Projects providing Housing for Older Adults</b>				
<b>Service Center Community</b>			<b>Points</b>	
Auburn	Kennebunk	Sanford	<b>10 points</b>	
Augusta	Kittery	Scarborough		
Bangor	Lewiston	Skowhegan		
Biddeford	Madawaska	South Portland		
Brunswick	Old Orchard Beach	Topsham		
Caribou	Portland	Waterville		
Falmouth	Rumford	Windham		
Freeport	Saco			
Bar Harbor	Gardiner	Presque Isle		<b>8 points</b>
Bath	Hermon	Rockland		
Belfast	Houlton	Rockport		
Brewer	Lincoln	Van Buren		
Bridgton	Mexico	Westbrook		
Camden	Millinocket	Wiscasset		
Ellsworth	Norway			
Farmington	Oxford			
Bethel	Eastport	Newport	<b>6 points</b>	



Bingham	Fort Kent	Orono	
Blue Hill	Guilford	Pittsfield	
Boothbay Harbor	Jackman	Rangely	
Cornish	Limestone	Southwest Harbor	
Damariscotta	Mars Hill	Thomaston	
Dexter	Millbridge		
Dover-Foxcroft	Mount Desert		

2. Other Housing Projects in the following Service Center Communities:

<b>Other Housing Projects (not specifically for Older Adults)</b>			
<b>Service Center Community</b>			<b>Points</b>
Auburn	Farmington	Saco	<b>10 points</b>
Augusta	Kittery	Sanford	
Bangor	Lewiston	Skowhegan	
Bath	Old Orchard Beach	South Portland	
Biddeford	Orono	Waterville	
Brewer	Portland	Westbrook	
Brunswick	Rumford	Windham	
Bar Harbor	Hermon	Oxford	<b>8 points</b>
Calais	Houlton	Presque Isle	
Caribou	Limestone	Rockland	
Ellsworth	Lincoln	Scarborough	
Falmouth	Madawaska	Topsham	
Fort Kent	Mexico	Wiscasset	
Gardiner	Norway		
Ashland	Dexter	Pittsfield	<b>6 points</b>
Bethel	Dover-Foxcroft	Rangely	
Blue Hill	Greenville	Rockport	
Boothbay Harbor	Kennebunk	Southwest Harbor	
Bridgton	Millinocket	Thomaston	
Cornish	Mount Desert	Van Buren	
Damariscotta	Newport		

3. Projects located on Native American tribal lands will be awarded **10 points**.

For each QAP round, municipalities receive their Housing Need score from the immediately preceding QAP if that score was higher.

K. Community Revitalization.

**Up to 3 points**

**Two (2) points** if the Project is located within the boundaries of and contributes to the revitalization goals and efforts identified in a Community Revitalization Plan.

**One (1) extra point** if the Project also involves the preservation of existing Affordable Housing or is located in a QCT and at least 20% of the units are market rate.

L. Smart Growth. **Up to 15 points**

<b>Smart Growth Feature</b>	<b>Points</b>
Access to Public Transportation. The Project is located within a Safe Walking Distance (½ mile or less) of a designated pick-up location for existing Fixed-route Public Transportation.	<b>5 points</b>
Demand Response Transportation. Demand Response Transportation is available to all tenants with no eligibility criteria that would limit or deny service.	<b>5 points</b>
Proximity to Activities Important to Daily Living. The Project is located within not more than a ½ mile of at least 3 Activities Important to Daily Living.	<b>5 points</b>

**Sponsor Characteristics**

M. Developer Capacity. **Up to 5 points**

Points are based on the development experience of the Applicant, any Principal thereof, or Affiliates of either as follows:

Successfully completed at least one multifamily rental housing project with MaineHousing funding or completed at least one LIHTC Project in another state(s).	<b>5 points</b>
Experience developing and operating multifamily rental housing or experience managing Affordable Housing, <i>and</i> the Applicant has a contract with a qualified LIHTC consultant to develop the Project.	<b>4 points</b>
Experience developing and operating multifamily rental housing.	<b>3 points</b>

N. Owner Performance. **Up to 5 Points**

Points are based on the recent performance of the Applicant. MaineHousing may reject the Application if it determines outstanding deficiencies are not addressed, or require financial statements from the Applicant, Principals thereof, or Affiliates.

Has not been 60 calendar days or more delinquent in the payment of any MaineHousing loan since September 22, 2014 (except delinquencies resulting from the delay or loss of Section 8 housing assistance payments), declared in default by MaineHousing, nor had a municipal tax lien placed on any housing funded by MaineHousing.	<b>2 points</b>
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No LIHTC Projects still in their Compliance Period had a year-end operating deficit, in the last full Fiscal Year, unless the operating deficit was fully funded by the Application deadline.	<b>2 point</b>
Was not (a) issued an IRS Form 8823 for any reason other than a violation of UPCS or local inspection standards (box 11c) that was subsequently reported as “noncompliance corrected” within the correction period, nor (b) had an IRS audit finding resulting in a recapture event, since September 22, 2016.	<b>1 point</b>

O. Management Experience. **Up to 5 points**

The company that will manage the Project has at least

one (1) staff person with a minimum of three (3) years of experience successfully managing at least one (1) LIHTC Project.	<b>3 points</b>
one (1) staff person with LIHTC training for every 150 units in LIHTC Project(s) the company plans to manage.	<b>2 points</b>

P. Management Performance. **Up to 3 points**

Management Companies which have shown exceptional performance in their management of LIHTC Projects still in their Compliance Period are eligible for points as follows.

The average of the most recent physical plant inspection scores as of June 30 before the Application deadline is equal to Above Average or better.	<b>1 point</b>
The average of Project Reports submission scores for the last reporting period as of June 30 before the Application deadline is equal to Above Average or better.	<b>1 point</b>
The average of the most recent Management and Occupancy Review scores as of June 30 before the Application deadline is equal to Above Average or better.	<b>1 point</b>



**To:** MaineHousing Board of Commissioners  
**From:** Genevieve Soucy, Interim Director  
**Date:** January 9, 2023  
**Subject:** EHS Monthly Report – January 2023

**HOME ENERGY ASSISTANCE PROGRAM (HEAP)**

Number of Applications (program start July 18,2022)	PY 2023 (Week 24) THRU 1/3/2023	PY 2022 (Week 24) THRU 2/8/2022	+/-	% change
Total Applications Taken	41,763	35,786	+ 5,977	+ 16.7%
Confirmed Eligible/Paid	25,814	21,075	+ 4,739	+ 22.5%
Pending (in process)	11,949	10,854	+ 1,095	+ 10.1%
Other (ineligible, denied, void, etc.)	4,000	3,857	+ 143	+ 3.7%
<b>Amount Distributed</b>	<b>\$28,861,973</b>	<b>\$14,417,373</b>		
<b>Applicants new to Program</b>	<b>9,296</b>			

**Additional information:**

- **Assistance with Applications** – MidMaine Community Action Agency in Bath approached EHS staff about growing their relationship with Maine Housing during the ERA program and expressed particular interest in administering the Fuel Assistance program. EHS staff conducted a training session with staff from MidMaine Community Action on December 29 and January 4. On January 5, MidMaine began assisting DCP with certifying their applications and they are available for the remainder of this program year to assist other CAA’s with certification as needed. The current plan is to bring them fully onboard with the start of the PY2024 HEAP season to take applications for Lincoln and Sagadahoc Counties, this service area is currently covered by KVCAP.
- **Online Application** – The online HEAP application became live for applicants Monday November 28<sup>th</sup>. As of Monday January 9<sup>th</sup>, there have been over 1,777 applicants who have started their self intake process online.
- **Emergency Crisis Intervention Program (ECIP) component** – Maine’s ECIP program runs from November 1 – April 30 and provides HEAP eligible households who do not have heat, or are at risk of running out of fuel, with up to an \$800 benefit to address their heating crisis situation. This benefit may be accessed multiple times during the program year, with a program year maximum of \$800. To date, there have been obligations for \$961,193 of fuel deliveries to households in crisis.
- **State Supplemental Funding** – LD3 was passed on January 4<sup>th</sup>, EHS is currently testing the process to administer Supplemental benefits to LIHEAP households. We will be providing a second benefit to all households who have been determined eligible in the current year. Once the funds are made available to Maine Housing, we will be able to distribute funds to the households vendors within 4 weeks and then weekly going forward.

- **Additional funding from Federal source** – With the passing of the Federal budget, we were notified that there is an additional \$1 billion dollars being added to the LIHEAP funding. We do not yet officially know what Maine will be receiving from this funding. We were expecting an additional \$4 million which represents the remaining 10% of our standard LIHEAP funding. This additional billion dollars could send Maine \$6.5-10 million depending upon the formulary used.

### TANF Heating Supplemental

Maine DHHS makes available \$3,000,000 of TANF (Temporary Assistance for Needy Families) block grant funds to Maine Housing to provide a supplemental heating assistance benefit for low-income families with children. Each HEAP eligible household with a child 17 years of age or under receives a \$350 credit for their fuel vendor.

Program Year 2022 has provided 7,980 households with an additional \$2,677,949 in heating assistance. Credit notification for Program Year 2022 may be redeemed until April 30, 2023. Program Year 2023 will commence upon the finalization of the new contract.

### 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 delivered statewide through the network of Community Action Agencies (CAAs).

PROJECT PROGRESS BY CAA						
Reporting Period: January 1, 2022 – December 31, 2022						
Agency	Projects	Project Cost	Home Repair & Accessibility		Emergency	
ACAP	49	\$526,791.00	6	\$150,919.00	43	\$375,872.00
CCI-ANDROSCOGGIN	30	\$613,396.00	6	\$200,484.00	24	\$412,912.00
CCI-CUMBERLAND	19	\$368,737.00	3	\$74,578.00	16	\$294,159.00
DCP	11	\$193,226.00	3	\$62,414.00	8	\$130,812.00
KVCAP	31	\$517,603.00	6	\$183,999.00	25	\$333,604.00
PCAP	53	\$713,298.00	19	\$387,837.00	34	\$325,461.00
WCAP	8	\$59,071.00	0	\$0.00	8	\$59,071.00
WMCA	11	\$181,632.00	1	\$21,300.00	10	\$160,332.00
YCCAC	15	\$246,168.00	3	\$91,830.00	12	\$154,338.00
<b>TOTAL</b>	<b>227</b>	<b>\$3,419,922.00</b>	<b>47</b>	<b>\$1,173,361.00</b>	<b>180</b>	<b>\$2,246,561.00</b>
<b>2021 Program</b>	<b>274</b>	<b>\$3,587,202.00</b>				

#### Additional Information:

- **2023 HARP** – EHS is adding an additional program component for Program Year 2023, Weatherization Readiness. The Weatherization Readiness component will allow homes that were previously unable to receive weatherization services due to existing structural issues, to have these issues resolved so that the household can have weatherization services performed using HEAP and DOE WAP funding.

## Weatherization Assistance Programs (WAP)

PROJECT PROGRESS BY CAA				
Reporting Period: January 1, 2022 – December 20, 2022				
Agency	Projects	Total Cost	DOE Funded	HEAP Funded
ACAP	47	\$889,810.00	\$477,911.00	\$411,898.00
CCI-ANDROSCOGGIN	41	\$937,061.00	\$504,478.00	\$432,583.00
CCI-CUMBERLAND	35	\$604,174.00	\$137,504.00	\$466,671.00
DCP	6	\$176,445.00	\$58,904.00	\$117,542.00
KVCAP	74	\$1,637,259.00	\$687,638.00	\$949,621.00
PCAP	69	\$1,270,038.00	\$633,202.00	\$636,836.00
WCAP	5	\$97,378.00	\$36,534.00	\$60,845.00
WMCA	21	\$423,628.00	\$237,301.00	\$186,327.00
YCCAC	18	\$407,060.00	\$200,328.00	\$206,731.00
<b>TOTAL</b>	<b>316</b>	<b>\$6,442,853.00</b>	<b>\$2,973,800.00</b>	<b>\$3,469,053.00</b>

**Additional information:**

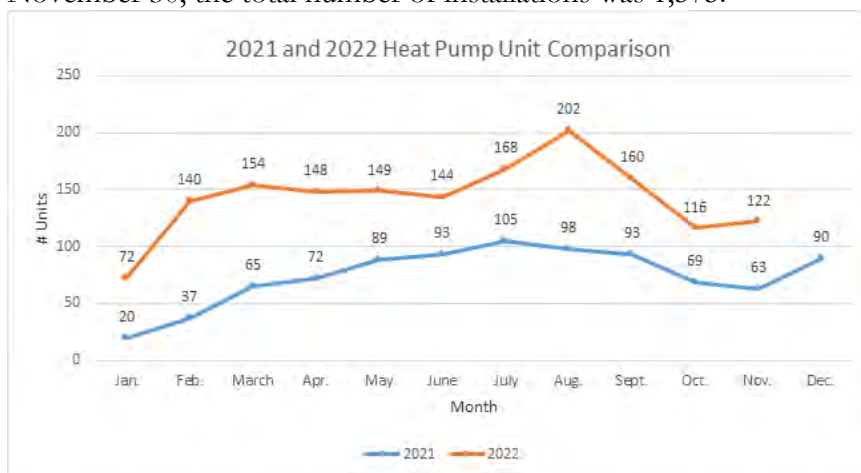
- **DOE-BIL State Plan** – Maine Housing staff submitted requested updates to DOE regarding the BIL State Plan and are currently awaiting approval.

### Low Income Water Assistance Program (MEWAP)

MaineHousing’s Low Income Water Assistance Program launched in September. The funding for this program comes from HHS and is currently considered a one-time program set to run through September 30, 2023. The MEWAP is being administered in-house, and to date there have been over 650 applicants and over \$357,000 in benefits payable.

### Heat Pump Program

The MaineHousing Heat Pump Program (HPP) was created in collaboration with the Governor’s initiative to install 100,000 heat pumps across the state of Maine by 2025. In support of this initiative, MaineHousing dedicates funds from the LIHEAP award allocation to cover the cost and installation of units for eligible households. The program production has had incremental success since its creation. The production goal for calendar year 2022 was 1,500 units installed. As of November 30, the total number of installations was 1,575.



# MaineHousing Board Report Quarterly Survey Update

Date: January 7, 2023

## Client Program Survey Cards

The Community Action Agencies (CAAs) who administers our programs are required to leave a *Client Survey Card* with the client when the project is complete. The clients have the option to enter their responses electronically or they can complete the card and mail it to MaineHousing's office. The Energy and Housing Services (EHS) staff have implemented a process to share detailed client responses with the respective CAA. This information will allow the CAAs to analyze the information shared by the client to improve the delivery of MaineHousing's programs.

Reporting Period: October 1, 2022 through December 31, 2022.

## Statewide Client Survey Summary

1. **Total number of survey responses received:** 174
2. **Overall client experience:**
  - a. 61% indicated the experience **exceeded** their expectations.
  - b. 27% indicated the experience **met** their expectations.
  - c. 10% did not answer this question.
  - d. 2% indicated their expectation was not met.
3. **The person/people who completed the work were professional and courteous:**
  - a. 74% indicated they **strongly agree** with the statement.
  - b. 25% indicated they **agree**.
  - c. 0% did not answer this question.
  - d. 1% disagreed with the statement.
4. **The client felt involved in the process:**
  - a. 53% indicated they **strongly agree** with the statement.
  - b. 31% indicated they **agree**.
  - c. 5% did not answer this question.
  - d. 1% disagreed with the statement.
5. **The client indicated their home was comfortable and safe as a result of the work:**
  - a. 49% indicated they **strongly agree** with the statement.
  - b. 40% indicated they **agree**.
  - c. 8% did not answer this question.
  - d. 3% disagreed with the statement.
6. **The client indicated they would recommend this program to someone else:**
  - a. 94% stated **Yes**, they would recommend the program.
  - b. 5% did not answer this question.
  - c. 1% stated they would not recommend the program.

## Finance Department Memorandum

**To:** Board of Commissioners

**From:** Darren R. Brown

**Date:** January 10, 2023

**Subject:** Monthly Activity Report – Finance Department

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### ACCOUNTING AND FINANCIAL REPORTING (AFR)

- Work associated with the audit of the 2022 year-end financial statements continued throughout much of December. Auditors from Baker Newman & Noyes (BNN) performed work on the interim phase of their audit. This phase involves planning, documenting and assessing internal controls, and performing various audit procedures on certain account balances. In January, we will be performing year-end closing procedures and preparing schedules, work papers and third party confirmations for the audit. The auditors are scheduled to resume their work on January 30<sup>th</sup>. The audit needs to be completed and the audited financial statements submitted to our bond Trustee by March 31<sup>st</sup>.
- The AFR staff also worked on various year-end tasks in December. These included processing the final 2022 payroll, reviewing retirement contributions for compliance with plan and IRS requirements, working with our payroll vendor on year-end Group Term Life Insurance calculations, identifying and calculating accrual entries for unpaid 2022 expenses, and setting up salaries, withholdings, and benefits for the 2023 payrolls.

Staff also compiled information and prepared various year-end tax forms, including W-9 and 1099 forms. The W-9 forms are needed from all parties that receive an IRS reportable payment during the year and are used in preparing the 1099 forms.

### LOAN ADMINISTRATION

- Staff are participating on a committee that is working to transition the Homeowner Assistance Fund (HFA) program from the State's Bureau of Consumer Credit Protection (BCCP). In December, the transition team met with the BCCP to get an overview of the software being used to administer the program. The team also met directly with the Software vendor, HotB, and BCCP to discuss potential issues that could impede assignment of the software license to MaineHousing. The Loan Administration Manager has also provided some guidance and training to the HAF Program Manager on available resources that could be helpful with program oversight.

A number of MaineHousing's First Home borrowers have applied for assistance under the HAF program that was designed and is being administered by the BCCP. To date, a total of nineteen MaineHousing borrowers have applied for assistance and seven have received mortgage payment assistance. Four of the applicants were denied for various reasons and eight are pending review.

- Recruitment activities are underway to fill three vacant positions, which include the Loan Operations Manager, Financial Reporting Specialist, and Loan Administrative Assistant positions. The Loan



Operation Manager position is responsible for overseeing all the financial and regulatory functions of MaineHousing's loan portfolios and the Financial Reporting Specialist performs financial reporting and loan purchasing functions for MaineHousing's residential loan portfolio. The Loan Administrative Assistant position performs a variety of duties associated with loan defaults, which includes maintaining files and financial records and responding to customers and partner inquiries.

**Finance Department Memorandum**

**To:** Board of Commissioners

**From:** Darren R. Brown

**Date:** January 10, 2023

**Subject:** Monthly Financial and Budget Report

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**FINANCIAL RESULTS**

Attached are the Balance Sheets and Statements of Revenues, Expenses, and Changes in Net Assets for the eleven-month period ended November 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 \$2.18 billion and total combined liabilities approximate \$1.77 billion. Total net assets amount to approximately \$413 million. Total combined revenues approximate \$505.9 million and total expenses amount to approximately \$499.1 million, which results in net operating income of \$6.8 million. For this eleven-month period in 2021, total combined net operating income was \$23.8 million. Net operating income is \$17 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 \$7.3 million. This is a \$10.6 million decrease compared to net operating income of \$3.3 million in 2021. The net operating loss for 2022 is attributed solely to the recognition of a significant paper loss associated with adjusting the carrying values of non-mortgage investments. A paper loss of \$14.7 million has been recorded for 2022, which is \$13.8 million larger than the paper loss of \$0.9 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 \$7.4 million in 2022 compared to \$4.2 million in 2021. Net operating income is \$3.2 million higher in 2022 due mainly to interest rate increases this year and higher income from non-mortgage investments.

The HOME Fund has net operating income of \$9.3 million, which is a decrease of \$6.4 million compared with net operating income of \$15.7 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 million higher, program expenditures are \$7.4 million higher at this point in 2022 compared to 2021.

## **BUDGET RESULTS**

Also attached are the budget variance results for the period ended November 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 November 30, 2022 amount to \$73 million, while total expenses amount to \$64.4 million. For the eleven-month period ended November 30, 2022, revenues exceed expenses by approximately \$8.6 million.

Total revenues are above budget primarily due to higher income from non-mortgage investments. Interest rates have increased significantly this year and average yields from investments are higher than projected.

Total expenses are under budget due mainly to lower operating and program administrative expenses. The operating and other program administration expenses 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**.

Operating expenses are budgeted at approximately \$22.7 million. As of November 30, 2022, approximately \$20.3 million or 89% of the total budget has been used. Overall, operating expenses are below budget at this point and are projected to be under budget for the year by approximately \$400,000 or 2%. Full-time equivalents will be under budget by approximately three positions. There were a number of position turnovers and internal position changes throughout the year. Some positions were vacant for an extended period due to a tight labor market in central Maine.

Additionally, costs associated with staff and partner trainings are projected to be below budget due to COVID-19 and restrictions on gatherings and travel during the early part of the year. Expenses for professional services will also be under budget because services for developing a Fair Housing Plan will not be needed and outside legal services will not be needed to the extent budgeted.

Program administrative expenses are budgeted at \$9.1 million and actual expenses amount to \$7.9 million as of November 30, 2022. Expenses in this area are running below budget and are projected to be under budget for the year by approximately \$500,000 or 6%. The underage is due to lower than projected delinquency and foreclosure activities and lower related expenses (first three lines). In addition, the restructuring of Standby Bond Purchase Agreements lowered the remarketing and liquidity facilities costs associated with variable rate bonds.

### **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 \$544,000 as of November 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.

Capital expenditures are expected to remain within the established budget for the year. The acquisition of the salesforce software, community outreach dashboard, and several other software items will not be acquired as planned.

### **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 November 30, 2022.

**MAINE STATE HOUSING AUTHORITY**  
**BALANCE SHEETS**  
**NOVEMBER 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 &amp; Economic Recovery Funds</u>
	<u>2021</u>	<u>2022</u>							
<b>ASSETS:</b>									
Cash, principally time deposits	60,436	86,083	12,712	1	66,717	0	6,653	0	0
Investments	480,198	477,751	381,355	8,013	18,130	27,370	0	6,835	36,048
Accounts receivable - Government	12,069	16,398	0	0	0	2,582	13,641	175	0
Accrued interest and other assets	24,358	9,273	8,786	13	75	121	179	7	92
Mortgage notes receivable, net	1,407,211	1,549,569	1,494,970	0	3,821	32,907	0	717	17,154
Other notes receivable, net	68	39	0	0	39	0	0	0	0
Land, equipment and improvements, net	17,691	17,295	22	0	17,273	0	0	0	0
Other real estate owned	64	50	50	0	0	0	0	0	0
Derivative instrument - interest rate swaps		18,570	18,570	0	0	0	0	0	0
Net pension asset	12,061	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	2,703	2,359	2,359	0	0	0	0	0	0
<b>Total Assets</b>	<b>2,017,436</b>	<b>2,178,727</b>	<b>1,919,516</b>	<b>8,031</b>	<b>106,190</b>	<b>62,980</b>	<b>20,473</b>	<b>8,243</b>	<b>53,294</b>
<b>LIABILITIES AND NET ASSETS:</b>									
Accrued interest payable	1,872	2,712	2,115	0	0	0	0	0	597
Accounts payable - Federal	323	326	0	0	0	0	326	0	0
Accounts payable & accrued liabilities	3,685	14,353	280	1	12,314	0	1,758	0	0
Unearned income	20,655	43,166	0	0	0	819	17,183	25,164	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	12,061	18,570	18,570	0	0	0	0	0	0
Interfund	0	0	3,927	11	41,552	(23,400)	(4,129)	(17,964)	3
Mortgage bonds and notes payable, net	1,571,784	1,683,263	1,614,620	0	14,313	0	0	0	54,330
Deferred grant income	3	0	0	0	0	0	0	0	0
Deferred loan origination points	17	14	14	0	0	0	0	0	0
<b>Total Liabilities</b>	<b>1,613,462</b>	<b>1,765,563</b>	<b>1,641,158</b>	<b>22</b>	<b>68,496</b>	<b>(22,581)</b>	<b>15,138</b>	<b>8,400</b>	<b>54,930</b>
<b>NET ASSETS:</b>									
Restricted Net Assets	367,093	375,470	278,358	8,009	0	85,561	5,335	(157)	(1,636)
Unrestricted Net Assets	36,881	37,694	0	0	37,694	0	0	0	0
<b>Total Net Assets</b>	<b>403,974</b>	<b>413,164</b>	<b>278,358</b>	<b>8,009</b>	<b>37,694</b>	<b>85,561</b>	<b>5,335</b>	<b>(157)</b>	<b>(1,636)</b>
<b>Total Liabilities and Net Assets</b>	<b>2,017,436</b>	<b>2,178,727</b>	<b>1,919,516</b>	<b>8,031</b>	<b>106,190</b>	<b>62,980</b>	<b>20,473</b>	<b>8,243</b>	<b>53,294</b>

**MAINE STATE HOUSING AUTHORITY**  
**STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS**  
**FOR THE PERIOD ENDED NOVEMBER 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 &amp; Economic Recovery Funds</u>
	<u>2021</u>	<u>2022</u>							
<b>REVENUES:</b>									
Interest from mortgages and notes	55,190	54,894	54,536	0	254	66	0	0	38
Income from investments	1,145	7,411	6,252	98	152	339	4	90	476
Net increase (decrease) in the fair value of investments	(874)	(14,705)	(14,705)	0	0	0	0	0	0
Fee income	10,725	11,503	1,162	0	557	0	9,475	309	0
Other revenue	300	143	0	0	106	36	0	1	0
Grant income	196,841	314,153	0	0	0	1,796	303,438	8,919	0
Income from State	30,197	30,821	0	0	0	26,502	0	0	4,319
Federal rent subsidy income	100,595	101,098	0	0	0	0	101,098	0	0
Gain on bond redemption	693	557	557	0	0	0	0	0	0
<b>Total Revenues</b>	<b>394,812</b>	<b>505,875</b>	<b>47,802</b>	<b>98</b>	<b>1,069</b>	<b>28,739</b>	<b>414,015</b>	<b>9,319</b>	<b>4,833</b>
<b>EXPENSES:</b>									
Operating expenses	18,042	20,278	0	0	20,278	0	0	0	0
Other program administrative expenses	5,198	6,299	5,825	0	5	0	242	199	28
Mortgage servicing fees	1,572	1,619	1,607	0	12	0	0	0	0
Provision for losses on loans	17	0	0	0	0	0	0	0	0
Losses on foreclosed real estate	(58)	25	25	0	0	0	0	0	0
Interest expense	38,733	37,704	36,762	0	0	0	0	0	942
Grant expense	207,658	331,196	0	0	0	19,395	303,476	8,202	123
Federal rent subsidy expense	99,890	101,949	0	0	0	0	101,949	0	0
Allocated operating costs	0	0	10,903	64	(18,141)	0	7,064	110	0
<b>Total Expenses</b>	<b>371,052</b>	<b>499,070</b>	<b>55,122</b>	<b>64</b>	<b>2,154</b>	<b>19,395</b>	<b>412,731</b>	<b>8,511</b>	<b>1,093</b>
Net Operating Income (Loss)	23,760	6,805	(7,320)	34	(1,085)	9,344	1,284	808	3,740
Transfers between funds, net	0	0	0	0	690	100	(790)	0	0
Change in net assets	23,760	6,805	(7,320)	34	(395)	9,444	494	808	3,740
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	403,974	413,164	278,358	8,009	37,694	85,561	5,335	(157)	(1,636)

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

*(IN THOUSANDS OF DOLLARS)*

	<b>Mortgage Lending Activities Actual</b>	<b>Federal &amp; Other Program Administration Actual</b>	<b>Total Combined Actual</b>	<b>Total Annual Budget</b>	<b>Total Under/(Over)</b>	<b>% Variance</b>
<b>REVENUES:</b>						
Interest from mortgages and notes	54,790	0	54,790	60,300	5,510	9%
Income from investments	6,502	94	6,596	1,235	(5,361)	(434%)
Fee income	1,719	9,784	11,503	14,046	2,543	18%
Other revenue	106	1	107	65	(42)	(65%)
<b>Total Revenues</b>	<b>63,117</b>	<b>9,879</b>	<b>72,996</b>	<b>75,646</b>	<b>2,650</b>	<b>4%</b>
<b>EXPENSES:</b>						
Operating expenses	13,104	7,174	20,278	22,708	2,430	11%
Other program administrative expenses	7,474	469	7,943	9,093	1,150	13%
Interest expense	36,205	0	36,205	39,800	3,595	9%
<b>Total Expenses</b>	<b>56,783</b>	<b>7,643</b>	<b>64,426</b>	<b>71,601</b>	<b>7,175</b>	<b>10%</b>
<b>Excess Revenues Over Expenses</b>	<b>6,334</b>	<b>2,236</b>	<b>8,570</b>	<b>4,045</b>	<b>(4,525)</b>	<b>(112%)</b>

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

**ATTACHMENT B**

	<b>Total Annual Budget</b>	<b>Total Year to Date Actual</b>	<b>Budget Available</b>	<b>Percentage of Budget Available</b>
<b>Operating Expenses</b>				
Salaries	12,989,264	11,729,376	1,259,888	10%
Payroll Taxes	956,112	872,853	83,259	9%
Retirement	1,247,720	1,105,191	142,529	11%
Medical and Life Insurance	2,932,952	2,577,473	355,479	12%
Other Fringe Benefits	10,000	6,175	3,825	38%
Office Supplies	51,700	47,051	4,649	9%
Printing	71,430	62,456	8,974	13%
Membership and Dues	65,554	56,932	8,622	13%
Subscriptions	26,440	16,334	10,106	38%
Sponsorships	17,000	16,100	900	5%
Staff Educ/Train/Conf	134,838	92,069	42,769	32%
Travel/Meals - Staff Educ/Train/Conf	132,010	54,131	77,879	59%
Partner/Client Train/Meetings	58,500	23,070	35,430	61%
Travel/Meals - Partner/Client Training	45,018	48,419	(3,401)	(8%)
Staff Events	14,970	2,709	12,261	82%
Meals - Staff Events	16,499	8,400	8,099	49%
Leased Vehicles	143,417	151,947	(8,530)	(6%)
Computer Supplies	25,312	29,208	(3,896)	(15%)
Computer License SAAS	185,827	241,879	(56,052)	(30%)
Rent-Other	37,430	34,710	2,720	7%
Computer Maintenance	653,846	669,906	(16,060)	(2%)
Depreciation	1,020,000	881,150	138,850	14%
Telephone	132,384	108,287	24,097	18%
Employment Advertising	1,000	985	15	2%
Postage and Shipping	115,650	105,119	10,531	9%
Insurance	93,010	92,738	272	0%
Recording Fees	1,000	755	245	25%
Payroll Services	44,365	42,261	2,104	5%
Audit Services	169,800	133,800	36,000	21%
Property Expenses	460,085	427,775	32,310	7%
Professional Services	380,886	206,589	174,297	46%
Building Interest Expense	473,524	432,558	40,966	9%
<b>Total Operating Expenses</b>	<b>22,707,543</b>	<b>20,278,406</b>	<b>2,429,137</b>	<b>11%</b>
<b>Other Program Administrative Expenses</b>				
Loan foreclosure expenses	200,000	46,049	153,951	77%
REO expenses	50,000	6,665	43,335	87%
Provision for losses on loans & REOs	125,000	25,000	100,000	80%
Mortgage Servicing fees	1,860,000	1,618,480	241,520	13%
Loan Origination expenses	3,020,000	2,863,578	156,422	5%
Bond Issuance Costs	900,000	1,039,164	(139,164)	(15%)
Trustee/Bank fees	170,000	170,991	(991)	(1%)
Program advertising/printing	424,750	268,662	156,088	37%
Bond and mortgagee insurance	17,000	17,607	(607)	(4%)
Variable rate bond remarket/liquidity facilities	1,100,000	885,365	214,635	20%
Cash flow/arbitrage/swap consultants/legal	645,000	566,940	78,060	12%
Homebuyer education	120,000	106,050	13,950	12%
Program administrator fees	461,000	328,628	132,372	29%
<b>Total Other Program Administration Expenses</b>	<b>9,092,750</b>	<b>7,943,179</b>	<b>1,149,571</b>	<b>13%</b>



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

**ATTACHMENT C**

Description	2022 Budget	2022 Actual	Budget Available	% Expended
<b>Computer Hardware:</b>				
Network backup hardware - Data Domain	15,000	0	15,000	
Laptop replacements	30,000	23,133	6,867	
Server room power module	-	2,000	(2,000)	
Server room cameras	-	1,533	(1,533)	
Total computer hardware	<u>45,000</u>	<u>26,666</u>	<u>18,334</u>	<u>59%</u>
<b>Computer Software:</b>				
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	15,431	21,569	
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	135,563	(16,079)	
Community Outreach Dashboard	25,000	0	25,000	
Salesforce software upgrades	122,000	0	122,000	
AmpliFund grant management software	0	79,100	(79,100)	
Total computer software	<u>511,484</u>	<u>465,769</u>	<u>45,716</u>	<u>91%</u>
<b>Office Building:</b>				
Audio visual equipment upgrades	0	20,176	(20,176)	
Computer room A/C upgrades	0	24,390	(24,390)	
Workstations & furniture	0	6,975	(6,975)	
	<u>0</u>	<u>51,541</u>	<u>(51,541)</u>	<u>0%</u>
<b>Total</b>	<u><u>556,484</u></u>	<u><u>543,975</u></u>	<u><u>12,509</u></u>	<u><u>98%</u></u>

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

Description	Amount
<b>Memberships and Dues</b>	
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
National Council of State Housing Agencies - annual membership	30,707
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 - (7) employee membership	335
passivhausMaine - employee annual membership	175
Maine Department of Environmental Protection - lead inspector license renewal	200
Maine State Bar Association - (7) employee annual memberships	1,585
Board of Overseers of the Bar - (6) employee annual registration	1,590
United States District Court - employee certification to practice law	188
Maine Society of CPAs - employee annual membership	250
Maine State Treasurer - employee annual CPA license renewal	35
Mortgage Bankers Association - annual affiliate membership	1,350
Maine Association of Public Housing Directors - annual membership	1,000
Credit Builders Alliance, Inc - annual membership	795
Treasurer, State of Maine - Access to State House (2) employees	50
Association of Certified Fraud Examiners - (2) employee annual membership	595
Total	<u>\$ 56,932</u>
<b>Sponsorships</b>	
Northern New England Community Action - training conference sponsor	\$ 1,500
Maine Real Estate and Development Association - conference sponsorship	1,600
Maine Council on Aging - Wisdom Summit sponsorship	500
National Association of State and Local Equity Funds - conference sponsorship	1,500
Maine Real Estate Management Association - 2021/2022 conference sponsorship	5,500
Maine Affordable Housing Coalition - housing conference sponsor	2,500
New England Resident Service Coordinator - conference sponsor	3,000
Total	<u>\$ 16,100</u>



## Finance Department Memorandum

**To:** Board of Commissioners  
**From:** Darren Brown  
**Date:** January 4, 2023  
**Subject:** Monthly Delinquencies Report

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### MULTI-FAMILY DELINQUENCIES

The Multi-Family portfolio totals \$796 million with 1,261 loans as of December 31, 2022. There is one 60+ days delinquent loan, 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 \$946 million with 9,693 loans as of November 30, 2022. The over 60-day delinquencies decreased from 2.51% to 2.39%, and the in-foreclosures decreased from 0.64% to 0.60%. The over 60-day delinquencies amount to \$23 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 2.39%; and the overall delinquency rate by loan count is 2.72%. 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 November 30, 2022, Bank of America (BOA) had the highest overall delinquency rate of 14.00%, with an in-foreclosure rate of 3.36%. 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, decreased from 2.94% to 2.87%, while the in-foreclosure rate decreased from 0.71% to 0.68%. Bangor Savings Bank QS portfolio had a rate of 0.00%, which was the lowest rate for the month. Delinquency rates for each servicer are shown in *Exhibit 3*.

**Delinquencies by Insurance Type** – In November 2022, FHA insured loans had the highest delinquency rate by total insurance type of 4.40%, with in-foreclosures at 1.08%. When compared to the total loan portfolio, RD insured loans had the highest delinquency rate of 1.37%, with in-foreclosures at 0.34%. 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 30% of delinquencies, while RD insured loans comprise 59% 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 November 2022, we have assisted 944 borrowers with various foreclosure preventions options. Six of the foreclosure prevention options through the end of November are reinstatements by Homeowner’s Assistance Funds (HAF).

# Multi-Family Delinquent Loans

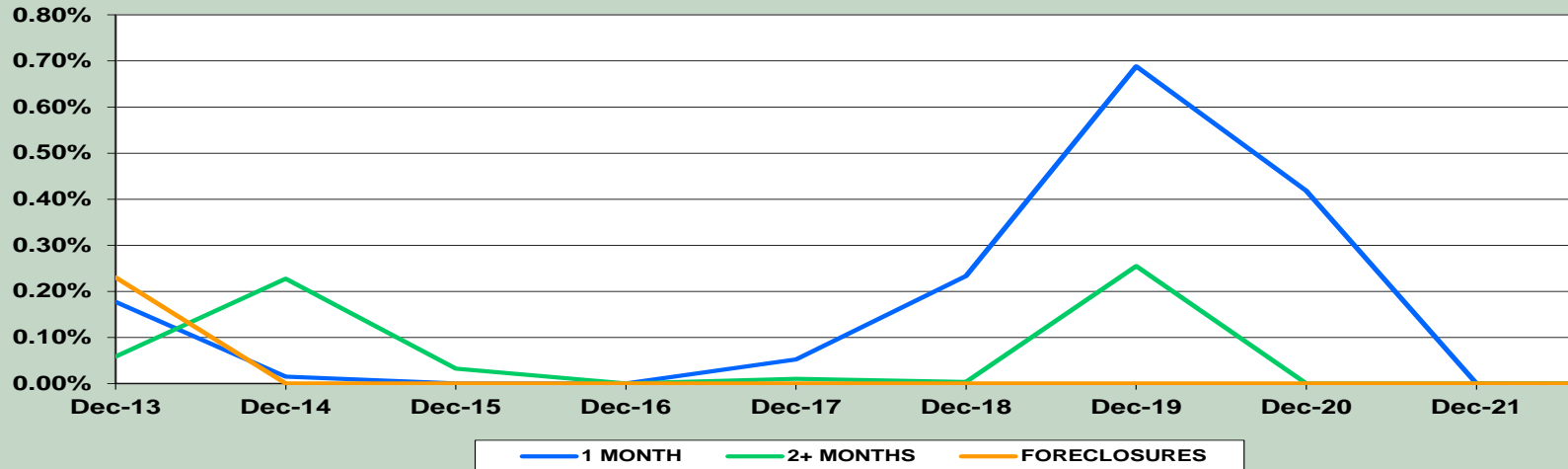
**MAINE STATE HOUSING AUTHORITY  
MULTI-FAMILY DELINQUENCIES  
12/31/2022**

<b>Section 8</b>					ORIGINATION	DELINQUENT		
BORROWER	LEVEL PMT	PTD	LOCATION	PROJECT OWNER	DATE	1 MONTH	2 MONTHS	3+ MONTHS
NONE						0.00	0.00	0.00
						<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Rental Housing</b>					ORIGINATION	DELINQUENT		
BORROWER	LEVEL PMT	PTD	LOCATION	PROJECT OWNER	DATE	1 MONTH	2 MONTHS	3+ MONTHS
NONE						0.00	0.00	0.00
						<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Supportive Housing &amp; Other</b>					ORIGINATION	DELINQUENT		
BORROWER	LEVEL PMT	PTD	LOCATION	PROJECT OWNER	DATE	1 MONTH	2 MONTHS	3+ MONTHS
MOUSAM ST, 5*	761.20	11/01/22	SANFORD	YORK COUNTY SHELTER PROGRAM IN	02/20/92	0.00	0.00	4,553.41
						<u>0.00</u>	<u>0.00</u>	<u>4,553.41</u>
<b>Grand Total</b>						<u>0.00</u>	<u>0.00</u>	<u>4,553.41</u>
<b>% of Portfolio Delq 60+ days</b>	<b>0.00%</b>							
<b>Total Number of Loans</b>	<b>1,261</b>							

\* Past maturity date of 06/01/22.

# Multi-Family Delinquency & Foreclosure Trends

MULTI-FAMILY DELINQUENCY AND FORECLOSURE RATES



	OUTSTANDING PRINCIPAL	1 MONTH		2+ MONTHS		FORECLOSURES	
		DOLLARS	RATE	DOLLARS	RATE	DOLLARS	RATE
Dec-22	\$ 796,448,381	\$ -	0.00%	\$ 4,553	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	0.69%	\$ 1,620,600	0.25%	\$ -	0.00%
Dec-18	\$ 630,936,475	\$ 1,473,376	0.23%	\$ 20,600	0.00%	\$ -	0.00%
Dec-17	\$ 608,939,257	\$ 319,836	0.05%	\$ 60,624	0.01%	\$ -	0.00%
Dec-16	\$ 579,916,852	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
Dec-15	\$ 573,932,384	\$ -	0.00%	\$ 185,320	0.03%	\$ -	0.00%
Dec-14	\$ 513,937,525	\$ 77,568	0.02%	\$ 1,169,620	0.23%	\$ -	0.00%
Dec-13	\$ 506,871,177	\$ 896,386	0.18%	\$ 297,366	0.06%	\$ 1,166,866	0.23%

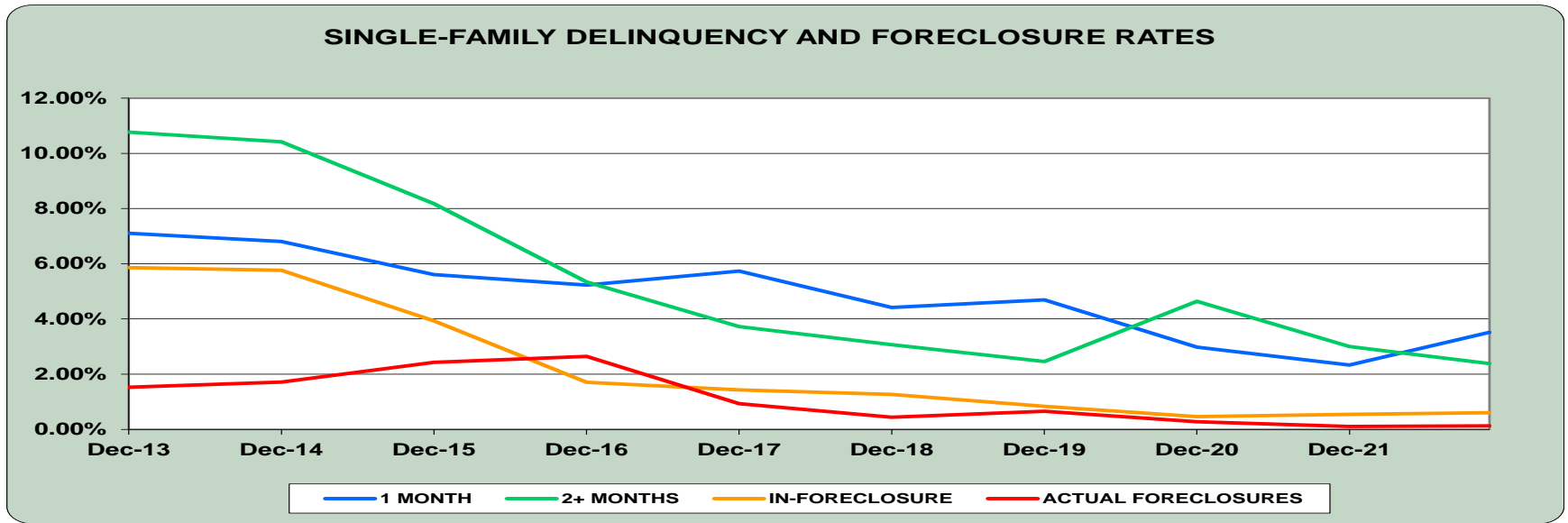


# Single-Family Delinquent Loans

**Maine State Housing Authority  
Single-Family Delinquencies by Servicer  
11/30/2022**

SERVICER	% OF PORTFOLIO	% of Portfolio Delq 60 + days	OUTSTANDING PRINCIPAL	----- 1 MONTH	DELINQUENT 2 MONTHS	----- 3+ MONTHS	IN- FORECLOSURE
MORTGAGE SERVICING SOLUTIONS	66.34%	2.87%	627,306,893.25	24,320,341.55	5,561,347.29	8,211,209.14	4,254,077.67
BANGOR SAVINGS BANK	12.91%	0.64%	122,094,155.46	2,399,658.00	147,618.22	574,675.77	54,782.95
CAMDEN NATIONAL BANK UK	8.63%	1.01%	81,606,159.94	2,713,909.00	120,993.39	207,748.06	497,728.86
MACHIAS SAVINGS BANK	7.10%	3.13%	67,140,307.18	2,643,147.96	349,107.53	1,058,074.91	693,230.85
BANGOR SAVINGS BANK QS	4.36%	0.00%	41,185,855.87	494,913.79	0.00	0.00	0.00
BANK OF AMERICA NA	0.62%	14.00%	5,877,363.00	632,365.21	69,732.71	555,591.50	197,666.04
SALEM FIVE MORTGAGE CORP	0.05%	3.31%	434,062.75	36,605.28	0.00	14,373.60	0.00
<b>TOTAL</b>	<b>100.00%</b>	<b>2.39%</b>	<b>945,644,797.45</b>	<b>33,240,940.79</b>	<b>6,248,799.14</b>	<b>10,621,672.98</b>	<b>5,697,486.37</b>

# Single-Family Delinquency & Foreclosure Trends



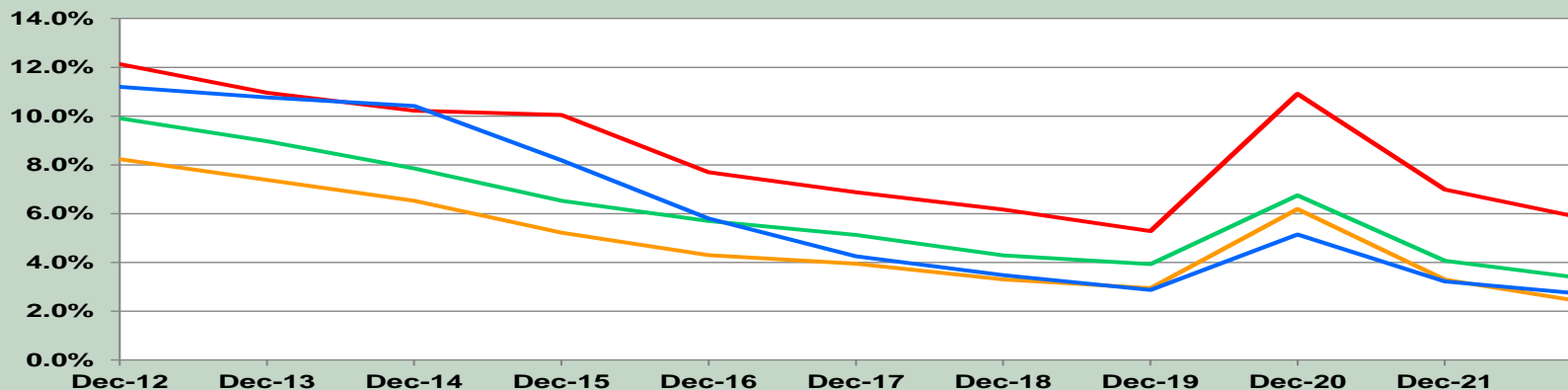
	<b>OUTSTANDING PRINCIPAL</b>	<b>1 MONTH</b>		<b>2+ MONTHS</b>		<b>IN-FORECLOSURE</b>		<b>ACTUAL FORECLOSURES</b>	
	<b>DOLLARS</b>	<b>DOLLARS</b>	<b>RATE</b>	<b>DOLLARS</b>	<b>RATE</b>	<b>DOLLARS</b>	<b>RATE</b>	<b>DOLLARS</b>	<b>RATE</b>
Nov-22	\$ 945,644,797	\$ 33,240,941	3.52%	\$ 22,567,958	2.39%	\$ 5,697,486	0.60%	\$ 1,209,562	0.13%
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, FHA, ALL STATE & ALL NEW ENGLAND DELINQUENCY RATE COMPARISON**



— All Maine    
 — FHA in Maine    
 — All New England    
 — MaineHousing

**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*	120,604	0.58%	1.54%	1.25%	3.37%
FHA for State*	15,902	1.26%	2.91%	1.68%	5.85%
All New England*	1,716,134	0.51%	1.28%	0.62%	2.41%
MaineHousing**	9,693	0.77%	1.24%	0.71%	2.72%

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

\*\*MaineHousing's overall delinquency rate based on loan dollars is 2.39%, whereas rates in this exhibit are based on loan count.



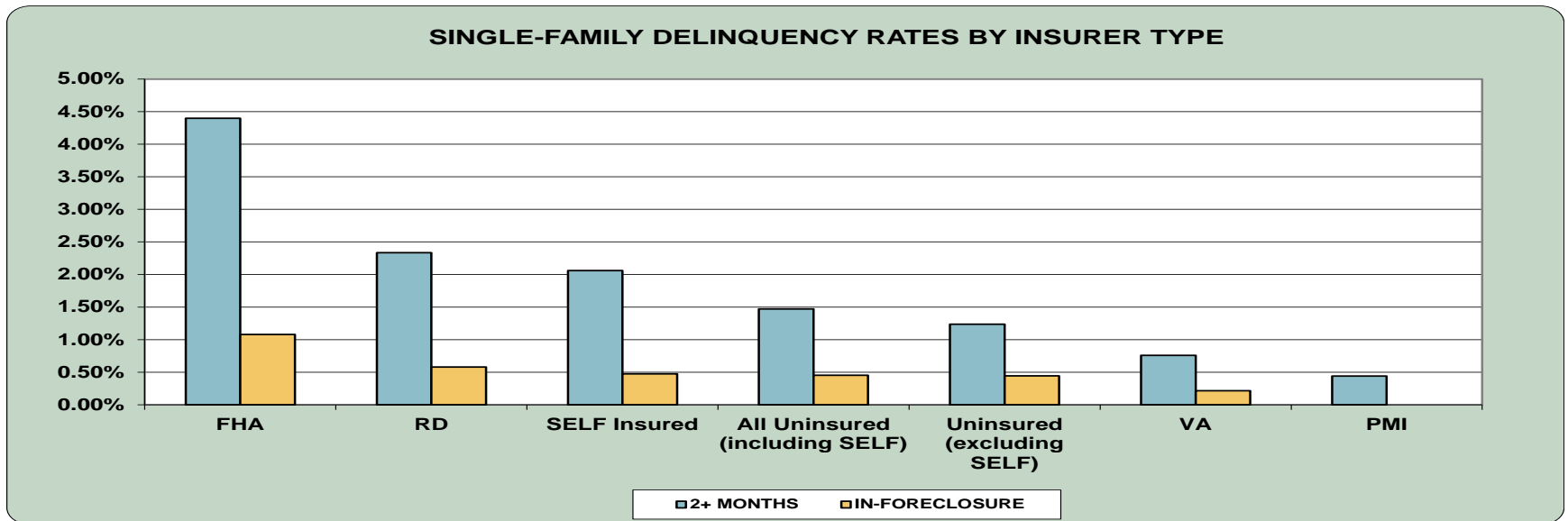
# Single-Family Delinquencies by Mortgage Insurer

**As A Percent of Total Insurance Type**  
11/30/2022

TYPE	2+ MONTHS	IN-FORECLOSURE
FHA	4.40%	1.08%
RD	2.33%	0.58%
SELF Insured	2.06%	0.48%
All Uninsured (including SELF)	1.47%	0.45%
Uninsured (excluding SELF)	1.24%	0.45%
VA	0.76%	0.22%
PMI	0.44%	0.00%

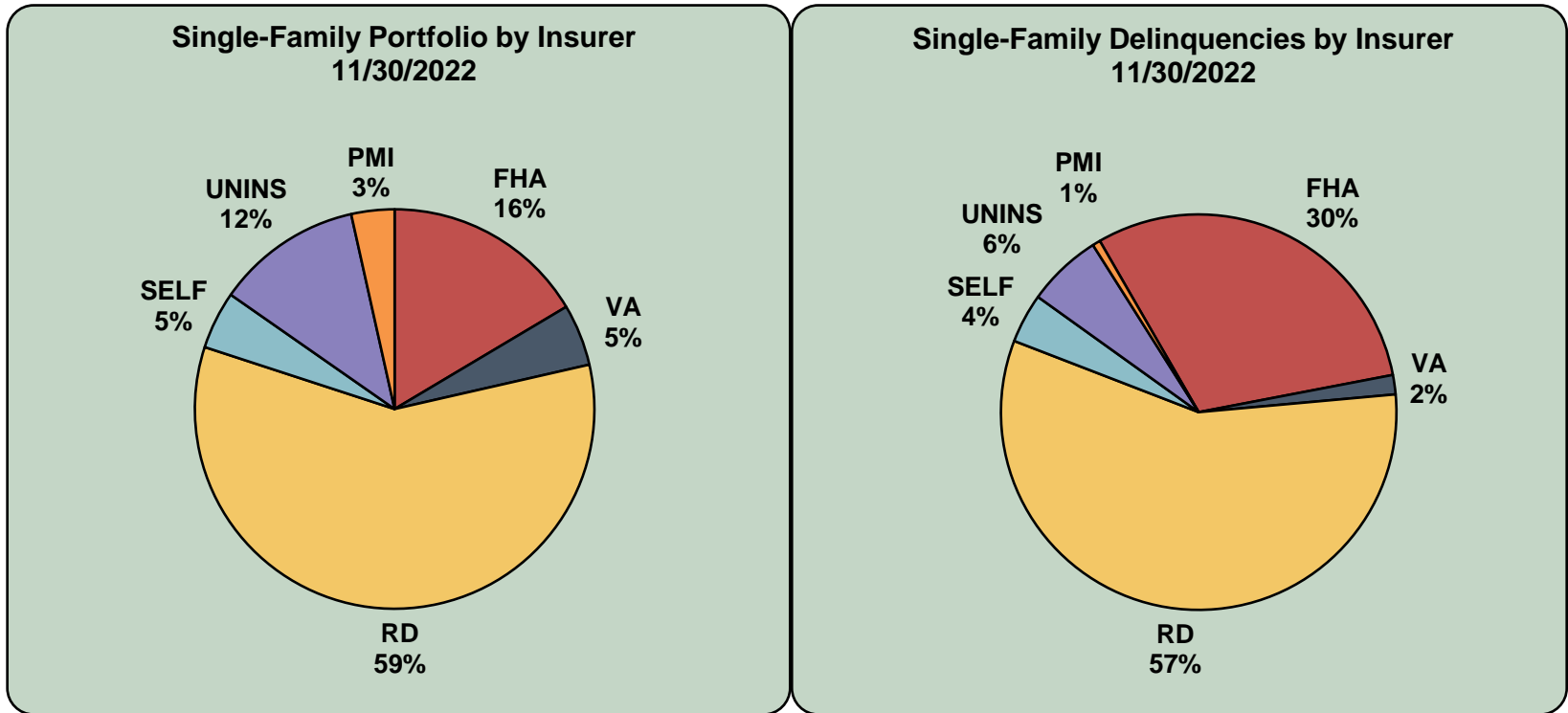
**As A Percent of Total Loan Portfolio**  
11/30/2022

TYPE	2+ MONTHS	IN-FORECLOSURE
RD	1.37%	0.34%
FHA	0.72%	0.18%
All Uninsured (including SELF)	0.24%	0.07%
Uninsured (excluding SELF)	0.15%	0.05%
SELF Insured	0.10%	0.05%
VA	0.04%	0.01%
PMI	0.02%	0.00%

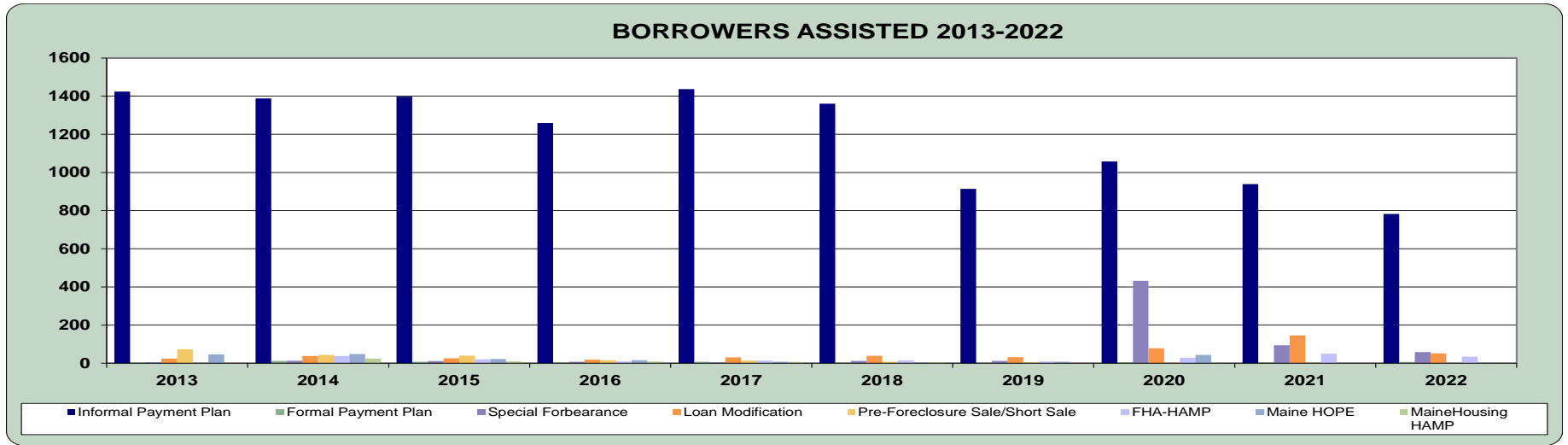


# Single-Family Delinquencies by Mortgage Insurer

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	RD MRA FHA-HAMP	Maine HOPE	Maine HAMP	HAF Reinstatement	Total Workouts
Nov-22	783	7	58	52	0	34	4	0	6	944
Dec-21	939	5	94	146	2	50	2	0	0	1238
Dec-20	1058	5	432	79	3	29	44	2	0	1652
Dec-19	914	3	12	32	4	10	8	0	0	983
Dec-18	1361	4	12	39	8	15	3	6	0	1448
Dec-17	1437	8	4	31	14	14	8	7	0	1523
Dec-16	1259	6	8	19	15	10	16	9	0	1342
Dec-15	1397	8	11	26	40	21	22	10	0	1535
Dec-14	1388	12	13	38	44	38	48	24	0	1605
Dec-13	1424	4	5	24	73	0	46	0	0	1576

Actual Foreclosures

	Number of Foreclosures	Number of Loans in Portfolio	Percentage of Portfolio
Nov-22	15	9,693	0.15%
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%

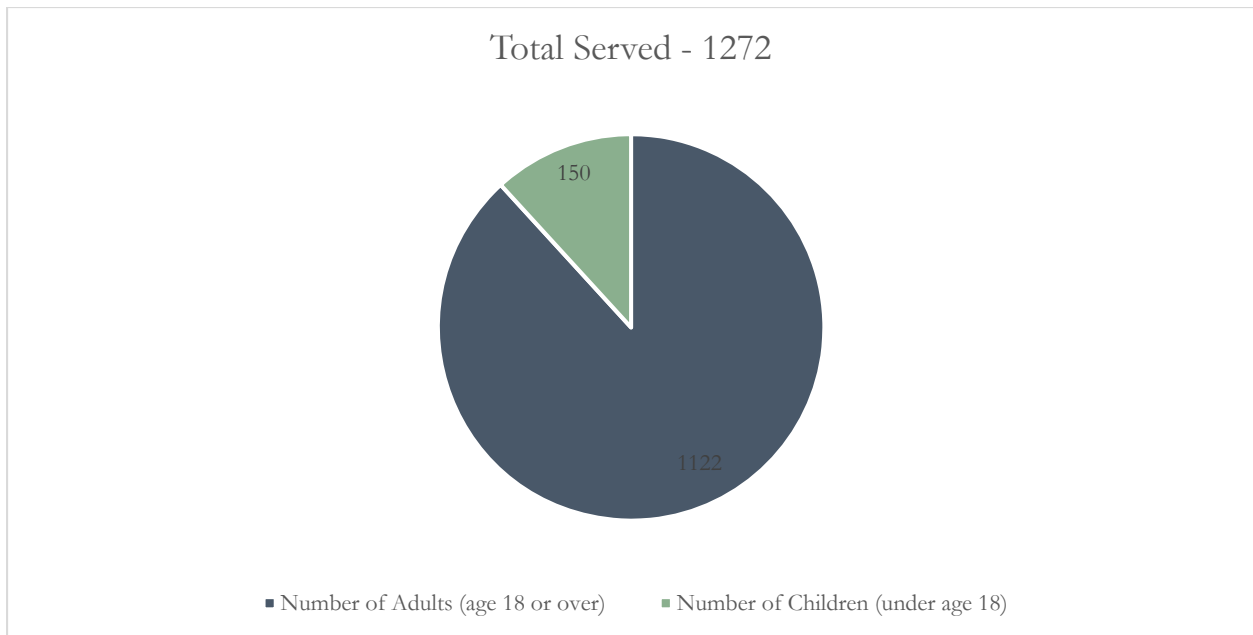
**Homeless Initiatives Department Memorandum**

**To:** Board of Commissioners  
**From:** Lauren Bustard, Senior Director of Homeless Initiatives  
**Date:** January 10, 2023  
**Subject:** Homeless Initiatives Report

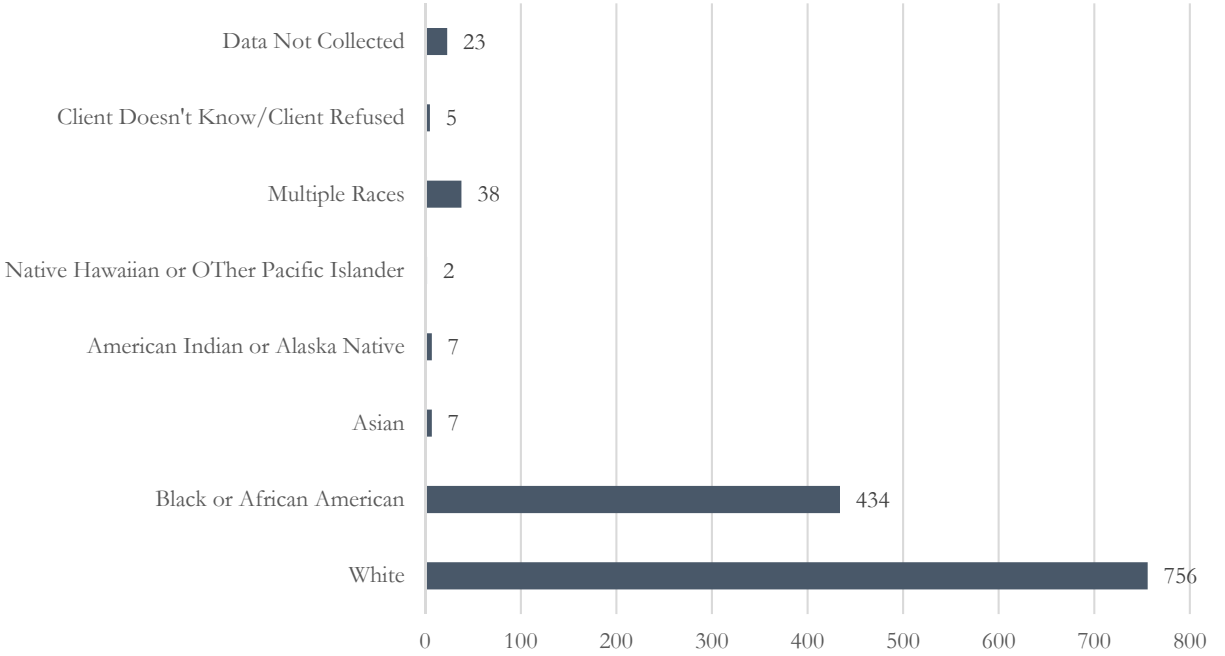
**Homeless Data – December 2022**

The following are the monthly statistics for December:

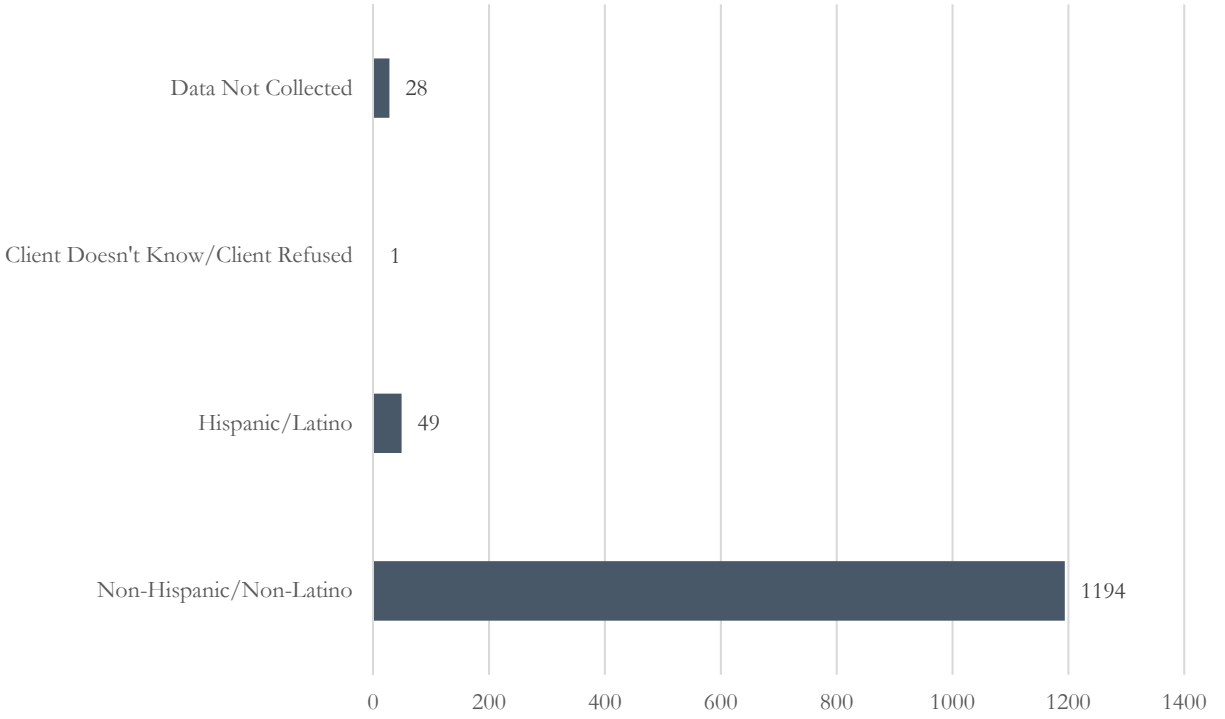
1. Total number of people served (1272) remained fairly stable, only increasing by 6 individuals. The caveat here is that these are only the individuals that are being served by homeless service providers around the state who are mandated to record data in the HMIS (Homeless Management Information System) 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 continued to decrease a little - from 38.9% in November to 38.3%. This includes a large group of Asylum Seekers from Angola and the Democratic Republic of Congo who have arrived in the Greater Portland area. The number for those who identify as Hispanic/Latino remained stable.
3. Similar to November, we did not see a substantial increase in people coming out of hotels funded by ERA in December. Only an additional 6 individuals across the system came from a hotel setting in relation to November data.
4. After a significant increase in Exits to Permanent Housing in October the number decreased from that high of 100 down to 67 in November. In December it decreased again to 61, which was the average for most months of 2022. Exits to other destinations remained stable.



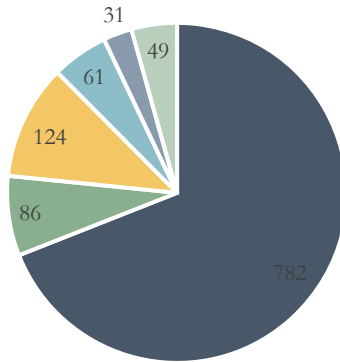
Number of People Served by Race



Number People Served by Ethnicity

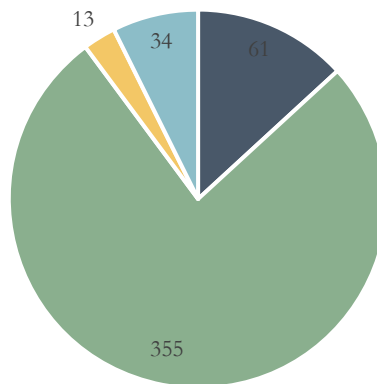


### Residence of Clients Prior to Entry



- 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**

We continue to utilize two hotels in South Portland to house those single individuals experiencing homelessness in the Greater Portland area, funded through FEMA. Both hotels will be decommissioned by February 28, 2023 at the latest. We are at capacity at the hotel in Saco utilized to provide a minimum of one year of housing for Asylum Seeker families.

### **Service Hub Implementation – Built for Zero Initiative**

Most of the work of the Hub Coordinators in December focused on planning for the January Point in Time Count and recruiting volunteers to participate in the count in their geographic areas. Many of the Coordinators are also working with local communities to assist in finding solutions for winter sheltering.

The State Strategy Team will have an in person day-long strategy meeting with our Community Solutions consultants in late January. We will be reviewing progress to date and developing goals for the next six-month action cycle.

### **Shelter Navigator Training**

On December 6<sup>th</sup> we carried out our annual Shelter Housing Navigator training for the first time in person since 2019. It was well attended with 121 staff from our 40 Emergency Shelter and Housing Assistance Program (ESHAP) grantees. As most of the nuts and bolts technical training is on our virtual Learning Management System site, we focused this live training on hearing about new trends in homeless services and bringing in speakers from the Department of Education and Maine Jobs and Recovery Program to provide information on their work with the homeless population – identifying the points of intersections in the work they do and the work the shelter navigators do. This will support our efforts to bring systems together in the Homeless Service Hubs to collaborate towards shared solutions to address homelessness across the state.



## Homeownership Department Memorandum

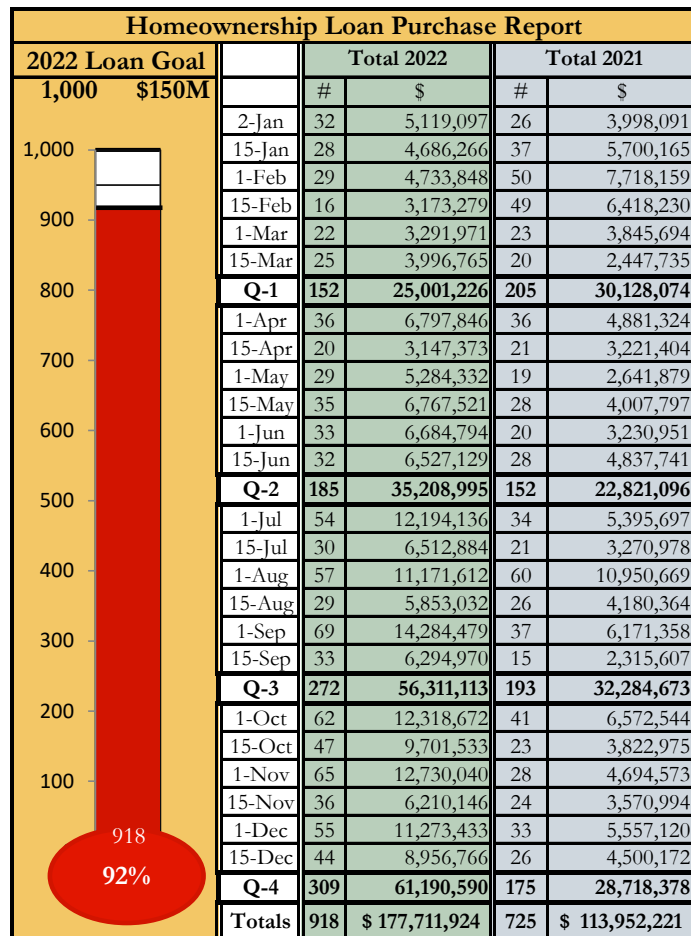
**To:** MaineHousing Board of Commissioners

**From:** Craig Reynolds, Director of Homeownership

**Date:** January 9, 2023

**Subject:** Monthly Report – Homeownership Department

### PRODUCTION UPDATE



Monthly Loan Reservations: 01/03/23	
#	\$ Volume
49	\$ 9,126,499

Loan Pipeline as of: 01/03/23	
#	\$ Volume
197	\$ 37,014,502

Loan Reservation Comparison					
December 2021		December 2022		2021 vs 2022	
#	\$ Volume	#	\$ Volume	#	\$ Volume
174	\$28,952,559	197	\$ 37,014,502	13%	28%

## **PROGRAM HIGHLIGHTS**

### **Production Update & Market Status**

Homeownership is very proud to have achieved a First Home Loan program record for loan volume production in 2022. The final loan amount was \$177,711,924 which far surpassed the previous records of \$153,985,403 set in 2019 and \$160,002,989 set in 2018. The year also ended with nearly \$40M of loans in the pipeline awaiting review and purchase, which ensures a strong start for our program as we enter 2023. A final shout out is due to the incredible work of the ‘small but mighty’ Homeownership team that made this accomplishment possible.

The start of a new year always comes with much speculation of what the real estate market will do in the coming year. Many industry analysts predict, and the following excerpt from the Maine Association of Realtors newsletter confirms, that a low inventory of homes-for-sale will continue to plague homebuyers in Maine and nationwide as it has for the past several years. Despite the rise in mortgage interest rates and the sharp increase in inflation, which have decreased overall housing affordability, the demand by potential home buyers remains strong and still includes a large percentage of first time buyers.

The rapid rise in mortgage interest rates over the past several months that peaked at just over 7% in Maine, have now slipped back into the 6.25% to 6.75 % range on average. Opinions vary on the direction of rates over the coming year, but the consensus is that a return to rates near the historic lows of recent years is unlikely to occur. Home sales prices appear to have peaked in Maine perhaps with the exception of greater Portland, southern Maine and some traditionally popular communities. However, so long as inventory remains tight and demand remains strong, any significant decrease in home prices will probably be very gradual in 2023.

MaineHousing’s First Home Loan program will strive to maintain its below market mortgage interest rate through 2023. The current base rate remains at 5.50%. The program will continue to offer the Advantage down payment and closing cost grant option, which is needed more than ever in the current market environment. As always, First Home Loan program performance and effectiveness will be evaluated through the year while keeping a watchful eye for opportunities to improve or modify it in the event of changing market trends.

The following is an excerpt from the Maine Association of REALTORS® monthly press release in December regarding Maine’s real estate market activity and related regional and national statistics provided by the National Association of REALTORS®.

#### **MAINE HOME VALUES REMAIN STRONG; FOR-SALE INVENTORY STILL HISTORICALLY LOW**

AUGUSTA (December 21, 2022)—Buyers of single-family existing homes across Maine are still encountering a lower-than-normal inventory of homes available for purchase. According to Maine Listings, 1,289 homes changed hands in November, a decline of 28.7 percent from November one year ago. The median sales price (MSP) for homes sold reached \$325,000—up 8.3 percent from November 2021. The MSP indicates that half of the homes were sold for more and half sold for less.

“While demand remains steady for Maine’s tight for-sale inventory, increased mortgage interest rates, coupled with the typical holiday slowdown, have impacted the market,” says Madeleine Hill, 2022 President of the Maine Association of REALTORS® and Designated Broker at Roxanne York Real Estate in Harpswell. “For-sale inventory remains historically low with 13 percent fewer homes on the market in November 2022 compared to last month – and 58 percent fewer homes for sale than pre-pandemic November 2019.”

Nationally, sales are down 35.2 percent in November 2022 compared to November 2021. The National Association of Realtors today also reported that the national MSP reached \$376,700 in November, an increase of 3.2 percent in a year. Sales in the regional Northeast dipped 28.4 percent and the regional MSP of \$394,700 represents a rise of 3.5 percent comparing November 2022 to November 2021.

“REALTORS® continue to educate sellers and buyers about their local market conditions in terms of the availability of for-sale inventory, housing values, financing costs, and the long-term advantages of home ownership,” adds Hill. “For qualified buyers, home ownership remains a solid financial and quality of life investment. With nearly 1,300 sales, November 2022 was the 7th best November in the 22 years of available records.”

## **Emphasys Conference**

Mortgage Lending Manager, Tina Partridge attended the first live Emphasys HFA User Conference held since the pandemic in Fort Lauderdale, FL. Emphasys is the provider of software products used to support MaineHousing’s Lender Online Portal through which our network of lender partners communicate with Homeownership and submit loan file data. It includes a suite of Single Family loan modules that are heavily relied upon by the Homeownership department. The Emphasys conference is an outstanding opportunity to further our knowledge of best practices and the latest products in use. Where many national Housing Finance Agencies (HFA’s) also utilize these products, the conference provides the ability to network with other HFA representatives to share ideas and to brainstorm common challenges. The opportunity to discuss possible improvements or expanded uses of the software directly with those who develop it is also extremely valuable.



*Tina Partridge with Jamarr Mathens, Emphasys Single Family Client Service Specialist*

A key takeaway from the conference that Homeownership hopes to implement is the newly created Lender Portal Scorecard. It is an electronic score card that would create a detailed report of our lender partners production, key performance indicators and would allow report customization based on new data selections added on Lender Online. When successfully implemented, the scorecard would represent a significant step forward in reporting efficiency and serve as a useful tool for our lender partners.

### **Kennebec Valley Board of Realtors Fuel Assistance Auction**

The Kennebec Valley Board of Realtors December Membership Meeting and Fuel Assistance Auction was held on December 7<sup>th</sup>. The auction raised \$28,000 for area residents in dire need of fuel assistance this winter! The auctioneers included Realtors Don Plourde and Jeff Harris, assisted by Realtor Kim Gleason and David Palazzolo from Camden National Bank. MaineHousing is proud to have contributed an auction item for this very important and worthy cause.

### **Cultural Advisory Board Meeting**

Consumer Education Coordinator, Jessica Gurney attended a meeting of the Cultural Advisory Board on December 8<sup>th</sup>. To affirmatively further fair housing in the state, MaineHousing first formed a Cultural Advisory Board in 2021 with the purpose of obtaining feedback and recommendations regarding MaineHousing's programs and those of organizations serving communities of color. The board's focus has been on the significant over-representation of people of color who are experiencing homelessness in the state, as well as a significant under-representation in homeownership by people of color in Maine. Organizations represented by the board's membership include those serving asylum seekers and refugees from Africa, the Middle East, Latin America and Maine's Native American population. The board has developed questions related to the barriers to homeownership being encountered by people of color, which will be used in community focus groups to be scheduled across the state.

### **HoMEworks Board Orientation**

HoMEworks, the non-profit organization dedicated to promoting and conducting consumer homebuyer education in Maine, held an orientation for new board members in December. The hoMEworks mission is to develop a standardized, comprehensive, homeownership education program that is delivered by a network of industry professionals set in neutral classroom environments throughout Maine. Lisa Archer from New Ventures and Marjorie Millet from Community Concepts were new members welcomed to the board. MaineHousing's Consumer Education Coordinator, Jessica Gurney attended the orientation meeting and serves as a member of the hoMEworks board of directors.

## Housing Choice Vouchers Department Memorandum

**To:** MaineHousing Board of Commissioners

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

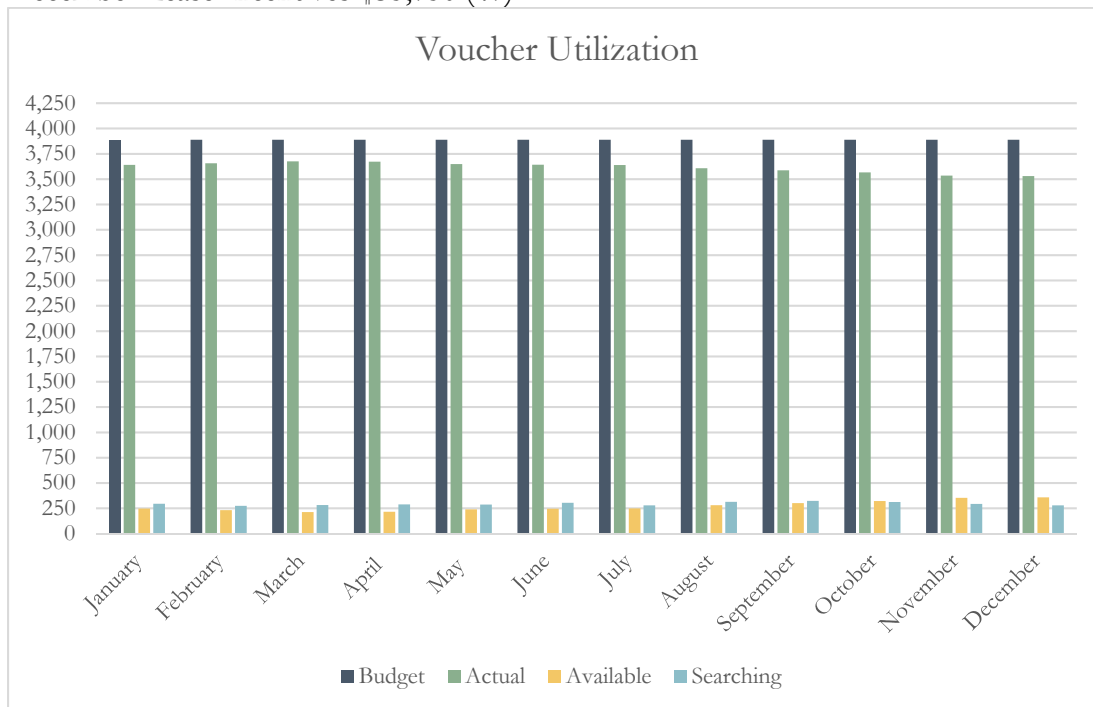
**Date:** January 17, 2023

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

### Program Updates:

HCV staff and our legal department reviewed and updated the Housing Choice Voucher Administrative Plan. The 2023 HCV Administrative plan along with updated voucher payment standards and utility allowances, all effective January 1, 2023, can be found on our website at <https://www.mainehousing.org/programs-services/rental/rentaldetail/housing-choice-vouchers>. I have included a summary of changes for the HCV Administrative Plan and a copy of the updated voucher payments standards at the end of my report.

December Lease Incentives-\$35,750 (47)



### HCV (homeless initiatives)

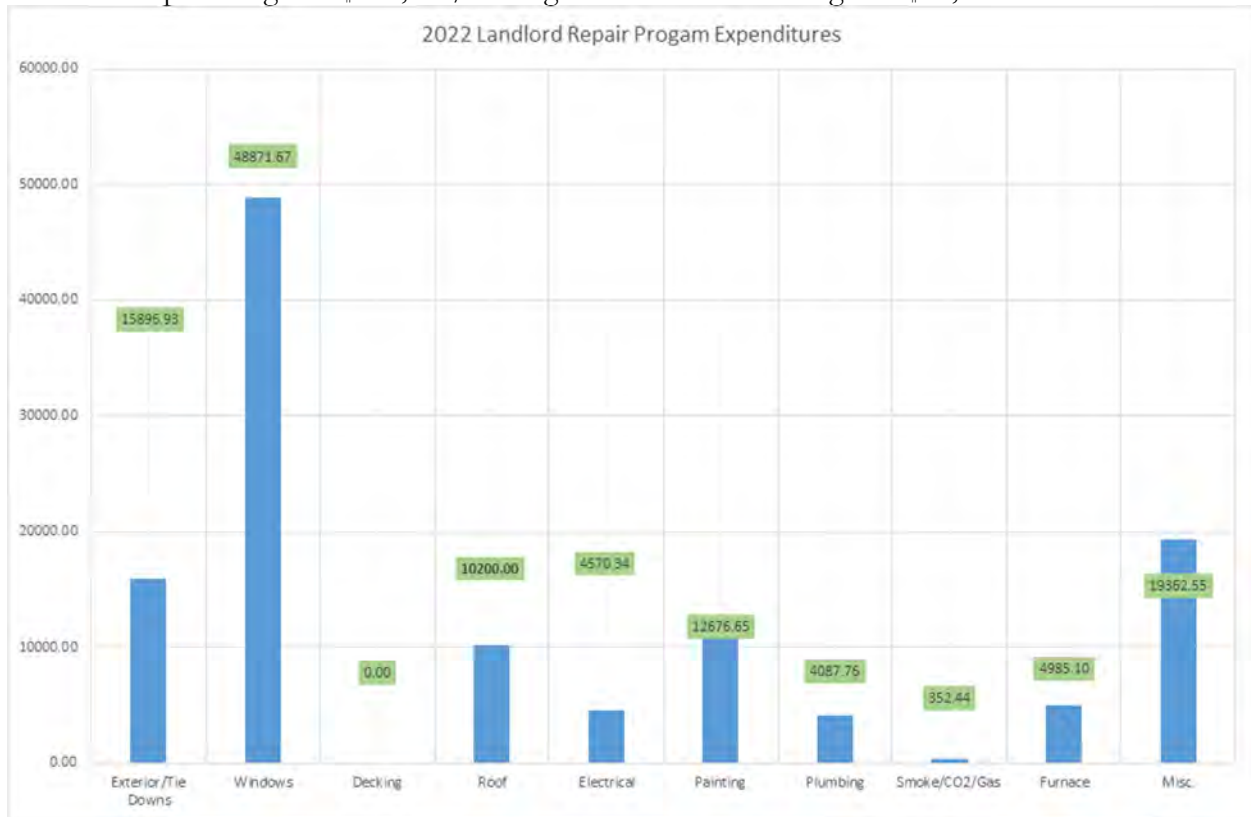
	Leased	Searching
<b>STEP</b>	78	42
<b>Home to Stay</b>	169	87
<b>Homeless Priority</b>	272	85
<b>EHV</b>	49	36

## LEAN Update:

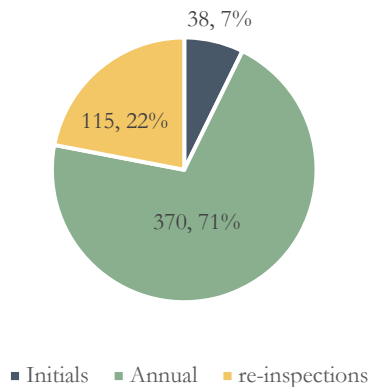
HCV staff have scanned 100% of the tenant files. We emptied 26 five drawer lateral filing cabinets and scanned over 3800 tenant files. We were able to achieve this using existing staff and coordinating designated work hours (we called Morning Makeover) to achieve this LEAN goal!

## Inspection Updates:

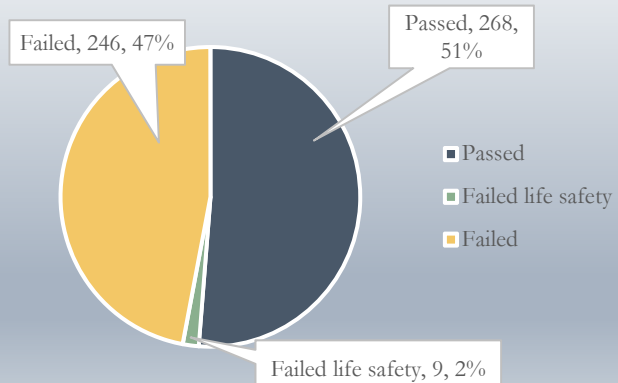
Landlord Repair Program: \$121,003/Damage Reimbursement Program: \$49,981



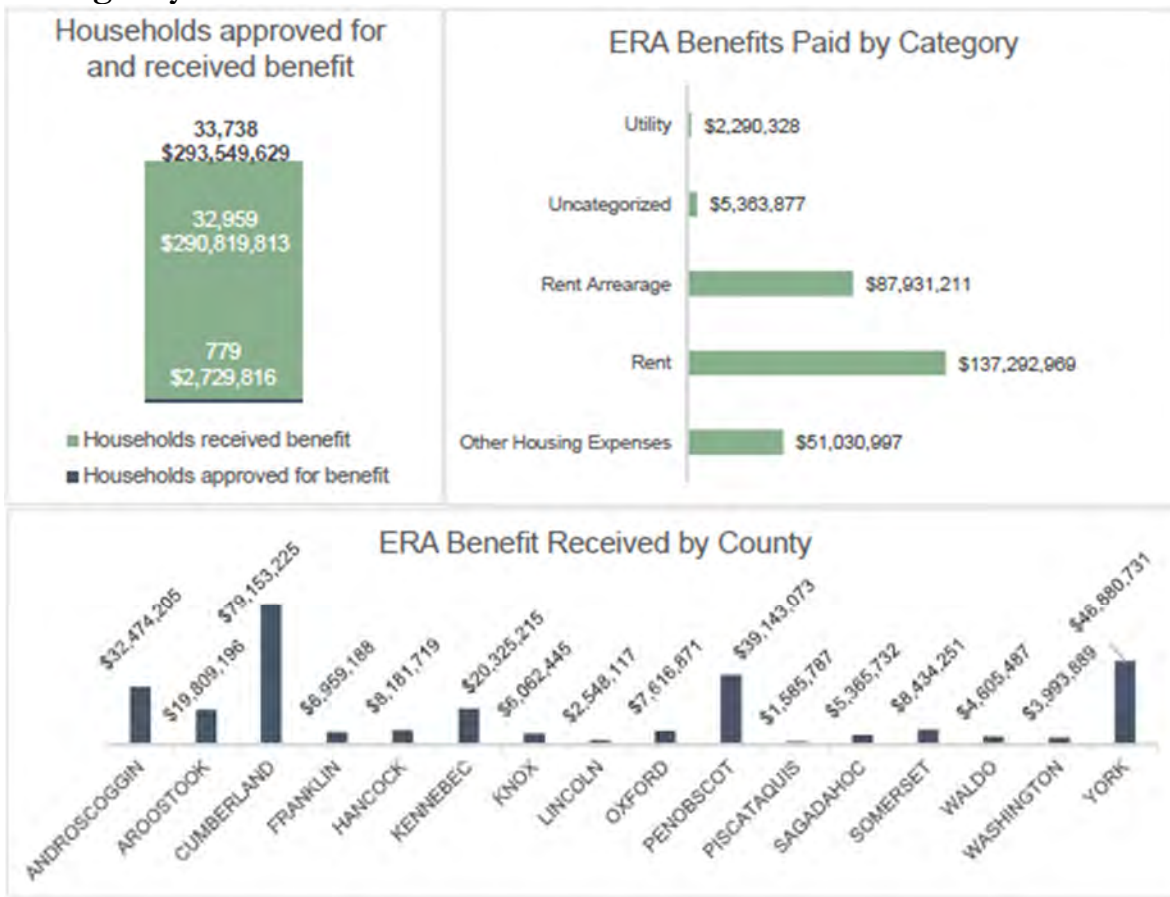
### December HCV Inspections



### Inspection Results



## Emergency Rental Assistance:



As of December 28, 2022

## Changes for 1-1-2023 HCV Administrative Plan

Doc/PDF Page	Section	Changes Made
All	Footer	Added new revision date of 1/1/23
All	All	Updated <b>he or she</b> too <b>they, him or herself</b> to <b>themselves, his/her</b> to <b>their</b> and <b>he is/she is</b> to <b>they're</b>
52/70	3-III.C.	<p><b>Previous Behavior in Assisted Housing</b></p> <p>Added requirement to PHA policy to provide family with EIV Debt Owed to PHA and Termination report when a family is denied admission for debts owed to another PHA and outlines process family must follow to dispute the debt.</p>
80/98	4-III.C.	<p><b>Selection Method</b></p> <p>Added Housing Navigators connected to MSHA's Housing Navigation Pilot as a referral partner under Homeless Priority</p> <p>Updated Preference Grouping Grid to match final version on Affordable Housing site</p>
200/218	8-II.C.	<p><b>Annual/Biennial HQS Inspections</b></p> <p>Updated PHA policy to require family to show good cause when requesting to reschedule an annual inspection.</p>
203/221	8-II.F.	<p><b>Inspection results and Re-inspections for units under HAP contracts</b></p> <p>Reworded PHA policy to indicate no shows at annual or re-inspection may result in termination of assistance. Previously each action, annual and re-inspection, required 2 no shows to consider termination.</p>
262/280	12-I.E.	<p><b>Other Authorized Reasons for Termination of Assistance</b></p> <p>HUD added reference and wording to advise failure to meet obligations under FSS contract is no longer a grounds for termination of assistance</p>
264/282	12-I.E.	<p><b>Insufficient Funding</b></p> <p>Adjusted method in which we terminate participants in the event of insufficient funding stating special purpose vouchers (NED, VASH, FUP) will be the last to be terminated and that families assisted the longest will be terminated first excluding families with disabled/elderly members</p>
345/363	16-III.C.	<p><b>Informal Hearing for Participants</b></p> <p>Clarified HUD language that family's assistance cannot be terminated under outstanding (current) HAP contract during hearing process to clarify that there is no requirement to enter into new HAP during hearing process.</p>
346/364	16-III.C.	<p><b>Remote Informal Hearing</b></p> <p>Added to PHA policy requiring requests for remote hearing to be approved by MaineHousing</p>
347/365	16-III.C.	<p><b>Conducting Informal Hearing Remotely</b></p> <p>Clarified in PHA policy that it is the responsibility of the family to provide a valid mail or email address or a reasonably alternative method for the delivery of hearing materials to the family.</p>
348/366	16-III.C.	<p><b>Informal Hearing Procedures – Notice to the Family</b></p> <p>Added to PHA policy that remote hearing approval requirement by MaineHousing to be added to family notice of hearing.</p>



<b>Doc/PDF Page</b>	<b>Section</b>	<b>Changes Made</b>
349/367	16-III.C.	<p><b>Scheduling an Informal Hearing</b></p> <p>Outlines process/requirements in PHA policy if family chooses to request a remote informal hearing.</p>
350/368	16-III.C.	<p><b>Pre-Hearing Right to Discovery</b></p> <p>Changed number of days before hearing date that packet will be sent to family and hearing officer from three to five in PHA policy.</p> <p>Clarified in PHA policy that it is the responsibility of the family to provide a valid mail or email address or a reasonably alternative method for the delivery of hearing materials to the family.</p>
449/467	19	<p><b>Information on Special Purpose Vouchers created new chapter</b></p> <p>FUP – Family Unification Program</p> <p>VASH – Veterans Affairs Supportive Housing</p> <p>Mainstream</p> <p>NED – Non Elderly Disabled</p>



**VOUCHER PAYMENT STANDARD SCHEDULE**

**EFFECTIVE  
January 1, 2023**

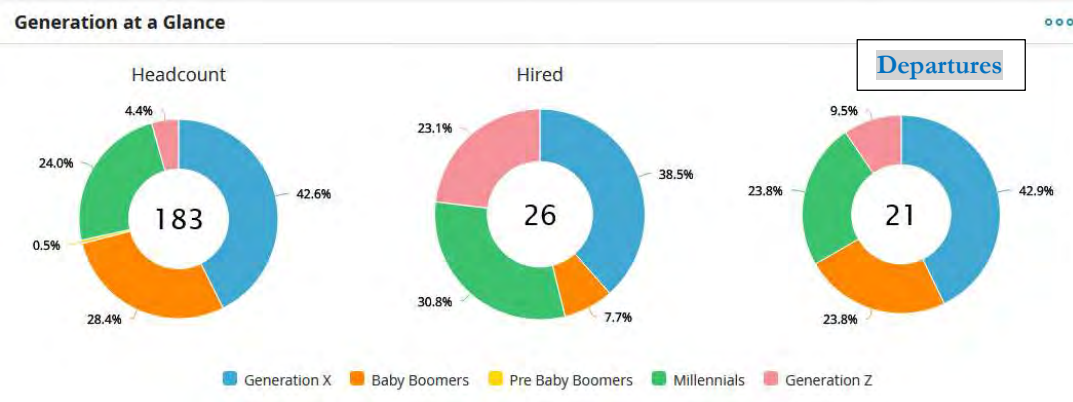
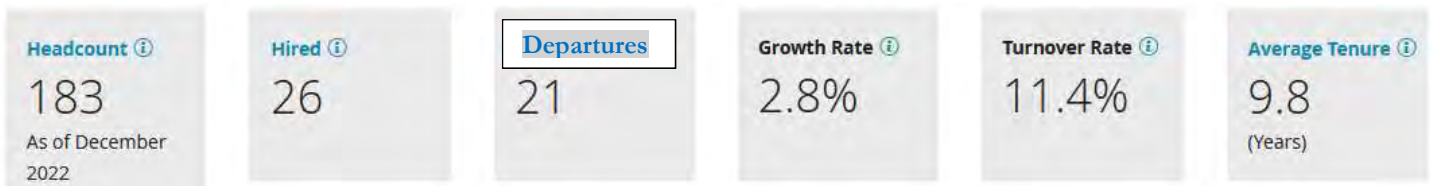
	<b>SRO</b>	<b>OBR</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>	<b>5BR</b>	<b>6BR</b>	<b>7BR</b>
<b>METROPOLITAN FMR AREAS</b>									
Bangor HMFA	721	962	1088	1399	1762	2006	2306	2607	2908
Cumberland HMFA	902	1203	1347	1773	2235	2416	2779	3141	3504
Lewiston-Auburn MSA	672	896	1000	1272	1671	1891	2174	2457	2742
Penobscot HMFA	645	861	896	1179	1480	1585	1822	2060	2298
Portland HMFA	1118	1491	1737	2230	2812	3278	3769	4261	4753
Sagadahoc HMFA	711	949	1168	1421	1941	2319	2666	3015	3362
York HMFA	943	1258	1327	1646	2139	2407	2767	3128	3489
York-Kittery-South Berwick HMFA	1003	1338	1496	1970	2715	3356	3859	4363	4866
<b>NONMETROPOLITAN COUNTIES</b>									
Aroostook	484	646	772	967	1284	1455	1673	1891	2110
Franklin	544	726	819	1079	1445	1450	1667	1884	2102
Hancock	756	1008	1014	1191	1590	1600	1840	2080	2320
Kennebec	650	867	872	1116	1383	1659	1907	2156	2405
Knox	663	885	1101	1323	1702	1778	2044	2311	2577
Lincoln	786	1049	1055	1339	1630	2038	2343	2649	2955
Oxford	628	838	844	1110	1352	1764	2028	2293	2557
Piscataquis	566	755	760	989	1270	1660	1909	2158	2406
Somerset	618	824	829	1058	1311	1481	1703	1925	2147
Waldo	768	1024	1030	1313	1598	1948	2263	2558	2854
Washington	561	748	776	1022	1358	1461	1680	1899	2118

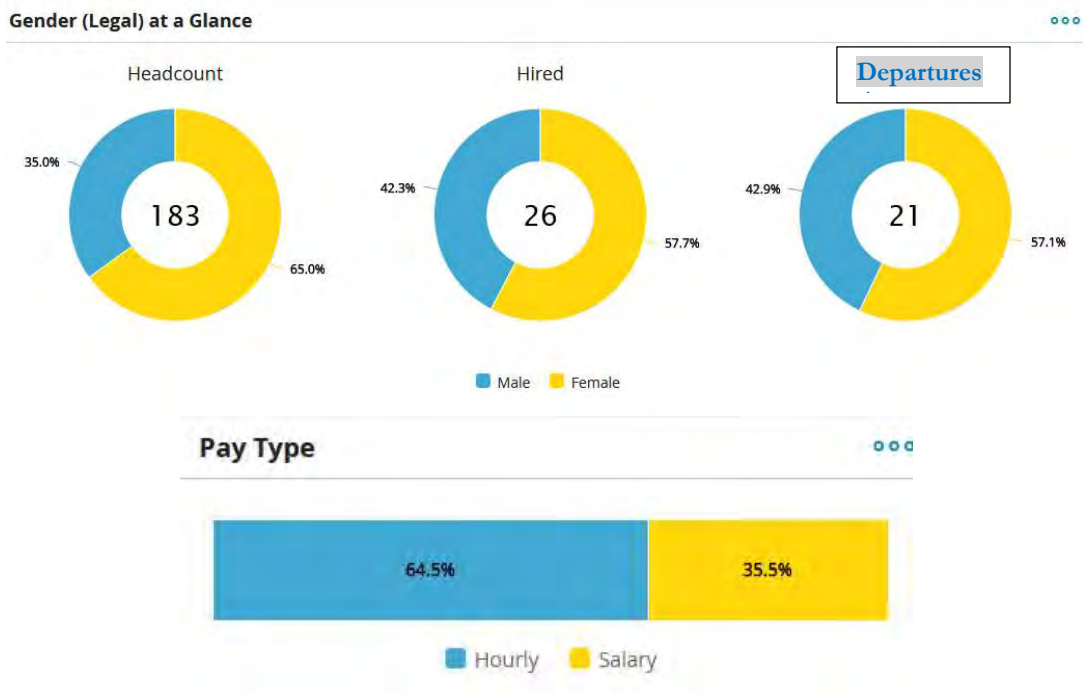
**Amounts include the cost of utilities**

**Human Resources and Facilities Department Memorandum**

**To:** Board of Commissioners  
**From:** Jane Whitley, Director of Human Resources & Facilities  
**Date:** January 2023  
**Subject:** Board Report

2022 Human Resources Year in Review





**Internal Promotions: 30**

**MaineHousing Website Career Page Visits: 9,339 views which is up 18.3% from 2021**

### Human Resources Updates – as of January 9

#### **STAFF ANNOUNCEMENTS**

We welcomed three new employees on January 3:

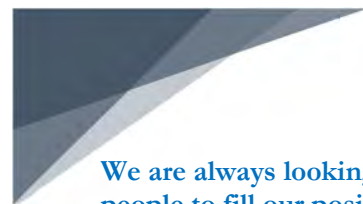
- Corey Roberts, HQS Inspector, HCV Department
- Matt Berube, Mortgage Lending Officer, Homeownership Department
- Kendrick Nikorpan, Application Specialist, IT Department

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

- Loan Operations Manager, Finance
- Administrative Assistant – Loan Servicing, Finance
- Financial Reporting Specialist, Finance
- HEAP Administrative Assistant, EHS
- Weatherization & Housing Assistant, EHS
- Asset Manager, Asset Management

#### **Fair Housing Training for Partners**

MaineHousing is offering a free Understanding of Fair Housing training program. This program is on demand and self-paced. It is available through our online learning portal. To register for the training, please visit our website: <https://www.mainehousing.org/education/fair-housing-education>



**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](http://www.mainehousing.org/careers).**

#### Facilities Updates

- ✓ No new news to report.

**Information Technology Department Memorandum**

**To:** Board of Commissioners

**From:** Craig Given, Director of IT

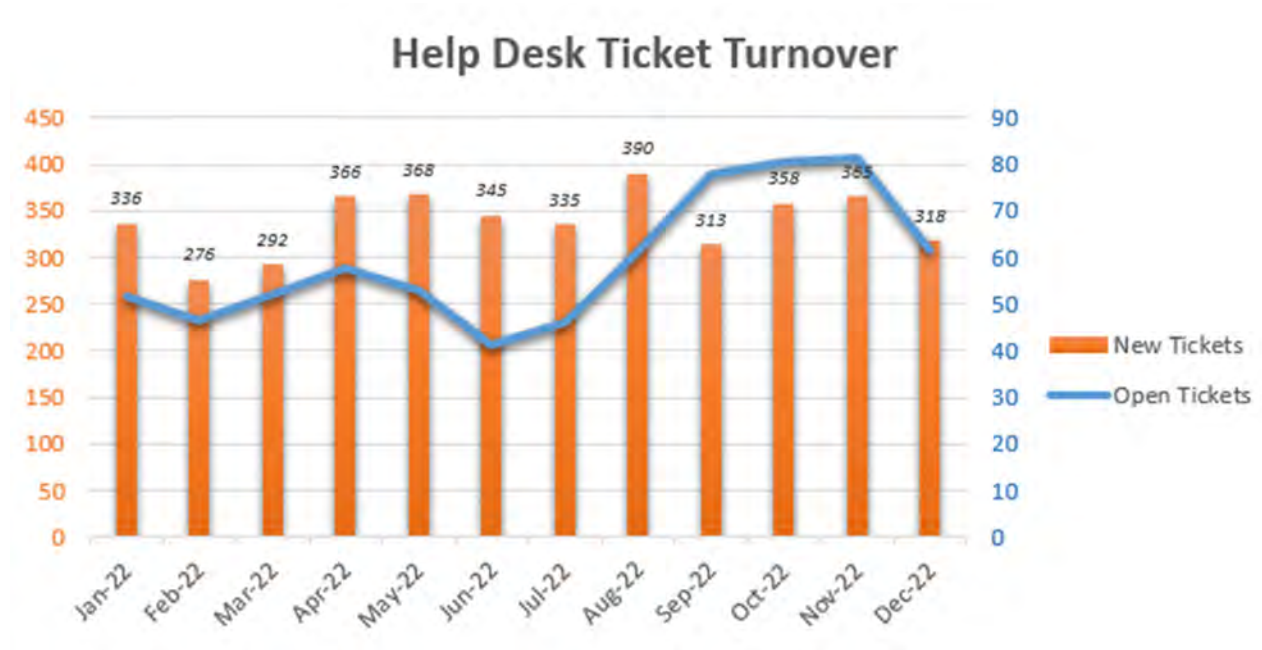
**Date:** January 10, 2023

**Subject:** Monthly Report

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**January Spotlight:**

The IT Help Desk supports MaineHousing staff across a wide range of technology needs, including resolving over four thousand service requests per year. Over the past year, monthly requests have stayed steady, while the number of average open tickets has increased due to staffing and workload challenges.



**Information Technology Updates:**

- Welcomed new IT team member Ken Nikornpan as an Application Specialist. All technology positions are currently filled.
- Completed bi-annual review of the Information Security Program (ISP), including updates to security

language and additional guidelines for key security program areas.

- Developed ISP Responsibility Matrix and calendar to track required tasks across the fiscal year and identify risks and remediation efforts.
- Released annual Acceptable Use Policy review and quiz to all staff via the Learning Management System.
- Applied security patches to critical systems to address identified vulnerabilities.
- Initial draft of penetration test and security assessment received. Mitigation of identified risks is underway with expectation to be retested in early 2023.
- Data Migration underway for implementation of new Development and Asset Management software.

## Board Calendar 2023

<p><b>JANUARY 17</b>  <u>Board Business:</u></p> <ul style="list-style-type: none"> <li>• QAP discussion (30 minutes)</li> <li>• Legislative Preview</li> </ul> <p><u>Program Presentations:</u></p> <ul style="list-style-type: none"> <li>• HUB Coordinator update</li> </ul> <p>NCSHA HFA Institute Washington, DC (Jan 8 – Jan 13)</p>	<p><b>FEBRUARY 21</b>  <u>Board Business:</u></p> <ul style="list-style-type: none"> <li>• Introduce HEAP Rule</li> <li>• Legislative Update</li> </ul> <p><u>Program Presentations:</u></p> <ul style="list-style-type: none"> <li>• QAP (if needed)</li> <li>• Homeownership – 2022 Review, 2023 Preview</li> </ul>
<p><b>MARCH 21</b>  <u>Board Business:</u></p> <ul style="list-style-type: none"> <li>• HEAP Rule Discussion</li> <li>• Legislative update</li> </ul> <p><u>Program Presentations:</u></p> <ul style="list-style-type: none"> <li>• QAP (if needed)</li> </ul> <p>NCSHA Legislative Conference Washington, DC (March 27- March 29)</p>	<p><b>APRIL 18</b>  <u>Board Business:</u></p> <ul style="list-style-type: none"> <li>• Commence Rulemaking HEAP Rule <b>(VOTE)</b></li> <li>• Executive Session – Dan’s performance evaluation</li> <li>• Legislative Update</li> </ul> <p><u>Program Presentations:</u></p> <ul style="list-style-type: none"> <li>• 2022 Budget and Audit results</li> </ul>
<p><b>MAY 16</b>  <u>Board Business:</u></p> <ul style="list-style-type: none"> <li>• HEAP Rule Public Hearing</li> <li>• Legislative Final Report</li> </ul> <p><u>Program Presentations:</u></p> <ul style="list-style-type: none"> <li>• 2022 Financial Overview</li> </ul>	<p><b>JUNE 20</b>  <u>Board Business:</u></p> <ul style="list-style-type: none"> <li>• Adopt HEAP Rule <b>(VOTE)</b></li> </ul> <p><u>Program Presentations:</u></p> <ul style="list-style-type: none"> <li>• Housing Choice Voucher Dept. presentation</li> </ul> <p>NCSHA Housing Credit Connect Seattle, WA (June 13 – June 16)</p>
<p><b>JULY 18</b></p> <p style="text-align: center;">If necessary</p> <p>NCSHA Executive Directors Workshop Nashville, TN (July 16-July 19)</p>	<p><b>AUGUST 15</b>  <u>Board Business:</u></p> <ul style="list-style-type: none"> <li>• 2024 Goal Setting</li> </ul> <p><u>Program Presentations:</u></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>SEPTEMBER 19</b>  <u>Board Business:</u></p> <ul style="list-style-type: none"> <li>• Commence Homeless Rule Revision</li> <li>• PHA Plan Public Hearing</li> <li>• 2024 Goal Setting</li> </ul> <p><u>Program Presentations:</u></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>OCTOBER 17</b>  <u>Board Business:</u></p> <ul style="list-style-type: none"> <li>• Homeless Rule Public Hearing</li> <li>• Adopt PHA Plan <b>(VOTE)</b></li> <li>• 2024 Goal Setting</li> </ul> <p><u>Program Presentations:</u></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>NCSHA Annual Conference &amp; Showplace Boston, MA (Oct 14 – Oct 17)</p>
<p><b>NOVEMBER 21</b>  <u>Board Business:</u></p> <ul style="list-style-type: none"> <li>• Review Preliminary 2024 Budget</li> <li>• Resource Allocation</li> <li>• Adopt Homeless Rule <b>(VOTE)</b></li> <li>• 2024 Goal Setting</li> </ul> <p><u>Program Presentations:</u></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>DECEMBER 19</b>  <u>Board Business:</u></p> <ul style="list-style-type: none"> <li>• Approve 2024 Budget <b>(VOTE)</b></li> <li>• Elect Officers <b>(VOTE)</b></li> <li>• MPP Series Resolution <b>(VOTE)</b></li> </ul> <p><u>Program Presentations:</u></p> <p>NCSHA Special Board of Directors Meeting and Executive Directors Forum New Orleans, LA (Dec 3 – Dec 5)</p>