

June 16, 2026 Board Packet

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Board of Commissioners Meeting – June 16, 2026, 9:00 a.m. to 12:00 p.m.

MEMBERS OF THE BOARD: Frank O’Hara (Chair), Daniel Brennan, Joseph Perry, Laura Buxbaum (Vice Chair), Nancy Harrison, Elizabeth Dietz (Secretary), Renee Lewis, Noël Bonam, Paul Shepherd and Melissa Hue

9:00	Adopt Agenda (VOTE)	All
	Remote Commissioners	Frank O’Hara
	- Reason remote	
	- Any other persons at their location	
	Approve minutes of May 19, 2026, meeting (VOTE)	All
	Communications and Conflicts	All
	Chair of the Board Updates	Frank O’Hara
9:15	Director Updates	Dan Brennan
9:30	Adopt HEAP Rule/State Plan (VOTE)	Bobbi Crooker/Sarah Johnson/Ashley Carson
9:45	PHA Plan Introduction	Allison Gallagher
10:00	HOME/HAMP Update	Darren Brown
10:30	Planning and Research Department Update	Jonny Kurzfeld
	<u>Department Reports:</u>	All
	Asset Management	
	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	
	Planning and Research	
	2026-2027 Board Calendar	
Adjourn (VOTE)		All

The next meeting of the Board is scheduled for August 18, 2026
virtually and in person at 26 Edison Drive, Augusta, Maine



Minutes of the Board of Commissioners Meeting May 19, 2026

MEETING CONVENED

A meeting of the Board of Commissioners for MaineHousing convened on May 19, 2026, at the offices of MaineHousing, 26 Edison Drive, Augusta, Maine and virtually. Notice of the meeting was published on May 8, 2026, in Central Maine newspapers. Notice of Board of Commissioners meetings are also on MaineHousing's website at www.mainehousing.org.

Chair Frank O'Hara called the meeting to order at 9:00 a.m. Director Dan Brennan, Commissioners Laura Buxbaum, Elizabeth Dietz, and Renee Lewis attended in person. Commissioner Nancy Harrison attended remotely due to her schedule, she was alone at her location. Commissioner Melissa Hue attended remotely due to her schedule, she was alone at her location. Deputy Treasurer Gregory Olson on behalf of State Treasurer Joseph Perry attended remotely due to his schedule, he was alone at his location. Commissioners Paul Shepherd and Noël Bonam were absent. There was a quorum present.

PUBLIC ATTENDANCE

Guests and staff present for all or part of the meeting included: Jamie Johnson, Senior Director of Operations; Ashley Carson, Chief Counsel; Adam Krea, Senior Director of Finance and Lending; Craig Given, Director of Information Technology; Allison Gallagher, Director of Housing Choice Vouchers; Tom Cary, Treasurer; Patricia Harriman, Director of Homeownership; Laurie Warzinski, Director of Asset Management; Erik Jorgensen, Senior Director of Government Relations & Communications; Bobbi Crooker, Director of Energy and Housing Services; Jonny Kurzfeld, Director of Planning and Research; Jane Whitley, Director of Human Resources and Facilities; Scott Thistle, Communications Director; Darren Brown, Director of Finance; Kelly Watson, Director of Homeless Initiatives; Linda Grotton, Director of Audit; Bill Glover, LIHTC Programs Manager; Kyla Viger, Data Analyst; Jodie Stevens, Counsel; Karen Lawlor, Executive Administrator; Emily Sparrow, Fiscal Grant Manager; Melissa Lizotte, Homeless Partner Support Manager; Tara Hembree, Homeless Response Systems Manager; Erin Ferrell, Maine Department of Energy Resources; Ross Anthony, Maine Department of Energy Resources; Laura Mitchell, Maine Affordable Housing Coalition; Kathleen O'Brien, Bangor Daily News; and Jack Watson, Paralegal and Note taker.

ADOPT AGENDA

Commissioner Elizabeth Dietz made a motion seconded by Commissioner Renee Lewis to adopt the May 19, 2026, agenda. The vote carried unanimously

APPROVE AMENDED MINUTES OF APRIL 28, 2026, MEETING

Director Dan Brennan asked for an amendment to the proposed April 28th minutes that corrects a portion of Legislative Update section where it incorrectly stated that MaineHousing opposed the Island Nursing Home Bill that passed. MaineHousing was neither for nor against that bill.

Commissioner Renee Lewis made a motion seconded by Commissioner Elizabeth Dietz to adopt the April 28, 2026, minutes as amended. The vote carried unanimously.

COMMUNICATIONS AND CONFLICTS

None

CHAIR OF BOARD UPDATES

- Chair Frank O'Hara said the Board asked that he put together some notes on what they discussed during the executive session at the last meeting. He put them together and said they are in Dan's file if any of the board members want to see them.
- Took part in a walk for hope and suffering around Augusta on May 2nd, that went to different locations where homeless individuals are present. Lots of different perspectives were shared. It was a very moving session.
- Will be conducting interviews for the Director of Audit for MaineHousing as it is a job that reports directly to the Board. Commissioners Laura Buxbaum and Elizabeth Dietz will also be helping with the interviews.
- Director of Planning and Research Jonny Kurzfeld is putting together a group of economists and market analysts as an advisory group that is looking at what is happening in Maine, and he invited Frank to participate.

DIRECTOR UPDATES

Director Brennan summarized recent issues, and his activities as follows:

- Dan thanked the Board for their feedback, and the merit adjustment they gave him last month. It meant a lot to him.
- Recognized and congratulated Emily Sparrow who was recently promoted to the Fiscal Grant Manager position at MaineHousing.
- A church shelter called Shelters by Jesus in Skowhegan, which we don't have any financial relationship with, is being closed down by the Town of Skowhegan and the Skowhegan Code Enforcement Officer due to many code violations. By request, MaineHousing has been working with the Governor's Office and DHHS to organize various service organizations that help homeless people in that area of the state. There are tensions between the leaders of the church and town, which MaineHousing is not involved in.
- Searches for the new Director of Information Technology, Director of Audit, and Director of Development are ongoing.
- The Leadership Team had an off-site, all-day team building session recently. Director of Homeless Initiatives Kelly Watson spearheaded it.
- Traveled to New York with Tom Cary and Adam Krea and met with both rating agencies (Moody's and Standard and Poor's), and cfX, MaineHousing's cash flow consultant.
- HEAP rule public hearing has been rescheduled for June 1st due to a need to update the benefit matrix within the rule. The revised rule has been reissued.
- The 21st Century Road to Housing Act that has bipartisan support is delayed because of language issues in the Senate version of the bill.
- Advocacy work regarding BABA is ongoing.
- MaineHousing's First Time Home Buyer rate as of May 1 is down to 5.575%.
- HCV got their budget from HUD and an extra \$4.4 million was included.

- Attended ribbon cutting at Thatcher Brook Apartments in Biddeford.
- Met with Bangor Savings Bank in Bangor.
- Met with the new Executive Director of the Maine Redevelopment Land Bank Authority Scott LaFlamme.
- Laurie Warzinski went to Milford Place in Bangor and Kelly Purington went to Lockwood Hotel in Waterville to represent MaineHousing.

LEGISLATIVE UPDATE

Senior Director of Government Relations and Communications, Erik Jorgensen, provided a legislative update. He said the legislative session is over and therefore wanted to provide a recap of what has happened over the last two years. In the first session of the biennial budget the big thing was we sustained a \$10 million hit for the HOME fund. There was, however, the addition of the housing production fund, which was a part of LD 1082, which will result in an annual allocation of about \$17 million. MaineHousing also got more money for the Housing Stability Support Fund, and an extension of the Student Homelessness Program. Shelters meanwhile got \$4.4 million which came out of the HOME fund. The Mobile Home Park Preservation fund was also extended. In the second session, which just ended, there was \$7.5 million for the Low-Income Assistance Program, \$1.5 million for continuing funds towards the shelter operating subsidy, and more one time funding for shelters that came out of housing production. The Eviction Prevention Program got \$11 million, the Emergency Housing Relief Fund got about \$12 million, the Community Aging in Place Program received \$2 million, and the Island Nursing Home bill got \$250,000. \$37.5 million was provided for housing production, with most of that money going to LIHTC, the Rural Affordable Housing Program and the Affordable Homeownership Program, with a little going to a manufactured home community park infill. MaineHousing's moral obligation limit got raised to \$4 billion. An exemption from the real estate transfer for tax for both buyers and sellers was instituted. It was announced that MaineHousing will be getting around \$400,000 from the Wabanaki Gaming revenue, which will go into the Emergency Housing Relief Fund. Money will also be coming out of the Emergency Housing Relief Fund to continue our Student Homelessness Program.

ADOPT LOW-INCOME HOUSING TAX CREDIT PROGRAM RULE (QAP)

Senior Director of Finance and Lending, Adam Krea and Chief Counsel, Ashley Carson asked the Board to adopt the proposed Low-Income Housing Tax Credit Rule, which is the Qualified Allocation Plan (QAP) for allocating and administering the 2027 and 2028 State ceiling of federal low income housing tax credits, pursuant to Section 42 of the Internal Revenue Code.

Chief Counsel Ashley Carson read the proposed motion to repeal the existing Low Income Housing Tax Credit Rule, Chapter 16 of MaineHousing's rules, and replace it with the Low Income Housing Tax Credit Rule as described in the memorandum to the MaineHousing Board of Commissioners from Adam S. Krea and Ashley Carson dated May 13, 2026.

Commissioner Laura Buxbaum made the motion, and it was seconded by Commissioner Elizabeth Dietz. The vote carried unanimously.

VOTE ON NEW SECOND LIEN BOND RESOLUTION AND SERIES RESOLUTION

Senior Director of Finance and Lending, Adam Krea and Treasurer, Tom Cary asked the Board to vote on the creation of the new second lien bond resolution called the General Housing Investment Revenue Bond Resolution and the 2026 Series Resolution that will allow the issuance of bonds

within the new resolution. Adam and Tom reviewed the General Housing Investment Revenue Bond Resolution with the Commissioners and explained how the Series Resolution requests the authority to issue \$100,000,000 of bonds under the new resolution through February 28, 2027, while also formally appointing U.S. Bank as the Trustee.

Commissioner Renee Lewis made a motion seconded by Nancy Harrison to approve the creation of the General Housing Investment Revenue Bond Resolution. The vote carried unanimously.

Commissioner Laura Buxbaum made a motion seconded by Commissioner Renee Lewis to approve the Series Resolution dated May 19, 2026. The vote carried unanimously.

FINANCIAL RESULTS

Treasurer Tom Cary reviewed the financial results and focused his review on the Mortgage Purchase Program (MPP), MaineHousing's largest fund group. Treasurer Cary noted that the MPP is rated AA1 by Moody's and AA+ by Standard & Poor's. He reviewed for the Commissioners the balance sheets which show around \$2.9 billion in total assets and around \$2.6 billion in total liabilities, which are mostly mortgage bonds and notes payable. MaineHousing purchased around \$503 million in mortgages and sold 5 bond issues totaling approximately \$446 million in 2025. Since its creation in 1972, the MPP has issued around \$10.2 billion in bonds with \$2.5 billion bonds outstanding as of December 31, 2025. Tom went on to review the statements of revenues, expenses, changes in net assets, and the swap arrangements. MaineHousing had a great year overall.

HOMELESS INITIATIVES DEPARTMENT UPDATE

Director of Homeless Initiatives, Kelly Watson, Homeless Partner Support Manager, Melissa Lizotte, and Homeless Response Systems Manager, Tara Hembree provided an update on and overview of the Homeless Initiatives Department. They started by talking a little about themselves and then explained what they do as a department. Kelly said that as a department they manage a little over \$38 million. They deal with 15 programs/grants and work with around 164 providers and have around 198 contracts which fluctuate depending on the programs they are involved in. Some ongoing programs are the Emergency Shelter and Housing Assistance Program (ESHAP), the Targeted Rapid Rehousing Program (TRRP), and the Housing Problem Solving Program (HPS). In addition to these programs, in the past few years they have helped fund winter warmings shelters and fund the Hub Coordinator contracts to place a Hub Coordinator in each of the nine health service hubs. They are also involved with Maine's Homeless Response System, which includes being a Continuum of Care Collaborative Applicant, the Coordinated Entry Operator, and the official Clerk and point-of-contact for the Statewide Homeless Council. As a part of their duties, they work with all 9 service hub coordinators and coach them on process and goal development at the local level.

ADJOURN

Commissioner Laura Buxbaum made a motion seconded by Commissioner Elizabeth Dietz to adjourn the meeting. The meeting was adjourned at 12:02 p.m. by unanimous vote of the Board.

Respectfully submitted,

Elizabeth Dietz



Minutes of the special meeting of the Board of Commissioners to conduct the public hearing for the HEAP Rule and HEAP State Plan June 1, 2026

MEETING CONVENED

A special meeting of the Board of Commissioners for MaineHousing convened on June 1, 2026, at the offices of MaineHousing, 26 Edison Drive, Augusta, Maine and virtually. Notice of the meeting was published on May 13, 2026, in Central Maine newspapers. Notice of Board of Commissioners meetings are also on MaineHousing's website at www.mainehousing.org.

Ashley Carson, Chief Counsel, called the meeting to order at 10:00 a.m. Director Dan Brennan, Chair Frank O'Hara, and Commissioners Laura Buxbaum, Elizabeth Dietz, Renee Lewis and Melissa Hue attended virtually. Treasurer Joseph Perry also attended virtually. Commissioners Nancy Harrison, Paul Shepherd and Noël Bonam were absent. There was a quorum present.

PUBLIC ATTENDANCE

Guests and staff present for all or part of the meeting included: Jamie Johnson, Senior Director of Operations; Ashley Carson, Chief Counsel; Adam Krea, Senior Director of Finance and Lending; Bobbi Crooker, Director of Energy and Housing Services; Sarah Johnson, Manager of Home Energy Assistance Programs; Kim Ferenc, Manager of Housing Services; Amber Wiers, Midcoast Maine Community Action; Heidi LeBlanc, Penquis; Alicia Fasulo, The Opportunity Alliance; Melissa Howard, Penquis; Lynn Ludgon, Penquis; Scott Cuddy, Maine Labor Climate Counsel; Jennifer Giosia, Penquis; Paul Deschaine, Aroostook County Action Program; Lisa McGee, Community Concepts, Inc.; and Karen Turgeon, The Opportunity Alliance.

HEAP RULE & STATE PLAN PUBLIC HEARING

Chief Counsel, Ashley Carson, Director of Energy and Housing Services, Bobbi Crooker and Manager of Home Energy Assistance Programs, Sarah Johnson conducted the Home Energy Assistance Rule and State Plan public hearing. Chief Counsel Carson began by introducing the Commissioners and MaineHousing staff representing MaineHousing and then asked Sarah to go over the interested parties input process. Sarah explained that work on the HEAP Rule and State Plan began in March, and since then there have been multiple meetings with partners and interested parties to discuss areas of the Rule and the Plan that needed updating. Ashley shared that the revised notice to interested parties was sent out on May 7th and published on our website the same day. Ashley also shared the revised notice was published in newspapers statewide on May 13th. She said the comment period expires on June 11th at 5 o'clock and that the public hearing is being recorded. After the expiration of the comment period, all the comments will be summarized, and written responses will be provided and made available to the public. Comments were received from Lynn Ludgon of Penquis. No other comments were received and the public hearing and meeting were adjourned at 10:08 a.m.

Respectfully submitted,

Elizabeth Dietz

Memorandum

To: MaineHousing Commissioners

From: Adam S. Krea

Date: June 5, 2026

RE: Overview of Financing Sources in Development Programs

A few months ago, a request was made to further describe the “capital stack” that makes up most MaineHousing development project financing packages. This memo addresses that request.

MaineHousing uses three basic sources of funds when financing the creation of new homes. Most multifamily rental projects have a small amount of non-MaineHousing financing as well, whether a Tax Increment Financing arrangement with the municipality, a subsidy from the Affordable Housing Program at the Federal Home Loan Bank of Boston, CDBG funds from Maine’s Department of Economic and Community Development, or Federal HOME from a municipality. The Affordable Homeownership Program (“AHOP”) only provides for a small portion of the cost of the homes since the homes will be sold and the costs recaptured.

Sources of Funds

Low Income Housing Tax Credit (“LIHTC”) Equity. The federal government’s largest contribution to housing production comes from LIHTC. There are two LIHTC programs: the 9% credit, which is a limited resource allocated based on population, and the 4% “automatic” credit, which is generated by the issuance of qualified tax-exempt housing bonds and is therefore limited by the private activity bond cap. These resources generate approximately 60% and 35% of total project costs, respectively. MaineHousing is the allocating agency for LIHTC; the Qualified Allocation Plan that the board adopted last month is the competitive means by which we allocate the limited 9% credits and by virtue of being the housing bond issuing agency for the State of Maine, MaineHousing generates the automatic 4% credits as well. The Limited Partnerships formed by developers include a syndicator who sells the credits to investors to generate equity for the project. This equity comes with a 15-year compliance period where the development must follow all Internal Revenue Service (“IRS”) rules and regulations, which are included in the MaineHousing programs. Currently LIHTC is selling for \$0.77 to \$0.82 on the dollar, except for Home for Good, which as a special program is getting special, higher, pricing.

MaineHousing Paying Debt. As a lender, MaineHousing provides below-market interest rate debt. In very general terms, loans may be tax-exempt if certain rent and income limits are met. Of MaineHousing’s major programs, only the 4% LIHTC projects are eligible for tax-exempt debt. The 9% LIHTC projects are taxable transactions by IRS regulation and the Rural Affordable Rental Housing Program does not meet the rent and income tests (rents and incomes are too high). Therefore, MaineHousing makes loans funded with taxable bonds to the owners/developers of 9%

LIHTC and Rural Affordable Rental Housing Program projects. MaineHousing’s current 30-year tax-exempt rate is 5.50% and current 30-year taxable rates range from 6.00% to 6.50%. For projects that request subsidy, paying debt must be interest-only to maximize the amount of paying debt and minimize the amount of subsidy. For projects without subsidy, owners/developers have a choice of amortizations. Although the bond market fluctuates constantly, MaineHousing assumes the financial risk of this fluctuation and fixes these rates to give developers certainty of their debt cost. We’re not aware of another financial institution that offers this.

MaineHousing Non-Paying Debt or Subsidy. The vast majority of new rent-restricted housing developments need some form of subsidy to cashflow. MaineHousing employs non-paying zero interest debt due in 30 years (unless a sale or foreclosure occurs earlier) so that the subsidy is either returned to MaineHousing or the debt is extended and thus the period of rent restriction is also extended. The vast majority of MaineHousing projects remain affordable and the debt is extended. The exception is AHOP, which is funded through State appropriations, which provides for forgivable loans upon the sale of a home to a qualified purchaser. Homeownership is different than rental in that the funds are ultimately used to buy down the sale price of the home.

The following table shows, in general terms, the breakdown of sources by program.

Program	Tax Credit Equity	MH		Non-MH Debt & Subsidy
		MH Paying Debt	Non-Paying Debt (Subsidy)	
9% Low Income Housing Tax Credit (LIHTC)*	58%	19%	13%	10%
4% LIHTC**	35%	30%	30%	5%
Rural Affordable Rental Housing	0%	34%	60%	6%
Affordable Homeownership	0%	0%	15%	85% ***
* 4% LIHTC + State Affordable Housing Tax Credit is the same mix as 9% LIHTC				
**Home for Good projects are funded by 4% LIHTC				
***MaineHousing's contribution to homes for sale is very small - the rest is the sale proceeds which repay a line of credit or construction loan				

I would be happy to answer any questions the board may have or discuss at a future meeting.

To: MaineHousing Board of Commissioners

From: Sarah Johnson, Manager of HEAP
Ashley Carson, Chief Counsel

Date: June 9, 2026

Subject: Adoption of Home Energy Assistance Program Rule and FFY 2027 State Plan

At your meeting on June 16, 2026, we will ask you to repeal the existing Home Energy Assistance Program Rule and replace it with the attached Home Energy Assistance Program Rule and to adopt the attached FFY 2027 HEAP State Plan.

As you know, the public hearing was held on June 1, 2026. We will continue to receive written comments through the close of business on June 11, 2026. A summary of the comments and the staff's responses to the comments will be provided at the end of comment period, separate from the board packet, but prior to the board meeting on June 16.

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

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

After the Board adopts the attached Rule, the Rule must be approved by the Attorney General's office pursuant to the Maine Administrative Procedures Act. Upon final approval, the Rule will be published by the Secretary of State's office. The State Plan will be submitted to the U.S. Department of Health and Human Services.

Rule

PROPOSED MOTION:

To repeal the existing Home Energy Assistance Program Rule, Chapter 24 of MaineHousing's rules, and replace it with the replacement Home Energy Assistance Program Rule attached to the memo on adoption of the Home Energy Assistance Program Rule and FFY 2027 State Plan from Manager of HEAP Sarah Johnson and Chief Counsel Ashley Carson to the Board of Commissioners dated June 9, 2026.

State Plan

PROPOSED MOTION:

To adopt the FFY 2027 Home Energy Assistance Program State Plan as attached to the memo on adoption of the Home Energy Assistance Program Rule and FFY 2027 State Plan from Manager of HEAP Sarah Johnson and Chief Counsel Ashley Carson to the Board of Commissioners dated June 9, 2026.

INDEPENDENT AGENCIES

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MAINE STATE HOUSING AUTHORITY

CHAPTER 24

Home Energy Assistance Program Rule

Summary: The Rule establishes standards for the Home Energy Assistance Program for the State of Maine as administered by the Maine State Housing Authority. The Home Energy Assistance Program provides Fuel Assistance and Energy Crisis Intervention Programs to income Eligible Households. The Rule also establishes standards for the HEAP Weatherization, Central Heating Improvement Program, and Heat Pump Program.

1. Definitions.

- A. “Act” means the Maine Housing Authorities Act, [30-A M.R.S. § 4701](#) et seq., as it may be amended from time to time.
- B. “Annual Consumption Report” means the annual report Vendors must submit to MaineHousing to report their HEAP customers’ Home Energy deliveries from May 1st through April 30th.
- C. “Primary Applicant” means a person who signs the completed Application.
- D. “Application” means forms and documents completed, signed, and provided by Primary Applicant to determine eligibility for a Benefit and ECIP.
- E. “Application Date” means the date an Application is taken with the Primary Applicant by Subgrantee personnel both online or not online.
- F. “Benefit” means the dollar amount of Fuel Assistance an Eligible Household receives.
- G. “Benefit Return” means a Benefit, partial or whole, returned to MaineHousing.
- H. “Categorical Income Eligibility” means Household Members who are included on a Maine Department of Health and Human Services (“Maine DHHS”) Notice of Decision for TANF or SNAP assistance will be considered income eligible for HEAP, as the Household Members’ incomes have already been vetted. Household Members who are not included on the Notice of Decision must provide income documentation as outlined in this Rule and the HEAP Guide.
- I. “CHIP” means the Central Heating Improvement Program.
- J. “Citizenship Attestation Form” means an attestation form prescribed by MaineHousing in the HEAP Guide.
- K. “Contractor” means a provider of materials or services to Eligible Households.
- L. “Application Received Date” means the date a signed Application is received by the Subgrantee.

- M. “Direct Energy Cost” means an Energy Cost that is directly paid by the Household.
- N. “Dwelling Unit” means an occupied residential housing structure with one or more rooms that was originally constructed and designed as permanent living quarters for one or more persons, when permanently connected to the required utilities (including plumbing, electricity and Heating Systems) and contains bathroom and kitchen facilities specific to that unit. A Dwelling Unit has its own private entrance from the outside or off an enclosed hallway leading from the outside that does not pass through or offer an open access to any other unit within the structure. A Dwelling Unit does not include a camper, trailer, semitrailer, truck camper, motor home, boat, railroad car, bus, yurt or other structure designed and constructed to provide temporary living quarters.
- O. “ECIP” means the Energy Crisis Intervention Program.
- P. “Eligible Household” means a Household that satisfies all eligibility and income requirements of the HEAP Act and requirements of this Rule.
- Q. “Energy Cost” means cost of energy used for heating a Dwelling Unit or Rental Unit.
- R. “Energy Crisis” shall have the same meaning as set forth in [42 U.S.C. §8622\(3\)](#), as same may be amended from time to time.
- S. “Errors and Program Abuse” means the act of applying for or obtaining assistance to which one is not entitled by means of submitting false statements or withholding information pertinent to the determination of eligibility or benefits.
- T. “Fuel Assistance” means the component of HEAP that assists Eligible Households with their Home Energy Costs.
- U. “Functioning Heating System” means a Heating System that is working safely.
- V. “HEAP” means the Home Energy Assistance Program established pursuant to the HEAP Act and the Act.
- W. “HEAP Act” means [42 U.S.C. §8621 et seq.](#), and the regulations promulgated there under, including [45 C.F.R. § 96.1 through 96.68](#) and [45 C.F.R. § 96.80 et seq.](#), all as may be amended from time to time.
- X. “HEAP Guide” means the program guide in effect for a Program Year that is used as a resource and guide for the administration of HEAP.
- Y. “HEAP Weatherization” means the weatherization component of HEAP that provides Low- cost/no-cost Weatherization Activities, as defined by [10 C.F.R. §440.20](#), and other cost-effective energy-related home repairs or installations.
- Z. “Heating Season” means the period of time beginning October 1 and ending April 30.
- AA. “Heating Source” means any device used to provide heat to a Dwelling Unit.
- BB. “Heating System” means a permanently installed system that is used to heat the Dwelling Unit. A portable space heater is not considered to be a Heating System.

- CC. “Home Energy” means a source of heating or cooling in residential dwellings as set forth in [42 U.S.C. §8622\(6\)](#), as same may be amended from time to time.
- DD. “Household” means any individual or group of individuals who are living together as one economic unit for whom residential energy is customarily purchased in common or who make undesignated payments for energy in the form of rent as set forth in [42 U.S.C. §8622\(5\)](#), as same may be amended from time to time.
- EE. “Household Income” means the total income from all sources before taxes and deductions as further defined in this Rule.
- FF. “Household Member” or “Household Members” means those individuals who are part of the Household.
- GG. “Incidental Costs” means costs of services billed to a Household by a Vendor related to the use or delivery of Home Energy including, but not limited to: surcharges, penalty charges, reconnection charges, clean and repair service charges, security deposits, and insurance.
- HH. “Indirect Determinable Energy Cost” means a cost for Home Energy that is not directly paid for by the Household but is a cost to the Household, such as heat that is included in rent.
- II. “Life Threatening Crisis” means the household is currently without heat or utility service to operate a Heating Source or a Heating System.
- JJ. “MaineHousing” means the Maine State Housing Authority.
- KK. “Manufactured/Mobile Home” means a residence that is constructed at a manufacturing facility on a permanent chassis (i.e. the wheel assembly necessary to transport the residence is removable, but the steel undercarriage remains intact as a necessary structural component), was originally constructed and designed as permanent living quarters, and is transportable in one or more sections, which in traveling mode is 12 body feet or more in width and as erected on site is 600 or more square feet.
- LL. “Modular” means a residence that is constructed at a manufacturing facility, but not constructed on a permanent chassis, was originally constructed and designed as permanent living quarters, and is transportable in one or more sections on an independent chassis such as a truck or train.
- MM. “Overpayment” means any HEAP benefits paid to, or on behalf of, any Primary Applicant or Household that exceeds the amount the Primary Applicant or Household was eligible to receive.
- NN. “Person with a Disability” means a person with a physical or mental disability as defined pursuant to 5 M.R.S. § 4553-A.
- OO. “Programs” means Fuel Assistance, Energy Self Sufficiency, ECIP, CHIP, and HEAP Weatherization.
- PP. “Program Year” means the period of time beginning October 1 and ending September 30.
- QQ. “Rental Unit” means a Dwelling Unit that is rented.

- RR. “Roomer” means a person who qualifies as a separate Household and pursuant to a rental agreement rents no more than two rooms in a Dwelling Unit occupied as separate living quarters and who may, depending upon the rental agreement, be granted privileges to use, but not reside in, other rooms located in the same Dwelling Unit. A Roomer cannot be related by birth, marriage or adoption to any member of the lessor’s Household. A Roomer also includes a boarder (meaning a Roomer who is provided meals).
- SS. “Service Area” means the geographic area, as defined by MaineHousing, within which the Subgrantee operates and administers the Programs and the Vendor provides services.
- TT. “State” means the State of Maine.
- UU. “Subgrantee” means a public or private nonprofit agency, or municipality, selected by MaineHousing to administer the Programs.
- VV. “Subsidized Housing” means Households whose rent is based on their income or the subsidy pays for any portion of their mortgage. Housing in which a tax credit or federal/state loan is applied to reduce debt burden on the property is not considered Subsidized Housing. A resident of a residential housing facility including without limitation group homes, homeless shelters, and residential care facilities or a Tenant who pays below market rent or no rent due to the landlord receiving a federal or state subsidy for rent is living in Subsidized Housing.
- WW. “Supplemental Benefits” means the benefits that are funded with supplemental HEAP funds.
- XX. “Supplemental Nutrition Assistance Program (SNAP)” means the nutrition assistance program administered by the United States Department of Agriculture.
- YY. “Tenant” means a Primary Applicant who resides in a Rental Unit.
- ZZ. “Vendor” means an energy supplier that has entered into an agreement (“Vendor Agreement”) with MaineHousing to provide Home Energy to Eligible Households.

2. Application.

- A. A Primary Applicant may have only one certified eligible Application per Program Year. Household Members may not submit an Application for a given Program Year if they were included on a certified eligible Application for that Program Year.
- B. A Primary Applicant may submit a new Application if the Primary Applicant’s Application has been denied.
- C. Subgrantees will process Applications in accordance with the requirements of this Section and the HEAP Guide:
 - 1. Applications will be taken as prescribed by MaineHousing each Program Year, beginning on the first business day of August and will continue to be taken until the last working day of May of the Program Year or until otherwise prescribed by MaineHousing, whichever occurs sooner.

2. The Application forms provided or approved by MaineHousing must be used to administer the Programs and will be reviewed annually prior to the commencement of taking Applications each Program Year.

3. All Applicants need to return the signed Application within thirty (30) business days of the interview with the Subgrantee. If the Primary Applicant does not return the signed Application within the prescribed period, the Application will be voided. If the Primary Applicant returns the signed Application after the thirty (30) business days, the Subgrantee may reopen the Application at any time during the current application period.

4. Subgrantee will make all reasonable efforts during the first ninety (90) days Applications are taken to process and serve returning Households that have a Direct Energy Cost and a member in the Household who (i) is 60 years of age or older, (ii) has a disability, or (iii) is 6 years or younger.

5. Subgrantees must comply with MaineHousing's Equal Access Handbook to assist Households with Limited English Proficiency (LEP) and must make reasonable accommodations for a Person with a Disability.

6. Subgrantee must certify or deny an Application within thirty (30) business days from the Application Received Date. Written notification of eligibility must be sent to the Primary Applicant within ten (10) calendar days of the Benefit issuance. Written notification of denial must be sent to the Primary Applicant within three (3) business days.
 - a. **Written notification of eligibility.** The written notification of eligibility must state the Benefit amount, the date the Benefit or credit notification was sent to the Vendor, the approved Home Energy type and the manner by which the Primary Applicant can request an Informal Review or Fair Hearing, if applicable.

 - b. **Written notification of void.** The written HEAP Application Voided notification must state non-receipt of a signed application.

 - c. **Written notification of denial.** The written notification of denial must state the facts surrounding the decision, the reason for the decision and the manner by which the Primary Applicant can request an Informal Review or Fair Hearing.
 - i. A denial for missing information will be reversed if the required information is received by the Subgrantee at any time during the Program Year. The Primary Applicant must provide the documentation that was required at the time of denial or a new Application must be completed.

7. The Subgrantee must verify citizenship or legal status, income and Social Security Numbers of all Household Members as well as the identity of the Primary Applicant as prescribed by the HEAP Guide and this Rule.

3. Eligibility.

Except as may be expressly provided for elsewhere in this Rule, eligibility shall be determined on the basis of information submitted by the Primary Applicant as of the Application Date. MaineHousing and Subgrantees reserve the right to ask for additional or clarifying information from the Primary Applicant, Household Members, or third parties to determine eligibility.

A. Household Eligibility.

1. The Primary Applicant and each additional Household Member must be one of the following: (1) a U.S. Citizen; (2) a U.S. Non-Citizen National; or (3) a Qualified Alien. If the Primary Applicant or any Household Member does not meet this requirement they must be excluded from the total number of Household Members when calculating a Benefit. All documentation must be valid. Expired or absent documentation is not acceptable.

U.S. Citizenship or U.S. Non-Citizen National status may be verified using ONE of the following documents:

- a. U.S. Passport or U.S. Passport Card
- b. Real ID issued by any U.S. State
- c. Certificate of Naturalization (N-550/N-570)
- d. Certificate of Citizenship (N-560/N-561)
- e. U.S. Birth Certificate or similar document evidencing U.S. birth that includes all of the following information for the individual:
 - i. Name
 - ii. Date of Birth
 - iii. U.S. Place of Birth (including city, town or county, and State)
 - iv. Parent(s) name(s)
 - v. A Certification from the appropriate state or local body (state,town/city, etc)
 - vi. A seal or for newer records, the bar code
- f. Document from federally recognized Indian Tribe that includes your name and the name of the federally recognized Indian Tribe that issued the document, and shows your membership, enrollment, or affiliation with the tribe. Documents that can be provided:
 - i. A Tribal enrollment card;
 - ii. A Certificate of Degree of Indian Blood;
 - iii. A Tribal census document;
 - iv. Documents on Tribal letterhead signed by a Tribal official

If the documentation listed above is unavailable for the Primary Applicant or any Household Member, then Subgrantee may accept ONE document from each of the two lists (List A & List B) below to show U.S. Citizenship or U.S. Non-Citizen National status.

LIST A	LIST B
Social Security Card and Citizenship Attestation Form	Driver's license issued by a U.S. State or Territory
Consular Report of Birth Abroad (DS1350)	Identification card issued by the Federal, state or local government
Certification of Birth Abroad (FS-545)	School identification card
U.S. Citizen Identification Card (I-197)	
Northern Mariana Card (I-873)	U.S. Military card or draft record or Military dependent's identification card
Military record showing a U.S. place of birth	U.S. Coast Guard Merchant Mariner card
U.S. medical record from a clinic, hospital, physician, midwife or institution showing a U.S. place of birth	Voter Registration Card
U.S. life, health or other insurance record showing U.S. place of birth	Two other documents that prove your identity, like employer identification cards, high school or college diplomas, marriage certificates, divorce decrees, property deeds or titles
Religious record showing U.S. place of birth recorded in the U.S.	
School record showing the child's name and U.S. place of birth	
Federal or State census record showing U.S. citizenship or U.S. place of birth	
Final adoption decree or Record of Birth After Adoption showing the person's name and U.S. place of birth	
Document evidencing U.S. birth that includes the individual's name, date of birth, and U.S. place of birth	
Documentation of a foreign-born adopted child who received automatic U.S. Citizenship (IR3 or IH3)	

Qualified Alien status may be verified using ONE of the following documents:	
<i>Alien lawfully admitted for permanent residence:</i>	Permanent Resident Card, "Green Card" (I-551); OR Unexpired Temporary I-551 stamp in foreign passport or on INS Form I-94

<i>Asylee</i>	<p>INS Form I-94 showing grant of asylum under Section 208 of the INA;</p> <p>INS Form I-688B (Employment Authorization Card) annotated “274a.12(a)(5)”;</p> <p>INS Form I-766 (Employment Authorization Document) annotated “A5”;</p> <p>Grant letter from the Asylum Office or INS; OR</p> <p>Order of an immigration judge granting asylum</p>
<i>Refugee</i>	<p>INS Form I-94 showing admission under § 207 of the INA;</p> <p>INS Form I-688B (Employment Authorization Card) annotated “274a.12(a)(3)”;</p> <p>INS Form I-766 (Employment Authorization Document) annotated “A3”; OR</p> <p>INS Form I-571 (Refugee Travel Document)</p>
<i>Alien Paroled into the U.S. for at least one year</i>	<p>INS Form I-94 showing admission for at least one year under section 212(d)(5) of the INA. (Cannot aggregate period of admission for less than one year to meet the one-year requirement)</p>
<i>Alien whose deportation or removal was withheld</i>	<p>INS Form I-688B (Employment Authorization Card) annotated “274a.12(a)(10)”;</p> <p>INS Form I-766 (Employment Authorization Document) annotated “A10”; OR</p> <p>Order from an immigration judge showing deportation withheld under § 243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under § 241(b)(3) of the INA</p>
<i>Alien Granted Conditional Entry</i>	<p>INS Form I-94 with stamp showing admission under § 203(a)(7) of the INA;</p> <p>INS Form I-688B (Employment Authorization Card) annotated “274a.12(a)(3)”;</p> <p>INS Form I-766 (Employment Authorization Document) annotated “A3”</p>
<i>Cuban/Haitian Entrant</i>	<p>INS Form I-551 (Alien Registration Receipt Card, commonly known as a “green card”) with the code CU6, CU7, or CH6;</p> <p>Unexpired temporary I-551 stamp in foreign passport or on *INS Form I-94 with the code CU6 or CU7; OR</p> <p>INS Form I-94 with stamp showing parole as “Cuba/Haitian Entrant” under Section 212(d)(5) of the INA</p>

2. The Primary Applicant must also verify their identity. All documentation must be valid. Expired or absent documentation is not acceptable. If the documentation provided by the Primary Applicant to verify citizenship or legal status bears a photograph of the Primary Applicant, this will be acceptable to verify identity. Otherwise, ONE of the following documents will be acceptable:

Driver's license	SNAP electronic benefit transfer (EBT) card with photo
State issued ID card	U.S. Military ID
U.S. Passport or U.S. Passport card	

If the documentation listed above is unavailable for the Primary Applicant the Subgrantee may allow the Primary Applicant to verify identity by providing TWO of the following documents:

Adoption Decree	Document evidencing U.S. birth that includes the individual's name, date of birth, and U.S. place of birth	Divorce Decree
Employer Identification Card	Foreign School Record that contains a photograph	High School or College Diploma
Marriage Certificate	Notice from a Public Benefits Agency (i.e. Notice of Decision from DHHS, Social Security Benefit Award Letter, MaineCare Award Letter)	Property Deed or Title Document
Social Security Card	Union or Worker's Center Identification Card	Voter Registration Card

If the Primary Applicant cannot verify their identity they are not eligible for a Benefit. If the Primary Applicant is applying on behalf of other eligible Household Members, at least one of the eligible Household Members must provide the required identity documentation.

3. All Household Members 24 months of age or older must provide proof of their Social Security Number (SSN) in order to be counted as part of the Household. One of the following documents is acceptable provided it contains all nine digits of the Household Member's SSN and the Household Member's full name:

Bank tax form	Medicare card with number ending with the suffix "A"
Non SSA-1099 tax form	Social Security Card issued by the Social Security Administration
SSA 1099 tax form	Valid unexpired U.S. Military documents such as DD Form 214 Certificate of Release or Discharge from Active Duty issued by the U.S. Department of Defense
W-2 (wage and tax statement dated within the last two (2) years)	

If the documentation listed above is unavailable for any Household Member the Subgrantee may allow the Household Member to provide one of the following documents:

Two recent paystubs (within the last sixty (60) days) showing Household Member's full SSN	A recent (within the last year) Social Security Administration letter or notice showing Household Member's full SSN
A Notice of Decision issued by a Public Benefits Agency that shows the Household member's full SSN	An Income Withholding Order/Notice for Support showing Household Member's full SSN

If the Household includes a foster child, an official statement from DHHS confirming the nine-digit social security number of the foster child is acceptable documentation.

If the Household includes a child under the age of 24 months old who has not received a SSN, the Application is processed. However, the Primary Applicant must provide the child's SSN for subsequent Program Year Applications, after the child reaches the age of 24 months old.

4. On the Application Date, all Household Members must be full-time residents of the State and reside in the Dwelling for which they will receive benefits during the Program Year's Heating Season and have a Direct Energy Cost or Indirect Determinable Energy Cost.
5. As part of the application process all Household Members 18 years of age or older must sign a release to grant permission to share their personal information between the Maine Department of Health and Human Services, the Maine Department of Labor, the Social Security Administration, Subgrantee and other organizations designated on the permission to share form and MaineHousing to determine eligibility for Benefits as well as eligibility for other programs administered by State, Federal and local agencies.
6. A Household's eligibility to receive benefits from Programs is contingent on the resolution of any Overpayment as described in Section 13, Errors and Program Abuse. During repayment a Household will be eligible for ECIP if they enter into and are in compliance with the terms of the repayment agreement. The Household will not be eligible under the HEAP Weatherization and the Department of Energy Weatherization Assistance Program, CHIP, or the Heat Pump Program until repayment is complete.
7. Roomers may be eligible Households if the Primary Applicant can show a rental agreement that was in existence prior to the Application Date and the Roomers meet all of the other eligibility criteria. The Roomers cannot comingle funds or share expenses with the lessor's Household.
8. A member of the Household who is away from the Dwelling Unit part of the time must be included as a Household Member unless the member is a full-time college student as described below in Section 3(9).
9. A full-time college student, up to age 23 years old, or more than 23 years of age if permanently or totally disabled, who is a dependent of the Household may be excluded from the Household if the Primary Applicant chooses as long as the student is not the Primary Applicant.

10. A Live-In-Care Attendant who (i) provides needed health/supportive services to a member of the Household as documented by a qualified professional; (ii) would not be living in the unit except to provide the necessary supportive services; and (iii) does not contribute financially to the Household, will not be considered part of the Household. If an individual does not meet this definition, they must be included as a Household Member.
11. Any eligibility documentation with mismatched names requires additional verification in accordance with the procedures set forth in the HEAP Guide.

B. Dwelling Unit Eligibility.

1. The Dwelling Unit must:
 - a. Have a Functioning Heating System;
 - b. Be occupied by the Household as its primary residence on a full-time/year-round basis;
 - c. Be permanently connected to or serviced by standard utilities such as electricity and water unless the Household can provide supporting documentation to show the Household occupies the Dwelling Unit as its primary residence on a fulltime/year-round basis; and
 - d. Be a residential housing structure with one or more rooms that was originally constructed and designed as permanent living quarters.
2. A Dwelling Unit does not include a camper, trailer, semitrailer, truck camper, motor home, boat, railroad car, bus, yurt or any other structure designed and constructed to provide temporary living quarters, regardless of any and all modification(s) or length. For Fuel Assistance only, a Dwelling Unit may include a hotel or motel if the Household provides documentation showing that the hotel/motel has been their permanent residence for at least sixty (60) days prior to the Application Date.
3. A Dwelling Unit that is considered Subsidized Housing may be eligible for Fuel Assistance if the heat is included in the rent and the Household pays a portion of their rent or utility costs.
4. Dwelling Units that are used partially for business activity are eligible.

C. Income Eligibility

Income Eligibility is based on documented Household Income or Categorical Income Eligibility. MaineHousing uses the Federal Poverty Income Guidelines and State Median Income Guidelines as reported annually by the United States Department of Health and Human Services. MaineHousing reserves the right to manage the Programs within those guidelines when determining benefits.

1. Household Income is determined and verified in accordance with the information provided on the Application. Household Income means the total combined income of all Household

Members over the age of 18, unless otherwise excluded from all sources before taxes and deductions and is verified in accordance with the guidelines in the HEAP Guide. Household Income includes, but is not limited to, the following:

- a. Wages, salaries, commissions, tips, and bonuses before any taxes or deductions;
- b. Self-employment income;
- c. Social Security Retirement (SS), Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) Benefits, including Medicare deductions;
- d. Unemployment Insurance and worker's compensation and/or strike benefits from union funds;
- e. Spousal support or alimony received by a Household Member, or mortgage/rent payments in lieu of or in addition to payments;
- f. Court ordered or voluntary child support payments received by a Household Member, or mortgage/rent payments in lieu of or in addition to support payments;
- g. Veteran's Administration (VA) Benefits;
- h. Cash gifts from someone not living in the Household excluding loans;
- i. Government employee pensions, private pensions, and regular annuity payments;
- j. Income from dividends, royalties, estates, trusts, and interest.;
- k. Rental income, including funds received from Roomers;
- l. Contract Income;
- m. Payments from mortgage or sales contracts;
- n. Long Term Disability Payments

Household Income does not include:

- a. Assets drawn down from financial institutions;
- b. Foster care payments;
- c. Adoption assistance;
- d. Capital gains (except for business purposes);

- e. Income from the sale of a primary residence, personal car, or other personal property, excluding mortgage or sales contracts;
- f. Tax refunds;
- g. Imputed Income
- h. One-time insurance payments;
- i. One-time compensation for injury;
- j. Non-cash income such as General Assistance voucher payments;
- k. Non-cash goods provided to aid in the support of a minor, such as diapers, clothing, or the like;
- l. Reimbursement for expenses incurred in connection with employment;
- m. Reimbursement for medical expenses;
- n. Any funds received for education from grants, loans and scholarships, and work study;
- o. Retroactive payments and overpayment adjustments from an entitlement program (i.e. worker's comp, social security benefits, etc.);
- p. Income earned by a Household Member who is a full time high school student, unless they are the Primary Applicant;
- q. Income earned by a full-time college student who is not counted as a Household Member in accordance with this Rule;
- r. Combat zone pay from the military;
- s. All income used to fulfill a Social Security Administration Program to Achieve Self-Sufficiency (PASS);
- t. Federal payments or benefits excluded by law as set forth below:
 - i. Payments received under Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (84 Stat. 1902, [42 U.S.C. 4636](#)).
 - ii. Payments of land settlement judgments distributed to or held in trust for members of certain Indian Tribes under Public Laws [92-254](#), [93-134](#), [93-531](#), [94-114](#); [94540](#), [97-458](#), [98-64](#), [98-123](#) and [98-124](#).
 - iii. Funds available or distributed pursuant to [Public Law 96-420](#), the Maine Indian Claims Settlement Act of 1980 ([25 U.S.C. 1721 et. seq.](#)) to members of the Passamaquoddy Tribe, the Penobscot Nation and the Houlton Band of Maliseet Indians.

- iv. The value of the allotment provided a household under the Supplemental Nutrition Assistance Program ([7 U.S.C.A. 51](#)).
- v. The value of assistance to children as excluded under the National School Lunch Act ([42 U.S.C. 1760\(e\)](#)) and under the Child Nutrition Act of 1966 ([42 U.S.C. 1780\(b\)](#)).
- vi. The value of commodities distributed under the Temporary Emergency Food Assistance Act of 1983 ([Public Law. 98-8, 7 U.S.C. 612c](#)).
- vii. Allowances, earnings and payments to individuals participating in programs under the Workforce Innovation and Opportunity Act <https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf>
- viii. Program benefits received under the Older Americans Act of 1965 ([42 U.S.C. sub-section 3020\(a\)\(b\)](#)) as wages under the Senior Community Service Employment Program (SCSEP).
- ix. Payments to volunteers under the Domestic Volunteer Service Act of 1973 ([Public Law 93-113, 42 U.S.C. 5044](#)).
- x. The value of any assistance paid with respect to a dwelling unit under the United States Housing Act of 1937, the National Housing Act, Section 101 of the Housing and Urban Development Act of 1965, or Title V of the Housing Act of 1949.
- xi. The tax-exempt portions of payments made pursuant to the provisions of the Alaska Native Claims Settlement Act ([Public Law 92-203, 43 U.S.C. 1620\(a\)](#)).
- xii. Payments for supportive services or reimbursement of out-of-pocket expenses made to individual volunteers serving as foster grandparents, senior health aides, or senior companions, and to persons serving in the Service Corps of Retired Executives (SCORE) and Active Corps of Executives (ACE) and any other programs under Titles II and III, pursuant to Section 418 of [Public Law 93-113](#).
- xiii. Any wages, allowances or reimbursement for transportation and attendant care costs, unless accepted on a case-by-case basis, when received by an eligible handicapped individual employed in a project under Title VI of the Rehabilitation Act of 1973 as amended by Title II of [Public Law No. 95-602](#).
- xiv. All student financial assistance including the following programs funded under Title IV of the Higher Education Act as amended:
 - 1) Pell Grants;
 - 2) Supplemental Educational Opportunity Grants;
 - 3) Grants to States for State Student Incentives;
 - 4) Special Programs for Students from Disadvantaged Backgrounds;
 - 5) Special Programs for Students Whose Families are Engaged in Migrant and Seasonal Farm work;

- 6) Robert C. Byrd Honors Scholarship Program;
- 7) Assistance to Institutions of Higher Education;
- 8) Veterans Education Outreach Program;
- 9) Special Child Care Services for Disadvantaged College Students;
- 10) Payments to veterans for Aid and Attendance benefits.

An adjustment to a Household's gross income may be made if the Household is over income and has documented medical expenses that were paid during the income period. The amount of medical expenses deducted will be equal to only the amount necessary to make the Household eligible. Medical expenses are defined by Internal Revenue Service Publication 502, as the same may be amended from time to time.

The income of Household Members who do not meet the citizenship or legal status requirements must be included in the Household's income.

2. Categorical Income Eligibility. Adult Household Members who are included on a Maine DHHS Notice of Decision or similar document containing the same information, as determined acceptable by the Subgrantee, for TANF or SNAP assistance will have Categorical Income Eligibility for HEAP. Household Members with Categorical Income Eligibility may have their income determined at a pre-established percentage of the federal poverty level, or using actual vetted income if provided by Maine DHHS. Adult Household Members who are not included in the Notice of Decision must provide income documentation as outlined in this Rule and HEAP Guide.

4. Benefit Determination.

Benefits are determined to ensure that the highest level of assistance will be furnished to Eligible Households which have the lowest incomes and the highest Energy Costs or needs. Benefit availability is based on HEAP funding availability.

- A. MaineHousing, or the Subgrantee as allowed by MaineHousing, will assign a number of points to an Eligible Household that correlates to their Energy Costs. The number of points will be adjusted by an assigned percentage that correlates to the Eligible Household's poverty level and prorated based on any ineligible Household Members. The adjusted number of points will then be multiplied by a dollar value.

MaineHousing will announce the actual dollar value of points no later than the fifteen (15) calendar days following receipt of the federal HEAP grant award.

The number of points assigned to an Eligible Household will be determined pursuant to the following:

Base Points (All eligible households will receive this)	8
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Dwelling	Points
Stick-built/Modular	3
Mobile/Manufactured Home	2
Condo/Duplex	1
Apartment	1

County	Points Based on HDD
Aroostook	6
Franklin	5
Somerset	4
Piscataquis	4
Oxford	4
Hancock	4
Washington	4
Sagadahoc	3
Penobscot	3
Waldo	3
Androscoggin	2
York	2
Knox	2
Lincoln	2
Cumberland	1
Kennebec	1

Fuel Source	Points
Electric	8
LP Gas (Propane)	5
Kerosene	5
Wood Pellet	4
Oil	4
Coal	4
Natural Gas	3
Wood	3
Biobrick	3

At Risk	Points for the first in the house
60 +, child 6 and under, Disabled	5

Heating Subsidized	-3
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Income	Multiplier
0-10.99%	1.8
11– 33.99%	1.6
34-75.99%	1.4
76-100.99%	1.2
101-125.99%	1
126-150.99%	0.9
151-175.99%	0.8
>176%	0.7

All final point results that are fractional will be rounded up to the nearest whole number.

- B. Tenants residing in Subsidized Housing with heat included in their rent, who pay a portion of their rent or utility costs, are only eligible to receive a Benefit in an amount to maximize benefits under SNAP.

5. Payment of Benefits.

- A. The Primary Applicant shall select a Vendor that will deliver Home Energy to the Eligible Household. Payment of Benefits will be made directly to the Vendor, unless otherwise specified, by the methods prescribed below:
 - 3. For payment prior to delivery, MaineHousing, or a Subgrantee as allowed by MaineHousing, will pay a Benefit to the Vendor within ten (10) business days of the date the Application is certified eligible or when HEAP grant funds are available, whichever is later.
 - 4. For payment post-delivery, MaineHousing, or a Subgrantee as allowed by MaineHousing, will provide a Credit Notification Report within ten (10) business days of the date the Application is certified eligible or when HEAP grant funds are available, whichever is later. The Credit Notification Report will list the Primary Applicant’s name, address, Home Energy type, account information and Benefit amount. MaineHousing will make payment for Benefits after the Vendor makes delivery as authorized by MaineHousing.
 - 5. For payment for Primary Applicants that heat with Wood, Wood Pellets, Coal, Corn, or Bio-Fuel-, MaineHousing, or a Subgrantee as allowed by MaineHousing, will make payment for a Benefit by direct check to the Primary Applicant .

For Primary Applicants with no available Vendors serving the area where the Household resides, MaineHousing, or the Subgrantee as allowed by MaineHousing, may pay Benefits directly to the Primary Applicant upon receipt of a signed Attestation from the Primary Applicant attesting the Benefit received will be used for its intended purpose.

- B. Payment of Benefits may be made directly to the Primary Applicants with an Indirect Determinable Energy Cost.

6. Benefit Returns and Transfer:

- A. Program benefits may not be sold, transferred, released or otherwise conveyed by the Eligible Household or the Vendor without written authorization from MaineHousing. MaineHousing will only authorize such conveyances when it is in the best interest of the Eligible Household and is consistent with the intent of the HEAP Act. Examples of situations where MaineHousing may authorize such conveyances include, but are not limited to:
1. Relocation of all Household Members within the State;
 2. Change in Vendor by Household;
 3. Change in Home Energy vendors available to Household;
 4. Relocation from a Dwelling Unit with a Direct Energy Cost to a Dwelling Unit with Indirect Determinable Energy Cost (not including Subsidized Housing);
 5. Relocation to Subsidized Housing with Direct Energy Cost;
 6. Change in Home Energy type; and
 7. Primary Applicant passes away and surviving eligible Household Members remain in the Household, including at least one adult.

Program benefits will only be available for reissue or transfer during the Program Year of issue up until March 31st of the Program Year immediately following.

- B. In order to reissue or transfer a Benefit MaineHousing may require the Household to provide an Application Update Form bearing the Primary Applicant's signature and date. Failure to provide the information within 30 days, may result in delay or forfeiture of the Benefit.
- C. Program Benefits may not be eligible for reissue or transfer if the Primary Applicant committed Errors and Program Abuse when completing the Application, there was an Overpayment, the Primary Applicant's primary residence changes to a nursing home or long term care facility and there are no remaining Household Members, the Household moves to Subsidized Housing with heat included, the Primary Applicant moves into another Household that received a Benefit in the current Program Year, the Household moves into an ineligible Dwelling Unit, the Program Benefit was not reissued before the deadline, the Primary Applicant passes away and there are no surviving Household Members or the Household moves out of State.
- D. Vendors that receive a Benefit return form requesting the return of Benefits paid to Vendor on behalf of Eligible Households, shall return such Benefits to MaineHousing within fifteen (15) business days of date of Benefit return form. Once the funds are received, MaineHousing will process the reissue or transfer as appropriate within fifteen (15) calendar days of receiving all required documentation.

7. Energy Crisis Intervention Program (ECIP).

All ECIP services will be conducted by Subgrantees within their Service Area, unless otherwise authorized by MaineHousing, and will be subject to the availability of ECIP funds

- A. A Household may be eligible for ECIP if a Household Member's health and safety is threatened by an Energy Crisis situation and the Household does not have the financial means to avert the Energy Crisis. The Household will not be eligible if: they have any other Heating System that is safe and operable and has a supply of product; they reside in Subsidized Housing with heat included or a Rental Unit with heat included (with the exception that if the Household has a utility disconnection notice that relates to the operation of the Heating System, they may receive ECIP to restore the utility); or they have an Overpayment balance and have not entered into or complied with a repayment agreement. An Eligible Household under HEAP is income eligible for ECIP.
- B. An Energy Crisis includes:
1. Reading of 1/4 tank or less on a standard 275 gallon heating oil tank;
 2. Reading of 25% or less on a propane tank;
 3. 7-day or less supply for other delivered Home Energy types; and
 4. A utility disconnection notice that relates to the operation of the Heating System,
- C. Allowable expenditures may include:
1. Home Energy deliveries provided the Eligible Household has exhausted any remaining Benefits previously issued;
 2. Delivery charges associated with fuel deliveries under ECIP;
 3. Surcharges, reconnection charges, or penalties related to a final utility disconnect notice;
 4. Heating System repair, including restart fees;
 5. Purchase of space heaters;
 6. Temporary relocation provided the Eligible Household is experiencing a Life Threatening Crisis that cannot be averted within 18 hours by one of the above measures.
- D. ECIP will be administered pursuant to HEAP between November 1 and April 30. Conditioned on the availability of ECIP funds Energy Crisis benefits will be provided within 48 hours of the Household being certified eligible and Life Threatening Crisis funds will be provided within 18 hours of the Household being certified eligible.
- E. ECIP benefits are determined each Program Year by MaineHousing based on Home Energy costs, economic conditions, and available funding.
- F. Any denial of ECIP benefits will be provided to the Primary Applicant within three (3) business days.
- G. ECIP Payments.

1. Payment will be made after the vendor makes delivery and returns documentation required by MaineHousing to Subgrantee. MaineHousing will make payment within ten (10) business days of Subgrantee entering required information into the MaineHousing database.

8. Central Heating Improvement Program (CHIP).

All CHIP services will be conducted by Subgrantees within their Service Area, unless otherwise authorized by MaineHousing, and will be subject to the availability of HEAP funds.

A. Eligibility.

1. Household Eligibility.

- a. A Household may be eligible for CHIP if the Household is eligible for HEAP, has an eligible Application that was certified within the preceding twelve (12) months, and does not have a more recent Application that has been certified denied.
- b. Eligible Households shall be served on a first-come, first-served basis with respect to each level of priority listed below, except when the Subgrantee is providing weatherization services to a Dwelling Unit in which case the Subgrantee can serve Eligible Households that allow the Subgrantee to leverage CHIP funds first. Subgrantees may prioritize within the priority levels listed below by Households that have a Household Member that (i) is 60 years of age or older, (ii) has a disability, or (ii) is 6 years of age or younger.
 - i. Eligible Households experiencing an Energy Crisis caused by Heating System malfunction or failure.
 - ii. Preventative cleaning, tuning, evaluation and minor repairs on a nonemergency basis (owner-occupied dwelling units only). Date of the last cleaning, tuning and evaluation by a licensed technician must be more than twelve (12) months prior to the initiation of services date.

B. Dwelling Unit Eligibility.

1. Ownership will be verified for all Dwelling Units and Rental Units and additional documentation or written permission may be required for life estates and life leases or tenants.
 - a. A Dwelling Unit that has a life estate or life lease interest may be eligible if the document conferring the Primary Applicant rights of the life estate or life lease is recorded in the appropriate registry of deeds and states that the Primary Applicant is responsible for maintaining the Dwelling Unit or is silent as to who is responsible for maintenance.
2. A Dwelling Unit will not be eligible under CHIP if: it is a Rental Unit that has reached the life-time maximum benefit, it has been designated for acquisition or clearance by a federal, state or local program or order, it is in foreclosure, for sale, vacant,

uninhabitable, it is in poor structural condition making CHIP services impractical, ineffective or impossible, it has been damaged by fire, flood or an act of God and insurance will cover the damage, there are discrepancies on the Household's Application, there is evidence that the Heating System was not properly maintained or the Household applied for services for more than one Dwelling Unit and did not provide the required information.

C. Heating System Replacement Eligibility. A Household may be eligible for assistance to replace a Heating System if the Household meets the eligibility requirements for CHIP. The amount of assistance shall be determined by subtracting the sum of the contributions towards the Heating System replacement cost by the Household and any person who shares a legal ownership interest in the Dwelling Unit, but does not reside in the Dwelling Unit ("Non-occupying Co-owner").

1. Contributions. The Household and Non-occupying Co-owner (if applicable) will be required to contribute toward the cost of replacing the Heating System if there are Countable Assets in excess of \$5,000, or \$50,000 if a member of the Household or the Non-occupying Co-owner is 60 years of age or older. Countable Assets include cash, funds on prepaid debit cards, money in a checking or savings account (health savings accounts, educational funds, and burial accounts are excluded), stocks or bonds, U.S. Treasury bills, money market funds and retirement accounts (provided there are no penalties for withdrawals). The amount of the contribution is determined for the Household and the Non-occupying Co-owner separately by subtracting either \$5,000 or \$50,000 (as applicable) from total Countable Assets and multiplying that number by the percentage of ownership. All contributions are subtracted from the total Heating System replacement cost to determine the CHIP benefit amount.

D. CHIP Uses.

1. CHIP allowable uses include cleaning, tuning and evaluating oil, gas or solid fuel systems, repairs determined to be necessary for proper operation by a licensed heating technician, measures to bring a Heating System in compliance with applicable laws and codes or to correct measures that pose an immediate health or safety threat.
2. CHIP may not be used as reimbursement or payment for costs incurred by the Primary Applicant, replacement of a Heating System that was previously replaced by CHIP unless the Heating System has reached its useful life as defined by: https://www.hud.gov/sites/documents/EUL_FOR_CNA_E_TOOL.PDF, or for fuel switching.

E. CHIP Benefit Maximums

1. Single-Family Owner-Occupied Dwelling Units. There is a life-time maximum benefit of \$10,000.00 per dwelling unit.
2. Single-Family Rental Units occupied by an Eligible Household. There is a life-time maximum benefit of \$600.
3. Multi-Family Rental Units. The maximum benefit is the lesser of \$600 times the number of Heating Systems that provide heat to Eligible Households or \$2,400.

F. Subgrantee Responsibilities.

1. Subgrantees are responsible for performing final inspections on all CHIP services for heating replacement jobs. The inspections will evaluate compliance with all applicable codes, confirm the work performed was authorized and determine the combustion efficiency level of the Heating System where technically feasible.
2. Subgrantees are responsible for procuring all services, including materials, equipment and services from specialized trades, such as electricians, masons and oil burner repairman, and shall follow the procedures below:

Amount	Requirements	Notes
\$5,000 or less	Solicit one price quote by phone, email, vendor website, catalog, or price list, or similar means.	Choose the lowest quote or bid while taking into consideration the Contractor's performance record and other relevant factors.
Over \$5,000	Perform a price survey by making every reasonable attempt to receive price quotations or bids from at least three (3) Contractors.	Choose the lowest quote or bid while taking into consideration the Contractor's performance record and other relevant factors.

3. Subgrantees are also responsible for procuring Contractors and shall follow the procedures below:
 - a. Prepare an Invitation to Bid or a Request for Proposal that identifies all requirements and factors to be considered including a due date for bids;
 - b. Mail, fax or email the Invitation to Bid or Request for Proposal to at least three (3) contractors; and
 - c. Receive by mail, fax or email by the due date all bids and keep bids in a secure location to be reviewed and tabulated.
4. Sole Source Procurement. A Subgrantee may solicit a proposal from only one source if the following circumstances are met:
 - a. Emergency or Urgent Need. An emergency situation or other urgent need exists and only one known source can provide the required goods or services within the time needed.

- b. Uniqueness. The item or service is available from only one source, based on a reasonable, good faith review of the market for the type of item or service needed.
- c. Inadequate Competitive Proposals. After evaluation of all proposals submitted in a competitive procurement, all proposals are determined to be inadequate.

Subgrantee shall submit a written statement justifying the sole source procurement for any procurement over \$5,000 to MaineHousing prior to the installation of services.

- 5. Records. Copies of all procurement records, including sole source procurement documents, correspondence, factors considered and the basis for selection must be kept in the Subgrantee's files.

9. HEAP Weatherization.

Weatherization measures must be installed in accordance with the Maine Weatherization Standards. When HEAP Weatherization is used in conjunction with U.S. Department of Energy (DOE) funds, [10 C.F.R. Part 440](#), will govern with the exception to variations listed and approved in the LIHEAP State Model Plan Weatherization Assistance Section.

All HEAP Weatherization services will be conducted by Subgrantees within their Service Area, unless otherwise authorized by MaineHousing, and will be subject to the availability of HEAP funds.

A. Eligibility.

- 1. Household Eligibility. A Household may be eligible for HEAP Weatherization if the Household is eligible for HEAP, has an eligible Application that was certified within the preceding twelve (12) months, and does not have a more recent Application that has been certified-denied.
- 2. Dwelling Unit Eligibility. Ownership will be verified for all Dwelling Units and Rental Units and additional documentation or written permission may be required for life estates and life leases or tenants.
 - a. A Dwelling Unit that has a life estate or life lease interest may be eligible if the document conferring the Primary Applicant rights of the life estate or life lease is recorded in the appropriate registry of deeds and states that the Primary Applicant is responsible for maintaining the Dwelling Unit or is silent as to who is responsible for maintenance.
 - b. A Dwelling Unit will not be eligible under HEAP Weatherization if the Dwelling Unit received weatherization services under HEAP Weatherization or another MaineHousing program within fifteen (15) years of the certification date, it has been designated for acquisition or clearance by a federal state or local program or order, it is in foreclosure, for sale, vacant, uninhabitable, it is in poor structural condition making HEAP Weatherization services impractical, ineffective or impossible, it has been damaged by fire, flood or an act of God and insurance will cover the damage, or there are discrepancies on the Household's Application.

- c. A Dwelling Unit that was previously weatherized may be reopened if the reopening occurs within six (6) months of completion of the original weatherization service and reopening is required because the previous services are the proximate cause of an immediate threat to the health and safety of the occupants or the quality of the weatherization material or installation is deficient as determined by MaineHousing.

B. HEAP Weatherization Uses:

1. HEAP Weatherization allowable uses include: Weatherization needs assessments/audits; air sealing and insulation, storm windows, Heating System modifications/repairs/replacements, Heating System cleaning, tuning and evaluating, LED lighting, energy related roof repairs, major appliance repairs/replacements, including water heaters, up to two appliances, with one being a water heater, incidental repairs, health and safety measures, replacement windows and doors after all reasonable repair options are considered.

C. Subgrantee Responsibilities.

1. Subgrantees must conduct a public bid process to secure weatherization contractors at least annually as prescribed by MaineHousing.

10. Administration of the Programs.

A. MaineHousing's Responsibilities.

1. MaineHousing will prepare and submit to the Secretary of the United States Department of Health and Human Services an annual State Plan for HEAP in conformity with the provisions of the HEAP Act after conducting a public hearing for the purpose of taking comments.
2. MaineHousing will maintain this Rule, the HEAP Guide and any other guidance and documents that relate to the administration of the Programs.
3. MaineHousing will contract with Subgrantees and other entities to administer the Programs and may, at its discretion, make payments to Eligible Households or Vendors or provide Supplemental Benefits to the extent available. MaineHousing will assign at least one Subgrantee to each Service Area to administer the Programs and will select Subgrantees annually based on applications received by June 1st outlining the Subgrantee's: experience in administering the Programs or similar programs; capacity; availability of other qualified entities within a Service Area; cost efficiency; ability to enhance accessibility to the Programs; schedule for taking Applications; and ability to perform outreach and serve homebound Primary Applicants.
4. MaineHousing will determine the annual allocation of HEAP funds to each Subgrantee, not including any amount allocated to MaineHousing to pay Benefits.
5. MaineHousing will conduct program and fiscal monitoring of Subgrantees and Vendors to ensure compliance with all rules, regulations and laws applicable to this Rule.

B. Subgrantee, Vendor and Contractor Responsibilities.

1. Subgrantees, Vendors and Contractors are responsible for the following:

- a. Conflict of Interest. No employee, officer, board member, agent, consultant or other representative of Subgrantee, Vendor, or Contractor who exercises or has exercised any function or responsibility with respect to Programs' activities or who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest or benefit from Programs' activities or have an interest in any contract, subcontract or agreement regarding the Programs' activities, or the proceeds there under, which benefits him or her or any person with whom he or she has business or family ties. Subgrantees, Vendors, and Contractors shall notify MaineHousing of any potential conflict of interest.
 - b. Confidentiality. Subgrantees, Vendors, Contractors, and their employees and agents shall keep confidential Primary Applicant or Household information obtained in the administration of the Programs, including without limitation, an individual's name, address and phone number, household income, assets or other financial information, and benefits received ("Confidential Information") and shall safeguard and protect from disclosure at all times Confidential Information.
 - c. Prohibited Discrimination. Subgrantees, Vendors, Contractors, and their employees and agents are prohibited from discriminating against any Household applying for or receiving goods or services in accordance with this Rule.
2. Subgrantees responsibilities also include, but are not limited to, the following as further defined in the annual Subgrant Agreement between MaineHousing and Subgrantees and in accordance with the HEAP Act and this Rule:
 - a. Conduct outreach, accept and verify Applications, determine Household eligibility, pay Benefits, coordinate with MaineHousing on denials and requests for Informal Review and Fair Hearing, use MaineHousing's database software and equipment, address emergencies, cost effectively administer and operate the Programs, prioritize Eligible Households where required, coordinate services between Programs, submit production schedules, work plans, budgets, monthly status reports, and billing information to MaineHousing, use forms provided by MaineHousing, make reasonable accommodations upon request for a Person with a Disability, follow procurement requirements as may be required by 45 C.F.R. §§ 75.327 – 75.335 and 45 C.F.R. §§ 75.316-753.23, and inform Primary Applicants of their rights to request an Informal Review and Fair Hearing;
 - b. Maintain comprehensive, accurate and separate documentation, payroll reports, financial statements, and other records in connection with its administration of the Programs including at a minimum, the amount and disposition of the Programs' funds received by the Subgrantee and the total cost necessary to administer the Programs and provide MaineHousing with copies of any such records as requested and maintain such records for a minimum of three (3) years from the end of the relevant contract period or a longer period as prescribed by MaineHousing. In cases of litigation, other claims, audits, or other disputes the Subgrantee will retain all relevant records for at least one (1) year after the final disposition thereof;

- c. Provide an annual budget prior to each Program Year and within ninety (90) calendar days of the close of Subgrantee’s fiscal year furnish to MaineHousing an annual financial statement prepared by an independent certified public accountant in accordance with 45 C.F.R. Part 75, Subpart F.

C. Administrative and Program Expenses. Subgrantees shall be permitted administrative and program expenses necessary to carry out their responsibilities under this Rule and the Programs. Such expenses will be allowed in a manner consistent with the provisions of the HEAP Act and must be reasonable in amount as determined by MaineHousing. Administrative expenses for the Program Year may be spent only between October 1 and the following September 30 of the applicable Program Year, unless otherwise authorized. Allowable administrative and program expenses for each of the Programs are listed below. Other expenses may be allowed if authorized by MaineHousing before the expenses are incurred.

Fuel Assistance and ECIP	Expense Category
Salary and fringe benefit costs for the actual time an individual performs intake, processing, or eligibility determination functions associated with an active Application	Program
Salary and fringe benefit costs for the actual time an individual participates in administering Fuel Assistance or ECIP and is not performing functions associated with an active Application	Program
Salary and fringe benefits and other related and reasonable costs for specific HEAP and ECIP training and professional development of individuals performing intake, application processing, eligibility determination, and administration of HEAP fuel assistance and ECIP	Program
Space costs/rent, telephone, copier/printing, office supplies, postage, transportation/travel, data processing/computer costs, equipment repairs and maintenance, equipment purchase/lease, and consultants/professional services associated with the above referenced activities.	Program
Indirect costs	Administrative
Salary and fringe benefits and other related and reasonable costs for specific HEAP and ECIP training and professional development for individuals whose salary and fringe benefits are budgeted directly to Administrative Costs or for whom salary and fringe are included in the agency’s Indirect Rate	Administrative
Salary and fringe costs, space costs, rent, telephone, copying, printing, office supplies, postage, transportation, travel, data processing, computer costs, equipment repairs and maintenance, equipment purchase or lease, consultant fees and professional services associated with the administration of HEAP not included in the agency’s Indirect Rate or allowable from program funding	Administrative
HEAP Weatherization, CHIP, and Heat Pump Program	Expense Category

Material/labor costs for Heating system repairs/replacements and measures installed as part of weatherization	Program
Either salary and fringe benefit costs for the actual time staff participates in administering HEAP Weatherization, CHIP, Heat Pump Program or a program management fee established by MaineHousing.	Program
Space costs/rent, telephone, copier/printing, office supplies, postage, transportation/travel, equipment purchase/lease, liability insurance, pollution occurrence insurance, and consultants/professional services.	Program
Indirect costs	Administrative
Energy Self Sufficiency Services	Expense Category
Salary and fringe benefit costs for staff providing direct services and the direct administrative costs associated with providing the services, such as the costs for supplies, equipment, travel, postage, utilities, rental and maintenance of office space	Program
Indirect costs	Administrative

1. Energy Self Sufficiency Activities. Subgrantees may submit annual proposals, for MaineHousing’s consideration, describing their planned activities and expenses associated with providing services to Primary Applicants pursuant to Energy Self Sufficiency of the HEAP Act. Administration of Energy Self Sufficiency Activities will be conditioned on the availability of HEAP funds.

D. Vendors.

1. Eligibility. In order to participate in the Programs Vendors must demonstrate the capacity and stability of their business and supply a credit report and business plan to MaineHousing’s satisfaction. MaineHousing reserves the right to exclude Vendors in certain situations, including but not limited to, bankruptcies or judgments, prior Program terminations, violations and defaults, and in situations where the Vendor has been in business for less than a year.
2. Enrollment. Upon approval of a Vendor, Vendors must enter into a Vendor Agreement during the time period as prescribed by MaineHousing. Returning Vendors must reenroll each Program Year or as prescribed by MaineHousing contingent upon performance and compliance in previous Program Years.
3. Use of Benefits. Benefits may not:
 - a. Be sold, released, transferred or otherwise conveyed without written authorization from MaineHousing;
 - b. Be used to pay Incidental Costs Benefits;

- c. Be used to deliver a different Home Energy product than the one authorized by MaineHousing or
- d. Be used to deliver Home Energy products to a Household that is moving, has a Heating System experiencing mechanical difficulties or has storage tanks that need replacement or do not meet code.

For electricity and natural gas, Vendors may apply Benefits to past due charges for Home Energy deliveries with the oldest charges being paid first.

- 4. Annual Consumption Report. As part of the Annual Consumption Report process, Vendors must review Eligible Household accounts and identify any remaining Benefits that were issued in or prior to the preceding Program Year. All such unused Benefits must be returned to MaineHousing no later than June 30.
- 5. Return of Payments. Upon receipt of a Benefit Return form Vendor shall return such Benefits to MaineHousing or Subgrantee within fifteen (15) business days of the date of the Benefit Return form. If any of the following events occur, Vendor shall within fifteen (15) business days of becoming aware, submit to MaineHousing a completed Benefit Return form and return any Benefits paid to Vendor:
 - a. Death of an individual who is a sole member of an Eligible Household;
 - b. Institutionalization of an individual who was the sole member of an Eligible Household;
 - c. Vendor's receipt of a written notice from an Eligible Household that it no longer desires to receive Home Energy deliveries from Vendor in future Program Years;
 - d. An Eligible Household has not received deliveries of Home Energy for twelve (12) consecutive months;
 - e. An Eligible Household has moved out of Vendor's Service Area;
 - f. An Eligible Household has moved out of State;
 - g. Vendor has been paid an excessive Benefit on behalf of the Eligible Household.

For Benefits with a balance of less than \$25, Vendors may aggregate remaining Benefits and return the balance to MaineHousing when the Annual Consumption Report is submitted.

All Benefit Return forms should be accompanied by documentation evidencing: the name and address of the Vendor, the name and address of the Eligible Household; the Eligible Household's account number; the Benefit amount being returned; a concise explanation for the return of funds; a detailed account history showing delivery activity and payment from May 1st preceding the Program Year of the Benefits being returned; and any other documentation requested by MaineHousing.

E. Noncompliance.

- 1. MaineHousing shall have the right to terminate or suspend in whole or in part the Subgrantee Agreement in its sole discretion if it determines the Subgrantee has failed to comply with any provision of this Rule, the Subgrantee Agreement, the HEAP Guide, or the provisions of other applicable law. A written notice will be sent to Subgrantee and shall set forth as applicable, the reason for termination, the specific violations and

any suspensions. For non-compliance not resulting in termination or suspension a written notice setting forth the specific violation and cure period will be provided to Subgrantee. In situations of malfeasance or misfeasance MaineHousing may bar a Subgrantee's participation in the Programs.

2. MaineHousing shall have the right to terminate a Vendor for failure to comply with the terms of the Vendor Agreement, State law concerning consumer home heating rights as prescribed by the Office of the Maine Attorney General, documentation, audit/investigation requirements and the requirements of this Rule. In situations of malfeasance or misfeasance MaineHousing may bar a Vendor's participation in the Programs and pursue any other remedies available under the law. MaineHousing may also choose to place the Vendor on a watch list and monitor Vendor's performance.

11. Native American Tribal Organizations.

Native American Tribal Organizations means the Penobscot Indian Nation, the Passamaquoddy Indian Tribe and the Houlton Band of Maliseet Indians as defined in the Maine Indian Claims Settlement Act, [30 M.R.S. §6201 et seq.](#), and the Mi'kmaq Nation as defined in the Micmac Settlement Act, [30 M.R.S. §7201](#) et seq.

- A. Direct Allocation to Native American Tribal Organizations. Native American Tribal Organizations may receive a direct allocation of HEAP funds from the Secretary of the United States Department of Health and Human Services pursuant to the HEAP Act. The amount of the direct allocation is determined by the percentage of Maine's total annual LIHEAP award that MaineHousing indicates will be awarded to Maine's Native American Tribal Organizations. In its determination MaineHousing will consider the number of Eligible Households during the previous Program Year that include Household Members who are members of the Native American Tribal Organization, when that information is available.
- B. Agreements with Native American Tribal Organizations. When a Native American Tribal Organization receives a direct allocation of Fuel Assistance and ECIP, MaineHousing will enter into an agreement with the Native American Tribal Organization that, at a minimum, provides for the coordination of services and administration of the Fuel Assistance and ECIP by the Native American Tribal Organization and Subgrantees to prevent duplication of services.

12. Informal Review and Fair Hearing.

- A. Informal Review. For any dispute the Primary Applicant must submit a written request for an Informal Review no later than:
 1. Thirty (30) calendar days from the postmarked date of the denial notification or the benefit notification;
 2. Ninety (90) calendar days from the Application Received Date, if the Application has not been approved or denied; or
 3. Ninety (90) calendar days from the postmarked date of the request for refund of an Overpayment.

Written requests for Informal Review may be mailed to MaineHousing, 26 Edison Drive, Augusta, Maine 04330; or emailed to LIHEAPcompliance@mainehousing.org. The Informal Review will be conducted by a

person other than the one who made or approved the decision under review. MaineHousing will review the file, conduct necessary research, and give the Primary Applicant an opportunity to present written or oral objections. In rendering a decision MaineHousing will evaluate the accuracy of the calculations, the level of documentation provided by the Primary Applicant, and the accuracy of the decision. MaineHousing will communicate the results of the research/review to the Primary Applicant. If the Primary Applicant does not agree with the results of the Informal Review the Primary Applicant may submit a written request for a Fair Hearing, but only in the following limited circumstances: the Primary Applicant's claim for assistance was denied or not acted upon with reasonable promptness (meaning it was not certified or denied within the required time-frame outline in this Rule or as approved by waiver); the Primary Applicant disputes the criteria used to calculate the amount of their Benefit; or the Primary Applicant is required to refund an Overpayment.

B. Fair Hearing.

1. Pursuant to the HEAP Act, [42 U.S.C. §8624\(b\)\(13\)](#), MaineHousing will provide an Primary Applicant an opportunity for a fair administrative hearing. Fair hearings shall be conducted in accordance with the Maine Administrative Procedures Act, Title 5, Chapter 375 by the Director of MaineHousing (or their designee) or such other contractor selected by MaineHousing. The parties may receive a transcript of the hearing upon payment of the reasonable cost for the production thereof.
2. Within thirty (30) calendar days of the hearing's conclusion the hearing officer will prepare a recommended hearing decision. Copies of the recommended decision will be provided to the Primary Applicant.
3. A final decision and order will be made by the Director of MaineHousing in writing within sixty (60) calendar days of receipt of the hearing officer's recommendation. In the event the Director of MaineHousing presides over a hearing, they shall render their decision and order within sixty (60) calendar days of the hearing's conclusion or sixty (60) calendar days of the recommended decision. The Director's decision and order shall include findings of fact sufficient to apprise the parties of its basis. A copy of the decision and order will be provided promptly to each party to the proceeding or their representative of record. Written notice of the party's right to appeal the decision and other relevant information will be provided to the parties at the time of the decision and order. The decision and order will be implemented by the Subgrantee no later than ten (10) calendar days after receipt if it is in the Primary Applicant's favor and otherwise forty-five (45) calendar days unless stayed on appeal.

13. Errors and Program Abuse.

- A. Reporting Errors and Program Abuse. Subgrantees are required to report any suspected or alleged Errors or Program Abuse. Any individual may also report suspected Errors or Program Abuse by telephone 1800-452-4668 or (207) 626-4600, in writing to MaineHousing, Attn: HEAP Errors and Program Abuse, 26 Edison Drive, Augusta, ME 04330 or by email at LIHEAPcompliance@mainehousing.org. Any report should include at minimum, the name and address of the person being reported and any details of the suspected Errors and Program Abuse.
- B. Investigation. MaineHousing will investigate all reported and alleged Errors and Program Abuse and may investigate the previous three (3) Program Years and may place Benefits on hold during the investigation. Primary Applicants will be notified and given the opportunity to respond and provide additional documentation. MaineHousing will make a determination on the appropriate action, based on the response. If an Primary Applicant fails to respond or fails to provide the documentation requested, the Primary

Applicant may be subject to denial, an Overpayment or other actions available under the law. If Errors and Program Abuse are confirmed or Primary Applicant fails to respond, Primary Applicant will receive a written notification outlining the facts of the decision, the reason for the decision, the Overpayment due (if applicable), and any avenue available to request an Informal Review or Fair Hearing. If MaineHousing determines the Errors were at no fault of the Primary Applicant, MaineHousing will not require an Overpayment from the Primary Applicant.

- C. Overpayments. If a Primary Applicant is required to pay an Overpayment (including any Overpayments due from the previous three (3) Program Years) the Primary Applicant may pay the full amount of the Overpayment, enter into an agreeable payment arrangement and/or be subject to recoupment by MaineHousing.

14. Waivers of the Rule and HEAP Guide.

MaineHousing will only grant waivers of the Rule and/or HEAP Guide in very limited circumstances. The below is a list of the only provisions that will be considered for a waiver. Consideration does not mean the waiver will be granted. Any grant of a waiver is at MaineHousing's discretion.

- A. Subgrantee must certify or deny an Application within thirty (30) business days from the Application Received Date.
 - 1. **MaineHousing will consider providing a waiver up to forty-five (45) business days.**
- B. Program benefits will only be available for reissue or transfer during the Program Year of issue up until March 31st of the Program Year immediately following.
 - 1. **MaineHousing will consider extending the deadline to April 15th for good cause.**
- C. ECIP will be administered pursuant to HEAP between November 1 and April 30.
 - 1. **Depending on the availability of funds and other factors MaineHousing may extend the April 30th ECIP end date.**
- D. A denial for missing information will be rescinded if the required information is received by the Subgrantee within (15) fifteen business days from the date of written notification of denial.
 - 1. **MaineHousing will consider extending the deadline to twenty-five (25) business days.**
- E. CHIP may not be used as reimbursement or payment for costs incurred by the Primary Applicant, replacement of a Heating System that was previously replaced by CHIP unless the Heating System has reached its useful life as defined by:
https://www.hud.gov/sites/documents/EUL_FOR_CNA_E_TOOL.PDF, or for fuel switching.
 - 1. **In the case of replacing a Heating System before the end of its useful life or fuel switching, in limited circumstances, MaineHousing may consider a waiver on a case-by-case basis review.**
- F. HEAP Weatherization does not allow fuel switching when replacing a Heating System.

1. MaineHousing may consider a waiver on a case-by-case basis review.

STATUTORY AUTHORITY: 30-A M.R.S. §§4722(1)(W), 4741(1) and (15), and 4991 et seq.; 42 U.S.C. §§8621, et seq.

BASIS STATEMENT: This replacement rule repeals and replaces in its entirety the current Home Energy Assistance Program Rule. The rule establishes standards for administering fuel assistance, emergency fuel assistance, weatherization, and heating system repair and replacement funds to income eligible households in the State of Maine. This replacement rule: updates the matrix used for determination of benefits, makes minor changes to clarify documentation requirements for citizenship, identity and social security number verification, increases the allowable time to reverse a denial for missing documentation for an application, updates income documentation and incorporates language to provide clarity and continuity between the rule and the State Plan, changes the threshold for the solicitation and use of price quotes for CHIP repairs, and adds a life-time maximum benefit per dwelling unit, and makes minor formatting and grammar edits.

FISCAL IMPACT NOTE: The replacement HEAP Rule will not impose any cost on municipalities or counties for implementation or compliance.

EFFECTIVE DATE:

Low Income Home Energy Assistance Program (LIHEAP)

LIHEAP Model Plan Template

Note: This template cannot be submitted as an application for LIHEAP funding. The template is for demonstration purposes only. A complete LIHEAP Model Plan must be submitted in the Online Data Collection System (OLDC) to be considered for funding. Formatting within OLDC may appear different than this document.



Mandatory Grant Application SF-424

U.S. Department of Health and Human Services
Administration for Children and Families

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
OMB Clearance No.: 0970-0075
Expiration Date: 02/28/2027

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) MODEL PLAN SF – 424: MANDATORY

* 1.a. Type of Submission: <input checked="" type="checkbox"/> Plan	* 1.b. Frequency: <input checked="" type="checkbox"/> Annual	* 1.c. Consolidated Application/Plan/Funding Request? Explanation:	* 1.d. Version: <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Resubmission <input type="checkbox"/> Revision <input type="checkbox"/> Update
		2. Date Received:	State Use Only:
		3. Applicant Identifier:	
		4a. Unique Entity Identifier (UEI): NJEKQK2U8ZJ5	5. Date Received By State:
		4b. Federal Award Identifier:	6. State Application Identifier:

7. APPLICANT INFORMATION

***a. Legal Name:** Maine State Housing Authority

***b. Address:**

*Street 1:	26 Edison Drive	Street 2:	
*City:	Augusta	County:	Kennebec
*State:	Maine	Province:	
*Country:	United States	*Zip/Postal Code:	04330-4633

c. Organizational Unit:

Department Name:	Energy and Housing Services	Division Name:	
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d. Name and contact information of person to be contacted on matters involving this application (person will be listed on the Notice of Funding Awards and on the U.S. Department of Health and Human Services' LIHEAP contact list web page):

*First Name:	Sarah	*Last Name:	Johnson
Title:	Manager of HEAP	Organizational Affiliation:	
*Telephone Number:	207-624-5777	Fax Number:	
*Email: sjohnson@mainehousing.org			

***8. TYPE OF APPLICANT:**

State Government

a. Is the applicant a Tribal Consortium:

No

If yes, please attach at least one of the following documents:

1. Current State-Tribe agreement between their state and the Consortium, signed by the State Chief Executive Officer (such as the Governor or the delegate) and the Consortium President;
2. Consortium letter listing the tribes, signed by the elected Tribal Chief or President of each tribe in the Consortium and signed by the Consortium President;
3. A current resolution letter from each tribe in the Consortium, signed by the elected Tribal Chief or President of that tribe. Each resolution letter needs to state that the Consortium has the tribes' permission to apply for, and administer, LIHEAP on their behalf and needs to designate a time period for the permission or until rescinded or revoked.

	Catalog of Federal Domestic Assistance Number	CFDA Title:
9. CFDA NUMBERS AND TITLES	93.568	Low-Income Home Energy Assistance Program

10. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

LIHEAP Administration

11. AREAS AFFECTED BY FUNDING:

Statewide	
12. CONGRESSIONAL DISTRICTS OF APPLICANT:	
2	
13. FUNDING PERIOD:	
a. Start Date: 10/01/2026	b. End Date: 09/30/2027
*14. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS? C	
a. This submission was made available to the State under Executive Order 12372	
Process for review on:	
b. Program is subject to E.O. 12372 but has not been selected by State for review.	
c. Program is not covered by E.O. 12372.	
*15. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
<input type="checkbox"/> YES	
<input checked="" type="checkbox"/> NO	
If yes, explain:	
16. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
<input type="checkbox"/> I AGREE	
**The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
17a. Typed or Printed Name and Title of Authorized Certifying Official	17c. Telephone (area code, number, and extension)
Daniel Brennan, Director	207-626-4600
17b. Signature of Authorized Certifying Official on)	17d. Email Address:
	dbrennan@mainehousing.org
17e. Date Report Submitted (Month, Day, Year)	
Attach supporting documents as specified in agency instructions	

Section 1 - Program Components

U.S. Department of Health and Human Services
Administration for Children and Families

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
OMB Clearance No.: 0970-0075
Expiration Date: 02/28/2027

**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM(LIHEAP)
MODEL PLAN**

Section 1 – Program Components

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) Use of this model plan is optional. However, the information requested is required in order to receive a Low Income Home Energy Assistance Program (LIHEAP) grant. Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Section 1 Program Components

Program Components, 2605(a), 2605(b)(1) - Assurance 1, 2605(c)(1)(C)

1.1 Check which components you will operate under the LIHEAP program. (Note: You must provide information for each component designated here as requested elsewhere in this plan.)		Dates of Operation	
		Start Date:	End Date:
<input checked="" type="checkbox"/>	Heating assistance	10/1/2026	09/30/2027
<input type="checkbox"/>	Cooling assistance		
<input checked="" type="checkbox"/>	Weatherization assistance	10/1/2026	09/30/2028
<input type="checkbox"/>	Summer Crisis assistance		
<input checked="" type="checkbox"/>	Winter Crisis assistance	11/1/2026	04/30/2027
<input type="checkbox"/>	Year-round crisis assistance		

Provide further explanation for the dates of operation, if necessary

Heating Assistance: For FFY2026, Subgrantees will begin taking applications on August 3, 2026 and will continue taking applications through May 28, 2027.

Weatherization Assistance: Funding for the Weatherization Assistance components is made available to Subgrantees during the program year and is obligated for use through 09/30/2028 or as extended by contract.

Estimated Funding Allocation, 2604(C), 2605(k)(1), 2605(b)(9), 2605(b)(16) - Assurances 9 and 16

1.2 Estimate what amount of available LIHEAP funds will be used for each component that you will operate: The total of all percentages must add up to 100%	Percentage (%):	Prior year totals (auto-populate)
Heating assistance	60.00%	59.00%
Cooling assistance	0.00%	0.00%
Summer crisis assistance	0.00%	0.00%
Winter crisis assistance	7.50%	10.00%
Year-round crisis assistance	0.00%	0.00%
Weatherization assistance	15.00%	15.00%
Carryover to the following federal fiscal year	5.00%	7.00%
Administrative and planning costs	10.00%	8.00%
Services to reduce home energy needs including needs assessment (Assurance 16)	2.42%	1.00%
Used to develop and implement leverages activities	0.08%	0.00%
TOTAL:	100.00%	100.00%

Tribal grant recipients: direct-grant tribes, tribal organizations, or territories with allotments of \$20,000 or less may use for planning and administration up to 20% of the funds payable. Grant recipients that are direct grant tribes, tribal organizations, or territories with allotments over \$20,000 may use for planning and administration purposes up to 20% of the first \$20,000 (or \$4,000) plus 10% of the funds payable that exceeds \$20,000. Any administrative costs in excess of these limits must be paid from non-federal sources.

Alternate Use of Crisis Assistance Funds, 2605(c)(1)(C)

1.3 The funds reserved for winter crisis assistance that have not been expended by March 15 will be reprogrammed to:

<input checked="" type="checkbox"/>	Heating assistance	<input type="checkbox"/>	Cooling assistance					
<input checked="" type="checkbox"/>	Weatherization assistance	<input type="checkbox"/>	Other (specify):					
Categorical Eligibility, 2605(b)(2)(A) - Assurance 2, 2605(c)(1)(A), 2605(b)(8A) - Assurance 8								
1.4 Do you consider households categorically eligible if at least one household member receives at least one of the following categories of benefits in the left column below?								
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No					
If you answered "Yes" to question 1.4, you must complete the table below and answer questions 1.5 and 1.6.								
	Heating		Cooling		Crisis		Weatherization	
TANF	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
SSI	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
SNAP	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Means-tested Veterans programs	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
1.4 a. Provide your definition of categorical eligibility. Please explain how households are categorically eligible (i.e., do all household members need to receive the benefits or just one member, is there a data exchange in place?) and how categorical eligibility streamlines the LIHEAP application process.								
Maine utilizes the above categories of benefits to determine if a Household is Categorical Income Eligibility. Households who enroll using Categorical Income Eligibility will have their benefit calculated based on the highest FPL allowable for each benefit type above. A Household may still choose to provide actual income documentation for benefit determination. From Chapter 24 Home Energy Assistance Program Rule: "Categorical Income Eligibility" means Household Members who are included on a Maine Department of Health and Human Services ("Maine DHHS") Notice of Decision for TANF or SNAP assistance will be considered income eligible for HEAP, as the Household Members' incomes have already been vetted. Adult Household Members who are not included on the Notice of Decision must provide income documentation as outlined in this Rule and the HEAP Handbook.								
1.5 Do you automatically enroll households without a direct annual application?								
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No					
If Yes, explain:								
1.6 How do you ensure there is no difference in the treatment of categorically eligible households from those not receiving other public assistance when determining eligibility and benefit amounts?								
All applicants must provide the required application documentation regardless of receipt of other means of public assistance. Households who currently participate in one of the means-tested programs in section 1.3 have the option of utilizing Categorical Income Eligibility when applying for LIHEAP. Households who enroll using Categorical Income Eligibility will have their benefit calculated based on the highest FPL allowable for each benefit type above. A Categorically Income Eligible Household may still choose to provide actual income documentation for benefit determination.								
SNAP Nominal Payments								
1.7a Do you allocate LIHEAP funds toward a nominal payment for SNAP households?								
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No					
If you answered "yes" to question 1.7a, you must provide a response to questions 1.7b, 1.7c and 1.7d.								
1.7b Amount of Nominal Assistance:				\$21.00				
1.7c Frequency of Assistance								
<input checked="" type="checkbox"/>	Once per year							
<input type="checkbox"/>	Once every five years							
<input type="checkbox"/>	Other – Describe:							
1.7d How do you confirm that the household receiving a nominal payment has an energy cost or need?								
Applicants residing in subsidized housing with heat included must provide documentation to verify the applicant has an indirect energy cost. This documentation may include a copy of a current lease or a copy of a current electric bill.								
Determination of Eligibility - Countable Income								
1.8. In determining a household's income eligibility for LIHEAP, do you use gross income or net income?								
<input checked="" type="checkbox"/>	Gross Income							

<input type="checkbox"/>	Net Income		
<input type="checkbox"/>	Other – Describe:		
1.9. Select all the applicable forms of countable income used to determine a household's income eligibility for LIHEAP			
<input checked="" type="checkbox"/>	Wages		
<input checked="" type="checkbox"/>	Self - Employment Income		
<input checked="" type="checkbox"/>	Contract Income		
<input checked="" type="checkbox"/>	Payments from mortgage or Sales Contracts		
<input checked="" type="checkbox"/>	Unemployment insurance		
<input checked="" type="checkbox"/>	Strike Pay		
<input checked="" type="checkbox"/>	Social Security Administration (SSA) benefits		
	<input checked="" type="checkbox"/> Including Medicare deduction <input type="checkbox"/> Excluding Medicare deduction		
<input checked="" type="checkbox"/>	Supplemental Security Income (SSI)		
<input checked="" type="checkbox"/>	Retirement/pension benefits		
<input type="checkbox"/>	General Assistance benefits		
<input type="checkbox"/>	Temporary Assistance for Needy Families (TANF) benefits		
<input type="checkbox"/>	Loans that need to be repaid		
<input checked="" type="checkbox"/>	Cash gifts		
<input type="checkbox"/>	Savings account balance		
<input type="checkbox"/>	One-time lump sum payments, such as rebates or credits, winnings from lotteries, refund deposits, etc.		
<input type="checkbox"/>	Jury duty compensation		
<input checked="" type="checkbox"/>	Rental income		
<input type="checkbox"/>	Income from employment through Workforce Investment Act (WIA)		
<input type="checkbox"/>	Income from work study programs		
<input checked="" type="checkbox"/>	Alimony		
<input checked="" type="checkbox"/>	Child support		
<input checked="" type="checkbox"/>	Interest, dividends, or royalties		
<input checked="" type="checkbox"/>	Commissions		
<input type="checkbox"/>	Legal settlements		
<input type="checkbox"/>	Insurance payments made directly to the insured		
<input type="checkbox"/>	Insurance payments made specifically for the repayment of a bill, debt, or estimate		
<input checked="" type="checkbox"/>	Veterans Administration (VA) benefits		
<input type="checkbox"/>	Earned income of a child under the age of 18		
<input type="checkbox"/>	Balance of retirement, pension, or annuity accounts where funds cannot be withdrawn without a penalty		
<input type="checkbox"/>	Income tax refunds		
<input type="checkbox"/>	Stipends from senior companion programs, such as VISTA		
<input type="checkbox"/>	Funds received by household for the care of a foster child		
<input type="checkbox"/>	Ameri-Corp Program payments for living allowances, earnings, and in-kind aid		
<input type="checkbox"/>	Reimbursements (for mileage, gas, lodging, meals, etc.)		
<input checked="" type="checkbox"/>	Other – Long Term Disability Payments		
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.			
1.10 Do you have an online application process?			
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
1.10a If yes, describe the type of online application (select all boxes that apply)			
<input type="checkbox"/>	A PDF version of the application is available online and can be downloaded, filled out, and mailed, emailed, dropped off in-person, or faxed in for processing.		
<input checked="" type="checkbox"/>	A state-wide online application that allows a customer to complete data entry and submit an		

	application electronically for processing		
<input type="checkbox"/>	One or more local subgrant recipients have an online application that allows a customer to complete data entry and submit an application electronically for processing		
<input checked="" type="checkbox"/>	Online application that is also mobile friendly		
<input checked="" type="checkbox"/>	Other, please describe We have a paper application available that can be filled out, and mailed, emailed, dropped off in-person, or faxed in for processing.		
<input checked="" type="checkbox"/>	Ecos.mainehousing.org		
1.10b Can all program components be applied for online?			
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, explain which components can and cannot be applied for online:			
Households are able to apply online for Energy Assistance. Households will not be able to indicate that they are in need of crisis assistance and will be instructed to contact the subgrantee in their service area via messaging during the online application process. Households will also need to contact their Community Action Agency if they are interested in Assurance 16 or Weatherization services.			
1.11 Do you have a process for conducting and completing applications by phone:			
Yes, Subgrantees have the capacity to conduct intake appointment over the phone, or in person.			
1.12 Do you or any of your subrecipients require in person appointments in order to apply?			
No			
If yes, please provide more information regarding why in-person appointments are required and in what circumstances they are required.			
1.13 How can applicants submit documentation for verification? Select all that apply:			
<input checked="" type="checkbox"/>	In-person		
<input checked="" type="checkbox"/>	Mail		
<input checked="" type="checkbox"/>	Email		
<input checked="" type="checkbox"/>	Portal application		
<input checked="" type="checkbox"/>	Other, describe: Fax		

Other?				<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If yes, describe:							
Determination of Benefits 2605(b)(5) - Assurance 5, 2605(c)(1)(B)							
2.4 Describe how you prioritize the provision of heating assistance to vulnerable populations, e.g., benefit amounts, early application periods, etc.							
Intake/Application prioritization: Subgrantees will make a good faith effort during the first ninety (90) days to serve Households who have a direct energy cost and who contain a Household member who is an Older Adult, Individual with a disability or a Household that contains a young (6 years of age or younger) child.							
Benefit Amount: Households where a member is an Older Adult, Individual with a disability or have a young child are awarded additional priority points during benefit determination.							
2.5 Check the variables you use to determine your benefit levels. (Check all that apply):							
<input checked="" type="checkbox"/>	Income						
<input checked="" type="checkbox"/>	Family (household) size						
<input type="checkbox"/>	Home energy cost or need:						
<input checked="" type="checkbox"/>	Fuel type						
<input checked="" type="checkbox"/>	Climate/region						
<input type="checkbox"/>	Individual bill						
<input checked="" type="checkbox"/>	Dwelling type						
<input type="checkbox"/>	Energy burden (% of income spent on home energy)						
<input type="checkbox"/>	Energy need						
<input checked="" type="checkbox"/>	Other - Describe: Priority points for vulnerable populations						
Benefit Levels, 2605(b)(5) - Assurance 5, 2605(c)(1)(B)							
2.6 Describe estimated benefit levels for the fiscal year for which this plan applies. Please note, the maximum and minimum benefits must be shown in the payment matrix.							
Minimum Benefit		\$TBD		Maximum Benefit		\$TBD	
2.7 Do you provide in-kind (e.g., blankets, space heaters) or other forms of benefits?							
<input checked="" type="checkbox"/>	Yes			<input type="checkbox"/>	No		
If yes, describe.							
Subgrantees provide a number of in-kind and/or other benefits including private contributions for fuel assistance.							
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.							

Section 3 - COOLING ASSISTANCE

U.S. Department of Health and Human Services
Administration for Children and Families

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
OMB Clearance No.: 0970-0075
Expiration Date: 02/28/2027

**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)
MODEL PLAN
Section 3 – Cooling Assistance**

Eligibility, 2605(b)(2) - Assurance 2

3.1 Designate the income eligibility threshold used for the cooling component:

Add	Household size	Eligibility Guideline	Eligibility Threshold

3.2 Do you have additional eligibility requirements for cooling assistance?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

3.3 Check the appropriate boxes below and describe the policies for each.

Do you require an Assets test?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
---------------------------------------	--------------------------	-----	--------------------------	----

If yes, describe:

Do you have additional or differing eligibility policies for:

Renters?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If yes, describe:

Renters living in subsidized housing?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--	--------------------------	-----	--------------------------	----

If yes, describe:

Renters with utilities included in the rent?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
---	--------------------------	-----	--------------------------	----

If yes, describe:

Do you give priority in eligibility to:

Older adults?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
----------------------	--------------------------	-----	--------------------------	----

If yes, describe:

Individuals with a disability?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
---------------------------------------	--------------------------	-----	--------------------------	----

If yes, describe:

Young children?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If yes, describe:

Households with high energy burdens?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
---	--------------------------	-----	--------------------------	----

If yes, describe:

Other?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If yes, describe:

Determination of Benefits 2605(b)(5) - Assurance 5, 2605(c)(1)(B)

3.4 Describe how you prioritize the provision of cooling assistance to vulnerable populations, e.g., benefit amounts, early application periods, etc.

3.5 Check the variables you use to determine your benefit levels. (Check all that apply):

<input type="checkbox"/>	Income
<input type="checkbox"/>	Family (household) size
<input type="checkbox"/>	Home energy cost or need:
<input type="checkbox"/>	Fuel type
<input type="checkbox"/>	Climate/region
<input type="checkbox"/>	Individual bill

<input type="checkbox"/>	Dwelling type		
<input type="checkbox"/>	Energy burden (% of income spent on home energy)		
<input type="checkbox"/>	Energy need		
<input type="checkbox"/>	Other - Describe:		
Benefit Levels, 2605(b)(5) - Assurance 5, 2605(c)(1)(B)			
3.6 Describe estimated benefit levels for the fiscal year for which this plan applies. Please note, the maximum and minimum benefits must be shown in the payment matrix.			
Minimum Benefit	Maximum Benefit		
3.7 Do you provide in-kind (e.g., fans, air conditioners) and/or other forms of benefits?			
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, describe.			
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.			

Section 4 - CRISIS ASSISTANCE

U.S. Department of Health and Human Services
Administration for Children and Families

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
OMB Clearance No.: 0970-0075
Expiration Date: 02/28/2027

**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)
MODEL PLAN
Section 4 – Crisis Assistance**

Eligibility, 2605(b)(2) - Assurance 2

4.1 Designate the income eligibility threshold used for the cooling component:

Add	Household size	Eligibility Guideline	Eligibility Threshold
	1	State Median Income	60.00%
	2	State Median Income	60.00%
	3	State Median Income	60.00%
	4	State Median Income	60.00%
	5	State Median Income	60.00%
	6	State Median Income	60.00%
	7	State Median Income	60.00%
	8	State Median Income	60.00%
	9	State Median Income	60.00%
	10	HHS Poverty Guidelines	150.00%
	11	HHS Poverty Guidelines	150.00%
	12	HHS Poverty Guidelines	150.00%

4.2 Provide your LIHEAP program's definition for determining a crisis. If you administer multiple crisis assistance programs (i.e. winter, summer, or year-round), include all program definitions.

From Chapter 24 Home Energy Assistance Program Rule: Energy Crisis shall have the same meaning as set forth in 42 U.S.C.A. §8622(3), as same may be amended from time to time.

Section 7.A. A Household may be eligible for ECIP if a Household Member's health and safety is threatened by an Energy Crisis situation on the Date of Application and the Household does not have the financial means to avert the Energy Crisis. The Household will not be eligible if: they have any other Heating System that is safe and operable and has a supply of product; they reside in Subsidized Housing with heat included or a Rental Unit with heat included; or they have an overpayment balance and have not entered into or complied with a repayment agreement. An Eligible Household under HEAP is income eligible for ECIP.

Section 7.B. An Energy Crisis includes:

- Reading of ¼ tank or less on a standard 275 gallon heating oil tank;
- Reading of 25% or less on a propane tank;
- 7-day or less supply for other delivered Home Energy types; and
- A utility disconnection notice that relates to the operation of the Heating System

4.3 What constitutes a life-threatening crisis?

From Chapter 24 Home Energy Assistance Program Rule:

“Life Threatening Crisis” means the household is currently without heat or utility service to operate a Heating Source or a Heating System.

Crisis Requirement, 2604(c)

4.4 Within how many hours do you provide an intervention that will resolve the energy crisis for eligible households? 48 hours

4.5 Within how many hours do you provide an intervention that will resolve the energy crisis for eligible households in life-threatening situations? 18 hours

Crisis Eligibility, 2605(c)(1)(A)

	Winter Crisis	Summer Crisis	Year-Round Crisis
4.6 Do you have additional eligibility requirements for crisis assistance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7 Check the appropriate boxes below to indicate type(s) of assistance provided			
Do you require an assets test?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you give priority in eligibility to:			
Older adults?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individuals with a disability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Young children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Households with high energy burdens?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In Order to receive crisis assistance:			
Must the household have received a shut-off notice or have a near empty tank?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must the household have been shut off or have an empty tank?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must the household have exhausted their regular heating benefit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must renters with heating costs included in their rent have received an eviction notice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must heating or cooling be medically necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must the household have non-working heating or cooling equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have additional or differing eligibility policies for:			
Renters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Renters living in subsidized housing?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Renters with utilities included in the rent?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explanations of policies for each "yes" checked above:

Section 7.B. An Energy Crisis includes:

- Reading of ¼ tank or less on a standard 275 gallon heating oil tank;
- Reading of 25% or less on a propane tank;
- 7-day or less supply for other delivered Home Energy types; and
- A utility disconnection notice that relates to the operation of the Heating System

Crisis funds cannot be used to pay for Home Energy deliveries or Heating System repairs if the Applicant resides in Subsidized Housing with heat included or a Rental Unit with heat included.

Determination of Benefits			
4.8 How do you handle crisis situations?			
<input type="checkbox"/>	Separate component.		
<input type="checkbox"/>	Benefit Fast Track, no separate amount of crisis funds is issued. Rather, benefits are issued to crisis customers within crisis response time frames.		
<input checked="" type="checkbox"/>	Other - Describe: If a household is in a crisis situation, and they have not yet had a LIHEAP Intake appointment, the application is fast tracked. Crisis is also offered as a separate component in the event that a LIHEAP benefit does not provide enough to resolve the crisis, or the LIHEAP Benefit has been exhausted. The crisis benefit is offered one time per Program Year.		
4.9 If you have a separate component, how do you determine crisis assistance benefits?			
<input type="checkbox"/>	Amount to resolve the crisis.	\$500	
<input checked="" type="checkbox"/>	Other - Describe: The maximum crisis benefit amount is determined annually based on economic conditions, available funding, and the average cost of a minimum delivery of home energy. The amount the Household will receive will be the amount necessary to resolve the energy crisis by the greater of \$500 or 100 gallons of deliverable fuels plus delivery fees. This is a single benefit per program year, except for propane customers, who may request a second crisis instance which the total amount of both crisis instances shall not exceed \$500.		
Crisis Requirements, 2604(c)			
4.10 Do you accept applications for energy crisis assistance at sites that are geographically accessible to all households in the area to be served?			
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Explain.			
Subgrantees maintain offices in all counties across the state as well as alternative remote offices, they offer services to homebound applicants, have the ability to take applications over the phone and accept documentation electronically.			
4.11 Do you provide individuals with a disability the means to:			
Submit applications for crisis benefits without leaving their homes?			
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If no, explain.			
Travel to the sites at which applications for crisis assistance are accepted?			
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If no, explain.			
In person applications for crisis assistance are not necessary, an applicant may seek assistance with the crisis over the phone.			
If you answered "No" to both options in question 4.11, please explain alternative means of intake to those who are homebound or physically disabled?			
Benefit Levels, 2605(c)(1)(B)			
4.12 Indicate the maximum benefit for each type of crisis assistance offered.			
Winter Crisis	Maximum Benefit	\$500.00	
Summer Crisis	Maximum Benefit	\$0.00	
Year-Round Crisis	Maximum Benefit	\$0.00	
4.13 Do you provide in-kind (e.g., blankets, space heaters, fans) or other forms of benefits?			
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, describe.			
If the crisis cannot be resolved within the required timeframe, space heaters may be provided for the household's use until such time as a fuel delivery can be made or the heating system repaired.			
4.14 Do you provide for equipment repair or replacement using crisis funds?			
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If you answered "Yes" to question 4.14, you must complete question 4.15.			
4.15 Check appropriate boxes below to indicate type(s) of assistance provided.		Winter Crisis	Summer Crisis
Heating system repair		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heating system replacement		<input type="checkbox"/>	<input type="checkbox"/>
Cooling system repair		<input type="checkbox"/>	<input type="checkbox"/>

Cooling system replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wood stove purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pellet stove purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solar panel(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utility poles/gas line hook-ups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.16 Do any of the utility vendors you work with enforce a moratorium on shut offs?			
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If you responded "Yes" to question 4.16, you must respond to question 4.17.			
4.17 Describe the terms of the moratorium and any special dispensation received by LIHEAP clients during or after the moratorium period.			
Maine Statute Title 35-A, §718: Winter terminations			
<p>A. "Disconnection prohibition period" means any time between November 15th and April 15th, or during any other period when, pursuant to rules adopted under section 704, the commission has prohibited a transmission and distribution utility from disconnecting residential customers or prohibited such disconnections without the permission from the consumer assistance and safety division. [PL 2021, c. 347, §1 (NEW); RR 2021, c. 1, Pt. A, §36 (RAL).]</p> <p>B. "Residential customer" includes any customer account to which electric service is provided for residential purposes, regardless of whether the electricity received under that account is also used for business purposes. [PL 2021, c. 347, §1 (NEW); RR 2021, c. 1, Pt. A, §36 (RAL).] [PL 2021, c. 347, §1 (NEW); RR 2021, c. 1, Pt. A, §36 (RAL).]</p> <p>2. Notice of winter disconnection. During a disconnection prohibition period, a transmission and distribution utility may not send or deliver, orally, on paper or electronically, to any residential customer of the utility any notice or communication that:</p> <p>A. Provides for disconnection of the customer's electric service on a specified date or within a specified interval of time during a disconnection prohibition period, unless the utility has received the prior permission of the consumer assistance and safety division to make the disconnection on the specified date or within the specified interval of time; or [PL 2021, c. 347, §1 (NEW); RR 2021, c. 1, Pt. A, §36 (RAL).]</p> <p>B. Makes any reference to disconnection or involuntary termination of the customer's electric service during a disconnection prohibition period, unless the notice or communication includes a prominent statement that disconnection of a residential customer's electric service during the disconnection prohibition period cannot take place without the advance permission of the consumer assistance and safety division, that the customer will be notified of any request for such permission and that the customer will have the opportunity to be heard by the consumer assistance and safety division. [PL 2021, c. 347, §1 (NEW); RR 2021, c. 1, Pt. A, §36 (RAL).] [PL 2021, c. 347, §1 (NEW); RR 2021, c. 1, Pt. A, §36 (RAL).]</p> <p>3. Past due accounts; assistance programs. Notwithstanding any provision of law to the contrary, the notice permitted under subsection 2 to a residential customer from a transmission and distribution utility is deemed a notice of disconnection for the purpose of establishing eligibility for certain emergency assistance programs, including, but not limited to, the emergency general assistance described in Title 22, chapter 1161 and the fuel assistance described in Title 30-A, chapter 201, subchapter 13. [PL 2021, c. 347, §1 (NEW); RR 2021, c. 1, Pt. A, §36 (RAL).]</p>			
4.18 If you experience a natural disaster, do you intend to utilize LIHEAP crisis funds to address disaster related crisis situations?			
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If yes, describe:			
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.			

<input type="checkbox"/>	Mostly under LIHEAP rules with the following DOE WAP rule(s) where LIHEAP and WAP rules differ (Check all that apply):
<input type="checkbox"/>	Income Threshold
<input type="checkbox"/>	Weatherization of entire multi-family housing structure is permitted if at least 66% of units (50% in 2- and 4-unit buildings) are eligible units or will become eligible within 180 days.
<input type="checkbox"/>	Weatherize shelters temporarily housing primarily low income persons (excluding nursing homes, prisons, and similar institutional care facilities)
<input type="checkbox"/>	Other - Describe:
<input checked="" type="checkbox"/>	Mostly under DOE WAP rules, with the following LIHEAP rule(s) where LIHEAP and WAP rules differ (Check all that apply.)
<input type="checkbox"/>	Income threshold
<input checked="" type="checkbox"/>	Weatherization not subject to DOE WAP maximum statewide average cost per dwelling unit
<input checked="" type="checkbox"/>	Weatherization measures are not subject to DOE Savings to Investment Ratio (SIR) standards.
<input checked="" type="checkbox"/>	Other - Describe: <ul style="list-style-type: none"> Weatherization of entire multi-family housing structure is permitted if at least 66% of units (50% in 2- & 4-unit buildings) are eligible units or will become eligible within 180 days. Weatherize shelters temporarily housing primarily low income persons (excluding nursing homes, prisons, and similar institutional care facilities). Health & Safety and Incidental costs are not subject to DOE rules.

Eligibility, 2605(b)(5) - Assurance 5

5.6 Do you require an assets test?

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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5.7 Do you have additional or differing eligibility policies for:

Do you require an assets test?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Do you have additional or differing eligibility policies for:

Renters?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Renters living in subsidized housing?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Renters with utilities included in the rent?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

Do you give priority in eligibility to:

Older adults?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Individuals with a disability?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Young children?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Households with high energy burdens?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Other?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

If you selected "Yes" for any of the options in questions 5.6, 5.7, or 5.8, you must provide further explanation of these policies in the text field below.

5.6 Asset test: Applies to heating system replacement under the Central Heating Improvement Program activities Program Guidance rev 09012023

F. Asset Test (Heating System Replacements Only)

1. Asset Limits

The Applicant household will be required to contribute toward the cost of a Heating System replacement if the Applicant household has Countable Assets in excess of \$5,000 or \$50,000 if a member of the Applicant household is 60 years of age or older (or 55 years or older if the member is a member of an Indian Tribe). The same guidelines apply to non-occupying co-owner's countable assets. If there is a penalty to withdraw funds from an account the funds will not be part of the Countable Asset. Ex: funds from a retirement account when the declarant is younger than the age to withdraw (account documentation will be needed).

5.7 Renters and Renters living in subsidized housing with heat included (see attached - Section 5B Multifamily Weatherization - revised)WAP Program Guidance rev 03052024

B. 2-4 Unit Dwellings

A rental dwelling containing 2 to 4 rental units is eligible for WAP if it is occupied by an eligible Household(s). Prior to conducting the energy audit, the CAA must verify the ownership of the unit/building and secure confirmation from the property owner.

(1) WAP funds may be used to weatherize rental dwellings provided at least 66 percent of residents in a three (3) unit property and 50 percent in a two (2) or four (4) unit property (determined on a building-by-building basis) meet WAP income guidelines.

(2) 2-4 unit dwellings are those with four (4) or less units, and three (3) stories or less.

(3) 2-4 unit dwellings will be prioritized similar to single-family: tenants with the highest energy use and highest energy burden (as a percentage of income) will receive priority.

5.7 Priority Eligibility

Priority Eligibility is also given to Households who are high-energy users.

Priority Eligibility is given to Households who are leveraging other funding sources.

1. Written Permission

Secure owner's and tenant's consent on the *WAP Consent* form to proceed with weatherization measures.

Additionally, the owner and tenant are required to sign MaineHousing's *Weatherization Rental Agreement* before the CAA can proceed with weatherization.

5.8 Priority Applicant WAP Program Guidance rev 03052024

SECTION 3: PRIORITIZATION AND WAIT LIST REQUIREMENTS

A. Prioritization

Priority for weatherization services is identified through the System of Record, based on household composition, annual energy consumption usage for heat (cost), and poverty level. Households with an older adult person, a person with disabilities, and/or a child younger than six (6) years of age are given priority for weatherization services.

Benefit Levels

5.9 Do you have a maximum LIHEAP weatherization benefit or expenditure per household?

<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If yes, what is the maximum:		\$	

Types of Assistance, 2605(c)(1), (B) & (D)

5.11 What LIHEAP weatherization measures do you provide? (Check all categories that apply.)

<input checked="" type="checkbox"/>	Weatherization needs assessments/audits	<input checked="" type="checkbox"/>	Energy-related roof repair
<input checked="" type="checkbox"/>	Caulking and insulation	<input checked="" type="checkbox"/>	Major appliance Repairs
<input checked="" type="checkbox"/>	Storm windows	<input checked="" type="checkbox"/>	Major appliance replacement
<input checked="" type="checkbox"/>	Furnace/heating system modifications/repairs	<input checked="" type="checkbox"/>	Windows/sliding glass doors
<input checked="" type="checkbox"/>	Furnace replacement	<input checked="" type="checkbox"/>	Doors
<input type="checkbox"/>	Cooling system modifications/repairs	<input checked="" type="checkbox"/>	Water Heater
<input type="checkbox"/>	Water conservation measures	<input type="checkbox"/>	Cooling system replacement
<input checked="" type="checkbox"/>	Compact florescent light bulbs	<input type="checkbox"/>	Community Solar projects
<input type="checkbox"/>	Rooftop solar	<input type="checkbox"/>	Other - Describe:

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 6 - Outreach, 2605(b)(3) - Assurance 3, 2605(c)(3)(A)

U.S. Department of Health and Human Services
Administration for Children and Families

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
OMB Clearance No.: 0970-0075
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**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)
MODEL PLAN
Section 6 – Outreach**

Section 6: Outreach, 2605(b)(3) - Assurance 3, 2605(c)(3)(A)

6.1 Select all outreach activities that you conduct that are designed to assure that eligible households are made aware of all LIHEAP assistance available:

<input checked="" type="checkbox"/>	Place posters/flyers in local and county social service offices, offices of aging, Social Security offices, VA, etc.
<input type="checkbox"/>	Publish articles in local newspapers or broadcast media announcements.
<input checked="" type="checkbox"/>	Include inserts in energy vendor billings to inform individuals of the availability of all types of LIHEAP assistance.
<input type="checkbox"/>	Mass mailing(s) to prior-year LIHEAP recipients
<input checked="" type="checkbox"/>	Inform low-income applicants of the availability of all types of LIHEAP assistance at application intake for other low-income programs.
<input type="checkbox"/>	Execute interagency agreements with other low-income program offices to perform outreach to target groups.
<input checked="" type="checkbox"/>	Web posting
<input type="checkbox"/>	Email
<input type="checkbox"/>	Texting
<input checked="" type="checkbox"/>	Events
<input checked="" type="checkbox"/>	Social Media
<input type="checkbox"/>	Other (specify):
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.	

Section 7 - Coordination, 2605(b)(4) - Assurance 4

U.S. Department of Health and Human Services Administration for Children and Families	August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01 OMB Clearance No.: 0970-0075 Expiration Date: 02/28/2027
LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) MODEL PLAN Section 7 – Coordination	
Section 7: Coordination, 2605(b)(4) - Assurance 4	
7.1 Describe how you will ensure that the LIHEAP program is coordinated with other programs available to low-income households (TANF, SSI, WAP, etc.).	
<input type="checkbox"/>	Joint application for multiple programs
Indicate programs included:	
<input checked="" type="checkbox"/>	Intake referrals to or from other programs
Indicate programs included:	
<input checked="" type="checkbox"/>	One-stop intake centers
<input type="checkbox"/>	Other - Describe:
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.	

Section 8 - Agency Designation, 2605(b)(6) - Assurance 6

U.S. Department of Health and Human Services
Administration for Children and Families

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
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**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)
MODEL PLAN**

Section 8 – Agency Designation

Section 8: Agency Designation, 2605(b)(6) - Assurance 6 (Required for state grant recipients and the Commonwealth of Puerto Rico)

8.1 How would you categorize the primary responsibility of your state agency?

<input type="checkbox"/>	Administration Agency
<input type="checkbox"/>	Commerce Agency
<input type="checkbox"/>	Community Services Agency
<input type="checkbox"/>	Energy/Environment Agency
<input checked="" type="checkbox"/>	Housing Agency
<input type="checkbox"/>	State Department of Welfare Agency (administers TANF, SNAP, and/or Medicaid)
<input type="checkbox"/>	Economic Development Agency
<input type="checkbox"/>	Other - Describe:

Alternate Outreach and Intake, 2605(b)(15) - Assurance 15

If you selected "Welfare Agency" in question 8.1, you must complete questions 8.2, 8.3, and 8.4, as applicable.

8.2 How do you provide alternate outreach and intake for heating assistance?

Subgrantees partner with community-based programs including social service organizations and town offices to provide applicants with alternate venues to apply for heating assistance.

8.3 How do you provide alternate outreach and intake for cooling assistance?

Not applicable.

8.4 How do you provide alternate outreach and intake for crisis assistance?

Subgrantees have other funds (non-LIHEAP) funds available to provide crisis assistance. Additionally, the subgrantees keep community partners informed about the availability of crisis assistance funds.

8.5 LIHEAP Component Administration	Heating	Cooling	Crisis	Weatherization
8.5a Who determines client eligibility?	Subgrantees	Not Applicable	Subgrantees	Subgrantees
8.5b Who processes benefit payments to gas and electric vendors?	State Housing Agency	Not Applicable	State Housing Agency	
8.5c Who processes benefit payments to bulk fuel vendors?	State Housing Agency	Not Applicable	State Housing Agency	
8.5d Who performs installation of weatherization measures?				Other

Include a current list of subrecipient(s) name, main office address (do not list P.O. Box), phone number, county(s) served, Congressional District, and UEI number.

If any of your LIHEAP components are not centrally-administered by a state agency, you must complete questions 8.6, 8.7, 8.8, and, if applicable, 8.9.

8.6 What is your process for selecting local administering agencies?

Subgrantees will be selected annually based on the following criteria:

1. Experience with providing Fuel Assistance or similar programs to low-income persons;
2. Capacity to administer a timely and effective Fuel Assistance program for the intended Service Area;

3.	Demonstrated capacity to adequately serve low-income persons residing in their Service Areas;		
4.	The availability of other qualified entities to service a particular area;		
5.	The geographic area customarily serviced by the potential subgrantee;		
6.	Cost efficiency in administering a Fuel Assistance program;		
7.	The ability to enhance accessibility to other low-income programs administered by the Subgrantee;		
8.	Acceptable schedule for taking Applications; and		
9.	The ability to perform outreach activities and serve homebound recipients.		
Subgrantee shall make annual, written applications to MaineHousing that address each of the above criteria. Subgrantee applications must be received no later than June 1st of each year.			
8.7 How many local administering agencies do you use? 1 1			
8.8 Have you changed any local administering agencies in the last year?			
<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
8.9 If so, why?			
<input type="checkbox"/>	Agency was in non-compliance with grant recipient requirements for LIHEAP -		
<input type="checkbox"/>	Agency is under criminal investigation.		
<input type="checkbox"/>	Added agency		
<input checked="" type="checkbox"/>	Agency closed		
<input type="checkbox"/>	Other – describe		
8.10 If a subrecipient is no longer providing LIHEAP, are you aware of prior-year LIHEAP funds being mismanaged or misspent?			
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
8.10a If yes, please explain:			
8.10b If you are aware, were other federal programs impacted such as CSBG, SSBG, Head Start, TANF, and Department of Energy Weatherization funding, etc.			
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
8.10c if yes, please explain:			
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.			

Section 9 - Energy Suppliers, 2605(b)(7) - Assurance 7

U.S. Department of Health and Human Services
Administration for Children and Families

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
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**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)
MODEL PLAN**

Section 9 – Energy Suppliers

Section 9: Energy Suppliers, 2605(b)(7) - Assurance 7

9.1 Do you make payments directly to home energy suppliers?

Heating	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Cooling	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
Crisis	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are there exceptions?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No

If yes, Describe.

MaineHousing may issue direct checks to LIHEAP recipients who do not have a designated vendor in their area, who pay rent with heat included, or who receive their benefit for firewood, wood pellets, corn, coal, or bio-fuels.

MaineHousing and Subgrantees encourage recipients to apply their benefits to their electric utility account if their benefit cannot be used for their primary or secondary heating system and the eligible household is responsible for their electric utility bill. Benefits are determined based on a household’s selected fuel type.

9.2 How do you notify the client of the amount of assistance paid?

Once the client’s application has been approved for payment, MaineHousing mails a benefit notification letter to the Primary Applicant. The benefit notification letter shall:

- State the Benefit amount;
- State the date the Benefit was sent to the Vendor;
- State the approved Home Energy type;
- State the time period for the Benefit; and State the manner by which the Primary Applicant can request an informal review.

9.3 How do you assure that the home energy supplier will charge the eligible household in the normal billing process, the difference between the actual cost of the home energy, and the amount of the payment?

Vendor performance is ensured through Vendor Agreements, annual reports provided by contracted vendors, and on-site or desk monitoring. Additionally, vendors must submit detailed transaction reports with benefit returns to show delivery and payment activity/history for the LIHEAP client’s account and must maintain a daily cash price log while an active vendor.

9.4 How do you assure that no household receiving assistance under this title will be treated adversely because of their receipt of LIHEAP assistance?

The contract between MaineHousing and the vendor explicitly prohibits discrimination. Participating vendors must agree not to discriminate against any eligible household regarding the extension of credit to purchase Home Energy or other services, the price of Home Energy or other services, or the terms or conditions of the delivery of Home Energy or other services solely on the basis of its being an eligible household. Any accusations of discrimination are investigated.

9.5. Do you make payments contingent on unregulated vendors taking appropriate measures to alleviate the energy burdens of eligible households?

<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
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If so, describe the measures unregulated vendors may take.

Attach a copy of the template statewide vendor agreement or a policy that indicates local agreements must adhere to statewide policies and assurances.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 10 - Program, Fiscal Monitoring, and Audit, 2605(b)(10) - Assurance 10

U.S. Department of Health and Human Services
Administration for Children and Families

August 1987, revised 05/92, 02/95, 03/96, 12/98, 11/01
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**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)
MODEL PLAN**

Section 10 – Program, Fiscal Monitoring, and Audit

Section 10: Program, Fiscal Monitoring, and Audit, 2605(b)(10)

10.1. How do you ensure proper fiscal accounting and tracking of funds? Be specific about tracking of grant award, tracking of expenditures, tracking vendor (benefit) refunds, fiscal reporting process, and fiscal software systems being used.

In order to ensure good fiscal accounting and tracking of all grants including LIHEAP, MaineHousing performs onsite and desk reviews of each subgrantee which include a review of agency fiscal policies and procedures; a reconciliation of billings submitted to agency general ledger detail and supporting documentation; and an examination of each subgrantee's Uniform Grant Guidance Audit (2CFR 200). Additionally, six-month Corrective Action Reviews are required in the event MaineHousing identifies significant compliance concerns with an individual subgrantee. Additionally, a quality control review is completed annually of a sampling of monitoring reviews to ensure the monitorings have been completed in compliance with the State Rule, regulations, policies, and other guides.

Each onsite visit may include an entrance and exit interview. Onsite monitoring includes but is not limited to review of the previous audit report to identify focus areas for the review; analyzing the data used by each subgrantee to determine client income eligibility and benefit determination; observation of the applicant intake process; and other monitoring steps to ensure overall program compliance. Additionally, desk reviews will be completed periodically and include such things as checking application data residing in MaineHousing's centralized database for anomalies using pre-determined indicators or specific data points (i.e. duplicate addresses, certification outside the required 30 business day period, etc.).

The fair hearing process in place at MaineHousing provides an opportunity to conduct additional in-depth client file monitoring because a thorough analysis is completed by staff of each filed complaint to ensure that the subgrantee followed program rules in determining client eligibility and benefit determination.

The monitoring of energy suppliers is conducted in a number of ways:
Onsite visits to vendors (those deemed high risk as well as a sampling of others);
Desk reviews of vendors: a random sample of client accounts are reviewed to assess the vendor practices and determine vendor risk rating;
Review of submitted annual vendor reports using data points to identify anomalies;
Review of transaction reports (delivery and payment activity) from May 1st forward for the benefit year(s) being returned.

After each conducted monitoring, MaineHousing issues a written report containing all findings to the subgrantee/vendor. The report will establish a reasonable time period for comment and the required corrective action(s) by the subgrantee/vendor.

Upon request from the subgrantee/vendor, MaineHousing will provide technical assistance in all areas needing corrective action.

Depending upon the significance of the issue(s), failure to comply with the required corrective action plans could result in a notice of termination of the contract.

Management of Vendor Refunds (Benefit Returns):

All benefit returns must be submitted to MaineHousing. Benefit returns are tracked and reconciled to the appropriate fiscal year. Any expired funds or any amounts exceeding the 10% carryover limit will be returned to DHHS.

10.1a Provide Definitions for the following:

Obligation:	A contractually legal commitment for funding, payment, services or activities.
Expenditures:	The action of expending funds, something expended, disbursement, or expense for the purposes of acquiring goods or services.
Expenditure timeframe:	The allowable time period to perform an obligation as set forth in contractual agreements.
Administrative costs:	Necessary costs incurred performing activities for the program that are not directly related to processing of clients requested services. Typical examples would be

preparing budgets, creating policies and procedures, attending planning meetings or professional development related to the program as well as indirect costs proportionally charged in relation to a cost allocation plan or fiscal policies.

Audit Process

10.2. Is your LIHEAP program audited annually under the Single Audit Act and OMB Circular A - 133?

Yes No

10.2a If yes, describe your auditor selection process.

10.3. Describe any audit findings of the grant recipient (i.e., state, tribe, territory) rising to the level of a material weakness or reportable condition cited in the single audits, inspector general reviews, or other government agency reviews from the most recently audited fiscal year.

No Findings

Finding	Type	Brief Summary	Resolved?	Action Taken
1. 2024-001	Sub-Recipient Monitoring	During 2024, for two subrecipients, MaineHousing did not perform annual quality assurance reviews. For one high-risk subrecipient, MaineHousing did not formally document their fiscal monitoring review.	In process	EHS is in the process of developing and implementing a department wide Monitoring group with representation from all Teams in the department. As part of this, the Monitoring group is developing a regular schedule to visit the Community Action Agencies (CAAs) each year based on the established schedule. At the conclusion of each review, a consolidated report with an overall summary will be completed for each CAA. This new process will ensure that all CAAs are monitored by all program teams as well as the fiscal team each year and that all monitoring visits are documented appropriately. In addition to this, EHS has hired a Quality Control Specialist to review all monitoring reports, and program processes to ensure that each Team is monitoring to the applicable programmatic

				requirements annually. The monitoring group will be fully implemented by January 2026.”
2. Finding 2022-002	Reporting	MaineHousing filed certain reports after the required reporting deadlines, including the Federal Financial Report (SF-425), Performance Data Report, Carryover and Reallotment Report and Annual Report on Households Assisted by LIHEAP. In addition, not all reports had clear documentation that supervisory review was completed	Yes	The Department of Energy and Housing Services (EHS) at MaineHousing agrees that for 2024 the Program Delivery Report, the Program Projections Report, and many of the Monthly Household reports did not have evidence of submission and that the Closeout Report was not filed timely. This issue occurred due to staff turnover within LIHEAP, within the Fiscal Team, and within the EHS Department overall. Additionally, there were questions as to who was responsible for inputting the information, who was responsible for submitting the reports, and when certain reports were due. EHS is in the process of developing and implementing the use of an up-to-date report tracking spreadsheet for the Department. As part of the training for newly onboarded staff, such as the new department Director, the newly hired Quality Control Specialist, and the newly hired Fiscal Compliance Coordinator, EHS has also identified who is responsible for maintaining the

				tracking spreadsheet, identified who is responsible for the information contained in specific reports, identified who is responsible for submitting each report, and identified who is responsible for updating the department calendar with reminders for report due dates. This spreadsheet will help ensure that all reports for all programs are submitted accurately and in a timely manner in accordance with state guidelines for report submission. Additionally, EHS walked through the process and what is required with a representative from Maine DHHS. For TANF, this process and tracking has been fully implemented.
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10.4. Audits of Local Administering Agencies

What types of annual audit requirements do you have in place for local administering agencies or district offices? Select all that apply.

<input checked="" type="checkbox"/>	Local agencies and district offices are required to have an annual audit in compliance with Single Audit Act and OMB Circular A-133.
<input type="checkbox"/>	Local agencies and district offices are required to have an annual audit (other than A-133).
<input checked="" type="checkbox"/>	Local agencies or district offices' A-133 or other independent audits are reviewed by Grant recipient as part of compliance process.
<input checked="" type="checkbox"/>	Grant recipient conducts fiscal and program monitoring of local agencies or district offices.
<input type="checkbox"/>	Local agencies and district offices are required to have an annual audit in compliance with Single Audit Act and OMB Circular A-133.

Compliance Monitoring

10.5. Describe your monitoring process for compliance at each level below. Check all that apply.

Grant recipient employees:

<input checked="" type="checkbox"/>	Internal program review
<input checked="" type="checkbox"/>	Departmental oversight
<input checked="" type="checkbox"/>	Secondary review of invoices and payments
<input type="checkbox"/>	Other program review mechanisms are in place. Describe:

Local Administering Agencies or District Offices:

<input checked="" type="checkbox"/>	On-site evaluation
<input checked="" type="checkbox"/>	Annual program review
<input checked="" type="checkbox"/>	Monitoring through central database

<input checked="" type="checkbox"/>	Desk reviews
<input checked="" type="checkbox"/>	Client File Testing/Sampling
<input type="checkbox"/>	Other program review mechanisms are in place. Describe:
10.6 Explain or attach a copy of your local agency monitoring schedule and protocol.	
<p>MaineHousing's staff perform onsite and desk review audits of the subgrantees. These onsite audits allow for first-hand observation of program activity. Monitoring tasks include:</p> <ul style="list-style-type: none"> Reviewing procedures and client file documentation Confirming and evaluating use of LIHEAP statewide database Verifying subgrantees are knowledgeable of regulations Confirming that quality of work meets minimum program standards 	
10.7. Describe how you select local agencies for monitoring reviews. Attach a risk assessment if subrecipients are utilized.	
Site Visits:	Onsite program and fiscal monitoring reviews are conducted annually at all local agencies. Additional reviews may be conducted if major issues are identified during the annual review.
Desk Reviews:	<p>MaineHousing conducts desk reviews throughout the program year to ensure compliance with program requirements. MaineHousing's staff conduct desk audits of the following application files:</p> <ul style="list-style-type: none"> •Informal Reviews or Fair Hearing Requests: applicant submitted requests for an informal review or fair hearings will require that an individual, other than the one who made or approved the decision, review the file and documentation provided to determine accuracy. •Computer generated reports: MaineHousing generates periodic healthy data queries to identify and resolve potential compliance issues, for example, duplicate social security numbers, applicant/landlord same address, and medical deduction for analysis. The Program Officers review these reports and application files as necessary. •Files involving reports of alleged fraud. •Files where questions arise during billing reviews of weatherization or Central Heating Improvement Program jobs.
10.8. How often is each local agency monitored? Please attach a monitoring schedule if one has been developed.	
<input checked="" type="checkbox"/>	Annually
<input type="checkbox"/>	Biannually
<input type="checkbox"/>	Triannually
<input type="checkbox"/>	Other,
10.9. How many local agencies are currently on corrective action plans? 0	
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.	

Section 11 - Timely and Meaningful Public Participation, 2605(b)(12) - Assurance 12, 2605(c)(2)

U.S. Department of Health and Human Services
Administration for Children and Families

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**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)
MODEL PLAN**

Section 11 – Timely and Meaningful Public Participation

Section 11: Timely and Meaningful Public Participation, 2605(b)(12), 2605(C)(2)

11.1 How did you obtain input from the public in the development of your LIHEAP plan? Select all that apply. Note: Tribes do not need to hold a public hearing but must ensure participation through other means.

<input type="checkbox"/>	Tribal Council meeting(s)
<input checked="" type="checkbox"/>	Public Hearing(s)
<input checked="" type="checkbox"/>	Draft Plan posted to website and available for comment.
<input checked="" type="checkbox"/>	Hard copy of plan is available for public view and comment.
<input type="checkbox"/>	Comments from applicants are recorded.
<input checked="" type="checkbox"/>	Request for comments on draft Plan is advertised.
<input checked="" type="checkbox"/>	Stakeholder consultation meeting(s)
<input type="checkbox"/>	Comments are solicited during outreach activities.
<input type="checkbox"/>	Other - Describe:

Public Hearings, 2605(a)(2) - For States and the Commonwealth of Puerto Rico Only

11.3 List the date and location(s) that you held public hearing(s) on the proposed use and distribution of your LIHEAP funds?

	Date	Event Description
1	05/19/2026	Public Hearing for Maine Chapter 24 HEAP Rule for the Low Income Home Energy Assistance Program held during the MaineHousing monthly board meeting both virtually and in person at 26 Edison Dr. Augusta ME.
2	05/19/2026	Public Hearing for State Model plan held during the MaineHousing monthly Board meeting both virtually and in person at 26 Edison Dr., Augusta, ME.

11.4. How many parties commented on your plan at the hearing(s)? tbd

11.5 Summarize the comments you received at the hearing(s).

tbd

11.6 What changes did you make to your LIHEAP plan as a result of public participation and solicitation of input?

tbd

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 12 - Fair Hearings, 2605(b)(13) - Assurance 13

U.S. Department of Health and Human Services
Administration for Children and Families

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**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)
MODEL PLAN
Section 12 – Fair Hearings**

Section 12: Fair Hearings, 2605(b)(13) - Assurance 13

12.1 How many fair hearings did the grant recipient have in the prior federal Fiscal Year?

0

12.2 How many of those fair hearings resulted in the initial decision being reversed?

None

12.3 Describe any policy or procedural changes made in the last federal Fiscal Year as a result of fair hearings?

No policies or procedures were changed as a result of fair hearings.

12.4 Describe your fair hearing procedures for households whose applications are denied or not acted upon in a timely manner.

A denial for missing information will be rescinded if the required information is received by the Subgrantee within (15) fifteen business days from the written notification of denial. The Applicant may submit a written request for a Fair Hearing, but only in the following limited circumstances: the Applicant’s claim for assistance was denied or not acted upon with reasonable promptness; the Applicant disputes the criteria used to calculate the amount of their Benefit; or the Applicant is required to refund an Overpayment.

Pursuant to the HEAP Act, 42 U.S.C. §8624(b)(13), MaineHousing will provide an Applicant an opportunity for a fair administrative hearing. Fair hearings shall be conducted in accordance with the Maine Administrative Procedures Act, Title 5, Chapter 375 by the Director of MaineHousing (or their designee) or such other contractor selected by MaineHousing. The parties may receive a transcript of the hearing upon payment of the reasonable cost for the production thereof.

Within thirty (30) calendar days of the hearing's conclusion the hearing officer will prepare a recommended hearing decision. Copies of the recommended decision will be provided to the Applicant.

A final decision and order will be made by the Director of MaineHousing in writing within sixty (60) calendar days of receipt of the hearing officer's recommendation. In the event the Director of MaineHousing presides over a hearing, they shall render their decision and order within sixty (60) calendar days of the hearing's conclusion or sixty (60) calendar days of the recommended decision. The Director's decision and order shall include findings of fact sufficient to apprise the parties of its basis. A copy of the decision and order will be provided promptly to each party to the proceeding or their representative of record. Written notice of the party's right to appeal the decision and other relevant information will be provided to the parties at the time of the decision and order. The decision and order will be implemented by the Subgrantee no later than ten (10) calendar days after receipt if it is in the Applicant’s favor and otherwise forty-five (45) calendar days unless stayed on appeal.

12.5 When and how are applicants informed of these rights?

Applicants are notified of their fair hearing rights at the time of application. Fair hearing rights information is also provided to the applicant at the time of application, as part of the benefit notification, or as part of the denial notice.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 13 - Reduction of home energy needs, 2605(b)(16) - Assurance 16

U.S. Department of Health and Human Services
Administration for Children and Families

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**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)
MODEL PLAN**

Section 13 – Reduction of Home Energy Needs

Section 13: Reduction of Home Energy Needs, 2605(b)(16) - Assurance 16

13.1 Describe how you use LIHEAP funds to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance?

Subgrantees may submit annual proposals for MaineHousing's consideration, describing their planned activities and expenses associated with providing services to applicants pursuant to Assurance 16 of the LIHEAP Act. Assurance 16 funds may only be used to fund activities that encourage and enable eligible households to reduce their home energy needs and thereby the need for energy assistance.

Only LIHEAP eligible households may receive Assurance 16 services. The services being funded by Assurance 16 must be energy related and may include family development case management and education activities. Subgrantees are required to have proper fiscal controls to ensure the LIHEAP funds are expended proportional to the overall funding sources using proper cost allocation methodology. There must be proper documentation of participation and a methodology to measure outcomes from the Assurance 16 activities.

Salaries and benefit costs for any staff providing services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance are allowable. Additionally, direct costs associated with providing these services, including supplies, equipment, postage, utilities, rental office space, and travel costs incurred for official business are also allowable.

Services that are already provided as part of the delivery of other federal programs cannot be charged to Assurance 16. Examples:

- Working with an electric utility to forestall a shut-off as part of providing an Energy Crisis Intervention Program (ECIP) benefit cannot be charged to Assurance 16 because this activity is already required and funded under ECIP.
- Outreach/Intake services, regardless of where they are provided, or who (which staff member/position) provides them, cannot be charged to Assurance 16. These activities are already required under HEAP fuel assistance, and therefore, do not provide an additional benefit to eligible households.
- Mailed out applications are not allowed to be charged to Assurance 16.
- Indirect charges cannot be charged to Assurance 16. Client referrals to other programs or resources that are not related to clients' home energy needs or do not reflect an additional net benefit for the client.

13.2 How do you ensure that you don't use more than 5% of your LIHEAP funds for these activities?

MaineHousing has established the following requirements to ensure compliance:

- Budget 2.42% of Maine's LIHEAP funds for Assurance 16 activities;
- Subgrant agreements specify the allocation amount for these activities;
- Subgrantees are required to submit budgets and work plans that outline their processes for administering these activities;
- Monitor subgrantees' expenditures monthly; and Subgrantee's record-keeping must demonstrate a direct link between services provided to clients and costs charged to Assurance 16. Salary costs for providing Assurance 16 services must be supported by timesheet documentation.

13.3 Describe the impact of such activities on the number of households served in the previous federal Fiscal Year? Impact can be measured in many different ways: using logic models, data tracking systems, process evaluation, impact evaluation, number of households served versus applied, and performance management for example.

MaineHousing provides its subgrantees with an opportunity to develop/submit proposals and funding requests for Assurance 16 (A16) initiatives. Seven (7) subgrantees were awarded funds for Assurance 16 activities. Activities included short-term case management, comprehensive energy saving education/counseling, and providing participants with energy saving kits.

13.4 Describe the level of direct benefits provided to those households in the previous federal Fiscal Year.

Some subgrantees offer incentives to households who complete milestones/modules of financial literacy education and demonstrate a reduction in their home energy costs. Incentives range from \$50- \$425 (depending on the subgrantee's incentive model and the number of milestones achieved by a household) that are issued to the household's fuel or electricity vendor.

13.5 How many households received these services?

TBD

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 14 - Leveraging Incentive Program, 2607A

U.S. Department of Health and Human Services
Administration for Children and Families

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**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)
MODEL PLAN**

Section 14 – Leveraging Incentive Program

Section 14: Leveraging Incentive Program, 2607(A)

14.1 Do you plan to submit an application for the leveraging incentive program?

Yes No

14.2 Describe instructions to any third parties or local agencies for submitting LIHEAP leveraging resource information and retaining records.

If leveraging awards become available, MaineHousing will collect leveraging information from subgrantees. Subgrantees will maintain and provide the following information:
1. Identify and describe each resource/benefit;
2. Identify the source(s) of each resource; and Describe the integration/coordination of each resource/benefit with the LIHEAP program, consistent with 1 or more of conditions A-H in 45 CFR 96.87(d)(2)(iii).

14.3 For each type of resource or benefit to be leveraged in the upcoming year that will meet the requirements of 45 C.F.R. § 96. 87(d)(2)(iii), describe the following:

Resource	What is the type of resource benefit?	What is the source(s) of the resource?	How will the resource be integrated and coordinated with LIHEAP?
	Home Repair	State funds	Home Repair funds are administered by the subgrantees operating the LIHEAP/Weatherization programs. MaineHousing's Home Repair Program funds may be used in conjunction with HEAP weatherization for repairs and weatherization measures.
	Heating Assistance	Local organizations/partnerships including United Way, fuel vendors and faith based organizations	Subgrantees appropriate and distribute these funds to low-income households as supplements and/or alternatives to the LIHEAP program.
	Discount rates and debt forgiveness for electricity	Maine's public utility companies	Coordinated through the utility company and subgrantee. Outreach and intake are incorporated in the LIHEAP application process.
	Winterization assistance	Donations from local faith-based organizations and other organizations.	Donated materials or volunteer labor for the installation of winterization measures.
	In-kind and other benefits, including blankets, sleepers, snow suits and sweatshirts which are intended to improve client	Fund-raising initiatives and drives; examples Coats for Kids and American Red Cross	Subgrantees ensure LIHEAP clients are aware of and have access to these benefits.

	comfort and reduce heating costs.		
If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.			

Section 15 - Training

U.S. Department of Health and Human Services
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**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM LIHEAP)
MODEL PLAN
Section 15 – Training**

Section 15: Training

15.1 Describe the training you provide for each of the following groups:

a. Grant recipient Staff:

Formal training provided virtually, on-site, and/or formal training conference

How often?

Annually

Biannually

As needed

Other - Describe:

Employees are provided with policy manual

Other - Describe:
MaineHousing's participation in monthly Maine Community Action Partner's Energy Council meetings provides a venue for additional training and feedback throughout the program year.

b. Local Agencies:

Formal training provided virtually, on-site, and/or formal training conference

How often?

Annually

Biannually

As needed

Other - Describe:

Employees are provided with policy manual

Other - Describe: MaineHousing provides annual LIHEAP training for Subgrantees. MaineHousing also provides training and technical assistance to all Subgrantees through regular monthly meetings and through monitoring visits. Additionally, MaineHousing will, upon request from the Subgrantee or in response to needs identified by MaineHousing, provide technical assistance.

c. Vendors

Formal training provided virtually, on-site, and/or formal training conference

How often?

Annually

Biannually

As needed

Other - Describe: MaineHousing provides annual training for vendors. MaineHousing also provides training and technical assistance to vendors through monitoring visits. Additionally, MaineHousing will, upon request from the vendor or in response to needs identified by MaineHousing, provide technical assistance.

Policies communicated through vendor agreements

Policies are outlined in a vendor manual

15.2 Does your training program address fraud reporting and prevention?

Yes No

Section 16 - Performance Goals and Measures, 2605(b)

U.S. Department of Health and Human Services
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**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)
MODEL PLAN**

Section 16 – Performance Goals and Measures

Section 16: Performance Goals and Measures, 2605(b) - Required for States Only

16.1 Describe your progress toward meeting the data collection and reporting requirements of the four required LIHEAP performance measures. Include timeframes and plans for meeting these requirements and what you believe will be accomplished in the coming federal Fiscal Year.

Energy Cost Data:

MaineHousing's centralized LIHEAP database and application documents require the following information:
Main fuel type and vendor account number;
As part of the application process applicants age 18 years or older are required to sign a release permitting the subgrantee and MaineHousing to provide information to and obtain information from other parties or agencies;
and Electric utility account information.

Home Energy Consumption: Per the vendor agreement, vendors are contractually obligated to submit Annual Consumption Reports to MaineHousing to report deliveries for a household's main fuel, from May 1 through April 30. The consumption data is entered/imported into MaineHousing's centralized LIHEAP database.

Electricity vendors are required to provide non-heat usage data for clients.

Household Income is entered into MaineHousing's centralized LIHEAP database.

LIHEAP benefits are calculated by and stored in Maine's centralized LIHEAP database.

Home Energy Status

Crisis Assistance: MaineHousing's centralized LIHEAP database and Crisis application documents capture the number of households without home energy service (disconnected, out of fuel, inoperable equipment) and the number of households at risk of losing home energy (past due/disconnect notice, nearly out of fuel, at risk equipment).

Heating Assistance: MaineHousing's centralized LIHEAP database system supports collection and reporting of the LIHEAP Performance Measures Restoration and Prevention data requirements.

If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.

Section 17 - Program Integrity, 2605(b)(10)

U.S. Department of Health and Human Services
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**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)
MODEL PLAN**

Section 17 – Program Integrity

Section 17: Program Integrity, 2605(b)(10)

17.1 Fraud Reporting Mechanisms

a. Describe all mechanisms available to the public for reporting cases of suspected waste, fraud, and abuse. Select all that apply.

<input checked="" type="checkbox"/>	Online Fraud Reporting
<input type="checkbox"/>	Dedicated Fraud Reporting Hotline
<input checked="" type="checkbox"/>	Report directly to local agency/district office or Grant recipient office
<input checked="" type="checkbox"/>	Report to State Inspector General or Attorney General
<input checked="" type="checkbox"/>	Forms and procedures in place for local agencies/district offices and vendors to report fraud, waste, and abuse
<input type="checkbox"/>	Posted in local administering agencies offices
	Other - Describe:

b. Describe strategies in place for advertising the above referenced resources. Select all that apply

<input type="checkbox"/>	Printed outreach materials
<input type="checkbox"/>	Addressed on LIHEAP application
<input checked="" type="checkbox"/>	Website
<input type="checkbox"/>	Printed outreach materials
<input checked="" type="checkbox"/>	Other - Describe: The LIHEAP Handbook for subgrantees and the Vendor guide, which are distributed annually and maintained on MaineHousing's website portal to accommodate real-time changes, include information about reporting suspected fraud, misuse, and abuse.

17.2. Identification Documentation Requirements

a. Indicate which of the following forms of identification are required or requested to be collected from LIHEAP applicants or their household members.

Type of Identification Collected	Collected from Whom?					
	Applicant Only		All Adults in Household		All Household Members	
Social Security card is photocopied and retained	<input type="checkbox"/>	Required	<input type="checkbox"/>	Required	<input checked="" type="checkbox"/>	Required
	<input type="checkbox"/>	Requested	<input type="checkbox"/>	Requested	<input checked="" type="checkbox"/>	Requested
Social Security number (Without actual Card)	<input type="checkbox"/>	Required	<input type="checkbox"/>	Required	<input type="checkbox"/>	Required
	<input type="checkbox"/>	Requested	<input type="checkbox"/>	Requested	<input type="checkbox"/>	Requested
Government-issued identification card (i.e., driver's license, state ID, Tribal ID, passport, etc.)	<input type="checkbox"/>	Required	<input type="checkbox"/>	Required	<input checked="" type="checkbox"/>	Required
	<input type="checkbox"/>	Requested	<input type="checkbox"/>	Requested	<input checked="" type="checkbox"/>	Requested

Other	Applicant Only Required	Applicant Only Requested	All Adults in Household Required	All Adults in Household Requested	All Household Members Required	All Household Members Requested
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

b. Describe any exceptions to the above policies.

- The Applicant must also verify their identity. All documentation must be valid. Expired or absent documentation is not acceptable. If the documentation provided by the Applicant to verify citizenship or legal status bears a photograph of the Applicant, this will be acceptable to verify identity. Otherwise, ONE of the following documents will be acceptable:

Driver's license	SNAP electronic benefit transfer (EBT) card with photo
State issued ID card	
Passport or passport card	
	U.S. Military ID

If the documentation listed above is unavailable for the Applicant the Subgrantee may allow the Applicant to verify identity by providing TWO of the following documents:

Adoption Decree	Birth Certificate	Divorce Decree
Employer Identification Card	Foreign School Record that contains a photograph	High School or College Diploma
Marriage Certificate	Notice from a Public Benefits Agency (i.e. Notice of Decision from DHHS, Social Security Benefit Award Letter, MaineCare Award Letter)	Property Deed or Title Document
Social Security Card	Union or Worker's Center Identification Card	Voter Registration Card

17.3 Identification Verification

Describe what methods are used to verify the authenticity of identification documents provided by clients or household members. Select all that apply

<input type="checkbox"/>	Describe what methods are used to verify the authenticity of identification documents provided by clients or household members. Select all that apply
<input type="checkbox"/>	Verify SSNs with Social Security Administration
<input type="checkbox"/>	Match SSNs with death records from Social Security Administration or state agency
<input type="checkbox"/>	Match SSNs with state eligibility/case management system (e.g., SNAP, TANF)
<input type="checkbox"/>	Match with state Department of Labor system
<input type="checkbox"/>	Match with state and/or federal corrections system
<input type="checkbox"/>	Match with state child support system
<input type="checkbox"/>	Verification using private software (e.g., The Work Number)
<input type="checkbox"/>	In-person certification by staff (for tribal grant recipients only)
<input type="checkbox"/>	Match SSN/Tribal ID number with tribal database or enrollment records (for tribal grant recipients only)
<input checked="" type="checkbox"/>	Other - Describe: All Applicants two years of age or older must provide proof of Social Security Number (SSN). Any documentation used to prove SSN must contain all nine (9) digits and the Applicant's full name. SSN documentation is saved in MaineHousing's centralized LIHEAP database.

17.4. Citizenship or Legal Residency Verification

What are your procedures for ensuring that household members are U.S. citizens or qualified non-citizens who are qualified to receive LIHEAP benefits? Select all that apply.

<input checked="" type="checkbox"/>	Clients sign an attestation of citizenship or U.S. citizen or qualified non-citizen.
<input checked="" type="checkbox"/>	Client's submission of Social Security cards is accepted as proof of U.S. citizen or qualified non-citizen.
<input checked="" type="checkbox"/>	Non-citizens must provide documentation of immigration status.
<input checked="" type="checkbox"/>	Citizens must provide a copy of their birth certificate, naturalization papers, or passport.
<input type="checkbox"/>	Non-citizens are verified through the SAVE system.
<input type="checkbox"/>	Tribal members are verified through Tribal enrollment records/Tribal ID card.
<input type="checkbox"/>	Other - Describe:

17.5. Income Verification

What methods does your agency utilize to verify household income? Select all that apply.

<input checked="" type="checkbox"/>	Require documentation of income for all adult household members
<input checked="" type="checkbox"/>	Pay stubs
<input checked="" type="checkbox"/>	Social Security award letters
<input type="checkbox"/>	Bank statements
<input checked="" type="checkbox"/>	Tax statements
<input checked="" type="checkbox"/>	Zero income statements

<input checked="" type="checkbox"/>	Unemployment Insurance letters
<input checked="" type="checkbox"/>	Other - Describe: Self-Employment Worksheet is used for applicable situations. Department of Labor history report required for all applicants who self-declare receipt of unemployment benefits. Applicants who claim zero income or self-declare they are unemployed must sign an affidavit. Applicants who self-declare receipt of Social Security income and/or Supplemental Security Income are required to provide a copy of their Social Security award letter.
<input type="checkbox"/>	Computer data matches:
<input type="checkbox"/>	Income information matched against state computer system (e.g., SNAP, TANF)
<input type="checkbox"/>	Proof of unemployment benefits verified with state Department of Labor
<input type="checkbox"/>	Social Security income verified with SSA
<input type="checkbox"/>	Utilize state directory of new hires
<input type="checkbox"/>	Other - Describe:
17.6. Protection of Privacy and Confidentiality	
Describe the financial and operating controls in place to protect client information against improper use or disclosure. Select all that apply.	
<input checked="" type="checkbox"/>	Policy in place prohibiting release of information without written consent
<input checked="" type="checkbox"/>	Grant recipient LIHEAP database includes privacy/confidentiality safeguards.
<input checked="" type="checkbox"/>	Employee training on confidentiality for:
<input checked="" type="checkbox"/>	Grant recipient employees
<input checked="" type="checkbox"/>	Local agencies/district offices
<input checked="" type="checkbox"/>	Employees must sign confidentiality agreement
<input checked="" type="checkbox"/>	Grant recipient employees
<input checked="" type="checkbox"/>	Local agencies/district offices
<input checked="" type="checkbox"/>	Physical files are stored in a secure location.
<input checked="" type="checkbox"/>	Electronic files are protected in a secure location.
<input checked="" type="checkbox"/>	Other - Describe: Mandatory cybersecurity training for all users of MaineHousing's centralized LIHEAP database system.
17.7. Verifying the Authenticity	
What policies are in place for verifying vendor authenticity? Select all that apply.	
<input checked="" type="checkbox"/>	All vendors must register with the state/tribe.
<input checked="" type="checkbox"/>	All vendors must supply a valid SSN or TIN/W-9 form.
<input type="checkbox"/>	Vendors are verified through energy bills provided by the household.
<input checked="" type="checkbox"/>	Grant recipient and/or local agencies/district offices perform physical monitoring of vendors.
<input checked="" type="checkbox"/>	Other - Describe and note any exceptions to policies above: MaineHousing runs a background check for all new vendors to verify there are no civil or federal judgments or bankruptcies. Contracts are made only with vendors who possess the ability to perform successfully under the terms and conditions of a proposed procurement with consideration given to matters such as vendor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources. All vendors must supply valid TIN number, or Social Security number, in the contracting process.
17.8. Benefits Policy - Gas and Electric Utilities	
What policies are in place to protect against fraud when making benefit payments to gas and electric utilities on behalf of clients? Select all that apply.	
<input checked="" type="checkbox"/>	Applicants required to submit proof of physical residency.
<input checked="" type="checkbox"/>	Applicants must submit current utility bill.
<input checked="" type="checkbox"/>	Data exchange with utilities that verifies:
<input checked="" type="checkbox"/>	Account ownership
<input checked="" type="checkbox"/>	Consumption
<input checked="" type="checkbox"/>	Balances
<input checked="" type="checkbox"/>	Payment history
<input checked="" type="checkbox"/>	Account is properly credited with benefit
<input type="checkbox"/>	Other - Describe:

<input checked="" type="checkbox"/>	Centralized computer system/database tracks payments to all utilities.
<input checked="" type="checkbox"/>	Centralized computer system automatically generates benefit level.
<input checked="" type="checkbox"/>	Separation of duties between intake and payment approval.
<input type="checkbox"/>	Payments coordinated among other energy assistance programs to avoid duplication of payments.
<input type="checkbox"/>	Payments to utilities and invoices from utilities are reviewed for accuracy.
<input checked="" type="checkbox"/>	Computer databases are periodically reviewed to verify accuracy and timeliness of payments made to utilities.
<input checked="" type="checkbox"/>	Direct payment to households are made in limited cases only.
<input checked="" type="checkbox"/>	Procedures are in place to require prompt refunds from utilities in cases of account closure.
<input checked="" type="checkbox"/>	Vendor agreements specify requirements selected above and provide enforcement mechanism.
<input type="checkbox"/>	Other - Describe:
17.9. Benefits Policy - Bulk Fuel Vendors	
What procedures are in place for averting fraud and improper payments when dealing with bulk fuel suppliers of heating oil, propane, wood, and other bulk fuel vendors? Select all that apply.	
<input checked="" type="checkbox"/>	Vendors are checked against an approved vendor list.
<input checked="" type="checkbox"/>	Centralized computer system/database is used to track payments to all vendors.
<input checked="" type="checkbox"/>	Clients are relied on for reports of non-delivery or partial delivery.
<input type="checkbox"/>	Two-party checks are issued naming client and vendor.
<input checked="" type="checkbox"/>	Direct payment to households is made in limited cases only.
<input type="checkbox"/>	Vendors are only paid once they provide a delivery receipt signed by the client.
<input checked="" type="checkbox"/>	Conduct monitoring of bulk fuel vendors.
<input checked="" type="checkbox"/>	Bulk fuel vendors are required to submit reports to the grant recipient.
<input checked="" type="checkbox"/>	Vendor agreements specify requirements selected above, and provide enforcement mechanism
<input type="checkbox"/>	Other - Describe:
17.10. Investigations and Prosecutions	
Describe the Grant recipient's procedures for investigating and prosecuting reports of fraud, and any sanctions placed on clients, staff, or vendors found to have committed fraud. Select all that apply.	
<input type="checkbox"/>	Refer to state Inspector General.
<input checked="" type="checkbox"/>	Refer to local prosecutor or state Attorney General.
<input type="checkbox"/>	Refer to U.S. DHHS Inspector General (including referral to OIG hotline).
<input checked="" type="checkbox"/>	Local agencies/district offices or Grant recipient conduct investigation of fraud complaints from public.
<input checked="" type="checkbox"/>	<p>Grant recipient attempts collection of improper payments. If so, describe the recoupment process. MaineHousing will investigate all reported Errors and Program Abuse. If there is documented information to indicate Errors and Program Abuse, MaineHousing will notify the Applicant and provide them an opportunity to respond. Based on the response, MaineHousing will determine what, if any, appropriate action should be taken.</p> <p>Once Errors and Program Abuse is confirmed or if an Applicant fails to respond to inquiries regarding suspected Errors and Program Abuse, an overpayment will be calculated and communicated to the Applicant. In addition to the overpayment, the communication will include: 1) the facts surrounding the decision, 2) the reason for the decision, and 3) the manner by which the Applicant can request an appeal. MaineHousing may investigate the previous three (3) Program Years from the Date of Discovery. The overpayment may include any or all of those three (3) years.</p> <p>An Applicant may request a Fair Hearing to dispute an Overpayment. The Applicant must submit to MaineHousing a written request for a fair hearing no later than thirty (30) calendar days from the postmark date of the first notification from MaineHousing of suspected Errors and Program Abuse.</p> <p>MaineHousing will pursue recoupment of Overpayments by any and all of the following: Applicant may pay MaineHousing the full amount of an Overpayment.</p> <ul style="list-style-type: none"> • Applicant may enter into a payment arrangement. Minimum monthly payment allowed will

	<p>be set at \$5.00 a month.</p> <ul style="list-style-type: none"> • <p>Despite the existence of a repayment agreement, MaineHousing will recoup 50% of any current Benefits and 50% future Benefits to offset against an overpayment balance until the overpayment has been paid in full.</p> <ul style="list-style-type: none"> • <p>MaineHousing will recoup Benefits on account with the Applicant's Vendor to offset against an overpayment balance.</p> <ul style="list-style-type: none"> • <p>When Applicant fails to repay overpayment, the case may be referred to other internal and external groups for additional action.</p> <p>MaineHousing may close an overpayment for any of the following reasons: Overpayment has been paid in full;</p> <ul style="list-style-type: none"> • <p>The overpayment is determined to be invalid based on a fair hearing decision or a court decision; or</p> <ul style="list-style-type: none"> • <p>All adult persons(s) responsible for overpayment are deceased.</p>
<input checked="" type="checkbox"/>	<p>Clients found to have committed fraud are banned from LIHEAP assistance. For how long is a household banned? Until a repayment agreement has been established and is current.</p>
<input type="checkbox"/>	<p>Contracts with local agencies require that employees found to have committed fraud are reprimanded and/or terminated.</p>
<input checked="" type="checkbox"/>	<p>Vendors found to have committed fraud may no longer participate in LIHEAP.</p>
<input type="checkbox"/>	<p>Other - Describe:</p>
<p>If any of the above questions require further explanation or clarification that could not be made in the fields provided, attach a document with said explanation here.</p>	
<p> </p>	

Section 18: Certification Regarding Debarment, Suspension, and Other Responsibility Matters

U.S. Department of Health and Human Services
Administration for Children and Families

August 1987, revised 05/92, 02/95,
03/96, 12/98, 11/01
OMB Clearance No.: 0970-0075
Expiration Date: 02/28/2027

**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)
MODEL PLAN**

Section 18 – Certification Regarding Debarment, Suspension, and Other Responsibility Matters

**Section 18: Certification Regarding Debarment, Suspension, and Other
Responsibility Matters**

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary
Covered Transactions**

Instructions for Certification

- 1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.**
- 2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.**
- 3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.**
- 4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.**
- 5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.**
- 6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier**

covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled ``Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility a Voluntary Exclusion--Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in

this certification, such prospective participant shall attach an explanation to this proposal

By checking this box, the prospective primary participant is providing the certification set out above.

Section 19: Certification Regarding Drug-Free Workplace Requirements

U.S. Department of Health and Human Services
Administration for Children and Families

August 1987, revised 05/92, 02/95,
03/96, 12/98, 11/01
OMB Clearance No.: 0970-0075
Expiration Date: 02/28/2027

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) MODEL PLAN

Section 19 – Certification Regarding Drug-Free Workplace Requirements

Section 19: Certification Regarding Drug-Free Workplace Requirements

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATEWIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grant recipient is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grant recipient knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grant recipients other than individuals, Alternate I applies.
4. For grant recipients who are individuals, Alternate II applies.
5. Workplaces under grants, for grant recipients other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grant recipient does not identify the workplaces at the time of application, or upon award, if there is no application, the grant recipient must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grant recipient's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grant recipient shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grant recipients' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grant recipient directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grant recipient's payroll. This definition does not include workers not on the payroll of the grant recipient (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grant recipient's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements Alternate I. (Grant recipients Other Than Individuals)

The grant recipient certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grant recipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grant recipient's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs;and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
- (B) The grant recipient may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

* Address Line 1, do not enter P.O. Box

Address Line 2

Address Line 3

*City	*State	*Zip Code
<p>Check if there are workplaces on file that are not identified here. Alternate II. (Grant recipients Who Are Individuals)</p> <p>(a) The grant recipient certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;</p> <p>(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.</p> <p>[55 FR 21690, 21702, May 25, 1990]</p>		
<input type="checkbox"/>	<p>By checking this box, the prospective primary participant is providing the certification set out above.</p>	

Section 20: Certification Regarding Lobbying

U.S. Department of Health and Human Services
Administration for Children and Families

August 1987, revised 05/92, 02/95,
03/96, 12/98, 11/01
OMB Clearance No.: 0970-0075
Expiration Date: 02/28/2027

**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)
MODEL PLAN**

Section 20 – Certification Regarding Lobbying

Section 20: Certification Regarding Lobbying

The submitter of this application certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By checking this box, the prospective primary participant is providing the certification set out above.

Section 21: Assurances

U.S. Department of Health and Human Services
Administration for Children and Families

August 1987, revised 05/92, 02/95,
03/96, 12/98, 11/01
OMB Clearance No.: 0970-0075
Expiration Date: 02/28/2027

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP) MODEL PLAN Assurances

(1) use the funds available under this title to—

(A) conduct outreach activities and provide assistance to low-income households in meeting their home energy costs, particularly those with the lowest incomes that pay a high proportion of household income for home energy, consistent with paragraph (5);

(B) intervene in energy crisis situations;

(C) provide low-cost residential weatherization and other cost-effective energy-related home repair; and

(D) plan, develop, and administer the State's program under this title including leveraging programs, and the State agrees not to use such funds for any purposes other than those specified in this title;

(2) make payments under this title only with respect to--

(A) households in which one or more individuals are receiving-- (i) assistance under the State program funded under part A of title IV of the Social Security Act;

(ii) supplemental security income payments under title XVI of the Social Security Act;

(iii) food stamps under the Food Stamp Act of 1977; or

(iv) payments under section 415, 521, 541, or 542 of title 38, United States Code, or under section 306 of the Veterans' and Survivors' Pension Improvement Act of 1978; or

(B) households with incomes which do not exceed the greater of -

(i) an amount equal to 150 percent of the poverty level for such State; or

(ii) an amount equal to 60 percent of the State median income;

(except that a State may not exclude a household from eligibility in a fiscal year solely on the basis of household income if such income is less than 110 percent of the poverty level for such State, but the State may give priority to those households with the highest home energy costs or needs in relation to household income.

(3) conduct outreach activities designed to assure that eligible households, especially households with elderly individuals or disabled individuals, or both, and households with high home energy burdens, are made aware of the assistance available under this title, and any similar energy-related assistance available under subtitle B of title VI (relating to community services block grant program) or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;

coordinate its activities under this title with similar and related programs administered by the Federal Government and such State, particularly low-income energy-related programs under subtitle B of title VI (relating to community services block grant program), under the supplemental security income program, under part A of title IV of the Social Security Act, under title XX of the Social Security Act, under the low-income weatherization assistance

program under title IV of the Energy Conservation and Production Act, or under any other provision of law which carries out programs which were administered under the Economic Opportunity Act of 1964 before the date of the enactment of this Act;

(5) provide, in a timely manner, that the highest level of assistance will be furnished to those households which have the lowest incomes and the highest energy costs or needs in relation to income, taking into account family size, except that the State may not differentiate in implementing this section between the households described in clauses 2(A) and 2(B) of this subsection;

(6) to the extent it is necessary to designate local administrative agencies in order to carry out the purposes of this title, to give special consideration, in the designation of such agencies, to any local public or private nonprofit agency which was receiving Federal funds under any low-income energy assistance program or weatherization program under the Economic Opportunity Act of 1964 or any other provision of law on the day before the date of the enactment of this Act, except that -

(A) the State shall, before giving such special consideration, determine that the agency involved meets program and fiscal requirements established by the State; and

(B) if there is no such agency because of any change in the assistance furnished to programs for economically disadvantaged persons, then the State shall give special consideration in the designation of local administrative agencies to any successor agency which is operated in substantially the same manner as the predecessor agency which did receive funds for the fiscal year preceding the fiscal year for which the determination is made;

(7) if the State chooses to pay home energy suppliers directly, establish procedures to --

(A) notify each participating household of the amount of assistance paid on its behalf;

(B) assure that the home energy supplier will charge the eligible household, in the normal billing process, the difference between the actual cost of the home energy and the amount of the payment made by the State under this title;

(C) assure that the home energy supplier will provide assurances that any agreement entered into with a home energy supplier under this paragraph will contain provisions to assure that no household receiving assistance under this title will be treated adversely because of such assistance under applicable provisions of State law or public regulatory requirements; and

(D) ensure that the provision of vendor payments remains at the option of the State in consultation with local grant recipients and may be contingent on unregulated vendors taking appropriate measures to alleviate the energy burdens of eligible households, including providing for agreements between suppliers and individuals eligible for benefits under this Act that seek to reduce home energy costs, minimize the risks of home energy crisis, and encourage regular payments by individuals receiving financial assistance for home energy costs;

(8) provide assurances that,

(A) the State will not exclude households described in clause (2)(B) of this subsection from receiving home energy assistance benefits under clause (2), and

(B) the State will treat owners and renters equitably under the program assisted under this title;

(9) provide that--

(A) the State may use for planning and administering the use of funds under this title an amount not to exceed 10 percent of the funds payable to such State under this title for a fiscal year; and

(B) the State will pay from non-Federal sources the remaining costs of planning and administering the program assisted under this title and will not use Federal funds for such

remaining cost (except for the costs of the activities described in paragraph (16));

(10) provide that such fiscal control and fund accounting procedures will be established as may be necessary to assure the proper disbursement of and accounting for Federal funds paid to the State under this title, including procedures for monitoring the assistance provided under this title, and provide that the State will comply with the provisions of chapter 75 of title 31, United States Code (commonly known as the "Single Audit Act");

(11) permit and cooperate with Federal investigations undertaken in accordance with section 2608;

(12) provide for timely and meaningful public participation in the development of the plan described in subsection (c);

(13) provide an opportunity for a fair administrative hearing to individuals whose claims for assistance under the plan described in subsection (c) are denied or are not acted upon with reasonable promptness; and

(14) cooperate with the Secretary with respect to data collecting and reporting under section 2610.

(15) * beginning in fiscal year 1992, provide, in addition to such services as may be offered by State Departments of Public Welfare at the local level, outreach and intake functions for crisis situations and heating and cooling assistance that is administered by additional State and local governmental entities or community-based organizations (such as community action agencies, area agencies on aging and not-for-profit neighborhood-based organizations), and in States where such organizations do not administer functions as of September 30, 1991, preference in awarding grants or contracts for intake services shall be provided to those agencies that administer the low-income weatherization or energy crisis intervention programs.

* This assurance is applicable only to States, and to territories whose annual regular LIHEAP allotments exceed \$200,000. Neither territories with annual allotments of \$200,000 or less nor Indian tribes/tribal organizations are subject to Assurance 15.

(16) use up to 5 percent of such funds, at its option, to provide services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance, including needs assessments, counseling, and assistance with energy vendors, and report to the Secretary concerning the impact of such activities on the number of households served, the level of direct benefits provided to those households, and the number of households that remain unserved.

<input type="checkbox"/>	By checking this box, the prospective primary participant is providing the certification set out above.
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Plan Attachments

**U.S. Department of Health and Human Services
Administration for Children and Families**

**August 1987, revised 05/92, 02/95,
03/96, 12/98, 11/01
OMB Clearance No.: 0970-0075
Expiration Date: 02/28/2027**

**LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)
MODEL PLAN
Plan Attachments**

The following documents must be attached to this application

- Delegation Letter is required if someone other than the Governor or Chairman Certified this Report.
- Heating component benefit matrix, if applicable
- Cooling component benefit matrix, if applicable
- Minutes, notes, or transcripts of public hearing(s).

Optional: Policy Manual

Optional: Subrecipient contract

Optional: Model Plan Participation notes for Tribes

Housing Choice Vouchers Department Memorandum

To: MaineHousing Board of Commissioners

From: Allison Gallagher

Date: June 16, 2026

Subject: 2027 PHA Annual Plan

A draft of the 2027 PHA Plan is included in this packet. A copy of the PHA 5-Year plan is also included for your reference.

The 2027 PHA Annual Plan will be posted to the MaineHousing website and available for review by July 1st. A public hearing on the plan will be scheduled at the August board meeting and the board will vote on the final draft in September.

The PHA Annual plan is an update and review of the elements of the 5-Year plan. There are no significant changes to the plan, I have highlighted the sections that were updated below:

B.2-New Activities

-Units providing tenants with supportive services
York-8 (Biddeford)
Cumberland-24 (Westbrook and Portland)

-Home for Good projects
up to 50 statewide
-15 Augusta

-23-8 conversions to PBV assistance
York-60

B.3- Progress Report

- Awarded 6 Project-based vouchers to permanent supportive housing projects for homeless and or disabled families

- Awarded 7 Project-based vouchers to housing projects with supportive services

-Continue to administer and coordinate the Family Self Sufficiency Program, enrolled 90+ participants

-Set aside 20 Non-Elderly Disabled Vouchers to assist families that participate in the Money-follows-the-person grant through the Maine DHHS Homeward Bound program. (4 currently housed)

-Set aside 32 Non-Elderly Disabled Vouchers to assist families that qualify under the 811 waiver program (27 currently housed)

-Set aside 25 vouchers for a program for working families who may be interested in joining the FSS program (Aroostook, Penobscot, Washington and Waterville counties) 9 currently leased

- Set aside 115 Family Unification vouchers for families and youth (98 currently leased)

- Transitioned EHV to regular HCV-EHV program ending

Streamlined Annual PHA Plan (HCV Only PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 09/30/2027
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services. They also inform HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-, very low-, and extremely low- income families.

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

Definitions.

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

A.	PHA Information.
A.1	<p style="text-align: center; font-size: 2em; opacity: 0.5;">DRAFT</p> <p>PHA Name: _____ PHA Code: _____</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): _____</p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Housing Choice Vouchers (HCVs) _____</p> <p>PHA Plan Submission Type: <input type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Public Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA and should make documents available electronically for public inspection upon request. PHAs are strongly encouraged to post complete PHA Plans on their official websites and to provide each resident council with a copy of their PHA Plans.</p>

PHA Consortia: (Check box if submitting a joint Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program
Lead HA:				

B. Plan Elements.

B.1 Revision of Existing PHA Plan Elements.

a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?

Y N

- Statement of Housing Needs and Strategy for Addressing Housing Needs.
- Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- Financial Resources.
- Rent Determination.
- Operation and Management.
- Informal Review and Hearing Procedures.
- Homeownership Programs.
- Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.
- Substantial Deviation.
- Significant Amendment/Modification.

(b) If the PHA answered yes for any element, describe the revisions for each element(s):

B.2 New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's applicable Fiscal Year?

Y N

Project-Based Vouchers

(b) If Project-Based Voucher (PBV) activities are planned for the applicable Fiscal Year, provide the projected number of PBV units and general locations, and describe how project-basing would be consistent with the PHA Plan.

B.3 Progress Report.

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

DRAFT

B.4	Capital Improvements. – Not Applicable
B.5	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
C. Other Document and/or Certification Requirements.	
C.1	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

<p>C.2</p>	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>C.3</p>	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>C.4</p>	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p style="margin-left: 40px;">Y N</p> <p style="margin-left: 40px;"><input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p> <div style="text-align: center; font-size: 48px; opacity: 0.3; margin-top: 20px;">DRAFT</div>

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

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

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Public Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. Note: The number of HCV's should include all special purpose vouchers (e.g. Mainstream Vouchers, etc.) (24 CFR 903.23(e)).

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

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

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

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

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

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

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

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

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

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

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

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

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

Substantial Deviation. PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan (24 CFR 903.7(s)(2)(i)).

Significant Amendment/Modification. PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan (24 CFR 903.7(s)(2)(ii)).

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

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements in the applicable Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 24 CFR 983.55(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations (including if PBV units are planned on any former or current public housing units or sites), and describe how project-basing would be consistent with the PHA Plan (24 CFR 903.7(b)(3), 24 CFR 903.7(r)).

- B.3 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan (24 CFR 903.11(c)(3), 24 CFR 903.7(s)(1)).
- B.4 Capital Improvements.** This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is not applicable for HCV-Only PHAs.
- B.5 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided (24 CFR 903.7(p)).

C. Other Document and/or Certification Requirements.

- C.1 Resident Advisory Board (RAB) comments.** If the RAB had comments on the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations (24 CFR 903.13(c), 24 CFR 903.19).
- C.2 Certification by State of Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan (24 CFR 903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.
- C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of 24 CFR 5.150 *et seq.*, 24 CFR 903.7(o)(1), and 24 CFR 903.15.
- C.4 Challenged Elements.** If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public (24 CFR 903.23(b)).

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

Public reporting burden for this information collection is estimated to average 4.52 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

5-Year PHA Plan (for All PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The **Form HUD-50075-5Y** is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.
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A.1 **PHA Name:** Maine State Housing Authority **PHA Code:** ME901
PHA Plan for Fiscal Year Beginning: (MM/YYYY): 01/2025
The Five-Year Period of the Plan (i.e. 2019-2023): 2025-2029
PHA Plan Submission Type: 5-Year Plan Submission Revised 5-Year Plan Submission

Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

B.	Plan Elements. Required for <u>all</u> PHAs completing this form.
B.1	<p>Mission. State the PHA’s mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA’s jurisdiction for the next five years. MaineHousing’s mission is to assist Maine people in obtaining and maintaining quality affordable housing and services suitable to their housing needs. Housing Choice Vouchers assist very low-income individuals and families to choose and lease safe and affordable privately owned rental housing and to achieve self-sufficiency and maintain housing stability. MaineHousing may serve low-income families participating in the Veteran Affairs Supportive Housing (VASH) Program.</p>
B.2	<p>Goals and Objectives. Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.</p> <p>GOAL 1: EXPAND THE SUPPLY OF AFFORDABLE HOUSING - APPLY FOR NEW VOUCHERS- PROJECT-BASED VASH, MAINSTREAM, FUP YOUTH OR OTHERS THAT ARE AVAILABLE THROUGH HUD NOFA - OFFER LANDLORD INCENTIVES TO ATTRACT NEW LANDLORDS AND RETAIN EXISTING LANDLORDS - PARTNER WITH AGENCIES TO INCREASE SET-ASIDE OPPORTUNITIES FOR TARGETED POPULATIONS.</p> <p>GOAL 2: HELP MAINE PEOPLE ATTAIN HOUSING STABILITY - AWARD PROJECT-BASED VOUCHERS IN PROPERTIES THAT PROVIDE SUPPORTIVE SERVICES (APPROXIMATELY 200) - AWARD PROJECT-BASED VOUCHERS TO MULTI-FAMILY RENTAL PROPERTIES SELECTED THROUGH MAINEHOUSING’S COMPETITIVE PROCESS (APPROXIMATELY 100) - CONTINUE TO ADMINISTER THE FAMILY SELF SUFFICIENCY PROGRAM AND INCREASE TO 75 PARTICIPANTS - INCREASE THE HOMEOWNERSHIP ALLOCATION TO 75 VOUCHERS - FULLY UTILIZE SPECIALTY VOUCHERS (NED, VASH, FAMILY UNIFICATION, MAINSTREAM, 811)</p> <p>GOAL 3: IMPROVE HOUSING QUALITY - ENSURE DECENT AND SAFE HOUSING BY ENFORCING THE COMPLIANCE OF INSPECTION STANDARDS ABOVE HQS/NSPIRE REQUIREMENTS - MAINTAIN AN INSPECTIONS PROCESS THAT IS EFFICIENT AND CONSISTENT WHILE CONDUCTING TIMELY INSPECTIONS</p> <p>GOAL 4: PROVIDE LEADERSHIP IN THE HOUSING FIELD: - CONTRIBUTE TO ONGOING ANALYSIS OF HOUSING NEEDS AND MAINTAIN A PROGRAM DASHBOARD - MAINTAIN HIGH PERFORMANCE SCORE UNDER SEMAP - ENSURE EHO AND FAIR HOUSING BY OFFERING REASONABLE ACCOMMODATIONS - FOSTER COLLABORATIVE RELATIONSHIPS WITH HOUSING AND SERVICE PROVIDERS STATE WIDE</p> <p>MAINEHOUSING’S OPERATIONAL PRIORITIES:</p> <p>SERVICE: - STRIVE FOR AND MONITOR POSITIVE CUSTOMER SATISFACTION THROUGH FEEDBACK, SURVEYS AND A CALL DISTRIBUTION LINE AND AN INFORMATION BOX VIA OUR WEBSITE - WORK WITH PARTNERS IN PROVIDING SERVICES AND OUTREACH TO LOW-INCOME FAMILIES VIA –COMMUNITY ACTION AGENCIES, HOMELESS SHELTERS, LANDLORD ASSOCIATIONS, 211 SITE AND OTHER PUBLIC HOUSING AUTHORITIES AS WELL AS OFFERING OPTIONS FOR ELECTRONIC COMMUNICATIONS (CONFERENCE CALLING, ON-LINE APPLICATIONS, ETC.) - OFFER MAINEHOUSINGSEARCH.ORG TO TENANTS LOOKING FOR HOUSING IN MAINE. IT IS AN ON-LINE REGISTRY OF AVAILABLE HOUSING - EMPLOY A HOUSING NAVIGATOR TO ASSIST VOUCHER HOLDERS WITH THEIR HOUSING SEARCH AND BUILD ON OUR LANDLORD OUTREACH EFFORTS - ADMINISTER STATEWIDE HOUSING NAVIGATOR PROGRAM FOR INDIVIDUALS AND FAMILIES SEARCHING FOR HOUSING</p> <p>PEOPLE: - PROVIDE CUSTOMER SERVICE AND COMMUNICATIONS (MI) TRAINING TO STAFF - SUPPORT A SHARED WORK MODEL THAT CREATES CONSISTENCY FOR PARTICIPANTS AND PARTNERS AND FLEXIBILITY FOR STAFF - PROVIDE STAFF AND CONTRACTORS WITH EXCELLENT TOOLS TO ENABLE SERVICE (SOFTWARE, TRAINING, EDUCATION AND TECHNICAL ASSISTANCE) - UTILIZING A COACHING MODEL FOR STAFF PERFORMANCE IMPROVEMENT</p> <p>FINANCIAL CAPACITY: - SUPPORT FUNDING SHORTFALLS THROUGH ADMINISTRATIVE FEE RESERVES AS NEEDED - REQUEST SET-ASIDE FUNDING WHEN APPROPRIATE - REQUEST WHEN APPROPRIATE FOR HIGHER ADMINISTRATIVE FEES OR BLENDED RATES (STATEWIDE JURISDICTION) - UTILIZE HUDS TWO YEAR TOOL TO MONITOR VOUCHER ISSUANCE, ATTRITION AND HAP SPENDING TO STAY WITHIN CY BUDGET</p> <p>RESOURCE OPTIMIZATION: - PROVIDE INCENTIVES FOR BOTH TENANTS AND LANDLORDS TO COMPLY WITH PROGRAM REQUIREMENTS (SECURITY DEPOSIT, OWNER EXCELLENCE PROGRAMS AND LANDLORD REPAIR GRANTS) - CONTINUE TO LOOK FOR PROCESS IMPROVEMENTS THROUGH LEAN INITIATIVES</p>

<p>B.3</p>	<p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <ul style="list-style-type: none"> - Provided excellent customer service by hiring staff competent in customer service delivery -33 staff members - Awarded 56 Project-based vouchers to permanent supportive housing projects for homeless and or disabled families - Awarded 32 Project-based vouchers to housing projects with supportive services - Awarded 99 Project Based vouchers to LIHTC projects for older adults - Awarded 20 project Based vouchers to housing projects for families - SEMAP score has been high performing - Ensure EHO and Fair Housing by reviewing requests for reasonable accommodations - Continue to administer and coordinate the Family Self Sufficiency Program, enrolled 70+ participants - Work with partners in providing services and outreach to low-income families via –Community Action Agencies, homeless shelters, domestic violence agencies, landlord associations, 211 site, statewide conferences, and other Public Housing Authorities - Offer MaineHousingSearch.org to tenants looking for housing in Maine. It is an on-line registry of available housing. Hired a Housing navigator. - Used administrative fee reserves and other state funding to provide security deposits and landlord repair money as needed - Provided staff and contractors with excellent tools to enable service (software, training, education and technical assistance) including updated HQS software to assist our inspectors in the field. - Utilize additional preferences to apply to applicants. The highest preferences are elderly/disabled/families and a preference for US military veterans. - 60% of available HCV vouchers are set aside for homeless applicants and those experiencing domestic violence <ul style="list-style-type: none"> -50 specifically for Housing Opportunities for People in Encampments (HOPE) -25 specifically to support the Youth Demonstration Program (19 currently leased) - Set aside 20 Non-Elderly Disabled Vouchers to assist families that participate in the Money-follows-the-person grant through the Maine DHHS Homeward Bound program. (6 currently housed) -Set aside 32 Non-Elderly Disabled Vouchers to assist families that qualify under the 811 waiver program (26 currently housed) -Set aside 25 vouchers for a program for working families who may be interested in joining the FSS program (Aroostook, Penobscot, Washington and Waterville counties)11 currently leased -Awarded 5 year mainstream vouchers (approx. 22 available) 19 currently leased - Set aside 115 Family Unification vouchers for families and youth (97 currently leased) - Administer 99 Emergency Housing Vouchers (EHV) for people experiencing homelessness, previously homeless or at risk and people experiencing domestic violence, stalking or victims of human trafficking (70 currently housed) - Set aside vouchers for disaster assistance (50 vouchers) - Regularly participate in partner meetings, presenting on the HCV program - Staff attend industry meetings, conferences, and trainings
<p>B.4</p>	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA’s goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>MaineHousing has a homeless priority of 60% of its available vouchers set aside which includes child and adult victims of domestic violence, dating violence, sexual assault, or stalking. As part of our transition plan MaineHousing offers a Security Deposit of \$1000 to allow a family to move who are victims of domestic violence, dating violence, sexual assault, or stalking. We support 15 PBV units that provide preference to victims of domestic violence, dating violence, sexual assault, or stalking.</p>
<p>C. Other Document and/or Certification Requirements.</p>	
<p>C.1</p>	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>A “significant amendment” to our plan would be a policy change in our delivery of the program that would have an impact on the applicants and participants we currently serve in the areas we serve.</p> <p>A “substantial deviation/modification” to our plan would be a change in our current policy that would change the number of units that we allow for optional program opportunities or set-asides (project-base, homeownership, FSS, population specific).</p>
<p>C.2</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
<p>C.3</p>	<p>Certification by State or Local Officials.</p> <p>Form HUD-50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

C.4	Required Submission for HUD FO Review. (a) Did the public challenge any elements of the Plan? Y N <input type="checkbox"/> <input checked="" type="checkbox"/> (b) If yes, include Challenged Elements.
D.	Affirmatively Furthering Fair Housing (AFFH).

D.1

Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

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

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

Instructions for Preparation of Form HUD-50075-5Y - 5-Year PHA Plan for All PHAs

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

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **Five-Year Period** that the Plan covers, i.e. 2019-2023, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table.

B. Plan Elements.

- B.1 Mission.** State the PHA’s mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA’s jurisdiction for the next five years. ([24 CFR § 903.6\(a\)\(1\)](#))
- B.2 Goals and Objectives.** Identify the PHA’s quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR § 903.6\(b\)\(1\)](#))
- B.3 Progress Report.** Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan. ([24 CFR § 903.6\(b\)\(2\)](#))
- B.4 Violence Against Women Act (VAWA) Goals.** Provide a statement of the PHA’s goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR § 903.6\(a\)\(3\)](#)).

C. Other Document and/or Certification Requirements.

C.1 Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the ‘Sample PHA Plan Amendment’ found in Notice PIH-2012-32, REV 2.

C.2 Resident Advisory Board (RAB) comments.

- (a) Did the public or RAB have comments?
- (b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR § 903.17\(b\)](#), [24 CFR § 903.19](#))

C.3 Certification by State or Local Officials.

[Form HUD-50077-SL](#), *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

C.4 Required Submission for HUD FO Review.

Challenged Elements.

- (a) Did the public challenge any elements of the Plan?
- (b) If yes, include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.

D. Affirmatively Furthering Fair Housing.

(Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)

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

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

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average 1.64 hours per year per response or 8.2 hours per response every five years, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

Asset Management Department Memorandum

To: MaineHousing Board of Commissioners

From: Laurie Warzinski – Director of Asset Management

Date: June 16, 2026

Subject: Monthly Report - Asset Management

Program Highlights:

Notes on MFH Delinquency

- Elm Street: Pending owner transfer
- Hidden Circle: The \$66,500 delinquent loan for Hidden Circle is a pre-development loan made from funds appropriated by the State specifically for preserving manufactured home parks. The reason for the delinquency is that the permanent loan closing, which will repay the pre-development loan, was delayed due to site issues discovered in the survey. The seller agreed to a 30-day extension so that the seller could work with the Town of Jay to conform the site to the Town's land use ordinances or receive a variance so the park can be sold. The closing is expected within 30 to 45 days.

Annual Compliance Review (ACR) Milestone

The Asset Management team continues to demonstrate exceptional performance under MaineHousing's Performance-Based Contract Administrator (PBCA) contract with the U.S. Department of Housing and Urban Development (HUD). This year marks a significant milestone: **25 consecutive years of Annual Compliance Reviews (ACRs) with no findings.**

With the achievement of 25 years, that milestone has been reached—and the planned staff celebration is, in part, a response to that moment, recognizing both the accomplishment and the team behind it.

The ACR is HUD's formal evaluation of PBCA performance, assessing compliance with federal requirements and the effectiveness of program administration across a range of operational and oversight responsibilities. Maintaining a record without findings over such an extended period reflects not only strong internal controls and technical expertise, but also a sustained commitment to quality, accountability, and continuous improvement. Equally important, this achievement reflects an engaged and collaborative team.

To recognize this achievement, staff will gather on June 11 for a celebratory event. We will provide highlights from the celebration in the July Board memo.

Department Highlights:

Collaboration:

On June 2nd, our team demonstrated the strength of cross-functional collaboration through a joint inspection of Bangor Waterworks. Nicole Lord, Multi-Family Building Analyst, partnered with Asset Manager II Tracy Snowden and Construction Services Manager Don McGilvery to assess the property and share perspectives from their respective areas of expertise.

Originally constructed in 1875 to supply filtered water to the City of Bangor, the property operated in this capacity until 1965. Following a thoughtful renovation in 2007, the historic structure was repurposed into 35 efficiency units located along the Penobscot River. Notably, elements of the original pump system remain visible within the building, offering a unique connection to its industrial past.

This visit highlighted the value of teaming up across disciplines. Each participant brought a distinct lens resulting in a more comprehensive understanding of the property's condition and market positioning. As Nicole said, "we always learn something from each other when we team up and go to properties," reinforcing how collaboration strengthens both individual knowledge and overall decision-making.

Overall, this effort highlights how coordinated inspections contribute directly to stronger physical asset oversight. By combining expertise and aligning observations, our staff are better positioned to support preservation goals, protect property value, and ensure our portfolio continues to meet both operational and community standards.



Development Department Memorandum

To: MaineHousing Board of Commissioners
From: Laurie Warzinski, Interim Director of Development
Date: June 16, 2026
Subject: Monthly Report - Development

Events of Note

6/2 – 6/3 - Build Maine, Skowhegan, Laurie Warzinski and Kelly Purington attended this event which focused on best practices and strategies for developing Maine’s towns and cities.

Home for Good

The monthly meeting was held on May 26, 2026, and included both Cohort #1 and #2.

Cohort #1

Five project teams were selected to take part in the first cohort of the Home For Good Program. Each project will house and provide on-site support to 20-30 individuals experiencing chronic homelessness. Riverlands, to be located in Augusta and Yellen Woods to be located in Bangor, have submitted applications. The remaining three project applications will be forthcoming. The project teams are as follows:

Location	Developer	Owner	Property Manager	Service Provider
Auburn (Hampshire Commons)	Developers Collaborative	Auburn Housing	Auburn Housing	Spurwink
Augusta (Riverlands)	Developers Collaborative	VOANNE	Developers Collaborative	VOANNE
Bangor (Yellen Woods)	Bangor Housing	Bangor Housing	Bangor Housing	Preble Street
Sanford (Heritage Crossing)	Avesta Housing	Sanford Housing	Sanford Housing	YCCAC
Greater Portland (TBD)	Avesta Housing	Avesta Housing	Avesta Housing	Preble Street

Cohort #2

Three project teams were selected to take part in the second cohort of the Home For Good Program.

Location	Developer	Owner	Property Manager	Service Provider
Bangor (TBD)	Bangor Housing	BHDC Home for Good 2, LP	Bangor Housing	Preble Street
Portland (TBD)	Developers Collaborative	Catholic Charities of Maine	DC Management 2	Catholic Charities of Maine
South Portland (TBD)	South Portland Housing Development Corporation	South Portland Housing Authority (SPHA)	SPHA	Preble Street

Department Highlights

The position of Multifamily Development Director has been posted. In preparation for the new Director and to align resources and address operational opportunities identified during staff one-on-one discussions, the Development Department's reporting structure has been adjusted.

Staff

Jane Sturk and Megan McDonough will move from Asset Management to Development, in order to consolidate underwriting functions in Development. Due to staff growth, Mitchell Eden has accepted the position of Multifamily Underwriting Manager, joining Kelly Purington in her continued role as Multifamily Underwriting Manager. Staff have been assigned to directly report to either Kelly or Mitchell. Bill Glover is going to transfer his in-depth knowledge of allocating resources to Mitchell and the new Director, when hired. The Director will be responsible for allocating and tracking all resources going forward. This will support the new Director in having a strong internal focus and allow Bill to underwrite deals as the pipeline is strong and growing.

Development Pipeline

We expect that a small number of these projects will not see completion, and that predicted construction starts and completions will change as projects move forward.

Project Name	Developer	Program	City	Family/ Senior	Total Units
Completed in 2026					
Edgewater Village	Avesta	4%	Farmington	Senior	25
Central Park Residences	Reincorp	Rural	Sanford	Family	18
986 Prospect	Wilbur, Calhoun	Rural	Rumford	Family	18
7 Madelyn Lane	Lake City Investments	Rural	Rockport	Family	18
Bridgton Recovery Home	LB Dev	RHP	Bridgton	Supp.	6
Lockwood Mill*	North River Co.	4%	Waterville	Family	65
<i>NC/AR Projects</i>	6			<i>New Units</i>	150
Berry Park Apartments	Northland Enterprises	4%	Biddeford	Family	36
<i>Rehab Projects</i>	1			<i>Rehab Units</i>	36
Total Projects	7			Total Units	186
Under Construction*/In Underwriting - likely completed in 2026					
Iron Heights*	Mastway Dev	4%	Gardiner	Family	32
King Street Apartments*	KVCAP	4%	Waterville	Family	37
Sunridge Senior Housing*	Bangor Housing	4%	Bangor	Senior	50
DeWitt*	LHA/Avesta	4% Choice	Lewiston	Family	104
Adams Point*	Biddeford HA	9%	Biddeford	Family	39
Equality Comm Housing *	Equality Comm. Center	9%	Portland	Senior	54
Landry Woods*	SoPo Housing	9%	So. Portland	Senior	43
Milford Place*	Penquis CAP	9%	Bangor	Senior	40
540 Centre Street*	Bath HA	Debt Only	Bath	Family	24
Central Fire Station*	DC	CC Rural	Brunswick	Family	5
Islesford RHP*	CIRT	Islands	Islesford	Family	4
Vinalhaven*	Vinalhaven Housing	Islands	Vinalhaven	Family	4
ICDC Town Acq*	ICDC	Islands	Isle au Haut	Family	4
Mechanic Street*	WLR Properties	Rural	Houlton	Family	18
Landon Woods	KHHT2	AHOP	Kennebunkport	Family	6
<i>NC/AR Projects</i>	15			<i>New Units</i>	464
North Deering Gardens*	Wingate Dev.	4%	Portland	Family	164
Place St. Marie*	Brisa Dev w/Andy J	4%	Lewiston	Family	40
Patriot Place*	Avesta	4%/no sub	Sanford	Family	40
Oak Ridge Apartments*	Realty Resources	9%	Bath	Senior	30
<i>Rehab Projects</i>	4			<i>Rehab Units</i>	274
Total Projects	19			Total Units	738
Under Construction/In Underwriting - likely completed in 2027					
Sturgeon Place (fka 3i Homes)	3i Homes/POAH	4%	Scarborough	Family	51

Lambert Woods North*	Maine Coop Dev Part	4%	Portland	Family	74
Malta Street Senior	Augusta Housing	4%	Augusta	Senior	34
Martel School Apts	Lewiston Housing	4%	Lewiston	Senior	44
Seavey Crossing*	Avesta	9%	Westbrook	Senior	61
Varney Heights*	FHA/Gooch	9%	Freeport	Senior	42
Dougherty Commons III*	MCDP	AHOP	Portland	Family	20
Scittery Woods*	Scittery Woods Part	AHOP	Falmouth	Family	20
Thatcher Brook Apts I*	Westbrook Housing	9%	Biddeford	Family	40
Millinocket Manor	Penquis	4%	Millinocket	AL	38
89 Elm Apartments*	Tom Watson & CO	4% PLA	Portland	Family	201
Beals Ave WF Housing	LB Dev Partners	AHOP	Ellsworth	Family	23
Cedar Bend Condos*	Boothbay Reg Dev Corp	AHOP	Boothbay	Family	8
Nasson 3	GreenMars	AHOP	Springvale	Family	20
Wildlands	Greater Portland H4H	AHOP	Standish	Family	12
Front Street III*	Portland Housing	AHOP	Portland	Family	6
OddFellows Apts.	Archer Properties LLC	Rural	Norway	Family	13
Charles Jordan House	ME Prisoner Adv Coal	SHP	Auburn	Supp.	11
Rangeley WF Housing	Wasilewski, Teare	Rural	Rangeley	Family	18
Hillcrest Estates	A&O Properties	AHOP	Monmouth	Family	9
Newman Meadows	Newman Homes	AHOP	Waterville	Family	13
	<i>NC/AR Projects</i>	<i>21</i>		<i>New Units</i>	<i>758</i>
Franklin Towers	Portland HA	4%/ no sub	Portland	Family	200
Riverton Park*	Portland HA	4%/ no sub	Portland	Family	182
	<i>Rehab Projects</i>	<i>2</i>		<i>Rehab Units</i>	<i>382</i>
	Total Projects	23		Total Units	1140

Preliminary Underwriting

Grandview Ave	DC	AHOP	Bangor	Family	14
Harkness Haven	Mid-Coast H4H	AHOP	Rockport	Family	10
Island Avenue Sub	H4H York County	AHOP	Sanford	Family	5
Linnell Homeownership	The Linnell LLC	AHOP	Rumford	Family	16
Heritage Crossing	Avesta	Home 4 Good	Sanford	Family	30
Portland (1)	Avesta	Home 4 Good	Portland	Family	35
Hampshire Commons	DC	Home 4 Good	Auburn	Family	32
Riverlands	DC	Home 4 Good	Augusta	Family	25
Yellen Woods	Bangor Housing	Home 4 Good	Bangor	Family	30
Portland (2)	DC	Home 4 Good	Portland	Family	32
South Portland	So Portland Housing Dev	Home 4 Good	South Portland	Family	30
Bangor	Bangor Housing	Home 4 Good	Bangor	Family	30
Farwell Mill	Realty Resources	4%	Lisbon	Family	42
Martel II	Lewiston Housing	4%	Lewiston	Senior	44
Soleil Apartments	Lewiston Housing	4%	Lewiston	Family	72
The Apartments at Time & Temp	DC	4%	Portland	Senior	41
COMB Block Phase 1	Portland Housing	9%	Portland	Family	55
Youth & Family Outreach	YF&O/DC	9%	Portland	Family	60
Anchorage South	Bath Housing	9%	Bath	Seniors	47

Pettingill Pines	DC	9%	Windham	Seniors	48
J. Palmer Merrill Block	Patric Moore	Rural	Skowhegan	Family	5
Asher's Village Apts	Newman Homes	Rural	Winslow	Family	18
Rosa's Place	Golek/Dooryard	Rural	Brunswick	Family	14
36 Cleaves Street	Moll, Hight, Wilbur	Rural	Yarmouth	Family	18
Project Greenhouse	Badhus LLC	Rural	Rockland	Family	12
Clark Street	DEV Properties	Rural	Thomaston	Family	16
Poland Eld Housing Dev	Auburn Housing	Rural	Poland	Seniors	18
55 Weston Avenue II	55 Weston	Rural	Madison	Family	18
Glenridge Supp Housing	Motivational Svs	SHP	Augusta	Family	8
Old Post Road	Fair Tide	SHP	Kittery	Family	12
McLain School Housing	DC	9%	Rockland	Senior	29
The Rochambeau	Avesta	9%	Biddeford	Senior	46
Landry Heights	South Portland Housing	9%	South Portland	Senior	38
The Woodbury	CHOM	9%	Portland	Senior	51
Quebec Commons	Westbrook Dev Corp	9%	Biddeford	Senior	45
<i>NC/AR Projects</i>	<i>35</i>			<i>New Units</i>	<i>1046</i>
Sun Valley Apartments	Chesapeake Comm.	9%	Mexico	Family	24
Belfast Birches	Realty Resources Dev LLC	9%	Belfast	Seniors	24
<i>Rehab Projects</i>	<i>2</i>			<i>Rehab Units</i>	<i>48</i>
Total Projects	37			Total Units	1094

**Total Projects in
Underwriting & Under
Construction**

79

**Total Units Completed, in
Underwriting & Under
Construction**

3158

Energy & Housing Services Department Memorandum

To: MaineHousing Board of Commissioners
From: Bobbi Crooker – Director of Energy and Housing Services
Date: June 16, 2026
Subject: Monthly Report – Energy and Housing Services Department

DEPARTMENT HIGHLIGHTS

MaineHousing submitted the HEAP State Plan to DHS for Program Year 2026 and has received a total of \$42,697,525 in LIHEAP base and infrastructure grant funds. As of 6/3/2026, we have paid out \$20,108,475 in HEAP Fuel Assistance.

EHS updated the HEAP Benefit Matrix that will be included in the redline Rule. The public hearing was held on June 1, 2026, from 10:00 a.m. to 12:00 p.m. The period for public comment ends on June 11, 2026. After the comment period ends, MaineHousing will review and respond to all feedback received during the comment period. Unless there are major concerns that are identified during the comment period, during the June 16, 2026, Board Meeting, we will provide a summary of comments received and ask for the Board to vote to adopt the Rule.

During the August 2026 Board Meeting EHS will request the Board to adopt the 2026 Maine DOE Annual Weatherization Assistance Program (WAP) Application and State Plan. This submission is part of the annual application process for administering the Department of Energy (DOE) Weatherization Assistance Program for program year 2026, which is anticipated to span July 1, 2026, through June 30, 2027. This process has been delayed as the DOE Weatherization Program Notice (WPN) 26-01 which provides application instructions and guidance has not yet been released. We are currently waiting for further direction from DOE.

In May, two EHS staff members attended the 2026 NEUAC Conference which was held in Seattle, WA. The conference brought together leaders from nonprofit organizations, government agencies, tribal entities, utilities, and community action programs to address the growing challenges of energy and utility affordability. The conference focused on strengthening partnerships, improving service delivery for vulnerable households, advancing policies that reduce energy burden, and exploring innovative approaches to energy efficiency, weatherization, and renewable energy.

Around EHS: At the end of May, the EHS Department participated in a fun, interactive bridge-building exercise conducted in small cross-Team groups. This was adapted from an exercise completed by the Leadership Team at the Leadership Day in early May. This activity encouraged staff to collaborate, communicate, and think creatively while working toward a shared goal. Beyond the friendly competition, the exercise provided time for team members to support one another's ideas, practice active listening, and show strong problem-solving skills. While not every bridge was engineered to DOT standards, all bridges successfully connected people, ideas, and plenty of laughter.



PROGRAM UPDATES

Home Energy Assistance Program (HEAP)

Maine’s Low-Income Home Energy Assistance Program (LIHEAP or HEAP) is a grant funded by the US Department of Health and Human Services (HHS) and is administered by MaineHousing in collaboration with Maine’s Community Action Agencies and ProsperityME.

	Program Year 2026 to-date	Program Year 2025 to-date Comparison	Overall Program Year 2025
Applications Taken	55,119	58,558	58,433
Eligible Applicants	40,047	43,016	44,535
Benefits Issued	\$20,108,475	\$22,302,237	\$22,554,406

Weatherization Assistance Program (Wx)

MaineHousing’s Weatherization team continues to collaborate with DOE to finalize the Priority List and Program Manual for the multifamily (5+ units) weatherization program. Our Technical Services Specialists are currently undergoing training on multifamily inspection requirements, and we hope to move this initiative forward in the near future.

The Weatherization Department is continuing work to implement the Energy Audit software system, ECOS. We are collaborating with JAI, the software developer, and the Community Action Agencies to resolve remaining issues.

- IIJA (formerly BIL) Weatherization: Period of Performance (July 1, 2023 – June 30, 2029)
The U.S. Department of Energy has extended the performance period for this grant through 2029, extending the original end date of March 31, 2027. To date, **322** units have been weatherized at a total cost of **\$4,348,468.88** with our partner agencies actively working toward the goal of weatherizing **1,628** units by 2029. MaineHousing will continue collaborating with Community Concepts, Inc. to launch the multifamily weatherization program.
- Annual Weatherization: Program Year 2025 (April 1, 2025 – June 30, 2026)
The U.S. Department of Energy approved MaineHousing’s State Plan in September, our Weatherization Assistance Program (WAP) program start date was April 1st, resulting in a six-month program delay. This delay, combined with the federal government shutdown and the loss of ten Quality Control Inspectors (QCI) statewide – five of whom were in southern Maine – has placed significant strain on production capacity. In response, EHS has implemented biweekly Community Action Agency manger meetings to promote collaboration and resource sharing, deployed the State Quality Control Inspector to support southern Maine, and is working to expand capacity by training our Lead technicians to become certified energy auditors who can provide temporary assistance across the state.

Central Heating Improvement Program (CHIP)

The Central Heating Improvement Program provides grants to households that are HEAP eligible to assist with heating system, chimney, and oil tank repairs or replacements. Funding for this program is from the LIHEAP grant. Reporting January 1 through May 2026, the CHIP Program has completed **144** projects totaling **\$573,566.09**.

Home Accessibility and Repair Program (HARP)

The Home Accessibility and Repair Program provides grants to income eligible homeowners for professional home repairs and accessibility modifications. HARP is delivered statewide through the network of Community Action Agencies. As of June 4, 2026, the HARP Program has completed **35** projects, with an additional **18** currently in progress. The total cost for these projects is **\$679,130.42**.

Lead Abatement Program

The Lead Abatement Program provides funding for single family homes and owners of rental properties in Maine to help make them lead safe. Priority for program funds is granted to abatement projects for housing in which a child lives, and it has been determined that they have an elevated blood lead level. MaineHousing works with four Community Action Agencies to deliver the Lead Abatement Program across the state. Currently, **141** projects have been completed, with **55** units in progress.

Low-Income Assistance Plan (LIAP)

The Low-Income Assistance Plan (LIAP) helps eligible homeowners and renters with their electric utility bills. The LIAP program is funded by contributions from electricity providers and governed by the MPUC. As of **3/31/2026**, there were **39,795** participants, of which **1,273** were oxygen/vent participants.

Finance Department Memorandum

To: Board of Commissioners

From: Darren R. Brown

Date: June 9, 2026

Subject: Monthly Activity Report – Finance Department

ACCOUNTING AND FINANCIAL REPORTING:

- The Accounting and Financial Reporting (AFR) staff continued work on the federal compliance audit for the year ended December 31, 2025. This is an annual audit of MaineHousing’s federally funded programs to determine whether the programs have been administered in compliance with federal guidelines. MaineHousing administered and disbursed approximately \$240 million through thirty different federal grants in 2025.

Major programs are audited on a rotating basis. Four major programs have been selected for the 2025 audit, which are as follows: the Section 8 Housing Choice Voucher, HOME Investment Partnership, Recovery Housing, and Temporary Assistance for Needy Families (TANF) programs. The compliance audit needs to be completed and filed with the federal Single Audit Clearinghouse and the HUD Real Estate Assessment Center (REAC) within nine months after the fiscal year end, which is September 30th for MaineHousing.

- State agencies are required to prepare and submit annual Work Program Forms (WPFs) to the Bureau of the Budget at the beginning of the State’s fiscal year, which starts on July 1st. The planned distribution of funds across quarters and months needs to be provided on the WPFs for the upcoming year. MaineHousing receives program funds from the State and the WPFs were completed and submitted for fiscal year 2027. WPFs are required for each program in the adopted State budget, which includes the following for MaineHousing:
 1. \$17.9 million - Housing Opportunities for Maine (HOME)
 2. \$17.3 million - Housing Production Fund
 3. \$4.3 million - Maine Energy, Housing & Economic Recovery Fund (MEHER)
 4. \$2.5 million - Shelter Operating Subsidy (SOS)
 5. \$1.0 million - Housing Stability Fund

LOAN ADMINISTRATION:

- Recruitment activities are underway to fill the vacant Loan Operations Manager position. The Loan Operations Manager oversees the financial servicing, loan purchasing, and regulatory functions of MaineHousing’s loan portfolios. This position also conducts risk assessments, performs compliance reviews and is responsible for vendor management and procurements in the Loan Administration area.
- Financial Reporting Specialist, Rindy Stokes, completed the Lean White Belt certification course. This course was an introductory-level overview of the Lean methodology. Key topics covered were: The Benefits of Process Improvement, Brainstorming, and Project Selection. Rindy is looking to streamline and consolidate the single-family loan servicing reports. Currently many reports are being manually extracted, manipulated, and converted primarily using Microsoft Word. Rindy will be applying the lean initiative to streamline the reporting process and increase productivity by using Quick Reports to extract data sets that can be used to create several reports at once. This process is currently in production with our semi-monthly purchase reports. One set of data is extracted for the purchase cycle and uploaded to a template to refresh several pivot tables mimicking the existing report structure.

Finance Department Memorandum

To: Board of Commissioners

From: Darren R. Brown

Date: June 9, 2026

Subject: Monthly Financial and Budget Report

FINANCIAL RESULTS

Attached are the Balance Sheets and Statements of Revenues, Expenses, and Changes in Net Assets for the four-month period ended April 30, 2026.

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 of the changes between the current and prior year net operating results.

Total combined assets amount to \$3.4 billion and total combined liabilities are \$2.9 billion. Total net assets are approximately \$518.8 million. Total combined revenues are \$137.4 million and total expenses amount to \$127.1 million, which results in net operating income of \$10.3 million. Total combined net operating income for April 2025 was \$10.4 million. Net operating income for the first four months is \$0.1 million lower in 2026 due largely to the activities and operating results of the Mortgage Purchase Fund (MPP), MaineHousing's largest Fund Group, and the HOME Fund.

The MPP has net operating income of \$3.6 million for April 2026. This is a \$6.4 million decrease compared to net operating income of \$10 million in 2025. The reduction is attributed to a decrease in the fair value of investments. A paper loss of \$2.5 million has been recorded for 2026, which is a decrease of \$7.1 million compared to the paper gain of \$4.6 million recorded in 2025. 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 paper gains and losses, the MPP's adjusted net operating income is \$6.1 million for April 2026 and \$5.4 million for April 2025. The \$0.7 million increase in net operating income is due primarily to higher interest income from mortgages, which is due to higher outstanding loan balances and a higher average rate of interest.

The HOME Fund has net operating income of \$3.7 million, which is an increase of \$3.9 million compared with the net operating loss of \$0.2 million in April 2025. MaineHousing's portion of the real estate transfer taxes received from the State are accounted for in this Fund Group. The increase in net operating income is due to higher real estate transfer tax receipts and timing differences with the expending of program funds and the

recognition of grant expenses. Income is higher by \$3.5 million, while program expenditures are \$0.4 million lower at this point in 2026 compared to 2025.

BUDGET RESULTS

Also attached are the budget variance results for the period ended April 30, 2026. These results are summarized and presented in 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 2026 are \$160.7 million and total expenses are budgeted at \$146.5 million. Total actual revenues as of April 30, 2026 amount to \$52 million, while total expenses amount to \$44.4 million. For the four-month period ended April 30, 2026, revenues exceed expenses by approximately \$7.6 million. Overall, revenues and expenses are in line with amounts anticipated for the period.

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

OPERATING AND OTHER PROGRAM ADMINISTRATIVE EXPENSES

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

Total operating expenses for 2026 are budgeted at approximately \$28.6 million. As of April 30, 2026, approximately \$9.4 million or 33% of the operating budget has been used. Total other program administrative expenses are budgeted at \$13.6 million and actual expenses amount to \$3.8 million as of April 30, 2026. Overall, expenditures in these areas are consistent with that anticipated for the period.

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 2026 is \$581,000. Capital expenditures as of April 30, 2026 totaled \$295,000 and were primarily for the multifamily housing system, ProLink, installment payment and equipment associated with upgrading the computer network storage system.

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 April 30, 2026.

MAINE STATE HOUSING AUTHORITY
BALANCE SHEETS
APRIL 30, 2026
(IN THOUSANDS OF DOLLARS)

	Memorandum Only Combined Totals		Mortgage Purchase Fund Group	Bondholder Reserve Fund	General Fund	HOME Fund	Federal Programs Fund	Other Funds	Maine Energy Housing & Economic Recovery Funds
	2025	2026							
ASSETS:									
Cash, principally time deposits	139,892	115,170	52,380	0	52,698	0	10,092	0	0
Investments	720,886	818,941	679,554	7,472	16,974	10,321	0	91,543	13,077
Accounts receivable - Government	4,723	7,623	0	0	0	2,997	4,460	166	0
Accrued interest and other assets	14,741	18,051	16,920	12	639	67	266	105	42
Mortgage notes receivable, net	2,139,964	2,445,461	2,321,262	1,102	4,599	73,033	0	0	45,465
Land, equipment and improvements, net	16,749	15,704	22	0	15,682	0	0	0	0
Other real estate owned	0	230	230	0	0	0	0	0	0
Derivative instrument - interest rate swaps	16,942	14,396	14,396	0	0	0	0	0	0
Deferred pension expense	906	811	441	3	92	0	0	275	0
Deferred amount on debt refundings	1,629	1,471	1,471	0	0	0	0	0	0
Deferred Grant Expense	0	288	0	0	0	288	0	0	0
Total Assets	3,056,432	3,438,146	3,086,676	8,589	90,684	86,706	14,818	92,089	58,584
LIABILITIES AND NET ASSETS:									
Accrued interest payable	36,450	44,345	43,879	0	0	0	0	0	466
Excess arbitrage to be rebated	1,939	3,207	3,207	0	0	0	0	0	0
Accounts payable - Government	344	3,466	0	0	0	0	3,466	0	0
Accounts payable & accrued liabilities	29,469	12,117	247	0	11,455	0	410	5	0
Unearned income	86,110	110,031	0	0	0	477	925	108,629	0
Net pension liability	2,240	1,550	844	5	174	0	0	527	0
Deferred pension credit	387	551	300	2	62	0	0	187	0
Accumulated increase in fair value of hedging derivatives	16,942	14,396	14,396	0	0	0	0	0	0
Interfund	0	0	5,358	(539)	20,071	(5,649)	1,363	(20,604)	0
Mortgage bonds and notes payable, net	2,396,175	2,729,632	2,673,301	0	12,061	0	0	0	44,270
Deferred grant income	117	0	0	0	0	0	0	0	0
Deferred loan origination points	14	12	12	0	0	0	0	0	0
Total Liabilities	2,570,187	2,919,307	2,741,544	(532)	43,823	(5,172)	6,164	88,744	44,736
NET ASSETS:									
Restricted Net Assets	441,564	471,978	345,132	9,121	0	91,878	8,654	3,345	13,848
Unrestricted Net Assets	44,681	46,861	0	0	46,861	0	0	0	0
Total Net Assets	486,245	518,839	345,132	9,121	46,861	91,878	8,654	3,345	13,848
Total Liabilities and Net Assets	3,056,432	3,438,146	3,086,676	8,589	90,684	86,706	14,818	92,089	58,584

MAINE STATE HOUSING AUTHORITY
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS
FOR THE PERIOD ENDED APRIL 30, 2026
(IN THOUSANDS OF DOLLARS)

	<u>Memorandum Only Combined Totals</u>		<u>Mortgage Purchase Fund Group</u>	<u>Bondholder Reserve Fund</u>	<u>General Fund</u>	<u>HOME Fund</u>	<u>Federal Programs Fund</u>	<u>Other Funds</u>	<u>Maine Energy Housing & Economic Recovery Funds</u>
	<u>2025</u>	<u>2026</u>							
REVENUES:									
Interest from mortgages and notes	29,630	36,410	36,257	21	79	38	0	0	15
Income from investments	10,164	10,295	8,351	91	454	109	31	1,100	159
Net increase (decrease) in the fair value of investments	4,629	(2,538)	(2,538)	0	0	0	0	0	0
Fee income	6,489	6,744	1,550	0	1,078	0	4,017	99	0
Other revenue	17	4	4	0	0	0	0	0	0
Grant income	43,059	28,988	0	0	0	1,446	18,696	8,846	0
Income from State	6,477	8,809	0	0	0	8,809	0	0	0
Federal rent subsidy income	45,847	48,653	0	0	0	0	48,653	0	0
Total Revenues	146,312	137,365	43,624	112	1,611	10,402	71,397	10,045	174
EXPENSES:									
Operating expenses	8,777	9,419	0	0	9,419	0	0	0	0
Other program administrative expenses	3,153	3,035	2,817	0	1	0	138	79	0
Mortgage servicing fees	745	800	797	0	3	0	0	0	0
Provision for losses on loans	0	2	0	0	0	2	0	0	0
Interest expense	25,985	31,522	31,205	0	0	0	0	0	317
Grant expense	51,011	34,289	0	0	0	6,724	18,364	9,155	46
Federal rent subsidy expense	46,135	47,994	0	0	0	0	47,994	0	0
Loss on bond redemption	90	0	0	0	0	0	0	0	0
Allocated operating costs	0	0	5,258	31	(8,406)	0	3,097	20	0
Total Expenses	135,896	127,061	40,077	31	1,017	6,726	69,593	9,254	363
Net Operating Income (Loss)	10,416	10,304	3,547	81	594	3,676	1,804	791	(189)
Transfers between funds, net	0	0	0	0	0	0	(308)	308	0
Change in net assets	10,416	10,304	3,547	81	594	3,676	1,496	1,099	(189)
Net assets at beginning of year	475,829	508,535	341,585	9,040	46,267	88,202	7,158	2,246	14,037
Net assets at end of period	486,245	518,839	345,132	9,121	46,861	91,878	8,654	3,345	13,848

**MAINE STATE HOUSING AUTHORITY
OPERATING REVENUES AND EXPENSES BUDGET VARIANCE REPORT
FOR THE PERIOD ENDED APRIL 30, 2026**

(IN THOUSANDS OF DOLLARS)

	Mortgage Lending Activities Actual	Federal & Other Program Administration Actual	Total Combined Actual	Total Annual Budget	Total Under/(Over)	% Variance
REVENUES:						
Interest from mortgages and notes	36,357	0	36,357	114,680	78,323	68%
Income from investments	8,896	31	8,927	23,730	14,803	62%
Fee income	2,628	4,116	6,744	22,110	15,366	69%
Other revenue	4	0	4	150	146	97%
Total Revenues	47,885	4,147	52,032	160,670	108,638	68%
EXPENSES:						
Operating expenses	6,302	3,117	9,419	28,585	19,166	67%
Other program administrative expenses	3,618	217	3,835	13,554	9,719	72%
Interest expense	31,205	0	31,205	104,340	73,135	70%
Total Expenses	41,125	3,334	44,459	146,479	102,020	70%
Excess Revenues Over Expenses	6,760	813	7,573	14,191	6,618	47%

**MAINE STATE HOUSING AUTHORITY
OPERATING AND OTHER PROGRAM ADMINISTRATIVE EXPENSES
FOR THE PERIOD ENDED APRIL 30, 2026**

ATTACHMENT B

	Total Annual Budget	Total Year to Date Actual	Budget Available	Percentage of Budget Available
Operating Expenses				
Salaries	15,174,253	5,173,828	10,000,425	66%
Payroll Taxes	1,105,810	383,476	722,334	65%
Retirement	1,529,541	470,215	1,059,326	69%
Medical and Life Insurance	4,641,290	1,463,379	3,177,911	68%
Other Fringe Benefits	20,000	6,962	13,038	65%
Office Supplies	52,675	12,843	39,832	76%
Printing	74,200	30,744	43,456	59%
Membership and Dues	72,068	19,301	52,767	73%
Subscriptions	22,455	9,231	13,224	59%
Sponsorships	16,750	3,000	13,750	82%
Staff Educ/Train/Conf	292,615	42,001	250,614	86%
Travel/Meals - Staff Educ/Train/Conf	226,726	46,186	180,540	80%
Partner/Client Train/Meetings	24,839	4,286	20,553	83%
Travel/Meals - Partner/Client Training	68,830	11,030	57,800	84%
Staff Events	37,205	1,592	35,613	96%
Meals - Staff Events	44,978	5,642	39,336	87%
Leased Vehicles	186,936	63,232	123,704	66%
Computer Supplies	33,500	7,119	26,381	79%
Computer License SAAS	323,638	161,015	162,623	50%
Rent-Other	35,630	8,297	27,333	77%
Computer Maintenance	1,115,212	390,557	724,655	65%
Depreciation	1,350,000	434,676	915,324	68%
Telephone	142,838	53,005	89,833	63%
Employment Advertising	1,000	0	1,000	100%
Postage and Shipping	149,900	46,824	103,076	69%
Insurance	129,994	18,944	111,050	85%
Recording Fees	2,500	710	1,790	72%
Payroll Services	60,935	20,257	40,678	67%
Audit Services	176,000	82,000	94,000	53%
Property Expenses	635,500	240,469	395,031	62%
Professional Services	448,131	77,774	370,357	83%
Building Interest Expense	389,357	130,501	258,856	66%
Total Operating Expenses	28,585,306	9,419,096	19,166,210	67%
Other Program Administrative Expenses				
Loan foreclosure expenses	217,500	13,880	203,620	94%
REO expenses	50,000	6,423	43,577	87%
Provision for losses on loans & REOs	150,000	0	150,000	100%
Mortgage Servicing fees	2,420,000	799,880	1,620,120	67%
Loan Origination expenses	6,937,500	1,607,348	5,330,152	77%
Bond issuance expenses	905,000	307,725	597,275	66%
Trustee/Bank fees	183,750	58,881	124,869	68%
Program advertisements	206,400	39,211	167,189	81%
Bond and mortgagee insurance	28,710	0	28,710	100%
Variable rate bond remarket/SBPAs	817,250	390,885	426,365	52%
Cash flow/arbitrage/swap consultants/legal	880,000	368,911	511,089	58%
Homebuyer education	160,000	37,350	122,650	77%
Program administrator fees	598,350	205,013	393,337	66%
Total Other Program Administration Expenses	13,554,460	3,835,507	9,718,953	72%

**MAINE STATE HOUSING AUTHORITY
CAPITAL BUDGET
FOR THE PERIOD ENDED APRIL 30, 2026**

ATTACHMENT C

Description	2026 Budget	2026 Actual	Budget Available	% Expended
Computer Hardware:				
Computer replacements (45)	75,000		75,000	
Firewall replacement	8,750		8,750	
Network Storage replacement	154,000	79,842	74,158	
Total computer hardware	<u>237,750</u>	<u>79,842</u>	<u>157,908</u>	<u>34%</u>
Computer Software:				
Enterprise multi-family housing system	187,735	187,735	-	
Data Modeling and ETL software	35,000		35,000	
Single Family loan servicing system modifications	10,000	7,790	2,210	
Single Family lender & loan tracking systems mods	15,000		15,000	
Section 8 Voucher system - Elite upgrade	30,459		30,459	
Total computer software	<u>278,194</u>	<u>195,525</u>	<u>82,669</u>	<u>70%</u>
Office Building:				
Additional workstations & furniture	15,000		15,000	
Potential office building improvements/repairs	50,000	19,993	30,007	
Total office building	<u>65,000</u>	<u>19,993</u>	<u>45,007</u>	<u>31%</u>
Total	<u><u>580,944</u></u>	<u><u>295,360</u></u>	<u><u>285,584</u></u>	<u><u>51%</u></u>

**MAINE STATE HOUSING AUTHORITY
MEMBERSHIPS, DUES, AND SPONSORSHIPS
FOR THE PERIOD ENDED APRIL 30, 2026**

Description	Amount
Memberships and Dues	
Association for Public Policy and Analysis - employee dues	120
Association of Certified Fraud Examiners - (1) employee annual membership	252
American College of Mortgage Attorneys - employee dues	225
American Payroll Association - employee annual membership	312
Board of Overseers of the Bar - (5) employee annual registration	1,320
Construction Specifications Institute - employee annual membership	375
Institute of Internal Auditors - employee annual membership	200
Maine Association of Mortgage Professional - employee annual membership	495
Maine Association of Public Housing Directors - annual membership	2,100
Maine Bankers Association - annual affiliate membership	995
Maine Indoor Air Quality Council - annual membership	650
Maine Real Estate & Development Association - annual membership	1,350
Maine State Bar Association - (2) employee annual memberships	615
Maine Department of Environmental Protection - lead inspector license renewal	400
National Association of Home Builders - employee membership	95
National Association for State Community Services Programs - annual membership	1,174
National Energy Assistance Directors' Association - annual membership	7,413
National Energy & Utility Affordability Coalition - annual membership	300
National Leased Housing Association - annual membership	910
Total	<u>\$ 19,301</u>
Sponsorships	
New England Resident Service Coordinator - conference sponsor	3,000
Total	<u>\$ 3,000</u>



Finance Department Memorandum

To: Board of Commissioners
From: Darren Brown
Date: June 2, 2026
Subject: Monthly Delinquencies Report

MULTI-FAMILY DELINQUENCIES

The Multi-Family portfolio totals \$1.3 billion with 1,407 loans as of May 31, 2026. There is one loan 60 days or more delinquent, 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 \$1.46 billion with 10,905 loans as of April 30, 2026. The over 60-day delinquencies increased from 2.90% to 3.11%, and the in-foreclosures increased from 0.64% to 0.71%. The over 60-day delinquencies amount to \$45 million, with approximately \$10 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 3.11% and the overall delinquency rate by loan count is 2.79%. MaineHousing's overall loan count delinquency rates are lower than the loan count rates for FHA and all Maine loans as presented in *Exhibit 5*.

Servicer Delinquencies –Delinquencies for our largest servicer, Mortgage Servicing Solutions, increased from 3.31% to 3.58%, while the in-foreclosure rate increased from 0.76% to 0.86%. Salem Five Mortgage Corp 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 April 2026, FHA insured loans had the highest delinquency rate by total insurance type of 6.33%, with in-foreclosures at 0.80%. When compared to the total loan portfolio, FHA insured loans also had the highest delinquency rate of 1.67%, with in-foreclosures at 0.21%. Delinquencies by insurance type and the portfolio, as a whole, are shown in *Exhibit 6*.

FHA insured loans comprise 27% of the Single-Family portfolio and 54% of delinquencies, while RD insured loans comprise 40% of the portfolio and represent 36% 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 April 2026, we assisted 456 borrowers with various foreclosure prevention options.

The following information addresses the question raised at the last meeting about why the single-family delinquency rates in *MaineHousing's 2025 Year-End Financial Results* report differed from those shown in **Exhibit 4** of the *Monthly Delinquencies Report*.

The year-end financial report presented MaineHousing's 60+ day delinquency rate on a loan count basis, including a breakdown of loans 2 months delinquent, 3+ months delinquent, and in foreclosure, and compared these figures with statewide rates as follows:

	60 Days Delinquent	90 Days or More Delinquent	In Foreclosure	Total
December 31, 2025				
MaineHousing	0.77 %	1.44 %	0.57 %	2.78 %
Maine – State	0.99 %	1.20 %	0.87 %	3.06 %

Exhibit 4 in last month's delinquency report, however, presented the 60+ day rate on a loan dollar basis, without the above breakdown. On this basis, MaineHousing's 60+ day delinquency rate at December 31, 2025 was 2.98%, compared with 2.78% on a loan count basis.

Exhibit 5 of the monthly report uses the same loan count methodology as the year-end financial report and provides the most current data. The MaineHousing rates shown last month reflected March 2026 results and totaled 2.64%. State of Maine delinquency rates come from the MBA National Delinquency Survey and are updated quarterly. Because first-quarter 2026 state data was not yet available last month, the statewide rates shown were still those from December 31, 2025, matching the above figures used in the year-end report.

Multi-Family Delinquent Loans

MAINE STATE HOUSING AUTHORITY
MULTI-FAMILY DELINQUENCIES
5/31/2026

Section 8					ORIGINATION	DELINQUENT		
BORROWER	LEVEL PMT	PTD	LOCATION	PROJECT OWNER	DATE	1 MONTH	2 MONTHS	3+ MONTHS
						0.00	0.00	0.00
Rental Housing					ORIGINATION	DELINQUENT		
BORROWER	LEVEL PMT	PTD	LOCATION	PROJECT OWNER	DATE	1 MONTH	2 MONTHS	3+ MONTHS
						0.00	0.00	0.00
Supportive Housing & Other					ORIGINATION	DELINQUENT		
BORROWER	LEVEL PMT	PTD	LOCATION	PROJECT OWNER	DATE	1 MONTH	2 MONTHS	3+ MONTHS
ELM STREET, 63	436.74	02/01/26	MACHIAS	DOWNEAST COMMUNITY PARTNERS	04/01/99	0.00	0.00	15,764.00
HIDDEN CIRCLE MOBILE HOME PARK*	66,500.00		JAY	HIDDEN CIRCLE RESIDENTS COOPERATIVE	02/10/26	66,500.00	0.00	0.00
						66,500.00	0.00	15,764.00
Grand Total						66,500.00	0.00	15,764.00

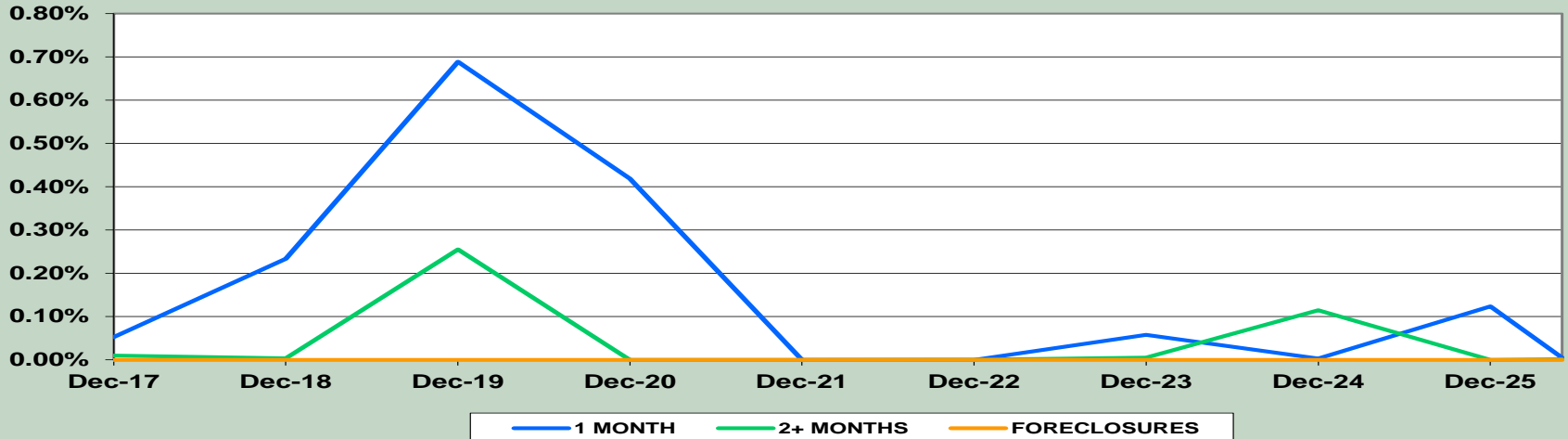
% of Portfolio Delq 60+ days **0.00%**
Total Number of Loans **1,407**

* Loans past maturity date



Multi-Family Delinquency & Foreclosure Trends

MULTI-FAMILY DELINQUENCY AND FORECLOSURE RATES



	OUTSTANDING PRINCIPAL		1 MONTH		2+ MONTHS		FORECLOSURES	
	DOLLARS	DOLLARS	RATE	DOLLARS	RATE	DOLLARS	RATE	
May-26	\$ 1,304,652,522	\$ 66,500	0.01%	\$ 15,764	0.00%	\$ -	0.00%	
Dec-25	\$ 1,263,060,892	\$ 1,557,982	0.12%	\$ -	0.00%	\$ -	0.00%	
Dec-24	\$ 1,099,201,435	\$ 30,700	0.00%	\$ 1,256,541	0.11%	\$ -	0.00%	
Dec-23	\$ 898,515,001	\$ 518,845	0.06%	\$ 45,709	0.01%	\$ -	0.00%	
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%	

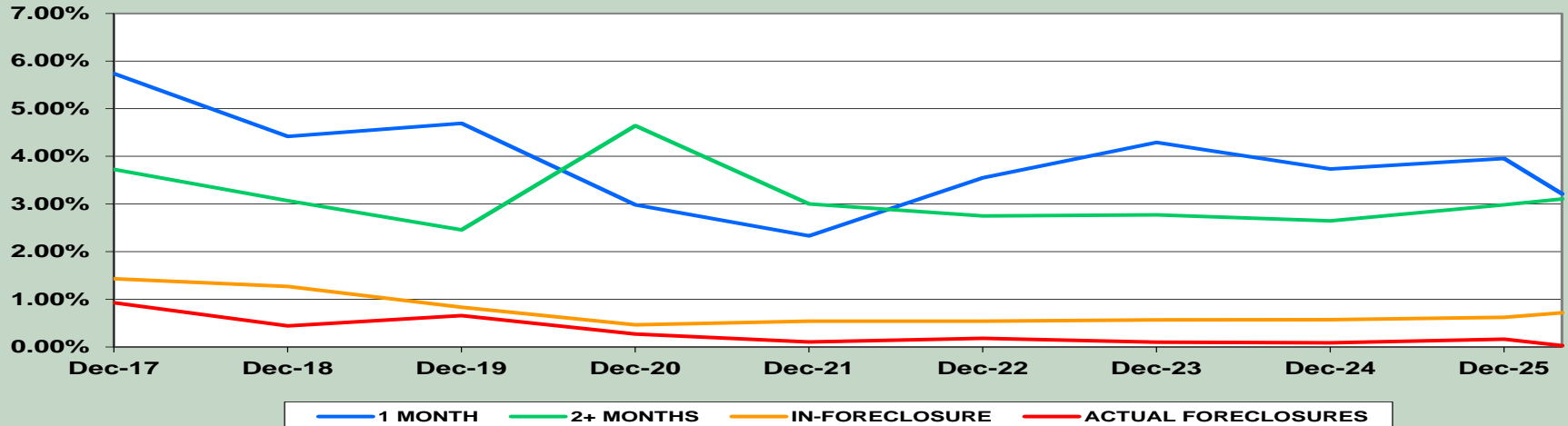
Single-Family Delinquent Loans

**Maine State Housing Authority
Single-Family Delinquencies by Servicer
4/30/2026**

SERVICER	% OF PORTFOLIO	% of Portfolio Delq 60 + days	OUTSTANDING PRINCIPAL	----- 1 MONTH	DELINQUENT 2 MONTHS	----- 3+ MONTHS	IN- FORECLOSURE
MORTGAGE SERVICING SOLUTIONS	76.89%	3.58%	1,122,405,086.13	39,901,331.32	8,852,802.91	21,711,014.83	9,663,343.05
BANGOR SAVINGS BANK QS	11.10%	1.65%	162,023,459.32	2,058,086.50	1,054,953.23	1,617,745.82	0.00
BANGOR SAVINGS BANK	6.07%	1.06%	88,628,758.83	2,717,388.59	252,200.71	466,384.31	221,201.30
CAMDEN NATIONAL BANK UK	5.93%	1.74%	86,488,393.98	2,229,277.75	109,307.47	851,813.68	543,663.75
SALEM FIVE MORTGAGE CORP	0.01%	0.00%	113,779.90	17,966.01	0.00	0.00	0.00
TOTAL	100.00%	3.11%	1,459,659,478.16	46,924,050.17	10,269,264.32	24,646,958.64	10,428,208.10

Single-Family Delinquency & Foreclosure Trends

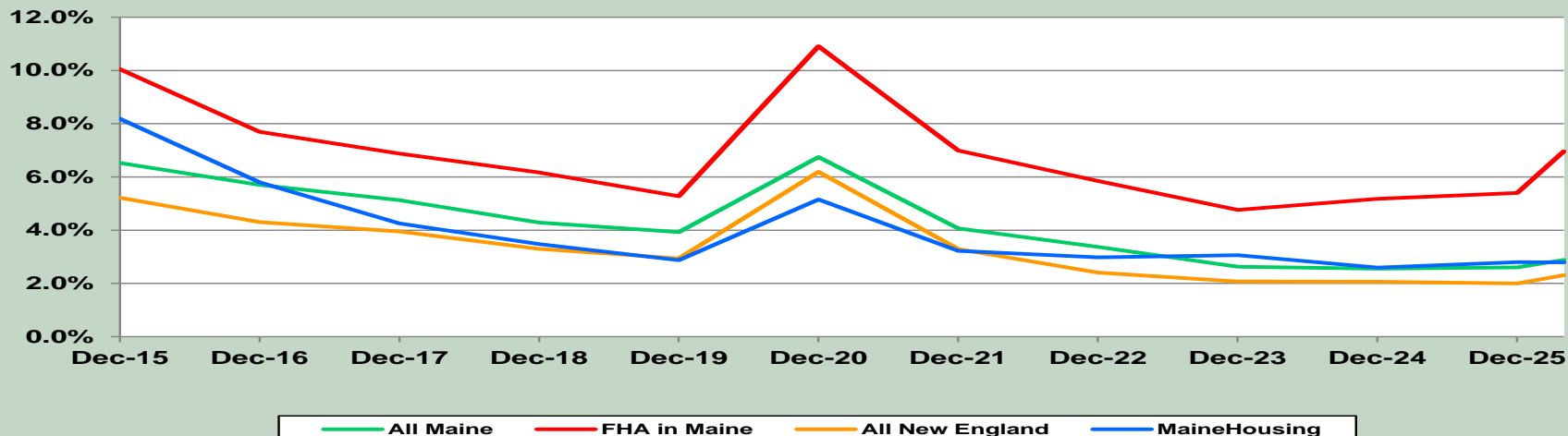
SINGLE-FAMILY DELINQUENCY AND FORECLOSURE RATES



	OUTSTANDING PRINCIPAL	1 MONTH		2+ MONTHS		IN-FORECLOSURE		ACTUAL FORECLOSURES	
		DOLLARS	RATE	DOLLARS	RATE	DOLLARS	RATE	DOLLARS	RATE
Apr-26	\$ 1,459,659,478	\$ 46,924,050	3.21%	\$ 45,344,431	3.11%	\$ 10,428,208	0.71%	\$ 414,377	0.03%
Dec-25	\$ 1,405,199,662	\$ 55,575,092	3.95%	\$ 41,904,680	2.98%	\$ 8,727,402	0.62%	\$ 2,284,255	0.16%
Dec-24	\$ 1,184,161,154	\$ 44,223,429	3.73%	\$ 31,339,302	2.65%	\$ 6,758,973	0.57%	\$ 1,045,136	0.09%
Dec-23	\$ 1,053,014,623	\$ 45,215,476	4.29%	\$ 29,205,657	2.77%	\$ 5,986,311	0.57%	\$ 1,043,395	0.10%
Dec-22	\$ 958,984,521	\$ 33,996,366	3.55%	\$ 26,378,301	2.75%	\$ 5,183,906	0.54%	\$ 1,733,447	0.18%
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%

Single-Family Delinquency Comparison Trends

MAINEHOUSING, FHA, ALL STATE & ALL NEW ENGLAND DELINQUENCY RATE COMPARISON



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*	126,231	0.68%	1.23%	0.97%	2.88%
FHA for State*	18,653	1.41%	3.54%	2.01%	6.96%
All New England*	1,753,927	0.64%	1.14%	0.53%	2.31%
MaineHousing**	10,905	0.69%	1.42%	0.68%	2.79%

*This information is obtained from MBA's National Delinquency Survey for the first quarter of 2026.

**MaineHousing's overall delinquency rate based on loan dollars is 3.11%, whereas rates in this exhibit are based on loan count.

Single-Family Delinquencies by Mortgage Insurer

As A Percent of Total Insurance Type

4/30/2026

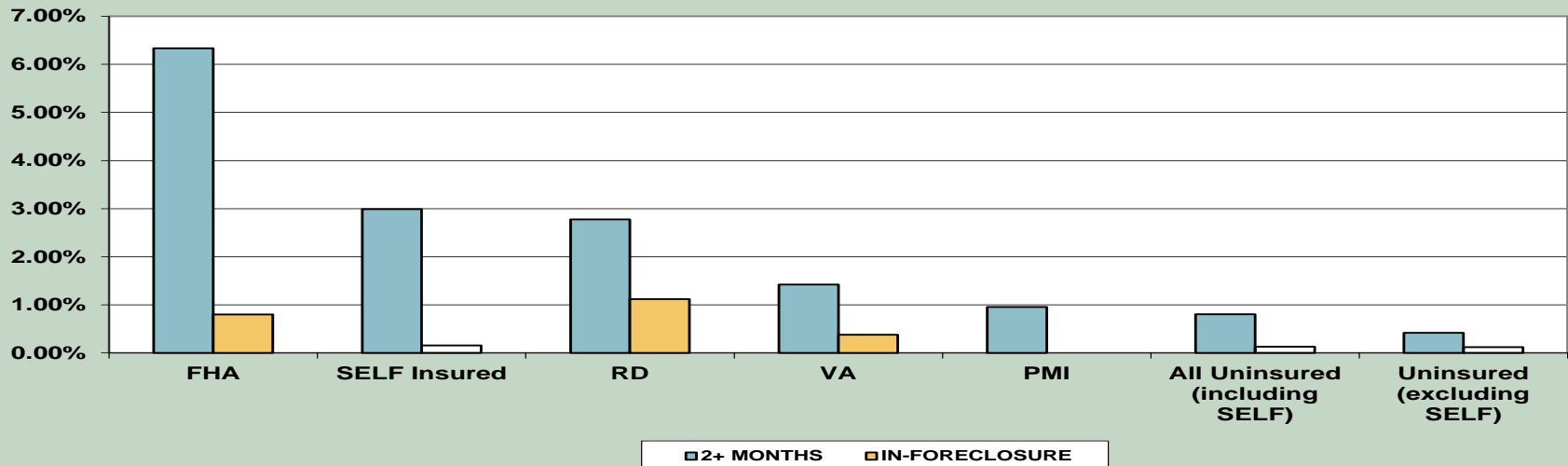
TYPE	2+ MONTHS	IN-FORECLOSURE
FHA	6.33%	0.80%
SELF Insured	2.99%	0.16%
RD	2.78%	1.12%
VA	1.42%	0.38%
PMI	0.96%	0.00%
All Uninsured (including SELF)	0.81%	0.13%
Uninsured (excluding SELF)	0.42%	0.12%

As A Percent of Total Loan Portfolio

4/30/2026

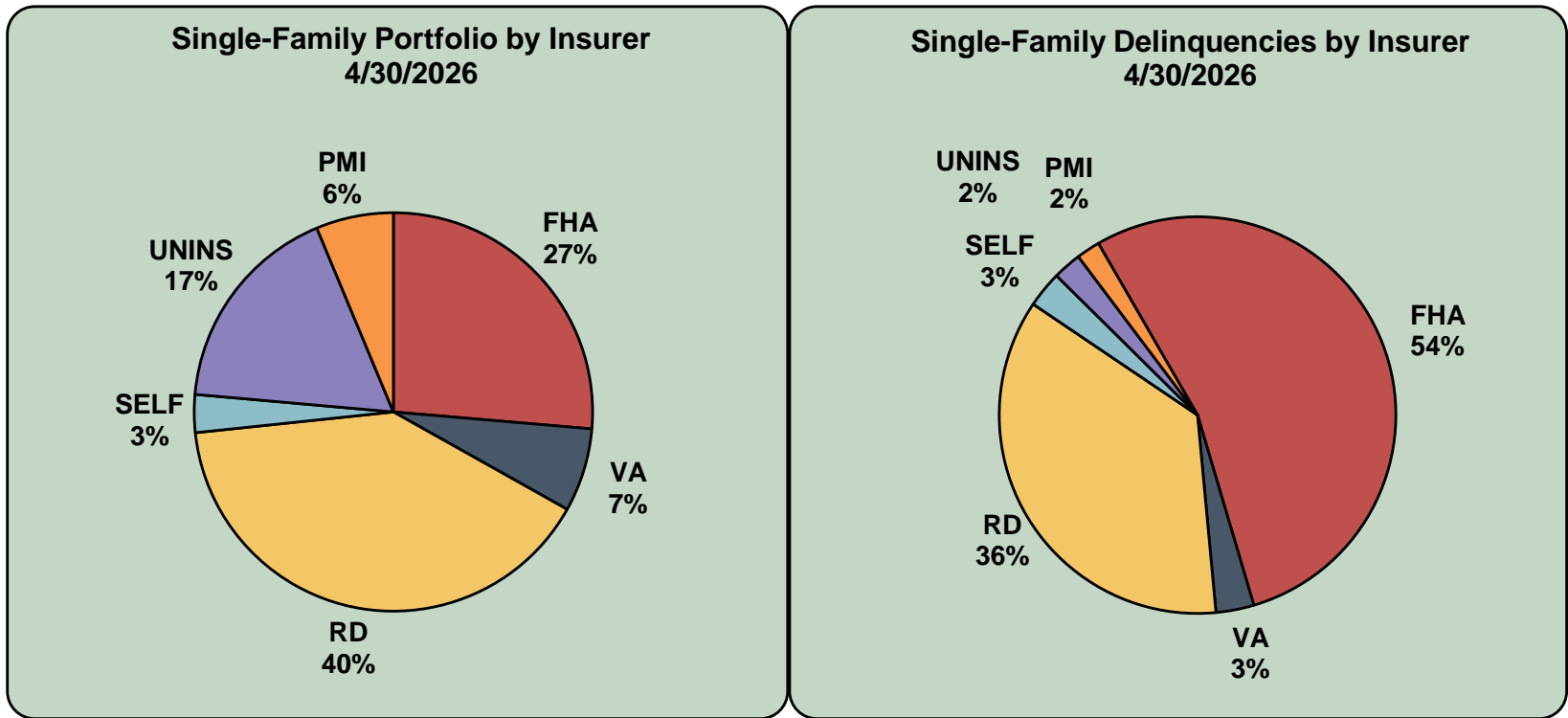
TYPE	2+ MONTHS	IN-FORECLOSURE
FHA	1.67%	0.21%
RD	1.12%	0.45%
All Uninsured (including SELF)	0.16%	0.03%
VA	0.10%	0.03%
SELF Insured	0.09%	0.00%
Uninsured (excluding SELF)	0.07%	0.02%
PMI	0.06%	0.00%

SINGLE-FAMILY DELINQUENCY RATES BY INSURER TYPE

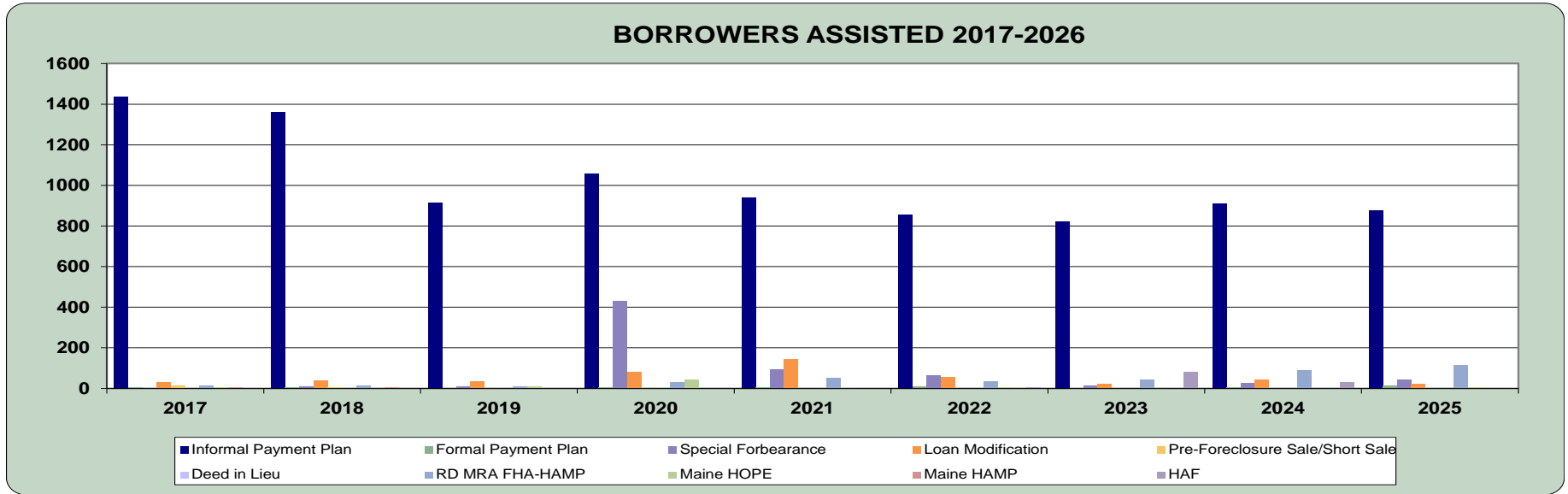


Single-Family Delinquencies by Mortgage Insurer

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	Deed in Lieu	RD MRA FHA-HAMP	Maine HOPE	Maine HAMP	HAF	Total Workouts
Apr-25	381	5	11	23	1	1	33	0	1		456
Dec-25	879	12	42	21	1	1	116	6	1	0	1079
Dec-24	909	4	27	44	1	0	88	1	1	32	1107
Dec-23	822	3	15	22	0	0	43	2	1	81	989
Dec-22	857	8	63	54	0	0	35	4	0	7	1028
Dec-21	939	5	94	146	2	0	50	2	0		1238
Dec-20	1058	5	432	79	3	0	29	44	2		1652
Dec-19	914	3	12	32	4	0	10	8	0		983
Dec-18	1361	4	12	39	8	0	15	3	6		1448
Dec-17	1437	8	4	31	14	0	14	8	7		1523

Actual Foreclosures

	Number of Foreclosures	Number of Loans in Portfolio	Percentage of Portfolio
Apr-26	5	10,905	0.05%
Dec-25	20	10,778	0.19%
Dec-24	12	10,239	0.12%
Dec-23	16	9,927	0.16%
Dec-22	21	9,739	0.22%
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%

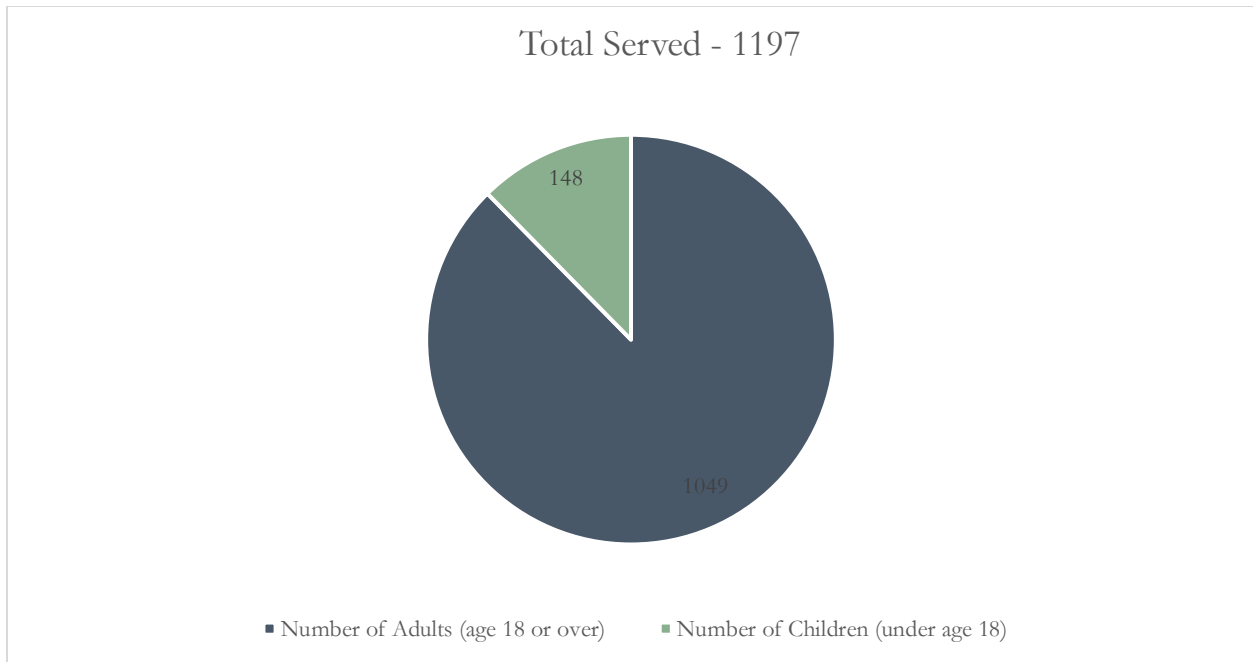
Homeless Initiatives Department Memorandum

To: Board of Commissioners
From: Kelly Watson, Director of Homeless Initiatives
Date: June 9, 2026
Subject: Homeless Initiatives Report

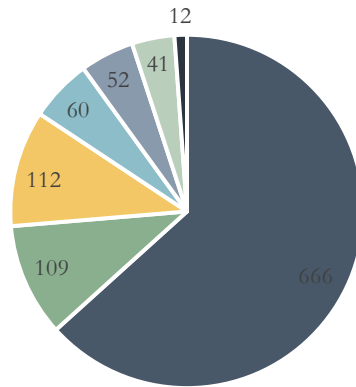
Homeless Data – May 2026

The following are the monthly statistics for May:

1. The total number of people served in ESHAP funded shelters (1197) increased by 14 individuals from April to May. This number does not include many of the Asylum Seekers in Portland as well as those served in hotels through GA, or those seeking emergency shelter with a Victim Service Provider.
2. The number of Exits to Permanent Housing decreased from 89 in April to 56 in May. The total exits from shelter to any location was down by 12 in May from the previous period.

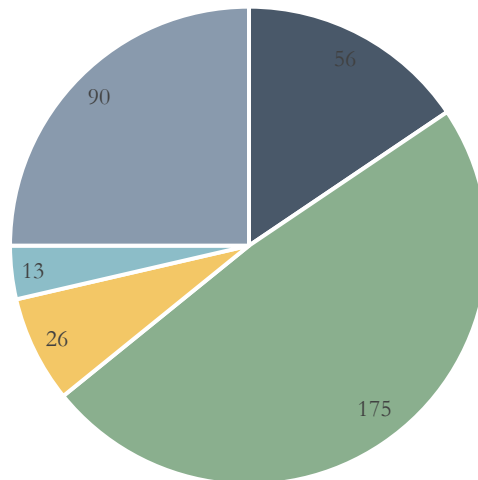


Residence of Clients Prior to Entry



- 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
- Permanent Locations
- Other Locations

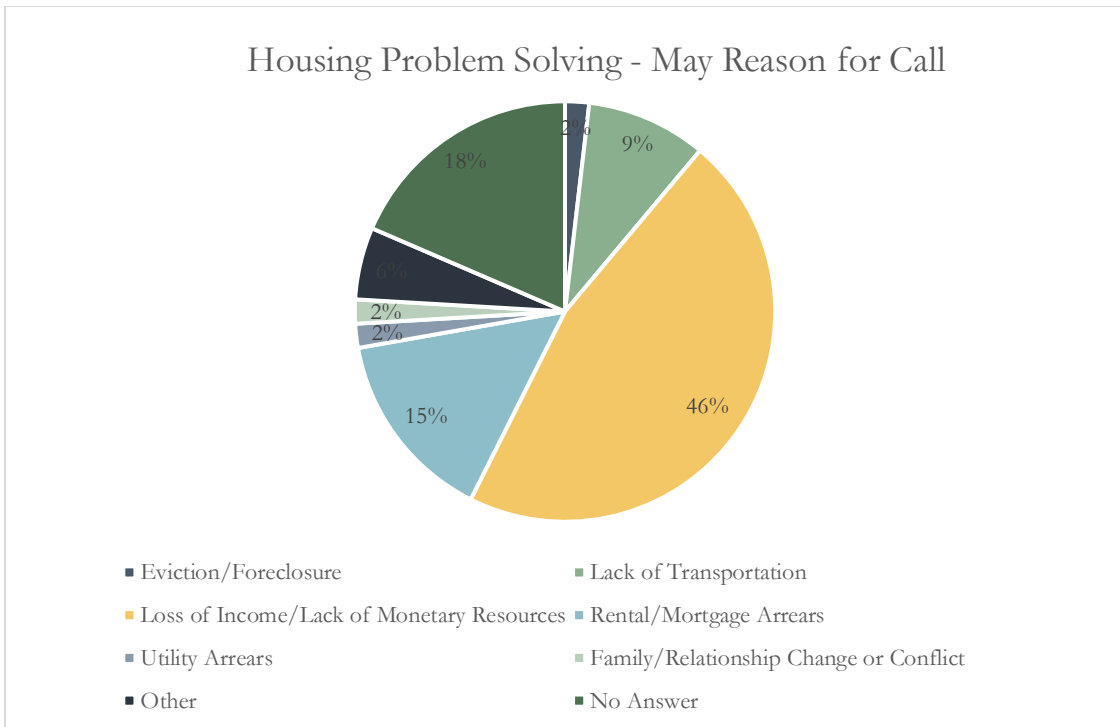
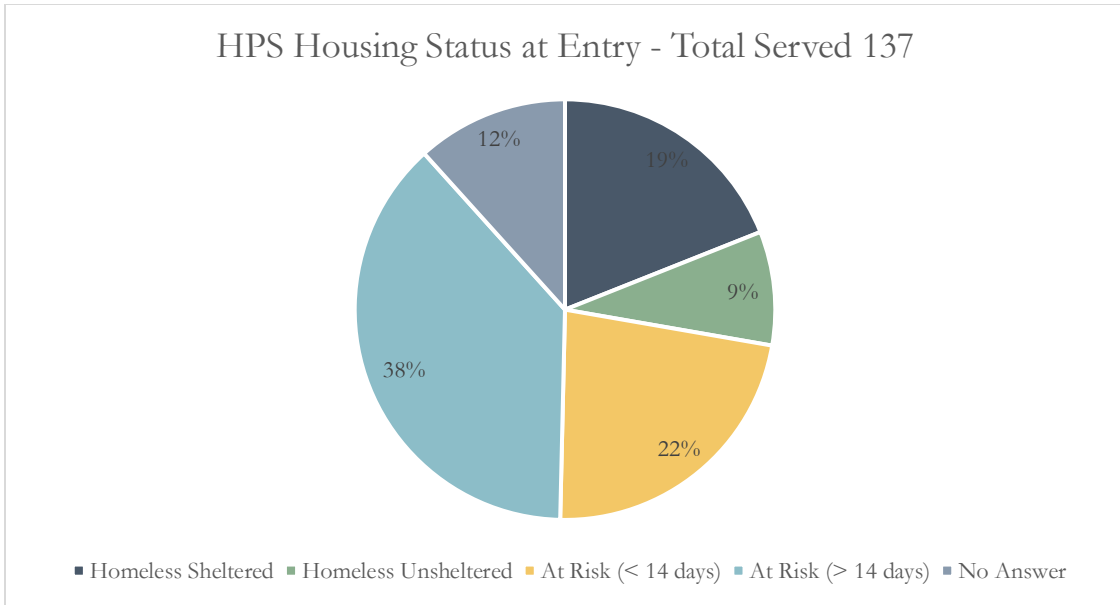
Residence of Clients after Entry

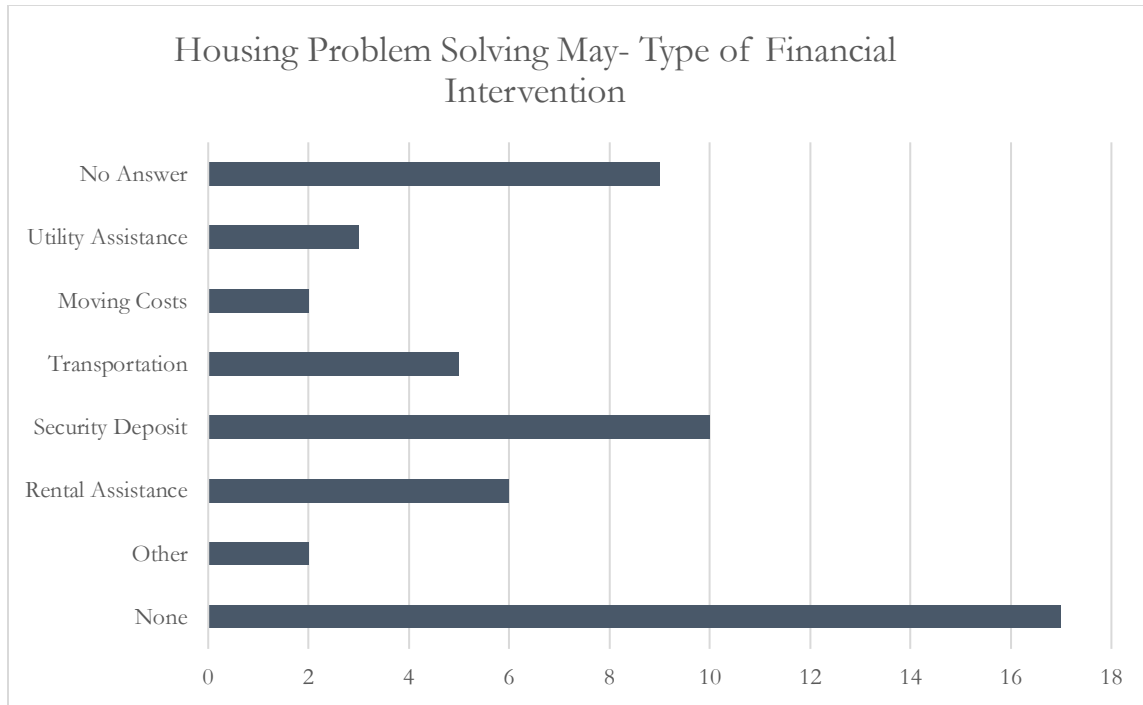


- Permanent Situations
- Homeless Situations
- Temporary Situations
- Institutional Situations
- Other Situations

Housing Problem Solving (HPS) Data

In the month of May, 137 households were served in the Housing Problem Solving Program. This number does not include those served at Victim Service Provider organizations. Of the 54 households exited from the program in May, 48 were reported to have a resolved housing crisis. Forty-three percent of the households served reported having a disabling condition. The charts below break down household housing status at entry for all households, reason for client outreach, and type of financial assistance provided for those who exited in May.





Warming Shelter 2025/2026

The Winter Warming Shelter program wrapped up this spring after twelve agencies were awarded funding to make space available for sheltering during the winter months. The shelters covered various areas throughout the state from Aroostook to York counties. The warming shelter grant recipients reported serving over 1800 unique clients during the 25/26 grant term. Members of Homeless Initiatives and MaineHousing leadership are working with a group of warming shelter providers to discuss lessons learned and how those may inform future funding opportunities and provider support.

H.O.M.E Inc. Site Visit

On May 8th, members of Homeless Initiatives leadership visited H.O.M.E. Inc.'s shelter in Ellsworth and their Orland campus. The visit provided an opportunity for tours, conversations with staff, and feedback on MaineHousing's work in the homeless services sector. H.O.M.E. Inc. is truly a part of the communities in which they sit. It was apparent from the visit that the organization puts value to action by having persons with lived experience embedded in all facets of what they do. The uniqueness of how crafting and arts shape who they are was a joy to see.

Student Homelessness Prevention Program RFP

On May 22nd, an RFP was posted for the Student Homelessness Prevention Program with responses due by June 22nd. The RFP is open to School Administrative Units and Education in Unorganized Territory (SAUs) and aims to provide homelessness prevention and housing navigation support as well as direct financial assistance to students at risk of or experiencing homelessness and their families. SAUs may partner with a non-profit service provider on the program delivery.

Tedford Housing – Nature is Nurture

On May 22nd, members of Homeless Initiatives and MaineHousing leadership attended a breakfast and dedication at Tedford Housing. The event focused on the dedication of different aspects of their

outdoor space including a beautiful garden, wooded pathway, playground and outdoor classroom, and impressive mural. The weather showed up for the day, and Tedford's team delivered a powerful message around the impact that nature has on emotional regulation and ability to move through the journey to housing.



Service Hub Updates

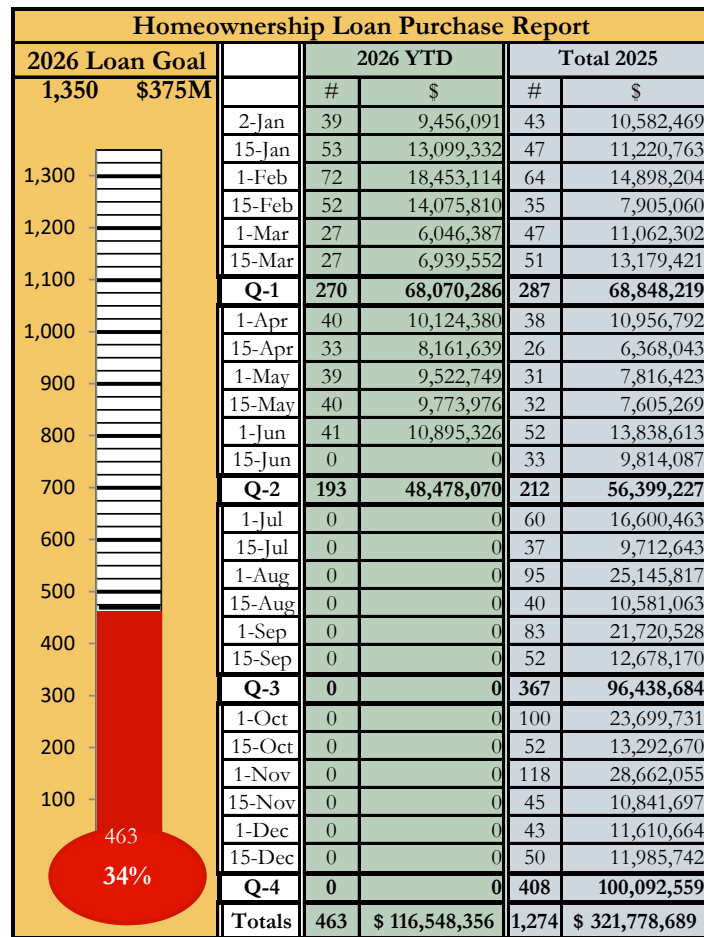
The Homeless Veterans Action Committee kicked off a series of Veteran Outreach Surges last month. In collaboration with Hub Coordinators, they are holding stand down events each month to ensure they are identifying and connecting with each veteran experiencing unsheltered homelessness in each Hub as well as connecting them with housing and wraparound services. ACAP hosted the Veteran Outreach Surge in Hub 9 (Aroostook) in May, with many providers coming out to support veterans. Haircuts, hot food, necessities, and services were provided. The group was also able to bring resources to veterans at the shelter so that they had the opportunity to participate and be connected to VA services.

With MaineHousing's Homeless Priority Housing Choice Vouchers going through the Coordinated Entry System, individuals with long lengths of time homelessness are being connected to appropriate housing resources and are able to find housing with their vouchers. In Hub 4 (Androscoggin) for example, some of the individuals with the longest lengths of time homeless on the prioritization list have been matched to HCVs recently, some spanning back to early 2024.

Homeownership Department Memorandum

To: MaineHousing Board of Commissioners
From: Patricia Harriman, Director of Homeownership
Date: June 10, 2026
Subject: Monthly Report – Homeownership Department

PRODUCTION UPDATE



Monthly Loan Reservations: 06/01/26	
#	\$ Volume
146	\$ 40,416,511

Loan Pipeline as of: 06/01/26	
#	\$ Volume
275	\$ 72,485,541

Loan Reservation Comparison					
May 2025		May 2026		2025 vs 2026	
#	\$ Volume	#	\$ Volume	#	\$ Volume
295	\$75,664,280	275	\$ 72,485,541	-7%	-4%

PROGRAM HIGHLIGHTS:

Spring has arrived, summer is on the horizon, and the real estate market is starting to heat up again. As we look at more of the realtor websites, we are seeing more open houses popping up and relatively short market times. Homebuyers are often opting for one open house weekend, a few private showings and the hopes of competing offers to start moving the process along.

According to the Maine Association of Realtors, the average home price is about \$407,000, with May reaching a median sold price of \$425,000. According to Judy Oberg, 2026 President of the Maine Association of REALTORS “for sale inventory in May jumped 26 percent from April, with more than 1,000 additional homes listed and available approaching 5,000 on the market.”

This increase brings better balance to the market and while interest rates remain high, they are slightly lower than at the same time last year. Analysts do not see a change in rates forthcoming, so buyers need to adjust to the market as is and take advantage of their opportunities.

Sellers should continue working with their realtors in assisting with the process of getting the home move- in ready, priced properly and to market as soon as possible.

Mainehousing’s First Time Homebuyer program has released the new income guidelines for 2026 as well as reduced rates for all programs by .375. The combination of these two changes has provided a few more opportunities for potential buyers and the pipeline is starting to reflect the activity. While purchase price limits from the IRS had increased, we have opted to leave our limits at the 2025 limits simply due to affordability factors within the market.

The pace for the program remains in line with 2025 after a slow first quarter in the market. Buyers and sellers are embracing this time of year and looking at our program to move forward in their journey.

Outreach and Education:

Education remains key to the success of our programs for borrowers, lenders and realtors alike. Communicating our message and sharing our changes to ensure everyone understands the program and qualifications is important. Over the last month our team has participated in Realtor CEU classes with Bangor Savings Bank as well as presented at the Maine Association of Mortgage Professionals Event in Portland. In addition, Maggie Silva, Compliance Specialist, partnered with hoMEworks to attend Realtor Green Day in Portland as well.

Our latest Podcast episode featuring Maggie Silva and Dan Brennan has also been released. Great interview with Dan explaining all of the intricate ways our agency works together to help the people of Maine. Feel free to listen on our YouTube channel, Facebook or wherever you may listen to podcasts.



Lisa Mckenna, Compliance Specialist, speaks at the CEU class in Portland.



Maggie Silva, Compliance Specialist, speaking at the CEU class in Portland.

Housing Choice Vouchers Department Memorandum

To: MaineHousing Board of Commissioners

From: Allison Gallagher - Director of HCV Programs

Date: June 16, 2026

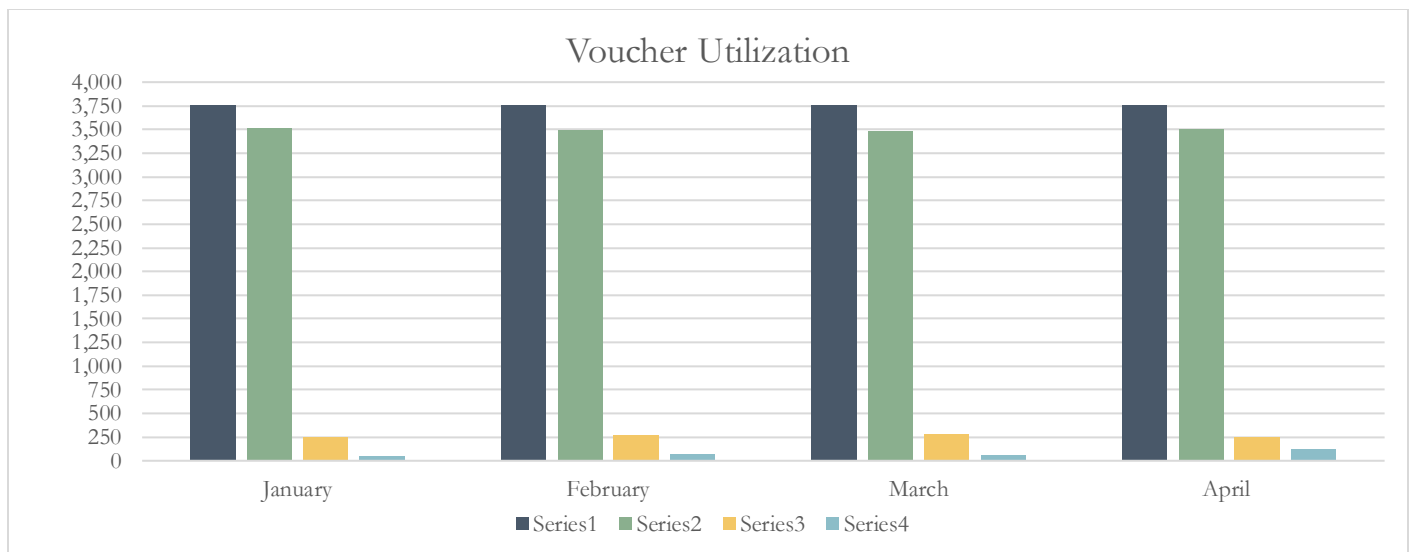
Subject: Monthly Report – Housing Choice Voucher Program

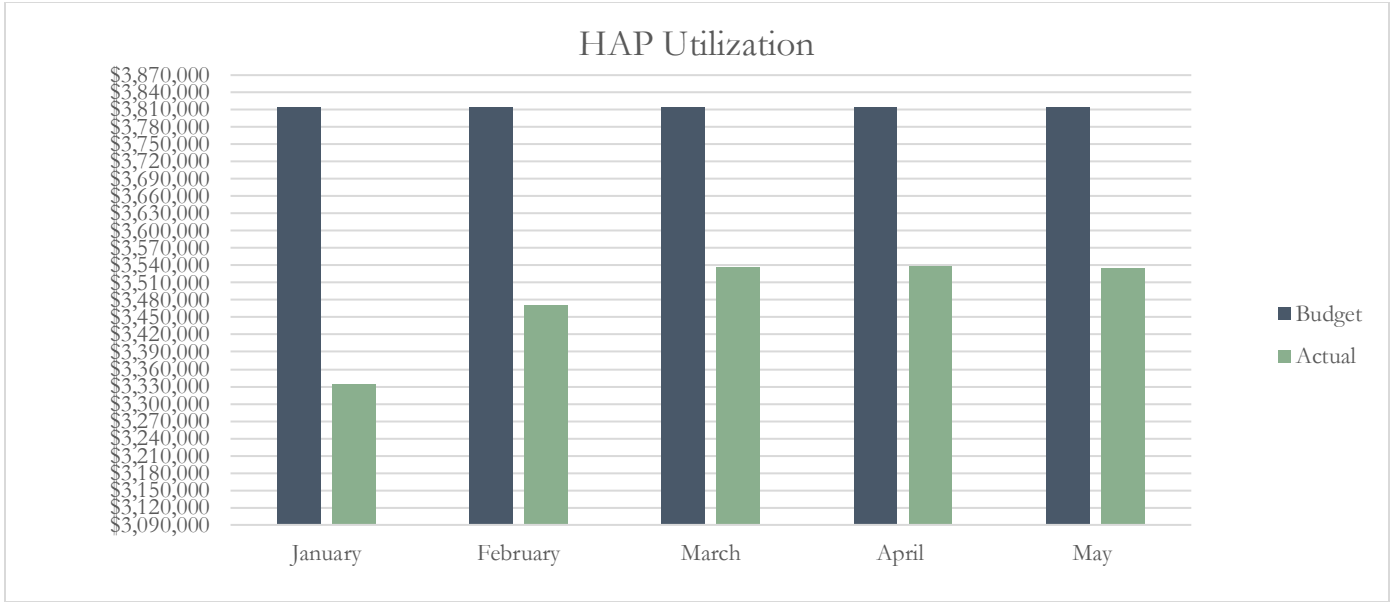
HCV Program Updates:

A draft of the 2027 PHA Annual Plan will be posted to our website and available for review by July 1, 2026. A public hearing for the 2027 PHA Annual Plan will be scheduled at the August Board meeting and a vote on the plan will follow at the September Board Meeting. Please see the memo regarding the 2027 PHA Annual plan, attached is the 2027 draft PHA Annual plan and the PHA 5-Year Plan for reference.

Allison joined agency leadership is a Leadership Team Day at the Ecology school. We connected with our colleagues while learning to solve problems together and put our agency core values into action.

HCV went live with a new and improved MyHousing Landlord Portal. Landlords have access to their payment information, upcoming inspections and information about completed inspections. We can also use the portal to provide important communication and forms most used by our partners.





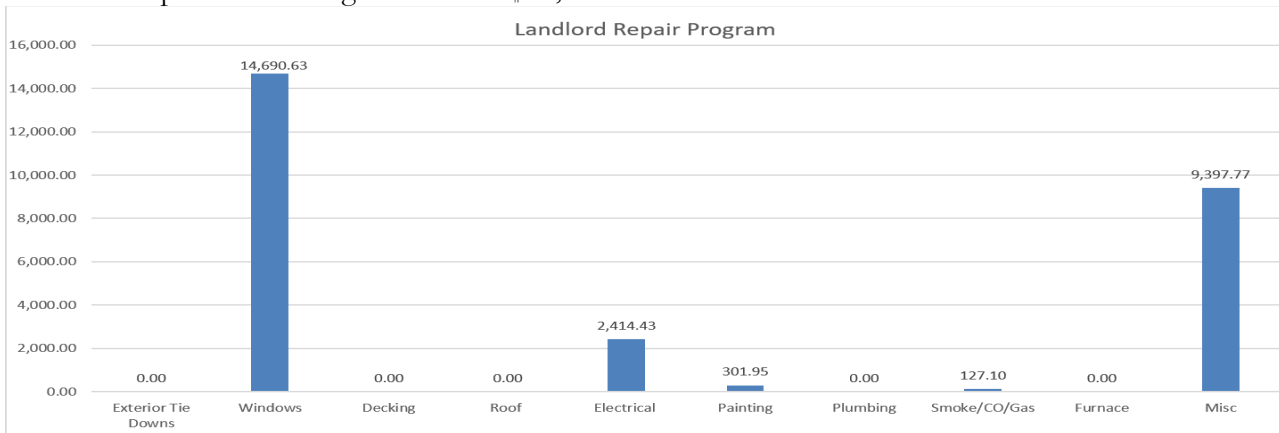
Eviction Prevention Program:

2026 EPP Administrator RFP is closed. We are currently evaluating responses and selecting the EPP administrator by June 12th.

HCV Inspection Updates:



Landlord Repair Grant Program YTD – \$22,379.04



Human Resources and Facilities Department Memorandum

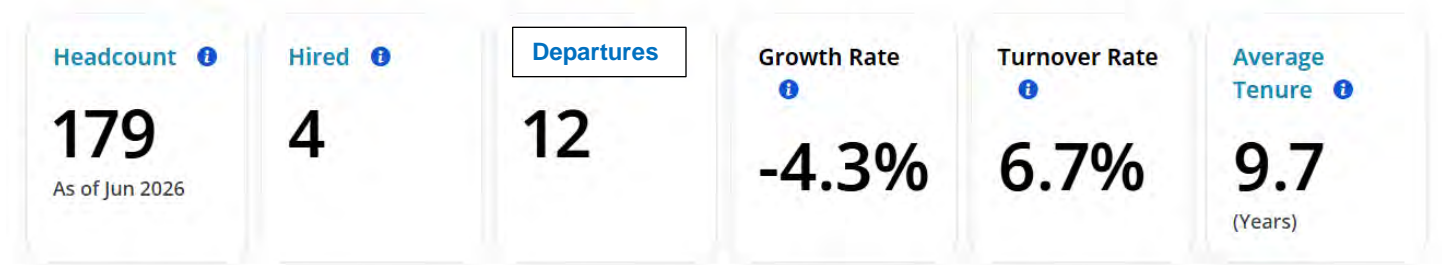
To: Board of Commissioners

From: Jane Whitley, Director of Human Resources & Facilities

Date: June 8, 2026

Subject: Board Report

Human Resources Updates



We Are Hiring!

You may visit our website at www.mainehousing.org/about/careers to view our vacant positions: Construction Analyst, Loan Operations Manager, Federal Programs Accountant, Homeless Program Specialist, and two Asset Manager I positions. Encourage your friends and family to apply.

Upcoming Retirements:

We have four upcoming retirements: Director of IT, Director of Audit, Federal Program Account, and Mortgage Assistant. We wish them all the best!

ActWell Team News & Events

- We are in the middle of our Spring Wellness Challenge, which encourages staff to get active and walk either by doing internal loops in our building or walking in our parking lot/neighborhood. At the end of the three-month challenge period, participants will have their names entered in a random drawing with the two lucky winners receiving vehicle passes to Maine's beautiful State parks.
- We are assisting the Employee Experience Team with our annual Pride luncheon happening on June 16.

Facilities Updates

- Interior and external window washing was completed at the end of May.
- Three exterior security cameras have been upgraded.
- Minuteman Security installed a new handicap accessible door operator to the cafeteria door. This will provide more convenient year-round wheelchair access and assist with deliveries from vendors and during staff events.

- It's a lovely sight to see our resident duck and her ducklings enjoying the pond out back – this creates a peaceful moment for our staff to enjoy.
- Soon, the turtles in the pond will begin laying their eggs in the perennial gardens. The eggs will remain there until the hatchlings emerge at the end of summer.

Information Technology Department Memorandum

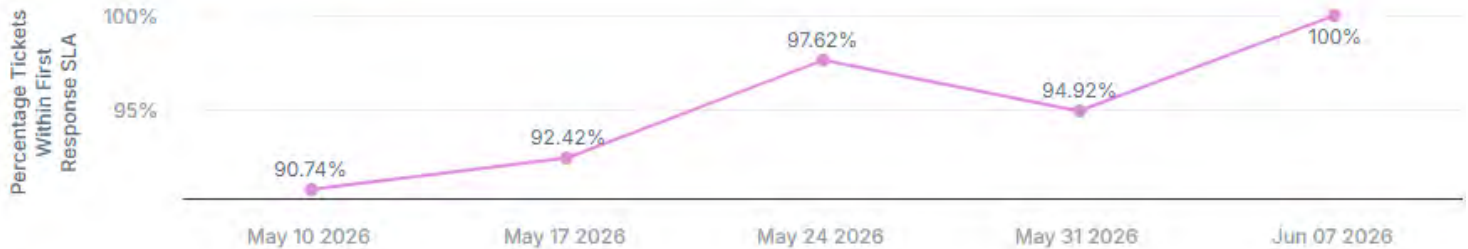
To: Board of Commissioners
From: Craig Given, Director of IT
Date: June 10, 2026
Subject: Monthly Report

Unresolved Tickets - Trend

Group By : **By Week** ▾



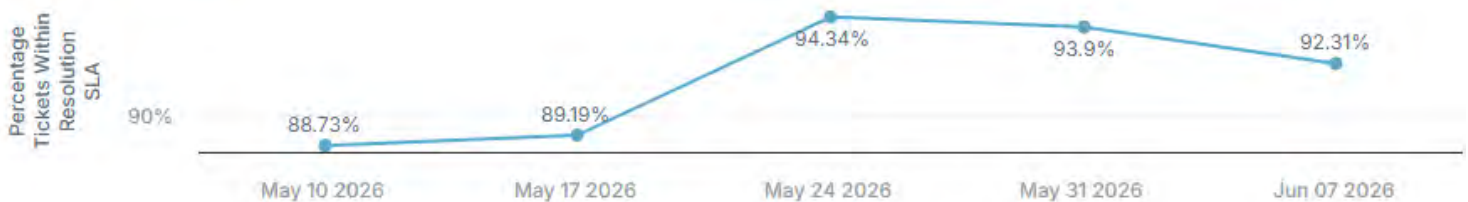
First Response SLA Compliance - Trend



By Week

Resolution SLA Compliance - Trend

Group By : **By Week** ▾



By Week

Information Technology Updates:

- Director of Information Technology hiring process is ongoing.
- Operations and Help Desk teams participating in workshop in preparation for implementing OneDrive and SharePoint technologies within Microsoft 365.
- Security training was completed in May. 98% of staff completed per deadline.
- Quarterly anti-phishing campaign to be conducted in June.
- Provided A/V support for annual All Staff Day.
- Data Stewardship Team is evaluating software tools to aid in the development of data map and dictionary.
- Prepared hardware inventory in preparation for annual hardware refresh.
- Working with departments on software solutions to support Grant Management and EHS.
- Ongoing configuration and implementation of Microsoft Purview. Preparation for the implementation of additional software features of Microsoft 365, including Teams, SharePoint and OneDrive.
- Continued quality improvement process for ITSM (Information Technology Service Management) software. Started implementation of Employee Journeys tool to improve tracking of Onboarding/Offboarding/Crossboarding.
- Applied security patches to critical systems to address identified vulnerabilities.

Planning and Research Department Memorandum

To: Board of Commissioners
From: Jonathan Kurzfeld, Ph.D., Director of Planning and Research
Date: June 08, 2026
Subject: June 2026 Board Report

Planning and Research Department (PnR)

PnR’s offsite team outing, set for June 18, is shaping up as a day for fun and connection – including outdoor activities, so we are keeping our fingers crossed the weather cooperates! Looking ahead to other summer plans, prior to the Board’s next meeting in August, the department will be focused on a number of important projects. We plan to update our processes for calculating utility allowances for the associated programs, including possible adjustments to the HUD fuel consumption estimates based on the most recent data available on the topic; further development of our affordability dashboards, hoping to relaunch the rental affordability index with new data and methodology; creating a plan and process for managing and updating the metrics in our new Strategic Plan; and continuing to develop and integrate our Digital Asset Manager (DAM), which provides a user-friendly, searchable interface for all of our staff to access photos, videos, and the wealth of design files produced by our team. Simultaneous to all of those projects, I will be working with Senior Director of Operations Jamie Johnson to develop the Teams and Committees appendix for our Strategic Plan, extending the plan to encompass the full scope of MaineHousing activities.

External Communications

Press Interaction	ME-based outlets Press contacts*	Out-of-state outlets Press contacts*	Director-level Press interviews
May 2026	10	0	5
Previous 3 mo Average	11	1.3	9.7
Previous 12 mo Average	14	0.8	9.5
May 2025	20	1	16

**Repeated outreach from the same outlet regarding a single topic is considered a single press contact.*

Media activity was lighter than usual during the past month, presumably with Maine’s press corps focused on pre-primary election coverage, but activity remained constructive and reinforced our credibility as a trusted source on complex housing issues.

Of the media inquiries handled, topics included program eligibility based on area median income (AMI); federal homelessness funding; Community Aging in Place; homeownership; housing development; and operational questions related to service delivery. This timeframe included exposure both from fast-turn news and more in-depth engagement; inquiries from daily and statewide print outlets (Portland Press Herald, Bangor Daily News, Sun Journal), broadcast

television (Spectrum News, WGME, NewsCenter Maine), and nonprofit and public-interest journalism (The Maine Monitor) reflected broad interest in MaineHousing’s work.

MaineHousing was consistent in shaping accurate public understanding of housing policy and program implementation through technical explanation, contextual framing, and coordination with partners. This underscores both our credibility and ability to support accurate, solution-oriented coverage while directing inquiries to the most appropriate expertise when needed.

Consistent with strategy 7.5 in our Strategic Plan, our communications work this period also involved collaboration with, or referrals to, the Governor’s Office, Bath Housing, Community Action agencies, and the Continuum of Care.

[Small fixes help older Mainers stay in their homes](#)

[Lisbon housing complex proposed for low-income Farwell Mill residents](#)

[Affordable housing complex for seniors aims to open early next year in Bangor](#)

[Home shortage: Housing advocates see wins and losses in Legislative session](#)

Social Media

Facebook Activity	Organic Posts	Organic Views	New Follows	Direct Interactions
May 2026	10	29,580	66	7
Previous 3 mo Average	11.3	29,519	76.7	9
Previous 12 mo Average	-	-	-	-
May 2025	-	-	-	-

“Organic Posts” and “Organic Views” are metrics specific to posts created in house and shared by PnR staff -- organic, unpaid content. “New follows” to the MaineHousing account may come from this organic content or from paid advertising efforts through Rinck, our marketing partner. “Direct interactions” are PnR responses to comments to and messages regarding any type of MaineHousing Facebook content, paid or organic.

Internal Communications

Intranet Activity	Total Monthly Visits	Average Pages Per Session	Average Session Time
May 2026	27,385	1.2	2.7
Previous 3 mo Average	-	1.6	3
Previous 12 mo Average	-	1.8	2.7
May 2025	-	2.32	2.3

We have shifted to a new method of measuring total visits, which we had been using an external tool to track because the SharePoint platform metrics have functional limitations. However, we’ve decided those limitations are less of a concern than we have with the external tool.

On the other hand, we have reached a full year using the SharePoint intranet platform, and can therefore now provide a full 12-month average for the other two metrics. Although users are viewing fewer pages in comparison to May of last year, the increase in session time indicates that they are paying more attention to the content that they are viewing.

Interdepartmental Support

Lytho Activity	New Requests	Requests Completed	Median hours to completion*	Top 2 Departments
May 2026	29	33	2.09	EHS, AM
Previous 3 mo Average	23.3	27.7	12.2	EHS
Previous 12 mo Average	21.9	23.9	11.5	EHS, Homeless
May 2025	26	25	1.44	Homeownership

*These hours are the project duration, which begins once the job has been accepted and ends when it is marked completed. This excludes any lag time between submission and staff acknowledgement, such as when a request is submitted on a Friday afternoon and not seen by PnR staff until the following week.

MaineHousing’s account representative from Lytho, the workflow software PnR uses to manage incoming task requests, recently provided an analytical report comparing use metrics from June 2025 through May 2026. A few key points from the report are:

- 1. More output, same efficiency:** 43% more work completed (1,213 vs. 847 items) within a consistent turnaround time (11.1 days vs. 11 days) - a “strong indication that your processes are scaling effectively as demand grows.”
- 2. Greater productivity from fewer requests:** Requests decreased by 13%, but deliverables increased by 20% - indicating more finished work with less administrative chaff, the team was able to focus on the most meaningful outcomes.
- 3. Stronger adoption and collaboration:** Reviews submitted increased by 48%, comments increased by 146%, and project duration improved by 14% (from 11.2 days down to 9.7 days) – indicating greater engagement during workflow.

The report also highlights a number of power users, including an HCV manager as our most frequent individual requestor (22 requests); UX/UI Designer Ouellette for having completed the most tasks (567) and created the most projects (239!); and Coordinator Anderson as the top user in terms of proofs sent out for review.

Website

Web Traffic	Visitors	Total Hits	Engagement	Top 2 Program Areas
May 2026	52,142	95,648	49.7%	Energy, Homebuyer
Previous 3 mo Average	55,834	110,823	54.73%	Energy, Homebuyer
Previous 12 mo Average	53,267	167,331	76.98%	Energy, Homebuyer
May 2025	48,352	165,373	84.1%	Homebuyer, Rental

UI/UX Designer Ouellette, who produces the website statistics report that usually accompanies this update, is out of office until Monday, June 15th. The above stats have been updated but the full stats breakdown for May has not been included in this board report. Instead, it will be available upon request beginning on Monday, June 15th.

Board Calendar 2026-2027

<p>JUNE 16, 2026 <u>Board Business:</u></p> <ul style="list-style-type: none"> • Adopt HEAP Rule/State Plan (VOTE) • PHA Plan Introduction • HOPE/HAMP update <p><u>Program Presentations:</u> Planning and Research Department Update</p>	<p>JULY 21, 2026</p> <p style="text-align: center;">Meeting to be held if necessary</p>
<p>AUGUST 18, 2026 <u>Board Business:</u></p> <ul style="list-style-type: none"> • PHA Plan Public Hearing • Adopt DOE Weatherization State Plan (VOTE) • 2027 Goal Setting – initial discussion <p><u>Program Presentations:</u> HR & Facilities department and building physical plant update</p>	<p>SEPTEMBER 15, 2026 <u>Board Business:</u></p> <ul style="list-style-type: none"> • Adopt PHA Plan (VOTE) • 2027 Goal Setting – continued discussion <p><u>Program Presentations</u> Housing Choice Voucher Department Update</p>
<p>OCTOBER 20, 2026 <u>Board Business:</u></p> <ul style="list-style-type: none"> • 2027 Goal Setting – Priorities <p><u>Program Presentations:</u> Legal Services department update</p>	<p>NOVEMBER 17, 2026 <u>Board Business:</u></p> <ul style="list-style-type: none"> • Legislative/Governor’s Office Update • Review Preliminary 2027 Budget • Resource Allocation for 2027 <p><u>Program Presentations:</u> Loan Servicing presentation</p>
<p>DECEMBER 15, 2026 <u>Board Business:</u></p> <ul style="list-style-type: none"> • Approve 2027 Budget (VOTE) • Elect Officers (VOTE) • MPP Series Resolution (VOTE) • Updates from the Governor’s office <p><u>Program Presentations:</u></p>	<p>JANUARY 19, 2027 <u>Board Business:</u></p> <ul style="list-style-type: none"> • Legislative Preview • Strategic Plan Update <p><u>Program Presentations:</u> Multi-family Development – 2026 Review, 2027 Preview</p>
<p>FEBRUARY 16, 2027 <u>Board Business:</u></p> <ul style="list-style-type: none"> • Legislative Update • Governor’s Office Update • Introduce DOE Weatherization State Plan <p><u>Program Presentations:</u> Homeownership – 2026 Review, 2027 Preview</p>	<p>MARCH 16, 2027 <u>Board Business:</u></p> <ul style="list-style-type: none"> • DOE Weatherization State Plan Public Hearing • Legislative Update • HEAP Rule/State Plan introduction <p><u>Program Presentations:</u> Asset Management department update</p>
<p>APRIL 20, 2027 <u>Board Business:</u></p> <ul style="list-style-type: none"> • Legislative Update • Commence Rulemaking HEAP Rule (VOTE) • Executive Session – Personnel Matter (VOTE) <p><u>Program Presentations:</u> 2026 Budget and Audit results</p>	<p>MAY 18, 2027 <u>Board Business:</u></p> <ul style="list-style-type: none"> • Legislative Update • HEAP Rule/State Plan Public Hearing • Adopt DOE Weatherization State Plan (VOTE) <p><u>Program Presentations:</u> Mortgage Purchase Program (MPP) Overview/Financial Results Homeless Initiatives Department Update</p>