

September 15, 2020 Board Meeting

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Board of Commissioners Meeting – September 15, 2020 9:00 A.M. – 11:00 A.M.

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

9:00	Adopt Agenda (VOTE)	Lincoln Merrill
	Approve minutes of August 18, 2020 meeting (VOTE)	All
	Communications and Conflicts	All
	Chair of the Board Updates	Lincoln Merrill
	Director Updates	Dan Brennan
9:30	Adopt State Low Income Housing Tax Credit Rule (VOTE)	Mark Wiesendanger/Linda Uhl
9:45	HCV Overview and Draft HCV Annual Plan Review	Allison Gallagher
10:15	Mortgage Purchase Program	Tom Cary
	<u>Department Reports:</u>	All
	Asset Management	
	Communications and Planning	
	Development	
	Energy and Housing Services	
	Finance Monthly Report	
	Financial & Budget Report	
	Finance Delinquency Report & Charts	
	Homeless Initiatives	
	Homeownership	
	Housing Choice Voucher	
	Information Technology	
	Adjourn (VOTE)	All

The next meeting of the Board is scheduled October 20, 2020 via teleconference



Minutes of the Board of Commissioners Meeting August 18, 2020

MEETING CONVENED

A regular meeting of the Board of Commissioners for MaineHousing convened on August 18, 2020 virtually and at the offices of MaineHousing, 26 Edison Drive, Augusta, Maine. Notice of the meeting was published on August 7, 2020 in Central Maine newspapers.

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

PUBLIC ATTENDANCE

Peter Merrill, Deputy Director; John Bobrowiecki, Counsel; Karen Lawlor, Executive Administrator; Linda Grotton, Director of Audit and Compliance; Mark Wiesendanger, Director of Development; Steve McDermott, Strategic Planning and Outreach Coordinator; Tom Cary, Treasurer; Daniel Drost, Director of Energy and Housing Services; Bob Conroy, Director of Asset Management; Craig Reynolds, Director of Homeownership; Cara Courchesne, Communications Coordinator; Denise Lord, Senior Director of Communications and Planning; Lauren Bustard, Senior Director of Programs; Brenda Sylvester, Community Housing of Maine, Inc.; Joseph Tait, Raymond James; and Gerrylynn Ricker, Paralegal and note taker.

ADOPT AGENDA

Commissioner Davis made a motion seconded by Commissioner Joseph to adopt the August 18, 2020 agenda. The vote carried unanimously.

APPROVE MINUTES OF JUNE 16, 2020 MEETING

Commissioner Joseph made a motion seconded by Commissioner Buxbaum to accept the June 16, 2020 minutes as written. The vote carried unanimously.

COMMUNICATIONS AND CONFLICTS

Commissioner Buxbaum reported that her employer, Coastal Enterprises, Inc. has several properties that are in the process of transferring to other developers. Some of these properties have MaineHousing financing.

Chair Merrill received a communication regarding the Farwell Mill property.

CHAIR OF THE BOARD UPDATES

None

DIRECTOR UPDATES

Director Brennan asked the Commissioners to review the Commissioner biographies included in the Board packet and report any corrections or amendments to him so they can be updated on MaineHousing's website.

Director Brennan reported his activities and upcoming matters as follows:

- Expanded Rent Relief programs, launched August 1, 2020.

- Eviction prevention efforts. The Courts are now hearing eviction proceedings and we are continuing to plan how best to help out.
- Safety and security protocols are in effect in the building. We conducted a staff survey with 80% staff participation. 25% are working in office; 30% are working at home only; and 45% are hybrid – one or two days in office. 75% are happy with that and 81% have what they need to work remotely. 71% are very/somewhat satisfied with the safety protocols we have in place in building with 11% not happy. Some suggestions received from not happy staff are to make masks mandatory and enforce social distancing in office.
- The Mortgage Purchase Fund Group shows a \$2 million profit through the end of June, 2020 compared to last year's \$4 million profit. This is not a red flag. This is mostly based on the short term interest rate on investments is at an all-time low of nearly 0% compared to 2% last year.
- The new year of Home Energy Assistance Program has started. Last year we received 5.5% less applications than the previous year but 3% more applications were eligible. We served over 40,000 households.
- Energy and Housing Services department held a successful virtual training with the CAP agencies through the Bridge system with over 100 people signed up.
- Working with public housing authorities on updating the central wait list for our Section 8 program.

CHAPTER 35 – STATE LOW INCOME HOUSING TAX CREDIT PROGRAM RULE PUBLIC HEARING

Counsel John Bobrowiecki introduced the Commissioners and staff representing MaineHousing. Notice of the hearing was published on our website, and in newspapers statewide on July 29, 2020 and sent to interested parties on July 15, 2020. The comment period expires on Friday, August 28, 2020 at 5:00 p.m. Director of Development Mark Wiesendanger reviewed the stakeholder input process. There being no members of the public to testify, Counsel Bobrowiecki adjourned the public hearing at 9:34 a.m.

HOMELESS INITIATIVES UPDATE

Senior Director of Programs, Lauren Bustard presented on the activities the Homeless Initiatives department is working on. To date we have spent a little over \$1.1 million for the Shelter Grant program. We are going to continue the grants through the end of the year using Emergency Shelter Grant (ESG) money. Three of the wellness centers (Portland, Lewiston and Presque Isle) are no longer operating as shelters. All of the folks that were still at those locations have transitioned into housing or to another shelter. We still have a hotel we are supporting in Rockland and that should be transitioning off by the end of August. Shelters have been putting people up in hotels in order to provide social distancing and we have been reimbursing the shelters for the hotel expense. We have started a rapid-rehousing program. This program provides pretty intensive case management, an intensive landlord engagement process, and includes more financial assistance for move-in. We are contracting with providers in Portland, Bangor, and Rockland areas. We are contracting to assist up to 150 people to be housed. We are working with a consultant on the redesign of the homeless delivery system. We have a leadership team together which includes representation from Department of Health and Human Services, Department of Corrections, Department of Education, Veterans Affairs, shelter providers and people with lived-in experience. We have met in August and will meet again in September with the Statewide Homeless Council. The Youth Homeless Demonstration program came to a halt with the hit of the pandemic, which is the case throughout the country. HUD gave a one-year extension which gives us more time to come up with the best plan for the use of these funds.

ASSET MANAGEMENT UPDATE

Director of Asset Management Bob Conroy presented a slide show overview of the Asset Management Department. He reviewed the multifamily portfolio and the current activity with COVID-19. The three major program groups in the multifamily portfolio are properties with rental assistance – 37%; properties with rent restrictions – 29%; and supportive housing – 34%. Bob reviewed the department functions, reviewed projects by county, units by county; and staffing. Regarding the COVID-19: For tenants, the department has rolled out the rent relief program for MaineHousing properties and have partnered with the Department of Corrections to issue masks to elderly and disabled residents. For owners, the department has suspended some program requirements (audits, reporting, etc.); and provided early release of surplus cash if necessary, use of project escrows, temporary mortgage forbearance, debt restructure and loan assistance. Asset Management also does some underwriting for several programs to protect the on-going health of the portfolio. These programs include the subsequent loan program, supportive housing repair program, loan restructuring or modification, and contract administration loans.

UNIVERSITY OF MAINE 3D HOUSING INITIATIVE

Director of Development Mark Wiesendanger gave a presentation on the work that his department has been doing with the University of Maine and their 3D printed homes. Mark reviewed the project goals; the funding opportunity; and the team which includes people from UMaine Advanced Structures and Composites Center, MaineHousing, WBRC, Bowman Contractors and Penquis CAP. The University has the world's largest 3D printer. The first model unit is on the Orono campus. They intend to make six to ten 400-600 square foot units. Mark reviewed the timeline, budget, measurement, challenges and concerns. Mark shared some project information websites that the Commissioners could view. There were a lot of questions and discussion and everyone was very excited about this project.

DEPARTMENT REPORTS

Commissioner Joseph had a question on the rate of foreclosures. Director Brennan will get back to Commissioner Joseph directly.

EXECUTIVE SESSION

State Treasurer Beck made a motion seconded by Commissioner Usher to enter into an Executive Session pursuant to 1 MRS 405.6(A) to discuss a personnel matter. Commissioners Beck, Buxbaum, Davis, Gross, Joseph, Talarico and Usher voted unanimously in favor of the motion. The Board of Commissioners entered into Executive Session at 11:55 a.m.

The Board of Commissioners came out of Executive Session at 12:25 p.m. and resumed the meeting. *Commissioner Joseph made a motion seconded by Commissioner Davis to award Director Daniel Brennan a 5.0% increase in salary effective April 9, 2020. The motion carried unanimously.*

State Treasurer Beck wanted it noted in the minutes that the raise was based upon Director Brennan's performance evaluation and acknowledgement of his excellent leadership during the COVID-19 pandemic and transition to the new building.

ADJOURN

Commissioner Usher made a motion seconded by Commissioner Buxbaum to adjourn the meeting. The meeting was adjourned at 12:30 p.m. by unanimous vote of the Board.

Respectfully submitted,

Donna Talarico, Secretary

To: MaineHousing Board of Commissioners

From: Mark Wiesendanger, Development Director
Linda Uhl, Chief Counsel

Date: September 9, 2020

Subject: Adoption of the State Low Income Housing Tax Credit Rule, Chapter 35

At your meeting on September 15, 2020, we will ask you to adopt the attached *State Low Income Housing Tax Credit Rule*, Chapter 35.

As you know, the public hearing was held on August 18, 2020. The comment period expired August 28, 2020. We received no comments.

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

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

PROPOSED MOTION:

To adopt the State Low Income Housing Tax Credit Rule, Chapter 35 of MaineHousing's rules, attached to the memorandum to the MaineHousing Board of Commissioners from Mark Wiesendanger and Linda Uhl dated September 9, 2020.

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

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

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

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

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

- 4. Notice of Reservation of Credit.
 - a. MaineHousing will issue a notice of reservation of State Credit for Qualified Maine Projects as follows:
 - i. the notice of reservation will be issued at the same time as the Notice to Proceed described in the Qualification Allocation Plan;
 - ii. the notice of reservation will remain in effect as long as the Notice to Proceed remains in effect; and
 - iii. the notice of reservation may include State Credit to be allocated in future years.

 - b. MaineHousing will issue a notice of reservation of State Credit for Qualified Rural Development Preservation Projects after receipt of the following:
 - i. An approval of transfer issued by Rural Development Headquarters;
 - ii. Current appraisal and capital needs assessment in compliance with Rural Development requirements;
 - iii. Repair plan approved by Rural Development; and
 - iv. Any additional documents needed by MaineHousing to determine the amount of credit.

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

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

6. General.

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

7. Rule Limitations.

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

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

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

BASIS STATEMENT: The state low income housing tax credit law was enacted to provide funds for the development and preservation of multi-family affordable housing. Under the law, the amount of the state low income housing tax credit a project receives for new rental units is equal to the amount of federal low income housing tax credits the project receives in conjunction with the issuance of tax exempt bonds. At least 10% of the credit to be allocated in a calendar year, must be set aside for qualified rural development preservation projects that incur at least \$100,000 in improvements and do not receive federal low income housing tax credits. The law requires MaineHousing to allocate and administer the credit and define "rural areas."

PUBLIC COMMENT: Notice of Agency Rule-making Proposal was published on MaineHousing's website and in appropriate newspapers on Wednesday, July 29, 2020, and sent to interested parties on July 15, 2020.

MaineHousing held a public hearing on Tuesday, August 18, 2020, to receive testimony on the proposed rule. Written comments were accepted until 5:00 p.m. EST on Friday, August 28, 2020. No one testified or provided written comment.

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

FISCAL IMPACT NOTE: \$10,000,000 per year tax credits.

EFFECTIVE DATE:

An Overview of the Housing Choice Voucher (HCV) Program



MaineHousing
MAINE STATE HOUSING AUTHORITY

HCV Program

- MaineHousing's Section 8 Housing Choice Voucher program provides rental assistance to income-eligible tenants by subsidizing a portion of their monthly rent and utilities and paying it directly to their landlords
- The assistance provided is the difference between what the tenant pays toward rent (generally 30% to 40% of the household's adjusted gross income) and the cost of the rent



HCV Program Cont.

- MaineHousing's HCV program helps about 3,800 low-income Maine households each month
- MaineHousing's area of operation is the Balance of State, that is, the area of the State not served by Municipal or Local Housing Authorities
- The rules and regulations of the HCV program are determined by the U.S. Department of Housing and Urban Development



Eligibility Determination

- Income Restrictions
- Criminal Background Screening
- Debt Owed to PHA
- Terminated from PHA



HCV Subsidy Types

	<u>Set Aside</u>	<u>Leased</u>
Housing Choice Vouchers	3964	3793
Non-Elderly Disabled (NED)age 18-61	329	253
Project Based Vouchers (PBV)	292	269
Family Unification Program (FUP)	115	93
Veterans Affairs Supportive Housing (VASH)	135	109
811 and Elderly Waiver Set Aside	39	26
Moderate Rehabilitation (Mod-Rehab)	86	71



HCV–Homeless Priority

Leased

Homeless Set-Aside (Home to Stay vouchers)	180 (60% of available)
Stability Through Engagement (STEP) ME TBRA-COC funded	142 (Fed HOME) 31



HCV Statistics

- 22,970 applicants active on the Maine Centralized Wait List
- Average of 380 people searching with a MaineHousing voucher each month
- Per Unit Cost is \$655/month (increase of \$16 since January 2020)
- Voucher turnover rate 8.5% (30 per month)
- Lease up rate 70% (40 per month)



PHA Annual Plan

Adoption of Proposed HCV Annual Plan

Public Comment Requirements

§ 903.17 What is the process for obtaining public comment on the plans?

(a) The PHA's board of directors or similar governing body must conduct a public hearing to discuss the PHA plan (either the 5–Year Plan and/or Annual Plan, as applicable) and invite public comment on the plan(s). The hearing must be conducted at a location that is convenient to the residents served by the PHA.

(b) Not later than 45 days before the public hearing is to take place, the PHA must:

(1) Make the proposed PHA plan(s), the required attachments and documents related to the plans, and all information relevant to the public hearing to be conducted, available for inspection by the public at the principal office of the PHA during normal business hours; and

(2) Publish a notice informing the public that the information is available for review and inspection, and that a public hearing will take place on the plan, and the date, time and location of the hearing.

(c) PHAs shall conduct reasonable outreach activities to encourage broad public participation in the PHA plans.



TIMELINE

September 15, 2020

Submit draft plan to Board for review prior to Public Hearing

September 21, 2020

Public Notice of Public Hearing

Public availability of Proposed Plan including feedback/recommendations from Resident Advisory Board (MaineHousing website)

November 17, 2020

Public Hearing

December 15, 2020

Board adoption

Newspapers we publish in:

Portland Press Herald

Lewiston Sun Journal

Kennebec Journal

Bangor Daily News



PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: Maine State Housing Authority PHA Code: ME901 PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 1/01/2020												
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: 4419												
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only												
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)												
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program <table border="1"><tr><th>PH</th><th>HCV</th></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></table>	PH	HCV						
PH	HCV												
	PHA 1:												
	PHA 2:												
	PHA 3:												
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.												
5.1	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: 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.												

5.2

Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

MaineHousing's Program Goals:

Goal 1: Improve Housing Quality

- Ensure decent and safe housing by enforcing the compliance of inspection standards above HQS requirements
- Maintain an inspections process that is efficient, consistent and conduct timely inspections

Goal 2: 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.

Goal 3: Help Maine People Attain Housing Stability

- Award project-based vouchers in properties that provide supportive services to homeless families (approximately 50)
- Award project-based vouchers to existing Low Income Tax Credit properties with a preference for homeless families (up to 50)
- Award project-based vouchers to properties selected through MaineHousing's QAP process (up to 40)
- Continue to administer the Family Self Sufficiency Program
- Fully utilize specialty vouchers (NED, VASH, Family Unification, Mainstream, 811)

Goal 4: Provide Leadership in the Housing Field

- Contribute to ongoing analysis of housing needs
- 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

MaineHousing's Operational Priorities:

Service

- Strive for and monitor customer satisfaction through feedback, surveys and a call distribution line and an information box via our website
- Provide training to staff to better serve clients through a case management model similar to resident service coordination.
- 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
- Hired a housing navigator to assist voucher holders with their housing search and build on our landlord outreach efforts

People

- Provide customer service and communications (MI) training to 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

Financial Capacity

- Support funding shortfalls through administrative fee reserves as needed
- Request when appropriate for higher administrative fees or blended rates (statewide jurisdiction)

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

Progress in meeting goals in previous 5 year Plan:

- Provided excellent customer service by hiring staff competent in customer service delivery
- Awarded 17 Project-based vouchers to permanent supportive housing projects for homeless and or disabled families
- Awarded 73 Project-based vouchers to housing projects for homeless and or disabled 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 75+ 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
- 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. (11 currently housed)
- Set aside 33 Non-Elderly Disabled Vouchers to assist families that qualify under the 811 waiver program (29 currently housed)
- Set aside 40 vouchers for a pilot program for working families who may be interested in joining the FSS program (Waterville, Aroostook, Washington counties)
- Awarded 5 year mainstream vouchers (approx. 22 available) 5 currently leased
- Published 2 Landlord newsletters per year
- Regularly hold Landlord forums and PHA inspector forums

PHA Plan Update

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

The PHA Plan Elements are set forth in MaineHousing's Administrative Plan other than the Operation and Management, and Safety and Crime Prevention provisions which are not applicable because MaineHousing does not own any public housing.

MaineHousing's Administrative Plan was revised in 2018 and again in 2019. Changes adopted by the Board of Commissioners in 2018 and 2019 include:

Chapter 10- Moving

10-I.B. RESTRICTIONS ON MOVES

Restrictions on Elective Moves [24 CFR 982.35(c)]-Page 216

MaineHousing Policy

MaineHousing will also deny a family permission to move if they are not a tenant in good standing. MaineHousing defines a tenant as NOT in good standing in the following situations: damages to the unit exceeding \$1500 in excess of security deposit or the equivalent of one month's rent, debt to the landlord for unpaid tenant rent (**tenant liability not to exceed 3 months of the current monthly tenant rental portion**), the court determines the participant has committed serious violations of the lease, **the family currently owes rent or other amounts to MaineHousing or another PHA in connection with Section 8 or public housing assistance under the 1937 Act or the family breaches an agreement with MaineHousing to pay amounts owed to MaineHousing, or amounts paid to an owner by MaineHousing.**

Chapter 16- Program Administration

16-III.C. INFORMAL HEARINGS FOR PARTICIPANTS [24 CFR 982.555]

Informal Hearing Officer [24 CFR 982.555(e)(4)]- Page 328-329

MaineHousing Policy

The hearings for terminations will be conducted by a contracted hearing officer. Other informal hearings **may be conducted by any MaineHousing employee, other than the person who made the decision under review or their subordinate, or other qualified person designated by MaineHousing.**

17-III.D. INSPECTING UNITS

Turnover Inspections [24 CFR §983.103(c)]

Page 386

MaineHousing Policy

MaineHousing will provide assistance for units that fail the initial HQS inspection as a result of only non-life-threatening conditions. The owner will have 30 days to comply with HQS.

5-II.B. Determining family unit (voucher) size [24 CFR 982.402]

Subsidy Standards

MaineHousing Policy-

MaineHousing will assign one bedroom for each two persons with a designation of HEAD/CO-HEAD or SPOUSE within the household, except in the following circumstances:

- Single head of household with additional family members not designated as a spouse or co-head will be allocated a separate bedroom.
- Additional family members (other adult) not designated as a spouse or co-head will be allocated a separate bedroom.**
- Children under 18 of different genders will be allocated separate bedrooms.
- Children under 18 of the same gender who are 10 years apart in age will be allocated separate bedrooms.**
- Live-in aides will be allocated a separate bedroom.
- Single person families will be allocated one bedroom.

Local Preferences [24 CFR 982.207; HCV p. 4-16]

MaineHousing Policy –

It is MaineHousing policy that a priority and/or preference, as well as date and time of the application, establish placement position on a waiting list. Families who have also applied for Project Based Vouchers will be selected according to Chapter 17.

Priority and Local Preference Admissions:

MaineHousing will offer a priority to any family that has been terminated from the HCV program due to insufficient program funding.

Homeless Priority

MaineHousing will set aside at least 60% of available funding for undedicated vouchers for any applicant family that:

- 1) **Is an active STEP voucher holder who has successfully completed 18 months with the STEP program and without the assistance would be spending more than 30% of the family's income on housing, or**
- 2) Is homeless, and
- 3) Is referred by a provider receiving Stabilization Share funds under the MaineHousing Emergency Shelter and Housing Assistance Program and receiving additional case management follow-up from the provider's navigator under the Home to Stay Program; or
- 4) Is referred by a Bridging Rental Assistance Program caseworker, or homeless shelter or domestic violence provider that is not receiving Stabilization Share funds under the MaineHousing Emergency Shelter and Housing Assistance Program and meets MaineHousing's jurisdictional preference. MaineHousing maintains a list of approved providers.

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

353 Water Street, Augusta, Maine 04330 and on our website-www.mainehousing.org

6.0

7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>Currently have 46 homeownership vouchers with a potential of 4 additional Currently 288 units that are Project Based Vouchers and plan to expand to 450 by 2025</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>Housing Need Summary: (According to the 2020-2024) MaineHousing Consolidated Plan (draft) Major factors affecting housing needs in Maine include <input type="checkbox"/> 8th oldest housing stock in the nation <input type="checkbox"/> Maine has the highest percentage of vacant housing units in the country (2010) <input type="checkbox"/> Maine households face physical housing issues-23% owned and 42% of rented units have at least one housing condition; lacking complete plumbing, kitchen facilities or phone service. <input type="checkbox"/> Approximately 62,261 of Maine's total rental stock is out of reach for these extremely low income families.</p> <p>Population changes suggest slow housing formation due to generally flat increases in the population particularly among child bearing age cohorts. Nationally, the millennial generation will be entering the prime housing buying age of 34 and is expected to rejuvenate the current slump in the housing market. In Maine however, this age cohort is forecast to grow about 2% from 2016 – 2026. It is difficult to predict the impact this increase will have on Maine's housing market.</p> <p>In terms of size and cost, Maine's existing housing stock may not be best suited for the preferences of its changing demographic composition and needs of buyers or renters. For many in Maine, the price, quality, size and location of available homes are out of line with incomes. This is what is referred to as the housing mismatch in Maine. Both younger and older age cohorts want to live in more densely populated areas with services and other resources available to them. The price of such housing in these areas, for sale or rent, is out of reach and growing more so by the year.</p> <p>Renters Needing Assistance: The need for affordable rental housing is substantial <input type="checkbox"/> 2017 Census data there are an estimated 735,711 total housing units in Maine. An estimated 52% of renter households are cost burdened with housing expenses greater than 30% of household income <input type="checkbox"/> Affordable units needed <input type="checkbox"/> Maine's older adult population, 65 and older, is expected to jump from its current 18% of total population to 37% by 2026 as the baby boomers age into this cohort. The additional 50,000 increase in the older adult population alone will require an additional 25,000 units of housing. <input type="checkbox"/> The number of affordable owned and rental housing units is decreasing as much as 8,667 units since 2013 (8%). Approximately 37,245 affordable rental units in Maine rent to extremely low income households; 27,173 to very low income; 31,100 low income.</p> <p>Maine defines renters who need assistance as families and seniors (65 years and older) whose households make 80% of median income or less. They are likely to be rent burdened and spend more than 30% of their income on housing.</p> <p>Status of Waiting List (Statewide) MaineHousing has over 18,000 applicants currently on our waiting lists. The waiting list is open to applicants statewide. The summary of need is as follows: Family- 4285 Elderly- 2254 Disabled- 9477 The race and ethnicity of our applicant households is primarily white (83%), not Hispanic with the exception of Cumberland, York, Penobscot and Androscoggin counties that show 4% Hispanic or Latino. MaineHousing has adopted a comprehensive limited English proficiency plan and policy.</p>

9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>MaineHousing will maximize HCV resources by balancing the cost of rent with the voucher payment standard. We will apply for and/or accept vouchers offered under NOFAs or tenant replacement. Because we have a priority to assist homeless families and veterans we are working closely with shelter providers, the VA, the State of Maine DHHS and Low Income Tax Credit owners to implement a case management and referral system. We plan to set aside at least 100 HCV for this program. In addition, we also continue to project-based vouchers in supportive housing for homeless families and in tax credit properties.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>MaineHousing has met the goals as described in our 5 year plan in the areas of housing quality, project-based assistance, family self-sufficiency, landlord and tenant education and outreach and awards of new vouchers (7 VASH and 22 5 year Mainstream). We implemented a landlord repair program that has paid over \$150,000 to participating landlords to correct HQS deficiencies. MaineHousing has helped over 160 voucher holders each year towards a security deposit. We have expanded our landlord Excellence program, a program that acknowledges landlords whose units consistently meet HQS and follow tenant/landlord rules and policies. Our inspection standards exceed those required by HQS and we consistently exceed our goal of inspecting new units within 15 days (average 3). We have solid relationships with our partners and through those partnerships have fully utilized our specialty vouchers (NED, FUP, and VASH). Our FSS program have grown and we committed two staff positions towards this initiative. We have successfully started two pilot programs serving youth and families with a goal toward FSS participation and self-sufficiency.</p> <p>b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</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>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

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 5-Year and Annual PHA Plans. 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 and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 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. 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

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

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

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. 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 its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or 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.
3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.
4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.
5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.
6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.
7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**
8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.
10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.
11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.
12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.
13. **Violence Against Women Act (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

- (a) **Hope VI or Mixed Finance Modernization or Development.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>
- (b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: **(1)** A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **(2)** A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that **approved and/or pending** demolition and/or disposition has changed.
- (c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: **1)** A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

- (d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.
- (e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 Capital Improvements. This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

1. At the end of the program year; until the program is completed or all funds are expended;
2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 Capital Fund Financing Program (CFFP). Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

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 02/29/2016
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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. Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

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

A.	PHA Information.																																			
A.1	<p>PHA Name: Maine State Housing Authority PHA Code: ME901 PHA Plan for Fiscal Year Beginning: (MM/YYYY): 2021 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) 4419 PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Participating PHAs</th> <th style="width: 10%;">PHA Code</th> <th style="width: 25%;">Program(s) in the Consortia</th> <th style="width: 25%;">Program(s) not in the Consortia</th> <th style="width: 15%;">No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td>Lead HA:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	Lead HA:																													
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B.	Annual Plan.
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p>
B.2	<p>New Activities</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p>(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan. Up to 25 PBV for homeless individuals and families with priority given for units located in HUD designated Opportunity Zones-Goal #3 Help Maine people attain housing stability</p>
B.3	<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</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
B.4	<p>Civil Rights Certification</p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.5	<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>

B.6	<p>Progress Report. Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p> <ul style="list-style-type: none"> - Provided excellent customer service by hiring staff competent in customer service delivery - Awarded 9 Project-based vouchers to permanent supportive housing projects for homeless and or disabled families - Awarded 103 Project-based vouchers to housing projects for elderly and or disabled 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 52+ 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, landlord repair money and damage reimbursement 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 - 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. (9 currently housed) -Set aside 33 Non-Elderly Disabled Vouchers to assist families that qualify under the 811 waiver program (26 currently housed) -Set aside 42 vouchers for a pilot program for working families who may be interested in joining the FSS program (working with Community Action agencies to deliver program throughout the state) - Set aside 115 Family Unification vouchers for families and youth (93 currently leased) - Awarded 5 year mainstream vouchers (approx. 22 available) 17 currently leased - Published 2 Landlord newsletters per year - Regularly hold Landlord forums and PHA inspector forums- virtually - Staff attend industry meetings, conferences, and trainings- virtually
B.7	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan? Pending response</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(a) 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>

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 §903.23\(4\)\(e\)](#))

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

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

B. Annual Plan. All PHAs must complete this section. ([24 CFR §903.11\(c\)\(3\)](#))

B.1 Revision of 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."

Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA's jurisdiction and other families who are on the Section 8 tenant-based waiting list. 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 and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#) and [24 CFR §903.7\(a\)\(2\)\(i\)](#)). Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. [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))

RFP for PBV offers points for projects located in HUD Opportunity Zones

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)(3)(4)).

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 under section 3 of the Housing and Community Development Act of 1968 and under requirements for the Family Self-Sufficiency Program and others. Include the program's size (including required and actual size of the FSS program) and means of allocating assistance to households. (24 CFR §903.7(l)(i)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(l)(iii)).

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

Significant Amendment/Modification. PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; or b) any change with regard to homeownership programs. See guidance on HUD's website at: [Notice PIH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

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

B.2 New Activity. If the PHA intends to undertake new activity using Housing Choice Vouchers (HCVs) for new Project-Based Vouchers (PBVs) in the current Fiscal Year, mark "yes" for this element, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake this activity, mark "no." (24 CFR §983.57(b)(1) and Section 8(13)(C) of the United States Housing Act of 1937.

Project-Based Vouchers (PBV). Describe any plans to use HCVs for new project-based vouchers. If using PBVs, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

Accepting responses to a RFP for project based vouchers to house homeless individuals and families.

B.3 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 §903.11(c)(3), 24 CFR §903.7(p))

B.4 Civil Rights Certification. Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, 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 AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

B.5 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

B.6 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.11(c)(3), 24 CFR §903.7(r)(1))

B.7 Resident Advisory Board (RAB) comments. If the RAB provided comments to 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)

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

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

DRAFT

**MAINEHOUSING
FSS ACTION PLAN
FOR THE
FAMILY SELF-SUFFICIENCY PROGRAM**

Revised September 2018

Submitted to HUD: 10/13/18

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Chapter 1

THE FAMILY SELF-SUFFICIENCY PROGRAM AND THE FSS ACTION PLAN

INTRODUCTION

This chapter provides an overview of the Family Self-sufficiency (FSS) program and FSS Action Plan, including the purpose, organization, and required contents of the FSS Action Plan.

Part I: The Family Self-Sufficiency (FSS) Program and FSS Action Plan: This part provides an overview of the family self-sufficiency program and the purpose of the FSS action plan.

Part II: Requirements of the FSS Action Plan: This part covers action plan requirements, including development, revision, and contents of the action plan. It also contains information on family demographics, which is part of the required contents of the action plan.

PART I: THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM AND FSS ACTION PLAN

1-I.A. OVERVIEW OF THE FAMILY SELF-SUFFICIENCY PROGRAM

The origins of the FSS program are in two pilot projects implemented in 1986 and 1990, Project Self-Sufficiency and Operation Bootstrap, respectively. These projects were set up to test self-sufficiency programs for families with housing subsidies, and both demonstrated that families needed essential services in order to move toward economic self-sufficiency. These services include child care, transportation, medical care, and long-term education and training.

In the wake of the successful demonstration of these projects, family self-sufficiency became one of the initiatives under the Homeownership and Housing Opportunities for People Everywhere (HOPE) program enacted in 1990, and the FSS program was subsequently created under the National Affordable Housing Act the same year.

FSS built upon and refined both Project Self-Sufficiency and the bootstrap program. It remained a voluntary program in 1991 and 1992, but became mandatory in 1993 for any new increments of funding issued to PHAs. The 1993 regulations were further modified by the Quality Housing and Work Responsibility Act of 1998 (QHWRA).

The purpose of the FSS program is to coordinate housing assistance with public and private resources to enable assisted families to achieve economic self-sufficiency. The purpose and basic requirements of the FSS program are further elaborated upon in Chapter 2.

This family self-sufficiency program is administered by MaineHousing for the jurisdiction of the State of Maine.

1-I.B. APPLICABLE REGULATIONS

Applicable regulations for public housing and HCV FSS programs include:

- 24 CFR Part 5: General Program Requirements
- 24 CFR Part 8: Nondiscrimination
- 24 CFR Part 902: Public Housing Assessment System
- 24 CFR Part 903: Public Housing Agency Plans
- 24 CFR Part 945: Designated Housing
- 24 CFR Part 960: Public Housing Admission and Occupancy Policies
- 24 CFR Part 965: PHA-Owned or Leased Projects—General Provisions
- 24 CFR Part 966: Public Housing Lease and Grievance Procedures
- 24 CFR Part 982: Section 8 Tenant-Based Assistance: Housing Choice Voucher Program
- 24 CFR Part 984: Section 8 and Public Housing Family Self-Sufficiency Program

1-I.C. THE FAMILY SELF-SUFFICIENCY ACTION PLAN

The family self-sufficiency (FSS) action plan is required by HUD. The purpose of the FSS action plan is to establish policies for carrying out the family self-sufficiency program in a manner consistent with HUD requirements and local goals and objectives contained in the PHA's Agency Plan. This FSS action plan is a supporting document to the PHA Agency Plan, and is available for public review as required by 24 CFR Part 903.

This family self-sufficiency action plan is set forth to define the PHA's local policies for operation of the program in the context of federal laws and regulations. All issues related to FSS not addressed in this document are governed by such federal regulations, HUD handbooks and guidebooks, notices, and other applicable laws. The policies in this FSS action plan have been designed to ensure compliance with the consolidated ACC and all HUD-approved applications for program funding.

The PHA is responsible for complying with all changes in HUD regulations pertaining to the FSS program. If such changes conflict with this plan, HUD regulations will take precedence.

Administration of the FSS program and the functions and responsibilities of PHA staff shall be in compliance with the PHA's personnel policy and HUD's family self-sufficiency regulations, as well as all public housing and HCV regulations, in addition to federal, state, and local fair housing laws and regulations.

PART II. REQUIREMENTS OF THE FSS ACTION PLAN

1-II.A. OVERVIEW

A PHA must have a HUD-approved action plan before implementing an FSS program, regardless of whether the FSS program is a mandatory or voluntary program. Further, this action plan must comply with the requirements specified for the plan in the regulations [24 CFR 984.201(a)].

The regulatory requirements dealing specifically with the FSS action plan itself largely involve the development, revision, and required contents of the action plan. This part covers those requirements.

1-II.B. HUD APPROACH TO POLICY DEVELOPMENT

In developing policy for the FSS action plan, PHAs need to be aware of the distinction HUD makes between mandatory and discretionary policies.

- *Mandatory policies* are those driven by legislation, regulations, current handbooks, notices, and legal opinions.
- *Discretionary policies* consist of those developed for areas in which the PHA has regulatory discretion, or with regard to optional, nonbinding guidance including guidebooks, notices that have expired, and recommendations from individual HUD staff.

HUD expects PHAs to develop policies and procedures that are consistent with mandatory regulations and to make clear the optional policies the PHA has adopted. The PHA's FSS action plan is the foundation of those policies and procedures for the FSS program. HUD's directions require PHAs to make policy choices that provide guidance to staff and consistency to program applicants and participants.

Following HUD guidance, even though it is not mandatory, provides a PHA with a "safe harbor." HUD has already determined that the recommendations and suggestions it makes are consistent with mandatory policies. If a PHA adopts an alternative strategy, it must make its own determination that the alternative approach is consistent with legislation, regulations, and other mandatory requirements. There may be very good reasons for adopting a policy or procedure that is different than HUD's safe harbor, but PHAs should carefully consider those decisions.

1-II.C. FSS ACTION PLAN DEVELOPMENT AND REVISION

Development of Action Plan [24 CFR 984.201(b) and (c)]

When developing an FSS action plan, a PHA must do so in consultation with the chief executive officer of the applicable unit of general local government and the program coordinating committee (PCC).

In addition, a PHA that is establishing its FSS program must submit an action plan to HUD for approval within 90 days after the PHA receives notice from HUD of approval of the PHA's application for funding that establishes the obligation to operate an FSS program. This deadline is required unless the dates are extended by HUD for good cause.

For voluntary FSS programs, the PHA must submit its action plan and obtain HUD approval of the plan before it can implement the FSS program. This includes a voluntary program established because the PHA chose to implement an FSS program that exceeds the minimum size for a mandatory program (see Section 2-II.A. for a discussion of mandatory versus voluntary FSS programs).

Single Action Plan [24 CFR 984.201(f)]

PHAs implementing both a Section 8 FSS program and a public or Indian housing FSS program may submit one action plan. In cases where the PHA decides to submit one plan for more than one program, the policies contained in the action plan would apply to both programs.

MaineHousing Policy

MaineHousing is implementing an HCV-only FSS program.

Revision to the FSS Action Plan [24 CFR 984.201(c)(2)]

Following HUD's initial approval of the action plan, no further approval of the action plan is required unless the PHA proposes to make policy changes to the action plan or increase the size of a voluntary program, or to revise the FSS action plan as needed to comply with changes in HUD regulations. The PHA must submit any changes to the action plan to HUD for approval.

MaineHousing Policy

MaineHousing will review and update the action plan at least once a year, and more often if needed, to reflect changes in regulations, MaineHousing operations, or when needed to ensure staff consistency in operation.

1-II.D. CONTENTS OF THE PLAN [24CFR 984.201(d)]

HUD regulations state that there are several components that must be included in the FSS action plan. At a minimum, the action plan must cover the policies and procedures of the PHA for operation of a local FSS program as follows:

- Family demographics, including a description of the number, size, characteristics, and other demographics such as racial and ethnic data, in addition to the supportive service needs of the families expected to participate in the program. (Chapter 1)

- Estimate of participating families, which means the number of families which can reasonably be expected to receive supportive services under the FSS program. (Chapter 2)
- Eligible families from any other local self-sufficiency program who are expected to agree to executing an FSS contract of participation. (Chapter 2)
- A statement of the PHA's FSS family selection procedures, including a description of how the procedures ensure that families are selected without regard to race, color, religion, disability, sex, familial status, or national origin. (Chapter 4)
- A description of the incentives that the PHA intends to offer to families to encourage participation in the FSS program (an incentives plan), including the establishment of the escrow account. (Chapter 4)
- Outreach efforts, which include a description of the PHA's efforts to recruit eligible families, the actions the PHA will take to ensure that both minority and nonminority groups are informed about the FSS program, and how the PHA will make this information known. (Chapter 4)
- A description of the FSS activities and supportive services to be provided by both public and private resources to FSS families, and identification of these public and private resources. (Chapter 4)
- A description of the PHA's method for identifying family support needs, including how the PHA will identify the needs and deliver the services. (Chapter 4)
- A description of the PHA's policies regarding program termination, withholding of services or terminating or withholding Section 8 assistance on the basis of a family's failure to comply with the FSS contract, and available grievance procedures. (Chapter 5)
- Assurances of noninterference with rights of non-participating families which state that a family's election to not participate in the FSS program will not affect the family's admission to the public housing or HCV program, nor will it affect their right to occupancy in accordance with its lease. (Chapter 4)
- Timetable for program implementation, including the schedule for filling FSS slots with eligible families. (Chapter 2)
- Certification of coordination, which is a certification that the development of services and activities under the FSS program has been coordinated with the Workforce Investment Act (formerly JTPA), Workforce Investment Board and One Stop Centers (formerly JOBS program), and any other relevant employment, child care, transportation, training, and education programs in the applicable area, and that implementation will continue to be coordinated, in order to avoid duplication of services and activities. (Chapter 4)
- Optional additional information, which involves such other information that would help HUD determine the soundness of the PHA's proposed FSS program. (All Chapters)

1-II.E. FAMILY DEMOGRAPHICS [24 CFR 984.201(d)(1)]

As part of the required contents of the FSS action plan, family demographics of the housing choice voucher and public housing program participants serve to provide a description of the number, size, characteristics, and other descriptive data (including racial and ethnic data of those participants). These data may later be used to help the housing authority and the program coordinating committee (PCC) to identify supportive service needs of the families expected to participate in the FSS program.

Housing Choice Voucher/ Public Housing	Total Families	Percent of Total
All Families	3648	
Single	1947	53
Female HOH	2578	71
Male HOH	1070	29
Race		
White	3465	95
Black/African American	117	3
American Indian/Alaska Native	51	1
Asian	11	
Native Hawaiian/Other Pacific Islander	4	
Ethnicity		
Hispanic or Latino	62	2
Not Hispanic or Latino	3586	98
Income		
Average Family Income	\$12,171	
Extremely Low-Income	3282	90
Very Low-Income	319	9
Low-Income	47	1
Families with Wage Income	899	25
Families with TANF Income	212	6
HOH Income from SSI	670	18
Number of Children		
0	2167	59
1-2	1142	31
3-4	314	9
5 or more	25	1
Total Number of Family Members		
1-2	2668	73
3-4	766	21

5 or more	214	6
Persons with Disabilities		
HOH Person w/ Disabilities (HUD)	2178	60
Family Members w/ Disabilities	478	13

Chapter 2

PURPOSE, SCOPE, AND APPLICABILITY OF THE FAMILY SELF-SUFFICIENCY PROGRAM

INTRODUCTION

This chapter contains information about the FSS program's purpose, size, and measurable objectives as well as information on program operation. This includes potential participant demographics, the program timetable, the number of families to be served, and the size of MaineHousing's voluntary FSS program. This chapter also contains definitions of the key terms in this FSS action plan.

Part I: The Purpose and Basic Requirements of the FSS program: This part includes a description of the purpose of the FSS program on a national level—its intent, goal, and major strategies.

Part II: The Scope of the FSS program: This part contains information about the size of MaineHousing's FSS program, an estimate of participating families, eligible families from other self-sufficiency programs, and eligibility for combined FSS programs.

Part III: Program Operation: This part specifies the requirements for FSS program operation, including the deadlines for program start-up and when MaineHousing is expected to have attained full enrollment.

Part IV: The Definitions of Terms Used in MaineHousing's FSS program: This section contains both HUD and MaineHousing definitions for terms used in this policy document.

PART I: PURPOSE AND BASIC REQUIREMENTS OF THE FSS PROGRAM

2-I.A. PURPOSE

The purpose of the family self-sufficiency (FSS) program is to promote the development of local strategies to coordinate the use of public housing assistance and housing assistance under the housing choice voucher program with public and private resources enabling families eligible to receive assistance under these programs to achieve economic independence and self-sufficiency [984.101(a)(1)].

In addition to this broader national goal of the FSS program, MaineHousing also establishes a local goal consistent with MaineHousing's mission statement to serve as a guide for establishing policy and implementing the FSS program.

MaineHousing Policy

MaineHousing's local goal in operating this FSS program is to match housing-assisted families with a broad range of highly collaborative existing community services to assist FSS families in achieving economic self-sufficiency. *Economic self-sufficiency* is defined as having the sustainable skills necessary to maintain employment paying a "living wage." This wage would pay for the family's basic needs without the use of government subsidies.

2-I.B. PROGRAM OBJECTIVES [24 CFR 984.102]

In order to reach the FSS national program goal, HUD has defined its FSS program objective as to reduce the dependency of low-income families on welfare assistance and on Section 8, public, or any federal, state, or local rent or homeownership subsidies. Under the FSS program, low-income families are provided opportunities for education, job training, counseling, and other forms of social service assistance while living in assisted housing so that they may obtain the education, employment, and business and social skills necessary to achieve self-sufficiency. As with the goals of the program, FSS program objectives are defined on the national level through FSS regulation, and on the local level by MaineHousing policy.

MaineHousing Policy

On the local level, MaineHousing will achieve the national program objective by offering low-income families a broad range of services through partnering with the Program Coordinating Committee (PCC). These services will provide long-term education, job training, counseling, and other forms of social service assistance so that families may achieve economic self-sufficiency, as defined in Section 2-I.A. of this document.

2-I.C. BASIC REQUIREMENTS OF THE FSS PROGRAM [24 CFR 984.104]

An FSS program established under 24 CFR Part 984 must operate in conformity with the regulations and this FSS action plan (as required in 24 CFR 984.201), provide comprehensive supportive services (as defined in 24 CFR 984.103), and operate in compliance with nondiscrimination and equal opportunity requirements.

PART II: SCOPE OF THE FSS PROGRAM

2-II.A. PHA's REQUIRED TO OPERATE AN FSS PROGRAM

Each PHA that received funding for public housing units under the FY 1991 and FY 1992 FSS incentive award competitions must operate a public housing FSS program. Each PHA that received funding for Section 8 rental certificates or vouchers under the combined FY 1991/1992 FSS incentive award competition also must operate a Section 8 FSS program.

In addition, unless the PHA receives an exemption under 24 CFR 984.105, each PHA for which HUD reserved funding (budget authority) for additional rental certificates or vouchers in FY 1993 through October 20, 1998, must operate a Section 8 FSS program. Each PHA for which HUD reserved funding (budget authority) to acquire or construct additional public housing units in FY 1993 through October 20, 1998, must operate a public housing FSS program as well.

Mandatory Minimum Program Size (MMPS) [24 CFR 984.105]

PHAs that must operate an FSS program under 24 CFR 984.101 are subject to a minimum program size requirement.

In public housing, a PHA's FSS program minimum program size is determined by adding the total number of public housing units reserved in FY 1991 and FY 1992 under the FSS incentive award competitions to the number of public housing units reserved in FY 1993 through October 20, 1998, and subtracting the number of families that have graduated from a PHA's public housing FSS program on or after October 21, 1998, by fulfilling their FSS contract of participation obligations.

In the housing choice voucher program, a PHA's FSS program minimum program size is determined by adding the number of HCV program units reserved under the combined FY 1991/1992 FSS incentive award competition to the number of additional rental voucher units reserved in FY 1993 through October 20, 1998, (not including the renewal of funding for units previously reserved) then subtracting the units that are excluded from minimum program size and subtracting the number of families who have graduated from a PHA's Section 8 FSS program on or after October 21, 1998, by fulfilling their contract of participation obligations.

Further, when determining the Section 8 FSS program size for funding reserved in FY 1993 through October 20, 1998, a PHA must exclude funding for families affected by termination, expiration, or owner opt-out under Section 8 project-based programs; funding for families affected by demolition or disposition of a public housing project or replacement of a public housing project; funding for families affected by conversion of assistance from the Section 23 leased housing or housing assistance payments programs to the housing choice voucher program; funding for families affected by the sale of a HUD-owned project; and funding for families affected by the prepayment of a mortgage or voluntary termination of mortgage insurance.

MaineHousing Minimum Program Size

In January 2020, MaineHousing's Mandatory Minimum Program Size (MMPS) was 21. MaineHousing is committed to meeting 100% of its MMPS.

Maintaining Mandatory Minimum Program Size

Although the discretion to do so ultimately rests with the PHA, mandatory minimum program size can decrease as FSS participants graduate. Per the regulation, for each family that graduates from the program by fulfilling its FSS contract of participation on or after October 21, 1998, the mandatory minimum program size for a PHA's public housing or housing choice voucher FSS program is reduced by one slot. However, If an FSS slot is vacated by a family that has not completed its FSS contract of participation obligations, the slot must be filled by a replacement family which has been selected in accordance with the FSS family selection procedures [24 CFR 984.105(b)(3)].

MaineHousing Policy

MaineHousing will reduce the FSS mandatory minimum program size by one for each family that graduates from the program by fulfilling its FSS contract of participation.

Option to Operate Larger FSS Program

A PHA may choose to operate an FSS program of a larger size than the minimum required by HUD [24 CFR 984.105(a)(3)].

MaineHousing Policy

MaineHousing will operate an FSS program at a minimum of its mandatory minimum program size.

Exception to Program Operation [24 CFR 984.105(c)]

The requirement to establish and carry out a public housing or a housing choice voucher FSS program may be waived with approval from HUD. In order to waive the requirement, a PHA must provide a certification to HUD that the establishment and operation of an FSS program is not feasible because of a lack of accessible supportive services funding, including lack of the

availability of programs under JTPA or JOBS; a lack of funding for reasonable administrative costs; a lack of cooperation by other units of state or local government; or a lack of interest in participating in the FSS program on the part of eligible families.

An exception will not be granted if HUD determines that local circumstances do not preclude the PHA from effectively operating an FSS program that is smaller than the minimum program size.

Reduction in Program Size

Rather than a full exception to program operation, a PHA may also be permitted to operate a public housing or a housing choice voucher FSS program that is smaller than the minimum program size. As with the full exception, HUD may grant a PHA such a partial exception if a PHA provides to HUD a certification that the operation of an FSS program of the minimum program size is not feasible because of a decrease in or lack of accessible supportive services [24 CFR 984.105(d)].

Expiration of Exception

The approval for a full or partial exception to the FSS minimum program size requirement expires three years from the date of HUD approval of the exception. If a PHA seeks to continue an exception after its expiration, PHA must submit a new request and a new certification to HUD for consideration [24 CFR 984.105(e)].

2-II.B. ESTIMATE OF PARTICIPATING FAMILIES [24 CFR 984.201(d)(2)]

A PHA must state the number of eligible FSS families who can reasonably be expected to receive supportive services under the FSS program based on available and anticipated federal, tribal, state, local, and private resources

Estimate of Eligible Families

Seventy Five eligible FSS families can reasonably be expected to receive supportive services under the FSS program, based on available and anticipated federal, tribal, state, local, and private resources.

2-II.C. ELIGIBLE FAMILIES FROM OTHER SELF-SUFFICIENCY PROGRAMS [24 CFR 984.201(d)(3)]

If applicable, a PHA must enter the number of families, by program type, who are participating in any other local housing self-sufficiency program who are expected to agree to execute an FSS contract of participation.

MaineHousing Policy

MaineHousing does not operate other self-sufficiency programs and therefore no additional families from other programs are expected to execute an FSS contract of participation.

2-II.D. ELIGIBILITY OF A COMBINED PROGRAM [24 CFR 984.201(e)]

A PHA that wishes to operate a joint FSS program with other PHAs may combine its resources with one or more PHAs to deliver supportive services under a joint action plan that will provide for the establishment and operation of a combined FSS program that meets the requirements of this part.

MaineHousing Policy

MaineHousing will not combine its resources with any other PHA to deliver support services, have a joint action plan, or establish or operate a combined FSS Program.

PART III: PROGRAM OPERATION

2-III.A. OVERVIEW

Federal regulations specify requirements for FSS program operation regarding deadlines for program start-up and when a PHA is expected to have attained full enrollment. A timetable illustrating when a PHA intends to meet these deadlines is included as part of the required contents of the action plan.

2-III.B. PROGRAM IMPLEMENTATION DEADLINE

The deadlines for program implementation differ depending on whether the FSS program is voluntary or mandatory.

Voluntary Program [24 CFR 984.301(a)(1)]

There is no deadline for implementation of a voluntary program. However, a voluntary program may not be implemented before the requirements specified in 24 CFR 984.201 have been satisfied (see Sections 1-II.A.–1-II.D.).

Mandatory Program [24 CFR 984.301(a)(2)]

For mandatory FSS programs, operation of a local FSS program must begin within 12 months of HUD's approval of funding that establishes the obligation to operate an FSS program. *Operation* means that activities such as outreach, participant selection, and enrollment have begun. Full delivery of the supportive services to be provided to the total number of families required to be served under the program need not occur within this 12 months, but must occur within two years (see Section 2-III.C.).

2-III.C. FULL ENROLLMENT AND DELIVERY OF SERVICE [24 CFR 984.301(a)(2)(ii)]

Unless a PHA is implementing a voluntary FSS program, a PHA must have completed enrollment of the total number of families required to be served under the program (based on the minimum program size), and must have begun delivery of the supportive services within two years from the date of notification of approval of the application for *new public housing units* for a public housing FSS program, *new rental certificates or rental vouchers* for a Section 8 FSS program, or HUD's approval of funding that establishes the obligation to operate an FSS program.

2-III.D. EXTENSION OF PROGRAM DEADLINES FOR GOOD CAUSE [24 CFR 984.301(a)(2)(iii)]

HUD may extend the deadline for program implementation if a PHA requests an extension and HUD determines that despite best efforts on the part of the PHA, the development of new public housing units will not occur within the required deadlines, the commitment by public or private resources to deliver supportive services has been withdrawn, the delivery of such services has been delayed, or other local circumstances warrant an extension of the required deadlines.

2-III.E. TIMETABLE FOR PROGRAM IMPLEMENTATION [24 CFR 984.201(d)(ii)]

A timetable for implementation of the FSS program is part of the required contents of the FSS action plan. The timetable must comply with the requirements in 24 CFR 984.301 (see Section 2-III.B.–2-III.D.), including the schedule for filling FSS slots with eligible FSS families.

MaineHousing Policy

MaineHousing implemented its FSS program in 1992.

PART IV: DEFINITIONS

2-IV.A. DEFINITIONS [24 CFR 984.103]

The terms *1937 Act*, *fair market rent*, *HUD*, *low-income family*, *public housing*, *public housing agency (MaineHousing)*, *secretary*, and *Section 8*, as used in this document are defined in the 24 CFR Part 5.

The term *very low-income family* is defined in 24 CFR 813.102 and 24 CFR 913.102.

The terms used in this document have the following definitions as defined by 24 CFR 984.103 and this family self-sufficiency action plan.

Certification means a written assertion based on supporting evidence, provided by the FSS family or MaineHousing, which must be maintained by MaineHousing in the case of the family's certification, or by HUD in the case of MaineHousing's certification; made available for inspection by HUD, MaineHousing, and the public, as appropriate; and be deemed to be accurate, unless the secretary or MaineHousing determines otherwise after inspecting the evidence and providing due notice and opportunity for comment.

Chief executive officer (CEO) means the CEO of a unit of general local government who is the elected official or the legally designated official having primary responsibility for the conduct of that entity's governmental affairs.

Contract of participation (COP) means a contract in a form approved by HUD, entered into between a participating family and a PHA operating an FSS program that sets forth the terms and conditions governing participation in the FSS program. The contract of participation includes all individual training and services plans entered into between MaineHousing and all members of the family who will participate in the FSS program, and which plans are attached to the contract of participation as exhibits. For additional detail, see 24 CFR 984.303.

Earned income means income or earnings included in annual income from wages, tips, salaries, other employee compensation, and self-employment. Earned income does not include any pension or annuity, transfer payments, any cash or in-kind benefits, or funds deposited in or accrued interest on the FSS escrow account established by a PHA on behalf of a participating family.

Effective date of contract of participation means the first day of the month following the month in which the FSS family and MaineHousing entered into the contract of participation.

Eligible families for the public housing FSS program means current residents of public housing, and for the housing choice voucher FSS program, means current housing choice voucher program participants. Eligible families also include current residents of public housing and participants in the housing choice voucher program who are participants in other local self-sufficiency programs.

Enrollment means the date that the FSS family entered into the contract of participation with MaineHousing.

Family self-sufficiency program or *FSS program* means the program established by a PHA within its jurisdiction to promote self-sufficiency among participating families, including the provision of supportive services to these families, as authorized by section 23 of the 1937 Act.

FSS account means the FSS escrow account authorized by section 23 of the 1937 Act.

FSS credit means the amount credited by MaineHousing to the participating family's FSS account.

FSS family or participating family means a family that resides in public housing or receives assistance under the rental voucher programs that elects to participate in the FSS program and whose designated head of the family has signed the contract of participation.

FSS-related service program means any program, publicly or privately sponsored, that offers the kinds of supportive services described in the definition of *supportive services*.

FSS slots refer to the total number of public housing units or the total number of rental vouchers that comprise the minimum size of a PHA's respective public housing FSS program or HCV FSS program.

FY means federal fiscal year (starting with October 1, and ending September 30, and designated by the calendar year in which it ends).

Head of FSS family means the adult member of the FSS family who is the head of the household for purposes of determining income eligibility and rent.

Housing subsidies means assistance to meet the costs and expenses of temporary shelter, rental housing, or homeownership, including rent, mortgage, or utility payments.

Individual training and services plan (ITSP) means a written plan that is prepared for the head of the FSS family and each adult member of the FSS family who elects to participate in the FSS program, by MaineHousing in consultation with the family member, and which sets forth the supportive services to be provided to the family member, the activities to be completed by that family member, and the agreed upon completion dates for the services and activities. Each ITSP must be signed by MaineHousing and the participating family member, and is attached to and

incorporated as part of the contract of participation. An ITSP must be prepared for the head of the FSS family.

JTPA means the Job Training Partnership Act (29 U.S.C. 1579(a)) now known as the Workforce Investment Act or WIA.

Knowledgeable professional

MaineHousing Policy

Knowledgeable professional means a person who is knowledgeable about the situation, competent to render a professional opinion, and is not in a position to gain, monetarily or otherwise, from MaineHousing FSS program decision in the area to which they are certifying.

Participating family is defined as *FSS family* in this section.

Program coordinating committee (PCC) means the committee described in 24 CFR 984.202.

Public housing means housing assisted under the 1937 Act, excluding housing assisted under Section 8 of the 1937 Act.

Self-sufficiency means that an FSS family is no longer receiving Section 8, public, or Indian housing assistance, or any federal, state, or local rent or homeownership subsidies or welfare assistance. Achievement of self-sufficiency, although an FSS program objective, is not a condition for receipt of the FSS account funds.

Supportive services mean those appropriate services that a PHA will make available or cause to be made available to an FSS family under a contract of participation. These may include child care of a type that provides sufficient hours of operation and serves an appropriate range of ages; transportation necessary to enable a participating family to receive available services or to commute to their places of employment; remedial education; education for completion of secondary or post-secondary schooling; job training, preparation, and counseling; job development and placement; and follow-up assistance after job placement and completion of the contract of participation; substance/alcohol abuse treatment and counseling; training in homemaking and parenting skills; household management; money management; counseling regarding homeownership or opportunities available for affordable rental and homeownership in the private housing market (including information on an individual's rights under the Fair Housing Act) and money management; and any other services and resources, including case management and reasonable accommodations for individuals with disabilities, that MaineHousing may determine to be appropriate in assisting FSS families to achieve economic independence and self-sufficiency.

Unit size or *size of unit* refers to the number of bedrooms in a dwelling unit.

Welfare assistance means (for purposes of the FSS program only) income assistance from federal or state welfare programs and includes only cash maintenance payments designed to meet a family's ongoing basic needs. Welfare assistance does not include nonrecurrent, short-term benefits that are designed to deal with a specific crisis situation or episode of need, or are not intended to meet recurrent or ongoing needs and will not extend beyond four months; work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training); supportive services such as child care and transportation provided to families who are employed; refundable earned income tax credits; contributions to,

and distributions from, individual development accounts under TANF; services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement and other employment-related services that do not provide basic income support; transportation benefits provided under a Job Access or Reverse Commute project, pursuant to section 404(k) of the Social Security Act, to an individual who is not otherwise receiving assistance; amounts solely directed to meeting housing expenses; amounts for health care; food stamps and emergency rental and utilities assistance; and SSI, SSDI, or social security.

Chapter 3

PROGRAM ADMINISTRATION

INTRODUCTION

This chapter discusses administrative policies and practices as they are relevant to the activities covered in this plan. The policies and practices are discussed in two parts:

Part I: Staffing, Fees and Costs, and On-Site Facilities: This part describes identifying appropriate staff and contractors to operate the FSS program and provide the necessary direct services to FSS families. In addition, it describes how administrative fees, costs, and supportive services will be funded, and defines the use of on-site facilities.

Part II: The Program Coordinating Committee: This part covers the establishment of a program coordinating committee (PCC), which is a regulatory requirement for the FSS program. It describes required and recommended PCC membership, in addition to the option for an alternative committee.

PART I. STAFFING, FEES AND COSTS, AND ON-SITE FACILITIES

3-I.A. OVERVIEW

Several functions of program administration are crucial to running an FSS program. A PHA may need to employ a program coordinator, or decide to contract with another organization to administer the program. In addition to staffing issues, PHAs should understand how program funding and expenses work in order to keep the program running smoothly. Finally, PHAs need to sort out whether and how to make common areas or unoccupied units to provide supportive services.

3-I.B. PROGRAM ADMINISTRATION STAFF AND CONTRACTORS [24 CFR 984.301(b)]

PHAs have the choice between hiring their own staff and contracting with an outside organization to administer their FSS program. If the PHA should choose to employ its own staff, the staffing levels should be appropriate, and may include one or more FSS coordinators. If the PHA chooses to contract with an outside organization, the organization's staffing levels must likewise be appropriate to establish and administer the FSS program, and the organization's responsibilities would include managing the FSS account in accordance with federal regulations.

MaineHousing Policy

MaineHousing will employ appropriate staff, including one or more FSS Coordinators to administer its FSS program.

3-I.C. ADMINISTRATIVE FEES AND COSTS

In the past, the ways in which administrative fees and costs were funded were different for public housing and housing choice voucher FSS programs, and the use of such funding was restricted to the applicable program. In the Consolidated Appropriations Act of 2014, however, funding streams for the PH FSS and HCV FSS programs were combined, and all FSS funding is now

awarded through one NOFA. Use of this funding is no longer restricted to the applicable program—funding now may be used to serve both PH and HCV FSS participants.

Funding will be awarded through a Grant Agreement and disbursed through HUD's Line of Credit Control System (LOCCS), similar to previous PH FSS awards; instead of an amendment to the PHA's Annual Contributions Contract (ACC), which was previously used for HCV awards.

PH FSS and HCV FSS funds awarded in prior years are still restricted to the applicable program, Rental Assistance Demonstration (RAD) programs excepted. Funding differences regarding previous years' funding is specified below.

Public Housing FSS Program

For public housing FSS programs, the performance funding system (PFS), provided under section 9(a) of the 1937 Act provides for the reasonable and eligible administrative costs that the PHA incurs in carrying out the program only when funds have been appropriated. However, a PHA may use other resources for this purpose [24 CFR 984.302(a)].

In other words, the PHA may fund reasonable and eligible administrative costs in the FSS program from the Operating Fund. However, these expenses will only be reimbursed in the operating subsidy when a current appropriations act allows it. In addition, the PHA may fund reasonable and eligible administrative costs from the Capital Fund. Administrative staffing costs may also be funded through HUD or other grant or foundation sources. This includes FSS Coordinator grants when available.

Housing Choice Voucher FSS Program

In the housing choice voucher program, administrative fees are paid to PHAs for HUD-approved costs associated with the operation of an FSS program. These administrative fees are established by Congress and subject to appropriations [24 CFR 984.302(b)].

In addition, administrative fees for HUD-approved costs not specifically related to the operation of the FSS program may be used to cover these costs associated with the administration of FSS [see Notice PIH 93-24 E-7 and E-8].

3-I.D. SUPPORTIVE SERVICES FEES AND COSTS

As with administrative fees and costs, funding for supportive services fees and costs are now combined under one funding stream. Supportive services fees and costs include childcare expenses, transportation funds, and the costs of training, work equipment, or GED classes, among others. As with administrative fees and costs, funding will be awarded through a Grant Agreement and disbursed through HUD's Line of Credit Control System (LOCCS), similar to previous PH FSS awards; instead of an amendment to the PHA's Annual Contributions Contract (ACC), which was previously used for HCV awards. Remember, however, that funds awarded in prior years are still restricted to the applicable program. Information for funds under previous years' awards follows.

Public Housing Supportive Services

In public housing, the PHA may fund reasonable and eligible FSS supportive service costs in the FSS program from either the Operating Fund or the Capital Fund. However, in the Operating

Fund, the costs of FSS supportive services are only reimbursed through the operating subsidy when appropriations allow it.

In addition to the Operating Fund and Capital Fund, public housing supportive services can also be funded through HUD grants, other than FSS coordinator grants, when available.

Housing Choice Voucher Supportive Services

In the housing choice voucher program, the PHA may fund reasonable and eligible FSS supportive service costs in the FSS program from unrestricted net assets [see Notice PIH 93-24, E-3].

In addition, the PHA may seek additional funds from HUD through submitting grant applications, or seek grants from other sources when available.

3-I.E. ON-SITE FACILITIES

Each PHA may, subject to the approval of HUD, make available and utilize common areas or unoccupied dwelling units in public housing projects to provide supportive services under an FSS program. This includes using such areas for participants in a housing choice voucher FSS program.

MaineHousing Policy

MaineHousing does not have public housing units or other facilities to make available for providing supportive services for the FSS program.

PART II: PROGRAM COORDINATING COMMITTEE

3-II.A. OVERVIEW

As another integral part of FSS program administration, each participating PHA must establish a Program Coordinating Committee (PCC) whose functions will be to assist the PHA in securing commitments of public and private resources for the operation of the FSS program within the PHA's jurisdiction, including assistance in developing the action plan and in implementing the program [24 CFR 984.202(a)].

The PCC must consist of certain members, which are dependent upon whether the PHA is operating a public housing or housing choice voucher program. In addition to these required members, the PCC may also include additional members recommended by regulation.

3-II.B. PROGRAM COORDINATING COMMITTEE MEMBERSHIP

Required PCC Membership [24 CFR 984.202(b)(1)]

For a public housing FSS program, the PCC members required consist of representatives of the PHA and public housing residents. The public housing resident representatives on the PCC will be solicited from one or more of the following groups:

- An area-wide or city-wide resident council
- If the PHA will be transferring FSS participants to vacant units in a specific public housing development, the resident council or resident management corporation of the public housing development where the public housing FSS program is to be carried out

- Any other public housing resident group that the PHA believes is interested in the FSS program and would contribute to the development and implementation of the FSS program

For a housing choice voucher FSS program, the PCC membership must consist of representatives of the PHA and participants of the HCV program or HUD's public or Indian housing programs.

MaineHousing Policy

MaineHousing's representative to the Program Coordinating Committee will be the FSS Coordinator.

Recommended PCC Membership [24 CFR 984.202(b)(2)]

Membership on the PCC also may include representatives of the unit of general local government served by the PHA, local agencies (if any) responsible for carrying out employment training programs or programs funded under the Workforce Investment Act, and other organizations, such as other state, local, or tribal welfare and employment agencies, public and private education or training institutions, child care providers, nonprofit service providers, private business, and any other public and private service providers with resources to assist the FSS program.

MaineHousing Policy

MaineHousing's FSS Program Coordinating Committee membership will include leadership from the following organizations:

- Department of Labor
- DHHS Office of Child Development and Behavioral Health Services
- Nonprofit Community Organizations
- Adult Education Programs
- Community College System
- University of Maine System
- Statewide CAP agencies
- Caring Unlimited (Homeless Shelter)
- Western Maine Transportation
- Housing Authorities with FSS Programs
- Workforce Development Boards

3-II.C. ALTERNATIVE PCC COMMITTEE [24 CFR 984.202(c)]

It is also possible for the PHA, in consultation with the chief executive officer of the unit of general local government served by the PHA, to use an existing entity as the PCC, as long as the membership of the existing entity consists or will consist of the individuals required by regulation (See section 3-II.B. above).

Chapter 4

SELECTING AND SERVING FSS FAMILIES

INTRODUCTION

FSS regulations require that the PHA include in its action plan a statement indicating how it will select families for participation in the FSS program. This includes outreach, waiting list management, and other selection procedures. When followed, the PHA's selection procedures ensure that families will be selected without regard to race, color, religion, sex, handicap, familial status, or national origin.

Once selected for participation in the FSS program, families are to be provided various activities and supportive services so that they may obtain the education, employment, and business and social skills necessary to achieve self-sufficiency. A description of such activities and supportive services is also a requirement of the FSS action plan.

This chapter contains three parts:

Part I: Incentives, Outreach, and Assurance of Noninterference: This part describes the incentives the PHA will offer and the outreach efforts the PHA will use in order to encourage participation and recruit eligible families for the FSS program. It also contains the required assurance of noninterference with the rights of nonparticipating families.

Part II: Family Selection: This part covers whether the PHA will use preferences for family selection and which preferences the PHA will employ if they choose to do so. In addition, this part describes the selection factors the PHA will use in screening families for participation in the FSS program.

Part III: Activities and Support Services: This part lists the activities and supportive services to be provided to families through both public and private resources, describes the method the PHA will use to identify family support needs, and covers the required certification of coordination.

PART I. INCENTIVES, OUTREACH, AND ASSURANCE OF NONINTERFERENCE

4-I.A. OVERVIEW

The FSS program offers incentives such as the FSS escrow account, case management, and other supportive services that not only encourage participation, but also help families achieve self-sufficiency. In addition to encouraging program participation through such incentives, PHAs also conduct outreach to recruit FSS participants from among eligible families. As part of this process, families need to know that their choice as to whether to participate in the FSS program will not affect their admission to the public housing or housing choice voucher programs, nor will it affect their right to occupancy. This part describes the PHA's policies regarding these issues, all of which are required aspects of the FSS action plan.

4-I.B. INCENTIVES FOR PARTICIPATION [24 984.201(d)(5)]

By regulation, the FSS action plan must include a PHA's incentives plan—a description of the incentives that the PHA intends to offer eligible families to encourage their participation in the

FSS program. The incentives plan provides for the establishment of the FSS escrow account and any other incentives designed by the PHA

MaineHousing Policy

MaineHousing will offer the following services to its FSS participants as incentives to participate in FSS:

Incentive	Provided By	Description
FSS escrow account	MaineHousing	The escrow account is a savings account that is set up by MaineHousing. The money deposited is a direct result of the participant's increased contribution to their rent due to an increase in earned income after joining FSS.
Coaching	FSS Coordinator	In addition to developing an ITSP in coordination with the participant, the FSS Coordinator will provide participants with information, referrals and connections to services such as childcare, transportation, education, job training and employment counseling, credit building and budgeting to assist participants in achieving their goals.

4-I.C. OUTREACH EFFORTS [24 CFR 984.201(d)(6)(i)(ii)]

In addition to offering incentives for FSS participation, PHAs also conduct outreach in order to recruit more FSS participants from eligible families. The FSS action plan must include a description of these efforts to recruit FSS participants, including notification and outreach, the actions the PHA will take to assure that both minority and nonminority groups are informed about the FSS program, and how the PHA will make this information known.

MaineHousing Policy

MaineHousing will notify	Staff/Partner	Method	Language
Intake assessment	Community Providers	Face to Face Meeting Teleconferencing	English, with Interpreters available as needed
Briefings/Orientations	MaineHousing Staff	Flyer Presentation	English, with Interpreters

			available as needed
Interims/Recertifications	FSS Coordinator	Flyer	English, with translation available as needed
Unit Transfers/Portability	FSS Coordinator	Flyer	English, with translation available as needed
Inspections	MaineHousing Inspector	Flyer	English, with translation available as needed

4-I.D. ASSURANCE OF NONINTERFERENCE WITH THE RIGHTS OF NONPARTICIPATING FAMILIES [24 CFR 984.201(d)(10)]

A family’s housing assistance or admission into assisted housing should never depend on whether they choose to participate in the FSS program, and PHAs need to make this known as part of the recruitment process. For this reason, the PHA’s action plan must include an assurance that a family’s decision to not participate in the FSS program will not affect the family’s admission to the public housing or housing choice voucher programs, nor will it affect the family’s right to occupancy in accordance with the lease.

MaineHousing Policy

Participation in the FSS program is strictly voluntary. Housing Choice Voucher program participants will be notified in all literature and presentations related to the FSS program that should they decide not to participate in the FSS program it will not affect their HCV housing assistance.

PART II. FAMILY SELECTION

4-II.A. OVERVIEW

The FSS action plan is required to contain a statement indicating the procedures for selecting families for FSS program participation, including a description of how the PHA will do so without regard to race, color, religion, sex, handicap, familial status, or national origin. This part describes these procedures, taking into account whether the PHA will use preferences for family selection and which preferences the PHA will employ if they choose to do so, in addition to defining the factors the PHA will use in screening families for program participation.

4-II.B. FSS SELECTION PREFERENCES

As part of the process for selecting families for participation in the FSS program, the PHA may choose whether to employ the use of preferences. In particular, if the PHA so chooses, it has the option of giving a selection preference for up to 50 percent of its public housing FSS slots and 50 percent of its HCV program FSS slots, respectively, to eligible families who have one or more

family members currently enrolled in an FSS-related service program or who are on the waiting list for such a program. Such a preference may be further limited to participants in and applicants for one or more specific eligible FSS-related service programs.

Should the PHA choose to adopt such a preference, it would need to include the following information in its action plan:

- The percentage of FSS slots, not to exceed 50 percent of the total number of FSS slots for each of its FSS programs, for which it will give a selection preference
- The FSS related service programs to which it will give a selection preference to the programs' participants and applicants
- The method of outreach to and selection of families with one or more members participating in the identified programs [24 CFR 984.203(a)]

A PHA may wish to adopt additional selection preferences as well [Notice PIH 93-24].

MaineHousing Policy

MaineHousing will give a selection preference on its FSS waiting list for HCV families porting in with an FSS Contract of Participation.

MaineHousing will give a selection preference for up to 50 percent of its HCV program FSS slots to eligible families who have one or more family members currently enrolled in an FSS-related service program or who are on the waiting list for such a program.

Even with up to 50 percent of the total number of FSS slots filled via selection preferences, and the possibility of other slots being filled by means of additional preferences, open slots will remain. Regardless of whether the PHA adopts selection preferences, those FSS slots for which the PHA chooses **not** to exercise the selection preference must be filled with eligible families in accordance with an objective selection system such as a lottery, the length of time living in subsidized housing, or the date the family expressed an interest in participating in the FSS program. This system must be described in the action plan [24 CFR 984.203(b)].

MaineHousing Policy

MaineHousing will use the date the family applied to the FSS program to fill the FSS slots for which MaineHousing chooses not to exercise the selection preference.

4-II.C. SELECTION FACTORS

Many factors contribute to whether a PHA may choose to select a family for participation in the FSS program. These selection factors can help the PHA screen families for admission, and ultimately contribute to the PHA's decision to either allow or deny a family's admission into the FSS program.

Motivation Selection Factors [24 CFR 984.203(c)(1)]

A PHA may screen families for interest and motivation to participate in the FSS program provided that the factors utilized by the PHA are those which solely measure the family's interest and motivation to participate in the FSS program. For this reason, PHAs must only apply motivational screening factors that are permissible under the regulations.

Permissible Motivation Selection Factors

Permitted motivational factors include requiring attendance at FSS orientation sessions or pre-selection interviews, and assigning certain tasks indicating the family's willingness to undertake the obligations that may be imposed by the FSS contract of participation. However, any tasks assigned should be readily accomplishable by the family based on the family members' educational level or disabilities, if any. Reasonable accommodations must be made for individuals with mobility, manual, sensory, speech impairments, mental, or developmental disabilities [24 CFR 984.203(c)(2)].

MaineHousing Policy

MaineHousing will screen families for interest and motivation to participate in the FSS program by requiring participants to participate in an FSS program orientation. MaineHousing will only use the fact that the family attended as a screening factor, even if tasks or exercises are not completed in the meeting. In addition, if the family requests an accommodation for a disability, MaineHousing will either refer the family to available services or exempt the family from this screening factor.

Prohibited Motivation Selection Factors

Prohibited motivational screening factors include the family's educational level, educational or standardized motivational test results, previous job history or job performance, credit rating, marital status, number of children, or other factors, such as sensory or manual skills, and any factors which may result in discriminatory practices or treatment toward individuals with disabilities or minority or nonminority groups [24 CFR 984.203(C)(3)].

Other Selection Factors

In addition to motivational screening, the PHA may also wish to screen families for other factors.

PHA Debt Selection Factor

The PHA may deny FSS participation to a family if the family owes the PHA, or another PHA, money in connection with HCV or public housing assistance [Notice PIH 93-24, B-18].

MaineHousing Policy

MaineHousing will not deny FSS participation to a family if the family owes money to MaineHousing and is current on a repayment agreement. Likewise, families that owe money to another PHA who have entered into a repayment agreement and are current on that repayment agreement will not be denied FSS participation.

Unavailable Support Services Selection Factor

If the PHA determines, after consulting with the family, that a missing service is essential to the family's needs, the PHA may skip that family (and other similar families) and offer the FSS slot to the next family for which there are available services [Notice PIH 93-24, B-8].

MaineHousing Policy

MaineHousing may skip a family for which a service is unavailable that is essential to the family's needs and offer the FSS slot to the next family for which there are available services.

Previous Participation Selection Factor

A PHA may refuse to select a family for participation in the FSS program a second time if that family previously participated unsuccessfully (i.e., the family participated, did not meet its FSS obligations, and was terminated from the FSS program) [Notice PIH 93-24, B-14].

MaineHousing Policy

MaineHousing will not refuse to select a family for participation in the FSS program a second time if that family previously participated and did not complete.

Families participating in the FSS Program may reenroll following graduation or completion of the program provided there is no current wait list for the program. In such an instance where there is a wait list, they would be added to the bottom of the wait list.

PART III. ACTIVITIES AND SUPPORT SERVICES

4-III.A. OVERVIEW

Once families are admitted to the FSS program, the PHA becomes responsible for making sure these families are adequately served. The purpose of the family self-sufficiency (FSS) program is to promote the development of local strategies to coordinate the use of public housing assistance and assistance under the housing choice voucher programs with public and private resources, to enable families eligible to receive assistance under these programs to achieve economic independence and self-sufficiency. As such, upon selection, families are matched with the appropriate activities and supportive services so that they may obtain the education, employment, and business and social skills necessary to achieve self-sufficiency. This is a vital element of the FSS program.

4-III.B. METHOD OF IDENTIFYING FAMILY SUPPORT NEEDS

[24 CFR 984.201(d)(8)]

Before a PHA can determine the services and activities it will provide to FSS families, it must identify the services and activities appropriate to each family. The action plan must contain a description of how the program will identify the needs of FSS families and deliver the services and activities according to these needs.

MaineHousing Policy

Supportive services needs are identified by completion of a needs assessment with the FSS Coordinator.

4-III.C. FSS ACTIVITIES AND SUPPORT SERVICES DESCRIPTION

[24 CFR 984.201(d)(7)]

As part of the required contents of the action plan, PHAs must both describe the activities and supportive services to be provided by public and private resources to FSS families, and identify the public and private resources that are expected to provide the supportive services.

Of course, this task assumes that the PHA has first identified the needed activities and supportive services.

MaineHousing Policy

MaineHousing's FSS program, through its partners on the Program Coordinating Committee, will provide the following activities and support services to FSS families:

Partner	Support Services
FedCAP	<ul style="list-style-type: none"> • Education • Training and Job Placement Services • Employment Counseling • Job Search Assistance • Support Services Assistance (childcare, transportation)
Maine Career Centers	<ul style="list-style-type: none"> • Job Seeker Services • Training Programs • Vocational Rehabilitation Services • Resume Writing & Interviewing Workshops • Scholarship Opportunities
Community Action Programs	<ul style="list-style-type: none"> • Child/Family Services • Health/Social Services • Energy Services • Daycare and Head Start • Family Planning Services • Parenting Education • Transportation
University of Maine Cooperative Extension	<ul style="list-style-type: none"> • Business Education • Community Development • Nutrition/Food Safety • Child and Family Development • 4H Youth Development
National Council on Alcoholism and Other Drug Dependencies	<ul style="list-style-type: none"> • General Information on Substance Abuse Prevention • Assessment and Referral Services
Maine Equal Justice Partners	<ul style="list-style-type: none"> • Advocacy in areas of: <ul style="list-style-type: none"> ○ Healthcare ○ Food Assistance ○ Income Supports ○ Employment ○ Education and Training
Women, Work and Community	<ul style="list-style-type: none"> • Career/Life Planning Workshops • Financial Education • Employer Contacts • Job Site Visits • Education and Training Connections • Information and Referrals • Individual Development Accounts
Adult Education	<ul style="list-style-type: none"> • HiSet – High School Equivalency Test

	<ul style="list-style-type: none"> • English as a Second Language • Computer Training
Maine Community College/University Systems	<ul style="list-style-type: none"> • Certificate Programs • College
SAMHSA	<ul style="list-style-type: none"> • Drug and Alcohol Rehabilitation

4-III.D. CERTIFICATION OF COORDINATION [24 CFR 984.201(d)(12)]

The FSS action plan is required to contain a certification that the development of the activities and services under the FSS program has been coordinated with the JOBS program (now Welfare to Work under TANF), the programs provided under the JTPA (now Workforce Investment Act programs), and any other relevant employment, child care, transportation, training, and education programs in the applicable area. The implementation of the FSS program's activities and services must continue to be coordinated as such in order to avoid duplication of activities and services.

MaineHousing Policy

MaineHousing certifies that its FSS program has developed its services and activities in coordination with the Workforce Investment Act (formerly JTPA), Workforce Investment Board and One Stop Centers, Welfare to Work (formerly JOBS program), and any other relevant employment, child care, transportation, training, and education programs in the applicable area. The implementation of these activities and services will continue to be coordinated in this manner in order to avoid duplication of activities and services.

Chapter 5

CONTRACT OF PARTICIPATION

INTRODUCTION

Each family that is selected to participate in an FSS program must enter into a contract of participation with the PHA. This contract, which is signed by the head of the FSS family, sets forth the principal terms and conditions governing participation in the FSS program, including the rights and responsibilities of the FSS family and of the PHA, the services to be provided to the head of the FSS family and each adult member of the family who elects to participate in the program, and the activities to be completed by them. The contract also incorporates the individual training and services plan [24 CFR 984.303].

This chapter contains two parts:

Part I: Overview and Family Obligations: This part provides an overview of the form and content of the contract of participation and describes what the contract requires of FSS families.

Part II: Contract Specifications: This part explains the specifications of the contract, including terms and conditions, contract modification, contract terminations, and grievance procedures.

PART I: OVERVIEW AND FAMILY OBLIGATIONS

5-I.A. OVERVIEW

The purpose of the FSS contract of participation is to set forth the principal terms and conditions governing participation in the FSS program, including the incorporation the individual training and services plan (ITSP) as part of the contract's required contents. The ITSP is meant to establish goals for an FSS family to meet along the family's way to completing the contract and becoming self-sufficient. In addition to the goals specified in the ITSP, the contract also lists the responsibilities of the family and the PHA. This part covers the ITSP as part of the required contents of the contract of participation, and the family's obligations under the contract.

5-I.B. CONTENTS OF THE CONTRACT OF PARTICIPATION

Individual Training and Services Plan

As part of the required contents of the FSS contract of participation (COP), the individual training and services plan (ITSP) establishes specific interim and final goals by which the PHA and the family measure the family's progress toward fulfilling its obligations under the contract of participation and becoming self-sufficient. Interim and final goals will differ depending on the family's individual needs. Further, regulations require the establishment of an interim goal regarding independence from welfare assistance.

Interim Goals

For each participating FSS family that receives welfare assistance, the PHA must establish as an interim goal that the family become independent from welfare assistance and remain independent

from welfare assistance for at least one year before the expiration of the term of the contract of participation, including any extension thereof [24 CFR 984.303(b)(2)].

At its discretion, the PHA may also elect to suggest this as an interim goal in the ITSP regardless of whether a family is receiving welfare assistance at the time the COP is developed.

MaineHousing Policy

MaineHousing will require that the family include an interim goal on its individual training and services plan for the family to become independent from welfare assistance and remain welfare-free for at least one year before the expiration of the term of the contract of participation.

Individual Training & Service Plans for Other than FSS Head

An individual training and services plan is only required for the head of the FSS family. This means that it is the PHA's decision, after consulting with the family, whether to create an ITSP and provide supportive services to other family members aged 18 or over if they want to participate in the FSS program and supportive services are available [Notice PIH 93-24, G-16].

MaineHousing Policy

MaineHousing will not permit additional family members to have an ITSP.

5-I.C. FAMILY OBLIGATIONS

Compliance with Lease Terms

One of the obligations of the FSS family according to the contract of participation is to comply with the terms and conditions of the public housing lease or housing choice voucher program assisted lease [24 CFR 984.303(b)(3)].

Inability to comply with the lease represents an inability to comply with the contract, therefore regulations regarding noncompliance with the FSS contract apply [see 24 CFR 984.303(b)(5)]. It is up to the PHA to determine the plan of action for FSS families found in noncompliance with the lease and how the PHA will precisely define the term *comply with the lease*.

MaineHousing Policy

Comply with the lease means the FSS family has not been evicted for repeated or serious violations of the lease; or if they have been evicted for serious or repeated violations of the lease, the family has prevailed in either the grievance hearing or the informal hearing process.

MaineHousing's FSS program may terminate the FSS contract of participation for failure to comply with the terms of the lease.

Employment Obligation [24 CFR 984.303 (b)(4)]

Another obligation set forth by the contract of participation is for the head of the FSS family to *seek and maintain suitable employment* during the term of the contract and any extension. Although other members of the FSS family may seek and maintain employment during the term of the contract, it is only a requirement for the head of the FSS family.

The obligation for the head of the FSS family to *seek employment* is defined in the regulatory language as meaning that the head of the FSS family has applied for employment, attended job

interviews, and has otherwise followed through on employment opportunities. However, this definition still leaves room for policy decisions on the part of the PHA because it does not define the level of activity involved in “seeking.”

There is no regulatory definition of *maintain employment*. For this reason, it is up to the PHA to define the term.

In addition, there is no minimum period of time that an FSS head of household needs to be employed in order to meet its contract of participation requirements [Notice PIH 93-24, G-9].

According to regulation, the PHA makes a determination of *suitable employment* based on the skills, education, and job training of the FSS head of household, and based on the available job opportunities within the jurisdiction served by the PHA [24 CFR 984.303(b)(4)(iii)]. This means that the PHA has the ultimate responsibility for making the decision regarding the suitability of employment. However, this decision must be made in conjunction with the head of the FSS family [Notice PIH 93-24, G-3].

MaineHousing Policy

For purposes of the MaineHousing’s FSS program, *seek employment* means the head of household has applied for employment, attended job interviews, and otherwise followed through on employment opportunities as outlined in the individual training and services plan of his or her contract of participation.

Maintain employment means that the FSS head of household will complete all of the obligations outlined in the individual training and services plan in his or her contract of participation (COP) and is verified to be employed as a full-time employee for a period of at least six months.

Suitable employment is employment that is outlined in the individual training and services plan of the contract of participation and is based on the skills, education, and job training of the head of household as well as available job opportunities in the housing authority’s jurisdiction.

5-I.D. CONSEQUENCES OF NONCOMPLIANCE WITH THE CONTRACT

Consequences apply for families who do not meet the terms and conditions of the contract. The regulations require that the contract of participation specify that if the FSS family fails to comply, without good cause, with the terms and conditions of the contract (including compliance with the public housing lease or the HCV-assisted lease), the PHA may:

- Withhold supportive services
- Terminate the family's participation in the FSS program

MaineHousing Policy

The contract of participation (COP) will be terminated before the expiration of the contract term if the participant fails to meet, without “good cause,” their obligations as outlined in the COP. If the participant fails to meet its obligations outlined in the COP, the FSS coordinator, or their designee, will first meet with the family to reassess the need for supportive services or a change in the individual training and services plan (ITSP). Then, if a reassessment of supportive services or a change in the ITSP is not successful in

bringing the family in compliance, the FSS coordinator will withhold supportive services for no more than 90 days until the participant meets their obligations outlined in the COP. Finally, if neither of these alternatives is successful, the FSS coordinator will terminate the COP for failure to complete the tasks, interim goals, or final goals of the ITSP in a timely manner, and thus failure to complete the obligations outlined in the COP.

If the participant has not responded after repeated attempts by the FSS Coordinator requesting communication, this may be considered a failure to meet program obligations.

The FSS coordinator will make an exception to the actions in terminating the COP if the participant can demonstrate “good cause” for the failure to meet its obligations as outlined in the COP.

For purposes of the MaineHousing FSS program, *good cause* includes:

Family circumstances

Death in the family

Serious illness

Medical emergency

Mandatory court appearances

Involuntary loss of employment

Loss of head of household through death, incarceration, or removal from lease

Change in the ITSP improving progress toward economic self-sufficiency

Community circumstances

Significant reduction in workforce (over 20 percent reduction in employment field)

Significant interruption in service delivery (over 3 months interruption)

Provider noncompliance with regulation

Provider unable/unwilling to provide service

Provider offering inferior service

5-I.E. CONSEQUENCES OF NONCOMPLIANCE WITH THE CONTRACT – FUP YOUTH

Consequences apply for youth participating in the FSS Family Unification Program (FUP) Demonstration who do not meet the terms and conditions of the contract. The regulations require that if a FUP youth participating in the demonstration fails to comply with the terms and conditions of the FSS Contract of Participation without good cause and is terminated from the FSS program, the FUP youth is no longer considered a participant in the demonstration. With FSS termination, the FUP youth is subject to the statutory time limit of 18 months, beginning from the time the first HAP contract is signed. If the FUP youth has been assisted for more than 18 months, the PHA terminates assistance to the FUP youth household.

PART II. CONTRACT SPECIFICATIONS

5-II.A. OVERVIEW

In addition to making clear the family's obligations under the program, the contract of participation contains specific terms and conditions, including those governing contract modifications, terminations, and grievance procedures. This part describes those specifications and associated policy.

5-II.B. CONTRACT TERM [24 CFR 984.303(c)]

The contract term is five years. This means that the family has no more than five years from the effective date of the contract of participation (COP) to fulfill their obligations as specified in the contract. This five year term requirement will be specified in the COP.

Contract Extension [24 CFR 984.303(d)]

While the term set forth in the contract of participation is for five years, contract extensions are possible. According to regulation, PHAs will for "good cause" extend the term of the contract for a period not to exceed two years for any FSS family that requests an extension of the contract in writing. The family's written request for an extension must include a description of the need for the extension. *Good cause* means circumstances beyond the control of the FSS family, as determined by the PHA, such as a serious illness or involuntary loss of employment (further defined by PHA policy in Section 5-I.D.). Extension of the contract of participation will entitle the FSS family to continue to have amounts credited to the family's FSS account.

5-II.C. MODIFICATION OF THE CONTRACT

The contract of participation (COP) does have the ability to be modified, as long as the PHA and the FSS family mutually agree to modify it. This includes modifications in writing with respect to the individual training and services plans (ITSPs), the contract term (See Section 5-II.B. above), and designation of the head of the family [24 CFR 984.303(f)].

In addition, the PHA may also delete the line in the COP under "Corrective Actions to Meet Family Responsibilities" stating that if the family is participating in the HCV program, the PHA may terminate HCV assistance when allowed by HUD requirements. Mutual agreement is not needed for this modification [Notice PIH 95-5]. Termination of HCV assistance is covered in further detail in Section 5-II.G. The conditions under which the PHA will modify the contract are set forth in the policy below.

MaineHousing Policy

In MaineHousing's FSS program, the COP will be modified by mutual agreement between MaineHousing and the head of household:

When modifications to the ITSP improve the participant's ability to complete their obligations in the COP or progress toward economic self-sufficiency

When the designated head of the FSS family ceases to reside with other family members in the assisted unit, and the remaining family members, after

consultation with the public housing or HCV program representative, designate another family member to be the head of household and receive escrow funds

When a relocating family is entering the FSS program of a receiving PHA and the start date of the COP must be changed to reflect the date the new COP is signed with the receiving PHA

5-II.D. COMPLETION OF THE CONTRACT

By regulation, the contract of participation is considered to be completed, and a family's participation in the FSS program is considered to be concluded when one of the following occurs [24 CFR 984.303(g)]:

- The FSS family has fulfilled all of its obligations under the contract of participation on or before the expiration of the contract term, including any extension thereof.
- 30 percent of the monthly adjusted income of the FSS family equals or exceeds the published existing housing fair market rent for the size of the unit for which the FSS family qualifies based on the PHA's occupancy standards. The contract of participation will be considered completed and the family's participation in the FSS program concluded on this basis even though the contract term, including any extension thereof, has not expired, and the family members who have individual training and services plans have not completed all the activities set forth in their plans.

Policies on verifying completion of the contract of participation can be found in Section 6-I.C. of this action plan.

5-II.E. TRANSITIONAL SUPPORTIVE SERVICE ASSISTANCE

Even after a family has completed the contract of participation, a PHA may continue to offer appropriate FSS supportive services to a former FSS family whose head of family is employed. If the family still resides in public housing, or HCV-assisted housing, these supportive services would be offered for becoming self-sufficient. If the family no longer resides in public housing, HCV-assisted housing, or other assisted housing, these supportive services would be offered for remaining self-sufficient [24 CFR 984.303(j)].

MaineHousing Policy

MaineHousing will continue to offer supportive services to a former FSS family who has completed its contract of participation, and whose head of family is employed.

5-II.F. TERMINATION OF THE CONTRACT

The contract of participation may be terminated before the expiration of the contract term and any extension of the contract by the following [24 CFR 984.303(h)]:

- Mutual consent of the parties
- Failure of the FSS family to meet its obligations under the contract of participation without good cause, including in an HCV FSS program the failure to comply with the contract requirements because the family has moved outside the jurisdiction of the PHA
- The family's withdrawal from the FSS program

- Such other act as is deemed inconsistent with the purpose of the FSS program
- Operation of law

MaineHousing Policy

The COP will be terminated before the expiration of the contract term, and any extension thereof, for any of the following reasons:

Mutual consent of the parties

Failure of the FSS family to meet its obligations under the contract of participation without good cause

Failure to comply with the contract requirements because the family has moved outside the MaineHousing’s jurisdiction without continued assistance under portability

Family’s withdrawal from the FSS program

Such other act as is deemed inconsistent with the purpose of the FSS program

Operation of law

If the FSS family faces termination due to failing to meet, without good cause, its obligations under the COP, MaineHousing will follow the relevant policy specified in Section 5-I.D. of this action plan.

Good cause for the purposes of the FSS program is also defined in Section 5-I.D.

In addition, the contract of participation is automatically terminated if the family’s HCV assistance is terminated in accordance with HUD requirements [24 CFR 984.303(h)].

5-II.G. OPTION TO TERMINATE SECTION 8 HOUSING AND SUPPORTIVE SERVICE ASSISTANCE [24 CFR 984.303(i)]

As touched upon in Section 5-I.D. of this action plan, the PHA has the option to terminate or withhold HCV housing assistance, supportive services, and the FSS family’s participation in the FSS program, if the PHA determines (in accordance with the hearing procedures provided in 24 CFR 982.555) that the FSS family has failed to comply without good cause with the requirements of the contract of participation.

MaineHousing Policy

MaineHousing will not withhold or terminate HCV housing assistance if MaineHousing determines that the FSS family failed to comply without good cause with the requirements of the COP unless the actions prompting termination of the FSS COP would also, independently, prompt termination of the HCV voucher.

5-II.H. NULLIFICATION OF CONTRACT FOR UNAVAILABILITY OF SUPPORTIVE SERVICES [24 CFR 984.303(e)]

In addition to termination, the contract of participation can also be ended ahead of time as a result of integral supportive services being unavailable. This, however, should only occur as a last resort:

- If a social service agency fails to deliver the supportive services pledged under an FSS family member's individual training and services plan (ITSP), the PHA must make a good faith effort to obtain these services from another agency.
- If the PHA is unable to obtain the services from another agency, the PHA must reassess the family member's needs and determine whether other available services would achieve the same purpose.
- If other available services would not achieve the same purpose, the PHA shall determine whether the unavailable services are integral to the FSS family's advancement or progress toward self-sufficiency.
- If the unavailable services are not integral to the FSS family's advancement toward self-sufficiency, the PHA must revise the ITSP, delete these services, and modify the contract of participation to remove any obligation on the part of the FSS family to accept the unavailable services.
- If the unavailable services *are* determined to be integral to the FSS family's advancement toward self-sufficiency (which may be the case if the affected family member is the head of the FSS family), the PHA shall declare the contract of participation null and void.

Nullification of the contract of participation on the basis of unavailability of supportive services shall not be grounds for termination of HCV assistance.

5-II.I. GRIEVANCE PROCEDURES

When adverse action is taken by the PHA against a family, the PHA is required to provide a grievance hearing in the public housing program, or an informal hearing in the housing choice voucher program [24 CFR 966 subpart B, 24 CFR 982.554].

According to regulatory requirements, the FSS action plan must contain the grievance and hearing procedures available for FSS families against whom the PHA has taken adverse action with regards to FSS [24 CFR 984.201(d)(9)].

MaineHousing Policy

The grievance and informal hearing procedures for the FSS program will be the same as the grievance and hearing procedures adopted for the Housing Choice Voucher program in MaineHousing's Administrative Plan. (See Chapter 16, Part III, pages 16-8 through 16-20)

Adverse actions taken within the FSS program include:

- Denial of admission into the FSS program
- Denial of request for supportive services
- Denial of request to change the ITSP
- Denial of request to change the head of household
- Denial of request for interim disbursement of the escrow account
- Denial of request to complete the COP
- Denial of a request for extension to the FSS COP

Denial of request for final distribution of the escrow account or any portion thereof

Withholding of support services

Termination of the FSS COP

Chapter 6

ESCROW ACCOUNT

INTRODUCTION

The establishment of an escrow account is offered as a financial incentive to families for participation in the FSS program. Generally, under this incentive, the amount of an increase in family rent resulting from an increase in earned income is escrowed. That is, usually a family's rent or share of the rent goes up when the family experiences an increase in earned income. In the FSS program, this is still the case, but the part of the rent representing the increase is deposited into an account as an escrow credit. The funds from this escrow account then become available to FSS families upon successful completion of their contracts of participation.

This chapter explains how the FSS escrow account works, including calculating the amount of the escrow credit and disbursing the funds, and also covers the proper way for the PHA to manage and report on the account.

This chapter contains two parts:

Part I: The Escrow Account: This part provides an overview of how the escrow account works, including calculating the escrow credit and disbursing the funds upon completion of the contract of participation.

Part II: Escrow Fund Accounting and Reporting: This part describes the requirements for managing the escrow account, including both accounting and reporting requirements.

PART I. THE ESCROW ACCOUNT

6-I.A. OVERVIEW

As an integral incentive to the FSS program, it is very important to have clear-cut policy spelling out how the escrow account works. This includes policy regarding the calculation of the FSS credit amount, the disbursement of FSS account funds, the use of account funds for homeownership, and forfeiture of the FSS escrow account.

6-I.B. CALCULATING THE FSS CREDIT AMOUNT

For FSS families who are very low-income families, the FSS credit is the lesser of 30 percent of current monthly adjusted income less the family rent, or the current family rent less the family rent at the time of the effective date of the contract of participation. The family rent is obtained by disregarding any increases in earned income (as defined in 24 CFR 984.103) from the effective date of the contract of participation. For FSS families who are considered low-income families but not very low-income families, the FSS credit is calculated in the same manner but cannot exceed the amount computed for 50 percent of the median income [24 CFR 984.305(b)(1)].

FSS families who are not low-income families are not entitled to any FSS credit [24 CFR 984.305(b)(2)].

Determination of Family Rent and Total Tenant Payment

For purposes of determining the FSS credit, *family rent* for the public housing program is the total tenant payment as defined in 24 CFR Part 5, subpart F. For the HCV program, *family rent* is 30 percent of adjusted monthly income [24 CFR 984.305(b)(1)].

Total tenant payment for a family participating in the public housing FSS program is determined in accordance with the regulations set forth in 24 CFR Part 913.

Increases in FSS Family Income [24 CFR 984.304]

As described in the FSS credit calculations above, any increases in family earned income resulting in increases in family rent become deposited in the escrow account. For this reason, and because of the nature of the FSS account, any increase in the earned income of an FSS family during its participation in an FSS program may not be considered as income or a resource for purposes of eligibility of the FSS family for other benefits, or amount of benefits payable to the FSS family, under any other program administered by HUD, unless the income of the FSS family equals or exceeds 80 percent of the area median income (as determined by HUD, with adjustments for smaller and larger families).

Cessation of FSS Credit [24 CFR 984.305(b)(3)]

The PHA will not make any additional credits to the FSS family's FSS account when the family has completed the contract of participation, or when the contract of participation is terminated or otherwise nullified.

6-I.C. DISBURSEMENT OF FSS ACCOUNT FUNDS

Disbursement at Completion of Contract [24 CFR 984.305(c)(1)]

When the contract has been completed according to regulation, the amount in an FSS account in excess of any amount the FSS family owes to the PHA will be paid to the head of the FSS family. However, in order to receive the disbursement, the head of the FSS family must submit a certification (as defined in §984.103) to the PHA at the time of contract completion that, to the best of his or her knowledge and belief, no member of the FSS family is a recipient of welfare assistance.

Disbursement before Expiration of Contract Term

FSS account funds may also be disbursed before the end of the contract term. If the PHA determines that the FSS family has fulfilled its obligations under the contract of participation before the expiration of the contract term and the head of the FSS family submits a certification that, to the best of his or her knowledge, no member of the FSS family is a recipient of welfare assistance, the amount in the family's FSS account in excess of any amount the family owes to the PHA will be paid to the head of the FSS family [24 984.305(c)(2)(i)].

In addition, the PHA may at its sole option disburse FSS account funds before completion of the contract if the family needs a portion of the funds for purposes consistent with the contract of participation and the PHA determines that the FSS family has fulfilled certain interim goals established in the contract of participation. Such cases could include using the funds to assist the family in meeting expenses related to completion of higher education (e.g., college, graduate school) or job training, or to meet start-up expenses involved in creation of a small business [24 984.305(c)(2)(ii)].

MaineHousing Policy

MaineHousing will disburse a portion of the FSS escrow account funds before completion of the COP when the family has met all its obligations under the COP to date, including the completion of all ITSP interim goals and tasks to date, and:

Requested funds are needed in order to complete an interim goal or task within the COP and are not ongoing expenses.

OR

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

OR

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

Verification of Family Certification at Disbursement

Interim disbursement may only occur after the family has completed certain interim goals and funds are needed in order to complete other interim goals. Final disbursement can only occur after the family has completed the contract of participation and all members are welfare-free as defined by regulation. Because of this, it follows that the PHA may require verification for the completion of interim goals or the contract of participation.

Before final disbursement of the FSS account funds to the family, the PHA may verify that the FSS family is no longer a recipient of welfare assistance by requesting copies of any documents which may indicate whether the family is receiving any welfare assistance, and by contacting welfare agencies [24 CFR 984.305(c)(3)].

HUD provides verification guidance in Notice PIH 2010-19. This guidance is mandatory for the public housing and housing choice voucher programs. The PHA's ACOP and/or Administrative Plan must contain verification policies following the hierarchy in this notice. The policies contained in the PHA's ACOP and Administrative Plan cover verification policies related to the FSS program in general. However, determining the need for interim disbursements may require more clarification as to what constitutes an acceptable third-party source.

MaineHousing Policy

MaineHousing will require verification that the FSS family has completed certain interim goals, or has completed the contract of participation, and that the FSS family is no longer a recipient of welfare assistance, as relevant, before making interim and final disbursements.

MaineHousing will follow HUD's verification hierarchy set forth in Notice PIH 2010-19 to make these verifications.

Succession to FSS Account [24 CFR 984.305(d)]

FSS account funds should be disbursed to the head of the FSS family. However, if the head of the FSS family no longer resides with the other family members in the public housing or the HCV-assisted unit, the remaining members of the FSS family, after consultation with the PHA, have the right to designate another family member to receive the funds.

6-I.D. USE OF FSS ACCOUNT FUNDS FOR HOMEOWNERSHIP

According to regulation, a public housing FSS family may use its FSS account funds for the purchase of a home, including the purchase of a home under one of HUD's homeownership programs, or other federal, state, or local homeownership programs, unless the use is prohibited by the statute or regulations governing the particular homeownership program [24 CFR 984.305(e)].

Homeownership is just one option for use of the FSS account funds. PHAs may not restrict the use of escrow funds at contract completion [Notice PIH 93-24, C-13].

6-I.E. FORFEITURE OF FSS ACCOUNT FUNDS

Amounts in the FSS account will be forfeited when the contract of participation is terminated, or when the contract of participation is completed by the family (see Section 5-II.D. of this action plan) but the FSS family is receiving welfare assistance at the time of expiration of the term of the contract of participation, including any contract extension [24 CFR 984.305(f)(1)].

Treatment of Forfeited FSS Account Funds

Treatment of forfeited FSS account funds differ depending on the type of FSS program the PHA operates. For public housing FSS programs, FSS account funds forfeited by the FSS family will be credited to Other Income and will become part of Unrestricted Net Assets. Forfeited FSS account funds will be counted as other income in the determination of operating subsidy eligibility for the next budget year [24 CFR 984.305(f)(2)(i)].

In the housing choice voucher program, forfeited FSS account funds will be treated as program receipts for payment of program expenses under the PHA budget for the program, and will be used in accordance with HUD requirements governing the use of program receipts [24 CFR 984.305(f)(2)(i)].

PART II. ESCROW FUND ACCOUNTING AND REPORTING

6-II.A. OVERVIEW

Regulations set forth specific requirements involving the accounting and reporting for the FSS escrow account. This part describes those requirements and the PHA policy necessary for managing the account from the PHA perspective.

6-II.B. ACCOUNTING FOR FSS ACCOUNT FUNDS

When establishing FSS escrow accounts, the PHA must deposit the FSS account funds of all families participating in the PHA's FSS program into a single depository account for each (public housing or HCV) program. In addition, the funds held in this account must be invested in one or more of the HUD-approved investments [24 CFR 984.305].

The total of the combined FSS account funds will be supported in the PHA accounting records by a subsidiary ledger showing the balance applicable to each FSS family. During the term of the contract of participation, the PHA periodically, but not less than annually, credits the amount of the FSS credit (see Section 6-I.B.) to each family's FSS account [24 CFR 984.305(a)(2)(i)].

MaineHousing Policy

MaineHousing will credit the amount of the FSS credit(s) to each family's account on a monthly basis.

Proration of Investment Income [24 CFR 984.305(a)(2)(ii)]

Because the FSS account funds are to be invested, the investment income for those funds in the FSS account will also need to be credited to each family's account. By regulation, these funds are to be prorated and credited to each family's FSS account based on the balance in each family's FSS account at the end of the period for which the investment income is credited.

MaineHousing Policy

Each month the full amount of the investment income for funds in the HCV FSS account will be prorated and credited to each family's subsidiary line item after the deduction of unpaid rent and other amounts due under the HCV-assisted lease.

Reduction of Amounts Due by FSS Family [24 CFR 984.305(a)(2)(iii)]

If the FSS family has not paid the family contribution towards rent, or other amounts, if any, due under the public housing or HCV-assisted lease, the balance in the family's FSS account shall be reduced by that amount (as reported by the owner to the PHA in the HCV FSS program) before prorating the interest income. If the FSS family has fraudulently underreported income, the amount credited to the FSS account will be based on the income amounts originally reported by the FSS family.

6-II.C. REPORTING ON THE FSS ACCOUNT

Each PHA is required to make a report, at least once annually, to each FSS family on the status of the family's FSS account.

At a minimum, the report must include [24 CFR 984.305(a)(3)]:

- The balance at the beginning of the reporting period
- The amount of the family's rent payment that was credited to the FSS account, during the reporting period
- Any deductions made from the account for amounts due the PHA before interest is distributed
- The amount of interest earned on the account during the year
- The total in the account at the end of the reporting period

MaineHousing Policy

MaineHousing will provide FSS participants an annual statement on the status of their FSS escrow account.

Chapter 7

PORTABILITY IN HOUSING CHOICE VOUCHER FSS PROGRAMS

INTRODUCTION

PHAs operating HCV FSS programs must be familiar with the rules and regulations regarding portability under the housing choice voucher program. As with the case of portability in the HCV program in general, the FSS family may move outside the initial PHA jurisdiction under portability procedures after the first 12 months of the FSS contract of participation [24 CFR 984.306].

In the event that an FSS family chooses to exercise portability, certain special requirements regarding the FSS program would apply. This chapter describes the obligations of the initial PHA, the receiving PHA, and the FSS family under portability, in addition to any special stipulations regarding portability in the FSS context.

This chapter contains two parts:

Part I: Portability in the FSS Program: This part provides a general overview of portability in the FSS program, including the residency requirements for FSS portability and management of the contract of participation when a family moves into or from another PHA's jurisdiction.

Part II: The Effects of Portability on FSS Regulations and Policy: This part describes the specific ways in which portability affects different aspects of the FSS program, including the escrow account, program termination, loss of the FSS account, and termination of HCV program assistance.

PART I: PORTABILITY IN THE FSS PROGRAM

7-I.A. OVERVIEW

Portability is a statutory feature of the housing choice voucher program—it is included in the law. As such, PHAs operating an HCV FSS program need to understand the effects that portability will have on HCV FSS families and program operation. This part provides a general overview of portability in the FSS program, including the residency requirements for FSS portability and management of the contract of participation when a family moves into or from another PHA's jurisdiction.

7-I.B. DEFINITIONS

For the purposes of portability with regards to the FSS program, the following definitions will be used [24 CFR 982.4, 24 CFR 984.306].

- *Initial PHA* means both:
 1. A PHA that originally selected a family that later decides to move out of the jurisdiction of the selecting PHA; and
 2. A PHA that absorbed a family that later decides to move out of the jurisdiction of the absorbing PHA.

- *Receiving PHA* means a PHA that receives a family selected for participation in the tenant-based program of another PHA. The receiving PHA either absorbs the family into its program, including issuing a voucher and providing rental assistance to the family, or bills the initial PHA for the family's housing assistance payments and the fees for administering the family's voucher.
- *Relocating FSS Family* refers to an FSS family that moves from the jurisdiction of a PHA at least 12 months after signing its contract of participation.

7-I.C. RESIDENCY REQUIREMENTS

Families participating in an HCV FSS program are required to lease an assisted unit within the jurisdiction of the PHA that selected the family for the FSS program for a minimum period of 12 months after the effective date of the contract of participation. However, the initial PHA may approve a family's request to move outside its jurisdiction under portability during this period [24 CFR 984.306(b)(1)].

MaineHousing Policy

MaineHousing may approve a family's request to move outside its jurisdiction under portability during the first 12 months after the effective date of the contract of participation if needed for training, education, employment, support services, or to meet personal family needs.

After the first 12 months of the FSS contract of participation, the FSS family may move outside the initial PHA jurisdiction under portability procedures regardless of PHA approval [24 CFR 984.306(b)(2)].

7-I.D. CONTRACT OF PARTICIPATION

Once a family moves outside the initial PHA's jurisdiction, a determination will need to be made regarding whether the family will continue to participate in the initial PHA's FSS program or whether it will participate in the FSS program of the receiving PHA.

Continued Participation in the FSS program of the Initial PHA

A relocating FSS family may continue in the FSS program of the initial PHA if the family demonstrates to the satisfaction of the initial PHA that, notwithstanding the move, the relocating FSS family will be able to fulfill its responsibilities under the initial or modified contract of participation at its new place of residence. For example, this could mean that the FSS family may be able to commute to the supportive services specified in the contract of participation, or the family may move to obtain employment as specified in the contract [24 CFR 984.306(c)].

MaineHousing Policy

MaineHousing may approve a relocating family's request to continue in its FSS program if the family demonstrates to MaineHousing's satisfaction that, notwithstanding the move, the relocating FSS family will be able to fulfill its responsibilities under the existing or modified contract of participation at its new place of residence.

Should the relocating family stay in the initial PHA's FSS program, there will be only one contract of participation. This will be the same contract as originally executed by the initial PHA [24 CFR 984.306(c)(2)].

Participation in the FSS Program of the Receiving PHA

When a family moves into the jurisdiction of another PHA, the relocating FSS family may participate in the FSS program of the receiving PHA if the receiving PHA allows the family to do so. However, a PHA is not obligated to enroll a relocating FSS family in its FSS program [24 CFR 984.306(d)(1)].

Maine Housing Policy

Maine Housing, as the receiving housing authority, will allow a relocating FSS family to participate in its FSS program so long as an open FSS slot exists.

In cases where the receiving PHA allows the relocating FSS family to participate in its FSS program, the receiving PHA will enter into a new contract of participation with the FSS family for the term remaining on the contract with the initial PHA. The initial PHA will then terminate its contract of participation with the family [24 CFR 984.306(d)(2)].

PART II: THE EFFECTS OF PORTABILITY ON FSS REGULATIONS AND POLICY

7-II.A. OVERVIEW

The regulations set forth under the FSS program will sometimes be affected by the regulations of the public housing and housing choice voucher programs. Portability, as an integral part of the housing choice voucher program, is an excellent example of how HCV regulations can in turn affect FSS program operation. This part describes the specific ways in which portability affects different aspects of the FSS program, including the escrow account, program termination, loss of the FSS account, and termination of HCV program assistance.

7-II.B. PORTABILITY AND THE ESCROW ACCOUNT [24 CFR 984.306(e)]

The escrow account is one aspect of the FSS program that could present an issue if a participant family decides to move under portability because the family's account is administered by the initial PHA. Regardless of whether the relocating FSS family remains in the FSS program of the initial PHA or is enrolled in the FSS program of the receiving PHA, FSS regulations specify that there will be a single FSS account to be maintained by the initial PHA so long as the initial PHA is ultimately paying the housing assistance payment. However, when an FSS family is absorbed by the receiving PHA, the initial PHA transfers the family's FSS account to the receiving PHA, and the receiving PHA begins administering the account.

7-II.C. PROGRAM TERMINATION, LOSS OF FSS ACCOUNT, AND TERMINATION OF SECTION 8 ASSISTANCE

Another point of consideration for PHAs is noncompliance with the contract of participation when the FSS participant family moves outside of the PHA's jurisdiction. In such cases, noncompliance with the contract is treated the same under portability as it is if the noncompliance occurred in the initial PHA's jurisdiction. According to the regulatory language, if an FSS family that relocates to another jurisdiction is unable to fulfill its obligations under the contract of participation (or any modifications to the contract), the PHA administering the contract may either terminate the FSS family from the FSS program and the family's FSS account will be forfeited; or, the PHA may terminate the FSS family from the FSS program and

the family's FSS account will be forfeited, **and** terminate the FSS family's HCV program assistance on the grounds that the family failed to meet its obligations under the contract of participation [24 CFR 984.306(f)(1)].

PHA policy regarding the consequences of noncompliance with the FSS contract of participation can be found in Section 5-I.D. of this action plan. *Good cause* is likewise defined in this section.

PHA policy regarding the termination of HCV program assistance due to failure to comply with the contract of participation is written in Section 5-II.G. of this action plan.

In the event of forfeiture of the family's FSS account, the funds in the family's FSS account will revert to the PHA maintaining the FSS escrow account for the family [24 CFR 984.306(f)(2)].



Asset Management Department Memorandum

To: MaineHousing Board of Commissioners
From: Robert Conroy – Director, Asset Management
Date: September 8, 2020
Subject: September Board Report - Asset Management

MaineHousing Properties Rent Relief Update

As we are at the beginning of rolling out our newest Rent Relief program for MaineHousing-financed properties we can summarize the results of the earlier program as follows:

Number of Projects Participating:	38
Average number of applicants per property:	2
Average Monthly Household Income per Applicant:	\$1,402
Average Household Size:	2.2 persons
Average Rent Relief Benefit per Household:	\$459 (Program max = \$500)

Centers for Disease Control (CDC) Eviction Moratorium

On September 1, 2020, the Centers for Disease Control and Prevention released an Order to temporarily halt all residential evictions to prevent the further spread of COVID-19, until December 31, 2020. The Order will be published in the Federal Register on September 4, 2020.

The Applicability Section states, a landlord/owner of a residential property, or other person (including corporations, companies, associations, firms, partnerships, societies, and joint stock companies, as well as individuals) with a legal right to pursue eviction or possessory action, shall not evict any covered person from any residential property in any jurisdiction to which this Order applies during the effective period of the Order.

This Order is a temporary eviction moratorium to prevent the further spread of COVID-19 and does not relieve any individual of any obligation to pay rent, make a housing payment, or comply with any other obligation that the individual may have under a tenancy, lease, or similar contract. Nothing in this Order precludes the charging or collecting of fees, penalties, or interest as a result of the failure to pay rent or other housing payment on a timely basis, under the terms of any applicable contract.

This Order does not preclude evictions based on a tenant, lessee, or resident:

- 1) engaging in criminal activity while on the premises;
- 2) threatening the health or safety of other residents;
- 3) damaging or posing an immediate and significant risk of damage to property;
- 4) violating any applicable building code, health ordinance, or similar regulation relating to health and safety; or
- 5) violating any other contractual obligation, other than the timely payment of rent or similar housing-related payment (including non-payment or late payment of fees, penalties, or interest).

Communications & Planning Department Memorandum

To: Board of Commissioners

From: Denise Lord

Date: September 8, 2020

Subject: September Board Report

MaineHousing in the News

- Media contacts this month included interviews on the rent relief program, our supportive housing program, and homeless shelter capacity.
- Our MaineHousing newsletter for August featured the recent drop in the First Home Loan interest rate, the expanded rent relief program, and the roll out of the homeless system redesign initiative.

June, July and August visits and hits on the MaineHousing.org website were very high and far above average. The five year snapshot below shows that we've already exceeded visits in 2019 by almost 65,000. The Rent Relief Program continues to perform with nearly the same amount of hits on the program in August as in April.

Website Visits - 5 Year Snapshot

Date	2020	2019	2018	2017	2016	2015
Jan	28423	29476	28414	21851	21871	21,898
Feb	25888	25720	28566	17865	20136	19,195
Mar	25420	28390	26587	21941	21618	21,067
Apr	76329	27999	27034	22408	20121	21,228
May	56746	25529	22328	20606	19622	19,055
Jun	54136	24798	26176	21219	23907	20,793
Jul	57586	26390	26792	21775	20573	21,884
Aug	72118	28972	32037	23756	25120	21,973
Sep		30147	26005	22434	22575	21,799
Oct		32260	26985	21161	22121	21,009
Nov		28462	26950	22777	18822	17,999
Dec		24271	22924	19494	17793	16,660
TOTALS	396,646	332,414	320,798	257,287	254,279	244,560

- We assisted Asset Management and the Community Action Agencies in crafting a message describing the application process for renters who live in developments financed by MaineHousing and cannot pay their rent. This program is separate from the Governor's Rent

Relief program and we want to be sure applicants are accessing the program that will meet their needs.

COVID-19 Response

- We continue to manage hotel contracts to support new needs. This month we are providing rooms for the outbreak at the York County jail. Working with DHHS, we were successful in obtaining a FEMA waiver to address Homeless, Migrant and Seasonal Workers who require Non-Congregate Sheltering for isolation or quarantine. We were one of a few states that have been approved for such waiver.

Strategic Plan Implementation/Innovation

- We continue to work with the Corporation for Supportive Housing consultants who will be assisting our efforts to increase the number of permanent supportive housing projects.
- At our regularly scheduled biweekly meetings with DHHS, we discussed how to coordinate our programs and General Assistance and the Homeless Coordinated Entry initiative. These meetings have proved to be valuable opportunities to identify problems, opportunities and solutions.
- We are engaged in several discussions to identify funding opportunities for expanding shelter capacity and to identify other investor opportunities for expanding affordable housing.

Staff Development and Training

- In the works for the Fall, is an introduction to Lean for all staff. This will be offered as White Belt training.
- An overview of managing remote workers was presented to both the leadership team and managers. This training will be more fully developed and offered through our learning management system.

Policy and Research Update

- The Re-imagining Residential Care group resumed its meetings with an overview of residential care facilities, their licensure and funding.
- MaineHousing will be represented by Clyde Barr on the Department of Transportation's Public Transit Advisory Committee and Mobility Maine.
- The program page for the Rent Relief program is the place to go for the latest data on the use of the program. The dashboards can be found under the Program Statistics section on the left and are updated twice a week. <https://www.mainehousing.org/programs-services/rental/rentaldetail/covid-19-rental-relief-program>

Finally, as follow up to the recent staff survey, we have scheduled time to go over the results with each department director to identify opportunities to address ways to improve team communication and collegiality and work processes with a remote working environment.



Development Department Memorandum

To: MaineHousing Board of Commissioners
From: Mark C. Wiesendanger, Director of Development
Date: September 15, 2020
Subject: Monthly Report

New Staff

I am pleased to announce that Mitchell Eden will be joining the Development Department as our newest Multifamily Underwriter. Mitchell is coming from our Asset Management Department where he has been working at assessing operating budgets and financial statements for portfolio risk, contractual compliance, underwriting, and myriad other tasks. His rental housing development finance training, underwriting and asset management experience, and strong database and technical skills will provide a great addition to our already amazing team.

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

As reported last month, we received 17 Pre-applications. 15 are expected to come in as Full Applications, due September 24th.

Project	City/Town	Developer	Tenants	Total Units	Affordable	LIHTC
Oak Grove Estates	Bath	Realty Resources	Family	34	34	459,022
115 Congress St	Belfast	Developers Collaborative	Family	36	36	720,000
Winston Hill Townhomes	Freeport	Wishrock Fore LLC	Family	41	41	820,000
Valley Street Apartments	Portland	Avesta Housing	Family	60	48	949,578
337 Cumberland Ave	Portland	Portland Housing	Family	60	48	945,149
Mary Street Apartment Homes	Skowhegan	Kennebec Valley CAP	Family	40	35	699,377
Senior Living at The Market Place	Augusta	Tim Gooch	Older Adults	42	42	840,000
The Uptown	Bath	The Szanton Company	Older Adults	60	42	840,000
Harrison Ridge	Bridgton	Developers Collaborative	Older Adults	48	48	960,000
Martel School Apartments	Lewiston	Lewiston Housing /Avesta	Older Adults	44	44	880,000
Stearns III	Millinocket	Realty Resources	Older Adults	45	45	900,000
Middle Street Apartments	Portland	CHOM	Older Adults	50	50	951,052
Front St Housing Redev II	Portland	Portland Housing	Older Adults	45	45	900,000
Jocelyn Place	Scarborough	South Portland Housing	Older Adults	60	60	960,000
The Uplands (Phase 2)	Scarborough	Developers Collaborative	Older Adults	39	39	780,000
				704	657	12,604,178
				2021 Credit Ceiling		3,850,000

Our available 9% credits are expected to fund a comparable number of units as recent years. This year will also see the new State Low Income Housing Tax Credit program that, when combined with the 4% tax credit, should provide enough funding to nearly double our awardees. The two funding options are comparable in their ability to fund projects and will be used interchangeably so that we might make the most efficient use of all of our funding.

2020 Supportive Housing Program

Pre-Applications are due October 15th. We are hoping to see more interest for supportive housing-specific projects than in years past, and will use remaining funds to create supportive units and deeper affordability in LIHTC projects.

Tax Credit Equity Pricing

MaineHousing and Evernorth (formerly Northern New England Housing Investment Fund or NNEHIF) recently had a conversation about tax credit equity investment and pricing. There is an apparent tightening of the market. There are fewer investors, and those remaining are asking for more conservative underwriting. We expect prices to drop a bit in the near future. These changes will effect projects' feasibility, and our plan to produce more units. Both MaineHousing and Evernorth are processing deals as usual and are searching for ways to help gain investor interest and higher equity pricing.

Construction Costs

Construction Manager Don McGilvery reports that there has been a recent uptick in construction costs. This largely due to an increase in materials costs. This a common occurrence the wake of a hurricane. However, costs had already been rising because of the effects of the Covid pandemic, and reduced production and transportation capacity. We will continue to monitor and offer developers assistance when appropriate.

Energy & Housing Services Department Memorandum

To: MaineHousing Board of Commissioners
From: Daniel Drost, Director of Energy and Housing Services
Date: September 15, 2020
Subject: EHS Monthly Report – September 2020

HOME ENERGY ASSISTANCT PROGRAM (HEAP)

PRODUCTION STATISTICS FOR PROGRAM YEAR 2020 (ENDING JULY 15, 2020)

Number of Applications	PY 2020 END OF YR	PY 2019 END OF YEAR	+/-	% change
Total Applications Taken	48,124	50,924	-2,800	-5.5%
Confirmed Eligible/Paid	40,197	39,017	+1,180	+3.0%
Pending (in process)	3	8	-5	0.0%
Other (ineligible, denied, void, etc.)	7,924	11,899	-3,975	-33.4%

PRODUCTION STATISTICS FOR PROGRAM YEAR 2021 (BEGUN AUGUST 24, 2020)

Number of Applications	PY 2021 THRU 9.8.2020	PY 2020 THRU 9.18.2019	+/-	% change
Total Applications Taken	3,568	1,609	+1,959	+121.8%
Confirmed Eligible/Paid	226	0	+226	na
Pending (in process)	81	84	-3	-3.6%
Other (ineligible, denied, void, etc.)	7,924	11,899	-3,975	-33.4%

Home Energy Assistance Program, Launched Program Year 2021:

EHS delivered annual HEAP training for the Community Action Agencies (CAAs) August 10-12, 2020. The annual training is traditionally provided in-person. However, due to the COVID-19 health situation, MaineHousing adapted and delivered the training virtually through an online webinar platform. In addition to helping ensure distancing protocol was followed per health department guidance, providing the training virtually yielded additional benefits. These benefits included decreased costs (no mileage, lodging, space rental or meals for attendees) and the sessions were recorded and made available through the Bridge learning management system as a tool for CAAs to use for refresher training and training for new personnel throughout the coming year.

All CAAs participated in the training and the training was well received overall. Evaluations completed for day one showed that 93% of participants either agreed or strongly agreed with the statement, “satisfied with overall training” and 88% of participants agreed or strongly agreed with this statement for day three of the training (responses for this statement are not available for day 2). 100% of participants indicated that they thought presenters “were knowledgeable and met training objectives” for all sessions.

MaineHousing’s Communication and Planning Department was instrumental in preparing for and delivering the training. Five sessions were pre-recorded and made available to CAAs through the Bridge system. Live sessions were recorded, edited and are now available through the Bridge system too.

CAAs started taking PY2021 HEAP applications on August 24, 2020. All of the CAAs are taking HEAP application appointments via telephone. Some CAAs are taking applications in-person while adhering to COVID-19 safety protocols. MaineHousing and the CAAs are adapting to a new release of the Hancock/HEAP Cloud software program, which has several new features that are designed to support efficiencies, including enhanced search functionality. As indicated by the numbers reported above, the intake of applications for PY2021 are well ahead of last year. The primary reason for this is that the software being used for program was new and CAAs were still familiarizing themselves with the new processes involved in application intake.

2021 DOE Weatherization Assistance Program (WAP) State Plan:

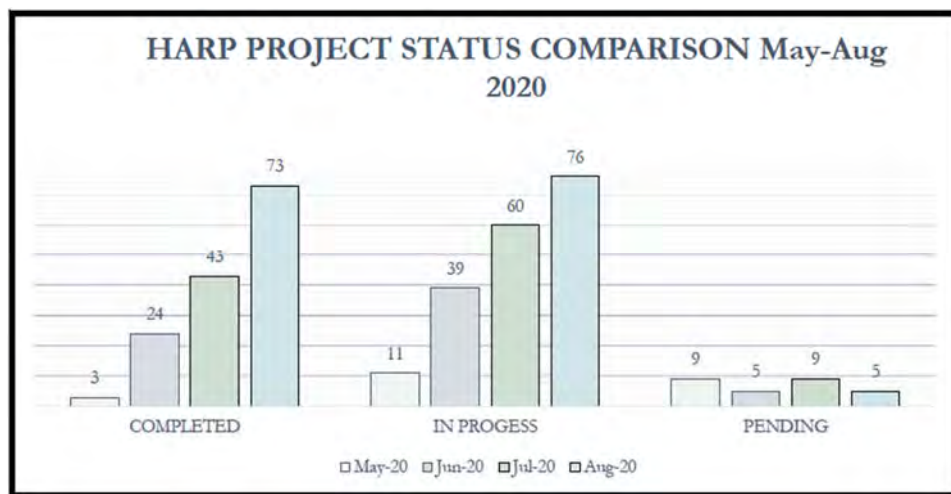
Energy and Housing Services is gearing up to generate and submit the 2021 DOE WAP State Plan. The Plan outlines key elements and activities that will be implemented for DOE WAP PY2021 that commences on April 1, 2021, including: budget, anticipated production, health and safety plan, and training & technical assistance plan. EHS will present on the draft 2021 DOE State Plan and seek Intent to Proceed approval at the October 20, 2020 MaineHousing Board of Directors meeting. The 2021 DOE State Plan Hearing will be scheduled for the November 17, 2020 MaineHousing Board of Directors meeting and EHS is working to submit the final, approved 2021 DOE State Plan to DOE by the end of December 2020 to help ensure that contracts are fully executed with Subgrantees by April 1, 2021.

Federal Lead Hazard Reduction Grant Program:

Due to the COVID-19 pandemic HUD has temporarily suspended their quarterly review of the unit benchmarks. MaineHousing expects by the end of year 2020 unit production will be behind 44 units; however, we anticipate the Community Action Agencies will be back on track by the second quarter of 2021.

Home Accessibility and Repair Program:

The Home Accessibility and Repair Program (HARP) provides grants to income eligible homeowners for professional home repairs and accessibility modifications. The program saw a decline in project intake due to the pandemic. However, the Community Action Agencies are working diligently to assist as many clients as they can by the end of the year.



Finance Department Memorandum

To: Board of Commissioners
From: Darren R. Brown
Date: September 8, 2020
Subject: Monthly Report – Finance Department

ACCOUNTING AND FINANCIAL REPORTING (AFR):

- During August, the AFR staff started planning and working on MaineHousing’s 2021 budgets. The timeline for completing the budgets is the same as last year. Budget packages have been prepared and distributed to departments. Departments need to complete and return their budget packet to Finance by September 21st. Once the departments have completed and submitted their packet, Finance staff will review, consolidate the information, and use it to prepare the agency-wide budgets. Preliminary budgets will be made available and presented at the November meeting for your input and feedback. Final budgets will be presented for a vote in December.
- Due to the economic impact of the COVID-19 pandemic, projections for the State of Maine’s General Fund revenues have decreased by \$528 million for their current fiscal year (FY) 2021. As a result, the State has developed cost reduction targets and requested cost reduction proposals from all departments and agencies receiving General Fund appropriations. A 10% minimum reduction was established by the State and departments and agencies were encouraged to submit proposals in excess of this amount.

MaineHousing receives General Fund appropriations for two programs: Shelter Operating Subsidy (SOS) and the Home Modification Certification Program (HMC). SOS provides funds for emergency shelters that serve Maine’s homeless citizens. The HMC provides funds to conduct home modification certifications as part of the State’s tax credit initiative to make homes more accessible for a person with a disability.

The FY 2021 annual appropriation for SOS is \$2,500,000. Given the homeless clientele served and current needs in this area, MaineHousing requested keeping the full appropriation for this program instead of a 10% reduction of \$250,000. The annual appropriation for HCM is \$50,000. A reduction of \$37,500 was proposed, which represents the total remaining appropriation for FY 2021. This program has been undersubscribed and will be handled through MaineHousing’s Home Accessibility and Repair Program.

- The State Bureau of the Budget is in the process of preparing the State’s budgets for the 2022-2023 Biennium. The State is projecting declines in General Fund revenue for FY 2022 and 2023. As a result, a 10.4% reduction has been requested for all programs funded by the General Fund.

MaineHousing receives funds for certain programs and is required to complete and submit budget information to the State. The required information was submitted on September 1st. MaineHousing’s

budget requests consist of the Housing Opportunities for Maine (HOME) Fund, the Maine Energy, Housing & Economic Recovery (MEHER) Fund, and Shelter Operating Subsidy (SOS).

HOME funds represent a portion of total real estate transfer taxes (RETTs) collected by the State. MaineHousing allocates and uses these funds in various housing programs. Based on current estimates, MaineHousing is expected to get approximately \$19 million for FYs 2022 and 2023. MEHER funds also come from RETTs collected by the State and are used exclusively by MaineHousing to make debt service payments on related bonds. Funding for this program amounts to approximately \$4.3 million per year. The SOS program is the only program funded by the State's General Fund. MaineHousing receives \$2.5 million each year for this program.

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

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

The federal compliance audit needs to be completed and filed with the federal Single Audit Clearinghouse and the HUD Real Estate Assessment Center (REAC) within nine months after year end. However, an automatic extension of three months is available to file with the Single Audit Clearinghouse and six months to submit to REAC because of COVID-19. The auditors have communicated that they will likely need additional time to complete the audit and they expect to have the audit done by the end of October. There have been no preliminary findings or issues reported to date.

LOAN ADMINISTRATION:

- The level of single-family mortgage loans in forbearance due to COVID-19 remains flat at 2.4%. Through the end of August, a total of 371 borrowers have been provided assistance with either a forbearance or through the Maine HOPE Program (327 forbearances and 44 Maine HOPE). Of the 371 borrowers assisted, 138 or 37% have brought their loan current and are no longer in forbearance or delinquent status.

MaineHousing's single-family loan portfolio consist of approximately 11,000 borrowers and amounts to \$980 million. The 233 loans in forbearance at the end of August amount to approximately \$24 million and represents about 2.4% of the portfolio. The Mortgage Bankers Association reported that the national forbearance rate was 7.20% as of the end of August.

Delinquency rates have also remained relatively stable through the end of August. The total delinquency rate at the beginning of the year was 7.15%, which was among historically low levels for the agency. The rate has increased slightly and is 7.40% as of the end of August.

- Loan Administration staff conduct semi-annual evaluations of all loan servicers under the First Home Program. These evaluations review performance in the areas of financial reporting, customer service, general servicing, default management, and regulatory compliance. This process provides us with a comprehensive and consistent method to assess servicer performance, monitor trends, address problem areas, and identify servicer training needs. Evaluations for the first half of 2020 have been completed and will be issued within the next several weeks. In general, servicers completed servicing requirements in accordance with MaineHousing and mortgage insurer guidelines and there were no significant findings reported. The Loan Administration staff will be working with servicers that had findings to develop action plans for correcting deficiencies.

Finance Department Memorandum

To: Board of Commissioners

From: Darren R. Brown

Date: September 8, 2020

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 seven-month period ended July 31, 2020.

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

Total combined assets are approximately \$2.0 billion and total combined liabilities approximate \$1.7 billion. Total net assets amount to approximately \$370 million. Total combined revenues approximate \$155.2 million and total expenses amount to approximately \$154.6 million, which results in net operating income of \$0.6 million. For this seven-month period in 2019, total combined net operating income was \$14.0 million. Net operating income is approximately \$13.4 million lower in 2020. The net operating income decrease is attributed primarily to the following:

Current year net operating income for the Mortgage Purchase Fund (MPP), MaineHousing's largest fund group, is approximately \$1.8 million compared to net operating income of \$9.5 million in 2019. MPP's net operating income has decreased by \$7.7 million due largely to the recognition of a smaller paper gain associated with adjusting the carrying values of non-mortgage investments. A paper gain of \$15,000 was recognized in 2020, which represents a decrease of approximately \$4.3 million compared with the paper gain of \$4.3 million recorded in 2019. The change associated with the recording of paper gains and losses is attributed to interest rate changes during the year.

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

Excluding the paper gains, MPP's net operating income is \$1.8 million as of July 31, 2020 compared to \$5.2 million at the end July 2019. This \$3.4 million reduction is due primarily to a substantial decrease in interest rates and lower interest income from non-mortgage investments, which has decreased by \$3.3 million

The HOME Fund also has lower net operating income in 2020. MaineHousing's portion of the real estate transfer taxes and shelter operating subsidy received from the State are accounted for in this Fund Group, which has a \$2.1 million net operating loss at the end of July. This is a decrease of \$5.1 million compared to net operating income of \$3.0 million at the end of July 2019. The decrease is attributed to timing differences with expending funds and the recognition of grant expenses. Total year-to-date income is about \$1.9 million higher in 2020. However, total grant expenses are \$7.0 million higher in 2020 at this point.

BUDGET RESULTS

Also attached are the budget variance results for the period ended July 31, 2020. These results are summarized and presented on the attachments described below:

OPERATING REVENUES AND EXPENSES BUDGET

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

The Operating Revenues and Expenses Budget, **Attachment A**, presents the revenues available to pay operating and program administrative expenses. It also presents the aggregate operating and program administrative expenses. Total budgeted revenues for 2020 are \$83.5 million and total expenses are budgeted at \$75.1 million. Total actual revenues as of July 31, 2020 amount to \$44.2 million, while total expenses amount to \$42.1 million. For the seven-month period ended July 31, 2020, revenues exceed expenses by \$2.1 million.

Revenues are running below budget due to substantially lower interest income from non-mortgage investments. Interest rates have decreased during the year and average yields from investments are lower than budget projections. Expenses are fairly consistent with that anticipated for the period. Interest expense is running under budget at this point as a result of lower interest rates on new bond issues and a higher level of redemption of outstanding bonds.

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

OPERATING AND OTHER PROGRAM ADMINISTRATIVE EXPENSES

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

Total 2020 operating expenses are budgeted at approximately \$19.4 million. As of July 31, 2020, approximately \$11.2 million or 58% of the total operating budget has been used. Total other program administrative expenses are budgeted at \$8.6 million and actual expenses amount to \$4.5 million as of July 31, 2020. In total, expenditures in these areas are in line with budget amounts and are consistent with that anticipated for the period.

COVID-19 has had an impact on certain expenditures. Salaries are running slightly higher than budget at this point because employees have taken less earned time, which has caused the related accrued liability to increase and exceed the budget by \$160,000. Expenses associated with staff trainings, education, and

conferences, partner and client trainings and meetings, and staff events are well below budget at this point due to COVID-19 restrictions on gatherings and travel.

Telephone expenses are over budget due to the acquisition of a new phone system. For budget purposes, costs for the new system were identified as capital expenditures and were included in the 2020 Capital Budget. However, a cloud-based phone system was acquired and the associated monthly costs do not meet capitalization requirements and must be treated as operating expenses. Although telephone expenses will be over budget by approximately \$50,000 for the year, capital expenditures for the phone system will be under budget by approximately \$150,000.

Operating expenses associated with the new office building are also running above budget. The higher costs is attributed primarily to cleaning and grounds keeping services being higher than budget estimates.

CAPITAL BUDGET

The Capital Budget, **Attachment C**, presents items that provide an economic benefit to MaineHousing over a period of time. Items are recorded as assets and depreciated over their estimated useful life. The total authorized capital budget for 2020 is approximately \$3.8 million. Expenditures amounted to \$5 million as of July 31, 2020 and were primarily for renovation work and equipment for the new office building.

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

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

The overages for the security and safety and data center equipment for the new office building are attributed to similar timing differences noted for the building renovation work. Although an overage is reflected in this year's budget, both items are within their established project budget amounts.

MEMBERSHIPS, DUES AND SPONSORSHIP

In accordance with MaineHousing's Contributions Policy, all payments for memberships, dues and sponsorship are required to be reported to the Commissioners each month as part of the budget variance reports. **Attachment D** presents an itemized listing of the membership, dues, and sponsorship expenses as of July 31, 2020.

MAINE STATE HOUSING AUTHORITY
BALANCE SHEETS
JULY 31, 2020
(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
	2019	2020							
ASSETS:									
Cash, principally time deposits	1,838	34,117	21,355	1	7,068	13	5,680	0	0
Investments	440,313	449,438	391,586	8,082	25,497	21,124	0	2,364	785
Accounts receivable - Federal	2,658	6,982	0	0	0	0	6,982	0	0
Assets held for sale	3,667	2,950	0	0	0	2,950	0	0	0
Accrued interest and other assets	12,277	16,223	9,973	1	39	2,348	2,109	0	1,753
Mortgage notes receivable, net	1,394,279	1,464,166	1,424,242	0	5,940	24,764	0	0	9,220
Other notes receivable, net	263	229	0	0	219	0	0	10	0
Land, equipment and improvements, net	6,187	18,134	22	0	18,112	0	0	0	0
Other real estate owned	87	45	45	0	0	0	0	0	0
Accumulated decrease in fair value of hedging derivatives	10,062	22,551	22,551	0	0	0	0	0	0
Deferred pension expense	616	610	326	2	56	0	0	226	0
Deferred amount on debt refundings	4,006	3,374	3,374	0	0	0	0	0	0
Total Assets	1,876,253	2,018,819	1,873,474	8,086	56,931	51,199	14,771	2,600	11,758
LIABILITIES AND NET ASSETS:									
Accrued interest payable	9,458	9,480	9,370	0	0	0	0	0	110
Accounts payable - Federal	421	375	0	0	0	0	375	0	0
Accounts payable & accrued liabilities	3,436	2,427	390	2	1,956	0	79	0	0
Unearned income	8,704	12,995	0	0	0	331	680	11,984	0
Net pension liability	2,283	2,282	1,222	7	209	0	0	844	0
Deferred pension credit	1,016	867	464	3	79	0	0	321	0
Derivative instrument - interest rate swaps	10,062	22,551	22,551	0	0	0	0	0	0
Interfund	0	0	3,908	21	(1,488)	(1,756)	8,952	(9,662)	25
Mortgage bonds and notes payable, net	1,483,843	1,598,129	1,555,472	0	19,912	0	0	0	22,745
Deferred grant income	0	0	0	0	0	0	0	0	0
Deferred loan origination points	28	24	24	0	0	0	0	0	0
Total Liabilities	1,519,251	1,649,130	1,593,401	33	20,668	(1,425)	10,086	3,487	22,880
NET ASSETS:									
Restricted Net Assets	321,708	333,426	280,073	8,053	0	52,624	4,685	(887)	(11,122)
Unrestricted Net Assets	35,294	36,263	0	0	36,263	0	0	0	0
Total Net Assets	357,002	369,689	280,073	8,053	36,263	52,624	4,685	(887)	(11,122)
Total Liabilities and Net Assets	1,876,253	2,018,819	1,873,474	8,086	56,931	51,199	14,771	2,600	11,758

MAINE STATE HOUSING AUTHORITY
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS
FOR THE PERIOD ENDED JULY 31, 2020
(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
	2019	2020							
REVENUES:									
Interest from mortgages and notes	35,905	36,873	36,596	0	193	61	0	0	23
Income from investments	5,549	1,904	1,620	26	142	87	2	10	17
Net increase (decrease) in the fair value of investments	4,329	2	15	0	(13)	0	0	0	0
Fee income	5,079	5,233	164	0	197	0	4,711	161	0
Other revenue	68	187	4	0	146	37	0	0	0
Grant income	26,778	37,946	0	0	0	1,674	34,694	1,578	0
Income from State	9,241	10,926	0	0	0	9,191	0	0	1,735
Federal rent subsidy income	58,315	61,938	0	0	0	0	61,938	0	0
Gain on bond redemption	135	187	187	0	0	0	0	0	0
Total Revenues	145,399	155,196	38,586	26	665	11,050	101,345	1,749	1,775
EXPENSES:									
Operating expenses	10,313	11,231	0	0	11,231	0	0	0	0
Other program administrative expenses	3,436	3,513	3,325	0	0	0	120	68	0
Mortgage servicing fees	948	996	984	0	12	0	0	0	0
Provision for losses on loans	26	16	0	0	11	5	0	0	0
Losses on foreclosed real estate	0	0	0	0	0	0	0	0	0
Interest expense	26,666	26,864	26,330	0	0	0	0	0	534
Grant expense	31,427	49,920	0	0	0	13,108	34,783	1,578	451
Federal rent subsidy expense	58,564	62,029	0	0	0	0	62,029	0	0
Loss on bond redemption	0	0	0	0	0	0	0	0	0
Excess arbitrage	0	0	0	0	0	0	0	0	0
Allocated operating costs	0	0	6,163	36	(10,077)	0	3,785	93	0
Total Expenses	131,380	154,569	36,802	36	1,177	13,113	100,717	1,739	985
Net Operating Income (Loss)	14,019	627	1,784	(10)	(512)	(2,063)	628	10	790
Transfers between funds, net	0	0	0	0	456	(43)	(413)	0	0
Change in net assets	14,019	627	1,784	(10)	(56)	(2,106)	215	10	790
Net assets at beginning of year	342,983	369,062	278,289	8,063	36,319	54,730	4,470	(897)	(11,912)
Net assets at end of period	357,002	369,689	280,073	8,053	36,263	52,624	4,685	(887)	(11,122)

**MAINE STATE HOUSING AUTHORITY
OPERATING REVENUES AND EXPENSES BUDGET VARIANCE REPORT
FOR THE PERIOD ENDED JULY 31, 2020**

(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	36,789	0	36,789	64,555	27,766	43%
Income from investments	1,788	12	1,800	8,479	6,679	79%
Fee income	361	4,872	5,233	10,399	5,166	50%
Other revenue	337	0	337	60	(277)	(478%)
Total Revenues	39,275	4,884	44,159	83,493	39,334	47%
EXPENSES:						
Operating expenses	7,353	3,878	11,231	19,413	8,182	42%
Other program administrative expenses	4,332	188	4,520	8,558	4,038	47%
Interest expense	26,330	0	26,330	47,100	20,770	44%
Total Expenses	38,015	4,066	42,081	75,071	32,990	44%
Excess Revenues Over Expenses	1,260	818	2,078	8,422	6,344	75%

**MAINE STATE HOUSING AUTHORITY
OPERATING AND OTHER PROGRAM ADMINISTRATIVE EXPENSES ATTACHMENT B
FOR THE PERIOD ENDED JULY 31, 2020**

	Total Annual Budget	Total Year to Date Actual	Budget Available	Percentage of Budget Available
Operating Expenses				
Salaries	10,258,267	6,218,712	4,039,555	39%
Payroll Taxes	748,530	439,840	308,690	41%
Retirement	997,726	570,447	427,279	43%
Medical and Life Insurance	2,839,935	1,582,861	1,257,074	44%
Other Fringe Benefits	12,000	4,854	7,146	60%
Office Supplies	47,795	20,867	26,928	56%
Printing	128,980	72,191	56,789	44%
Membership and Dues	57,087	45,107	11,980	21%
Subscriptions	21,565	11,813	9,752	45%
Sponsorships	20,000	5,000	15,000	75%
Staff Educ/Train/Conf	193,918	41,494	152,424	79%
Travel/Meals - Staff Educ/Train/Conf	163,363	40,012	123,351	76%
Partner/Client Train/Meetings	49,950	6,750	43,200	86%
Travel/Meals - Partner/Client Training	121,675	12,923	108,752	89%
Staff Events	22,100	7,443	14,657	66%
Meals - Staff Events	27,475	8,635	18,840	69%
Leased Vehicles	134,500	64,935	69,565	52%
Computer Supplies	66,000	53,776	12,224	19%
Computer License SAAS	150,611	123,605	27,006	18%
Building Rent & Utilities	429,437	413,012	16,425	4%
Rent-Other	34,130	21,518	12,612	37%
Repairs and Maintenance	49,900	49,773	127	0%
Computer Maintenance	661,492	285,438	376,054	57%
Depreciation	600,000	230,900	369,100	62%
Telephone	72,938	73,053	(115)	0%
Employment Advertising	3,900	2,899	1,001	26%
Postage and Shipping	90,510	49,707	40,803	45%
Insurance	89,074	58,908	30,166	34%
Recording Fees	1,000	760	240	24%
Payroll Services	27,300	15,766	11,534	42%
Audit Services	147,800	100,000	47,800	32%
Building Interest Expense	511,944	300,201	211,743	41%
Property Expenses	219,775	146,142	73,633	34%
Professional Services	411,859	151,944	259,915	63%
Total Operating Expenses	19,412,536	11,231,285	8,181,251	42%
Other Program Administrative Expenses				
Loan foreclosure expenses	400,000	69,120	330,880	83%
REO expenses	50,000	27,648	22,352	45%
Mortgage Servicing fees	1,738,500	996,654	741,846	43%
Provision for losses on loans & REOs	225,000	11,262	213,738	95%
Loan Origination expenses	3,000,000	1,542,777	1,457,223	49%
Bond Issuance Costs	750,000	544,913	205,087	27%
Trustee/Bank fees	157,000	98,993	58,007	37%
Program advertising/printing	170,000	50,383	119,617	70%
Bond and mortgagee insurance	15,000	14,974	26	0%
Variable rate bond remarket/liquidity facilities	925,000	623,027	301,973	33%
Cash flow/arbitrage/swap consultants/legal	585,000	348,985	236,015	40%
Homebuyer education	110,000	6,000	104,000	95%
Program administrator fees	422,000	175,486	246,514	58%
Section 8 security deposits/landlord incentives	10,500	10,432	68	1%
Total Other Program Administration Expenses	8,558,000	4,520,654	4,037,346	10547%

**MAINE STATE HOUSING AUTHORITY
CAPITAL BUDGET
FOR THE PERIOD ENDED JULY 31, 2020**

ATTACHMENT C

Description	2020 Budget	2020 Actual	Budget Available	% Expended
Computer Hardware:				
New Office Building - network switches	200,000	164,301	35,699	
New Office Building - network data center equipment: (firewall/racks/storage/battery backup)	163,000	171,377	(8,377)	
Phone system replacement - hardware	27,000	21,641	5,359	
Printer	7,000	1,775	5,225	
Laptop	0	10,795	(10,795)	
Total computer hardware	<u>397,000</u>	<u>369,889</u>	<u>27,111</u>	<u>93%</u>
Computer Software:				
Enterprise multi-family housing system - initial costs	100,000	0	100,000	
Coordinated Entry Portal - client list software homeless programs	10,000	0	10,000	
Phone system replacement - software/licensing	153,000	10,625	142,375	
Faxing software	5,000	0	5,000	
Website redesign	60,000	5,638	54,362	
Web filtering server replacement	5,000	0	5,000	
Single Family loan servicing system modifications	10,000	0	10,000	
Single Family lender & loan tracking systems mods	10,200	0	10,200	
Total computer software	<u>353,200</u>	<u>16,263</u>	<u>336,937</u>	<u>5%</u>
Office Equipment:				
New Office Building - workstations & furniture	800,000	755,903	44,097	
New Office building - security & life safety equipment	25,750	42,710	(16,960)	
New Office building - audio visual equipment	320,600	320,600	0	
New Office building - fitness equipment	21,000	20,470	530	
New Office building - network fire suppression system	22,000	22,689	(689)	
Stationary folding & stuffing machine - EHS/LIHEAP	0	9,237	(9,237)	
Total office equipment	<u>1,189,350</u>	<u>1,171,608</u>	<u>17,742</u>	<u>99%</u>
New Office Building: - Acquisition/Rehab	<u>1,850,000</u>	<u>3,398,899</u>	<u>(1,548,899)</u>	<u>184%</u>
Total	<u><u>3,789,550</u></u>	<u><u>4,956,659</u></u>	<u><u>(1,167,109)</u></u>	<u><u>131%</u></u>

**MAINE STATE HOUSING AUTHORITY
MEMBERSHIPS, DUES, AND SPONSORSHIPS
FOR THE PERIOD ENDED JULY 31, 2020**

Description	Amount
Memberships and Dues	
Kennebec Valley Human Resource Association - (2) employee annual membership	365
Maine Real Estate & Development Association - annual membership	1,200
Kennebec Valley Board of Realtors - annual affiliate membership	171
Maine Association of Mortgage Professionals - annual membership	375
Maine Bankers Association - annual affiliate membership	950
Maine Real Estate Management Association - annual membership	125
National Leased Housing Association - annual membership	600
National Association for State Community Services Programs - annual membership	1,302
National Energy Assistance Directors' Association - annual membership	6,341
National Affordable Housing Management Association - affiliate membership	1,075
Urban Land Institute - employee membership	240
Notary Public - (1) employee renewal fee	50
Association of Government Accountants - (7) employee annual memberships	770
Association of Certified Fraud Examiners - employee annual membership	225
Institute of Internal Auditors - employee annual membership	175
Construction Specifications Institute - employee annual membership	325
International Code Council - annual membership	135
American Payroll Association - employee annual membership	258
Project Management Institute - employee annual membership	154
Board of Overseers of the Bar - (1) employee annual registration	265
Council of State Community Development Agencies - annual membership	1,500
Society for Human Resource Management - employee annual membership	219
Maine Society of CPAs - employee annual membership	250
National Council of State Housing Agencies - annual membership	28,037
Total	<u>\$ 45,107</u>
Sponsorships	
Northern New England Community Action - training conference sponsor	\$ 1,500
Maine Real Estate and Development Association - conference sponsorship	1,000
New England Resident Service Coordinator - conference sponsor	2,500
Total	<u>\$ 5,000</u>

Finance Department Memorandum

To: Board of Commissioners
From: Darren Brown
Date: September 3, 2020
Subject: Monthly Delinquencies Report

MULTI-FAMILY DELINQUENCIES

The Multi-Family portfolio totals \$652 million with 1,102 loans as of August 31, 2020. There are no 60+ days delinquent loans, as shown in *Exhibit 1*. The delinquency rate is 0.00%. The Multi-Family delinquency rate is benchmarked against MaineHousing's historical rates, as shown in *Exhibit 2*.

HOME IMPROVEMENT DELINQUENCIES

The Home Improvement portfolio has 43 loans totaling \$103,792 as of August 31, 2020. The over 60-day delinquency rate is 11.12% and represents four loans in the amount of \$11,537. Delinquency rates for each participating lender are shown in *Exhibit 3*. Historical rates for the Home Improvement portfolio are shown in *Exhibit 4*.

SINGLE-FAMILY DELINQUENCIES

The Single-Family portfolio totals \$979 million with 10,982 loans as of July 31, 2020. The over 60-day delinquencies increased from 4.03% to 4.21% and the in-foreclosures decreased from 0.73% to 0.71%. The over 60-day delinquencies amount to \$41 million, with approximately \$6.9 million representing accounts in foreclosure. The over 60-day and in-foreclosure historic rates are shown in *Exhibit 6*. MaineHousing's overall delinquency rate by loan dollars is 4.21%; and the overall delinquency rate by loan count is 4.24%. As reflected in *Exhibit 7*, the overall delinquency rate by loan count is below the delinquency rate for all Maine Loans.

Servicer Delinquencies – As of July 31, 2020, Bank of America, NA had the highest overall delinquency rate of 17.87%, with an in-foreclosure rate of 3.94%. Delinquencies for our largest servicer, Mortgage Servicing Solutions, increased from 3.92% to 4.22%, while the in-foreclosure rate decreased from 0.76% to 0.74%. Bangor Savings Bank had the lowest rate of delinquencies at 1.50%. Delinquency rates for each servicer are shown in *Exhibit 5*.

Delinquencies by Insurance Type – In July 2020, FHA insured loans had the highest delinquency rate by total insurance type of 6.97%, with in-foreclosures at 1.01%. When compared to the total loan portfolio, RD insured loans had the highest delinquency rate of 2.19%, with in-foreclosures at 0.40%. Delinquencies by insurance type and the portfolio as a whole are shown in *Exhibit 8*.

FHA insured loans comprise 17% of the Single-Family portfolio and 28% of delinquencies, while RD insured loans comprise 58% of the portfolio and represent 52% of all delinquent loans. The current composition of the Single-Family portfolio by insurance type, along with the percentage of delinquencies by insurance type, is shown in *Exhibit 9*.

Foreclosure Prevention Activities – *Exhibit 10* summarizes our foreclosure prevention activities, as well as the number of completed foreclosures. As of July 2020, we have assisted 976 borrowers with various foreclosure prevention options. Activity has increased in 2020 due to financial hardship requests associated with the COVID-19 pandemic.

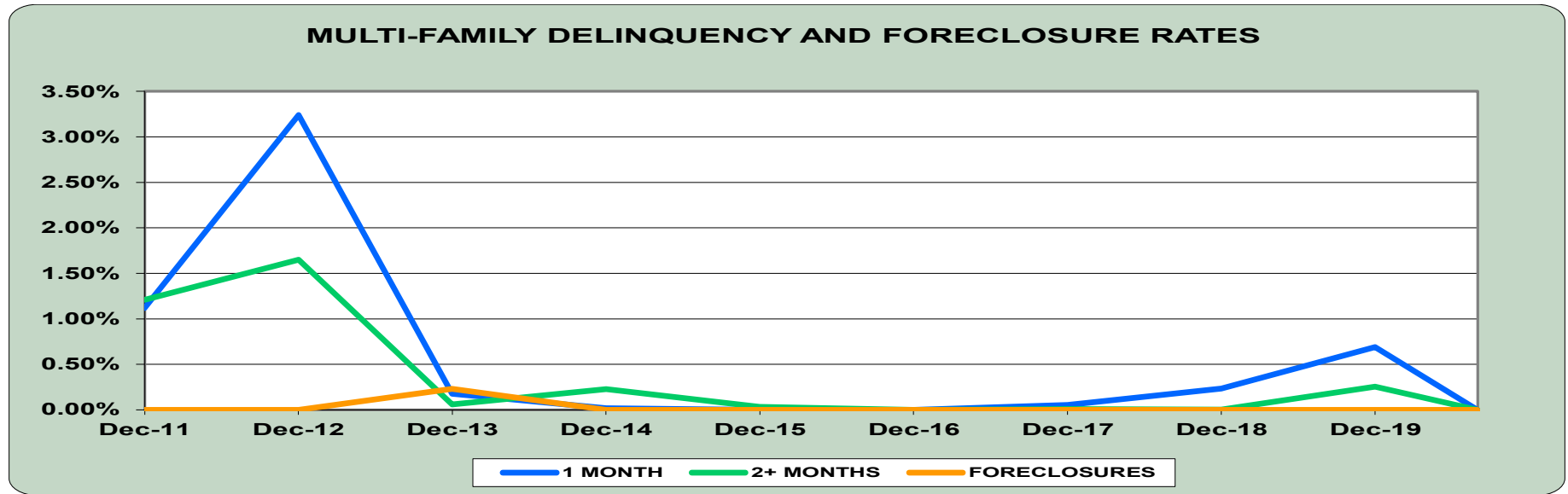
Multi-Family Delinquent Loans

MAINE STATE HOUSING AUTHORITY
MULTI-FAMILY DELINQUENCIES
8/31/2020

Section 8					ORIGINATION	DELINQUENT		
BORROWER	LEVEL PMT	PTD	LOCATION	PROJECT OWNER	DATE	1 MONTH	2 MONTHS	3+ MONTHS
NONE						0.00	0.00	0.00
						0.00	0.00	0.00
Rental Housing					ORIGINATION	DELINQUENT		
BORROWER	LEVEL PMT	PTD	LOCATION	PROJECT OWNER	DATE	1 MONTH	2 MONTHS	3+ MONTHS
NONE						0.00	0.00	0.00
						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
NONE						0.00	0.00	0.00
						0.00	0.00	0.00
Grand Total								
% of Portfolio Delq 60+ days		0.00%						
Total Number of Loans		1,102						



Multi-Family Delinquency & Foreclosure Trends



	OUTSTANDING PRINCIPAL	1 MONTH		2+ MONTHS		FORECLOSURES	
		DOLLARS	RATE	DOLLARS	RATE	DOLLARS	RATE
Aug-20	\$ 652,054,742	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
Dec-19	\$ 635,961,774	\$ 4,379,009	0.69%	\$ 1,620,600	0.25%	\$ -	0.00%
Dec-18	\$ 630,936,475	\$ 1,473,376	0.23%	\$ 20,600	0.00%	\$ -	0.00%
Dec-17	\$ 608,939,257	\$ 319,836	0.05%	\$ 60,624	0.01%	\$ -	0.00%
Dec-16	\$ 579,916,852	\$ -	0.00%	\$ -	0.00%	\$ -	0.00%
Dec-15	\$ 573,932,384	\$ -	0.00%	\$ 185,320	0.03%	\$ -	0.00%
Dec-14	\$ 513,937,525	\$ 77,568	0.02%	\$ 1,169,620	0.23%	\$ -	0.00%
Dec-13	\$ 506,871,177	\$ 896,386	0.18%	\$ 297,366	0.06%	\$ 1,166,866	0.23%
Dec-12	\$ 487,638,082	\$ 15,815,491	3.24%	\$ 8,056,115	1.65%	\$ -	0.00%
Dec-11	\$ 486,421,972	\$ 5,436,378	1.12%	\$ 5,875,983	1.21%	\$ -	0.00%



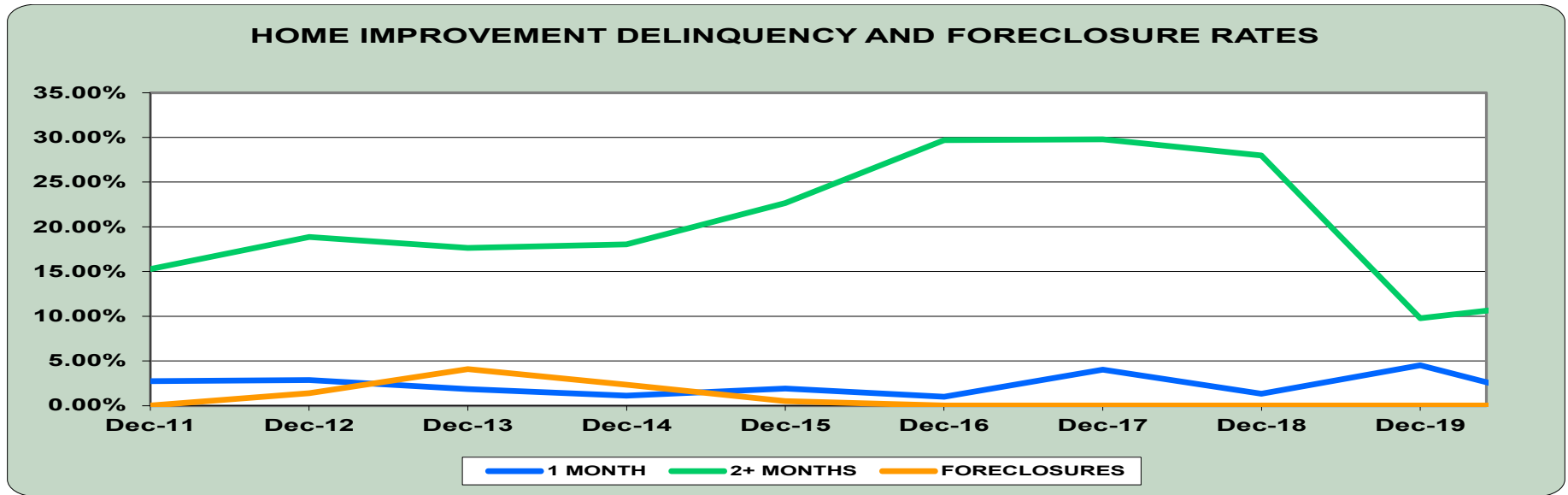
Home Improvement Delinquent Loans

Maine State Housing Authority Home Improvement Delinquencies by Lender 8/31/2020

LENDER	% of Portfolio Delq 60+ Days	OUTSTANDING PRINCIPAL	DELINQUENT		
			1 MONTH	2 MONTHS	3+ MONTHS
ACAP	3.14%	3,656.22	0.00	114.73	0.00
CCI	0.00%	15,714.11	0.00	0.00	0.00
CED	0.00%	758.19	0.00	0.00	0.00
KVCAP	57.47%	3,969.89	1,530.68	2,281.45	0.00
PCAP	0.00%	5,532.13	0.00	0.00	0.00
WCCSA	0.00%	3,055.19	0.00	0.00	0.00
WHCAP	100.00%	962.53	0.00	0.00	962.53
YCCAP	0.00%	0.74	0.00	0.00	0.00
BATH SAVINGS	0.00%	21,643.10	0.00	0.00	0.00
CAMDEN NATIONAL	0.00%	15,783.43	0.00	0.00	0.00
KENNEBUNK SAVINGS	100.00%	8,178.08	0.00	8,178.08	0.00
NORTHEAST BANK	0.00%	5,125.87	0.00	0.00	0.00
NORWAY SAVINGS	0.00%	4,966.85	0.00	0.00	0.00
SKOWHEGAN SAVINGS	0.00%	11,976.80	0.00	0.00	0.00
THE FIRST	0.00%	2,468.91	0.00	0.00	0.00
TOTAL	11.12%	103,792.04	1,530.68	10,574.26	962.53
Total Number of Loans	43				



Home Improvement Delinquency & Foreclosure Trends



	OUTSTANDING PRINCIPAL		1 MONTH		2+ MONTHS		FORECLOSURES	
	DOLLARS	DOLLARS	DOLLARS	RATE	DOLLARS	RATE	DOLLARS	RATE
Aug-20	\$ 103,792	\$ 1,531	\$ 11,537	11.12%	\$ -	0.00%		
Dec-19	\$ 156,955	\$ 7,089	\$ 15,363	9.79%	\$ -	0.00%		
Dec-18	\$ 301,364	\$ 3,941	\$ 84,317	27.98%	\$ -	0.00%		
Dec-17	\$ 515,603	\$ 20,749	\$ 153,526	29.78%	\$ -	0.00%		
Dec-16	\$ 795,184	\$ 7,930	\$ 236,299	29.72%	\$ -	0.00%		
Dec-15	\$ 1,062,015	\$ 20,041	\$ 240,688	22.66%	\$ 5,160	0.49%		
Dec-14	\$ 1,412,221	\$ 15,722	\$ 254,707	18.04%	\$ 32,897	2.33%		
Dec-13	\$ 2,066,062	\$ 38,101	\$ 364,218	17.63%	\$ 84,283	4.08%		
Dec-12	\$ 2,803,309	\$ 79,925	\$ 529,227	18.88%	\$ 38,727	1.38%		
Dec-11	\$ 3,766,637	\$ 102,824	\$ 576,053	15.29%	\$ -	0.00%		



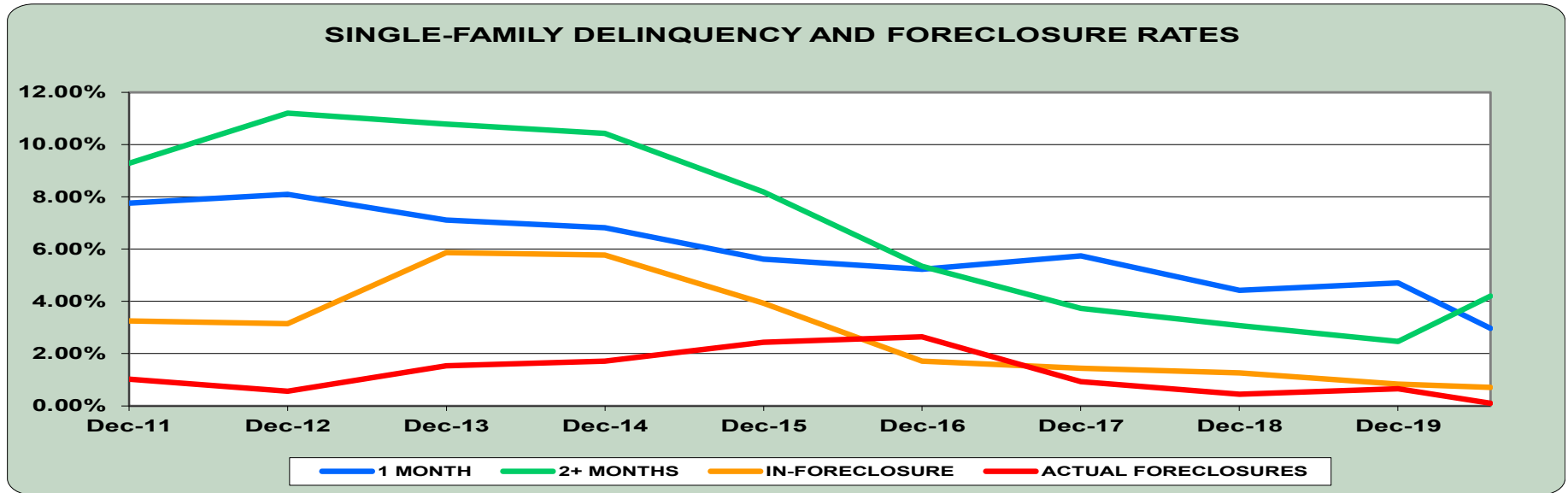
Single-Family Delinquent Loans

**Maine State Housing Authority
Single-Family Delinquencies by Servicer
7/31/2020**

SERVICER	% OF PORTFOLIO	% of Portfolio Delq 60 + days	OUTSTANDING PRINCIPAL	----- 1 MONTH	DELINQUENT 2 MONTHS	----- 3+ MONTHS	IN- FORECLOSURE
MORTGAGE SERVICING SOLUTIONS	68.10%	4.22%	666,625,426.74	21,518,279.36	8,465,422.88	14,761,256.06	4,931,370.40
BANGOR SAVINGS BANK	15.79%	1.50%	154,522,769.52	2,879,703.41	919,454.10	1,047,676.17	354,014.07
CAMDEN NATIONAL BANK UK	9.10%	7.45%	89,040,471.08	2,147,436.03	1,629,369.63	4,656,306.75	347,034.45
MACHIAS SAVINGS BANK	5.94%	3.96%	58,144,658.72	2,019,092.64	245,660.37	1,167,341.27	887,867.18
BANK OF AMERICA NA	1.00%	17.87%	9,819,530.19	543,593.34	304,742.26	1,062,667.06	386,852.24
SALEM FIVE MORTGAGE CORP	0.07%	3.07%	689,978.10	0.00	0.00	21,199.38	0.00
TOTAL	100.00%	4.21%	978,842,834.35	29,108,104.78	11,564,649.24	22,716,446.69	6,907,138.34



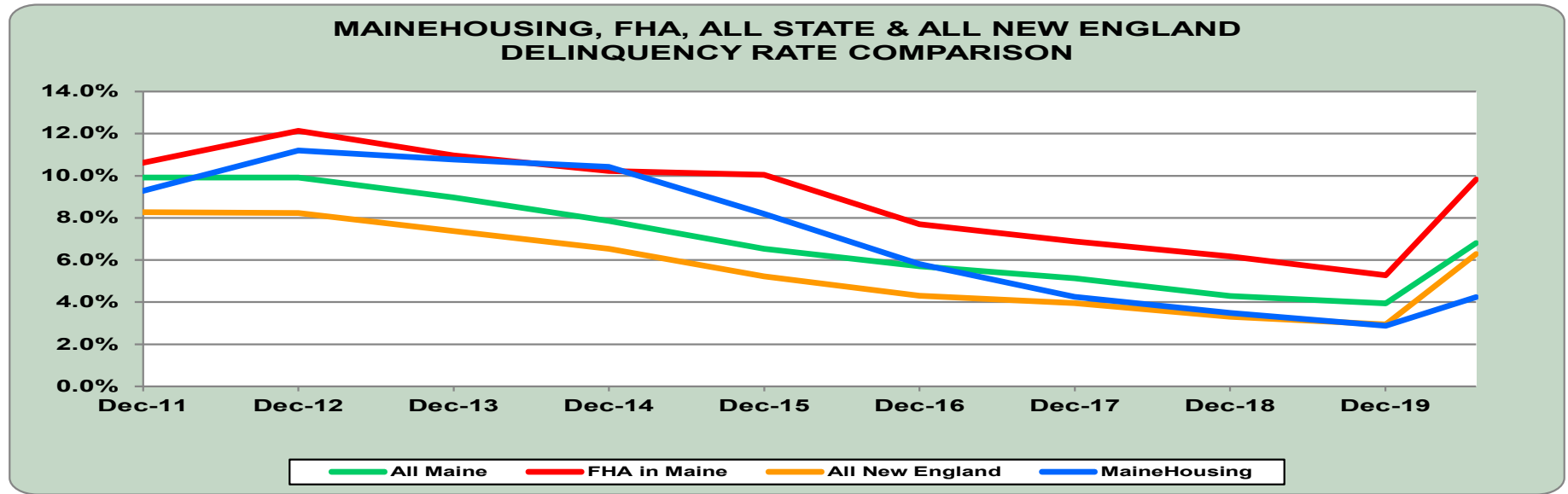
Single-Family Delinquency & Foreclosure Trends



	<u>OUTSTANDING PRINCIPAL</u>		<u>1 MONTH</u>		<u>2+ MONTHS</u>		<u>IN-FORECLOSURE</u>		<u>ACTUAL FORECLOSURES</u>	
	DOLLARS	RATE	DOLLARS	RATE	DOLLARS	RATE	DOLLARS	RATE	DOLLARS	RATE
Jul-20	\$ 978,842,834	2.97%	\$ 41,188,234	4.21%	\$ 6,907,138	0.71%	\$ 1,022,840	0.10%		
Dec-19	\$ 967,171,381	4.69%	\$ 23,774,547	2.46%	\$ 8,037,512	0.83%	\$ 6,357,994	0.66%		
Dec-18	\$ 916,608,577	4.42%	\$ 28,155,105	3.07%	\$ 11,647,401	1.27%	\$ 4,056,247	0.44%		
Dec-17	\$ 844,497,676	5.74%	\$ 31,454,643	3.72%	\$ 12,099,518	1.43%	\$ 7,847,858	0.93%		
Dec-16	\$ 799,557,471	5.23%	\$ 42,682,410	5.34%	\$ 13,625,991	1.70%	\$ 21,142,137	2.64%		
Dec-15	\$ 790,409,905	5.61%	\$ 64,656,769	8.18%	\$ 31,066,182	3.93%	\$ 20,797,314	2.43%		
Dec-14	\$ 810,139,060	6.81%	\$ 84,385,397	10.42%	\$ 46,711,687	5.77%	\$ 13,904,155	1.72%		
Dec-13	\$ 849,385,825	7.11%	\$ 91,501,809	10.77%	\$ 49,783,071	5.86%	\$ 12,980,502	1.53%		
Dec-12	\$ 899,788,247	8.09%	\$ 100,738,963	11.20%	\$ 28,237,109	3.14%	\$ 4,987,749	0.55%		
Dec-11	\$ 980,359,797	7.75%	\$ 90,934,130	9.28%	\$ 31,846,771	3.25%	\$ 9,975,164	1.02%		



Single-Family Delinquency Comparison Trends



MAINEHOUSING LOAN COUNT COMPARISON

	<u>Loan Count</u>	<u>2 Months</u>	<u>3+ Months</u>	<u>In-Foreclosure</u>	<u>Totals</u>
All State*	115,675	1.65%	3.45%	1.70%	6.80%
FHA for State*	18,882	2.78%	5.32%	1.72%	9.82%
All New England*	1,649,251	1.92%	3.48%	0.89%	6.29%
MaineHousing**	10,892	1.25%	2.24%	0.75%	4.24%

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

**MaineHousing's overall delinquency rate based on loan dollars is 4.21%, whereas rates in this exhibit are based on loan count.



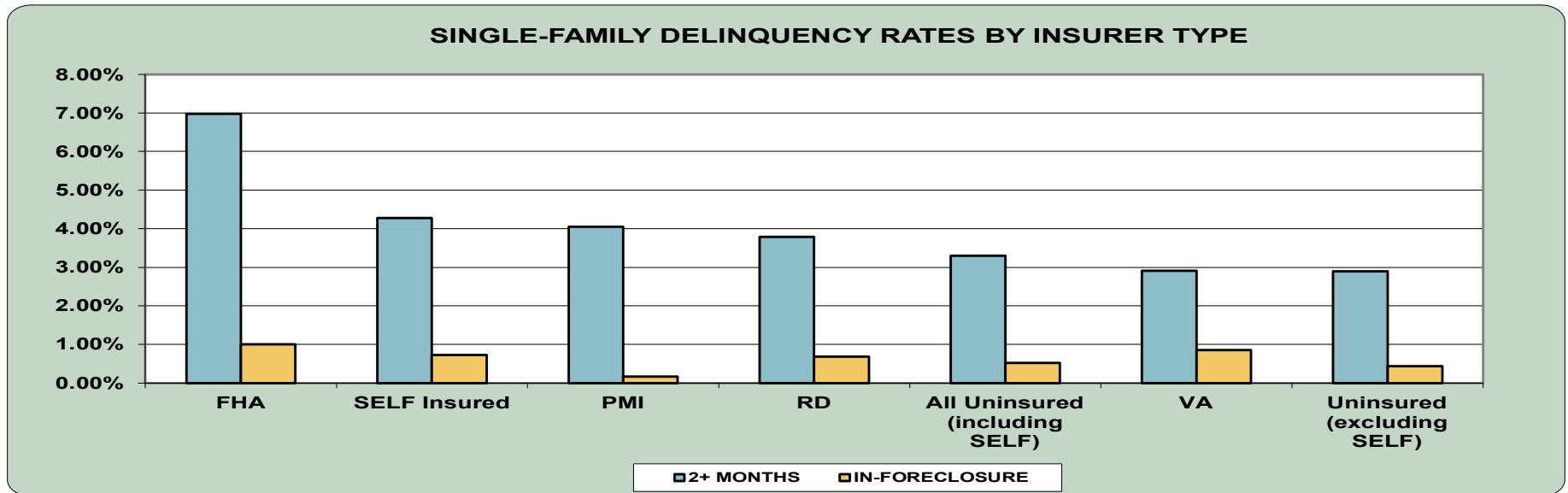
Single-Family Delinquencies by Mortgage Insurer

As A Percent of Total Insurance Type
7/31/2020

TYPE	2+ MONTHS	IN-FORECLOSURE
FHA	6.97%	1.01%
SELF Insured	4.28%	0.72%
PMI	4.05%	0.17%
RD	3.78%	0.69%
All Uninsured (including SELF)	3.30%	0.52%
VA	2.91%	0.86%
Uninsured (excluding SELF)	2.90%	0.44%

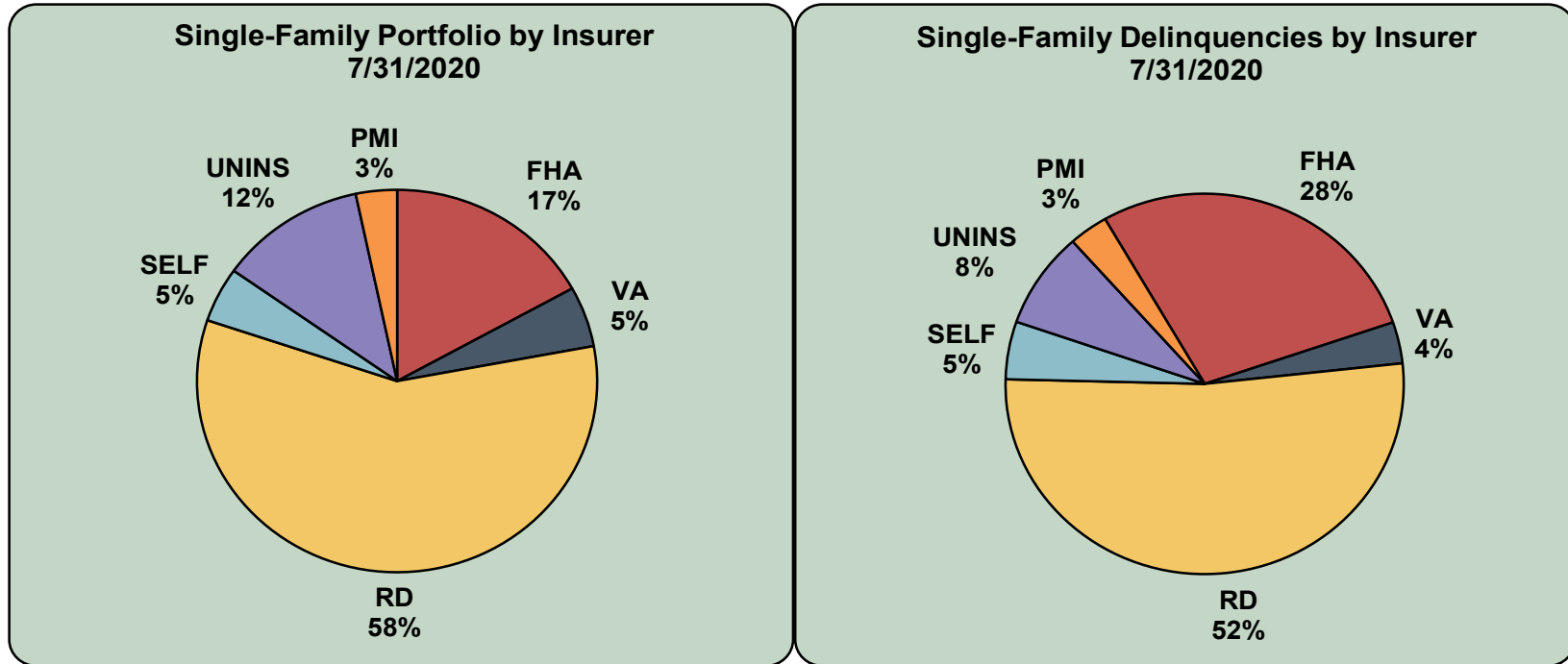
As A Percent of Total Loan Portfolio
7/31/2020

TYPE	2+ MONTHS	IN-FORECLOSURE
RD	2.19%	0.40%
FHA	1.18%	0.17%
All Uninsured (including SELF)	0.55%	0.09%
Uninsured (excluding SELF)	0.34%	0.05%
SELF Insured	0.21%	0.05%
VA	0.15%	0.04%
PMI	0.13%	0.01%

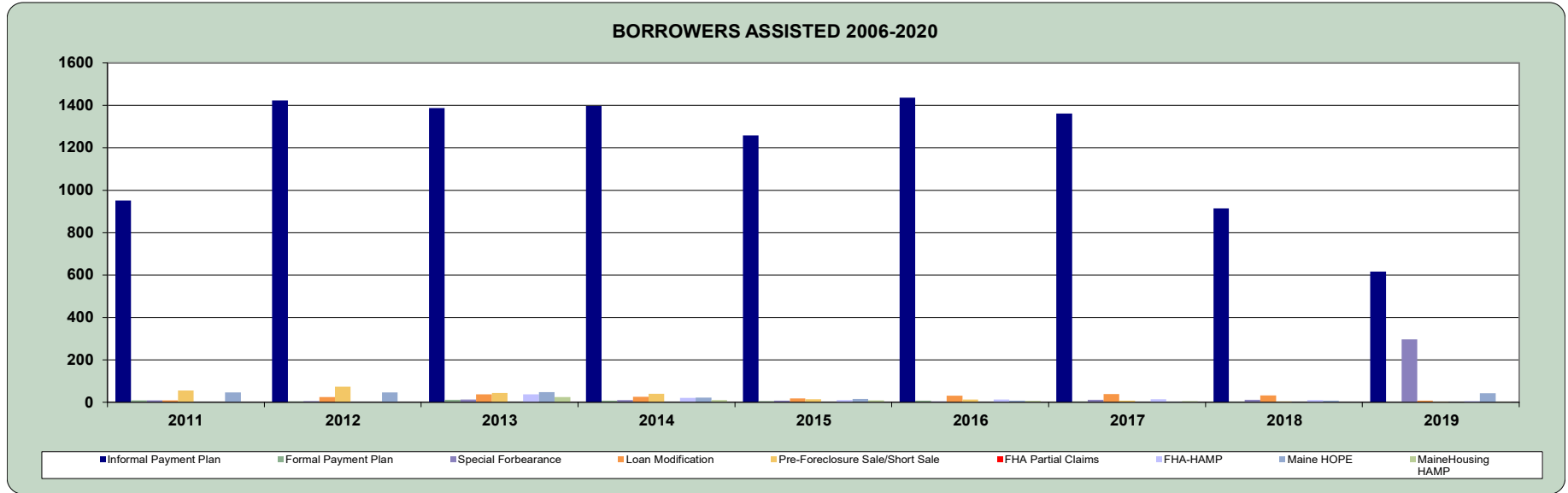


Single-Family Delinquencies by Mortgage Insurer

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



Single-Family Foreclosure Prevention Activities



Number of Borrowers Approved for Assistance

	Informal Payment Plan	Formal Payment Plan	Special Forbearance	Loan Modification	Pre-Foreclosure Sale/Short Sale	FHA Partial Claims	FHA-HAMP	Maine HOPE	MaineHousing HAMP	Total Workouts
Jul-20	617	1	297	8	2		6	43	2	976
Dec-19	914	3	12	32	4		10	8	0	983
Dec-18	1361	4	12	39	8		15	3	6	1448
Dec-17	1437	8	4	31	14		14	8	7	1523
Dec-16	1259	6	8	19	15		10	16	9	1342
Dec-15	1397	8	11	26	40		21	22	10	1535
Dec-14	1388	12	13	38	44		38	48	24	1605
Dec-13	1424	4	5	24	73			46		1576
Dec-12	952	9	9	9	56			47		1082
Dec-11	505	42	43	25	43	2		71		731

Actual Foreclosures

	Number of Foreclosures	Number of Loans in Portfolio	Percentage of Portfolio
Jul-20	15	10,892	0.14%
Dec-19	86	10,904	0.79%
Dec-18	57	10,673	0.53%
Dec-17	97	10,332	0.94%
Dec-16	258	10,097	2.56%
Dec-15	233	10,258	2.27%
Dec-14	162	10,526	1.54%
Dec-13	146	10,952	1.33%
Dec-12	60	11,571	0.52%
Dec-11	115	12,311	0.93%



Homeless Initiatives Department Memorandum

To: Board of Commissioners

From: Laurie Murray, Director of Homeless Initiatives

Date: September 8, 2020

Subject: Homeless Initiatives Report

2020 COVID-19 Programs

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

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

Program	Purpose	Total Disbursed
Homeless Provider Grants	Shelter COVID-19 Costs	\$1,387,795
Wellness Centers	Social Distancing	\$1,961,922
Hotel Grants	Isolation Space	\$1,150,032
Hotel Operations	Client Support in Hotels	\$890,964
TOTAL		\$5,390,713

Homeless Provider Grants

We are extending our Homeless Provider Grant Program that provides funding to shelters participating in our Emergency Shelter and Housing Assistance Program (ESHAP) through December 31. This program covers shelter costs associated with COVID-19 expenses, including additional shelter staffing. Funds are provided through our Emergency Shelter Grant COVID-19 (ESG-CV) allocation. To date, we have provided a total of \$1,387,795 to shelters under this program.

Rapid Rehousing Program

This program is designed to quickly house guests staying in temporary shelter (e.g., Wellness Shelters or hotel rooms) that allowed for adequate social distancing in homeless shelters around the state during the COVID-19 crisis. In August, MaineHousing contracted with current ESHAP (Emergency Shelter and Housing Assistance Program) providers to deliver the program in areas determined to have a significant number of these guests. These ESHAP shelters are Preble Street, City of Portland Oxford Street, Penobscot Community Health Center, and Knox County Housing Coalition. To date we have obligated a total of \$2 million in ESG-CV funds to this program.

To: MaineHousing Board of Commissioners
From: Craig Reynolds, Director of Homeownership
Date: September 8, 2020
Subject: Monthly Report – Homeownership Department

PRODUCTION UPDATE

Purchases & Reservations Past/Current Comparison	August 2019		August 2020		
	#	\$ Volume	#	\$ Volume	% Change # (2019 vs. 2020)
Purchases (YTD)	605	\$80.6M	589	\$87.5M	(2.6%)
Reservations in Pipeline	395	\$54.7 M	352	\$49.2M	(10.8%)

Monthly Reservations by Program Option		
Total Loans Reserved in August	#	\$
2 points	0	\$0M
0 points	5	\$0.4M
0 points with Advantage	116	\$17.3M
Totals	121	\$17.7M

PROGRAM HIGHLIGHTS

Loan Production & Market Status

In spite of the economic turmoil caused by the COVID-19 pandemic, the number of bi-weekly loan purchases has maintained a steady pace with only small variations since the beginning of 2020, and until recently was actually running ahead of 2019 at this same time. In a more “normal” year such as 2019, there were noticeable upward spikes in the number of loans being purchased resulting from the surge in home buying activity that typically occurs in late summer/early fall. Thus far in 2020 there have not been any significant spikes in loans purchased which has created some speculation of the cause. An initial assumption could be that buying activity is simply slowing down and that correspondingly our loan reservations have slowed as well. Thankfully, that is not the case as shown by the most recent loan reservation report which exceeds \$49M in loan volume and shows an increase of over \$10M in just the previous 15 day period. Fortunately, this translates into a large pool of loans in line to be purchased as Q-4 begins.

A likely explanation for the slow rate of loans arriving at Homeownership from lenders for compliance review and purchase could be attributed to a variety of COVID-19 effects, as well as a significant wave of both new home purchases and existing home refinances straining a lender’s capacity to process loans in their usual timely manner. Homeownership is hearing anecdotally, that many lenders have significant numbers of their loan processing and underwriting staff still working remotely, and that the efficiency and speed of completing the loan approval process is simply slower to complete as a result. In addition, some lender’s find that delays occur when attempting to obtain certain borrower information such as verifications

of employment and income because many employers also have staff working remotely, have temporarily closed in some cases and/or have cut back on staff normally available to respond to these information requests. We remain confident that a slow return to business as usual is underway and that the First Home Loan program will see a continued increase in the number of loans being purchased during Q-4.

Home buying activity in Maine remains very strong, although the limited inventory of homes for sale, combined with rising sales prices in many areas continues to be a major obstacle, especially for first time home buyers. In addition, many real estate licensees have confirmed an increase in out of state buyers competing for Maine properties which adds to the challenge faced by Mainers hoping to first enter the home market or to upsize or downsize their current housing status. These issues, plus the economic and social impacts of the COVID-19 pandemic without doubt account for the variance in new reservations between 2019 and 2020 as shown in the Production Update above. Despite these unprecedented circumstances, the First Home Loan program is performing admirably and is on track to complete a very successful year helping hundreds of fellow Mainers achieve their dream of owning a home.

Market mortgage interest rates remain near historic lows, but over the past few weeks have actually increased slightly into the low 3% range on average. Homeownership wishes to acknowledge the expertise and strategic timing that Treasurer, Tom Cary employed to complete a recent single family bond sale which allowed the First Home Loan base interest rate to be reduced to 2.875% with no expenditure of subsidy. 2.875% is the lowest base rate **ever** offered by MaineHousing's First Home Loan program!

Realtor Partner Presentation

The Kennebec Valley Board of Realtors (KVBR) recently held its 3rd installment of their Young Professionals Network Mini-Series conducted via Zoom teleconferencing. Mortgage Lending Team Leader, Lisa McKenna was the guest speaker for a 30 minute presentation highlighting MaineHousing's First Home Loan program. In the limited time available, Lisa touched on the many reasons a real estate licensee should make potential buyers aware of our First Home Loan program benefits, including the importance of homebuyer education. Lisa also clarified some common misconceptions or misunderstandings of the program requirements that are either outdated or have since been eliminated. KVBR reported receiving very positive feedback from the 25-30 attendees and plans to have MaineHousing present again in the near future. Homeownership wishes to thank KVBR for their continued recognition and support of our program.

Homeownership Staffing Announcements

Homeownership Director, Craig Reynolds is pleased to announce the following two position changes within the department.

Partner Education & Outreach Officer, Lisa McKenna has accepted the position of Mortgage Lending Team Leader in the Homeownership Department. Lisa has over 30 years of experience in the department, serving as a Mortgage Lending Officer and most recently as Partner Education & Outreach Officer. Lisa's expertise, professionalism and wealth of program knowledge, plus her ready willingness to assist fellow staff members and ability to lead by example when training new staff, has earned her the highest respect of her colleagues and of our outside partners. We are both excited and fortunate to have Lisa as our Team Leader!

I am also pleased to announce that Mortgage Lending Officer, Michelle White will assume the role of Partner Education & Outreach Officer formerly held by Lisa McKenna. In addition to continuing to perform loan compliance reviews, Michelle will utilize her M.Ed. with a concentration in Teaching and Learning to oversee the organization and scheduling of partner trainings, staffing for department outreach events and to serve as an instructor of MaineHousing's 3 CEU credit course for real estate licensees. She will also work on developing online training webinars and other virtual programs using the Bridge software platform.

Please join me in congratulating both Lisa and Michelle as they assume their new roles in Homeownership!



Housing Choice Vouchers Department Memorandum

To: MaineHousing Board of Commissioners

From: Allison Gallagher - Director of HCV Programs

Date: September 15, 2020

Subject: Monthly Report – Housing Choice Voucher Program

Program Updates:

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

Questions/answers have been posted to MaineHousing website.

Proposals due Friday September 11, 2020.

Voucher Utilization by program

HCV general- 2760 leased 393 searching

Project Based Voucher- 263 leased 14 searching

Non-Elderly Disabled- 202 leased 20 searching

Mainstream- 46 leased 11 searching

Homeownership-38 leased

Family Unification-93 leased 16 searching

VASH (veterans)-106 leased 26 searching

811 waiver-25 leased 3 searching

STEP-170 leased 40 searching

Portable vouchers-326 leased

Conferences/Training

Jamie Johnson and Melissa Cloutier participated in a virtual training for HCV program management offered by Nan McKay & Associates. A three day training on program regulations and financial management.

Allison listened to a webinar on a HUD NOFA for a mobility demonstration assisting households with children in moving to opportunity areas and move toward self-sufficiency. We are working with internal staff to identify minimum cohort requirements and determine if MaineHousing HCV would qualify to apply for the demonstration.

Information Technology Department Memorandum

To: Board of Commissioners

From: Sheila Nielsen, Director of IT

Date: September 8, 2020

Subject: Monthly Report

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

- Edison Drive Building Initiatives:
 - Distributed additional telecommuting equipment to support <50% building occupancy.
 - Ongoing stabilization for any new Edison Drive IT technology related issues.
- Published RFP for Backup and Disaster Recovery Services
- Supported go live of updated HEAP application system, used by Energy Housing Services Department.
- Supported go live of updated SmartNetwork/Lendor Online system, used by Finance Department.
- Supported go live of updated Partner Portal system, used by Housing Choice Voucher Department.
- Reviewed staff survey results and identified opportunities for improvement.

Board Calendar 2020

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