

MAINE STATE LEGISLATURE

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MaineHousing
Maine State Housing Authority

February 7, 2013

The Honorable Mark W. Eves, Speaker of the House of Representatives
2 State House Station
Augusta, ME 04333-0002

The Honorable Justin L. Alford, President of the Maine Senate
3 State House Station
Augusta, ME 04333-0002

Dear Mssrs. Eves and Alford:

To conform with guidance issued by the Executive Director of the Legislative Council on January 23, 2013, I am hereby resubmitting MaineHousing's report pursuant to 5 MRSA §12023, which MaineHousing had submitted on January 18, 2013.

In compliance with 5 MRSA § 12023 on September 18, 2012, the MaineHousing Commissioners adopted policies governing: (1) procurement; (2) contributions; and (3) travel, meals and entertainment. MaineHousing staff fully implemented the policies on October 1, 2012. The Commissioners will monitor compliance as follows:

With respect to the procurement policy:

- The Director of MaineHousing must consult with the Chair or Vice Chair of the Commissioners prior to any sole source solicitation in an amount exceeding \$10,000.
- MaineHousing may enter into contracts longer than 5 years only with prior approval from the Commissioners or for purposes outlined in the policy.
- MaineHousing's Internal Auditor will provide the Commissioners' Audit Committee with a report listing all procurements exceeding \$10,000. The Internal Auditor will provide the report semiannually in 2013 and on an annual basis thereafter.

With respect to the contributions policy:

- The Director of MaineHousing must consult with the Chair of the Commissioners regarding any contributions (i.e., membership and dues, or sponsorships that result in public advertising of MaineHousing) of more than \$1,000 to any one organization in a year.
- The annual budget approved by the Commissioners includes a line item for membership dues and fees and a line item for sponsorships.
- The Commissioners receive a monthly budget variance report that includes payments for memberships and sponsorships.

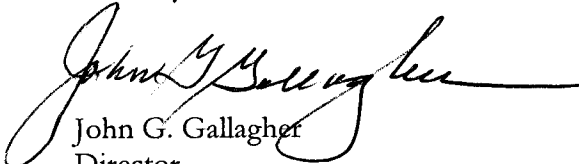
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With respect to the travel, meals, and entertainment policy:

- The annual budget approved by the Commissioners includes a line item for meals plus mileage reimbursement and other travel costs in connection with employee training and conferences, and property inspections; a line item for travel and meals in connection with partner trainings and meetings; a line item for meals in connection with board meetings and staff events such as all staff breakfasts, all staff days, and holiday gatherings; and a line item for leased vehicles.
- The Commissioners receive a monthly budget variance report that includes payments for each of these line items.

If you have any questions or concerns, please contact me or our Chief Counsel, Linda Uhl, at 626-4600.

Sincerely,



John G. Gallagher
Director