

MAINE STATE LEGISLATURE

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January 28, 2025

Honorable Matthea Daughtry
President of the Senate
3 State House Station
Augusta, ME 04333

Honorable Ryan Fecteau
Speaker of the House
2 State House Station
Augusta, ME 04333

Dear President Daughtry and Speaker Fecteau:

Pursuant to 5 M.R.S.A, Section 12023, please consider this the letter of transmittal for the required report from the Maine State Housing Authority due by February 1, 2025.

Please contact me if you have any questions or need additional information.

Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Daniel E. Brennan".

Daniel E. Brennan
Director



**Maine State Housing Authority
For The Year Ended December 31, 2024**

A. Procurements Greater than \$10,000

Description	Amount	Justification for Waiver
CFX Incorporated	\$706,517.52	CFX Incorporated provides municipal advice, quantitative services and arbitrage calculations for MaineHousing's Treasurer. MaineHousing planned to advertise for these services in 2024. When CITI exited the market, an RFP for a new underwriter took precedence.
Kutak Rock, LLP	\$262,928.42	Kutak Rock provides Bond Counsel Legal Services for MaineHousing's Treasurer. MaineHousing planned to advertise for these services in 2024. When CITI exited the market, an RFP for a new underwriter took precedence.
Indeed, Inc.	\$11,598.59	Hiring Site. In an attempt to garner more responses to job postings MaineHousing contracted with Indeed for a subscription service in 2024. There are no plans to continue the service in 2025.
Standard Waterproofing, Inc.	\$14,470.00	Damage replacement and water sealant work on office facility exterior patio. Initially began as warranty work and no cost was expected. As work progressed, it was determined that warranty did not cover the repairs and the work needed to be completed immediately to prevent further damage.

B. Contributions Greater than \$1,000

	Amount	Description
Council of State Community Development Agencies Annual Membership	\$1,500	Advocates for the community development goals of the States, including Housing and Homelessness.
Inclusion Maine 2024 Conference Sponsor	\$1,500	An education provider for businesses to attract and retain diverse talent.
Maine Affordable Housing Coalition 2024 Conference Sponsorship	\$2,500	Advocates for the creation and preservation of affordable housing.
Maine Association of Public Housing Directors Annual Membership	\$2,100	Advocacy and coordination of public housing issues in Maine.
Maine Real Estate & Development Association Annual Membership	\$1,200	Advocates for responsible real estate development and affordable housing.
Maine Real Estate Management Association 2024 Conference Sponsorship	\$3,000	Promotes professional asset management by providing effective leadership through collaborative relationships and educational training programs.

	Amount	Description
Mortgage Bankers Association Annual Affiliate membership	\$1,350	Advocates for a safe and sustainable real estate finance system.
National Affordable Housing Management Association Affiliate Membership	\$1,350	Promotes professional asset management.
National Association for State Community Services Programs Annual Membership	\$1,129	Provides training and technical assistance, networking and advocacy for Department of Energy Weatherization Grant recipients.
Preble Street Fall Homelessness Conference 2024 Conference Sponsor	\$2,500	A conference for service providers working to serve people experiencing homelessness.
National Council of State Housing Agencies Annual Membership	\$33,854	National trade association for state housing finance agencies. Provides significant technical resources, professional staff training, information sharing, and effective advocacy with Congress and the Administration around housing issues.
National Energy Assistance Directors' Association Annual Membership – LIHEAP and LIHWAP	\$7,021	Provides training, technical assistance, networking, and advocacy for all Low Income Home Energy Assistance Program (LIHEAP) and Low Income Household Water Assistance Program (LIHWAP) grantees.
New England Resident Service Coordinator Conference Sponsor	\$3,000	Provides training and professional development for Resident Service Coordinators in New England and beyond.

C. Changes to MaineHousing's written policies or procedures.

MaineHousing's Procurement Policy was updated in 2024.

The Procurement Threshold Chart was changed as follows:

- \$5,000 or less was created, for certain items
- \$10,000 or less category was eliminated
- All procurements between \$0 and \$250,000, that are not specifically excluded in the \$5,000 category, require three quotes
- \$250,000 requires an RFP (no change from prior policy)

Sole source procurement requires the Director to consult with the Board Chair. Approved Sole source procurements are to be included in the Board Report.

This policy also clarifies the involvement of IT and Legal and the documentation required. Other minor edits were made to text and formatting for greater clarification. A copy of the Procurement Policy effective March 22, 2024 is included with this report.