To: All Owners and Managers

From: Bob Conroy, Director of Asset Management

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I. HUD Projects with Tax Credits

Tax credit rules for unit transfers (UT) depend on whether the transfer is within a building or between buildings. Between building transfers may be handled differently depending on whether the two buildings are part of a tax credit multiple building project. In some cases tax credit rules require a requalification event instead of a UT. This is often implemented as a Move-out (MO)/Move-in (MI) on the tax credit side.

HUD does NOT want to see a MO/MI in those situations. HUD's rules prevail for HUD transactions and a UT must always be implemented as a UT. From a HUD point of view, the household is not requalifying, they are just changing units. Also, keep in mind that it could happen that the tax credit MI will have income that does not have to be reported to HUD because the change is less than the $200 per month threshold. Reference: MAT User Guide TRACS Release 2.0.2.D Chapter 4.

II. 2015 MREMA Annual Conference

The Maine Real Estate Managers Association 2015 Annual Conference is May 18-20, 2015. This year it will be held at the Sunday River Grand Hotel Resort and Conference Center in Bethel, Maine. A new feature of this year's conference is the “Breakfast and Table Top Discussions” which offers attendees an opportunity to network with their colleagues and discuss specific issues in an informal setting. We are attaching the registration packet to this notice for more information. For additional information about MREMA, upcoming events, membership and other resources, visit their website at www.mrema.org or on Facebook and Twitter #mremaconf2015.

III. Multifamily Loan Programs

MaineHousing has expanded the loan programs it offers through its Asset Management Division. We think we offer a lot of advantages that commercial banks do not – no application fees, points, document preparation fees, etc., locked in rates for up to 30 years. Most of all, we understand and support affordable housing business needs. We are attaching a brochure on our four options providing low interest rates, flexible long-term financing, loan
IV. **Summer Meals**
A very valuable resource for families and children is the Summer Meals Program which is an extension of the National School Lunch Program. This program provides meals during summer vacation. Unfortunately there is limited participation in the Summer Meals Program because there are not enough sites and many families are unaware of the program. Please see the attached information sheet on how you can bring this important resource to your properties.

V. **The Maine Department of Transportation Forums**
The Maine Department of Transportation is holding a series of forums regarding general public transit services. They are seeking ideas from the public on how to improve services for low income individuals, the elderly, individuals with disabilities, and members of the general public. The results of these forums will be important for advising future investments for general public transit services and for the public participation process established by MaineDOT. Attached is more information and a list of the forum dates.

Attachments:
- Physical Plant Corner Newsletter
- MOR Frequent Finding Corner
- MaineHousing Multifamily Loan Programs
- MREMA 2015 Annual Conference Registration
- Summer Meals
- MaineDOT Forums

Please note that MaineHousing provides notices as a service to our partners. Notices are not intended to replace ongoing training and do not encompass all compliance and regulatory changes that may occur on the wide range of housing programs in which we work. MaineHousing recommends partners establish an ongoing training program for their staff.
MaineHousing’s Asset Management Inspections Team

John Gomez  
Construction Analyst  
Duties: Inspect, Oversee Rehab projects  
Contact info: jgomez@mainehousing.org

Dan Towle  
Construction Analyst  
Duties: Inspect, Oversee Rehab projects  
Contact info: dtowle@mainehousing.org

Judy Carroll  
Asset Operations Assistant  
Duties: Coordinate inspections and process inspection reports  
Contact info: jcarroll@mainehousing.org

The team goal for 2015 is to try and coordinate/streamline inspections within our department and across departments **whenever possible** so we are having the least impact on the properties, managers and tenants. We are working closely with both our HCV and Homeless Departments to identify where there is overlap. If you have a question or concern because your project is receiving inspections from multiple groups here at MaineHousing, please call Judy Carroll and let her know so she can investigate and determine whether this can be fixed in the future. There are circumstances when the overlap cannot be avoided; typically because of federal funding requirements.
Educational Corner

Taking the mystery out of Inspection Criteria

Have you ever wondered what inspection criteria are being utilized when MaineHousing performs its inspections? Well let’s remove the mystery, shall we?

The inspection protocol utilized really depends upon the financing involved in the project. There are three main inspection protocols and the inspector will select one or more as applicable:

Housing Quality Standards (HQS) – utilized for projects funded with Housing and Urban Development (HUD) Section 8 funds only (no MaineHousing or tax credit funding in the mix).

This is deemed to be a minimum quality housing standard that must be met for a Section 8 recipient to be approved to live in the unit/project and for the owner to receive HUD funds.

For the complete guidebook of HQS, visit: http://www.hud.gov/offices/adm/hudclips/guidebooks/7420.10G/7420g10GUID.pdf

Uniform Physical Condition Standards (UPCS) – utilized for projects funded with Low Income Housing Tax Credits and/or FedHOME funds.

This protocol is more stringent than the HQS standards. It identifies five inspectable areas with inspectable items and Health and Safety hazards.

For the outline of areas reviewed under UPCS, visit: http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/pass/materials

Minimum Property Standards (MPS) – utilized for projects with MaineHousing financing/subsidy. The MPS standard incorporates the model building codes as applicable by project type at the time of construction/rehabilitation and includes but is not limited to the following:

- International Building Code (IBC) 2009
- International Existing Building Code (IEBC) 2009
- International Residential Code (IRC) 2009
- International Energy Conservation Code (IECC) 2009
- ASHRAE 62.1 Ventilation for Acceptable Indoor Air Quality 2007
- ASTM E1465-06 Radon Standard for new residential construction - (Maine Model Standard) 2006
- NFPA 211 (chimneys, etc.) 2003 .............................................................. State Standard
• NFPA 1 Fire prevention Code 2003 ................................................................. State Standard
• State Plumbing Code. (Based on IAPMO 2000 Uniform Plumbing Code) .... State Standard
• National Electric Code 2011 .............................................................................. State Standard
• ADA ................................................................................................................... Federal Requirement
• ICC/ANSI A-117.1 2003 .................................................................................. State and Federal Requirements
• Fair Housing Act (design manual) ............................................................. Federal Standard
• Section 504 (UFAS Standard) ........................................................................ Federal Standard

For full details on MPS, please visit:  http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/hsgh/4910.1

If a project has multiple funding sources (i.e. tax credit and MH financing) then MaineHousing will use a combination of protocols.

Looking Forward

Projects with Automatic Sprinkler Systems and/or Fire/Smoke Detecting and Alarm Systems

During the 2015 Inspection cycle, we will be collecting a copy of the complete report of the most recent test / inspection of your sprinkler and/or fire alarm / detection system.

The sprinkler and/or fire detection and alarm systems in your building should be properly inspected and tested according to the 2011 Edition of NFPA 25; Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems, and the 2010 Edition of NFPA 72; National Fire Alarm and Signaling Code. Chapter 10 of NFPA 72 specifically addresses Inspection, Testing and Maintenance of Fire Alarm Systems. At a minimum, all systems need to be tested annually by a trained professional. For the testing requirements regarding other systems, please refer to the specific requirements of the system that is installed at your project.

Compliance Corner

Conditions considered Health & Safety Hazards and Exigent/Life Threatening

There are eight categories of health and safety (H&S) standards: air quality, electrical, elevator, emergency and fire exits, flammable materials, garbage and debris, infestation and physical hazards – see matrix below. Typically, H&S items need to be addressed within 10 days; however, conditions considered exigent/life threatening need to be rectified within 24 hours (these are denoted with an
### Air Quality
- Mold/mildew
- Detection of propane/natural/methane gas*
- Sewer odors

### Electrical
- Water leaks on or near electrical equipment*
- Exposed electrical wires/open panels*

### Flammable Materials
- Flammable materials stored in a way that causes risk of fire/explosion

### Garbage and Debris
- Too much garbage has accumulated in areas not meant to be used for garbage

### Elevator
- Elevator misaligned with floor more than ¾ inches* (tripping hazard)

### Infestation
- Evidence of insects/roaches
- Vermin present

### Emergency and Fire Exits
- Exits restrictedblocked*
- Missing exit signs/lights in areas of emergency doors
- Missing or inoperable smoke detectors*
- Missing or inoperable CO detectors
- Missing, damaged, or expired fire extinguishers*

### Physical Hazards
- Tripping hazards, sharp edges or other hazards that can pose risk of bodily injury.

If exigent H&S items are identified, MaineHousing’s policy is to notify the property manager before leaving the inspection site so that items can be rectified immediately.

### Contact Information
If you have ideas for or items of interest you would like included in an upcoming newsletter, please contact Dan Towle with your idea or suggestion at dtowle@mainehousing.org.
Frequent Finding - Project Based Section 8 programs: The tenant file(s) does not include a copy of social security card(s) or other social security number verification for all household members. SSN disclosure and verification must be completed in order to determine program eligibility.

Criteria: HUD Handbook 4350.3, Rev-1, Chg. 4, Section 3-9 and 3-31 - Applicants and tenants, excluding individuals who do not contend eligible immigration status and tenants age 62 or older as of January 31, 2010, whose initial determination of eligibility was begun before January 31, 2010, must disclose and provide verification of the complete and accurate SSN assigned to each household member. Failure to disclose and provide documentation and verification of SSNs will result in an applicant not being admitted or a tenant household's tenancy being terminated. A tenant is not allowed to move in prior to providing documentation and verification of SSN.

Adequate documentation to verify the SSN of an individual is a social security card issued by the SSA, an original document issued by a federal or state government agency which contains the name and SSN of the individual along with identifying information of the individual, or other acceptable evidence of the SSN listed in Appendix 3.

Looking Forward

Please remember - Project Based Section 8 programs: The HUD 50059 must be signed and dated by the Owner/Manager and the Tenant.

Criteria: HUD MAT User Guide Release 2.0.2.D Chapter 7 - b. The owner must sign and obtain the signature of the head, spouse, co-head, and all adult family members on the copy of the HUD-50059 certifying to the information that is transmitted to HUD or the Contract Administrator, whether the HUD-50059 was produced on site or received from a service provider. System generated signature dates/stamps are not acceptable. The owner/agent and resident must sign and date
the certification. Reasonable accommodation should be considered if a resident’s
disability affects their ability to sign. Refer to the MAT User Guide for those instances
where the tenant is unavailable to sign.
## Contract Administration Loan Program

Open to eligible owners with Section 8 contract and no current MaineHousing financing

### Eligible uses:
- Prepay USDA RD loans on 515/8 property
- Prepay HUD direct loans
- Maturing commercial loans or balloon loans
- Capital improvements/energy efficiency
- Equity takeout
- Ownership transfers or limited partner buyouts*

### Options:
- Low fixed interest rate
- Flexible terms, starting at 5 years
- 30-year interest only

### Benefits:
- No application or commitment fee
- No points
- Minimal closing costs
- No charge for MaineHousing legal expenses
- Loan payments deducted from HAP
- Loan is never sold on the secondary market

*Subject to MaineHousing’s Ownership Transfer Rule

## Multifamily Home Energy Loan Program (Multifamily HELP)

Low fixed-rate loans to improve energy efficiency in buildings

### Eligible uses:
- Heating system repair and replacement (including alternative fuel sources)
- Insulation, air sealing, and weatherstripping
- ENERGY STAR®-rated windows and appliances
- Storm doors and storm windows
- Ventilation and moisture controls
- Roof repairs (if the attic is insulated to R60)

### Rate:
- 4.75% with terms up to 30 years

### Benefits:
- Low fixed rates
- Low transaction costs
- Opportunity to upgrade
- Improved building comfort for residents
- Reduced carbon footprint
- Loan payments that are less than or equal to expected energy cost savings
- No points
- Minimal closing costs
- No charge for MaineHousing legal expenses

Building energy improvements also may qualify for tax credits or state incentives. To learn more, talk to your tax professional and visit www.efficiencymaine.com.

## Subsequent Loan Program

Flexible financing for building improvements, operations, equity takeout, or in connection with ownership transfers

### Eligible uses:
- Coverage of operating shortfalls
- Capital improvements
- Property rehabilitation
- Energy efficiency improvements
- Additional units
- Equity takeout
- Ownership transfers or limited partner buyouts*

### Options:
- Interest only
- 40-year amortization with 30-year balloon
- 30-year interest only
- Low fixed interest rate
- Can be combined with other MaineHousing debt

### Benefits:
- Low transaction costs
- No points
- Minimal closing costs
- No charge for MaineHousing legal expenses
- Loan is never sold on the secondary market

*Subject to MaineHousing’s Ownership Transfer Rule
Loan Modification Program

Modify the terms of an existing Section 8, Rental Loan Program, or Supportive Housing loan financed five or more years ago

Options:
- Interest rate reduction for loans that can be prepaid
- Loan term extensions up to 30 years
- 40-year amortization with 30-year balloon
- 30-year interest only
- Loan bifurcation – part interest only, part amortizing

Benefits:
- Extend terms to lower monthly debt service
- Low transaction costs
- No charge for MaineHousing legal expenses
- Can be used in conjunction with Subsequent Loan or HELP Loan
- No points
- Minimal closing costs
- Loan is never sold on the secondary market

Information/Disclosures

Program guides and applications are available on MaineHousing’s website: www.mainehousing.org/multifamily.

For all loan programs, some restrictions may apply.

MaineHousing in its sole discretion may direct applicants to other financing programs, as it deems appropriate. MaineHousing will make the final determination regarding whether each borrower is eligible for the program.

Applicants must comply with the requirements of the Rental Loan Program not specifically addressed in this brochure. The most recent Rental Loan Program Guide can be found on MaineHousing’s website.

MaineHousing reserves the right to suspend or terminate the programs at any time, and to cease processing any project application prior to issuing a financing commitment.

MaineHousing is under no obligation to finance a project until a financing commitment has been issued by MaineHousing and accepted by the applicant in accordance with its terms.
Maine Real Estate Managers Association

Sunday River Grand Hotel Resort and Conference Center
Bethel, Maine

2015 Annual Conference
May 18-20

Visit us on Facebook and Twitter #mremaconf2015
Dear Maine Housing Professionals:

On behalf of the MREMA Board of Directors, we the Conference Planning Committee, are extremely excited to announce the 2015 MREMA Annual Conference! The Conference will be held May 18th through the 20th at the Sunday River Grand Hotel Resort and Conference Center. As part of this registration package, you will find information about the conference agenda, keynote speakers, activities and registration.

MREMA’s membership is comprised of a diverse population of affordable housing professionals. Many of our members are seasoned veterans with years of housing experience, while many are new to the industry. This year’s agenda has been designed to try and address the needs of housing professionals who may be at different stages in their careers. One track of the training, which we call “Back to Basics” offers opportunities for new members of the community to have access to training on basic affordable housing topics. This track is also ideal for those with experience who might like a “refresher”. The second track is intended to address Hot Topics in the industry. All are welcome to participate in either track.

Another new feature of this year’s conference is the “Breakfast and Table Top Discussions” on Tuesday morning from 7:00 am to 8:00 am. This new feature offers attendees to network with their colleagues and discuss specific issues in an informal setting. Tables will have signs indicating the topics that will be discussed and a volunteer facilitator will be present at each table to take notes and help keep the discussion on track. We hope that these sessions will not only be good networking and learning opportunities, but that they generate topics for future trainings that MREMA can provide at its quarterly meetings or for the next conference.

We are also pleased to offer attendees the opportunity to register for the Conference online through the MREMA website at www.mrema.org. Hotel accommodations will still need to be made directly through Sunday River. For those who do not have the option of paying by credit card, manually submitted registrations will still be accepted.

Although MREMA’s primary focus is to provide quality training opportunities to its members, the Conference is also a time for networking, building relationships and having fun. There will be a number of industry vendors at the Conference who are more than happy to discuss their products and services. Without their ongoing support, the Conference would not be possible. The keynote speaker this year, Roseann Sdoia, will share her experiences as a survivor of the Boston Marathon Bombing and her inspirational story. There will also be an evening of music with Mitch Alden, Maine singer/song writer. And back by popular demand, Tuesday night will be Casino Night!

The MREMA Board, committee members, volunteers, members at large and vendors continue to seek to fulfill MREMA’s mission of promoting professional asset management by providing effective leadership through collaborative relationships, education, and training programs. Many thanks to all of you who have supported this mission and the organization! We look forward to seeing you at Sunday River!

For more information about MREMA, upcoming events, membership and other resources, please visit our website at www.mrema.org.
For Roseann Sdoia
April 15, 2013 began much the same way every Patriot’s Day had for the past 15 plus years. Everything seemed perfect, even the weather. She never anticipated the unthinkable could or would ever happen, but it did. Finding herself in the middle of all the chaos she kept calm and focused.

Today, she works through her recovery challenging herself to return to her active life as she knew it before and hopes to inspire others to work through their own personal obstacles with courage and conviction.

Prior to April 15, 2013 Roseann had been in the property management field for over 20 years working her way from accounting at R& B Realty Group out of California all the way to Vice President of Residential Properties at National Development Asset Management in Newton Massachusetts.

Regulatory Updates
Tuesday
12:15—1:30
Hear the latest news from:
The Department of Housing and Urban Development
MaineHousing
USDA—Rural Development

TUESDAY NIGHT IS CASINO NIGHT!
Join us for Black Jack, Texas Hold’em and Roulette!

Maine singer/song writer Mitch Alden will share his musical talents on Monday night with a solo acoustic performance.

Mitch is a member of the group NOWisNOW, known for their high-energy, alternative rock covers and original music.
### BACK TO THE BASICS!

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>BACK TO BASICS</th>
<th>HOT INDUSTRY TOPICS</th>
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<tr>
<td>Monday</td>
<td>7:00-8:30</td>
<td>Registration Breakfast</td>
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<td>May 18th</td>
<td>8:30-8:45</td>
<td>Opening Remarks</td>
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<td>9:00-10:30</td>
<td>Session A1  Marketing in Affordable Housing</td>
<td>Session A2  Fraud in Housing</td>
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<td>Nancy Reno &amp; Adriana Guzzo</td>
<td>Russell Patton</td>
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<td>10:45-12:30</td>
<td>Session A3  Fair Housing</td>
<td>Session A4  Enforcing Policies in Smoke Free Housing</td>
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<td>Deb Piltch</td>
<td>Attorney Frank Flynn</td>
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<td>12:30-2:00</td>
<td>LUNCH and Keynote Speaker - Roseann Sdoia</td>
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<td>2:15-3:30</td>
<td>Session A5  EIV Training - Dan Drost</td>
<td>Session A6  Positive Mindset - Roseanne Sdoia</td>
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<td>2:15-4:15</td>
<td>Session A7  Fair Housing</td>
<td>Session A7  New Mainers - Ahmad Tarmalov,</td>
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<td>Deb Piltch</td>
<td>Regina Phillips and Georges Budagu-Makoko</td>
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<td>3:45-5:15</td>
<td>Session A9  Communication with Maintenance</td>
<td>Session A10  Fraud in Housing</td>
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<td>Customer Service with Maintenance Mindset - Nancy</td>
<td>Russell Patton</td>
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<td>5:15-6:30</td>
<td>Vendor Reception</td>
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<td>6:30-9:30</td>
<td>Dinner / Networking with music - Mitch Alden</td>
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<td>Tuesday</td>
<td>7:00-8:00</td>
<td>Breakfast &amp; Table Top Discussions</td>
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<td>May 19th</td>
<td>8:15-10:00</td>
<td>Session B1  Discussion: SAM—System for Award</td>
<td>Session B2  Eviction Notices</td>
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<td>Management—Diana Huot, HUD</td>
<td>Dave Chamberlain</td>
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<td>10:15-12:00</td>
<td>Session B3  Recruiting, Hiring and Supervising</td>
<td>Session B4  Maine Human Rights Commission</td>
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<td>Chris Campbell</td>
<td>Barbara Archer Hirsh</td>
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<td>12:15-1:30</td>
<td>Lunch and Regulatory Updates</td>
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<td>1:45-3:45</td>
<td>Session B5  LIHTC</td>
<td>Session B6  Breathe Easy Coalition of Maine,</td>
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<td>Trish Leonard and Elaine Vega</td>
<td>“Emerging Issues: Successfully Creating Smoke-Free</td>
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<td>Housing &amp; Issues Arising with eCigarettes and Marijuana</td>
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<td>Sarah Mayberry</td>
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<td>4:00-6:00</td>
<td>Vendor Reception</td>
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<td>6:15-6:30</td>
<td>President Award and Past-President</td>
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<td>6:30-11:30</td>
<td>Dinner / Entertainment - CASINO NIGHT!</td>
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<td>Wednesday</td>
<td>7:30-9:00</td>
<td>Breakfast</td>
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<td>May 20th</td>
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<td>MREMA Business Meeting</td>
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<td>9:30-11:30</td>
<td>Session C1  Fire Prevention Panel—Christopher Vail,</td>
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<td>David Petrocelli</td>
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<td>12:00</td>
<td>Hotel Check Out</td>
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<td>Session</td>
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<td>A1</td>
<td>Marketing in Affordable Housing - Nancy Reno, CPM, Vice President of Marketing &amp; Training, HMR, Inc. and Adrianna Guzzo, NLP, NAAEI Faculty, WinnCompanies&lt;br&gt;This session will provide participants with marketing tips and techniques to help identify their target market, leverage businesses within their greater community and minimize vacancy and increase occupancy with happy, qualified applicants.</td>
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<td>A2</td>
<td>Fraud in Housing - Russell Patton, Bangor Savings Bank, Chief Information Security Officer&lt;br&gt;The goal of this session is to help participants understand the threat environment, recognize and respond to suspicious activity and protect their computer and mobile devices.</td>
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<td>A3</td>
<td>Fair Housing - Debbie Piltch, Director of Compliance, Malonie Properties, Inc.&lt;br&gt;Debbie will be providing participants with an overview of fair housing issues related to the affordable housing community. There will also be discussion of hot topics being faced by property managers on a daily basis.</td>
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<td>A4</td>
<td>Enforcing Policies in Smoke Free Housing - Frank Flynn, Esq., Flynn Law Group&lt;br&gt;In this session, participants will leader: facts about the dangers of second-hand smoke; potential liability for building owners, trustees, or management companies; cost saving measures of having a non-smoking policy; myths about &quot;smokers rights&quot;; crafting your smoke-free policy; potential issues; and enforcement of the policy.</td>
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<td>A5</td>
<td>EIV Training - Dan Drost, Director of Training and Professional Development, Preservation Management, Inc.&lt;br&gt;This session on the Enterprise Income Verification (EIV) System will focus on producing required reports, reviewing the reports, researching discrepancies, and documenting discrepancy resolution.</td>
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<td>A6</td>
<td>Positive Mindset - Roseann Sdoia, Recovery and Support, Key Note Speaker&lt;br&gt;In the corporate world, Roseann was both a manager and mentor for many, however, as a victim of the Boston bombings, she faced a devastating journey of fear and self-doubt. In this session, Roseann offers understanding and advice to turn difficult situations onto a positive path.</td>
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<td>A8</td>
<td>New Mainers - Georges Gudagu-Makoko, Avesta Housing, Tarlan Ahmadov, Catholic Charities Maine, Regina Phillip, City of Portland Refugee Services Program, Sherrin Vail (Facilitator), Executive Director, Greater Portland YMCA&lt;br&gt;The goal of this session is to educate participants on the cultural background of &quot;New Mainers&quot;, the definition of New Mainers citizen status, eligibility and lifestyle considerations for housing success.</td>
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<td>A9</td>
<td>Communication with Maintenance Customer Service with Maintenance Mindset - Nancy Reno, CPM, Vice President of Marketing &amp; Training, HMR, Inc.&lt;br&gt;Of all of the staff at our properties, who has more &quot;face-to-face&quot; time with our residents? Maintenance staff! This session will focus on tips and techniques for communicating with our maintenance staff and how they, through good customer service, are our best ambassadors.</td>
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<td>Session</td>
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</tr>
<tr>
<td>B1</td>
<td>Discussion: SAM—System for Award Management</td>
<td>Diana Huot, Senior Project Manager, HUD</td>
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<tr>
<td></td>
<td></td>
<td>Diana will be presenting information about SAM—System for Award Management and how it impacts property managers for all properties receiving any federal subsidies.</td>
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</tr>
<tr>
<td>B2</td>
<td>Eviction Notices</td>
<td>Dave Chamberlain, Esq., Chamberlain Law</td>
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<tr>
<td></td>
<td></td>
<td>David will be sharing his expertise in the area of landlord/tenant law, specifically in respect to the eviction process. This training will include: drafting effective notices; notices for nonpayment of rent and other grounds; termination for breach of lease or rental agreement; termination for no cause; termination of rental agreement when property is sold; termination of Sec. 8 leases and other subsidized leaseholds; and property service of notices.</td>
<td></td>
</tr>
<tr>
<td>B3</td>
<td>Recruiting, Hiring and Supervising</td>
<td>Chris Campbell, Shareholder, Jackson Lewis PC</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>This workshop will focus on strategies for recruiting, hiring and supervising good candidates and employees. Issues around legal hiring practices will be discussed.</td>
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</tr>
<tr>
<td>B4</td>
<td>Maine Human Rights Commission</td>
<td>Barbara Archer Hirsh, Maine Human Rights Commission</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Maine Human Rights Commission hears hundreds of housing complaints each year and investigates allegations of discrimination and inequitable treatment. Come and hear some of the issues faced by property managers, the rules and regulations governing fair housing in Maine and how to prevent violations of the law that lead to these complaints and investigations.</td>
<td></td>
</tr>
<tr>
<td>B5</td>
<td>LIHTC</td>
<td>Trish Leonard, CPM, Senior Vice President, HMR, Inc. and Nancy Reno, CPM, Vice President of Marketing &amp; Training, HMR, Inc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>This session will be an overview of the Low-Income Housing Tax Credit program and will look at issues pertaining to compliance and marketing challenges.</td>
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</tr>
<tr>
<td>B6</td>
<td>Breathe Easy Coalition of Maine, “Emerging Issues: Successfully Creating Smoke-Free Housing &amp; Issues Arising with eCigarettes and Marijuana”</td>
<td>Sarah Mayberry, Program Coordinator, Breath Easy Coalition of Maine</td>
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<tr>
<td></td>
<td></td>
<td>Sarah will be discussing some of the hot topics in the area of smoke-free housing: e-cigarettes and marijuana.</td>
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<tr>
<td>C1</td>
<td>MREMA Business Meeting</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>All conference participants are welcome to attend the business meeting. Only full and associate members may vote.</td>
<td></td>
</tr>
<tr>
<td>C2</td>
<td>Fire Prevention Panel</td>
<td>Christopher Vail, Owner HomeEd and Firefighter, City of Portland; David Petrocelli, Captain for City of Portland Fire Department and Community Outreach Branch; Sherrin Vail (Facilitator), Executive Director of Greater Portland YMCA</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The goal of this workshop is to educate property managers and other housing providers on proactive steps to prevent fires and general knowledge to avoid disasters that could negatively impact residents and physical structures.</td>
<td></td>
</tr>
</tbody>
</table>
MREMA 2015 ANNUAL CONFERENCE REGISTRATION
May 18, 19, & 20

Registration Information and Instructions

Registration Form: Please complete one registration form for each person attending. Be sure to elect the sessions to attend. The attached agenda identifies each session number.

Registration Deadline: May 8th
Cancellation Policy: Cancellations after the May 8th deadline will not receive a refund. Cancellations by April 17th will receive a 50% refund.

Early Bird Discount: Registrations received by April 17th will receive a 10% discount on their conference registration.

Online Registration: Registrants wishing to pay by credit card may register and make payment on line by going to www.mrema.org under the Events tab.

Other Registration: Those wishing to complete the form and send payment may do so by completing the form below and mailing it to:

Islandview Apartments
Attn: HMR Office
151 North Street
Portland, ME 04101

Payment: Payment in full is required prior to the event. Checks may be made payable to MREMA.

Room Reservations: Please see the accommodations information provided with this registration form in order to reserve rooms.

Special Needs: Persons with special dietary requirements may include a brief description of their needs with the registration form. Those persons needing special accommodations related to room reservations should discuss the needs with hotel staff at the time of registration.

REGISTRATION (Please type or print clearly. Complete a separate form for each attendee.)

Name:______________________________________________  Title:_____________________________________
Organization:__________________________________________________________________________________
Address:______________________________________________________________________________________
City:_______________________________________ State:______________________ Zip:____________________
Phone:_____________________Fax:_____________________ Email:_____________________________________

Please identify sessions to attend (see attached agenda):

Monday, May 18th:   A1☐ A2☐ A3☐ A4☐ A5☐ A6☐ A7☐ A8☐ A9☐ A10☐
Tuesday, May 19th:  B1☐ B2☐ B3☐ B4☐ B5☐ B6☐
Wednesday, May 20th: C1☐ (Fire Prevention Panel 9:30-11:30)

Vegetarian Meals Requested ☐  Gluten-Free Meals Requested ☐

RATES

<table>
<thead>
<tr>
<th></th>
<th>MREMA Members</th>
<th>Early Bird (by April 17th)</th>
<th>Non-Members</th>
<th>Early Bird (by April 17th)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Three Days</td>
<td>$490</td>
<td>$440</td>
<td>$975</td>
<td>$900</td>
</tr>
<tr>
<td>Two Days Only</td>
<td>$420</td>
<td>$380</td>
<td>$475</td>
<td>$425</td>
</tr>
<tr>
<td>One Day Only</td>
<td>$210</td>
<td>$190</td>
<td>$425</td>
<td>$375</td>
</tr>
<tr>
<td>Wednesday Only</td>
<td>$130</td>
<td>$115</td>
<td>$275</td>
<td>$225</td>
</tr>
</tbody>
</table>

Want to save money on your registration? If you are not already a member or associate member of MREMA, please join today by going to www.mrema.org.
### Registration Information and Instructions

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---

# Registration (Please type or print clearly. Complete a separate form for each guest)

<table>
<thead>
<tr>
<th>Name:______________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:_____________________________________________________________________________</td>
</tr>
<tr>
<td>City:_______________________________________ State:______________ Zip:__________________</td>
</tr>
<tr>
<td>Phone:<strong><strong><strong><strong><strong><strong><strong><strong>Fax:</strong></strong></strong></strong></strong></strong></strong></strong>_____ Email:________________________________</td>
</tr>
</tbody>
</table>

**Selection(s):**  
- Vegetarian [ ]  
- Gluten-Free [ ]  
- Other [ ] Specify: ____________________________

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Price</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, May 18th, Breakfast and Lunch</td>
<td>$45</td>
<td>[ ]</td>
</tr>
<tr>
<td>Monday, May 18th, Dinner Only</td>
<td>$50</td>
<td>[ ]</td>
</tr>
<tr>
<td>Tuesday, May 19th, Breakfast and Lunch</td>
<td>$45</td>
<td>[ ]</td>
</tr>
<tr>
<td>Tuesday, May 19th, Dinner Only</td>
<td>$50</td>
<td>[ ]</td>
</tr>
<tr>
<td>Wednesday, May 20th, Breakfast and Lunch</td>
<td>$45</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

(The above rates include all sales tax and gratuity.)  

Total: $_______________
MREMA has negotiated special overnight guest room rates for our conference. You may complete this form and fax it to Sunday River at 207-824-5195, or you may call their Conference Reservations line at 800-207-2365.

- **Reservation Deadline:** Guest room reservations must be made by **May 1, 2015,** to be eligible for conference rates. All reservations are based upon availability, and a limited number of guest rooms are available. **PLEASE MAKE YOUR RESERVATIONS EARLY.**

- **Deposit and Confirmation:** If reservation is for only one night, one night’s lodging is due within five (5) days of booking the reservation. If reservation is for multiple nights, ½ of the total reservation is due within five (5) days of booking the reservation. Final payment is due two weeks prior to arrival and will be automatically charged.

- **Cancellation Policy:** The reservation will be canceled if the deposit is not received within the five-day period. For a refund of deposit, less a $50.00 cancellation fee, notification of cancellation must be received at least 15 days prior to the scheduled arrival. The entire deposit will be forfeited if cancellations are made 14 days or less prior to the scheduled arrival.

- **Check-In Time:** Hotel check-in time is guaranteed by 6:00 PM on the day of arrival. Checkout time is before 10:30 AM on the day of departure. Late check out fees will apply. While room availability cannot be guaranteed for early arrivals, all efforts will be made to accommodate those guests who arrive early. Luggage storage is available.
When making a reservation, please refer to group code: #85C9EU

**GUEST ROOM RATES**

<table>
<thead>
<tr>
<th>Room Choices</th>
<th>Description</th>
<th>Best Use</th>
<th>Room Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Room</td>
<td>Two Queen beds</td>
<td>Double Occupancy</td>
<td>$101.00**</td>
</tr>
<tr>
<td>Studio Superior</td>
<td>One Queen Murphy bed, Kitchenette</td>
<td>Single Occupancy</td>
<td>$101.00**</td>
</tr>
<tr>
<td>Studio Deluxe</td>
<td>One queen Murphy bed, 1 queen sleep sofa, Kitchenette</td>
<td>Double Occupancy or Families</td>
<td>$101.00**</td>
</tr>
<tr>
<td>1 Bedroom Suite</td>
<td>One queen bed (separate bedroom), One queen sleep sofa, Kitchenette</td>
<td>Families</td>
<td>$138.00**</td>
</tr>
<tr>
<td>2 Bedroom Suite</td>
<td>Each 2 bedroom suite is customized (please inquire with your reservationist sleeping accommodations)</td>
<td>Families</td>
<td>$210.00**</td>
</tr>
</tbody>
</table>

**All rates are per room, per night and subject to 8% Maine State Lodging Tax of and 7% Resort Fees.**

Arrival Date:_____________ Departure Date:_____________ Room Type:__________________________

Email (for confirmation):________________________________________________________________

Last Name: __________________________________  First Name:______________________________

Company:_____________________________________________ Phone:_________________________

Address:_____________________________________________________________________________

City:____________________________________________ State:__________ Zip:_________________

No. of Guests:__________  Special Accommodations:_________________________________________

Card Type:___________ Card #:_____________________ Sec. Code:_______ Exp. Date:_____________

Signature:_____________________________________________________

---

2015 MREMA Conference  
May 18, 19 and 20, 2015  
Sunday River Grand Resort Hotel and Conference Center  
Bethel, Maine  
Phone: 800-207-2367  Fax: 207-824-5195
Summer Meals

Your housing units provide a very valuable resource for families and allow children to grow and develop in a secure environment. The Summer Meals Program, an extension of the National School Lunch Program, provides meals during summer vacation. Low-income housing units are in a perfect position to be a meal site under this state-administered, federally-funded program.

This year, 85,534 Maine children qualify for free and reduced-price meals. That is 47.28%, almost half, of Maine’s school-age children. However, in the summer, they lose access to those nutritious school meals. That is where the Summer Meals program comes in, giving children the fuel they need to learn and play throughout the summer months. Sites are the physical locations where the meal is served and each site works with a sponsor that prepares the meals and is administratively responsible for the program. Sponsors are often school districts or local non-profits. Examples of sites include schools, parks, churches, and housing complexes. Housing and Urban Development and Rural Housing sites automatically qualify as “open” sites where all kids can come get a meal, with no proof of income necessary.

Unfortunately, there is limited participation in Summer Meals because there are not enough sites and many families are unaware of the program. There are a couple ways you can address these barriers and help provide meals to more children.

There is a tried and true Summer Meals philosophy that in order to establish a successful site, you go where the kids are. Housing locations are ideal sites because there is a concentrated population of children. Often they are equipped with a community room and an onsite Resident Services Coordinator who provides activities. A meal can accompany an activity, acting as an extra draw. Additionally, children who eat nutritious meals are often better behaved. These meals can be incredibly convenient and beneficial to working parents.

Another important way to get involved is to promote existing meal sites. Hang up flyers throughout the building advertising local sites and put the information in newsletters that go out to families in your units.

Please reach out to Gail Lombardi at gail.lombardi@maine.gov or 624-6876 or Jamie Curley at jamie.curley@maine.gov or 624-6666 to become a site or spread the word about existing sites! We may also be contacting you about becoming involved in the program and making a commitment to combat childhood hunger this summer.
Dear Transit Stakeholder,

The Maine Department of Transportation is holding a series of forums regarding general public transit services. A recent statewide analysis of transit services, compiled as part of the Maine Strategic Transit Plan 2025, shows that there are unmet transit needs in a number of communities. We are holding these forums in those communities that appear to have the largest unmet needs. We are seeking ideas from the public on how to improve services for:

- Low income individuals
- The elderly
- Individuals with disabilities
- Members of the general public

The results of these forums will be important for advising future investments for general public transit services and for the public participation process established by MaineDOT in its efforts to meet both state and federal transportation planning and funding requirements for transit services (Ref 23 MRSA 4209 and Federal Transit Administration's Locally Coordinated Transit Plan requirements).

We hope you will join us for one or more of these this important meetings at the following locations:

<table>
<thead>
<tr>
<th>May</th>
<th>11</th>
<th>Monday</th>
<th>Biddeford</th>
<th>City Hall - Council Chambers</th>
<th>2-4pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Tuesday</td>
<td>Bath</td>
<td>Patten Free Library</td>
<td>2-4pm</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Wednesday</td>
<td>Lewiston</td>
<td>City Hall - Council Chambers</td>
<td>2-4pm</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Tuesday</td>
<td>Mexico</td>
<td>Region 9 Education Center</td>
<td>3-5pm</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Thursday</td>
<td>Calais</td>
<td>Washington County Community College</td>
<td>2-4pm</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>9</td>
<td>Tuesday</td>
<td>Portland</td>
<td>Public Library - Rines Room</td>
<td>2-4pm</td>
</tr>
<tr>
<td>11</td>
<td>Thursday</td>
<td>Machias</td>
<td>DHHS CFS, CFS Large Conference Room</td>
<td>2-4pm</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Tuesday</td>
<td>Rockland</td>
<td>DHHS District Operations, Rockland</td>
<td>2-4pm</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Thursday</td>
<td>Naples</td>
<td>Town Office Large Conference Room</td>
<td>2-4pm</td>
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</tr>
</tbody>
</table>
If you are unable to join us in person, please send us your input by email at Transit.MaineDOT@maine.gov, or by mail at Transit Workshop, MaineDOT, Bureau of Planning, 16 State House Station, Augusta, ME, 04333-0016.

Sincerely,

William Hill

Transit Planning Division