

**Portland Housing Authority
Meeting Agenda**

Thursday, January 8, 2025 at 5:30pm
970 Baxter Blvd, Portland, ME

Video Conference using GoTo Meeting
<https://meet.goto.com/330763597>
Call In: (408)650-3123 / Access Code: 330-763-597

- 1.) **Roll Call / Declaration of a Quorum**
- 2.) Staff Introduction: Greg Putnam, Asset Manager (p. 3)
- 3.) Public Comment
- 4.) Consent Agenda:
 - a. **Motion to Approve Minutes from December 4, 2025 Meeting**
Meeting Minutes (p. 5)
BSE renovation handout (p. 11)
SV Sources and Uses handout (p. 19)
 - b. **Motion to Approve Minutes from December 13, 2025 Special Meeting (p. 21)**
 - c. **Motion to Approve Minutes from December 15, 2025 Special Meeting (p. 23)**
- 5.) **Executive Director Report: Leah Bruns (p. 25)**
 - a. 5 Year Plan Tracking (p. 27)
 - b. Demographics (p. 45)
 - c. Security & Parking Review Memo (p. 49)
Security Information (p. 55)
Parking Information (p. 57)
 - d. Department Reports
Property Management (p. 61)
Facilities (p. 63)
Voucher (p. 65)
Human Resources (p. 69)
- 6.) **Committee Reports**
 - a. Finance Committee Report: Kristin Blum
Finance Committee Minutes 12/23/2025 (p. 71)
Variance Summary for PHA and PHDC (p. 75)
PHA Income and Expense (p. 77)
PHDC Income and Expense (p. 79)
Scattered Sites Income and Expense (p. 81)
KPI Board Report (p. 83)
LIHTC Budget Update Memo (p. 93)

LIHTC Budget Update Summary (p. 94)

- b. Search Committee Update: Shirley Peterson
- c. Human Resources Committee Update: Diane Herrmann

7.) Communications

- a. Resident Services Update: Teyonda Hall (p. 95)
- b. Development Update: Jay Waterman (p. 97)

8.) Resolutions of the Board of Commissioners

- a. Resolution #3303 to change the 5 Year Plan (p. 99)
- b. Resolution #3304 to change the Admin Plan (p. 99)

9.) Adjourn

Upcoming Meetings:

Finance Committee: January 27, 2026

Board Meeting: February 5, 2026

**Greg Putnam,
Asset Manager**

Greg joined PHA in November after serving as a Budget Analyst II for the State of Nevada's Department of Education. Prior to his work with the State, Greg spent over a decade in the affordable housing sector, holding roles such as Regional Manager, Housing Compliance Officer, Compliance Director, Operations Manager, and Asset Manager. He brings extensive knowledge of HUD Section 8, USDA, HOME, and LIHTC programs. Greg has managed portfolios of more than 40 projects and has been involved in developments from groundbreaking through year-15 extended use. He looks forward to leveraging his experience to help PHA grow and continue providing the affordable housing our community urgently needs.

**Minutes of the Meeting
of the
Portland Housing Authority
December 4, 2025**

The meeting of the Portland Housing Authority was held at 970 Baxter Blvd, Portland, Maine. Upon roll call, a quorum was declared at 5:30pm.

PRESENT	ABSENT
Shirley Peterson, Chair Tim Wells, Vice-Chair Kristin Blum, Commissioner Sam Heck, Commissioner Diane Herrmann, Commissioner Monique Mutumwinka, Commissioner Joan White, Commissioner (remote) Leah Bruns, Interim Executive Director Jay Waterman, Director of Real Estate Teyonda Hall, Director of Resident Services Doane Dorchester, Office Manager Justin Barker, Development Officer Michelle Dunham, Property Manager Rob Liscord, Drummond Woodsum	

1.) Roll Call / Declaration of a Quorum

Shirley Peterson called the meeting to order at 5:30pm and declared a quorum.

2.) Staff Introduction: Justin Barker, Development Officer PHDC

Jay Waterman introduced Justin Barker. Justin provided some information regarding his spearheading of the projects for Harbor Terrace, Sagamore Village, and COMB Block Phase 2 which recently received high scores from the Maine Housing application process.

Justin grew up in Ohio and originally went to school and received a Masters in Architecture; he then went on to get a Masters in City Planning and then worked for 10 years as a municipal planner. Just before Thanksgiving Justin hit his 5 year mark at PHA.

3.) Public Comment

No public comment was provided.

4.) Motion to Approve Minutes from November 6, 2025 meeting

Joan White entered the meeting remotely. Due to a Commissioner attending remotely Shirley Peterson performed a roll call attendance.

Sam Heck made a motion to approve the minutes from the November 6, 2025 meeting. Tim Wells seconded the motion. No further discussion. Roll Call vote: Kristin Blum – yes; Sam Heck – yes; Diane Herrmann – yes; Monique Mutumwinka – yes; Shirley Peterson – yes; Tim Wells – yes; Joan White – yes. The motion passed; 7 in favor, and 0 opposed.

5.) Executive Director Report

Leah Bruns presented the Interim Executive Director report from the packet hitting the key points that Commissioners should know about. Directors have been asked to provide reports from their department as well which follow the Interim ED report in the packet. Leah noted her gratitude to staff for their ability to continue forward through the changes and challenges the organization has been facing.

Leah had several meetings which were highlighted in her report. Social media seems very excited about the quality of the tree we provided to the City. There were people watching the tree harvesting that told us stories about someone named Maynard that lived in our properties and planted that tree many years ago. Leah also attend the tree lighting.

Following the Interim ED report is a matrix of our goals. This is something that we must report about to you and HUD on a regular basis and the version in this packet has been recently updated. Page 59 of the packet includes the power point presentation that Leah created for the Social Housing Task force; she reviewed highlights from the presentation. Page 67 has a unit overview and compares it to other providers.

The Directors will be providing Department Updates to the board starting this month. You already get reports from Teyonda and Jay but you'll be getting more. These written reports will be included in the packets. There were 791 maintenance work orders created in November alone; a unit turn counts as 1 work order. Tim Wells asked how fast they are closed out. Cora noted that the standard is 24 hours for an emergency work order and 3 days for a standard work order; if not completed in 3 days then staff follow up to find out why.

Tim Wells asked how tenants feel about SRO (single room occupancy). Cora noted that people in them don't necessarily like them but are fine. Usually they will apply for a reasonable accommodation to get a 1 bedroom and transfer out when available.

6.) Committee Reports

a. Finance Committee Report: Kristin Blum

Kristin Blum reviewed highlights from the financial information provided in the packet. At the meeting Ana provided a summary regarding variances for PHA and PHDC. The committee also reviewed the KPI report and discussed the potential reports (p. 117) that Real Page can generate in the future. The committee also reviewed the budgets and resolutions which will be voted on later tonight.

b. Search Committee Update: Shirley Peterson

Shirley Peterson reviewed information from the previous Search Committee Meeting. Final round interviews with the board are scheduled for December 13th. Senior staff are doing interviews with final candidates as well. Hope to make final decision by year end.

c. Human Resources Committee Update: Diane Herrmann

Diane Herrmann reviewed highlights from the HR Committee information; the minutes are on p. 121 of the packet. There was a draft AI policy which was presented and will return to committee with updates. There was a bonus policy discussed which will head to the Finance Committee next. There is a resolution which will be voted on later tonight regarding vacation time in the non-union employee handbook. There is a lengthy draft onboarding packet for the committee to review and slim down; staff need to know what is helpful information and what is not; it would be great to have Sam's feedback on that. In January staff will be starting the evaluation process and staff have assured the committee that regular evals will follow in the future.

7.) Communications

a. Resident Services Update: Teyonda Hall

Teyonda Hall presented the update provided in the packet. In January there will be a look back report on the previous year with more information.

Resident Feedback Sessions are in process. Resident Advisory Board met and they are discussing how PHA communicates with residents; Teyonda is working with them to compile plain language that is simplified and customer friendly. LIUNA is a national company with a New England chapter in Hopkinton, MA that is looking to partner with us for the benefit of our residents. The 2nd page of the report shows a breakdown in what the Resident Service Coordinators have been helping tenants with.

There was further discussion around the LIUNA partnership and potential future of the program and of residents who participate. They have a strong contingent of woman and people of color who haven't had normal pathways to the trades. The people who sign up must be committed to learning and showing up for the training and to the job if hired; the program will find a task that fits the skill level of each person.

b. Development Update: Jay Waterman

Jay Waterman presented the update provided on page 131 in the packet.

Riverton Park rehab has hit some challenges. There was asbestos and mold found hidden which has slowed things down a little bit. The new construction is going well; the slab is down and they're starting to work upwards. The big cost and risk on new construction is usually in the ground so that's good. Kristin Blum asked how we're doing with contingency funding. Jay noted that we budgeted \$4 million in contingency funding. We're about a quarter of the way through the funding and about 15% of the way through the project.

Franklin Towers will likely go into construction in summer of 2026. COMB Block 3 will go to application next year.

Sagamore Village is hoping to close on 12/23. M&T Bank really wants to close in December. This is taking up about 75% of Justin's time at the moment. 100 State Street is looking at spring 2026. We're working on the term sheet for the 2nd mortgage and getting close on financing.

Cora Lanclos distributed a handout with pictures of the pre and post renovation of Bayside East units. She explained some of the details in the pictures and what we are doing to prevent similar conditions from occurring again. 50 units to go. 4 units are fully occupied and at the end of next week we'll be moving 4 more households. The families that have moved in are happy with end product. This project uses capital funds; the Bayside East Community Center is also using Capital Funds.

8.) Resolutions of the Board of Commissioners

a. Resolution #3298 to approve budgets for Bayside Anchor, Front Street East, Front Street West, Harbor Terrace, and Washington Gardens

Cora Lanclos presented the documentation related to the resolution provided in the packet. At finance the draft budgets were presented. In this packet on page 130 there is also a summary sheet per Kristin Blum's request showing last year and this year's income and expense as well as proposed net operating income, Debt Service Coverage Ratio (DSCR) and per unit per year costs. Harbor Terrace is not fully occupied yet and it is still under a proforma; we'll need 6 months of data before we're more confident on our projections so this is a conservative estimate.

The insurance for Harbor Terrace increased by \$100,000 which is likely tied to the increased value of the property from the updates. We're looking at utility studies with features in Real Page to better understand energy efficiencies at the sites. Front Street's income went down due to a software glitch which artificial elevated this year's income; we're working with Real Page to ensure similar issues don't happen again. Front Street East expenses decrease due to a decrease in third-party vendors due to our staffing levels increasing.

The ideal DSCR is 1.15 or higher; Harbor Terrace budget is not at that goal but staff anticipate the actual will hit it. Finance Committee reviewed these budgets in more detail and they are comfortable with approving the budgets. Once the final budgets are approved we can review this information with our financial model.

Kristin Blum made a motion for Resolution #3298 to approve budgets for Bayside Anchor, Front Street East, Front Street West, Harbor Terrace, and Washington Gardens. Tim Wells seconded the motion. No further discussion. Roll Call vote: Kristin Blum – yes; Sam Heck – yes; Diane Herrmann – yes; Monique Mutumwinka – yes; Shirley Peterson – yes; Tim Wells – yes; Joan White – yes. The motion passed; 7 in favor, and 0 opposed.

b. Resolution #3299 related to Sagamore Village

Jay Waterman presented the documentation related to the resolution provided in the packet. Rob Liscord is present to answer questions as needed depending on the level of detail that people want to get into. Rob talked at the finance committee regarding more detail about the proposed structure. On page 5 of the PHDC packet there is an org chart for this project followed by the sources and uses. This is a

complex structure because of the requirements for using historic tax credits and Freddie Mac financing. On page 157 of the PHA packet has the resolutions for Sagamore Village that PHA is asked to vote on. Justin distributed 2 sheets of paper to replace the sources and uses documents in the packet, this is the final updated document. This is a \$62 million project that includes Federal and State Tax Credits as well as M&T Bank loans through Freddie Mac. The cash flow shows PHDC involvement in the project through the compliance period.

The Finance Committee reviewed the details and while the structure is different than other projects it is similar.

Sam Heck made a motion for Resolution #3299 related to Sagamore Village. Tim Wells seconded the motion. No further discussion. Roll Call vote: Kristin Blum – yes; Sam Heck – yes; Diane Herrmann – yes; Monique Mutumwinka – yes; Shirley Peterson – yes; Tim Wells – yes; Joan White – yes. The motion passed; 7 in favor, and 0 opposed.

c. Resolution #3300 related to 100 State Street Loan and Renovation

Jay Waterman presented the documentation related to the resolution provided on page 167 of the packet. This is a 169 unit senior property that will undergo a modest rehab to update windows, thermal comfort controls in unit, and new electrical gear. This is a \$4 million renovation with the potential for cash out refinancing. TD Bank is providing the 2nd mortgage. This will authorize PHA for the loan, guarantees, and provides the authority to sign.

Kristin Blum made a motion for Resolution #3300 related to 100 State Street Loan and Renovation. Tim Wells seconded the motion. No further discussion. Roll Call vote: Kristin Blum – yes; Sam Heck – yes; Diane Herrmann – yes; Monique Mutumwinka – yes; Shirley Peterson – yes; Tim Wells – yes; Joan White – yes. The motion passed; 7 in favor, and 0 opposed.

d. Resolution #3301 to update the Non-Union Employee Handbook to allow Vacation Accrual to be a negotiated item.

Leah Bruns presented the memo provided in the packet related to the proposed resolution. This was discussed at the HR Committee meeting and staff were told to present this to the full board. In looking at vacation accruals, herself included, offer letters went out listing accruals that were beyond what is permitted in the current handbook as voted on by the board. Time off for new hires is low so quite a few staff negotiated a higher accrual. This resolution would keep us in compliance and allow staff to keep the accruals that were written into their offer letters.

Discussions commenced regarding topics such as a blanket update for all non-union employees, adding a 4 or 5 week cap, concerns about fairness and providing offers related to experience, creating a uniform policy to maintain transparency, the use of vacation time to recruit and maintain staff, the downside to approving something now and then changing the policy later, the roles of the board vs the role of leadership, and the potential to add a requirement to the resolution for additional edits on the vacation accrual policy within a set timeframe. Leah noted that this is a time sensitive issue and we're hoping to adopt a simple resolution which would bring us into compliance now and then we can review the vacation accruals in more detail further in the future.

Tim asked what the timeline would be for this to come back to the board and when the next HR Committee meeting would be. Diane indicated that she and Monique are working towards scheduling a January meeting.

Kristin Blum made a motion for Resolution #3301 “to update the Non-Union Employee Handbook to allow Vacation Accrual to be a negotiated item with amendment to cap at 5 weeks commensurate with experience.” Diane Herrman seconded the motion. No further discussion. Roll Call vote: Kristin Blum – yes; Sam Heck – yes; Diane Herrmann – yes; Monique Mutumwinka – yes; Shirley Peterson – yes; Tim Wells – yes; Joan White – abstained. The motion passed; 6 in favor, 1 abstain, and 0 opposed.

9.) Adjourn

With no further business the meeting was adjourned at 7:19pm.



**Units located at Smith Street. Walls show sign of severe rot
Due to water/ moisture infiltration. We identified improperly
Installed fire escapes as the access point for moisture.**



We have removed all stairs and decks going to the 2nd floor units. During initial surveys, it was noted that the walls where the stairs/ decking was attached to the building was rotted and causing the stairs to fall away from the building. This created a safety concern that needed to be addressed immediately.



This shows a closer look at some of the wall conditions that were discovered under the siding.



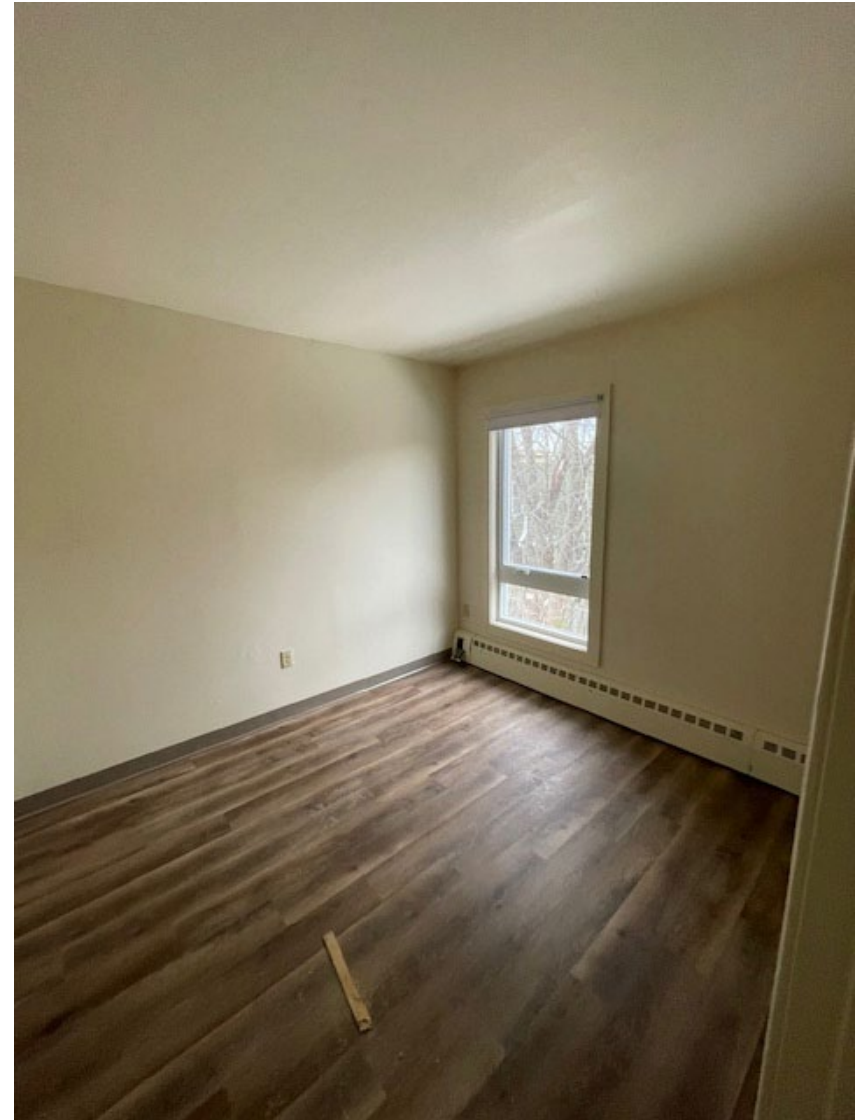
This shows an interior of a unit on Anderson Street before any renovations. Flooring is old and dated, and windows are failing. There is minimal ventilation in these units and there is asbestos in the joint compound which will be removed as part of the renovation.



These are exterior images of completed units on Kellogg Street. Most units had the front entrance steps rebuilt, we added deadbolts to all units to ensure security of our families and replaced windows to meet city egress requirements. We also replaced siding as needed. In the spring we will also have all building exteriors pressure washed



These show interior of completed units on Kellogg Street. We have replaced kitchen cabinets, flooring, and new paint.



Bathrooms also received a refresh with most tub surrounds being replaced, and if present, windows in bathrooms have been sealed to eliminate an additional access point for moisture. Any rot found in walls has been removed and replaced, including in attic areas. We have also replaced roofs on the Kellogg Street buildings.

for Board Meeting

Sagamore Village
PHDC Cash Flow
Updated: 12/04/2025

	2025 (CLC)	2026	2027	2028 (PLC)	2029	2030	2031	2032	Totals
Expenses									
Bridge Loan Principal	\$	\$ -	\$ (1,572,058)	\$ (3,081,617)	\$ (3,337,074)	\$ (1,659,294)	\$ -	\$ -	\$ (9,650,042)
Bridge Loan Interest (6.75%)		\$ (93,682)	\$ (352,458)	\$ (442,347)	\$ (278,844)	\$ (83,178)	\$ -	\$ -	\$ (1,250,508)
Payments	\$ -	\$ (93,682)	\$ (1,924,516)	\$ (3,523,964)	\$ (3,615,917)	\$ (1,742,472)	\$ -	\$ -	\$ (10,900,550)
Revenues									
Developer Fee	\$ 250,000	\$ -	\$ 375,000	\$ 5,692,999	\$ 441,628	\$ -	\$ -	\$ -	\$ 6,759,627
Federal HTG Investor Equity	\$ 250,000		\$ 375,000	\$ 1,875,000					\$ 2,500,000
Landlord-level Cash Flow				\$ 3,817,999	\$ 441,628				\$ 4,259,627
State HTC		\$ -	\$ 1,572,058	\$ 2,926,018	\$ 3,238,988	\$ 3,238,988	\$ 1,666,930	\$ 312,970	\$ 12,955,952
Income	\$ 250,000	\$ -	\$ 1,947,058	\$ 8,619,017	\$ 3,680,616	\$ 3,238,988	\$ 1,666,930	\$ 312,970	\$ 19,715,579
Project Operations Cash Flow	\$ 64	\$ -	\$ 597	\$ 182,424	\$ 70,300	\$ 545,156	\$ 624,414	\$ 706,049	\$ 2,129,004
Annual Profit (Loss)	\$ 250,064	\$ (93,682)	\$ 23,139	\$ 5,277,477	\$ 134,999	\$ 2,041,673	\$ 2,291,344	\$ 1,019,019	\$ 1,368,004 average
Net Profit (Loss)	\$ 250,064	\$ 156,383	\$ 179,521	\$ 5,456,998	\$ 5,591,997	\$ 7,633,670	\$ 9,925,014	\$ 10,944,033	\$ 10,944,033 total

Sagamore Village

Sources & Uses

Updated: 12/03/2025

Uses	Construction	\$ 46,296,807
	Financing	\$ 4,665,669
	Soft Costs	\$ 2,942,620
	Acquisition/FF&E	\$ 517,873
	Reserves	\$ 1,596,667
	Developer Fee	\$ 6,759,627
	Total	\$ 62,779,263

Sources	Federal HTC Equity (M&T)	\$ 9,263,267
	State HTC Equity (PHDC)	\$ 10,000,000
	Donated Property	\$ 2,079,102
	Interim Income	\$ 3,690,958
	Freddie Mac Loan	\$ 33,486,309
	Deferred Developer Fee	\$ 4,259,627
	Total	\$ 62,779,263

**Minutes of the Meeting
of the
Portland Housing Authority
December 13, 2025**

The meeting of the Portland Housing Authority was held at 970 Baxter Blvd, Portland, Maine. Upon roll call, a quorum was declared at 8:35am.

PRESENT	ABSENT
Shirley Peterson, Chair Tim Wells, Vice-Chair Kristin Blum, Commissioner Sam Heck, Commissioner Diane Herrmann, Commissioner Monique Mutumwinka, Commissioner Joan White, Commissioner	

1.) Roll Call / Declaration of a Quorum

Shirley Peterson called the meeting to order at 8:35am and declared a quorum.

2.) Executive Session, under 1 MRSA Section 405 6.A. to consider the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees.

Tim Wells made a motion to enter Executive Session. Kristin Blum seconded the motion. No further discussion. The motion passed; 7 in favor, and 0 opposed.

The meeting entered Executive Session at 8:45am

The meeting exited Executive Session at 5:07pm

3.) Adjourn

With no further business the meeting was adjourned at 5:07pm.

**Minutes of the Meeting
of the
Portland Housing Authority
December 15, 2025**

The meeting of the Portland Housing Authority was held at 970 Baxter Blvd, Portland, Maine. Upon roll call, a quorum was declared at 5:30pm.

PRESENT	ABSENT
Shirley Peterson, Chair Tim Wells, Vice-Chair Kristin Blum, Commissioner Sam Heck, Commissioner Diane Herrmann, Commissioner Monique Mutumwinka, Commissioner Joan White, Commissioner	

1.) Roll Call / Declaration of a Quorum

Shirley Peterson called the meeting to order at 5:30 pm and declared a quorum.

2.) Executive Session, under 1 MRSA Section 405 6.A. to consider the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees.

Tim Wells made a motion to enter Executive Session. Monique Mutumwinka seconded the motion. Members of the public were present and asked when the Executive Session would end; it was not known but they would exit Executive Session before the meet ends. The motion passed; 7 in favor, and 0 opposed.

The meeting entered Executive Session at 5:34pm

The meeting exited Executive Session at 7:30pm

3.) Resolution #3302 related to the hiring of an Executive Director for Portland Housing Authority.

Following the Executive Session no motions were made. An additional meeting will be scheduled in January to discuss this topic further.

4.) Adjourn

With no further business the meeting was adjourned at 7:30pm.

Interim Executive Director's Report

Presented to the PHA Board of Commissioners – Portland Housing Authority – January 8, 2026

Over the past month, the organization has focused on steady, behind-the-scenes work that strengthens how we operate day to day and positions us for the next phase of growth. Leadership and staff have been working in closer coordination to align responsibilities, improve information flow, and ensure continuity as the agency navigates increasing operational and regulatory complexity. The Department Reports included this month are intended to give the Board clearer line-of-sight into how that work is unfolding across the organization.

This period has also highlighted the resilience and professionalism of PHA staff. Despite ongoing transition and competing priorities, teams have remained responsive, collaborative, and focused on resident needs. Their willingness to step in where needed, represent the agency in the community, and manage core operations with care has been essential to maintaining stability and momentum.

HUD Correspondence Updates (Received December 2025):

- **HUD OIG FY 2026 Management Challenges (12/23/25):** HUD identified four major risks affecting housing delivery nationwide: outdated IT and procurement systems, weaknesses in financial controls and fraud prevention, inconsistent grant oversight and data capacity, and increasing pressure on affordable housing systems due to aging stock, homelessness, inspection backlogs, and under-utilization of program tools. These systemic challenges directly affect PHAs through heightened compliance expectations, reporting demands, and operational risk.
- **Citizenship, Immigration, and SSN Verification (12/17/25):** HUD reiterated statutory requirements to verify citizenship or eligible immigration status and Social Security Numbers prior to admission or household changes. PHAs must properly prorate mixed-status households, use EIV consistently, resolve pending verifications promptly, and report known ineligible individuals to DHS. Noncompliance may result in sanctions or disallowed costs.
- **HCV Budget Management for 2026 (12/22/25):** HUD warned of continued national funding pressure and potential shortfalls in 2026. PHAs are urged to manage HCV budgets conservatively now, as current decisions will impact future funding eligibility. HUD strongly recommends cost-containment measures outlined in PIH Notice 2025-28 and notes that compliance with prior shortfall action plans will affect eligibility for future relief. For more detail see the Director of Voucher Programs report.

Additional Updates:

Drummond Woodsum has completed the entity review for Directors and will begin preparing a corresponding governance review for the Board (rescheduled for February 5, 2026). This work is a critical step in aligning our organizational structure with the way PHA now funds and develops housing—through LIHTC, Historic Tax Credits, and other layered financing tools—alongside our traditional public housing responsibilities. Establishing shared clarity between staff and Board on governance, roles, and decision-making authority will support a smoother and more effective transition as the agency continues to evolve.

Interim Executive Director Community Engagement and Other Activities:

- Front Street 3 document signing and closing (December 10)
- Sagamore Village Closing (December 31)
- Portland Museum of Art event highlighting Quality Housing Coalition FYI youth outcomes (December 12)
- Portland Trails coordination meeting focused on resident access and connectivity (December 19)
- Meeting with City of Portland Fire Chief Johnston to address emergency preparedness and safety needs (December 19)
- Executive Director Education Program through PHADA/ Rutgers Begins (January 3)
 - To be completed over 18 months the following courses: Ethics, The Future of Affordable Housing Development and Preservation Strategies, Financial Management, Legal Issues, Maintenance Management, Organizational Leadership, Personnel Management, Procurement and Contract Management, Affordable Housing Compliance, Communications & Public Engagement

In the News:

- **Portland Housing Development Corporation Welcomes New Asset Manager** (BDN – Dec 30, 2025)
<https://www.bangordailynews.com/2025/12/30/bdn-maine/portland-housing-development-corporation-welcomes-putnam-to-lead-asset-management/> (Dec 30, 2025)
This article covers PHDC (the nonprofit affiliate of Portland Housing Authority) hiring Greg Putnam to lead asset management of the organization's housing portfolio. [Bangor Daily News](#)

Related PHA Announcements

- **PHADA Scholarship deadline & program info** — PHA opened applications for the national housing scholarship program for graduating seniors; deadline Dec 31. porthouse.org/m/newsflash/home/detail/259
- **Public comment period on proposed Housing Choice Voucher Administrative Plan & Five-Year Plan** — Notice of comment period ended Dec 15, with a prior hearing held Nov 19.
porthouse.org/CivicAlerts.aspx?AID=257&ARC=613

In Review:

- Bonus Policy – preparing for Finance Committee
- One Waitlist – In process
- FS3 Groundbreaking Event Tentative week of March 16 – when houses are delivered
- Vacation Time Policy (Non-Union Handbook) – HR Committee
- Commissioner Onboarding – HR Committee
- Job Description Review – Staff Leadership
- New Complaints Process at <http://porthouse.org/complaints-praise>
- Staff Evals
 - 30 day, 90 day & 160 day at initial employment
 - February Target
 - Survey on Management Staff Completed

ATTACHMENTS:

Attachments:

- Portland Housing Authority 2025–2030 Five-Year Plan – Goals Matrix
- Demographics: Voucher, LIPH, and Converted Properties

Portland Housing Authority 2025–2030 Five-Year Plan – Goals Matrix (Monthly Updates in Red)

Goal	Key Initiatives	Metrics	Tracking / Responsible Dept.	Progress
1. Expand Affordable Housing & Homeownership Opportunities	Expand affordable housing via mixed-income development, rehab, preservation, and new units.	Complete 239 pipeline units by 2030, expand further pipeline.	(DEV) Pipeline report (239 units, accessibility compliance). (BPR) Develop Website analytics from Courbanize	Reference Development Report FS Homeownership units remain on schedule, with completion anticipated in May 2026. 4/8 units accounted for. Closing in December. Condos to be delivered in March. Gardner Real Estate assisting with the groundbreaking and ribbon cutting. We regularly attend the City of Portland’s Social Housing meetings to stay aligned with broader housing initiatives, share information, and strengthen coordination with municipal and community partners.
	Promote homeownership through vouchers, education, and support systems.	Provide on-site homeownership preparation classes. Publish homeownership education opportunities on local event calendars and distribute to local centers of influence.	(RS) Homeownership prep classes (track bank involvement). (BPR) Weekly & monthly Cision reporting	The FSS Manager is undergoing training on the homeownership process. The Voucher Department is administering 40 Homeownership vouchers currently All essential Voucher, FSS, and Management staff will participate in a three-day Homeownership Training session with Quadel, which we are hosting. Invitations have also been extended to Avesta’s Homeownership course manager, our partners at Project HOME, and representatives from housing authorities across the state to strengthen collaboration and shared learning.

	<p>Increase awareness of new affordable housing developments and homeownership programs.</p>	<p>Increase number of earned media stories promoting homeownership preparation classes and their impact.</p> <p>Publish regular updates on Co-Urbanize, PHA website and in the quarterly resident newsletter promoting housing opportunities and accessibility improvements.</p> <p>Increase number of owned media stories promoting homeownership preparation classes and their impact.</p>	<p>(BPR) Weekly and monthly Cision reporting.</p> <p>(RS) Quarterly Resident Services newsletter.</p> <p>(IT) PHA website analytics.</p>	<p>The IT Department will be reviewing analytics reports for both CivicPlus and CoUrbanize.</p> <p>Front Street Condos Story Pending</p>
	<p>Enhance accessibility with disability-compliant units & improved RA process.</p>	<p>Exceed accessibility standards & Universal Design.</p>		<p>We have implemented a new cross-departmental RA review panel to ensure consistency, timeliness, and fairness in all accessibility decisions. The panel process is now in place, functioning well, and continuing to evolve as we refine workflows and incorporate staff feedback. This improved structure strengthens our ability to respond more effectively to accommodation requests.</p>

	Increase awareness of PHA accessibility enhancements.	<p>Increase number of earned and owned media stories promoting PHA accessibility enhancements.</p> <p>Publish regular updates on Co-Urbanize, PHA website and in the quarterly resident newsletter promoting housing opportunities and accessibility improvements.</p>	<p>(BPR) Weekly and monthly Cision reporting.</p> <p>(RS) Quarterly Resident Services newsletter.</p> <p>(IT) PHA website analytics.</p>	Monroe Street Accessible Playground story is awaiting completion.
2. Restructure & Scale Up LIHTC Properties	Transition properties to LIHTC models.	LIHTC transitions for 5 properties by 2030. Secure funding for 100% of LIHTC transitions.	<p>(DEV) Pipeline report (5 conversions).</p> <p>(DEV) Funding secured for LIHTC.</p>	<p>Transition properties to LIHTC models. We continue to advance conversion planning across our portfolio to preserve long-term affordability, stabilize operating revenue, and support reinvestment in our aging assets. The following reflects our current inventory and progress toward repositioning:</p> <p>Remaining LIHT Portfolio – 568 Units</p> <ul style="list-style-type: none"> • Sagamore Village – 200 units (SAC approved) • Franklin Towers – 200 units (SAC approval in process) • Bayside East – 98 units (SAC approved for 40 units) • Kennedy Park – 46 units

				<ul style="list-style-type: none"> • Bayside Terrace – 24 units <p>Non-LIPH / Repositioned or in LIHTC Models – 767 Units</p> <ul style="list-style-type: none"> • Harbor Terrace – 120 units (PBV & LIHTC) • Front Street East – 60 units (PBV, LIHTC, Market) • Front Street West – 45 units (PBV, LIHTC, Market) • Washington Gardens – 100 units (PBV & LIHTC) • Riverton Park – 141 units (PBV & LIHTC) • Bayside Anchor – 45 units (PBV, LIHTC, Market) • Solterra – 55 units (PBV, LIHTC, Market) • 47/49 Boyd – 9 units (Market) • 841 Congress – 5 units (Market) • State Street – 169 units (HUD Multifamily & Market) • 81/87 Salem – 3 units (PBV) • 43 Hammond – 4 units (PBV) • 155 Anderson – 6 units (RAD-PBV) • Dermot Court – 4 units (PBV) • 38 Mayo – 1 unit (Market)
	Increase awareness of PHDC's LIHTC expertise and track record.	Increase number of earned and owned media stories showcasing LIHTC	(BPR) Weekly and monthly Cision reporting.	

		transitions, project milestones, and industry awards.	(DEV/BPR) Case studies written and published. (DEV/BPR) Awards submitted and won. (IT) PHA website analytics.	
	Develop operational plans for staff workload during/after transitions.	Annual staff workload evaluations.	EXEC) Annual staff survey Complete current org chart while making considerations of the next iterations (PM/FAC)Develop Standard Operational plans.	Revisions to all job descriptions are underway and are scheduled for completion in December. Leadership 360 Survey is drafted has been sent out and is ready to be analyzed New operational SOPs for Property Managers are in development for ECC.
3. Address Housing Equity, Discrimination, & Foster Safe, Inclusive Communities	Expand Fair Housing education & multilingual resources.	Annual Fair Housing workshop.	(RS) Fair Housing workshops. (HR or Compliance) Fair Housing for Staff	Fair Housing training for all staff was completed in 2025 and facilitated by Aubrey Russell. Expand Fair Housing education and multilingual resources. PHA continues to strengthen its commitment to equitable access by expanding Fair Housing education for residents, applicants, and staff, and by increasing the availability of multilingual materials across all programs. As part of this work, we are implementing the PHA

				Language Access Plan (LAP)—available on our website—which outlines how we provide interpretation, translation, and meaningful access for individuals with limited English proficiency. The LAP guides our outreach materials, notices, and resident communications, ensuring that key information is delivered in multiple languages and in formats that are easy to understand. These improvements help remove barriers, support compliance with HUD requirements, and enhance the overall resident experience.
	Increase awareness of and engagement with Fair Housing education and multilingual resources.	Increase number of earned and owned media placements sharing Fair Housing education information and resources for multilingual households.	<p>(BPR) Weekly and monthly Cision reporting.</p> <p>(BPR) Quarterly sentiment analysis for EXEC.</p> <p>(RS) Quarterly Resident Services newsletter.</p> <p>(IT) PHA website analytics.</p>	The Resident Services Newsletter has been published and distributed quarterly since.
	Promote equity through mixed-income developments.	<p>2 new mixed-income projects by 2030.</p> <p>Increase number of earned and owned media placements showcasing mixed-income</p>	<p>(DEV) Mixed-income projects.</p> <p>(BPR) Weekly and monthly Cision reporting.</p>	

		developments and how it supports housing equity.	(BPR) Quarterly sentiment analysis for EXEC. (RS) Quarterly Resident Services newsletter. (IT) PHA website analytics.	
	Collaborate on safety (traffic, environment).	Reduce reported safety concerns 25%. Increase number of earned and owned media stories about PHA's safety enhancements and collaborations.	(EXEC) Resident survey on safety (25% reduction). (DEV) Mixed-income projects. (BPR) Weekly and monthly Cision reporting. (RS) Quarterly Resident Services newsletter.	<p>A resident survey is currently underway as part of the Community Conversations initiative, which began on October 30, 2025. These Conversations are complete, and a full report is pending. Based on the result of this we will be sending out an all-household survey.</p> <p>Meeting on 12/12/2025 with Emergency Management Director and Fire Chief Johnston to discuss improved coordination with PHA during emergencies. The meeting was held, during which we shared resources—including the Flood Vulnerability Assessment—with the Emergency Services Coordinator of the City of Portland. In turn, the City of Portland provided valuable materials to assist in revising our current emergency planning efforts. We have also requested that all properties submit their individual power outage emergency plans (as per the email sent on 12/22), and we will continue to ensure that each property</p>

				maintains a generator-supported community space.
	Improve lighting, signage, secure access.	Upgrade security at 3+ properties in 2 years.	(IT/Fac) Security infrastructure upgrade. Lighting/Signage (Fac)	<p>The IT Department is developing an annual infrastructure and security upgrade schedule, including a building-by-building matrix of existing cameras and access control (FOB) systems.</p> <p>Signage for 970 Baxter is currently on order. Received and hung</p> <p>Replacement signage for 14 Baxter is also on order.</p> <p>Met with Portland Trails and discussed Wayfinding for trails abutting PHA properties to increase use by Residents and the Community.</p>
	• Tenant-led advocacy workshops.			

	Crisis intervention/de-escalation training.	100% of direct service staff trained in de-escalation.	(HR) De-escalation training.	<p>HR is coordinating scheduling for all staff and researching available providers for this training.</p> <p>A meeting was held with Resilience and Hope Intervention Services on October 27 to learn more about their services.</p>
<p>4. Empower Residents Through Education, Support, & Opportunity</p> <p>(Published Change Pending Board Vote – Vote will be in January Board Meeting pending closure of Public Comment period)</p>	Expand youth/adult/senior education (financial literacy, jobs, skills).	<p>75% of youth offered programs annually.</p> <p>+30% adult participation in financial/job programs.</p> <p>Increase number of earned and owned media stories demonstrating delivery and impact of youth/adult/senior education programming.</p> <p>Increase engagement with resident education and opportunity-building content on the PHA website.</p>	<p>(RS) Track youth engagement, adult financial/job readiness.</p> <p>(BPR) Weekly and monthly Cision reporting.</p> <p>(RS) Quarterly Resident Services newsletter.</p> <p>(IT) PHA website analytics.</p>	<p>A public notice was published regarding a proposed amendment to the PHA Five-Year Plan (FY 2025–2030). A public meeting was held, and no comments were received, so we will proceed with the proposed changes. Following this, the amendment will be presented to the Board for a vote.</p> <p>This amendment updates the planned use of Capital Fund resources to support construction of a new Community Center in the Bayside East neighborhood. The facility will include a food pantry, study center, and expanded opportunities for collaboration with resident-focused service providers. The update appears under Goal 4: Empower Residents Through Education, Support, and Opportunity, with the addition of a new Key Initiative. No other modifications have been made to this section.</p>

	<p>Partner with MH providers for counseling & wellness.</p> <p>Strengthen food, transport, employment service partnerships.</p>	<p>Partner with 5 new local orgs.</p> <p>Increase number of earned and owned media stories announcing and celebrating food, transport and employment service partnerships.</p> <p>Create, implement, announce and promote a PHA “partner of the year” recognition program.</p> <p>Write and publish monthly profiles of PHA partner organizations on the PHA website and amplify on LinkedIn.</p>	<p>(RS) New partner list (5 orgs).</p> <p>(BPR) Weekly and monthly Cision reporting.</p> <p>(RS) Quarterly Resident Services newsletter.</p> <p>(IT) PHA website analytics.</p>	<p>A new Memorandum of Understanding has been sent to the City of Portland Community Policing team for review on 10/09/25.</p> <p>City of Portland Police acknowledged receipt of MOU in December 2025</p>
	<p>Support for residents transitioning from homelessness (case mgmt, healthcare, life skills).</p>	<p>90% of residents transitioning from homelessness receive wraparound services.</p> <p>Reduced evictions, stronger housing retention.</p>	<p>(RS)Referrals/wraparound for homeless at entry.</p> <p>(RS/PM) Eviction prevention supports.</p> <p>(BPR) Weekly and monthly Cision reporting.</p>	<p>CommonSpace discussions are ongoing.</p> <p>Franklin Towers reaching out to CommonSpace as possible pilot site.</p> <p>Support for residents transitioning from homelessness (case management, healthcare, life skills).</p> <p>Our Resident Service Coordinators (RSCs) play a central role in helping residents</p>

		<p>Increase number of earned and owned media stories demonstrating availability and impact of transitional support services.</p> <p>Increase engagement with resident empowerment related content on the PHA website.</p>	<p>(RS) Quarterly Resident Services newsletter.</p> <p>(IT) PHA website analytics.</p>	<p>stabilize and thrive as they transition from homelessness into permanent housing. RSCs provide individualized case management, connect residents with critical healthcare and behavioral-health services, and help them build essential life skills. This support includes coordinating medical and mental-health appointments, assisting with benefits and documentation, offering coaching around budgeting and housekeeping, and strengthening connections to community resources. Their work helps residents maintain housing, increase self-sufficiency, and successfully integrate into their new community.</p>
	Support seniors & disabled for aging in place/transition to care.	90% of seniors/disabled supported with aging-in-place or transition.	(Dev& RS) Aging in Place standards	<p>Franklin Towers Pilot: Coordinators will provide support with downsizing and layout consultations to help reduce fall risks. (Potential partner: Deb Keller)</p> <p>Annual Large-Item Trash Pickup: Scheduled for spring, with potential part-time opportunities for youth to assist with trash collection.</p>
5. Promote Sustainability & Environmental Stewardship	Enhance waste mgmt (recycling, composting).	Clear waste procedures & recycling in place.	(FAC) Waste mgmt procedures.	<p>• Ecomaine Pilot: A pilot program with Ecomaine is underway at two sites—Riverton and Kennedy Park.</p>

				<ul style="list-style-type: none"> • Solid Waste Removal Contract: Solid waste removal services will be issued for competitive bid next year. • BOC Presentation: A presentation is scheduled for the Board of Commissioners on November 6, 2025.
	Incorporate energy-efficient systems in all projects.	Prioritize energy efficiency in heating, cooling, lighting.	(DEV) Sustainable design in pipeline.	<ul style="list-style-type: none"> • At Bayside Anchor (45 units), PHA co-developed Maine’s first multifamily building certified to the Passive House Institute U.S. (PHIUS) standard: ultra-high insulation, airtight construction, heat-recovery ventilation, rooftop solar, and minimal heating needs (annual heating cost estimated at about \$125 per unit). Portland Housing Authority+2Kaplan Thompson Architects+2 • At Riverton Park, PHA plans a major revitalization—including new construction and renovation—that will “increase energy-efficiency ... and include rooftop solar photovoltaic panels.” rivertonparkmaine.com • At Harbor Terrace (120 senior-household units), the update includes replacement of exterior envelope, installation of more energy-efficient windows, and new

				<p>airtight insulation and HVAC/ventilation systems. harborterracemaine.com</p> <ul style="list-style-type: none"> PHA's published "Green Policy" sets forth the value of "energy efficiency, resource conservation and sustainability" as a cultural objective for the organization, employees, and residents. Portland Housing Authority <p>Together, these pieces show that PHA is actively embedding energy-efficient systems in its redevelopment and new construction work, not just in planning but in execution. We will continue to monitor project results, track utility and operating cost savings, and refine our standards over time.</p>
	<p>Resident partnerships for sustainability & awareness.</p> <p>Highlight sustainability initiatives through events, earned media, partner features, and recognition programs.</p>	<p>Train youth/residents in sustainable living.</p> <p>Secure at least one media placement or award tied to sustainability each year.</p> <p>Plan and execute at least one sustainability-related workshops for residents.</p>	<p>(RS) Partner with local enviro orgs (youth focus).</p> <p>(BPR) Weekly and monthly Cision reporting.</p> <p>(BPR/DEV) Award nomination development and submission.</p>	
	Increase awareness of sustainability and environmental	Increase number of earned and owned media stories highlighting waste	(BPR) Weekly and monthly Cision reporting.	

	stewardship initiatives and impact.	<p>management initiatives and resident partnerships.</p> <p>Pursue new award and recognition opportunities for sustainability initiatives and resident partnerships.</p> <p>Increase sustainability messaging pull-through in all earned media stories.</p> <p>Increase engagement with sustainability-related content on the PHA website.</p>	<p>(BPR/DEV) Award nomination development and submission.</p> <p>(BPR) Weekly and monthly Cision reporting.</p> <p>(RS) Quarterly Resident Services newsletter.</p> <p>(IT) PHA website analytics.</p>	
6. Enhance Communication, Engagement, & Organizational Efficiency	Launch tenant portal (multilingual).	<p>Tenant portal live in 2 yrs, 60% adoption.</p> <p>Voucher/owner portal in 3 yrs.</p> <p>Tenant portal launch communications plan developed and executed</p>	<p>(BPR) Development of communications plan for tenant portal rollout.</p> <p>(IT) Tenant & owner portals, staff tech training, digital audits.</p> <p>(RS) 12 events/year, RAB participation tracking.</p> <p>(EXEC) 80% customer service satisfaction survey. (EXEC) Employee</p>	<p>The IT Department is reviewing RealPage and PHA Web, and will implement both platforms once the software conversion is complete.</p> <p>CivicPlus notification sign-up processes are ongoing.</p> <p>The IT Department will review the KnowBe4 security report. Monthly phishing</p> <p>Tenant Portal has been launched for RealPage – includes ability to submit payments, ledger, and allows residents to submit work orders.</p>

			<p>engagement improvements.</p> <p>(IT) Train 100% of staff on new tools, software and tech</p>	<p>simulations continue, and staff who click on malicious links are assigned one of three training levels based on risk.</p> <p>A comprehensive audit of digital tools is underway.</p> <p>HR is researching options for employee engagement surveys.</p>
	Increase leadership accessibility via RAB & Q&A.	<p>12 resident engagement events annually.</p> <p>RAB participation up 30%.</p>		
	Audit digital tools for efficiency.	Digital audit in 18 months.		
	Expand tenant notification systems.			
	Staff training on tech & customer service.	<p>100% staff trained on tech/tools.</p> <p>80% resident satisfaction with staff.</p>		
	Improve staff engagement & retention.	Improved staff engagement scores.		

	SOP guides across departments.			
7. Build Stronger Community Relationships & Partnerships	<p>Expand PR efforts to reduce stigma.</p> <p>Collaborate with local orgs & businesses.</p> <p>Host resident/community events.</p>	<p>PR communications plan drafted each year that encompasses and works towards all 5-year goals.</p> <p>Secure earned and owned media placement showcasing resident leadership and neighborhood integration.</p> <p>Increase community sentiment towards public housing via public awareness campaign launch.</p> <p>Highlight quality design & neighborhood integration.</p> <p>Resident leadership in events.</p>	<p>(EXEC) PR campaign rollout.</p> <p>(BPR) Weekly and monthly Cision reporting.</p> <p>(BPR/EXEC) Year-end summary of partnership outcomes tied to PR engagement.</p> <p>(DEV) Neighborhood design collaboration.</p> <p>(RS) Resident leadership tracked in events.</p>	<p>Beginning in 2026, Study Centers will establish a Community Group in each neighborhood, using an RAB-like model coordinated by Resident Services.</p> <p>Procurement has drafted and released the new PR RFP.</p> <p>Success stories highlighting our Board Members are in development.</p> <p>We are coordinating a meeting with Portland Trails to explore opportunities for deeper collaboration. Their trail network, which connects to or borders many of our properties, is an invaluable asset for. Meeting has occurred (December 2025) resident recreation, mobility, and community engagement.</p> <p>Portland Housing Development Corporation (PHDC), the real estate development arm of the Portland Housing Authority, is committed to creating and preserving affordable homes in Portland’s most connected neighborhoods—near transit, schools, services, and recreation. Our development approach emphasizes high-quality design, long-term sustainability, and thoughtful integration into the surrounding community.</p>

				<p>To strengthen this work even further, PHDC has launched dedicated CoUrbanize project pages, creating an accessible platform for residents, neighbors, and community partners to follow our development projects, stay informed, and share feedback in real time. These pages offer transparent updates, project details, and opportunities for community input—helping us build stronger relationships and ensuring that each development reflects the needs and aspirations of the people who live and work in the neighborhood.</p> <p>The following links bring you directly to those pages:</p> <ul style="list-style-type: none">• Riverton Park Redevelopment & Rehabilitation Community Home• Harbor Terrace Community Home• COMB Block Community Home• Sagamore Village Community Home• Application error: a client-side exception has occurred
--	--	--	--	--

LIPH Demographics

12/1/2025

Statistical Data

Total Residents	931	-
Female Residents	511	55%
Male Residents	420	45%
Average Age F	39	-
Average Age M	37.9	-
Total Households	427	-
Female Headed HH*	251	59%
Male Headed HH*	176	41%
Average HH Size	2.18	-
Average Length of	8.04	-
Elderly Individuals	205	22%
Disabled Individuals	345	37%

*gendered HH does not mean single parent

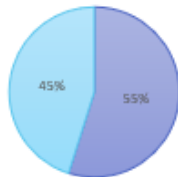
Households by Size (number of people)

1	210	49%
2	95	22%
3	45	11%
4	35	8%
5	21	5%
6	9	2%
7	7	2%
8	3	1%
9	1	0%
10	-	0%
11	-	0%
12	-	0%
13	1	0%

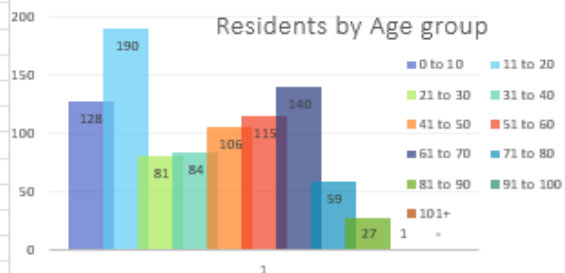
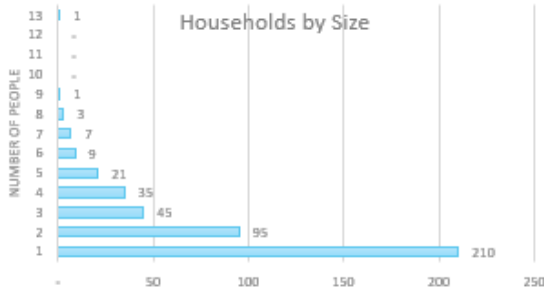
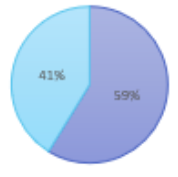
(years of age)

11 to 20	190	20%
21 to 30	81	9%
31 to 40	84	9%
41 to 50	106	11%
51 to 60	115	12%
61 to 70	140	15%
71 to 80	59	6%
81 to 90	27	3%
91 to 100	1	0%
101+	-	0%

Female Residents
Male Residents



Female Headed HH*
Male Headed HH*



Race

American Indian/Alaska	1	0%
Asian	124	13%
Black/African	286	31%
Native Hawaiian/Other	-	0%
White	520	56%

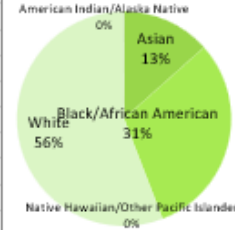
Ethnicity

Hispanic or Latino	36	4%
Not Hispanic or	895	96%

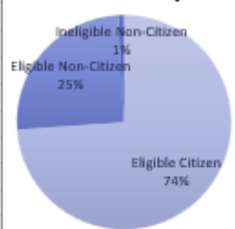
Citizenship

Eligible Citizen	688	74%
Eligible Non-	235	25%
Ineligible Non-	8	1%
Pending	-	0%

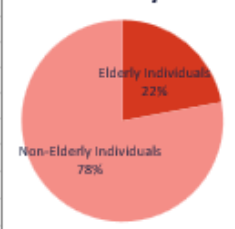
Race



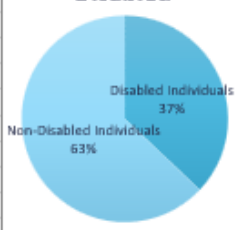
Citizenship



Elderly



Disabled



Income Types (number of income sources, not individuals)

Other Wage	212	23%
Own business	17	2%
Military Pay	0	0%
Indian Trust/Per Capita	0	0%
Pension	11	1%
Social Security	223	24%
SSI	316	34%
Child Support	10	1%
General Assistance	2	0%
TANF (formerly AFDC)	23	2%
Unemployment	0	0%
Other NonWage	70	14%
0	0	0%

% of total residents

HH Gross Income by range (thousands of \$)

0 to 10	39	9%
10 to 20	199	47%
20 to 30	76	18%
30 to 40	35	8%
40 to 50	30	7%
50 to 60	19	4%
60+	29	7%

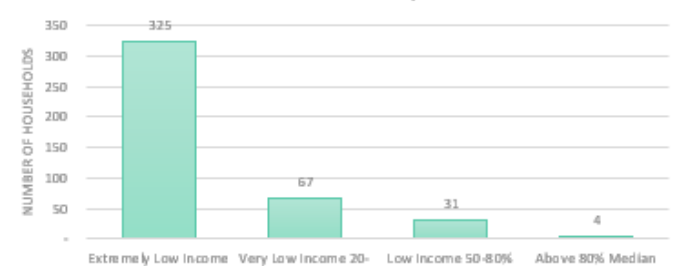
Average Household Gross Income

Median Per Capita Gross Income

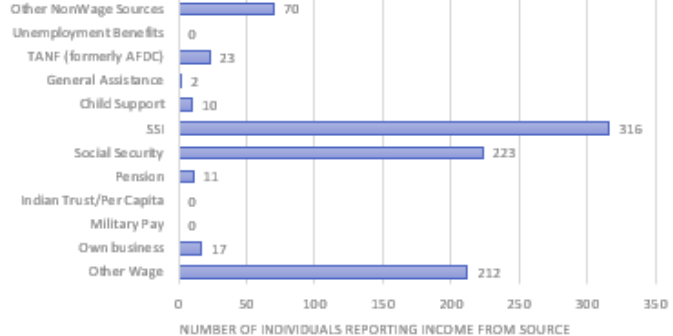
2025 Federal Poverty Guideline

57%

Income Categories Based on FY 2025 HUD Income Limits for Portland, ME



Sources of Income



ALL Voucher Demographics Combined

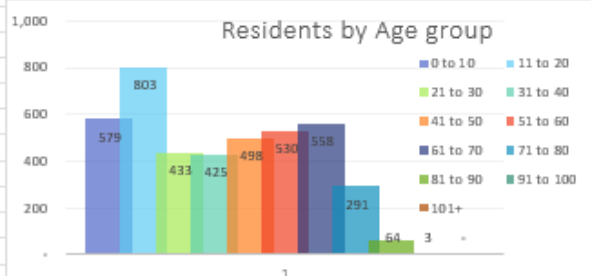
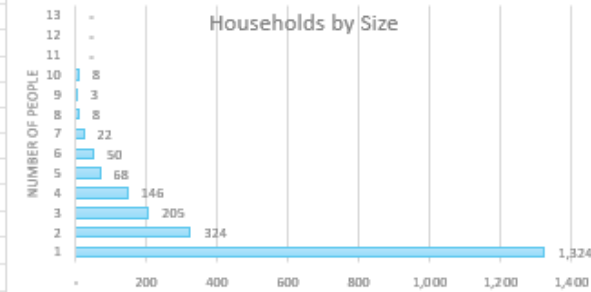
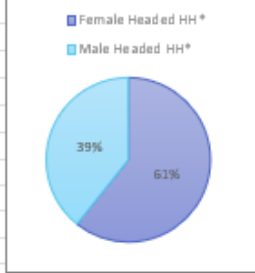
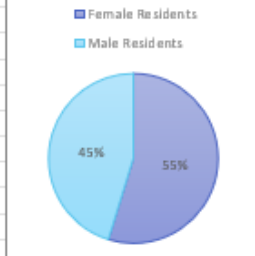
12/1/2025

Statistical Data		
Total Residents	4184	-
Female Residents	2291	55%
Male Residents	1893	45%
Average Age F	39	-
Average Age M	36	-
Total Households	2158	-
Female Headed HH*	1311	61%
Male Headed HH*	847	39%
Average HH Size	1.92	-
Average Length of	5.46	-
Elderly Individuals	847	20%
Disabled Individuals	1562	37%

*gendered HH does not mean single parent

Households by Size (number of people)		
1	1,324	61%
2	324	15%
3	205	9%
4	146	7%
5	68	3%
6	50	2%
7	22	1%
8	8	0%
9	3	0%
10	8	0%
11	-	0%
12	-	0%
13	-	0%

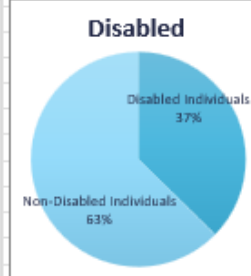
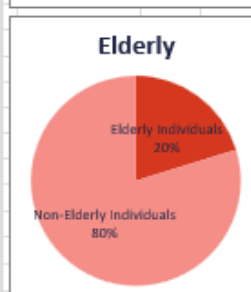
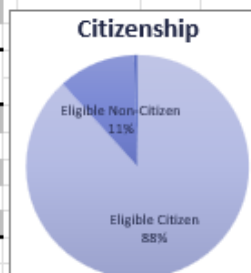
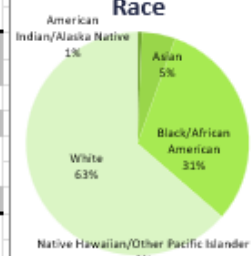
Residents by Age Group (years of age)		
0 to 10	579	14%
11 to 20	803	19%
21 to 30	433	10%
31 to 40	425	10%
41 to 50	498	12%
51 to 60	530	13%
61 to 70	558	13%
71 to 80	291	7%
81 to 90	64	2%
91 to 100	3	0%
101+	-	0%



Race		
American Indian/Alaska	27	0.6%
Asian	203	4.9%
Black/African American	1,290	31%
Native Hawaiian/Other	3	0.1%
White	2,661	63%

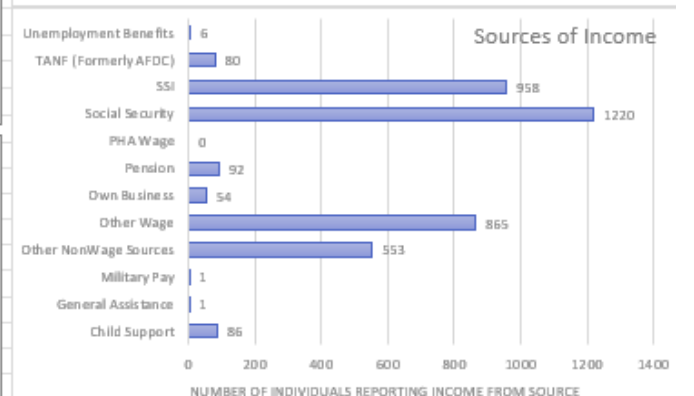
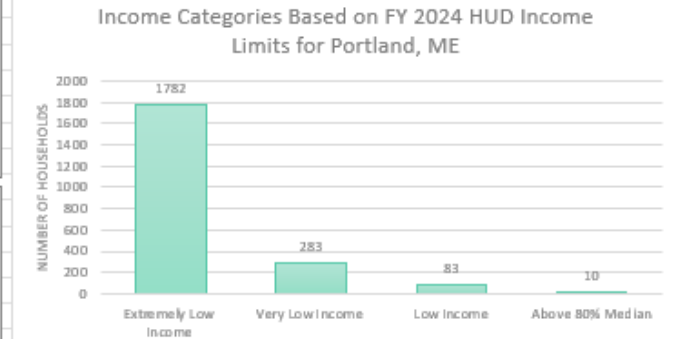
Ethnicity		
Hispanic or Latino	170	4.1%
Not Hispanic or	4,008	96%

Citizenship		
Eligible Citizen	3,691	88%
Eligible Non-	470	11.2%
Ineligible Non-	21	0.5%
Pending	-	0.0%
Not Counted (Live-in)	-	0.0%



Income Types (number of income sources, not individuals)		
Child Support	86	2%
General Assistance	1	0%
Military Pay	1	0%
Other NonWage	553	13%
Other Wage	865	21%
Own Business	54	1%
Pension	92	2%
PHA Wage	0	0%
Social Security	1220	29%
SSI	958	23%
TANF (Formerly AFDC)	80	2%
Unemployment	6	0%

HH Gross Income by range (thousands of \$)			
0 to 10	300	14%	
10 to 20	1,113	52%	
20 to 30	328	15%	
30 to 40	147	7%	
40 to 50	118	5%	
50 to 60	75	3%	
60+	77	4%	
Average Household Gross Income	\$20,58		
Median Per Capita Gross Income	\$10,74		
2024 Federal Poverty Guideline	61%		



ALL LIHTC Demographics

Data refreshed on
12/1/2025

Statistical Data

Total Residents	969	-
Female Residents	501	52%
Male Residents	468	48%
Average Age F	36.8	-
Average Age M	35.4	-
Total Households	436	-
Female Headed HH*	232	53%
Male Headed HH*	204	47%
Average HH Size	2.22	-
Average Length of	1.96	-
Elderly Individuals	209	22%
Disabled Individuals	279	29%

*gendered HOH does not mean single parent

Households by Size (number of people)

1	257	59%
2	52	12%
3	33	8%
4	40	9%
5	23	5%
6	10	2%
7	9	2%
8	4	1%
9	1	0%
10	7	2%
11	-	0%
12	-	0%
13	-	0%

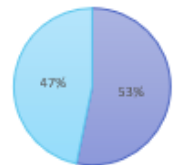
(years of age)

11 to 20	195	20%
21 to 30	85	9%
31 to 40	86	9%
41 to 50	101	10%
51 to 60	99	10%
61 to 70	115	12%
71 to 80	79	8%
81 to 90	25	3%
91 to 100	1	0%
101+	-	0%

Female Residents
Male Residents



Female Headed HH*
Male Headed HH*



Race

American Indian/Alaska	8	1%
Asian	110	11%
Black/African	429	44%
Native Hawaiian/Other	-	0%
White	422	44%

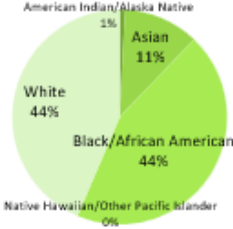
Ethnicity

Hispanic or Latino	40	4%
Not Hispanic or	929	96%

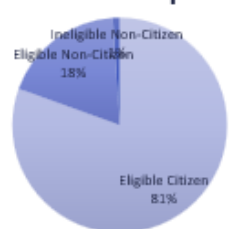
Citizenship

Eligible Citizen	780	80%
Eligible Non-	179	18%
Ineligible Non-	10	1%
Pending	-	0%

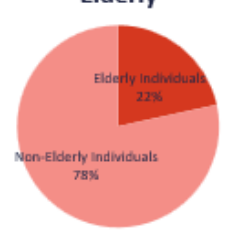
Race



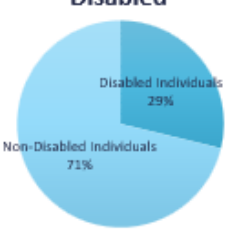
Citizenship



Elderly



Disabled



Income Types (number of income sources, not individuals)

Other Wage	186	19%
Own business	7	1%
Military Pay	0	0%
Indian Trust/Per Capita	0	0%
Pension	10	1%
Social Security	241	25%
SSI	239	25%
Child Support	11	1%
General Assistance	1	0%
TANF (formerly AFDC)	27	3%
Unemployment Benefits	2	0%
Other NonWage	93	13%
Total	0	0%

% of total residents

HH Gross Income by range (thousands of \$)

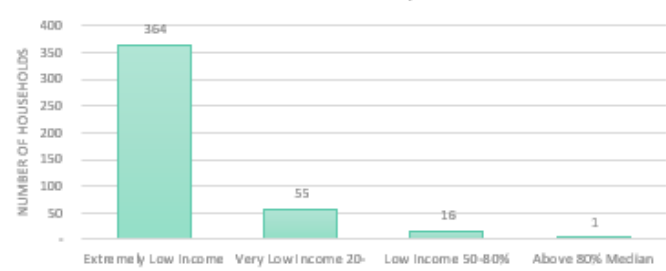
0 to 10	58	13%
10 to 20	226	52%
20 to 30	64	15%
30 to 40	26	6%
40 to 50	32	7%
50 to 60	13	3%
60+	17	4%

Average Household Gross Income \$0

Median Per Capita Gross Income \$0

2025 Federal Poverty Guideline **68%**

Income Categories Based on FY 2025 HUD Income Limits for Portland, ME



Sources of Income



Memorandum

To: Board of Commissioners

From: Leah Bruns, Interim Executive Director

Subject: Portfolio-Wide Security and Parking Analysis

Date: 12/30/25

Purpose and Context

This memorandum provides a portfolio-wide overview of security and parking issues currently under staff review in response to concerns raised by Commissioners, and aims to support informed Board discussion as research progresses. The collecting of information will likely be ongoing over the next several months. Parking concerns were raised by Commissioner Mutumwinka and security concerns by Commissioner White. The attached matrices offer a property-by-property snapshot of current conditions; this cover memo highlights cross-cutting issues, clarifies current practices and constraints, and outlines areas where policy or operational changes may be warranted.

Portfolio-Wide Themes: Parking

Tow Enforcement and YAZ Towing

- YAZ is currently the tow company used across PHA properties, though PHA does not have a formal contract in place with YAZ.
- YAZ has been patrolling PHA properties proactively, rather than responding only when called.
- PHA has received multiple resident complaints that differing tow fees are being charged.
- Allowable towing and storage fees are set by the City, and PHA is reviewing whether fees charged to residents have been consistent with those limits.
- One potential policy change under consideration is limiting towing activity to situations where Property Management or residents place a call, rather than allowing routine patrol towing.
- Towing enforcement could also potentially be integrated into a roving security patrol function, rather than handled independently.
- Need to evaluate current ADA requirements and if we are meeting them
- Need to evaluate all parking addendums attached to leases for consistency and whether they meet regulations
- Need to have one agency policy and plan for all lots and post on our website.

Parking Supply, Policy, and Street Use

- PHA currently:
 - Allows one parking permit per household (5/6 beds may request an additional space)
 - Permits additional parking only for certain large households
 - Limited Parking available for Visitors or Community Partners.
- Several high-density properties experience chronic parking shortages, particularly Franklin Towers, Harbor Terrace and Riverton Park.
- PHA is exploring whether additional adjacent streets could be designated for residential use, particularly in:
 - The Franklin Towers area
 - The Kennedy Park neighborhood
- Staff note that many vehicles currently utilizing these streets appear to belong to non-residents, increasing pressure on residents.
- PHA previously provided free Metro bus cards to residents. Staff are currently uncertain why this practice ended and are reviewing historical funding and policy decisions related to transit support.

Transportation Demand Analysis:

- PHA's Development Team has commissioned Transportation Demand Analyses for multiple properties.
- These analyses assess parking demand, transit access, walkability, and future development impacts.
- Findings from these studies will be shared with the Board as they are finalized and will help inform future parking and transportation strategies.

Portfolio-Wide Themes: Security

Security Contract and Coverage

- PHA is currently contracted with Allied Security at an annual cost of approximately \$250,000, in addition to the cost of a leased patrol vehicle.
- This contract includes:
 - One stationary security officer (currently at Franklin Towers)
 - One roving patrol
- Allied provides daily security reports; however, resident feedback to date indicates concerns about visibility, responsiveness, and consistency.
- Staff are evaluating whether:
 - The current contract structure is meeting resident needs
 - Certain security functions could be restructured
 - Alternative staffing models (including PHA-staffed positions) should be explored

Building Design and Security Risk

- Large buildings with common entrances, stairwells, and elevators consistently experience higher security challenges.
- Residents frequently report:
 - Difficulty locating security staff
 - Uncertainty about when security is on duty
 - Reliance on police when on-site security is not accessible
- There is strong resident interest in:
 - Expanded camera coverage, particularly in stairwells
 - Clear communication regarding security hours and expectations
 - Faster response mechanisms, including direct access to security

Franklin Towers: Elevated Resident Concerns

(This information will be incorporated into Community Conversations feedback document led by Teyonda Hall)

Feedback specific to Franklin Towers reflects a concentration of safety, security, and access concerns, many of which are intensified by building size, design, and density.

Safety & Security – Key Resident Themes

- Security guards are perceived as not sufficiently present or visible
- Hallways and stairwells are described as unsafe, with reports of urination

- Residents often do not know when security is on duty
- Reports that:
 - Security is not in the lobby when expected
 - Some security staff appear disengaged or inattentive
- Security concerns are worse on weekends
- Many residents report never seeing security
- Residents frequently rely on police rather than on-site security
 - Police are described as helpful but overburdened
- Management has limited ability to prevent residents from letting unauthorized individuals into the building
- Residents express frustration toward tenants who allow non-residents inside
- Desire expressed for:
 - 24/7 security
 - A direct hotline to security
 - Immediate camera access, without waiting for office hours
 - Faster management response
- Some residents report feeling unsafe leaving their apartments to locate security
- Certain floors experience fewer incidents; sleepers move floors when disturbed
- Automatic stairwell lights reveal occupancy
- Residents have informally discussed a neighborhood watch
- Jeff Tardif, the Property Manager, was specifically praised by Residents for cleaning and upkeep efforts

Unauthorized Entry, Trespassing & Sleeping in the Building

- Individuals enter at night, sleep in common areas, urinate, and leave before security arrives
- FOB misuse reported, including FOBs used by individuals who do not live in the building
- Residents request:
 - Deactivation of old or misused FOBs
- Conditions worsen during winter months
- Back door closes slowly and is frequently used for unauthorized entry
- Tailgating into the building is common

Apartment Transfers – Policy Context

To allow review of this policy to better understand if we can mitigate some parking concerns by making the policy more flexible.

Transfer Policy Comparison: Operational Model (Current) vs. Resident-Centered Model

Purpose:

To illustrate how PHA’s current transfer frameworks function, where they are limiting for residents, and how a more resident-centered approach—still HUD-compliant—could better support housing stability, safety, and access while maintaining operational control. This comparison also highlights parking access as an emerging and legitimate driver of transfer requests.

1. Overview of Transfer Frameworks

Policy Element	Chapter 12 Transfer Policy ACOP	General Transfer Policy LIHTC	Potential Resident-Centered Transfer Model
Core Orientation	Compliance, safety, and asset management	Property-level control and operational need	Resident stability, mobility, and quality of life
Primary Purpose	Emergency response and PHA-required transfers	Limited resident requests within a development	Balance agency needs with resident choice
Resident Right to Transfer	No (except reasonable accommodation/VAWA)	No (permission-based)	Conditional right to request, with clear criteria
Transfers Across Developments	Highly restricted	Not permitted	Permitted for approved reasons

2. Reasons a Resident May Request a Transfer

Category	Chapter 12	LIHTC General Policy	Resident-Centered Model
Unit size change	✓	✓	✓
Disability / accessibility	✓	✓	✓
VAWA / safety	✓	✓	✓
Parking access constraints	✗	✗	✓ (documented need)
Proximity to work, school, childcare, or medical care	✗	✗	✓ (with limits)
Quality-of-life or neighborhood fit	✗	✗	✓ (non-priority tier)
Mobility needs related to aging	Limited	✗	✓

Key gap:

Neither current policy recognizes parking availability, safety, or accessibility as a legitimate transfer driver—despite increasing resident reliance on vehicles for employment, caregiving, medical access, and disability accommodation.

3. Transfer Offers and Resident Choice

Feature	Chapter 12	General Policy	Resident-Centered Model
Number of offers	One	One	One primary + limited flexibility
Refusal consequences	Removal from list	Removal or denial	Case-by-case review
Location-based refusal	Not good cause	Not good cause	May be good cause (parking/safety)

Parking consideration:

Under a resident-centered model, refusal due to:

- Loss of parking essential to employment,
- Inaccessible parking for mobility needs,
- Unsafe or unregulated parking conditions
may qualify as good cause, with documentation.

4. Summary for Board Consideration

Key Policy Question for the Board

Should PHA's transfer policies continue to view housing as a static placement, or evolve to recognize resident mobility—including parking access—as a legitimate component of housing stability, safety, and opportunity?

Security Conditions by Property

Property	Units/ Building Type	Hmlx Set aside Y/N	Security Coverage	Key Concerns	Notes Considerations	Risk level
Sagamore Village	200 LIHP /Townhouse/ Duplex	No	None	Unhoused in woods; speeding		Moderate
Franklin Towers	200 LIHP/High-Rise	No	Allied – 1 stationary + 1 patrol	Resident complaints see memo; access	Good candidate for stairwell cameras, current access control is obsolete IT working on full replacement	High
Bayside East	58 LIHP /Mid-Size	No	None	None	Stable	Low
Kennedy Park	46 LIHP /Low-Rise	No	None	None	Stable	Low
Bayside Terrace	24 LIHP /Small	No	None	None	Stable	Low
Harbor Terrace	120 PBV/LIHTC /High-rise	No	Allied Patrols	Past sleeping in commons, unauthorized access to building	Vestibules improved, increased exterior lighting	Low
State Street	169 HUD MF/Market /large	No	Allied patrols	Non-residents getting into building after office hours	Stable	Low with cycles of Moderate
Front Street East	60 PBV/LIHTC/Market/large	Yes	Cameras	None	Good coverage	Low
Front Street West	45 PBV/LIHTC/Market/ large	No	None	Exit doors propped	Patrols may help	Moderate
Washington Gardens	100 PBV/LIHTC/Large	Yes	None	Smoking; suspected drug dealing	No patrols	High
Riverton Park	141 PBV/LIHTC/townhouse	Yes	cameras	Proximity to HSC/woods	Needs monitoring-	High

				Homeless on the site daily	more lighting and more cameras on the blind spots	
Solterra	55 PBV/LIHTC/Market/high-rise	Yes	Allied patrols	Keypad vulnerability	IT reviewing exterior, time controlled FOB	Moderate
Bayside Anchor	Mixed/Large	Yes	Allied patrols	None significant	Vestibule access	High

Parking Conditions by Property

Property	Parking Spots #	Parking Type	Parking Waitlist Y/N #	Key Issues & Notes	Parking for Partners or visitors	Parking Cost/Placard required	Visitor Parking Y/N	Risk level
Sagamore Village 200 LIHP /Townhouse	Drive @ every unit	Unit-based	No	minimal towing – minimal to no complaints. Yaz recently asked if they could tow out of this lot for outdated registration or uninspected vehicles. We have in our leases parking addendum that your car must be inspected, registered and insured. We do not shovel or plow the spots? We have 72 units that have RA's to do this.	Ample	\$5.00 a month/yes on placard	NA	Low
Franklin Towers 200 LIHP/High-Rise	46 + 4 staff parking spots	Lot	Yes/ 1	Yaz - Severe shortage – applicant loss. Routine complaints from Greater Portland Health partners that they are unable to park to serve our residents. Wilmot Street is zone 7 they can get a resident sticker from the City and park all day. Could shed are be repurposed for parking – or move dumpsters there? Eliminating parking for live-in aids	N – has GPH need for more spaces	\$5.00 a month/yes on placard	N	High

Bayside East 98 LIHP /Mid-Size		Lot	No	None	Ample – Street Parking	\$5.00 a month/ yes on placard	Y	Low
Kennedy Park (Units) 46 LIHP /Low-Rise		On-site	No	Future COMB pressure on entire neighborhood 40 units -> 171 Units	Ample – Street Parking	\$5.00 a month/ yes on placard	Y	Low
Bayside Terrace 24 LIHP /Small		On-site	No	Future COMB pressure	Cultivating Comm 2 reserved spaces	\$5.00 a month/ yes on placard	N	Low
Harbor Terrace 120 PBV/LIHT C /High-rise	52	On-Site	Yes	Towing suspended due to construction and outdated parking information of residents 6 spots will be ADA, 6 staff, 4 dedicated EV, and 10 spots located behind the building on Salem St	N; will have 6 staff spots that can be used	No fee; placard required	N	High
State Street 169 HUD MF/Market /large	36	Lot and garage	Yes; 21 residents	Shortage	Unavailable		1 pu/do 15 minute limit; no visitor parking	Moderate

Front Street East 60 PBV/LIHT C/Market/ large	60-some lot & some street.	On-Site	No	None	Stable	No	Y	Low
Front Street West 45 PBV/LIHT C/Market/ large	49	On-Site	No	None	Stable	No	Y	Moderate
Washington Gardens 100 PBV/LIHT C/Large	58+20 street spots	On-Site	No	None	Stable	No	N	Low
Riverton Park 141 PBV/LIHT C/townhouse		On-Site	Yes	<p>Most Towing</p> <p>Winter loss 11/15 – 4/15</p> <p>Large families with many vehicles, unable to accommodate.</p> <p>Visitor parking. However, there is one reserved spot in the lots for case workers.</p> <p>They need to check in at the office and obtain a permit for these spots during the day.</p>	<p>Can park in staff lot (Is this known)</p> <p>Headstart has 2 dedicated reserved spots</p>	n/a	No	High

Solterra 55 PBV/LIHT C/Market/ high-rise	23 (6 ADA, 4 reserved for Market, 13 resident s	On-Site	Yes/7	Shortage not enough parking space for residents, and those who don't have parking permits park there over the weekend making it hard for those who have parking permits to park. Active Towing	N	Charges for market rate spots only, placard required	N	Moder ate
Bayside Anchor Mixed/Lar ge	8 ADA	Small Lot	N	Limited ADA spaces, ADA space will be relocated during COMB block construction Active Towing	N	N	N	High

Board of Commissioners Report – November 2025

Executive Summary

November focused on continued stabilization of operations, steady collections performance, ongoing lease-up activity, and proactive management of resident issues. Overall site operations remained stable heading into the winter season.

We completed a walk through of our new management property in downtown Portland, Equality Commons, to begin developing preventative maintenance plan.

We have been working on finalizing design for new community center in Bayside East Neighborhood.

Collections Summary

Collection Rate: 94%

Total Rent Charged: \$1,522,811.44

Total Rent Collected: \$1,433,819.64

Outstanding Receivables (End of Month): \$369,911.00

Lease-Up Activity

New Move-Ins Executed in November 2025: **17**

HT reached our 90% occupancy goal and we are beginning to test stabilization so that we can get to PLC.
Anticipating PLC in April 2026

Staffing Updates

New Hire: Jenn McGinley, Property Manager – Riverton Park

Retirement: Marcia Yeaton, retiring after 23 years of dedicated service

We currently have 1 open custodial position.

Eviction Activity

Evictions Filed – Non-Payment: 4

Evictions Filed – Lease Violations: 2

Evictions Filed – Other: 0

Evictions Executed: 0

We had 2 dismissals on non-payment eviction cases and had 4 that we entered into court agreements for.

Prepared By

Cora Lanclos

Date: _____

Memorandum

To: Board of Commissioners
From: Jason Beseda
Subject: Monthly Department Update for the Board
Date: 12/30/25

COMB BLOCK:

The Portland Fire Department will end their training on January 4th, the day before demolition is scheduled to begin. The facilities department will continue to explore ways in which we can work with the PFD to keep our communities and tenants safe:

47/49 BOYD:

The HMBI study has been completed for this building. Facilities will continue to work with development and other partners to get a proposal for the demolition of the building

841 CONGRESS:

The site survey has been completed for 841 Congress St. Facilities will now begin working with Summit Engineering to redesign and repair the retaining wall at the back of our property.

ECOMAINE RECYCLING INITIATIVE:

Facilities and Resident Services have met with the Ecomaine team to reignite our efforts to bring recycling to Riverton and Kennedy Park. Over the month of January, upgrades to our collection infrastructure will be planned. Additionally, Resident Services will work with us to begin planning tenant education events and distribute information to our tenants.

FRANKLIN TOWERS:

Franklin Towers is scheduled to have a REAC inspection in January, the date is not currently set. Facilities will be thoroughly prepared for this inspection.

100 STATE ST:

100 State St scored a 91 out of 100 on its REAC inspection that took place in November.

SOLTERRA:

58 Boyd St scored a 94 out of 100 on its MSHA physical inspection in November.

BAYSIDE EAST RENOVATION PROJECT:

The first phase of the Bayside renovations has been completed. Work is progressing on the next phase which should be wrapping up close to the end of January.

Memorandum

To: Board of Commissioners

From: Clyde Barr

Subject: Monthly Department Update for Vouchers

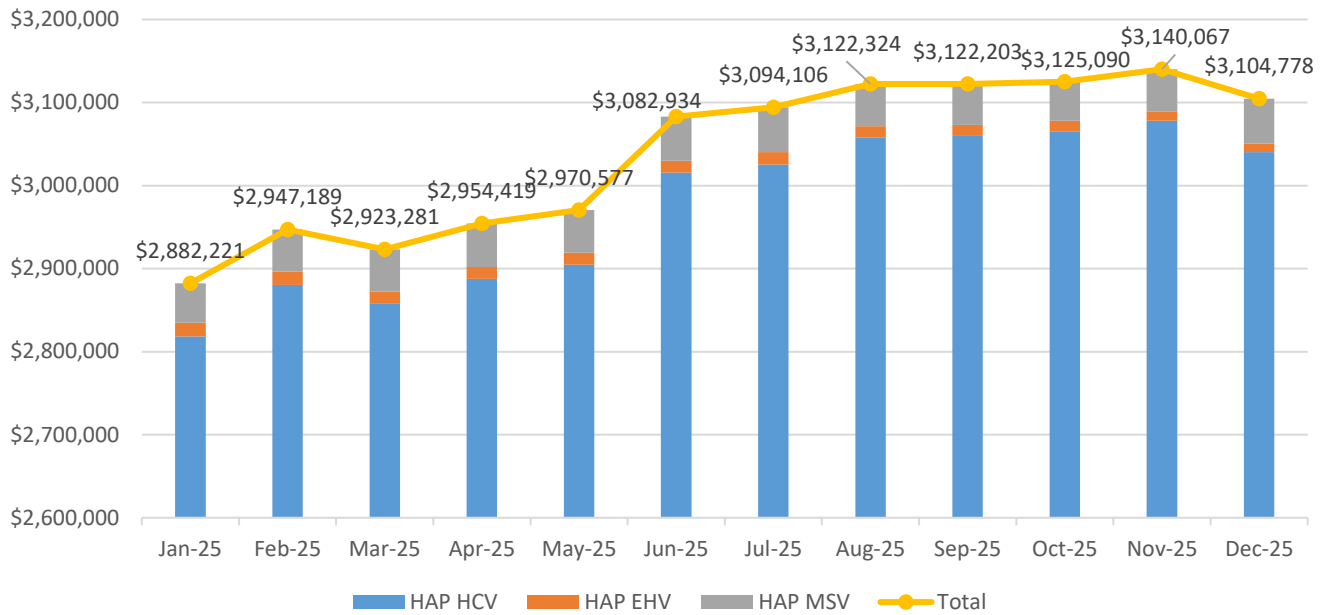
Date: 12/31/2025

We have completed the first round of interviews for our Intake and Inspections Manager and are scheduling second round interviews. This position will integrate housing intake across departments to increase efficiency.

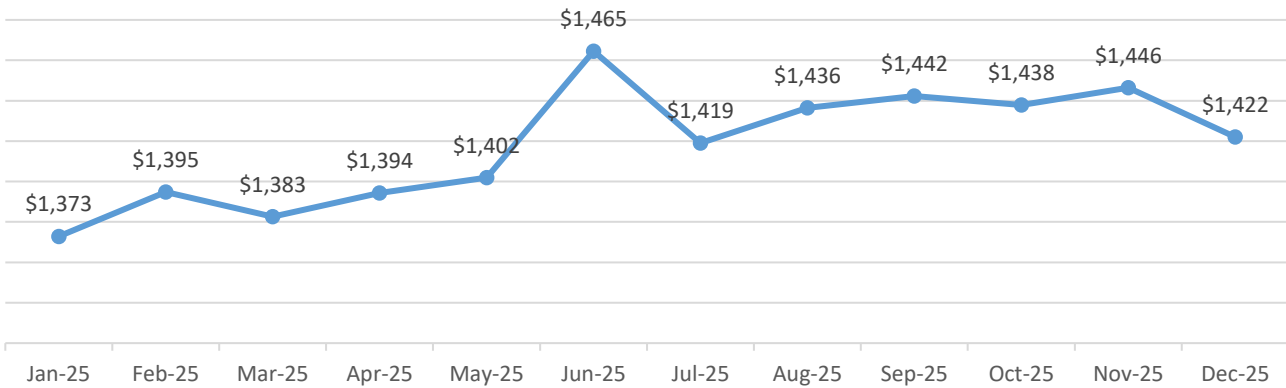
Christine Whitlock, Melissa Cote, and myself recently completed the HCV Financial Accounting & Reporting by NanMckay. It was an in depth look on the financial side of the program. We plan on taking additional training early in 2026 to refine our knowledge of the Two-Year-Tool and the Voucher Management System. Additionally, several staff from Voucher Programs and Resident Services will be participating in an HCV Homeownership training. It is an important part of the voucher program that our participants can benefit from.

Regarding the email sent by Benjamin Hobbs, Principal Deputy Assistant Secretary (PDAS) Office of Public and Indian Housing (PIH) on 12/22/2025 about program budget management in 2026. PHA has already taken several steps to address cost savings. We continue to only issue Tennant Protection Vouchers (TPV), Veteran Affairs Supportive Housing (VASH), Foster Youth Independence (FYI), and Project-Based Vouchers (PBV). We will end the year with 1.8% of our budget authority in HUD held reserves, approximately \$645,000. PHA is well positioned to manage the voucher program to avoid shortfall, and we expect flat funding. Additional funding is expected from eight FYI vouchers and 200 TPVs for the Franklin Towers conversion. Of the 200 TPVs for Franklin Towers, we only expect to utilize 155 during construction, allowing us to use the budget authority from the remaining 45 vouchers to buttress our budget.

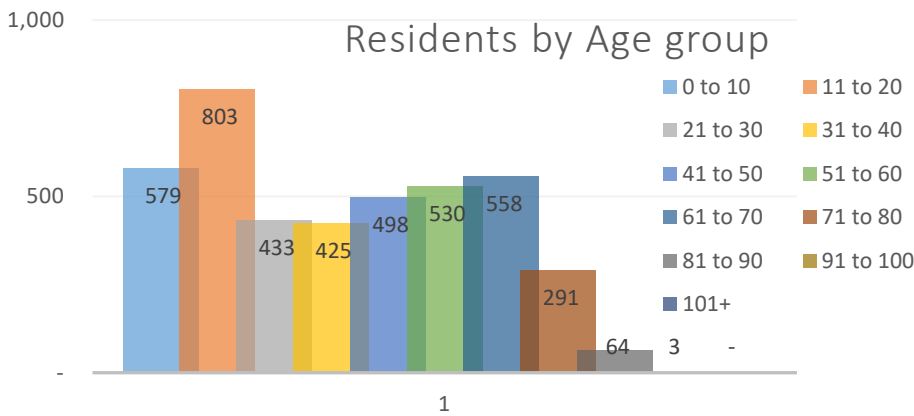
Housing Assistance Payments (HAP) by Annual Contributions Contracts (ACC)

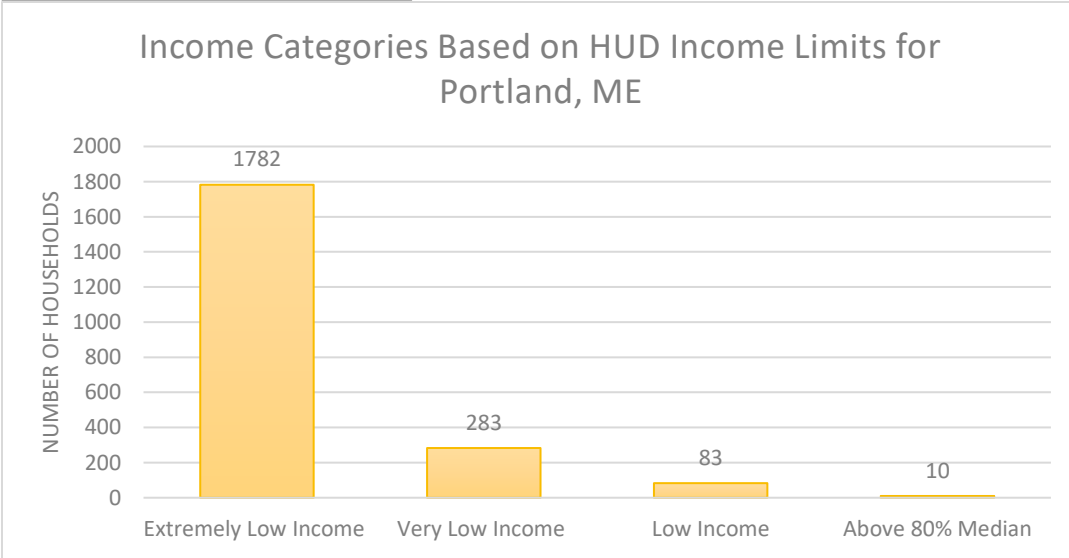
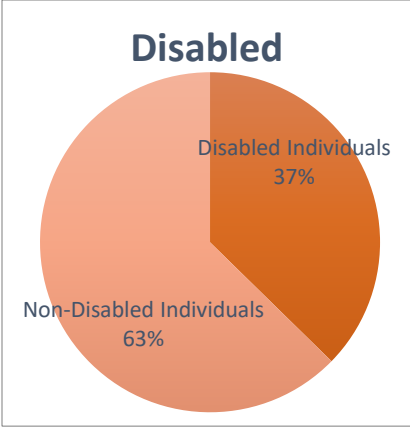
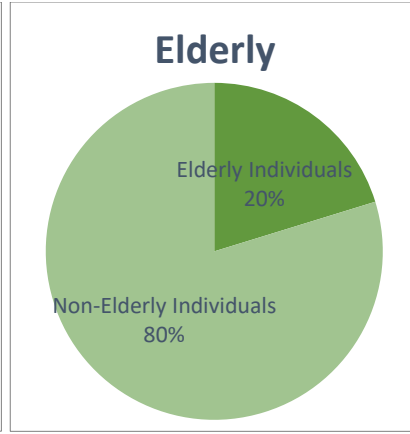
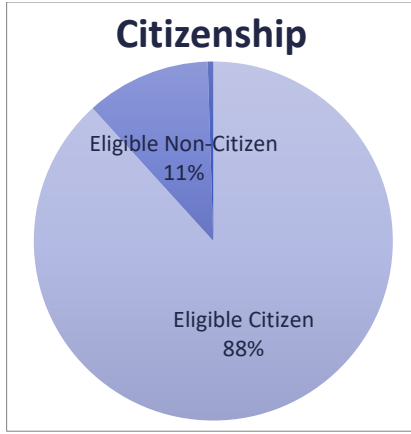
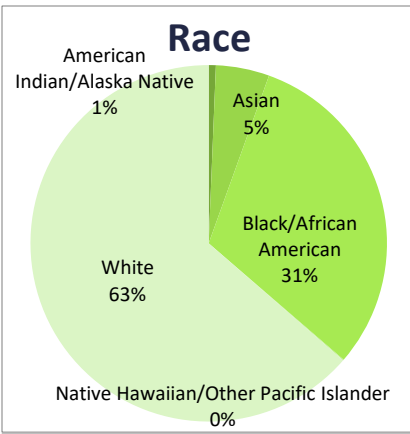


Per Unit Cost (PUC)



Residents by Age group





Memorandum

To: Board of Commissioners
From: Cynthia LaRochelle
Subject: Monthly Department Update for
Date: 12/31/2025

Human Resources and Payroll/Benefits Updates

- Reconciled year end totals in preparation for W 2s.
- Implemented new vendor, Total Administrative Services Corp (TASC), for HRA, Medical FSA, and Dependent Care FSA plans—projected annual savings of \$4,000.
- Completed private implementation of Maine Paid Family Leave program with projected savings of \$46,000 from Oct 2025–Apr 2026.
- Finalized non union job descriptions and submitted them to the ED for review.
- HR and Office Manager finalized the ADP Evaluation Module for rollout on 01/01/2026.
- Continuing setup of 30 and 90 day evaluations for new hires.
- Continuing implementation of the ADP onboarding/recruitment module, the final phase of the ADP conversion.
- Working with Compliance to utilize the new ADP Training Module.

Ongoing Projects

- Updating General Policies.
- Reviewing benefit offerings with Acadia for potential cost savings for PHA and staff.

**Finance Committee
Meeting Minutes**

Tuesday, December 23, 2025 at 5:30pm

Attendees: Kristin Blum- Committee Chair, Commissioner Tim Wells, Commissioner Shirley Peterson

Staff: Leah Bruns, Anamika Chaudhari, Jay Waterman (remote), Doane Dorchester, Cora Lanclos

1.) Roll Call / Declaration of a Quorum

Kristin Blum called the meeting to order at 5:33pm.

2.) Financial Review

a. PHA Income and Expense

Ana Chaudhari reviewed the summary provided in the packet. The draw downs were booked in December and will flip to positive next month. When questioned further Ana noted that yes there will be more expenses but the income will catch up and it will balance out to projections; she will report on December in January.

b. PHDC Income and Expense

Ana noted that the PHDC Income and Expense sheets are shown as 2 separate reports with one showing the details for corporate information and the other showing details for the scattered sites properties. The summary in the packet focuses just on the corporate income and expenses. The Profit and Loss statements don't show the development incentives but we're tracking it down with HR; it is not currently being mapped to the line where it is budgeted. Projects in Development costs are capitalized when properties transition.

Ana reviewed the Scattered Sites report; this covers 38 Mayo, 47-49 Boyd, 43 Hammond, 155 Anderson, 81-87 Salem, 10-18 Dermot Ct. They are operating at \$60k over budget. Income is a little higher than budgeted, the vacancy loss is higher than budgeted, expenses are under budget.

PBV properties can request vacancy loss as a special claim. Tim Wells asked what the rules are around that. We could request up to 80% of the contracted rent for 3 months if we can show a valid reason for the vacancy; it is generous and offers a lot of coverage. Cora noted that we cannot do a vacancy claim on a unit vacated by a Housing Choice Voucher holder; this only applies to Project Based Voucher units.

Kristin Blum asked what our plans are around the notice that HUD recently released regarding Section 8 Expenses. Leah thinks that we are looking good but we will look into it more closely. Kristin asked that we look into what level cut would hurt us; stress testing our budget.

c. Board Report – Key Performance Indicators

Kristin noted her appreciation for the slimmed down KPI report. Staff reviewed the report to see what was less helpful and what information was being duplicated to remove items. Cora Lanclos reviewed highlights from the report. Occupancy is trending up with 91% overall and she believes some of the vacancies relate to empty units at Sagamore Village and Bayside East that are held for renovations and relocations. Collections look good at 94%; Cora has been working with some of the Property Managers to tighten up their process. We want 95%. The Work Orders look good; Jason is following up on any outstanding orders. The goal is to get Real Page to eventually do these reports for us.

There was a discussion around work orders and the average days for work orders to be completed as well as what is an emergency work order and what is non-emergency. Some sites had an uptick in work orders because of recent inspections of those buildings. Cora noted that we need to be better about preventative maintenance which will look different for each site. Chris is working to train the staff at each site on preventative maintenance which should cut down on call outs and allow us to get ahead of work orders.

Ana reviewed the Capital Fund report; all drawn down with admin having a full draw this or next month. Cora noted that we need to obligate the money in 2 years and fully spend it in 4 years. The goal is to spend 100% to avoid recapture by HUD. 2025 obligated isn't showing but that will be fully obligated by the community center in bayside; we're waiting for the HUD environmental review.

Kristin asked if there are any other indicators that we should have that we aren't currently looking at. There are financial covenants on the LIHTC properties that should be reviewed but not monthly. Distributed cash that gets to PHA compared to expectation on an annual basis. Cora noted that Compliance checks on staff's recerts and those details could lead to loss in funding. Cora explained that Units Months Leased is a good benchmarking number that allows us to gauge where we are at and we can compare that number to HUD data; this is pulling from data on the occupancy page.

3.) Budget Updates – Bayside Anchor, Front Street East, 58 Boyd/Solterra, Washington Gardens

Jay Waterman reviewed his memo from within the packet. Because the individual line items were correct and since the debt ratios stayed within range, and because the budgets needed to

be submitted to Maine Housing yesterday, staff believe that these are changes that are minor enough that the board does not need to vote on them.

Tim noted that the Bayside Anchor income dropped a lot. Cora believes the actual will likely split the difference of the original budget and this one. Kristin asked about the debt service cost dropping on Front Street East. Those should be loan payments which is a cost that should not change. Please confirm that number because it could make us very thin.

Kristin noted that while the individual lines were correct the committee mostly focused on the incorrect totals; these updates cause as much as a 30% increase in per unit cost at some sites. This is on the line for what Kristin would consider minor but given the circumstances and staff information it can proceed. For the future, staff are creating a more comprehensive budgeting process than what existed in the past.

4.) Development Update

Jay Waterman reviewed the report provided in the packet. Staff have been very busy trying to get the Sagamore Village closing to happen before month end and we're on track.

PHDC has the possibility of purchasing a parcel on Congress St which currently has a building with a few units but which is zoned to have the potential for more. Might be able to enter into an option agreement and then do geo-tech work. Board members made suggestions for risk mitigation on the sale. Staff will meet with City Planning and also discuss the possibly discuss adding Project Based Vouchers to the property with the voucher team.

a. Brief Review of Schematic Plans of Proposed East Bayside Community Center
Cora showed printouts of draft plans and Jay Waterman shared draft drawings on the computer. Kristin noted that the city has flagged uneven step size as a concern in the past and that square buildings tend to be more cost effective. Leah Bruns noted that the property will include space for health services and study center; Teyonda consulted with area partners. Community rooms will also be a warming space with a generator. Tim noted the idea of collaborating with Portland Media Center on something like a music or media room.

Jay explained the timeline: design now, permit in April, construction to start in late spring or early summer. This is funded through Capital Fund; we are designing a space that will meet our budget and our needs. We are moving to obligate the funding as quickly as possible to avoid recapture.

5.) Adjourn

Meeting adjourned at 6:45pm

PHA

YTD NI (\$80K)/ loss Vs projected income \$549k/ income

Overall NI (\$628K) under budget

Income:

Lower than budget (\$690K) from

- Timing
 - CFP operations income for CFP 2025 (\$355K) – booked in Dec for \$853k
 - Management fee (CFP admin income) draw down (\$106K)
 - Operating subsidy claimed in December (\$132k)
 - Property management fee for SV conversion, hiring during the year; (\$90K):

Expense:

Lower than budget (61K) from:

- Timing:
 - Hiring during the year but budgeted for full year (\$33k)
 - Expenses to be booked: EPC interest (\$19k)
 - Overall expenses trending lower than budget.

Offset by

- Utilities higher than budget \$16k

PHDC - Corp

YTD NI (\$80K)/ loss Vs projected income \$598k/ income

Overall NI (\$678K) under budget

Income:

Lower than budget (\$814K) from

- Timing
 - Developer fees (\$417k) – Sagamore Village, (\$397K) Harbor Terrace, (\$52k)FS3

- Reimbursement for resident relocation specialists (\$78K) expected to stay under budget

Expense:

Lower than budget (136K) from:

- Timing:
 - Hiring during the year(\$43k)
 - Development incentives (\$46k)
 - Expenses trending lower than budget(\$56k)

Portland Housing Authority
Summary Income and Expense Statement: All Programs

FY '26 Actual @ 11/30/2025	FY '26 Budget	FY '26 YTD Budget	FY '26 YTD Actual	FY '26 +/- Budget		LIPH	Section 8	COCC	PHDC & Grants	Property Management
Operating Income:										
Dwelling Rent	3,093,000	1,288,750	1,213,440	(75,310)	-6%	1,213,440				
Operating Subsidy	4,509,654	1,879,023	1,747,127	(131,896)	-7%	1,747,127				
S8 admin fee	2,884,149	1,201,729	1,207,378	5,649	0%		1,207,378			
FSS Grant	207,864	86,610	74,230	(12,380)	-14%		74,230			
Capital Fund: Operations #1406	853,465	355,610	-	(355,610)	-100%	-				
Capital Fund: Construction Oversight #	63,977	26,657	11,318	(15,339)	-58%	11,318				
Capital Fund: Construction Crew #148	-	-	-	-		-				
IRS: EPC Subsidy -QECB	30,958	12,899	-	(12,899)						
Other income	287,000	119,583	214,950	95,367	80%	28,434	5,136	155,916		25,463
Management fee	1,263,483	526,451	419,739	(106,713)	-20%		-	419,739		
Bookkeeping fee	279,990	116,663	120,402	3,740	3%		-	120,402		
Property Management fee	985,261	410,525	362,653	(47,872)	-12%		-	-		362,653
Asset Management fee	51,360	21,400	28,400	7,000	33%		-	28,400		
Other income			-							
Reimbursable Salaries	3,284,687	1,368,620	1,372,678	4,058					350,080	1,022,598
Grants, PHDC & Property Management	408,879	170,366	122,107	(48,259)	-28%				122,107	
Total Operating Income	18,203,727	7,584,886	6,894,422	(690,464)		3,000,319	1,286,744	724,457	472,187	1,410,714
Operating Expenses:										
<u>Administration:</u>										
Administrative Salaries	5,231,211	2,179,671	2,140,139	(39,532)	-2%	613,176	497,668	482,565	255,281	291,450
Legal	78,750	32,813	55,644	22,832	70%	27,916	-	27,729		-
Travel	58,683	24,451	22,114	(2,338)	-10%	188	31	21,885		10
Accounting & Audit	134,000	55,833	47,684	(8,149)	-15%	13,392	13,392	20,900		-
Rent: Office Space	240,000	100,000	100,295	295	0%	13,016	46,882	24,148		16,250
Sundry	621,495	258,956	293,097	34,141	13%	62,348	66,976	148,319		15,454
Total Administration Expense:	6,364,139	2,651,725	2,658,975	7,250		730,036	624,949	725,545	255,281	323,165
<u>Tenant Services:</u>										
Tenant Services Salaries	643,308	268,045	327,830	59,785	22%	119,860	(9,771)	822	108,324	108,595
Events & Programs	118,234	49,264	29,792	(19,472)	-40%	24,091	5,601	100		-
Management Services	215,482	89,784	89,557	(227)	0%	67,718	20,392	979	468	-
Total Tenant Services Expense:	977,024	407,093	447,180	40,086		211,669	16,223	1,901	108,793	108,595

	FY '26 Budget	FY '26 YTD Budget	FY '26 YTD Actual	FY '26 +/- Budget		LIPH	Section 8	COCC	PHDC & Grants	Property Management
<u>Utilities:</u>										
Water & Sewer	393,100	163,792	180,434	16,642	10%	180,084		350		-
Electricity	384,000	160,000	197,574	37,574	23%	187,423	-	10,151		-
Gas	335,000	139,583	101,401	(38,183)	-27%	100,209	-	1,192		-
Fuel Oil	-	-								-
Maintenance Labor @ 25%	221,410	92,254	80,667	(11,587)	-13%	80,667	-	-		-
Utility Tracking/Monitoring	1,850	771	-	(771)	-100%	-	-	-		-
Storm Water Run Off	32,000	13,333	14,702	1,368	10%	14,392	-	310		-
EPC: Monitoring & Verification	18,604	7,752	-	(7,752)	-100%	-	-	-	-	-
Total Utilities Expense:	1,385,964	577,485	574,778	(2,707)		562,775	-	12,003	-	-
<u>Repairs & Maintenance</u>										
Maintenance Labor @ 75%	1,686,085	702,535	592,412	(110,124)	-16%	242,002	-	-		350,409
CFP Construction Oversight	46,714	19,464	8,517	(10,947)		8,517				-
CFP Construction Crew Labor	-	-		-		-				-
R&M Vehicles	31,749	13,229	3,141	(10,088)	-76%	3,141	-	-		-
Site Work & Landscaping	6,500	2,708	2,975	266	10%	2,975	-	-		-
Sand, & Salt	7,950	3,313	-	(3,313)						-
Temporary Labor	150,000	62,500	40,323	(22,177)	-35%	40,323	-	-		-
Materials	315,700	131,542	123,666	(7,876)	-6%	120,737	-	2,929		-
Supplies			-	-						-
Maintenance Contracts	1,143,917	476,632	517,613	40,981	9%	502,489	-	15,124		-
Total Repair & Maintenance Expense:	3,388,615	1,411,923	1,288,647	(123,276)		920,185	-	18,052	-	350,409
<u>General Expense:</u>										
Insurance	431,436	179,765	241,079	61,314	34%	110,263	43,572	87,244		-
PILOT	204,097	85,040	-	(85,040)	-100%					-
Inspection Fees	38,900	16,208	-	(16,208)	-100%	-	-	-		-
Employee Benefits	2,808,545	1,170,227	1,226,497	56,270	5%	348,739	181,139	316,755	108,114	271,750
Collection Loss	28,000	11,667	-	(11,667)	-100%	-	-	-		-
Debt Service: EPC Financing -Interest	47,124	19,635	-	(19,635)	-100%	-	-	-		-
Management Fee Expense	773,144	322,143	353,800	31,657	10%	198,823	154,977	-		-
Bookkeeping Fee Expense	279,990	116,663	120,402	3,740	3%	19,800	100,602	-		-
Asset Management Fee Expense	51,360	21,400	28,400	7,000	33%	28,400				-
Section 8 Admin Fee Expense: Portab	45,000	18,750	13,562	(5,188)	-28%		13,562	-		-
LIPH FSS Escrow Credit	62,907	26,211	20,767	(5,444)	-21%	20,767	-	-		-
Total General Expense:	4,770,503	1,987,710	2,004,507	16,798		726,792	493,851	403,999	108,114	271,750
Total Operating Expenses:	16,886,245	7,035,935	6,974,086	(61,849)		3,151,456	1,135,023	1,161,501	472,187	1,053,919
Operating Income / (Loss):	1,317,482	548,951	(79,664)	(628,615)		(151,137)	151,722	(437,044)	-	356,795

Portland Housing Development Corp - Corp
November 25: Income & Expense Statement

Completed

40-42-00

Corporate			
FY '26 Annual Budget	FY '26 YTD Budget	FY '26 YTD Actual	FY '26 YTD Variance

Dwelling Rent/Dwelling Rent-Subsidized	-	-		-
Interest Income	200,000	83,333	121,050	37,717
Vacancy Loss	-	-		-
Developer Fee: FS3	125,000	52,083		(52,083)
Developer Fee: Mercy	116,513	48,547	77,829	29,282
Developer Fee: Harbor Terrace	952,475	396,865		(396,865)
Developer Fee: Sagamore	1,000,000	416,667		(416,667)
		-		-
		-		-
				-
Surplus Cash: BSA & SOL	255,000	106,250	168,371	62,121
	-	-		-
		-		-
Other Income	187,565	78,152		(78,152)
Other Income: Commercial Rent Cultivating Communities	13,287	5,536	5,852	316

Total Operating Income: 2,849,840 1,187,433 373,102 (814,331)

Operating Expenses:

Administration-

Administrative Salaries	542,545	226,060	195,970	(30,091)
Development Incentive	109,699	45,708		(45,708)
Legal	20,000	8,333	852	(7,482)
Legal: Evictions	-	-	-	0
Travel & Training	7,500	3,125	400	(2,725)
Audit	20,100	8,375	-	(8,375)
Rent Expense	20,007	8,336	19,729	11,392
Sundry	134,302	55,959	14,528	(41,432)

Total Administrative Expenses: 854,154 355,897 231,477 (124,420)

Tenant Services-

Tenant Service Salaries	136,954.00	57,064.17	67,167	10,103.12
Events & Programs	-	-	-	-

Portland Housing Development Corp - Corp

November 25: Income & Expense Statement

Completed

40-42-00

	Corporate			
	FY '26 Annual Budget	FY '26 YTD Budget	FY '26 YTD Actual	FY '26 YTD Variance
Management Services	-	-	-	-
Total Tenant Services Expense	136,954	57,064	67,167	10,103
Utilities-				
Water & Sewer	-	-		-
Electricity	4,000	1,667	4,328	2,661
Gas	-	-	-	-
Fuel Oil	-	-	-	-
Utility Tracking/Monitoring	-	-	-	-
Storm Water Run Off	-	-	426	426
Total Utilities Expense:	4,000	1,667	4,754	3,087
Maintenance -				
Maintenance Salaries	-	-	-	-
Salt & Sand	-	-	-	-
General Services	-	-	-	-
Total Maintenance Expense:	-	-	-	-
General Expense-				
Insurance	4,000	1,667	389	(1,278)
Employee Benefits: Salaries	251,110	104,629	81,160	(23,469)
Inspection Fees	-	-		-
Collection Loss	-	-		-
IT fee expense	14,000	5,833.33	5,833	0.02
Management Fee Expense	150,000	62,500	62,500	-
Total General Expense:	419,110	174,629	149,883	(24,747)
Total Operating Expenses:	1,414,218	589,257	453,281	(135,976)
Operating Income/(Loss):	1,435,622	598,176	(80,179)	(678,355)

Portland Housing Development Corp - Scattered Sites
November 25: Income & Expense Statement

Consolidated					
	FY '26 Annual Budget	FY '26 YTD Budget	FY '26 YTD Actual	FY '26 YTD Variance	FY '26 YTD Variance
Dwelling Rent/Dwelling Rent-Subsidized	547,048	227,937	268,626	40,689	18%
Interest Income	2,074	864	1,136	271	31%
Vacancy Loss	-	-	(28,488)	(28,488)	100%
Other Income	257	107	366	259	242%
Total Operating Income:	549,379	228,908	241,640	12,732	6%
Operating Expenses:					
Administration-					
Administrative Salaries	41,671	17,363	8,765	(8,598)	-50%
Legal	3,400	1,417	1,506	90	6%
Travel & Training	350	146	-	(146)	-100%
Audit & Tax Preparation	1,985	827	-	(827)	-100%
Rent Expense	522	218	-	(218)	-100%
Sundry	3,446	1,436	3,409	1,973	137%
Total Administrative Expenses:	51,374	21,406	13,680	(7,726)	-36%
Tenant Services-					
Tenant Service Salaries	-	-	-	-	#DIV/0!
Events & Programs	-	-	0	0	#DIV/0!
Management Services	1,350	563	-	(563)	-100%
Total Tenant Services Expense	1,350	563	0	(562)	-100%
Utilities-					
Water & Sewer	28,123	11,718	11,193	(525)	-4%
Electricity	70,500	29,375	19,920	(9,455)	-32%
Gas	12,621	5,259	4,399	(860)	-16%
Fuel Oil	6,500	2,708	-	(2,708)	-100%
Utility Tracking/Monitoring	500	208	-	(208)	-100%
Storm Water Run Off	2,100	875	930	55	6%
Total Utilities Expense:	120,344	50,143	36,441	(13,702)	-27%
Maintenance -					
Maintenance Salaries (includes Janitorial Services)	34,369	14,321	15,809	1,488	10%
Salt & Sand	1,500	625	-	(625)	-100%
General Services	-	-	-	-	#DIV/0!
R&M Vehicle & Vehicle Fuel	350	146	-	(146)	-100%
Site Work & Landscaping	4,800	2,000	-	(2,000)	-100%
Temporary Labor	1,500	625	-	(625)	-100%
R&M Materials	16,501	6,875	1,792	(5,084)	-74%
Contract Costs: Drywall	69,108	28,795	-	(28,795)	-100%
Contract Costs: Painting	-	-	-	-	#DIV/0!
Contract Costs: Pest Control	-	-	6,392	6,392	#DIV/0!
Contract Costs: Electrical	-	-	1,695	1,695	#DIV/0!
Contract Costs: Plumbing	-	-	710	710	#DIV/0!
Contract Costs: Trash Removal	-	-	1,921	1,921	#DIV/0!
Contract Costs: General Services	-	-	-	-	#DIV/0!
Contract Costs: Mowing/Landscaping	-	-	3,890	3,890	#DIV/0!
Contract Costs: Janitorial	-	-	-	-	#DIV/0!
Contract Costs: Locksmith	-	-	373	373	#DIV/0!

Portland Housing Development Corp - Scattered Sites
November 25: Income & Expense Statement

	Consolidated				
	FY '26 Annual Budget	FY '26 YTD Budget	FY '26 YTD Actual	FY '26 YTD Variance	FY '26 YTD Variance
Contract Costs: Plowing	-	-	-	-	#DIV/0!
Contract Costs: Paint & Supplies	-	-	143	143	#DIV/0!
Contract Costs: HVAC	-	-	-	-	#DIV/0!
Contract Costs: Glass/Glazer	-	-	285	285	#DIV/0!
Contract Costs: Pressure Washing	-	-	-	-	#DIV/0!
Contract Costs: Uniform Services	-	-	-	-	#DIV/0!
Contract Costs: Security & Alarm	-	-	308	308	#DIV/0!
Contract Costs: GPS Vehicle Tracking	-	-	-	-	#DIV/0!
Total Maintenance Expense:	128,128	53,387	33,317	(20,070)	-38%
General Expense-					
Insurance	21,500	8,958	483	(8,476)	-95%
Taxes	-	-	-	-	#DIV/0!
Employee Benefits: Salaries	16,445	6,852	8,425	1,573	23%
Inspection Fees	100	42	-	(42)	-100%
Collection Loss	-	-	-	-	#DIV/0!
IT fee expense/Interest expense	137,033	57,097	57,561	464	1%
Management Fee Expense	31,795	13,248	14,144	896	7%
			-		
Total General Expense:	206,873	86,197	80,613	(5,584)	-6%
Total Operating Expenses:	508,069	211,696	164,052	(47,643)	-23%
Operating Income/(Loss):	41,310	17,212	77,587	60,375	351%

Units Months Leased

11/30/2025

Public Housing - Units Months Leased													
	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Total 2025
Leased								268	297	264	263		1092
Vacant								24	20	29	26		99
Offline								76	40	10	12		138
Special Use								0	1	26	59		86
Total Public Housing	0	0	0	0	0	0	0	368	358	329	360	0	1415

Non-Public Housing - Units Months Leased													
	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Total 2025
Leased								815	567	831	835		3048
Vacant								119	21	37	30		207
Offline								0	23	35	38		96
Offline, Construction								0	0	0	21		21
Total Non-Public Housing	0	0	0	0	0	0	0	934	611	903	924	0	3372

1. Occupancy Rate Status Report

IF Occupancy Rate is 95% or lower, add a note with context for why

Public Housing - Occupancy Rate Status Report as of						11/30/2025
Development	Leased	Vacant, Ready	Vacant, Not Ready	Offline, HUD Approved	Total Leasable Units	Occupancy Rate
Franklin Towers	168	23	9	32	200	84%
Bayside East	31	0		27	31	100%
Bayside Terrace	22	1	1		24	92%
Kennedy Park	42	2	2		46	91%
Total Public Housing	263	26	12	59	301	87%

*Includes COMB Block units

Non-Public Housing - Occupancy Rate Status Report as of 11/30/2025						
Development	Leased	Vacant, Ready	Vacant, Not Ready	Offline for Construction	Total Leasable Units	Occupancy Rate
38 Mayo	1				1	100%
43 Hammond	4				4	100%
81-87 Salem	3				3	100%
100 State St.	169				169	100%
155 Anderson	6				6	100%
841 Congress	3	2			5	60%
Bayside Anchor	41	2	2		45	91%
Dermot Ct.	4				4	100%
Front St. East	60				60	100%
Front St. West	43		2		45	96%
Harbor Terrace*	106	11	3		120	88%
Riverton Park*	87		7	7	94	93%
Sagamore Village*	169	4	19	14	200	85%
Solterra	49	6	0		55	89%
Washington Gardens	90	5	5		100	90%
Total Non-Public Housing	835	30	38	21	911	92%

*Indicates active construction activity for public housing conversion or rehab, unit count reflects current availability

Total PHA - Occupancy Rate Status Report as of 11/30/2025						
Program	Leased	Vacant, Ready	Vacant, Not Ready	Offline, HUD Approved	Total Leasable Units	Occupancy Rate
Public Housing	263	26	12	59	301	87%
Non-Public Housing	835	30	38	21	911	92%
Total all PHA	1,098	56	50	80	1,212	91%

2. Occupancy Rate Trending Report

Public Housing - Occupancy Rate Trending Report														Public Housing PHAS Rating & Score			
	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	2024	2024 Rate	2024 Score	2023 Rate	2023 Score
Franklin Towers								85%	85%	84%	84%						
Bayside East								59%	71%	57%	100%						
Bayside Terrace								88%	92%	92%	92%						
Kennedy Park								91%	92%	89%	91%						
Total Public Housing								81%	83%	80%	87%						

2. Occupancy Rate Trending Report %

Non-Public Housing - Occupancy Rate Trending Report																	
	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	2024				
38 Mayo								100%	100%	100%	100%						
43 Hammond								100%	100%	100%	100%						
81-87 Salem								100%	100%	100%	100%						
100 State St.							99%	97%	99%	99%	100%						
155 Anderson								83%	83%	100%	100%						
841 Congress								80%	80%	100%	60%						
Bayside Anchor								93%	89%	91%	91%						
Dermot Ct.								100%	100%	100%	100%						
Front St. East								98%	100%	100%	100%						
Front St. West								96%	96%	93%	96%						
Harbor Terrace								77%	84%	85%	88%						
Riverton Park							95%	74%	93%	93%	93%						
Sagamore Village							92%	84%	0%	88%	85%						
Solterra								87%	87%	87%	89%						
Washington Gardens								92%	0%	90%	90%						
Total Non-Public Housing								87%	93%	92%	92%						

4. Vacant Unit Status Report

Vacant Unit Status Report as of							11/30/2025
Property	Property Manager				Does Not Include Offline or Hold for Renovation Units		Days Vacant as of
							11/30/2025
SSHPC Avg	PM: MD	# Vacant:	2		Average Days Vacant:	12	SSHPC Avg
WG Avg	PM: MM	# Vacant:	8		Average Days Vacant:	111	WG Avg
FSW Avg	PM: MM	# Vacant:	2		Average Days Vacant:	66	FSW Avg
FSE Avg	PM: MM	# Vacant:	0		Average Days Vacant:	0	FSE Avg
BSE Avg	PM: DM	# Vacant:	25		Average Days Vacant:	0	BSE Avg
BST Avg	PM: DM	# Vacant:	2		Average Days Vacant:	89	BST Avg
KP Avg	PM: DM	# Vacant:	5		Average Days Vacant:	148	KP Avg
BSA Avg	PM: NU	# Vacant:	4		Average Days Vacant:	122	BSA Avg
58B/Sol Avg	PM: NU	# Vacant:	6		Average Days Vacant:	134	58B/Sol Avg
RP Avg	PM: MY	# Vacant:	7		Average Days Vacant:	0	RP Avg
SV Avg	PM: JD	# Vacant:	27		Average Days Vacant:	20	SV Avg
HT Avg	PM: CO	# Vacant:	18		Average Days Vacant:	190	HT Avg
Scattered Avg	PM: CO	# Vacant:	1		Average Days Vacant:	90	Scattered Avg
FT Avg	PM: JT	# Vacant:	31		Average Days Vacant:	134	FT Avg
Total Average			138			83.0	Total Average

5. Tenant Charge Collection Report

Public Housing - Tenant Charge Collection Report as of 11/30/2025							
	Tenant Rent and Repayment Agreements	Other Tenant Charges	Subsidy Charges	Repayment Agreement Charges	Total Charges this Month	Collections this Month	Collection Rate
Franklin Towers	69,216	\$ 503.00			\$ 69,719.00	\$ 62,282.72	89%
Bayside East	26,307	\$ 751.20			\$ 27,058.20	\$ 28,194.44	104%
Bayside Terrace	11,611	\$ 85.00			\$ 11,696.00	\$ 15,733.00	135%
Kennedy Park	35,322	\$ 2,368.00			\$ 37,690.00	\$ 40,141.00	107%
Total Public Housing	\$142,456.00	\$ 3,707.20	\$ -	\$ -	\$ 146,163.20	\$ 146,351.16	100%

Non-Public Housing - Tenant Charge Collection Report as of 11/30/2025							
	Tenant Rent Charges	Subsidy Charges	Other Charges	Repayment Agreement Charges	Total Charges this Month	Collections this Month	Collection Rate
38 Mayo		\$ 1,992.00			\$ 1,992.00	\$ 1,992.00	100%
43 Hammond	\$ 3,258.00	\$ 6,998.00			\$ 10,256.00	\$ 12,868.00	125%
81-87 Salem	\$ 5,457.00	\$ 6,688.00			\$ 12,145.00	\$ 7,391.00	61%
100 State St.	\$ 323,342.00			\$ -	\$ 323,342.00	\$ 322,492.00	100%
155 Anderson	\$ 3,631.00	\$ 4,426.00			\$ 8,057.00	\$ 8,483.00	105%
841 Congress	\$ 661.00	\$ 1,945.00			\$ 2,606.00	\$ 3,267.00	125%
Bayside Anchor	\$ 24,270.00	\$ 31,412.00			\$ 55,682.00	\$ 43,551.00	78%
Dermot Ct.	\$ 3,731.00	\$ 7,380.00			\$ 11,111.00	\$ 13,318.00	120%
Front St. East	\$36,264	\$108,804			\$ 145,068.00	\$ 140,956.76	97%
Front St. West	\$20,568	\$52,110	\$ 68.24		\$ 72,746.24	\$ 66,646.00	92%
Harbor Terrace	\$ 43,608.00	\$ 133,969.00			\$ 177,577.00	\$ 165,177.00	93%
Riverton Park	\$ 76,074.00	\$ 149,020.00		\$ -	\$ 225,094.00	\$ 211,533.00	94%
Sagamore Village	\$ 96,283.00				\$ 96,283.00	\$ 72,281.00	75%
Solterra	\$ 28,926.00	\$ 59,714.00			\$ 88,640.00	\$ 74,158.00	84%
Washington Gardens	\$30,959	\$115,090			\$ 146,049.00	\$ 143,354.72	98%
Total Non-Public Housing	\$ 697,032.00	\$ 679,548.00	\$ 68.24	\$ -	\$ 1,376,648.24	\$ 1,287,468.48	94%

6. Outstanding Tenant Accounts Receivable Report

Outstanding Tenant Accounts Receivable Report as of								11/30/2025
	Total Number of Households	Total Amount Outstanding	Under Repayment Agreement		Eviction - Legal Action		All Other	
			Total Number of Households	Total Amount Outstanding	Total Number of Households	Total Amount Outstanding	Total Number of Households	Total Amount Outstanding
Franklin Towers	168	\$1,043.12						
Bayside East	31	\$ 9,525.27	6	\$ 4,452.15	0			
Bayside Terrace	22	\$ 2,074.90	0	\$ -	0			
Kennedy Park	42	\$ 19,635.92	8	\$ 22,337.33	0			
Total Public Housing	263	\$ 32,279.21	14	\$ 26,789.48	0	\$ -	0	\$ -
38 Mayo	1	\$ -						
43 Hammond	4	\$ -						
81-87 Salem	3	\$ 7,662.76						
100 State St.	168	\$ 860.00			1	\$ 860.00		
155 Anderson	6	\$ 907.32						
841 Congress	3	\$ -						
Bayside Anchor	41	\$ 24,672.32	4	\$ 21,062.42	3	\$ 8,908.72		
Dermot Ct.	4	\$ 193.68						
Front St. East	60	\$ 15,515.00						
Front St. West	45	\$ 37,269.00						
Harbor Terrace	106	\$ 85,930.40						
Riverton Park	87	\$ 63,515.64						
Sagamore Village	169	\$ 50,484.00	5	\$ 12,780.04	5	\$ 12,780.04		
Solterra	49	\$ 37,441.46	2	\$ 689.28	11	\$ 19,273.67		
Washington Gardens	100	\$ 13,180.57	2	\$ 14,147.06	1	\$ 1,564.30		
Total Non-Public Housing	846	\$ 337,632	13	\$ 48,679	21	\$ 43,386.73	0	\$ -
Total PHA	1,109	\$ 369,911	27	\$ 75,468	21	\$ 43,387	0	\$ -

7. Non-Emergency Work Order Activity Report

Non-Emergency Work Order Activity Report as of 11/30/2025							
	Beginning Balance	Received this Month	Closed this Month	Ending Balance		Closed this Month	Average Closed per Last 12 Months
Franklin Towers	22	54	45	31		45	56
Bayside East	2	14	14	2		14	0
Bayside Terrace	3	7	7	3		7	0
Kennedy Park	3	19	19	3		19	0
Total Public Housing	30	94	85	39		85	0
38 Mayo		0		0		0	0
43 Hammond		0		0		0	0
81-87 Salem		0		0		0	0
100 State St.	179	172	323	28		323	0
155 Anderson		0		0		0	0
841 Congress St		0		0		0	0
Bayside Anchor	0	124	124	0		124	0
Dermot Ct.				0		0	0
Front St. East	2	14	4	12		4	0
Front St. West	2	7	2	7		2	0
Harbor Terrace		8	8	0		8	22
Riverton Park	0	32	32	0		32	0
Sagamore Village	0	22	22	0		22	0
Solterra	0	47	47	0		47	0
Washington Gardens	4	21	12	13		12	0
Total Non-Public Housing	187	447	574	60		574	77
Total PHA	217	541	659	99		659	155

8. Emergency Work Order Activity Report

Emergency Work Order Activity Report as of 11/30/2025			
	Received this Month	Closed within 24 hours	% Closed within 24 hours
Franklin Towers	0	0	0%
Bayside East	1	1	100%
Bayside Terrace	1	1	100%
Kennedy Park	0	0	0%
Total Public Housing	2	2	100%
38 Mayo			0%
43 Hammond			0%
81-87 Salem			0%
100 State St.	21	20	100%
155 Anderson			0%
841 Congress			0%
Bayside Anchor	2	2	100%
Dermot Ct.			0%
Front St. East	3	3	100%
Front St. West	1	1	100%
Harbor Terrace			0%
Riverton Park	0	0	0%
Sagamore Village	0	0	0%
Solterra	5	5	100%
Washington Gardens	5	5	100%
Total Non-Public Housing	37	36	97%
Total PHA	39	38	97%

11. Capital Fund - Monitoring Program Dashboard

Capital Fund Monitoring Dashboard as of 11/30/2025

Obligation - Disbursement Milestones and Historical Use of CFP Grants									
CFP Grant Year	Grant Authorized	Obligation End Date	Months Left to Obligate	% Obligated	Disbursement End Date	Months Left to Disburse	% Disbursed	% Budgeted Soft Costs	% Budgeted Hard Costs
2022	\$ 3,257,487	5/11/2024	0	100%	5/11/2026		100.0%	32.1%	67.9%
2023	\$ 3,273,006	2/16/2025	0	100%	2/16/2027		90.3%	35.0%	65.0%
2024	\$ 3,343,911	5/5/2026	6	100.0%	5/5/2028		43.6%	35.0%	65.0%
2025	\$ 3,440,209	5/12/2027	18	0.0%	5/12/2029		0.0%	26.1%	73.9%
Total	\$ 13,314,613						43.9%	32.0%	68.0%

% to Obligate Target = 90% by End Date

% to Disburse Target = 100% by End Date

Grant Activity and Balances								
BLI Acct		1406	1410	1480	1450	1460	1465	1470
Description	Totals	Operations	CFP Admin.	General Capital activity	Site Improvement	Dwelling Structures	Dwelling Equipment	Non-Dwelling Structures
2026 Capital Fund Grant								
Authorized	\$ -							
Disbursed	\$ -							
Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2025 Capital Fund Grant								
Authorized	\$ 3,440,209	\$ 860,052	\$ 39,402	\$ 2,540,755				
Disbursed	\$ -	\$ -	\$ -	\$ -				
Balance	\$ 3,440,209	\$ 860,052	\$ 39,402	\$ 2,540,755	\$ -	\$ -	\$ -	\$ -
2024 Capital Fund Grant								
Authorized	\$ 3,343,911	\$ 835,975	\$ 334,391	\$ 2,173,545				
Disbursed	\$ 1,457,474	\$ 835,975	\$ 61,765	\$ 559,734				
Balance	\$ 1,886,437	\$ -	\$ 272,626	\$ 1,613,811	\$ -	\$ -	\$ -	\$ -
2023 Capital Fund Grant								
Authorized	\$ 3,273,006	\$ 818,252	\$ 327,301	\$ 2,127,454	\$ -	\$ -	\$ -	\$ -
Disbursed	\$ 2,955,449	\$ 818,252	\$ 9,743	\$ 2,127,454	\$ -	\$ -	\$ -	\$ -
Balance	\$ 317,557	\$ -	\$ 317,557	\$ -	\$ -	\$ -	\$ -	\$ -

BOARD OF DIRECTORS

Leah Bruns, President
Shirley Peterson, Vice-President
Kristin Blum, Director
Sam Heck, Director
Diane Herrmann, Director
Monique Mutumwinka, Director
Tim Wells, Director
Joan White, Director



970 Baxter Boulevard
Portland, ME 04103
Office: 207-773-4753
Fax: 207-761-5886

MEMORANDUM

Date: December 23, 2025
To: PHA / PHDC Finance Committee
From: Jay Waterman, Director of Real Estate Development

SUBJECT: LIHTC Operating Budgets

On December 4, 2025, the PHDC Board of Directors approved Operating budgets for Bayside Anchor, Front Street East, Solterra and Washington Gardens, all of which have a 12/31 fiscal year end.

The budget process was a challenge as last year Brian Frost produced all the budgets for the LIHTC projects and did not leave clear templates or methodology. Finance, Property Management, Asset Management and Development worked together to prepare the budgets that were presented to the board on 12/4/25.

Upon further review while translating the budgets into MaineHousing's required format, Asset Management found some formula errors in Front Street East, Solterra and Washington Gardens budget template. All budget line items were included in the approved budget, but the totals were incorrect due to formula errors. The attached shows those corrections, and all projects are within the best practice Debt Service Coverage of 1.15.

Additionally, it was decided by the team submitting the budgets to MaineHousing that the Bayside Anchor Budget projections for rent revenue were overly aggressive. The team decided to reduce revenue in the budget presentation to MaineHousing while still being optimistic that our revenue will exceed the budgeted amounts.

Staff do not feel the board needs to vote again on these budgets which are substantially the same as presented on December 4, 2025. This memo and attachment is information only.

Thank you.

December 23, 2025
LIHTC Operating Budget Updates
Minor Revision from Board Approved (12/4/25)

Bayside Anchor

		Revised
	Budget FY 2026	Budget FY 2026
Income	\$ 933,440.00	\$ 744,500.00
Opex+Reserve	\$ 528,831.81	\$ 528,831.81
NOI before Debt Service	\$ 404,608.19	\$ 215,668.19
Units (#)	45	45
Debt Service	\$ 93,047.40	\$ 93,047.00
NOI after Debt Service	\$ 311,560.79	\$ 122,621.19
Opex/Unit	\$ 11,751.82	\$ 11,751.82
DSCR	4.35	2.32

Front Street East

		Revised
	Budget FY 2026	Budget FY 2026
Income	\$ 1,640,650.00	\$ 1,667,050.00
Opex+Reserve	\$ 628,621.81	\$ 812,504.84
NOI before Debt Service	\$ 1,012,028.19	\$ 854,545.16
Units (#)	60	60
Debt Service	\$ 825,804.00	\$ 740,135.00
NOI after Debt Service	\$ 186,224.19	\$ 114,410.16
Opex/Unit	\$ 10,477.03	\$ 13,541.75
DSCR	1.23	1.15

* The Finance Committee asked for clarity on the change to the Debt Service costs. Ana will review this at the next Finance Committee Meeting.

Solterra

		Revised
	Budget FY 2026	Budget FY 2026
Income	\$ 1,192,800.00	\$ 1,192,800.00
Opex+Reserve	\$ 641,830.04	\$ 740,256.64
NOI before Debt Service	\$ 550,969.96	\$ 452,543.36
Units (#)	55	55
Debt Service	\$ 245,314.00	\$ 245,314.00
NOI after Debt Service	\$ 305,655.96	\$ 207,229.36
Opex/Unit	\$ 11,669.64	\$ 13,459.21
DSCR	2.25	1.84

Washington Gardens

		Revised
	Budget FY 2026	Budget FY 2026
Income	\$ 2,123,683.44	\$ 2,123,683.44
Opex+Reserve	\$ 1,032,871.13	\$ 1,113,061.70
NOI before Debt Service	\$ 1,090,812.31	\$ 1,010,621.74
Units (#)	100	100
Debt Service	\$ 574,757.88	\$ 574,757.88
NOI after Debt Service	\$ 516,054.43	\$ 435,863.86
Opex/Unit	\$ 10,328.71	\$ 11,130.62
DSCR	1.90	1.76

Resident Events in December 2025:

Over the last month, Resident Services focused on building community and reducing isolation and hardship during the holidays:

- **Neighborhood gatherings:** Service Coordinators hosted **5** holiday events (i.e. potlucks, ugly sweater parties, and luncheons) across multiple neighborhoods.
- **Older adults:** Through our annual partnership with Home Instead, staff coordinated sign up and delivery of Christmas gifts to **260** older PHA residents who live alone and have limited family support.
- **Children's gifts:** Partnered with Toys for Tots to provide Christmas gifts to **50** children in PHA families.
- **Holiday lunches for youth:** Youth program staff and Wayside Food Programs are providing lunches for **116** children in East Bayside, Riverton, Sagamore, and Front Street during the two-week school holiday break.

Resident Advisory Board (RAB) Updates

- The next RAB meeting is February 12, 2026 at 5:30pm

Partnerships Highlights: New Partnerships Launching in January

Beginning in January, Resident Services is launching several new partnerships to support resident financial and housing stability, and early childhood learning:

- **LiUNA Construction/Trades Training:** Resident Services is working to recruit and support 10 residents to access free, union-led construction training that leads to higher-paying jobs in the trades.
- **EMLI Early Math Literacy:** This program offers play-based early math sessions for young children and caregivers to build foundational skills and support school readiness. The program will run weekly in the East Bayside Neighborhood for 16 weeks.
- **Alpha Legal Foundation "Notice to Quit" Program:** This program will provide on-site support to residents who have been given Notices to Quit by connecting them with *Legal Access Navigators* provided the Alpha Legal Foundation, to help residents understand their rights, complete court forms, and connect with legal and social service resources. Services begin ramping up in January, ahead of full implementation in February.

Dept. Administrative Updates

Staffing:

- One part-time position is vacant in the Sagamore Village Study Center.
- The ROSS Coordinator position is vacant as of 12/16/2025

Hiring for these positions will begin in January 2026

Grants Updates

- PHA was awarded an FSS grant for 2026 on 12/29/25.

Resident Feedback Results: Franklin Towers Session 10/29/2025.

Synopsis: A review of the feedback provided by those who attended the Franklin Towers feedback session reveals critical feedback which fell into multiple domains. Tenants expressed gratitude for having housing but strong concern about daily safety concerns, building conditions, and communication issues. They reported rarely seeing security, feeling unsafe in hallways and stairwells, and relying on police as people sleep in common areas and enter through doors that do not close or are poorly monitored. Residents also described dirty and deteriorating common spaces, uneven heat and water pressure, noise and smoking, and slow or confusing responses from maintenance and the office. At the same time, they emphasized wanting more inclusive, culturally diverse community activities and clearer information about rules and processes. **Overall, residents are asking for peace, safety, dignity, and assurance that their concerns will be acted on—not forgotten.**

1. Safety & Security

What residents experience:

- Security guards are often not visible or present when needed.
- Hallways and stairwells feel unsafe, with reports of urination and people sleeping there.
- Residents are unclear when security is on duty and say some guards appear disengaged or dismissive.
- Residents report relying on police instead of security, and police are called frequently.
- People slip in at night, sleep on floors, and leave before security arrives.
- FOB misuse: non-residents using FOBs that don't belong to them.
- Residents want old/misused FOBs deactivated and stricter control of building entry.
- Winters are especially bad for trespassing, sleeping inside, and related messes.

2. Building Conditions

- Laundry room described as “disgusting”; many avoid the machines.
- Dirty common areas, including reports of needles, blood.
- Concerns about old, unsafe ovens, deteriorating interiors, drafty windows, and inconsistent heat and water pressure.
- Thin walls mean residents hear neighbors clearly, and some use stoves for heat.
- Residents expressed appreciation for PMs, Jeff Tardiff and Michelle Dunham, for their efforts to care for the building and work with residents

3. Noise, Smoking & Disturbances

- Frequent yelling, door slamming, and late-night noise inside and outside the building.
- Smoking (including weed) in stairwells and near the building; smoke enters windows and units.

4. Maintenance & Office Experience

- Slow maintenance response and limited office hours.
- Phone calls go unanswered; processes and paperwork feel confusing.
- Residents are unclear how to request things like FOB deactivation or report certain issues.
- Desire for clearer guidance and communication about how building issues are handled.
- Residents report frequent falls and want more grab bars and better lighting.
- Elevator reliability and emergency alert buttons are concerns.

What Residents Want:

- Consistent, 24/7 security presence in the lobby and common areas.
- Clear information on security schedules and how to reach them.
- A direct hotline to security so residents don't have to leave their apartments to seek help.
- Strong interest in more community-building events and monthly potlucks.
- Desire for cultural exchange, art/craft “showrooms,” and joyful activities that showcase resident talents, cultural potlucks, mixers, and inclusive social gatherings.
- Interest in opening the basement gym and partnering with the Portland Recreation Department for on-site programming.
- Working residents want programming after work hours to fully participate.
- Bus schedules are confusing; residents want help applying for reduced-fare transportation.
- Desire for a grocery shuttle.
- Faster snow removal at entrances.
- Welcome packets for new tenants.
- Clear, visible building rules for tenants and visitors, and more cameras.

BOARD OF DIRECTORS

Brian Frost, President
Christian MilNeil, Vice-President
Kristin Blum, Director
Diane Herrmann, Director
Monique Mutumwinka, Director
Shirley Peterson, Director
Tim Wells, Director
Joan White, Director



970 Baxter Boulevard
Portland, ME 04103
Office: 207-773-4753
Fax: 207-761-5886

Development Update

December 23, 2025 Finance Committee Meeting

COMPLETED & CLOSING OUT

Equinox and Winter Landing (Mercy Redevelopment Site)

- PROJECT STATUS: **Final Dev. fee for Winter Landing of \$41,511.75 received by PHDC in November.**
- UPCOMING MILESTONES: **Equinox pending further tax credit documentation for final dev. fee.**
- CHALLENGES/OPPORTUNITIES: None at this time.

UNDER CONSTRUCTION

Harbor Terrace

- PROJECT STATUS: Construction achieved Substantial Completion on October 15th.
- UPCOMING MILESTONES: Permanent Loan Closing anticipated in March 2026.
- CHALLENGES: Project close-out documentation. Achieving occupancy and debt coverage requirements for PLC.

Riverton Park

- PROJECT STATUS: Under construction.
- UPCOMING MILESTONES: Circle 1 Building progressing well, completion in Dec 2026. Phase 1 renovation completion at Circle 2 in Feb-March 2026.
- CHALLENGES: None at this time.

PREDEVELOPMENT

Franklin Towers

- PROJECT STATUS: Pre-development.
- UPCOMING MILESTONES: Historic Part 2 Submission to National Park Service (NPS). 90% plans and estimate.
- CHALLENGES: None at this time.

"COMB" Block Phase 1

- PROJECT STATUS: Pre-development.
- UPCOMING MILESTONES: 90% plan out for pricing in December with submission to MSHA in January. Building permit submission to the city in December. Demolition to be completed by April 2026. Soil remediation begins in May 2026.
- CHALLENGES: Coordination of brownfields site cleanup in multiple phases. Coordination of bidding process between Brownfields and LIHTC project budgets.

“COMB” Block Phase 2 (CUMBERLAND)

- PROJECT STATUS: Pre-development. Project received 2026 LIHTC Award and FHLBB AHP Award.
- UPCOMING MILESTONES: CM Procurement in Dec/Jan. Application for FHLBNY in February 2026.
- CHALLENGES: Coordination of brownfields site cleanup in multiple phases.

“COMB” Block Phase 3 (MAYO)

- PROJECT STATUS: Pre-development.
- UPCOMING MILESTONES: MSHA LIHTC Application in Fall 2026.
- CHALLENGES: Coordination of brownfields site cleanup in multiple phases.

Front Street Phase 3

- PROJECT STATUS: **Construction Loan with Norway Savings, MaineHousing and Genesis closed on December 10. Five Purchase and Sale Agreements executed**
- UPCOMING MILESTONES: **Further sales; Brownfields mitigation commencement.**
- CHALLENGES: Coordination of brownfields work with modular construction.

Sagamore Village

- PROJECT STATUS: Pre-development. Community Center renovations anticipated February completion.
- UPCOMING MILESTONES: Anticipated December 2025 Construction Loan Closing.
- CHALLENGES: Potential delays receiving all necessary final approvals.

100 State Street

- PROJECT STATUS: Pre-development.
- UPCOMING MILESTONES: Construction docs. Pending MaineHousing approval for rent adjustment. Closing on TD Bank 2nd mortgage.
- CHALLENGES: None at this time.

47-49 Boyd Street

- PROJECT STATUS: Remaining residents have received 90-day notice;
- UPCOMING MILESTONES: **Last tenant should be out of the building by Winter 2025-2026. Haz Mat inventory prior to demo is starting 12/28. Demo in Winter 2026.**
- CHALLENGES: None at this time.

Bayside East Renovations (12 Buildings)

- PROJECT STATUS: Renovations underway.
- UPCOMING MILESTONES: **Phase 2 completion in early 2026.**
- CHALLENGES: No updates

End of Memo

Memorandum

To: Board of Commissioners

From: Clyde Barr

Subject: Public Hearing and Public Comment for Changes to Admin Plan and 5 Year Plan

Date: 12/16/2025

A public hearing was announced on our website as well as in the newspaper. The notice went live on Thursday, October 30th. The notice on our website stated the following:

PUBLIC NOTICE

Proposed Updates to the Housing Choice Voucher Administrative Plan and Five-Year Plan

The Portland Housing Authority (PHA) hereby provides public notice of proposed updates to its Housing Choice Voucher (HCV) Administrative Plan and Five-Year Plan (FY 2025–2030). These updates will be available for public review and comment for a period of 45 days, beginning 10/31/2025 and ending 12/15/2025.

Written comments may be submitted to:

Portland Housing Authority

Attn: Policy Updates

970 Baxter Boulevard, 3rd floor

Portland, ME 04103

[or sent by email to management.](#)

A public hearing to receive comments on the proposed changes will be held at 5pm on Wednesday, November 19, 2025.

Attendance can be:

- In person at 970 Baxter Boulevard, 3rd floor in small conference room, Portland, ME 04103
- Virtually through Teams - [Meeting ID 282 314 325 820 62](#) Passcode Hn9Pu9wp
- Call in [1-872-242-9833,,96600386#](#) - Phone Conference ID: 966 003 86#

Proposed Updates

Housing Choice Voucher Administrative Plan

- Section 4-11C. Local Preferences (10):
The PHA may offer a preference to Emergency Housing Voucher (EHV) participants.
- Section 17-IV.B. Project-Based Voucher Program:
The PHA may, on a case-by-case basis, exercise its discretion not to use an AHAP (Agreement to Enter into a Housing Assistance Payments Contract) or to execute an AHAP after construction or rehabilitation for newly constructed or rehabilitated housing.

PHA Five-Year Plan (FY 2025–2030)

Under Goal 4: Empower Residents Through Education, Support, and Opportunity, the following Key Initiative has been added. No other changes have been made to this section. Added Key Initiative:

- Use Capital Fund Plans to build a new Community Center in the Bayside East Neighborhood, which will include a food pantry, study center, and expanded collaboration opportunities with resources for residents.

A slimmed down notice was posted in the paper with direction to go to our website for more details. There was a link to the public notice posting on the home page of the website.

At 5pm the virtual meeting as well as the in person meeting started with myself, Clyde Barr, as the only attendee. The meeting came to a close at 5:30pm. During the length of the meeting there were no members of the public present.

During the public comment period of October 31, 2025 through December 15, 2025 there were no comments submitted by members of the public.