

**LEWISTON HOUSING
BOARD OF COMMISSIONERS
TELECONFERENCE MEETING
Tuesday, March 31, 2026 AT 5:00 PM – VIA MS TEAMS
AGENDA**

- I. *Roll Call*
- II. *Approval of the February 24, 2026 meeting minutes (pages 2-4)*
- III. *Consent Agenda: Financial Reports (pages 5-38)*
- IV. *Consent Agenda: Operational & Director Reports (pages 39-48)*
- V. *New Business*
 - a. *Travel Approval – Travis Heynen (page 49)*
 - b. *Travel Approval – Krissie Bodkin-Rubino & Chelsea Steele (page 50)*
 - c. *81 Ash St. Audit Approval (pages 51-77)*
 - d. *LHA Audit Approval (supplemental document)*
 - e. *MTW Plan Approval (<https://lewistonhousing.org/moving-to-work-mtw-supplement-to-pha-annual-plan-public-notice-2/>)*
 - f. *Procurement Policy Approval (pages 78-102)*
 - g. *Audit Extension: Wedgewood, Gauvreau Place, Blake & Walnut*
 - h. *Utility Contracts (supplemental document)*
 - i. *LAHDC Articles of Incorporation Change Approval (supplemental document)*
 - j. *FSS Forfeiture Bank Account*
 - k. *Section 22 Update*
- VI. *Date for next teleconference meeting – April 28, 2026*
- VII. *Open Forum*
- VIII. *Executive Session: Discussion or consideration of the condition, acquisition, or the use of real property or personal property permanently attached to real property: 1MRSA 405(6)(c) and Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons: 1MRSA 405(6)(a)(1)*
- IX. *Adjournment*

**LEWISTON HOUSING
BOARD OF COMMISSIONERS
TELECONFERENCE MEETING
Tuesday, February 24, 2026 AT 5:00 PM – VIA MS TEAMS
Meeting Minutes**

I. Roll Call – Meeting called to order at 5:09 PM

Marc Pellerin, Guy Gagnon, Jody Jalbert, Jonathan Hussey, Anne Purcell (observer, not yet sworn in)

Absent/Excused: Donna Mathieu (excused), Cheryl Keaton (excused)

Employees: Sarah Cash, Chris Kilmurry, Travis Heynen, Penn Lindsay, Krissie Bodkin-Rubino, Jen Boardman, Hollie Sprague, Gianni Smplicio

Note: Anne Purcell joined as the newest Commissioner but has not yet been sworn in and therefore observed only without voting privileges. Cash noted that Purcell will receive a letter from the City and must schedule a time to be officially sworn in.

II. Approval of the January 27, 2026 Meeting Minutes

- **Jalbert moved to approve the minutes of the January 27, 2026 meeting. Gagnon seconded. Motion passed. Hussey abstained, noting he was not present at that meeting.**

III. Consent Agenda: Financial Reports

Hussey presented highlights from the Finance Committee meeting held the prior Thursday. Key items included:

Audit Status: All audits are in progress and expected to be filed on time. The LHA audit, due to HUD by end of March, is approximately one month ahead of last year’s pace. The LAAHDC audit is proceeding on schedule. December year-end audits for tax credit projects are also on track, with no major issues noted.

Choice Grant Drawdown: A drawdown of approximately \$1.6 million from the Choice Neighborhoods Grant was noted, largely tied to the DeWitt property near Kennedy Park, which is well into construction.

Wedgewood Closing: Kilmurry confirmed that the Wedgewood financing closed on February 24, 2026. Approximately \$407,000 in developer incentive fees was wired to LHA, with corresponding bank accounts including replacement reserve and operating deficit reserve fully funded. Hussey noted this is a significant milestone.

- **Gagnon moved to approve the Consent Agenda for Financial Reports. Jalbert seconded. Motion passed unanimously.**

IV. Consent Agenda: Operational & Director Reports

Kilmurry noted the significance of the Wedgewood closing as the first of many anticipated deals and a foundational step toward building new units and repositioning existing public housing.

Lindsay provided development updates:

Martel Phase I: MaineHousing has all required materials and is preparing their loan committee package. Approval is anticipated in early March, with closing to follow in four to six weeks. Construction start is expected before the end of April. This is a high-profile project for the City of Lewiston.

Martel Phase II: MaineHousing has granted permission to proceed directly to the 90% drawing submission, skipping an intermediate step. Tax credit pricing has softened slightly from 83 cents, but is not expected to threaten project viability. An investor has not yet been finalized.

Martel Phase 3: A 9% LIHTC application to MaineHousing is planned for the September round. Pre-requisites include rezoning the Martel parcel (submitted to the City), Planning Board approval, and a TIF. The rezoning will allow commercial space on Lisbon Street and an additional story in height. The four-story building will be visually similar in height to a three-story building due to a grade change on Lisbon Street.

Soleil Phases I & II: MaineHousing has agreed to combine Soleil I and Soleil II into a single project, which simplifies execution and allows receipt of two developer fees totaling \$1.5 million while building one building. The Genesis predevelopment loan is being resized from approximately \$600,000 to just under \$900,000 to reflect this combined approach.

Public Housing Conversions: Ongoing work with HUD on conversion process.

B Street Expansion: A lender has been identified (Business Lending Solutions, working with local credit unions). The remaining critical item is acquiring the St. Mary's condo (25% ownership of the building), which Kilmurry is currently negotiating. A spring closing and construction start is possible once that is resolved.

- **Hussey moved to approve the Consent Agenda for Operational and Director Reports. Gagnon seconded. Motion passed unanimously.**

V. New Business

a. Affirmation of the 2/6/2026 Email Vote: Authorizing Chris Kilmurry to Negotiate up to 40% of the Developer Incentive Fee for Wedgewood Going to Avesta (4 in favor; 2 abstained [Gagnon & Keaton])

Kilmurry explained that following prior board guidance to seek a 60/40 split in LHA's favor, Avesta delayed and pushed back. After consulting with Pellerin and LAAHDC's Craig Saddlemire, Kilmurry negotiated a final split of 55% to LHA and 45% to Avesta, avoiding potential litigation and allowing the closing to proceed.

- **Hussey moved to affirm the email vote of 2/6/2026 and accept the 55%/45% split (LHA/Avesta) as negotiated. Jalbert seconded. Motion passed unanimously.**

b. Travel Request – Roux Lobo

- **Gagnon moved to approve the travel request for Roux Lobo. Jalbert seconded. Motion passed unanimously.**

c. 2024 Capital Funds

Kilmurry explained that current HUD operating subsidy has been reduced significantly over the past two years, creating a cash flow deficit for public housing properties. LHA currently holds approximately \$2.4 million in capital funds (\$1.15M from the 2024 Capital Fund and \$1.175M from the 2025 Capital Fund), with an additional 2026 Capital Fund of approximately \$1M anticipated within three months. HUD has already issued obligation deadline notices for the 2024 funds. Staff requested authorization to transfer the 2024 Capital Fund balance of approximately \$1.15 million into the public housing operating account to offset anticipated losses and remain in compliance.

- **Hussey moved to approve the transfer of the 2024 Capital Fund (\$1.15 million) into the public housing operating account. Gagnon seconded. Motion passed unanimously.**

d. Wedgewood Maine Preservation Award

Cash announced that Wedgewood will receive an Honor Award from Maine Preservation at a celebration event on March 18, 2026, from 5:30 to 7:30 PM in Portland. LHA has two complimentary tickets; additional tickets may be purchased. Maine Preservation has been celebrating excellence in historic preservation and transformative rehabilitation since 1998. Board members and staff interested in attending were asked to notify Cash by the end of the week.

e. MTW Plan (No Board Action Required)

Heynen noted that the draft Moving to Work (MTW) Annual Plan is currently out for public comment. A copy was provided to the board in advance of next month's meeting, where formal action will be needed.

Additional New Business (raised during Open Forum)

a. Soleil Combined Predevelopment Loan – Genesis Fund (Revised Amount)

Kilmurry requested board approval to increase the Genesis Fund predevelopment loan for Soleil from the previously approved approximately \$600,000 to just under \$900,000, reflecting the consolidation of Soleil I and Soleil II into a single project. Hussey abstained, noting he would be voting on the same matter at the LAHDC board meeting.

- **Jalbert moved to approve guaranteeing the revised Soleil predevelopment loan from Genesis Fund at approximately \$900,000. Gagnon seconded. Motion passed. Hussey abstained.**

b. Bridge Loan – Androscoggin Bank (Martel Phase I / Federal Home Loan Bank of Boston Award)

Kilmurry sought board approval for the documentation authorizing Androscoggin Bank to provide a construction financing bridge loan connected to LHA's Federal Home Loan Bank of Boston award for Martel Phase I. Per Hussey's earlier recommendation, the commitment letter will be amended to require financial reporting within 30 days of receipt of audited financials, rather than a fixed 120-day commercial standard that is not feasible given LHA's audit timeline. Hussey abstained.

- **Jalbert moved to approve the Androscoggin Bank bridge loan with the amendment that financials be provided within 30 days of receipt. Gagnon seconded. Motion passed. Hussey abstained.**

VI. Date for Next Teleconference Meeting

The next board meeting is scheduled for Tuesday, March 31, 2026 via MS Teams.

VII. Open Forum

No additional items.

VIII. Executive Session: Discussion or consideration of the condition, acquisition, or the use of real property or personal property permanently attached to real property: 1 MRSA 405(6)(c) and Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons: 1 MRSA 405(6)(a)(1)

- **Pellerin moved to enter Executive Session at 5:42pm. Jalbert seconded. Motion passed unanimously.**
- **Hussey moved to exit Executive Session at 6:09 PM. Gagnon seconded. Motion passed unanimously.**
- **Hussey moved to authorize the hire of a Construction Manager at the rate discussed in Executive Session. Gagnon seconded. Motion passed unanimously.**
- **Hussey moved to place the property discussed in Executive Session under a Letter of Intent. Gagnon seconded. Motion passed unanimously.**

IX. Adjournment

- **Hussey moved to adjourn at 6:11 PM. Gagnon seconded. Motion passed unanimously.**

LEWISTON HOUSING FINANCIAL COMMITTEE

Thursday, March 26, 2026, AT 2:00 PM – VIA MS TEAMS
Meeting Notes

Attendance: Marc Pellerin, Jon Hussey

Absent: Guy Gagnon

Employees: Gianni Simplicio, Travis Heynen, Sarah Cash

The meeting was called to order at 2:02 PM. A bullet pointed summary of discussion points is below:

LHA Balance Sheet & Reconciliations

- Public housing security deposit account (acct. 1-1202) identified as incorrectly classified; will be moved to restricted cash.
- PID balance for Wedgewood showing \$1.8M on the balance sheet despite the project closing last month; needs to be zeroed out. Partially a result of construction-in-progress accounts not being correctly recorded. Will be cleaned up.
- Other assets section (page 2): Accumulated amortization credits exceed debit balances on financing fees/deferred financing, which is not possible. Reconciliation not yet complete for these accounts; will be addressed, likely straightforward once reviewed. RHR Smith may have posted an audit adjustment. Team will also ensure no automatic system entry continues amortizing a fully amortized asset.
- Reconciliations still in progress, particularly payroll-related liabilities. BDO was asked for additional support; no positive response yet, likely due to their focus on FDS/AFS work. Will follow up after April 15; may need to bring work in-house or engage another resource if needed.

Public Housing Operating Losses

- Significant grant/capital fund draw income on the P&L is masking ongoing operating losses on public housing properties. Capital fund draws are being used to supplement those losses, which is the current plan.
- This approach will continue until properties convert out of public housing; timeline dependent on HUD approval of Section 22 process, likely at least several more months.

Voucher Program

- Voucher program showing an approximately \$50,000 loss year-to-date (not \$133K as it may appear); Housing Assistance Payments show as both income and expense but are pass-through and net to zero. A P&L with HAP backed out will be prepared for easier reading.
- 150 names drawn from the waiting list this month; same planned for April. As voucher utilization increases, admin fee income will grow and the program position should improve over the course of the year.

163-165 Bates Street

- Property showing a ~\$26,000 loss for February, primarily due to lease-up vacancies related to VASH vouchers and project-based vouchers. The Veterans Affairs office is working to place tenants but there is a lag at the front end.
- Once fully leased, property will cash flow positively. Vacancy claims will also be available for future vacancies once initial tenants are in place, offsetting future losses.
- \$13,000 pest control expense for February reflects bed bug treatment; cost was anticipated and covered by funds received at closing.

Audit Update

- AFS draft sent out today; Hussey to review and provide any comments by the following morning.
- Audit was more intensive this year due to enhanced risk-based procedures; auditors conducted more walkthroughs of processes and controls. This reflects a broader industry trend and is expected going forward.

- Several audit findings were already addressed or in process before the audit; committee expressed appreciation that management recognized and corrected issues proactively. Board comfort increases when findings are self-identified and fixed rather than discovered by auditors.
- Audit timeline extended in part because the lead auditor departed mid-audit; team managing the transition.
- LAAHDC draft audited financials received today; on track for board review at the April meeting.
- 12/31 property audits: Healy Terrace complete. Wedgewood, Blake & Walnut, and Place St. Marie all have extensions to April 30 from MaineHousing; Otis Atwell expects to deliver drafts for the first three by April 17. Place St. Marie draft expected this week from Home Resnick.
- 990 deadline is May 15; committee noted the importance of getting it right to avoid later revisions.
- No formal board vote is required to finalize the audit; board will receive a copy once issued and the audit will be formally accepted at that time.

AP Controls & Check Approval Process

- Current process: for each check run, a summary (check number, payee, bank account) is printed as a PDF and sent to Kilmurry for review and stamp/signature via Adobe before checks are released. This is outside of Yardi and serves as a final approval control.
- Hussey requested a sample check run with Kilmurry's approval signature for his review; Simplicio will send.

Insurance / FDIC Cash Coverage

- AFS notes a technical finding on uninsured cash balances; this is a timing issue. The January 2025 FDIC letter was issued when the LHA account was briefly below \$1M, then cash increased significantly in the intervening period before that letter expired in July.
- Committee agreed that given the volume of cash infusions expected from development closings, LHA should explore significantly boosting its coverage above the standard FDIC threshold. While there will be a cost, the fiduciary risk of being uninsured on large balances is not acceptable.
- Simplicio will explore options (potentially FHLB or a private insurer) and bring results to the next board meeting.

LAAHDC Finance Committee Participation

- Pellerin raised for future consideration whether Chris Crowley (LAAHDC board) might be invited to participate in Finance Committee meetings given his financial background and the LAAHDC connection.
- Hussey noted that the Finance Committee has always been open to LAAHDC board members and that the same invitation should be extended to Crowley; suggested giving him some time to acclimate to his board role first.

Property = portin bst hta mva lha college choice cfe bsc cocc .amp3 .voucher .pbvouch mka sle

Balance Sheet

Period = Feb 2026

Book = Accrual ; Tree = ysi_bs

		Current Balance
0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS	
1119-00-000	CASH	2,300,910.62
1149-00-000	ACCOUNTS AND NOTES RECEIVABLE	863,497.77
1299-00-000	OTHER CURRENT ASSETS	13,649,613.37
1300-00-000	TOTAL CURRENT ASSETS	16,814,021.76
1400-00-000	NONCURRENT ASSETS	
1420-00-000	FIXED ASSETS	11,690,236.03
1421-25-000	LOANS RECEIVABLE	2,080,000.00
1439-00-000	OTHER ASSETS	402,531.79
1499-00-000	TOTAL NONCURRENT ASSETS	14,172,767.82
1999-00-000	TOTAL ASSETS	30,986,789.58
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES	
2299-00-000	CURRENT LIABILITIES	495,257.98
2399-00-000	NONCURRENT LIABILITIES	3,143,429.44
2499-00-000	TOTAL LIABILITIES	3,638,687.42
2800-00-000	EQUITY	
2805-99-000	CONTRIBUTED CAPITAL	14,336,204.36
2809-99-000	RETAINED EARNINGS	12,407,066.84
2810-99-000	OTHER EQUITY	604,830.96
2899-00-000	TOTAL EQUITY	27,348,102.16
2999-00-000	TOTAL LIABILITIES AND EQUITY	30,986,789.58
9999-99-000	TOTAL OF ALL	0.00

Property = portin bst hta mva lha college choice cfe bsc cocc .amp3 .voucher .pbvouch mka sle

Budget Comparison (with PTD)

Period = Feb 2026

Book = Accrual ; Tree = ysi_is

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
2999-99-999 Revenue & Expenses								
3000-00-000 INCOME								
3199-00-000 TENANT INCOME	218,827.60	224,038.93	-5,211.33	-2.33	218,827.60	224,038.93	-5,211.33	-2.33
3359-00-000 DEVELOPMENT INCOME	407,194.70	0.00	407,194.70	N/A	407,194.70	0.00	407,194.70	N/A
3499-00-000 GRANT INCOME	1,943,480.65	1,476,165.27	467,315.38	31.66	1,943,480.65	1,476,165.27	467,315.38	31.66
3500-99-000 CFP FUNDS	12,250.00	34,458.59	-22,208.59	-64.45	12,250.00	34,458.59	-22,208.59	-64.45
3699-00-000 OTHER INCOME	188,557.32	113,534.64	75,022.68	66.08	188,557.32	113,534.64	75,022.68	66.08
3999-00-000 TOTAL INCOME	2,770,310.27	1,848,197.43	922,112.84	49.89	2,770,310.27	1,848,197.43	922,112.84	49.89
4000-00-000 EXPENSES								
4199-00-000 ADMINISTRATIVE EXPENSES	354,840.94	374,255.84	19,414.90	5.19	354,840.94	374,255.84	19,414.90	5.19
4231-00-999 TENANT SERVICES EXPENSES	100,939.08	100,415.50	-523.58	-0.52	100,939.08	100,415.50	-523.58	-0.52
4399-00-000 UTILITY EXPENSES	89,181.34	84,212.36	-4,968.98	-5.90	89,181.34	84,212.36	-4,968.98	-5.90
4499-00-000 MAINTENANCE AND OPERATIONAL EXPENSES	87,008.82	128,558.04	41,549.22	32.32	87,008.82	128,558.04	41,549.22	32.32
4599-00-000 GENERAL EXPENSES	82,888.05	43,352.39	-39,535.66	-91.20	82,888.05	43,352.39	-39,535.66	-91.20
4699-00-000 GRANT EXPENSES	240.66	17,923.42	17,682.76	98.66	240.66	17,923.42	17,682.76	98.66
4799-00-000 HOUSING ASSISTANCE PAYMENTS	1,070,716.00	1,116,770.18	46,054.18	4.12	1,070,716.00	1,116,770.18	46,054.18	4.12
4899-00-000 FINANCING EXPENSES	2,355.62	600.00	-1,755.62	-292.60	2,355.62	600.00	-1,755.62	-292.60
4929-00-000 (PRE)DEVELOPMENT COSTS	2,730.75	0.00	-2,730.75	N/A	2,730.75	0.00	-2,730.75	N/A
5999-00-000 NON-OPERATING ITEMS	60,396.52	41,443.08	-18,953.44	-45.73	60,396.52	41,443.08	-18,953.44	-45.73
8000-00-000 TOTAL EXPENSES	1,851,297.78	1,907,530.81	56,233.03	2.95	1,851,297.78	1,907,530.81	56,233.03	2.95
9000-00-000 NET INCOME	919,012.49	-59,333.38	978,345.87	1,648.90	919,012.49	-59,333.38	978,345.87	1,648.90

ip shs sab bst ehv fyi hva hcv lpa msv mva mod2 mod5 raa pbvbhs pbvloft pbvsuh pbvbsf homeohcv ll

Balance Sheet

Period = Feb 2026

Book = Accrual ; Tree = ysi_bs

		Current Balance
0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS	
1119-00-000	CASH	2,271,355.88
1149-00-000	ACCOUNTS AND NOTES RECEIVABLE	848,622.25
1299-00-000	OTHER CURRENT ASSETS	13,656,109.91
1300-00-000	TOTAL CURRENT ASSETS	16,776,088.04
1400-00-000	NONCURRENT ASSETS	
1420-00-000	FIXED ASSETS	5,599,310.32
1421-25-000	LOANS RECEIVABLE	2,080,000.00
1439-00-000	OTHER ASSETS	320,470.75
1499-00-000	TOTAL NONCURRENT ASSETS	7,999,781.07
1999-00-000	TOTAL ASSETS	24,775,869.11
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES	
2299-00-000	CURRENT LIABILITIES	-54,998.49
2399-00-000	NONCURRENT LIABILITIES	1,567,634.70
2499-00-000	TOTAL LIABILITIES	1,512,636.21
2800-00-000	EQUITY	
2805-99-000	CONTRIBUTED CAPITAL	6,295,330.65
2809-99-000	RETAINED EARNINGS	16,166,911.84
2810-99-000	OTHER EQUITY	800,990.41
2899-00-000	TOTAL EQUITY	23,263,232.90
2999-00-000	TOTAL LIABILITIES AND EQUITY	24,775,869.11
9999-99-000	TOTAL OF ALL	0.00

Property = lha cfe
Budget Comparison (with PTD)

Period = Jul 2025-Feb 2026

Book = Accrual ; Tree = ysi_is

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
2999-99-999 Revenue & Expenses								
3000-00-000 INCOME								
3199-00-000 TENANT INCOME	1,640.00	0.00	1,640.00	N/A	19,374.28	0.00	19,374.28	N/A
3359-00-000 DEVELOPMENT INCOME	407,194.70	0.00	407,194.70	N/A	407,194.70	0.00	407,194.70	N/A
3499-00-000 GRANT INCOME	88,984.84	43,635.10	45,349.74	103.93	413,840.71	478,887.80	-65,047.09	-13.58
3500-99-000 CFP FUNDS	12,250.00	0.00	12,250.00	N/A	1,321,138.23	0.00	1,321,138.23	N/A
3699-00-000 OTHER INCOME	169,506.00	101,167.08	68,338.92	67.55	932,662.27	809,336.64	123,325.63	15.24
3999-00-000 TOTAL INCOME	679,575.54	144,802.18	534,773.36	369.31	3,094,210.19	1,288,224.44	1,805,985.75	140.19
4000-00-000 EXPENSES								
4199-00-000 ADMINISTRATIVE EXPENSES	82,540.55	127,466.34	44,925.79	35.25	798,344.78	1,019,730.72	221,385.94	21.71
4231-00-999 TENANT SERVICES EXPENSES	34,140.15	37,156.92	3,016.77	8.12	280,567.78	297,255.36	16,687.58	5.61
4399-00-000 UTILITY EXPENSES	2,711.36	2,190.16	-521.20	-23.80	15,915.43	17,521.28	1,605.85	9.17
4499-00-000 MAINTENANCE AND OPERATIONAL EXPENSES	-41,917.56	-34,789.26	7,128.30	20.49	-330,831.00	-278,314.08	52,516.92	18.87
4599-00-000 GENERAL EXPENSES	5,074.21	6,225.58	1,151.37	18.49	48,817.56	49,804.64	987.08	1.98
4699-00-000 GRANT EXPENSES	240.66	12,646.75	12,406.09	98.10	32,844.87	101,174.00	68,329.13	67.54
4899-00-000 FINANCING EXPENSES	611.46	600.00	-11.46	-1.91	4,897.80	4,800.00	-97.80	-2.04
4929-00-000 (PRE)DEVELOPMENT COSTS	2,730.75	0.00	-2,730.75	N/A	2,782.00	0.00	-2,782.00	N/A
5999-00-000 NON-OPERATING ITEMS	5,130.81	5,131.00	0.19	0.00	41,046.48	41,048.00	1.52	0.00
8000-00-000 TOTAL EXPENSES	91,262.39	156,627.49	65,365.10	41.73	894,385.70	1,253,019.92	358,634.22	28.62
9000-00-000 NET INCOME	588,313.15	-11,825.31	600,138.46	5,075.03	2,199,824.49	35,204.52	2,164,619.97	6,148.70

Blake Street Towers (bst)
Budget Comparison (with PTD)

Period = Jul 2025-Feb 2026

Book = Accrual ; Tree = ysi_is

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
2999-99-999	Revenue & Expenses								
3000-00-000	INCOME								
3199-00-000	TENANT INCOME	28,397.06	27,119.60	1,277.46	4.71	217,913.62	216,956.80	956.82	0.44
3499-00-000	GRANT INCOME	28,909.80	29,117.00	-207.20	-0.71	248,680.38	353,059.00	-104,378.62	-29.56
3500-99-000	CFP FUNDS	0.00	7,962.92	-7,962.92	-100.00	0.00	63,703.36	-63,703.36	-100.00
3999-00-000	TOTAL INCOME	57,306.86	64,199.52	-6,892.66	-10.74	466,594.00	633,719.16	-167,125.16	-26.37
4000-00-000	EXPENSES								
4199-00-000	ADMINISTRATIVE EXPENSES	27,227.17	26,179.50	-1,047.67	-4.00	240,319.69	209,436.00	-30,883.69	-14.75
4231-00-999	TENANT SERVICES EXPENSES	610.15	766.33	156.18	20.38	19,062.81	6,051.64	-13,011.17	-215.00
4399-00-000	UTILITY EXPENSES	13,836.48	11,458.83	-2,377.65	-20.75	93,181.32	91,670.64	-1,510.68	-1.65
4499-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	21,325.45	35,643.75	14,318.30	40.17	198,390.69	285,150.00	86,759.31	30.43
4599-00-000	GENERAL EXPENSES	13,435.90	5,592.83	-7,843.07	-140.23	112,603.92	44,742.64	-67,861.28	-151.67
4799-00-000	HOUSING ASSISTANCE PAYMENTS	1,342.00	0.00	-1,342.00	N/A	4,636.00	5,677.00	1,041.00	18.34
4929-00-000	(PRE)DEVELOPMENT COSTS	0.00	0.00	0.00	N/A	1,752.50	0.00	-1,752.50	N/A
5999-00-000	NON-OPERATING ITEMS	4,899.83	4,900.00	0.17	0.00	39,198.64	39,200.00	1.36	0.00
8000-00-000	TOTAL EXPENSES	82,676.98	84,541.24	1,864.26	2.21	709,145.57	681,927.92	-27,217.65	-3.99
9000-00-000	NET INCOME	-25,370.12	-20,341.72	-5,028.40	-24.72	-242,551.57	-48,208.76	-194,342.81	-403.13

Meadowview Apartments (mva)
Budget Comparison (with PTD)

Period = Jul 2025-Feb 2026

Book = Accrual ; Tree = ysi_is

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
2999-99-999	Revenue & Expenses								
3000-00-000	INCOME								
3199-00-000	TENANT INCOME	54,086.39	57,597.33	-3,510.94	-6.10	440,683.30	460,778.64	-20,095.34	-4.36
3499-00-000	GRANT INCOME	39,193.20	35,102.00	4,091.20	11.66	310,114.51	469,050.00	-158,935.49	-33.88
3500-99-000	CFP FUNDS	0.00	11,738.58	-11,738.58	-100.00	0.00	93,908.64	-93,908.64	-100.00
3699-00-000	OTHER INCOME	0.00	0.00	0.00	N/A	250.00	0.00	250.00	N/A
3999-00-000	TOTAL INCOME	93,279.59	104,437.91	-11,158.32	-10.68	751,047.81	1,023,737.28	-272,689.47	-26.64
4000-00-000	EXPENSES								
4199-00-000	ADMINISTRATIVE EXPENSES	47,867.70	45,501.17	-2,366.53	-5.20	373,238.47	364,009.36	-9,229.11	-2.54
4231-00-999	TENANT SERVICES EXPENSES	1,037.88	1,186.50	148.62	12.53	8,745.09	9,492.00	746.91	7.87
4399-00-000	UTILITY EXPENSES	14,242.63	15,042.59	799.96	5.32	112,331.74	120,340.72	8,008.98	6.66
4499-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	39,619.13	35,601.28	-4,017.85	-11.29	265,856.87	284,810.24	18,953.37	6.65
4599-00-000	GENERAL EXPENSES	11,469.72	10,672.50	-797.22	-7.47	80,873.05	85,380.00	4,506.95	5.28
4799-00-000	HOUSING ASSISTANCE PAYMENTS	0.00	421.75	421.75	100.00	-1,000.00	3,374.00	4,374.00	129.64
4929-00-000	(PRE)DEVELOPMENT COSTS	0.00	0.00	0.00	N/A	4,500.00	0.00	-4,500.00	N/A
5999-00-000	NON-OPERATING ITEMS	13,168.19	13,168.00	-0.19	0.00	105,345.52	105,344.00	-1.52	0.00
8000-00-000	TOTAL EXPENSES	127,405.25	121,593.79	-5,811.46	-4.78	949,890.74	972,750.32	22,859.58	2.35
9000-00-000	NET INCOME	-34,125.66	-17,155.88	-16,969.78	-98.92	-198,842.93	50,986.96	-249,829.89	-489.99

Amp 3 (.amp3)
Budget Comparison (with PTD)

Period = Jul 2025-Feb 2026

Book = Accrual ; Tree = ysi_is

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
2999-99-999	Revenue & Expenses								
3000-00-000	INCOME								
3199-00-000	TENANT INCOME	67,746.00	90,501.58	-22,755.58	-25.14	531,340.93	571,304.89	-39,963.96	-7.00
3499-00-000	GRANT INCOME	84,455.40	65,139.00	19,316.40	29.65	547,605.58	726,684.00	-179,078.42	-24.64
3500-99-000	CFP FUNDS	0.00	14,757.09	-14,757.09	-100.00	0.00	118,056.72	-118,056.72	-100.00
3699-00-000	OTHER INCOME	77.45	112.00	-34.55	-30.85	673.13	896.00	-222.87	-24.87
3999-00-000	TOTAL INCOME	152,278.85	170,509.67	-18,230.82	-10.69	1,079,619.64	1,416,941.61	-337,321.97	-23.81
4000-00-000	EXPENSES								
4199-00-000	ADMINISTRATIVE EXPENSES	66,510.18	45,503.39	-21,006.79	-46.17	450,593.75	369,299.12	-81,294.63	-22.01
4231-00-999	TENANT SERVICES EXPENSES	40,988.05	11,993.41	-28,994.64	-241.75	84,450.34	96,088.28	11,637.94	12.11
4399-00-000	UTILITY EXPENSES	42,641.02	40,184.45	-2,456.57	-6.11	337,794.98	344,455.60	6,660.62	1.93
4499-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	53,239.93	71,484.38	18,244.45	25.52	479,631.22	582,042.36	102,411.14	17.60
4599-00-000	GENERAL EXPENSES	40,147.67	12,813.48	-27,334.19	-213.32	162,773.13	103,639.84	-59,133.29	-57.06
4799-00-000	HOUSING ASSISTANCE PAYMENTS	1,761.00	4,163.34	2,402.34	57.70	40,778.69	34,382.72	-6,395.97	-18.60
5999-00-000	NON-OPERATING ITEMS	17,971.43	17,971.08	-0.35	0.00	143,771.44	143,768.64	-2.80	0.00
8000-00-000	TOTAL EXPENSES	263,259.28	204,113.53	-59,145.75	-28.98	1,699,793.55	1,673,676.56	-26,116.99	-1.56
9000-00-000	NET INCOME	-110,980.43	-33,603.86	-77,376.57	-230.26	-620,173.91	-256,734.95	-363,438.96	-141.56

Property = bst mva .amp3
Budget Comparison (with PTD)

Period = Jul 2025-Feb 2026

Book = Accrual ; Tree = ysi_is

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
2999-99-999	Revenue & Expenses								
3000-00-000	INCOME								
3199-00-000	TENANT INCOME	150,229.45	175,218.51	-24,989.06	-14.26	1,189,937.85	1,249,040.33	-59,102.48	-4.73
3499-00-000	GRANT INCOME	152,558.40	129,358.00	23,200.40	17.93	1,106,400.47	1,548,793.00	-442,392.53	-28.56
3500-99-000	CFP FUNDS	0.00	34,458.59	-34,458.59	-100.00	0.00	275,668.72	-275,668.72	-100.00
3699-00-000	OTHER INCOME	77.45	112.00	-34.55	-30.85	923.13	896.00	27.13	3.03
3999-00-000	TOTAL INCOME	302,865.30	339,147.10	-36,281.80	-10.70	2,297,261.45	3,074,398.05	-777,136.60	-25.28
4000-00-000	EXPENSES								
4199-00-000	ADMINISTRATIVE EXPENSES	141,605.05	117,184.06	-24,420.99	-20.84	1,064,151.91	942,744.48	-121,407.43	-12.88
4231-00-999	TENANT SERVICES EXPENSES	42,636.08	13,946.24	-28,689.84	-205.72	112,258.24	111,631.92	-626.32	-0.56
4399-00-000	UTILITY EXPENSES	70,720.13	66,685.87	-4,034.26	-6.05	543,308.04	556,466.96	13,158.92	2.36
4499-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	114,184.51	142,729.41	28,544.90	20.00	943,878.78	1,152,002.60	208,123.82	18.07
4599-00-000	GENERAL EXPENSES	65,053.29	29,078.81	-35,974.48	-123.71	356,250.10	233,762.48	-122,487.62	-52.40
4799-00-000	HOUSING ASSISTANCE PAYMENTS	3,103.00	4,585.09	1,482.09	32.32	44,414.69	43,433.72	-980.97	-2.26
4929-00-000	(PRE)DEVELOPMENT COSTS	0.00	0.00	0.00	N/A	6,252.50	0.00	-6,252.50	N/A
5999-00-000	NON-OPERATING ITEMS	36,039.45	36,039.08	-0.37	0.00	288,315.60	288,312.64	-2.96	0.00
8000-00-000	TOTAL EXPENSES	473,341.51	410,248.56	-63,092.95	-15.38	3,358,829.86	3,328,354.80	-30,475.06	-0.92
9000-00-000	NET INCOME	-170,476.21	-71,101.46	-99,374.75	-139.76	-1,061,568.41	-253,956.75	-807,611.66	-318.01

Property = .voucher .pbvouch
Budget Comparison (with PTD)

Period = Jul 2025-Feb 2026

Book = Accrual ; Tree = ysi_is

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
2999-99-999 Revenue & Expenses								
3000-00-000 INCOME								
3199-00-000 TENANT INCOME	0.00	0.00	0.00	N/A	17,835.00	0.00	17,835.00	N/A
3499-00-000 GRANT INCOME	1,026,958.00	1,220,786.09	-193,828.09	-15.88	8,534,515.00	9,766,288.72	-1,231,773.72	-12.61
3999-00-000 TOTAL INCOME	1,026,958.00	1,220,786.09	-193,828.09	-15.88	8,552,350.00	9,766,288.72	-1,213,938.72	-12.43
4000-00-000 EXPENSES								
4199-00-000 ADMINISTRATIVE EXPENSES	89,928.09	92,630.95	2,702.86	2.92	777,392.15	741,047.60	-36,344.55	-4.90
4231-00-999 TENANT SERVICES EXPENSES	2,265.98	3,253.92	987.94	30.36	18,178.52	26,031.36	7,852.84	30.17
4399-00-000 UTILITY EXPENSES	0.00	1,035.66	1,035.66	100.00	4,148.34	8,285.28	4,136.94	49.93
4499-00-000 MAINTENANCE AND OPERATIONAL EXPENSES	0.00	0.00	0.00	N/A	2,119.31	0.00	-2,119.31	N/A
4599-00-000 GENERAL EXPENSES	534.22	631.25	97.03	15.37	4,550.77	5,050.00	499.23	9.89
4799-00-000 HOUSING ASSISTANCE PAYMENTS	1,067,613.00	1,111,188.09	43,575.09	3.92	8,668,322.50	8,862,596.72	194,274.22	2.19
8000-00-000 TOTAL EXPENSES	1,160,341.29	1,208,739.87	48,398.58	4.00	9,474,711.59	9,643,010.96	168,299.37	1.75
9000-00-000 NET INCOME	-133,383.29	12,046.22	-145,429.51	-1,207.26	-922,361.59	123,277.76	-1,045,639.35	-848.20

Healy Terrace (hta)

Balance Sheet

Period = Feb 2026

Book = Accrual ; Tree = ysi_bs

		Current Balance
0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS	
1119-00-000	CASH	358,332.45
1149-00-000	ACCOUNTS AND NOTES RECEIVABLE	10,559.98
1299-00-000	OTHER CURRENT ASSETS	183.03
1300-00-000	TOTAL CURRENT ASSETS	369,075.46
1400-00-000	NONCURRENT ASSETS	
1420-00-000	FIXED ASSETS	5,502,866.69
1439-00-000	OTHER ASSETS	64,676.04
1499-00-000	TOTAL NONCURRENT ASSETS	5,567,542.73
1999-00-000	TOTAL ASSETS	5,936,618.19
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES	
2299-00-000	CURRENT LIABILITIES	292,921.78
2399-00-000	NONCURRENT LIABILITIES	707,477.00
2499-00-000	TOTAL LIABILITIES	1,000,398.78
2800-00-000	EQUITY	
2805-99-000	CONTRIBUTED CAPITAL	8,040,873.71
2809-99-000	RETAINED EARNINGS	-3,083,214.62
2810-99-000	OTHER EQUITY	-21,439.68
2899-00-000	TOTAL EQUITY	4,936,219.41
2999-00-000	TOTAL LIABILITIES AND EQUITY	5,936,618.19
9999-99-000	TOTAL OF ALL	0.00

Healy Terrace (hta)
Budget Comparison (with PTD)

Period = Jan 2026-Feb 2026

Book = Accrual ; Tree = ysi_is

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
2999-99-999	Revenue & Expenses								
3000-00-000	INCOME								
3199-00-000	TENANT INCOME	43,537.65	36,445.17	7,092.48	19.46	75,308.69	72,890.34	2,418.35	3.32
3699-00-000	OTHER INCOME	18,949.63	2,382.50	16,567.13	695.37	30,148.21	4,765.00	25,383.21	532.70
3999-00-000	TOTAL INCOME	62,487.28	38,827.67	23,659.61	60.93	105,456.90	77,655.34	27,801.56	35.80
4000-00-000	EXPENSES								
4199-00-000	ADMINISTRATIVE EXPENSES	8,863.41	8,668.50	-194.91	-2.25	17,346.86	17,337.00	-9.86	-0.06
4231-00-999	TENANT SERVICES EXPENSES	1,305.66	1,240.83	-64.83	-5.22	2,607.70	2,481.66	-126.04	-5.08
4399-00-000	UTILITY EXPENSES	3,288.81	6,851.50	3,562.69	52.00	7,260.60	13,703.00	6,442.40	47.01
4499-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	7,989.09	8,158.34	169.25	2.07	15,426.41	16,316.68	890.27	5.46
4599-00-000	GENERAL EXPENSES	6,400.99	6,672.42	271.43	4.07	12,043.20	13,344.84	1,301.64	9.75
4899-00-000	FINANCING EXPENSES	1,744.16	0.00	-1,744.16	N/A	1,744.16	0.00	-1,744.16	N/A
5999-00-000	NON-OPERATING ITEMS	18,953.00	0.00	-18,953.00	N/A	37,410.66	0.00	-37,410.66	N/A
8000-00-000	TOTAL EXPENSES	48,545.12	31,591.59	-16,953.53	-53.66	93,839.59	63,183.18	-30,656.41	-48.52
9000-00-000	NET INCOME	13,942.16	7,236.08	6,706.08	92.68	11,617.31	14,472.16	-2,854.85	-19.73

Maple Knoll Apartments (mka)

Balance Sheet

Period = Feb 2026

Book = Accrual ; Tree = ysi_bs

		Current Balance
0999-99-000	All	
1000-00-000	ASSETS	
1001-00-000	CURRENT ASSETS	
1119-00-000	CASH	268,936.29
1149-00-000	ACCOUNTS AND NOTES RECEIVABLE	4,315.54
1299-00-000	OTHER CURRENT ASSETS	-6,679.57
1300-00-000	TOTAL CURRENT ASSETS	266,572.26
1400-00-000	NONCURRENT ASSETS	
1420-00-000	FIXED ASSETS	588,059.02
1439-00-000	OTHER ASSETS	17,385.00
1499-00-000	TOTAL NONCURRENT ASSETS	605,444.02
1999-00-000	TOTAL ASSETS	872,016.28
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES	
2299-00-000	CURRENT LIABILITIES	257,334.69
2399-00-000	NONCURRENT LIABILITIES	868,317.74
2499-00-000	TOTAL LIABILITIES	1,125,652.43
2800-00-000	EQUITY	
2809-99-000	RETAINED EARNINGS	-78,916.38
2810-99-000	OTHER EQUITY	-174,719.77
2899-00-000	TOTAL EQUITY	-253,636.15
2999-00-000	TOTAL LIABILITIES AND EQUITY	872,016.28
9999-99-000	TOTAL OF ALL	0.00

Maple Knoll Apartments (mka)
Budget Comparison (with PTD)

Period = Jan 2026-Feb 2026

Book = Accrual ; Tree = ysi_is

	MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
2999-99-999 Revenue & Expenses								
3000-00-000 INCOME								
3199-00-000 TENANT INCOME	17,567.00	0.00	17,567.00	N/A	35,134.00	0.00	35,134.00	N/A
3699-00-000 OTHER INCOME	24.24	0.00	24.24	N/A	51.07	0.00	51.07	N/A
3999-00-000 TOTAL INCOME	17,591.24	0.00	17,591.24	N/A	35,185.07	0.00	35,185.07	N/A
4000-00-000 EXPENSES								
4199-00-000 ADMINISTRATIVE EXPENSES	6,358.93	0.00	-6,358.93	N/A	14,597.88	0.00	-14,597.88	N/A
4399-00-000 UTILITY EXPENSES	5,625.38	0.00	-5,625.38	N/A	11,256.09	0.00	-11,256.09	N/A
4499-00-000 MAINTENANCE AND OPERATIONAL EXPENSES	2,077.58	0.00	-2,077.58	N/A	15,404.78	0.00	-15,404.78	N/A
4599-00-000 GENERAL EXPENSES	5,051.50	0.00	-5,051.50	N/A	9,610.28	0.00	-9,610.28	N/A
8000-00-000 TOTAL EXPENSES	19,113.39	0.00	-19,113.39	N/A	50,869.03	0.00	-50,869.03	N/A
9000-00-000 NET INCOME	-1,522.15	0.00	-1,522.15	N/A	-15,683.96	0.00	-15,683.96	N/A

B Street Condo (bsc)
Budget Comparison (with PTD)

Period = Jul 2025-Feb 2026

Book = Accrual ; Tree = ysi_is

		MTD Actual	MTD Budget	Variance	% Var	PTD Actual	PTD Budget	Variance	% Var
2999-99-999	Revenue & Expenses								
3000-00-000	INCOME								
3199-00-000	TENANT INCOME	0.00	10,000.00	-10,000.00	-100.00	0.00	30,000.00	-30,000.00	-100.00
3699-00-000	OTHER INCOME	0.00	9,873.06	-9,873.06	-100.00	118,476.74	78,984.48	39,492.26	50.00
3999-00-000	TOTAL INCOME	0.00	19,873.06	-19,873.06	-100.00	118,476.74	108,984.48	9,492.26	8.71
4000-00-000	EXPENSES								
4199-00-000	ADMINISTRATIVE EXPENSES	37.50	3,488.99	3,451.49	98.93	4,849.73	27,911.92	23,062.19	82.62
4399-00-000	UTILITY EXPENSES	4,526.02	6,573.25	2,047.23	31.14	41,783.71	52,586.00	10,802.29	20.54
4499-00-000	MAINTENANCE AND OPERATIONAL EXPENSES	2,376.90	4,295.99	1,919.09	44.67	34,540.51	34,367.92	-172.59	-0.50
4599-00-000	GENERAL EXPENSES	773.84	744.33	-29.51	-3.96	6,190.67	5,954.64	-236.03	-3.96
4929-00-000	(PRE)DEVELOPMENT COSTS	0.00	0.00	0.00	N/A	8,500.00	0.00	-8,500.00	N/A
5999-00-000	NON-OPERATING ITEMS	273.26	273.00	-0.26	-0.10	2,186.08	2,184.00	-2.08	-0.10
8000-00-000	TOTAL EXPENSES	7,987.52	15,375.56	7,388.04	48.05	98,050.70	123,004.48	24,953.78	20.29
9000-00-000	NET INCOME	-7,987.52	4,497.50	-12,485.02	-277.60	20,426.04	-14,020.00	34,446.04	245.69

(.all)
General Ledger
 Period = Jan 2024-Feb 2026
 Book = Accrual
 Sort On =

Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
1280-05-000				PID - Choice Wedgewood			0.00 = Beginning Balance =			
choice	CHOICE	3/1/2024	03-2024	Record ACH Avesta Wedgewood	J-1575		1,018,956.61	0.00	1,018,956.61	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	3/29/2024	03-2024	Record ACH Avesta Wedgewood	J-1577		1,377,178.15	0.00	2,396,134.76	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	4/26/2024	04-2024	Record ACH Avesta Wedgewood	J-1579		1,168,775.54	0.00	3,564,910.30	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	5/31/2024	05-2024	Record ACH Avesta Wedgewood	J-1581		984,531.84	0.00	4,549,442.14	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	6/28/2024	06-2024	Record ACH Avesta Wedgewood	J-1584		1,201,974.52	0.00	5,751,416.66	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	6/30/2024	06-2024	To clear PID Wedgewood - per client, this is	J-5632		0.00	5,751,416.66	0.00	To clear PID Wedgewood - per client, this is not a note, all HUD funds transferred for expenses incurred
choice	CHOICE	8/1/2024	08-2024	Record ACH Avesta Wedgewood	J-1586		476,805.33	0.00	476,805.33	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	9/30/2024	09-2024	Record ACH Avesta Wedgewood	J-11778		99,937.00	0.00	576,742.33	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	9/30/2024	09-2024	Record ACH Avesta Wedgewood	J-11781		18,000.00	0.00	594,742.33	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	10/3/2024	10-2024	Camden - Outgoing ACH	J-4513		150,000.29	0.00	744,742.62	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	10/31/2024	10-2024	Record ACH Avesta Wedgewood	J-4575		66,787.14	0.00	811,529.76	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	12/3/2024	12-2024	Camden - Outgoing ACH	J-5766		0.00	59,997.14	751,532.62	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	12/3/2024	12-2024	Reverse - posted backwards. MR	J-6918	:Reversal of .	59,997.14	0.00	811,529.76	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	12/3/2024	12-2024	Camden - Outgoing ACH	J-6920		59,997.14	0.00	871,526.90	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	12/31/2024	12-2024	Camden - Outgoing ACH	J-5767		0.00	61,656.09	809,870.81	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	12/31/2024	12-2024	Reverse - posted backwards. MR	J-6919	:Reversal of .	61,656.09	0.00	871,526.90	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	12/31/2024	12-2024	Camden - Outgoing ACH	J-6921		61,656.09	0.00	933,182.99	CHOICE - ACH Avesta Wedgewood
choice	CHOICE	2/6/2025	02-2025	Camden - Outgoing ACH	J-7227		0.00	67,072.13	866,110.86	ACH - Avesta Choice Wedgewood
choice	CHOICE	2/6/2025	02-2025	Reverse - posted backwards MR	J-7889	:Reversal of .	67,072.13	0.00	933,182.99	ACH - Avesta Choice Wedgewood
choice	CHOICE	2/6/2025	02-2025	Camden - Outgoing ACH	J-7892		67,072.13	0.00	1,000,255.12	ACH - Avesta Choice Wedgewood
choice	CHOICE	2/28/2025	02-2025	Camden - Outgoing ACH	J-7228		0.00	183,570.16	816,684.96	ACH - Avesta Choice Wedgewood
choice	CHOICE	2/28/2025	02-2025	Reverse - posted backwards MR	J-7890	:Reversal of .	183,570.16	0.00	1,000,255.12	ACH - Avesta Choice Wedgewood
choice	CHOICE	2/28/2025	02-2025	Camden - Outgoing ACH	J-7891		183,570.16	0.00	1,183,825.28	ACH - Avesta Choice Wedgewood
choice	CHOICE	3/28/2025	03-2025	Camden - Outgoing ACH	J-7963		73,747.61	0.00	1,257,572.89	ACH - Avesta Choice Wedgewood
choice	CHOICE	4/29/2025	04-2025	Camden - Outgoing ACH	J-9074		168,735.56	0.00	1,426,308.45	ACH - Avesta Choice Wedgewood
choice	CHOICE	5/29/2025	05-2025	Camden - Outgoing ACH	J-10229		85,697.22	0.00	1,512,005.67	ACH - Avesta Choice Wedgewood
choice	CHOICE	6/27/2025	06-2025	Camden - Outgoing ACH	J-10945		101,131.16	0.00	1,613,136.83	ACH - Avesta Choice Wedgewood
choice	CHOICE	7/31/2025	07-2025	Camden - Outgoing ACH	J-11956		101,562.68	0.00	1,714,699.51	ACH - Avesta Choice Wedgewood
choice	CHOICE	8/29/2025	08-2025	Camden - Outgoing ACH	J-13825		138,067.21	0.00	1,852,766.72	ACH - Avesta Choice Wedgewood
Net Change=1,852,766.72							7,976,478.90	6,123,712.18	1,852,766.72 = Ending Balance =	

1280-06-000				PID - Choice Dewitt			0.00 = Beginning Balance =			
choice	CHOICE	4/7/2025	04-2025	Camden - Outgoing ACH	J-9073		506,592.98	0.00	506,592.98	ACH - Avesta Choice Dewitt
choice	CHOICE	5/19/2025	05-2025	Camden - Outgoing ACH	J-10228		418,434.44	0.00	925,027.42	ACH - Avesta Choice Dewitt
laahdc	Lewiston Auburn Area D	5/21/2025	05-2025	Curtis Thaxter Client Escrow Account (v0000 P-37046		LAHDC 052	100.00	0.00	925,127.42	\$100 DEPOSIT DUE FOR CLOSING
choice	CHOICE	6/27/2025	06-2025	Camden - Outgoing ACH	J-10944		303,705.97	0.00	1,228,833.39	ACH - Avesta Choice Dewitt
choice	CHOICE	7/1/2025	07-2025	Camden - Outgoing ACH	J-11955		421,683.17	0.00	1,650,516.56	ACH - Avesta Choice Dewitt
choice	CHOICE	7/31/2025	07-2025	Camden - Outgoing ACH	J-11957		358,903.42	0.00	2,009,419.98	ACH - Avesta Choice Dewitt
choice	CHOICE	7/31/2025	07-2025	Camden - Outgoing ACH	J-11958		186,707.94	0.00	2,196,127.92	ACH - Avesta Choice Dewitt (supplemental)
choice	CHOICE	8/29/2025	08-2025	Camden - Outgoing ACH	J-13824		799,735.14	0.00	2,995,863.06	ACH - Avesta Choice Dewitt
choice	CHOICE	9/30/2025	09-2025	Camden - Outgoing ACH	J-14791		222,337.32	0.00	3,218,200.38	ACH - Avesta Choice Dewitt

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General Ledger

Period = Jan 2024-Feb 2026

Book = Accrual

Sort On =

Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
laahdc	Lewiston Auburn Area D	9/8/2025	09-2025	Owen Haskell, Inc. (v0002271)	P-47266	2023-214.3	4,500.00	0.00	3,222,700.38	Job#:2023-214 L-A -- ALTA/NSPS Land Title Survey for 860 Lichon Street in Lewiston Maine
choice	CHOICE	10/2/2025	10-2025	Camden - Outgoing ACH	J-16082		420,399.89	0.00	3,643,100.27	ACH - Avesta Choice Dewitt
choice	CHOICE	10/28/2025	10-2025	Camden - Outgoing ACH	J-16083		1,153,986.26	0.00	4,797,086.53	ACH - Avesta Choice Dewitt
choice	CHOICE	11/25/2025	11-2025	Camden Outgoing ACH - Choice Dewitt	J-17039		1,232,335.56	0.00	6,029,422.09	ACH - Avesta Choice Dewitt
choice	CHOICE	12/29/2025	12-2025	Camden Outgoing ACH - Choice Dewitt	J-18279		1,507,175.59	0.00	7,536,597.68	ACH - Avesta Choice Dewitt
choice	CHOICE	1/29/2026	01-2026	Camden Outgoing ACH - Choice Dewitt	J-20017		979,399.63	0.00	8,515,997.31	ACH - Avesta Choice Dewitt
choice	CHOICE	1/30/2026	01-2026	Camden Outgoing ACH - Choice Dewitt	J-20018		610,000.00	0.00	9,125,997.31	ACH - Avesta Choice Dewitt
choice	CHOICE	2/26/2026	02-2026	Camden Outgoing ACH - Choice Dewitt	J-20937		753,465.11	0.00	9,879,462.42	ACH - Avesta Choice Dewitt
Net Change=							9,879,462.42	0.00	9,879,462.42	= Ending Balance =

1280-09-000 PID - Martel School I 0.00 = Beginning Balance =

laahdc	Lewiston Auburn Area D	7/30/2024	07-2024	Reclass to PID 07.2024	J-3810		551.66	0.00	551.66	Compliance Monitoring Martel School Demo
laahdc	Lewiston Auburn Area D	7/30/2024	07-2024	Reclass to PID 07.2024	J-3810		2,000.00	0.00	2,551.66	Martel Phase II Pre App Fee
lha	Lewiston Housing Autho	7/30/2024	07-2024	Reclass to PID 07.2024	J-3811		700.00	0.00	3,251.66	Martel Phase 2 Dev Rev App
laahdc	Lewiston Auburn Area D	7/9/2024	08-2024	Acorn Engineering Inc (v0000147)	P-16465	2204	2,640.00	0.00	5,891.66	Professional services
laahdc	Lewiston Auburn Area D	7/9/2024	08-2024	Acorn Engineering Inc (v0000147)	P-16465	2204	2,655.00	0.00	8,546.66	Lha schematic design
laahdc	Lewiston Auburn Area D	7/9/2024	08-2024	Acorn Engineering Inc (v0000147)	P-16465	2204	3,230.00	0.00	11,776.66	Lha martel school redevelopment
laahdc	Lewiston Auburn Area D	8/7/2024	08-2024	Lawnguard Lawncare, Inc. (v0002196)	P-14554	53508	180.00	0.00	11,956.66	Clean up 6/8/24
laahdc	Lewiston Auburn Area D	8/7/2024	08-2024	Lawnguard Lawncare, Inc. (v0002196)	P-14554	53508	600.00	0.00	12,556.66	Clean up 7/18/24
laahdc	Lewiston Auburn Area D	8/23/2024	08-2024	St Laurent & Son (v0000137)	P-14371	LAHDC Mar	178,500.00	0.00	191,056.66	Demo Abatement for Martel
laahdc	Lewiston Auburn Area D	8/27/2024	08-2024	Kleinfelder Construction Services Inc (v0000	P-16345	7788	212.95	0.00	191,269.61	138455
laahdc	Lewiston Auburn Area D	8/30/2024	08-2024	2114 unapplied allocations	J-1669		0.00	178,500.00	12,769.61	Martel School Development - City of Lewiston
lha	Lewiston Housing Autho	8/15/2024	08-2024	St Laurent & Son (v-137) Correct GL P-1419	J-1571	LAHDC Mar	619,876.00	0.00	632,645.61	Martel Demo (GL 1280-10 > 1280-09)
laahdc	Lewiston Auburn Area D	6/17/2024	09-2024	Haley Ward (v0002155)	P-18465	202414838	2,000.00	0.00	634,645.61	Project 10708.005 Martel -- 2024 phase iesa udate
laahdc	Lewiston Auburn Area D	9/9/2024	09-2024	Acorn Engineering Inc (v0000147)	P-18464	2444	220.00	0.00	634,865.61	1244 - LHA Design Development -Martel School phase 2 -- PROFESSIONAL SERVICES - Design Engineer II
laahdc	Lewiston Auburn Area D	9/9/2024	09-2024	Acorn Engineering Inc (v0000147)	P-18464	2444	555.00	0.00	635,420.61	1244 - LHA Design Development -Martel School phase 2 -- Principal
laahdc	Lewiston Auburn Area D	9/9/2024	09-2024	Acorn Engineering Inc (v0000147)	P-18464	2444	1,653.75	0.00	637,074.36	1244 - LHA Design Development -Martel School phase 2 -- Project Landscape Architect
laahdc	Lewiston Auburn Area D	9/9/2024	09-2024	Acorn Engineering Inc (v0000147)	P-18464	2444	340.00	0.00	637,414.36	1244 - LHA Design Development -Martel School phase 2 -- Project Manager
laahdc	Lewiston Auburn Area D	9/9/2024	09-2024	Acorn Engineering Inc (v0000147)	P-18464	2444	791.41	0.00	638,205.77	1244 - LHA Design Development -Martel School phase 2 -- 8/10/2024 Am-At-ler Service Booklets and Plans for Site Plan
laahdc	Lewiston Auburn Area D	9/9/2024	09-2024	Acorn Engineering Inc (v0000147)	P-18464	2444	54.27	0.00	638,260.04	1244 - LHA Design Development -Martel School phase 2 -- 8/17/2024 Craig Burgess Mileage Reimbursement
laahdc	Lewiston Auburn Area D	9/11/2024	09-2024	MaineHousing (MSHA) (v0002218)	P-16449	LAHDC Mar	1,000.00	0.00	639,260.04	App fee - Martel
laahdc	Lewiston Auburn Area D	9/11/2024	09-2024	MaineHousing (MSHA) (v0002218)	P-16449	LAHDC Mar	2,500.00	0.00	641,760.04	LIHTC App Fee - Martel
laahdc	Lewiston Auburn Area D	9/25/2024	09-2024	Owen Haskell, Inc. (v0002271)	P-18731	2023-214.2	400.00	0.00	642,160.04	Job#:2023-214 L-A -- Deed description for 860
lha	Lewiston Housing Autho	9/30/2024	09-2024	Reclass to PID 09.2024	J-3815		29,986.30	0.00	672,146.34	Martel Closing Legal Fees
laahdc	Lewiston Auburn Area D	10/7/2024	10-2024	Acorn Engineering Inc (v0000147)	P-20946	2586	127.50	0.00	672,273.84	Project Manager 0.750
laahdc	Lewiston Auburn Area D	10/7/2024	10-2024	Acorn Engineering Inc (v0000147)	P-20946	2586	110.00	0.00	672,383.84	Design Engineer 1.00
laahdc	Lewiston Auburn Area D	10/7/2024	10-2024	Acorn Engineering Inc (v0000147)	P-20946	2586	911.25	0.00	673,295.09	Project Landscape Architect
laahdc	Lewiston Auburn Area D	10/7/2024	10-2024	Acorn Engineering Inc (v0000147)	P-20946	2586	382.50	0.00	673,677.59	Project Manager
laahdc	Lewiston Auburn Area D	10/7/2024	10-2024	Acorn Engineering Inc (v0000147)	P-20946	2586	55.00	0.00	673,732.59	Design Engineer 0.50
laahdc	Lewiston Auburn Area D	10/31/2024	10-2024	Platz Associates (v0002284)	P-21049	LAHDC 103	1,960.00	0.00	675,692.59	File 202428 Martel Phase II -- 8/1/2024 Daniel C. Moreno
laahdc	Lewiston Auburn Area D	10/31/2024	10-2024	Platz Associates (v0002284)	P-21049	LAHDC 103	2,380.00	0.00	678,072.59	File 202428 Martel Phase II -- 9/1/2024 Daniel C. Moreno
laahdc	Lewiston Auburn Area D	10/31/2024	10-2024	Platz Associates (v0002284)	P-21049	LAHDC 103	217.00	0.00	678,289.59	File 202428 Martel Phase II -- Reimbursables - 5 of fee

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General Ledger

Period = Jan 2024-Feb 2026

Book = Accrual

Sort On =

Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
lha	Lewiston Housing Autho	10/17/2024	10-2024	Lawnguard Lawncare, Inc. (v0002196)	P-20947	53622	360.00	0.00	678,649.59	Clean Up Clean Up - Martel School
laahdc	Lewiston Auburn Area D	8/9/2024	11-2024	Acorn Engineering Inc (v0000147)	P-23249	2328	1,836.25	0.00	680,485.84	1244-LHA Schematic Design-Martel Redevelopment-Phase 2
laahdc	Lewiston Auburn Area D	8/9/2024	11-2024	Acorn Engineering Inc (v0000147)	P-23249	2328	17,314.99	0.00	697,800.83	Professional services 1244-LHA Schematic Design-Martel Redevelopment-Phase 2
laahdc	Lewiston Auburn Area D	8/9/2024	11-2024	Acorn Engineering Inc (v0000147)	P-23249	2328	1,684.42	0.00	699,485.25	Lha design development 1244-LHA Schematic Design-Martel Redevelopment-Phase 2
laahdc	Lewiston Auburn Area D	8/9/2024	11-2024	Acorn Engineering Inc (v0000147)	P-23249	2328	0.01	0.00	699,485.26	Finance 1244-LHA Schematic Design-Martel Redevelopment-Phase 2
laahdc	Lewiston Auburn Area D	8/9/2024	11-2024	Acorn Engineering Inc (v0000147)	P-23249	2328	3,780.00	0.00	703,265.26	DIFFERENCE BETWEEN PO AND INVOICE 1244-LHA Schematic Design-Martel Redevelopment-Phase 2
laahdc	Lewiston Auburn Area D	8/9/2024	11-2024	Acorn Engineering Inc (v0000147)	P-23249	2328	2,450.00	0.00	705,715.26	Lha landscape architecture services 1244-LHA Schematic Design-Martel Redevelopment-Phase 2
laahdc	Lewiston Auburn Area D	1/5/2024	12-2024	Curtis Thaxter LLC (v0002094)	P-23951	147853	566.55	0.00	706,281.81	Lha local permitting Client 49691-00303 - 10% discount applied
laahdc	Lewiston Auburn Area D	4/8/2024	12-2024	Curtis Thaxter LLC (v0002094)	P-23956	148656	3,748.50	0.00	710,030.31	Client 49691-00303 - 10% discount applied
laahdc	Lewiston Auburn Area D	5/2/2024	12-2024	Curtis Thaxter LLC (v0002094)	P-23952	148868	1,210.50	0.00	711,240.81	Client 49691-00303 - 10% discount applied
laahdc	Lewiston Auburn Area D	6/7/2024	12-2024	Curtis Thaxter LLC (v0002094)	P-23953	149152	273.60	0.00	711,514.41	Client 49691-00303 - 10% discount applied
laahdc	Lewiston Auburn Area D	7/8/2024	12-2024	Curtis Thaxter LLC (v0002094)	P-23957	149502	9,873.00	0.00	721,387.41	Client 49691-00303 - 10% discount applied
laahdc	Lewiston Auburn Area D	9/9/2024	12-2024	Acorn Engineering Inc (v0000147)	P-25730	2444.1	4,077.90	0.00	725,465.31	1244 - LHA Design Development -Martel School phase 2 -- PROFESSIONAL SERVICES - Design Engineer II
laahdc	Lewiston Auburn Area D	12/31/2024	12-2024	Recognize revenue for City of Lewiston Cont	J-6335		178,500.00	0.00	903,965.31	Reclass City of Lewiston contribution for Martel School
laahdc	Lewiston Auburn Area D	10/28/2024	01-2025	Summit Geoengineering Services, Inc (v0000147)	P-29180	24181-1	3,500.00	0.00	907,465.31	Martel -- Testing Analysis Report
laahdc	Lewiston Auburn Area D	10/28/2024	01-2025	Summit Geoengineering Services, Inc (v0000147)	P-29180	24181-1	2,000.00	0.00	909,465.31	Martel -- Coordination Layout Logging
laahdc	Lewiston Auburn Area D	10/28/2024	01-2025	Summit Geoengineering Services, Inc (v0000147)	P-29180	24181-1	600.00	0.00	910,065.31	Martel -- Utility Subcontractor
laahdc	Lewiston Auburn Area D	10/28/2024	01-2025	Summit Geoengineering Services, Inc (v0000147)	P-29180	24181-1	3,000.00	0.00	913,065.31	Martel -- Subsurface Explorations Equipment
laahdc	Lewiston Auburn Area D	12/31/2024	01-2025	Platz Associates (v0002284)	P-27401	LAHDC PLA	45,000.00	0.00	958,065.31	File 202319 Martel
laahdc	Lewiston Auburn Area D	1/17/2025	01-2025	Maine State Housing Authority (v0000162)	P-26377	Martel 01172	5,800.00	0.00	963,865.31	MaineLand Appraisal Consultants for Martel
laahdc	Lewiston Auburn Area D	2/28/2025	02-2025	RC Acorn Engineering to PID - Martel	J-7692		5,307.50	0.00	969,172.81	RC Acorn Engineering Inv #2914 01.13.25 to PID
laahdc	Lewiston Auburn Area D	2/28/2025	02-2025	RC MSHA 4% LIHTC to PID	J-7693		2,000.00	0.00	971,172.81	RC MH Martel Phase II 4% LIHTC
laahdc	Lewiston Auburn Area D	2/6/2025	03-2025	Acorn Engineering Inc (v0000147)	P-31982	3084	412.50	0.00	971,585.31	Project landscape architect
laahdc	Lewiston Auburn Area D	2/6/2025	03-2025	Acorn Engineering Inc (v0000147)	P-31982	3084	1,788.75	0.00	973,374.06	Project landscape architect
laahdc	Lewiston Auburn Area D	2/6/2025	03-2025	Acorn Engineering Inc (v0000147)	P-31982	3084	300.00	0.00	973,674.06	Design engineer
laahdc	Lewiston Auburn Area D	2/6/2025	03-2025	Acorn Engineering Inc (v0000147)	P-31982	3084	277.50	0.00	973,951.56	Project manager
laahdc	Lewiston Auburn Area D	3/10/2025	03-2025	Acorn Engineering Inc (v0000147)	P-32002	3187	750.00	0.00	974,701.56	project landscape architect
laahdc	Lewiston Auburn Area D	3/10/2025	03-2025	Acorn Engineering Inc (v0000147)	P-32002	3187	323.75	0.00	975,025.31	Senior project manager
laahdc	Lewiston Auburn Area D	4/1/2025	04-2025	MaineHousing (MSHA) (v0002218)	P-33950	LAHDC 040	1,000.00	0.00	976,025.31	LIHTC Fee
laahdc	Lewiston Auburn Area D	4/1/2025	04-2025	MaineHousing (MSHA) (v0002218)	P-33950	LAHDC 040	2,500.00	0.00	978,525.31	App Fee
laahdc	Lewiston Auburn Area D	4/11/2025	05-2025	Curtis Thaxter LLC (v0002094)	P-36767	152650	759.50	0.00	979,284.81	Lewiston Development GP LLC Martel School Apartments Phase II IP check availability of name email to/from M
laahdc	Lewiston Auburn Area D	3/20/2025	06-2025	Platz Associates (v0002284)	P-39431	202319-01	25,000.00	0.00	1,004,284.81	Schematic Design
laahdc	Lewiston Auburn Area D	3/20/2025	06-2025	Platz Associates (v0002284)	P-39431	202319-01	25,475.00	0.00	1,029,759.81	Design Development
laahdc	Lewiston Auburn Area D	3/20/2025	06-2025	Platz Associates (v0002284)	P-39431	202319-01	25,000.00	0.00	1,054,759.81	Construction Documents
laahdc	Lewiston Auburn Area D	4/7/2025	06-2025	Acorn Engineering Inc (v0000147)	P-39432	3274	8,316.25	0.00	1,063,076.06	Martel -- 1244-LHA Design Development & Architecture services
laahdc	Lewiston Auburn Area D	4/21/2025	06-2025	Platz Associates (v0002284)	P-39437	202319-02	20,000.00	0.00	1,083,076.06	Design development
laahdc	Lewiston Auburn Area D	4/21/2025	06-2025	Platz Associates (v0002284)	P-39437	202319-02	35,000.00	0.00	1,118,076.06	Construction documents
laahdc	Lewiston Auburn Area D	4/21/2025	06-2025	Platz Associates (v0002284)	P-39437	202319-02	15,541.50	0.00	1,133,617.56	Remits building code surcharge
laahdc	Lewiston Auburn Area D	5/8/2025	06-2025	Acorn Engineering Inc (v0000147)	P-39439	3398	13,873.75	0.00	1,147,491.31	Martel
laahdc	Lewiston Auburn Area D	6/30/2025	06-2025	AP Accrual - 06.2025 :Reversed by J-11040	J-11039		21,215.25	0.00	1,168,706.56	Accrue Platz Associates #784-2941 9.30.2024
laahdc	Lewiston Auburn Area D	7/1/2025	07-2025	:Reversal of J-11039	J-11040	:Reversal of	0.00	21,215.25	1,147,491.31	Accrue Platz Associates #784-2941 9.30.2024
laahdc	Lewiston Auburn Area D	8/8/2025	08-2025	Evernorth (v0000212)	P-46504	20258-1	4,463.01	0.00	1,151,954.32	2024-0028 -- Martel Interest Payment

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 Period = Jan 2024-Feb 2026
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 Sort On =

Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
laahdc	Lewiston Auburn Area D	7/7/2025	09-2025	Acorn Engineering Inc (v0000147)	P-47259	3688	2,967.50	0.00	1,154,921.82	Phase 1 CD Correspondence with the architect for scheduling
laahdc	Lewiston Auburn Area D	8/12/2025	09-2025	Acorn Engineering Inc (v0000147)	P-47263	3957	142.50	0.00	1,155,064.32	Acorn - Indirect Labor
laahdc	Lewiston Auburn Area D	8/12/2025	09-2025	Acorn Engineering Inc (v0000147)	P-47263	3957	490.00	0.00	1,155,554.32	Project Engineer I
laahdc	Lewiston Auburn Area D	8/12/2025	09-2025	Acorn Engineering Inc (v0000147)	P-47263	3957	285.00	0.00	1,155,839.32	Senior Project Manager
laahdc	Lewiston Auburn Area D	9/1/2025	09-2025	Horvath Development LLC (v0000291)	P-47265	LHA202508	2,512.60	0.00	1,158,351.92	Martel Phase 1 -- 8/1/25-8/31/25
laahdc	Lewiston Auburn Area D	9/15/2025	09-2025	Acorn Engineering Inc (v0000147)	P-47268	4118	2,431.25	0.00	1,160,783.17	Martel out of scope
laahdc	Lewiston Auburn Area D	9/15/2025	11-2025	Acorn Engineering Inc (v0000147)	P-52731	4118-2	140.00	0.00	1,160,923.17	Martel - remaining balance due-orig was s/p -- Project Engineer
laahdc	Lewiston Auburn Area D	9/15/2025	11-2025	Acorn Engineering Inc (v0000147)	P-52731	4118-2	190.00	0.00	1,161,113.17	Martel - remaining balance due-orig was s/p -- Senior Project Manager
laahdc	Lewiston Auburn Area D	10/1/2025	11-2025	Horvath Development LLC (v0000291)	P-52722	LHA202509	1,159.40	0.00	1,162,272.57	All projects
laahdc	Lewiston Auburn Area D	10/6/2025	11-2025	Acorn Engineering Inc (v0000147)	P-52723	4299	7,817.50	0.00	1,170,090.07	Martel School
laahdc	Lewiston Auburn Area D	11/1/2025	11-2025	Horvath Development LLC (v0000291)	P-52725	LHA202510	1,034.00	0.00	1,171,124.07	All Projects 10/1/25-10/31/25
laahdc	Lewiston Auburn Area D	11/6/2025	11-2025	City Of Lewiston (v0002338)	P-52037	LAHDC MAF	700.00	0.00	1,171,824.07	Martel Planning Board Application
laahdc	Lewiston Auburn Area D	11/7/2025	11-2025	Acorn Engineering Inc (v0000147)	P-52726	5119	3,365.00	0.00	1,175,189.07	Engineering Cost
laahdc	Lewiston Auburn Area D	11/25/2025	11-2025	City Of Lewiston (v0002338)	P-54274	LAHDC 1121	12,889.00	0.00	1,188,078.07	Martel Building Permit Fee
cfe	Capital Funds	11/17/2025	12-2025	Platz Associates (v0002284)	P-57287	202319-03	45,595.00	0.00	1,233,673.07	Martel Phase I -- 10/1/25-10/31/25
laahdc	Lewiston Auburn Area D	3/7/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55091	152218	162.92	0.00	1,233,835.99	10% Discounted amount
laahdc	Lewiston Auburn Area D	7/10/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55092	153362	119.70	0.00	1,233,955.69	10% Discounted amount
laahdc	Lewiston Auburn Area D	8/12/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55115	153630	1,855.35	0.00	1,235,811.04	10% Discounted amount
laahdc	Lewiston Auburn Area D	10/10/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55116	154652	2,635.65	0.00	1,238,446.69	10% Discounted amount
laahdc	Lewiston Auburn Area D	12/16/2025	12-2025	Androscooggin Saving Bank (v0000326)	P-54842	LAHDC 1211	500.00	0.00	1,238,946.69	Martel P1 - appraisal services
laahdc	Lewiston Auburn Area D	9/30/2024	01-2026	Platz Associates (v0002284)	P-57525	784-2941	20,205.00	0.00	1,259,151.69	File 202319-Martel--Professional Services
laahdc	Lewiston Auburn Area D	9/30/2024	01-2026	Platz Associates (v0002284)	P-57525	784-2941	1,010.25	0.00	1,260,161.94	File 202319-Martel--Reimbursables - 5 Of Fee
laahdc	Lewiston Auburn Area D	12/1/2025	01-2026	Horvath Development LLC (v0000291)	P-57673	LHA202511	2,781.20	0.00	1,262,943.14	martel phase 1
laahdc	Lewiston Auburn Area D	1/1/2026	01-2026	Horvath Development LLC (v0000291)	P-57680	LHA202512	2,493.90	0.00	1,265,437.04	Martel Phase 1 Hours
laahdc	Lewiston Auburn Area D	10/24/2025	02-2026	Haley Ward (v0002155)	P-62117	202519637	3,800.00	0.00	1,269,237.04	Martel Phase 1 ESA 2025
laahdc	Lewiston Auburn Area D	12/16/2025	02-2026	Acorn Engineering Inc (v0000147)	P-62111	5357	6,068.93	0.00	1,275,305.97	Martel -- Project Engineer
laahdc	Lewiston Auburn Area D	12/19/2025	02-2026	Platz Associates (v0002284)	P-62257	202319-04	115,164.88	0.00	1,390,470.85	Project LHA-Martel Phase I
laahdc	Lewiston Auburn Area D	1/20/2026	02-2026	Acorn Engineering Inc (v0000147)	P-62112	5470	1,458.75	0.00	1,391,929.60	Martel - Eng I Eng IV PLA Eng I Eng IV
laahdc	Lewiston Auburn Area D	1/20/2026	02-2026	Acorn Engineering Inc (v0000147)	P-62112	5470	3,684.28	0.00	1,395,613.88	Martel - Zone Change
laahdc	Lewiston Auburn Area D	1/21/2026	02-2026	Platz Associates (v0002284)	P-62259	202319-05	39,690.00	0.00	1,435,303.88	LHA - Martel Phase 1
laahdc	Lewiston Auburn Area D	2/1/2026	02-2026	Horvath Development LLC (v0000291)	P-60601	LHA202601	3,955.90	0.00	1,439,259.78	Martel Phase 1 Hours
laahdc	Lewiston Auburn Area D	2/10/2026	02-2026	Curtis Thaxter LLC (v0002094)	P-62121	155759	356.50	0.00	1,439,616.28	ACCT 49691 -- Martel
laahdc	Lewiston Auburn Area D	2/13/2026	02-2026	Acorn Engineering Inc (v0000147)	P-62118	5647	3,525.00	0.00	1,443,141.28	Martel phase 1 -- LHA zone change application
laahdc	Lewiston Auburn Area D	2/13/2026	02-2026	Acorn Engineering Inc (v0000147)	P-62118	5647	212.50	0.00	1,443,353.78	Martel phase 1 -- Construction documents
Net Change=1,443,353.78							1,643,069.03	199,715.25	1,443,353.78 = Ending Balance =	

1280-09-002		PID - Martel School II		0.00 = Beginning Balance =	
laahdc	Lewiston Auburn Area D	4/21/2025	06-2025	Platz Associates (v0002284)	P-39436 202428-01 141.37 0.00 141.37 ACCT 202428 -- reimbursables
laahdc	Lewiston Auburn Area D	4/21/2025	06-2025	Platz Associates (v0002284)	P-39436 202428-01 1,827.50 0.00 1,968.87 ACCT 202428 -- Morgan
laahdc	Lewiston Auburn Area D	4/21/2025	06-2025	Platz Associates (v0002284)	P-39436 202428-01 700.00 0.00 2,668.87 ACCT 202428 -- Daniel moreno
laahdc	Lewiston Auburn Area D	4/21/2025	06-2025	Platz Associates (v0002284)	P-39436 202428-01 300.00 0.00 2,968.87 ACCT 202428 -- Bill mclaughlin
laahdc	Lewiston Auburn Area D	5/6/2025	06-2025	Curtis Thaxter LLC (v0002094)	P-39441 152857 66.00 0.00 3,034.87 ACCT 49691 -- Service rendered

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General Ledger
 Period = Jan 2024-Feb 2026
 Book = Accrual
 Sort On =

Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
laahdc	Lewiston Auburn Area D	6/9/2025	06-2025	Curtis Thaxter LLC (v0002094)	P-39167	153112	513.00	0.00	3,547.87	Invoice 153112 Martel School Phase II Services rendered through 05/31/2025
laahdc	Lewiston Auburn Area D	6/30/2025	06-2025	AP Accrual - 06.2025 :Reversed by J-11040	J-11039		1,275.75	0.00	4,823.62	Accrue Platz Associates #202428-02 6.17.25
laahdc	Lewiston Auburn Area D	7/1/2025	07-2025	:Reversal of J-11039	J-11040	:Reversal of	0.00	1,275.75	3,547.87	Accrue Platz Associates #202428-02 6.17.25
laahdc	Lewiston Auburn Area D	6/17/2025	09-2025	Platz Associates (v0002284)	P-47258	202428-02	60.75	0.00	3,608.62	Martel -- 5 Reimbursables
laahdc	Lewiston Auburn Area D	6/17/2025	09-2025	Platz Associates (v0002284)	P-47258	202428-02	42.50	0.00	3,651.12	Martel -- Paige Morgan
laahdc	Lewiston Auburn Area D	6/17/2025	09-2025	Platz Associates (v0002284)	P-47258	202428-02	490.00	0.00	4,141.12	Martel -- Daniel Moreno
laahdc	Lewiston Auburn Area D	6/17/2025	09-2025	Platz Associates (v0002284)	P-47258	202428-02	300.00	0.00	4,441.12	Martel -- Bill McLaughlin
laahdc	Lewiston Auburn Area D	6/17/2025	09-2025	Platz Associates (v0002284)	P-47258	202428-02	382.50	0.00	4,823.62	Martel -- Brogan McCormick
laahdc	Lewiston Auburn Area D	7/21/2025	09-2025	Platz Associates (v0002284)	P-47261	202428-03	910.00	0.00	5,733.62	Project 202428 -- Martel -- daniel moreno
laahdc	Lewiston Auburn Area D	7/21/2025	09-2025	Platz Associates (v0002284)	P-47261	202428-03	45.50	0.00	5,779.12	Project 202428 -- Martel -- 5 reimbursables
cfe	Capital Funds	11/17/2025	11-2025	Platz Associates (v0002284)	P-52727	202428-04	6,531.00	0.00	12,310.12	Martel Phase II - 10/1/25-10/31/25
laahdc	Lewiston Auburn Area D	10/1/2025	11-2025	Horvath Development LLC (v0000291)	P-52722	LHA202509	1,159.40	0.00	13,469.52	All projects
laahdc	Lewiston Auburn Area D	11/1/2025	11-2025	Horvath Development LLC (v0000291)	P-52725	LHA202510	547.00	0.00	14,016.52	All Projects 10/1/25-10/31/25
laahdc	Lewiston Auburn Area D	1/9/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55098	151780	549.00	0.00	14,565.52	10% Discounted amount
laahdc	Lewiston Auburn Area D	9/8/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55099	154377	346.50	0.00	14,912.02	10% Discounted amount
laahdc	Lewiston Auburn Area D	10/8/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55117	150963	670.50	0.00	15,582.52	10% Discounted amount
laahdc	Lewiston Auburn Area D	12/1/2025	01-2026	Horvath Development LLC (v0000291)	P-57673	LHA202511	625.60	0.00	16,208.12	Martel phase 2
laahdc	Lewiston Auburn Area D	1/1/2026	01-2026	Horvath Development LLC (v0000291)	P-57680	LHA202512	688.50	0.00	16,896.62	Martel Phase 2 Hours
laahdc	Lewiston Auburn Area D	1/21/2026	02-2026	Platz Associates (v0002284)	P-62114	202428-05	1,806.00	0.00	18,702.62	ACCT 202428 -- Martel Phase II
laahdc	Lewiston Auburn Area D	2/24/2026	02-2026	City Of Lewiston (v0002338)	P-60602	LAHDC 022	700.00	0.00	19,402.62	Martel zoning change fee
Net Change=19,402.62							20,678.37	1,275.75	19,402.62	= Ending Balance =

1280-10-000				DNU PID - Martel School			0.00 = Beginning Balance =			
lha	Lewiston Housing Autho	8/15/2024	08-2024	St Laurent & Son (v0000137)	P-14197	LAHDC Mari	619,876.00	0.00	619,876.00	Martel Demo
lha	Lewiston Housing Autho	8/15/2024	08-2024	St Laurent & Son (v-137) Correct GL P-1419	J-1571	LAHDC Mari	0.00	619,876.00	0.00	Martel Demo (GL 1280-10 > 1280-09)
Net Change=0.00							619,876.00	619,876.00	0.00	= Ending Balance =

1280-11-000				PID - Ramada			0.00 = Beginning Balance =			
laahdc	Lewiston Auburn Area D	7/30/2024	07-2024	Reclass to PID 07.2024	J-3810		2,000.00	0.00	2,000.00	Ramada Pre-App Fee
laahdc	Lewiston Auburn Area D	8/8/2024	08-2024	Cushman & Wakefield Of Massachusetts, Inc	P-16457	24-27001-90	5,450.00	0.00	7,450.00	24-27001-900950 Ramada appraisal report
laahdc	Lewiston Auburn Area D	9/9/2024	09-2024	Curtis Thaxter LLC (v0002094)	P-18475	150629	2,230.00	0.00	9,680.00	Professional Services Rendered - Consult On Option. Consult On Option Arrangements Begin Work On Same Review Of
laahdc	Lewiston Auburn Area D	9/11/2024	09-2024	MaineHousing (MSHA) (v0002218)	P-16451	LAHDC Rarr	2,500.00	0.00	12,180.00	Ramada LIHTC App Fee
laahdc	Lewiston Auburn Area D	9/11/2024	09-2024	MaineHousing (MSHA) (v0002218)	P-16451	LAHDC Rarr	1,000.00	0.00	13,180.00	Ramada App Fee
laahdc	Lewiston Auburn Area D	10/10/2024	09-2024	Emerald Hospitality LLC (v0000166)	P-18729	LAHDC RAM	10,000.00	0.00	23,180.00	Acquisition Escrow - Ramada
laahdc	Lewiston Auburn Area D	9/30/2024	01-2025	Platz Associates (v0002284)	P-26442	LAHDC 093	26,598.25	0.00	49,778.25	File 202422 Ramada-Professional servics 09/30/2024
laahdc	Lewiston Auburn Area D	2/28/2025	02-2025	RC MSHA 4% LIHTC to PID	J-7693		2,000.00	0.00	51,778.25	RC MH Ramada 4% LIHTC
laahdc	Lewiston Auburn Area D	4/1/2025	04-2025	MaineHousing (MSHA) (v0002218)	P-33952	LAHDC 040	2,500.00	0.00	54,278.25	App Fee - Arbor Village-Ramada
laahdc	Lewiston Auburn Area D	4/1/2025	04-2025	MaineHousing (MSHA) (v0002218)	P-33952	LAHDC 040	1,000.00	0.00	55,278.25	LIHTC Fee - Arbor Village - Ramada
laahdc	Lewiston Auburn Area D	4/11/2025	06-2025	Curtis Thaxter LLC (v0002094)	P-39433	152647	6,402.98	0.00	61,681.23	RAMADA
laahdc	Lewiston Auburn Area D	5/6/2025	06-2025	Curtis Thaxter LLC (v0002094)	P-39442	152854	3.00	0.00	61,684.23	ACCT 49691 -- Ramada -- Filing/recording fees
laahdc	Lewiston Auburn Area D	5/6/2025	06-2025	Curtis Thaxter LLC (v0002094)	P-39442	152854	30.00	0.00	61,714.23	ACCT 49691 -- Ramada -- Corporate document retrieval
laahdc	Lewiston Auburn Area D	9/15/2025	09-2025	Emerald Hospitality	R-29238	00001024	0.00	10,000.00	51,714.23	CHECKSCAN Payment - Emerald Hospitality (Ramada Dep Refund)

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General Ledger

Period = Jan 2024-Feb 2026

Book = Accrual

Sort On =

Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
laahdc	Lewiston Auburn Area D	1/9/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55085	151777	45.00	0.00	51,759.23	10% Discounted amount
laahdc	Lewiston Auburn Area D	3/7/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55086	152217	176.40	0.00	51,935.63	10% Discounted amount
laahdc	Lewiston Auburn Area D	7/10/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55087	153361	277.20	0.00	52,212.83	10% Discounted amount
laahdc	Lewiston Auburn Area D	8/12/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55088	153629	302.40	0.00	52,515.23	10% Discounted amount
laahdc	Lewiston Auburn Area D	9/8/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55089	154375	226.80	0.00	52,742.03	10% Discounted amount
laahdc	Lewiston Auburn Area D	10/10/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55090	154651	50.40	0.00	52,792.43	10% Discounted amount
laahdc	Lewiston Auburn Area D	6/17/2025	02-2026	Platz Associates (v0002284)	P-62113	202422-03	661.50	0.00	53,453.93	Ramada - Design Development
Net Change=53,453.93							63,453.93	10,000.00	53,453.93	= Ending Balance =

1280-12-000				PID - Soleil I			0.00 = Beginning Balance =			
lha	Lewiston Housing Autho	7/30/2024	07-2024	Reclass to PID 07.2024	J-3811		2,000.00	0.00	2,000.00	Soleil Apts Phase 2 Pre App Fee
lha	Lewiston Housing Autho	7/30/2024	07-2024	Reclass to PID 07.2024	J-3811		2,000.00	0.00	4,000.00	Soleil Apts Phase 1 Pre App Fee
lha	Lewiston Housing Autho	8/30/2024	08-2024	Reclass To PID 08.2024	J-3812		2,000.00	0.00	6,000.00	Supplemental Services Kaplan Thompson Architects
lha	Lewiston Housing Autho	8/30/2024	08-2024	Reclass To PID 08.2024	J-3812		5,559.37	0.00	11,559.37	Terradyn Consult Kaplan Thompson Architect
laahdc	Lewiston Auburn Area D	9/11/2024	09-2024	MaineHousing (MSHA) (v0002218)	P-16450	LAHDC Sole	2,500.00	0.00	14,059.37	Soleil Apts Phase 1 LIHTC App Fee
laahdc	Lewiston Auburn Area D	9/11/2024	09-2024	MaineHousing (MSHA) (v0002218)	P-16450	LAHDC Sole	1,000.00	0.00	15,059.37	Soleil Apts Phase 1 App Fee
laahdc	Lewiston Auburn Area D	6/12/2024	01-2025	Kaplan Thompson Architects (v0002184)	P-28954	20240607-LI	16,261.26	0.00	31,320.63	Kaplan Thompson Architects
laahdc	Lewiston Auburn Area D	8/2/2024	01-2025	Kaplan Thompson Architects (v0002184)	P-28955	20240802-LI	14,589.17	0.00	45,909.80	Proj:LHA1 Choice 2 --inv20240802-LHA1 -- conulsants
laahdc	Lewiston Auburn Area D	9/27/2024	01-2025	Kaplan Thompson Architects (v0002184)	P-28956	20240927-LI	27,750.75	0.00	73,660.55	Project LHA1--Schematic design
laahdc	Lewiston Auburn Area D	9/27/2024	01-2025	Kaplan Thompson Architects (v0002184)	P-28956	20240927-LI	437.60	0.00	74,098.15	Project LHA1--Supplemental services
laahdc	Lewiston Auburn Area D	9/27/2024	01-2025	Kaplan Thompson Architects (v0002184)	P-28956	20240927-LI	181.25	0.00	74,279.40	Project LHA1--Supplemental services
laahdc	Lewiston Auburn Area D	9/27/2024	01-2025	Kaplan Thompson Architects (v0002184)	P-28956	20240927-LI	10,233.55	0.00	84,512.95	Project LHA1--Terradyn consultants llc
laahdc	Lewiston Auburn Area D	9/27/2024	01-2025	Kaplan Thompson Architects (v0002184)	P-28956	20240927-LI	4,579.20	0.00	89,092.15	Project LHA1--Terradyn consultants llc
laahdc	Lewiston Auburn Area D	4/1/2025	04-2025	MaineHousing (MSHA) (v0002218)	P-33951	LAHDC 040	2,500.00	0.00	91,592.15	App Fee - Soleil Phase 1
laahdc	Lewiston Auburn Area D	4/1/2025	04-2025	MaineHousing (MSHA) (v0002218)	P-33951	LAHDC 040	1,000.00	0.00	92,592.15	LIHTC Fee - Soleil Phase 1
laahdc	Lewiston Auburn Area D	4/11/2025	06-2025	Curtis Thaxter LLC (v0002094)	P-39434	152649	416.50	0.00	93,008.65	61 Ash
lha	Lewiston Housing Autho	5/9/2025	06-2025	Kaplan Thompson Architects (v0002184)	P-39438	20250509-LI	693.00	0.00	93,701.65	Terradyn Consultants LLC Request Number /438 18 Apr 2025 Additional Services Drawings for Public Works Database
laahdc	Lewiston Auburn Area D	8/18/2025	11-2025	Terradyn Consultants, LLC (v0000271)	P-52724	7915	930.00	0.00	94,631.65	Engineering Services for Ash St - Soleil
laahdc	Lewiston Auburn Area D	10/1/2025	11-2025	Horvath Development LLC (v0000291)	P-52722	LHA202509	1,159.40	0.00	95,791.05	All projects
laahdc	Lewiston Auburn Area D	11/1/2025	11-2025	Horvath Development LLC (v0000291)	P-52725	LHA202510	1,602.10	0.00	97,393.15	All Projects 10/1/25-10/31/25
laahdc	Lewiston Auburn Area D	1/9/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55119	151779	63.00	0.00	97,456.15	10% discounted amount
laahdc	Lewiston Auburn Area D	2/6/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55120	152040	163.80	0.00	97,619.95	10% Discounted amount
laahdc	Lewiston Auburn Area D	9/8/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55121	154376	69.30	0.00	97,689.25	10% discounted amount
laahdc	Lewiston Auburn Area D	10/10/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55123	154654	800.01	0.00	98,489.26	10% Discounted amount
laahdc	Lewiston Auburn Area D	12/2/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55122	155242	2.70	0.00	98,491.96	10% discounted amount
laahdc	Lewiston Auburn Area D	12/11/2025	12-2025	Genesis Community Loan Fund (v0000324)	P-54826	LAHDC 121	1,736.50	0.00	100,228.46	Soleil Phase 1 predevelopment loan (1/2 of the origination fee)
lha	Lewiston Housing Autho	11/21/2025	12-2025	Kaplan Thompson Architects (v0002184)	P-57288	20251121-LI	44.00	0.00	100,272.46	Plots - 24x36
lha	Lewiston Housing Autho	11/21/2025	12-2025	Kaplan Thompson Architects (v0002184)	P-57288	20251121-LI	38,336.00	0.00	138,608.46	Schematic Design - Soleil Phase 1
laahdc	Lewiston Auburn Area D	12/1/2025	01-2026	Horvath Development LLC (v0000291)	P-57673	LHA202511	1,225.70	0.00	139,834.16	Solleil phase 1
laahdc	Lewiston Auburn Area D	12/15/2025	01-2026	Summit Geoenengineering Services, Inc (v0000291)	P-57675	25317-1	6,900.00	0.00	146,734.16	Soleil - 61 Ash St - Performed subsurface explorations & prepare geotechnical data package
laahdc	Lewiston Auburn Area D	1/1/2026	01-2026	Horvath Development LLC (v0000291)	P-57680	LHA202512	285.60	0.00	147,019.76	Soleil Phase 1 Hours
laahdc	Lewiston Auburn Area D	12/19/2025	02-2026	Kaplan Thompson Architects (v0002184)	P-62258	20251219-LI	114.40	0.00	147,134.16	LHA1 Soleil Apartements, Phase 1 - Choice 2 -- Plots 24x36 120 nov 2025 20 nov 2025

(.all)
General Ledger
 Period = Jan 2024-Feb 2026
 Book = Accrual
 Sort On =

Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks	
laahdc	Lewiston Auburn Area D	12/19/2025	02-2026	Kaplan Thompson Architects (v0002184)	P-62258	20251219-LF	38,336.00	0.00	185,470.16	LHA1 Soleil Apartments, Phase 1 - Choice 2 -- Schematic	
laahdc	Lewiston Auburn Area D	2/1/2026	02-2026	Horvath Development LLC (v0000291)	P-60601	LHA202601	962.20	0.00	186,432.36	Soleil Phase 1 Hours	
laahdc	Lewiston Auburn Area D	2/10/2026	02-2026	Curtis Thaxter LLC (v0002094)	P-62119	155760	2,107.00	0.00	188,539.36	ACCT 49691 -- 61 Ash St	
Net Change=188,539.36							188,539.36	0.00	188,539.36	= Ending Balance =	
1280-12-002			PID - Soleil II				0.00 = Beginning Balance =				
laahdc	Lewiston Auburn Area D	6/26/2025	06-2025	MaineHousing (MSHA) (v0002218)	P-39563	LAHDC 062	2,000.00	0.00	2,000.00	Pre Application Fee	
laahdc	Lewiston Auburn Area D	9/11/2025	09-2025	MaineHousing (MSHA) (v0002218)	P-46906	LAHDC 091	2,500.00	0.00	4,500.00	LIHTC App Fee	
laahdc	Lewiston Auburn Area D	9/11/2025	09-2025	MaineHousing (MSHA) (v0002218)	P-46906	LAHDC 091	1,000.00	0.00	5,500.00	General App Fee	
laahdc	Lewiston Auburn Area D	11/1/2025	11-2025	Horvath Development LLC (v0000291)	P-52725	LHA202510	1,055.00	0.00	6,555.00	All Projects 10/1/25-10/31/25	
laahdc	Lewiston Auburn Area D	12/1/2025	01-2026	Horvath Development LLC (v0000291)	P-57673	LHA202511	867.00	0.00	7,422.00	Soleil phase 2	
laahdc	Lewiston Auburn Area D	2/1/2026	02-2026	Horvath Development LLC (v0000291)	P-60601	LHA202601	472.60	0.00	7,894.60	Soleil Phase 2 Hours	
Net Change=7,894.60							7,894.60	0.00	7,894.60	= Ending Balance =	
1280-15-000			PID - 104 Park Street				0.00 = Beginning Balance =				
104p	104 Park	5/16/2025	06-2025	SRL Architects (v0002328)	P-39440	1900	562.50	0.00	562.50	104 Park Measuring And Conceptual Design	
104p	104 Park	5/16/2025	06-2025	SRL Architects (v0002328)	P-39440	1900	437.50	0.00	1,000.00	104 Park Measuring And Conceptual Design	
104p	104 Park	5/16/2025	06-2025	SRL Architects (v0002328)	P-39440	1900	312.50	0.00	1,312.50	Lha Office Layout Revisions	
104p	104 Park	5/16/2025	06-2025	SRL Architects (v0002328)	P-39440	1900	625.00	0.00	1,937.50	104 Park Measuring And Conceptual Design	
104p	104 Park	5/16/2025	06-2025	SRL Architects (v0002328)	P-39440	1900	125.00	0.00	2,062.50	104 Park Measuring And Conceptual Design	
104p	104 Park	5/16/2025	06-2025	SRL Architects (v0002328)	P-39440	1900	375.00	0.00	2,437.50	104 Park St Plan Revisions	
104p	104 Park	5/16/2025	06-2025	SRL Architects (v0002328)	P-39440	1900	42.12	0.00	2,479.62	4/23/25 Mileage For Client Meeting On Site 72 Miles X 0.585	
104p	104 Park	5/16/2025	06-2025	SRL Architects (v0002328)	P-39440	1900	62.50	0.00	2,542.12	Permit Drawings	
104p	104 Park	5/16/2025	06-2025	SRL Architects (v0002328)	P-39440	1900	62.50	0.00	2,604.62	Lha Office Layout Revisions	
104p	104 Park	5/16/2025	06-2025	SRL Architects (v0002328)	P-39440	1900	625.00	0.00	3,229.62	Lha Office Layout Revisions	
104p	104 Park	5/16/2025	06-2025	SRL Architects (v0002328)	P-39440	1900	687.50	0.00	3,917.12	Permit Drawings	
104p	104 Park	5/16/2025	06-2025	SRL Architects (v0002328)	P-39440	1900	125.00	0.00	4,042.12	Permit Drawings	
104p	104 Park	5/16/2025	06-2025	SRL Architects (v0002328)	P-39440	1900	187.50	0.00	4,229.62	Permit Drawings	
104p	104 Park	5/16/2025	06-2025	SRL Architects (v0002328)	P-39440	1900	62.50	0.00	4,292.12	Permit Drawings	
Net Change=4,292.12							4,292.12	0.00	4,292.12	= Ending Balance =	
1280-16-000			PID - St Mary's				0.00 = Beginning Balance =				
laahdc	Lewiston Auburn Area D	7/21/2025	09-2025	Cushman & Wakefield of Massachusetts, LLC	P-47260	25-27001-90	4,950.00	0.00	4,950.00	St Mary's Appraisal report	
laahdc	Lewiston Auburn Area D	1/9/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55110	151776	175.50	0.00	5,125.50	10% Discounted amount	
laahdc	Lewiston Auburn Area D	2/6/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55111	152038	705.60	0.00	5,831.10	10% Discounted amount	
laahdc	Lewiston Auburn Area D	7/10/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55112	153360	1,688.40	0.00	7,519.50	10% Discounted amount	
laahdc	Lewiston Auburn Area D	8/12/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55083	153628	529.20	0.00	8,048.70	10% Discounted amount	
laahdc	Lewiston Auburn Area D	9/8/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55113	154374	4,032.00	0.00	12,080.70	10% Discounted amount	
laahdc	Lewiston Auburn Area D	10/10/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55114	154650	8,479.80	0.00	20,560.50	10% Discounted amount	
laahdc	Lewiston Auburn Area D	11/5/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55084	154904	1,562.40	0.00	22,122.90	10% Discounted amount	
Net Change=22,122.90							22,122.90	0.00	22,122.90	= Ending Balance =	

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 Period = Jan 2024-Feb 2026
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 Sort On =

Property	Property Name	Date	Period	Person/Description	Control	Reference	Debit	Credit	Balance	Remarks
1280-17-000				PID - 163 Bates Street			0.00 = Beginning Balance =			
laahdc	Lewiston Auburn Area D	8/7/2025	11-2025	Radon Check Inc. (v0002293)	P-52732	25W-1080	225.00	0.00	225.00	radon air test 163 bates street
laahdc	Lewiston Auburn Area D	9/17/2025	11-2025	J.C. Ehrlich (v0002176)	P-52721	83555557	600.00	0.00	825.00	163 Bates Bed Bug Inspection
laahdc	Lewiston Auburn Area D	2/6/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55100	152041	1,260.00	0.00	2,085.00	10% Discounted amount
laahdc	Lewiston Auburn Area D	8/12/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55118	153633	1,077.30	0.00	3,162.30	10% Discounted amount
laahdc	Lewiston Auburn Area D	9/8/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55101	154378	119.70	0.00	3,282.00	10% Discounted amount
laahdc	Lewiston Auburn Area D	10/10/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55102	154655	1,323.45	0.00	4,605.45	10% Discounted amount
laahdc	Lewiston Auburn Area D	12/18/2025	12-2025	Curtis Thaxter LLC (v0002094)	P-55103	154905	436.50	0.00	5,041.95	10% Discounted amount
Net Change=5,041.95							5,041.95	0.00	5,041.95 = Ending Balance =	
							20,430,909.58	6,954,579.18		

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Control	Batch	Period	Date	Person	Property	Account	Amount	Reference	Notes
K-26480	773	02/2026	2/3/2026		sws		0.00	71	:TOA Zero Dollar Adjustment
K-26873	778	02/2026	2/2/2026		hva		10.00	87556	
K-26874	778	02/2026	2/2/2026		hva		10.00	87557	
K-26875	778	02/2026	2/2/2026		hva		29.00	87558	
K-26876	778	02/2026	2/2/2026		hva		10.00	87559	
K-26877	778	02/2026	2/2/2026		hva		10.00	87560	
K-26878	778	02/2026	2/2/2026		hva		58.00	87561	
K-26879	778	02/2026	2/2/2026		hva		10.00	87562	
K-26880	778	02/2026	2/2/2026		hva		10.00	87563	
K-26881	778	02/2026	2/2/2026		hva		10.00	87564	
K-26882	778	02/2026	2/2/2026		hva		29.00	87565	
K-26883	778	02/2026	2/2/2026		hva		10.00	87566	
K-26884	778	02/2026	2/2/2026		hva		29.00	87567	
K-26885	778	02/2026	2/2/2026		hva		10.00	87568	
K-26886	778	02/2026	2/2/2026		ash		62.00	87569	
K-26887	778	02/2026	2/2/2026		hva		10.00	87570	
K-26888	778	02/2026	2/2/2026		hva		10.00	87571	
K-26889	778	02/2026	2/2/2026		hva		10.00	87572	
K-26890	778	02/2026	2/2/2026		hva		10.00	87573	
K-26891	779	02/2026	2/3/2026	Charest Appraisal Services (v0000059)	cfe		12,250.00	87574	
K-26915	782	02/2026	2/5/2026	Maine Municipal Employees Health Trust (M	lha		71,370.62	87575	
K-26916	782	02/2026	2/5/2026	Mount David Housing Inc (v0001234)	hcv		300.00	87576	
K-26917	782	02/2026	2/5/2026	Supportive Housing Assoc LP (v0001288)	hcv		205.00	87577	
K-26918	782	02/2026	2/5/2026	Ace Detective & Security Agency, Inc. (v000	bst		2,212.00	87578	
					hva		1,008.00	87578	
K-26919	782	02/2026	2/5/2026	Building Controls LLC (v0002062)	bsc		520.50	87579	
K-26920	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	hva		151.65	87580	
K-26921	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	hva		101.15	87581	
K-26922	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	hva		36.74	87582	
K-26923	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	hva		33.74	87583	
K-26924	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	hva		25.35	87584	
K-26925	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	hva		123.11	87585	
K-26926	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	hva		108.04	87586	
K-26927	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	hva		121.68	87587	
K-26928	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	hva		143.93	87588	
K-26929	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	hva		139.38	87589	
K-26930	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	hva		136.03	87590	
K-26931	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	hva		179.58	87591	
K-26932	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	hva		114.02	87592	
K-26933	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	hva		221.44	87593	
K-26934	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	hva		135.56	87594	
K-26935	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	hva		131.97	87595	
K-26936	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	hva		121.45	87596	
K-26937	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	hva		160.44	87597	
K-26938	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	hva		184.60	87598	

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Control	Batch	Period	Date	Person	Property	Account	Amount	Reference	Notes
K-26939	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	hva		139.86	87599	
K-26940	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	hva		166.28	87600	
K-26941	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	sws		59.53	87601	
K-26942	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	shs		30.08	87602	
K-26943	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	mva		24.68	87603	
K-26944	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	sws		58.08	87604	
K-26945	782	02/2026	2/5/2026	Central Maine Power Company (v0002074)	mva		169.93	87605	
K-26946	782	02/2026	2/5/2026	High Tech Fire Protection (v0002163)	bst		125.00	87606	
					college		1,215.00	87606	
K-26947	782	02/2026	2/5/2026	The Iserv Company LLC (v0002174)	bst		738.38	87607	
					hva		1,764.70	87607	
					lha		5,510.48	87607	
					mva		723.38	87607	
					raa		321.00	87607	
K-26948	782	02/2026	2/5/2026	Littlefield Solar LLC (v0002202)	bsc		39.28	87608	
					bst		466.30	87608	
					college		89.52	87608	
					hva		155.05	87608	
					lha		75.49	87608	
					mva		178.06	87608	
K-26949	782	02/2026	2/5/2026	Northeast Electrical (v0002260)	mva		44.78	87609	
K-26950	782	02/2026	2/5/2026	OTS Leasing (v0002269)	bst		134.69	87610	
					lha		26.00	87610	
					mva		193.03	87610	
K-26951	782	02/2026	2/5/2026	SlickFish Studios, LLC (v0002317)	lha		711.00	87611	
K-26952	782	02/2026	2/5/2026	SOS Drywall and Painting, LLC (v0002322)	bst		930.00	87612	
					mva		2,255.00	87612	
K-26953	782	02/2026	2/5/2026	Tribles USA, Inc. (v0002357)	mva		707.91	87613	
K-26954	782	02/2026	2/5/2026	Unifirst Corporation (v0002361)	bst		175.97	87614	
					hva		111.64	87614	
					mva		111.64	87614	
K-27023	785	02/2026	2/12/2026		sws		150.00	87615	
K-27024	785	02/2026	2/12/2026		mva		45.00	87616	
K-27025	785	02/2026	2/12/2026	Elan Financial Services (v0000041)	lha		42.00	87617	
K-27026	785	02/2026	2/12/2026		lha		382.68	87618	
K-27027	785	02/2026	2/12/2026	Cenergy Power (v0000307)	lha		55.63	87619	
K-27028	785	02/2026	2/12/2026	Ace Detective & Security Agency, Inc. (v0000307)	hva		1,008.00	87620	
K-27029	785	02/2026	2/12/2026	Aire Serv of Lewiston (v0002022)	bst		1,108.82	87621	
					mva		553.00	87621	
K-27030	785	02/2026	2/12/2026	All Outdoor Services (v0002024)	mva		80.00	87622	
K-27031	785	02/2026	2/12/2026	Als Auto & Truck Garage Inc. (v0002027)	lha		583.33	87623	
K-27032	785	02/2026	2/12/2026	Auburn-Lewiston YMCA (v0002038)	hva		5,601.24	87624	
K-27033	785	02/2026	2/12/2026	Becky Cobb (v0002051)	lha		1,270.00	87625	
K-27034	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	sws		31.99	87626	
K-27035	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	mva		859.67	87627	

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Control	Batch	Period	Date	Person	Property	Account	Amount	Reference	Notes
K-27036	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		31.29	87628	
K-27037	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		32.77	87629	
K-27038	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		32.77	87630	
K-27039	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		30.16	87631	
K-27040	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		30.16	87632	
K-27041	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		30.16	87633	
K-27042	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		76.31	87634	
K-27043	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		33.89	87635	
K-27044	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		32.53	87636	
K-27045	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		33.51	87637	
K-27046	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		30.16	87638	
K-27047	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		36.33	87639	
K-27048	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		33.89	87640	
K-27049	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		32.64	87641	
K-27050	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		30.16	87642	
K-27051	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		30.16	87643	
K-27052	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		31.41	87644	
K-27053	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		30.54	87645	
K-27054	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		32.28	87646	
K-27055	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		31.03	87647	
K-27056	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		30.16	87648	
K-27057	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		30.16	87649	
K-27058	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		83.30	87650	
K-27059	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		43.13	87651	
K-27060	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		31.10	87652	
K-27061	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	raa		182.44	87653	
K-27062	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	mva		137.51	87654	
K-27063	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	htn		37.46	87655	
K-27064	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	hva		962.23	87656	
K-27065	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	raa		129.98	87657	
K-27066	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	raa		97.26	87658	
K-27067	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	raa		118.43	87659	
K-27068	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	raa		106.16	87660	
K-27069	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		32.89	87661	
K-27070	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		30.16	87662	
K-27071	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		30.16	87663	
K-27072	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		30.67	87664	
K-27073	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	mva		22.83	87665	
K-27074	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	lpa		31.57	87666	
K-27075	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	mva		20.70	87667	
K-27076	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	mva		148.36	87668	
K-27077	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	mva		108.55	87669	
K-27078	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	mva		121.10	87670	
K-27079	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	mva		91.19	87671	
K-27080	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	mva		96.73	87672	

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K-27081	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	mva		170.56	87673	
K-27082	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	mva		147.88	87674	
K-27083	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	mva		110.73	87675	
K-27084	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	mva		107.10	87676	
K-27085	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	mva		177.31	87677	
K-27086	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	mva		98.43	87678	
K-27087	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	mva		46.01	87679	
K-27088	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	mva		90.68	87680	
K-27089	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	mva		32.24	87681	
K-27090	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	mva		36.33	87682	
K-27091	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	mva		113.62	87683	
K-27092	785	02/2026	2/12/2026	Central Maine Power Company (v0002074)	mva		54.69	87684	
K-27093	785	02/2026	2/12/2026	City of Lewiston - Utility Services Division (v0002074)	hva		107.24	87685	
K-27094	785	02/2026	2/12/2026		lha		340.75	87686	
K-27095	785	02/2026	2/12/2026	HD Supply (v0002162)	bst		251.84	87687	
					lha		120.13	87687	
					mva		283.26	87687	
K-27096	785	02/2026	2/12/2026	L.P. Poirier & Son Inc. (v0002187)	bsc		1,145.00	87688	
					bst		2,083.33	87688	
					hva		5,333.33	87688	
					mva		2,250.00	87688	
					raa		2,033.33	87688	
K-27097	785	02/2026	2/12/2026	Lanit (v0002192)	lha		35.00	87689	
K-27098	785	02/2026	2/12/2026	National Center for Housing Mgmt, Inc. (v0002192)	lha		155.00	87690	
K-27099	785	02/2026	2/12/2026	Otis Elevator Company (v0002268)	hva		2,280.00	87691	
K-27100	785	02/2026	2/12/2026	OTS Leasing (v0002269)	lha		649.79	87692	
					raa		137.32	87692	
K-27101	785	02/2026	2/12/2026	Quikserve Plumbing and Heating (v0002291)	hva		735.96	87693	
K-27102	785	02/2026	2/12/2026	SlickFish Studios, LLC (v0002317)	lha		202.50	87694	
K-27103	785	02/2026	2/12/2026	SOS Drywall and Painting, LLC (v0002322)	hva		2,160.00	87695	
K-27104	785	02/2026	2/12/2026	Unifirst Corporation (v0002361)	lha		62.55	87696	
K-27105	785	02/2026	2/12/2026	Yardi Systems Inc (v0002385)	ash		9.50	87697	
					bsc		6.00	87697	
					bst		168.60	87697	
					choice		1.20	87697	
					college		3.60	87697	
					ehv		0.50	87697	
					hcv		39.10	87697	
					htn		4.20	87697	
					hva		306.60	87697	
					lha		424.70	87697	
					lpa		23.30	87697	
					mod2		6.00	87697	
					mod5		6.00	87697	
					msv		6.00	87697	

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					mva		287.90	87697	
					oak		1.80	87697	
					prk		14.40	87697	
					raa		112.80	87697	
					sab		25.80	87697	
					shs		3.60	87697	
					sws		3.00	87697	
					wip		15.90	87697	
K-27163		02/2026	2/19/2026	City of Lewiston - Utility Services Division (v0000081)	hva		-1,621.24	87382	void check & del inv
K-27164		02/2026	2/19/2026	City of Lewiston - Utility Services Division (v0000081)	hva		-1,657.56	87383	void check & del inv
K-27272	787	02/2026	2/19/2026	Bates Street Senior Housing Associates LP (v0000081)	bst		10,582.00	87698	
K-27273	787	02/2026	2/19/2026	Rentgrow Inc (v0000081)	ash		9.00	87699	
					bst		90.00	87699	
					hva		45.00	87699	
					mva		99.00	87699	
					raa		18.00	87699	
K-27274	787	02/2026	2/19/2026	Waterman Ag & Turf (v0000201)	bst		330.91	87700	
					hva		330.93	87700	
					mva		330.93	87700	
K-27275	787	02/2026	2/19/2026	Cenergy Power (v0000307)	bsc		12.13	87701	
					bst		550.38	87701	
					college		49.13	87701	
					hva		157.88	87701	
					lha		82.63	87701	
					mva		100.38	87701	
K-27276	787	02/2026	2/19/2026	Ace Detective & Security Agency, Inc. (v0000202)	bst		3,239.00	87702	
					hva		1,008.00	87702	
K-27277	787	02/2026	2/19/2026	Aire Serv of Lewiston (v0002022)	bst		1,662.13	87703	
K-27278	787	02/2026	2/19/2026	All Outdoor Services (v0002024)	bst		80.00	87704	
					hva		1,673.00	87704	
K-27279	787	02/2026	2/19/2026	Allegiance Trucks (v0002026)	lha		20.00	87705	
K-27280	787	02/2026	2/19/2026	Budget Document Technology (v0002061)	lha		128.95	87706	
K-27281	787	02/2026	2/19/2026	Casella Recycling (v0002073)	bst		55.00	87707	
					hva		110.00	87707	
					lha		205.00	87707	
K-27282	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	mva		32.74	87708	
K-27283	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	mva		186.72	87709	
K-27284	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	wip		300.08	87710	
K-27285	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	mva		10.97	87711	
K-27286	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	bst		18.58	87712	
K-27287	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	bst		222.27	87713	
K-27288	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	bst		33.01	87714	
K-27289	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	ash		209.78	87715	
K-27290	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	bst		54.23	87716	
K-27291	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	bst		93.26	87717	

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K-27292	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	bst		56.08	87718	
K-27293	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	bst		32.88	87719	
K-27294	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	bst		32.88	87720	
K-27295	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	prk		34.79	87721	
K-27296	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	prk		31.99	87722	
K-27297	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	prk		31.48	87723	
K-27298	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	prk		31.86	87724	
K-27299	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	prk		31.61	87725	
K-27300	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	prk		39.56	87726	
K-27301	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	prk		31.74	87727	
K-27302	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	prk		59.61	87728	
K-27303	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	prk		31.74	87729	
K-27304	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	hva		35.17	87730	
K-27305	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	lpa		30.21	87731	
K-27306	787	02/2026	2/19/2026	Central Maine Power Company (v0002074)	prk		65.97	87732	
K-27307	787	02/2026	2/19/2026	Drillen Hardware (v0002113)	bst		17.98	87733	
K-27308	787	02/2026	2/19/2026	F. W. Webb Company (v0002124)	mva		1,360.85	87734	
K-27309	787	02/2026	2/19/2026	Haven Connect, Inc. (v0002161)	bst		2.30	87735	
					mva		2.30	87735	
K-27310	787	02/2026	2/19/2026	HD Supply (v0002162)	bst		179.94	87736	
					hva		1,976.41	87736	
					mva		604.64	87736	
K-27311	787	02/2026	2/19/2026	Housing Insurance Services, Inc (v0002168)	ehv		57.06	87737	
					hcv		5,326.67	87737	
					mod5		462.85	87737	
					msv		564.14	87737	
K-27312	787	02/2026	2/19/2026	The Iserv Company LLC (v0002174)	lha		237.10	87738	
K-27313	787	02/2026	2/19/2026	J.C. Ehrlich (v0002176)	ash		68.60	87739	
					bst		949.74	87739	
					htn		19.54	87739	
					hva		922.13	87739	
					lha		3.00	87739	
					lpa		294.28	87739	
					mva		1,491.06	87739	
					oak		9.79	87739	
					prk		137.28	87739	
					raa		269.97	87739	
					sab		8.97	87739	
					shs		19.54	87739	
					sws		29.38	87739	
					wip		39.22	87739	
K-27314	787	02/2026	2/19/2026	Language Line Services (v0002191)	hcv		60.00	87740	
					hva		148.00	87740	
					lha		86.93	87740	
K-27315	787	02/2026	2/19/2026	Nason Mechanical Systems (v0002248)	college		2,295.54	87741	

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K-27316	787	02/2026	2/19/2026	SOS Drywall and Painting, LLC (v0002322)	mva		2,260.00	87742	
K-27317	787	02/2026	2/19/2026	Stanley Elevator Co Inc (v0002330)	bst		922.00	87743	
K-27318	787	02/2026	2/19/2026	The Hanover Insurance Group (v0002340)	bsc		1,507.00	87744	
K-27319	787	02/2026	2/19/2026	Unifirst Corporation (v0002361)	bsc		117.01	87745	
					bst		239.84	87745	
					hva		382.95	87745	
					mva		239.85	87745	
K-27320	787	02/2026	2/19/2026	Unitil (v0002366)	hva		5,041.20	87746	
					lpa		286.88	87746	
					mva		2,140.49	87746	
					oak		282.53	87746	
					prk		213.52	87746	
					wip		346.05	87746	
K-27469	789	02/2026	2/26/2026		mva		81.50	87747	
K-27470	789	02/2026	2/26/2026	WB Mason Company Inc (v0000044)	lha		271.80	87748	
K-27471	789	02/2026	2/26/2026		lha		94.32	87749	
K-27472	789	02/2026	2/26/2026	SymQuest Group Inc (v0000113)	hva		744.00	87750	
K-27473	789	02/2026	2/26/2026	Woodard & Curran, Inc (v0000308)	ash		69.66	87751	
					bst		965.34	87751	
					htn		19.90	87751	
					hva		935.48	87751	
					lpa		129.38	87751	
					mva		1,512.69	87751	
					oak		9.95	87751	
					prk		99.52	87751	
					raa		298.56	87751	
					sab		9.95	87751	
					shs		19.90	87751	
					sws		29.86	87751	
					wip		39.81	87751	
K-27474	789	02/2026	2/26/2026	Ace Detective & Security Agency, Inc. (v000	bst		1,382.50	87752	
					hva		1,008.00	87752	
K-27475	789	02/2026	2/26/2026	Affordable Office Solutions (v0002019)	lha		1,425.00	87753	
K-27476	789	02/2026	2/26/2026	AFSCME Council 93 (v0002020)	lha		572.16	87754	
K-27477	789	02/2026	2/26/2026	All Outdoor Services (v0002024)	mva		675.00	87755	
K-27478	789	02/2026	2/26/2026	Auburn-Lewiston YMCA (v0002038)	hva		18,339.00	87756	
K-27479	789	02/2026	2/26/2026	BDO (v0002047)	lha		2,240.00	87757	
K-27480	789	02/2026	2/26/2026	Budget Document Technology (v0002061)	lha		128.95	87758	
K-27481	789	02/2026	2/26/2026	Carahsoft Technology Corp (v0002070)	hcv		3,346.14	87759	
K-27482	789	02/2026	2/26/2026	Central Maine Power Company (v0002074)	prk		32.25	87760	
K-27483	789	02/2026	2/26/2026	Central Maine Power Company (v0002074)	prk		31.23	87761	
K-27484	789	02/2026	2/26/2026	Central Maine Power Company (v0002074)	prk		84.23	87762	
K-27485	789	02/2026	2/26/2026	Central Maine Power Company (v0002074)	prk		31.86	87763	
K-27486	789	02/2026	2/26/2026	Central Maine Power Company (v0002074)	prk		30.21	87764	
K-27487	789	02/2026	2/26/2026	Central Maine Power Company (v0002074)	prk		32.25	87765	

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K-27488	789	02/2026	2/26/2026	Central Maine Power Company (v0002074)	bsc		377.90	87766	
K-27489	789	02/2026	2/26/2026	Central Maine Power Company (v0002074)	bsc		838.37	87767	
K-27490	789	02/2026	2/26/2026	Central Maine Power Company (v0002074)	lha		625.83	87768	
K-27491	789	02/2026	2/26/2026	Central Maine Power Company (v0002074)	bst		7.69	87769	
K-27492	789	02/2026	2/26/2026	Central Maine Power Company (v0002074)	bsc		54.63	87770	
K-27493	789	02/2026	2/26/2026	Central Maine Power Company (v0002074)	bst		2,616.13	87771	
K-27494	789	02/2026	2/26/2026	Central Maine Power Company (v0002074)	lha		338.36	87772	
K-27495	789	02/2026	2/26/2026	Central Maine Power Company (v0002074)	hva		32.21	87773	
K-27496	789	02/2026	2/26/2026	Daves Appliance Inc. (v0002102)	mva		863.98	87774	
K-27497	789	02/2026	2/26/2026	H. Fortier & Sons, Inc. (v0002153)	bst		28.69	87775	
					hva		423.71	87775	
					mva		28.69	87775	
					sab		211.50	87775	
K-27498	789	02/2026	2/26/2026	HD Supply (v0002162)	bst		963.67	87776	
					hva		263.12	87776	
					mva		263.09	87776	
K-27499	789	02/2026	2/26/2026	Home Depot Credit Services (v0002164)	bst		49.94	87777	
					hva		49.94	87777	
					mva		49.94	87777	
K-27500	789	02/2026	2/26/2026	Housing Authority Risk Retention Group (HAI	ash		916.72	87778	
					bst		9,723.67	87778	
					college		19,228.33	87778	
					htn		262.10	87778	
					hva		13,048.27	87778	
					lha		4,826.54	87778	
					lpa		3,925.37	87778	
					mva		15,982.72	87778	
					oak		131.64	87778	
					prk		1,834.63	87778	
					raa		3,925.37	87778	
					sab		131.64	87778	
					shs		262.09	87778	
					sws		393.73	87778	
					wip		524.18	87778	
K-27501	789	02/2026	2/26/2026	Housing Insurance Services, Inc (v0002168)	ash		2,400.40	87779	
					bst		22,999.94	87779	
					college		1,731.63	87779	
					htn		1,032.86	87779	
					hva		42,245.59	87779	
					lha		4,676.13	87779	
					lpa		9,399.42	87779	
					mva		37,516.12	87779	
					oak		570.36	87779	
					prk		5,193.67	87779	
					raa		7,954.55	87779	

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					sab		497.58	87779	
					shs		1,081.35	87779	
					sws		1,318.70	87779	
					wip		1,437.70	87779	
K-27502	789	02/2026	2/26/2026	Pine Tree Waste (v0002282)	bst		611.52	87780	
					hva		2,342.20	87780	
					lha		177.33	87780	
					mva		709.16	87780	
					raa		394.24	87780	
K-27503	789	02/2026	2/26/2026	Sherwin Williams Floor Covering (v0002313)	hva		2,085.00	87781	
K-27504	789	02/2026	2/26/2026	SOS Drywall and Painting, LLC (v0002322)	mva		1,095.00	87782	
K-27505	789	02/2026	2/26/2026	Sprague Operating Resources LLC Lockbox (ash		470.57	87783	
					bsc		1,836.18	87783	
					bst		3,385.86	87783	
					college		67.22	87783	
					htn		106.03	87783	
					hva		8,101.68	87783	
					lha		435.08	87783	
					lpa		180.25	87783	
					mva		3,885.89	87783	
					prk		588.37	87783	
					raa		1,227.01	87783	
					shs		130.14	87783	
					sws		128.07	87783	
					wip		406.99	87783	
K-27506	789	02/2026	2/26/2026	Trafton & Matzen (v0002355)	bst		1,175.89	87784	
					hcv		20.00	87784	
					hva		1,118.00	87784	
					lha		860.00	87784	
					mva		1,330.00	87784	
K-27507	789	02/2026	2/26/2026	Tree Street Youth (v0002356)	choice		12,372.29	87785	
K-27508	789	02/2026	2/26/2026	Unifirst Corporation (v0002361)	bst		67.83	87786	
					lha		65.94	87786	
K-27509	789	02/2026	2/26/2026	Unitil (v0002366)	ash		387.06	87787	
					bsc		1,383.88	87787	
					bst		2,252.03	87787	
					college		128.60	87787	
					htn		153.62	87787	
					hva		1,516.76	87787	
					lha		924.76	87787	
					lpa		426.82	87787	
					mva		1,717.26	87787	
					prk		684.73	87787	
					raa		1,208.88	87787	
					sab		307.52	87787	

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					shs		169.18	87787	
					sws		167.76	87787	
						Total	512,062.58		

Executive Director Update March 2026

Last month we celebrated the completion and lease up of Wedgewood, and this month we celebrate the likely completion of leasing the commercial space at DeWitt. While we only have one lease officially in place to date, that lease is for the largest and most complicated space to fill, and the three remaining smaller spaces, which we currently have handshakes agreements on, have seen a considerable amount of additional interest. We are still 10 months from completion and have done no formal advertising.

Our success speaks volumes about the choices we have made, and the future of the Lewiston market overall. Despite the constant drone from the public online about a perceived dying downtown, retailers clearly want to be here, but they need the right conditions to invest. Our commercial spaces represent a departure from traditional downtown storefronts, which moves businesses closer to where the people reside.

Interestingly though, while businesses are gravitating to kick the tires on our new location, in the end, I believe DeWitt will represent a lifeline to the shops, restaurants and stores located on Lisbon, as our buildings will act as a bridge connecting the people to the business corridor, while simultaneously becoming a catalyst of positive activation for Kennedy Park.

LHA/LAAHDC Development Update - 03/18/2026

Project	Stage	Status	Important Dates	Next Steps
Martel I	Pre - Dev	<ul style="list-style-type: none"> * Fire Marshall Construction Permit approval received. * Final pricing and design submission finalized and transmitted to MSHA. * MSHA underwriting in process, Loan Committee approval targeting April. * Equity investor, Redstone, due diligence complete. * TIF Agreement approved by MSHA. 	Closing Target: April 2026	<ul style="list-style-type: none"> * Continue working with MSHA underwriting team to get approval from loan committee. * Continue to move forward with Redstone to negotiate and finalize the Partnership Agreement.
Martel II	Pre-Dev	<ul style="list-style-type: none"> * Submitted pre-development loan application to Evernorth, will close when Phase 1 predevelopment loan is paid off. * Notice to Proceed has been executed, 12/22/2025. * TIF Agreement approved by MSHA. * MSHA has confirmed that no CM selection process is necessary; we can work with PGC. * MSHA confirmed that the project can proceed directly to a 90% design document submission. 	Notice to Proceed from MSHA 12/22/2025 Targeting closing date in Q3 2026	<ul style="list-style-type: none"> * Finalize 90% drawings for submission to MSHA. * Work with PGC to finalize GMP once the 90% submission is submitted.
Martel III	Pre-Dev	<ul style="list-style-type: none"> * Anticipate submission to MSHA for 9% LIHTC funding round in 09/2026. * Conceptual level drawings are in process. * Working with City to receive zoning change approval which will allow additional building height for this phase. * After zoning approval received, we will submit for Planning Board approval. 	9% LIHTC application to be submitted 09/2026.	<ul style="list-style-type: none"> * Progress conceptual designs. * Work with City to answer any questions regarding the zoning change process.
Soleil (Combined)	Pre - Dev	<ul style="list-style-type: none"> * MSHA has agreed to combine the two phases into one project. * Combined 50% submission transmitted to MSHA. * A&E Contract Finalized. * Genesis predevelopment loan closed on 3/11/2026. * Draft Notice to Proceed received from MSHA; Completed MSHA Kick-Off Meeting. * MSHA no longer utilized Notice to Proceed; Working with MSHA to finalize Notice of Award letter in lieu of Notice to Proceed. * Environmental / Brownfield's assessment in process with AVCOG. 	Targeting closing date in Q3 2026	<ul style="list-style-type: none"> * Finalize Notice of Award with MSHA. * Complete Environmental Phase 2 assessment * Incorporate MSHA comments into 90% design submission
Public Housing Conversions	In process	<ul style="list-style-type: none"> * Working on Section 22 conversions. * Cost tool threshold has been met for Hillview, Meadowview and Blake Street Towers. * Conversion materials are drafted. * Appraisal updates are underway. * Resident meetings were conducted week of 11/10/2025. Widely accepted as a positive action that would benefit residents, Lewiston Housing/LAAHDC and the community. * City approved of Environmental Review. 	Targeting a submission to HUD May 2026.	* Begin final review of materials to prepare for submission.
B-Street Expansion / Renovation	Pre-Closing	<ul style="list-style-type: none"> * Community Dental signed LOI. Modifications to the plans have been incorporated by architect/engineer; GC has updated their pricing. * Working with Maine BLS to secure financing. Received initial loan terms and are in negotiations. 	Targeting a rehab start in May 2026	<ul style="list-style-type: none"> * Work with St. Mary's for sale of their condo. * Incorporate updated construction numbers into project proforma. * Obtain loan commitment from lender.
Choice	Stage	Status	Important Dates	Next Steps
DeWitt	Construction	<ul style="list-style-type: none"> * Bates Bldg. siding and insulation is underway. MEPs are starting roof penetrations next week. * Park Bldg. framing for level 2 is ongoing. The elevator shaft (CLT) is being delivered next week. 	Construction Ongoing	* Construction underway.

Lewiston Housing

Deputy Executive Director's Report

March 2026 Board Meeting

Budget Cycle Preparation

Most of my time this month has gone into building and revamping tools for the upcoming budget cycle:

Pay Plan Overhaul

The pay plan has lived in an Excel spreadsheet for many years, relying on a complex web of formulas and cross-sheet links. It worked, but it was prone to errors whenever we added new staff or properties, and it was hard for anyone else to use confidently. I rebuilt it as a cleaner, more reliable tool that is easier to navigate and less likely to break when things change.

Budget Forecasting Model

I also built a new forecasting model for long-range budget planning. It lets us project future budgets based on known factors like upcoming developments, additional staff, and other planned costs. This should give leadership a much better picture of where we're headed financially. It is 95% built, with some additional modifications currently in progress.

Moving to Work (MTW) Update

The FY2027 Annual MTW Plan is complete and is being presented to the board this evening for approval. The plan was made available for public review in accordance with HUD requirements. No public comments were received during the comment period.

Choice Neighborhoods

Staff is preparing for the Choice Neighborhoods Annual Data Submission, which is due to HUD in April. This is a large, data-heavy lift that pulls from multiple program areas. We are on track to meet the deadline.

Staffing Updates

Hires:

Jeffrey Craig, Maintenance III 2/18/2026

Departures:

Candie Johnson, Maintenance II 3/12/2026



Property Management Report

Submitted by Hollie Sprague

March 2026

Property Management:

Occupancy:

Owned: 96.5% (excludes CHOICE units and SRO Bates)

Managed: 93% (excludes Place Ste Marie due to rehab)

Make ready average- Owned: 20

Make ready average- Managed: 44

Resident Success Team Monthly Highlights

- Coordinated with a company that specializes in providing free phone services for those who are hearing impaired and scheduled onsite informational sessions.
- Assisted several residents with applying for rent relief funds through LA Emergency Rental Assistance Program.
- 3 new participants signed up for the Commodity Supplemental Food Program for Seniors 60+.

Family Self-Sufficiency (FSS)

25 - PH

24 - HCV/PBV/EHV

FYI Program

Vouchers Requested = 12

Vouchers issued = 12

Vouchers in use = 6

Home Modifications (OAHMP/CAPABLE)

Waitlist: 7

Intakes: 4

In Progress: 11

Discharged: 8 Completed Program, 1 Dropped Out

Follow Ups: 1

Recent Feedback: Participants love Carlos and his work! I often hear about how polite and skilled he is. Participants report feeling much safer in their homes. The most popular modifications were grab bars, railings, and tub cuts.

YMCA @ Hillview

Meals served: 483

Attendance: 302

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Unduplicated youth: 47

New enrollments: 1

Community Partnerships- 6

- Trinity Jubilee Center will begin evening/weekend meal distributions in the 1st week of March for the Hillview residents.
- Evergreen Subaru, and 2 private donors donated new winter jackets and gloves, and bags of donated warm weather clothes to Hillview families. We were able to distribute 110 items to the community and equip children in our program and throughout the Hillview community with these amazing gifts. The families were extremely appreciative.
- February 27th was the YMCA of the USA's "We Wear Black Day" Event to celebrate Black History Month. The children learned about influential figures in history and worked VERY hard on a poster that relayed messages of what makes them special.

Property	Unit	BR	Date Availabl	Occ.	Status
bst	5-M	0	2/4/2026	vacant	File approved, pending M/I
bst	6-P	0	12/25/2025	vacant	File approved, pending M/I
bst	2-T	0	12/28/2025	vacant	File approved, pending M/I
bst	2-W	0	3/5/2026	vacant	Processing 3 applications and waitlist
bst	2-Y	1	3/9/2026	vacant	Processing 2 applications and waitlist
hta	301	2	2/15/2026	vacant	Processing 1 applicant
hva	7-1	3	2/16/2026	vacant	Processing 4 applications and waitlist
hva	1-1	3	9/30/2025	vacant	Processing 1 applicant
hva	9-5	4	12/26/2025	vacant	Pending internal Xfer
mka	11	1	8/19/2024	vacant	Processing 1 applications and waitlist
mka	23	1	3/8/2025	vacant	Processing 1 applications and waitlist
mva	382	0	1/3/2026	vacant	Processing 13 applications and waitlist
mva	302	0	12/11/2025	vacant	Processing 13 applications and waitlist
mva	114	0	1/21/2026	vacant	Processing 13 applications and waitlist
mva	394	0	1/31/2026	vacant	Processing 13 applications and waitlist
mva	214	0	1/18/2026	vacant	Processing 13 applications and waitlist
mva	124	0	3/7/2026	vacant	Processing 13 applications and waitlist
mva	384	0	3/5/2026	vacant	Processing 13 applications and waitlist
riv	30-6	2	1/26/2026	vacant	Processing waitlist

Property	Unit	BR	Date Availa	Occ.	Status
bsh	202	1	2/15/2026	vacant	Processing 4 applications and waitlist
blwa	198	1	2/9/2026	vacant	Processing 2 applications and waitlist
gvp	206	1	1/19/2025	vacant	File approved, pending M/I
mdh	2	1	1/30/2026	vacant	File approved, pending M/I
msh	61	3	10/17/2025	vacant	Processing 3 applications and waitlist
oxfam	NOR 15	3	12/10/2025	vacant	File submitted, pending approval review
oxfam	NOR 7	3	1/13/2026	vacant	Processing 2 applicants
oxfam	FRY 399-3	1	11/15/2025	vacant	Processing 2 applications and waitlist
oxfam	29-1	3	6/30/2025	vacant	Processing 3 applications and waitlist
oxfam	2-SP-1	3	11/15/2025	vacant	Processing 5 applications and waitlist
oxfam	6-SP-2	3	10/24/2025	vacant	M/I 3/31
oxfam	16-FR-2	3	1/11/2025	vacant	Processing waitlist
shouse	302	0	7/1/2025	vacant	Procesing 1 applicant
shouse	305	0	7/1/2025	vacant	Waiting for referral
shouse	301	0	10/20/2025	vacant	Waiting for referral
shouse	202	0	3/19/2026	vacant	Pending internal xfer



Voucher Administration Division Report

Submitted by Jennifer Boardman

March 2026

Voucher Administration Report Summary:

The Rental Assistance Program Manager has been busy working on putting together training plans, webinars and schedules for the entire LHA team for the Yardi software program.

163-165 Bates Street closed December 18, 2025. The Rental Assistance Division had restarted their efforts (after the government shutdown) to qualify and certify all of the residents in the property after getting a new PBV HAP contract signed on the property. We have qualified 14 residents and gotten the certifications and leases signed. For 16 other residents the verification process is still ongoing. Two of the residents do not qualify for the assistance and four of the units were vacant.

The Director of Rental Assistance has overseen 3 hearing/denials for the property management teams in the past month and been able to help several of the folks find suitable housing.

Lewiston Housing Authority held HCV Resident Advisory Board meetings on February 12, 2026 at noon via Teams. No residents attended. Staff stayed online for at least 15 minutes in case anyone showed up to the meeting late. The meetings are required as part of the annual plan submission.

Centralized Waitlist:

Month	Total Number on Waitlist	Change
January 2026	1576	
February 2026	1637	+61

VASH Program

The Rental Assistance Division and Property Management Division have been working with the VA in streamlining the referral process for the VASH program to 163-165 Bates St. There are several different computer systems used by the different agencies and LHA is putting together the most efficient process to get the veterans housed quickly. LHA had put in a request for additional VASH vouchers and additional administrative fees from HUD, however, we have not heard back yet from the federal government.

Landlord incentive totals:

The Landlord incentives programs ended in December 2025 due to funding limitations. Lewiston Housing Authority still offers a vacancy claim program to the landlords within our jurisdiction, however, we did not received any vacancy claim requests. We are putting together a marketing plan and flyer to ensure landlords are aware the program is available to them.

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Voucher Administration Program

Program Stats for March 2026

	March Total	Previous Month (February 2026)
Total Authorized Vouchers	1577	1577
Tenant Based Vouchers	1267	1267
Project Based Vouchers	137	137
Mainstream Vouchers	139	139
Emergency Housing Vouchers	10	10
Foster Youth Vouchers	5	5
Vash Vouchers	8	8
Tenant Protection Vouchers	11	11
Total Active Vouchers	1093	1096
Total Active Tenant Based Vouchers	792	802
Tenant Based Vouchers Temporarily Inactive	33	28
Total Active Project Based Vouchers	121	119
Total Active Mainstream Vouchers	97	97
Total Active Emergency Housing Vouchers	9	9
Total Active MainStream Vouchers Ported Out	10	10
Portable Tenant Vouchers Ported Out	31	31
Mod Rehab Contracts Authorized (total units)	114	114
Contract in Effect (units rented)	106	106
Portable Tenant Vouchers Ported In	1	0
Excluded from Active Voucher Count - people searching for unit		
Vash Vouchers Issued	0	0
EHV Vouchers Issued	0	0
Tenant Protection Vouchers Issued	0	0
FYI Vouchers Issued	0	0
Main Stream Vouchers Issued	5	7
Tenant Based Vouchers Issued	0	0

LEWISTON HOUSING AUTHORITY INSPECTION REPORT March 2026	PRE-OCCUPANCY	ANNUAL	SPECIAL	RE-INSPECTIONS	
<u>SECTION 8 EXSISTING</u>	5	100	3	69	
<u>NEW PBV BUILDING</u>	0				
TOTALS	5	100	3	69	177
<u>MOD. REHAB</u>					
162, 164 BARTLETT STREET					
ST. MARY'S					
TOTALS					
SUB TOTALS	5	100	3	69	177
	TOTAL OF ALL INSPECTIONS				177

Travel Request

2026 Yardi Executive Summit, NYC

Per the Lewiston Housing Travel Policy, we seek approval for Travis Heynen, Deputy Executive Director, to attend the Yardi Executive Summit in NYC on April 28-29.

Purpose: Attend the summit and present on a panel about organizational efficiency.

Cost Breakdown:

Summit: Free

Hotel: \$400

Travel: \$250

Meal Allowance: meals included

TOTAL: \$650

Travel Request
2026 Program Manager School
Arlington, VA

Per Lewiston Housing Travel Policy, we are seeking approval for the proposed travel for Krissie Bodkin-Rubino and Chelsea Steel, to attend the Program Manager School Conference hosted by HUD for the Older Adult Modification Program.

Purpose: To attend the Program Manager School conference, Arlington, VA, April 26th-April 30th.

Total: up to \$4,220.00

Cost breakdown:

All costs are covered by the OAHMP grant:

Training- No Cost

Hotel - \$2,000.00 (for 2 employees - 4 nights)

Travel - \$700.00 (for 2 employees - round trip)

Meal allowance - \$720.00 (for 2 employees - 4 days)

FINANCIAL STATEMENTS

81 ASH STREET ASSOCIATES LP

December 31, 2025 and 2024

 324 Gannett Drive
South Portland, Maine 04106

 Tel: (207) 780-1100



INDEPENDENT AUDITOR'S REPORT

The Partners
81 Ash Street Associates LP

Opinion

We have audited the accompanying financial statements of 81 Ash Street Associates LP (a Maine partnership), which comprise the balance sheets as of December 31, 2025 and 2024, and the related statements of income, partners' equity (deficit), and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of 81 Ash Street Associates LP as of December 31, 2025 and 2024, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of 81 Ash Street Associates LP and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about 81 Ash Street Associates LP's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of 81 Ash Street Associates LP's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about 81 Ash Street Associates LP's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information included in Schedules 1 through 5 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.



Certified Public Accountants

March 6, 2026
South Portland, Maine

81 ASH STREET ASSOCIATES LP

BALANCE SHEETS

December 31, 2025 and 2024

ASSETS

	<u>2025</u>	<u>2024</u>
CURRENT ASSETS		
Cash		
Development Operations Account	\$ 63,948	\$ 17,249
Total Cash	<u>63,948</u>	<u>17,249</u>
Accounts Receivable		
Tenant Rent	5,916	6,934
Commercial Rent (Note 11)	-	1,217
Accounts Receivable - Subsidy	-	19,866
Total Accounts Receivable	<u>5,916</u>	<u>28,017</u>
Other Current Assets		
Prepaid Expenses	<u>8,879</u>	<u>7,887</u>
Total Other Current Assets	<u>8,879</u>	<u>7,887</u>
Total Current Assets	<u>78,743</u>	<u>53,153</u>
DEPOSITS HELD IN TRUST	<u>15,667</u>	<u>14,850</u>
RESTRICTED RESERVES AND ESCROWS (Schedule 3)	<u>258,334</u>	<u>321,652</u>
PROPERTY AND EQUIPMENT (Note 2)		
Land	103,000	103,000
Land Improvements	145,611	145,611
Buildings	8,065,306	8,065,306
Furniture and Fixtures	<u>250,625</u>	<u>197,446</u>
Total	8,564,542	8,511,363
Less Accumulated Depreciation	<u>3,024,745</u>	<u>2,804,170</u>
Net Property and Equipment	<u>5,539,797</u>	<u>5,707,193</u>
OTHER ASSETS (Note 5)	<u>2,590</u>	<u>5,185</u>
TOTAL ASSETS	<u>\$ 5,895,131</u>	<u>\$ 6,102,033</u>

See accompanying notes to the financial statements.

81 ASH STREET ASSOCIATES LP

STATEMENTS OF INCOME

For the Years Ended December 31, 2025 and 2024

	<u>2025</u>	<u>2024</u>
RENTAL OPERATIONS		
Income		
Tenant Rent	\$ 126,779	\$ 149,638
Housing Assistance Payments (Note 6)	247,797	218,724
Commercial Rental Income (Note 11)	9,975	3,083
Vacancy Loss	<u>(34,139)</u>	<u>(18,927)</u>
Net Rental Income	350,412	352,518
Service	1,592	1,974
Interest	11,152	12,909
Tax Increment Revenues (Note 7)	10,153	19,740
Other	<u>8,181</u>	<u>12,892</u>
TOTAL INCOME	<u>381,490</u>	<u>400,033</u>
Expenses		
Administrative	69,409	85,233
Operating	81,215	70,240
Maintenance	122,595	94,209
Depreciation and Amortization	223,170	221,205
Interest - MaineHousing Notes	10,751	10,546
General	<u>81,756</u>	<u>82,293</u>
TOTAL EXPENSES	<u>588,896</u>	<u>563,726</u>
Net Rental Operations Loss	<u>(207,406)</u>	<u>(163,693)</u>
OTHER EXPENSES (Note 4)		
Partnership Administration Fee	11,171	10,877
Asset Management Fee	<u>3,439</u>	<u>3,348</u>
Total Other Expenses	<u>14,610</u>	<u>14,225</u>
Net Loss	<u>\$ (222,016)</u>	<u>\$ (177,918)</u>

See accompanying notes to the financial statements.

81 ASH STREET ASSOCIATES LP

STATEMENTS OF PARTNERS' EQUITY (DEFICIT)

For the Years Ended December 31, 2025 and 2024

		General Partner	Limited Partners		
	Total	81 Ash Street Inc.	Boston Capital Corporate Tax Credit Fund XXXIV, LP	Coastal Enterprises Inc.	BCCC, Inc.
Partners' Equity (Deficit), December 31, 2023	\$ 5,266,535	\$ (171)	\$ 3,357,777	\$ 1,908,919	\$ 10
Net Loss	<u>(177,918)</u>	<u>(18)</u>	<u>(176,121)</u>	<u>(1,779)</u>	<u>-</u>
Partners' Equity (Deficit), December 31, 2024	5,088,617	(189)	3,181,656	1,907,140	10
Net Loss	<u>(222,016)</u>	<u>(22)</u>	<u>(219,774)</u>	<u>(2,220)</u>	<u>-</u>
Partners' Equity (Deficit), December 31, 2025	<u>\$ 4,866,601</u>	<u>\$ (211)</u>	<u>\$ 2,961,882</u>	<u>\$ 1,904,920</u>	<u>\$ 10</u>
Percentage Interest	<u>100%</u>	<u>0.01%</u>	<u>98.99%</u>	<u>1.00%</u>	<u>0.00%</u>

See accompanying notes to the financial statements.

81 ASH STREET ASSOCIATES LP

STATEMENTS OF CASH FLOWS

For the Years Ended December 31, 2025 and 2024

	<u>2025</u>	<u>2024</u>
Cash Flows from Operating Activities		
Net Loss	\$ (222,016)	\$ (177,918)
Adjustments to Reconcile Net Loss to Net Cash Provided by Operating Activities:		
Depreciation	220,575	218,610
Amortization	2,595	2,595
Amortization of Debt Issuance Costs	286	286
Deferred Interest	10,465	10,260
Changes in Operating Assets and Liabilities:		
Accounts Receivable - Tenant Rent	1,018	(6,851)
Accounts Receivable - Commercial Rent	1,217	(859)
Accounts Receivable - Subsidy	19,866	(15,625)
Prepaid Expenses	(992)	24,504
Accounts Payable	(5,669)	5,685
Accrued Expenses	2,400	(3,340)
Accrued Partnership Fees	14,610	14,225
Related Party Payables	(9,180)	13,329
Prepaid Rent	1,042	(2,228)
Tenant Security Deposit Liability	1,160	(629)
Net Cash Provided by Operating Activities	<u>37,377</u>	<u>82,044</u>
Cash Flows from Investing Activities		
Purchases of Property and Equipment	<u>(53,179)</u>	<u>-</u>
Net Cash Used by Investing Activities	<u>(53,179)</u>	<u>-</u>
Increase (Decrease) in Cash, Cash Equivalents and Restricted Cash	(15,802)	82,044
Cash, Cash Equivalents and Restricted Cash at Beginning of Year	<u>353,751</u>	<u>271,707</u>
Cash, Cash Equivalents and Restricted Cash at End of Year	<u>\$ 337,949</u>	<u>\$ 353,751</u>

See accompanying notes to the financial statements.

81 ASH STREET ASSOCIATES LP

NOTES TO THE FINANCIAL STATEMENTS

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization - 81 Ash Street Associates LP (the "Partnership") was formed in April 2010 as a limited partnership under the laws of the State of Maine and began rental operations in January 2012. The Partnership's purpose is to acquire, construct, develop, own and operate a 32-unit apartment complex in Lewiston, Maine.

Method of Accounting - The financial statements of the Partnership are prepared on the accrual basis of accounting, and include only those assets, liabilities and results of operations which relate to the business of 81 Ash Street Associates LP.

Property and Equipment - Property and equipment are stated at cost. Buildings, improvements, and equipment are being depreciated using the straight-line method over their estimated useful lives (40 years for buildings and five to twenty years for furnishings and improvements). Expenditures for repairs and maintenance are expensed and renewals are capitalized as incurred. When assets are retired or disposed of, their costs and related accumulated depreciation are removed from the accounts and resulting gains and losses are reflected in income.

Debt Issuance Costs - Debt issuance costs incurred in connection with the issuance of long-term debt are capitalized and amortized to interest expense over the term of the debt using the straight-line method, which approximates the effective interest method. The unamortized amount is presented as a reduction of long-term debt on the balance sheet.

Tax Credit Fees - Tax credit fees are being amortized over 15 years.

Income Taxes - No provision for taxes on income is made in the Partnership's financial statements since, as a partnership, all taxable income and losses are allocated to the Partners for inclusion in their respective tax returns. The development and operation of the residential units in accordance with certain statutory requirements entitles the Partners to low-income housing tax credits established by Section 42 of the U.S. Internal Revenue Code.

In accordance with accounting principles generally accepted in the United States of America, Management has evaluated the Partnership's exposure to material tax positions and determined that there are no such tax positions requiring accounting recognition. Income tax returns filed by the Partnership are subject to examination by the Internal Revenue Service for a period of three years. While no income tax returns are currently being examined by the Internal Revenue Service, the three previous tax years remain open. No interest or penalties from federal or state tax authorities were recorded in the accompanying financial statements.

The Partnership has been allocated a historic tax credit pursuant to the U.S. Internal Revenue Code Section 47. This credit is allocated to the Partners for inclusion in their respective tax returns. If the building is sold or ceases to be used as a business within a period of five years after the property is placed in service, adverse tax consequences will occur.

81 ASH STREET ASSOCIATES LP

NOTES TO THE FINANCIAL STATEMENTS
(Continued)

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
(Continued)

Cash - For the purposes of reporting cash flows, cash, cash equivalents and restricted cash includes cash on hand and amounts due from banks.

Use of Estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Residential Rental Leases - The Partnership's rental revenue consists of rent earned from leasing residential units to tenants for terms of up to twelve months for a fixed base rent, due on the first of the month. The leases may contain the option to renew for successive terms of up to 12 months. The Partnership assesses whether a contract contains a lease at inception. All residential rental leases have been classified as operating leases. Rental revenue is recognized on the straight-line basis over the lease term. Advance receipts of lease payments are deferred until earned.

Lease Receivables - Management reviews lease receivables periodically for collectability. If management determines that collection of any lease receivable balance is not probable, it is recognized as an adjustment against rental revenue in the period in which the determination is made.

Advertising - The Partnership expenses advertising costs as they are incurred.

Impairment of Long-Lived Assets - In accordance with the provisions of accounting for the impairment or disposal of long-lived assets, management reviews long-lived assets for impairment when circumstances indicate the carrying amount of an asset may not be recoverable based on the undiscounted future cash flows of the asset. If the carrying amount of an asset may not be recoverable, a write-down to fair value is recorded. Fair values are determined based on the discounted cash flows, quoted market values, or external appraisals, as applicable. Long-lived assets are reviewed for impairment at the individual asset or the asset group level for which the lowest level of independent cash flows can be identified.

Subsequent Events - Subsequent events have been evaluated through March 6, 2026, the date the financial statements were available to be issued.

81 ASH STREET ASSOCIATES LP

NOTES TO THE FINANCIAL STATEMENTS
(Continued)

NOTE 2 - NOTES PAYABLE

The first note payable is a deferred promissory note payable to MaineHousing and is secured by a mortgage and security interest in the project. The note was issued on May 16, 2012 with interest of 2% compounded annually, with interest and principal deferred until May 16, 2042. The balance at both December 31, 2025 and 2024 was \$407,477. At December 31, 2025 and 2024, deferred interest payable totaled \$126,250 and \$115,785, respectively.

The second note payable is a promissory note payable to the City of Lewiston without interest and is secured by the real estate and personal property. The note balance at both December 31, 2025 and 2024 was \$300,000. The note is deferred until May 16, 2042, when all unpaid principal is due.

The liability of the Partnership under the notes is limited to the underlying value of the real estate collateral.

The notes will be amortized as follows:

2026	\$ -
2027	-
2028	-
2029	-
2030	-
Thereafter	<u>707,477</u>
Total	<u>\$ 707,477</u>

NOTE 3 - COMMITMENTS

Under the terms of the various agreements, the Partnership is required to make deposits to escrow accounts to fund expected future costs as follows:

<u>Escrow Account</u>	<u>Amount</u>
Replacement Reserve	\$1,567 monthly
Tax and Insurance Reserve	\$5,363 monthly

Replacement Reserves Escrow - Pursuant to the MaineHousing mortgage note, the project was required to fund the Replacement Reserve with \$62,000 at the time of the permanent loan closing. The monthly payments will increase by 3% annually on January 1st.

Operating Deficit Reserve - Pursuant to the Operating Deficit Account Agreement, the project was required to fund the reserve with \$104,000 at the permanent loan closing. MaineHousing will hold the escrow for 15 years, at which time the balance in the account shall be transferred to the Replacement Reserve.

81 ASH STREET ASSOCIATES LP

NOTES TO THE FINANCIAL STATEMENTS
(Continued)

NOTE 4 - TRANSACTIONS WITH RELATED PARTIES

Lease - See Note 11.

Capital Contributions - Pursuant to the terms of the Partnership Agreement, the Partners agreed to make the following capital contributions (amounts have been adjusted to reflect final capital contributions) and were paid in full as of December 31, 2013:

General Partner	\$ 100
Special Limited Partner	10
Investment Limited Partner	6,104,683
Special Historic Credit Limited Partner	<u>1,936,081</u>
Total	<u>\$ 8,040,874</u>

Partnership Administration Fee - The General Partner shall earn an annual partnership administration fee of \$8,000, adjusted annually by the CPI in effect as of January 1 of such year for their services in connection with the administration of the day to day business of the Partnership. The fee is cumulative and payable from cash flow. Partnership administration fees of \$11,171 and \$10,877 were incurred during 2025 and 2024, respectively. At December 31, 2025 and 2024, accrued partnership administration fees were \$56,166 and \$44,995, respectively.

Asset Management Fee - BCP Asset Management, a related party to a Limited Partner, earns an annual asset management fee of \$2,500, adjusted annually by the CPI in effect as of January 1 of such year. The fee is cumulative and payable from cash flow. Asset management fees of \$3,439 and \$3,348 were incurred during 2025 and 2024, respectively. At December 31, 2025 and 2024, accrued asset management fees were \$10,032 and \$6,593, respectively.

Supervisory Management Fee - The General Partner is eligible to receive a supervisory management fee for six years commencing with 2012 and ending in 2017 for their services in connection with the management of the operations of the apartment complex. The annual fee of \$12,000 is cumulative and shall be adjusted annually by the CPI on January 1 of such year. At both December 31, 2025 and 2024, accrued supervisory management fees were \$62,394.

Management Fee - The Partnership entered into a management contract with Lewiston Housing Authority (LHA), a related party to the General Partner, and is required to pay a management fee equal to 7% of collected rents. Management fees of \$24,484 and \$19,157 were incurred in 2025 and 2024, respectively.

Maintenance, Administrative, and Tenant Service Fees - LHA provides maintenance services, administrative services, and tenant services to the Partnership. Fees incurred for these services totaled \$92,054 and \$71,723 in 2025 and 2024, respectively. At December 31, 2025 and 2024, the Partnership owed LHA for these services, management fees incurred, and overpayments made to the Partnership in the amount of \$46,655 and \$55,835, respectively.

81 ASH STREET ASSOCIATES LP

NOTES TO THE FINANCIAL STATEMENTS
(Continued)

NOTE 5 - OTHER ASSETS

The other assets at December 31, 2025 and 2024 consist of the following:

	<u>2025</u>	<u>2024</u>
Tax Credit Fees	\$ 38,920	\$ 38,920
Less Accumulated Amortization	<u>36,330</u>	<u>33,735</u>
Total	<u>\$ 2,590</u>	<u>\$ 5,185</u>

NOTE 6 - HOUSING ASSISTANCE PAYMENT CONTRACT

The Partnership has a Housing Assistance Payments (HAP) Contract with the Lewiston Housing Authority. The contract provides housing assistance payments on behalf of 32 qualified tenants as defined by the U.S. Department of Housing and Urban Development (HUD). The amount of housing assistance payments earned for 2025 and 2024 were \$247,797 and \$218,724, respectively. The contract term is fifteen years and is scheduled to expire February 1, 2027. Rents under the contract cannot be increased without HUD approval.

NOTE 7 - TAX INCREMENT FINANCING AGREEMENT

The Partnership has entered into an agreement with the City of Lewiston to provide tax increment financing for a fifteen year period beginning July 1, 2012 through June 30, 2028. Under the agreement, the Partnership is to make full payments of taxes on the current assessed value. In return, the agreement allows for semi-annual refunds of taxes paid in the amount of 60% of the increase in real property tax revenues attributable to increases in assessed property values resulting from the project development. The Partnership has recognized \$10,153 and \$19,740 in other revenue related to this agreement during 2025 and 2024, respectively.

NOTE 8 - CASH, CASH EQUIVALENTS AND RESTRICTED CASH

The following provides a reconciliation of cash, cash equivalents and restricted cash reported within the Balance Sheets that sum to the total of the same such amounts shown in the Statements of Cash Flows.

	<u>2025</u>	<u>2024</u>
Development Operations Account	\$ 63,948	\$ 17,249
Restricted Reserves and Escrows	258,334	321,652
Deposits Held in Trust	<u>15,667</u>	<u>14,850</u>
Total Cash, Cash Equivalents and Restricted Cash Accounts	<u>\$ 337,949</u>	<u>\$ 353,751</u>

81 ASH STREET ASSOCIATES LP

NOTES TO THE FINANCIAL STATEMENTS
(Continued)

NOTE 9 - CURRENT VULNERABILITY DUE TO CERTAIN CONCENTRATIONS

The Partnership's primary asset is a 32-unit subsidized housing project located in Lewiston, Maine. The Partnership operates in a heavily regulated environment. The operations of the Partnership are subject to the administrative directives of federal, state and local agencies, including but not limited to the MaineHousing. Such administrative directives, rules and regulations are subject to change by an act of Congress or an administrative change mandated by the agencies or other situation. Such changes may occur with little notice or with inadequate funding to pay for the related cost, including the additional burden to comply with the change.

NOTE 10 - CONCENTRATION OF CREDIT RISK

Financial instruments that potentially subject the Partnership to concentrations of credit risk consist primarily of deposits with banks and financial institutions. The Partnership has not experienced any losses with respect to its bank deposits in excess of government provided insurance or its deposits in financial institutions.

Bank account balances fluctuate during the year and can exceed the \$250,000 limit of FDIC coverage. At December 31, 2025, the Partnership's deposits with banks do not exceed FDIC limits.

The Partnership also maintains various reserve accounts controlled by MaineHousing. These balances are held in a financial institution not covered by FDIC insurance, but are deposited in a fund consisting of U.S. Government and Treasury debt and repurchase agreements. At December 31, 2025, the Partnership's deposits with this financial institution totaled \$258,334, all of which is subject to loss due to credit risk.

NOTE 11 - LEASE

The Partnership has a Master Lease Agreement with LHA to lease commercial annex space on the project's premises. The lease is for a term of 16 years with base rental charges of \$1,200 per year increasing annually by 3%. The lease also calls for the lessee to remit its share of common area costs, currently 7.2% of selected utilities, maintenance, and insurance expenses. No purchase option or renewals are included in the lease agreement. At December 31, 2024, \$1,217 was owed to the Partnership. No amount was owed as of December 31, 2025. The agreement has been classified as an operating lease and no assets or liabilities have been recorded.

During the years ended December 31, 2025 and 2024, the Partnership recorded annual operating lease revenue of the following:

	<u>2025</u>	<u>2024</u>
Operating Lease Revenue	<u>\$ 350,412</u>	<u>\$ 352,518</u>

81 ASH STREET ASSOCIATES LP
NOTES TO THE FINANCIAL STATEMENTS
(Continued)

NOTE 11 - LEASE (Continued)

Future minimum lease revenue, excluding short-term operating leases, is as follows:

2026	\$ 1,815
2027	1,870
2028	-
2029	-
2030	-
Thereafter	-
	<hr/>
Total	<u>\$ 3,685</u>

SUPPLEMENTARY INFORMATION

81 ASH STREET ASSOCIATES LP

SCHEDULE OF RENTAL OPERATIONS EXPENSES

For the Years Ended December 31, 2025 and 2024

	<u>2025</u>	<u>2024</u>
ADMINISTRATIVE EXPENSES		
Management Fees	\$ 24,484	\$ 19,157
Office Salaries and Benefits	15,051	27,041
Audit	10,900	9,600
Legal	3,735	754
Telephone	856	5,809
Office Supplies	1,202	773
Other	13,181	22,099
Total Administrative	<u>69,409</u>	<u>85,233</u>
OPERATING EXPENSES		
Electricity	32,994	34,090
Water	6,604	6,412
Sewer	7,076	5,460
Gas	11,879	20,119
Garbage and Trash Removal	5,083	4,159
Property Internet/Phone for Tenant Use	17,579	-
Total Operating	<u>81,215</u>	<u>70,240</u>
MAINTENANCE EXPENSES		
BUILDING MAINTENANCE		
Payroll and Benefits	58,979	35,033
Tools and Supplies	6,381	9,495
Contractual Services	52,719	49,544
Decorating Supplies	1,978	137
Miscellaneous Maintenance	2,538	-
Total Maintenance	<u>122,595</u>	<u>94,209</u>
DEPRECIATION AND AMORTIZATION	<u>223,170</u>	<u>221,205</u>
INTEREST - MAINEHOUSING MORTGAGE NOTES	<u>10,751</u>	<u>10,546</u>
GENERAL EXPENSES		
Property Taxes	51,156	52,915
Property and Liability Insurance	11,342	13,028
Resident Services Coordinator	19,258	16,350
Total General	<u>81,756</u>	<u>82,293</u>
Total Rental Operations Expenses	<u>\$ 588,896</u>	<u>\$ 563,726</u>

81 ASH STREET ASSOCIATES LP

SCHEDULE OF RECEIPTS AND DISBURSEMENTS /
DEVELOPMENT OPERATING FUND

For the Years Ended December 31, 2025 and 2024

	<u>2025</u>	<u>2024</u>
SOURCE OF FUNDS		
Rental Operations		
Receipts		
Tenant Rent	\$ 94,700	\$ 121,632
Housing Assistance Payments	267,663	203,099
Commercial Rent	11,192	2,224
Total Rental Receipts	373,555	326,955
Service Income	1,592	1,974
Interest	-	127
Other	18,334	32,632
Total Rental Operations Receipts	<u>393,481</u>	<u>361,688</u>
DISBURSEMENTS		
Administrative	70,771	88,874
Operating	78,974	45,266
Maintenance	126,627	89,962
General	82,864	81,024
Total Rental Operations Disbursements	<u>359,236</u>	<u>305,126</u>
Cash Provided by Rental Operations	34,245	56,562
OTHER RECEIPTS		
Transfers from Restricted Cash		
Reserves and Escrows (Schedule 3)	122,049	9,069
OTHER DISBURSEMENTS OR TRANSFERS		
Transfers to Restricted Cash		
Reserves and Escrows (Schedule 3)	(47,579)	(77,835)
Net Transfers from Tenant Security Deposit Account	343	1,731
Purchase of Property and Equipment	(53,179)	-
Related Party Receivables (Payables)	(9,180)	13,329
Net Increase in Development Fund Cash	46,699	2,856
Development Fund Cash Balance at Beginning of Year	<u>17,249</u>	<u>14,393</u>
Development Fund Cash Balance at End of Year	<u>\$ 63,948</u>	<u>\$ 17,249</u>

81 ASH STREET ASSOCIATES LP

SCHEDULE OF RECEIPTS AND DISBURSEMENTS /
DEVELOPMENT OPERATING FUND
(Continued)

For the Years Ended December 31, 2025 and 2024

	2025	2024
COMPOSITION OF DEVELOPMENT FUND CASH BALANCE AT END OF YEAR:		
Development Operations Account	\$ 63,948	\$ 17,249
Total Development Fund Cash At End of Year	\$ 63,948	\$ 17,249

81 ASH STREET ASSOCIATES LP

SCHEDULE OF RESTRICTED CASH RESERVES AND ESCROWS

For the Year Ended December 31, 2025

Description of Fund	Deposits			Withdrawals		Regulatory Agreement	Excess or (Deficiency) of Actual From Estimated Required Balance
	Balance Beginning of Year	Transfers from Operations Account	Interest Earned	Transfers to Operations Account	Balance End of Year	Estimated Required Balance	
Restricted Accounts:							
Tax and Insurance Reserve	\$ 103,259	\$ 36,610	\$ 2,863	\$ 74,488	\$ 68,244	\$ 24,356	\$ 43,888
Replacement Reserve	95,336	10,969	3,091	47,561	61,835	70,228	(8,393)
Operating Deficit Escrow	<u>123,057</u>	<u>-</u>	<u>5,198</u>	<u>-</u>	<u>128,255</u>	<u>128,255</u>	<u>-</u>
TOTAL RESTRICTED CASH RESERVES AND ESCROWS	<u>\$ 321,652</u>	<u>\$ 47,579</u>	<u>\$ 11,152</u>	<u>\$ 122,049</u>	<u>\$ 258,334</u>	<u>\$ 222,839</u>	<u>\$ 35,495</u>

81 ASH STREET ASSOCIATES LP

SCHEDULE OF RESTRICTED CASH RESERVES AND ESCROWS
(Continued)

For the Year Ended December 31, 2025

Restricted Reserve Funding Calculations:

	<u>Total Due</u>	<u>Date Due</u>	<u>Per Month</u>	<u>Number of Months Funding</u>	<u>Required Balance</u>
Taxes*	\$ 25,978	3/15, 9/15	\$ 4,329.67	3	\$ 12,989
Insurance	\$ 12,400	1/25	\$ 1,033.33	11	<u>11,367</u>
Total Required Balance					<u><u>\$ 24,356</u></u>

*Taxes are due semi-annually

81 ASH STREET ASSOCIATES LP

SCHEDULE OF SURPLUS CASH CALCULATION

December 31, 2025

CASH

Development Operations Account	<u>\$ 63,948</u>
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Total Cash	<u>63,948</u>
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LESS CURRENT OBLIGATIONS

Deficient Funding of Restricted Reserve and Escrow Accounts (Schedule 3)	8,393
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Delinquent Funding of Tenant Security Deposit Account	2,372
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Accounts Payable	353
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Accrued Expenses (not escrowed)	2,400
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Related Party Payables	46,655
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Prepaid Rent	<u>3,330</u>
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Total Current Obligations	<u>63,503</u>
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Surplus Cash at Balance Sheet Date	<u><u>\$ 445</u></u>
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81 ASH STREET ASSOCIATES LP
SCHEDULE OF CASH IN FINANCIAL INSTITUTIONS

December 31, 2025

Account Name	Account Number	Financial Institution	Account Type	Interest Rate	Maturity Date	Signatory Control	Balances
Development Operations Accounts	4022193980	Bangor Savings	Checking	-	N/A	Sole	<u>\$ 63,948</u>
Tax and Insurance Reserve	2724237072	Federated	Money Market	3.72%	N/A	MaineHousing	<u>\$ 68,244</u>
Replacement Reserve	2724237071	Federated	Money Market	3.72%	N/A	MaineHousing	<u>\$ 61,835</u>
Operating Deficit Escrow	2724237075	Federated	Money Market	3.72%	N/A	MaineHousing	<u>\$ 128,255</u>
Tenant Security Deposit Account	2822193983	Bangor Savings	Savings	0.90%	N/A	Sole	<u>\$ 15,667</u>

March 6, 2026

To the General Partner
81 Ash Street Associates LP

We have audited the financial statements of 81 Ash Street Associates LP for the year ended December 31, 2025, and have issued our report thereon dated March 6, 2026. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter dated November 5, 2025. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by 81 Ash Street Associates LP are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2025. We noted no transactions entered into by the Entity during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The following material misstatements detected as a result of audit procedures were corrected by management:

Material audit adjustments to other liabilities, long term debt, rental revenue, operating expenses, and deferred interest expense were required in order to present the financial statements in accordance with generally accepted accounting principles.

Disagreements with Management

For purposes of this letter, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 6, 2026.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Entity's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Entity's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Partners and management of 81 Ash Street Associates LP and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



Certified Public Accountants



To the General Partner of 81 Ash Street Associates LP
and Lewiston Housing Authority

In planning and performing our audit of the financial statements of 81 Ash Street Associates LP as of and for the year ended December 31, 2025, in accordance with auditing standards generally accepted in the United States of America, we considered 81 Ash Street Associates LP's system of internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Partnership's internal control. Accordingly, we do not express an opinion on the effectiveness of the Partnership's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies in 81 Ash Street Associates LP's internal controls to be material weaknesses:

Material audit adjustments to other liabilities, long term debt, rental revenue, operating expenses, and deferred interest expense were required in order to present the financial statements in accordance with generally accepted accounting principles. Inadequate oversight in the operation of effectively designed controls over the financial close and reporting process lead to the adjustments.

During our substantive procedures over the revenue cycle, it was determined there was inadequate knowledge of the revenue cycle and insufficient internal controls over accounts associated with recording and reporting revenue increasing the fraud risk of misappropriation of assets and the potential for material misstatement of the financial statements.

During our consideration of internal controls over cash disbursements, we noted that the senior accountant was generating signed checks and processing payments without approval of the authorized signer, the Executive Director. However, in the subsequent period management has implemented a control of having the Executive Director review and approve the check register before payments are made.

We recommend accounting staff and management undergo training in appropriate financial close and reporting processes and additional internal controls such as reconciliation of monthly gross rent to rent collected be instituted to improve accuracy, limit the risk of material misstatement due to fraud or error and enhance management's ability to meet its financial reporting objectives.

This communication is intended solely for the information and use of management, the General Partner, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Certified Public Accountants

March 6, 2026
South Portland, Maine

Proposed Revisions to Procurement Policy

Alignment with HUD Handbook 7460.8 REV 3 (released March 2026)

SUMMARY OF PROPOSED CHANGES

The following is a complete list of the revisions reflected in the attached redlined document:

I. Dollar Threshold Updates

1. **Simplified Acquisition Threshold increased from \$250,000 to \$350,000.** This change, driven by inflation adjustments to 48 CFR Part 2, affects Sections 5.2, 7.1.5 (contract modifications), and 8.2 (advertising requirements). All references have been updated.
2. **Micro-Purchase Threshold increased from \$10,000 to \$15,000.** The general micro-purchase threshold (below which only one quote is required) has been updated in Section 5.2. The \$2,000 threshold for construction subject to Davis-Bacon remains unchanged.
3. **Mandatory Contract Clause threshold updated from \$50,000 to the Simplified Acquisition Threshold (currently \$350,000).** Section 12.2, which identifies required HUD forms for contracts, has been updated to reflect the correct applicability threshold.

II. Terminology Updates

4. **“Small Purchase Procedures” renamed to “Simplified Acquisition Procedures (Informal Procurement Methods).”** The Section 5.2 heading and all references to “small purchase” terminology throughout the section have been updated to “simplified acquisition” to align with current federal terminology.
5. **“Quotations for Small Purchases (QSP)” simplified to “Quotes.”** The outdated acronym has been removed.

III. Handbook and Regulatory Citation Updates

6. **HUD Handbook reference updated from REV 2 to REV 3** in Section 1.1 (Introduction), Section 5.4.1 (Competitive Proposals — Conditions for Use), and Section 10.2 (Suspension and Debarment).
7. **Section 3 citation updated from 24 CFR §135 to 24 CFR Part 75** in Sections 16.1.6 and 16.3.4. The Section 3 regulations were recodified under Part 75 and the old citation is no longer valid.
8. **Cooperative purchasing and e-procurement citations updated from §200.326 to §200.327** in Sections 5.6 and 8.1.3 to include the contract provisions section added to the regulations.

IV. Substantive Policy Additions

9. **Added missing noncompetitive procurement condition (new Section 5.5.1.1).** Per 2 CFR 200.320(c), noncompetitive proposals are permitted when the aggregate dollar amount does not exceed the micro-purchase threshold. This fifth condition was absent from our policy. Existing subsections have been renumbered 5.5.1.2 through 5.5.1.5.
10. **Independent Cost Estimate requirement narrowed (Section 6.1).** Federal regulations (2 CFR 200.324(a)) only require an ICE for purchases above the Simplified Acquisition Threshold. Our policy previously required ICEs for all purchases above the micro-purchase threshold. The revision aligns with federal requirements while recommending (but not requiring) ICEs for smaller purchases as a best practice.
11. **Added Section 3.5 — Sanctions for Ethics Violations.** HUD REV 3 requires that PHAs include specific disciplinary actions in their written standards of conduct. The new section lists potential sanctions including warnings, suspension, termination, and dismissal, as well as remedies against contractors.
12. **Added HUD conflict of interest disclosure requirement.** A new paragraph after Section 3.2.4 requires the Agency to disclose potential conflicts of interest to HUD in writing, per 2 CFR 200.112.
13. **Added Capital Fund bonding alternatives (new Section 9.1.2.4).** Per 24 CFR 905.316(d), Capital Fund construction contracts over \$100,000 require a 5% bid guarantee, and alternatives to 100% performance/payment bonds are available, including 50% bonds, 20% cash escrow, or 10% irrevocable letter of credit.
14. **Added veteran-owned businesses to disadvantaged business outreach (Section 16.1).** HUD REV 3 includes veteran-owned businesses among the categories of firms that PHAs should make efforts to include in contracting opportunities.

V. Corrections and Clean-Up

15. **Sealed bid conditions updated from “three or more” to “two or more” responsible bidders (Section 5.3.1)** to align with the HUD REV 3 sample procurement policy.
16. **Record retention litigation exception added (Section 19.3).** Per 2 CFR 200.334, records must be retained until all claims, litigation, or audit findings are resolved if such matters arise before the standard three-year retention period expires.
17. **Typographical error corrected in Section 19.3.** “Contact” corrected to “contract.”
18. **“HACM” corrected to “Agency” in Section 16.1.** This was a holdover from a template and did not reflect our agency name.

**LEWISTON HOUSING AUTHORITY
PROCUREMENT POLICY**

ADOPTED – 11/30/2021

REVISED – 1/27/2026

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1.0 INTRODUCTION

1.1 General. Established for the Lewiston Housing Authority (hereinafter, “the Agency”) by Action of the Agency Board of Commissioners (Board) on 11/30/2021 and revised 1/27/2026, this Procurement Policy (Policy) complies with the Annual Contributions Contract (ACC) between the Agency and the United States Department of Housing and Urban Development (HUD), Federal Regulations at 2 CFR §200, *Procurement Standards*, the procurement standards of the Procurement Handbook for Public Housing Authorities (PHAs), HUD Handbook 7460.8, REV 3, and applicable State and Local laws.

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2.0 GENERAL PROVISIONS

2.1 General. The Agency shall:

- 2.1.1** Provide for a procurement system of quality and integrity;
- 2.1.2** Provide for the fair and equitable treatment of all persons or firms involved in purchasing by the Agency;
- 2.1.3** Ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable and valuable prices available to the Agency;
- 2.1.4** Promote competition in contracting; and
- 2.1.5** Assure that the Agency purchasing actions are in full compliance with applicable Federal standards, HUD regulations, State, and local laws.

2.2 Application. This Policy applies to all procurement actions of the Agency, regardless of the source of funds, except as noted under “exclusions” below. However, nothing in this Policy shall prevent the Agency from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with the law. When both HUD and non-Federal grant funds are used for a project, the work to be accomplished with the funds should be separately identified prior to procurement so that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, HUD procurement regulations shall be applied to the total project. If funds and work can be separated and work can be completed by a new contract, then regulations applicable to the source of funding may be followed.

2.3 Definition. The term “procurement,” as used in this Policy, includes the procuring, purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials, (2) construction and maintenance; consultant services, (3) Architectural and Engineering (A/E) services, (4) Social Services, and (5) other services.

2.4 Exclusions. This policy does not govern administrative fees earned under the Section 8 voucher program, the award of vouchers under the Section 8 program, the execution of landlord Housing Assistance Payments contracts under that program, or non-program

income, e.g., fee-for-service revenue under 24 CFR §990. These excluded areas are subject to applicable State and local requirements.

2.5 Changes in Laws and Regulations. In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with these Policies, automatically supersede these Policies.

2.6 Public Access to Procurement Information. Most procurement information that is not proprietary is a matter of public record and shall be available to the public to the extent provided in the State of Maine Freedom of Information Act.

3.0 ETHICS IN PUBLIC CONTRACTING

3.1 General. The Agency hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code of conduct is consistent with applicable Federal, State, or local law.

3.2 Conflicts of Interest. No employee, officer, Board member, or agent of the Agency shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below has a financial or any other type of interest in a firm competing for the award. A financial interest shall have the same meaning as “direct or indirect pecuniary interest” is defined in 30-A M.R.S. § 2605.

3.2.1 An employee, officer, Board member, or agent involved in making the award;

3.2.2 His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister);

3.2.3 His/her partner; or

3.2.4 An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

[The Agency must disclose in writing any potential conflict of interest to HUD in accordance with 2 CFR 200.112.](#)

As provided in 30-A M.R.S. § 4724(2), during tenure and within one year of service, no employee or commissioner of the Agency may voluntarily acquire any interest, direct or indirect, in any contract, project or property included or planned to be included in any project of the Agency over which the employee or commissioner has exercised responsibility, control or decisions during tenure with the Agency, and no employee or commissioner of the Agency, if employment is accepted with any person who has an interest in any contract, property or project included or planned to be included in any project of the Agency, may work directly on that contract, project or property for that person if the employee or commissioner has exercised responsibility, control or decisions over that contract, project or property.

3.3 Gratuities, Kickbacks, and Use of Confidential Information. No officer, employee, Board member, or agent of the Agency shall ask for or accept gratuities, favors, or items of more than \$100 in value from any contractor, potential contractor, or party to any subcontract, and shall not knowingly use confidential information for actual or anticipated personal gain.

3.4 Prohibition against Contingent Fees. Contractors wanting to do business with the Agency must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

3.5 Sanctions. The Executive Director and the Board of Commissioners are responsible for establishing and enforcing sanctions when any person within the Agency violates the ethical standards of this procurement policy. Disciplinary actions for violations of the standards of conduct by officers, employees, or agents of the Agency may include: (1) oral or written warnings or reprimands; (2) suspension with or without pay for a specified period of time; (3) termination of employment; or (4) dismissal from the official or agency position. The value of anything received in breach of the ethical standards shall be recovered by the Agency. Remedies against contractors may include suspension and/or debarment. All procedures shall be in accordance with due process requirements and existing law.

4.0 PROCUREMENT PLANNING

4.1 General. Planning is essential to managing the procurement function properly. Hence, the Agency will periodically review its record of prior purchases, as well as future needs, to:

- 4.1.1 Find patterns of procurement actions that could be performed more efficiently or economically;
- 4.1.2 Maximize competition and competitive pricing among contracts and decrease the Agency's procurement costs;
- 4.1.3 Reduce Agency administrative costs;
- 4.1.4 Ensure that supplies and services are obtained without any need for re-procurement (i.e., resolving bid protests); and
- 4.1.5 Minimize errors that occur when there is inadequate lead time.

Consideration shall be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

5.0 PROCUREMENT METHODS

5.1 Petty Cash Purchases. The Agency does not utilize or administer a petty cash system for small purchases as part of its Procurement Policy. Employees will be reimbursed through accounts payable for small approved purchases they need to make up to \$30.

5.2 **Simplified Acquisition Procedures (Informal Procurement Methods).** For any amounts not exceeding the Simplified Acquisition Threshold, as defined in 48 CFR § 2.101 (currently, ~~\$350,000~~), the Agency may use simplified acquisition procedures. Under simplified acquisition procedures, the Agency shall obtain a reasonable number of quotes (preferably three); however, for purchases of less than ~~\$15,000~~ (except for construction procurements which is set at \$2,000), also known as Micro Purchases, only one quote is required provided the quote is considered reasonable. To the greatest extent feasible, and to promote competition, simplified acquisitions should be distributed among qualified sources. Quotes may be obtained orally (either in person or by phone), by fax, in writing, or through e-procurement. Award shall be made to the responsive and responsible vendor that submits the lowest cost to the Agency. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. The Agency shall not break down requirements aggregating more than the simplified acquisition threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the simplified acquisition procedures or (2) avoid any requirements that applies to purchases that exceed the Micro Purchase threshold.

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5.3 **Sealed Bids.** Sealed bidding, also known as Invitation for Bids (IFB), shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this Policy. Under sealed bids, the Agency publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsive and responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed the Simplified Acquisition Threshold.

5.3.1 **Conditions for Using Sealed Bids.** The Agency shall use the sealed bid method if the following conditions are present: a complete, adequate, and realistic statement of work, specification, or purchase description is available; ~~two~~ or more responsible bidders are willing and able to compete effectively for the work; the contract can be awarded based on a firm fixed price; and the selection of the successful bidder can be made principally on the lowest price.

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5.3.2 **Solicitation and Receipt of Bids.** An IFB is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored unopened in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.

5.3.3 **Bid Opening and Award.** Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, which shall then be made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall not be made

unless the price can be determined to be reasonable, based on a cost or price analysis.

5.3.4 Mistakes in Bids. Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made. All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Contracting Officer. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of the Agency or fair competition shall not be permitted.

5.4 Competitive Proposals. Unlike sealed bidding, the competitive proposal method, also known as Request for Proposals (RFP), permits: consideration of technical factors other than price; discussion with offerors concerning offers submitted; negotiation of contract price or estimated cost and other contract terms and conditions; revision of proposals before the final contractor selection; and the withdrawal of an offer at any time up until the point of award. Award is normally made on the basis of the proposal that represents the best overall value to the Agency, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.

5.4.1 Conditions for Use. Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the [simplified acquisition threshold. As detailed within HUD Procurement Handbook 7460.8 REV 3, only under limited circumstances would construction services be procured by competitive proposals; accordingly, construction services will most typically be procured utilizing the sealed bid \(IFB\) or simplified acquisition procedures.](#)

Deleted: small purchase threshold. As detailed within Section 7.2.B of HUD Procurement Handbook 7460.8 REV 2, "Only under limited circumstances would construction services be procured by competitive proposals;" accordingly, construction services will most typically be procured utilizing the sealed bid (IFB) or small purchase procedures (QSP).

5.4.2 Form of Solicitation. Other than A/E services, developer-related services and energy performance contracting, competitive proposals shall be solicited through the issuance of an RFP. The RFP shall clearly identify the importance and relative value of each of the evaluation factors as well as any subfactors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals until after award. The Agency may assign price a specific weight in the evaluation factors or the Agency may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.

5.4.3 Evaluation. The proposals shall be evaluated only on the factors stated in the RFP. Where not apparent from the evaluation factors, the Agency shall establish an Evaluation Plan for each RFP. Generally, all RFPs shall be evaluated by an appropriately appointed Evaluation Committee. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non-Disclosure statement. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.

5.4.4 Negotiations. Negotiations shall be conducted with all offerors who submit a proposal determined to have a reasonable chance of being selected for award, unless it is determined that negotiations are not needed with any of the offerors. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals. No offeror shall be given any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions based on negotiations. Negotiations are exchanges (in either competitive or sole source environment) between the Agency and offerors that are undertaken with the intent of allowing the offeror to revise its proposal. These negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, give-and-take, and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract. When negotiations are conducted in a competitive acquisition, they take place after establishment of the competitive range and are called discussions. Discussions are tailored to each offeror's proposal, and shall be conducted by the contracting officer with each offeror within the competitive range. The primary object of discussions is to maximize the Agency's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The contracting officer shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as technical approach, past

performance, and terms and conditions) that could, in the opinion of the contracting officer, be altered or explained to enhance materially the proposer's potential for award. The scope and extent of discussions are a matter of the contracting officer's judgment. The contracting officer may inform an offeror that its price is considered by the Agency to be too high, or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible to indicate to all offerors the cost or price that the Agency's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.

5.4.4 Award. After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered, are most

advantageous to the Agency provided that the price is within the maximum total project budgeted amount established for the specific property or activity.

5.4.6 A/E Services. The Agency shall contract for A/E services using Qualifications-based Selection (QBS) procedures, utilizing a Request for Qualifications (RFQ). Sealed bidding shall not be used for A/E solicitations. Under QBS procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. QBS procedures shall not be used to purchase other types of services, other than Energy Performance Contracting and Developer services, though architectural/engineering firms are potential sources.

5.5 Noncompetitive Proposals.

5.5.1 Conditions for Use. Procurement by noncompetitive proposals (sole- or single-source) may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, and if one of the following applies:

5.5.1.1 ~~The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold;~~

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5.5.1.2 The item is available only from a single source, based on a good faith review of available sources;

5.5.1.3 An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the Agency, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency;

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5.5.1.4 HUD authorizes the use of noncompetitive proposals; or

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5.5.1.5 After solicitation of a number of sources, competition is determined inadequate.

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5.5.2 Justification. Each procurement based on noncompetitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the responsible Contracting Officer. Poor planning or lack of planning is not justification for emergency or sole-source procurements. The justification, to be included in the procurement file, should include the following information:

5.5.2.1 Description of the requirement;

- 5.5.2.2 History of prior purchases and their nature (competitive vs. noncompetitive);
- 5.5.2.3 The specific exception in 2 CFR §200.320(c)(1)-(5) which applies;
- 5.5.2.4 Statement as to the unique circumstances that require award by noncompetitive proposals;
- 5.5.2.5 Description of the efforts made to find competitive sources (advertisement in trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.);
- 5.5.2.6 Statement as to efforts that will be taken in the future to promote competition for the requirement;
- 5.5.2.7 Signature by the Contracting Officer’s supervisor (or someone above the level of the Contracting Officer); and
- 5.5.2.8 Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

5.6 Cooperative Purchasing/Intergovernmental Agreements. The Agency may enter into State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interagency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. The Agency may use Federal or State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs. The goods and services obtained under a cooperative purchasing agreement must have been procured in accordance with 2 CFR §200.317 through [§200.327](#).

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6.0 INDEPENDENT COST ESTIMATE (ICE)

6.1 General. For all purchases above the [Simplified Acquisition Threshold](#), the Agency shall prepare an ICE prior to solicitation. [Although not required by regulation for purchases below the Simplified Acquisition Threshold, an ICE is recommended as a good business practice and should be prepared prior to all purchases deemed sufficiently complex by the Contracting Officer.](#) The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

Deleted: Micro Purchase threshold,

7.0 COST AND PRICE ANALYSIS (CPA)

7.1 General. The Agency shall require assurance that, before entering into a contract, the price is reasonable, in accordance with the following instructions.

- 7.1.1 **Micro Purchases.** No formal cost or price analysis is required. Rather, the execution of a contract by the Contracting Officer shall serve as the Contracting Officer’s determination that the price obtained is reasonable, which may be based on the Contracting Officer’s prior experience or other factors.
- 7.1.2 **Small Purchases.** A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes are not obtained to establish reasonableness through price competition, the Contracting Officer shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the Contracting Officer’s personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis.
- 7.1.3 **Sealed Bids.** The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the ICE, and where the Agency cannot reasonably determine price reasonableness, the Agency must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable.
- 7.1.4 **Competitive Proposals.** The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient proposals are not received, the Agency must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, the Agency must conduct a cost analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable.
- 7.1.5 **Contract Modifications.** A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through [Simplified Acquisition](#) procedures and the amount of the contract modification will result in a total contract price in excess of the Simplified Acquisition Threshold, [\(currently \\$350,000\)](#).

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8.0 SOLICITATION AND ADVERTISING

8.1 Method of Solicitation.

- 8.1.1 **Micro Purchases.** The Agency may contact only one source if the price is considered reasonable.
- 8.1.2 **Small Purchases.** Quotes may be solicited orally, through fax, email, E-Procurement, or by any other reasonable method.
- 8.1.3 **Sealed Bids and Competitive Proposals.** Solicitation must be done publicly. The Agency must use one or more following solicitation methods, provided that the method employed provides for meaningful competition.

- 8.1.3.1 Advertising in newspapers or other print mediums of local or general circulations.
- 8.1.3.2 Advertising in various trade journals or publications (for construction).
- 8.1.3.3 E-Procurement. The Agency may conduct its public procurements through the Internet using e-procurement systems. However, all e-procurements must otherwise be in compliance with 2 CFR §200.317 through ~~§200.327~~, State and local requirements, and the Agency's procurement policy.

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8.2 **Time Frame.** For purchases of more than ~~\$350,000~~, the public notice should run not less than once each week for two consecutive weeks.

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8.3 **Form.** Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, a contact that can provide a copy of, and information about, the solicitation, and a brief description of the needed items(s).

8.4 **Time Period for Submission of Bids.** A minimum of 21 days shall generally be provided for preparation and submission of sealed bids and 15 days for competitive proposals. However, the Executive Director may allow for a shorter period under extraordinary circumstances.

8.5 **Cancellation of Solicitations.**

8.5.1 An IFB, RFP, or other solicitation may be cancelled before bids/offers are due if:

- 8.5.1.1 The supplies, services or construction is no longer required;
- 8.5.1.2 The funds are no longer available;
- 8.5.1.3 Proposed amendments to the solicitation are of such magnitude that a new solicitation would be best; or
- 8.5.1.4 Other similar reasons.

8.5.2 A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:

- 8.5.2.1 The supplies or services (including construction) are no longer required;
- 8.5.2.2 Ambiguous or otherwise inadequate specifications were part of the solicitation;
- 8.5.2.3 All factors of significance to the Agency were not considered;

- 8.5.2.4 Prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;
 - 8.5.2.5 There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or
 - 8.5.2.6 For good cause of a similar nature when it is in the best interest of the Agency.
- 8.5.3 The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.
- 8.5.4 A notice of cancellation shall be sent to all bidders/offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any re-solicitation or future procurement of similar items.
- 8.5.5 If all otherwise acceptable bids received in response to an IFB are at unreasonable prices an analysis should be conducted to see if there is a problem in either the specifications or the Agency's cost estimate. If both are determined adequate and if only one bid is received and the price is unreasonable, the Contracting Officer may cancel the solicitation and either
- 8.5.5.1 Re-solicit using an RFP; or
 - 8.5.5.2 Complete the procurement by using the competitive proposal method. The Contracting Officer must determine, in writing, that such action is appropriate, must inform all bidders of the Agency's intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.
- 8.5.6 If problems are found with the specifications, the Agency should cancel the solicitation, revise the specifications and re-solicit using an IFB.
- 8.6 **Credit (or Purchasing) Cards.** Credit card usage should follow the rules for all other small purchases. For example, the Contracting Officer may use a credit card for Micro Purchases without obtaining additional quotes provided the price is considered reasonable. However, for amounts above the Micro Purchase level, the Contracting Officer would generally need to have obtained a reasonable number of quotes before purchasing via a credit card. When using credit cards, the Agency shall adopt reasonable safeguards to assure that they are used only for intended purposes (for instance, limiting the types of purchases or the amount of purchases that are permitted with credit cards).

9.0 BONDING REQUIREMENTS

- 9.1 **General.** The standards under this section apply to construction contracts that exceed the Simplified Acquisition Threshold . There are no bonding requirements for small purchases or for competitive proposals. The Agency may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds.

9.1.1 Bid Bonds. For construction contracts exceeding the Simplified Acquisition Threshold, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price.

9.1.2 Performance and Payment Bonds. For construction contracts exceeding the Simplified Acquisition Threshold, the successful bidder shall furnish an assurance of completion and payment of laborers and suppliers as follows:

9.1.2.1 A performance bond for 100% of the contract price to secure fulfillment of all the contractor's requirements under the contract; and

9.1.2.2 A payment bond, for 100% of the contract price to assure payments of all persons supplying labor or material in the execution of the contract.

9.1.2.3 The federal awarding agency may approve a bonding policy that requires bonds at less than 100% of the contract price, provided that federal awarding agency determines that the Federal interest is adequately protected. 2 C.F.R. § 200.326.

9.1.2.4 For Capital Fund work, a bid guarantee from each bidder equivalent to 5 percent of the bid price is required for each construction contract over \$100,000 per 24 CFR 905.316(d)(1). In lieu of 100% performance and payment bonds, the following alternatives may be accepted: (a) a performance bond and payment bond, each for 50 percent or more of the contract price; (b) a 20 percent cash escrow; (c) a 10 percent irrevocable letter of credit with terms acceptable to HUD; or (d) any other payment acceptable to HUD.

Performance and payment bonds must be obtained from guarantee or surety companies acceptable to the U. S. Government and authorized to do business in the State of Maine. Individual sureties shall not be considered. U.S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the States in which the company is licensed to do business. Use of companies on this circular is mandatory.

10.0 CONTRACTOR QUALIFICATIONS AND DUTIES

10.1 Contractor Responsibility

10.1.1 The Agency shall not award any contract until the prospective contractor, i.e., low responsive bidder, or successful offeror, has been determined to be responsible. A responsible bidder/offeror must:

10.1.1.1 Have adequate financial resources to perform the contract, or the ability to obtain them;

- 10.1.1.2 Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all of the bidder's/offeror's existing commercial and governmental business commitments;
- 10.1.1.3 Have a satisfactory performance record;
- 10.1.1.4 Have a satisfactory record of integrity and business ethics;
- 10.1.1.5 Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
- 10.1.1.6 Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,
- 10.1.1.7 Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed LDP.

10.1.2 If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.

10.2 **Suspension and Debarment.** Contracts shall not be awarded to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. § 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235). Contractors may also be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (2 CFR Part 24) or by other Federal agencies, e.g., Department of Labor for violation of labor regulations, when necessary to protect housing authorities in their business dealings. Prior to issuance of a contract, Agency staff shall, as detailed within [HUD Procurement Handbook 7460.8 REV 3](#), conduct the required searches within the HUD Limited Denial of Participation (LDP) system and the U.S. General Services Administration System for Award Management (SAM) and place within the applicable contract file a printed copy of the results of each such search.

10.3 **Vendor Lists.** All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction) shall be kept current and include enough sources to ensure competition.

11.0 CONTRACT PRICING ARRANGEMENTS

11.1 **Contract Types.** Any type of contract which is appropriate to the procurement and which will promote the best interests of the Agency may be used, **provided the cost -plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used.** All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and the Agency. For all cost

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reimbursement contracts, the Agency must include a written determination as to why no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk.

11.2 Options. Options for additional quantities or performance periods may be included in contracts, provided that:

- 11.2.1** The option is contained in the solicitation;
- 11.2.2** The option is a unilateral right of the Agency;
- 11.2.3** The contract states a limit on the additional quantities and the overall term of the contract;
- 11.2.4** The options are evaluated as part of the initial competition;
- 11.2.5** The contract states the period within which the options may be exercised;
- 11.2.6** The options may be exercised only at the price specified in or reasonably determinable from the contract; and
- 11.2.7** The options may be exercised only if determined to be more advantageous to the Agency than conducting a new procurement.

12.0 CONTRACT CLAUSES

12.1 Contract Pricing Arrangements. All contracts shall identify the contract pricing arrangement as well as other pertinent terms and conditions, as determined by the Agency.

12.2 Required Forms. Additionally, the forms HUD-5369; 5369-A; 5369-B; 5369-C; 5370; 5370-C (Sections I and II); 51915; and 51915-A, which contain all HUD-required clauses and certifications for contracts of more than the Simplified Acquisition Threshold (currently \$350,000), as well as any forms/clauses as required by HUD for simplified acquisitions, shall be used, as applicable, in all corresponding solicitations and contracts issued by the Agency.

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12.3 Required Contract Clauses: The Agency shall ensure that each contract executed by the Agency contains the required contract clauses detailed within 2 CFR §200.327 and Appendix II to 2 CFR Part 200.

13.0 CONTRACT ADMINISTRATION

13.1 General. The Agency shall maintain a system of contract administration designed to ensure that Contractors perform in accordance with their contracts. These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on major projects including construction contracts, and similar matters. For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the cost principles in HUD Handbook 2210.18.

14.0 SPECIFICATIONS

14.1 General. All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying the Agency's needs. Specifications shall be reviewed prior to issuing any solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

14.2 Limitation. The following types of specifications shall be avoided:

14.2.1 Geographic restrictions not mandated or encouraged by applicable Federal law (except for A/E contracts, which may include geographic location as a selection factor if adequate competition is available);

14.2.2 Brand name specifications (unless the specifications list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use).

Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be reviewed to ensure that organizational conflicts of interest do not occur.

15.0 APPEALS AND REMEDIES

15.1 General. The Agency is solely responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements of goods or services by the Agency. Except as may be otherwise provided in a written request for proposals or other solicitation of the Agency, these procedures are available to proposers for the purpose of handling and resolving disputes relating to such procurements, including evaluation and selection, protests of awards, disputes, and claims relating to the selection process and contract award.¹ A protestor must exhaust all of these administrative remedies before pursuing a protest with a federal grant agency or in any court of law. For purposes of this section, the term "proposer" means any person or entity that has submitted a bid or a proposal in response to an RFP or other solicitation to the Agency, or a person or entity that is a prospective bidder or offeror and who has a demonstrated direct economic interest in the results of the procurement.

15.2 Informal Appeals Procedure. The Agency shall adopt an informal bid protest/appeal procedure for contracts for less than the Simplified Acquisition Threshold. Under these procedures, the bidder/contractor may request to meet with the appropriate Contract Officer.

¹ These protest procedures are not available to contractors or third parties for the purpose of handling and resolving disputes, claims or litigation arising in the course of contract formation or contract administration. Any such disputes, claims or litigation will be handled and resolved in accordance with applicable contract terms, if any, and applicable law.

15.3 Formal Appeals Procedure.

15.3.1 Protest Submission Requirements. To be considered by the Agency, a protest must be made in writing, supported by sufficient information to enable the protest to be fairly evaluated, and submitted within the time periods set forth herein. At minimum, protests must include (i) the name, phone number, and address of the protester; (ii) identification of the detailed and specific provision(s) of applicable federal or state law which would be allegedly violated by the procurement; (iii) copies of all exhibits, evidence, or documents supporting the protest; and (iv) a concise description of all remedies or relief requested.

15.3.2 Pre-Award Protests. Pre-award protests are protests based upon the content of the solicitation documents. Any protest to the terms, conditions, or specifications set forth in a solicitation must be submitted to the Purchasing Agent or the contract administrator, if a contract administrator is identified in the solicitation, within 5 calendar days after the issuance of the solicitation. All such protests will be considered by the Contracting Officer, or the contract administrator as appropriate, prior to the solicitation due date, and a written decision will be provided to the protestor. A decision of the Contracting Officer or contract administrator is final, and no further protest or appeal of the terms, conditions, or specifications of any solicitation will be considered by the Board of Commissioners.

15.3.3 Protests of Proposal Evaluations and Award Decision. Proposers shall be notified of any award decision by a written or oral notice of the award. This notice shall be transmitted to each proposer at the address, email address, or telephone number contained in its proposal. Any proposer whose proposal has not lapsed may protest an award decision on any ground arising from the evaluation of proposals or the award decision, but not on any ground specified in the "Pre-Award Protests" category, above. Any such protest must be submitted to the Contracting Officer or the contract administrator, if a contract administrator is identified in the solicitation, within 5 business days after notice of the award. All such protests will be considered by a Protest Review Subcommittee, composed of members selected by the Board of Commissioners in its sole discretion. A written decision from the Protest Review Subcommittee stating the grounds for allowing or denying the protest shall be transmitted to the protestor before a final contract award is made. A decision of the Protest Review Subcommittee is final, and no further protest or appeal will be considered by the Board of Commissioners.

16.0 ASSISTANCE TO SMALL AND OTHER BUSINESSES

16.1 Required Efforts. Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, [veteran-owned businesses](#), and other individuals or firms located in or owned in substantial part by

persons residing in the area of the [Agency](#) project are used when possible. Such efforts shall include, but shall not be limited to:

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- 16.1.1 Including such firms, when qualified, on solicitation mailing lists;
- 16.1.2 Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
- 16.1.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- 16.1.4 Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- 16.1.5 Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
- 16.1.6 Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in [24 CFR Part 75](#) (so-called Section 3 businesses); and
- 16.1.7 Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

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16.2 Goals. Shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in Agency prime contracts and subcontracting opportunities.

16.3 Definitions.

- 16.3.1 A small business is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR §121 should be used to determine business size.
- 16.3.2 A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
- 16.3.3 A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.

16.3.4 A “Section 3 business concern” is as defined under [24 CFR Part 75](#).

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16.3.5 A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in 20 CFR §654, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.

17.0 BOARD APPROVAL OF PROCUREMENT ACTIONS

17.1 **No Board Approval Necessary.** Other than approval of this Procurement Policy, approval by the Board of Commissioners is not required for any procurement actions, as permitted under State and local law. Rather, it is the responsibility of the Executive Director to make sure that all procurement actions are conducted in accordance with the policies contain herein.

18.0 DELEGATION OF CONTRACTING AUTHORITY

18.1 **Delegation.** While the Executive Director is responsible for ensuring that the Agency’s procurements comply with this Policy, the Executive Director may delegate all procurement authority as is necessary and appropriate to conduct the business of the Agency.

18.2 **Procedures.** Further, and in accordance with this delegation of authority, the Executive Director shall, where necessary, establish operational procedures (such as a procurement manual or standard operating procedures) to implement this Policy. Violations of the ethical standards described in Section 3.0 herein, shall be addressed under the agency’s Work Rules contained in Personnel Policy Handbook, consistent with Federal, State, or local law.

19.0 DOCUMENTATION

19.1 **Required Records.** The Agency must maintain records sufficient to detail the significant history of each procurement action. These records shall include, but shall not necessarily be limited to, the following:

- 19.1.1 Rationale for the method of procurement (if not self-evident);
- 19.1.2 Rationale of contract pricing arrangement (also if not self-evident);
- 19.1.3 Reason for accepting or rejecting the bids or offers;
- 19.1.4 Basis for the contract price (as prescribed in this handbook);
- 19.1.5 A copy of the contract documents awarded or issued and signed by the Contracting Officer;
- 19.1.6 Basis for contract modifications; and
- 19.1.7 Related contract administration actions.

19.2 Level of Documentation. The level of documentation should be commensurate with the value of the procurement.

19.3 Record Retention. Records are to be retained for a period of three years after final payment and all matters pertaining to the [contract](#) are closed. [If any claims or litigation are involved, the records shall be retained until all issues are satisfactorily resolved.](#)

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20.0 DISPOSITION OF SURPLUS PROPERTY

20.1 General. Property no longer necessary for the Agency’s purposes (non-real property) shall be transferred, sold, or disposed of in accordance with applicable Federal, state, and local laws and regulations.

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20.2 Surplus Property Disposition Procedures. When Agency property (non-real property) is determined by the Executive Director or designee to be obsolete, beyond economical repair, or no longer necessary for Agency operations, it shall be designated as surplus. Following surplus designation, the Agency may dispose of such property in a manner that is practical, cost-effective, and consistent with this Policy.

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All Agency phones, laptops, tablets, and other electronic devices shall be securely wiped and restored to factory settings prior to any sale, donation, recycling, or disposal. The Executive Director or designee shall ensure that appropriate data security measures are followed and documented before any electronic device leaves Agency control.

Surplus items of nominal or low value may first be offered for purchase to Agency employees at a price equal to the item’s fair-market value, as reasonably determined through customary valuation methods. Employee purchases shall be conducted on a non-preferential, first-come, first-served basis. Employees who participate in determining that an item is surplus, establishing its fair-market value, or managing the sale or donation process for that item are not eligible to purchase or receive that item, either directly or indirectly through a coworker.

If surplus property is not purchased by employees, or if sale is determined to be impractical, the Agency may donate such items to qualified nonprofit organizations or governmental partners when doing so serves a public or charitable purpose. All donations shall be documented, including the property description, estimated value, and recipient.

Items that cannot be sold or donated may be recycled or otherwise disposed of in a manner that is economical, environmentally appropriate, and consistent with applicable requirements. The Executive Director or designee shall ensure that all surplus designations, valuation determinations, data-wipe confirmations for electronic devices, and final dispositions are documented in the Agency’s asset records.

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21.0 FUNDING AVAILABILITY

21.1 General. Before initiating any contract, the Agency shall ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification.

22.0 SELF-CERTIFICATION

- 22.1** The Agency self-certifies that this Procurement and the Agency's procurement system, complies with all applicable Federal regulations and, as such, the Agency is exempt from prior HUD review and approval of individual procurement action.