Housing & Economic Development Committee Meeting
Tuesday, July 21, 2026 at 5:30 PM

MEMBERS
Councilor Pious Ali, Chair
Councilor Regina Phillips
Councilor Kate Sykes
Councilor Sarah Michniewicz

To submit written public comment on an agenda item, email edd@portlandmaine.gov. Submissions must be received by 12:00 pm the day before the Housing & Economic Development meeting to guarantee their inclusion in the agenda packet. All submissions must include the commenter's name and legal address. To help ensure your comment is submitted for the correct item, please include the name of the agenda item (see below).

REMOTE ACCESS INFORMATION

The Housing & Economic Development Committee will conduct this meeting remotely via Zoom pursuant to the Remote Meeting Policy adopted by the Portland City Council. Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend, a recording will be available in the Agenda Center following the meeting.

For public comment via Zoom, you will need to use the "raise your hand" feature. To raise your hand via the telephone, please hit *9. You will be unmuted by the host when it is time for public comment.

https://portlandmaine-gov.zoom.us/j/83329598115?pwd=QnfQQHnN8dDEDPPXS55htOhMV8zKPz.1

1. **Review and accept Minutes of previous meeting held on June 30, 2026.**

   a. See attached draft Meeting Minutes from June 30, 2026

2. **Communication: Quarter 2 (4/1/2026 - 6/30/2026) Rent Control Report - Jessica Quattropani, Permitting and Inspections Department Director**

   The Permitting and Inspections Department produced this quarterly communication to detail Rent Control activities for Quarter 2 of Calendar Year 2026 - from April 1, 2026, through June 30, 2026. The report includes information on the Rent Board, Rent Control Inspections, and the number of complaints (including founded and unfounded and in progress), audits, quality controls, and license reviews for the quarter. Committee action is not required.

   a. See attached Rent Control Quarter 2 report

3. **Discussion: Discuss amendment(s) to Rent Control Ordinance to strengthen enforcement - Councilor Pious Ali, Chair**

   The Housing and Economic Development Committee will discuss possible amendment(s) to the Rent Control Ordinance in alignment with the 2026 City Council goal of accelerating housing production and strengthening affordability protections.

   a. See attached Memo to the HEDC

   b. See attached relevant portions of Chapter 6

4. **Discussion: Consider policy to enhance public support for the arts - Councilor Pious Ali, Chair**

The Housing and Economic Development Committee will discuss policy initiatives to enhance public support for the arts, in alignment with the 2026 City Council goal of strengthening economic vitality and supporting local businesses.

5. **Public Comment: Review and possible recommendation to the City Council amendments to the City's Tax Increment Financing Policy - Mary Davis, Housing and Community Development Director, Heidi McCarthy, Housing Program Manager**

The Housing and Economic Development Committee will consider amendments to the TIF Policy, which staff recommend for the purpose of accelerating housing production by simplifying the application and approval process. Public comment will be taken prior to Committee action.

a. See attached Memo to the HEDC

b. Draft Proposed Tax Increment Financing Policy

c. 3.31.2026 HEDC Memo re: TIF Policy

6. **Public Comment: Review and recommendation to the City Council of a request for funding from the Jill C. Duson Housing Trust Fund re: Hope Acts, Hope House - Mary Davis, Housing and Community Development Director, Heidi McCarthy, Housing Program Manager**

Hope Acts has submitted a request for funding in the amount of $386,037 from the Jill C. Duson Housing Trust Fund. The funding would be used to support energy efficiency improvements and address critical structural issues in the basement which were unknown prior to the start of construction. Public comment will be taken prior to Committee action. Mary Davis and Heidi McCarthy will lead this discussion.

a. See attached Memo to the HEDC

b. Hope Acts Application Information

c. Underwriting Memo

7. **Executive Session: Pursuant to 1 M.R.S.A. 405(6)(C) and 5 M.R.S.A. 13119-A, the Committee will go into executive session to provide staff direction regarding possible negotiation for sale of City-owned property at Portland Technology Park - Dena Libner, Assistant City Manager, Nancy Martin, Business Programs Manager**

Next Meeting Date: September 15, 2026

MINUTES
HOUSING AND ECONOMIC DEVELOPMENT COMMITTEE
Date: June 30, 2026 at 5:30 pm

NOTE: This meeting was held via Zoom and can be viewed at this link:
https://portlandme.portal.civicclerk.com/event/9611/media
These minutes provide a record of those in attendance, general discussions that took place and motions made.

Attendance:

Council and Committee Members: Councilor Pious Ali, Chair, and members Councilors Sarah Michniewicz, Kate Sykes; Committee member Councilor Regina Phillips could not be present. Also present from the City Council was Councilor Wesley Pelletier.

Staff: Dena Libner, Assistant City Manager, Michael Goldman, Corporation Counsel, Matt Grooms, Deputy Director, Planning Dept., Mary Davis, Housing and Community Development Division Director, Heidi McCarthy, Housing Program Manager, Lori Paulette, Principal Administrative Officer

A G E N D A

1. **Review and vote to approve meeting Minutes from the June 2, 2026, meeting.**

On motion made by Councilor Sykes, seconded by Councilor Michniewicz, the Committee voted 3-0 to accept the Minutes as presented.

2. **Public Comment: Review and recommendation to the Planning/Board City Council regarding an amendment to Chapter 14, Section 6 to remove the 100-foot buffer for entertainment venues - Wes Pelletier, City Councilor**

Councilor Michniewicz provided a background of the adoption of a 100-foot buffer for entertainment venues and expressed concerns that it may discourage nightlife and live events while also considering public safety capacity. Councilor Michniewicz also expressed a desire to have more data about the effects of the buffer.

Councilor Pelletier stated that the demographics and situations of Portland has changed and has heard from two businesses about challenges of activating their spaces due to the 100 foot buffer.

Councilor Sykes asked whether removing buffer zone would impact any litigation.

Corporation Counsel Goldman stated that he didn't believe it would have any impact on current litigation, as it is a separate issue.

Councilor Ali asked the committee's role.

Corporation Counsel Goldman stated that because it is a change to land use code, it needs to go to Planning Board first, who can then decide to move it to Council.

Public Comment:

Dave Aceto, Arcadia - Thanks to the committee for consideration. It is important to small businesses who rely on nightlife, and this is a good time for reevaluating the landscape.

George Rheault - In favor of removal, would like clarity on what part of City Code requires this to be sent to the Planning Board.

Isaac McDougal, Cocktail Mary - Thinks it will be helpful to attract and retain young workers.

Dinah Minot, Creative Portland - Has recently launched a pilot to attract individuals to Congress St corridor, but was unable to have bands perform in plaza due to buffer. Could not receive a waiver.

Councilor Pelletier questioned whether staff is allowed to provide waivers. Deputy Director Grooms stated that the buffer is in the zoning, and waivers would need to go to the zoning board of appeals.

Councilor Pelletier asked whether there is a workaround to the current structure.

Deputy Director Groom stated that he could follow up with permitting and inspections.

Councilor Pelletier expressed thanks and requested haste in the request. Councilor Michniewicz stated that there are single event licenses available, up to 5 per year. These are also subject to the 100 foot buffer. Removing the buffer may need more stringent noise considerations.

Corporation Counsel Goldman clarified that the litigation may or may not be an issue, but this is yet to be determined. State statute and City of Portland ordinances require this to go to Planning Board. Nothing in the code allows staff or Council to waive the buffer. It's possible a new license could be created, but it would require an ordinance change.

Councilor Sykes requested we identify the timeline, and create a temporary fix if possible for summer.

Asst. City Manager Libner stated a direct amendment to Chapter 6 would result in a timeline difference of mid August - mid September.

Deputy Director Grooms estimated the planning board timeline at two months for a workshop then a public hearing. Council would likely see an amendment early in the fall.

Councilor Pelletier asked whether the timeline includes possibility of suspending council rules during a city council meeting to expedite and passing as an emergency and hasten the timeline.

Asst. City Manager Libner said without an order before the committee at this point, a proposed amendment would need to be brought back to HEDC before moving to council.

Motion to recommend the item to the Planning Board by Councilor Michniewicz
Second by Councilor Sykes
Passed 3-0, Councilor Phillips absent

3. Public Comment: Review and Recommendation to the City Council of Affordable Housing Tax-Increment Financing (AHTIF) District requests

The Prime 197 Oxford Street

Ms. McCarthy first gave the highlights of "The Prime" at 197 Oxford Street. She noted that this would be 47 units of affordable rental housing for households at 60% of area median income (AMI) at the former Oxford Street Shelter. It would be a mix of studios, one-bedroom, and two-bedroom units. They are requesting a 75% TIF over 30 years for the eligible affordable housing units, which would create an effective TIF rate of 56% for the building as a whole. Under this scenario, this would return approximately $45K per year to the developer, and $35K into the City's General Fund, as well as City tax-sheltering benefits saving the City approximately $22K annually. She then asked the Committee if they had any questions.

Councilor Sykes asked if these requests went through the City's Finance Department for review, and Ms. McCarthy noted that they did not as the tax shelter is calculated by a formula from Maine Housing. Ms. Davis also noted the

City's utilizes an excel database for calculating TIFs, which gets updated annually by an outside consultant.

Councilor Sykes asked about reviews of TIFs annually, and Ms. Davis noted that the Department also works with the Assessor on all of these projects and tracking from year to year. The City's Annual TIF Report is also a good resource for yearly reports of all TIF Districts.

Councilor Michniewicz noted that one of the buildings in Reveler's master development plan has off-site inclusionary units, and asked if The Prime has been sold to Avesta, and Ms. McCarthy noted that it has already been sold to Avesta and the TIF is for Avesta.

Dashaway Commons 15-19 Cedar Street

Seeing no further questions, Ms. McCarthy then presented "Dashaway Commons" at 15-19 Cedar Street. She noted that it would offer 30 units for affordable rental housing, with 12 units available to households at 60% or below AMI and 18 units available to households at 50% or below AMI. Ms. McCarthy then described HVAC and amenities. To support operating costs for the project, Avesta Housing is seeking a 75% AHTIF over 30 years for the 30 units. This scenario would net the developer approximately $50K annually, and to the City's General Fund approximately $17K annually, as well as City tax sheltering benefits saving approximately $25K annually.

Chair Councilor Ali asked if there were questions, seeing none, he requested Ms. McCarthy to highlights amendments to the 42 Atlantic Street AHTIF.

42 Atlantic Street

Ms. McCarthy noted this is an amendment to this TIF District – established in 2024 - to amend the term of the TIF district to incorporate legislation passed in 2025 that allows for a delayed start to the 30-year term based upon receipt of a Certificate of Occupancy. The Developer experienced delays in the project due to legal challenges but is now ready to proceed.

Seeing no questions from the Committee, Chair Councilor Ali opened the meeting for public comment.

George Rheault of Bayside questioned whether 42 Atlantic would need to re-apply for LIHTC, and that it was also in litigation and apparently resolved with no public acknowledgement of that. He would like to understand that better.

Regarding the other projects, he would recommend saying no for the time-being. 197 Oxford is untimely connected to IZ off site provision and he was unsure of its legality, noting that taxpayers are funding the IZ units. This could be challenged at an appropriate time. As could the involvement with the Boys and Girls Club in Dashaway Commons and replacement housing provisions.

Seeing no further public comment, Chair Councilor Ali closed the public comment session.

Councilor Michniewicz noted the IZ component for the two new AHTIF requests, and discussion followed about the process. Timing for the projects were noted and Councilor Michniewicz would like to move forward with more information on financial arrangements without necessarily holding up deadlines.

Chair Councilor Ali noted that, because of Maine Housing deadlines, these were on the City Council Agenda on June 15, 2026, for the first readings.

Ms. Davis noted that staff could have information to share with the Council. It was then clarified that that information would be the financial relationship between Reveler and Avesta, and IZ as it was written at the time.

Chair Councilor Ali then noted that there would be a motion for each item for clarity.
The Prime 197 Oxford Street

On motion made by Councilor Michniewicz, seconded by Chair Councilor Ali, the Committee voted 1-2 (Michniewicz and Sykes) to recommend to the City Council approval of this AHTIF District.

Dashaway Commons 15-19 Cedar Street

On motion made by Councilor Michniewicz, seconded by Chair Councilor Ali, the Committee voted 2-1 (Sykes) to recommend to the City Council approval of this AHTIF District.

42 Atlantic Street

On motion made by Councilor Sykes, seconded by Councilor Michniewicz, the Committed voted 3-0 to recommend to the City Council approval of the amendments to this AHTIF District.

4. **Discussion: Possible Amendments to the Jill C. Duson Housing Trust Fund to support housing assistance for residents (e.g. eviction prevention, security deposit assistance) - Pious Ali, City Councilor and HEDC Chair**

Asst. Manager Libner stated that this is part of the Council Goal Setting process. Division Director Mary Davis provided background and clarifying information on the Housing Trust Fund as well as how security deposits and eviction prevention are currently provided within the City.

Councilor Sykes stated that this is a question of whether we think the HTF is a capital fund or a social services fund and cannot support using this for one-time expenditures, but supports having the conversation later down the line depending on results of the Social Housing Task Force.

Councilor Michniewicz noted that HTF funds were used for down payment assistance. Division Director Davis clarified that it was used one time and only for that particular project, due to a change in how the affordable sales price was calculated under inclusionary zoning which created a gap during the transition. Councilor Michniewicz asked about additional rental assistance sources. Division Director Davis clarified that the additional sources were outlined in the staff memo. Councilor Michniewicz stated that there isn't a huge rush to change because of other factors.

Chair Ali asked whether staff had enough information to move forward. Asst. City Manager Libner stated that she doesn't believe they will move forward at this time.

Brief discussion about HEDC schedule changes.

5. **Adjournment**

Councilor Sykes moved to adjourn.
Councilor Michniewicz seconded the motion.
Passed 3-0, Councilor Phillips absent
Meeting adjourned at 7:07 pm

City of Portland | Permitting and Inspections
Jessica Quattropani, *Director*

TO: Housing & Economic Development Committee
CC: Rent Board
FROM: Jessica B. Quattropani, Director of Permitting and Inspections
DATE: July 8, 2026
RE: Quarterly Rent Control Report- Q2-2026

Rent Control Report
Quarter 2 (4/1/2026-6/30/2026)

2026 Licensed Long-Term Rental Units:

	Registered	Partially Registered	Unregistered
As of 6/30/2026	19,954	105	28

Rent Board

	Total # of Applications	Total # of Applications approved	Total # of Applications Denied	Total # of Applications Tabled
Rent Increases	7	2	0	5
Complaints	1	0	1	0
Other	0	0	0	0
Quarter 2 Total:	**8**	**2**	**1**	**5**
Year to date Total	***18***	***6***	***3***	***9***

Rent Control Inspections

Type of Inspections	Total # Properties	Total # of units
Complaints (Potential violations reported to our office)	*22	262
Audits (Proactive enforcement based on percentage that rent was increased)	232	989
Quality Control (proactive verification of data supplied to our office)	70	430
License Reviews (review rental information in new license applications)	110	298
Quarter 2 Total:	**434**	**1,979**
Year to date Total	***936***	***7,426***

***Breakdown of Complaints by property:**

	Founded Complaints *Violation exists	Unfounded Complaints #no violation	In Progress *Actively investigating
Quarter 2 Total	4	2	16
Year to Date Total	12	4	18

#Unfounded Complaint Breakdown:

- Dispute over return of security deposit - referred tenant to Pine Tree Legal.
- Complaint of landlord entering property w/o proper notice - referred tenant to Pine Tree Legal.

Rent History Report Requests:

	Total # of Requests
Quarter 2 Total	58
Year to Date Total	*123*

Office of Corporation Counsel
Michael Goldman, *Corporation Counsel*
Amy McNally, *Associate Corporation Counsel*
Nicole Albert, *Associate Corporation Counsel*
Rachel Millette, *Associate Corporation Counsel*
Avery Novak, *Associate Corporation Counsel*
Mary Christie, *Associate Corporation Counsel*

City of portland

MEMORANDUM

To: Housing and Economic Development Committee
Councilor Pious Ali, Chair

From: Amy McNally, Associate Corporation Counsel

Date: July 17, 2026

Subject: Rent Stabilization Ordinance

Following the 2020 adoption of the Rent Stabilization Ordinance, our office has managed litigation challenging the City's interpretation and application of certain terms and provisions in the ordinance. While the City has consistently prevailed against those challenges, our office recommends implementing clarifying revisions to help establish clear expectations, ensure consistent application, and mitigate the risk of future litigation.

Below are examples of some of the ambiguities and issues that have been the focus of legal disputes over the past six years.

Section (s)	**Issue / Ambiguity**	**Comments**
6-150.1 and 6-232	The definition of "rental unit" is different in these sections.	This can create a different standard for which units need to be registered and which units are subject to the Rent Stabilization Ordinance. We would recommend amending the ordinance to make them consistent.
6-151 (f)(1), (2) and (4)	It is currently unclear whether the amount of	It would be helpful to clarify if this was intended to be a

	rent reported by the landlord under these sections is the monthly amount.	monthly rent amount, an annualized amount or some other amount.
6-231 (b)	"Extended care facility" is not defined.	This was recently litigated in Superior Court. The Justice in that case looked to a dictionary definition of "extended care" which defined it as "nursing care provided for a limited time after a hospital stay, as in a special facility" and ultimately determined that the term generally means "a facility that provides medical care, such as an assisted living or nursing care facility."
6-231 (d)	"Principal residence" is not defined.	"Owner-occupied" is defined and used elsewhere in the code, including in the short term rental provisions of the ordinance.
6-231(e)	"Accommodations" is not defined.	This undefined term has resulted in at least one legal challenge of the City's interpretation. In that court case, the City argued that "accommodation" was analogous to "rental unit" and the court agreed. It would be helpful to replace "accommodations" with "rental unit" to clarify that only the rental unit that is impacted by the subsidy is exempt, and not the entire building.
6-232	"Rent" is defined as consideration for occupancy of rental units	Suggest defining housing services and how and when they are included in the rent

	and "housing services" which is undefined.	amount.
6-232	The definition of "Discontinued covered unit" is difficult to reconcile with Section 6-233(b) regarding "Base Rent for Discontinued Units"	"Discontinued covered unit" is defined as "a Covered Unit that is not occupied on January 1, 2021 and has not been registered with the City of Portland." It is difficult to reconcile this with Sections 6-233(b)(i) -(iii) as explained below.
6-233(b)	The use of the defined term "Discontinued covered unit" in this section creates a lot of internal conflict with 6-233(a) and subsections 6-233(b)(i) -(iii)	The purpose of Section 6-233 is to establish the Base Rent for rental units that were not occupied as covered units on January 1, 2021 and therefore do not fall under Section 6-233(a) because they are not "current covered units" as defined in Section 6-232. However, Sections 6-233(b)(i)-(iii) improperly hinge on "registration" as a triggering event for a covered unit. Because all rental units must be registered, even if they are not "covered units," the timing should relate to when the unit became a "covered unit" and not when it was required to be registered.
6-234(f)	Although implied, it is not clear that this section requires the landlord to reset the rent to the last code compliant rent amount and to reimburse tenants for any amounts paid over that amount. Also, "substantial	The court has agreed with the City that this section requires the landlord to reduce the rent for the unit to the amount it was prior to the violation and to reimburse the tenants for any overages. We recommend making it explicit in the code to clarify and preempt that argument in future litigation.

	noncompliance" is not defined.	The court has not provided input yet on what violations should be considered "substantial," but there is at least one case currently pending that may address that issue.
6-236(b)	There is no deadline by which a landlord must reimburse a tenant.	We recommend adding a number of days by which payment must be made for clarity and to enhance enforceability.
6-240	This section only includes civil penalties, which can only be collected by consent or court order.	We recommend clarifying in this section that the remedy required for overpayment is prompt reimbursement to tenants for any overages paid that exceed the last code compliant rent amount. This section could also include a right of the City to request and inspect rental data in order to complete audits, etc. It could also make the failure of a landlord to respond to a request for rental data a standalone violation. In addition to civil penalties under Section 1-15, this section could include a fine schedule specific to certain violations.
6-263	The Rent Board's jurisdiction only includes appeals of complaints by tenants and does not include appeals of NOVs issued to landlords.	Currently, appeals of NOVs issued to landlords are appealed to Superior Court, which is a long process that can delay outcomes for tenants. It also creates two separate processes, one before the Rent Board and one before the court, which can result in different outcomes and be

		challenging for enforcement. Including appeals of NOVs in the Board's jurisdiction would help create a single, unified process for any aggrieved party to appeal a Notice of Violation and avoid disparate outcomes.

ARTICLE VI. RESIDENTIAL RENTAL UNIT REGISTRATION REQUIREMENTS

Sec. 6-150. Purpose.

The proliferation of real estate proprietorships, partnerships, and trusts having undisclosed, anonymous or otherwise unidentifiable principals, owning large numbers of residential long term rental properties, sometimes managed through unresponsive property management companies, has impeded the proper enforcement of this chapter, chapter 12 and other ordinances of the city. Non-owner occupied short term rental units may remove housing units from the long term rental market and may contribute to the increase in the cost of rental housing in the City.

This article is intended to require the disclosure of the ownership of such property, and to regulate the renting of property within the City, and to make owners and persons responsible for the maintenance of property more accessible and accountable with respect to the premises, to ensure that housing units remain available for rent to those who reside or seek to reside within the City, to ensure that residential areas are not unduly impacted by the operation of short term rentals, and to ensure that booking services, owners, and tenants comply with chapters 6 and 10 of the City Code.

(Ord. No. 443-89, 6-7-89; Ord. No. 53-89, 7-17-89; Ord. 298-14/15, 7-6-2015; Ord. 179-16/17, 3-27-2017; Order 99-18/19, 11-19-2018; Order 28-24/25, 8-19-2024)

Sec. 6-150.1. Definitions.

The definitions in 6-106 apply to this Article. The following words and phrases, when used in this article, shall have the meanings respectively ascribed to them:

Accessory Dwelling Unit shall have the same meaning as it has in Chapter 14 of the City Code.

Booking Service shall mean a business entity or individual persons who, directly or indirectly:

1. Provides one or more online, computer or application-based platforms that individually or collectively can be used to (i) list or advertise offers for short-term rentals, and (ii) either accept such offers, or reserve or pay for such rentals; and

2. Charges, collects or receives a fee for the use of such a platform or for provision of any service in connection with a short-term rental.

A booking service shall not be construed to include a platform that solely lists or advertises offers for short-term rentals.

Long Term Rental shall mean the letting of a rental unit in whole or in part for thirty (30) days or more.

Mainland Short Term Rental shall mean a short term rental located within the limits of the City of Portland, but not on Peaks Island, Long Island, Great Diamond Island, Cushing Island, Little Diamond Island, House Island and/or Cliff Island.

Multi-Unit shall mean a single, detached building in common ownership interest containing more than one (1) residential or commercial unit, as determined by the Director of the Permitting and Inspections Department.

Non-Owner Occupied shall mean a rental unit that is not occupied by the registrant of the unit as their primary residence.

Outer Island shall mean Great Diamond Island, Cushing Island, Little Diamond Island, House Island, or Cliff Island.

Owner-Occupied shall mean a rental unit owned and occupied by the registrant as their primary residence. A short term rental unit in an owner-occupied multi-unit building, where the unit is not the primary residence of the owner, shall be counted as a non-owner occupied unit. Accessory dwelling units are not considered owner-occupied units for purposes of short term rental registration and regulation.

Owner shall mean each individual person or entity including, without limitation, all partners, officers, or trustees of any real estate trust; all members or managers of a limited liability company; and all officers and directors of a corporation; that is the record owner of a building or property.

Primary Residence shall mean the dwelling in which a person resides as his or her legal residence for more than one half of a year and registers as his or her address for tax and government identification purposes.

Registrant shall mean the owner of a rental unit, or a tenant, with permission from the owner, seeking to register a rental unit.

Rental unit is a portion of any residential structure that is rented or available for rent to any individual or individuals for any length of time. Any portion of a Single-Family Home, Condominium, or Apartment that is rented or available to be rented to an individual or individuals who are not the owner or owners shall be considered a *rental unit*. *Dwelling units* and *rooming units* as defined in §6-106 are, without limitation, *rental units*. A Single-Family Home, Condominium, or Apartment that is occupied by the owner or owners, and of which no portion is rented or available for rent, is not a *rental unit*.

Seasonal rental unit means a rental unit in a property identified as a seasonal property by the City's Assessor.

Short Term Rental is the letting of a rental unit, in whole or in part, for less than thirty (30) days.

Single Family Home shall mean a detached residential dwelling or a single condominium unit containing one dwelling unit.

Tenant-Occupied shall mean a rental unit in which the registrant is not the record owner of the rental unit, but lawfully occupies the rental unit as his or her primary residence.
(Ord. 179-16/17, 3-27-2017; Ord. 99-18/19, 11-19-2018; Ord. 28-24/25, 8-19-2024)

Sec. 6-151. Registration required.*

(a) *Registration of Ownership.*

1. Rental units must be registered in accordance with this article by January 1st of each year; Rental units entering the rental housing market must be registered within fourteen days. Registration must be renewed annually, on or before January 1st, including updating all changes in previously submitted registration information.

2. If a rental unit is rented as both a short term and long term rental, it must be separately registered for each type of rental.

3. Each owner, manager, and person/entity otherwise responsible for the rental unit, such as a property manager, shall be obligated under this article. Any new owner, manager, or responsible person/entity must apply to register within thirty (30) days of purchase of the rental unit or transfer of management or responsibility. New owners or tenants applying to register an existing short term rental unit are considered new applicants and shall be subject to all limitations and regulations in effect at the time of the application.

4. A rental unit shall not be considered registered until all information and fees are provided to the satisfaction of the City’s Permitting and Inspections Department or its designee.

5. As a condition of registration, all owners must allow onsite inspections of their property including, without limitation, all rental units.

(b) *Information/Documentation Required.* Registration must be completed on forms supplied by the City’s Permitting and Inspections Department or their designee and must provide, at a minimum, the following information:

1. The street address of the building;

2. The unit number of the rental unit;

3. The tax assessor's chart, block and lot of the property on which the building is located;

4. The owner of the property, including the owners’ name, address, telephone number, and email address. If the owner is anything other than a natural person, the following information must also be included:

   a. The name of each individual person that has an ownership interest in any entity that is the record owner. This includes, without limitation, all partners, officers, or trustees of any real estate trusts; any members or managers of a limited liability company; and all officers and directors of a corporation; and

b. The residential street address, e-mail address and home phone number of at least one (1) such individual person;

5. The manager of the property or the person or persons responsible for its regular maintenance or repair, as well as a name, address, telephone number, and email address for that person or entity; and

6. The person designated as the agent of the owner or owners for the service of notices and civil process by the city, as well as their name, address, telephone number, and e-mail address. Service of notice and process upon the person so designated shall be deemed conclusive service upon the owner or owners.

(c) *Additional Information Required for Short Term Rentals.* A short term rental shall not be considered registered unless and until the registrant has submitted a complete application together with all information required by this article, paid the fee required by Sec. 6-152, and a registration number has been issued.

In addition to the information required in Section 6-151(b), a Short Term Rental registrant must provide at a minimum the following information and any other information requested by the City’s Permitting and Inspections Department or their designee:

1. A short term rental application;

2. Whether the rental unit is owner-occupied, tenant-occupied, or non-owner occupied;

a. For Short Term Rental units that are owner-occupied, the owner must provide a notarized primary residence affidavit, on forms provided by the City. The owner must also produce for review the following demonstrating residency at the owner-occupied unit:

i. Valid driver’s license, other state-issued identification or passport; and

ii. Proof of homestead exemption verified through the City Assessor's records, or, if the legal owner of the property is not eligible for the homestead exemption, a copy of the owner's most recent tax return with financial information redacted.

b. For Short Term Rental units that are tenant-occupied, the tenant must provide a notarized primary residence affidavit, and a notarized statement of permission by his/her landlord, both on forms supplied by the City. The tenant must also produce for review one of the following demonstrating residency at the tenant-occupied unit:

i. Valid driver's license, other state-issued identification, or passport;

ii. Valid motor vehicle registration; or

iii. Other documentation proving primary residence to the satisfaction of the City's Permitting and Inspections Department.

3. For Peaks Island short term rentals, whether the unit is seasonal or year-round, verified through the City Assessor's records.

4. The address and tax assessor's chart, block, and lot number of all other short term rentals in the City in which the registrant has an ownership interest;

5. For short term rental units that are within a condominium or other homeowner's association, an attestation by an authorized representative of the association that use of the unit as a short term rental is allowed under the relevant association's governing documents and a copy of those documents; and

6. If the application is for renewal, the number of nights the unit was rented on a short-term basis and the number of nights the unit was rented on a long-term basis in the previous reporting year. For purposes of reporting this

information, November 1 through October 31 is the reporting period for a renewal of January 1.

(d) *Display of Short Term Rental Registration Number Required.* Once registration is approved by the City, each short term rental shall be given a registration number, which much be displayed in the rental unit and in any and all advertisements for the rental unit.

(e) All booking services shall include a short term rental's registration number in all advertisements or listings for a short term rental before accepting any charges or collecting or receiving any fees in connection with a short-term rental. Upon request by the City, at any time, all owners, registrants, and agents of short term rental units must provide the City with their registration information, rental history, and upcoming reservation information. Failure of short term rental unit owners, registrants, and/or their representatives to adequately respond to inquiries by the City within a forty-eight (48) hour period shall be considered a violation under this ordinance.

(f)*Additional Information Required for Covered Units*. A Covered Unit, as defined by Section 6-232 of this Chapter, shall not be considered registered unless and until the registrant has submitted the following additional information:

1. The current rent charged at the time of registration;

2. The increase in rent (if any) when compared to the previous registration;

3. Whether the increase (if any) is attributable to: (1) the Allowable Increase Percentage and Tax Rate Rent Adjustment, as defined in Section 6-232; or (2) also includes Banked Rent, as defined in Section 6-232;

4. The amount of Banked Rent, if any, accumulated since the previous registration;

5. The amount of security deposits or other payments demanded in addition to rent for each Covered Unit; and

6. The number of bedrooms, number of bathrooms, and the presence or absence of a kitchen from each Covered Unit.

(g) *Registration data made available*. The City's Permitting and Inspections Department or its designee is required to make anonymized data from the registration of Covered Units available to the Rent Board at the Board's request. Such data shall not include the names, or street and unit numbers of any reported units.

(h) Once short term rental registration is issued by the City, the City's Permitting and Inspections Department or its designee shall publish the registration number and address of the unit to the City's website.
(Ord. No. 443-89, 6-7-89; Ord. No. 53-89, 7-17-89; Ord. No. 246-97, 4-9-97; Ord. 298-14/15, 7-6-2015; Ord. 69-15/16, 10/5/2015; Ord. 179-16/17, 3-27-2017; Order 99-18/19, 11-19-2018; By Referendum, 11-3-2020; By Referendum, 11-8-2022; Ord. No. 28-24/25, 8-19-2024; By Referendum 11-5-2024;)

Editors note: The amendments passed by Referendum on November 5, 2024, were made effective as of September 1, 2025. Notwithstanding the limitation on the repeal or amendment of ordinances set forth in Portland City Code Chapter 9 Section 9-46, the City Council may, without a vote of the people, amend or repeal the ordinance set forth below at any time.

Sec. 6-152. Registration Fees.

(a) *Annual Registration Fee*. Upon initial registration and by January 1st of each year, registrants shall pay the City a registration fee for each rental unit, in the amounts set forth below. A rental unit shall not be considered registered unless and until this fee is paid in full.

(b) *Long Term Rental Registration Fee.* The registrant of a long term rental shall pay fifty dollars ($50.00) to the City by January 1st of each year. Regardless of any discount a Landlord may be entitled to under subsection (d) below, thirty dollars ($30) from each registration fee shall be appropriated to Housing Safety Office to cover the administrative expenses of the Rent Board, including the hiring of additional administrative staff if necessary.

(c) *Short Term Rental Registration Fee Structure*. The registrant of a short term rental shall pay the fee specified in the chart below. All fees will be cumulative and will increase based on the number of total units registered by the owner. The fee total will accumulate first by counting any owner occupied, tenant occupied, and/or island rentals first, and then fees will be attributed at the higher rate for any non-owner occupied mainland units.

Owners and tenants may register more than one owner occupied or tenant occupied unit (bedrooms, separate spaces, etc.) within their primary residence.

Owner Occupied Short Term Units, Seasonal Short Term Units, Tenant Occupied Short Term Units, Peaks Island Short Term Units, Outer Island Short Term Units	1st Unit - $100 2nd Unit - $250 3rd Unit - $500 4th Unit - $1,000 5th Unit - $2,000
Non-Owner Occupied Short Term Units	1st Unit - $200 2nd Unit - $500 3rd Unit - $1,000 4th Unit - $2,000 5th Unit - $4,000

(d) *Registration and Renewal Fee Discounts.* The following discounts shall apply to the registration and renewal fees:

1. $10 discount for each rental unit within a fully-sprinkled building as verified by a testing report, maintenance report or a maintenance contract, which shall be provided at the time of registration and upon each registration renewal;

2. $7.50 discount for each rental unit within a building with a centrally-monitored fire alarm as verified by Fire Department logs or an alarm contract, which shall be provided at the time of registration and upon each registration renewal;

3. $5.00 for a rental unit that has been subject to and has passed a Housing and Urban Development Housing Quality Standard (HQS) inspection within the preceding

year as verified by the HQS inspection report, which shall be provided at the time of registration and upon each registration renewal;

4. $10.00 for a rental unit that has been subject to and has passed a Housing and Urban Development Uniform Physical Condition Standard (UPCS) inspection within the preceding year as verified by the UPCS inspection report, which shall be provided at the time of registration and upon each registration renewal;

5. $2.50 for a rental unit that is subject to a signed lease which prohibits smoking by tenants as verified by a copy of the current lease, which shall be provided at the time of registration and upon each registration renewal. The existence of and enforcement of this provision may be verified through an inspections of each rental unit.

The total amount of discounts from the annual registration or renewal fee as described above shall not exceed $20.00 per unit.

(e) Registrations that are not received by January 15, or within 14 days after entering the rental housing market, whichever is later, shall be subject to a late fee of $50 per unit, and registrations that are not received by February 15, or within 45 days after entering the rental housing market, whichever is later, shall be subject to a late fee of $200 per unit. Registrations shall not be renewed unless and until the registrant pays any applicable late fee. Incomplete or inaccurate registrations may be rejected and subject to all applicable late fees upon resubmission. The Permitting and Inspections Director may waive a late fee upon a showing of both hardship and good cause as to why the renewal was not timely. (Ord. No. 443-89, 6-7-89; Ord. No. 53-89, 7-17-89; Ord. 298-14/15, 7-6-2015; Ord. 179-16/17, 3-27-2017; Order 99-18/19, 11-19-2018; Ord. No. 244-18/19, 5-30-2019; By Referendum, 11-3-2020; By Referendum, 11-8-2022; Ord. No. 28-24/25, 8-19-2024)

Sec. 6-153. Limitations on Short Term Rental Units.

(a) *Occupancy Limit*. Overnight short term rental guest occupancy in each rental unit will be limited to two (2) guests per bedroom plus no more than two (2) additional guests.

(b) *Limitation on Total Number of non-owner occupied mainland Short Term Rentals*. For calendar year 2025, no more than 400 non-owner occupied mainland short term rental units shall be registered. Beginning in calendar year 2026 and for each year thereafter, non-owner occupied mainland short term rental units shall be limited to no more than 1.5% of the total number of registered long-term rental units in the prior year. This limit shall be set annually on September 1 beginning in 2025. Notwithstanding the 1.5% limit set forth above, all registrants of non-owner occupied mainland short term rental units that are validly registered as of December 31, 2025 will be permitted to continue to register those units in 2026 and subsequent years, subject to the terms of this Article, even if the number of such units exceeds the 1.5% limit. Mainland accessory dwelling units that are registered as non-owner occupied short term rentals and that were constructed and received a certificate of occupancy within 5 years before the unit's registration date are excluded from the 1.5% limit set forth in this paragraph. Accessory dwelling units, and mainland short term rental units in owner-occupied multi-units where the units are not the primary residence of the owner, shall be counted as non-owner occupied units.

(c) *Limitation on Total Number of Peaks Island Short Term Rentals*. Beginning in 2026 no more than forty (40) non-owner occupied Peaks Island short term rentals will be allowed in any calendar year. There is no limit on the total number of Peaks Island short term seasonal rental units. There is no limit on the total number of owner-occupied Peaks Island short term rental units. Only one short term rental unit is permitted in any single family home or multi-unit property on Peaks Island, except that no short term rentals will be allowed in buildings with three or more dwelling units.

(d) *Limitation on Tenant-Occupied Short Term Rentals.* For the calendar year beginning January 1, 2026, no new tenant-occupied short term rental units will be allowed. Only tenants who have a validly registered tenant-occupied short term rental unit as of December 31, 2025 will be allowed to continue to register those units in 2026 and subsequent years, subject to the provisions of this Article.

(e) Limitations on number of Short Term Rentals an Individual or Entity May Register. An individual or entity may only register

up to five (5) short term rental units in the City, in any one (1) calendar year. For purposes of this section, short term rental units registered by an entity in which the registrant has an ownership interest shall be counted towards this limit.

(f) No individual or entity may register a short term rental in any single family home unless it is owner-occupied; tenant-occupied with permission of the owner; or located on Peaks Island, or on an Outer Island.

(g) The number of short term rental units that may be operated in a multi-unit building on the mainland are as follows:

Total # of Units in a Building	**# of Short Term Rental Units Allowed in a Building**
2	1
3	1
4	2
5	2
6-9	3
10+	5

(h) Notwithstanding the requirements of subsections (f) and (h), owners may register up to five (5) owner-occupied units (bedrooms, separate spaces, etc.) within their primary residence.

(i) Notwithstanding any of the limitations on the quantities of short term rental units allowed under this section 6-153, all registrants of short term rental units that are validly registered as of December 31, 2025 will be permitted to continue to register those units in 2026 and subsequent years, subject to the terms of this Article, even if the numbers of such units exceeds the limitations set forth in this section 6-153.
(Ord. 443-89, 6-7-89; Ord. 53-89, 7-17-89; Ord. 298-14/15, 7-6-2015; Ord. 179-16/17, 3-27-2017; Ord. 99-18/19, 11-19-2018; Ord. 28-24/25, 8-19-2024)

Sec. 6-154. Allocation of Short Term Rentals.

(a) Non-owner occupied mainland short term rental units, which are limited by section 6-153(b), shall be allocated on a first come, first registered basis.

(b) Once the total number of units identified in section 6-153(b) has been reached, a waitlist will be formed to help gauge market demand.

(c) Notwithstanding the limitations in section 6-153, current registrations of short term rentals may be renewed each year upon application and payment of the registration fee, so long as the renewal is complete by January 1 of that year. Failure to renew by January 1 shall result in the forfeiture of the right to renew the registration, and any subsequent application shall be treated as a new application for registration.

(d) No registration under this Article shall be transferrable or assignable.
(Ord. 179-16/17, 3-27-2017; Ord. 99-18/19, 11-19-2018; Ord. 28-24/25 8-19-2024)

Sec. 6-155. Violations.

Specific violations of this article, subject to the provisions of section 6-1, include, but are not limited to:

(a) Any person, business entity, or other organization failing to timely register a rental unit, including providing all required information and paying the required registration fee;

(b) Any person, business entity, or other organization failing to timely file any required update to the registration;

(c) Any person, business entity, booking service or other organization failing to acquire and display the required short term rental registration number;

(d) Any person, business entity, booking service, or other organization providing false information with respect to registration. Notwithstanding the provisions of § 6-1, the penalty for such violation shall be $1,000.00;

(e) Any person, business entity, or other organization renting any rental unit that is not registered under this article, or to permitting the occupancy of such premises without registration;

(f) Failure of short term rental unit owners, tenants, and/or registrants to adequately respond to inquiries by the City pursuant to 6-152(e) within a forty-eight (48) hour period;
(Ord. 179-16/17, 3-27-2017; Order 99-18/19, 11-19-2018; Ord. 28-24/25, 8-19-2024)

Sec. 6-156. Enforcement.

(a) The building authority as defined in section 6-1 or his or her designee is authorized to institute or cause to be instituted by and through the office of the corporation counsel, in the name of the city, any and all actions, legal or equitable, that may be appropriate or necessary for the enforcement of the provisions of this article.

(b) No certificate of occupancy shall be issued for property that is subject to the registration requirements of this article, but is not registered in accordance with this article.

(c) Any short term rental at a property that is designated by the City as a disorderly house and fails to remedy the disorderly house as required by section 6-202, shall, at the discretion of the City Manager or his or her designee, have its registration revoked and be ineligible for registration for a period of twelve (12) months. Any registration after revocation shall be considered a new registration and not a renewal. Upon the second designation of the short term rental property as a disorderly house, the City shall, at the discretion of the City Manager or his or her designee, prohibit the registered owner from operating the property as a short term rental or post the property against occupancy pursuant to section 6-201.

(d) Fines may be attributed to Property Management firms found operating short term rental units in violation of this article. These fines may be in addition to fines levied against owners of property.

(e) Violations of the provisions of this article shall be grounds to deny an application or renewal application for a short term rental registration.
(Ord. 179-16/17, 3-27-2017; Ord. No. 29-17/18, 9-18-2017; Order 99-18/19, 11-19-2018)

Sec. 6-157. Revenue Allocation.

Notwithstanding section 6-1(b), all revenue generated from short term rental registration fees and penalties shall be used to first fund short term rental related administrative costs. Any remaining revenue shall be deposited in the Housing Trust Fund, as defined in Section 14-489.

6-218. Severability.

If any provision of this Ordinance shall be held to be invalid by a court of competent jurisdiction, then such provision shall be considered separately and apart from the remaining provisions, which shall remain in full force and effect.
(Ord. No. 67-16/17, 11-7-2016)

ARTICLE XI. TENANT HOUSING RIGHTS

6-219. Purpose.

The purpose of this Article is to address housing insecurity in the City of Portland; to minimize the potential adverse impacts of un-noticed or short-notice rent increases; to educate at-will Tenants of their rights; and to help bring about through fair, orderly and lawful procedures, the opportunity of each person within the City of Portland without regard to, among other things, receipt of public benefits, to rent, enjoy and retain secure housing.
(Ord. No. 76-16/17, 11-21-2016)

6-220. Applicability.

This article shall apply to any and all rental housing units in the City limits of Portland.
(Ord. No. 76-16/17, 11-21-2016)

6-221. Definitions.

Applicant means a prospective tenant for a rental housing unit, who signs or intends to sign a lease or other contractual agreement in relation to the unit.

Discrimination means the unjust or prejudicial treatment of different categories of people, when those categories are protected from discrimination by municipal, state and federal law, including, but not limited to, categories based on race, color, religious creed, sex, sexual preference, national origin, age, physical handicap or mental handicap, and based on receipt of public assistance, as provided in 5 M.R.S. §4581-A and as amended from time to time.

Housing unit means one (1) or more rooms forming a single unit including food preparation, living, sanitary and sleeping facilities used or intended to be used by two (2) or more persons living in common or by a person living alone.

Landlord means an owner, manager, lessee, sublessee, managing agent or other person having the right to rent or sell or manage any housing unit or rental property or any agent of these individuals or entities.

Rental Application means the written document used by a landlord to determine if an applicant is qualified to become a tenant of a rental housing unit.

Rental Application Fee means any cost, payment, charge or any other kind of expenditure or remuneration, including administrative costs, that an applicant is required to pay in order to have his or her rental application considered by the landlord.

Tenant means an individual, individuals, an entity, entities, a lessee or sub-lessee, or other person having the right to rent any housing unit or rental property or any agent of these individuals or entities. This definition includes a Tenant at will as described in 14 M.R.S. §6002, as amended from time to time.
(Ord. No. 76-16/17, 11-21-2016; Ord. No. 206-19/20, 8-3-2020)

6-222. Discrimination prohibited in sale or rental of housing units.

(a) A Tenant shall have the right to secure a rental housing unit without being refused that right on the basis of discrimination because of race, color, sex, sexual orientation, physical or mental disability, ancestry, national origin, or family status, pursuant to 5 M.R.S. Section 4581-A, et. seq., as amended from time to time.

(b) A Landlord shall not refuse to rent or impose terms of tenancy on any Tenant who is a recipient of federal, state or local public assistance, including medical assistance and housing subsidies primarily because of the individual’s status as a recipient as described in 5 M.R.S. §4581-A(4), as amended from time to time.
(Ord. No. 76-16/17, 11-21-2016)

6-223. Notification of rent increases.

Notwithstanding 14 M.R.S. Section 6015, a Landlord shall give ninety (90) days’ written notice of any rent increase to a Tenant.
(Ord. No. 76-16/17, 11-21-2016; By Referendum, 11-8-2022)

6-223.1. Rental applications, generally; application fees prohibited.

(a) Disclosure of Application Criteria. Before accepting a rental application, a landlord must disclose to the applicant, in writing, the criteria on which the application will be judged.

(b) Availability of Units. Landlords shall only advertise rental housing units, receive applications, and screen applicants for rental housing units when such rental housing units are actually available and ready for occupancy or are expected to be available for occupancy within a reasonable time period; provided, however, that an applicant may consent to be screened and placed on a waiting list. For purposes of this Section, a rental housing unit is no longer considered available if a different applicant has been screened by the landlord, has been offered the rental housing unit and accepted it, and has placed a deposit on the rental housing unit. A rental housing unit may be considered available if a tenant of a unit has declared they will not be renewing a lease or have otherwise vacated the property. Landlords shall document the date and time that deposits are placed on rental housing units.

(c) Application Fees. All application fees for rental housing units are prohibited, including, but not limited to, any fees or charges to applicants for the following: national, state and local criminal background checks, credit reports, rental history records and/or reference checks, eviction records and/or employment verification.
(Ord. No. 206-19/20, 8-3-2020; By Referendum, 11-8-2022)

Sec. 6-223.2 Maximum deposit.

Notwithstanding 14 M.R.S. Section 6032, a lease or tenancy at will agreement for a dwelling intended for human habitation may not require a security deposit equivalent to more than the rent for one (1) month.
(By Referendum, 11-8-2022)

6-224. Protection of Tenants.

(a) The Housing and Economic Development Department or its designee shall create and make available on the City’s publically accessible web site a plain language document that explains Tenancy at Will and the rights and responsibilities of Tenants and Landlords of rental housing units. That document shall also include a checklist of required notices concerning environmental lead hazards, energy efficiency or radon testing, pursuant to 14 M.R.S. Sections 6030-B, 6030-C, and 6030-D, respectively, as amended from time to time.

(b) The document referenced above shall be provided by Landlords to all Tenants in the City of Portland at the commencement of the rental of a housing unit and shall be provided again upon any update to the document made by the Housing and Economic Development Department.

(c) An acknowledgement of receipt of the documents described above must be signed by all Tenants, and a copy of the acknowledgement kept on file by the Landlord for at least three (3) years and made available for inspection at the request of the City of Portland.

(d) At the time of the annual registration required by Chapter 6, Article VI of the City of Portland Code of Ordinances, all Landlords must certify to the City that they have provided the above-referenced documents to each of their respective Tenants.
(Ord. No. 76-16/17, 11-21-2016; Ord. No. 88-20/21, 9-21-2020)

6-225. Reserved.

***Editor's Note—** Pursuant to Council Order 156-23/24, passed on April 8, 2024, Section 6-225, which created a Rental Housing Advisory Committee, was repealed in its entirety.

6-226. Variation by agreement.

No provision of, or right conferred by, this Article may be waived by a Tenant, by agreement or otherwise, and any such waiver shall be void. Any attempt to require, encourage or induce a Tenant to waive any provision hereof or right hereby shall be a violation of this Article. Nothing herein shall be construed to void any term of a lease that offers greater rights than those conferred hereby.
(Ord. No. 76-16/17, 11-21-2016)

6-227. Limitation of liabilities.

(a) Nothing in this Article shall be interpreted to contravene the general laws of the State of Maine; and

(b) Nothing in this Article shall be construed to create additional liabilities greater than those already existing under

law or to create new private causes of action.
(Ord. No. 76-16/17, 11-21-2016)

6-228. Enforcement and remedies.

(a) Any violation of sections 6-223, 6-223.1, 6-224 and 6-225 of this Article may be considered a civil infraction and may be enforced pursuant to the Portland City Code Chapter 1, §1-15.

(b) Any violation of §6-222 of this Article shall be enforced as required by the Maine Human Rights Act, 5 M.R.S. §§4551, et seq.
(Ord. No. 76-16/17, 11-21-2016; Ord. No. 206-19/20, 8-3-2020)

6-229. Severability.

The provisions of this Article are severable. If any of its provisions are held invalid by act of competent jurisdiction, all other provisions of this Article shall continue in full force and effect.
(Ord. No. 76-16/17, 11-21-2016)

ARTICLE XII. RENT CONTROL AND TENANT PROTECTIONS

Sec. 6-230. Purpose.

The purpose of this Article is to address increasing rental costs within the City of Portland; to promote neighborhood and community stability; to protect the City's tenant population; to limit arbitrary evictions; and to stabilize and make more predictable future rent increases, all while remaining in conformance with Maine law, and ensuring that Landlords within the City receive a fair return on investment.
(By Referendum, 11-3-2020)

Sec. 6-231. Applicability.

This Article shall apply to Rental Units in the City limits of Portland, exempting the following:

(a) Rental Units owned, operated, or otherwise managed by municipal housing authorities, as defined in 30-A M.R.S. §4721(1), as amended;

(b) Accommodations provided in a hospital, convent, church, religious facility, or extended care facility;

(c) Dormitories owned and operated by an institution of higher education, or by Portland Public Schools;

(d) Rental Units within a building containing only two (2), three (3) or four (4) dwelling units, one of which the property owner currently occupies as his or her principal residence;

(e) Accommodations where the amount of rent charged is either controlled or subsidized by a federal, state, or local governmental agency; and

(f) Accessory dwelling units, as defined and understood in Chapter 14 of this Portland City Code.
(By Referendum, 11-3-2020 By Referendum, 11-8-2022)

Sec. 6-232. Definitions.

Allowable increase percentage means the standard amount that the rent of a Covered Unit may be raised within the following Calendar Year, unless a Landlord is entitled to additional increases as provided in Sections 6-233 or 6-234 below. The allowable increase percentage shall be determined on September 1 of each year beginning on September 1, 2021, and shall be equal to 70 percent of the change in the Consumer Price Index (CPI-U) for Greater Boston Metro Area for the preceding twelve (12) months, as published in August by the United States Bureau of Labor Statistics or its designee. For the purposes of this ordinance, the Rent Board shall presume that the Allowable increase percentage is sufficient to allow a reasonably prudent landlord who received a fair return on investment prior to the enactment of this ordinance to continue to maintain a fair net operating income that increases over time at a just and reasonable rate, yielding a fair return on investment under the normal course of doing business.

Base rent means the initial amount of rent that a Landlord charged for a Covered Unit prior to the increases allowed under this ordinance, as more specifically defined in Section 6-233 of this Article. For the purposes of the ordinance, the Rent Board shall presume that the Base Rent was sufficient to have provided the Landlord a fair return on investment prior to the enactment of this ordinance.

Banked rent means the Base Rent for a Covered Unit, plus any increase in rent to which the Landlord was entitled under Sections 6-233 and 6-234 below, but that was not yet applied to the rent charged to a Tenant.

Constructed means a Rental Unit that has received its final certificate of occupancy from the City's Permitting and Inspections Department, or its designee.

Covered unit means a Rental Unit within the City of Portland that does not fall within a category exempted from this Article by Section 6-231.

Current covered unit means a Covered Unit that is occupied by a Tenant on January 1, 2021.

Discontinued covered unit means a Covered Unit that is not occupied on January 1, 2021 and has not been registered with the City of Portland under Section 6-151 of this Chapter.

Fair return on investment means an amount sufficient to allow a just and reasonable rate of return, to encourage the investment of capital in the rental housing market, to fairly compensate investors for the risks they have assumed, and to achieve minimum constitutionally protected standards. For the purposes of this ordinance, a Fair return on investment must be calculated using Maintenance of Net Operating Income methodology, as that term is used in other jurisdictions with similar ordinances, that presumes the net operating income the landlord earned from a Covered unit during calendar year 2019 yielded a fair return on investment, unless the landlord proves that special or peculiar circumstances prevented the landlord from receiving a fair return on investment during that period. The Rent Board may adopt rules or regulations to ensure the fair and consistent application of such methodology.

Landlord means an owner, manager, managing agent, sublessor, or other person having the right to rent or sell or manage any housing unit or rental property or any agent of these individuals or entities.

Major renovation or reconfiguration means one or more capital investments or improvements where the total cost of construction or improvement attributable to the Rental unit involved exceeds 20% of the property value, prior to improvement, of the Rental unit involved, as determined by the city's tax assessor.

Qualified family member means a spouse, parent, grandparent, brother, sister, child or grandchild related by blood, marriage, or adoption.

Rent means the consideration, including any deposit, bonus, benefit, or gratuity demanded or received for, or in consideration with, the use or occupancy of rental units and housing services. Such consideration includes, but is not limited to, monies and fair value of goods and services rendered to or for the benefit of the Landlord under the Rental Agreement, or in exchange for a Rental Unit, or housing services of any kind.

Rent board means the set of appointed individuals responsible for the administration of this Article, in accordance with the terms set forth below.

Rent stabilization allowances means collectively the Allowable Increase Percentage and any additional rent increase exemptions approved by the Rent Board under Section 6-234 of this Article.

Rent stabilization ordinance means Chapter 6, Articles XII and XIII of the Code of Ordinances, City of Portland, Maine, as amended.

Rental agreement means a contract between a Landlord and a Tenant for the use and/or occupancy of a Rental Unit.

Rental unit means any dwelling unit that is rented or otherwise made available for rent for residential use or occupancy, together with all additional rights, privileges, or services connected with use or occupancy of such a unit, including but not limited to vehicle parking spaces, storage, and commons areas and/or recreational facilities held out for use by the Tenant.

Rental year means a period of twelve (12) consecutive months beginning on January 1, 2021, or the date on which a Covered Unit enters the rental housing market, whichever is earlier.

Tenancy means the right or entitlement of a Tenant to use or occupy a rental unit.

Tenant-Based Rental Assistance means any and all forms of tenant-based rental assistance and vouchers, including but not limited to:

(a) Tenant-based rental assistance through the Section 8 Housing Choice Voucher Program, 42 U.S.C § 1437f (o);

(b) Tenant-based rental assistance through the HOME Investment Partnerships Act at title II of the Cranston-Gonzalez National Affordable Housing Act, as amended, 42 U.S.C § 12701 et seq.;

(c) Tenant-based rental assistance under the HOD-Veterans Affairs Supportive Housing (HUD-VASH), authorized by§ 8 (o) (19) of the United States Housing Act of 1937, 42 U.S.C. § 1437f (o) (19);

(d) Tenant-based rental assistance through the Shelter Plus Care Program authorized by title IV, subtitle F, of the Stewart B McKinney Homeless Assistance Act, 42 U.S.C. §§ 11403-11407b, as amended;

(e) Tenant-based rental assistance through the Supportive Housing Program authorized by title IV, subtitle F, of the Stewart B McKinney Homeless Assistance Act, 42 U.S.C. §§ 11381-11389, as amended;

(f) Tenant-based rental assistance through the Section 8 Disaster Voucher Program (DVP);

(g) Tenant-based rental assistance through the Housing Opportunities for Persons with AIDS (HOPWA) Program, 42 U.S.C. § 12901 -12912 as amended;

(h) Tenant-based rental assistance through the Community Block Grant Program, 42 U.S.C. § 5301 et seq. as amended;

(i) Tenant-based rental assistance through the Continuum of Care Program authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §§ 11381-11389;

(j) Tenant-based rental assistance through the Rural Development Voucher Program authorized through § 542 of the Housing Act of 1949, as amended. See 78 Fed. Reg. 49374 (Aug. 14, 2013) (proposed rule);

(k) Tenant-based rental assistance through the Maine Bridging Rental Assistance Program, authorized by M.R.S. Title 34-B § 3011;

(l) Tenant-based rental assistance through the Maine State Housing Authority Home To Stay Program, M.R.S. Title 30-A § 4771;

(m) Tenant-based rental assistance through the Maine State Housing Authority Stability Through Engagement Program, M.R.S. Title 30-A § 4771;

(n) Tenant-based rental assistance through the City of Portland's Tennant Based Rental Assistance Program, M.R.S. Title 30-A § 4771;

(o) Tenant-based rental assistance through the City of Portland's General Assistance Program, authorized by M.R.S. Title 22 § 4301 et seq.; and

(p) Such other Tenant-based rental assistance or rental vouchers or rental coupons as may be authorized under any federal, state, or local program.

Tenants Union means any group, organization, committee, collective, association or entity, whether incorporated or unincorporated, of any kind, whatsoever, in which tenants participate and which exists for the purpose, in whole or in part, of dealing with Landlords concerning rental conditions or any matter related to the Landlord-tenant relationship, including but not limited to the rights and interests of tenants under this Chapter.
(By Referendum, 11-3-2020; By Referendum, 11-8-2022)

Sec. 6-233. Establishment of base rent.

(a) *Base Rent for Current Covered Units*. Beginning on January 1, 2021, each Covered Unit shall be registered with the City in accordance with Section 6-151. Such registration must include proof of the rent charged by the Landlord for each Covered Unit as of June 1, 2020 (i.e., through presentation of a valid Rental Agreement, rent payment receipt, or other acceptable means within the opinion of the City). This amount shall be the Base Rent for purposes of the Rent Stabilization Ordinance, except as otherwise provided within this section..

(b) *Base rent for Discontinued Covered Units*.

(i) If a Covered Unit was not required to be registered with the City as of April 1, 2021, but is required to be registered with the City after such date, the Base Rent shall be the amount of Rent charged 120 days prior to the date when the Covered Unit became required to be registered, or if no Rent was charged at such time, the first Rent charged by the Landlord any time thereafter. The Base Rent for any new Covered Unit entering the rental housing market for the first time shall be the Rent charged to the first Tenant, as set by the Landlord.

(ii) If a Covered Unit was required to be registered with the City as of April 1, 2021, but is removed from the rental housing market, the Base Rent for such a Covered Unit upon reentry to the rental housing market shall be the Banked Rent, as measured from the time the Covered Unit was removed from the rental housing market.

(iii) If a Covered Unit was required to be registered with the City as of January 1, 2021, but is subsequently removed from the rental housing market for a period of at least sixty (60) months, the Base Rent for such a Covered Unit shall be the Rent charged to the first Tenant upon reentry into the rental housing market, as set by the Landlord.

(c) *Base rent following major renovation or reconfiguration of Covered Units*. Upon a major renovation or reconfiguration of a Covered Unit, the Landlord may charge no more than the Banked Rent for that unit, or may apply to the Rent Board for determination of the appropriate increased Base Rent. When determining the appropriate increased Base Rent, the Rent Board may consider factors including the increase in floor area, the addition or upgrade of amenities, the amount necessary to ensure a fair return on investment, and any other factor determined relevant in the opinion of the Rent Board; the Rent Board may consider any amount of Banked Rent accrued for that unit, but after determining the appropriate Base Rent, all previously accrued Banked Rent shall be forfeited..

(d) *Base rent following consolidation of Covered Units*. When two (2) or more Covered Units are consolidated to create a single Covered Unit, the Base Rent for the resulting Covered Unit shall

be equal to the Banked Rent of the larger of the two previously-existing Covered Units, increased by a percentage equal to the increase in square footage of the new Covered Unit.
(By Referendum, 11-3-2020; By Referendum, 11-8-2022)

Sec. 6-234. Rent increase limitations.

(a) Beginning on September 1, 2021, and occurring no later than September 1 of each subsequent year, the Housing Safety Office shall establish and publish the Allowable Increase Percentage for the following calendar year, and shall announce and explain the methodology for calculating the Allowable Increase Percentage at the first meeting of the Rent Board following such publication. The Rent Board shall hear public comment after such announcement.

(b) A Landlord may not increase the rent charged for a Covered Unit within twelve (12) months following a previous Rent increase. After twelve (12) months, the Landlord may only increase the rent charged for a Covered Unit by an amount that conforms to the following specifications:

1. *Annual Increase Percentage*. Unless a Landlord qualifies for an additional increase as further described below, rent for a Covered Unit may not be increased by more than the Allowable Increase Percentage.

2. *New Tenancy.* A landlord may increase the rent on a Covered Unit by five percent (5%) of the base rent in addition to any other allowable increases when a new tenant occupies a unit, but only if the previous Tenancy was terminated voluntarily by the previous Tenant, without coercion or unreasonable influence from the Landlord. This increase may be applied at most once per twelve (12) months, regardless of the number of new tenancies. The Housing Safety Office shall investigate any report that the Tenancy was not terminated voluntarily by the Tenant, or that the Tenant was coerced or unreasonably influenced by the Landlord to terminate the Tenancy. Any tenancy in which the property owner served the tenant with a notice to quit or summons and complaint for forcible entry and detainer shall not be deemed to be a situation in which the previous tenant voluntarily terminated the tenancy.
3. *Banked Rent.* If the Landlord has banked additional rent increases, in accordance with Section 6-235 below, this banked amount, in whole or in part, may be added to the

increases permitted by subsections (i) and (ii) above.

4. *Additional Rent Board Approved Increases necessary to ensure a fair return on investment.* In addition to the above rent adjustments, upon receipt of an application submitted by the Landlord, the Rent Board may approve additional rent increases necessary to ensure a fair return on investment.

To calculate what amount is necessary to ensure a fair return on investment, the Rent Board shall employ generally acceptable Maintenance of Net Operating Income methodology, and may not consider any valuation-based or capitalization-based methodology or any calculation or methodology factoring market rent or market value of the Covered Unit.

Rent board approval under this provision is intended to ensure a fair rate of return under abnormal, unexpected, or irregular circumstances, including, but not limited to, capital improvements and minor renovations, uninsured repairs, the provision of new housing services, revaluation for property tax assessment, or other unusual expenses. The Rent Board shall presume that the Allowable Increase Percentage will be sufficient to satisfy all regular increases in operating costs, routine maintenance expenses, and other normal or regular costs or expenses, allowing the Landlord to maintain a fair return on investment.

The Landlord submitting an application for an additional rent increase bears the burden of proof, including the burden of providing all necessary documentation, to demonstrate that the increase is necessary to receive a fair return on investment. Such documentation shall include, but is not limited to: historical net operating income, revenue and expenses; the costs and expenses requiring Rent board approval of an additional increase; and what portion of shared costs and expenses can be fairly attributed to each individual covered unit.

(c) At no time may a Landlord raise the rent of a Covered Unit by more than ten (10) percent. Any rent increases available to a Landlord in excess of ten (10) percent must be banked for later use.

(d) Before increasing the rent of a Covered Unit, a Landlord must send a signed document to the Tenant(s) no fewer than ninety (90) days before the effective date of the rent increase. This document must include the date on which the Tenancy began, the date on which the rent will be increased, the amount of the increase, any remaining Banked Rent that has not been included in the Rent increase, and the appropriate justifications for such a rent increase as defined in Section 6-234(b) above. Failure to provide such documentation shall be considered a violation of this Article, and any notice not containing all such documentation shall be void.

(e) Tenants, individually or collectively, who receive notice of a rent increase that they believe does not conform with this Section may file a complaint with the Housing Safety office. The Housing Safety office shall promptly investigate such complaint and take appropriate action. If, within fourteen (14) days of filing such a complaint, the notice is not rescinded by the Landlord, an appeal of said rent increase may be filed with the Rent Board. Upon receipt of the appeal, the Rent Board shall schedule a public hearing to be held no more than twenty-one (21) days after the filing of the completed appeal application. At the public hearing, the Board will consider de novo the rent charged under the existing Rental Agreement, the amount of the proposed new rent, and the factors which may or may not allow such an increase in accordance with this Article. Upon consideration of such evidence, the Board will render a decision as to whether the increased rent is allowable. An increase determined by the Board to be more than is allowed by this Article shall be considered a violation and the Board may determine the appropriate penalty for any such violation in a manner consistent with the provisions of this Code. Multiple tenants collectively alleging the same or similar violations against a single Landlord, including but not limited to a Tenants Union or members of or participants in a Tenants Union, may file their complaints or appeals collectively as a single document, and the Rent Board shall hear all such matters together as a single complaint or appeal; but notwithstanding such consolidated hearing the Rent Board may elect to issue separate decisions.

f) A landlord who is not in substantial compliance with any provision of this chapter, including but not limited to the Rent Stabilization Ordinance, may not demand, accept or retain any rent increase otherwise permitted by this section or any other provision of this Code or Maine statute.
(By Referendum, 11-3-2020; By Referendum, 11-8-2022)

Sec. 6-235. Process of banking rent increases.

If a Landlord chooses to not impose any rent increases to which they are entitled pursuant to Section 6-234 above, these increases may be banked, in whole or in part, with the annual registration required under Section 6-151. Banked increases may be used to raise the rent of Covered Units in subsequent years in addition to Rent Stabilization Allowances, subject to the limitations in Section 6-234, including that no single increase of such rent shall exceed ten (10) percent.
(By Referendum, 11-3-2020; By Referendum, 11-8-2022)

Sec. 235.1. Alternative calculation of maximum allowable rent.

At no time shall any Landlord charge Rent on a Covered Unit that exceeds the Base Rent plus any accrued increases allowed under this Ordinance, and any Landlord who charges Rent on a Covered Unit that is greater than such amount is in violation of this Ordinance. This section shall not be construed to retroactively revoke any allowable increases accrued under previous versions of this Ordinance.
(By Referendum, 11-8-2022)

Sec. 6-236. Termination of Tenancies.

(a) In order to be terminated by a Landlord, all tenancies must be terminated by providing a minimum of 90 days' written notice to Tenant except as provided below:

1. "For Cause" tenancies terminable on 7 days' notice pursuant to 14 M.R.S. § 6002(1) may be terminated in accordance with Section 6002(1);

2. Short-term rentals with a term of fewer than 30 days' are exempt from the 90-day notice period outlined herein;

3. Where a Landlord provides the amount of one month's rent as reimbursement to Tenant for the inconvenience of termination, tenancies may be terminated by notice to the Tenant of sixty (60) to eighty-nine (89) days;

4. Where a Landlord provides the amount of two months' rent as reimbursement to Tenant for the inconvenience of termination, tenancies may be terminated by notice to the Tenant of thirty (30) to fifty-nine (59) days.

(b) Reimbursement amounts outlined under subsections (a) above are lump-sum amounts payable in a single installment for the collective benefit of all tenants of a unit. Tenants are responsible for allocating the reimbursement amount among themselves.
(By Referendum, 11-3-2020; By Referendum, 11-8-2022)

Sec. 6-237. Discrimination prohibited in sale or rental of housing units.

(a) A tenant shall have the right to secure a rental housing unit without being refused that right on the basis of discrimination because of race, color, sex, sexual orientation, physical or mental disability, ancestry, national origin, or family status, pursuant to 5 M.R.S. Section 4581-A, et. seq., as amended from time to time.

(b) A landlord shall not refuse to rent or impose terms of tenancy on any tenant who is a recipient of federal, state or local public assistance, including medical assistance and housing subsidies primarily because of the individual's status as a recipient as described in 5 M.R.S. §4581-A(4), as amended from time to time.

(c) It shall be prohibited for a landlord to refuse to rent or negotiate for the rental of, or otherwise make unavailable or deny a dwelling to any tenant because of the tenant's source of income or because of the requirements of any program providing the source of income;

(d) It shall be prohibited for or a landlord to refuse to participate in or comply with any federal, state, or local requirements of a tenant-based rental assistance program, including, but not limited to the following:

1. Refusing to allow inspections of a dwelling by the public housing authority or other entity administering a tenant-based rental assistance program.

2. Refusing to make reasonable repairs necessary for the dwelling to meet the housing quality standards of the tenant-based rental assistance program; such repairs will be considered reasonable if they do not substantially alter or change the housing unit or do not require repairs substantially different from those that would be required to bring the rental unit into compliance with the Maine Warranty of Habitability Act

or local building or housing codes applicable for new construction.

3. Refusing to complete any necessary paperwork, including but not limited to such documents as the Request for Tenancy Approval form, the Housing Assistance Payments Contract, and the Tenancy Addendum or applicable General Assistance forms; and

4. Refusing to provide information required by the public housing authority or other entity administering the source of income or tenant-based rental assistance program.

(e) It shall be prohibited for a Landlord to refuse to rent or negotiate for the rental of, otherwise make unavailable or deny, a dwelling to a Tenant, retaliate against, or otherwise discriminate against a Tenant because the Tenant, or a Tenants Union on behalf of the Tenant, has complained or initiated a complaint or appeal to assert the Tenant's rights or interests under this Ordinance, or because the Tenant is a member of or participates in a Tenants Union. There is rebuttable presumption that any adverse action by the Landlord, including but not limited to forcible entry and detainer, was commenced in retaliation against the Tenant if, within six months prior to the commencement of the adverse action the Tenant, or a Tenants Union on behalf of the Tenant, complained or initiated a complaint or appeal to assert the Tenant's rights or interests under this Ordinance.
(By Referendum, 11-3-2020; By Referendum, 11-8-2022)

Sec. 6-238. Notice of ordinance to tenants.

(a) The Planning Department or its designee shall create and make available on the City's publicly accessible web site a plain language document that explains the rights, responsibilities, and protections created by this Ordinance.

(b) The document referenced above shall be provided by Landlords to all Tenants in Covered Units at the commencement of the rental of the Covered Unit and shall be provided again upon any update to the document made by the City.

(c) An acknowledgement of receipt of the document described above must be signed by all Tenants, and a copy of the acknowledgement kept on file by the Landlord for at least three

(3) years and made available for inspection at the request of the City of Portland.

(d) Landlords of buildings shall post a copy of the document referenced above in at least one (1) conspicuous common area within the building housing the Covered Units.
(By Referendum, 11-3-2020)

Sec. 6-239. Non-waiver of rights.

No provision of, or right conferred by, this Article may be waived by a Tenant, by agreement or otherwise, and any such waiver shall be void. Any attempt to require, encourage, or induce a Tenant to waive any provision hereof, or right hereby, shall be a violation of this Article. Nothing herein shall be construed to void any term of a Rental Agreement that offers greater rights than those conferred hereby.
(By Referendum, 11-3-2020)

Sec. 6-240. Enforcement and remedies.

Any violation of this Article is considered a civil infraction; all such violations, including any penalty determined to be appropriate by the Rent Board, shall be enforced pursuant to the Portland City Code Chapter 1, §1-15. Violations of this Article, including enforcement of penalties for all such violations, shall be given the highest enforcement priority by the City.
(By Referendum, 11-3-2020; By Referendum, 11-8-2022)

Sec. 6-241. Limitation of Liabilities

(a) Nothing in this Article shall be interpreted to contravene the general laws of the State of Maine.

(By Referendum, 11-3-2020; By Referendum, 11-8-2022)

Sec. 6-242. Severability.

The provisions of this Article are severable. If any of its provisions are held invalid by act of a court of competent jurisdiction, all other provisions of this Article shall continue in full force and effect.
(By Referendum, 11-3-2020)

Sec. 6-243. Tenants Unions.

(a) Any Tenants Union shall have standing as a party to assert the rights or interests of any Tenants, individually or collectively, under this Chapter in any complaint, appeal, or other proceeding brought before the Housing Safety Office, the Rent Board, or the Superior Court in an appeal from any final decision under this Chapter in accordance with Rule 80B of the Maine Rules of Civil Procedure.

(b)The Housing Safety Office shall create a registration form and accept the registration of Tenants Unions representing Tenants with rights and interests under this Chapter. Such registration shall include the name, telephone number, and e-mail address of a principal contact for the Tenants Union. The Housing Safety Office shall maintain and publish a list of Tenants Unions registered under this section, including contact information, for use by Tenants wishing to join or contact a Tenants Union. Nothing in this Section shall be construed to require a Tenants Union to register with the City. The City shall be prohibited from requesting, collecting, maintaining or publishing the names of individual Tenant members of any Tenants Union.
(By Referendum, 11-8-2022)

Sec. 6-244. – Sec. 6-249. Reserved.

ARTICLE XIII. RENT BOARD

Sec. 6-250. Creation; composition.

There shall be a Rent Board of seven (7) members. Members of the Rent Board shall be residents of the city and shall not be officers or employees of the city or any of its agencies or departments.

Two (2) members shall be appointed to fill at-large seats, and may reside in any part of the city. The remaining five (5) members shall be comprised of one member from each of the five (5) city council districts with the highest concentration of Rental Units. Should the location of said city council districts be changed, the districts of Rent Board members shall change to mirror such changes.

The City shall take reasonable steps, but is not required, to appoint to the Rent Board with no more than three (3) landlords and at least three (3) tenants.
(By Referendum, 11-3-2020 By Referendum, 11-8-2022)

Sec. 6-251. Appointment; terms.

The members of the Rent Board shall be appointed by the Mayor, subject to the approval of the City Council for terms of three (3) years. Such members shall serve until their successors are duly appointed and qualified. Such terms shall be staggered so that the terms of not more than three (3) members shall expire in any calendar year.
(By Referendum, 11-3-2020 By Referendum, 11-8-2022)

Sec. 6-252. Vacancies.

Permanent vacancies on the Rent Board shall be filled by the City Council, in the same manner as other appointments hereunder, for the unexpired term of the former member.
(By Referendum, 11-3-2020)

Sec. 6-253. Removal of members.

Any member of the Rent Board may be removed for cause by the City Council at any time; provided, however, that before any such removal, such member shall be given an opportunity to be heard in his or her own defense at a public hearing.
(By Referendum, 11-3-2020)

Sec. 6-254. Compensation.

Members of the Rent Board shall serve without compensation.
(By Referendum, 11-3-2020)

Sec. 6-255. Chair and vice-chair.

(a) The members of the Rent Board shall annually elect one (1) of their number as chair to preside at all meetings and hearings and to fulfill the customary functions of that office, and another of their number as vice-chair. The chair may administer oaths. The chair shall have the right, upon request, to designate any person or organization as a specially interested party for purposes of offering evidence and conducting cross-examination at hearings.

(b) In the absence of the chair, the vice-chair shall act as chair and shall have all the powers of the chair. The vice-chair shall have such other powers and duties as may from time to time be provided by the rules of the Rent Board.
(By Referendum, 11-3-2020)

Sec. 6-256. Staff secretary; minutes, public records.

The Housing Safety Office shall designate a member of its staff to serve as staff secretary of the Rent Board and attend all its proceedings. The staff secretary shall keep the minutes of the proceedings of the Board, showing the vote of each member on every question, or his or her absence or failure to vote, and shall maintain the permanent records and decisions of all board meetings, hearings and proceedings, and all correspondence of the board, as required by statute. Such records shall be public records open to inspection during working hours upon reasonable notice.
(By Referendum, 11-3-2020)

Sec. 6-257. Quorum and necessary vote.

As to any matter requiring a hearing, no business shall be transacted by the Rent Board without a quorum, consisting of four (4) members being present. The concurring vote of at least four (4) members shall be necessary to authorize any action by the Board. If less than a quorum is present, the hearing may be adjourned from time to time for a period not exceeding three (3) weeks at any one time. The staff secretary shall notify in writing al members of the date of the adjourned hearing and shall notify such other interested parties as may be directed in the vote of adjournment.
(By Referendum, 11-3-2020)

Sec. 6-258. Meetings, hearings, and procedures.

(a) Regular meetings of the Rent Board shall be held at the call of the chair or as provided by the rules of the board. Special meetings shall be called by the chair at the request of any three (3) members of the Board or at the request of the city council. All meetings and hearings of the board shall be open to the public.

(b) The Rent Board shall adopt its own rules of procedure for the conduct of its business not inconsistent with the statutes of the state and this article. Such rules shall be filed with the staff secretary and with the city clerk. Any rule so adopted which relates solely to the conduct of hearings, and which is not required by the statutes of the state or by this article, may be waived by the board upon good cause being shown.
(By Referendum, 11-3-2020)

Sec. 6-259. Public hearings.

Public hearings shall be held as required by the various statutes, codes, and ordinances pursuant to which matters are brought before the Rent Board and shall be conducted in accordance with relevant state law, this code, and the rules of the board.
(By Referendum, 11-3-2020)

Sec. 6-260. Record and decisions.

(a) The minutes of the staff secretary, and the transcript if one (1) is made, and all exhibits, papers, applications, and requests filed in any proceeding before the Rent Board, and the decision of the Board shall constitute the records.

(b) Every final decision of the Rent Board shall include written findings of fact, and shall specify the reason or reasons for such decision.

(c) The staff secretary shall mail notice of any decision of the Rent Board to the applicant and any designated interested parties within five (5) days of such decision.
(By Referendum, 11-3-2020)

Sec. 6-261. Conflicts.

No member of the Rent Board shall participate in the hearing or disposition of any matter in which they have an interest, as defined by 30-A M.R.S.A. § 2604(4), as amended.
(By Referendum, 11-3-2020)

Sec. 6-262. Appeals to Superior Court.

An appeal from any final decision of the Rent Board as to any matter over which it has final authority may be taken by any party or by any authorized officer or agent of the City to the Superior Court in accordance with Rule 80B of the Maine Rules of Civil Procedure.
(By Referendum, 11-3-2020)

Sec. 6-263. Jurisdiction and authority.

In addition to the jurisdiction conferred on it by other ordinances of the City and in accordance therewith, the Rent Board shall have the following jurisdiction and authority:

(a) To hear, review, and approve or deny Landlord applications for rent increases greater than the Allowable Increase Percentage, as provided for in Section 6-234 above;

(b) To hear, review, and approve or deny Landlord applications for increases in Base Rent due to the major renovation or reconfiguration of existing Covered Units, as provided for in Section 6-234 above;

(c) To hear, review, and grant or deny complaints or appeals from Tenants, individually or collectively, regarding Rent charges or Rent increases not in compliance with the Rent Stabilization Ordinance, or other matters falling within the scope of the Rent Stabilization Ordinance, or allegations violations of Maine statute regarding the habitability of residential units; such appeals shall be heard and decided de novo;

(d) To hear, review, and approve or deny any requests from Landlords for an extension of time in which to reinstate Tenants temporarily displaced due to the Landlord’s performance of necessary capital improvements to the Covered Unit and/or the building in which said unit is housed;

(e) To mediate any dispute arising between Landlords and Tenants where both parties request such mediation by submitting the landlord/tenant mediation form, as maintained and edited by the Housing Safety Office, signed by both Landlord and Tenant; all parties to such mediation must agree and shall be required to mediate in good faith; such authority to mediate disputes shall not be construed to limit the Rent Board's authority to hear, review or decide any tenant complaint or appeal without the consent of the Landlord; the Board may appoint one or more of its members, in lieu of the full Board, to mediate disputes on a rotating basis, and such mediation may be conducted outside of a public hearing, and a quorum of the Rent Board shall not be required for such mediation;

(f) To determine, in a manner consistent with the provisions of this Code, what penalties are appropriate for violations of the provisions of the Rent Stabilization Ordinance that are determined by the Rent Board;

(g) To prepare and recommend to the City Council changes and amendments to the City’s Rent Stabilization Ordinance;

(h) To prepare an annual report on the state of the City's rental unit availability, which shall be presented to the City Council as part of a regularly-scheduled public hearing. This report shall include a summary of rents within each of the five (5) council districts. Such reporting may or may not be done in conjunction with similar reporting required of the City's Rental Housing Advisory Committee, as established by this Chapter;

(i) To adopt or amend, subject to approval by the City Council, such rules and regulations as are necessary to implement, or to allow for the efficient and consistent application of, the provisions of the Rent Stabilization Ordinance, including but not limited to rules and regulations governing the proceedings of the Rent Board's hearing of Landlord applications or of Tenant complaints or appeals and rules and regulations providing standard procedures and methodology for calculating the amount of rent necessary to allow the Maintenance of Net Operating Income and yield a Fair Return on Investment under various circumstances; the Board may adopt, subject to approval by the City Council, rules and regulations, including methodology, allowing the Housing Safety Office or a hearing officer to review Landlord applications and to complete standard calculations in order to provide for or facilitate an expeditious process and efficient consideration by the Rent Board; Rules and Regulations adopted pursuant to this authority, and any amendments thereto, shall become effective only when approved by the City Council, and shall be kept on file in the Housing Safety Office;

(j) To initiate changes and amendments to the city's Rent Stabilization Ordinance.
(By Referendum, 11-3-2020; By Referendum, 11-8-2022)

City of Portland | Housing and Economic Development Department
Housing and Community Development Division
Mary P. Davis, Division Director

To: Councilor Ali, Chair
Members of the Housing and Economic Development Committee

AGENDA ITEM

Reconsideration, Discussion, and Recommendation to the City Council regarding the Tax Increment Financing (TIF) Policy

PURPOSE

Staff is requesting the Housing and Economic Development Committee reconsider potential changes to the TIF Policy to lower costs and administrative burden associated with implementation. If the members of the HEDC support the proposed amendments, staff would ask for a recommendation to the City Council. This is a follow-up to the TIF Policy changes presented on March 31, 2026. The memo from that presentation is included as an attachment to this memo.

COMMITTEE WORK PLAN/CITY COUNCIL GOAL ALIGNMENT

Accelerate Housing Production and Strengthen Affordability Protections – Address Portland's housing challenges by encouraging the development of more homes and protecting affordability, so current and future residents can live and thrive in our community.

BACKGROUND/ANALYSIS

On March 31, 2026, HCD staff presented three areas of consideration for TIF Policy changes: definition clarifications for financial necessity and capacity; a streamlined process for approving TIF districts for these projects which includes a staff review of project feasibility and automatic consideration as an emergency order to meet QAP deadlines; and eliminating third party underwriting for AHTIF applications who are applying for 9% tax credits as part of MaineHousing's QAP. At the time, the committee chose not to move forward with the changes.

Since then, the City has accepted applications for 2026 AHTIF projects. Two projects applied: The Prime at 197 Oxford Street, and Dashaway Commons at 15-19 Cedar Street. Both projects are applying for 9% tax credits through Maine Housing's QAP. Both projects have been considered by HEDC and have had a first read at Council. The second read for these projects will be on July 20, the day before this HEDC meeting.

Based on these examples, we would like to provide some additional thoughts for the committee's consideration to streamline processes, reduce costs, and alleviate administrative burden.

Underwriting Costs
The 2026 projects had combined third-party underwriting costs of $11,358,75: $5,592 for The Prime and $5,766.75 for Dashaway Commons. Additionally, 197 Oxford Street had applied for a TIF in 2024, for which underwriting costs totaled $7,281.75. The project did not move forward at that time.

Purpose of TIF funding
AHTIF funding returned to the developer can be used for a variety of costs outlined in M.R.S. §5249(1), including construction costs and operating costs. When a developer applies for an AHTIF, they are required to tell us how they plan to use the captured funds. Most plan to use the funds for operating costs once the project is completed and occupied.

Given these considerations, staff would like to revisit the possibility of in-house underwriting for specific projects requesting an AHTIF as part of Maine Housing's QAP process. All other TIF and AHTIF, and all projects requesting other subsidies, would still be subject to third-party underwriting. We would like to provide a bit more detail about what that might look like.

During underwriting, we are currently evaluating an applicant's construction capacity as well as operating capacity. However, many AHTIF applicants choose to use the TIF funds only for operating costs.The AHTIF becomes activated only once they have a Certificate of Occupancy for the building, meaning that if they do not construct the project, they do not collect any captured funds on the increased value. We suggest evaluating only the operating costs for the project for capacity and necessit, and that projects requesting operating costs would be subject to in-house underwriting. If an applicant requests to use the funds for another purpose, such as capital costs, we would then evaluate the construction costs as well as the operating costs, to ensure that the project has the capacity to operate once built, and this underwriting would be completed by a third party. The projects would still be subject to consideration by HEDC and approval by the City Council.

FISCAL IMPACT
There is no additional impact to the City, as affordable housing applications applying for LIHTC are typically already being awarded a 75% TIF for 30 years. The proposed changes could save funding by eliminating some third-party underwriting fees.

City of Portland | Housing and Economic Development Department
Housing and Community Development Division
Mary P. Davis, Division Director

To: Councilor Ali, Chair
Members of the Housing and Economic Development Committee

CONCLUSION
Staff requests guidance and feedback from HEDC regarding the definition clarifications for financial necessity and financial capacity and proposed changes to the TIF policy for affordable housing projects applying for LIHTC through MaineHousing's QAP process as suggested in the attached draft TIF Policy.

If the members of the HEDC support the proposed amendments, Staff request a recommendation to the City Council.

PRIOR COMMITTEE REVIEW: March 31, 2026

PREPARED BY
Mary Davis, Division Director
Heidi McCarthy, Housing Program Manager
Housing and Community Development Division

ATTACHMENTS
DRAFT Proposed Tax Increment Financing Policy
3.31.26 HEDC Memo re: TIF Policy

PORTLAND TIF POLICY

~~February 22, 2021~~[TBD date approved by City Council]

I. INTRODUCTION

Tax Increment Financing (TIF) is an economic development program authorized under state law to support municipal projects. The TIF program allows municipalities to provide financial assistance to local economic development projects and programs – from infrastructure, municipal economic development programs and staff, to business expansions - by using new property taxes that result from new commercial or residential investment associated with the corresponding increase in property value.

Portland TIF Policy supports investment in municipal economic development programs, infrastructure investment (which is generally through the establishment of area wide or neighborhood TIF districts) and individual project site specific TIF districts to support either infrastructure or individual private project financing needs.

The City is committed to invest in infrastructure located within the public rights-of-way that encourage economic development. Use of TIF investment to invest in infrastructure recognizes the savings which occurs through the TIF Program tax sheltering benefits.

“Infrastructure” is defined, but not limited to: traffic upgrades, public parking facilities, roadway improvements, lighting, sidewalks, water and sewer utilities, storm water management improvements and placing above ground overhead electric and telecommunications lines underground.

II. STATE TIF LIMITATION

There are acreage and value caps limitations for municipalities to establish TIF along with term limits. Term limits include bonds which may be issued for a maximum of 20 years (anticipation notes for three years). TIF districts may be designated for a maximum of 30 years.

III. PURPOSE

The primary purposes of the TIF Policy include:

A. To support Portland Economic Development and Housing Plans and Policies;
B. To stimulate expansion of the City’s commercial and industrial tax base;
C. To stimulate new affordable and market rate housing investment;
D. To retain and create quality employment;
E. To support Portland’s Capital Improvement Plan; and,
F. To establish standards upon which the City Council will authorize TIF.

IV. GENERAL PRINICPLES

The three primary general principles for the City Council to establish TIF districts include:

A. Investment

***Minimum Real Property Investment*.** A minimum of $1 million in new taxable investment property value for commercial and industrial development and $500,000 for affordable housing development is needed to qualify for a TIF. This is the minimum amount which makes practical sense to consider use of the TIF program due to the amount of new municipal property tax revenue generated from new private investment.

B. Jobs Associated with Commercial and Industrial Development

Applicants for TIF participation will be required to provide a plan outlining the number and quality of jobs retained or created associated with each TIF district. While there is not a specific formula for the numbers of jobs associated with the amount of TIF financial assistance, the number and quality of the jobs will be taken into consideration for each TIF district. It is recognized that housing projects do not create many permanent jobs.

C. Maximize Tax Sheltering Benefits

A municipality's total equalized assessed value is used to calculate General Purpose Aid to Education (subsidy), State Revenue Sharing (subsidy) and County taxes (expense). When a municipality's equalized assessed value increases, State Aid for Education decreases, municipal revenue sharing decreases, and the municipality pays a greater portion of County taxes. TIF allows municipalities to "shelter" new value resulting from private investment from the calculation of its State subsidies (education and revenue sharing) and County taxes. In other words, specific municipal shelter benefits, for the term of the TIF, include:

1) No reduction in State aid for education,
2) No reduction in municipal revenue sharing and
3) No increase in County taxes.

Annually, the Council Committee with jurisdiction over housing and community development and City Council will evaluate available TIF district capacity related to State acreage and value limitations to determine whether existing TIF districts need amending and/or new TIF district establishment. Scheduled public infrastructure investments included in the City's Capital Improvement Plan will inform decisions about adjustments to existing TIF districts or establishment of new TIF districts.

V. APPROACH, POLICY, and TERM REQUIREMENTS

Must meet or exceed the below requirements.

A. Approach

There are three approaches to consider establishing TIF districts. They include:

1) ***Municipal Economic Development Programs funded directly through a pay-as-you-go approach.***

   Examples of municipal economic development programs include paying for economic development staff, annual funding to Creative Portland for city marketing/branding, and other TIF law allowable activities.

2) Area wide TIF districts financed by City Bond/Debt Issuance

   Issuance of municipal general obligation bonds or limited obligation bonds is a mechanism that may be used to fund a TIF district program. Allowable uses are spelled out in state TIF law. Generally, municipalities will issue debt to cover the cost of infrastructure investment.

3) Individual Site Specific TIF districts utilizing Credit Enhancement Agreements (CEAs)

   A CEA is a contract between a municipality and developer to assist an individual development project by using a percentage or all of the tax revenue generated by the investment to pay certain authorized project costs which could include site specific infrastructure or private individual project financing needs. Allowable project costs are spelled out in state TIF law.

B. Policy for the Three Approaches

1. **Policy for Municipal Economic Development Programs.**

Requires annual review and City Council financial appropriations.

2. Policy for Area wide TIF District Locations (for City Bond/Debt Issuance)

a) Area wide TIF will be established for infrastructure investment which has applications beyond one individual project.

b) City TIF emphasis will be placed upon the following general "Priority Revitalization Areas" to support commercial development, housing development, redevelopment, or to support buildings in need to redevelopment, address blight or historic preservation:

- Affordable housing projects off peninsula;
- Riverside Street commercial and industrial zoned areas;

- Forest Avenue corridor from I-295 to Woodfords Corner;
- Washington Avenue corridor from Congress Street to I-295;
- Portland Technology Park;
- Areas in which future significant wastewater and/or stormwater infrastructure investments are planned;
- West Commercial Street vacant property;
- Libbytown;
- St. Johns Street Valley;
- Other areas based upon scheduled public infrastructure investment included in the City's Capital Improvement Plan.

The above list of general priority revitalization areas serves as guides to establish specific boundaries for TIF districts at time of district establishment.

c) Market Rate Housing. Market rate rental housing projects must be located in priority revitalization areas to stimulate housing investment for the purpose of attracting 24/7 pedestrian activity. Pursuant to State Law, TIF for condominium projects are not allowed.

d) Affordable Housing**.** Affordable Housing TIF (AHTIF) may be designated on an area wide or site-specific basis.

The relevant City Council Committee will complete an annual assessment of housing needs and priorities. This assessment will include a determination regarding designation of an area wide AHTIF. Site specific AHTIF requests submitted by developers will be considered on a case-by-case basis. Area wide or site specific AHTIF designations must address an identified community need.

State law requires that at least 25% of the district area must be suitable for residential use, development must be primarily residential, and at least 1/3 of the units must be for households at or below 120% of area median income which allows for individual mixed income projects or area wide affordable housing TIF districts.

Allowable uses of AHTIF revenues are defined by State law.

e) City preference is to invest in area wide public infrastructure TIF districts versus establishing individual private site specific TIF districts.

f) Area wide TIF districts also should seek to maximize the benefit of downtown and transit-oriented development (TOD) districts which are exempt from State TIF law for acreage and value limitations.

g) Terms for area wide TIF districts will be considered for up to 100% of new tax revenue and upwards of thirty (30) years, the maximum allowed by State law, due to the long-term need to invest in neighborhood infrastructure.

NOTE 1: As of this Amended TIF Policy date, there are two existing area wide TIF Districts, i.e., Bayside and Waterfront TIF Districts.

NOTE 2: As of this Amended TIF Policy date, there also exists two Transit Oriented Development (TOD) District, namely the Thompson Point TOD TIF District and the Downtown TOD TIF District to support new or expanded transit services and improved transit connections between the Portland Transportation Center, Jetport and Downtown.

3. Policy for Individual Site Specific TIF Districts Utilizing Credit Enhancement Agreements (CEAs)

a) CEAs for individual site specific TIF districts will be considered for investment in infrastructure or project financing need and cannot be applied to any agreed upon public infrastructure improvements associated with a City Council approved conditional rezone agreement. Additional provisions related to CEAs include:

i) City Green Building Code

Compliance with the City's Green Building Code is required when TIF assistance is provided to individual private project CEAs.

ii) Affordable Housing

Affordable Housing TIF (AHTIF) may be designated on an area wide or site-specific basis. Developments are encouraged to promote economic diversity.

The City Council Committee will complete an annual assessment of housing needs and priorities. This assessment will include a determination regarding designation of an area wide AHTIF. Site specific AHTIF requests submitted by developers will be considered on a case-by-case basis. Area wide or site specific AHTIF designations must address an identified community need.

State law requires that at least 25% of the district area must be suitable for residential use, development must be primarily residential, and at least 1/3 of the units must be for households at or below 120% of area median income which allows for individual mixed income projects or area wide AHTIF districts.

Affordable means that the percentage of income a household is charged in rent and other housing expenses including utilities, or must pay in monthly mortgage payments (including real estate taxes, mortgage insurance, condominium/HOA fees, insurance and utilities), does not exceed 30% of a household's gross income, or other amount established in city regulations that does not vary significantly from this amount. These restrictions must remain in place for the full term of the AHTIF district.

Allowable uses of AHTIF revenues are defined by State law.

(iii) State Prevailing Wage Requirement

Any firms employed in the construction phase of a TIF-assisted project must compensate all employees the current wage rates and fringe benefits as required under applicable state prevailing wage law under 26 M.R.S.A. §1306, or Portland City Ordinance Ch. 33, §33-1 to 33-12, whichever is greater.

City staff shall provide to the relevant City Council Committee an annual update on:

a) the impact of this prevailing wage requirements on CEAs;
b) feasibility of construction firms to pay prevailing wages and benefits; and
c) compliance with this section.

(iv) Equal Employment Opportunities and Nondiscrimination

The developer and its contractors employed in the construction phase of a TIF-assisted project shall adhere to a policy of non-discrimination in all employment actions, practices, policies, procedures, phases, and conditions of employment. All employment-related decisions (including but not limited to hiring, discharge, transfers, promotions, discipline, training, job opportunities, and wage and salary levels) will be made without discrimination based on an individual's race or color, religion, age, sex (including pregnancy), sexual orientation, gender identity or expression, ancestry or national origin, physical or mental disability, veteran status, genetic information, previous assertion of a claim or right under Maine's Workers' Compensation Act, previous actions taken protected under Maine's Whistleblowers' Protection Act, or any other protected group status as defined by applicable law. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity, or age limitations will be adhered to by the developer and its contractors where appropriate. This policy shall not be construed to prohibit any employment action or policy which is required by federal law, rule or executive order.

b) Applicants for CEA participation must demonstrate and pay the following:

i) Financial Necessity.

The applicant must demonstrate that the City's participation is financially necessary in order for the project to proceed. For affordable housing projects, the applicant must demonstrate that there is a gap in eligible costs as outlined in MRS title 30-A, §5249. PROJECT COSTS. This may include an evaluation of the project's operating or construction pro forma for cost reasonableness.

ii) Financial Capacity**.**

The applicant must demonstrate financial capacity to support their project. This may include an evaluation of construction estimates, sources of project funding, debt coverage ratios, operating pro forma, and past performance. For projects requesting CEA participation who are also participating in Maine Housing's Qualified Allocation Plan (QAP) process for Low-Income Housing Tax Credits, this analysis will be dependent on the requested use of AHTIF funding.

iii) Fees

An in-house financial underwriting analysis will be conducted for all projects requesting CEA participation who are also participating in MaineHousing's Qualified Allocation Plan (QAP) process -for Low-Income Housing Tax Credits (LIHTC), and who are requesting operating costs as the TIF funding use. A financial underwriting analysis will be conducted by a third party on –all other projects requesting CEA participation, including projects who are participating in MaineHousing's Qualified Allocation Plan (QAP) process for Low-Income Housing Tax Credits (LIHTC) and are requesting a funding use other than operating costs. Applicants for CEA assistance will be responsible for reimbursing the City for all project third party legal and financial underwriting costs**.**

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iv) Affordable Housing Projects seeking LIHTC credits.

Projects seeking LIHTC credits will be subject to a staff review of project feasibility, including likelihood that the project can meet the proposed timeline. These projects will also be eligible for consideration as an emergency City Council order to meet QAP deadlines.

C. Terms for CEA Projects

1) Maximum Percentages.

A maximum average percentage of 65% for the entire term associated with individual project CEA's. Notwithstanding the previous sentence, the maximum average percentage for the entire term associated with individual project CEAs for affordable housing shall be 75%. For the purposes of this policy, the term affordable housing shall be defined as in "V. Approach, Policy, and Term Requirements" Section B(3)(a)(ii) (Affordable Housing) of the Portland TIF Policy.

2) Maximum Number of Years.

Up to twenty (20) years to match individual private sector commercial financing terms; for Affordable Housing projects, up to thirty (30) years (affordability must be maintained for the full term of the TIF). The term of a TIF may start upon agreed trigger event, such as an increased assessed value. This would be included in a CEA on that negotiated triggering event.

3) Affordable housing projects seeking LIHTC through the QAP process at MaineHousing will be eligible for the maximum terms to achieve full points on their MaineHousing application, for as long as that criteria remains in the QAP.

4) Use of Maine Services for CEA Projects Encouraged.

VI. TIF APPLICATION AND ADMINISTRATION PROCESS

A. Application Information and Contact.

The Housing and Economic Development Department handle all TIF inquires and processes requests for TIF. An applicant must submit a letter or application to the Housing and Economic Development Department outlining the proposed project, including TIF project financial information, a plan outlining both the number of permanent and construction jobs associated with the proposed project, housing affordability, as well as a demonstrated ability to meet the requirements under Section B(3)(a) of this policy.

B. Approval Process.

There is a two-step approval process which includes obtaining a recommendation from the City Council Committee and City Council approval. Two meetings (or readings) by the City Council are needed. The City Council vote on the TIF occurs at the second meeting.

C. Post-Construction Report to City Council.

The Housing and Economic Development Department shall provide a post-construction report to the City Council Committee and City Council regarding each TIF-assisted project which shall include, but not be limited to, an analysis of the adherence to Section (V)(B)(3)(a) of this policy.

D. **Annual Report to City Council.**

The Housing and Economic Development Department shall provide annual reports to the City Council Committee and City Council regarding TIF district activity.

City of Portland | Housing and Economic Development Department
Housing and Community Development Division
Mary P. Davis, Division Director

To: Councilor Ali, Chair
Members of the Housing and Economic Development Committee

MEETING DATE: March 17, 2026

AGENDA ITEM

Review, Discussion and Recommendation to the City Council regarding the Tax Increment Financing (TIF) Policy

PURPOSE

Staff is seeking direction from the Housing and Economic Development Committee on potential changes to the TIF Policy to lower costs and administrative burden associated with implementation. If the members of the HEDC support the proposed amendments, staff would ask for a recommendation to the City Council.

COMMITTEE WORK PLAN/CITY COUNCIL GOAL ALIGNMENT

Accelerate Housing Production and Strengthen Affordability Protections – Address Portland's housing challenges by encouraging the development of more homes and protecting affordability, so current and future residents can live and thrive in our community.

BACKGROUND/ANALYSIS

Tax Increment Financing (TIF) is an economic development program authorized under state law to support municipal projects. The TIF program allows municipalities to provide financial assistance to local economic development projects and programs, including affordable housing, by using new property taxes that result from new commercial or residential investment associated with the corresponding increase in property value.

The Portland TIF Policy was adopted by the City Council on November 20, 2017 and amended on February 22, 2021. The Policy has allowed the City to support 25 affordable housing projects with over 1,300 affordable units. Attached is a brief overview of the TIF process for affordable housing projects.

Housing and Community Development staff regularly evaluate the processes and outcomes of the Policy to identify potential changes to increase productivity, lower costs, and ease administrative burden on all parties.

Staff has identified three areas of consideration for the Committee:

1. Clarifying definitions within the policy

Section V.B.3.b requires applicants to demonstrate both financial necessity and financial capacity but does not define these terms. The attached draft provides clarity, defining financial necessity as a gap in operating costs and financial capacity as the ability to support the project during both the construction and operating phases. The evaluation for financial necessity may include a review of the applicant's operating pro forma, while financial capacity may include evaluation of sources and uses for construction, debt coverage rations, and past performance.

2. AHTIF requests for projects seeking tax credits

Most affordable housing projects seek Low-Income Housing Tax Credits (LIHTC) through MaineHousing's Qualified Allocation Plan (QAP) process. This process is very competitive. Within the scoring system, projects may receive points for receiving TIF from the community in which the project will be built. The points are awarded based on the percentage and number of years, with a TIF at 75% for 30 years receiving full points. Because of the competitive nature of the QAP process, all QAP applicants request TIF terms of 75% for 30 years. Without full points, it is unlikely that the applicant would receive LIHTC, which can delay or stop projects that would bring quality affordable units to Portland. Staff is suggesting a streamlined process for approving TIF districts for these projects which includes a staff review of project feasibility and automatic consideration as an emergency order to meet QAP deadlines.

3. Underwriting Process

The TIF Policy currently requires a 3rd party underwriter for all projects requesting CEA participation (Section V.B.3.b.iii). As outlined above, the QAP process awards full points for a 75% TIF at 30 years, which means all applicants request these terms. When the third-party underwriter has suggested different terms, the developers have successfully lobbied the City Council for the maximum terms to achieve full points in the QAP. Additionally, projects that are not awarded LIHTC in the first round in which they apply often ask to amend their TIF terms, leading to additional third-party underwriting. To manage third party costs, which can escalate when projects need to be underwritten multiple times, staff is recommending that Affordable Housing TIF applicants who will be applying for LIHTC receive in-house underwriting for financial necessity and financial capacity rather than third-party underwriting. Projects requesting additional subsidy, such as HOME and Jill C. Duson Housing Trust Funds, will still be subject to third party underwriting at the time of that request. TIF applications are often submitted while the project is still in a conceptual phase, but subsidies are typically requested when the project has more specificity, which makes third-party underwriting more accurate. Applications that are more thoroughly prepared and projects that are further along in the pre-development process take less time to underwrite. HCD staff has been refining the application process to ensure projects are closer to shovel ready, which has reduced some underwriting costs. Since 2021, 27 projects have been underwritten for TIF and/or subsidy by a third-party underwriter with costs ranging from $1,124 to $19,766, with an average cost of $7,651 per project.

FISCAL IMPACT
There is no additional impact to the City, as affordable housing applications applying for LIHTC are already being awarded a 75% TIF for 30 years. The proposed changes could save funding by eliminating some third-party underwriting fees.

CONCLUSIONS
Staff requests guidance and feedback from HEDC regarding the definition clarifications for financial necessity and financial capacity and proposed changes to the TIF policy for affordable housing projects applying for LIHTC through MaineHousing's QAP process as suggested in the attached draft TIF Policy.

If the members of the HEDC member support the proposed amendments, Staff request a recommendation to the City Council.

PRIOR COMMITTEE REVIEW: N/A in 2026

PREPARED BY
Mary Davis, Division Director
Heidi McCarthy, Housing Program Manager
Housing and Community Development Division

ATTACHMENTS
DRAFT Proposed Tax Increment Financing Policy
Affordable Housing Tax Increment Financing Process Infographic

City of Portland | Housing and Economic Development Department
Housing and Community Development Division
Mary P. Davis, Division Director

To: Councilor Ali, Chair
Members of the Housing and Economic Development Committee

MEETING DATE: July 21, 2026

AGENDA ITEM

Review and Recommendation to the City Council re: Hope Acts, Hope House, $386,037 funding request from the Jill C. Duson Housing Trust Fund.

PURPOSE

Hope Acts has submitted a request for funding in the amount of $386,037 from the Jill C. Duson Housing Trust Fund for review and recommendation by the Housing and Economic Development Committee to the City Council.

COMMITTEE WORK PLAN/CITY COUNCIL GOAL ALIGNMENT

Accelerate Housing Production and Strengthen Affordability Protections

BACKGROUND/ANALYSIS

Hope Acts is requesting $386,037 in funding for Hope House, a mixed-use property with office space and thirteen single-room-occupancy residential units. The funding would be used to support energy efficiency improvements and address critical structural issues in the basement which were unknown prior to the start of construction.

In 2024, Hope Acts began a capital campaign and brought together a development team to pursue a substantial rehabilitation of Hope House. While the building provided comfortable and affordable housing for residents, Hope Acts knew significant life safety upgrades—including the addition of a sprinkler system—were necessary in addition to remodeling bathrooms and kitchens that had seen significant use in their 40+ year lifespan. After completing a successful campaign, which included securing grants from the Federal Home Loan Banks of Boston and New York, construction financing from Bangor Savings Bank, the Genesis Fund, and the Sewall Foundation, as well as dozens of private donations, Hope Acts began the renovation.

After starting, demolition uncovered the building's foundation and framing, which not only do not meet current code but were poorly constructed and missing key elements. The basement scope ($307,637) includes temporary shoring and replacement of existing bearing walls, subfloor modifications, drainage, and new concrete, as well as a full interior build-out with new drywall assemblies, thermal insulation, and polished concrete floor finishes. Once finished, this space will be used as office space for Hope Acts staff and community space for Hope House residents. The solar panel scope of work ($78,400), while not as urgent, is uniquely timed: if Hope Acts can install the array by the end of 2026, it can take advantage of the ITC tax credit that would pay for nearly 30% of the cost of the array. The Federal government has sunset this program so it will not be available unless that scope of work is completed by December 2026. By generating a significant portion of its energy costs onsite—an initial model shows that the planned array will provide up to 63.2% of the building's electric need—Hope Acts will be able to operate the property in a more fiscally and environmentally sustainable manner.

The City of Portland's underwriting consultant recommends a loan of $386,037 at zero percent (0%) interest with a 15-year term, fully forgivable at the end of the term and due in full in the event of transfer or sale of the property, with the following conditions :

- Receipt of the most current construction draw schedule and budget reconciliation, demonstration the project Sources and Uses remain in balance.
- Receipt of asbestos abatement clearance/closeout documentation for work completed during rehabilitation
- Receipt of a fully executed contract for the solar installation, together with documentation supporting the anticipated federal Investment Tax Credit.

FISCAL IMPACT – N/A

The Jill C. Duson Housing Trust Fund currently has an available balance of $2,997,280.38, with $2,497,280.38 available to commit. If this project is fully funded, the balance available to commit would be $2,111,243.38.

CONCLUSIONS

Staff is seeking HEDC approval of this funding request, along with a recommendation of approval to the City Council.

1. Motion to recommend to the City Council approval of a loan of $386,037 at zero percent (0%) interest with a 15-year term, fully forgivable at the end of the term and due in full in the event of transfer or sale of the property, from the Jill C. Duson Housing Trust Fund for rehabilitation of Hope House at 14 Sherman Street, Portland.

PRIOR COMMITTEE REVIEW:

None

PREPARED BY

Heidi McCarthy, Housing Program Manager
Housing and Community Development Division

ATTACHMENTS

Hope Acts Application Information
Underwriting Memo

A. Organization Information

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Case Id: 30698

Name: Hope Acts - 2026

Address: *No Address Assigned

A. Organization Information

Please provide the following information.

ORGANIZATION INFORMATION

A.1. Organization Name/Developer/Agency
Hope Acts

A.2. Address
14 Sherman Street Portland, ME 04101

A.3. Federal Tax ID No:
[redacted]

A.4. UEI # - SAM.GOV
[redacted]

A.5. Type of Organization
Corporation

Please describe type of organization.

AUTHORIZED REPRESENTATIVE INFORMATION

A.6. Authorized Representative Name
Madeleine Saucier

A.7. Authorized Representative Title
Executive Director

A.8. Phone Number
(207) 350-9799

A.9. Email
madeleine@hopeacts.org

B. Project Information

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Case Id: 30698

Name: Hope Acts - 2026

Address: *No Address Assigned

B. Project Information

Please provide the following information.

B.1. Property Address
14 Sherman Street Portland, ME 04101--2317

B.2. Project Name
Hope House

B.3. Tax chart, block, and lot number
036 F008001

B.4. Zoning Designation
RN-4

B.5. Is the requested funding type HOME/JCDHTF?
Yes

B.6. Requested amount of Affordable Housing Development Funding
$386,037.00

B.7. Is the requested funding type AHTIF?
No

AHTIF Terms:

B.8. Total number of housing units to be constructed:
0

B.9. Total number of housing units to be rehabilitated:
13

B.10. Total Number of market rate units:
0

B.11. Total number of deed restricted units:
13

B.12. Total number of Units at 120% AMI:
0

B.13. Total number of Units at 110% AMI:
0

B.14. Total number of Units at 100% AMI:
0

B.15. Total number of Units at 80% AMI:
0

B.16. Total number of Units at 60% AMI:
0

B.17. Total number of Units at 50% AMI:
13

B.18. Total number of Units at 40% AMI:
0

B.19. Housing Type
Rental

B.20. Total number of studio/efficiency units:
13

B.21. Total number of one-bedroom units:
0

B.22. Total number of two-bedroom units:
0

B.23. Total number of three-bedroom units
0

B.24. Total number of four-bedroom units
0

B.25. Total number of five-bedroom units
0

B.26. Property Manager
Hope Acts

B.27. When is construction expected to begin?
07/13/2026

B.28. Please use the box below to answer the remaining questions and provide a narrative description of the project that includes:

- **Description of municipal housing need and how the development addresses that need;**
- **Requested amount of Affordable Housing Development Funding;**
- **Description of how City's participation is financially necessary in order for the project to proceed;**
- **Description of allowed uses in the zone;**
- **Description of residential and non-residential uses in the area;**
- **Description of accessory uses relating to residential use, if any;**
- **Indicate if this project requires relocation of existing commercial or residential tenants;**
- **Description of relocation plan for persons temporarily or permanently displaced by development activities;**
- **Description of how the development is consistent with the Comprehensive Plan**
- **Description of how housing and facilities in the development will be operated after completion;**
- **Description of planned uses of tax increment revenues from the district (AHTIF projects only).**

HOUSING NEED Hope House is the only housing in the city designed specifically for asylum seekers in Portland. The thirteen single-room-occupancy units provided on site are an essential resource to the asylum-seeker community as they work to restart their lives in Maine. On site services provided by Hope Acts, the building owner and property manager, include resource navigation, English language classes, and immigration support. Specialized housing, such as Hope House, are an important piece of Portland's housing mix. The targeted supports allow this population to not just avoid homelessness but be welcomed into our community efficiently and transition to self-sufficiency more rapidly. This housing type is consistent with the City's Comprehensive Plan: "…incentivize the development of supportive housing for populations at risk of homelessness…" (p.49) FINANCIAL NEED Hope Acts is requesting $386,037.00 from the Jill C. Duson Housing Trust Fund to address urgent structural issues and energy efficiency improvements that affect the long-term viability of the property. These scopes of work are in addition to the planned substantial rehabilitation project which is already underway and is discussed in more detail later. The structural scope of work Hope Acts is requesting funds for ($307,637) is required to make the building habitable again. As the planned rehabilitation of the building began, demolition uncovered the building's foundation and framing, which not only do not meet current code but were poorly constructed and missing key elements—foundation walls to catch load bearing wall paths, for instance. City of Portland Code Enforcement was made aware of these issues in late March as the issues were discovered. Unfortunately, because of the design of the building, the extent of these issues could not have been known prior to the beginning of construction. These issues are well beyond the planned construction contingency. However, in the last month, demolition of the current basement has been completed so that all potential issues are now known. Without the city's participation to cover those costs the current renovation project is stalled. The solar panel scope of work ($78,400), while not as urgent, is uniquely timed: if Hope Acts can install the array by the end of 2026, it can take advantage of the ITC tax credit that would pay for nearly 30% of the cost of the array. The Federal government has sunset this program so it will not be available unless that scope of work is completed by December 2026. By generating a significant portion of its energy costs onsite—an initial model shows that the planned array will provide up to 63.2% of the building's electric need—Hope Acts will be able to operate the property in a more fiscally and environmentally sustainable manner. Please note that, based on if and when the JCDHTF fund becomes available, Hope Acts would use the funds to pay for these costs directly or to pay down a bridge loan that has already been secured from the Genesis Community Loan Fund. These scopes of work are consistent with the City's Comprehensive

Plan: “access the capacity of existing affordable housing developments, many of which were built over four decades ago…pursue new opportunities for increased energy efficiency…” (p. 53) BACKGROUND ON BUILDING AND CURRENT REHABILITATION Hope Acts has operated out of 14 Sherman Street, Portland since 2013. The building, a 120-year-old church, was renovated into apartments in the early 1980s. In 2022, the then-owner of the property donated the building to Hope Acts. The building has 13 single room occupancy units, five shared kitchens and five bathrooms, as well as a basement that functions as a community area with office spaces for Hope Acts. (NB: the City defines these uses as a lodging house and a neighborhood nonresidential use, both of which are considered Conditional Uses in the RN-4. Portland’s Zoning Board of Appeals voted 5-0 to grant Conditional Use permits for both uses at their August 7, 2025 meeting. Those conditional use permits are attached to this application.) In 2024, Hope Acts began a capital campaign and brought together a development team to pursue a substantial rehabilitation of the project. While the building provided comfortable and affordable housing for residents, Hope Acts knew significant life safety upgrades—including the addition of a sprinkler system—were necessary in addition to remodeling bathrooms and kitchens that had seen significant use in their 40+ year lifespan. After completing a successful campaign, which included securing grants from the Federal Home Loan Banks of Boston and New York, construction financing from Bangor Savings Bank, the Genesis Fund and the Sewall Foundation as well as dozens of private donations, Hope Acts began the renovation. Relocation of the existing tenants was performed, giving them all necessary notices, finding them adequate housing options with the help of Project Home (f/k/a Quality Housing Coalition), paying all moving costs as well as a portion of their rent at the new location. The relocation plan was reviewed and approved by the Federal Home Loan Bank of Boston. Rehabilitation began in earnest in November 2025. While the initial scope of work in the basement office space was limited to cosmetic improvements, selective demolition uncovered some of the issues which this grant request seeks to address. As it stands today, the entire basement of the building has been demolished so that the proposed scope of work represents all the work that is needed to ensure the long-term structural soundness of 14 Sherman Street. No unknown issues remain. POST REHABILITATION OPERATIONS After construction completion, Hope Acts will continue to own and manage Hope House, using the basement as their offices. All 13 units will be rented to asylum seekers, and rents will be deed-restricted to people making 50% AMI or below per Federal Home Loan Bank of Boston and New York covenants. Each Federal Home Loan Bank also requires annual reporting to confirm the income eligibility of individuals living at the property.

C. Funding

Completed by danblack@lbdevpartners.com on 5/4/2026 12:42 PM

Case Id: 30698

Name: Hope Acts - 2026

Address: *No Address Assigned

C. Funding

Please provide the following information.

C.1. Total Funding Request
$386,037.00

C.2. Does your application include a request for Affordable Housing Tax Increment Financing?
No

C.3. Is your organization planning to apply for LIHTC for this project?
No

Expected score with full funding request:

Expected score with $100,000 in funding:

Expected score with no funding:

C.4. In your organizations preceding completed fiscal year, did the organization receive:

1. **80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and**
2. **$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?**

No

C.5. Does the public have access to information about the compensation of the executives in the organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (18 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986?
Yes

D. Required Documents

Completed by danblack@lbdevpartners.com on 5/4/2026 2:18 PM

Case Id: 30698

Name: Hope Acts - 2026

Address: *No Address Assigned

D. Required Documents

Please provide the following information. If something is not applicable to your project, please upload a document with a statement about why it is not applicable.

Documentation

Evidence of Site Control ***Required**

Quitclaim Deed.pdf

Zoning Opinion ***Required**

Land Use Opinion & Conditional Use Permits.pdf

Green Building Code Evidence ***Required**

Waiver Request & Code Compliance Report.pdf

Site Location Map and Photographs of the Site and Area ***Required**

Map, Survey & Site Photos.pdf

Site and Floor Plans ***Required**

Original Scope of Work.pdf
Basement Plan.pdf
Structural Notes.pdf

Project Schedule ***Required**

Schedule.pdf

Corp/partnership Articles and By-Laws ***Required**

Bylaws.pdf
Articles of Incorporation.pdf

Organizational Chart ***Required**

Hope Acts org chart.pdf

Team Summary Description ***Required**

Development Team.pdf

Organization's UEI number Registration ***Required**

Hope Acts UEI.pdf

Audits and Tax Returns with Attachments for 3 Most Recent Years ***Required**

2023 Audit.pdf
2023 990.pdf
2022 990.pdf
Financials Note.pdf
2024 990.pdf
2024 Audit.pdf

Income and Expense Report ***Required**

HA 2026-03-31 Income & Expense PY Comp Condensed Payroll.pdf

CHDO Documentation ***Required**

Not a CHDO.pdf

Evidence of Financial Commitments *Required

Construction Loan Closing settlement statement.pdf

Evidence of Commitment of Supportive Services *Required

Greater Portland Health Empowerment letter FHLBB 2024_20240629.pdf
Hope Acts Empowerment letter FHLBB 2024_20240629.pdf
Prosperity ME Empowerment letter FHLBB 2024_20240629.pdf

Construction Cost Estimate *Required

Current Rehabiliation Budget.pdf
Basement Structural Scope of Work.pdf
Logix Proposal Hope Acts.pdf

Capital Needs Assessment, Completed by an Independent Party, for Renovation Projects *Required

Code Enforcement Communication.pdf

Management Plan *Required

Hope Acts Tenant Selection.pdf
Hope Acts AFHMP TSP.pdf

Relocation Plan and Budget ***Required**

Hope Acts Relocation Plan.pdf

Market Demand Study ***Required**

Market Demand.pdf

Phase I ESA ***Required**

4717-0001 Phase I ESA 14 Sherman St Portland, ME - 11-15-22.pdf

MaineHousing Multifamily Housing Finance and LIHTC Application with 30 Year Operating Pro Forma with inflators of 2% on income and 3% on expenses, and Operating Budget with debt service coverage ratio over the 30 year timeline ***Required**

No LIHTC application.pdf

Hope House AHP Social Services and Operating Proforma.xlsx

Submit

Completed by madeleine@hopeacts.org on 5/4/2026 2:27 PM

Case Id: 30698

Name: Hope Acts - 2026

Address: *No Address Assigned

Submit

Please provide the following information.

☐ **The UNDERSIGNED hereby declares that he/she or they are the only person(s), firm or corporation interested in this application as principal, that it is made without any connection with any other person(s), firm or corporation submitting an application for the same.**

☐ **The UNDERSIGNED hereby declares that they have read and understand all conditions as outlined in the invitation for bids, and that their application is made in accordance with same.**

☐ **The UNDERSIGNED hereby declares that any person(s) employed by the City of Portland, Maine, who has direct or indirect personal or financial interest in this application or in any portion of the profits that may be derived there from, has been identified and the interest disclosed by separate attachment. (Please include in your disclosure any interest which you know of. An example of a direct interest would be a City of Portland employee who would be paid to perform services under this application. An example of indirect interest would be a City of Portland employee who is related to any officers, employees, principal or shareholders of your firm or to you. If in doubt as to status or interest, please disclose to the extent known).**

Authorized Signature

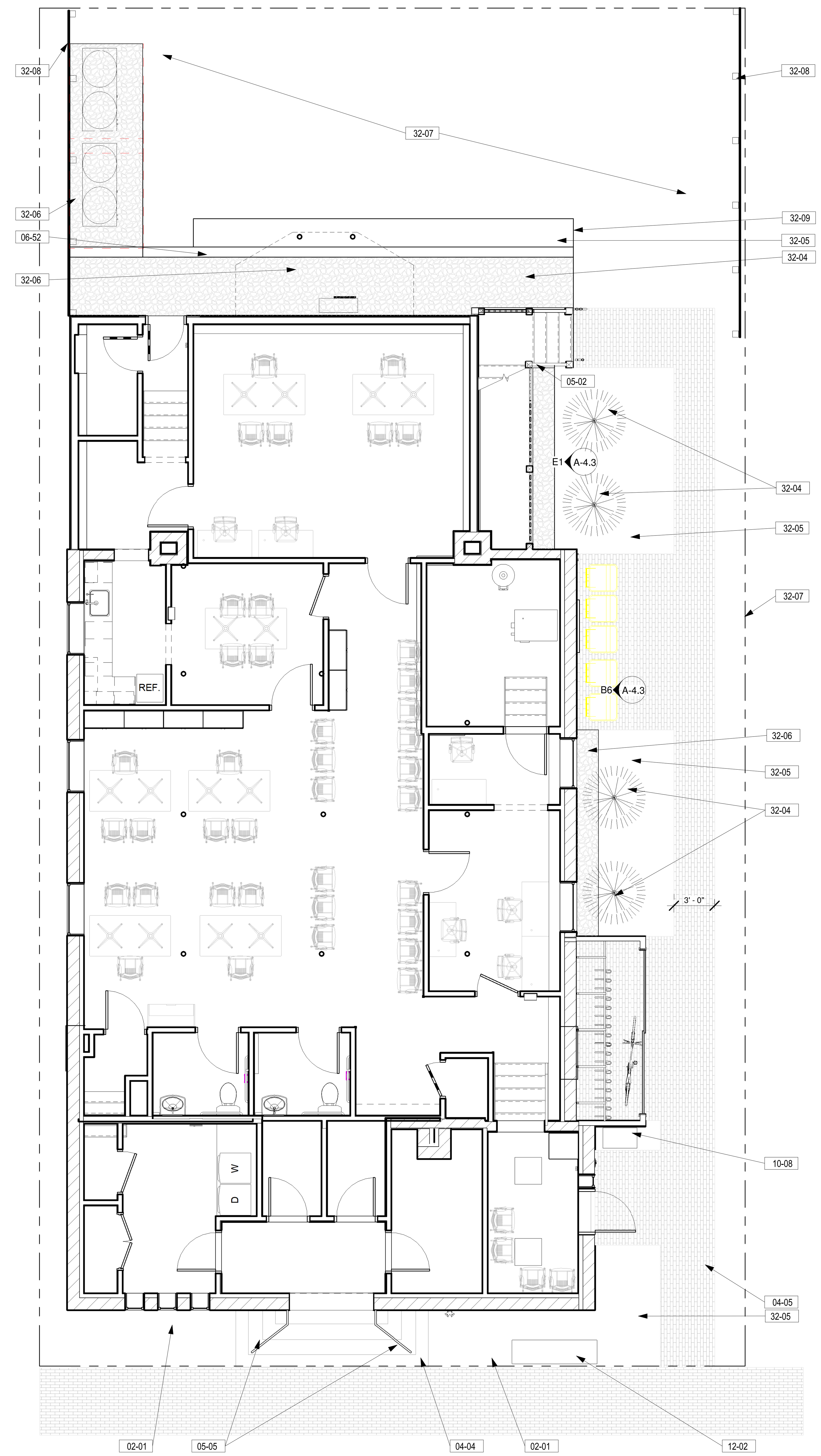
Madeleine Saucier

Electronically signed by madeleine@hopeacts.org on 5/4/2026 2:26 PM

Name and Title

Madeleine Saucier, Executive Director

#	Description
02-01	EXISTING TO REMAIN
04-04	SHIM GRANITE STEPS TO STABALIZE
04-05	HIGH SRI BRICK 3-YEAR AGED (SR) VALUE OF ≥0.28 OR AN INITIAL SR of ≥0.33
05-02	PROVIDE TYPE 1 PRIMED & PT'D MTL HANDRAIL BOTH SIDES, TYP. W/EXTENSION
05-05	EXISTING HANDRAIL TO REMAIN
06-52	REPLACE PT WD RETAINING WALL TO MATCH EXISTING, TYP.
10-08	POSTAL BOX TO REMAIN
12-02	EXISTING TO REMAIN
32-04	VIBURNUM SHRUB
32-05	MULCH PLANT BED
32-06	3/4" WASHED RIVERSTONE BORDER W/MTL EDGING & GRAVEL BASE
32-07	CLOVER NO-MOW GRASS ALT.
32-08	5'-0" CEDAR SOLID PANEL FENCE W/TRIM @ TOP, MIDDLE & BOTTOM. NE POST CAPS.
32-09	MTL EDGING



J5 SITE PLAN
A-1.0 3/16" = 1'-0"

Hope Acts House

LEVEL 1 & 2 ALTERATION OF EXISTING STRUCT

HOPE ACTS
14 SHERMAN STREET
PORTLAND, ME 04101
207-228-1140

DEXTROUS CREATIVE

PORTLAND, ME 04101
TRACIE REED, ARCHITECT
NCARB, AIA, LEED AP BD+C
tracieereed@dextrouscreative.com
207.409.0459 (cell)

PROJECT TEAM

SURVEYOR
OWEN HASKELL, INC.
390 US-1, UNIT 10
FALMOUTH, ME 04105

CIVIL ENGINEER
SAM LEBEL
ACORN ENGINEERING
16 MIDDLE STREET, SUITE 302
PORTLAND, ME 04101

MECHANICAL ENGINEER
ANDY ARSENAULT
DESIGN DAY MECHANICALS, INC.
PO BOX 109
DEERFIELD, NH 03037

ENERGY MODELER
MIKE BROWNE
ADVANCED BUILDING ANALYSIS
AMESBURY, MA
978-270-5474

CONSTRUCTION MANAGER
HARDYPOND
7 TEE DRIVE
PORTLAND, MAINE 04103

DEVELOPMENT PARTNER
LB DEVELOPMENT
PORTLAND, ME 04101

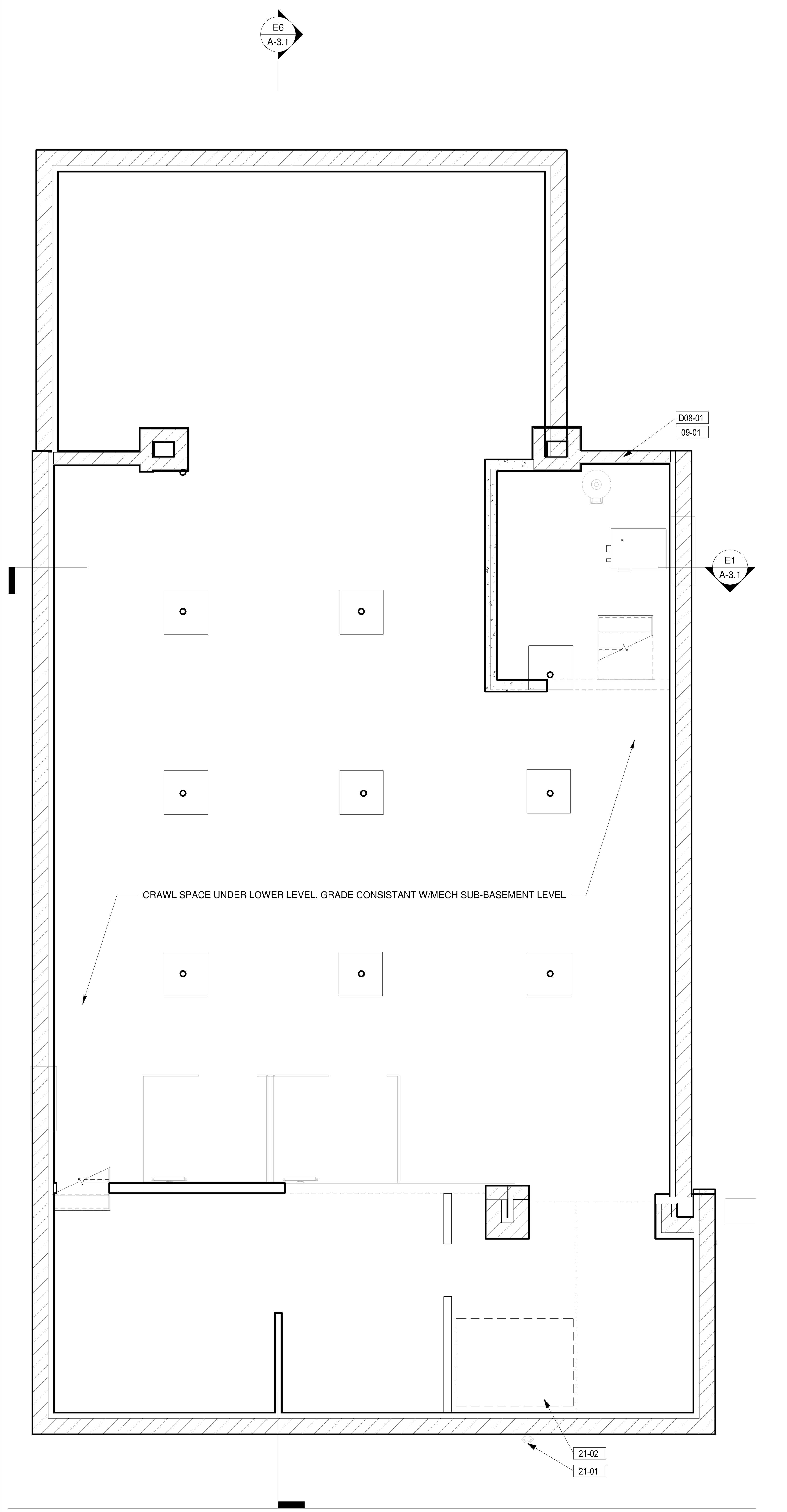
No.	Description	Date

ARCH. SITE PLAN

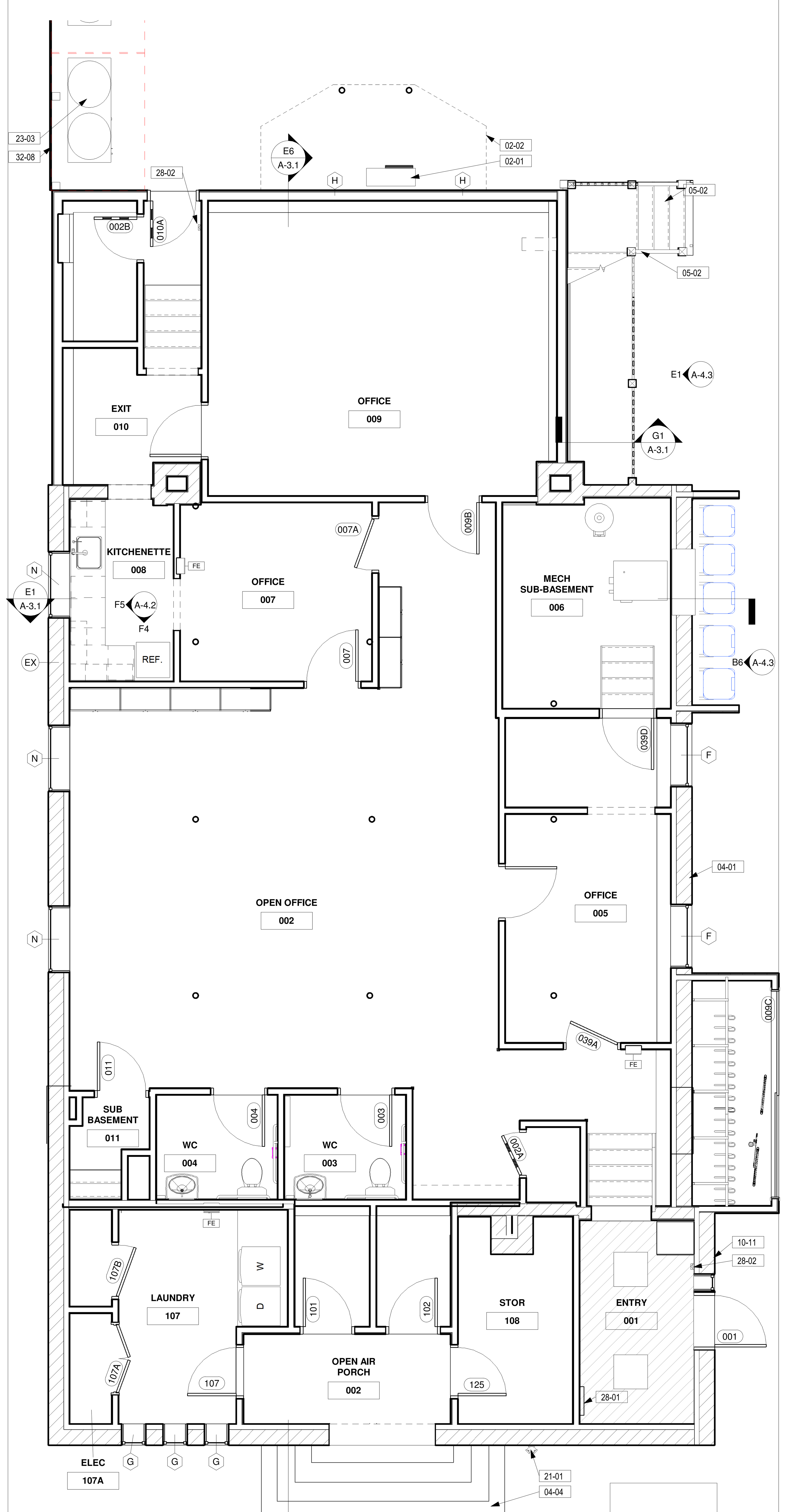
Project number	24-12_HOPE ACTS
Date	06.05.25
Drawn by	TR
Project Status	DD

A-1.0

Scale 3/16" = 1'-0"



J1 Mech Sub-Basement
A-1.1 1/4" = 1'-0"



J6 Admin Level
A-1.1 1/4" = 1'-0"

#	Description
02-01	EXISTING TO REMAIN
02-02	STRUCTURE OVERHEAD
04-01	REPOINT BRICK, TYP.
04-04	SHIM GRANITE STEPS TO STABALIZE
05-02	PROVIDE TYPE 1 PRIMED & PT'D MTL HANDRAIL BOTH SIDES, TYP. W/EXTENSION
09-01	INFILL TO MATCH EXISTING
10-11	PROVIDE WALL-MOUNTED, LETTER BOX (SALSBURY 2240ZP)
21-01	FD CONNECTION - SEE SPRINKLER DWGS
21-02	SPRINKLER MANIFOLD - SEE SPRINKLER DWGS (DESIGN BUILD - DEFERRED SUBMITTAL)
23-03	SEE MECHANICAL
28-01	FIRE ALARM CONTROL PANEL
28-02	FIRE ALARM PULL STATION
32-08	5'-0" CEDAR SOLID PANEL FENCE W/TRIM @ TOP, MIDDLE & BOTTOM. NE POST CAPS.
D08-01	REMOVE DOOR & HARDWARE, COMPLETE

ADMINISTRATIVE LEVEL IS NOT SUBJECT TO REGIONAL SOURCING OR RECYCLED CONTENT STIPULATIONS OF FUNDING SOURCES

Hope Acts House

LEVEL 1 & 2 ALTERATION OF EXISTING STRUCT

HOPE ACTS
14 SHERMAN STREET
PORTLAND, ME 04101
207-228-1140

DEXTROUS CREATIVE
PORTLAND, ME 04101
TRACIE REED, ARCHITECT
NCARB, AIA, LEED AP BD+C
traciereed@dextrouscreative.com
207.409.0459 (cell)

PROJECT TEAM

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FALMOUTH, ME 04105

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ACORN ENGINEERING
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ANDY ARSENAULT
DESIGN DAY MECHANICALS, INC.
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AMESBURY, MA
978-270-5474

CONSTRUCTION MANAGER
HARDYPOND
7 TEE DRIVE
PORTLAND, MAINE 04103

DEVELOPMENT PARTNER
LB DEVELOPMENT
PORTLAND, ME 04101

No.	Description	Date

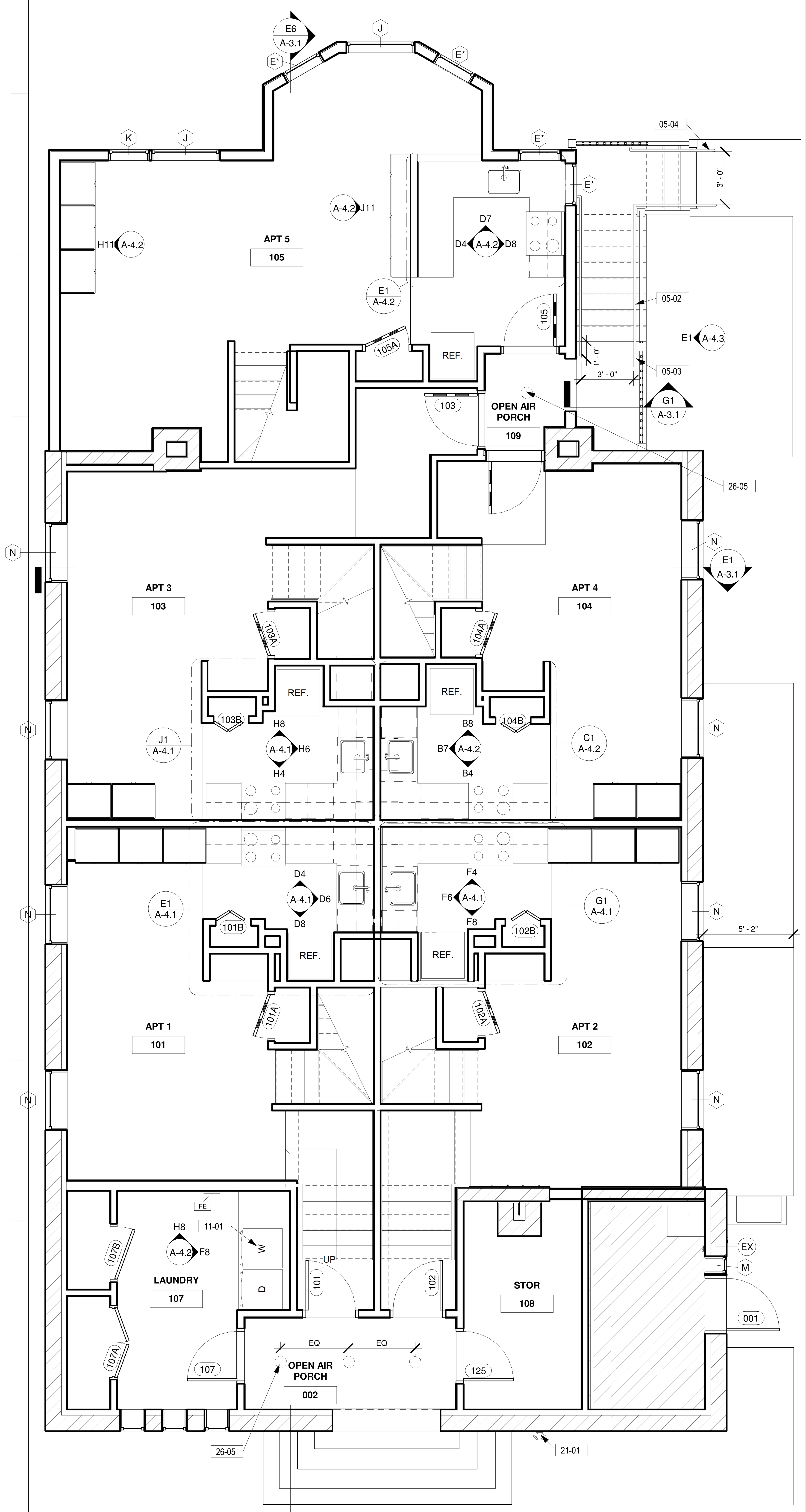
ADMIN & MECH BASEMENTS

Project number	24-12_HOPE ACTS
Date	05.19.25
Drawn by	
Project Status	DD
	A-1.1
Scale	1/4" = 1'-0"

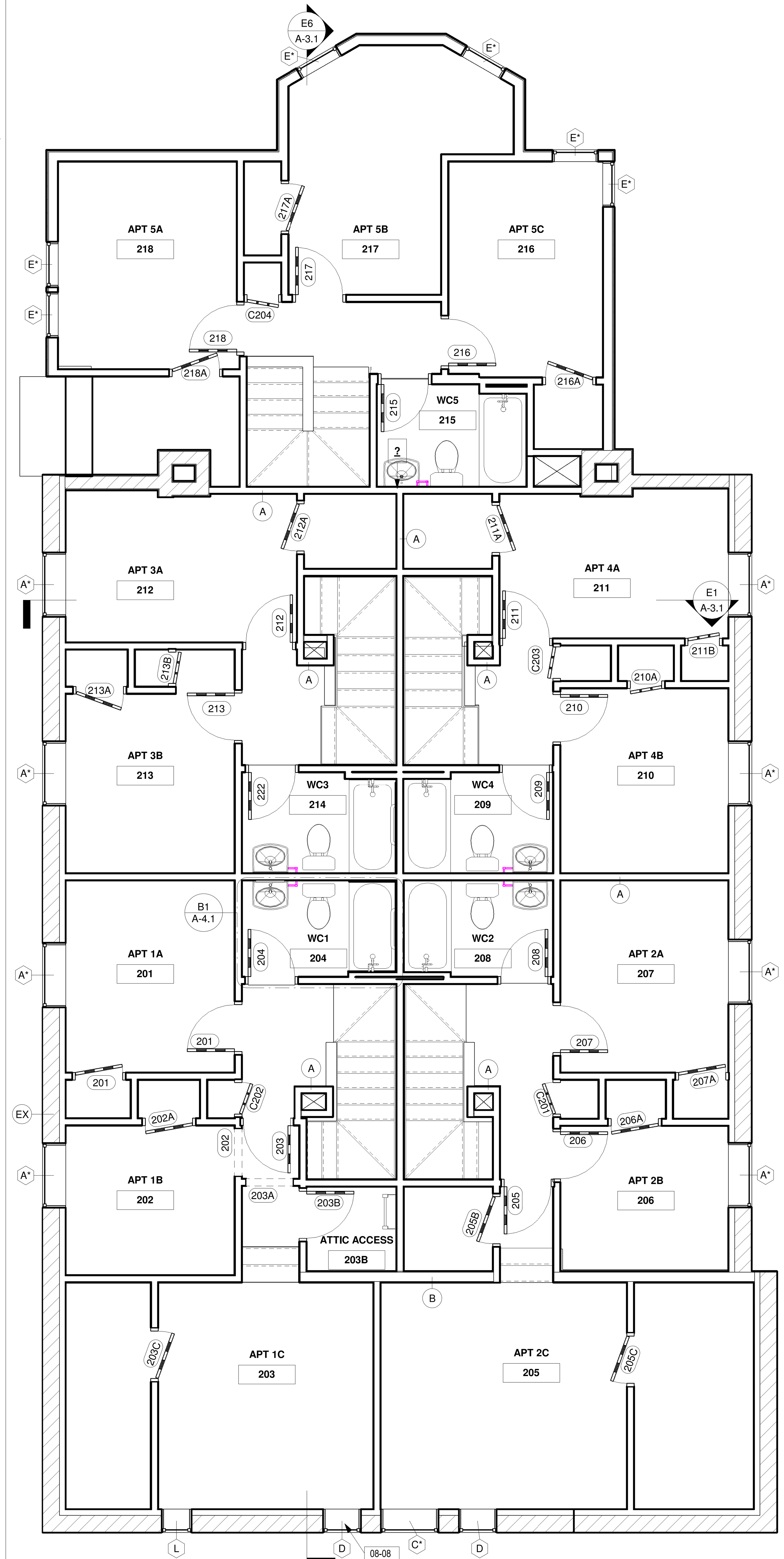
A B C D E F G H I J

1 2 3 4 5 6 7 8 9 10 11 12 13 14

#	Description
05-02	PROVIDE TYPE 1 PRIMED & PT'D MTL HANDRAIL BOTH SIDES, TYP. W/EXTENSION
05-03	MTL HANDRAIL RETURN, TYP.
05-04	180° HANDRAIL RETURN TO POST, TYP.
08-08	REMOVE TRIM & ASSESS MASONRY OPENING - TO CONFIRM IF MO WILL ACCEPT NEW EGRESS CASEMENT WINDOW
11-01	WATERSENSE QUALIFIED WASHER & ELECT. DRYER
21-01	FD CONNECTION - SEE SPRINKLER DWGS
26-05	EXTERIOR LIGHT



J1 First Floor (Apartments)
A-1.2 1/4" = 1'-0"



J6 Second Floor (Apartments)
A-1.2 1/4" = 1'-0"

Hope Acts House

LEVEL 1 & 2 ALTERATION OF EXISTING STRUCT

HOPE ACTS
14 SHERMAN STREET
PORTLAND, ME 04101
207-228-1140

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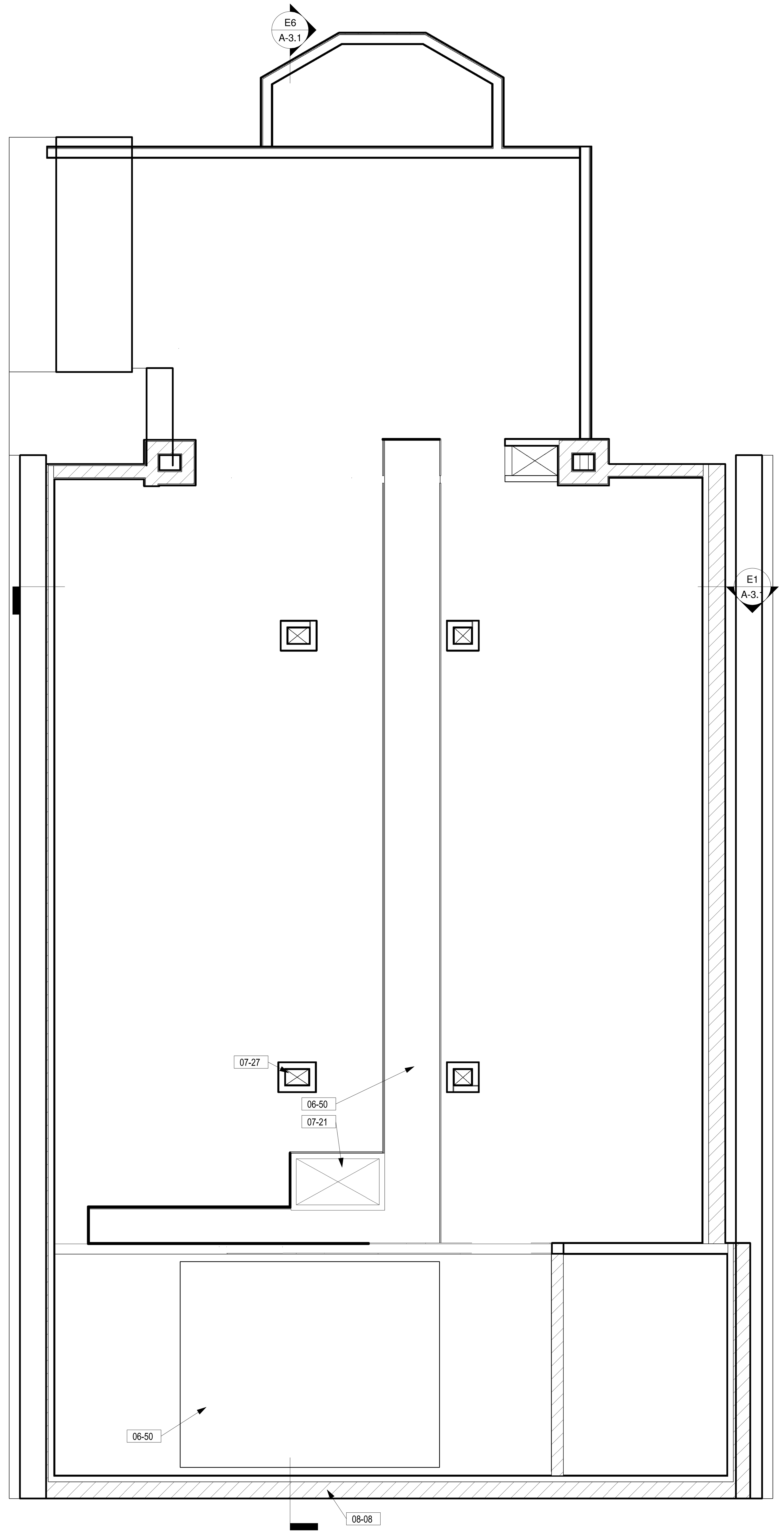
LB DEVELOPMENT
PORTLAND, ME 04101

No.	Description	Date

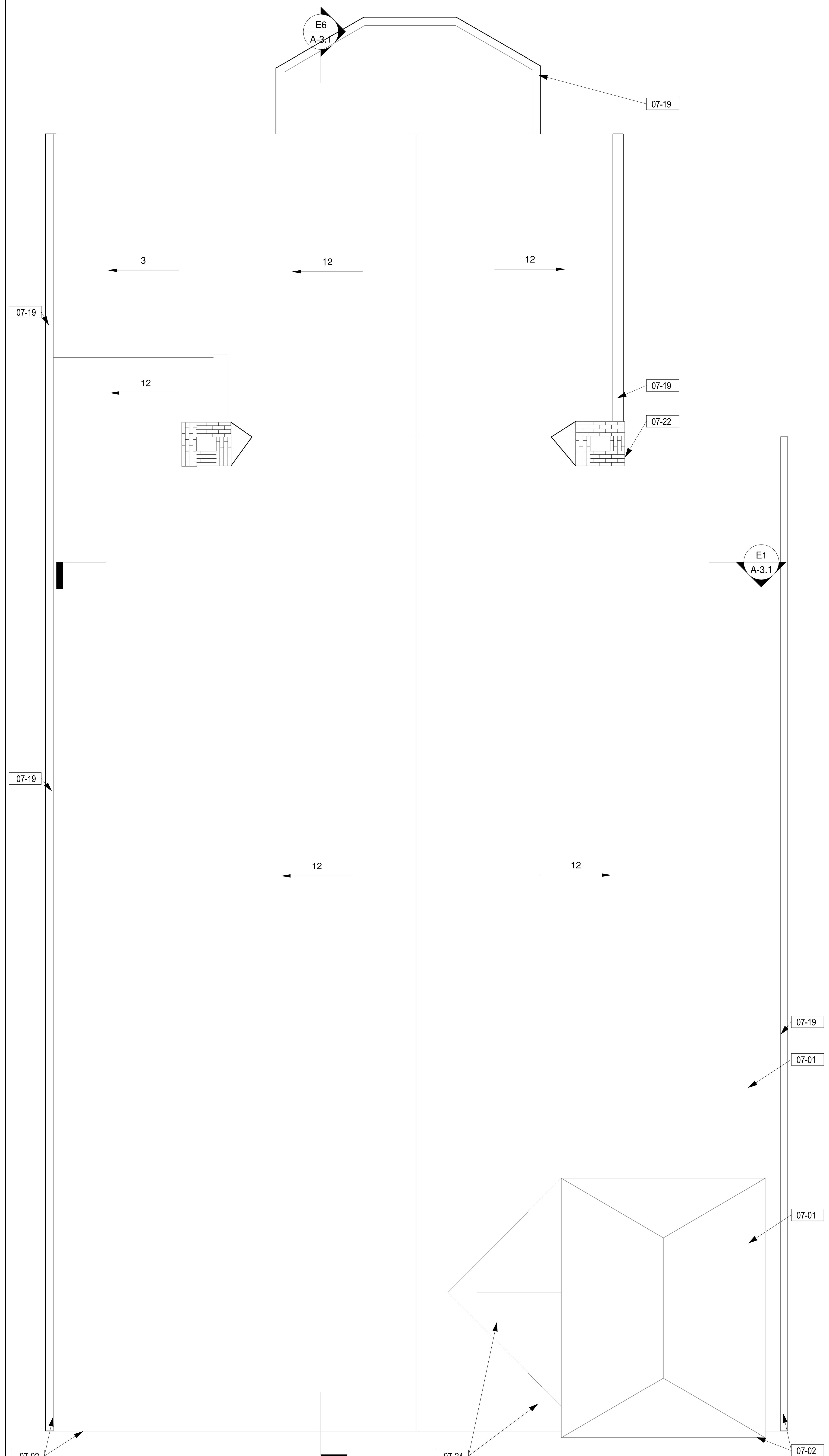
APARTMENTS

Project number	24-12_HOPE ACTS
Date	05.19.25
Drawn by	Author
Project Status	DD
	A-1.2
Scale	1/4" = 1'-0"

#	Description
06-50	MECHANICAL ACCESS CATWALK SURROUNDED BY PLY INSULATION RETAINER DAM
07-01	NEW HIGH SRI ARCHITECTURAL SHINGLES, MUST BE ENERGY STAR QUALIFIED PRODUCT (www.energystar.gov/ia/products/prod_lists/roofs_prod_list.pdf)
07-02	METAL DRIP EDGE, TYP.
07-19	MTL GUTTER W/DOWNSPOUT DIRECTED AWAY FROM FDN, TYP.
07-21	INSULATED ROOF ACCESS HATCH W/LOCKING MECHANISM
07-22	INSULATED ROOF ACCESS HATCH W/LOCKING MECHANISM
07-24	PROTECT EAVES & VALLEYS W/ICE & WATER SHIELD UNDERLAY, TYP.
07-27	MAINTAIN FIRE RATING W/APPROVED FIRESTOP SYSTEMS TESTED PER ASTM E814 OR UL 1479.
08-08	REMOVE TRIM & ASSESS MASONRY OPENING - TO CONFIRM IF MO WILL ACCEPT NEW EGRESS CASEMENT WINDOW



J1 Attic Plan
A-1.3 1/4" = 1'-0"



J6 Roof Plan
A-1.3 1/4" = 1'-0"

Hope Acts House

LEVEL 1 & 2 ALTERATION OF EXISTING STRUCT

HOPE ACTS
14 SHERMAN STREET
PORTLAND, ME 04101
207-228-1140

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traciereed@dextrouscreative.com
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PROJECT TEAM

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FALMOUTH, ME 04105

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HARDYPOND
7 TEE DRIVE
PORTLAND, MAINE 04103

DEVELOPMENT PARTNER
LB DEVELOPMENT
PORTLAND, ME 04101

No.	Description	Date

ATTIC PLAN

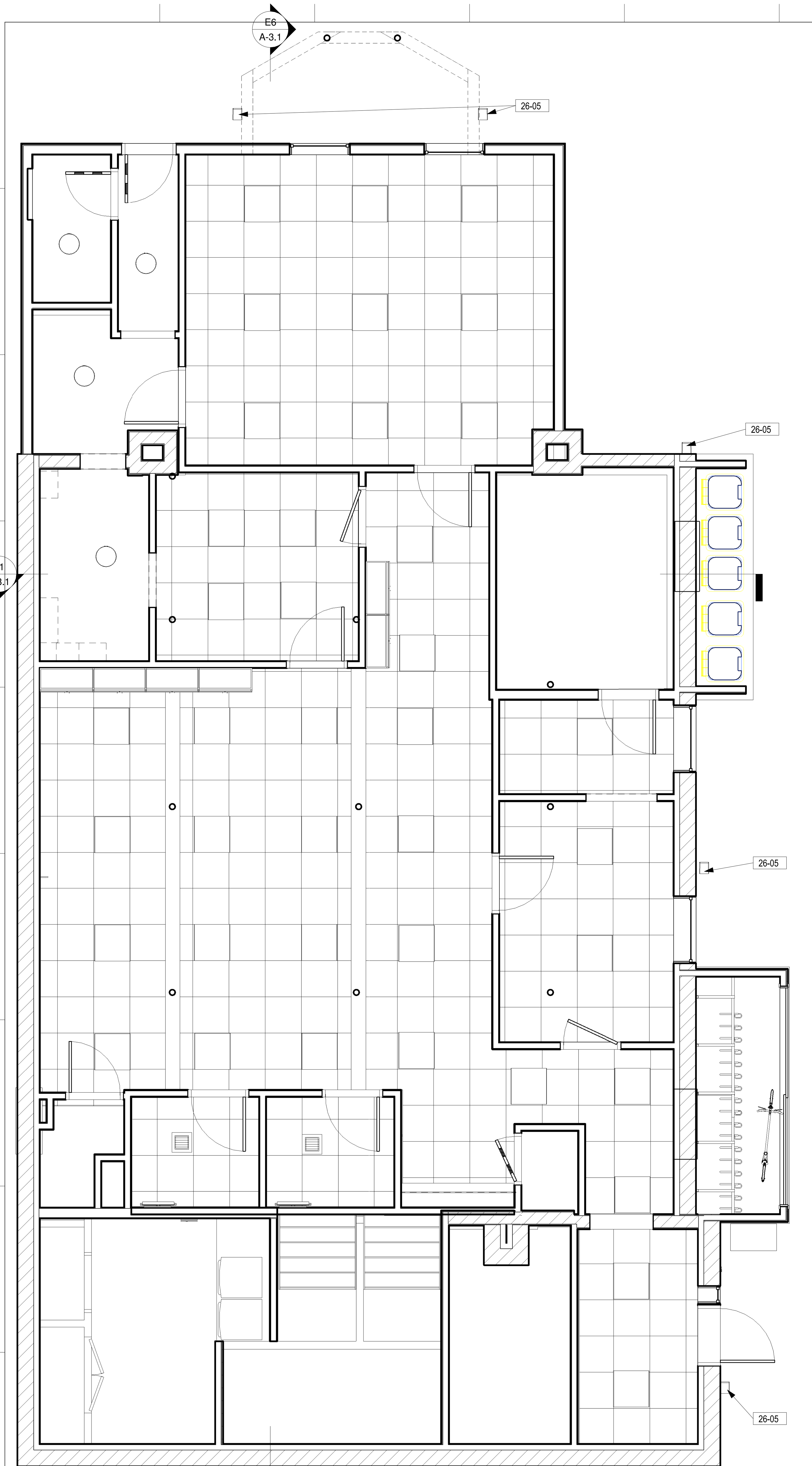
Project number	24-12_HOPE ACTS
Date	05.19.25
Drawn by	TR
Project Status	DD

A-1.3

Scale 1/4" = 1'-0"

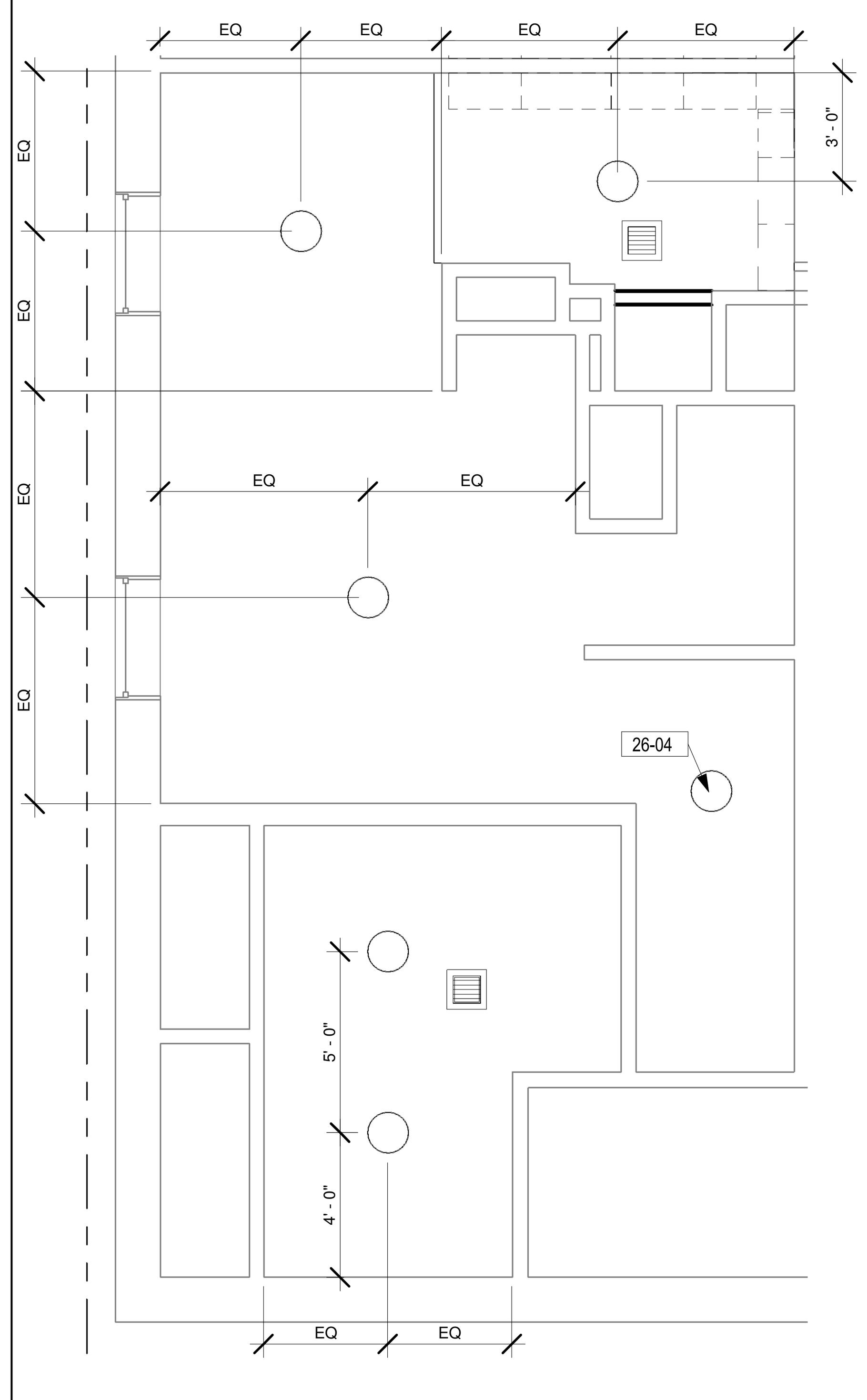
A B C D E F G H I J

1 2 3 4 5 6 7 8 9 10 11 12 13 14

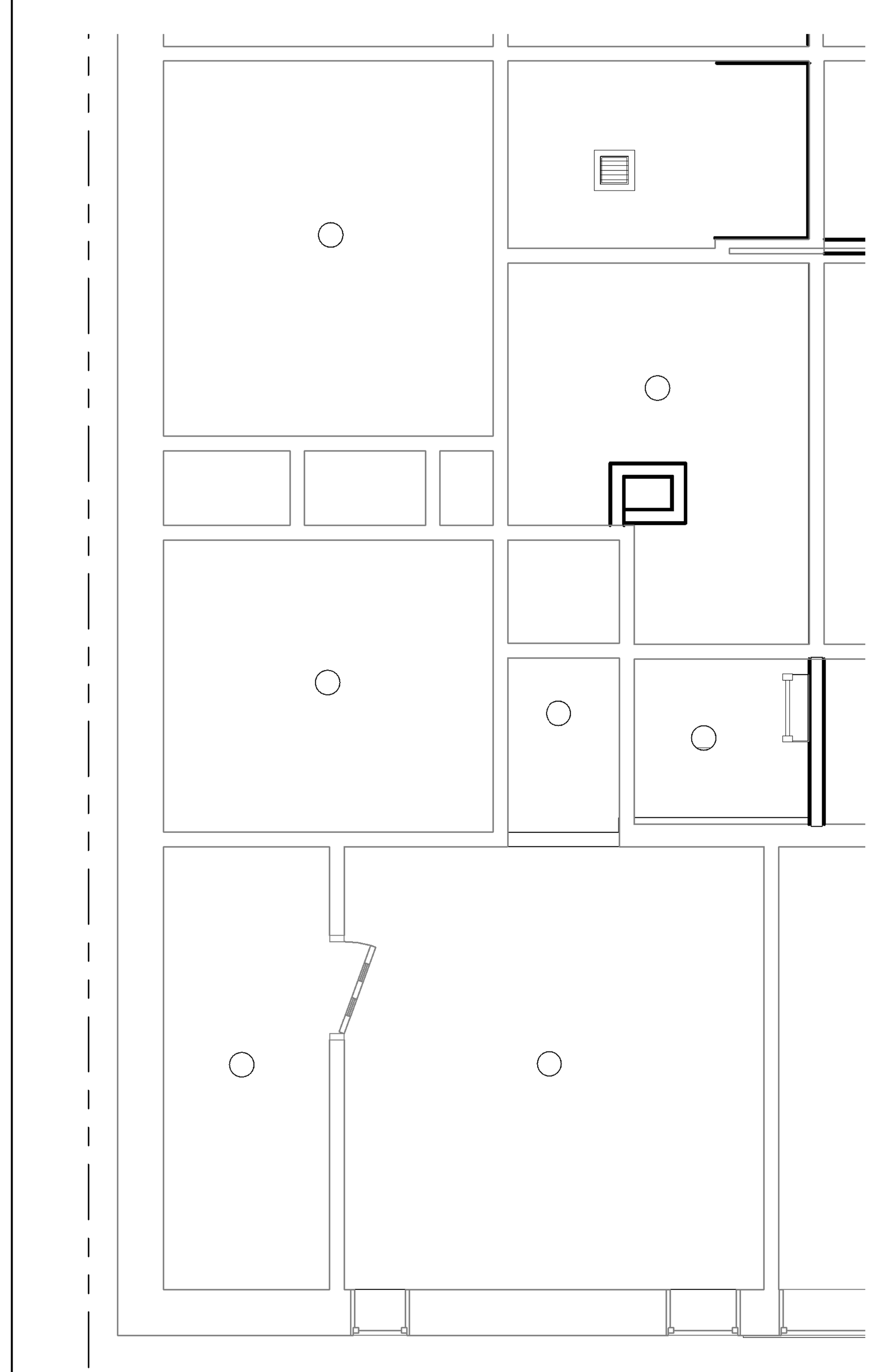


I1 A-1.4 Admin Level 1/4" = 1'-0"

ADMINISTRATIVE LEVEL IS NOT SUBJECT TO REGIONAL SOURCING OR RECYCLED CONTENT STIPULATIONS OF FUNDING SOURCES



D6 A-1.4 TYP. UNIT LIGHTING PLAN - LOWER LEVEL 1/4" = 1'-0"



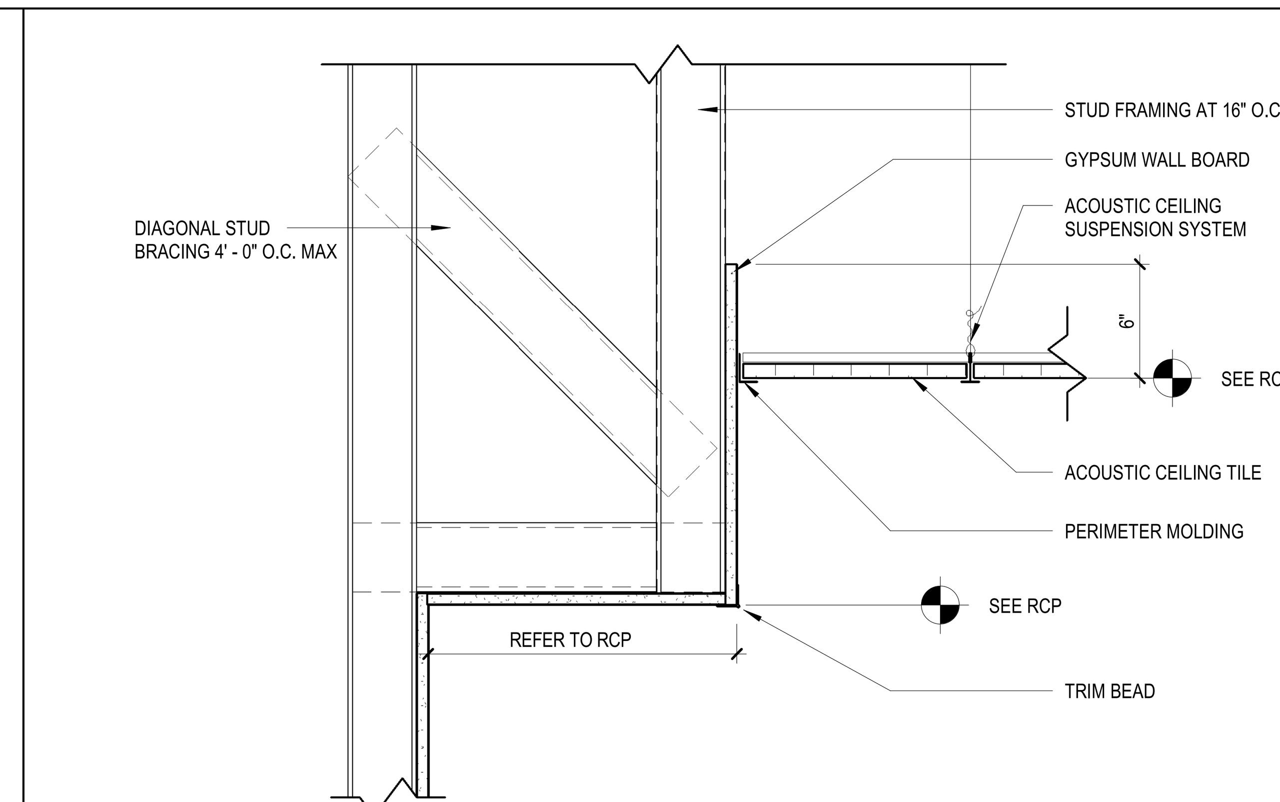
I6 A-1.4 Second Floor (Apartments) 1/4" = 1'-0"

REFLECTED CEILING PLAN LEGEND

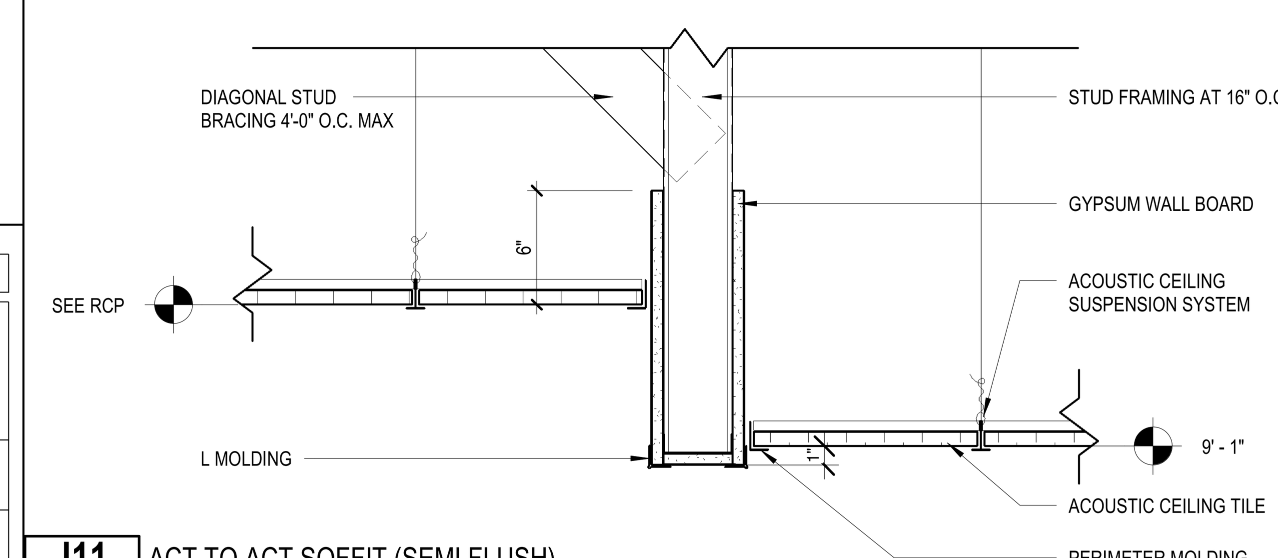
('X-XX' AFF)	CEILING HEIGHT
	2' x 2' ACT
	LITHONIA LIGHTING 24" X 24" INTEGRATED LED CEILING TROFFER (2BLT2 33L ADP LP835)
	JUNO SLIMFORM 11" SURFACE MT. LED DOWNLIGHT (bci4706717)
	WESTINGHOUSE DERMOT 24" WIDE BATH BAR (6134900)
	FULL CUT-OFF WALL PACK
	RECESS WET-RATED LED (OUTSIDE UNIT ENTRY)
	CEILING MOUNTED EXIT SIGN
	WALL MOUNTED EXIT SIGN
	DOME SECURITY CAMERA

CEILING TYPES LEGEND

ACT-1	TYPE: MANUF: SERIES: WIDTH/SIZE: COLOR:	ACOUSTIC CEILING TILE ARMSTRONG ULTIMA HIGH NRC (.80 NRC) 2' x 2', GRID 9/16" WHITE
GWB-1	TYPE: FINISH:	GYPSUM BOARD PAINTED: P-0 (CEILING FLAT)
GWB-2	TYPE: FINISH:	GYPSUM BOARD (WET LOCATION) PAINTED: P-0 (SEMI GLOSS)



H11 A-1.4 WALL TO ACT SOFFIT 1 1/2" = 1'-0"



J11 A-1.4 ACT TO ACT SOFFIT (SEMI FLUSH) 1 1/2" = 1'-0"

Hope Acts House

LEVEL 1 & 2 ALTERATION OF EXISTING STRUCT

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PORTLAND, ME 04101
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7 TEE DRIVE
PORTLAND, MAINE 04103

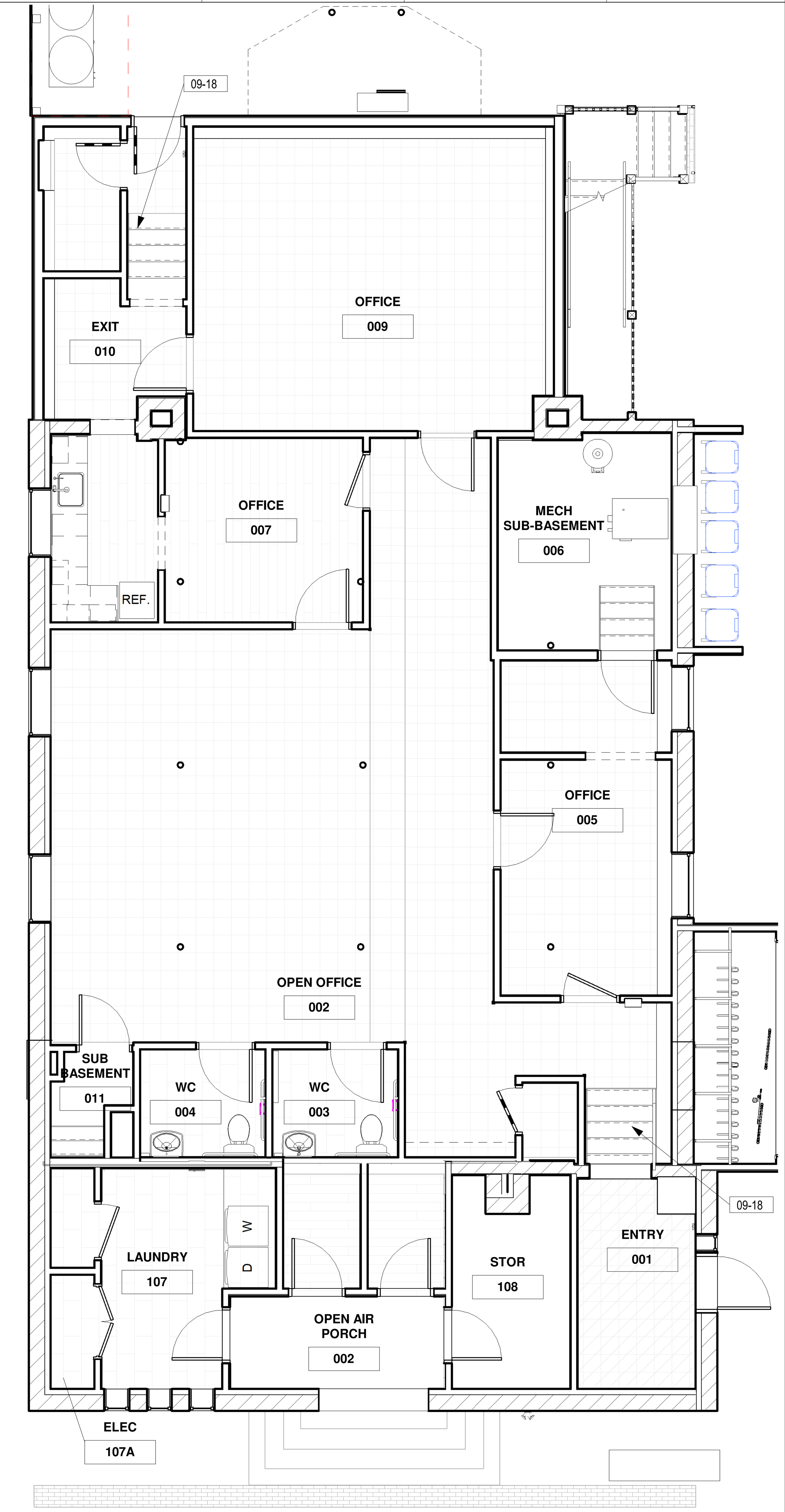
DEVELOPMENT PARTNER
LB DEVELOPMENT
PORTLAND, ME 04101

No.	Description	Date

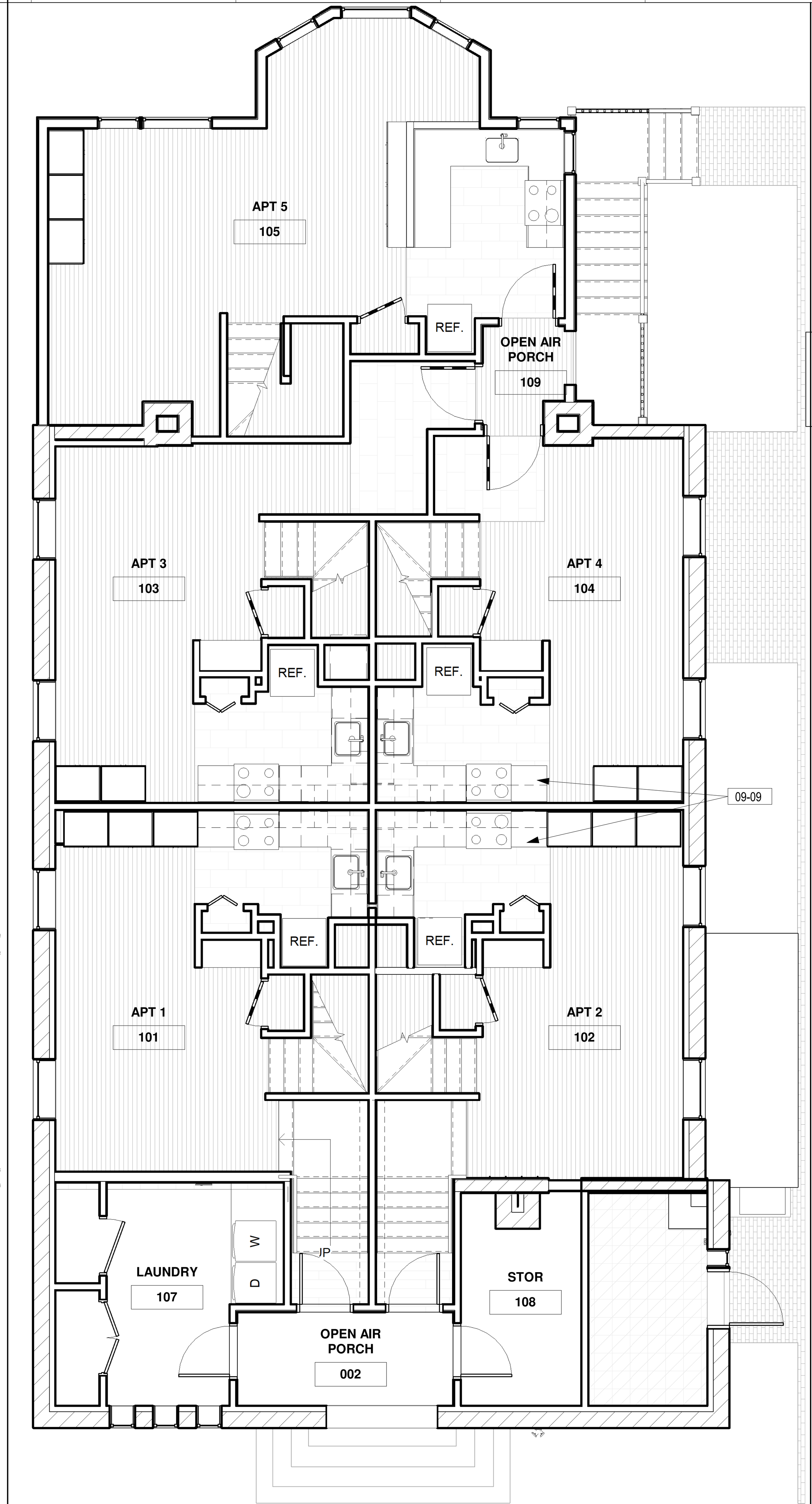
REFLECTED CEILING PLANS

Project number	24-12_HOPE ACTS
Date	05.19.25
Drawn by	
Project Status	DD
	A-1.4
Scale	As indicated

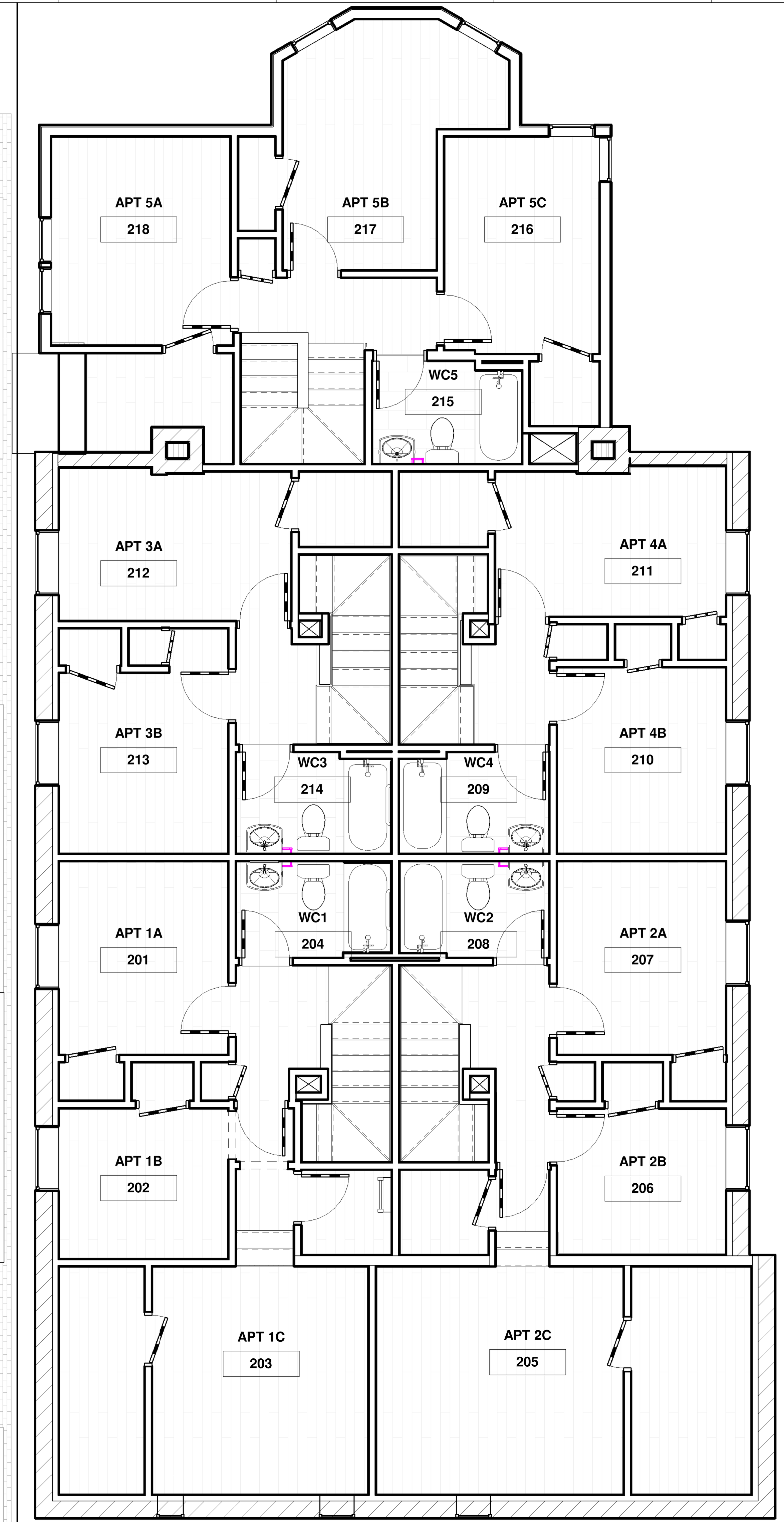
#	Description
09-09	EXTEND FLOORING & WALL BASE UNDER CABINETS, TYP.
09-18	RUBBER STAIR TREADS & RISERS - SEE FINISH SCHEDULE



G1 Admin Level Flooring Plan
A-1.5 3/16" = 1'-0"



G5 First Floor (Apartments) Flooring Plan
A-1.5 3/16" = 1'-0"



G9 Second Floor (Apartments) Flooring Plan
A-1.5 3/16" = 1'-0"

TILE

HARDWOOD (REFINISH EXISTING)

CPT

LVT

WOM

SEE ID-1.1 FOR FLOORING SELECTIONS

Hope Acts House

LEVEL 1 & 2 ALTERATION OF EXISTING STRUCT

HOPE ACTS
14 SHERMAN STREET
PORTLAND, ME 04101
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PROJECT TEAM

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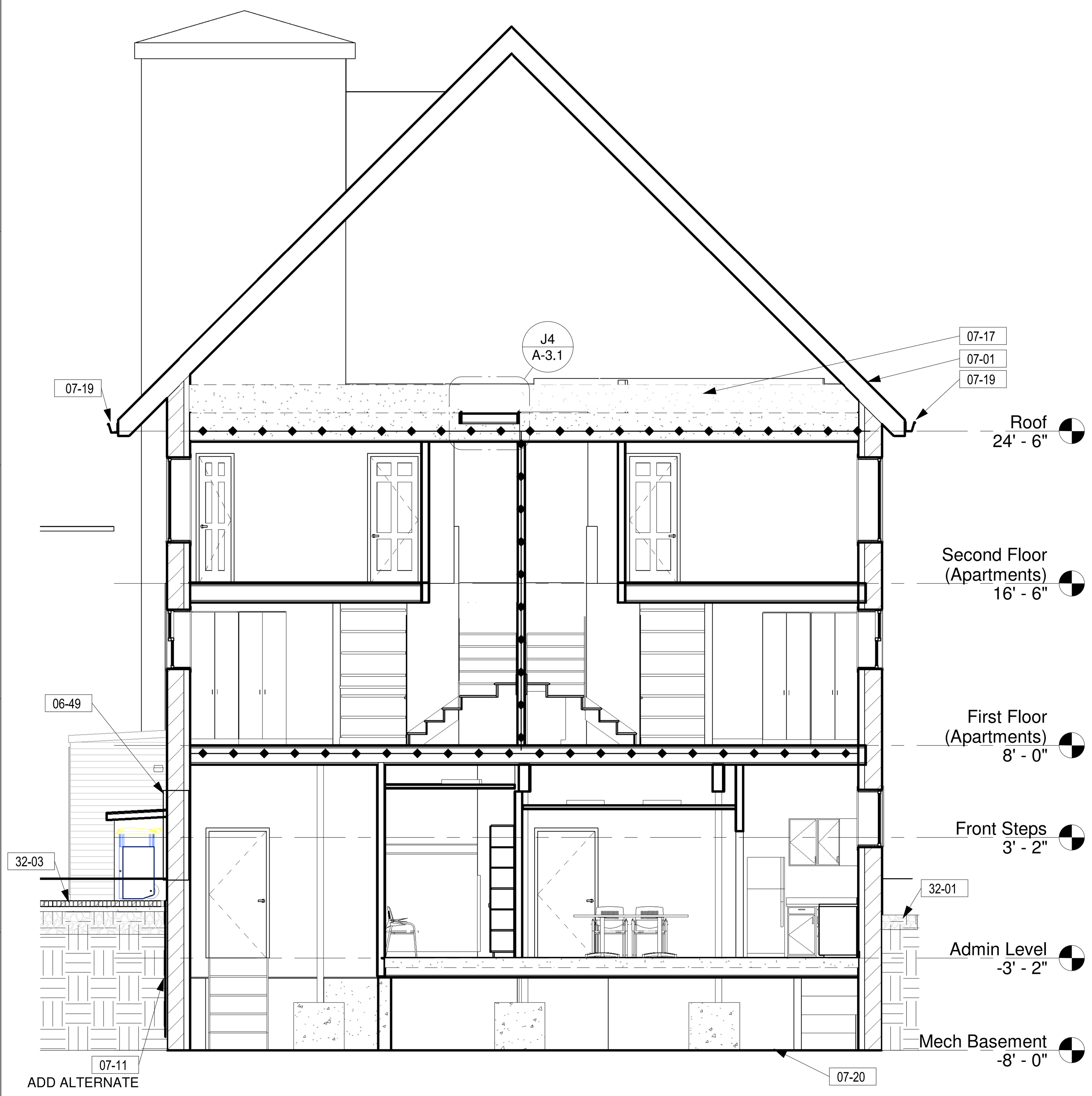
LB DEVELOPMENT
PORTLAND, ME 04101

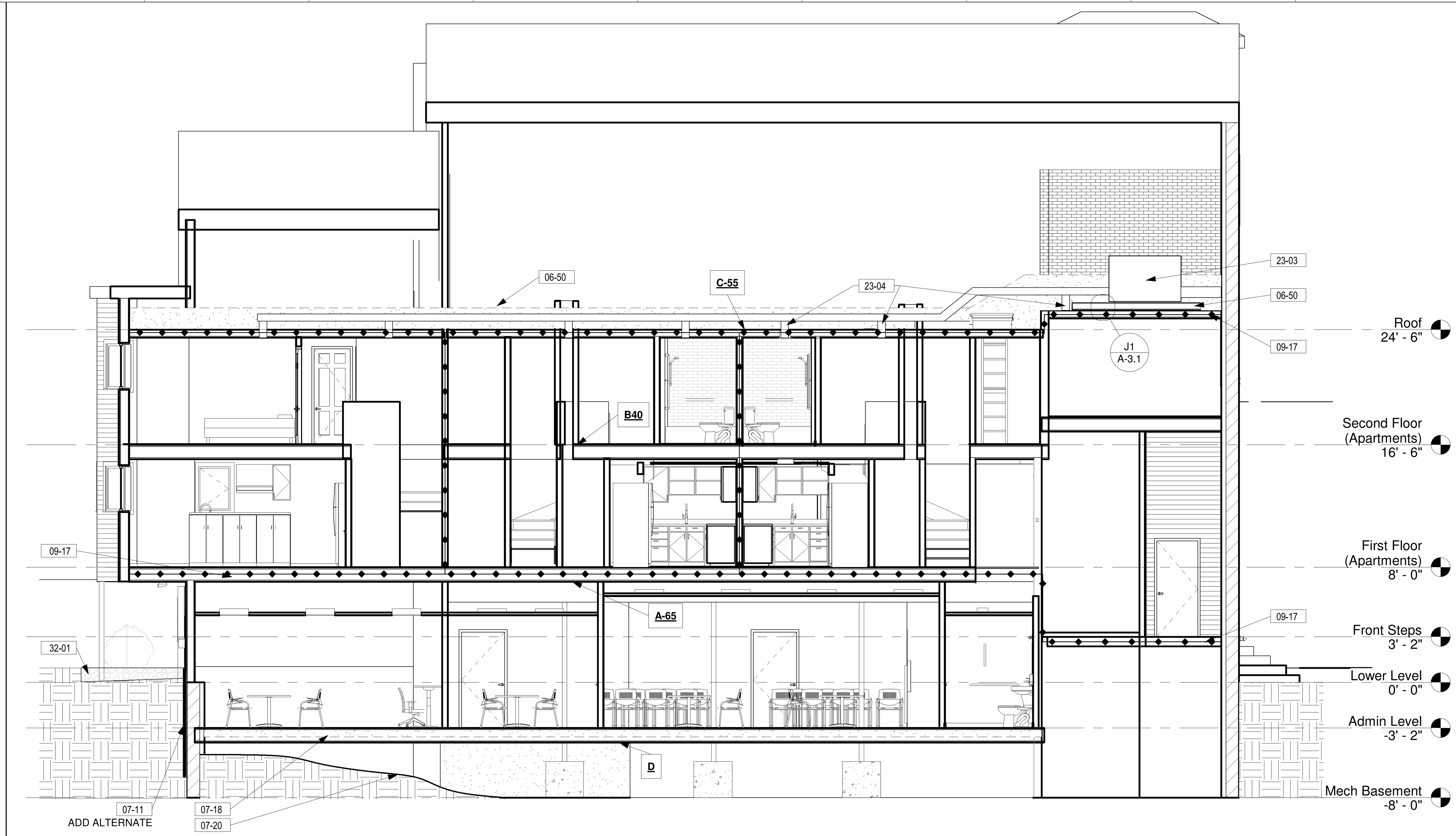
No.	Description	Date

FLOOR PATTERN PLANS

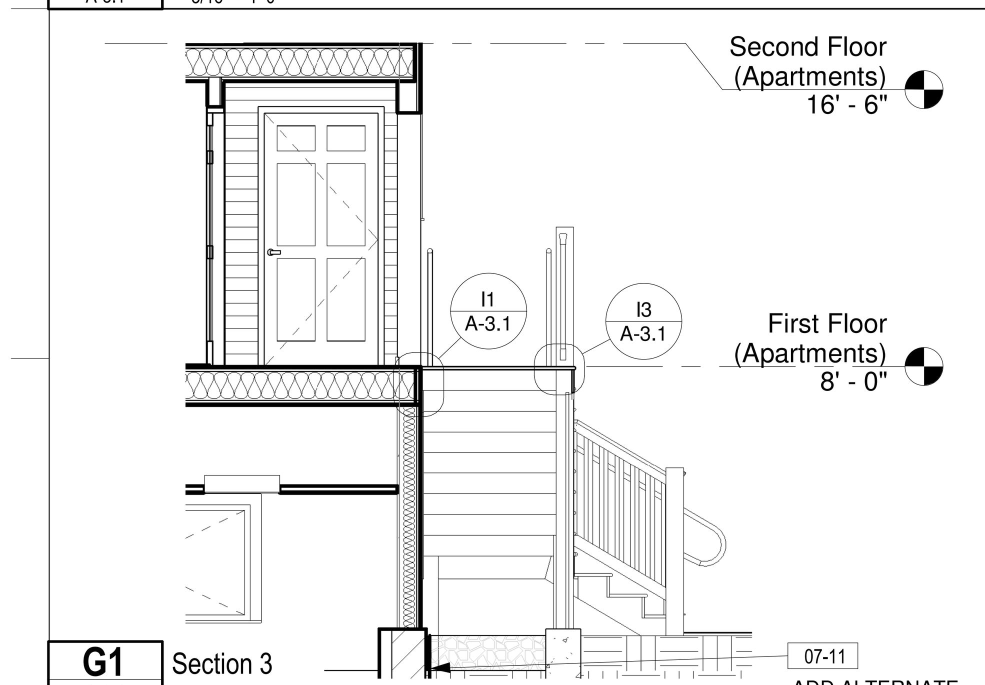
Project number	24-12_HOPE ACTS
Date	05.19.25
Drawn by	Author
Project Status	DD
	A-1.5
Scale	3/16" = 1'-0"



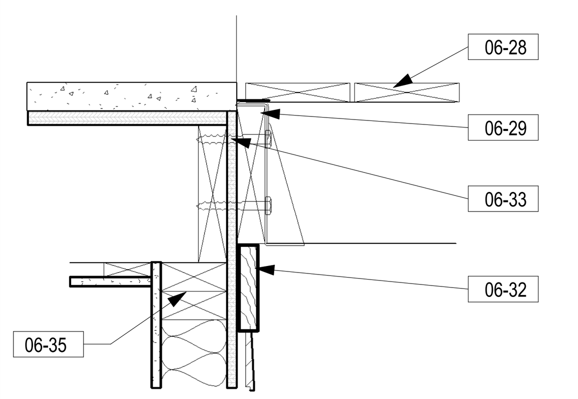
E1 A-3.1 SECTION 1 3/16" = 1'-0"



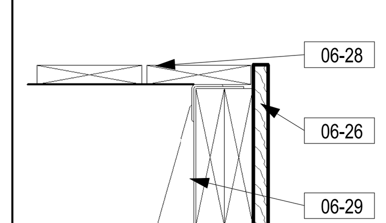
E6 A-3.1 SECTION 2 3/16" = 1'-0"



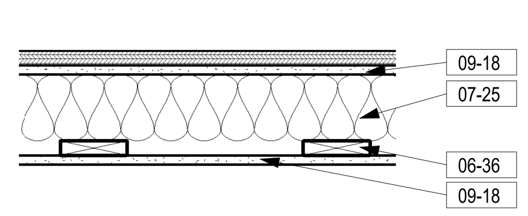
G1 A-3.1 Section 3 1/4" = 1'-0"



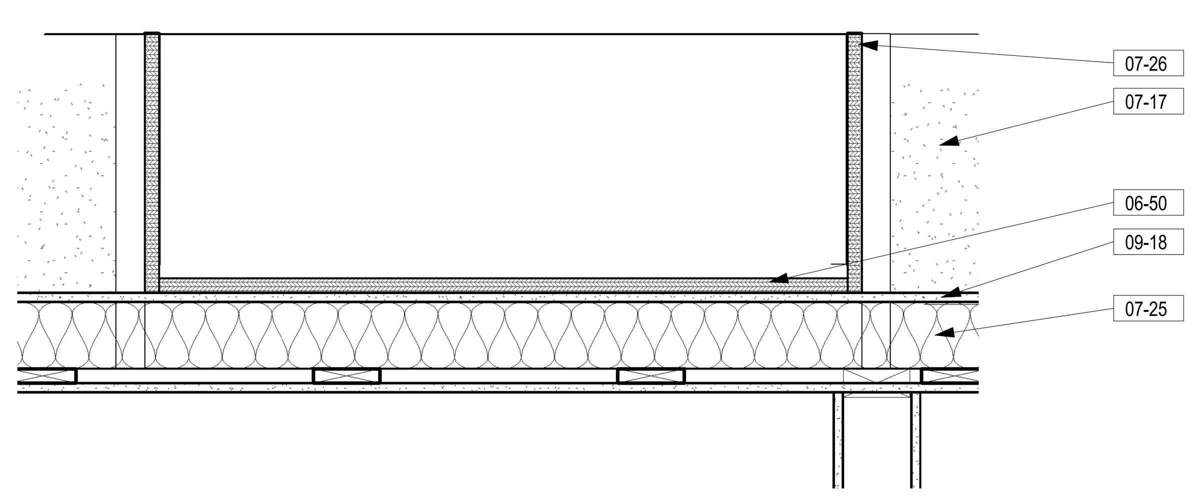
I1 A-3.1 DECK CONNECTION DETAIL 1 1/2" = 1'-0"



I3 A-3.1 OUTER DECK EDGE 1 1/2" = 1'-0"



J1 A-3.1 MECH CATWALK ADJ. TO EQUIP 1 1/2" = 1'-0"



J4 A-3.1 CATWALK 1 1/2" = 1'-0"

#	Description
06-36	WD STRAPPING
06-49	PAINTED PT PLYWOOD ACCESS PANEL
06-50	MECHANICAL ACCESS CATWALK SURROUNDED BY PLY INSULATION RETAINER DAM
07-01	NEW HIGH SRI ARCHITECTURAL SHINGLES, MUST BE ENERGY STAR QUALIFIED PRODUCT (www.energystar.gov/ia/products/prod_lists/roofs_prod_list.pdf)
07-11	FDN DRAIN BOARD OVER BITUMINOUS WATERPROOFING, TYP.
07-17	BLOWN IN CELLULOSE INSULATION
07-18	CLOSED CELL SPRAY FOAM INSUL. SEE PARTITION TYPES
07-19	MTL GUTTER W/DOWNSPOUT DIRECTED AWAY FROM FDN, TYP.
07-20	15 MIL POLY VAPER BARRIER - TAPED SEAMS & PENETRATIONS. FOLD UP & UNDER SILL, TYP.
07-25	EXISTING INSUL. TO REMAIN, TYP.
07-26	PLY W/2x4 FRAMING TO RETAIN NEW CELLULOSE INSUL.
09-17	FIRE RATED PARTITION - SEE SCHEDULE
09-18	GWB - SEE PARTITION SCHEDULES
23-03	SEE MECHANICAL
23-04	FIRE DAMPER @ RATED ASSEMBLY PENETRATION, TYP.
32-01	12" WIDE x 6" DEEP GRAVEL DRIP EDGE RETAINED W/MTGL EDGING, TYP.
32-03	HIGH SRI MASONRY PAVERS OVER SAND & COMPACTED AGGREGATE

Hope Acts House

LEVEL 1 & 2 ALTERATION OF EXISTING STRUCT

HOPE ACTS
14 SHERMAN STREET
PORTLAND, ME 04101
207-228-1140

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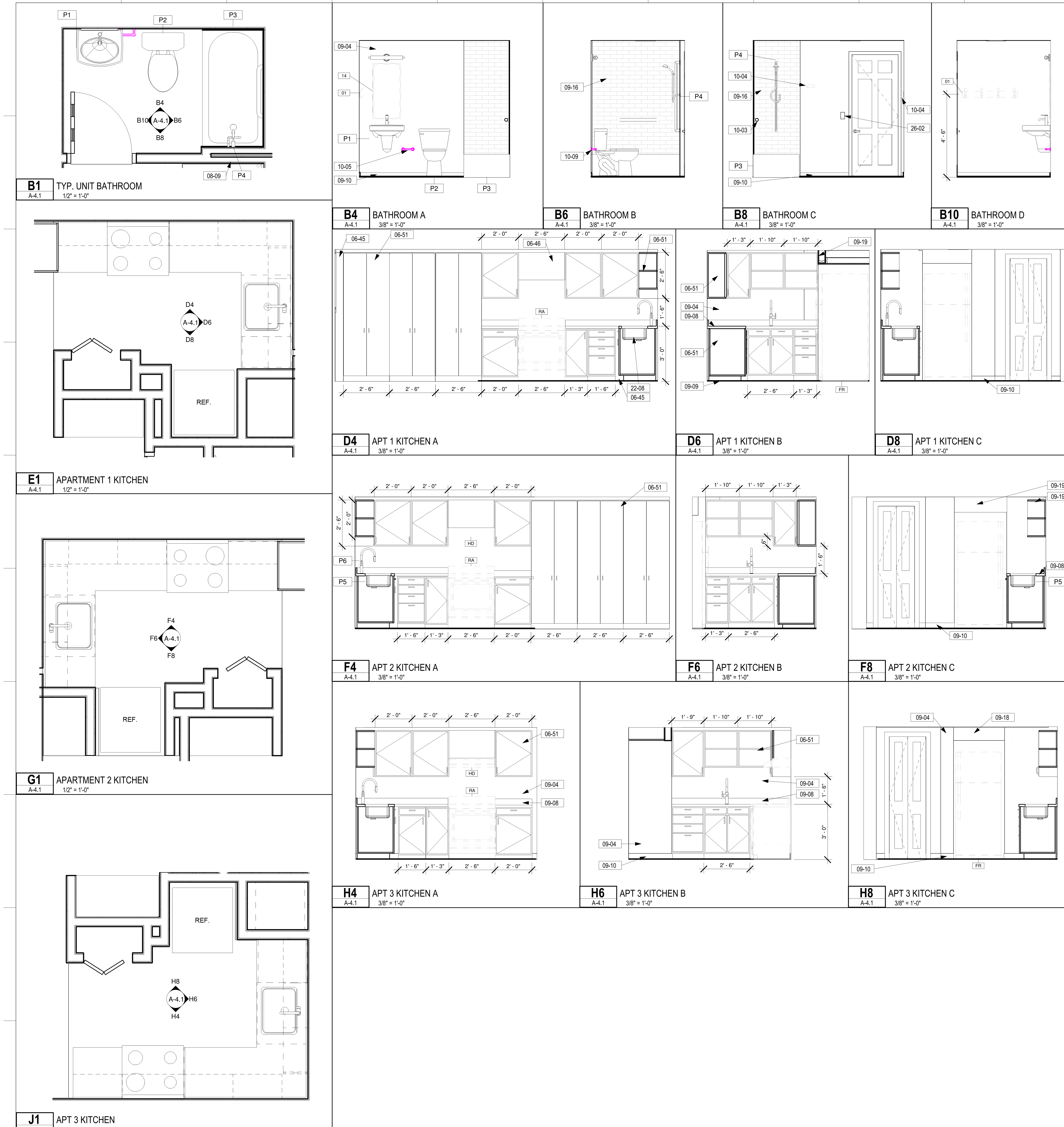
LB DEVELOPMENT
PORTLAND, ME 04101

No.	Description	Date

SECTIONS

Project number	24-12_HOPE ACTS
Date	05.19.25
Drawn by	TR
Project Status	DD
	A-3.1
Scale	As indicated



#	Description
06-45	FILLER PANEL, TYP.
06-46	FALSE FRONT PANEL, TYP.
06-51	CABINET W/1/2" PLY SIDES, DOVETAIL DRAWERS, 3/4" PLY SHELVES, SOFT CLOSE DOORS, SOFT-CLOSE UNDERMOUNTED DRAWERS
08-09	PROVIDE UNIVERSAL MTL ACCESS PANEL
09-04	PRIME & PAINT, TYP.
09-08	SOLID SURFACE COUNTER, TYP.
09-09	EXTEND FLOORING & WALL BASE UNDER CABINETS, TYP.
09-10	TILE WALL BASE, TYP.
09-16	WALL TILE, SEE FINISH SCHEDULE
09-18	RUBBER STAIR TREADS & RISERS - SEE FINISH SCHEDULE
09-19	EXISTING SOFFIT TO REMAIN
10-03	GRAB BARS IN SHOWER PER NFPA 101
10-04	FASTEN GARMENT HOOK INTO SOLID BLOCKING, TYP.
10-05	FASTEN BATHROOM ACCESSORY INTO SOLID BLOCKING, TYP.
10-09	FASTEN BATHROOM ACCESSORY INTO SOLID BLOCKING, TYP.
22-08	UNDERMOUNT SINK, SEE PLUMBING SCHEDULE
26-02	HARDWIRE BATHROOM FAN TO LIGHT SWITCH W/15 MIN DELAY SHUTOFF ON FAN

RA	30" ELECT RANGE
HD	HOOD - SEE MECH
RF	REFRIGERATOR

APPLIANCES REQ. TO MEET ENERGY REQ OF ENERGY STAR - LABEL NOT REQ

APPLIANCE LEGEND
1/2" = 1'-0"

Plumbing Fixture Schedule

#	Comments
P1	KOHLER MODERNLIFE WALL-MOUNT SINGLE-HOLE SINK W/K077768-8-0 & SHROUD. KOHLER SINGLE-HANDLE ELATE FAUCET (99492-4-CP)
P2	NIAGRA LIBERTY 1.28 GPF TOILET (N2235RB) + SEAT
P3	ACRYLIC ALCOVE TUB
P4	NIAGARA HANDHELD 1.5 GPM ADA COMPLIANT (N2945CH)
P5	UNDERMOUNT ADA SINK - K-3894-NA
P6	KOHLER PULL DOWN SINK FAUCET W/3 FUNCTION SPRAY HEAD K-22972-CP

ALL PLUMBING FIXTURES MUST BE WATERSENSE QUALIFIED FIXTURES INCLUDING SHOWERHEADS, LAVATORY FAUCETS AND TOILETS AND CLOTHES WASHERS.

Hope Acts House

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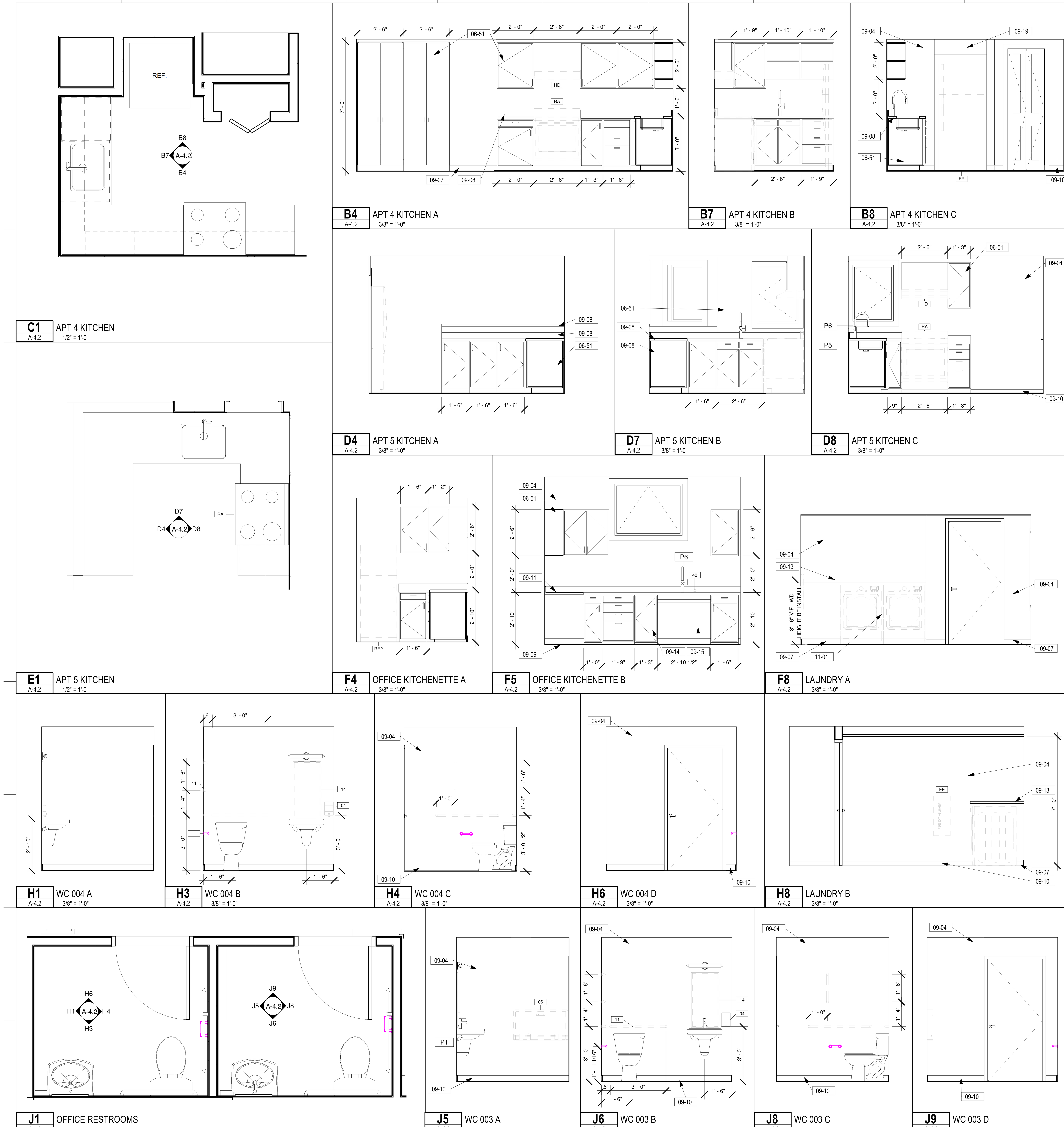
No.	Description	Date

INTERIOR ELEVATIONS

Project number	24-12_HOPE ACTS
Date	05.19.25
Drawn by	
Project Status	DD
	A-4.1
Scale	As indicated



#	Description
06-12	ADJ. 1" THICK HPL SHELVING, TYP.
06-51	CABINET W/1/2" PLY SIDES, DOVETAIL DRAWERS, 3/4" PLY SHELVES, SOFT CLOSE DOORS, SOFT-CLOSE UNDERMOUNTED DRAWERS
09-04	PRIME & PAINT, TYP.
09-07	VINYL WALL BASE, TYP.
09-08	SOLID SURFACE COUNTER, TYP.
09-09	EXTEND FLOORING & WALL BASE UNDER CABINETS, TYP.
09-10	TILE WALL BASE, TYP.
09-11	SOLID SURFACE COUNTER W/INTEGRATED WILSONART SINK, PROFILE AV1513 TYP.
09-13	LAMINATE COUNTER W/EASED EDGES TOP & BOTTOM. SEE FINISH SCHEDULE FOR LAM. SELECTION
09-14	HORIZONTAL WASTE/RECYCLING PULL-OUT CABINET
09-15	REMOVABLE ADA SINK SKIRT FINISH TO MATCH ADJ. CABINETS
09-19	EXISTING SOFFIT TO REMAIN
11-01	WATERSENSE QUALIFIED WASHER & ELECT. DRYER

RA	30" ELECT RANGE
HD	HOOD - SEE MECH
RF	REFRIGERATOR

APPLIANCES REQ. TO MEET ENERGY REQ OF ENERGY STAR - LABEL NOT REQ

APPLIANCE LEGEND
1/2" = 1'-0"

Plumbing Fixture Schedule

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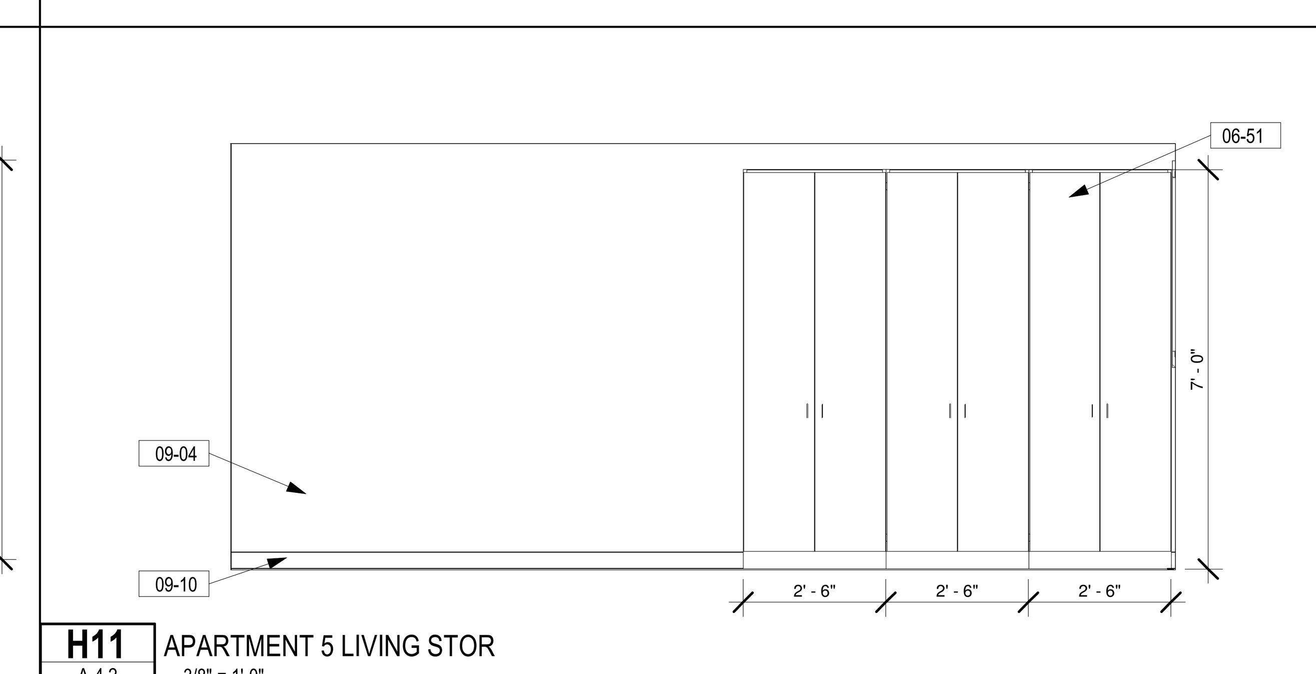

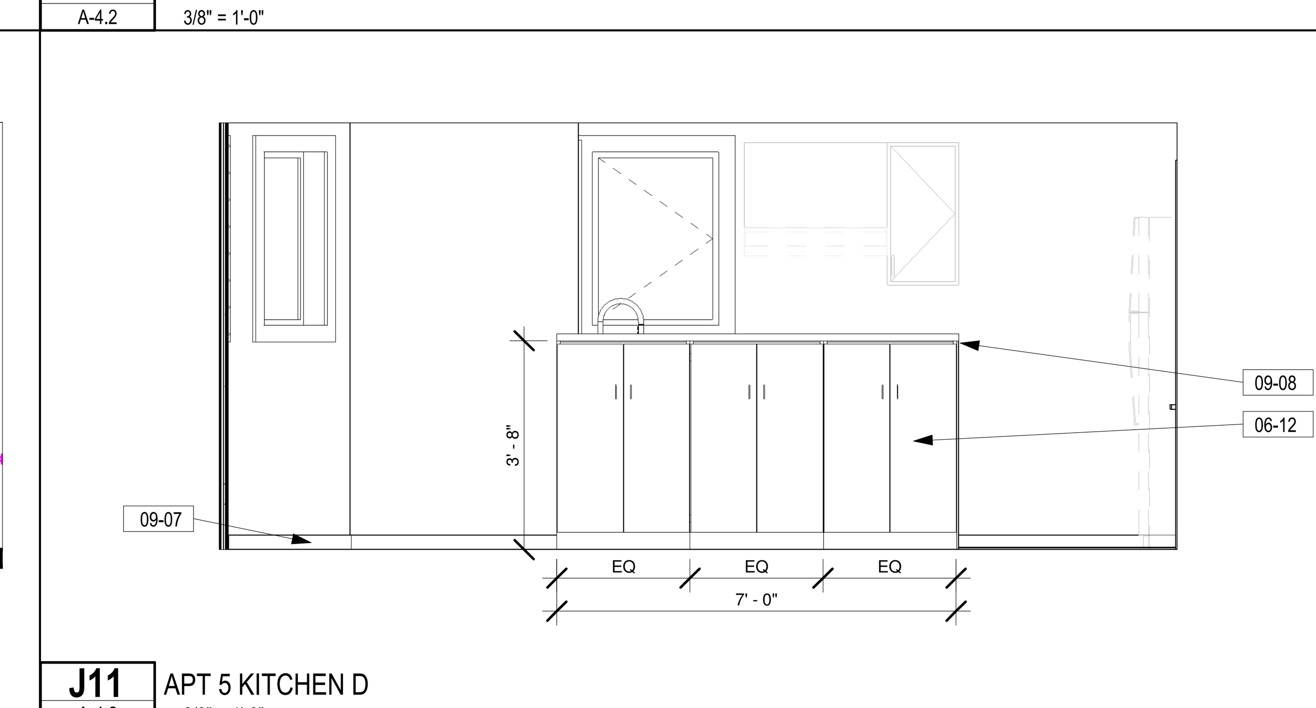

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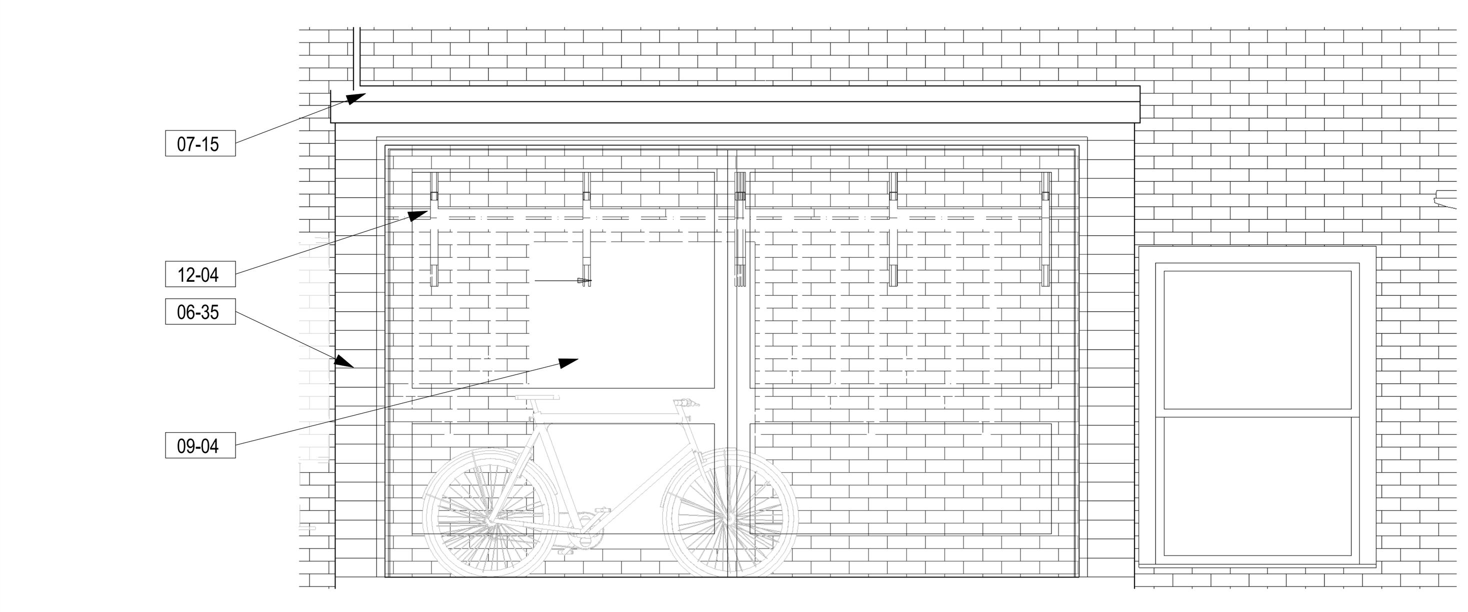
LB DEVELOPMENT
PORTLAND, ME 04101

No.	Description	Date

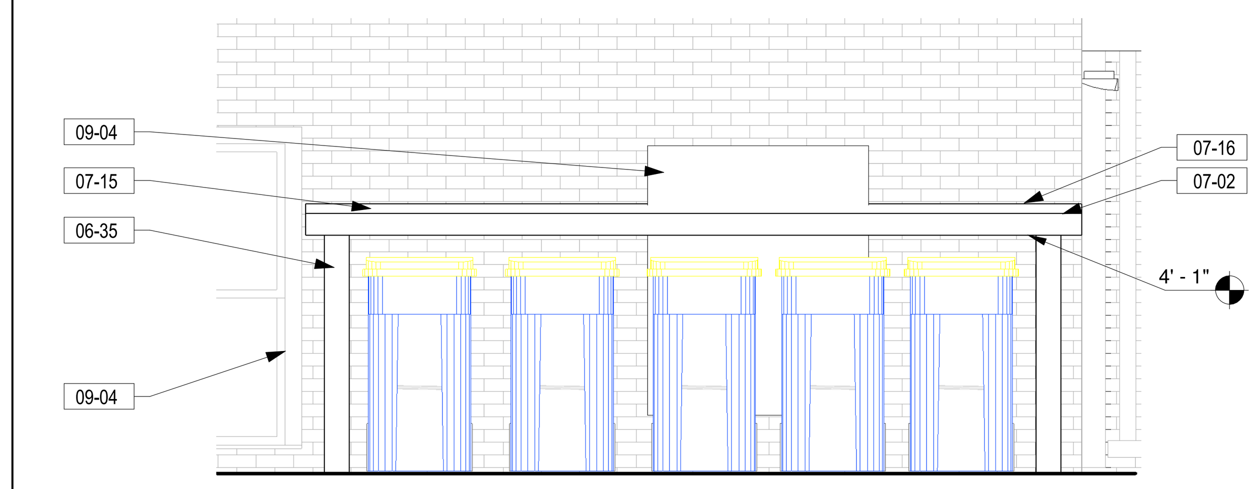
INTERIOR ELEVATIONS

Project number	24-12_HOPE ACTS
Date	05.19.25
Drawn by	Author
Project Status	DD
	A-4.2
Scale	As indicated

#	Description
05-02	PROVIDE TYPE 1 PRIMED & PT'D MTL HANDRAIL BOTH SIDES, TYP. W/EXTENSION
06-16	42" GUARD W/FLAT TOP RAIL. GUARD COMPRISED OF 2x2 SPACED BALUSTERS @ 3.5" TYP TRIMMED @ TOP & BOTTOM BY 1x4 BOTH SIDES. BOTTOM OF GUARD RAISED 3.5" FROM SURFACE OF DECK.
06-20	1x4 PRIMED & PAINTED WD BOARDS SPACED 2" CLR TO FORM SKIRT
06-21	MAINTAIN GROUND CLEARANCE TO PREVENT ROT, TYP.
06-27	PROVIDE PERIMETER DECK BOARD, TYP.
06-35	WALL TYPES VARY - SEE PLAN FOR WALL SCHEDULE/FINISHES, TYP.
06-47	ENCLOSED, PAINTED RISER & 5/4" x 6" TREADS, EASED NOSING
06-48	POST CAP, TYP.
07-02	METAL DRIP EDGE, TYP.
07-15	EPDM ROOF MEMBRANE OVER ROOF JOISTS SLOPED 1/4"/12"
07-16	MTL FLASHING, TYP.
09-04	PRIME & PAINT, TYP.
12-04	WALL-MOUNTED BIKE RACK

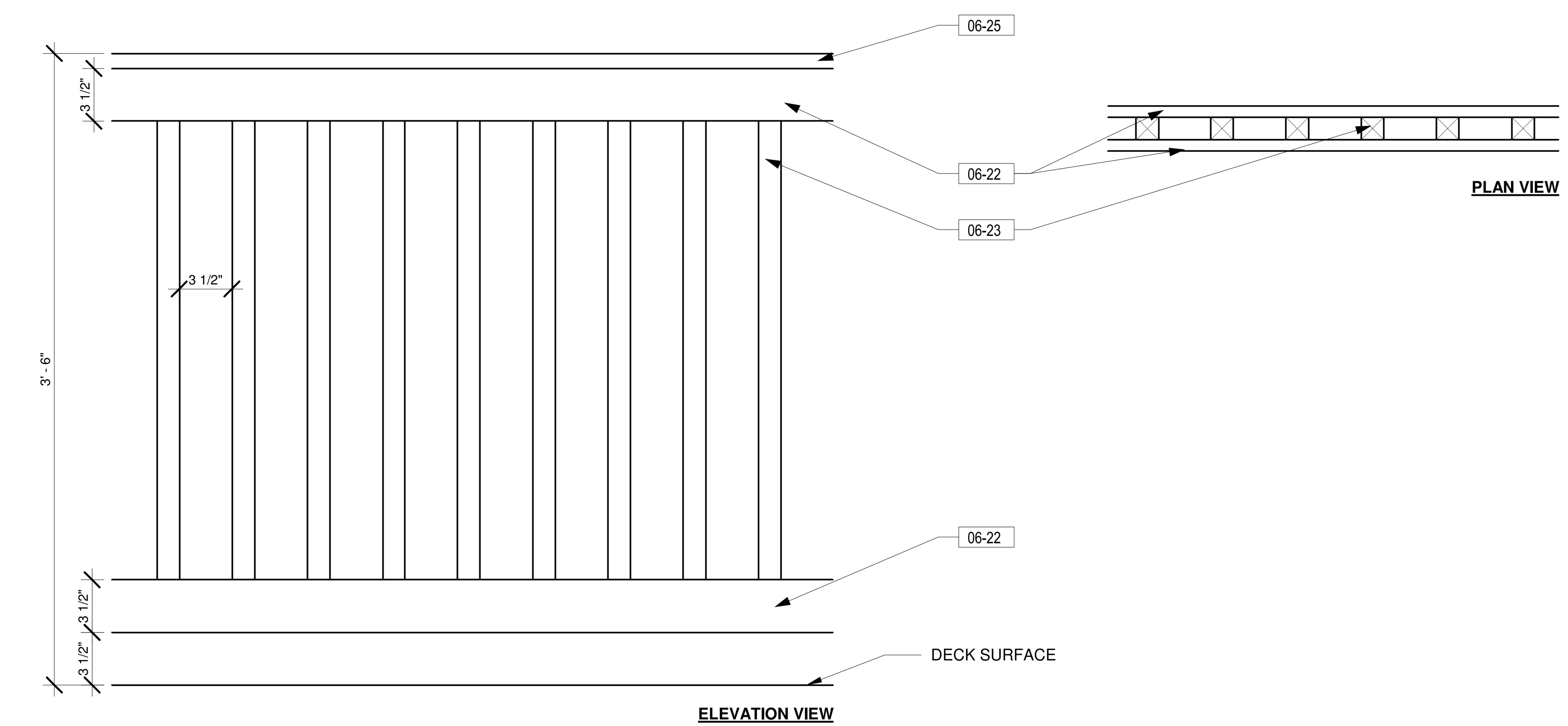


B1 BIKE STORAGE
A-4.3 3/8" = 1'-0"

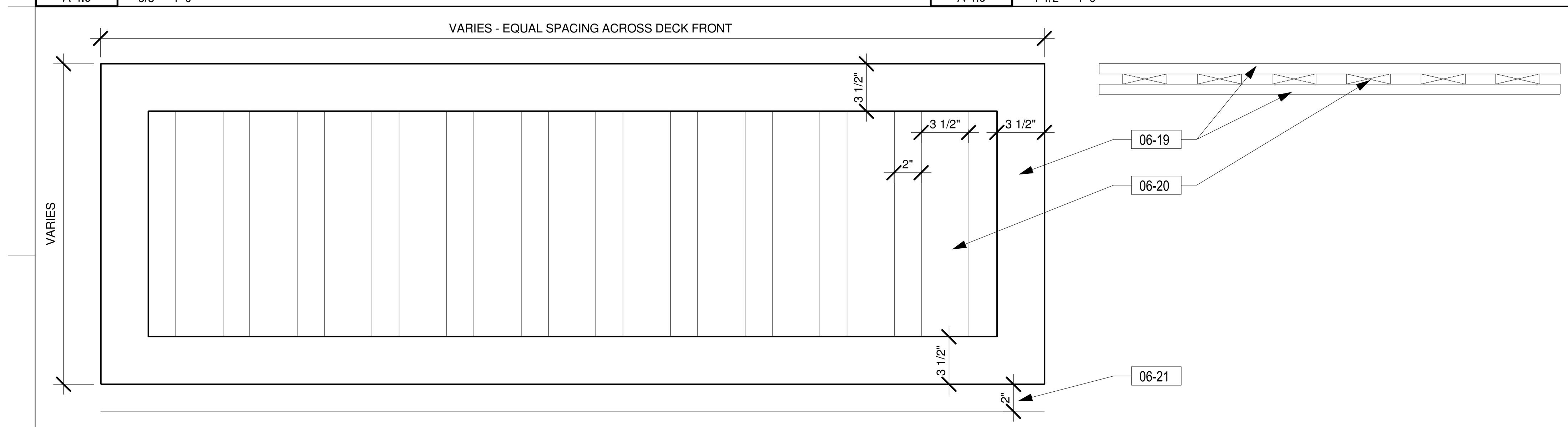


B6 RECYCLING STOR.
A-4.3 3/8" = 1'-0"

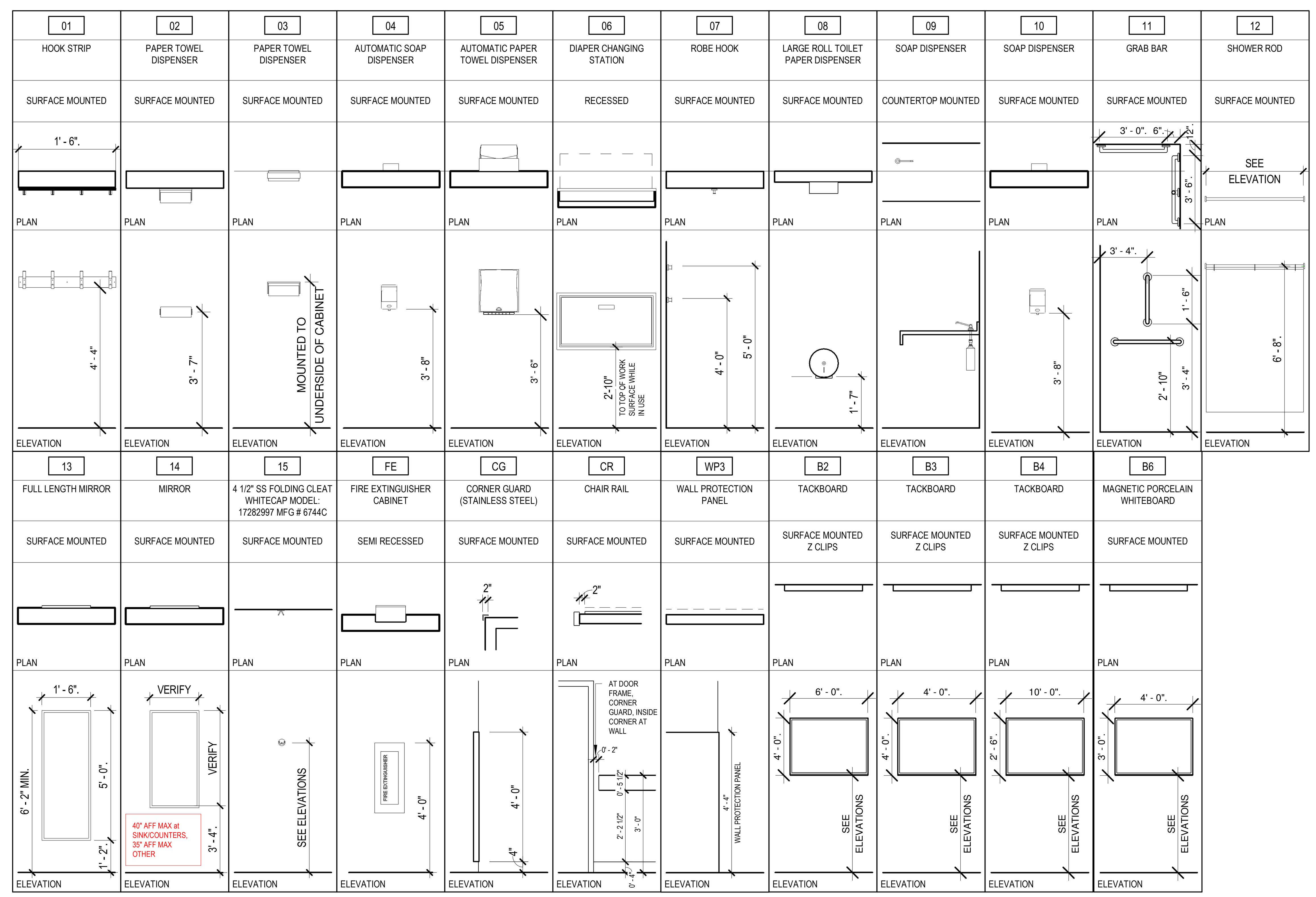
E1 STAIR GUARD
A-4.3 3/8" = 1'-0"



E5 GUARD DETAIL
A-4.3 1 1/2" = 1'-0"



G1 TYP. PORCH SKIRT
A-4.3 1 1/2" = 1'-0"



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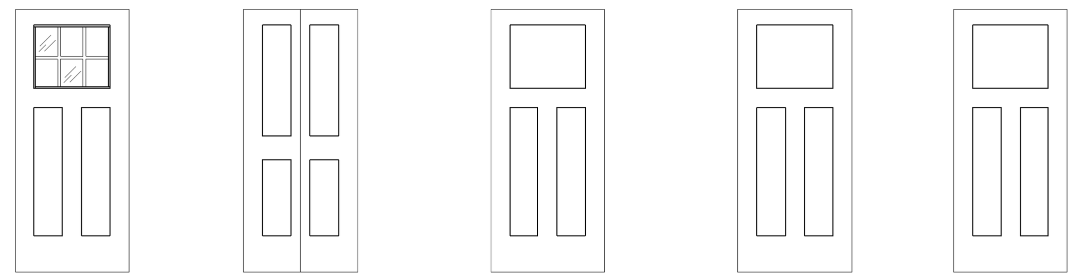
No.	Description	Date

INTERIOR ELEVATIONS & ACCESSORIES

Project number	24-12_HOPE ACTS
Date	05.19.25
Drawn by	
Project Status	DD
	A-4.3
Scale	As indicated



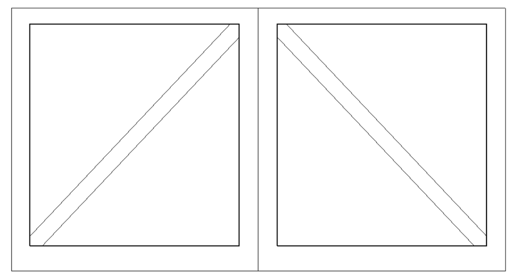
A: PR-35S
UNRATED WD
AVAIL 1'-0" to 3'-0"

B: MONROE SMOOTH
MOULDED BIFOLD
PROCORE

C: MASONITE
WINSLOW 3 PANEL
(INTERIOR 60-MIN* WD)

D: PR-35S
UNRATED WD
AVAIL 1'-0" to 3'-0"

E: JELD WEN
CF-30
3-PANEL FLAT
(EXT STEEL)



F: EXTERIOR BI-PASS SLIDING DOOR (@ BIKE STORAGE)

DOOR LEGEND
1/4" = 1'-0"

*30-MIN RATING REQ. MANUFACTURER DOES NOT OFFER 30-MINUTE RATING

DOOR HARDWARE TYPE KEY
-GENERAL NOTE - PROVIDE SILENCERS ON ALL HEAVY METAL FRAMES, TYP.
-LEVERS MOUNTED AT 35" AFF MEASURED TO CENTER OF LEVER BORE HOLE

TYPE 1 (OFFICE DOOR): AIPHONE JF REMOTE VIDEO/AUDIO DOOR BUZZER (G0251496). ELECTRIFIED MORTISE LOCK, SATIN STAINLESS (MR200PJEW630RHDSCC), DOOR SWEEP (3EGR6) HID SIGNO KEYPAD READER 20K. WEATHER STRIPPING W/DRIP CAP

TYPE 2 (UNIT EXTERIOR): SCHLAGE NDEBP WIRELESS CYLINDRICAL LEVER LOCK ATH 626 FINISH, WALL-MOUNTED DOOR STOP 409.32D, TRIPLE FIN DOOR SWEEP (2RRH1), JAMB SEAL, DOOR VIEWER DS248.

TYPE 3 (BEDROOM DOOR): SCHLAGE NDEBP WIRELESS CYLINDRICAL LEVER LOCK ATH 626 FINISH, WALL-MOUNTED DOOR STOP 409.32D, DOOR VIEWER DS248, PEMKO PDLAA PRIVACY LATCH

TYPE 4 (LAUNDRY/STORAGE - EXTERIOR DOORS): SCHLAGE NDEBP WIRELESS CYLINDRICAL LEVER LOCK ATH 626 FINISH, WALL-MOUNTED DOOR STOP 409.32D, TRIPLE FIN DOOR SWEEP (2RRH1), JAMB SEAL

TYPE 5 (UNLOCKED PASSAGE): SCHLAGE PASSAGE LEVER S10D JUP 626, WALL-MOUNTED DOOR STOP 409.32D

TYPE 6 (BATHROOM): SCHLAGE OFFICE LEVER S80PD JUP 626 W/OCCUPANCY INDICATOR DEADBOLT B571626 626, WALL-MOUNTED DOOR STOP 409.32D

TYPE 7 (CLOSET DOOR): SCHLAGE PASSAGE LEVER S10D JUP 626, WALL-MOUNTED DOOR STOP 409.32D

TYPE 8: BIFOLD DOOR HARDWARE SET W/CABINET DOOR PULL ON OPERABLE SIDE

TYPE 9 (OFFICE): SCHLAGE NDEBP WIRELESS CYLINDRICAL LEVER LOCK ATH 626 FINISH, WALL-MOUNTED DOOR STOP 409.32D

TYPE 10: SIMPLEX L1011 PUSH-BUTTON COMBINATION LOCK, CLOSER, SATIN CHROME

TYPE 11 (BACK DOOR TO OFFICE EXT): SCHLAGE PASSAGE LEVER S10D JUP 626 SINGLE SIDED (INTERIOR ONLY), WALL-MOUNTED DOOR STOP 409.32D, TRIPLE FIN DOOR SWEEP (2RRH1), JAMB SEAL, DOOR VIEWER DS248, EXTERIOR LATCH PROTECTOR, STAINLESS STEEL 320-US32D

TYPE 12 (BIKE STORAGE): BI-PASS EXTERIOR BARN DOOR W/TRACK PROTECTED FROM ELEMENTS, EXTRERIOR BIPASS DOOR LOCK

WINDOW SCHEDULE

#	OPERATION	SIZE**	
		WIDTH	HEIGHT
A*	CASEMENT	3' - 5"	4' - 5 1/2"
C*	CASEMENT	3' - 0 1/2"	3' - 10 1/2"
D	DOUBLE-HUNG	2' - 0"	4' - 3"
E*	CASEMENT	2' - 5"	3' - 3"
F	DOUBLE-HUNG	3' - 8 1/2"	5' - 5"
G	FIXED	1' - 5"	4' - 1 1/2"
H	CASEMENT	3' - 4"	3' - 2"
J	FIXED	3' - 11"	3' - 3"
K	CASEMENT	2' - 4"	3' - 3"
L	DOUBLE-HUNG	1' - 7"	4' - 3"
M	FIXED	1' - 0"	6' - 8"
N	DOUBLE-HUNG	3' - 5"	3' - 1 1/2"
P	AWNING	3' - 10 1/2"	3' - 0"

WINDOW NOTES
* INDICATES EGRESS WINDOW
**IF NEW WINDOW IS REQUIRED CONTRACTOR TO ENLARGE WINDOW TO FIT MASONRY OPENING

-ALL EXISTING WINDOWS MUST MEET ENERGY STAR V3.1 REQ. FOR U-FACTORS FOR ZONE 6 (www.energystar.gov/sites/default/files/2025-01/National%20Program%20Requirements%20Version%203.1_Rev%2014.pdf): U-FACTOR: 0.27, SHGC: 0.4

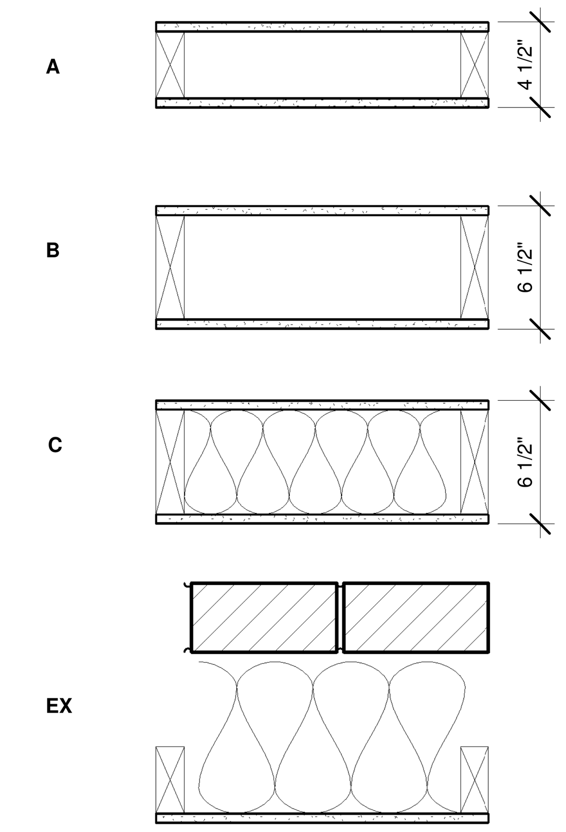
-ALL NEW WINDOWS MUST MEET IECC 2021 U-FACTORS (0.30 PER IECC 2021 R-402.1.2). IF CONTRACTOR IS UNABLE TO VERIFY U-FACTORS OF EXISTING WINDOWS WINDOWS MUST BE REPLACED PER FUNDING SOURCE.

-IN APT 1C, ROOM 203 CONTRACTOR TO REMOVE TRIM ON INTERIOR OF WINDOW TO SEE IF TYPE D WINDOW CAN BE ENLARGED TO MEET EGRESS REQ. W/IN EXISTING MASONRY OPENING.

DOOR SCHEDULE

#	Type	Width	Height	Hardware	Fire Rating	Comments
001	B	3' - 0"	6' - 8"	TYPE 1		
002A	D	2' - 6"	6' - 8"	TYPE 7		
002B	D	2' - 6"	6' - 8"	TYPE 5		
003	B	3' - 0"	6' - 8"	TYPE 6		
004	B	3' - 0"	6' - 8"	TYPE 6		
007	B	3' - 0"	6' - 8"	TYPE 5		
007A	B	3' - 0"	6' - 8"	TYPE 5		
009A	B	3' - 0"	6' - 8"	TYPE 5		
009B	B	3' - 0"	6' - 8"	TYPE 5		
009C	F	12' - 0"	7' - 6"	TYPE 12		
010A	E	2' - 8"	6' - 8"	TYPE 11		
011	E	2' - 10"	6' - 8"	TYPE 4		
039	E	3' - 0"	6' - 8"	TYPE 2		
039A	B	3' - 0"	6' - 8"	TYPE 9		
039D	B	3' - 0"	6' - 8"	TYPE 4		
101	E	2' - 10"	6' - 8"	TYPE 2		
101A	D	2' - 6"	6' - 8"	TYPE 7		
101B	B	2' - 0"	6' - 8"	TYPE 8		
102	E	2' - 10"	6' - 8"	TYPE 2		
102A	D	2' - 6"	6' - 8"	TYPE 7		
102B	B	2' - 0"	6' - 8"	TYPE 8		
103	E	3' - 0"	6' - 8"	TYPE 2		
103A	D	2' - 6"	6' - 8"	TYPE 7		
103B	B	2' - 0"	6' - 8"	TYPE 8		
104A	D	2' - 6"	6' - 8"	TYPE 7		
104B	B	2' - 0"	6' - 8"	TYPE 8		
105	E	3' - 0"	6' - 8"	TYPE 2		
105A	D	2' - 6"	6' - 8"	TYPE 7		
107	E	2' - 10"	6' - 8"	TYPE 4		
107A	C	4' - 0"	6' - 8"	TYPE 10	60-MIN	
107B	B	3' - 0"	6' - 8"	TYPE 4		
125	E	2' - 10"	6' - 8"	TYPE 4		
201	C	2' - 6"	6' - 8"	TYPE 2	30-MIN	
201	D	2' - 6"	6' - 8"	TYPE 3		
202A	D	2' - 6"	6' - 8"	TYPE 3		
203	C	2' - 6"	6' - 8"	TYPE 2	30-MIN	
203B	D	2' - 6"	6' - 8"	TYPE 3		
203C	D	2' - 6"	6' - 8"	TYPE 3		
204	D	2' - 6"	6' - 8"	TYPE 6		
205	C	2' - 6"	6' - 8"	TYPE 2	30-MIN	
205B	D	2' - 6"	6' - 8"	TYPE 3		
205C	D	2' - 6"	6' - 8"	TYPE 3		
206	C	2' - 6"	6' - 8"	TYPE 2	30-MIN	
206A	D	2' - 6"	6' - 8"	TYPE 3		
207	C	2' - 6"	6' - 8"	TYPE 2	30-MIN	
207A	D	2' - 6"	6' - 8"	TYPE 3		
208	D	2' - 6"	6' - 8"	TYPE 6		
209	D	2' - 6"	6' - 8"	TYPE 6		
210	C	2' - 6"	6' - 8"	TYPE 2	30-MIN	
210A	D	1' - 8"	6' - 8"	TYPE 3		
211	C	2' - 6"	6' - 8"	TYPE 2	30-MIN	
211A	D	2' - 6"	6' - 8"	TYPE 3		
211B	D	1' - 8"	6' - 8"	TYPE 3		
212	C	2' - 6"	6' - 8"	TYPE 2	30-MIN	
212A	D	2' - 6"	6' - 8"	TYPE 3		
213	C	2' - 6"	6' - 8"	TYPE 2	30-MIN	
213A	D	2' - 6"	6' - 8"	TYPE 3		
213B	D	1' - 8"	6' - 8"	TYPE 3		
215	D	2' - 6"	6' - 8"	TYPE 6		
216	C	2' - 6"	6' - 8"	TYPE 2	30-MIN	
216A	D	2' - 6"	6' - 8"	TYPE 3		
217	C	2' - 6"	6' - 8"	TYPE 2	30-MIN	
217A	D	2' - 6"	6' - 8"	TYPE 3		
218	C	2' - 6"	6' - 8"	TYPE 2	30-MIN	
218A	D	2' - 6"	6' - 8"	TYPE 3		
222	D	2' - 6"	6' - 8"	TYPE 6		
C201	D	1' - 8"	6' - 8"	TYPE 3		
C202	D	1' - 8"	6' - 8"	TYPE 3		
C203	D	1' - 8"	6' - 8"	TYPE 3		
C204	D	1' - 8"	6' - 8"	TYPE 3		

TYP EXISTING PARTITIONS



A — TYP. NON-BEARING, UNRATED WALL
(CALC RATING 50 MIN)

-1/2" GWB (ASSUMED) 15-MINUTES (722.6.2(1)
-2x4 @ 16" O.C. (722.6.2(2) 20-MINUTES
-1/2" GWB (ASSUMED) 15-MINUTES (722.6.2(1)

B — UNRATED 2X6, NO STC RATING
(CALC RATING 50 MIN)

-1/2" GWB (ASSUMED) 15-MINUTES (722.6.2(1)
-2x6 @ 16" O.C. (722.6.2(2) 20-MINUTES
-1/2" GWB (ASSUMED) 15-MINUTES (722.6.2(1)

C — UNRATED 2X6, W/ROXUL BATT
(CALC RATING 50 MIN)

-1/2" GWB (ASSUMED) 15-MINUTES (722.6.2(1)
2x6 @ 16" O.C. W/ROXUL BATT
-1/2" GWB (ASSUMED) 15-MINUTES (722.6.2(1)

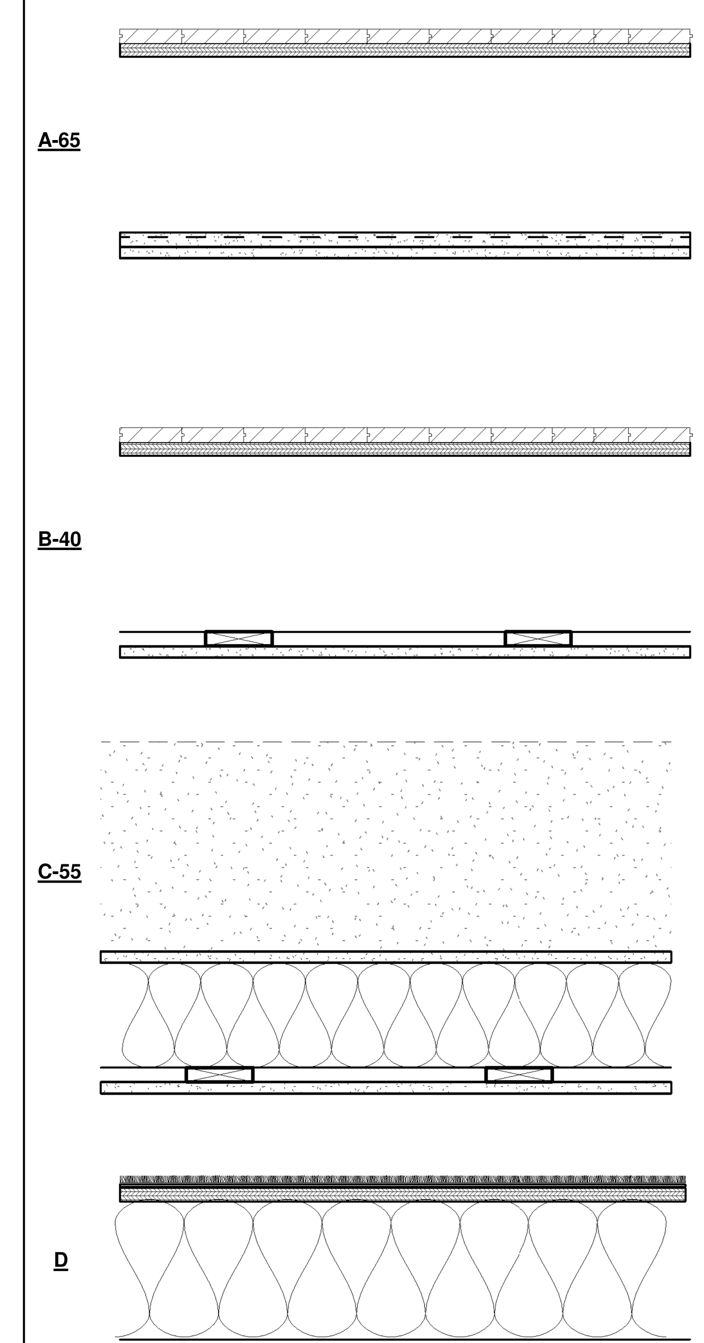
EX — EXISTING EXTERIOR BRICK*
*ENERGY STAR PRESCRIPTIVE COMPLIANCE REQ R-20 + R5 FOR ZONE 6

-BRICK (1 OR 2 WYTHE - UNKNOWN)
-2x4 @ 16" O.C. W/8" UNFACED FIBERGLASS BATT R-25
-1/2" GWB (ASSUMED) 15-MINUTES (722.6.2(1)

ADMIN FLOOR OF BUILDING, BASEMENT & FDN IS NOT SUBJECTED TO ENERGY STAR PRESCRIPTIVE INSULATION LEVELS

ENERGY STAR V3.1 INCLUDING PRESCIPTIVE COMPLIANCE R-FACTORS
www.energystar.gov/sites/default/files/2025-01/National%20Program%20Requirements%20Version%203.1_Rev%2014.pdf

D11 A-6.1 VERTICAL ASSEMBLIES
1 1/2" = 1'-0"



A-65 — FLOOR BTW APARTMENTS & OFFICE
CALCULATED FIRE RESISTANCE: 65 MINUTES

-EXISTING HARDWOOD FLOORING (REFINISH) & SUBFLOOR (722.6.2.4 & 722.6.2(4)) 15-MINUTES
-EXISTING JOIST @ 16" OC 10-MINUTES (722.6.2(2)
-EXISTING PLASTER TO REMAIN (WHERE PRESENT)
-**NEW** 5/8" TYP X GWB 40-MINUTES (722.6.2(1) (LR)

B-40 — FLOOR BTW APARTMENTS LIVING/BEDROOMS (EXISTING TO REMAIN)
CALCULATED FIRE RESISTANCE 40-MINUTES

-EXISTING HDW FLOORING (REFINISH) & SUBFLOOR (722.6.2.4 & 722.6.2(4)) 15-MINUTES
-EXISTING JOIST @ 16" OC 10-MINUTES (722.6.2(2)
-1x4 STRAPPING (ASSUMED)
-1/2" GWB (ASSUMED) 15-MINUTES (722.6.2(1)

C-55 — CEILING BTW APARTMENTS & ATTIC
CALCULATED FIRE RESISTANCE 55-MINUTES
FINAL INSUL. R-60 INCLUDING EXISTING FIBERGLASS BATT - TO REMAIN

-NEW R-40 BLOWN IN CELLULOSE (LR)
-NEW TYPE X GWB 30-MINUTES (LR)
-EXISTING JOIST @ 16" OC 10-MINUTES (722.6.2(2) & FIBERGLASS BATT TO REMAIN (R-20)
-EXISTING 1x4 STRAPPING (ASSUMED)
-EXISTING 1/2" GWB (ASSUMED) 15-MINUTES (722.6.2(1)

D — FLOOR BTW OFFICE & SLAB (EXISTING TO REMAIN)
R-30 REQ. PER ENERGY STAR V3.1

-NEW CARPET TILE - SEE FLOORING SCHEDULE
-EXISTING 'TILE' TO REMAIN OVER WD SUBFLOOR
-EXISTING JOIST @ 16" OC 10-MINUTES (722.6.2(2)
-NEW R-30 INSUL (TYPE TBD - ROXUL OR CLOSED CELL?)

L: REGIONAL SOURCING: Use building materials and products that are extracted, processed and manufactured within 500 miles of the project site. Eligible materials and products include framing materials, aggregate, cement, and drywall/interior sheathing. At least 90 percent of the material for the product category, measured by weight, volume, cost or surface area (whichever is most appropriate for the product), must meet the requirement. **(FOR HOPE ACTS FRAMING, GWB & AGGREGATE MUST BE REGIONALLY SOURCED - NOTE USG HAS MANUFACTURING PLANTS IN PA & MD)**
R: RECYCLED CONTENT Use building materials and products that contain at least 25 percent post- consumer OR 50 percent pre-consumer content. Project must include at least two qualified recycled content products or materials - **DEXTROUS PROPOSES GWB & CELLULOSE FOR HOPE ACT'S PROJECT**). At least 70 percent of the material for the category, measured by weight, volume, cost or surface area (whichever is most appropriate for the product), must meet the requirement.

J11 A-6.1 HORIZONTAL ASSEMBLIES
1 1/2" = 1'-0"

Hope Acts House

LEVEL 1 & 2 ALTERATION OF EXISTING STRUCT

HOPE ACTS
14 SHERMAN STREET
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207-228-1140

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HARDYPOND
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PORTLAND, MAINE 04103

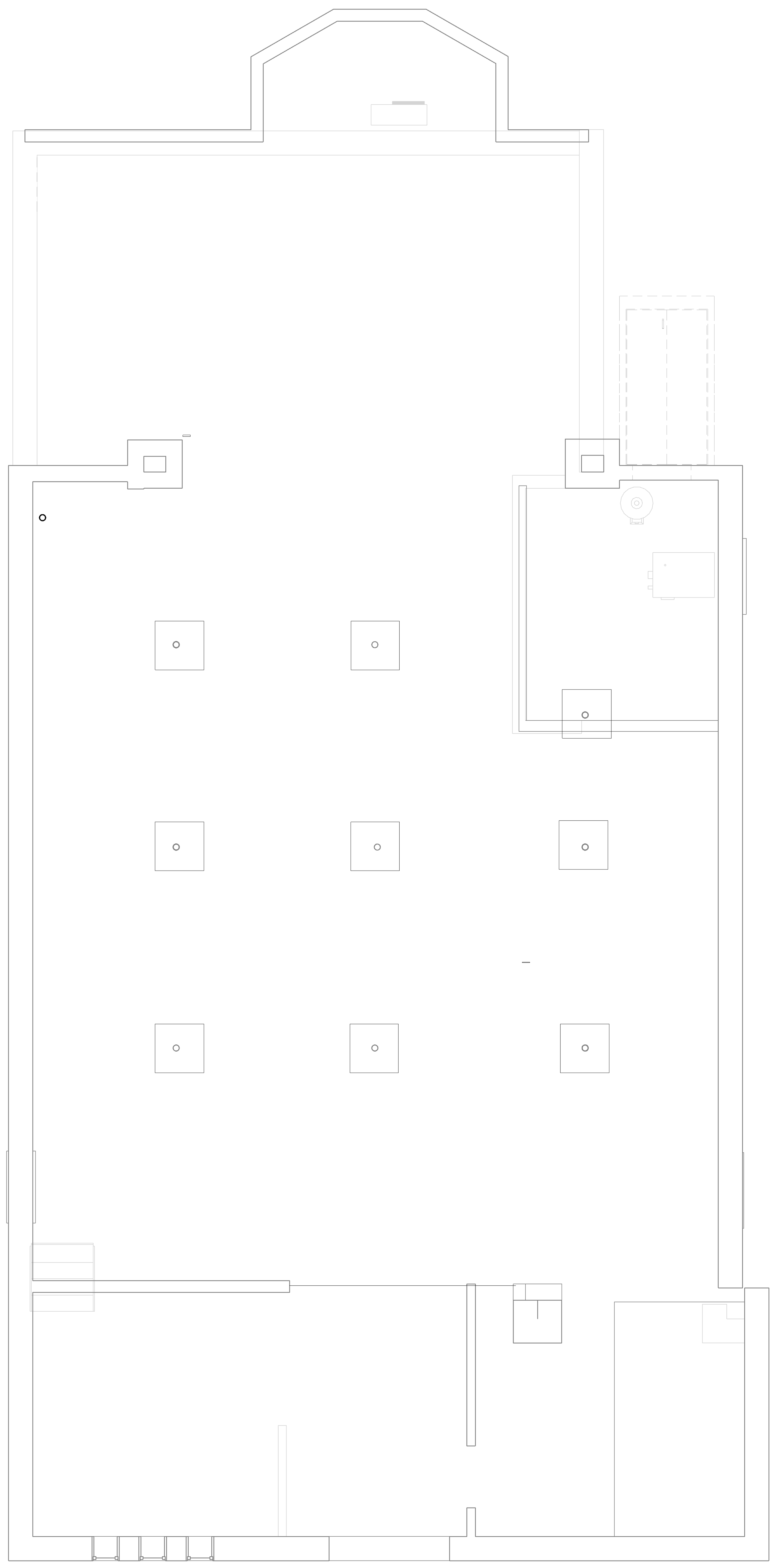
DEVELOPMENT PARTNER
LB DEVELOPMENT
PORTLAND, ME 04101

No.	Description	Date

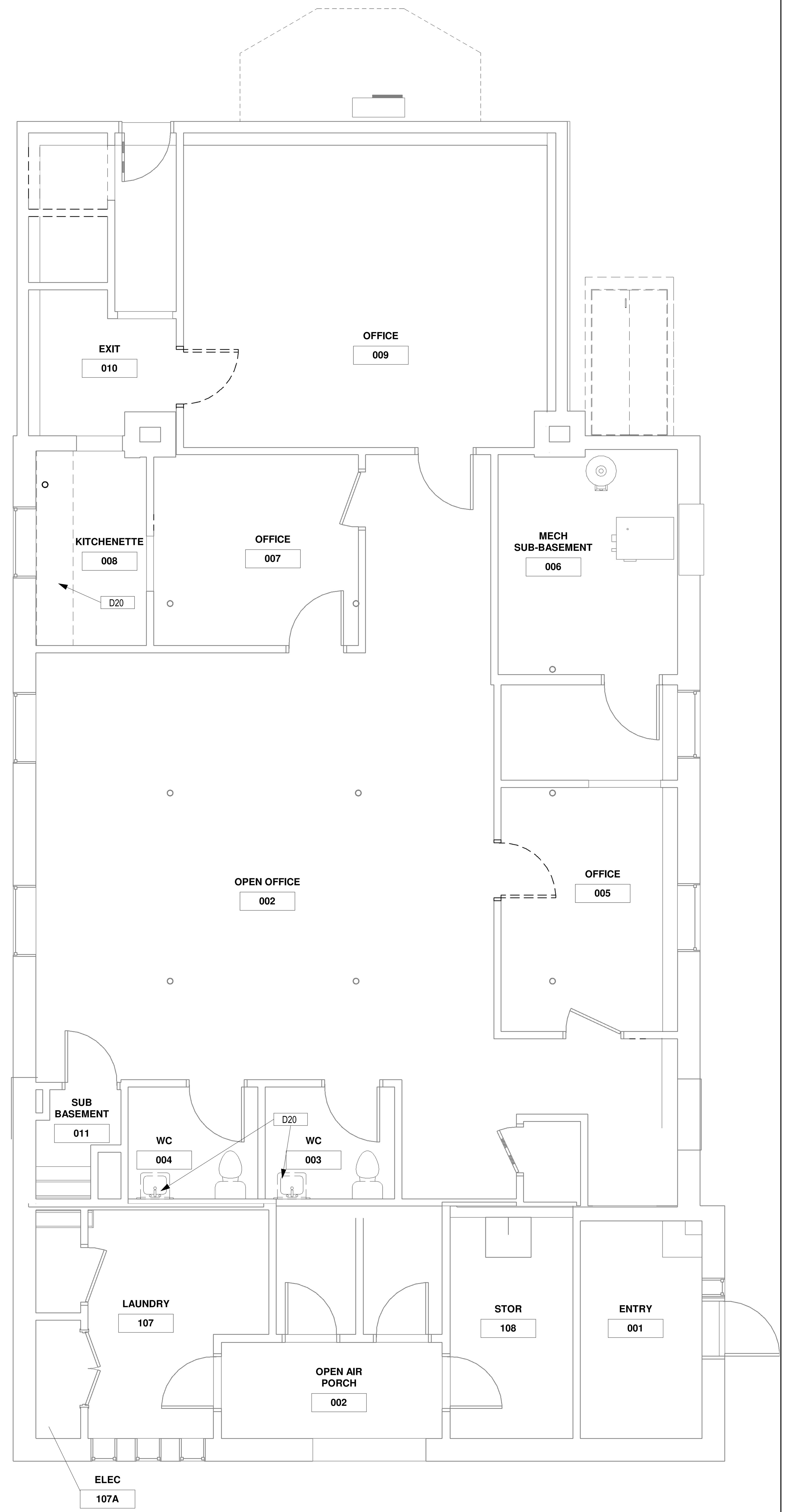
DOOR & PARTITION SCHEDULE

Project number	24-12_HOPE ACTS
Date	05.19.25
Drawn by	
Project Status	DD
	A-6.1
Scale	As indicated

#	Description
D20	REMOVE WC FIXTURES, FLOORING, ACCESSORIES, COMPLETE



J1 D-1.1 Mech Sub-Basement Copy 1 1/4" = 1'-0"



J7 D-1.1 Admin Level Existing/Demo 1/4" = 1'-0"

DEMOLITION LEGEND:

S1 DEMOLITION NOTE

EXISTING CONSTRUCTION TO BE REMOVED

DEMOLITION NOTES:

1. ALL PENETRATIONS, OPENINGS, OR DAMAGE RESULTING FROM DEMOLITION TO COMPLETE THE SCOPE OF WORK SHALL BE PATCHED/REPAIRED TO MATCH ADJACENT. REPAIRS SHALL RETAIN OR EXCEED FIRE RATING PER LIFE SAFETY PLAN.

2. DASHED LINES REPRESENT ITEMS TO BE REMOVED, U.N.O.

3. REMOVE PARTITIONS TO STRUCTURE ABOVE, U.N.O.

4. REMOVE DOORS, FRAMES AND HARDWARE INCLUDING SIDELIGHTS, TRANSOMS, AND THRESHOLDS WHERE DOORS ARE SHOWN DASHED, U.N.O.

5. REMOVE ALL EXISTING WALL MOUNTED ITEMS, U.N.O.

Hope Acts House

LEVEL 1 & 2 ALTERATION OF EXISTING STRUCT

HOPE ACTS
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CONSTRUCTION MANAGER
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PORTLAND, MAINE 04103

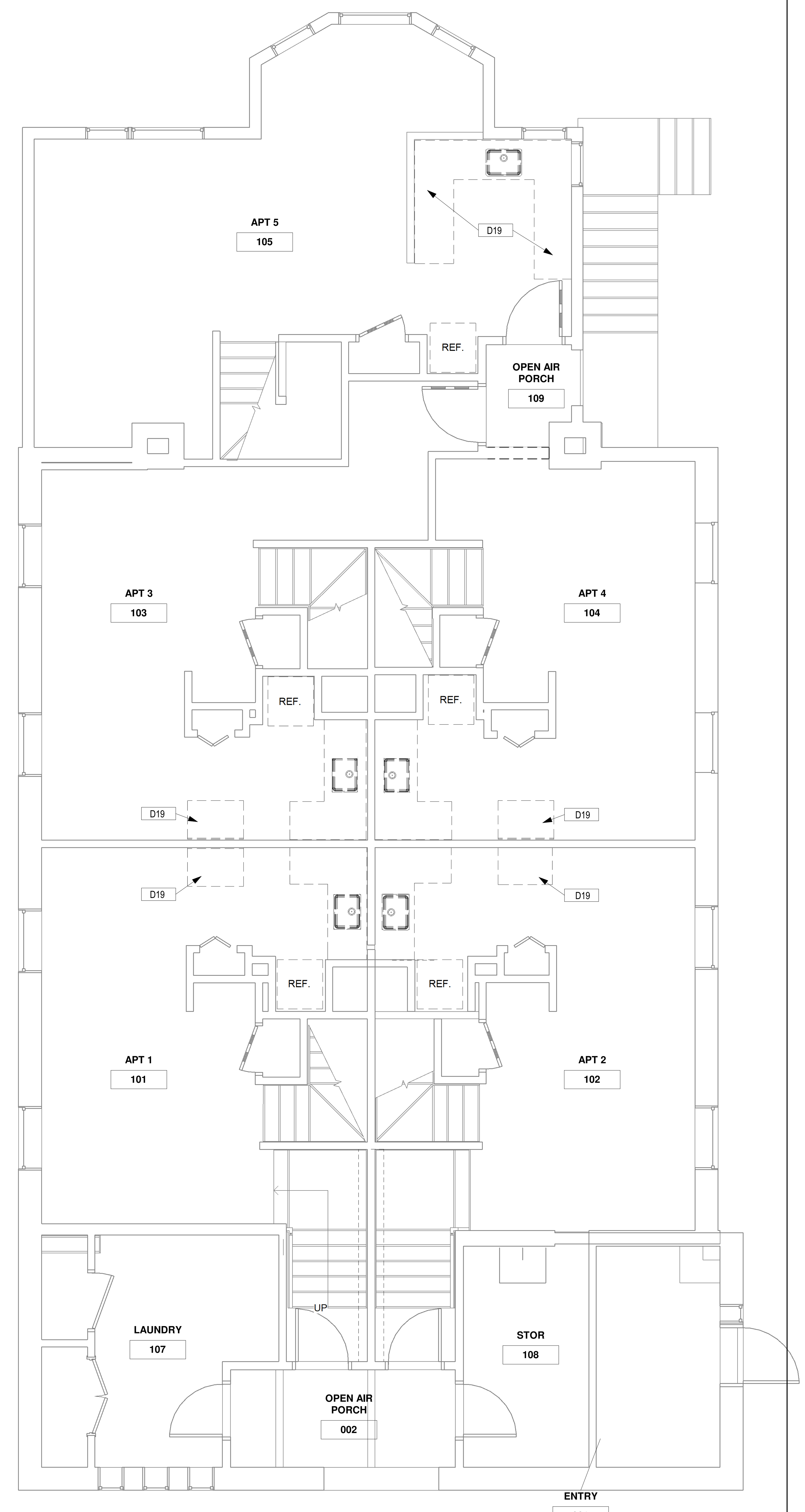
DEVELOPMENT PARTNER
LB DEVELOPMENT
PORTLAND, ME 04101

No.	Description	Date

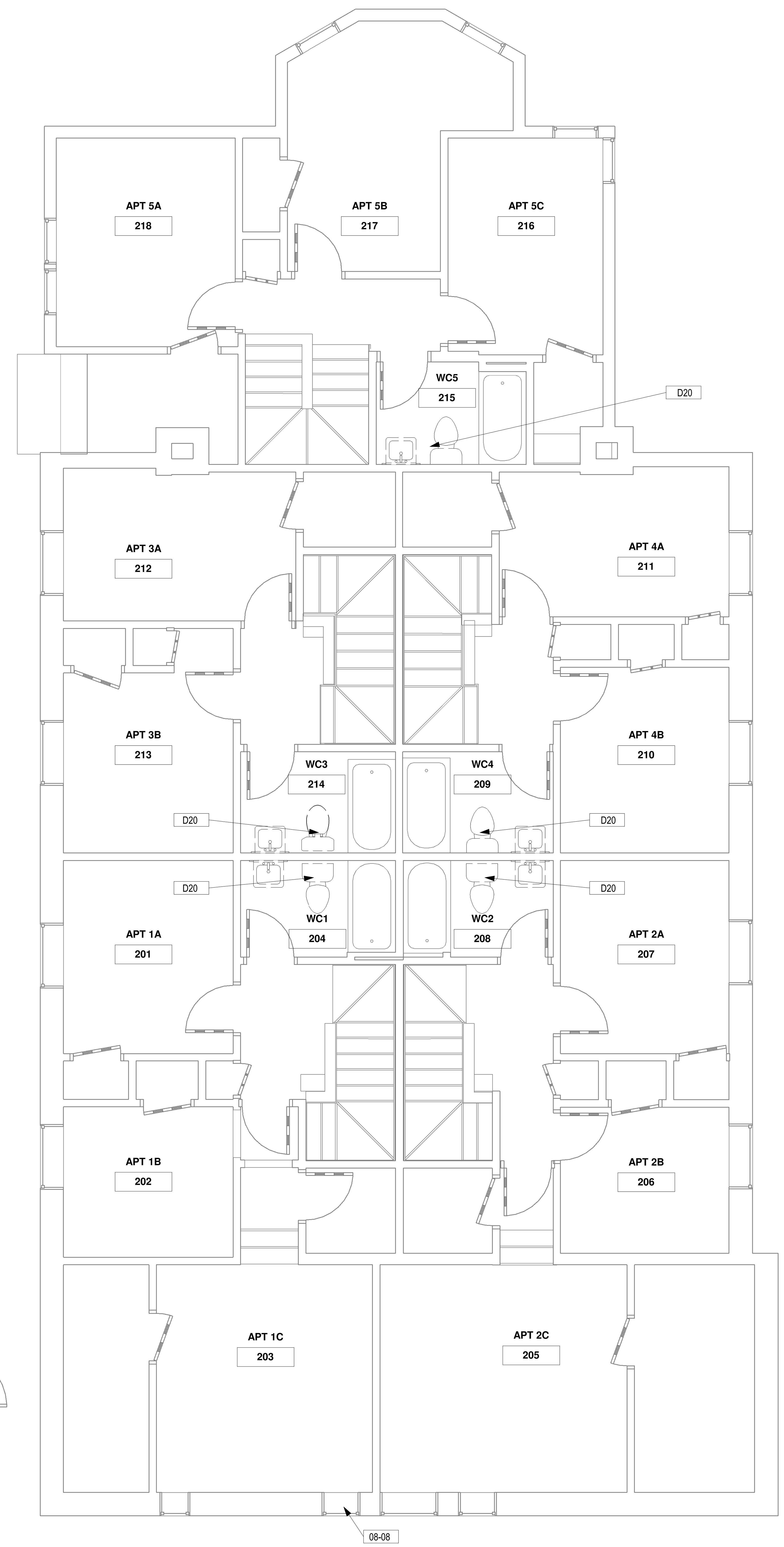
EXISTING/DEMO PLAN

Project number	24-12_HOPE ACTS
Date	05.19.25
Drawn by	TR
Project Status	DD
	D-1.1
Scale	As indicated

#	Description
08-08	REMOVE TRIM & ASSESS MASONRY OPENING - TO CONFIRM IF MO WILL ACCEPT NEW EGRESS CASEMENT WINDOW
D19	REMOVE KITCHEN CABINETS, COUNTERS, APPLIANCES & FIXTURES COMPLETE
D20	REMOVE WC FIXTURES, FLOORING, ACCESSORIES, COMPLETE



J1 D-1.2 First Floor (Apartments) Existing/Demo
1/4" = 1'-0"



J6 D-1.2 Second Floor (Apartments) Existing/Demo
1/4" = 1'-0"

Hope Acts House

LEVEL 1 & 2 ALTERATION OF EXISTING STRUCT

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CONSTRUCTION MANAGER
HARDYPOND
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PORTLAND, MAINE 04103

DEVELOPMENT PARTNER
LB DEVELOPMENT
PORTLAND, ME 04101

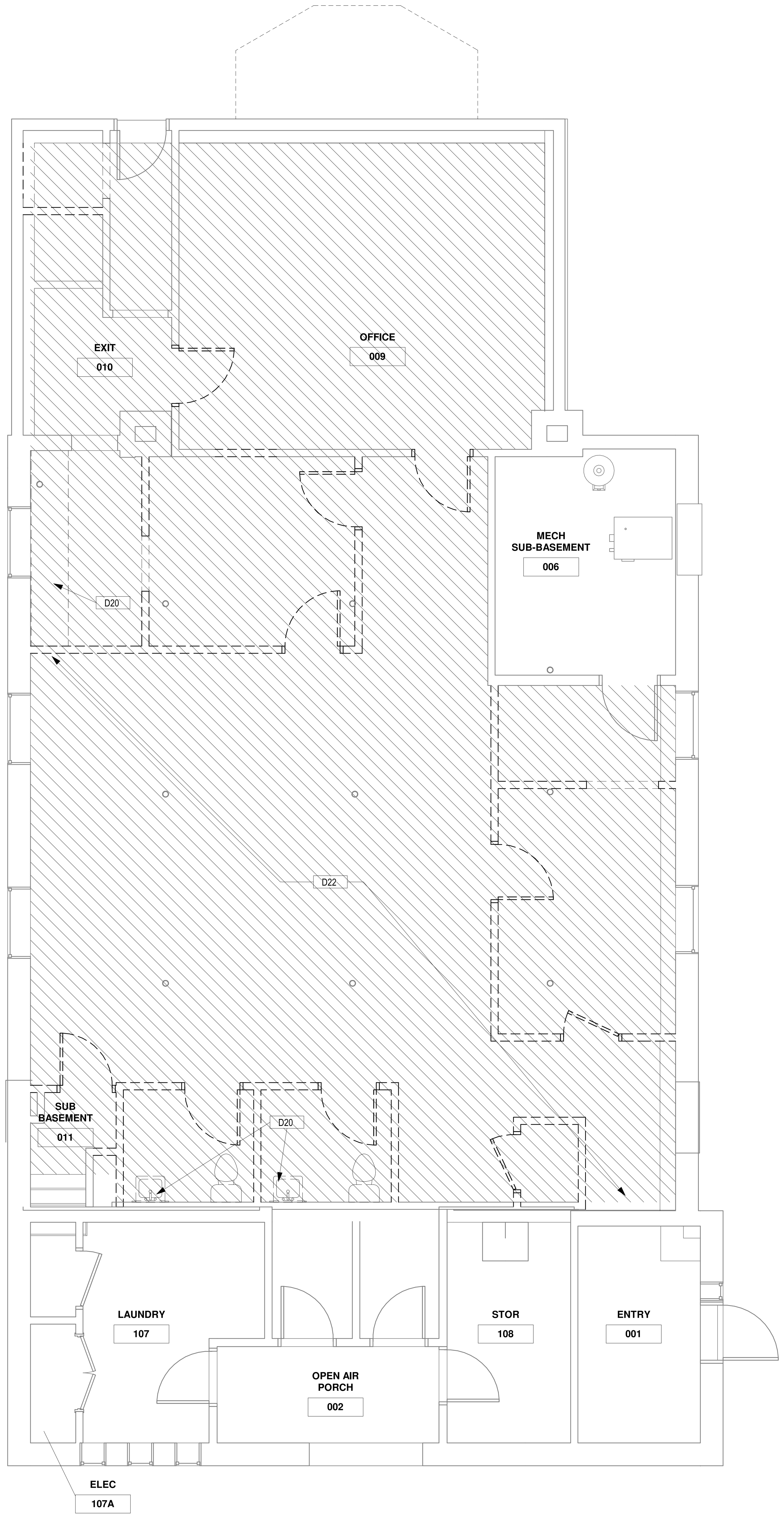
No.	Description	Date

EXISTING DEMO PLANS (APT)

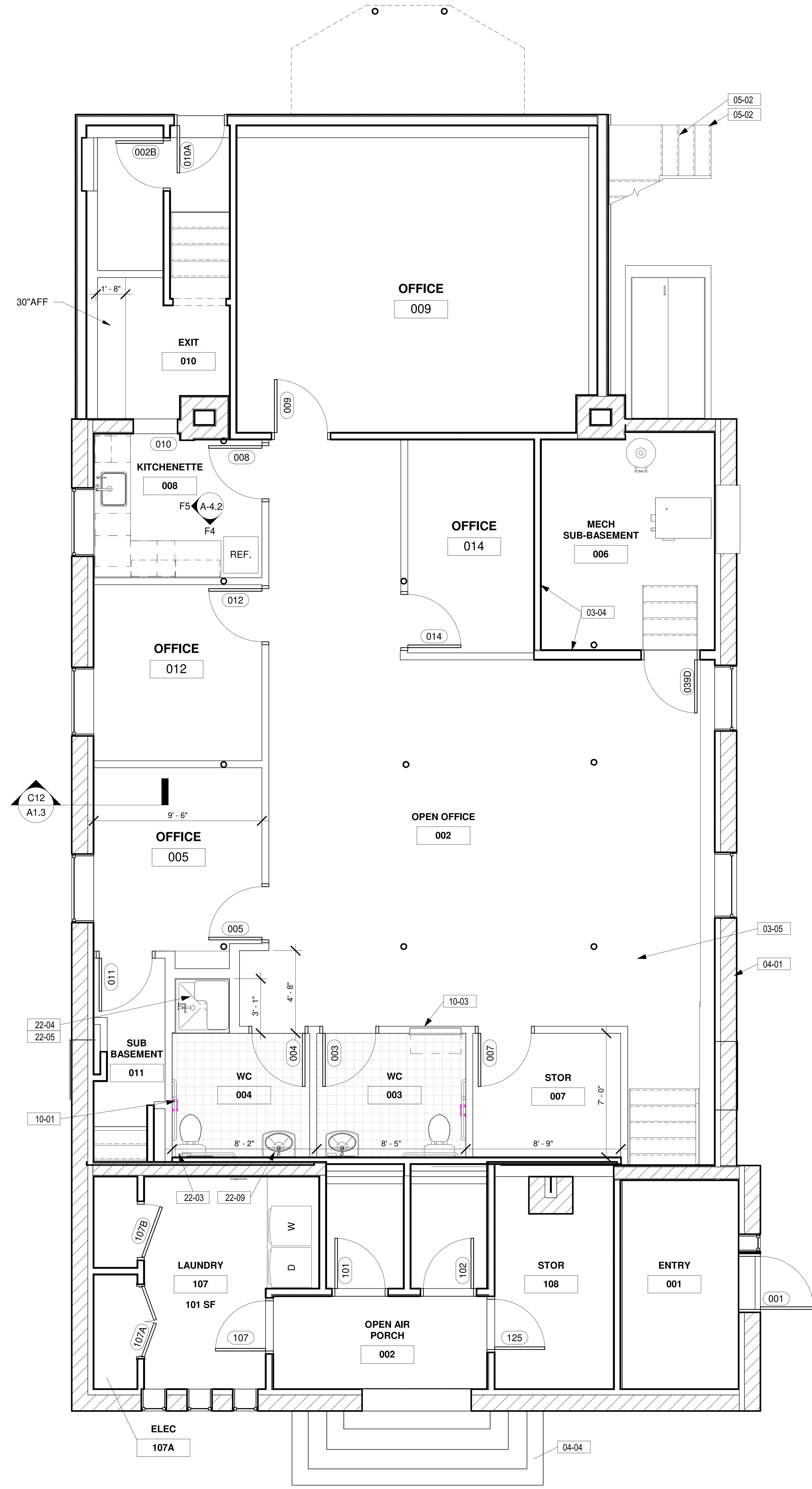
Project number	24-12_HOPE ACTS
Date	05.19.25
Drawn by	TR
Project Status	DD

D-1.2

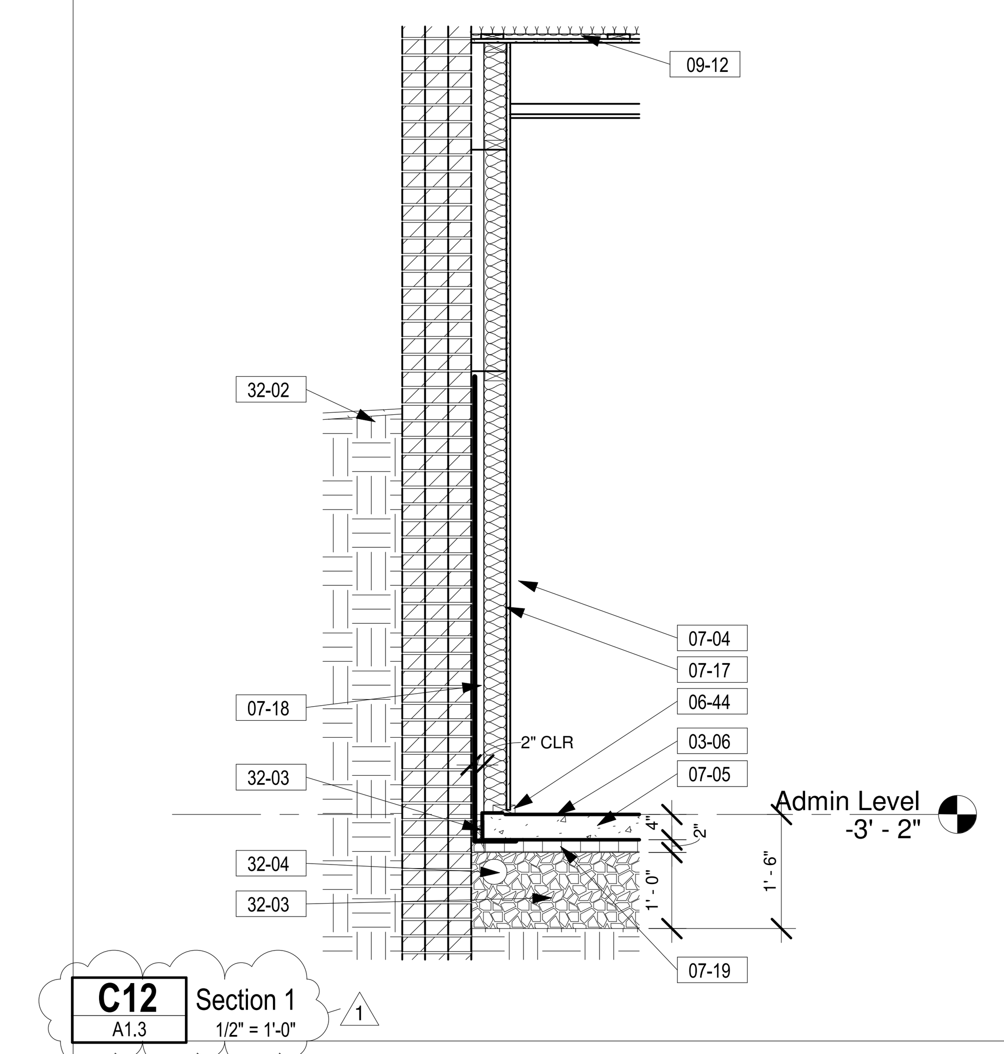
Scale 1/4" = 1'-0"



J1 BASEMENT DEMO PLAN
A1.3 1/4" = 1'-0"



J6 BASEMENT FLOOR PLAN
A1.3 1/4" = 1'-0"



C12 Section 1
A1.3 1/2" = 1'-0"

#	Description
03-04	NEW CONC. FDN WALL @ JUNCTION OF BASEMENT & SUB BASEMENT - SEE STRUCT.
03-05	SEALED AND POLISHED CONC. FLOOR
03-06	WIRE-REINFORCED SLAB ON GRADE. POLISHED FINISH
04-01	REPOINT BRICK, TYP.
04-04	SHIM GRANITE STEPS TO STABALIZE
05-02	PROVIDE TYPE 1 PRIMED & PT'D MTL HANDRAIL BOTH SIDES, TYP. W/EXTENSION
06-44	PT BOTTOM PLATE, TYP.
07-04	GWB AS VAPER BARRIER, TYP.
07-05	15 MIL POLY VAPER BARRIER - TAPED SEAMS & PENETRATIONS. FOLD UP & UNDER SILL, TYP.
07-17	ROXUL BATT
07-18	NEW INTERIOR DIMPLED DRAIN BOARD EXTENDING BELOW NEW SLAB
07-19	STAGGERED SEAM UNDER-SLAB EPS INSUL.
09-12	MAINTAIN FIRE RATED ASSEMBLY @ CEILING OF UNIT THROUGHOUT, TYP.
10-01	BOBRICK FINO COLLECTION GRAB BAR, TYP. FASTENED INTO SOLID WD BLOCKING, TYP.
10-03	HORIZONTAL, WALL-MOUNT BABY CHANGING STATION
22-03	NIAGARA N7717 LOW FLUSH TOILET - FLUSH VALVE ON OPEN SIDE OF TANK, TYP. ADA-SEAT (OPEN FRONT)
22-04	OASIS SHFW-3837 ADA TRANSFER SHOWER W/INTEGRATED BLOCKING, HORIZONTAL & VERT. GRAB BARS, ADJUST. VERT. WATER SLIDE BAR & HAND-SHOWER, & VALVE, WALL-MOUNTED FOLDING SEAT AND HORIZONTAL + VERTICAL GRAB BAR PACKAGE
22-05	ADA SHOWER TRIM PACKAGE - NIAGRA N2915BN SHOWER HEAD W/HAND SHOWER & SLIDE BAR (T8346EP15
22-09	KOHLER K-16027-4 FAUCET AND K-2084-0 SINK WITH SHROUD. OASIS SHFW-3837 BARRIER-FREE SHOWER WITH FACTORY-APPLIED BARS INCLUDED, AND FOLDING SEAT PACKAGE.
32-02	GRADE SLOPE AWAY FROM BUILDING MIN. 5% FOR 1ST 10'-0" FROM FDN, TYP, UNO.
32-03	CRUSHED AGGREGATE
32-04	PERF PIPE - POS DRAIN TO SUMP IN FRONT SUB BASEMENT
D20	REMOVE WC FIXTURES, FLOORING, ACCESSORIES, COMPLETE
D22	REMOVE WD FLOOR, CARPET AND JOISTS

Hope Acts House

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PROJECT TEAM

No.	Description	Date
1	BASEMENT FLOOR REPLAFCEMENT	03.24.26
5	BASEMENT FLOOR DIM	05.03.26

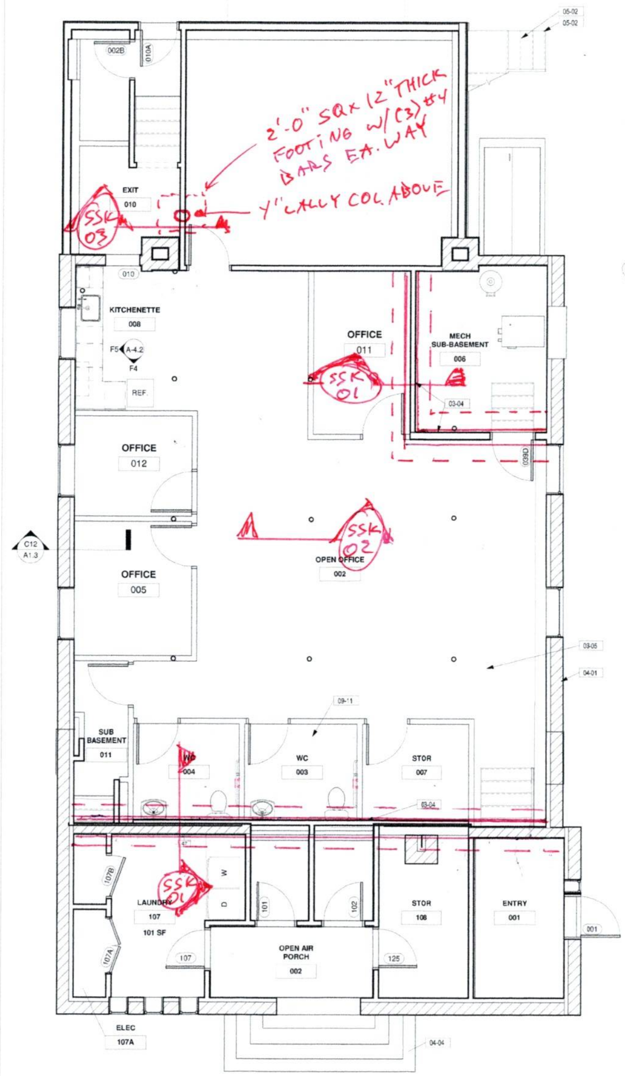
BASEMENT REVISIONS

Project number	24-12_HOPE ACTS
Date	05.03.26
Drawn by	TR
Project Status	CD

A1.3

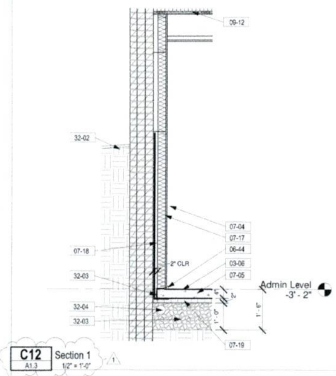
Scale As indicated

J1 BASEMENT DEMO PLAN
1/4" = 1'-0"



J6 ~~BASEMENT FLOOR PLAN~~

Foundation Plan



C12 Section 1
1/2" = 1'-0"

#	Description
03-04	NEW CONC. FDN WALL @ JUNCTION OF BASEMENT & SUB BASEMENT - SEE STRUCT.
03-05	SEALED AND POLISHED CONC. FLOOR
03-06	WIRE-REINFORCED SLAB ON GRADE, POLISHED FINISH
04-01	REPOINT BRICK, TYP.
04-04	SHIM GRANITE STEPS TO STABALIZE
05-02	PROVIDE TYPE 1 PRIMED & PT'D MTL HANDRAIL BOTH SIDES, TYP. W/EXTENSION
06-44	PT BOTTOM PLATE, TYP.
07-04	GWB AS VAPER BARRIER, TYP.
07-05	15 MIL POLY VAPER BARRIER - TAPED SEAMS & PENETRATIONS, FOLD UP & UNDER SILL, TYP.
07-17	ROXUL BATT
07-18	NEW INTERIOR DIMPLED DRAIN BOARD EXTENDING BELOW NEW SLAB
07-19	STAGGERED SEAM UNDER-SLAB EPS INSUL.
09-11	TILE FLOORING, TYP.
09-12	MAINTAIN FIRE RATED ASSEMBLY @ CEILING OF UNIT THROUGHOUT, TYP.
32-02	GRADE SLOPE AWAY FROM BUILDING MIN. 5% FOR 1ST 10'-0" FROM FDN, TYP. UNO.
32-03	CRUSHED AGGREGATE
32-04	PERF PIPE - POS DRAIN TO SUMP IN FRONT SUB BASEMENT
D20	REMOVE WC FIXTURES, FLOORING, ACCESSORIES, COMPLETE
D22	REMOVE WD FLOOR, CARPET AND JOISTS

Structural Integrity
Matt Darlington
4/6/25

Hope Acts House

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PROJECT TEAM

No.	Description	Date
1	BASEMENT FLOOR REPLACEMENT	03.24.26

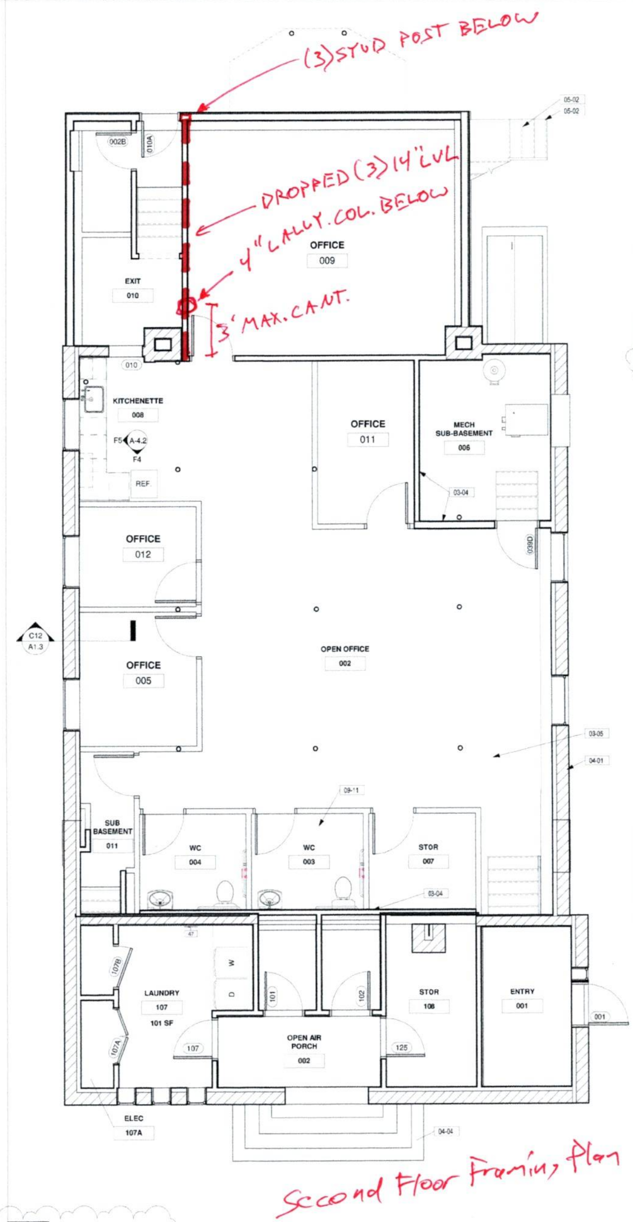
BASEMENT REVISIONS

Project number	24-12_HOPE ACTS
Date	03.24.26
Drawn by	TR
Project Status	CD

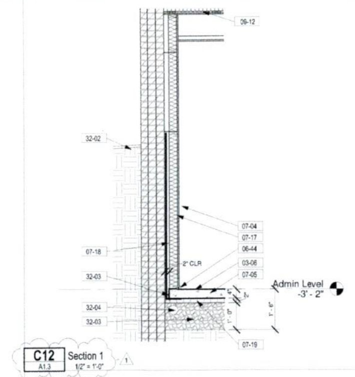
A1.3

Scale: As indicated

J1 BASEMENT DEMO PLAN
A1.3 1/4" = 1'-0"



J6 BASEMENT FLOOR PLAN
A1.3 1/4" = 1'-0"



C12 Section 1
A1.3 1/2" = 1'-0"

#	Description
03-04	NEW CONC. FDN WALL @ JUNCTION OF BASEMENT & SUB BASEMENT - SEE STRUCT.
03-05	SEALED AND POLISHED CONC. FLOOR
03-06	WIRE-REINFORCED SLAB ON GRADE. POLISHED FINISH
04-01	REPOINT BRICK, TYP.
04-04	SHIM GRANITE STEPS TO STABALIZE
05-02	PROVIDE TYPE 1 PRIMED & PT'D MTL HANDRAIL BOTH SIDES, TYP. W/EXTENSION
06-44	PT BOTTOM PLATE, TYP.
07-04	GWB AS VAPER BARRIER, TYP.
07-05	15 MIL POLY VAPER BARRIER - TAPED SEAMS & PENETRATIONS. FOLD UP & UNDER SILL, TYP.
07-17	ROXUL BATT
07-18	NEW INTERIOR DIMPLED DRAIN BOARD EXTENDING BELOW NEW SLAB
07-19	STAGGERED SEAM UNDER-SLAB EPS INSUL.
09-11	TILE FLOORING, TYP.
09-12	MAINTAIN FIRE RATED ASSEMBLY @ CEILING OF UNIT THROUGHOUT, TYP.
32-02	GRADE SLOPE AWAY FROM BUILDING MIN. 5% FOR 1ST 10'-0" FROM FDN, TYP. UNO.
32-03	CRUSHED AGGREGATE
32-04	PERF PIPE - POS DRAIN TO SUMP IN FRONT SUB BASEMENT
D20	REMOVE WC FIXTURES, FLOORING, ACCESSORIES, COMPLETE
D22	REMOVE WD FLOOR, CARPET AND JOISTS

Structural Integrity
Matt Darlington
4/6/26

Hope Acts House

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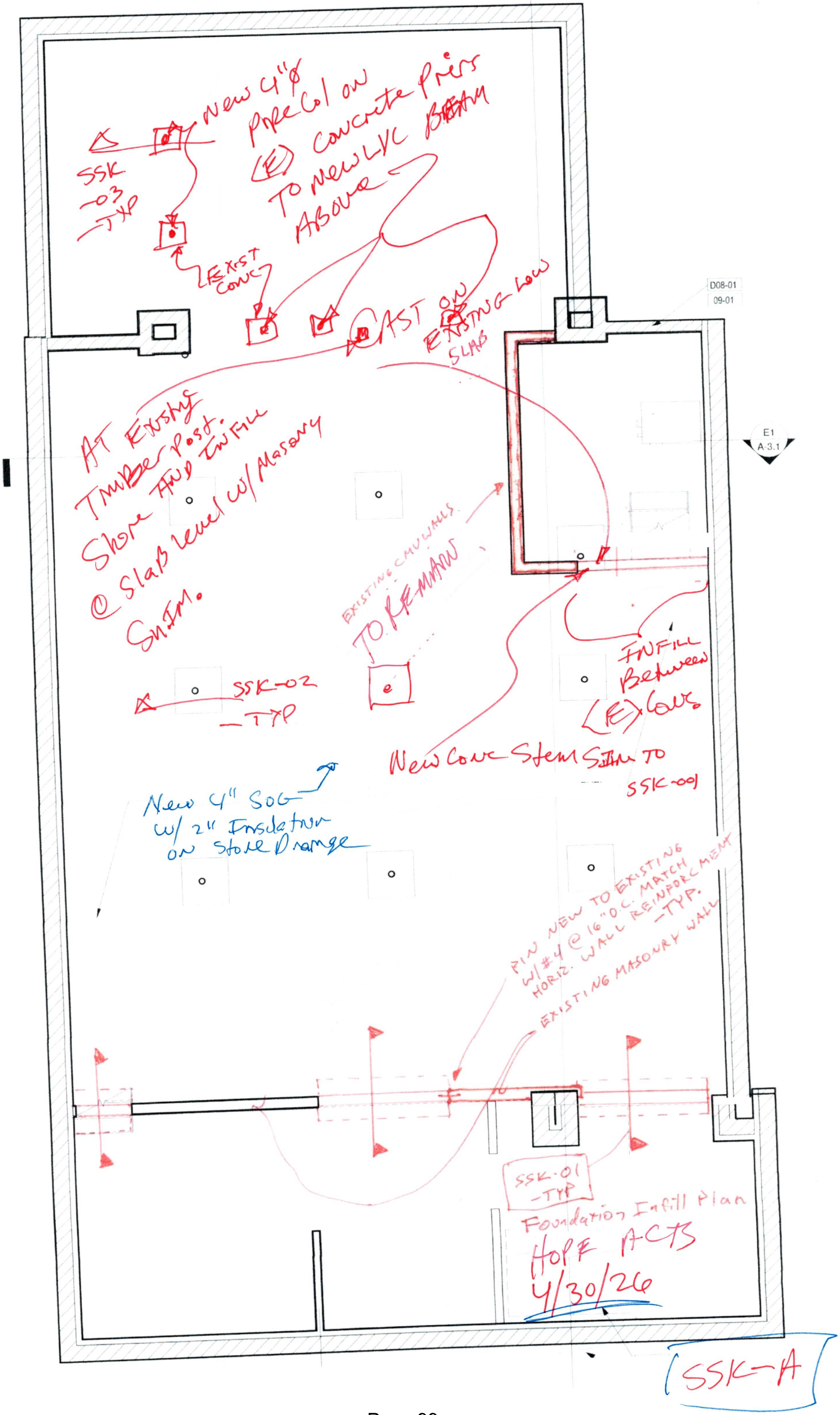
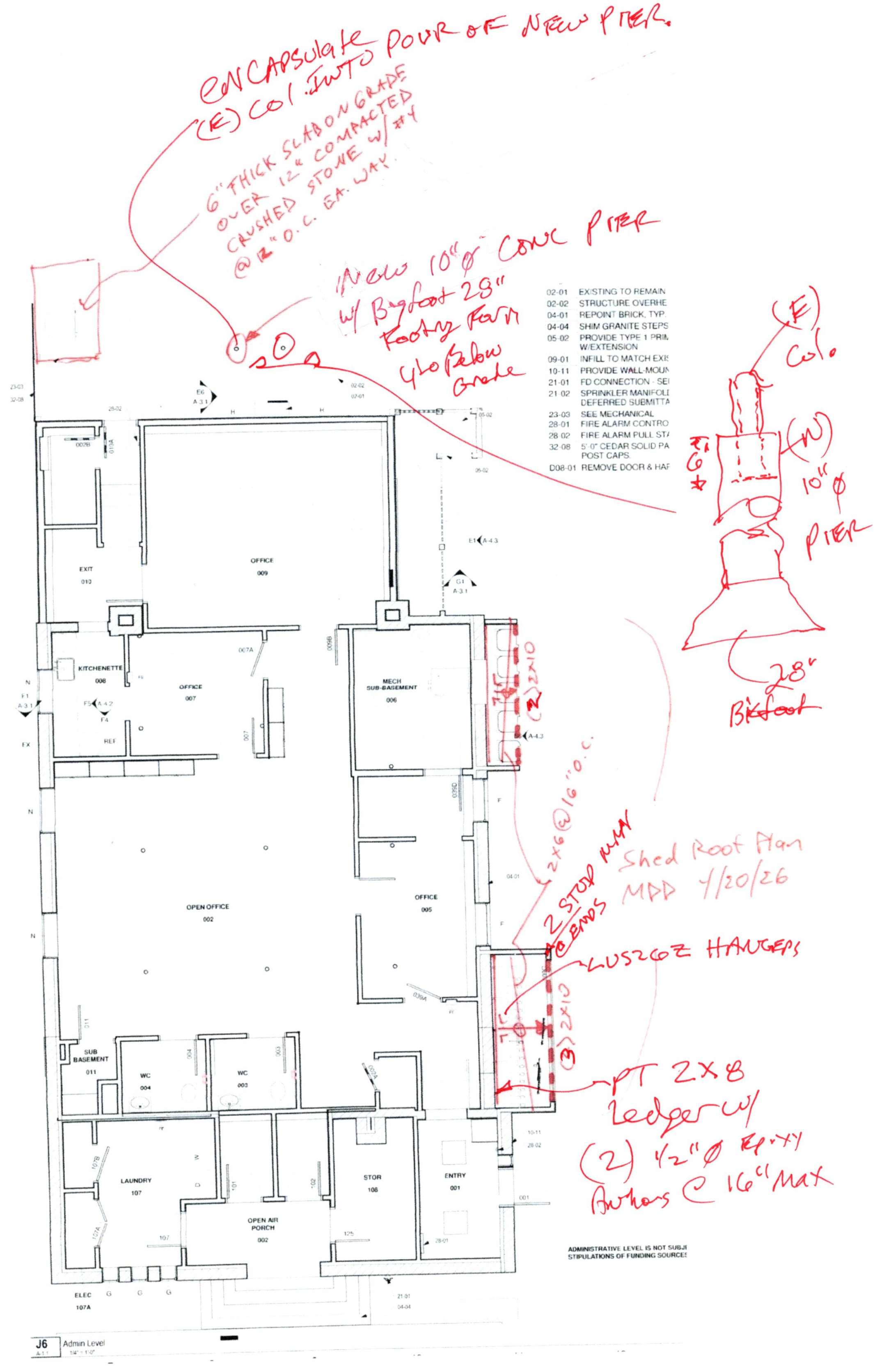
PROJECT TEAM

No.	Description	Date
1	BASEMENT FLOOR REPLAFCEMENT	03.24.26

BASEMENT REVISIONS

Project number	24-12_HOPE ACTS
Date	03.24.26
Drawn by	TR
Project Status	CD
	A1.3
Scale	As indicated


New 4"Ø PipeCol on (E) Concrete Piers To New LVL Beam Above
SSK-03 -TYP
Exist Conc
Cast on Existing Low Slab
D08-01
09-01
E1
A 3.1
At Existing Timber Post. Shore And Infill @ Slab Level w/ Masonry Shim.
Existing CMU Walls To Remain
SSK-02 -TYP
Infill Between (E) Lows
New Conc Stem Shim To SSK-001
New 4" SOG w/ 2" Insulation on Stone Drainage
Pin New to Existing w/ #4 @ 16" O.C. Match Horiz. Wall Reinforcement -TYP.
Existing Masonry Wall
SSK-01 -TYP
Foundation Infill Plan
Hope Acts
4/30/26
SSK-A


ENCAPSULATE (E) COL. INTO POUR OF NEW PIER.
6" THICK SLAB ON GRADE OVER 12" COMPACTED CRUSHED STONE W/ #4 @ 12" O.C. EA. WAY
NEW 10" Ø CONC PIER W/ Bigfoot 28" Footing Form 4'-0" Below Grade
02-01 EXISTING TO REMAIN
02-02 STRUCTURE OVERHE
04-01 REPOINT BRICK, TYP.
04-04 SHIM GRANITE STEPS
05-02 PROVIDE TYPE 1 PRIM W/EXTENSION
09-01 INFILL TO MATCH EXIS
10-11 PROVIDE WALL-MOUN
21-01 FD CONNECTION - SEI
21-02 SPRINKLER MANIFOLI DEFERRED SUBMITTA
23-03 SEE MECHANICAL
28-01 FIRE ALARM CONTRO
28-02 FIRE ALARM PULL STA
32-08 5'-0" CEDAR SOLID PA POST CAPS.
D08-01 REMOVE DOOR & HAF
(E) Col.
(N) 10" Ø PIER
28" Bigfoot
OFFICE 009
EXIT 010
KITCHENETTE 008
OFFICE 007
MECH SUB-BASEMENT 006
(2) 2X10
OPEN OFFICE 002
OFFICE 005
2x6 @ 16" O.C.
2 STOP NAIL @ ENDS
Shed Roof Plan MDD 4/20/26
LUS26Z HANGERS
(3) 2X10
PT 2X8 Ledger w/ (2) 1/2" Ø Epoxy Anchors @ 16" MAX
SUB BASEMENT 011
WC 004
WC 003
LAUNDRY 107
STOR 108
ENTRY 001
OPEN AIR PORCH 002
ELEC 107A
ADMINISTRATIVE LEVEL IS NOT SUBJ STIPULATIONS OF FUNDING SOURCES
J6 Admin Level

4/30/26

SSK-13

GENERAL STRUCTURAL NOTES

Hope Acts House
14 Sherman Street, Portland Maine
SI Job #: 26-0026

DESIGN LIVE LOADS: 2021 IBC

* Snow	60 psf (Pg)
* Wind	110 mph, exp B, 3 second gust
* Floor	40 psf

FOUNDATION:

* Foundations are designed without a soil engineer's investigation
* Foundation design was assumed fot the pupose of foundation design and shall be confirmed by a soils engineer, at owner's expense, prior to construction (This procedure may require revisions to foundation design, at additional expense to the owner. Iff soils engineer determines that such design criteria are inappropriate for this building site.
* Assumed allowable bearing pressure = 1,500 psf.

FOUNDATION WALLS:

* Design lateral soil pressure (equivalent fluid pressure):
  Walls: 50 pcf.
* Backfill all retaining walls with free draining granular material except the top two feet.
* Provide perimeter drain system with invert minimum of 6" below bottom of basement slab. Extend perimeter drain to daylight or to sump.
* Slope perimeter grade away from building.
* Place concrete continuously without horizontal cold joints.

CONCRETE AND REINFORCEMENT:

* Concrete shall conform to applicable provisions of ACI-301 and 318.
  Minimum 28 day compressive strength (F'c)
  as follows:

Footings :	3,000	psi
Foundation Walls:	4,000	psi w/4-6% air entrainment
Interior Slabs:	3,500	psi w/fibermesh
Exterior Slabs:	4,000	psi w/4-6% air entrainment and fiber mesh

* Cement Type: I/II
* Deformed reinforcement: ASTM A615 grade 60, except bars specified to be field-bent, stirrups, and ties which shall be grade 40.
* Fibermesh: 100% virgin polypropylene, fibrillated fibers as manufactured by Fibermesh Co. per ASTM C-1116 type 111 4.1.3 and ASTM C-1116 performance level one, 1.5 lb. per cubic yard.
* Welded Wire Fabric (WWF): ASTM A185. See also plan.
* Typical minimum foundation reinforcing: 2 #4 top and bottom, (except as noted) continuous at corners and steps.
* Reinforcement shall be fabricated and placed per ACI Manual of Standard Practice (ACI-315). At splices, lap bars 50 diameters unless noted otherwise.
* Minimum 2 #4 around all four sides of all openings, extend min. 2'-0 beyond openings.
* Concrete cover over reinforcing: 1 1/2" for concrete placed against forms; 3" for concrete placed against earth. See also drawings.
* In continuous members, splice top bars at mid span and bottom bars over supports.
* Keep reinforcement clean and free of dirt, oil, and scale. Oil forms prior to placing reinforcement.
* Expansion Anchors shall be ICC-ES approved, installed in accordance with manufacturers specifications.
  In concrete: Wedge Type

GENERAL STRUCTURAL NOTES

Structural Integrity
Consulting Engineers, Inc.
77 Oak Street
Portland, ME, 04101
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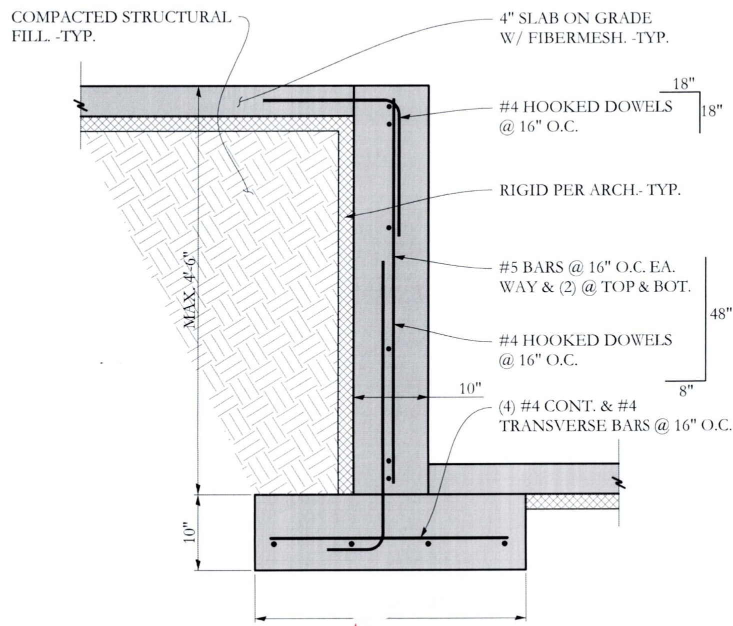
f. 866-793-7835
www.structuralinteg.com
BUILD WITH CONFIDENCE
SI JOB# 26-0026

HOPE ACTS HOUSE

PORTLAND, ME

Scale: 3/4"=1'-0"
Date: 04/07/26

SSK-00



RETAINING WALL DETAIL

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BUILD WITH CONFIDENCE

SI JOB# 26-0026

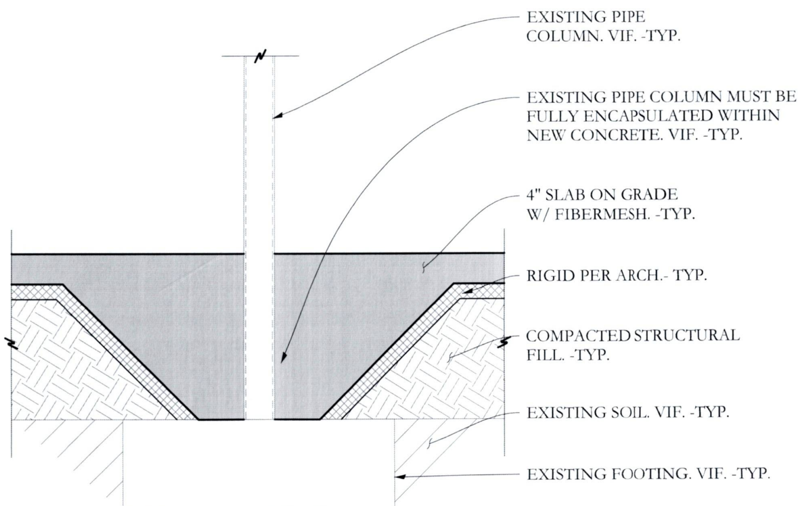
HOPE ACTS HOUSE

PORTLAND, ME

Scale: 3/4"=1'-0"

Date: 04/07/26

SSK-01



EXISTING COLUMN DETAIL

Structural Integrity
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SI JOB# 24-0076

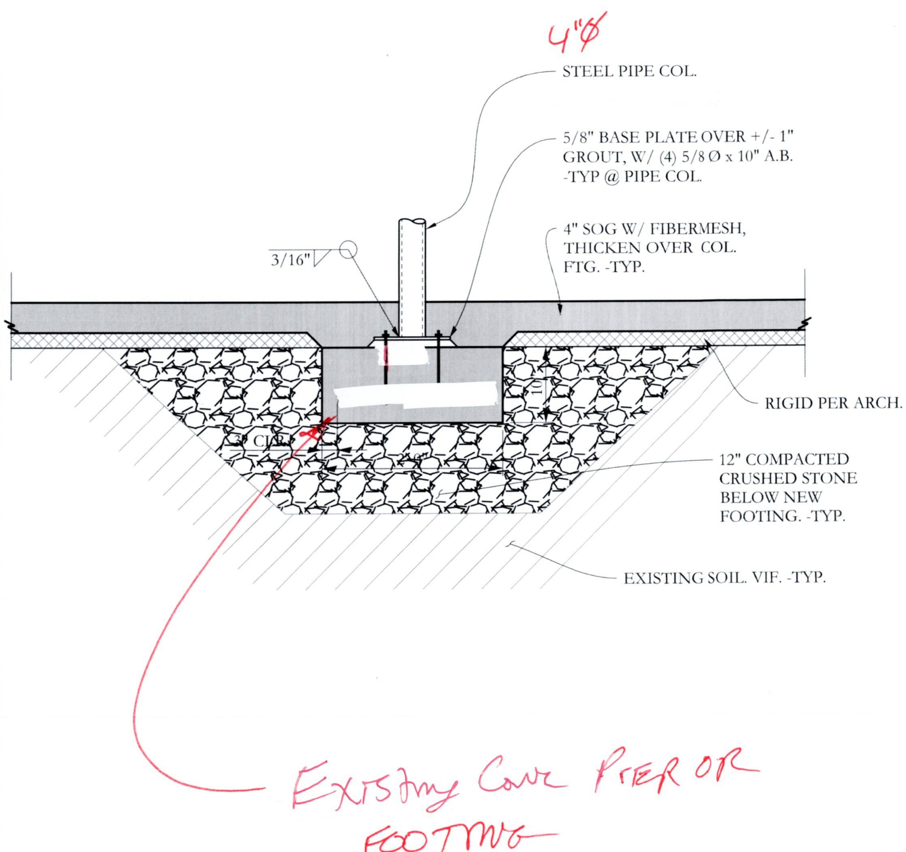
HOPE ACTS HOUSE

PORTLAND, ME

Scale: 3/4"=1'-0"

Date: 04/07/26

SSK-02



NEW COLUMN FOOTING DETAIL

Structural Integrity
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77 Oak Street
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f. 866-793-7835
www.structuralinteg.com
BUILD WITH CONFIDENCE

SI JOB# 24-0076

HOPE ACTS HOUSE

PORTLAND, ME

Scale: 3/4"=1'-0"

Date: 04/30/26

SSK-03

GENERAL STRUCTURAL NOTES

Hope Acts House
14 Sherman Street, Portland Maine
SI Job #: 26-0026

DESIGN LIVE LOADS:	2021 IBC
* Snow	60 psf (Pg)
* Wind	110 mph, exp B, 3 second gust
* Floor	40 psf

FOUNDATION:

* Foundations are designed without a soil engineer's investigation
* Foundation design was assumed fot the pupose of foundation design and shall be confirmed by a soils engineer, at owner's expense, prior to construction (This procedure may require revisions to foundation design, at additional expense to the owner. Iff soils engineer determines that such design criteria are inappropriate for this building site.
* Assumed allowable bearing pressure = 1,500 psf.

FOUNDATION WALLS:

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  Walls: 50 pcf.
* Backfill all retaining walls with free draining granular material except the top two feet.
* Provide perimeter drain system with invert minimum of 6" below bottom of basement slab. Extend perimeter drain to daylight or to sump.
* Slope perimeter grade away from building.
* Place concrete continuously without horizontal cold joints.

CONCRETE AND REINFORCEMENT:

* Concrete shall conform to applicable provisions of ACI-301 and 318.
  Minimum 28 day compressive strength (F'c)
  as follows:

Footings :	3,000	psi
Foundation Walls:	4,000	psi w/4-6% air entrainment
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* Cement Type: I/II
* Deformed reinforcement: ASTM A615 grade 60, except bars specified to be field-bent, stirrups, and ties which shall be grade 40.
* Fibermesh: 100% virgin polypropylene, fibrillated fibers as manufactured by Fibermesh Co. per ASTM C-1116 type 111 4.1.3 and ASTM C-1116 performance level one, 1.5 lb. per cubic yard.
* Welded Wire Fabric (WWF): ASTM A185. See also plan.
* Typical minimum foundation reinforcing: 2 #4 top and bottom, (except as noted) continuous at corners and steps.
* Reinforcement shall be fabricated and placed per ACI Manual of Standard Practice (ACI-315). At splices, lap bars 50 diameters unless noted otherwise.
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* Expansion Anchors shall be ICC-ES approved, installed in accordance with manufacturers specifications.
  In concrete: Wedge Type

GENERAL STRUCTURAL NOTES

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BUILD WITH CONFIDENCE

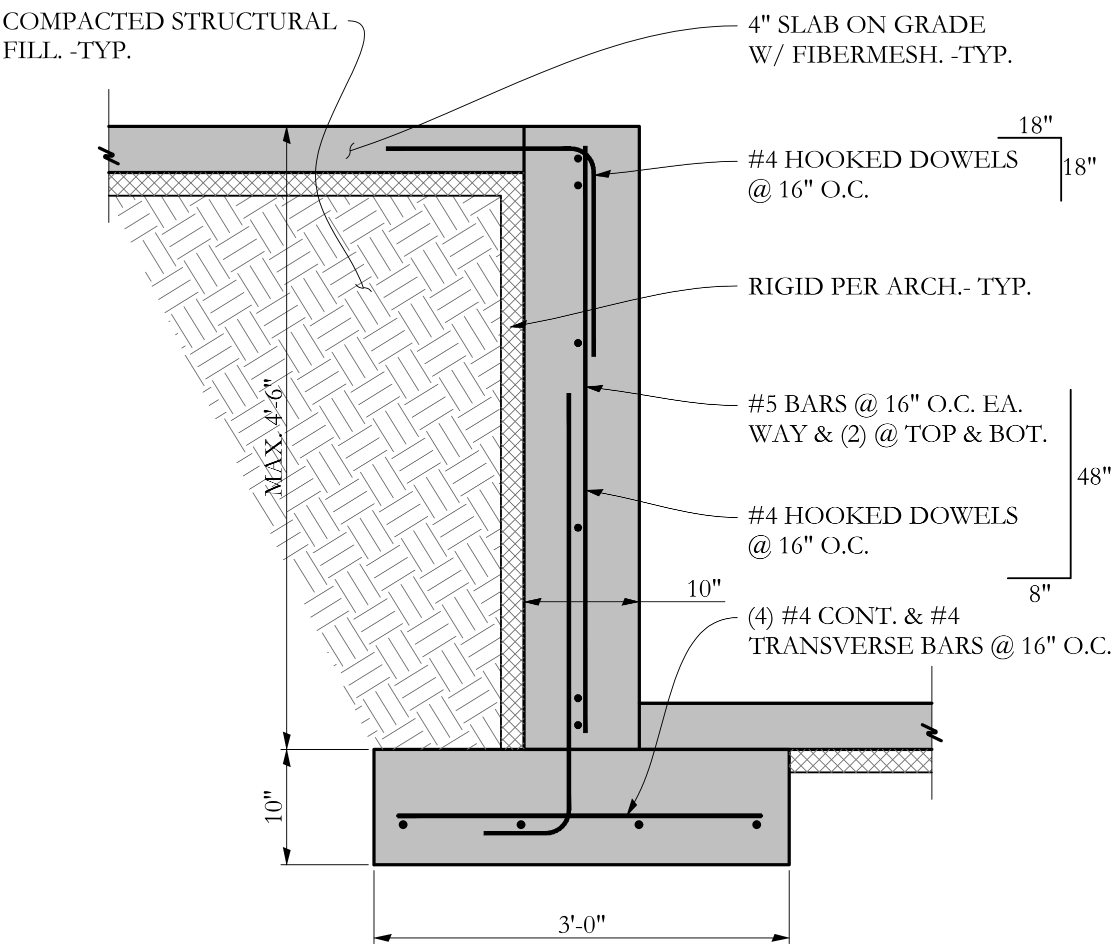
SI JOB# 26-0026

HOPE ACTS HOUSE

PORTLAND, ME

Scale: 3/4"=1'-0"
Date: 04/07/26

SSK-00



RETAINING WALL DETAIL

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BUILD WITH CONFIDENCE

SI JOB# 26-0026

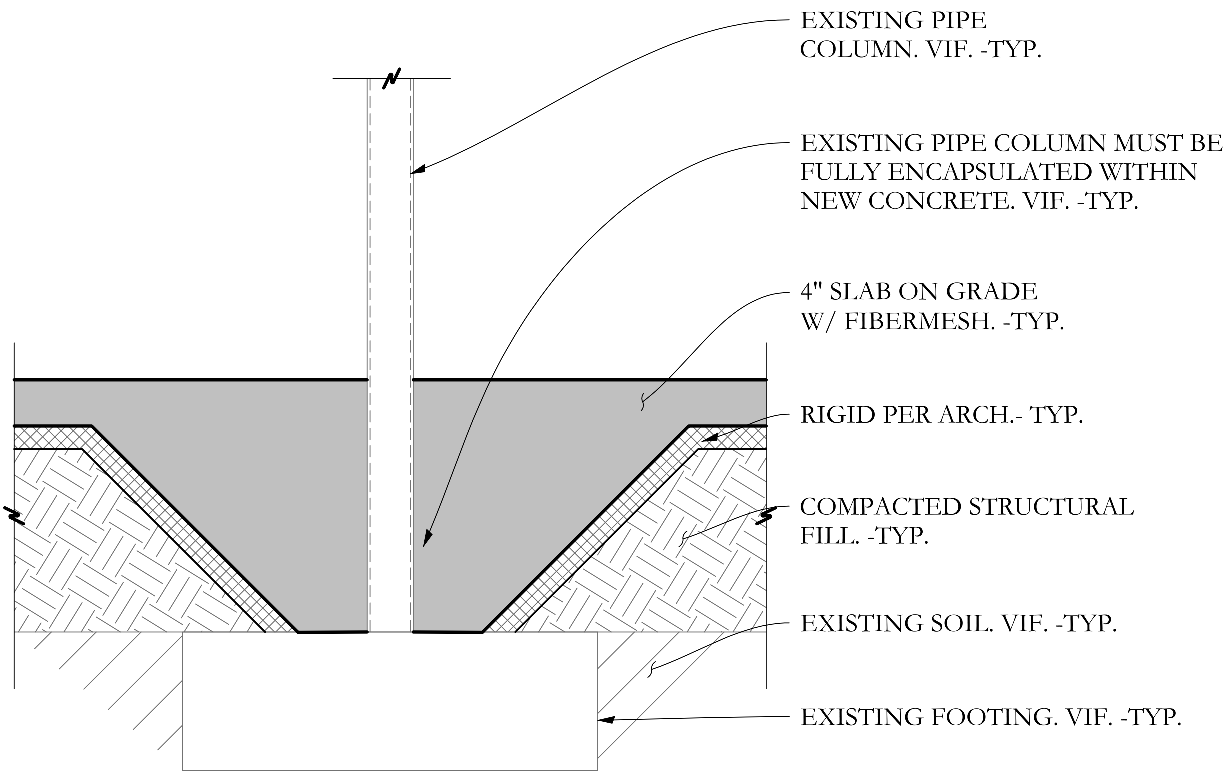
HOPE ACTS HOUSE

PORTLAND, ME

Scale: 3/4"=1'-0"

Date: 04/07/26

SSK-01



EXISTING COLUMN DETAIL

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BUILD WITH CONFIDENCE

SI JOB# 24-0076

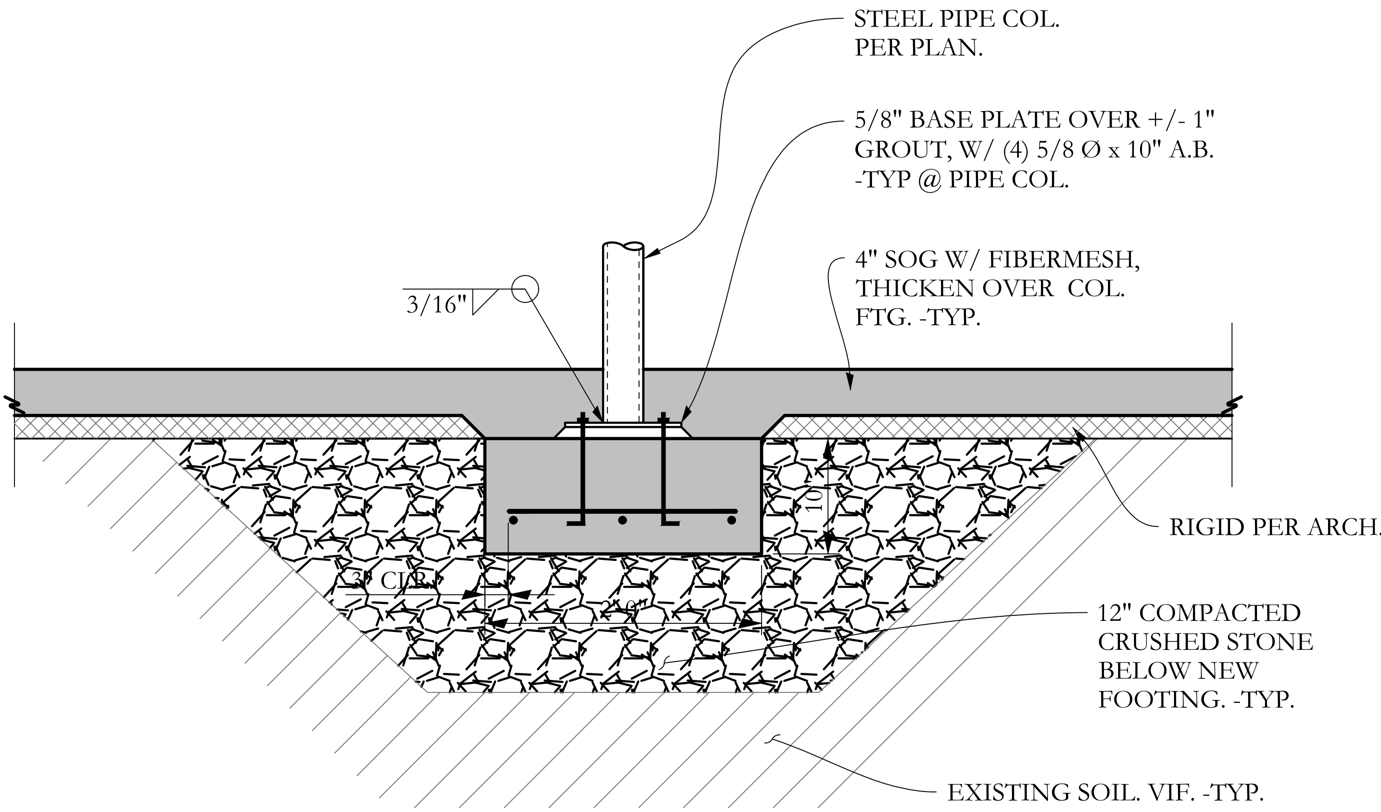
HOPE ACTS HOUSE

PORTLAND, ME

Scale: 3/4"=1'-0"

Date: 04/07/26

SSK-02



NEW COLUMN FOOTING DETAIL

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BUILD WITH CONFIDENCE

SI JOB# 24-0076

HOPE ACTS HOUSE

PORTLAND, ME

Scale: 3/4"=1'-0"

Date: 04/07/26

SSK-03

15 YEAR OPERATING PRO FORMA

Income Escalator (1-5)	2.0%	Expense Escalator 3%
Income Escalator (6-15)	2.0%	

Revenue	PUPM	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Section 8 PBV Rents	$800	$124,800	$127,296	$129,842	$132,439	$135,088	$137,789	$140,545	$143,356	$146,223	$149,148	$152,131	$155,173	$158,277	$161,442	$164,671
Minus Vacancy @ 5%	5%	-$6,240	-$6,365	-$6,492	-$6,622	-$6,754	-$6,889	-$7,027	-$7,168	-$7,311	-$7,457	-$7,607	-$7,759	-$7,914	-$8,072	-$8,234
Operating Reserve Contribution		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$415	$1,961
Effective Annual Gross Income		$118,560	$120,931	$123,350	$125,817	$128,333	$130,900	$133,518	$136,188	$138,912	$141,690	$144,524	$147,414	$150,363	$153,785	$158,398
Expenses																
Management Fee		$7,020	$7,231	$7,448	$7,671	$7,901	$8,138	$8,382	$8,634	$8,893	$9,160	$9,434	$9,717	$10,009	$10,309	$10,618
Administrative Costs		$25,800	$26,574	$27,371	$28,192	$29,038	$29,909	$30,807	$31,731	$32,683	$33,663	$34,673	$35,713	$36,785	$37,888	$39,025
Maintenance		$29,000	$29,870	$30,766	$31,689	$32,640	$33,619	$34,628	$35,666	$36,736	$37,838	$38,974	$40,143	$41,347	$42,587	$43,865
Security		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Electric		$22,000	$22,660	$23,340	$24,040	$24,761	$25,504	$26,269	$27,057	$27,869	$28,705	$29,566	$30,453	$31,367	$32,308	$33,277
Water & Sewer		$5,000	$5,150	$5,305	$5,464	$5,628	$5,796	$5,970	$6,149	$6,334	$6,524	$6,720	$6,921	$7,129	$7,343	$7,563
Replacement Reserve		$3,900	$4,017	$4,138	$4,262	$4,389	$4,521	$4,657	$4,797	$4,940	$5,089	$5,241	$5,399	$5,560	$5,727	$5,899
Insurance		$12,000	$12,360	$12,731	$13,113	$13,506	$13,911	$14,329	$14,758	$15,201	$15,657	$16,127	$16,611	$17,109	$17,622	$18,151
Operating and Social Service Reserve		$13,840	$13,070	$12,252	$11,386	$10,470	$9,501	$8,477	$7,396	$6,256	$5,054	$3,789	$2,457	$1,057	$0	$0
Total Annual Expense		$118,560	$120,932	$123,349	$125,816	$128,333	$130,900	$133,518	$136,188	$138,912	$141,690	$144,524	$147,414	$150,363	$153,785	$158,398
Annual Net Operating Income		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Annual Debt Service		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Annual Cash Flow		**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Operating Reserve Balance		$25,840	$38,910	$51,162	$62,548	$73,018	$82,519	$90,996	$98,392	$104,648	$109,702	$113,491	$115,948	$117,005	$116,590	$114,629

Revenue	PUPM	Year 16	Year 17	Year 18	Year 19	Year 20	Year 21	Year 22	Year 23	Year 24	Year 25	Year 26	Year 27	Year 28	Year 29	Year 30
Section 8 PBV Rents	$800	$167,964	$171,324	$174,750	$178,245	$181,810	$185,446	$189,155	$192,938	$196,797	$200,733	$204,748	$208,843	$213,019	$217,280	$221,625
Minus Vacancy @ 5%	5%	-$8,398	-$8,566	-$8,738	-$8,912	-$9,091	-$9,272	-$9,458	-$9,647	-$9,840	-$10,037	-$10,237	-$10,442	-$10,651	-$10,864	-$11,081
Operating Reserve Contribution		$3,584	$5,287	$7,074	$8,946	$10,908	$12,962	$15,113	$17,363	$19,717	$13,675	$0	$0	$0	$0	$0
Effective Annual Gross Income		$163,150	$168,044	$173,087	$178,279	$183,628	$189,136	$194,810	$200,654	$206,674	$204,371	$194,510	$198,400	$202,368	$206,416	$210,544
Expenses																
Management Fee		$10,937	$11,265	$11,603	$11,951	$12,310	$12,679	$13,059	$13,451	$13,855	$14,270	$14,698	$15,139	$15,593	$16,061	$16,543
Administrative Costs		$40,196	$41,401	$42,643	$43,923	$45,240	$46,598	$47,996	$49,435	$50,919	$52,446	$54,019	$55,640	$57,309	$59,029	$60,799
Maintenance		$45,181	$46,536	$47,933	$49,371	$50,852	$52,377	$53,949	$55,567	$57,234	$58,951	$60,720	$62,541	$64,417	$66,350	$68,340
Security		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Electric		$34,275	$35,304	$36,363	$37,454	$38,577	$39,734	$40,926	$42,154	$43,419	$44,721	$46,063	$47,445	$48,868	$50,334	$51,844
Water & Sewer		$7,790	$8,024	$8,264	$8,512	$8,768	$9,031	$9,301	$9,581	$9,868	$10,164	$10,469	$10,783	$11,106	$11,440	$11,783
Replacement Reserve		$6,076	$6,258	$6,446	$6,639	$6,839	$7,044	$7,255	$7,473	$7,697	$7,928	$8,166	$8,411	$8,663	$8,923	$9,191
Insurance		$18,696	$19,256	$19,834	$20,429	$21,042	$21,673	$22,324	$22,993	$23,683	$24,394	$25,125	$25,879	$26,655	$27,455	$28,279
Operating and Social Service Reserve		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total Annual Expense		$163,150	$168,045	$173,086	$178,279	$183,627	$189,136	$194,810	$200,654	$206,674	$212,874	$219,260	$225,838	$232,613	$239,592	$246,780
Annual Net Operating Income		$0	$0	$0	$0	$0	$0	$0	$0	$0	-$8,503	-$24,750	-$27,438	-$30,245	-$33,176	-$36,235
Annual Debt Service		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Annual Cash Flow		**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**-$8,503**	**-$24,750**	**-$27,438**	**-$30,245**	**-$33,176**	**-$36,235**
Operating Reserve Balance		$111,045	$105,758	$98,684	$89,738	$78,830	$65,868	$50,755	$33,392	$13,675	$0	$0	$0	$0	$0	$0

Urban Ventures

To: Mary Davis, City of Portland
From: Anne Boynton, Urban Ventures, Inc.
Re: Hope Acts, 14 Sherman Street
Date: 7/13/26

Hope Acts requests a loan of $386,037 for 30 years for the renovation of their 14 Sherman Street property in the Parkside neighborhood. Post renovation, the property will continue to provide 13 units of SRO housing to asylum seekers and office space for staff. The City's per unit investment would be $29,695. The City investment will allow Hope Acts to complete an on-going renovation which uncovered urgent structural issues and add energy efficiency improvements to the existing scope to reduce operating costs in the future.

Based on the FHLBank funding documents provided by Hope Acts, the project will be subject to 15-year affordability restrictions, including income limits at or below 50% AMI for all units, with three units targeted at or below 30% AMI.

Hope Acts, a 501c(3) non-profit, is the program operator, property owner, and staffs most property management functions. Hope Acts has operated the program from 14 Sherman, a converted 120 year old former church, since 2013. They became the owner of the property in 2022 when the previous owner donated the property to Hope Acts.

Sources and Uses (Based on Developer Budget dated 5/10)

Sources:		Uses:	
Hope Acts Capital Campaign	$1,059,570	Acquisition	$ 0
FHLB AHP Boston	$ 780,000	Construction hard costs	$2,320,983
FHLB AHP New York	$ 780,000	Solar installation (net of tax credit)	$78,400
City of Portland	$ 386,037	Hard Cost Contingency	$42,883
M&T Bank Grant	$ 10,000	Soft costs	$298,044
		Capitalized Reserves	$32,000
		Consulting Fees	$243,297
Total Sources:	$3,015,607	Total Uses:	$3,015,607

Hope Acts initiated a capital campaign when it took ownership of the building in 2022. They raised over $1 million in campaign contributions from individuals, foundations and businesses, of which all but $122,400 is in hand. Staff states the remaining pledges are still moving forward and have been confirmed with the donors this year. Two AHP grants totaling $1,560,000 have been secured, and one has closed and is disbursing funds.

For analysis of "Uses," see Development Budget.

Development Budget

Construction Costs:

Construction costs are based on a signed GMP contract with Hardypond Construction. Construction is now 48% complete. Construction includes replacement of many major systems: roof, plumbing, kitchens and baths, windows, HVAC. It also includes installation of fire suppression systems, upgraded electrical systems, moderate repointing as needed, and the reconfiguration of the basement, used by Hope Acts as office space. General Conditions, overhead, and profit total approximately 13.3% of the base construction contract and comply with the City's 14% limit. Solar will be added, with the system designed to offset up to 60% of the building's electrical needs. Total construction cost per unit is $184,398. (This cost per unit also includes the renovation of the basement offices and community space.) City funding will be used for two additions to the original scope: $307,637 for critical structural stabilization work identified after demolition in the basement, and $78,400 for the net cost of solar installation (after a 30% ITC credit available through the end of 2026).

Soft Costs:

Soft costs are moderate and within industry standard. Consulting fees reflect payments for capital campaign management and LB Development Partners for development consulting. Hope Acts is not charging a developer fee. The consulting fees are reasonable by industry standards, 8.3% of total development costs.

Contingency:

A hard cost contingency of $160,077, or 8.4% was included in the owner's budget, below the 10% industry standard for renovation projects. There is no separate contingency line in the GC's pricing. This project was vulnerable to cost over runs from the beginning due to historic renovation, absence of destructive testing, and lack of comprehensive hazard assessment, in addition to the volatility of construction pricing over the last year. As construction has progressed, approximately 73% of the original contingency has been consumed by approved change orders, leaving approximately $42,900 (27%) available to address remaining construction risks. While the likelihood of another major unforeseen structural condition has diminished, the remaining contingency provides more limited protection against additional cost overruns through project completion.

Soft cost contingency appears to be unbudgeted. This poses additional risk to the project as the possibility of delay may increase interest expense, among other soft costs tied to time of completion.

Acquisition and Environmental:

Hope Acts was deeded the property by the prior owner in 2022.

A Phase I was conducted on the property, dated November 15, 2022. It identified no recognized environmental conditions (RECs) requiring additional investigation. The report noted an existing 500-gallon fuel oil tank in the building's crawl space, which has been removed and the Maine Department of Environmental Protection has cleared the site. Asbestos-containing materials encountered during construction have been addressed through documented change orders, and final clearance documentation has been requested from the abatement contractor. Hope Acts reports that the building underwent a substantial interior reconstruction during its 1980s conversion, including replacement of the original interior wall systems, reducing the likelihood that significant lead-painted interior surfaces remain. Windows were also previously replaced. The renovation includes installation of a radon mitigation system, and post-construction testing will determine whether passive mitigation is sufficient or activation of the system is required.

Operating Budget & 30 Year Cashflow Projection

Project Income:

The operating budget is based on $800/person/month rent (all utilities included) for a single room with a shared bath, kitchen and living room. There is no site based operating subsidy – residents pay rent from their own resources and/or receive support from General Assistance. Historically, General Assistance has represented a significant portion of rental income, although its share has varied over time as resident income and program occupancy have changed. Hope Acts anticipates that future operations will continue to reflect a combination of tenant-paid rent and General Assistance, depending on the needs and resources of individual households.

Shared units serve between 2 and 3 people. Compared to the Fair Market Rent for a 2 bedroom apartment ($2,130) or a 3 bedroom apartment ($2,591), the projected income stream is modest to support operations and rents are substantially below what residents could expect to find in the market. Although the project is subject to FHLBank affordability and occupancy requirements for 15 years, the physical layout provides flexibility to return the building to leasing as two- and three-bedroom apartments should programmatic needs evolve over time.

Although no market study has been submitted by the developer, Hope Acts notes in 2025 they received 496 applications. While there is no dedicated parking on site, the location has a walk score of 96, “Walkers Paradise,” with neighborhood commerce, recreation, and social services all within a 3 minute walk. The transit score is 53, “Good Transit” and the bike score is 87, “Very Bikable.” Additional amenities include a bike storage room and laundry room. A community room is shared with Hope Acts office space and available to residents after office hours.

Residential vacancy is budgeted at the industry standard of 5%. This is above Portland’s recent historic vacancy rates, estimated currently to be between 3.7%-4.4%.

Hope Acts will use the lower administrative level as the principal location for services provided both to Hope House residents and to its broader client population. The property operating pro forma includes a management fee payable to Hope Acts but does not identify any allocation of organizational resources toward the cost of operating the administrative space. Instead, Hope Acts intends property operations to support its broader service mission through the management structure. Because Hope Acts controls both the property and the service organization, these internal allocations provide some operational flexibility should future property performance differ from projections.

Operating Expense

The pro forma reflects a per unit operating cost of $9,120, which seems high for SRO units. This figure covers all property operating expense including occupancy expenses of the administrative level. The administrative level increases whole-building utility demand and makes the simple per-SRO-unit comparison misleading.

Maintenance is amply budgeted at $2,231/SRO unit – this should be sufficient to maintain the units in good condition after this deep renovation. While projected electric expense appears high relative to historic usage and the planned solar installation, the budget reflects several significant changes to the building's operating profile, including full occupancy, installation of individual heat pumps with air conditioning in every room, conversion to electric domestic hot water, and conservative assumptions regarding future electric rates. Overall, the utility budget appears intentionally conservative. Administration/management is the single highest line item, budgeted at $32,820. This flows back to Hope Acts for administration of the property and may provide Hope Acts some flexibility in the future if property income is constrained.

30 Year Cashflow & Debt Service Coverage Ratio (DSCR)

It is important to note that this project is exclusively reliant on grant and grant-like funding. Appropriate to the limited income stream and target population of extremely low income, at risk individuals, Hope Acts is taking on no long term conventional “must pay” debt in this renovation. Hence DSCR is not calculated. It is also important to note that FHLB has set its term to 15 years, at which point their deed restrictions will be satisfied and their liens released.

Rather than demonstrating the ability to service debt, the 30-year projection demonstrates whether the property is expected to remain financially self-supporting. Under the submitted assumptions, annual operating surpluses are accumulated in an operating reserve that grows to approximately $111,000 by the end of Year 15. That reserve is then used to offset projected operating shortfalls and is fully depleted by Year 25, leaving no further operating cushion for the final five years of the projection. The submitted pro forma therefore demonstrates self-sustaining operations through the 15-year affordability period but does not demonstrate financially self-sustaining operations over the full 30-year analysis period.

Developer Financials

Hope Acts provided audited financial statements for 2023 and 2024 and management-prepared financial statements for 2025. The 2024 audit reported approximately $1.67 million in net assets, about $393,000 in cash, and approximately $480,000 in financial assets available for general expenditure within one year, indicating meaningful liquidity entering the rehabilitation period. In 2025, ordinary operating revenue was approximately $732,500, compared with operating expenses of approximately $884,600, producing an operating deficit of about $152,100. At the same time, Hope Acts raised approximately $1.58 million in campaign and AHP revenue, resulting in a reported total increase in net assets of approximately $1.32 million. Year-end cash was approximately $1.74 million, and current assets totaled approximately $2.62 million. Although much of this growth was restricted or project-specific, the results demonstrate substantial fundraising capacity and near-term financial strength. The principal remaining uncertainty is the level of recurring operating support that will remain after the capital campaign and rehabilitation are complete.

Through March 31, 2026, Hope Acts reported an operating deficit of approximately $20,000, slightly improved from the comparable 2025 period. Contributed support increased and payroll declined; rental income was interrupted during construction and relocation. Project activity dominated overall results: approximately $362,000 of AHP grant revenue was recognized against approximately $341,000 of construction expenditures, producing essentially breakeven total results for the quarter. More recent balance-sheet information shows substantial liquidity but does not include a corresponding income-and-expense statement through May, limiting the ability to distinguish ongoing operations from campaign and construction activity.

Overall, Hope Acts demonstrates sufficient financial and organizational capacity to complete the rehabilitation and operate Hope House through the near term. The organization has substantial liquidity, a strong recent fundraising record, and ownership of a flexible asset expected to carry limited permanent debt. If additional timing or cost pressures arise, Hope House has access to the Genesis bridge loan which will allow the project to move to completion while additional capital is identified. Although post-campaign operating expenses remain less certain, the available financial information supports the conclusion that Hope Acts has the capacity to manage the project and address modest additional needs without material risk to completion or occupancy.

Recommendations

I recommend a loan of $386,037 at zero percent interest with a 15 year term to be fully forgiven at the end of the term (and due in full earlier in the event of transfer or sale of the property), conditioned upon satisfactory review of the following conditions of closing:

- Receipt of the most current construction draw schedule and budget reconciliation, demonstrating that project Sources and Uses remain in balance.
- Receipt of asbestos abatement clearance/closeout documentation for work completed during rehabilitation.
- Receipt of a fully executed contract for the solar installation, together with documentation supporting the anticipated federal Investment Tax Credit.