

MAINE STATE HOUSING AUTHORITY

CONTRIBUTIONS POLICY

Definition of Contributions

Pursuant to an Act to Implement the Recommendations of the Office of Program Evaluation and Government Accountability and the Government Oversight Committee Regarding Quasi-independent State Entities enacted March 30, 2012, “Contributions” include payment for membership dues and fees, gifts and donations, and sponsorships including those that result in public advertising of the entity.

Memberships

MaineHousing will only become a member of an organization that is directly related to MaineHousing’s mission. Such organizations may include among their members: developers, real estate property managers, homeless providers, community action agencies, other housing finance authorities, financial institutions, or other entities directly connected to MaineHousing’s mission. The organization must provide benefits such as opportunities: to learn best practices relevant to MaineHousing activities, to collaborate on policy directions within MaineHousing’s mission, and to make the availability of MaineHousing programs known to an audience that can benefit from its programs.

MaineHousing will pay for an employee’s professional dues and fees to maintain any professional licenses required to perform their job at MaineHousing.

MaineHousing also encourages employees to join and participate in professional organizations directly related to their job assignments. Requests for payment of individual memberships will be evaluated on a case-by-case basis and must be reviewed and approved by the employee’s department director and a deputy director. The deputy director will review duplicative membership requests to determine whether cost savings could be achieved by staff sharing the benefits of a single membership.

All organizational memberships must be approved by the Director. The Director will consult with the Chair of MaineHousing’s Board of Commissioners regarding the payment of more than \$1,000 to any one organization in a year.

Sponsorships

A sponsorship is MaineHousing’s contribution of funds, materials, or services to an entity in connection with an event or project of the entity in exchange for some form of recognition, acknowledgement or other promotional consideration of MaineHousing. MaineHousing may only

provide sponsorships that are central to MaineHousing's mission and to carrying out MaineHousing's duties.

Sponsorships require endorsement by the Director of Communications and Planning and approval by the Director of MaineHousing.

Gifts and Donations

MaineHousing does not make gifts or donations.

Budget and Reporting

The annual budget approved by the Commissioners will include a line item for membership dues and fees and a line item for sponsorships. MaineHousing will include a report of payments for memberships and sponsorships in the budget variance report provided to the Commissioners monthly. MaineHousing will report Contributions in excess of \$1,000 to the Legislature as required by law. MaineHousing will maintain documentation supporting the justification for each Contribution for three years.

Effective October 1, 2012