

City of Auburn, Maine

Consolidated

Annual Performance and

Evaluation Report

for FY2011

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EXECUTIVE SUMMARY

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR FY2011

HOME Investment Partnerships Program

Expenditures

HOME Dollars Spent \$1,079,331
Private/Public Dollars Leveraged \$12,124,842
Match Funds \$735,006

Expenditure by Activities

Homebuyer \$12,433
Homeowner Rehabilitation \$167,386
Rental \$818,972
Tenant Based Rental Assistance \$4,801

Program Income \$46,659

Under the HOME Program, 2 households were assisted to purchase a home; 12 households were assisted to rehabilitate their home; 38 renters were assisted with new affordable housing; and 12 renters were able to obtain housing with security deposit assistance.

Community Development Block Grant Program

Expenditures

CDBG Dollars Spent \$1,008,029
Leveraged Funds \$272,416

Expenditures by Activities

Affordable Housing \$358,565
Public Improvements \$316,345
Acquisition/Demolition \$6.325
Public Services \$85,685

Program Income \$319,322

Under the Community Development Program, 5 households were assisted with re-establishments costs to move into a new home; 64 owner and renter units were improved; 4 building exteriors were improved; 2,010 linear feet of sidewalks were improved; 1 publicly-owned building was a partial demolition; and 1,555 persons or households had improved quality of life services.

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**CONSOLIDATED ANNUAL PERFORMANCE
AND EVALUATION REPORT FOR PROGRAM YEAR
JULY 1, 2011 TO JUNE 30, 2012 (FY2011)
AUBURN CONSORTIUM, MAINE**

This document is the City of Auburn’s annual report that assesses the effectiveness of using Community Development and HOME Investment Partnerships (HOME) Program funds to address objectives of the 2010-2014 Consolidated Plan. This Consolidated Annual Performance and Evaluation Report (CAPER) is for the period July 1, 2011 to June 30, 2012 (FY2011). The report provides an assessment of annual goals and objectives, Community Development, HOME and other supporting resources, and the number of households and/or persons assisted. Last, the report includes an assessment of performance towards meeting the five year objectives.

The four goals identified in the 2010-1014 Consolidated Plan are 1) quality affordable housing, 2) attractive neighborhoods, 3) economic opportunity, and 4) high quality of life for residents. This evaluation reports on these four goals.

1. FY2011 Accomplishments

a. Grant Funds Spent on Goals and Objectives

The cities of Auburn and Lewiston formed a consortium to receive HOME funds. This brings a resource to the communities to assist in creating low-income rental housing units, encouraging home ownership, rehabilitating buildings, and assisting homeless persons. The 2011 Action Plan includes goals that were funded from \$1,079,331 of HOME resources for activities and administrative costs in both Auburn and Lewiston. This leveraged \$12,124,842 and \$735,006 in HOME match.

The following chart compares the HOME funding available in FY2011 with the HOME funds spent, public and private dollars leveraged and match funds, all of which addressed the goal of quality affordable housing:

HOME INVESTMENT PARTNERSHIPS PROGRAM

ACTIVITIES	BUDGET		FY2011 EXPENDITURES AND MATCH FUNDS		
	AS AMENDED	HOME	HOME	PRIVATE/PUBLIC	MATCH
	FY2011	FY2011	DOLLARS	FUNDS	EXPENDITURES
	BUDGET	EXPENDITURES	LEVERAGED	***	
AUBURN	*	**	***	***	
Administration	\$35,000	\$32,844			\$32,844
Housing Administration	29,000	24,284			24,284
Goods & Services	4,000	2,370			2,370
Homebuyer	100,000	12,433	\$345,122	\$128,168	485,723
Homeowner Rehab	109,988	144,729			144,729
Rental Housing ****	125,000	351,191	7,588,032	407,638	8,346,861
Security Deposits	20,000	4,018			4,018
LEWISTON					
Administration	16,241	16,241			16,241
Homebuyer		0			
Homeowner Rehab	25,649	22,657			22,657
Rental Housing	475,005	467,781	4,191,688	200,000	4,859,469
Security Deposits	4,831	783			783
Total	\$944,714	\$1,079,331	\$12,124,842	\$735,006	\$13,939,979

*The primary difference between the budget and the expenditures is due to projects that were anticipated to close prior to the new year, but did not, or were not completely spent. Expenses reflect new projects closed in 2011 as well as expenses for previously approved projects from the prior year.

** HOME expenditures reflect what is spent according to budget categories in Auburn's financial records. In IDIS, all of the housing administration expenses as well as some legal services have been charged to projects.

*** Match and leveraged dollars are reported in IDIS when the project is complete based on the IDIS closeout date.

The 2011 Action Plan includes activities for Auburn that were funded with \$1,008,029 from Community Development resources for activities and administrative costs. This leveraged \$272,416 from other resources. The following table compares the Community Development funding available in FY2011, Community Development funds spent, private dollars leveraged by activity:

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

ACTIVITIES	BUDGET		FY2011 EXPENDITURES AND LEVERAGED FUNDS	
	AS			
	AMENDED			
	FY2011 CDBG	CDBG	LEVERAGED	TOTAL
	BUDGET	EXPENDITURES	FUNDS	
ADMINISTRATION/PLANNING	*	*		
Program Administration	\$125,000	\$128,988		\$128,988
Goods & Services	39,000	27,715		27,715
ECONOMIC OPPORTUNITIES				
Economic Stimulus Loan Program	12,000			0
Commercial Loan Program	50,000			0
AFFORDABLE HOUSING				
Housing Project Administration	65,000	64,403		64,403
Rehabilitation Loan Program	325,000	284,630	14,992	
Lead Match	50,000	19,747		19,747
Down Payment Assistance Loans	30,000			
Lead Testing and Clearance	5,000	1,930		1,930
Winterize L/A	3,500			0
CCI Weatherization	41,500	71,961	62,622	134,583
PUBLIC IMPROVEMENTS				
Main Street Beautification	136,759	136,759		161,522
New Auburn Sidewalks	161,522	140,744		136,759
Boys & Girls Club Masonry Repair	20,000	20,000	1,275	21,275
PAL Rehabilitation of Chestnut St.	40,000	18,842		0
ACQUISITION & DEMOLITION				
Demolition of Private Property		6,325	0	6,325
PUBLIC SERVICES				
Androscoggin Head Start	8,500	8,500	25,500	34,000
Recreation Scholarships	18,500	18,500	500	19,000
Literacy Volunteers	8,500	8,500	35,460	43,960
CCI Homebuyer Education	5,000	5,000	35,000	40,000
Safe Voices	8,000	8,000	61,500	69,500
Heating Assistance Loans	20,000	18,571	0	18,571
Tedford Housing	9,000	0	0	0
Good Neighbor	8,500	4,914	0	4,914
Catholic Charities/Search	2,500	2,500	500	3,000
Catholic Charities/St. Francis				
Recovery Center	3,500	3,500	3,500	7,000
Pathways/Equipment	4,500	4,500	67	4,367
Seniors Plus/Life Skills	3,500	3,500	31,500	35,000
TOTAL EXPENDITURES	\$1,067,522	\$1,008,029	\$272,416	\$1,280,445

* The primary difference between the budget and the expenditures is due to projects that were anticipated to close prior to the new year, but did not, or were not completely spent. Expenses reflect new projects closed in 2011 as well as expenses for previously approved projects from the prior year.

Community Development and HOME funding sources were supplemented by three other grants that are administered by the Community Development Department: Neighborhood Stabilization NSP-1, NSP-3, and Lead Hazard Control grants. The City of Lewiston is the lead agency for the Lead Hazard Control grant. The Auburn budget reflects only Auburn's share to implement the improvement portion of the Lead program.

NEIGHBORHOOD STABILIZATION PROGRAM (NSP- 1)

ACTIVITIES	4-YEAR PROGRAM BUDGET	FY2008 EXPENDITURE	FY2009 EXPENDITURE	FY2010 EXPENDITURE	FY2011 EXPENDITURE	TOTAL EXPENDITURES
Administration	\$37,635	\$10,750	\$8,722	6,923	\$3,980	\$30,375
Program Delivery	121,113		22,877	17,550	5,994	46,421
Acquisition & Rehab	628,500		556,537	207,689	29,265	793,491
Anticipated Income	299,250					
Acquisition & Demolition	134,641		34,870	261,013	0	295,883
Total	\$1,221,139	\$10,750	\$623,006	\$493,175	\$39,239	\$1,166,170

LEAD HAZARD CONTROL GRANT PROGRAM

ACTIVITIES	4-YEAR PROGRAM BUDGET	FY2008 EXPENDITURE	FY2009 EXPENDITURES	FY2010 EXPENDITURE	FY2011 EXPENDITURE	TOTAL EXPENDITURES
Administration	\$64,065	\$5,139	\$29,820	\$11,729	\$5,894	\$52,582
Relocation	55,680		580	4,119	5,839	10,538
Lead Remediation	800,000		192,943	246,976	233,343	673,262
Total	\$919,745	\$5,139	\$223,343	\$262,824	245,076	\$736,382

NEIGHBORHOOD STABILIZATION PROGRAM (NSP -3)

ACTIVITY	PROGRAM BUDGET	FY 2011 EXPENDITURES	TOTAL EXPENDITURES
Administration	\$5,000	\$4,628	\$4,628
Construction	845,000	298,263	298,263
Total	\$850,000	302,891	\$302,891

b. Accomplishments, Progress and Barriers towards Meeting Objectives

The objective, strategy, accomplishments and/or progress towards meeting quality affordable housing, attractive neighborhoods, economic opportunity, and high quality of life for residents goals follow in a table format.

Since Auburn is the lead agency in a HOME consortium enabling consortium members to receive HOME Investment Partnerships Program funds, the CAPER includes housing goals and demographics of beneficiaries for Lewiston.

GOAL: QUALITY AFFORDABLE HOUSING-AUBURN

The City of Auburn achieves its goal of quality affordable housing by offering programs to increase opportunities for home ownership, improve the condition of the housing stock, create affordable rental housing, and increase access to the rental market for at-risk homeless persons.

HOME OWNERSHIP ASSISTANCE

Auburn offers a number of programs to encourage home ownership. The Homebuyer Program is funded with HOME Investment Partnerships Program funds. The Good Neighbor Start-Up Grant, Down Payment Assistance, and Neighborhood Stabilization Programs are funded with Community Development Block Grant funds. The programs can be combined or used separately to fit the needs of the individual buyers.

Homebuyer: The Homebuyer Loan Program offers qualified buyers a resource for affordable home ownership opportunities. The goal of the program is to make it possible for low-income households to purchase market rate homes, and to increase owner occupancy in targeted areas. The amount of the loan will be established based on housing costs at 25% of household income.

The City took possession of two homes that had been occupied with Lease/Buy participants. The Lease/Buy homes, 11 Pearl Street and 136 Seventh Street, were put on the market for sale. Qualified buyers were found and both properties have been sold. One of the buildings was a 3-unit apartment building located in the Union Street Target Area and the other was a single family home in the New Auburn Target Area. Both properties are now occupied by income-qualified owners. The City also took possession of a condominium, 42 Millbrook Lane, that has just be placed on the market for sale.

Homeowner sits on the front steps of his newly acquired home at 136 Seventh Street.



Down Payment Assistance: The Down Payment Assistance Program provides financing for closing costs and half the down payment.

Neighborhood Stabilization Program: The Neighborhood Stabilization Program assists to make home ownership affordable so low- and moderate-income households can purchase a foreclosed property. Housing assistance is based on a minimum income of \$25,000, and the assistance is calculated so that the housing payment does not exceed 28% of household income. The program will also be used to build 5 townhouse style homes.

A two-unit building purchased and rehabilitated with NSP funds was sold to a homebuyer who started out as a lease/buy participant. Working through her credit issues with the assistance of CD staff she was able to complete the purchase within 9 months of signing the lease. The financing package included a loan of \$24,150 that will be forgiven after the 10 year affordability period has been met.

Three additional NSP homes are for sale, 64 Washington Street, 43 James Street, and 60 Summer Street. All properties are being marketed for sale with Worden Realty.

A grant agreement was signed with CEI Housing, Inc. of Wiscasset, a non-profit housing developer, to redevelop the site at 261 Main Street. The building is a former dilapidated bowling alley and had been abandoned many years ago. The project involves an NSP-3 grant to demolish the existing building, and construct 5 town houses on the site. The project is under way.

Pictures of 261 Main Street

On left, the bowling alley was abandoned for many years, and right, the demolition is in progress.



Good Neighbor Home Ownership Start-up: The Good Neighbor Program helps to reduce the cost burden of transitioning from tenancy to home ownership for low-income households. The program provides \$500 and \$1,000 grants.

Accomplishments/Progress:

Auburn Homebuyer

Objective	Strategy	Accomplishments/Progress	Demographics
Objective: 10	Provide homebuyer subsidies to low-income for persons who wish to purchase a home in areas surrounding the Downtown, New Auburn and Union Street Target Areas. Program offers credit counseling and purchase subsidy to make housing affordable at 28% of income.	3 homes were purchased by homeowners, a single family home and 2 multi-unit buildings.	<u>Income</u> 0 0 – 30% AMI 0 31-50% AMI 3 51-80% AMI
Accomplishment: 3		The following units assisted through the Good Neighbor Program are not counted against homebuyer goals: 4 new homeowners assisted with re-establishment costs	<u>Race/Ethnicity</u> 3 White
	Provide homebuyer subsidies to households under 120% of AMI who wish to purchase a home. Purchase subsidy will make housing affordable at 28% of income.	(SEE TABLES 1 AND 2 IN APPENDIX FOR HOME OWNERSHIP DATA)	<u>- Housing Type</u> 3 Owner Occupied

New Loans: The three home buyers were assisted in FY2011 utilized the following resources: HOME \$40,000; NSP \$24,150; private/public funds \$225,781.

FY2011 Expenses: Homebuyer expenses were also incurred for previously funded project under the Lease/Buy Program. Combined expenses are Homebuyer \$12,433, Good Neighbor \$4,914, NSP-1 \$29,265, and NSP-3, \$298,263.

HOUSING REHABILITATION

Auburn offers a number of programs to improve the housing stock. Various types of loans are available, depending on income and whether a property is in a target area. Auburn offers two types of assistance: 1) deferred loans which require no monthly payment until a future point in time or when income increases; and 2) amortized loans. Auburn also offers grants to cover the cost of sewer assessments for persons under 80% of area median income.

The Energy, Spot, Residential, Lead, Accessible Housing, Neighborhood Enhancement, and Historic Preservation Programs are funded with Community Development Block Grant funds, and Homeowner Rehabilitation is funded with HOME Investment Partnerships Program funds. Each program is designed to serve a particular housing need as follows:

Energy: The Energy Program assists owner-occupied buildings where the owner's income is less than 80% of area median income to substantially reduce the demand for energy resources. The program was expanded making it available for investors whose tenants are low-income.

Spot: The Spot Rehab Program assists owner-occupied buildings to eliminate conditions detrimental to public health and safety.

Pictures of the failing and replacement boiler, 121 Summer Street. “We had a newborn in the house and no hot water. The Community Development Department helped finance the replacement of our boiler. The program was easy to understand. Last month we spent \$14 for one month of hot water. Prior to installing a new boiler it had cost \$120 for one month. I expect our annual heating costs to drop dramatically. Money is tight and increased efficiency is very important to us. We couldn’t have done it without this program.” [Rehabilitation Program Client](#)



Accessible Housing: The Accessible Housing Program assists property owners to make improvements to properties that prevent persons with physical disabilities from visiting or occupying a housing unit. The program is available in target areas and outside target areas when the owner’s income is less than 80% of area median income.

Historic Preservation: The Historic Preservation Program assists property owners of historic structures to make building improvements. The program is available in target areas and is available only for properties that are listed in Auburn’s Historic Downtown Final Report.

Lead: The Lead Program assists owners to eliminate hazards caused by lead-based paint. The program is available in target areas and outside target areas when there is a lead poisoned child. The City offers

a lead grant of \$8,000 for any qualifying unit, and a 25% match from Community Development Block Grant funds. The grant funds are from a Lead Hazard Reduction Grant.

Residential: The Residential Rehab Program assists property owners of both owner-occupied and investor-owned buildings to eliminate substandard housing conditions and improve or update long-term maintenance items. The program is available in target areas and outside the target areas when the owner's income is less than 80% of area median income.



Pictures before, during and after garage renovations, 144 Lake Street. "This project was for an elderly single woman who needed the garage to accommodate her physical condition. The original driveway was made of numerous concrete slabs and was unusable. The garage had a dirt floor and was severely deteriorated. The project consisted of rebuilding the bottom of the garage walls, pouring a slab, replacing the garage door, windows and roof, grading and paving the driveway. The project also involved creating berms and swales to redirect water to the street instead of to the house. Through this effort, the property owner can now enter her home and garage without obstacles." Hal Barter, Rehab Coordinator.

Homeowner Rehabilitation: The Homeowner Rehabilitation Program assists owner-occupied units only where the owner's income is less than 80% of area median income. The program is available throughout the city.



Pictures before, during and after exterior renovations, 467 Court Street. This project was funded with Homeowner Rehab and funds from Community Concepts. “ The scope of work included interior renovations consisting of electrical upgrade, replacement windows, and safety alterations to the interior stairwell. The old siding was deteriorating and the deck was in danger of separating from the house. In collaboration with Community Concepts and utilizing Auburn’s weatherization funds, the exterior walls were insulated/air sealed and new vinyl siding was installed. Lastly, there were structural repairs to the deck which was about to detach from the house.”
Hal Barter, Rehab Coordinator

Accomplishments/Progress:

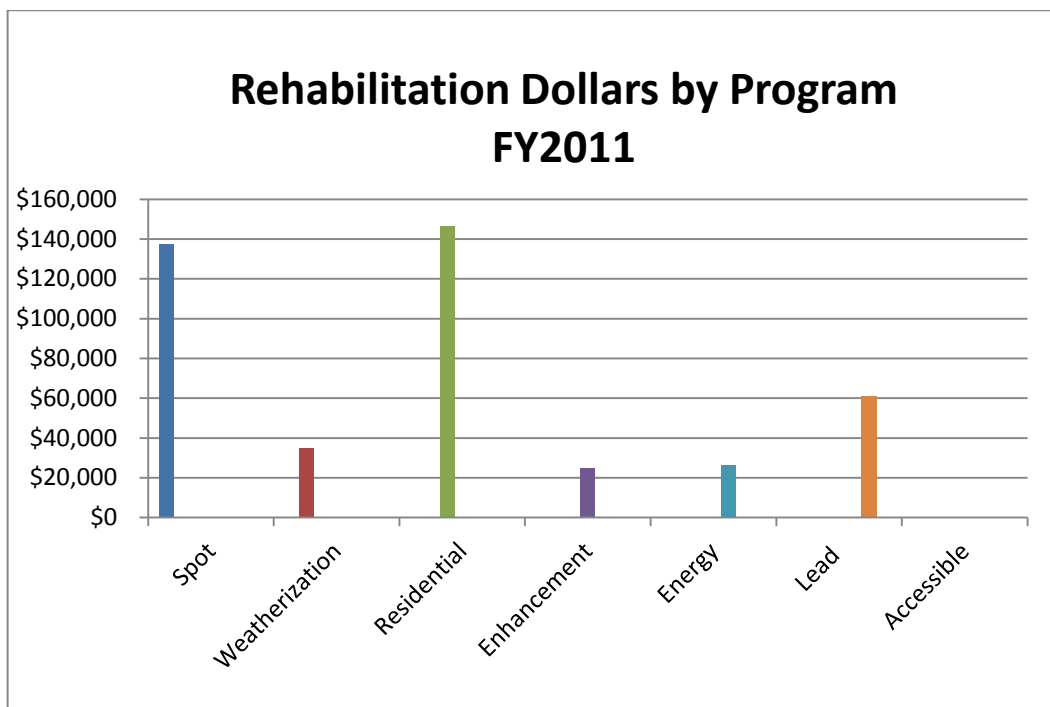
Auburn Rehabilitation

Objective	Strategy	Accomplishments/Progress	Demographics
Annual Objectives: Rehab: 80 Units Lead Safe: 40 Units Weatherized: 10 Units	Offer financial incentives to encourage rehabilitation of residential buildings to eliminate substandard housing conditions, improve or update long-term maintenance of residential buildings, make homes lead-safe, and decrease the consumption of energy resources and lower the housing cost burden.	75 units rehabilitated	<u>Income</u> 11 0 – 30% AMI 23 31-50% AMI 18 51-80% AMI 21 81% - above AMI 2 Vacant Unit
Accomplishments: Rehab: 75 Units Lead Safe Units: 25 Units Weatherized: 10 Units		<u>Rehabilitation Units</u> 16 are multi-family buildings containing 42 units 33 units are single family homes	<u>Race/Ethnicity</u> 68 White 2 African American 1 Am Indian
		(SEE TABLE 3 IN APPENDIX FOR REHABILITATION DATA)	<u>Housing Type</u> 43 Owner-Occupied 32 Rental

New Loans: Three grants were utilized to provide new loans to improve the quality of housing in FY2011: Community Development Block Grant \$359,527; HOME \$162,592, and Lead Hazard Control Grant \$55,475.

FY2011 Projects: Rehab expenses were incurred from current projects and previously funded projects. FY2011 expenses are: Community Development Block Grant \$284,630; HOME \$144,729; Weatherization \$71,961 and Lead \$233,343. The Neighborhood Stabilization Program funds expended of \$29,265 in FY2011 for the rehab of the buildings acquired in the previous fiscal year. Two of these homes have pending sales.

The graph below demonstrates the dollars committed in FY2011 by specific rehabilitation sub-program:



The program with the highest expenditure rate this year is the Residential Rehab Program with the Spot Program a close second. These two programs have been highly utilized in recent years as homeowners struggle with repair costs. The Lead Program which had seen the highest expenditures in the past two years was in its third and final year.

RENTAL HOUSING

Auburn offers deferred payment loans to non-profit and for-profit developers to create new affordable rental units for persons who are of low income. The primary financing for new rental units comes through MaineHousing.

Accomplishments/Progress:

Auburn Rental Housing

Objective	Strategy	Accomplishments/Progress	Demographics
Annual Objective: 28 Accomplishment: 28	Offer financial incentives to encourage for profit or non-profit housing developers to build or renovate housing. Funds spent in FY2011 HOME Funds \$250,000	Webster School Apartments 95 Hampshire Street Closed on a \$250,000 HOME loan to Auburn Housing Development Corporation 28 units of affordable housing/2 HOME units. Construction is complete,	<u>Income</u> 2 51-80% AMI <u>Race/Ethnicity</u> 2 White
Annual Supportive Housing Objective: 6 Accomplishment: 0	Funds spent in FY2011 HOME Funds \$101,191	Tedford Housing 22 Pine Street Closed on a \$120,000 HOME loan to Tedford Housing to create 6 supportive units /6 HOME units. Construction is complete, but units are not yet occupied.	Units are not yet occupied

Webster School Apartments, 28 units of affordable housing. Picture on the left is a view from Hampshire Street during construction. The picture on the right is after exterior improvements were complete.



For several years of vigilant effort, both Auburn and Lewiston now have supportive housing projects that will be the home of formerly homeless individuals and families. Pictures are the construction in progress and at completion. The units are not yet rented.

22 Pine Street, Auburn



Accomplishments/Progress:

Heating Assistance Loans

Objective	Strategy	Accomplishments/Progress	Demographics
Annual Objective: 20 owners assisted to heat their homes	Offer deferred payment loans to owners whose income is under 80% of AMI.	23 loans provided under the social service category.	6 0 – 30% AMI 11 31-50% AMI 6 51-80% AMI
Accomplishment: 23 owners			<p><u>Race/Ethnicity</u></p> <p>22 White 1 African American</p> <p><u>Housing Type</u></p> <p>23 Owner-Occupied</p>

Loans supplemented Low Income Home Energy Assistance Program funds for many home owners. The FY2011 expenditure is \$18,571.

Conclusion: The City of Auburn has achieved sufficient progress in meeting all of its housing goals.

GOAL: QUALITY AFFORDABLE HOUSING-LEWISTON

The City of Lewiston achieves its goal of quality affordable housing by offering programs to increase opportunities for home ownership, improve the condition of the housing stock, create affordable rental housing, and increase access to the rental market. All resources are funded with the HOME Investment Partnerships Program grant.

Homebuyer: The Homebuyer Loan Program assists to make home ownership affordable so low-income households can purchase market rate homes, and increases owner-occupancy in targeted areas.

Accomplishments/Progress:

Lewiston Homebuyer Assistance

Objective	Strategy	Accomplishments/Progress
Annual Objective: 20 Accomplishment: 0	Provide homebuyer subsidies to low-income for persons who wish to purchase a home in Lewiston. Program offers credit counseling and purchase subsidy to make housing affordable at 25% of income.	No accomplishments in FY2011.

Homeowner Rehabilitation: The Homeowner Rehabilitation Program assists owner-occupied units only where the owner's income is less than 80% of area median income. The program is available throughout the city.

Lewiston Rehabilitation

Objective	Strategy	Accomplishments/Progress	Demographics
Annual Objective: 4 Accomplishment: 1	Offer financial incentives to encourage rehabilitation of owner-occupied residential buildings.	1 unit rehabilitated <u>Rehabilitation Units</u> 1 unit is single family	<u>Income</u> 1 31-50% AMI <u>Race/Ethnicity</u> 1 White <u>Housing Type</u> 1 Owner-Occupied

Rental Housing: Lewiston offers deferred payment loans to non-profit and for-profit developers to create new affordable rental units for persons who are of low income. The primary financing for new rental units comes through Maine Housing.

Lewiston Rental Housing Development

Objective	Strategy	Accomplishments/Progress	Demographics
Annual Objective: 53 Accomplishment: 10	Offer financial incentives to encourage for-profit or non-profit housing developers to build or renovate housing.	81 Ash Street Associates LP 81 Ash Street 32 Units Affordable Housing 20 HOME Units HOME Loan \$310,000 Project is complete.	Units not occupied
	Funds spent in FY2011 HOME Funds \$547,850	Tedford Housing 114 Blake Street 10 Units Supportive Housing HOME Loan \$260,000 Project is complete.	<u>Income</u> 10 0 – 30% AMI <u>Race/Ethnicity</u> 8 White 1 African American 1 Am Indian <u>Housing Type</u> 10 Rental
		The Lofts 36 Chestnut Street 48 Units Affordable Housing 11 HOME Units HOME Loan \$413,000 Project is under way.	Units not occupied

All three of the City of Lewiston’s rental projects utilized HOME resources. The expenditure was \$547,850.

Conclusion: The City of Lewiston’s HOME annual goals for homebuyer and rehabilitation were not met, but Lewiston made substantial progress on increasing the supply of affordable rental housing.

QUALITY AFFORDABLE HOUSING/COMBINED GOALS- AUBURN/LEWISTON

Both Auburn and Lewiston contribute a portion of their HOME resources to provide a pool of funds to pay for security deposits. The program is administered by an 8-member group of which Auburn is the lead. This program reduces the number of households who are homeless by removing one of the barriers that prevents them from having access to housing, the financing of security deposits.

Accomplishments/Progress:

Auburn/Lewiston Homeless

Objective	Strategy	Accomplishments/Progress	Demographics
Annual Objective: 30 Accomplishment: 9	Establish a tenant-based assistance program to assist homeless or near homeless by providing funds for security deposits.	The Security Deposit program assisted homeless or at-risk homeless persons/families. Assisted 12 tenants of which 11 were HOME-assisted households. Funds Spent in FY2011 Auburn HOME Funds \$4,018 (SEE TABLE 4 IN APPENDIX A FOR BREAKDOWN)	HOME UNITS Income 8 0-30% AMI 0 31-50% AMI 0 51 – 80% AMI 4 Female head of Household Race/Ethnicity 9 White 1 African AM Housing Type 10 Rental
Annual Objective: 30 Accomplishment: 3		Funds Spent in FY2011 Lewiston HOME Funds \$783	Income 3 0-30% AMI 3 Female head of Household Race/Ethnicity 3 White Housing Type 3 Rental

The Security Deposit Program assisted 12 households, 9 from Auburn and 3 from Lewiston. The program leveraged \$550 in other resources.

Conclusion: The Consortium has met its annual goal for increasing housing access to homeless households.

GOAL: ATTRACTIVE NEIGHBORHOODS-AUBURN

Auburn identified a number of strategies in its Consolidated Plan that makes the neighborhoods more attractive, particularly of low-income people living in target areas.

Accomplishments/Progress:

Objective	Strategy	Accomplishments/Progress	Demographics
Annual Objective: 10 building exteriors improved Accomplishment: 4 building exteriors improved	Provided grant funds for public building. Create new program to encourage property owners to improve the exterior of their buildings	Completed the final side of the Boys & Girls Club building at 43 Second Street. Neighborhood Enhancement Program created in November of 2011 CDBG Funds FY2011 \$24,922 Exterior Rehab: 8 Mason Street 104 Summer Street 103 Pleasant Street 66-68 Summer Street	Income 299 under 80% AMI 135 over 80% AMI 252 Female head of Household Race/Ethnicity 355 White 42 African AM 5 Asian 4 Am Indian/Alaska 28 Multi-Racial Demographics reported in Rehab section.

First building to be Improved under the Neighborhood Enhancement Program. Improvements to 103 Pleasant Street included exterior painting, wrapping all exterior trim, installing two gutter systems, removing, reconstructing and reinstalling the rear stair system to the second unit. The gutter and stair system were improvements required by the company insuring the building.



Objective	Strategy	Accomplishments/Progress	Demographics
Annual Objective: 1,360 If improved streetscape	Sidewalk Improvements on Fifth, Sixth and Mary Carroll Streets.	Project is complete. CDBG Funds Spent: \$136,759	New Auburn Target Area Area Benefit 1,991 beneficiaries 1,276 Low-mod 64% low-mod
Accomplishment: 2,040 If			

Street Improvements to Fifth, Sixth and Mary Carroll Streets.



Objective	Strategy	Accomplishments/Progress	Demographics
Annual Objective: 1 Accomplishment: 1	Provide resource to demolish deteriorated buildings	Partial demolition of Great Falls School and completion of Main Street demolitions. CDBG funds \$6,325 UDAG funds \$349,996.	Downtown Target Area Area Benefit 1,579 beneficiaries 1,254 Low-mod 79% low-mod

Objective	Strategy	Accomplishments/Progress	Demographics
Annual Objective: 1 publicly owned renovated	Provide funding to encourage public improvements	Auburn Police Department requested \$40,000 to rehabilitate 14 Chestnut Street. The building is being converted for use as a family neighborhood drop in center. Programs will be offered by the Police Athletic League. CDBG funds \$18,842.	Project not yet complete.
Accomplishment: 0			

PAL building, 24 Chestnut Street. Materials were purchased with the Community Development grant. The roof installation was completed by the National Guard, the siding installation was done by Lowe's, and windows and doors installed by participants of Youthbuild. The project will be complete in FY2012.



Conclusion: The City of Auburn has not achieved sufficient progress in meeting its annual goal of making neighborhoods more attractive.

GOAL: ECONOMIC OPPORTUNITY

Auburn identified one objective in the FY2011 Action Plan that provides economic opportunities.

Accomplishments/Progress:

Objective	Strategy	Accomplishments/Progress
Objective: assist 2 businesses to improve their buildings, including exteriors <i>Accomplishment: none</i>	Fixed rate business financing in target areas	No progress to date. Two programs will be created in FY2012 to provide loans to small businesses and grant/loan for businesses in order to improve the exteriors of their buildings.

Conclusion: The City of Auburn determined the economic impact of Community Development activities, but has not met the objective of assisting businesses.

GOAL: HIGH QUALITY OF LIFE FOR RESIDENTS

Thirteen social service grants were provided to improve the quality of life for Auburn residents.

Accomplishments/Progress:

Category	Goal	Accomplishment
Children, Youth & Families/Households	150	166
Individuals/Persons	1,000	1,196
Homeless/Persons	22	193
Neighborhood Community-building Initiative	1	0
Total	1,173	1,555

Literacy Volunteers tutor working with a single mother with three children. “ She was isolated and had no English skills at all when we started working with her. Now she has a drivers license, a job, and she is studying to become an American citizen. She has moved on to work with a one-on-one tutor and is now able to use the library independently.” Tahlia Hope, Executive Director, Literacy Volunteers of Androscoggin



Children playing with therapeutic equipment purchased with Community Development funds for Pathway’s child care program.



Conclusion: The City of Auburn has achieved sufficient progress in meeting its annual goal of providing high quality of life for residents.

2. NATIONAL OBJECTIVES

All Community Development funds were used to meet a national objective. SEE DATA IN TABLE 6, 7, 8 AND 9 IN APPENDIX A

Listed below is a summary of the dollars spent under each respective goal by national objective:

Activity	Low-Income Benefit	Slums-Blight Area Benefit	Spot Blight Benefit
Quality Housing *	\$469,978	\$25,375	\$73,927
Attractive Neighborhoods	175,601	6,325	0
High Quality of Life	85,985	0	0
Economic Opportunities	0	0	0
Total	\$731,564	\$31,700	\$73,927

* Loans approved

The expenditure rate for low income benefit far exceeds the minimum 70% of the annual Community Development expenditure.

3. Geographic Distribution of Resources

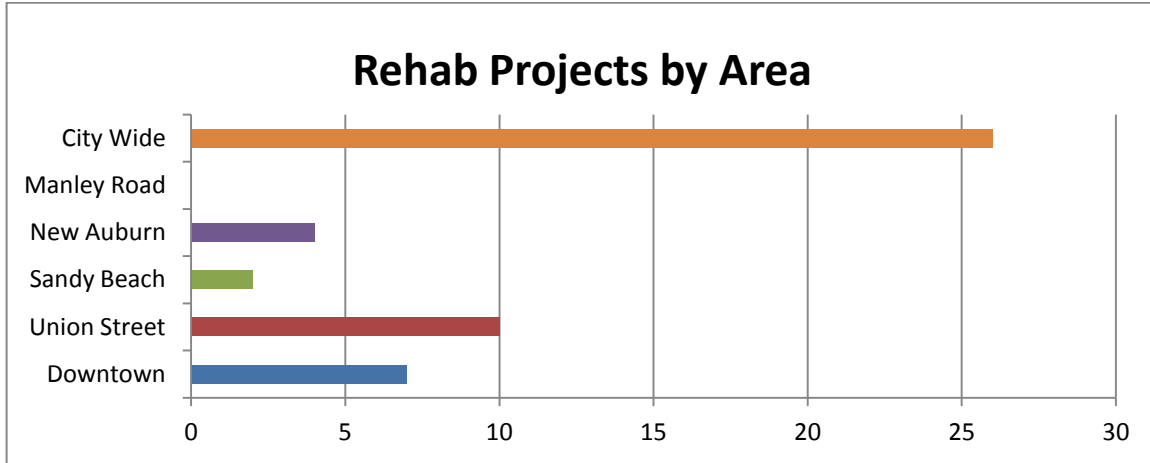
In 1994 Auburn completed the Urban Conditions Study. Although housing was included in this study, the study focused on the living environment that contributed to blight in neighborhoods. The Urban Conditions Study redefined the targeted neighborhoods based on the analysis of factors that contribute to blight. In 2009 the Community Development Department completed an update to the Urban Conditions Study. Boundaries changed slightly. A map of these areas is included in Appendix B. These are the locations where Auburn will invest the majority of its Community Development funds, especially for public improvements, housing rehabilitation, and commercial loans. These are the areas with the greatest need for public investment. The neighborhoods are: Downtown, Union Street, New Auburn, Sandy Beach, and Manley Road Target Areas.

The Action Plan included public improvements in the New Auburn Target Area. There were no improvements identified in other target areas.

The emphasis for Auburn's Rehabilitation Program activity has been to focus resources in 3 of the 5 target areas. The majority of the rehabilitation dollars were to be spent in the Downtown, New Auburn, and Union Street target areas. Auburn has five rehabilitation programs that are available throughout the city. The Spot Rehab, Energy, Accessible Housing, Lead, and Home Owner Rehabilitation Programs provide loans based on income.

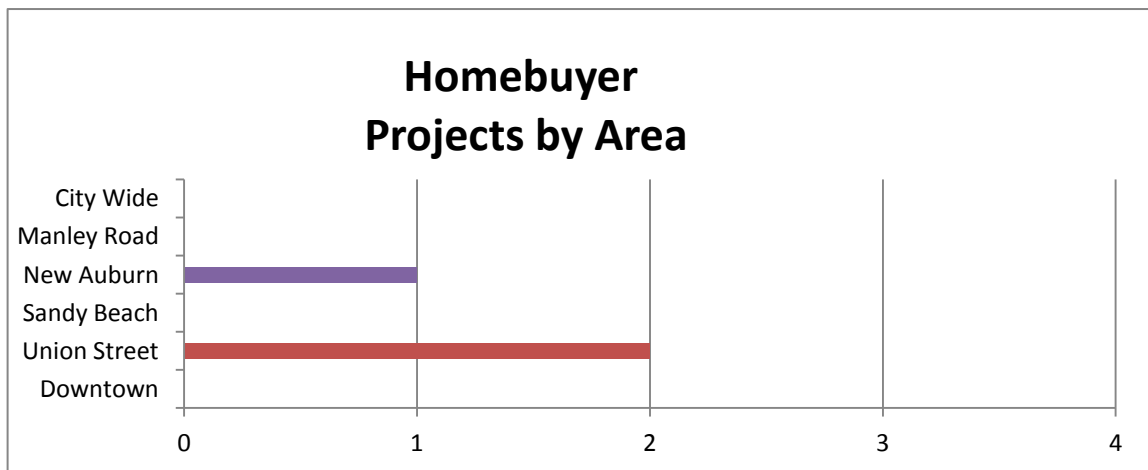
Rehab activity was evenly divided between the target areas and non-target area. We are experiencing an increase of single family activity outside the target areas by property owners who need assistance from our programs. Many find themselves in financially difficult positions having to

take lower paying jobs or are collecting unemployment. They can no longer pay for improvements through conventional methods. Rehab of these properties consists mainly of major systems such as heating, roofing, and septic systems. The following table demonstrates number of projects by area where rehabilitation assistance was provided in FY2011:



Auburn offers a number of programs available to assist households become home owners, all of which are available city-wide:

The following table demonstrates the location where participants of the homebuyer program purchased their homes in FY2011. All three homebuyers purchased properties outside the target areas.



Auburn’s Economic Stimulus Loan Program is available on a citywide basis. The program focuses on creating new jobs, primarily for low-income persons.

The Commercial Loan Program is available in three target areas, Downtown, New Auburn and Union Street.

The Demolition Loan Program is available citywide for removal of buildings that have deteriorated to a level where they must be demolished.

Social services are available throughout the City.

4. Anti-Displacement and Relocation

The Auburn City Council adopted a Residential Anti-displacement and Relocation Assistance Plan. The plan defines benefits and advisory services that are available when an activity results in displacement, the steps made to minimize displacement, and how rents will be maintained as affordable for low and moderate income households. Auburn complies with the Uniform Relocation Act and 104(d) requirements for all permanent and temporary displacement and uses CDBG funds to pay relocation benefits.

At the time of application, owners/developers are required to submit a list of the households that currently occupy units to be rehabilitated. Auburn then uses this information to survey current residents to obtain income information to address economic displacement and to identify whether the household will need to be temporarily relocated or permanently displaced.

Community Development staff issues all required notices. When a project is approved, a general information notice is issued. A timeline is developed that ties together the proposed schedule for the work and issuance of appropriate notices, counseling, and the schedule for temporary and permanent relocation. This information is used to estimate the costs of relocation for the project, including the need for vacant units for purposes of temporary relocation, when required. A tenant tracking checklist is placed in each multi-unit project file that identifies the dates the appropriate notices were issued. When a notice is issued, a copy is placed in the project file.

In FY 2011, there was no displacement with rehab or home buyer activities. There were a number of temporary relocations with Lead Hazard Control grant projects.

5. Low/Mod Job Activities

This narrative provides a description of actions typically taken by the grantee and business to ensure that first consideration is given to persons of low-and moderate-income. This narrative applies to projects funded under the Economic Stimulus Loan Program and Commercial Loan Program.

Auburn requires job creation projections of all applicants for economic development projects. These projections assist in evaluating eligibility of a project according to Economic Stimulus and Commercial Loan Program guidelines and low-and moderate-income benefit criteria.

Reports providing data on jobs created are required on a quarterly basis until projects are met. Documentation is required to enable the loan recipient to receive credit for jobs under the "taken by" standards.

A Job Creation Loan Agreement is signed at the loan closing. This agreement requires that the loan recipient produce a written certification of family income and size to establish low-income status and a certification that is signed by the employee. The loan recipient may also hire persons referred from agencies whose income qualification criteria for participation is at least as restrictive as that used by the Community Development Department under this job program.

During the pre-approval process for a project that involves retaining jobs, the applicant is required to obtain written certifications from employees that identify income and household size to establish the income status of the retained employees. If less than 51% of the employees have incomes below 80% of median, then the project would not be undertaken.

There was no economic development project funded in FY2011.

6. Low/Mod Limited Clientele Activities

There were several activities that fell within the presumed limited clientele for low-income benefit.

- **Androscoggin Head Start & Child Care:** Participants provide source documentation to determine eligibility.
- **Recreation Scholarships:** Participants provide source documentation to determine eligibility.
- **Safe Voices:** The population served is women who are victims of domestic violence/presumed benefit.
- **Literacy Volunteers of America, Androscoggin:** The population serviced is individuals who are functionally illiterate/presumed benefit.
- **CCI Homebuyer Education:** Participants are surveyed prior to training.
- **Heating Assistance Loans:** Participants provide source documentation to determine eligibility.
- **Boys & Girls Club:** The documentation for eligibility of the building improvements demonstrates that 65% of the youth who will benefit from the program are receiving free or reduced lunch. The income guidelines for free and reduced lunch are stricter than the HUD income guidelines for 80% of area median income in all categories except 6-, 7-, and 8-person households. The 2000 Census indicates that Auburn has an average of 2.43 persons per household.
- **Good Neighbor Grants:** Families provided source documentation to determine eligibility.
- **Catholic Charities/Search.** Participants are elderly/presumed benefit.
- **Catholic Charities/St. Francis Recovery Center:** Individuals provided source documentation to determine eligibility.
- **Pathways/Equipment Purchase:** Families provided source documentation to determine eligibility.
- **Seniors Plus:** The population served is elderly/presumed benefit.

7. Program Income

Listed below is the amount of program income received in FY 2011. Most of the income was from revolving loan programs where the funds were rolled back into the program from which funds were generated. Miscellaneous income is rolled into the budget to cover general program expenses of the Community Development Program.

PROGRAM INCOME – ALL PROGRAMS

<u>Program</u>	<u>Amount Received</u>	<u>Source</u>
<u>Program Income/Auburn</u>		
Homebuyer Program	\$20,492.87	HOME
Homeowner Rehab Program	16,964.71	HOME
Security Deposit Program	4,987.54	HOME
Commercial Program	20,649.40	CDBG
Economic Stimulus Loan Program	17,000.00	CDBG
Rehabilitation Loan Program	242,025.72	CDBG
Down payment Assistance Loan Program	2,086.34	CDBG
Miscellaneous Income	34,188.91	CDBG
Heating Assistance Program	3,371.25	CDBG
Total Income	\$361,766.74	
<u>Program</u>	<u>Amount Received</u>	<u>Source</u>
<u>Program Income/Lewiston</u>		
Homebuyer Program	\$1,016.15	HOME
Homeowner Rehab Program	2,297.59	HOME
Security Deposits	900.00	HOME
Total Income	\$4,213.74	

8. Prior Period Adjustments

There were two prior period adjustments, a transfer of \$10,000 from the HOME administration program account to the Community Development administration account, and \$1,147.50 from the HOME project delivery account to the Community Development project delivery account.

9. Loans and Other Receivables

a. **Properties Acquired with CDBG Funds and Available for Sale**

Acquired with Neighborhood Stabilization Funds):

43 James Street
58-60 Summer Street

b. **Properties Acquired with HOME funds and Available for Sale:**

42 Millbrook Lane

c. **Loan Portfolio Balances:** The loan portfolio balances and number of outstanding loans as of 6-30-2012 are as follows:

LOAN PROGRAM	PORTFOLIO BALANCE	# OF LOANS
Rehabilitation Loan Program	\$2,409,229.94	421
Economic Stimulus Loan Program	0	0
Down payment Assistance Loan Program	30,123.26	6
Commercial Program	480,864.75	2
Miscellaneous Income	209,790.58	4
Homebuyer Program	663,209.00	37
Homeowner Rehab Program	538,095.15	40
Maine Cities	90,871.57	10
Heating Assistance Loan Program	42,350.57	53
Lead Grant	663,051.45	68
Security Deposit Loan Program	9,197.75	20
Rental Housing	565,000.00	3
Total Loan Portfolio	\$5,701,784.02	664

The portfolio balance increased by \$352,699 and the number of loans with an outstanding balance increased by 78.

- d. **Deferred Loans:** There are 21 Spot Rehab loans that processed prior to 1994 where the deferral runs until the property is sold. The principal balance of these loans is \$73,224. After 1994, the deferred payment loans were awarded for a two-year period. There are 209 deferred payment loans. The principal balance of these loans is \$1,176,974. Income is reviewed every two years and if the household income remains under 65% of AMI, the loan remains deferred. If income increases above 65% level, the loan becomes amortized. Also, if a person reaches the age of 65 and the loan is classified as deferred it will remain deferred until the property is sold or transferred. There are several other deferred loans: an elderly rental project with a principal balance of \$320,000 (HOME); a permanent supportive housing project with a balance of \$120,000 (HOME); and a family rental project with balance of \$250,000 (HOME).
- e. **HOME Forgivable Loans:** 8 loans to be forgiven after 10 years of occupancy in the building. The principal balance is \$94,882.
- f. **LEAD Forgivable Loans:** 30 loans to be forgiven after 3 years or renting to low-income households. The principal balance is \$663,051.
- g. **Default:** 13 loans were classified as uncollectible in FY2011 for \$277,098.55. The City carries a loss reserve on the balance sheet of \$164,878 for CDBG and \$256,942 for HOME.
- h. **Loan Portfolio Losses since 1977:** The Community Development Department has been tracking its portfolio since 1977. Listed below are amount of losses over a 34-year period:

LOAN PROGRAM	AMOUNT OF LOSS
Commercial Loan program	\$521,172.94
Down Payment Assistance	15,222.94
Rehabilitation Loan program	396,726.81
Economic Stimulus Loan Program	698,980.34
Special Projects	78,071.51
Homebuyer	324,435.05
Homeowner Rehab	81,692.18
TOTAL	\$2,116,301.77

10. Lump Sum Agreements

None

11. Neighborhood Revitalization Strategies

Not Applicable

12. Antipoverty Strategy

Auburn’s Anti-Poverty Strategy is to assist low-income families by eliminating the barriers that prevent them from working. This is accomplished by supporting efforts to expand or improve services that improve a family’s ability to meet their basic needs including child-care, transportation, and affordable housing.

To date, all of Auburn’s anti-poverty strategies have been addressed: improvements to child care services through assistance to Androscoggin Head Start and Child Care, affordable housing (as described previously) and enhancing literacy skills through Literacy Volunteers of Androscoggin. .

13. Minority and Women-Owned Businesses

The City of Auburn makes efforts to alert minority and women business enterprises of available work. The City maintains a list of minority and women business enterprises on file. Each time the City advertises for Community Development funded work, businesses registered with the City are mailed an invitation to bid or a request for proposals.

In an effort to reach as many minority and women owned businesses as possible, the City obtains a list of Certified Disadvantaged and women Business Enterprise from Maine’s Department of Transportation. Every Maine registered business is sent a personal letter to ask if the business wants to be listed in the City of Auburn’s directory of MBE/WBE. Businesses are registered in the City’s directory if they respond to a letter either by telephone or by signing a statement and returning it to the Community Development office. There are three separate directories: a contractor’s list, an

engineer/landscape architect's list, and a list for miscellaneous services. There were no projects in FY2010 that involved a solicitation of minority and women-owned businesses.

Further efforts are made to assist businesses who are awarded contracts for Community Development funded projects to recruit minority and women business enterprises. Contractors are required to submit an affirmative action plan. The plan requires the contractor to indicate a goal for awarding contracts to such businesses and specific steps that will be undertaken to achieve their goals. There were no new construction contracts awarded by the City this past year.

Construction companies are encouraged to develop an equal employment policy for hiring, placement, upgrading, recruiting, layoff, etc. ensuring there are processes in place to ensure equal opportunity to all persons without regard to race, color, religion, sex, age, physical impairment, or national origin.

14. Non-Homeless Special Needs

The City worked with Tedford Housing to develop supportive housing for homeless persons. There were no other special needs objectives in the FY2011 Action Plan or Consolidated Plan.

Auburn works with a number of agencies to assure that homeless persons are referred to appropriate housing and that they receive services. Auburn also participates in Lewiston-Auburn Alliance for Services to the Homeless, an informal group of homeless service providers to improve the homeless service delivery system.

15. Changes in Program

Each year program guidelines are reviewed to evaluate their effectiveness in meeting the needs of people in the City.

The housing situation for prospective homebuyers continues to be difficult. In the past few years the housing market has experienced sales price reductions, foreclosures, a constriction of lending due to tightened underwriting, buyer concern about heating costs, increased consumption on credit, and reduced capacity to save. As a result:

- lenders are qualifying applicants for lower amounts than previous years due to conservative underwriting;
- there have been fewer applicants who are able to meet bank requirements for minimum credit score ratings;
- credit difficulties and lower credit scores in low income households, many of which have been the result of periods of unemployment, or need to assist an extended household member.
- applicants have high anxiety levels about job stability, considering the potential for their employer's need to lay off workers, reduce working hours, or a shift of the cost of benefits to the employee;

- most lenders are no longer able to partner with City homeownership programs due to lender policy changes such as limitation on the combined loan to value ratios, and;
- lenders require that down payment and closing costs must be buyer's own cash or gifted to them.

The Community Development Department responded with a number of changes in response to the challenges of the past few years as follows:

- The Homebuyer Program was amended to lower the front-end ratio for housing debt that is used to calculate the assistance level.
- In the last year, the City has taken possession of two properties purchased under the Lease/Buy Program that were purchased on behalf of low-income households. The Auburn Consortium made extensive changes to its Homebuyer Program by creating a HOME match savings subsidy.
- Over the past few years, there has been a great deal of volatility in the price of oil. This has greater implications on cash flow of low-income households since they already have less discretionary income to cover escalating costs. The Community Development Department purchased infrared equipment to better identify areas of energy loss in homes and are directing greater efforts towards energy conservation measures in the rehabilitation program. All units that received funding under the Homeowner Rehab, Residential Rehab, and Energy Programs are scrutinized for energy-related improvements.
- The Energy Program was amended to allow investor owners to receive funds provided there is low-income benefit.
- The Community Development Department partnered with Community Concepts, Inc. to leverage their Department of Energy resources with Community Development Block Grant. The program will make more resources available to Auburn residents for weatherization activities.
- The Good Neighbor Program guidelines were amended to allow homebuyers to use these funds to purchase heating fuel provided they establish a monthly budget plan to pay for utility costs.

Program Amendments: The FY2011 Action Plan was amended to transfer HOME Investment Partnerships Program funds on behalf of the City of Lewiston. The net effect was to reallocate \$6,091.03 from other activities to the rental program.

Administrative Changes: In May the Community Development Department hired a full-time Administrative Assistant. The department is now fully staffed.

16. Affirmatively Furthering Fair Housing

Community Development staff reviewed the Fair Housing Plans for three rental development projects, Franklin School, Auburn, Webster School, Auburn, and Blake Street Family Housing, Lewiston. All policies were found to be adequate to promote fair housing for tenants. There were no specific fair housing activities in FY2011.

The previous Auburn Analysis of the Impediments to Fair Housing was prepared in 2005. The FY2012 Action Plan includes funding to complete another Analysis to Impediments to Fair Housing (AI). The AI will reflect the community's minority and immigrant composition changes that have occurred since 2005. The analysis is expected to be complete prior to the end of the FY2012 fiscal year.

17. Meeting Underserved Needs

The obstacles to meeting underserved needs are typically associated with inadequate financial resources, both for the City in terms of what can be offered, and from the perspective of our consumers who are stretched with issues of affordability.

In attempting to meet underserved needs and expand financial resources, the City has:

- joined forces with the City of Lewiston in an effort to bring in more resources to the City. The city applied for a Lead Hazard Control Grant, but did not receive an award.
- partnered with Community Concepts, Inc. to bring weatherization resources to Auburn.
- funded grant request form Community Concepts, Inc. to promote home ownership education. Applicants to the city's homeownership program are required to take this class. Auburn and Lewiston staff alternate to provide homeownership and rehabilitation information at 8 classes through the fiscal year.
- performed preliminary qualification for 11 households to determine acceptability for Auburn's home ownership programs. Applicants received mortgage counseling and referral to home ownership education and training classes, and to appropriate mortgage lenders (Rural Development, Maine State Housing Authority, and local lenders).
- developed a Homebuyer/Homeowner Counseling Program for applicants who are not mortgage ready but aspire to become homeowners and for homeowners who are applicants of the rehabilitation program. For potential homeowners budgeting tools are provided and clients are counseled long term, 6 months – 3 years, until they are mortgage ready. Two clients received these services.
- offered budget counseling services for existing customers who have serious financial issues. The goal is to prevent foreclosure so the household can remain in their homes. One family has received this service.
- offered a grant to assist low-income households to help them with re-establishment expenses when moving to a new home. Five grants were processed this past year.
- offered deferred payment loans to help supplement the purchase of heating fuel.

18. Leveraging Resources

Both HOME and CDBG funds helped to leverage other resource. The Community Development Program leveraged \$272,416 in other resources to support activities such as homebuyer assistance,

housing rehabilitation, and social services. The HOME Program leveraged \$12,124,842 in private resources through homebuyer and rental activities.

The HOME Program requires a non-federal match of 25 percent for eligible activities. Match requirements were satisfied primarily by Maine State Housing Authority funds. Mortgage revenue bonds provided the match for a homebuyer activity. The 2011 match contribution is \$735,006.

19. Managing the Process

Community Development staff has established several internal procedures to assure that projects are in compliance with program and comprehensive planning requirements.

Program compliance: There are numerous policies that have been adopted by the City Council to establish protocols for the Community Development Program. These include a Residential Anti-displacement and Relocation Assistance Plan, Citizen Participation Plan, Good Neighbor, Fair Housing and Affirmative Marketing Policy, and Affordable Rent Policy. The City Council also approves all program guidelines of Community Development and HOME funded programs. These include the Rehabilitation, Demolition, Commercial, Economic Stimulus, Heating Assistance Loan, and Good Neighbor Programs (all CDBG), and the Homebuyer and Homeowner Rehab Programs (both HOME).

Administration of these programs is assigned to a program manager. All program requirements are reviewed and incorporated into a checklist system that is based on project phases. The program manager completes the first checklist prior to moving onto the next phase of the project.

Planning: The Citizen Participation Plan establishes the structure that staff follows to comply with specific planning requirements. When preparing for the development of the five-year Consolidated Plan, staff reviews the old plan and new guidance from HUD, and revises the Citizen Participation Plan. The plan is then adopted by the City Council. Each year, at the beginning of the planning process for each Action Plan, staff establishes a schedule of activities and a timeline for accomplishing each segment of the planning process. This ensures that crucial deadlines are met. Any reporting requirements/deadlines are logged into the yearly calendar kept by the responsible staff.

In conjunction with personnel evaluations, each employee assists with the development of a yearly work plan. Goals and benchmarks are established and evaluation includes a review of performance towards meeting those goals and benchmarks.

Each Monday morning, staff meets to coordinate schedules, to discuss alternatives to challenges, and to review specific assignments of work requiring attention. Community Development staff also review loan applications received the previous week and coordinate activities to get the processing started.

20. Citizen Participation

The City of Auburn is required to make the Consolidated Annual Performance and Evaluation Report available to the public for examination and comment for a period of 15 days. Auburn must also provide a summary of public comments received as a result of the public participation process.

The draft CAPER covering the FY2011 Action Plan was available for public review on September 14, 2012 and could be obtained at the Community Development Department or on the City's web site. Copies were available free of charge.

The Citizen's Advisory Committee (CAC) convened in a meeting on September 19, 2012 to review and comment on the progress made in the second year of the 2010-2014 Consolidated Plan. There were 9 CAC members who attended this meeting, and no outside attendance. The minutes of the meeting are included in Appendix C.

21. Institutional Structure

In an effort to lessen gaps in the institutional structure, the City of Auburn is committed to establishing and maintaining relationships with organizations and institutions that are service providers in Auburn. Auburn will continue to support efforts combining local government, non-profit organizations and private sector expertise to improve services to low-income residents.

The institutional structure has improved in Auburn primarily due to the citizen participation efforts and the consultation processes involved in developing the Consolidated Plan. The 2010-2014 Consolidated Plan involved a committee of 20+ people representing social services, residents of target areas, businesses, Auburn Housing Authority, landlords, and tenants. These citizens were responsible for setting housing priorities for the Community Development Program.

Auburn works in many collaborative efforts. Community Development staff sponsors or participates in several committees who meet regularly. These include Lewiston-Auburn Alliance for Services to the Homeless (LAASH), Security Deposit Committee, Lewiston-Auburn Homeless Plan Steering Committee and Neighborhood Stabilization Committee. Any activity sponsored by the Community Development Department involves extensive public participation and outreach into the community. The linkages created by these processes helps to increase the communication and understanding among the City, the community, and various organizations and businesses in the Auburn/Lewiston area.

Staff of the Community Development Departments of Auburn and Lewiston meet regularly to talk about HOME program issues, review guidelines, develop budget and performance report, checklists and documentation, and to collaborate on joint efforts that benefit both cities.

In May, 2009, the cities of Auburn and Lewiston executed a contract with HUD to receive Lead Hazard Control Grant funding which will provide improvements to 100 units in each community, lead screening of children and lead awareness over a three year period. The program ended in April 2012.

22. Monitoring

COMMUNITY DEVELOPMENT

Monitoring is conducted by Community Development and consists of 1) desk monitoring and 2) on-site monitoring. All sub-grants are awarded through a sub-recipient agreement which stipulates requirements of the grant. A monthly/quarterly reporting system is designed to reduce the risk of funding an ineligible activity or having inadequate documentation. With each invoice, sub-recipients are required to submit reports of accomplishments and demographic data on beneficiaries. The reports are reviewed prior to payment of invoices.

The City conducted on-site monitoring of four sub-recipients: Community Concepts, Inc., Advocates for Children, Androscoggin Head Start & Child Care, and Auburn School Department Washburn School Playground. These agencies were found to be well managed and in compliance with eligibility.

HOME INVESTMENT PARTNERSHIPS PROGRAM

Monitoring of the HOME program for FY2011 consisted of desk monitoring of files and monitoring of the Auburn and Lewiston Homebuyer Programs.

Homebuyer and Homeowner: Project files for Auburn are monitored by the Director when setting up the activity in IDIS. In FY2010 both Auburn and Lewiston homebuyer files were monitored for occupancy. A letter was sent to each homeowner asking that the property financed with HOME funds was being used as their principal residence. Two of the Auburn's projects were in foreclosure and, therefore, neither owner was contacted. One Auburn homeowner who did not respond subsequently went into foreclosure. All of the owners funded by the City of Lewiston responded. Homebuyer monitoring will be repeated in FY2012.

Fair Housing and Affirmative Marketing: Fair Housing Plans for new rental projects, Webster School Apartments, Franklin School Apartments, and Blake Street Family Housing, were reviewed by staff.

Rental Monitoring: Monitoring of rental projects will be completed in FY2012. Monitoring will be on a staggered basis with projects monitored every other year. Two of Lewiston's rental projects have been dropped from the list, Pine Properties and LMH Apartments.

FY2012

- **Lewiston projects,** Maple Street, Bates Street, and Birch Hill Elderly Housing.
- **Auburn projects,** Vincent Square Apartments

FY2013

- **Lewiston projects:** Bates Street Family Housing, 81 Ash Street
- **Auburn projects:** Franklin School Apartments, Webster School Apartments

Incomplete Projects in Default of Loan Terms/Auburn:

Stevens Mills: The City has written off the outstanding balance on the Stevens Mills note. The Stevens Mills Properties LLC project has gone through a complete foreclosure and the City's loan has been extinguished. The project, however, has achieved its goal to produce affordable housing units. The original commitment for the Stevens Mills project was 8 low-income units; the number achieved is currently 5 low income units. The sixth unit had been under a lease/purchase contract. The City has taken possession of a condominium unit and has listed the property with a local realtor. We expect the last unit to be sold in FY2012. The activity will then be closed in IDIS.

Incomplete Projects in Default of Loan Terms/Lewiston: Lewiston had two outstanding HOME loans in default: Pine Properties LLC and LMH Apartments. Neither of these projects was monitored by Auburn. In October 2010, the LMH Apartments project was deemed uncollectible by Lewiston and \$67,192.78 was written off. The Pine Properties LLC loan is still outstanding.

23. Foster and Maintain Affordable Housing/Auburn

The City made progress during this past year in meeting its goal of quality affordable housing as stated in the Consolidated Plan. Specific objectives and their corresponding accomplishments for the past year are summarized in Section 33, Page 39, Assessment of Goals.

24. Owner and Renter Households Assisted by Income

Rehabilitation

Auburn provided assistance to rehabilitate 75 owner and renter households of which
43 units were owners
32 units were renters **SEE DATA IN APPENCIX A, TABLE 6**

Homebuyer

Auburn provided assistance to 3 new low-income households of which
3 were owners **SEE DATA IN APPENDIX A, TABLE 1**

Good Neighbor Start-up Program

Auburn provided assistance to 5 households of which
5 were owners **SEE DATA IN APPENDIX A, TABLE 2**

Security Deposit Program

Auburn provided assistance to 9 households and Lewiston assisted 3 households of which
12 were renters **SEE DATA IN APPENDIX A, TABLE 4**

Rental Housing

Auburn provided assistance to 1 rental development project of which
28 were renters

Heating Assistance

Auburn provided assistance to 23 households of which
23 were owners

25. Units that Meet Section 215

Auburn provided assistance to 3 low-income households to purchase a home. The after-rehab value of these properties did not exceed 95% of the median purchase price for the area, the home will be the principal residence of the buyer, and the financing is subject to recapture.

26. Housing Needs of Persons with Disabilities

Auburn has been working to address the worse-case housing needs of persons with disabilities by creating two new supportive housing for homeless persons. One project is located in Auburn and one is located in Lewiston. The Webster School Apartments project also contains apartments that are handicap accessible.

27. Public Housing and Resident Initiatives

Auburn Housing Authority has undertaken many initiatives that involve residents of public housing. Auburn Housing Authority coordinated many presentations to educate renters as follows:

- Spa Day for residents by Seventh Day Advent Church
- Home delivery of food from food pantry by Seventh Day Advent Church
- Home safety checks and health related presentations by United Ambulance Service
- Area artist teaching painting classes at senior buildings
- Auburn Fire Department on fire safety and prevention
- The Reader Theater Group entertaining residents
- Delivery of Thanksgiving and Christmas meals to those who are along by Hope Haven
- Red Hatters of Barker Mill Arms adopting children at Lincoln School during the holidays
- Private donation of gift cards for a raffle
- Visits by The Medicine Shoppe to administer the flu shot
- Badges for Baseball/Cal Ripken Foundation/Police personnel and youth
- The Fortin Group for future planning
- Sun safety education
- Classic Dentures on in-home denture services
- Safe School workshop with parents and children
- EZ Diabetics discussed testing supplies and shoes for diabetics
- Angel Food Ministries on their low-cost food program

- Boys & Girls Club on community building activities
- Sexual Assault Crisis Center and Beacon Hospice conducted one-on-one sessions with residents experiencing grief situations from past assaults
- Offered monthly blood pressure checks from Auburn Fire Department
- Offered flu shot clinics by Androscoggin Home Care & Hospice;
- Coordinated the presentation of educational topics from Seniors Plus, Co-Operative Extension, and Chipman Farms Summer Farm Share Program;
- Organized free food giveaways donated by Central Maine Community College;
- Organized free food giveaways donated by Central Maine Community College;
- Coordinated absentee voting by the Auburn City Clerk;
- Coordinated Thanksgiving meal for all shut-ins in all senior buildings;
- Worked with the City of Auburn's Wellness Team to sponsor seniors for Christmas gifts;
- Sponsored the Art Van, a 7-week summer youth art program at Broadview Acres and Family Development;
- Partnered with Auburn Middle School for grades 6-8 (Girl Space Program);
- Worked with Healthy Androscoggin and Androscoggin Valley Council of Governments for unused prescription disposal;
- Worked closely with Healthy Androscoggin to promote smoke-free housing;
- Provided quarterly meals to senior residents;
- Hosted meals from Seniors Plus once a week;
- Held block parties and cookouts for families;
- Partnered with Community Concepts to help residents sign up for Safelink track phones;
- Assisted tenants to prepare rent rebate applications;
- Hosted 4-H program for grades 3-6;
- Partnered with Auburn Public Library for promotion of reading, including large print books;
- Coordinated monthly nutrition classes by Cooperative Extension;
- Participated in Ready Read Program (birth-K);
- Facilitated Boys & Girls Club programming at Family Development;
- Sponsored memberships to Boys & Girls Club program for interested children from Family Development;
- Coordinated monthly trips to Good Shepherd Food Bank, Spectrum Generations and Marden's for qualifying seniors; and

28. Barriers to Affordable Housing

The 2010-2014 Consolidated Plan identified three barriers to affordable housing: 1) building codes, 2) zoning, and 3) homebuyer assistance.

Building Codes: Auburn adopted the Maine Uniform Building, Energy, and Rehabilitation Code in 2010. This should assist in making the improvement costs of substantial rehabilitations more feasible.

Zoning: Auburn adopted a new Comprehensive Plan in 2011. A number of objectives are intended to address Auburn's housing issues: 1) maintain and enhance the existing housing stock throughout Auburn's neighborhoods; 2) maintain and enhance established single family neighborhoods as safe, desirable, attractive areas for a range of residents; 3) improve existing urban family neighborhoods that have a mix of single family and multi-family units to enhance them as safe, desirable, attractive neighborhoods; 4) encourage investment in higher-density downtown multi-family and mixed-use neighborhoods to develop a balance of rental and ownership options that serve a wide range of households; 5) create opportunities for the private development of a range of new housing outside of the existing built-up areas to meet the needs of a variety of groups; and 6) provide adequate housing assistance and services. The Comprehensive Plan identifies specific strategies to achieve these objectives.

Homebuyer Assistance: Auburn offers several homebuyer assistance programs for its low-income residents. Also offered are credit counseling services to financially prepare for owning a home, and homebuyer education to learn how to maneuver the experience of purchasing a home. Auburn also offers a grant to help with re-establishment expenses for new homebuyers.

29. Homeless Needs and Prevention Elements

Auburn works actively with area homeless service providers to improve coordination. Continuum issues are being addressed by Lewiston-Auburn Alliance for Services to the Homeless (LAASH), a collaboration of 20+ social service providers, who meet monthly to coordinate services, create greater access to the service system, and insure that individuals receive services in an appropriate fashion. LAASH has established priorities to strengthen the area's homeless service delivery system by filling the gap in services. LAASH determined that coordination of services remains one of the area's greatest needs.

A barrier identified by LAASH for persons who are homeless or near homeless was the lack assistance to help pay for security deposits. A subcommittee of LAASH, the Security Deposit Loan Committee, was formed to address this problem. A group of 8 volunteers representing Auburn and Lewiston General Assistance, Auburn and Lewiston Housing Authority, Auburn and Lewiston Community Development, and other LAASH members, meet regularly to administer the Security Deposit Program, and apply for grants. Since 2005 the program has considered 433 requests, approved 261 loans and grants, and has assisted 311 adults and 267 children to gain access to housing.

In years past, Androscoggin County had not received the attention of state planners who are responsible for homeless funding because the homeless count was too low. LAASH determined it was important to pay more attention to the point-in-time survey that is coordinated annually by Maine Housing. LAASH has participated in the state's point-in-time survey for the past six years. Extensive efforts were made by LAASH members to reach and count the area's homeless people.

The Public Policy subcommittee of LAASH worked on a plan to end and prevent homelessness. The plan was adopted by the Auburn and Lewiston councils in November 2009 and implementation is under way.

Auburn works with a number of agencies to assure that homeless persons are referred to appropriate housing and that they receive services. Homeless persons come to Auburn's Social Services office where the Director assesses their needs. They are then referred to homeless shelters for emergency resolution, then to Auburn Housing Authority or other resources for permanent housing. When emergency shelter is not available, then people are referred to area motels. The Auburn Social Services Director works with other service providers such as Common Ties, Abused Women's Advocacy Project, Tri-County Mental Health, and Vocational Rehabilitation/DHS.

Auburn has been working with a non-profit housing developer, Tedford Housing, to create supportive housing. Two projects are now under construction, one in Auburn and one in Lewiston.

30. HOME BME and WBE Report

See HOME Annual Performance Report HUD-40107 in Appendix D.

31. AFFIRMATIVE MARKETING ACTIONS

The Auburn City Council adopted the "Auburn HOME Consortium Cities of Auburn Lewiston Fair Housing and Affirmative Marketing Policy (FHAMP). The policy includes provisions for the dissemination of fair housing information, requirements for developers to provide for and prove fair housing marketing, and promotion of access to fair housing by the consortium.

Brochures for all CDBG housing, and HOME programs were updated to include the Fair Housing logo on the cover with the words "Equal Housing Opportunity" or the wording "The City does not discriminate on the basis of race, color, national origin, sex, age, religion or disability".

Affirmative Marketing efforts of rental projects funded by the HOME Program are monitored every two years.

32. Recaptured Funds

One of Auburn's Homeowner Rehab was recaptured in FY2010 for \$2,500.

33. Assessment of Goals

HOME INVESTMENT PARTNERSHIPS PROGRAM

An assessment was made of the accomplishments against the goals identified in the Consolidated Plan (the five-year goals and objectives are found in Appendix E). Ideally, accomplishments should be at approximately 40% of the production goal at the conclusion of the second year. This assessment is summarized in charts that indicate the progress made by Consortium members to achieve goals.

Goal: Quality Affordable Housing/Auburn

Activity:	5 Year Objectives	Year 1	Year 2	Year 3	Year 4	Year 5	Ongoing Total	Percentage of Goal Met
a. owner and rental units rehabilitated	280	125	75				200	71%
b. owner and rental units made lead safe	80	68	40				108	135%
c. buyers assisted to purchase home	35	3	3				6	17%
d. new units of affordable family rental housing (HOME)	40	0	28				28	70%
e. 10 units of supportive rental housing of the homeless (HOME)	10	0	0				0	0%
f. 75 owners assisted to heat their homes	75	16	23				39	52%
g. Homeless or at-risk of homelessness assisted with security deposits (HOME)	100	34	9				43	43%
h. Total	620	246	178				424	68%

Conclusion: The rehabilitation objectives are far ahead of schedule, but the homebuyer is lagging behind somewhat. Security Deposit assistance is on track as is the development of rental housing. Over all, the Consortium has achieved 68% of its combined objectives. Auburn has made sufficient progress towards achieving this objective.

Goal: Quality Affordable Housing/Lewiston

Activity:	5 Year Objectives	Year 1	Year 2	Year 3	Year 4	Year 5	Ongoing Total	Percentage of Goal Met
a. owner units rehabilitated	20	1	1				1	5%
b. buyers assisted to purchase home	10	0	0				0	0%
c. new units of affordable family rental housing (HOME)	40	20	0				20	50%
d. 10 units of supportive rental housing of the homeless (HOME)	10	0	10				10	100%
e. Homeless or at-risk of homelessness assisted with security deposits (HOME)	100	17	3				21	21%
f. Total	180	28	14				42	23%

Conclusion: The emphasis on Lewiston’s productivity has been primarily in the development of rental housing. Other objectives are somewhat behind. Now that the production in rental housing is funded and under way, Lewiston will be allocating more funds towards other objectives. There remains three years to accomplish the stated objectives.

GOAL: Attractive Neighborhoods/Auburn

Activity:	5 Year Objectives	Year 1	Year 2	Year 3	Year 4	Year 5	Ongoing Total	Percentage of Goal Met
a. Improved street-scapes/sidewalks & landscaping	10,000 lf	2,940 lf	2,040 l.f.				4,980 lf	49%
b. Building exteriors improved	50 Bldgs.	2 Bldgs.	4 Bldgs.				6	12%
c. Substandard housing demolished	15 units	17 units	0 Units				17 units	113%

Conclusion: With the infusion of stimulus funds, Auburn has made substantial progress in meeting its five year objectives for improved sidewalks. The only activity that is behind schedule is improving building exteriors.

GOAL: Economic Opportunity

Activity:	5 Year Objectives	Year 1	Year 2	Year 3	Year 4	Year 5	Ongoing Total	Percentage of Goal Met
a. Business exteriors improved	10 Bldgs.	0	0				0	0%
b. Economic Impact Survey	1	1					1	100%

Conclusion : The City completed the economic impact survey, but has not made progress on building exteriors. A new program is expected in FY2012 which will assist in implementing the building exteriors objective.

GOAL: High Quality of Life

Activity:	5 Year Objectives	Year 1	Year 2	Year 3	Year 4	Year 5	Ongoing Total	Percentage of Goal Met
a. Children, Youth & Families/Households	1,500	447	166				613	40%
b. Individuals	600	192	1,196				1,308	199%
c. Homeless Individuals	400	80	193				273	68%
d. Neighborhood Community Building Initiative	1	0	0				0	0%
e. Total	2,501	719	1,555				2,194	88%

Conclusion : The City has exceeded its objectives for individuals and homeless, and has made sufficient progress with children, youth & families. The neighborhood community building initiative is now under construction and will be complete in FY2012.