

City of Auburn, Maine

"Maine's City of Opportunity"

Office of the City Clerk



Council Meeting Agenda Packet

May 4, 2009

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City Council Meeting and Workshop May 4, 2009

*"While your responsibility may
be individual, your authority is
collective" ¹*

Agenda

5:00 p.m. Dinner

5:30 p.m. Workshop

- A. Presentation: "No Smoking Policy" – Public Health Committee (30 min)
- B. Presentation: Brownfield's Assessment Grant (15 min)
- C. Presentation: Debit/Credit Card Program Implementation (15 min)
- D. Presentation: "Cardinal" Parking Ticket Software (10 min)
- E. Discussion: Summer Schedule of Workshops
- F. Open Session

7:00 p.m. City Council Meeting

1. Consent Items – All items listed with an asterisk (*) are considered as routine and will be approved in one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests. If requested, the item will be removed from the consent agenda and considered in the order it appears on the agenda.

2. Minutes

*050409-00 Minutes of April 27, 2009

3. Reports
Mayor

City Councilors

- **Michael Farrell:** Water Dist., L/A Jt. City Council Planning, Audit and Procurement, Neighborhood Stabilization Program Advisory Committee
- **Bob Hayes:** Railroad, Library, Audit and Procurement
- **Dan Herrick:** MMWAC, Auburn Housing
- **David Young:** A-L Airport, L/A Joint City Council Planning, Cable TV Adv Board
- **Ray Berube:** LAEGC, Planning Board, L/A Joint City/School, ABDC, AVCOG
- **Bob Mennealy:** Sewer District, University of Maine L-A,
- **Ron Potvin:** School Committee, 9-1-1, LATC, L/A Joint City/School

City Manager

4. Communications, Presentations and Recognitions

None

5. Open Session – Members of the public are invited to speak to the Council about any issue directly related to City business which is *not* on this agenda

6. Unfinished Business

050409-01 Ordinance – Delete Chapter 24, Section 2.22 – Day Care Licensing (2nd Reading)

7. New Business

050409-02 Resolve – Amendment to School Fund Balance Policy

050409-03 Resolve – Approval of FY2009 Action Plan of the Community Development Block Grant and Home Investments Partnerships Program

050409-04 Ordinance – Amendment to Zoning Map in the Vicinity of 827 South Main Street (1st Reading)

050409-05 Brownfield's Assessment Grant (Public Hearing – no action required)

050409-06 Set date for Special City Council Meeting (May 11 – First Reading of the Annual Appropriation Resolve)

050409-07 Executive Session – Personnel Issue (Title 1 MRSA Section 405) (City Manager's Evaluation)

8. Open Session - Members of the public are invited to speak to the Council about any issue directly related to City business which is *not* on this agenda

9. Future Agenda/Workshop Items

10. ADJOURNMENT

Executive Session: On occasion, the City Council discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Councilor must make a motion in public. The motion must be recorded, and 3/5 of the members of the Council must vote to go into executive session. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405. Those applicable to municipal government are:

1. Discussion of personnel issues
2. Discussion or consideration of the condition, acquisition, or the use of real or personal property or economic development if premature disclosure of the information would prejudice the competitive or bargaining position of the body or agency.
3. Discussion of labor contracts and proposals and meetings between a public agency and its negotiators.
4. Consultations between a body or agency and its attorney
5. Discussion of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute.
6. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes
7. Consultations between municipal officers and a code enforcement officer relating to enforcement matter pending in District Court.

**CITY OF AUBURN
APRIL 27, 2009
CITY COUNCIL MEETING**

PRESENT

Mayor John T. Jenkins, Councilors Michael J. Farrell, Robert P. Hayes, Daniel R. Herrick, David C. Young, Raymond C. Berube, Ronald W. Potvin and Robert C. Mennealy, City Manager Glenn Aho, Assistant City Manager Laurie Smith, Finance Director Tracy Roy and City Clerk Mary Lou Magno. There were 75 people in the audience.

Mayor Jenkins called the meeting to order at 7:00 p.m. in the Council Chambers of the Auburn City Building with a salute to the flag.

CONSENT AGENDA

Councilor Berube moved to accept, approve and place on file the items marked with an asterisk. Seconded by Councilor Young. Vote: 7 Yeas.

***MINUTES OF APRIL 6 & 15, 2009**

Approved under consent agenda.

REPORTS OF THE MAYOR

Mayor Jenkins congratulated the many citizens and staff that participated in "Community Clean Up" on Saturday, April 25th.

PROCLAMATION

Mayor Jenkins declared May 1st "Silver Star Banner Day".

REPORTS OF CITY COUNCILORS

Councilors reported on their respective Council Committee Assignments.

REPORTS OF THE CITY MANAGER

FINANCE REPORT – MONTH OF MARCH

Councilor Hayes moved to accept and place on file the Finance Report for the month of March as prepared and presented by Tracy Roy, Finance Director. Seconded by Councilor Herrick. Vote: 7 Yeas.

COMMUNICATIONS, PRESENTATIONS, AND RECOGNITIONS

***COMMUNICATION FROM KIWANIS CLUB RE: USE OF CITY PROPERTY AND
WAIVE VICTUALERS LICENSE FEE (\$50)**

Approved under consent agenda.

***COMMUNICATION FROM SUPPORT SOLUTIONS RE: WAIVE GARAGE SALE
PERMIT FEE (\$10)**

Approved under consent agenda.

***COMMUNICATION FROM ANDROSCOGGIN VALLEY COUNCIL OF GOVERNMENTS
(AVCOG) RE: CIVIC ACTIVITIES SIGN**

Approved under consent agenda.

OPEN SESSION

No one spoke

CLOSED OPEN SESSION

UNFINISHED BUSINESS

**1. ORDINANCE – AMENDMENT TO CHAPTER 31 – GENERAL ASSISTANCE
(SECOND READING)**

Councilor Berube moved for acceptance of second reading and final passage. Seconded by Councilor Young. Vote: 7 Yeas.

**2. RESOLVE – DISPOSITION OF TAX ACQUIRED PROPERTY (1565 HOTEL ROAD)
(TABLED 4/6/2009)**

Councilor Hayes moved to remove this item from the table. Seconded by Councilor Young. Vote: 4 Yeas with Councilors Farrell, Berube and Potvin voting Nay.

Councilor Farrell moved to amend by selling this property to William Humphrey for \$3,000. Seconded by Councilor Potvin.

Vote on the amendment: 6 Yeas with Councilor Herrick voting Nay.

Vote on passage as amended: 6 Yeas with Councilor Herrick voting Nay.

NEW BUSINESS

3. RESOLVE – APPROVING SCHOOL BUDGET FOR FISCAL YEAR 2009-2010

Councilor Berube moved for passage of the resolve. Seconded by Councilor Farrell. Vote: 7 Yeas.

4. RESOLVE – 2009-2010 MUNICIPAL BUDGET

Councilor Berube moved for passage of the resolve. Seconded by Councilor Herrick.

The following made comments regarding the above resolve: Mike Scott, 509 South Witham Road; Gary Simard, 157 Cook Street; and Mitch Sperry, 193 Cook Street.

Vote: 6 Yeas with Councilor Potvin voting Nay.

**5. RESOLVE – AUTHORIZATION OF ISSUANCE OF BONDS BY THE AUBURN
WATER DISTRICT**

Councilor Berube moved for passage of the resolve. Seconded by Councilor Potvin.

Norm Lamie, Superintendent of the Water and Sewer District, answered Councilors questions.

Vote: 7 Yeas.

**6. ORDINANCE – DELETE CHAPTER 24, SECTION 2.22 – DAY CARE LICENSING
(1st READING)**

Councilor Berube moved for acceptance of first reading. Seconded by Councilor Young. Gary Tetreault, 60 Hazel Street, made comments regarding the above ordinance. Vote: 6 Yeas with Councilor Potvin voting Nay.

7. APPOINTMENTS

Councilor Berube moved for appoint Robert Cavanagh and re-appoint Catherine Thorpe both to the Water District until March 2013. Seconded by Councilor Farrell. Vote: 7 Yeas.

Councilor Hayes moved to re-appoint Beverley Heath to the Sewer District until March 2013. Seconded by Councilor Berube. Vote: 7 Yeas.

Councilor Berube moved to appoint Michael Adler as a Full Member and Brian Whitley as an Associate Member both to the Zoning Board of Appeals until April 2012. Seconded by Councilor Potvin. Vote: 7 Yeas.

Councilor Hayes moved to appoint Denis Berube as an Alternate Member to the Board of Assessment Review until April 2014. Seconded by Councilor Berube. Vote: 7 Yeas.

8. APPOINTMENT OF ALTERNATE VOTING MEMBERS TO THE MAINE MUNICIPAL ASSOCIATION LEGISLATIVE POLICY COMMITTEE

Councilor Berube moved that the City Manager and the Assistant City Manager be appointed as Alternate Voting Members to the Maine Municipal Association Legislative Policy Committee. Seconded by Councilor Young. Vote: 7 Yeas.

9. PUBLIC HEARING – STREET LIGHT ELIMINATION LIST

Mayor Jenkins opened the public hearing. Glenn Aho, City Manager, explained the process that city staff used regarding this eliminations process. Comments were made by Gary Tetreault, 60 Hazel Street and Charlie DeAngelis, City Electrician.

10. RESOLVE – DISPOSITION OF TAX ACQUIRED PROPERTY (38 W HARDSCRABBLE ROAD AND 192 WINTER STREET)

Councilor Farrell moved for passage of the resolve. Seconded by Councilor Berube. Vote: 7 Yeas.

OPEN SESSION

No one spoke.

CLOSED OPEN SESSION

11. EXECUTIVE SESSION – PERSONNEL (DISCUSSION OF CITY MANAGER'S EVALUATION)

Councilor Hayes moved to go into Executive Session to discuss a personnel issue (Title 1 Section 405). Seconded by Councilor Berube. Vote: 7 Yeas.

Councilor Young moved to come out of Executive Session. Seconded by Councilor Mennealy.
Vote: 6 Yeas, No Nays. (Councilor Farrell out of the room)

FUTURE AGENDA/WORKSHOP ITEMS

ADJOURNMENT – 9:15 P.M.

Councilor Hayes moved to adjourn. Seconded by Councilor Herrick. Vote: 6 Yeas, No Nays.
(Councilor Farrell out of the room)

A TRUE RECORD

ATTEST: _____
CITY CLERK

City Council

Agenda Information Sheet

Council Meeting Date 5/4/2009

Agenda Item No. 1

SUBJECT:

**ORDINANCE – AMENDMENT TO CHAPTER 24, SECTION 2.22 – DELETE
DAY CARE LICENSING (SECOND READING)**

INFORMATION:

At the request of the City Council, staff has prepared an ordinance which will delete the ordinance that requires Day Care Homes and Centers to be licensed in the City of Auburn.
This item was discussed at the April 6th City Council Workshop.
First reading was approved at the April 27th City Council Meeting.

STAFF COMMENTS/RECOMMENDATION:

The City Manager recommends acceptance of second reading and final passage.

REQUESTED ACTION:

Motion for acceptance of second reading and final passage.

VOTE:

City of Auburn

City Council, Auburn, Maine

Date: April 27, 2009

**TITLE: ORDINANCE – DELETE CHAPTER 24, SECTION 2.22 – DAY
CARE LICENSING (SECOND READING)**

Be It Ordained by the Auburn City Council that Chapter 24, Section 2.22
(Day Care Licensing) is hereby deleted.

Motion for acceptance to first reading: Raymond Berube Seconded by: David Young

Vote: 6 Yeas with Councilor Potvin voting Nay

Motion for acceptance of second reading and final passage:

Seconded by:

Vote:

Action by the City Council:

Date:

Attest:

City Clerk

City Council

Agenda Information Sheet

Council Meeting Date 5/4/2009

Agenda Item No. 2

SUBJECT:

RESOLVE – AMENDMENT TO SCHOOL FUND BALANCE POLICY

INFORMATION:

The School Fund Balance Policy currently requires a 1% minimum on a budgetary basis. In order to allow the use of \$631,000 towards the FY 09-10 School Budget, the City Council will need to amend the School Fund Balance Policy to a minimum 0% for this coming budget year.

STAFF COMMENTS/RECOMMENDATION:

REQUESTED ACTION:

Motion for passage of the resolve

VOTE:

City of Auburn

City Council, Auburn, Maine

Date: May 4, 2009

TITLE: RESOLVE – AMENDMENT TO SCHOOL FUND BALANCE
POLICY

Be It Resolved by the Auburn City Council, That the School Fund Balance Policy be amended to allow a 0% minimum in the general fund balance for use of \$631,000 in the Fiscal Year 2009-10 School Budget.

Motion for acceptance:

Seconded by:

Vote:

Action by the City Council:

Date:

Attest:

City Clerk

SCHOOL FUND BALANCE POLICY

Purpose Statement

The School Fund Balance Policy guides the use of unallocated general fund balances of the Auburn School Department. The policy creates a School Capital Reserve Fund for balances in excess of minimum school general fund requirements. The School Capital Reserve Fund is intended to supplement, not replace, budgetary and capital improvement requests for maintenance and capital needs.

Policy

The City Council hereby establishes a policy regarding School Department unallocated general fund balances. The unallocated general funds of the School Department may include unallocated carry forwards, excess revenue (unanticipated or over budgeted amounts) and/or under expenditures (unanticipated savings or unexpended funds). The unallocated (undesignated) fund balance on a budgetary basis shall be determined at the end of each fiscal year by the independent auditor.

The unallocated School Department general fund balance shall at all times be not less than 1% and not greater than 2.5% of the Auburn School Department annual budget for that fiscal year.

School Capital Reserve Fund. Annually, a portion of the unallocated fiscal year end School Department general fund balance in excess of 1% shall be placed in the School Capital Reserve Fund. Expenditures from the School Capital Reserve Fund shall be limited to the improvement, maintenance, repair, renovation and/or replacement of school buildings, equipment and facilities and to construction of new schools and school additions, including land. At no time, without prior approval of the City Council, shall the School Capital Reserve Funds include a total uncommitted balance in excess of \$500,000. The School Department shall annually report any expenditures from the School Capital Reserve Fund. Upon request of the School Committee the City Council may authorize the expenditure of funds in the School Capital Reserve account for items of a capital nature not otherwise permitted by this policy.

Other Allowed Uses. In addition to the capital projects reserve fund, the City Council may allocate School Department general Fund balances that exceed the minimum 1% to fund accrued teacher summer salaries (“balance of contract”), and unanticipated revenue shortfalls and/or expenditure increases.

The City Council may amend this policy at its sole discretion and authority.

Adopted April 11, 2004

City Council

Agenda Information Sheet

Council Meeting Date 5/4/09 **Agenda Item No.** 3

SUBJECT:

RESOLVE – APPROVAL OF FY2009 ACTION PLAN OF THE COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME INVESTMENTS PARTNERSHIPS PROGRAM

INFORMATION:

The FY2009 Action Plan includes goals, strategies and proposed accomplishments for the Community Development Program. The Community Development Block Grant budget includes a new grant allocation of \$624,963, \$288,600 in anticipated program income, \$358,914 in prior year funds, and \$1,094,999 in leveraged funds. The HOME Investment Partnerships Program budget (to be shared with Lewiston) includes a new grant allocation of \$555,385, \$29,100 in program income and \$237,616 in prior year funds. HOME funds will leverage \$2,115,768.

STAFF COMMENTS/RECOMMENDATION:

City Manager recommends approval and passage of the resolve.

REQUESTED ACTION:

Public hearing and motion for passage of the resolve.

VOTE:

City of Auburn

City Council, Auburn, Maine

Date: May 4, 2009

TITLE: RESOLVE – APPROVAL OF THE FY2009 ACTION PLAN OF THE
COMMUNITY DEVELOPMENT BLOCK GRANT AND
HOME INVESTMENTS PARTNERSHIPS PROGRAM

Be it Resolved by the Auburn City Council that the FY2009 Action Plan be adopted as recommended by Community Development staff.

Motion for acceptance:

Seconded by:

Vote:

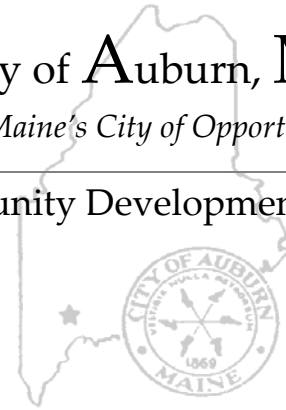
Action by the City Council:

Date:

Attest:

City Clerk

City of Auburn, Maine
"Maine's City of Opportunity"
Community Development Program



TO: Glenn Aho, City Manager
FROM: Reine Mynahan, Community Development Administrator
RE: FY2009 Action Plan
DATE: April 29, 2009

Submitted with this memo is the FY2009 Action Plan of the Community Development Program. The Action Plan is scheduled for City Council adoption on May 4th. The document will then be submitted to the Department of Housing and Urban Development prior to the May 14th deadline.

Public Hearing—Prior to adoption, a public hearing is required to allow for additional citizen input.

Consolidated Plan—In 2005 the City Council adopted a 5-year Consolidated Plan. The development of a Consolidated Plan involves researching the conditions that affect the living environment of Auburn's low income residents, particularly housing and market conditions, and establishing a strategic plan which identifies goals, specific objectives, and benchmarks for measuring progress. Setting priorities was the responsibility of the Citizens Advisory Committee, a group of 18 persons. The FY2009 Action Plan includes goals and objectives for the fifth and final year of this Consolidated Plan.

Action Plan—Within the FY2009 Action Plan are two separate budgets, Community Development Block Grant and HOME Investment Partnerships Program. The Action Plan incorporates many of the objectives and strategies that were identified in the Consolidated Plan. These include financial incentives/funding to accomplish the following:

- Create home ownership opportunities;
- Improve the quality of owner-occupied and rental housing units;
- Increase the supply of affordable rental housing;
- Increase access to rental housing for homeless population;
- Improve pedestrian travel routes in target areas;
- Encourage redevelopment of target areas;
- Create jobs for low-income persons;
- Increase participation for persons with physical disabilities; and
- Increase access to public services.

I have estimated that 92% of project expenditures under the Community Development Block Grant Program and 100% of HOME Investment Partnerships Program will benefit persons/households who are of low- and moderate income.

Budget Changes—The FY2009 budget that was presented to the City Council in March included grants for four new public service agencies. At the request of the City Council, these four public service grants have been eliminated and the funds placed in the public improvement account for the Main Street Beautification project. I have also included \$195,352 more of FY2008 carryover funds that were being held for the public improvement project, a portion of the \$365,000 program amendment. Last, I have increased the HOME Investment Partnerships Program Homebuyer Program budget by \$20,000 and decreased the rental set-aside by \$20,000. The Community Development office recently received a request from Androscoggin Habitat for Humanity to provide a homebuyer loan for redevelopment of 133 Hampshire Street.

Recommendation—Staff recommends passage of the resolve.

Auburn, ME

FY2009 Annual Plan

Executive Summary

CITIZEN PARTICIPATION SUMMARY

The planning process for the FY2009 Annual Action Plan encompassed soliciting proposals for public services, review of the 5-year Consolidated Plan to establish goals, review of the Consolidated Plan and budget with the Auburn City Council, review of the proposed Action Plan and budget with the Citizen's Advisory Committee and the general public, publication of Action Plan Availability, 30-day comment period, public hearing, and adoption by the Auburn City Council. The Action Plan was submitted to the State Planning Office for review under Executive Order 12372.

ALLOCATING INVESTMENT GEOGRAPHICALLY

The majority of funds will be utilized in three of Auburn's target areas, Downtown, Union Street, and New Auburn. The resources committed to these target areas include those listed under public improvements, and the Rehabilitation, Commercial and Home Ownership Programs (all three target areas). The Rehabilitation and Good Neighbor Programs are available community-wide for low- and moderate-income households. Public services are also available community-wide.

PRIORITIES

The FY2009 Action Plan follows the priorities established by the Citizen's Advisory Committee during the development process of the Consolidated Plan. Priorities reflect the recommendations of the Citizens Advisory Committee after considering housing needs.

FY2009 ACTION PLAN

Auburn anticipates \$624,963 from Community Development Block Grant, \$288,600 in anticipated program income, and \$358,914 from prior year funds for revolving loan programs and incomplete projects. These funds will leverage \$1,094,999 in other resources. The Cities of Auburn and Lewiston will share \$555,385 in HOME funds to accomplish the goals identified on the Consolidated Plan, \$29,100 in anticipated in HOME program income, and \$237,616 from prior year funds. These funds will leverage \$2,115,760 in other resources.

FY2009 Annual HOME Budget

	AUBURN FY2008 Prior Year Funds	AUBURN FY2009 HOME Allocation	AUBURN FY2009 Program Income	LEWISTON FY 2008 Prior Year Funds	LEWISTON FY2009 HOME Allocation	LEWISTON FY2009 Program Income	Leveraged Funds Both Cities	FY2009 Budget Total
ADMINISTRATION								
Program Administration		17,400			16,662			34,062
Housing Projects Administration		27,400			*			27,400
Goods & Services		7,500						7,500
Subtotal		52,300			16,662			68,962
AFFORDABLE HOUSING								
Homebuyer Assistance*		50,000	10,000	60,700		1,800	350,000 A 180,000 L	652,500
Home Owner Rehabilitation *			15,600	68,481		1,700	0	85,781
Rental Housing Development *		136,500		102,577	159,923		0	399,000
Rental Housing Development Commitments		40,000			80,000 **		705,148 A 880,620 L	1,705,768
Tenant-Based Rental Assistance	5,858	10,000			10,000			25,858
Subtotal	5,858	236,500	25,600	231,758	249,923	3,500	2,115,768	2,868,907
TOTAL EXPENDITURES	\$5,858	\$288,800	\$25,600	\$231,758	\$266,585	\$3,500	\$2,115,768	\$2,937,869

*Lewiston's project delivery costs are included within the budget for the activity (homebuyer assistance, home owner rehabilitation and rental housing).

** Lewiston's contribution to an Auburn project is a reimbursement from a previous Auburn contribution to a Lewiston project.

FY2009 Annual Community Development Block Grant Budget

	FY2008 Year-End Balance Carry Over/ Reprogrammed Funds	FY2009 CDBG Allocation	FY2009 Program Income	Leveraged Funds	FY2009 Budget Total
ADMINISTRATION/PLANNING					
Program Administration *		89,500	27,000		116,500
Housing Projects Administration		57,100			57,100
Goods & Services		41,050			41,050
Consolidated Plan Professional Services		25,000			25,000
Subtotal		212,650	27,000		239,650
ECONOMIC DEVELOPMENT					
Economic Stimulus Loan Program			18,800	56,400	75,200
Commercial Loan Program	12,995		25,000	12,665	50,660
Subtotal	12,995		43,800	69,065	125,860
AFFORDABLE HOUSING					
Rehabilitation Loan Program	58,817		215,000	30,000	303,817
Match to Lead Hazard Control Grant	150,000			400,000	550,000
Down Payment Assistance Program	2,213	51,313	2,800	455,000	511,326
Lead Testing and Clearance		2,000			2,000
Good Neighborhood Start-up	3,443	10,000			13,443
Helping Auburn Residents Conserve		4,000			4,000
Community Concepts/Weatherization		94,500		94,500	189,000
Subtotal	214,473	161,813	217,800	979,500	1,573,586
PUBLIC IMPROVEMENTS					
Northern Avenue Playground		40,000			40,000
Main Street Beautification	131,446	87,906**			219,352
Subtotal	131,446	127,906			259,352
PUBLIC SERVICES					
Androscoggin Head Start		8,959		26,877	35,836
Recreation Scholarships		21,000			21,000
Literacy Volunteers		8,635			8,635
CCI Homebuyer Education		5,000			5,000
Boys & Girls Club		20,000		10,000	30,000
Abused Women's Advocacy		7,500			7,500
Advocates for Children at Washburn		6,500		9,557	16,057
Heating Assistance Loan Program		20,000			20,000
Subtotal		97,594		46,434	144,028
CONTINGENCY (for Cost Overruns)		25,000			25,000
TOTAL	\$358,914	\$624,963	\$288,600	\$1,094,999	\$2,367,476

* Funding includes program income from miscellaneous activities.

**Any adjustment to the FY2009 allocation, whether an addition or deletion, will be an adjustment to the Main Street Beautification project.

The FY2009 Action Plan includes strategies taken from the Consolidated Plan as follows:

Housing Goals

	Auburn	Lewiston
Homebuyer Assistance	34 Households	3 Households
Rehabilitation	76 Households	3 Households
Rental Housing	6 Households	0 Households
Tenant Rental Assistance (Combined Goal of 45)	22 Households	23 Households

Lead Goals

- Implement Lead Poisoning Grant outreach and education about lead poisoning
- Attend meetings of Androscoggin Rental Housing Association to involve landlords in rehabilitation
- Promote lead smart renovator training
- Implement Lead Hazard Control grant
- Risk assessments and lead clearance of rehabilitation projects

Fair Housing Goals

- Present fair housing seminar for tenants
- Provide a DVD which describes how to access services in Somali and Bantu languages

Public Housing Goals (to be accomplished by Auburn Housing Authority and reported in their performance report)

Homeless Goals

- Participate in LAASH
- Implement 10-Year Plan to End Homelessness
- Encourage the development of housing for homeless households
- Provide security deposits for homeless or at-risk homeless households

Barriers to Affordable Housing Goals

- Work with Comprehensive Plan Committee to consider affordable housing options in the Comprehensive Plan
- Work with the Planning Department to adopt a rehabilitation code

Anti-Poverty Goals

- Provide public service dollars to assist families with self-sufficiency
- Provide pre- and post-purchase counseling for households who want to purchase a home

Living Environment Strategies

- Improve pedestrian travel routes
- Encourage redevelopment of target areas
- Increase access to public services for Auburn's low-income population

Economic Opportunities Strategies

- Improve economic opportunities for low-income persons

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FY2009 ACTION PLAN AUBURN, MAINE

DEVELOPMENT OF ACTION PLAN AND CITIZEN PARTICIPATION

The planning process for the FY2009 Action Plan of the City of Auburn's Consolidated Plan started with scheduling activities and identifying deadlines for completing the process to submit to the Department of Housing and Urban Development.

- On December 15, 2008 the City of Auburn released a Request for Proposals for public services for FY2009. Proposals were due January 16, 2009.
- A public notice was published in the Sun Journal on March 4, 2009 announcing a budget review meeting on March 18, 2009.
- A public meeting including the Citizen's Advisory Committee (CAC) was held on March 18, 2009 to review the proposed Annual Plan and budget (minutes are attached).
- On March 23, 2009 Community Development staff met with the Auburn City Council to review the proposed budget. Annual objectives were established for the year.
- A notice of Action Plan availability was published in the Sun Journal on March 30, 2009. A hard copy of the draft Action Plan was available at no cost and was posted to the City's web site. There were no request for the Action Plan and no comments were made. The 30-day comment period expired April 30, 2009.
- A notice of public hearing and proposed use of funds was published in the Lewiston Sun Journal on April 22, 2009. The notice included a description of proposed activities included some minor changes to the budget from what had been proposed at the beginning of the comment period. Prior to adoption of the FY2009 Annual Plan, the City Council held a public hearing. The Action Plan was adopted on May 4, 2009.

The Community Development Program has solid citizen involvement throughout the year by encouraging participation in administering the various programs and special projects. Commercial, Rehabilitation, Demolition, Down Payment Assistance, Homebuyer and Homeowner Rehabilitation loans are reviewed and approved by a 9-member committee consisting of three bankers and Auburn residents, two of which are low-income persons. Economic Stimulus loans are reviewed and approved by a 12-member committee consisting of 5 members of the Auburn Business Development Corp. and 5 from Lewiston Development Corp. including 2 co-terminus members from the Community Development Departments of Auburn and Lewiston. There are two committees involved in the new Neighborhood Stabilization Program, the Community Development Loan Committee who will approve applicants for participation, and a new Neighborhood Stabilization Program Advisory Committee who will approve the project budget for purchases.

Other initiatives undertaken by Community Development staff also involve citizen participation. For the last decade Auburn participated in the Lewiston-Auburn Alliance for Services to the Homeless made up of 30+ members from public service agencies, the Lead Hazards Prevention Committee made up of 10 members representing various governmental and quasi-governmental organizations, and the Fair Housing Advisory Group consisting of a HUD Community Builder, a representative of State of Maine Human Rights Commission, representative of mental health provider, immigrant community, realtor, legal aid association, Auburn Housing Authority, tenant, and bankers, was formed to assist with the analysis of impediments to fair housing in Auburn. The past several years two additional committees worked on implementing strategies of the Consolidated Plan. These include an 8-member Security Deposit Committee working on administering a security deposit program and 7-member Public Policy Committee working on a 10-Year Plan to End Homelessness.

The Action Plan has been presented to the State Planning Office of the State of Maine for compliance with Federal Executive Order 12372, Intergovernmental Review. The review was initiated on March 25, 2009 and the process concluded on April 20, 2009.

GEOGRAPHIC AREAS

In 1988 Auburn completed a Blight Study. The study included an evaluation of the conditions that contributed to blight in Auburn. This study was primarily of the housing conditions within and surrounding the existing areas that had previously been targeted to receive Community Development funds. 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. The neighborhoods are: Downtown, Union Street, New Auburn, Sandy Beach, and Manley Road Target Areas. A map of these areas is attached. These are the locations where Auburn will invest the majority of its Community Development and HOME Investment Partnerships funds, especially for public improvements, housing rehabilitation, homebuyer and commercial assistance.

The Consolidated Plan describes the distribution of deteriorated areas, and makes a correlation between these areas and the high percentage of low-income persons living within these boundaries. These are the areas with the greatest need for public investment. Public improvements in this Action Plan for the Downtown Target Area are sidewalk improvements/elimination of architectural barriers. The other public improvement, a playground, is outside of the boundaries of target areas, but is adjacent to a low-income housing project.

The emphasis for Auburn's Rehabilitation Program is to concentrate funds in 3 of the 5 target areas. The majority of the rehabilitation dollars will be spent in the Downtown, New Auburn, and Union Street target areas. Auburn has four housing programs that are available on a city-wide basis. The Spot Rehab, Energy, Accessible Housing and Lead Programs provide loans based on income.

Auburn offers a number of programs available to assist households become home owners of which four are available city-wide and one which is limited to target areas:

1. Good Neighbor Program assists new homeowners with a grant for start-up costs such as utility and moving expenses (city-wide).
2. Down Payment Assistance Program assists with down payment and closing costs for households with income under 80% of median income to purchase a home.
3. The Homebuyer Assistance Program reduces the cost of housing for low-income households. Households who have credit issues that must be addressed prior to purchasing a home will have lease option. This program will be available in the Downtown, New Auburn and Union Street neighborhoods as well as in other parts of the City.
4. Neighborhood Stabilization Program.

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.

BASIS FOR ASSIGNING PRIORITY

In 2005 the Citizens Advisory Committee (CAC) established priorities during their final meeting of the strategic planning sessions organized as part of the Consolidated Plan. During the participation process, the CAC reviewed demographic data on Auburn, considered data on needs for renters and owners, issues of fair housing, barriers to affordable housing, lead hazards for owners and renters, and special needs populations. Staff provided recommendations, and the CAC recommended changes. The CAC, by consensus, set the following priorities.

The right column indicates projects or programs that are being undertaken, encouraged, or sponsored in the FY2009 program year.

HOUSING PRIORITIES

<u>Household Type</u>	<u>CDBG/HOME Priority</u>	<u>Basis for Selection and/or Justification</u>	<u>In FY2009 Action Plan</u>
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HOUSING PROBLEMS/RENTERS AND OWNERS/ALL INCOMES

Elderly	High	Census Data/All Elderly Households	X
Small	High	Census Data/All Small Households	X
Large	High	Census Data/All Large Households	X
All Other	High	Census Data/All Other Households	X

	CDBG/HOME	Basis for Selection	In FY2009
Household Type	Priority	and/or Justification	Action Plan

RENTAL HOUSING DEVELOPMENT/0-80% OF MEDIAN INCOME

Elderly	Medium	AHA Waiting List/Public Housing/3-6 month wait	
Small	High	AHA Waiting List/Project Based Program/1+ year wait	X
Large	Low	AHA Waiting List/Project Based Program/1 month wait	X
All Other	High	Persons not Disabled or Elderly/Not eligible for rental assistance/affordability	X
Physical Disability	High	Accessible Housing Survey/Housing Choice	X
Homeless	High	Lewiston-Auburn 2005 Point-in-time Survey/LASH Recommendation	X

HOMEBUYER ASSISTANCE/50-80% OF MEDIAN INCOME

Elderly	Low	50-80% of Median Income Renters/Census Data and Elderly Preference	X
Small	High	50-80% of Median Income Renters/Census Data, Affordability and Lack of Inventory	X
Large	High	50-80% of Median Income Renters/Census Data, Affordability and Lack of Inventory	X
All Other	High	50-80% of Median Income Renters/Census Data, Affordability and Lack of Inventory	X

TENANT ASSISTANCE/0-50% OF MEDIAN INCOME

Homeless	High	Lewiston-Auburn 2005 Point-in-Time Survey/LAASH Recommendation	X
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LEAD BASED PAINT HAZARDS/0-80% OF MEDIAN INCOME

Elderly	Low	Census Data/Built before 1980 and housing problems/ Low Risk of Poisoning	X
Small	High	Census Data/Built before 1980 and housing problems/ High Risk of Poisoning	X
Large	High	Census Data/Built before 1980 and housing problems/ High Risk of Poisoning	X
All Other	Low	Census Data/Built before 1980 and housing problems/ Low Risk of Poisoning	X

CDBG/HOME	Basis for Selection	In FY2009
Household Type	Priority	and/or Justification
		Action Plan

HOUSING SPECIAL NEEDS NON-HOMELESS/ALL INCOMES

Elderly	Medium	Non-Homeless Special Needs Table	
Frail Elderly	Medium	Non-Homeless Special Needs Table	
Mental Illness	Medium	Non-Homeless Special Needs Table	
Physical Disability	Medium	Non-Homeless Special Needs Table	
Drug/Alcohol	Medium	Non-Homeless Special Needs Table	
HIV/AIDS	Low	Non-Homeless Special Needs Table	
Public Housing	Low	Non-Homeless Special Needs Table	

COMMUNITY DEVELOPMENT PRIORITIES

The City Manager, Economic Development Director, and Community Development Administrator considered the condition of infrastructure, public improvements, and economic opportunities for the City of Auburn in setting priorities for this five-year period. Priorities for the Community Development Strategy are as follows.

The right column indicates projects or programs that are being undertaken, encouraged, or sponsored in the FY2009 program year.

ACTIVITY	PRIORITY	AREA	IN FY2009 ACTION PLAN
Parks Recreation Facilities	High	Downtown, Union Street	
Parking Facilities	High	Downtown	
Water/Sewer Improvements	High	Downtown	
Street Improvements	High	Downtown	
Sidewalk Improvements	High	Downtown, New Auburn and Union Street	X
Tree Planting	High	Downtown, New Auburn and Union Street	
Clearance and Demolition	High	Auburn	
Public Services	High or Low depending upon the service offered	Auburn	X
Relocation	High	Auburn	
Economic Development Assistance to For-Profit Businesses	High	Union Street, Downtown and New Auburn	X

LEAD AGENCY

The Community Development office is responsible for organizing the Action Plan process. Community Development staff organized the citizen participation efforts, assured that

deadlines were met, held public meeting to present the Action Plan to the CAC and the public, and presented the Action Plan to the City Council.

Auburn and Lewiston have now formed a consortium whereby the communities are eligible for additional resources to be used specifically for housing to assist low-income households. Auburn is the lead agency for HOME funds. Both communities, however, are responsible for setting their own priorities, and selecting their own projects and programs. This Action Plan includes HOME priorities for both cities.

PAST PERFORMANCE

Separate goals were established for the Community Development and the HOME Investment Partnerships Programs. The most recent evaluation of the programs' performance was reported in the FY2007 Consolidated Annual Performance and Evaluation Report (CAPER). The report describes accomplishments in greater detail. A summary is as follows:

HOUSING—HOME INVESTMENT PARTNERSHIPS PROGRAM

AUBURN

- Homebuyer Assistance goals are on schedule (to achieve the goals identified in the Consolidated Plan).
- Homeowner rehabilitation goals are substantially ahead of schedule.
- Development of rental housing is progressing—first rental project is under construction and units are expected to be available in FY2009.
- Security Deposit Program assistance is well beyond Consolidated Plan projections
- Rental housing for homeless persons (supportive housing) is progressing as expected. Construction will begin in FY2009.

LEWISTON

- Homebuyer Assistance goals are ahead of schedule.
- Homeowner rehabilitation program is progressing.
- Development of rental housing is progressing—Birch Hill project is under construction and units are expected to be available in FY2009.
- Security Deposit Program assistance is well beyond Consolidated Plan projections
- Rental housing for homeless persons (supportive housing) is progressing as expected. Construction will begin in FY2009.

HOUSING—COMMUNITY DEVELOPMENT BLOCK GRANT

- Individual Development Accounts activity has been cancelled.
- Rehabilitation goals are on schedule.

LIVING ENVIRONMENT

Progress on meeting goals to improve sidewalks, open space and parking are progressing on schedule:

- 4,700 lf of sidewalks on Newbury Street
- 1,500 lf of sidewalks on Laurel Avenue
- 1,000 lf of sidewalks on Drummond Street
- Riverpark/open space and parking for Downtown Residents/businesses
- New Auburn Parking Lot/parking for Boys & Girls Club
- Acquisition of 15 Academy Street to expand parking in Downtown
- expanded social services through 8 sub-recipients

There are several projects that have not progressed. These include

- eliminating architectural barriers/elevator at Great Falls Cultural Arts Center
- Lewiston-Auburn Transit Committee/bus purchase and
- Boys & Girls Club masonry improvements

ECONOMIC OPPORTUNITIES

No goals were identified in previous Action Plans.

FY2009 ACTION PLAN

The FY2009 Action Plan is the fifth year of a five-year Consolidated Plan developed by staff with assistance of community residents. The Action Plan is based on the priorities for allocating investment geographically, and basis for assigning priority as expressed in the Consolidated Plan.

HOME INVESTMENT PARTNERSHIPS PROGRAM

The cities of Auburn and Lewiston have formed a consortium to become eligible to receive HOME funds. This brings additional resources to the communities to assist in creating affordable rental housing, encouraging homeownership, assisting homeowners with repairs, and helping the homeless to become renters.

The 2009-10 Action Plan includes goals and objectives for the coming year that will be funded from \$822,101 in HOME resources for activities and administrative costs in both Auburn and Lewiston. The HOME resources will leverage \$2,115,760 in other resources.

2009-10 HOME Funds	\$555,385
2009-10 Program Income (Auburn)	25,600
2009-10 Program Income (Lewiston)	3,500
Prior Year Funds (Auburn)	5,858
Prior Year Funds (Lewiston)	231,758
Leveraged Funds	<u>2,115,760</u>
Total	\$2,937,869

The activities and associated budgets are as follows:

FY2009 Annual HOME Budget

	AUBURN FY2008 Prior Year Funds	AUBURN FY2009 HOME Allocation	AUBURN FY2009 Program Income	LEWISTON FY 2008 Prior Year Funds	LEWISTON FY2009 HOME Allocation	LEWISTON FY2009 Program Income	Leveraged Funds Both Cities	FY2009 Budget Total
ADMINISTRATION								
Program Administration		17,400			16,662			34,062
Housing Projects Administration		27,400			*			27,400
Goods & Services		7,500						7,500
Subtotal		52,300			16,662			68,962
AFFORDABLE HOUSING								
Homebuyer Assistance*		50,000	10,000	60,700		1,800	350,000 A 180,000 L	652,500
Home Owner Rehabilitation *			15,600	68,481		1,700	0	85,781
Rental Housing Development *		136,500		102,577	159,923		0	399,000
Rental Housing Development Commitments		40,000			80,000 **		705,148 A 880,620 L	1,705,768
Tenant-Based Rental Assistance	5,858	10,000			10,000			25,858
Subtotal	5,858	236,500	25,600	231,758	249,923	3,500	2,115,768	2,868,907
TOTAL EXPENDITURES	\$5,858	\$288,800	\$25,600	\$231,758	\$266,585	\$3,500	\$2,115,768	\$2,937,869

*Lewiston's project delivery costs are included within the budget for the activity (homebuyer assistance, home owner rehabilitation and rental housing).

** Lewiston's contribution to an Auburn project is a reimbursement from a previous Auburn contribution to a Lewiston project.

The following describes the programs and efforts that Auburn will undertake to achieve its housing goals using HOME funds.

OBJECTIVES

The objective for all HOME assisted activities shall be **decent affordable housing**.

GOALS, ACTIVITY AND OUTCOMES

HOMEBUYER ASSISTANCE GOAL: Create homeownership opportunities.

Homebuyer assistance to promote home ownership will be available in target areas as well as in outlying parts of Auburn and Lewiston. Both Cities offer credit counseling, and purchase subsidy, and down payment/closing cost assistance. The program provides amortized loans

for a 30 or 40 year period, depending upon need. Loans are available to households whose income is less than 80% of median to purchase homes.

AUBURN: \$60,000

LEWISTON: \$62,500

Strategy/Affordability: Offer financial incentives to make housing affordable based on household income. Estimated percentage of funds to be spent in target areas: 75%

Proposed Accomplishments: **AUBURN**— 5 households

LEWISTON—3 households

REHABILITATION GOAL: Improve the quality of owner-occupied housing. Assist with renovations to owner-occupied units to eliminate substandard housing conditions, improve or update long-term maintenance of residential buildings, make homes lead-safe, decrease the consumption of energy resources thereby lowering the housing cost burden, and assist with temporary or permanently displaced tenants. Provide loans to rehabilitate owner units of single and multi-unit residential buildings. Other units within the multi-unit structure will be assisted with Community Development Block Grant funds.

AUBURN: \$15,600

LEWISTON: \$70,181

Strategy/Affordability and Accessibility: Offer financial incentives to encourage rehabilitation of owner-occupied residential buildings. Loans will be interest-free and amortized up to 30 years. Estimated Percentage in Target Areas: 75%

Proposed Accomplishments: **AUBURN**—Rehabilitate 1 owner unit

LEWISTON—Rehabilitate 3 owner units

RENTAL HOUSING DEVELOPMENT GOAL: Increase the supply of affordable rental housing units. Provide a set-aside reserved for non-profits and for-profits for development of rental housing.

AUBURN: \$176,500 *

LEWISTON: \$342,500 *

* A commitment of \$120,000 has been made for supportive housing, \$80,000 from Lewiston and \$40,000 from Auburn. The remaining funds have not yet been committed.

Strategy/Affordability: Offer financial incentives to encourage housing developers to acquire, renovate or construct rental housing. Estimated percentage of funds to be spent in target areas: New Auburn and the remainder is unknown—most of these funds have not yet been committed to a project

Proposed Accomplishments: **AUBURN**—6 units

LEWISTON—unknown

Progress:

In February 2008 Auburn and Lewiston each committed \$80,000 of HOME funds to Tedford Housing to build 8-10 units of supportive housing for formerly homeless persons with the project located in Lewiston. The developer was awarded a \$880,620 grant from MaineHousing and is seeking additional funds from Federal Home Loan Bank. The project is expected to be under construction in the summer of 2009.

Auburn is now working with the same non-profit housing developer, Tedford Housing, to develop a supportive housing project for homeless persons in Auburn. This project will be under construction in the fall of 2009. This project will provide housing for formerly homeless persons.

Construction of Bates Street Housing in Lewiston is complete and the units are now available to low-income households. Eleven of the 30 units are HOME units.

A loan closing was held in February 2009 for Vincent Square Apartments in Auburn. The project is under construction and apartments are expected to be ready for occupancy in August 2010.

TENANT-BASED RENTAL ASSISTANCE: Increase access to rental housing for homeless population. According to Lewiston-Auburn Alliance for Services to the Homeless (LAASH), people who are homeless or at risk of homelessness have many challenges in securing housing. The membership agreed on a housing first approach to alleviate homelessness in the Lewiston-Auburn area. Housing first is based on two principles: 1) place homeless people in housing as quickly as possible and 2) once in housing, provide services to prevent recurrence. As a result of a strategic planning session, LAASH determined that a security deposit program would be an effective way of meeting the first part of the housing first principle—getting people housed as quickly as possible. A Security Deposit Loan Program was created to assist persons/families who are homeless gain access to housing.

In the initial year of this program, assistance was provided by securing local grants. Since then demand has grown considerably. HOME funds are now used to cover security deposits for tenants who receive a rental voucher from Auburn Housing Authority or Lewiston Housing Authority. The housing authorities, under agreement with the HOME Consortium, verify income and perform housing inspections. Requests from applicants who do not receive a rental voucher are funded with resources obtained from private grants.

A committee of 8 LAASH members created guidelines and write requests for foundation grants. The Auburn Community Development handles the day to day management of the program and oversight of the portfolio.

AUBURN: \$10,000

LEWISTON: \$10,000

Program Income (Joint): \$5,858

Strategy/Accessibility: Offer loans to homeless or at-risk of homeless for security deposits. Loans will be interest-free and amortized up to 2 years. Estimated percentage of funds to be spent in target areas: 90%

Proposed Accomplishments: AUBURN AND LEWISTON—45 renters

ADMINISTRATION

Program and Housing Administration: Salaries and fringe benefit costs for administration of HOME Program and delivery costs for program/project implementation.

AUBURN: \$44,000 *

LEWISTON: \$16,662 **

*Includes project delivery costs

** Lewiston's program/project delivery costs are included within the budget for the activity (homebuyer assistance, home owner rehabilitation, rental housing, and tenant-based rental assistance).

Goods & Services: Marketing, copying and printing, credit counseling, legal services, and other administrative costs for HOME activities.

AUBURN: \$7,500

MATCH REQUIREMENT

Auburn and Lewiston each have responsibility to meet their respective match requirements.

The Consortium anticipates \$880,620 in State of Maine bond funds as match from the rental housing project for supportive housing in Lewiston and \$705,148 for the Auburn project.

Many of the homebuyer projects will include match funds from state mortgage revenue bonds for projects financed through Maine Housing. There will be no match for home owner rehabilitation projects.

Currently, the Auburn Consortium has excess match of \$919,866.51.

RECAPTURE

There will be a 5, 10, or 15-year recapture for homebuyer projects, depending on the maximum amount of HOME funds invested in each project. A mortgage shall remain in place during the affordability period or until the debt is repaid. Subordinations will generally not be allowed. The recapture period for rental is negotiated for each project. The Vincent Square Apartments recapture period is 15 years from the date the HOME units are occupied or the date on which the loan and all obligations are satisfied.

There is no recapture provision for the Homeowner Rehabilitation Program or tenant-based rental assistance.

CHDO RESERVE

The Consortium has not yet determined how it will meet its CHDO reservation requirement. Auburn is currently working with Auburn Housing Development Corporation (AHDC) to fund a rental housing project which would utilize CHDO reserve. AHDC applied for tax credits in the Fall of 2008, but did not receive an award. They are now working to get funding under the ARRA Stimulus package. Lewiston also does not have a CHDO project.

In the meantime, Auburn Housing Development Corporation (AHDC) is a CHDO that is Auburn's partner in Auburn's Homebuyer Program. A portion of the FY2009 CHDO reserve commitment for the Auburn Consortium will be satisfied through homebuyer projects funded through this partnership that are involved in a lease-arrangement. The Consortium will continue to seek a project to which it can commit the CHDO reserve dollars.

COMMUNITY DEVELOPMENT BLOCK GRANT

The Action Plan includes goals for the coming year that will be funded from \$1,272,477 in Community Development resources for activities and administrative costs. This will leverage \$1,094,476 from other resources.

FY2009 Community Development Block Grant	\$624,963
FY2009 Anticipated Program Income	288,600
FY2008 Prior Year Funds	358,914
Leveraged Funds	<u>1,094,999</u>
Total	\$2,367,476

The new activities and associated costs for the FY2009 Community Development budget are as follows:

FY2009 Annual Community Development Block Grant Budget

	FY2008 Year-End Balance Carry Over/ Reprogrammed Funds	FY2009 CDBG Allocation	FY2009 Program Income	Leveraged Funds	FY2009 Budget Total
ADMINISTRATION/PLANNING					
Program Administration *		89,500	27,000		116,500
Housing Projects Administration		57,100			57,100
Goods & Services		41,050			41,050
Consolidated Plan Professional Services		25,000			25,000
Subtotal		212,650	27,000		239,650
ECONOMIC DEVELOPMENT					
Economic Stimulus Loan Program			18,800	56,400	75,200
Commercial Loan Program	12,995		25,000	12,665	50,660
Subtotal	12,995		43,800	69,065	125,860
AFFORDABLE HOUSING					
Rehabilitation Loan Program	58,817		215,000	30,000	303,817
Match to Lead Hazard Control Grant	150,000			400,000	550,000
Down Payment Assistance Program	2,213	51,313	2,800	455,000	511,326
Lead Testing and Clearance		2,000			2,000
Good Neighborhood Start-up	3,443	10,000			13,443
Helping Auburn Residents Conserve		4,000			4,000
Community Concepts/Weatherization		94,500		94,500	189,000
Subtotal	214,473	161,813	217,800	979,500	1,573,586
PUBLIC IMPROVEMENTS					
Northern Avenue Playground		40,000			40,000
Main Street Beautification	131,446	87,906**			219,352
Subtotal	131,446	127,906			259,352
PUBLIC SERVICES					
Androscoggin Head Start		8,959		26,877	35,836
Recreation Scholarships		21,000			21,000
Literacy Volunteers		8,635			8,635
CCI Homebuyer Education		5,000			5,000
Boys & Girls Club		20,000		10,000	30,000
Abused Women's Advocacy		7,500			7,500
Advocates for Children at Washburn		6,500		9,557	16,057
Heating Assistance Loan Program		20,000			20,000
Subtotal		97,594		46,434	144,028
CONTINGENCY (for Cost Overruns)		25,000			25,000
TOTAL	\$358,914	\$624,963	\$288,600	\$1,094,999	\$2,367,476

* Funding includes program income from miscellaneous activities.

**Any adjustment to the FY2009 allocation, whether an addition or deletion, will be an adjustment to the Main Street Beautification project.

PROVIDING DECENT HOUSING

The following describes the programs and efforts that Auburn will undertake to achieve its housing goals.

HOMEBUYER ASSISTANCE GOALS: Create homeownership opportunities.

Strategy/Accessibility: Offer grants to assist low-income households with moving and re-establishment costs when purchasing a home. The Good Neighbor Program provides a grant to cover moving and re-establishment costs when a low-income person purchases a home in Auburn. The Community Development office circulates a newsletter to Auburn Housing Authority tenants to promote home ownership. Approximately 75% of the funds will be spent in target areas. (\$13,443)

Proposed Accomplishments: Assist 13 households, all of which will be low income households.

Strategy/Accessibility: Offer financial incentives to cover 50% of the down payment and the closing costs. (\$56,326)

Proposed Accomplishments: 7 households, all of which will be low income households.

Strategy/Accessibility: Acquire and rehabilitate homes and re-sell to low income households. Provide grants and loans to make housing affordable at 25% of income. (\$897,750 NSP)

Proposed Accomplishments: 9 households, all of which will be under 120% of Area Median Income.

REHABILITATION GOALS: Improve quality of owner-occupied and rental units.

Assist with renovations to owner occupied and rental units to eliminate substandard housing conditions, improve or update long-term maintenance of residential buildings, make homes lead-safe, assist property owners with emergency housing repairs, decrease the consumption of energy resources and lower the housing cost burden for low-income homeowners, expand the housing stock that is available to persons with physical disabilities by removing the barriers that prevent persons from visiting or occupying a housing unit, and assists with temporary or permanently displaced tenants.

Strategy/Affordability: Provide weatherization material and coordinate volunteers to install materials to low income households at no cost. (\$4,000)

Proposed Accomplishments: 40 owner-occupied units.

Strategy/Affordability or Accessibility: Offer financial incentives to encourage rehabilitation of owner-occupied and investor owned residential buildings. (\$273,817)

Proposed Accomplishments: Rehabilitate 10 owner and 30 renter units. Estimated percentage of funds to be spent in target areas: 75%

Strategy/Affordability or Accessibility: Provide a grant to subrecipient, Community Concepts, Inc., to weatherize owner-occupied residential buildings. (\$94,500)
Proposed Accomplishments: Rehabilitate 25 owner units. Estimated percentage of funds to be spent in target areas: 50%

Within the Rehabilitation Program, there are six sub-programs with different objectives.

Energy: The Energy Program assists property owners of rental housing and owner-occupants to substantially reduce the demand for energy resources. This program is available throughout the city.

Spot Rehab: The Spot Rehab Program assists owner-occupants to eliminate conditions detrimental to public health and safety. This program is also available throughout the city.

Residential Rehabilitation: The Residential Rehab Program assists property owners of rental housing and owner-occupants 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 if the owner's income is less than 80% of median.

Lead: The Lead Program assists property owners to eliminate hazards in units of lead-poisoned children. The program is available throughout the City.

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 if the owner's income is less than 80% of median.

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

Various types of loans are available, depending on income and whether or not the property is in a target area. Auburn offers two types of assistance: 1) deferred loans for households with income less than 65% of median income which requires no payment until the owner's income increases above 65% of median; and 2) amortized loans. Auburn also offers grants to cover the cost of sewer assessments for persons under 80% of median income.

Relocation: Community Development staff will work with tenants who are displaced by Community Development funded projects. Relocation expenses for displaced tenants will be taken from the Rehab Program account.

LEAD GOALS:

Strategy/Accessibility: To promote lead awareness and education

1. Community Development staff is assisting to implement a Maine Lead Poisoning Prevention Fund grant for outreach and education. These grant objectives are to 1) increase blood lead level screening rates, and 2) increase lead assessments of inner city properties. These will be accomplished by training volunteers to go door to door to educate and identify at risk children, provide in home education and capillary (finger prick) blood screening for children ages 0-72 months, and to offer swipec test assessments to landlords for vacant units or prior to undertaking pre-rent up improvements.
2. Community Development staff will attend Androscoggin Rental Housing Association meetings, participate in the Strategic Plan of the Maine Childhood Lead Poisoning Prevention Program, and distribute information regarding lead safe work practices to homeowners and landlords involved in Auburn rehabilitation and home ownership programs.
3. Community Development staff will work with the Maine Department of Environmental Protection (MDEP) to promote MDEP provided lead smart renovator classes to Auburn home ownership and rehabilitation program participants.
4. Community Development staff administer a jointly funded (with Lewiston) Lead Hazard Control Grant from the Department of Housing and Urban Development. This grant will eliminate lead hazards in 50 rental units. (\$150,000)
5. Provide for risk assessments and testing of residential structures improved through the use of Community Development and HOME funds (\$2,000).

FAIR HOUSING GOALS:

Strategy/Accessibility: To increase tenant awareness of fair housing issues and complaint procedures. The Cities of Auburn and Lewiston will present a Fair Housing seminar for tenants, and include topics that focus on issues identified in their respective Analysis of the Impediments to Fair Housing, such as discrimination based on source of income, mental health, and those for whom English is a second language. Other topics would include the laws regarding reasonable accommodations and modifications, and how to file a complaint.

Strategy/Accessibility: To improve communication barriers resulting from limited English proficiency. The City will combine efforts with the Auburn Housing Authority to provide a DVD which will describe a variety of City and Auburn Housing Authority programs (Health and Social Services, Library, Parks and Recreation, Police, Fire, and Literacy) and how to access those programs. The DVD will be in Somali and Bantu languages. This activity has been initiated, and some scripts have been developed. The remaining activities are to secure a focus group to insure the message is understandable and useful, and to produce the DVD.

The City also recognizes there is a lack of accessible housing options for low- and moderate-income persons who have physical disabilities. The City will require that each project utilizing HOME rental housing dollars include in their development to create units that meet ADA standards. The Vincent Square Apartments project, now under construction, will provide 3 fully handicap accessible rental units.

PUBLIC HOUSING GOALS:

Public Housing goals are to be accomplished by Auburn Housing Authority and reported in the Auburn Housing Authority performance report.

HOMELESS GOALS: To reduce fragmentation and improve access to services and housing for persons who are homeless or at-risk

1. Continue participation on the LAASH collaboration of homeless service providers by attending monthly meetings and participation on sub-committees.
2. Work on adopting and implementing a 10-Year Plan to End Homeless.
3. Utilize HOME Investment Partnerships Program funds for supportive housing projects for homeless persons. Two projects will be under construction in the fall of 2009 to build 8-10 rental units in Lewiston and an additional 6 units in Auburn for formerly homeless households. (\$160,000/Lewiston's project and \$120,000 for Auburn's project).
4. Provide security deposits for 45 homeless or near-homeless persons/families (\$25,858 HOME).

BARRIERS TO AFFORDABLE HOUSING GOALS:

In its 2005-09 Consolidated Plan, the City identified a number of barriers to affordable housing with corresponding goals for Community Development Staff. Affordable housing goals include:

Allow a greater density bonus for developments that include a given percentage of homes as affordable or that execute agreements to contribute to an affordable housing fund, and

Waive "recreational impact fees" for affordable housing developments.

Community Development staff continues to participate in the development of the City's Comprehensive Plan whereby these affordable housing issues are being raised and discussed by the Committee.

Investigate a Rehabilitation Code with flexible standards for the repair or rehabilitation of existing structures.

Community Development staff is working with the Planning and Permitting Department to encourage adoption of a rehabilitation code.

ANTIPOVERTY GOALS:

Auburn has adopted three antipoverty strategies in its Consolidated Plan.

Internet-Based Resource Guide: Create a single point of access website for all social services involving poverty programs. Since this strategy was developed in the spring of 2005, United Way has released its 211 telephone-assistance line to access services along with an internet-based social services guide. The Citizens Advisory Committee members have determined that this service serves the same purpose as they intended, and this strategy will not be pursued.

Credit Counseling: Provide public service dollars to assist families to improve their credit, learn how to manage money, and learn how to save.

Auburn provides one-on-one pre-purchase and post-purchase counseling to families who are customers of the City's home ownership programs. The purpose will be to improve the management of their budget, establish savings for maintenance and improvements, and if necessary improve their credit.

Family Investment Initiative: Participate in the development and play a financial role in the implementation of the Family Investment Initiative. This initiative has not progressed and will not be pursued.

CREATING SUITABLE LIVING ENVIRONMENTS

The urban environment is comprised of numerous factors that impact the health, safety, welfare, and quality of life of Auburn's residents. In 1993 the Auburn conditions were inventoried and analyzed by Auburn's consultant, and the Urban Conditions Study report finalized in 1994. The study identified and evaluated characteristics that describe Auburn's urban environment. The study examined components or characteristics that define the condition of physical environment: access, circulation and parking, environmental influences, land use factors, open space, recreation, aesthetics and appearance, handicap accessibility of public facilities and improvements, roads and infrastructure, and housing and building stock. When these characteristics have eroded to the point of compromising public health, safety and welfare, or have contributed to economic decline in neighborhoods, or that result in threats to public safety, then characteristics have reached the point where a blighting influence has occurred. The Urban Conditions Study resulted in redefining target areas (see Map of Target Areas).

Many of the goals to improve the living environment are achieved through public improvements and public services. All of the funds will be spent in target areas, except for public services.

1. Improve pedestrian travel route in Union Street, New Auburn and Downtown Target Areas/Sustainability. Estimated percentage of funds to be spent in target areas: 100%

Main Street Beautification Project. Under this Action Plan, sidewalk improvements will be undertaken on both sides of Main Street (1,470 lf) from Academy Street to Newbury Street (\$219,352). The project includes refinishing a wall mural, granite curbing and paving sidewalks, street trees and lighting. This project will also be funded with 2008 CDBG-R funds (\$169,648).

Any change in FY2009 Community Development funds, whether an addition or deletion from the allocation of \$624,963 will be adjusted under this Main Street Beautification project.

2. Provide new open space park on Northern Avenue adjacent to Androscoggin Village housing project/Sustainability. Estimated percentage of funds to be spent in target areas: 0%

Install playground equipment for the benefit of the children of Northern Avenue residents. Funds will be used to provide playground equipment and safety surface. (\$40,000)

3. Increase access to public services/Accessibility.

- a. Androscoggin Head Start/social service advocate for families enrolled in head start and licensed child care programs; (\$8,6959)
- b. Auburn Recreation Department/scholarships for extremely-low and very-low income households to participate in recreation programs; (\$21,000)
- c. Literacy Volunteers of America of Lewiston-Auburn/one-on-one tutoring for reading and writing to increase adult and family literacy; (\$8,635)
- d. Community Concepts, Inc./home buyer education for persons who wish to purchase a home; (\$5,000)
- e. Boys & Girls Club/improvements to waterproof exterior brick to prevent further water damage to the building; (\$20,000)
- f. Abused Women's Advocacy Project/social services for victims of domestic violence; (\$7,500)
- g. Advocates for Children/social services, support and community links for families of children attending Washburn School; (\$6,500) and
- h. Heating Assistance Loans to pay for heating costs for low income home owners; (\$20,000)

CREATING ECONOMIC OPPORTUNITIES

Since 1970, there have been continual changes in Auburn's industrial structure as employment in the shoe, leather and related industries continued to decline. Employment in retail and the service sector have increased while jobs in manufacturing have decreased. This change has eliminated many good paying jobs for unskilled workers. Once jobs are eliminated, workers cannot get similar work at similar pay. Many workers in the labor force now work at unskilled jobs that do not pay well and have no benefits.

The goal to improve economic opportunities for low-income persons is achieved through economic development programs.

Strategy/Accessibility: Offer loan programs with financial incentives to encourage business development and creation of jobs.

Proposed Accomplishments: Improve 1 building and create 2 jobs.

Economic Stimulus: This program provides access to capitol for businesses that want to expand or relocate in Auburn when jobs will be created for low-income persons. Funds are available throughout the City and can be used for site purchase, site development, construction, working capital, machinery, and equipment. Community Development loans cannot exceed 25% of the loan package. Auburn also offers loans to small businesses when the job goal will be met within 6 months. (\$18,800)

Commercial Loan Program: Estimated percentage of funds to be spent in target areas: 100%. This program provides access to capitol for businesses who want to make improvements to buildings in target areas while creating jobs for low-income households, or eliminating blight. In the past several years, the demand has been low. Any funds that haven't been committed by December 2007 will be re-allocated through a program amendment to other activities. All of the funds will be spent in target areas. (\$37,995)

ADMINISTRATION

Housing Administration: Salaries and fringe benefits to cover the operating cost to administer Auburn's rehabilitation and home ownership programs. (\$57,100)

General Management: Goods, services, salaries and fringe benefits for administration of the Community Development Program. (\$157,500)

Consolidated Plan Professional Services: Professional services for researching, facilitation, and writing report to develop a Consolidated Plan (\$25,000)

CONTINGENCY

Funds will be used to cover cost overruns for currently funded projects. (\$25,000)

HUD CAPS

PROGRAM ADMINISTRATION CAP

CDBG: The FY2009 Action Plan includes \$182,500 to cover the costs for staff and other administrative costs for overall program management, coordination, monitoring, reporting, evaluation of the Community Development Program. This amount represents 19.98% of the new grant and anticipated program income.

HOME: The FY2009 Action Plan includes \$41,562 for Auburn and Lewiston to cover the staffing costs for overall program management, coordination, monitoring, reporting, and evaluation of the Home Investment Partnerships Program. This amount represents 7.11% of the new grant and anticipated program income.

PUBLIC SERVICES CAP

The FY2009 Action Plan includes \$97,594 for public services. This amount represents 10.16% of the FY2009 CDBG grant and program income for year 2008-09 (through March 2009).

LEAD-BASED PAINT HAZARDS

The FY2009 Action Plan includes lead goals for both rehabilitation and lead awareness.

Rehabilitation: The City will rehabilitate 50 units of rental housing to make housing lead safe through the Lead Hazard Control Grant. Further, there will be additional units that will be rehabilitated through the City's Rehabilitation Program where the focus is to eliminate substandard housing and to correct code violations. Through the City's Rehabilitation Program the Community Development office anticipates that, as a part of the greater rehabilitation project, many units will be improved to make homes lead safe. The City anticipates 20 units will be improved in this manner.

Lead Awareness: The Cities of Auburn and Lewiston jointly support a Lead Awareness and Education Partnership. This includes members of neighborhood groups, local college, health care providers, Auburn and Lewiston Housing Authority, schools, and city staff. The partnership expects to provide information about lead awareness and screening through the media, brochures, and by participating in health fairs and parenting conferences/workshops. In addition, lead smart renovation training will continue with the expectation of adding new local contractors to the Department of Environmental Protection lead smart renovators list.

BENEFIT TO LOW- AND MODERATE INCOME PERSONS

The FY2009 Action Plan includes Community Development resources of \$805,154 that is allocated towards specific program activities. These activities have been evaluated to

determine project/program eligibility for either a low- and moderate income or slums/blight benefit as follows:

<u>ACTIVITY</u>	<u>DOLLARS LOW-MOD</u>	<u>DOLLARS SLUMS-BLIGHT</u>
Economic Stimulus Program	\$ 18,800	
Commercial Loan Program	37,995	
Rehab Loans 70/30	191,672	\$82,145
Lead Testing & Clearance	2,000	
Good Neighbor Start Up	13,443	
Lead Control Grant Match	150,000	
Down Payment Assistance	56,326	
Community Concepts Weatherization	94,500	
Helping Auburn Residents Conserve	4,000	
Northern Avenue Playground	40,000	
Main Street Beautification	219,352	
Androscoggin Head Start	8,959	
Recreation Scholarships	21,000	
Literacy Volunteers	8,635	
CCI Homebuyer Education	5,000	
Boys & Girls Club	20,000	
Abused Women's Advocacy Project	7,500	
Advocates for Children	6,500	
Heating Assistance Loans	<u>20,000</u>	<u> </u>
 Total	 \$925,682	 \$ 82,145

The evaluation resulted in a low-income benefit of 91.85% benefit and 8.15% of funding will address strategies under the slums/blight objective.

OBSTACLES TO MEETING UNDERSERVED NEEDS

The obstacles to meeting underserved needs are financial resources and staff capacity to undertake new activities.

Since the early years of the Community Development Program, Auburn utilized its Community Development resources to accomplish public improvements and facilities, rehabilitation, homeownership assistance, and economic development. With substantial cuts in other Federal spending for domestic programs, there has been a greater reliance upon the Community Development Program to provide funding for documented needs than can be supported by the program. In the last decade Auburn expanded its activities to provide public services in the community. Community Development staff pursued federal HOME Investment Partnerships Program funds as a resource to continue efforts to meet its housing strategy.

Auburn has four full time employees who are involved in implementing the Community Development and HOME Programs. This staff supports activities such as economic development, rehabilitation, homebuyer assistance including a lease to purchase option, lead awareness, public services, homeless coordination, public facilities and improvements, Security Deposit Program, Heating Assistance Loans, participation/support to Lewiston-Auburn Alliance for Services to the Homeless, Fair Housing Committee, monitoring and administration. Furthermore, Auburn is the lead agency for the HOME grant. Given the broad array of responsibilities, there is limited staff time to seek and prepare grant applications for additional resources to undertake high priority needs. This past year, Community Development staff prepared four grant applications for the Security Deposit Program and has administered a Brownfield grant. In FY2009, staff will prepare grant proposals seeking federal Brownfield funds, and additional foundation grants for the Security Deposit Program.

CONTINUUM OF CARE

Auburn's Consolidated Plan did not identify emergency shelter and transitional housing needs for homeless individuals and families as a high priority. Auburn is covered under the Balance of State for continuum of care.

The goal in Auburn's Consolidated Plan is to reduce fragmentation and improve coordination of homeless services. Work on this goal is achieved through sponsorship and support to the Lewiston-Auburn Alliance for Services to the Homeless (LAASH), a group of social service providers and residents who focus on local homeless issues. LAASH meets monthly and is currently working on continuum issues, and provides a forum for educating its members. LAASH has established its first meeting in September as a time to establish an annual work plan. The group has adopted by-laws to formalize its role and commitment to the community.

Within the Balance of State homeless continuum, there is a need for more permanent affordable housing. Auburn is working with local housing developers to create affordable supportive housing for the homeless families.

Auburn's Consolidated Plan does identify helping homeless persons make the transition to permanent housing as a high priority and addressing the special needs of persons who are chronically homeless. This Action Plan includes HOME funding for security deposits for households who are homeless or at risk of homelessness, CDBG funds to cover salary costs for a case manager for the shelter operated by Abused Women's Advocacy Project, and HOME funds for development of supportive housing.

COORDINATION--STRUCTURE TO CARRY OUT ANNUAL PLAN

The FY2009 Action Plan describes strategies to carry out various objectives. Many of the strategies involve a collaboration of non-profit organizations, housing developers, Auburn

Housing Authority/Auburn Housing Development Corporation, and Community Development staff.

Community Development staff will coordinate the activities described in the City's strategies. Community Development staff consists of four persons. The positions are Community Development Administrator, Community Development Coordinator, Rehabilitation Coordinator, and Administrative Assistant. The Community Development Administrator and Community Development Coordinator will share the implementation of the activities with the exception of housing rehabilitation which will be done by the Rehab Coordinator. The Administrative Assistant is involved in implementation of the Security Deposit Program.

Community Development staff is committed to establishing and maintaining relationships with organizations and institutions in an attempt to broaden and strengthen the institutional structure. Auburn will continue to look for opportunities to collaborate with local government, non-profit organizations, and private sector including:

- private lenders, Maine Housing, and Community Concepts, Inc. – to improve financing resources for home ownership and rehabilitation;
- Auburn Housing Development Corporation, a newly formed CHDO -- partner in Auburn's Homebuyer Program that involve lease-purchasers;
- private lenders, Androscoggin Valley Council of Governments and Lewiston-Auburn Economic Growth Council – to improve financing resources for commercial and industrial clients;
- non-profit developers and CHDO's – to provide and/or develop affordable housing and support services needed by Auburn residents;
- Auburn Housing Authority/Auburn Housing Development Corporation and Maine State Housing Authority – to address the housing needs of Auburn's low income renter households and to increase home ownership opportunities for low-income tenants;
- Lewiston-Auburn Alliance for Services to the Homeless and Maine State Housing Authority – for better coordination and advocacy for services needed by the homeless, and to encourage supportive housing for the homeless;
- Auburn Social Services, Department of Environmental Protection, Maine Childhood Lead Poisoning Prevention Program – to deliver a comprehensive lead awareness education and screening program;
- Citizen's Advisory Committee – to establish priorities and review progress on achieving Consolidated Plan/Action Plan goals; and
- Fair Housing Committee--to implement fair housing strategies.

Auburn is the lead agency in the HOME Consortium, and thus is responsible for submission of the Consolidated Plan/Annual Action Plans and CAPER. The City of Auburn is responsible for allocating, committing and controlling projects for half the funds, and the City of Lewiston is responsible for the other half. The Cities are working collaboratively to respond to requirements of the HOME regulations, create compatible program designs, create documentation, manage CHDO reservation, and meet commitment and project completion requirements.

PUBLIC HOUSING RESIDENT INITIATIVES

(to be undertaken and reported by Auburn Housing Authority)

Auburn Housing Authority has stated the following strategic goals for the 2005-2009 Fiscal Years:

- To expand the supply of assisted housing by applying for additional rental vouchers, reducing public housing vacancies, leveraging private or other public funds to create additional housing opportunities, and acquiring or building units or developments.
- To improve the quality of assisted housing by improving public housing management, improving voucher management, increasing customer satisfaction, and renovating/modernizing public housing units.
- To increase assisted housing choices by conducting outreach efforts to potential voucher landlords and increasing voucher payment standards.
- To provide an improved living environment by implementing housing security improvements and designating developments for particular resident groups.
- To promote self-sufficiency and asset development of assisted households by increasing the number and percentage of employed persons in assisted families, providing supportive services to improve assistance recipient's employability, and providing supportive services to increase independence for the elderly or families with disabilities.
- To ensure equal opportunity and further fair housing by undertaking measures to provide suitable living environments to families living in assisted housing and to ensure access to assisted housing regardless of race, color, religion, national origin, sex, sexual orientation, familial status, and disability.

MONITORING PLAN

CONSOLIDATED PLAN

The Community Development office is responsible for monitoring progress made with Consolidated Plan strategies, accomplishments, and for monitoring sub-recipients.

During the preparation of the annual Action Plan, five-year strategies of the Consolidated Plan are reviewed to determine which strategies will be completed. Specific strategies including numerical goals are incorporated into each annual plan.

The Consolidated Annual Performance and Evaluation Report (CAPER) is one of the tools used for evaluating progress. Each year, an assessment is made comparing the proposed accomplishments to actual accomplishments. The results are demonstrated in graphs. The Citizen's Advisory Committee reviews the CAPER prior to submission to HUD. Their comments are incorporated into the report.

The Community Development Administrator performs monthly monitoring of files for the various loan programs and sub-recipient reports as data is entered into IDIS. The office relies heavily on checklists as a way of assuring that staff follows program guidelines and regulatory requirements.

COMMUNITY DEVELOPMENT PROGRAM

Minority and Women Owned Businesses

The Community Development office maintains a list of minority and women-owned businesses. The list is used to announce to businesses a request professional services or advertisement for bids for public improvement projects.

To assemble the solicitation list, Community Development staff obtains the current certified disadvantaged and women business enterprises lists from Maine Department of Transportation. The contractor/professional is asked to respond to a letter in order to be included on Auburn's solicitation list. When seeking bids for construction projects or professional services proposals, all companies who responded are sent an Invitation to Bid or a Request for Proposals notice. The last update was completed in January 2004. An update of this minority list will be undertaken in 2009.

Construction contracts include a Section 3 Clause. The successful bidder is required to submit an affirmative action plan for compliance with Section 3. For construction contracts in excess of \$100,000, the contractor is required to post job openings at Auburn Housing Authority public housing sites and consider low-income applicants. Auburn completes HUD-60002, Economic Opportunities for Low- and Very-Low Income Persons in Connection with Assisted Projects.

Sub-recipient Monitoring

The Community Development Department is responsible for monitoring sub-recipients. Each sub-recipient is required to enter into an agreement that identifies periodic reporting requirements and various grant conditions.

Desk Monitoring: Community Development staff performs desk monitoring on an ongoing basis. The reporting system is designed to reduce risk of inadequate documentation

or to screen for the possibility of an ineligible activity. Where grant funds are used to cover the cost of salaries, sub-recipients are required to maintain signed time sheets. Reports of accomplishments are reviewed prior to authorizing payment of grant funds. Accomplishments are entered into IDIS each time funds are drawn.

On-Site Monitoring: Community Development staff performs on-site monitoring on a staggered schedule so that sub-recipients will be monitored every three years. In the last several years, due to severe work overload caused by new HOME Investment Partnerships Program and Lead Hazard Control Grant funds, monitoring of sub-grantees was delayed. In FY2007, all sub-recipients were monitored. Staff conducted a thorough evaluation to determine if sub-recipients were meeting a national objective and complying with other federal regulations.

Having recently completed a review of all sub-recipients, only one sub-recipient was scheduled for monitoring in FY2008, Auburn School Read 180. Beginning in FY 2009, staff will re-initiate monitoring of other sub-recipient as follows (unless the grant agreement is not renewed by Auburn):

Monitoring in FY2009
Community Concepts, Inc.
Recreation Scholarships

Monitoring in FY2010
Advocates for Children
Androscoggin Head Start and Child Care

Monitoring FY2011
Literacy Volunteers
Abused Women's Advocacy Project
Boys & Girls Club

Monitoring will conclude with a report to the respective organization with a listing of corrective actions, if any.

HOME

Approach—As lead agency, Auburn will monitor both Auburn and Lewiston HOME projects and programs. Through its written agreement Auburn will assist to develop a project implementation system that will reduce the risk of having ineligible projects, non-compliance with uniform administrative requirements, adequacy of written agreements with sub-recipients and sub-grantees, environmental clearance, labor standards, equal opportunity, and general adequacy of documentation. New programs will be monitored only once for file completeness. The Lewiston Homebuyer Program was monitored in FY2007.

Homebuyer projects will be monitored every three years beginning one year after home purchase. Monitoring will consist of only principal occupancy. The complete portfolio of Auburn and Lewiston homebuyer projects was monitored in FY2007.

Homeowner Rehabilitation projects will not be monitored.

Rental development projects will be monitored every two years, beginning one year after project completion and occupancy. Monitoring involves inspecting leases, rental fees, and condition of the units. Monitoring will conclude with a report listing corrective actions, if any.

Tenant-Based Rental Assistance/Security Deposit Program will be monitored every two years, beginning in FY2009.

Desk Monitoring: Community Development staff performs desk monitoring on an ongoing basis and begins during the pre-development phase. The reporting system is designed to reduce risk of inadequate documentation or to screen for the possibility of an issue leading to an ineligible activity.

On-Site Monitoring: Community Development staff will gather information from a variety of sources. Staff will use the checklists provided from “Monitoring HOME: Ensuring Program Compliance” handbook. Monitoring will include the following steps, whenever applicable to the particular monitoring:

1. Conduct an initial meeting with the program director and explain the purpose of monitoring and the schedule for the review;
2. Interview members of the organization’s staff to gather information about activities and performance;
3. Review additional materials to obtain more detailed information about the project;
4. Examine a sampling of files to confirm the existence of required documentation and to verify the accuracy of reports sent to Auburn;
5. Visit the program site to confirm information contained in program files; interview residents, if appropriate;
6. Conduct a site visit to inspect a sampling of housing units for compliance with local code and housing quality standards;
7. Conduct an exit conference and discuss preliminary conclusions of the review and discuss any follow-up actions necessary;
8. Record the results of the review, provide a copy to Lewiston, and place in the HOME monitoring file;
9. Follow-up with intervention and correction actions, if needed.

Auburn Projects: In FY2009 Community Development staff will perform monitoring of homebuyer projects that closed before June 2009. These will be monitored for principal residence. There will be no monitoring of rental projects since there are none.

Lewiston Projects: In FY2009 Community Development staff will perform monitoring of homebuyer projects that closed before June, 2009. Maple Street Housing and Bates Street Housing rental projects will be monitored in FY2009. The Pine Properties LLC and LMH Apartments LLC rental projects should have been monitored in FY2007. No monitoring occurred because of legal and financial issues. It is unclear if the Consortium will be able to monitor these in FY2009.

TIMELINESS

Community Development Block Grant Program: For the last several years, the Auburn Community Development Program has met the 1.5 maximum Community Development funds in its letter of credit. The program is well under this maximum and should be in the range of .75 by year end.

To maintain timeliness of expenditure, Auburn has been following a specific course of action to address prior timeliness issues.

1) Various loan programs are scrutinized as part of the budget preparation to prevent over-accumulation of funds. Auburn considers past performance and trends, and will allocate only the amount that can be spent in a 12-month period. Loan programs will be re-capitalized annually based on prior year experience and anticipated projects. Also, a review of progress will be made mid-year to determine a program's progress, and funds may be reallocated through a program amendment if there is no demonstrated commitment for specific projects. This budgeting mechanism has resulted in an amendment to de-obligate and transfer funds from the Commercial and Economic Stimulus Loan Programs, and to transfer funds into the Rehabilitation Program.

2) Auburn's budgeting for public improvement projects involves a process whereby planning for project design is budgeted in the first year, and the cost for improvements is budgeted in subsequent years. This approach leads to projects that are ready for construction by the time a substantial commitment is made to fund the project. The exception is when the City's Engineering Department will provide an in-house design. With changes in Engineering Department staffing, the challenges of moving projects forward has improved considerably in the last few years.

Auburn will continue to evaluate each activity to determine the potential for promptness of project expenditures.

HOME Investment Partnerships Program: After 7 years of administering the HOME Program, the Consortium has now reached a level for demand of HOME funds where the 18-month commitment requirement is no longer a challenge. In FY2009 Auburn's carryover funds in will be \$5,858 and Lewiston's will be \$231,758. All other funds are committed to projects.

OTHER ACTIONS

FOSTER AND MAINTAIN AFFORDABLE HOUSING REMOVAL OF BARRIERS TO AFFORDABLE HOUSING

Actions to foster and maintain affordable housing are described in several sections of the FY2009 Action Plan. Pages 8-10 define the strategies that Auburn and Lewiston will

undertake to achieve affordable housing goals using HOME funds and pages 14-18 identify strategies using Community Development funds. These include programs to:

- **Increase homeownership opportunities**—Down Payment Assistance, Good Neighbor Start-up, Neighborhood Stabilization Program, and Homebuyer Programs. One of the greatest barriers to affordable housing is inadequate income to cover debt service. Another impediment to affordable housing is that people are not able to take advantage of available programs because of poor credit. The Homebuyer Program was created to close the gap in housing affordability by providing subsidies that reduce monthly payments for housing. The program also helps people who have impediments to obtaining financing to purchase a home by providing credit counseling.

The Cities of Auburn and Lewiston will work on providing support for homeowners who have purchased a home through the Homebuyer Program. Participants will be offered further training that will enhance their ability to maintain and afford their homes. Topics may include insurance, home improvements, home maintenance, fire safety, budgeting and credit counseling, landscaping, and building materials.

Community Development staff currently provides one-on-one pre-purchase budgeting and credit counseling. Home buyers who participate in Community Development Programs will receive post-purchase counseling with the goal of improving their ability to manage their resources, addressing the financial demands of maintenance, and developing a home maintenance reserve.

- **Improve quality of owner-occupied and rental housing**—Homeowner Rehabilitation, Spot Rehab, Energy, Accessible Housing, Residential Rehabilitation, Lead Hazard Control, and Historic Preservation. These programs will assist property owners to reduce the demand for energy resources, eliminate conditions detrimental to public health and safety, eliminate substandard housing conditions and improve or update long-term maintenance items, eliminate hazards caused by lead-based paint, and eliminate physical barriers that prevent persons with physical disabilities from visiting or occupying a housing unit. Housing is made affordable by creating guidelines that take into consideration the applicant's income and family size when determining subsidy needs. Some loans are made affordable by deferring the payment of principal until some future date. Others are made affordable through low or no-interest rates and extended repayment terms. Furthermore, Auburn's programs stipulate that the monthly rent for a vacant unit will not exceed Fair Market Rent and rents occupied by low- and moderate-income households will be capped at current rent levels for one year after completion of the project.
- **Increase supply of affordable rental housing**—Both Auburn and Lewiston are currently working with developers on affordable rental housing projects. One that both communities have worked jointly on for several years is housing dedicated to the homeless to be located in Lewiston.

- **Encourage public housing resident involvement in management and home ownership**—Auburn Housing Authority has three resident commissioners on its Board of Commissioners. Board meetings are held in different housing developments to provide greater opportunity for resident involvement. This year, for example, meetings have been held at 5 different locations. Auburn Housing Authority generally holds meetings in the larger developments prior to adoption of major policies affecting residents to seek their input in advance of board decisions. Auburn Housing Authority also holds annual plan meetings that are open to the public. Monthly board meeting agendas are posted at each development. They encourage residents to seek home ownership opportunities and continue to match down payment savings up to \$30 per month for interested residents. They also maintain the option of sponsoring Section 8 home ownership as a reasonable accommodation for eligible individuals.

City Council

Agenda Information Sheet

Council Meeting Date: 5/4/2009

Agenda Item No. 4

SUBJECT:

ORDINANCE – AMENDMENT TO THE ZONING MAP IN THE AREA OF 827 SOUTH MAIN STREET

INFORMATION:

A few months ago the City received a petition to rezone the property a 787 South Main Street (PID #172-002), as illustrated on the attached zoning map, from Low Density Country Residential (LDCR) to Rural Residential (RR). The Planning Board and the City Council asked a very valid question of staff: Why didn't it include the adjacent parcel at 827 South Main Street? The answer was that it was a private petition proposed to staff and we were bringing it through the appropriate process. That said, staff agreed that it made sense, and a better map, if the parcel at 827 South Main Street was included. Based on the City Council direction at the last hearing I contacted the owners of 827 South Main Street and the property is now before you for the same change from LDCR to RR. A copy of the Planning Board Report is attached for further information.

At the Planning Board Meeting there were no citizens present in favor of nor opposed to the proposed rezoning, and the applicant spoke in favor of the petition. The Planning Board voted unanimously in favor of sending a recommendation to the City Council to approve the proposed rezoning request.

This item was discussed at the April 27th workshop.

STAFF COMMENTS/RECOMMENDATION:

The City Manager recommends acceptance of first reading.

REQUESTED ACTION:

Motion for acceptance of first reading.

VOTE:

City of Auburn

City Council, Auburn, Maine

Date: May 4, 2009

**TITLE: ORDINANCE – AMENDMENT TO ZONING MAP IN THE AREA OF
827 SOUTH MAIN STREET FROM LOW DENSITY
COUNTRY RESIDENTIAL TO RURAL RESIDENTIAL
(1st READING)**

Be it Ordained by the Auburn City Council, That the Zoning Map be amended in the area of 827 South Main Street from Low Density Country Residential to Rural Residential.
(The subject area is generally located along South Main Street south of and extending parallel to Lane Road.)

Motion for passage: Seconded by:

Vote:

Action by the City Council:

Date:

Attest:

City Clerk

City of Auburn, Maine

"Maine's City of Opportunity"

Office of Planning & Permitting

Planning Board Report

To: Auburn Planning Board

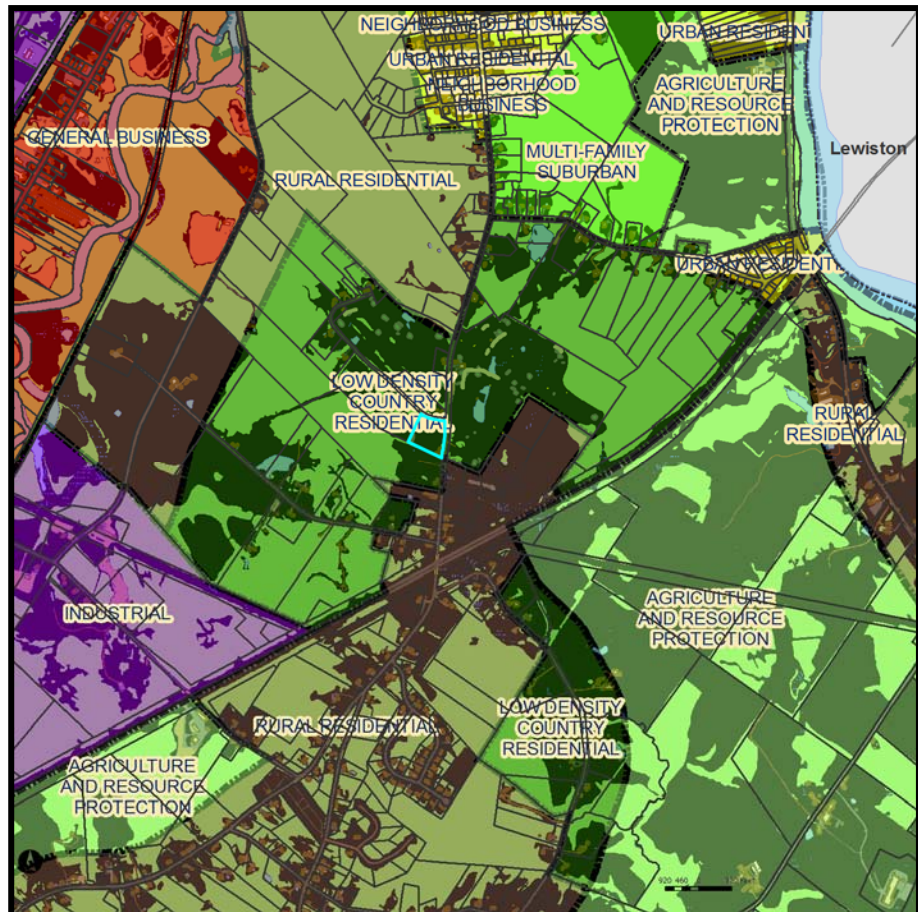
From: Eric J. Cousens, City Planner

Re: City Council initiated proposal to rezone the property at 827 South Main Street (PID #160-018) as illustrated on the attached map from Low Density Country Residential (LDCR) to Rural Residential (RR). The subject area is generally located along South Main Street south of and extending parallel to, Lane Road. The Comprehensive Plan, Auburn Tomorrow, supports this proposal.

Date: April 8, 2009

I. PROPOSAL

A few months ago the City of Auburn received a petition from at least twenty-five (25) registered voters to rezone the property at 787 South Main Street (PID #172-002), as illustrated on the zoning map to the right, from Low Density Country Residential (LDCR) to Rural Residential (RR). The Planning Board and City Council asked a very valid question of staff: Why didn't it include the adjacent parcel at 827 South Main Street? The answer was that it was a private petition proposed to staff and we were bringing it through the appropriate process. That said, staff agreed that it



made sense, and a better map, if the parcel at 827 South Main Street was included. Based on the City Council direction at the last hearing I contacted the owners of 827 South Main Street and the property is now before you for the same change from LDCR to RR. A map showing both properties discussed in this memo is attached as page 3.

II. PLANNING FINDINGS / CONSIDERATIONS:

Staff has evaluated the proposed rezoning and suggests the following findings:

- A. The City's Future Land Use Map shows the area as "Residential – Low Density". The Rural Residential zoning designation is consistent with the future land use map.
- B. The surrounding area has been changing from LDCR to RR and this continues that trend towards conformance with the Comprehensive Plan.

III. RECOMMENDATION:

Staff recommends that the Planning Board forward a favorable recommendation to the City Council to rezone the property at 827 South Main Street (PID #160-018) as illustrated on the map on the following page from Low Density Country Residential (LDCR) to Rural Residential (RR) based on the above findings.

Eric Cousens
City Planner

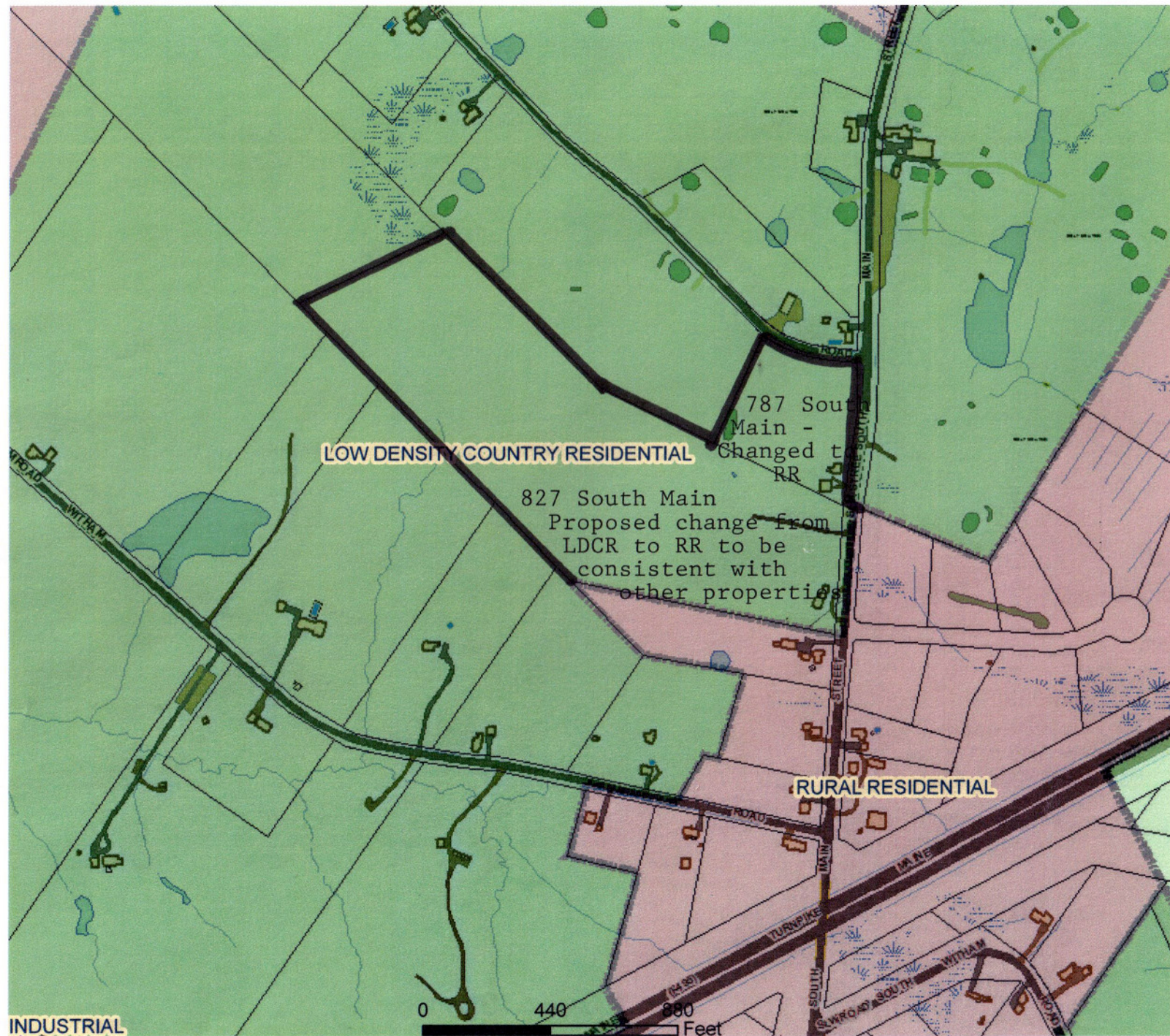


827 South Main Street

Ronald Vailancourt

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City Council

Agenda Information Sheet

Council Meeting Date: 5/4/2009 Agenda Item No. 5

SUBJECT:

**BROWNFIELD'S ASSESSMENT GRANT (PUBLIC HEARING – NO ACTION
REQUIRED)**

INFORMATION:

Kelley Race, Project Manager from Weston & Samson, the City's Brownfield's Engineering Environmental Consultant will update the public regarding the Brownfield's activities and properties assessed to date. A public hearing will follow – no action is required.

STAFF COMMENTS/RECOMMENDATION:

REQUESTED ACTION:

VOTE:

City Council

Agenda Information Sheet

Council Meeting Date: 5/4/2009 **Agenda Item No.** 6

SUBJECT:

SET DATE FOR SPECIAL CITY COUNCIL MEETING (MAY 11TH)

INFORMATION:

Staff is requesting that the City Council set May 11th at 7 p.m. as a Special City Council Meeting date in order to act on first reading of the Annual Appropriation Resolve.

STAFF COMMENTS/RECOMMENDATION:

The City Manager requests approval to set special meeting date.

REQUESTED ACTION:

Motion to set May 11th at 7 p.m. as a Special City Council Meeting to act on first reading of the Annual Appropriation Resolve.

VOTE: