



City of Auburn, Maine

Business & Community Development

Glen Holmes, Director

60 Court Street | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

November 23, 2021

To: Citizen Advisory Committee
City Council
Auburn Residents

Re: CDBG-CV Revised Budget

The U.S. Department of Housing & Urban Development released funds to entitlement cities through the Coronavirus Aid, Relief & Economic Securities (CARES) Act in June of 2020. These funds are managed as if they were part of the Community Development Block Grant (CDBG) program except for two conditions. First, this is a one-time allocation and not an annual allocation requiring a new budget to be developed each year. Instead, this is a single budget to be followed until all funds are drawn. Second, the use of these funds needs to be targeted to alleviating the impacts of the Covid-19 pandemic and additional documentation of this program goal must be provided.

The City received \$334,985 in CDBG-CV funds in June of 2020 and an additional \$137,932 in February of 2021. At the close of the fiscal year in June 2021 there was a remaining balance of \$221,164. This budget revision reallocates the remaining unspent funds in the following manner. Complete details can be found as an addendum to this budget.

Activity	Impact	Budget
Grocery Distribution Program	Food Security	\$76,500
Micro-Enterprise Kitchen Facilities	Economic Development	\$45,000
Micro-Enterprise Loans	Economic Development	\$35,000
Senior Care Kits	Public Service	\$5,000
Housing Advocates (legal aid) – RFP Process	Public Service	\$15,000
Adult Ed Transportation & Hotspots	Public Service	\$6,000
Job Training Through Strengthen LA	Public Service	\$20,000
Salaries	Administration	\$18,664

This budget will be presented to the Citizen Advisory Committee and be released for public comment for 30 days prior to adoption by the City Council.

REVISED Budget CDBG-CV				November, 2021			
Project	Activity	CDBG-CV Round 1	CDBG-CV Round 3	Total CARES ACT Funding	Spent to Date	Final Revised Budget	
		Allocation Round 1	RD3 Funds	CARES Act Total Budget	Close of PY20	To Allocate: \$221,164.56	New Balance
Food Security	Refrigeration Infrastructure	\$ 90,000.00	\$ 65,000.00	\$ 155,000.00	142522.68	142,522.68	0.00
Food Security	Grocery Distribution Program	\$ 25,000.00	\$ -	\$ 25,000.00	33403.06	109,903.06	76,500.00
Food Security	Farmer Market Tickets	\$ 19,985.00	\$ -	\$ 19,985.00	1310	1,310.00	0.00
Food Security Total		\$ 134,985.00	\$ 65,000.00	\$ 199,985.00	\$ 177,235.74	253,735.74	76,500.00
Economic Development	Micro-enterprise shared Food Facilities					45,000.00	45,000.00
Economic Development	Small Business/Microenterprise Loans	\$ 100,000.00		\$ 100,000.00	35000	70,000.00	35,000.00
Econ Dev Total		\$ 100,000.00	\$ -	\$ 100,000.00	\$ 35,000.00	115,000.00	80,000.00
Public Service	Summer Camp/Child Care Scholarship	\$ 30,000.00		\$ 30,000.00	30850	30,850.00	0.00
Public Service	Summer Camp/Child Care Equip	\$ 15,000.00	\$ -	\$ 15,000.00	0	0.00	0.00
Public Service	Senior Care Kits	\$ 5,000.00	\$ -	\$ 5,000.00	4820.55	9,820.55	5,000.00
Public Service	Work with ME Transportation		\$ 2,000.00	\$ 2,000.00	0	0.00	0.00
Public Service	Legal aid - Housing Advocate (to RFP)					15,000.00	15,000.00
Public Service	Adult Ed Transportation & Hotspots					6,000.00	6,000.00
Public Service	Strengthen LA					20,000.00	20,000.00
Public Service	Public Service Grants for nonprofits		\$ 40,000.00	\$ 40,000.00	0	0.00	0.00
Public Service Total		\$ 50,000.00	\$ 42,000.00	\$ 92,000.00	\$ 35,670.55	81,670.55	46,000.00
Admin	Salaries/Wages	\$ 50,000.00	\$ 30,932.00	\$ 80,932.00	3846.15	22,510.71	18,664.56
Admin Total		\$ 50,000.00	\$ 30,932.00	\$ 80,932.00	\$ 3,846.15	22,510.71	18,664.56
Totals		\$ 334,985.00	\$ 137,932.00	\$ 472,917.00	\$ 251,752.44	472,917.00	221,164.56



City of Auburn, Maine

Recreation Department

Sabrina Best, Recreation Director

48 Pettengill Park Road | Auburn, Maine 04210

www.auburnmaine.gov | 207.333.6601

MEMO

Date: August 3, 2021

To: Zakk Maher, CDBG Administrator

From: Auburn Recreation Department

RE: Request to continue funding for Grab n' Go Program (Food Security)

Dear Zakk:

The Auburn Recreation Department is submitting a letter of request to continue utilize COVID Relief CDBG funding for the Grab n' Go Program (Food Security). As the program developed back in March 2020 in immediate response to the COVID-19 pandemic the hope was for the program to no longer be needed by the Auburn Community by July 1, 2021. Unfortunately, even as our community, State, Country, and World continue to shift back to normal there are still various impacts the pandemic left behind and remain unsolved. One of these major impacts was the loss of jobs, increase in unemployment numbers, health risks and loss of benefits and resources.

As the numbers of GNG households continue to increase there is a clear demand and need for the program to continue past the original end date of July 1, 2021. We are seeking a continuation of the program and are requesting to utilize the COVID Relief CDBG funding allocated to go towards the GNG program to continue until July 1, 2022 at which time we will reassess the need and demand.

We are requesting a total program budget of \$76,500 to operate for a full year. These funds would go towards expenses such as: Staff wages and benefits, Purchasing of Food from the Good Shepard Food Bank, Gas for deliveries, packaging materials and staff cell phone. Attached is the Program Budget. We will continue to solicit donations (monetary and program related).

Sincerely,

Sabrina Best

Recreation Director



City of Auburn, Maine

Business & Community Development

Glen Holmes, Director

60 Court Street | Auburn, Maine 04210

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November 23, 2021

To: Citizen Advisory Committee
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Auburn Residents

Re: Micro-Enterprise Kitchen Facilities.

This program proposes to convert the current City-owned kitchen facilities located on Pettengill Park Road to a food production incubator space for current and new micro-enterprises. This facility will be available for use by qualified Low-to-Moderate Income qualified businesses and entrepreneurs to produce products or the facilitation of Pop-up restaurant opportunities. As more residents are seeking relief from Covid-19 pandemic related income and/or food insecurity, the availability of a municipally owned incubator space will allow for experimentation of new products and service businesses within the community which currently struggle to enter into the commercial real-estate market, or who are solely wholesale production but currently lack the means to open and license the required facilities.

In addition to the redevelopment of the facilities, the Community Development Office will solicit proposals from local non-profits to accomplish two things. First is to facilitate the scheduling and maintenance of the



facilities to qualified entrepreneurs at a sliding-scale fee. Second role of this organization would be to facilitate the required education and immersion training experience for qualified Low-to-Moderate income individuals (or other qualified populations as designated by HUD).



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November 23, 2021

To: Citizen Advisory Committee
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Re: Legal Aid Housing Advocate

This program proposes to solicit proposals from qualified advocacy firms or legal representatives to provide Housing Advocacy Services to qualified Low-to-Moderate income households. This competitive process would be to establish a service provider to provide legal advice and housing counseling services to homeowners and renters who lack the means to hire their own representation in matters relating to housing.

This would be a one-time program with a fixed budget and firms will be selected based on best fit for the community and lowest hourly rate in order to maximize impact on needy Auburn families.



AUBURN ADULT AND COMMUNITY EDUCATION

77 HARRIS STREET
AUBURN, MAINE 04210
(207) 333-6661
www.auburn.maineadulted.org

LEARNING CENTER
60 COURT STREET; 4th FLOOR
(207) 333-6601 (EXT. 1311)

William Grant
DIRECTOR

Dear Zakk:

We are experiencing some barriers to our adult learners in completing their education due to Covid. We have students who do not have access to the internet to do their work and or join a class remotely. The remote learning option is vital to those students who have childcare issues, compromised immune systems and can not attend in person. Having hot spots would be an essential piece of their education. We also have students who can not access transportation for classes in our adult ed program. Having access to transportation would help them to be successful in completing their education with us. If we could remove some of these barriers I am certain that we can help more Auburn residents access education and improve their chances at employment and remaining in our community.

The last barrier for many students who drop out of school is their need for help and or tutoring one on one to complete their classwork. Many students who were not successful with day school experienced the frustration in adult education of not having access to tutors. Covid prevented in-person learning and so many students dropped out of day school and are seeking an alternative path to their education.

I am requesting a budget of \$5,199.6 to help remove these barriers for our students. I am including the budget for those expenses in an attachment for you to review. I would be happy to answer any questions.

Kathryn Saunders
Assistant Director of
Auburn Adult Education
207-333-6661
k Saunders@auburnschl.edu



November 30, 2021

Dear Mr. Maher:

As you are aware, COVID-19 has been devastating in regards to workforce opportunities. Unemployment rates continue to be high and labor participation low despite numerous employment opportunities across the area. New, collaborative efforts are needed to address this shift in workforce and Strengthen LA hopes to be the driving force behind these efforts.

The goal of Strengthen LA is to bring together programs, resources, and capacity to align them in a common direction which addresses the new and changing needs of today's workforce. Strengthen LA would be a seamless continuum of education, training, and employment where job seekers could access all of the support the area has to offer through one process. By providing support and navigation through the various programs along with continued support post-employment, Strengthen LA is not only seeking to employ people but follow them through to long-term employment success.

Strengthen LA is no small undertaking. We have the commitment of community partners and leaders within the community, all driven to see those within our community thrive; employees and employers alike. To support this effort, we ask that the City of Auburn contribute \$20,000 of Community Development Block Grant Covid Relief funding to the Strengthen LA efforts. By supporting this effort you will be joining other organizations/groups who see the potential that Strengthen LA has to have an immediate impact in the community. Others with financial commitments to Strengthen LA include:

1. John T. Gorman Foundation (\$175,000 in 2021 with a commitment to give in 2022)
2. Housing and Urban Development (HUD) Choice Grant Program (\$20,000 per year)
3. Lewiston Auburn Metropolitan Chamber of Commerce (\$50,000)
4. Lewiston Auburn Adult Ed (\$500)
5. Hahnel Bros Co (\$1,000)
6. Strengthen LA Partners (\$30,000 in kind)

To ensure your investment, all data collected from Strengthen LA's efforts (including information on Auburn residents including family size and increase in household income) will be made available for review.

We appreciate your support of our program and consideration of our request.

Sincerely,

Brian Pickard
Director of Community Workforce Partnerships
Lewiston Auburn Metropolitan Chamber of Commerce