



CITY OF DOVER, NEW HAMPSHIRE

Community Development Block Grant Program

Action Plan FFY2015

APRIL 2015

Action Plan FFY2015 July 1, 2015 – June 30, 2016

Department of Planning and Community Development
City of Dover, New Hampshire
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Executive Summary

This plan represents year one (1) of the City of Dover's Five (5) year Consolidated Plan (FY2015-2019) Each year the City outlines a specific plan for investment and use of affordable and supportive housing funds that are expected to be expended during the Fiscal Year.

Notices are posted and public service agencies are invited to apply for funding. The Dover Housing Authority is also consulted for their needs. Technical assistance is provided by the City to any applicant who need help with their application. Once the grant applications are received, a public hearing is held to determine funding. Decisions for funding priorities goes back to the 5 year Consolidated Plan which ranks activities for their importance in Dover, either High, Medium, Low, or no need.

This plan also determines goals for the number of individuals and households to be served. Requests for funding are heard through the City's Planning Board, which makes its recommendations to the City Council for a public hearing and vote on the appropriations.

The City has historically maximized the funding available to public service agencies that operate within the City. The US Dept. of Housing and Urban Development sets the maximum amount available for these obligations at 15% of the grant amount plus program income derived from the previous year. The balance of the funds goes toward Public facilities and improvements, economic development activities, administering the CDBG program, and finally Housing Rehabilitation and Weatherization.

The underlying structure is the same for every jurisdictions plan. All plans must address the needs of the community, primarily benefiting the needs of the lower income persons (defined as those with household incomes below 80% of the area median. In the Portsmouth-Rochester MSA, this equates to \$67,497 for a family of 4 in 2015.

All Plans and funded activities must address one of the three performance measure objectives set forth by HUD. Detailed project Objectives and Outcomes can be found in the specific Action Plan Project section of the Plan. (CPMP)

- To provide decent housing
 - Continued funding of the Weatherization Program.
- To provide a suitable living environment
 - Continued funding of Public Service
- Agencies and facilities.
- To expand economic opportunities
 - Continuation of the Economic Loan Program and Public Facilities.

The City is very satisfied with its past performance in the CDBG program. This will be addressed by the City in the Fall through the City's CAPER.

SF 424

OMB Number: 4040-0004
 Expiration Date: 01/31/2009

Application for Federal Assistance SF-424		Version 02
*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input checked="" type="checkbox"/> Changed/Corrected Application	*2. Type of Application <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision	* If Revision, select appropriate letter(s) A. Increase Award *Other (Specify) <u>Increase Program Income</u>
3. Date Received :		4. Applicant Identifier: B-14-MC33-0005
5a. Federal Entity Identifier: B-14-MC33-0005		*5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:		7. State Application Identifier:
8. APPLICANT INFORMATION:		
*a. Legal Name: Cift of Dover, New Hampshire		
*b. Employer/Taxpayer Identification Number (EIN/TIN): 02-6000230		*c. Organizational DUNS: 099359168
d. Address:		
*Street 1:	<u>288 Central Avenue</u>	
Street 2:	_____	
*City:	<u>Dover</u>	
County:	<u>Strafford</u>	
*State:	<u>New Hampshire</u>	
Province:	_____	
*Country:	<u>Strafford</u>	
*Zip / Postal Code	<u>03801</u>	
e. Organizational Unit:		
Department Name: Planning and Community Development Office		Division Name: Community Development
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: _____	*First Name: <u>Rick</u>	

Middle Name: _____
*Last Name: <u>Jones</u>
Suffix: _____
Title: CD Coordinator
Organizational Affiliation:
*Telephone Number: 603-516-6034 Fax Number: 603-516-6049
*Email: r.jones@ci.dover.nh.gov

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424	Version 02
*9. Type of Applicant 1: Select Applicant Type: C. City or Township Government Type of Applicant 2: Select Applicant Type: Type of Applicant 3: Select Applicant Type: *Other (Specify)	
*10 Name of Federal Agency: Us Dept. of Housing and Urban Development	
11. Catalog of Federal Domestic Assistance Number: <u>14.218</u> CFDA Title: <u>Community Development Block Grant Entitlement -R</u>	
*12 Funding Opportunity Number: _____ *Title: <u>t</u>	

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Dover, New Hampshire

***15. Descriptive Title of Applicant's Project:**

Community Development Block Grant Program FFY2015

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

*a. Applicant: NH001

*b. Program/Project: NH001

17. Proposed Project:

*a. Start Date: 7/1/15

*b. End Date: 6/30/16

18. Estimated Funding (\$):

*a. Federal	_____	284,168
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	_____	80,330
*g. TOTAL	_____	360,498

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

*a. Applicant: NH001

*b. Program/Project: NH001

17. Proposed Project:

*a. Start Date: 7/1/15

*b. End Date: 6/30/16

18. Estimated Funding (\$):

*a. Federal	_____	284,168
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	_____	80,330
*g. TOTAL	_____	360,498

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on _____
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Mr *First Name: J. Michael

Middle Name: _____

*Last Name: Joyal

Suffix: Jr

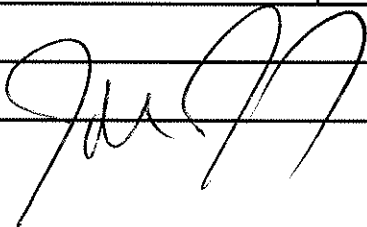
*Title: City Manager

*Telephone Number: 603-516-6023

Fax Number: 603-516-6049

* Email: m.joyal@dover.nh.gov

*Signature of Authorized Representative:



*Date Signed:

7/23/15

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424
Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

**COMMUNITY DEVELOPMENT APPLICATIONS
AND OTHER PRIORITY RATING AND PLANNED
ACTIVITIES FFY16**

ACTIVITY	PRIORITY RATING	FUNDING AMOUNT
Welfare Security Deposits	H	\$9,000
Community Partners	H	\$9,000
Cross Roads House	H	\$12,000
AIDS Response	H	\$10,000
A Safe Place	H	\$5,000
Homeless Cntr for St. County	H	\$8,500
My Friend's Place (MFP)	H	\$12,000
MFP Transitional Housing	H	\$3,000
Community Action Weatherization	H-M	\$23,346
Dover Children's Center	M	\$60,500
Triangle Club	M	\$21,000
DELP Refunding	H	\$74,990
Program Administration		\$72,099
DELP Funding	H	\$9,193
Economic Loan Program Admin.		\$30,870

CDBG Program Description

Dover Welfare: \$9,000.00

Grant for security deposits assistance program which aids people who cannot afford the down payment for rental housing in the City.

Community Partners: \$9,000.00

Grant for Homeless Assistance Program security deposits and rental assistance for behavioral health clientele who are mentally ill and cannot afford security deposits and rental housing.

My Friend's Place: \$12,000.00

Grant for operations and repairs at the City's homeless shelter.

My Friend's Place Transitional Housing: \$3,000.00

Grant for operational funds and repairs at MFP's transitional housing units.

Cross Roads House: \$12,000.00

Grant for the homeless center's operations which serves Dover residents.

AIDS Response (ARS): \$10,000.00

Grant to assist in case management and support services to ARS. AIDS Response provides vital emotional and practical support to people living with AIDS, their families and friends.

A Safe Place: \$5,000.00

Grant for shelter and services for abused spouses and their children and victims of sexual assault.

Homeless Center for Strafford County: \$8,500.00

Grant for operational funds to run the County's overflow emergency homeless shelter in Rochester for homeless families.

Strafford County Community Action Weatherization (CAP): \$23,346.00

Grant for CAP's Weatherization and property rehabilitation program serving very low income Dover residents with housing needs.

Triangle Club \$21,000.00

Grant for exterior paving improvements and bathroom improvements.

Dover Children's Center: \$60,500.00

Grant for facility improvements on Back River Road and the McConnell Center. Including insulation, dropped ceiling to retain heat, paving and kitchen equipment.

Activities Not Recommended for Funding:

Southeastern NH Services: \$40,000.00

Grant for drug and alcohol networking outreach and education.

Community Partners: \$30,402.00

Grant for an elevator/lift at their Crosby Road facility.

My Friends Place: \$15,300.00

Grant for facility improvements & repairs including an emergency generator and gutter replacement.

Project Sheets

Project Name: Welfare Security Deposit Assistance Program					
Description:	IDIS Project #: UOG Code: NH330378 DOVER				
Security deposit assistance for Dover residents & welfare recipients					
Location: 288 Central Ave. Dover, NH	Priority Need Category: Public Services				
Expected Completion Date: 6/30/2015	Explanation: Security Deposit loans for Dover Welfare recipients in danger of homelessness.				
Objective Category: <input checked="" type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity	Specific Objectives: 1, Improve the services for low/mod income persons 2, 3,				
Outcome Categories: <input checked="" type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability					
Project-level Accomplishments	04 Households	Proposed	25	Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
Proposed Outcome	Performance Measure	Actual Outcome			
Availability	Security Deposits Provided				
05 Public Services (General) 570.201(e)		Matrix Codes			
Matrix Codes		Matrix Codes			
Matrix Codes		Matrix Codes			
Program Year 1	CDBG	Proposed Amt.	10000 <i>9k</i>	Fund Source:	Proposed Amt.
		Actual Amount	10000 <i>9k</i>		Actual Amount
	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units

Welfare

1

Project Name: Community Partners	
Description:	IDIS Project #: UOG Code: NH330378 DOVER
Security Deposit Program for Developmentally Ill Clientele	
Location: 130 Crosby Road Dover, NH	Priority Need Category: Public Services
Expected Completion Date: 6/30/2015	Explanation: Security Deposit program administered through Community Partners.
Objective Category: <input checked="" type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity	Specific Objectives: 1. Improve the services for low/mod income persons 2. Increase range of housing options & related services for persons w/ special needs 3.
Outcome Categories: <input checked="" type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability	
Project-level Accomplishments	
01 People	Proposed <u>127</u> Underway Complete
Accompl. Type:	Proposed Underway Complete
Accompl. Type:	Proposed Underway Complete
Proposed Outcome	Performance Measure
Availability	Security Deposits Provided
05 Public Services (General) 570.201(e)	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes
Program Year 1	
CDBG	Proposed Amt. 10000 <u>9K</u> Actual Amount 10000
Fund Source:	Proposed Amt. Actual Amount
Accompl. Type:	Proposed Units Actual Units
Accompl. Type:	Proposed Units Actual Units

Comm Partners

1

Project Name: Cross Roads House					
Description: Grant for Homeless shelter operations	IDIS Project #: UOG Code: NH330378 DOVER				
Location: 600 Lafayette Rd. Portsmouth NH	Priority Need Category: Public Services				
Expected Completion Date: 6/30/2015	Explanation: Funding for facility administration.				
Objective Category: <input checked="" type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity	Specific Objectives: 1, End chronic homelessness 2, 3,				
Outcome Categories: <input checked="" type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input checked="" type="checkbox"/> Sustainability					
Project-level Accomplishments	01 People	Proposed	4065	Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	11 Public Facilities	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
Proposed Outcome	Performance Measure	Actual Outcome			
Availability	Maintained Capacity				
03 Public Facilities and Improvements (General) 570.201(c)		Matrix Codes			
Matrix Codes		Matrix Codes			
Matrix Codes		Matrix Codes			
Program Year 1	CDBG	Proposed Amt.	DK	Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units

Cross Roads

1

Project Name:	AIDS Response		
Description:	IDIS Project #:	UOG Code:	NH330378 DOVER
Grant to AIDS Response for client services			

Location: 1 Junkins Ave. Portsmouth, NH	Priority Need Category Select one: Homeless/HIV/AIDS
Expected Completion Date: 6/30/2015	Explanation: Grant for client Services at ARS
Objective Category <input type="radio"/> Decent Housing <input checked="" type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity	

Outcome Categories <input checked="" type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability	Specific Objectives 1 Improve the services for low/mod income persons 2 3
--	---

Project-level Accomplishments	01 People	Proposed	24	Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete

Proposed Outcome	Performance Measure	Actual Outcome
Availability	Increased Capacity	

05 Public Services (General) 570.201(e)	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes

Program Year 1	CDBG	Proposed Amt.	8500 <i>10</i>	Fund Source:	Proposed Amt.
		Actual Amount	8500		Actual Amount
	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units
Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
	Actual Units			Actual Units	

AIDS

1

Project Name: A Safe Place					
Description:	IDIS Project #: UOG Code: NH330378 DOVER				
Funding for agency providing abused spouse shelter & support services					
Location: 6 Greenleaf Woods, #101 Portsmouth, NH 03801	Priority Need Category: Select one: Public Services				
Expected Completion Date: 6/30/2015	Explanation: Grant to A Safe Place for shelter services				
Objective Category: <input checked="" type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity	Specific Objectives: 1. Improve the services for low/mod income persons 2. 3.				
Outcome Categories: <input checked="" type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability					
Project-level Accomplishments	01 People	Proposed	12	Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
Proposed Outcome		Performance Measure		Actual Outcome	
Availability		Increased Capacity			
05G Battered and Abused Spouses 570.201(e)			Matrix Codes		
Matrix Codes			Matrix Codes		
Matrix Codes			Matrix Codes		
Program Year 1	CDBG	Proposed Amt.	3000	Fund Source:	Proposed Amt.
		Actual Amount	3000		Actual Amount
	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units

Safe Place

1

Project Name: Homeless Center for Strafford County	
Description: Grant to overflow homeless shelter	IDIS Project #: UOG Code: NH330378 DOVER
Location: Box 7603 Rochester, NH	Priority Need Category: Public Services
Expected Completion Date: 6/30/2015	Explanation: Funding for operations of the shelter
Objective Category: <input checked="" type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity	Specific Objectives: 1, Improve the services for low/mod income persons 2, 3,
Outcome Categories: <input checked="" type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input checked="" type="checkbox"/> Sustainability	
Project-level Accomplishments	
01 People	Proposed 2015 Underway Complete
Accompl. Type:	Proposed Underway Complete
Accompl. Type:	Proposed Underway Complete
Proposed Outcome	Performance Measure
Availability	Increased Capacity
05 Public Services (General) 570.201(e)	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes
Program Year 1	
CDBG	Proposed Amt. 8500 Actual Amount 8500
Fund Source:	Proposed Amt. Actual Amount
Accompl. Type:	Proposed Units Actual Units
Accompl. Type:	Proposed Units Actual Units
Fund Source:	Proposed Amt. Actual Amount
Accompl. Type:	Proposed Units Actual Units
Accompl. Type:	Proposed Units Actual Units

Homeless

1

Project Name: My Friend's Place	
Description:	IDIS Project #: Operational funds for Dover's homeless shelter
UOG Code:	NH330378 DOVER
Location:	Priority Need Category:
368 Washington Street Dover	Select one: Public Services
Expected Completion Date:	Explanation:
6/30/2015	Grant for Dover's homeless shelter
Objective Category:	
<input checked="" type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity	
Outcome Categories:	Specific Objectives:
<input checked="" type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability	1. Improve the services for low/mod income persons 2. 3.

Project-level Accomplishments	01 People	Proposed	45 ⁵⁰	Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete

Proposed Outcome	Performance Measure	Actual Outcome
Availability	Increased Capacity	

05 Public Services (General) 570.201(e)	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes

Program Year 1	CDBG	Proposed Amt.	6900 ^{12k}	Fund Source:	Proposed Amt.
		Actual Amount	6900		Actual Amount
	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units

Project Name: My Friend's Place		Description: Transitional Housing Operations		IDIS Project #:		UOG Code: NH330378 DOVER	
Location: 368 Washington Street Dover				Priority Need Category Select one: Public Services			
Expected Completion Date: 6/30/2015				Explanation: Facility operation funding			
Objective Category <input checked="" type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity				Specific Objectives 1. Improve the services for low/mod income persons 2. Improve access to affordable rental housing 3. End chronic homelessness			
Outcome Categories <input checked="" type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability							
Project-level Accomplishments	04 Households	Proposed	8/6	Accompl. Type:	Proposed		
		Underway			Underway		
		Complete			Complete		
	Accompl. Type:	Proposed		Accompl. Type:	Proposed		
		Underway			Underway		
		Complete			Complete		
	Accompl. Type:	Proposed		Accompl. Type:	Proposed		
		Underway			Underway		
		Complete			Complete		
Proposed Outcome		Performance Measure		Actual Outcome			
Affordability		Decent Housing					
05 Public Services (General) 570.201(e)				Matrix Codes			
Matrix Codes				Matrix Codes			
Matrix Codes				Matrix Codes			
Program Year 1	CDBG	Proposed Amt.	3000	Fund Source:	Proposed Amt.		
		Actual Amount	3000		Actual Amount		
	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.		
		Actual Amount			Actual Amount		
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units		
		Actual Units			Actual Units		
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units		
		Actual Units			Actual Units		

Project Name:	Community Action		
Description:	IDIS Project #:	UOG Code:	NH330378 DOVER
Grant to CAP for rehab & Weatherization			

Location:	63 Locust Street Dover, NH		
	Select one:	Owner Occupied Housing	

Expected Completion Date:	6/30/2015		
Explanation:	Grant for home improvements in Dover for very low income homewoners.		
Objective Category:	<input checked="" type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity		

Outcome Categories:	<input type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input checked="" type="checkbox"/> Sustainability		
Specific Objectives			
	1,	Improve quality / increase quantity of public improvements for lower income persons	
	2,	Improve the quality of owner housing	
	3,		

Project-level Accomplishments	04 Households	Proposed	2028	Accompl. Type:	Proposed	
		Underway			Underway	
		Complete			Complete	
		Accompl. Type:	Proposed		Accompl. Type:	Proposed
			Underway			Underway
			Complete			Complete
		Accompl. Type:	Proposed		Accompl. Type:	Proposed
			Underway			Underway
			Complete			Complete

Proposed Outcome	Performance Measure	Actual Outcome
Sustainability	Homes Rehabilitated	

14F Energy Efficiency Improvements 570.202	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes

Program Year 1	CDBG	Proposed Amt.	25000	23312	Fund Source:	Proposed Amt.		
		Actual Amount	25000			Actual Amount		
		Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
			Actual Amount				Actual Amount	
		Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
			Actual Units				Actual Units	
		Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
			Actual Units				Actual Units	

CAP

1

Project Name: Dover Children's Center					
Description:	IDIS Project #: UOG Code: NH330378 DOVER				
Funds for facility improvements at the Dover Children's Center.					
Location: 120 Broadway, Dover, NH	Priority Need Category: Public Facilities				
Expected Completion Date: 6/30/2015	Explanation: Funding for accessible playground equipment and kitchen renovation for DCC, insulation HVAC improvements weatherization				
Objective Category: <input type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input checked="" type="radio"/> Economic Opportunity	Specific Objectives: 1, Improve the services for low/mod income persons 2, 3,				
Outcome Categories: <input checked="" type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input checked="" type="checkbox"/> Sustainability					
Project-level Accomplishments	11 Public Facilities	Proposed	1	Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete

Proposed Outcome	Performance Measure	Actual Outcome
Sustainability	Increased Capacity	

03 Public Facilities and Improvements (General) 570.201(c)	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes

Program Year 1	Fund Source:	Proposed Amt.	Actual Amount	Fund Source:	Proposed Amt.	Actual Amount
			60500			
	Fund Source:	Proposed Amt.	Actual Amount	Fund Source:	Proposed Amt.	Actual Amount
	Accompl. Type:	Proposed Units	Actual Units	Accompl. Type:	Proposed Units	Actual Units

Dover Children's

Project Name: Triangle Club
Description: IDIS Project #: UOG Code: NH330378 DOVER
 Funds for facility improvements at the Triangle Club's Broadway facility.

Location: 120 Broadway, Dover, NH
Priority Need Category: Public Facilities
Select one:

Explanation: Funding for HVAC replacement and parking improvements to the facility
 Bathrooom

Expected Completion Date: 6/30/2014
Objective Category:
 Decent Housing
 Suitable Living Environment
 Economic Opportunity

Outcome Categories:
 Availability/Accessibility
 Affordability
 Sustainability

Specific Objectives:
 1. Improve quality / increase quantity of public improvements for lower income persons
 2.
 3.

Project-level Accomplishments	11 Public Facilities	Proposed	1	Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete

Proposed Outcome	Performance Measure	Actual Outcome
Sustainability	Increased Capacity	

03 Public Facilities and Improvements (General) 570.201(c) Matrix Codes
 Matrix Codes Matrix Codes
 Matrix Codes Matrix Codes

Program Year 1	Fund Source:	Proposed Amt.	Actual Amount	Fund Source:	Proposed Amt.	Actual Amount
			21,000	21,000		
Accompl. Type:	Proposed Units	Actual Units	Proposed Units	Actual Units		
Accompl. Type:	Proposed Units	Actual Units	Proposed Units	Actual Units		

Triangle Club

Project Name: **Dover Economic Loan Program**

Description: **IDIS Project #:** **UOG Code:** **NH330378 DOVER**

Replenishing the DELP loan pool

Location:
288 Central Ave. Dover, NH

Priority Need Category
Select one: Economic Development ▼

Explanation:

Expected Completion Date:
6/30/2015

Objective Category

- Decent Housing
- Suitable Living Environment
- Economic Opportunity

- Outcome Categories**
- Availability/Accessibility
 - Affordability
 - Sustainability

- Specific Objectives**
- 1, Improve economic opportunities for low-income persons
 - 2,
 - 3,

Project-level Accomplishments	08 Businesses ▼	Proposed	2	Accompl. Type: ▼	Proposed	
		Underway				Underway
		Complete				Complete
	Accompl. Type: ▼	Proposed		Accompl. Type: ▼	Proposed	
		Underway			Underway	
		Complete			Complete	
	Accompl. Type: ▼	Proposed		Accompl. Type: ▼	Proposed	
		Underway			Underway	
		Complete			Complete	

Proposed Outcome	Performance Measure	Actual Outcome
Job Creation	Businesses assisted	

18A ED Direct Financial Assistance to For-Profits 570.203(b) ▼ Matrix Codes

Matrix Codes ▼ Matrix Codes

Matrix Codes ▼ Matrix Codes

Program Year 1	Fund Source: ▼	Proposed Amt.	81292	Fund Source: ▼	Proposed Amt.
		Actual Amount			Actual Amount
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.
		Actual Amount			Actual Amount
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units
		Actual Units			Actual Units
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units
		Actual Units			Actual Units

DELP

1

Project Name: Program Administration		
Description: CDBG Program Admin.	IDIS Project #: 1 UOG Code: NH330378 DOVER	
Location: 288 Central Ave. Dover, NH	Priority Need Category: Select one: Planning/Administration	
Expected Completion Date: 6/30/2015	Explanation: General CDBG program administration	
Objective Category: <input type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input checked="" type="radio"/> Economic Opportunity	Specific Objectives: 1, Improve the services for low/mod income persons 2, 3,	
Outcome Categories: <input type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability		
Project-level Accomplishments	Accompl. Type: <input type="button" value="Proposed"/> <input type="button" value="Underway"/> <input type="button" value="Complete"/>	Accompl. Type: <input type="button" value="Proposed"/> <input type="button" value="Underway"/> <input type="button" value="Complete"/>
	Accompl. Type: <input type="button" value="Proposed"/> <input type="button" value="Underway"/> <input type="button" value="Complete"/>	Accompl. Type: <input type="button" value="Proposed"/> <input type="button" value="Underway"/> <input type="button" value="Complete"/>
	Accompl. Type: <input type="button" value="Proposed"/> <input type="button" value="Underway"/> <input type="button" value="Complete"/>	Accompl. Type: <input type="button" value="Proposed"/> <input type="button" value="Underway"/> <input type="button" value="Complete"/>
	Proposed Outcome	
	Performance Measure	
	Actual Outcome	
	21A General Program Administration 570.206 <input type="button" value="Matrix Codes"/>	
	Matrix Codes <input type="button" value="Matrix Codes"/>	
	Matrix Codes <input type="button" value="Matrix Codes"/>	
Program Year 1	CDBG <input type="button" value="Proposed Amt."/> 86306-7209 <input type="button" value="Actual Amount"/> 86306	Fund Source: <input type="button" value="Proposed Amt."/> <input type="button" value="Actual Amount"/>
	Fund Source: <input type="button" value="Proposed Amt."/> <input type="button" value="Actual Amount"/>	Fund Source: <input type="button" value="Proposed Amt."/> <input type="button" value="Actual Amount"/>
	Accompl. Type: <input type="button" value="Proposed Units"/> <input type="button" value="Actual Units"/>	Accompl. Type: <input type="button" value="Proposed Units"/> <input type="button" value="Actual Units"/>
	Accompl. Type: <input type="button" value="Proposed Units"/> <input type="button" value="Actual Units"/>	Accompl. Type: <input type="button" value="Proposed Units"/> <input type="button" value="Actual Units"/>

ADMIN

Project Name: Economic Development Admin.																																														
Description:	IDIS Project #: 2 UOG Code: NH330378 DOVER Economif Development Admin & TA																																													
Location: 288 Central Ave. Dover, NH	Priority Need Category: Select one: Economic Development																																													
Expected Completion Date: 6/30/2015	Explanation: Administration of the Dover Economic Loan Program (DELP)																																													
Objective Category: <input type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input checked="" type="radio"/> Economic Opportunity	Specific Objectives: 1, Improve economic opportunities for low-income persons 2, 3,																																													
Outcome Categories: <input checked="" type="checkbox"/> Availability/Accessibility <input checked="" type="checkbox"/> Affordability <input type="checkbox"/> Sustainability																																														
Project-level Accomplishments	<table border="1"> <tr> <td>08 Businesses</td> <td>Proposed</td> <td>2</td> <td>Accompl. Type:</td> <td>Proposed</td> </tr> <tr> <td></td> <td>Underway</td> <td></td> <td></td> <td>Underway</td> </tr> <tr> <td></td> <td>Complete</td> <td></td> <td></td> <td>Complete</td> </tr> <tr> <td>Accompl. Type:</td> <td>Proposed</td> <td></td> <td>Accompl. Type:</td> <td>Proposed</td> </tr> <tr> <td></td> <td>Underway</td> <td></td> <td></td> <td>Underway</td> </tr> <tr> <td></td> <td>Complete</td> <td></td> <td></td> <td>Complete</td> </tr> <tr> <td>Accompl. Type:</td> <td>Proposed</td> <td></td> <td>Accompl. Type:</td> <td>Proposed</td> </tr> <tr> <td></td> <td>Underway</td> <td></td> <td></td> <td>Underway</td> </tr> <tr> <td></td> <td>Complete</td> <td></td> <td></td> <td>Complete</td> </tr> </table>	08 Businesses	Proposed	2	Accompl. Type:	Proposed		Underway			Underway		Complete			Complete	Accompl. Type:	Proposed		Accompl. Type:	Proposed		Underway			Underway		Complete			Complete	Accompl. Type:	Proposed		Accompl. Type:	Proposed		Underway			Underway		Complete			Complete
08 Businesses	Proposed	2	Accompl. Type:	Proposed																																										
	Underway			Underway																																										
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Accompl. Type:	Proposed		Accompl. Type:	Proposed																																										
	Underway			Underway																																										
	Complete			Complete																																										
Accompl. Type:	Proposed		Accompl. Type:	Proposed																																										
	Underway			Underway																																										
	Complete			Complete																																										
Performance Measure	Actual Outcome																																													
Availability	Jobs Created																																													

188 ED Technical Assistance 570.203(b)	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes

Program Year 1	CDBG	Proposed Amt.	28895	Fund Source:	Proposed Amt.
		Actual Amount	28895		Actual Amount
	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units
	Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units
		Actual Units			Actual Units

2015 Action Plan and Use of CDBG Funds

Assistance to the homeless and population at risk of becoming homeless

High Priority:

Investment Plan (Activities and Programs)

My Friend's Place

My Friend's Place is an emergency shelter located within the City. The shelter provides services to a number of surrounding communities. The total operating budget of the shelter for FY15 will be approximately \$367,000. The Shelter will be utilizing \$9,000 from CDBG for operations and general administration of the facility. The source of funds for operating the shelter come from a variety of sources, which are outlined in the project funding section of this report

Approximately \$64,000 of the total budget will be spent toward services for residents of Dover.

Projected assistance for FY15-16	
Extremely Low-Income (0 - 30% MFI)	166 homeless individuals (45 Dover Residence)
	5% Elderly
	65% Small Related
	30% Individuals

My Friend's Place Transitional Housing

My Friend's Place received a HUD Emergency Shelters Grant and has purchased two duplexes. In addition to those four units, MFP rents two units from the Dover Housing Authority for transitional housing. The total operating budget of

the shelter for FY15 will be approximately \$80,000, including \$3,000 from CDBG. My Friend's Place will serve eight (8) families in the transitional housing units.

Cross Roads House

The City of Dover Supports the efforts of Cross Roads, located on Lafayette Road in Portsmouth. CDBG funds have gone to the agency for the past 10 years. Next fiscal year, the agency will receive \$5,000 from Dover CDBG for support services for the homeless shelter operations.

Homeless Center For Strafford County

The Center operates a seasonal emergency shelter which is located in Rochester. The shelter has been in existence for seven years and financial administration is being handled by My Friend's Place. The shelter serves the residents of surrounding communities and operates on a referral bases from local welfare offices and My Friend's Place. The total operational budget for the shelter is \$66,000. They anticipate serving 60 persons during operational times including 20 Dover residents. The shelter operates on a seasonal bases from October through April and is operating at maximum capacity. CDBG Funding for the shelter this year will be \$6,200.

The Seacoast Continuum of Care

The City continues to work with The Seacoast Continuum. Both the Welfare and Community Development staff attend and participate in continuum meetings, applications for funding and Goals and Objectives of the agency over the past 18 months, The continuum is comprised of agencies from both Rockingham and Strafford Counties. Most agencies overlap the county divide. The meetings alternate between Dover and Portsmouth (United Way) monthly. The members of the continuum were instrumental in the development of the Consolidated Plan/Action plan for Dover Rochester and Portsmouth. The first meeting for each communities plan development was done through the Continuum. Unmet needs were discussed, along with funding and priorities for the CDBG program.

The City of Dover

The City of Dover traditionally expends the majority of its annual welfare dollars on rental assistance. It is anticipated that eighty seven percent (87%) of the total welfare budget, or \$450,000 will be expended for rental assistance during the 2016 Fiscal year. In addition to the City funds, the City will also be receiving \$10,000. in McKinney funds and \$9,000 from CDBG for a security deposit assistance program.

This money will be used in four (4) different areas of assistance.

1. Emergency Housing for the Homeless - Monies are used to temporarily place people at a local homeless shelter called My Friend's Place, or a local hotel.

Projected Temporary Shelter Assistance for FY15-16	
Extremely Low-Income	
(0-30% MFI)	9 Elderly
	50 persons, 22 small families
	35 persons, 7 large families
	55 single persons

2. Rental Assistance Payments - The City will assist in rental payments for eligible clients in an effort maintain adequate housing and prevent homelessness.

Projected Assistance for FY15-16	
Extremely Low-Income - (0 - 30% MFI)	20 Elderly households
	700 persons 245 small households)
	400 persons (90 large households)
	500 individuals

3. Security Deposit Program provides funding to secure adequate housing using \$9,000 in CDBG funds. The program will be used for clients in an effort to prevent homelessness. Beneficiaries are addressed in the submitted project detail.

Projected Assistance for FY15-16	
Extremely Low-Income - (0 - 30% MFI)	3 Elderly households

	45 persons, 20 small household
	30 persons, 8 large Household
	10 individuals

4. Support Services- \$9,600 for rental/utility arrears to prevent homelessness

Projected Assistance for FY15-16 McKinney Funds	
Extremely Low - Income - (0 - 30% MFI)	0 Elderly
We no longer get funds	0 persons, 0 small household
	0 persons, 0 large household
	0 Individuals

Behavior Health & Developmental Services of Strafford County (d/b/a Community Partners)

Community Partners will continue a program started with Strafford Guidance in FY 98 with funds received through the City's Community Development Block Grant Program (\$9,000.) and Supportive Living Services subsidy (\$7,000.). The program is aimed at mentally ill homeless, or those at risk of homelessness. An individual will be able to borrow up to three months in rental payments so that they may obtain housing. During these three months, the individuals will apply for SSI and to the Housing Authority for a FSS Section 8 Certificate. Job training and counseling will be provided so that the individual will become integrated in society. Beneficiaries are addressed in the submitted projects detail

A Safe Place

A Safe Place provides emergency shelter and support services for physically or emotionally abused spouses. The source of funds for operating the shelter come from a variety of sources, which are outlined in the project funding section of this report. The agency will be receiving \$5,000 from the CDBG program.

AIDS Response of the Seacoast

AIDS Response of the Seacoast provides support services including housing assistance for clients inflicted with the HIV Virus. Housing assistance will be primarily short-term rental subsidies, but some transitional and longer term assistance may be provided. The source of funds for operating the agency and providing services to their clientele come from a variety of sources, which are outlined in the project funding section of this report. The agency will be receiving \$10,000 from the CDBG program.

Housing Priorities:

Assistance to Very Low and Moderate Income Renters, Elderly, Small and Large Households.

High Priority:

Investment Plan (Activities & Programs)

Stafford County Community Action

Stafford County Community Action Partnership (CAP) will utilize \$23,346 in CDBG funding for their weatherization and rehabilitation program, which includes removing/ correcting health and safety hazards. These funds will be combined with \$382,519 from the DOE To weatherize homes for the very low income. (both rental and owner occupied) CAP anticipates weatherizing 12 homes in Dover with the funding, for an average of \$2,083.33/unit CDBG.

Dover Housing Authority

The City of Dover works closely with the DHA to determine their needs and ways the City can help the organization. The City and DHA consult on Consolidated, Action and HAP plans throughout the year.

Public Housing Authority Waiting List 2015-2016 Action Plan

Type of Unit	Length of Wait
Family – 1 Bedroom	+/- 5 Years
Family – 2 Bedroom	+/- 18 Months
Family – 3 Bedroom	+/- 9 Months
Family – 4 Bedroom	+/- 5 Years
Elderly/Disabled – 1 Bedroom	+/- 9 – 24 Months

Elderly/Disabled – 2 Bedroom	+/- 10 – 24 Months
Housing Choice Voucher	+/- 1 – 2 Years

Type of Unit	# of Applicants on Waiting List
Family – 1 Bedroom	252
Family – 2 Bedroom	179
Family – 3 bedroom	80
Family – 4 Bedroom	42
Elderly/Disabled – 1 Bedroom	301
Elderly/Disabled – 2 Bedroom	4
Housing Choice Voucher	541

The DHA will not be applying to HUD for additional Section 8 Housing Choice Vouchers as it appears there will be none available to the Authority.

**Public Facilities and Improvements (Gen)
High Priority**

i. Analysis

The City is finalizing the creation a multi use public facility in the downtown area. The former middle school with 103,000 sq. feet of space has become home to many of the City’s public service agencies when the renovations are completed.

ii. Investment Plan

Investment Plan (Activities and Programs)

Other Public Facilities:

Dover Children’s Center: Facility improvements including improving insulation and weatherization of space within the McConnell Center. The Center also plans to make improvements to the kitchen and playground at its location at 43 Back River Road.

Triangle Club: facility improvements to include paving and bathroom renovations.

**NON-HOUSING COMMUNITY DEVELOPMENT
NEEDS**

Accessibility Needs

1. Medium Priority: Accessibility Needs

Need level determined by Planning Department, other City Departments and Public Service Agencies

i. Analysis

The Americans with Disabilities Act (ADA) required all public facilities and buildings to conform to the standards set for accessibility to the physically challenged. In addition, private businesses are required to comply with the requirements

ii. Investment Plan

See Dover Children's Center & Triangle Club above.

Child Care Facilities

Medium Priority:

Need level determined by Planning Department, other City Departments and Public Service Agencies and child care providers

i. Analysis

The city currently has one title 1 day care facility that operates in two locations, Back River Road and the McConnell Center. They are no longer taking names for their waiting list.

ii. Investment Plan

See Dover Children's Center above.

Economic Development Needs:

i. Analysis

The key to breaking the poverty cycle is through the creation of good, well paying jobs in the community. The Dover Economic Loan Program works to provide equipment, materials, buildings, land and working capital for businesses located in Dover. Since the City is willing to take a subordinate position on most gap financing loans, the business is able to obtain the necessary funding to create or retain jobs in the community.

1. High Priority: Commercial Industrial Rehabilitation & Infrastructure & Other Improvements

Need level determined by Planning Department, City's Master Plan and Public Service Agencies

ii. Investment Plan

The Dover loan program is being recapitalized this year by \$84,183.

2. High Priority: Other Businesses

Need level determined by 2010 Census Data, Planning Department and Public Service Agencies

ii. Investment Plan

During the next five years the City anticipates increasing funding of the Dover Economic Loan Program (DELP), and focusing the program on supporting continued redevelopment of Dover's urban core.

3. Medium Priority: Micro-enterprise, Technical Assistance and Other Economic Development Needs

Need level determined by Planning Department and Public Service Agencies

ii. Investment Plan

During the next five years the City anticipates continued funding in the Dover Micro-enterprise Loan Program, on an as needed basis, and focusing loans on businesses located in the urban core.

1. High Priority: Energy Efficiency Improvements

Need level determined by 2000 Census Data, Planning Department and Public Service Agencies

i. Analysis

Weatherization continues to be a high priority in Dover. Repairing properties with energy improvements such as replacement windows, storm windows and insulation helps reduce heating and cooling costs for owners and renters thereby reducing their housing costs. Statistics show 649 households earning 0 to 30% MFI pay more than 30% of their gross income and 463 pay more than 50% of their gross income for housing. Of those earning 31-50% MFI, 598 pay more than 30% and 262 pay more than 50% of their gross income for housing.

ii. Investment Plan

During the next five years the City will continue to support weatherization efforts completed by the Community Action Program weatherization program.

Community Action has received grants of \$25,000 for the last ten (10) years from the City's Block Grant to supplement the Weatherization Program. CAP has applied again for the supplemental grant for FY15/16 funds.

2. Medium Priority: Lead Base Paint / Hazards

Need level determined by 2000 Census Data, Planning Department, Public Service Agencies and Dover Health Department

1. Analysis

Lead paint poisoning and prevention has not become a major issue in the City of Dover. The passage of the New Hampshire Lead Poisoning Prevention and Control Act, has placed the burden of lead paint abatement on landlords without the benefit of financial resources to perform the necessary work. Landlords are

given a time frame in which to abate after a child is found to have lead poisoning. The high costs of de-leading will force some landlords to close or demolish their properties, thereby reducing affordable housing in the community.

There were 2123 rental units build prior to 1940 and another 174 build between 1941-59. Of those units, 481 are occupied by very low income renters and 1482 occupied by other low income renters for a total of 1963 (46%) low-mod units that fit the criteria for having lead paint. Between 1960-79, another 1893 rental units were built, of which some certainly contain lead paint. This only addressed the rental side of housing. Homeowners also have the potential for lead poisoning. Of the 1830 homes built prior to 1979, 226 are occupied by low to very low income owners.

ii. Investment Plan

None at this time.

Planning:

1. High Priority: Planning

Need level determined by Planning Department and Public Service Agencies

1. Analysis

Planning is a crucial tool in the development of the services and programs to be provided to persons residing in the community. The City must devise programs and activities to meet the goals and objectives of the C. D. Program and find ways to evaluate the progress of the programs in meeting those objectives. Of all the prioritized needs listed, Planning is probably the most important, although it does not deliver a direct service. The City housing the C.D. Program within the Planning Department, allows for communication and integration of the program goals into larger planning efforts.

ii. Investment Plan

The City will use funds from CDBG for completion of a section of the master plan. During the next five years, the City will be working on transportation issues, creating Annual C. D. Plans, updating the Consolidated Plan. In 2014/15 the City's Master Plan for Land Use, Housing and Economic Development was updated. Annually needs for all residents are evaluated while the department coordinates the Capital Improvement Program, and as it reviews land use ordinances and regulations. Funding for planning in the community comes mainly from the City of Dover general fund and is supplemented by the Community Development Block Grant Program.

Other Actions Taken

Addressing Obstacles

Staff is in the process of re-evaluating the program as a whole and will be reviewing program delivery on every level to understand the ways that things are provided and how they can be streamlined or redesigned to more directly impact the target audience.

Affordable Housing Opportunities

Through program administration, the plan will address affordable housing by maintaining its relationship with the Workforce Housing Coalition of the Greater Seacoast and by working with the coalition and Dover Housing Authority to create educational material for distribution among the community.

Institutional Structure and Coordination of Services

Through the administration of the program, lines of communication to all levels of service provision will be provided and maintained. A goal will be to have increased communication via social and old media outlets. Through the administration of the program, staff will be more actively engaged in reaching out to service providers on a non-monitoring level, to engage the service providers in actively understanding the service delivery and improving the processes.

Lead-Based Paint Hazard

Due to Dover's age, the housing stock was developed over a wide range of years. As a result, the Needs Assessment of the Consolidated Plan indicates that an estimated 40% of the City's housing stock contains some amount of lead paint, and that given the age of the homes in relation to the condition of the painted surfaces, the issue may become more serious each year.

In October of 1994, the State of New Hampshire implemented regulations and guidelines governing lead-based paint hazards and elimination of lead-based paint from homes, which have been were implemented. These regulations are in compliance with the CDC for lead-based paint poisoning levels.

It is a goal of the Planning Department to continue to ensure a high knowledge and awareness level with regard to lead-based paint abatement procedures. This will be accomplished by engaging in an education outreach program to alert applicants pulling building permits of the issues with lead paint. Also through the Inspection Services Office, brochures will continue to be part of permit packages,

health, and building inspections, and continue to be “up front” at the permit office counter. The Fire Department is also continuing their effort in this program through life safety inspections and coordination with the City’s Health Officer and Housing Standards Board. The Director of Planning and Community Development sits on the Housing Standards Board with the Fire Chief and Health Officer. This board would review cases of lead based paint concerns that are brought forward.

Additionally, the City and other housing providers continue their contingency plan to apply for funding under NHHFA’s lead grant administered through the CAP agencies, in order to address the issue of lead paint poisoning in homes.

BARRIERS TO AFFORDABLE HOUSING:

I. INTRODUCTION:

The following is an analysis of barriers to affordable housing using the regulations governing administration of the Community Development Program. The analysis will indicate what barriers to affordable housing, if any, exist within the City, and whether said barriers fall under the public sector or the private sector, or a combination of the two. The analysis will indicate whether a barrier has already been analyzed, or is in need of initial or further analysis. The analysis will prioritize any barriers based on their severity. Finally, what mitigating actions are planned to be taken, and what actions should be continued, strengthened or ended will be included in the analysis. Also included is how Community Development gathered its information for the analysis.

II. COMMUNITY BACKGROUND:

Based on the 2010 Decennial Census, Dover had a population of 29,987, which represents an increase of 3,103 (11.5%) since 2000. This is higher than the 7.3% growth rate that Dover experienced between 1990 and 2000. As a result, Dover became the State’s fifth most populated community, and the most populated in Strafford County. After the 2000 census, the New Hampshire Office of Energy and Planning projected that by 2010, Dover’s population would be 29,310. Dover exceeded that number and had population growth that exceeded all of the other communities in the top ten.

The City of Dover is a suburban, combination workplace-oriented, bedroom community of approximately 29,987 with a 8.4% minority population. The City is located in the geographic and transportation network center of an intricate regional economy. The City's role as an employment and housing center in the seacoast metropolitan region is expanding, due primarily to its central location and its nexus on the

region's roadway network and its availability of relatively lower-priced housing units as compared to Portsmouth (which is situated somewhat closer to a majority of the jobs in the region).

The City consists of 28.6 square miles of which 51% of the land area has been developed for residential use and 10% has been developed for non-residential uses. The remaining 39% are either vacant, in public, agricultural, or institutional use. Of the developed residential area, about 84% consist of single-family dwelling units. Most of the multi-family development is located in and around the urban core, with expanding suburban subdivision development.

The following chart indicates the percentage of land use in 2015:

Land Use	Acreage	Percentage
Residential	8,016	51.5%
Conservation	2,195	14.1%
Civic	1,860	12.0%
Vacant	1,726	11.1%
Commercial	717	4.7%
Industrial	688	4.4%
Non-Profit/Utility	355	2.3%
Total	15,557	

Forty-seven percent of the year round housing stock is rental property, while fifty-three percent is intended for owner occupancy. In 2010 these values were the 49/51; this statistic reflects the trend towards more single-family housing starts. 12.7% of the rental housing stock and 1.2% of the owner housing stock is substandard as defined by overcrowding, a lack of adequate plumbing or kitchen facilities, or a cost burden of greater than 30% of total income. It is estimated that approximately 10% of the housing stock is in physical disrepair.

The City's population is 92.7% white, with the 7.3% minority and ethnic populations being divided between Black at 1.8%, Asian at 4.7%, and American Indian/Alaskan Native at 0.2%. The racial/ethnic minorities are

not concentrated within any location in the jurisdiction; in fact, the 2010 Census Data indicates an even distribution of minorities throughout the City. This is consistent with the results of the 2000 Census.

Similarly, low-income residents remain rather evenly distributed throughout the City. Slightly higher numbers of low-income residents are found in the urban core and Cochecho River areas, primarily due to the availability of multifamily rental units. The average household income for the jurisdiction is 113% of the national average. Despite this, 21% of all households are very low income, and 20% of all households are low income as defined by Department of Housing and Urban Development criteria. This compares favorably with regard to the entire region (Portsmouth-Dover-Rochester, NH-ME PMSA [now the Dover-Rochester MSA]), which tallies a 35.3% of all household being very low income.

III. **PUBLIC SECTOR:**

This section deals with analyzing building, zoning, health, community development, transportation, and community services policies, practices, procedures, and actions or omissions of actions to determine if they affect affordable housing choice.

Current Subdivision, Site Review, and Zoning ordinances were reviewed during the January through April 2012 timeframe, using Chapter 5 of the Fair Housing Planning Manual, December 5, 1995, as a guide for analysis.

Following are the City of Dover's 5 principal impediments to affordable housing choice in the public sector:

- a. The Zoning Ordinance Allows Group Homes by Special Exception only, not by right, in two of the City's zoning districts. The districts, RM-U, and O represent a small area of the City's Zoning district area. The CBD district allows the use by right, as well as the use of a rooming house by right. A further barrier is that the RM-U does not offer either developable land or adequate in-fill opportunities for such a use to reasonably locate. The Special Exception criteria and requirement for a public hearing may subject the process to NIMBY reactions that may influence decisions made by the Zoning Board.
- b. It has been estimated that approximately 40 % of the rental housing stock in the jurisdiction have some amount of lead-based paint hazard on the premises. Low income and minority households tend to rent units which still have this hazard, simply because the rent amount is lower than other rental units. Because a

unit's age, condition, and location define the rents, these are units that can least afford to be made lead-based paint free for the foreseeable future. Fair housing choice between lead-based paint contaminated and lead-based paint free rental units should not just be dependent on state laws prohibiting renting to families with children under the age of six, the ability of the units owner to pay for mitigation, or the ability of the household to pay more funds for the rent.

- c. Large numbers of very-low and low-income homeowners are overpaying for their housing costs, and many are living in substandard housing. Sixty-nine percent of all very-low income homeowners in the City expend more than 30% of their gross income on housing costs and 45% of those expend more than 50% on housing costs. Most all of these dwellings have rehabilitation needs. These low-income homeowners are finding it difficult to refinance existing mortgages allowing reduced monthly debt service costs to draw on equity or to rehabilitate their homes. Low income and minority households also need assistance with down payment and closing costs to purchase a home.
- d. A majority of the respondents to the Planning Department's solicitation for comments on fair housing identified affordability of family-sized units as an impediment to fair housing. While the city has programs and policies, targeted to meeting local affordable housing needs for larger families, housing affordability continues to be a high local and regional issue. Dover is both a regional job center and a bedroom/student housing community within a relatively high-cost housing market area, given that Portsmouth and Durham housing is higher than Dover's, yet Dover is higher than the rest of the County.
- e. Public Transportation Availability was not identified in the previous AI as a barrier to housing choice, but should have been. That it is now is more a result of what has been accomplished to ameliorate the impediment over the past two years.

IV. **PRIVATE SECTOR:**

The one private sector barrier that may have existed last year has become much less of a concern because of the economic downturn and paucity of available rental units relative to what had been a very low vacancy rate. The issue involved a previous trend in the City whereby private landlords appeared to be taking (possible fairly) advantage of the tight rental market

in the MSA, and charging maximum rents for an increased profit. This issue has receded during the year.

Approximately 40% of all renters in the Portsmouth, Dover, and Rochester area are unable to afford fair market rent for a two-bedroom apartment, which is \$1,064 per month (average). One-bedroom units go for \$800 (average). Approximately 30% are unable to afford a one-bedroom apartment. Three-bedroom units average is \$1458, however a poll taken during 2015 indicated that rents for such units ran from \$1040 upwards to \$1390 at that time. Two bedroom units were running from \$950 to \$1200 according the Planning Department informal telephone poll taken by the Planning Office. This year's information was taken from the National Low Income Housing Coalition for 2015 and represents the metropolitan statistical area:

Portsmouth-Rochester HMFA Fair Market Rents

In Portsmouth-Rochester HMFA, the Fair Market Rent (FMR) for a two-bedroom apartment is \$1,064. In order to afford this level of rent and utilities, without paying more than 30% of income on housing, a household must earn NA monthly or \$42,580 annually. Assuming a 40-hour work week, 52 weeks per year, this level of income translates into a Housing Wage of \$20.46. New Hampshire as a whole ranks 43rd highest in the country for the housing wage needed to afford a two bedroom unit.

In Portsmouth-Rochester HMFA, a minimum wage worker earns an hourly wage of \$7.25. In order to afford the FMR for a two-bedroom apartment, a minimum wage earner must work 113 hours per week, 52 weeks per year. Or, a household must include 2.8 minimum wage earner(s) working 40 hours per week year-round in order to make the two bedroom FMR affordable.

In Portsmouth-Rochester HMFA, the estimated mean (average) wage for a renter is \$13.14 an hour. In order to afford the FMR for a two-bedroom apartment at this wage, a renter must work 62 hours per week, 52 weeks per year. Or, working 40 hours per week year-round, a household must include 1.6 worker(s) earning the mean renter wage in order to make the two-bedroom FMR affordable.

Monthly Supplemental Security Income (SSI) payments for an individual are \$710 in Portsmouth-Rochester HMFA. If SSI represents an individual's sole source of income, \$213 in monthly rent is affordable, while the FMR for a one-bedroom is \$852.

A unit is considered affordable if it costs no more than 30% of the renter's income.

Location	Number of Households		
	Total Households	Renter Households	Renter Households as Percent of Total Households
New Hampshire	514,869	141,527	27%
Portsmouth-Rochester, NH-ME	88,174	27,203	31%

The obstacles to meeting the underserved needs are both the lack of affordable housing and the lack of resources to address the need. This creates a “landlords market” where many of the lowest income, those with special needs and households with children are considered a higher housing risk and subsequently are not competing well for the limited housing supply.

V. **STRATEGY TO REMOVE OR AMELIORATE NEGATIVE EFFECTS OF PUBLIC POLICIES THAT MAY SERVE AS BARRIERS TO AFFORDABLE HOUSING:**

In response to the identified barriers, the City will take the following actions over the next five years:

- a. The Planning Department completed work on its Land Use Analysis Master Plan update in 2015. This chapter included a housing component. Part of this work included a study to ascertain which zoning districts would be appropriate to allow increased density. Furthermore, the chapter suggests that the City investigate new and innovate ways to incentivize smaller size units, which would increase the availability of affordable small units within the City.
- b. The City continues to have a considerably higher number of public housing and government assisted rental units than all other communities in the MSA. The City is proactive in maintaining this high number of units through its public and governmental agencies. This is an on-going action.
- c. The City Health Officer continues to work with State Health officials, local landlords, and City Fire/Life-Safety officials to reduce the number of lead-based paint units in the City. This is an on-going action.
- d. The City will continue to work proactively with the New Hampshire Housing Finance Authority when conditions merit

such action. The City continues to work with the Strafford Regional Planning Commission in their Affordable/Workforce Housing Initiative regarding ways to achieve affordable housing for the City and the region as a whole. This is an on-going action.

- e. In 2012, the City adopted new regulations which allow accessory dwelling units of between 300 and 800 square feet be allowed in all zoning districts where single family homes are allowed. This increases the availability of smaller rental units which may assist in improving the availability of affordable/workforce housing in Dover. In addition, the 2015 Land Use Analysis Master Plan suggests that household size will continue to decrease, and that the City needs to create innovative ways to encourage the private sector to construct smaller dwellings. Staff and the Planning Board will review options to create these incentives and remove barriers to smaller dwellings.
- f. In follow up to the Land Use Analysis Master Plan, the City plans to draft a Transportation chapter. Part of this chapter will evaluate current options for transit in Dover, and look for ways to connect housing choice to transit, and review transit infrastructure.

Antipoverty Strategy

During the next five years, the City shall take the following measures to mitigate the number of households with incomes below the poverty line:

1. Continue the Micro Enterprises Loan Program. The program provides loans to businesses that have between one and five employees, where one is the owner and all are low-mod income.
2. Continue the Dover Economic Loan Program (DELP). The program provides loans to existing and start-up businesses in order to create and retain jobs for low-mod income residents of the community. Preference will be given to loans creating jobs within the urban core of the City.
3. Program CDBG funds in support of agencies and programs that provide job training skills, encourage self-development, and promote self-sufficiency.
4. Foster a continuum of social services and fair and affordable housing opportunities and develop a strategy for making it readily available to households below the poverty line.

5. Identify obstacles to overcoming poverty in the community, such as lack of education and training opportunities and lack of self-sufficiency, and develop an outreach strategy to provide outreach and information on existing programs and support agencies.

Monitoring:

The City will monitor on an annual basis, the projected number of people assisted with housing resources and the amount of money spent thereon. This will be accomplished through the normal monitoring avenues for agencies receiving CDBG funds.

Standards used for monitoring programs will be very similar to those already used by the City for sub recipients of the CDBG program.

Over the past few years, the City of Dover has tried to approve projects that would be completed in a timely fashion. This is difficult at times when dealing with public facilities trying to acquire space or make substantial improvements to their property. Many times, CDBG is the first place the organizations look for funding and due to the grant size of Dover, we are not always able to fund the project completely. This leaves the agency to fundraising, other grants and sometimes small commercial loans. We have been working with agencies thinking of applying for CDBG to get their other financing in line at the same time or before they apply for CDBG funds.

CITIZEN'S COMMENTS:

No comments were received either at the City Council meeting during the Public Hearing or after the meeting directly to the Planning Director on the Consolidated Plan or Action Plan.

Certifications

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about
 - a) The dangers of drug abuse in the workplace;
 - b) The grantee's policy of maintaining a drug-free workplace;
 - c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - a) Abide by the terms of the statement; and
 - b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted-
 - a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.


Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

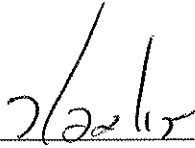
Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Acquisition and relocation. The City will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601), and implementing regulations at 49 CFR part 24.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Updated Consolidated Plan -- The City of Dover has updated it's 5 year Consolidated Plan to meet the current requirements of the Plan including pages 1,14,17,22,29,32 and 35


Signature/Authorized Official


Date

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2000 - 2002 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with the requirements of 24 CFR §570.608;

Compliance with Laws -- It will comply with applicable laws.

Signature/Authorized Official

Date

j. Michael Joyal, City Manager
Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).

5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (288 Central Avenue Dover, NH 03820)

Check X if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

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