

**City of Dover**  
**Consolidated Annual Performance and Evaluation Report (CAPER)**  
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## ***Introduction***

*The City of Dover Office of Planning and Community Development is pleased to present the comprehensive Consolidated Annual Performance Evaluation Report (CAPER) for the period July 1, 2010 through June 30, 2011.*

*The CAPER is a summary report that the Community Development Division submits to the U.S. Department of Housing and Urban Development (HUD.) describing the activities of the City's housing and community development programs for fiscal year 2010-2011. The primary purpose of the report is to provide citizens and HUD with information on how the City used its Community Development Block Grant (CDBG) funds and the clients that were served by the use of those funds.*

*Funding comes to the City's Community Development Division in the form of an annual block grant from HUD. CDBG funds can be used for a variety of activities to provide decent housing and a suitable living environment and to expand economic opportunities. Persons benefitting from these funds must be low and moderate income.*

*In FY 2010-2011 the City received \$381,742 in CDBG funds and \$81,875 in Program Income. An additional \$506,605 in prior year's funds was also available for a total of \$970,222. The City expended \$437,156 during this fiscal year.*

*The CAPER highlights priority needs, specific objectives, strategies, and accomplishments. Each priority need is addressed with detail activities such as: Clearance and Demolition, Commercial Rehabilitation, Economic Development, Residential Rehabilitation, Rental Rehabilitation, Emergency Rehabilitation, Acquisition, Non-Profit Funding, Neighborhood Facilities, and Infrastructure. Homebuyer Opportunities and Fair Housing activities are also discussed.*

## **Assessment of Progress Toward Five (5) year Goals FY10-FY14 and Assessment of Progress toward Annual Goals FY10**

In the 2010-2011 Annual Action Plan, the Community Development Division identified specific areas of concern as identified through public hearings and Continuum of Care meetings. Based on this input the City has continued to support public service agencies to the maximum extent possible, continued public facility improvements and fostered economic development and job creation in the City.

The City of Dover continues to make progress towards the goals established during the 2010-2011 Annual Action Plan planning process. Through the partnerships formed both, internally and externally; the Community Development Division has been able to provide support for the homeless and persons living with AIDS as well as provide support for families in transition from homeless to permanent housing. Through the use of CDBG funds we have continued to ensure that owners-occupants have decent and safe housing through our Housing Rehabilitation Program.

The activities and actions taken by the City during this reporting period helped to accomplish the promotion of several areas of concern. Even though the Community Development Office did not expend CDBG funds for all of these activities this year, staff going forward staff will continue to identify and pursue feasible activities that align with the strategies identified in the new Five Year Consolidated Plan.

*Specifically, the following performance measures and the related accomplishments were achieved this year:*

### **Strategic Plan Objectives from City of Dover Consolidated Plan (FFY2010 through 2014)**

#### **Housing Priorities**

**High Priority: Very low to Moderate Income (0 to 30% and 80% MFI) renters, Elderly, small and large households paying >30 and >50% of their income for rent, and those in substandard housing.**

#### **Investment Plan**

Analysis of the housing problems experienced by very low-income households against the availability and condition of affordable units identifies rental assistance and moderate rehabilitation as the primary activities to be pursued and used over the next five years. Secondary activities include support services associated with assisting households with everyday expenses.

#### **A. Rental Assistance**

Progress:

Within the reporting period, the number of project- based subsidized units is anticipated to not increase (through construction and occupancy phase).

City Welfare funds for emergency rental assistance provided funding for 34 Dover residents.

### ***B. Rehabilitation and Acquisition***

Progress:

The City provided a deferred loan for an elderly low income homeowner. De-leading and rehabilitation has been completed on a low income owner occupied duplex. The work includes de-leading and interior renovations. No properties were acquired during this period.

### **2. High Priority: Assistance to homeowners low-income (0 to 30% and 31 to 50% MFI) paying >30 and >50% of their income for housing.**

#### **Investment Plan**

Federal financial resources to very-low and low-income homeowners in order to alleviate housing cost burdens do not exist. The New Hampshire Housing Finance Authority has a reverse equity mortgage program aimed at enhancing monthly incomes of elderly homeowners. Applicants to the program have to be at least 70 years old. To date, only one Dover resident has utilized this mortgage, but other residents of Strafford County have taken advantage of the program. The City can assist with rehabilitation needs through its CDBG Program and City Welfare expenditures will be used to help. By assisting the low-income homeowner with other needs such as fuel assistance or assistance with medical expenses, more of their available resources are available for housing costs.

Progress: The City provided 1 deferred rehabilitation loan for a low income household for installation of a new roof to replace a leaking deteriorated one.

### **2a. High Priority: Assistance to homeowners very low-income (0 to 30% with physical defects.**

#### **Investment Plan**

The City can assist with rehabilitation needs through its CDBG Housing Rehabilitation Program. Elderly, low- income (0-50% MFI) owners are eligible for a deferred loan at 0% interest for the duration they own the home. Funds are paid back to the city when the property transfers. Strafford Community Action Program can also assist owners with physical defects.

Progress: No very low income owners were assisted through the last year.

### **2b. High Priority: Assistance to homeowners low and moderate income (31 to 50% and 51-80% MFI) with physical defects.**

### **Investment Plan**

The City can assist with rehabilitation needs through its CDBG Housing rehabilitation Program. Elderly, low- income (0-50% MFI) owners are eligible for a deferred loan at 0% interest for the duration they own the home. Funds are paid back to the city when the property transfers. Estimated single family rehabilitation over the next 5 years: 10 units. Strafford Community Action Program can also assist very low income owners with physical defects.

Progress: Over the past year, the city completed 2 rehabs to owner occupied units. A total of \$42,549 was expended on all housing activities including lead abatement over the past year.

### **3. High Priority: Assistance to the homeless and populations at risk of becoming homeless.**

#### **Investment Plan**

During the next five years it will be important to increase the number of available emergency shelter beds. Provide an increased number of supervised housing opportunities for people in transition and/or need of direct assistance. Continue funding and assist Dover households with the security deposit assistance program aimed at helping the homeless and people in transition obtain existing rental units. Continued support of My Friend's Place transitional housing efforts and Strafford County Homeless Center. Continued support of improvements and repairs at My Friend's Place.

Progress: The City funded the Welfare Security Deposit Assistance Program as well as My Friend's Place for shelter operations and Transitional Housing operational funds. The City also supports the Strafford County Homeless Shelter, located in Rochester. Dover also supported My Friend's Place homeless shelter and their transitional housing units. In FY10, the City provided funds to Cross Roads House to renovate their family housing building. The project was put out to bid but the bids were all greater than the funds available for the project. Cross Roads sought additional funding from the State of New Hampshire and the project was getting under way by the end of the fiscal year. The project should be completed by late fall of 2011 and incorporates solar and other energy efficient measures during construction. The building will house 6 families at the shelter.

### **4. High Priority: Assistance to Populations with Special Needs**

#### **Investment Plan**

During the next five years, continue support of Community Partner's Security Deposit Assistance Program by providing 18 security deposits for their mentally ill clientele. Continued support of AIDS Response Seacoast for their client services coordinator. ARS provided assistance for 26 people with AIDS. Additional support housing for those with special needs will be addressed through Federal sources and State resources.

Progress: Behavioral Health & DSSC, d/b/a Community Partners was provided funding for their Security Deposit and Emergency Assistance Program. AIDS Response Seacoast was also funded for operational costs.

**ECONOMIC DEVELOPMENT NEEDS:**

**High Priority: Commercial Industrial Rehabilitation & Infrastructure & Other Improvements**

**Investment Plan**

During the next five years the City anticipates continued funding in the Dover Economic Loan Program (DELP), on an as-needed basis. The loan pool has been self sustaining over the past years.

**High Priority: Other Businesses**

**Investment Plan**

During the next five years the City anticipates continued funding in the Dover Economic Loan Program (DELP) Loan payments are put back into the revolving loan account for additional lending. On an as needed basis, funds designated toward housing rehabilitation can replenish the economic loan fund.

Progress: Over the past year, one DELP loan was made to Fast Dogs, LLC d/b/a K-9 Kaos, a kennel and dog boarding facility that wanted to relocate and expand their services. The company anticipates adding 8 jobs over the next two years. The business is currently up and running. Two positions were created during this reporting period. The loan was made for land and equipment.

A loan made the previous year to HEI resulted in one l/m job being created. The company anticipates ramping up production in the Fall of 2011 for their devices.

**OTHER COMMUNITY DEVELOPMENT NEEDS:**

**High Priority: Energy Efficiency Improvements**

**Investment Plan**

During the next five years the City will continue to offer weatherization through the Housing Rehabilitation Program. For elderly very low income at 0% interest deferred and for rental properties and other income owners at 6% interest.

Progress: Community Action was funded with a \$25,000 grant for weatherization and other repairs. A total of 14 Dover homes were weatherized and repaired under the Weatherization program with CDBG funding.

## **ACCESSIBILITY NEEDS**

### **1. Medium Priority: Accessibility Needs**

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

#### **Investment Plan:**

The City continues to work toward identifying needed accessibility projects in the public facilities and infrastructure in the downtown areas.

#### **Progress:**

Accessible improvements were put out to bid for the downtown corridor. Many of the improvements to be done are a result of the City working with a blind resident to identify sidewalk and access impediments throughout the downtown area. Additional funding is needed to complete the required work.

### **Medium Priority: Public Facilities**

#### **Investment Plan:**

#### **Progress:**

Work was completed on the Dover Children's Center playground renovations. The area was covered in asphalt which was removed to allow for bark mulch to be put in its place.

### **Medium Priority: Lead Base Paint / Hazards**

#### **Investment Plan**

The City will continue to attempt to partner with Community Action and the New Hampshire Housing Finance Authority for a set aside to do lead abatement in Dover homes containing lead and children under the age of six (6).

Lead paint abatement is eligible under the current Housing Rehab. Program, but landlords cannot increase rents above the existing rental amount, or 30% of the tenants' gross household income to pay the additional debt service. Therefore, another program is necessary to address this need.

Based on the City's small entitlement amount, we are attempting to partner with other organizations that have lead funds and get a set aside or assistance with Dover projects. The City's rate on the rehab loans is a maximum of 6% for 15 years. Lead paint abatement can be done as a life safety improvement which makes the owner eligible for 0% interest when the unit has children under 6 living in the home.

Implementing The HUD's lead base paint regulations may make this program undesirable to many homeowners or landlords that do not have children in their home or unit and that do not want to deal with lead paint interim controls, which ultimately push

up the price of the work they desire to be done on the home. The passage of the EPA's RRP program has helped level the playing field with HUD's rules however. It has also provided the City with many new potential contractors to select since they have been through the lead safe renovators course offered by the New Hampshire Housing Finance Authority and many local lumber yards for their contractors.\

Progress: The City did not heard if NHHFA has received the lead grant they applied for during last fiscal year. The State has the Community Action Programs (CAP) administering the lead grant it received.

The City was not requested to provide any funding for lead abatement in the City during last fiscal year. One project that was started through CDBG exhausted their City funds and the project was completed with State of NH lead program funding.

## **PLANNING:**

### **1. High Priority: Planning**

#### **ii. Investment Plan**

During the next five years, the City will be working on transportation issues, creating Annual C. D. Plans, updating the Consolidated Plan, working on Capital Improvement Plans, develop codes, ordinances and regulations. Funding for planning in the community comes mainly from the City of Dover and is supplemented by the Community Development Block Grant Program.

Progress:

### **B. Affirmatively Further Fair Housing:**

#### **I**

#### **Description of Actions Taken to Effect an analysis of Impediments.**

The actions taken to effect the Analysis of Impediments included:

- A comprehensive review of the City's laws, regulations, administrative policies, procedures and practices with regard to fair housing in Dover;
- An assessment of how those laws, regulations, policies, and procedures effect the location, availability, and accessibility of housing; and
- An assessment of public and private sector conditions affecting fair housing choice.

The process of preparing the analysis has included drawing on the expertise of several agencies, boards, and organizations with years of experience dealing with impediments to fair housing. Participants included: local non-profit housing providers, New Hampshire Legal Assistance, the Dover Housing Authority, the NH Association for the Blind, and the Seacoast Board of Realtors. A brief questionnaire and an invitation to comment on



any aspect of fair housing choice were sent to those organizations. A complete list of these organizations is as follows:

- Strafford & Rockingham Continuum of Care (social service agencies)
- City of Dover Department of Planning and Community Development.
- City of Dover Department of Public Welfare
- Dover Housing Authority
- NH Legal Assistance
- NH Commission on Human Rights
- NH Housing Finance Authority
- Catholic Charities
- COAST
- United Way – Community Impact

In preparing the Analysis, the Department, contacted a number of private and public agencies for their input on Fair Housing issues in Dover and the surrounding Strafford County, and possible impediments. The Department relied upon the following methods in developing this analysis.

Housing advocates and organizations representing minority and protected classes were solicited for their input using a brief questionnaire and an invitation to comment on any aspect of fair housing choice. To build on past efforts in Fair Housing planning, earlier studies were revisited and incorporated into the analysis. Housing and demographic data from the New Hampshire Housing Finance Authority (NHHFA), the U.S. Census, and Dover's Comprehensive Housing Affordability Strategy (CHAS), Consolidated Plan and Housing Section of the City's Master Plan were used as a base of information. Additional comments were sought from the private sector, including housing providers, and affordable housing advocates. Public sector involvement included the Inspection Services Division of the Fire and Rescue Department, and the Dover Housing Authority, in addition to the Planning Department.

## **Ii**

### **Summary of Impediments**

This report has resulted in the designation of three impediments to fair housing, in addition to numbers 2, 3, 5 and 7 that were identified in 2004 (which are still being addressed) for a total of seven impediments. The three impediments identified in the recent AI are: education and awareness of fair housing issues, affordability of units of greater than two bedrooms and transportation availability. Follows all seven impediment summaries:

1. The Zoning Ordinance Allows Group Homes by Special Exception only, not by right, in only three of the City's zoning districts. The three districts, CBD, RM-U and O represent a small area of the City's Zoning district area. The city has moved to enlarge the RM-U district to encompass more land, area; however there is still limited land for adequate in-fill opportunities for such a use to reasonably locate. The Special Exception criteria and requirement for a

public hearing opens the process up to NIMBY reactions that may influence decisions made by the Zoning Board.

2. The Zoning Ordinance currently allows the placing of mobile homes in the R-40 zoning district only if they are to be placed in a “mobile home subdivision”. Households are prohibited from placing a mobile home on an existing, legal lot in the R-40 zone, but an owner subdividing a new, legal lot may place the mobile home if the wording “Mobile Home Subdivision” is placed in the title of the plat.
3. 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. A NH Housing Finance Authority Market Analysis indicated that 47% of all renters have no resources at all for a down payment. Only 37% could obtain \$5,000.00.
4. Affordability of housing in general; In Dover-Rochester HMFA, the Fair Market Rent (FMR) for a two-bedroom apartment is \$1,028. 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 \$41,110 annually. Assuming a 40-hour work week, 52 weeks per year, this level of income translates into a Housing Wage of \$19.76.

In Dover-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 109 hours per week, 52 weeks per year. Or, a household must include 2.7 minimum wage earner(s) working 40 hours per week year-round in order to make the two-bedroom FMR affordable.

In Dover-Rochester HMFA, the estimated mean (average) wage for a renter is \$12.61 an hour. In order to afford the FMR for a two-bedroom apartment at this wage, a renter must work 63 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 \$674 in Dover-Rochester HMFA. If SSI represents an individual's sole source of income, \$202 in monthly rent is affordable, while the FMR for a one-

bedroom is \$827. *A unit is considered affordable if it costs no more than 30% of the renter's income.*

- In New Hampshire, an extremely low income household (earning \$27,960, 30% of the Area Median Income of \$91,800) can afford monthly rent of no more than \$623., while the Fair Market Rent for a two bedroom unit is \$1028.
- A minimum wage earner (earning \$7.25 per hour) can afford monthly rent of no more than \$377.
- An SSI recipient (receiving \$674 monthly) can afford monthly rent of no more than \$202, while the Fair Market Rent for a one-bedroom unit is \$826.
- In New Hampshire, a worker earning the Minimum Wage (\$7.25 per hour) must work 109 hours per week in order to afford a two-bedroom unit at the area's Fair Market rent.
- The Housing Wage in New Hampshire is \$19.81. This is the amount a full time (40 hours per week) worker must earn per hour in order to afford a two-bedroom unit at the area's Fair Market rent. This is 298% of the minimum wage (\$7.25 per hour).

#### 5.Lack of Education Awareness

Education and Awareness Discussions with the NHLA Fair Housing Project, the questionnaires from local housing organizations and advocates, and the section on Protected Classes in Section 3, resulted in the identification of lack of education and awareness about fair housing issues as an impediment to fair housing in Dover. The Fair Housing Project has received two discrimination complaints from Dover residents over the reporting period. This information, coupled with input from advocates participating in the questionnaires, gave the Planning Department cause to identify a lack of education and awareness as having a negative impact on fair housing choice and, therefore, includes this as an impediment to fair housing. It is also apparent from surveys that those in need in of fair, affordable housing do not have a clear picture of which agency (ies) provides which service. Because the region does not have a central, large city and has several smaller cities and two counties that have a home-work corridor running through it, there are multiple agencies that handle or refer all types of fair housing issues and complaints. Since there doesn't appear to be a concise inventory of service agencies for the public or for local jurisdictions to use for referral, this contributes to the lack of education and awareness as being an impediment.

#### 6.Affordability of greater than 2 Bedroom Housing

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. Dover Public Welfare reports a backlog of larger families requesting units with three or more bedrooms that are affordable. The rents for three + bedroom units are currently increasing. These units are in short supply and those that are available are running approximately \$300.00 over the typical 2 bedroom unit price. Dover's jobs-to-housing balance has changed over the past decade, along with other changes in the local and regional economy. Generally, the jobs-to-housing ratio is considered to be out of balance, resulting in higher housing costs in the community and higher commuting costs for employees in local businesses. Home-work patterns follow NH Route 16 (Spaulding Turnpike), NH Route 108 (parallel route), Interstate 95 and the NH Route 101 corridors which run through multiple jurisdictions and promote bedroom communities. Along with the transformation of the local economy, Dover has become increasingly desirable as a place to live, attracting new and more affluent residents who are drawn by the amenities offered by the City and the Seacoast region. Demographics shows these more affluent families as requiring an average of two bedroom units, therefore the predominance of new affordable housing starts during the reporting period have been two bedroom units. Student housing demand also takes its toll on the numbers of affordable, larger units available within the City.

Dover Public Housing & Section 8 Voucher Availability

Public Housing	
Number of Units	458
Number on Wait List	584
Estimated Wait Time	6 Months – 5 Years (depending on type)
Section 8 Vouchers	
Number of Vouchers	347
Number on Wait List	387
Estimated Wait Time	2 Years – 5 Years

7.Public Transportation Availability

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.

Since 2008, the transportation system linking individuals with disabilities, senior citizens and those earning low and moderate incomes and other protected classes has improved dramatically due to the planning, funding and implementation of Dover’s FasTrans service, which consists of three additional Dover-centric routes operated by the Cooperative Alliance for Seacoast Transportation (COAST) for the City, and federal grants matched by local dollars, which fund the transit service. Important new transit routes are the bus services now available along Knox Marsh Road, Sixth Street and County Farm,

Locust Street, Broadway, Portland Avenue and service areas adjacent. These routes are designed to be flexible and with calls, can be diverted to pick up those in diversion areas. This is important because there are many multi-family housing complexes located on these routes whose residents benefit because they do not have vehicles. These transit routes connect multifamily, affordable housing units (a portion of which is subsidized through DHA or other local agencies) in Dover's outlying areas and urban housing with downtown, services, government agencies and the Community Center as well as the Dover Transportation Center, the Community Trail and a major office park, inter-city bus terminal and park 'n ride and job centers. In addition to the creation of new routes for COAST buses, the system has an accessibility program, which ensures that those with mobility impairments can access its transportation services. Half-fare privileges are extended to seniors (65 years and older), people with disabilities, and individuals possessing a valid Medicare card. COAST also provides paratransit services for persons who are unable to ride the bus because they have a disability. Despite these improvements and additions to the public transportation system, there are still gaps in getting those in need of fair and affordable housing to assistance and to jobs because of the nature of the regions jurisdictions and the fragmented nature of its funding mechanisms.

### **III**

#### **Description of Actions Taken to Overcome Identified Impediments**

A new, revised AI was prepared last year and reviewed this year. The City of Dover has taken these steps towards alleviating these impediments by following actions:

1. The Planning Department has undertaken the process to amend the Zoning Ordinance (approved end of year 2011) by expanding the land area where group homes are allowed by right. This was done by adding group homes to the allowed use table in the Central Business District zone. The only caveat is that the facility be located on floors other than the first in buildings. Additionally, the former RM-6 and RM-8 zones were merged into the RM-U zone which also added land area where this use is allowed by special exception. Planning has undertaken a Zoning Board of Adjustment member training and education program each year that stresses the required criteria for approving special exceptions. The training focuses on each member's ability to recognize NIMBY testimony and to disregard it in the context of the group home (or any) application. Planning also has begun to review the housing chapter of the Master Plan and as part of the development of the chapter will conduct a study to ascertain which zoning districts would be appropriate to allow group homes by right. The next update process should begin next year with consultant requirements prepared and selection process started.

In addition to the above work, the City is reviewing expansion of the use to other urbanized zoning districts. This review will occur in the remaining months of the

2011 – 2012 program year to allow for amendments to the code prior to the end of the program year.

2. The Zoning Administrator has initiated research on new industry trends towards improvement in the mobile or modular home industry and compared those developments to its definitions section in zoning. Draft changes in zoning definitions will go through the initial process during the fall of 2011. In addition, the Planning Department will consider crafting another revision which allows for the placement of mobile homes on any legal lot in the R-40 zone, so long as the home and associated foundation and hook-ups meet all other applicable criteria to go forward through the next major zoning revision process, also tentatively scheduled for FY 2012.

3. The City continues to have a considerably higher number of public housing and government assisted rental units than all other communities in Strafford County. The City is proactive in maintaining this high number of units through its public and governmental agencies. This is an on-going action. Additionally, recent major zoning changes have increased the potential for both in-fill and new housing opportunities within the Central Business District regulating zones by adhering to the new form-based code which allows residential units on all floors above the first.

**EXAMPLE 1: REDISTRIBUTION OF ATTACHED AND 2+ FAMILY UNITS (2007 SUPPLY)**

This model shows a theoretical re-distribution of the 2007 SRPC housing supply of attached or in two or more family structures. This type of model could be updated annually using NHOEP estimates of the current housing supply. The model also awards communities "credits" for attached units (usually townhouse-style construction) as well as duplex and multifamily construction that potentially serve rental housing needs.

**PROPORTIONATE DISTRIBUTION OF HOUSING SUPPLY IN ATTACHED AND TWO OR MORE FAMILY STRUCTURES - STRAFFORD RPC**

MUNICIPALITY	A	B	C	D	E	F	G	H	I	J	K	L
	SHARE OF SRPC AREA PRIVATE SECTOR EMPLOYMENT 2007	2007 EST. SHARE OF SRPC COMMERCIAL-INDUSTRIAL VALUATION (EQUALIZED)	2006 HOUSEHOLDS (NHOEP ESTIMATE)	SHARE OF SRPC RESIDENT LABOR FORCE 2007	SHARE OF SRPC AGGREGATE HOUSEHOLD INCOME 2000	COMPOSITE PROPORTIONATE SHARE BASED ON FACTORS A-E	MULTIFAMILY UNITS 2007 USING WEIGHTED ALLOCATION FACTORS	TRAVEL TIME TO WORK - AVG. MINUTES PER WORKER IN 2000	ADJUSTED PROPORTIONATE SHARE OF SRPC TOTAL	ADJUSTED PROPORTIONATE DISTRIBUTION 2007	UNITS IN ATTACHED AND 2+ FAMILY STRUCTURES 2007	CHANGE IN HOUSING SUPPLY TO ACHIEVE PROPORTIONATE DISTRIBUTION
Factor Weighting Points	4.0	4.0	2.0	2.0	1.0	13.0						
Relative Weight of Factor (Rounded)	31%	31%	15%	15%	8%	100%						
Brookfield	0.07%	0.03%	0.46%	0.46%	0.57%	0.22%	44	46.73	0.11%	22	(6)	16
Wakefield	1.95%	6.80%	3.40%	2.95%	3.36%	3.65%	719	38.74	2.25%	443	(234)	209
Newmarket	2.55%	5.64%	7.18%	7.56%	6.54%	5.41%	1,067	26.14	4.94%	973	(2,227)	(1,254)
Northwood	2.14%	2.63%	2.73%	2.84%	2.54%	2.55%	503	33.49	1.82%	358	(250)	108
Nottingham	0.43%	0.53%	2.89%	3.33%	3.37%	1.51%	296	33.81	1.07%	210	(70)	140
Barrington	2.58%	4.63%	5.49%	6.08%	5.74%	4.47%	882	27.73	3.85%	758	(329)	429
Dover	38.71%	32.05%	22.21%	20.92%	22.82%	30.16%	5,945	21.41	33.58%	6,619	(6,760)	(141)
Durham	4.39%	6.65%	6.62%	8.55%	7.27%	6.13%	1,208	17.06	8.95%	1,698	(1,400)	298
Farmington	1.86%	2.92%	4.56%	4.19%	3.59%	3.10%	610	27.62	2.67%	527	(564)	(37)
Lee	2.55%	2.69%	2.82%	3.16%	3.58%	2.81%	554	26.38	2.54%	500	(365)	135
Madbury	0.44%	0.50%	1.13%	1.16%	1.43%	0.75%	148	24.19	0.74%	146	(123)	23
Middleton	0.31%	0.26%	1.19%	1.21%	0.96%	0.62%	122	35.91	0.41%	81	(20)	61
Milton	1.18%	1.30%	3.07%	2.97%	2.57%	1.89%	373	31.09	1.45%	287	(212)	75
New Durham	0.59%	0.54%	1.71%	1.74%	1.79%	1.02%	201	35.87	0.68%	133	(29)	104
Rochester	26.82%	21.47%	22.31%	20.29%	19.63%	22.92%	4,518	23.72	23.03%	4,539	(4,353)	186
Rollinsford	1.44%	1.65%	1.87%	1.93%	2.39%	1.72%	339	24.30	1.69%	332	(346)	(14)
Somersworth	11.82%	9.52%	8.77%	7.79%	8.28%	9.75%	1,922	23.79	9.77%	1,925	(2,354)	(436)
Strafford	0.58%	0.18%	2.56%	2.85%	3.16%	1.31%	255	36.62	0.85%	168	(66)	80
SRPC Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	19,710	25.30	100.00%	19,710	(19,710)	0

COMPOSITION OF NEEDS THAT ARE DISTRIBUTED WITHIN REGION	19,710	UNIT IN ATTACHED AND 2+ UNIT STRUCTURES - EXISTING (APPROXIMATELY REPRESENTATIVE OF THE RENTAL HOUSING SUPPLY)
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**EXAMPLE 2: DISTRIBUTION OF EXISTING AND PROJECTED AFFORDABLE RENTAL HOUSING NEED TO 2015**

Need is defined by the estimated number of non-elderly renters who will have a high housing cost burden in 2015 if affordable rental housing is not available to reduce housing costs. The model includes recognition of the assisted rental housing units in general occupancy projects already located in the municipality.

MUNICIPALITY	A	B	C	D	E	F	G	H	I	J	K	L
	SHARE OF SRPC AREA PRIVATE SECTOR EMPLOYMENT 2007	2007 EST. SHARE OF SRPC COMMERCIAL-INDUSTRIAL VALUATION (EQUALIZED)	2006 HOUSEHOLDS (NHOEP ESTIMATE)	SHARE OF SRPC RESIDENT LABOR FORCE 2007	SHARE OF SRPC AGGREGATE HOUSEHOLD INCOME 2000	COMPOSITE PROPORTIONATE SHARE BASED ON FACTORS A-E	DISTRIBUTION OF COST-BURDENED RENTER HOUSEHOLDS IN NEED OF AFFORDABLE RENTAL UNITS - 2015	TRAVEL TIME TO WORK - AVG. MINUTES PER WORKER IN 2000	ADJUSTED PROPORTIONATE SHARE OF SRPC TOTAL	ADJUSTED PROPORTIONATE SHARE OF NEED IN 2015	LESS ASSISTED HOUSING UNITS IN PLACE	ALLOCATION OF FUTURE ASSISTED RENTAL UNITS
<b>Factor Weighting Points</b>	<b>4.0</b>	<b>4.0</b>	<b>2.0</b>	<b>2.0</b>	<b>1.0</b>	<b>13.0</b>						
<b>Relative Weight of Factor (Rounded)</b>	<b>31%</b>	<b>31%</b>	<b>15%</b>	<b>15%</b>	<b>8%</b>	<b>100%</b>						
Brookfield	0.07%	0.03%	0.48%	0.48%	0.57%	0.22%	13	46.73	0.11%	7	0	7
Wakefield	1.05%	6.80%	3.40%	2.95%	3.36%	3.85%	214	38.74	2.25%	131	0	131
Newmarket	2.95%	5.84%	7.18%	7.56%	6.54%	5.41%	317	26.14	4.94%	289	(50)	239
Northwood	2.14%	2.63%	2.73%	2.84%	2.94%	2.55%	149	33.49	1.82%	106	0	106
Nottingham	0.43%	0.53%	2.89%	3.33%	3.27%	1.51%	88	33.81	1.07%	62	0	62
Barrington	2.68%	4.63%	5.49%	6.08%	5.74%	4.47%	282	27.73	3.85%	225	0	225
Dover	38.71%	32.05%	22.21%	20.92%	22.82%	30.16%	1,766	21.41	33.56%	1,966	(606)	1,360
Durham	4.39%	6.63%	6.62%	8.55%	7.27%	6.13%	359	17.06	8.56%	501	0	501
Farmington	1.86%	2.92%	4.56%	4.19%	3.59%	3.10%	181	27.62	2.67%	156	(81)	75
Lee	2.55%	2.69%	2.82%	3.16%	3.58%	2.81%	164	26.38	2.54%	149	0	149
Madbury	0.44%	0.50%	1.13%	1.18%	1.43%	0.75%	44	24.19	0.74%	43	0	43
Middleton	0.31%	0.26%	1.19%	1.21%	0.98%	0.62%	36	35.91	0.41%	24	0	24
Milton	1.18%	1.30%	3.07%	2.97%	2.57%	1.89%	111	31.00	1.45%	85	0	85
New Durham	0.59%	0.54%	1.71%	1.74%	1.79%	1.02%	60	35.67	0.68%	40	0	40
Rochester	26.82%	21.47%	22.31%	20.29%	19.63%	22.92%	1,342	23.72	23.03%	1,348	(204)	1,144
Rollinsford	1.44%	1.65%	1.87%	1.93%	2.39%	1.72%	101	24.30	1.69%	99	(12)	87
Somersworth	11.82%	9.52%	8.77%	7.79%	8.28%	9.75%	571	23.79	9.77%	572	(203)	369
Strafford	0.58%	0.18%	2.56%	2.85%	3.16%	1.31%	77	36.62	0.85%	50	0	50
<b>SRPC Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>5,854</b>	<b>25.30</b>	<b>100.00%</b>	<b>5,854</b>	<b>(1,156)</b>	<b>4,698</b>

COMPOSITION OF NEEDS THAT ARE DISTRIBUTED	5,854	2015 SUPPLY GOAL TO BE PROPORTIONATELY DISTRIBUTED
	17,400	TOTAL RENTAL HOUSING SUPPLY NEEDED 2015 - AGE UNDER 65
	27%	% OF NON-ELDERLY RENTERS SPENDING 35%+ FOR HOUSING (2000 CENSUS)
	4,698	ESTIMATED 2015 RENTER HOUSEHOLDS WITH COST BURDEN 35%+
	1,156	PLUS EXISTING GENERAL OCCUPANCY UNITS IN ASSISTED DEVELOPMENTS
	5,854	ESTIMATED NEED GAP PLUS EXISTING SUPPLY OF ASSISTED UNITS

Note: When "future need" is defined to include remedies for existing affordability gaps, the theoretical needs is of a scale that is well above any reasonable level of supportable multifamily production for an eight-year period. However, the allocation of future needs might be reasonable across a 15-20 year time frame.

**EXAMPLE 3: DISTRIBUTION OF FUTURE GROWTH IN WORKFORCE HOUSING SUPPLY 2007-2015 (OWNERS AND RENTERS)**

The model assigns the workforce portion of total growth to all communities based on the share factors. Workforce units include the projected increase in ownership units affordable at or below 100% of the AMFI, and rental units affordable at or below 60% of the AMFI. The model allocates regional growth projected for 2007-2015 to each community based on the allocation formula. The model could show a workforce goal total (per column J) or a breakout between owner and rental goals as shown in columns K and L. (In the example below, the own/rent split for each community is based on the regional proportion of need in each segment.

**PROPORTIONATE DISTRIBUTION OF GROWTH IN WORKFORCE HOUSEHOLDS (HOMEOWNERS AND RENTERS) 2007-2015**

MUNICIPALITY	A	B	C	D	E	F	G	H	I	J	K	L
	SHARE OF SRPC AREA PRIVATE SECTOR EMPLOYMENT T 2007	2007 EST. SHARE OF SRPC COMMERCIAL-INDUSTRIAL VALUATION (EQUALIZED)	2006 HOUSEHOLDS (NHOEP ESTIMATE)	SHARE OF SRPC RESIDENT LABOR FORCE 2007	SHARE OF SRPC AGGREGATE HOUSEHOLD INCOME 2000	PROPORTIONATE SHARE OF WORKFORCE HOUSING GROWTH	LOCAL SHARE OF NEW WORKFORCE UNITS BASED ON FACTORS	TRAVEL TIME TO WORK - AVG. MINUTES PER WORKER IN 2000	ADJUSTED PROPORTIONATE SHARE OF SRPC TOTAL	ADJUSTED PROPORTIONATE DISTRIBUTION OF WORKFORCE HOUSING GROWTH	WORKFORCE OWNER UNITS AT REGIONAL TENURE RATIO	WORKFORCE RENTAL UNITS AT REGIONAL TENURE RATIO
<b>Factor Weighting Points</b>	<b>4.0</b>	<b>4.0</b>	<b>2.0</b>	<b>2.0</b>	<b>1.0</b>	<b>13.0</b>						
<b>Relative Weight of Factor (Rounded)</b>	<b>31%</b>	<b>31%</b>	<b>15%</b>	<b>15%</b>	<b>8%</b>	<b>100%</b>						
Brookfield	0.07%	0.03%	0.48%	0.48%	0.57%	0.22%	9	46.73	0.11%	5	3	1
Wakefield	1.05%	6.80%	3.40%	2.95%	3.36%	3.85%	149	38.74	2.25%	91	64	27
Newmarket	2.95%	5.84%	7.18%	7.56%	6.54%	5.41%	220	26.14	4.94%	201	141	60
Northwood	2.14%	2.63%	2.73%	2.84%	2.94%	2.55%	104	33.49	1.82%	74	62	22
Nottingham	0.43%	0.53%	2.89%	3.33%	3.27%	1.51%	62	33.81	1.07%	43	31	13
Barrington	2.68%	4.63%	5.49%	6.08%	5.74%	4.47%	182	27.73	3.85%	157	110	46
Dover	38.71%	32.06%	22.21%	20.92%	22.82%	30.16%	1,228	21.41	33.56%	1,367	962	406
Durham	4.39%	6.63%	6.62%	8.55%	7.27%	6.13%	250	17.06	8.56%	349	245	103
Farmington	1.86%	2.92%	4.56%	4.19%	3.59%	3.10%	126	27.62	2.67%	109	77	32
Lee	2.55%	2.69%	2.82%	3.16%	3.58%	2.81%	114	26.38	2.54%	103	73	31
Madbury	0.44%	0.50%	1.13%	1.18%	1.43%	0.75%	31	24.19	0.74%	30	21	9
Middleton	0.31%	0.26%	1.19%	1.21%	0.98%	0.62%	25	35.91	0.41%	17	12	5
Milton	1.18%	1.30%	3.07%	2.97%	2.57%	1.89%	77	31.00	1.45%	59	42	18
New Durham	0.59%	0.54%	1.71%	1.74%	1.79%	1.02%	41	35.67	0.68%	28	19	8
Rochester	26.82%	21.47%	22.31%	20.29%	19.63%	22.92%	933	23.72	23.03%	938	660	278
Rollinsford	1.44%	1.65%	1.87%	1.93%	2.39%	1.72%	70	24.30	1.69%	69	48	20
Somersworth	11.82%	9.52%	8.77%	7.79%	8.28%	9.75%	397	23.79	9.77%	396	290	118
Strafford	0.58%	0.18%	2.56%	2.85%	3.16%	1.31%	53	36.62	0.85%	35	24	10
<b>SRPC Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>4,672</b>	<b>25.30</b>	<b>100.00%</b>	<b>4,672</b>	<b>2,864</b>	<b>1,208</b>

COMPOSITION OF NEEDS THAT ARE DISTRIBUTED WITHIN REGION	4,072	2007-2015 GROWTH TO BE PROPORTIONATELY DISTRIBUTED
	2,864	PROJECTED GROWTH - NUMBER OF HOMEOWNERS UNDER 100% AMFI
	1,208	PROJECTED GROWTH - RENTERS UNDER 60% AMFI
	4,072	WORKFORCE INCOME SECTOR - GROWTH IN SUPPLY 2007-2015
	8,000	TOTAL HOUSING PRODUCTION (ALL INCOMES)
	51%	WORKFORCE SHARE OF REGIONAL SUPPLY GROWTH

4. 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. Lead-based paint hazard educational materials have been up front both in City Hall and the Fire Station Inspection Office for information dissemination to the general public. An outreach campaign on cable channel 22 is planned for next year. These are on-going actions.

5. (& 7.) Planning worked with both Catholic Charities and NHHFA to assist in relocation/placement of residents of an older, gentrified mobile home park in the City when that park was closed due to impending redevelopment. All former residents were successfully assisted into suitable housing. The City will continue to work proactively with the New Hampshire Housing Finance Authority when conditions merit such action. The City worked with the Strafford Regional Planning Commission in their Housing Workshop series and Vision 20/20 Master Planning Initiative regarding ways to achieve affordable housing for the City and the region as a whole. The City will work to review and implement recommendations contained within the documents as they pertain to Dover, starting with the work on the new Housing chapter of the Master Plan. Planning offers rehabilitation loans to both low-mod income homeowners and elderly homeowners at 6% interest and 0% interest, respectively for the life of the load at \$20,000 maximum. The City will continue to provide information outreach on this continuing program on cable channel 22.

Furthermore, the City is working on promotional materials and outreach on all Block Grant related activities. This outreach includes adding information to the local program's web page (<http://www.dover.nh.gov/plancomdev.htm>), the Planning Department's Facebook page, blog and through its twitter feed.

6. The Planning Department is playing an active role in the growth and development of the Housing Consortium to increase the availability of affordable and workforce housing for those in need. The Department will coordinate with the Consortium to provide education and outreach for available programs and opportunities to those with housing needs. The Planning Department has worked with the Dover Housing Authority to address wait list issues, and to that end, has facilitated the approval process for affordable housing managed by the DHA before the Planning Board.

7. The Department has developed both a funding strategy and a plan for implementing increases in service frequency; expanding service to the weekends, purchasing smaller transit vehicles that will fit neighborhood street paradigms, and fostering route flexibility and route expansion through the City's Transportation Improvement Program and Capital Improvement Program using transportation reserve funds. This reserve is funded through modest fees attached to the motor vehicle registration process. Monies from the fund must be used for both transportation or transit projects and programs.



***C. AFFORDABLE HOUSING INITIATIVES:***

The City continued funding the Housing Revolving Loan Program for rental property occupied by low-moderate income tenants, or owners that are low-moderate income. In addition, the City helped finance rehabilitation work for My Friend's Place Transitional Housing units. Low interest loans are available to landlords and low- moderate income homeowners. Deferred payment loans are available to very low-income owners and grants are available to low and moderate- income owners who need handicap accessibility improvements.

The Dover Welfare Department and Behavioral Health were each given \$10,000 for a security deposit assistance program. The program provides security deposits for low-income renters who cannot afford the security deposit on a rental unit. Dover Welfare provides deposits for their clientele and Strafford Guidance Center provides deposits and emergency assistance for people with mental illness.

***D. CONTINUUM OF CARE:***

The City of Dover has worked closely with the Strafford County Consortium in developing and updating the County's Continuum of Care. Two members of the City's staff attend the consortium meetings. The Consortium will meet as necessary to update the Continuum of Care for Strafford County, as new gaps are identified or new services available for listing. The board will continue to meet on an as-needed basis to discuss pertinent issues and new funding announcements from HUD, the State and other agencies.

***E. OTHER ACTIONS:***

**I**

**Special Needs of Persons who are not Homeless but Require Supportive Housing**

An \$8,500.00 grant was provided to AIDS Response of the Seacoast, a non-profit organization that offers programs relating to the issue of AIDS. The funds were used for a Services Coordinator position.

A major objective and task of the AIDS organization is the provision of educational services. These services educate people on the subject of AIDS in an effort to get facts straight and alleviate common fears. By eliminating fears and misconceptions through education, discrimination toward people with AIDS is greatly reduced. In the 2010-11 program year, hundreds of Dover residents received educational services from AIDS Response to the Seacoast. In addition, 26 AIDS patients from Dover were served by the organization.

**II**

**Obstacles to addressing underserved needs.**

The City has been dealing with a down turned economy, loss of jobs, very light hiring and the closure of a local college. The City is working with local banks to provide economic loans that create jobs for Dover residents. The City's Economic Development Director has been very proactive in visiting Dover businesses and assisting with any

financing issues as well as employment resources. He has also been active in trying to bring new businesses into Dover to help stimulate the local economy.

### **III**

#### **Foster and Maintain Affordable Housing**

The City supported the collaboration between Community Partners and the Dover Housing Authority to apply for Section 8 certificates for developmentally disabled clientele. Unfortunately the application was not awarded funding.

### **IV**

#### **Mitigate Barriers to Affordable Housing**

In December of 2010, the City revised the zoning in the downtown area, which eliminated unit density requirements along with parking requirements, thereby allowing developers to increase the density of units they can get on a piece of land or development; it also allows rooming houses in the downtown area and nearby. Additionally, density requirements and/or recreational land requirements based on the number of bedrooms has been eliminated and there is no minimum on the area of units other than the Building Code and the Life Safety Code regulations.

### **V**

#### **Mitigate Barriers in Institutional Structures**

The City has continued to support the development and infrastructure in the McConnell Center. The Center houses many non profits that offer support services to the City's low and very low population. For many of the residents, it is one stop shopping, where they can receive public assistance, fuel assistance, subsidized day care, parenting classes, adult education, ESL classes, computer learning and it also includes a food pantry.

### **VI**

#### **Public Housing and Resident Initiatives**

The DHA's housing stock is kept viable through HUD's Capital Fund Program which is formula based funding for planned capital improvements and renovations. Over the past year, the DHA has awarded, among other, contracts to: expand the parking lot at Central Towers, a 70-unit high rise building for low-income residents who are elderly or disabled; install an emergency backup generator at Central Towers that will provide heat, hot water, common area lights and electricity, elevators and fire and medical alert systems during a power outage; install exterior security cameras at Central Towers; demolish a blighted building to prepare for the expansion of the parking lot for residents of St. John's Housing for the Elderly; install battery-powered emergency lighting at Waldron Towers, an 84-unit high rise for low-income residents who are elderly or disabled; repair concrete steps; address water infiltration in basements in Mineral Park; install energy efficient replacement windows at Edgar Bois Terrace, a 20-unit low-income development for residents who are elderly or disabled.

#### **Resident Initiatives**

The DHA continues to seek funding to provide supportive services to all its residents. In 2011 the DHA was awarded Federal grant monies to continue the position of Senior

Supportive Services Coordinator and Section 8 Family Self-Sufficiency Coordinator. In addition, the DHA was recently awarded Federal grant monies to create a new position of Public Housing Family Self-Sufficiency Coordinator. Together, these three employees will work to bring necessary services to the assisted housing population. Through a previous Federal grant, the DHA and Wentworth Douglass Hospital continue their collaborative program known as the “Hand in Hand Van”, which provides DHA elderly and disabled residents with transportation to medical appointments.

Over the past 14 years the DHA Senior Supportive Services Coordinator has successfully brought services and programs to public housing seniors and persons with disabilities, allowing them to live independently and avoiding premature institutionalization. Presentations and one-on-one interviews about Medicare Part D Program have been a major component of the past several years’ services. Exercise, health awareness, and computer literacy programs are among others.

Resident initiatives targeted for public housing families focus on improving residents’ employability and financial stability. After-school and enrichment programs for children and parents are offered at the DHA’s Seymour Osman Community Center.

In addition to owning and managing 458 public housing units, the DHA also manages 347 vouchers under the Section 8 Housing Choice Voucher (HCV) Program. The Section 8 HCV Family Self-Sufficiency Program Coordinator assists HCV participants in acquiring skills and experience to obtain employment, further their education, change their living environments and become free of public assistance.

## **VII**

### **Lead Based Paint Hazards**

The City’s community development program provides all applicants for housing rehabilitation loans a copy of Protect Your Family from Lead in Your Home to all applicants for the housing rehabilitation loan program. This brochure provides information on the danger of lead paint hazards and ways to minimize risk associated with them. Homeowners and first time homebuyers are advised of the availability of testing for elevated levels of lead in the blood of children. All residential properties involved in CDBG programs are inspected for lead paint hazards. Hazards such as exterior paint failure are typically addressed by installing siding. Friction sources of lead paint dust, such as double hung windows, are typically addressed by installing replacement windows.

The City is administering new federal regulations on lead paint hazards. Dover has undertaken an assessment of existing housing programs funded with CDBG funds to implement necessary changes in policies and procedures. The following steps have been undertaken to ensure compliance with the new regulations while maintaining efficient program delivery: City personnel have received appropriate training in dealing with lead paint hazards. The Cities of Dover, Rochester and Portsmouth are currently in discussions about sponsoring training for contractors to become certified "renovation and remodeling" contractors (work costing more than \$5,000) in conjunction with New

Hampshire Housing Finance Authority. The City continues to work with the Community Action Program (CAP) to make free training in lead safe work practices available to local contractors. Local building supply businesses are also offering this training for a fee. All contractors participating in the City's rehabilitation loan program have been advised of the new federal regulations and have been encouraged to become certified in order to assure the availability of qualified, trained and competitive rehabilitation contractors. Local realtors have been advised of the issues concerning lead-based paint hazards and the applicable regulations. The general public is being informed through the media and distribution of educational material about lead paint hazards and the new regulations as they apply to all renovation, repair and painting (RRP) federally funded programs.

The City inspected 0 housing units for lead based paint hazards in the 2011-12 program year, and performed risk assessments on no units. Lead mitigation work is currently being performed on 2 units. State health officials assisted with lead based paint inspections and risk assessments on no projects. During the previous program year, four rental units were identified as posing a threat to health because of the presence of lead, one of which was issued an abatement order. As in the past, the City will continue to deal with these issues as they arise.

The Strafford County Community Action Committee's Lead Based Paint Hazard Reduction program has been licensed by the State of New Hampshire to perform lead based paint work.

## **VIII**

### **Compliance and Monitoring:**

As a means of ensuring compliance of CDBG funded activities, Community Development has established the following monitoring plan to be used for sub-recipients.

1. Sub-recipients will be required to submit quarterly reports on their programs and activities. These reports will include information such as, the number of units completed, and/or persons served; the amount of funds expended; factors which adversely affect or hinder implementations; accomplishments of programs or activities.
2. The City will require written verification on the work accomplished with requests for funds prior to release of payment unless previous approval for advances has been granted in writing.
3. Annual site visits will be made to monitor record-keeping, reports and administration compliance.

The City continues to monitor its public service grant recipients on an annual basis and monitor all other activities for compliance with all applicable rules and regulations, including environmental reviews, Federal Labor Standards and benefit to low-moderate income persons.

## **IX**

### **Reduce the number of families in Poverty:**

The City over the past year has supported Economic Development and job creation in the City. Additionally, we have continued to support Dover Children's Center which supplies subsidized daycare, thereby allowing the parents to work and provide family income.

### ***F. LEVERAGING RESOURCES:***

No matching funds were required for any of the CDBG activities.

Activities that leveraged funds for the CDBG Program included:

Strafford County Community Action's weatherization program leveraged \$39,030 in HOME funds, PSHN funds and DOE funds for owner occupied housing.

Economic Development (DELP) leveraged \$100K in owner provided funding, \$770K in SBA funding and \$1.021M in bank funds for a total of \$1,891,260 in leveraged funds for the project.

### ***G. CITIZEN'S COMMENTS:***

The City received no Citizen's comments on the Annual Performance Report. Any comments received before the end of the comment period will be forwarded to HUD.

### ***H. SELF EVALUATION:***

The City is satisfied with this past years CDBG accomplishments. This year's expenditures exceeded the grant amount. The City expenditure rate met the HUD requirements by being below the required entitlement amount by May. The city also made great strides in reducing the amount of loan pool (Revolving Funds) funds available.

The City is still working with Cross Roads house on completion of their project, which is now under way. Dover is once again attempting to partner with NHHFA in a lead base paint grant from the Office of Healthy Homes and working on other affordable housing issues through the Continuum and the Dover Housing Authority. Additionally, the City is working with Strafford County Community Action (CAP) to expend HOME funds in Dover on joint Housing rehab projects for single family homes and supplement the weatherization program to save low income owners on their heating and cooling bills.

### **Geographic Distribution of funds:**

There are no specific geographic areas within the City, targeted for assistance. CIAP Funds for Dover Housing Authority will be expended on specific public housing locations, all other programs will be offered on a citywide basis. While there are higher concentrations of low income residents within certain sections of the urban core, a sufficient number exist Citywide to warrant the expanded coverage.

In regard to minority populations, the City does not anticipate expending funds in any specific geographic area. Although there are no concentrations of minorities or an inordinate number of low-income residents located in specific areas, Census data does indicate that the Black population does appear to suffer a higher rate of poverty. This does not seem to appear in client cases of human service agencies.

**COMMUNITY DEVELOPMENT  
PRIORITY RATING FOR PLANNED ACTIVITIES FFY10  
7/01/10 through 6/30/11**

ACTIVITY	PRIORITY RATING	FUNDED AMOUNT
Rec Department Scholarships	M	\$5,361
Welfare Security Deposits	H	\$10,000
Community Partners	H	\$10,000
Seymour Osman Comm. Center	M	\$3,000
AIDS Response	H	\$8,500
A Safe Place	H	\$3,000
Homeless Cntr. for St. County	H	\$8,500
Sexual Assault Support Svcs.	M	\$3,000
My Friend's Place (MFP)	H	\$6,900
MFP Transitional Housing	H	\$3,000
The HUB Family Services	M	\$3,000
Community Action Weatherization	H-M	\$25,000
Our House	M	\$9,203
Dover Children's Center	M	\$30,950
Cross Roads House	M	\$50,000
Downtown improvements	M	\$58,430
Program Administration		\$86,306
Housing Rehab. Admin		\$28,708
Economic Loan Program Admin.		\$28,895

b) No changes to the program objectives were made over the past year. Federal resources are limited and spread throughout the needs of the community based on their priorities.

c) Pursuit of resources: The City was in contact with New Hampshire Housing Finance Authority and Community Action over the past year for lead funds for Dover. The City also applied for a TIGER II grant. The NOFA was a joint agency effort between HUD and the DOT.

d) All expenditures of funds as indicated in the HUD 4949.3 were used for low/mod benefit.

e) No project utilizing CDBG funds required tenant relocation.

f) Job Creation and Retention Narrative:

Only one economic development loan was made during the last year. The business anticipates adding eight (8) jobs over the next two years. The business relocated to a larger facility and now offers additional services which require new hires to complete and staff. The job creation will mostly be done in the 2011-12 fiscal years.

g) Home foreclosures in Dover/Strafford County

The effects of the down-turned economy have been modestly felt in Dover compared to the County overall. In comparison to other parts of the country, Dover is doing very well with foreclosures, For the first six months of 2011 Dover experienced 29 foreclosures compared to 200 County wide or 14.5%. This was down slightly from 2010 foreclosure number of 17.1% of the county's total

The Planning Office will continue to monitor, as needed, the number of foreclosures in the future occurring in Dover as well as the County. At this point, due to the low volume, the City will not be taking any steps to address the issue locally.

**Strafford County Registry of Deeds Real Estate Activity: 2005-2011 (January to June)**

Location	Deeds								Mortgages								Foreclosures							
	05	06	07	08	09	10	11		05	06	07	08	09	10	11		05	06	07	08	09	10	11	
Barrington	254	213	174	142	164	147	128		462	390	315	248	305	215	177		1	1	9	14	12	16	17	
Dover	551	558	459	355	308	359	374		1,155	1,094	875	675	714	499	532		2	2	8	26	25	39	29	
Durham	130	106	111	174	75	84	80		257	211	187	148	220	157	157		0	0	1	2	1	4	2	
Farmington	168	158	109	77	93	85	84		358	319	264	154	149	115	96		0	6	4	15	18	27	20	
Lee	96	76	92	46	39	47	61		197	143	113	97	130	94	98		0	1	0	3	5	8	3	
Madbury	31	34	24	34	19	29	26		73	73	59	53	62	43	44		0	0	0	1	3	2	0	
Middleton	41	64	34	30	28	30	33		107	104	72	58	54	32	41		1	1	2	4	6	8	4	
Milton	138	139	104	96	62	73	86		290	226	182	139	121	83	79		2	4	7	8	15	16	20	
New Durham	141	90	78	61	58	58	59		191	153	134	109	89	64	58		2	3	5	5	4	9	8	
Rochester	706	648	485	452	380	369	372		1,348	1,274	903	665	577	439	415		6	19	36	50	53	72	65	
Rollinsford	47	40	65	38	31	49	27		97	97	97	61	71	47	49		0	2	1	2	2	2	8	
Somersworth	225	180	155	138	122	126	136		490	431	349	269	229	169	180		1	7	9	12	17	23	15	
Strafford	79	75	61	57	30	72	71		218	164	156	104	121	100	115		1	1	2	4	4	6	6	
Strafford Cnty	5	12	24	11	11	8	14		147	204	193	48	20	16	23		1	2	1	1	3	1	3	
<b>TOTAL (Jan.-June)</b>	<b>2,612</b>	<b>2,393</b>	<b>1,975</b>	<b>1,711</b>	<b>1,420</b>	<b>1,536</b>	<b>1,551</b>		<b>5,390</b>	<b>4,883</b>	<b>3,899</b>	<b>2,828</b>	<b>2,862</b>	<b>2,073</b>	<b>2,064</b>		<b>17</b>	<b>49</b>	<b>85</b>	<b>147</b>	<b>168</b>	<b>233</b>	<b>200</b>	
<b>TOTAL (Year)</b>	<b>5,498</b>	<b>4,802</b>	<b>3,842</b>	<b>3,339</b>	<b>3,287</b>	<b>3,203</b>	<i>n/a</i>		<b>11,343</b>	<b>9,656</b>	<b>6,175</b>	<b>5,073</b>	<b>5,418</b>	<b>4,798</b>	<i>n/a</i>		<b>40</b>	<b>119</b>	<b>229</b>	<b>312</b>	<b>354</b>	<b>420</b>	<i>n/a</i>	

Source: Strafford County Registrar of Deeds Leo Lessard

**4949.3**







**APPENDIX:**

**IDIS REPORTS**

**PR23 (1-4)**

**PR06**

**PR02**

**PR03**

**PR10**