

## PUBLIC NOTICE

### CITY of DOVER, NEW HAMPSHIRE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CAPER FFY 2018

The City of Dover Planning and Community Development Department has completed the Community Development Block Grant (CDBG) “Consolidated Annual Performance and Evaluation Report” (CAPER) for the U.S. Department of Housing and Urban Development (HUD). The report lists CDBG expenditures and accomplishments made during the last fiscal year (July 1, 2018 through June 30, 2019). Any person interested in viewing this report can do so in the Planning and Community Development Department, City Hall, 288 Central Avenue Dover, NH 03820 Monday through Thursday 8:30 am to 5:30 pm and Friday 8:30 am to 4:00 pm or online at <http://www.dover.nh.gov/government/city-operations/planning/community-development/index.html>. Persons wishing to comment on the CAPER can submit their comments to the Planning and Community Development Department, Attn: Dave Carpenter, Community Development Planner, 228 Central Avenue, Dover, NH 03820 or at [d.carpenter@dover.nh.gov](mailto:d.carpenter@dover.nh.gov). All written comments received by 5:30 pm, October 3<sup>rd</sup>, 2018 will be forwarded to HUD along with the CAPER for their review.



CITY of DOVER, NEW HAMPSHIRE

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COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**CAPER FFY 2018**

OCTOBER 2019

# Consolidated Annual Performance and Evaluation Report

July 1, 2018 – June 30, 2019

Department of Planning and Community Development  
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**CR-05 - Goals and Outcomes**

**Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Access to Services	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				

Access to Services	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	944	472.00%	58	364	627.59%
Access to Services	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	43	76	176.74%	0	36	
Access to Services	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	0		13	0	0.00%

Access to Services	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	468		135	85	62.96%
Access to Services	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	
Access to Services	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$	Homelessness Prevention	Persons Assisted	0	19		0	7	

Access to Services	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$	HIV/AIDS Housing Operations	Household Housing Unit	100	47	47.00%			
Economic Development	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	20	0	0.00%	2	0	0.00%
Economic Development	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	5	6	120.00%	2		%
Public Improvements	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0		160	50	31.25%
Public Improvements	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				
Public Improvements	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	80	0	0.00%			
Public Improvements	Non-Housing Community Development	CDBG: \$	Facade treatment/business building rehabilitation	Business	0	0				

Public Improvements	Non-Housing Community Development	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0		50	0	0.00%
Removal of Barriers	Accessibility	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	25	0	0.00%	5000	1332	26.64%
Removal of Barriers	Accessibility	CDBG: \$	Other	Other	0	0				
Weatherization Improvements	Affordable Housing	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		3	6	200.00%
Weatherization Improvements	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	60	19	31.67%			

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**



**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

Activities that were approved in the Action Plan were begun for Public Improvements, Removal of Barriers and Weatherization but were not completed in FFY18.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	<b>CDBG</b>
White	1,872
Black or African American	23
Asian	53
American Indian or American Native	19
Native Hawaiian or Other Pacific Islander	0
<b>Total</b>	<b>1,967</b>
Hispanic	47
Not Hispanic	1,920

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

### Narrative

As in prior years, Dover has not experienced a situation that would have possibly resulted in a significant change in demographics.

**CR-15 - Resources and Investments 91.520(a)**

**Identify the resources made available**

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	417,363	227,745

**Table 3 - Resources Made Available**

**Narrative**

The City only receives CDBG funds. Dover does not utilize other funding sources such as HOME or HOPWA.

**Identify the geographic distribution and location of investments**

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Dover	100	100	

**Table 4 – Identify the geographic distribution and location of investments**

**Narrative**

## **Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

The Activities that utilized CDBG funds for FFY 2018 leveraged a total of \$1,222,084.00

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	40	28
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	7	10
<b>Total</b>	<b>47</b>	<b>38</b>

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	13	7
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	3	6
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>16</b>	<b>13</b>

Table 6 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

Grant recipient indicated that the lack of affordable units for clients to move into had an impact on the number of individuals that they could ultimately serve.

**Discuss how these outcomes will impact future annual action plans.**

The City has partnered with the neighboring communities of Somersworth and Rochester in an effort to take a unified approach to homelessness going forward. A plan was created that identified multiple issues and recommendations. The City of Dover will look to this report and joint efforts to address the lack of available affordable housing, shelters and services.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	20	0
Low-income	16	0
Moderate-income	0	0
<b>Total</b>	<b>36</b>	<b>0</b>

**Table 7 – Number of Households Served**

**Narrative Information**

There were a greater number of households served that this year that qualify under one of the three income classifications. The number of extremely low-income served is almost identical to the previous year. However, the-number low income was greater this year. There were no moderate-income served.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

My Friends Place, Cross Roads House and the Homeless Center of Strafford County all engage in outreach. Other agencies and programs that serve the homeless or potentially homeless population will direct their clients to these shelter programs as necessary. Dover Police officers are trained to help individuals that they may encounter and offer to assist them in accessing services and shelter.

The City has partnered with the neighboring communities of Somersworth and Rochester in an effort to take a unified approach to homelessness going forward. A tri city plan was created that identified multiple issues and recommendations. The City of Dover will look to this report and joint efforts to address the lack of available affordable housing, shelters and services.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

My Friends Place, Cross Roads House and the Homeless Center of Strafford County all provide emergency housing for area residents including residents of Dover. My Friend's Place and Cross Roads House also provides transition housing options for those who are in need of the transitional housing format in order to eventually get to more stable housing.

The tri-city homelessness plan discussed above includes emergency and transitional issues as a major focus of the efforts to be addressed.

### **Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The weatherization program that is annually funded is one effort made to help keep low-moderate income individuals in their homes. The tri-city homelessness plan discussed above includes the need to help those who are at risk of becoming homeless. Efforts to do so will be part of the next Con Plan.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The City of Dover has allocated CDBG funds to assist the Homeless Center of Strafford County purchase property upon which a facility would be built that will serve greater numbers than they are currently able to serve. My Friend's Place and Cross Roads House have both an emergency shelter program and a transitional housing program. These programs serve both sudden need and long term transition to stable housing. The Homeless Center for Strafford County and Cross Roads House provide emergency and short term housing solutions. HAVEN provides housing counseling and housing services for teens who might otherwise be homeless. All of the programs provide related supportive services to help during transitioning.



## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The Dover Housing Authority has taken numerous steps to improve its public housing and voucher management scores, such as hiring engineers and a housing inspector to identify and correct issues. Additionally, continual efforts are made by Section 8 Housing Choice Voucher Program staff to seek out potential voucher landlords to increase the number of families being assisted through the Housing Choice Voucher Program.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

The Dover Housing Authority maintains a Resident Advisory Board that meets to review DHA annual and five year plans. The Resident Advisory Board holds regular meetings and provides input on general DHA operations and special projects.

### **Actions taken to provide assistance to troubled PHAs**

N/A. The Dover Housing Authority is not designated as a troubled agency by HUD.

### **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The recently adopted tri city master plan on homelessness identifies several barriers to affordable housing that include various degrees of public policy or funding related obstacles. The plan is the City's road map to tackling these barriers. CDBG funds will be one tool that will be used to address homelessness. Density, transportation and access to services are examples of issues and tools in the Plan.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

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.

### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

Weatherization activities follow required lead protocols. Also, public facilities projects that occur in older structures are required to test for the presence of lead and mitigate if lead is found.

### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

Most activities undertaken by the City of Dover with CDBG funds are efforts to reduce persons in poverty and improve the quality of life for residents, either directly or indirectly. The Dover Economic Loan Program is an example of a program to directly reduce poverty-level families.

### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The Planning and Community Development Department is instituting the use of new application materials to assure clarity of proposed activities, improved monitoring of subrecipients and improved delivery of services by subrecipients.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

Staff members of the Dover Housing Authority, including the Executive Director, Director of Family Self Sufficiency, Housing Officers, and Senior Supportive Services Coordinator, serve on a variety of Boards, Commissions and Committees throughout the community related to housing, poverty, mental health, community service, and supportive services. This scenario allows for Authority to share information and coordinate with various programs. The City's involvement in the Tri-City Mayors Task Force on Homelessness is another avenue in which Dover is seeking coordination between public and private service agencies.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

To address the demand for public housing and government assisted rental units, which is higher in Dover than in surrounding municipalities, the City continues to be proactive in maintaining a high number of units through its public and governmental agencies. This is an on-going action.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

FFY 18 marked the third year of revised applications and contracts with subrecipients allowing for more focused monitoring of subrecipients re objectives and outcomes.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

Beyond required minimum notices for CDBG related actions, the City places notice of upcoming plans and reports in a weekly download to citizens and posts related information on the website. Public hearings are held in accessible environments and are televised on local access cable and streamed online.

## **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

N/A The City of Dover has not changed any program objectives.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

N/A The City of Dover has not changed any program objectives.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**