

**City of Dover**

**Community Development Block Grant Program**

**Action Plan FFY2016**



## **Executive Summary**

### **AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

#### **1. Introduction**

This plan represents year two (2) 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.

#### **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Detailed project Objectives and Outcomes can be found in the specific Action Plan Project section of the Plan. (CPMP)

To provide opportunities for those who need access to services: Fund Public Service Agencies/Providers.

To weatherize and improve older housing stock: Fund the Weatherization Program.

To Plan and Construct Public Improvements: Make Energy and Heating improvements in facility occupied by a child care center serving predominantly low and mod income families.

To expand economic opportunities: Continue the Economic Loan Program.

Removal of Architectural Barriers: Remove barriers to access at local museum and public sidewalks.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

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

### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

Public notices wre placed in the local newspaper of record for public hearings held by the Planning Board and City Council to solicit input on the action plan.

### **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Other than presentations by the applicants, no comments were received either at the City Council meeting during the Public Hearing or after the meeting directly to the Planning and Community Development staff.

**6. Summary of comments or views not accepted and the reasons for not accepting them**

Other than presentations by the applicants, 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 Action Plan.

**7. Summary**

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 and 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 \$65,700 for a family of 4 in 2016.

**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	DOVER	Planning and Community Development

**Table 1 – Responsible Agencies**

**Narrative (optional)**

**Consolidated Plan Public Contact Information**

City of Dover,

Department of Planning and Community Development

288 Central Avenue

Dover, NH 03820

[www.dover.nh.gov](http://www.dover.nh.gov)

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

Both public and private organizations have increased awareness of affordable housing issues. Interaction and cooperation has increased between the various agencies included in the delivery of housing initiatives. In order to overcome existing gaps in the delivery system, the following strategies shall be implemented:

The City of Dover Planning Department will continue to play an active role in the growth and development of the Housing Consortium to facilitate the coordination of affordable housing initiatives.

Using CDBG Funds, the City will continue to support non-profits with financial and technical assistance.

### **Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

The Dover Housing Authority has a strong relationship with the local jurisdiction. The City Manager makes appointments to the Dover Housing Authority Board of Commissioners. The Dover Housing Authority confers with the local governing body on housing needs of the community. The Dover Housing Authority and City of Dover have a long-standing cooperation agreement. The Executive Director of the Dover Housing Authority is closely involved with the activities of the local jurisdiction, and has been connected to the community in various roles for over three decades.

### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

Planning Department and Housing Consortium will undertake coordinated workshops and seminars to facilitate understanding of programs, application processes and development issues.

The Planning Department will attempt to identify funding resources to support operations and programs of non-profit organizations and resources for project commitments.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

No ESG funds are used in this Action Plan.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	MY FRIENDS PLACE
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Outcomes of consultation include understanding local homelessness issues
2	<b>Agency/Group/Organization</b>	DOVER WELFARE
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Dover Welfare is consulted for an overall opinion of issues that face the Low Mod community that they see on a daily basis. The anticipated outcome is an informed and accurate allocation of resources.
3	<b>Agency/Group/Organization</b>	Dover Business and Industrial Development Authority
	<b>Agency/Group/Organization Type</b>	Business Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consultation of members of the Board, who give insight on the needs of local employers

4	<b>Agency/Group/Organization</b>	Strafford Economic Development Corporation
	<b>Agency/Group/Organization Type</b>	Local finance agency Private Sector Banking / Financing
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Staff was consulted to better understand funding requests received for economic development loans.

**Identify any Agency Types not consulted and provide rationale for not consulting**

Most public services agencies who routinely ask for funding were not consulted to avoid the perception of preferential treatment.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	Strafford County Housing Consortium	See Grantee Unique Appendices

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

**AP-12 Participation – 91.105, 91.200(c)**

**1. Summary of citizen participation process/Efforts made to broaden citizen participation  
Summarize citizen participation process and how it impacted goal-setting**

Public notice was made through the local newspaper of record, and a public hearing was held at the Planning Board and one before the City Council. At the Planning Board meeting, applicants for funding came forward to speak in favor of funding their programs. At the City Council meeting, two applicants for funding came forward to speak in favor of funding their programs.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	Representatives from 11 programs/agencies attended the Planning Board public hearing and spoke in support of their funding request.	Funding requests and support.	All comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
2	Public Hearing	Non-targeted/broad community	Representatives from 2 programs/agencies attended the City Council public hearing and spoke in support of their funding request.	Funding requests and support.	All comments were accepted.	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.220(c) (1, 2)

#### Introduction

The City of Dover utilized a combination of local tax revenue, grant allocation and program income to provide services to the low/mod community.

#### Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	268,665	88,263	77,766	434,694	1,339,449	PI consists of economic loan pool proceeds, housing loan proceeds and parking income from CDBG funded parking lot.

Table 5 - Expected Resources – Priority Table

#### Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The Federal funds will be leveraged against local funds to spread funds to the greatest extent. Local funds may be funds raised by

subrecipients, local tax dollars and other grants.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

N/A

**Discussion**

Through a combination of the program income and the grant allocation, as well as utilization of local tax payer dollars, which contribute to the program administration staff, the service delivery of the program is provided.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Access to Services	2015	2019	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	Dover	Homeless Assistance Assistance to Populations with Special Needs	CDBG: \$57,465	Public service activities other than Low/Moderate Income Housing Benefit: 920 Persons Assisted  Public service activities for Low/Moderate Income Housing Benefit: 6 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 20 Households Assisted  Homeless Person Overnight Shelter: 153 Persons Assisted
2	Weatherization Improvements	2015	2019	Affordable Housing	Dover	Assistance to homeowner low income Energy Efficiency Improvements	CDBG: \$25,000	Homeowner Housing Rehabilitated: 12 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Economic Development	2015	2019	Non-Housing Community Development	Dover	Economic Development Support of Businesses Microenterprise, Technical Assistance	CDBG: \$109,915	Jobs created/retained: 4 Jobs Businesses assisted: 3 Businesses Assisted
4	Public Improvements	2015	2019	Non-Housing Community Development	Dover	Energy Efficiency Improvements	CDBG: \$77,766	Facade treatment/business building rehabilitation: 1 Business
5	Removal of Barriers	2015	2019	Accessibility	Dover	Accessibility Needs	CDBG: \$93,162	Other: 2 Other

**Table 6 – Goals Summary**

### Goal Descriptions

1	<b>Goal Name</b>	Access to Services
	<b>Goal Description</b>	Provision of funding to public service agencies to offer services to children, teens, homeless, individuals with AIDS and special needs residents.
2	<b>Goal Name</b>	Weatherization Improvements
	<b>Goal Description</b>	During the next year the City will continue to support weatherization efforts completed by the Community Action Program weatherization program. Community Action has received grants of \$23,000 - \$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 FY16/17 funds.

<b>3</b>	<b>Goal Name</b>	Economic Development
	<b>Goal Description</b>	Business Assistance including loans to businesses that result in job creation or retention.
<b>4</b>	<b>Goal Name</b>	Public Improvements
	<b>Goal Description</b>	Energy efficiency improvements to a portion of a building that provides childcare services. Majority of families served by the childcare program are low and mod income families.
<b>5</b>	<b>Goal Name</b>	Removal of Barriers
	<b>Goal Description</b>	Sidewalk ADA related improvements and barrier related improvements to local Musuem.

**Table 7 – Goal Descriptions**

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):**

No Home monies will be used in this Plan.

## AP-35 Projects – 91.220(d)

### Introduction

The projects listed below are a continuation of 5 projects that the City has undertaken over the past several years of the Program. They address the goals and objectives that the City has identified and contain linkages to the the overall master plan the City uses to provide services to the public.

#	Project Name
1	Administration
2	Economic Development
3	Public Services
5	Public Facilities
6	Housing

**Table 8 – Project Information**

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Allocation is based upon review of the Consolidated Plan and available resources. Obstacles include service delivery to the subrecipients, including support for obtaining contractors to do work.

## Projects

### AP-38 Projects Summary

#### Project Summary Information

Table 9 – Project Summary

<b>1</b>	<b>Project Name</b>	Administration
	<b>Target Area</b>	Dover
	<b>Goals Supported</b>	Access to Services Weatherization Improvements Public Improvements Economic Development Removal of Barriers
	<b>Needs Addressed</b>	Housing Assistance to homeowner low income Assistance to Populations with Special Needs Accessibility Needs Energy Efficiency Improvements Planning
	<b>Funding</b>	CDBG: \$71,386
	<b>Description</b>	Program administration and oversight, and planning activities
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	

	<b>Location Description</b>	
	<b>Planned Activities</b>	Administer Plan Monitor subrecipients Provide assistance to sub-recipients
<b>2</b>	<b>Project Name</b>	Economic Development
	<b>Target Area</b>	Dover
	<b>Goals Supported</b>	Economic Development
	<b>Needs Addressed</b>	Economic Development Support of Businesses Microenterprise, Technical Assistance
	<b>Funding</b>	CDBG: \$109,915
	<b>Description</b>	Dover Economic Loan Program (DELP) and DELP administration.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Business Assistance including loans to businesses that result in job creation or retention.
<b>3</b>	<b>Project Name</b>	Public Services
	<b>Target Area</b>	Dover
	<b>Goals Supported</b>	Access to Services

	<b>Needs Addressed</b>	Housing Assistance to homeowner low income Homeless Assistance Assistance to Populations with Special Needs
	<b>Funding</b>	CDBG: \$57,465
	<b>Description</b>	Programs to assist low and mod income residents
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Provide funding to public service agencies
<b>4</b>	<b>Project Name</b>	Public Facilities
	<b>Target Area</b>	Dover
	<b>Goals Supported</b>	Public Improvements Removal of Barriers
	<b>Needs Addressed</b>	Accessibility Needs Energy Efficiency Improvements
	<b>Funding</b>	CDBG: \$170,928
	<b>Description</b>	Improvements to facilities or infrastructure benefiting low and mod income residents or clients.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	

	<b>Planned Activities</b>	Provide HVAC/energy improvements to facility housing child care center; removal of barriers to access at local museum and to sidewalks.
<b>5</b>	<b>Project Name</b>	Housing
	<b>Target Area</b>	Dover
	<b>Goals Supported</b>	Weatherization Improvements
	<b>Needs Addressed</b>	Assistance to homeowner low income Energy Efficiency Improvements
	<b>Funding</b>	CDBG: \$25,000
	<b>Description</b>	Housing related activities related weatherization and energy improvements.
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Weatherization and energy related improvements to old housing stock



**AP-50 Geographic Distribution – 91.220(f)**

**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The City as a whole will be served. There are no specific areas of the City which are targeted. Funds are allocated to the needs presented, and not by area of the City.

**Geographic Distribution**

Target Area	Percentage of Funds
Dover	

**Table 10 - Geographic Distribution**

**Rationale for the priorities for allocating investments geographically**

N/A

**Discussion**

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

The focus of the public service expenditures will be towards sheltering Dover residents, either through financial assistance to the three shelters in the area, or through rental/security deposit assistance.

One Year Goals for the Number of Households to be Supported	
Homeless	153
Non-Homeless	6
Special-Needs	8
Total	167

**Table 11 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	12
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	12

**Table 12 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

These funds will be used As follows.

1. Emergency Housing for the Homeless. Monies are used to temporarily place people at My Friend's Place, Cross Roads House, Homeless Center for Strafford County or a local hotel.
2. First month rent or security deposit assistance for homeless individuals/families with mental illness provided by Community Partners
3. Security Deposit assistance to secure affordable housing.



## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The City of Dover works closely with the Dover Housing Authority (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.

### **Actions planned during the next year to address the needs to public housing**

No direct assistance is planned, though through program administration and planning, there is an active relationship between the City and PHA.

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

The City supports the many efforts the Dover Housing Authority has to encourage involvement by residents in homeownership activities.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

N/A

### **Discussion**

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The City plans to focus \$43,565 towards the needs of shelters and security deposit/first month's rent programs in the region.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

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

Dover Continues to fund programs to assist the homeless and transitional housing programs which allow families to get back on their feet by providing assistance for a defined period of time. Chronic substance abuse and mental illness are not going away, This appears to be a significant part of the reasons for homelessness in the State and Dover. Cuts to Health and Human Service's budget are one of several factors that are likely to result in an increase in chronic homelessness issue.

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

Dover Continues to fund programs to assist the homeless and transitional housing programs which allow families to get back on their feet by providing assistance for a defined period of time. Chronic substance abuse and mental illness are not going away, This appears to be a significant part of the reasons for homelessness in the State and Dover. Cuts to Health and Human Service's budget are one of several factors that are likely to result in an increase in chronic homelessness issue.

#### **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**

Transition to permanent housing is supported by offering educational materials through the welfare office, and working with the Housing Partnership and Dover Housing Authority. Furthermore, the City is a member of the Workforce Housing Coalition of the Greater Seacoast, which advocates for affordable housing for local residents.

#### **Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

Through rental assistance and through technical assistance, the program assists those who might slide into homelessness if not for the program.

**Discussion**

<b>One year goals for the number of households to be provided housing through the use of HOPWA for:</b>
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **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.

### **Actions it planned 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**

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.

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.

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.

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.

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.

In follow up to the Land Use Analysis Master Plan, the City is currently updating its 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.

## **Discussion**

## **AP-85 Other Actions – 91.220(k)**

### **Introduction**

#### **Actions planned to address obstacles to meeting underserved needs**

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. A HUD monitoring was recently completed that will also result in improvements in delivery of services.

#### **Actions planned to foster and maintain affordable housing**

`<p style="margin: 0in 0in 8pt;"><font face="Calibri" size="3">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.</font></p>`

#### **Actions planned to reduce lead-based paint hazards**

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.

#### **Actions planned to reduce the number of poverty-level families**

The key to breaking the poverty cycle is through the creation of good, well paying jobs in the community. The Dover Economic Loan Program (DELP) 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. Also, through the DELP Program, staff assists individuals seeking assistance by directing them to other lending sources and by describing applicable local ordinance requirements affecting proposed economic activities.

### **Actions planned to develop institutional structure**

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.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

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.

### **Discussion**

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

## **Discussion**

This Action Plan is for FFY 2016, and covers July 1, 2016 to June 30 2017.

## Attachments

## **Citizen Participation Comments**

### Citizen Participation Comments

Comments were provided by applicants at the two public hearings held during the local review of the Action Plan. No other comments were provided at the public hearings. As of May 10<sup>th</sup>, no other comments have been received.

**Grantee Unique Appendices**

**Grantee Unique Appendices**

AP-10: Describe other local/regional/state/federal planning efforts considered when preparing the Plan.

Goal	Plan Statement of Strategic Goal	Outcome Objective	Outcome Measure	Performance Indicator
1	Provide safe, secure housing for very low and extremely low income homeowners and renters	Provide decent housing	Provide decent housing with improved/new affordability	95 low/.mod housing units are weatherized
2	Provide supportive services to shelter residents	Create suitable living environments	Create suitable living environment through improved/new accessibility/availability	200 households will received assistant to prevent homelessness
3	Support organizations that assist the City's special needs population	Create suitable living environments	Create suitable living environment through improved/new accessibility/availability	100 a year persons will be assisted with access to a public service
4	Promote Community development projects	Create suitable living environments	Create suitable living environment through improved/new accessibility/availability	5000 persons will be assisted with access to a public service.



# Grantee SF-424's and Certification(s)

OMB Number: 4040-0004  
Expiration Date: 03/31/2016

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* f Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: B-11 MC33 0005	
5a. Federal Entity Identifier: B-11 MC33 0005	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: City of Dover, New Hampshire		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 02-0000730	* c. Organizational DUNS: 0993591680000	
<b>d. Address:</b>		
* Street 1: 288 Central Avenue	<input type="text"/>	
* Street 2: <input type="text"/>	<input type="text"/>	
* City: Dover	<input type="text"/>	
* County/Parish: Strafford	<input type="text"/>	
* State: <input type="text"/>	NH: New Hampshire	
* Province: <input type="text"/>	<input type="text"/>	
* Country: <input type="text"/>	USA: UNITED STATES	
* Zip / Postal Code: 03800 4100	<input type="text"/>	
<b>e. Organizational Unit:</b>		
Department Name: Planning and Community Develop.	Division Name: Community Development	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: Mr.	* First Name: David	<input type="text"/>
Middle Name: <input type="text"/>	<input type="text"/>	
* Last Name: Carpenter	<input type="text"/>	
Suffix: <input type="text"/>	<input type="text"/>	
Title: Community Development Planner		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: 603-516-6028	Fax Number: 603-516-6048	
* Email: d.carpenter@dover.nh.gov		

Application for Federal Assistance SF-424			
<b>* 9. Type of Applicant 1: Select Applicant Type:</b> <input type="text" value="City or Township Government"/> <b>Type of Applicant 2: Select Applicant Type:</b> <input type="text"/> <b>Type of Applicant 3: Select Applicant Type:</b> <input type="text"/> <b>Other (specify):</b> <input type="text"/>			
<b>* 10. Name of Federal Agency:</b> <input type="text" value="US Dept. of Housing and Urban Development"/>			
<b>11. Catalog of Federal Domestic Assistance Number:</b> <input type="text" value="14.214"/> <b>CFDA Title:</b> <input type="text" value="Community Development Block Grant Entitlement"/>			
<b>* 12. Funding Opportunity Number:</b> <input type="text"/> <b>Title:</b> <input type="text"/>			
<b>13. Competition Identification Number:</b> <input type="text"/> <b>Title:</b> <input type="text"/>			
<b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b> <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>			
<b>* 15. Descriptive Title of Applicant's Project:</b> <input type="text" value="Community Development Block Grant Program FY2015"/>			
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>			

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant:  \* b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:  \* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="346,430.01"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="88,262.00"/>
* g. TOTAL	<input type="text" value="434,692.01"/>

**\* 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 in attachment.)**

Yes  No

If "Yes", provide explanation and attach

**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:  \* First Name:

Middle Name:

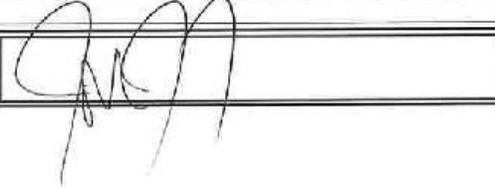
\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

## 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 anti-displacement 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-L.L.J., "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 such 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 91.10b.

**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  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 marching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).