



CITY of DOVER, NEW HAMPSHIRE

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Consolidated Annual Performance
& Evaluation Report
July 1, 2021 – June 30, 2022

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.

Access to Services: AIDS Response Seacoast assisted 25 individuals. There were 106 persons assisted by the three shelters that received entitlement funding. My Frined's Place @ 45, Cross Roads House @ 43 and Homeless Shelter for Strafford County @ 18.

Accessibility and Transportation: The City Hall Project involved removing barriers to accessibility to the primary restrooms within City Hall. Based upon guidance from IDIS for Entitlements for determining Accomplishments for removing architectural barriers, this project's accomplishment data totaled 3,655. The Alliance for Community Transportation served 23 clients.

Economic Development: There were 7 businesses assisted that created or retained 8 positions. The majority of the assistance was from CDBG-CARES funding.

Public Improvements: Funding for MFP windows replacement was provided but not undertaken during the PY.

Renter and Homeowner Assistance: CAP provided weaterization and energy efficiency improvemetns to 9 households. Community Partners and Dover Welfare Departmetn provided 5 households with security deposit assistance.

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	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	543	543.00%	21	25	119.05%
Access to Services	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	165	440	266.67%	100	106	106.00%
Accessibility and Transportation	Accessibility and Transportation	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	25	3655	14,620.00%	50	3655	7,310.00%
Accessibility and Transportation	Accessibility and Transportation	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	23		20	23	115.00%
Economic Development	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	20	8	40.00%	2	8	400.00%

Economic Development	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	5	19	380.00%	1	7	700.00%
Public Improvements	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	25	12.50%	40	0	0.00%
Public Improvements	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Rental units rehabilitated	Household Housing Unit	9	0	0.00%			
Public Improvements	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	15	0	0.00%			

Renter and Homeowner Assistance	Affordable Housing Non-Homeless Special Needs	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	20	8	40.00%			
Renter and Homeowner Assistance	Affordable Housing Non-Homeless Special Needs	CDBG: \$	Rental units rehabilitated	Household Housing Unit	20	0	0.00%	3	0	0.00%
Renter and Homeowner Assistance	Affordable Housing Non-Homeless Special Needs	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	30	14	46.67%	4	9	225.00%
Renter and Homeowner Assistance	Affordable Housing Non-Homeless Special Needs	CDBG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	0		13	5	38.46%

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.

The majority of the anticipated PY accomplishments were met or exceeded. These were within Public Services, Accesibility & Transportation and Economic Development. Additionally, the weatherization and energy efficiency accomplishments exceeded the anticipated total. Accomplishments for security deposit and rental assistance were less than anticipated due in large part to assistance provided by CAP through other federal funding.

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)

	CDBG
White	3,583
Black or African American	55
Asian	116
American Indian or American Native	31
Native Hawaiian or Other Pacific Islander	0
Total	3,785
Hispanic	62
Not Hispanic	3,723

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

Narrative

The total data counts for Race and Ethnicity are high compared to most years due to the City Hall Barrier removal project. City Hall Accomplishment Data was calculated using the methodology provided in Chapter 11 & Appendix I of the *IDIS for Entities CDBG Manual*.

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	361,958	470,974

Table 3 - Resources Made Available

Narrative

Total EN drawdowns for the Program Year: \$377,916.75

Total CARES drawdowns for the Program Year: \$93,057.07

Total EN and CARES drawdowns for the Program Year: \$470,973.82

Identify the geographic distribution and location of investments

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

Table 4 – Identify the geographic distribution and location of investments

Narrative

Dover does not have a specific geographic target area.

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.

There were two publicly owned properties that utilized CDBG funds. The Dover City Hall for the bathroom barrier removal project and the McConnell Center for the teen center kitchen project. It is estimated that PY22 subrecipients leveraged \$550,000 in other funding.

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	0	0
Number of Non-Homeless households to be provided affordable housing units	7	1
Number of Special-Needs households to be provided affordable housing units	7	4
Total	14	5

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	7	5
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	7	9
Number of households supported through Acquisition of Existing Units	0	0
Total	14	14

Table 6 – Number of Households Supported

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

As with the previous year, the number of households aided through Security and Rental assistance was less than anticipated. There were fewer applicants seeking assistance through the Welfare Department for this type of assistance. This need was instead addressed with pandemic relief funds funneled through the State to CAP.

The number of Weatherization and Energy efficiency projects exceeded the anticipated total. There were no rental units rehabbed.

Discuss how these outcomes will impact future annual action plans.

The Security Deposit programs run by Community Partners and the Dover Welfare Department have both had difficulty meeting their anticipated accomplishments given the increased costs of deposits and rent. Due to the 15% PS cap and the increased cost, the City anticipates that the total units assisted from both programs will be in the range of 3 to 4 per program year.

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.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	7	0
Low-income	11	0
Moderate-income	0	0
Total	18	0

Table 7 – Number of Households Served

Narrative Information

As with the prior program year, the pandemic made it challenging try and implement the Rental Unit Rehab program. Finding potential partners and contractors was unsuccessful. The Weatherization and Energy efficiency program, on the otherhand, exceeded the anticipated accomplishments. It is expected that this program will continue to complete a significant number of dwelling units during the next program year.

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

Community Action Partnership, Dover Police Department, SOS Recovery Community Organization, NH Harm Reduction and the Dover Mental Health Alliance all have continued contact with the unsheltered homeless population. Dover's shower, laundry and food trailers provided service to the local homeless population.

Addressing the emergency shelter and transitional housing needs of homeless persons

For the second year in a row, a City of Dover owned building in Somersworth operated as an emergency cold weather shelter. The shelter was open everyday from 5:00 p.m. to 9:00 a.m. from November through March. My Friends Place, Cross Roads House and the Homeless Center for Strafford County all provided emergency shelter and transitional housing.

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 CDBG program did not fund programs that are designed specifically to work with individuals who have been discharged. We provided funding to Community Partners @ \$5,500.00 and AIDS Response Seacoast (ARS) @ \$6,500.00. Community Partners provides assistance to homeless households with mental illness or developmental disabilities. Funding for ARS is used to help costs associated with providing case management services to clients with HIV/AIDS.

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

CDBG funding was allocated to My Friend's Place, Cross Roads House and Homeless Center for Strafford

County that provide emergency shelter programs and transitional housing programs/assistance. We did not specifically fund programs targeted to veterans. Conversations with various agency staff have indicated that, at times, their clients have been veterans but not as part of a target group for assistance.

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

Actions taken to address the needs of public housing

The Dover Housing Authority has expanded its ability to assist community residents by participating in HUDs Moving to Work program. As part of that effort, the Authority partnered with HAVEN to provide new housing for survivors of sexual assault and domestic violence.

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

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)

During the fall of 2021, the City Council approved the zoning amendments listed below. There have already been projects proposed or submitted, with some approved, that utilize these amendments.

- Allowing smaller homes to be built, without zoning relief, on lots smaller than 5,000 sf.
- Allowing more than one ADU, if the additional ADU is HUD rent restricted.
- Allowing conversion of single family homes to two family homes, by right, in all single family zones if the home looks and operates like a single family home. Currently, any home built prior to 1964 can do so. This new provision allows for increased density and opportunity to create housing options for people, while still having the look and feel of an established neighborhood.
- Allowing new construction of two family homes in most single family districts.
- Removing the dimensional requirement for conversion of a two family home in the urban multifamily district into a 3 or 4 family by special exception if the owner agrees the new units will follow HUD rent restrictions.

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

The Strafford Regional Planning Commission (SRPC) has undertaken a regional housing needs assessment (RHNA) to review current housing trends and better understand needs and barriers. The assessment will include a plan to address future housing options that meet demand for the region. The City is participating in the assessment and will continue to do so as the project unfolds.

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

There were nine Weatherization and Energy Efficiency activities that were potentially subject to lead protocols. After review, all were determined to not be subject to action or remediation.

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

The majority of activities undertaken by the City of Dover with CDBG funds are efforts to reduce the number of persons/households in poverty and improve the quality of life for residents, either directly or indirectly. Support for service providers and CARES based economic development grants are examples of how the City has provided assistance to this portion of the community's population.

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

The City of Dover continues to update the CDBG policies and procedures manual to assure consistency of implementation. Staff is developing procedures to implement the new Section 3 requirements.

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

The Dover Housing Authority engages with regional service providers to coordinate delivery of programs and services. Dover's CDBG program meets with the Housing Authority on a quarterly basis to identify opportunities for collaboration.

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

The Tri-City Master Plan on Homelessness identifies several barriers to affordable housing that include various degrees of public policy or funding related obstacles. The zoning and land use changes listed above are efforts that the City has taken to address barriers to affordable housing. Additionally, the Regional Housing Needs Assessment being performed by SRPC will provide important findings and guidance for the City and the region.

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

To account for the pandemic, monitoring of subrecipient compliance was again performed via video conferencing. Additionally, staff reviewed requests for reimbursement to track actual versus proposed accomplishments.

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 action plans and CAPERS 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.

The City of Dover has not changed 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.

The City of Dover has not changed 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-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

Attachment
Cover Page



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