



CITY OF DOVER, NEW HAMPSHIRE

Community Development Block Grant Program

Action Plan - FFY20

Substantial Amendment

Amended on June 24, 2020 to add CDBG-CV funds to the FFY2019 Annual Action Plan and reallocate funds to address Coronavirus impacts.

Executive Summary

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

1. Introduction

This plan represents the FFY19 Action Plan. Each year the City outlines a specific plan for use of Program related funds to meet the needs identified in the Consolidated Plan.

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. After the grant applications are received, a public hearings 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 represents year four (5) of the City of Dover's Five (5) year Consolidated Plan (FY2015-2019).

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.

- 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 expand economic opportunities: Continue the Economic Loan Program.Removal of Architectural Barriers: Remove barriers to access: City Hall, public sidewalks and bus shelters.To provide increased opportunities to residents of the City who require education, health,

recreation, housing and related human services. Detailed project Objectives and Outcomes can be found in the specific Action Plan Project section of the Plan.

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 its 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 were placed in the local newspaper of record and posted in various public locations 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 Planning Board or City Council public hearings. No comments were submitted by the public to staff during the review process.

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 Planning Board or City Council public hearings. No comments were submitted by the public to staff during the review process.

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 weatherization/energy efficiency.

The underlying structure is the same for every jurisdiction's 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 \$75,450.00 for a family of 4 in 2019.

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

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	Agency/Group/Organization	MY FRIENDS PLACE
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Outcomes of consultation include understanding local homelessness issues
2	Agency/Group/Organization	DOVER WELFARE
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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	Agency/Group/Organization	Dover Business and Industrial Development Authority
	Agency/Group/Organization Type	Business Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation of members of the Board, who give insight on the needs of local employers

4	Agency/Group/Organization	Strafford Economic Development Corporation
	Agency/Group/Organization Type	Local finance agency Private Sector Banking / Financing
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
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

Substantial Amendment:

Public Hearings were held by the Planning Board City Council. There were no comments provided/submitted.

Original:

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. Testimony by applicants was provided at the Planning Board and City Council mtgs.

After the Final Approval by the City Council, A 30-day public notice was provided indicating that the Action Plan was approved, where the approved plan could be found and how the public could submit comments. No comments were received during the 30-day comment period.

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 7 programs/agencies attended the Planning Board public hearing and spoke in support of their funding request.	Funding requests and support.	All comments were accepted.	
2	Public Hearing	Non-targeted/broad community	No comments were received from the general public at the City Council public hearing.			
3	Newspaper Ad	Non-targeted/broad community	no comments received.	NA	NA	
4	Public Hearing	Non-targeted/broad community	Substantial Amendment-Planning Board: There was no one in attendance. There were no comments provided/submitted.	NA	NA	

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)
5	Public Hearing	Non-targeted/broad community	Substantial Amendment-City Council: There was no one in attendance. There were no comments provided/submitted.	NA	NA	

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.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder 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	293,531	16,181	191,709	501,421	0	Anticipated PI of \$16,181 consists of School Street Parking income , Security Deposit returns, Economic Loan payments and Housing Rehab Loan payments.
Other	public - federal	Other	169,209	0	0	169,209	0	CDBG-CV funds to be used to prevent, prepare for, and respond to coronavirus.

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

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: \$55,048	Public service activities other than Low/Moderate Income Housing Benefit: 58 Persons Assisted Tenant-based rental assistance / Rapid Rehousing: 13 Households Assisted Homeless Person Overnight Shelter: 135 Persons Assisted
2	Weatherization Improvements	2015	2019	Affordable Housing	Dover	Housing Assistance to homeowner low income Energy Efficiency Improvements	CDBG: \$30,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 3 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Public Improvements	2015	2019	Non-Housing Community Development	Dover	Homeless Assistance Accessibility Needs	CDBG: \$167,700	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 160 Persons Assisted Homeless Person Overnight Shelter: 50 Persons Assisted
4	Economic Development	2015	2019	Non-Housing Community Development	Dover	Economic Development Support of Businesses	CDBG: \$30,000	Jobs created/retained: 2 Jobs Businesses assisted: 2 Businesses Assisted
5	Removal of Barriers	2015	2019	Accessibility	Dover	Accessibility Needs	CDBG: \$30,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 5000 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Access to Services
	Goal Description	Provision of funding to public service agencies to offer services to children, teens, homeless, individuals with AIDS and special needs residents.
2	Goal Name	Weatherization Improvements
	Goal Description	City is supporting the weatherization efforts by the Community Action Program weatherization program.

3	Goal Name	Public Improvements
	Goal Description	Neighborhood Park improvements; Improvements to Homeless Shelter; Barrier Removal
4	Goal Name	Economic Development
	Goal Description	<p>Servicing of Dover Economic Loan Program @ \$15,000.00</p> <p>Launch of a pilot program @ \$25,000.00. Pilot program involves providing business counseling to qualifying start-ups and then providing a grant or grant/loan combination to the businesses upon successful completion of the counseling. Goal is to use a portion of the funds to obtain a qualified counselor/service provider for the business counseling and the remainder for the grants/loans.</p>
5	Goal Name	Removal of Barriers
	Goal Description	Barrier removal related improvements to local Museum.

Projects

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 overall master plan the City uses to provide services to the public.

Projects

#	Project Name
1	General Administration
2	Public Services
3	Public Facilities
4	Weatherization
5	Economic Development Servicing
6	CV-Administration, Servicing and ADCs
7	CV-Public Services
8	CV-Public Facilities
9	CV-Economic Development

Table 7 - 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. A significant obstacle is the ability to find contractors to undertake public facility types of projects.

AP-38 Project Summary
Project Summary Information

1	Project Name	General Administration
	Target Area	Dover
	Goals Supported	Access to Services Weatherization Improvements Public Improvements Economic Development Removal of Barriers
	Needs Addressed	Assistance to homeowner low income Homeless Assistance Assistance to Populations with Special Needs Accessibility Needs Economic Development Support of Businesses Energy Efficiency Improvements Planning
	Funding	CDBG: \$58,706
	Description	Program administration & oversight, planning activities.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
	2	Project Name
Target Area		Dover
Goals Supported		Access to Services
Needs Addressed		Homeless Assistance Assistance to Populations with Special Needs
Funding		CDBG: \$44,668
Description		Programs to assist very low, low and moderate income residents
Target Date		6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
3	Project Name	Public Facilities
	Target Area	Dover
	Goals Supported	Public Improvements Removal of Barriers
	Needs Addressed	Homeless Assistance Accessibility Needs
	Funding	CDBG: \$271,871
	Description	Activities related to Barrier Removal, Homeless Shelter Improvements and Pedestrian infrastructure projects.
	Target Date	9/1/2020
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
4	Project Name	Weatherization
	Target Area	Dover
	Goals Supported	Weatherization Improvements
	Needs Addressed	Assistance to homeowner low income Energy Efficiency Improvements
	Funding	CDBG: \$29,333
	Description	Housing rehabilitation to ensure weatherization and energy efficiency of homes/units
	Target Date	9/1/2020

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Weatherization
5	Project Name	Economic Development Servicing
	Target Area	Dover
	Goals Supported	Economic Development
	Needs Addressed	Economic Development Support of Businesses
	Funding	CDBG: \$40,000
	Description	Servicing of economic Loan program and launch of a pilot project. See "Planned Activities" below.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Servicing of Dover Economic Loan Program @ \$15,000.00 Launch of a pilot program @ \$25,000.00. Pilot program involves providing business counseling to qualifying start-ups and then providing a grant or grant/loan combination to the businesses upon successful completion of the counseling. Goal is to use a portion of the funds to obtain a qualified counselor/service provider for the business counseling and the remainder for the grants/loans.
6	Project Name	CV-Administration, Servicing and ADCs
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$82,920 CDBG-CV: \$10,000

	Description	
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
7	Project Name	CV-Public Services
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$111,614 CDBG-CV: \$55,000
	Description	
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
8	Project Name	CV-Public Facilities
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$259,342 CDBG-CV: \$30,000
	Description	
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
9	Project Name	CV-Economic Development
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$25,000 CDBG-CV: \$74,200
	Description	
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	

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	100

Table 8 - 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	40
Non-Homeless	0
Special-Needs	7
Total	47

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	13
The Production of New Units	0
Rehab of Existing Units	3
Acquisition of Existing Units	0
Total	16

Table 10 - 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 locations such as 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 \$238,591 towards the needs of shelters and security deposit 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, security deposit assistance and technical assistance, the program assists those who might slide into homelessness if not for the program.

Discussion

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.

The City recently updated its Transportation Chapter. A major theme of this chapter involves improving access to public transit and creating links from neighborhoods to existing or improved pedestrian sidewalk networks to improve access to employment, schools and services.

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. Improvements to delivery of services has been undertaken as a result of the last HUD monitoring visit.

Actions planned to foster and maintain affordable housing

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.

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. When Projects will be undertaken that could have lead-based paint concerns, testing and compliance with applicable requirements will be will mandated.

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.

The 2019 AAP includes an Activity oriented towards providing business training to qualifying individuals with a start-up grant provided upon completion of the training.

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
Total Program Income:	0

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.	80.00%

Attachments

Citizen Participation Comments

City of Dover, NH: FFY19 AAP - Citizen Participation Comments

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. Comments were provided by the some of the applicants seeking funds. No other comments were received from the public.

A Contingency Funding Allocations Formula was included in the approved Action Plan indicating how allocations might be modified depending upon the actual FFY19 Grant amount.

After the Final Approval by the City Council, a 30-day public notice was provided indicating that the Action Plan was approved, where the approved plan could be found and how the public could submit comments. No comments were received during the 30-day comment period.

Substantial Amendment

City of Dover, NH: FFY19 AAP - Citizen Participation Comments

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. No comments were received

After the Final Approval by the City Council, a 5-day public notice was provided indicating that the Action Plan was approved, where the approved plan could be found and how the public could submit comments. No comments were received during the 5-day comment period.

Grantee SF-424's and Certification(s)

OMB Number: 4945-0044
 Expiration Date: 12/31/2019

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	* 3. Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/> 3 15-M757-6005	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>	
State Use Only:		
4. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text"/> City of Dover, NH		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/> 02-5032210	* c. Organizational OJWS: <input type="text"/> 009359268000	
d. Address:		
* Street1: <input type="text"/> 288 Central Avenue	Street2: <input type="text"/>	
City: <input type="text"/> Dover	County/Parish: <input type="text"/>	
* State: <input type="text"/> NH: New Hampshire	Province: <input type="text"/>	
Country: <input type="text"/> USA: UNITED STATES	Zip / Postal Code: <input type="text"/> 03820-4159	
e. Organizational Unit:		
Department Name: <input type="text"/> Planning and Community Develop	Division Name: <input type="text"/> Community Development	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text"/> Mr.	* First Name: <input type="text"/> David	Middle Name: <input type="text"/>
* Last Name: <input type="text"/> Carpenter	Suffix: <input type="text"/>	
* Title: <input type="text"/> Community Development Planner		
Organizational Affiliation: <input type="text"/>		
Telephone Number: <input type="text"/> 603-515-6008	Fax Number: <input type="text"/> 603-516-6043	
* Email: <input type="text"/> david.carpenter@dover.nh.gov		

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type: <input type="text" value="C: City or Township Government"/>	
Type of Applicant 2: Select Applicant Type: <input type="text"/>	
Type of Applicant 3: Select Applicant Type: <input type="text"/>	
* City (Specify): <input type="text"/>	
* 10. Name of Federal Agency: <input type="text" value="US Dept of Housing and Urban Development"/>	
11. Catalog of Federal Domestic Assistance Number: <input type="text" value="14 CFB"/>	
CFDA Title: <input type="text" value="Community Development Block Grant Entitlement"/>	
* 12. Funding Opportunity Number: <input type="text"/>	
Title: <input type="text"/>	
13. Competition Identification Number: <input type="text"/>	
Title: <input type="text"/>	
14. Areas Affected by Project (Cities, Counties, States, etc.): <input type="text"/> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Add Attachment Delete Attachment View Attachment </div>	
* 15. Descriptive Title of Applicant's Project: <input type="text" value="Community Development Block Grant Program FY18"/>	
Attach supporting documents as specified in agency instructions. <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Add Attachments Delete Attachments View Attachments </div>	

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="285,031.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text" value="139,979.00"/>
* f. Program Income	<input type="text" value="11,068.00"/>
* g. TOTAL	<input type="text" value="444,078.00"/>

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 28, 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:

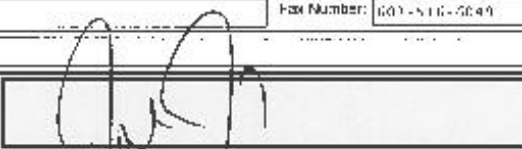
* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:  * Date Signed:

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0105
 Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

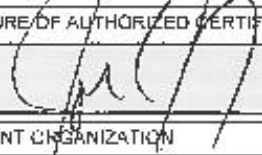
1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost(s) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of CPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4901 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. Those include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1964 (42 U.S.C. §§2601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Previous Edition Usable

Authorized for Local Reproduction

Standard Form 424D (Rev. 7-97)
 Prescribed by GMB Circular A-107

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1950 (P.L. 81-160) and Executive Order (EO) 11814; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523), and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 108 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1998 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 108(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	City Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Dover, NH	5/14/19

GF-4240 (Rev. 7-97) Back

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 sub-paragraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless

the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant:

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
 - a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

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

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

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

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

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



Signature/Authorized Official

J. Michael Joyal, City Manager



Date

Specific CDBG Certifications

The Entitlement Community certifies that:

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

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

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

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

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available;
2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2015 - 2017 (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

J. Michael Royal, City Manager



Date

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, HHS, 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 03830

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

The certification with regard to the drug-free workplace is required by 21 CFR part 24, subpart F.

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

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

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

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

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

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input checked="" type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text" value="E: Other (specify)"/> * Other (Specify): <input type="text" value="Re Coronavirus"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text" value="B-19-MC33-0005"/>	
5a. Federal Entity Identifier: <input type="text"/>	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"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="City of Dover, NH"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="02-6000230"/>	* c. Organizational DUNS: <input type="text" value="0993591680000"/>	
d. Address:		
* Street1: <input type="text" value="288 Central Avenue"/>	Street2: <input type="text"/>	
* City: <input type="text" value="Dover"/>	County/Parish: <input type="text"/>	
* State: <input type="text" value="NH: New Hampshire"/>	Province: <input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code: <input type="text" value="03820-4169"/>	
e. Organizational Unit:		
Department Name: <input type="text" value="Planning and Community Develop"/>	Division Name: <input type="text" value="Community Development"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="David"/>	
Middle Name: <input type="text"/>	* Last Name: <input type="text" value="Carpenter"/>	
Suffix: <input type="text"/>	Title: <input type="text" value="Community Development Planner"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="603-516-6008"/>	Fax Number: <input type="text" value="603-516-6049"/>	
* Email: <input type="text" value="d.carpenter@dover.nh.gov"/>		

Application for Federal Assistance SF-424			
* 9. Type of Applicant 1: Select Applicant Type:			
C: City or Township Government			
Type of Applicant 2: Select Applicant Type:			
Type of Applicant 3: Select Applicant Type:			
* Other (specify):			
* 10. Name of Federal Agency:			
US Dept of Housing and Urban Development			
11. Catalog of Federal Domestic Assistance Number:			
14.218			
CFDA Title:			
Community Development Block Grant Entitlement			
* 12. Funding Opportunity Number:			
* Title:			
13. Competition Identification Number:			
Title:			
14. Areas Affected by Project (Cities, Counties, States, etc.):			
	Add Attachment	Delete Attachment	View Attachment
* 15. Descriptive Title of Applicant's Project:			
Community Development Block Grant Program FFY19 - CARES ACT Substantial Amendment			
Attach supporting documents as specified in agency instructions.			
Add Attachments	Delete Attachments	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="293,531.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text" value="344,432.00"/>
* f. Program Income	<input type="text" value="10,413.00"/>
* g. TOTAL	<input type="text" value="648,376.00"/>

*** 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:

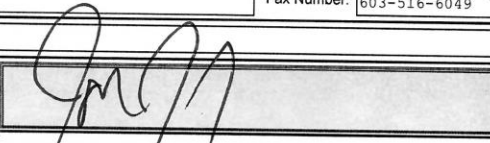
* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative:  * Date Signed:

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

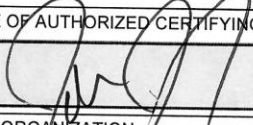
1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Previous Edition Usable

Authorized for Local Reproduction

Standard Form 424D (Rev. 7-97)
Prescribed by OMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	City Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Dover, New Hampshire	6/24/18

SF-424D (Rev. 7-97) Back

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.

Uniform Relocation Act and 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, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

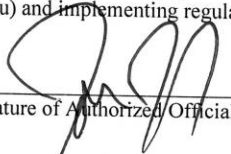
Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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 Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.



 Signature of Authorized Official

CITY MANAGER

 Title



 Date

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

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

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan 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 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 CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having 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 (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2019, 2020, 2021 [a period specified by the grantee 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.

In addition, 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.

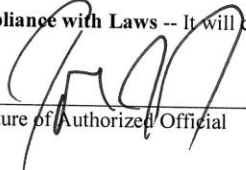
Excessive Force -- It has adopted and is enforcing:

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.

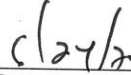
Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

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



Signature of Authorized Official



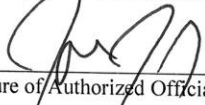
Date

CITY MANAGER
Title

OPTIONAL Community Development Block Grant Certification

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having 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 to meet such needs.



Signature of Authorized Official

6/24/20
Date

CITY MANAGER
Title

Note:

- Text to be removed is identified in ~~Strikeout~~
- Text to be included is identified in *Italic*

City of Dover, NH Citizen Participation Plan – FFY15-19

I. INTRODUCTION

The Regulations governing administration of the Community Development Program require preparation and publication of a local citizen's participation plan. This plan must indicate how the community is going to pass on information about the program to its citizens, public agencies, and other interested parties; when public hearings will be held; how citizens will have an opportunity to participate in the development of the Consolidated Plan; how technical assistance will be provided; and how citizens will be involved in future amendments and/or future applications for block grants by the community. It is in conformance with the aforementioned requirements, and with an understanding of the importance of realistic and meaningful citizen participation, that the following plan is set forth and adopted by the Dover City Council.

II. ORGANIZATION:

One of the most important elements of any successful citizen participation process is that it have clear and direct linkage with the legislative decision makers. This linkage will be achieved in Dover by having the Planning Board act as the entry point for citizen participation in the Community Development Program.

The Planning Board will hear citizens, organizations and interested parties comments on the Performance Report, Proposed Consolidated Plan and Substantial Program Amendments. The recommendations of the Board for the Proposed Plan and Program Amendments will be passed on to the City Council for consideration and the final decision.

Planning and Community Development staff are responsible for disseminating information to citizens, organizations and interested parties, including amounts available, the range of activities that may be undertaken, including amounts that will benefit low and moderate income persons and preparation of the Proposed and Final Consolidated Plan for the City.

III. FUNCTION:

One of the duties of the Planning Board is to function as the prime vehicle for citizen input concerning Dover's application for, and participation in the Community Development Program as authorized by the Housing and Community Development Act of 1974.

The Planning Board will serve as the initial clearing house for all requests for Community Development Funds, whether those requests originate from citizens, municipal departments, or other groups and organizations. The Board will receive all such requests and would formulate a one (1) year Action Plan based upon the City's Consolidated Plan, their perception of the community's needs, and the public hearing process. The recommendations of the Board will be forwarded to the City Council for consideration and final decision.

IV. OPERATION:

a. In adequate time prior to application deadlines, the Planning Board will meet to familiarize themselves with the provisions of the Housing and Community Development Program and the Consolidated Plan process. This meeting will include a workshop style meeting, during which the staff will remind Board members of the goals of the program and Consolidated Plan.

Technical assistance in this process and any related research desired by the Board or other groups will be provided by the staff of the Planning and Community Development Department. When the Board is familiar with the Act and its application, it will hold a minimum of one (1) public hearing to obtain the opinions from and learn the desires of their respective constituents. At these meetings, the Board shall also receive testimony from representatives of other public and semi-public groups and organizations in the City, municipal departments and the general public. Planning Board meetings shall be conducted in an open manner with freedom of access for all interested persons.

Furthermore, the Planning Board will allow comment on the Action and Consolidated Plans at any time during a regularly scheduled "Citizen's Forum" agenda item on each Planning Board meeting agenda.

b. Planning and Community Development staff will consult with the Dover Housing Authority, Public and assisted housing developments, and other residents around the developments in the process of developing and implementing the Consolidated Plan. Notices will be placed on the bulletin board at the DHA concerning the plan and public hearings to be held. Notices will also be placed in City Hall and the Dover Public Library.

c. Involvement shall be encouraged on the part of low and moderate income persons, members of minority groups, residents of areas where a significant amount of activity is proposed or ongoing, the elderly, the handicapped, the business community, and civic groups who are concerned about the program.

d. All Public Service grant applications will be rated for priority by the Planning Department before being forwarded to the Planning Board for a recommendation to the City Council.

V. TECHNICAL ASSISTANCE:

As stated in Article IV (1) of this document, technical assistance in securing and maintaining full citizen participation will be provided by the staff of the Planning and Community Development Department. Assistance shall be provided to both the Planning Board, as described in Article IV, and to groups,

representative of low and moderate income persons and groups of residents of blighted neighborhoods which request assistance in developing proposals and statements of views. A notice for low to moderate income groups or organizations requiring technical assistance for preparing a proposal will be placed in the newspaper before the Consolidated Plan is started.

In addition to those activities enumerated in Article IV, technical assistance shall include, but not be limited to:

- a. The provision of program information, at the time the City begins planning for the next program year including:
 - i. The total amount of funds available for community development and housing activities,
 - ii. The range of eligible activities that may be undertaken with these funds and the kinds of activities previously funded in the City,
 - iii. The processes to be followed in preparing and approving the application and the schedule of meetings and hearings.
 - iv. A summary of other program requirements.
 - v. A summary of how the total amount of funds was calculated.

VI. PROGRAM INFORMATION

Access to Records: Citizens, public agencies and interested parties shall have access to information and records relating to the Consolidated Plan and Dover's use of assistance for the preceding five (5) years. Documents relevant to the program shall be available at the Planning office in the Municipal Building during normal working hours for citizen review upon request. A copy of the proposed Consolidate Plan, when completed, will be available in the Dover Public Library.

Documents shall include:

- a. all mailings and promotional material,
- b. records of hearings,
- c. key documents, including all prior applications, letters of approval, grant agreements, the Citizen Participation Plan, performance reports, Proposed and Final Consolidated Plans, other reports required by HUD, and Program Amendments.
- d. copies of the regulations and issuance's governing the program,
- e. documents regarding other important program requirements, such as contracting procedures, environmental policies, displacement information, etc.

Special arrangements will be made to provide the above stated information to persons with disabilities by the Planning Office, upon request. All current information shall be accessible 24 hours a day on the City of Dover website.

VII. SUBSTANTIAL PROGRAM AMENDMENTS:

The following criteria will require will constitute a Substantial Amendment and will require public engagement and notices pursuant to Articles I-X of this Citizen Participation Program:

- *A change in allocation priorities or a change in the method of distribution of funds from one eligible activity to another.*
- *Funding an Activity not previously described in the an action plan.*
- *A change in the purpose, scope, location, or beneficiaries of an activity.*
- *An increase in allocation to an Activity that is greater than 25% off the total amount of the current year's regular CDBG allocation.*

~~The City will amend its approved plan whenever it makes one or more of the following decisions.~~

~~A substantial Amendment occurs when~~

~~Any changes in the allocation priorities or a change in the method of distribution of funds;~~

~~a. To carry out an activity, using funds from any program covered by the consolidated plan not previously described in the plan; or~~

~~b. To change the purpose, scope, location, or beneficiaries of an activity.~~

VIII. PUBLIC NOTICES AND COMMENT PERIODS:

The scheduling of sufficient public hearings to obtain citizens views and to respond to citizen proposals and questions at various stages of the program shall be held by the Planning Board. The hearings shall be held at convenient times and locations to encourage the broadest range of citizen participation. Hearings shall include:

- a. Pre-submission hearings. One hearing prior to development of the Consolidated Plan to obtain views on Community Development and housing needs, and past program performance; The second for specific grant requests; The third hearing will be held before the City Council to obtain views of citizens on the proposed application prior to submission of the application to HUD.
- b. Notification: Two (2) weeks prior to each public hearing, the City of Dover shall publish a notice in easily readable type in the non-legal section of a local newspaper of general circulation. This notice shall indicate the date, time, place, and procedures of the hearing and topics to be considered.

c. Comment Period: Upon completion of the Proposed Consolidated Plan, citizen's will have thirty (30) days in which to comment in writing on the Proposed Plan. All comments in writing will be considered in preparing the Final Consolidated Plan.

d. Substantial Program Amendments: Citizens will be given up to thirty (30) days to respond in writing after notification of a Program Amendment, before such amendment takes place. The City of Dover shall publish a notice of the Program Amendment in easily readable type in the non-legal section of a local newspaper of general circulation. All comments in writing will be considered before preparing the Program Amendment. All comments not accepted shall be attached & submitted with the Program Amendment along with an explanation of why they were not accepted.

e. Performance Report: Citizens will be given up to fifteen (15) days to respond in writing after the completion of the Annual Performance Report. The City of Dover shall publish a notice of the completion of the Annual Performance Report in easily readable type in the non-legal section of a local newspaper of general circulation.

All comments in writing will be considered before preparing the Performance Report. All comments not accepted shall be attached and submitted with the Program Amendment along with an explanation of why they were not accepted.

f. Citizens will be given up to thirty (30) days to respond in writing after notification of the Final Consolidated Plan completion before it is submitted to HUD. The City of Dover shall publish a notice of the completion of the Final Consolidate Plan in easily readable type in the non-legal section of a local newspaper of general circulation.

IX. PROGRAM COMPLAINTS:

Complaints: Any written complaints concerning the Consolidated Plan, Program amendments or the Performance Report shall be addressed to Director of Planning and Community Development, 288 Central Avenue Dover, NH 03820. All written complaints shall receive a response within fifteen (15) working days.

X. DISPLACEMENT:

The City will try to minimize displacement of persons brought about by projects funded through the Community Development Program. Any persons temporarily or permanently displaced by a project funded through the C.D. program will be provided assistance as outlined in the "City of Dover Community Development Tenant Assistance Policy" and HUD's Uniform Relocation Assistance and Real Property Acquisition Policies Act. (49 CFR Part 24)

XI PROCEDURES DURING CRISIS EVENTS – SUBSTANTIAL AMENDMENT

During crisis event periods, the required public engagement and notice procedures provided elsewhere in this document shall be superseded as provided below. Crisis event periods include natural disasters and

significant local, regional, national or global events. For purposes of this section, examples of significant events include, but are not limited to, impacts resulting from:

- *Disease outbreaks*
- *Health related events, scenarios or clusters*
- *Human actions such as acts of terrorism or arson*
- *Disruptions in critical supply chain.*

During crisis event periods, the following applies:

The substantial amendment will be published as follows:

- *Publication on the City's website*
- *Notice of publication in a local paper*
- *A public review and comment period for 5 days*
- *Virtual public hearings, in lieu of traditional public hearings, may be held by the Planning Board and City Council.*

**PUBLIC NOTICE
CITY OF DOVER
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
SUBSTANTIAL AMENDMENTS:**

FFY15-19 Consolidated Plan, FFY15-19 Citizen Participation Plan &
FFY19 Annual Action Plan

The City of Dover, NH has completed Substantial Amendments to the FFY15-19 Consolidated Plan, FFY15-19 Citizen Participation Plan and FFY19 Annual Action Plan to reflect actions intended to address Coronavirus impacts through the allocation of regular CDBG funds and CDBG-CARES Act funds.

The Substantial Amendments reallocate uncommitted current year & prior year funds and allocate the first round of CDBG-CARES funds to help address the current Coronavirus crisis. Allocations include providing funds, or additional funds, to local organizations and agencies in order to address recent and projected housing, counseling, health, hunger, economic development and other related community concerns.

The Dover City Council held a public hearing and voted to approve the Substantial Amendments on June 24, 2020. The Consolidated Plan Amendments, Citizen Participation Plan Amendments and the Amended Annual Action Plan will be available for a public review and comment period beginning July 6, 2020 and ending on July 14, 2020 after which time all comments received will be forwarded along with the Substantial Amendments to the U.S. Department of HUD for their 45-day review. All persons wishing to comment on the Substantial Amendments should do so in writing to Planning and Community Development Department, Attn. Dave Carpenter, 288 Central Avenue, Dover, NH 03820 or by email to d.carpenter@dover.nh.gov. Copies of the Substantial amendments are available in the Dover Planning Office, Dover City Library or online at <http://www.dover.nh.gov/government/city-operations/planning/community-development/index.html>

FFY19 ACTION PLAN – SUBSTANTIAL AMENDMENT

Aids Response Seacoast: \$15,350.00

Partially Support the salaries and benefits of Case Management Department staff consisting of a Program Manager, Medical Case Managers and a Financial Administrator.

Community Partners: \$9,350.00

Funding to provide security deposits and/or first month's rent to homeless individuals and families in Dover with mental illness or a developmental disability.

Cross Roads House: \$12,050.00

Funding to provide emergency shelter and supportive services to homeless families and individuals.

City of Dover - Dover Housing Assistance: \$83,244.00

Activities related to rental/mortgage & utility assistance.

Dover Welfare: \$10,620.00

Funding to help people move into apartments that they can afford or to place them into motels until shelter space is available.

HAVEN: \$5,000.00

Funding to help domestic violence victims fleeing abuse with temporary shelter and services until they are ready to transition into safe, permanent housing.

Homeless Center for Strafford County: \$9,650.00

Funding to help support overall operations, including case management services and administrative oversight, of an emergency shelter for homeless women and families.

My Friend's Place: \$16,350.00

Funds will be used for overall operations of the year round emergency homeless shelter.

Stafford Nutrition Meals on Wheels: \$5,000.00

To support the services provided by the Stafford Nutrition Meals on Wheels (SNMoW) to Dover Residents.

City of Dover – Business Counseling and Grant Program: \$25,000.00

Funding to support an economic development pilot program. The funds will be used to provide business counseling related services and “start-up” grants to qualifying individuals. In the event that a suitable organization/agency cannot be hired to provide the services, the funds would then be added to the DELP loan pool.

Job Training & Economic Loan Program: \$74,200.00

Funds to support job training initiatives and the economic loan program.

Community Action Partnership of Stafford County: \$59,333.00

Funding to support the Weatherization Program that provides weatherization measures intended to conserve energy for low-income residents.

My Friend’s Place – Kitchen Project: \$100,000.00

Funding for expansion of the existing kitchen at the 368 Washington Street location.

My Friend’s Place – Generator Project: \$30,309.00

Funding for expansion of the existing kitchen at the 368 Washington Street location.

City of Dover - Homeless Shelter Improvements and Property Acquisition: \$100,000.00

Funding for the Homeless Shelter of Stafford County (HCSC) to acquire land for the location of a new shelter that would serve as a replacement for their existing shelter. In the event HCSC does not use the funding for this purpose, the funding can be used for public facility improvements or property acquisition by other homeless shelters.

CDBG Administration: \$58,706.00

General administration and oversight of the CDBG program.

Economic Development Servicing: \$20,000.00

Administration of the Dover Economic Loan Program

Public Services ADC: \$7,000.00

Administrative costs associated with tasks that are specific to individual Public Services grant recipients.

Public Facility ADC: \$2,214.00

Administrative costs associated with tasks that are specific to individual Public Facility grant recipients.

Weatherization ADC: \$5,000.00

Administrative costs associated with tasks that are specific to the Weatherization program.

FFY15-19 CONSOLIDATED PLAN – SUBSTANTIAL AMENDMENT

Amend the amount of anticipated funding that will be utilized to target the Goals identified in the Consolidated Plan to reflect the \$169,209.00 in CARES funds for FFY19.

FFY15-19 CITIZEN PARTICIPATION PLAN – SUBSTANTIAL AMENDMENT

Add the following to VII. SUBSTANTIAL PROGRAM AMENDMENTS:

The following criteria will constitute a Substantial Amendment and will require public engagement and notices pursuant to Articles I-X of this Citizen Participation Program:

- A change in allocation priorities or a change in the method of distribution of funds from one eligible activity to another:
 1. Funding an Activity not previously described in the an action plan, or
 2. A change in the purpose, scope, location, or beneficiaries of an activity, or
 3. An increase in allocation to an Activity that is greater than 25% off the total amount of the current year’s regular CDBG allocation.

Remove the following from VII. SUBSTANTIAL PROGRAM AMENDMENTS:

The City will amend its approved plan whenever it makes one or more of the following decisions.

A substantial Amendment occurs when

Any changes in the allocation priorities or a change in the method of distribution of funds;

- a. To carry out an activity, using funds from any program covered by the consolidated plan not previously described in the plan; or
- b. To change the purpose, scope, location, or beneficiaries of an activity.

Add the following:

XI PROCEDURES DURING CRISIS EVENTS – SUBSTANTIAL AMENDMENT

During crisis event periods, the required public engagement and notice procedures provided elsewhere in this document shall be superseded as provided below. Crisis event periods include natural disasters and significant local, regional, national or global events. For purposes of this section, examples of significant events include, but are not limited to, impacts resulting from:

- Disease outbreaks
- Health related events, scenarios or clusters
- Human actions such as acts of terrorism or arson
- Disruptions in critical supply chain.

During crisis event periods, the following applies:

The substantial amendment will be published as follows:

- Publication on the City’s website
- Notice of publication in a local paper
- A public review and comment period for 5 days
- Virtual public hearings, in lieu of traditional public hearings, may be held by the Planning Board and City Council.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2020.05.27 – 085**
Resolution Re: **Acceptance of Substantial Amendment to the
FFY15-19 Consolidated Plan, FFY15-19 Citizen
Participation Plan and FFY19 Action Plan.**

- WHEREAS: The City Council adopted the current Consolidate Plan and Citizen Participation Plan through Resolution # R – 2015.04.08; and
- WHEREAS: The City Council adopted the current Action Plan through Resolution # R-2019.02.27-029; and
- WHEREAS: The current Coronavirus pandemic and the resulting challenges create an urgent need for assistance by local and regional organizations and service providers; and
- WHEREAS: The City of Dover will have funds available for appropriation from the CARES Act; and
- WHEREAS: The City of Dover has previously allocated CDBG funds that have not been expended; and
- WHEREAS: The City of Dover is enabled by US Department of Housing and Urban Development to pursue Substantial Amendments to the current Consolidated Plan, Citizen Participation Plan and Action Plan; and
- WHEREAS: The US Department of Housing and Urban Development has granted a “waiver” to CDBG procedures and spending caps associated adopted Consolidated Plans, Citizen Participation Plans and Action Plans; and
- WHEREAS: The Planning Board has reviewed proposed amendments to the Consolidate Plan, Citizen Participation Plan and Action Plan and has held a public hearing for the purpose of obtaining citizens' viewpoints, on the recommended amendments; and
- WHEREAS: Administration and the Planning Board have reviewed the proposals and derived a recommended expenditure plan; and
- WHEREAS: The recommended disbursements of funds have been reviewed for compliance with US Department of Housing and Urban Development statutory requirements and for meeting national objectives;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The amendments to the Consolidated Plan, Citizen Participation Plan and Action Plan are adopted and the City Manager is authorized to enter into sub-recipient contracts as part of these amendments for expenditure of Federal Community Development Block Grant funds and CARES Act funds.

THIS RESOLUTION REQUIRES A PUBLIC HEARING



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2020.05.27 – 085**
 Resolution Re: **Acceptance of Substantial Amendment to the
 FFY15-19 Consolidated Plan, FFY15-19 Citizen
 Participation Plan and FFY19 Action Plan.**

Financing Estimated		
Account	Description	Appropriation
2100.1.180.46311.3311.06311.19.000.000.R30	Federal Grant	\$293,531.00
2100.1.180.46311.3421.06311.19.000.000.R40	School Street Parking Income	\$4,260.00
2100.1.180.46348.3592.06360.19.000.000.R50	Welfare Deposit Returns	\$1,000.00
2125.1.180.46525.3933.00000.00.000.000.R90	DELP FY2019 Revolving Loan Income	\$5,153.00
2125.1.180.46525.3933.00000.00.000.000.R90	DELP FY2018 Revolving Loan Income	\$139,979.00
2100.1.180.46311.3311.063xx.19.000.000.R30	CARES ACT – CDBG Allocation	\$169,209.00
2100.1.180.46311.3311.063xx.xx.000.000.R30	Reallocated (City Hall ADA)	\$35,244.00
TOTAL		\$648,376.00

Financing Appropriations		
Account	Description	Appropriation
2100.1.180.46348.4835.06367.19.000.000.800	AIDS Response	\$15,350.00
2100.1.180.46348.4835.06333.19.000.000.800	Community Partners	\$9,350.00
2100.1.180.46348.4835.06377.19.000.000.800	Cross Roads House	\$12,050.00
2100.1.180.46348.4835.06360.19.000.000.800	Dover Welfare Sec Deposit	\$10,620.00
2100.1.180.46348.4835.0636x.19.000.000.800	Dover Housing Assistance	\$83,244.00
2100.1.180.46348.4835.06361.19.000.000.800	HAVEN (A Safe Place)	\$5,000.00
2100.1.180.46348.4835.06380.19.000.000.800	Homeless Center for Strafford County (HCSC)	\$9,650.00
2100.1.180.46348.4835.06342.19.000.000.800	My Friends Place (MFP)	\$16,350.00
2100.1.180.46348.4835.063xx.19.000.000.800	Strafford Nutrition Meals on Wheels	\$5,000.00
2100.1.180.46341.4835.063xx.19.000.000.800	Business Counseling & Grant Program	\$25,000.00
2100.1.180.46341.4835.063xx.19.000.000.800	Job Training & Economic Loan Program	\$74,200.00
2100.1.180.46323.4835.06335.19.000.000.800	CAP Weatherization	\$59,333.00
2100.1.180.46341.4835.063xx.19.000.000.800	Woodman Museum	\$0.00
2100.1.180.46341.4835.063xx.19.000.000.800	MFP Kitchen Project	\$100,000.00
2100.1.180.46341.4835.063xx.19.000.000.800	MFP Generator Project	\$30,309.00
2100.1.180.46341.4835.063xx.19.000.000.800	Strand Ballroom	\$0.00
2100.1.180.46341.4835.063xx.19.000.000.800	Homeless Shelter Improvements and Property Acquisition	\$100,000.00
2100.1.180.46341.4835.063xx.19.000.000.800	Bus Shelter, Sidewalk & Pedestrian Improvements	\$0.00
2100.1.180.46311.4110.06311.19.000.000.800	Gen Administration	\$58,706.00
2100.1.180.46525.4110.06621.19.000.000.800	Econ Dev Servicing	\$20,000.00
2100.1.180.46348.4110.06314.19.000.000.100	Public Services ADC	\$7,000.00
2100.1.180.46341.4110.06314.19.000.000.100	Public Facility ADC	\$2,214.00
2100.1.180.46323.4110.06314.19.000.000.100	Weatherization ADC	\$5,000.00
TOTAL		\$648,376.00



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2020.05.27 – 085**
Resolution Re: Acceptance of Substantial Amendment to the
FFY15-19 Consolidated Plan, FFY15-19 Citizen
Participation Plan and FFY19 Action Plan.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Councilor Dennis Ciotti
Deputy Mayor

Approved as to Legal Form and Compliance: Joshua M. Wyatt
City Attorney

Recorded by: Susan M. Mistretta
City Clerk

DOCUMENT HISTORY:

First Reading Date: 05/27/2020	Public Hearing Date: 06/24/2020
Approved Date: 06/24/2020	Effective Date: 06/24/2020

DOCUMENT ACTIONS:

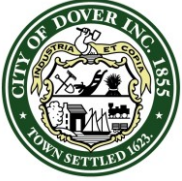
Deputy Mayor Ciotti moved to substitute as a whole.

Vote: 9/0.

Deputy Mayor Ciotti moved for its adoption; seconded by Councilor Shanahan.

Roll Call Vote: 9/0.

VOTING RECORD		
Date of Vote: 06/24/2020	YES	NO
Mayor Robert Carrier	X	
Deputy Mayor Dennis Ciotti	X	
Councilor Michelle Muffett-Lipinski, Ward 1	X	
Councilor Deborah Thibodeaux, Ward 3	X	
Councilor Joshua Manley, Ward 4	X	
Councilor Dennis Shanahan, Ward 5	X	
Councilor Fergus Cullen, Ward 6	X	
Councilor John O'Connor, At Large	X	
Councilor Lindsey Williams, At Large	X	
Total Votes:	9	0
Ordinance does pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2020.05.27 – 085**
Resolution Re: **Acceptance of Substantial Amendment to the FFY15-19 Consolidated Plan, FFY15-19 Citizen Participation Plan and FFY19 Action Plan.**

RESOLUTION BACKGROUND MATERIAL:

In response to Coronavirus related impacts and issues, the U.S. Housing and Urban Development (HUD) has recently granted a “waiver” to CDBG procedures and spending caps that allow jurisdictions such as the City of Dover to amend the existing Consolidated Plan, Action Plan and Citizen Participation Plan. These waivers include the ability to exceed the usual 15% funding cap for Activities under the Public Services (PS) category and the ability for PS recipients to “rollover” funds that are allocated this year (FFY19) into FFY20. The HUD waiver also modified the typical notice, public comment period and timeline for amendments to FFY19 Plans in order to facilitate the rapid distribution of funds during the current crisis.

The City of Dover is pursuing these options in order to amend the current (FFY19) Action Plan, current Consolidated Plan and current Citizen Participation Plan to allocate the anticipated first round of CDBG CARES Act funds, reallocate CDBG funds for projects that have a have not entered into a contract with the City or are City CDBG project that have not begun or are effectively complete.

FFY15-19 Consolidated Plan

Amend the amount of anticipated funding that will be utilized to target the Goals identified in Consolidated Plan to reflect the \$169,209.00 in CARES funds for FFY19.

FFY15-19 Citizen Participation Plan

Add the following to VII. SUBSTANTIAL PROGRAM AMENDMENTS:

The following criteria will require will constitute a Substantial Amendment and will require public engagement and notices pursuant to Articles I-X of this Citizen Participation Program:

- *A change in allocation priorities or a change in the method of distribution of funds from one eligible activity to another:*
 1. *Funding an Activity not previously described in the an action plan, or*
 2. *A change in the purpose, scope, location, or beneficiaries of an activity, o,*
 3. *An increase in allocation to an Activity that is greater than 25% off the total amount of the current year’s regular CDBG allocation.*



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2020.05.27 – 085**

Resolution Re: **Acceptance of Substantial Amendment to the FFY15-19 Consolidated Plan, FFY15-19 Citizen Participation Plan and FFY19 Action Plan.**

Remove the Following from VII. SUBSTANTIAL PROGRAM AMENDMENTS:

~~The City will amend its approved plan whenever it makes one or more of the following decisions:
 A substantial Amendment occurs when
 Any changes in the allocation priorities or a change in the method of distribution of funds;
 a. To carry out an activity, using funds from any program covered by the consolidated plan not previously described in the plan; or
 b. To change the purpose, scope, location, or beneficiaries of an activity.~~

Add the following:

XI PROCEDURES DURING CRISIS EVENTS – SUBSTANTIAL AMENDMENT

During crisis event periods, the required public engagement and notice procedures provided elsewhere in this document shall be superseded as provided below. Crisis event periods include natural disasters and significant local, regional, national or global events. For purposes of this section, examples of significant events include, but are not limited to, impacts resulting from:

- *Disease outbreaks*
- *Health related events, scenarios or clusters*
- *Human actions such as acts of terrorism or arson*
- *Disruptions in critical supply chain.*

During crisis event periods, the following applies:

The substantial amendment will be published as follows:

- *Publication on the City's website*
- *Notice of publication in a local paper*
- *A public review and comment period for 5 days*
- *Virtual public hearings, in lieu of traditional public hearings, may be held by the Planning Board and City Council.*

FFY19 Action Plan

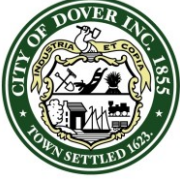
Public Services

Aids Response Seacoast

Approved Allocation: \$6,350

Planning Board Recommended Allocation: \$15,350

Partially Support the salaries and benefits of Case Management Department staff consisting of a Program Manager, Medical Case Managers and a Financial Administrator.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2020.05.27 – 085**
Resolution Re: **Acceptance of Substantial Amendment to the FFY15-19 Consolidated Plan, FFY15-19 Citizen Participation Plan and FFY19 Action Plan.**

Community Partners

Approved Allocation: \$5,350
Planning Board Recommended Allocation: \$9,350
Funding to provide security deposits and/or first month's rent to homeless individuals and families in Dover with mental illness or a developmental disability.

Cross Roads House

Approved Allocation: \$7,650
Planning Board Recommended Allocation: \$12,050
Funding to provide emergency shelter and supportive services to homeless families and individuals.

Dover Welfare

Approved Allocation: \$5,570
Planning Board Recommended Allocation: \$10,620
Funding to help people move into apartments that they can afford or to place them into motels until shelter space is available.

HAVEN (A Safe Place)

Approved Allocation: \$4,550
Planning Board Recommended Allocation: \$5,000
Funding to help domestic violence victims fleeing abuse with temporary shelter and services until they are ready to transition into safe, permanent housing.

Homeless Center for Strafford County

Approved Allocation: \$6,350
Planning Board Recommended Allocation: \$9,650
Funding to help support overall operations, including case management services and administrative oversight, of an emergency shelter for homeless women and families.

My Friend's Place

Approved Allocation: \$10,350
Planning Board Recommended Allocation: \$16,350
Funds will be used for overall operations of the year round emergency homeless shelter.

Economic Development

City of Dover – Business Counseling and Grant Program:

Approved Allocation: \$25,000
Planning Board Recommended Allocation: \$25,000
Funding to support an economic development pilot program. The funds will be used to provide business counseling related services and “start-up” grants to qualifying individuals. In the event that a suitable organization/agency cannot be hired to provide the services, the funds would then be added to the DELP loan pool.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2020.05.27 – 085**
Resolution Re: **Acceptance of Substantial Amendment to the FFY15-19 Consolidated Plan, FFY15-19 Citizen Participation Plan and FFY19 Action Plan.**

Public Facilities

Community Action Partnership of Strafford County

Approved Allocation: \$29,333

Planning Board Recommended Allocation: \$59,333

Funding to support the Weatherization Program that provides weatherization measures intended to conserve energy for low-income residents.

Annie E Woodman Institute

Approved Allocation: \$2,500

Planning Board Recommended Allocation: \$0

Funding for design of ADA compliant accessibility to the Keefe Carriage House.

My Friend's Place – Kitchen Project

Approved Allocation: \$100,000

Planning Board Recommended Allocation: \$100,000

Funding for expansion of the existing kitchen at the 368 Washington Street location.

My Friend's Place – Generator Project

Approved Allocation: \$15,000

Planning Board Recommended Allocation: \$30,309

Funding for expansion of the existing kitchen at the 368 Washington Street location.

Strand Ballroom Corp

Approved Allocation: \$25,000

Planning Board Recommended Allocation: \$0

Funding for ADA compliant egress improvements to the Facility.

City of Dover - Homeless Shelter Improvements and Property Acquisition:

Approved Allocation: \$100,000

Planning Board Recommended Allocation: \$100,000

Funding for the Homeless Shelter of Strafford County (HCSC) to acquire land for the location of a new shelter that would serve as a replacement for their existing shelter. In the event HCSC does not use the funding for this purpose, the funding can be used for public facility improvements or property acquisition by other homeless shelters.

City of Dover - Bus Shelter, Sidewalk & Pedestrian Improvements:

Approved Allocation: \$20,000

Planning Board Recommended Allocation: \$0

Eligible activities include new sidewalk, sidewalk tip-downs and bus stop/shelter improvements.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2020.05.27 – 085**

Resolution Re: Acceptance of Substantial Amendment to the
FFY15-19 Consolidated Plan, FFY15-19 Citizen
Participation Plan and FFY19 Action Plan.

New Activities to be added as part of Substantial Amendment Process

Public Services

City of Dover - Dover Housing Assistance

Planning Board Recommended Funding: \$83,244

Activities related to rental/mortgage & utility assistance.

Strafford Nutrition Meals on Wheels

Planning Board Recommended Funding: \$5,000

To support the services provided by the Strafford Nutrition Meals on Wheels (SNMoW) to Dover Residents.

Economic Development

Job Training & Economic Loan Program

Planning Board Recommended Funding: \$74,200

Funds to support job training initiatives and the economic loan program.