



OF DOVER, NEW HAMPSHIRE

Community Development Block Grant Program

CAPER FFY2017

OCTOBER 2018

Consolidated Annual Performance and Evaluation Report FFY2015 July 1, 2017 – June 30, 2018

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

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

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

This marks the third year of the current Consolidated Plan. We have modified our application procedures and in-house SOPs to facilitate better implementation of the Strategic Plan and Action Plans. We have also made significant efforts to resolve activities that were not closed within IDIS and to normalize drawdown procedures.

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

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

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

Access to Services	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	580	290.00%	58	395	681.03%
Access to Services	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	43	40	93.02%	0	15	
Access to Services	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	0		13	12	92.31%

Access to Services	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	383		130	383	294.62%
Access to Services	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	
Access to Services	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$	Homelessness Prevention	Persons Assisted	0	12		0	0	

Access to Services	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG: \$	HIV/AIDS Housing Operations	Household Housing Unit	100	47	47.00%			
Economic Development	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	20	0	0.00%	2	0	0.00%
Economic Development	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	5	5	100.00%	2	5	250.00%
Public Improvements	Non-Housing Community Development	CDBG: \$ / CDBG Prior Allocations: \$255000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0		1000	0	0.00%
Public Improvements	Non-Housing Community Development	CDBG: \$ / CDBG Prior Allocations: \$255000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				

Public Improvements	Non-Housing Community Development	CDBG: \$ / CDBG Prior Allocations: \$255000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	80	0	0.00%			
Public Improvements	Non-Housing Community Development	CDBG: \$ / CDBG Prior Allocations: \$255000	Facade treatment/business building rehabilitation	Business	0	0				
Removal of Barriers	Accessibility	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	25	0	0.00%	49000	0	0.00%
Removal of Barriers	Accessibility	CDBG: \$	Other	Other	0	0				
Weatherization Improvements	Affordable Housing	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		8	3	37.50%
Weatherization Improvements	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	60	13	21.67%			

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

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

Activities that were approved in the Action Plan were begun for Public Improvements, Removal of Barriers and Weatherization but were not completed in FFY17.

CR-10 - Racial and Ethnic composition of families assisted

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

91.520(a)

	CDBG
White	383
Black or African American	17
Asian	6
American Indian or American Native	4
Native Hawaiian or Other Pacific Islander	3
Total	413
Hispanic	11
Not Hispanic	402

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

Narrative

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

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	507,087	277,667
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

Table 3 - Resources Made Available

Narrative

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

Identify the geographic distribution and location of investments

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

Table 4 – Identify the geographic distribution and location of investments

Narrative

Leveraging

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

The Activities that utilized CDBG funds for FFY 2017 leveraged a total of \$1,393,604.00

CR-20 - Affordable Housing 91.520(b)

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

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	6	12
Total	6	12

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	20	3
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	8	9
Number of households supported through Acquisition of Existing Units	0	0
Total	28	12

Table 6 – Number of Households Supported

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

The limited number of available units coupled with monthly rental unit cost for units that do become available has resulted in a significant drop in the number of individuals/families that can be helped with through the City of Dover Welfare Department's CDBG funded Security Deposit Program. The Department anticipated assisting 20 individuals and assisted only 3.

Discuss how these outcomes will impact future annual action plans.

The City will the examine the benefits of continuing the Welfare Department’s Security Deposit assistance program and consider making adjustments.

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

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	19	0
Low-income	3	0
Moderate-income	4	0
Total	26	0

Table 7 – Number of Households Served

Narrative Information

Some of these numbers vary from numbers anticipated v. actual number served. The City will watch for continued variation in numbers anticipated and actual number served to identify any trends and make adjustments as appropriate.

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

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

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

My Friends Place, Cross Roads House and the Homeless Center of Strafford County all engage in outreach. Other agencies and programs that serve the homeless or potentially homeless population will direct their clients to these shelter programs as necessary.

Addressing the emergency shelter and transitional housing needs of homeless persons

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

The providers of shelter and transitional service are involved with the Tri-City Mayors Task Force on Homelessness. See CR-35 for more information regarding the Tri-City Mayors Task Force on Homelessness.

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

Community Partners provides assistance to persons with learning disabilities with housing assistance and with counseling required for their specific needs.

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

My Friend's Place and Cross Roads House have both an emergency shelter program and a transitional housing program. These programs serve both sudden need and long term transition to stable housing. The Homeless Center for Strafford County and Cross Roads House provide emergency and short term housing solutions. HAVEN provides housing counseling and housing services for teens who might otherwise be homeless. All of the programs provide related supportive services to help during transitioning.

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

Actions taken to address the needs of public housing

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

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

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

Actions taken to provide assistance to troubled PHAs

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

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

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

The City has joined with the Cities of Somersworth and Rochester in forming the Tri-City Mayors Task Force on Homelessness. This is regional effort to identify and address issues of homelessness. Included in this undertaking will be an effort to identify public policies and practices that lead to homelessness.

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. City staff has begun the process of exploring options for allowing smaller units. Also, older housing stock in the City has certain allowances to convert existing single family dwellings into two-unit structures in an effort to allow homeowners on fixed incomes to remain in their residences by making income that was not previously available to them.

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

The City continues to have a considerably higher number of public housing and government assisted rental units than all other communities in the MSA. The City is proactive in maintaining this high number of units through its public and governmental agencies. This is an on-going action.

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

Weatherization activities follow required lead protocols. Also, public facilities projects that occur in older structures are required to test for the presence of lead and mitigate if lead is found. The City has required lead detection investigations in three non-weatherization activities during FFY17.

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

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

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

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

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

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

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

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

CR-40 - Monitoring 91.220 and 91.230

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

FFY 17 marked the second year of revised applications and contracts with subrecipients allowing for more focused monitoring of subrecipients re objectives and outcomes.

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

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

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

CR-45 - CDBG 91.520(c)

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

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

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

No

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

CR-45 - CDBG 91.520(c)

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

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

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

No

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

Attachment

Public Comment

Attachment #1

Public Review and Comment

Public Review and Comment

A notice was issued that the FFY17 CAPER was available for public review and comment. No comments were received during the public review period.

Public Notice

Attachment #2

Public Notice

PUBLIC NOTICE

The City of Dover Planning and Community Development Department has completed the Community Development Block Grant (CDBG) "Consolidated Annual Performance and Evaluation Report" (CAPER) for the U.S. Department of Housing and Urban Development (HUD). The report lists CDBG expenditures and accomplishments made during the last fiscal year (July 1, 2017 through June 30, 2018). Any person interested in viewing this report can do so in the Planning and Community Development Department, City Hall, 288 Central Avenue Dover, NH 03820 Monday through Thursday 8:30 to 5:30 and Friday 8:30-4:00 pm or online at <http://www.dover.nh.gov/government/city-operations/planning/community-development/index.html>. Persons wishing to comment on the CAPER can submit their comments to the Planning and Community Development Department, Attn: Dave Carpenter, Community Development Planner, 228 Central Avenue, Dover, NH 03820 or at d.carpenter@dover.nh.gov. All written comments received by 4:00 pm, October 12th, 2018 will be forwarded to HUD along with the CAPER for their review.



U.S. Department of Housing and Urban Development

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Thomas P. O'Neill, Jr. Federal Building
10 Causeway Street - Fifth Floor
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RECEIVED
Planning Office

FEB 28 2019

Dover, New Hampshire

David Carpenter
City of Dover
Department of Planning and Community Development
288 Central Avenue
Dover, NH 03820

FEB 26 2019

Dear Mr. Carpenter:

Subject: FY 2017 Consolidated Annual Performance and Evaluation Report (CAPER)

We have reviewed and approved the City of Dover's Consolidated Annual Performance and Evaluation Report (CAPER) for the program year July 1, 2017 to June 30, 2018. Based on the information provided, we find Dover's FY 2017 CAPER to be consistent with the City's Five-Year Consolidated Plan and One Year Action Plan for FY 2017. The narrative describes how the City is working to meet the goals identified in the plans as well as proposed versus actual outcome results. We also find the City to be within the 15% cap for public services and the 20% cap for planning and administration for the Community Development Block Grant Program.

As a result of our review, we have determined that the City of Dover has carried out its activities and certifications consistent with the requirements and primary objective of the Housing and Community Development Act of 1974, as amended, and with other applicable laws and program requirements. Pursuant to 24 CFR 570.905, we find that the City of Dover has the continuing capacity to carry out its activities in a timely manner based on the information provided in the City's CAPER.

Please remember that a copy of this letter must accompany all copies of the CAPER. If you have any questions or if we can be of any assistance, please contact your CPD Representative, Adam Ploetz at 617.994.8351 or adam.c.ploetz@hud.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert Shumeyko", with a long horizontal flourish extending to the right.

Robert Shumeyko
Director