CITY OF DOVER

DOVER PLANNING BOARD – AGENDA

Meeting Type:	Regular Meeting
Meeting Location:	Council Chambers, City Hall, 288 Central Ave, Dover NH 03820
Meeting Date:	**Tuesday, January 26, 2021**
Meeting Time:	**7:00 pm**

Certain members of the Planning Board may be participating in this meeting remotely. In addition, the Chair of the Planning Board may, per NH RSA 91-A:2, III (b), declare an "emergency" within the meaning of that statute and waive the requirement that a quorum be physically present at the meeting. In either event, remote members will identify their location and any person present with them at that location. All votes will be by roll call.

The City of Dover has taken extra steps to ensure the physical location of this meeting conforms with all safety provisions during the pandemic, including social distancing, face coverings, and frequently sanitized facilities. Although qualified members of the public can participate in the meeting by speaking at the physical location, the public is encouraged to leave comments in advance by calling 516-MEET (6338), emailing Dover-Planning@dover.nh.gov, or mailing written comments to Planning Board, Dover City Hall, 288 Central Ave., Dover, NH 03820. Messages must be received no later than 4 p.m. the day of the meeting and should identify the name and Dover address of the person leaving the message or providing the comment.

1. CITIZENS' FORUM

2. APPROVAL OF THE PRIOR MINUTES

- January 12, 2021 Regular Meeting Minutes

3. OLD BUSINESS

4. NEW BUSINESS

A. Consideration and acceptance of a Site Review for Index Packaging Inc., Assessor's Map D, Lot 9A, zoned IT (Innovative Technology), and located at 150 Venture Drive. (Proposal is to construct a 57,000 s.f. building off the back of the existing building creating 57,000 s.f. warehouse, manufacturing, and office space). *(P20-66)

B. Consideration and acceptance of a Transfer of Development Right Request for 23 Everett Street, LLC, Assessor's Map 27, Lot 90-A, zoned RM-U, and located at 23 Everett Street. (Proposal is to renovate the existing structure into a three (3) unit structure where two (2) units are permitted). *(P21-02)

C. Consideration and acceptance of a Major Subdivision for Lawrence E. & Cheryl J. Mulcahy, Assessor's Map D, Lot 20, zoned R-12, and located at 71 Glenwood Avenue. (7 new lots) *(P20-18)

D. Public hearing on the Proposed FY22 CDBG Annual Action Plan. All persons wishing to speak on Plan are urged to attend.

E. Public hearing on a Proposed Amendment to the FY21-25 CDBG Citizen Participation Plan. All persons wishing to speak on the Amendment are urged to attend.

5. STAFF COMMENT

6. MEMBER COMMENTS

7. ADJOURNMENT

*Indicates that if the application is accepted for discussion, the public hearing will be held the same evening. Note that some hearings will be continued from one meeting to another and some may be postponed. Since this is only a partial description of the proposal and may change, persons with questions or wishing to see the plans are invited to visit the Planning Office, Monday through Thursday from 8:30 am to 5:30 pm and Friday 8:30 am to 4:00 pm or email Dover-Planning@dover.nh.gov. You may also view materials at www.dover.nh.gov. Follow us on Twitter @DoverNHPlanning and find us on Facebook at https://www.facebook.com/DoverNHPlanning.

CITY OF DOVER

DOVER PLANNING BOARD – MINUTES

Meeting Type:	Regular Meeting, continued
Meeting Location:	City Council Chamber's 288 Central Avenue
Meeting Date:	**Tuesday, January 12, 2021**
Meeting Time:	**7:00 pm**

Members Present: Gina Cruikshank (Chair), Dennis Ciotti (Councilor), Dave White, Ellen Ianello

The following Board members called into the meeting: Frank Torr, Tom Clark, Lisa McGunnigle Tapp (Alternate), Jackson Kaspari, Erin Allgood (Alternate), Dave Landry, Hayley Harmon (Vice Chair), Kyle Pimental (Alternate)

Members Not Present (excused): None

Members Not Present (un-excused): None

Staff Present: Christopher Parker, Assistant City Manager

Chair G. Cruikshank called the meeting to order at 7:00 p.m. She noted that certain members of the Planning Board are participating in this meeting remotely, and as the Chair of the Planning Board she has, per NH RSA 91-A:2, III (b), declared an "emergency" within the meaning of that statute and waive the requirement that a quorum be physically present at the meeting. Remote members will identify their location and any person present with them at that location. All votes will be by roll call.

The City of Dover has taken extra steps to ensure the physical location of this meeting conforms with all safety provisions during the pandemic, including social distancing, face coverings, and frequently sanitized facilities. Although qualified members of the public can participate in the meeting by speaking at the physical location, the public is encouraged to leave comments in advance by calling 516-MEET (6338), emailing Dover-Planning@dover.nh.gov, or mailing written comments to Planning Board, Dover City Hall, 288 Central Ave., Dover, NH 03820. Messages must be received no later than 4 p.m. the day of the meeting and should identify the name and Dover address of the person leaving the message or providing the comment.

1. ELECTION OF OFFICERS

C. Parker noted that the Board's bylaws state that all members vote and that the vote shall be in writing. Given the Emergency meeting, with remote participants, that is not realistic. As a result, staff recommends that the Board vote to suspend the rules and have a vote by roll call.

Motion: D. Ciotti moved to suspend the rules to allow voting by roll call and not by writing as called for in the bylaws. Seconded by D. White.
Roll Call Vote: E. Ianello-yes, D. Ciotti-yes, G. Cruikshank-yes, H. Harmon-yes, D. Landry- yes, J. Kaspari - yes, D. White-yes, T. Clark-yes, F. Torr-yes

Motion: F. Torr moved to nominate G. Cruikshank to be Chair. Seconded by D. Ciotti.
Roll Call Vote: E. Ianello-yes, D. Ciotti-yes, G. Cruikshank-yes, H. Harmon-yes, D. Landry- yes, J. Kaspari - yes, D. White-yes, T. Clark-yes, F. Torr-yes, E. Allgood, L. McGunnigle Tapp, K. Pimental

Motion: F. Torr moved to nominate H. Harmon to be Vice Chair. Seconded by E. Ianello.
Roll Call Vote: E. Ianello-yes, D. Ciotti-yes, G. Cruikshank-yes, H. Harmon-yes, D. Landry- yes, J. Kaspari - yes, D. White-yes, T. Clark-yes, F. Torr-yes, E. Allgood, L. McGunnigle Tapp, K. Pimental

2. CITIZENS' FORUM

Citizens Forum Open.
Karl Leinsing, 77 Spur Rd wanted clarity on the process to change zoning special exemption requirements for helicopter take-offs and landings. He has filled out an application. He offered to combine his application with the

board's recommendations for this year's R20 amendments. The wording is outdated and should be updated as well to change with the times and include other, newer aircraft. He looked into language other towns use. 60 of the 141 towns in NH have governing language regarding aircraft, but only 3 specify a distance. The closest one to Dover is in North Hampton and theirs is 200 ft.

Citizens Forum Closed.

3. APPROVAL OF THE PRIOR MINUTES

December 15, 2020 Regular Meeting Minutes

Motion: E. Ianello moved to approve the minutes as presented. Seconded by D. Ciotti.
Roll Call Vote: E. Ianello-yes, D. Ciotti-yes, G. Cruikshank-yes, H. Harmon-yes, D. Landry- yes, J. Kaspari - yes, D. White-yes, T. Clark-yes, F. Torr-yes

4. OLD BUSINESS

5. NEW BUSINESS

A. Discussion of Land Use Amendments/Goal Setting

C. Parker referenced the spreadsheet of a summary of proposed amendments (original in file) the Board received and provided a summary of the Staff suggestions as listed on the document.
The only proposal of area rezoning is a small R40 district off Bellamy Rd.
Three housekeeping changes are proposed.
Four substantive changes are proposed.
Five site plan changes are proposed.
Discussion ensued.

E. Ianello asked where the language referring to helicopter landing distances was generated from. C. Parker will look into it and bring the info to a future meeting. M. Sullivan, previously of this board had also done some research after the initial presentation. C. Parker will provide the board members with the info he found.

D. Ciotti asked if, when the board looks at this helicopter language, will the board look to change the language City-wide, or just in the R20 Zone? C. Parker said the board will want to look at it and make that decision.
D. Ciotti suggested Mr. Leinsang make his presentation in four weeks to give the board members time to do some research.

B. Review of data/trends in housing, development and general activity

C. Parker reviewed the annual report created to communicate permit activity, housing activity, summarize regulation amendments and review 2020 in general for the public.

5. STAFF COMMENTS

- TRC on a subdivision on 54 Back River Road
- Elena Piekut has resigned, with her last day January 21.
- Next meeting will have CDBG public hearing.
- Implemented video previews for board meeting agendas available to the public

DRAFT

- Starting a digital monthly newsletter to be available to the public which will review Planning and Zoning results, preview next meeting topics and general project updates

6. MEMBER COMMENTS

- G. Cruickshank reaffirmed F. Torr as her TRC designee
- E. Ianello announced she will resign from the board because she will no longer be a resident in the City.

7. ADJOURNMENT

Motion: E. Ianello made a motion to adjourn at 7:55 p.m. Seconded by D. White.

Roll Call Vote: E. Ianello-yes, D. Ciotti-yes, G. Cruikshank-yes, H. Harmon-yes, D. Landry- yes, J. Kaspari - yes, D. White-yes, T. Clark-yes, F. Torr-yes

DRAFT

CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P20-66

Application Type:	Site Plan Review
Applicant(s):	Index Packaging Inc
Owner(s):	Index Packaging Inc
Location:	150 Venture Drive (Tax Map D, Lot 9A)
Meeting Date:	January 26, 2021

INTENT: To add a 57,000 s.f. addition to the existing building in one phase. Building will be warehouse, manufacturing and office space.

LOTS/UNITS PROPOSED:
N/A

AGENDA ITEM #: 4-A

ACREAGE: 9.29 acres

ZONING DISTRICT: IT

EXISTING LAND USE:
Industrial

PROPOSED LAND USE:
Industrial

SURROUNDING LAND USE:
Spaulding and Industrial

ZBA ACTION: None

ATTACHMENTS: Application materials, TRC minutes, and Site Plan

APPLICATION IS COMPLETE: Yes

NOTICES SENT: Abutter notices were sent by certified mail to all abutters for this meeting

PERMITS REQUIRED:
-NOI & SWPPP
-NHB & NHDHR

WAIVER(S) REQUESTED: -
Section 153-14.E: Lighting

Summary of Request and Background
The applicant is requesting site plan approval to construct a 57,000 s.f. addition to the old Fosters building. The addition would include warehouse, manufacturing and office space. The site is proposed to be serviced by municipal water and sewer. This application was reviewed by the Technical Review Committee on October 22, 2020 and December 17, 2020 (minutes attached).

Summary of Waiver Requests:
The applicant is requesting the Board grant a waiver to the lighting regulations as they are proposing to use existing on-site lighting with additional lighting and are only able to provide the calculations for the additional lighting without calculating existing lighting foot candles plus some light may be shed onto the abutting parcel as indicated in the applicants narrative.

Section 153-21 of the Site Review Regulations state the "Planning Board may waive specific provisions of these regulations. The Planning Board may only grant a waiver if the Planning Board finds, by majority vote, that:

(1) Strict conformity would pose an unnecessary hardship to the applicant and the waiver would not be contrary to the spirit and intent of the regulations; or
(2) Specific circumstances relative to the subdivision, or conditions of the land in such site plan, indicate that the waiver will properly carry out the spirit and intent of the regulations."

Staff believe criterion 2 has been met.

Consistency with Land Use Regulations – Site Plan
Chapter 153-4 of the Site Review Regulations of the City Code provides for site review by the Planning Board of new construction of various types. This plan is consistent with those regulations.

STAFF RECOMMENDATION Waiver:
The Planning Department recommends the Planning Board to accept the application, open the public hearing, and vote to grant the waiver with the following condition:

1. Update waiver note and indicate Add a note to the plat that the Board granted a waiver to Chapter 153-14.E (lighting), and that the Board found the criteria of Chapter 153-21.A have been met.

STAFF RECOMMENDATION Site Plan:
The Planning Department recommends the Planning Board vote to approve the Site Plan with the following conditions:

Conditions to Be Met Prior to the Signing of Plans:

1. Provide physical and digital copies (including CAD) of complete plan set which shall include:
    a. Signature and stamp of PE, CWS, and LLS
    b. Owner's signature

Conditions to Be Met Prior to any Construction Activity:

2. A site construction sign with the contact information for the general contractor must be located and approved by the City Engineer or Assistant City Manager.

CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P20-66

Application Type:	Site Plan Review
Applicant(s):	Index Packaging Inc
Owner(s):	Index Packaging Inc
Location:	150 Venture Drive (Tax Map D, Lot 9A)
Meeting Date:	January 26, 2021

Condition to Be Met Prior to Issuance of a Building Permit:

3. Water and sewer investment fees shall be paid at the time of request of service.

Conditions to Be Met Prior to Occupancy:

4. Issuance of a certificate of occupancy.
5. Impact fees shall be paid per the invoice included with the Notice of Decision.
6. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.

150 Venture Drive

Property Information

Property ID	D0009-A00000
Location	150 VENTURE DR
Owner	INDEX PACKAGING INC &
Land Use	400

MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 5/20/2020
Data updated Daily

City of Dover, New Hampshire
SITE REVIEW APPLICATION

[Revision Date: June 4, 2019]

RECEIVED
Planning Office
JAN 04 2021
Dover, New Hampshire

Office Use Only	Project #: P20-66	Date Received:
	Amount Paid:	Time Received:

APPLICANT AND OWNER INFORMATION

Name of Applicant: Index Packaging Inc. Telephone # 603-312-3281

Address of Applicant: 1055 White Mountain Highway, Milton NH 03851

E-Mail Address: Mwiles@indexpackaging.com

Name of Property Owner (*if different from applicant*): Same Telephone #

Address of Property Owner:

PROPERTY INFORMATION

Address of Property: 150 Venture Drive

Assessor's Map # D Lot(s) # 9A

Zoning District(s) IT Innovative Technology Overlay District(s)

Size of Parcel: 404,461 sq. ft. 9.29 ac. Property Deed: Book 4769 Page: 941

Existing Use of Property: Existing office, printing space & warehouse

SITE PLAN INFORMATION

Describe Proposed Use: Proposed 57,000 SF building expansion

Area of Parcel to be Developed: 95,000 Sq.Ft. sq. ft.

If Multi-family Residential, Specify Number of Units & Buildings Proposed: N/A

Number of Parking Spaces: Existing 112 Proposed 91

Highway Access (check where applicable): X City Street ____ State Highway

Number of Employees Total: 0 In Maximum Shift: +/-10

Disposition of Parcel:

Building Footprint 97,457 sq. ft.

Total Building Area Existing 40,457 Proposed 57,000 sq. ft.

Paved Area 8,500 sq. ft.

Building Setbacks:

Front Yard 50 ft.

Rear Yard 50 ft.

Side Yard: Right 50 ft. Left 50 ft.

City Water? X Yes ___ No How far is city water from the property? Existing building

City Sewer? X Yes ___ No How far is city sewer from the property? Existing building

BUILDING INFORMATION

Type of Building to be Built: Manufacturing. warehouse & some office space

Height of Building: 20' +/- Finished Floor Elevation: 180.00

Number of Seats (where applicable) N/A

Estimated value of construction: 2,000,000 Refuse removal: Public/Private (circle one)

WAIVER REQUESTS

Site Review Regulations section(s) to be waived: Required parking

Justification for waiver request(s) (*attach additional sheets as needed*):

SOutdoor lighting requirements per Site Plan Regulation 153-14.E.1.e

SURVEYOR INFORMATION

Name of Surveyor and Company (Licensed in N.H.) Kenneth A Berry, PE, LLS
Christopher R. Berry
Berry Surveying & Engineering

Address 335 Second Crown Point Rd, Barrington, NH 03825 Telephone #: 603-332-2863

Professional License #: 805 E-mail address: K.Berry@BerrySurveying.com
crberry@metrocast.net

ENGINEER INFORMATION

Name of Engineer and Company (Licensed in N.H.) Kenneth A Berry, PE, LLS
Christopher R. Berry
Berry Surveying & Engineering

Address 335 Second Crown Point Rd, Barrington, NH 03825 Telephone #: 603-332-2863

Professional License #: 14243 E-mail address: K.Berry@BerrySurveying.com
crberry@metrocast.net

ARCHITECT INFORMATION

Name of Architect and Company (Licensed in N.H.) T & W Designs

Address 254 Drkae Hill Road, Strafford NH 03884 Telephone #: 664-2181

Professional License #: _____ E-mail address: _____

LANDSCAPE ARCHITECT INFORMATION

Name of Landscape Architect and Company (Licensed in N.H.) Eric Buck
Terrain planning & design

Address 311 Kast Hill Road, Hopkinton NH 03229 Telephone #: 603-491-2322

Professional License #: 78 E-mail address: _____

SOIL SCIENTIST INFORMATION

Name of Soil Scientist and Company (Licensed in N.H.) John P. Hayes III

Address 7 Limestone Way, North Hampton NH 03862 Telephone #: _____

Professional License #: 87 E-mail address: johnphayes@comcast.net

CONSERVATION EASEMENT HOLDER

Name of Easement Holder: _____ Telephone # 205-4396

Address Easement Holder: _____

SIGNATURES

I/We hereby submit this application to the City of Dover Planning Board and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. Furthermore, I/we submit that the existing conditions sheet of the plan represents the lot in question, and that no alteration of the site shall take place during Planning Board review up to and including the pre-construction meeting. As applicant or as agent, I attest that I am duly authorized to act in this capacity.

Signature of Property Owner: _____ Date: 7-13-20

Signature of Applicant (*if different from owner*): _____ Date: _____

Signature of Agent: _____ Date: 7-13-20

AUTHORIZATION TO ENTER SUBJECT PROPERTY

I, and my successors, hereby authorize members of the Dover Planning Board, Planning Department and other pertinent City Departments and boards to enter my property for the purpose of evaluating this application, including performing inspections during the application phase, post-approval phase, construction phase and occupancy phase. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signature of Property Owner: _____ Date: 7-13-20

AUTHORIZATION TO COMPLETE THE PROJECT ON SUBJECT PROPERTY

I, and my successors, hereby the City of Dover or its assigns to enter my property for the purpose of completing the site work as required by the approved plan should the letter or credit or other surety be called. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signature of Property Owner: _____ Date: 7-13-20

Signature of Applicant (*if different from owner*): _____ Date: _____

CERTIFICATION OF FEES

I, and my successors, hereby certify that I understand that the City of Dover collects impact fees, utility investment fees and inspection fees for projects developed in Dover. Said fees must be paid before a Certificate of Occupancy can be obtained for a structure, unless a different payment schedule is agreed to by the applicant and the City prior to approvals being issued by the Dover Planning Board. Additionally, should the property be in "Current Use" it will be subject to the Land Use Change Tax.

Signature of Property Owner: _____ Date: 7-13-20

Signature of Applicant (*if different from owner*): _____ Date: _____

City of Dover, New Hampshire
SITE PLAN REVIEW SUBMISSION CHECKLIST

[Revision Date: June 4, 2019]

This site plan review checklist, as required by Chapter 153-6-B(2), should be completed by the applicant. It is intended to assist the applicant in the planning process of preparing a Site Plan Review application for Planning Board action. The size of the project will determine the types of information required for review, therefore, a **pre-application conference** with the Planning Department to determine the list of items that must be completed is strongly encouraged.

The first step would be to appear before the Technical Review Committee, to apply, eight (8) folded copies of the site plan with scale of not less than 1"=50' or 1" =100' for larger site plans, need to be provided, along with payment of plan review fees.

Two weeks prior to Planning Board, three (3) full size and twelve (12) half size (11x17), folded, copies of the plan set and materials, including response to TRC comments, will be due. Abutter/Notice Fees will be invoiced and need to be paid 28 hours prior to the Planning Board meeting.

The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all site plan review requirements. Please refer to the Site Plan Review Regulations for full details.

APPLICANT: Index Packaging Inc File Number: _____

PROJECT TITLE: Index Packaging

PROPERTY LOCATION: 150 Venture Drive Tax Map: D Lot: 9A

	Where/How Provided	Reviewed
1. **Completed and signed Application form**	Included in the submittal	
2. **Plan Review Fees are provided**	Included in the submittal	
3. **Electronic copy of the engineered/surveyed plan layout**	Included in the submittal	
4. **Electronic copy of supplementary materials and application**	Included in the submittal	
5. **Traffic Impact Assessment and Analysis (Standard or Advanced)**	Included in the submittal	
6. **Waiver requests to the Site Plan Review Regulations, with written justification**	Included in the submittal	
7. **Conditional Use Permit applications**	N/A	
8. **A colored rendering of the streetscape that will be created along the existing public right-of-way**	Included in the submittal	
9. **A colored architectural plan showing all sides of buildings**	Included in the submittal	
10. **Folded copies of site plan w/scale of not less than 1"=50' or 1"=100' for larger site plans, for TRC. Plans shall contain the following items as appropriate:**	X	
Location map at appropriate scale	X	
Proposed Project name and title and Planning File #	X	
Date, north arrow and scale	X	
Names of all abutting property owners	X	
Name and address of owners and/or applicants	X	
Signature & stamp of NH licensed land surveyor and/or engineer	X	
Zoning District boundaries, including any special or overlay districts	X	
Location of Conservation District areas	X	
Location, names and widths of existing and proposed streets, including pavement widths, grades, curbs and crosswalks	X	
Location and widths of existing & proposed easements & right of ways	X	
Location and width of existing and proposed access/egress ways	X	

	Explain How Provided	Reviewed
Depict pedestrian walkways and accessible access	X	
Existing and proposed property lines with dimensions and bearings tied into Dover's Geographic Information System coordinate system	X	
Existing and proposed topographic information at two foot intervals	X	
Existing and proposed buildings and structure locations	X	
Minimum building setbacks or build to lines on all lots	X	
Location and size of existing and proposed electric, telephone, gas cable and other underground utilities	X	
Existing and proposed water lines and fire hydrants, including materials and capacity needed	X	
Location and materials of sanitary sewage facilities within project site and projected additional peak hour sewer load	X	
Existing and proposed stormwater lines and facilities	X	
Lighting plan depicting all existing and proposed exterior light fixtures and a lighting level analysis for parking lots	X	
Location of Flood Hazard Zone	N/A	
Location of all bodies of water and watercourses	N/A	
Location of wetlands and buffers	X	
Neighborhood plan with aerial underlay showing how project relates to abutting uses within the plan set	X	
Existing natural features and/or significant vegetation on property	X	
Depict existing contours up to 100 ft. beyond project limits	X	
Landscape plan depicting existing and proposed landscaping, prepared by a licensed Professional Landscape Architect	X	
Location of parking layout delineating spaces and arrangement; note addressing maximum required spaces	X	
Location, material and size of existing and proposed pavement area	X	
Location of proposed fire lanes	X	
Specify finished floor elevations of buildings	X	
Location of solid waste disposal facilities (dumpster, pad and screening, etc.), including required screening	X	
Depict all service, storage, loading bays and utility areas	X	
All applicable Dover Common Site Plan notes	X	
11. Additional Information if appropriate		
Stormwater Management Plan depicting the existing & proposed storm drainage system and engineered drainage analysis	X	
Stormwater Management System Operation and Maintenance Plan	X	
Letter to Serve from Public and Private Utilities	X	
Erosion and Sedimentation Control Plan	X	
Landscape Operation and Maintenance Plan	X	
Proposed restrictive covenants or homeowners association documents	X	
Dates and permit numbers of all required state and federal permits	X	
If wetland buffer, indicate placards locations, as applicable	X	
Depict test boring locations, groundwater elevations and soil profiles and/or soils types call-outs	X	
Location of proposed drive-in facilities	N/A	
Provide additional exhibits/technical data determined appropriate by the Planning Board or its staff as required	N/A	

REVIEWED BY: _____ DATE_____ TRC DATE_____

BERRY SURVEYING & ENGINEERING
335 Second Crown Point Road
Barrington, NH 03825
Phone: (603) 332-2863
Fax: (603) 335-4623
www.BerrySurveying.Com

January 5, 2021

City of Dover
Attention: City Planner Donna Benton
288 Central Ave
Dover, NH 03820

Re: Proposed Site Plan
Index Packaging Inc.
150 Venture Drive
Tax Map D, Lot 9A

Mr. Chairperson & Members of the Dover Planning Board:

In accordance with to the subdivision standards Article 153-51, the following waiver is hereby requested:

1. Identification of Waiver Request: All outdoor lighting fixtures shall be designed, orientated or shielded to prevent light or glare onto adjacent property per Dover Site Plan Regulations 153-14.E.1.e

- Existing lights in the parking lot shed light onto Lot 11-A.

2. Explanation:

The existing parking lot along the western boundary line is to be re striped and provide parking for the existing building and the proposed addition. There are 4 existing lights along the parking array, one on both ends, and two double lamps in the array. The existing lights are proposed to remain unaltered.

3. Waiver Justification:

a. Granting the waiver will properly carry out the purpose and intent of the regulations.

The intent of the lighting regulation is to ensure that no abutting lots are illuminated by proposed development. This is particularly necessary when there are existing streets, residential structures or ecologically sensitive areas. The existing lights were installed when the existing building was constructed in the 90's. At that time, all the surrounding lots were under the same ownership. Furthermore, the abutting lot to the west is an empty field with no ecological significance.

b. Strict conformity to the regulations would pose an unnecessary hardship to the applicant.

Requiring the applicant meet the lighting regulations, would require the applicant to remove the existing lights and either move them or replace them. This would be unnecessary given the insignificance of the abutting lot.

Respectfully Submitted,
BERRY SURVEYING & ENGINEERING

James F. Hayden
Engineering Technician

Christopher R. Berry
Principal, President

BERRY SURVEYING & ENGINEERING
335 Second Crown Point Road
Barrington, NH 03825
Phone: (603) 332-2863
Fax: (603) 335-4623
www.BerrySurveying.Com
crberry@metrocast.net

January 5, 2021

City of Dover
Attention: City Planner Donna Benton
288 Central Ave
Dover, NH 03820

Re: Proposed Site Plan
Index Packaging Inc
150 Venture Drive
Tax Map D, Lot 9A

Dear Mrs. Benton,

On behalf of our client Index Packaging Inc. Berry Surveying & Engineering (BS&E) is submitting for TRC to discuss a proposed site development at Venture Drive.

Background and General Narrative:

Index Packaging Inc, owns the parcel known as 150 Venture Drive in Dover, NH (Tax Map D, Lot 9A). Berry Surveying & Engineering has conducted an on-site survey of the parcel which includes a topographic analysis as well as a wetlands analysis. All on site wetlands have been delineated by a certified wetland scientist. The lot contains an existing commercial building at the front and is lightly wooded in the back. The site contains an existing building that is currently used as office space, with vacant manufacturing space in the back. The building also contains adjacent parking lots and loading docks. The site was the former location of Fosters.

The Proposal:

The applicant is proposing to construct two additions onto the existing building. The first building expansion phase will include the construction of a 36,400 SF manufacturing addition, with additional loading docks adjacent to the existing loading docks. The second building expansion phase will include a 11,500 SF addition. As part of the building design, the existing parking lot to the northeast will be re-configured to be more efficient. A waiver is being requested for the required parking. The applicant will only house +/- 10 employees and needs very few parking spaces.

As part of the building expansion, a rain garden will be constructed along the northern boundary line. The proposed rain garden will capture and treat the generated runoff from the proposed building, as well as some of the runoff from the existing building and parking areas. A copy of the storm water analysis has been included in the submission.

The proposed building expansions will utilize the utilities within the existing building. No additional exterior utility services will be required. In addition, the proposed building will have a sprinkler system that will tie into the sprinkler system in the existing building. Testing & upgrades to that system are pending.

All proper erosion and sediment control measures will be taken to ensure that no sediment runs off onto abutting properties or gets tracked onto Venture Drive.

As part of the site plan application the applicant is requesting a waiver to allow offsite lighting due to the location of the existing lamps. See attached waiver request for more information.

Respectfully Submitted,
BERRY SURVEYING & ENGINEERING

James F. Hayden
Engineering Technician

Christopher R. Berry
Principal, President

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Phone: (603) 332-2863
Fax: (603) 335-4623
www.BerrySurveying.Com
crberry@metrocast.net

January 5, 2021

City of Dover
Attention: City Planner Donna Benton
288 Central Ave
Dover, NH 03820

Re: Proposed Site Plan
Index Packaging Inc
150 Venture Drive
Tax Map D, Lot 9A

Dear Mrs. Benton,

On behalf of our client Index Packaging Inc. Berry Surveying & Engineering (BS&E) is responding to comments made by TRC on December 17, 2020. Our responses are in **bold**.

Planning Comments:

- Provide a letter to serve
  We ask that this be a condition of approval

- Revise plans to:
  - Add a provided column to zoning note
    Provided zoning is on the site plan.

  - Add common site note 12 (flood zone)
    Note regarding the flood zone is on sheets 2 & 3.

Police Department questions:

- Previous comment regarding preserving trail access was not addressed. Is it feasible to hash out the parking space adjoining the trailhead in a manner similar to the hash-out space that protects the new fire hydrant?
  Parking space is now hashed out so it can be preserved for trail access.

Engineering Comments:

- Reword the existing waterman easement to a "utility easement".
  Callout has been revised to read "utility easement".

Economic Development Comments:

- Access around the north side of the building with right-of-way for the water supply pipe that goes through there.
  The existing easement along the northern side of the parcel is now called out on the plan.

- Planned access to the parcel that abuts DBIDA parcel on the right side of innovation Way at the cul-de-sac.
  Access to these lots is provided via an existing access easement along the northern side of the parcel, remaining DBIDA land has access off Venture Drive. Further access to this parcel is not viable due to wetlands abutting the subject parcel.

Planning Board Comments:

- Add more plantings alongside visible from Spaulding.
  More plantings were added to the eastern side of the parcel that abuts the Spaulding for the prior TRC meeting.

Respectfully Submitted,
BERRY SURVEYING & ENGINEERING

James F. Hayden
Engineering Technician

Christopher R. Berry
Principal, President

BERRY SURVEYING & ENGINEERING
335 Second Crown Pt. Rd., Barrington, NH 03825
(603) 332-2863 / (603) 335-4623 FAX
www.BerrySurveying.Com

EVERSOURCE ENERGY

1700 Lafayette Road
Portsmouth, NH 03801

Trevor S Emmons
603-332-7515
trevor.emmons@eversource.com

January 4, 2020

Mike Wiles, President
150 Venture Drive
Dover, NH 03820

Dear Mike Wiles:
I am responding to your request to confirm the availability of electric service for the proposed 150 Venture Drive project being constructed for/by Whitcher Builders.

The proposed project consists of a 1-story building with no residential units approximately 57,000 s/f of additional warehouse and light manufacturing space at the ground level and parking at grade. The proposed development will be constructed at the rear of the existing facility at 150 Venture Drive in Dover, NH.

The developer will be responsible for the installation of all infrastructure required to service the new building. The service will be as shown on attached marked up "Site Plan Land of Index Packaging Inc, 150 Venture Drive, Dover, NH, Tax Map D, Lot 9A." The proposed building service will be fed from the existing service into the building, as depicted on the site plan. The developer will work with Eversource to obtain all necessary easements and licenses for the proposed overhead/underground facilities, if deemed to be required.

This letter serves as confirmation that Eversource has sufficient capacity in the area to provide service to this proposed development. The cost of extending service to the aforementioned location and any associated infrastructure improvements necessary to provide service will be borne by the developer unless otherwise agreed upon.

The attached drawing titled ""Site Plan Land of Index Packaging Inc, 150 Venture Drive, Dover, NH, Tax Map D, Lot 9A." Utility Plan" dated September 14, 2020 and revised through 1-4-2021, shows transformer locations to service your proposed project.

Eversource approves the locations shown; assuming the final installed locations meet all clearances, physical protection, and access requirements as outlined in Eversource's "Information & Requirements For Electric Supply" (https://www.eversource.com/content/docs/default-source/pdfs/requirements-for-electric-service-connections.pdf?sfvrsn=2).

If you require additional information or I can be of further assistance please do not hesitate to contact me at our Portsmouth Office, 603-436-7708 Ext. 555-5678

Respectfully.
Trevor S Emmons
Trevor S Emmons
NH Eastern Regional Engineer, Eversource

cc: (via e-mail)
Michael J. Busby, PE, NH Eastern Regional Engineering and Design Manager, Eversource
Timothy Kenney, Eastern Region Operations Manager, Eversource
Mary Jo Hanson, Field Supervisor, Electric Design, Eversource

CITY OF DOVER

TECHNICAL REVIEW COMMITTEE NOTES – P20-66

Application Type:	Site Plan Review
Applicant(s):	Index Packaging Inc
Owner(s):	Index Packaging Inc
Location:	150 Venture Dr (Tax Map D, Lot 9A)
Date:	October 22, 2020

INTENT: To add an addition to the existing building in one phase.

Initial request being reviewed was that the first building expansion phase would be 36,4000 s.f. manufacturing addition with additional loading docks and the second building expansion would include 11,500 s.f. addition. The existing parking lot will be reconfigured.

LOTS/UNITS PROPOSED: N/A

AGENDA ITEM #: 1

ACREAGE: 9.29 acres

ZONING DISTRICT: IT

EXISTING LAND USE: Industrial

SURROUNDING LAND USE: Spaulding and Industrial

ZBA ACTION: None

PERMITS REQUIRED:
-NOI & SWPPP
-NHB
-NHDHR

WAIVERS REQUESTED: Parking, lighting, streetscape

ATTENDANCE:
Members:
Donna Benton, Planning
Dave White, Engineering
Dan Barufaldi, Economic Development
Sgt. Speidel, Police
Jim Maxfield, Inspection Services
Elena Piekut, Zoning

Others:
Chris Berry

Approval of the 10/8/2020 Minutes:
D.White made a motion to approve the October 8, 2020 minutes. Seconded by Sgt. Speidel. Vote: U/A

Planning Comments:

- Confirm area amount, layout, phasing on next plan
- Provide:
  - Stormwater management plan
  - Stormwater O&M
  - Letters to Serve
  - Letter from neighbor about lighting spillage
- Impact fees will be assessed
- W/S investment fees are applicable
- Stamp and signature of PE, LLS, and architect needed on each plan submission
- Do either side lots have easements over this lot?
- Is the generator being re-located?
- Revise plans:
  - Move site plan up before site specific soils plan
  - Confirm IT zoning dimensions
  - Name of abutters
  - Widths of existing and proposed easements and right of ways
  - Location of dumpster
  - Dates and permit numbers
  - Add project file number to title block (P20-66) on all sheets
  - Add colored building renderings
  - Add common site notes 7, 12, 31, 36
  - Retrofit parking lighting

Fire/Inspections Comments:

- Sheet 9 indicates Monday-Sunday 7am -6pm – revise as determined by TRC (consider Shady Lane)
- Number 3 of 18, Sheet 3 indicates the removal of generator- will generator be relocated
- Discuss options for adding an additional hydrant to west side of structure
- Sheet 9 Note 28 add -The existing structure suppression/sprinkler system shall also have the requisite improvements for the building classification and use group as well as the commodities stored

CITY OF DOVER

TECHNICAL REVIEW COMMITTEE NOTES – P20-66

Application Type:	Site Plan Review
Applicant(s):	Index Packaging Inc
Owner(s):	Index Packaging Inc
Location:	150 Venture Dr (Tax Map D, Lot 9A)
Date:	October 22, 2020

Police Department Comments:

- Review north side loading dock for maneuverability/loading access
- Confirm property ownership and boundary to the north (highway) side. Sheet L-01 labels owner as 150 Venture Drive LLC, Sheet 9 (Site Plan) labels owner as Index Packaging.
- How will you preserve trail access?

Engineering Comments:

- Show the water main

Economic Development Comments:

- Truck trips with expansion considered?
- Building renderings/streetscape from Turnpike?

Planning Board Comments:

- Add more plantings along side visible from Spaulding

Next steps:
Submit for a second TRC one week in advance of TRC.

Motion:
TRC continued with a motion to let staff administratively sign off on 221 Central Ave expansion a no waivers are needed. Motion made by D.White. Seconded by: D.Barufaldi Vote: U/A.

Adjournment:
TRC adjourned at 11:08am by a motion made by D.White and seconded by Sgt. Speidel. Vote: U/A

CITY OF DOVER

TECHNICAL REVIEW COMMITTEE NOTES – P20-66

Application Type:	Site Plan Review
Applicant(s):	Index Packaging Inc
Owner(s):	Index Packaging Inc
Location:	150 Venture Dr (Tax Map D, Lot 9A)
Date:	December 17, 2020

INTENT: To add a 57,000 s.f. addition to the existing building in one phase. Building will be warehouse, manufacturing and office space.

LOTS/UNITS PROPOSED:
N/A

AGENDA ITEM #: 2

ACREAGE: 9.29 acres

ZONING DISTRICT: IT

EXISTING LAND USE:
Industrial

SURROUNDING LAND USE:
Spaulding and Industrial

ZBA ACTION: None

PERMITS REQUIRED:
-NOI & SWPPP
-NHB
-NHDHR

WAIVERS REQUESTED:
Lighting & streetscape

ATTENDANCE:
Members:
Donna Benton, Planning
Christopher Parker, Economic Development
Elena Piekut, Zoning
Sgt. Marn Speidel, Police
Jim Maxfield, Inspection Services
Frank Torr, Planning Board
Dave White, Engineering

Others:
Chris Berry

Planning Comments:
- Appreciate the colored rendering
- *Provide:*
  - *Letters to Serve or email saying they're fine with the change due to less of capacity.*
- *Impact fees will be assessed*
- *W/S investment fees are applicable*
- *Stamp and signature of PE, LLS, and architect needed on each plan submission*
- Legal documentation/intent to record should one of the abutting lots sell
- *Revise plans:*
  - Add a provided column to zoning note
  - *Add common site note 12 (flood hazard)*

Fire/Inspections Comments: N/A

Police Department Comments:
- Previous comment regarding preserving trail access was not addressed. Is it feasible to hash out the parking space adjoining the trailhead in a manner similar to the hash-out space that protects the new proposed fire hydrant?

Engineering Comments:
- Reword the existing watermain easement to a 'utility easement'

Economic Development Comments:
- Access around the north side of the building with right-of-way for the water supply pipe that goes through there
- Planned access to the parcel that abuts DBIDA parcel on the right side of Innovation Way at the cul-de-sac

Planning Board Comments:
- *Add more plantings along side visible from Spaulding*

Next steps:
Submit for the January 26th, Planning Board meeting by January 5th, 2021.

Adjournment:
TRC adjourned at 11:30am.

P20-66 **150 Venture Drive**

Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
D0009-A00SND	VENTURE DR	INDEX PACKAGING INC		1055 WHITE MOUNTAIN HIGHWAY	MILTON	NH	03851
D0009-A01000	VENTURE DR	INDEX PACKAGING INC		1055 WHITE MOUNTAIN HIGHWAY	MILTON	NH	03851
D0009-A01SND	VENTURE DR	INDEX PACKAGING INC		1055 WHITE MOUNTAIN HIGHWAY	MILTON	NH	03851
D0011-000000	127 VENTURE DR	APW PROPERTIES LLC		9 CAPITOL ST	CONCORD	NH	03301
D0011-001000	VENTURE DR	DOVER BUSINESS & IND DEV AUTHORITY		288 CENTRAL AVE	DOVER	NH	03820
D0011-003000	111 VENTURE DR	MERCHANDISE CENTRAL LLC		111 VENTURE DR	DOVER	NH	03820
D0011-009000	10 INNOVATION WY	HEINE USA		10 INNOVATION WAY	DOVER	NH	03820
D0011-A00000	SANDY LN	150 VENTURE DRIVE LLC		192 DOVER POINT RD	DOVER	NH	03820
D0009-A00000	150 VENTURE DR	INDEX PACKAGING INC		1055 WHITE MOUNTAIN HIGHWAY	MILTON	NH	03851
		BERRY SURVEYING & ENGINEERING	CHRISTOPHER BERRY	335 SECOND CROWN POINT ROAD	BARRINGTON	NH	03825
		T&W DESIGNS		254 DRAKE HILL ROAD	STRAFFORD	NH	03884
		TERRAIN PLANNING & DESIGN	ERIC BUCK	311 KAST HILL ROAD	HOPKINTON	NH	03229
		JOHN P HAYES III		7 LIMESTONE WAY	NORTH HAMPTON	NH	03862

TABLE OF CONTENTS:

SHEET 1 ~ NEIGHBORHOOD PLAN
SHEET 2 ~ EXISTING CONDITIONS PLAN OVERVIEW
SHEET 3 ~ EXISTING CONDITIONS PLAN DETAIL
SHEET 4 ~ DEMO PLAN
SHEET 5 ~ SITE PLAN
SHEET 6 ~ SITE SPECIFIC SOILS MAP OVERVIEW
SHEET 7 ~ SITE SPECIFIC SOILS MAP NORTH
SHEET 8 ~ SITE SPECIFIC SOILS MAP SOUTHEAST
SHEET 9 ~ SITE SPECIFIC SOILS MAP SOUTHWEST
SHEET 10 ~ GRADING PLAN
SHEET 11 ~ P-101 RAIN GARDEN 101
SHEET 12 ~ EROSION AND SEDIMENT CONTROL PLAN
SHEET 13 ~ LANDSCAPING PLAN
SHEET 14 ~ LIGHTING PLAN
SHEET 15 ~ E-101 SEDIMENT & EROSION DETAILS
SHEET 16 ~ E-102 SEDIMENT & EROSION DETAILS
SHEET 17 ~ C-101 CONSTRUCTION DETAILS
SHEET 18 ~ C-102 CONSTRUCTION DETAILS
SHEET 19 ~ L-101 LANDSCAPING DETAILS

SITE PLAN
FOR
INDEX PACKAGING, INC.
150 VENTURE DRIVE
DOVER, N.H.
TAX MAP D, LOT 9A

NOTE:

BERRY SURVEYING & ENGINEERING HAS PREPARED AN INSPECTION & MAINTENANCE MANUAL AS PART OF THIS PROJECTS DOCUMENTATION. ALL USERS ARE BOUND TO THIS DOCUMENT AS PART OF THE APPROVAL OF THE PLANNING BOARD. COPIES OF THE YEARLY INSPECTIONS ARE TO BE DELIVERED TO THE CITY OF DOVER COMMUNITY SERVICES DEPARTMENT.

OWNER: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

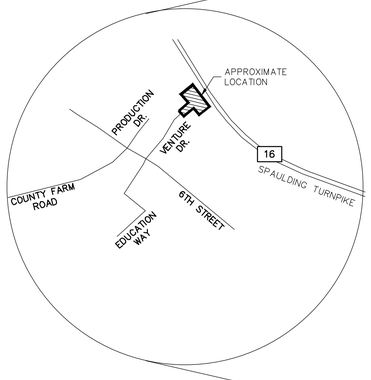
APPLICANT: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

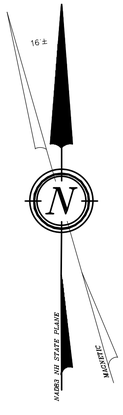
SURVEYOR OF RECORD: KENNETH A. BERRY, PE, LLS
CPSWQ, CPESC, CESSWI
BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825
(603) 332-2863

ENGINEER OF RECORD: KENNETH A. BERRY, PE, LLS
CPSWQ, CPESC, CESSWI
BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825
(603) 332-2863

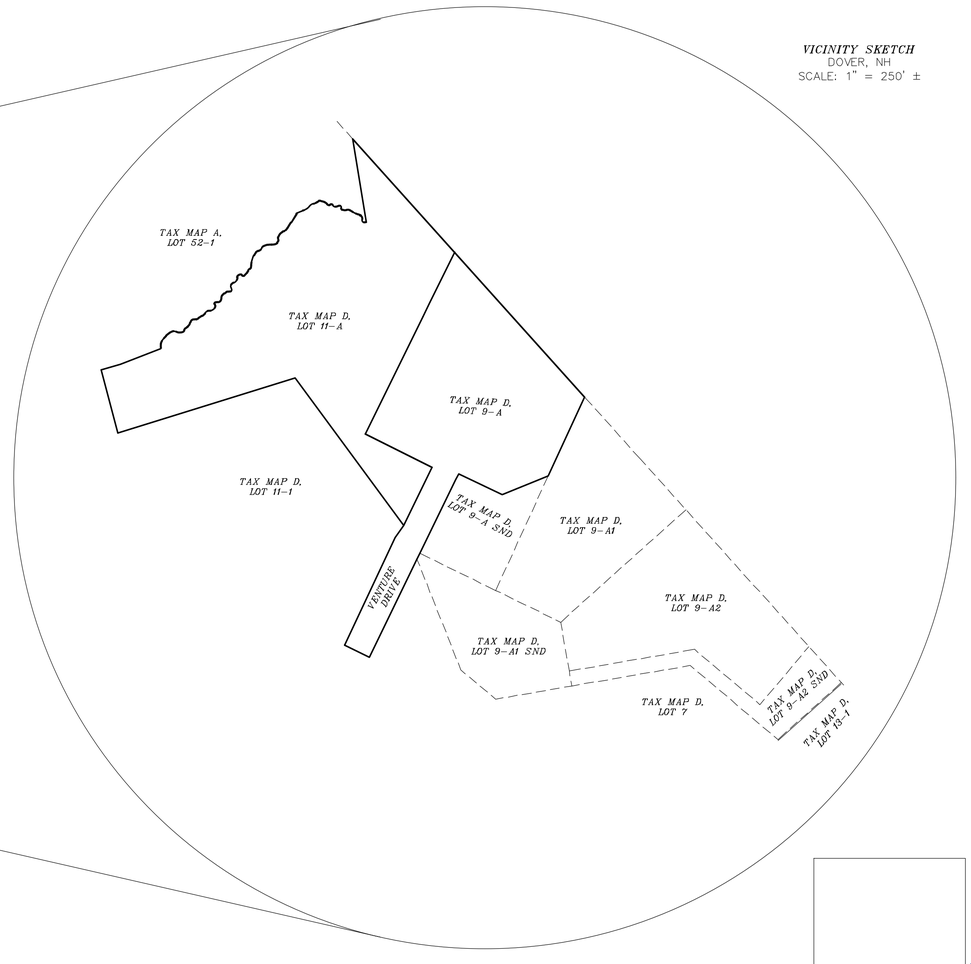
WETLAND SCIENTIST: & SOIL SCIENTIST: JOHN P. HAYES III, CSS, CWS
7 LIMESTONE WAY
NORTH HAMPTON, NH 03862
(603) 205-4396

LOCATION PLAN
DOVER, NH
NOT TO SCALE





VICINITY SKETCH
DOVER, NH
SCALE: 1" = 250' ±



REQUIRED PERMITS:

~ US EPA NOI & SWPPP	2 WEEKS PRIOR TO CONSTRUCTION
~ NATURAL HERITAGE BUREAU	NHB20-1412
~ NH DIVISION OF HISTORICAL RESOURCES	11932

WHETHER OR NOT OTHERWISE EXPRESSLY RECITED ON THIS SITE PLAN, THE SITE PLAN APPROVAL GRANTED IS CONDITIONED ON FAITHFUL AND DILIGENT ADHERENCE BY THE OWNER/SUBDIVIDER/DEVELOPER OF ALL TERMS, CONDITIONS, PROVISIONS AND SPECIFICATIONS OF THE CITY OF DOVER LAND SITE PLAN REGULATIONS AS AMENDED OR AS MAY LATER BE AMENDED, IN EFFECT ON THE DATE OF APPROVAL, UNLESS OR EXCEPT INSOFAR AS EXPRESSLY WAIVED, IN ANY PARTICULAR, BELOW. NON – ADHERENCE MAY RESULT IN A REVOCATION OF APPROVAL. ANY VARIATION FROM THE APPROVED PLAN WILL REQUIRE A RESUBMISSION FOR SITE PLAN APPROVAL.

GENERAL PLAN SET NOTES:

1.) 11x17" PLANS ARE HALF THE PUBLISHED SCALE.

2.) ALL PLANS ARE CONSIDERED TO BE NOT FOR CONSTRUCTION UNLESS THEY CONTAIN THE APPROVAL STAMP OF THE CITY OF DOVER.

APPROVED DOVER

STATE OF NEW HAMPSHIRE LICENSED LAND SURVEYOR NO. 805 KENNETH A. BERRY SIGNATURE

STATE OF NEW HAMPSHIRE KENNETH A. BERRY No. 14244 LICENSED PROFESSIONAL ENGINEER

DOVER PLANNING FILE #20-66

REVISION	DATE	DESCRIPTION
#3	1-5-21	REVISED PER TRC COMMENT
#2	12-9-20	REVISED PER TRC COMMENT
#1	10-16-20	REVISED SITE LAYOUT

SITE PLAN
LAND OF
INDEX PACKAGING INC.
150 VENTURE DRIVE
DOVER, N.H.
TAX MAP D, LOT 9A

BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332-2863

SCALE : AS SHOWN
DATE : SEPTEMBER 14, 2020
FILE NO. : DB 2019 – 152

ABBREVIATION LEGEND:

V.G.C.	VERTICAL GRANITE CURB
E.O.P.	EDGE OF PAVEMENT
BITUM.	BITUMINOUS
E.S.H.W.T	ESTIMATED SEASONAL HIGH WATER TABLE
TYP.	TYPICAL
U.G.E.	UNDER GROUND ELECTRIC / UTILITY
HDPE	HIGH DENSITY POLYETHYLENE
F.G.	FINISHED GRADE
E.G.	EXISTING GRADE
L.F.	LINEAR FOOT
F.D.	FINISHED FLOOR
FND	FOUND
T.B.R.	TO BE REMOVED
P.L.	PROPERTY LINE
E.L.	EASEMENT LINE
T.B.M.	TEMPORARY BENCHMARK
'/,	FOOT / FOOT

{ } SSL ( ) ~ {SIZE} SINGLE SOLID LINE (COLOR W=WHITE, Y=YELLOW)
{ } DSL ( ) ~ {SIZE} DOUBLE SOLID LINE (COLOR W=WHITE, Y=YELLOW)
{ } SSB ( ) ~ {SIZE} SINGLE SOLID W/ BROKEN LINE (COLOR W=WHITE, Y=YELLOW)
{ } SBL ( ) ~ {SIZE} SINGLE BROKEN LINE (COLOR W=WHITE, Y=YELLOW)
{ } DBL ( ) ~ {SIZE} DOUBLE BROKEN LINE (COLOR W=WHITE, Y=YELLOW)

EXISTING LEGEND:

- IRON BOUND (FND)
- REBAR (FND)
- RAILROAD SPIKE (FND)
- UTILITY POLE / GUY WIRE
- SINGLE POST SIGN
- CURB STOP
- GATE VALVE
- GAS VALVE
- FIRE HYDRANT
- CATCH BASIN
- SEWER MANHOLE
- DRAIN MANHOLE
- TREE
- E113.83 EXISTING SPOT ELEVATION
- BUILDING SETBACK LINE
- GAS GAS GAS GAS EXISTING GAS LINE
- EWL EWL EXISTING WATER LINE
- S S EXISTING SEWER LINE
- D EXISTING DRAIN LINE
- OHU OHU OHU OHU OVERHEAD UTILITIES
- 116 EXISTING CONTOUR MINOR
- 115 EXISTING CONTOUR MAJOR

PROPOSED LEGEND:

- IRON BOUND (FND)
- TEMPORARY BENCHMARK
- E101 / E6 SHEET DETAIL
- LIGHTING
- P114.05 PROPOSED SPOT ELEVATION
- EASEMENT LINE
- D PROPOSED DRAIN LINE
- U.D. U.D. PROPOSED UNDERDRAIN
- P41 PROPOSED CONTOUR MINOR
- P40 PROPOSED CONTOUR MAJOR
- UGE UGE PROPOSED UNDERGROUND UTILITY
- SF SILT FENCE / EROSION MIX BERM
- SS SS SS FILTREXX SILT SOXX (8" or 12" AS NOTED)
- C C C ORANGE CONSTRUCTION PERIMETER FENCE

ABUTTERS WITHIN 200':

N/F MARK E JOHNSTONE 2014 TST
MARK E JOHNSTONE TSTEE
51 SANDY LN
DOVER, NH 038201
TAX MAP A, LOT 52-1
S.C.R.D. BOOK 4252, PAGE 470

N/F DOVER BUSINESS & IND DEV AUTHORITY
288 CENTRAL AVE
DOVER, NH 03820
TAX MAP D, LOT 11-1
S.C.R.D. BOOK 4368, PAGE 691

N/F APW PROPERTIES LLC
9 CAPITOL ST
CONCORD, NH 03301
TAX MAP D, LOT 11
S.C.R.D. BOOK 3984, PAGE 847

N/F 150 VENTURE DRIVE LLC
192 DOVER POINT RD
DOVER, NH 03820
TAX MAP D, LOT 9-A1-SND
TAX MAP D, LOT 9-A-SND
TAX MAP D, LOT 9-A-1
TAX MAP D, LOT 11-A
S.C.R.D. BOOK 4769, PAGE 941

TEST PITS:

TEST PIT #1

0–6" 10YR 5/6, FINE SANDY LOAM, GRANULAR FRIABLE
6–18" 10YR 5/6, LOAMY SAND, GRANULAR, FRIABLE
18–30" 2.5YR 5/4, LOAMY SAND, GRANULAR, FRIABLE
30–38" 2.5Y 5/3, LOAMY SAND, GRANULAR, FRIABLE
38–65" 5Y 5/3, SILT LOAM, BLOCKY, FIRM

NO LEDGE FOUND TO 65"
GROUND WATER @ N/A
E.S.H.W.T. @ 30"
ROOTS @ 30"

TEST PIT #2

0–20" 2.5Y 5/4, LOAMY SAND, GRANULAR, FRIABLE
20–25" 5Y 5/3, SILT LOAM, BLOCKY, FIRM
25–38" 2.5YR 5/4, LOAMY SAND, MASSIVE, FRIABLE
38–68" 5Y 5/3, SILT LOAM, BLOCKY, FIRM

NO LEDGE FOUND TO 68"
GROUND WATER @ N/A
E.S.H.W.T. @ 36"
ROOTS @ 38"

TEST PIT #3

0–5" 10YR 3/3, FINE SANDY LOAM, GRANULAR, FRIABLE
5–22" 10YR 5/6, LOAMY SAND, GRANULAR, FRIABLE
22–30" 2.5YR 5/4, LOAMY SAND, GRANULAR, FRIABLE
30–72" 5Y 5/3, SILT LOAM, BLOCKY, FIRM

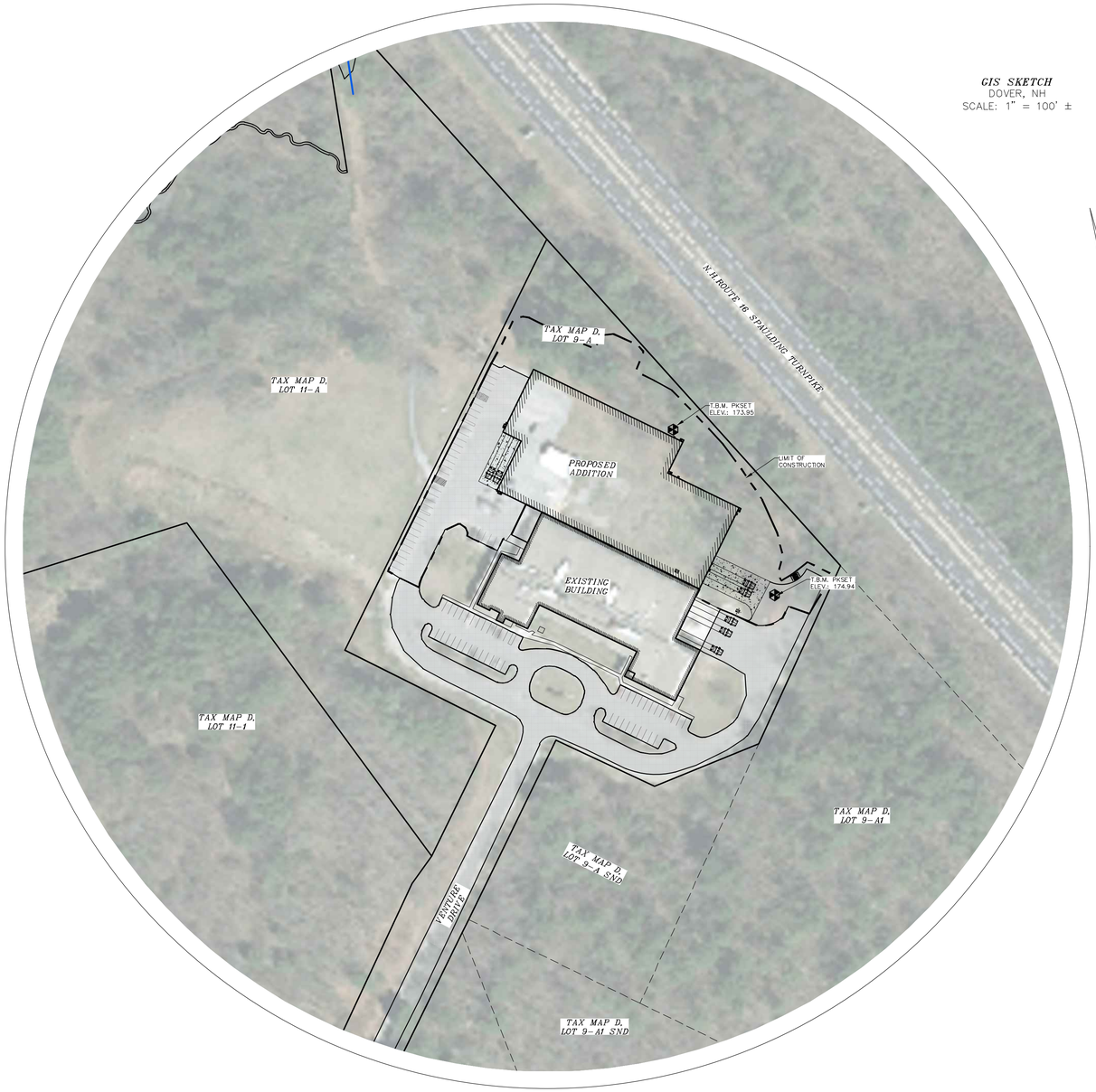
NO LEDGE FOUND TO 72"
GROUND WATER @ N/A
E.S.H.W.T. @ 30"
ROOTS @ 30"

TEST PIT #4

0–24" 2.5Y 5/4, LOAMY SAND, GRANULAR, FRIABLE
24–72" 2.5Y 5/3, FINE LOAMY SAND, MASSIVE, FIRM

NO LEDGE FOUND TO 72"
GROUND WATER @ N/A
E.S.H.W.T. @ 24"
ROOTS @ 24"

GIS SKETCH
DOVER, NH
SCALE: 1" = 100' ±



DOVER PLANNING FILE #20-66

REVISION	DATE	DESCRIPTION
#3	1-5-21	REVISED PER TRC COMMENT
#2	12-9-20	REVISED PER TRC COMMENT
#1	10-16-20	REVISED SITE LAYOUT

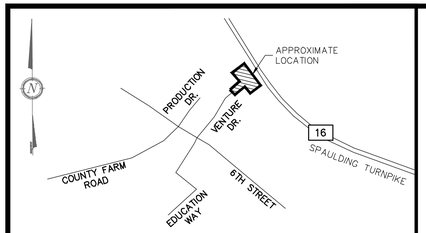
NEIGHBORHOOD PLAN
LAND OF
INDEX PACKAGING INC.
150 VENTURE DRIVE
DOVER, N.H.
TAX MAP D, LOT 9A

BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332-2863

SCALE : AS SHOWN
DATE : SEPTEMBER 14, 2020
FILE NO. : DB 2019 – 152

STATE OF NEW HAMPSHIRE LICENSED LAND SURVEYOR
No. 805
KENNETH A. BERRY
SIGNATURE

STATE OF NEW HAMPSHIRE
KENNETH A. BERRY
No. 14744
LICENSED PROFESSIONAL ENGINEER



LOCATION PLAN
DOVER, NH
NOT TO SCALE

WETLANDS WERE DELINEATED BY JOHN P. HAYES, IN SPRING OF 2020 UTILIZING THE FOLLOWING STANDARDS:

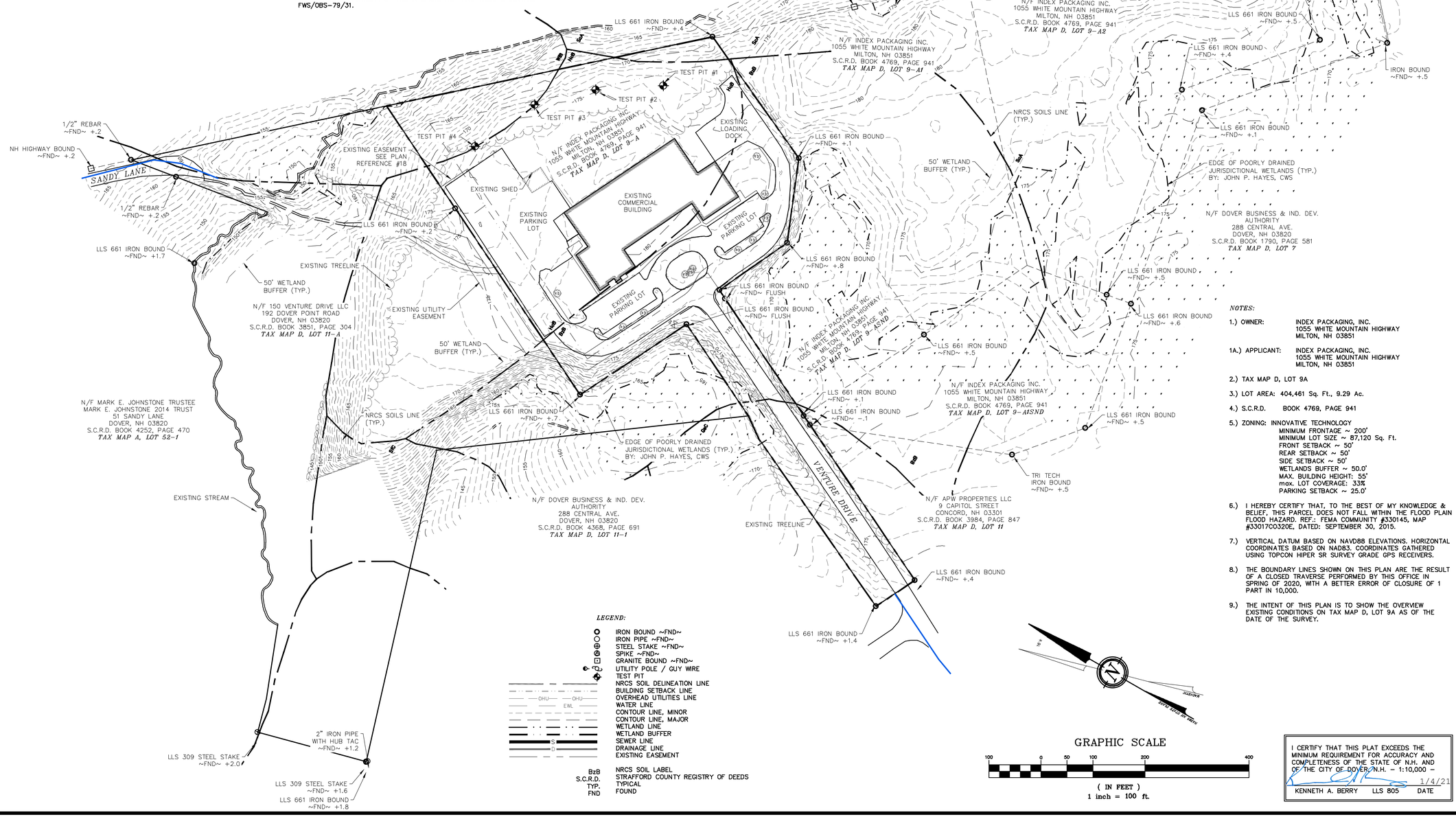
1) FIELD INDICATORS OF HYDRIC SOILS IN THE UNITED STATES, VERSION 7.0. 2010. L.M. VASILAS, G.W. HURT, AND C.V. NOBLE (EDS.). UNITED STATES DEPARTMENT OF AGRICULTURE, NATURAL RESOURCES CONSERVATION SERVICE, IN COOPERATION WITH THE NATIONAL TECHNICAL COMMITTEE FOR HYDRIC SOILS.
2) FIELD INDICATORS FOR IDENTIFYING HYDRIC SOILS IN NEW ENGLAND. VERSION 3. APRIL 2004. NEIWPCC WETLANDS WORKGROUP. WILMINGTON, MA 01887.
3) NORTH AMERICAN DIGITAL FLORA: NATIONAL WETLAND PLANT LIST, VERSION 2.1.0 (HTTP://WETLAND_PLANTS.USACE.ARMY.MIL). U.S. ARMY CORPS OF ENGINEERS, ENGINEER RESEARCH AND DEVELOPMENT CENTER, COLD REGIONS RESEARCH AND ENGINEERING LABORATORY, HANOVER, NH, AND BONAP, CHAPEN HILL.
4) STATE OF NEW HAMPSHIRE 2014 WETLAND PLANT LIST. LICHVAR, R.W., M. BUTTERWICH, N.C. MELVIN, AND W.N. KIRCHNER. 2014. THE NATIONAL WETLAND PLANT LIST: 2014 UPDATE OF WETLAND RATINGS. PHYTONEURON 2014-41:1-42.
5) CORPS OF ENGINEERS WETLANDS DELINEATION MANUAL. JANUARY 1987. WETLANDS RESEARCH PROGRAM TECHNICAL REPORT Y-87-1.
6) REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL: NORTHCENTRAL AND NORTHEAST REGION. JANUARY 2012, VERSION 2. U.S. ARMY CORPS OF ENGINEERS. ENVIRONMENTAL LABORATORY ERDC/EL TR-12-1.
7) CLASSIFICATION OF WETLANDS AND DEEPWATER HABITATS OF THE UNITED STATES. DECEMBER 1979. L. COWARDIN, V. CARTER, F. GOLET, AND E. LAROE. US DEPARTMENT OF THE INTERIOR. FISH AND WILDLIFE SERVICE. FWS/OBS-79/31.

JOHN P. HAYES III, CWS #18

SOILS:

BxA – BUXTON SILT LOAM, 0 TO 3 PERCENT SLOPES
EaB – ELMWOOD FINE SANDY LOAM, 3 TO 8 PERCENT SLOPES
GlB – GLOUCESTER FINE SANDY LOAM, 0 TO 3 PERCENT SLOPES
GsC – GLOUCESTER STONY FINE SANDY LOAM, 8 TO 15 PERCENT SLOPES
HcB – HOLLIS FINE SANDY LOAM, 3 TO 8 PERCENT SLOPES
ScA – SCANTIC SILT LOAM, 0 TO 3 PERCENT SLOPES
SfC – SUFFIELD SILT LOAM, 8 TO 15 PERCENT SLOPES
SwA – SWANTON FINE SANDY LOAM, 0 TO 3 PERCENT SLOPES
WfB – WINDSOR LOAMY FINE SAND, 0 TO 8 PERCENT SLOPES

SEE WEBSOIL USDA-NRCS



LEGEND:

○	IRON BOUND ~FND~
○	IRON PIPE ~FND~
⊕	STEEL STAKE ~FND~
⊛	SPIKE ~FND~
⊡	GRANITE BOUND ~FND~
⊶	UTILITY POLE / GUY WIRE
◆	TEST PIT
	NRCS SOIL DELINEATION LINE
	BUILDING SETBACK LINE
OHU	OVERHEAD UTILITIES LINE
EWL	WATER LINE
	CONTOUR LINE, MINOR
	CONTOUR LINE, MAJOR
	WETLAND LINE
	WETLAND BUFFER
S	SEWER LINE
D	DRAINAGE LINE
	EXISTING EASEMENT

BzB	NRCS SOIL LABEL
S.C.R.D.	STRAFFORD COUNTY REGISTRY OF DEEDS
TYP.	TYPICAL
FND	FOUND

GRAPHIC SCALE
100 0 50 100 200 400
(IN FEET)
1 inch = 100 ft.

NOTES:

1.) OWNER: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

1A.) APPLICANT: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

2.) TAX MAP D, LOT 9A

3.) LOT AREA: 404,461 Sq. Ft., 9.29 Ac.

4.) S.C.R.D. BOOK 4769, PAGE 941

5.) ZONING: INNOVATIVE TECHNOLOGY
MINIMUM FRONTAGE ~ 200'
MINIMUM LOT SIZE ~ 87,120 Sq. Ft.
FRONT SETBACK ~ 50'
REAR SETBACK ~ 50'
SIDE SETBACK ~ 50'
WETLANDS BUFFER ~ 50.0'
MAX. BUILDING HEIGHT: 55'
max. LOT COVERAGE: 33%
PARKING SETBACK ~ 25.0'

6.) I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE & BELIEF, THIS PARCEL DOES NOT FALL WITHIN THE FLOOD PLAIN FLOOD HAZARD. REF.: FEMA COMMUNITY #330145, MAP #33017C0320E, DATED: SEPTEMBER 30, 2015.

7.) VERTICAL DATUM BASED ON NAVD88 ELEVATIONS. HORIZONTAL COORDINATES BASED ON NAD83. COORDINATES GATHERED USING TOPCON HIPER SR SURVEY GRADE GPS RECEIVERS.

8.) THE BOUNDARY LINES SHOWN ON THIS PLAN ARE THE RESULT OF A CLOSED TRAVERSE PERFORMED BY THIS OFFICE IN SPRING OF 2020, WITH A BETTER ERROR OF CLOSURE OF 1 PART IN 10,000.

9.) THE INTENT OF THIS PLAN IS TO SHOW THE OVERVIEW EXISTING CONDITIONS ON TAX MAP D, LOT 9A AS OF THE DATE OF THE SURVEY.

I CERTIFY THAT THIS PLAT EXCEEDS THE MINIMUM REQUIREMENT FOR ACCURACY AND COMPLETENESS OF THE STATE OF N.H. AND OF THE CITY OF DOVER, N.H. – 1:10,000 –

KENNETH A. BERRY LLS 805 1/4/21 DATE

SIGNATURE

DOVER PLANNING FILE #20-66

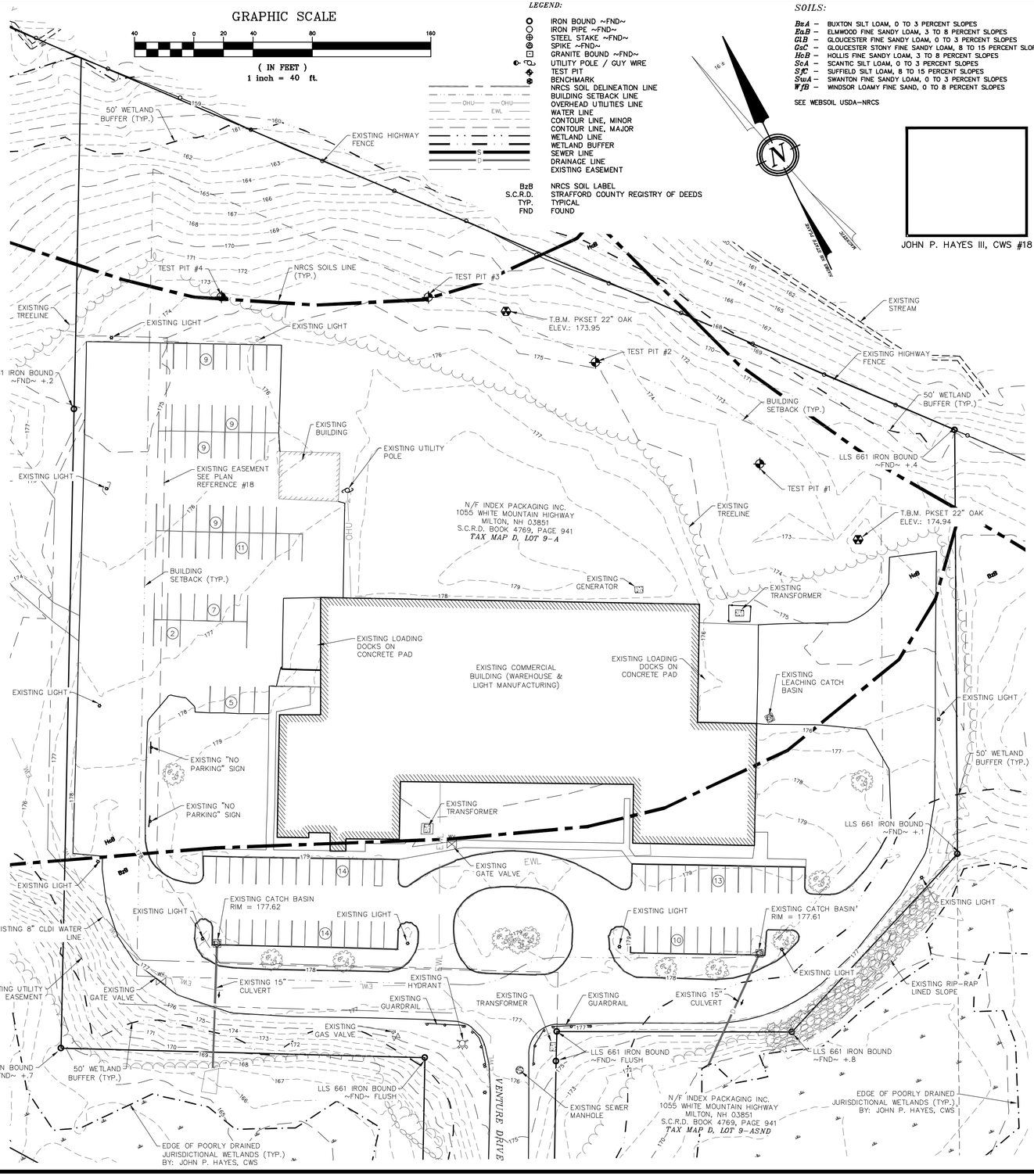
#	REVISION	DATE	DESCRIPTION
#3		1-5-21	REVISED PER TRC COMMENT
#2		12-9-20	REVISED PER TRC COMMENT
#1		10-16-20	REVISED SITE LAYOUT

EXISTING CONDITIONS PLAN OVERVIEW
LAND OF
INDEX PACKAGING INC.
150 VENTURE DRIVE
DOVER, N.H.
TAX MAP D, LOT 9A

BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332-2863

SCALE : 1 IN. EQUALS 100 FT.
DATE : SEPTEMBER 14, 2020
FILE NO. : DB 2019 – 152

STATE OF NEW HAMPSHIRE LICENSED LAND SURVEYOR No. 805 KENNETH A. BERRY



LEGEND:

- IRON BOUND ~FND~
- IRON PIPE ~FND~
- STEEL STAKE ~FND~
- SPIKE ~FND~
- GRANITE BOUND ~FND~
- UTILITY POLE / GUY WIRE
- TEST PIT
- BENCHMARK
- NRCS SOIL DELINEATION LINE
- BUILDING SETBACK LINE
- OVERHEAD UTILITIES LINE
- WATER LINE
- CONTOUR LINE, MINOR
- CONTOUR LINE, MAJOR
- WETLAND LINE
- WETLAND BUFFER
- SEWER LINE
- DRAINAGE LINE
- EXISTING EASEMENT

BzB NRCS SOIL LABEL
S.C.R.D. STRAFFORD COUNTY REGISTRY OF DEEDS
TYP. TYPICAL
FND FOUND

SOILS:

- *BsA* – BUXTON SILT LOAM, 0 TO 3 PERCENT SLOPES
- *EaB* – ELMWOOD FINE SANDY LOAM, 3 TO 8 PERCENT SLOPES
- *GlB* – GLOUCESTER FINE SANDY LOAM, 0 TO 3 PERCENT SLOPES
- *GsC* – GLOUCESTER STONY FINE SANDY LOAM, 8 TO 15 PERCENT SLOPES
- *HoB* – HOLLIS FINE SANDY LOAM, 3 TO 8 PERCENT SLOPES
- *ScA* – SCANTIC SILT LOAM, 0 TO 3 PERCENT SLOPES
- *SfC* – SUFFIELD SILT LOAM, 8 TO 15 PERCENT SLOPES
- *SwA* – SWANTON FINE SANDY LOAM, 0 TO 3 PERCENT SLOPES
- *WfB* – WINDSOR LOAMY FINE SAND, 0 TO 8 PERCENT SLOPES

SEE WEBSOIL USDA–NRCS

JOHN P. HAYES III, CWS #18

WETLANDS WERE DELINEATED BY JOHN P. HAYES, IN SPRING OF 2020 UTILIZING THE FOLLOWING STANDARDS:

1) FIELD INDICATORS OF HYDRIC SOILS IN THE UNITED STATES, VERSION 7.0. 2010. L.M. VASILAS, G.W. HURT, AND C.V. NOBLE (EDS.). UNITED STATES DEPARTMENT OF AGRICULTURE, NATURAL RESOURCES CONSERVATION SERVICE, IN COOPERATION WITH THE NATIONAL TECHNICAL COMMITTEE FOR HYDRIC SOILS.
2) FIELD INDICATORS FOR IDENTIFYING HYDRIC SOILS IN NEW ENGLAND. VERSION 3. APRIL 2004. NEIWPCC WETLANDS WORKGROUP. WILMINGTON, MA 01887.
3) NORTH AMERICAN DIGITAL FLORA: NATIONAL WETLAND PLANT LIST, VERSION 2.1.0 (HTTP://WETLAND_PLANTS.USACE.ARMY.MIL). U.S. ARMY CORPS OF ENGINEERS, ENGINEER RESEARCH AND DEVELOPMENT CENTER, COLD REGIONS RESEARCH AND ENGINEERING LABORATORY, HANOVER, NH, AND BONAP, CHAPEN HILL.
4) STATE OF NEW HAMPSHIRE 2014 WETLAND PLANT LIST. LICHVAR, R.W., M. BUTTERWICH, N.C. MELVIN, AND W.N. KIRCHNER. 2014. THE NATIONAL WETLAND PLANT LIST: 2014 UPDATE OF WETLAND RATINGS. PHYTONEURON 2014–41:1–42.
5) CORPS OF ENGINEERS WETLANDS DELINEATION MANUAL. JANUARY 1987. WETLANDS RESEARCH PROGRAM TECHNICAL REPORT Y–87–1.
6) REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL: NORTHCENTRAL AND NORTHEAST REGION. JANUARY 2012, VERSION 2. U.S. ARMY CORPS OF ENGINEERS. ENVIRONMENTAL LABORATORY ERDC/EL TR–12–1.
7) CLASSIFICATION OF WETLANDS AND DEEPWATER HABITATS OF THE UNITED STATES. DECEMBER 1979. L. COWARDIN, V. CARTER, F. GOLET, AND E. LAROE. US DEPARTMENT OF THE INTERIOR. FISH AND WILDLIFE SERVICE. FWS/OBS–79/31.

PLAN REFERENCES:

1.) "LOT LINE ADJUSTMENT PLAN PREPARED FOR 150 VENTURE DRIVE, LLC, TAX MAP D, LOT Nos. 9A & 11A, VENTURE DRIVE AND SANDY LANE, CITY OF DOVER, COUNTY OF STRAFFORD, STATE OF NEW HAMPSHIRE"
BY: MCENEANEY SURVEY ASSOCIATES, INC.
DATED: MARCH 17, 2015
S.C.R.D. PLAN #109–98

2.) "LOT LINE ADJUSTMENT PLAN PREPARED FOR GEORGE J. FOSTER & CO., INC., TAX MAP D, LOT Nos. 9A & 11A, VENTURE DRIVE AND SANDY LANE, CITY OF DOVER, COUNTY OF STRAFFORD, STATE OF NEW HAMPSHIRE"
BY: MCENEANEY SURVEY ASSOCIATES, INC.
DATED: MARCH 17, 2010
S.C.R.D. PLAN #100–23

3.) "MINOR SUBDIVISION PLAN PREPARED FOR GEORGE J. FOSTER & Co., INC., TAX MAP D, LOT Nos. 9A & 11A, VENTURE DRIVE AND SANDY LANE, CITY OF DOVER, COUNTY OF STRAFFORD, STATE OF NEW HAMPSHIRE"
BY: MCENEANEY SURVEY ASSOCIATES, INC.
DATED: MARCH 17, 2015
S.C.R.D. PLAN #100–22

4.) "LOT LINE ADJUSTMENT AND SUBDIVISION PLAN OF LAND PREPARED FOR GEORGE J. FOSTER & CO., INC. AND DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY, TAX MAP D, LOT Nos. 9A & 11–1, VENTURE DRIVE AND QUALITY WAY, DOVER, STRAFFORD COUNTY, NEW HAMPSHIRE"
BY: MCENEANEY SURVEY ASSOCIATES, INC.
DATED: JUNE 12, 2006
S.C.R.D. PLAN #86–73

5.) "AMENDED SUBDIVISION PLAN AND LOT LINE ADJUSTMENT PLAN PREPARED FOR GEORGE J. FOSTER & Co., INC. AND DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY, TAX MAP D, LOT Nos. 9A & 11–1, VENTURE DRIVE AND QUALITY WAY, DOVER, STRAFFORD COUNTY, NEW HAMPSHIRE"
BY: MCENEANEY SURVEY ASSOCIATES, INC.
DATED: FEBRUARY 14, 2006
S.C.R.D. PLAN #85–99

6.) "SUBDIVISION OF LAND PREPARED FOR DOVER INDUSTRIAL DEVELOPMENT AUTHORITY, TAX MAP H, LOT No. 11–1, VENTURE DRIVE, DOVER, STRAFFORD COUNTY, NEW HAMPSHIRE"
BY: MCENEANEY SURVEY ASSOCIATES, INC.
DATED: FEBRUARY 28, 2005
S.C.R.D. PLAN #79–87

7.) "SUBDIVISION PLAN ALBERT & CHRISTINE ESTES AND NANCY HUSON MOLL, LONG HILL ROAD, EXT., DOVER, NEW HAMPSHIRE"
BY: TRITECH ENGINEERING CORPORATION
DATED: JUNE 26, 2000
S.C.R.D. PLAN #63–39

8.) "SITE PLAN BEAN ENGINEERING "ENTERPRISE PARK" VENTURE DRIVE, DOVER, NEW HAMPSHIRE"
BY: CIVIL CONSULTANTS
DATED: MAY 26, 1998
S.C.R.D. PLAN #54–92

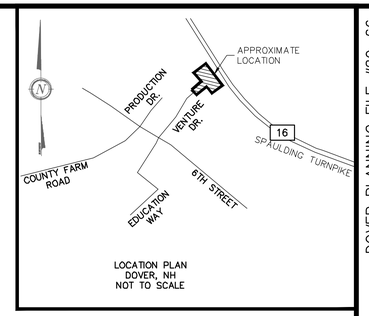
9.) "TRANSFER OF DEVELOPMENT RIGHTS SENDING AREA SUBDIVISION PLAN PREPARED FOR CRAMER FABRICS, INC. AND DOVER INDUSTRIAL DEVELOPMENT AUTHORITY OFF VENTURE DRIVE, DOVER, NEW HAMPSHIRE"
BY: MCENEANEY SURVEY ASSOCIATES, INC.
DATED: AUGUST 7, 1997
S.C.R.D. PLAN #50–70

10.) "LOT LINE ADJUSTMENT PLAN PREPARED FOR GEORGE J. FOSTER Co. INC. AND ALBERT AND CHRISTINE ESTES, LONG HILL ROAD EXTENSION, DOVER, NEW HAMPSHIRE"
BY: MCENEANEY SURVEY ASSOCIATES, INC.
DATED: NOVEMBER 17, 1994
S.C.R.D. PLAN #45–35

11.) "SUBDIVISION OF LAND PREPARED FOR DOVER INDUSTRIAL DEVELOPMENT AUTHORITY, VENTURE DRIVE, DOVER, NEW HAMPSHIRE"
BY: MCENEANEY SURVEY ASSOCIATES, INC.
DATED: AUGUST 4, 1994
S.C.R.D. PLAN #45–32

12.) "BOUNDARY LINE ADJUSTMENT VENTURE REALTY TRUST & DOVER INDUSTRIAL DEVELOPMENT AUTHORITY, 111 VENTURE DRIVE, DOVER, NEW HAMPSHIRE"
BY: TRITECH ENGINEERING CORPORATION
DATED: MARCH 17, 1994
S.C.R.D. PLAN #44–10

13.) "BOUNDARY LINE CONSOLIDATION, DOVER INDUSTRIAL DEVELOPMENT AUTHORITY ENTERPRISE PARK, DOVER, NEW HAMPSHIRE"
BY: TRITECH ENGINEERING CORPORATION
DATED: MAY 5, 1993
S.C.R.D. PLAN #42–14



LOCATION PLAN
DOVER, NH
NOT TO SCALE

NOTES:

1.) OWNER: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

1A.) APPLICANT: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

2.) TAX MAP D, LOT 9A

3.) LOT AREA: 404,461 Sq. Ft., 9.29 Ac.

4.) S.C.R.D. BOOK 4769, PAGE 941

5.) ZONING: INNOVATIVE TECHNOLOGY
MINIMUM FRONTAGE ~ 200'
MINIMUM LOT SIZE ~ 87,120 Sq. Ft.
FRONT SETBACK ~ 50'
REAR SETBACK ~ 50'
SIDE SETBACK ~ 50'
WETLANDS BUFFER ~ 50.0'
MAX. BUILDING HEIGHT: 55'
MAX. LOT COVERAGE: 33%
PARKING SETBACK ~ 25.0'

6.) I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE & BELIEF, THIS PARCEL DOES NOT FALL WITHIN THE FLOOD PLAIN FLOOD HAZARD. REF.: FEMA COMMUNITY #330145, MAP #33017C0320E, DATED: SEPTEMBER 30, 2015.

7.) VERTICAL DATUM BASED ON NAVD88 ELEVATIONS. HORIZONTAL COORDINATES BASED ON NAD83. COORDINATES GATHERED USING TOPCON HIPER SR SURVEY GRADE GPS RECEIVERS.

8.) THE BOUNDARY LINES SHOWN ON THIS PLAN ARE THE RESULT OF A CLOSED TRAVERSE PERFORMED BY THIS OFFICE IN SPRING OF 2020, WITH A BETTER ERROR OF CLOSURE OF 1 PART IN 10,000.

9.) THE INTENT OF THIS PLAN IS TO SHOW THE EXISTING CONDITIONS DETAIL ON TAX MAP D, LOT 9A AS OF THE DATE OF THE SURVEY.

PLAN REFERENCES CONTINUED:

14.) "SUBDIVISION PLAN DOVER INDUSTRIAL DEVELOPMENT AUTHORITY, SIXTH STREET/LONG HILL ROAD EXT., DOVER, NEW HAMPSHIRE"
BY: TERRASCAN
DATED: JANUARY 17, 1992
S.C.R.D. PLAN #41–91 & 92
STAMPED BY ROBERT G. MOYNIHAN LLS #309

15.) "PLAN OF LANDS FOR DOVER INDUSTRIAL DEVELOPMENT AUTHORITY, LONG HILL ROAD EXT., SPAULDING TURNPIKE & SIXTH ST. CONNECTOR, DOVER, N.H."
BY: MCENEANEY SURVEY ASSOCIATES
DATED: MAY 20, 1991
S.C.R.D. PLAN #39–90 & 91

16.) "PLAN OF LAND RINDEN PROPERTY OFF SIXTH STREET, DOVER, NEW HAMPSHIRE, PREPARED FOR DOVER INDUSTRIAL DEVELOPMENT AUTHORITY"
BY: MCENEANEY SURVEY ASSOCIATES
DATED: SEPTEMBER 30, 1991
S.C.R.D. PLAN #39–89

17.) "LOT LINE ADJUSTMENT PLAN PREPARED FOR WHITE ENTERPRISES AND DOVER INDUSTRIAL DEVELOPMENT AUTHORITY, LONGHILL ROAD, DOVER, N.H."
BY: MCENEANEY SURVEY ASSOCIATES
DATED: JULY 3, 1991
S.C.R.D. PLAN #39–37

18.) "MINOR SUBDIVISION FOR JOSEPH MCCARTHY IN DOVER, N.H."
BY: BRUCE L. POHOPEK
DATED: DECEMBER 14, 1977
S.C.R.D. PLAN #18A–18

18.) "LOT LINE REVISION PLAN LAND OF 150 VENTURE DRIVE, LLC VENTURE DRIVE & SHADY DRIVE LANE DOVER N.H."
BY: BERRY SURVEYING & ENGINEERING
DATED: MARCH 24, 2020
FILE NO.: DB 2019–152

I CERTIFY THAT THIS PLAT EXCEEDS THE MINIMUM REQUIREMENT FOR ACCURACY AND COMPLETENESS OF THE STATE OF N.H. AND OF THE CITY OF DOVER, N.H. – 1:10,000 –

KENNETH A. BERRY LLS 805 DATE 1/4/21

DOVER PLANNING FILE #20–66

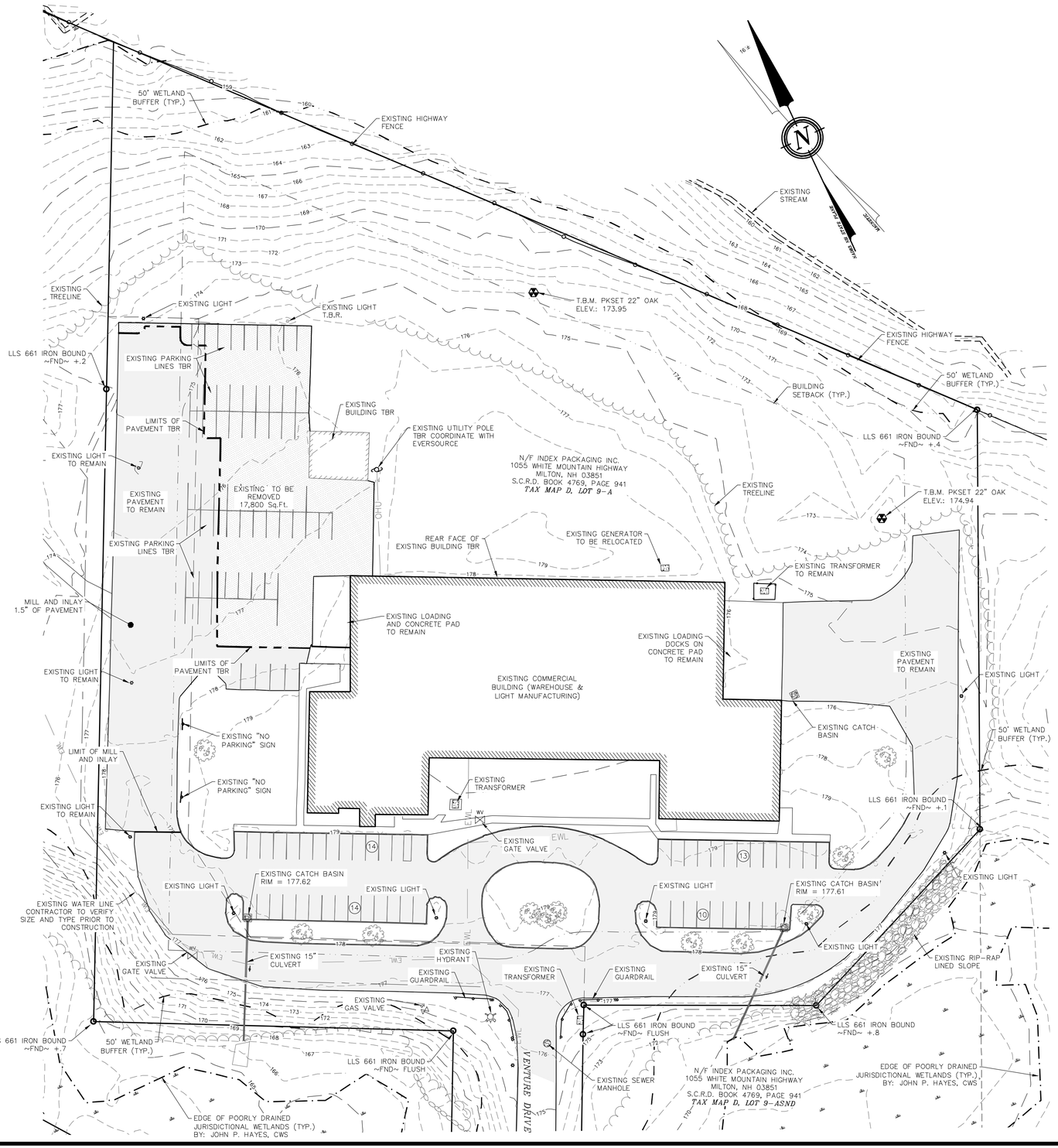
REVISION	DATE	DESCRIPTION
#3	1–5–21	REVISED PER TRC COMMENT
#2	12–9–20	REVISED PER TRC COMMENT
#1	10–16–20	REVISED SITE LAYOUT

EXISTING CONDITIONS DETAIL PLAN
LAND OF
INDEX PACKAGING INC.
150 VENTURE DRIVE
DOVER, N.H.
TAX MAP D, LOT 9A

BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332–2863

SCALE : 1 IN. EQUALS 40 FT.
DATE : SEPTEMBER 14, 2020
FILE NO. : DB 2019 – 152

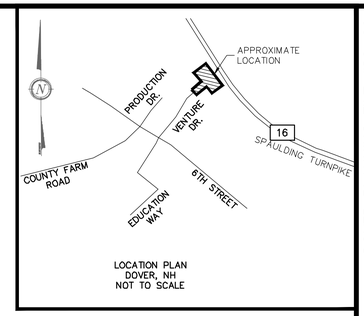
STATE OF NEW HAMPSHIRE — NO. 805 — KENNETH A BERRY — LICENSED LAND SURVEYOR
SIGNATURE



LEGEND:

○	IRON BOUND ~FND~
○	IRON PIPE ~FND~
⊕	STEEL STAKE ~FND~
◎	SPIKE ~FND~
⊡	GRANITE BOUND ~FND~
⊷	UTILITY POLE / GUY WIRE
OHU	BUILDING SETBACK LINE
OHU	OVERHEAD UTILITIES LINE
W	WATER LINE
	CONTOUR LINE, MINOR
	CONTOUR LINE, MAJOR
	WETLAND LINE
	WETLAND BUFFER
S	SEWER LINE
D	DRAINAGE LINE

S.C.R.D. STRAFFORD COUNTY REGISTRY OF DEEDS
TYP. TYPICAL
FND FOUND
T.B.R. TO BE REMOVED



LOCATION PLAN
DOVER, NH
NOT TO SCALE

NOTES:

1.) OWNER: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

1A.) APPLICANT: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

2.) TAX MAP D, LOT 9A

3.) LOT AREA: 404,461 Sq. Ft., 9.29 Ac.

4.) S.C.R.D. BOOK 4769, PAGE 941

5.) ZONING: INNOVATIVE TECHNOLOGY
MINIMUM FRONTAGE ~ 200'
MINIMUM LOT SIZE ~ 87,120 Sq. Ft.
FRONT SETBACK ~ 50'
REAR SETBACK ~ 50'
SIDE SETBACK ~ 50'
WETLANDS BUFFER ~ 50.0'
MAX. BUILDING HEIGHT: 55'
MAX. LOT COVERAGE: 33%
PARKING SETBACK ~ 25.0'

6.) I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE & BELIEF, THIS PARCEL DOES NOT FALL WITHIN THE FLOOD PLAIN FLOOD HAZARD. REF.: FEMA COMMUNITY #330145, MAP #33017C0320E, DATED: SEPTEMBER 30, 2015.

7.) VERTICAL DATUM BASED ON NAVD88 ELEVATIONS. HORIZONTAL COORDINATES BASED ON NAD83. COORDINATES GATHERED USING TOPCON HIPER SR SURVEY GRADE GPS RECEIVERS.

8.) THE BOUNDARY LINES SHOWN ON THIS PLAN ARE THE RESULT OF A CLOSED TRAVERSE PERFORMED BY THIS OFFICE IN SPRING OF 2020, WITH A BETTER ERROR OF CLOSURE OF 1 PART IN 10,000.

9.) THE INTENT OF THIS PLAN IS TO SHOW THE EXISTING SITE ELEMENTS THAT ARE TO BE REMOVED.

GRAPHIC SCALE

40 0 20 40 80 160

(IN FEET)
1 inch = 40 ft.

DOVER PLANNING FILE #20-66

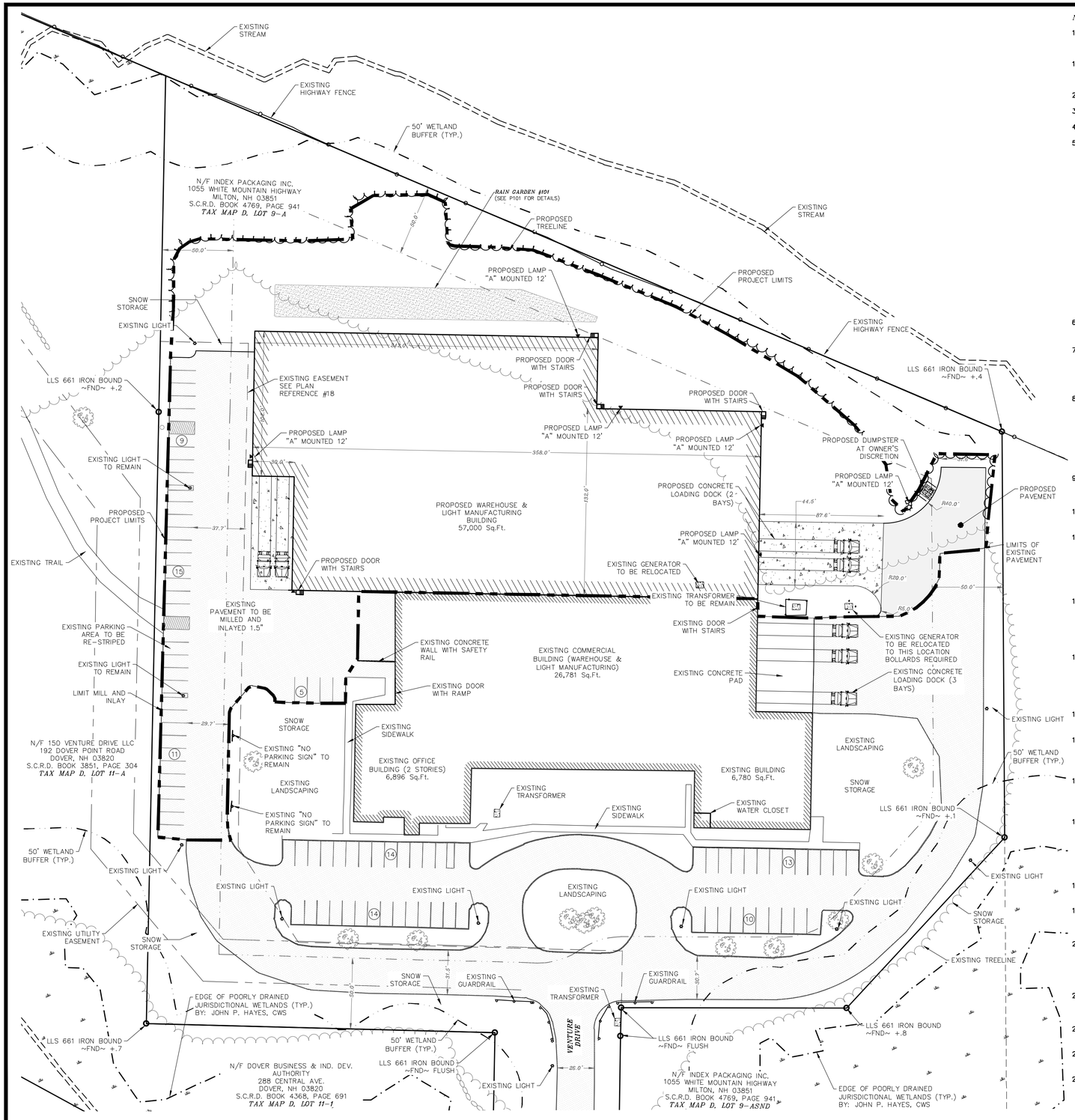
REVISION	DATE	DESCRIPTION
#3	1-5-21	REVISED PER TRC COMMENT
#2	12-9-20	REVISED PER TRC COMMENT
#1	10-16-20	REVISED SITE LAYOUT

DEMOLITION PLAN
LAND OF
INDEX PACKAGING INC.
150 VENTURE DRIVE
DOVER, N.H.
TAX MAP D, LOT 9A

BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332-2863

SCALE : 1 IN. EQUALS 40 FT.
DATE : SEPTEMBER 14, 2020
FILE NO. : DB 2019 - 152

STATE OF NEW HAMPSHIRE No. 805 KENNETH BERRY LICENSED LAND SURVEYOR SIGNATURE



NOTES:

1.) OWNER: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

1A.) APPLICANT: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

2.) TAX MAP D, LOT 9A

3.) LOT AREA: 404,461 Sq. Ft., 9.29 Ac.

4.) S.C.R.D. BOOK 4769, PAGE 941

5.) ZONING: (IT) INNOVATIVE TECHNOLOGY
MINIMUM FRONTAGE ~ 200'
MINIMUM LOT SIZE ~ 87,120 Sq. Ft.
FRONT SETBACK ~ 50'
REAR SETBACK ~ 50'
SIDE SETBACK ~ 50'
WETLANDS BUFFER ~ 50.0'
MAX. BUILDING HEIGHT: 55'
MAX. LOT COVERAGE: 33%
PARKING SETBACK ~ 25.0'

PROVIDED SETBACKS:
MINIMUM FRONTAGE ~ 200'
MINIMUM LOT SIZE ~ 87,120 Sq. Ft.
FRONT SETBACK ~ +50'
REAR SETBACK ~ +50'
SIDE SETBACK ~ +50'
WETLANDS BUFFER ~ +50'
MAX. BUILDING HEIGHT: LESS THAN 55'
MAX. LOT COVERAGE: LESS THAN 33%
PARKING SETBACK ~ 25.0'

6.) THE INTENT OF THIS PLAN IS TO SHOW THE PROPOSED SITE PLAN DEVELOPMENT FOR THE SUBJECT PARCEL.

7.) LIST ANY VARIANCES OR SPECIAL EXCEPTIONS GRANTED BY THE ZONING BOARD OF ADJUSTMENT OR CONDITIONAL USE PERMITS GRANTED BY THE PLANNING BOARD FOR THE PROPOSED USE OR STRUCTURE, INCLUDING THE CASE NUMBER AND DATE OF DECISION AND ANY CONDITIONS. **NONE**

8.) AS-BUILT PLANS OF THE SITE PLAN SHALL BE SUBMITTED ON PAPER AND IN DIGITAL FORMAT AUTOCAD DWG, AUTOCAD DXF OR ESRI FORMAT TO THE CITY OF DOVER ENGINEER'S OFFICE UPON COMPLETION OF PROJECT IF A STREET IS PROPOSED FOR CITY ACCEPTANCE. AS-BUILT PLANS SHALL BE PREPARED AND CERTIFIED CORRECT BY A L.L.S OR P.E. DIGITAL FILES SHALL BE GEO-REFERENCED TO NEW HAMPSHIRE STATE PLANE COORDINATES NAD83 AND SHALL BE EXPRESSED IN FEET.

9.) THE INSTALLATION OF ELECTRIC POWER, CABLE TELEVISION AND TELEPHONE LINES SHALL BE UNDERGROUND THROUGHOUT THE SITE FOR WHICH DEVELOPMENT IS PROPOSED.

10.) THE SUBJECT PARCEL IS SERVED BY MUNICIPAL WATER AND SEWER.

11.) ALL CONSTRUCTION SHALL CONFORM WITH THE STATE OF NEW HAMPSHIRE DEPARTMENT OF NHDOT TRANSPORTATION 'STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION" AND WITH THE CITY OF DOVER COMMUNITY SERVICES REGULATIONS AND STANDARD SPECIFICATION FOR CONSTRUCTION. THE MORE STRINGENT SPECIFICATION SHALL APPLY.

12.) ALL EROSION CONTROL NOTES SHALL INCLUDE PROVISIONS FOR CONSTRUCTION SEQUENCING, TEMPORARY EROSION CONTROL MEASURES, AND PERMANENT STANDARDS SUCH AS LOAM SPREAD RATE FOR DISTURBED AREAS, RATES OF LIME, TYPE AND RATES FOR FERTILIZER, AND SEED AND MULCH MIXTURE WITH RATES OF APPLICATION.

13.) THE LIMITS OF CONSTRUCTION DISTURBANCE THAT ARE LOCATED IN OR WITHIN THE 50 FT. OF CONSERVATION AND WETLAND DISTRICTS SHALL BE STAKED, FLAGGED AND CLEARLY IDENTIFIED PRIOR ANY EARTH DISTURBING ACTIVITY OCCURS. NO DISTURBANCE WITHIN THE 50' BUFFER IS PROPOSED.

14.) ALL TREATMENT SWALES TO BE CONSTRUCTED SHALL HAVE SOD BOTTOMS.

15.) A LETTER OF CREDIT FOR THE COST OF REVEGETATING ALL DISTURBED AREAS ON THE SITE SHALL BE SUBMITTED, AND THE APPROVED CONSTRUCTION SIGN INSTALLED PRIOR TO ANY EARTH DISTURBING ACTIVITY OCCURS.

16.) A PRE-CONSTRUCTION CONFERENCE WITH THE DEVELOPER, THE DESIGN ENGINEER, THE EARTHWORK CONTRACTOR AND THE CITY ENGINEER SHALL OCCUR PRIOR TO ANY EARTH DISTURBING ACTIVITY.

17.) SITE CONSTRUCTION HOURS SHALL BE LIMITED TO MONDAY-FRIDAY 7AM-6PM, SATURDAY 8AM-4PM, NO SUNDAY HOURS. HOURS OF CONSTRUCTION MUST BE DOCUMENTED ON A SITE CONSTRUCTION SIGN ALONG WITH THE CONTACT INFORMATION FOR THE GENERAL CONTRACTOR. SAID SIGNAGE MUST BE LOCATED AND APPROVED BY THE CITY ENGINEER OR ASSISTANT CITY MANAGER.

18.) BUILDING ADDRESSES SHALL BE ASSIGNED BY THE BUILDING OFFICIAL AT THE TIME OF ISSUANCE OF A BUILDING PERMIT.

19.) THE PROPOSED USE FOR THE SITE IS FOR A AN EXPANSION ON THE EXISTING BUILDING, TO PROVIDE ADDITIONAL WAREHOUSE SPACE & LIGHT MANUFACTURING.

20.) THE FOLLOWNG FEDERAL AND STATE PERMITS HAVE BEEN ISSUED FOR THE SUBJECT PROPERTY:
- US EPA NOI & SWPPP: PENDING
- NATURAL HERITAGE BUREAU: APPROVED NHB20-1412
- NH DIVISION OF HISTORICAL RESOURCES: 11932

21.) COMMERCIAL VEHICLE ROUTE DURING CONSTRUCTION SHALL CONFORM TO DOVER CITY CODE OR BE COORDINATED WITH THE COMMUNITY SERVICES DIRECTOR.

22.) ANY RETAINING WALL TALLER THAN FOUR FEET (4') REQUIRES ISSUANCE OF A BUILDING PERMIT FROM INSPECTION SERVICES.

23.) ANY FENCE TALLER THAN SEVEN FEET (7') REQUIRES THE ISSUANCE OF A BUILDING PERMIT FROM INSPECTION SERVICES.

24.) APPLICANT SHALL COMPLETE LAND USE DEVELOPMENT TRACKING FORM, MOST RECENTLY REVISED VERSION, UTILIZING THE ONLINE POLLUTION TRACKING AND ACCOUNTING PILOT PROJECT (PTAPP) PORTAL.

PARKING REQUIREMENTS:

CHAPTER 153 PARKING TABLE
- EXISTING OFFICE SPACE
  - 1 SPACE PER 300 Sq.Ft.:
  - (6,896 Sq.Ft. * 2) / 300 Sq.Ft. PER SPACE = 45 SPACES
- EXISTING WAREHOUSE & MANUFACTURING
  - 1 SPACE PER 800 Sq.Ft.:
  - (6,780 Sq.Ft. + 26,781 Sq.Ft.) / 800 Sq.Ft. PER SPACE = 42 SPACES
- PROPOSED WAREHOUSE & MANUFACTURING
  - 1 SPACE PER 800 Sq.Ft.:
  - 57,000 Sq.Ft. / 800 Sq.Ft. PER SPACE = 72 SPACES

MAXIMUM SPACES FOR EXISTING & PROPOSED USES = 158 SPACES
TOTAL PROPOSED PARKING = 91 SPACES

NOTES CONTINUED:

25.) THE OWNER OF RECORD SHALL RECORD AT THE REGISTRY OF DEEDS DOCUMENTATION SUFFICIENT TO PROVIDE NOTICE TO ALL PERSONS/ENTITIES THAT MAY ACQUIRE ANY PROPERTY SUBJECT TO THE REQUIREMENTS AND RESPONSIBILITIES DESCRIBED IN THE APPROVED STORMWATER MANAGEMENT PLAN. THE NOTICE SHALL COMPLY WITH THE APPLICABLE REQUIREMENTS FOR RECORDING CONTAINED IN RSA 477 AND 478. THE NOTICE NEED NOT SET FORTH THE REQUIREMENTS AT LENGTH, SO LONG AS IT IS SUFFICIENT TO PROVIDE NOTICE TO PROSPECTIVE PURCHASERS TO THE REQUIREMENTS FOR MAINTENANCE AND REPORTING.

26.)PROPOSED EXTERIOR LIGHTING SHALL BE CUT-OFF TYPE FIXTURES PER CHAPTER 153-14-E AND SHALL PROVIDE LIGHTING DIRECTED ON-SITE ONLY.

27.)APPROVED BACKFLOW PREVENTERS SHALL BE PROVIDED FOR BOTH FIRE AND DOMESTIC WATER LINES.

28.)THE EXISTING STRUCTURE IS SERVICED BY SPIRNKLERS. THE PROPOSED EXPANSION WILL HAVE A SPRINKLER SYSTEM AS REQUIRED BY CHAPTER 81- 30 OF THE CODE OF THE CITY OF DOVER AND THE ADOPTED STATE OF NH BUILDING AND FIRE CODES. THE EXISTING STRUCTURE SUPPRESSION/SPRINKLER SYSTEM SHALL ALSO HAVE THE REQUISITE IMPROVEMENTS FOR THE BUILDING CLASSIFICATION AND USE GROUP AS WELL AS THE COMMODITIES STORED

29.)SPRINKLER CONNECTIONS MUST BE FLUSHED IN ACCORDANCE WITH NFPA 24 AND A CONTRACTOR'S MATERIAL AND TEST CERTIFICATE FOR UNDERGROUND PIPING FORM MUST BE COMPLETED AND APPROVED BY INSPECTION SERVICES PRIOR TO CONNECTION OF THE BACKFLOW DEVICE.

30.)FIRE DEPARTMENT CONNECTIONS SHALL BE LOCATED ON THE STREET SIDE OF THE BUILDING PER NFPA 13. ACCESS TO THE FDC SHALL MAINTAIN A CLEAR AND UNOBSTRUCTED PATH AT ALL TIMES.

31.)THE SITE LAYOUT IS DESIGNED IN COMPLIANCE WITH APPLICABLE ACCESSIBILITY REGULATIONS. THE PROPOSED STRUCTURE WILL BE ALSO BE DESIGNED IN ACCORDANCE WITH APPLICABLE ACCESSIBILITY REGULATIONS. (I.E. IBC, ANSI-117.1) AND NH RSA 155-A:5.

32.)IF REQUIRED, SNOW SHALL BE REMOVED TO AN APPROVED LOCATION. SNOW STORAGE SHALL NOT IMPEDE DRAINAGE.
PAVEMENT COVERAGE: 86,200 Sq. Ft.
SNOW STORAGE: 14,367 Sq. Ft.
6:1 RATIO PROVIDED

33.) THERE ARE NO EXISTING OR PROPOSED EASEMENT OVER THE PARCEL.

34.) WETLANDS WERE DELINEATED BY JOHN HAYES, CERTIFIED WETLANDS SCIENTIST, CERTIFICATION NUMBER 18, IN ACCORDANCE WITH CHAPTER 170-27.1 OF THE ZONING ORDINANCE, IN SPRING OF 2020.

35.) FIRE DEPARTMENT ACCESS ROADS SHALL BE INSTALLED AND MAINTAINED TO SUPPORT THE IMPOSED LOADS OF FIRE APPARATUS IN ALL WEATHER CONDITIONS AT ALL TIMES. NOT APPLICABLE FOR THIS PROJECT.

36.) A SECURITY SYSTEM SHALL BE INSTALLED AS REQUIRED BY CHAPTER 45, ARTICLE I, SECTION 45-2 OF THE CODE OF THE CITY OF DOVER.

37.) EXISTING GENERATOR BEHIND THE EXISTING BUILDING IS BE REMOVED AND RELOCATED AS SHOWN.

38.) THE PROPOSED BUILDING LOT COVERAGE IS 24%.

WAIVERS:
ON SITE LIGHTING 153-14.E.1.E: PENDING

GRAPHIC SCALE
40 0 20 40 80 160
(IN FEET)
1 inch = 40 ft.

DOVER PLANNING FILE #20-66

REVISION	DATE	DESCRIPTION
#3	1-5-21	REVISED PER TRC COMMENT
#2	12-9-20	REVISED PER TRC COMMENT
#1	10-16-20	REVISED SITE LAYOUT

SITE PLAN
LAND OF
INDEX PACKAGING INC.
150 VENTURE DRIVE
DOVER, N.H.
TAX MAP D, LOT 9A

BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332-2863

SCALE : 1 IN. EQUALS 40 FT.
DATE : SEPTEMBER 14, 2020
FILE NO. : DB 2019 - 152

STATE OF NEW HAMPSHIRE
KENNETH A. BERRY
No. 14243
LICENSED PROFESSIONAL ENGINEER

SITE SPECIFIC SOILS LEGEND

SYMBOL	SOIL TAXONOMIC NAME	HYDROLOGIC SOIL GROUP
CsC	CHARLTON (VERY STONY)	B
CsD	CHARLTON (VERY STONY)	B
GsE	GLOUCESTER (VERY STONY)	A
AcC	ACTON	B
HcA/Rk	HOLLIS–CHARLTON COMPLEX (VERY ROCKY)	B
HcB/Rk	HOLLIS–CHARLTON COMPLEX (VERY ROCKY)	B
HcC/Rk	HOLLIS–CHARLTON COMPLEX (VERY ROCKY)	B
HcD/Rk	HOLLIS–CHARLTON COMPLEX (VERY ROCKY)	B
HcE/Rk	HOLLIS–CHARLTON COMPLEX (VERY ROCKY)	B

SLOPE: A = 0–3% B = 3–8% C = 8–15% D = 15–25% E = 25–50% F = 50%+

DENOMINATOR: /VPD = VERY POORLY DRAINED /PD = POORLY DRAINED /SWPD = SOMEWHAT POORLY DRAINED /MWD = MODERATELY WELL DRAINED

SITE SPECIFIC SOILS LEGEND (CONT.)

SYMBOL	SOIL TAXONOMIC NAME	HYDROLOGIC SOIL GROUP
BzA	BOXFORD	C
BzB	BOXFORD	C
BzC	BOXFORD	C
ScA	SCITICO	D
ScB	SCITICO	D
ScC	SCITICO	D
BeA	MAYBID	D
WfC	WINDSOR VARIANT (CLAY SUBSOIL)	A
WfD	WINDSOR VARIANT (CLAY SUBSOIL)	A
WfE	WINDSOR VARIANT (CLAY SUBSOIL)	A
EaB	ELMWOOD	C
EaC	ELMWOOD	C
EaD	ELMWOOD	C
500B	UDORTHENTS	B
500C	UDORTHENTS	B
500D	UDORTHENTS	B

SLOPE: A = 0–3% B = 3–8% C = 8–15% D = 15–25% E = 25–50% F = 50%+

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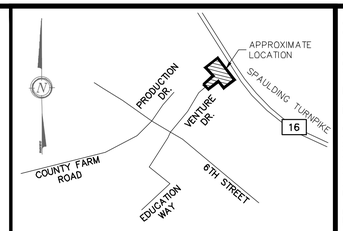

LOCATION PLAN
DOVER, NH
NOT TO SCALE

NOTES:

1.) OWNER: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

1A.) APPLICANT: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

2.) TAX MAP D, LOT 9A

3.) LOT AREA: 404,461 Sq. Ft., 9.29 Ac.

4.) S.C.R.D. BOOK 4769, PAGE 941

5.) I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE & BELIEF, THIS PARCEL DOES NOT FALL WITHIN THE FLOOD PLAIN FLOOD HAZARD. REF.: FEMA COMMUNITY #330145, MAP #33017C0320E, DATED: SEPTEMBER 30, 2015.

6.) VERTICAL DATUM BASED ON NAVD88 ELEVATIONS. HORIZONTAL COORDINATES BASED ON NAD83. COORDINATES GATHERED USING TOPCON HIPER SR SURVEY GRADE GPS RECEIVERS.

7.) THE BOUNDARY LINES SHOWN ON THIS PLAN ARE THE RESULT OF A CLOSED TRAVERSE PERFORMED BY THIS OFFICE IN SPRING OF 2020, WITH A BETTER ERROR OF CLOSURE OF 1 PART IN 10,000.

8.) THE INTENT OF THIS PLAN IS TO SHOW THE EXISTING OVERVIEW SOIL CONDITIONS ON TAX MAP D, LOT 9A AS OF THE DATE OF THE SURVEY.

SOILS LEGEND NRCS

SYMBOL	SOIL TAXONOMIC NAME	HYDROLOGIC SOIL GROUP
BzB	BUXTON SILT LOAM	C/D
EaB	ELMWOOD FINE SANDY LOAM	B
GlB	GLOUCESTER FINE SANDY LOAM	A
GsC	GLOUCESTER VERY STONY FINE SANDY LOAM	A
HcB	HOLLIS–CHARLTON FINE SANDY LOAMS	D
ScA	SCANTIC SILT LOAM	C/D
SfC	SUFFIELD SILT LOAM	C
SwA	SWANTON FINE SANDY LOAM	C/D
WdA	WINDSOR LOAMY SAND	A
WdB	WINDSOR LOAMY SAND	A
WfB	WINDSOR LOAMY FINE SAND	A

SLOPE: A = 0–3% B = 3–8% C = 8–15% D = 15–25% E = 25–50% F = 50%+

DENOMINATOR: /VPD = VERY POORLY DRAINED /PD = POORLY DRAINED /SWPD = SOMEWHAT POORLY DRAINED /MWD = MODERATELY WELL DRAINED

GRAPHIC SCALE
100 0 50 100 200 400
(IN FEET)
1 inch = 100 ft.

DOVER PLANNING FILE #20–66

REVISION	DATE	DESCRIPTION
#3	1–5–21	REVISED PER TRC COMMENT
#2	12–9–20	REVISED PER TRC COMMENT
#1	10–16–20	REVISED SITE LAYOUT

SITE SPECIFIC SOILS MAP OVERVIEW
LAND OF
INDEX PACKAGING INC.
150 VENTURE DRIVE
DOVER, N.H.
TAX MAP D, LOT 9A

BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332–2863

SCALE : 1 IN. EQUALS 100 FT.
DATE : SEPTEMBER 14, 2020
FILE NO. : DB 2019 – 152

STATE OF NEW HAMPSHIRE – KENNETH A. BERRY No. 14243 LICENSED PROFESSIONAL ENGINEER

SITE SPECIFIC SOILS LEGEND

SYMBOL	SOIL TAXONOMIC NAME	HYDROLOGIC SOIL GROUP
CsC	CHARLTON (VERY STONY)	B
CsD	CHARLTON (VERY STONY)	B
GsE	GLOUCESTER (VERY STONY)	A
AcC	ACTON	B
HcA/Rk	HOLLIS–CHARLTON COMPLEX (VERY ROCKY)	B
HcB/Rk	HOLLIS–CHARLTON COMPLEX (VERY ROCKY)	B
HcC/Rk	HOLLIS–CHARLTON COMPLEX (VERY ROCKY)	B
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SITE SPECIFIC SOILS LEGEND (CONT.)

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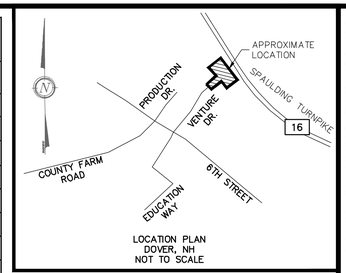
BzB	BOXFORD	C
BzC	BOXFORD	C
ScA	SCITICO	D
ScB	SCITICO	D
ScC	SCITICO	D
BeA	MAYBID	D
WfC	WINDSOR VARIANT (CLAY SUBSOIL)	A
WfD	WINDSOR VARIANT (CLAY SUBSOIL)	A
WfE	WINDSOR VARIANT (CLAY SUBSOIL)	A
EaB	ELMWOOD	C
EaC	ELMWOOD	C
EaD	ELMWOOD	C
500B	UDORTHENTS	B
500C	UDORTHENTS	B
500D	UDORTHENTS	B

SLOPE: A = 0–3% B = 3–8% C = 8–15% D = 15–25% E = 25–50% F = 50%+

DENOMINATOR: /VPD = VERY POORLY DRAINED /PD = POORLY DRAINED /SWPD = SOMEWHAT POORLY DRAINED /MWD = MODERATELY WELL DRAINED



LOCATION PLAN
DOVER, NH
NOT TO SCALE

NOTES:

1.) OWNER: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

1A.) APPLICANT: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

2.) TAX MAP D, LOT 9A

3.) LOT AREA: 404,461 Sq. Ft., 9.29 Ac.

4.) S.C.R.D. BOOK 4769, PAGE 941

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8.) THE INTENT OF THIS PLAN IS TO SHOW THE EXISTING DETAIL SOIL CONDITIONS ON TAX MAP D, LOT 9A AS OF THE DATE OF THE SURVEY.

GRAPHIC SCALE

50 0 25 50 100 200

(IN FEET)
1 inch = 50 ft.

DOVER PLANNING FILE #20–66

REVISION	DATE	DESCRIPTION
#3	1–5–21	REVISED PER TRC COMMENT
#2	12–9–20	REVISED PER TRC COMMENT
#1	10–16–20	REVISED SITE LAYOUT

SITE SPECIFIC SOILS MAP NORTH

LAND OF
INDEX PACKAGING INC.
150 VENTURE DRIVE
DOVER, N.H.
TAX MAP D, LOT 9A

BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332–2863

SCALE : 1 IN. EQUALS 50 FT.
DATE : SEPTEMBER 14, 2020
FILE NO. : DB 2019 – 152

STATE OF NEW HAMPSHIRE
KENNETH A. BERRY
No. 7243
LICENSED PROFESSIONAL ENGINEER

SHEET 7 OF 19

SITE SPECIFIC SOILS LEGEND

SYMBOL	SOIL TAXONOMIC NAME	HYDROLOGIC SOIL GROUP
CsC	CHARLTON (VERY STONY)	B
CsD	CHARLTON (VERY STONY)	B
GsE	GLOUCESTER (VERY STONY)	A
AcC	ACTON	B
HcA/Rk	HOLLIS-CHARLTON COMPLEX (VERY ROCKY)	B
HcB/Rk	HOLLIS-CHARLTON COMPLEX (VERY ROCKY)	B
HcC/Rk	HOLLIS-CHARLTON COMPLEX (VERY ROCKY)	B
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HcE/Rk	HOLLIS-CHARLTON COMPLEX (VERY ROCKY)	B

SLOPE: A = 0-3% B = 3-8% C = 8-15% D = 15-25% E = 25-50% F = 50%+

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SITE SPECIFIC SOILS LEGEND (CONT.)

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BzB	BOXFORD	C
BzC	BOXFORD	C
ScA	SCITICO	D
ScB	SCITICO	D
ScC	SCITICO	D
BeA	MAYBID	D
WfC	WINDSOR VARIANT (CLAY SUBSOIL)	A
WfD	WINDSOR VARIANT (CLAY SUBSOIL)	A
WfE	WINDSOR VARIANT (CLAY SUBSOIL)	A
EaB	ELMWOOD	C
EaC	ELMWOOD	C
EaD	ELMWOOD	C
500B	UDORTHENTS	B
500C	UDORTHENTS	B
500D	UDORTHENTS	B

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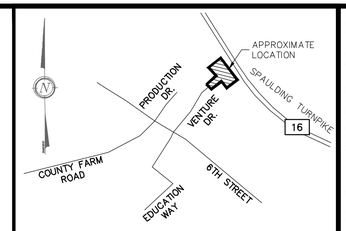

LOCATION PLAN
DOVER, NH
NOT TO SCALE

NOTES:

1.) OWNER: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

1A.) APPLICANT: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

2.) TAX MAP D, LOT 9A

3.) LOT AREA: 404,461 Sq. Ft., 9.29 Ac.

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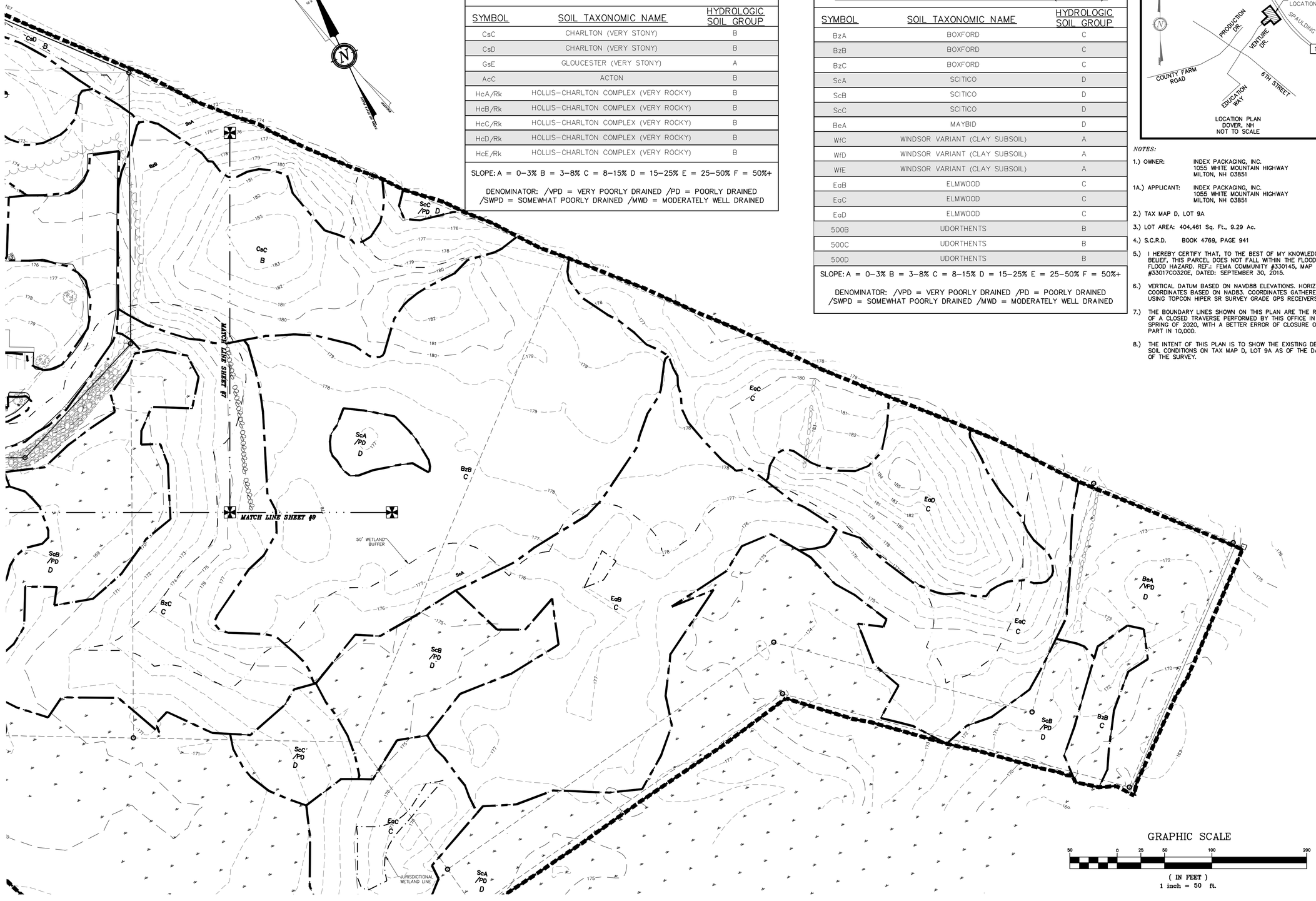


GRAPHIC SCALE

50 0 25 50 100 200

(IN FEET)
1 inch = 50 ft.

DOVER PLANNING FILE #20-66

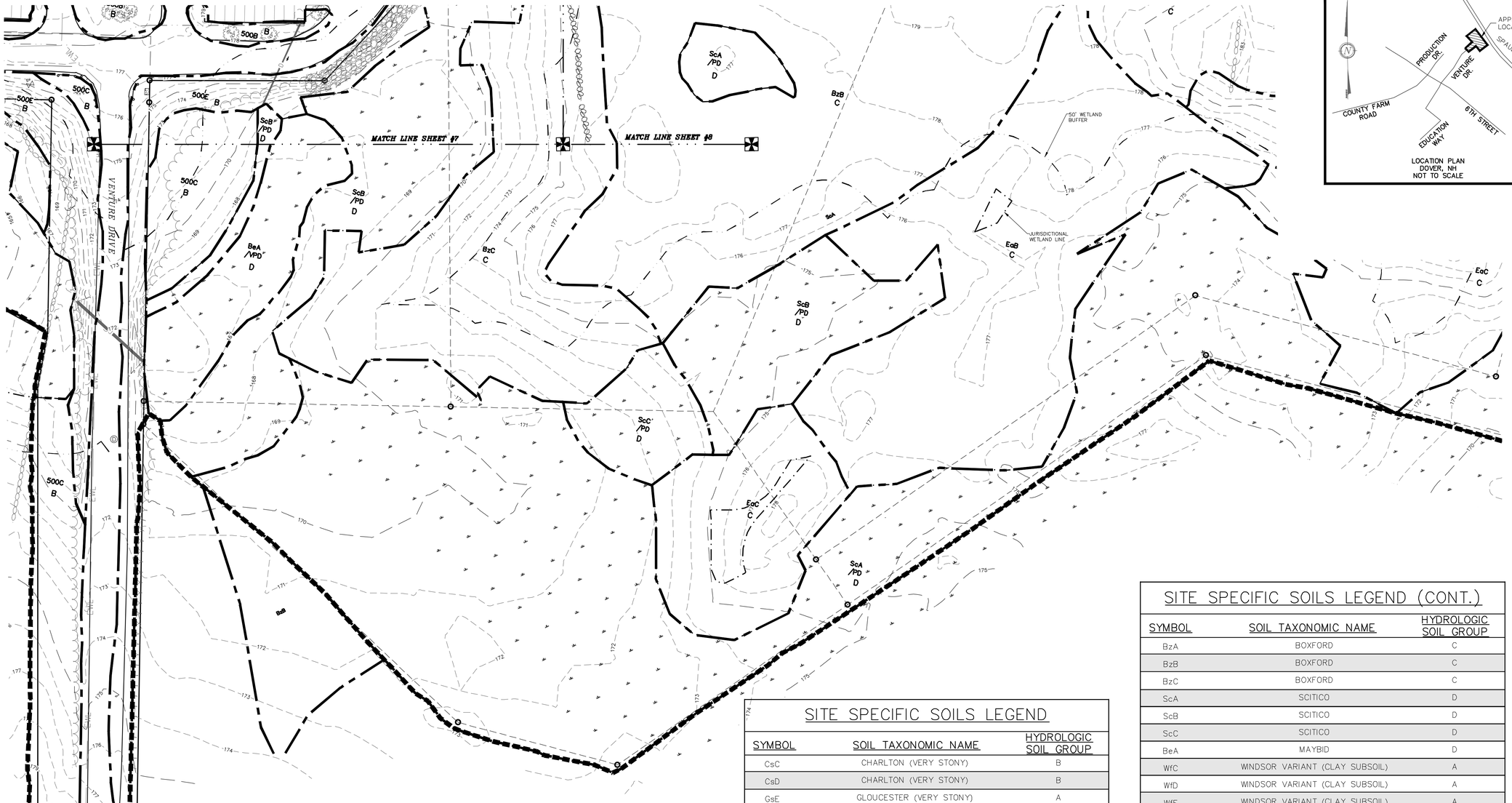
REVISION	DATE	DESCRIPTION
#3	1-5-21	REVISED PER TRC COMMENT
#2	12-9-20	REVISED PER TRC COMMENT
#1	10-16-20	REVISED SITE LAYOUT

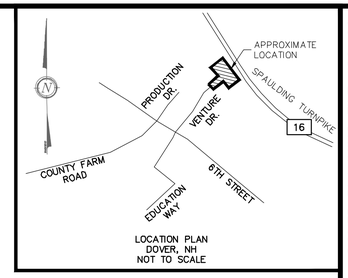
SITE SPECIFIC SOILS MAP SOUTHEAST
LAND OF
INDEX PACKAGING INC.
150 VENTURE DRIVE
DOVER, N.H.
TAX MAP D, LOT 9A

BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332-2863

SCALE : 1 IN. EQUALS 50 FT.
DATE : SEPTEMBER 14, 2020
FILE NO. : DB 2019 - 152

STATE OF NEW HAMPSHIRE
KENNETH A. BERRY
(No. 15241)
LICENSED PROFESSIONAL ENGINEER





LOCATION PLAN
DOVER, NH
NOT TO SCALE

NOTES:

1.) OWNER: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

1A.) APPLICANT: INDEX PACKAGING, INC.
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GRAPHIC SCALE

50 0 25 50 100 200

(IN FEET)
1 inch = 50 ft.

SITE SPECIFIC SOILS LEGEND

SYMBOL	SOIL TAXONOMIC NAME	HYDROLOGIC SOIL GROUP
CsC	CHARLTON (VERY STONY)	B
CsD	CHARLTON (VERY STONY)	B
GsE	GLOUCESTER (VERY STONY)	A
AcC	ACTON	B
HcA/Rk	HOLLIS–CHARLTON COMPLEX (VERY ROCKY)	B
HcB/Rk	HOLLIS–CHARLTON COMPLEX (VERY ROCKY)	B
HcC/Rk	HOLLIS–CHARLTON COMPLEX (VERY ROCKY)	B
HcD/Rk	HOLLIS–CHARLTON COMPLEX (VERY ROCKY)	B
HcE/Rk	HOLLIS–CHARLTON COMPLEX (VERY ROCKY)	B

SLOPE: A = 0–3% B = 3–8% C = 8–15% D = 15–25% E = 25–50% F = 50%+

DENOMINATOR: /VPD = VERY POORLY DRAINED /PD = POORLY DRAINED /SWPD = SOMEWHAT POORLY DRAINED /MWD = MODERATELY WELL DRAINED

SITE SPECIFIC SOILS LEGEND (CONT.)

SYMBOL	SOIL TAXONOMIC NAME	HYDROLOGIC SOIL GROUP
BzA	BOXFORD	C
BzB	BOXFORD	C
BzC	BOXFORD	C
ScA	SCITICO	D
ScB	SCITICO	D
ScC	SCITICO	D
BeA	MAYBID	D
WfC	WINDSOR VARIANT (CLAY SUBSOIL)	A
WfD	WINDSOR VARIANT (CLAY SUBSOIL)	A
WfE	WINDSOR VARIANT (CLAY SUBSOIL)	A
EaB	ELMWOOD	C
EaC	ELMWOOD	C
EaD	ELMWOOD	C
500B	UDORTHENTS	B
500C	UDORTHENTS	B
500D	UDORTHENTS	B

SLOPE: A = 0–3% B = 3–8% C = 8–15% D = 15–25% E = 25–50% F = 50%+

DENOMINATOR: /VPD = VERY POORLY DRAINED /PD = POORLY DRAINED /SWPD = SOMEWHAT POORLY DRAINED /MWD = MODERATELY WELL DRAINED

DOVER PLANNING FILE #20–66

REVISION	DATE	DESCRIPTION
#3	1–5–21	REVISED PER TRC COMMENT
#2	12–9–20	REVISED PER TRC COMMENT
#1	10–16–20	REVISED SITE LAYOUT

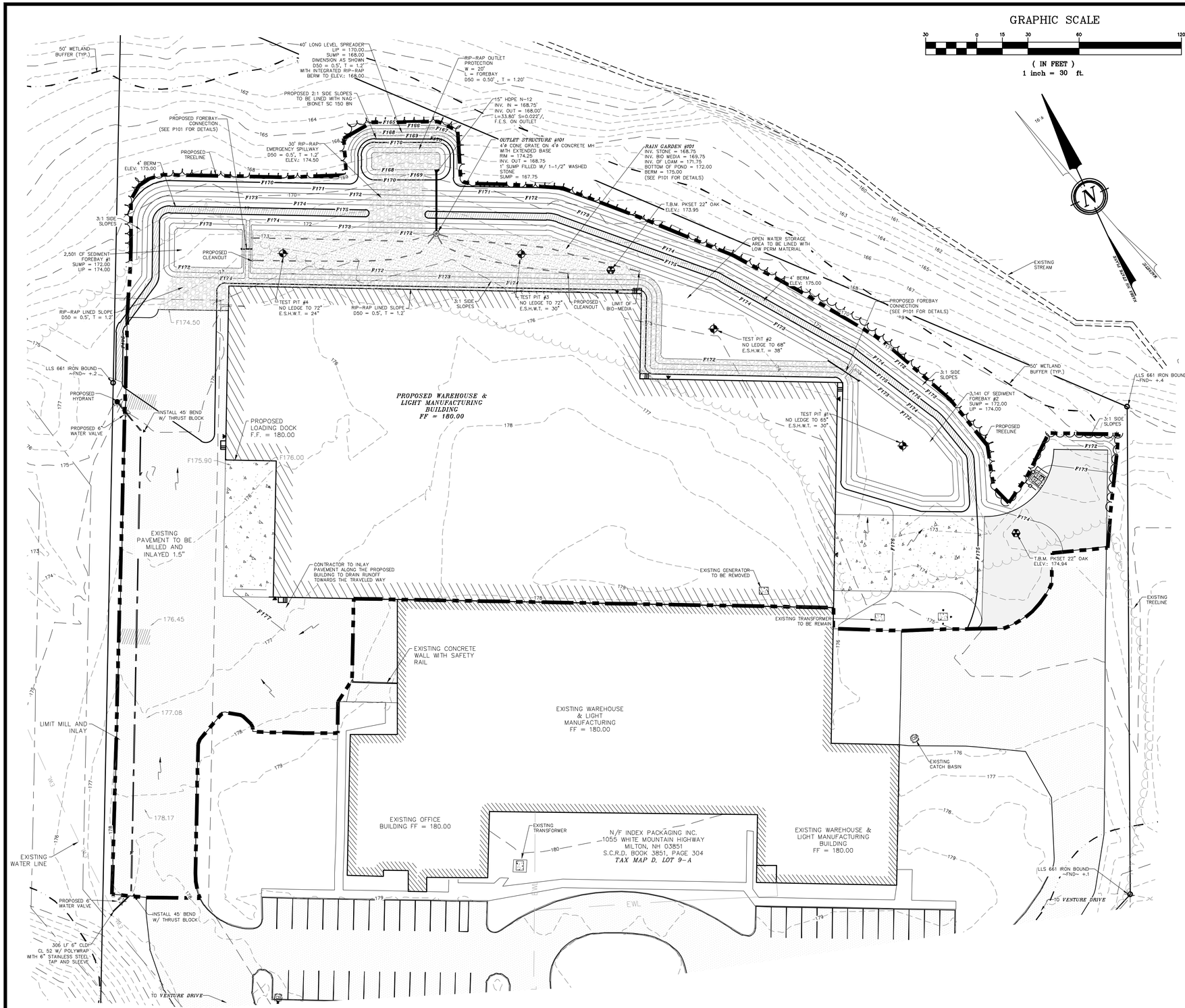
SITE SPECIFIC SOILS MAP SOUTHWEST

LAND OF
INDEX PACKAGING INC.
150 VENTURE DRIVE
DOVER, N.H.
TAX MAP D, LOT 9A

BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332–2863

SCALE : 1 IN. EQUALS 50 FT.
DATE : SEPTEMBER 14, 2020
FILE NO. : DB 2019 – 152

STATE OF NEW HAMPSHIRE
KENNETH A. BERRY
No. 11943
LICENSED PROFESSIONAL ENGINEER



NOTES:

1.) OWNER: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

1A.) APPLICANT: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

2.) TAX MAP D, LOT 9A

3.) LOT AREA: 404,461 Sq. Ft., 9.29 Ac.

4.) S.C.R.D. BOOK 4769, PAGE 941

5.) THE INTENT OF THIS PLAN IS TO SHOW THE PROPOSED GRADING AND DRAINAGE DESIGN FOR THE PROPOSED BUILDING EXPANSION.

6.) CONTRACTOR SHALL TAKE SPECIAL CARE IN NOT DISTURBING EXISTING MONUMENTS BOUNDS, AND OR BENCHMARKS WITHOUT FIRST MAKING PROVISIONS FOR RELOCATION

7.) THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO LOCATE EXACTLY AND TO PRESERVE ANY AND ALL UNDERGROUND UTILITIES CALL "DIG-SAFE" 1-888-DIGSAFE (344-7233) AT LEAST 72 HOURS BEFORE COMMENCING CONSTRUCTION

8.) WHERE AN EXISTING UNDERGROUND UTILITY IS FOUND TO CONFLICT WITH THE PROPOSED WORK, THE LOCATION, ELEVATION AND SIZE OF THE UTILITY SHALL BE ACCURATELY DETERMINED WITHOUT DELAY BY THE CONTRACTOR, AND THE INFORMATION FURNISHED TO THE ENGINEER FOR RESOLUTION OF THE CONFLICT.

9.) THE CONTRACTOR SHALL MAKE ALL ARRANGEMENTS FOR THE ALTERATION AND ADJUSTMENT OF GAS, ELECTRIC, TELEPHONE AND ANY OTHER PRIVATE UTILITIES BY THE UTILITY COMPANIES.

10.) AREAS OUTSIDE THE LIMITS OF PROPOSED WORK DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED BY THE CONTRACTOR TO THEIR ORIGINAL CONDITION AT THE CONTRACTOR'S EXPENSE. LIMIT OF GRADING SHOULD NOT BE EXPANDED WITHOUT CONSULTING THE DESIGN ENGINEER. SEE ALSO E&SC PLAN.

11.) THE TERM "PROPOSED" (PROP.) MEANS WORK TO BE CONSTRUCTED USING NEW MATERIALS, OR, WHERE APPLICABLE, RE-USING EXISTING MATERIALS IDENTIFIED AS "REMOVE & RESET" (R & R).

12.) ALL SYMBOLS, WORDS, TRANSVERSE MARKINGS (STOP BARS, CROSSWALK LINES, AND RAILROAD SYMBOLS), LANE LINES, AND ALL OTHER MARKINGS NOTED WITH [T] SHALL BE THERMOPLASTIC.

13.) ALL DISTURBED AREAS NOT DESIGNATED TO BE PAVED SHALL HAVE LOAM PLACED AND SEEDED. THE LOAM SHALL HAVE A MINIMUM DEPTH OF 4 INCHES AND SHALL BE PLACED FLUSH WITH THE TOP OF THE ADJACENT CURB, EDGING, BERM OR PAVEMENT SURFACE.

14.) ALL ELEVATIONS TO BE VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. THE DESIGN ENGINEER IS TO BE NOTIFIED IMMEDIATELY OF ANY DISCREPANCY. TEMPORARY BENCHMARKS (T.B.M.) ARE TO BE PROVIDED BY THE DESIGN ENGINEER.

15.) NOTE THAT THE PROJECT IS SUBJECT TO THE EPA NPDES PHASE II. THE NOTICE OF INTENT (NOI) MUST BE FILED ALONG WITH A STORMWATER POLLUTION PREVENTION PLAN (SWPPP). BIWEEKLY INSPECTIONS WILL BE CONDUCTED BY THE DESIGN ENGINEER AND AFTER STORM EVENTS OF OVER 0.25".

16.) UPON FINAL COMPLETION AND 85% STABILIZATION THE DRAINAGE SYSTEM IS TO BE CLEANED OF ALL DEBRIS TO INCLUDE THE PUMPING OF THE BASIN SUMPS. SEE SHEET E102, DETAIL E18 FOR DEFINITION OF STABLE.

17.) ALL TREATMENT SWALE TO BE CONSTRUCTED SHALL HAVE SOD BOTTOMS UNLESS OTHERWISE INSTRUCTED BY THE DESIGN ENGINEER DURING CONSTRUCTION.

18.) A LETTER OF CREDIT FOR THE COST OF RE-VEGETATING ALL DISTURBED AREAS ON THE SITE SHALL BE SUBMITTED PRIOR TO ANY EARTH DISTURBING ACTIVITY OCCURS, AS MAY BE APPLICABLE.

19.) A PRE-CONSTRUCTION CONFERENCE WITH THE DEVELOPER, THE DESIGN ENGINEER, THE EARTHWORK CONTRACTOR AND DOVER CITY STAGF SHALL OCCUR PRIOR TO ANY EARTH DISTURBING ACTIVITY.

20.) BUILDING ADDRESSES SHALL BE DETERMINED BY THE BUILDING OFFICIAL.

21.) WRITTEN DIMENSION ON THIS PLAN TAKE PRECEDENCE OVER SCALED DIMENSIONS. THE CONTRACTOR SHALL USE CAUTION WHEN SCALING REPRODUCED PLANS. IN THE EVENT OF A CONFLICT BETWEEN THIS PLAN SET AND ANY OTHER DRAWINGS AND/OR SPECIFICATIONS, THE ENGINEER SHALL BE NOTIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. CONTRACTOR IS TO CONFIRM ALL ELEVATIONS. CONFLICTS WILL BE REPORTED TO THE DESIGN ENGINEER PRIOR TO CONSTRUCTION.

22.) COMMERCIAL VEHICLE ROUTE DURING CONSTRUCTION SHALL CONFORM WITH CITY OF DOVER CODE OR BE COORDINATED WITH THE COMMUNITY SERVICES DIRECTOR.

23.) THE PROPOSED BUILDING EXPANSION IS PROPOSED TO USE THE SAME UTILITIES IN THE EXISTING BUILDING. TO INCLUDE, WATER, GAS, ELECTRICAL AND SEWER.

24.) THIS PROJECT PROPOSES 95,000 Sq.Ft. OF DISTURBANCE.

25.) THE PROPOSED ROOF WILL BE SLOPED TO SHEET RUNOFF TOWARDS THE PROPOSED RAIN GARDEN.

DOVER PLANNING FILE #20-66

REVISION	DATE	DESCRIPTION
#3	1-5-21	REVISED PER TRC COMMENT
#2	12-9-20	REVISED PER TRC COMMENT
#1	10-16-20	REVISED SITE LAYOUT

GRADING PLAN
LAND OF
INDEX PACKAGING INC.
150 VENTURE DRIVE
DOVER, N.H.
TAX MAP D, LOT 9A

BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332-2863

SCALE : 1 IN. EQUALS 30 FT.
DATE : SEPTEMBER 14, 2020
FILE NO. : DB 2019 - 152

STATE OF NEW HAMPSHIRE
KENNETH A. BERRY
No. 14243
LICENSED PROFESSIONAL ENGINEER

P1

BIORETENTION FILTER MEDIA MIXTURES			
Component Material	Percent of Mixture by Volume	Gradation of material	
		Sieve No.	Percent by Weight Passing Standard Sieve
Bioretention Filter Media Option A			
ASTM C-33 concrete sand	50 to 55		
Loamy sand topsoil, with fines as indicated	20 to 30	200	15 to 25
Moderately fine shredded bark or wood fiber mulch, with fines as indicated	20 to 30	200	< 5

3/8" WASHED CRUSHED STONE*

SIEVE SIZE	% PASSING BY WEIGHT
1/2"	100
3/8"	95 – 100
# 4	22 – 55
# 8	0 – 10

* EQUIVALENT TO STANDARD WASHED STONE – SECTION 702 OF NHDOT NHDOT STANDARD SPECIFICATIONS

1-1/2" WASHED CRUSHED STONE*

SIEVE SIZE	% PASSING BY WEIGHT
2"	100
1-1/2"	90 – 100
1"	20 – 55
1/2"	0 –15
3/8"	0 –5

* EQUIVALENT TO STANDARD WASHED STONE – SECTION 702 OF NHDOT NHDOT STANDARD SPECIFICATIONS

RAIN GARDEN MIX

THE GRASS THAT IS PLANTED WITHIN A RAIN GARDEN BIO-FILTRATION SYSTEM WITHIN THE BIO-MEDIA MUST CONSIST OF A COMBINATION OF WARM SEASON GRASS SEED AND COLD SEASON GRASS SEED IN ORDER FOR THE GRASS TO START GROWING FOR STABILIZATION AND CONTINUE GROWING IN THE SANDY WELL-DRAINED ENVIRONMENT. PLANTING SPECIFICATION WILL MEET THE REQUIREMENTS AS OUTLINED IN "VEGETATION NEW HAMPSHIRE SAND AND GRAVEL PITS' MIX 1 (WARM SEASON GRASSES) (15 LBS/AC) AND INCLUDE ANNUAL AND PERENNIAL RYE GRASS SEED (15 LBS/AC); THE NEW ENGLAND NATIVE WARM SEASON GRASS MIX (23 LBS/AC) BY NEW ENGLAND WETLAND PLANTS, INC.; RAIN GARDEN MIX 180 (15 LBS/AC & 15 LBS/AC OF RYE) / RAIN GARDEN GRASS MIX 180-1 (20 LBS/AC & 10 LBS/AC OF RYE) BY ERNST CONSERVATION SEEDS; OR APPROVED EQUAL.

NOTES

1. WHEN CONTRACTOR EXCAVATES RAIN GARDEN AREA TO SUBGRADE, DESIGN ENGINEER SHALL PERFORM SUBSURFACE EVALUATION PRIOR TO THE PLACEMENT OF ANY SELECT MATERIAL OR OTHER BACKFILL.
2. SOIL BIORETENTION FILTER MEDIA SHALL BE AS SHOWN ABOVE. "BIO MEDIA" MEANS BIORETENTION FILTER MADIA.
3. COMPACTION IS NOT TO OCCUR IN THE RAIN GARDEN AREAS PRIOR TO CONSTRUCTION. SCARIFICATION REQUIRED IN THE EVENT COMPACTION TAKES PLACE.
4. DO NOT PLACE THE BIORETENTION SYSTEM INTO SERVICE UNTIL THE BMP HAS BEEN PLANTED AND ITS CONTRIBUTING AREAS HAVE BEEN FULLY STABILIZED.
5. DO NOT DISCHARGE SEDIMENT-LADEN WATERS FROM CONSTRUCTION ACTIVITIES (RUNOFF WATER FROM EXCAVATIONS) TO THE BIORETENTION AREA DURING ANY STAGE OF CONSTRUCTION.
6. DO NOT TRAFFIC EXPOSED SOIL SURFACE WITH CONSTRUCTION EQUIPMENT. IF FEASIBLE PERFORM EXCAVATIONS WITH EQUIPMENT POSITIONED OUTSIDE THE LIMITS OF THE INFILTRATION COMPONENTS OF THE SYSTEM.

MAINTENANCE REQUIREMENTS

1 SYSTEMS SHOULD BE INSPECTED AT LEAST TWICE ANNUALLY, AND FOLLOWING ANY RAINFALL EXCEEDING 2.5 INCHES IN A 24-HOUR PERIOD, WITH MAINTENANCE OR REHABILITATION CONDUCTED AS A WARRANTED BY SUCH INSPECTION.

2 PRETREATMENT MEASURES SHOULD BE INSPECTED AT LEAST TWICE ANNUALLY, AND CLEANED OF ACCUMULATED SEDIMENT AS WARRANTED BY INSPECTION, BUT NO LESS THAN ONCE ANNUALLY.

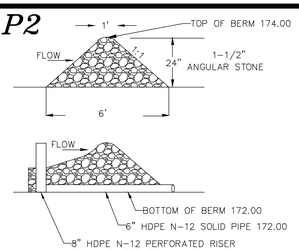
3 AT LEAST ONCE ANNUALLY, SYSTEM SHOULD BE INSPECTED FOR DRAWDOWN TIME. IF BIORETENTION SYSTEM DOES NOT DRAIN WITHIN 72-HOURS FOLLOWING A RAINFALL EVENT, THEN A QUALIFIED PROFESSIONAL SHOULD ASSESS THE CONDITION OF THE FACILITY TO DETERMINE MEASURES REQUIRED TO RESTORE FILTRATION FUNCTION OR INFILTRATION FUNCTION (AS APPLICABLE), INCLUDING BUT NOT LIMITED TO REMOVAL OF ACCUMULATED SEDIMENTS OR RECONSTRUCTION OF THE FILTER MEDIA.

4 VEGETATION SHOULD BE INSPECTED AT LEAST ANNUALLY, AND MAINTAINED IN HEALTHY CONDITION, INCLUDING, PRUNING, REMOVAL, AND REPLACEMENT OF DEAD OR DISEASED VEGETATION, AND REMOVAL OF INVASIVE SPECIES.

DESIGN REFERENCES

1 UNH STORMWATER CENTER
2 NEW HAMPSHIRE STORMWATER MANAGEMENT MANUAL, VOLUME 2, DECEMBER 2008 AS AMENDED.

P2

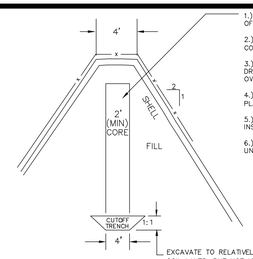


STONE BERM FOR FOREBAY

P3

LOW PERMEABILITY MATERIAL GRADATION

SIEVE SIZE	% PASSING BY WEIGHT
#4	95 – 100
#40	60 – 95
#100	40 – 60
#200	25 – 45



1.) 2" CORE IS TO BE CONSTRUCTED OF COMPACTED LOAM MATERIAL.

2.) CORE IS TO BE INSTALLED & COMPACTED IN 12" LIFTS.

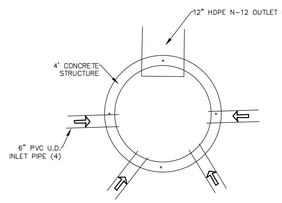
3.) INSTALLATION OF ENTIRE DRAINAGE STRUCTURE IS TO BE OVERSEEN BY DESIGN ENGINEER.

4.) GENERAL FILL MATERIALS ARE TO PLACED & COMPACTED IN 12" LIFTS.

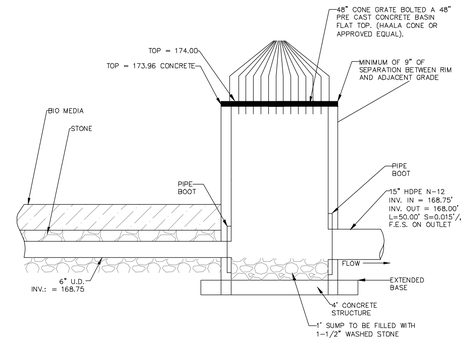
5.) GENERAL FILL MATERIAL MAY BE INSTALLED USING ONSITE MATERIALS.

6.) CORE IS TO BE CONSTRUCTED UNDERNEATH THE PROPOSED SPILLWAY.

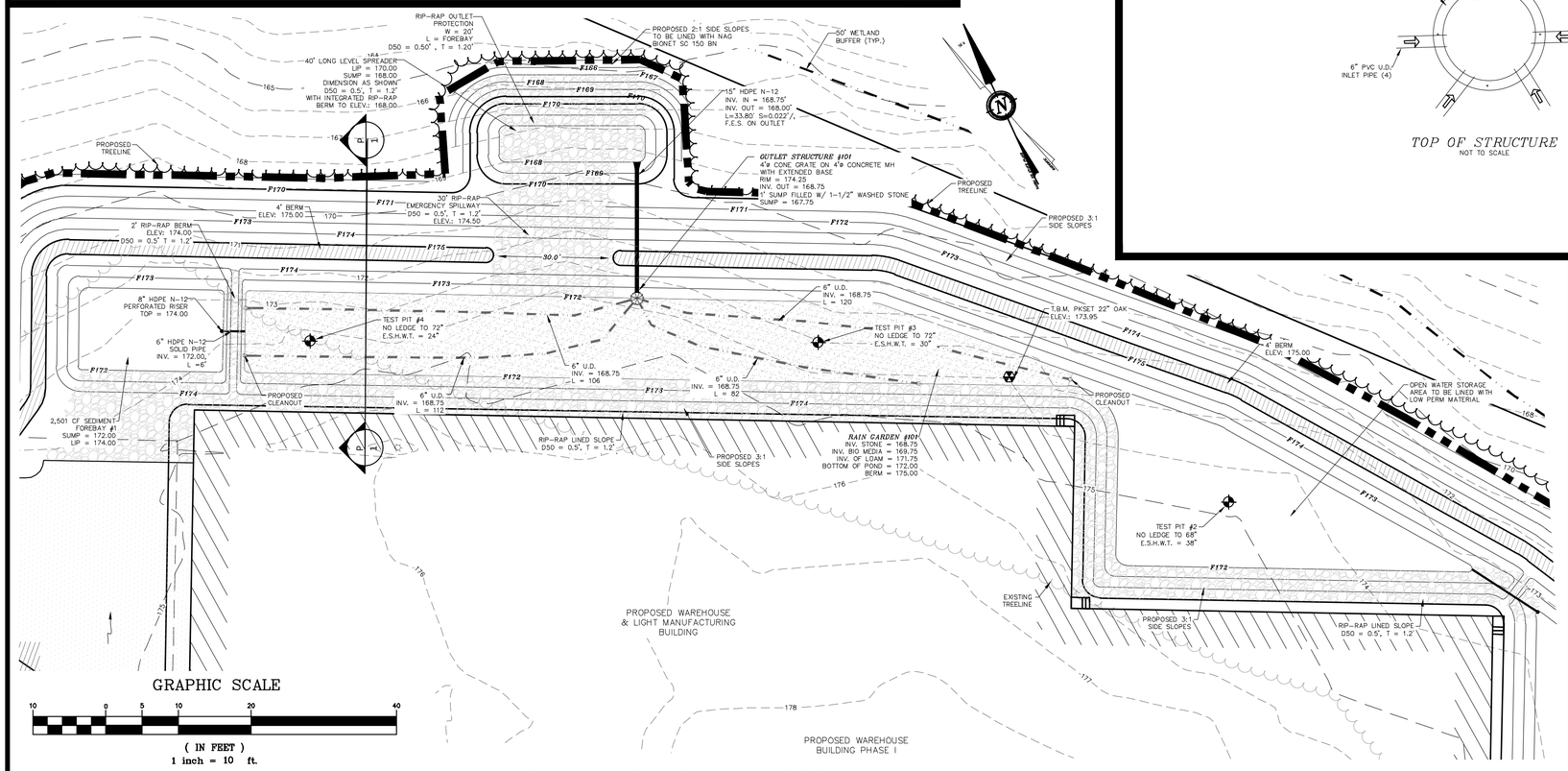
P4



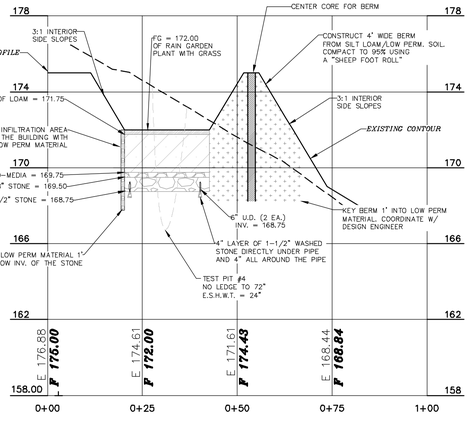
TOP OF STRUCTURE
NOT TO SCALE



OUTLET STRUCTURE #101
NOT TO SCALE



PLAN VIEW RAIN GARDEN #101

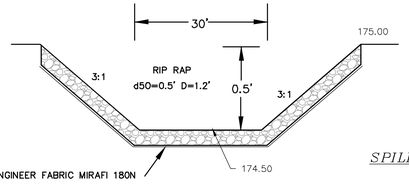


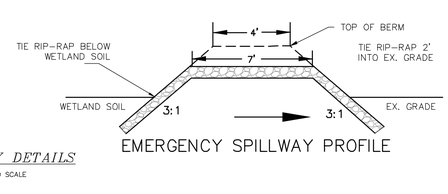
SECTION OF RAIN GARDEN 101

GRAPHIC SCALE
20 0 10 20 40 80
(IN FEET)
1 inch = 20 ft.

VERTICAL SCALE: 1" = 4'

P5





SPILLWAY DETAILS
NOT TO SCALE

P101

DOVER PLANNING FILE #20-66

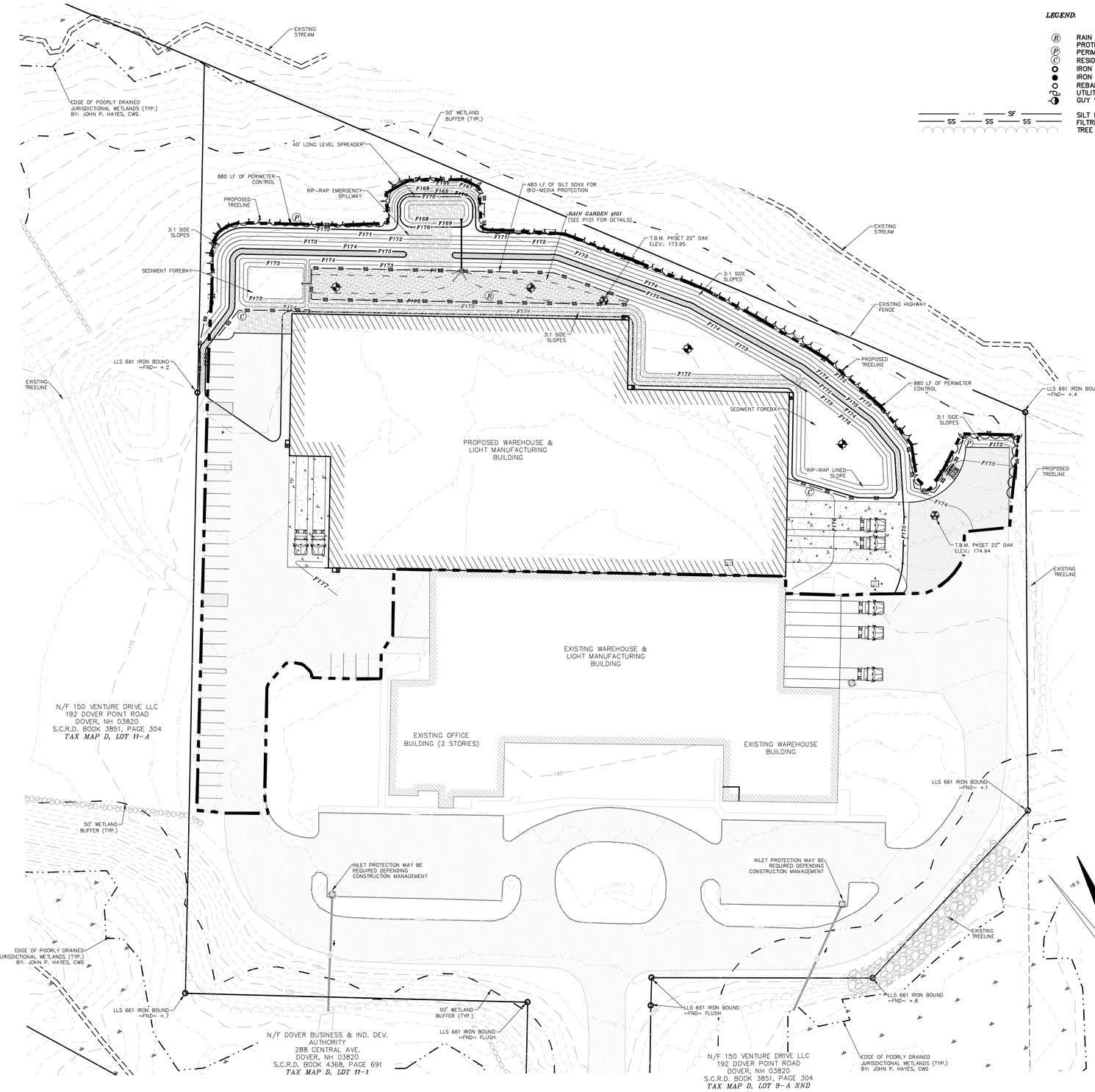
REVISION	DATE	DESCRIPTION
#3	1-5-21	REVISED PER TRC COMMENT
#2	12-9-20	REVISED PER TRC COMMENT
#1.	10-16-20	REVISED SITE LAYOUT

RAIN GARDEN #101
LAND OF
INDEX PACKAGING INC.
150 VENTURE DRIVE
DOVER, N.H.
TAX MAP D, LOT 9A

BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332-2863

SCALE : 1 IN. EQUALS 20 FT.
DATE : SEPTEMBER 14, 2020
FILE NO. : DB 2019 – 152

STATE OF NEW HAMPSHIRE
KENNETH A. BERRY
No. 10643
LICENSED PROFESSIONAL ENGINEER



LEGEND:

- (R) RAIN GARDEN BIO-MEDIA PROTECTION
- (P) PERIMETER CONTROL
- (C) RESIDENTIAL/ROADWAY CONSTRUCTION
- IRON PIPE (FND)
- IRON BOUND (FND)
- REBAR (FND)
- UTILITY POLE
- GUY WIRE
- SF — SILT FENCE
- SS — FILTREXX SILTSOXX
- TREE LINE

NOTES:

1.) OWNER: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

1A.) APPLICANT: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

2.) TAX MAP D, LOT 9A

3.) LOT AREA: 404,461 Sq. Ft., 9.29 Ac.

4.) S.C.R.D. BOOK 4769, PAGE 941

5.) THE INTENT OF THIS PLAN IS TO SHOW THE PROPOSED EROSION AND SEDIMENT CONTROL DESIGN FOR THE PROPOSED BUILDING EXPANSION.

6.) CONTRACTOR MAY BE REQUIRED TO HAVE A CONSTRUCTION ENTRANCE DEPENDING ON SITE MANAGEMENT.

7.) CONTRACTOR IS RESPONSIBLE FOR SWEEPING THE PARKING LOT, SIDEWALKS AND ANYTHING DISTURBED, TO ENSURE THAT NO SEDIMENT IS BEING TRACKED ONTO THE EXISTING PARKING AREA OR VENTURE DRIVE.

8.) FUGITIVE DUST IS TO BE CONTROLLED THROUGHOUT THE CONSTRUCTION PROCESS IN ACCORDANCE WITH ENV-A 1000.

9.) CONTRACTOR IT TO MEET THE REQUIREMENTS SPECIFIED IN RSA 430:51-57 AND AGR 3800, RELATING TO INVASIVE SPECIES.

10.) CONTRACTOR IS RESPONSIBLE FOR PROTECTING THE WATER QUALITY FROM ANY RUN OFF DURING THE CONSTRUCTION PROCESS, IN ACCORDANCE WITH ENV-WQ 1507, IN ORDER TO PREVENT VIOLATIONS OF THE STORM WATER QUALITY STANDARDS.

11.) EROSION AND SEDIMENT CONTROL INSPECTIONS TO BE CONDUCTED ONCE PER EVERY SEVEN DAYS AND AT AN INCREASED FREQUENCY INCLUDING WITHIN 24-HOURS OF A 0.25 INCH RAIN EVENT. INSPECTIONS TO BE CONDUCTED BY A "QUALIFIED PERSON" AS DEFINED BY EPA CGP 4.1.1AND INSPECTION REPORTS SUBMITTED TO THE CITY OF DOVER, NH, ENGINEERING DEPARTMENT WITHIN24 HOURS IN ACCORDANCE WITH CGP 4.1.7 AND MAINTAINED BY THE OWNER FOR A PERIOD OF THREE YEARS AFTER THE PROJECT IS COMPLETED. SEE ALSO CITY OF DOVER ADDITIONAL INSPECTION REQUIREMENTS BELOW.

12.) SILT FENCE MAY BE SUBSTITUTED WITH FILTREXX SILT SOXX OR EROSION CONTROL MIX BERM. SILT FENCE IS NOT A SUBSTITUTE FOR FILTREXX SILT SOXX OR APPROVED EQUAL.

13.) PER EPA CGP 2.1.2.2 (INSTALL PERIMETER CONTROL), "YOU MUST INSTALL SEDIMENT CONTROLS ALONG THOSE PERIMETER AREAS OF YOUR SITE THAT WILL RECEIVE STORMWATER FROM EARTH DISTURBING ACTIVITIES." AS A RESULT OF SWPPP INSPECTIONS, THE CONTRACTOR MAY HAVE TO EXPAND PERIMETER CONTROLS TO MEET THIS REQUIREMENT. THE E&SC PLAN IS INITIAL GUIDANCE AS TO THE ANTICIPATED REQUIREMENTS AND IT THE CONTRACTORS RESPONSIBILITY TO ENSURE THAT STORMWATER VIOLATION DO NOT OCCUR.

14.) IF STOCKPILES ARE NEEDED FOR CONSTRUCTION THEY SHOULD BE PLACED IN THE PHASE II BUILDING LOCATION. IF STOCKPILES ARE PLACED IN THIS LOCATION, OR ANY LOCATION UPHILL OF THE RAIN GARDEN, THE CONTRACTOR WILL BE REQUIRED TO INSTALL AND MAINTAIN PERIMETER CONTROL AT THE TOE OF THE STOCKPILE TO ENSURE THAT NO SEDIMENT RUNS OFF INTO THE RAIN GARDEN.

SOILS & DEWATERING:

CnC	CHARLTON	SILT LOAM	K= 0.43
CnD	CHARLTON	SILT LOAM	K= 0.43
GnE	GLOUCESTER	SANDY TILL	K= 0.17
AnC	ACTON	GLACIAL TILL	K= 0.43
HnA	HOLLIS	SILT LOAM	K= 0.20
HnB	HOLLIS	SILT LOAM	K= 0.20
HnC	HOLLIS	SILT LOAM	K= 0.43
HnD	HOLLIS	SILT LOAM	K= 0.43
HnE	HOLLIS	SILT LOAM	K= 0.43
BnA	BOXFORD	CLAYEY SEDIMENT	K= 0.49
BnB	BOXFORD	CLAYEY SEDIMENT	K= 0.49
BnC	BOXFORD	CLAYEY SEDIMENT	K= 0.49
ScA	SCITICO	SILT CLAY	K= 0.20
ScB	SCITICO	SILT CLAY	K= 0.20
ScC	SCITICO	SILT CLAY	K= 0.20
BeA	MAYBID	SILT CLAY	K= 0.20
WnC	WINDSOR	SANDY	K= 0.17
WnD	WINDSOR	SANDY	K= 0.17
WnE	WINDSOR	SANDY	K= 0.17
EaB	ELMWOOD	SILT LOAM	K= 0.32
EaC	ELMWOOD	SILT LOAM	K= 0.32
EaD	ELMWOOD	SILT LOAM	K= 0.32
500B	UDORTHENS	SANDY LOAM	K= N/A
500C	UDORTHENS	SANDY LOAM	K= N/A
500D	UDORTHENS	SANDY LOAM	K= N/A

SEE SITE SPECIFIC SOILS MAP (SSSM)
SEE WEBSOIL USDA-NRCS
ERODIBILITY FACTOR - K, CPESC MANUAL, ENVIROCERT INTERNATIONAL INC. & ROCKINGHAM COUNTTY SOIL SURVEY, ROCKWEB SOIL ATTRIBUTES.

CONTRACTOR TO BE AWARE OF THE SOIL PROFILES AND ENSURE THAT PROPER EROSION PREVENTION AND SEDIMENT CONTROL MEASURES ARE TAKEN AT ALL TIMES. ANY DEWATERING REQUIREMENTS IN NEW HAMPSHIRE REQUIRE SPECIAL PROVISIONS IN ACCORDANCE WITH THE "CLARIFICATION OF SECTION 9.1.2 (STATE OF NEW HAMPSHIRE CONDITIONS) AND OTHER NH SPECIFIC INFORMATION FOR THE U.S. EPA 2012 NPDES CONSTRUCTION GENERAL PERMIT (CGP)" DATED MAY 3, 2012 INCLUDED IN THE SWPPP.

COVER MANAGEMENT DURING CONSTRUCTION FOR EXPOSED SOIL WILL INCLUDE HAY / STRAW APPLIED AT A RATE OF 2.0 TONS PER ACRE, TEMPORARY SEEDING OF ANNUAL RYE GRASS, AND PERMANENT SEEDING AT THE EARLIES OPPORTUNITY. SEE ADDITIONAL REQUIREMENT FOR STABILIZATION ON THE EROSION AND SEDIMENT CONTROL DETAIL SHEETS, E-101 AND E-102.

THE CONSTRUCTION SCHEDULE WILL BE MANAGED SO THAT ALL STORMWATER STRUCTURES WILL BE BUILT AND STABILIZED PRIOR TO RECEIVING SURFACE WATER RUNOFF. CONTRACTOR TO BE RESPONSIBLE FOR ALL DIVERSIONS DURING CONSTRUCTION AND FOR INTERIM SEDIMENT AND EROSION CONTROL MEASURES.

DOVER PLANNING FILE #20-66

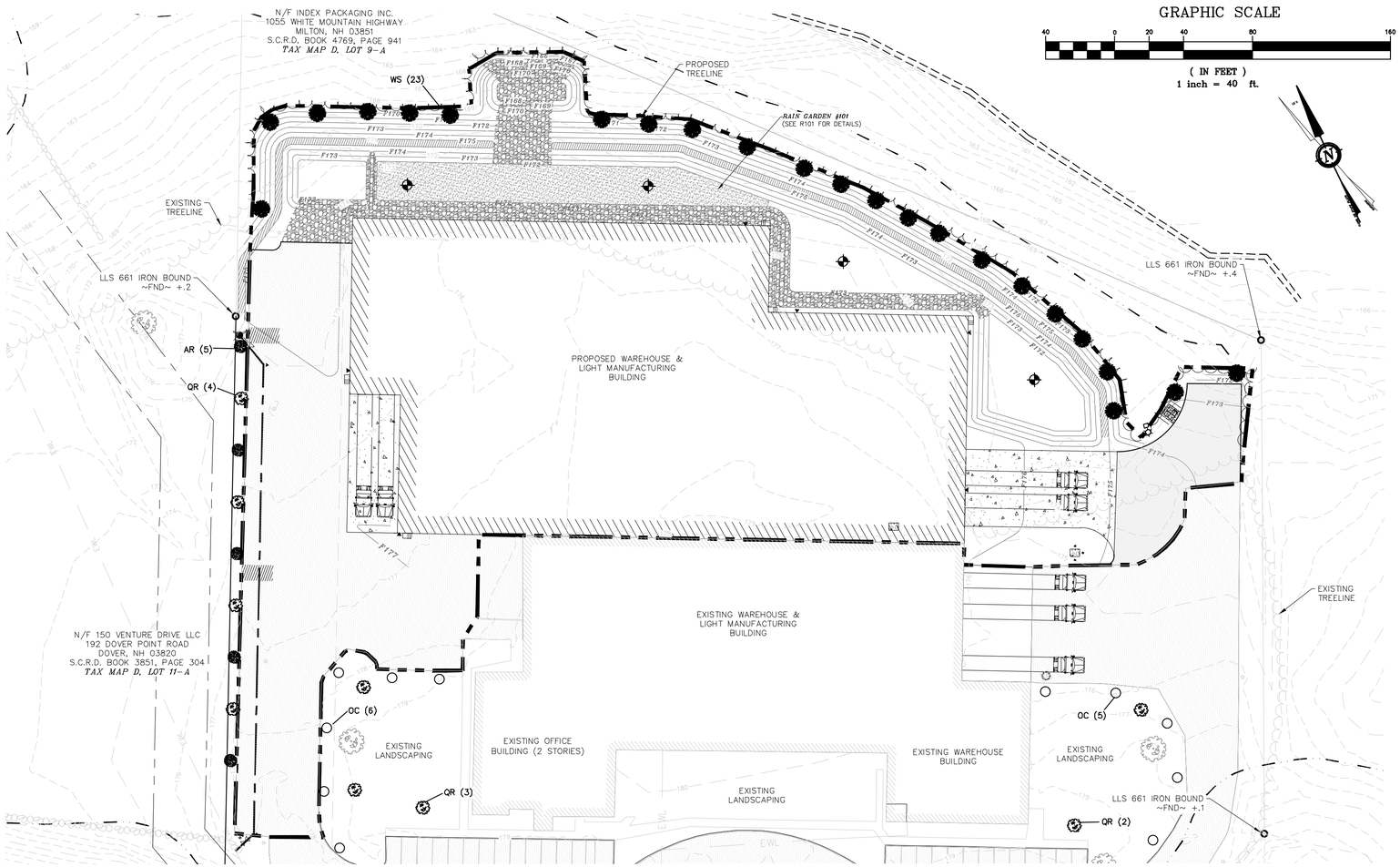
REVISION	DATE	DESCRIPTION
#3	1-5-21	REVISED PER TRC COMMENT
#2	12-9-20	REVISED PER TRC COMMENT
#1	10-16-20	REVISED SITE LAYOUT

EROSION AND SEDIMENT CONTROL PLAN
LAND OF
INDEX PACKAGING INC.
150 VENTURE DRIVE
DOVER, N.H.
TAX MAP D, LOT 9A

BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332-2863

SCALE : 1 IN. EQUALS 30 FT.
DATE : SEPTEMBER 14, 2020
FILE NO. : DB 2019 - 152

STATE OF NEW HAMPSHIRE
KENNETH A. BERRY
No. 14713
LICENSED PROFESSIONAL ENGINEER



NOTES:

1. CALL DIG SAFE PRIOR TO BEGINNING WORK. (1-888-344-7233). THE LANDSCAPE CONTRACTOR IS ADVISED OF THE PRESENCE OF UNDERGROUND UTILITIES AND SHALL VERIFY THE EXISTENCE AND LOCATION OF THE SAME BEFORE COMMENCING AND DIGGING OPERATIONS. THE LANDSCAPE CONTRACTOR SHALL REPLACE OR REPAIR UTILITIES, PAVING, WALKS, CURBING, ETC DAMAGED IN PERFORMANCE OF THIS JOB AT NO ADDITIONAL COST TO THE OWNER OR GENERAL CONTRACTOR.
2. CONTRACTOR SHALL THOROUGHLY FAMILIARIZE THEMSELVES WITH ALL SITE CONDITIONS PRIOR TO CONSTRUCTION BIDDING.
3. THE CONTRACTOR SHALL SUPPLY ALL PLANT MATERIALS IN QUANTITIES SUFFICIENT TO COMPLETE THE PLANTINGS SHOWN ON THE DRAWINGS. VARIATIONS IN QUANTITIES ARE TO BE APPROVED BY THE DESIGN ENGINEER.
4. PROVIDED SMOOTH TRANSITION WHERE NEW WORK MEETS EXISTING CONDITIONS.
5. ALL PLANT MATERIAL INSTALLED SHALL MEET THE SPECIFICATIONS OF "AMERICAN STANDARD FOR NURSERY STOCK" BY THE AMERICAN ASSOCIATION OF NURSERYMEN
6. ALL PLANT MATERIALS SHALL BE FREE FROM INSECTS AND DISEASE.
7. ALL PLANTINGS SHALL BE DONE IN ACCORDANCE WITH ACCEPTABLE HORTICULTURAL PRACTICES. THIS IS TO INCLUDE PROPER PLANTING MIX, PLANT BED AND TREE PIT PREPARATION, PRUNING STAKING OR GUYING, WRAPPING, SPRAYING, FERTILIZATION, PLANTING AND ADEQUATE MAINTENANCE UNTIL ACCEPTANCE FROM OWNER.
8. ALL GRASS, OTHER VEGETATION AND DEBRIS SHALL BE REMOVED FROM ALL PLANTING AREAS PRIOR TO PLANTING.
9. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING AND NEWLY PLANTED TREES AND SHRUBS DURING THE CONSTRUCTION PROCESS. WHERE REQUIRED, THE CONTRACTOR SHALL INSTALL TEMPORARY FENCING (SNOW OR EQUAL) AROUND EXISTING TREES AND SHRUBS THAT COULD BE IMPACTED BY THE CONSTRUCTION PROCESS. STORAGE OF CONSTRUCTION EQUIPMENT, CONSTRUCTION MATERIALS, SNOW STORAGE AND OR VEHICLE PARKING SHALL NOT BE PERMITTED WITHIN THE DRIP LINE OF TREES OR TWENTY FEET WHICH EVER IS GREATER.
10. NEW PLANTINGS SHALL BE INSTALLED PER PROJECT DRAWINGS AND SPECIFICATION THAT INCLUDE FERTILIZATION AND MULCHING AS REQUIRED.
11. ALL SHRUB BEDS AND TREE PITS SHALL BE MULCHED WITH 3" CLEAN SHREDDED BLACK MULCH
12. WHERE INDICATED ON PLAN, PLANTING SOIL MIXTURE FOR GROUND COVER AND PERENNIAL BED AREAS SHALL CONSIST OF FOUR PARTS TOPSOIL, TWO PARTS SPHAGNUM PEAT MOSS, AND ONE PART HORTICULTURAL PERLITE BY VOLUME. PEAT MOSS MAY BE SUBSTITUTED WITH WELL-ROTTED OR DEHYDRATED MANURE OR COMPOST. ROTOTILL BEDS TO A DEPTH OF 8 INCHES.
13. MAINTENANCE OF NEW PLANTINGS AND LAWNS SHALL BE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR AND OR LANDSCAPE SUBCONTRACTOR UNTIL ACCEPTANCE BY THE OWNER. RESPONSIBILITIES SHALL INCLUDE WATERING WEEDING AND MOWING AS NECESSARY. ALL PLANT MATERIAL SHALL BE GUARANTEED FOR A PERIOD OF ONE YEAR FROM THE DATE OF ACCEPTANCE, REPLACEMENT MATERIAL SHALL BE GUARANTEED FOR AND ADDITIONAL YEAR FROM TIME OF INSTALLATION.
14. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ALL TEMPORARY EROSION CONTROL MEASURES DURING THE CONSTRUCTION PHASE AND UNTIL ALL AREAS HAVE BEEN STABILIZED AND ACCEPTED BY THE OWNER. THE GENERAL CONTRACTOR SHALL PROVIDE WEEKLY INSPECTIONS OF EROSION MEASURE AND IMMEDIATELY AFTER STORM EVENTS AND REPAIR AS NECESSARY.
15. THE GENERAL CONTRACTOR AND OR THE LANDSCAPE SUBCONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL OF ALL THREE GUYING MATERIAL ONCE PLANT MATERIAL HAS BEEN ESTABLISHED. (MINIMUM OF ONE GROWING SEASON). ALL TEMPORARY EROSION CONTROL MEASURE SHALL BE REMOVED ONCE STABILIZATION OF DISTURBANCE HAS BEEN ACCEPTED BY OWNER.
16. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR A MINIMUM OF TWO MOWINGS FOR ALL TURF AREAS OR UNTIL ACCEPTANCE BY THE OWNER. A MINIMUM UNIFORM 75% CATCH OF TURF IS REQUIRED FOR ACCEPTANCE.
17. ALL PLANTINGS SHALL BE WATERED REGULARLY DURING THEIR FIRST YEAR AND MAINTAINED PERMANENTLY IN GOOD GROWING CONDITION AS AN EFFECTIVE VISUAL SCREEN.
18. SHRUBS OR TREES WHICH DIE SHALL BE REPLACED WITHIN ONE GROWING SEASON WITH NEW SHRUBS OR TREES TO ENSURE CONTINUED COMPLIANCE WITH APPLICABLE LANDSCAPING REQUIREMENTS.
19. ALL REQUIRED LANDSCAPING SHALL BE INSTALLED BEFORE OCCUPANCY, OR WITHIN SIX MONTHS IF OCCUPANCY OCCURS DURING WINTER CONDITIONS.
20. TREES ARE TO BE 6' TALL AT PLANTING.
21. ALL PLANT STOCK SHALL CONFORM TO ANSI Z260.1 – NURSERY STOCK, LATEST EDITIONS (AMERICAN ASSOCIATION OF NURSERYMEN, INC.)
22. 4" AGED PINEBARK MULCH AND A WEED BARRIER (TY-PAR FABRIC OR APPROVED EQUAL) SHALL BE APPLIED TO ALL SHRUB AND GROUND COVER BEDS. INSTALL WEED BARRIER AS PER MANUFACTURERS RECOMMENDATIONS.
23. PLANT-PIT BACK-FILL SHALL BE MIXED AT A RATE OF 7 PARTS OF TOPSOIL TO 2 PARTS OF DEHYDRATED COW MANURE. SLOW RELEASE FERTILIZER SHALL BE APPLIED AS PER MANUFACTURERS RECOMMENDATIONS. USE EXISTING ON-SITE TOPSOIL AS PART OF BACK FILL WHEN AVAILABLE.
24. ALL LANDSCAPED AREAS NOT PLANTED WITH TREES, SHRUBS OR GROUNDCOVER SHALL BE RESTORED WITH SEED OR SOD AS INDICATED ON PLANS.
25. TOPSOIL WILL BE TESTED FOR FERTILIZATION REQUIREMENTS, AND SLOW RELEASE ENVIRONMENTALLY FRIENDLY FERTILIZER WILL BE APPLIED AT THE RECOMMENDED RATES.
26. ALL DISTURBED WETLAND BUFFER AREAS, EXCEPT FOR AREAS THAT ARE PART OF THE DRAINAGE SYSTEM, ARE TO BE RESEEDED WITH A CONSERVATION SEED MIX AND ONLY MOWED TWICE PER YEAR.
27. ALL PLANT SUBSTITUTIONS MUST BE APPROVED BY THE ENGINEER.
28. PLANTS SHALL BE SUBJECT TO INSPECTION AND APPROVAL AT THE PLACE OF GROWTH, UPON DELIVERY OR AT THE JOB SITE WHILE WORK IS ONGOING TO CONFORMITY TO SPECIFIED QUALITY, SIZE AND VARIETY.
29. PLANTS FURNISHED IN CONTAINERS SHALL HAVE THE ROOTS WELL ESTABLISHED IN THE SOIL MASS AND SHALL HAVE AT LEAST ONE (1) GROWING SEASON. ROOT-BOUND PLANTS OR INADEQUATELY SIZED CONTAINERS TO SUPPORT THE PLANT MAY BE DEEMED UNACCEPTABLE.
30. ALL PLANTS SHALL BE GUARANTEED BY THE CONTRACTOR FOR NO LESS THAN ONE FULL YEAR FROM THE TIME OF INSTALLATION. DURING THIS TIME, THE OWNER SHALL MAINTAIN ALL PLANT MATERIALS IN THE ABOVE MANNER. IT IS THE CONTRACTOR'S RESPONSIBILITY TO INSPECT THE PLANTS TO ENSURE PROPER CARE. IF THE CONTRACTOR IS DISSATISFIED WITH THE CARE GIVEN, HE SHALL IMMEDIATELY, AND IN SUFFICIENT TIME TO PERMIT THE CONDITION TO BE RECTIFIED, NOTIFY THE OWNER IN WRITING OR OTHERWISE FORFEIT HIS CLAIM.
31. BY THE END OF THE GUARANTEE PERIOD, THE CONTRACTOR SHALL HAVE REPLACED ANY PLANT MATERIAL THAT IS MISSING, NOT TRUE TO SIZE AS SPECIFIED, THAT HAS DIED, THAT HAS LOST NATURAL SHAPE DUE TO DEAD BRANCHES, EXCESS PRUNING OR INADEQUATE OR IMPROPER CARE, OR IS, IN THE OPINION OF THE OWNER, IN UNHEALTHY OR UNSIGHTLY CONDITION.
32. THE CONTRACTOR IS TO USE TEMPORARY MEASURES FOR WATERING PLANTS DURING THE ESTABLISHMENT PERIOD. INCLUDING CONNECTING TEMPORARY HOSES TO THE STRUCTURE WATER SUPPLY LINE AND UTILIZING SPRINKLERS UNTIL 85% GROWTH OCCURS.

PLANTING NOTES

1. CONTRACTOR SHALL OBTAIN APPROVAL FROM L.A. PRIOR TO PURCHASING &/OR INSTALLING SUBSTITUTE PLANT MATERIAL PRIOR TO PURCHASE OF ANY SUBSTITUTE MATERIALS.
2. CONSTRUCTION ACCESS WILL BE AS DIRECTED BY L.A. CONTRACTOR IS RESPONSIBLE FOR RESTORATION OF ACCESS ROUTE AND ALL AREAS DISTURBED BY PLANTING OPERATIONS UPON COMPLETION OF CONSTRUCTION OPERATIONS, AT NO ADDITIONAL COST TO THE OWNER.
3. LAYOUT OF ALL PLANTING BEDS AND LOCATION OF PLANTS TO BE APPROVED BY L.A. ON SITE PRIOR TO CONSTRUCTION AND INSTALLATION.
4. CONTRACTOR TO REMOVE ALL DEBRIS GENERATED BY PLANT INSTALLATION. DEBRIS TO BE DISPOSED OF IN A LEGAL MANNER.
5. ALL PLANT MATERIAL SHALL BE GUARANTEED TO BE IN GOOD, HEALTHY & FLOURISHING CONDITION FOR ONE YEAR FROM THE DATE OF FINAL INSTALLATION APPROVAL BY L.A. CONTRACTOR SHALL REPLACE, WITHOUT COST TO OWNER, AND AS SOON AS WEATHER CONDITIONS PERMIT, ALL DEAD AND NON-FLOURISHING PLANTS AS DETERMINED BY THE L.A. REPLACEMENT PLANTS SHALL BE BE GUARANTEED IDENTICALLY TO ORIGINAL PLANTS, TIME PERIOD COMMENCING FROM DATE OF REPLACEMENT PLANTING APPROVAL BY L.A.
6. ALL BEDS TO BE MULCHED WITH 3" DEPTH SHREDDED BARK MULCH UNLESS NOTED OTHERWISE.
7. CONTRACTOR TO PROVIDE NECESSARY TEMPORARY IRRIGATION IF NEEDED BASED ON TIME OF YEAR THE PROJECT IS IMPLEMENTED.
8. ALL PLANT MATERIAL TO COMPLY WITH THE CITY OF DOVER'S SITE REVIEW REGULATIONS, 149-14(G), SUCH THAT THERE SHALL BE DECIDUOUS SHADE TREES PLANTED 40 FEET O.C. ALONG THE PERIMTERE OF THE PARKING LOTS AND SHRUBS PLANTED 5 FEET O.C. WITHIN THE PERIMETER BUFFER. SEE PLANT LIST FOR SPECIES AND SIZE OF PLANTS.

TEMPORARY WATERING NOTES

1. CONTRACTOR IS RESPONSIBLE FOR MAKING SURE ALL PLANT MATERIAL HAS ADEQUATE WATER DURING THE ESTABLISHMENT PERIOD.
2. THE USE OF GATOR BAGS, SOAKER HOSE, HAND WATERING AND OTHER TECHNIQUES SHOULD BE USED TO ASSURE PROPER HYDRATION OF THE PLANTINGS IS MAINTAINED.
3. TEMPORARY IRRIGATION SYSTEMS CAN BE SET UP TO ASSIST IN WATERING ACTIVITIES.

PLANTING SCHEDULE
150 Venture Drive
Botanical Name/ Common Name

Trees	Size	Qty	Label
Picea glauca / White Spruce	6' high	23	WS
Quercus robur 'Fastigiata' / Columnar English Oak	3.5" Cal.	9	QR
Acer Rubrum' / Red Maple	3.5" Cal.	5	AR
Shrubs			
Cornus sericea 'Cardinal' / Cardinal Dogwood	#3 3-4'	11	OC

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General Plant Maintenance Guide

General Plant Bed Maintenance:

- All plant maintenance should be performed by a qualified horticulturalist or licensed arborist. Cleaning the dead material out of the planting bed in the fall helps keep litter from building up around the plants and in some cases killing the plants. Watering the first year during dry periods will help get the plants established. Mulching every year is not necessary. Raking the old mulch and turning it over is all that is needed. When necessary only install one inch of mulch and do not place the mulch closer than 3" to the trunks or stems of woody plants.

Trees

- The first year watering during dry periods will be necessary.
- 3" inches of mulch maybe used. The mulch should be kept 3 inches from the trunk.
- Fertilizing is not necessary for the first year. Fertilizing in subsequent years only when and if the foliage is looking weak.
- Fertilization should occur prior to Mat 31st or after trees have dropped their leaves for the year.
- Prune dead wood once a year.
- Depending on the amount of compaction the bed area receives, deep root aeration may be needed over time

Woody Shrubs

- The first year watering during dry periods will be necessary.
- 3" inches of mulch maybe used. The mulch should be kept 3 inches from the stems.
- Fertilizing is not necessary for the first year. Fertilizing in subsequent years only when and if the foliage is looking weak.
- Fertilization should occur prior to Mat 31st or after shrubs have dropped their leaves or gone dormant for the year.
- Prune dead wood once a year.

Grasses:

- Grasses only need to be clipped back at the end of the growing season and all the clippings removed from the area.
- Do not over mulch. Too much mulch will prohibit the grass from developing into a strong clump.

Perennials

- All perennials need to be pruned back after the first or second hard frost. A two-step method; first dead head all the flower heads and let drop to the ground for re-seeding. Second cut the stems back to 3" above the ground and remove the stem and leaf litter and place in compost. Do not over mulch. Too much mulch will prohibit the growth and development
- Fertilizing perennials once in the spring with a low phosphate fertilizer will help the plants to get started in the spring.

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311 kast hill road
hopkinton, nh 03229
603. 491. 2322
terrainplanning.com

150 VENTURE DRIVE

Site Location:
150 VENTURE DRIVE
Dover, NH
Tax Map: D

Prepared For:
Berry Surveying & Engineering
335 Second Crown Point Rd
Barrington, NH 03825

LANDSCAPE PLAN

DATE:

SCALE: 1" = 40'

PROJECT #: 19-152

Drawn By: ID

Checked By: ERB

REVISIONS: DATE:
Issued for Client Review

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L - 01

SHEET 13 OF 19

LICENSED LANDSCAPE ARCHITECT ERIC R. BUCK 078 STATE OF NEW HAMPSHIRE

NOTES:

1.) OWNER: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

1A.) APPLICANT: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

2.) TAX MAP D, LOT 9A

3.) LOT AREA: 404,461 Sq. Ft., 9.29 Ac.

4.) S.C.R.D. BOOK 4769, PAGE 941

5.) THE INTENT OF THIS PLAN IS TO SHOW THE PROPOSED LIGHTING DESIGN FOR THE BUILDING EXPANSION.

6.) SEE CONSTRUCTION DETAILS FOR LIGHT PRODUCT CUT SHEETS.

7.) LAMP A IS TO BE MOUNTED 12' ON THE BUILDING. LAMP B & BA ARE TO BE MOUNTED 20' ABOVE GRADE.

8.) LAMPS DENOTED AS "Ba" ARE EXISTING AND LAMPS DENOTED AS "B" & "A" ARE PROPOSED.

9.) UNIFORMITY RATIOS ARE NOT PROVIDED BECAUSE ALL THE LIGHTS ON SITE ARE EXISTING EXCEPT FOR LAMPS PROVIDED IN LOADING DOCK AREAS & DOOR AREAS.

Schedule

Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Lamp	Number Lamps	Filename	Lumens Per Lamp	Light Loss Factor	Wattage
	A	6	Lithonia Lighting	WSR LED 1 10A700/40K SR4 MVOLT	WSR LED WITH 1 MODULE, 10 LED's, 700mA DRIVER, 4000K COLOR TEMPERATURE, TYPE 4 LENS	LED	1	WSR_LED_1_10A700_40K_SR4_MVOLT.ies	1927	1	24
	B	1	Lithonia Lighting	KSE1 70S R2	16" SQUARE ARM-MOUNTED CUTOFF LUMINAIRE WITH SEGMENTED TYPE II REFLECTOR MEETS THE 'NIGHTTIME FRIENDLY' CRITERIA	ONE 70-WATT CLEAR ET-23.5 HIGH PRESSURE SODIUM	1	KSE1_70S_R2.ies	6300	1	94
	B	4	Lithonia Lighting	KSE1 70S R2	16" SQUARE ARM-MOUNTED CUTOFF LUMINAIRE WITH SEGMENTED TYPE II REFLECTOR MEETS THE 'NIGHTTIME FRIENDLY' CRITERIA	ONE 70-WATT CLEAR ET-23.5 HIGH PRESSURE SODIUM	1	KSE1_70S_R2.ies	6300	1	94

A

B

Ba
EXISTING

N/F 150 VENTURE DRIVE LLC
192 DOVER POINT ROAD
DOVER, NH 03820
S.C.R.D. BOOK 3851, PAGE 304
TAX MAP D, LOT 9-A SND

PROPOSED TREELINE

EXISTING TREELINE

LLS 661 IRON BOUND
~FND~ +.2

LLS 661 IRON BOUND
~FND~ +.4

PROPOSED WAREHOUSE & LIGHT MANUFACTURING BUILDING

EXISTING LOADING BAYS TO REMAIN AT OWNERS DIGRESSION

EXISTING WAREHOUSE & LIGHT MANUFACTURING BUILDING

N/F 150 VENTURE DRIVE LLC
192 DOVER POINT ROAD
DOVER, NH 03820
S.C.R.D. BOOK 3851, PAGE 304
TAX MAP D, LOT 11-A

EXISTING LANDSCAPING

EXISTING OFFICE BUILDING (2 STORIES)

EXISTING WAREHOUSE BUILDING

EXISTING LANDSCAPING

EXISTING LIGHT

LLS 661 IRON BOUND
~FND~ +.1

EXISTING LIGHT

EXISTING LIGHT

EXISTING LANDSCAPING

EXISTING LIGHT

EXISTING LIGHT

EXISTING TREELINE

EDGE OF POORLY DRAINED JURISDICTIONAL WETLANDS (TYP.)
BY: JOHN P. HAYES, CWS

LLS 661 IRON BOUND
~FND~ +.7

N/F DOVER BUSINESS & IND. DEV. AUTHORITY
288 CENTRAL AVE.
DOVER, NH 03820
S.C.R.D. BOOK 4368, PAGE 691
TAX MAP D, LOT 11-1

LLS 661 IRON BOUND
~FND~ FLUSH

VENTURE DRIVE

LLS 661 IRON BOUND
~FND~ FLUSH

N/F 150 VENTURE DRIVE LLC
192 DOVER POINT ROAD
DOVER, NH 03820
S.C.R.D. BOOK 3851, PAGE 304
TAX MAP D, LOT 9-A SND

LLS 661 IRON BOUND
~FND~ +.8

EDGE OF POORLY DRAINED JURISDICTIONAL WETLANDS (TYP.)
BY: JOHN P. HAYES, CWS

GRAPHIC SCALE

40 0 20 40 80 160

(IN FEET)
1 inch = 40 ft.

DOVER PLANNING FILE #20-66

REVISION	DATE	DESCRIPTION
#3	1-5-21	REVISED PER TRC COMMENT
#2	12-9-20	REVISED PER TRC COMMENT
#1	10-16-20	REVISED SITE LAYOUT

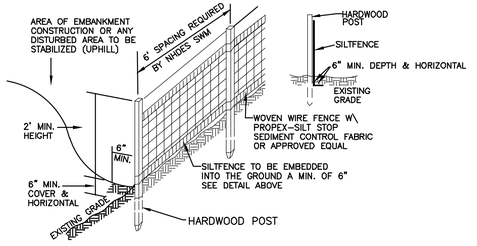
LIGHTING PLAN
LAND OF
INDEX PACKAGING INC.
150 VENTURE DRIVE
DOVER, N.H.
TAX MAP D, LOT 9A

BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332-2863

SCALE : 1 IN. EQUALS 40 FT.
DATE : SEPTEMBER 14, 2020
FILE NO. : DB 2019 - 152

STATE OF NEW HAMPSHIRE
KENNETH A. BERRY
No. 18243
LICENSED PROFESSIONAL ENGINEER

E1



SILT FENCE CONSTRUCTION SPECIFICATIONS

1. WOVEN WIRE FENCE TO BE FASTENED SECURELY TO FENCE POSTS WITH WIRE TIES OR STAPLES AND FILTER CLOTH SHALL BE FASTENED TO WOVEN WIRE EVERY 24" AT TOP MID AND BOTTOM SECTIONS AND BE EMBEDDED INTO GROUND A MINIMUM OF 8" THE FENCE POSTS SHALL BE A MINIMUM 48" LONG, SPACED A MAXIMUM 6' APART, AND DRIVEN A MINIMUM OF 16" INTO THE GROUND.
2. WHEN TWO SECTIONS OF FILTER CLOTH ADJOIN EACH OTHER, THE ENDS OF THE FABRIC SHALL BE OVERLAPPED BY SIX INCHES, FOLDED AND STAPLED TO PREVENT SEDIMENT FROM BY-PASSING.
3. MAINTENANCE SHALL BE PERFORMED AS NEEDED AND SEDIMENT REMOVED WHEN "BULGES" DEVELOP IN THE SILT FENCE AND PROPERLY DISPOSED OF. SEE MAINTENANCE NOTE BELOW. REMOVAL OF SEDIMENT REQUIRED AT A DEPTH OF 6-INCHES.
4. PLACE THE ENDS OF THE SILT FENCE UP CONTOUR TO PROVIDE FOR SEDIMENT STORAGE.
5. SILT FENCES SHALL BE REMOVED WHEN NO LONGER NEEDED AND THE SEDIMENT COLLECTED SHALL BE DISPOSED AS DIRECTED BY THE ENGINEER.
6. THE AREA DISTURBED BY THE REMOVAL SHALL BE SMOOTHED AND RE-VEGETATED.
7. TO BE CONSTRUCTED IAW NH SWM #3 4-2 SEDIMENT CONTROL PRACTICES, SILT FENCE, PAGE 90.

SILT FENCE MAINTENANCE

1. SILT FENCES SHALL BE INSPECTED IMMEDIATELY AFTER EACH RAINFALL AND AT LEAST DAILY DURING PROLONGED RAINFALL. ANY REPAIRS THAT ARE REQUIRED SHALL BE MADE IMMEDIATELY.
2. IF THE FABRIC ON A SILT FENCE SHOULD DECOMPOSE OR BECOME INEFFECTIVE DURING THE EXPECTED LIFE OF THE FENCE, THE FABRIC SHALL BE REPLACED PROMPTLY.
3. SEDIMENT DEPOSITS SHOULD BE REMOVED WHEN THEY REACH SIX-INCHES IN DEPTH.
4. SEDIMENT DEPOSITS THAT ARE REMOVED OR LEFT IN PLACE AFTER THE FABRIC HAS BEEN REMOVED SHALL BE GRADED TO CONFORM WITH THE EXISTING TOPOGRAPHY AND VEGETATED.

SILT FENCE DETAIL
NOT TO SCALE

E2

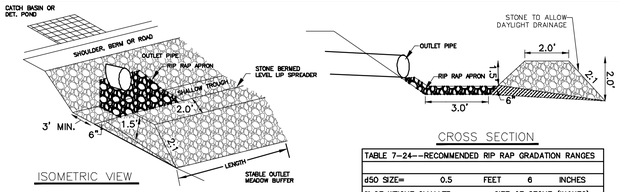
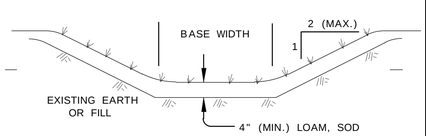


TABLE 7-24--RECOMMENDED RIP RAP GRADATION RANGES			
d50 SIZE=	0.5	FEET	6 INCHES
% OF WEIGHT SMALLER THAN THE GIVEN d50 SIZE	SIZE OF STONE (INCHES) FROM		TO
100%	9		12
85%	8		11
50%	6		9
15%	2		3

1. CONSTRUCT THE LEVEL SPREADER LIP ON A 0% GRADE TO INSURE UNIFORM SPREADING OF RUNOFF.
2. LEVEL SPREADER SHALL BE CONSTRUCTED ON UNDISTURBED SOIL AND NOT ON FILL.
3. THE ENTIRE LEVEL LIP AREA SHALL BE PROTECTED BY PLACING EXCELSIOR ENFORCER MATTING BENEATH THE STONE. EACH STRIP SHALL OVERLAP BY AT LEAST SIX INCHES.
4. THE FLOW FROM THE LEVEL SPREADER SHALL OUTLET ONTO STABILIZED AREAS. WATER SHOULD NOT RE-CONCENTRATE IMMEDIATELY BELOW THE SPREADER.
5. MAINTENANCE: THE LEVEL SPREADER SHOULD BE CHECKED PERIODICALLY AND AFTER EVERY MAJOR STORM TO DETERMINE IF THE LIP HAS BEEN DAMAGED AND THE DESIGN CONDITIONS HAVE NOT CHANGED. ANY DETRIMENTAL SEDIMENT ACCUMULATION SHOULD BE REMOVED. IF STONE REMOVAL HAS TAKEN PLACE ON THE LIP, THEN THE DAMAGE SHOULD BE REPAIRED.
6. REFERENCE IS MADE TO NHDES SWM VOL. 2, 4-6, STONE BERM LEVEL SPREADERS, PAGE 162

STONE BERM LEVEL SPREADER
NOT TO SCALE

E3



GRASS TREATMENT SWALE
NOT TO SCALE

INSPECT ANNUALLY FOR EROSION, SEDIMENT ACCUMULATIONS, VEGETATION LOSS, & INVASIVE SPECIES. REPAIR AS NECESSARY.

MOW GRASS ANNUALLY TO A DEPTH OF 4".

INSTALL STABILIZATION MATTING DURING CONSTRUCATION

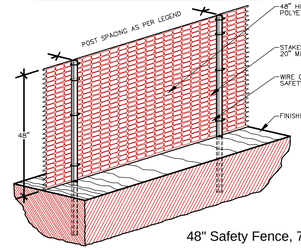
TO BE CONSTRUCTED IAW NH SWM #2 CHAPTER 4, #5 TREATMENT SWALES, PAGE 123.

E4

CONSTRUCTION SAFETY FENCE
NOT TO SCALE

LEGEND

SAF12	48" ORANGE FENCE, 12 FEET O.C.
SAF11	48" ORANGE FENCE, 11 FEET O.C..
SAF10	48" ORANGE FENCE, 10 FEET O.C.
SAF9	48" ORANGE FENCE, 9 FEET O.C.
SAF8	48" ORANGE FENCE, 8 FEET O.C..
SAF7	48" ORANGE FENCE, 7 FEET O.C.
SAF6	48" ORANGE FENCE, 6 FEET O.C.



48" Safety Fence, 72" T-Posts

1. ALL SENSITIVE AREAS SHALL BE PROTECTED AS PER PLAN.
2. ALL TREES IN THE CONSTRUCTION AREA NOT SPECIFICALLY DESIGNATED FOR REMOVAL SHALL BE PRESERVED AND PROTECTED WITH HIGH VISIBILITY FENCE AS PER PLAN.
3. WHEN PRACTICABLE, INSTALL HIGH VISIBILITY 3 FEET OUTSIDE OF THE DRIP LINE OF THE TREE.
4. SAFETY FENCE SHOULD BE FASTENED SECURELY TO THE T-POSTS.
5. THE FENCING MUST REMAIN IN PLACE DURING ALL PHASES OF CONSTRUCTION; ANY CHANGE OF THE PROTECTIVE FENCING MUST BE APPROVED.

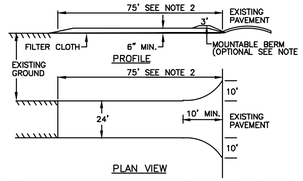
DOVER PLANNING FILE #20-66

REVISION	DATE	DESCRIPTION
#3		
#2	1-5-21	REVISED PER TRC COMMENT
#1	12-9-20	REVISED PER TRC COMMENT
	10-16-20	REVISED SITE LAYOUT

EROSION & SEDIMENT CONTROL DETAILS
LAND OF
INDEX PACKAGING INC.
150 VENTURE DRIVE
DOVER, N.H.
TAX MAP D, LOT 9A

E5

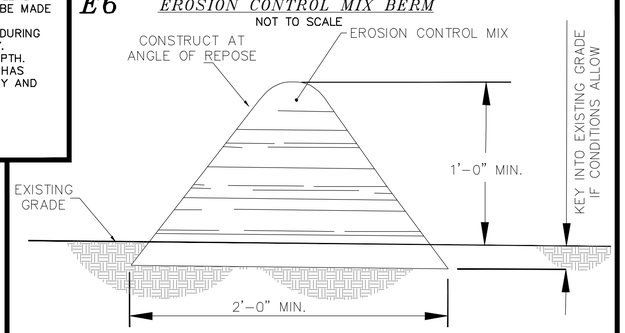
STABILIZED CONSTRUCTION ENTRANCE
NOT TO SCALE



1. STONE FOR A STABILIZED CONSTRUCTION ENTRANCE SHALL BE 3 INCH STONE, RECLAIMED STONE, OR RECYCLED CONCRETE EQUIVALENT.
2. THE LENGTH OF THE STABILIZED ENTRANCE SHALL NOT BE LESS THAN 75 FEET, EXCEPT THAT THE MINIMUM LENGTH MAY BE REDUCED TO 50 FEET IF A 3-INCH TO 6-INCH BERM IS INSTALLED AT THE ENTRANCE OF THE PROJECT SITE.
3. THE THICKNESS OF THE STONE FOR THE STABILIZED ENTRANCE SHALL NOT BE LESS THAN 6 INCHES.
4. THE WIDTH OF THE ENTRANCE SHALL NOT BE LESS THAN THE FULL WIDTH OF THE ENTRANCE WHERE INGRESS OR EGRESS OCCURS OR 10 FEET, WHICH EVER IS GREATER.
5. GEOTEXTILE FILTER CLOTH SHALL BE PLACED OVER THE ENTIRE AREA PRIOR TO PLACING
6. ALL SURFACE WATER THAT IS FLOWING TO OR DIVERTED TOWARD THE CONSTRUCTION ENTRANCE SHALL BE PIPED BENEATH THE ENTRANCE. IF PIPING IS IMPRACTICAL, A BERM WITH 5:1 SLOPES THAT CAN BE CROSSED BY VEHICLES MAY BE SUBSTITUTED FOR THE PIPE.
7. THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHTS-OF-WAY. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH ADDITIONAL STONE AS CONDITIONS DEMAND AND REPAIR AND/OR CLEAN OUT OF ANY MEASURES USED TO TRAP SEDIMENT. ALL SEDIMENT SPILLED, WASHED, OR TRACKED ONTO PUBLIC RIGHT-OF-WAY MUST BE REMOVED PROMPTLY.
8. TO BE CONSTRUCTED IAW NH SWM #3 4-2 SEDIMENT CONTROL PRACTICES, TEMPORARY CONSTRUCTION EXIT, PAGE 124.

E6

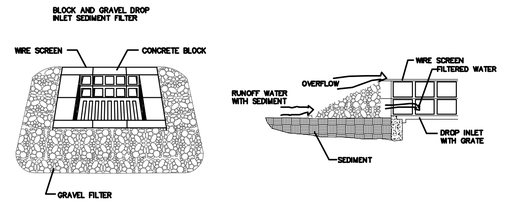
EROSION CONTROL MIX BERM
NOT TO SCALE



EROSION CONTROL MIX BERMS SHALL BE USED ONLY AS FOLLOWS:

1. BERMS SHALL BE USED IN AREAS WHERE EROSION WILL OCCUR ONLY IN THE FORM OF SHEET EROSION AND THERE IS NO CONCENTRATION OF WATER IN A CHANNEL OR DRAINAGE WAY ABOVE THE BERM.
2. THE BERMS SHALL BE INSTALLED FOLLOWING THE CONTOUR OF THE LAND AS CLOSLY AS POSSIBLE.
3. THE BERMS SHALL BE INSTALLED ON SLOPES LESS THAN 5%.
4. SUBJECT TO (E), BELOW, THE MIX SHALL HAVE AN ORGANIC PORTION BETWEEN 80 AND 100%, DRY WEIGHT BASIS, AND BE FIBROUS AND ELONGATED SUCH AS FROM SHREDDED BARK, STUMP GRINDINGS, COMPOSED BARK, OR EQUIVALENT MANUFACTURED PRODUCTS.
5. WOOD AND BARK CHIPS, GROUND CONSTRUCTION DEBRIS, OR REPROCESSED WOOD PRODUCTS SHALL NOT BE USED AS ORGANIC MATERIAL.
6. THE MIX SHALL NOT CONTAIN SILTS, CLAY, OR FINE SANDS.
7. THE MIX SHALL HAVE A PARTICLE SIZE BY WEIGHT OF 70 TO 85% PASSING A 6-INCH SCREEN AND A MAXIMUM OF 85% PASSING THE 0.75-INCH SCREEN.
8. THE MIX PH SHALL BE BETWEEN 5.0 AND 8.0.
9. THE BERM SHALL BE AT LEAST 12 INCHES HIGH AND AT LEAST 2 FEET WIDE.
10. TO BE CONSTRUCTED IAW NH SWM #3 4-2 SEDIMENT CONTROL PRACTICES, EROSION CONTROL MIX BERMS, PAGE 106.

E7



MAINTENANCE

ALL STRUCTURES SHOULD BE INSPECTED AFTER EVERY RAIN STORM AND REPAIRS MADE AS NECESSARY. SEDIMENT SHOULD BE REMOVED FROM TRAPPING DEVICES AFTER THE SEDIMENT HAS REACHED A MAXIMUM OF ONE HALF THE DEPTH OF THE TRAP. THE SEDIMENT SHOULD BE DISPOSED OF IN A SUITABLE AREA AND PROTECTED FROM EROSION BY EITHER STRUCTURE OR VEGETATIVE MEANS. THE TEMPORARY TRAPS SHOULD BE REMOVED AND THE AREA REPAIRED AS SOON AS THE CONTRIBUTING DRAINAGE AREA TO THE INLET HAS BEEN COMPLETELY STABILIZED.

BLOCK & GRAVEL DROP INLET SEDIMENT FILTER
NOT TO SCALE

TO BE USED IN ALL AREAS WHERE THERE WILL BE NO TRAFFIC.

TO BE CONSTRUCTED IAW NH SWM #3 4-2 SEDIMENT CONTROL PRACTICES, TEMPORARY STORM DRAIN INLET PROTECTION, PAGE 118.

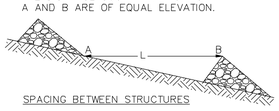
E8

TEMPORARY EROSION CONTROL MEASURES

1. THE SMALLEST PRACTICAL AREA OF LAND SHALL BE EXPOSED AT ANY ONE TIME.
2. EROSION, SEDIMENT AND DETENTION MEASURES SHALL BE INSTALLED AS SHOWN ON THE PLANS AND AT LOCATIONS AS REQUIRED, DIRECTED BY THE ENGINEER.
3. ALL DISTURBED AREAS SHALL BE RETURNED TO ORIGINAL GRADES AND ELEVATIONS. DISTURBED AREAS SHALL BE LOAMED WITH A MINIMUM OF 4" OF LOAM AND SEEDED WITH NOT LESS THAN ONE POUND OF SEED PER 50 SQUARE YARDS OF AREA. (SEE SEED SPECIFICATIONS THIS SHEET)
4. ALL DISTURBED AREAS WILL BE RESTABILIZED WITHIN 45 DAYS. AT ANY ONE TIME, NO MORE THAN 5 ACRES, (217,800 Sq. Ft.) WILL BE DISTURBED.
5. SILT FENCES AND PERIMETER BARRIERS SHALL BE INSPECTED PERIODICALLY AND AFTER EVERY RAIN DURING THE LIFE OF THE PROJECT. ALL DAMAGED AREAS SHALL BE REPAIRED, SEDIMENT DEPOSITS SHALL PERIODICALLY BE REMOVED AND DISPOSED OF.
6. AFTER ALL DISTURBED AREAS HAVE BEEN STABILIZED, THE TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES ARE TO BE REMOVED AND THE AREA DISTURBED BY THE REMOVAL SMOOTHED AND RE-VEGETATED.
7. PER THE EPA CGP REQUIREMENTS THERE WILL BE REPORTS OF THE EROSION CONTROL INSPECTIONS IAW SWPPP PREPARED BY BS&E. ALL EROSION CONTROLS SHALL BE INSPECTED WEEKLY AND WITHIN 24 HOURS AFTER 0.25" OR GREATER RAIN EVENT.
8. DITCHES, SWALES, AND BASINS SHALL BE STABILIZED PRIOR TO DIRECTING RUNOFF TO THEM.
9. DO NOT TRAFFIC EXPOSED SOIL SURFACES WITH CONSTRUCTION EQUIPMENT. IF FEASIBLE, PERFORM EXCAVATIONS WITH EQUIPMENT POSITIONED OUTSIDE THE LIMITS OF THE INFILTRATION SYSTEM.
10. DRIVEWAYS AND CUT AND FILL SPLOPES MUST BE STABILIZED WITHIN 72 HOURS OF ACHIEVING FINAL GRADE.
11. STABILIZATION MEANS:
    - 11.1. A MINIMUM OF 85% OF VEGETATIVE COVER HAS BEEN ESTABLISHED.
    - 11.2. A MINIMUM OF 3 INCHES OF NON-EROSIVE MATERIAL SUCH AS STONE OR RIP RAP HAS BEEN INSTALLED, OR
    - 11.3. EROSION CONTROL BLANKETS HAVE BEEN INSTALLED.
12. THIS PROJECT IS TO BE MANAGED IN A MANNER THAT MEETS THE REQUIREMENTS AND INTENT OF RSA 430:53 AND CHAPTER AGR 3800 RELATIVE TO INVASIVE SPECIES.
13. THE NHDES STORMWATER MANUAL, IN THREE VOLUMES, DATED DECEMBER 2008, IS A PART OF THIS PLAN SET AND THE MORE RESTRICTIVE WILL GOVERN. (NH SWM)

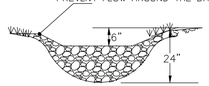
E9

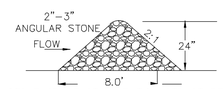
STONE CHECK DAM
NOT TO SCALE



1.) CHECK DAMS SHOULD BE INSTALLED BEFORE RUNOFF IS DIRECTED TO THE SWALE OR DRAINAGE DITCH.
2.) THE MAXIMUM CONTRIBUTING DRAINAGE AREA TO THE DAM SHOULD BE LESS THEN ONE ACRE.
3.) THE MAXIMUM HEIGHT OF THE DAM SHOULD BE TWO FEET.
4.) THE CENTER OF THE DAM SHOULD BE AT LEAST SIX INCHES LOWER THAN THE OUTER EDGES.
5.) THE MAXIMUM SPACING IS AS SHOWN ON THE PROJECT SITE PLANS.
6.) CHECK DAMS WILL NOT BE USED IN A FLOWING STREAM.
7.) TEMPORARY CHECK DAMS WILL BE REMOVED ONCE THE SWALE OR DITCH IS DETERMINED STABLE.
8.) TO BE CONSTRUCTED IAW NH SWM #3 4-2 SEDIMENT CONTROL PRACTICES, TEMPORARY CHECK DAMS, PAGE 114.

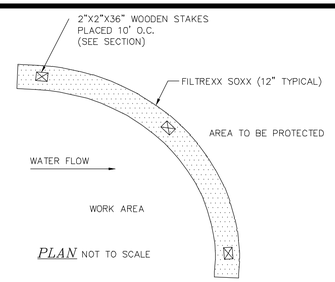
NOTE: KEY STONE INTO CHANNEL BANKS AND EXTEND IT BEYOND THE ABUTMENTS A MINIUM OF 18" TO PREVENT FLOW AROUND THE DAM.





STONE GRADE STABILIZATION STRUCTURE

E10

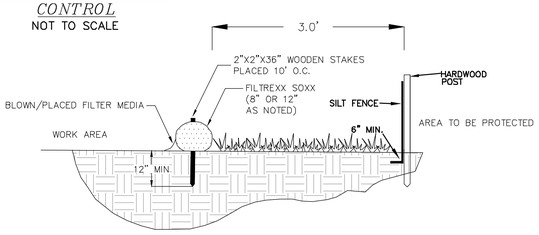


PLAN NOT TO SCALE

NOTES

1. ALL MATERIAL TO MEET FILTREXX SPECIFICATIONS.
2. FILTER MEDIA FILL TO MEET APPLICATION REQUIRMENTS.
3. COMPOST MATERIAL TO BE DISPERSED ON SITE, AS DETERMINED BY ENGINEER.
4. SILTSOXX MAY BE USED IN PLACE OF SILT FENCE OR OTHER SEDIMENT BARRIERS.
5. SILTSOXX COMPOST/SOIL/ROCK/SEED FILL MATERIAL SHALL BE ADJUSTED AS NECESSARY TO MEET THE REQUIRMENTS OF THE SPECIFIC APPLICATION.
6. FILTREXX SOXX IS A REGISTERED TRADEMARK OF FILTREXXIN TERNATIONAL, LLC.
7. SILT FENCE IS NOT A SUBSTITUTION FOR SILT SOXX AND ANY EQUAL SUBSTITUTION TO BE APPROVED.
8. TO BE CONSTRUCTED IAW FILTREXX, SECTION 1:EROSION & SEDIMENT CONTROL (PAGE 323) - CONSTRUCTION ACTIVITIES, SWPPP CUT SHEET: FILTREXX SEDIMENT CONTROL

FILTREXX SEDIMENT CONTROL
NOT TO SCALE

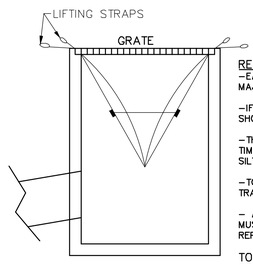


Filtrexx International, LLC
35481 Grafton Eastern Rd | Grafton, Oh 44044
440-926-2607 | fax: 440-926-4021
WWW.FILTREXX.COM
OR APPROVED EQUAL

NOTE: FOR AREAS REQUIRING DOUBLE PERIMETER CONTROL WITHIN 50' OF JURISDICTIONAL WETLANDS AND NOT FOR ALL SILT SOXX APPLICATIONS. THIS DUPLICATION MAY BE SPECIFIED AS 12" SILT SOXX OR ORANGE CONSTRUCTION FENCE AS NOTED.

SECTION NOT TO SCALE

E11



RECOMMENDED MAINTENANCE SCHEDULE

-EACH SILTSACK SHOULD BE INSPECTED AFTER EVERY MAJOR RAIN EVENT, AND MUST BE MAINTAINED.

-IF THERE HAVE BEEN NO MAJOR EVENTS, SILTSACK SHOULD BE INSPECTED EVERY 2-3 WEEKS.

-THE RESTRAINT CORD SHOULD BE VISIBLE AT ALL TIMES. IF CORD IS COVERED WITH SEDIMENT, THE SILTSACK SHOULD BE EMPTIED.

-TO BE USED IN ALL AREAS WHERE THERE WILL BE TRAFFIC.

- ARE SUBJECT TO DAMAGE BY SNOW PLOWS, AND MUST BE INSPECTED AFTER ANY SNOW EVENT AND REPLACED AS REQUIRED.

TO BE CONSTRUCTED IAW NH SWM #3 4-2 SEDIMENT CONTROL PRACTICES, TEMPORARY STORM DRAIN INLET PROTECTION, PAGE 118.

SILTSACK DETAIL
NOT TO SCALE

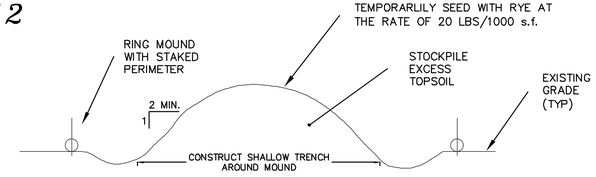
BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332-2863

AS NOTED
DATE : SEPTEMBER 14, 2020
FILE NO. : DB 2019 - 152

STATE OF NEW HAMPSHIRE - KENNETH A. BERRY No. 14243 - LICENSED PROFESSIONAL ENGINEER

E-101

E12



TOPSOIL STOCKPILE MOUND

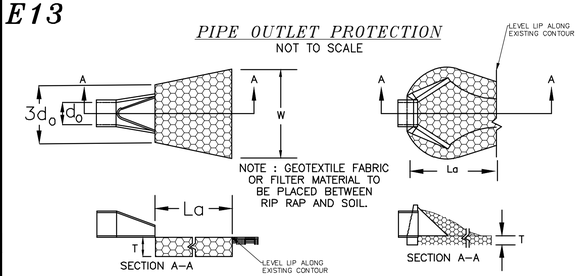
NOT TO SCALE

TO BE CONSTRUCTED IAW NH SWM #3 4–1 EROSION CONTROL PRACTICES, SOIL STOCKPILE PRACTICES, PAGE 46.

E13

PIPE OUTLET PROTECTION

NOT TO SCALE



PIPE OUTLET TO FLAT AREA WITH NO DEFINED CHANNEL

PIPE OUTLET TO WELL–DEFINED CHANNEL

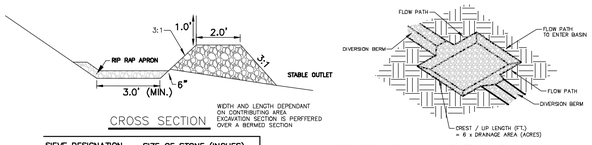
PIPE OUTLET PROTECTION CONSTRUCTION SPECIFICATIONS

1. THE SUB GRADE FOR THE FILTER MATERIAL, GEOTEXTILE FABRIC, AND RIP RAP SHALL BE PREPARED TO THE LINES AND GRADES SHOWN ON THE PLANS. SPECIFIED GRADATION.
2. THE ROCK OR GRAVEL USED FOR FILTER OF RIP RAP SHALL CONFORM TO NHDOT SECTION 583.
3. GEOTEXTILE FABRICS SHALL BE PROTECTED FROM PUNCTURE OR TEARING DURING THE PLACEMENT OF THE ROCK RIP RAP DAMAGED AREAS IN THE FABRIC SHALL BE REPAIRED BY PLACING A PIECE OF FABRIC OVER THE DAMAGED AREA OR BY COMPLETE REPLACEMENT OF THE FABRIC. ALL OVERLAPS REQUIRED FOR REPAIRS OR JOINING TWO PIECES OF FABRIC SHALL BE A MINIMUM OF 12 INCHES.
4. STONE FOR THE RIP RAP MAY BE PLACED BY EQUIPMENT AND SHALL BE CONSTRUCTED TO THE FULL LAYER THICKNESS IN ONE OPERATION AND IN SUCH A MANNER AS TO PREVENT SEGREGATION OF THE STONE SIZES.
5. TO BE CONSTRUCTED IAW NH SWM #2 4–6 CONVEYANCE PRACTICES, 6. OUTLET PROTECTION, PAGE 172.

E14

TABLE 7–24––RECOMMENDED RIP RAP GRADATION RANGES			
d50 SIZE=	0.5	FEET	6 INCHES
% OF WEIGHT SMALLER THAN THE GIVEN d50 SIZE	SIZE OF STONE (INCHES) FROM		TO
100%	9		12
85%	8		11
50%	6		9
15%	2		3

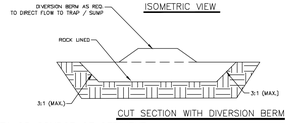
E15



CROSS SECTION

SIEVE DESIGNATION	SIZE OF STONE (INCHES)
100%	12
84–100%	6
68–83%	3
42–55%	1
8–12%	NO. 4

ISOMETRIC VIEW



CUT SECTION WITH DIVERSION BERM

1. TRAP TO BE INSTALLED AS CLOSE TO THE DISTURBED AREA OR SOURCE OF SEDIMENT AS POSSIBLE.
2. THE MAXIMUM CONTRIBUTING DRAINAGE AREA TO THE TRAP SHALL BE LESS THAN 5 ACRES.
3. THE MINIMUM VOLUME OF THE TRAP SHALL BE 3,600 CUBIC FEET OF STORAGE FOR EACH ACRE OF DRAINAGE AREA.
4. THE SIDE SLOPES OF THE TRAP SHALL BE 3:1 OR FLATTER AND SHALL BE STABILIZED IMMEDIATELY AFTER THEIR CONSTRUCTION.
5. THE OUTLET OF THE TRAP SHALL BE A MINIMUM OF ONE FOOT BELOW THE CREST OF THE TRAP AND SHALL DISCHARGE TO A STABILIZED AREA.
6. THE TRAP SHALL BE CLEANED WHEN 50 PERCENT OF THE ORIGINAL VOLUME IS FILLED.
7. THE MATERIALS REMOVED FROM THE TRAP SHALL BE PROPERLY DISPOSED OF AND STABILIZED.

STONE LINED SEDIMENT TRAP

E16

NOTE: THIS PROJECT IS TO BE MANAGED IN A MANNER THAT MEETS THE REQUIREMENTS AND INTENT OF RSA 430:53 AND CHAPTER AGR 3800 RELATIVE TO INVASIVE SPECIES.

NOTE: Temporary seed mix for stabilization of turf shall be winter rye or oats at a rate of 2.5 lbs. per 1000 s.f. and shall be placed prior to OCT. 15, if permanent seeding not yet complete.

SEEDING GUIDE

USE		SEEDING MIXTURE 1/	DROUGHTY	WELL DRAINED	MODERATELY WELL DRAINED	POORLY DRAINED
STEEP CUTS AND FILLS, BORROW AND DISPOSAL AREAS		A	FAIR	GOOD	GOOD	FAIR
		B	POOR	GOOD	FAIR	FAIR
		C	POOR	GOOD	EXCELLENT	GOOD
		D	FAIR	FAIR	GOOD	EXCELLENT
		E	FAIR	EXCELLENT	EXCELLENT	POOR
WATERWAYS, EMERGENCY SPILLWAYS, AND OTHER CHANNELS WITH FLOWING WATER.		A	GOOD	GOOD	GOOD	FAIR
		C	GOOD	EXCELLENT	EXCELLENT	FAIR
		D	GOOD	EXCELLENT	EXCELLENT	FAIR
LIGHTLY USED PARKING LOTS, ODD AREAS, UNUSED LANDS, AND LOW INTENSITY USE RECREATION SITES.		A	GOOD	GOOD	GOOD	FAIR
		B	GOOD	GOOD	FAIR	POOR
		C	GOOD	EXCELLENT	EXCELLENT	FAIR
		D	FAIR	GOOD	GOOD	EXCELLENT
PLAY AREAS AND ATHLETIC FIELDS. (TOPSOIL IS ESSENTIAL FOR GOOD TURF.)		F	FAIR	EXCELLENT	EXCELLENT	2/
		G	FAIR	EXCELLENT	EXCELLENT	2/

GRAVEL PIT, SEE NH–PM–24 IN APPENDIX FOR RECOMMENDATION REGARDING RECLAMATION OF SAND AND GRAVEL PITS.

1/ REFER TO SEEDING MIXTURES AND RATES IN TABLE 7–36.
2/ POORLY DRAINED SOILS ARE NOT DESIRABLE FOR USE AS PLAYING AREA AND ATHLETIC FIELDS.

RECOMMENDED *

SEEDING RATES

MIXTURE	POUNDS PER ACRE	POUNDS PER 1,000 Sq. Ft.
A. TALL FESCUE	20	0.45
CREEPING RED FESCUE	20	0.45
RED TOP	2	0.05
TOTAL	42	0.95
B. TALL FESCUE	15	0.35
CREEPING RED FESCUE	10	0.25
CROWN VETCH	15	0.35
OR		
FLAT PEA	30	0.75
TOTAL	40 OR 55	0.95 OR 1.35
C. TALL FESCUE	24	0.55
CREEPING RED FESCUE	24	0.55
BIRDS FOOT TREFOIL	REMOVED	REMOVED
TOTAL	48	1.10
D. TALL FESCUE	20	0.45
FLAT PEA	30	0.75
TOTAL	50	1.20
E. CREEPING RED FESCUE 1/	50	1.15
KENTUCKY BLUEGRASS 1/	50	1.15
TOTAL	100	2.30
F. TALL FESCUE 1	150	3.60

CONSERVATION MIX	POUNDS PER ACRE	POUNDS PER 1,000 S.F.
TALL FESCUE (35%)	15	0.35
CREEPING RED FESCUE (25%)	15	0.35
ANNUAL RYEGRASS (12%)	5	0.12
PERENNIAL RYEGRASS (10%)	5	0.12
KENTUCKY BLUEGRASS (10%)	15	0.35
WHITE CLOVER (3%)	7	0.16

SEEDING SPECIFICATIONS

1. GRADING AND SHAPING
   A. SLOPES SHALL NOT BE STEEPER THAN 2:1; 3:1 SLOPES OR FLATTER ARE PREFERRED.
   WHERE MOWING WILL BE DONE, 3:1 SLOPES OR FLATTER ARE RECOMMENDED.
2. SEEDBED PREPARATION
   A. SURFACE AND SEEPAGE WATER SHOULD BE DRAINED OR DIVERTED FROM THE SITE TO PREVENT DROWNING OR WINTER KILLING OF THE PLANTS.
   B. STONES LARGER THAN 4 INCHES AND TRASH SHOULD BE REMOVED BECAUSE THEY INTERFERE WITH SEEDING AND FUTURE MAINTENANCE OF THE AREA. WHERE FEASIBLE, THE SOIL SHOULD BE TILLED TO A DEPTH OF ABOUT 4 INCHES TO PREPARE A SEED BED AND MIX FERTILIZER AND LIME INTO THE SOIL. THE SEEDBED SHOULD BE LEFT IN REASONABLY FIRM AND SMOOTH CONDITION. THE LAST TILLAGE OPERATION SHOULD BE PERFORMED ACROSS THE SLOPE WHEREVER PRACTICAL.
3. ESTABLISHING A STAND
   A. LIME AND FERTILIZER SHOULD BE APPLIED PRIOR TO OR AT THE TIME OF SEEDING
   AND INCORPORATED INTO THE SOIL KINDS AND AMOUNTS OF LIME AND FERTILIZER SHOULD BE BASED ON AN EVALUATION OF SOIL TESTS. WHEN A SOIL TEST IS NOT AVAILABLE,
   THE FOLLOWING MINIMUM AMOUNTS SHOULD BE APPLIED:
   AGRICULTURAL LIMESTONE, 2 TONS PER ACRE OR 100LBS. PER 1,000 SQ.FT.
   NITROGEN(N), 50LBS. PER ACRE OR 1.1LBS. PER 1,000 SQ.FT.
   PHOSPHATE(P2O5), 100LBS. PER ACRE OR 2.2LBS. PER 1,000 SQ.FT.
   POTASH(K2O), 100LBS. PER ACRE OR 2.2LBS. PER 1,000 SQ.FT.
   (NOTE: THIS IS THE EQUIVALENT OF 500LBS. PER ACRE OF 10–20–20 FERTILIZER OR 1,000LBS. PER ACRE OF 5–10–10.)
   B. SEED SHOULD BE SPREAD UNIFORMLY BY THE METHOD MOST APPROPRIATE FOR THE SITE. METHODS INCLUDE BROADCASTING, DRILLING AND HYDROSEEDING. WHERE BROADCASTING IS USED, COVER SEED WITH .25 INCH OF SOIL OR LESS, BY CULTIPACKING OR RAKING.
   C. REFER TO TABLE(G–E1 THIS SHEET) FOR APPROPRIATE SEED MIXTURES AND TABLE(H–E1 THIS SHEET) FOR RATES OF SEEDING. ALL LEGUMES (CROWNVETCH, BIRDSFOOT TREFOIL, AND FLATPEA) MUST BE INOCULATED WITH THEIR SPECIFIC INOCULANT.
   D. WHEN SEEDED AREAS ARE MULCHED, PLANTINGS MAY BE MADE FROM EARLY SPRING TO EARLY OCTOBER. WHEN SEEDED AREAS ARE NOT MULCHED, PLANTINGS SHOULD BE MADE FROM EARLY SPRING TO MAY 20 OR FROM AUGUST 10 TO SEPTEMBER 1.
4. MULCH
   A. HAY, STRAW, OR OTHER MULCH, WHEN NEEDED, SHOULD BE APPLIED IMMEDIATELY AFTER SEEDING.
   B. MULCH WILL BE HELD IN PLACE USING APPROPRIATE TECHNIQUES FROM THE BEST MANAGEMENT PRACTICE FOR MULCHING. HAY OR STRAW MULCH SHALL BE PLACED AT A RATE OF 90LBS PER 1000 S.F.
5. MAINTENANCE TO ESTABLISH A STAND
   A. PLANTED AREA SHOULD BE PROTECTED FROM DAMAGE BY FIRE, GRAZING, TRAFFIC, AND DENSE WEED GROWTH.
   B. FERTILIZATION NEEDS SHOULD BE DETERMINED BY ONSITE INSPECTIONS. SUPPLEMENTAL FERTILIZER IS USUALLY THE KEY TO FULLY COMPLETE THE ESTABLISHMENT OF THE STAND BECAUSE MOST PERENNIAL STAKE 2 TO 3 YEARS TO BECOME ESTABLISHED.
   C. IN WATERWAYS, CHANNELS, OR SWALES WHERE UNIFORM FLOW CONDITIONS ARE ANTICIPATED, OCCASIONAL MOWING MAY BE NECESSARY TO CONTROL GROWTH OF WOODY VEGETATION.
6. TO BE CONSTRUCTED IAW NH SWM #3 4–1 EROSION CONTROL PRACTICES, PERMANENT VEGETATION, PAGE 60.

E17

CONSTRUCTION SEQUENCE:

1.) CUT AND REMOVE TREES IN CONSTRUCTION AREA ONLY AS REQUIRED, RELOCATE ANY PROJECT T.B.M.

2.) CONSTRUCT AND/OR INSTALL TEMPORARY AND PERMANENT SEDIMENT EROSION AND DETENTION CONTROL FACILITIES AS SPECIFIED. EROSION AND SEDIMENT CONTROL MEASURES SHALL BE INSTALLED PRIOR TO ANY SOIL LAND DISTURBANCE AND MUST BE REVIEWED AND APPROVED BY THE COMMUNITY SERVICES DEPARTMENT.

3.) EROSION, SEDIMENT AND DETENTION CONTROL FACILITY SHALL BE INSTALLED & STABILIZED PRIOR TO DIRECTING RUNOFF TO THEM.TEMPORARY DIVERSIONS MAY BE REQUIRED. POST CONSTRUCTION STORM WATER MANAGEMENT PRACTICES MUST BE INITIATED AND STABILIZED EARLY IN THE PROCESS.

4.) CLEAR, CUT AND DISPOSE OF DEBRIS IN APPROVED FACILITY

5.) CONSTRUCT TEMPORARY CULVERTS AS REQUIRED, OR DIRECTED

6.) CONSTRUCT ROADWAYS FOR ACCESS TO DESIRED CONSTRUCTION AREAS. ALL ROADS SHALL BE STABILIZED IMMEDIATELY

7.) START BUILDING CONSTRUCTION

8.) INSTALL PIPE AND CONSTRUCTION ASSOCIATED APPURTENANCES AS REQUIRED OR DIRECTED. INSTALL RAIN GARDENS. ALL DISTURBED AREAS SHALL STABILIZED IMMEDIATELY AFTER GRADING.

9.) BEGIN PERMANENT AND TEMPORARY SEEDING AND MULCHING. ALL CUT AND FILL SLOPES AND DISTURBED AREAS SHALL BE SEEDED OR MULCHED AS REQUIRED, OR DIRECTED. NO AREA IS ALLOWED TO BE DISTURBED FOR A LENGTH OF TIME THAT EXCEEDS 60 DAYS BEFORE BEING STABILIZED, DAILY, OR AS REQUIRED. ALL ROADWAYS AND PARKING AREAS SHALL BE STABILIZED WITHIN 72 HOURS OF ACHIEVING FINISHED GRADES. ALL CUT AND FILL SLOPES SHALL BE STABILIZED WITHIN 72 HOURS OF ACHIEVING FINISHED GRADES.

10.) CONSTRUCT TEMPORARY BERMS, DRAINS DITCHES, SILT FENCES, SEDIMENT TRAPS, ETC. MULCH AND SEED AS REQUIRED.

11.) INSPECT AND MAINTAIN ALL EROSION AND SEDIMENT CONTROL MEASURES DURING CONSTRUCTION. ALL SWPPP INSPECTIONS MUST BE CONDUCTED BY A QUALIFIED PROFESSIONAL SUCH AS A PROFESSIONAL ENGINEER (PE), A CERTIFIED PROFESSIONAL IN EROSION AND SEDIMENT CONTROL (CPESC), A CERTIFIED EROSION SEDIMENT AND STORM WATER INSPECTOR (CESSW), OR A CERTIFIED PROFESSIONAL IN STORM WATER QUALITY (CPSWQ). INSPECTION REPORTS SHALL BE SUBMITTED TO THE COMMUNITY SERVICES DEPARTMENT.

12.) COMPLETE PERMANENT SEEDING AND LANDSCAPING.

13.) REMOVE TEMPORARY EROSION CONTROL MEASURES AFTER SEEDING AREAS HAVE ESTABLISHED THEMSELVES AND SITE IMPROVEMENTS ARE COMPLETE.

14.) SMOOTH AND REVEGETATE ALL DISTURBED AREAS.

15.) FINISH PAVING ALL ROADWAYS.

E18

DEFINITION OF STABLE:

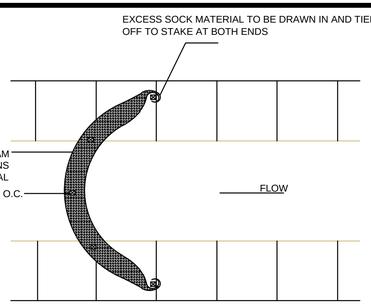
PER ENV–WQ 1500 ALTERATION OF TERRAIN

1. BASE COURSE GRAVELS HAVE BEEN INSTALLED IN AREAS TO BE PAVED.
2. A MINIMUM OF 85 PERCENT VEGETATED GROWTH HAS BEEN ESTABLISHED..
3. A MINIMUM OF 3 INCHES OF NON–EROSIVE MATERIAL SUCH AS STONE OR RIP–RAP HAS BEEN INSTALLED.
4. OR, EROSION CONTROL BLANKETS HAVE BEEN PROPERLY INSTALLED.

ADDITION STABILIZATION NOTES:

5. HAY MULCH OR OTHER APPROVED METHODS SHALL BE USED TO CONTROL EROSION OF NEWLY GRADED AREAS. ALL CUT AND FILL SLOPES SHALL BE SEEDED AND MULCHED WITHIN 72 HOURS AFTER THEIR CONSTRUCTION.
6. DISTURBED SOIL AREAS SHALL BE EITHER TEMPORARILY OR PERMANENTLY STABILIZED. IN AREAS WHERE FINAL GRADING HAS NOT OCCURRED, TEMPORARY STABILIZATION MEASURES SHOULD BE IN PLACE WITHIN SEVEN (7) CALENDAR DAYS FOR EXPOSED SOIL AREAS THAT ARE WITHIN ONE HUNDRED (100) FEET OF A SURFACE WATER BODY OR A WETLAND AND NO MORE THAN 14 CALENDAR DAYS FOR ALL OTHER AREAS. PERMANENT STABILIZATION SHOULD BE IN PLACE WITHIN THREE (3) CALENDAR DAYS FOLLOWING COMPLETION OF FINAL GRADING OF EXPOSED SOIL AREAS.

E19

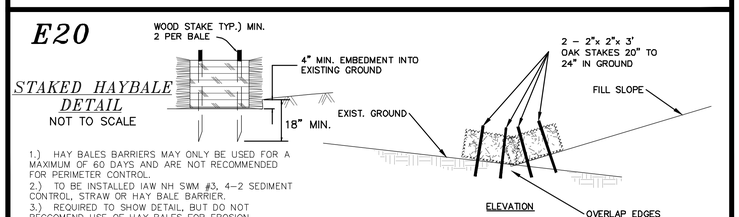


FILTREXX CHECK DAM

NOT TO SCALE

NOTES:
1. ALL MATERIAL TO MEET FILTREXX® SPECIFICATIONS.
2. CHECK DAM SHOULD BE USED IN AREAS THAT DRAIN 1 ACRE OR LESS.
3. SEDIMENT SHOULD BE REMOVED FROM BEHIND CHECK DAM ONCE THE ACCUMULATED HEIGHT HAS REACHED ½ THE HEIGHT OF THE CHECK DAM.
4. CHECK DAM CAN BE DIRECT SEEDED AT THE TIME OF INSTALLATION.
5. CONTRACTOR IS REQUIRED TO BE A FILTREXX CERTIFIED™ INSTALLER.

E20

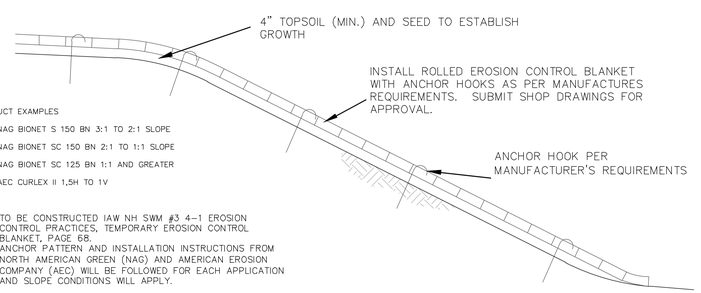


STAKED HAYBALE DETAIL

NOT TO SCALE

1.) HAY BALES BARRIERS MAY ONLY BE USED FOR A MAXIMUM OF 60 DAYS AND ARE NOT RECOMMENDED FOR PERIMETER CONTROL.
2.) TO BE INSTALLED IAW NH SWM #3, 4–2 SEDIMENT CONTROL, STRAW OR HAY BALE BARRIER.
3.) REQUIRED TO SHOW DETAIL, BUT DO NOT RECCOMEND USE OF HAY BALES FOR EROSION CONTROL.

E21



PRODUCT EXAMPLES

1.) NAG BIONET S 150 BN 3:1 TO 2:1 SLOPE
2.) NAG BIONET SC 150 BN 2:1 TO 1:1 SLOPE
3.) NAG BIONET SC 125 BN 1:1 AND GREATER
4.) AEC CURLEX II 1,5H TO 1V

1. TO BE CONSTRUCTED IAW NH SWM #3 4–1 EROSION CONTROL PRACTICES, TEMPORARY EROSION CONTROL BLANKET, PAGE 68.
2. ANCHOR PATTERN AND INSTALLATION INSTRUCTIONS FROM NORTH AMERICAN GREEN (NAG) AND AMERICAN EROSION COMPANY (AEC) WILL BE FOLLOWED FOR EACH APPLICATION AND SLOPE CONDITIONS WILL APPLY.

ROLLED EROSION CONTROL BLANKET (RECB) SLOPE STABILIZATION DETAIL

NOT TO SCALE

E22

WINTER STABILIZATION NOTES

1. ALL DISTURBED AREAS THAT DO NOT HAVE AT LEAST 85% VEGETATIVE COVERAGE PRIOR TO OCTOBER 15TH SHALL BE STABILIZED BY APPLYING MULCH AT A RATE OF 3–4 TONS PER ACRE. ALL SIDE SLOPES, STEEPER THAN 4:1, THAT ARE NOT DIRECTED TO SWALES OR DETENTION BASINS, SHALL BE LINED WITH BIODEGRADABLE/PHOTODEGRADABLE "JUTE MATTING" (EXCELSIOR'S CURLEX II OR EQUAL). ALL OTHER SLOPES SHALL BE MULCHED AND TACKED AT A RATE OF 3–4 TONS PER ACRE. THE APPLICATION OF MULCH AND/OR JUTE MATTING SHALL NOT OCCUR OVER EXISTING SNOW COVER. IF THE SITE IS ACTIVE AFTER OCTOBER 15TH, ANY SNOW THAT ACCUMULATES ON DISTURBED AREAS SHALL BE REMOVED. PRIOR TO SPRING THAW ALL AREAS WILL BE STABILIZED, AS DIRECTED ABOVE.

2. ALL SWALES THAT DO NOT HAVE FULLY ESTABLISHED VEGETATION SHALL BE EITHER LINED WITH TEMPORARY JUTE MATTING OR TEMPORARY STONE CHECK DAMS (APPROPRIATELY SPACED). STONE CHECK DAMS WILL BE MAINTAINED THROUGHOUT THE WINTER MONTHS. IF THE SWALES ARE TO BE MATTED WITH PERMANENT LINERS OR RIPRAP WITH ENGINEERING FABRIC, THIS SHALL BE COMPLETED PRIOR TO WINTER SHUTDOWN OR AS SOON AS THEY ARE PROPERLY GRADED AND SHAPED.

3. PRIOR TO OCT. 15TH ALL ROADWAY AND PARKING AREAS SHALL BE BROUGHT UP TO AND THROUGH THE BANK RUN GRAVEL APPLICATION. IF THESE AREAS' ELEVATIONS ARE PROPOSED TO REMAIN BELOW THE PROPOSED SUBGRADE ELEVATION, THE SUBGRADE MATERIAL SHALL BE ROUGHLY CROWNED AND A 3" LAYER OF CRUSHED GRAVEL SHALL BE PLACED AND COMPACTED. THIS WILL ALLOW THE SUBGRADE TO SHED RUNOFF AND WILL REDUCE ROADWAY EROSION. THIS CRUSHED GRAVEL DOES NOT HAVE TO CONFORM TO NH DOT 304.3, BUT SHALL HAVE BETWEEN 15–25% PASSING THE #200 SIEVE AND THE LARGEST STONE SIZE SHALL BE 2". IF THE SITE IS ACTIVE AFTER OCTOBER 15TH, ANY ACCUMULATED SNOW SHALL BE REMOVED FROM ALL ROADWAY AND PARKING AREAS.

4. AFTER OCTOBER 15TH, THE END OF NEW HAMPSHIRE'S AVERAGE GROWING SEASON, NO ADDITIONAL LOAM SHALL BE SPREAD ON SIDE SLOPES AND SWALES. THE STOCKPILES THAT WILL BE LEFT UNDISTURBED UNTIL SPRING SHALL BE SEEDED BY THIS DATE. AFTER OCTOBER 15TH, ANY NEW OR DISTURBED PILES SHALL BE MULCHED AT A RATE OF 3–4 TONS PER ACRE. ALL STOCKPILES THAT WILL REMAIN THROUGHOUT THE WINTER SHALL BE SURROUNDED WITH SILT FENCING.

DOVER PLANNING FILE #20–66

REVISION	DATE	DESCRIPTION
#3	1–5–21	REVISED PER TRC COMMENT
#2	12–9–20	REVISED PER TRC COMMENT
#1	10–16–20	REVISED SITE LAYOUT

EROSION & SEDIMENT CONTROL DETAILS
LAND OF
INDEX PACKAGING INC.
150 VENTURE DRIVE
DOVER, N.H.
TAX MAP D, LOT 9A

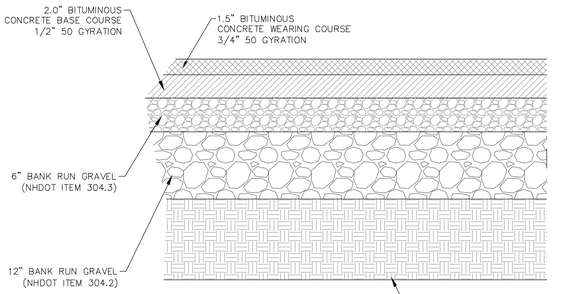
BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332–2863

AS NOTED
DATE : SEPTEMBER 14, 2020
FILE NO. : DB 2019 – 152

STATE OF NEW HAMPSHIRE – KENNETH A. BERRY – No. 14243 – LICENSED PROFESSIONAL ENGINEER

E–102

C1



NOTES:

1.) BITUMINOUS MATERIALS SHALL CONFORM TO NHDOT SPECIFICATION SUBSECTION 401.3.6.

2.) PAVEMENT BASE COURSE AGGEGATE SHALL CONFORM TO NHDOT SPECIFICATION SECTION 304, ITEM 304.3 AND COMPACTED TO A MINIMUM OF 95% OF MODIFIED PROCTOR MAXIMUM DRY DENSITY.

3.) PAVEMENT SUBBASE COURSE AGGREGATE AND AGGREGATE FOR SUBGRADE REPAIR AREAS SHALL BE SUITABLE FOR USE AS STRUCTURAL FILL AND BE PROOFROLLED AND COMPABED TO 95% OF MODIFIED PROCTOR MAXIMUM DRY DENSITY. FOR NEW CONSTRUCTION AREAS ONLY. IN EXISTING PAVEMENT AREAS THE CONTRACTOR IS TO ENSURE THE BASE MATERIAL IS SUITABLE TO THE OWNER FOR RE-PAVING

BITUMINOUS CONCRETE PAVEMENT SECTION

NOT TO SCALE

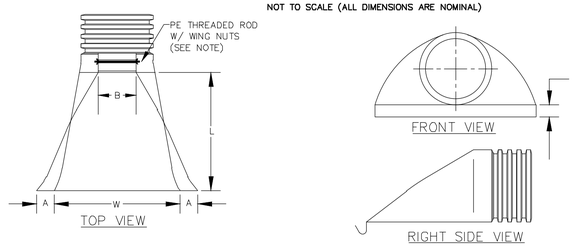
C2

PART No.	PIPE SIZE	A	B(MAX)	H	L	W
1510-NP	15" 375 mm	6.5" 165 mm	10" 254 mm	6.5" 165 mm	25" 635 mm	29" 735 mm
1810-NP	18" 450 mm	7.5" 190 mm	15" 380 mm	6.5" 165 mm	32" 812 mm	35" 890 mm
2410-NP	24" 600 mm	7.5" 190 mm	18" 450 mm	6.5" 165 mm	36" 900 mm	45" 1140 mm
3010-NP	30" 750 mm	10.5" 266 mm	N/A	7.0" 178 mm	53" 1345 mm	68" 1725 mm
3610-NP	36" 900 mm	10.5" 266 mm	N/A	7.0" 178 mm	53" 1345 mm	68" 1725 mm

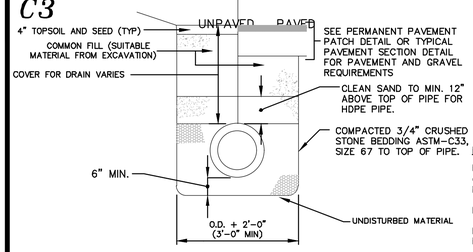
NOTE: PE THREADED ROD W/ WING NUTS PROVIDED FOR END SECTIONS 15"-24". 30" & 36" END SECTIONS TO BE WELDED PER MANUFACTURER'S RECOMMENDATIONS.

ADS N-12 FLARED END SECTIONS

NOT TO SCALE (ALL DIMENSIONS ARE NOMINAL)



C3



NOTE:

PLASTIC DRAIN PIPE (HDPE) SHALL BE ADS N-12 (CORRUGATED EXTERIOR/SMOOTH INTERIOR) OR EQUAL MEETING AASHTO M-252 AND H-20 LOADING.

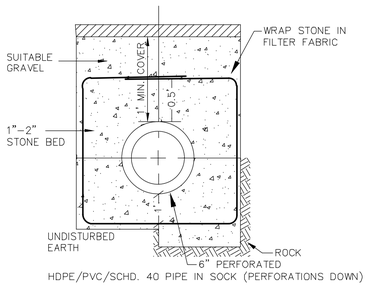
DI DRAIN PIPE SHALL BE CL. 50.

RC DRAIN PIPE SHALL BE CLASS III UNLESS OTHERWISE NOTED.

TYPICAL DRAIN PIPE TRENCH

NOT TO SCALE

C4



HDPE/PVC/SCHD. 40 PIPE IN SOCK (PERFORATIONS DOWN)

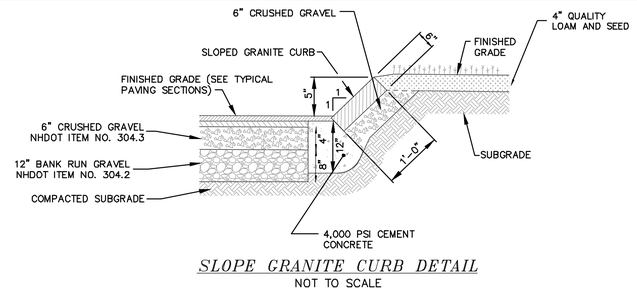
30"

NOTE:
1. PAVEMENT REPAIR IN EXISTING ROADWAYS SHALL CONFORM TO STREET OPENING REGULATIONS.

UNDERDRAIN TRENCH DETAIL

NOT TO SCALE

C5



SLOPE GRANITE CURB DETAIL

NOT TO SCALE

C6

CONE GRATE

NOT TO SCALE

NOTE:

MUST BE HAALA INDUSTRIES INC. OR EQUAL.

Cone Grates Top Mount

CG12TM
Part No. CG12TM

Save Trees

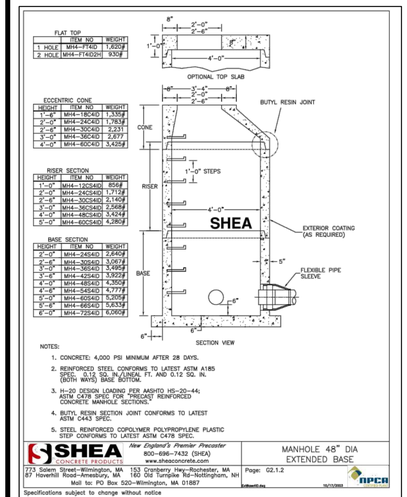
Top Mount Cone Grates are designed to mount on the top of round manhole inlet or outlet structures to keep debris from entering the storm water system. Top mount cone grates are easy to install and allow for at grade manhole installations but can be used in a variety of applications. Grates 96" and larger are made as a two piece, bolt together design.

- Plate and bar hybrid design is both clean and cost effective
- Made from 1/2" plate with 3/4" or 1" round bars depending on grate size
- Anti vortex plate can be added upon request
- Hinged and lockable access doors can be added upon request
- Galvanized steel construction. Can be made from aluminum or stainless steel.

C7

48" MANHOLE ROUND EXTENDED BASE

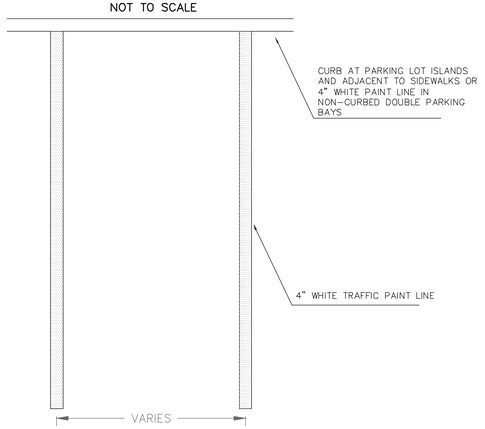
NOT TO SCALE



C8

PARKING SPACE DETAIL

NOT TO SCALE

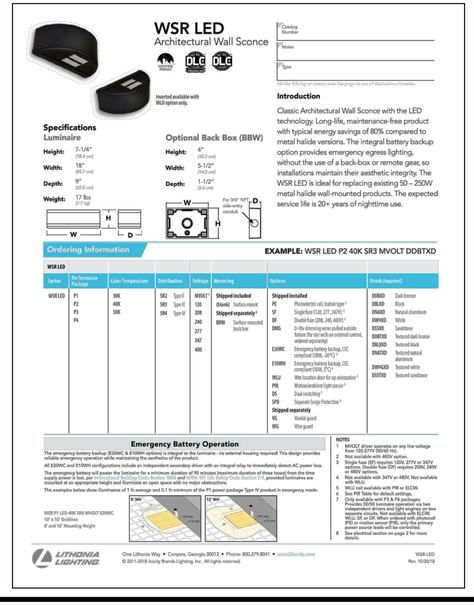


NOTES:

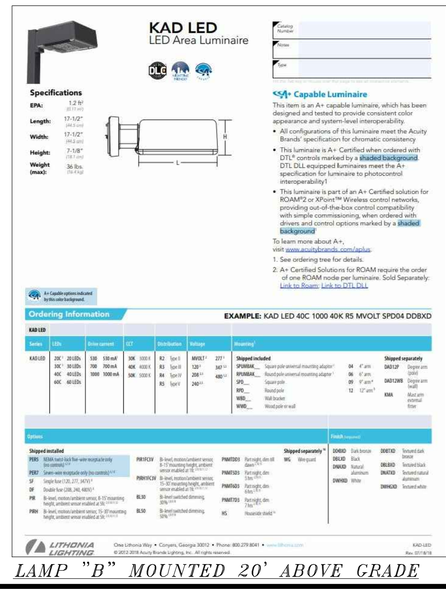
1.) PROVIDE TWO COATS OF PAINT ON ALL PARKING LINES.
2.) SEE PROPOSED SITE PLANS FOR LOCATION OF PARKING SPACES.
3.) PAINTED SPACES ONLY WHERE MARKED ON SITE PLAN

C9

LAMP "A" MOUNTED 12' ON BUILDING

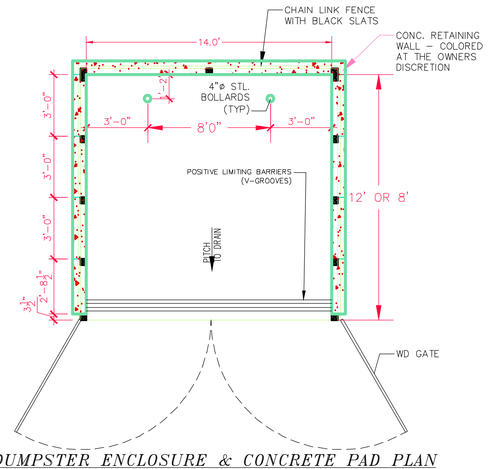


C10



LAMP "B" MOUNTED 20' ABOVE GRADE

C11



DUMPSTER ENCLOSURE & CONCRETE PAD PLAN

NOT TO SCALE

C-101

DOVER PLANNING FILE #20-66

REVISION	DATE	DESCRIPTION
#3	1-5-21	REVISED PER TRC COMMENT
#2	12-9-20	REVISED PER TRC COMMENT
#1	10-16-20	REVISED SITE LAYOUT

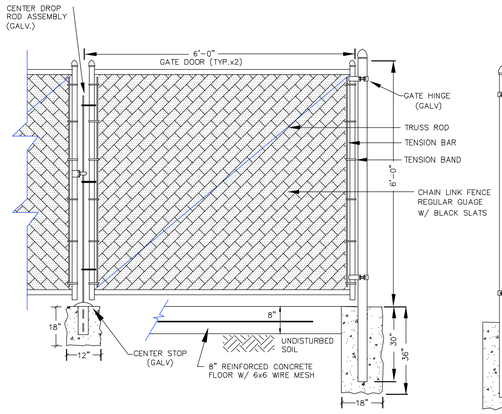
CONSTRUCTION DETAILS
LAND OF
INDEX PACKAGING INC.
150 VENTURE DRIVE
DOVER, N.H.
TAX MAP D, LOT 9A

BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332-2863

AS NOTED
DATE : SEPTEMBER 14, 2020
FILE NO. : DB 2019 - 152

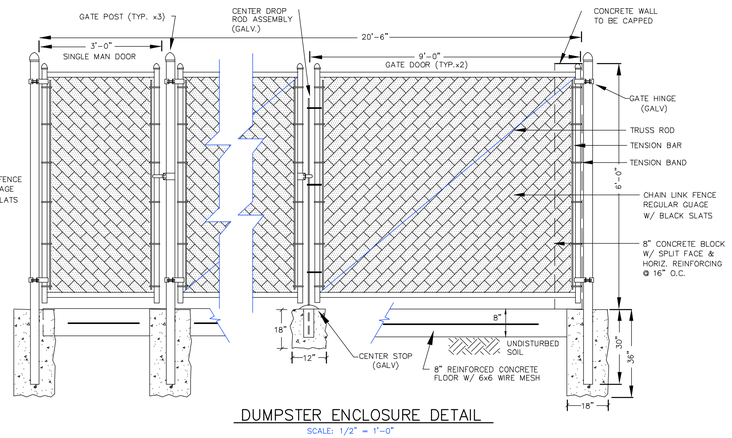
KENNETH A. BERRY No. 14243 LICENSED PROFESSIONAL ENGINEER STATE OF NEW HAMPSHIRE

C12



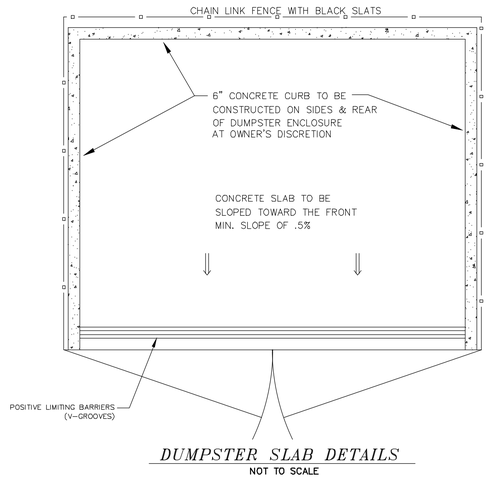
DUMPSTER ENCLOSURE DETAIL

SCALE: 1/2" = 1'-0"



DUMPSTER ENCLOSURE DETAIL

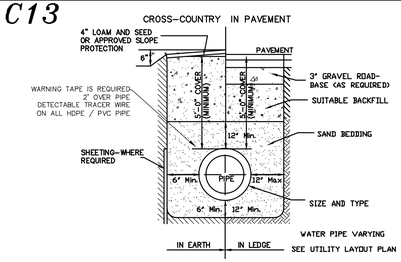
SCALE: 1/2" = 1'-0"



DUMPSTER SLAB DETAILS

NOT TO SCALE

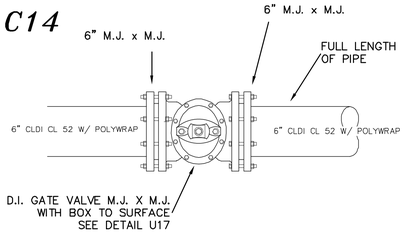
C13



TYPICAL TRENCH DETAIL FOR WATER SYSTEM

NOT TO SCALE

C14



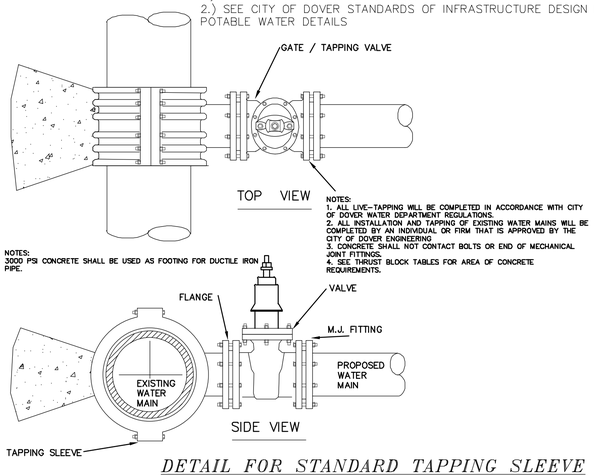
SHUTOFF VALVE DETAIL

NOT TO SCALE

C15

1.) ALL VALVES ARE TO OPEN RIGHT
2.) SEE CITY OF DOVER STANDARDS OF INFRASTRUCTURE DESIGN FOR POTABLE WATER DETAILS

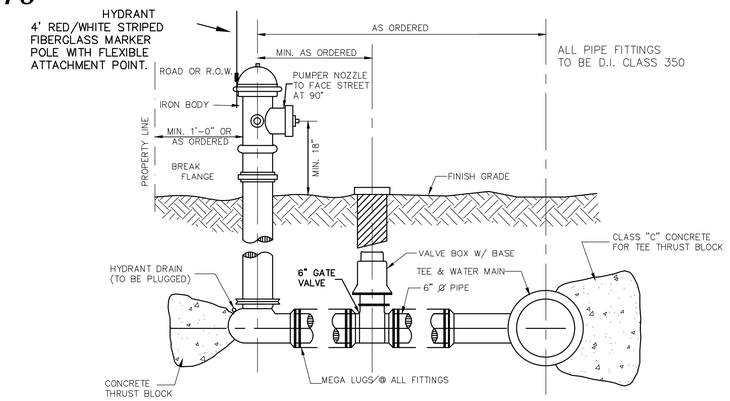
1.) ALL VALVES ARE TO OPEN RIGHT
2.) SEE CITY OF DOVER STANDARDS OF INFRASTRUCTURE DESIGN FOR POTABLE WATER DETAILS



DETAIL FOR STANDARD TAPPING SLEEVE AND VALVE ASSEMBLY

NOT TO SCALE

C16

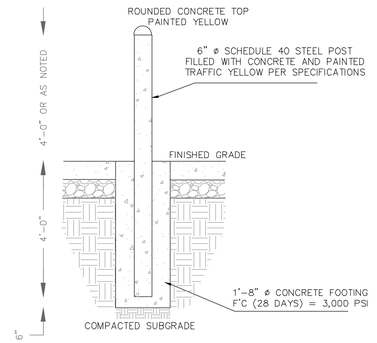


1.) THE FIRE HYDRANT IS TO BE PAINTED CITY OF DOVER STANDARD COLORS AND BE EQUIPPED WITH A HYDRANT LOCATOR.
2.) THE FIRE HYDRANT SHALL BE THE "EDDY" TYPE.
3.) GATE VALVES OPEN LEFT.

HYDRANT INSTALLATION DETAIL

NOT TO SCALE

C18



BOLLARD DETAIL

NOT TO SCALE

C17

PIPE I.D.	BEARING AREA, SQUARE FEET						VOLUME OF CONC. CU.YD		
	FIGURE 1	FIGURE 2	FIGURE 3, △				FIGURE 4, △		
			90°	45°	22-1/2°	11-1/4°	45°	22-1/2°	11-1/4°
4"	2	2	2	1		1	1.0	.5	.5
6"	2	3	3	2	1	1	1.5	1.0	.5
8"	2	5	6	3	2	1	2.0	1.0	.5
10"	3	7	10	5	3	1	4.0	2.0	1.0
12"	3	10	14	8	4	2			
14"	4	14	20	10	5	3			
16"	4	20	24	12	7	4			
18"	5	24	30	16	10	5			
20"	5	28	40	20	12	6			

GENERAL NOTES:

1. ALL FITTINGS & EXPOSED REBAR TO BE RAPPED W/ TWO LAYERS OF 6 MIL. POLYETHYLENE WHERE COVERED WITH CONCRETE.
2. ALL CONCRETE SHALL BE CLASS C 3000 P.S.I. MINIMUM 28 DAYS COMPRESSIVE STRENGTH.
3. PLACE CONCRETE AGAINST UNDISTURBED EARTH.
4. TABLE DENOTES MINIMUM BEARING AREA OR VOLUME OF THRUST BLOCK. SPECIAL DESIGN FOR EACH INSTALLATION IS REQUIRED IF ALLOWABLE SOIL BEARING CAPACITY IS LESS THAN 3000 P.S.F.
5. VERTICAL SURFACES NOT BEARING AGAINST UNDISTURBED EARTH SHALL BE FORMED.
6. KEEP CONCRETE AWAY FROM FLANGE BOLTS AND FITTINGS.
7. MECHANICAL JOINTS AT ALL FITTINGS IE: BENDS,
8. TEES, CROSSES, AND VALVES SHALL BE THRUST RESTRAINT. (MEGA-LUG OR APPROVED EQUAL.

TYPICAL THRUST BLOCKS

NOT TO SCALE

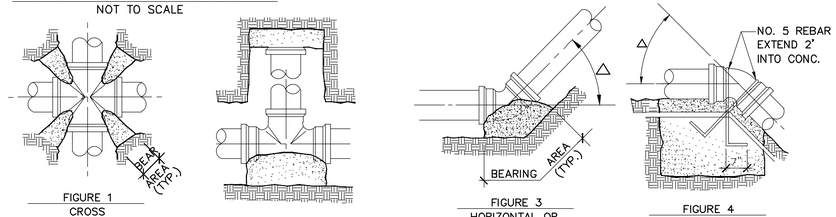


FIGURE 1
CROSS
(ONLY REQ'D IF ANY LEG IS LESS THAN 60 FT. LONG)

FIGURE 2
TEE, PLUG OR CAP

FIGURE 3
HORIZONTAL OR UPWARD VERTICAL BEND

FIGURE 4
DOWNWARD VERTICAL BEND

DOVER PLANNING FILE #20-66

REVISION	DATE	DESCRIPTION
#3	1-5-21	REVISED PER TRC COMMENT
#2	12-9-20	REVISED PER TRC COMMENT
#1	10-16-20	REVISED SITE LAYOUT

CONSTRUCTION DETAILS
LAND OF
INDEX PACKAGING INC.
150 VENTURE DRIVE
DOVER, N.H.
TAX MAP D, LOT 9A

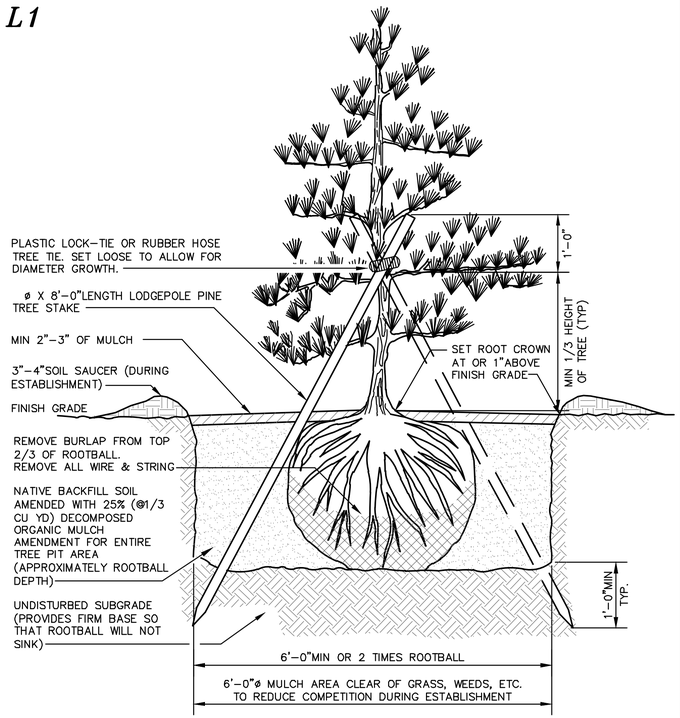
BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332-2863

AS NOTED
DATE : SEPTEMBER 14, 2020
FILE NO. : DB 2019 - 152

STATE OF NEW HAMPSHIRE
KENNETH A. BERRY
No. 7447
LICENSED PROFESSIONAL ENGINEER

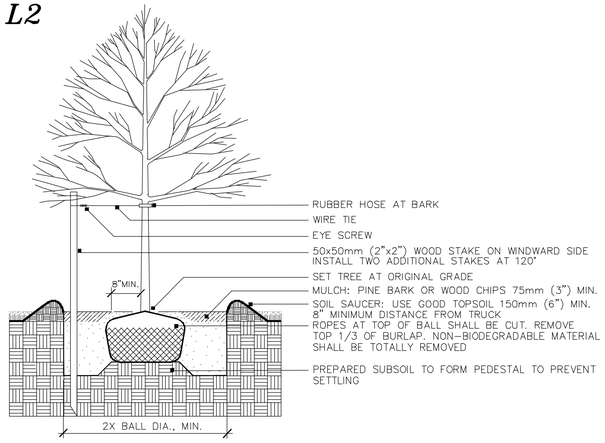
C-101

L1



CONIFEROUS TREE PLANTING

L2



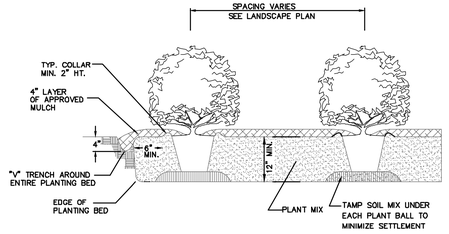
DECIDUOUS TREE PLANTING

NOTE: STAKING TO BE USED IN PARKING ISLANDS AND OTHER CONFINED AREAS AS NECESSARY TO AVOID CONFLICTS WITH PEDESTRIANS

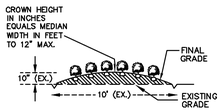
L3

NOTES:

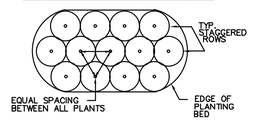
1. SCARIFY ROOT MASS OF CONTAINERIZED PLANT MATERIAL.
2. INSTALL CONTAINERIZED PLANTS AT FINSHED GRADE
3. TAMP PLANTING MIX FIRMLY AS PIT IS FILLED AROUND EACH PLANT BALL.
4. OMIT COLLAR AROUND EACH SHRUB WHEN IRRIGATION SYSTEM IS PRESENT.
5. SOAK EACH PLANT BALL AND PIT IMMEDIATELY AFTER INSTALLATION.



TYPICAL PLANTING BED DETAIL



TYPICAL BED CROWNING

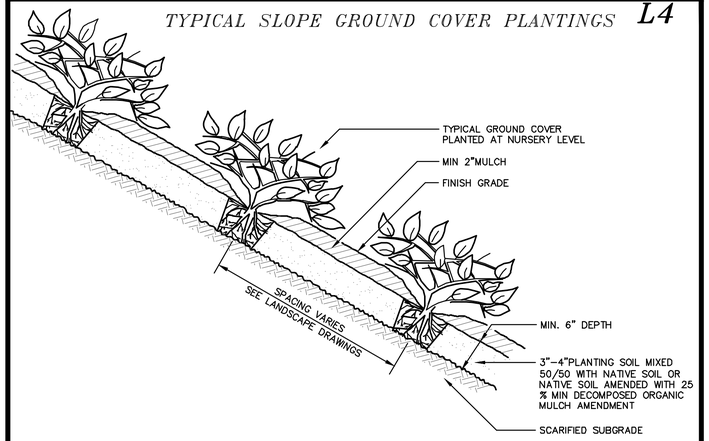


TYPICAL PLANTING BED PLAN

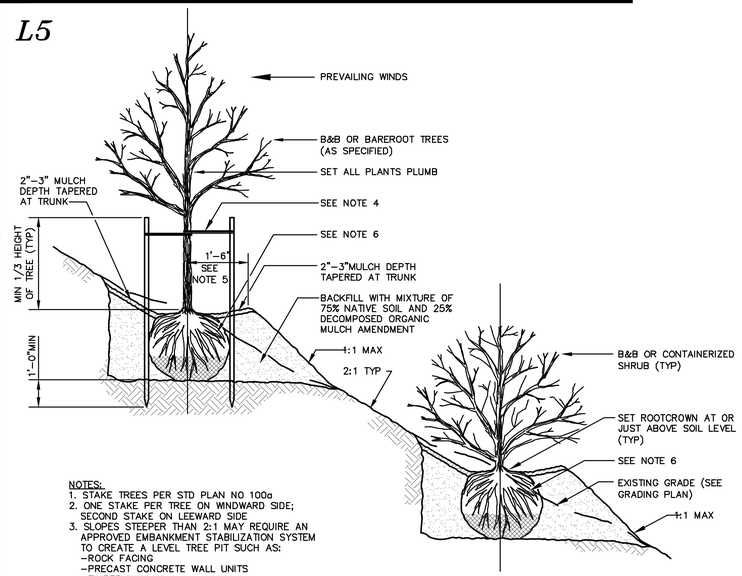
SHRUB & HEDGE PLANTING

L4

TYPICAL SLOPE GROUND COVER PLANTINGS



L5



NOTES:
1. STAKE TREES PER STD PLAN NO 100a
2. ONE STAKE PER TREE ON WINDWARD SIDE; SECOND STAKE ON LEEWARD SIDE
3. SLOPES STEEPER THAN 2:1 MAY REQUIRE AN APPROVED EMBANKMENT STABILIZATION SYSTEM TO CREATE A LEVEL TREE PIT SUCH AS:
   –ROCK FACING
   –PRECAST CONCRETE WALL UNITS
   –TIMBER WALL
   –MANUFACTURED SLOPE RETENTION UNITS
4. CHAINLOCK TREE TIE. LOOP EACH TIE AROUND TREE LOOSELY TO PROVIDE 1" SLACK FOR DIAMETER GROWTH.
5. SHAPE SOIL TO PROVIDE 3' DIAMETER OR ROOTBALL DIAMETER, WHICHEVER IS GREATER, WATERING RING.
6. REMOVE ALL WIRE AND STRING. REMOVE TOP 2/3 OF BURLAP.

TREE PLANTING ON SLOPES

L6

NOTES:

1.) CALL DIG SAFE PRIOR TO BEGINNING WORK. (1–888–344–7233). THE LANDSCAPE CONTRACTOR IS ADVISED OF THE PRESENCE OF UNDERGROUND UTILITIES AND SHALL VERIFY THE EXISTENCE AND LOCATION OF THE SAME BEFORE COMMENCING AND DIGGING OPERATIONS. THE LANDSCAPE CONTRACTOR SHALL REPLACE OR REPAIR UTILITIES, PAVING, WALKS, CURBING, ETC DAMAGED IN PERFORMANCE OF THIS JOB AT NO ADDITIONAL COST TO THE OWNER OR GENERAL CONTRACTOR.

2.) CONTRACTOR SHALL THOROUGHLY FAMILIARIZE THEMSELVES WITH ALL SITE CONDITIONS PRIOR TO CONSTRUCTION BIDDING. SEE NOTE XXX ON OVERALL SITE PLAN.

3.) PROVIDED SMOOTH TRANSITION WHERE NEW WORK MEETS EXISTING CONDITIONS.

4.) ALL PLANT MATERIAL INSTALLED SHALL MEET THE SPECIFICATIONS OF "AMERICAN STANDARD FOR NURSERY STOCK" BY THE AMERICAN ASSOCIATION OF NURSERYMEN.

5.) ALL PLANT MATERIALS SHALL BE FREE FROM INSECTS AND DISEASE.

6.) ALL PLANTINGS SHALL BE DONE IN ACCORDANCE WITH ACCEPTABLE HORTICULTURAL PRACTICES. THIS IS TO INCLUDE PROPER PLANTING MIX, PLANT BED AND TREE PIT PREPARATION, PRUNING STAKING OR GUYING, WRAPPING, SPRAYING, FERTILIZATION, PLANTING AND ADEQUATE MAINTENANCE UNTIL ACCEPTANCE FROM OWNER.

7.) ALL GRASS, OTHER VEGETATION AND DEBRIS SHALL BE REMOVED FROM ALL PLANTING AREAS PRIOR TO PLANTING.

8.) THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF EXISTING AND NEWLY PLANTED TREES AND SHRUBS DURING THE CONSTRUCTION PROCESS. WHERE REQUIRED, THE CONTRACTOR SHALL INSTALL TEMPORARY FENCING (SNOW OR EQUAL) AROUND EXISTING TREES AND SHRUBS THAT COULD BE IMPACTED BY THE CONSTRUCTION PROCESS. STORAGE OF CONSTRUCTION EQUIPMENT, CONSTRUCTION MATERIALS, SNOW STORAGE AND OR VEHICLE PARKING SHALL NOT BE PERMITTED WITHIN THE DRIP LINE OF TREES OR TWENTY FEET WHICH EVER IS GREATER.

9.) NEW PLANTINGS SHALL BE INSTALLED PER PROJECT DRAWINGS AND SPECIFICATION THAT INCLUDE FERTILIZATION AND MULCHING AS REQUIRED.

10.) ALL SHRUB BEDS AND TREE PITS SHALL BE MULCHED WITH 3" CLEAN SHREDDED BLACK MULCH.

11.) WHERE INDICATED ON PLAN, PLANTING SOIL MIXTURE FOR GROUND COVER AND PERENNIAL BED AREAS SHALL CONSIST OF FOUR PARTS TOPSOIL, TWO PARTS SPHAGNUM PEAT MOSS, AND ONE PART HORTICULTURAL PERLITE BY VOLUME. PEAT MOSS MAY BE SUBSTITUTED WITH WELL–ROTTED OR DEHYDRATED MANURE OR COMPOST. ROTOTILL BEDS TO A DEPTH OF 8 INCHES.

12.) MAINTENANCE OF NEW PLANTINGS AND LAWNS SHALL BE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR AND OR LANDSCAPE SUBCONTRACTOR UNTIL ACCEPTANCE BY THE OWNER. RESPONSIBILITIES SHALL INCLUDE WATERING WEEDING AND MOWING AS NECESSARY. ALL PLANT MATERIAL SHALL BE GUARANTEED FOR A PERIOD OF ONE YEAR FROM THE DATE OF ACCEPTANCE, REPLACEMENT MATERIAL SHALL BE GUARANTEED FOR AND ADDITIONAL YEAR FROM TIME OF INSTALLATION.

13.) THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ALL TEMPORARY EROSION CONTROL MEASURES DURING THE CONSTRUCTION PHASE AND UNTIL ALL AREAS HAVE BEEN STABILIZED AND ACCEPTED BY THE OWNER. THE GENERAL CONTRACTOR SHALL PROVIDE WEEKLY INSPECTIONS OF EROSION MEASURE AND IMMEDIATELY AFTER STORM EVENTS AND REPAIR AS NECESSARY.

14.) THE GENERAL CONTRACTOR AND OR THE LANDSCAPE SUBCONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL OF ALL THREE GUYING MATERIAL ONCE PLANT MATERIAL HAS BEEN ESTABLISHED. (MINIMUM OF ONE GROWNG SEASON). ALL TEMPORARY EROSION CONTROL MEASURE SHALL BE REMOVED ONCE STABILIZATION OF DISTURBANCE HAS BEEN ACCEPTED BY OWNER.

15.) THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR A MINIMUM OF TWO MOWINGS FOR ALL TURF AREAS OR UNTIL ACCEPTANCE BY THE OWNER. A MINIMUM UNIFORM 75% CATCH OF TURF IS REQUIRED FOR ACCEPTANCE.

16.) ALL PLANTINGS SHALL BE WATERED REGULARLY DURING THEIR FIRST YEAR AND MAINTAINED PERMANENTLY IN GOOD GROWING CONDITION AS AN EFFECTIVE VISUAL SCREEN.

17.) SHRUBS OR TREES WHICH DIE SHALL BE REPLACED WITHIN ONE GROWING SEASON WITH NEW SHRUBS OR TREES TO ENSURE CONTINUED COMPLIANCE WITH APPLICABLE LANDSCAPING REQUIREMENTS.

18.) ALL REQUIRED LANDSCAPING SHALL BE INSTALLED BEFORE OCCUPANCY, OR WITHIN SIX MONTHS IF OCCUPANCY OCCURS DURING WINTER CONDITIONS.

19.) TREES ARE TO BE 2–2.5" CALIPER 6" OFF THE ROOT BALL.

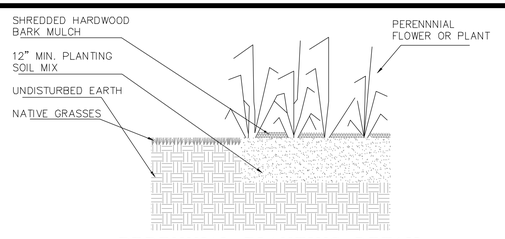
20.) ALL PLANT STOCK SHALL CONFORM TO ANSI Z260.1 – NURSERY STOCK, LATEST EDITIONS (AMERICAN ASSOCIATION OF NURSERYMEN, INC.)

21.) 4" AGED PINEBARK MULCH AND A WEED BARRIER (TY–PAR FABRIC OR APPROVED EQUAL) SHALL BE APPLIED TO ALL SHRUB AND GROUND COVER BEDS. INSTALL WEED BARRIER AS PER MANUFACTURERS RECOMMENDATIONS.

22.) PLANT–PIT BACK–FILL SHALL BE MIXED AT A RATE OF 7 PARTS OF TOPSOIL TO 2 PARTS OF DEHYDRATED COW MANURE. SLOW RELEASE FERTILIZER SHALL BE APPLIED AS PER MANUFACTURERS RECOMMENDATIONS. USE EXISTING ON–SITE TOPSOIL AS PART OF BACK FILL WHEN AVAILABLE.

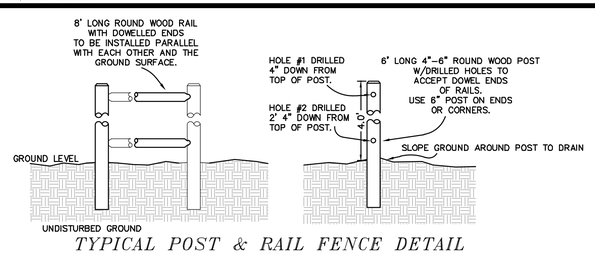
23.) ALL LANDSCAPED AREAS NOT PLANTED WITH TREES, SHRUBS OR GROUNDCOVER SHALL BE RESTORED WITH SEED OR SOD AS INDICATED ON PLANS.

L8



PERENNIAL PLANTING DETAIL

L7



TYPICAL POST & RAIL FENCE DETAIL

N.T.S.

DOVER PLANNING FILE #20–66

REVISION	DATE	DESCRIPTION
#3		
#2	1–5–21	REVISED PER TRC COMMENT
#1	12–9–20	REVISED PER TRC COMMENT
	10–16–20	REVISED SITE LAYOUT

LANDSCAPING CONSTRUCTION DETAILS
LAND OF
INDEX PACKAGING INC.
150 VENTURE DRIVE
DOVER, N.H.
TAX MAP D, LOT 9A

BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332–2863

AS NOTED
DATE : SEPTEMBER 14, 2020
FILE NO. : DB 2019 – 152

STATE OF NEW HAMPSHIRE
KENNETH A. BERRY
No. 14243
LICENSED PROFESSIONAL ENGINEER

L–101

NOTES:

1.) OWNER: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

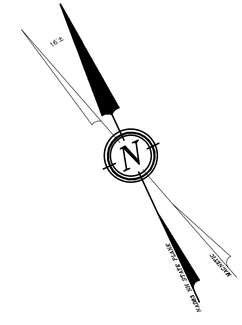
1A.) APPLICANT: INDEX PACKAGING, INC.
1055 WHITE MOUNTAIN HIGHWAY
MILTON, NH 03851

2.) TAX MAP D, LOT 9A

3.) LOT AREA: 404,461 Sq. Ft., 9.29 Ac.

4.) S.C.R.D. BOOK 4769, PAGE 941

5.) THE INTENT OF THIS PLAN IS TO SHOW THE COLOR RENDERING FOR THE PROPOSED SITE PLAN.



GRAPHIC SCALE

60 0 30 60 120 240

(IN FEET)
1 inch = 60 ft.

DOVER PLANNING FILE #20-66

REVISION	DATE	DESCRIPTION
#2	12-9-20	REVISIONS PER TRC COMMENT
#1	10-16-20	REVISED SITE LAYOUT

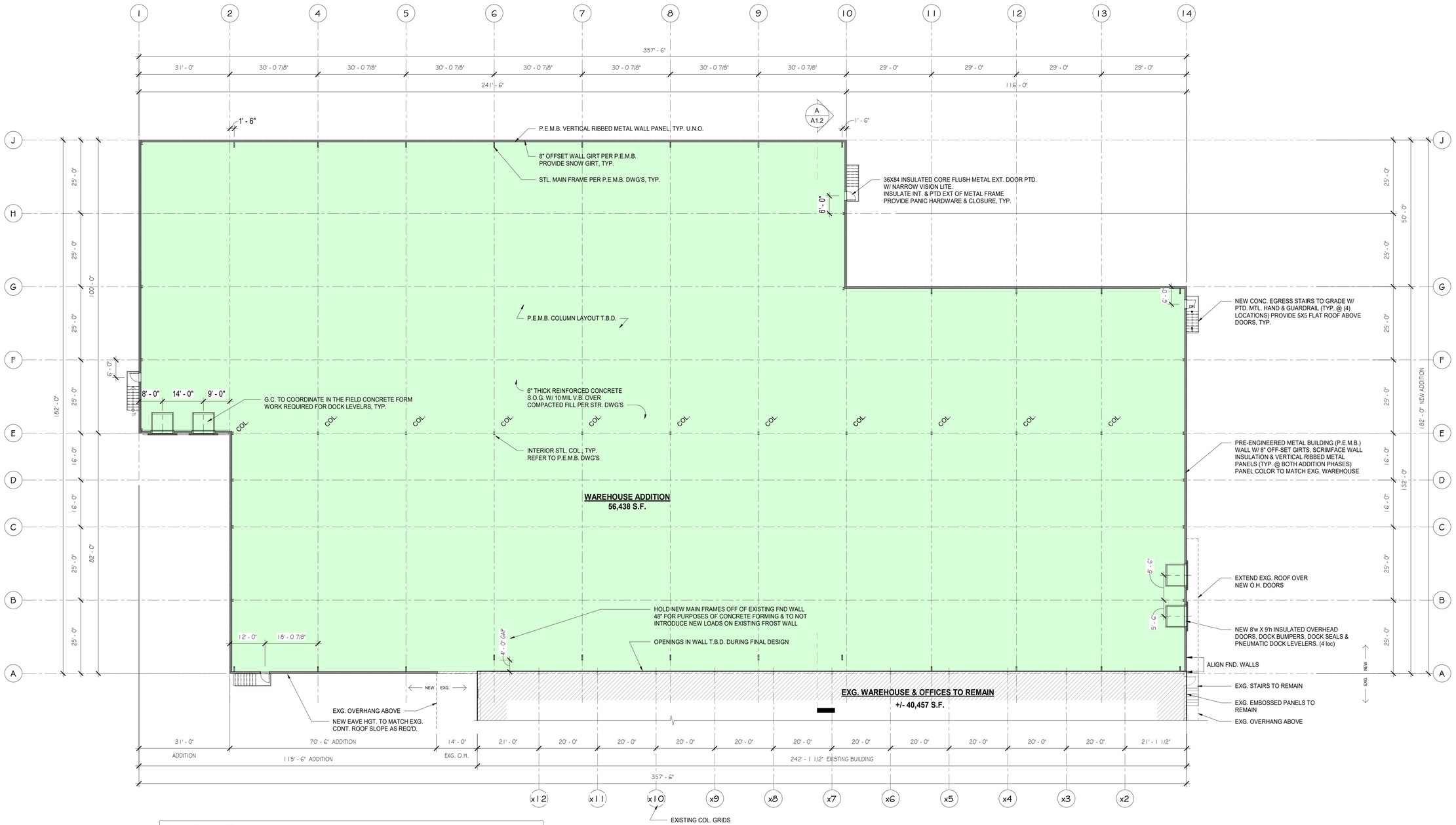
COLOR RENDERING
LAND OF
INDEX PACKAGING INC.
150 VENTURE DRIVE
DOVER, N.H.
TAX MAP D, LOT 9A

BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332-2863

SCALE : 1 IN. EQUALS 60 FT.
DATE : SEPTEMBER 14, 2020
FILE NO. : DB 2019 - 152

STATE OF NEW HAMPSHIRE
KENNETH A. BERRY
No. 14243
LICENSED
PROFESSIONAL ENGINEER

TW DESIGNS LLC
254 DRAKE HILL RD. STRAFFORD, NH
P: 603.664.2181 | F: 603.664.9508



FLOOR PLAN GENERAL NOTES:

1. REFER TO SHEETS A4.0 FOR WALL TYPE INFORMATION
2. REFER TO SHEETS A6.2 FOR ROOM FINISH SCHEDULE
3. REFER TO SHEETS A6. 1 FOR DOOR & WINDOW SCHEDULE
4. REFER TO REFLECTED CEILING PLAN & LIGHTING FIXTURE SCHEDULE
5. REFER TO STRUCTURAL DRAWINGS FOR ALL CONCRETE SLAB THICKNESSES & REINFORCEMENT
6. REFER TO STRUCTURAL DRAWINGS FOR ALL STRUCTURAL COLUMN SIZES & LOCATIONS
7. GRID IS TO OUTSIDE FACE OF WALL GIRT OR CENTER LINE OF MAIN FRAME @ P.E.B. GRID IS TO CENTER LINE OF STEEL COLUMNS @ STRUCTURAL STEEL BUILDING
8. REFER TO COVER SHEET FOR TYPICAL ABBREVIATIONS
9. ALL UNDIMENSIONED DOORS TO MAINTAIN A MINIMUM JAMB DISTANCE OF 4" @ HINGE, U.N.O. OR SHOWN CENTERED IN WALL
10. TOP OF FOUNDATION WALL @ ALL NEW EXTERIOR DOORS TO BE DROPPED 8" TO EL. 99'-4" , U.N.O. REFER TO STRUCTURAL DRAWINGS
11. REFER TO CIVIL DWG'S. FOR SIDE WALK & PARKING LAYOUT

MECHANICAL, POWER, LIGHTING & SPRINKLER NOTES;

1. HIGH BAY LIGHTING LAYOUT PER ELECTRICAL ENGINEER.
2. PROVIDED 120 CONVIENCE OUTLET @ 50 O.C. @ PERMITERE OF NEW ADDITION
3. ROOF TOP UNITS LOCATION AND SIZE TO BE CONFIRMED BY MECHANICAL ENGINEER.
4. SPRINKLER SYSTEM FOR NEW ADDITION SHALL BE FEED FROM EXISTING SPRINKLER ROOM
5. SPRINKLER DESIGN FOR NEW ADDITION SHALL BE BASED ON HIGH BAY RACKING. RACKING LAYOUT TO BE PROVIDED BY OWNER

1 PROPOSED ADDITIONS
1/16" = 1'-0"

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True
PROJECT NORTH

No. Description Date
Revision Schedule

Project Info:
Index Packaging, Inc.
Venture Dr.
Dover, NH

Sheet Status:
Latest Release:
Issued For: for CONSTRUCTION
Org. Issue Date: 01/04/2021
JOB NO: 20037
DRAFTED: MLN
CHECKED: JMT
SCALE: 1/16" = 1'-0"

Sheet Title:
Addition Floor Plan

Sheet Number:
A1.1

Printed on: 1/4/2021 2:51:03 PM

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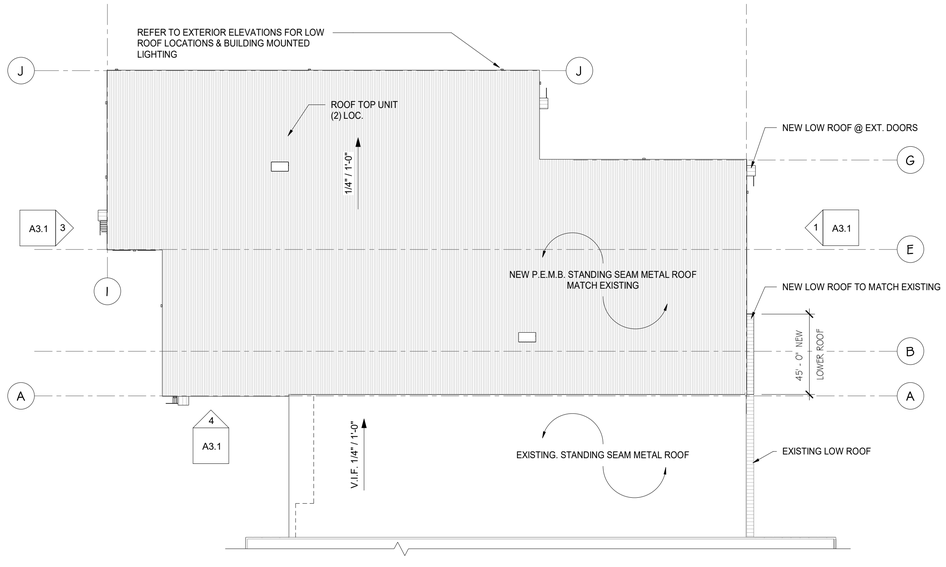
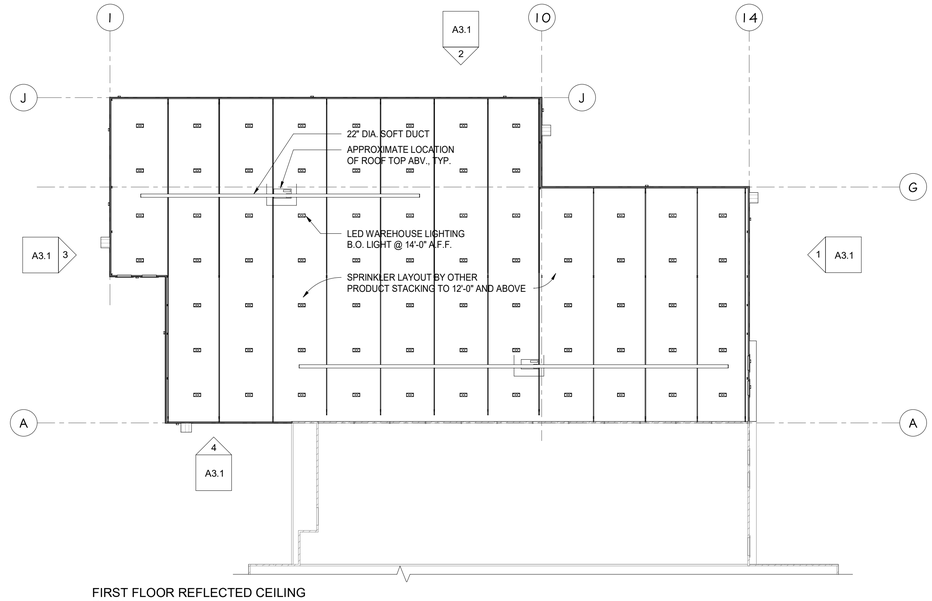
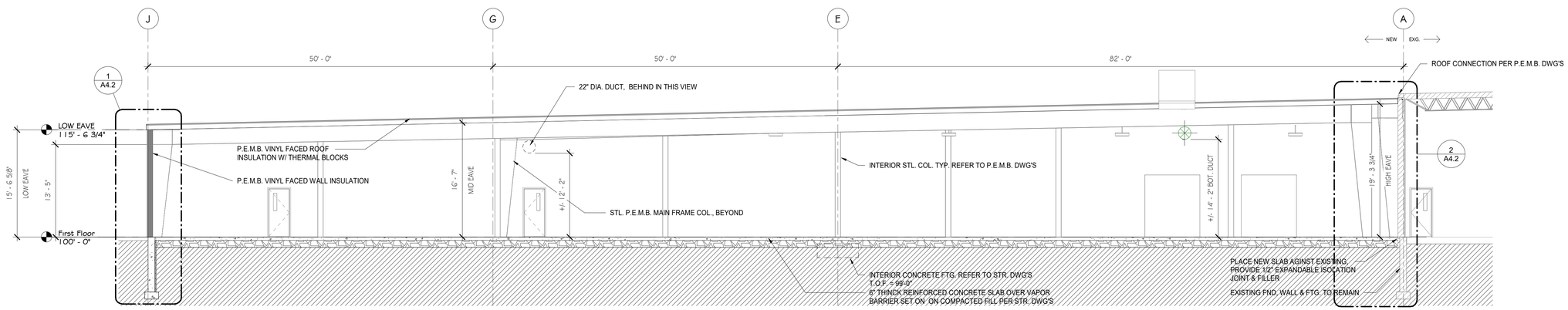


1 ROOF PLAN
1" = 40'-0"



2 FIRST FLOOR REFLECTED CEILING PLAN
1" = 40'-0"



A BUILDING SECTION A
1/8" = 1'-0"

FOR CONSTRUCTION
1/4/2021 2:51:03 PM

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TW DESIGNS LLC
254 DRAKE HILL RD. STRAFFORD, NH
P: 603.664.2181 | F: 603.664.9508

No.	Description	Date

Revision Schedule

Project Info:

Index Packaging, Inc.

Venture Dr.
Dover, NH

Sheet Status:

Latest Release:	
Issued For:	for CONSTRUCTION
Org. Issue Date:	01/04/2021
JOB NO:	20037
DRAFTED:	Author
CHECKED:	Checker
SCALE:	As indicated

Sheet Title:

Addition R.C.P., Roof Plan & BLD SECTION

Sheet Number:

A1.2

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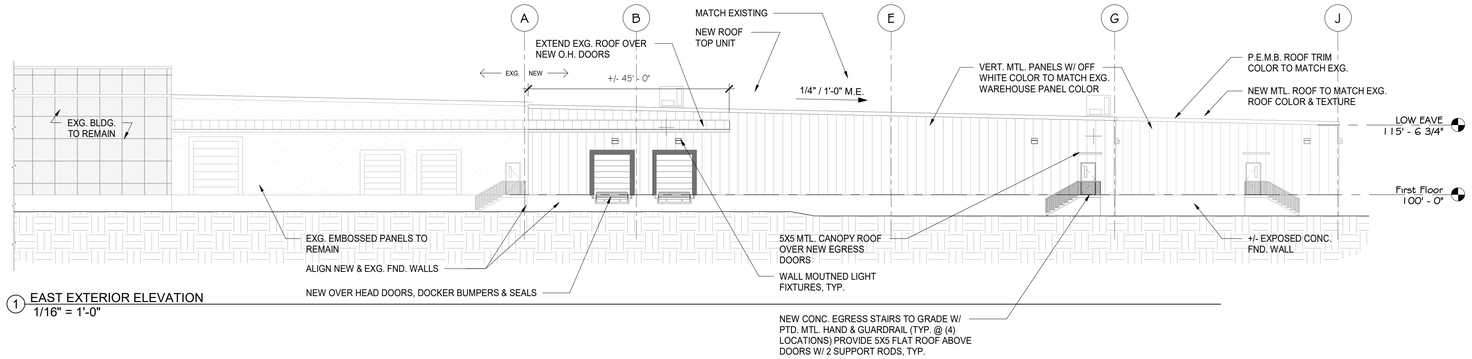
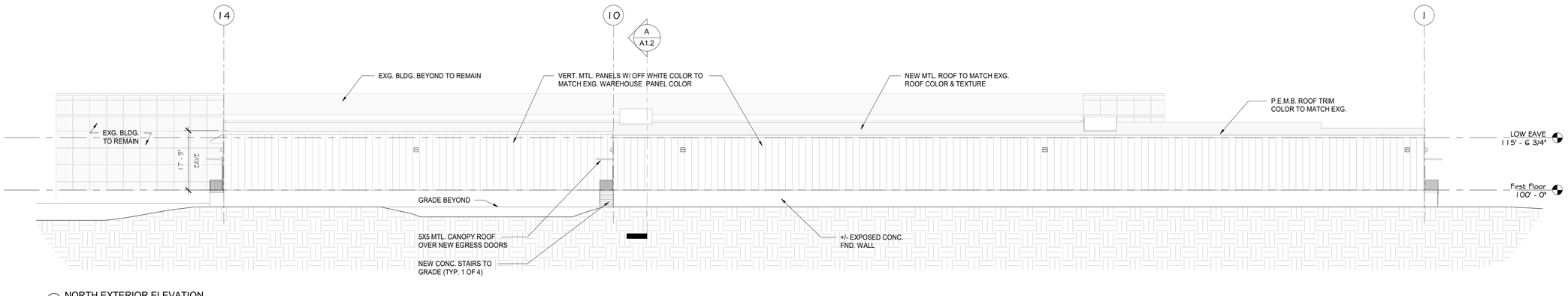
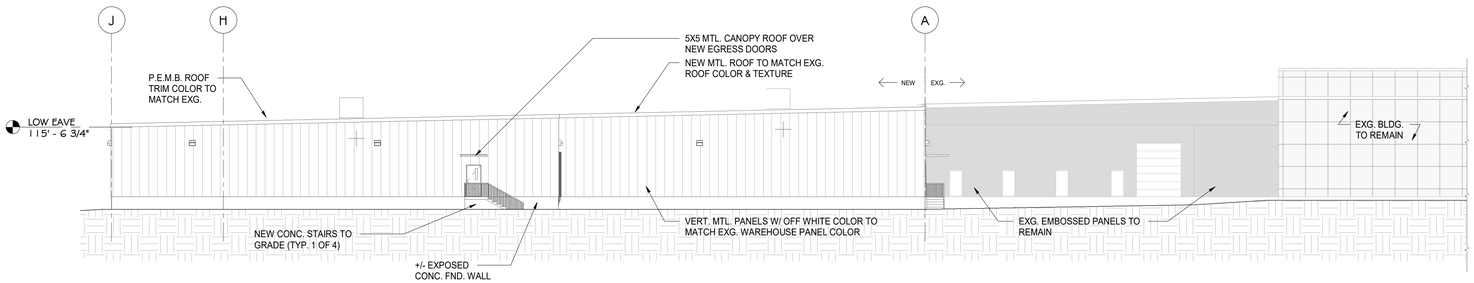


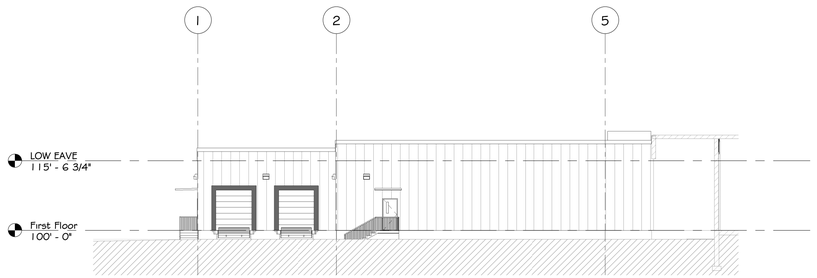
1 EAST EXTERIOR ELEVATION
1/16" = 1'-0"



2 NORTH EXTERIOR ELEVATION
1/16" = 1'-0"



3 WEST EXTERIOR ELEVATION
1/16" = 1'-0"



4 Partial South Elevation
1/16" = 1'-0"

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FOR CONSTRUCTION 1/4/2021 2:51:06 PM

No. Description Date

Revision Schedule

Project Info:

Index Packaging, Inc.

Venture Dr.
Dover, NH

Sheet Status:

Latest Release:
Issued For: for CONSTRUCTION
Org. Issue Date: 01/04/2021

JOB NO: 20037
DRAFTED: MLN
CHECKED: JMT

SCALE: 1/16" = 1'-0"

Sheet Title:

Addition Exterior Elevations

Sheet Number:

A3.1

Printed on: 1/4/2021 2:51:06 PM

TW DESIGNS LLC
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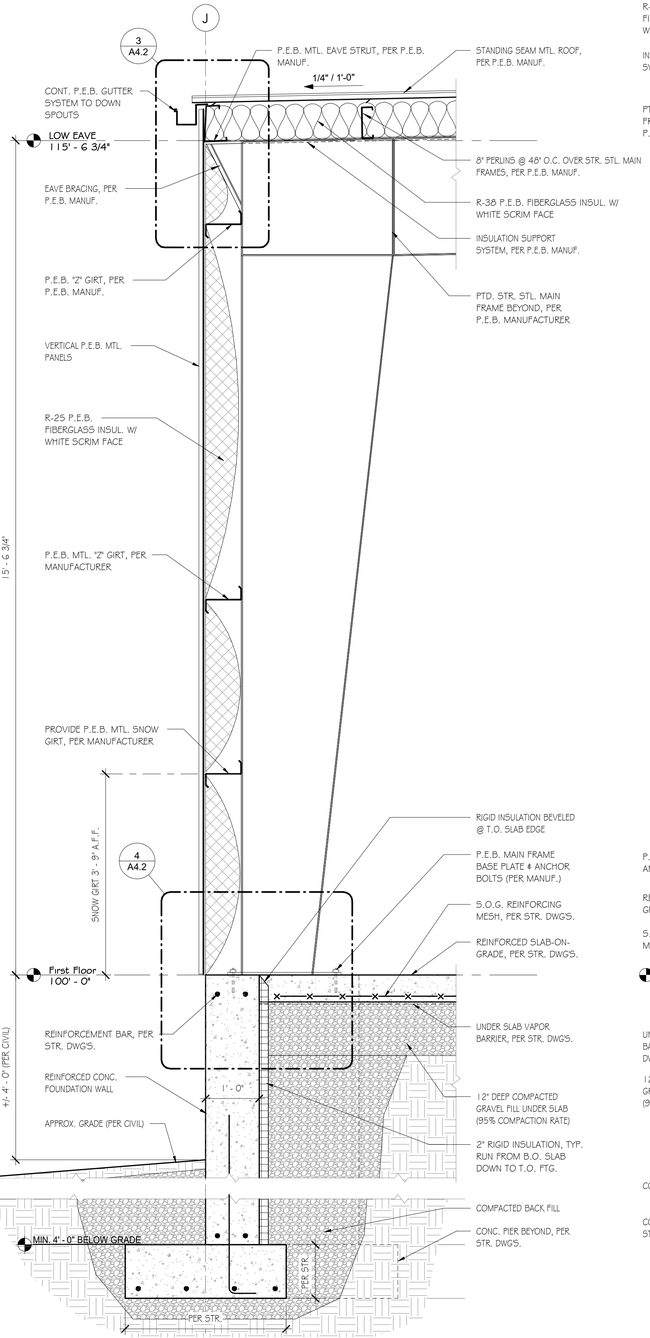
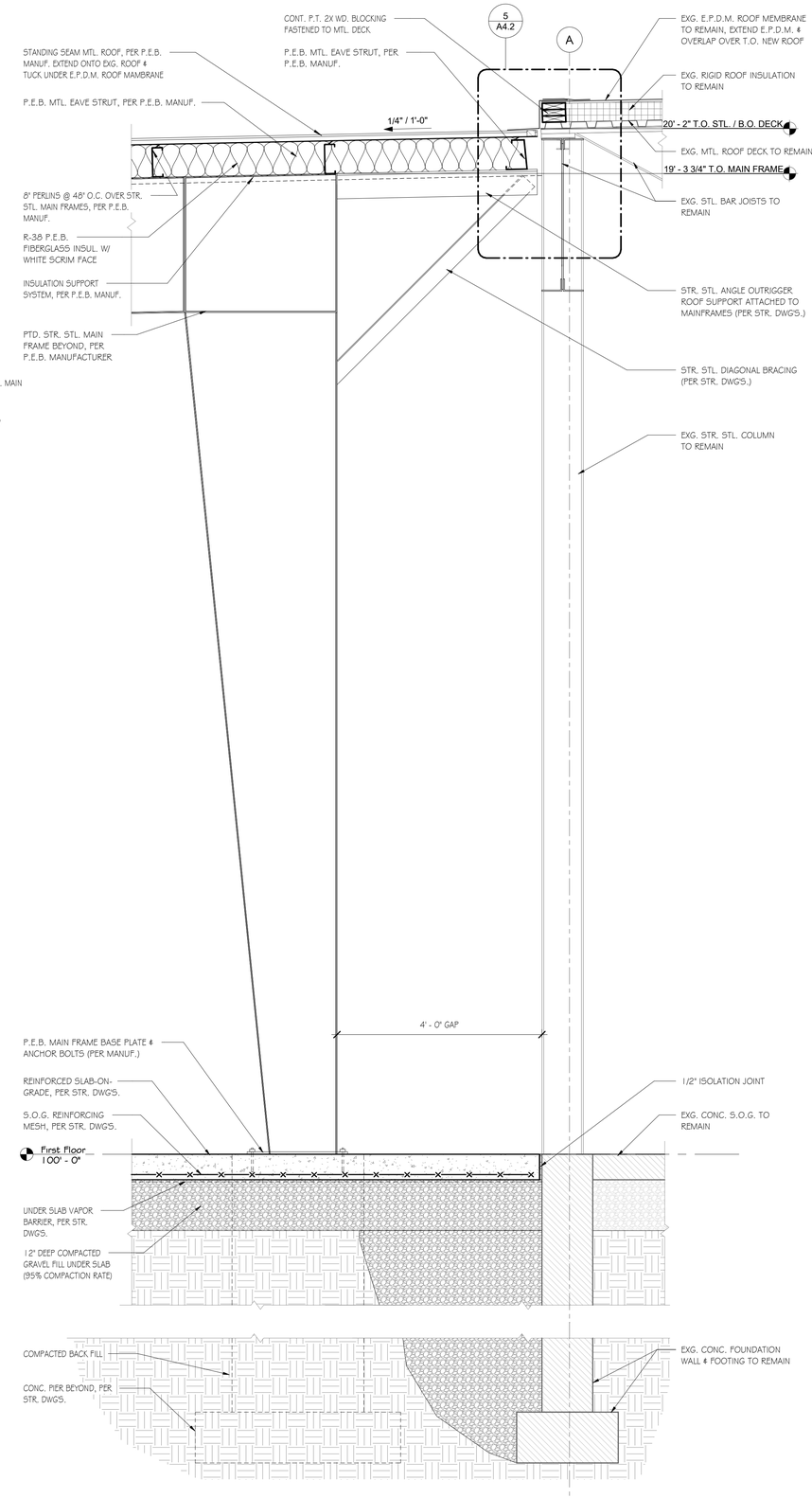
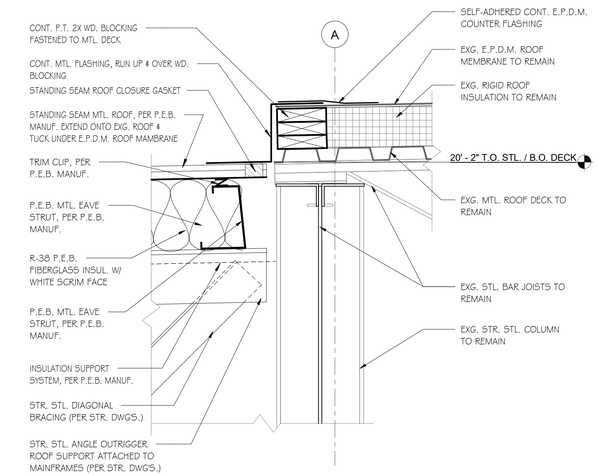
P: 603.664.2181 | F: 603.664.9508



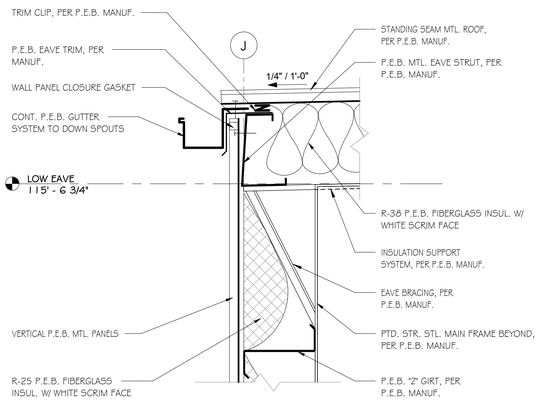
1 WALL SECTION @ ADDITION LOW EAVE
3/4" = 1'-0"



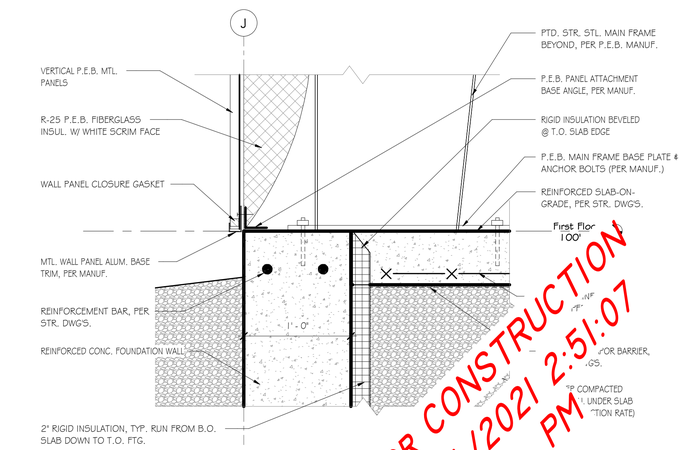
2 WALL SECTION @ EXG. & NEW ROOF
3/4" = 1'-0"



TRANSITION @ NEW & EXG. ROOF
5 SECTION DETAIL
1 1/2" = 1'-0"



3 SECTION DETAIL @ PROPOSED LOW EAVE
1 1/2" = 1'-0"



4 SECTION DETAIL @ T.O. FOUNDATION WALL
1 1/2" = 1'-0"

FOR CONSTRUCTION
1/4/2021 2:51:07 PM

No.	Description	Date

Revision Schedule

Project Info:

Index Packaging, Inc.

Venture Dr.
Dover, NH

Sheet Status:

Latest Release:	
Issued For:	for CONSTRUCTION
Org. Issue Date:	01/04/2021
JOB NO:	20037
DRAFTED:	MLN
CHECKED:	JMT
SCALE:	As indicated

Sheet Title:

Wall Sections & Section Details

Sheet Number:

A4.2

Printed on: 1/4/2021 2:51:07 PM

T:\3 Projects\20036-Index_Dover\20036_A.rvt

CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P21-02

Application Type:	TDR
Applicant(s):	23 Everett Street LLC
Owner(s):	23 Everett Street LLC
Location:	223 Everett Street (Tax Map 27, Lot 90A)
Meeting Date:	January 26, 2021

INTENT: To renovate the existing structure into 3 units where 2 are permitted by buying one through TDR

LOTS/UNITS PROPOSED: 3 units

AGENDA ITEM #: 4-B

ACREAGE: 0.10 acres

ZONING DISTRICT: RM-U

EXISTING LAND USE:
Residential/Multi-family

PROPOSED LAND USE:
Residential

SURROUNDING LAND USE:
Residential

ZBA ACTION:
Z82-39: Variance to construct a garage storage structure
Z89-07: Variance granted to establish non-conforming use (dance studio)

ATTACHMENTS: Application materials including plan

APPLICATION IS COMPLETE:
Yes

NOTICES SENT: Abutter notices were sent by certified mail to all abutters for this meeting

PERMITS REQUIRED:
None

WAIVERS REQUESTED: None

Summary of Request and Background
The applicant is requesting to purchase one unit via Transfer of Development Rights to renovate existing structure into three units. The lot is serviced by municipal water and sewer.

The request is consistent with the surrounding property units which include unit counts of 2 at 19-21 Everett, 3 at 32 Ham St, 2 at 28 ½ Ham Street and 4 at 3-5 Everett.

Consistency with Land Use Regulations
Chapter 170-27.2 of the Zoning Ordinance allows for developments to buy additional units through the process of Transfer of Development Rights. The process allows the applicant to come to the Board with a plan indicating the TDR but does not trigger the need of full site plan review.

STAFF RECOMMENDATION:
The Planning Department recommends that the Planning Board accept the application for review, open the public hearing, and approve the application with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. Payment of the TDR fees.
2. The applicant shall provide the Planning Department a
    a. Digital version of the plan.
    b. CAD file to the satisfaction of the Asset Management Administrator.
3. The applicant shall revise the plan to:
    a. Add Planning File # P21-02
    b. Add note that regarding the requirements of 170.27.2-G.3.(a) of granting this TDR for additional unit.
    c. Add provided column to note 5 and add common site notes 38, 39, and 40.

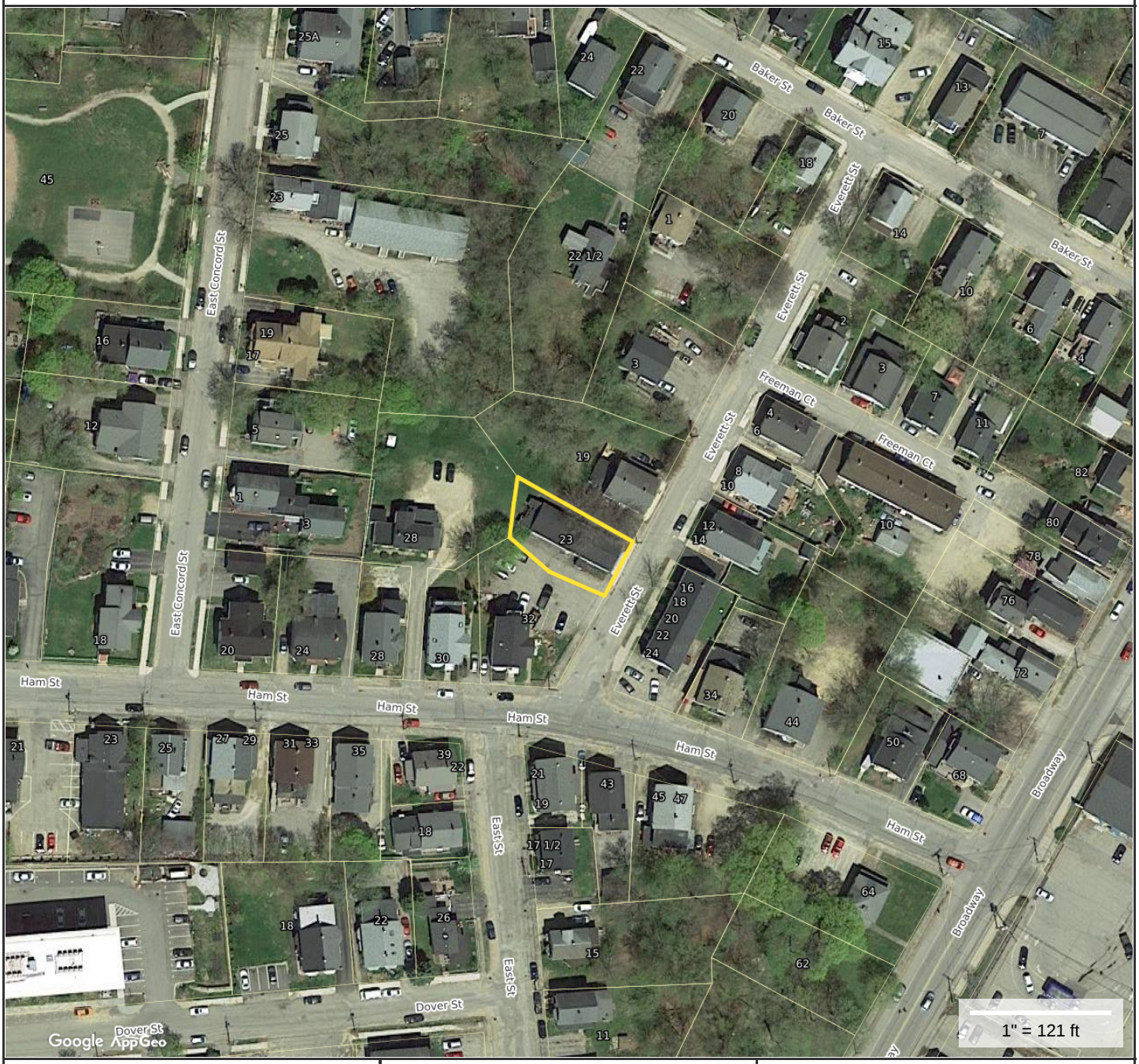
Conditions to be Met Prior to Building Permit:

4. Any encroachments be removed.
5. The new dwellings shall be assessed and pay the current Water and Sewer Investment Fees in place at the time of application for service.

Conditions to Be Met Prior to Occupancy:

6. Issuance of the Certificate of Occupancy.
7. Impact fees per unit shall be paid per the invoice attached to the Notice of Decision.

23 Everette Street



Property Information

Property ID	27090-A00000
Location	23 EVERETT ST
Owner	23 EVERETT STREET LLC
Land Use	322

MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 5/20/2020
Data updated Daily

To: Attorney FX Bruton, III
From: Christopher Parker, AICP
Cc: Staff
Date: January 7, 2021
Re: TDR Everett Street

ISSUE:
In February of 2020 the Board recommended amendments to the Transfer of Development Rights (TDR) Ordinance. In June 2020 the Planning Board approved the amendments and on July 22, 2020, the City Council ratified them. One elements is the requirement for staff to draft a review statement on determine the need for a sketch plan.

INTENT:
This memo will serve as the staff report

GOALS:
Provide background of the current housing shortage, and describe the TDR applications in Dover.

Background
On January 5, 2021, you submitted a plan for purchasing one unit on a lot on Everett Street for concept review. The proposed new unit may be reviewed as per section 170-27.2 G 3) of the city Code.

Staff performed this review based upon the information below, and is now providing the required staff report {170-27.2 E) 4) a}.

Project Information

Project:	23 Everett Street, LLC
Where:	23 Everett Street
What:	Convert a dance studio to 3 units
Acres:	.10
Zone:	RM-U
Public Water:	Yes
Public Sewer:	Yes
Units:	2 by right, 1 purchased
CUP?	No

Staff Comment
When reviewing projects, staff visit the site, review the context, discuss options with the applicant and advises if it makes sense to request the purchase before or after designing a fully laid out plan. Furthermore, staff discuss the cost/benefit analyses on the proposal with the applicant.

In reviewing this project we note:

- Traffic
  - This area of Dover has sidewalks on both sides and the roadway is in adequate condition.
- Existing layout/topography
  - The existing single story structure has been used as a dance studio sharing parking with the adjacent multi-family structure and on street parking.
  - The lot is flat.
- Environmental
  - There does not appear to be any wetlands.

The applicant is looking to rebuild the underutilized structure converting it to a three unit building. The owner also owns the abutting 4 unit building, which will remain. The parking will be provided within the building for the new units and a cross access easement will be provided between the two lots. As part of the redevelopment, encroachments that exist on the site, by the building into setbacks will be removed.

The abutting area contains diverse housing averaging 4-6 units per lot. The 3 unit building will blend into the neighborhood, from a unit count standpoint.

Staff Recommendation
Staff recommends that this does not need a sketch plan submitted for review and the Planning Board can review this request. The project is consistent with the density of the neighborhood and the Master Plan. If approved, your next step would be a building permit, as this is below site plan review thresholds.

FRANCIS X. BRUTON, III
CATHERINE A. BERUBE
JOSHUA P. LANZETTA

OF COUNSEL
JAMES H. SCHULTE

Bruton & Berube, PLLC

ATTORNEYS AT LAW

601 Central Avenue
Dover, NH 03820

TEL (603) 749-4529
(603) 743-6300
FAX (603) 343-2986

www.brutonlaw.com

January 5, 2021

VIA HAND DELIVERED

Christopher G. Parker
Assistant City Manager
Director of Planning and Strategic Initiatives
City of Dover
288 Central Avenue
Dover, New Hampshire 03820

RE: Owner/Applicant: 23 Everett Street, LLC
23 Everett Street, Dover, NH
Map 27, Lot 90-A

Dear Mr. Parker:

Enclosed please find an original and three (3) copies of a Transfer of Development Rights Application for the above referenced matter with 8½" x 11" plan copies, along with the associated filing fee of $224.00. Please note that we have also enclosed one (1) full size copy of the plan.

By making this submission today, we understand that this application will be placed on the Board's Agenda for the meeting on January 26, 2021.

Should there be any questions regarding the enclosed application, please do not hesitate to contact me.

Sincerely,

Francis X. Bruton, III
E-mail: fx@brutonlaw.com

FXB/mas
Enclosures

cc: 23 Everett Street, LLC, Michael P. Brown, Manager
Berry Surveying & Engineering, Christopher R. Berry, President

City of Dover, New Hampshire
TRANSFER OF DEVELOPMENT RIGHTS APPLICATION

[Revision Date: August 16, 2018]

Office Use Only	Project #:		Date Received:	
	Amount Paid:		Time Received:	

APPLICANT AND OWNER INFORMATION

Name of Applicant: 23 Everett Street, LLC Telephone # (603) 234-7521

Address of Applicant: PO Box 372, Greenland, NH 03840

E-Mail Address: Francis X. Bruton, III, Esq. fx@brutonlaw.com
Michael Brown, Manager of 23 Everett Street, LLC mb2development@gmail.com

Name of Property Owner (if different from applicant): Same Telephone #

Address of Property Owner: Same

PROPERTY INFORMATION

Assessor's Map # 27 Lot(s) # 90-A

Address of Property: 23 Everett Street, Dover, NH

Zoning District(s) RM-U Overlay District(s)

Existing Use of Property: The property is currently used as a single family home with a detached garage.

TRANSFER OF DEVELOPMENT RIGHTS INFORMATION

Type of TRANSFER OF DEVELOPMENT RIGHT REQUEST (Check All That Apply):

☒ Residential ☐ Residential (reduced size) ☐ Industrial | ☐ Purchase ☐ Land Preservation

Relief sought (Check All That Apply):

☐ Lot Size ☐ Frontage ☐ Setback ☒ Increase by 1 units

Describe Proposed Use or Activity that requires TDR; describe any impacts and document mitigation:

The Applicant intends to renovate the existing structure utilizing a majority portion of the existing foundation and within the existing setbacks into a three (3) unit structure. Two (2) Units are permitted and One (1) TDR Unit is being purchased, pursuant to the Transfer of Development Rights Zoning Ordinance, Chapter 170-27.2 (G)(3)(b). The renovation will result in the removal of an encroaching deck and two sets of platforms and stairs.

List Any Associated State or Federal Permits That Have Been or Will Be Applied For and Indicate Their Status: Not Applicable

Name of Professional That Prepared TDR Plans: Kenneth A. Berry, LLS

Address Berry Survey & Engineering, 335 2nd Crown Point Rd, Barrington, NH 03825 Telephone #: (603) 332-2863

Professional License #: 805 E-mail address: k.berry@berrysurveying.com

SIGNATURES

I/We hereby submit this application to the City of Dover Planning Board and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. As applicant or as agent, I attest that I am duly authorized to act in this capacity.

Signature of Property Owner: 23 Everett Street, LLC BY: Michael P. Brown, Manager 23 Everett Street, LLC Date: 1-5-21

Signature of Applicant (if different from owner): _____ Date: _____

Signature of Agent: By: Michael P. Brown, Manager Date: 1/5/21

AUTHORIZATION TO ENTER SUBJECT PROPERTY

I, and my successors, hereby authorize members of the Dover Planning Board, Planning Department and other pertinent City Departments and boards to enter my property for the purpose of evaluating this application, including performing inspections during the application phase, post-approval phase, construction phase and occupancy phase. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signature of Property Owner: 23 Everett Street, LLC By: Michael P. Brown, Manager Date: 1-5-21

CITY OF DOVER TRANSFER OF DEVELOPMENT RIGHTS
LIST OF ABUTTERS

Pursuant to RSA 676:4, the State Law of New Hampshire, the City of Dover is required to notify the applicant, abutters (including holders of conservation easements), and any professional whose seal is on the plan, of the public hearing by certified mail, return receipt requested. Staff will provide the abutter information, while the applicant must provide accurate contact information for the owner, applicant and professional agents representing the project.

Owner:

TAX MAP	LOT #	PROPERTY OWNER	MAILING ADDRESS

Applicant (if different from owner):

APPLICANT NAME	APPLICANT COMPANY	MAILING ADDRESS

Surveyor and/or Engineer/Professional Agent:

NAME	COMPANY	MAILING ADDRESS
	SEE ATTACHED.	

Conservation Easement Holder:

TAX MAP	LOT #	NAME OF EASEMENT HOLDER	MAILING ADDRESS

PLANNING BOARD FEE SCHEDULE

(Revised July 1, 2020)

Below are the fees associated with plan review and are subject to a nonrefundable application fee to cover administrative expenses. Please complete the information below and provide payment with your application submittal. **Plan review fees shall be paid prior to technical review committee (TRC) being scheduled.** For plans not requiring TRC review, **fees are due 21 days prior** to the Planning Board meeting. Staff will coordinate abutter/notice fees, which will be invoiced and must be paid 28 hours before the Planning Board meeting for an application to be heard. Fees shall be paid by cash or check made payable to "City of Dover."

A. Plan Review Fees

1. Application fee for the following **(SELECT ALL THAT APPLY):**

☐ SUBDIVISION Application fee $200.00 + $150.00 x # _____ new lots created = $_____

☐ LOT LINE ADJUSTMENT Application fee $200.00 + $100.00 X # ___ of lots involved = $_____

☒ TRANSFER OF DEVELOPMENT RIGHTS Application fee $200.00 = $ 200.00

☐ SITE REVIEW – RESIDENTIAL Application fee $200.00+ $100.00 x # __ per dwelling unit =$_____

☐ SITE REVIEW – NON-RESIDENTIAL Application fee $200.00 + (not to exceed $10,000)

- New construction $.15 sq. ft. x # _____ sq. ft.= $_____
- Additions (new floor space) $.10 per sq. ft. x # _____sq. ft.= $_____

☐ MOTEL/HOTEL $35.00 x # ___ per lodging unit= $_____

☐ CHANGE OF USE Application fee $200.00 + (not to exceed $5,000)

- Existing floor spaces $.10 per sq. ft. x # _____ sq. ft. = $_____

☐ CONDITIONAL USE PERMIT Application fee $200.00 x # _____ per Application = $_____

☐ GRAVEL PIT/ EXCAVATIONS

- Application fee $50.00= $_____
- Permit fee $75.00= $_____

☐ EXTENSIONS/AMENDMENTS/WAIVERS FOR AN APPROVED PLAN Application fee $200.00 =$_____

☐ REQUEST FOR REZONING Application fee $200.00 = $_____

☐ DRIVEWAY WAIVER Application fee $200.00 = $_____

SUB TOTAL= **$ 200.00**

AND

2. IMPERVIOUS PAVED AREA (for new development or additions to existing parking lots (not to exceed $10,000) Application fee $200.00 + $.07 sq. ft. x # _____ = $_____

TOTAL PLAN REVIEW FEE= **$_____**

B. Abutter Notification/Mailing Labels - this office will create and print the abutter list and provide labels in triplicate for each abutter. The applicant/owner will need to review the list and provide to this office the engineer, architect, licensed land surveyor (LLS), licensed landscape architect (LLA) and/or soil scientist whose professional seal appears on the plan with names and addresses for notices.

☒ Applicant & Owner, engineer, architect, LLS, LLA and/or soil scientist

- Certified letters fee # 3 of x $8.00= $ 24.00

☒ Certified letters fee: # of abutters TBD X $8.00= $ TBD

☐ First Class Mail fee (for individual owner of units within a condominium or other collective form of ownership): # of abutters _____ X $1.00= $_____

☐ Creating/Printing Abutter Labels in triplicate per sheet _____ x $10.00= $_____

SUB TOTAL= **$_____**

C. Foster's newspaper public notice fee $100.00 x # _____ applications = $_____

TOTAL NOTICE FEE= **$ 224.00**

The above amount must be paid 28 hours prior to the Planning Board meeting, to be heard.

NOTES:

1.) OWNER: 23 EVERETT STREET, LLC
PO BOX 372
GREENLAND, NH 03840

2.) TAX MAP 27, LOT 90–A

3.) LOT AREA: 4,356 Sq. Ft., 0.10 Ac.

4.) S.C.R.D. BOOK 4817, PAGE 923

5.) ZONING: RM–U (URBAN DENSITY MULTI RESIDENTIAL)
SETBACKS:
FRONT ~ AVERAGE' (SEE EXISTING CONDITIONS PLAN)
SIDE ~ 15'
REAR ~ 15'
WETLAND BUFFER ~ 50' (N/A)
MIN. LOT SIZE: 10,000 Sq. Ft.
MIN. FRONTAGE: 80'
MAX. LOT COVERAGE: 40%
MAX. BUILDING HEIGHT: 40'

6.) THE INTENT OF THIS PLAN IS TO SHOW THE PROPOSED TDR DEVELOPMENT PLAN, WITH 1 ADDITIONAL UNIT PURCHASED.

7.) THE SUBJECT PARCEL IS SERVICED BY MUNICIPAL WATER AND SEWER.

8.) ALL MATERIALS AND CONSTRUCTION SHALL CONFORM TO APPLICABLE CITY AND STATE CODES.

9.) APPROVED BACKFLOW PREVENTORS SHALL BE PROVIDED FOR BOTH FIRE AND DOMESTIC WATER LINES.

10.) BUILDING ADDRESSES SHALL BE ASSIGNED BY THE BUILDING INSPECTOR AT THE TIME OF ISSUANCE OF A BUILDING PERMIT.

11.) THE FOLLOWING FEDERAL AND STATE PERMITS HAVE BEEN ISSUED FOR THE SUBJECT
PROPERTY: NONE REQUIRED

12.) PROPOSED DISTURBANCE: 3,500 Sq. Ft.

13.) CALL DIG SAFE PRIOR TO BEGINNING WORK (1–888–344–7233)

14.) ALL CONSTRUCTION SHALL CONFORM TO THE STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION. CONSTRUCTION SHALL ALSO CONFORM TO THE CITY OF DOVER POLICIES AND PRACTICES.

15.) WRITTEN DIMENSION ON THIS PLAN TAKE PRECEDENCE OVER SCALED DIMENSIONS. THE CONTRACTOR SHALL USE CAUTION WHEN SCALING REPRODUCED PLANS. IN THE EVENT OF A CONFLICT BETWEEN THIS PLAN SET AND ANY OTHER DRAWINGS AND/OR SPECIFICATIONS, THE ENGINEER SHALL BE NOTIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. CONTRACTOR IS TO CONFIRM ALL ELEVATIONS. CONFLICTS WILL BE REPORTED TO THE DESIGN ENGINEER PRIOR TO CONSTRUCTION.

16.) LIST ANY VARIANCES OR SPECIAL EXCEPTIONS GRANTED BY THE ZONING BOARD OF
ADJUSTMENT: NONE

17.) THE SITE CONSTRUCTION HOURS SHALL BE LIMITED TO MONDAY–FRIDAY 7AM–6PM, WITH NO SATURDAY & SUNDAY HOURS. HOURS OF CONSTRUCTION SHALL BE DOCUMENTED ON A SITE CONSTRUCTION SIGN ALONG WITH THE CONTACT INFORMATION FOR THE GENERAL CONTRACTOR. THE PROJECT SIGN SHALL INDICATE THE ROAD IS PROPOSED TO BE PRIVATE AND SHALL RECEIVE NO CITY SERVICES.

18.) FROM GROUND BREAKING THE SITE SHALL REMAIN ACCESSIBLE YEAR ROUND IN ALL WEATHER CONDITIONS.

19.) THE INSTALLATION OF ELECTRIC POWER, CABLE TELEVISION AND TELEPHONE LINES SHALL BE UNDERGROUND THROUGHOUT THE SITE FOR WHICH DEVELOPMENT IS PROPOSED. SUBDIVISION PLANS SHALL SHOW ANY EASEMENTS FOR THESE SERVICES.

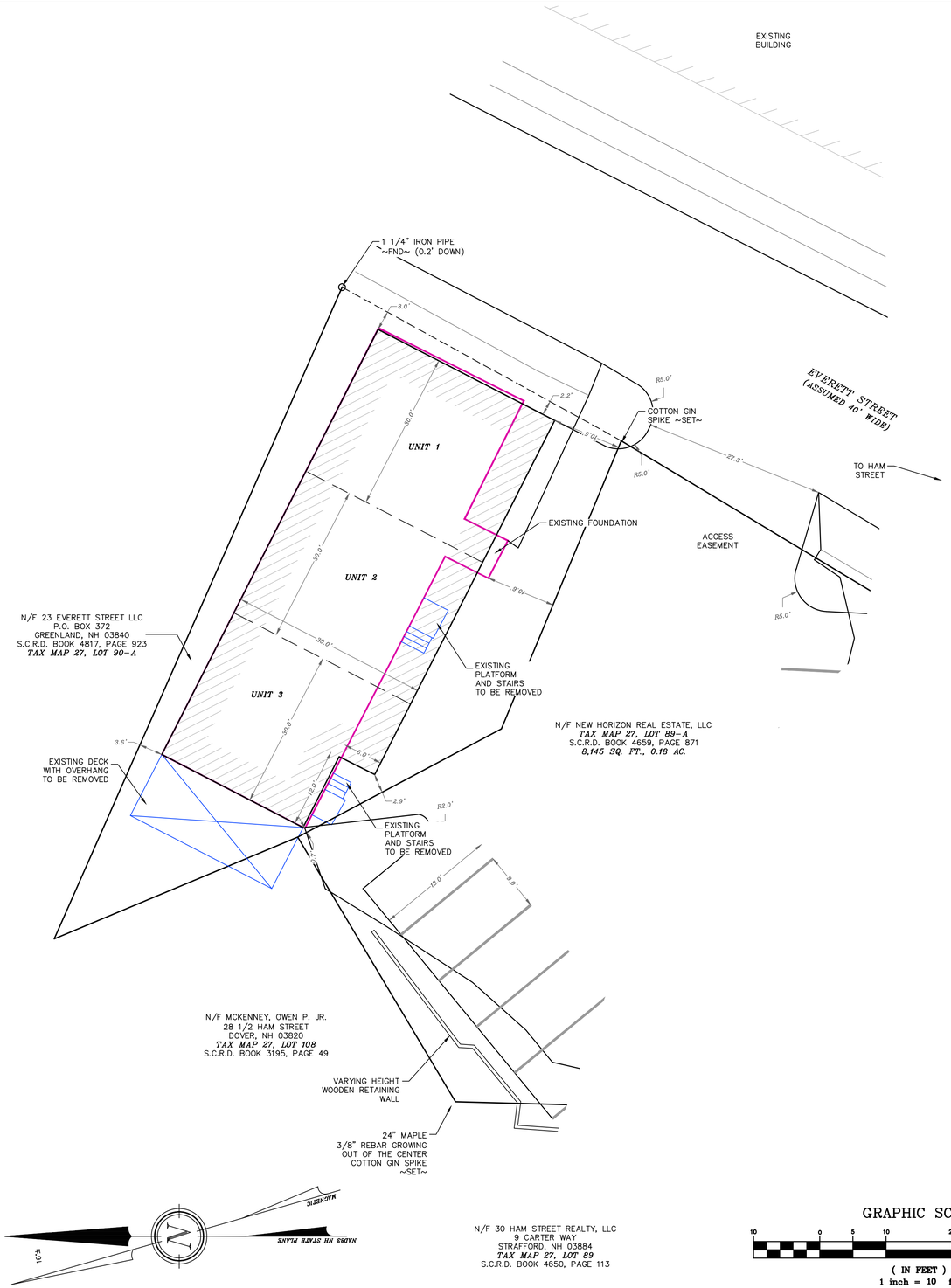
20.) THE PROPOSED USE FOR THE SITE IS A 3 UNIT BUILDING.

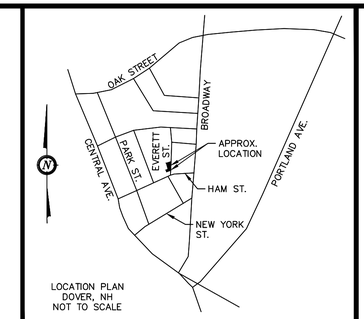
21.) ANY RETAINING WALL TALLER THAN FOUR FEET (4') REQUIRES ISSUANCE OF A BUILDING PERMIT FROM INSPECTION SERVICES.

22.) ANY FENCE TALLER THAN SEVEN FEET (7') REQUIRES THE ISSUANCE OF A BUILDING PERMIT FROM INSPECTION SERVICES.

23.) I HEREBY CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE & BELIEF, THIS PARCEL DOES NOT FALL WITHIN THE FLOOD PLAIN FLOOD HAZARD. REF.: FEMA COMMUNITY #330145, MAP #33017C0320E, DATED: SEPTEMBER 30, 2015

24.) THE PROPOSED BUILDING WILL NOT ENCROACH ON THE PROPERTY LINES ANY MORE THAN THE EXISTING BUILDING DOES. THE EXISTING DECK OFF THE REAR OF THE EXISTING STRUCTURE ENCROACHES OVER THE BOUNDARY LINE AND WILL BE REMOVED AS PART OF THIS APPLICATION.





LOCATION PLAN
DOVER, NH
NOT TO SCALE

PLAN REFERENCES:

1.) "PLAN OF LANDS OF NICHOLAS SKALTSIS, STASSIOS SKALTSIS, RAYMOND PIERCE, DOVER, NEW HAMPSHIRE"
BY: GERALD A. CRAWFORD
DATED: JUNE, 1953
S.C.R.D. POCKET #4, FOLDER #2, PLAN # 31

2.) "SITE PLAN PROPERTY OF NICKOLAS SKALTSIS, 30 & 32 HAM STREET, DOVER, NEW HAMPSHIRE"
BY: CIVIL CONSULTANTS
DATED: DECEMBER 12, 1983
ON FILE AT CITY OF DOVER

3.) "BOUNDARY PLAN LAND OF NEW HORIZONS REAL ESTATE LLC, 32 HAM STREET, DOVER, NH, TAX MAP 27, LOT 89–A"
BY: BERRY SURVEYING & ENGINEERING
DATED: OCTOBER 23, 2019
FILE #DB 2019–128
S.C.R.D PLAN #12020

4.) "PLAN OF LAND 23 EVERETT STREET, DOVER, NH FOR EDWARD & GERALDINE JOYCE"
BY: NORWAY PLAINS ASSOCIATES
DATED: JULY 2020
S.C.R.D. PLAN #12170

GRAPHIC SCALE
10 0 5 10 20 40
(IN FEET)
1 inch = 10 ft.

APPROVED DOVER

REVISION	DATE	DESCRIPTION

TRANSFER OF DEVELOPMENT RIGHTS PLAN
LAND OF
23 EVERETT STREET LLC
23 EVERETT STREET
DOVER, N.H.
TAX MAP 27, LOT 90–A

BERRY SURVEYING & ENGINEERING
335 SECOND CROWN POINT ROAD
BARRINGTON, NH 03825 (603)332–2863

SCALE : 1 IN. EQUALS 10 FT.
DATE : JANUARY 4, 2021
FILE NO. : DB 2019 – 128

P21-02 **23 Everette Street LLC**

Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
27024-000000	18 20 EAST ST	BLANCHETTE LORRAINE E TRUSTEE	BLANCHETTE LORRAINE LIV TRUST	58 WALNUT ST	ROCHESTER	NH	03867
27025-000000	22 EAST ST	PARADIS RAY		2 NUTE RD	DOVER	NH	03820-9103
27026-000000	35 37 HAM ST	PAWLIK JASON M		9 FERN COURT	DOVER	NH	03820
27054-000000	45 47 HAM ST	PETROVITSIS JOHN T		26 ROGERS ST	DOVER	NH	03820
27055-000000	43 HAM ST	MESSINA KRISTIN I &	MESSINA NICHOLAS A	43 HAM ST	DOVER	NH	03820
27056-000000	19 21 EAST ST	FIRST RATE REAL ESTATE GROUP LLC		290 HERITAGE AVE STE 1	PORTSMOUTH	NH	03801
27057-000000	17 EAST ST	DALZELL GREGORY		58 WALNUT ST	ROCHESTER	NH	03867
27080-000000	2 EVERETT ST	HAWKINS MATTHEW & ASHLEY TRUSTEES	HAWKINS FAMILY REVOCABLE TRUST	PO BOX 308	DOVER	NH	03821-0308
27083-000000	10 FREEMAN CT	JONES JONATHAN		1B SYLVAN DR	DOVER	NH	03820
27084-000000	4 6 EVERETT ST	4-6 EVERETT STREET LLC		43 NELSON ST	DOVER	NH	03820
27085-000000	8 10 EVERETT ST	MCCARTHY ASHLEY R & COLIN F CO-TRUSTEES	MCCARTHY REVOCABLE TRUST	427 BEECH RD	ELIOT	ME	03903
27086-000000	16 24 EVERETT ST	HAWKINS MATTHEW & ASHLEY TRUSTEES	HAWKINS FAMILY REVOCABLE TRUST	121 BELKNAP ST	DOVER	NH	03820
27086-A00000	12 14 EVERETT ST	LABRIE PRISCILLA A		14 EVERETT ST	DOVER	NH	03820
27087-000000	34 36 HAM ST	LONG JAMES H III		26 BASILS PL	DOVER	NH	03820-5237
27088-000000	44 46 HAM ST	HAUGH TYLER		44 46 HAM ST	DOVER	NH	03820
27089-000000	30 HAM ST	30 HAM ST REALTY LLC		9 CARTER WAY	STRAFFORD	NH	03884
27089-A00000	32 HAM ST	NEW HORIZON REAL ESTATE LLC		PO BOX 372	GREENLAND	NH	03840
27090-000000	19 21 EVERETT ST	BROCK BENJAMIN &	FRIEND MITCHELL	21 EVERETT ST	DOVER	NH	03833
27090-B00000	3 5 EVERETT ST	HILL JONATHAN G		108 MAST RD	DOVER	NH	03820
27091-000000	1 EVERETT ST	PELLETIER DANA		1A EVERETT STREET	DOVER	NH	03820
27095-000000	22 1/2 BAKER ST	CASADONTE LAURA S &	LAPLANTE PETER	22 1/2 BAKER ST	DOVER	NH	03820
27100-000000	23 EAST CONCORD ST	MCATAVEY D JAMES TRUSTEE	MCATAVEY D JAMES REVOCABLE TRUST	26 PROSPECT ST	DOVER	NH	03820
27102-000000	17 19 EAST CONCORD ST	DEMOPOULOS DESPENA P	DEMOPOULOS JOHN P	104 RUSSETT RD	WEST ROXBURY	MA	02132
27103-000000	5 EAST CONCORD ST	GOLICK ALAN L &	THOMPSON LISA K	294 LITTLE RIVER RD	LEBANON	ME	04027-3506
27104-000000	1 3 EAST CONCORD ST	KARAMBATSOS THEODORE T &	KARAMBATSOS EVANGELIA	1 EAST CONCORD ST	DOVER	NH	03820
27105-000000	20 22 HAM ST	20-22 HAM STREET LLC	C/O WOLFE KYLE	28 WENTWORTH ST	KITTERY	ME	03904
27106-000000	24 26 HAM ST	NICHOLAS PAXTON		24 HAM STREET #2	DOVER	NH	03820
27107-000000	28 HAM ST	DESJARDINS PHILLIP G		28 HAM ST	DOVER	NH	03820
27108-000000	28 1/2 HAM ST	MCKENNEY OWEN P JR		28 1/2 HAM ST	DOVER	NH	03820
27090-A00000	23 EVERETT ST	23 EVERETT STREET LLC	MICHAEL BROWN	PO BOX 372	GREENLAND	NH	03840
		BRUTON & BERUBE, PLLC	FRANCIS X. BRUTON, III	601 CENTRAL AVENUE	DOVER	NH	03820
		BERRY SURVEY & ENGINEERING	CHRISTOPHER BERRY	335 2ND CROWN POINT ROA	BARRINGTON	NH	03825

CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P20-18

Application Type:	Major Subdivision
Applicant(s):	Lawrence E and Cheryl J Mulcahy
Owner(s):	Lawrence E and Cheryl J Mulcahy
Location:	71 Glenwood Ave (Tax Map D, Lot 20)
Meeting Date:	January 26, 2021

INTENT: To subdivide one lot into seven lots as part of a conventional subdivision

LOTS/UNITS PROPOSED: 7 (6 new)

AGENDA ITEM #: 4-C

ACREAGE: 4.66 acres

ZONING DISTRICT: R-12 (and C)

EXISTING LAND USE: Residential

PROPOSED LAND USE: Residential

SURROUNDING LAND USE: Residential and Spaulding Turnpike

ZBA ACTION: H76-13, denied variance to permit gravel excavation

ATTACHMENTS: Application materials, TRC minutes, and Site Plan

APPLICATION IS COMPLETE: Yes

NOTICES SENT: Abutter notices were sent by certified mail to all abutters for this meeting

PERMITS REQUIRED: State subdivision

WAIVERS REQUESTED: None

Summary of Request and Background

The applicant appeared before the Board in April and May of 2020 seeking permission to create an open space subdivision. After preliminary engineering, they determined following the conventional subdivision Regulations in the R-12 district was the best fit for the land. The applicant proposes to subdivide Dover Tax Map D, Lot 20 into 7 residential lots. While a portion of the land was rezoned in 2020, the application was grandfathered.

The roadway is intended to be public and the project is served by municipal water and private septic systems. This application was reviewed by the Technical Review Committee on September 17 and December 17, 2020 (minutes attached).

Consistency with Land Use Regulations

Chapter 157-19 of the Land Subdivision Regulations of the City Code provides for open space subdivisions of existing lots. This plan is consistent with the regulations.

STAFF RECOMMENDATION- Subdivision:

The Planning Department recommends that the Planning Board vote to accept the application, open the public hearing, and vote to approve the Subdivision with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. Provide:
    a. A draft deed with information about the cemetery buffer.
    b. A digital version of plan set
    c. A CAD file to the satisfaction of the Asset Management Administrator.
    d. Draft easement deeds for (1) stormwater access and maintenance and (2) draft deeds for lots 6 & 7 with wetland buffer restrictions, (3) easement for City to maintain pipe, headwall and outfall area and (4) pedestrian and utility access easement to the satisfaction of the Assistant City Manager in consultation with the City's General Legal Counsel.
2. The applicant shall revise the plat to:
    a. Include the PE, CWS, and LLS signature and stamp
    b. Add the owner's signatures to the final plat submitted for signature to be recorded at the Strafford County Registry of Deeds
    c. Address a catch basin at entrance of road
    d. Add sloped granite curbing to non-sidewalk side of entrance
    e. Show pedestrian and utility access to the lot D/19

Conditions to be Met Prior to Construction Activity:

3. The wetlands buffer placard shall be placed.

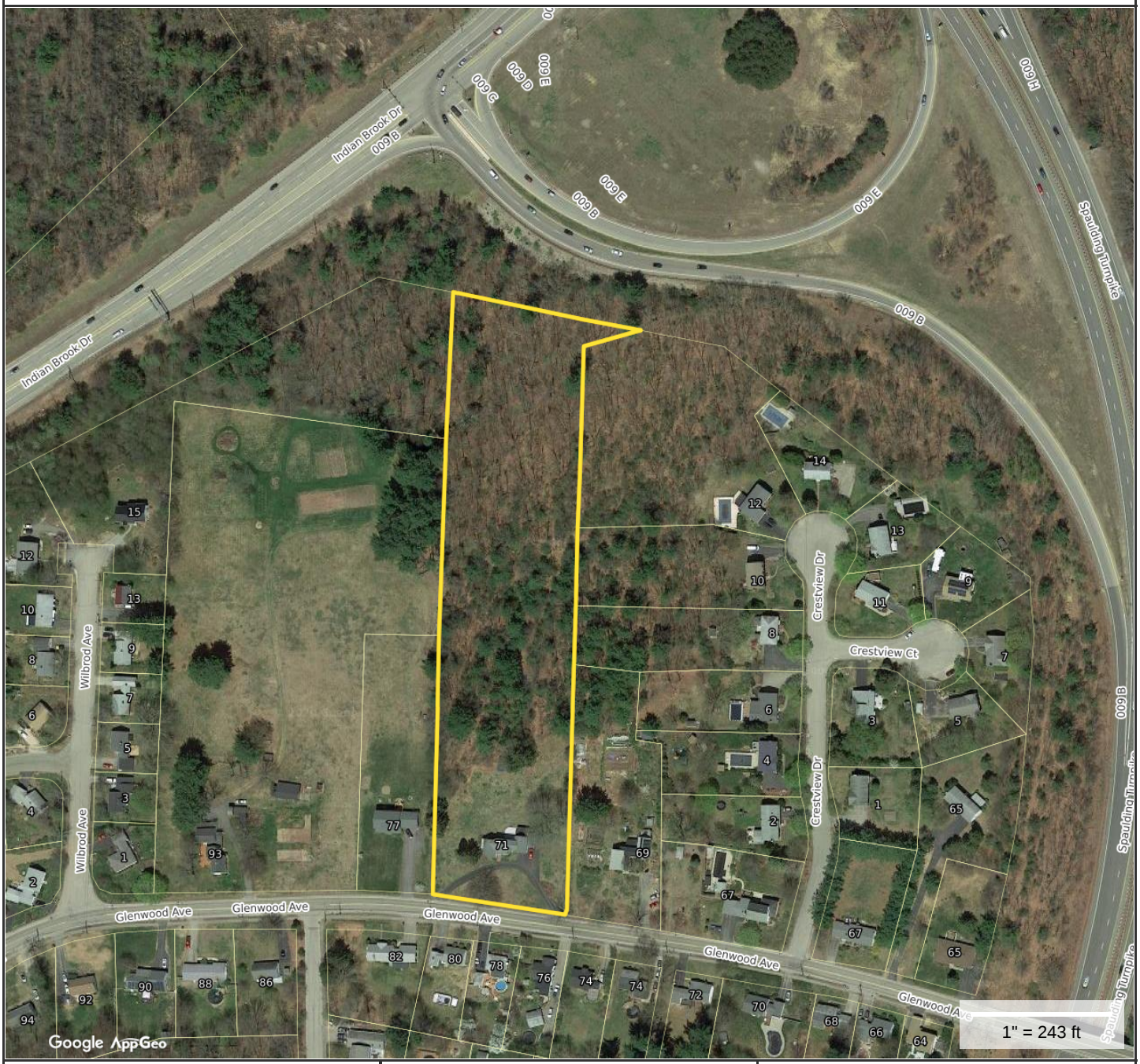
Conditions to be Met Prior to the Issuance of a Building Permit:

4. The new dwelling units shall be assessed and pay the current water investment fees in place at the time of application for service.
5. The applicant shall provide a letter of credit or other form of security acceptable to the City for any unfinished work.

Conditions to be Met Prior to Occupancy:

6. Issuance of a Certificate of Occupancy.
7. Documentation that the HOA has been created and is in place.
8. Impact fees per unit shall be paid per the invoice attached to the Notice of Decision.
9. Easements recorded and in place.

71 Glenwood Avenue



Property Information

Property ID	D0020-000000
Location	71 GLENWOOD AV
Owner	MULCAHY LAWRENCE E &
Land Use	101

MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

City of Dover, NH makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 10/18/2019
Data updated Daily

City of Dover, New Hampshire
SUBDIVISION APPLICATION

[Revision Date: June 4, 2019]

CK# 123 $2 92.00

RECEIVED
Planning Office
AUG 28 2020
Dover, New Hampshire

Office Use Only	Project #: P20-18	Date Received:
	Amount Paid: CK# 6945 $1,132.00 CK# 126 $ 242.00	Time Received:

APPLICANT AND OWNER INFORMATION

Name of Applicant: Lawrence E. & Cheryl J. Mulcahy Telephone # 603-742-2359

Address of Applicant: 71 Glenwood Avenue, Dover NH 03820

Name of Property Owner (*if different from applicant*): Same Telephone # Same

Address of Property Owner: _____

E-Mail Address: CMULC88123@COMCAST.NET

PROPERTY INFORMATION

Address of Property: 71 Glenwood Avenue

Assessor's Map # D Lot(s) # 20

Zoning District(s) R-12 Overlay District(s) _____

Size of Parcel: 4.66 Acres (Tax Card) Property Deed: Book 1800 Page: 584

Existing Use of Property: Single Family

SUBDIVISION INFORMATION

Subdivision Type: Major (4 + net new lots): X Open Space: _____ TDR: _____

Existing Number of Lots: 1 Proposed Number of Lots: 7

City Water? X Yes ___ No How far is city water from the property? _____

City Sewer? ___ Yes X No How far is city sewer from the property? _____

Highway Access (check where applicable): X City Street ____ State Highway

Estimated Length of Proposed Roads: 750' feet Public or Private Road? Public

Estimated value of construction: _____ Refuse removal: Public/Private (circle one)

WAIVER REQUESTS

Subdivision Regulations section(s) to be waived: None

Justification for waiver request(s) (*attach additional sheets as needed*): _____

SURVEYOR INFORMATION

Name of Surveyor and Company (Licensed in N.H.) Fieldstone Land Consultants, PLLC

Address 206 Elm Street Milford, NH 03055 Telephone #: 672-5456

Professional License #: Michael D. Ploof, LLS E-mail address: MDPloof@FieldstoneLandConsultants.com

ENGINEER INFORMATION

Name of Engineer and Company (Licensed in N.H.) Fieldstone Land Consultants, PLLC

Address 206 Elm Street Milford NH 03055 Telephone #: 672-5456

Professional License #: Chad E. Branon, PE E-mail address: CEBranon@FieldstoneLandConsultants.com

LANDSCAPE ARCHITECT INFORMATION

Name of Landscape Architect and Company (Licensed in N.H.) _____

Address _____ Telephone #: _____

Professional License #: _____ E-mail address: _____

SOIL SCIENTIST INFORMATION

Name of Soil Scientist and Company (Licensed in N.H.) Fieldstone Land Consultants, PLLC

Address 206 Elm Street Milford, NH 03055 Telephone #: 672-5456

Professional License #: Christopher A. Guida, CSS E-mail address: CAGuida@FieldstoneLandConsultants.com

CONSERVATION EASEMENT HOLDER

Name of Easement Holder: _____ Telephone #_____

Address Easement Holder: _____

SIGNATURES

I/We hereby submit this application to the City of Dover Planning Board and attest that to the best of my knowledge all of the information on this application form and in the accompanying application materials and documentation is true and accurate. Furthermore, I/We submit that the existing conditions sheet of the plan represents the lot in question, and that no alteration of the site shall take place during Planning Board review up to and including the pre-construction meeting. As applicant or as agent, I attest that I am duly authorized to act in this capacity.

Signature of Property Owner: _____ Date: _____

Signature of Applicant (*if different from owner*): _____ Date: _____

Signature of Agent: _____ Date: 2/19/20

AUTHORIZATION TO ENTER SUBJECT PROPERTY

I, and my successors, hereby authorize members of the Dover Planning Board, Planning Department and other pertinent City Departments and boards to enter my property for the purpose of evaluating this application, including performing inspections during the application phase, post-approval phase, construction phase and occupancy phase. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signature of Property Owner: _____ Date: 2/19/20

AUTHORIZATION TO COMPLETE THE PROJECT ON SUBJECT PROPERTY

I, and my successors, hereby authorize the City of Dover and its assigns to enter my property for the purpose of completing the site work as required by the approved plan should the letter or credit or other surety be called. It is understood that these individuals must use all reasonable care, courtesy, and diligence when on the property.

Signature of Property Owner: _____ Date: 2/19/20

Signature of Applicant (*if different from owner*): _____ Date: _____

CERTIFICATION OF FEES

I, and my successors, hereby certify that I understand that the City of Dover collects impact fees, utility investment fees and inspection fees for projects developed in Dover. Said fees must be paid before a Certificate of Occupancy can be obtained for a structure, unless a different payment schedule is agreed to by the applicant and the City prior to approvals being issued by the Dover Planning Board. Additionally, should the property be in "Current Use" it will be subject to the Land Use Change Tax.

Signature of Property Owner: _____ Date: 2/19/20

Signature of Applicant (*if different from owner*): _____ Date: _____

CERTIFICATION OF PUBLIC ROADWAY ACCEPTANCE

I, and my successors, hereby certify that I understand that the acceptance of a roadway as a public road is an action of the City Council in its sole and complete discretion. In order for the City Council to consider accepting a road as public, it must be free of encumbrances. No roadway with private utility easements shall be accepted as a public road by the City unless the easements are expunged prior to the transfer of land to the City. License agreements for any and all private utilities within the right of way may be granted by the City upon acceptance of the unencumbered roadway consistent with applicable state law.

Signature of Property Owner: N/A Date: _____

Signature of Applicant (*if different from owner*): _____ Date: _____

City of Dover, New Hampshire
SUBDIVISION SUBMISSION CHECKLIST

[Revision Date: May 18, 2019]

This review checklist is intended to assist the applicant in the planning process of preparing a Subdivision application for Planning Board action. The size of the project will determine the types of information required for review, therefore, a **pre-application conference** with the Planning Department to determine the list of items that must be completed is strongly encouraged.

The first step would be to appear before the Technical Review Committee, to apply, eight (8) folded copies of the site plan with scale of not less than 1"=50' or 1" =100' for larger site plans, need to be provided, along with payment of plan review fees.

Two weeks prior to Planning Board, three (3) full size and twelve (12) half size (11x17), folded, copies of the plan set and materials, including response to TRC comments, will be due. Abutter/Notice Fees will be invoiced and need to be paid 28 hours prior to the Planning Board meeting.

The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all subdivision requirements. Please refer to the Subdivision Regulations for full details.

APPLICANT: Lawrence & Cheryl Mulcahy File Number: _____

PROJECT TITLE: Glenwood Project

PROPERTY LOCATION: 71 Glenwood Avenue Tax Map: D Lot: 20

	Where/How Provided	Reviewed
1. Completed and signed Application form	Application Package	
2. Plan Review Fees are provided	Application Package	
3. Electronic copy of the surveyed plat layout	Via Email	
4. Electronic copy of supplementary materials and application	Via Email	
5. Traffic Impact Assessment and Analysis (Standard or Advanced)	Application Package	
6. Waiver requests to the Subdivision Regulations, with written justification	N/A	
7. Conditional Use Permit applications	N/A	
8. Narrative describing yield plan and cost analysis	N/A-Conventional Subdivision	
9. Folded copies of subdivision plan w/scale of not less than 1"=50' or 1"=100' for larger subdivisions. Plans shall contain the following items as appropriate:	Application Package	
Location map at appropriate scale	Cover Sheet	
Proposed subdivision name and title and Planning File #	Cover Sheet	
Date, north arrow and scale	Sheet EX-1	
Names of all abutting property owners	Sheet EX-1	
Name and address of owners and/or applicants	Cover Sheet	
Signature & stamp of NH licensed land surveyor and/or engineer	All Sheets as applicable	
Zoning District boundaries, including any special or overlay districts	Sheet EX-1	
Location of Conservation District areas	Sheet EX-1	
Location, names and widths of existing and proposed streets, including pavement widths, grades, curbs and crosswalks	Sheets EX-1, GR-1, & UT-1	
Location and widths of existing & proposed easements & right of ways	Sheets EX-1 & SB-1	
Location and widths of existing and proposed sidewalks	Sheet EX-1/ NONE PROPOSED	
Existing and proposed property lines with dimensions and bearings tied into Dover's Geographic Information System coordinate system	Sheet SB-1	
Existing and proposed lot areas in square feet	Sheet SB-1	
Existing and proposed topographic information at two foot intervals	Sheets TP-1 & GR-1	
Minimum building setbacks or build to lines on all lots	Sheet SB-1	

	Explain How Provided	Reviewed
Existing and proposed buildings and structure locations	Sheets EX-1 & GR-1	
Location and size of existing and proposed electric, telephone, gas cable and other underground utilities	Sheets EX-1, PP-1 & UT-1	
Existing and proposed water lines and fire hydrants, including materials and capacity needed	Sheets EX-1, PP-1 & UT-1	
Location and materials of sanitary sewage facilities within project site and projected additional peak hour sewer load	N/A, private septics	
Existing and proposed septic system, including test pit locations and results and NHDES subdivision permit number	Pending	
Existing and proposed stormwater lines and facilities	Sheets EX-1, PP-1 & GR-1	
Existing and proposed streetlights	Sheet EX-1/None Proposed	
Location of Flood Hazard Zone	N/A	
Location of all bodies of water and watercourses	Sheet EX-1	
Location of wetlands and buffers	Sheet EX-1	
Neighborhood plan with aerial underlay showing how project relates to abutting uses	Cover Sheet	
Existing natural features and/or significant vegetation on property	Sheet EX-1	
Depict existing contours up to 100 ft. beyond project limits	Sheet EX-1	
Soil types	Sheet EX-1	
Map and lot numbers for existing and proposed lots as assigned by Tax Assessor	Existing Shown, Proposed are Pending	
Location of all land offered for dedication for public use or land to be held in common by property owners of the subdivision	N/A	
Location of all land offered for dedication for public use or land to be held in common by property owners of the subdivision	N/A	
Location, material and size of existing and proposed permanent monuments	Sheet EX-1	
Existing railroad lines	N/A	
Note regarding solid waste disposal	Sheet SB-1	
All applicable Dover Common Subdivision notes	Sheets EX-1,SB-1,DT-1,DT-4	
10. Construction Detail Sheets shall contain the following:		
Profiles showing existing & proposed elevations along the center lines of proposed streets & within 100' of intersections with existing streets	Sheet PP-1	
Profiles showing the locations & a typical cross-section detail of streets	Sheet DT-3	
Location of street trees, street lighting poles and street signs	Sheet GR-1	
Location, size and invert elevations of existing and proposed sanitary sewers, stormwater drains and fire hydrants	No Sewer, PP-1 & UT-1	
Location and size of all water, gas and other underground utilities	Sheet UT-1	
11. Additional Information if appropriate		
Stormwater Management Plan depicting the existing and proposed storm drainage system and engineered drainage analysis	Drainage Report	
Stormwater Management System Operation and Maintenance Plan	Drainage Report	
Letter to Serve from Public and Private Utilities		
Erosion and Sedimentation Control Plan	Sheet GR-1	
Perimeter Landscaping Plan	Sheet GR-1	
Proposed restrictive covenants or homeowners association documents	N/A	
Dates and permit numbers of all required state and federal permits	Pending	
If wetland buffer, indicate placards locations, as applicable	Pending	
Hydrogeologic study if located in Groundwater Protection Zone	N/A	
Provide additional exhibits/technical data determined appropriate by the Planning Board or its staff as required	N/A at this time	

REVIEWED BY: _____ DATE_____ TRC DATE_____

FIELDSTONE
LAND CONSULTANTS, PLLC
Surveying Engineering
Land Planning Septic Designs
206 Elm Street, Milford, NH 03055 - Phone: 603-672-5456 - Fax: 603-413-5456
www.FieldstoneLandConsultants.com

February 18, 2020

City of Dover
Dover Planning Board
288 Central Avenue
Dover, NH 03820

RE: Proposed Open Space Subdivision
Tax Map D Lot 20
71 Glenwood Ave.
Dover, NH 03820
Lawrence and Cheryl Mulcahy

To Whom It May Concern:

The undersigned being the owner of the above referenced lot hereby authorizes Fieldstone Land Consultants, PLLC to act as their agent in filing and seeking all necessary approvals from local, state and federal approvals for Tax Map D Lot 20.

Very truly yours,

Tax Map D Lot 20

Signature: _____ Print: Lawrence Mulcahy Date: 2-19-2020

Cheryl Mulcahy

Cheryl Mulcahy

FIELDSTONE
LAND CONSULTANTS, PLLC
Surveying ✦ Engineering
Land Planning ✦ Septic Designs
206 Elm Street, Milford, NH 03055 - Phone: 603-672-5456 - Fax: 603-413-5456
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Glenwood Project (Stepping Stones Way)

Map D, Lot 20
71 Glenwood Avenue - Dover, NH
August 26, 2020

Traffic Analysis

The following is an abbreviated traffic analysis of Stepping Stones Way addressing the anticipated impacts that this project will have on the adjacent area. This project consists of developing the subject parcel into a 7 lot subdivision on Glenwood Avenue. This consists of one existing house and 6 new lots. The parcel is 4.66± acres and current use is single family residential. The abutting property to the north is owned by NHDOT and is Route 16 (Spaulding Turnpike) and all other abutting lots are residential.

Glenwood Avenue is a two lane road with sloped granite curbing on both sides and a sidewalk on the south side. The speed limit is 30 mph. Glenwood Avenue heads west for 1,440± FT and intersects with 6th Street. To the east it intersects with Central Avenue in the center of Dover.

Based upon the analysis of the proposed development, Fieldstone Land Consultants, PLLC finds that:

- Using the Institute of Transportation Engineers (ITE) trip generation data[1], each dwelling unit can be expected to generate an average of 9.57 vehicle trip ends (VTE) per day on a weekday. Likewise, each unit can be expected to generate 10.08 VTE per day on a Saturday, and 8.77 VTE per day on a Sunday.

  Therefore, the proposed 7 lot residential development, which will create an additional 6 lots, can be expected to generate 58 VTE per weekday, 61 VTE per Saturday, and 53 VTE per Sunday.

- The weekday peak hour traffic levels of Glenwood Avenue are generally highest during the weekday PM peak hour period, which occurs from 5:00 to 6. The weekday AM peak hour occurs from 7:00 to 8:00.

  The trip generation analysis reveals that on an average weekday basis, the proposed development will generate approximately 4.6 vehicle-trips during the AM peak hour period and 6.1 vehicle-trips during the PM peak hour period. This translates into one additional vehicle every ten to twelve minutes. Impacts of this order of magnitude are not significant from a traffic standpoint and are not

[1] Institute of Transportation Engineers: Trip Generation, 8th Edition, Land Use 210, Single-Family Detached Housing

noticeable to a roadside observer or driver in the traffic stream.

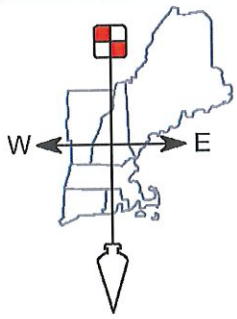
- The proposed road intersection at Glenwood Avenue will have adequate sight distances looking left and right from the proposed access road. To maintain clear sight distances from the proposed access road there shall be "NO ON-STREET PARKING" signs located within the right-of-way. The sight distance at the proposed intersection exceeds the City of Dover's 400-foot requirement.

- COAST Bus route 33 is located along Glenwood Avenue. The two adjacent streets, Wilbrod Avenue and Crestview Drive, have bus stops at the intersection with Glenwood Avenue for this route. The bus stop on Crestview is 530± FT east of the proposed subdivision and the bus stop at Wilbrod is 610± FT west.

To conclude, the proposed development of the subject parcel will not result in any significant impacts on the existing roadway system and the construction of the site access road intersection on Glenwood Avenue as described herein will result in a safe intersection.

Prepared By: Chuck L. Ritchie, Project Engineer

LETTER OF TRANSMITTAL



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www.FieldstoneLandConsultants.com

To: Dover Planning and Community Development
Donna Benton, AICP - City Planner
City of Dover Planning Board
288 Central Ave.
Dover, NH 03820

Date: January 12, 2021

Re: **Conventional Subdivision, Tax Map D Lot 20**
71 Glenwood Avenue
Dover, New Hampshire

WE ARE SENDING YOU ■ Attached ❒ Under separate cover via _____ the following items:

❒ Shop drawings ■ Prints ■ Plans ❒ Samples ❒ Specifications

❒ Copy of letter ❒ Change order ❒ _____.

COPIES	DATE	NO.	DESCRIPTION
4	1/5/21	(set)	Full Size Subdivision Plan Set (22"x34")
1	1/5/21	(set)	Reduced copies of plans (11"x17")
1	1/12/21		Response Letter w/ Waiver Request
1	1/5/21		Drainage Report
1	1/12/21		PDF sent via e-mail

THESE ARE TRANSMITTED as checked below:

■ For approval ❒ Approved as submitted ❒ Resubmit ____ copies for approval

❒ For your use ❒ Approved as noted ❒ Submit ____ copies for distribution

❒ As requested ❒ Returned for corrections ❒ Return ____ corrected copies

■ For review and comment ❒ _____.

REMARKS

We are submitting for the next Planning Board meeting on January 26, please contact me with any questions.

Thank you,

Charlie Ritchie

Chuck L. Ritchie, Project Engineer

Project No. 1433.00

FIELDSTONE
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www.FieldstoneLandConsultants.com

January 12, 2021

Dover Planning and Community Development
Donna Benton, AICP – City Planner
City of Dover Planning Board
288 Central Ave.
Dover, NH 03820

RE: Major Subdivision Review – Lawrence E. & Cheryl J. Mulcahy
71 Glenwood (Tax Map D, Lot 20)
(Response Letter to Technical Review Committee Meeting Comments)

Dear Ms. Benton,

Thank you for taking time to review the above referenced application. We have revised the submission materials according to the comments from the technical review committee's second review. In an effort to simplify the review process I have prepared a response letter to address the review comments. Your comments are shown below and our responses are in italics and blue.

Planning Comments

1) Provide draft easement deed for stormwater access and maintenance.

   A stormwater access and maintenance draft easement deed shall be provided following planning board approval. It shall include the responsible parties and limit of any easements.

2) Provide draft deed for lots 6 & 7 with wetland buffer restrictions.

   A draft deed for lots 6 & 7 shall be provided following planning board approval. They shall include information regarding location of wetland buffers and allowable uses within the buffer.

3) Impact fees will be assessed.

   The impact fee cost will be calculated and paid following planning board approval.

4) Water investment fees are applicable.

   Water investment fee cost will be calculated and paid following planning board approval.

5) Stamp and signature of PE & LLS needed on each plan submission.

We typically have a LLS stamp the existing conditions and subdivision plans and a PE stamp engineering plans such as grading, profiles, utility, and details. The cover shall have both stamps and other sheets stamped by the corresponding professional.

6) Provide HOA documents as a condition of approval at planning board.

HOA documents shall be provided following planning board conditional approval.

7) Revise Plans:

- Revise note 31 to seven feet.

  Note 31 has been revised accordingly.

- Provide more detail regarding fence and landscaping along western project boundary.

  The fence shall be a stockade fence 6'± tall, constructed for the purpose of creating a buffer between the proposed road and residential property to the west. There are a number of shrubs to be installed as shown on sheet GR-1.

- Extend fence further down abutting property line.

  The fence has been extended further north along the boundary line.

- Revise hours of construction note to indicate no Sunday hours on sheet 4.

  The hours of construction note on sheet 4 has been revised accordingly.

- Update zoning to both R-12 and Commercial (400' off Glenwood).

  Zoning has been updated accordingly.

- Confirm landscaping meets latest regulations and how it should be maintained.

  The landscaping meets the latest regulations for planting and maintenance.

- Move street trees to private property lots.

  Street trees along the proposed lots have been moved within the private property lines.

Fire/Inspections Comments

All comments have been addressed.

Police Department Comments

1) Confirm signs are visible from both sides of the road (when vehicles enter and leave) so a total of 4 signs but on two posts.

The signs shall be installed to be visible from both sides of the road per the sign detail.

Engineering Comments

1) The drainpipe from HW6 to CB1 should not be laid level. There needs to be some slope on it. Perhaps it would be better served to install an outlet structure instead of a headwall. The headwall should angle more to align with the roadway and the grade between the roadway and top of headwall may be an issue.

   The pipe has been revised to flow from CB1 to HW6 at a slope of 0.01'/'. It has also been revised to run perpendicularly to the roadway. The top of HW6 is 185.4 and the edge of the shoulder at that location is 186.8. The distance between the shoulder and headwall is 3.0' which is a slope of slightly flatter than 2:1 for 1.4' of vertical elevation change.

2) What is the proposed invert into 1107 from CB1?

   The proposed invert into CB1107 form CB1 is 183.1.

3) It appears the inverts in CB1 are mislabeled. Invert out 183.7 IB1 and invert out 183.8 CB1107.

   CB1 has two outlets, the first is to IB1 with an elevation of 183.4. Runoff from the road will flow towards the infiltration basin to be treated first. It will then backflow to CB1 and out through the second outlet to CB1107 at an elevation of 183.8.

4) Who will maintain the infiltration basins?

   The infiltration basins will be maintained by the HOA.

5) There should be another catch basin installed at approximately 6+70 left to catch the water before it tries to follow the cul-de-sac.

   A catch basin has been designed at station 6+69.

6) Correct sidewalk detail to be 5 ft wide and not include the curb.

   The sidewalk detail has been revised accordingly.

7) Asphalt sidewalks should be 2.5 inches of asphalt and 9 inches of crushed gravel.

   The sidewalk materials and thicknesses have been revised accordingly.

8) All cones and slab top openings shall be eccentric.

   Note #9 on sheet GR-1 states that all cones and slab top openings shall be eccentric.

9) On the tee detail- we use anchor tees or foster adapters to attach gates to tees.

   Along with Note #5 for "typical tee installation" on sheet DT-5 stating anchor tees or foster adapters shall be used, the tee is labeled as an anchor tee.

10) An access way shall be placed for extension of access and utilities to adjacent lot.

We believe an access and/or utility easement would not be effective in this situation for connectivity for future development of abutting parcels due to the existing natural limitations of the land including wetlands, slopes, and subdivision regulation requirements for abutting parcels and lack of ROW access to abutting roadways. Construction of a road through an access easement would require a 50' right of way and require at least one house/lot to become nonconforming, or removed entirely. Any future development to the west would be better suited to tie-in to utilities from Glenwood Avenue or Indian Brook Drive rather than a stub from proposed Stepping Stone Way. A more detailed waiver request has been attached to address this request.

11) Show roadway stationing on all sheets.

Sheets GR-1 and UT-1 have been revised to show road stationing along with sheet PP-1.

12) How do you address the stormwater that runs down Glenwood? The city has experienced icing problems where flow crosses a side street.

The proposed road will match existing grades along Glenwood and not alter the existing flow along Glenwood Ave. to existing CB1107. The proposed road will be shed water to either CB1 or IB1 and will not direct any additional flow onto Glenwood Ave which might contribute to potential icing problems.

13) An inlet analysis should be done on the grate by Glenwood due to the long run of 450 feet. A double grate or high flow grate may be needed.

An inlet analysis is included in this submission which shows a standard single grate modeled with a pavement depression is sufficient for the expected flow to CB1. A pavement depression has been included on sheet DT-2 and called for on CB1 on sheet GR-1.

Economic Development Comments

1) What colors/materials are you considering?

The houses will be stick built and painted a color chosen by the buyer.

Planning Board Comments

All comments have been addressed.

We trust that this letter in conjunction with the revised plans and attachments address the Technical

Review Committee's comments and concerns regarding this application. If you have questions, please don't hesitate to call.

Sincerely,
Fieldstone Land Consultants, PLLC

Charlie Ritchie

Chuck L. Ritchie
Project Engineer

FIELDSTONE
LAND CONSULTANTS, PLLC
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Land Planning ◆ Septic Designs
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Stepping Stones Way
Map D, Lot 20
71 Glenwood Avenue - Dover, NH
January 11, 2021

Future R.O.W. Feasibility / Waiver Request

The following is a summary analysis of viability and applicability of creating a future Right of Way (ROW) between the proposed subdivision road, Stepping Stones Way, and abutting properties. This project consists of developing the subject parcel into a 7 lot subdivision off of Glenwood Avenue, one existing house and 6 new lots. The parcel is 4.66± acres and current use is single family residential and serviced by on-site septic systems and municipal water service.

Abutting parcels to the East:

A future ROW to access the land abutting to the east would not be applicable since the subdivision associated with Crestwood Drive did not provide any future ROW to the abutting properties and the properties are furthermore prevented from any further subdivision by conditions associated with the Lot Line Adjustment Plan SCRD #59-40.

Abutting parcels to the North:

The abutting property to the north is owned by NHDOT (Route 16, Spaulding Turnpike) and has a large wetland complex located on the northern part of the subject property and along existing State ROW.

Abutting parcels to the West:

The existing characteristics of the land effectively prevent any additional roadway construction and/or development to the north and northwest due to increasingly steep slopes and a large wetland complex in the northern part of the abutting properties and State ROW of the Spaulding Turnpike. The wetland setbacks and buffers would effectively prevent any development on the northern portions of the abutting lots to the west and the steeper slopes running in a southwesterly direction would create challenging engineering conditions to comply with City roadway design standards. A roadway designed in this area would likely only be able to utilize the southern side of the roadway for lot frontage due to wetland areas along the northern side.

Any proposed future roadway or utility easement would be required to travel several hundred feet through existing / proposed lots before any possible connection with any

future abutting development. Due to the proposed roadway and lot configuration which was necessary to meet City and State conventional subdivision regulations, such a connection would be financially and logistically unfeasible due to excessive cost. Also, due to the abutting lot configuration, wetland area setbacks, increasingly steep slopes and the requirement for an open-space subdivision, a proposed development would likely utilize a much shorter roadway and have the development clustered closer to Glenwood Ave with open space land encompassing the wetland area and steeper slopes in the northern portion of the property. This type of subdivision would certainly access utilities directly from Glenwood Ave since the connection would be much more cost effective, require less infrastructure, and prevent unnecessary access / maintenance easements across private property and result in less environmental impact. There are also no existing right of ways to Wilbrod Ave which is abutting to the west of the western abutting property.

The subject lot is less than 5 acres in size and therefore does not meet town minimum acreage requirements for an open-space subdivision and therefore a conventional subdivision is required. Although the subject parcel is located within the R-12 residential zone requiring 12,000 SF lot size, the actual minimum soil based lot size is 20,000 SF due to the State subdivision requirements for lots serviced by on-site sewage disposal system. Any proposed ROW or utility easements would require the removal of land from one or more of the individual lots which would make the lot(s) non-conforming with City and State regulations and require the redesign of the subdivision and the loss of one of the proposed lots creating an unreasonable hardship which would not provide any practicable benefit to the public given the inherent characteristics of the property and abutting properties.

Since the proposed Conventional Subdivision meets all of the applicable City of Dover subdivision requirements, we respectfully request a waiver from the general planning requirement to provide future right of way access to abutting properties as suggested by the Technical Review Committee. It is our belief that the intent of the requirement does not realistically apply to this particular lot and that there is no practicable benefit to the general public in this situation. Requiring the future ROW would result in unnecessary environmental impact, create an unreasonable hardship and deny the reasonable use of the land owner's property. It is also our understanding that the current abutting land owners are also opposed to the ROW request to access their property.

Sincerely,
Fieldstone Land Consultants, PLLC

Christopher A. Guida CSS, CWS
Certified Soil and Wetland Scientist

P20-18 **71 Glenwood Avenue**

Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
D0018-010000	15 WILBROD AV	UMUGWANGWALI BEATA		15 WILBROD AV	DOVER	NH	03820
D0019-000000	93 GLENWOOD AV	PAIGE PHILLIP		93 GLENWOOD AVE	DOVER	NH	03820
D0019-001000	77 GLENWOOD AV	BRETZ KYLE G &	BRETZ JENNIFER G	77 GLENWOOD AVE	DOVER	NH	03820
D0021-000000	69 GLENWOOD AV	BIXBY PETER W & BOLKER JESSICA CO-TRUSTE	BIXBY BOLKER FAMILY REVOCABLE TRUST OF 2	69 GLENWOOD AVENUE	DOVER	NH	03820
D0022-002000	4 CRESTVIEW DR	LAFOND TODD W		4 CRESTVIEW DR	DOVER	NH	03820
D0022-003000	6 CRESTVIEW DR	SULLIVAN BRENDAN S &	SULLIVAN DAWN M	6 CRESTVIEW DR	DOVER	NH	03820
D0022-004000	8 CRESTVIEW DR	ROSENAU LESLIE J KATHLEEN G TRUSTEES	ROSENAU FAMILY TRUST	8 CRESTVIEW DRIVE	DOVER	NH	03820
D0022-005000	10 CRESTVIEW DR	ROUSSEAU RYAN J		10 CRESTVIEW DRIVE	DOVER	NH	03820
D0022-006000	12 CRESTVIEW DR	DAVIS MELISSA C &	DAVIS GORDON W	12 CRESTVIEW DR	DOVER	NH	03820
D0022-C00000	67 A GLENWOOD AV	OLIVIER MAURICE E & LEONA M TRUSTEES	OLIVIER FAMILY 1999 TRUST	67A GLENWOOD AV	DOVER	NH	03820
D0022-I00000	2 CRESTVIEW DR	NYBY JESSICA		2 CRESTVIEW DR	DOVER	NH	03820
E0012-000000	74 GLENWOOD AV	THORNER JILL		74 GLENWOOD AVENUE	DOVER	NH	03820
E0013-000000	74 A GLENWOOD AV	SWEENEY WILLIAM J JR 2003 REV TRUST	SWEENEY WILLIAM J TRUSTEE	74A GLENWOOD AVE	DOVER	NH	03820
E0014-000000	76 GLENWOOD AV	SPURLIN RICHARD J &	SPURLIN LORRI L	76 GLENWOOD AV	DOVER	NH	03820-2307
E0015-000000	78 GLENWOOD AV	ROVA SUSAN A	ROVA TIMOTHY M	78 GLENWOOD AVE	DOVER	NH	03820
E0016-000000	80 GLENWOOD AV	GUYETT JAMES C	GUYETT DAWN I	80 GLENWOOD AVENUE	DOVER	NH	03820
E0017-000000	82 GLENWOOD AV	HUTCHINSON BRUCE E	HUTCHINSON ELIZABETH H	82 GLENWOOD AVENUE	DOVER	NH	03820
D0020-000000	71 GLENWOOD AV	MULCAHY LAWRENCE E &	MULCAHY CHERYL J	71 GLENWOOD AVENUE	DOVER	NH	03820
		FIELDSTONE LAND CONSULTANTS, PLLC	CHAD E BRANON, PE	206 ELM STREET	MILFORD	NH	03055

CITY OF DOVER

TECHNICAL REVIEW COMMITTEE NOTES – P20-18

Application Type:	Major Subdivision Review
Applicant(s):	Lawrence E & Cheryl J. Mulcahy
Owner(s):	Lawrence E & Cheryl J. Mulcahy
Location:	71 Glenwood (Tax Map D, Lot 20)
Date:	September 17, 2020

INTENT: To subdivide one lot into 7 lots.

LOTS/UNITS PROPOSED: 6 new lots

AGENDA ITEM #: 2

ACREAGE: 2.66 acres

ZONING DISTRICT: R-12

EXISTING LAND USE: Residential

SURROUNDING LAND USE: Residential and Spaulding Turnpike

ZBA ACTION: H76-13, denied variance to permit gravel excavation

PERMITS REQUIRED: State subdivision permit

WAIVERS REQUESTED: N/A

ATTENDANCE:
Members:
Christopher Parker, Planning
Jim Maxfield, Inspection Services
Sgt. Marn Speidel, Police
Alan Dews, Engineering
Elena Piekut, Zoning
Frank Torr, Planning Board

Others:
Donna Benton
Chris Guida
Ellen Ianello

Planning Comments:

- Confirm intent is for this to be a public road? Either way, revise application. Add sidewalks to meet City requirements
- What is the total impervious area for the road?
- Provide:
  - Landscape O&M plan
- Impact fees will be assessed $
- Water investment fees are applicable
- Any lighting proposed?
- Where is the solid waste note as indicated on Sheet SB-1?
- State approved the 20k s.f. lot areas?
- Stamp and signature of PE & LLS needed on each plan submission
- Revise plans:
  - Add project file number to title block (P20-18) on all sheets
  - Add common subdivision notes 9,12, 17, 19, 24, 25, 27, 28, 29, 32, and 34
  - Add note and location of wetland buffer placards
  - Remove the word "building" from "wetland building buffer" under zoning note. (Placards purchased from City)
  - Add fence and landscaping along western project boundary
  - If private, indicate private on sheet SB-1
  - Add width of road on sheet SB-1
  - Revise hours of construction note to indicate no Sunday hours
  - Indicate septic areas on sheet UT-1
  - Ensure cul-de-sac frontages meet the definition of "frontage" (see Zoning Ordinance)
  - Ensure new corner lot has 100' of frontage on both streets
  - Update zoning to both R-12 and Commercial (400' off Glenwood)
  - HOA for private stormwater infrastructure
  - Will need to note in deeds for lots 6 & 7 the wetlands buffer restrictions

Fire/Inspections Comments:

- Underground electric raceways should be planned for the driveway side of each residences to comply w/ utility requirements.
- Unclear if there is any proposed street lighting as utility plans are somewhat unclear.
- The Fire hydrant is usually preferred at the end of a dead end water line. Defer to CS.
- Approximately three "No Parking This Side" signage should be located along West side of street.
- Provide turning template for T-1.

CITY OF DOVER

TECHNICAL REVIEW COMMITTEE NOTES – P20-18

Application Type:	Major Subdivision Review
Applicant(s):	Lawrence E & Cheryl J. Mulcahy
Owner(s):	Lawrence E & Cheryl J. Mulcahy
Location:	71 Glenwood (Tax Map D, Lot 20)
Date:	September 17, 2020

Police Department Comments:

- Install at least 2 "No Parking This Side of Street" signs, with City-standard square posts, on westerly side of roadway between Glenwood and lot D-20-3 (this side has more curb cuts). Planning board should impose condition of one-side parking restriction for this public street. Staff will forward ordinance revision to City Council upon approval of project.
- Is a sidewalk proposed?
- Provide a plan sheet that gives a clearer overview of the project (Example: remove utilities from Sheet PP1, sheet is difficult to read)

Engineering Comments:

- What is the status of the tel easement referenced as note 10 pages 3 and 4. Where is it and can it be released?
- Address existing circular driveway. It needs to be adjusted.
- Show septic receiving areas. Concern with lot 6 septic and wetlands buffer.
- Relocate the hydrant to the end of the watermain. No dead end stub.
- The water and gas need at least 7 ft of separation. I recommend moving the gas to off pavement.
- The UGE should be located outside of the right of way.
- All HDPE pipe should have a smooth interior. You reference CPP.
- The drainpipe laid level is not acceptable. This should grade toward the catchbasin. The invert out is higher than the invert in at the catchbasin.
- Use PCP pipe if less than 2 ft of cover for drainage.
- Who maintains the infiltration ponds on private property?
- Use 2 inch square sign posts
- Use anchor tees and foster adapters on tees.
- Review options for keeping existing vegetation

Economic Development Comments:

- What colors/materials are you considering?

Planning Board Comments:

- Do you have a rendention of the homes to show PB?

Next steps:

Complete plan edits. Re-submit to City Planner with narrative about how each comment has been addressed for second TRC. PB meeting on 10/27.

TRC paused at 11:58am.

CITY OF DOVER

TECHNICAL REVIEW COMMITTEE NOTES – P20-18

Application Type:	Major Subdivision Review
Applicant(s):	Lawrence E & Cheryl J. Mulcahy
Owner(s):	Lawrence E & Cheryl J. Mulcahy
Location:	71 Glenwood (Tax Map D, Lot 20)
Date:	December 17, 2020

INTENT: To subdivide one lot into 7 lots.

LOTS/UNITS PROPOSED: 6 new lots

AGENDA ITEM #: 1

ACREAGE: 2.66 acres

ZONING DISTRICT: R-12

EXISTING LAND USE: Residential

SURROUNDING LAND USE: Residential and Spaulding Turnpike

ZBA ACTION: H76-13, denied variance to permit gravel excavation

PERMITS REQUIRED: State subdivision permit

WAIVERS REQUESTED: N/A

ATTENDANCE:
Members:
Donna Benton, Planning
Christopher Parker, Economic Development
Elena Piekut, Zoning
Sgt. Marn Speidel, Police
Jim Maxfield, Inspection Services
Frank Torr, Planning Board
Dave White, Engineering

Others:
Chris Guida

Approval of the 10/29/2020 Minutes:
F.Torr made a motion to approve the October 29, 2020 minutes. Seconded by D.Benton. Vote: U/A

Planning Comments:
- Provide draft easement deed for stormwater access and maintenance
- Provide draft deed for lots 6 & 7 with wetland buffer restrictions
- Impact fees will be assessed
- Water investment fees are applicable
- Stamp and signature of PE & LLS needed on each plan submission
- Provide HOA documents as a condition of approval at Planning Board
- Revise plans:
  - Revise note 31 to seven feet
  - Provide more detail regarding fence and landscaping along western project boundary
  - Extend fence further down abutting property line
  - Revise hours of construction note to indicate no Sunday hours on sheet 4
  - Update zoning to both R-12 and Commercial (400' off Glenwood)
  - Confirm landscaping meets latest regulations and how it should be maintained
  - Move street trees to private property lots

Fire/Inspections Comments:
- All comments have been addressed

Police Department Comments:
- Confirm signs are visible from both sides of the road (when vehicles enter and leave) so a total of 4 signs but on two posts

Engineering Comments:
- The drainpipe from hw 6 to cb 1 should not be laid level. There needs to be some slope on it. Perhaps it would be better served to install an outlet structure instead of a headwall. The headwall should angle more to align with the roadway and the grade between the roadway and top of headwall may be an issue.
- What is the proposed invert into 1107 from cb1?
- It appears the inverts in cb1 are mislabeled. Invert out 183.7 IB1 and inv out 183.8 cb1107.
- Who will maintain the infiltration basins?
- There should be another catchbasin installed at approximately 6+70 left to catch the water before it tries to follow the cul-de-sac.
- Correct sidewalk detail to be 5 ft wide and not include the curb.
- Asphalt sidewalks should be 2.5 inches of asphalt and 9 inches of crushed gravel.

- All cones and slab top openings shall be eccentric.
- On the tee detail- we use anchor tees or foster adapters to attach gates to tees.
- An access way shall be placed for extension of access and utilities to the adjacent lot.
- Show roadway stationing on all sheets
- How do you address the stormwater that runs down Glenwood. The city has experienced icing problems where flow crosses a side street.
- An inlet analysis should be done on the grate by Glenwood due to the long run of 450 feet. A double grate or high flow grate may be needed.

Economic Development Comments:

- *What colors/materials are you considering?*

Planning Board Comments:

- All comments have been addressed

Next steps:

Submit plans on January 5th for the January 26th Planning Board meeting.

TRC paused at 11:11am.

REFERENCE PLANS:

1. "LOT LINE ADJUSTMENT PLAN – PREPARED FOR – CRESTVIEW DRIVE LOTS – TAX MAP D, LOT NO.S 21A, 22C, 22–1 THRU 22–6 – CRESTVIEW DRIVE & GLENWOOD AVE – CITY OF DOVER – COUNTY OF STRAFFORD – STATE OF NEW HAMPSHIRE", SCALE 1"=40', DATED JUNE 28, 2000 AND REVISED THROUGH JULY 17, 2000 BY McENEANEY SURVEY ASSOCIATES, INC. AND RECORDED AS PLAN #13795 IN THE S.C.R.D.

2. "MINOR SUBDIVISION PLAN – PREPARED FOR – PHILLIP PAIGE – TAX MAP D, LOT NO. 19 – 93 GLENWOOD AVENUE – CITY OF DOVER – COUNTY OF STRAFFORD – STATE OF NEW HAMPSHIRE", SCALE:1"=50', DATED MAY 1, 2009 AND REVISED THROUGH JUNE 22, 2009 BY McNEANEY SURVEY ASSOCIATES, INC. AND RECORDED IN DRAWER 97, PLAN NUMBER 30 IN THE S.C.R.D.

3. "ALDER MEADOW SUBDIVISION – PREPARED FOR – THE CITY OF DOVER – OFF WILBROD AVENUE – DOVER, NEW HAMPSHIRE", SCALE:1"=50', DATED AUGUST 23, 1996 AND REVISED THROUGH SEPTEMBER 19, 1996 BY McNEANEY SURVEY ASSOCIATES, INC. AND RECORDED AS PLAN #15585 IN THE S.C.R.D.

MAJOR SUBDIVISION

GLENWOOD PROJECT

- TAX MAP D, LOT 20 -

71 GLENWOOD AVENUE

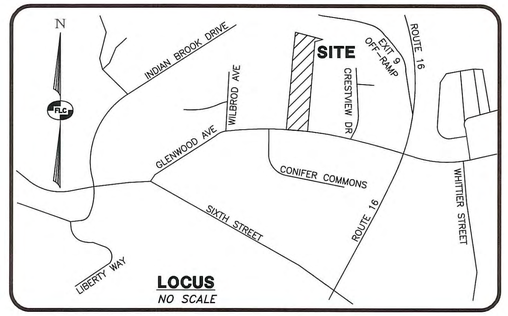
PROJECT FILE NUMBER: P20-18

DOVER, NEW HAMPSHIRE

AUGUST 21, 2020

LAST REVISED: JANUARY 5, 2021

SCALE: 1"=150'



SHEET INDEX

PAGE	SHEET	TITLE
1	CV–1	COVER SHEET
2	EX–1	EXISTING CONDITIONS PLAN
3	SB–1	SUBDIVISION PLAN
4	TP–1	TOPOGRAPHIC PLAN
5	PP–1	ROADWAY PLAN & PROFILE
6	GR–1	GRADING, EROSION CONTROL, AND LANDSCAPING PLAN
7	UT–1	UTILITY PLAN
8	DT–1	CONSTRUCTION DETAILS
9	DT–2	CONSTRUCTION DETAILS
10	DT–3	DRAINAGE DETAILS
11	DT–4	EROSION CONTROL DETAILS
12	DT–5	WATER DETAILS

PREPARED FOR & LAND OF:

LAWRENCE & CHERYL MULCAHY

71 GLENWOOD AVENUE DOVER, NH 03820

811 DigSafe MA-ME-NH-RI-VT

1. THE LOCATION OF THE UTILITIES SHOWN ARE APPROXIMATE. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO LOCATE AND PRESERVE ALL UTILITY SERVICES.
2. THE CONTRACTOR IS RESPONSIBLE FOR CONTACTING AND COORDINATING WITH ALL JURISDICTIONAL AGENCIES AND UTILITY COMPANIES PRIOR TO AND DURING CONSTRUCTION.
3. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND PROPOSED WORK PRIOR TO CONSTRUCTION.

CONTACT DIG SAFE 72 HOURS PRIOR TO CONSTRUCTION
DIGSAFE.COM
OR DIAL 811
KNOW WHAT'S BELOW

STATE OF NEW HAMPSHIRE CHRISTOPHER A. GUIDA No. 650 CERTIFIED WETLAND SCIENTIST 11/1/21

STATE OF NEW HAMPSHIRE No. 946 MICHAEL D. PLEDF LICENSED LAND SURVEYOR SIGNATURE 11/2/21

Surveying ⌖ Engineering ⌖ Land Planning ⌖ Permitting ⌖ Septic Designs

FIELDSTONE LAND CONSULTANTS, PLLC

206 Elm Street, Milford, NH 03055
Phone: (603)-672-5456 Fax: (603)-413-5456
www.FieldstoneLandConsultants.com

STATE OF NEW HAMPSHIRE BRIAN C. LAVOIE 12196 LICENSED LAND SURVEYOR

REV.	DATE	DESCRIPTION	C/O	DR	CK
B	1/5/21	REVISIONS PER TRC REVIEW		CLR	CEB
A	12/4/20	REVISIONS PER TRC REVIEW		CLR	CEB

FILE: 1433CV00B.dwg | PROJ. NO. 1433.00 | SHEET: CV–1 | PAGE NO. 1 OF 12

ADDITIONAL ABUTTERS

TAX MAP D LOT 22-2
TODD W. LAFOND
4 CRESTVIEW DRIVE
DOVER, NH 03820
BK.4502 PG.680 8/17/17
(4 CRESVIEW DRIVE)

TAX MAP D LOT 22-3
BRENDAN S. & DAWN M. SULLIVAN
6 CRESTVIEW DRIVE
DOVER, NH 03820
BK.4125 PG.392 5/10/13
(6 CRESTVIEW DRIVE)

TAX MAP D LOT 22-C
OLIVIER FAMILY TRUST 1999
MAURICE E. & LEONA M. OLIVIER, TRUSTEES
67-A GLENWOOD AVENUE
DOVER, NH 03820
BK.2239 PG.93 10/5/00
(67-A GLENWOOD AVENUE)

TAX MAP D LOT 22-1
JESSICA NYBY
2 CRESTVIEW DRIVE
DOVER, NH 03820
BK.4604 PG.709 9/28/18
(2 CRESTVIEW DRIVE)

TAX MAP E LOT 17
BRUCE E. & ELIZABETH H. HUTCHINSON
82 GLENWOOD AVENUE
DOVER, NH 03820
BK.1059 PG.567 (12/23/80)
(82 GLENWOOD AVENUE)

TAX MAP E LOT 12
JILL THORNER
74 GLENWOOD AVENUE
DOVER, NH 03820
BK.1164 PG.767 (4/4/85)
(74 GLENWOOD AVENUE)

TAX MAP E LOT 13
WILLIAM J. SWEENEY JR. REV. TRUST
WILLIAM J. SWEENEY, TRUSTEE
74-A GLENWOOD AVENUE
DOVER, NH 03820
BK.2778 PG.951 6/20/03
(74-A GLENWOOD AVENUE)

TAX MAP E LOT 14
LORRI L. & RICHARD J. SPURLIN
76 GLENWOOD AVENUE
DOVER, NH 03820
BK.1936 PG.233 6/30/1997
(76 GLENWOOD AVENUE)

TAX MAP E LOT 15
SUSAN A. & TIMOTHY M. ROVA
78 GLENWOOD AVENUE
DOVER, NH 03820
BK.2276 PG.438 (2/23/01)
(78 GLENWOOD AVENUE)

TAX MAP E LOT 16
JAMES C. & DAWN I. GUYETT
80 GLENWOOD AVENUE
DOVER, NH 03820
BK.998 PG.491 6/1/77
(80 GLENWOOD AVENUE)

LEGEND:

EXISTING FEATURES

- D-20 — TAX MAP AND LOT NUMBER
- RIGHT-OF-WAY SIDELINE
- PROPERTY LINE
- ABUTTING LOT LINE
- EDGE OF PAVEMENT
- EDGE OF GRAVEL ROAD
- CURBING
- UG — UNDERGROUND UTILITIES
- OH — OVERHEAD UTILITIES
- S — SEWER LINE
- DRAIN LINE
- EDGE OF WETLAND
- CHAIN LINK FENCE
- HANDRAIL
- STOCKADE FENCE
- 500 — 10' CONTOUR INTERVAL
- 502 — 2' CONTOUR INTERVAL
- ZONING LINE
- BUILDING
- TREELINE
- TP: 6 L=<96" S=NONE — TEST PIT
- D.H.(F) — DRILL HOLE FOUND
- I.PIN(F) — IRON PIN FOUND
- I.PIPE(F) — IRON PIPE FOUND
- G.B.(F) — GRANITE BOUND FOUND
- TELEPHONE MANHOLE
- SEWER MANHOLE
- DRAIN MANHOLE
- VENT
- MANHOLE
- CATCH BASIN (SQUARE)
- CATCH BASIN (ROUND)
- CLEAN OUT
- BOLLARD
- SINGLE POST SIGN
- DOUBLE POST SIGN
- WATER HYDRANT
- WATER VALVE
- SHUT-OFF
- WELL
- UTILITY POLE AND GUY WIRE

REFERENCE PLANS:

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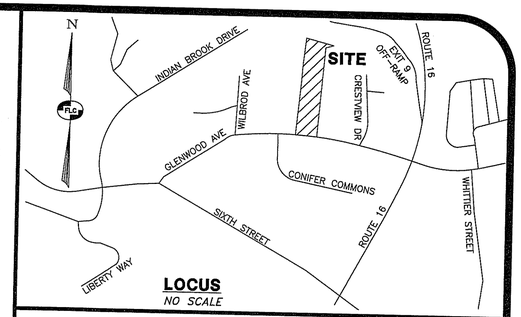

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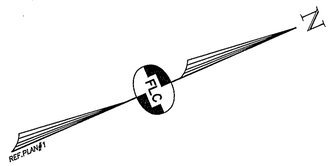

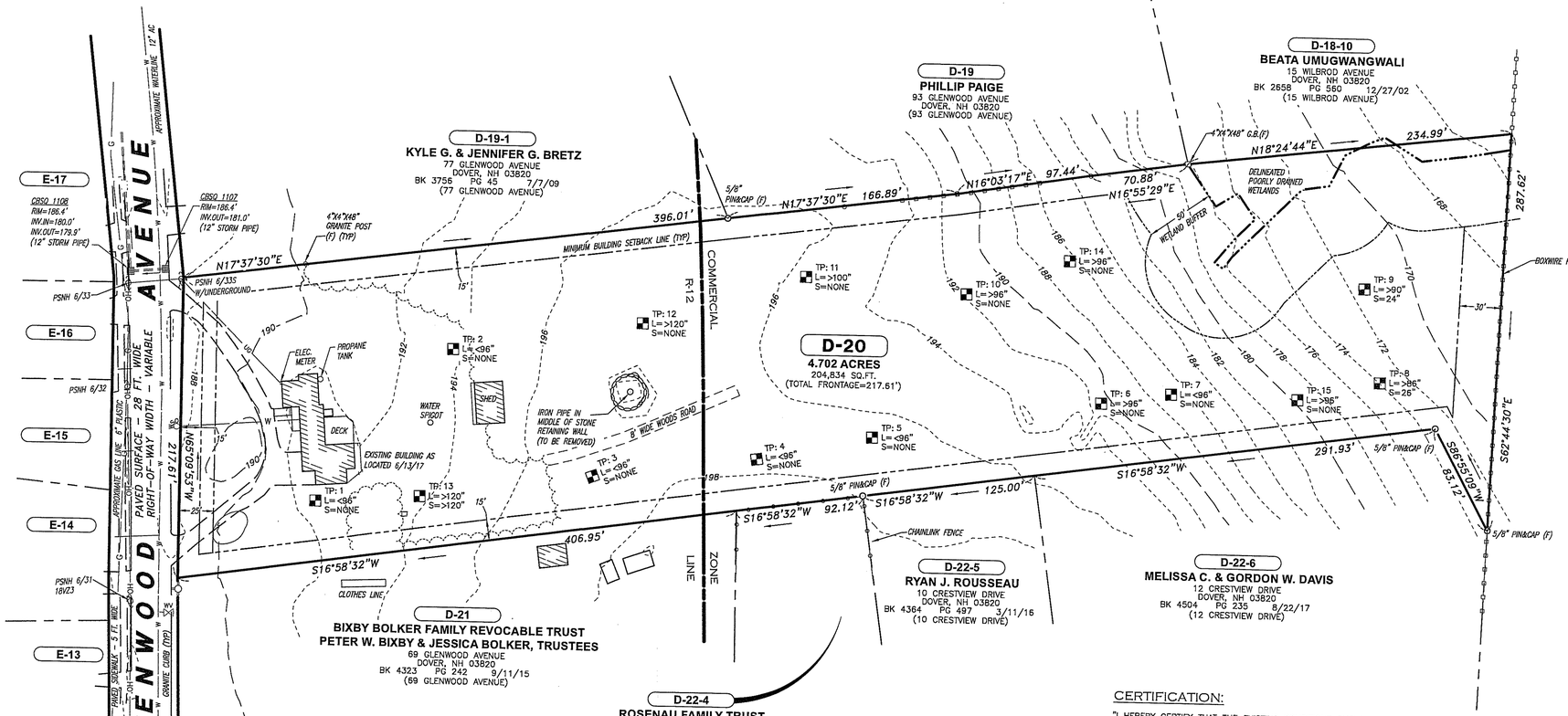

CERTIFICATION:

WETLANDS WERE DELINEATED IN ACCORDANCE WITH THE US ARMY CORPS OF ENGINEERS 1987 WETLANDS DELINEATION MANUAL Y-87-1 AND REGIONAL SUPPLEMENT FOR NORTHEAST AND NORTHCENTRAL REGION AND FIELD INDICATORS FOR HYDRIC SOILS IN NEW ENGLAND, BY CHRISTOPHER A. GUIDA, C.W.S. IN JUNE 2017.

DATE: 1/12/21

STATE OF NEW HAMPSHIRE — CHRISTOPHER A. GUIDA — No. 053 — CERTIFIED WETLAND SCIENTIST

CERTIFICATION:

"I HEREBY CERTIFY THAT THE EXISTING CONDITIONS SHOWN WERE DEVELOPED FROM A FIELD SURVEY PERFORMED BY FIELDSTONE LAND CONSULTANTS, PLLC DURING THE MONTH OF JUNE, 2017."

STATE OF NEW HAMPSHIRE — No. 946 — MICHAEL D. PLATZ — LICENSED LAND SURVEYOR — SIGNATURE

1/12/21

GRAPHIC SCALES
50' 25' 0 50' 100' 150'
IMPERIAL: 1"=50'

GENERAL NOTES:

1. THE OWNERS OF RECORD FOR TAX MAP PARCEL D-20 ARE LAWRENCE & CHERYL MULCAHY – 71 GLENWOOD AVENUE, DOVER, NH 03820. DEED REFERENCE TO PARCEL IS VOL.1800 PG.584 DATED MAY 3, 1995 IN THE S.C.R.D.

2. THE PURPOSE OF THIS PLAN IS TO DEPICT THE EXISTING CONDITIONS FOR TAX MAP PARCEL D-20.

3. THE TOTAL AREA OF TAX MAP D LOT 20 IS 4.702 ACRES, OR 204,834 SQ.FT.

4. ZONING DISTRICT IS R-12 (RESIDENTIAL) AND C (COMMERCIAL). THIS PROJECT PRE-DATES (07/22/2020) THE CURRENT ZONING, MINIMUM ZONING REQUIREMENTS ARE:

   R-12
   LOT SIZE – 0.459 ACRES, OR 20,000 SQ.FT.
   FRONTAGE – 100 FT.
   FRONT SETBACK – 15 FT. MINIMUM, 25 FT. MAXIMUM
   SIDE SETBACK – 15 FT.
   REAR SETBACK – 30 FT.
   WETLANDS BUFFER – 50 FT.
   WETLANDS SEPTIC SETBACK – 75 FT.
   MAXIMUM BUILDING HEIGHT – 35 FT.
   MAXIMUM LOT COVERAGE – 30%

   C
   LOT SIZE – 0.459 ACRES, OR 20,000 SQ.FT.
   FRONTAGE – 125 FT.
   FRONT SETBACK – 30 FT.
   SIDE SETBACK – 12 FT.
   REAR SETBACK – 15 FT.
   MAXIMUM BUILDING HEIGHT – 40 FT.
   MAXIMUM LOT COVERAGE – 50%

5. BOUNDARY INFORMATION SHOWN WAS DEVELOPED FROM THE REFERENCE PLANS CITED HEREON. HORIZONTAL ORIENTATION IS BASED ON REFERENCE PLAN #1. TOPOGRAPHIC DATA SHOWN IS THE RESULT OF A FIELD SURVEY BY THIS OFFICE. VERTICAL DATUM IS NAVD88.

6. THE SUBJECT PARCEL LIES OUTSIDE THE BOUNDARY OF THE 100 YEAR FLOOD PLAIN PER FLOOD INSURANCE RATE MAP FOR THE TOWN OF DOVER, STRAFFORD COUNTY NH, COMMUNITY 330145, PANEL NUMBER 33017C0310E DATED SEPTEMBER 30, 2015.

7. THE SUBJECT PARCEL LIES WITHIN THE SECONDARY PROTECTION ZONE OF THE SMITH WELL, AS SHOWN ON THE MAP KNOWN AS "CITY OF DOVER, NEW HAMPSHIRE GROUNDWATER PROTECTION MAP" OF THE CITY OF DOVER CODE.

8. SOIL TYPE FOR THE ENTIRE SITE IS HoB – HINCKLEY LOAMY SAND, 3–8% SLOPES.

9. SITE LOADING
   GROUP 1 SOILS, A SLOPE
   >4.5 ACRE AVAILABLE EXCLUDING WETLANDS
   >4.5 X 2,000 (LOADING FACTOR) = 9,000 GPD AVAILABLE
   OFFSITE WATER SUPPLY 50% LOT SIZE REDUCTION= 18,000 GPD AVAILABLE
   4,800 GPD PROPOSED

10. TAX MAP LOT D-20 IS SUBJECT TO WHATEVER RIGHTS NEW ENGLAND TEL. & TEL. CO. HAS, INCLUDING RIGHTS TO LAY AND CABLES AND STRING WIRE ACROSS THE PROPERTY. SEE S.C.R.D. VOL.512 PG.444.

11. THE SUBJECT LOT IS CURRENTLY SERVICED BY UNDERGROUND ELECTRIC, CABLE, & TELEPHONE UTILITIES, MUNCIPAL WATER SUPPLY, & PRIVATE SEPTIC SYSTEM.

12. THE LOCATION OF ANY UTILITIES SHOWN HAVE BEEN COMPILED IN PART FROM PLANS OF RECORD AND FIELD LOCATION. THE LOCATION OF UNDERGROUND UITILITIES SHOULD BE CONSIDERED APPROXIMATE AND SHOULD BE FIELD VERIFIED PRIOR TO ANY EXCAVATION OR CONSTRUCTION ACTIVITIES.

REV.	DATE	DESCRIPTION	C/O	DR	CK

EXISTING CONDITIONS PLAN

GLENWOOD PROJECT

TAX MAP PARCEL D-20 - 71 GLENWOOD AVENUE
PROJECT FILE NUMBER: P20-18
DOVER, NEW HAMPSHIRE

PREPARED FOR & LAND OF:
LAWRENCE & CHERYL MULCAHY
71 GLENWOOD AVENUE, DOVER NH 03820

SCALE: 1" = 50'

AUGUST 21, 2020

Surveying ✣ Engineering ✣ Land Planning ✣ Permitting ✣ Septic Designs

W E

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ADDITIONAL ABUTTERS

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4 CRESTVIEW DRIVE
DOVER, NH 03820
BK.4502 PG.880 8/17/17
(4 CRESVIEW DRIVE)

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BRENDAN S. & DAWN M. SULLIVAN
6 CRESTVIEW DRIVE
DOVER, NH 03820
BK.4126 PG.392 5/10/13
(6 CRESTVIEW DRIVE)

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BK.2239 PG.93 10/5/00
(67–A GLENWOOD AVENUE)

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BK.1936 PG.233 6/30/1997
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BK.2276 PG.438 (2/23/01)
(78 GLENWOOD AVENUE)

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80 GLENWOOD AVENUE
DOVER, NH 03820
BK.998 PG.491 6/1/77
(80 GLENWOOD AVENUE)

LEGEND:

EXISTING FEATURES

- D-20 — TAX MAP AND LOT NUMBER
- RIGHT-OF-WAY SIDELINE
- PROPERTY LINE
- ABUTTING LOT LINE
- EDGE OF PAVEMENT
- EDGE OF GRAVEL ROAD
- CURBING
- UG — UNDERGROUND UTILITIES
- OH — OVERHEAD UTILITIES
- S — SEWER LINE
- DRAIN LINE
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- CHAIN LINK FENCE
- HANDRAIL
- STOCKADE FENCE
- 500 — 10' CONTOUR INTERVAL
- 502 — 2' CONTOUR INTERVAL
- ZONING LINE
- BUILDING
- TP: # / L= LEDGE / S=S.H.W. — TEST PIT
- D.H.(F) — DRILL HOLE FOUND
- I.PIN(F) — IRON PIN FOUND
- I.PIPE(F) — IRON PIPE FOUND
- C.B.(F) — GRANITE BOUND FOUND
- TELEPHONE MANHOLE
- SEWER MANHOLE
- DRAIN MANHOLE
- VENT
- MANHOLE
- CATCH BASIN (SQUARE)
- CATCH BASIN (ROUND)
- CLEAN OUT
- BOLLARD
- SINGLE POST SIGN
- DOUBLE POST SIGN
- WATER HYDRANT
- WATER VALVE
- SHUT-OFF
- WELL
- UTILITY POLE AND GUY WIRE

NOTES CONT:

13. ALL CONSTRUCTION SHALL CONFORM WITH THE STATE OF N.H. D.O.T. "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION" AND WITH THE CITY OF DOVER COMMUNITY SERVICES REGULATIONS AND STANDARD SPECIFICATION FOR CONSTRUCTION. THE MORE STRINGENT SPECIFICATION SHALL APPLY.

14. THE LIMITS OF CONSTRUCTION DISTURBANCE THAT ARE LOCATED IN OR WITHIN 50 FT. OF CONSERVATION AND WETLAND DISTRICTS SHALL BE STAKED, FLAGGED AND CLEARLY IDENTIFIED PRIOR TO ANY EARTH DISTURBING ACTIVITY OCCURS.

15. A LETTER OF CREDIT FOR THE COST OF REVEGETATING ALL DISTURBED AREAS ON SITE SHALL BE SUBMITTED, AND THE APPROVED CONSTRUCTION SIGN INSTALLED PRIOR TO ANY EARTH DISTURBING ACTIVITY OCCURS.

16. A PRE–CONSTRUCTION CONFERENCE WITH THE DEVELOPER, THE DESIGN ENGINEER, THE EARTH WORK CONTRACTOR AND THE CITY ENGINEER SHALL OCCUR PRIOR TO ANY EARTH DISTURBING ACTIVITY.

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18. BUILDING ADDRESSES SHALL BE ASSIGNED BY THE BUILDING OFFICIAL AT THE TIME OF ISSUANCE OF A BUILDING PERMIT.

19. COMMERCIAL VEHICLE ROUTE DURING CONSTRUCTION SHALL CONFORM TO DOVER CITY CODE OR BE COORDINATED WITH THE COMMUNITY SERVICES DIRECTOR.

20. THE OWNER OF RECORD SHALL RECORD AT THE REGISTRY OF DEEDS DOCUMENTATION SUFFICENT TO PROVIDE NOTICE TO ALL PERSONS/ENTITIES THAT MAY AQUIRE ANY PROPERTY SUBJECT TO THE REQUIREMENTS AND RESPONSIBILITIES DESCRIBED IN THE APPROVED STORMWATER MANAGEMENT PLAN. THE NOTICE SHALL COMPLY WITH THE APPLICABLE REQUIREMENTS FOR RECORDING CONTAINED IN RSA 477 AND 478. THE NOTICE NEED NOT SET FORTH THE REQUIREMENTS AT LENGTH, SO LONG AS IT IS SUFFICENT TO PROVIDE NOTICE TO PROSPECTIVE PURCHASERS TO THE REQUIREMENTS FOR MAINTENANCE AND REPORTING.

21. FIRE DEPARTMENT ACCESS ROAD(S) SHALL BE INSTALLED AND MAINTAINED TO SUPPORT THE IMPOSED LOADS OF FIRE APPARATUS IN ALL WEATHER CONDITIONS.

22. TOTAL IMPERVIOUS AREA FOR THE ROAD AND SIDEWALK IS 0.586 AC. (25,510 SQ.FT.).

23. THE PROJECT IS SUBJECT TO AN IMPACT FEE ASSESSMENT AND WATER INVESTMENT FEES ARE APPLICABLE.

24. THERE HAVE BEEN NO VARIANCES OR SPECIAL EXCEPTIONS GRANTED BY THE ZONING BOARD OF ADJUSTMENT OR CONDITIONAL USE PERMITS GRANTED BY THE PLANNING BOARD. THE PROJECT FILE NUMBER FOR THIS PROJECT IS P20–18.

25. WETLANDS WERE DELINEATED BY CHRISTOPHER A. GUIDA, CERTIFIED WETLANDS SCIENTIST, CERTIFICATION NUMBER 053, IN ACCORDANCE WITH CHAPTER 170–27.1 OF THE ZONING ORDINANCE IN JUNE, 2017.

26. ALL EROSION CONTROL NOTES INCLUDE PROVISIONS FOR CONSTRUCTION SEQUENCING, TEMPORARY EROSIOIN CONTROL MEASURES, AND PERMANENT STANDARDS SUCH AS LOAM SPREAD RATE FOR DISTURBED AREAS, RATES OF LIME, TYPE AND RATES FOR FERTILIZER, AND SEED AND MULCH MIXTURE RATES OF APPLICATION.

27. ALL TREATMENT SWALES TO BE CONSTRUCTED SHALL HAVE SOD BOTTOMS.

28. THE PROPOSED USE FOR THE SITE IS SINGLE FAMILY RESIDENTIAL.

29. THE FOLLOWING FEDERAL AND STATE PERMITS HAVE BEEN ISSUED FOR THE SUBJECT PROPERTY:

	STATUS	PERMIT#	DATE
NHDES STATE SUBDIVISION PERMIT PENDING			

30. ANY RETAINING WALL TALLER THAN FOUR FEET (4') REQUIRES ISSUANCE OF A BUILDING PERMIT FROM INSPECTION SERVICES.

31. ANY FENCE TALLER THAN SEVEN FEET (7') REQUIRES THE ISSUANCE OF A BUILDING PERMIT FROM INSPECTION SERVICES.

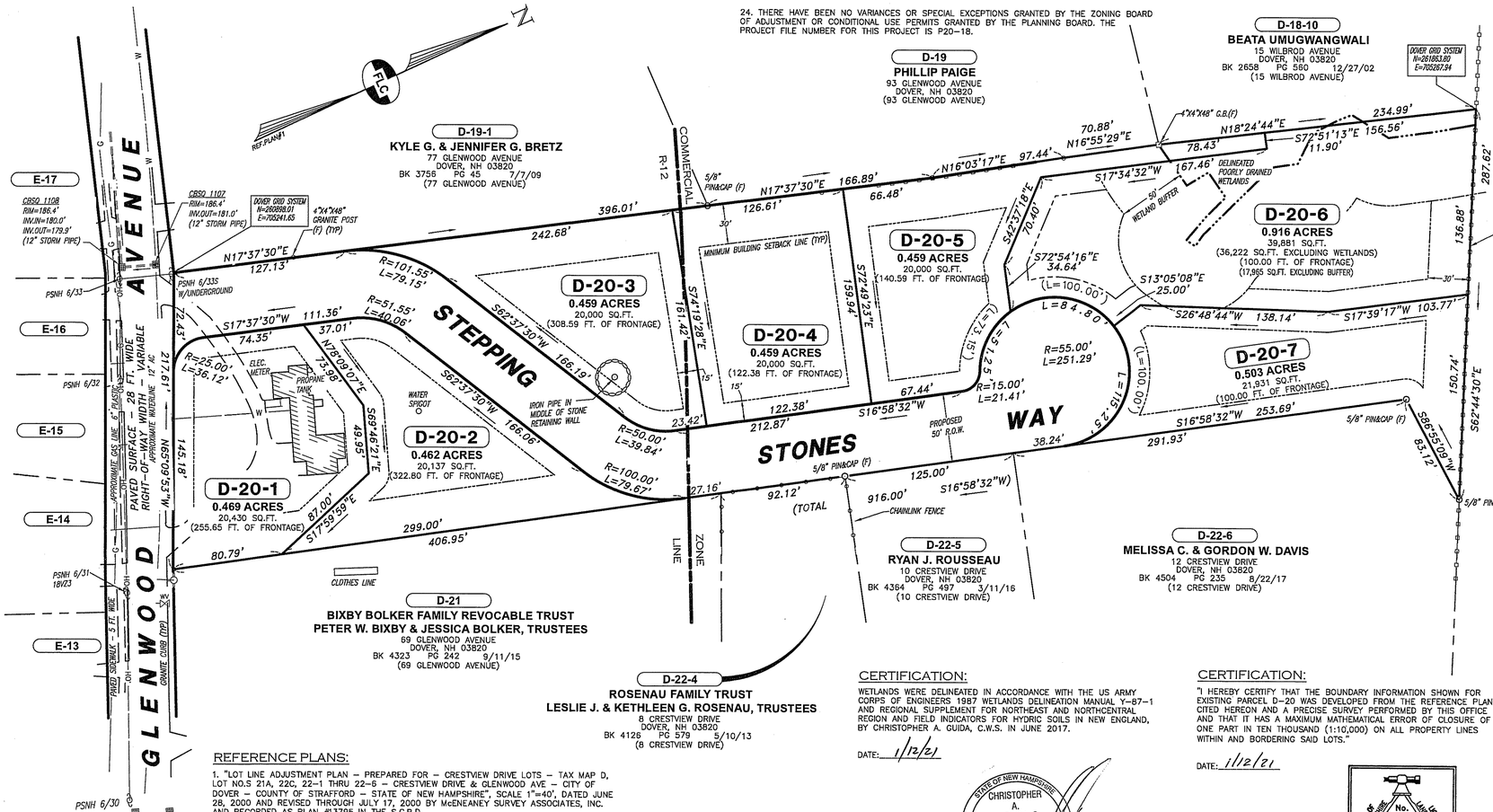
32. THE DEEDS FOR LOTS 6 AND 7 SHALL DESCRIBE THE WETLANDS BUFFER RESTRICTIONS PER THE CITY OF DOVER'S REGULATIONS.

33. THE APPLICANT SHALL COMPLETE THE LAND USE DEVELOPMENT TRACKING FORM, MOST RECENTLY REVISED VERSION, UTILIZING THE ONLINE POLLUTION TRACKING AND ACCOUNTING PILOT PROJECT (PTAPP) PORTAL.

34. NO ROADWAY WITH PRIVATE UTILITY EASEMENTS SHALL BE ACCEPTED AS A PUBLIC ROAD BY THE CITY UNLESS THE EASEMENTS ARE EXPLINGED PRIOR TO THE TRANSFER OF LAND TO THE CITY. LICENSE AGREEMENTS FOR ANY AND ALL PRIVATE UTILITIES WITHIN THE RIGHT OF WAY MAY BE GRANTED BY THE CITY UPON ACCEPTANCE OF THE UNENCUMBERED ROADWAY CONSISTENT WITH APPLICABLE STATE LAW.

35. SOLID WASTE SHALL BE COLLECTED BY THE SOLID WASTE AND RECYCLING DEPARTMENT OF THE CITY OF DOVER.

36. PLACARDS PURCHASED FROM THE CITY OF DOVER SHALL BE PLACED ON METAL POSTS ALONG THE WETLANDS BUFFER.



REFERENCE PLANS:

1. "LOT LINE ADJUSTMENT PLAN – PREPARED FOR – CRESTVIEW DRIVE LOTS – TAX MAP D, LOT NO.S 21A, 22C, 22–1 THRU 22–6 – CRESTVIEW DRIVE & GLENWOOD AVE – CITY OF DOVER – COUNTY OF STRAFFORD – STATE OF NEW HAMPSHIRE", SCALE 1"=40', DATED JUNE 28, 2000 AND REVISED THROUGH JULY 17, 2000 BY McENEANEY SURVEY ASSOCIATES, INC. AND RECORDED AS PLAN #13795 IN THE S.C.R.D.

2. "MINOR SUBDIVISION PLAN – PREPARED FOR – PHILLIP PAIGE – TAX MAP D, LOT NO. 19 – 93 GLENWOOD AVENUE – CITY OF DOVER – COUNTY OF STRAFFORD – STATE OF NEW HAMPSHIRE", SCALE:1"=50', DATED MAY 1, 2009 AND REVISED THROUGH JUNE 22, 2009 BY McNEANEY SURVEY ASSOCIATES, INC. AND RECORDED IN DRAWER 97, PLAN NUMBER 30 IN THE S.C.R.D.

3. "ALDER MEADOW SUBDIVISION – PREPARED FOR – THE CITY OF DOVER – OFF WILBROD AVENUE – DOVER, NEW HAMPSHIRE", SCALE:1"=50', DATED AUGUST 23, 1996 AND REVISED THROUGH SEPTEMBER 19, 1996 BY McNEANEY SURVEY ASSOCIATES, INC. AND RECORDED AS PLAN #15585 IN THE S.C.R.D.

CERTIFICATION:

WETLANDS WERE DELINEATED IN ACCORDANCE WITH THE US ARMY CORPS OF ENGINEERS 1987 WETLANDS DELINEATION MANUAL Y–87–1 AND REGIONAL SUPPLEMENT FOR NORTHEAST AND NORTHCENTRAL REGION AND FIELD INDICATORS FOR HYDRIC SOILS IN NEW ENGLAND, BY CHRISTOPHER A. GUIDA, C.W.S. IN JUNE 2017.

DATE: 11/12/21

STATE OF NEW HAMPSHIRE
CHRISTOPHER A. GUIDA
No. 053
CERTIFIED WETLAND SCIENTIST

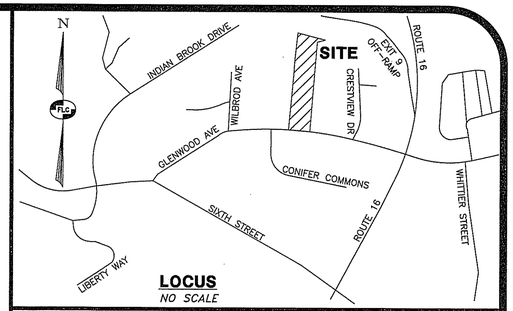
CERTIFICATION:

"I HEREBY CERTIFY THAT THE BOUNDARY INFORMATION SHOWN FOR EXISTING PARCEL D–20 WAS DEVELOPED FROM THE REFERENCE PLANS CITED HEREON AND A PRECISE SURVEY PERFORMED BY THIS OFFICE AND THAT IT HAS A MAXIMUM MATHEMATICAL ERROR OF CLOSURE OF ONE PART IN TEN THOUSAND (1:10,000) ON ALL PROPERTY LINES WITHIN AND BORDERING SAID LOTS."

DATE: 11/12/21

STATE OF NEW HAMPSHIRE
No. 946
MICHAEL D. PLOOF
LICENSED LAND SURVEYOR
SIGNATURE

GRAPHIC SCALES
50' 25' 0 50' 100' 150'
IMPERIAL: 1"=50'



GENERAL NOTES:

1. THE OWNERS OF RECORD FOR TAX MAP PARCEL D–20 ARE LAWRENCE & CHERYL MULCAHY – 71 GLENWOOD AVENUE, DOVER, NH 03820. DEED REFERENCE TO PARCEL IS VOL.1800 PG.584 DATED MAY 3, 1995 IN THE S.C.R.D.

2. THE PURPOSE OF THIS PLAN IS TO DEPICT THE PROPOSED SINGLE FAMILY CONVENTIONAL SUBDIVISION FOR TAX MAP D–20.

3. THE TOTAL AREA OF TAX MAP D LOT 20 IS 4.702 ACRES, OR 204,834 SQ.FT.

4. ZONING DISTRICT IS R–12 (RESIDENTIAL) AND C (COMMERCIAL). THIS PROJECT PRE–DATES (07/22/2020) THE CURRENT ZONING, MINIMUM ZONING REQUIREMENTS ARE:

   R–12
   LOT SIZE – 0.459 ACRES, OR 20,000 SQ.FT.
   FRONTAGE – 100 FT.
   FRONT SETBACK – 15 FT. MINIMUM, 25 FT. MAXIMUM
   SIDE SETBACK – 15 FT.
   REAR SETBACK – 30 FT.
   WETLANDS BUFFER – 50 FT.
   WETLANDS SEPTIC SETBACK – 75 FT.
   MAXIMUM BUILDING HEIGHT – 35 FT.
   MAXIMUM LOT COVERAGE – 30%

   C
   LOT SIZE – 0.459 ACRES, OR 20,000 SQ.FT.
   FRONTAGE – 125 FT.
   FRONT SETBACK – 30 FT.
   SIDE SETBACK – 12 FT.
   REAR SETBACK – 15 FT.
   MAXIMUM BUILDING HEIGHT – 40 FT.
   MAXIMUM LOT COVERAGE – 50%

5. BASIS OF BEARING IS THE CITY OF DOVER GIS SYSTEM STATIONS N=261863.80 AND E=705267.94 WHICH WERE USED TO DETERMINE LOCATION AND ORIENTATION. TOPOGRAPHIC DATA SHOWN IS THE RESULT OF A FIELD SURVEY BY THIS OFFICE. VERTICAL DATUM IS NAVD88.

6. THE SUBJECT PARCEL LIES OUTSIDE THE BOUNDARY OF THE 100 YEAR FLOOD PLAIN PER FLOOD INSURANCE RATE MAP FOR THE TOWN OF DOVER, STRAFFORD COUNTY NH, COMMUNITY 330145, PANEL NUMBER 33017C0310E DATED SEPTEMBER 30, 2015.

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8. SOIL TYPE FOR THE ENTIRE SITE IS HoB – HINCKLEY LOAMY SAND, 3–8% SLOPES.

9. SITE LOADING
   GROUP 1 SOILS, A SLOPE
   >4.5 ACRE AVAILABLE EXCLUDING WETLANDS
   >4.5 X 2,000 (LOADING FACTOR) = 9,000 GPD AVAILABLE
   OFFSITE WATER SUPPLY 50% LOT SIZE REDUCTION=18,000 GPD AVAILABLE 4,800 GPD PROPOSED

10. TAX MAP LOT D–20 IS SUBJECT TO WHATEVER RIGHTS NEW ENGLAND TEL. & TEL. CO. HAS, INCLUDING RIGHTS TO LAY AND CABLES AND STRING WIRE ACROSS THE PROPERTY. SEE S.C.R.D. VOL.512 PG.444.

11. THE PROPOSED LOTS SHALL BE SERVICED BY UNDERGROUND ELECTRIC, CABLE, & TELEPHONE UTILITIES, MUNCIPAL WATER SUPPLY, & PRIVATE SEPTIC SYSTEMS. N.H.D.E.S. SEPTIC APPROVALS ARE PENDING.

12. AS–BUILT PLANS OF THE SUBDIVISION SHALL BE SUBMITTED ON PAPER AND IN DIGITAL FORMAT AUTOCAD DWG, AUTOCAD DXF OR ESRI FORMAT TO THE CITY OF DOVER ENGINEER'S OFFICE UPON COMPLETION OF PROJECT IF A STREET IS PROPOSED FOR CITY ACCEPTANCE. AS–BUILT PLANS SHALL BE PREPARED AND CERTIFIED CORRECT BY A L.L.S OR P.E. DIGITAL FILES SHALL BE GEO–REFERENCED TO NH STATE PLANE COORDINATES NAD83 AND SHALL BE EXPRESSED IN FEET.

REV.	DATE	DESCRIPTION	C/O	DR	CK
B	1/5/21	REVISIONS PER TRC REVIEW	–	CLR	MDP
A	12/4/20	REVISIONS PER TRC REVIEW	–	CLR	MDP

SUBDIVISION PLAN

GLENWOOD PROJECT

TAX MAP PARCEL D–20 - 71 GLENWOOD AVENUE
PROJECT FILE NUMBER: P20–18
DOVER, NEW HAMPSHIRE

PREPARED FOR & LAND OF:

LAWRENCE & CHERYL MULCAHY

71 GLENWOOD AVENUE, DOVER NH 03820

SCALE: 1" = 50' AUGUST 21, 2020

Surveying ⌖ Engineering ⌖ Land Planning ⌖ Permitting ⌖ Septic Designs

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FILE: 1433SB00B.dwg | PROJ. NO. 1433.00 | SHEET: SB–1 | PAGE NO. 3 OF 12

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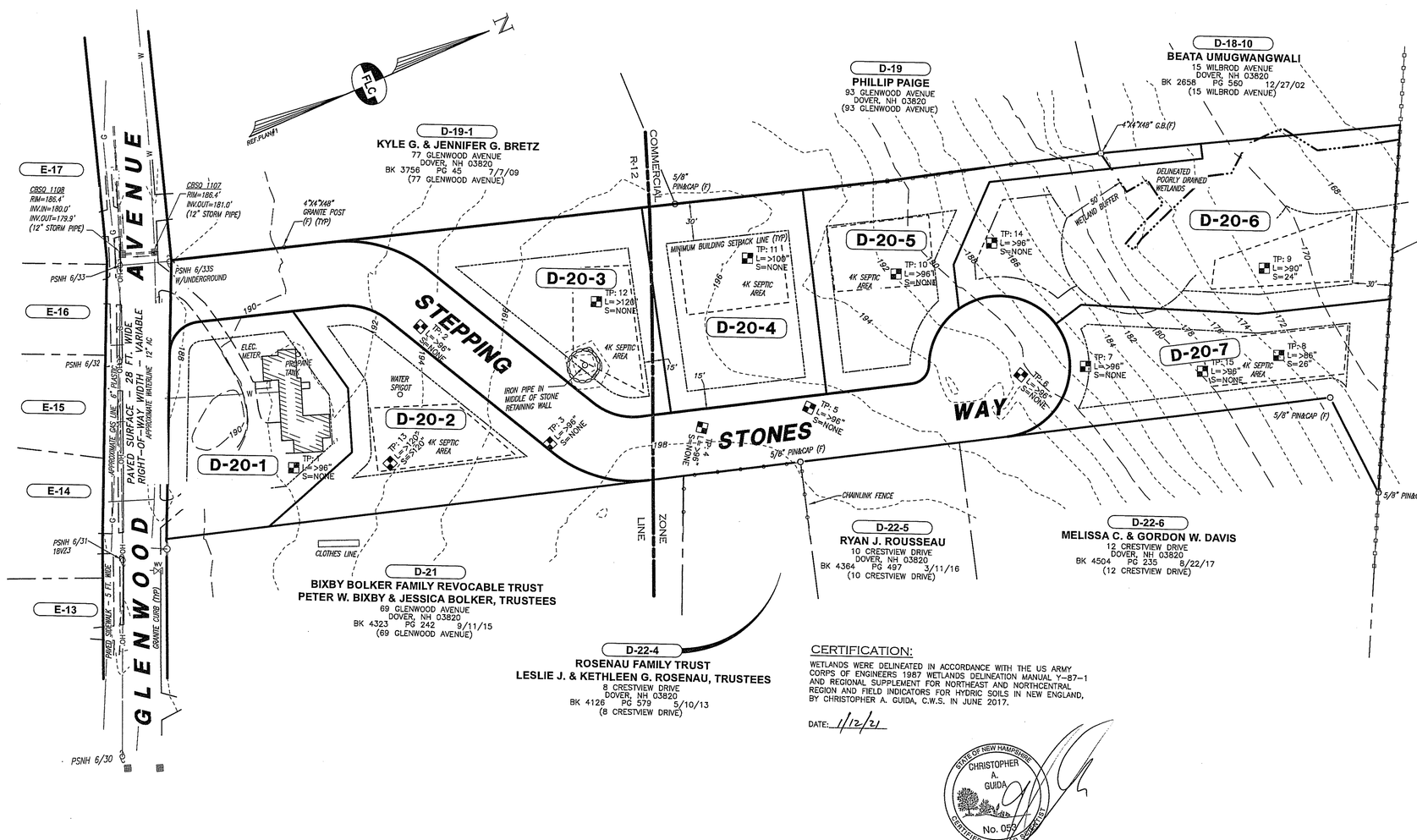
18. BUILDING ADDRESSES SHALL BE ASSIGNED BY THE BUILDING OFFICIAL AT THE TIME OF ISSUANCE OF A BUILDING PERMIT.

19. COMMERCIAL VEHICLE ROUTE DURING CONSTRUCTION SHALL CONFORM TO DOVER CITY CODE OR BE COORDINATED WITH THE COMMUNITY SERVICES DIRECTOR.

20. THE OWNER OF RECORD SHALL RECORD AT THE REGISTRY OF DEEDS DOCUMENTATION SUFFICENT TO PROVIDE NOTICE TO ALL PERSONS/ENTITIES THAT MAY AQUIRE ANY PROPERTY SUBJECT TO THE REQUIREMENTS AND RESPONSIBILITIES DESCRIBED IN THE APPROVED STORMWATER MANAGEMENT PLAN. THE NOTICE SHALL COMPLY WITH THE APPLICABLE REQUIREMENTS FOR RECORDING CONTAINED IN RSA 477 AND 478. THE NOTICE NEED NOT SET FORTH THE REQUIREMENTS AT LENGTH, SO LONG AS IT IS SUFFICENT TO PROVIDE NOTICE TO PROSPECTIVE PURCHASERS TO THE REQUIREMENTS FOR MAINTENANCE AND REPORTING.

21. FIRE DEPARTMENT ACCESS ROAD(S) SHALL BE INSTALLED AND MAINTAINED TO SUPPORT THE IMPOSED LOADS OF FIRE APPARATUS IN ALL WEATHER CONDITIONS.

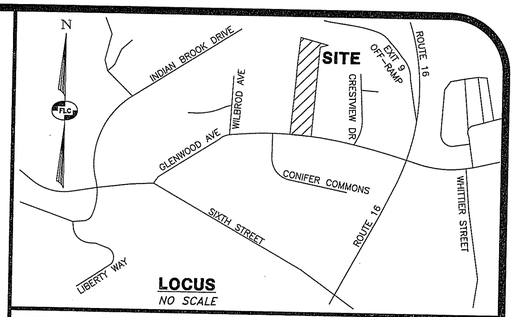


CERTIFICATION:

WETLANDS WERE DELINEATED IN ACCORDANCE WITH THE US ARMY CORPS OF ENGINEERS 1987 WETLANDS DELINEATION MANUAL Y–87–1 AND REGIONAL SUPPLEMENT FOR NORTHEAST AND NORTHCENTRAL REGION AND FIELD INDICATORS FOR HYDRIC SOILS IN NEW ENGLAND, BY CHRISTOPHER A. GUIDA, C.W.S. IN JUNE 2017.

DATE: 1/12/21

STATE OF NEW HAMPSHIRE CHRISTOPHER A. GUIDA No. 055 CERTIFIED WETLAND SCIENTIST



GENERAL NOTES:

1. THE OWNERS OF RECORD FOR TAX MAP PARCEL D–20 ARE LAWRENCE & CHERYL MULCAHY – 71 GLENWOOD AVENUE, DOVER, NH 03820. DEED REFERENCE TO PARCEL IS VOL.1800 PG.584 DATED MAY 3, 1995 IN THE S.C.R.D.

2. THE PURPOSE OF THIS PLAN IS TO DEPICT THE TOPOGRAPHY FOR THE PROPOSED CONVENTIONAL SUBDIVISION.

3. THE TOTAL AREA OF TAX MAP D LOT 20 IS 4.702 ACRES, OR 204,834 SQ.FT.

4. ZONING DISTRICT IS R–12 (RESIDENTIAL) AND C (COMMERCIAL). THIS PROJECT PRE–DATES (07/22/2020) THE CURRENT ZONING, MINIMUM ZONING REQUIREMENTS ARE:

R–12
LOT SIZE – 0.459 ACRES, OR 20,000 SQ.FT.
FRONTAGE – 100 FT.
FRONT SETBACK – 15 FT. MINIMUM, 25 FT. MAXIMUM
SIDE SETBACK – 15 FT.
REAR SETBACK – 30 FT.
WETLANDS BUFFER – 50 FT.
WETLANDS SEPTIC SETBACK – 75 FT.
MAXIMUM BUILDING HEIGHT – 35 FT.
MAXIMUM LOT COVERAGE – 30%

C
LOT SIZE – 0.459 ACRES, OR 20,000 SQ.FT.
FRONTAGE – 125 FT.
FRONT SETBACK – 30 FT.
SIDE SETBACK – 12 FT.
REAR SETBACK – 15 FT.
MAXIMUM BUILDING HEIGHT – 40 FT.
MAXIMUM LOT COVERAGE – 50%

5. BOUNDARY INFORMATION SHOWN WAS DEVELOPED FROM THE REFERENCE PLANS CITED HEREON. HORIZONTAL ORIENTATION IS BASED ON REFERENCE PLAN #1. TOPOGRAPHIC DATA SHOWN IS THE RESULT OF A FIELD SURVEY BY THIS OFFICE. VERTICAL DATUM IS NAVD88.

6. THE SUBJECT PARCEL LIES OUTSIDE THE BOUNDARY OF THE 100 YEAR FLOOD PLAIN PER FLOOD INSURANCE RATE MAP FOR THE TOWN OF DOVER, STRAFFORD COUNTY NH, COMMUNITY 330145, PANEL NUMBER 33017C0310E DATED SEPTEMBER 30, 2015.

7. THE SUBJECT PARCEL LIES WITHIN THE SECONDARY PROTECTION ZONE OF THE SMITH WELL, AS SHOWN ON THE MAP KNOWN AS "CITY OF DOVER, NEW HAMPSHIRE GROUNDWATER PROTECTION MAP" OF THE CITY OF DOVER CODE.

8. SOIL TYPE FOR THE ENTIRE SITE IS HoB – HINCKLEY LOAMY SAND, 3–8% SLOPES.

9. SITE LOADING
GROUP 1 SOILS, A SLOPE
>4.5 ACRE AVAILABLE EXCLUDING WETLANDS
>4.5 X 2,000 (LOADING FACTOR) = 9,000 GPD AVAILABLE
OFFSITE WATER SUPPLY 50% LOT SIZE REDUCTION=18,000 GPD AVAILABLE 4,800 GPD PROPOSED

10. TAX MAP LOT D–20 IS SUBJECT TO WHATEVER RIGHTS NEW ENGLAND TEL. & TEL. CO. HAS, INCLUDING RIGHTS TO LAY AND CABLES AND STRING WIRE ACROSS THE PROPERTY. SEE S.C.R.D. VOL.512 PG.444.

11. THE PROPOSED LOTS SHALL BE SERVICED BY UNDERGROUND ELECTRIC, CABLE, & TELEPHONE UTILITIES, MUNCIPAL WATER SUPPLY, & PRIVATE SEPTIC SYSTEMS. N.H.D.E.S. SEPTIC APPROVALS ARE PENDING.

12. AS–BUILT PLANS OF THE SUBDIVISION SHALL BE SUBMITTED ON PAPER AND IN DIGITAL FORMAT AUTOCAD DWG, AUTOCAD DXF OR ESRI FORMAT TO THE CITY OF DOVER ENGINEER'S OFFICE UPON COMPLETION OF PROJECT IF A STREET IS PROPOSED FOR CITY ACCEPTANCE. AS–BUILT PLANS SHALL BE PREPARED AND CERTIFIED CORRECT BY A LLS OR P.E. DIGITAL FILES SHALL BE GEO–REFERENCED TO NH STATE PLANE COORDINATES NAD83 AND SHALL BE EXPRESSED IN FEET.

REV.	DATE	DESCRIPTION	C/O	DR	CK
B	1/5/21	REVISIONS PER TRC REVIEW	–	CLR	MDP
A	12/4/20	REVISIONS PER TRC REVIEW	–	CLR	MDP

TOPOGRAPHIC PLAN

GLENWOOD PROJECT

TAX MAP PARCEL D-20 - 71 GLENWOOD AVENUE

PROJECT FILE NUMBER: P20-18

DOVER, NEW HAMPSHIRE

PREPARED FOR & LAND OF:

LAWRENCE & CHERYL MULCAHY

71 GLENWOOD AVENUE, DOVER NH 03820

SCALE: 1" = 50'

AUGUST 21, 2020

Surveying ⌖ Engineering ⌖ Land Planning ⌖ Permitting ⌖ Septic Designs

FIELDSTONE LAND CONSULTANTS, PLLC

206 Elm Street, Milford, NH 03055
Phone: (603) 672-5456 Fax: (603) 413-5456
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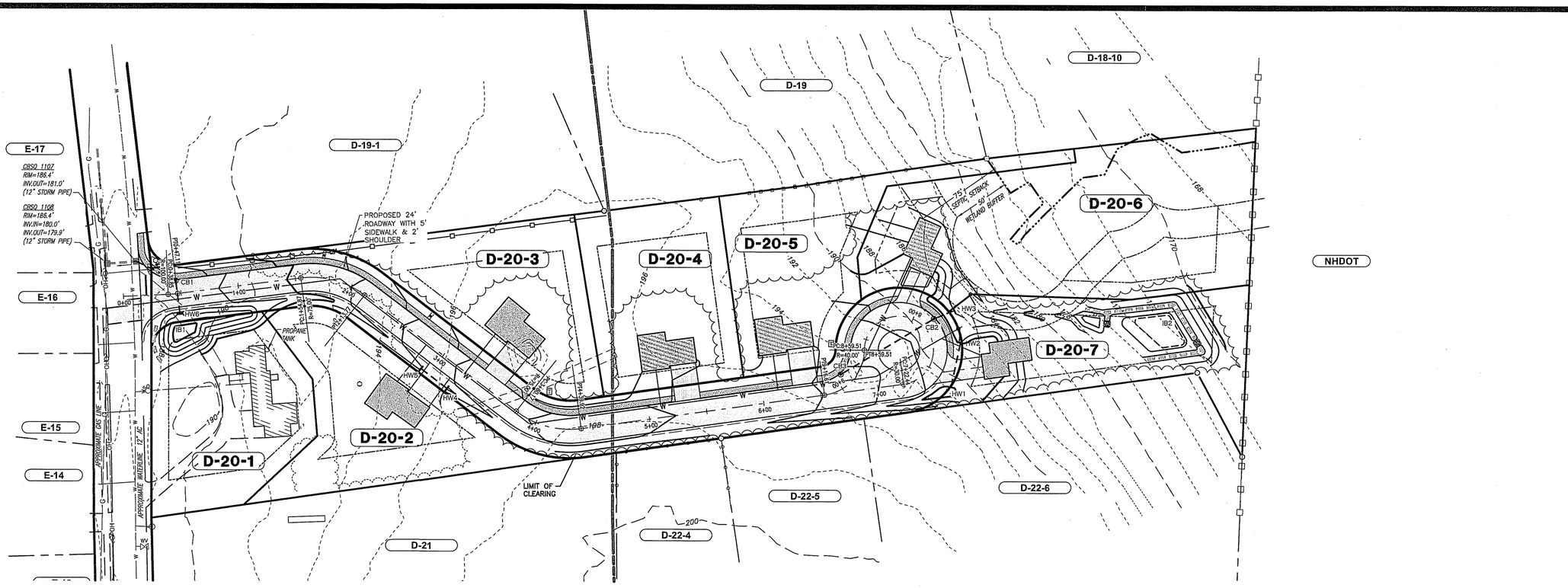

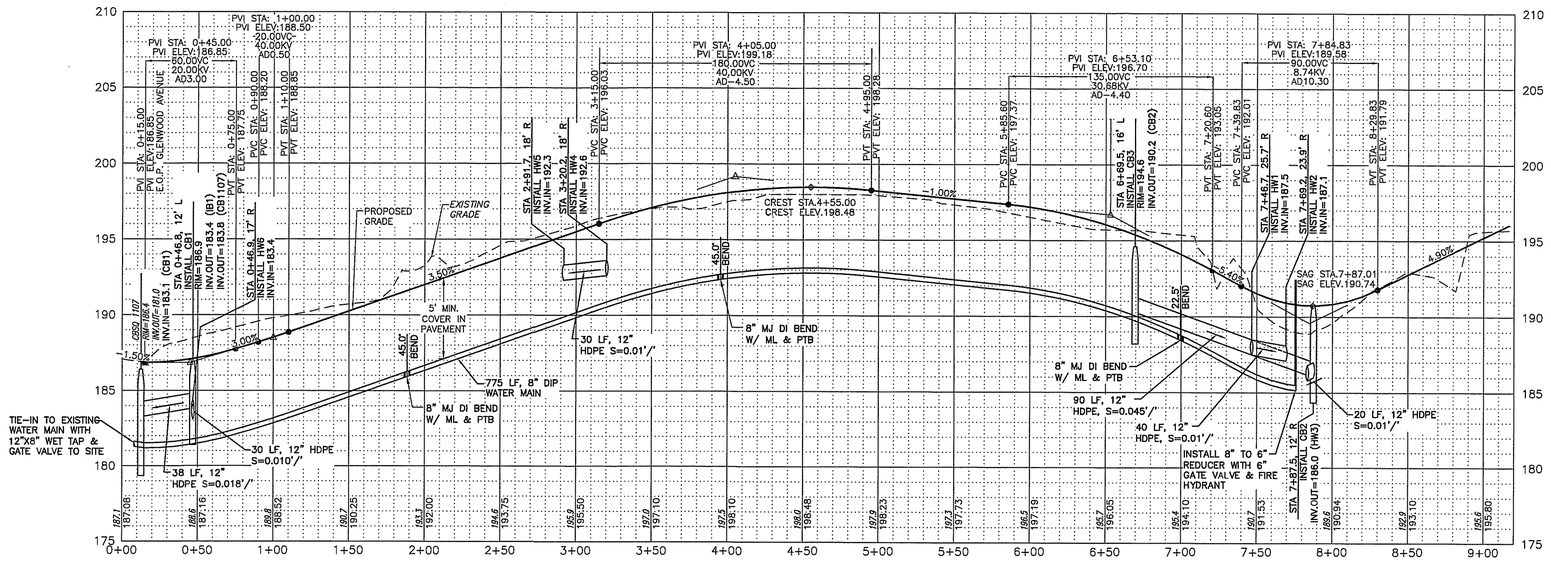

GRAPHIC SCALE

50' 25' 0 50' 100' 150'

IMPERIAL: 1"=50'(H) 5'(V)

CONTACT DIG SAFE 72 HOURS PRIOR TO CONSTRUCTION
DIGSAFE.COM
OR DIAL 811
CALL 811 - KNOW WHAT'S BELOW

SEE SHEET GR-1 FOR LEGEND

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STATE OF NEW HAMPSHIRE CHAD E. BRANCH 12191 LICENSED PROFESSIONAL ENGINEER 12/21

REV.	DATE	DESCRIPTION
B	1/5/21	REVISIONS PER TRC REVIEW
A	12/4/20	REVISIONS PER TRC REVIEW

DR CK

ROADWAY PLAN & PROFILE
STA. 0+00 TO 9+16.56

LAWRENCE & CHERYL MULCAHY
71 GLENWOOD AVENUE
DOVER, NH 03820

STEPPING STONES WAY

TAX MAP D, LOT 20
DOVER, NEW HAMPSHIRE
PROJECT FILE NUMBER, P20-18

PLANS ISSUED FOR:
MUNICIPAL REVIEW

SCALE: 1" = 50' HORIZ. / 5' VERT.

AUGUST 21, 2020

PP-1
SHEET

PROJECT NO. 1433.00

SHEET NO. 5 OF 12

FILE: 1433PP00B.dwg

LEGEND:

PROPOSED FEATURES

- 192 — 2 FT. CONTOUR
- 190 — 10 FT. CONTOUR
- 103.5 — SPOT ELEVATION
- 103.5 / 102.5 — SPOT ELEVATION AT CURB
- CB9 — STORM WATER DRAINAGE
- EDGE OF PAVEMENT
- SLOPED GRANITE CURB
- W — 6" WATER LINE
- UGE — UNDERGROUND UTILITY LINES AND UTILITY BOXES LOCATION
- SURFACE WATER FLOW
- STONE CHECK DAM
- (T.B.R.) — TO BE REMOVED
- WATER HYDRANT
- WV — WATER GATE VALVE
- WATER SERVICE SHUT-OFF
- SWALE
- X — X — TEMPORARY SILT FENCE
- NO CUT AREA
- PAVED AREA
- LIMITS OF CLEARING
- D-20 — TAX MAP AND LOT NUMBER
- R1-1 — STOP SIGN & STREET ID SIGN
- T — TRANSFORMER PAD

EXISTING FEATURES

- D-20 — TAX MAP AND LOT NUMBER
- RIGHT-OF-WAY SIDELINE
- PROPERTY LINE
- ABUTTING LOT LINE
- EDGE OF PAVEMENT
- EDGE OF GRAVEL ROAD
- CURBING
- UG — UNDERGROUND UTILITIES
- OH — OVERHEAD UTILITIES
- S — SEWER LINE
- DRAIN LINE
- EDGE OF WETLAND
- CHAIN LINK FENCE
- HANDRAIL
- STOCKADE FENCE
- 500 — 10' CONTOUR INTERVAL
- 502 — 2' CONTOUR INTERVAL
- BUILDING
- D.H.(F) — DRILL HOLE FOUND
- I.PIN(F) — IRON PIN FOUND
- I.PIPE(F) — IRON PIPE FOUND
- G.B.(F) — GRANITE BOUND FOUND
- TELEPHONE MANHOLE
- SEWER MANHOLE
- DRAIN MANHOLE
- VENT
- MANHOLE
- CATCH BASIN (SQUARE)
- CATCH BASIN (ROUND)
- CLEAN OUT
- BOLLARD
- SINGLE POST SIGN
- DOUBLE POST SIGN
- WATER HYDRANT
- WV — WATER VALVE
- SHUT-OFF
- WELL
- UTILITY POLE AND GUY WIRE

LANDSCAPING LEGEND:

- ULMUS AMERICANA; "AMERICAN UBERTY" OR EQUAL (6)
- ACER RUBRUM "OCTOBER GLORY" MAPLE OR EQUAL (6)
- AMELANCHIER CANADENSIS; "SHADBUSH" OR EQUAL (5)
- GLEDITSIA TRIACANTHOS; "HONEY LOCUST" OR EQUAL (6)
- L — SYRINGA PATIULA.; 18"-24" B&B (MISS KIM LILAC) OR EQUAL (6)
- T — THUJA O. NIGRA; 7'-8' B&B (DARK AMERICAN ARBORVITAE) OR EQUAL (6)
- (X) DENOTES QUANTITY

LANDSCAPING NOTES:

1. DECIDUOUS SHADE TREES FROM THE CITY OF DOVER'S APPROVED LIST OF STREET TREES SHALL BE PLANTED WITHIN THE RIGHT-OF-WAY ALONG THE FRONTAGE OF LOTS WHERE DEVELOPMENT IS TO TAKE PLACE.

2. TREES SHALL HAVE A CALIPER OF NO LESS THAN 3 1/2 INCHES AND A MINIMUM HEIGHT OF 8 FT.

3. TREES SHALL BE PLANTED NO MORE THAN 35 FT APART.

4. EXISTING VEGETATION SHALL BE PRESERVED WHEN POSSIBLE ALONG THE PERIMETER OF THE DEVELOPMENT. STREET TREES SHALL PROVIDE A PERIMETER BUFFER WHERE THE RIGHT-OF-WAY ABUTS EXISTING RESIDENTIAL USES.

5. ALL TREES SHALL BE PLANTED TO MEET THE CURRENT CITY REGULATIONS.

6. OPERATION & MAINTENANCE:
   -ALL PLANT MATERIAL SHALL BE GUARANTEED BY THE INSTALLER FOR ONE YEAR FOLLOWING THE DATE OF ACCEPTANCE.

   -ALL LANDSCAPED AREAS WILL BE MAINTAINED TO HAVE A SUFFICIENT AMOUNT OF WATER TO MAINTAIN VIABILITY EITHER BY IRRIGATION OR BY OTHER MEANS.

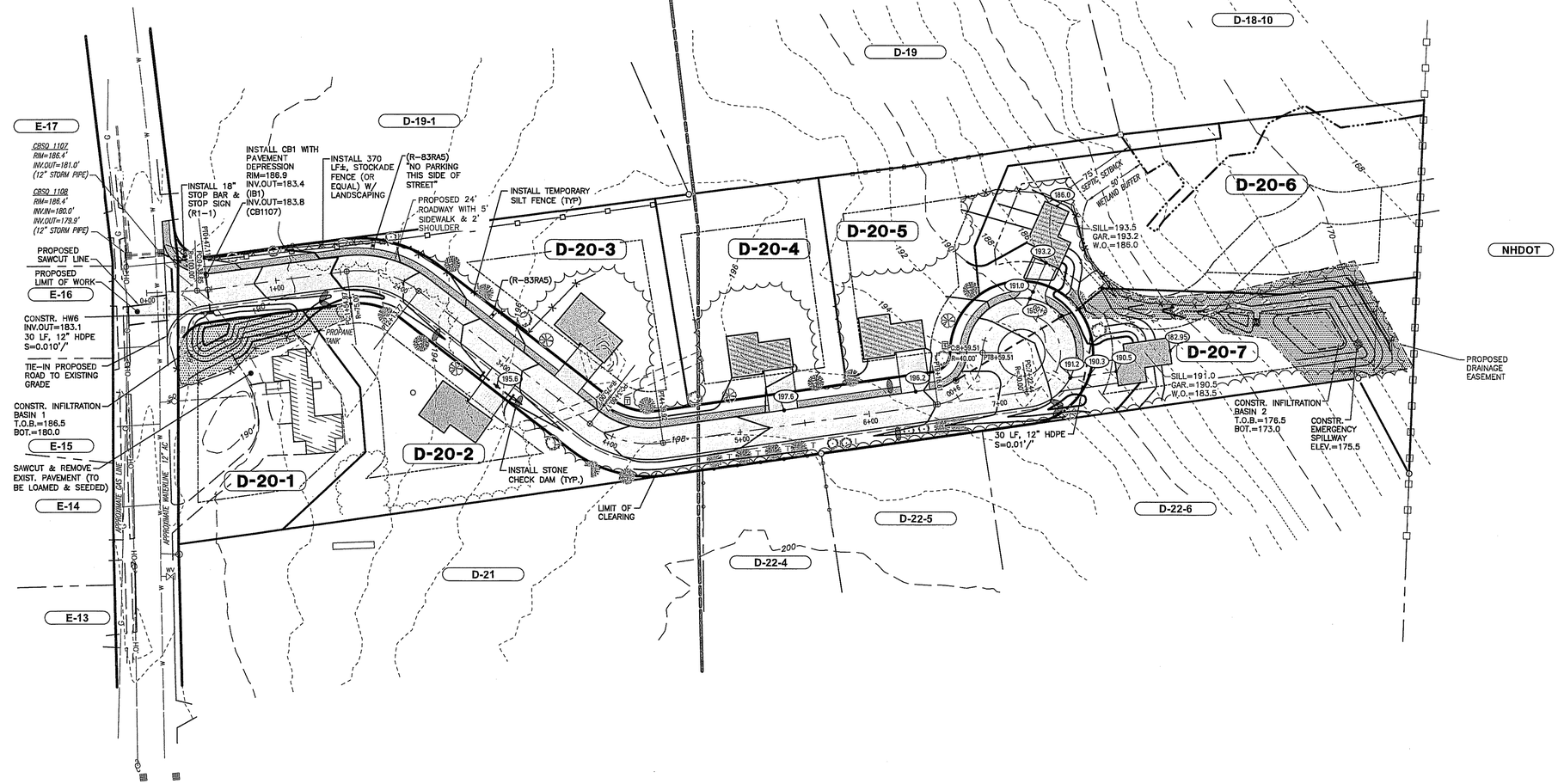
   -ALL LANDSCAPING SHALL BE LOCATED AND MAINTAINED SO AS NOT TO IMPACT THE LINES OF SIGHT AT THE ENTRANCE AND INTERNAL INTERSECTIONS.

REFERENCE PLANS:

1. "LOT LINE ADJUSTMENT PLAN – PREPARED FOR – CRESTVIEW DRIVE LOTS – TAX MAP D, LOT NO.S 21A, 22C, 22–1 THRU 22–6 – CRESTVIEW DRIVE & GLENWOOD AVE – CITY OF DOVER – COUNTY OF STRAFFORD – STATE OF NEW HAMPSHIRE", SCALE 1"=40', DATED JUNE 28, 2000 AND REVISED THROUGH JULY 17, 2000 BY McENEANEY SURVEY ASSOCIATES, INC. AND RECORDED AS PLAN #13795 IN THE S.C.R.D.

2. "MINOR SUBDIVISION PLAN – PREPARED FOR – PHILLIP PAIGE – TAX MAP D, LOT NO. 19 – 93 GLENWOOD AVENUE – CITY OF DOVER – COUNTY OF STRAFFORD – STATE OF NEW HAMPSHIRE", SCALE:1"=50', DATED MAY 1, 2009 AND REVISED THROUGH JUNE 22, 2009 BY McNEANEY SURVEY ASSOCIATES, INC. AND RECORDED IN DRAWER 97, PLAN NUMBER 30 IN THE S.C.R.D.

3. "ALDER MEADOW SUBDIVISION – PREPARED FOR – THE CITY OF DOVER – OFF WILBROD AVENUE – DOVER, NEW HAMPSHIRE", SCALE:1"=50', DATED AUGUST 23, 1996 AND REVISED THROUGH SEPTEMBER 19, 1996 BY McNEANEY SURVEY ASSOCIATES, INC. AND RECORDED AS PLAN #15585 IN THE S.C.R.D.



GRAPHIC SCALES

50' 25' 0 50' 100' 150'

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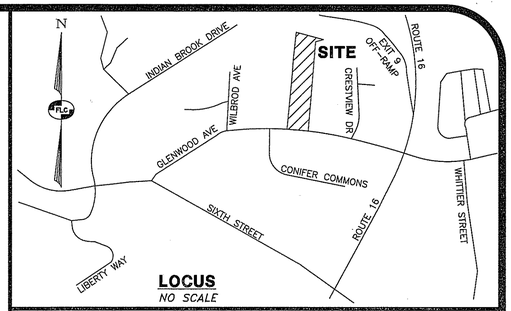

GENERAL CONSTRUCTION NOTES:

1. ALL CONSTRUCTION SHALL CONFORM TO THE APPLICABLE REQUIREMENTS AND SPECIFICATIONS OF THE TOWN OF DOVER.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION, SIZE, AND ELEVATION OF ALL EXISTING UTILITIES SHOWN OR NOT SHOWN ON THESE PLANS AND SHALL VERIFY THAT ALL THE INFORMATION SHOWN HEREON IS CONSISTENT, COMPLETE, ACCURATE, AND CAN BE CONSTRUCTED PRIOR TO AND/OR DURING CONSTRUCTION. FIELDSTONE LAND CONSULTANTS, PLLC, AS THE DESIGN ENGINEER, SHALL BE NOTIFIED IN WRITING OF ANY DISCREPANCIES, ERRORS, OMISSIONS, OR EXISTING UTILITIES FOUND INTERFERING WITH THE PROPOSED CONSTRUCTION SO THAT REMEDIAL ACTION MAY BE TAKEN BEFORE PROCEEDING WITH THE WORK.
3. THE CONTRACTOR SHALL CONTACT "DIGSAFE" 72 HOURS PRIOR TO THE START OF CONSTRUCTION (1-800-255-4977 IN NH, 1-888-344-7233 IN MA).
4. COMPLIANCE WITH ALL APPLICABLE REGULATIONS AND SPECIAL CONDITIONS OF TOWN/CITY AGENCIES, SUCH AS THE PLANNING BOARD, ZONING BOARD, CONSERVATION COMMISSION, AND OTHERS, IS MANDATORY AND IS THE RESPONSIBILITY OF THE OWNER.
5. ANY ALTERATION OF THIS DESIGN OR CHANGE DURING CONSTRUCTION MAY REQUIRE APPROVAL OF VARIOUS TOWN/CITY BOARDS OR AGENCIES AND SHALL BE DISCUSSED WITH THE OWNER AND FIELDSTONE LAND CONSULTANTS, PLLC PRIOR TO CONSTRUCTION.
6. THE CONTRACTOR IS RESPONSIBLE FOR CONTACTING THE APPROPRIATE CITY DEPARTMENTS PRIOR TO CONSTRUCTION TO ARRANGE FOR NECESSARY INSPECTIONS.
7. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ACCURATE AS-BUILT INFORMATION OF ALL WORK, ESPECIALLY UNDERGROUND CONSTRUCTION OF UTILITY LINES, SERVICES, CONNECTIONS, ETC. AND APPROPRIATE TIES TO ABOVE GROUND PERMANENT STRUCTURES, FIELD SURVEY COORDINATES, OR SOME OTHER METHOD OF ESTABLISHING THE AS-BUILT CONDITION OF ALL CONSTRUCTION.
8. THE CONTRACTOR AND OWNER ARE RESPONSIBLE FOR OBSERVING AND MANAGING THE PROJECT PER RSA 430:53 AND AGR 3800 REGARDING INVASIVE SPECIES (PLANTS AND INSECTS). NO INVASIVE SPECIES PLANT OR INSECT SHALL BE INTRODUCED ONTO THE SITE.
9. ALL CONES AND SLAB TOP OPENINGS SHALL BE ECCENTRIC.

STATE OF NEW HAMPSHIRE — CHRISTOPHER E. BRAMON (12181) LICENSED PROFESSIONAL ENGINEER — 1/5/21

THE PURPOSE OF THIS PLAN IS TO DEPICT POTENTIAL LAYOUTS FOR EACH LOT MEETING LOCAL REGULATIONS. FINAL HOUSE TYPE AND PLACEMENT IS SUBJECT TO CHANGE BASED ON INDIVIDUAL OWNERS PREFERENCES.

REV.	DATE	DESCRIPTION	C/O	DR	CK
B	1/5/21	REVISIONS PER TRC REVIEW	–	CLR	CEB
A	12/4/20	REVISIONS PER TRC REVIEW	–	CLR	CEB

GRADING, EROSION CONTROL, AND LANDSCAPING PLAN

GLENWOOD PROJECT

TAX MAP PARCEL D-20 - 71 GLENWOOD AVENUE

PROJECT FILE NUMBER: P20-18

DOVER, NEW HAMPSHIRE

PREPARED FOR & LAND OF:

LAWRENCE & CHERYL MULCAHY

71 GLENWOOD AVENUE, DOVER NH 03820

SCALE: 1" = 50' AUGUST 21, 2020

Surveying ✦ Engineering ✦ Land Planning ✦ Permitting ✦ Septic Designs

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- 190 — 10 FT. CONTOUR
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- 103.5 / 104.0 — SPOT ELEVATION AT CURB
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- VENT
- MH — MANHOLE
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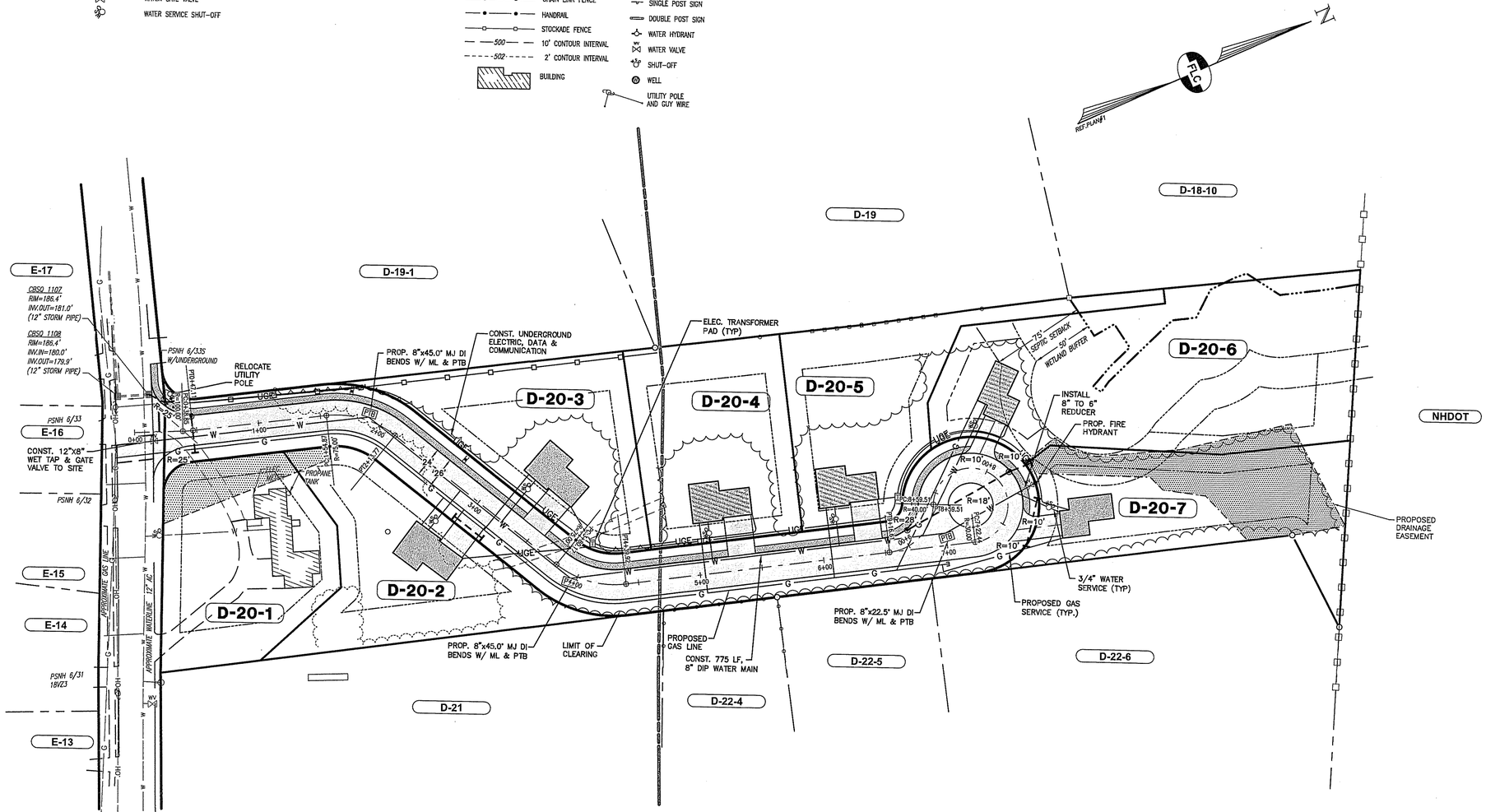


GRAPHIC SCALES

50' 25' 0 50' 100' 150'

IMPERIAL: 1"=50'

CONSTRUCTION & UTILITY NOTES:

1. ALL WORK SHALL CONFORM TO THE APPLICABLE REGULATIONS AND STANDARDS OF THE CITY OF DOVER AND SHALL BE BUILT IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS. THE CITY OF DOVER DEPARTMENT OF PUBLIC WORKS SPECIFICATIONS FOR ROAD CONSTRUCTION AND SEWERS AND DRAINS AND THE NHDOT STANDARDS FOR ROAD AND BRIDGE CONSTRUCTION APPROVED AND ADOPTED 2010 ARE HEREBY INCORPORATED BY REFERENCE.
2. ROAD AND DRAINAGE CONSTRUCTION SHALL CONFORM TO THE TYPICAL SECTIONS AND DETAILS SHOWN ON THE PLANS AND THE SPECIFICATIONS NOTED ABOVE. ANY ALTERATION OF THIS DESIGN OR CHANGE DURING CONSTRUCTION MAY REQUIRE APPROVAL OF VARIOUS TOWN/CITY BOARDS OR AGENCIES AND SHALL BE DISCUSSED WITH THE OWNER AND ENGINEER PRIOR TO CONSTRUCTION.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION, SIZE, AND ELEVATION OF ALL EXISTING UTILITIES SHOWN OR NOT SHOWN ON THESE PLANS AND SHALL VERIFY THAT ALL THE INFORMATION SHOWN HEREON IS CONSISTENT, COMPLETE, ACCURATE, AND CAN BE CONSTRUCTED PRIOR TO AND/OR DURING CONSTRUCTION. THE ENGINEER SHALL BE NOTIFIED IN WRITING OF ANY DISCREPANCIES, ERRORS, OMISSIONS, OR EXISTING UTILITIES FOUND INTERFERING WITH THE PROPOSED CONSTRUCTION SO THAT REMEDIAL ACTION MAY BE TAKEN BEFORE PROCEEDING WITH THE WORK.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACT "DIGSAFE" AT LEAST 72 HOURS PRIOR TO THE START OF CONSTRUCTION (1-888-344-7233).
5. THE CONTRACTOR IS RESPONSIBLE FOR CONTACTING THE APPROPRIATE CITY DEPARTMENTS PRIOR TO CONSTRUCTION TO ARRANGE FOR NECESSARY INSPECTIONS.
6. BLASTING, IF REQUIRED, SHALL BE PERFORMED IN ACCORDANCE WITH THE CITY OF DOVER FIRE DEPARTMENT REGULATIONS.
7. ALL DISTURBED NON-PAVED AREAS SHALL BE LOAMED AND SEEDED IMMEDIATELY UPON BEING CONSTRUCTED.
8. ALL TRAFFIC SIGNS SHALL CONFORM TO THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES LATEST EDITION.
9. EXISTING PAVEMENT SHALL BE SAW-CUT AS NECESSARY. THE CONTRACTOR SHALL ENSURE A SMOOTH TRANSITION BETWEEN EXISTING AND NEW PAVEMENT.
10. ALL POWER WORK SHALL CONFORM TO EVERSOURCE STANDARDS.
11. ALL TELEPHONE WORK SHALL CONFORM TO CONSOLIDATED COMMUNICATIONS SPECIFICATIONS.
12. STREET RESTORATION, IF ANY, SHALL BE IN ACCORDANCE WITH NRO-285-13.
13. ALL DRAINAGE PIPE SHALL BE FURNISHED AND INSTALLED WITH FLEXIBLE GASKETS. JOINTS SHALL BE MADE WITH OIL RESISTANT COMPRESSION RINGS OF AN ELASTOMERIC MATERIAL CONFORMING TO ASTM C-443. MANUFACTURERS INSTALLATION INSTRUCTIONS SHALL BE FOLLOWED.
14. ALL DRAINAGE PIPES SHALL BE CLASS IV 3000 D (RCP) UNLESS OTHERWISE NOTED. CATCH BASINS SHALL BE TYPE B, AND HAVE 3 FOOT SUMPS.
15. ALL WATER LINE, HYDRANT, VALVES AND APPURTENANCES SHALL BE INSTALLED IN ACCORDANCE WITH THE LATEST EDITION OF THE CITY OF DOVER CONSTRUCTION GUIDELINES.
16. GAS LINES SHOWN SHALL BE CONSIDERED APPROXIMATE. THE CONTRACTOR SHALL COORDINATE THE SIZE AND LOCATIONS OF THE PROPOSED GAS LINES WITH THE OWNER AND UTILITY COMPANY PRIOR TO CONSTRUCTION.
17. THE CONTRACTOR SHALL COORDINATE THE SIZE, LOCATION AND ELEVATION OF ALL ROOF DRAINS WITH THE OWNER AND ARCHITECT PRIOR TO CONSTRUCTION.
18. THE CONTRACTOR SHALL COORDINATE THE FINAL LOCATION OF THE UNDERGROUND TELEPHONE AND ELECTRICAL SERVICES WITH THE OWNER PRIOR TO CONSTRUCTION.
19. ANY ALTERATION OF THIS DESIGN OR CHANGE DURING CONSTRUCTION MAY REQUIRE APPROVAL OF VARIOUS TOWN/CITY BOARDS OR AGENCIES AND SHALL BE DISCUSSED WITH THE OWNER AND ENGINEER PRIOR TO CONSTRUCTION.
20. STRUCTURE OFFSETS FROM CENTERLINE ARE TO THE CENTERLINE OF THE GRATE.
21. UNDERGROUND RACEWAYS SHALL BE CONSTRUCTED ON THE DRIVEWAY SIDE OF EACH RESIDENCE TO COMPLY WITH THE CITY OF DOVER REGULATIONS.

STATE OF NEW HAMPSHIRE — CHAD E. BRANON 12119 — LICENSED PROFESSIONAL ENGINEER

REV.	DATE	DESCRIPTION	C/O	DR	CK
B	1/5/21	REVISIONS PER TRC REVIEW	–	CLR	CEB
A	12/4/20	REVISIONS PER TRC REVIEW	–	CLR	CEB

UTILITY PLAN

GLENWOOD PROJECT

TAX MAP PARCEL D-20 - 71 GLENWOOD AVENUE

PROJECT FILE NUMBER: P20-18

DOVER, NEW HAMPSHIRE

PREPARED FOR & LAND OF,

LAWRENCE & CHERYL MULCAHY

71 GLENWOOD AVENUE, DOVER NH 03820

SCALE: 1" = 50'

AUGUST 21, 2020

Surveying ⌖ Engineering ⌖ Land Planning ⌖ Permitting ⌖ Septic Designs

FIELDSTONE LAND CONSULTANTS, PLLC

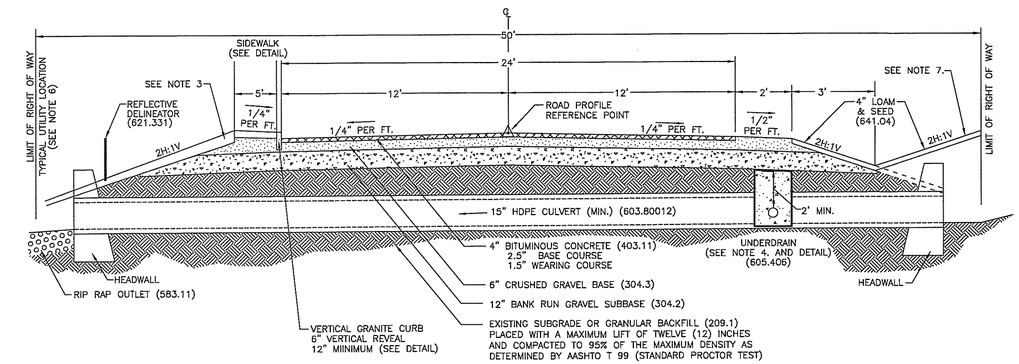
206 Elm Street, Milford, NH 03055
Phone: (603) 672-5456 Fax: (603) 413-5456
www.FieldstoneLandConsultants.com

1. ALL CONSTRUCTION SHALL CONFORM TO THE APPLICABLE REQUIREMENTS AND SPECIFICATIONS OF THE CITY OF DOVER.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION, SIZE, AND ELEVATION OF ALL EXISTING UTILITIES SHOWN OR NOT SHOWN ON THESE PLANS AND SHALL VERIFY THAT ALL THE INFORMATION SHOWN HEREON IS CONSISTENT, COMPLETE, ACCURATE, AND CAN BE CONSTRUCTED PRIOR TO AND/OR DURING CONSTRUCTION. FIELDSTONE LAND CONSULTANTS, PLLC, AS THE DESIGN ENGINEER, SHALL BE NOTIFIED IN WRITING OF ANY DISCREPANCIES, ERRORS, OMISSIONS, OR EXISTING UTILITIES FOUND INTERFERING WITH THE PROPOSED CONSTRUCTION SO THAT REMEDIAL ACTION MAY BE TAKEN BEFORE PROCEEDING WITH THE WORK.
3. THE CONTRACTOR SHALL CONTACT "DIGSAFE" 72 HOURS PRIOR TO THE START OF CONSTRUCTION (1-800-255-4977 IN NH, 1-888-344-7233 IN MA).
4. COMPLIANCE WITH ALL APPLICABLE REGULATIONS AND SPECIAL CONDITIONS OF TOWN/CITY AGENCIES, SUCH AS THE PLANNING BOARD, ZONING BOARD, CONSERVATION COMMISSION, AND OTHERS, IS MANDATORY AND IS THE RESPONSIBILITY OF THE OWNER.
5. ANY ALTERATION OF THIS DESIGN OR CHANGE DURING CONSTRUCTION MAY REQUIRE APPROVAL OF VARIOUS TOWN/CITY BOARDS OR AGENCIES AND SHALL BE DISCUSSED WITH THE OWNER AND FIELDSTONE LAND CONSULTANTS, PLLC PRIOR TO CONSTRUCTION.
6. THE CONTRACTOR IS RESPONSIBLE FOR CONTACTING THE APPROPRIATE CITY DEPARTMENTS PRIOR TO CONSTRUCTION TO ARRANGE FOR NECESSARY INSPECTIONS.
7. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING ACCURATE AS-BUILT INFORMATION OF ALL WORK, ESPECIALLY UNDERGROUND CONSTRUCTION OF UTILITY LINES, SERVICES, CONNECTIONS, ETC. AND APPROPRIATE TIES TO ABOVE GROUND PERMANENT STRUCTURES, FIELD SURVEY COORDINATES, OR SOME OTHER METHOD OF ESTABLISHING THE AS-BUILT CONDITION OF ALL CONSTRUCTION.
8. THE CONTRACTOR AND OWNER ARE RESPONSIBLE FOR OBSERVING AND MANAGING THE PROJECT PER RSA 430:53 AND AGR 3800 REGARDING INVASIVE SPECIES (PLANTS AND INSECTS). NO INVASIVE SPECIES PLANT OR INSECT SHALL BE INTRODUCED ONTO THE SITE.

GENERAL CONSTRUCTION NOTES — 1 / DT-1

1. INSTALL STONE CHECK DAMS AND SILTATION CONTROL FENCES IN LOCATIONS SHOWN ON PLANS. EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO ANY EARTH MOVING OPERATION.
2. INSTALL STABILIZED CONSTRUCTION ENTRANCE(S).
3. CUT AND CLEAR TREES; DISPOSE OF DEBRIS. STUMPS WILL BE GROUND AND THE GRINDINGS STOCK-PILED ON SITE. STUMP TAILINGS SHALL BE USED FOR EROSION CONTROL. EXCESS TAILINGS SHALL BE COMPACTED WITH SUITABLE MATERIAL IN NON STRUCTURAL FILL SLOPES. COVER WITH 4" OF LOAM AND SEED PER THE EROSION CONTROL NOTES.
4. REMOVE TOPSOIL AND STOCKPILE AWAY FROM ANY WETLAND. STABILIZE STOCKPILE IMMEDIATELY BY SEEDING. PLACE SILT FENCE AROUND THE DOWN SLOPE SIDE OF EARTH STOCKPILES.
5. ROUGH GRADE SITE – CONSTRUCT DRAINAGE BASINS AND DRAINAGE SWALES DURING INITIAL PORTION OF CONSTRUCTION. STABILIZE IMMEDIATELY PER THE CONSTRUCTION AND EROSION CONTROL DETAILS. DO NOT DIRECT STORM WATER RUNOFF TO THESE STRUCTURES UNTIL A HEALTHY VEGETATIVE COVER IS ESTABLISHED.
6. CONSTRUCT ROAD AND INSTALL DRAINAGE PIPES AND STRUCTURES. ALL CUT AND FILL SLOPES SHALL BE STABILIZED UPON COMPLETION OF ROUGH GRADING PER THE THE EROSION CONTROL NOTES.
7. PLACE STONE CHECK DAMS AROUND INLETS AROUND ALL STRUCTURES UNTIL ROAD AND PARKING AREAS ARE PAVED AND ALL NON-PAVED DISTURBED AREAS HAVE A HEALTHY VEGETATIVE COVER. SILT SACKS MAY BE UTILIZED IN PLACE OF STONE CHECK DAMS ON CATCHBASINS.
8. INSPECT AND MAINTAIN EROSION CONTROL MEASURES ON A WEEKLY BASIS AND AFTER EVERY 0.25" OR GREATER RAINFALL.
9. DAILY, OR AS REQUIRED, CONSTRUCT TEMPORARY BERMS, CULVERTS, DITCHES, SILTATION FENCES, SEDIMENT TRAPS, ETC. MULCH AND SEED AS REQUIRED.
10. FINISH GRADING TO PREPARE FOR PAVING AND LOAMING. ALL DISTURBED AREAS SHALL BE STABILIZED WITHIN 72 HOURS AFTER FINAL GRADING.
11. FINISH PAVING. PERMANENT SEEDING SHALL BE PERFORMED UPON COMPLETION OF ROAD AND PARKING AREA PAVING (SEE EROSION CONTROL NOTES).
12. COMPLETE PERMANENT SEEDING AND LANDSCAPING.
13. TEMPORARY EROSION CONTROL MEASURES SHALL BE REMOVED WHEN ALL DISTURBED AREAS HAVE BEEN STABILIZED.
14. IN AN EFFORT TO RESTORE ADEQUATE INFILTRATION RATES OF THE BASINS PRIOR TO USE, THE BASES OF THE INFILTRATION BASINS SHALL BE DEEPLY TILLED AND THEN FOLLOWED BY A PASS WITH A LEVELING DRAG. STORMWATER FLOWS ARE NOT TO BE DIRECTED INTO THE INFILTRATION BASINS UNTIL THE CONTRIBUTING AREAS HAVE BEEN FULLY STABILIZED.
15. ALL STRUCTURES SHALL BE CLEANED OF SEDIMENTS ONCE CONSTRUCTION IS COMPLETE.

CONSTRUCTION SEQUENCE NOTES — 2 / DT-1

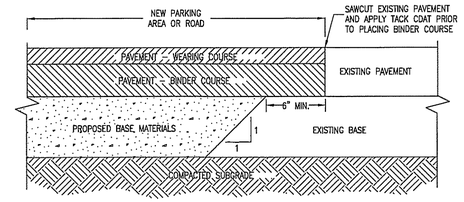


GENERAL ROAD CONSTRUCTION NOTES:

1. REMOVE ALL LOAM, CLAY, MUCK, STUMPS, AND OTHER IMPROPER ROAD FOUNDATION MATERIAL WITHIN 3' OF SUBGRADE. REPLACE WITH COMPACTED GRANULAR FILL MATERIAL ACCEPTABLE TO THE DIRECTOR OF PUBLIC WORKS. COMPACTION TO BE AT LEAST 95% OF THE DRY WEIGHT AS DETERMINED BY MODIFIED PROCTOR TESTING (ASTM 1557).
2. ALL MATERIALS AND CONSTRUCTION SHALL MEET AND BE COMPLETED IN STRICT ACCORDANCE WITH THE CITY OF DOVER'S CURRENT ROAD AND DRAINAGE SPECIFICATIONS.
3. A 1.0' SHOULDER EXTENSION IS REQUIRED WHEREVER GUARDRAILS ARE TO BE LOCATED TO PROVIDE FOR GUARDRAIL CONSTRUCTION AND SUPPORT. THE GUARDRAIL POSTS SHALL BE SET FOURTEEN (14) FEET FROM CENTERLINE.
4. SHOULD UNDERDRAIN PIPE BE REQUIRED IN CUT SECTIONS, THE PIPE SHALL DISCHARGE THROUGH A MORTARED RUBBLE AND MASONRY ENDWALL OR INTO A CATCH BASIN.
5. WHERE ROAD GRADE IS 5% OR GREATER, ROAD SWALE SHALL BE LINED WITH RIPRAP (2 LAYERS, 6" TO 8" STONE, 5' WIDE WITH 6" GRAVEL BASE OR EROSION CONTROL FABRIC).
6. ALL UTILITY POLES AND TRANSFORMER SLABS SHALL BE LOCATED AT THE RIGHT OF WAY LINE.
7. SIDE SLOPES IN LEDGE CUT SHALL BE ONE (1) FOOT HORIZONTAL TO TWO (2) FEET VERTICAL.
8. ROADWAY AND DRAINAGE FILL SECTIONS SHALL BE CONSTRUCTED IN ACCORDANCE WITH SECTION 304.3.6 OF THE NHDOT STANDARD SPECIFICATIONS – 2016.
9. MAXIMUM ROAD GRADE SHALL NOT EXCEED 8%.

SCALE: N.T.S.

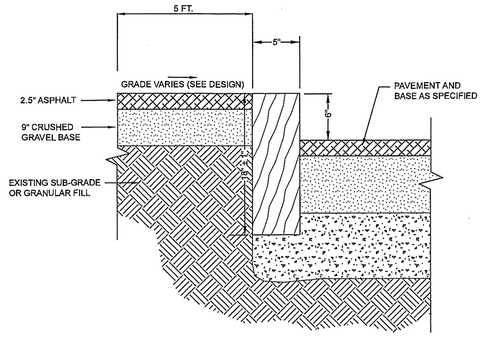
TYPICAL CROSS-SECTION - SUBDIVISION STREET — 3 / DT-1



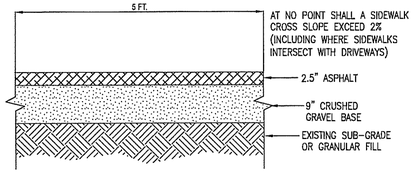
NOTE:
1. SEE ROADWAY FOR MATERIALS AND ASSOCIATED DEPTHS.
2. INFRARED JOINT AFTER PLACING PAVEMENT.

SCALE: N.T.S.

PAVEMENT MATCH — 4 / DT-1

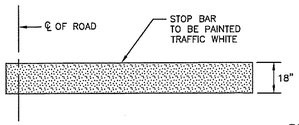


SIDEWALK - ASPHALT (VERTICAL GRANITE CURB) — 5 / DT-1



SCALE: N.T.S.

SIDEWALK - ASPHALT — 6 / DT-1



SCALE: N.T.S.

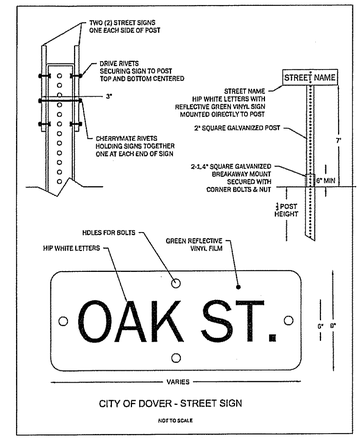
STOP BAR DETAIL — 7 / DT-1

NOTES:

1. ALL SIGNAGE AND PAVEMENT MARKINGS SHALL CONFORM TO THE LATEST "NHDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION" AND THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (MUTCD).
2. THE CONTRACTOR IS RESPONSIBLE FOR THE LAYOUT OF ALL SIGNAGE AND PAVEMENT MARKINGS.

SCALE: N.T.S.

TRAFFIC SIGNS - ON SITE — 8 / DT-1



CITY OF DOVER - STREET SIGN

NOT TO SCALE

SCALE: N.T.S.

STREET SIGN — 9 / DT-1

CONTACT DIG SAFE 72 HOURS PRIOR TO CONSTRUCTION
DIGSAFE.COM
OR DIAL 811
CALL 811 – KNOW WHAT'S BELOW
811 DigSafe MA-ME-NH-RI-VT

REV.	DATE	DESCRIPTION	C/O	DR	CK
B	1/5/21	REVISIONS PER TRC REVIEW	–	CLR	CEB
A	12/4/20	REVISIONS PER TRC REVIEW	–	CLR	CEB

CONSTRUCTION DETAILS

GLENWOOD PROJECT

TAX MAP PARCEL D-20 - 71 GLENWOOD AVENUE
PROJECT FILE NUMBER: P20-18
DOVER, NEW HAMPSHIRE

PREPARED FOR & LAND OF:

LAWRENCE & CHERYL MULCAHY

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SCALE: NOT TO SCALE — AUGUST 21, 2020

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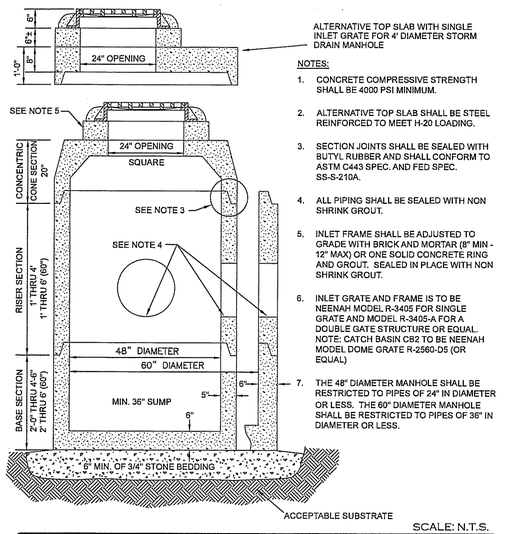
STATE OF NEW HAMPSHIRE — CHAD E. BRANDON 12191 LICENSED PROFESSIONAL ENGINEER — 5/7/21



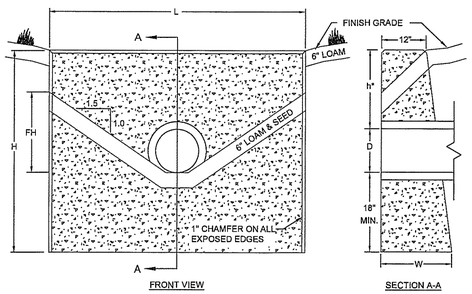
ALTERNATIVE TOP SLAB WITH SINGLE INLET GRATE FOR 4' DIAMETER STORM DRAIN MANHOLE

NOTES:

1. CONCRETE COMPRESSIVE STRENGTH SHALL BE 4000 PSI MINIMUM.
2. ALTERNATIVE TOP SLAB SHALL BE STEEL REINFORCED TO MEET H-20 LOADING.
3. SECTION JOINTS SHALL BE SEALED WITH BUTYL RUBBER AND SHALL CONFORM TO ASTM C443 SPEC. AND FED SPEC. SS-S-210A.
4. ALL PIPING SHALL BE SEALED WITH NON SHRINK GROUT.
5. INLET FRAME SHALL BE ADJUSTED TO GRADE WITH BRICK AND MORTAR (8" MIN - 12" MAX) OR ONE SOLID CONCRETE RING AND GROUT, SEALED IN PLACE WITH NON SHRINK GROUT.
6. INLET GRATE AND FRAME IS TO BE NEENAH MODEL R-3405 FOR SINGLE GRATE AND MODEL R-3405-A FOR A DOUBLE GATE STRUCTURE OR EQUAL. NOTE: CATCH BASIN CB2 TO BE NEENAH MODEL DOME GRATE R-2560-D5 (OR EQUAL)
7. THE 48" DIAMETER MANHOLE SHALL BE RESTRICTED TO PIPES OF 24" IN DIAMETER OR LESS. THE 60" DIAMETER MANHOLE SHALL BE RESTRICTED TO PIPES OF 36" IN DIAMETER OR LESS.

SCALE: N.T.S.

CATCH BASIN — 1 / DT-2

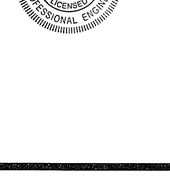


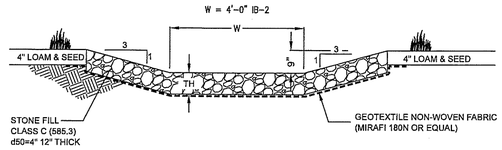
CULVERT DIAM.	HEADWALL LENGTH	HEADWALL HEIGHT	FILL HEIGHT	TOP HEIGHT	HEADWALL BOTTOM
D	L	H	FH	h	WIDTH W
INCHES	FEET & INCHES				
12	4'-3"	3'-9"	1'-1"	1'-3"	1'-11.25"
15	6'-0"	4'-3"	1'-7"	1'-6"	2'-0.75"
18	7'-0"	4'-6"	1'-10"	1'-6"	2'-1.50"
24	9'-0"	5'-0"	2'-4"	1'-6"	2'-3.00"
30	11'-0"	5'-6"	2'-10"	1'-6"	2'-4.50"
36	13'-0"	6'-0"	3'-4"	1'-6"	2'-6.00"

HEADWALL SHALL BE STEEL REINFORCED AND CONFORM TO NHDOT STANDARD PLAN HW-2, LAST REVISED JUNE 16, 2010.

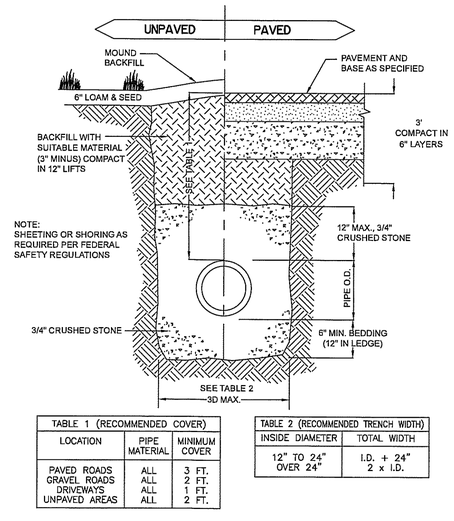
SCALE: N.T.S.

HEADWALL - PRECAST CONCRETE — 2 / DT-2





RIPRAP SPILLWAY DETAIL — 3 / DT-2



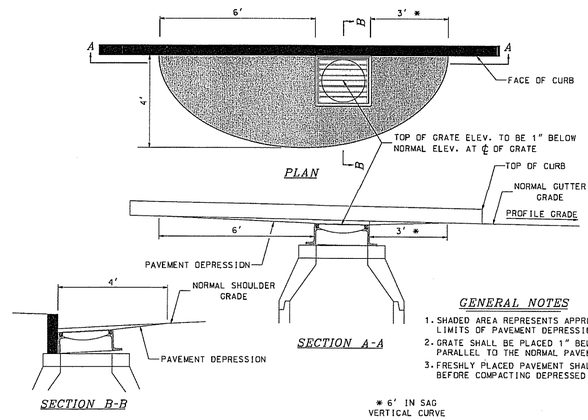
NOTE:
SHEETING OR SHORING AS REQUIRED PER FEDERAL SAFETY REGULATIONS

TABLE 1 (RECOMMENDED COVER)		
LOCATION	PIPE MATERIAL	MINIMUM COVER
PAVED ROADS	ALL	3 FT.
GRAVEL ROADS	ALL	2 FT.
DRIVEWAYS	ALL	1 FT.
UNPAVED AREAS	ALL	2 FT.

TABLE 2 (RECOMMENDED TRENCH WIDTH)	
INSIDE DIAMETER	TOTAL WIDTH
12" TO 24" OVER 24"	I.D. + 24" 2 x I.D.

SCALE: N.T.S.

DRAINAGE TRENCH (TYPICAL) — 4 / DT-2



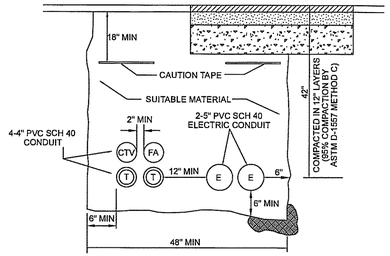
GENERAL NOTES

1. SHADED AREA REPRESENTS APPROXIMATE LIMITS OF PAVEMENT DEPRESSION
2. GRATE SHALL BE PLACED 1" BELOW AND PARALLEL TO THE NORMAL PAVEMENT GRADE
3. FRESHLY PLACED PAVEMENT SHALL BE REMOVED BEFORE COMPACTING DEPRESSED AREA

* 6' IN SAG VERTICAL CURVE

SCALE: N.T.S.

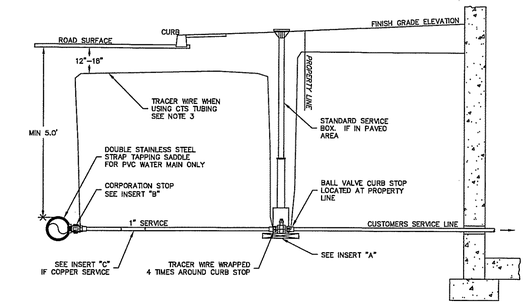
PAVEMENT DEPRESSION DETAIL — 5 / DT-2



NOTE:
ALL CONDUIT AND TRENCH WORK SHALL CONFORM TO THEIR RESPECTIVE UTILITY COMPANY'S REQUIREMENTS.

SCALE: N.T.S.

TYPICAL UTILITY TRENCH — 6 / DT-2



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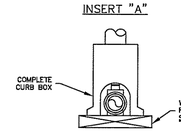

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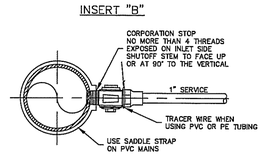
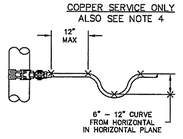


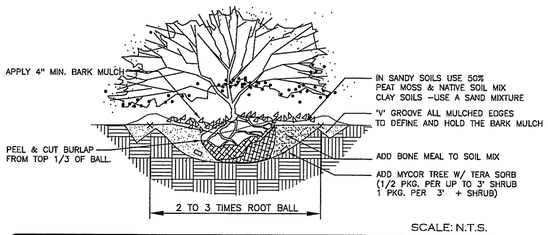
NOTES:

1. ALL MATERIALS AND INSTALLATION PROCEDURES WILL CONFORM TO N.H.W.S.E.B. TECHNICAL SPECIFICATIONS.
2. ALL PIPE SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. 10 GAUGE TRACER WIRE AS MANUFACTURED BY BMS, DIVISION OF ALBESTAR CORP., AVON, MA OR EQUIVALENT.
4. 1" SERVICE LINE FROM STREET, SIZE & MATERIALS TO BE TYPE 'K' COPPER TUBING OR 200 PSIG RATED CTS POLYETHYLENE TUBING. SAND TO BE USED FOR BACK FILL FOR A MINIMUM OF 6" ABOVE AND BELOW THE SERVICE LINE.
5. PROVIDE A MINIMUM OF 24" OF STRAIGHT COPPER AT SERVICE ENTRANCE INSIDE OF BUILDING TO ALLOW FOR INSTALLATION OF ISOLATION VALVES, METER HORN AND METER, DUAL CHECK VALVE AND PRV (IF REQ'D).
6. WATER METER SHALL BE A 5/8 x 3/4 NEPTUNE METER, MEASURING CUBIC FEET, WITH A 2 BAND RADIO PRO-READ HEAD. THE RADIO READ SHALL BE MOUNTED ON THE STREET FACING SIDE OF THE STRUCTURE WITH WIRING BETWEEN THE UNIT AND THE METER.

INSERT "C"
COPPER SERVICE ONLY
ALSO SEE NOTE 4



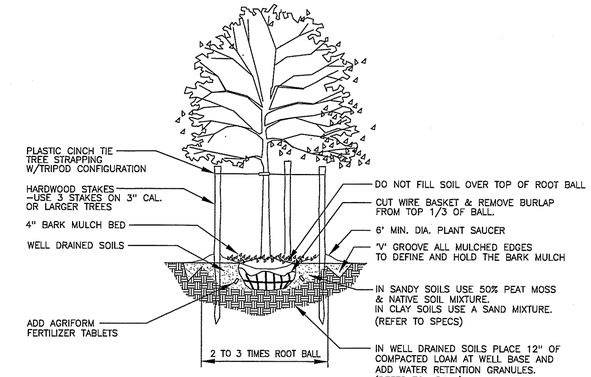
WATER SERVICE CONNECTION DETAILS — 7 / DT-2



SCALE: N.T.S.

B & B SHRUB PLANTING DETAIL — 8 / DT-2

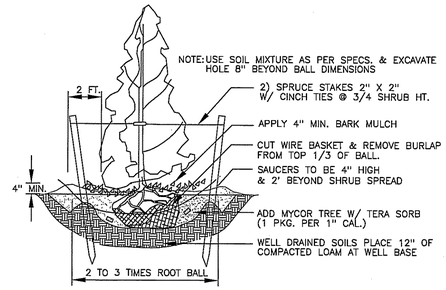
CONTACT DIG SAFE 72 HOURS PRIOR TO CONSTRUCTION
DIGSAFE.COM
OR DIAL 811
CALL 811 – KNOW WHAT'S BELOW
811 DigSafe MA ME NH RI VT



NOTES:
ALL PYRAMIDAL EVERGREENS & DECIDUOUS TREES SHALL BE PLANTED W/ ROOTS HORMONE ENHANCER.
DO NOT INSTALL BEEHIVE MULCH BEDS AROUND ANY OF THE PLANT MATERIAL.

SCALE: N.T.S.

DECIDUOUS TREE PLANTING DETAIL — 9 / DT-2



NOTE: ALL PYRAMIDAL EVERGREENS & DECIDUOUS TREES SHALL BE PLANTED W/ MYCOR TREE TRANSPLANT.

SCALE: N.T.S.

EVERGREEN TREE PLANTING DETAIL — 10 / DT-2

REV.	DATE	DESCRIPTION	C/O	DR	CK
B	1/5/21	REVISIONS PER TRC REVIEW	–	CLR	CEB
A	12/4/20	REVISIONS PER TRC REVIEW	–	CLR	CEB

CONSTRUCTION DETAILS

GLENWOOD PROJECT

TAX MAP PARCEL D-20 - 71 GLENWOOD AVENUE

PROJECT FILE NUMBER: P20-18

DOVER, NEW HAMPSHIRE

PREPARED FOR & LAND OF:

LAWRENCE & CHERYL MULCAHY

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SCALE: NOT TO SCALE — AUGUST 21, 2020

Surveying ◆ Engineering ◆ Land Planning ◆ Permitting ◆ Septic Designs

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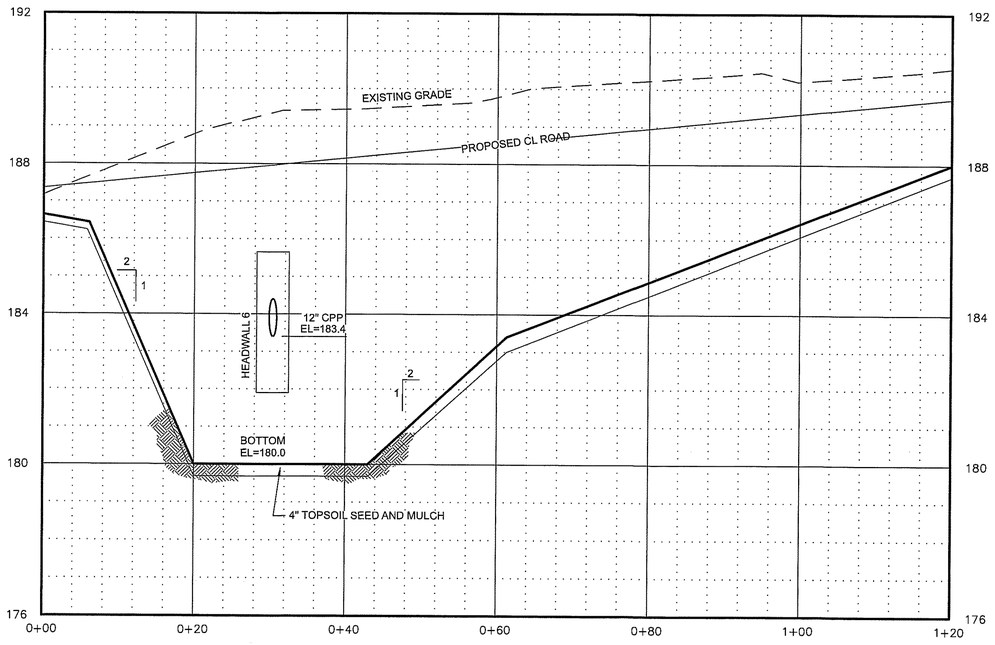
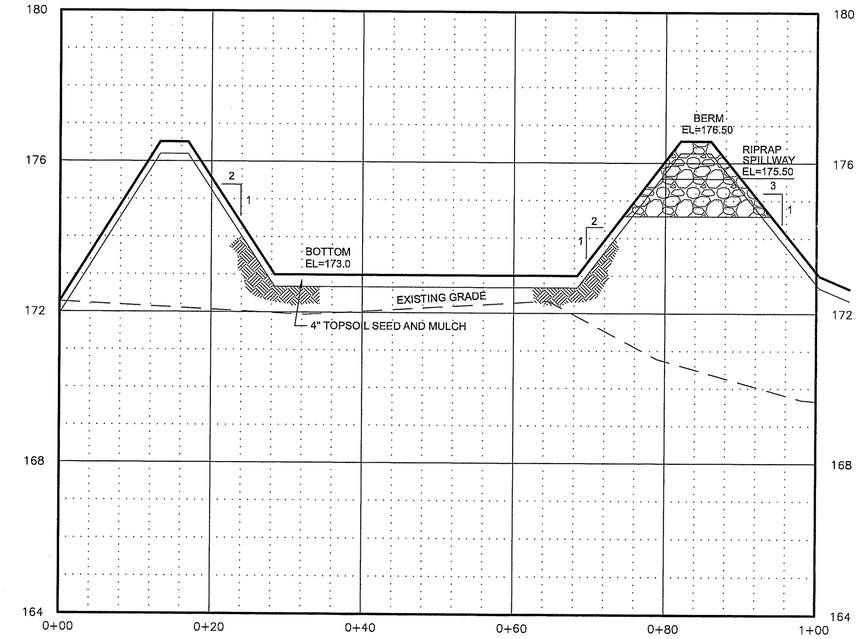


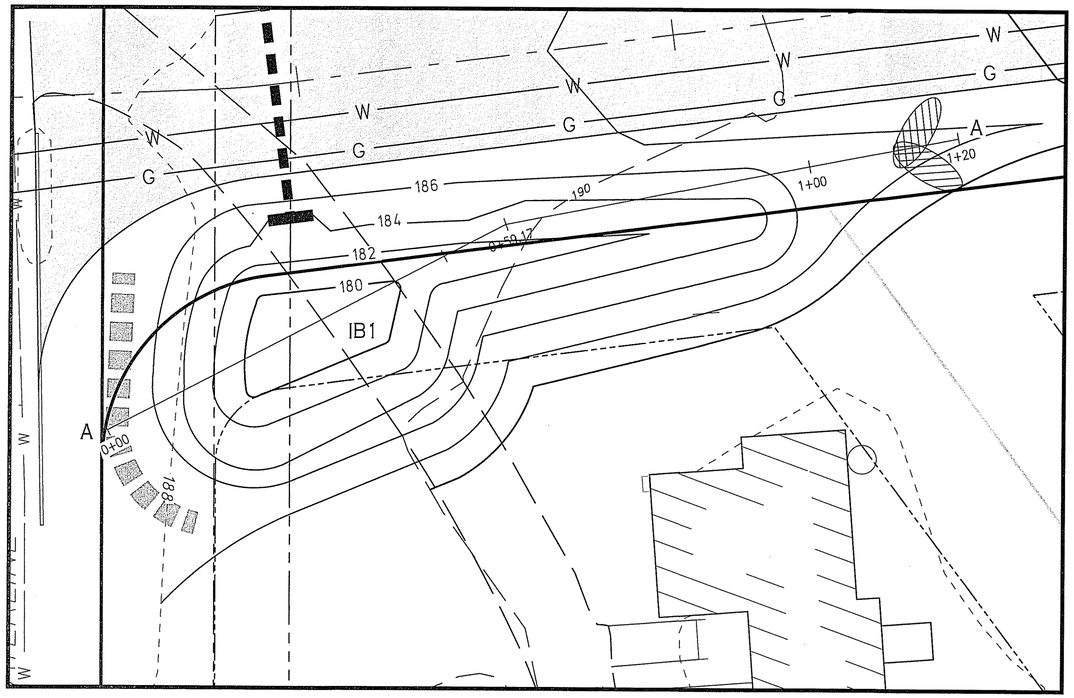
SCALE: 1"=10' HORZ, 1"=2' VERT.

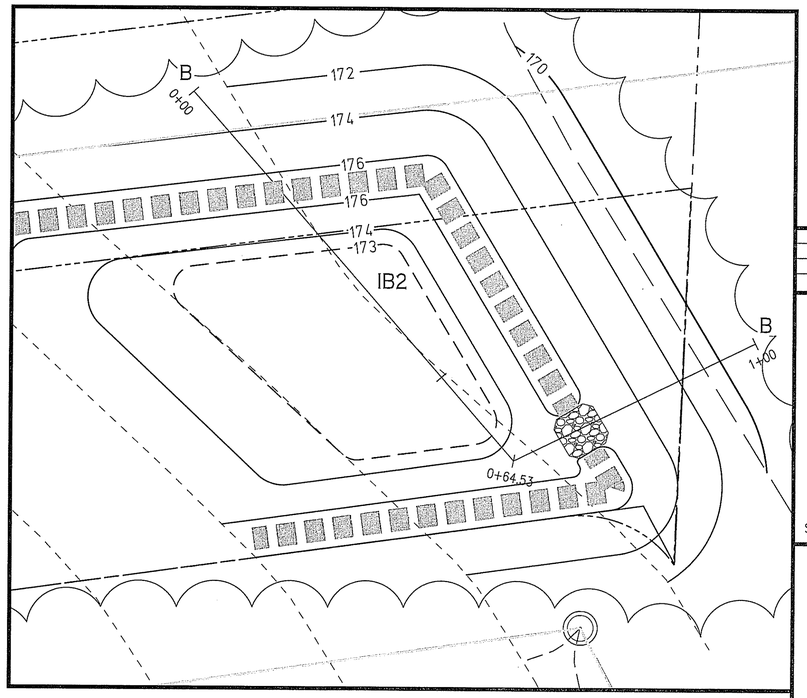
SECTION A-A: INFILTRATION BASIN 1 (IB-1) | 1 | PP-3



SCALE: 1"=10' HORZ, 1"=2' VERT.

SECTION B-B: INFILTRATION BASIN 2 (IB-2) | 2 | PP-3





STATE OF NEW HAMPSHIRE
CHAD E. BRANON
12187
LICENSED PROFESSIONAL ENGINEER
1/5/21

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REV.	DATE	DESCRIPTION	C/O	DR	CK
B	1/5/21	REVISIONS PER TRC REVIEW	–	CLR	CEB
A	12/4/20	REVISIONS PER TRC REVIEW	–	CLR	CEB

DRAINAGE DETAILS

GLENWOOD PROJECT

TAX MAP PARCEL D-20 - 71 GLENWOOD AVENUE
PROJECT FILE NUMBER: P20-18
DOVER, NEW HAMPSHIRE

PREPARED FOR & LAND OF:

LAWRENCE & CHERYL MULCAHY

71 GLENWOOD AVENUE, DOVER NH 03820

SCALE: AS SHOWN — AUGUST 21, 2020

Surveying ✦ Engineering ✦ Land Planning ✦ Permitting ✦ Septic Designs

FIELDSTONE LAND CONSULTANTS, PLLC

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1. INSTALL STONE CHECK DAMS AND SILTATION CONTROL FENCES IN LOCATIONS SHOWN ON PLANS. EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO ANY EARTH MOVING OPERATION.
2. INSTALL STABILIZED CONSTRUCTION ENTRANCE(S).
3. CUT AND CLEAR TREES; DISPOSE OF DEBRIS. STUMPS ARE TO BE REMOVED FROM THE PROPERTY AND DISPOSED OF PROPERLY.
4. REMOVE TOPSOIL AND STOCKPILE AWAY FROM ANY WETLAND. STABILIZE STOCKPILE IMMEDIATELY BY SEEDING. PLACE SILT FENCE AROUND THE DOWN SLOPE SIDE OF EARTH STOCKPILES.
5. ROUGH GRADE SITE – CONSTRUCT DRAINAGE BASINS AND DRAINAGE SWALES DURING INITIAL PORTION OF CONSTRUCTION. STABILIZE IMMEDIATELY PER THE CONSTRUCTION AND EROSION CONTROL DETAILS. DO NOT DIRECT STORM WATER RUNOFF TO THESE STRUCTURES UNTIL A HEALTHY VEGETATIVE COVER IS ESTABLISHED.
6. CONSTRUCT STORAGE BUILDINGS, PAVED AREAS AND ASSOCIATED SITE IMPROVEMENTS AS SHOWN. ALL CUT AND FILL SLOPES SHALL BE STABILIZED UPON COMPLETION OF ROUGH GRADING PER THE THE EROSION CONTROL NOTES.
7. PLACE STONE CHECK DAMS AROUND INLETS AROUND ALL STRUCTURES UNTIL AREAS ARE STABLE AND ALL NON–PAVED DISTURBED AREAS HAVE A HEALTHY VEGETATIVE COVER. SILT SACKS MAY BE UTILIZED IN PLACE OF STONE CHECK DAMS ON CATCH BASINS.
8. INSPECT AND MAINTAIN EROSION CONTROL MEASURES ON A WEEKLY BASIS AND AFTER EVERY 0.25" OR GREATER RAINFALL.
9. DAILY, OR AS REQUIRED, CONSTRUCT TEMPORARY BERMS, CULVERTS, DITCHES, SILTATION FENCES, SEDIMENT TRAPS, ETC. MULCH AND SEED AS REQUIRED.
10. FINISH GRADING AND PREPARE FOR LOAMING. ALL DISTURBED AREAS SHALL BE STABILIZED WITHIN 72 HOURS AFTER FINAL GRADING.
11. FINISH CONSTRUCTING STORAGE BUILDINGS AND PAVED AREAS. PERMANENT SEEDING SHALL BE PERFORMED UPON COMPLETION OF DRIVE AND PARKING AREA PAVING (SEE EROSION CONTROL NOTES).
12. COMPLETE PERMANENT SEEDING AND LANDSCAPING.
13. TEMPORARY EROSION CONTROL MEASURES SHALL BE REMOVED WHEN ALL DISTURBED AREAS HAVE BEEN STABILIZED.
14. STORMWATER FLOWS ARE NOT TO BE DIRECTED INTO THE STORMWATER BASINS UNTIL THE CONTRIBUTING AREAS HAVE BEEN FULLY STABILIZED.
15. ALL STRUCTURES SHALL BE CLEANED OF SEDIMENTS ONCE CONSTRUCTION IS COMPLETE.

CONSTRUCTION SEQUENCE NOTES — 1 / DT-4

EROSION CONTROL (GENERAL CONSTRUCTION)

1. PRIOR TO STARTING ANY WORK ON THE SITE THE CONTRACTOR SHALL NOTIFY APPROPRIATE AGENCIES.
2. EROSION CONTROL MEASURES SHALL BE INSTALLED PER PLANS AND DETAILS. PERIMETER CONTROLS SHALL BE IN PLACE PRIOR TO COMMENCEMENT OF EARTH DISTURBING ACTIVITIES.
3. EXISTING VEGETATION IS TO REMAIN UNDISTURBED WHEN POSSIBLE.
4. EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE KEPT CLEAN DURING CONSTRUCTION. EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE INSPECTED AT LEAST ONCE A WEEK AND AFTER EVERY 0.25–INCH OR GREATER RAINFALL. SEDIMENTS SHALL BE DISPOSED OF IN AN UPLAND AREA THAT WILL NOT CONTRIBUTE TO SEDIMENT OFF–SITE AND BE PERMANENTLY STABILIZED.
5. THE SMALLEST PRACTICAL AREA SHALL BE DISTURBED DURING CONSTRUCTION.
6. THE LAND AREA EXPOSED SHALL BE KEPT TO THE SHORTEST PRACTICAL PERIOD OF TIME. ALL NON–ACTIVE DISTURBED AREAS SHALL BE STABILIZED WITHIN 30 DAYS OF THE DISTURBANCE. ALL DISTURBED AREAS SHALL BE STABILIZED WITHIN 72 HOURS OF FINAL GRADING.
7. DITCHES, SWALES AND DRAINAGE BASINS SHALL BE CONSTRUCTED DURING THE INITIAL PHASE OF CONSTRUCTION AND STABILIZED PRIOR TO DIRECTING RUNOFF TO THEM.
8. AN AREA SHALL BE CONSIDERED STABILIZED IF ONE OF THE FOLLOWING HAS OCCURRED:
   - A. BASE COURSE GRAVELS HAVE BEEN INSTALLED IN AREAS TO BE PAVED;
   - B. A MINIMUM OF 85% VEGETATED GROWTH HAS BEEN ESTABLISHED;
   - C. A MINIMUM OF 3–INCHES OF NON–EROSIVE MATERIAL, SUCH AS STONE OR RIPRAP, HAS BEEN INSTALLED; OR
   - D. EROSION CONTROL BLANKETS HAVE BEEN PROPERLY INSTALLED.
9. EROSION CONTROL BLANKETS SHALL BE INSTALLED ON ALL SLOPES THAT ARE STEEPER THAN 3:1 (HORIZONTAL / VERTICAL). UNLESS OTHERWISE SPECIFIED THE CONTRACTOR SHALL USE NORTH AMERICAN GREEN SC150, OR APPROVED EQUAL.
10. ALL AREAS RECEIVING EROSION CONTROL STONE OR RIPRAP SHALL HAVE A GEOTEXTILE MATERIAL INSTALLED BELOW THE STONE (SEE APPROPRIATE DETAILS).
11. ALL DISTURBED AREAS TO TURF FINISHED SHALL BE COVERED WITH A MINIMUM THICKNESS OF 4 INCHES OF COMPACTED LOAM. LOAM SHALL BE COVERED WITH THE APPROPRIATE SEED MIXTURE AS INDICATED BELOW:

PERMANENT SEED (LAWN AREAS)	POUNDS / 1,000 SQUARE FEET
CREEPING RED FESCUE	0.92 LBS
PERENNIAL RYEGRASS	1.15 LBS
KENTUCKY BLUEGRASS	0.58 LBS
REDTOP	0.12 LBS
APPLICATION RATE TOTALS 2.8 LBS PER 1,000 SF	

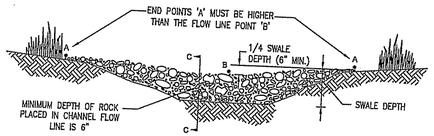
12. APPLY LIMESTONE AND FERTILIZER ACCORDING TO SOIL TEST RECOMMENDATIONS. IF SOIL TESTING IS NOT FEASIBLE (CRITICAL TIME FRAMES OR VARIABLE SITES) THEN APPLY FERTILIZER AT A RATE OF 11 POUNDS PER 1,000 SF AND LIMESTONE AT A RATE OF 90 POUNDS PER 1,000 SF. FERTILIZER SHALL BE LOW PHOSPHATE (LESS THAN 2% PHOSPHORUS).

    CAUTION SHOULD BE TAKE WHEN THE PROPERTY IS LOCATED WITHIN 250 FEET OF A WATER BODY. IN THIS CASE ALL FERTILIZERS SHALL BE RESTRICTED TO A LOW PHOSPHATE, SLOW RELEASE NITROGEN FERTILIZER. SLOW RELEASE FERTILIZERS MUST BE AT LEAST 50% SLOW RELEASE NITROGEN COMPONENT. NO FERTILIZER EXCEPT LIMESTONE SHALL BE APPLIED WITHIN 25 FEET OF THE SURFACE WATER. THESE ARE REGULATED LIMITATIONS.
13. PERMANENT OR TEMPORARY COVER MUST BE IN PLACE BEFORE THE GROWING SEASON ENDS (SEE WINTER CONSTRUCTION NOTES). NO DISTURBED AREAS SHALL BE LEFT EXPOSED DURING THE WINTER MONTHS.
14. A VIGOROUS DUST CONTROL PROGRAM SHALL BE APPLIED BY THE SITE CONTRACTOR. DUST SHALL BE MANAGED THROUGH THE USE OF WATER AND/OR CALCIUM CHLORIDE.
15. IN NO WAY ARE THE MEASURES INDICATED ON THE PLANS OR IN THESE NOTES TO BE CONSIDERED ALL INCLUSIVE. THE CONTRACTOR SHALL USE JUDGMENT TO INSTALL ADDITIONAL EROSION CONTROL MEASURES AS SITE CONDITIONS, WEATHER OR CONSTRUCTION METHODS WARRANT.
16. FOLLOWING PERMANENT STABILIZATION, TEMPORARY EROSION CONTROL MEASURES SHALL BE REMOVED AND ACCUMULATED SEDIMENTATION IS TO BE DISPOSED OF IN AN APPROVED LOCATION, OUTSIDE OF JURISDICTIONAL WETLANDS.

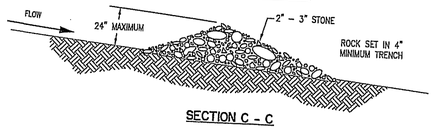
EROSION CONTROL (WINTER CONSTRUCTION)

1. ALL PROPOSED VEGETATED AREAS WHICH DO NOT EXHIBIT A MINIMUM OF 85% VEGETATED GROWTH BY OCTOBER 15TH, OR WHICH ARE DISTURBED AFTER OCTOBER 15TH, SHALL BE STABILIZED. STABILIZATION METHODS SHALL INCLUDE SEEDING AND INSTALLING EROSION CONTROL BLANKETS ON SLOPES GREATER THAN 3:1, AND SEEDING AND PLACING 3 TO 4 TONS OF MULCH PER ACRE, SECURED WITH ANCHORED NETTING, ELSEWHERE. THE INSTALLATION OF EROSION CONTROL BLANKETS OR MULCH AND NETTING SHALL NOT OCCUR OVER ACCUMULATED SNOW OR FROZEN GROUND AND SHALL BE COMPLETED IN ADVANCE OF THAW OR SPRING MELT EVENTS.
2. ALL DITCHES OR SWALES WHICH DO NOT EXHIBIT A MINIMUM OF 85% VEGETATED GROWTH BY OCTOBER 15TH, OR WHICH ARE DISTURBED AFTER OCTOBER 15TH, SHALL BE STABILIZED WITH STONE OR EROSION CONTROL BLANKETS APPROPRIATE FOR THE DESIGN FLOW CONDITIONS.
3. AFTER NOVEMBER 15TH, INCOMPLETE ROAD OR PARKING SURFACES, WHERE WORK HAS STOPPED FOR THE WINTER SEASON, SHALL BE PROTECTED WITH A MINIMUM OF 3 INCHES OF CRUSHED GRAVEL OR PROPERLY INSTALLED EROSION CONTROL BLANKETS COVERED WITH HAY. OTHER STABILIZATION OPTIONS ARE TO BE APPROVED BY THE APPROPRIATE AGENCIES AND THE DESIGN ENGINEER. IF CONSTRUCTION IS TO CONTINUE THROUGH THE WINTER MONTHS THEN THE ROAD SHOULD BE CLEARED OF ACCUMULATED SNOW AFTER EACH STORM EVENT.

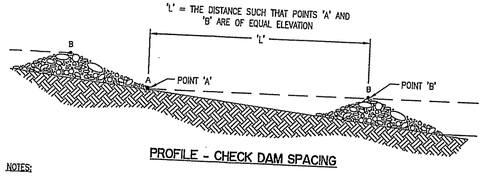
EROSION CONTROL NOTES — 2 / DT-4



VIEW LOOKING UPSTREAM



SECTION C - C

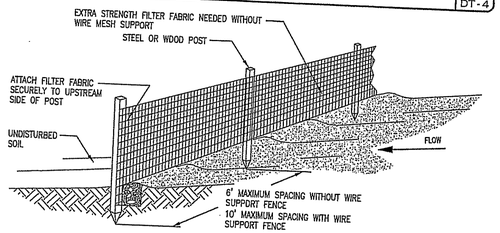


PROFILE - CHECK DAM SPACING

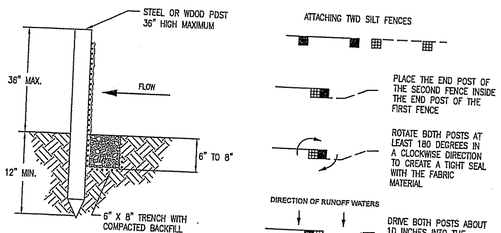
NOTES:

1. STONE CHECK DAMS SHOULD BE INSTALLED BEFORE RUNOFF IS DIRECTED TO THE SWALE OR DRAINAGE DITCH.
2. THE MAXIMUM CONTRIBUTING DRAINAGE AREA TO THE CHECK DAM SHOULD BE LESS THAN ONE ACRE.
3. STONE CHECK DAMS SHOULD NOT BE USED IN A FLOWING STREAM.
4. STONE CHECK DAMS SHOULD BE CONSTRUCTED OF WELL–GRADED ANGULAR 2 TO 3 INCH STONE. THE INSTALLATION OF 3/4–INCH STONE ON THE UPGRADIENT FACE IS RECOMMENDED FOR BETTER FILTERING.
5. WHEN INSTALLING STONE CHECK DAMS THE CONTRACTOR SHALL KEY THE STONE INTO THE CHANNEL BANKS AND EXTEND THE STONE BEYOND THE ABUTMENTS A MINIMUM OF 18–INCHES TO PREVENT FLOW AROUND THE DAM.
6. STONE CHECK DAMS SHOULD BE REMOVED ONCE THE SWALE OR DITCH HAS BEEN STABILIZED UNLESS OTHERWISE SPECIFIED.

STONE CHECK DAM — 3 / DT-4



PERSPECTIVE VIEW



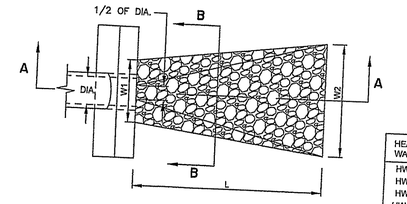
SECTION VIEW

ATTACHING TWO SILT FENCES

NOTES:

1. SILT FENCES SHOULD NOT BE USED ACROSS STREAMS, CHANNELS, SWALES, DITCHES OR OTHER DRAINAGE WAYS.
2. SILT FENCE SHOULD BE INSTALLED FOLLOWING THE CONTOUR OF THE LAND AS CLOSELY AS POSSIBLE AND THE ENDS OF THE SILT FENCE SHOULD BE FLARED UPSLOPE.
3. IF THE SITE CONDITIONS INCLUDE FROZEN GROUND, LEDGE OR THE PRESENCE OF HEAVY ROOTS THE BASE OF THE FABRIC SHOULD BE EMBEDDED WITH A MINIMUM THICKNESS OF 8 INCHES OF 3/4–INCH STONE.
4. SILT FENCES PLACED AT THE TOE OF SLOPES SHOULD BE INSTALLED AT LEAST 6 FEET FROM THE TOE TO ALLOW SPACE FOR SHALLOW PONDING AND ACCESS FOR MAINTENANCE.
5. THE MAXIMUM SLOPE ABOVE THE FENCE SHOULD BE 2:1 AND THE MAXIMUM LENGTH OF SLOPE ABOVE THE FENCE SHOULD BE 100 FEET.
6. REMOVED SEDIMENT SHALL BE DEPOSITED TO AN AREA THAT WILL NOT CONTRIBUTE TO SEDIMENT OFF–SITE AND CAN BE PERMANENTLY STABILIZED.
7. SILT FENCES SHOULD BE REMOVED WHEN THE UPSLOPE AREAS HAVE BEEN PERMANENTLY STABILIZED.

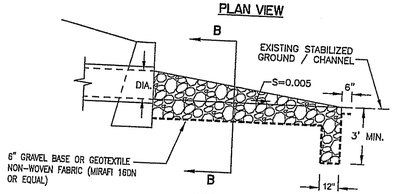
SILT FENCE — 4 / DT-4



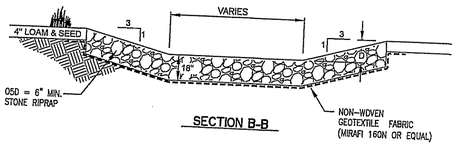
PLAN VIEW

HEAD WALL	L	W (IN)	W (OUT)
	FT.	FT.	FT.
HW3	13	5	15
HW7	11	4	4*
HW9	13	4	4*
HW10	13	5	18
HW14	16	5	4*
HW16	14	5	4*

* WIDTH OF DOWNSTREAM CHANNEL PLUS A FOOT ON EACH BANK (2 FT.)

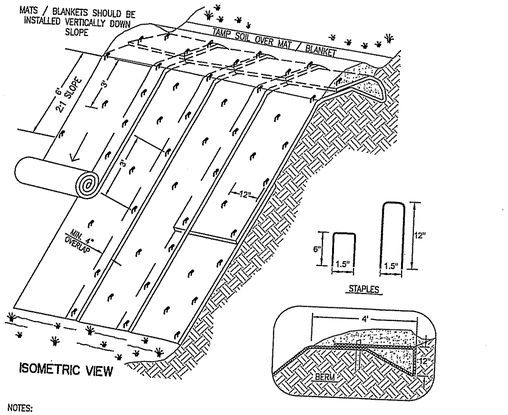


SECTION A-A



SECTION B-B

RIP-RAP OUTLET PROTECTION — 5 / DT-4

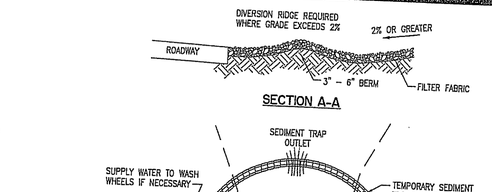


ISOMETRIC VIEW

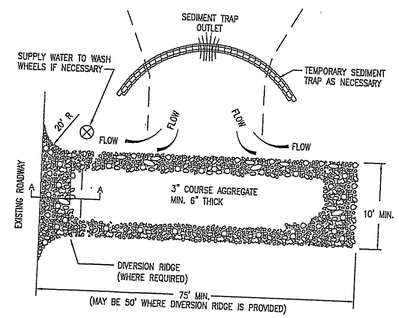
NOTES:

1. DIMENSIONS GIVEN IN THIS DETAIL ARE EXAMPLES: DEVICE SHOULD BE INSTALLED PER MANUFACTURER'S SPECIFICATIONS.
2. INSTALL STRAW/COCONUT FIBER EROSION CONTROL MAT SUCH AS NORTH AMERICAN GREEN SC150 OR EQUAL ON ALL SLOPES EXCEEDING 3' HORZ : 1' VERT.
3. THE EROSION CONTROL MATERIAL(S) SHALL BE ANCHORED WITH "U" SHAPED 11 GAUGE WIRE STAPLES OR WOODEN STAKES WITH A MINIMUM TOP WIDTH OF 1 INCH AND LENGTH OF 7 INCH.
4. SLOPE SURFACE SHALL BE FREE OF ROCKS, CLODS, STICKS AND GRASS. MATS / BLANKETS SHALL HAVE GOOD SOIL CONTACT.
5. APPLY LIME, FERTILIZER AND PERMANENT SEEDING BEFORE PLACING BLANKETS.
6. BEGIN AT THE TOP OF THE SLOPE BY ANCHORING THE BLANKET AS SHOWN. ROLL THE BLANKETS DOWN THE SLOPE. ALL BLANKETS MUST BE SECURELY FASTENED TO SOIL SURFACE BY PLACING STAPLES OR STAKES IN APPROPRIATE LOCATIONS. REFER TO MANUFACTURERS STAPLE GUIDE FOR CORRECT STAPLE PATTERN.
7. LAY BLANKETS LOOSELY AND STAKE OR STAPLE TO MAINTAIN DIRECT CONTACT WITH THE SOIL. DO NOT STRETCH.
8. IN LOOSE SOIL CONDITIONS THE USE OF STAPLES OR STAKE LENGTHS GREATER THAN 6 INCHES MAY BE NECESSARY TO PROPERLY SECURE THE BLANKETS.
9. THE CONTRACTOR SHALL MAINTAIN THE BLANKET UNTIL ALL WORK ON THE CONTRACT HAS BEEN COMPLETED AND ACCEPTED. MAINTENANCE SHALL CONSIST OF THE REPAIR OF AREAS WHERE DAMAGED BY ANY CAUSE. ALL DAMAGED AREAS SHALL BE REPAIRED TO REESTABLISH THE CONDITIONS AND GRADE OF THE SOIL PRIOR TO APPLICATION OF THE COVERING AND SHALL BE REFERTILIZED, RESEEDED AND REMULCHED AS DIRECTED.

EROSION BLANKETS - SLOPE INSTALLATION — 6 / DT-4



SECTION A-A



PLAN VIEW

NOTES:

1. THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHT–OF–WAYS. THIS MAY REQUIRE TOP DRESSING, REPAIR AND/OR CLEANOUT OF ANY MEASURES USED TO TRAP SEDIMENT.
2. THE MINIMUM STONE USED SHOULD BE 3–INCH CRUSHED STONE.
3. THE MINIMUM LENGTH OF THE PAD SHOULD BE 75 FEET, EXCEPT THAT THE MINIMUM LENGTH MAY BE REDUCED TO 50 FEET IF A 3–INCH TO 6–INCH HIGH BERM IS INSTALLED AT THE ENTRANCE OF THE PROJECT SITE.
4. THE PAD SHOULD EXTEND THE FULL WIDTH OF THE CONSTRUCTION ACCESS ROAD OR 10 FEET, WHICHEVER IS GREATER.
5. THE PAD SHOULD SLOPE AWAY FROM THE EXISTING ROADWAY.
6. THE PAD SHOULD BE AT LEAST 6–INCHES THICK.
7. THE GEOTEXTILE FILTER FABRIC SHOULD BE PLACED BETWEEN THE STONE PAD AND THE EARTH SURFACE BELOW THE PAD.
8. THE PAD SHALL BE MAINTAINED OR REPLACED WHEN MUD AND SOIL PARTICLES CLOG THE VOIDS IN THE STONE SUCH THAT MUD AND SOIL PARTICLES ARE TRACKED OFF–SITE.
9. NATURAL DRAINAGE THAT CROSSES THE LOCATION OF THE STONE PAD SHOULD BE INTERCEPTED AND PIPED BENEATH THE PAD, AS NECESSARY, WITH SUITABLE OUTLET PROTECTION.
10. WHEN NECESSARY, WHEELS SHALL BE CLEANED PRIOR TO ENTRANCE ONTO PUBLIC RIGHT–OF–WAY.
11. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH CRUSHED STONE THAT DRAINS INTO AN APPROVED SEDIMENT TRAP OR SEDIMENT BASIN.

GRAVEL CONSTRUCTION EXIT — 7 / DT-4

STATE OF NEW HAMPSHIRE — CHAD E. BROWN — 12391 — PROFESSIONAL ENGINEER — 12/4/2020

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REV.	DATE	DESCRIPTION	C/O	DR	CK
A	12/4/20	REVISIONS PER TRC REVIEW	–	CLR	CEB

EROSION CONTROL DETAILS

GLENWOOD PROJECT

TAX MAP PARCEL D-20 - 71 GLENWOOD AVENUE
PROJECT FILE NUMBER: P20-18
DOVER, NEW HAMPSHIRE

PREPARED FOR & LAND OF:
LAWRENCE & CHERYL MULCAHY
71 GLENWOOD AVENUE, DOVER NH 03820

SCALE: NOT TO SCALE — AUGUST 21, 2020

Surveying ✦ Engineering ✦ Land Planning ✦ Permitting ✦ Septic Designs
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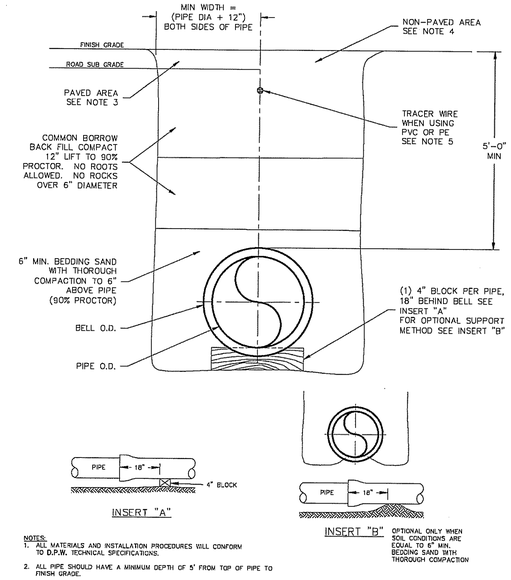
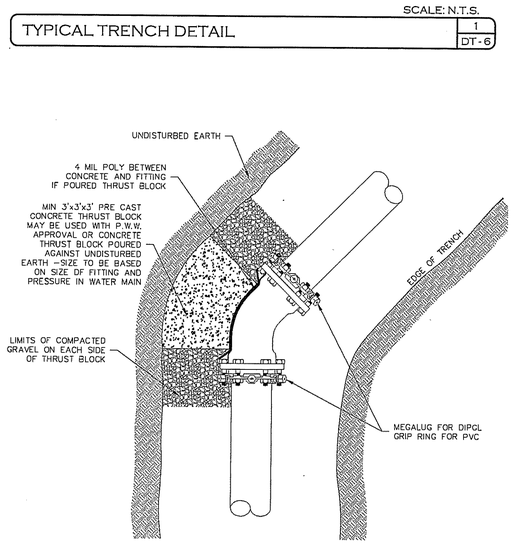


NOTES:
1. ALL MATERIALS AND INSTALLATION PROCEDURES WILL CONFORM TO D.P.W. TECHNICAL SPECIFICATIONS.
2. ALL PIPE SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. REQUIREMENTS FOR SUBBASE AND BASE MATERIAL TYPE ARE TO BE IN ACCORDANCE WITH LOCAL AUTHORITY HAVING LOCAL JURISDICTION IN PAVED AREAS.
4. REQUIREMENTS FOR GRAVEL, LOAM AND/OR SEED ARE TO BE IN ACCORDANCE WITH LOCAL AUTHORITY HAVING LOCAL JURISDICTION IN NON-PAVED AREAS.
5. 10 GAUGE TRACER WIRE AS MANUFACTURED BY BMS, DIVISION OF ALBESTAR CORP., AVON, MA OR EQUIVALENT.

SCALE: N.T.S.

TYPICAL TRENCH DETAIL — 1 / DT-6



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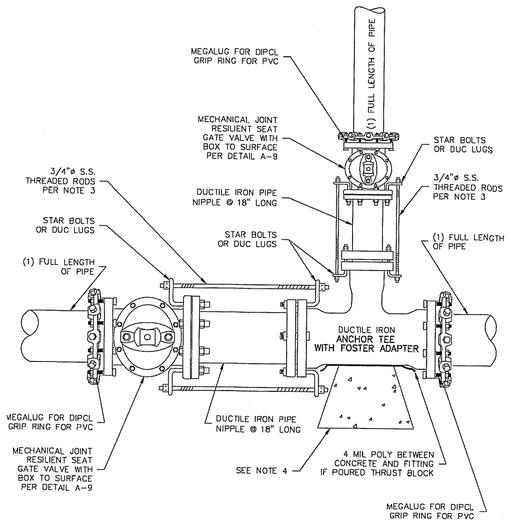
1. ALL MATERIAL AND INSTALLATION PROCEDURES WILL CONFORM TO D.P.W. TECHNICAL SPECIFICATIONS.
2. ALL PIPE SHOULD HAVE A MINIMUM DEPTHS OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. 3/4"ø S.S. RODS SHALL BE USED IN CONJUNCTION WITH REQUIRED S.S. NUTS. RODS ARE TO BE ATTACHED TO FITTINGS WITH EITHER STAR BOLTS OR DUC LUGS.
10" FITTING OR SMALLER = (2) 3/4"ø S.S. RODS & ASSOC. HARDWARE.
12" FITTING OR LARGER = (4) 3/4"ø S.S. RODS & ASSOC. HARDWARE.
4. MIN 3'x3'x3' PRE CAST CONCRETE THRUST BLOCK MAY BE USED WITH D.P.W. APPROVAL OR CONCRETE THRUST BLOCK POURED AGAINST UNDISTURBED EARTH - SIZE TO BE BASED ON SIZE OF FITTING AND PRESSURE IN WATER MAIN. SEE DETAIL A-7.

SCALE: N.T.S.

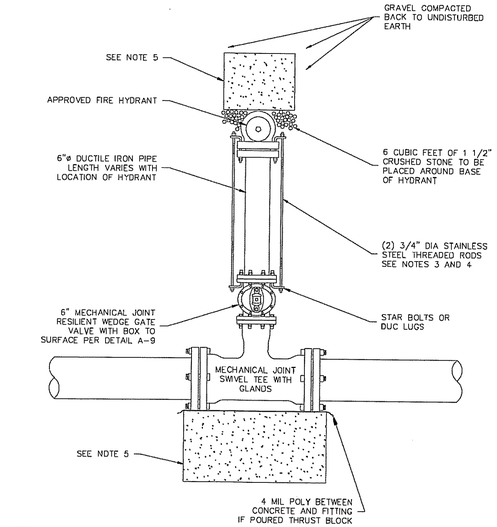
TYPICAL THRUST BLOCK BEHIND FITTINGS — 2 / DT-6



NOTES:
1. ALL MATERIAL AND INSTALLATION PROCEDURES WILL CONFORM TO D.P.W. TECHNICAL SPECIFICATIONS.
2. ALL PIPE SHOULD HAVE A MINIMUM DEPTHS OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. 3/4"ø S.S. RODS SHALL BE USED IN CONJUNCTION WITH REQUIRED S.S. NUTS. RODS ARE TO BE ATTACHED TO FITTINGS WITH EITHER STAR BOLTS OR DUC LUGS.
10" FITTING OR SMALLER = (2) 3/4"ø S.S. RODS & ASSOC. HARDWARE.
12" FITTING OR LARGER = (4) 3/4"ø S.S. RODS & ASSOC. HARDWARE.
4. MIN 3'x3'x3' PRE CAST CONCRETE THRUST BLOCK MAY BE USED WITH D.P.W. APPROVAL OR CONCRETE THRUST BLOCK POURED AGAINST UNDISTURBED EARTH - SIZE TO BE BASED ON SIZE OF FITTING AND PRESSURE IN WATER MAIN. SEE DETAIL A-7.
5. ALL GATES TO TEES SHALL BE ANCHOR TEES WITH FOSTER ADAPTERS PER CITY OF DOVERS REGULATIONS.

SCALE: N.T.S.

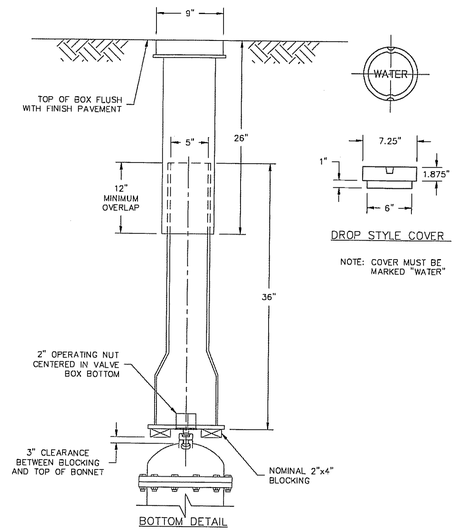
TYPICAL TEE INSTALLATION — 3 / DT-6



NOTES:
1. ALL MATERIAL AND INSTALLATION PROCEDURES WILL CONFORM TO D.P.W. TECHNICAL SPECIFICATIONS.
2. ALL PIPE SHOULD HAVE A MINIMUM DEPTHS OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. 3/4"ø S.S. RODS SHALL BE USED IN CONJUNCTION WITH REQUIRED S.S. NUTS. RODS ARE TO BE ATTACHED TO FITTINGS WITH EITHER STAR BOLTS OR DUC LUGS.
10" FITTING OR SMALLER = (2) 3/4"ø S.S. RODS & ASSOC. HARDWARE.
12" FITTING OR LARGER = (4) 3/4"ø S.S. RODS & ASSOC. HARDWARE.
4. WHEN DISTANCE FROM WATER MAIN TO HYDRANT IS MORE THAN 10' SUBSTITUTE MEGALUGS (OR GRIP RINGS) IN LIEU OF THREADED RODS.
5. MIN 3'x3'x3' PRE CAST CONCRETE THRUST BLOCK MAY BE USED WITH D.P.W. APPROVAL OR CONCRETE THRUST BLOCK POURED AGAINST UNDISTURBED EARTH - SIZE TO BE BASED ON SIZE OF FITTING AND PRESSURE IN WATER MAIN. SEE DETAIL A-7.

SCALE: N.T.S.

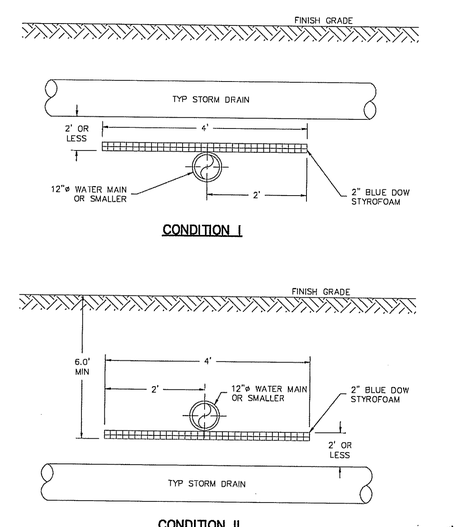
TYPICAL HYDRANT INSTALLATION — 4 / DT-6



NOTES:
1. ALL MATERIALS AND INSTALLATION PROCEDURES WILL CONFORM TO D.P.W. TECHNICAL SPECIFICATIONS.
2. ALL PIPE SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.

SCALE: N.T.S.

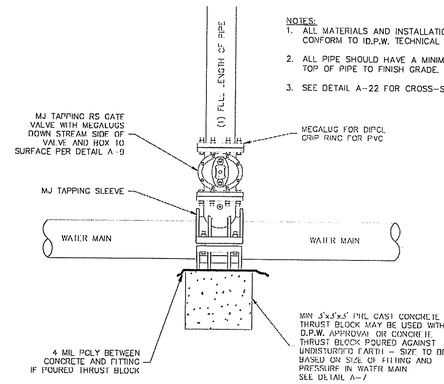
TYPICAL VALVE BOX — 5 / DT-6



NOTES:
1. IDOVER DEPARTMENT OF PUBLIC WORKS RESERVES THE RIGHT TO MODIFY INSULATION REQUIREMENTS AS NECESSARY BASED ON FIELD CONDITIONS, ETC.
2. THE LENGTH OR WIDTH OF INSULATION SHALL EXTEND 1 STORM DRAIN PIPE DIAMETER BEYOND THE EDGE OF STORM DRAIN PIPE IN EACH DIRECTION OR A MINIMUM OF 2' BEYOND THE CENTERLINE OF THE STORM DRAIN PIPE, WHICHEVER IS GREATER.
3. ALL BUTT JOINT SEAMS TO BE OVERLAPPED WITH A 1' PIECE OF INSULATION CENTERED OVER SEAM.

SCALE: N.T.S.

STORM DRAIN / WATER MAIN INTERSECTING RUNS — 6 / DT-6



SCALE: N.T.S.

TYPICAL LARGE SERVICE AND/OR TAPPING SLEEVE — 7 / DT-6

1. REFERENCE DOVER DEPARTMENT OF PUBLIC WORKS SPECIFICATIONS FOR INSTALLATION OF ALL WATER LINES.
2. ALL SPRINKLER AND DOMESTIC LEADS TO BUILDING SHALL END 5 FEET OUTSIDE THE FACE OF THE BUILDING WALL, UNLESS NOTED, AND SHALL BE PROVIDED WITH A TEMPORARY PLUG AT THE END (FOR OTHERS TO REMOVE AND EXTEND THE LINE AS NECESSARY).
3. THRUST BLOCKS AND MEGALUG RESTRAINTS SHALL BE PROVIDED AT ALL HORIZONTAL BENDS, TEES, AND FIRE HYDRANTS. SEE DETAIL.
4. MINIMUM COVER ON ALL WATER LINES IS 5'.
5. CONTRACTOR SHALL MAINTAIN A 5'-0" HORIZONTAL (UNLESS OTHERWISE NOTED) AND 12" VERTICAL SEPARATION BETWEEN WATER SERVICE AND UTILITIES OTHER THAN SANITARY SEWER.
6. INSPECTIONS ON WATER SERVICE INSTALLATION DURING CONSTRUCTION IS THE RESPONSIBILITY OF THE SITE CONTRACTOR AND SHALL BE COORDINATED WITH PENNICHUCK WATER WORKS. ALL INSPECTION FEES SHALL BE PAID FOR BY THE CONTRACTOR.
7. CONTRACTOR SHALL HAVE BACTERIOLOGICAL AND PRESSURE TESTING PERFORMED. CONTRACTOR SHALL GIVE DOVER DPW A COPY OF THE RESULTS. DOVER DPW SHALL BE ON-SITE TO WITNESS TEST.
8. ALL PIPE, VALVES, MISCELLANEOUS MATERIALS AND INSTALLATION SHALL CONFORM TO DOVER DPW SPECIFICATIONS AND REQUIREMENTS.
9. ALL FIRE HYDRANTS, VALVES, FITTINGS, PIPES, ETC. SHALL BE IN ACCORDANCE WITH DOVER DPW SPECIFICATIONS.
10. METALLIC TAPE OR DETECTOR WIRE SHALL BE INSTALLED IN THE SAME TRENCH WITH ALL NONMETALLIC PIPE SUCH THAT THE PIPE MAY BE LOCATED WITH ELECTRONIC LOCATING EQUIPMENT. METALLIC TAPE OR DETECTOR WIRE SHALL BE INSTALLED APPROXIMATELY 12" TO 18" BELOW GRADE DIRECTLY ABOVE THE TOP OF THE PIPE. DETECTOR WIRE SHALL BE 14 GAUGE SOLID COPPER, SIMPLEX BW3001 OR EQUAL. METALLIC TAPE SHALL BE 2" MINIMUM METALIZED TAPE, GRIFFOLYN COMPANY, INC., TERRATAPE OR EQUAL.
11. CONTRACTOR SHALL ENSURE ALL WATER VALVES ARE IN A FULLY OPEN POSITION UPON COMPLETION. OF PROJECT.
12. CONTRACTOR SHALL COORDINATE ALL WATER INTERRUPTIONS WITH DOVER DPW AND AFFECTED PROPERTY OWNERS.

WATER SYSTEM CONSTRUCTION NOTES — 8 / DT-6

REV.	DATE	DESCRIPTION	C/O	DR	CK
B	1/5/21	REVISIONS PER TRC REVIEW	–	CLR	CEB
A	12/4/20	REVISIONS PER TRC REVIEW	–	CLR	CEB

WATER DETAILS

GLENWOOD PROJECT

TAX MAP PARCEL D-20 - 71 GLENWOOD AVENUE

PROJECT FILE NUMBER: P20-18

DOVER, NEW HAMPSHIRE

PREPARED FOR & LAND OF:

LAWRENCE & CHERYL MULCAHY

71 GLENWOOD AVENUE, DOVER NH 03820

SCALE: NOT TO SCALE — AUGUST 21, 2020

STATE OF NEW HAMPSHIRE — CHAD E BRANON 12191 — LICENSED PROFESSIONAL — 12/21

Surveying ✣ Engineering ✣ Land Planning ✣ Permitting ✣ Septic Designs

FIELDSTONE LAND CONSULTANTS, PLLC

206 Elm Street, Milford, NH 03055
Phone: (603) 672-5456 Fax: (603) 413-5456
www.FieldstoneLandConsultants.com

Stormwater Management Report

GLENWOOD PROJECT

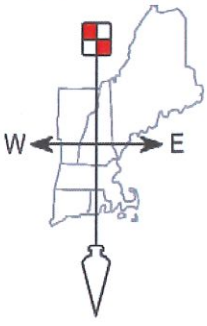
Project Location:
Tax Map D Lot 20
71 Glenwood Avenue
Dover, NH 03820

Prepared for:
Lawrence & Cheryl Mulcahy
71 Glenwood Avenue
Dover, NH 03820

Date: August 24, 2020
Last Revised: January 5, 2021

STATE OF NEW HAMPSHIRE
CHAD E. BRANON
12191
LICENSED PROFESSIONAL ENGINEER
1/12/21

Surveying ⌖ Engineering ⌖ Land Planning ⌖ Permitting ⌖ Septic Designs



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Section 1.2 Existing Conditions – 2, 10, & 50 Year Storm Summary
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Section 2.2 Proposed Conditions – 2, 10, & 50 Year Storm Summary

Supplemental Data:

Section 3.1 Test Pit Data & Soil Testing Report
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www.FieldstoneLandConsultants.com

STORMWATER MANAGEMENT REPORT
TAX MAP PARCEL D-20
71 GLENWOOD AVENUE
DOVER, NEW HAMPSHIRE

Prepared for:
Lawrence & Cheryl Mulcahy

August 24, 2020
Revised: January 5, 2020

I) INTRODUCTION

The following are stormwater drainage calculations for the 7 lot subdivision of Tax Map Parcel D-20 in Dover, NH. The subject parcel is currently a single family residential lot. There is an existing house on the south of the lot and wooded in the north with 4,565 SF of wetlands in the northwest. The applicant is proposing a 7 lot subdivision accessed by a 750± FT road with a cul-de-sac. The subject parcel consists of 4.66± acres and is bordered by Route 16 (Spaulding Turnpike) to the north and residential properties everywhere else. The project is located on Glenwood Avenue and is known as Lot 20 on the City of Dover's Assessor's Map D. The site is serviced by underground electric and town water.

The purpose of this report is to analyze the qualitative and quantitative impacts of the proposed development expansion. The objective of the proposed stormwater management system for this project is to mitigate any increases resulting from the proposed development and to meet the drainage guidelines set forth in the City of Dover Regulations.

II) SITE DESCRIPTION (EXISTING)

The subject property is a developed residential lot with a large portion of the site in the north being wooded. The house is accessed by a paved drive with two entrances along Glenwood Avenue. Approximately 4,565 SF of the subject parcel is wetlands. The site has a high point near the center of the lot and the south half slopes toward Glenwood Avenue while the north half slopes north to the wetland. NRCS soil survey maps indicated that the only soil present on the subject parcel consists of Hinckley Loamy Sand, 3-8% slopes which are a Hydrologic Soil Group (HSG) "A" soil.

III) METHODOLOGY

The quantity of runoff and the conveyance of that flow through the site are determined using the software package HydroCAD r 10.0 by HydroCAD Software Solutions, LLC. HydroCAD is a computer aided design program for modeling storm water hydrology based on the Soil Conservation Service (SCS) TR-20 method combined with standard hydraulics calculations used to model detention basins and culverts.

Stormwater management systems and erosion control are designed in accordance with the methodology for the "Best Management Practices" (BMP's), as outlined in the New Hampshire Storm Water Manual, Volume 2.

IV) DRAINAGE DESIGN

City of Dover Site Design and Development Criteria: Stormwater management for new development requires measures to control the peak runoff rates and volume for the 2, 10, 25, and 50-year storm event. These design storms have therefore been analyzed to compare the pre and post-development peak flow rates and volumes for the site (see attached comparison tables).

Pre-Development Drainage Conditions:
The property is situated into three watersheds that drain the subject area. The stormwater runoff for Subcatment E1 drains the south half of the subject parcel, including the existing house and drive. The runoff sheet flows down the hill from the adjacent lots to the east and into catch basin #1107 (OP1) along the edge of Glenwood Avenue. The runoff from the watershed on the north part of the site (Subcatchment E2) sheet flows across the hill on the adjacent lots and drains to the wetlands in the northwest (OP2). Subcatchment E3 captures the runoff in the closed drainage system along curbed Glenwood Avenue and flows to catch basin #1107 (OP1).

Post-Development Drainage Conditions:
As can be seen on the Post-Development Drainage Plan, the proposed subdivision and roadway improvements will ultimately convey the majority of the stormwater to one of two infiltration basins. Subcatchment 101S captures stormwater runoff from the southeast of the parcel and flows to infiltration basin 1 (IB1) while subcatchment 102S captures runoff from the southwest and flows along the curb to catch basin 1 (CB1). CB1 flows into IB1 so both subcatchments will be treated and infiltrated by IB1 before backflowing through CB1 to CBSQ #1107. Subcatchment 103S is unchanged from existing subcatchment E3 and flows directly to CBSQ #1107 (OP1). On the north half of the parcel, subcatchment 201S captures approximately half the proposed improvements and flows to infiltration basin 2 (IB2) where it is treated and discharged to the wetlands (OP2). Subcatchment 204S captures the runoff from the curbed road in the closed drainage system. The runoff flows from catch basin 3 (CB3) to catch basin 2 (CB2) which is at the low point of the cul-de-sac and outlets down to IB2 as well. Subcatchment 202S is mostly unchanged and flows directly to OP2.

V) SUMMARY

The intent of the stormwater management system for this project is to address the qualitative and quantitative aspects of the stormwater runoff so that there are no downstream adverse impacts created by the project. To mitigate the resulting increases in runoff rates due to the development of the subdivision and associated site improvements this project proposes the construction of two (2) infiltration basins.

The net result is that the new development will have no increase in volume or peak rates of stormwater runoff leaving the site. The proposed drainage system will contain and mitigate increases in runoff rates for the 2, 10, 25, & 50-year storm as illustrated in Table 1.1 below.

The following tables are a summary of the attached calculations and show a comparison of the volumes and peak flow rates at the observation points for the site. The values presented are based on pre- and post-development conditions.

Table 1.1: Peak Flow Rates (CFS)/Volume (AF) to CBSQ #1107 - OP1

STORM FREQUENCY	PRE-DEV. RUNOFF (CFS/AF)	POST-DEV. RUNOFF (CFS/AF)	CHANGE (CFS/AF)
2-YEAR	0.23/0.018	0.23/0.018	0.00/0.000
10-YEAR	0.36/0.039	0.36/0.027	0.00/-0.012
25-YEAR	0.45/0.089	0.45/0.043	0.00/-0.046
50-YEAR	0.68/0.159	0.61/0.106	-0.07/-0.053

Table 1.2: Peak Flow Rates (CFS)/Volume (AF) to Wetlands – OP2

STORM FREQUENCY	PRE-DEV. RUNOFF (CFS/AF)	POST-DEV. RUNOFF (CFS/AF)	CHANGE (CFS/AF)
2-YEAR	0.00/0.000	0.00/0.000	0.00/0.000
10-YEAR	0.00/0.000	0.00/0.000	0.00/0.000
25-YEAR	0.04/0.017	0.03/0.013	-0.01/-0.004
50-YEAR	0.15/0.070	0.14/0.047	-0.01/-0.023

GRAPHIC SCALE

1,000' 500' 0 1,000'

IMPERIAL: 1" = 1,000'

Surveying ⌖ Engineering ⌖ Land Planning ⌖ Permitting ⌖ Septic Designs

W E

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USGS MAP

TAX MAP PARCEL D-20
71 GLENWOOD AVENUE
DOVER, NEW HAMPSHIRE

SCALE: 1" = 1,000' AUGUAST 24, 2020

FILE: 1433MP00_USGS.dwg	PROJ. NO. 1433.00	SHEET NO. 1 OF 1

Map Scale: 1:2,600 if printed on A portrait (8.5" x 11") sheet.

N

Meters: 0 35 70 140 210

Feet: 0 100 200 400 600

Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 19N WGS84

MAP LEGEND

Area of Interest (AOI)

- Area of Interest (AOI)

Soils

Soil Rating Polygons

- A
- A/D
- B
- B/D
- C
- C/D
- D
- Not rated or not available

Soil Rating Lines

- A
- A/D
- B
- B/D
- C
- C/D
- D
- Not rated or not available

Soil Rating Points

- A
- A/D
- B
- B/D
- C
- C/D
- D
- Not rated or not available

Water Features

- Streams and Canals

Transportation

- Rails
- Interstate Highways
- US Routes
- Major Roads
- Local Roads

Background

- Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:20,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL:
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Strafford County, New Hampshire
Survey Area Data: Version 20, May 29, 2020

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Dec 31, 2009—Sep 9, 2017

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Hydrologic Soil Group

Map unit symbol	Map unit name	Rating	Acres in AOI	Percent of AOI
HaB	Hinckley loamy sand, 3 to 8 percent slopes	A	28.2	97.5%
Ma	Made land		0.6	1.9%
SwB	Swanton fine sandy loam, 3 to 8 percent slopes	C/D	0.2	0.6%
Totals for Area of Interest			**28.9**	**100.0%**

Description

Hydrologic soil groups are based on estimates of runoff potential. Soils are assigned to one of four groups according to the rate of water infiltration when the soils are not protected by vegetation, are thoroughly wet, and receive precipitation from long-duration storms.

The soils in the United States are assigned to four groups (A, B, C, and D) and three dual classes (A/D, B/D, and C/D). The groups are defined as follows:

Group A. Soils having a high infiltration rate (low runoff potential) when thoroughly wet. These consist mainly of deep, well drained to excessively drained sands or gravelly sands. These soils have a high rate of water transmission.

Group B. Soils having a moderate infiltration rate when thoroughly wet. These consist chiefly of moderately deep or deep, moderately well drained or well drained soils that have moderately fine texture to moderately coarse texture. These soils have a moderate rate of water transmission.

Group C. Soils having a slow infiltration rate when thoroughly wet. These consist chiefly of soils having a layer that impedes the downward movement of water or soils of moderately fine texture or fine texture. These soils have a slow rate of water transmission.

Group D. Soils having a very slow infiltration rate (high runoff potential) when thoroughly wet. These consist chiefly of clays that have a high shrink-swell potential, soils that have a high water table, soils that have a claypan or clay layer at or near the surface, and soils that are shallow over nearly impervious material. These soils have a very slow rate of water transmission.

If a soil is assigned to a dual hydrologic group (A/D, B/D, or C/D), the first letter is for drained areas and the second is for undrained areas. Only the soils that in their natural condition are in group D are assigned to dual classes.

Rating Options

Aggregation Method: Dominant Condition

Component Percent Cutoff: None Specified

Tie-break Rule: Higher

GRAPHIC SCALE

2,00' 1,000' 0 2,000'

IMPERIAL: 1" = 2,000'

Surveying ⌖ Engineering ⌖ Land Planning ⌖ Permitting ⌖ Septic Designs

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AERIAL MAP

TAX MAP PARCEL D-20
71 GLENWOOD AVENUE
DOVER, NEW HAMPSHIRE

SCALE: 1" = 2,000' AUGUST 24, 2020

FILE: 1433MP00_USGS.dwg	PROJ. NO. 1433.00	SHEET NO. 1 OF 1

Extreme Precipitation Tables

Northeast Regional Climate Center

Data represents point estimates calculated from partial duration series. All precipitation amounts are displayed in inches.

Smoothing	Yes
State	New Hampshire
Location	
Longitude	70.896 degrees West
Latitude	43.214 degrees North
Elevation	0 feet
Date/Time	Tue, 18 Aug 2020 08:28:56 -0400

Extreme Precipitation Estimates

	5min	10min	15min	30min	60min	120min		1hr	2hr	3hr	6hr	12hr	24hr	48hr		1day	2day	4day	7day	10day	
1yr	0.26	0.40	0.50	0.65	0.81	1.03	**1yr**	0.70	0.98	1.20	1.54	1.99	2.60	2.87	**1yr**	2.30	2.76	3.15	3.88	4.45	**1yr**
2yr	0.32	0.49	0.61	0.81	1.01	1.28	**2yr**	0.87	1.17	1.50	1.91	2.44	3.14	3.50	**2yr**	2.78	3.37	3.86	4.59	5.23	**2yr**
5yr	0.37	0.57	0.72	0.96	1.23	1.58	**5yr**	1.06	1.44	1.85	2.38	3.07	3.97	4.48	**5yr**	3.51	4.31	4.93	5.80	6.55	**5yr**
10yr	0.40	0.63	0.80	1.09	1.42	1.85	**10yr**	1.22	1.69	2.18	2.82	3.65	4.73	5.41	**10yr**	4.19	5.20	5.95	6.92	7.78	**10yr**
25yr	0.46	0.74	0.94	1.30	1.72	2.27	**25yr**	1.49	2.09	2.70	3.52	4.59	5.98	6.93	**25yr**	5.29	6.67	7.61	8.74	9.76	**25yr**
50yr	0.52	0.83	1.06	1.48	2.00	2.66	**50yr**	1.73	2.46	3.18	4.18	5.47	7.14	8.37	**50yr**	6.32	8.05	9.17	10.44	11.59	**50yr**
100yr	0.58	0.94	1.21	1.71	2.32	3.12	**100yr**	2.01	2.89	3.74	4.95	6.51	8.53	10.11	**100yr**	7.55	9.72	11.06	12.47	13.77	**100yr**
200yr	0.64	1.05	1.36	1.96	2.70	3.67	**200yr**	2.33	3.40	4.42	5.88	7.76	10.19	12.22	**200yr**	9.02	11.75	13.34	14.90	16.37	**200yr**
500yr	0.76	1.25	1.63	2.36	3.31	4.54	**500yr**	2.86	4.21	5.50	7.36	9.77	12.91	15.69	**500yr**	11.42	15.09	17.11	18.87	20.59	**500yr**

Lower Confidence Limits

	5min	10min	15min	30min	60min	120min		1hr	2hr	3hr	6hr	12hr	24hr	48hr		1day	2day	4day	7day	10day	
1yr	0.24	0.37	0.45	0.60	0.74	0.90	**1yr**	0.64	0.88	0.92	1.25	1.55	2.09	2.46	**1yr**	1.85	2.36	2.92	3.40	4.07	**1yr**
2yr	0.31	0.49	0.60	0.81	1.00	1.18	**2yr**	0.86	1.15	1.36	1.83	2.35	3.05	3.40	**2yr**	2.70	3.27	3.74	4.47	5.07	**2yr**
5yr	0.35	0.54	0.67	0.91	1.16	1.40	**5yr**	1.00	1.37	1.61	2.15	2.77	3.70	4.12	**5yr**	3.27	3.96	4.60	5.40	6.10	**5yr**
10yr	0.38	0.59	0.73	1.02	1.31	1.60	**10yr**	1.13	1.56	1.81	2.44	3.12	4.25	4.77	**10yr**	3.76	4.59	5.31	6.22	6.99	**10yr**
25yr	0.44	0.66	0.83	1.18	1.55	1.91	**25yr**	1.34	1.87	2.11	2.84	3.64	5.02	5.77	**25yr**	4.45	5.55	6.48	7.51	8.37	**25yr**
50yr	0.48	0.73	0.91	1.31	1.76	2.19	**50yr**	1.52	2.14	2.36	3.19	4.09	5.75	6.65	**50yr**	5.09	6.40	7.52	8.66	9.59	**50yr**
100yr	0.54	0.81	1.02	1.47	2.02	2.51	**100yr**	1.74	2.45	2.64	3.58	4.56	6.57	7.66	**100yr**	5.81	7.36	8.73	9.97	10.95	**100yr**
200yr	0.60	0.90	1.14	1.65	2.29	2.87	**200yr**	1.98	2.81	2.94	4.01	5.09	7.51	8.82	**200yr**	6.64	8.48	10.12	11.49	12.54	**200yr**
500yr	0.70	1.04	1.33	1.93	2.75	3.46	**500yr**	2.37	3.39	3.42	4.65	5.90	8.92	10.61	**500yr**	7.89	10.20	12.31	13.88	14.93	**500yr**

Upper Confidence Limits

	5min	10min	15min	30min	60min	120min		1hr	2hr	3hr	6hr	12hr	24hr	48hr		1day	2day	4day	7day	10day	
1yr	0.28	0.43	0.53	0.71	0.87	1.08	**1yr**	0.75	1.05	1.23	1.73	2.20	2.84	3.08	**1yr**	2.52	2.96	3.40	4.20	4.77	**1yr**
2yr	0.33	0.51	0.62	0.84	1.04	1.24	**2yr**	0.90	1.22	1.47	1.95	2.51	3.26	3.62	**2yr**	2.89	3.48	3.99	4.75	5.42	**2yr**
5yr	0.39	0.60	0.75	1.03	1.31	1.58	**5yr**	1.13	1.55	1.85	2.49	3.19	4.23	4.85	**5yr**	3.74	4.66	5.28	6.22	6.99	**5yr**
10yr	0.46	0.70	0.87	1.21	1.57	1.92	**10yr**	1.35	1.87	2.23	3.04	3.85	5.19	6.05	**10yr**	4.60	5.82	6.66	7.63	8.51	**10yr**
25yr	0.55	0.84	1.05	1.50	1.97	2.47	**25yr**	1.70	2.41	2.87	3.95	4.94	6.92	8.13	**25yr**	6.12	7.81	8.91	10.05	11.08	**25yr**
50yr	0.64	0.98	1.22	1.75	2.35	2.98	**50yr**	2.03	2.91	3.48	4.81	6.00	8.52	10.18	**50yr**	7.54	9.79	11.14	12.35	13.54	**50yr**
100yr	0.75	1.13	1.41	2.04	2.80	3.60	**100yr**	2.42	3.52	4.22	5.88	7.29	10.50	12.76	**100yr**	9.29	12.27	13.91	15.22	16.56	**100yr**
200yr	0.87	1.30	1.65	2.39	3.34	4.36	**200yr**	2.88	4.26	5.14	7.19	8.85	12.98	16.01	**200yr**	11.48	15.39	17.40	18.73	20.29	**200yr**
500yr	1.06	1.58	2.03	2.95	4.19	5.59	**500yr**	3.62	5.47	6.63	9.40	11.47	17.19	21.61	**500yr**	15.22	20.78	23.39	24.69	26.54	**500yr**

Powered by ACIS Northeast Regional Climate Center

Summary for Pond 2P: CATCH BASIN 1

Inflow Area = 0.668 ac, 34.04% Impervious, Inflow Depth > 0.80" for 10-Year event
Inflow = 0.44 cfs @ 12.22 hrs, Volume= 0.045 af
Outflow = 0.44 cfs @ 12.22 hrs, Volume= 0.045 af, Atten= 0%, Lag= 0.0 min
Primary = 0.44 cfs @ 12.22 hrs, Volume= 0.045 af

Routing by Dyn-Stor-Ind method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
Peak Elev= 186.52' @ 12.22 hrs Surf.Area= 4 sf Storage= 0 cf
Flood Elev= 186.50' Surf.Area= 4 sf Storage= 0 cf

Plug-Flow detention time= 0.0 min calculated for 0.045 af (100% of inflow)
Center-of-Mass det. time= 0.0 min (846.8 - 846.8)

Volume	Invert	Avail.Storage	Storage Description
#1	186.50'	0 cf	**Custom Stage Data (Prismatic)**Listed below (Recalc)

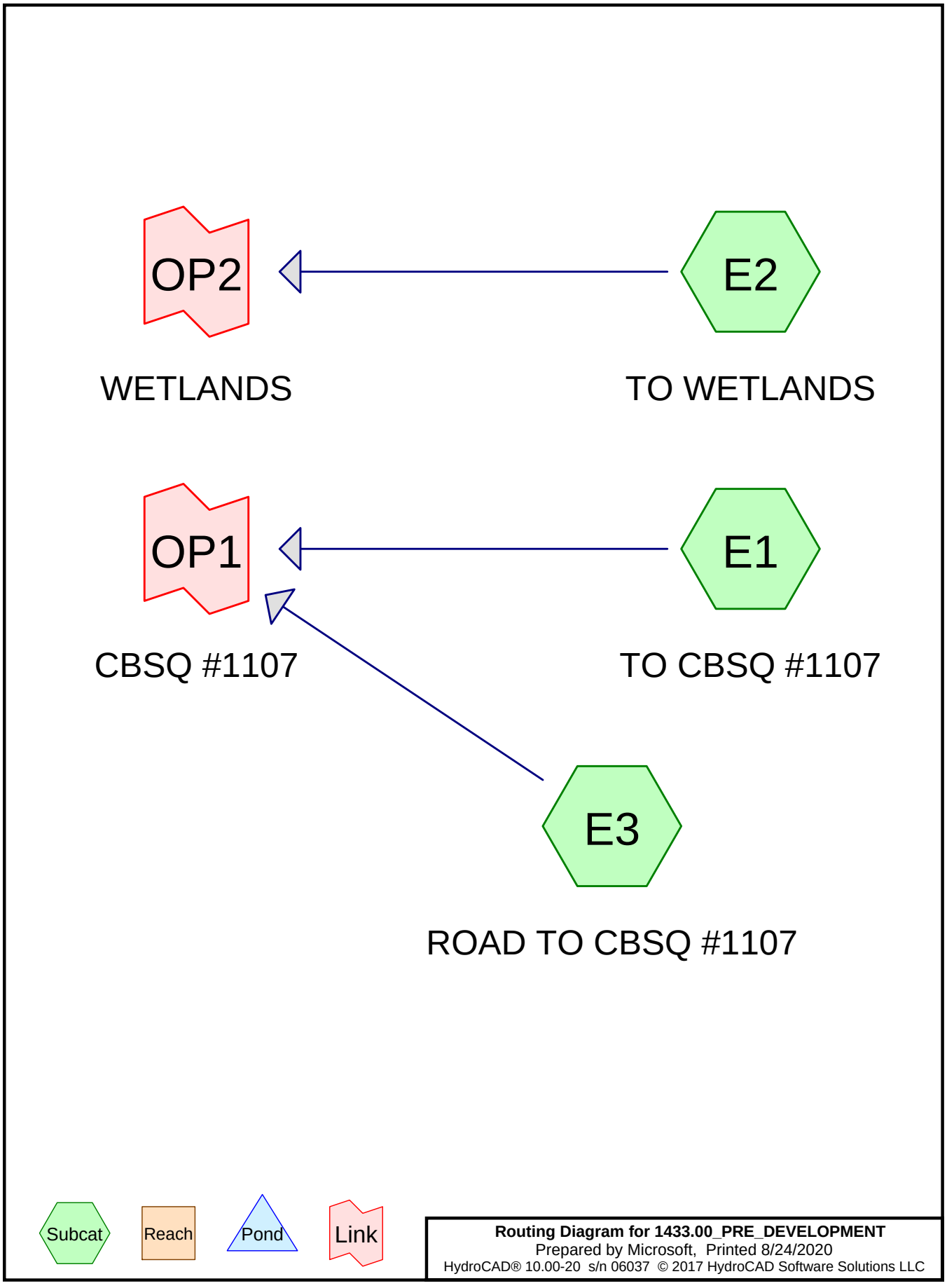
Elevation (feet)	Surf.Area (sq-ft)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)
186.50	4	0	0
186.60	6	0	0

Device	Routing	Invert	Outlet Devices
#1	Primary	186.50'	**4.6" x 2.3" Horiz. Orifice/Grate X 32.00** C= 0.600 Limited to weir flow at low heads

Primary OutFlow Max=0.43 cfs @ 12.22 hrs HW=186.52' TW=0.00' (Dynamic Tailwater)
↳**1=Orifice/Grate** (Weir Controls 0.43 cfs @ 0.50 fps)

Section 1.1

Existing Conditions
25 Year Storm Full Summary



Routing Diagram for 1433.00_PRE_DEVELOPMENT
Prepared by Microsoft, Printed 8/24/2020
HydroCAD® 10.00-20 s/n 06037 © 2017 HydroCAD Software Solutions LLC

Area Listing (all nodes)

Area (acres)	CN	Description (subcatchment-numbers)
0.932	39	>75% Grass cover, Good, HSG A (E1)
0.156	98	Paved parking, HSG A (E1, E3)
0.047	98	Roofs, HSG A (E1)
6.443	30	Woods, Good, HSG A (E1, E2)
7.578	**33**	**TOTAL AREA**

Soil Listing (all nodes)

Area (acres)	Soil Group	Subcatchment Numbers
7.578	HSG A	E1, E2, E3
0.000	HSG B	
0.000	HSG C	
0.000	HSG D	
0.000	Other	
7.578		**TOTAL AREA**

Ground Covers (all nodes)

HSG-A (acres)	HSG-B (acres)	HSG-C (acres)	HSG-D (acres)	Other (acres)	Total (acres)	Ground Cover	Subcatchment Numbers
0.932	0.000	0.000	0.000	0.000	0.932	>75% Grass cover, Good	E1
0.156	0.000	0.000	0.000	0.000	0.156	Paved parking	E1, E3
0.047	0.000	0.000	0.000	0.000	0.047	Roofs	E1
6.443	0.000	0.000	0.000	0.000	6.443	Woods, Good	E1, E2
7.578	**0.000**	**0.000**	**0.000**	**0.000**	**7.578**	**TOTAL AREA**	

Time span=5.00-20.00 hrs, dt=0.05 hrs, 301 points
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN
Reach routing by Dyn-Stor-Ind method - Pond routing by Dyn-Stor-Ind method

Subcatchment E1: TO CBSQ #1107 Runoff Area=122,481 sf 4.41% Impervious Runoff Depth>0.23"
Flow Length=690' Tc=23.7 min CN=36 Runoff=0.16 cfs 0.054 af

Subcatchment E2: TO WETLANDS Runoff Area=204,183 sf 0.00% Impervious Runoff Depth>0.04"
Flow Length=545' Tc=21.2 min CN=30 Runoff=0.04 cfs 0.017 af

Subcatchment E3: ROAD TO CBSQ #1107 Runoff Area=3,440 sf 100.00% Impervious Runoff Depth>5.31"
Tc=6.0 min CN=98 Runoff=0.45 cfs 0.035 af

Link OP1: CBSQ #1107 Inflow=0.45 cfs 0.089 af
Primary=0.45 cfs 0.089 af

Link OP2: WETLANDS Inflow=0.04 cfs 0.017 af
Primary=0.04 cfs 0.017 af

Total Runoff Area = 7.578 ac Runoff Volume = 0.106 af Average Runoff Depth = 0.17"
97.32% Pervious = 7.375 ac 2.68% Impervious = 0.203 ac

Summary for Subcatchment E1: TO CBSQ #1107

Runoff = 0.16 cfs @ 12.72 hrs, Volume= 0.054 af, Depth> 0.23"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
Type III 24-hr 25-Year Rainfall=5.98"

Area (sf)	CN	Description
2,029	98	Roofs, HSG A
3,374	98	Paved parking, HSG A
40,593	39	>75% Grass cover, Good, HSG A
46,860	30	Woods, Good, HSG A
29,625	30	Woods, Good, HSG A
122,481	36	Weighted Average
117,078		95.59% Pervious Area
5,403		4.41% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
17.3	100	0.0350	0.10		**Sheet Flow, A=>B** Woods: Light underbrush n= 0.400 P2= 3.14"
5.0	260	0.0300	0.87		**Shallow Concentrated Flow, B=>C** Woodland Kv= 5.0 fps
1.4	330	0.0300	4.05	6.76	**Parabolic Channel, C=>D** W=5.00' D=0.50' Area=1.7 sf Perim=5.1' n= 0.030 Earth, grassed & winding
23.7	690	Total			

Summary for Subcatchment E2: TO WETLANDS

Runoff = 0.04 cfs @ 15.76 hrs, Volume= 0.017 af, Depth> 0.04"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
Type III 24-hr 25-Year Rainfall=5.98"

Area (sf)	CN	Description
204,183	30	Woods, Good, HSG A
204,183		100.00% Pervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
15.4	80	0.0300	0.09		**Sheet Flow, A=>B** Woods: Light underbrush n= 0.400 P2= 3.14"
5.3	275	0.0300	0.87		**Shallow Concentrated Flow, B=>C** Woodland Kv= 5.0 fps
0.5	190	0.0900	7.02	11.70	**Parabolic Channel, C=>D** W=5.00' D=0.50' Area=1.7 sf Perim=5.1' n= 0.030 Earth, grassed & winding
21.2	545	Total			

Summary for Subcatchment E3: ROAD TO CBSQ #1107

Runoff = 0.45 cfs @ 12.09 hrs, Volume= 0.035 af, Depth> 5.31"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
Type III 24-hr 25-Year Rainfall=5.98"

Area (sf)	CN	Description
3,440	98	Paved parking, HSG A
3,440		100.00% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
6.0					**Direct Entry,**

Summary for Link OP1: CBSQ #1107

Inflow Area = 2.891 ac, 7.02% Impervious, Inflow Depth > 0.37" for 25-Year event
Inflow = 0.45 cfs @ 12.09 hrs, Volume= 0.089 af
Primary = 0.45 cfs @ 12.09 hrs, Volume= 0.089 af, Atten= 0%, Lag= 0.0 min

Primary outflow = Inflow, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs

Summary for Link OP2: WETLANDS

Inflow Area = 4.687 ac, 0.00% Impervious, Inflow Depth > 0.04" for 25-Year event
Inflow = 0.04 cfs @ 15.76 hrs, Volume= 0.017 af
Primary = 0.04 cfs @ 15.76 hrs, Volume= 0.017 af, Atten= 0%, Lag= 0.0 min

Primary outflow = Inflow, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs

Section 1.2

Existing Conditions
2, 10, & 50 Year Storm Summary

Time span=5.00-20.00 hrs, dt=0.05 hrs, 301 points
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN
Reach routing by Dyn-Stor-Ind method - Pond routing by Dyn-Stor-Ind method

Subcatchment E1: TO CBSQ #1107 Runoff Area=122,481 sf 4.41% Impervious Runoff Depth=0.00"
Flow Length=690' Tc=23.7 min CN=36 Runoff=0.00 cfs 0.000 af

Subcatchment E2: TO WETLANDS Runoff Area=204,183 sf 0.00% Impervious Runoff Depth=0.00"
Flow Length=545' Tc=21.2 min CN=30 Runoff=0.00 cfs 0.000 af

Subcatchment E3: ROAD TO CBSQ #1107 Runoff Area=3,440 sf 100.00% Impervious Runoff Depth>2.72"
Tc=6.0 min CN=98 Runoff=0.23 cfs 0.018 af

Link OP1: CBSQ #1107 Inflow=0.23 cfs 0.018 af
Primary=0.23 cfs 0.018 af

Link OP2: WETLANDS Inflow=0.00 cfs 0.000 af
Primary=0.00 cfs 0.000 af

Total Runoff Area = 7.578 ac Runoff Volume = 0.018 af Average Runoff Depth = 0.03"
97.32% Pervious = 7.375 ac 2.68% Impervious = 0.203 ac

Time span=5.00-20.00 hrs, dt=0.05 hrs, 301 points
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN
Reach routing by Dyn-Stor-Ind method - Pond routing by Dyn-Stor-Ind method

Subcatchment E1: TO CBSQ #1107 Runoff Area=122,481 sf 4.41% Impervious Runoff Depth>0.05"
Flow Length=690' Tc=23.7 min CN=36 Runoff=0.03 cfs 0.011 af

Subcatchment E2: TO WETLANDS Runoff Area=204,183 sf 0.00% Impervious Runoff Depth=0.00"
Flow Length=545' Tc=21.2 min CN=30 Runoff=0.00 cfs 0.000 af

Subcatchment E3: ROAD TO CBSQ #1107 Runoff Area=3,440 sf 100.00% Impervious Runoff Depth>4.17"
Tc=6.0 min CN=98 Runoff=0.36 cfs 0.027 af

Link OP1: CBSQ #1107 Inflow=0.36 cfs 0.039 af
Primary=0.36 cfs 0.039 af

Link OP2: WETLANDS Inflow=0.00 cfs 0.000 af
Primary=0.00 cfs 0.000 af

Total Runoff Area = 7.578 ac Runoff Volume = 0.039 af Average Runoff Depth = 0.06"
97.32% Pervious = 7.375 ac 2.68% Impervious = 0.203 ac

Time span=5.00-20.00 hrs, dt=0.05 hrs, 301 points
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN
Reach routing by Dyn-Stor-Ind method - Pond routing by Dyn-Stor-Ind method

Subcatchment E1: TO CBSQ #1107 Runoff Area=122,481 sf 4.41% Impervious Runoff Depth>0.50"
Flow Length=690' Tc=23.7 min CN=36 Runoff=0.59 cfs 0.117 af

Subcatchment E2: TO WETLANDS Runoff Area=204,183 sf 0.00% Impervious Runoff Depth>0.18"
Flow Length=545' Tc=21.2 min CN=30 Runoff=0.15 cfs 0.070 af

Subcatchment E3: ROAD TO CBSQ #1107 Runoff Area=3,440 sf 100.00% Impervious Runoff Depth>6.36"
Tc=6.0 min CN=98 Runoff=0.54 cfs 0.042 af

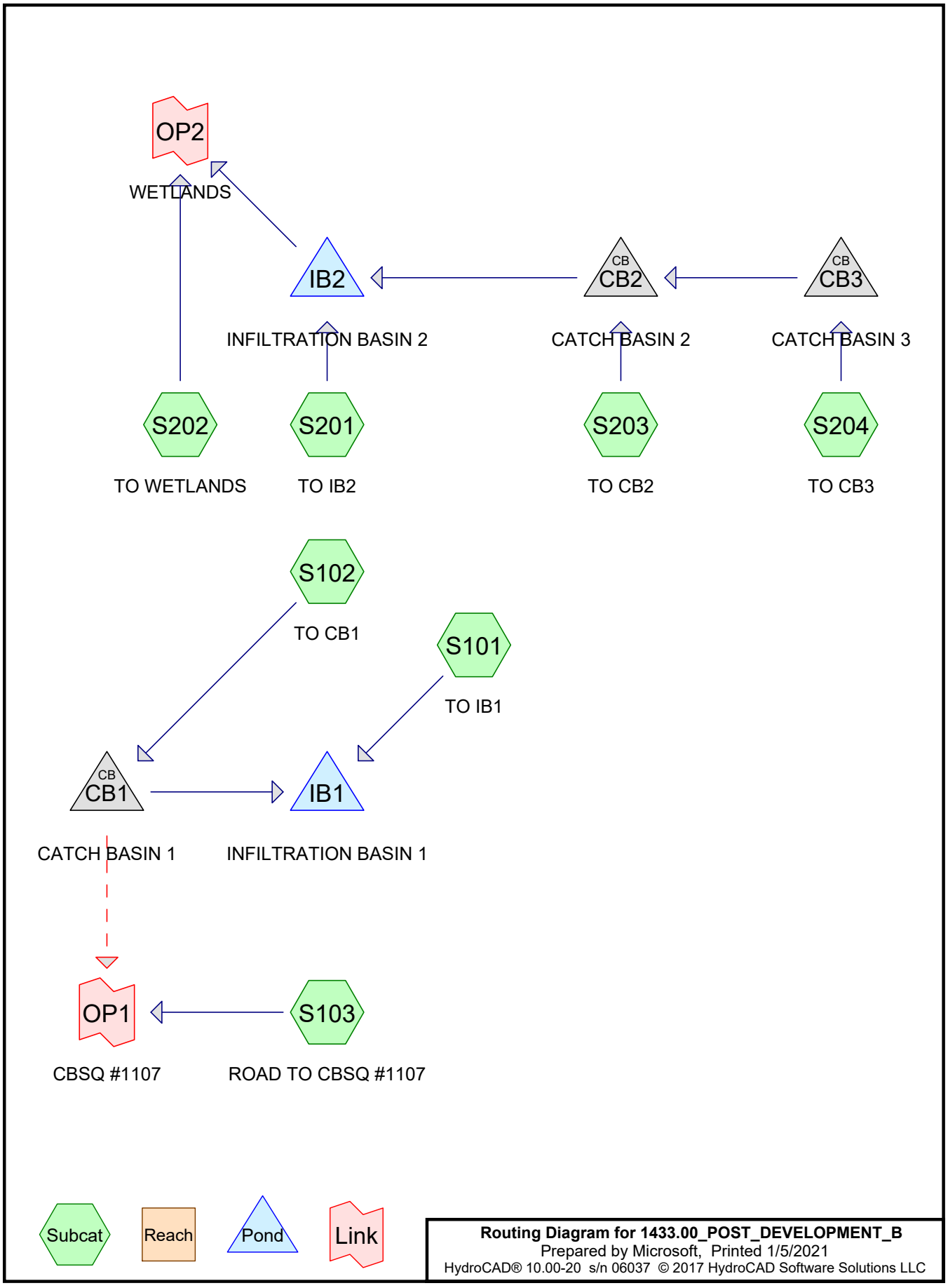
Link OP1: CBSQ #1107 Inflow=0.68 cfs 0.159 af
Primary=0.68 cfs 0.159 af

Link OP2: WETLANDS Inflow=0.15 cfs 0.070 af
Primary=0.15 cfs 0.070 af

Total Runoff Area = 7.578 ac Runoff Volume = 0.229 af Average Runoff Depth = 0.36"
97.32% Pervious = 7.375 ac 2.68% Impervious = 0.203 ac

Section 2.1

Proposed Conditions
25 Year Storm Full Summary



Routing Diagram for 1433.00_POST_DEVELOPMENT_B
Prepared by Microsoft, Printed 1/5/2021
HydroCAD® 10.00-20 s/n 06037 © 2017 HydroCAD Software Solutions LLC

Area Listing (all nodes)

Area (acres)	CN	Description (subcatchment-numbers)
0.680	30	(S101)
1.887	39	>75% Grass cover, Good, HSG A (S101, S102, S201, S202, S203, S204)
0.804	98	Paved parking, HSG A (S101, S102, S103, S201, S203, S204)
0.213	98	Roofs, HSG A (S101, S102, S201, S202, S203)
3.994	30	Woods, Good, HSG A (S101, S102, S201, S202, S203)
7.578	**41**	**TOTAL AREA**

Soil Listing (all nodes)

Area (acres)	Soil Group	Subcatchment Numbers
6.898	HSG A	S101, S102, S103, S201, S202, S203, S204
0.000	HSG B	
0.000	HSG C	
0.000	HSG D	
0.680	Other	S101
7.578		**TOTAL AREA**

Ground Covers (all nodes)

HSG-A (acres)	HSG-B (acres)	HSG-C (acres)	HSG-D (acres)	Other (acres)	Total (acres)	Ground Cover	Subcatchment Numbers
0.000	0.000	0.000	0.000	0.680	0.680		S101
1.887	0.000	0.000	0.000	0.000	1.887	>75% Grass cover, Good	S101, S102, S201, S202, S203, S204
0.804	0.000	0.000	0.000	0.000	0.804	Paved parking	S101, S102, S103, S201, S203, S204
0.213	0.000	0.000	0.000	0.000	0.213	Roofs	S101, S102, S201, S202, S203
3.994	0.000	0.000	0.000	0.000	3.994	Woods, Good	S101, S102, S201, S202, S203
6.898	**0.000**	**0.000**	**0.000**	**0.680**	**7.578**	**TOTAL AREA**	

Time span=5.00-20.00 hrs, dt=0.05 hrs, 301 points
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN
Reach routing by Dyn-Stor-Ind method - Pond routing by Dyn-Stor-Ind method

Subcatchment S101: TO IB1 Runoff Area=94,670 sf 11.72% Impervious Runoff Depth>0.46"
Flow Length=620' Tc=22.5 min CN=41 Runoff=0.45 cfs 0.084 af

Subcatchment S102: TO CB1 Runoff Area=29,086 sf 34.04% Impervious Runoff Depth>1.43"
Flow Length=350' Tc=12.9 min CN=56 Runoff=0.88 cfs 0.079 af

Subcatchment S103: ROAD TO CBSQ Runoff Area=3,440 sf 100.00% Impervious Runoff Depth>5.31"
Tc=6.0 min CN=98 Runoff=0.45 cfs 0.035 af

Subcatchment S201: TO IB2 Runoff Area=74,470 sf 9.01% Impervious Runoff Depth>0.32"
Flow Length=670' Tc=23.4 min CN=38 Runoff=0.18 cfs 0.045 af

Subcatchment S202: TO WETLANDS Runoff Area=104,577 sf 0.30% Impervious Runoff Depth>0.07"
Flow Length=615' Tc=26.6 min CN=31 Runoff=0.03 cfs 0.013 af

Subcatchment S203: TO CB2 Runoff Area=17,060 sf 49.07% Impervious Runoff Depth>2.32"
Tc=6.0 min CN=67 Runoff=1.12 cfs 0.076 af

Subcatchment S204: TO CB3 Runoff Area=6,785 sf 65.69% Impervious Runoff Depth>3.33"
Tc=6.0 min CN=78 Runoff=0.64 cfs 0.043 af

Pond CB1: CATCH BASIN 1 Peak Elev=183.92' Inflow=0.88 cfs 0.079 af
Primary=0.84 cfs 0.071 af Secondary=0.07 cfs 0.008 af Outflow=0.88 cfs 0.079 af

Pond CB2: CATCH BASIN 2 Peak Elev=186.80' Inflow=1.75 cfs 0.119 af
12.0" Round Culvert n=0.013 L=20.0' S=0.0100 '/' Outflow=1.75 cfs 0.119 af

Pond CB3: CATCH BASIN 3 Peak Elev=190.60' Inflow=0.64 cfs 0.043 af
12.0" Round Culvert n=0.013 L=90.0' S=0.0456 '/' Outflow=0.64 cfs 0.043 af

Pond IB1: INFILTRATION BASIN 1 Peak Elev=183.92' Storage=2,609 cf Inflow=0.99 cfs 0.155 af
Outflow=0.20 cfs 0.119 af

Pond IB2: INFILTRATION BASIN 2 Peak Elev=174.61' Storage=2,151 cf Inflow=1.75 cfs 0.164 af
Discarded=0.28 cfs 0.164 af Primary=0.00 cfs 0.000 af Outflow=0.28 cfs 0.164 af

Link OP1: CBSQ #1107 Inflow=0.45 cfs 0.043 af
Primary=0.45 cfs 0.043 af

Link OP2: WETLANDS Inflow=0.03 cfs 0.013 af
Primary=0.03 cfs 0.013 af

Total Runoff Area = 7.578 ac Runoff Volume = 0.375 af Average Runoff Depth = 0.59"
86.58% Pervious = 6.561 ac 13.42% Impervious = 1.017 ac

Summary for Subcatchment S101: TO IB1

Runoff = 0.45 cfs @ 12.55 hrs, Volume= 0.084 af, Depth> 0.46"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
Type III 24-hr 25-Year Rainfall=5.98"

	Area (sf)	CN	Description
	3,325	98	Roofs, HSG A
	7,773	98	Paved parking, HSG A
	36,467	39	>75% Grass cover, Good, HSG A
	17,480	30	Woods, Good, HSG A
*	29,625	30	
	94,670	41	Weighted Average
	83,572		88.28% Pervious Area
	11,098		11.72% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
17.3	100	0.0350	0.10		**Sheet Flow, A=>B** Woods: Light underbrush n= 0.400 P2= 3.14"
3.8	180	0.0250	0.79		**Shallow Concentrated Flow, B=>C** Woodland Kv= 5.0 fps
1.4	340	0.0300	4.05	6.76	**Parabolic Channel, C=>D** W=5.00' D=0.50' Area=1.7 sf Perim=5.1' n= 0.030 Earth, grassed & winding
22.5	620	Total			

Summary for Subcatchment S102: TO CB1

Runoff = 0.88 cfs @ 12.20 hrs, Volume= 0.079 af, Depth> 1.43"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
Type III 24-hr 25-Year Rainfall=5.98"

Area (sf)	CN	Description
1,296	98	Roofs, HSG A
8,605	98	Paved parking, HSG A
8,850	39	>75% Grass cover, Good, HSG A
10,335	30	Woods, Good, HSG A
29,086	56	Weighted Average
19,185		65.96% Pervious Area
9,901		34.04% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
10.6	50	0.0300	0.08		**Sheet Flow, A=>B** Woods: Light underbrush n= 0.400 P2= 3.14"
1.9	100	0.0300	0.87		**Shallow Concentrated Flow, B=>C** Woodland Kv= 5.0 fps
0.4	200	0.0350	7.78	31.12	**Parabolic Channel, C=>D** W=4.00' D=1.50' Area=4.0 sf Perim=5.2' n= 0.030 Earth, grassed & winding
12.9	350	Total			

Summary for Subcatchment S103: ROAD TO CBSQ #1107

Runoff = 0.45 cfs @ 12.09 hrs, Volume= 0.035 af, Depth> 5.31"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
Type III 24-hr 25-Year Rainfall=5.98"

Area (sf)	CN	Description
3,440	98	Paved parking, HSG A
3,440		100.00% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
6.0					**Direct Entry,**

Summary for Subcatchment S201: TO IB2

Runoff = 0.18 cfs @ 12.63 hrs, Volume= 0.045 af, Depth> 0.32"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
Type III 24-hr 25-Year Rainfall=5.98"

Area (sf)	CN	Description
1,745	98	Roofs, HSG A
4,967	98	Paved parking, HSG A
17,869	39	>75% Grass cover, Good, HSG A
49,889	30	Woods, Good, HSG A
74,470	38	Weighted Average
67,758		90.99% Pervious Area
6,712		9.01% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
18.4	100	0.0300	0.09		**Sheet Flow, A=>B** Woods: Light underbrush n= 0.400 P2= 3.14"
3.7	155	0.0200	0.71		**Shallow Concentrated Flow, B=>C** Woodland Kv= 5.0 fps
1.3	415	0.0500	5.23	8.72	**Parabolic Channel, C=>D** W=5.00' D=0.50' Area=1.7 sf Perim=5.1' n= 0.030 Earth, grassed & winding
23.4	670	Total			

Summary for Subcatchment S202: TO WETLANDS

Runoff = 0.03 cfs @ 15.48 hrs, Volume= 0.013 af, Depth> 0.07"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
Type III 24-hr 25-Year Rainfall=5.98"

Area (sf)	CN	Description
315	98	Roofs, HSG A
10,059	39	>75% Grass cover, Good, HSG A
94,203	30	Woods, Good, HSG A
104,577	31	Weighted Average
104,262		99.70% Pervious Area
315		0.30% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
21.7	100	0.0200	0.08		**Sheet Flow, A=>B** Woods: Light underbrush n= 0.400 P2= 3.14"
3.3	295	0.0900	1.50		**Shallow Concentrated Flow, B=>C** Woodland Kv= 5.0 fps
1.6	220	0.0100	2.34	3.90	**Parabolic Channel, C=>D** W=5.00' D=0.50' Area=1.7 sf Perim=5.1' n= 0.030 Earth, grassed & winding
26.6	615	Total			

Summary for Subcatchment S203: TO CB2

Runoff = 1.12 cfs @ 12.10 hrs, Volume= 0.076 af, Depth> 2.32"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
Type III 24-hr 25-Year Rainfall=5.98"

Area (sf)	CN	Description
5,780	98	Paved parking, HSG A
2,592	98	Roofs, HSG A
6,638	39	>75% Grass cover, Good, HSG A
2,050	30	Woods, Good, HSG A
17,060	67	Weighted Average
8,688		50.93% Pervious Area
8,372		49.07% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
6.0					**Direct Entry,**

Summary for Subcatchment S204: TO CB3

Runoff = 0.64 cfs @ 12.09 hrs, Volume= 0.043 af, Depth> 3.33"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
Type III 24-hr 25-Year Rainfall=5.98"

Area (sf)	CN	Description
4,457	98	Paved parking, HSG A
0	98	Roofs, HSG A
2,328	39	>75% Grass cover, Good, HSG A
0	30	Woods, Good, HSG A
6,785	78	Weighted Average
2,328		34.31% Pervious Area
4,457		65.69% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
6.0					**Direct Entry,**

Summary for Pond CB1: CATCH BASIN 1

Inflow Area = 0.668 ac, 34.04% Impervious, Inflow Depth > 1.43" for 25-Year event
Inflow = 0.88 cfs @ 12.20 hrs, Volume= 0.079 af
Outflow = 0.88 cfs @ 12.20 hrs, Volume= 0.079 af, Atten= 0%, Lag= 0.0 min
Primary = 0.84 cfs @ 12.20 hrs, Volume= 0.071 af
Secondary = 0.07 cfs @ 14.06 hrs, Volume= 0.008 af

Routing by Dyn-Stor-Ind method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
Peak Elev= 183.92' @ 14.06 hrs
Flood Elev= 186.50'

Device	Routing	Invert	Outlet Devices
#1	Primary	183.40'	**12.0" Round Culvert** L= 30.0' CPP, square edge headwall, Ke= 0.500 Inlet / Outlet Invert= 183.40' / 183.10' S= 0.0100 '/' Cc= 0.900 n= 0.013 Corrugated PE, smooth interior, Flow Area= 0.79 sf
#2	Secondary	183.80'	**12.0" Round Culvert**

L= 38.0' CPP, square edge headwall, Ke= 0.500
Inlet / Outlet Invert= 183.80' / 183.10' S= 0.0184 '/' Cc= 0.900
n= 0.013 Corrugated PE, smooth interior, Flow Area= 0.79 sf

Primary OutFlow Max=0.84 cfs @ 12.20 hrs HW=183.90' TW=181.41' (Dynamic Tailwater)
1=Culvert (Barrel Controls 0.84 cfs @ 3.15 fps)

Secondary OutFlow Max=0.07 cfs @ 14.06 hrs HW=183.92' TW=0.00' (Dynamic Tailwater)
2=Culvert (Inlet Controls 0.07 cfs @ 1.20 fps)

Summary for Pond CB2: CATCH BASIN 2

Inflow Area = 0.547 ac, 53.80% Impervious, Inflow Depth > 2.61" for 25-Year event
Inflow = 1.75 cfs @ 12.09 hrs, Volume= 0.119 af
Outflow = 1.75 cfs @ 12.09 hrs, Volume= 0.119 af, Atten= 0%, Lag= 0.0 min
Primary = 1.75 cfs @ 12.09 hrs, Volume= 0.119 af

Routing by Dyn-Stor-Ind method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
Peak Elev= 186.80' @ 12.09 hrs

Device	Routing	Invert	Outlet Devices
#1	Primary	186.00'	**12.0" Round Culvert** L= 20.0' CPP, square edge headwall, Ke= 0.500 Inlet / Outlet Invert= 186.00' / 185.80' S= 0.0100 '/' Cc= 0.900 n= 0.013 Corrugated PE, smooth interior, Flow Area= 0.79 sf

Primary OutFlow Max=1.73 cfs @ 12.09 hrs HW=186.80' TW=173.77' (Dynamic Tailwater)
1=Culvert (Barrel Controls 1.73 cfs @ 3.54 fps)

Summary for Pond CB3: CATCH BASIN 3

Inflow Area = 0.156 ac, 65.69% Impervious, Inflow Depth > 3.33" for 25-Year event
Inflow = 0.64 cfs @ 12.09 hrs, Volume= 0.043 af
Outflow = 0.64 cfs @ 12.09 hrs, Volume= 0.043 af, Atten= 0%, Lag= 0.0 min
Primary = 0.64 cfs @ 12.09 hrs, Volume= 0.043 af

Routing by Dyn-Stor-Ind method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
Peak Elev= 190.60' @ 12.09 hrs
Flood Elev= 194.60'

Device	Routing	Invert	Outlet Devices
#1	Primary	190.20'	**12.0" Round Culvert** L= 90.0' CPP, square edge headwall, Ke= 0.500 Inlet / Outlet Invert= 190.20' / 186.10' S= 0.0456 '/' Cc= 0.900 n= 0.013 Corrugated PE, smooth interior, Flow Area= 0.79 sf

Primary OutFlow Max=0.62 cfs @ 12.09 hrs HW=190.60' TW=186.79' (Dynamic Tailwater)
1=Culvert (Inlet Controls 0.62 cfs @ 2.15 fps)

Summary for Pond IB1: INFILTRATION BASIN 1

Inflow Area = 2.841 ac, 16.97% Impervious, Inflow Depth > 0.65" for 25-Year event
Inflow = 0.99 cfs @ 12.38 hrs, Volume= 0.155 af
Outflow = 0.20 cfs @ 14.02 hrs, Volume= 0.119 af, Atten= 80%, Lag= 98.2 min
Discarded = 0.20 cfs @ 14.02 hrs, Volume= 0.119 af

Routing by Dyn-Stor-Ind method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
Peak Elev= 183.92' @ 14.02 hrs Surf.Area= 1,240 sf Storage= 2,609 cf

Plug-Flow detention time= 159.1 min calculated for 0.119 af (77% of inflow)
Center-of-Mass det. time= 96.6 min (958.3 - 861.7)

Volume	Invert	Avail.Storage	Storage Description
#1	180.00'	6,020 cf	**Custom Stage Data (Prismatic)**Listed below (Recalc)

Elevation (feet)	Surf.Area (sq-ft)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)
180.00	210	0	0
182.00	615	825	825
184.00	1,265	1,880	2,705
186.00	2,050	3,315	6,020

Device	Routing	Invert	Outlet Devices
#1	Discarded	180.00'	**7.000 in/hr Exfiltration over Surface area**

Discarded OutFlow Max=0.20 cfs @ 14.02 hrs HW=183.92' (Free Discharge)
1=Exfiltration (Exfiltration Controls 0.20 cfs)

Summary for Pond IB2: INFILTRATION BASIN 2

Inflow Area = 2.257 ac, 19.88% Impervious, Inflow Depth > 0.87" for 25-Year event
Inflow = 1.75 cfs @ 12.09 hrs, Volume= 0.164 af
Outflow = 0.28 cfs @ 13.19 hrs, Volume= 0.164 af, Atten= 84%, Lag= 65.9 min
Discarded = 0.28 cfs @ 13.19 hrs, Volume= 0.164 af
Primary = 0.00 cfs @ 5.00 hrs, Volume= 0.000 af

Routing by Dyn-Stor-Ind method, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs
Peak Elev= 174.61' @ 13.19 hrs Surf.Area= 1,739 sf Storage= 2,151 cf

Plug-Flow detention time= (not calculated: outflow precedes inflow)
Center-of-Mass det. time= 81.1 min (909.7 - 828.7)

Volume	Invert	Avail.Storage	Storage Description
#1	173.00'	6,192 cf	**Custom Stage Data (Prismatic)**Listed below (Recalc)

Elevation (feet)	Surf.Area (sq-ft)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)
173.00	845	0	0
174.00	1,493	1,169	1,169
176.00	2,304	3,797	4,966
176.50	2,600	1,226	6,192

Device	Routing	Invert	Outlet Devices
#1	Discarded	173.00'	**7.000 in/hr Exfiltration over Surface area**
#2	Primary	175.50'	**4.0' long x 4.0' breadth Broad-Crested Rectangular Weir**
			Head (feet) 0.20 0.40 0.60 0.80 1.00 1.20 1.40 1.60 1.80 2.00 2.50 3.00 3.50 4.00 4.50 5.00 5.50
			Coef. (English) 2.38 2.54 2.69 2.68 2.67 2.67 2.65 2.66 2.66 2.68 2.72 2.73 2.76 2.79 2.88 3.07 3.32

Discarded OutFlow Max=0.28 cfs @ 13.19 hrs HW=174.61' (Free Discharge)
↑—**1=Exfiltration** (Exfiltration Controls 0.28 cfs)

Primary OutFlow Max=0.00 cfs @ 5.00 hrs HW=173.00' TW=0.00' (Dynamic Tailwater)
↑—**2=Broad-Crested Rectangular Weir** (Controls 0.00 cfs)

Summary for Link OP1: CBSQ #1107

Inflow Area = 0.079 ac,100.00% Impervious, Inflow Depth > 6.55" for 25-Year event
Inflow = 0.45 cfs @ 12.09 hrs, Volume= 0.043 af
Primary = 0.45 cfs @ 12.09 hrs, Volume= 0.043 af, Atten= 0%, Lag= 0.0 min

Primary outflow = Inflow, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs

Summary for Link OP2: WETLANDS

Inflow Area = 4.658 ac, 9.79% Impervious, Inflow Depth > 0.03" for 25-Year event
Inflow = 0.03 cfs @ 15.48 hrs, Volume= 0.013 af
Primary = 0.03 cfs @ 15.48 hrs, Volume= 0.013 af, Atten= 0%, Lag= 0.0 min

Primary outflow = Inflow, Time Span= 5.00-20.00 hrs, dt= 0.05 hrs

Section 2.2

Proposed Conditions
2, 10, & 50 Year Storm Summary

Time span=5.00-20.00 hrs, dt=0.05 hrs, 301 points
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN
Reach routing by Dyn-Stor-Ind method - Pond routing by Dyn-Stor-Ind method

Subcatchment S101: TO IB1 Runoff Area=94,670 sf 11.72% Impervious Runoff Depth>0.00"
Flow Length=620' Tc=22.5 min CN=41 Runoff=0.00 cfs 0.000 af

Subcatchment S102: TO CB1 Runoff Area=29,086 sf 34.04% Impervious Runoff Depth>0.22"
Flow Length=350' Tc=12.9 min CN=56 Runoff=0.07 cfs 0.012 af

Subcatchment S103: ROAD TO CBSQ Runoff Area=3,440 sf 100.00% Impervious Runoff Depth>2.72"
Tc=6.0 min CN=98 Runoff=0.23 cfs 0.018 af

Subcatchment S201: TO IB2 Runoff Area=74,470 sf 9.01% Impervious Runoff Depth=0.00"
Flow Length=670' Tc=23.4 min CN=38 Runoff=0.00 cfs 0.000 af

Subcatchment S202: TO WETLANDS Runoff Area=104,577 sf 0.30% Impervious Runoff Depth=0.00"
Flow Length=615' Tc=26.6 min CN=31 Runoff=0.00 cfs 0.000 af

Subcatchment S203: TO CB2 Runoff Area=17,060 sf 49.07% Impervious Runoff Depth>0.59"
Tc=6.0 min CN=67 Runoff=0.25 cfs 0.019 af

Subcatchment S204: TO CB3 Runoff Area=6,785 sf 65.69% Impervious Runoff Depth>1.13"
Tc=6.0 min CN=78 Runoff=0.22 cfs 0.015 af

Pond CB1: CATCH BASIN 1 Peak Elev=183.53' Inflow=0.07 cfs 0.012 af
Primary=0.07 cfs 0.012 af Secondary=0.00 cfs 0.000 af Outflow=0.07 cfs 0.012 af

Pond CB2: CATCH BASIN 2 Peak Elev=186.36' Inflow=0.46 cfs 0.034 af
12.0" Round Culvert n=0.013 L=20.0' S=0.0100 '/' Outflow=0.46 cfs 0.034 af

Pond CB3: CATCH BASIN 3 Peak Elev=190.43' Inflow=0.22 cfs 0.015 af
12.0" Round Culvert n=0.013 L=90.0' S=0.0456 '/' Outflow=0.22 cfs 0.015 af

Pond IB1: INFILTRATION BASIN 1 Peak Elev=180.17' Storage=39 cf Inflow=0.07 cfs 0.012 af
Outflow=0.04 cfs 0.012 af

Pond IB2: INFILTRATION BASIN 2 Peak Elev=173.26' Storage=242 cf Inflow=0.46 cfs 0.034 af
Discarded=0.16 cfs 0.034 af Primary=0.00 cfs 0.000 af Outflow=0.16 cfs 0.034 af

Link OP1: CBSQ #1107 Inflow=0.23 cfs 0.018 af
Primary=0.23 cfs 0.018 af

Link OP2: WETLANDS Inflow=0.00 cfs 0.000 af
Primary=0.00 cfs 0.000 af

Total Runoff Area = 7.578 ac Runoff Volume = 0.064 af Average Runoff Depth = 0.10"
86.58% Pervious = 6.561 ac 13.42% Impervious = 1.017 ac

Time span=5.00-20.00 hrs, dt=0.05 hrs, 301 points
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN
Reach routing by Dyn-Stor-Ind method - Pond routing by Dyn-Stor-Ind method

Subcatchment S101: TO IB1 Runoff Area=94,670 sf 11.72% Impervious Runoff Depth>0.17"
Flow Length=620' Tc=22.5 min CN=41 Runoff=0.08 cfs 0.030 af

Subcatchment S102: TO CB1 Runoff Area=29,086 sf 34.04% Impervious Runoff Depth>0.80"
Flow Length=350' Tc=12.9 min CN=56 Runoff=0.44 cfs 0.045 af

Subcatchment S103: ROAD TO CBSQ Runoff Area=3,440 sf 100.00% Impervious Runoff Depth>4.17"
Tc=6.0 min CN=98 Runoff=0.36 cfs 0.027 af

Subcatchment S201: TO IB2 Runoff Area=74,470 sf 9.01% Impervious Runoff Depth>0.09"
Flow Length=670' Tc=23.4 min CN=38 Runoff=0.03 cfs 0.013 af

Subcatchment S202: TO WETLANDS Runoff Area=104,577 sf 0.30% Impervious Runoff Depth>0.00"
Flow Length=615' Tc=26.6 min CN=31 Runoff=0.00 cfs 0.000 af

Subcatchment S203: TO CB2 Runoff Area=17,060 sf 49.07% Impervious Runoff Depth>1.48"
Tc=6.0 min CN=67 Runoff=0.70 cfs 0.048 af

Subcatchment S204: TO CB3 Runoff Area=6,785 sf 65.69% Impervious Runoff Depth>2.31"
Tc=6.0 min CN=78 Runoff=0.44 cfs 0.030 af

Pond CB1: CATCH BASIN 1 Peak Elev=183.75' Inflow=0.44 cfs 0.045 af
Primary=0.44 cfs 0.045 af Secondary=0.00 cfs 0.000 af Outflow=0.44 cfs 0.045 af

Pond CB2: CATCH BASIN 2 Peak Elev=186.61' Inflow=1.14 cfs 0.078 af
12.0" Round Culvert n=0.013 L=20.0' S=0.0100 '/' Outflow=1.14 cfs 0.078 af

Pond CB3: CATCH BASIN 3 Peak Elev=190.53' Inflow=0.44 cfs 0.030 af
12.0" Round Culvert n=0.013 L=90.0' S=0.0456 '/' Outflow=0.44 cfs 0.030 af

Pond IB1: INFILTRATION BASIN 1 Peak Elev=182.21' Storage=961 cf Inflow=0.44 cfs 0.075 af
Outflow=0.11 cfs 0.064 af

Pond IB2: INFILTRATION BASIN 2 Peak Elev=173.90' Storage=1,030 cf Inflow=1.14 cfs 0.091 af
Discarded=0.23 cfs 0.091 af Primary=0.00 cfs 0.000 af Outflow=0.23 cfs 0.091 af

Link OP1: CBSQ #1107 Inflow=0.36 cfs 0.027 af
Primary=0.36 cfs 0.027 af

Link OP2: WETLANDS Inflow=0.00 cfs 0.000 af
Primary=0.00 cfs 0.000 af

Total Runoff Area = 7.578 ac Runoff Volume = 0.193 af Average Runoff Depth = 0.31"
86.58% Pervious = 6.561 ac 13.42% Impervious = 1.017 ac

Time span=5.00-20.00 hrs, dt=0.05 hrs, 301 points
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN
Reach routing by Dyn-Stor-Ind method - Pond routing by Dyn-Stor-Ind method

Subcatchment S101: TO IB1 Runoff Area=94,670 sf 11.72% Impervious Runoff Depth>0.84"
Flow Length=620' Tc=22.5 min CN=41 Runoff=1.05 cfs 0.152 af

Subcatchment S102: TO CB1 Runoff Area=29,086 sf 34.04% Impervious Runoff Depth>2.10"
Flow Length=350' Tc=12.9 min CN=56 Runoff=1.35 cfs 0.117 af

Subcatchment S103: ROAD TO CBSQ Runoff Area=3,440 sf 100.00% Impervious Runoff Depth>6.36"
Tc=6.0 min CN=98 Runoff=0.54 cfs 0.042 af

Subcatchment S201: TO IB2 Runoff Area=74,470 sf 9.01% Impervious Runoff Depth>0.63"
Flow Length=670' Tc=23.4 min CN=38 Runoff=0.52 cfs 0.090 af

Subcatchment S202: TO WETLANDS Runoff Area=104,577 sf 0.30% Impervious Runoff Depth>0.22"
Flow Length=615' Tc=26.6 min CN=31 Runoff=0.10 cfs 0.045 af

Subcatchment S203: TO CB2 Runoff Area=17,060 sf 49.07% Impervious Runoff Depth>3.17"
Tc=6.0 min CN=67 Runoff=1.53 cfs 0.103 af

Subcatchment S204: TO CB3 Runoff Area=6,785 sf 65.69% Impervious Runoff Depth>4.32"
Tc=6.0 min CN=78 Runoff=0.82 cfs 0.056 af

Pond CB1: CATCH BASIN 1 Peak Elev=184.16' Inflow=1.35 cfs 0.117 af
Primary=1.17 cfs 0.052 af Secondary=0.52 cfs 0.064 af Outflow=1.35 cfs 0.117 af

Pond CB2: CATCH BASIN 2 Peak Elev=186.98' Inflow=2.35 cfs 0.159 af
12.0" Round Culvert n=0.013 L=20.0' S=0.0100 '/' Outflow=2.35 cfs 0.159 af

Pond CB3: CATCH BASIN 3 Peak Elev=190.66' Inflow=0.82 cfs 0.056 af
12.0" Round Culvert n=0.013 L=90.0' S=0.0456 '/' Outflow=0.82 cfs 0.056 af

Pond IB1: INFILTRATION BASIN 1 Peak Elev=184.87' Storage=3,957 cf Inflow=1.89 cfs 0.205 af
Outflow=0.26 cfs 0.153 af

Pond IB2: INFILTRATION BASIN 2 Peak Elev=175.53' Storage=3,922 cf Inflow=2.37 cfs 0.249 af
Discarded=0.34 cfs 0.222 af Primary=0.04 cfs 0.002 af Outflow=0.39 cfs 0.224 af

Link OP1: CBSQ #1107 Inflow=0.61 cfs 0.106 af
Primary=0.61 cfs 0.106 af

Link OP2: WETLANDS Inflow=0.14 cfs 0.047 af
Primary=0.14 cfs 0.047 af

Total Runoff Area = 7.578 ac Runoff Volume = 0.605 af Average Runoff Depth = 0.96"
86.58% Pervious = 6.561 ac 13.42% Impervious = 1.017 ac

Section 3.1

Test Pit Data &
Soil Testing Analysis

FIELDSTONE
LAND CONSULTANTS, PLLC
Surveying ⌖ Engineering
Land Planning ⌖ Septic Designs
206 Elm Street, Milford, NH 03055 - Phone: 603-672-5456 - Fax: 603-413-5456
www.FieldstoneLandConsultants.com

Test Pit Data
Glenwood Project
Tax Map D Lot 20
71 Glenwood Avenue
Dover, NH

05/18/19
Test Pit #1
0-12”- 10YR 3/3 Dark Brown loamy sand, single grain loos
12-35”- 10YR 4/6 Dark Yellowish Brown medium to coarse sand, single grain loose
35-110”- 10YR 5/6 Yellowish Brown gravelly medium to coarse sand, single grain loose
ESHWT = None Observed Water = None Ledge/Boulders = None Roots = 96”
Perc Rate = 2 min/in @ 22”

05/18/19
Test Pit #2
0-12”- 10YR 3/3 Dark Brown loamy sand, single grain
12-40”- 10YR 4/6 Dark Yellowish Brown medium to coarse sand, single grain loose
40-120”- 10YR 5/6 Yellowish Brown gravelly medium to coarse sand, single grain loose
ESHWT = None Observed Water = None Ledge/Boulders = None Roots = 96”+
Perc Rate = 2 min/in @ 23”

05/18/19
Test Pit #3
0-10”- 10YR 3/3 Dark Brown loamy sand
10-40”- 10YR 4/6 Dark Yellowish Brown fine to medium sand, single grain loose
40-100”- 10YR 5/6 Yellowish Brown, gravelly coarse sand, single grain loose
ESHWT = None Observed Water = None Ledge/Boulders = None Roots = 96”+
Perc Rate = 2 min/in @ 20”

05/18/19
Test Pit #4
0-10”- 10YR 3/3 Dark Brown loamy sand
10-36”- 10YR 4/6 Dark Yellowish Brown fine to medium sand, single grain loose
36-180”- 10YR 5/6 Yellowish Brown, gravelly coarse sand, single grain loose
ESHWT = None Observed Water = None Ledge/Boulders = None Roots = 96”+
Perc Rate = 2 min/in @ 22”
05/18/19

Test Pit #5
0-12”- 10YR 3/3 Dark Brown loamy sand, granular friable
12-36”- 10YR 4/6 Dark Yellowish Brown loamy fine to medium sand, single grain loose
36-120”- 10YR 5/6 Yellowish Brown loamy fine to medium sand, single grain loose
ESHWT = None Observed Water = None Ledge/Boulders = None Roots = 96”+
Perc Rate = 2 min/in @ 23”

05/18/19
Test Pit #6
0-12”- 10YR 3/3 Dark Brown loamy sand, granular friable
12-30”- 10YR 4/6 Dark Yellowish Brown loamy fine to medium sand, single grain loose
30-100”- 10YR 5/6 Yellowish Brown loamy fine to medium sand, single grain loose
ESHWT = None Observed Water = None Ledge/Boulders = None Roots = 96”+
Perc Rate = 2 min/in @ 20”

05/18/19
Test Pit #7
0-10”- 10YR 3/3 Dark Brown loamy sand, single grain loose
10-32”- 10YR 4/6 Dark Yellowish Brown medium to coarse sand, single grain loose
32-110”- 10YR 5/6 Yellowish Brown gravelly medium to coarse sand, single grain loose
ESHWT = None Observed Water = None Ledge/Boulders = None Roots = None
Perc Rate = 2 min/in @ 22”

10/16/20
Test Pit #8
0-17”- 10 YR Dark Brown loamy sand, granular, friable
17-30” - 7.5 YR 4/6 Strong Brown loamy fine to medium sand, granular, friable
30-70” - 2.5 Y 5/6 Light Olive Brown loamy fine to medium sand, massive, friable
70-86” – 2.5 Y 4/3 Olive Brown
ESHWT = 26” Observed Water = None Ledge/Boulders = None Roots = 28”
Perc Rate = 2 min/in @ 21”

10/16/20
Test Pit #9
0-15”- 10 YR Dark Brown loamy sand, granular, friable
15-34” 2.5 Y 5/6 Light Olive Brown medium to coarse sand, granular, friable
34-84” 7.5 YR Strong Brown medium to coarse sand, granular, friable
84-90” - 2.5 Y 4/3 Olive Brown, fine sandy loam, massive, friable
ESHWT = 24” Observed Water = 50” Ledge/Boulders = None Roots = 36”
Perc Rate = 2 min/in @ 19”

10/16/20
Test Pit #10
0-14” - 10 YR 3/3 Dark Brown loamy sand, single grain loose
14-24” - 10 YR 5/6 Yellowish Brown grvelly loamy sand, single grain loose
24-50” - 2.5 Y 6/6 Olive Yellow medium to coarse sand, single grain loose
50-96” - 2.5 Y 6/6 Olive Yellow medium to coarse sand, single grain loose
ESHWT = None Observed Water = None Ledge/Boulders = None Roots = 96”+
Perc Rate = 2 min/in @ 20”

10/16/20
Test Pit #11
0-10” - 10 YR 3/3 Dark Brown Loamy Sand, single grain loose
10-24” - 10 YR 5/6 Yellowish Brown gravelly loamy sand, single grain loose
24-100”- 2.5Y 6/6 Olive Yellow gravelly loamy sand, single grain loose
ESHWT = None Observed Water = None Ledge/Boulders = None Roots = 80”+
Perc Rate = 2 min/in @ 20”

10/16/20
Test Pit #12
0-10” - 10 YR 3/3 Dark Brown Loamy Sand, single grain loose
10-20” - 10 YR 5/6 Yellowish Brown gravelly loamy sand, single grain loose
20-120”- 2.5Y 6/6 Olive Yellow gravelly loamy sand, single grain loose
ESHWT = None Observed Water = None Ledge/Boulders = None Roots = 80”+
Perc Rate = 2 min/in @ 20”

10/16/20
Test Pit #13
0-10” - 10 YR 3/3 Dark Brown Loamy Sand, single grain loose
10-20” - 10 YR 5/6 Yellowish Brown gravelly loamy sand, single grain loose
20-120”- 2.5Y 6/6 Olive Yellow gravelly loamy sand, single grain loose
ESHWT = None Observed Water = None Ledge/Boulders = None Roots = 50”+
Perc Rate = 2 min/in @ 20”

10/16/20
Test Pit #14
0-10” - 10 YR 3/3 Dark Brown loamy sand, single grain loose
10-20” - 10 YR 5/6 Yellowish Brown grvelly loamy sand, single grain loose
20-96” - 2.5 Y 6/6 Olive Yellow medium to coarse sand, single grain loose
ESHWT = None Observed Water = None Ledge/Boulders = None Roots = 80”+
Perc Rate = 2 min/in @ 22”

10/16/20
Test Pit #15
0-12" - 10 YR 3/3 Dark Brown Loamy Sand, single grain loose
12-24" - 10 YR 5/6 Yellowish Brown gravelly loamy sand, single grain loose
24-60"- 2.5Y 6/6 Olive Yellow gravelly loamy sand, single grain loose
60-96" - 2.5Y 6/6 Olive Yellow gravelly loamy sand, single grain loose
ESHWT = None **Observed Water = None** **Ledge/Boulders = None** **Roots = 80"+**
Perc Rate = 2 min/in @ 24"

10/16/20
Test Pit #16
0-12" - 10 YR 3/3 Dark Brown Loamy Sand, single grain loose
12-26" - 10 YR 5/6 Yellowish Brown gravelly loamy sand, single grain loose
26-54"- 2.5Y 6/6 Olive Yellow gravelly loamy sand, single grain loose
54-96" - 2.5Y 6/6 Olive Yellow gravelly loamy sand, single grain loose
ESHWT = None **Observed Water = None** **Ledge/Boulders = None** **Roots = 80"+**
Perc Rate = 2 min/in @ 24"

Test Pits were logged by:

Christopher A. Guida, CSS, CWS
Certified Soil & Wetland Scientist
NH Licensed Designer #1401

Section 3.2

Inspection & Maintenance Manual

Lawrence & Cheryl Mulcahy – Glenwood Project
71 Glenwood Avenue - Dover, New Hampshire
Storm Water Management System
Inspection and Maintenance Manual

Introduction

The operation and maintenance of a storm water management system and its individual components is as critical to system performance as the design. Without proper maintenance, best management practices (BMPs) are likely to become functionally impaired or to fail, providing reduced or no treatment of storm water. Proper operation and maintenance will ensure that the storm water system and individual BMPs will remain effective at removing pollutants as designed and meeting New Hampshire's water quality objectives. Proper maintenance will:

- Maintain the volume of storm water treated over the long term;
- Sustain the pollutant removal efficiency of the BMP;
- Reduce the risk of re-suspending sediment and other pollutants captured by the BMP;
- Prevent structural deterioration of the BMP and minimize the need for expensive repairs;
- Decrease the potential for failure of the BMP.

Responsible Maintenance Party:

Applicant: Lawrence & Cheryl Mulcahy
71 Glenwood Avenue
Dover, NH 03820

Report Information:

- Lawrence and Cheryl Mulcahy will be the entities responsible for implementing the required reporting, inspection, and maintenance activities identified in the I & M manual.
- Inspection and maintenance reports shall be completed after each inspection. Copies of the report forms to be completed by the inspector are attached at the end of this manual, including:
    - Inspection checklist to be used during each inspection;
    - Inspection and maintenance logs to document each inspection and maintenance activity;
- A plan showing the locations of all the storm water practices described in the I &M manual is attached at the end of this manual.

Maintenance Recommendations for Best Management Practices:

The following recommendations are to be used as a guide for the inspection and maintenance of the permanent erosion and sediment control measures.

We recommend that inspections be performed every couple of weeks and after larger storm events within the first year following construction to ensure that the site remains stabilized (site and slopes).

Subsurface Infiltration Basin

- Basins should be inspected at least twice annually, and following any rainfall event exceeding 2.5 inches in a 24 hour period, with maintenance or rehabilitation conducted as warranted by such inspection.
- Inspect, repair and remove debris from headwalls and riprap aprons as necessary.
- Remove accumulated sediment from basin bottom and crushed stone as necessary.
- Dispose of sediments and other wastes in conformance with applicable local, state and federal regulations.
- If an infiltration system does not drain within 72-hours following a rainfall event, then a qualified professional should assess the condition of the facility to determine measures required to restore infiltration function, including but not limited to removal of accumulated sediments or reconstruction of the infiltration basin.

Stone Check Dams

- Inspected after each rainfall and at least daily during prolonged rainfall and necessary repairs should be made immediately.
- Inspections should verify that the center of the dam is lower than the edges.
- Erosion caused by high flows around the edges of the dam must be corrected immediately.
- If evidence of siltation in the water is apparent downstream from the check dam, the check dam should be inspected and adjusted immediately.
- Check dams should be checked for sediment accumulation after each significant rainfall. Sediment should be removed when it reaches one half of the original height or before.

Drainage Ditches

- Inspected annually for sediment accumulation, debris, and signs of erosion within the channel.
- Remove debris upon inspection and mow annually to control woody vegetation within the ditch.
- Remove sediment when accumulation exceeds 33% of channel depth.
- Repair any erosion and re-grade or replace stone material as warranted by inspection

Outlet Protection - Riprap Aprons

- Inspect the outlet protection annually for damage and deterioration. Repair damages immediately.
- Remove debris from apron area.

Inspection Checklist /Maintenance Logs

The inspection checklist and maintenance logs following this report shall be used as a guide for the inspection reporting for this project.

Inspection Checklist

- ☐ Subsurface Infiltration Basin
- ☐ Stone Check Dam
- ☐ Drainage Ditches
- ☐ Riprap Aprons at Headwall Outlets and Spillways
- ☐ Headwall Inlets and Outlets

Inspection and Maintenance Log					
	BMP	**Inspection Date**	**Inspected By**	**Maintenance Required?**	**Maintenance Performed**
1				❑Yes ❑No	
2				❑Yes ❑No	
3				❑Yes ❑No	
4				❑Yes ❑No	
5				❑Yes ❑No	
6				❑Yes ❑No	
7				❑Yes ❑No	
8				❑Yes ❑No	
9				❑Yes ❑No	

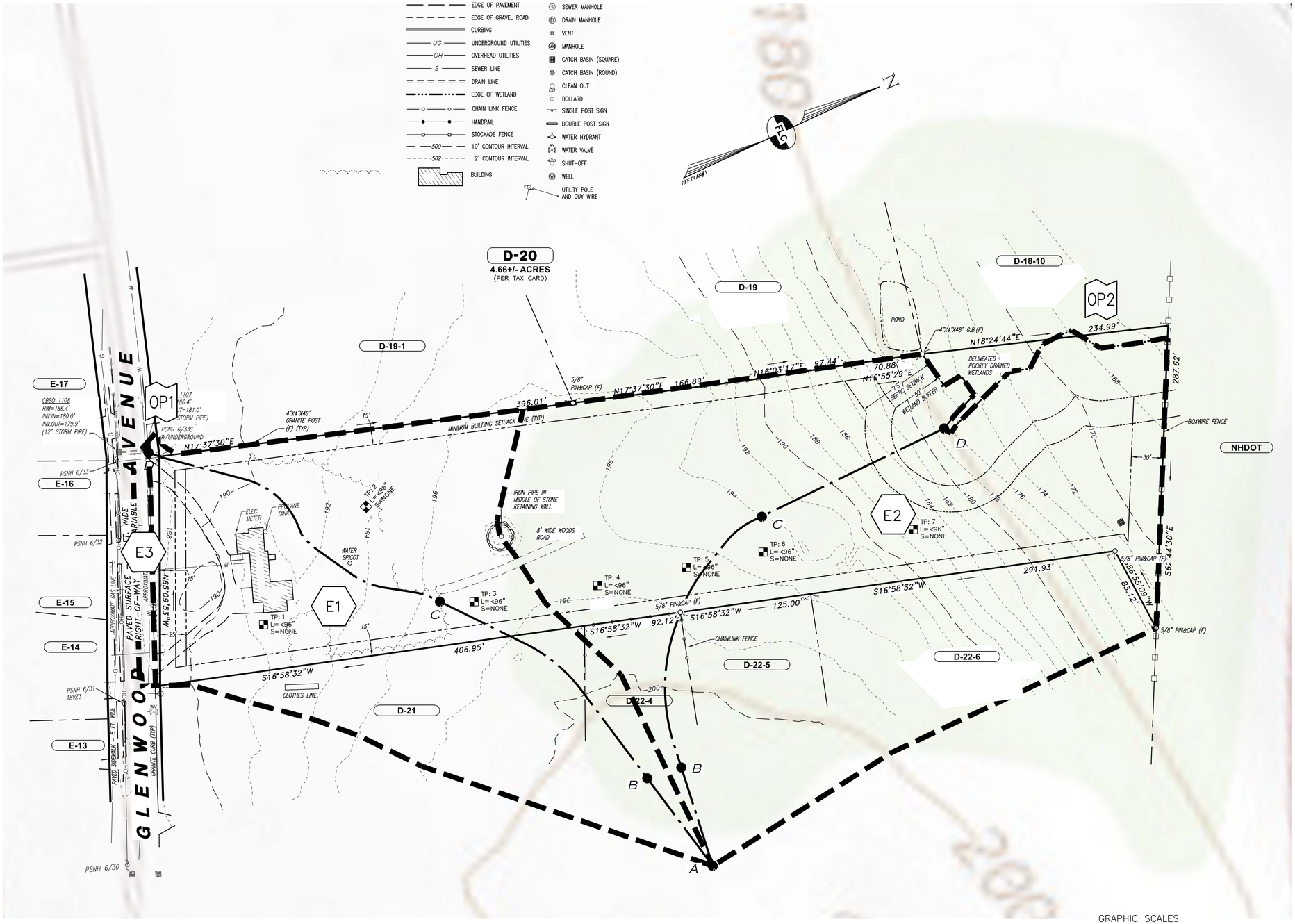
Section 3.3

Drainage Area Plans

LEGEND:

EXISTING FEATURES

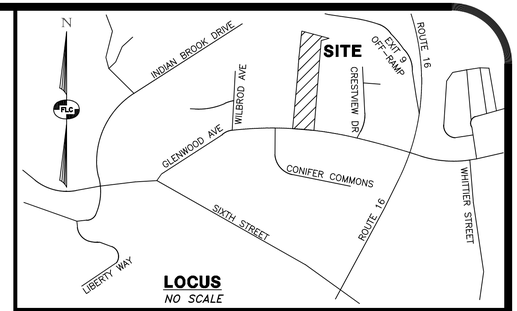
D-20	TAX MAP AND LOT NUMBER	D.H.(F)	DRILL HOLE FOUND
	RIGHT-OF-WAY SIDELINE	I.PIN(F)	IRON PIN FOUND
	PROPERTY LINE	I.PIPE(F)	IRON PIPE FOUND
	ABUTTING LOT LINE	G.B.(F)	GRANITE BOUND FOUND
	EDGE OF PAVEMENT	T	TELEPHONE MANHOLE
	EDGE OF GRAVEL ROAD	S	SEWER MANHOLE
	CURBING	D	DRAIN MANHOLE
UG	UNDERGROUND UTILITIES		VENT
OH	OVERHEAD UTILITIES		MANHOLE
S	SEWER LINE		CATCH BASIN (SQUARE)
	DRAIN LINE		CATCH BASIN (ROUND)
	EDGE OF WETLAND		CLEAN OUT
	CHAIN LINK FENCE		BOLLARD
	HANDRAIL		SINGLE POST SIGN
	STOCKADE FENCE		DOUBLE POST SIGN
500	10' CONTOUR INTERVAL		WATER HYDRANT
502	2' CONTOUR INTERVAL		WATER VALVE
	BUILDING		SHUT-OFF
		W	WELL
			UTILITY POLE AND GUY WIRE



GRAPHIC SCALES

50' 25' 0 50' 100' 150'

IMPERIAL: 1"=50'



DRAINAGE SYMBOLS:

- P 2 — PIPE OR BASIN
- 101 S — SUBCATCHMENT
- R2 — REACH
- OP1 — OBSERVATION POINT
- WATERSHED BOUNDARY
- TIME OF CONCENTRATION
- SURFACE WATER FLOW

REV.	DATE	DESCRIPTION	C/O	DR	CK

PRE-DEVELOPMENT DRAINAGE PLAN

GLENWOOD PROJECT

TAX MAP PARCEL D-20 - 71 GLENWOOD AVENUE
DOVER, NEW HAMPSHIRE

PREPARED FOR & LAND OF:

LAWRENCE & CHERYL MULCAHY
71 GLENWOOD AVENUE, DOVER NH 03820

SCALE: 1" = 50' FEBRUARY 18, 2020

Surveying ⌖ Engineering ⌖ Land Planning ⌖ Permitting ⌖ Septic Designs

FIELDSTONE LAND CONSULTANTS, PLLC

206 Elm Street, Milford, NH 03055
Phone: (603) 672-5456 Fax: (603) 413-5456
www.FieldstoneLandConsultants.com

LEGEND:

EXISTING FEATURES

- D-20 — TAX MAP AND LOT NUMBER
- RIGHT-OF-WAY SIDELINE
- PROPERTY LINE
- ABUTTING LOT LINE
- EDGE OF PAVEMENT
- EDGE OF GRAVEL ROAD
- CURBING
- UG — UNDERGROUND UTILITIES
- OH — OVERHEAD UTILITIES
- S — SEWER LINE
- DRAIN LINE
- EDGE OF WETLAND
- CHAIN LINK FENCE
- HANDRAIL
- STOCKADE FENCE
- 500 — 10' CONTOUR INTERVAL
- 502 — 2' CONTOUR INTERVAL
- BUILDING
- D.H.(F) — DRILL HOLE FOUND
- I.PIN(F) — IRON PIN FOUND
- I.PIPE(F) — IRON PIPE FOUND
- G.B.(F) — GRANITE BOUND FOUND
- TELEPHONE MANHOLE
- SEWER MANHOLE
- DRAIN MANHOLE
- VENT
- MANHOLE
- CATCH BASIN (SQUARE)
- CATCH BASIN (ROUND)
- CLEAN OUT
- BOLLARD
- SINGLE POST SIGN
- DOUBLE POST SIGN
- WATER HYDRANT
- WATER VALVE
- SHUT-OFF
- WELL
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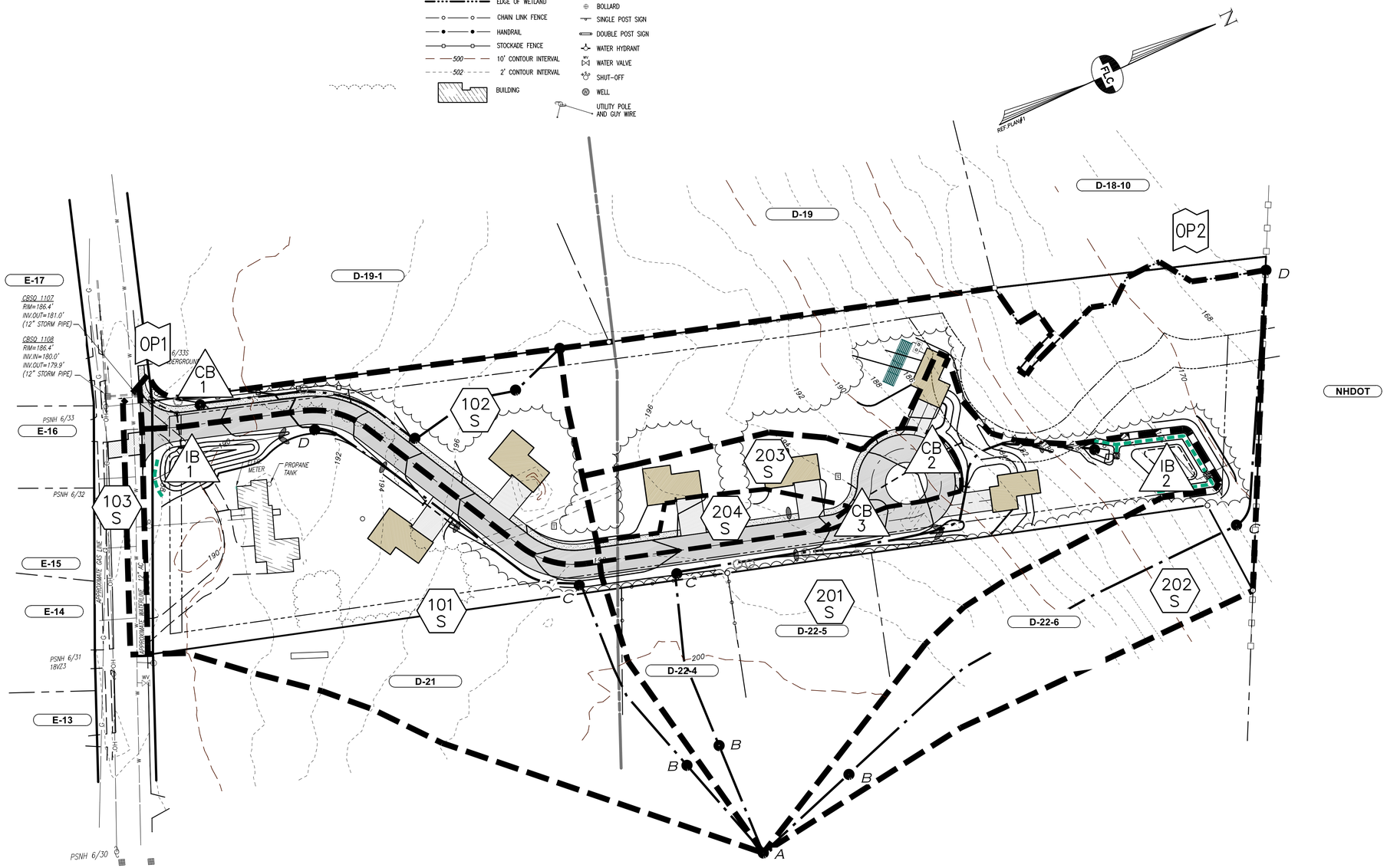

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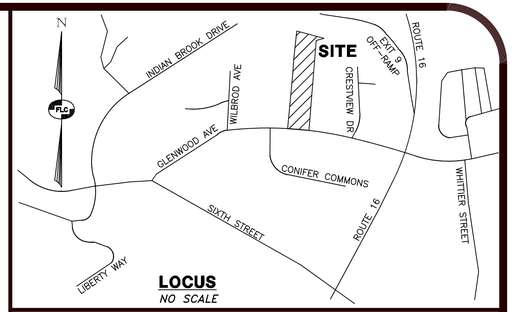

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- TIME OF CONCENTRATION
- SURFACE WATER FLOW

REV.	DATE	DESCRIPTION	C/O	DR	CK

POST-DEVELOPMENT DRAINAGE PLAN

GLENWOOD PROJECT

TAX MAP PARCEL D-20 - 71 GLENWOOD AVENUE
DOVER, NEW HAMPSHIRE

PREPARED FOR & LAND OF:

LAWRENCE & CHERYL MULCAHY
71 GLENWOOD AVENUE, DOVER NH 03820

SCALE: 1" = 50' FEBRUARY 18, 2020

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CITY OF DOVER

PLANNING BOARD - STAFF MEMO

Meeting Type: Public Hearing
Purpose: Public Input for Proposed FY22 CDBG Action Plan
Meeting Date: January 26, 2021

To: Planning Board
From: Dave Carpenter
Date: January 14, 2021
Re: FY22 Annual Action Plan

ISSUE:
Proposed CDBG FY22 Action Plan

GOAL:
Conduct a public hearing for the proposed FY22 Annual Action Plan

ATTACHED:
- Proposed FY22 Annual Action Plan

BACKGROUND

CONSOLIDATED PLAN

In 2019, the City adopted a new CDBG Consolidated Plan (CP). The CP serves as a strategic plan for addressing issues such as homelessness, housing, public services, community development needs and expanding economic opportunities. These efforts are targeted towards very low, low and moderate income persons within the community. One of the functions of the CP is to provide direction for funding decisions made through each of the five Annual Action Plans that will be adopted during the life of the Consolidated Plan.

ACTION PLAN

To implement the second year of the current CP, the City of Dover must adopt an Action Plan (AP) that identifies activities and projects that will be supported with CDBG funds. The AP serves as a means to assure that the funded Activities are consistent with the CP and that the Activities comply with one of HUD's National Objectives:

National Objectives:

- Benefiting low- and moderate-income persons,
- Preventing or eliminating slums or blight, or
- Meeting 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 to meet such needs

The Planning Board decision serves as a recommendation to the City Council.

PROPOSED FY22 ACTION PLAN

FUNDING SOURCES

Section 2 of the proposed FY22 Action Plan discusses the sources of the anticipated funding pool and funding by "category" as currently proposed by staff. Staff anticipates a funding pool of $318,000.00. The four funding categories are:

- General Administration
- Public Services
- Public Facilities
- Economic Development

ALLOCATIONS

Section 3 of the proposed FY22 Action Plan provides a summary of the proposed Public Service, Public Facility and Economic Development Activities, requested funding and staff recommended funding.

The first page of Section 4 of the proposed FY22 Action Plan provides a summary of the anticipated funding pool, list of proposed Activities, requested funding amounts, current year allocations, if any and staff's recommended allocations.

STAFF RECOMMENDED ALLOCATIONS

The Planning Board has the responsibility of submitting a proposed FY22 Action Plan to the City Council with funding recommendations for each proposal. Staff has provided recommended allocation amounts for all proposed Activities. There are two applications for which staff has recommended that funding not be allocated through the FY22 Action Plan:

Strafford Nutrition Meals on Wheels (SNMoW)

SNMoW applied for FY22 Public Service funding in the amount of $3,000.00. In order to facilitate quicker access to funding, SNMoW will instead receive the requested amount in "CDBG-CARES" funds that were previously awarded to, but not utilized by another Public Service organization.

Homeless Center for Strafford County (HCSC)

The Homeless Center for Strafford County applied for Public Facilities funding in the amount of $40,000.00. Staff's recommendation is based solely on availability of resources and the needs presented by other applicants/proposals.

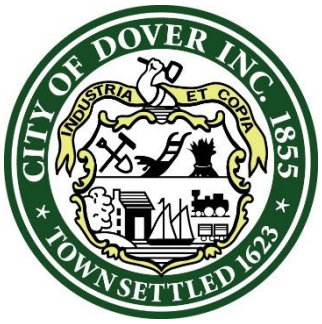
STAFF RECOMMENDATION

Staff recommends the Planning Board conduct a public hearing to allow input regarding the proposed Action Plan, close the public hearing and then continue the item to the next regular Planning Board meeting.

City of Dover, NH

Community Development Block Grant

Proposed Action Plan – FY22



CDBG Program Description	Section 1
Available Funding, Funding Formulas, Proposed Funding by Category & Contingency Funding Formula	Section 2
Funding Requests – Summary	Section 3
Funding Allocations & Applications	Section 4

Section 1

CDBG Program Description

CDBG PROGRAM DESCRIPTION

The City of Dover is designated as an Entitlement Community by HUD. That means that each year, the City receives funds directly from HUD rather than having to apply to the State for CDBG funds.

These funds may only be used to address one of HUD's three National Objectives:

1. Benefit low and moderate income persons.
2. Prevent or eliminate blight.
3. 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 to meet such needs.

The City of Dover has traditionally used CDBG funding to address the first National Objective listed above.

CONSOLIDATED PLAN

In 2020, the City adopted a 5-year Consolidated Plan as mandated by HUD requirements. The Consolidated Plan serves as a strategic plan for addressing issues such as of homelessness, housing, public services, community and development needs and expanding economic opportunities for very low, low and moderate income persons within the community. The Consolidated Plan includes the Goals provided below. Funded activities must meet one of the Goals.

DOVER CONSOLIDATED PLAN GOALS

Goal #1:	Access to Services
Goal Description:	To provide increased opportunities to residents of the City who require education, health, recreation, shelter, transportation and related human services.
Goal #2:	Renter and Homeowner Assistance
Goal Description:	Weatherization and energy efficiency, Housing unit rehab, security deposit assistance, Lead based paint hazard.
Goal #3:	Public Improvements
Goal Description:	Development and improvements related to facilities and housing units utilized by qualifying populations and individuals.
Goal #4:	Economic Development
Goal Description:	Improvements, and the support of efforts, intended to promote economic development and to enhance economic opportunities for qualifying business, populations and individuals.
Goal #5:	Accessibility and Transportation
Goal Description:	Access to social services and employment and removal of architectural barriers.

ACTION PLAN

To implement the Consolidated Plan, the community must annually adopt an Action Plan that identifies activities and projects that the community has decided to fund with CDBG funds. The Action Plan serves as a means to assure that the Goal and Objectives of the Consolidated Plan are being addressed. As part of the Action Plan process, citizens must be allowed an opportunity to provide comments on the Plan during the review process and after it has been approved by the City. After approval by the City, and a subsequent 30-day public comment period, the Action Plan must be sent to HUD for their review and approval.

This is the second Action Plan of the current Consolidated Plan.

ELIGIBLE ACTIVITIES

Examples of eligible activities include:

Acquisition: Acquisition of real property for any public purpose.

Activity Delivery Costs (*ADC*): Separate from general administration and planning activities, these are costs associated with administering specific grant awards. These costs include activities such as contract provision monitoring, Davis Bacon related activities and preforming environmental reviews for each recipient. There are two ADC categories in this year's Action Plan: Public Facility ADC and Weatherization ADC.

Administration and Planning: Payment of administrative costs and carrying charges related to the general planning and execution of Community Development program. The amount shall not exceed 20 percent of the grant plus 20 percent of the current year's estimated program income.

Clearance and Remediation Activities: Clearance, demolition, and removal of buildings and improvements.

Disposition: Disposition of real property acquired with CDBG funds.

Economic Development: Activities include direct economic development assistance to for-profit entities and job training programs.

Housing Rehabilitation: Single family, multi-family, low income public housing or other publicly owned residential buildings.

Loss of Rental Income: Payments to owners for losses of rental income during relocation of individuals or families displaced by Community Development program activities.

Planning: Planning activities, data gathering, studies and analysis.

Public Facilities and Improvements: Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements.

Public Services. Provision of public services including labor, supplies, and materials. The amount shall not exceed 15 percent of the grant plus 15 percent of program income from the previous year.

Section 2

Available Funding, Funding Formulas,
Proposed Funding by Category &
Contingency Funding Formula

AVAILABLE FUNDING
Overview

The City of Dover calculates the total FY22 Action Plan funding pool based upon the following factors:

1. Anticipated FY22 Annual Allocation from HUD: $287,000.00
2. Anticipated FY21 Program Income: $31,000.00

Based upon items 1 & 2 above, the total anticipated funding pool for this Action Plan is **$318,000.00.**

FUNDING FORMULAS

All funded activities fall into one of four categories. These categories are:

1. Public Services
2. General Administration
3. Public Facilities
4. Economic Development

The total amount of funding that can be allocated for Public Services activities and General Administration is capped based on formulas mandated by HUD. There are no caps for Public Facilities or Economic Development activities.

For categories 1 and 2, there are formula based caps that HUD mandates must not be exceeded.

1. **General Administration & Planning:** The maximum amount of program funds that can be used for general administration and planning purposes equals twenty percent (20%) of the FY22 *anticipated* grant amount plus twenty percent (20%) of the *anticipated* FY22 program income: **$60,600.00**

2. **Public Services:** The maximum amount of program funds that can be used for public services equals fifteen percent (15%) of the *anticipated* FY22 grant amount plus fifteen percent (15%) of the *anticipated* FY21 program income: **$47,700.00**

PROPOSED FUNDING BY CATEGORY

General Administration and Planning: $60,600.00

- General Administration of the CDBG program such as updating of the Consolidated Plan; development of the Action Plan; annual performance reporting to HUD (CAPER); quarterly and semi-annual reporting to HUD; training; legal notices and citizen participation.

Public Services: $46,500.00

- Allocations to applicants under the Public Services category include activities such as operating expenses, supplies and security deposits.

Public Facilities and Activity Delivery Charges:

- **Public Facilities Projects: $185,000.00**
  Allocations to projects under the Public Facilities category include Weatherization, Homeless Shelter Improvements and Barrier Removal/ADA Compliance.

- **Public Facilities Activity Delivery Charges: $4,000.00**
  Separate from general administration activities, these are costs associated with administering specific grant awards. These costs include activities such as contract provision monitoring, Davis Bacon related activities and performing environmental reviews for each recipient.

- **Weatherization Activity Delivery Costs: $3,000.00**
  Separate from general administration activities, these are costs associated with administering specific grant awards. These costs include activities such as contract provision monitoring, Davis Bacon related activities and performing environmental reviews for each recipient.

Economic Development

- **DELP Loan Pool: $15,900.00**
  Funds to be added to the loan pool for use by the Dover Economic Loan Program (DELP).

- **Service Delivery - Dover Economic Loan Program $3,000.00**
  Delivery of DELP Services including activities such as meeting with prospective applicants, marketing of the programs, development of materials, project evaluation, loan underwriting, performance monitoring and technical assistance.

CONTINGENCY FUNDING FORMULA

In the event that that the actual FY22 Entitlement Grant amount and/or the actual FY21 Program Income results in a Public Services Funding Formula cap less than $46,500.00, the approved Public Service allocations shall each be reduced by an equal percentage to achieve a total Public Service allocation amount that does not exceed the Public Services CAP.

Anticipated funding amounts for calculating Funding Formulas

Fiscal Year	Category	Amount
FY22	Anticipated CDBG Entitlement Grant	287,000.00
FY22	Anticipated DELP Program Income	12,000.00
FY22	Anticipated PI: School St Parking Lot	4,000.00
FY21	Anticipated DELP Program Income	27,000.00
FY21	Anticipated PI: School St Parking Lot	4,000.00

Section 3

Funding Requests - Summary

FUNDING REQUESTS – ACTIVITY SUMMARY

Public Services , Public Facilities Projects & Economic Development

Following are the names of applicants with the amount requested and a very brief description of proposed use of funds. See applications from organizations and activities for a description of the program and expanded discussion regarding use of funds.

PUBLIC SERVICES

1. **Aids Response Seacoast: $10,000.00**
   Recommended Allocation: $6,500.00
   Partially support the salaries and benefits of Case Management Department staff consisting of a Program Manager, Medical Case Managers and a Financial Administrator.

2. **Alliance for Community Transportation: $4,000.00**
   Recommended Allocation: $4,000.00
   Operate TripLink, a regional transportation call center; operate Community Rides, a free service providing transportation to healthcare for seniors and individuals with disabilities; provide staffing for Regional Coordination Council to provide greater access to community transportation resources.

3. **Community Partners: $10,080.00**
   Recommended Allocation: $5,500.00
   Funds to provide security deposits, rental assistance, utilities assistance and basic necessities to individuals and families in Dover with mental illness or a development al disability who are in threat of becoming homeless.

4. **Cross Roads House: $16,000.00**
   Recommended Allocation: $9,000.00
   To provide emergency shelter and supportive services for families and individuals from Dover who are experiencing homelessness.

5. **Dover Welfare: $10,000.00**
   Recommended Allocation: $3,000.00
   To help the people of Dover move into apartments when they cannot afford to or to place Dover residents who are homeless into motels until shelter space is available

6. **Homeless Center for Strafford County: $9,000.00**
   Recommended Allocation: $7,500.00
   Provide sheltering and programing for those experiencing homelessness in Strafford County with primary support to Dover and Rochester residents. Move family and individuals into permanent housing.

7. **My Friend's Place:** **$25,000.00**
   Recommended Allocation: **$11,000.00**
   Emergency Shelter and Transitional housing for single men, women and families.

8. **Strafford Nutrition & Meals on Wheels:** **$3,000.00**
   Recommended Allocation: **$0.00**
   Help provide approximately 3,000 meals to homebound, elderly & low-income disabled Dover residents.

PUBLIC FACILITIES PROJECTS

1. **Community Action Partnership of Strafford County:** **$40,000.00**
   Recommended Allocation: **$40,000.00**
   Funding to supplement the Weatherization Assistance Program for low income Dover residents.

2. **Homeless Center for Strafford County:** **$40,000.00**
   Recommended Allocation: **$0.00**
   Installation of fence, surface, wood supports and basketball hoops for playground at new shelter.

3. **My Friend' Place:** **$23,360.00**
   Recommended Allocation: **$25,000.00**
   Replacement of 24 windows at the 368 Washington Street location.

4. **City of Dover – City Hall Barrier Removal FY22 :** **$70,000.00**
   Recommended Allocation: **$70,000.00**
   Renovations to City Hall, including first floor bathrooms, in order to address applicable ADA/Barrier Removal requirements.

5. **City of Dover – Rental Unit Rehab FY22:** **$50,000.00**
   Recommended Allocation: **$50,000.00**
   A rehab program that provides funding that would be used to bring existing rental units up to certain housing quality standards that then make the units eligible for housing voucher or similar programs for moderate, low or very low income households.

ECONOMIC DEVELOPMENT

1. **City of Dover - Economic Development Activities:** **$15,900.00**
   Recommended Allocation: **$15,900.00**
   Staff is recommending that funds be allocated to the Dover Economic Loan Program (DELP)to be used for business assistance loans made through DELP.

Section 4

Proposed Allocations &
Individual Applications

Proposed FY22 Allocations

FY22 Funding

Estimated FY22 Federal Grant	$287,000.00
Estimated FY21 Economic Loan Pprogram Income	$27,000.00
EstimatedFY21 School St Parking Lot Program Income	$4,000.00
Total Funding Pool	**$318,000.00**

Public Services	Amount Requested	Current Year Allocation	Recommended Allocation
AIDS Responses	$10,000.00	$10,000.00	$6,500.00
Alliance for Community Transportation (ACT)	$4,000.00	$0.00	$4,000.00
Community Partners	$10,080.00	$10,080.00	$5,500.00
Cross Roads House	$16,000.00	$15,000.00	$9,000.00
Dover Welfare Sec Deposit	$10,000.00	$5,570.00	$3,000.00
Homeless Center for Strafford County (HCSC)	$9,000.00	$8,625.00	$7,500.00
My Friends Place (MFP)	$25,000.00	$16,000.00	$11,000.00
SNMoW	$3,000.00	$0.00	$0.00
Total	**$87,080.00**	**$65,275.00**	**$46,500.00**

Econ Development	Amount Requested	Current Year Allocation	Recommended Allocation
Loan Pool	$15,900.00	$0.00	$15,900.00
Total	**$15,900.00**	**$0.00**	**$15,900.00**

Public Facilities	Amount Requested	Current Year Allocation	Recommended Allocation
CAP Weatherization	$40,000.00	$0.00	$40,000.00
HCSC New Shelter External Improvements	$40,000.00	$0.00	$0.00
MFP Windows	$23,360.00	$0.00	$25,000.00
City Hall Barrier Removal FY22	$70,000.00	$0.00	$70,000.00
Rental Unit Rehab FY22	$50,000.00	$0.00	$50,000.00
Total	**$223,360.00**	**$0.00**	**$185,000.00**

Administration	Amount Requested	Current Year Allocation	Recommended Allocation
General Administration	$60,600.00	$61,559.00	$60,600.00
Econ Dev Admin & Servicing	$3,000.00	$7,000.00	$3,000.00
Weatherization Activity Delivery	$3,000.00	$3,000.00	$3,000.00
Public Facility Activity Delivery	$4,000.00	$5,000.00	$4,000.00
Total	**$70,600.00**	**$76,559.00**	**$70,600.00**

Grand Total	**$396,940.00**		**$318,000.00**

APPLICATION

APPLICANT INFORMATION	
Organization AIDS Response Seacoast	**Tax ID 22-2884488**
Name of Program or Project Medical Case Management	
Name of Executive Director Richard B. Wagner	
Mailing Address 7 Junkins Avenue, Portsmouth, NH 03801 **Physical Address Same**	
Contact Person Richard B. Wagner	**Phone 603-433-5377**
E-Mail richardw@arsnh.org	**Website www.aidsresponse.org**
Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)* ☒ 501(c)(3) ☐ For-profit authorized under 570.201(o) ☐ Unit of Government ☐ Faith-based Organization ☐ Institution of Higher Education ☐ Other (Explain):	
Tax ID # 22-2884488	
***DUNS # 78-013-3013**	***SAM Expiration Date** 9/4/2021

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $10,000.00
Provide a very brief summary of the *activity* or *project* for which the funds are requested. Keep responses to one or two sentences (*i.e. After School Care for K-4th grade students. Repair of homeless shelter roof.*) Funding will be utilized to partially support the salaries and benefits of the Case Management Department staff, consisting of a Program Manager, Medical Case Managers and a Financial Administrator.

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. 7 Junkins Avenue, Portsmouth, NH 03801

BENEFICIARIES

Beneficiaries:

For FY 2022 (7/1/2021 – 6/30/2022) please provide the *estimated* number of unduplicated Dover beneficiaries that will benefit from this CDBG funded activity or project, not necessarily your entire client population (Note: these numbers will be monitored during the funding year): 21

For FY 2020 (7/1/2019 – 6/30/2020) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population: 20

Were Dover CDBG funds used to fund this activity or project in FY 2021 (7/1/2020 – 6/30/2021): Yes

If so, how much? $9000.00

Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.)

Persons living with HIV/AIDS; Low-Income households

NARRATIVE – *PUBLIC SERVICE* ACTIVITY ONLY

Please provide a detailed description for the proposed activity *(not the organization)*. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals.

The Department of Client Services provides client-centered **Medical Case Management** for people living with HIV/AIDS who live in Rockingham and Strafford Counties of New Hampshire. Case managers at ARS provide direct face-to-face meetings for initial assessments, reassessments and informal 'check-in' meetings, phone support and medical and social referrals as indicated. Within this process, a client's needs and goals are assessed and an individual service plan (ISP) is developed in collaboration with the client to attain his/her goals. A case manager coordinates this process by providing information, advocacy and referrals linking clients to primary and specialty health care, dental, mental health/substance abuse counseling, Medicaid, Medicare, health insurance, fuel assistance, Section 8 Housing and the AIDS Drug Assistance Programs (ADAP) administered by the New Hampshire Department of Health and Human Services CARE Program.

CDBG funds will be used to partially cover the salaries and benefits of the Medical Case Managers, program director and financial administrator. The services provided by ARS Client Services Department directly benefit Dover residents, of which 86 % are at low or very low incomes, receive the medical care necessary for them to maintain their health and obtain HIV viral suppression.

Please indicate who prepared the overall cost estimate for the activity. Executive Director and Director of Finance

NARRATIVE – *PUBLIC FACILITY* PROJECT ONLY

Please provide the following information for the proposed project *(not the organization)*:

Describe the nature of the project:

Describe how the project will ultimately benefit Dover low/moderate income individuals or Dover presumed benefit populations :

Proposed project starting date:

Proposed project completion date:

Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.):

Note: Written estimates, based upon the information provided above, are required and must be submitted with this application. Estimates must be prepared by qualified individuals/companies. Please include three estimates.

PERFORMANCE OUTCOME MEASURES	
Provide the *outcomes* proposed & the *method of measurement*. You may list multiple outcomes.	
Outcome	**Measurement**
Example 1: Decrease in number of "latch-key kids" Example 2: Decreased dependence on emergency care facilities for non-emergency care of low/mod adults	**Example 1: # of children who participate in afterschool program Example 2: Increase in number of low/mod income residents that seek care from health program.**
95% of clients maintain stable and satisfactory housing	Number of clients in stable and satisfactory housing divided by total number of clients
90 % of clients will have a HIV viral load <200 copies/Ml at last viral load test during the measurement year.	Number of clients with viral load <200 copies/ml divided by number of clients with HIV diagnosis with a at least one HIV viral test in the measurement year.

DESCRIPTION OF ORGANIZATION

Please provide a description for the organization or agency that is undertaking the activity or project.

AIDS Response Seacoast (ARS) is a non-profit, community based HIV/AIDS Service Organization dedicated to providing direct assistance, education and advocacy for persons living with and affected by HIV/AIDS. ARS provides services to clients at all stages of HIV infection that live in Rockingham and Strafford counties in New Hampshire as well as providing educational programs throughout New Hampshire. It is the mission of ARS to support and assist those infected and affected by HIV/AIDS in maintaining a high quality of life through direct assistance and advocacy and to prevent the spread of new infections by promoting safer practices and education for local and regional communities.

AUDIT AND EVALUATION

Does your organization have an annual CPA audit or other financial statement? Yes

If yes, please submit most recent audit or financial statements as an attachment to this application.

Is your organization evaluated by outside agencies or programs? Yes

If yes, please note the agency/program and how often the evaluation occurs.

- New Hampshire Department of Health and Human Services, Bureau of Infectious Disease Control – Program and fiscal audit done annually

- Boston Public Health Commission, HIV/AIDS Services Division (administering agency for Ryan White CARE Act for Boston Eligible Metropolitan Area (EMA) – Program and fiscal audit annually

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
Raymond Ouellette	Rollinsford
David Steady	Portsmouth
Art Nicholson	Portsmouth
Betsy Melanson	Portsmouth
Kathy Jerram	Hampton

BUDGET-PLEASE SEE ATTACHED

Use box 1 or 2 below to provide a budget. Include all proposed expenses. Note: Documentation must be kept that clearly tracks the use of the CDBG funds for the requested activities.

1. Public Services (Non-Construction Projects)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET:			

AIDS Response Seacoast
Client Services Department - Program Budget
FY 2022

LINE ITEM DESCRIPTION:	DOVER FUNDS REQUESTED	OTHER FUNDING	TOTAL
Client Services Dept. Staff Salaries	$ 7,200.00	$ 173,000.00	$ 180,200.00
Program Manager			
Medical Case Manager 1			
Medical Case Manager 2			
Financial Administrator			
Payroll Taxes & Fringe Benefits	$ 1,890.00	$ 47,499.00	$ 49,389.00
Clinical Supervision & Consultants	$ -	$ 4,350.00	$ 4,350.00
Direct Financial Assistance to Clients			
Shelter Assistance	$ -	$ 40,750.00	$ 40,750.00
Food & Nutrition	$ -	$ 25,500.00	$ 25,500.00
Client Transportation	$ -	$ 5,250.00	$ 5,250.00
Other Client Support	$ -	$ 16,000.00	$ 16,000.00
Supplies - Office and PC	$ -	$ 2,294.00	$ 2,294.00
Copying & Printing	$ -	$ 2,000.00	$ 2,000.00
Postage	$ -	$ 750.00	$ 750.00
Audit & Professional Fees	$ -	$ 5,000.00	$ 5,000.00
Insurance	$ -	$ 3,841.00	$ 3,841.00
Telephone & Internet	$ -	$ 3,800.00	$ 3,800.00
Equipment Maintenance & Repairs	$ -	$ 1,200.00	$ 1,200.00
Training and Conferences	$ -	$ 200.00	$ 200.00
Case Managers Travel - Home Visits	$ -	$ 815.00	$ 815.00
Rent	$ -	$ 18,725.00	$ 18,725.00
Direct Department Overhead	$ 910.00	$ 24,026.00	$ 24,936.00
Total	$ 10,000.00	$ 375,000.00	$ 385,000.00

Additional Housing Support -

In addition to the support shown above, AIDS Response Seacoast coordinates through a program titled "Housing Opportunities for People With AIDS" (HOPWA) for approximately **$86,000** annually in direct housing and utilities assistance for our clients. These funds are administered directly and are not part of our financial statements.
(See Note 5 of Audited Financials)

2. Public Facilities: (Project)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Hard Costs Note: Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

FUNDING SOURCES-PLEASE SEE ATTACHED

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested.*

Funding Source (Name(s) of funding source(s))	**Committed, Pending or Proposed Amount ($):**		**Total Amount ($)**	**Explanation**
Federal:	Committed: Pending: Proposed:			
State:	Committed: Pending: Proposed:			
Local:	Committed: Pending: Proposed:			
Private:	Committed: Pending: Proposed:			
Portsmouth CDBG:	Committed: Pending: Proposed:			

AIDS RESPONSE SEACOAST
PROJECTED OTHER FUNDING SOURCES - CLIENT SERVICES DEPARTMENT PROGRAM
FOR FISCAL YEAR ENDING JUNE 30, 2022
All Pending

FEDERAL GRANTS		
Boston Public Health Ryan White Funding	$ 130,172	
UW EFSP - Rockingham	$ 2,500	
UW EFSP - Strafford	$ 2,500	
HOPWA - Housing Opportunities for People With AIDS	$ 27,240	
Portsmouth CDBG	$ 9,925	
Dover CDBG *(Not Included)*	$ -	
		$ 172,337
STATE GRANTS & MUNICIPALITIES		
Taskforce - NH DHHS Client Services	$ 109,663	
Portsmouth Social Services	$ 5,000	
Local Municipalities	$ 15,000	
		$ 129,663
FOUNDATIONS :		
Broadway Cares	$ 7,500	
Bretton Woods Tele Co.	$ 1,500	
PhRMA & Gilead	$ 8,000	
		$ 17,000
DONATIONS -Restricted		
In Kind Donation Food	$ 10,000	
In Kind - Other Client Support	$ 3,000	
		$ 13,000
OTHER RESTRICTED FUNDS AVAILABLE		$ 43,000
TOTALS		**$ 375,000**

NOTE:
Does not include funds that would be requested from Dover CDBG

Rochester CDBG:	Committed: Pending: Proposed:			
Other:	Committed: Pending: Proposed:			
Total:	Committed: Pending: Proposed:			

Organizational Commitment: For public facility projects (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization will be contributing to the project.

Funding Source (Name of Parent Organization)	**Committed, Pending or Proposed Amount ($)**		**Explanation**
	Committed: Pending: Proposed:		
Total:			

AGENCY BUDGET-PLEASE SEE ATTACHED

Please provide a breakdown of your *organization's* overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from to	**Current Year**	**Next Year (projected)**
REVENUES		
Federal Funds		
State Funds		
Foundations/Private Contributions		
United Way		
Fundraising or other income		
Other (describe)		
Community Dev. Block Grant (include anticipated request)		
TOTAL REVENUE		
EXPENSES		
Salaries		
Fringe Benefits		
Supplies (include printing/copying)		
Travel		

AIDS RESPONSE SEACOAST
ANNUAL BUDGET
PERIOD JULY 1 TO JUNE 30

Revenue Sources	CURRENT YEAR ENDING June 30, 2021	PROJECTED ENDING June 30, 2022
Federal Grants	$ 172,600	$ 182,337
State Grants & Municipalities	$ 127,800	$ 129,663
Foundations	$ 12,000	$ 17,000
Special Events / Fundraising	$ 33,000	$ 20,000
Charitable Donations	$ 50,000	$ 38,000
Restricted Funds Available	$ 29,600	$ 43,000
Interest Income	$ -	$ -
Total	**$ 425,000**	**$ 430,000**

Expenses	June 30, 2021	June 30, 2022
Salaries	$ 222,000	$ 228,000
Payroll Taxes & Fringe Benefits	$ 57,000	$ 60,425
Clinical Supervision & Consultants	$ 4,000	$ 4,350
Direct Financial Assistance		
Shelter Assistance	$ 34,000	$ 40,750
Food and Nutritional Suppliments	$ 32,000	$ 25,500
Client Transportation	$ 4,000	$ 5,250
Other Client Support	$ 17,000	$ 16,000
Speaker Honorariums/ Educ.Programing	$ 800	$ -
Supplies - Office	$ 4,000	$ 2,400
Copying and Printing	$ 2,300	$ 2,300
Telephone and Internet	$ 3,500	$ 4,000
Training and Conferences	$ 1,000	$ 400
Travel	$ 2,000	$ 900
Insurance	$ 4,000	$ 4,300
Equipment Expense		
Equipment Rentals	$ 200	$ -
Equipment Purchase and Repairs - Office	$ 1,000	$ 1,400
Postage	$ 1,500	$ 850
Rent	$ 22,000	$ 21,025
Advertising	$ 100	$ 100
Dues and Subscriptions	$ 800	$ 600
Professional Fees/Consultants	$ 8,200	$ 7,000
Bank Charges	$ 100	$ 100
Miscellaneous	$ 500	$ 1,000
Fundraising Event Costs	$ 3,000	$ 3,350
Agency Overhead	$ -	$ -
Total	**$ 425,000**	**$ 430,000**

Training		
Communications		
Audit		
Property Maintenance		
Service Contracts		
Construction Supplies/Materials		
Other (describe)		
TOTAL EXPENSES		
NET (Income - Expenses)		

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS-PLEASE SEE ATTACHED

	Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CDFA Number	Pass-Through Entity's Identifying Number	Passed Through to Subrecipient	Total Federal Expenditures
U.S. Dept. of	[Agency Name]			$	$
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$	$
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
U.S. Dept. of	[Agency Name]			$	$
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$	$
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
U.S. Dept. of	[Agency Name]			$	$
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$	$
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
Total Expenditure of Federal Awards				***$***	***$***
NH Dept. of	[Agency Name]			$	$
	[Program Name}				
Total NH Dept. of	[Agency Name]			$	$
NH Dept. of	[Agency Name]			$	$
	[Program Name}				
Total NH Dept. of	[Agency Name]			$	$
NH Dept. of	[Agency Name]			$	$
	[Program Name}				
Total NH Dept. of	[Agency Name]			$	$

	Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CDFA Number	Pass-Through Entity's Identifying Number	Passed Through to Subrecipient	Total Federal Expenditures
U.S. Dept. of	HRSA				$655,876,000
Direct Program	Ryan White Part A	Unknown	Unknown		
Passed Through	Boaston Public Health Commission	93.914	Unknown	$130,172	$14,894,764
	RW HIV/AIDS Program				
Total U.S. Dept. of	**HRSA**			**$130,172**	**$670,770,764**
U.S. Dept. of	FEMA	97.024	Unknown	$5,000	Unknown
Direct Program	Emergency Food and Shelter				
Passed Through	United Way	Unknown	Unknown	$5,000	Unknown
	EFSP				
Total U.S. Dept. of	**FEMA**			**$5,000**	**Unknown**
U.S. Dept. of	HUD				
Direct Program	Housing Opportunities for People Living With AIDS				
Passed Through	Merrimack Valley Assistance Program	Unknown	Unknown	$27,240	$23,811,493
Total U.S. Dept. of	**HUD**			**$27,240**	**$23,811,493**
U.S. Dept. of	HUD				
Direct Program	CDBG			$9,925	Unknown
Passed Through	Portsmouth				
Total U.S. Dept. of	**HUD/CDBG**			**$9,925**	**Unknown**
Total Expenditures of Federal Awards				$172,337	$694,683,257
NH Dept. of	Health and Human Services	Unknown	Unknown	$109,663	$1,283,280,435
	Ryan White Part B				
Total NH Dept. of	**Health and Human Services**			**$109,663**	**$1,283,280,435**
Local Assistance:	Various			$20,000	$0
Total Local Assistance:	**Various**			**$20,000**	**$0**
Total State and Local Awards				***$129,663***	***$1,283,280,435***
TOTAL FEDERAL, STATE, & LOCAL ASSISTANCE				**$302,000**	**$1,977,963,692**

Local Assistance:	[Agency Name]			$	$
	[Program Name]				
Total Local Assistance:	[Agency Name]			$	$
Total State and Local Awards				**$**	**$**
TOTAL FEDERAL, STATE, & LOCAL ASSISTANCE				**$**	**$**

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND THAT IT CONTAINS NO FALSIFICATIONS, MISREPRESENTATIONS, INTENTIONAL OMISSIONS, OR CONCEALMENT OF MATERIAL FACTS.

Richard B. Wagner
SIGNATURE

11/17/2020
DATE

RICHARD B. WAGNER
PRINTED NAME

EXECUTIVE DIRECTOR
TITLE

FFATA Checklist (contracts $25,000 and over)

The Federal Funding Accountability and Transparency Act (FFATA) require the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. As part of this, the City of Dover's CDBG program requires all agencies that meet the following thresholds to report when the agencies:

- had a gross income, from all sources, over $300,000 in the agency's previous tax year, **and**
- have been awarded $25,000 and over.

Please check box, sign and date below and return form if your agency does not meet the above thresholds. ☒

To Be Filled Out By Dover CDBG Staff	
Award title descriptive of the funding action	
CFDA program number for grant	14.218
Program source	CDBG
Amount of award	
To Be Filled Out By Agency	
Name of agency receiving award	
Address of the entity including:	
Place of performance including:	
Congressional district	
Total compensation and names of top five executives*	**1.**
	2.
	3.
	4.
	5.
DUNS number	
Central Contractors Registration (CCR) number**	

***Must give total compensation and names of top five executives if:**
(1) More than 80% of annual gross revenues are from the federal government, and those revenues are greater than $25M annually, **and** (2) Compensation information is not already available through reporting to the SEC. **Note: Because CCR registration expires annually, grantees are required to update their CCR information annually.

How do you get a DUNS number?
The unique identifier used in reporting to FFATA is the entity's Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. For subgrantees, OMB has issued interim final guidance requiring such recipients to obtain a valid DUNS number.
DUNS numbers may be requested via the web at: http://fedgov.dnb.com/webform

****What is a CCR and how do you register?**
CCR stands for Central Contractor Registration, which is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.
The link to information needed to register and become familiar with CCR is provided below.
Registration information: http://www.ccr.gov/startregistration.aspx

Richard A. Wagner
Signature of Authorized Person

11/17/2020
Date

Executive Director
Title

AIDS Response Seacoast
Dover CDBG F/Y 2022
Measurement Goal 1

Table 9: Housing / Living Arrangement

	Male	Female	Transgender	# Clients	%
Permanent housing	64	23	2	89	97.8%
Transitional housing	0	0	0	0	0%
Emergency shelter	0	0	0	0	0%
Substance abuse treatment facility	1	0	0	1	1.1%
Psychiatric facility	0	0	0	0	0%
Incarcerated	0	0	0	0	0%
Temporarily staying at a family/friend's residence	1	0	0	1	1.1%
Place not meant for human habitation	0	0	0	0	0%
Other	0	0	0	0	0%
Total	66	3		91	100%

AIDS Response Seacoast
Dover CDBG F/Y 2022
Measurement Goal 2

Goal 1	90% of clients will have had a HIV viral load <200 copies/mL at last HIV viral load test during the measurement year		
Measurement Dates:	(Q4) 07/01/2019 – 06/30/2020		
Your Agency Achieved:	(Q4) 91.18%	**Statewide ASOs Achieved:**	(Q4) 92.59%
Numerator:	Number of patients in the denominator with a HIV viral load <200 copies/mL at last HIV viral load test during the measurement year		(Q4) 93
Denominator:	Number of patients, regardless of age, with a diagnosis of HIV with at least one HIV viral load test in the measurement year		(Q4) 102

Agency Narrative:

ARS case managers work with clients to carefully monitor viral loads to help clients work toward viral suppression. Case managers work with clients who are not virally suppressed to identify and if possible, help to overcome barriers to care.

☐ Technical Assistance Requested

ARS
AIDS Response Seacoast

COMPASSION | CARE | PREVENTION

November 17, 2020

Re: FY 2020 Audited Financial Report

ARS is awaiting the most current Financial Report for FY 2020, which is currently being completed by our auditing firm. The report should be available shortly, at which time I will immediately forward to the City of Dover. In the interim, we have enclosed our FY 2019 Financial Report.

Please contact me should you have any questions. Thank you for your patience.

Regards,

Richard B. Wagner
Executive Director

James A. Sojka, CPA*

Sheryl A. Pratt, CPA***

Michael J. Campo, CPA, MACCY

Scott T. Eagen, CPA, CFE

Donna M. LaClair, CPA**

Ashley J. Miller-Klem, CPA, MSA

Tyler A. Paine, CPA***

Kyle G. Gingras, CPA

Ryan T. Gibbons, CPA, CFE

Derek M. Barton, CPA

Sylvia Y. Petro, MSA, CFE

*Also licensed in Maine
**Also licensed in Massachusetts
***Also licensed in Vermont

Communication of No Material Weaknesses in a Separate Report

November 25, 2019

To the Board of Directors and Management
AIDS Response – Seacoast
Portsmouth, New Hampshire

In planning and performing our audit of the financial statements of AIDS Response – Seacoast as of and for the year ended June 30, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered AIDS Response – Seacoast's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of management, The Board of Directors, and others within the Organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Plodzik & Sanderson

Plodzik & Sanderson, PA

AIDS RESPONSE - SEACOAST

FINANCIAL REPORT

JUNE 30, 2019 AND 2018

AIDS RESPONSE - SEACOAST

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JUNE 30, 2019 AND 2018

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
AIDS Response - Seacoast
Portsmouth, New Hampshire

We have audited the accompanying financial statements of AIDS Response - Seacoast (a non-stock nonprofit corporation), which comprise the statements of financial position as of June 30, 2019 and 2018, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of AIDS Response - Seacoast as of June 30, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

November 25, 2019

Plodzik & Sanderson
Professional Association

PLODZIK & SANDERSON, P.A.
Certified Public Accountants
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AIDS RESPONSE - SEACOAST
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2019 AND 2018

ASSETS

	2019	2018
CURRENT ASSETS		
Cash and cash equivalents	$ 126,313	$ 152,675
Grants receivable	49,336	40,441
Prepaid expenses	830	1,070
Inventory - food pantry	3,000	3,000
Total current assets	179,479	197,186
PROPERTY AND EQUIPMENT		
Office equipment and computers	53,182	53,182
Furniture and fixtures	12,025	12,025
Leasehold improvements	1,626	1,626
	66,833	66,833
Less accumulated depreciation	66,833	66,833
	-	-
TOTAL ASSETS	$ 179,479	$ 197,186

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accrued expenses	$ 17,120	$ 16,560
NET ASSETS		
Without donor restrictions		
Net investment in property and equipment	-	-
Undesignated	125,834	150,605
	125,834	150,605
With donor restrictions	36,525	30,021
Total net assets	162,359	180,626
TOTAL LIABILITIES AND NET ASSETS	$ 179,479	$ 197,186

The notes to financial statements are an integral part of these statements.

AIDS RESPONSE - SEACOAST
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED JUNE 30, 2019

	WITHOUT DONOR RESTRICTIONS	WITH DONOR RESTRICTIONS	2019 TOTAL
OPERATING REVENUE			
Grant revenue	$ 279,323	$ -	$ 279,323
Event revenue	18,626	-	18,626
Municipal revenue	13,698	-	13,698
	311,647	-	311,647
SUPPORT			
Cash donations	19,296	7,500	26,796
Donated materials and services	19,993	-	19,993
	39,289	7,500	46,789
NET ASSETS RELEASED FROM RESTRICTIONS			
Satisfaction of program restrictions	996	(996)	-
TOTAL REVENUE AND SUPPORT	351,932	6,504	358,436
OPERATING EXPENSES			
Program services:			
Client services	331,068	-	331,068
Education	6,108	-	6,108
Total program services	337,176	-	337,176
Fundraising	9,953	-	9,953
Management and general	29,602	-	29,602
TOTAL OPERATING EXPENSES	376,731	-	376,731
INCREASE (DECREASE) IN NET ASSETS FROM OPERATING ACTIVITIES	(24,799)	6,504	(18,295)
NONOPERATING ACTIVITIES			
Interest income	28	-	28
INCREASE (DECREASE) IN NET ASSETS	(24,771)	6,504	(18,267)
NET ASSETS - BEGINNING	150,605	30,021	180,626
NET ASSETS - ENDING	$ 125,834	$ 36,525	$ 162,359

The notes to financial statements are an integral part of these statements.

AIDS RESPONSE - SEACOAST
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED JUNE 30, 2018

	WITHOUT DONOR RESTRICTIONS	WITH DONOR RESTRICTIONS	2018 TOTAL
OPERATING REVENUE			
Grant revenue	$ 272,406	$ -	$ 272,406
Event revenue	16,027	-	16,027
Municipal revenue	14,998	-	14,998
	303,431	-	303,431
SUPPORT			
Cash donations	74,857	15,000	89,857
Donated materials and services	29,786	-	29,786
	104,643	15,000	119,643
NET ASSETS RELEASED FROM RESTRICTIONS			
Satisfaction of program restrictions	13,268	(13,268)	-
TOTAL REVENUE AND SUPPORT	421,342	1,732	423,074
OPERATING EXPENSES			
Program services:			
Client services	343,560	-	343,560
Education	7,526	-	7,526
Total program services	351,086	-	351,086
Fundraising	12,713	-	12,713
Management and general	27,350	-	27,350
TOTAL OPERATING EXPENSES	391,149	-	391,149
INCREASE IN NET ASSETS FROM OPERATING ACTIVITIES	30,193	1,732	31,925
NONOPERATING ACTIVITIES			
Interest income	27	-	27
INCREASE IN NET ASSETS	30,220	1,732	31,952
NET ASSETS - BEGINNING	120,385	28,289	148,674
NET ASSETS - ENDING	$ 150,605	$ 30,021	$ 180,626

The notes to financial statements are an integral part of these statements.

AIDS RESPONSE - SEACOAST
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2019

	Program Services		Total Program Services	Fundraising	Management and General	Total
	Client Services	Education				
Salaries	$ 203,328	$ 3,688	$ 207,016	$ 3,688	$ 7,376	$ 218,080
Payroll tax expense	17,072	305	17,377	305	623	18,305
Fringe benefits	24,177	-	24,177	-	15,760	39,937
Contracted services						
Contracted educational services	3,600	-	3,600	-	-	3,600
Direct financial assistance						
Shelter assistance	16,591	-	16,591	-	-	16,591
Food	23,645	-	23,645	-	-	23,645
Client transportation expense	1,126	-	1,126	-	-	1,126
Other client support	3,109	-	3,109	-	-	3,109
Client social activities	-	-	-	-	-	-
Honorariums	-	-	-	-	-	-
Supplies	2,767	147	2,914	147	294	3,355
Copying and printing	1,868	85	1,953	85	171	2,209
Telephone and internet	3,186	171	3,357	171	372	3,900
Training and conferences	246	-	246	-	-	246
Travel	1,525	-	1,525	-	-	1,525
General insurance	3,444	217	3,661	217	433	4,311
Equipment expense						
Equipment rentals	-	-	-	-	120	120
Equipment purchase and repairs	435	-	435	-	-	435
Postage	908	30	938	30	60	1,028
Rent	17,440	1,090	18,530	1,090	2,178	21,798
Advertising	-	-	-	-	-	-
Dues and subscriptions	110	-	110	-	706	816
Professional fees	6,491	300	6,791	300	1,310	8,401
Bank Charges	-	-	-	-	100	100
Miscellaneous	-	75	75	-	99	174
Fundraising event costs	-	-	-	3,920	-	3,920
Totals	$ 331,068	$ 6,108	$ 337,176	$ 9,953	$ 29,602	$ 376,731

The notes to financial statements are an integral part of these statements.

AIDS RESPONSE - SEACOAST
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2018

	Program Services		Total Program Services	Fundraising	Management and General	Total
	Client Services	Education				
Salaries	$ 201,130	$ 3,643	$ 204,773	$ 3,643	$ 7,285	$ 215,701
Payroll tax expense	17,375	310	17,685	310	626	18,621
Fringe benefits	23,025	-	23,025	-	13,816	36,841
Contracted services						
Contracted educational services	3,600	-	3,600	-	-	3,600
Direct financial assistance						
Shelter assistance	20,126	-	20,126	-	-	20,126
Food	28,643	-	28,643	-	-	28,643
Client transportation expense	2,017	-	2,017	-	-	2,017
Other client support	8,934	-	8,934	-	-	8,934
Client social activities	180	-	180	-	-	180
Honorariums	-	850	850	-	-	850
Supplies	2,414	515	2,929	98	196	3,223
Copying and printing	2,430	87	2,517	87	173	2,777
Telephone and internet	2,692	160	2,852	160	344	3,356
Training and conferences	150	-	150	-	-	150
Travel	1,278	82	1,360	-	-	1,360
General insurance	3,445	215	3,660	215	429	4,304
Equipment expense						
Equipment rentals	-	-	-	-	120	120
Equipment purchase and repairs	465	-	465	-	-	465
Postage	1,843	30	1,873	30	60	1,963
Rent	17,212	1,076	18,288	1,076	2,152	21,516
Advertising	-	-	-	-	-	-
Dues and subscriptions	300	-	300	-	618	918
Professional fees	6,301	290	6,591	290	1,261	8,142
Bank charges	-	-	-	-	100	100
Miscellaneous	-	268	268	-	170	438
Fundraising event costs	-	-	-	6,804	-	6,804
Totals	$ 343,560	$ 7,526	$ 351,086	$ 12,713	$ 27,350	$ 391,149

The notes to financial statements are an integral part of these statements.

AIDS RESPONSE - SEACOAST
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2019 AND 2018

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	$ (18,267)	$ 31,952
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation	-	-
Changes in assets and liabilities:		
(Increase) decrease in grants receivable	(8,895)	(880)
(Increase) decrease in prepaid expenses	240	131
Increase (decrease) in inventory	-	1,000
Increase (decrease) in accrued expenses	560	1,381
Net cash provided by (used in) operating activities	(26,362)	33,584
Cash and cash equivalents:		
Beginning	152,675	119,091
Ending	$ 126,313	$ 152,675

The notes to financial statements are an integral part of these statements.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

AIDS Response - Seacoast (The Organization) is a non-stock, nonprofit corporation and is exempt for federal income tax purposes under Section 501(c) (3) of the Internal Revenue Code. The Organization has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualifies for deductible contributions as provided in Section 17(b) (1) (A) (VI).

Activities and Program Services

The Organization was formed to provide education, advocacy, referral, and other services to people whose lives are affected by the human immunodeficiency virus (HIV) at its various stages. Its service area encompasses the greater metropolitan area of Rockingham and Strafford Counties in New Hampshire and Southern York County in Maine. A description of the Organization's major classes of programs is as follows:

Client Services - To provide direct assistance and coordination of benefits by third parties to people both infected and/or affected by HIV/AIDS.

Education - To prevent new infections by offering educational programs and materials to the community.

Basis of Accounting

The Organization prepares its financial statements in accordance with accounting principles generally accepted in the United States of America, which involves the application of accrual accounting; consequently, revenues and gains are recognized when earned, and expenses and losses are recognized when incurred.

Financial Statement Presentation

The Organization reports information regarding its financial position and activities according to two classes of net assets that are based upon the existence or absence of restrictions on use that are placed by the donor.

Net assets consist of the following:

Without donor restrictions – net assets that are not restricted by donor-imposed stipulations and, therefore, are available to carry out the Organization's operations. Net assets without donor restrictions also include those net assets that are limited as to their use by action of the Board of Directors.

With donor restrictions – net assets resulting from contributions and other inflows of assets whose use by the Organization is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the Organization pursuant to those stipulations. When such stipulations end or are fulfilled, such net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Income Taxes

The Organization is a non-profit corporation determined to be exempt from Federal income taxes under the Internal Revenue Code, Section 501(c)(3), and is not a private foundation within the meaning of Section 509(a).

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America includes the use of estimates that affect the financial statements. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

For purposes of reporting the statement of cash flows, the Organization considers all cash accounts and all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents. As of June 30, 2019 and 2018, the Organization maintained cash equivalents of $126,313 and $152,675, respectively.

Property and Equipment

Property and equipment are recorded at cost when purchased and fair market value when donated. Equipment purchases at a cost greater than $1,500 are capitalized, and equipment purchases at a cost less than $1,500 are expensed in the year of purchase. Depreciation is calculated using the straight-line method over the following estimated useful lives:

	Years
Office equipment and computers	3 - 7
Furniture and fixtures	3 - 5
Leasehold improvements	2 - 39
Vehicle	5

Revenue Recognition and Restricted Grant Revenues

Contributions received are recorded as with or without donor restrictions, depending on the existence and/or nature of any donor restrictions.

Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends, or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the Statement of Activities as net assets released from restrictions. The Organization reports gifts of land, buildings, and equipment as support without donor restrictions unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as support with donor restrictions. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

The Organization considers restricted grant revenues whose restrictions have been met in the same reporting period to be unrestricted revenue. The Organization has numerous reimbursement grants. The revenue on these grants is recognized as the costs are incurred.

Donated Services

Numerous volunteers have donated significant amounts of time to the Organization's program services and fundraising efforts. The fair value of these services has not been recognized as revenue in the financial statements because they did not meet the criteria for recognition.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Expenses are also charged to each program based on direct expenses incurred or estimated usage.

Advertising Costs

The Organization expenses all advertising costs as incurred in accordance with the American Institute of Certified Public Accountants Statement of Position 93-7, *Reporting on Advertising Costs*.

Accounting for Income Taxes

The Organization considers the provisions of Financial Accounting Standards Board (FASB) Accounting Standards Codification Topic (ASC) 740-10 *Accounting for Uncertainty in Income Taxes.* The purpose of this topic is to clarify whether non-profit organizations may include tax benefits from uncertain tax positions in their financial statements. The Organization records a liability for uncertain tax positions when it is probable that a loss has been incurred and the amount can be reasonably estimated. The Organization recognizes interest accrued related to unrecognized tax benefits in interest expense and penalties in operating expenses. The Organization is no longer subject to U.S. federal and state informational return examinations by tax authorities for years before 2016. The Organization has evaluated its tax positions and concludes that there are no tax positions it has taken which if challenged would result in a material effect on the financial statements.

NOTE 2 – NEW ACCOUNTING PRONOUNCEMENT

In August 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) No. 2016-14, Not-for-Profit Entities (Topic 958): Presentation of Financial Statements for Not-for-Profit Entities (ASU 2016-14). The ASU amends the current reporting model for not-for-profit organizations and requires certain additional disclosures. The significant changes include:

- Requiring the presentation of two net asset classes classified as "net assets without donor restrictions" and "net assets with donor restrictions",
- Requiring the use of the placed in-service approach to recognize the satisfaction of restrictions on gifts used to acquire or construct long-lived assets, absent explicit donor stipulations otherwise;
- Requiring that all not-for-profits present an analysis of expenses by function and nature in a separate statement or in the notes to the financial statements;
- Requiring disclosure of quantitative and qualitative information on liquidity;
- Presenting investment return net of external and direct internal investment expenses; and
- Modifying other financial statement reporting requirements and disclosures intended to increase the usefulness to the reader.

ASU 2016-14 is effective for the Organization's fiscal year beginning July 1, 2018, and the Organization has applied the amendments retrospectively as required by the standard. A presentation of net assets as previously reported as of June 30, 2018 and 2017, and as required under ASU 2016-14 follows:

	June 30, 2018			
		Presentation under ASU 2016-14		
	As Previously Presented	Without Donor Restrictions	With Donor Restrictions	Total
Net Assets				
Unrestricted				
Net investment in property and equipment	$ -	$ -	$ -	$ -
Undesignated	150,605	150,605	-	150,605
Temporarily restricted	30,021	-	30,021	30,021
Total net assets	$ 180,626	$ 150,605	$ 30,021	$ 180,626

	June 30, 2017			
		Presentation under ASU 2016-14		
	As Previously Presented	Without Donor Restrictions	With Donor Restrictions	Total
Net Assets				
Unrestricted				
Net investment in property and equipment	$ -	$ -	$ -	$ -
Undesignated	120,385	120,385	-	120,385
Temporarily restricted	28,289	-	28,289	28,289
Total net assets	$ 148,674	$ 120,385	$ 28,289	$ 148,674

NOTE 3 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

As part of the Organization's liquidity management, the Organization structures its financial assets to be available as its general operations, liabilities and other obligations require. The Organization has $175,649 of financial assets available within one year of the statement of financial position date to meet cash needs for general expenditures, consisting of cash of $126,313 and grants receivable of $49,336. None of the financial assets are subject to donor or contractual restrictions that make them unavailable for general expenditure within one year of the statement of financial position date. Additionally, as discussed in Note 6, the Organization maintains a $35,000 line of credit, of which all remained available on June 30, 2019.

NOTE 4 - INVENTORY — FOOD PANTRY

The Organization maintains a food pantry for the benefit of its clients. Inventory is recorded at cost for items purchased and fair value for items donated. Inventory as of June 30, 2019 and 2018, is valued at $3,000 and $3,000, respectively.

NOTE 5 – ACCRUED EXPENSES

Accrued expenses are comprised as follows:

	2019	2018
Accrued payroll	$ 8,560	$ 8,280
Accrued earned time	8,560	8,280
	$ 17,120	$ 16,560

NOTE 6 - LINE OF CREDIT

The Organization has a $35,000 line of credit with Citizens Bank which matures December 31, 2019. Amounts borrowed under this agreement bear interest at 1.0% above the Wall Street Journal Prime Rate (6.5% at June 30, 2019). At June 30, 2019 and 2018, the Organization had no amounts outstanding on the line of credit. The line is secured by cash held in an account at the same financial institution. Funds in that account totaled $125,738 and $145,712 at June 30, 2019 and 2018, respectively.

NOTE 7 - OPERATING LEASES

The Organization leased space from the City of Portsmouth under an agreement dated November 13, 1998, which was renegotiated on August 8, 2012 and terminated on September 30, 2018. The lease required annual rent of $21,843. Rent was due in monthly installments of $1,820. On August 23, 2018, the Organization entered into a new lease agreement with the City of Portsmouth commencing October 1, 2018 and terminating September 30,

2023. The lease requires annual rent of $20,992. Rent is due in monthly installments of $1,749. Total rent expense in these financial statements under these leases amounts to $21,798 and $21,515 for the years ended June 30, 2019 and 2018, respectively. The lease may be terminated with 30 days prior written notice. Annual rent is renegotiated each September 1 and is calculated on a formula based on the lessor's operating costs of the building, and square footage utilized by the Organization.

The Organization leases a copier machine at $146 per month for 60 months. The term of this lease is August 1, 2016 through July 31, 2021. Total equipment rental expense in these financial statements amounts to $1,746 and $1,746 for the years ended June 30, 2019 and 2018, respectively, and is included under the expense caption "Copying and printing."

The Organization leased a postage meter at $32 per month for 36 months. The term of the lease was January 25, 2015 through January 25, 2018. During March 2017, the Organization renewed this lease at the same rate for 51 months, through June 30, 2021. Total postal meter rental expense in these financial statements amounts to $380 and $380 for the years ended June 30, 2019 and 2018, respectively, and is included under the expense caption "Postage."

Future minimum lease payments under these leases, assuming future calculations of the office space lease remain constant and the office space will be utilized for the full term of the lease, are as follows:

For the year ending June 30,	
2020	$ 23,331
2021	23,118
2022	21,138
2023	20,992
2024	5,248
Thereafter	-
Total	$ 93,827

NOTE 8 – ADDITIONAL HOUSING SUPPORT

AIDS Response - Seacoast coordinates for its clients with Merrimack Valley Assistance Program (MVAP) in Concord, New Hampshire, for direct housing support for their clients. Total support for the years ended June 30, 2019 and 2018 was $86,150 and $69,173, respectively. Funds are provided by the Department of Housing and Urban Development (HUD) through a program titled "Housing Opportunities for People with AIDS" (HOPWA). These funds are not reflected in the financial statements of the organization.

NOTE 9 – CURRENT VULNERABILITY DUE TO CONCENTRATIONS AND CONTINGENCIES

Concentration

AIDS Response – Seacoast receives a substantial amount of its support in the form of grant revenues from the State of New Hampshire and the Federal government under the Ryan White Care Act, Part A, and other programs. It is reasonably possible that in the near term these contracts could cease, which would cause a severe impact on the Organization and its ability to continue in its present capacity.

Grant Contingency

Amounts received or receivable from grantor agencies are subject to audit and adjustment by such grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenses which may be disallowed by the grantor cannot be determined at this time, although the Organization expects such amounts, if any, to be immaterial.

NOTE 10 - NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions are comprised of the following:

	June 30	
	2019	2018
Broadway Cares	$ 36,525	$ 30,021

NOTE 11 – SUBSEQUENT EVENTS

The Organization has evaluated subsequent events through November 25, 2019, the date the financial statements were available to be issued, and have not evaluated events after that date. No subsequent events were identified that would require disclosure in the financial statements for the year ended June 30, 2019.

APPLICATION

APPLICANT INFORMATION	
Organization Cooperative Alliance for Seacoast Transportation (COAST)	**Tax ID** 02-0362579
Name of Program or Project Alliance for Community Transportation	
Name of Executive Director Rad Nichols	
Mailing Address 42 Sumner Dr, Dover, NH 03820 **Physical Address** 42 Sumner Dr, Dover, NH 03820	
Contact Person Jeff Donald	**Phone** 603-516-0796
E-Mail info@communityrides.org	**Website** www.communityrides.org
Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)* X 501(c)(3) ☐ For-profit authorized under 570.201(o) ☐ Unit of Government ☐ Faith-based Organization ☐ Institution of Higher Education ☐ Other (Explain):	
Tax ID # 02-0362579	
***DUNS #** 005905067	***SAM Expiration Date** 12/29/20

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 4,000
Provide a very brief summary of the *activity* or *project* for which the funds are requested. Keep responses to one or two sentences (*i.e. After School Care for K-4th grade students. Repair of homeless shelter roof.*) Operate TripLink, a regional transportation call center; operate Community Rides, a free service providing transportation to healthcare for seniors and individuals with disabilities; provide staffing for Regional Coordination Council to provide greater access to community transportation resources.

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. Services are provided throughout Strafford County, eastern Rockingham County, Wakefield, and Brookfield.

BENEFICIARIES

Beneficiaries:

For FY 2022 (7/1/2021 – 6/30/2022) please provide the *estimated* number of unduplicated Dover beneficiaries that will benefit from this CDBG funded activity or project, not necessarily your entire client population (Note: these numbers will be monitored during the funding year): 20 - 30

For FY 2020 (7/1/2019 – 6/30/2020) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population: 17 Dover residents rode Community Rides and 99 Dover residents rode COAST's ADA Paratransit service.

Were Dover CDBG funds used to fund this activity or project in FY 2021 (7/1/2020 – 6/30/2021): No

If so, how much?

Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) Older adults and individuals with disabilities in need of transportation.

NARRATIVE – *PUBLIC SERVICE* ACTIVITY ONLY

Please provide a detailed description for the proposed activity *(not the organization)*. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals. . The Alliance for Community Transportation and COAST operate TripLink, a regional transportation call center. TripLink provides information and referral services to individuals looking for transportation services. ACT also operates Community Rides. Community Rides provides non-emergency medical transportation to seniors and individuals with disabilities if they do not qualify for another service such as COAST ADA Paratransit. Rides are provided by COAST, Rockingham Nutrition, and the Community Action Partnership of Strafford County. In FY20, Community Rides provided 95 rides to 17 Dover residents. This represents 34% of this program's riders and 21% of its total rides. We expect demand for these services to increase as clients schedule care that had been deferred due to the pandemic.

ACT is the Regional Coordination Council for Community Transportation for Strafford County (RCC), eastern Rockingham County, Wakefield, and Brookfield. RCC's around the state consist of transportation providers, social service agencies, healthcare providers, and regional planning commissions. They work to improve and expand transportation options for older adults and individuals with disabilities. ACT helped to establish a volunteer driver program serving rural communities and launched TripLink, a coordinated call center. TripLink helps agencies operate more efficiently and professionally, by consolidating call-taking, scheduling, and dispatching services at one agency. TripLink manages these services for COAST, Ready Rides, Rockingham Nutrition & Meals on Wheels, and Community Rides, and will add the Community Action Partnership of Strafford County's senior shuttle in autumn 2020.

ACT and TripLink are supported by Federal Transit Administration (FTA) funding, transit agencies, and grant funding. While most of the funding for these programs are provided by the FTA, 20% local match is required to leverage the federal dollars. ACT also requests financial support from philanthropic foundations, hospitals, and others.

This program benefits Dover residents by ensuring seniors and individuals with disabilities have access to a robust transportation network that will allow to continue living in their community by providing reliable access to health care, grocery shopping, and other essential services. TripLink helps callers to find the services that they need, including COAST's ADA Paratransit, Community Rides, and Strafford CAP's senior shuttle. TripLink also provides advice on how to ride the bus, as it is often more cost-effective and can be ridden without clients having to call and request a ride. Community Rides provides rides to medical care for those who would otherwise often go without care.

Please indicate who prepared the overall cost estimate for the activity. Jeff Donald

NARRATIVE – *PUBLIC FACILITY* PROJECT ONLY

Please provide the following information for the proposed project (*not the organization):*

Describe the nature of the project:

Describe how the project will ultimately benefit Dover low/moderate income individuals or Dover presumed benefit populations :

Proposed project starting date:

Proposed project completion date:

Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.):

Note: Written estimates, based upon the information provided above, are required and must be submitted with this application. Estimates must be prepared by qualified individuals/companies. Please include three estimates.

PERFORMANCE OUTCOME MEASURES

Provide the *outcomes* proposed & the *method of measurement*. You may list multiple outcomes.

Outcome	Measurement
Example 1: Decrease in number of "latch-key kids" Example 2: Decreased dependence on emergency care facilities for non-emergency care of low/mod adults	**Example 1: # of children who participate in afterschool program Example 2: Increase in number of low/mod income residents that seek care from health program.**
Seniors and individuals with disabilities can remain living in their communities	Number of rides provided by Community Rides and Strafford CAP, and number of unduplicated clients
Seniors and individuals with disabilities can remain living in their communities	Number of new clients who register for a transportation service
Seniors and individuals with disabilities have access to health care	Number of rides provided to medical facilities and percentage of trip requests fulfilled

DESCRIPTION OF ORGANIZATION

Please provide a description for the organization or agency that is undertaking the activity or project. The Cooperative Alliance for Seacoast Transportation (COAST) is a regional public transit system serving the Seacoast since 1982. COAST is a nonprofit agency governed by a board of directors comprised of the communities served, planning commission, and local agencies. COAST serves as ACT's Lead Agency and fiscal sponsor.

The Alliance for Community Transportation (ACT) is the state-designated Regional Coordination Council for Community Transportation, serving southeastern. ACT's mission is to facilitate the implementation of coordinated community transportation and to encourage the development of improved and expanded regional community transportation services. ACT is comprised of transportation providers, regional planning commissions, healthcare providers, and social service agencies.

AUDIT AND EVALUATION
Does your organization have an annual CPA audit or other financial statement? Yes
If yes, please submit most recent audit or financial statements as an attachment to this application.
Is your organization evaluated by outside agencies or programs? Yes
If yes, please note the agency/program and how often the evaluation occurs. The Federal Transit Administration performs a triennial review.

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
David Sandmann	Greenland
Juliet T.H. Walker	Newburyport, MA
Dennis Shanahan	Dover
Arthur Capello	Nottingham
Scott Bogle	Durham
Adam Causey	Biddeford, ME
Denis Hebert	Newington
Margaret Joyce	Nottingham
Valerie Labrie	Rochester
Colin Lentz	Rochester
Martin Pepin	Somersworth
Michael Scala	Rochester
David Sharples	Hampton
Maria Stowell	Stratham
Shelley Winters (ex officio)	Concord
Thomas Wright	Berwick, ME

BUDGET

Use box 1 or 2 below to provide a budget. Include all proposed expenses. Note: Documentation must be kept that clearly tracks the use of the CDBG funds for the requested activities.

1. Public Services (Non-Construction Projects)			
	A	**B**	**A + B**
	Rochester CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Community Transportation Manager	$998.11	$63,979.89	$64,978
TripLink Supervisor	$738.02	$47,307.98	$48,046
TripLink Reservationist	$683.95	$43,842.05	$44,526
TripLink Reservationist	$373.44	$23,937.56	$24,311

Executive Director (allocated portion)	$61.44	$3938.56	$4,000
Other:			
Fringe	$1,145.05	$73,398.95	$74,544
TOTAL PROPOSED BUDGET:	**$6,000**	**$254,404**	**$260,404**

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested*.

Funding Source (Name(s) of funding source(s))	**Committed, Pending or Proposed Amount ($):**		**Total Amount ($)**	**Explanation**
Federal: FTA 5310 and 5307	Committed: Pending: Proposed:	**$208,323**	**$208,323**	**The ACT region receives an annual allocation of FTA funds via NHDOT. The Notice of Availability will be posted in December 2020. Grants will be submitted in February 2021 for the July 1, 2021 – June 20, 2022 fiscal year.**
State:	Committed: Pending: Proposed:			
Local: Tufts Health Plan Foundation	Committed: Pending: Proposed:	**$9,462**	**$9,462**	
Private:	Committed: Pending: Proposed:			
Portsmouth CDBG:	Committed: Pending: Proposed:			
Rochester CDBG:	Committed: Pending: Proposed:	**$6,000**		**We are applying for FY22 for the first time.**
Other:	Committed: Pending: Proposed:	**$32,619**	**$32,618**	**TripLink partner support provided by COAST, RNMOW, Ready Rides, and Strafford CAP.**
Total:	Committed: Pending: Proposed:			

Organizational Commitment: For public facility projects (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization will be contributing to the project.

Funding Source (Name of Parent Organization)	**Committed, Pending or Proposed Amount ($)**		**Explanation**
	Committed: Pending: Proposed:		
Total:			

AGENCY BUDGET

Please provide a breakdown of your *organization's* overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

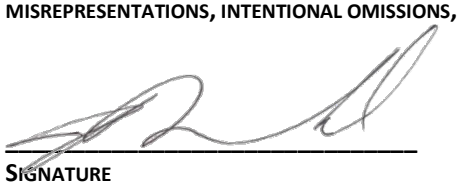
Budget Period: from July 1 to June 30	**Current Year**	**Next Year (projected)**
REVENUES		
Federal Funds	$405,399	$350,384
State Funds		$70,000
Foundations/Private Contributions	$61,885	$10,472
United Way		
Fundraising or other income		
Other (describe) TripLink Partner Support	$37,900	$37,900
Rochester Community Dev. Block Grant		$6,000
Community Dev. Block Grant (include anticipated request)		$4,000
Partner Match for Purchased Transportation		$23,125
NonCash Revenue	$53,028	$46,150
TOTAL REVENUE	$558,212	$548,031
EXPENSES		
Salaries	$186,007	$185,860
Fringe Benefits	$73,827	$74,544
Supplies (include printing/copying)	$6,450	$6,450
Travel	$1,000	$1,000
Training		
Communications	$2,830	$3,000
Audit		
Property Maintenance		
Service Contracts	$32,558	$33,527
Construction Supplies/Materials		
Other (describe) Purchased Transportation	$202,512	$197,500

NonCash Expense	$53,028	$46,150
TOTAL EXPENSES	$558,212	$548,031
NET (Income - Expenses)		**0**

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

	Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CDFA Number	Pass-Through Entity's Identifying Number	Passed Through to Subrecipient	Total Federal Expenditures
U.S. Dept. of	Transportation (FTA)				
Direct Program	FTA 5310				
Passed Through	NHDOT	20.513		$325,284	$325,284
U.S. Dept. of	Transportation (FTA)	20.507		$25,000	$25,00
Direct Program	FTA 5307				
Passed Through	[Entity Name]			$	$
	[Program Name]				
U.S. Dept. of	FHWA/FTA				
Direct Program	STPBG				
Passed Through	NHDOT			$70,000	$70,000
	[Program Name]				
Total U.S. Dept. of	Transportation			$350,384	$350,384
Total Expenditure of Federal Awards				***$420,384***	***$420,384***
Local Assistance*	Varied Sources			$81,497	$81,497
Total State and Local Awards				***$81,497***	***$81,497***
TOTAL FEDERAL, STATE, & LOCAL ASSISTANCE				**$548,031**	**$548,031**

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND THAT IT CONTAINS NO FALSIFICATIONS, MISREPRESENTATIONS, INTENTIONAL OMISSIONS, OR CONCEALMENT OF MATERIAL FACTS.



SIGNATURE

11/17/2020
DATE

JEFFREY S. DONALD
PRINTED NAME

COMMUNITY TRANSPORTATION MANAGER
TITLE

FFATA Checklist (contracts $25,000 and over)

The Federal Funding Accountability and Transparency Act (FFATA) require the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. As part of this, the City of Dover's CDBG program requires all agencies that meet the following thresholds to report when the agencies:

- had a gross income, from all sources, over $300,000 in the agency's previous tax year, **and**
- have been awarded $25,000 and over.

Please check box, sign and date below and return form if your agency does not meet the above thresholds. ☐

To Be Filled Out By Dover CDBG Staff	
Award title descriptive of the funding action	
CFDA program number for grant	14.218
Program source	CDBG
Amount of award	
To Be Filled Out By Agency	
Name of agency receiving award	Cooperative Alliance for Seacoast Transportation
Address of the entity including:	42 Sumner Dr., Dover, NH 03820
Place of performance including:	
Congressional district	NH-1
Total compensation and names of top five executives*	**1.**
	2.
	3.
	4.
	5.
DUNS number	005905067
Central Contractors Registration (CCR) number**	

***Must give total compensation and names of top five executives if:**
(1) More than 80% of annual gross revenues are from the federal government, and those revenues are greater than $25M annually, **and** (2) Compensation information is not already available through reporting to the SEC. **Note: Because CCR registration expires annually, grantees are required to update their CCR information annually.

How do you get a DUNS number?
The unique identifier used in reporting to FFATA is the entity's Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. For subgrantees, OMB has issued interim final guidance requiring such recipients to obtain a valid DUNS number.
DUNS numbers may be requested via the web at: http://fedgov.dnb.com/webform

****What is a CCR and how do you register?**
CCR stands for Central Contractor Registration, which is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.
The link to information needed to register and become familiar with CCR is provided below.
Registration information: http://www.ccr.gov/startregistration.aspx

Signature of Authorized Person

November 18, 2020
Date

Executive Director
Title

Internal Revenue Service

Department of the Treasury

District Director

P.O. Box 1680, GPO Brooklyn, N.Y. 11202

Date: OCT 0 1 1984

Cooperative Alliance for Seacoast Transportation
1 Water Street
Exeter, NH 03833

Employer Identification Number:
02-0362579
Our Letter Dated:
August 31, 1982
Person to Contact:
H. Lawrence
Contact Telephone Number:
(617) 223-6434

Gentlemen:

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code, because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi). Your exempt status under section 501(c)(3) of the Code is still in effect.

Grantors and contributors may rely on this determination until the Internal Revenue Service publishes notice to the contrary. However, a grantor or a contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 170(b)(1)(A)(vi) status, or acquired knowledge that the Internal Revenue Service has given notice that you would be removed from classification as a section 170(b)(1)(A)(vi) organization.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

District Director

cc:

F.G. BRIGGS, JR., CPA
PROFESSIONAL ASSOCIATION

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Manchester, New Hampshire 03104

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MEMBERS OF THE
AMERICAN INSTITUTE OF
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MEMBER FIRM OF AICPA
PRIVATE COMPANIES
PRACTICE SECTION

January 6, 2020

To the Board of Directors and Management of the
Cooperative Alliance for Seacoast Transportation

We have audited the financial statements of the Cooperative Alliance for Seacoast Transportation for the year ended September 30, 2019, and have issued our report thereon dated January 6, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated October 24, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Cooperative Alliance for Seacoast Transportation are described in Note 1 to the financial statements. As described in Note 1, the Organization changed accounting policies related to the presentation of donor restricted net assets by adopting FASB Accounting Standards Update (ASU) No. 2016-14, Presentation of Financial Statements of Not-for-Profit Entities, in 2019. Accordingly, the accounting change has been retrospectively applied to prior periods presented as if the policy had always been used.. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

> Management's estimate of earned grant income is based on interpretation of grant documents and allowable expenditures. We evaluated the key factors and assumptions used to develop the accrual of grant income in determining that it is reasonable in relation to the financial statements taken as a whole.

Continued

Management's calculation of the functional expense allocation is primarily based on the estimate of employees' time spent on the various cost centers. We evaluated the key factors and assumptions used to develop the functional expense allocation in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit. However, additional time was spent analyzing contribution and exchange transactions to determine appropriate treatment under Generally Accepted Accounting Principles.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 6, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Continued

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors and management of the Cooperative Alliance for Seacoast Transportation and is not intended to be, and should not be, used by anyone other than these specified parties.

F.G. BRIGGS, JR., CPA
PROFESSIONAL ASSOCIATION

COOPERATIVE ALLIANCE FOR SEACOAST TRANSPORTATION
SUMMARY OF AUDIT DIFFERENCES
9/30/19

Unadjusted audit differences	**Current Year Over/(Under) Revenue**
In compliance with nonprofit GAAP, contributions should be recorded when granted.	
Contributions not recorded as revenue	$ (68,106)
Effect on expenses	$ (68,106)

COOPERATIVE ALLIANCE
FOR SEACOAST TRANSPORTATION

FINANCIAL STATEMENTS
AND SUPPLEMENTAL DATA

FOR THE YEARS ENDED
SEPTEMBER 30, 2019 AND 2018

COOPERATIVE ALLIANCE FOR SEACOAST TRANSPORTATION

FINANCIAL STATEMENTS AND SUPPLEMENTAL DATA

FOR THE YEARS ENDED SEPTEMBER 30, 2019 AND 2018

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PRIVATE COMPANIES
PRACTICE SECTION

INDEPENDENT AUDITOR'S REPORT

January 6, 2020

To the Board of Directors
Cooperative Alliance for Seacoast Transportation

Report on the Financial Statements

We have audited the accompanying financial statements of the Cooperative Alliance for Seacoast Transportation (a nonprofit organization), which comprise the statements of financial position as of September 30, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Cooperative Alliance for Seacoast Transportation as of September 30, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of grant expenditures are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards,* we have also issued our report dated January 6, 2020, on our consideration of the Cooperative Alliance for Seacoast Transportation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Cooperative Alliance for Seacoast Transportation's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Cooperative Alliance for Seacoast Transportation's internal control over financial reporting and compliance.

F. G. BRIGGS, JR., CPA
PROFESSIONAL ASSOCIATION

COOPERATIVE ALLIANCE FOR SEACOAST TRANSPORTATION

STATEMENTS OF FINANCIAL POSITION

SEPTEMBER 30, 2019 AND 2018

ASSETS

	2019	2018
Assets		
Cash and equivalents	$ 868,437	$ 668,943
Accounts receivable - grants	345,407	299,178
Accounts receivable - other	151,516	126,637
Prepaid expenses	77,267	33,963
Inventories	92,033	98,304
Structures and equipment, net	4,090,867	4,975,600
TOTAL ASSETS	$ 5,625,527	$ 6,202,625

LIABILITIES AND NET ASSETS

Liabilities		
Accounts payable	$ 157,347	$ 70,227
Accrued expenses	388,814	284,177
Refundable advances	50,791	9,081
TOTAL LIABILITIES	596,952	363,485
Net Assets		
Net assets without donor restrictions	5,028,575	5,839,140
Total Net Assets	5,028,575	5,839,140
TOTAL LIABILITIES AND NET ASSETS	$ 5,625,527	$ 6,202,625

See Notes to Financial Statements

COOPERATIVE ALLIANCE FOR SEACOAST TRANSPORTATION

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED SEPTEMBER 30, 2019 AND 2018

	2019	2018
NET ASSETS WITHOUT DONOR RESTRICTIONS		
Support		
Federal grants - operating and planning	$ 3,341,403	$ 3,104,499
State and local match - operating and planning	1,435,177	1,300,171
Ridership revenue	815,876	783,191
Advertising revenue	224,678	266,530
Other revenue	14,936	7,008
Interest income	4,517	604
Total Without Donor Restrictions Support	5,836,587	5,462,003
Expenses		
Program	5,827,675	5,692,963
Administration	925,801	663,063
Fundraising	24,574	25,036
Total Expenses	6,778,050	6,381,062
Change in Net Assets from Operations	(941,463)	(919,059)
Other Changes		
Federal grants - capital	130,898	600,437
Local match - capital	-	41,549
Total Other Changes	130,898	641,986
Change in Net Assets Without Donor Restrictions	(810,565)	(277,073)
Net Assets Without Donor Restrictions, Beginning of Year	5,839,140	6,116,213
Net Assets Without Donor Restrictions, End of Year	$ 5,028,575	$ 5,839,140

See Notes to Financial Statements

COOPERATIVE ALLIANCE FOR SEACOAST TRANSPORTATION

STATEMENT OF FUNCTIONAL EXPENSES

SEPTEMBER 30, 2019

	Transit	Maintenance	Other Program	Total Program	Admin-istration	Fund-raising	Total Supporting Services	Total Expenses
Drivers' salaries	$ 1,297,130	$ -	$ -	$ 1,297,130	$ -	$ -	$ -	$ 1,297,130
Supervisor salaries	839,664	308,651	289,368	1,437,683	256,380	13,796	270,176	1,707,859
Payroll taxes	157,281	22,464	22,139	201,884	17,700	1,055	18,755	220,639
Benefits	325,273	80,465	69,838	475,576	97,387	3,404	100,791	576,367
Employee separation	-	-	-	-	80,000	-	80,000	80,000
Insurance and other fees	69,064	399,864	-	468,928	28,519	-	28,519	497,447
Advertising	30,685	-	22,672	53,357	74,852	-	74,852	128,209
Consulting services	4,734	-	5,000	9,734	162,376	-	162,376	172,110
Mechanical services	-	88,986	-	88,986	-	-	-	88,986
Other services	25,573	2,441	46,629	74,643	15,145	-	15,145	89,788
Facilities cleaning	202	8,878	-	9,080	12,160	-	12,160	21,240
Fuel/oil	422,111	-	-	422,111	-	-	-	422,111
Tires, parts and supplies	44,511	150,844	-	195,355	-	-	-	195,355
Occupancy	-	38,283	14,280	52,563	24,030	2,970	27,000	79,563
Dues and subscriptions	1,844	-	1,356	3,200	5,827	-	5,827	9,027
Travel and training	14,025	668	6,289	20,982	7,487	-	7,487	28,469
Telephone	9,295	-	-	9,295	12,282	-	12,282	21,577
Office supplies	36,214	120	29,414	65,748	27,093	3,349	30,442	96,190
Depreciation	928,537	12,883	-	941,420	104,563	-	104,563	1,045,983
Total Expenditures	$ 4,206,143	$ 1,114,547	$ 506,985	$ 5,827,675	$ 925,801	$ 24,574	$ 950,375	$ 6,778,050

See Notes to Financial Statements

COOPERATIVE ALLIANCE FOR SEACOAST TRANSPORTATION

STATEMENTS OF CASH FLOWS

FOR THE YEARS ENDED SEPTEMBER 30, 2019 AND 2018

	2019	2018
Cash Flows From Operating Activities		
Change in net assets	$ (810,565)	$ (277,073)
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation	1,045,983	980,289
(Increase) decrease in accounts receivable	(71,108)	69,026
(Increase) decrease in inventories	6,271	(24,281)
(Increase) decrease in prepaid expense	(43,304)	5,216
Increase (decrease) in accounts payable	87,120	(4,844)
Increase (decrease) in accrued expenses	104,637	(5,694)
Increase (decrease) in refundable advances	41,710	(14,286)
Total Adjustments	1,171,309	1,005,426
Net cash provided by (used for) operating activities	360,744	728,353
Cash Flows For Investing Activities		
Payments for the purchase of property and equipment	(161,250)	(716,995)
Net cash used for investing activities	(161,250)	(716,995)
Net increase (decrease) in cash and cash equivalents	199,494	11,358
Cash and equivalents, beginning of year	668,943	657,585
Cash and equivalents, end of year	$ 868,437	$ 668,943

See Notes to Financial Statements

COOPERATIVE ALLIANCE FOR SEACOAST TRANSPORTATION

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2019

NOTE 1: NATURE OF THE ORGANIZATION

Cooperative Alliance for Seacoast Transportation (COAST) is organized as a Public Nonprofit Corporation and was formed in 1982 to promote and provide public mass transportation for southeastern New Hampshire. The organization provides administrative, planning, para-transit, and coordination services. COAST receives approximately 58% of its funding directly from the federal government. The balance of its funding comes from local sources, primarily municipalities served by the transit routes.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The accompanying financial statements have been prepared in accordance with the Standards of Accounting and Financial Reporting for Not-for-Profit Organizations as promulgated by the American Institute of Certified Public Accountants. They are stated on the accrual basis and include all material accounts receivable and payable.

Recent Accounting Pronouncements

In August 2016, the Financial Accounting Standards Board (FASB) issued ASU 2016-14, "Presentation of Financial Statements of Not-for-Profit Entities." This standard requires that net assets be reported in two classes. It also requires the Organization to disclose qualitative information on how the entity manages its available liquid resources and the related liquidity risk. The Organization is required to provide qualitative information that communicates the availability of current financial assets on the date of the statement of financial position. This includes cash needs for general expenditures within one year of the date of the statement of financial position. The Organization is required to report information about all expenses, by nature and function, in one location. Lastly, the Organization elected to adopt ASU 2016-14 as of and for the year ended September 30, 2019.

Financial Statement Presentation

The Organization follows the recommendation of the Financial Accounting Standards Board as applicable to not-for-profit organizations. Under these standards, the Organization is required to report information regarding its financial position and activities according to two classes of net assets, as applicable: net assets with donor restrictions or net assets without donor restrictions.

Descriptions of the two net asset categories are as follows:

Net Assets with Donor Restrictions

The part of net assets of a not-for-profit entity that is subject to donor-imposed restrictions (donors include other types of contributors, including makers of certain grants).

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Net Assets without Donor Restrictions
The part of net assets of a not-for-profit that is not subject to donor-imposed restrictions (donors include other types of contributors, including makers of certain grants).

A donor-imposed restriction is a donor stipulation (donors include other types of contributors, including makers of certain grants) that specifies a use for a contributed asset that is more specific than broad limits resulting from the following:

a. The nature of the not-for-profit entity (NFP)
b. The environment in which it operates
c. The purposes specified in its articles of incorporation or bylaws or comparable documents for an unincorporated association.

The Organization reflects all resources used for operations as net assets without donor restrictions since any restricted revenues are generally received and spent in the same year.

Receivables
No allowance for doubtful accounts has been reflected since management believes all accounts receivable to be collectible. Accounts receivable will be considered delinquent based on the contractual terms of the agreement. COAST does not assess interest on outstanding or past-due balances.

Fixed Assets
Structures and equipment are stated at cost if purchased or fair market value if contributed. Depreciation is recorded on the straight-line method over a two to twenty-five year period. Expenditures for additions, renewals and betterments of buildings and equipment, unless of a relatively minor amount, are capitalized. Expenditures for maintenance and repairs are expensed as incurred.

Inventory
Inventory, which consists of fuel and bus parts, is stated at the lower of cost or market.

Income taxes
No income tax provision has been included in the financial statements of COAST since it is a not-for-profit entity exempt from income tax under Section 501(c)(3) of the Internal Revenue Code. It has been classified as an organization that is not a private foundation. COAST has analyzed its tax positions and has determined that there are no unrecognized tax obligations to record.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Cash Equivalents

For purposes of the statement of cash flows, COAST considers all unrestricted, highly liquid investments with an initial maturity of three months or less to be cash equivalents.

Functional Allocation of Expenses

The costs of providing various programs and supporting services are summarized on a functional basis in the statement of activities. Expenses are directly charged to the appropriate activity, where feasible. The financial statements report certain categories of expenses that are attributable to more than one program or supporting function. Therefore, they may require allocation on a reasonable basis that is consistently applied. This basis included personnel cost allocations which are based on the estimates of time and effort.

Contributed Services

The value of contributed service of transit drivers is included in these statements. The value of contributed services of other volunteers is not reflected in these statements since there is no objective measurement available for such services.

Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, and reported revenues and expenses.

Advertising

The Organization expenses advertising costs as incurred.

Reclassifications

Certain amounts and accounts from the prior year's financial statements were reclassified to enhance comparability with the current year's financial statements.

NOTE 3: LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The following reflects the Organization's financial assets as of the balance sheet date, reduced by amounts not available to meet cash needs for general expenditures within one year. The Organization's working capital and cash flows have variations during the year primarily due to the inconsistent collections of accounts receivable.

As part of the Organization's liquidity management plan, funds in excess of general requirements are invested in a money market account.

NOTE 3: LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS (continued)

Financial assets at year-end:	2019
Cash and equivalents	$ 868,437
Accounts and grants receivable	496,923
Total	$ 1,365,360

NOTE 4: CONCENTRATION OF CREDIT RISK

COAST maintains two bank accounts with First Seacoast Bank that at times exceed the Federal Deposit Insurance Corporation (FDIC) limit of $250,000. At September 30, 2019, the bank balance was $873,108.

The majority of the funding for COAST is received directly from the Federal Government. Accounts receivable at September 30, 2019 includes $210,699 from the Federal Government and $134,708 from the State of New Hampshire.

NOTE 5: STRUCTURES AND EQUIPMENT

Structures and equipment consist of the following components at September 30, 2019 and 2018.

	2019	2018
Structures, land and leasehold improvements	$ 1,085,910	$ 1,088,260
Equipment, vehicles and furniture	9,584,517	9,581,806
Amenities and miscellaneous	527,083	527,083
	11,197,510	11,197,149
Accumulated depreciation	(7,106,643)	(6,221,549)
	$ 4,090,867	$ 4,975,600

Included in these figures are four vehicles which are not currently used in operations by COAST. The vehicles are used by community agencies in the provision of transit services for the elderly and disabled. COAST retains the title to these vehicles and would take possession of the vehicles if these services were to cease. The book value of these vehicles at September 30, 2019 and 2018 was $57,414 and $112,500, respectively.

NOTE 6: REFUNDABLE ADVANCES

COAST recognizes conditional income from grants as services are provided and conditions are met. Funds received in advance are recorded as refundable advances.

NOTE 7: OPERATIONS

Transit operation expenditures are detailed in the Supplemental Data "Grant Expenditures - Operating Grants." Costs are recorded in accordance with the FTA as set forth in its National Transit Database Uniform System of Accounts. Reimbursement rates are 50%, 80% or 85%. Preventive maintenance and facility expenses are included in maintenance.

NOTE 8: PENSION PLAN

COAST set up a SIMPLE pension plan during the year ended September 30, 2002. The organization matches employee contributions up to three percent of salaries. The cost for the years ended September 30, 2019 and 2018, respectively, were $40,320 and $39,059.

NOTE 9: CONTINGENT LIABILITIES

COAST receives money from the federal government under grants. Under the terms of these grants, COAST is required to use the money within the grant period for purposes specified in the grant proposals. If the expenditures of the grant were found not to be in compliance with the proposal, COAST might be required to repay the grantor's funds. The federal government also has an interest in equipment purchased with federal funds. Because specific amounts, if any, have not been determined by grantor agency audits as of September 30, 2019, no provision has been made for this contingency.

NOTE 10: COLLABORATION

During the year ended September 30, 2009, COAST and Stafford Network (a nonprofit organization) formed a working committee known as the Alliance for Community Transportation (ACT) for the purposes of establishing and advancing a transportation brokerage network in the area. COAST has agreed to receive grant funding and provide human resource and oversight of the Manager of Coordination Planning and Operations. COAST also provides dispatch and operational support. Planning expenditures for this project in the amount of $301,693, and related revenue of $282,786, are included in the financial statements for the year ended September 30, 2019.

NOTE 11: LEASE COMMITMENTS

During the year ended September 30, 2015, COAST engaged in a lease for rental of its office facilities. For the years ended September 30 2019 and 2018, the Organization incurred rent expense in the amount of $27,000 and was allotted contributions from the Lessor in the amount of $3,000. The lease also calls for the Company to pay a pro rata share of the utilities and internal maintenance and repairs. The lease agreement for the property expired on March 15, 2018 at which point a tenancy at will agreement began with the same terms of the original lease.

NOTE 12: SUBSEQUENT EVENTS

Subsequent events have been evaluated through January 6, 2020, which is the date the financial statements were available to be issued.

SUPPLEMENTAL DATA

COOPERATIVE ALLIANCE FOR SEACOAST TRANSPORTATION

SUPPLEMENTAL DATA

FOR THE YEAR ENDED SEPTEMBER 30, 2019

Grant Expenditures - Operating Grants

	Transit	Maintenance	Total Operations	Admin-istration & Fundraising	Total Expenses
Drivers' salaries	$ 1,297,130	$ -	$ 1,297,130	$ -	$ 1,297,130
Supervisor salaries	839,664	308,651	1,148,315	270,176	1,418,491
Payroll taxes	157,281	22,464	179,745	18,755	198,500
Benefits	325,273	80,465	405,738	100,791	506,529
Employee separation	-	-	-	80,000	80,000
Insurance and other fees	69,064	399,864	468,928	28,519	497,447
Advertising	30,685	-	30,685	74,852	105,537
Consulting services	4,734	-	4,734	162,376	167,110
Mechanical services	-	88,986	88,986	-	88,986
Other services	25,573	2,441	28,014	15,145	43,159
Facilities cleaning	202	8,878	9,080	12,160	21,240
Fuel/oil	422,111	-	422,111	-	422,111
Tires, parts and supplies	44,511	150,844	195,355	-	195,355
Occupancy	-	38,283	38,283	27,000	65,283
Dues and subscriptions	1,844	-	1,844	5,827	7,671
Travel and training	14,025	668	14,693	7,487	22,180
Telephone	9,295	-	9,295	12,282	21,577
Office supplies	36,214	120	36,334	30,442	66,776
Depreciation	928,537	12,883	941,420	104,563	1,045,983
Total Expenditures	$ 4,206,143	$ 1,114,547	$ 5,320,690	$ 950,375	$ 6,271,065

Federal Match	
NH-90-X199	$ 200,000
NH-2017-009	2,719,773
Total Match	$ 2,919,773

See Notes to Financial Statements

COOPERATIVE ALLIANCE FOR SEACOAST TRANSPORTATION

SUPPLEMENTAL DATA

FOR THE YEAR ENDED SEPTEMBER 30, 2019

Grant Expenditures - Other Grants

	ACT Regional Coordination	Financial & Strategic Planning	Travel Demand Management	Total Operations
Administrative Expenditures				
Salaries	$ -	$ 56,025	$ -	$ 56,025
Payroll taxes	-	4,641	-	4,641
Advertising	135	-	-	135
Consulting services	-	5,000	-	5,000
Office supplies	-	13,500	-	13,500
Program Expenditures				
Salaries	171,990	-	61,353	233,343
Payroll taxes	12,416	-	5,082	17,498
Benefits	47,170	-	22,668	69,838
Advertising	3,648	-	18,889	22,537
Other services	40,444	-	6,185	46,629
Occupancy	13,500	-	780	14,280
Dues and subscriptions	-	-	1,356	1,356
Travel and training	2,391	-	3,898	6,289
Office supplies	-	-	15,914	15,914
Total Expenditures	$ 291,694	$ 79,166	$ 136,125	$ 506,985

Federal Match	
NH-2017-009	$ 243,563
Pass-Through State of New Hampshire	
NH-1385-2019	94,041
NH-1385-2018	84,026
	178,067
Total Match	$ 421,630

See Notes to Financial Statements

COOPERATIVE ALLIANCE FOR SEACOAST TRANSPORTATION

SUPPLEMENTAL DATA

FOR THE YEAR ENDED SEPTEMBER 30, 2019

Grant Expenditures - Capital Grants

Capital Expenditures		
Vehicles	$	44,645
Structures and improvements		17,479
Equipment		9,568
Software		89,558
Total Expenditures	$	161,250
Federal Match		
NH-90-X199	$	13,652
NH-2017-009		117,246
Total Match	$	130,898

See Notes to Financial Statements

APPLICATION

APPLICANT INFORMATION	
Organization Behavioral Health and Developmental Services of Strafford County, Inc. d/b/a Community Partners	**Tax ID** 02-0366120
Name of Program or Project Rental Assistance	
Name of Executive Director Brian Collins	
Mailing Address 113 Crosby Road, Suite 1, Dover, NH 03820 **Physical Address** 113 Crosby Road, Suite 1, Dover, NH 03820	
Contact Person Elizabeth Fourar-Laidi	**Phone** (603) 516-9321
E-Mail eflaidi@communitypartnersnh.org	**Website** www.communitypartnersnh.org
Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)* **X** 501(c)(3) Government ☐ For-profit authorized under 570.201(o) ☐ Unit of ☐ Faith-based Organization ☐ Institution of Higher Education ☐ Other (Explain):	
Tax ID # 02-0366120	
***DUNS #** 149406691	***SAM Expiration Date** 7/22/.2021

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 10,080
Provide a very brief summary of the *activity* or *project* for which the funds are requested. Keep responses to one or two sentences (*i.e. After School Care for K-4th grade students. Repair of homeless shelter roof.*) Community Partners is requesting CDBG funds to provide security deposits, rental assistance, utilities assistance and basic necessities to individuals and families in Dover with mental illness or a developmental disability who are in threat of becoming homeless. This population is low-to-moderate income and often deals with mental illness or developmental disability. The goal of this program is to aid the target population in obtaining and maintaining permanent housing in Dover.

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. Community Partners' main office: 113 Crosby Road, Dover, NH 03820

BENEFICIARIES

Beneficiaries:

For FY 2022 (7/1/2021 – 6/30/2022) please provide the *estimated* number of unduplicated Dover beneficiaries that will benefit from this CDBG funded activity or project, not necessarily your entire client population (Note: these numbers will be monitored during the funding year): 30

For FY 2020 (7/1/2019 – 6/30/2020) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population: 25

Were Dover CDBG funds used to fund this activity or project in FY 2021 (7/1/2020 – 6/30/2021): None of the FY21 award as been used so far this year.

If so, how much?

Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) **Homeless, disabled, low-to-moderate income households**

NARRATIVE – *PUBLIC SERVICE* ACTIVITY ONLY

Please provide a detailed description for the proposed activity *(not the organization)*. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals. CDBG funds are critical in financing Community Partners' rental assistance services which affect low-to-moderate income households. Funds will be used to assist households in danger of losing housing. This may take the form of rental assistance, security deposits or utilities. Funds are needed for these households who may have lost jobs or experienced a health crisis preventing them from paying these bills. The funds will help Dover residents in need to stay in their homes, preventing the homelessness of an individual or a family with children and taking financial pressure off the city's welfare department. We expect an increase in requests due to the pandemic and landlords who can no longer hold back on evictions. Funds may be distributed unevenly throughout the year as they are disbursed as the need arises.

These funds will be administered through the Behavioral Health Adult Services and Developmental Services Case Management. The former works with individuals with severe and persistent mental illness who may need assistance in managing their daily lives. Services provided in this program include budgeting and financial management, including Representative Payee services if needed, nutrition planning and grocery shopping, vocational services and supports, social skills, supportive counseling, medication monitoring, home care and other life skills, and benefits planning.

Many of the clients in Behavioral Health Adult Services receive assistance with housing-related issues, including help with negotiation and communication with landlords, help with arranging seasonal payment plans to offset utility increases during the winter months, or education and guidance on appropriate tenant behavior (such as making timely rent payments and keeping the apartment clean).

The Developmental Services Case Management program works with adults with developmental disabilities, helping them to manage and coordinate benefits, residential and day programs and activities, and connecting them to mainstream resources. For individuals living independently, Case Managers will advocate for Community Support Services, which assist them with cleaning, shopping, budgeting, and other independent living skills.

All program participants will receive vocational assessments. If employment is a viable option, they will work with vocational staff and Vocational Rehabilitation, to find and secure a job. Vocational staff will assist with job development, job placement, and job coaching, and individuals with mental illness will utilize Supported Employment, an evidence-based practice currently in use at community mental health centers throughout the state.

In addition to employment, program participants will be required to apply for benefits. Their case manager will assist them with determining what benefits they are eligible to receive and will facilitate the application process. These resources may include, but are not limited to, Section 8, Fuel Assistance, Social Security Disability, Medicaid, TANF, and food stamps. Community Partners regularly makes coordinated referrals to the Dover Adult Learning Center, Community Action Partnership of Strafford County, and Goodwin Community Health Center, and can make referrals for education, child-care/parenting, and health programs.

The Agency staff has a positive relationship with the area homeless shelters and city welfare offices, and there is open communication regarding clients who may benefit from CDBG funds. The program continues to be a valuable source of financial support for people who need assistance in obtaining permanent housing. When one lacks safe and affordable housing, the experience has a significant impact on their mental and emotional health. Community Partners' Dover CDBG program helps to ensure that a vulnerable population will be at less risk.

Community Partners is grateful for the long-standing CDBG support of its Dover program, dating back to 2003. With CDBG funding, Community Partners has been able to effect great positive change for our homeless consumers and those at risk of homelessness in Dover. Over the past 16 years, our Dover CDBG program has impacted nearly 445 individuals, aiding them in securing permanent and affordable housing. We hope that we will be able to continue this important work in FY2022 with CDBG support.

Description of Need: CDBG dollars are critical in financing Community Partners' rental assistance services. The majority of our consumers are in the low to very low-income bracket, and many struggle to find decent, affordable housing for themselves or their family. The need for more affordable housing in Strafford County and Dover, NH is well documented. The 2018 New Hampshire Housing Finance Authority Residential Rental Cost Survey found that the median rent for a two-bedroom apartment, necessary for a family, was $1,347, an increase of 20% in the last 5 years for the state, and a 33.1% increase for Strafford County. According to the Cost Survey data, this is the fifth year there has been an increase in the median gross rent for a two-bedroom apartment in Strafford County. Increased rental rates, coupled with only a .75% vacancy rate, have converged to make affordable housing nearly impossible for vulnerable populations in our community. A vacancy rate of 4 to 5% is considered a balanced market for supply and demand. Income level required to afford a two-bedroom apartment is $53,900. This is 123% of the renter household median income. Thus, only 11% of two-bedroom units in New Hampshire are affordable to median income households.

When affordable housing is not available, many are forced into homelessness. According to the 2018 New Hampshire Coalition to End Homelessness Strafford County report, the overall number of homeless people in Strafford County has increased 45% from 2016 to 2018. These increases coupled with a decrease in median household income, an increase in gross rent and a reduced vacancy rate paints a concerning picture for the homeless of Strafford County. Family homelessness in Strafford county increased by 20% and the number of unsheltered homeless increased over the same time period by 150%. There are currently no figures for the pandemic time period.

Even in a better economic climate, the affordability of permanent housing is a constant struggle for the clients served by Community Partners. The vast majority of these individuals are reliant on Social Security Disability benefits as many are unable to work due to their disability. In 2019, the average monthly disability benefit was $1,197; this is barely enough to keep an individual above the poverty level (Social Security Administration) and not enough to cover even the rent portion of their expenses. . Individuals and families who are chronically homeless typically have complex and long-term health conditions, such as mental illness, substance use disorders, or physical disabilities. Once they become homeless, they may experience longer or repeated episodes of homelessness and have an increased difficulty returning to stable, long-term housing. This population which usually experiences chronic homelessness has increased by 67% from 2017 to 2019. The ever-increasing and staggering costs of an apartment can, oftentimes, exacerbate symptoms of mental illness and lead to further distress for people with disabilities. Providing a specialized funding stream for the populations that Community Partners serves alleviates the burden on City Welfare, leaving those funds for the general public, more of whom are finding they need assistance.

Community Partners' CDBG program will work to ensure that our Dover consumers are placed in sustainable, long-term housing. Consumers will work with Case Mangers to establish realistic housing goals, and secure placement in affordable housing. In addition, program participants will utilize CDBG funded security deposits and/or first month's rental payments to help establish themselves in their new residence. Consumers at risk of homelessness will be given the support needed to prevent eviction. Funds may also be used to help clients catch up with utility bills to avoid eviction or for basic needs to stay safe such as food, necessities and winter coats.

Please indicate who prepared the overall cost estimate for the activity. Suzanne Bagdasarian, CFO

NARRATIVE – *PUBLIC FACILITY* PROJECT ONLY

Please provide the following information for the proposed project (*not the organization):* N/A

Describe the nature of the project:

Describe how the project will ultimately benefit Dover low/moderate income individuals or Dover presumed benefit populations :

Proposed project starting date:

Proposed project completion date:

Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.):

Note: Written estimates, based upon the information provided above, are required and must be submitted with this application. Estimates must be prepared by qualified individuals/companies. Please include three estimates.

PERFORMANCE OUTCOME MEASURES

Provide the *outcomes* proposed & the *method of measurement*. You may list multiple outcomes.

Outcome	Measurement
Example 1: Decrease in number of "latch-key kids" Example 2: Decreased dependence on emergency care facilities for non-emergency care of low/mod adults	**Example 1: # of children who participate in afterschool program Example 2: Increase in number of low/mod income residents that seek care from health program.**
Decrease the number of people with mental illness or a disability at risk for homelessness	Number of people/families helped to retain their homes

DESCRIPTION OF ORGANIZATION

Please provide a description for the organization or agency that is undertaking the activity or project.

Community Partners has been in operation since September of 1982 as the Area Agency for Developmental Services in Strafford County. In 2001, we were also designated by the State of New Hampshire as the Community Health Center. and the ServiceLink location for Strafford County. In 2018 we began providing case management for the Choices for Independence waiver program.

The organization is overseen by the Board of Directors and executive officers with directors and managers in each department. The agency is now two years into a five year strategic plan with the intention of increasing the efficient delivery and quality of its programming. This agency wide examination has already proven to be valuable in developing innovative programming to our clients and their families during the pandemic.

Our mission is to connect our clients and their families to the opportunities and possibilities for full participation in their

communities. This feeds our vision to serve those who experience emotional distress, mental Illnesses, substance use disorders, developmental disabilities, chronic health needs, acquired brain disorder, as well as those in need of information and referral to access long term supports and services. We strive to be an organization that consistently delivers outstanding services and supports that are person-focused and dedicated to full participation in communities. We take leadership roles in educating our community network, families, and the public to reduce stigma and to increase self-determination and personal empowerment. We are committed to evidence-based and outcome-driven practices and invest in our staff to further professional development and foster an environment of innovation.

Behavioral Health Services include 24/7 crisis intervention services, group, individual and family therapy, youth and family services, community support programs for persons with severe and persistent illness, psychiatry, and medication monitoring. Developmental Services include case management; adult residential and day programs; community support services; and family support, including respite and transition planning, vocational supports, and nursing. Family Centered Early Supports and Services are also available for children from birth to age three with a developmental disability or delay and their families. The Partners in Health program is available for children with chronic health conditions.

Community Partners served over 4,200 individuals and families in Fiscal Year 2019; of this total, 525 (13%) were Dover residents.

AUDIT AND EVALUATION
Does your organization have an annual CPA audit or other financial statement? Yes
If yes, please submit most recent audit or financial statements as an attachment to this application. Attached
Is your organization evaluated by outside agencies or programs? Yes
If yes, please note the agency/program and how often the evaluation occurs. Community Partners is evaluated by the New Hampshire Bureau of Behavioral Health through quarterly billing reports, annual work plan submission, contractual outcomes and a formal re-approval process every five years, completed and approved through August 2021. The New Hampshire Bureau of Developmental Services requires monthly billing and attendance reports, strategic plan submission, and a formal re-designation process. In the past, this process occurred every five years, but it has recently shifted to an annual procedure. We are also required to achieve client outcomes for each funded program.

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
Kathleen Boisclair	E. Rochester, NH
Anthony Demers	Newfields, NH
Ann Landry	Dover, NH
Ken Muske	Portsmouth, NH
Phillip Vancelette	Rochester, NH
Kristine Baber	Dover, NH
Judge Daniel Cappiello	Barrington, NH
Wayne Goss	Dover, NH
Kerri Larkin	Dover, NH
Bryant Hardwick	Dover, NH
Tracy Hayes	Dover, NH
Sharon Reynolds	Dover, NH
Gary Gletow	Hampton, NH
Mark Santoski	Dover, NH
Maggie Wallace	Dover, NH

BUDGET

Use box 1 or 2 below to provide a budget. Include all proposed expenses. Note: Documentation must be kept that clearly tracks the use of the CDBG funds for the requested activities.

1. Public Services (Non-Construction Projects)			
	A **Dover CDBG Funds Requested**	B **Other Funding**	A + B **Total Proposed Budget**
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other: Rental assistance/Security Deposits/Utilities/Necessities	9,000	9,000	18,000
Administrative Overhead – Staff time to work with Clients, Accounting staff for record keeping and budget submissions (12%)	1,080	1,080	2,160
TOTAL PROPOSED BUDGET:	**10,080**	**10,080**	**20,160**

2. Public Facilities: (Project) **N/A**			
	A **Dover CDBG Funds Requested**	B **Other Funding**	A + B **Total Proposed Budget**
Hard Costs Note: Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested.*

Funding Source (Name(s) of funding source(s))	Committed, Pending or Proposed Amount ($):		Total Amount ($)	Explanation
Federal:	Committed: Pending: Proposed:			
State:	Committed: Pending: Proposed:			
Local:	Committed: Pending: Proposed:			
Private:	Committed: Pending: Proposed:			
Portsmouth CDBG:	Committed: Pending: Proposed:			
Rochester CDBG:	Committed: Pending: Proposed:	**X**	**$10,080**	**Rental Assistance /Security Deposits /Utilities for Rochester Residents**
Other:	Committed: Pending: Proposed:			
Total:	Committed: Pending: Proposed:		**$10,080**	

Organizational Commitment: For public facility projects (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization will be contributing to the project. **N/A**

Funding Source (Name of Parent Organization)	Committed, Pending or Proposed Amount ($)		Explanation
	Committed: Pending: Proposed:		
Total:			

AGENCY BUDGET

Please provide a breakdown of your *organization's* overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from 07/01/2020 to 06/30/2021	Current Year	Next Year (projected)
REVENUES		
Federal Funds	1,205,060	1,205,060
State Funds	33,985,145	33,985,145
Foundations/Private Contributions	1,065,148	1,065,148
United Way	12,000	12,000
Fundraising or other income	5,000	5,000
Other (describe) Program Fees, Comm Ins	4,787,759	4,787,759
Community Dev. Block Grant (include anticipated request)	12,851	10,000
TOTAL REVENUE	41,072,963	41,070,112
EXPENSES		
Salaries	16,786,198	16,786,198
Fringe Benefits	5,181,358	5,181,358
Supplies (include printing/copying)	256,507	256,507
Travel	557,000	557,000
Training	136,200	136,200
Communications	264,723	264,723
Audit	70,000	70,000
Property Maintenance	318,600	318,600
Service Contracts	7,554,687	7,554,687
Construction Supplies/Materials	79,800	79,800
Other (describe) Legal, Professional, Occupancy, Insurance, Client Treatment Services, Rental and Security Deposit Assistance	9,867,890	9,865,039
TOTAL EXPENSES	41,072,963,	41,070,112
NET (Income - Expenses)	**0**	**0**

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

	Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CDFA Number	Pass-Through Entity's Identifying Number	Passed Through to Subrecipient	Total Federal Expenditures
ProHealth NH	NH DHHS	93.243		$	$ 352,028
Cessation Breathe Well	NH Tobacco	93.305			$ 210
Dover CDBG	City of Dover	14.218		$	$ 6,579
Partners in Health (PIH)	Bureau of Developmental Services	93.667			$ 40,341
PIH - Camperships	Bureau of Developmental Services	93.667		$	$ 2,566
PIH – Environmental Mods	Bureau of Developmental Services	-			$ 1,393
Part C – ESS	Bureau of Developmental Services	84.181A		$	$ 65,100
Part C – ESS – Autism Proposal	Bureau of Developmental Services	84.181			$ 24,608
NH Disability & Public Health Project	University of New Hampshire	93.184		$	$ 10,000
Rochester CDBG	City of Rochester	14.218			$ 2,000
Integrated Delivery Network	Strafford County IDN	93.778		$	$ 66,525
No Wrong Door	University of New Hampshire	93.048			$ 40,000
Provider Relief Fund	US HHS Stimulus	93.498		$	$ 19,450
BHS Information System	Bureau of Behavioral Health Services	-			$ 5,000
Emergency Services	Bureau of Behavioral Health Services	93.778		$	$ 22,790
Assertive Community Treatment	Bureau of Behavioral Health Services	93.778			$ 37,060
Long Term Care Stabilization	New Hampshire Employment Security	29.019		$	$ 645,600
COVID-19 Emergency Healthcare System Relief Fund	NH DHHS	93.498			$ 45,710
Total Expenditure of Federal Awards				***$***	***$$1,386,960***
NH Dept. of	[Agency Name]			$	$
	[Program Name}				
Total NH Dept. of	[Agency Name]			$	$
NH Dept. of	[Agency Name]			$	$
	[Program Name}				
Total NH Dept. of	[Agency Name]			$	$
NH Dept. of	[Agency Name]			$	$
	[Program Name}				
Total NH Dept. of	[Agency Name]			$	$
Local Assistance:	[Agency Name]			$	$
	[Program Name]				
Total Local Assistance:	[Agency Name]			$	$
Total State and Local Awards				***$***	***$***
TOTAL FEDERAL, STATE, & LOCAL ASSISTANCE				**$**	**$1,386,960**

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND THAT IT CONTAINS NO FALSIFICATIONS, MISREPRESENTATIONS, INTENTIONAL OMISSIONS, OR CONCEALMENT OF MATERIAL FACTS.

Suzanne Bagdasarian
SIGNATURE

11/19/2020
DATE

SUZANNE BAGDASARIAN
PRINTED NAME

CHIEF FINANCIAL OFFICER
TITLE

FFATA Checklist (contracts $25,000 and over)

The Federal Funding Accountability and Transparency Act (FFATA) require the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. As part of this, the City of Dover's CDBG program requires all agencies that meet the following thresholds to report when the agencies:

- had a gross income, from all sources, over $300,000 in the agency's previous tax year, **and**
- have been awarded $25,000 and over.

Please check box, sign and date below and return form if your agency does not meet the above thresholds. ☒

To Be Filled Out By Dover CDBG Staff	
Award title descriptive of the funding action	
CFDA program number for grant	14.218
Program source	CDBG
Amount of award	
To Be Filled Out By Agency	
Name of agency receiving award	Behavioral Health and Developmental Services of Strafford County, Inc. d/b/a Community Partners
Address of the entity including:	113 Crosby Road, Suite 1, Dover, NH 03820
Place of performance including:	113 Crosby Road, Suite 1, Dover, NH 03820
Congressional district	NH-01
Total compensation and names of top five executives*	**1.**
	2.
	3.
	4.
	5.
DUNS number	149*406691
Central Contractors Registration (CCR) number**	N/A

***Must give total compensation and names of top five executives if:**
(1) More than 80% of annual gross revenues are from the federal government, and those revenues are greater than $25M annually, **and** (2) Compensation information is not already available through reporting to the SEC. **Note: Because CCR registration expires annually, grantees are required to update their CCR information annually.

How do you get a DUNS number?
The unique identifier used in reporting to FFATA is the entity's Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. For subgrantees, OMB has issued interim final guidance requiring such recipients to obtain a valid DUNS number.
DUNS numbers may be requested via the web at: http://fedgov.dnb.com/webform

****What is a CCR and how do you register?**
CCR stands for Central Contractor Registration, which is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.
The link to information needed to register and become familiar with CCR is provided below.
Registration information: http://www.ccr.gov/startregistration.aspx

Signature of Authorized Person

11/18/20
Date

C.F.O
Title

BerryDunn

CONSOLIDATED FINANCIAL STATEMENTS

and

SUPPLEMENTARY INFORMATION

June 30, 2020 and 2019

With Independent Auditor's Report

BerryDunn

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Behavioral Health & Developmental Services of Strafford County, Inc.
d/b/a Community Partners and Subsidiaries

We have audited the accompanying consolidated financial statements of Behavioral Health & Developmental Services of Strafford County, Inc. d/b/a Community Partners and Subsidiaries (the Organization), which comprise the consolidated statements of financial position as of June 30, 2020 and 2019, and the related consolidated statements of activities, functional revenue and expenses without donor restrictions and cash flows for the years then ended, and the related notes to the consolidated financial statements.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with U.S. generally accepted accounting principles; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audits in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the consolidated financial position of the Organization, as of June 30, 2020 and 2019, and the changes in their net assets and their cash flows for the years then ended in accordance with U.S. generally accepted accounting principles.

Other Matters

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The consolidating statements of financial position and consolidating statements of activities are presented for purposes of additional analysis, rather than to present the financial position and changes in net assets of the individual entities, and are not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audits of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with U.S. generally accepted auditing standards. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements as a whole

Changes in Accounting Principles

As discussed in Note 1 to the consolidated financial statements, the Organization adopted Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) No. 2016-18, *Restricted Cash*, and FASB ASU No. 2018-08, *Clarifying the Scope of the Accounting Guidance for Contributions Received and Contributions Made*, during the year ended June 30, 2020. Our opinion is not modified with respect to these matters.

Berry Dunn McNeil & Parker, LLC

Manchester, New Hampshire
November 3, 2020

BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

Consolidated Statements of Financial Position

June 30, 2020 and 2019

	2020	2019
ASSETS		
Cash and cash equivalents	**$ 6,801,286**	$ 4,023,971
Restricted cash	**112,525**	112,436
Accounts receivable, net of allowance for doubtful accounts	**2,092,725**	1,171,501
Grants receivable	**591,940**	162,264
Prepaid expenses	**485,267**	401,402
Property and equipment, net	**2,231,627**	2,118,838
Total assets	**$12,315,370**	$ 7,990,412
LIABILITIES AND NET ASSETS		
Liabilities		
Accounts payable and accrued expenses	**$ 2,842,555**	$ 2,540,469
Estimated third-party liability	**1,031,569**	1,202,701
Operating lease payable	**72,230**	40,785
Loan fund	**89,562**	89,473
Notes payable	**4,159,036**	884,773
Total liabilities	**8,194,952**	4,758,201
Net assets		
Net assets without donor restrictions	**4,018,670**	3,232,211
With donor restrictions	**101,748**	-
Total net assets	**4,120,418**	3,232,211
Total liabilities and net assets	**$12,315,370**	$ 7,990,412

The accompanying notes are an integral part of these consolidated financial statements.

BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

Consolidated Statements of Activities

Years Ended June 30, 2020 and 2019

	2020	2019
Changes in net assets without donor restrictions		
Public support and revenue		
Medicaid revenue	**$31,378,211**	$29,163,571
Medicare revenue	**175,540**	196,444
Client resources	**2,176,062**	1,934,005
Contract revenue	**1,632,156**	1,546,526
Grant income	**1,700,264**	1,111,668
Interest income	**37,074**	8,454
Other program revenue	**1,340,942**	722,753
Public support	**119,432**	123,304
Other revenue	**736,918**	198,539
Total public support and revenue	**39,296,599**	35,005,264
Expenses		
Program services		
Case management	**1,040,686**	1,041,170
Day programs and community support	**5,160,769**	5,034,457
Early support services and youth and family	**4,513,949**	4,196,063
Family support	**643,257**	634,699
Residential services	**12,328,472**	10,799,339
Consolidated services	**4,023,490**	3,599,405
Adult services	**2,899,359**	2,665,698
Emergency services	**660,072**	654,437
Other	**3,730,957**	2,655,420
Total program expenses	**35,001,011**	31,280,688
Supporting services		
General management	**3,509,129**	3,438,646
Total expenses	**38,510,140**	34,719,334
Change in net assets without donor restrictions	**786,459**	285,930
Changes in net assets with donor restrictions		
Grants and contributions	**101,748**	-
Change in net assets	**888,207**	285,930
Net assets, beginning of year	**3,232,211**	2,946,281
Net assets, end of year	**$ 4,120,418**	$ 3,232,211

The accompanying notes are an integral part of these consolidated financial statements.

BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

Consolidated Statement of Functional Revenue and Expenses Without Donor Restrictions

Year Ended June 30, 2020

	Case Management	Day Programs and Community Support	Early Support Services and Youth and Family	Family Support	Residential Services	Consolidated Services	Adult Services	Emergency Services	Other	Total Program	General Management	Total
Public support and revenue												
Medicaid revenue	$ 896,389	$ 4,040,408	$ 5,011,919	$ 290,667	$ 13,303,054	$ 4,340,039	$ 3,205,815	$ 55,509	$ 234,411	$ 31,378,211	$ -	$ 31,378,211
Medicare revenue	-	8,483	-	-	-	-	141,878	-	25,179	175,540	-	175,540
Client resources	25,855	39,957	729,354	-	1,105,531	25,847	157,206	23,514	68,798	2,176,062	-	2,176,062
Contract revenue	66,692	286,211	441,695	76,179	32,307	46,470	3,554	212,777	313,940	1,479,825	152,331	1,632,156
Grant income	6,530	25,185	82,068	19,116	-	1,529	58,420	1,553	1,497,990	1,692,391	7,873	1,700,264
Interest income	-	13	-	-	-	-	-	-	26	39	37,035	37,074
Other program revenue	-	18,551	27,420	-	-	-	-	-	1,284,784	1,330,755	10,187	1,340,942
Public support	13,673	2,702	10,497	15,378	-	-	28	-	72,917	115,195	4,237	119,432
Other revenue	700	63,080	31,765	-	468,093	60,300	41,577	1,500	41,775	708,790	28,128	736,918
Total public support and revenue	1,009,839	4,484,590	6,334,718	401,340	14,908,985	4,474,185	3,608,478	294,853	3,539,820	39,056,808	239,791	39,296,599
Expenses												
Salaries and wages	639,373	2,554,260	2,877,014	200,501	1,308,697	1,617,524	2,040,948	279,097	1,938,557	13,455,971	2,370,206	15,826,177
Employee benefits	154,673	679,863	612,719	54,696	310,437	109,780	116,426	53,131	613,305	2,705,030	435,661	3,140,691
Payroll taxes	46,388	195,495	212,631	15,114	95,342	121,480	110,366	20,626	168,279	985,721	158,453	1,144,174
Contracted substitute staff	-	5,911	7,231	-	-	-	590	-	-	13,732	17,248	30,980
Client treatment services	15,137	312,089	123,575	245,525	4,512,631	1,860,360	153,011	-	5,756	7,228,084	2,598	7,230,682
Professional fees and consultants	27,583	55,606	138,495	10,581	37,226	12,644	109,920	267,144	190,882	850,081	140,722	990,803
Subcontractors	-	515,479	-	-	5,771,343	80,269	-	-	-	6,367,091	-	6,367,091
Staff development and training	5,479	12,727	39,293	1,090	2,281	6,746	12,841	4,509	12,427	97,393	31,198	128,591
Rent	-	98,205	97,824	-	36,364	-	72,390	7,123	70,446	382,352	18,932	401,284
Utilities	8,347	44,653	19,777	1,320	16,041	2,118	20,549	4,697	22,150	139,652	21,906	161,558
Building maintenance and repairs	11,993	60,501	47,325	1,984	23,574	3,182	36,498	1,886	162,881	349,824	26,844	376,668
Other occupancy costs	9,081	84,201	35,347	1,436	12,844	2,304	21,901	-	43,925	211,039	6,664	217,703
Office	11,725	57,304	49,229	2,703	17,000	4,538	25,310	3,481	54,752	226,042	61,357	287,399
Building and housing	3,105	18,038	8,750	536	6,874	924	6,140	704	20,116	65,187	12,953	78,140
Client consumables	491	24,732	849	2,988	20,363	49,141	1,654	21	43,060	143,299	1,211	144,510
Medical	-	351	480	-	104	-	429	67	3,587	5,018	135	5,153
Equipment maintenance	22,946	74,773	83,469	4,566	28,705	7,312	48,518	6,017	42,943	319,249	60,942	380,191
Depreciation	16,007	73,255	42,230	3,723	31,828	5,956	17,412	2,358	42,460	235,229	30,559	265,788
Advertising	236	2,366	2,195	361	1,200	961	1,510	114	972	9,915	1,622	11,537
Printing	-	139	-	-	-	-	-	-	-	139	687	826
Telephone and communications	20,929	45,411	43,446	3,577	11,433	5,502	33,071	3,779	35,428	202,576	49,661	252,237
Postage and shipping	994	5,371	4,708	225	1,923	360	3,805	609	7,436	25,431	3,513	28,944
Transportation	10,325	148,468	19,723	2,440	49,167	109,894	21,328	513	32,897	394,755	8,040	402,795
Assistance to individuals	27,034	4,643	4,496	87,716	3,402	19,011	3,044	407	30,503	180,256	3,842	184,098
Insurance	8,419	82,016	41,173	1,862	25,208	2,980	37,730	3,745	28,145	231,278	36,622	267,900
Membership dues	23	1,198	749	5	46	9	3,236	11	108,614	113,891	3,723	117,614
Interest	398	3,714	1,221	308	4,439	495	732	33	16,737	28,077	2,780	30,857
Other	-	-	-	-	-	-	-	-	34,699	34,699	1,050	35,749
Total expenses	1,040,686	5,160,769	4,513,949	643,257	12,328,472	4,023,490	2,899,359	660,072	3,730,957	35,001,011	3,509,129	38,510,140
(Decrease) increase in net assets without restrictions	$ (30,847)	$ (676,179)	$ 1,820,769	$ (241,917)	$ 2,580,513	$ 450,695	$ 709,119	$ (365,219)	$ (191,137)	$ 4,055,797	$ (3,269,338)	$ 786,459

The accompanying notes are an integral part of these consolidated financial statements.

BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

Consolidated Statement of Functional Revenue and Expenses Without Donor Restrictions

Year Ended June 30, 2019

	Case Management	Day Programs and Community Support	Early Support Services and Youth and Family	Family Support	Residential Services	Consolidated Services	Adult Services	Emergency Services	Other	Total Program	General Management	Total
Public support and revenue												
Medicaid revenue	$ 906,600	$ 4,143,493	$ 4,260,603	$ 305,762	$ 12,217,725	$ 3,856,075	$ 3,197,558	$ 45,653	$ 230,102	$ 29,163,571	$ -	$ 29,163,571
Medicare revenue	-	18,238	-	-	-	-	158,215	-	19,991	196,444	-	196,444
Client resources	61,044	62,667	528,823	-	1,042,019	23,156	126,198	28,324	61,774	1,934,005	-	1,934,005
Contract revenue	105,269	308,584	404,433	76,279	19,928	46,470	700	178,823	199,984	1,340,470	206,056	1,546,526
Grant income	15,030	75,112	84,404	27,048	-	1,500	62,679	4,238	837,657	1,107,668	4,000	1,111,668
Interest income	-	-	-	-	-	-	-	-	-	-	8,454	8,454
Other program revenue	-	47,510	26,280	-	-	-	-	-	642,092	715,882	6,871	722,753
Public support	12,575	6,503	17,150	16,115	-	2,897	2,425	-	60,648	118,313	4,991	123,304
Other revenue	164	200	265	-	24,411	-	11,225	-	13,910	50,175	148,364	198,539
Total public support and revenue	1,100,682	4,662,307	5,321,958	425,204	13,304,083	3,930,098	3,559,000	257,038	2,066,158	34,626,528	378,736	35,005,264
Expenses												
Salaries and wages	618,554	2,591,978	2,645,376	153,744	1,186,741	1,574,898	1,882,810	262,726	1,339,135	12,255,962	2,225,787	14,481,749
Employee benefits	155,689	725,683	618,235	43,641	286,380	114,976	206,739	57,444	425,053	2,633,840	502,190	3,136,030
Payroll taxes	45,086	205,829	194,655	11,761	86,697	119,265	98,181	19,156	116,098	896,728	152,858	1,049,586
Contracted substitute staff	-	7,196	-	-	-	-	-	-	-	7,196	2,898	10,094
Client treatment services	25,457	59,794	117,396	300,788	4,080,658	1,478,666	61,871	-	13,638	6,138,268	31	6,138,299
Professional fees and consultants	36,609	59,399	106,919	7,212	102,207	14,046	81,569	274,494	70,392	752,847	90,707	843,554
Subcontractors	-	420,214	-	-	4,656,701	49,090	-	-	-	5,126,005	-	5,126,005
Staff development and training	2,207	16,017	17,066	4,437	3,165	4,499	9,656	1,060	6,381	64,488	79,033	143,521
Rent	-	99,754	93,461	-	35,450	-	70,190	7,524	51,079	357,458	19,212	376,670
Utilities	9,370	55,250	23,008	1,492	18,311	2,346	11,916	5,911	88,105	215,709	29,976	245,685
Building maintenance and repairs	14,556	71,509	43,135	2,340	50,693	3,920	21,130	533	127,740	335,556	19,436	354,992
Other occupancy costs	4,994	55,787	21,158	798	9,012	1,244	9,299	-	29,422	131,714	8,581	140,295
Office	10,417	64,185	56,760	2,411	21,475	4,191	31,606	4,850	51,698	247,593	87,522	335,115
Building and housing	3,575	15,856	8,170	722	6,394	925	4,136	576	6,883	47,237	8,711	55,948
Client consumables	949	28,368	6,315	2,997	20,369	48,309	3,894	62	11,678	122,941	1,450	124,391
Medical	-	1,389	538	-	178	-	639	74	621	3,439	272	3,711
Equipment maintenance	15,857	50,227	45,332	2,687	21,975	5,603	30,933	3,922	16,895	193,431	40,445	233,876
Depreciation	30,694	152,835	79,473	5,581	69,061	14,998	40,071	5,865	24,080	422,658	59,430	482,088
Advertising	237	1,049	1,788	25	412	67	723	58	189	4,548	1,281	5,829
Printing	-	31	366	-	-	-	82	12	30	521	845	1,366
Telephone and communications	17,280	40,314	38,423	3,011	9,469	4,559	27,879	3,966	23,495	168,396	40,737	209,133
Postage and shipping	823	5,115	4,727	147	1,817	394	3,928	686	4,414	22,051	1,740	23,791
Transportation	13,906	217,589	31,547	4,005	88,089	110,411	29,107	1,622	26,433	522,709	15,396	538,105
Assistance to individuals	23,822	2,555	3,429	84,929	15,494	42,055	1,234	182	28,685	202,385	4,565	206,950
Insurance	8,781	78,150	36,307	1,596	25,423	4,291	33,316	3,588	12,620	204,072	30,636	234,708
Membership dues	22	2,033	104	4	49	10	3,971	11	104,765	110,969	4,081	115,050
Interest	2,285	5,844	2,161	371	3,119	622	818	115	6,569	21,904	3,617	25,521
Other	-	507	214	-	-	20	-	-	69,322	70,063	7,209	77,272
Total expenses	1,041,170	5,034,457	4,196,063	634,699	10,799,339	3,599,405	2,665,698	654,437	2,655,420	31,280,688	3,438,646	34,719,334
Increase (decrease) in net assets without restrictions	$ 59,512	$ (372,150)	$ 1,125,895	$ (209,495)	$ 2,504,744	$ 330,693	$ 893,302	$ (397,399)	$ (589,262)	$ 3,345,840	$ (3,059,910)	$ 285,930

The accompanying notes are an integral part of these consolidated financial statements.

BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

Consolidated Statements of Cash Flows

Years Ended June 30, 2020 and 2019

	2020	2019
Cash flows from operating activities		
Change in net assets	**$ 888,207**	$ 285,930
Adjustments to reconcile change in net assets to net cash (used) provided by operating activities		
Depreciation	**265,788**	482,088
Change in allowance for doubtful accounts	**50,900**	20,859
Increase in		
Accounts receivable	**(972,124)**	(303,973)
Grants receivable	**(429,676)**	(104,042)
Prepaid expenses	**(83,865)**	(21,843)
Increase (decrease) in		
Accounts payable and accrued expenses	**302,086**	405,683
Estimated third-party liability	**(171,132)**	81,650
Operating lease payable	**31,445**	40,785
Loan fund	**89**	90
Net cash (used) provided by operating activities	**(118,282)**	887,227
Cash flows from investing activities		
Acquisition of property and equipment	**(378,577)**	(536,486)
Cash flows from financing activities		
Proceeds from long-term borrowings	**3,464,095**	300,000
Principal payments on long-term borrowings	**(189,832)**	(261,109)
Net cash provided by financing activities	**3,274,263**	38,891
Net increase in cash, cash equivalents and restricted cash	**2,777,404**	389,632
Cash, cash equivalents and restricted cash, beginning of year	**4,136,407**	3,746,775
Cash, cash equivalents and restricted cash, end of year	**$ 6,913,811**	$ 4,136,407
Reconciliation of cash, cash equivalents and restricted cash, end of year:		
Cash and cash equivalents	**$ 6,801,286**	$ 4,023,971
Restricted cash	**112,525**	112,436
	$ 6,913,811	$ 4,136,407

The accompanying notes are an integral part of these consolidated financial statements.

Nature of Activities

Behavioral Health & Developmental Services of Strafford County, Inc. d/b/a Community Partners (Community Partners) is a New Hampshire nonprofit corporation providing a wide range of community-based services (see consolidated statement of functional revenue and expenses for programs offered) for individuals with developmental disabilities and/or mental illness and their families. Community Partners also supports families with children who have chronic health needs. Community Partners is currently operating as two divisions: Developmental Services and Behavioral Health Services.

Community Partners is the sole shareholder of Lighthouse Management Services, Inc., which was organized to perform accounting and management functions for other not-for-profit entities.

Community Partners is the sole beneficiary of the Community Partners Foundation (the Foundation), which was established exclusively for the benefit and support of Community Partners. To that end, the Foundation receives and accepts gifts and funds.

The Foundation received and disbursed the following funds:

	2020	2019
Funds received	**$ 153,805**	$ 58,259
Funds disbursed	**38,327**	40,064
	$ 115,478	$ 18,195

The Foundation has received and disbursed the following funds since its inception in 2007:

Funds received	$ 582,844
Funds disbursed	355,700
	$ 227,144

1. Summary of Significant Accounting Policies

Principles of Consolidation

The consolidated financial statements include the accounts of Community Partners, Lighthouse Management Services, Inc., and the Foundation (collectively, the Organization). All material intercompany balances and transactions have been eliminated in consolidation.

The Organization prepares its consolidated financial statements in accordance with U.S. generally accepted accounting principles (U.S. GAAP) established by the Financial Accounting Standards Board (FASB). References to U.S. GAAP in these notes are to the FASB Accounting Standards Codification (ASC).

Newly Adopted Accounting Principles and Reclassifications

During 2020, the Organization adopted FASB Accounting Standards Update (ASU) No. 2016-18, *Restricted Cash*. This ASU requires an entity to present restricted cash with cash and cash equivalents on the consolidated statement of cash flows, rather than reporting the change as operating activities. A reconciliation of the cash and cash equivalents and amounts generally described as restricted cash in the consolidated statement of cash flow to the consolidated statement of financial position is also required. The impact of adoption to the consolidated statement of cash flows for the year ended June 30, 2019 is an increase in cash used from operating activities of $19,011 and an increase to cash, cash equivalents and restricted cash, beginning of year of $93,425.

In July 2018, FASB issued ASU No. 2018-08, *Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*, to clarify and improve the accounting guidance for contributions received and contributions made. The amendments in this ASU assist entities in (1) evaluating whether transactions should be accounted for as contributions (nonreciprocal transactions) within the scope of FASB ASC Topic 958, *Not-for-Profit Entities*, or as exchange (reciprocal) transactions subject to other accounting guidance, and (2) distinguishing between conditional contributions and unconditional contributions. This ASU was adopted by the Organization during the year ended June 30, 2020 and is reflected in the accompanying consolidated financial statements. Adoption of the ASU did not have a material impact on the Organization's financial reporting.

Use of Estimates

The preparation of consolidated financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Basis of Presentation

The consolidated financial statements of the Organization have been prepared in accordance with U.S. GAAP, which require the Organization to report information regarding its consolidated financial position and activities according to the following net asset classifications:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization's management and the Board of Directors.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity. Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

Contributions

Contributions are considered to be available for use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for a specific purpose are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the consolidated statement of activities as net assets released from restrictions. The Organization records donor-restricted contributions whose restrictions are met in the same reporting period as support without donor restrictions in the year of the gift.

Income Taxes

The Organization is exempt from federal income taxes under Section 501(c)(3) of the U.S. Internal Revenue Code to operate as a not-for-profit organization.

FASB ASC Topic 740, *Income Taxes*, establishes financial accounting and disclosure requirements for recognition and measurement of tax positions taken or expected to be taken. Management has reviewed the tax provisions for the Organization under FASB ASC Topic 740 and determined it did not have a material impact on the Organization's consolidated financial statements.

Cash and Cash Equivalents

The Organization considers all highly liquid investments with an original maturity date of less than three months to be cash equivalents. The cash equivalents represent money market accounts and repurchase agreements as of June 30, 2020 and 2019.

The Organization maintains its cash in bank deposit accounts which, at times, may exceed federally insured limits. It has not experienced any losses in such accounts. Management believes it is not exposed to any significant risk on cash and cash equivalents.

Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from balances outstanding at year-end. Management provides for probable uncollectible accounts after considering each category of receivable individually, and estimates an allowance according to the nature of the receivable. Allowances are estimated from historical performance and projected trends. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to trade accounts receivable. As of June 30, 2020 and 2019, allowances were recorded in the amount of $487,805 and $436,905, respectively.

Property and Equipment

Property and equipment are recorded at cost, while donations of property and equipment are recorded as support at their estimated fair value at the date of donation. Expenditures for repairs and maintenance are charged against operations. Renewals and betterments which materially extend the life of the assets are capitalized. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the asset is placed into service. The Organization reclassifies net assets with donor restrictions to net assets without donor restrictions at that time. Depreciation is provided on the straight-line method in amounts designed to amortize the costs of the assets over their estimated lives as follows:

Buildings and improvements	5-39 years
Equipment and furniture	3-7 years
Vehicles	5 years

Estimated Third-Party Liability

The Organization's estimated third-party liability consists of funds received in advance for services to be performed at a later date, amounts due to Medicaid and estimated amounts due to Medicaid from eligibility, certification and other audits, and certain pass-through funds.

Functional Allocation of Expenses

The Organization's expenses are presented on a functional basis, showing basic program activities and support services. The Organization allocates expenses based on the organizational cost centers in which expenses are incurred. In certain instances, expenses are allocated between support functions and program services based on personnel time and space utilized for the related services.

2. Availability and Liquidity of Financial Assets

The Organization regularly monitors liquidity required to meet its operating needs and other contractual commitments, while also striving to optimize its available funds. The Organization has various sources of liquidity at its disposal, including cash and cash equivalents and a line of credit.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Organization considers all expenditures related to its ongoing operating activities as well as the conduct of services undertaken to support those operating activities.

In addition to financial assets available to meet general expenditures over the next 12 months, the Organization operates with a balanced budget and anticipates collecting sufficient revenue to cover expenditures not covered by donor-restricted resources or, where appropriate, borrowings. Refer to the consolidated statements of cash flows, which identifies the sources and uses of the Organization's cash and cash equivalents and the generation of positive cash from operations for fiscal year 2020 and 2019.

The following financial assets are expected to be available within one year of the statement of financial position date to meet general expenditures as of June 30:

	2020	2019
Cash and cash equivalents	**$ 6,699,538**	$ 4,023,971
Accounts receivable, net	**2,092,725**	1,171,501
Grants receivable	**591,940**	162,264
Financial assets available to meet general expenditures within one year	**$ 9,384,203**	$ 5,357,736

3. Restricted Cash

The Organization serves as a pass-through entity for the Council for Children and Adolescents with Chronic Health Conditions Loan Guaranty Program. This program is operated and administered by a New Hampshire bank. As of June 30, 2020 and 2019, the Organization held cash totaling $89,562 and $89,473, respectively, which was restricted for this program. A corresponding amount has been recorded as a liability.

Additionally, the Organization administers the Council for Children and Adolescents with Chronic Health Conditions Program. As of June 30, 2020 and 2019, the Organization held cash totaling $22,963, which was restricted for this program. A corresponding amount has been recorded as a liability.

4. Property and Equipment

Property and equipment consisted of the following:

	2020	2019
Land and buildings	**$ 2,218,893**	$ 2,218,893
Building improvements	**2,106,939**	1,818,475
Vehicles	**860,237**	844,502
Equipment and furniture	**2,939,058**	2,909,242
	8,125,127	7,791,112
Less accumulated depreciation	**5,893,500**	5,672,274
	$ 2,231,627	$ 2,118,838

5. Line of Credit

The Organization has a revolving line of credit agreement with a bank amounting to $1,500,000, collateralized by a security interest in all business assets. Monthly interest payments on the unpaid principal balance are required at the rate of 0.5%-1% over the bank's stated index, which was 4.25% at June 30, 2020. The Organization is required to annually observe 30 consecutive days without an outstanding balance. At June 30, 2020 and 2019, there was no outstanding balance on the line of credit.

The Organization has an equipment line of credit agreement with a bank amounting to $250,000, collateralized by a security interest in equipment obtained by advances on the line. Advances are limited to 80% of the invoice price. Monthly interest payments on the unpaid principal balance are required at the rate of .5% over the Federal Home Loan Bank of Boston (FHLB) five-year index through October 6, 2019, at which time it increased to 1.75% over the FHLB index, which was 3.75% at June 30, 2020. The line of credit has a maturity date of October 6, 2024. At June 30, 2020 and 2019, there was no outstanding balance on the line of credit.

6. Notes Payable

Notes payable consisted of the following:

	2020	2019
Note payable to a bank, payable in monthly installments of $4,029, including interest at 3.92%, through July 2022; collateralized by certain real estate. The note is a participating loan with the New Hampshire Health and Education Facilities Authority (NHHEFA).	**$ 95,635**	$ 139,608

Note payable to a bank, paid in full during 2020.	**-**	29,961
Note payable to NHHEFA, payable in monthly installments of $3,419, including interest at 1.00%, paid in 2020.	**44,249**	74,560
Mortgage note payable to a bank, payable in monthly installments of $1,580, including interest at 4.12%, through April 2026 with one final payment which shall be the unpaid balance at maturity; collateralized by certain real estate.	**96,413**	111,028
Note payable to a bank, payable in monthly principal and interest payments totaling $2,413 are due through February 2023; the note bears interest at 4.50%; collateralized by all assets.	**63,379**	90,940
Note payable to a bank, payable in monthly installments totaling $1,882, including interest at 3.49%, through August 2026; collateralized by all the rights and benefits under the leases attached to the related real estate.	**124,756**	142,559
Note payable to a bank, payable in monthly installments totaling $3,162, including interest at 4.85%, through April 2029; collateralized by certain real estate.	**272,136**	296,117
Note payable to a bank, payable in monthly installments totaling $789, including interest at 7.69%, through March 2025; collateralized by a certain vehicle.	**37,468**	-
Non-interest bearing note payable to the State of New Hampshire, Department of Health and Human Services (DHHS). A portion or all of the note payable will be forgiven if the Organization meets certain requirements. Any amount not forgiven is to be repaid 180 days after the expiration of the State of Emergency declared by Governor of New Hampshire. Subsequent to June 30, 2020, the State of Emergency was extended through August 7, 2020. Management intends to apply for forgiveness once it becomes available. This loan is unsecured, but is guaranteed by the U.S. Small Business Administration.	**50,000**	-

Payroll Protection Program (PPP) loan to a Bank borrowed in April 2020. A portion or all of the PPP loan will be forgiven if the Organization meets certain requirements. Any amount not forgiven is to be repaid over two years at a fixed interest rate of 1%. Management intends to apply for forgiveness once it becomes available. At June 30, 2020, the Organization has not yet applied for forgiveness. This loan is unsecured.	**3,375,000**	-
	$ 4,159,036	$ 884,773

The scheduled maturities of long-term debt are as follows:

2021	$ 1,336,614
2022	1,847,393
2023	652,928
2024	77,240
2025	76,593
Thereafter	168,268
	$ 4,159,036

Cash paid for interest approximates interest expense.

7. Commitments and Contingencies

Operating Leases

The Organization leases various office facilities and equipment under operating lease agreements. Expiration dates range from August 2018 through March 2033. Total rent expense charged to operations was $401,284 in 2020 and $376,670 in 2019.

Future minimum operating lease payments are as follows:

2021	$ 426,200
2022	401,560
2023	384,589
2024	347,614
2025	283,355
Thereafter	2,211,640
	$ 4,054,958

Litigation

The Organization is involved in litigation from time to time arising in the normal course of business. After consultation with legal counsel, management estimates these matters will be resolved without a material adverse effect on the Organization's future financial position or results of operations.

8. Concentrations

For the years ended June 30, 2020 and 2019, approximately 80% and 83%, respectively, of public support and revenue of the Organization was derived from Medicaid. The future existence of the Organization is dependent upon continued support from Medicaid.

Accounts receivable due from Medicaid were as follows:

	2020	2019
Developmental Services	**$ 1,532,231**	$ 681,243
Behavioral Health Services	**82,757**	133,889
	$ 1,614,988	$ 815,132

In order for the Developmental Services division of the Organization to receive this support, it must be formally approved by the State of New Hampshire, DHHS, Bureau of Developmental Services, as the provider of services for developmentally disabled individuals for Strafford County in New Hampshire. This designation is received by the Organization every five years. The current designation expires in September 2022.

In order for the Behavioral Health Services division of the Organization to receive this support, it must be formally approved by the State of New Hampshire, DHHS, Bureau of Behavioral Health, as the community mental health provider for Strafford County in New Hampshire. This designation is received by the Organization every five years. The current designation expires in August 2021.

9. Retirement Plan

The Organization maintains a tax-sheltered annuity plan that is offered to all eligible employees. The plan includes a discretionary employer contribution equal to 3% of each eligible employee's salary. During 2020 and 2019, the Organization made an additional discretionary contribution equal to 1% of each eligible employee's salary. Total costs incurred for the plan during the year ended June 30, 2020 were $404,476 and during the year ended June 30, 2019 were $377,307. The total expense for the year ended June 30, 2020 for the Developmental Services division was $241,646, and for the Behavioral Health Services division was $162,830. The total expense for the year ended June 30, 2019 for the Developmental Services division was $226,774, and for the Behavioral Health Services division was $150,533.

10. Subsequent Events

For purposes of the preparation of these consolidated financial statements in conformity with U.S. GAAP, management has considered transactions or events occurring through November 3, 2020, which is the date that the consolidated financial statements were available to be issued.

11. Uncertainty

On March 11, 2020, the World Health Organization declared coronavirus disease (COVID-19) a global pandemic. Local, U.S., and world governments encouraged self-isolation to curtail the spread of COVID-19 by mandating the temporary shut-down of business in many sectors and imposing limitations on travel and the size and duration of group gatherings. Most sectors are experiencing disruption to business operations and may feel further impacts related to delayed government reimbursement. The Coronavirus Preparedness and Response Supplemental Appropriations Act of 2020 provides several relief measures to allow flexibility to providers to deliver critical care. There is unprecedented uncertainty surrounding the duration of the pandemic, its potential economic ramifications, and additional government actions to mitigate them. Accordingly, while management expects this matter to impact operating results, the related financial impact and duration cannot be reasonably estimated.

The U.S. government has responded with three phases of relief legislation, as a response to the COVID-19 outbreak. Recent legislation was enacted into law on March 27, 2020, called the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), a statute to address the economic impact of the COVID-19 outbreak. The CARES Act, among other things, 1) authorizes emergency loans to distressed businesses by establishing, and providing funding for, forgivable bridge loans, 2) provides additional funding for grants and technical assistance, and 3) delays due dates for employer payroll taxes and estimated tax payments for organizations. Management has evaluated the impact of the CARES Act on the Organization, including its potential benefits and limitations that may result from additional funding.

SUPPLEMENTARY INFORMATION

BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

Consolidating Statements of Financial Position

June 30, 2020 and 2019

	2020						2019					
	Developmental Services	Behavioral Health Services	Lighthouse Management Services	Community Partners Foundation	Eliminations	Consolidated Totals	Developmental Services	Behavioral Health Services	Lighthouse Management Services	Community Partners Foundation	Eliminations	Consolidated Totals
ASSETS												
Cash and cash equivalents	$ 4,852,149	$ 1,822,616	$ 1,125	$ 125,396	$ -	$ 6,801,286	$ 2,426,960	$ 1,484,207	$ 1,138	$ 111,666	$ -	$ 4,023,971
Restricted cash	112,525	-	-	-	-	112,525	112,436	-	-	-	-	112,436
Accounts receivable, net of allowance for doubtful accounts	1,754,753	732,514	34	101,748	(496,324)	2,092,725	939,082	718,471	76	-	(486,128)	1,171,501
Grants receivable	319,109	272,831	-	-	-	591,940	18,998	143,266	-	-	-	162,264
Prepaid expenses	267,588	217,679	-	-	-	485,267	222,496	178,906	-	-	-	401,402
Interest in net assets of subsidiaries	225,181	-	-	-	(225,181)	-	109,646	-	-	-	(109,646)	-
Property and equipment, net	1,883,374	348,253	-	-	-	2,231,627	1,746,611	372,227	-	-	-	2,118,838
Total assets	$ 9,414,679	$ 3,393,893	$ 1,159	$ 227,144	$ (721,505)	$ 12,315,370	$ 5,576,229	$ 2,897,077	$ 1,214	$ 111,666	$ (595,774)	$ 7,990,412
LIABILITIES AND NET ASSETS (DEFICIT)												
Liabilities												
Accounts payable and accrued expenses	$ 2,705,799	$ 629,958	$ 3,122	$ -	$ (496,324)	$ 2,842,555	$ 2,479,415	$ 543,949	$ 3,233	$ -	$ (486,128)	$ 2,540,469
Estimated third-party liability	662,676	368,893	-	-	-	1,031,569	754,211	448,490	-	-	-	1,202,701
Operating lease payable	17,884	54,346	-	-	-	72,230	10,098	30,687	-	-	-	40,785
Loan fund	89,562	-	-	-	-	89,562	89,473	-	-	-	-	89,473
Notes payable	4,114,787	44,249	-	-	-	4,159,036	810,213	74,560	-	-	-	884,773
Total liabilities	7,590,708	1,097,446	3,122	-	(496,324)	8,194,952	4,143,410	1,097,686	3,233	-	(486,128)	4,758,201
Net assets (deficit)												
Net assets (deficit) without donor restrictions	1,722,223	2,296,447	(1,963)	125,396	(123,433)	4,018,670	1,432,819	1,799,391	(2,019)	111,666	(109,646)	3,232,211
With donor restrictions	101,748	-	-	101,748	(101,748)	101,748	-	-	-	-	-	-
Total net assets (deficit)	1,823,971	2,296,447	(1,963)	227,144	(225,181)	4,120,418	1,432,819	1,799,391	(2,019)	111,666	(109,646)	3,232,211
Total liabilities and net assets (deficit)	$ 9,414,679	$ 3,393,893	$ 1,159	$ 227,144	$ (721,505)	$ 12,315,370	$ 5,576,229	$ 2,897,077	$ 1,214	$ 111,666	$ (595,774)	$ 7,990,412

BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

Consolidating Statements of Activities

Years Ended June 30, 2020 and 2019

	2020						2019					
	Developmental Services	Behavioral Health Services	Lighthouse Management Services	Community Partners Foundation	Eliminations	Consolidated Totals	Developmental Services	Behavioral Health Services	Lighthouse Management Services	Community Partners Foundation	Eliminations	Consolidated Totals
Changes in net assets (deficit) without donor restrictions												
Public support and revenue												
Medicaid revenue	$ 23,575,343	$ 7,802,868	$ -	$ -	$ -	$ 31,378,211	$ 22,008,443	$ 7,155,128	$ -	$ -	$ -	$ 29,163,571
Medicare revenue	-	175,540	-	-	-	175,540	-	196,444	-	-	-	196,444
Client resources	1,583,678	592,384	-	-	-	2,176,062	1,503,668	430,337	-	-	-	1,934,005
Contract revenue	675,812	956,344	-	-	-	1,632,156	683,560	862,966	-	-	-	1,546,526
Grant income	278,171	1,422,093	-	-	-	1,700,264	302,778	808,890	-	-	-	1,111,668
Interest income	21,184	15,890	-	-	-	37,074	4,289	4,165	-	-	-	8,454
Other program income	1,340,942	-	-	-	-	1,340,942	722,753	-	-	-	-	722,753
Public support	65,464	2,647	-	51,321	-	119,432	55,233	9,905	-	58,166	-	123,304
Other revenue	681,502	68,411	9,060	736	(22,791)	736,918	53,570	163,070	9,057	93	(27,251)	198,539
Total public support and revenue	28,222,096	11,036,177	9,060	52,057	(22,791)	39,296,599	25,334,294	9,630,905	9,057	58,259	(27,251)	35,005,264
Expenses												
Program services												
Case management	1,040,686	-	-	-	-	1,040,686	1,041,170	-	-	-	-	1,041,170
Day programs and community support	4,169,526	991,243	-	-	-	5,160,769	4,117,219	917,238	-	-	-	5,034,457
Early support services and youth and family	1,892,618	2,621,331	-	-	-	4,513,949	1,614,339	2,581,724	-	-	-	4,196,063
Family support	643,257	-	-	-	-	643,257	634,699	-	-	-	-	634,699
Residential services	12,328,472	-	-	-	-	12,328,472	10,799,339	-	-	-	-	10,799,339
Consolidated services	4,023,490	-	-	-	-	4,023,490	3,599,405	-	-	-	-	3,599,405
Adult services	212,701	2,686,658	-	-	-	2,899,359	123,658	2,542,040	-	-	-	2,665,698
Emergency services	-	660,072	-	-	-	660,072	-	654,437	-	-	-	654,437
Other	1,709,045	1,983,585	9,004	38,327	(9,004)	3,730,957	1,133,366	1,481,990	9,164	40,064	(9,164)	2,655,420
Total program expenses	26,019,795	8,942,889	9,004	38,327	(9,004)	35,001,011	23,063,195	8,177,429	9,164	40,064	(9,164)	31,280,688
Supporting services												
General management	1,912,897	1,596,232	-	-	-	3,509,129	1,916,368	1,522,278	-	-	-	3,438,646
Total expenses	27,932,692	10,539,121	9,004	38,327	(9,004)	38,510,140	24,979,563	9,699,707	9,164	40,064	(9,164)	34,719,334
Change in net assets (deficit) without donor restrictions	289,404	497,056	56	13,730	(13,787)	786,459	354,731	(68,802)	(107)	18,195	(18,087)	285,930
Changes in net assets with donor restrictions												
Grants and contributions	101,748	-	-	101,748	(101,748)	101,748	-	-	-	-	-	-
Change in net assets (deficit)	391,152	497,056	56	115,478	(115,535)	888,207	354,731	(68,802)	(107)	18,195	(18,087)	285,930
Net assets (deficit), beginning of year	1,432,819	1,799,391	(2,019)	111,666	(109,646)	3,232,211	1,078,088	1,868,193	(1,912)	93,471	(91,559)	2,946,281
Net assets (deficit), end of year	$ 1,823,971	$ 2,296,447	$ (1,963)	$ 227,144	$ (225,181)	$ 4,120,418	$ 1,432,819	$ 1,799,391	$ (2,019)	$ 111,666	$ (109,646)	$ 3,232,211

APPLICATION

APPLICANT INFORMATION	
Organization Cross Roads House, Inc.	**Tax ID** 22-2549963
Name of Program or Project Cross Roads House Emergency and Transitional Shelter	
Name of Executive Director Martha Stone	
Mailing Address 600 Lafayette Road, Portsmouth, NH 03801 **Physical Address** 600 Lafayette Road, Portsmouth, NH 03801	
Contact Person Jessica Parker	**Phone** 603-436-2218 ext. 112
E-Mail j.parker@crossroadshouse.org	**Website** https://www.crossroadshouse.org
Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)* ☒ 501(c)(3) ☐ For-profit authorized under 570.201(o) ☐ Unit of Government ☐ Faith-based Organization ☐ Institution of Higher Education ☐ Other (Explain):	
Tax ID # 22-2549963	
***DUNS #** 171774979	***SAM Expiration Date** 08/18/2021

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 16,000
Provide a very brief summary of the *activity* or *project* for which the funds are requested. Keep responses to one or two sentences (*i.e. After School Care for K-4th grade students. Repair of homeless shelter roof.*) To provide emergency shelter and supportive services for families and individuals from Dover who are experiencing homelessness.

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. 600 Lafayette Road, Portsmouth, NH 03801

BENEFICIARIES
Beneficiaries: **For FY 2022 (7/1/2021 – 6/30/2022) please provide the *estimated* number of unduplicated Dover beneficiaries that will benefit from this CDBG funded activity or project, not necessarily your entire client population (Note: these numbers will be monitored during the funding year):** 45 **For FY 2020 (7/1/2019 – 6/30/2020) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population:** 45 **Were Dover CDBG funds used to fund this activity or project in FY 2021 (7/1/2020 – 6/30/2021):** Yes **If so, how much?** $12,050 This includes the original FY20 award of $7,650 and supplemental COVID-19 related funding of $4,400.

Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) Cross Roads House serves families and individuals experiencing homelessness.

NARRATIVE – *PUBLIC SERVICE* ACTIVITY ONLY

Please provide a detailed description for the proposed activity (not the organization). This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals.

Cross Roads House is seeking funding to support the delivery of our emergency and transitional shelter programs accomplished in part by the Direct Care Staff who work 27/7/365 at our shelter and in conjunction with our Social Work Team. Cross Roads House is funded by a patchwork of public and private sources, and other funds come from a variety of fundraising activities. Roughly 21% of our revenue is federal funding, that is received from HUD, EFSP, USDA and CDBG. The State of NH provides funding through the State-Grant-in-Aid, and municipalities in the region make annual grants through town warrant appropriations totaling 18% of our annual revenue. Income from our rental facility located at Greenleaf Ave in Portsmouth provides 6% of our revenue. Fundraising events, private grants, and donations from individuals, businesses, foundations, and civic groups cover the remainder of our costs representing 56%. Given the substantial amount that we need to raise from private fundraising efforts, CDBG funds from the City of Dover (and other cities) remain a valuable source of revenue.

Magnitude of Need: Last year we provided 37,560 bed nights of shelter (10% increase from the previous fiscal year) to 364 people, including 27 families with 62 children. Among those, **45 were residents of Dover who stayed for 3,118 bed nights.**

People experiencing homelessness have always been a difficult population to quantify, but our shelter operating at or over capacity virtually year-round speaks to the demand for services. **Last year our emergency shelter program for single adults operated above our typical capacity 77% of the year.** This meant that all our emergency shelter beds for single adults were full. To accommodate the increased demand, bunkbeds and cots were used.

Dover low-moderate income individuals will benefit from CDBG funds granted to Cross Roads House through the availability of the programs described below. If shelter beds were not available to meet the needs of Dover residents experiencing homelessness, the City Welfare office would need to place city residents in motel rooms. While this may serve as a temporary housing solution, it can be very expensive, and those in motels are typically not receiving the multitude of supportive services and assistance finding permanent housing that are offered at Cross Roads House.

The overall goals of our programs are to provide emergency and transitional shelter and assist our residents in learning to make choices that lessen the likelihood of them becoming homeless in the future.

Our **Emergency Shelter program** is accessible 24 hours per day, seven days a week. Residents are provided with a place to sleep, store their belongings, use a telephone, laundry facilities, etc. Each resident has a comprehensive needs assessment performed by a case manager. This assessment focuses on basic survival needs and then addresses long-range goals. Topics covered in the assessment include:

- Housing and Employment History
- Safety Net Benefits
- Legal History and Outstanding Problems
- Sources of Income
- Educational and Employment Goals
- Personal Support Network
- Children's Health, Education, and Emotional Needs
- Substance Use Disorders, Mental Illness, or Health Problems

Anyone residing in our emergency shelter who has an income and is living drug & alcohol free is eligible to apply to our **Transitional Shelter Program.** Participants in the Transitional Shelter Program stay in more private quarters and receive intensive case management support. The staff helps individuals and families to identify the patterns and choices which may have contributed to their becoming homeless, assists them in identifying their strengths, and provides guidance to make choices that will enhance their well-being. After completing the Transitional Shelter Program, most who have fully participated feel ready to return to independent living in the community.

Case management is provided for all residents by our Social Work Team, made up of a Master's Level Social Worker, two shelter Case Managers, two Housing Stability Case Managers (HSCM), a Permanent Supportive Housing Case Manager, UNH graduate and undergraduate interns, and is supervised by our Program Director. The team, working closely with direct care staff and other providers,

help our residents move to safe, decent, and permanent housing in the most timely and successful way possible. The approach for each resident is customized. The goals, supportive services, and housing targets are based upon the resident's skills, needs, assets, and preferences. Our team uses clinical expertise and experience to create effective, collaborative action plans which provide the level of intensity of service needed by each individual or family.

Residents in both our Emergency and Transitional Shelter Programs can participate in "Rent Ready", a day-long class that prepares individuals and families to move from the shelter to stable housing by providing the financial and legal guidance and tools they need. Topics such as budgeting, credit repair, conflict resolution, and tenant's rights are presented by a team of professionals including our Case Managers, and representatives from local banks, Rockingham Community Action Partnership, Portsmouth Housing Authority, and NH Legal Assistance.

In addition, residents can attend "Ready to Work," a four-session course focused on seeking out and securing employment. Topics such as barriers to employment, determination of skills, resume writing, and interview techniques are presented by a team of professionals including our Case Managers, a bank representative, and a financial advisor.

Families and individuals moving from the shelter to permanent housing can receive post-shelter case management from an HSCM. The HSCM works with former shelter residents, providing intensive and ongoing home-based support, helping them to stabilize, make new connections within the community, advocate for themselves, and maintain the supports that were set up while staying in our shelter. The HSCM also serves as a resource to landlords so that any issues that arise can be dealt with promptly and avoid escalation that may lead to an eviction.

Our Permanent Supportive Housing Case Manager works with individuals in the community who are considered chronically homeless. This innovative HUD-funded program follows the Housing First model, which provides long-term rental assistance and ongoing intensive case management and support to some of the most vulnerable individuals experiencing homelessness. The case manager works with clients and landlords to obtain and maintain permanent housing, paid for by a rental subsidy. Once housing is established, the client is connected with a variety of community resources like health care, dental care, mental health care, and transportation.

Highlights from our last fiscal year (ending 6/30/18), are illustrated in the following outcomes:

- Our emergency shelter for single adults operated over our typical capacity 77% of nights, and 100% of nights October 23, 2019-May 6, 2020.
- Our average length of stay was 103 days
- Of residents who stayed 90 days or longer, 87% overall moved to permanent housing, including 92% of families.
- More than 21,000 meals were served to residents

Please indicate who prepared the overall cost estimate for the activity. Jill Carol, Finance Director

NARRATIVE – *PUBLIC FACILITY* PROJECT ONLY

Please provide the following information for the proposed project (*not the organization*):

Describe the nature of the project: NA

Describe how the project will ultimately benefit Dover low/moderate income individuals or Dover presumed benefit populations :

Proposed project starting date:

Proposed project completion date:

Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.):

Note: Written estimates, based upon the information provided above, are required and must be submitted with this application. Estimates must be prepared by qualified individuals/companies. Please include three estimates.

PERFORMANCE OUTCOME MEASURES	
Provide the *outcomes* proposed & the *method of measurement*. You may list multiple outcomes.	
Outcome	**Measurement**
Example 1: Decrease in number of "latch-key kids" **Example 2: Decreased dependence on emergency care facilities for non-emergency care of low/mod adults**	**Example 1: # of children who participate in afterschool program** **Example 2: Increase in number of low/mod income residents that seek care from health program.**
Cross Roads House will provide Dover families and individuals who are experiencing homelessness with emergency shelter, meals, case management, and supportive services.	Number of individuals and families from Dover that receive shelter, case management, and supportive services.

DESCRIPTION OF ORGANIZATION

Please provide a description for the organization or agency that is undertaking the activity or project.

Since 1982, Cross Roads House has been providing emergency and transitional shelter to families and individuals primarily from Eastern Rockingham and Strafford Counties, NH and Southern York County, ME who are experiencing homelessness. With 100+ beds, we are one the largest shelters in the state.

Anyone without a safe place to stay is eligible for emergency shelter at Cross Roads House. Emergency shelter services include a place to sleep, meals, and access to basic needs such as mail, laundry, and telephone. Individual case management support is available to every resident in addition to a variety of services provided by partner agencies. In addition to services provided in the emergency shelter, transitional shelter residents stay in more private living quarters and receive more intensive case management support aimed at the return to permanent housing.

As one of the largest shelters in the state, Cross Roads House continues to maintain one of the lowest thresholds for admittance, which eliminates barriers to services. We provide services to those who are dealing with substance use disorders and severe mental illness where other shelters may not. Individuals with felony convictions for arson or sex offenses are not eligible for services. All adult individuals must be able to independently manage their activities of daily living, including eating, dressing, getting out of bed or chair, showering, and using the toilet. Staff may limit the stay of person(s) from outside New Hampshire and southern York County, Maine. For anyone who does not meet eligibility standards, staff will assist with referrals to 211 and other community resources.

Cross Roads House is the only shelter in this region that provides both emergency and transitional shelter programs for both individuals and families. While there are some other smaller shelters in the area, none have the same capacity or serve as broad a population as Cross Roads House. We provide on-site, individualized case management for all residents during their stay, and post-shelter case management to former residents in their new homes to help maintain housing. Additionally, we administer a HUD-funded housing first program in the community and operate a facility that provides affordable rental units for up to 12 individuals exiting homelessness.

As the largest shelter in the region, with the lowest barriers to admission, Cross Roads House is the last resort for many who would otherwise be outside. Lacking shelter options, municipal welfare offices would be forced to shelter people in hotels at dramatically higher costs.

Services provided by Cross Roads House include:

- Emergency and transitional shelter programs
- Three meals a day provided to residents
- Support and direction for returning to permanent housing including:
    - Needs assessments and case management services
    - Access to a variety of services provided by partner agencies (e.g., mental health and substance use disorders counseling, primary medical and dental care, AA & NA meetings)
    - Referrals to services throughout the community (e.g., public housing, rehab, counseling, parenting support, Community Action Programs, and more)
    - "Rent Ready" and "Ready to Work" seminar classes
- Community-based programs including:
    - Post-shelter support provided by Housing Stability Case Managers to help maintain housing
    - HUD Funded Permanent Supportive Housing (Housing First) Program
    - Permanent affordable rental housing for up to 12 individuals in our facility located on Greenleaf Ave. in Portsmouth.

AUDIT AND EVALUATION
Does your organization have an annual CPA audit or other financial statement? Yes
If yes, please submit most recent audit or financial statements as an attachment to this application. SEE ATTACHED
Is your organization evaluated by outside agencies or programs? Yes
If yes, please note the agency/program and how often the evaluation occurs.
The State of New Hampshire, through the Bureau of Housing Supports (BHS), audits our program for regulatory and financial compliance. The United Way of the Greater Seacoast conducts organizational and financial reviews during each grant cycle. During funding renewal years, the United Way may also conduct site visits. Also, the Planning Departments of the cities of Dover, Rochester, and Portsmouth perform annual reviews for CDBG funds.

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
Michael Adams	Greenland, NH
Tim Allison	Portsmouth, NH
Chris Beilmare	Rye, NH
Suzanne Bresette	North Hampton, NH
Bob Brown, Board Treasurer	North Hampton, NH
Eric Campbell	York, ME
Denis Cloutier	New Castle, NH
Dr. Ken Cohen	Kensington, NH
Denis Dillon	Rye, NH
Kathryn Drew	Rye, NH
Steve Goddard	Kittery Point, ME
Rev. Vivan Martindale	Hampton, NH
Shaun Mathews	New Castle, NH
Vanda Moore, Board Secretary	Greenland, NH
Lex Scourby	Portsmouth, NH
Chuck Silva, Board Vice President	Portsmouth, NH
Ben St. Jean, Board President	Portsmouth, NH
Gillian Tierney	Kittery, ME
Mary Lee Worboys	Durham, NH

BUDGET

Use box 1 or 2 below to provide a budget. Include all proposed expenses. Note: Documentation must be kept that clearly tracks the use of the CDBG funds for the requested activities.

1. Public Services (Non-Construction Projects)			
	A **Dover CDBG Funds Requested**	B **Other Funding**	A + B **Total Proposed Budget**
Office Supplies		65,737	65,737
Utilities		102,249	102,249
Repairs/Maintenance		181,250	181,250
Travel			
Salaries (List relevant positions)	16,000	1,296,222	1,312,222
**Direct Care Staff			
Other: Resident Services		322,235	322,235
Professional Fees & Event Costs		61,699	61,699
Insurance & Bad Debt		43,848	43,848
Marketing		3,465	3,468
TOTAL PROPOSED BUDGET:	**16,000**	**2,076,705**	**2,092,705**

2. Public Facilities: (Project)			
	A **Dover CDBG Funds Requested**	B **Other Funding**	A + B **Total Proposed Budget**
Hard Costs Note: Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested.*

Funding Source (Name(s) of funding source(s))	Committed, Pending or Proposed Amount ($):		Total Amount ($)	Explanation
Federal:	Committed:		315,870	
	Pending:			
	Proposed:	315,870		
State:	Committed:		301,563	
	Pending:			
	Proposed:	301,563		
Local:	Committed:		75,743	
	Pending:			
	Proposed:	75,743		
Private:	Committed:	249,614	1,121,930	
	Pending:	867,066		
	Proposed:	1,121,930		
Portsmouth CDBG:	Committed:		17,000	
	Pending:			
	Proposed:	17,000		
Rochester CDBG:	Committed:		25,271	
	Pending:			
	Proposed:	25,271		
Other: Rental Income, United Way, NH Charitable	Committed:		127,773	
	Pending:			
	Proposed:	127,773		
Total:	Committed:	249,614	1,985,150	
	Pending:	867,066		
	Proposed:	1,985,150		

AGENCY BUDGET

Please provide a breakdown of your *organization's* overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from July 1 to June 30	Current Year	Next Year (projected)
REVENUES		
Federal Funds	315,870	325,350
State Funds	301,563	310,610
Foundations/Private Contributions	721,930	743,590
United Way	9,843	10,100
Fundraising or other income	400,000	400,000
Other (describe) Rental Income & City Funding	193,673	199,500
Community Dev. Block Grant (include anticipated request)	47,900	50,000
TOTAL REVENUE	1,990,779	2,039,150
EXPENSES		
Salaries	1,113,855	1,147,270
Fringe Benefits	198,367	171,190
Supplies (include printing/copying)	65,737	67,000
Travel		
Training	9,900	10,000
Communications		
Audit	11,042	12,000
Property Maintenance	180,450	185,870
Service Contracts		
Construction Supplies/Materials		
Other (describe) Insurance, Admin, Fundraising, Resident Services, Utilities, and Depreciation	513,354	528,750
TOTAL EXPENSES	2,092,705	2,122,080
NET (Income - Expenses)	**-101,926**	**-82,930**

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

	Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CDFA Number	Pass-Through Entity's Identifying Number	Passed Through to Subrecipient	Total Federal Expenditures
U.S. Dept. of	Permanent Supportive Housing			$300,370	$300,370
Direct Program	HUD				
Passed Through	[Entity Name]			$	$
	[Program Name]				
Total U.S. Dept. of	USDA			$	$
U.S. Dept. of	USDA			$3,500	$3,500
Direct Program	USDA Kids Meals				
Passed Through	[Entity Name]			$	$
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
U.S. Dept. of	EFPS			$12,000	$12,000
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$	$
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
Total Expenditure of Federal Awards				***$315,870***	***$315,870***
NH Dept. of	State Grant in Aid			$301,563	$301,563
	SGIA Homeless Assistance Program				
Total NH Dept. of	[Agency Name]			$	$
NH Dept. of	[Agency Name]			$	$
	[Program Name]				
Total NH Dept. of	[Agency Name]			$	$
NH Dept. of	[Agency Name]			$	$
	[Program Name]				
Total NH Dept. of	[Agency Name]			$	$
Local Assistance:	[Agency Name]			$	$
	[Program Name]				
Total Local Assistance:	[Agency Name]			$	$
Total State and Local Awards				***$301,563***	***$301,563***
TOTAL FEDERAL, STATE, & LOCAL ASSISTANCE				**$617,433**	**$617,433**

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND THAT IT CONTAINS NO FALSIFICATIONS, MISREPRESENTATIONS, INTENTIONAL OMISSIONS, OR CONCEALMENT OF MATERIAL FACTS.

SIGNATURE

11/20/2020
DATE

MARTHA STONE
PRINTED NAME

EXECUTIVE DIRECTOR
TITLE

FFATA Checklist (contracts $25,000 and over)

The Federal Funding Accountability and Transparency Act (FFATA) require the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. As part of this, the City of Dover's CDBG program requires all agencies that meet the following thresholds to report when the agencies:

- had a gross income, from all sources, over $300,000 in the agency's previous tax year, **and**
- have been awarded $25,000 and over.

Please check box, sign and date below and return form if your agency does not meet the above thresholds. ☒

To Be Filled Out By Dover CDBG Staff	
Award title descriptive of the funding action	
CFDA program number for grant	14.218
Program source	CDBG
Amount of award	
To Be Filled Out By Agency	
Name of agency receiving award	Cross Roads House, Inc.
Address of the entity including:	600 Lafayette Road, Portsmouth, NH
Place of performance including:	
Congressional district	
Total compensation and names of top five executives*	**1.**
	2.
	3.
	4.
	5.
DUNS number	171774979
Central Contractors Registration (CCR) number**	

***Must give total compensation and names of top five executives if:**
(1) More than 80% of annual gross revenues are from the federal government, and those revenues are greater than $25M annually, **and** (2) Compensation information is not already available through reporting to the SEC. **Note: Because CCR registration expires annually, grantees are required to update their CCR information annually.

How do you get a DUNS number?
The unique identifier used in reporting to FFATA is the entity's Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. For subgrantees, OMB has issued interim final guidance requiring such recipients to obtain a valid DUNS number.
DUNS numbers may be requested via the web at: http://fedgov.dnb.com/webform

****What is a CCR and how do you register?**
CCR stands for Central Contractor Registration, which is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.
The link to information needed to register and become familiar with CCR is provided below.
Registration information: http://www.ccr.gov/startregistration.aspx

Martha Stone

Signature of Authorized Person

11/20/2020
Date

Executive Director
Title

LTR-6

SANDERS & KARCHER
Certified Public Accountants

September 22, 2020

Board of Directors
Cross Roads House, Inc.
600 Lafayette Road
Portsmouth, NH 03801

We have audited the financial statements of Cross Roads House, Inc. for the year ended June 30, 2020, and have issued our report thereon dated September 16, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 17, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings - *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Cross Roads House are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2020. We noted no transactions entered into by Cross Roads House, Inc. during the year for which there is a lack of authoritative guidance or consensus. All significant ansactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit - We encountered no difficulties in dealing with management in performing and completing our audit.

Management Representations - We have requested certain representations from management that are included in the management representation letter dated September 16, 2020.

This information is intended solely for the use of management of Cross Roads House, Inc. and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Sanders & Karcher

Sanders & Karcher
Certified Public Accountants

CROSS ROADS HOUSE, INC.

FINANCIAL STATEMENTS

Year Ended June 30, 2020
with Summarized Financial Information
for the Year Ended June 30, 2019

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Sanders & Karcher
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Cross Roads House, Inc.
Portsmouth, New Hampshire

Report on the Financial Statements

We have audited the accompanying financial statements of Cross Roads House, Inc. (a nonprofit organization) as of June 30, 2020 which comprise the statements of financial position and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cross Roads House, Inc. as of June 30, 2020, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited Cross Roads House, Inc.'s financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 16, 2019. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2019, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Sanders & Karcher

Sanders & Karcher
Portsmouth, New Hampshire
September 16, 2020

CROSS ROADS HOUSE, INC.
STATEMENTS OF FINANCIAL POSITION
June 30,

	2020	2019
ASSETS		
CURRENT ASSETS		
Cash	$ 1,149,170	$ 321,023
Accounts receivable	17,796	4,988
Grants receivable	133,308	134,294
Unconditional promises to give	36,703	135,678
Prepaid expenses	38,282	97,934
Total current assets	1,375,259	693,917
PROPERTY & EQUIPMENT, net of accumulated depreciation of $1,872,280 & $1,701,060, respectively	4,657,579	4,771,523
OTHER ASSETS		
Closing costs, net of accumulated amortization of $1,826 & $1,664, respectively	2,773	2,935
Cash and marketable securities, long-term reserve	1,153,509	837,157
Beneficial interest in assets held by others	126,131	132,451
Cash and cash equivalents, operating reserve	-	126,560
Total other assets	1,282,413	1,099,103
TOTAL ASSETS	$ 7,315,251	$ 6,564,543
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	$ 27,118	$ 38,272
Deferred income	180,000	10,000
Long-term debt, current portion	21,497	21,689
Security deposits-Greenleaf Apartments	6,576	6,728
Accrued payroll items	72,401	67,367
Accrued expenses	13,650	-
Total current liabilities	321,242	144,056
LONG-TERM DEBT, net of current portion	557,713	579,544
Total liabilities	878,955	723,600
NET ASSETS		
Without donor restrictions		
Board Designated	1,153,509	963,717
Undesignated	5,023,348	4,744,775
With donor restrictions	259,439	132,451
Total net assets	6,436,296	5,840,943
TOTAL LIABILITIES AND NET ASSETS	$ 7,315,251	$ 6,564,543

The accompanying notes are an integral part of these financial statements.

CROSS ROADS HOUSE, INC.
STATEMENTS OF ACTIVITIES
Years ended June 30,

	2020	2019
PUBLIC SUPPORT AND REVENUES:		
PUBLIC SUPPORT		
Government grants	$ 1,074,789	$ 588,763
Donations	1,162,958	636,763
Rental income	117,965	94,981
Fundraising, net of direct expenses of $ 4,615 and $45,547, respectively	276,979	421,010
Total public support	2,632,691	1,741,517
REVENUES		
Investment return	20,395	51,134
Total public support and revenues	2,653,086	1,792,651
EXPENSES		
Program services	1,533,923	1,298,764
General and administrative	334,388	265,879
Fundraising	145,028	117,456
Total expenses	2,013,339	1,682,099
CHANGE IN OPERATING NET ASSETS BEFORE DEPRECIATION	639,747	110,552
Less depreciation and amortization	171,382	163,673
INCREASE (DECREASE) IN OPERATING NET ASSETS	468,365	(53,121)
BUILDING SUPPORT	-	86,000
INCREASE IN NET ASSETS WITHOUT DONOR RESTRICTIONS	468,365	32,879
NET ASSETS WITH DONOR RESTRICTIONS		
Public support	1,173,975	572,255
Restrictions satisfied by use	(1,040,667)	(658,255)
Investment return	(1,137)	2,872
Distributions	(5,183)	(5,178)
INCREASE (DECREASE) IN NET ASSETS WITH DONOR RESTRICTIONS	126,988	(88,306)
INCREASE (DECREASE) IN NET ASSETS	595,353	(55,427)
NET ASSETS, Beginning of year	5,840,943	5,896,370
NET ASSETS, End of year	$ 6,436,296	$ 5,840,943

The accompanying notes are an integral part of these financial statements.

CROSS ROADS HOUSE, INC.
STATEMENT OF FUNCTIONAL EXPENSES
Year Ended June 30,

	2020				2019
	Program Services	General and Admin	Fund-Raising	Total	Total
Management salaries	$ 91,526	$ 169,460	$ 77,034	$ 338,020	$ 197,859
Salaries and wages	635,845	15,993	28,003	679,841	659,125
Employee benefits	95,184	41,520	3,365	140,069	133,358
Payroll taxes	54,916	14,187	8,035	77,138	66,809
Professional fees	1,775	15,250	-	17,025	16,542
Bad debt	4,585	-	10,164	14,749	6,457
Investment fees	-	905	-	905	2,206
Office and administration	10,000	45,618	5,000	60,618	48,640
Heat	13,914	3,592	999	18,505	31,338
Electricity	36,639	1,648	1,747	40,034	34,591
Water and sewer	27,560	2,124	1,178	30,862	30,688
Repairs and maintenance	84,996	4,871	1,905	91,772	98,616
Interest	27,835	2,093	2,093	32,021	33,014
Insurance	33,572	5,569	1,587	40,728	31,755
Food	30,347	-	-	30,347	26,130
Direct services	242,261	-	-	242,261	234,894
Telephone	6,570	5,945	1,212	13,727	12,124
Covid expenses	131,026	-	-	131,026	-
Volunteer & board development	-	5,113	2,206	7,319	7,731
Staff & program development	5,372	500	500	6,372	10,222
TOTALS BEFORE DEPRECIATION AND AMORTIZATION	1,533,923	334,388	145,028	2,013,339	1,682,099
Depreciation and amortization	154,509	9,161	7,712	171,382	163,673
TOTALS	$ 1,688,432	$ 343,549	$ 152,740	$ 2,184,721	$ 1,845,772

The accompanying notes are an integral part of these financial statements.

CROSS ROADS HOUSE, INC.
STATEMENTS OF CASH FLOWS
Years Ended June 30,

	2020	2019
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from public support	$ 3,027,767	$ 1,663,854
Cash received from investment return	32,904	48,828
Cash paid to employees and suppliers	(1,918,903)	(1,649,904)
Cash paid for interest	(32,021)	(33,014)
Net cash provided by operating activities	1,109,747	29,764
CASH FLOWS FROM INVESTING ACTIVITIES		
Net unrealized investment gain (loss)	(12,509)	19,276
Cash received from operating reserve	126,560	-
Cash paid for long-term reserve	(316,352)	-
Cash paid for property and equipment	(57,276)	-
Net cash provided (used) by investing activities	(259,577)	19,276
CASH FLOWS FROM FINANCING ACTIVITIES		
Cash paid for debt reduction	(22,023)	(24,078)
Net increase in cash	828,147	24,962
Cash at beginning of year	321,023	296,061
CASH AT END OF YEAR	$ 1,149,170	$ 321,023

The accompanying notes are an integral part of these financial statements.

CROSS ROADS HOUSE, INC.
STATEMENTS OF CASH FLOWS (continued)
Years Ended June 30,

	2020	2019
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH PROVIDED BY OPERATING ACTIVITIES		
Increase (Decrease) in net assets	$ 595,353	$ (55,427)
Adjustments to reconcile change in net assets to net cash from operating activities:		
Net unrealized investment (gain) loss	12,509	(19,276)
Depreciation expense	171,220	163,511
Amortization expense	162	162
(Increase) decrease in:		
Accounts receivable	(12,808)	(1,102)
Grants receivable	986	1,173
Unconditional promises to give	98,975	58,397
Prepaid expenses	59,652	(53,081)
Beneficial interest in assets held by others	6,320	2,307
Increase (decrease) in:		
Accounts payable	(11,154)	6,139
Security deposits-Greenleaf Apartments	(152)	6,728
Deferred income	170,000	(15,000)
Accrued payroll items	5,034	14,837
Accrued expenses	13,650	-
Total adjustments	514,394	85,191
NET CASH PROVIDED BY OPERATING ACTIVITIES	$ 1,109,747	$ 29,764

The accompanying notes are an integral part of these financial statements.

CROSS ROADS HOUSE, INC.
NOTES TO FINANCIAL STATEMENTS
Year Ended June 30, 2020

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

Cross Roads House, Inc. (Cross Roads House), was organized March 24, 1982, but was essentially activated January 1, 1984. The purpose of the organization is to provide safe and supportive emergency and transitional shelter to individuals and families experiencing homelessness in southeastern New Hampshire.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Income Taxes

Cross Roads House received a letter of determination dated July 28, 1986 from the Internal Revenue Service advising it that it qualified as a non-profit organization under Section 501(c)(3) of the Internal Revenue Code and, therefore, it is not subject to income tax. Cross Roads House is classified as other than a private foundation.

Financial Statement Presentation

Cross Roads House reports information regarding its financial position and activities according to two classes of net assets: net assets with donor restrictions and net assets without donor restrictions. The Organization accounts for contributions as either with or without donor restrictions depending on the existence and/or nature of any donor-imposed restrictions. Net assets with donor restrictions are reclassified to net assets without donor restrictions upon satisfaction of the time or purpose of the restriction.

Cash and Cash Equivalents

For purposes of these financial statements all non-custodial highly liquid investments with an initial maturity of less than three months or investments with a per share value constant at one dollar are considered to be cash equivalents. Cash equivalents were $135,844 and $148,835 as of June 30, 2020 and 2019.

Accounts Receivable

Accounts receivable consist primarily of amounts due from the State in support of homeless operations. An allowance for doubtful accounts is established based on historical experience and management's evaluation of outstanding accounts receivable at the end of each year. As of June 30, 2020, and 2019 management considers accounts receivable to be fully collectible; accordingly, no allowance for doubtful accounts is required.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Accounting
Income and expenses are reported on the accrual basis, which means that income is recognized as it is earned and expenses are recognized as they are incurred whether or not cash is received or paid out at that time.

Subsequent Events
Subsequent events have been evaluated through September 16, 2020 the date the financial statements were available to be issued.

Promises to Give/Contributions
Cross Roads House accounts for contributions without donor restrictions and with donor restrictions, depending on the existence and/or nature of any donor restrictions. Net assets with donor restrictions are reclassified to net assets without donor restrictions upon satisfaction of the time or purpose restrictions. An allowance for uncollectible unconditional promises is established based on historical experience and management's evaluation of outstanding unconditional pledges at the end of each year. As of June 30, 2020, management considers all pledges to be fully collectible.

All unconditional promises to give are current and consist of the following, as of June 30,

	2020	2019
Wentworth Gala event	$ 36,703	$ 135,678

Functional Allocation of Expenses
The costs of the various programs and other activities have been summarized on a functional basis. Accordingly, costs have been allocated among the programs and supporting services benefited.

Investment Valuation and Income Recognition
The Organization's investments as of June 30, 2020 are stated at fair value. Shares of the separate investment accounts are valued at quoted market prices, which represent the net value of shares held by the Organization at year-end. Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. As of June 30, 2020, investments have a market value of $1,153,509, cost basis of $1,096,395 and unrealized cumulative gains of $57,114.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Property and Equipment

Property and equipment are recorded at cost for those items which have been purchased, and at estimated fair market value for those items which have been donated. The cost of buildings and improvements is recovered using the straight-line method over estimated useful lives of 10 to 33 years. The cost of furniture, fixtures and equipment is recovered using the straight-line method over estimated useful lives of 2 to 7 years. Property and equipment as of June 30, 2020 consisted of the following:

Land and improvements	$	217,266
Buildings and improvements		6,065,715
Furniture and equipment		246,878
Total property and equipment		6,529,859
Less accumulated depreciation		1,872,280
Property and equipment, net	$	4,657,579

Donated Services

Contributions of services are recognized in the financial statements if the services enhance or create nonfinancial assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. For the years ended June 30, 2020 and 2019, there were no amounts for donated services.

Donated Marketable Securities

Donated marketable securities are valued at fair market value. Marketable securities are immediately sold and are included in the statement of activities as donations. Donated marketable securities of $31,146 and $34,564 were received during the years ended June 30, 2020 and 2019, respectively.

NOTE B - BENEFICIAL INTEREST IN ASSETS HELD BY OTHERS

Cross Roads House is a beneficiary of an agency endowment fund at The New Hampshire Charitable Foundation. Pursuant to the terms of the resolution establishing this fund, property contributed to The New Hampshire Charitable Foundation is held as a separate fund designated for the benefit of Cross Roads House. In accordance with its spending policy, the Foundation makes distributions from the fund to Cross Roads House. The distributions are approximately 4.00% of the market value of the fund per year.

NOTE B - BENEFICIAL INTEREST IN ASSETS HELD BY OTHERS (continued)

Activity in this endowment fund consisted of the following for the years ended June 30,

	2020	2019
Beginning, fair value, 7/1	$ 132,451	$ 134,758
Total return	(232)	3,778
Foundation fee	(905)	(907)
Distributions	(5,183)	(5,178)
Ending, fair value, 6/30	$ 126,131	$ 132,451

Distributions represent amounts distributed to Cross Roads House and are shown as unrestricted dividends.

NOTE C - INVESTMENTS AT FAIR VALUE

Cross Roads House records its marketable securities with readily determinable fair values and all investments in debt securities at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets, in the statement of activities.

Following is a description of the valuation methodologies used for assets measured at fair value.

Common stocks, corporate bonds and U.S. government securities: Valued at the closing price reported on the active market on which the individual securities are traded.

Mutual funds: Valued at the net asset value of shares held by the plan at year end.

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Organization believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The Organization reports under the Fair Value Measurements, which established a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs of valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices inactive markets for identical assets or liabilities (level 1 measurement) and the lowest priority to unobservable inputs (level 3 measurements).

NOTE C - INVESTMENTS AT FAIR VALUE (continued)

Level 1 - Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan has the ability to access.

Investments, all at level 1, at fair value consisted of the following as of June 30,

	2020	2019
Cash & equivalents	$ 135,844	$ 148,835
Domestic equities	647,189	531,565
Domestic fixed income	370,476	283,317
TOTALS	$ 1,153,509	$ 963,717

NOTE D - ACCRUED PAYROLL ITEMS

Accrued payroll items consisted of the following as of June 30,

	2020	2019
Payroll and payroll taxes	$ 11,294	$ 20,194
Earned time	61,107	47,173
Totals	$ 72,401	$ 67,367

NOTE E - COMMITMENTS AND CONTINGENCIES

Cross Roads House receives money under various state and federal grants. Under the terms of these grants, Cross Roads House is required to use the money within the grant period for purposes specified in the grant proposal. If expenditures of the grant were found not to have been made in compliance with the proposal, Cross Roads House may be required to repay the grantor's funds.

NOTE F - LINE OF CREDIT

The organization has established a $300,000 line of credit with Provident Bank with a current interest rate of 5.25%. The interest rate is directly tied to the Wall Street Journal Prime Rate with no margin. Accordingly, any changes to this rate will change the organization's line of credit rate. There was no outstanding balance as of June 30, 2020. The organization also acquired a $90,000 line of credit with the New Hampshire Housing Finance Authority with a current interest rate of 0.0%. All amounts owed must be paid on or before May 14, 2023. As of June 30, 2020, there was no outstanding balance.

NOTE G - LONG-TERM DEBT

	Current	Long-term	Total
Note payable, Provident Bank, monthly payment is $1,293, 4.69% interest; secured by property and equipment; note matures August 2037.	$ 7,159	$ 174,686	$ 181,845
Note payable, Provident Bank, monthly payment is $2,070, 5.62% interest; secured by property and equipment; note matures March 2038.	9,501	268,226	277,727
Note payable, Provident Bank, monthly payment is $953, 5.62% interest; secured by property and equipment; note matures May 2038.	4,837	114,801	119,638
Total long-term debt	$ 21,497	$ 557,713	$ 579,210

Future principal loan payments are as follows for the years ended,

June 30,	2021.	$ 21,497
	2022.	22,667
	2023.	23,901
	2024.	25,203
	2025.	26,575
	Thereafter. . .	459,367

NOTE H - CONCENTRATION OF CREDIT RISK

As of June 30, 2020, Cross Roads House had a cash balance held by a bank that was in excess of the amount insured by the Federal Deposit Insurance Corporation. The uninsured amount was $806,746 however, any amount in excess is fully covered by the Massachusetts Depositors Insurance Fund (DIF). The DIF is a private, industry-sponsored insurance fund that insures all deposits above FDIC limits for their member banks.

Cross Roads House has a cash balance held by an investment brokerage firm that is insured by the Securities Investor Protection Corporation.

Cross Roads House derived 41% of its operating revenue from government agencies.

NOTE I - GREENLEAF APARTMENTS

Cross Roads House purchased a 12-unit single room occupancy building in Portsmouth, NH in April 2018. Applicants must meet certain requirements as defined in a Tenant Selection Plan to qualify for these low-income units. Rental income was $117,965 and rental expenses totaled $56,565 for the year ended June 30, 2020. Rental expenses are included in the statement of functional expenses as program expenses.

NOTE J - LIQUIDITY AND AVAILABILITY OF RESOURCES

As part of Cross Roads House's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities and other obligations come due. In addition, the organization invests cash in excess of daily requirements in short-term investments. To help manage unanticipated liquidity needs, the organization has a committed line of credit in the amount of $300,000, which it could draw upon. The organization also has a Board designated reserve of $1,153,509. Although, the organization does not intend to spend from its reserve other than amounts appropriated for general expenditure as part of its annual budget approval and appropriation process, amounts from its reserve could be made available if necessary.

NOTE K - SUBSEQUENT EVENTS

The Covid-19 pandemic occurring during the first and second quarters of 2020 and beyond has resulted in a general downturn in the current economic environment and future economic outlook. The Organization's management is not able to quantify the related impact at this time.

APPLICATION

APPLICANT INFORMATION	
Organization Dover Welfare	**Tax ID**
Name of Program or Project Security Deposit and homeless lodging	
Name of Executive Director Susan Gaston	
Mailing Address 61 Locust Street, Suite 33, Dover NH 03820 **Physical Address** Same	
Contact Person Susan Gaston	**603-516-6500**
s.gaston@dover. nh.gov	**Website**
Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)* ☐ 501(c)(3) ☐ For-profit authorized under 570.201(o) **X**☐ Unit of Government ☐ Faith-based Organization ☐ Institution of Higher Education ☐ Other (Explain):	
Tax ID #	
***DUNS #**	***SAM Expiration Date**

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 10000
Provide a very brief summary of the *activity* or *project* for which the funds are requested. Keep responses to one or two sentences (*i.e. After School Care for K-4th grade students. Repair of homeless shelter roof.*) To help the people of Dover move into apartments when they cannot afford to or to place Dover residents who are homeless into motels until shelter space is available

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made.

BENEFICIARIES

Beneficiaries:

For FY 2022 (7/1/2021 – 6/30/2022) please provide the *estimated* number of unduplicated Dover beneficiaries that will benefit from this CDBG funded activity or project, not necessarily your entire client population (Note: these numbers will be monitored during the funding year): 25

For FY 2020 (7/1/2019 – 6/30/2020) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population: 6

Were Dover CDBG funds used to fund this activity or project in FY 2021 (7/1/2020 – 6/30/2021): Yes

If so, how much? Most

Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) **Homeless, low income housing, families,**

NARRATIVE – *PUBLIC SERVICE* ACTIVITY ONLY

Please provide a detailed description for the proposed activity *(not the organization)*. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals.

Please indicate who prepared the overall cost estimate for the activity.

NARRATIVE – *PUBLIC FACILITY* PROJECT ONLY

Please provide the following information for the proposed project (*not the organization):*

Describe the nature of the project: shelter homeless and help put in permanent housing

Describe how the project will ultimately benefit Dover low/moderate income individuals or Dover presumed benefit populations : They will have a safe place to stay

Proposed project starting date: 7/01/2021

Proposed project completion date: 6/30/2022

Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.):

Note: Written estimates, based upon the information provided above, are required and must be submitted with this application. Estimates must be prepared by qualified individuals/companies. Please include three estimates.

PERFORMANCE OUTCOME MEASURES	
Provide the *outcomes* proposed & the *method of measurement*. You may list multiple outcomes.	
Outcome	**Measurement**
Example 1: Decrease in number of "latch-key kids" **Example 2: Decreased dependence on emergency care facilities for non-emergency care of low/mod adults**	**Example 1: # of children who participate in afterschool program** **Example 2: Increase in number of low/mod income residents that seek care from health program.**
Decrease the number of people in shelters or couch surfing because they cannot afford both first month's rent and security deposit.	Number of shelter space that open up
Decrease the number of people and families that are living in cars of unsafe places.	See the number of people that are getting services move into shelters or permanent housing.

DESCRIPTION OF ORGANIZATION
Please provide a description for the organization or agency that is undertaking the activity or project. Dover City Welfare

AUDIT AND EVALUATION
Does your organization have an annual CPA audit or other financial statement? Yes
If yes, please submit most recent audit or financial statements as an attachment to this application.
Is your organization evaluated by outside agencies or programs? Yes
If yes, please note the agency/program and how often the evaluation occurs.

BOARD OF DIRECTORS	
Name	**Residence (city/town)**

BUDGET

Use box 1 or 2 below to provide a budget. Include all proposed expenses. Note: Documentation must be kept that clearly tracks the use of the CDBG funds for the requested activities.

1. Public Services (Non-Construction Projects)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Office Supplies	0	City of Dover	
Utilities	0	City of Dover	
Repairs/Maintenance	0	City of Dover	
Travel	0	City of Dover	
Salaries (List relevant positions)	0	City of Dover	
Other:			
TOTAL PROPOSED BUDGET:	**0**	**City of Dover**	

2. Public Facilities: (Project)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Hard Costs Note: Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			

Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested*.

Funding Source (Name(s) of funding source(s))	**Committed, Pending or Proposed Amount ($):**		**Total Amount ($)**	**Explanation**
Federal:	Committed: Pending: Proposed:			
State:	Committed: Pending: Proposed:			
Local:	Committed: Pending: Proposed:			
Private:	Committed: Pending: Proposed:			
Portsmouth CDBG:	Committed: Pending: Proposed:			
Rochester CDBG:	Committed: Pending: Proposed:			
Other:	Committed: Pending: Proposed:			
Total:	Committed: Pending: Proposed:			

Organizational Commitment: For public facility projects (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization will be contributing to the project.

Funding Source (Name of Parent Organization)	**Committed, Pending or Proposed Amount ($)**		**Explanation**
	Committed: Pending: Proposed:		
Total:			

AGENCY BUDGET

Please provide a breakdown of your *organization's* overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from to	**Current Year**	**Next Year (projected)**
REVENUES		
Federal Funds		
State Funds		
Foundations/Private Contributions		
United Way		
Fundraising or other income		
Other (describe)		
Community Dev. Block Grant (include anticipated request)	5770	10000
TOTAL REVENUE	5770	10000
EXPENSES		
Salaries		
Fringe Benefits		
Supplies (include printing/copying)		
Travel		
Training		
Communications		
Audit		
Property Maintenance		
Service Contracts		
Construction Supplies/Materials		
Other (describe)		
TOTAL EXPENSES		
NET (Income - Expenses)		

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

	Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CDFA Number	Pass-Through Entity's Identifying Number	Passed Through to Subrecipient	Total Federal Expenditures
U.S. Dept. of	[Agency Name]			$	$
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$	$
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
U.S. Dept. of	[Agency Name]			$	$
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$	$
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
U.S. Dept. of	[Agency Name]			$	$
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$	$
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
Total Expenditure of Federal Awards				***$***	***$***
NH Dept. of	[Agency Name]			$	$
	[Program Name}				
Total NH Dept. of	[Agency Name]			$	$
NH Dept. of	[Agency Name]			$	$
	[Program Name}				
Total NH Dept. of	[Agency Name]			$	$
NH Dept. of	[Agency Name]			$	$
	[Program Name}				
Total NH Dept. of	[Agency Name]			$	$
Local Assistance:	[Agency Name]			$	$
	[Program Name]				

Total Local Assistance:	[Agency Name]			$	$
Total State and Local Awards				***$***	***$***
TOTAL FEDERAL, STATE, & LOCAL ASSISTANCE				**$**	**$**

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND THAT IT CONTAINS NO FALSIFICATIONS, MISREPRESENTATIONS, INTENTIONAL OMISSIONS, OR CONCEALMENT OF MATERIAL FACTS.

_____ _____

SIGNATURE **DATE**

_____ _____

PRINTED NAME **TITLE**

APPLICATION

APPLICANT INFORMATION	
Organization The Homeless Center for Strafford County	**Tax ID** 02-0519859
Name of Program or Project Public Funding for Operations	
Name of Executive Director Tracy Hardekopf, MS, MPP, SHRM-SCP	
Mailing Address P.O. Box 7306 **Physical Address** Current 9 Isinglas Dr. Rochester, NH at time of Granting 202 Washington Street Rochester, NH 03867	
Contact Person Tracy S. Hardekopf	**Phone** 603-332-3065
E-Mail execdirshelter@gmail.com	**Website** www.homelesscenterforstraffco.org
Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)* XXX☐ 501(c)(3) ☐ For-profit authorized under 570.201(o) ☐ Unit of Government ☐ Faith-based Organization ☐ Institution of Higher Education ☐ Other (Explain):	
Tax ID # 02-0519859	
***DUNS #** 961601346	***SAM Expiration Date** 10/01/2021 (renewed Annually)

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 9,000.00
Provide a very brief summary of the *activity* or *project* for which the funds are requested. Keep responses to one or two sentences (*i.e. After School Care for K-4th grade students. Repair of homeless shelter roof.*) Provide Sheltering and Programming for those experiencing homelessness in Strafford County with primary support provided to Dover and Rochester Residents. Move families and individuals into permanent housing.

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. 202 Washington Street Rochester, NH 03839

TSH

BENEFICIARIES

Beneficiaries:

For FY 2022 (7/1/2021 – 6/30/2022) please provide the *estimated* number of unduplicated Dover beneficiaries that will benefit from this CDBG funded activity or project, not necessarily your entire client population (Note: these numbers will be monitored during the funding year): 10 to 30 Dover Residents experiencing homelessness

For FY 2020 (7/1/2019 – 6/30/2020) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population: 10

Were Dover CDBG funds used to fund this activity or project in FY 2021 (7/1/2020 – 6/30/2021): yes

If so, how much? 6625.00 and 2000.00 in Cares Funding

Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) ***Homeless Individuals, Homeless Family Units, Elderly, Disabled all from Low, Moderately Low or Extremely Low income levels.***

NARRATIVE – *PUBLIC SERVICE* ACTIVITY ONLY

Please provide a detailed description for the proposed activity *(not the organization)*. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals. *Funds will be used for operational costs, staff salaries, soft and hard goods needed by clients and utilities and transportation. Soft goods can include clothing, food, medicine, and bedding. Hard goods can include furniture, and kitchen items need to outfit permanent housing environments.*

Please indicate who prepared the overall cost estimate for the activity. Tracy Hardekopf, E.D.

NARRATIVE – *PUBLIC FACILITY* PROJECT ONLY

Please provide the following information for the proposed project *(not the organization)*:

Describe the nature of the project

Describe how the project will ultimately benefit Dover low/moderate income individuals or Dover presumed benefit populations :

Proposed project starting date:

Proposed project completion date:

Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.):

Note: Written estimates, based upon the information provided above, are required and must be submitted with this application. Estimates must be prepared by qualified individuals/companies. Please include three estimates.

TSH

PERFORMANCE OUTCOME MEASURES	
Provide the *outcomes* proposed & the *method of measurement*. You may list multiple outcomes.	
Outcome	**Measurement**
Example 1: Decrease in number of "latch-key kids" **Example 2: Decreased dependence on emergency care facilities for non-emergency care of low/mod adults**	**Example 1: # of children who participate in afterschool program** **Example 2: Increase in number of low/mod income residents that seek care from health program.**
Increase the safety, health and security of Dover Residents	ASSM (Arizona Self-Sufficiency Matrix
Decrease the number of Dover Residents living in environments not meant for human habitation	Gather Resident Statistics at entry
Provide Shelter, Food and Case Management to Dover Residents	Qualitative review of clients served

DESCRIPTION OF ORGANIZATION
Please provide a description for the organization or agency that is undertaking the activity or project. The Homeless center for Strafford County provides sheltering and full comprehensive programming for Strafford County individuals and family units. We serve 42-85 individuals each year currently and expect with our increased physical capacity (at the new location) to serve 60-120 unique clients annually. (Our Programming outline is attached)

AUDIT AND EVALUATION
Does your organization have an annual CPA audit or other financial statement? Yes
If yes, please submit most recent audit or financial statements as an attachment to this application.
Is your organization evaluated by outside agencies or programs? Yes
If yes, please note the agency/program and how often the evaluation occurs. SAMS/DUNS/United Way/SOS

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
Please see attached BOD listing/document	

BUDGET

Use box 1 or 2 below to provide a budget. Include all proposed expenses. Note: Documentation must be kept that clearly tracks the use of the CDBG funds for the requested activities.

1. Public Services (Non-Construction Projects)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Office Supplies			
Utilities	500	700	1200
Repairs/Maintenance			
Travel	500	6700.00	7200.00
Salaries (List relevant positions)			
Case/Shelter Manager	4000.00	46000.00	50000.00
Weekend Staff	2000.00	23344.00	25344.00
Night Staff	2000.00	29680.00	31680.00
Other:			
TOTAL PROPOSED BUDGET:	**9000.00**	**106424.00**	**115424.00**

2. Public Facilities: (Project)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Hard Costs Note: Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction			
		0	
Total Hard Costs		0	
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested.*

Funding Source (Name(s) of funding source(s))	Committed, Pending or Proposed Amount ($):		Total Amount ($)	Explanation
Federal:	Committed: Pending: Proposed:			
State:	Committed: Pending: Proposed:			
Local:	Committed: Pending: Proposed:			
Private:	Committed: Pending: Proposed:	**106424.00**	**106424.00**	**All funds raised via annual appeal, fund raising or corporate partnerships**
Portsmouth CDBG:	Committed: Pending: Proposed:			
Rochester CDBG:	Committed: Pending: Proposed:			
Other:	Committed: Pending: Proposed:			
Total:	Committed: Pending: Proposed:			

Organizational Commitment: For public facility projects (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization will be contributing to the project.

Funding Source (Name of Parent Organization)	Committed, Pending or Proposed Amount ($)	Explanation

HCSC	Committed: Pending: Proposed:		
Total:		00	

AGENCY BUDGET

Please provide a breakdown of your *organization's* overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from 07/01/2020 to 06/30/2021	Current Year	Next Year (projected)
REVENUES		
Federal Funds	255000.00	0
State Funds	162495.00	0
Foundations/Private Contributions	20000.00	12500.00
United Way	12500.00	12500.00
Fundraising or other income	20000.00	95000.00
Other (describe) Gala	200000.00	74500.00
Community Dev. Block Grant (include anticipated request)	101625.00	9000.
TOTAL REVENUE	771620.00	203500.00
EXPENSES		
Salaries	128500.00	168500.00
Fringe Benefits	0	0
Supplies (include printing/copying)	5000.00	5000.
Travel	1200.00	7200.00
Training	1000.00	1000.00
Communications	2000.00	2000.00
Audit		10000.00
Property Maintenance		10000.00
Service Contracts	20000.00	20000.00
Construction Supplies/Materials	1100000.00	
Other (describe)		
TOTAL EXPENSES	1256700.00	223700.00
NET (Income - Expenses)	**-485080.00**	**-202000.00**

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

	Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CDFA Number	Pass-Through Entity's Identifying Number	Passed Through to Subrecipient	Total Federal Expenditures
2021					

U.S. Dept. of	Housing and Urban Dev.			$	$
Direct Program	CDBG				
Passed Through	Rochester, New Hampshire			$73,000	$73.000
Total U.S. Dept. of	[Agency Name]			$	$
U.S. Dept. of	Housing and Urban Dev.			$	$
Direct Program	CDBG				
Passed Through	Dover NH			$8625.00	$8625.00
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
U.S. Dept. of	[Agency Name]			$	$
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$	$
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
Total Expenditure of Federal Awards				***$81625.00***	***81625.00***
NH Dept. of	Governor's office			$162495.00	$162495.00
	GOFERR-Cares Act				
Total NH Dept. of	Revenue			$	$
NH Dept. of	[Agency Name]			$	$
	[Program Name}				
Total NH Dept. of	[Agency Name]			$	$
NH Dept. of	[Agency Name]			$	$
	[Program Name}				
Total NH Dept. of	[Agency Name]			$	$
Local Assistance:	[Agency Name]			$	$
	[Program Name]				
Total Local Assistance:	[Agency Name]			$	$
Total State and Local Awards				***$162495.00***	***$162495.00***
TOTAL FEDERAL, STATE, & LOCAL ASSISTANCE				**$244120.00**	**$244120.00**

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND THAT IT CONTAINS NO FALSIFICATIONS, MISREPRESENTATIONS, INTENTIONAL OMISSIONS, OR CONCEALMENT OF MATERIAL FACTS.

Tracy S. Hardekopf
SIGNATURE

11-11-2020
DATE

Tracy S. Hardekopf
PRINTED NAME

Exec. Dir.
TITLE

TSH

Homeless Center for Strafford County

Board of Trustees

Updated: October 16, 2019

Name	Term Start - Original	Position	Organization	Address	City, State, Zip	Phone	E-mail	Sub Committee / Task Force	Sub Committee / Task Force	Sub Committee / Task Force
Levesque, Kathe	6/21/2017	President (9/17/2019)	City of Portsmouth	6 Raab Lane	Rochester, NH 03868	603-781-0698	klevesque@cityofportsmouth.com	Strategic Planning		
Gilman, Rachel	4/29/2015	V. President (9/17/2019)	RSA Realty	29 Meaders Point Rd	New Durham, NH 03855	603-781-2221	homedrgilman@aol.com	Land Acquisition & Build	Annual Gala - Chair	
French, Jackie	6/20/2019	Treasurer (9/17/2019)	Collins Sports	318 Washington St	Rochester, NH 03867	603-767-7267	jfrench@collinssports.net			
Sewell, Sharon	7/16/2018	Secretary (9/17/2019)	Eastern Propane and Oil	16 Station Lane	Lebanon, ME 04027	603-235-1311	ssewell@eastern.com	Strategic Planning	Annual Gala	
Dolleman, Brant	9/18/2018	Trustee	City of Dover	12 Trestle Way	Dover, NH 03820	603-380-5930	brantdolleman@gmail.com	Strategic Planning - Chair		
Korth, Jim	1/15/2019	Trustee	Turbocam International	72 Lenzi Point Rd.	Barrington, NH 03825	603-905-0379 *copy home email as well*	Jim.Korth@Turbocam.com 4korths@metrocast.net	Strategic Planning		
Kunkel, Brian	9/19/2018	Trustee	Crunch Fitness	34 Brookside Drive	Stratham, NH 03885	603-380-4755	briankunkel77@icloud.com	Land Acquisition & Build		
Martins, Peter	12/18/2018	Trustee	Pratt & Whitney	113 Wells Road (Wk)	N. Berwick, ME 03906	207-676-4100 x2699 *copy home email as well*	peter.martins@pw.utc.com pmartins1121@gmail.com	Strategic Planning		
Morris, Christine	4/18/2019	Trustee	Wentworth Douglass Hospital	318 Dry Hill Rd	Barrington, NH 03825	603-661-8660	Christinemorris783@gmail.com			
Shannon, Jim	12/27/2016	Trustee	Law Offices of James Shannon	64 Riverview Drive	Rochester, NH 03867	603-231-3548	jim@jimshannonlaw.com	Land Acquisition & Build		
Therrien, Brian	3/14/2014	Trustee	Holy Rosary Credit Union	26 Piscataqua Road	Dover, NH 03820	603-332-6840 w 603-312-1894 c	btherrien@hrcu.org			
Viel, Tony	10/15/2019	Trustee	Local Pride	25 Hancock Street	Rochester, NH 03867		TonyViel@gmail.com			

FFATA Checklist (contracts $25,000 and over)

The Federal Funding Accountability and Transparency Act (FFATA) require the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. As part of this, the City of Dover's CDBG program requires all agencies that meet the following thresholds to report when the agencies:

- had a gross income, from all sources, over $300,000 in the agency's previous tax year, **and**
- have been awarded $25,000 and over.

Please check box, sign and date below and return form if your agency does not meet the above thresholds. ☐

To Be Filled Out By Dover CDBG Staff	
Award title descriptive of the funding action	
CFDA program number for grant	14.218
Program source	CDBG
Amount of award	
To Be Filled Out By Agency	
Name of agency receiving award	The Homeless Center for Strafford County
Address of the entity including:	Current: 9 Isinglas Drive Rochester, NH 03839 Future: 220 Washington St. Rochester, NH 03867
Place of performance including:	220 Washington Street, Rochester, NH 03867
Congressional district	US Congressional District One (1)
Total compensation and names of top five executives*	**1.** N/A
	2.
	3.
	4.
	5.
DUNS number	961601346
Central Contractors Registration (CCR) number**	

***Must give total compensation and names of top five executives if:**
(1) More than 80% of annual gross revenues are from the federal government, and those revenues are greater than $25M annually, **and**
(2) Compensation information is not already available through reporting to the SEC. **Note: Because CCR registration expires annually, grantees are required to update their CCR information annually.

How do you get a DUNS number?
The unique identifier used in reporting to FFATA is the entity's Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. For subgrantees, OMB has issued interim final guidance requiring such recipients to obtain a valid DUNS number.
DUNS numbers may be requested via the web at: http://fedgov.dnb.com/webform

****What is a CCR and how do you register?**
CCR stands for Central Contractor Registration, which is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.
The link to information needed to register and become familiar with CCR is provided below.
Registration information: http://www.ccr.gov/startregistration.aspx

Tracy S Hardekopf
Signature of Authorized Person

10-30-2020
Date

Executive Director
Title

HOMELESS CENTER FOR STRAFFORD COUNTY

FINANCIAL STATEMENTS

FOR THE PERIODS ENDED JUNE 30, 2020 AND 2019

RAICHE & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS, PA

(603) 742-8894 - FAX (603) 742-6042
680 Central Avenue Dover, NH 03820

(603) 330-1040 - FAX (603) 330-1041
16 Wakefield Street Rochester, NH 03867

(603) 431-6300 - FAX (603) 742-6042
1 NH Avenue, Suite 125 Portsmouth, NH 03801

To the Board of Directors of
Homeless Center for Strafford County
Rochester, NH 03839

Management is responsible for the accompanying financial statements of Homeless Center for Strafford County, (a nonprofit corporation) which comprise the Statements of Assets, Liabilities and Net Assets-Cash Basis as of June 30, 2020 and 2019, and the related Statements of Revenues and Expenses-Cash Basis for the periods then ended in accordance with the cash basis of accounting, and for determining the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures required by the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

The supplementary information included in the accompanying Statement of Activities-Budget vs. Actual for fiscal year ending June 30, 2020 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information is the representation of management. We have performed a compilation engagement on the information. We have not audited or reviewed the information and, accordingly, do not express an opinion, a conclusion, or provide any assurance on such information.

We are not independent with respect to the Homeless Center for Strafford County.

Raiche & Company CPA's, PA

Raiche & Company CPA's, P.A.
Rochester, New Hampshire

June 8, 2020

HOMELESS CENTER FOR STRAFFORD COUNTY

Statements of Assets, Liabilities and Net Assets-Cash Basis

As of June 30, 2020

	Jun 30, 20	Jun 30, 19
ASSETS		
Current Assets		
Checking/Savings		
10000 · Checking-Operations-0244	84,961.34	94,975.20
10001 · Paypal	0.00	92.83
10002 · Waste Management Grant-4897	0.00	14,703.17
10004 · Petty Cash	200.00	200.00
Total Checking/Savings	85,161.34	109,971.20
Other Current Assets		
10005 · Profile CD-5127	0.00	226,319.27
Total Other Current Assets	0.00	226,319.27
Total Current Assets	85,161.34	336,290.47
Fixed Assets		
13000 · Property, Plant & Equipment		
13005 · Land	260,050.00	4,162.00
13030 · Furniture and Equipment	19,013.77	19,013.77
13020 · Leasehold Improvements(Shelter)	24,558.20	24,558.20
Total 13000 · Property, Plant & Equipment	303,621.97	47,733.97
14000 · Accumulated Depreciation	-19,813.00	-15,487.00
Total Fixed Assets	283,808.97	32,246.97
Other Assets		
Board Restricted		
10003 · Profile Bank	180,297.66	2,540.00
10010 · Held in Capital Campaign Accts.	131,322.22	0.00
Total Board Restricted	311,619.88	2,540.00
Donor Restricted		
10008 · Capital Campaign-Money Market	115,528.32	0.00
10007 · Capital Campaign-Savings	5.00	0.00
10009 · Capital Campaign-12 month CD	115,788.90	0.00
10015 · Less Amt without Donor Restrict	-131,322.22	0.00
Total Donor Restricted	100,000.00	0.00
Total Other Assets	411,619.88	2,540.00
TOTAL ASSETS	**780,590.19**	**371,077.44**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
24000 · Payroll Liabilities		
24030 · State Unemployment Tax	155.50	226.62
Total 24000 · Payroll Liabilities	155.50	226.62
Total Other Current Liabilities	155.50	226.62
Total Current Liabilities	155.50	226.62
Long Term Liabilities		
Loan Land - City of Dover	100,000.00	0.00
PPP Covid 19 Loan	22,487.00	0.00
Total Long Term Liabilities	122,487.00	0.00
Total Liabilities	122,642.50	226.62
Equity		
32000 · Without Donor Restrictions	370,850.82	325,161.71
Net Income	287,096.87	45,689.11
Total Equity	657,947.69	370,850.82
TOTAL LIABILITIES & EQUITY	**780,590.19**	**371,077.44**

HOMELESS CENTER FOR STRAFFORD COUNTY
Statements of Revenues and Expenses-Cash Basis
July 2019 through June 2020

	Jul '19 - Jun 20	Jul '18 - Jun 19	$ Change
Ordinary Income/Expense			
Income			
43300 · Direct Public Grants	6,000.00	1,000.00	5,000.00
43330 · Foundation and Trust Grants	24,000.00	3,200.00	20,800.00
43400 · Direct Public Support			
Restricted - Capital Campaign	256,000.00	50.00	255,950.00
Annual Appeal	21,113.00	17,125.05	3,987.95
43410 · Corporate Contributions			
43415 · Benevity / Liberty Impact Fund	10,193.05	10,901.92	-708.87
43420 · Eastern Propane	0.00	2,500.00	-2,500.00
43425 · Federal Savings Bank	0.00	1,125.00	-1,125.00
43430 · Holy Rosary Credit Union	0.00	2,000.00	-2,000.00
43435 · Knights of Columbus	1,000.00	0.00	1,000.00
43440 · Northeast Credit Union	0.00	2,000.00	-2,000.00
43700 · Turbocam	12,200.21	12,768.25	-568.04
43445 · United Way			
43450 · EFSP Funding	4,150.00	3,700.00	450.00
43455 · Individual Contributions	1,526.37	2,226.42	-700.05
43460 · United Way Grants	17,967.92	14,115.70	3,852.22
Grants Resident Expenses	0.00	-856.11	856.11
Total 43445 · United Way	23,644.29	19,186.01	4,458.28
43600 · Other Corporate Contributions			
American Legion	0.00	900.00	-900.00
Eversource	1,000.00	0.00	1,000.00
Hannafords	43.75	536.00	-492.25
Rochester Grange #86	75.00	18.00	57.00
Rochester Lodge of Elks	0.00	100.00	-100.00
Rochester Runners	0.00	3,000.00	-3,000.00
Strafford County Board Realtors	0.00	380.00	-380.00
Renaisssance Firearms	600.00	0.00	600.00
43600 · Other Corporate Contributions - Other	3,000.00	0.00	3,000.00
Total 43600 · Other Corporate Contributions	4,718.75	4,934.00	-215.25
43410 · Corporate Contributions - Other	0.00	2,500.00	-2,500.00
Total 43410 · Corporate Contributions	51,756.30	57,915.18	-6,158.88
Faith Based Org Donations	3,100.00	4,723.02	-1,623.02
43550 · Individuals	16,203.51	4,234.15	11,969.36
Total 43400 · Direct Public Support	348,172.81	84,047.40	264,125.41
Fundraising-Board			
Spring Gala Event			
Expenses	0.00	-6,573.71	6,573.71
Spring Gala Event - Other	22,985.00	41,758.51	-18,773.51
Total Spring Gala Event	22,985.00	35,184.80	-12,199.80
Total Fundraising-Board	22,985.00	35,184.80	-12,199.80
44500 · Government Grants			
Municipality Donations	0.00	1,000.00	-1,000.00
41200 · Municipality			
44510 · Dover-Facilities	0.00	8,909.50	-8,909.50
44515 · Durham-Facilities	500.00	0.00	500.00
44525 · Lee-Facilities	1,000.00	0.00	1,000.00
44530 · Milton-Facilities	1,000.00	0.00	1,000.00
44540 · Rochester-Facilities	0.00	16,000.00	-16,000.00
44545 · Somersworth-Facilities	550.00	0.00	550.00
44550 · Barrington-Facilities	1,000.00	0.00	1,000.00
44555 · CDBG-Dover	6,350.00	0.00	6,350.00
Total 41200 · Municipality	10,400.00	24,909.50	-14,509.50

HOMELESS CENTER FOR STRAFFORD COUNTY
Statements of Revenues and Expenses-Cash Basis
July 2019 through June 2020

	Jul '19 - Jun 20	Jul '18 - Jun 19	$ Change
44500 · Government Grants - Other	21,365.00	0.00	21,365.00
Total 44500 · Government Grants	31,765.00	25,909.50	5,855.50
45000 · Investments			
45020 · Interest-Profile Fund 1	418.03	236.63	181.40
45030 · Interest-Savings, Short-term CD	5,074.41	2,475.03	2,599.38
Total 45000 · Investments	5,492.44	2,711.66	2,780.78
46400 · Other Types of Income			
Holiday Gift Donations	0.00	1,000.00	-1,000.00
46400 · Other Types of Income - Other	1,150.00	0.00	1,150.00
Total 46400 · Other Types of Income	1,150.00	1,000.00	150.00
Housing			
Individuals	3,944.20	8,782.67	-4,838.47
Forfeited Security Deposits	0.00	2,584.18	-2,584.18
Housing - Other	4,632.80	0.00	4,632.80
Total Housing	8,577.00	11,366.85	-2,789.85
Total Income	448,142.25	164,420.21	283,722.04
Expense			
Property Taxes	9.00	0.00	9.00
Fund Raising Expenses			
Gala Event Expenses	94.36	0.00	94.36
Fund Raising Expenses - Other	294.22	0.00	294.22
Total Fund Raising Expenses	388.58	0.00	388.58
62100 · Contract Services			
62110 · Accounting Fees	7,667.00	5,144.00	2,523.00
62150 · Outside Contract Services	0.00	91.00	-91.00
Total 62100 · Contract Services	7,667.00	5,235.00	2,432.00
62810 · Depreciation Expense	4,326.00	7,342.75	-3,016.75
62800 · Facilities Expense			
Grounds Maintenance	50.00	500.00	-450.00
Janitorial & Pest Control	170.70	25.50	145.20
62840 · Repairs & Maintenance			
Shelter	-61.00	1,538.06	-1,599.06
Transitional	0.00	5,240.44	-5,240.44
Total 62840 · Repairs & Maintenance	-61.00	6,778.50	-6,839.50
Supplies-General	4,712.69	3,262.88	1,449.81
62890 · Utilities - Shelter			
Cable	364.26	456.33	-92.07
Internet	1,012.27	1,101.85	-89.58
Water & Sewer	0.00	42.30	-42.30
Total 62890 · Utilities - Shelter	1,376.53	1,600.48	-223.95
Utilities - Transitional Units			
Electric	0.00	583.85	-583.85
Gas	0.00	575.15	-575.15
Heat-10 Rochester	120.00	988.97	-868.97
Water & Sewer	0.00	345.01	-345.01
Total Utilities - Transitional Units	120.00	2,492.98	-2,372.98
Total 62800 · Facilities Expense	6,368.92	14,660.34	-8,291.42
Miscellaneous expense	0.00	300.00	-300.00
65000 · Operations			
Advertising	150.00	180.00	-30.00

HOMELESS CENTER FOR STRAFFORD COUNTY
Statements of Revenues and Expenses-Cash Basis
July 2019 through June 2020

	Jul '19 - Jun 20	Jul '18 - Jun 19	$ Change
65010 · Books, Subscriptions, Reference	67.00	217.00	-150.00
Computer Supplies & Repairs	1,780.97	340.00	1,440.97
Drug Testing	144.00	0.00	144.00
Dues	1,091.00	490.00	601.00
Food Purchases	425.83	16.97	408.86
Gifts & Recognition			
Other Gifts & Recognition	124.81	0.00	124.81
Volunteer Appreciation	228.44	1,661.53	-1,433.09
Total Gifts & Recognition	353.25	1,661.53	-1,308.28
Licenses & Fees	75.00	0.00	75.00
Lunches - Rotary Club	278.00	62.00	216.00
65040 · Office Expense & Supplies	1,057.97	1,378.42	-320.45
Paypal Fees	165.04	48.20	116.84
65020 · Postage and Delivery Expense	1,105.57	1,033.96	71.61
65030 · Printing and Copying	179.64	0.00	179.64
Resident Transportation	83.10	0.00	83.10
Service Charges-Bank	25.00	1,021.49	-996.49
Supplies - Operations	4,567.73	1,136.85	3,430.88
65050 · Telephone Expense			
Cell Phone	480.00	398.66	81.34
Office Telephone	317.18	1,167.29	-850.11
Resident Telephone	0.00	-78.63	78.63
Total 65050 · Telephone Expense	797.18	1,487.32	-690.14
Website Expense	21.17	39.95	-18.78
Total 65000 · Operations	12,367.45	9,113.69	3,253.76
65100 · Other Types of Expenses			
Criminal Background Checks	105.00	330.00	-225.00
60940 · Insurance-Employee Health	0.00	-115.27	115.27
65120 · Insurance-Liability, D&O & W.C.	8,697.50	6,648.00	2,049.50
Resident Expenses	4,335.71	610.70	3,725.01
Total 65100 · Other Types of Expenses	13,138.21	7,473.43	5,664.78
66000 · Payroll Expenses			
11550 · Salaries & Wages	107,065.78	111,797.14	-4,731.36
11560 · Payroll Taxes	8,190.54	8,552.50	-361.96
11580 · State Unemployment Tax	190.36	493.14	-302.78
11590 · Payroll Processing Fees	4.04	5.25	-1.21
Total 66000 · Payroll Expenses	115,450.72	120,848.03	-5,397.31
68300 · Travel and Meetings			
68310 · Conference, Convention, Meeting	70.00	0.00	70.00
Gasoline	0.00	81.20	-81.20
Tolls & Parking	9.25	50.00	-40.75
68320 · Travel-Mileage	1,250.25	1,192.85	57.40
Total 68300 · Travel and Meetings	1,329.50	1,324.05	5.45
Total Expense	161,045.38	166,297.29	-5,251.91
Net Ordinary Income	287,096.87	-1,877.08	288,973.95
Other Income/Expense			
Other Income			
Gain/Loss Sale of Asset	0.00	47,566.19	-47,566.19
Total Other Income	0.00	47,566.19	-47,566.19
Net Other Income	0.00	47,566.19	-47,566.19
Net Income	**287,096.87**	**45,689.11**	**241,407.76**

HOMELESS CENTER FOR STRAFFORD COUNTY
Statement of Revenue & Expenses-Budget vs Actual-Cash Basis
July 2019 through June 2020

	Jul '19 - Jun 20	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
43300 · Direct Public Grants	6,000.00	2,000.00	4,000.00
43330 · Foundation and Trust Grants	24,000.00	31,000.00	-7,000.00
43400 · Direct Public Support			
Restricted-Fund A Need Pledged	0.00	11,500.00	-11,500.00
Restricted-State Tax Credits	0.00	80,000.00	-80,000.00
Restricted - Capital Campaign	256,000.00	90,000.00	166,000.00
Annual Appeal	21,113.00	25,000.00	-3,887.00
43410 · Corporate Contributions			
43415 · Benevity / Liberty Impact Fund	10,193.05		
43435 · Knights of Columbus	1,000.00		
43700 · Turbocam	12,200.21		
43445 · United Way			
43450 · EFSP Funding	4,150.00	2,500.00	1,650.00
43455 · Individual Contributions	1,526.37	600.00	926.37
43460 · United Way Grants	17,967.92	14,000.00	3,967.92
Total 43445 · United Way	23,644.29	17,100.00	6,544.29
43600 · Other Corporate Contributions			
Eversource	1,000.00		
Hannafords	43.75		
Rochester Grange #86	75.00		
Renaisssance Firearms	600.00		
43600 · Other Corporate Contributions - Other	3,000.00		
Total 43600 · Other Corporate Contributions	4,718.75		
43410 · Corporate Contributions - Other	0.00	18,600.00	-18,600.00
Total 43410 · Corporate Contributions	51,756.30	35,700.00	16,056.30
Faith Based Org Donations	3,100.00	7,000.00	-3,900.00
43550 · Individuals	16,203.51	3,000.00	13,203.51
Total 43400 · Direct Public Support	348,172.81	252,200.00	95,972.81
Fundraising-Board			
Spring Gala Event	22,985.00	48,000.00	-25,015.00
Total Fundraising-Board	22,985.00	48,000.00	-25,015.00
44500 · Government Grants			
41200 · Municipality			
44510 · Dover-Facilities	0.00	99,999.96	-99,999.96
44515 · Durham-Facilities	500.00		
44525 · Lee-Facilities	1,000.00		
44530 · Milton-Facilities	1,000.00		
44540 · Rochester-Facilities	0.00	50,000.04	-50,000.04
44545 · Somersworth-Facilities	550.00		
44550 · Barrington-Facilities	1,000.00		
44555 · CDBG-Dover	6,350.00	7,000.00	-650.00
Total 41200 · Municipality	10,400.00	157,000.00	-146,600.00
44500 · Government Grants - Other	21,365.00		
Total 44500 · Government Grants	31,765.00	157,000.00	-125,235.00
45000 · Investments			
45020 · Interest-Profile Fund 1	418.03	0.00	418.03
45030 · Interest-Savings, Short-term CD	5,074.41		
Total 45000 · Investments	5,492.44	0.00	5,492.44
46400 · Other Types of Income	1,150.00		
Housing			

HOMELESS CENTER FOR STRAFFORD COUNTY
Statement of Revenue & Expenses-Budget vs Actual-Cash Basis
July 2019 through June 2020

	Jul '19 - Jun 20	Budget	$ Over Budget
Individuals	3,944.20	8,000.00	-4,055.80
Housing - Other	4,632.80	8,000.00	-3,367.20
Total Housing	8,577.00	16,000.00	-7,423.00
Total Income	448,142.25	506,200.00	-58,057.75
Expense			
Property Taxes	9.00		
Fund Raising Expenses			
Gala Event Expenses	94.36		
Fund Raising Expenses - Other	294.22		
Total Fund Raising Expenses	388.58		
62100 · Contract Services			
62110 · Accounting Fees	7,667.00	5,040.00	2,627.00
62140 · Legal Fees	0.00	25.00	-25.00
62150 · Outside Contract Services	0.00	100.00	-100.00
Total 62100 · Contract Services	7,667.00	5,165.00	2,502.00
62810 · Depreciation Expense	4,326.00	4,326.00	0.00
62800 · Facilities Expense			
Grounds Maintenance	50.00	100.00	-50.00
Janitorial & Pest Control	170.70	100.00	70.70
62840 · Repairs & Maintenance			
Shelter	-61.00	500.00	-561.00
Total 62840 · Repairs & Maintenance	-61.00	500.00	-561.00
Supplies-General	4,712.69	500.00	4,212.69
62890 · Utilities - Shelter			
Cable	364.26	0.00	364.26
Internet	1,012.27	1,440.00	-427.73
Total 62890 · Utilities - Shelter	1,376.53	1,440.00	-63.47
Utilities - Transitional Units			
Heat-10 Rochester	120.00		
Total Utilities - Transitional Units	120.00	0.00	120.00
Total 62800 · Facilities Expense	6,368.92	2,640.00	3,728.92
65000 · Operations			
Advertising	150.00	200.00	-50.00
65010 · Books, Subscriptions, Reference	67.00	250.00	-183.00
Computer Supplies & Repairs	1,780.97	1,775.00	5.97
Drug Testing	144.00	375.00	-231.00
Dues	1,091.00	800.00	291.00
Food Purchases	425.83	0.00	425.83
Gifts & Recognition			
Other Gifts & Recognition	124.81	0.00	124.81
Volunteer Appreciation	228.44	400.00	-171.56
Total Gifts & Recognition	353.25	400.00	-46.75
Licenses & Fees	75.00	250.00	-175.00
Lunches - Rotary Club	278.00	360.00	-82.00
65040 · Office Expense & Supplies	1,057.97	500.00	557.97
Paypal Fees	165.04	2,500.00	-2,334.96
65020 · Postage and Delivery Expense	1,105.57	1,200.00	-94.43
65030 · Printing and Copying	179.64	250.00	-70.36
Resident Transportation	83.10		
Service Charges-Bank	25.00	50.00	-25.00
Supplies - Operations	4,567.73	0.00	4,567.73
65050 · Telephone Expense			

HOMELESS CENTER FOR STRAFFORD COUNTY
Statement of Revenue & Expenses-Budget vs Actual-Cash Basis
July 2019 through June 2020

	Jul '19 - Jun 20	Budget	$ Over Budget
Cell Phone	480.00	480.00	0.00
Office Telephone	317.18	896.00	-578.82
Total 65050 · Telephone Expense	797.18	1,376.00	-578.82
Website Expense	21.17	432.00	-410.83
Total 65000 · Operations	12,367.45	10,718.00	1,649.45
65100 · Other Types of Expenses			
60920 · Business Registration Fees	0.00	75.00	-75.00
Criminal Background Checks	105.00	750.00	-645.00
65120 · Insurance-Liability, D&O & W.C.	8,697.50	11,000.00	-2,302.50
Resident Expenses	4,335.71		
Total 65100 · Other Types of Expenses	13,138.21	11,825.00	1,313.21
66000 · Payroll Expenses			
11550 · Salaries & Wages	107,065.78	126,128.00	-19,062.22
11560 · Payroll Taxes	8,190.54	9,648.79	-1,458.25
11580 · State Unemployment Tax	190.36	2,516.43	-2,326.07
11590 · Payroll Processing Fees	4.04	0.00	4.04
Total 66000 · Payroll Expenses	115,450.72	138,293.22	-22,842.50
68300 · Travel and Meetings			
68310 · Conference, Convention, Meeting	70.00	0.00	70.00
Tolls & Parking	9.25	50.00	-40.75
68320 · Travel-Mileage	1,250.25	1,500.00	-249.75
Total 68300 · Travel and Meetings	1,329.50	1,550.00	-220.50
Total Expense	161,045.38	174,517.22	-13,471.84
Net Ordinary Income	287,096.87	331,682.78	-44,585.91
Net Income	**287,096.87**	**331,682.78**	**-44,585.91**

APPLICATION

APPLICANT INFORMATION	
Organization My Friend's Place	**Tax ID** 02-0407497
Name of Program or Project Emergency Shelter and transitional Housing	
Name of Executive Director Susan Ford	
Mailing Address 368 Washington Street, Dover, NH 03820 **Physical Address** Emergency Shelter is SSA, Transitional Housing: 21/23 Hough Street and 25 East Concord Street, Dover, NH	
Contact Person Susan Ford	**Phone** 603-749-3017
E-Mail sford@myfriendsplacenh.org	**Website** www.myfriendsplacenh.org
Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)* ☒ 501(c)(3) ☐ For-profit authorized under 570.201(o) ☐ Unit of Government ☐ Faith-based Organization ☐ Institution of Higher Education ☐ Other (Explain):	
Tax ID # 02-0407497	
***DUNS #** 017249801	***SAM Expiration Date** 12/2/2020

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Rochester CDBG funds requested for activity/project: $ 25,000
Provide a very brief summary of the *activity* or *project* for which the funds are requested. Keep responses to one or two sentences (*i.e. After School Care for K-4th grade students. Repair of homeless shelter roof.*) Emergency Shelter and Transitional housing for single men, women and families.

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. Emergency Shelter is located at 368 Washington Street, Dover, NH 03820. Two Transitional housing units located at 21/23 Hough Street and 25 East Concord Street, Dover NH

BENEFICIARIES
Beneficiaries:

For FY 2022 (7/1/2021 – 6/30/2022) please provide the *estimated* number of unduplicated Rochester beneficiaries that will benefit from this CDBG funded activity or project, not necessarily your entire client population (Note: these numbers will be monitored during the funding year): 40

For FY 2020 (7/1/2019 – 6/30/2020) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population: 41 in the Emergency Shelter and 5 in Transitional Housing

Were Dover CDBG funds used to fund this activity or project in FY 2021 (7/1/2020 – 6/30/2021): Yes

If so, how much? 10,000

Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) **Homeless single men, women and families.**

NARRATIVE – *PUBLIC SERVICE* ACTIVITY ONLY

Please provide a detailed description for the proposed activity *(not the organization)*. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Rochester low-moderate income individuals. Funds will be applied to general operating cost to run both the Emergency Shelter and the Transitional Housing programs. Being located in Dover My Friend's Place sees a large number of Dover residents, the funding off sets monies that would typically be charged to the City Welfare office. Last year alone we served 2 intact families, 6 single parent families, 5 single females, 11 single males including 15 children in the emergency shelter and 2 single parent with 3 children in the transitional housing program who were Dover residents.

My Friend's Place offers a safe, warm place for a family or individual to stay, as well as basic necessities such as access to our pantry, bath/showers, etc. We also provide case management for every admitted client. Clients through case management will set out goals and steps to obtain those goals. Depending on the individual this plan may be to job search or housing search but it may also include being connected to DHHS for food stamps or Medicaid, or setting up medical appointments for either physical or mental health issues that have not been addressed or treatment has lapsed or just obtaining a medical home. Access to a telephone and online computer to assist them with connecting to a multitude of services, job searching, housing searching, making necessary appointments, etc.

Client's that City Welfare has to put up in a motel, not only costs the city more money than that of a shelter, the City is now burdened with attempting to case manage the client from off site. This is very difficult to do even under the best of circumstances.

Every individual who enters My Friend's Place emergency shelter is below the low-income threshold, some have no income at all and most have significant barriers to obtaining permanent affordable housing. My Friend's Place not only takes a monetary burden off the City Welfare Department for these individuals it also provides the necessary on-site case management services that your City Welfare Department would then have to provide to ensure that clients are doing the things they need to do to progress towards permanent housing. Our transitional housing program offers this same service as well, giving the client more time to work on larger barriers. In some cases, it may just be the wait time for pubic assisted housing, currently this is 16 months to 2 years.

Please indicate who prepared the overall cost estimate for the activity. Susan Ford

NARRATIVE – *PUBLIC FACILITY* PROJECT ONLY

Please provide the following information for the proposed project (*not the organization):*

Describe the nature of the project:

Describe how the project will ultimately benefit Rochester low/moderate income individuals or Rochester presumed benefit populations :

Proposed project starting date:

Proposed project completion date:

Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.):

Note: Written estimates, based upon the information provided above, are required and must be submitted with this application. Estimates must be prepared by qualified individuals/companies. Please include three estimates.

PERFORMANCE OUTCOME MEASURES

Provide the *outcomes* proposed & the *method of measurement*. You may list multiple outcomes.

Outcome	Measurement
Example 1: Decrease in number of "latch-key kids" Example 2: Decreased dependence on emergency care facilities for non-emergency care of low/mod adults	**Example 1: # of children who participate in afterschool program Example 2: Increase in number of low/mod income residents that seek care from health program.**
Decrease the amount of families/individuals Dover City Welfare would have to put up in a motel.	# of Dover Families/Individuals admitted to shelter

DESCRIPTION OF ORGANIZATION

Please provide a description for the organization or agency that is undertaking the activity or project. My Friend's Place provides short term emergency shelter for homeless individuals and families. The average stay for a single person is 60 days while family's stays are 90 to 180 days. The transitional housing program provides longer term stays for families who have serious obstacles to obtaining permanent housing. Families may stay in this program for up to 2 years.

AUDIT AND EVALUATION

Does your organization have an annual CPA audit or other financial statement? Yes

If yes, please submit most recent audit or financial statements as an attachment to this application.

Is your organization evaluated by outside agencies or programs? No

If yes, please note the agency/program and how often the evaluation occurs.

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
FX Bruton, Esq., President	Dover, NH
Stan Robbins, Vice President	Dover, NH
Robert Fuller, CPA, Treasurer	Dover, NH
Janet Insolia, Secretary	Dover, NH
Phyllis LaPointe, Member	Barrington, NH
Estelle Lewis, Member	Dover, NH
Jennifer Stevens, Member	Rye, NH
Alicia McLaughlin, Member	Dover, NH
John Lewis, Esq., Member	Durham, NH
Vicki Roundy, Esq., Member	Barrington, NH
Jacqueline Williams	Dover, NH
Tasha Dworjanyn	Dover, NH
Brad Gould, Member	Dover, NH
Mark Bowen (pending member)	Greenland, NH

BUDGET

Use box 1 or 2 below to provide a budget. Include all proposed expenses. Note: Documentation must be kept that clearly tracks the use of the CDBG funds for the requested activities.

1. Public Services (Non-Construction Projects)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Office Supplies	N/A	$3,000	$3,000
Utilities	$8,872	$25,000	$33,872
Repairs/Maintenance	N/A	$17,000	$17,000
Travel	N/A	$1,200	$1,2000
Salaries (List relevant positions)			
Program Assistant		$20,352	$20,352
Resident Managers x 6		$91,584	$91,584
Case Manager	$16,128	$29,885	$46,013
Other:			
TOTAL PROPOSED BUDGET:	**$25,000**	**$188,021**	**$213,021**

2. Public Facilities: (Project)			
	A	**B**	**A + B**

	Dover CDBG Funds Requested	Other Funding	Total Proposed Budget
Hard Costs Note: Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Rochester CDBG amount requested.*

Funding Source (Name(s) of funding source(s))	Committed, Pending or Proposed Amount ($):		Total Amount ($)	Explanation
State: SGIA	Committed: Pending: Proposed:	**$95,000***	**$95,000**	**We never know year to year what the contract will be however we do not anticipate it being below this amount**
Local: Direct Public Support, United Way	Committed: Pending: Proposed:	**$68,000** **$30,000**	**$98,000**	**This is our budget amount for FY21, it is $20,000 less than what was realized in FY20 and $9,000 more than what was realized in FY19**
Private: Dover CDBG	Committed: Pending: Proposed:	**$10,000** **$** **$**	**$10,000**	**We do not anticipate this figure being less than this.**
Portsmouth CDBG:	Committed: Pending: Proposed:			**We do not apply for this funding as we do not serve many Portsmouth residents and some years have none.**
Federal: FEMA/HUD	Committed: Pending: Proposed:	**$5,000** **$**	**$5,000**	**This is an accurate estimate based on years of receiving this funding.**
Other: Service Fees/Transitional Rent	Committed: Pending: Proposed:	**$29,000**	**$29,000**	**These are funds we receive from Cities and towns for the clients they refer to us or from clients themselves with an income source.**

Other: Fundraising efforts (bingo, Holiday Appeal, Games of Chance, special events)	Committed: Pending: Proposed:	**$100,000** **$26,000**	**$126,000**	**MFP has historically successfully fundraised the committed amount, the pending amount reflects the unknown with COVID-19.**
Total:	Committed: Pending: Proposed:	**$307,000** **$56,000**	**$363,000**	

Organizational Commitment: For public facility projects (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization will be contributing to the project.

Funding Source (Name of Parent Organization)	**Committed, Pending or Proposed Amount ($)**		**Explanation**
	Committed: Pending: Proposed:		
Total:			

AGENCY BUDGET

Please provide a breakdown of your *organization's* overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from July 1, 2020 to June 30,2020	**Current Year**	**Next Year (projected)**
REVENUES		
Federal Funds	$6,000	$6,000
State Funds	$80,115	$90,000
Foundations/Private Contributions	$78,000	$78,000
United Way	$20,000	$20,000
Fundraising or other income	$96,200	$140,000
Other (describe) COVID-19 Relief Funds	$37,410	$0
Community Dev. Block Grant (include anticipated request)	$52,000	30,000
TOTAL REVENUE	$364,325	$364,000
EXPENSES		
Salaries	$238,824	$239,000
Fringe Benefits	$15,600	$16,000
Supplies (include printing/copying)	$14,000	$14,000
Travel	$1,200	$1,200
Training	$300	$300
Communications	$6,800	$7,000

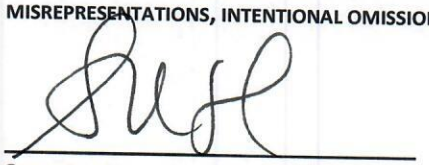
Audit		N/A	N/A
Property Maintenance		$31,000	$31,000
Service Contracts		$12,150	$12,150
Utilities		33,872	$34,000
Other (describe)	Fundraising	$2,500	$2,500
	Background Checks	$400	$400
	Resident support services	$900	$900
	Volunteer Support	$500	$500
	TOTAL EXPENSES	$358,046	358,950
NET (Income - Expenses)			

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

	Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CDFA Number	Pass-Through Entity's Identifying Number	Passed Through to Subrecipient	Total Federal Expenditures
U.S. Dept. of Urban Development/FEMA/EFSP	United Way	Unknown	Unknown	$5,400 in FY20/21 Unknown for current FY	$5,400 in FY20/21 $0 in current FY
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$	$
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
U.S. Dept. of	[Agency Name]			$	$
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$	$
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
U.S. Dept. of	[Agency Name]			$	$
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$	$
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
Total Expenditure of Federal Awards				***$***	***$***
NH Dept. of Human Services	My Friend's Place	Unknown	02-0407497	$97,187	$15,521.74
	[Program Name}				
NERF/CARES ACT	NERF	Unknown	Unknown	$37,410.75	$37,410.75
NH Dept. of	[Agency Name]			$	$
	[Program Name}				
Total NH Dept. of	[Agency Name]			$	$
NH Dept. of	[Agency Name]			$	$
	[Program Name}				
Total NH Dept. of	[Agency Name]			$	$
Local Assistance:	Dover CDBG	Unknown	Unknown	$16,000 current FY	$8,130.10

	Rochester CDBG	Unknown	Unknown	$30,000 current FY	$0
Total Local Assistance:	[Agency Name]			$	$
Total State and Local Awards				***$180,597.75***	***$61,062.59***
TOTAL FEDERAL, STATE, & LOCAL ASSISTANCE				**$180,597.75**	**$61,062.59**

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND THAT IT CONTAINS NO FALSIFICATIONS, MISREPRESENTATIONS, INTENTIONAL OMISSIONS, OR CONCEALMENT OF MATERIAL FACTS.



SIGNATURE

11/18/2020

DATE

Susan M. Ford

PRINTED NAME

Executive Director

TITLE

MY FRIEND'S PLACE

FINANCIAL STATEMENTS

Years Ended June 30, 2019 and 2018

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of
My Friend's Place
Dover, New Hampshire

We have audited the accompanying financial statements of My Friend's Place (a New Hampshire Non-Profit Organization), which comprise the statements of financial position as of June 30, 2019 and 2018, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

(continued)

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of My Friend's Place as of June 30, 2019 and 2018, and the changes in net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Hodgdon, Wilson & Griffin

Hodgdon, Wilson & Griffin
Portsmouth, New Hampshire

May 28, 2020

MY FRIEND'S PLACE
STATEMENTS OF FINANCIAL POSITION
June 30,

	2019	2018
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	$ 153,364	$ 146,327
Grants receivable	36,493	36,245
Investments	1,169	1,086
Inventory	2,662	1,422
Prepaid expenses	2,619	4,684
Total current assets	196,307	189,764
PROPERTY, PLANT AND EQUIPMENT		
Land	87,150	87,150
Buildings and improvements	815,085	815,085
Furniture and fixtures	42,634	41,071
Equipment	42,511	13,850
Total property and equipment	987,380	957,156
Less accumulated depreciation	506,504	482,742
Property and equipment, net	480,876	474,414
OTHER ASSETS		
Endowment investments	9,760	9,963
Cash and cash equivalents	806	2,400
Total other assets	10,566	12,363
TOTAL ASSETS	$ 687,749	$ 676,541
LIABILITIES & NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	$ 1,725	$ 2,431
Accrued payroll and payroll taxes	3,399	2,832
Accrued earned time	1,985	4,925
Total current liabilities	7,109	10,188
SECURITY DEPOSITS	806	2,400
Total liabilities	7,915	12,588
NET ASSETS		
Without donor restrictions	665,716	653,990
With donor restrictions	14,118	9,963
Total net assets	679,834	663,953
TOTAL LIABILITIES AND NET ASSETS	$ 687,749	$ 676,541

The accompanying notes are an integral part of these financial statements.

MY FRIEND'S PLACE
STATEMENTS OF ACTIVITIES
For the Years Ended June 30,

	2019	2018
NET ASSETS WITHOUT DONOR RESTRICTIONS		
Public support and revenue:		
Public support		
Grants	$ 164,832	$ 150,636
Donations	84,024	65,185
United Way	18,124	16,808
Total public support	266,980	232,629
OTHER REVENUE		
Gaming revenue, net	77,761	48,292
Rent and miscellaneous	28,887	22,348
Interest income	87	142
Unrealized gain (loss) on investments	83	(21)
Total other revenue	106,818	70,761
Total public support and revenue	373,798	303,390
FUNCTIONAL EXPENSES		
Program services	296,690	275,292
Management and general	57,922	55,685
Fundraising	7,460	8,212
Total functional expenses	362,072	339,189
INCREASE (DECREASE) IN NET ASSETS WITHOUT DONOR RESTRICTIONS	11,726	(35,799)
INCREASE (DECREASE) IN NET ASSETS WITH DONOR RESTRICTIONS	4,155	13
INCREASE (DECREASE) IN NET ASSETS	15,881	(35,786)
NET ASSETS, Beginning	663,953	699,739
NET ASSETS, Ending	$ 679,834	$ 663,953

The accompanying notes are an integral part of these financial statements.

MY FRIEND'S PLACE
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2019

	Program	Management and General	Fundraising	Total
Classified advertising and public relations	$ -	$ 1,481	$ -	$ 1,481
Depreciation expense	23,037	724	-	23,761
Employee benefits	31,066	5,153	589	36,808
Insurance	4,812	7,219	-	12,031
Maintenance and repairs	34,549	1,449	-	35,998
Miscellaneous	834	-	-	834
Office expense	1,322	3,269	3,936	8,527
Professional fees	-	6,988	-	6,988
Resident support services	937	-	-	937
Salaries and wages	146,435	24,412	2,713	173,560
Supplies	8,317	4,302	-	12,619
Taxes, payroll	11,715	1,943	222	13,880
Telephone	4,026	212	-	4,238
Transportation expense	909	-	-	909
Utilities	28,731	770	-	29,501
TOTAL EXPENSES	$ 296,690	$ 57,922	$ 7,460	$ 362,072

The accompanying notes are an integral part of these financial statements.

MY FRIEND'S PLACE
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2018

	Program	Management and General	Fundraising	Total
Classified advertising and public relations	$ -	$ 1,940	$ -	$ 1,940
Depreciation expense	21,920	1,073	-	22,993
Employee benefits	28,723	4,787	684	34,194
Insurance	4,410	6,616	-	11,026
Maintenance and repairs	16,264	449	-	16,713
Miscellaneous	6,155	122	-	6,277
Office expense	1,614	3,255	4,593	9,462
Professional fees	210	7,872		8,082
Resident support services	1,566	-	-	1,566
Salaries and wages	143,430	23,850	2,650	169,930
Supplies	7,334	2,681	-	10,015
Taxes, payroll	11,990	1,999	285	14,274
Telephone	4,835	254	-	5,089
Transportation expense	1,083	-	-	1,083
Utilities	25,758	787	-	26,545
TOTAL EXPENSES	$ 275,292	$ 55,685	$ 8,212	$ 339,189

The accompanying notes are an integral part of these financial statements.

MY FRIEND'S PLACE
STATEMENTS OF CASH FLOWS
Years Ended June 30,

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase (decrease) in net assets	$ 15,881	$ (35,786)
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Unrealized (gain) loss on investments	(83)	21
Investment (income) loss	203	(34)
Depreciation	23,761	22,993
(Increase) decrease in:		
Grants receivable	(248)	22,290
Inventory	(1,239)	3,513
Prepaid expenses	2,065	(92)
Increase (decrease) in:		
Accounts payable	(706)	163
Accrued payroll and payroll taxes	567	112
Accrued earned time	(2,940)	(3,703)
Security Deposits	(1,594)	2,107
Total adjustments	19,786	47,370
Net cash provided by operating activities	35,667	11,584
CASH FLOWS FROM INVESTING ACTIVITIES		
Acquisition of property, plant and equipment	(30,224)	-
Acquisition of investments	-	(31)
Net cash used by investing activities	(30,224)	(31)
CASH FLOWS FROM FINANCING ACTIVITIES		
Net increase in cash	5,443	11,553
Cash at beginning of year	148,727	137,174
CASH AT END OF YEAR	$ 154,170	$ 148,727

The accompanying notes are an integral part of these financial statements.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

My Friend's Place was organized February 3, 1987. The purpose of the organization is to provide safe and supportive emergency and transitional shelter to individuals and families experiencing homelessness in Strafford County, New Hampshire.

Basis of Accounting

Income and expenses are reported on the accrual basis, which means that income is recognized as it is earned and expenses are recognized as they are incurred whether or not cash is received or paid out at that time.

Financial Statement Presentation

Under generally accepted accounting principles, My Friend's Place is required to report information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions. In addition, My Friend's Place is required to present a statement of cash flows.

Cash and Cash Equivalents

For purposes of the statement of cash flows, My Friend's Place considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Cash does not include $8,568 and $9,619 held by the Organization as of June 30, 2019 and 2018, respectively. As required by State of New Hampshire regulations, this amount was held by the Organization in a separate account to be used as prizes for Bingo games. This cash is not available for any other purpose.

Grants Receivable

Grants receivable represents amounts due from federal, state and local governments and from the United Way for grant revenue which has been earned.

Marketable Securities

Investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Promises to Give
Contributions are recognized when the donor makes a promise to give to My Friend's Place that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions. An allowance for uncollectible unconditional promises to give is established based on historical experience and management's evaluation of outstanding unconditional promises to give at the end of each year. As of June 30, 2019 and 2018, the balance of Promises to Give was $0 and $0, respectively.

Fair Value of Financial Instruments
Unless otherwise indicated, the fair values of all reported assets and liabilities which represent financial instruments, none of which are held for trading purposes, approximate the carrying values of such amounts.

Inventory
Inventory of Bingo materials and supplies are recorded at the lower of cost (first in, first out basis) or market.

Property, Plant and Equipment
Property and equipment are recorded at cost for those items which have been purchased, and at estimated fair values for those items which have been donated. The cost basis of the land and buildings acquired by My Friend's Place is allocated based on real estate tax valuation. The cost of buildings and improvements is recovered using the straight-line method over estimated useful lives of 10 to 40 years. The cost of furniture, fixtures and equipment is recovered using the straight-line method over estimated useful lives of 5 to 15 years.

Contributions
Contributions received are recorded as net assets with donor restrictions or net assets without donor restrictions depending on the existence or nature of any donor restrictions.

Donated Services
Contributions of services are recognized in the financial statements if the services enhance or create nonfinancial assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. My Friend's Place typically receives contributed services to assist with general administrative and maintenance tasks. For the years ended June 30, 2019 and 2018, no amounts for contributions of services were recognized in the financial statements.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Donated Materials
My Friend's Place records donated materials at fair value. Donations of food, personal care items and household supply items for the use of residents are not recorded in the financial statements because of the difficulty in determining fair value.

Functional Allocation of Expenses
The costs of the various programs and other activities have been summarized on a functional basis. Accordingly, costs have been allocated among the programs and supporting services benefited.

Income Taxes
My Friend's Place has received a letter of determination dated June 20, 1988 from the Internal Revenue Service advising it that it qualifies as a non-profit organization under Section 501(c)(3) of the Internal Revenue Code and, therefore, it is not subject to income tax. My Friend's Place is classified as other than a private foundation.

Use of Estimates
The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Subsequent Events
Management has evaluated subsequent events through May 28, 2020, the date that the financial statements were available to be issued.

Management is currently evaluating the recent introduction of the COVID-19 virus and its impact on the not-for-profit industry and has concluded that while it is reasonably possible that the virus could have a negative effect on the fair value of My Friend's Place financial position and results of operations, the specific impact is not readily determinable as of the date of these financial statements. The financial statements do not include any adjustments that might result from the outcome of this uncertainty.

NOTE B - ENDOWMENT INVESTMENTS

My Friend's Place is a beneficiary of an agency endowment fund at The New Hampshire Charitable Foundation. Pursuant to the terms of the resolution establishing this fund, property contributed to The New Hampshire Charitable Foundation is held as a separate fund designated for the benefit of My Friend's Place. In accordance with its spending policy, the Foundation makes distributions from the funds to My Friend's Place. The distributions are approximately four percent of the market value of the fund per year. The estimated value of the future distributions from the fund is included in these financial statements, however, all property in the fund was contributed to The New Hampshire Charitable Foundation to be held and administered for the benefit of My Friend's Place.

NOTE C - ACCRUED EARNED TIME

Accrued earned time consists of a liability for future compensated leave time that is vested with the employees.

NOTE D - NET ASSETS WITH DONOR RESTRICTIONS

As of June 30, 2019 and 2018, My Friend's Place has net assets with donor restrictions of $9,760 and $9,963, respectively, invested with The New Hampshire Charitable Foundation. In addition, for the year ended June 30, 2019, My Friend's Place has net assets with donor restrictions of $4,358 held for the purchase of computer equipment.

NOTE E - GAMING REVENUE, NET

Gaming revenue, net primarily represents amounts from weekly Bingo nights. Expenses consist of prizes and awards, hall rental, state taxes, licenses and supplies.

For the year ended June 30, 2019, gaming revenue, net of $77,761 consisted of gaming revenue of $802,000 less expenses of $724,239.

For the year ended June 30, 2018, gaming revenue, net of $48,292 consisted of gaming revenue of $708,942 less expenses of $660,650.

NOTE F - RETIREMENT PLAN

My Friend's Place has adopted a 403(b) retirement plan. Under the plan, employees who meet certain age and length of service requirements may elect to defer a percentage of their salary, subject to Internal Revenue Service limits. My Friend's Place matches the employee deferral up to 3% of the employee's salary. For the years ended June 30, 2019 and 2018, retirement expense was $2,870 and $2,656, respectively.

NOTE G - LEASING ARRANGEMENTS

My Friend's Place rents property under cancelable leasing arrangements. Lease expense was $360 and $933 for the years ended June 30, 2019 and 2018, respectively.

NOTE H - ECONOMIC DEPENDENCY

My Friend's Place contracts are generally with government agencies and, therefore, the majority of its receivables and a significant amount of its revenue are derived from that source.

In addition, My Friend's Place has received a significant amount of its fundraising revenue from the operation of bingo games.

NOTE I - COMMITMENTS AND CONTINGENCIES

During the year ended June 30, 1998, My Friend's Place received a grant from the United States Department of Housing and Urban Development (HUD). The $99,566 grant was used towards the acquisition of a transitional housing facility located at 21-23 Hough Street in Dover, New Hampshire. Under the terms of the grant, My Friend's Place would have to receive authorization from HUD in order to convert the transitional housing facility to another use. Failure to receive authorization from HUD would result in repayment of the grant to HUD.

My Friend's Place received money under various state and federal grants. Under the terms of these grants, My Friend's Place was required to use the money within the grant period for purposes specified in the grant proposal. If expenditures of the grant were found not to have been made in compliance with the proposals, My Friend's Place might be required to repay the grantor's funds.

NOTE J - RESTATEMENT OF FINANCIAL STATEMENTS

Certain items previously reported in the financial statements for the year ended June 30, 2018 have been reclassified to facilitate comparability with the presentation of the June 30, 2019 financial statements. The reclassified items include the change from three categories of net assets to two categories of net assets as well as certain disclosures required by generally accepted accounting principles. In addition, inventory of Bingo materials and supplies decreased $4,052. Gaming revenue, net decreased $4,052 and the decrease in net assets without donor restrictions decreased $4,052.

NOTE K - LIABILITY AND AVAILABILITY OF FINANCIAL ASSETS

My Friend's Place's financial assets, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the balance sheet date, consisted of the following as of June 30,

	2019	2018
Cash	$ 153,364	$ 146,327
Investments	1,169	1,086
	154,533	147,413
Less those unavailable for General expenditures within One year, due to:		
Contractual or donor imposed restrictions	4,358	-
Board designations	-	-
Financial assets available To meet cash needs for General expenditures within One year	$ 150,175	$ 147,413

My Friend's Place is substantially supported by public support. As part of the liquidity management of My Friend's Place, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

APPLICATION

APPLICANT INFORMATION	
Organization Strafford Nutrition & Meals on Wheels	**Tax ID** 26-4545462
Name of Program or Project Homedelivered Meals Program	
Name of Executive Director Jaymie Chagnon	
Mailing Address 25 Bartlett Avenue - Suite A, Somersworth, NH 03878 **Physical Address** 25 Bartlett Avenue - Suite A, Somersworth, NH 03878	
Contact Person Jaymie Chagnon	**Phone** (603) 692-4211
E-Mail ExecutiveDirector@SNMOW.org	**Website** www.straffordmealsonwheels.org
Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)* ☒ 501(c)(3) ☐ For-profit authorized under 570.201(o) ☐ Unit of Government ☐ Faith-based Organization ☐ Institution of Higher Education ☐ Other (Explain):	
Tax ID # 26-4545462	
***DUNS #** 969911150	***SAM Expiration Date** 9/28/21

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 3,000
Provide a very brief summary of the *activity* or *project* for which the funds are requested. Keep responses to one or two sentences (*i.e. After School Care for K-4th grade students. Repair of homeless shelter roof.*) Funding will be used to help provide meals to homebound, elderly & low-income disabled Dover residents. Approximately 3,000 meals.

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. Meals will be delivered to eligible participants throughout the Dover community.

BENEFICIARIES

Beneficiaries:

For FY 2022 (7/1/2021 – 6/30/2022) please provide the *estimated* number of unduplicated Dover beneficiaries that will benefit from this CDBG funded activity or project, not necessarily your entire client population (Note: these numbers will be monitored during the funding year): We serve about 325 Dover residents a year. This funding would help feed about 57 people.

For FY 2020 (7/1/2019 – 6/30/2020) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population:

Were Dover CDBG funds used to fund this activity or project in FY 2021 (7/1/2020 – 6/30/2021): No

If so, how much?

Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) .) Elderly, most low-income and low-income disabled adults.

NARRATIVE – *PUBLIC SERVICE* ACTIVITY ONLY

Please provide a detailed description for the proposed activity *(not the organization)*. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals. The activity we will be providing to qualified Dover's homebound elderly and low-income disabled adults is meals and safety monitoring. Our Federal/State grants only cover about 65% of the cost of a contracted number of units and for meals served beyond the contracted amounts we must raise 100% of the cost. Requested funds will be combined with other funding sources to pay for the cost of each homedelivered meal provided to a Rochester resident. It also allow us to meet the actual needs of Rochester residents, since we are serving more meals than allotted in our state contracts.

Although our clientele must meet certain eligibility requirements they are not charged a fee for the service. We do ask for requlal donation, but eligilbility is not contigent on their ability to donate. This gives the seniors the freedom to use their limited resources on other areas such as rents and medical expenses. Potentially lessening the need for other welfare services that may be offered by the City.

Please indicate who prepared the overall cost estimate for the activity. Jaymie Chagnon

NARRATIVE – *PUBLIC FACILITY* PROJECT ONLY

Please provide the following information for the proposed project (*not the organization):*

Describe the nature of the project:

Describe how the project will ultimately benefit Dover low/moderate income individuals or Dover presumed benefit populations :

Proposed project starting date:

Proposed project completion date:

Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.):

Note: Written estimates, based upon the information provided above, are required and must be submitted with this application. Estimates must be prepared by qualified individuals/companies. Please include three estimates.

PERFORMANCE OUTCOME MEASURES	
Provide the *outcomes* proposed & the *method of measurement*. You may list multiple outcomes.	
Outcome	**Measurement**
Example 1: Decrease in number of "latch-key kids" **Example 2: Decreased dependence on emergency care facilities for non-emergency care of low/mod adults**	**Example 1: # of children who participate in afterschool program** **Example 2: Increase in number of low/mod income residents that seek care from health program.**
Seniors who need meals to maintain health and independence will receive them.	No one qualified for the meals will be waitlisted for meals

DESCRIPTION OF ORGANIZATION
Please provide a description for the organization or agency that is undertaking the activity or project. Strafford Nutrition & Meals on Wheels has been providing meals and support services to the elderly and low-income disabled adults in Dover since 1973. Our mission is to help these populations remain independently and safely in their homes by providing them a healthy meal and monitoring for potential issues on a regular ongoing bases.

AUDIT AND EVALUATION
Does your organization have an annual CPA audit or other financial statement? yes
If yes, please submit most recent audit or financial statements as an attachment to this application.
Is your organization evaluated by outside agencies or programs? yes
If yes, please note the agency/program and how often the evaluation occurs. We are annual review by the state, county, several towns, grantors, etc. These evaluations vary in form from reports to in person reviews depending on the source and sometimes the year.

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
Steve Goff	Somerworth
Chris Maxwell	Somersworth
Robin Jarvis	Somersworth
Sandra O'Leary	Dover
Michelle Robbins	Somersworth
Harry Tagan	Rochester

BUDGET

Use box 1 or 2 below to provide a budget. Include all proposed expenses. Note: Documentation must be kept that clearly tracks the use of the CDBG funds for the requested activities.

1. Public Services (Non-Construction Projects)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other: Meals	3,000	21,750	24,750
TOTAL PROPOSED BUDGET:			

2. Public Facilities: (Project)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Hard Costs Note: Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested*.

Funding Source (Name(s) of funding source(s))	Committed, Pending or Proposed Amount ($):		Total Amount ($)	Explanation
Federal:	Committed: Pending: Proposed:	**20,000**	**20,000**	**Federal & State are combined under one contract**
State:	Committed: Pending: Proposed:			**Federal & State are combined under one contract**
Local:	Committed: Pending: Proposed:			
Private:	Committed: Pending: Proposed:			
Portsmouth CDBG:	Committed: Pending: Proposed:			
Rochester CDBG:	Committed: Pending: Proposed:			
Other:	Committed: Pending: Proposed:	**1,750**	**1,750**	**Combination of client donations, outside donations, and fundraising efforts.**
Total:	Committed: Pending: Proposed:			

Organizational Commitment: For public facility projects (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization will be contributing to the project.

Funding Source (Name of Parent Organization)	Committed, Pending or Proposed Amount ($)		Explanation
	Committed: Pending: Proposed:		
Total:			

AGENCY BUDGET

Please provide a breakdown of your *organization's* overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from July1 to June 30	**Current Year**	**Next Year (projected)**
REVENUES		
Federal Funds	816,949	761,512
State Funds	Combined Above	Combined Above
Foundations/Private Contributions	70,606	72,000
United Way		
Fundraising or other income	39,789	22,000
Other (describe) Grants	48,610	7,000
Community Dev. Block Grant (include anticipated request)	2,000	6,000
TOTAL REVENUE	962,954	868,512
EXPENSES		
Salaries	326,761	302,000
Fringe Benefits	31,823	28,600
Supplies (include printing/copying)	78,510	59,500
Travel	44,124	50,000
Training	0	2,000
Communications	4,654	4,600
Audit	7,260	7,400
Property Maintenance	9,594	10,000
Service Contracts	3,634	4,000
Construction Supplies/Materials		
Other (describe)	437,952	393,393
TOTAL EXPENSES	944,312	861,493
NET (Income - Expenses)	**33,642**	**7,019**

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

	Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CDFA Number	Pass-Through Entity's Identifying Number	Passed Through to Subrecipient	Total Federal Expenditures
	This section doesn't not appear applicable to any of our funding sources				
U.S. Dept. of	[Agency Name]			$	$
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$	$
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
U.S. Dept. of	[Agency Name]			$	$
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$	$
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
U.S. Dept. of	[Agency Name]			$	$
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$	$
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
Total Expenditure of Federal Awards				***$***	***$***
NH Dept. of	[Agency Name]			$	$
	[Program Name}				
Total NH Dept. of	[Agency Name]			$	$
NH Dept. of	[Agency Name]			$	$
	[Program Name}				
Total NH Dept. of	[Agency Name]			$	$
NH Dept. of	[Agency Name]			$	$
	[Program Name}				
Total NH Dept. of	[Agency Name]			$	$
Local Assistance:	[Agency Name]			$	$
	[Program Name]				
Total Local Assistance:	[Agency Name]			$	$
Total State and Local Awards				***$***	***$***
TOTAL FEDERAL, STATE, & LOCAL ASSISTANCE				**$**	**$**

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND THAT IT CONTAINS NO FALSIFICATIONS, MISREPRESENTATIONS, INTENTIONAL OMISSIONS, OR CONCEALMENT OF MATERIAL FACTS.

_____	NOVEMBER 19, 2020 _____
SIGNATURE	DATE
JAYMIE CHAGNON	EXECUTIVE DIRECTOR
_____	_____
PRINTED NAME	TITLE

FFATA Checklist (contracts $25,000 and over)

The Federal Funding Accountability and Transparency Act (FFATA) require the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. As part of this, the City of Dover's CDBG program requires all agencies that meet the following thresholds to report when the agencies:

- had a gross income, from all sources, over $300,000 in the agency's previous tax year, **and**
- have been awarded $25,000 and over.

Please check box, sign and date below and return form if your agency does not meet the above thresholds. ☒

To Be Filled Out By Dover CDBG Staff	
Award title descriptive of the funding action	
CFDA program number for grant	14.218
Program source	CDBG
Amount of award	
To Be Filled Out By Agency	
Name of agency receiving award	
Address of the entity including:	
Place of performance including:	
Congressional district	
Total compensation and names of top five executives*	**1.**
	2.
	3.
	4.
	5.
DUNS number	
Central Contractors Registration (CCR) number**	

***Must give total compensation and names of top five executives if:**
(1) More than 80% of annual gross revenues are from the federal government, and those revenues are greater than $25M annually, **and** (2) Compensation information is not already available through reporting to the SEC. **Note: Because CCR registration expires annually, grantees are required to update their CCR information annually.

How do you get a DUNS number?
The unique identifier used in reporting to FFATA is the entity's Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. For subgrantees, OMB has issued interim final guidance requiring such recipients to obtain a valid DUNS number.
DUNS numbers may be requested via the web at: http://fedgov.dnb.com/webform

****What is a CCR and how do you register?**
CCR stands for Central Contractor Registration, which is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.
The link to information needed to register and become familiar with CCR is provided below.
Registration information: http://www.ccr.gov/startregistration.aspx

Jaymi Magnon

November 18, 2020

Signature of Authorized Person **Date**

Executive Director
Title

Strafford Nutrition & Meals on Wheels

Financial Statements and Supplemental Data
With Independent Auditors' Report
June 30, 2019

ROY & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS
209 State Street. – Bangor, Maine 04401

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ROY & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS

209 State Street
Bangor, Maine 04401
207-990-8909 (T)
207-990-1504 (F)
www.roycpas.com

Independent Auditors' Report

Board of Directors
Strafford Nutrition & Meals on Wheels
25 Bartlett Ave. Suite A
Somersworth, NH 03878

We have audited the statement of financial position of Strafford Nutrition & Meals on Wheels (a nonprofit organization), as of June 30, 2019, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Strafford Nutrition & Meals on Wheels as of June 30, 2019, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Roy & Associates, CPAs, P.A

Bangor, Maine
November 5, 2019

Strafford Nutrition & Meals on Wheels

STATEMENT OF FINANCIAL POSITION

June 30, 2019

ASSETS	
Current assets:	
Cash	
Unrestricted	$ 281,121
Grants receivable	45,937
Prepaid expenses	1,734
Other current assets	2,500
Total current assets	331,292
Capital assets:	
Equipment	8,700
Less: Accumulated depreciation	(3,263)
Total capital assets	5,437
Total assets	336,729
LIABILITIES AND NET ASSETS	
Current liabilities:	
Accounts payable	43,048
Leases payable - current portion	2,152
Other accrued expenses	11,986
Total current liabilities	57,186
Noncurrent liabilities:	
Leases payable	3,804
Total noncurrent liabilities	3,804
Total liabilities	60,990
Net assets:	
Without donor restrictions	275,739
Total net assets	275,739
Total liabilities and net assets	$ 336,729

The accompanying notes are an integral part of the financial statements.

Strafford Nutrition & Meals on Wheels

STATEMENT OF ACTIVITIES

For the year ended June 30, 2019

Changes in net assets without donor restrictions:		
Revenues and gains:		
Contributions	$	98,137
In-kind donations		69,094
Federal grants		531,151
Other grants		225,831
Other		37,306
Interest income		543
Total revenue, gains, and other support without donor restrictions		962,062
Expenses and losses:		
Gross wages		269,982
Professional fees		6,875
Training		920
Fringe benefits		28,234
Leases/rental		8,340
Repairs and maintenance		983
Supplies		36,589
Food		411,329
Insurance		6,938
Travel - mileage reimbursement		47,551
Sundries		15,368
In-kind services and rent		69,094
Fundraising		5,885
Interest		920
Depreciation		2,175
Total expenses		911,183
Increase in net assets without donor restrictions		50,879
Net assets at beginning of year		224,860
Net assets at end of year	$	275,739

The accompanying notes are an integral part of the financial statements.

Strafford Nutrition & Meals on Wheels

STATEMENT OF CASH FLOWS

For the year ended June 30, 2019

CASH FLOWS FROM OPERATING ACTIVITIES:		
Change in net assets	$	50,879
Adjustments to reconcile changes in net assets to net cash provided by operating activities:		
Depreciation		2,175
(Increase) / decrease in accounts receivable		9,607
(Increase) / decrease in prepaid expenses		(488)
(Increase) / decrease in other current assets		(2,500)
Increase / (decrease) in accounts payable		10,478
Increase / (decrease) in other accrued expenses		1,627
Net cash provided (used) by operating activities		71,778
CASH FLOWS FROM FINANCING ACTIVITIES:		
Principal paid on long-term debt		(1,888)
Net cash provided (used) by investing activities		(1,888)
Net increase (decrease) in cash		69,890
Cash at the beginning of period		211,231
Cash at end of period	$	281,121

The accompanying notes are an integral part of the financial statements.

Strafford Nutrition & Meals on Wheels
NOTES TO FINANCIAL STATEMENTS
June 30, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Nature of Activities

Strafford Nutrition & Meals on Wheels (a not-for-profit, IRC 501(c)(3) corporation) is an Organization that exists to provide daily noontime meals to people over 60 years of age in a congregate setting in the communities of Strafford County, New Hampshire. The program also provides meals on wheels to elderly and disabled persons in their own homes throughout all of Strafford County. The program provides in excess of 475 meals per day.

B. Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting whereby the Organization reports revenue and gains when earned and expenses when incurred.

C. Financial Statement Presentation

The financial statements have been prepared in accordance with FASB Accounting Standards Codification ("FASB ASC") No. 958, *"Not-for-Profit Entities – Presentation of Financial Statements."* Under FASB ASC No. 958, the Organization is required to report information regarding its financial position and activities according to the following two classes of net assets:

- Net assets without donor restrictions - represent expendable resources that are available for operations at management's discretion.
- Net assets with donor restrictions - represent resources restricted by donors as to purpose or by time. As of June 30, 2019, the Organization did not have any net assets with donor restrictions.

D. Use of Estimates

The process of preparing financial statements in conformity with accounting principles generally accepted in the United States of America requires the use of estimates and assumptions by management regarding certain types of assets, liabilities, revenues, and expenses. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements. Accordingly, upon settlement, actual results may differ from estimated amounts.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

E. Income Taxes

The Organization is an exempt organization for federal and state income tax purposes under Section 501(c)(3) of the Internal Revenue Code and similar state provisions. The Organization is not classified as a private foundation. Certain activities of the Organization are subject to the Federal unrelated business income tax and similar state provisions. Unrelated business income tax was not generated from these activities during the year ended June 30, 2019.

The Organization has adopted the provisions of authoritative guidance regarding accounting for uncertainty in income taxes. The authoritative guidance provides that a tax benefit or liability from an uncertain tax position should be recognized when it is more likely than not that a position will not be sustained upon examination. As of June 30, 2019 management has concluded that the Organization had no uncertain income tax provisions.

F. Property, Plant and Equipment

Property and equipment are carried at cost or, if donated, estimated market value on the date of receipt. The Organization's policy is to capitalize significant assets with a useful life greater than one year. Property and equipment is depreciated using the straight-line method. Expenditures for maintenance and repairs are charged against operations.

Equipment	4-10 Years

Depreciation expense was $2,175 in 2019.

G. Statement of Cash Flows

The Organization considers all short-term investments with an original maturity of three months or less to be cash equivalents.

H. Advertising

The Organization expenses advertising as incurred. The Organization had no advertising expense for 2019.

I. Financial Assets

The Organization has $327,058 of financial assets available within one year of the balance sheet date to meet cash needs for general expenditure consisting of cash of $281,121 and receivables of $45,937. None of the financial assets are subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year of the balance sheet date.

J. Accounts Receivable

Accounts receivable is derived primarily from funds requested to be reimbursed from government contracts. These requests are for services and are deemed entirely collectible.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

K. Donated Goods and Services

The Organization records donated goods and services that meet the criteria for recognition under generally accepted accounting principles (GAAP) at the estimated fair value of such items.

L. In-Kind Support

The Organization records various types of in-kind support including facilities, services, and materials donated by volunteers and local citizens in carrying out its mission. The amounts reported as in-kind support are reported in accordance with the grant agreements. Certain amounts may not meet the requirements necessary to be recognized under accounting principles generally accepted in the United States of America. Generally accepted accounting principles allow contributed services to be recognized only if the services received create or enhance nonfinancial assets or require specialized skills, provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.

2. CASH

At June 30, 2019 the Organization had $38,790 of deposits in excess of the FDIC insurance limit of $250,000.

3. CAPITAL LEASE

The Organization has a capital lease for equipment. Management expects that in the normal course of business, leases will be replaced by other leases. The following is an analysis of the leased property under capital lease.

Class of Property	
Equipment	$ 8,700
Less: accumulated amortization	2,175
	$ 6,525

The following is a schedule by years of future minimum lease payments under capital leases together with the present value of the net minimum lease payments as of June 30, 2019.

Year Ended June 30	
2020	$ 2,808
2021	2,808
2022	1,404
Total minimum payments	7,020
Less: amount representing interest (a)	1,064
Present value of future minimum payments (b)	$ 5,956

(a) Amount necessary to reduce net minimum lease payments to present value calculated at the Organization's incremental borrowing rate at lease inception.
(b) Reflected in the balance sheet as current and noncurrent obligations under capital leases of $2,152 and $3,804, respectively.

4. IN-KIND SUPPORT

In-kind (donated) personal services were recorded at a value of $53,094 during the year ending June 30, 2019.

5. FUNCTIONAL ALLOCATION OF EXPENSES

The table below presents expenses by both their nature and their function for fiscal year June 30, 2019:

	2019						
	PROGRAM ACTIVITIES			SUPPORTING ACTIVITIES			
	Home Delivered	Congregate	Programs Subtotal	Admin	Fundraising	Supporting Subtotal	Total Expenses
Gross wages	$ 192,227	$ 23,758	$ 215,985	$ 52,377	$ 1,620	$ 53,997	$ 269,982
Professional fees	1,224	151	1,375	5,500	-	5,500	6,875
Training	460	460	920	-	-	-	920
Fringe benefits	20,102	2,485	22,587	5,477	170	5,647	28,234
Leases/rental	3,712	459	4,171	4,169	-	4,169	8,340
Repairs and maintenance	437	54	491	492	-	492	983
Supplies	32,564	4,025	36,589	-	-	-	36,589
Food	366,082	45,247	411,329	-	-	-	411,329
Insurance	3,111	358	3,469	3,469	-	3,469	6,938
Travel - mileage reimbursement	47,075	-	47,075	476	-	476	47,551
Sundries	10,750	1,328	12,078	3,290	-	3,290	15,368
In-kind services and rent	54,374	6,720	61,094	8,000	-	8,000	69,094
Fundraising	-	-	-	-	5,885	5,885	5,885
Interest	552	138	690	230	-	230	920
Depreciation	1,305	326	1,631	544	-	544	2,175
Total expenses	$ 733,975	$ 85,509	$ 819,484	$ 84,024	$ 7,675	$ 91,699	$ 911,183

The financial statements report certain categories of expenses that are attributable to more than one program or supporting function. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include depreciation, interest, and office and occupancy, as well as salaries and benefits, which are allocated on the basis of time and effort.

6. ECONOMIC DEPENDENCY

Approximately 50% of revenues were received through the Division of Elderly and Adult Services for 2019. If a significant reduction in the level of this funding were to occur, it would affect the Organization's ability to provide programs and services.

7. EVALUATION OF SUBSEQUENT EVENTS

The Association has evaluated subsequent events through November 5, 2019, the date which the financial statements were available to be issued.

APPLICATION

APPLICANT INFORMATION	
Organization Community Action Partnership of Strafford County	**Tax ID** 02-0268636
Name of Program or Project Weatherization Assistance Program	
Name of Executive Director Betsey Andrews Parker, MPH	
Mailing Address 577 Central Avenue, Dover NH 03820 **Physical Address** 577Cenral Avenue, Dover NH 03820	
Contact Person Bob Arnold	**Phone** 603-435-2500x2350
E-Mail barnold@straffordcap.org	**Website** www.straffordcap.org
Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)* ☒ 501(c)(3) ☐ For-profit authorized under 570.201(o) ☐ Unit of Government ☐ Faith-based Organization ☐ Institution of Higher Education ☐ Other (Explain):	
Tax ID # 02-0268636	
***DUNS #** 009356586	***SAM Expiration Date** 12/15/2020

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 40,000.00
Provide a very brief summary of the *activity* or *project* for which the funds are requested. Keep responses to one or two sentences (*i.e. After School Care for K-4th grade students. Repair of homeless shelter roof.*) Funds will be used to supplement the Weatherization Assistance Program for low income Dover residents.

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. Dover, New Hampshire

BENEFICIARIES

Beneficiaries:

For FY 2022 (7/1/2021 – 6/30/2022) please provide the *estimated* number of unduplicated Dover beneficiaries that will benefit from this CDBG funded activity or project, not necessarily your entire client population (Note: these numbers will be monitored during the funding year): 12

For FY 2020 (7/1/2019 – 6/30/2020) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population: 138

Were Dover CDBG funds used to fund this activity or project in FY 2021 (7/1/2020 – 6/30/2021): Yes

If so, how much? $11,813.78, 11 Dover residents as of October 2020.

Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) Low-income Households

NARRATIVE – *PUBLIC SERVICE* ACTIVITY ONLY

Please provide a detailed description for the proposed activity *(not the organization)*. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals. The Weatherization Assistance Program (WAP) reduces energy costs for low-income households by increasing the energy efficiency of their homes while ensuring their health and safety. The overall goal of WAP is to serve those low-income households in the City of Dover most vulnerable to high energy costs and without the means of making cost-effective energy conservation improvements to their homes. WAP collaborates with the electric and natural gas utilities' energy efficiency programs to enhance the weatherization services provided to low-income households.

The weatherization process begins with an energy audit of the home by a certified energy auditor and includes inspecting and testing of the home and its appliances to determine if improvements can be made to save money on electric and fuel expenses. If improvements are found to be cost-effective, an installation crew performs insulation, air sealing and mechanical improvements which will reduce household energy expenditures and increase comfort, safety and health of the occupants of the home.

Activities include using tests and procedures developed with or approved by Eversource, Unitil and the U.S. Department of Energy to determine the combination of appropriate measures such as blower door testing, combustion testing, CO testing, gas leak testing, ventilation and moisture testing of the building envelope. Weatherization and life safety measures may include:

- Insulation
- Furnace repair or replacement
- Window and door repair or replacement
- Low-flow faucets and shower heads
- Water heater improvements
- Air sealing
- Weatherstripping
- Pipe insulation
- Refrigerator replacement
- LED lighting conversion
- Mechanical ventilation as required by ASHRAE 62.2 (2016)
- Smoke and CO detectors with 10-year battery life
- Incidental repairs as outlined in the NH Weatherization Field Guide, 2019 Edition
- Other Health and Safety measures as outlined in the NH Weatherization Field Guide, 2019 Edition

CDBG funding for WAP benefits Dover residents with low or very low incomes in several ways, including:

1. Allowing CAPSC to make improvements to building systems and structures (e.g. health and safety issues and incidental repairs) that cannot be performed using other funding sources but must be repaired for the site to be eligible for Weatherization funding.
2. Allowing Dover projects to comply with the leveraging requirements mandated by Weatherization funding.
3. Addressing emergency issues not requiring whole-home Weatherization.
4. Allowing CAPSC to provide assistance during times of the year when other funding sources are not available.
5. Increasing affordable housing stock in Dover by reducing the operational costs of housing for low-income families.
6. Effectively leveraging approximately $2.50 for each dollar invested by the City of Dover from other funding sources.

Due to funding limitations, there is currently a higher demand for Weatherization services than can be met. CDBG funding helps supplement the federal and state funds for Weatherization, allowing CAPSC to serve more homes.

Please indicate who prepared the overall cost estimate for the activity. Costs of the project are determined based on the need of Dover residents and the type of job required. The estimate is prepared by the Weatherization Assistance Program Manager and approved in accordance with the funding sources used to complete the project.

NARRATIVE – *PUBLIC FACILITY* PROJECT ONLY

Please provide the following information for the proposed project *(not the organization):*

Describe the nature of the project:

Describe how the project will ultimately benefit Dover low/moderate income individuals or Dover presumed benefit populations :

Proposed project starting date:

Proposed project completion date:

Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.):

Note: Written estimates, based upon the information provided above, are required and must be submitted with this application. Estimates must be prepared by qualified individuals/companies. Please include three estimates.

PERFORMANCE OUTCOME MEASURES	
Provide the *outcomes* proposed & the *method of measurement*. You may list multiple outcomes.	
Outcome	**Measurement**
Example 1: Decrease in number of "latch-key kids" **Example 2: Decreased dependence on emergency care facilities for non-emergency care of low/mod adults**	**Example 1: # of children who participate in afterschool program** **Example 2: Increase in number of low/mod income residents that seek care from health program.**
1. Improve the financial position of clients by improving the energy efficiency of their homes.	1. Savings-to-investment ratios based on Department of Energy home energy modeling.
2. Decrease the number of homes with safety concerns.	2. # of homes audited and weatherized
3. Increase affordable housing stock in Dover.	3. # of individuals/families remaining in their homes.

DESCRIPTION OF ORGANIZATION

Please provide a description for the organization or agency that is undertaking the activity or project. At Community Action Partnership of Strafford County (CAPSC), we strongly believe no one should go without having their basic needs met. As the leading anti-poverty agency in Strafford County, we strive to empower individuals and families to achieve self-sufficiency by opening the doors to resources and opportunities that offer a hand up, not a hand out. When we achieve this goal, we reduce the impact of poverty and build a stronger community.

The mission of CAPSC is to educate, advocate and assist people in Strafford County to meet their basic needs and promote self-sufficiency. In accordance with its mission, CAPSC offers over sixty coordinated programs designed to have a measurable impact on poverty and health status among our community's most vulnerable residents, specifically children under the age of six, disabled, seniors and those experiencing low-incomes. Programs include nutrition, housing, fuel and electrical assistance, weatherization, parent and child education, child care, transportation and employment and job training, all of which are locally defined, planned and managed in partnership with other community agencies. All programs are designed to increase self-sufficiency and help clients become socially and financially independent. CAPSC's goal is to interrupt the cycle of poverty and empower at-risk children, working families and seniors to live move secure, stable and healthier lives.

CAPSC is governed by a volunteer Board of Directors, one-third of whom are consumers of services. We have over 150 employees and $10 million operating budget which includes federal, state and local funds in addition to foundation and United Way grants, fees for service, and individual and corporate donations.

In 2018-2019, CAPSC served 10,560 households and provided over $10 million in goods and services in Strafford County including:

- Housing services to 292 homeless individuals and families
- 22,094 free summer meals and 32,650 after-school meals to children
- 3,721 safe, accessible rides to seniors
- Employment services to 103 individuals
- $3m in utility assistance to 5,540 households
- 600 children and their families with early childhood education, home visiting and child care
- $264,718 in donated/commodity food

Together, these programs provide a holistic approach to self-sufficiency, and offer clients the resources needed to move out of poverty.

AUDIT AND EVALUATION

Does your organization have an annual CPA audit or other financial statement? Yes

If yes, please submit most recent audit or financial statements as an attachment to this application.

Is your organization evaluated by outside agencies or programs? Yes

If yes, please note the agency/program and how often the evaluation occurs. CAPSC is evaluated by the Region One Office of Head Start; Department of Health and Human Services; NH Office of Strategic Initiatives (OSI); Eversource; Unitil; the United Way of the Greater Seacoast for program and financial performance. Evaluations occur annually at minimum. The Weatherization program is evaluated annually to ensure the program is following all federal guidelines. Each Weatherization job is audited to ensure all Weatherization measures are done correctly. The most recent Weatherization audit occurred in April, 2020.

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
Hope Morrow Flynn	Newington, NH
Alan Brown	Rochester, NH
Kristen Collins	Berwick, ME
Jean Miccolo	Dover, NH
Cindy Brown	Somersworth, NH
Don Chick	Rochester, NH
Alison Dorow	Barrington, NH
Petros Lazos	Dover, NH
Tom Levasseur	Dover, NH
Terry Jarvis	New Durham, NH
Alli Morris	Rochester, NH

BUDGET

Use box 1 or 2 below to provide a budget. Include all proposed expenses. Note: Documentation must be kept that clearly tracks the use of the CDBG funds for the requested activities.

1. Public Services (Non-Construction Projects)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Office Supplies		$2,525	$2,525.00
Utilities		$0	$0
Repairs/Maintenance		$3,200.00	$3,200.00
Travel		$2,290.60	$2,290.60
Salaries (List relevant positions)		$99,834.52	$99,834.52
Fringe		$27,953.67	$27,953.67
Rent		$13,760.28	$13,760.28
Insurance		$1,350.00	$1,350.00
Training and Technical Support		$10,907.00	$10,907.00
Other: Equipment and Computer		$2,400.09	$2,400.09
Direct Client Services	$40,000.00	$1,238,355.33	$1,278,355.33
Vehicle Operation	$0	$4,173.00	$4,173.00

Other program support	$0	$4,936.00	$4,936.00
TOTAL PROPOSED BUDGET:	**$40,000.00**	**$1,411,685.49**	**$1,451,685.49**

2. Public Facilities: (Project)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Hard Costs Note: Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested.*

Funding Source (Name(s) of funding source(s))	**Committed, Pending or Proposed Amount ($):**		**Total Amount ($)**	**Explanation**
Federal:	Committed: Pending: Proposed:	**$195,564.00** **$49,989.00**	**$155,343.00 (DOE)** **$49,989.00 (BWP21)** **$40,221.00(BWP20)** **$100,000.00 (USDA)**	**Total: $385,774.00**
State:	Committed: Pending: Proposed:	**$1,200,000.00**	**$245,000.00 (Unitil)** **$935,000.00 (Eversource)** **$20,000.00 (NHEC)**	**Total: $1,200,000.00**
Local:	Committed: Pending: Proposed:			
Private:	Committed:			

	Pending: Proposed:			
Portsmouth CDBG:	Committed: Pending: Proposed:			
Rochester CDBG:	Committed: Pending: Proposed:	**$65,000.00**		**$60,434.74 in FY21** **$65,000.00 in FY22**
Other:	Committed: Pending: Proposed:			
Total:	Committed: Pending: Proposed:	**$1,445,553.00** **$65,000.00**	**$1,510,553.00**	

Organizational Commitment: For public facility projects (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization will be contributing to the project.

Funding Source (Name of Parent Organization)	**Committed, Pending or Proposed Amount ($)**		**Explanation**
	Committed: Pending: Proposed:		
Total:			

AGENCY BUDGET

Please provide a breakdown of your *organization's* overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from to	**Current Year**	**Next Year (projected)**
REVENUES		
Federal Funds	10,755,859	10,800,000
State Funds	879,702	700,470
Foundations/Private Contributions		
United Way	56,000	56,000
Fundraising or other income	207,800	200,000
Other (describe) Fees for Service, Rent Revenue, In-Kind Donations	1,580,874	1,580,800
Community Dev. Block Grant (include anticipated request)	25,000	40,000
TOTAL REVENUE	13,505,235	11,976,330

Note: CAPSC's budgets are presented in a different manner than requested in this application. We have attached the 2020 and 2021 budgets as Appendices A and B respectively which provide greater detail.

EXPENSES		
Salaries	3,839,394	4,402,520
Fringe Benefits	554,136	707,425
Supplies (include printing/copying)	31,490	333,408
Travel	91,881	95,407
Training	152,743	154,126
Consultants and Contract Labor	305,684	351,919
In-Kind Expenses	644,897	816,345
Repairs and Maintenance	57,771	121,445
Equipment and Computers	32,174	26,977
Depreciation	22,240	7,740
Other (describe) Other Program Support	211,291	671,473
TOTAL EXPENSES	13,063,067	13,756,295
NET (Income - Expenses)	**442,168**	**120,081**

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

	Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CDFA Number	Pass-Through Entity's Identifying Number	Passed Through to Subrecipient	Total Federal Expenditures
U.S. Dept. of Energy	Office of Strategic Initiatives WAP Program	14.218		$	$155,343
U.S. Dept. of Health and Human Services	Office of Strategic Initiatives (BWP Program) LiHEAP Program	81.042, 93.042		$	$90,210
U.S. Dept. of Agriculture	Rural Development			$	$100,000
Total U.S. Dept. of Labor	WIA	17.258		$	$51,527
U.S. Dept. of Health and Human Services	Workplace Success	93.558		$	$128,070
U.S Dept. of Health and Human Services	Early Head Start, other child care programs	93.600, 93.667, 93.945			$4,650,079

U.S Dept of Health and Human Services	Office of Strategic Initiatives LiHEAP	93.568		$	$2,737,849
Total Other U.S. Dept. of Housing and Urban Development	Multiple Grantees	14.157, 14.231, 14.235, 97.024, 14.218, 81.042, 14.235		$	$313,754
U.S Dept. of Agriculture	Food Assistance	10.569			$120,000.00
Total Expenditure of Federal Awards				***$***	***$10,800,000***
NH Dept. of (Multiple)	Multiple	N/A		$	$700,470
NH Electric Co-op, Eversource, Unitil	Home Energy Assistance	N/A		$	$1,200.000
Total Local Assistance:				$	$
Total State and Local Awards				***$***	***$1,900,470***
TOTAL FEDERAL, STATE, & LOCAL ASSISTANCE				**$**	**$12,700,470**

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND THAT IT CONTAINS NO FALSIFICATIONS, MISREPRESENTATIONS, INTENTIONAL OMISSIONS, OR CONCEALMENT OF MATERIAL FACTS.

EA GPA

SIGNATURE

DATE

Betsey Andrews Parker

PRINTED NAME

CEO

TITLE

FFATA Checklist (contracts $25,000 and over)

The Federal Funding Accountability and Transparency Act (FFATA) require the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. As part of this, the City of Dover's CDBG program requires all agencies that meet the following thresholds to report when the agencies:

- had a gross income, from all sources, over $300,000 in the agency's previous tax year, **and**
- have been awarded $25,000 and over.

Please check box, sign and date below and return form if your agency does not meet the above thresholds. ☐

To Be Filled Out By Dover CDBG Staff	
Award title descriptive of the funding action	
CFDA program number for grant	14.218
Program source	CDBG
Amount of award	$40,000.00
To Be Filled Out By Agency	
Name of agency receiving award	Community Action Partnership of Strafford County
Address of the entity including:	577 Central Avenue, Dover NH 03820
Place of performance including:	Dover, NH
Congressional district	1st Congressional District of New Hamphsire
Total compensation and names of top five executives*	**1.**
	2.
	3.
	4.
	5.
DUNS number	009356586
Central Contractors Registration (CCR) number**	

***Must give total compensation and names of top five executives if:**
(1) More than 80% of annual gross revenues are from the federal government, and those revenues are greater than $25M annually, **and** (2) Compensation information is not already available through reporting to the SEC. **Note: Because CCR registration expires annually, grantees are required to update their CCR information annually.

How do you get a DUNS number?
The unique identifier used in reporting to FFATA is the entity's Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. For subgrantees, OMB has issued interim final guidance requiring such recipients to obtain a valid DUNS number.
DUNS numbers may be requested via the web at: http://fedgov.dnb.com/webform

****What is a CCR and how do you register?**
CCR stands for Central Contractor Registration, which is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.
The link to information needed to register and become familiar with CCR is provided below.
Registration information: http://www.ccr.gov/startregistration.aspx

_____ 11/20/20
Signature of Authorized Person **Date**

CEO
Title

Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

FOR THE YEARS ENDED
DECEMBER 31, 2019 AND 2018
AND
INDEPENDENT AUDITORS' REPORTS

Leone, McDonnell & Roberts
PROFESSIONAL ASSOCIATION

CERTIFIED PUBLIC ACCOUNTANTS

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

DECEMBER 31, 2019 AND 2018

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Leone, McDonnell & Roberts
Professional Association
CERTIFIED PUBLIC ACCOUNTANTS
WOLFEBORO • NORTH CONWAY
DOVER • CONCORD
STRATHAM

To the Board of Directors of
Community Action Partnership of Strafford County
Dover, New Hampshire

INDEPENDENT AUDITORS' REPORT

Report on the Financial Statements

We have audited the accompanying financial statements of Community Action Partnership of Strafford County (a New Hampshire nonprofit organization), which comprise the statements of financial position as of December 31, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Community Action Partnership of Strafford County as of December 31, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 24, 2020, on our consideration of Community Action Partnership of Strafford County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Community Action Partnership of Strafford County's internal control over financial reporting and compliance.

Leone, McDonnell & Roberts
Professional Association

June 24, 2020
Wolfeboro, New Hampshire

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2019 AND 2018

ASSETS

	2019	2018
CURRENT ASSETS		
Cash and cash equivalents	$ 1,068,744	$ 749,630
Accounts receivable	1,525,775	1,106,724
Contributions receivable	68,100	63,800
Tax credits receivable	-	250,000
Inventory	19,510	13,420
Prepaid expenses	12,570	58,266
Total current assets	2,694,699	2,241,840
NONCURRENT ASSETS		
Security deposits	5,350	5,350
Property, net of accumulated depreciation	4,815,150	3,827,963
Other noncurrent assets	27,500	27,500
Total noncurrent assets	4,848,000	3,860,813
TOTAL ASSETS	$ 7,542,699	$ 6,102,653

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Demand note payable	$ 105,432	$ 165,432
Accounts payable	455,276	408,959
Accrued payroll and related taxes	193,430	161,566
Accrued compensated absences	84,272	94,084
Refundable advances	491,025	415,335
Other current liabilities	4,955	79,421
Total current liabilities	1,334,390	1,324,797
NONCURRENT LIABILITIES		
Long term debt	2,566,846	2,814,690
Total liabilities	3,901,236	4,139,487
NET ASSETS		
Without donor restrictions	3,330,373	1,307,042
With donor restrictions	311,090	656,124
Total net assets	3,641,463	1,963,166
TOTAL LIABILITIES AND NET ASSETS	$ 7,542,699	$ 6,102,653

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2019

	Without Donor Restrictions	With Donor Restrictions	Total
CHANGE IN NET ASSETS			
REVENUES AND OTHER SUPPORT			
Grant revenue	$ 8,385,228	$ -	$ 8,385,228
Fees for service	2,026,319	-	2,026,319
Rent revenue	9,385	-	9,385
Public support	492,204	240,031	732,235
In-kind donations	699,583	-	699,583
Interest	335	-	335
Fundraising	25,334	-	25,334
Total revenues and support	11,638,388	240,031	11,878,419
NET ASSETS RELEASED FROM RESTRICTIONS	585,065	(585,065)	-
Total revenues, support, and net assets released from restrictions	12,223,453	(345,034)	11,878,419
EXPENSES			
Program services			
Child services	4,467,961	-	4,467,961
Community services	1,084,934	-	1,084,934
Energy assistance	2,382,868	-	2,382,868
Housing	310,583	-	310,583
Weatherization	1,894,803	-	1,894,803
Workforce development	134,487	-	134,487
Total program services	10,275,636	-	10,275,636
Supporting activities			
Management and general	834,730	-	834,730
Fundraising	93,752	-	93,752
Total expenses	11,204,118	-	11,204,118
CHANGE IN NET ASSETS BEFORE NONCASH CONTRIBUTION	1,019,335	(345,034)	674,301
NONCASH CONTRIBUTION	1,003,996	-	1,003,996
CHANGE IN NET ASSETS	2,023,331	(345,034)	1,678,297
NET ASSETS, BEGINNING OF YEAR	1,307,042	656,124	1,963,166
NET ASSETS, END OF YEAR	$ 3,330,373	$ 311,090	$ 3,641,463

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2018

	Without Donor Restrictions	With Donor Restrictions	Total
CHANGES IN UNRESTRICTED NET ASSETS			
REVENUES AND OTHER SUPPORT			
Grant revenue	$ 7,846,142	$ -	$ 7,846,142
Fees for service	1,773,136	-	1,773,136
Rent revenue	25,109	-	25,109
Public support	189,972	228,410	418,382
In-kind donations	645,330	-	645,330
Interest	2,582	-	2,582
Fundraising	34,146	-	34,146
Total revenues and support	10,516,417	228,410	10,744,827
NET ASSETS RELEASED FROM RESTRICTIONS	8,466	(8,466)	-
Total revenues, support, and net assets released from restrictions	10,524,883	219,944	10,744,827
EXPENSES			
Program services			
Child services	3,890,640	-	3,890,640
Community services	861,420	-	861,420
Energy assistance	2,746,649	-	2,746,649
Housing	514,700	-	514,700
Weatherization	1,610,027	-	1,610,027
Workforce development	135,528	-	135,528
Total program services	9,758,964	-	9,758,964
Supporting activities			
Management and general	956,693	-	956,693
Fundraising	70,343	-	70,343
Total expenses	10,786,000	-	10,786,000
CHANGE IN NET ASSETS	(261,117)	219,944	(41,173)
NET ASSETS, BEGINNING OF YEAR	1,568,159	436,180	2,004,339
NET ASSETS, END OF YEAR	$ 1,307,042	$ 656,124	$ 1,963,166

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2019 AND 2018

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	$ 1,678,297	$ (41,173)
Adjustment to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	175,101	115,671
Donated property and equipment	(1,003,996)	-
Decrease (increase) in assets:		
Accounts receivable	(419,051)	(12,263)
Contributions receivable	(4,300)	52,000
Tax credits receivable	250,000	(78,000)
Inventory	(6,090)	(1,888)
Prepaid expenses	45,696	(48,657)
Other noncurrent assets	-	(15,000)
Increase (decrease) in liabilities:		
Accounts payable	46,317	191,377
Accrued payroll and related taxes	31,864	24,118
Accrued compensated absences	(9,812)	(6,881)
Refundable advances	75,690	23,959
Other current liabilities	(74,466)	58,632
NET CASH PROVIDED BY OPERATING ACTIVITIES	785,250	261,895
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property and equipment	(158,292)	(80,315)
NET CASH USED IN INVESTING ACTIVITIES	(158,292)	(80,315)
CASH FLOWS FROM FINANCING ACTIVITIES		
Return of deposit on building	-	200,000
Cash paid for debt issuance costs	-	(53,184)
Payments made on long-term debt	(247,844)	-
Net borrowings on demand note payable	(60,000)	60,055
NET CASH (USED IN) PROVIDED BY FINANCING ACTIVITIES	(307,844)	206,871
NET INCREASE IN CASH AND CASH EQUIVALENTS	319,114	388,451
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	749,630	361,179
CASH AND CASH EQUIVALENTS, END OF YEAR	$ 1,068,744	$ 749,630
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Cash paid during the year for interest	$ 160,999	$ 40,830
SUPPLEMENTAL DISCLOSURE OF NONCASH INVESTING AND FINANCING ACTIVITIES		
Donated property and equipment	$ 1,003,996	$ -
Property and equipment financed by long term debt	$ -	$ 2,867,874

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2019

	Child Services	Community Services	Energy Assistance	Housing	Weatherization	Workforce Development	Total Program Services	Intermediate (Allocation) Pools	Management and General	Fundraising	Total
Payroll	$ 2,189,019	$ 354,869	$ 277,226	$ 61,885	$ 110,799	$ 78,252	$ 3,072,050	$ 106,649	$ 441,704	$ 36,580	$ 3,656,983
Payroll taxes	164,122	27,441	20,586	4,333	7,274	5,911	229,667	8,416	48,879	2,813	289,775
Fringe benefits	188,748	25,710	36,852	6,034	12,536	9,765	279,645	7,497	22,254	4,853	314,249
Weatherization material, fuel and client assistance	46,338	16,514	1,950,305	158,775	1,685,131	1,499	3,858,562	-	-	-	3,858,562
In-kind expenses	290,676	404,468	-	-	500	-	695,644	-	-	3,939	699,583
Consultants and contract labor	263,688	23,990	3,026	15,403	1,110	819	308,036	17,231	93,118	4,995	423,380
Consumable supplies	372,577	115,909	1,105	5,413	5,023	1,607	501,634	25,407	30,977	1,768	559,786
Rent	410,129	26,747	53,052	28,011	6,739	24,103	548,781	(439,922)	28,681	1,649	139,189
Repairs and maintenance	29,287	14,801	9,078	3,639	359	1,478	58,642	132,983	12,568	134	204,327
Utilities	111,389	6,161	12,460	11,403	2,072	5,753	149,238	(12,262)	17,018	517	154,511
Insurance	96,469	5,697	1,699	5,036	1,959	1,128	111,988	11,349	15,137	207	138,681
Meetings, events and training	98,054	17,231	2,915	180	14,722	195	133,297	5,029	21,668	2,385	162,379
Depreciation	64,288	29,918	391	4,621	3,607	2,320	105,145	-	69,956	-	175,101
Travel	98,098	9,027	1,157	1,255	5,852	1,158	116,547	(23,504)	10,948	148	104,139
Copying and postage	22,053	528	9,177	115	40	118	32,031	76	3,336	18,958	54,401
Retirement	13,004	1,578	1,331	280	377	192	16,762	267	11,129	252	28,410
Equipment and computer	8,130	452	2,453	1,197	24,129	189	36,550	10,224	4,190	-	50,964
Interest expense	-	-	-	-	10,439	-	10,439	150,560	2,156	-	163,155
Indirect costs	-	-	-	-	-	-	-	-	945	-	945
Property taxes	-	-	-	2,969	-	-	2,969	-	-	-	2,969
Other program support	1,892	3,893	55	34	2,135	-	8,009	-	66	14,554	22,629
Total expenses	$ 4,467,961	$ 1,084,934	$ 2,382,868	$ 310,583	$ 1,894,803	$ 134,487	$ 10,275,636	$ -	$ 834,730	$ 93,752	$ 11,204,118

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2018

	Child Services	Community Services	Energy Assistance	Housing	Weatherization	Workforce Development	Total Program Services	Intermediate (Allocation) Pools	Management And General	Fundraising	Total
Payroll	$ 2,004,209	$ 298,687	$ 288,856	$ 67,055	$ 60,728	$ 70,677	$ 2,790,212	$ 126,143	$ 518,114	$ 27,189	$ 3,461,658
Payroll taxes	177,664	25,257	20,516	5,684	3,909	6,251	239,281	9,926	41,023	2,119	292,349
Fringe benefits	154,396	25,018	43,627	5,682	6,943	8,774	244,440	11,689	32,291	3,107	291,527
Weatherization material, fuel client assistance	31,768	35,835	2,314,048	169,204	1,506,818	10,302	4,067,975	-	-	-	4,067,975
In-kind expenses	418,854	214,948	3,518	1,000	-	-	638,320	2,345	-	4,665	645,330
Consultants and contract labor	187,300	14,815	4,039	175,035	774	719	382,682	18,196	67,945	228	469,051
Consumable supplies	155,500	94,773	5,638	12,483	4,061	3,153	275,608	34,905	14,984	1,412	326,909
Rent	330,162	34,579	32,732	29,877	2,392	25,418	455,160	(384,847)	57,802	2,159	130,274
Repairs and maintenance	1,218	7,524	7,178	893	27	1,210	18,050	118,877	24,103	7,575	168,605
Utilities	99,440	6,278	9,956	10,998	1,762	3,735	132,169	(3,880)	18,286	439	147,014
Insurance	96,110	5,275	1,840	5,049	2,899	1,203	112,376	14,743	12,239	190	139,548
Meetings, events and training	65,699	10,624	4,476	100	4,750	-	85,649	327	44,322	1,299	131,597
Depreciation	59,157	28,327	391	3,955	-	2,320	94,150	-	21,521	-	115,671
Travel	87,435	11,624	2,945	996	3,339	1,339	107,678	(12,541)	11,221	978	107,336
Copying and postage	4,615	2,009	5,026	75	297	150	12,172	52	4,210	5,060	21,494
Retirement	12,733	1,321	1,230	418	218	179	16,099	307	5,290	31	21,727
Equipment and computer	2,813	38,015	442	26,193	6,030	98	73,591	63,582	-	1,314	138,487
Interest expense	-	963	-	-	5,080	-	6,043	-	35,506	-	41,549
Indirect costs	-	-	-	-	-	-	-	-	44,219	-	44,219
Other program support	1,567	5,548	191	3	-	-	7,309	176	3,617	12,578	23,680
Total expenses	$ 3,890,640	$ 861,420	$ 2,746,649	$ 514,700	$ 1,610,027	$ 135,528	$ 9,758,964	$ -	$ 956,693	$ 70,343	$ 10,786,000

See Notes to Financial Statements

NOTE 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization

Community Action Partnership of Strafford County (the Agency) is a 501(c)(3) private New Hampshire non-profit organization established under the provisions of the Equal Opportunity Act of 1964. Without services provided by the Agency, many local residents would be without a means to provide for their basic needs, including food, education, child care, utilities assistance, transportation, housing, emergency shelter and access to other services. The mission of the Agency is to educate, advocate and assist people in Strafford County to help meet their basic needs and promote self-sufficiency. The vision of the Agency is to eliminate poverty in Strafford County through compassion, education, self-sufficiency, transparency, accountability, team work, client focus and professionalism.

In addition to its administrative office located in Dover, the Agency maintains its outreach capacity by operating program offices in Farmington, Milton, Rochester, Dover and Somersworth. The Agency is funded by Federal, state, county and local funds, as well as United Way grants, public utilities, foundation and charitable grant funds, fees for service, private business donations, and donations from individuals. The Agency is governed by a tripartite board of directors made up of elected officials, community leaders from for-profit and non-profit organizations and residents who are low income. The board is responsible for assuring that the Agency continues to assess and respond to the causes and conditions of poverty in its community, achieve anticipated family and community outcomes, and remain administratively and fiscally sound. The Agency administers a wide range of coordinated programs to more than 15,000 people annually, and the programs are designed to have a measurable impact on poverty and health status among the most vulnerable residents: those under the age of 6, the elderly and those living in poverty. This coordinated approach is accomplished by providing a broad array of services that are locally defined, planned and managed with community agencies.

Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting in accordance with Generally Accepted Accounting Principles (GAAP) of the United States.

Financial Statement Presentation

The financial statement presentation follows the recommendations of the Accounting Standard Codification No. 958-210, *Financial Statements of Not-For-Profit Organizations*. Under FASB ASC No. 958-210, the Agency is required to report information regarding its financial position and activities according to the following net asset classifications:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Agency. These net assets may be used at the discretion of the Agency's management and board of directors.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Agency or by passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

At December 31, 2019 and 2018, the Agency had net assets without donor and with donor restrictions.

Refundable Advances

Grants received in advance are recorded as refundable advances and recognized as revenue in the period in which the related services are performed or expenditures are incurred.

Contributions

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are restricted by the donor for future periods or for specific purposes are reported as temporarily restricted or permanently restricted support, depending on the nature of the restriction. However, if a restriction is fulfilled in the same period in which the contribution is received, the Agency reports the support as unrestricted.

Contributed Services

Donated services are recognized as contributions in accordance with FASB ASC No. 958, *Accounting for Contributions Received and Contributions Made,* if the services (a) create or enhance non-financial assets or (b) require specialized skills and would otherwise be purchased by the Agency.

Volunteers provided various services throughout the year that are not recognized as contributions in the financial statements since the recognition criteria under FASB ASC No. 958 were not met.

Fair Value of Financial Instruments
Accounting Standard Codification No. 825, "Financial Instruments," requires the Agency to disclose estimated fair value for its financial instruments. The carrying amounts of cash, accounts receivable, inventory, prepaid expenses, accounts payable, accrued expenses, and refundable advances approximate fair value because of the short maturity of those instruments.

Inventory
Inventory materials are fixtures for installation and recorded at cost or contributed value, using the first-in, first-out method.

Property and Depreciation
Property and equipment, which have a cost greater than $5,000, are capitalized at cost or, if donated, at the approximate fair value at the date of donation. Specific grants and awards may have a threshold lower than this amount and that program will abide by those guidelines. Assets are depreciated over their estimated useful lives using the straight-line method as follows:

Buildings and improvements	15 - 40 years
Furniture, equipment and machinery	3 - 10 years
Vehicles	5 - 7 years

Depreciation expense aggregated $175,101 and $115,671 for the years ended December 31, 2019 and 2018, respectively.

Accrued Earned Time
The Agency has accrued a liability of $84,272 and $94,084 at December 31, 2019 and 2018, respectively, for future compensated leave time that its employees have earned and which is vested with the employee.

Income Taxes
The Agency is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Service has determined the Agency to be other than a private foundation. The Agency is also exempt from the New Hampshire Business Enterprise Tax.

Accounting Standard Codification No. 740, "Accounting for Income Taxes", establishes the minimum threshold for recognizing, and a system for measuring, the benefits of tax return positions in financial statements. Management has analyzed the Agency's tax position taken on its information returns for the years 2016 through 2019 and has concluded that no additional provision for income taxes is necessary in the Agency's financial statements.

Cash and Cash Equivalents
The Agency considers all highly liquid financial instruments with original maturities of three months or less to be cash equivalents.

Revenue Recognition Policy

The Agency derives revenue from grants, fees for services, donations, public support and fundraising. Revenues are recognized when control of these services are transferred to customers, in an amount that reflects the consideration the Agency expects to be entitled to in exchange for those services. Cost incurred to obtain a contract will be expensed as incurred when the amortization period is less than a year.

Use of Estimates

The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Advertising Expenses

The Agency expenses advertising costs as they are incurred. Total advertising costs for the years ended December 31, 2019 and 2018 amounted to $12,558 and $22,000, respectively.

Debt Issuance Costs

As required under FASB Accounting Standards Update No. 2015-03, amortization expense for the years ended December 31, 2019 and 2018 amounted to $2,156 and $719, respectively and have been included with interest expense in the statement of activities for each year. The unamortized deferred financing costs have been included as a reduction of the long term debt (See Note 9).

In-kind Donations

The Agency pays below-market rent for the use of certain facilities. In accordance with generally accepted accounting principles, the difference between amounts paid for the use of the facilities and the fair value of the rental space has been recorded as an in-kind donation and as an in-kind expense in the accompanying financial statements. The estimated fair value of the donation was determined to be $177,259 and $255,313 for the years ended December 31, 2019 and 2018, respectively.

The Agency also receives contributed professional services that are required to be recorded in accordance with FASB ASC No. 958. The estimated fair value of these services was determined to be $33,857 and $150,442 for the years ended December 31, 2019 and 2018, respectively.

The Agency also receives contributed food commodities and other goods that are required to be recorded in accordance with FASB ASC No. 958. The estimated fair value of these food commodities and goods was determined to be $397,292 and $91,175, respectively, for the year ended December 31, 2019. For the year ended December 31, 2018, the estimated fair value of these food commodities and goods was determined to be $181,461 and $58,114, respectively.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis. Accordingly, costs have been allocated among the program services and supporting activities benefited. Occupancy costs have been grouped and allocated to the programs as a line item. Such allocations have been determined by management on an equitable basis.

The expenses that are allocated include the following:

Expense	Method of allocation
Salaries and benefits	Time and effort
Occupancy	Square footage/revenues
Depreciation	Square footage
All other expenses	Approved indirect rate

NOTE 2. PROPERTY

As of December 31, 2019 and 2018, property consisted of the following:

	2019	2018
Land, buildings and improvements	$ 5,039,871	$ 3,993,017
Furniture, equipment and machinery	600,526	562,450
Vehicles	327,137	249,779
Total	5,967,534	4,805,246
Less accumulated depreciation	1,152,384	977,283
Net property	$ 4,815,150	$ 3,827,963

NOTE 3. LIQUIDITY AND AVAILABILITY

The following represents the Agency's financial assets as of December 31, 2019 and 2018:

	2019	2018
Financial assets at year end:		
Cash	$ 1,068,744	$ 749,630
Accounts receivable	1,525,775	1,106,724
Contributions receivable	68,100	63,800
Tax credits receivable	-	250,000
Total financial assets	2,662,619	2,170,154
Less amounts not available to be used within one year:		
Board designated funds	307,315	307,315
Financial assets available to meet general expenditures over the next twelve months	$ 2,355,304	$ 1,862,839

The Agency's goal is generally to maintain financial assets to meet 30 days of operating expenses. As part of its liquidity plan, excess cash is invested in short-term investments, including money market accounts.

NOTE 4. ACCOUNTS RECEIVABLE

Accounts receivable are stated at the amount management expects to collect from balances outstanding at year end. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The allowance for uncollectible accounts was estimated to be zero at December 31, 2019 and 2018. The Agency has no policy for charging interest on overdue accounts.

NOTE 5. CONTRIBUTIONS RECEIVABLE

Contributions receivable represent promises to give, which have been made by donors but have not yet been received by the Agency. The Agency considers contributions receivable to be fully collectible; accordingly, no allowance for contributions receivable has been recorded. Total unconditional promises to give were as follows at December 31, 2019 and 2018:

	2019	2018
Within one year	$ 38,057	$ 28,300
In two to five years	30,043	35,500
	$ 68,100	$ 63,800

NOTE 6. TAX CREDIT PROGRAM

The New Hampshire Community Development Finance Authority's Tax Credit Program allows New Hampshire businesses to contribute to not-for-profit community, housing and economic development projects and receive a 75% New Hampshire state tax credit that can be applied against New Hampshire business profits, business enterprise and insurance premium taxes. Through this Tax Credit Program, the Agency did not recognize any revenue during the year ended December 31, 2019. For the year ended December 31, 2018, the Agency recognized contribution revenue of $78,000. The total cumulative contribution revenue raised to date is $250,000 as of December 31, 2019. At December 31, 2019, the Agency had no tax credits receivable. At December 31, 2018, the Agency had tax credits receivable of $250,000.

NOTE 7. PLEDGED ASSETS

As described in Note 8, all assets of the Agency are pledged as collateral under the Agency's demand note payable agreement. As described in Note 9, the building of the Agency is pledged as collateral under the Agency's mortgage note payable agreement.

NOTE 8. DEMAND NOTE PAYABLE

The Agency has available a revolving line of credit with a bank in the amount of $250,000. The note is payable upon demand, but in the absence of demand, is due in September 2020. Interest is stated at the prime rate plus 1% which resulted in an interest rate of 5.75% and 6.50% at December 31, 2019 and 2018, respectively. The note is collateralized by all the assets of the Agency.

NOTE 9. LONG TERM DEBT

The long term debt at December 31, 2019 and 2018 consisted of the following:

	2019	2018
4.90% mortgage payable to Kennebunk Savings Bank with interest only payments for 36 months followed by principal and interest payments for 264 months for the first ten years. In 2028 principal and interest payments will adjust to 1.50% above the highest five-year Federal Home Loan Bank of Boston. The mortgage note payable is collateralized by the building and leases and rents of 577 Central Ave.	$ 2,143,096	$ 2,347,874
5.00% mortgage payable to the New Hampshire Community Loan Fund of interest only payments for 36 months followed by principal and interest payments for 264 months. The mortgage note payable is collateralized by the building and leases and rents of 577 Central Ave.	474,778	520,000
Total long term debt before unamortized debt issuance costs	2,617,874	2,867,874
Unamortized deferred financing cost	(51,028)	(53,184)
Total long term debt	$ 2,566,846	$ 2,814,690

The schedule of maturities of long term debt at December 31, 2019 is as follows:

Year Ended December 31	Amount
2020	$ -
2021	18,343
2022	75,657
2023	79,448
2024	83,430
Thereafter	2,360,996
Total	$ 2,617,874

NOTE 10. NET ASSETS

At December 31, 2019 and 2018, net assets with donor restrictions consisted of the following:

	2019	2018
Summer Meals	$ 11,914	$ 51,621
Building Campaign	27,891	488,385
Security deposits	51,584	32,145
Whole Family	163,738	-
Revolving loan fund	-	52,736
Fuel assistance	33,995	23,566
Weatherization	3,434	7,671
Coordinated entry	8,147	-
Holiday baskets	3,985	-
Food pantry	2,521	-
Special events	3,881	-
Total	$ 311,090	$ 656,124

At December 31, 2019 and 2018, net assets without donor restrictions consisted of the following:

	2019	2018
Undesignated	$ 3,023,058	$ 999,727
Board designated	307,315	307,315
Total net assets without donor restrictions	$ 3,330,373	$ 1,307,042

NOTE 11. LEASE COMMITMENTS

Facilities occupied by the Agency for its community service programs are rented under the terms of various leases. For the years ended December 31, 2019 and 2018, the annual lease/rent expense for the leased facilities was $111,043 and $117,534, respectively. Certain equipment is leased by the Agency under the terms of various leases.

The approximate future minimum lease payments on the above leases are as follows:

Year Ended December 31	Amount
2020	$ 64,073
2021	19,633
2022	15,697
2023	1
2024	1
Total	$ 99,405

NOTE 12. RETIREMENT PLAN

The Agency maintains a 403(b) Plan and Trust (the Plan) covering substantially all employees. Employee contributions to the Plan are made at predetermined rates elected by employees. Additionally, the Agency provides a matching contribution equal to 25% of the employee's contribution up to 5% of the employee's compensation. Effective April 1, 2016, the Agency instituted an auto enrollment feature mandating a minimum 1% employee contribution; however, employees reserve the right to decline the auto enrollment. Employer matching contributions for the years ended December 31, 2019 and 2018 totaled $28,408 and $21,727, respectively.

NOTE 13. CONCENTRATION OF RISK

The Agency receives a majority of its support from federal and state governments. For the years ended December 31, 2019 and 2018, approximately 81% and 90%, respectively, of the Agency's total revenue was received from federal and state governments. If a significant reduction in the level of support were to occur, it would have a significant effect on the Agency's programs and activities.

NOTE 14. CONCENTRATION OF CREDIT RISK

The Agency maintains its cash balances at several financial institutions in New Hampshire. The balances are insured by the Federal Deposit Insurance Corporation up to $250,000. The Agency maintains an agreement with its primary financial institution to collateralize the balances in excess of $250,000.

NOTE 15. CONTINGENCIES

The Agency receives grant funding from various sources. Under the terms of these agreements, the Agency is required to use the funds within a certain period and for purposes specified by the governing laws and regulations. If expenditures were found not to have been made in compliance with the laws and regulations, the Agency might be required to repay the funds. No provisions have been made for this contingency because specific amounts, if any, have not been determined or assessed as of December 31, 2019 and 2018.

NOTE 16. NONCASH CONTRIBUTION

During the year ended December 31, 2019, the Agency received land and property as a contribution. The contribution has been recorded at the fair value of the land and property, totaling $1,003,996. Additionally, the Agency received $130,000 from the contributor, resulting in a total contribution of $1,133,996.

NOTE 17. SUBSEQUENT EVENTS

The impact of the novel coronavirus (COVID-19) and measures to prevent its spread are affecting the Agency's business. The significance of the impact of these disruptions, including the extent of their adverse impact on the Agency's financial operational results, will be dictated by the length of time that such disruptions continue and, in turn, will depend on the currently unknowable duration of the COVID-19 pandemic and the impact of governmental regulations that might be imposed in response to the pandemic. COVID-19 also makes it more challenging for management to estimate future performance of the Agency, particularly over the near to medium term.

The Agency has remained proactive with its current funding sources, as well as programs being made available during the COVID-19 pandemic. Prior to issuance of the audit report, the Agency was able to secure a loan from the Payroll Protection Program (PPP) offered under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The Agency received loan proceeds in the amount of $97,500. The PPP may be up to 100% forgivable if the funds are used for certain expenses as specified by the program.

If the Agency does not meet the loan criteria, the unforgiven portion of the PPP loan is payable over five years at an interest rate of 1%, with a deferral of payments for the first six months. The Agency intends to use the proceeds for purposes consistent with the PPP. While the Agency currently believes that its use of the loan proceeds will meet the conditions for forgiveness of the loan, we cannot assure you that the Agency will be eligible for forgiveness of the loan, in whole or in part.

Subsequent events are events or transactions that occur after the statement of financial position date, but before financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the statement of financial position date, including the estimates inherent in the process of preparing financial statements. Nonrecognized subsequent events are events that provide evidence about conditions that did not exist at the statement of financial position date but arose after that date. Management has evaluated subsequent events through June 24, 2020, the date the December 31, 2019 financial statements were available for issuance.

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2019

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS-THROUGH GRANTOR'S NAME	GRANTOR'S NUMBER	FEDERAL EXPENDITURES	
U.S. Department of Agriculture					
Child and Adult Care Food Program	10.558	State of New Hampshire Department of Education	4300-ZZZ		$ 117,993
Child Nutrition Cluster					
Summer Food Service Program for Children	10.559	State of New Hampshire Department of Education	4300-ZZZ	$ 94,468	
National School Lunch Program	10.555	State of New Hampshire Department of Education	At-Risk After School Care Centers	94,387	188,855
Food Distribution Cluster					
Emergency Food Assistance Program (Food Commodities)	10.569	Belknap-Merrimack Community Action Partnership	None		397,292
Total U.S. Department of Agriculture					$ 704,140
U.S. Department of Housing and Urban Development					
Supportive Housing for the Elderly	14.157	Dover Housing Authority	Dover Housing Authority		$ 30,662
CDBG Entitlement Grants Cluster					
Community Development Block Grants / Entitlement Grants	14.218	City of Dover, New Hampshire	City of Dover	$ 27,802	
Community Development Block Grants / Entitlement Grants	14.218	City of Rochester, New Hampshire	City of Rochester	51,356	79,158
Emergency Solutions Grant Program	14.231	State of New Hampshire Department of Health and Human Services	05-95-42-423010-7927-102-500731		55,255
Continuum of Care	14.267	State of New Hampshire Department of Health and Human Services	05-95-42-423010-7927-102-500731		52,224
Supportive Housing Program	14.235	Community Partners / Behavioral Health / Services	Community Partners		434
Total U.S. Department of Housing and Urban Development					$ 217,733
U.S. Department of Labor					
WIA Cluster					
WIA Adult Program	17.258	Southern New Hampshire Services, Inc.	2016-0003	$ 28,290	
WIA Dislocated Worker Formula Grants	17.278	Southern New Hampshire Services, Inc.	2016-0003	28,612	56,902
Total U.S. Department of Labor/WIA Cluster					$ 56,902
U.S. Department of Energy					
Weatherization Assistance for Low-Income Persons	81.042	State of New Hampshire Governor's Office of Energy & Community Services	01-02-02-024010-7706-074-500587		$ 164,711
Total U.S. Department of Energy					$ 164,711
U.S. Department of Health & Human Services					
Aging Cluster					
Special Programs for the Aging - Title III, Part B - Grants for Senior Energy	93.044	State of New Hampshire Division of Elderly and Adult services	010-048-7872-512-0352	$ 2,720	
Senior Transportation	93.044	State of New Hampshire Department of Health and Human Services, Nutrition & Trans. Services	05-95-48-48010-78720000-512-500352	19,394	$ 22,114
Maternal, Infant, and Early Childhood Home Visiting Cluster					
Affordable Care Act (ACA) Maternal, Infant, and Early Childhood Home Visiting Program	93.505	State of New Hampshire Department of Health and Human Services, DPH, BPHCS, Maternal & Health Section	05-95-90-902010-5896		184,436
Promoting Safe and Stable Families	93.556	State of New Hampshire, DHHS, Division for Children, Youth and Families	05-095-042-421010-29730000-102-500734-42107306		9,557
TANF Cluster					
Temporary Assistance for Needy Families	93.558	State of New Hampshire, DHHS, Division for Children, Youth and Families	05-095-045-450010-61460000-502-500891-42106603	162,321	
Temporary Assistance for Needy Families	93.558	Southern New Hampshire Services, Inc.	13-DHHS-BWW-CSP-05	94,698	257,019
Low-Income Home Energy Assistance	93.568	State of New Hampshire Governor's Office of Energy & Planning	01-02-02-024010-77050000-074-500587	2,234,146	
Low-Income Home Energy Assistance	93.568	State of New Hampshire Governor's Office of Energy & Planning	01-02-02-024010-77050000-074-500587	180,189	2,414,335
Community Services Block Grant	93.569	State of New Hampshire, DHHS, DFA	05-95-045-450010-714800000-102-500731		357,287
Head Start	93.600	Direct Funding	01CH996002 & 01HP000702		3,752,019
Stephanie Tubbs Jones Child Welfare Program	93.645	State of New Hampshire, DHHS, Division for Children, Youth and Families	05-095-042-421010-29680000-102-500734-42106802		624
Social Services Block Grant	93.667	State of New Hampshire, DHHS, Division for Children, Youth and Families	05-095-042-421010-29660000-102-500734-42106603		35,836
Total U.S. Department of Health & Human Services					$ 7,033,227
TOTAL					**$ 8,176,713**
NON-FEDERAL					
Home Energy Assistance Program		Eversource Energy Service Company			$ 1,609,636

See Notes to Schedule of Expenditures of Federal Awards

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED DECEMBER 31, 2019

NOTE 1. BASIS OF PRESENTATION

The accompanying schedule of expenditures of Federal Awards (the Schedule) includes the federal award activity of Community Action Partnership of Strafford County under programs of the federal government for the year ended December 31, 2019. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Community Action Partnership of Strafford County, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Agency.

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3. INDIRECT COST RATE

Community Action Partnership of Strafford County has elected not to use the ten percent de minimis indirect cost rate allowed under the Uniform Guidance.

NOTE 4. FOOD DONATION

Nonmonetary assistance is reported in the Schedule at the fair value of the commodities received and disbursed.

NOTE 5. SUBRECIPIENTS

Community Action Partnership of Strafford County had no subrecipients for the year ended December 31, 2019.

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COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors of
Community Action Partnership of Strafford County
Dover, New Hampshire

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Community Action Partnership of Strafford County (a New Hampshire nonprofit organization), which comprise the statements of financial position as of December 31, 2019 and 2018, and the related statements of activities, functional expenses, and cash flows, and the related notes to the financial statements, and have issued our report thereon dated June 24, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Community Action Partnership of Strafford County's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Community Action Partnership of Strafford County's internal control. Accordingly, we do not express an opinion on the effectiveness of Community Action Partnership of Strafford County's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Community Action Partnership of Strafford County's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Leone, McDonnell & Roberts
Professional Association

June 24, 2020
Wolfeboro, New Hampshire

Leone, McDonnell & Roberts
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COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Directors of
Community Action Partnership of Strafford County
Dover, New Hampshire

Report on Compliance for Each Major Federal Program

We have audited Community Action Partnership of Strafford County's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Community Action Partnership of Strafford County's major federal programs for the year ended December 31, 2019. Community Action Partnership of Strafford County's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Community Action Partnership of Strafford County's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Community Action Partnership of Strafford County's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Community Action Partnership of Strafford County's compliance.

Opinion on Each Major Federal Program

In our opinion, Community Action Partnership of Strafford County complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2019.

Report on Internal Control Over Compliance

Management of Community Action Partnership of Strafford County is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Community Action Partnership of Strafford County's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Community Action Partnership of Strafford County's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Leone, McDonnell & Roberts
Professional Association

June 24, 2020
Wolfeboro, New Hampshire

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2019

A. SUMMARY OF AUDITORS' RESULTS

1. The auditors' report expresses an unmodified opinion on whether the financial statements of Community Action Partnership of Strafford County were prepared in accordance with GAAP.

2. No significant deficiencies relating to the audit of the financial statements are reported in the *Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards*. No material weaknesses are reported.

3. No instances of noncompliance material to the financial statements of Community Action Partnership of Strafford County, which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.

4. No significant deficiencies in internal control over major federal award programs are reported in the *Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance.* No material weaknesses are reported.

5. The auditors' report on compliance for the major federal award programs for Community Action Partnership of Strafford County expresses an unmodified opinion on all major federal programs.

6. Audit findings that are required to be reported in accordance with 2 CFR section 200.516(a) are reported in this Schedule.

7. The programs tested as major were: U.S. Department of Health and Human Services, Low-Income Home Energy Assistance Program, CFDA 93.568, and U.S. Department of Agriculture, Child Nutrition Cluster, CFDA, 10.555 (National School Lunch Program), and CFDA, 10.559 (Summer Food Service Program for Children). **NON-FEDERAL**, Eversource Energy Service Company, Home Energy Assistance Program.

8. The threshold used for distinguishing between Type A and B programs was $750,000.

9. Community Action Partnership of Strafford County was determined to be a low-risk auditee.

B. FINDINGS – FINANCIAL STATEMENTS AUDIT

None

C. FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

None

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2019

A. FINDINGS – FINANCIAL STATEMENTS AUDIT

2018-001 General Ledger Close and Adjusting Journal Entries

Condition: A significant quantity of adjusting journal entries were provided by the Organization during the audit. Significant adjusting entries related to the following areas: cash, accrued payroll, pledges receivable and property. The adjusting entries were provided by management, and in certain cases, identified by the auditor.

Recommendation: Procedures should be implemented to ensure all required month and year end journal entries are being recorded in a timely and accurate manner.

Current status: The recommendation was adopted during 2019.

2018-002 Monthly Reconciliations

Condition: Various statement of financial position accounts were not being reconciled to their subsidiary ledgers on a monthly basis.

Recommendation: Procedures should be implemented to ensure all monthly reconciliations are being performed.

Current status: The recommendation was adopted during 2019.

APPLICATION

APPLICANT INFORMATION	
Organization The Homeless Center for Strafford County	**Tax ID** 02-0519859
Name of Program or Project HCSC New Shelter Playground Fencing and Surface and Wood Supports	
Name of Executive Director Tracy Hardekopf, MS, MPP, SHRM-SCP	
Mailing Address P.O. Box 7306 **Physical Address** Current 9 Isinglas Dr. Rochester, NH at time of Granting 202 Washington Street Rochester, NH 03867	
Contact Person Tracy S. Hardekopf	**Phone** 603-332-3065
E-Mail execdirshelter@gmail.com	**Website** www.homelesscenterforstraffco.org
Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)* XXX[X] 501(c)(3) ☐ For-profit authorized under 570.201(o) ☐ Unit of Government ☐ Faith-based Organization ☐ Institution of Higher Education ☐ Other (Explain):	
Tax ID # 02-0519859	
***DUNS #** 961601346	***SAM Expiration Date** 10/01/2021 (renewed Annually)

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 40,000.00
Provide a very brief summary of the *activity* or *project* for which the funds are requested. Keep responses to one or two sentences (*i.e. After School Care for K-4th grade students. Repair of homeless shelter roof.*) Installation of Fence, Surface, Wood supports and Basketball Hoops at new shelter location

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. 202 Washington Street Rochester, NH 03839

TSH

BENEFICIARIES

Beneficiaries:

For FY 2022 (7/1/2021 – 6/30/2022) please provide the *estimated* number of unduplicated Dover beneficiaries that will benefit from this CDBG funded activity or project, not necessarily your entire client population (Note: these numbers will be monitored during the funding year): 10 to 30 Dover Residents experiencing homelessness

For FY 2020 (7/1/2019 – 6/30/2020) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population: 10

Were Dover CDBG funds used to fund this activity or project in FY 2021 (7/1/2020 – 6/30/2021): no

If so, how much?

Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) **Homeless Individuals, Homeless Family Units, Elderly, Disabled all from Low, Moderately Low or Extremely Low income levels.**

NARRATIVE – *PUBLIC SERVICE* ACTIVITY ONLY

Please provide a detailed description for the proposed activity *(not the organization)*. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals.

Please indicate who prepared the overall cost estimate for the activity.

NARRATIVE – *PUBLIC FACILITY* PROJECT ONLY

Please provide the following information for the proposed project (*not the organization):*

Describe the nature of the project: Installation of fencing and surface material on the large playground at the new shelter building.

Describe how the project will ultimately benefit Dover low/moderate income individuals or Dover presumed benefit populations : The children that reside at our shelter are in need of safe outdoor activity to benefit their physical and mental health, to keep childhood obesity rates down and to help the children with their educational capabilities.

Proposed project starting date: 10/01/2021

Proposed project completion date: 06/30/2022

Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.): The Executive Director reached out to landscape companies and fencing companies to gather overall estimates for the work. 3 written quotes will be obtained via an RFP for the work that is to be performed. The actual equipment inside the fenced area will be installed first by parish members from a local church. The church committed to install the donated playground equipment as soon as the site work at the new property is finished. SUR is the company donating the equipment. This grant would be for surface and fencing and posts along with two metal basketball hoops.

TImeline: Installation of Surface Material- Week One, Installation of Basketball Hoops - Week Two, Installation of

18A

Fencing- Week Three

Note: Written estimates, based upon the information provided above, are required and must be submitted with this application. Estimates must be prepared by qualified individuals/companies. Please include three estimates.

PERFORMANCE OUTCOME MEASURES	
Provide the *outcomes* proposed & the *method of measurement*. You may list multiple outcomes.	
Outcome	**Measurement**
Example 1: Decrease in number of "latch-key kids" **Example 2: Decreased dependence on emergency care facilities for non-emergency care of low/mod adults**	**Example 1: # of children who participate in afterschool program** **Example 2: Increase in number of low/mod income residents that seek care from health program.**
Increase in child wellness	# of children utilizing equipment each season
Increase in learning capacity	Evaluation by observation of preparedness for learning
Decrease in Childhood obesity	Qualitative review of children served

DESCRIPTION OF ORGANIZATION

Please provide a description for the organization or agency that is undertaking the activity or project. The Homeless center for Strafford County provides sheltering and full comprehensive programming for Strafford County individuals and family units. We serve 42-85 individuals each year currently and expect with our increase capacity at the new location to serve 60-120 annually.

AUDIT AND EVALUATION

Does your organization have an annual CPA audit or other financial statement? Yes

If yes, please submit most recent audit or financial statements as an attachment to this application.

Is your organization evaluated by outside agencies or programs? Yes

If yes, please note the agency/program and how often the evaluation occurs. SAMS/DUNS/United Way/SOS

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
Please see attached BOD listing/document	

TSH

BUDGET

Use box 1 or 2 below to provide a budget. Include all proposed expenses. Note: Documentation must be kept that clearly tracks the use of the CDBG funds for the requested activities.

1. Public Services (Non-Construction Projects)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET:			

2. Public Facilities: (Project) ✓			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Hard Costs Note: Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction			
Playground Surface Material and Installation	3000.00	0	3000.00
Basketball Poles and Hoops Installation	4000.00	0	4000.00

BH

1500 Feet of Six Foot High Black Chain Link Fencing Installed with three gates for egress	33000.00	0	33000.00
Total Hard Costs	40000.00	0	40000.00
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:	**40000.00**		**40000.00**

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested.*

Funding Source (Name(s) of funding source(s))	**Committed, Pending or Proposed Amount ($):**		**Total Amount ($)**	**Explanation**
Federal:	Committed: Pending: Proposed:			
State:	Committed: Pending: Proposed:			
Local:	Committed: Pending: Proposed:			
Private:	Committed: Pending: Proposed:			
Portsmouth CDBG:	Committed: Pending: Proposed:			
Rochester CDBG:	Committed: Pending: Proposed:			
Other:	Committed:			

TBH

	Pending: Proposed:			
Total:	Committed: Pending: Proposed:			

Organizational Commitment: For public facility projects (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization will be contributing to the project.

Funding Source **(Name of Parent Organization)**	**Committed, Pending or Proposed Amount ($)**		**Explanation**
HCSC	Committed: Pending: Proposed:		
Total:		00	

AGENCY BUDGET

Please provide a breakdown of your *organization's* overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from 07/01/2020 to 06/30/2021	**Current Year**	**Next Year (projected)**
REVENUES		
Federal Funds	255000.00	0
State Funds	162495.00	0
Foundations/Private Contributions	20000.00	12500.00
United Way	12500.00	12500.00
Fundraising or other income	20000.00	95000.00
Other (describe)	200000.00	74500.00
Community Dev. Block Grant (include anticipated request)	101625.00	40000.00
TOTAL REVENUE	771620.00	242000.00
EXPENSES		
Salaries	128500.00	168500.00
Fringe Benefits	0	0
Supplies (include printing/copying)	5000.00	5000.
Travel	1200.00	7200.00
Training	1000.00	1000.00
Communications	2000.00	2000.00
Audit		10000.00
Property Maintenance		10000.00

YSH

Service Contracts	20000.00	20000.00
Construction Supplies/Materials	1100000.00	40000.00
Other (describe)		
TOTAL EXPENSES	1256700.00	263700.00
NET (Income - Expenses)	**-485080.00**	**-21700.00**

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

	Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CDFA Number	Pass-Through Entity's Identifying Number	Passed Through to Subrecipient	Total Federal Expenditures
2021					
U.S. Dept. of	Housing and Urban Dev.			$	$
Direct Program	CDBG				
Passed Through	Rochester, New Hampshire			$73,000	$73.000
Total U.S. Dept. of	[Agency Name]			$	$
U.S. Dept. of	Housing and Urban Dev.			$	$
Direct Program	CDBG				
Passed Through	Dover NH			$8625.00	$8625.00
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
U.S. Dept. of	[Agency Name]			$	$
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$	$
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
Total Expenditure of Federal Awards				***$81625.00***	***81625.00***
NH Dept. of	Governor's office			$162495.00	$162495.00
	GOFERR-Cares Act				
Total NH Dept. of	Revenue			$	$
NH Dept. of	[Agency Name]			$	$

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	[Program Name}				
Total NH Dept. of	[Agency Name]			$	$
NH Dept. of	[Agency Name]			$	$
	[Program Name}				
Total NH Dept. of	[Agency Name]			$	$
Local Assistance:	[Agency Name]			$	$
	[Program Name]				
Total Local Assistance:	[Agency Name]			$	$
Total State and Local Awards				***$162495.00***	***$162495.00***
TOTAL FEDERAL, STATE, & LOCAL ASSISTANCE				**$244120.00**	**$244120.00**

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND THAT IT CONTAINS NO FALSIFICATIONS, MISREPRESENTATIONS, INTENTIONAL OMISSIONS, OR CONCEALMENT OF MATERIAL FACTS.

Tracy L Hardekopf
SIGNATURE

11-11-2020
DATE

Tracy Hardekopf
PRINTED NAME

Exec. Dir.
TITLE

TSH

Homeless Center for Strafford County

Board of Trustees

Updated: October 16, 2019

Name	Term Start - Original	Position	Organization	Address	City, State, Zip	Phone	E-mail	Sub Committee / Task Force	Sub Committee / Task Force	Sub Committee / Task Force
Levesque, Kathe	6/21/2017	President (9/17/2019)	City of Portsmouth	6 Raab Lane	Rochester, NH 03868	603-781-0698	klevesque@cityofportsmouth.com	Strategic Planning		
Gilman, Rachel	4/29/2015	V. President (9/17/2019)	RSA Realty	29 Meaders Point Rd	New Durham, NH 03855	603-781-2221	homedrgilman@aol.com	Land Acquisition & Build	Annual Gala - Chair	
French, Jackie	6/20/2019	Treasurer (9/17/2019)	Collins Sports	318 Washington St	Rochester, NH 03867	603-767-7267	jfrench@collinssports.net			
Sewell, Sharon	7/16/2018	Secretary (9/17/2019)	Eastern Propane and Oil	16 Station Lane	Lebanon, ME 04027	603-235-1311	ssewell@eastern.com	Strategic Planning	Annual Gala	
Dolleman, Brant	9/18/2018	Trustee	City of Dover	12 Trestle Way	Dover, NH 03820	603-380-5930	brantdolleman@gmail.com	Strategic Planning - Chair		
Korth, Jim	1/15/2019	Trustee	Turbocam International	72 Lenzi Point Rd.	Barrington, NH 03825	603-905-0379 *copy home email as well*	Jim.Korth@Turbocam.com 4korths@metrocast.net	Strategic Planning		
Kunkel, Brian	9/19/2018	Trustee	Crunch Fitness	34 Brookside Drive	Stratham, NH 03885	603-380-4755	briankunkel77@icloud.com	Land Acquisition & Build		
Martins, Peter	12/18/2018	Trustee	Pratt & Whitney	113 Wells Road (Wk)	N. Berwick, ME 03906	207-676-4100 x2699 *copy home email as well*	peter.martins@pw.utc.com pmartins1121@gmail.com	Strategic Planning		
Morris, Christine	4/18/2019	Trustee	Wentworth Douglass Hospital	318 Dry Hill Rd	Barrington, NH 03825	603-661-8660	Christinemorris783@gmail.com			
Shannon, Jim	12/27/2016	Trustee	Law Offices of James Shannon	64 Riverview Drive	Rochester, NH 03867	603-231-3548	jim@jimshannonlaw.com	Land Acquisition & Build		
Therrien, Brian	3/14/2014	Trustee	Holy Rosary Credit Union	26 Piscataqua Road	Dover, NH 03820	603-332-6840 w 603-312-1894 c	btherrien@hrcu.org			
Viel, Tony	10/15/2019	Trustee	Local Pride	25 Hancock Street	Rochester, NH 03867		TonyViel@gmail.com			

FFATA Checklist (contracts $25,000 and over)

The Federal Funding Accountability and Transparency Act (FFATA) require the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. As part of this, the City of Dover's CDBG program requires all agencies that meet the following thresholds to report when the agencies:

- had a gross income, from all sources, over $300,000 in the agency's previous tax year, **and**
- have been awarded $25,000 and over.

Please check box, sign and date below and return form if your agency does not meet the above thresholds. ☐

To Be Filled Out By Dover CDBG Staff	
Award title descriptive of the funding action	
CFDA program number for grant	14.218
Program source	CDBG
Amount of award	
To Be Filled Out By Agency	
Name of agency receiving award	The Homeless Center for Strafford County
Address of the entity including:	Current: 9 Isinglas Drive Rochester, NH 03839 Future: 220 Washington St. Rochester, NH 03867
Place of performance including:	220 Washington Street, Rochester, NH 03867
Congressional district	US Congressional District One (1)
Total compensation and names of top five executives*	**1.** N/A
	2.
	3.
	4.
	5.
DUNS number	961601346
Central Contractors Registration (CCR) number**	

***Must give total compensation and names of top five executives if:**
(1) More than 80% of annual gross revenues are from the federal government, and those revenues are greater than $25M annually, **and**
(2) Compensation information is not already available through reporting to the SEC. **Note: Because CCR registration expires annually, grantees are required to update their CCR information annually.

How do you get a DUNS number?
The unique identifier used in reporting to FFATA is the entity's Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. For subgrantees, OMB has issued interim final guidance requiring such recipients to obtain a valid DUNS number.
DUNS numbers may be requested via the web at: http://fedgov.dnb.com/webform

****What is a CCR and how do you register?**
CCR stands for Central Contractor Registration, which is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.
The link to information needed to register and become familiar with CCR is provided below.
Registration information: http://www.ccr.gov/startregistration.aspx

Tracy S Hardekopf
Signature of Authorized Person

10-30-2020
Date

Executive Director
Title

FFATA Checklist (contracts $25,000 and over)

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Registration information: http://www.ccr.gov/startregistration.aspx

Tracy S Hardekopf
Signature of Authorized Person

10-30-2020
Date

Executive Director
Title

HOMELESS CENTER FOR STRAFFORD COUNTY

FINANCIAL STATEMENTS

FOR THE PERIODS ENDED JUNE 30, 2020 AND 2019

RAICHE & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS, PA

(603) 742-8894 - FAX (603) 742-6042
680 Central Avenue Dover, NH 03820

(603) 330-1040 - FAX (603) 330-1041
16 Wakefield Street Rochester, NH 03867

(603) 431-6300 - FAX (603) 742-6042
1 NH Avenue, Suite 125 Portsmouth, NH 03801

To the Board of Directors of
Homeless Center for Strafford County
Rochester, NH 03839

Management is responsible for the accompanying financial statements of Homeless Center for Strafford County, (a nonprofit corporation) which comprise the Statements of Assets, Liabilities and Net Assets-Cash Basis as of June 30, 2020 and 2019, and the related Statements of Revenues and Expenses-Cash Basis for the periods then ended in accordance with the cash basis of accounting, and for determining the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures required by the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

The supplementary information included in the accompanying Statement of Activities-Budget vs. Actual for fiscal year ending June 30, 2020 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information is the representation of management. We have performed a compilation engagement on the information. We have not audited or reviewed the information and, accordingly, do not express an opinion, a conclusion, or provide any assurance on such information.

We are not independent with respect to the Homeless Center for Strafford County.

Raiche & Company CPA's, PA

Raiche & Company CPA's, P.A.
Rochester, New Hampshire

June 8, 2020

HOMELESS CENTER FOR STRAFFORD COUNTY

Statements of Assets, Liabilities and Net Assets-Cash Basis

As of June 30, 2020

	Jun 30, 20	Jun 30, 19
ASSETS		
Current Assets		
Checking/Savings		
10000 · Checking-Operations-0244	84,961.34	94,975.20
10001 · Paypal	0.00	92.83
10002 · Waste Management Grant-4897	0.00	14,703.17
10004 · Petty Cash	200.00	200.00
Total Checking/Savings	85,161.34	109,971.20
Other Current Assets		
10005 · Profile CD-5127	0.00	226,319.27
Total Other Current Assets	0.00	226,319.27
Total Current Assets	85,161.34	336,290.47
Fixed Assets		
13000 · Property, Plant & Equipment		
13005 · Land	260,050.00	4,162.00
13030 · Furniture and Equipment	19,013.77	19,013.77
13020 · Leasehold Improvements(Shelter)	24,558.20	24,558.20
Total 13000 · Property, Plant & Equipment	303,621.97	47,733.97
14000 · Accumulated Depreciation	-19,813.00	-15,487.00
Total Fixed Assets	283,808.97	32,246.97
Other Assets		
Board Restricted		
10003 · Profile Bank	180,297.66	2,540.00
10010 · Held in Capital Campaign Accts.	131,322.22	0.00
Total Board Restricted	311,619.88	2,540.00
Donor Restricted		
10008 · Capital Campaign-Money Market	115,528.32	0.00
10007 · Capital Campaign-Savings	5.00	0.00
10009 · Capital Campaign-12 month CD	115,788.90	0.00
10015 · Less Amt without Donor Restrict	-131,322.22	0.00
Total Donor Restricted	100,000.00	0.00
Total Other Assets	411,619.88	2,540.00
TOTAL ASSETS	**780,590.19**	**371,077.44**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
24000 · Payroll Liabilities		
24030 · State Unemployment Tax	155.50	226.62
Total 24000 · Payroll Liabilities	155.50	226.62
Total Other Current Liabilities	155.50	226.62
Total Current Liabilities	155.50	226.62
Long Term Liabilities		
Loan Land - City of Dover	100,000.00	0.00
PPP Covid 19 Loan	22,487.00	0.00
Total Long Term Liabilities	122,487.00	0.00
Total Liabilities	122,642.50	226.62
Equity		
32000 · Without Donor Restrictions	370,850.82	325,161.71
Net Income	287,096.87	45,689.11
Total Equity	657,947.69	370,850.82
TOTAL LIABILITIES & EQUITY	**780,590.19**	**371,077.44**

HOMELESS CENTER FOR STRAFFORD COUNTY
Statements of Revenues and Expenses-Cash Basis
July 2019 through June 2020

	Jul '19 - Jun 20	Jul '18 - Jun 19	$ Change
Ordinary Income/Expense			
Income			
43300 · Direct Public Grants	6,000.00	1,000.00	5,000.00
43330 · Foundation and Trust Grants	24,000.00	3,200.00	20,800.00
43400 · Direct Public Support			
Restricted - Capital Campaign	256,000.00	50.00	255,950.00
Annual Appeal	21,113.00	17,125.05	3,987.95
43410 · Corporate Contributions			
43415 · Benevity / Liberty Impact Fund	10,193.05	10,901.92	-708.87
43420 · Eastern Propane	0.00	2,500.00	-2,500.00
43425 · Federal Savings Bank	0.00	1,125.00	-1,125.00
43430 · Holy Rosary Credit Union	0.00	2,000.00	-2,000.00
43435 · Knights of Columbus	1,000.00	0.00	1,000.00
43440 · Northeast Credit Union	0.00	2,000.00	-2,000.00
43700 · Turbocam	12,200.21	12,768.25	-568.04
43445 · United Way			
43450 · EFSP Funding	4,150.00	3,700.00	450.00
43455 · Individual Contributions	1,526.37	2,226.42	-700.05
43460 · United Way Grants	17,967.92	14,115.70	3,852.22
Grants Resident Expenses	0.00	-856.11	856.11
Total 43445 · United Way	23,644.29	19,186.01	4,458.28
43600 · Other Corporate Contributions			
American Legion	0.00	900.00	-900.00
Eversource	1,000.00	0.00	1,000.00
Hannafords	43.75	536.00	-492.25
Rochester Grange #86	75.00	18.00	57.00
Rochester Lodge of Elks	0.00	100.00	-100.00
Rochester Runners	0.00	3,000.00	-3,000.00
Strafford County Board Realtors	0.00	380.00	-380.00
Renaisssance Firearms	600.00	0.00	600.00
43600 · Other Corporate Contributions - Other	3,000.00	0.00	3,000.00
Total 43600 · Other Corporate Contributions	4,718.75	4,934.00	-215.25
43410 · Corporate Contributions - Other	0.00	2,500.00	-2,500.00
Total 43410 · Corporate Contributions	51,756.30	57,915.18	-6,158.88
Faith Based Org Donations	3,100.00	4,723.02	-1,623.02
43550 · Individuals	16,203.51	4,234.15	11,969.36
Total 43400 · Direct Public Support	348,172.81	84,047.40	264,125.41
Fundraising-Board			
Spring Gala Event			
Expenses	0.00	-6,573.71	6,573.71
Spring Gala Event - Other	22,985.00	41,758.51	-18,773.51
Total Spring Gala Event	22,985.00	35,184.80	-12,199.80
Total Fundraising-Board	22,985.00	35,184.80	-12,199.80
44500 · Government Grants			
Municipality Donations	0.00	1,000.00	-1,000.00
41200 · Municipality			
44510 · Dover-Facilities	0.00	8,909.50	-8,909.50
44515 · Durham-Facilities	500.00	0.00	500.00
44525 · Lee-Facilities	1,000.00	0.00	1,000.00
44530 · Milton-Facilities	1,000.00	0.00	1,000.00
44540 · Rochester-Facilities	0.00	16,000.00	-16,000.00
44545 · Somersworth-Facilities	550.00	0.00	550.00
44550 · Barrington-Facilities	1,000.00	0.00	1,000.00
44555 · CDBG-Dover	6,350.00	0.00	6,350.00
Total 41200 · Municipality	10,400.00	24,909.50	-14,509.50

HOMELESS CENTER FOR STRAFFORD COUNTY
Statements of Revenues and Expenses-Cash Basis
July 2019 through June 2020

	Jul '19 - Jun 20	Jul '18 - Jun 19	$ Change
44500 · Government Grants - Other	21,365.00	0.00	21,365.00
Total 44500 · Government Grants	31,765.00	25,909.50	5,855.50
45000 · Investments			
45020 · Interest-Profile Fund 1	418.03	236.63	181.40
45030 · Interest-Savings, Short-term CD	5,074.41	2,475.03	2,599.38
Total 45000 · Investments	5,492.44	2,711.66	2,780.78
46400 · Other Types of Income			
Holiday Gift Donations	0.00	1,000.00	-1,000.00
46400 · Other Types of Income - Other	1,150.00	0.00	1,150.00
Total 46400 · Other Types of Income	1,150.00	1,000.00	150.00
Housing			
Individuals	3,944.20	8,782.67	-4,838.47
Forfeited Security Deposits	0.00	2,584.18	-2,584.18
Housing - Other	4,632.80	0.00	4,632.80
Total Housing	8,577.00	11,366.85	-2,789.85
Total Income	448,142.25	164,420.21	283,722.04
Expense			
Property Taxes	9.00	0.00	9.00
Fund Raising Expenses			
Gala Event Expenses	94.36	0.00	94.36
Fund Raising Expenses - Other	294.22	0.00	294.22
Total Fund Raising Expenses	388.58	0.00	388.58
62100 · Contract Services			
62110 · Accounting Fees	7,667.00	5,144.00	2,523.00
62150 · Outside Contract Services	0.00	91.00	-91.00
Total 62100 · Contract Services	7,667.00	5,235.00	2,432.00
62810 · Depreciation Expense	4,326.00	7,342.75	-3,016.75
62800 · Facilities Expense			
Grounds Maintenance	50.00	500.00	-450.00
Janitorial & Pest Control	170.70	25.50	145.20
62840 · Repairs & Maintenance			
Shelter	-61.00	1,538.06	-1,599.06
Transitional	0.00	5,240.44	-5,240.44
Total 62840 · Repairs & Maintenance	-61.00	6,778.50	-6,839.50
Supplies-General	4,712.69	3,262.88	1,449.81
62890 · Utilities - Shelter			
Cable	364.26	456.33	-92.07
Internet	1,012.27	1,101.85	-89.58
Water & Sewer	0.00	42.30	-42.30
Total 62890 · Utilities - Shelter	1,376.53	1,600.48	-223.95
Utilities - Transitional Units			
Electric	0.00	583.85	-583.85
Gas	0.00	575.15	-575.15
Heat-10 Rochester	120.00	988.97	-868.97
Water & Sewer	0.00	345.01	-345.01
Total Utilities - Transitional Units	120.00	2,492.98	-2,372.98
Total 62800 · Facilities Expense	6,368.92	14,660.34	-8,291.42
Miscellaneous expense	0.00	300.00	-300.00
65000 · Operations			
Advertising	150.00	180.00	-30.00

HOMELESS CENTER FOR STRAFFORD COUNTY
Statements of Revenues and Expenses-Cash Basis
July 2019 through June 2020

	Jul '19 - Jun 20	Jul '18 - Jun 19	$ Change
65010 · Books, Subscriptions, Reference	67.00	217.00	-150.00
Computer Supplies & Repairs	1,780.97	340.00	1,440.97
Drug Testing	144.00	0.00	144.00
Dues	1,091.00	490.00	601.00
Food Purchases	425.83	16.97	408.86
Gifts & Recognition			
Other Gifts & Recognition	124.81	0.00	124.81
Volunteer Appreciation	228.44	1,661.53	-1,433.09
Total Gifts & Recognition	353.25	1,661.53	-1,308.28
Licenses & Fees	75.00	0.00	75.00
Lunches - Rotary Club	278.00	62.00	216.00
65040 · Office Expense & Supplies	1,057.97	1,378.42	-320.45
Paypal Fees	165.04	48.20	116.84
65020 · Postage and Delivery Expense	1,105.57	1,033.96	71.61
65030 · Printing and Copying	179.64	0.00	179.64
Resident Transportation	83.10	0.00	83.10
Service Charges-Bank	25.00	1,021.49	-996.49
Supplies - Operations	4,567.73	1,136.85	3,430.88
65050 · Telephone Expense			
Cell Phone	480.00	398.66	81.34
Office Telephone	317.18	1,167.29	-850.11
Resident Telephone	0.00	-78.63	78.63
Total 65050 · Telephone Expense	797.18	1,487.32	-690.14
Website Expense	21.17	39.95	-18.78
Total 65000 · Operations	12,367.45	9,113.69	3,253.76
65100 · Other Types of Expenses			
Criminal Background Checks	105.00	330.00	-225.00
60940 · Insurance-Employee Health	0.00	-115.27	115.27
65120 · Insurance-Liability, D&O & W.C.	8,697.50	6,648.00	2,049.50
Resident Expenses	4,335.71	610.70	3,725.01
Total 65100 · Other Types of Expenses	13,138.21	7,473.43	5,664.78
66000 · Payroll Expenses			
11550 · Salaries & Wages	107,065.78	111,797.14	-4,731.36
11560 · Payroll Taxes	8,190.54	8,552.50	-361.96
11580 · State Unemployment Tax	190.36	493.14	-302.78
11590 · Payroll Processing Fees	4.04	5.25	-1.21
Total 66000 · Payroll Expenses	115,450.72	120,848.03	-5,397.31
68300 · Travel and Meetings			
68310 · Conference, Convention, Meeting	70.00	0.00	70.00
Gasoline	0.00	81.20	-81.20
Tolls & Parking	9.25	50.00	-40.75
68320 · Travel-Mileage	1,250.25	1,192.85	57.40
Total 68300 · Travel and Meetings	1,329.50	1,324.05	5.45
Total Expense	161,045.38	166,297.29	-5,251.91
Net Ordinary Income	287,096.87	-1,877.08	288,973.95
Other Income/Expense			
Other Income			
Gain/Loss Sale of Asset	0.00	47,566.19	-47,566.19
Total Other Income	0.00	47,566.19	-47,566.19
Net Other Income	0.00	47,566.19	-47,566.19
Net Income	**287,096.87**	**45,689.11**	**241,407.76**

HOMELESS CENTER FOR STRAFFORD COUNTY
Statement of Revenue & Expenses-Budget vs Actual-Cash Basis
July 2019 through June 2020

	Jul '19 - Jun 20	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
43300 · Direct Public Grants	6,000.00	2,000.00	4,000.00
43330 · Foundation and Trust Grants	24,000.00	31,000.00	-7,000.00
43400 · Direct Public Support			
Restricted-Fund A Need Pledged	0.00	11,500.00	-11,500.00
Restricted-State Tax Credits	0.00	80,000.00	-80,000.00
Restricted - Capital Campaign	256,000.00	90,000.00	166,000.00
Annual Appeal	21,113.00	25,000.00	-3,887.00
43410 · Corporate Contributions			
43415 · Benevity / Liberty Impact Fund	10,193.05		
43435 · Knights of Columbus	1,000.00		
43700 · Turbocam	12,200.21		
43445 · United Way			
43450 · EFSP Funding	4,150.00	2,500.00	1,650.00
43455 · Individual Contributions	1,526.37	600.00	926.37
43460 · United Way Grants	17,967.92	14,000.00	3,967.92
Total 43445 · United Way	23,644.29	17,100.00	6,544.29
43600 · Other Corporate Contributions			
Eversource	1,000.00		
Hannafords	43.75		
Rochester Grange #86	75.00		
Renaisssance Firearms	600.00		
43600 · Other Corporate Contributions - Other	3,000.00		
Total 43600 · Other Corporate Contributions	4,718.75		
43410 · Corporate Contributions - Other	0.00	18,600.00	-18,600.00
Total 43410 · Corporate Contributions	51,756.30	35,700.00	16,056.30
Faith Based Org Donations	3,100.00	7,000.00	-3,900.00
43550 · Individuals	16,203.51	3,000.00	13,203.51
Total 43400 · Direct Public Support	348,172.81	252,200.00	95,972.81
Fundraising-Board			
Spring Gala Event	22,985.00	48,000.00	-25,015.00
Total Fundraising-Board	22,985.00	48,000.00	-25,015.00
44500 · Government Grants			
41200 · Municipality			
44510 · Dover-Facilities	0.00	99,999.96	-99,999.96
44515 · Durham-Facilities	500.00		
44525 · Lee-Facilities	1,000.00		
44530 · Milton-Facilities	1,000.00		
44540 · Rochester-Facilities	0.00	50,000.04	-50,000.04
44545 · Somersworth-Facilities	550.00		
44550 · Barrington-Facilities	1,000.00		
44555 · CDBG-Dover	6,350.00	7,000.00	-650.00
Total 41200 · Municipality	10,400.00	157,000.00	-146,600.00
44500 · Government Grants - Other	21,365.00		
Total 44500 · Government Grants	31,765.00	157,000.00	-125,235.00
45000 · Investments			
45020 · Interest-Profile Fund 1	418.03	0.00	418.03
45030 · Interest-Savings, Short-term CD	5,074.41		
Total 45000 · Investments	5,492.44	0.00	5,492.44
46400 · Other Types of Income	1,150.00		
Housing			

HOMELESS CENTER FOR STRAFFORD COUNTY
Statement of Revenue & Expenses-Budget vs Actual-Cash Basis
July 2019 through June 2020

	Jul '19 - Jun 20	Budget	$ Over Budget
Individuals	3,944.20	8,000.00	-4,055.80
Housing - Other	4,632.80	8,000.00	-3,367.20
Total Housing	8,577.00	16,000.00	-7,423.00
Total Income	448,142.25	506,200.00	-58,057.75
Expense			
Property Taxes	9.00		
Fund Raising Expenses			
Gala Event Expenses	94.36		
Fund Raising Expenses - Other	294.22		
Total Fund Raising Expenses	388.58		
62100 · Contract Services			
62110 · Accounting Fees	7,667.00	5,040.00	2,627.00
62140 · Legal Fees	0.00	25.00	-25.00
62150 · Outside Contract Services	0.00	100.00	-100.00
Total 62100 · Contract Services	7,667.00	5,165.00	2,502.00
62810 · Depreciation Expense	4,326.00	4,326.00	0.00
62800 · Facilities Expense			
Grounds Maintenance	50.00	100.00	-50.00
Janitorial & Pest Control	170.70	100.00	70.70
62840 · Repairs & Maintenance			
Shelter	-61.00	500.00	-561.00
Total 62840 · Repairs & Maintenance	-61.00	500.00	-561.00
Supplies-General	4,712.69	500.00	4,212.69
62890 · Utilities - Shelter			
Cable	364.26	0.00	364.26
Internet	1,012.27	1,440.00	-427.73
Total 62890 · Utilities - Shelter	1,376.53	1,440.00	-63.47
Utilities - Transitional Units			
Heat-10 Rochester	120.00		
Total Utilities - Transitional Units	120.00	0.00	120.00
Total 62800 · Facilities Expense	6,368.92	2,640.00	3,728.92
65000 · Operations			
Advertising	150.00	200.00	-50.00
65010 · Books, Subscriptions, Reference	67.00	250.00	-183.00
Computer Supplies & Repairs	1,780.97	1,775.00	5.97
Drug Testing	144.00	375.00	-231.00
Dues	1,091.00	800.00	291.00
Food Purchases	425.83	0.00	425.83
Gifts & Recognition			
Other Gifts & Recognition	124.81	0.00	124.81
Volunteer Appreciation	228.44	400.00	-171.56
Total Gifts & Recognition	353.25	400.00	-46.75
Licenses & Fees	75.00	250.00	-175.00
Lunches - Rotary Club	278.00	360.00	-82.00
65040 · Office Expense & Supplies	1,057.97	500.00	557.97
Paypal Fees	165.04	2,500.00	-2,334.96
65020 · Postage and Delivery Expense	1,105.57	1,200.00	-94.43
65030 · Printing and Copying	179.64	250.00	-70.36
Resident Transportation	83.10		
Service Charges-Bank	25.00	50.00	-25.00
Supplies - Operations	4,567.73	0.00	4,567.73
65050 · Telephone Expense			

HOMELESS CENTER FOR STRAFFORD COUNTY
Statement of Revenue & Expenses-Budget vs Actual-Cash Basis
July 2019 through June 2020

	Jul '19 - Jun 20	Budget	$ Over Budget
Cell Phone	480.00	480.00	0.00
Office Telephone	317.18	896.00	-578.82
Total 65050 · Telephone Expense	797.18	1,376.00	-578.82
Website Expense	21.17	432.00	-410.83
Total 65000 · Operations	12,367.45	10,718.00	1,649.45
65100 · Other Types of Expenses			
60920 · Business Registration Fees	0.00	75.00	-75.00
Criminal Background Checks	105.00	750.00	-645.00
65120 · Insurance-Liability, D&O & W.C.	8,697.50	11,000.00	-2,302.50
Resident Expenses	4,335.71		
Total 65100 · Other Types of Expenses	13,138.21	11,825.00	1,313.21
66000 · Payroll Expenses			
11550 · Salaries & Wages	107,065.78	126,128.00	-19,062.22
11560 · Payroll Taxes	8,190.54	9,648.79	-1,458.25
11580 · State Unemployment Tax	190.36	2,516.43	-2,326.07
11590 · Payroll Processing Fees	4.04	0.00	4.04
Total 66000 · Payroll Expenses	115,450.72	138,293.22	-22,842.50
68300 · Travel and Meetings			
68310 · Conference, Convention, Meeting	70.00	0.00	70.00
Tolls & Parking	9.25	50.00	-40.75
68320 · Travel-Mileage	1,250.25	1,500.00	-249.75
Total 68300 · Travel and Meetings	1,329.50	1,550.00	-220.50
Total Expense	161,045.38	174,517.22	-13,471.84
Net Ordinary Income	287,096.87	331,682.78	-44,585.91
Net Income	**287,096.87**	**331,682.78**	**-44,585.91**

APPLICATION

APPLICANT INFORMATION	
Organization My Friend's Place	**Tax ID** 02-0407497
Name of Program or Project Emergency Shelter and transitional Housing	
Name of Executive Director Susan Ford	
Mailing Address 368 Washington Street, Dover, NH 03820 **Physical Address** Emergency Shelter is SSA, Transitional Housing: 21/23 Hough Street and 25 East Concord Street, Dover, NH	
Contact Person Susan Ford	**Phone** 603-749-3017
E-Mail sford@myfriendsplacenh.org	**Website** www.myfriendsplacenh.org
Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)* ☒ 501(c)(3) ☐ For-profit authorized under 570.201(o) ☐ Unit of Government ☐ Faith-based Organization ☐ Institution of Higher Education ☐ Other (Explain):	
Tax ID # 02-0407497	
***DUNS #** 017249801	***SAM Expiration Date** 12/2/2020

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Rochester CDBG funds requested for activity/project: $ 23,360
Provide a very brief summary of the *activity* or *project* for which the funds are requested. Keep responses to one or two sentences (*i.e. After School Care for K-4th grade students. Repair of homeless shelter roof.*) Replacement of 24 windows at the Emergency Shelter

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. Emergency Shelter is located at 368 Washington Street, Dover, NH 03820.

BENEFICIARIES
Beneficiaries:

For FY 2022 (7/1/2021 – 6/30/2022) please provide the *estimated* number of unduplicated Rochester beneficiaries that will benefit from this CDBG funded activity or project, not necessarily your entire client population (Note: these numbers will be monitored during the funding year): 40

For FY 2020 (7/1/2019 – 6/30/2020) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population: 41 in the Emergency Shelter and 5 in Transitional Housing

Were Dover CDBG funds used to fund this activity or project in FY 2021 (7/1/2020 – 6/30/2021): Yes

If so, how much? $115,000 was awarded in Fy19/20 for a kitchen remodel and generator install that could not be completed due to COVID, in FY 20/21 $15,000 was added to this award. We are currently waiting for the City to go to bid for this project.

Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) **Homeless single men, women and families.**

NARRATIVE – *PUBLIC SERVICE* ACTIVITY ONLY

Please provide a detailed description for the proposed activity *(not the organization)*. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Rochester low-moderate income individuals.

Please indicate who prepared the overall cost estimate for the activity.

NARRATIVE – *PUBLIC FACILITY* PROJECT ONLY

Please provide the following information for the proposed project *(not the organization):*

Describe the nature of the project: Removal and replacement of 24 windows that are all part of the original building installed in the late 80's early 90's. Currently more than half are broken or in need of parts that have been on back order for 9 months.

Describe how the project will ultimately benefit Dover low/moderate income individuals or Rochester presumed benefit populations : Shelter guests will be able to open the windows during three quarters of the year to get fresh air. This is also reduce the overall cost of the shelter to heat in the winter, as the new windows will be more fuel-efficient.

Proposed project starting date: October 21 or April 22 depending on both the City and contractors/materials availability

Proposed project completion date: Roughly 1 week after start barring any significant unforeseen complications

Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.): $1,168.04 per window, this includes removal and disposal of old window and install of new one.

Note: Written estimates, based upon the information provided above, are required and must be submitted with this application. Estimates must be prepared by qualified individuals/companies. Please include three estimates.

PERFORMANCE OUTCOME MEASURES	
Provide the *outcomes* proposed & the *method of measurement*. You may list multiple outcomes.	
Outcome	**Measurement**
Example 1: Decrease in number of "latch-key kids" **Example 2: Decreased dependence on emergency care facilities for non-emergency care of low/mod adults**	**Example 1: # of children who participate in afterschool program** **Example 2: Increase in number of low/mod income residents that seek care from health program.**
Windows in Bedrooms will not be marked "Locked/Do not open"	Broken windows that are opened will not fall closed, potentially harming someone.

DESCRIPTION OF ORGANIZATION
Please provide a description for the organization or agency that is undertaking the activity or project. My Friend's Place provides short term emergency shelter for homeless individuals and families. The average stay for a single person is 60 days while family's stays are 90 to 180 days. The transitional housing program provides longer term stays for families who have serious obstacles to obtaining permanent housing. Families may stay in this program for up to 2 years.

AUDIT AND EVALUATION
Does your organization have an annual CPA audit or other financial statement? Yes
If yes, please submit most recent audit or financial statements as an attachment to this application.
Is your organization evaluated by outside agencies or programs? No
If yes, please note the agency/program and how often the evaluation occurs.

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
FX Bruton, Esq., President	Dover, NH
Stan Robbins, Vice President	Dover, NH
Robert Fuller, CPA, Treasurer	Dover, NH
Janet Insolia, Secretary	Dover, NH
Phyllis LaPointe, Member	Barrington, NH
Estelle Lewis, Member	Dover, NH
Jennifer Stevens, Member	Rye, NH
Alicia McLaughlin, Member	Dover, NH
John Lewis, Esq., Member	Durham, NH

Vicki Roundy, Esq., Member	Barrington, NH
Jacqueline Williams	Dover, NH
Tasha Dworjanyn	Dover, NH
Brad Gould, Member	Dover, NH
Mark Bowen (pending member)	Greenland, NH

BUDGET

Use box 1 or 2 below to provide a budget. Include all proposed expenses. Note: Documentation must be kept that clearly tracks the use of the CDBG funds for the requested activities.

1. Public Services (Non-Construction Projects)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Program Assistant			
Resident Managers x 6			
Case Manager			
Other:			
TOTAL PROPOSED BUDGET:			

2. Public Facilities: (Project)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Hard Costs Note: Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction			
Other (list) Window replacement			
At a cost of $1,168.04 each	$23,360	$4,664.96	$28,032.96
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			

Total Soft Costs			
TOTAL PROPOSED BUDGET:			

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Rochester CDBG amount requested.*

Funding Source (Name(s) of funding source(s))	Committed, Pending or Proposed Amount ($):		Total Amount ($)	Explanation
State: SGIA	Committed: Pending: Proposed:	**$95,000***	**$95,000**	**We never know year to year what the contract will be however we do not anticipate it being below this amount**
Local: Direct Public Support, United Way	Committed: Pending: Proposed:	**$68,000** **$30,000**	**$98,000**	**This is our budget amount for FY21, it is $20,000 less than what was realized in FY20 and $9,000 more than what was realized in FY19**
Private: Dover CDBG	Committed: Pending: Proposed:	**$10,000** **$** **$**	**$10,000**	**We do not anticipate this figure being less than this.**
Portsmouth CDBG:	Committed: Pending: Proposed:			**We do not apply for this funding as we do not serve many Portsmouth residents and some years have none.**
Federal: FEMA/HUD	Committed: Pending: Proposed:	**$5,000** **$**	**$5,000**	**This is an accurate estimate based on years of receiving this funding.**
Other: Service Fees/Transitional Rent	Committed: Pending: Proposed:	**$29,000**	**$29,000**	**These are funds we receive from Cities and towns for the clients they refer to us or from clients themselves with an income source.**
Other: Fundraising efforts (bingo, Holiday Appeal, Games of Chance, special events)	Committed: Pending: Proposed:	**$100,000** **$26,000**	**$126,000**	**MFP has historically successfully fundraised the committed amount, the pending amount reflects the unknown with COVID-19.**
Total:	Committed: Pending: Proposed:	**$307,000** **$56,000**	**$363,000**	

Organizational Commitment: For public facility projects (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization will be contributing to the project.

Funding Source (Name of Parent Organization)	Committed, Pending or Proposed Amount ($)	Explanation

My Friend's Place	Committed: Pending: Proposed:	**$4,664.96**	**My Friend's Place is committed to this project however in an uncertain COVID-19 world we are unsure if we will have the capacity to commit more funds to this project at this time.**
Total:			

AGENCY BUDGET

Please provide a breakdown of your *organization's* overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from July 1, 2020 to June 30,2020		Current Year	Next Year (projected)
REVENUES			
Federal Funds		$6,000	$6,000
State Funds		$80,115	$90,000
Foundations/Private Contributions		$78,000	$78,000
United Way		$20,000	$20,000
Fundraising or other income		$96,200	$140,000
Other (describe) COVID-19 Relief Funds		$37,410	$0
Community Dev. Block Grant (include anticipated request)		$52,000	30,000
TOTAL REVENUE		$364,325	$364,000
EXPENSES			
Salaries		$238,824	$239,000
Fringe Benefits		$15,600	$16,000
Supplies (include printing/copying)		$14,000	$14,000
Travel		$1,200	$1,200
Training		$300	$300
Communications		$6,800	$7,000
Audit		N/A	N/A
Property Maintenance		$31,000	$31,000
Service Contracts		$12,150	$12,150
Utilities		33,872	$34,000
Other (describe)	Fundraising	$2,500	$2,500
	Background Checks	$400	$400
	Resident support services	$900	$900
	Volunteer Support	$500	$500
TOTAL EXPENSES		$358,046	358,950
NET (Income - Expenses)			

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

	Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CDFA Number	Pass-Through Entity's Identifying Number	Passed Through to Sub recipient	Total Federal Expenditures
U.S. Dept. of Urban Development/FEMA/EFSP	United Way	Unknown	Unknown	$5,400 in FY20/21 Unknown for current FY	$5,400 in FY20/21 $0 in current FY
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$	$
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
U.S. Dept. of	[Agency Name]			$	$
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$	$
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
U.S. Dept. of	[Agency Name]			$	$
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$	$
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
Total Expenditure of Federal Awards				***$***	***$***
NH Dept. of Human Services	My Friend's Place	Unknown	02-0407497	$97,187	$15,521.74
	[Program Name}				
NERF/CARES ACT	NERF	Unknown	Unknown	$37,410.75	$37,410.75
NH Dept. of	[Agency Name]			$	$
	[Program Name}				
Total NH Dept. of	[Agency Name]			$	$
NH Dept. of	[Agency Name]			$	$
	[Program Name}				
Total NH Dept. of	[Agency Name]			$	$
Local Assistance:	Dover CDBG	Unknown	Unknown	$16,000 current FY	$8,130.10
	Rochester CDBG	Unknown	Unknown	$30,000 current FY	$0
Total Local Assistance:	[Agency Name]			$	$
Total State and Local Awards				***$180,597.75***	***$61,062.59***
TOTAL FEDERAL, STATE, & LOCAL ASSISTANCE				**$180,597.75**	**$61,062.59**

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND THAT IT CONTAINS NO FALSIFICATIONS, MISREPRESENTATIONS, INTENTIONAL OMISSIONS, OR CONCEALMENT OF MATERIAL FACTS.

SIGNATURE

11/18/2020
DATE

Susan M. Ford
PRINTED NAME

Executive Director
TITLE

Littlefield Construction Services

374 Bay Rd.

Farmington, NH 03835

(603)978-1145/Littlefieldcs@yahoo.com

Responsible Parties:

A. Littlefield Construction Services
374 Bay Rd.
Farmington, NH 03835

B. My Friends Place
368 Washington St
Dover, NH, 03820

Date of Estimate: 8/29/2020

Site Location: 368 Washington St, Dover, NH, 03820

Job Description: Window Replacement

1) **Demo**
   a) Remove interior extension jambs, casings, sill and apron
   b) Remove exterior casings
   c) Remove existing window unit
   d) Dispose of all of the above
2) **Install**
   a) Prep opening and install new construction style double hung vinyl window unit
   b) Fabricate and install exterior casings, picture frame style- cellular PVC board- modify siding as necessary
   c) Install foam insulation
   d) Fabricate and install extension jambs and interior casings, picture frame style – primed pine and 3 ½" colonial
3) **Finish**
   a) Caulk all joints and fill all nail holes – interior and exterior
   b) Paint interior to match existing trim, 2 coats
   c) Clean up and dispose of any remaining debris

Total Cost:.....$1,168.04

**********Notes*******

This price reflect the replacement one of window – all labor, disposal and material costs are included in this price

Payment Terms:

a. ½ due at start, balance due within 30 days of completion.

Owner's Responsibilities:

a. Promptly notifies Littlefield Construction Services of any changes and/or extra work.

Littlefield Construction Services Rights and Responsibilities:

a. Littlefield Construction Services shall take all reasonable safety precautions with respect to its work.
b. Littlefield Construction Services shall comply with all laws, ordinances, rules, regulations, and orders of any public authority bearing on the performance of the work under agreement.

Parties agree that New Hampshire State Law shall apply to any and all disputes concerning the above contract.

Client

Signature Date

Printed Name Title

Littlefield Construction Services

8/24/20

Signature Date

Brent Littlefield Business owner

Printed Name Title

*Littlefield Construction Services carries liability insurance for up to $1,000,000

*Littlefield Construction Services will honor factory warrantees on all products. All work is insured against any issues related to installation for 1 year.

This proposal is valid for ten days. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration from the above specifications involving extra

costs will be executed only upon written orders and will become an extra charge above and beyond the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner is responsible for carrying any flood, fire, tornado, and any other necessary insurance. Any court and/or legal costs associated with collecting payments shall be reimbursed to Littlefield Construction Services by owner. Littlefield Construction Services is not responsible for damage caused by deliveries beyond the curb line, including lawns and driveways.

MY FRIEND'S PLACE

FINANCIAL STATEMENTS

Years Ended June 30, 2019 and 2018

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of
My Friend's Place
Dover, New Hampshire

We have audited the accompanying financial statements of My Friend's Place (a New Hampshire Non-Profit Organization), which comprise the statements of financial position as of June 30, 2019 and 2018, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

(continued)

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of My Friend's Place as of June 30, 2019 and 2018, and the changes in net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Hodgdon, Wilson & Griffin

Hodgdon, Wilson & Griffin
Portsmouth, New Hampshire

May 28, 2020

MY FRIEND'S PLACE
STATEMENTS OF FINANCIAL POSITION
June 30,

	2019	2018
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	$ 153,364	$ 146,327
Grants receivable	36,493	36,245
Investments	1,169	1,086
Inventory	2,662	1,422
Prepaid expenses	2,619	4,684
Total current assets	196,307	189,764
PROPERTY, PLANT AND EQUIPMENT		
Land	87,150	87,150
Buildings and improvements	815,085	815,085
Furniture and fixtures	42,634	41,071
Equipment	42,511	13,850
Total property and equipment	987,380	957,156
Less accumulated depreciation	506,504	482,742
Property and equipment, net	480,876	474,414
OTHER ASSETS		
Endowment investments	9,760	9,963
Cash and cash equivalents	806	2,400
Total other assets	10,566	12,363
TOTAL ASSETS	$ 687,749	$ 676,541
LIABILITIES & NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	$ 1,725	$ 2,431
Accrued payroll and payroll taxes	3,399	2,832
Accrued earned time	1,985	4,925
Total current liabilities	7,109	10,188
SECURITY DEPOSITS	806	2,400
Total liabilities	7,915	12,588
NET ASSETS		
Without donor restrictions	665,716	653,990
With donor restrictions	14,118	9,963
Total net assets	679,834	663,953
TOTAL LIABILITIES AND NET ASSETS	$ 687,749	$ 676,541

The accompanying notes are an integral part of these financial statements.

MY FRIEND'S PLACE
STATEMENTS OF ACTIVITIES
For the Years Ended June 30,

	2019	2018
NET ASSETS WITHOUT DONOR RESTRICTIONS		
Public support and revenue:		
Public support		
Grants	$ 164,832	$ 150,636
Donations	84,024	65,185
United Way	18,124	16,808
Total public support	266,980	232,629
OTHER REVENUE		
Gaming revenue, net	77,761	48,292
Rent and miscellaneous	28,887	22,348
Interest income	87	142
Unrealized gain (loss) on investments	83	(21)
Total other revenue	106,818	70,761
Total public support and revenue	373,798	303,390
FUNCTIONAL EXPENSES		
Program services	296,690	275,292
Management and general	57,922	55,685
Fundraising	7,460	8,212
Total functional expenses	362,072	339,189
INCREASE (DECREASE) IN NET ASSETS WITHOUT DONOR RESTRICTIONS	11,726	(35,799)
INCREASE (DECREASE) IN NET ASSETS WITH DONOR RESTRICTIONS	4,155	13
INCREASE (DECREASE) IN NET ASSETS	15,881	(35,786)
NET ASSETS, Beginning	663,953	699,739
NET ASSETS, Ending	$ 679,834	$ 663,953

The accompanying notes are an integral part of these financial statements.

MY FRIEND'S PLACE
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2019

	Program	Management and General	Fundraising	Total
Classified advertising and public relations	$ -	$ 1,481	$ -	$ 1,481
Depreciation expense	23,037	724	-	23,761
Employee benefits	31,066	5,153	589	36,808
Insurance	4,812	7,219	-	12,031
Maintenance and repairs	34,549	1,449	-	35,998
Miscellaneous	834	-	-	834
Office expense	1,322	3,269	3,936	8,527
Professional fees	-	6,988	-	6,988
Resident support services	937	-	-	937
Salaries and wages	146,435	24,412	2,713	173,560
Supplies	8,317	4,302	-	12,619
Taxes, payroll	11,715	1,943	222	13,880
Telephone	4,026	212	-	4,238
Transportation expense	909	-	-	909
Utilities	28,731	770	-	29,501
TOTAL EXPENSES	$ 296,690	$ 57,922	$ 7,460	$ 362,072

The accompanying notes are an integral part of these financial statements.

MY FRIEND'S PLACE
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2018

	Program	Management and General	Fundraising	Total
Classified advertising and public relations	$ -	$ 1,940	$ -	$ 1,940
Depreciation expense	21,920	1,073	-	22,993
Employee benefits	28,723	4,787	684	34,194
Insurance	4,410	6,616	-	11,026
Maintenance and repairs	16,264	449	-	16,713
Miscellaneous	6,155	122	-	6,277
Office expense	1,614	3,255	4,593	9,462
Professional fees	210	7,872		8,082
Resident support services	1,566	-	-	1,566
Salaries and wages	143,430	23,850	2,650	169,930
Supplies	7,334	2,681	-	10,015
Taxes, payroll	11,990	1,999	285	14,274
Telephone	4,835	254	-	5,089
Transportation expense	1,083	-	-	1,083
Utilities	25,758	787	-	26,545
TOTAL EXPENSES	$ 275,292	$ 55,685	$ 8,212	$ 339,189

The accompanying notes are an integral part of these financial statements.

MY FRIEND'S PLACE
STATEMENTS OF CASH FLOWS
Years Ended June 30,

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase (decrease) in net assets	$ 15,881	$ (35,786)
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Unrealized (gain) loss on investments	(83)	21
Investment (income) loss	203	(34)
Depreciation	23,761	22,993
(Increase) decrease in:		
Grants receivable	(248)	22,290
Inventory	(1,239)	3,513
Prepaid expenses	2,065	(92)
Increase (decrease) in:		
Accounts payable	(706)	163
Accrued payroll and payroll taxes	567	112
Accrued earned time	(2,940)	(3,703)
Security Deposits	(1,594)	2,107
Total adjustments	19,786	47,370
Net cash provided by operating activities	35,667	11,584
CASH FLOWS FROM INVESTING ACTIVITIES		
Acquisition of property, plant and equipment	(30,224)	-
Acquisition of investments	-	(31)
Net cash used by investing activities	(30,224)	(31)
CASH FLOWS FROM FINANCING ACTIVITIES		
Net increase in cash	5,443	11,553
Cash at beginning of year	148,727	137,174
CASH AT END OF YEAR	$ 154,170	$ 148,727

The accompanying notes are an integral part of these financial statements.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

My Friend's Place was organized February 3, 1987. The purpose of the organization is to provide safe and supportive emergency and transitional shelter to individuals and families experiencing homelessness in Strafford County, New Hampshire.

Basis of Accounting

Income and expenses are reported on the accrual basis, which means that income is recognized as it is earned and expenses are recognized as they are incurred whether or not cash is received or paid out at that time.

Financial Statement Presentation

Under generally accepted accounting principles, My Friend's Place is required to report information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions. In addition, My Friend's Place is required to present a statement of cash flows.

Cash and Cash Equivalents

For purposes of the statement of cash flows, My Friend's Place considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Cash does not include $8,568 and $9,619 held by the Organization as of June 30, 2019 and 2018, respectively. As required by State of New Hampshire regulations, this amount was held by the Organization in a separate account to be used as prizes for Bingo games. This cash is not available for any other purpose.

Grants Receivable

Grants receivable represents amounts due from federal, state and local governments and from the United Way for grant revenue which has been earned.

Marketable Securities

Investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Promises to Give
Contributions are recognized when the donor makes a promise to give to My Friend's Place that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions. An allowance for uncollectible unconditional promises to give is established based on historical experience and management's evaluation of outstanding unconditional promises to give at the end of each year. As of June 30, 2019 and 2018, the balance of Promises to Give was $0 and $0, respectively.

Fair Value of Financial Instruments
Unless otherwise indicated, the fair values of all reported assets and liabilities which represent financial instruments, none of which are held for trading purposes, approximate the carrying values of such amounts.

Inventory
Inventory of Bingo materials and supplies are recorded at the lower of cost (first in, first out basis) or market.

Property, Plant and Equipment
Property and equipment are recorded at cost for those items which have been purchased, and at estimated fair values for those items which have been donated. The cost basis of the land and buildings acquired by My Friend's Place is allocated based on real estate tax valuation. The cost of buildings and improvements is recovered using the straight-line method over estimated useful lives of 10 to 40 years. The cost of furniture, fixtures and equipment is recovered using the straight-line method over estimated useful lives of 5 to 15 years.

Contributions
Contributions received are recorded as net assets with donor restrictions or net assets without donor restrictions depending on the existence or nature of any donor restrictions.

Donated Services
Contributions of services are recognized in the financial statements if the services enhance or create nonfinancial assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. My Friend's Place typically receives contributed services to assist with general administrative and maintenance tasks. For the years ended June 30, 2019 and 2018, no amounts for contributions of services were recognized in the financial statements.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Donated Materials
My Friend's Place records donated materials at fair value. Donations of food, personal care items and household supply items for the use of residents are not recorded in the financial statements because of the difficulty in determining fair value.

Functional Allocation of Expenses
The costs of the various programs and other activities have been summarized on a functional basis. Accordingly, costs have been allocated among the programs and supporting services benefited.

Income Taxes
My Friend's Place has received a letter of determination dated June 20, 1988 from the Internal Revenue Service advising it that it qualifies as a non-profit organization under Section 501(c)(3) of the Internal Revenue Code and, therefore, it is not subject to income tax. My Friend's Place is classified as other than a private foundation.

Use of Estimates
The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Subsequent Events
Management has evaluated subsequent events through May 28, 2020, the date that the financial statements were available to be issued.

Management is currently evaluating the recent introduction of the COVID-19 virus and its impact on the not-for-profit industry and has concluded that while it is reasonably possible that the virus could have a negative effect on the fair value of My Friend's Place financial position and results of operations, the specific impact is not readily determinable as of the date of these financial statements. The financial statements do not include any adjustments that might result from the outcome of this uncertainty.

NOTE B - ENDOWMENT INVESTMENTS

My Friend's Place is a beneficiary of an agency endowment fund at The New Hampshire Charitable Foundation. Pursuant to the terms of the resolution establishing this fund, property contributed to The New Hampshire Charitable Foundation is held as a separate fund designated for the benefit of My Friend's Place. In accordance with its spending policy, the Foundation makes distributions from the funds to My Friend's Place. The distributions are approximately four percent of the market value of the fund per year. The estimated value of the future distributions from the fund is included in these financial statements, however, all property in the fund was contributed to The New Hampshire Charitable Foundation to be held and administered for the benefit of My Friend's Place.

NOTE C - ACCRUED EARNED TIME

Accrued earned time consists of a liability for future compensated leave time that is vested with the employees.

NOTE D - NET ASSETS WITH DONOR RESTRICTIONS

As of June 30, 2019 and 2018, My Friend's Place has net assets with donor restrictions of $9,760 and $9,963, respectively, invested with The New Hampshire Charitable Foundation. In addition, for the year ended June 30, 2019, My Friend's Place has net assets with donor restrictions of $4,358 held for the purchase of computer equipment.

NOTE E - GAMING REVENUE, NET

Gaming revenue, net primarily represents amounts from weekly Bingo nights. Expenses consist of prizes and awards, hall rental, state taxes, licenses and supplies.

For the year ended June 30, 2019, gaming revenue, net of $77,761 consisted of gaming revenue of $802,000 less expenses of $724,239.

For the year ended June 30, 2018, gaming revenue, net of $48,292 consisted of gaming revenue of $708,942 less expenses of $660,650.

NOTE F - RETIREMENT PLAN

My Friend's Place has adopted a 403(b) retirement plan. Under the plan, employees who meet certain age and length of service requirements may elect to defer a percentage of their salary, subject to Internal Revenue Service limits. My Friend's Place matches the employee deferral up to 3% of the employee's salary. For the years ended June 30, 2019 and 2018, retirement expense was $2,870 and $2,656, respectively.

NOTE G - LEASING ARRANGEMENTS

My Friend's Place rents property under cancelable leasing arrangements. Lease expense was $360 and $933 for the years ended June 30, 2019 and 2018, respectively.

NOTE H - ECONOMIC DEPENDENCY

My Friend's Place contracts are generally with government agencies and, therefore, the majority of its receivables and a significant amount of its revenue are derived from that source.

In addition, My Friend's Place has received a significant amount of its fundraising revenue from the operation of bingo games.

NOTE I - COMMITMENTS AND CONTINGENCIES

During the year ended June 30, 1998, My Friend's Place received a grant from the United States Department of Housing and Urban Development (HUD). The $99,566 grant was used towards the acquisition of a transitional housing facility located at 21-23 Hough Street in Dover, New Hampshire. Under the terms of the grant, My Friend's Place would have to receive authorization from HUD in order to convert the transitional housing facility to another use. Failure to receive authorization from HUD would result in repayment of the grant to HUD.

My Friend's Place received money under various state and federal grants. Under the terms of these grants, My Friend's Place was required to use the money within the grant period for purposes specified in the grant proposal. If expenditures of the grant were found not to have been made in compliance with the proposals, My Friend's Place might be required to repay the grantor's funds.

NOTE J - RESTATEMENT OF FINANCIAL STATEMENTS

Certain items previously reported in the financial statements for the year ended June 30, 2018 have been reclassified to facilitate comparability with the presentation of the June 30, 2019 financial statements. The reclassified items include the change from three categories of net assets to two categories of net assets as well as certain disclosures required by generally accepted accounting principles. In addition, inventory of Bingo materials and supplies decreased $4,052. Gaming revenue, net decreased $4,052 and the decrease in net assets without donor restrictions decreased $4,052.

NOTE K - LIABILITY AND AVAILABILITY OF FINANCIAL ASSETS

My Friend's Place's financial assets, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the balance sheet date, consisted of the following as of June 30,

	2019	2018
Cash	$ 153,364	$ 146,327
Investments	1,169	1,086
	154,533	147,413
Less those unavailable for General expenditures within One year, due to:		
Contractual or donor imposed restrictions	4,358	-
Board designations	-	-
Financial assets available To meet cash needs for General expenditures within One year	$ 150,175	$ 147,413

My Friend's Place is substantially supported by public support. As part of the liquidity management of My Friend's Place, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

CDBG APPLICATION

CITY OF DOVER, NH
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2022

APPLICANT INFORMATION	
Organization City of Dover	**Tax ID** 02-6000230
Name of Program or Project City Hall Barrier Removal FY22	
Name of Executive Director J.Michael Joyal. Jr., City Manager	
Mailing Address 288 Central Ave, Dover NH 03820 **Physical Address** 288 Central Ave, Dover NH 03820	
Contact Person Christopher Parker	**Phone** 603-516-6008
E-Mail c.parker@dover.nh.gov	**Website** www.dover.nh.gov
Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)* ☐ 501(c)(3) ☐ For-profit authorized under 570.201(o) ☒ Unit of Government ☐ Faith-based Organization ☐ Institution of Higher Education ☐ Other (Explain):	
Tax ID # 02-6000230	
***DUNS #** 099359168	***SAM Expiration Date**

***** *Important notice regarding new mandatory federal reporting requirements*: The Federal Funding Accountability and Transparency Act requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit https://fedgov.dnb.com/webform and https://sam.gov/SAM/. Completing these registration processes is free, but may take up to 15 days to complete. The City will not commit funds without this information.

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ $70,000
Provide a very brief summary of the *activity* or *project* for which the funds are requested. Keep responses to one or two sentences (*i.e. After School Care for K-4th grade students. Repair of homeless shelter roof.*) Renovations to City Hall to address ADA Compliance/Barrier Removal requirements.

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. Dover City Hall.

BENEFICIARIES
Beneficiaries: **For FY2021 (7/1/21 – 6/30/22) please provide the *estimated* number of unduplicated Dover beneficiaries that will benefit from this CDBG funded activity or project, not necessarily your entire client population (Note: these numbers will be monitored during the funding year):** Approximately 1,000 people **For FY2020 (7/1/19 – 6/30/20) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population:** N/A **Were Dover CDBG funds used to fund this activity or project in FY2021 (7/1/20 – 6/30/21):** No **If so, how much?** NA
Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) Improvements targeted to address two CDBG Presumed Benefit groups (“elderly” and “severely disabled adults”)

NARRATIVE – *PUBLIC SERVICE* ACTIVITY ONLY
Please provide a detailed description for the proposed Activity…..*not the Organization*. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals. N/A **Please indicate who prepared the overall cost estimate for the activity.** N/A

NARRATIVE – *PUBLIC FACILITY* PROJECT ONLY

Please provide the following information for the proposed Project….*not* the Organization*:*

Describe the nature of the project: ADA based improvements to City Hall including modifications to first floor bathrooms, installation of compliant signage/information and removal of barriers/objects to access.

Describe how the project will ultimately benefit Dover low/moderate income individuals or Dover presumed benefit populations : Improvements are eligible as they target HUD identified "presumed benefit" population groups of "elderly" and "severely disabled adults".

Proposed project starting date: Fall, 2021

Proposed project completion date: Spring, 2022

Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.): Design and Oversight @ $10,000.00; Construction (demo, plumbing, electrical, carpentry, fixtures, etc.) @ $55,000.00; Signage @ $5,000.00

Note: Written estimates, based upon the information provided above, are required and must be submitted with this application. Estimates must be prepared by qualified individuals/companies. Please include three estimates.

PERFORMANCE OUTCOME MEASURES

Provide the *outcomes* proposed & the *method of measurement*. You may list multiple outcomes.

Outcome	Measurement
Example 1: Decrease in number of "latch-key kids" **Example 2: Decreased dependence on emergency care facilities for non-emergency care of low/mod adults**	**Example 1: # of children who participate in afterschool program** **Example 2: Increase in number of low/mod income residents that seek care from health program.**
Improved access	Completed improvements consistent with barrier removal/ADA compliance.

ORGANIZATION

DESCRIPTION OF ORGANIZATION

Please provide a description for the Organization that is undertaking the activity or project. City of Dover

AUDIT AND EVALUATION

Does your organization have an annual CPA Audit? Yes

If yes, please submit most recent Audit.

Is your organization evaluated by outside agencies or programs? Yes

If yes, please note the agency/program and how often the evaluation occurs. Government Finance Officers Association of the United States and Canada

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
N/A	

BUDGET

Use box 1 or 2 below to provide a budget. Include all proposed expenses.

1. Public Services (Non-Construction Projects)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET:			

2. Public Facilities: (Project)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Hard Costs Note: Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction	60,000.00		60,000.00
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering	10,000.00		
Other(list):			10,000.00
Total Soft Costs			
TOTAL PROPOSED BUDGET:	**70,000.00**	**0**	**70,000.00**

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested*.

Funding Source (Name(s) of funding source(s))	**Committed, Pending or Proposed Amount ($):**		**Total Amount ($)**	**Explanation**
Federal:	Committed: Pending: Proposed:		**na**	
State:	Committed: Pending: Proposed:		**na**	
Local:	Committed: Pending: Proposed:			**In-kind: Community Services oversight.**
Private:	Committed: Pending: Proposed:		**na**	
Portsmouth CDBG:	Committed: Pending:		**na**	

	Proposed:			
Rochester CDBG:	Committed: Pending: Proposed:		**na**	
Other:	Committed: Pending: Proposed:		**na**	
Total:	Committed: Pending: Proposed:		**na**	

Organizational Commitment: For Public Facility Projects (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization will be contributing to the project.

Funding Source **(Name of Parent Organization)**	**Committed, Pending or Proposed Amount ($)**		**Explanation**
	Committed: Pending: Proposed:		**In-kind: Community Services oversight.**
Total:			

AGENCY BUDGET

Please provide a breakdown of your *organization's* overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from 7/1/2020 to 6/31/2021	**Current Year**	**Next Year (projected)**
REVENUES		
Federal Funds		
State Funds		
Foundations/Private Contributions		
United Way		
Fundraising or other income		
Other (describe)		
Community Dev. Block Grant (include anticipated request)		
TOTAL REVENUE		
EXPENSES		
Salaries		
Fringe Benefits		

Supplies (include printing/copying)		
Travel		
Training		
Communications		
Audit		
Property Maintenance		
Service Contracts		
Construction Supplies/Materials		
Other (describe)		
TOTAL EXPENSES		
NET (Income - Expenses)		

By signing below, the Authorized Official affirms: The organization's commitment to implement the proposed activity/project; that all information presented is true and accurate to the best of their knowledge; and he/she is authorized to submit this application;

Submitted by: _____ _____

Authorized Official - signature Date

Christopher G Parker, AICP__

Print Name

Assistant City Manager: Director of Planning and Strategic Initiatives

Print Title

CDBG APPLICATION

CITY OF DOVER, NH
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2022

APPLICANT INFORMATION	
Organization City of Dover	**Tax ID** 02-6000230
Name of Program or Project Rental Unit Rehab FY22	
Name of Executive Director J.Michael Joyal. Jr., City Manager	
Mailing Address 288 Central Ave, Dover NH 03820 **Physical Address** 288 Central Ave, Dover NH 03820	
Contact Person Christopher Parker	**Phone** 603-516-6008
E-Mail c.parker@dover.nh.gov	**Website** www.dover.nh.gov
Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)* ☐ 501(c)(3) ☐ For-profit authorized under 570.201(o) ☒ Unit of Government ☐ Faith-based Organization ☐ Institution of Higher Education ☐ Other (Explain):	
Tax ID # 02-6000230	
***DUNS #** 099359168	***SAM Expiration Date**

***** *Important notice regarding new mandatory federal reporting requirements*: The Federal Funding Accountability and Transparency Act requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit https://fedgov.dnb.com/webform and https://sam.gov/SAM/. Completing these registration processes is free, but may take up to 15 days to complete. The City will not commit funds without this information.

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ $50,000
Provide a very brief summary of the *activity* or *project* for which the funds are requested. Keep responses to one or two sentences (*i.e. After School Care for K-4th grade students. Repair of homeless shelter roof.*) Rehab of existing rental units in order to achieve, at a minimum, units that become eligible for housing voucher or similar programs.

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. Dover City Hall.

BENEFICIARIES
Beneficiaries: **For FY2021 (7/1/21 – 6/30/22) please provide the *estimated* number of unduplicated Dover beneficiaries that will benefit from this CDBG funded activity or project, not necessarily your entire client population (Note: these numbers will be monitored during the funding year):** Three rental units. **For FY2020 (7/1/19 – 6/30/20) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population:** N/A **Were Dover CDBG funds used to fund this activity or project in FY2021 (7/1/20 – 6/30/21):** Funds were allocated but not utilized because of issues related to Coronavirus. **If so, how much?** $48,425.00
Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) Households (families) that income qualify as Moderate, Low or Very Low income.

NARRATIVE – *PUBLIC SERVICE* ACTIVITY ONLY
Please provide a detailed description for the proposed Activity…..*not the Organization*. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals. N/A **Please indicate who prepared the overall cost estimate for the activity.** N/A

NARRATIVE – *PUBLIC FACILITY* PROJECT ONLY
Please provide the following information for the proposed Project….*not* the Organization*:* **Describe the nature of the project:** Grant or loan program that provides funding that would be used to bring existing rental units up to certain housing quality standards that then make the units eligible for housing voucher or similar programs for moderate, low or very low income households. **Describe how the project will ultimately benefit Dover low/moderate income individuals or Dover presumed benefit populations :** Rental units that participate in the program would be restricted, for a certain time frame, to occupancy by households/individuals that qualify as moderate, low or very low income.

Proposed project starting date: Fall, 2021

Proposed project completion date: Fall, 2022

Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.): Required improvements will vary from unit to unit. The bulk of the funds will be used for construction related costs. A small portion of the funds will be used for administering the program.

Note: Written estimates, based upon the information provided above, are required and must be submitted with this application. Estimates must be prepared by qualified individuals/companies. Please include three estimates. Costs for rehab will vary from unit to unit depending upon the nature of the improvements necessary to meet minimum housing quality standards.

PERFORMANCE OUTCOME MEASURES	
Provide the *outcomes* proposed & the *method of measurement*. You may list multiple outcomes.	
Outcome	**Measurement**
Example 1: Decrease in number of "latch-key kids" **Example 2: Decreased dependence on emergency care facilities for non-emergency care of low/mod adults**	**Example 1: # of children who participate in afterschool program** **Example 2: Increase in number of low/mod income residents that seek care from health program.**
Increase number of existing rental units that are eligible for housing assistance and occupied by moderate, low or very low income households/persons..	Three existing rental units are improved to become eligible for housing related assistance and are occupied by income qualified households/persons.

ORGANIZATION

DESCRIPTION OF ORGANIZATION
Please provide a description for the Organization that is undertaking the activity or project. City of Dover

AUDIT AND EVALUATION
Does your organization have an annual CPA Audit? Yes
If yes, please submit most recent Audit.
Is your organization evaluated by outside agencies or programs? Yes
If yes, please note the agency/program and how often the evaluation occurs. Government Finance Officers Association of the United States and Canada

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
N/A	

BUDGET

Use box 1 or 2 below to provide a budget. Include all proposed expenses.

1. Public Services (Non-Construction Projects)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET:			

2. Public Facilities: (Project)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Hard Costs Note: Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction	50,000.00		50,000.00
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:	**50,000.00**	**0**	**50,000.00**

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested*.

Funding Source (Name(s) of funding source(s))	**Committed, Pending or Proposed Amount ($):**		**Total Amount ($)**	**Explanation**
Federal:	Committed: Pending: Proposed:		**na**	
State:	Committed: Pending: Proposed:		**na**	
Local:	Committed: Pending: Proposed:			**In-kind: Planning Department and Inspection Services.**
Private:	Committed: Pending: Proposed:		**na**	
Portsmouth CDBG:	Committed: Pending:		**na**	

	Proposed:			
Rochester CDBG:	Committed: Pending: Proposed:		**na**	
Other:	Committed: Pending: Proposed:		**na**	
Total:	Committed: Pending: Proposed:		**na**	

Organizational Commitment: For Public Facility Projects (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization will be contributing to the project.

Funding Source **(Name of Parent Organization)**	**Committed, Pending or Proposed Amount ($)**		**Explanation**
	Committed: Pending: Proposed:		**In-kind: Planning Department and Inspection Services.**
Total:			

AGENCY BUDGET

Please provide a breakdown of your *organization's* overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from 7/1/2020 to 6/31/2021	**Current Year**	**Next Year (projected)**
REVENUES		
Federal Funds		
State Funds		
Foundations/Private Contributions		
United Way		
Fundraising or other income		
Other (describe)		
Community Dev. Block Grant (include anticipated request)		
TOTAL REVENUE		
EXPENSES		
Salaries		
Fringe Benefits		

Supplies (include printing/copying)		
Travel		
Training		
Communications		
Audit		
Property Maintenance		
Service Contracts		
Construction Supplies/Materials		
Other (describe)		
TOTAL EXPENSES		
NET (Income - Expenses)		

By signing below, the Authorized Official affirms: The organization's commitment to implement the proposed activity/project; that all information presented is true and accurate to the best of their knowledge; and he/she is authorized to submit this application;

Submitted by: _____ _____

Authorized Official - signature Date

Christopher G Parker, AICP

Print Name

Assistant City Manager: Director of Planning and Strategic Initiatives

Print Title

CITY OF DOVER

PLANNING BOARD - STAFF MEMO

Meeting Type: Public Hearing
Purpose: Public Input for Proposed Amendment to the CDBG FFY20-24 Citizen Participation Plan
Meeting Date: January 26, 2021

To: Planning Board
From: Dave Carpenter
Date: January 14, 2021
Re: FFY20-24 Citizen Participation Plan Amendment

ISSUE:
Proposed CDBG FFY20-24 Citizen Participation Plan Amendment

GOAL:
Conduct a public hearing for the proposed FFY20-24 Citizen Participation Plan Amendment

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ATTACHED:

- Proposed FFY20-24 Citizen Participation Plan Amendment

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BACKGROUND

CONSOLIDATED PLAN

In 2019, the City adopted a new CDBG Consolidated Plan. The Consolidated Plan serves as a strategic plan for addressing issues such as homelessness, housing, public services, community development needs and expanding economic opportunities. One of the elements of the Consolidated Plan is the Citizen Participation Plan.

CITIZEN PARTICIPATION PLAN

The Dover CDBG Citizen Participation Plan (CPP) provides CDBG program requirements such as citizen engagement, public review periods and plan amendment procedures that are to be followed when implementing the CDBG program.

Section: XI of the CPP provides procedures to be followed when conducting a Substantial Amendment to the Consolidated Plan during "Crisis Events". The proposed amendment clarifies the public comment period after the City Council's final decision.

STAFF RECOMMENDATION

Staff recommends the Planning Board conduct a public hearing to allow input regarding the proposed amendment, close the public hearing and then continue the item to the next regular Planning Board meeting.

City of Dover, NH

Community Development Block Grant

Citizen Participation Plan

Proposed Amendment

City of Dover, NH Citizen Participation Plan - FFY20-24

Approved City Council: June 24, 2020

Note: Proposed amendment to Citizen Participation Plan identified in *underlined grey highlighted italics*

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 8recommendation 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.

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:

- Publication on the City's website
- Notice of publication in a local paper
- A public review and comment period for 5 days before each public hearing
- *A 5-day public review and comment period after the final local decision has been posted. Posting shall be by public notice* in a local paper *and on the City Website. The notice shall include a description of the action taken, where the amendment can be viewed, how comment can be provided and by what date comments must be received in order for the comments to be included with information sent to HUD for their review.*
- Virtual public hearings, in lieu of traditional public hearings, may be held by the Planning Board and City Council.