CITY OF DOVER

DOVER PLANNING BOARD – AGENDA

Meeting Type:	Regular Meeting
Meeting Location:	Council Chambers, City Hall, 288 Central Avenue, Dover, NH 03820
Meeting Date:	**Tuesday, January 13, 2026**
Meeting Time:	**7:00 pm**

1. **CITIZENS' FORUM**
2. **APPROVAL OF THE PRIOR MINUTES**
   - December 9, 2025 Regular Meeting Minutes
3. **OLD BUSINESS**
4. **NEW BUSINESS**

   A. Election of Officers

   B. Consideration and acceptance of an Extension Request for Westfield, LLC, Assessor's Map G, Lot 2, zoned CM, located at Littleworth Road. (Proposal is a request for extension of approval for a Site Plan [SITE-2025-0007].) *(WAIV-2025-0013)

   C. Discussion and possible adoption of the updated Land Use Chapter of the Master Plan.*

   D. A Public Hearing for the purpose of receiving public input regarding the City's draft CDBG FY27 Action Plan. The Action Plan identifies activities seeking funding from Dover's anticipated FY27 CDBG award. The Planning Board's decision serves as a recommendation to the City Council.*

   E. Discussion with Strafford Regional Planning Commission about Regional Plan.*

   F. Discussion of Land Use Amendments/Goal Setting.

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. The public is encouraged to leave comments in advance by 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.

DOVER PLANNING BOARD – MINUTES

CITY OF DOVER

Meeting Type:	Regular Meeting
Meeting Location:	Council Chambers, City Hall, 288 Central Ave, Dover, NH.
Meeting Date:	**Tuesday, December 9, 2025**
Meeting Time:	**7:00 pm**

Members Present: Gina Cruikshank (Chair), Doug Glennon (Vice-Chair), Ken Mavrogeorge, George DeBoer, Dennis Shanahan (Deputy Mayor), Jeff Sanborn, and Devon Dunn
Members Not Present (excused): Kyle Pimental, Tom Clark, Fergus Cullen (Councilor), Melina Gambino (Alternate), Eric Salovitch (Alternate), Tyler Allen (Alternate)
Staff Present: Donna Benton, Planning Director

G. Cruikshank (Chair) called the meeting to order at 7:00p.m noted that Mayor-Elect Shanahan will be sitting in for Councilor Cullen.

1. CITIZENS' FORUM

Citizens Forum Open
No one spoke
Citizens Forum Closed

2. APPROVAL OF THE PRIOR MINUTES

- November 18, 2025 Regular Meeting Minutes

Motion: D. Shanahan moved to approve the regular meeting minutes of November 18, 2025. Seconded by: K. Mavrogeorge. Vote: U/A

3. OLD BUSINESS

4. NEW BUSINESS

A. Consideration and acceptance of a Minor Subdivision for Ryan A. Hardin & Melissa L. Wheeler, Assessor's Map A, Lot 18-B, zoned R-12, located at 143 Long Hill Road. (Proposal is for a minor subdivision creating one (1) new lot.) *(SUBM-2025-0007)

D. Benton explained that the Applicant is proposing a minor subdivision located at 143 Long Hill Rd. creating one new lot. Both the parent lot and proposed new lot, post subdivision, meet the requirements of the R-12 Zoning District.

As this proposal only involves a Minor Subdivision, no review was required by the Technical Review Committee.

E. Salovitch, Northam Survey and Ryan Hardin, owner represented the application and explained the minor subdivision request to split one lot into two lots. Details of the proposed lot sizes and frontage were given along with utility information. The applicant agreed to the staff conditions and NHDES subdivision approval will be submitted.

Motion: D. Dunn moved to accept the application and declared no regional impact. Seconded by: G. DeBoer. Vote: U/A

Public hearing opened.
No one spoke
Public hearing closed.

STAFF RECOMMENDATION- Minor Subdivision
The plan is consistent with §157-15 of the City of Dover's Land Subdivision Regulations, which provides for subdivision of existing lots.

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The Planning Department recommends the Planning Board make findings, and vote to approve the application with the following subsequent conditions:

Subsequent Conditions to be Met Prior to Signing of Plans:

1. Provide physical and digital copies (including CAD) of complete plan set for recording at Strafford Country Registry of Deeds, which additionally shall include:
   1.1. The owner's signatures;
   1.2. The Planning File #SUBM-2025-0007;
   1.3. The stamp and signature of the LLS on the final plans;
   1.4. Add NHDES Subdivision Permit number to the plat; and
2. Confirm lot numbering with City Assessor and include approved numbering on plan set.

Motion: G. DeBoer moved to approve the Minor Subdivision with the subsequent conditions. Seconded by D. Shanahan. Vote: U/A

The Vice-Chair announced that the applicant requested to continue the application for Item B.

B. Consideration and acceptance of a Minor Subdivision for Diversified Building and Maintenance, LLC, Assessor's Map 25, Lot 46, zoned R-12 & G, located at 6 Granite Street. (Proposal is for a minor subdivision creating one (1) new lot.) *(SUBM-2025-0008)

Motion: D. Shanahan moved to continue the item to the January 27, 2026 Regular Planning Board Meeting. Seconded by K. Mavrogeorge. Vote: U/A

C. Consideration and acceptance of a Lot Line Adjustment for Paula J. Revocable Trust & Charles N. Panasis Revocable Trust, Map L, Lots 105-F & 105-B, zoned R-20, located at 280A Dover Point Road & Dover Point Road. *(LOTA-2025-0011)

D. Benton explained that the Applicant is proposing a lot line adjustment to revise the lot lines between two abutting properties, transferring approximately 9,711 square feet from a vacant parcel on Dover Point Road to 280A Dover Point Rd.

Both lots meet all dimensional zoning requirements except frontage, as neither abuts a public way. They are legally nonconforming for frontage, but the proposed lot line adjustment does not worsen that condition. Lot size and coverage compliance will remain unchanged.

Kevin McEneaney, McEneaney Survey/Civilworks NE, represented the application and explained the request for lot line adjustment between abutting lots. He described the existing site conditions and the proposed changes.

Motion: D. Dunn moved to accept the application and declared no regional impact. Seconded by: J. Sanborn. Vote: U/A

Public hearing opened.
No one spoke
Public hearing closed.

STAFF RECOMMENDATION – Lot Line Adjustment

Chapter 157-17 of the Land Subdivision Regulations of the City Code provides for the adjustment of existing lot lines between two or more lots. This plan is consistent with those regulations.
The Planning Department recommends the Planning Board make findings, and vote to approve the application with the following subsequent conditions:

Subsequent Conditions to Be Met Prior to Signing of Plans:
1. Provide physical and digital copies (including CAD) of complete plan set for recording at Strafford County Registry of Deeds which additionally shall include:
   1.1. Planning File Number #LOTA-2025-0011
   1.2. The owners' signatures

Motion: D. Shanahan moved to approve the Lot Line Adjustment with the subsequent conditions. Seconded by D. Glennon. Vote: U/A

D. Consideration and acceptance of a Lot Line Adjustment for Emily Mae Corey & Eddie Ernest Fernandez and Brian S. & Sarah Gennaco, Map M, Lots 68-A & 68-B, zoned R-20, located at 126 Dover Point Road and 19 Tuttle Lane. *(LOTA-2025-0012)

D. Benton explained that the Applicant is proposing a lot line adjustment to revise the lot lines between two abutting properties, transferring approximately 4,960 square feet from 126 Dover Point Rd. to 19 Tuttle Ln.

Both lots meet all zoning dimensional requirements within the R-20 Zoning District except the required 125 feet of frontage. They are legally nonconforming for frontage, and the proposed lot line adjustment does not worsen this.

D. Glennon recused himself from the item.

Christopher Berry, Berry Survey and Engineering represented the application and explained the request for lot line adjustment between abutting lots.

Motion: D. Shanahan moved to accept the application and declared no regional impact. Seconded by: J. Sanborn. Vote: U/A

Public hearing opened.
No one spoke
Public hearing closed.

STAFF RECOMMENDATION – Lot Line Adjustment
Chapter 157-17 of the Land Subdivision Regulations of the City Code provides for the adjustment of existing lot lines between two or more lots. This plan is consistent with those regulations.

The Planning Department recommends the Planning Board make findings, and vote to approve the application with the following subsequent conditions:

Subsequent Conditions to Be Met Prior to Signing of Plans:
1. Provide physical and digital copies (including CAD) of complete plan set for recording at Strafford County Registry of Deeds which additionally shall include:
   1.1. Planning File Number #LOTA-2025-0012

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1.2. The owners' signatures
1.3. Removal of old LLA plan notes

Motion: G. DeBoer moved to approve the Lot Line Adjustment with the subsequent conditions. Seconded by D. Shanahan. Vote: U/A

E. Consideration and acceptance of a Conditional Use Permit for Lori Flex & William David Goldenthal, Assessor's Map N, Lot 8-1-8, zoned R-40, located at Saddle Trail Drive. (Proposal is for the construction of a single-family home within the Conservation District due to the amount of impacts, approximately 10,997 square feet, within an area containing slopes greater than 20%.) *(COND-2025-0027)

D. Benton explained that the Applicant is proposing to construct a new single-family home on a vacant lot on Saddle Trail Drive.

The project involves building a home with an attached garage, driveway, septic system, retaining walls, and patios, resulting in about 10,997 square feet of disturbance within the Conservation District due to the amount of impacts on slopes over 20%.

The proposal does not require Site Review or review by the Technical Review Committee.

The Conservation Commission reviewed and endorsed the application at their November 10, 2025 meeting.

John Chagnon and Sam Hayden, Haley Ward represented the application and explained the request for a Conditional Use Permit and the NHDES permitting involved.

They answered questions from the board relating to slope, and the plan to stabilize downstream of the slopes.

Motion: J. Sanborn moved to accept the application and declared no regional impact. Seconded by: D. Dunn. Vote: U/A

Public hearing opened.
No one spoke
Public hearing closed.

STAFF RECOMMENDATION – Conditional Use Permit, Conservation District
The Conservation District ordinance §170.27.C provides for Conditional Use Permits to allow impacts to the Conservation District if standards related to demonstration that the use is essential to the productive use of land, a soil erosion and sedimentation control plan is submitted, state and federal approvals have been applied for, and a written review by the Conservation Commission has been sought.

Planning Staff believes the applicant has met all the criteria outlined in §170.27.C. The proposal locates the home and site improvements outside the 100-foot reference line from the Cochecho River, the City of Dover Conservation District boundary and the NHDES Tidal Buffer Zone, avoiding direct impacts to surface waters and wetlands. As a result, the project requires disturbance of over 2,000 square feet on slopes over 20%, triggering the Conservation District review. The applicant has demonstrated the essential use of the land, submitted a soil erosion and sedimentation control plan, applied for required NHDES Shoreland approvals, and received endorsement from the Conservation Commission.

The Planning Department recommends the Planning Board make findings, and vote to approve the application with the following subsequent conditions:

Subsequent Conditions to be Met Prior to Issuance of Conditional Use Permit:

1. Submit a final site plan to the Planning Department that includes:
   1.1. Permit File #COND-2025-0027;
   1.2. Owner's signature;
2. Submit a copy of approved NHDES permitting to the Planning Department when received.

Motion: G. DeBoer moved to approve the Conditional Use Permit with the subsequent conditions. Seconded by D. Shanahan. Vote: U/A

The Vice-Chair announced Items F & G would be heard together.

F. Consideration and acceptance of a Conditional Use Permit for Summit Land Development, LLC (Owners: 16 Industrial Park, LLC) Assessor's Map G, Lot 4, zoned CM, located at 14 Industrial Park Road. (Proposal is to construct a warehouse and addition with a total impact of approx. 6,073 s.f. to wetland buffers in the Wetland Protection District. *(COND-2025-0026)

G. Consideration and acceptance of a Site Plan for Summit Land Development, LLC (Owners: 16 Industrial Park, LLC) Assessor's Map G, Lot 4, zoned CM, located at 14 Industrial Park Road. (Proposal is to construct an approx. 14,560 s.f. warehouse and an approx. 6,200 s.f. addition to the existing structure.) *(SITE-2025-0017)

D. Benton explained that the Applicant is proposing an approximately 6,200 sq. ft. addition to the existing building at 14 Industrial Park Rd. and a new 14,560 sq. ft. light industrial building on the same lot, along with seven new parking spaces and site improvements. The applicant is also requesting a Conditional Use Permit for about 6,073 sq. ft. of proposed wetland buffer impacts for the project.

The applicant is requesting four waivers as part of this project related to the requirements for a landscape plan prepared by a licensed landscape architect, interconnectivity between parcels, parking lot lighting, and interior parking lot landscaping.

The Conservation Commission reviewed and endorsed the CUP application at their December 8, 2025 meeting.

The Technical Review Committee reviewed the application at their October 23, 2025 and November 20, 2025 meetings. Part of the TRC discussion focused on the proposed wetland buffer impacts and requested revisions included the removal of the building footprint from the wetland buffer and increased the separation between site grading and the wetlands, as well as lighting and landscaping.

Jase Gregoire, CivilWorks NE, represented the application. He explained the existing site, the proposed project, stormwater treatment system, wetlands and waivers along with reasons for each.

He answered questions from the board relating to site location and sight lines from the roadway, stormwater improvements and service, runoff, buffer impact due to bioretention basin, nearby swale and driveway cut size and reasoning.

Motion: D. Dunn moved to accept the application and declared no regional impact. Seconded by: J. Sanborn. Vote: U/A

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Public hearing opened.
No one spoke
Public hearing closed.

Consistency with Land Use Regulations – Conditional Use Permit, Wetland Protection District
The Wetlands Protection District ordinance §170-28.F provides for Conditional Use Permits to allow impacts to the Wetlands Protection District if standards related to demonstration that no practicable alternative is available, impact avoidance was considered, impacts were minimized, mitigation has been sought, and approval of the wetlands impact from NHDES Wetlands Bureau has been granted.

Planning Staff feels that the applicant considered and met all of the criteria as specified in §170-28.F. Wetland buffer impacts are limited to the bioretention basin and necessary grading, with building footprints have been kept outside the buffer. Steeper slopes were used where allowed to reduce disturbance, and all impacted areas will be restored with conservation seed mix. With no direct wetland impacts, no mitigation or NHDES permit is required and the Conservation Commission reviewed and endorsed the application.

The Planning Department recommends the Planning Board make findings, and vote to approve the application with the following subsequent condition:

Subsequent Condition to be Met Prior to Issuance of Conditional Use Permit:

1. Submit a final site plan to the Planning Department that includes:
   1.1. Permit File #COND-2025-0026;
   1.2. Owner's and professional signatures.
   1.3. Stamp of CWS.

Discussion occurred between the board and staff regarding lighting regulations and the waiver request. D. Dunn expressed concern over not meeting the landscaping requirements as 5% is not a big ask. Additional discussion occurred about the waivers in relation to the existing site conditions.

Motion: G. DeBoer moved to approve the Conditional Use Permit with the subsequent conditions. Seconded by D. Dunn. Vote: U/A

STAFF RECOMMENDATION - Waivers/Relief:
§153-21 of the Site Plan 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."

Planning Staff believes the applicant's rationale for the waivers meets criterion (1) and waiving such standards and requirements is not contrary to the spirit or intent of the ordinance. The applicant has requested four waivers related to existing site conditions, noting that the property is already developed within an industrial park.

The Planning Department recommends that the Planning Board make the necessary and supporting findings of fact, and vote to grant the waivers with the following subsequent condition:

Subsequent Condition to be Met Prior to the Signing of the Plans:

1. Add a note that the Planning Board found the criteria of Chapter 153-21 have been met and the Board approved the following waivers:
   §153-13A(12), landscape plan prepared by a licensed landscape architect.
   §153-14J, interconnectivity between parcels.
   §153-14E(2), parking lot lighting.
   §153-14G(2), interior parking lot landscaping.

Discussion occurred to clarify the existing lighting, the new lighting and the lighting waiver request.
K. Mavrogeorge asked about adding an island over the utility trench for a light pole and to break up the pavement in that area.
John Sullivan, Summit Land Development, manages the building and spoke about the trucks that come through daily and the impediments light poles can be to the truck access and maneuverability. They would prefer not to add a median or light pole in that location.

K. Mavrogeorge will not support the waivers for lighting and landscaping as other uses have to adhere to the restrictions even if they prefer not to.
D. Dunn is not concerned about the lighting, but the giant parking lot without landscaping is a concern for climate and heat reasons.
J. Sanborn asked about how much parking is needed and used. The applicant explained the businesses in there and the employee numbers.
Board members expressed the loss of benefits if the waivers are granted.
K. Mavrogeorge again inquired whether the parking spots are needed, if, as the applicant stated, trucks use that area as part of their turn radius. The plan should be modified to remove any striped parking spaces that will be driven over by trucks.
D. Glennon noted it's an industrial area and therefore is not concerned about the waivers requested.
D. Shanahan noted a portion of the parcel will be improved for stormwater treatment, there isn't high visibility to the roadway for landscaping and with the industrial use, there won't be much impact with a small square footage of landscaping. Also, any industrial use Dover can get to offset the residential tax burden is beneficial. He is in favor of granting the waivers.

Motion: D. Glennon moved to grant the waiver requests with the subsequent condition set by staff as it meets criteria for relief. Seconded by: D. Shanahan. Vote: U/A

STAFF RECOMMENDATION- Site Plan:
Chapter 153-13 outlines Site development plan requirements. This plan meets those standards outlined. Therefore, the Planning Department recommends that the Planning Board make the necessary and supporting findings of fact, and vote to approve the Site Plan with the following subsequent conditions:

Subsequent Conditions to be Met Prior to Signing of Plans:

1. Approval of COND-2025-0026;
2. Provide physical and digital copies (including CAD) of complete plan set for final Planning Board signature which additionally shall include:
   2.1. Permit File #SITE-2025-0017;
   2.2. Owner's signatures;
   2.3. Professional stamps and signatures;

2.4. Truck turning exhibit showing maneuverability and any impact to parking to the satisfaction of the City Engineer and Planning Director
3. Submit letter from NHDES regarding approval of abandoning the existing monitoring well.
4. Submit entry authorization letter to access private curb box.

Subsequent Condition to Be Met Prior to Construction:

5. A preconstruction meeting must be held with City staff;
6. City's standard site construction sign with the contact information for the general contractor must be displayed in a location approved by the City Engineer or Planning Director;

Subsequent Condition to Be Met Prior to Building Permit:

7. Payment of Water and Sewer Investment Fees, if applicable at time of request of service;

Subsequent Conditions to Be Met Prior to Occupancy:

8. Issuance of Certificate of Occupancy;
9. Surety or other form of security acceptable to the City is provided for any unfinished work;
10. Design engineer to submit a construction certification letter to the City ensuring construction was completed in accordance with the plans and specifications approved by the City of Dover.

Motion: D. Shanahan moved to approve the Site Plan with the subsequent conditions. Seconded by J. Sanborn. Vote: U/A

The Vice-Chair announced that the applicant requested to continue the applications for Items H and I.

H. Consideration and acceptance of a Conditional Use Permit for Hawkins Family Revocable Trust, Assessor's Map 30, Lot 89, zoned CBD-M, located at 33 Sixth Street. (Proposal is to remodel the interior of the existing structure and utilize it as a two-unit residential building, where residential units are not allowed by right due to the lot size.) *(COND-2025-0028)

I. Consideration and acceptance of a Conditional Use Permit for Hawkins Family Revocable Trust, Assessor's Map 30, Lot 89, zoned CBD-M, located at 33 Sixth Street. (Proposal is to remodel the interior of the existing structure and utilize it solely for residential use, where a commercial use on the ground floor is required.) *(COND-2025-0033)

Motion: G. DeBoer moved to continue the items to the January 27, 2026 Regular Planning Board Meeting. Seconded by K. Mavrogeorge. Vote: U/A

The Vice-Chair announced that the applicant requested to continue the applications for Item J.

J. Consideration and acceptance of a Conditional Use Permit for James Farrell Construction, LLC (Owner: Renewed Homes, LLC) Assessor's Map 15, Lot 81, zoned G, located at 13 Monroe Street. (Proposal is to allow for increased density to four (4) units, where three (3) are allowed by right in the Gateway District). *(COND-2025-0029)

Motion: D. Dunn moved to continue the items to the January 27, 2026 Regular Planning Board Meeting. Seconded by D. Shanahan. Vote: U/A

K. Consideration and acceptance of a Site Plan Amendment for Jones & Beach Engineering (Owners: The Dover Condominium & Essential Properties, LLC), Assessor's Map 38 & 37, Lots 6-A & 24, zoned C, located at 851- 888 & 829-833 Central Avenue. (Proposal is to convert former department

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store to a fitness facility consisting of 10 pickleball courts and fitness areas with a 24' wide driveway connection between the two parcels.) *(WAIV-2025-0012)

D. Benton explained that the Applicant is proposing a Site Plan Amendment to convert the former 63,000 sq. ft. Ames building at 831 Central Ave. into a fitness facility and to construct a new accessway connecting the adjacent Central Ave. properties. Because roughly 23,000 sq. ft. of the building lies in Rollinsford, the project is also going before the Rollinsford Planning Board this evening, December 9, 2025.

The applicant is requesting five waivers as part of this project related to the requirements for a landscape plan, a neighborhood plan, a colored rendering of the streetscape, a stormwater management and erosion control plan, and a landscape operations and maintenance plan.

The Technical Review Committee reviewed the application at their November 6, 2025 and December 4, 2025 meetings. The TRC requested additional safety measures for the proposed accessway such as appropriate signage and road markings. The TRC also requested sight-distance calculations for review, as well as a trip-generation assessment for the building's proposed new use.

Robert Graham, Calico Properties LLC and Rider Fitness/ Traene Fitness represented the application and explained the request for a Site Plan Amendment. The property is the former Ames Department Store which has been vacant for about 30 years. He explained the proposal and changes to the parking lot and access way.

Paige Libby, Jones and Beach Engineers addressed the changes to the site including entrance to the site, new sidewalk, adjustments to parking spaces and islands, additional access drive, drainage for new access way, new sewer service and proposed hydrant.

Mark Gianniny, Portsmouth Architects noted the applicant received approval from Rollinsford earlier this evening and also explained details of the proposed changes to be made to the building.
He addressed questions from the board relating to access to the site, concerns from TRC and how those concerns are addressed, whether tennis courts can be added to the plans and hours of operation (24/7).

Justin Grondahl, founder of Traene Fitness gave details of the features of the club and explained the goal is for every person to have access to these high-level amenities.

Mr. Graham addressed the traffic demand expected at the facility and how that will work with the other existing tenants in the plaza as well as possible uses for the flex classroom space.

Exterior paint color and durability was discussed.

Motion: D. Shanahan moved to accept the application and declared no regional impact. Seconded by: D. Dunn. Vote: U/A

Public hearing opened.
Ron Stock , 118 Ridge Rd Middleton and 835 Central Ave expressed concerns about needing another stop sign there, more clean up and stump removal needed and runoff from his building not being cut off.
Public hearing closed.

Mr. Graham addressed public comment noting he will work with the neighbor.

STAFF RECOMMENDATION - Waivers/Relief:
§153-21 of the Site Plan 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."

Planning Staff believes the applicant's rationale for the waivers meets criterion (1) and waiving such standards and requirements is not contrary to the spirit or intent of the ordinance. Overall, the applicant explained that the subject property is an existing commercial property with no proposed landscaping changes, continued use of the current operations and maintenance plan, and only minimal impact to the current stormwater management system due to the proposed accessway.

The Planning Department recommends that the Planning Board make the necessary and supporting findings of fact, and vote to grant the waivers with the following subsequent condition:

Subsequent Condition to be Met Prior to the Signing of the Plans:

1. Add a note that the Planning Board found the criteria of Chapter 153-21 have been met and the Board approved the following waivers:
   §153-13A(12), a landscape plan prepared by a licensed landscape architect.
   §153-13A(16), a neighborhood plan on an aerial photograph.
   §153-13A(17), a colored rendering of the streetscape along the public right-of-way.
   §153-13A(18), a stormwater management and erosion control plan.
   §153-13A(20), a landscape operations and maintenance plan.

Motion: D. Shanahan moved to grant the waiver requests with the subsequent condition set by staff as it meets criteria for relief. Seconded by: K. Mavrogeorge. Vote: U/A

STAFF RECOMMENDATION- Site Plan Amendment:
Chapter 153-13 outlines Site development plan requirements. This plan meets those standards outlined. Therefore, the Planning Department recommends that the Planning Board make the necessary and supporting findings of fact, and vote to approve the Site Plan with the following subsequent conditions:

Subsequent Conditions to be Met Prior to Signing of Plans:

1. Provide physical and digital copies (including CAD) of revised plan sheets for final Planning Board signature which additionally shall include:
   1.1. Planning File #WAIV-2025-0012;
   1.2. Owners or designees signature(s);
   1.3. Professional stamps and signatures;
   1.4. Revised note on sheet H1 to indicate landscaping will be cut back as needed to maintain required sight distance and that no snow storage is permitted within the area so that sight distance is consistently maintained;
   1.5. Add all required City construction details to the drawings;
   1.6. Denote 7 required accessible parking spaces;
   1.7. Revise references to "handicap" on the plan set and replace them with "accessible;"

1.8. Add note that City Building Official or designee shall be present to field inspect the pumping station while it's being worked on.
1.9. Any changes due to conversation with abutter approved by Planning Director and City Engineer
1.10. Rollinsford Planning Board approval signature on the plan
2. Provide letters to serve for applicable utilities;
3. Provide draft utilities and access easements for review by the Planning Department, including clarification of any easement areas affecting lots outside the condominium association;
4. Revise the proposed sewer flow calculations to comply with NHDES regulations;
5. Provide a draft easement for review by the Planning and Engineering Departments for access to and maintenance of the existing City-owned water main;

Subsequent Conditions to Be Met Prior to Construction:

5. A preconstruction meeting must be held with City staff;
6. City's standard site construction sign with the contact information for the general contractor must be displayed in a location approved by the City Engineer or Planning Director;
7. Sewer connection permit;

Subsequent Condition to Be Met Prior to Building Permit:

8. Payment of Water and Sewer Investment Fees if applicable at time of request of service;

Subsequent Conditions to Be Met Prior to Occupancy:

9. Issuance of Certificate of Occupancy;
10. Surety or other form of security acceptable to the City is provided for any unfinished work;
11. Access and utility easements benefiting the City/general public be recorded at the SCRD;
12. Design engineer to submit a construction certification letter to the City ensuring construction was completed in accordance with the plans and specifications approved by the City of Dover.

Construction and opening timeline planned for fall 2026.

Motion: D. Dunn moved to approve the Site Plan Amendment with the subsequent conditions. Seconded by D. Glennon. Vote: U/A

The Vice-Chair announced Items L & M would be heard together.

L. Consideration and acceptance of a Conditional Use Permit for 914 Central Avenue, LLC, Assessor's Map 38, Lot 20, zoned C, located at 914 Central Avenue. (Proposal is to redevelop the site and construct a childcare facility, resulting in an approximate 1% increase in impervious surface area from existing conditions, for a total of about 45% impervious coverage within the Secondary Groundwater Protection District.) *(COND-2025-0023)

M. Consideration and acceptance of Site Plan for Civilworks New England, c/o InSite Development Services, LLC (Owner: 914 Central Avenue, LLC), Assessor's Map 38, Lot 20, zoned C, located at 914 Central Avenue. (Proposal is to construct a 10,075 s.f. childcare facility.) *(SITE-2025-0016)

D. Benton explained that the Applicant is proposing to demolish the existing building at 914 Central Ave. and construct an approximately 10,075 sq. ft. childcare facility with parking and playground areas. The facility will have 29 parking spaces and typically operate at about 70% capacity (80 children and 14 staff) with staggered pick-up and drop-off.

The property is located in the Secondary Groundwater Protection District and the applicant is requesting a Conditional Use Permit to allow roughly 45% of impervious surface coverage, which is about an increase of 1% from the existing impervious surface area.

The applicant is requesting two waivers as part of this project related to requirements for the location of parking and interconnectivity between parcels.

The Conservation Commission reviewed the application on November 10, 2025 and requested more detail on playground surface materials. The applicant has since provided information that the playground will use permeable synthetic turf with sand infill, and the project was reviewed and endorsed by the Conservation Commission at their December 8, 2025 meeting.

The Technical Review Committee reviewed the application at their October 9, 2025 and November 13, 2025 meetings. A focus of TRC discussion included concerns over amount of parking spaces and safe access to and from the property. The applicant provided revisions that include additional parking and an alternative site layout with separate one-way entrance and exit drives, with the exit restricted to right-turn only.

Michael Menary, Civilworks NE, and Sean Graham, Insights Development represented the application and explained the request. They gave details of the proposal including impervious surfaces, groundwater review, playground padding materials and infiltration, porous pavement, parking and occupancy, and hours and operation procedures.

Discussion with the applicant addressed staggered drop offs and pick up times, playground area infill and fencing, details of drop off timings and procedures, access into the site, safety of the site and improvements to the aesthetics of the site, landscaping or fencing suggestion at front of the site, height and style of fencing, security system and occupancy percentages.

Motion: D. Shanahan moved to accept the application and declared no regional impact. Seconded by: K. Mavrogeorge. Vote: U/A

Public hearing opened.
No one spoke
Public hearing closed.

Consistency with Land Use Regulations – Conditional Use Permit, Groundwater Protection
The Groundwater Protection ordinance §170-33E(4) provides for Conditional Use Permits to allow relief from the ordinance if supported by expert technical documentation demonstrating consistency with the ordinance's purpose and intent, including submission of an environmental protection plan meeting NHDES Best Management Practices (BMPs) for Groundwater Protection, and provisions for routine monitoring and reporting.

Planning Staff finds that the applicant has met all criteria under §170-33E(4). A full drainage analysis and soils survey were completed and reviewed, and the proposed stormwater system will provide treatment and infiltration where none currently exists, increasing groundwater recharge. An Inspection and Maintenance Plan consistent with the NHDES Stormwater Manual has also been provided and the Conservation Commission reviewed and endorsed the application.

The Planning Department recommends the Planning Board make findings, and vote to approve the application with the following subsequent condition:

Subsequent Condition to be Met Prior to Issuance of Conditional Use Permit:

1. Submit a final site plan to the Planning Department that includes:
   1.1. Permit File #COND-2025-0014;
   1.2. Owner's signature.

Motion: G. DeBoer moved to approve the Conditional Use Permit with the subsequent condition. Seconded by D. Shanahan. Vote: U/A

STAFF RECOMMENDATION - Waivers/Relief:

§153-21 of the Site Plan 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."

Planning Staff believes the applicant's rationale for the waivers meets criterion (1) and waiving such standards and requirements is not contrary to the spirit or intent of the ordinance. The applicant stated that the childcare use requires privacy for safety, so parking is placed at the front to allow the playground to be screened at the rear and to have the impervious area further from the water source. They also noted that connecting to neighboring parcels would compromise this necessary privacy.

The Planning Department recommends that the Planning Board make the necessary and supporting findings of fact, and vote to grant the waivers with the following subsequent condition:

Subsequent Condition to be Met Prior to the Signing of the Plans:

1. Add a note that the Planning Board found the criteria of Chapter 153-21 have been met and the Board approved the following waivers:
   §153-14K(1)(a), location of parking in front of the building.
   §153-14J, interconnectivity between parcels.

Motion: G. DeBoer moved to grant the waiver requests with the subsequent condition set by staff as it meets criteria for relief. Seconded by: K. Mavrogeorge. Vote: U/A

STAFF RECOMMENDATION- Site Plan:

Chapter 153-13 outlines Site development plan requirements. This plan meets those standards outlined. Therefore, the Planning Department recommends that the Planning Board make the necessary and supporting findings of fact, and vote to approve the Site Plan with the following subsequent conditions:

Subsequent Conditions to be Met Prior to Signing of Plans:

1. Approval of COND-2025-0023;
2. Provide physical and digital copies (including CAD) of complete plan set for final Planning Board signature which additionally shall include:
   2.1. Owner's signatures;
   2.2. Professional stamps and signatures;

Subsequent Conditions to Be Met Prior to Construction:

3. A preconstruction meeting must be held with City staff;
4. A driveway permit, if applicable, shall be issued by the City of Dover;

DRAFT

5. City's standard site construction sign with the contact information for the general contractor must be displayed in a location approved by the City Engineer or Planning Director.

Subsequent Condition to Be Met Prior to Building Permit:

6. Payment of Water and Sewer Investment Fees if applicable at time of request of service;

Subsequent Conditions to Be Met Prior to Occupancy:

7. Issuance of Certificate of Occupancy;
8. Surety or other form of security acceptable to the City is provided for any unfinished work;
9. Resolve slope easement with NHDOT and the City as applicable.
10. Design engineer to submit a construction certification letter to the City ensuring construction was completed in accordance with the plans and specifications approved by the City of Dover.

Motion: D. Shanahan moved to approve the Site Plan with the subsequent conditions. Seconded by K. Mavrogeorge. Vote: U/A

5. STAFF COMMENTS

- The Mayor, Mayor Elect and Assistant City Planner Makayla Edgecomb attended a reception this morning for the LCHIP grant for $12,500 towards doing an assessment of the Lowell Ave Waterworks building.
- The Council held a CIP workshop last week and is scheduled to review and vote on it tomorrow night. There have been some changes to the schedule and dollar amounts so feel free to follow along with that.
- Save the date for Land Use Meet and Greet January 13th, followed by Planning Board meeting- please let us know if you can attend or not for each meeting.
- TDR committee met last night and are currently working on potential language to recommend to you in February.
- TRC items since last meeting:
    - December 4th: Site Plan Amendment at 829-833 Central Ave. to convert former department store to a fitness facility.
- Upcoming TRC items:
    - December 18th: Site Plan to construct an approximately 10,080 s.f. building with four (4) contractor bays on Venture Drive. (Project previously approved but expired)
    - December 18th: CUP and Site Plan amendment to convert approx. 36,207 sf of commercial space into 27 residential units in the Cocheco Mills at 100 Main St.
- Happy Holidays to all.

6. MEMBER COMMENTS

- D. Glennon
    - will not be at the January 13th Land Use Meet and Greet or Planning Board meeting
- D. Shanahan
    - Likely last time sitting for Planning Board, but it's been a pleasure

7. ADJOURNMENT

Motion: D. Glennon to adjourn at 9:08p.m. Seconded by G. DeBoer. Vote: U/A

DRAFT

City of Dover - Planning Department 2026 Meeting Schedule *

Conservation Commission		Zoning Board of Adjustment		Transportation Advisory Commission		Planning Board 1st Meeting of the month		Planning Board 2nd Meeting of the month	
Submission Deadline **Noon Deadline**	Meeting Time 5:30 PM	Submission Deadline **Noon Deadline**	Meeting Time 7:00 PM	Submission Deadline	Meeting Time 6:00 PM	Submission Deadline **Noon Deadline**	Meeting Time 7:00 PM	Submission Deadline **Noon Deadline**	Meeting Time 7:00 PM
01/02/26	01/12/26	12/29/25	01/15/26	01/16/26	01/26/26	12/23/25	01/13/26	01/06/26	01/27/26
01/30/26	02/09/26	01/29/26	02/19/26	N/A	N/A	01/20/26	02/10/26	02/03/26	02/24/26
02/27/26	03/09/26	02/26/26	03/19/26	03/13/26	03/23/26	02/17/26	03/10/26	03/03/26	03/24/26
04/03/26	04/13/26	03/26/26	04/16/26	N/A	N/A	03/24/26	04/14/26	04/07/26	04/28/26
05/01/26	05/11/26	04/30/26	05/21/26	05/15/26	05/19/26	04/21/26	05/12/26	05/05/26	05/26/26
05/29/26	06/08/26	05/28/26	06/18/26	N/A	N/A	05/19/26	06/09/26	06/02/26	06/23/26
07/06/26	07/13/26	06/25/26	07/16/26	07/17/26	07/27/26	No Meeting	No Meeting	07/07/26	07/28/26
07/31/26	08/10/26	07/30/26	08/20/26	N/A	N/A	No Meeting	No Meeting	08/04/26	08/25/26
09/04/26	09/14/26	08/27/26	09/17/26	09/18/26	09/28/26	08/18/26	09/08/26	09/01/26	09/22/26
10/02/26	10/13/26	09/24/26	10/15/26	N/A	N/A	09/22/26	10/13/26	10/06/26	10/27/26
10/30/26	11/09/26	10/29/26	11/19/26	11/13/26	11/23/26	10/20/26	11/10/26	No Meeting	No Meeting
12/04/26	12/14/26	11/25/26	12/17/26	N/A	N/A	11/17/26	12/08/26	No Meeting	No Meeting

Technical Review Committee meetings are held on Thursdays @ 10:30 AM, three weeks after submittal of an application.

2025.09.29 ***Subject to change (TAC)**

CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #WAIV-2025-0013

Application Type:	Extension Request
Applicant(s):	Summit Land Development, LLC
Owner(s):	Summit Land Development, LLC
Location:	Littleworth Road, Assessor's Map G, Lot 2
Meeting Date:	January 13, 2026

INTENT: Proposal is a request for an extension of the approval for a Site Plan (SITE-2025-0007).

AGENDA ITEM #: 4-B

FILE: WAIV-2025-0013

LOTS/UNITS PROPOSED: N/A (no change to prior approval)

ACREAGE: 5.11± ac

ZONING DISTRICT: Commercial Manufacturing (CM), Wetland Protection District

EXISTING LAND USE: Vacant

PROPOSED LAND USE: Light Industrial/Office

SURROUNDING LAND USE: Commercial

WAIVERS REQUESTED: N/A

ZBA ACTION: N/A

PERMITS PREVIOUSLY APPROVED: City of Dover Conditional Use Permit (CUP), NHDES AoT, NHDOT Driveway Permit

APPLICATION IS COMPLETE: Yes

REGIONAL IMPACT: No

NOTICES SENT: Abutter notices were sent by certified mail to all abutters.

TECHNICAL REVIEW COMMITTEE: Project previously reviewed on June 12, 2025.

ATTACHMENTS: Site Plan, Application Materials.

Summary of Request and Background

The Planning Board conditionally approved a Site Plan (SITE-2025-0007) and Conditional Use Permit (COND-2025-0013) on July 22, 2025, for the construction of a 26,880± square foot light industrial building and associated wetland buffer impacts on a currently vacant property on Littleworth Road (Assessor's Map G, Lot 2).

Per §153-8A, *"The applicant shall submit to the Planning and Community Development Department an electronic copy and five copies of the final site development plan for the Planning Board Chair's signature within 90 days of receipt of final site plan approval by the Planning Board. The Director of Planning and Community Development may grant one ninety-day extension if circumstances arise beyond the control of the applicant…Any additional extensions can only be granted by the Planning Board."*

On October 15, 2025, the Director of Planning and Community Development granted a ninety-day extension to allow the applicant additional time to respond to NHDES comments on their Alteration of Terrain (AoT) permit application.

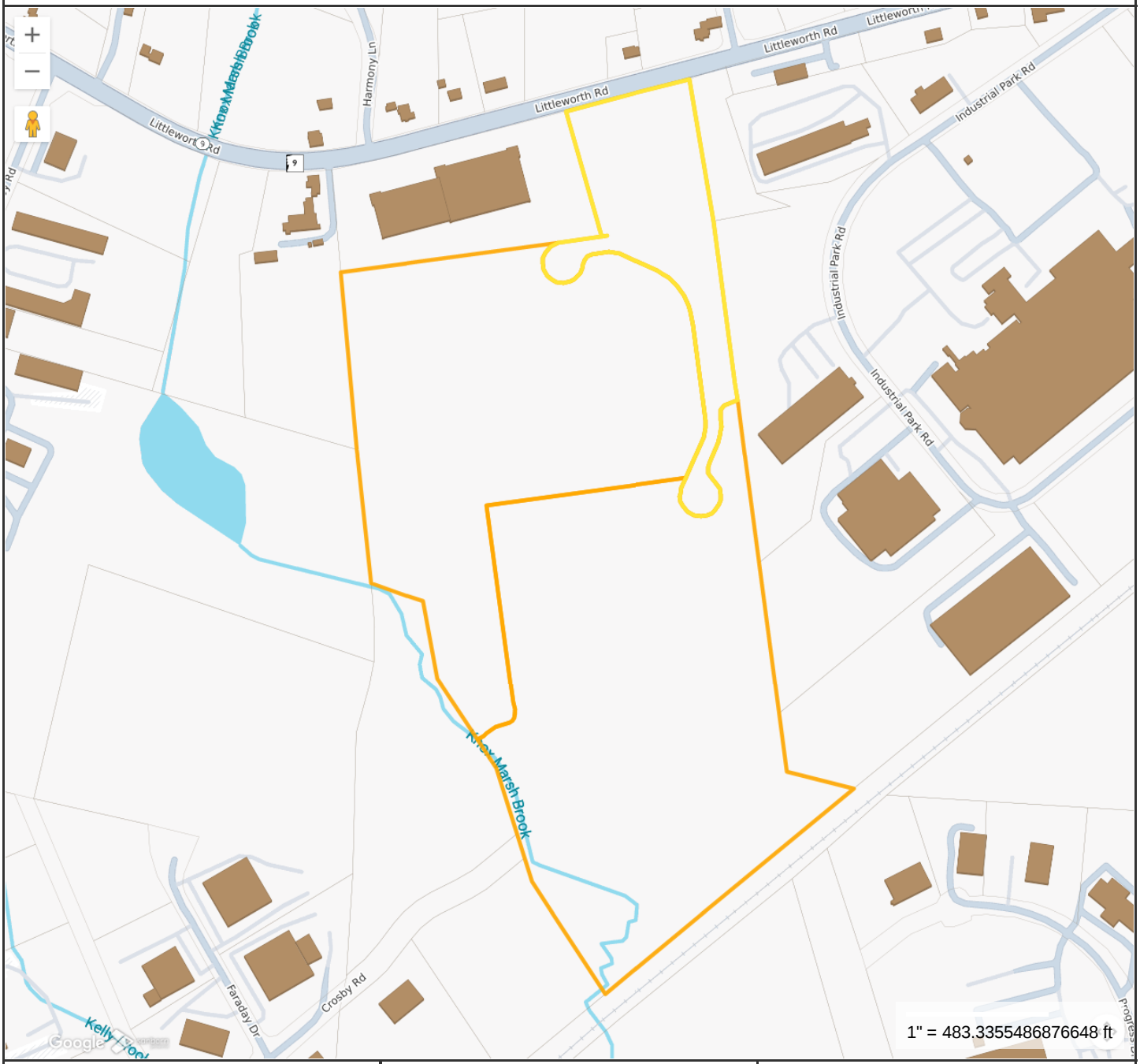
The extension established a new expiration date of January 18, 2026, to complete the conditions of approval prior to plan signing.

Per their request, the applicant remains in communication with NHDES to complete their AoT application and is requesting an additional extension in order to obtain an approved AoT permit and satisfy the remaining conditions of approval.

STAFF RECOMMENDATION:

With the above taken into consideration, the Planning Department recommends that the Planning Board vote to grant the Extension Request for Site Plan (SITE-2025-0007) with the same conditions of approval as outlined in the original Notice of Decision, with a revised deadline for receipt of final plans of January 13, 2027. This recommendation is also made with the understanding that no extension is required for the related Conditional Use Permit (CUP), as it does not have an expiration date.

WAIV-2025-0013 LITTLEWORTH ROAD



Property Information

Location	LITTLEWORTH RD
Owner	WESTFIELD LLC
Land Use	440V
Zoning Code	CM
Property Id	G0002-000000

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 10/30/2023
Data updated Daily

Print map scale is approximate. Critical layout or measurement activities should not be done using this resource.

PLAN SNAPSHOT REPORT WAIV-2025-0013
FOR CITY OF DOVER, N.H.

Plan Type:	Waiver / Extension / Amendment	**Project:**		**App Date:**	12/23/2025
Work Class:	Plan	**District:**	None	**Exp Date:**	02/26/2026
Status:	Fees Due	**Square Feet:**	0.00	**Completed:**	NOT COMPLETED
Valuation:	$0.00	**Assigned To:**	Blonigen, Rachel	**Approval Expire Date:**	
Description:	Approval Extension Request				

Parcel:	**Address:**	**Zone:**
G0002-000000 Main	Littleworth Rd Main Dover, NH	CM(Non-Residential - Commercial Manuf

Applicant
Civilworks New England
Steve Haight
181 Watson Road PO Box 1166
Dover, NH 03820
Business: (603) 749-0443
Mobile: (603) 817-6651

Owner
Chad Kageleiry
Business: (603) 749-2800

Applicant
Chad Kageleiry
340 Central Avenue Suite 202
Suite 202 Suite 202
Dover, NH 03820
Business: (603) 749-2800

Plan Custom Fields

Project Location	Littleworth Road	Waiver Request Type	Extension	Project Name	Light Industrial Facility
Owner Phone	603-749-2800	Owner Name	Westfield, LLC	Original Plan Approval Date	Jul 22 2025 12:00AM
Owner Address	340 Central Avenue, Suite 202 Dover, NH 03820	Owner EMail	chad@surmmitlanddev.com	Original Plan End Date	Oct 20 2025 12:00AM
Plan ID Number		Plan Type	Site Plan	# Extensions Previously Granted	1
Current Plan End Date	Jan 18 2026 12:00AM	Extension Type Requested	Sec. 153-8.A	Extension Request Detail	Additional time is needed to address NHDES comments associated with the Alteration of Terrain Permit application #250805-142.
Condition / Portion of Plan to be Amended		Amendment Request Detail		Site / Subdivision Portion of Plan to be Waived	
Waiver Request Detail					

Attachment File Name	Added On	Added By	Attachment Group	Notes
Signature_Steve_Haight_12/23/2025.jpg	12/23/2025 9:31	Haight, Steve		Uploaded via CSS

Invoice No.	Fee	Fee Amount	Amount Paid
INV-2025015017	Planning Waiver / Extension /Amend Application Fee	$200.00	$0.00
	Total for Invoice INV-2025015017	$200.00	$0.00
	Grand Total for Plan	**$200.00**	**$0.00**

Workflow Step / Action Name	Action Type	Start Date	End Date
Review v.1			
Confirm application complete v.1	Generic Action		
Technical Review Committee Meeting Agenda v.1	Task		
Land Use Plan Technical Review v.1	Receive Submittal		
Technical Review Committee Meeting v.1	Hold Meeting		
Planning Board v.1			
Planning Board Agenda v.1	Task		
Invoice for Notices v.1	Task		

Send Notices v.1	Task
Planner Creates Staff Recommendations v.1	Plan Activity
Distribute Planning Board Materials v.1	Task
Planning Board Hearing v.1	Hold Hearing
Planning Board Decision v.1	Plan Activity
NOD Sent to Applicant v.1	Create Report
Final Plan v.1	
Land Use Plan Stamped and Signed v.1	Generic Action
Recording v.1	Task
Document Archival v.1	Generic Action
Internal Notification of Plan Completion v.1	Generic Action
Building Official Notifies Address v.1	Generic Action
Pre-Con Meeting v.1	Hold Meeting
Create/Link to Records v.1	
Create / Link to Permit - Building Major v.1	Create Sub Permit
Create / Link to Permit - Site Work, Construction v.1	Create Sub Permit

City of Dover, New Hampshire
APPLICATION FOR EXTENSION OF/ AMENDMENT TO OR WAIVER FOR PLAN/ DRIVEWAY

[Revised August 20, 2020]

Office Use Only	Amount Paid: _____	Date/Time Received: _____

APPLICANT INFORMATION

Name of Applicant: Summit Land Development, LLC Telephone # 603-749-2800

Address of Applicant: 340 Central Avenue, Ste 202 Dover, NH 03820 E-Mail chad@summitlanddev.com

Project Name: Light Industrial Facility Project Location: Littleworth Road, Lot G/2

Planning File Number: SITE-2025-0007 COND-025-0013 Date of Original Approval July 22, 2025

File Type: Conditional Use ✓ Site Plan Review ✓ Subdivision _____

EXTENSION INFORMATION (*Note: notification of abutters required for first time extensions under Sec. 153-9.B and Sec. 157-23.B only)*

Extension type requested *(check one)*: ✓ Sec. 153-8.A ___ Sec. 153-9.B ___ Sec. 157-13.A ___ Sec. 157-23.B

Current deadline date: 1/18/2026 Number of Extensions Previously granted by Board 1

Reason(s) for extension/comments (*attach additional sheets as needed*): Additional time is needed to address NHDES comments associated with the Alteration of Terrain Permit application #250805-142.

AMENDMENT INFORMATION

Condition(s) or portion of plan to be amended: N/A

Reason(s) for amendment/comments (*attach additional sheets as needed*): _____

WAIVER INFORMATION

Site Review/Subdivision Regulations section(s) to be waived: N/A

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

SIGNATURES

I/We hereby submit this application to the 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: _____ Date: 12/23/2025
Chad Kageleiry, Member - Westfield, LLC

Signature of Applicant (*if different from owner*): _____ Date: 12/23/2025
Chad Kageleiry, Member - Summit Land Development, LLC

Signature of Agent: _____ Date: _____

Summit Land Development, LLC
Westfield, LLC
340 Central Avenue, Suite 202
Dover, New Hampshire 03820

May 27, 2025

City of Dover
288 Central Avenue
Dover, NH 03820

Attn: Planning Board

Re: LETTER OF APPLICANT/OWNER AUTHORIZATION
Site Plan Review & Conditional Use Permit Applications & Approvals
Littleworth Road – Tax Map G, Lot 2

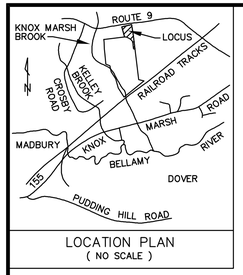
I, Chad Kageleiry, authorize Civilworks New England and McEneaney Survey Associates to represent all applications made on behalf of me as Member of both Summit Land Development, LLC (APPLICANT) and Westfield, LLC (OWNER) to the City of Dover Planning Board and any other Dover Board or Committee, as well as any State of NH departments, as necessary, relative to the pursuit of approvals and permits for the development of the subject parcel.

Sincerely,

Chad Kageleiry, Member
Summit Land Development, LLC
& Westfield, LLC

SITE-2025-0007 **LITTLEWORTH ROAD**

Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
G0005-000000	LITTLEWORTH RD	BOSTON & MAINE RR	IRON HORSE PARK	500 WATER STREET J-910	JACKSONVILLE	FL	32202
G0003-C00000	44 INDUSTRIAL PARK RD	44 INDUSTRIAL DRIVE OWNER LLC		55 CAMBRIDGE ST	BURLINGTON	MA	01803
H0036-C00000	KNOX MARSH RD	PUBLIC SERV CO OF N H		PO BOX 330	MANCHESTER	NH	03105-0330
H0036-005000	10 PROGRESS DR	RETROSI PROPERTIES LLC		318 DOVER POINT RD	DOVER	NH	03820
H0031-000000	30 LITTLEWORTH RD	SOUSANE RUTH K &	QUINLAN NANCY K	30 LITTLEWORTH RD	DOVER	NH	03820
G0002-001000	LITTLEWORTH RD	DEL SOL DOVER LLC &	MOURGENOS NICHOLAS G & BECKY L	340 CENTRAL AVE STE 202	DOVER	NH	03820
H0036-004000	8 PROGRESS DR	PROGRESS OF DOVER LLC		PO BOX 1409	DOVER	NH	03821-1409
G0003-A00100	80 INDUSTRIAL PARK RD	RECON REALTY LLC		80 INDUSTRIAL PARK DR	DOVER	NH	03820
G0002-000000	LITTLEWORTH RD	WESTFIELD LLC		340 CENTRAL AVE STE 202	DOVER	NH	03820
H0036-B00001	221 KNOX MARSH RD	NSA OPTIVEST ACQUISITION HOLDINGS LLC		8400 E PRENTICE AVE STE 900	GREENWOOD VILLAGE	CO	80111
G0003-A00101	74 INDUSTRIAL PARK RD	74 IP LLC		152 E 22ND ST APT 5E	NEW YORK	NY	10010-6348
G0001-C00003	211 CROSBY RD	COLBATH WILLIAM C TRUSTEE	COLBATH FAMILY REVOCABLE TRUST 2010	211 CROSBY RD	DOVER	NH	03820
F0026-000000	LITTLEWORTH RD	PUBLIC SERV CO OF N H		PO BOX 330	MANCHESTER	NH	03105-0330
G0001-L00000	15 FARADAY DR	CHAUVIN ARNOUX INC		15 FARADAY DR	DOVER	NH	03820
F0027-000000	67 LITTLEWORTH RD	RAVELING DAVID L		16 FORD DR	BARRINGTON	NH	03825
H0037-A00000	239 KNOX MARSH RD	239 KNOX MARSH REALTY LLC		PO BOX 720	MIDDLETON	MA	01949
G0031-001000	50 CROSBY RD	MCGUIRE GROUP LLC		PO BOX 988	DOVER	NH	03821
G0002-000000	LITTLEWORTH RD	WESTFIELD LLC		340 CENTRAL AVE STE 202	DOVER	NH	03820
F0026-A00000	69 LITTLEWORTH RD	NUGENT LISA A		69 LITTLEWORTH RD	DOVER	NH	03820
G0001-C00002	207 CROSBY RD	AI SOLUTIONS INC		1735 FIFTH AVENUE	MCKEESPORT	PA	15132
G0031-000000	66 LITTLEWORTH RD	BELANGER SUSAN	BELANGER TIMOTHY D JR	66 LITTLEWORTH RD	DOVER	NH	03820
G0001-E00000	5 FARADAY DR	VIRTUOUS REALTY LLC	C/O TURBOCAM INC	607 CALEF HIGHWAY #200	BARRINGTON	NH	03825-7237
G0041-000000	LITTLEWORTH RD	G-41 LLC		340 CENTRAL AVE STE 202	DOVER	NH	03820
G0002-002000	64 LITTLEWORTH RD	BLUEBIRD DOVER LLC		125 OCEAN RD	GREENLAND	NH	03840
F0028-A00000	73 LITTLEWORTH RD	SHOCKLEY LUANNE K &	HARVEY DAVID MICHAEL	73 LITTLEWORTH RD	DOVER	NH	03820
G0003-D00002	62 LITTLEWORTH RD	IWORX REAL ESTATE LLC		62 LITTLEWORTH RD	DOVER	NH	03820
G0004-E00000	92 INDUSTRIAL PARK RD	WILLMANCH CORP, C/O	BT-NEWYO LLC, ATTN CORP REAL ESTATE	55 GLENLAKE PARKWAY NE	ATLANTA	GA	30328
G0040-000000	61 LITTLEWORTH RD	TATE DAREL CLINTON		61 LITTLEWORTH RD	DOVER	NH	03820



LOCATION PLAN
(NO SCALE)

NH STATE PLANE
NAD 83 - GPS OBS.

WATERLINE EASEMENT
S.C.R.D. 546/347

EVERSOURCE EASEMENT
(100' WIDE - S.C.R.D. 686/130)

50' WIDE R.O.W.
WESTFIELD ROAD

DRAINAGE DITCH (TYP.)

EDGE OF WETLAND (TYP.)

C / 2
PARCEL AEA
222,795 S.F.
5.11 Ac.

50' WIDE EASEMENT S.C.R.D. 5064/604

20' WIDE WATERLINE EASEMENT
S.C.R.D. 5106/313

30' WIDE DRAINAGE EASEMENT
S.C.R.D. 5106/313

PROPOSED 60' WIDE UTILITY EASEMENT

30' WIDE UTILITY EASEMENT
S.C.R.D. 5106/313

VARIABLE WIDTH R.O.W.

LITTLEWORTH ROAD
NH ROUTE 9

BEGIN SGC
END SGC
BEGIN BCC
END BCC
END ICC
BEGIN ICC
PROPOSED CONCRETE TRANSFORMER PAD
PROPOSED SNOW STORAGE AREA
30' WIDE EVERSOURCE EASEMENT S.C.R.D. 797/93
PROPOSED BUILDING
26,880 S.F.
CONCRETE DUMPSTER PAD WITH ENCLOSURE (SEE DETAIL)
PROPOSED PAINTED ISLAND
PROPOSED FUTURE CAR CHARGING STATION
PROPOSED R7-8 SIGN
PROPOSED RAMP WITH TIP-DOWN CURB
PROPOSED R7-8 & R7-8A SIGN
PROPOSED 5' WIDE CONCRETE SIDEWALK
PROPOSED BIKE RACK
PROPOSED 5' WIDE CONCRETE STAIRS
30'
140'
240'
112'
28'
18'
24'
5'
9'
8'

SITE PARKING CALCULATIONS
COMMERCIAL/MANUFACTURING DISTRICT

USES:	REQUIRED	PROPOSED
OFFICE AREA: 1 SPACE/300 S.F. 3,276 S.F. x 1 / 300 S.F.=10.92	11	11
INDUSTRIAL: 1 SPACE/800 S.F. 23,604 S.F. x 1/800 S.F.=29.51	30	30
TOTAL	41	41
ACCESSIBLE PARKING	2 (1 VAN)	2 (1 VAN)

SNOW STORAGE CALCULATIONS
37,117 S.F. PAVEMENT 1 S.F. STORAGE / 10 SF PAVEMENT = ±3,712 S.F.

SNOW STORAGE AREA PROVIDED ±5,669 S.F.

– PROPOSED HEAVY DUTY PAVEMENT SECTION

LEGEND

Ac.	– ACRE
(TYP.)	– TYPICAL
±	– MORE OR LESS
ø	– DIAMETER
S.C.R.D.	– STRAFFORD COUNTY REGISTRY OF DEEDS
UP	– UTILITY POLE
	– FIRE HYDRANT
	– WETLAND
	– EDGE OF WETLAND
	– WETLAND BUFFER
25'R	– PAVEMENT RADUIS
SGC	– SLOPED GRANITE CURB
ICC	– INTERGRATED CONCRETE CURB
BCC	– BITUMINOUS CONRETE CURB
	– ACCESIBLE PARKING SYMBOL
	– PROPOSED SIDEWALK
	– PROPOSED GRAVEL

GRAPHIC SCALE
40 0 20 40 80 160
(IN FEET)

NOT FOR CONSTRUCTION FOR PERMIT USE ONLY

CNE CIVILWORKS NEW ENGLAND
CIVIL & WATERFRONT ENGINEERING
181 Watson Road, PO Box 1166
Dover, New Hampshire 03821
603.749.0443

NO.	REVISION	APP'D	DATE
1	REV. PER TRC COMMENTS	SJH	7-1-25

DATE: 5-29-25
SCALE: 1"=40'
DRAWN BY: SRD
DESIGN BY: SJH
APPROVED BY:SJH
PROJECT NO: 18043
FILE: SITE

PLANNING FILE NO.: SITE-2025-0007

SITE PLAN

WESTFIELD, LLC
340 CENTRAL AVENUE
SUITE 202
DOVER, NH 03820

TAX MAP G, LOT 2
LITTLEWORTH ROAD
DOVER, NH

6

DISTINCTLY DOVER

A Pathway for the Future

Planning for Future Land Use and Development

City of Dover Master Plan

January 13, 2026

CITY OF DOVER INC. 1855 · INDUSTRIA ET COPIA · TOWN SETTLED 1623

ACKNOWLEDGMENTS

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1. INTRODUCTION

Dover has spent the past two decades laying the groundwork for a strong and vibrant future. As the fastest-growing City in New Hampshire, it has established a reputation for thoughtful land use planning, strategic investment, and community visioning. At the same time, the City recognizes there is still important work ahead.

From its revitalized, walkable downtown to its growing mixed-use centers, well-maintained public spaces, and commitment to community resilience, Dover continues to evolve while staying true to what makes it distinct. Land use planning has played a central role in this success, guiding development to the right places, creating local assets, like the Community Trail, and supporting infrastructure improvements, while preserving the city's scenic riverfronts, rural areas, and distinctive neighborhoods.

Dover's Land Use Chapter builds on Dover's progress, aligning the next phase of land use strategies with the "Distinctly Dover" vision—ensuring that growth continues to reflect community values and enhances the quality of life for all who call Dover home.

PURPOSE OF DOVER'S LAND USE CHAPTER

The 2035 Land Use Chapter of Dover's Master Plan offers a clear strategy and roadmap for guiding future growth while preserving the city's most valued resources—its vibrant downtown, diverse neighborhoods, historic charm, and natural landscapes—and addressing emergent challenges and issues that impact the city. Rooted in the Distinctly Dover Vision, the chapter provides direction for where and how development should occur, while balancing housing choice, economic opportunity, and environmental stewardship. Informed by recent planning efforts, local data, and broad community input, the chapter outlines a Future Land Use Strategy that supports infill development, redevelopment, and open space protection, ensuring Dover remains desirable, resilient, and inclusive for generations to come.

OUR COMMUNITY VALUES

Dover's community values were shaped through a robust and inclusive outreach process during the creation of the city's Vision Master Plan Chapter that invited residents, business owners, and community members to share their priorities for the city's future. Through workshops, surveys, and public forums, participants consistently expressed a desire to preserve Dover's unique character while embracing thoughtful, sustainable growth. These community conversations highlighted values such as environmental stewardship, housing choice, walkability, civic participation, and respect for Dover's historic and natural assets. The resulting values reflect what people love most about Dover today—and their shared vision for what the city should continue to be tomorrow.

2. DOVER TODAY

LAND USE TRENDS AND ISSUES

Dover is a growing city of over 33,000 residents, encompassing nearly 17,000 acres of land that includes a historic, walkable downtown, several emerging mixed-use development areas, and large tracts of open space and conserved land. The more densely developed portions of the city are balanced with the surrounding neighborhoods, working farms, forested hillsides, and scenic riverfront shorelines along the Cochecho and Bellamy Rivers that reflect the city's identity within the Seacoast region. These assets attract a wide variety of people and contribute to why so many residents choose Dover as a place to live, raise families, work, and age in place. As housing demand and development pressures increase, Dover has both the opportunity and responsibility to guide future growth in ways that support livability, economic resilience, and environmental stewardship.

Existing Land Use

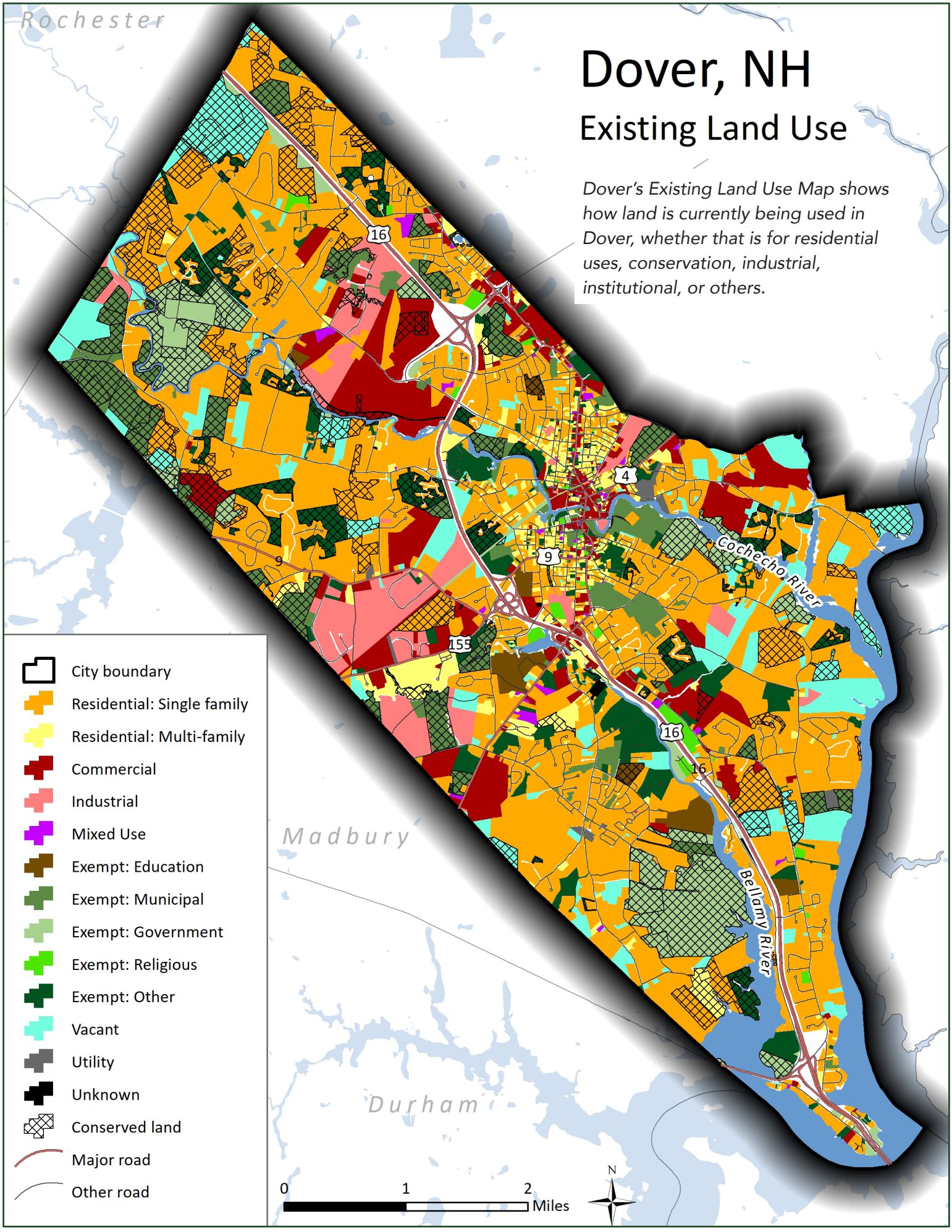
Overall, Dover's land use pattern today reflects a thoughtful balance of urban vibrancy, residential neighborhoods, and rural landscapes.

Residential uses make up the largest share of land use in the city—more than half (52%) of Dover's total land area—with a range of housing types that include compact neighborhoods near downtown and more dispersed, larger-lot homes in rural areas. Commercial and industrial development, which support Dover's strong and growing economy, is concentrated along key corridors like Route 108, Central Avenue, and Sixth Street, and together account for about 14% of the city's land.

Open space, conservation land, and undeveloped parcels are defining features of Dover's landscape. Roughly 22% of the city's land area is permanently conserved, helping to preserve natural resources and rural character. Separately, approximately 9% of the city—about 1,400 acres—is classified as vacant land, of which one-third overlaps with land already under permanent conservation. And, according to the 2020 Culture and Recreation Master Plan chapter, recreation properties account for ~8% of Dover's land area.
As housing and economic development continues, particularly in mixed-use districts and infrastructure-supported areas, Dover must carefully direct growth to suitable locations while protecting its rural edges, agricultural lands, recreation assets, and natural resources.

Dover has 18 primary zoning districts and 9 overlay districts—each designed to regulate land use intensity, dimensional standards, and permitted activities. A significant portion of the city's land area is zoned for low-density residential development, with approximately 37% of parcels located in the R-20 and R-40 zoning districts. At the same time, Dover allows mixed uses (defined on page 16) throughout their zoning districts, reflecting the city's efforts to support development diversity and adaptability.

However, there is an opportunity to continue working to modernize the zoning ordinance to better reflect the "Distinctly Dover" vision. This includes enabling a wider variety of housing types—especially small-scale infill and missing middle housing (defined on page 19) —and further supporting mixed-use design in appropriate locations that meet evolving housing, mobility, and sustainability goals.


Rochester
Dover, NH
Existing Land Use
Dover's Existing Land Use Map shows how land is currently being used in Dover, whether that is for residential uses, conservation, industrial, institutional, or others.
16
4
9
155
Cocheco River
Bellamy River
Madbury
Durham
City boundary
Residential: Single family
Residential: Multi-family
Commercial
Industrial
Mixed Use
Exempt: Education
Exempt: Municipal
Exempt: Government
Exempt: Religious
Exempt: Other
Vacant
Utility
Unknown
Conserved land
Major road
Other road
0
1
2
Miles
N

Demographics and Housing

Dover is experiencing steady housing and population growth, but challenges remain in meeting the needs of all residents.

Dover's population grew by 9.4% between 2013 and 2023, making it the fastest-growing city in New Hampshire over that time period. The city is seeing an increase in single-person households, a growing senior population, and sustained demand from younger adults and families drawn to its many amenities and walkable neighborhoods. In 2023, Dover's median age was 37.6, similar to the county and below the state. Currently, the 25–34 age group is the largest, growing 37% from 2013–2023. School enrollment data indicates a decline in the number of school-age children attending Dover's public schools, reflecting broader census trends showing fewer youths in the community. Between 2019 and 2023, enrollment fell by 9%.

Although approximately 1,440 housing units are approved for construction in the coming years, housing costs in Dover continue to rise faster than incomes. Driven by a persistently tight housing market, the median home price in Dover rose by 36% between 2020-2023 resulting in a median home price of $450,000 by March of 2025. Between 2013 and 2023, median rents nearly doubled, surpassing both county and state averages and placing growing pressure on younger residents, lower-income households, and the local workforce.

The homeownership rate—that is, the percentage of occupied homes that are owner-occupied—is about 51.3% in 2023, with a renter-occupied share of around 48.7%. Roughly 38% of renters are considered cost-burdened, paying more than 30% of their income on housing. And, Dover continues to be a high demand city, where people want to live and work. While new units are primarily multi-family developments and infill development near downtown, there remains a shortage of housing types that are affordable and accessible across all life stages and income levels.

Land use policies play a key role in addressing these challenges. Encouraging compact, mixed-use development, further incentivizing accessory dwelling units (ADUs), and revisiting zoning standards can help support a broader range of housing types. ***As demand grows, Dover will need to continue planning for housing in ways that support walkable neighborhoods, promote equity, and align new development with infrastructure and transportation access.***

Economic Development

Dover's economy is growing steadily, driven by strong employment in healthcare, education, and professional services. The city has become a regional job center with increasing demand for mixed-use development and supportive infrastructure.

Dover's economy plays a central role in shaping land use needs and trends throughout the city. With over 1,500 business establishments, according to the 2020 U.S Census, Dover is the largest employment center in Strafford County and among the top ten employment hubs in New Hampshire. Major employers include Wentworth-Douglass Hospital, Lincoln Financial Group, and Community Partners.

These institutions, among others, clustered in and around downtown, along the Route 108 corridor, and near the hospital campus, drive demand for transportation infrastructure, commercial space, and housing to support a growing workforce. Dover's Central Business District also remains an important commercial area in the city, featuring a diverse array of businesses, offices, and service providers. As Dover continues to experience population and job growth, land use planning will play a critical role in ensuring space for economic expansion while maintaining the city's livability.

To support continued economic vitality, Dover's planning efforts must balance commercial growth with quality design, housing affordability, transportation needs, and the preservation of open space. Economic growth in healthcare, education, professional services, and advanced manufacturing requires thoughtful land use strategies that direct new development toward designated nodes and corridors. ***By aligning land use policies with economic priorities, Dover can sustain its momentum as a regional employment center while reinforcing its identity as a vibrant, inclusive, and well-designed city.***

Transportation

Dover is increasingly prioritizing multimodal transportation—expanding its pedestrian, bicycle, transit, and rail infrastructure—to support walkable development, reduce congestion, and align future land use investments with sustainable mobility options.

Dover's transportation system plays a critical role in shaping land use patterns and supporting future development. Major corridors like Central Avenue, Sixth Street, and Broadway serve as critical arteries for both local circulation and regional access. Traffic congestion—especially during peak commuting hours—has become a challenge in some areas.

At the same time, the presence of the Amtrak Downeaster station positions Dover as a regional hub for rail transit, enhancing access to Boston, Portland, and beyond and supporting transit-oriented development opportunities near the station.

Land use and transportation are closely linked in Dover's growth strategy. The city is actively promoting multimodal connectivity and walkable developments, especially in its downtown and surrounding mixed-use areas, and safe streets for all users, including youth traveling to school. Improvements to sidewalk networks, bicycle infrastructure, and intersection safety continue to be essential to supporting higher-density, pedestrian-oriented land use in these locations. ***Dover's ongoing planning efforts aim to align future land use decisions with investments in transportation infrastructure to ensure that new development is accessible, efficient, and consistent with the city's sustainability and mobility goals.***

Community Resilience

Dover's community resilience efforts focus on sustainable land use, proactive climate adaptation, and thoughtful infrastructure planning that protects natural resources while supporting a healthy, connected, and prepared community.

Dover's approach to land use planning is increasingly centered on building community resilience—ensuring that people, infrastructure, neighborhoods, and ecosystems are prepared for and can adapt to changing environmental conditions. As a city within the Seacoast region with riverfront areas, Dover is vulnerable to flooding, sea level rise, and more frequent extreme weather events. In response, the city is incorporating resilience planning into zoning, infrastructure investments, and capital improvement decisions to reduce risks and improve safety for residents and businesses. This includes mapping hazard areas, supporting and deploying green infrastructure, and encouraging development patterns that reduce exposure to climate threats.

Community resilience in Dover also means protecting the systems and places that contribute to quality of life. To that point, climate resilient lands were also a priority in the 2024 Open Space & Conservation Chapter of the Master Plan. Preserving wetlands, forests, and open space helps manage stormwater and buffer neighborhoods from natural hazards. At the same time, promoting compact, energy-efficient, and walkable development can lower emissions and reduce long-term infrastructure costs. ***As Dover continues to grow, integrating resilience into land use policies will help ensure that neighborhoods remain safe, livable, and sustainable in the face of future challenges.***

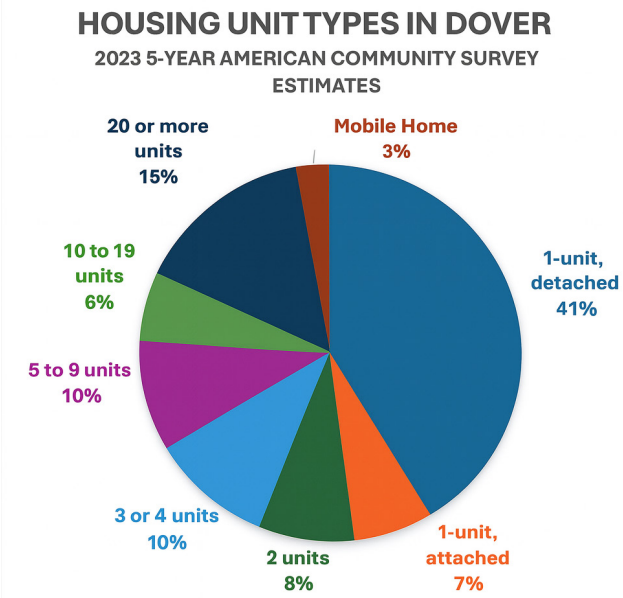
Land use impacts everything.

Land use planning is a crucial process that shapes many aspects of our community. It determines how we travel within our community, the look and feel of our neighborhoods and public spaces, where homes are built, how traffic flows, the locations of parks, and what types of businesses are permitted.

Thoughtful land use planning protects what people value most—scenic views, natural resources, and neighborhood character—while guiding new development to the right places with the right infrastructure. Planning balances growth and preservation, supports affordability and walkability, and helps create livable, inclusive, and resilient communities. Local policies, regulations, and investments ultimately shape the kind of place a community becomes.

A SNAPSHOT OF DATA

2024 MAJOR EMPLOYERS IN DOVER		
Business Name	**Industry**	**Employees**
Wentworth-Douglass Hospital	Healthcare Services	2,668
Lincoln Financial Group	Financial Services	1,032
Community Partners	Counseling and Mental Health Services	494
Strafford County	County	487
Dover Schools/SAU 11	Education	410
City of Dover	Local Government Services	363
Stonewall Kitchen	Manufacturing	225
Hannaford Supermarkets (combined locations)	Retail/Distribution	118
HiRel Systems/Vishay	Manufacturing	94
Randy Whitney	Manufacturing	54
Nemo Equipment	Manufacturing	38
Forward Merch	Manufacturing	37
Agility Manufacturing	Manufacturing	36
Reylco	Distribution	28
Children's Museum of NH	Arts and Entertainment	14
Source: City of Dover (includes only those businesses that responded to employer outreach)		



MEDIAN HOUSEHOLD INCOME TRENDS			
Med. Household Income	**2013**	**2023**	**Growth Rate**
Strafford County	$58,825	$84,869	+44.2%
Dover	$57,389	$92,748	+61.6%
Durham	$71,250	$126,658	+77.7%
Portsmouth	$64,577	$105,756	+63.7%
Somersworth	$53,223	$79,677	+49.7%
Rochester	$62,398	$79,388	+27.2%
Source: 2023 American Community Survey 5-Year Estimates			

HOUSING COST TRENDS						
Year	**Median Purchase Prices**			**Median Rental Prices**		
	Dover	**Strafford County**	**NH**	**Dover**	**Strafford County**	**NH**
2013	$248,475	$200,000	$220,000	$953	$942	$1,108
2014	$243,500	$210,000	$219,000	$958	$974	$1,037
2015	$228,100	$205,000	$221,000	$1,026	$992	$1,069
2016	$233,500	$211,500	$230,000	$1,073	$1,043	$1,113
2017	$268,000	$229,000	$240,000	$1,143	$1,108	$1,143
2018	$290,000	$244,900	$254,000	$1,166	$1,146	$1,177
2019	$288,000	$255,000	$270,000	$1,347	$1,259	$1,251
2020	$315,000	$284,500	$302,300	$1,439	$1,210	$1,283
2021	$365,000	$320,000	$350,000	$1,470	$1,356	$1,373
2022	$403,000	$390,000	$400,000	$1,801	$1,518	$1,510
2023	$430,000	$390,000	$418,000	$1,981	$1,571	$1,644
Source: New Hampshire Housing and Finance Authority						

A SNAPSHOT OF COMMUNITY FEEDBACK

Feedback collected from residents on the complexity of land use planning in Dover indicated some tensions that should be recognized. This feedback illustrates some foundational dilemmas for Dover to be aware of while implementing this Chapter. These are not problems to solve, but priorities to balance in the years ahead:

- **Growth and Preservation:**

  Residents value targeted growth and also emphasize preserving open spaces, rural character, and wildlife habitat.

- **Housing Diversity and Neighborhood Integrity:**

  The need for affordable, flexible housing options (including accessory dwelling units and rental units) appears alongside a strong desire to maintain established neighborhood character and support homeownership.

- **Fiscal Sustainability and Quality of Life:**

  Some residents stress thoughtful development to support the tax base and fund city services, while others worry about impacts on long-term livability, community feel, walkability, access to amenities, and rising costs.

These notable tensions — growth/preservation, housing diversity/neighborhood integrity, fiscal sustainability/quality of life — are important to understand. They each need to be addressed as dual priorities, not solved separately. By recognizing the need for this work we have a better chance of accessing the upsides of each and avoiding the downsides.

3. WHERE WE ARE GOING

As the city implements a future land use strategy that reflects community priorities, growth trends, and the existing land use pattern, its important to keep in mind Dover's recently adopted Vision Statement and Pillars. The Future Land Use Strategy presented in this chapter is a direct expression of the **Distinctly Dover Vision**, adopted as part of the Vision Chapter on July 25, 2023. This vision translates community values into a geographic strategy for how and where the city should grow. It reflects the community's desire for walkable neighborhoods, a thriving downtown, protected natural resources, housing choices, and resilient infrastructure. By aligning land use policies and investments with this vision, the strategy helps ensure that growth in Dover is intentional, inclusive, and reinforces what makes the city special.

VISION PILLARS

1. We are a welcoming, connected, and engaged community with a high level of civic participation and a transparent, responsible local government.

Dover fosters meaningful civic engagement by providing consistent opportunities for residents to participate in decision-making and community life. The City prioritizes clear communication, accessible information, and responsive governance to build trust and strengthen community connections.

2. We are a City with an emerging urban vibrancy, guided by intentional growth to create connected neighborhoods, attractive streetscapes, and accessible open space, while maintaining what makes Dover distinct.

Growth is directed toward walkable, mixed-use neighborhoods with high-quality design, complete streets, and convenient access to parks and open space. Development respects historic character while promoting compact land use patterns, infill, and connectivity between neighborhoods.

3. We have an attractive, thriving downtown, connected to a lively waterfront, that serves as a City center and gathering place, and is known as a destination for visitors, businesses, and community events.

Downtown and the waterfront function as vibrant social, cultural, and economic hubs with active public spaces, diverse businesses, and community gathering areas. Pedestrian-oriented design, enhanced public amenities, and seamless connections to surrounding neighborhoods support year-round activity.

VISION PILLARS

4. We have affordable and attainable housing and support services that are accessible to, and utilized by, individuals, families, and households of diverse backgrounds and needs.

Dover's vision emphasizes a diverse mix of housing types across income levels, ages, and household sizes, supported by policies that increase availability and reduce barriers. Integration of housing with transportation, services, and amenities ensures households can thrive and access daily needs.

5. We are a community committed to supporting, attracting, and expanding business and employment opportunities that foster economic growth and community well-being.

The City supports a resilient and diverse economy by nurturing local businesses, attracting new industries, and providing space and infrastructure for job growth. Workforce development, entrepreneurship, and strategic economic planning ensure long-term prosperity and broad community benefit.

6. We have a robust transportation system that encourages safe and appealing pedestrian, transit, and other alternative transportation options that connect us to the broader region.

Dover prioritizes multimodal mobility through safe sidewalks, bike routes, transit access, and transportation options that reduce reliance on cars. Regional connections and complete streets improve accessibility, safety, and convenience for all travelers.

7. We have outstanding schools, recreation, and cultural activities for all ages, and our community organizations collaborate to provide us a strong foundation and promising future.

High-quality education, diverse recreation opportunities, and strong cultural assets contribute to residents' quality of life. Partnerships among schools, nonprofits, and cultural institutions expand programming, foster lifelong learning, and build a vibrant, inclusive community.

8. We are leaders in incorporating innovation to create resilient and environmentally focused infrastructure, energy, and utility systems to responsibly steward our resources and cherished environment.

The City advances environmental sustainability through resilient infrastructure, renewable energy, modern utility systems, and climate adaptation strategies. Stewardship of natural resources—such as water, open space, and ecological systems—ensures long-term environmental health and community resilience.

4. HOW WE WILL GET THERE

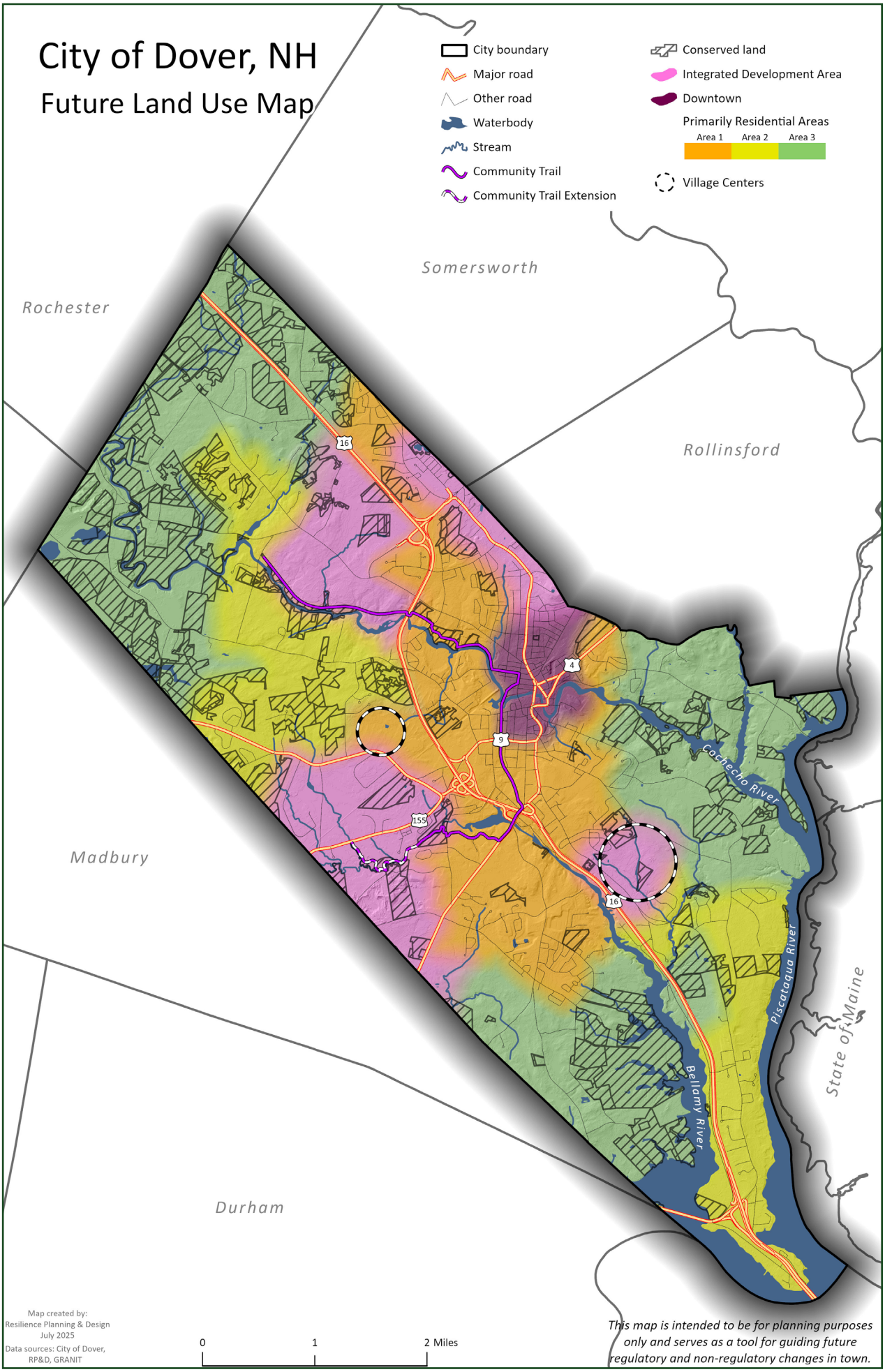
A FUTURE LAND USE STRATEGY

The **Future Land Use Strategy**, provides a visual overview of how land use change, new development activity, infrastructure investment, and resource protection will be guided over the next ten years and beyond. It examines the distinct areas of the community and describes how land use activity will be guided in different ways depending on the location, existing character, desired character, opportunities, and needs of those areas. The Strategy also brings forward elements of Dover's other Master Plan Chapters and incorporates them into a broad policy statement that is a companion to the vision statement. Together they will guide the city over the next decade. Overall, Dover's Future Land Use Strategy aims to balance development needs with the protection of natural resources and open space assets.

The **Future Land Use Map**, shown on page 15, is the visual representation of the Strategy and illustrates primary areas where land use will be guided and shaped. These areas include:

- **Downtown** - which serves as the anchor and community hub within the city
- **Integrated Development Areas** - with two identified village centers for compact, mixed use development and areas characterized by existing or expanding industrial and commercial uses
- **Primarily Residential Areas** - with three sub-areas that each have their own character, land use pattern, and level of development intensity

Each of these areas is connected, to varying degrees, by Dover's transportation network, while the city's open space and conservation land weave between developed areas.


City of Dover, NH
Future Land Use Map
City boundary
Major road
Other road
Waterbody
Stream
Community Trail
Community Trail Extension
Conserved land
Integrated Development Area
Downtown
Primarily Residential Areas
Area 1
Area 2
Area 3
Village Centers
Somersworth
Rochester
Rollinsford
Madbury
Durham
State of Maine
Cocheco River
Piscataqua River
Bellamy River
16
4
9
155
Map created by:
Resilience Planning & Design
July 2025
Data sources: City of Dover, RP&D, GRANIT
0
1
2 Miles
This map is intended to be for planning purposes only and serves as a tool for guiding future regulatory and non-regulatory changes in town.

DOWNTOWN

Dover's Downtown is the heart of the city—a place where people come to connect, gather, and experience a sense of community.

Dover aims to focus on increasing mixed-use activity—residential, commercial, and social—in this area to support a vibrant sense of place where people can live, shop, dine, recreate, and work. To this end, future land use change in the Downtown will prioritize infill development and the thoughtful redevelopment of underutilized sites that enhance the area's character and vitality. This activity-rich district should continue to be a hub for small business development and entrepreneurship, fostering spaces where businesses can thrive and residents can easily access goods, services, and jobs within walking distance of their homes.

To strengthen community connections, the Downtown must support a mix of housing types—ranging from upper-story units in mixed-use buildings and medium- to large-scale multi-family housing—designed to fit seamlessly into the historic fabric. The vision is for a mixed income Downtown to ensure a diverse and inclusive community where people of all ages and incomes can live and engage with one another.

To this end, the Downtown should offer a higher level of activity and intensity than other areas of the city, while remaining welcoming, accessible, and human-scaled. Continued use of form-based zoning and design standards will guide redevelopment that is context sensitive and integrates harmoniously with existing structures while supporting a walkable, attractive streetscape. Prioritizing public access to the waterfront, open space areas, and green infrastructure is equally important—because Dover aims to bring nature into the city center to support community well-being, environmental sustainability, and climate resilience. Public parks, the riverfront, and green corridors are essential gathering places that promote social cohesion and access to nature for all.

WHAT IS MIXED-USE? Mixed use refers to development that combines residential, commercial, cultural, institutional, or industrial uses within a single building, site, or neighborhood, designed to promote walkability, reduce reliance on cars, and create vibrant, connected communities.

WHAT IS MULTIMODAL? Multimodal transportation refers to a system that supports multiple forms of travel—such as walking, biking, driving, and public transit—ensuring people can move safely and efficiently using the mode that best suits their needs.

Transportation connectivity is also a central goal. Dover intends to create safe, multimodal routes that link Downtown to other parts of the city, especially the surrounding neighborhoods and mixed-use nodes—making it easy to get there by foot, bike, bus, or car. Reducing car dependence and encouraging walkability and transit use will improve accessibility, reduce congestion, and support Dover's climate and sustainability goals. A Downtown for everyone means accessible public spaces, affordable housing options, and inclusive community design that fosters civic pride, prosperity, and connection.

NATURE-BASED CLIMATE SOLUTIONS

NATURE BASED CLIMATE SOLUTIONS are strategies that use natural systems—such as forests, wetlands, rivers, and soils—to help reduce greenhouse gas emissions, improve resilience to climate impacts, and enhance overall ecosystem health. These solutions include protecting and restoring forests, expanding tree canopy in urban areas, conserving wetlands to manage flooding, and using green infrastructure like rain gardens and vegetated buffers to absorb stormwater. Integrating these strategies into zoning, subdivision design, and land use planning supports climate resilience while enhancing quality of life and preserving Dover's natural character.

INTEGRATED DEVELOPMENT AREAS

Dover's Integrated Development Areas are characterized by a blend of commercial, light industrial and residential land uses.

Some serve as key entry corridors into the city, while others are distinct mixed use development nodes or active industrial parks. These areas—such as the Central Avenue corridor, the Spaulding Turnpike exits, and the Knox Marsh Road and Littleworth Road corridors—offer critical opportunities to:

- promote mixed-use development that support both economic and housing goals
- encourage growth of high-employment commercial and industrial development (such as manufacturing, life sciences, or medical sectors), and;
- support Dover's growing workforce and existing businesses, while reinforcing Dover's identity as a dynamic, connected community.

While each of these areas has its own mix of uses and distinct character, the intent is to encourage the transformation of corridors into multi-modal, walkable, internally connected places, similar to the Pointe Place development off of Dover Point Road, where commercial and residential development coexist in cohesive neighborhoods. Littleworth Road presents a promising opportunity for future development that aligns with Dover's land use and economic goals. Situated near existing infrastructure and in close proximity to employment centers, the area is well-positioned to support a mix of light industrial, commercial, and potentially residential development. Improved transportation connections from Downtown and the surrounding neighborhoods to Littleworth Road are a priority, especially to enhance access for the local workforce and reduce reliance on personal vehicles. With strategic planning, this corridor can support job creation, increase tax revenue, and serve as a key mixed-use employment hub in Dover's future growth strategy.

Future land use policy should promote redevelopment and infill development that includes a diversity of housing types—from single-family homes to townhouses and multi-family dwellings—alongside retail, office, and service-oriented businesses. However, existing industrial development should also be maintained, as it plays an important and unique role in the city's economy. Transfer of Development Rights (TDR) programs can be strategically used to focus growth in these areas, relieving development pressure from more rural parts of the city.

Given their proximity to the Community Trail, many of these areas are well-positioned to support sustainable, multimodal transportation that could also serve as city-wide connectivity corridors. As development continues, future investments should expand and connect the Community Trail to each Integrated Development Area and to the Downtown and key residential neighborhoods. Improved transit service and road connections—particularly between Downtown, Dover's industrial parks, and Littleworth Road—will be essential to better serve workers, residents, and businesses.

In areas such as the Central Avenue and Knox Marsh corridors, land use planning must also consider natural resource protection. These gateways contain important groundwater recharge areas that should be preserved through smart design, open space integration, and low-impact development practices. The goal is to guide growth that is vibrant, inclusive, and environmentally responsible, while strengthening transportation access, housing diversity, and economic

PRIMARILY RESIDENTIAL AREAS

Dover's Primarily Residential Areas vary from each other by their intensity of development and the mix of land use activity, but they are all similar because residential uses are the predominant land use type. There are three distinct primarily residential areas in Dover where the primary focus is on maintaining and creating neighborhoods that have a distinct sense of place and community, ensuring a variety of housing types for people of all ages, incomes, and abilities, and balancing the protection of natural resources as future development occurs.

AREA 1:

Encircling Dover's vibrant Downtown, this area serves as a critical transition between the city center and the more suburban and rural parts of the community. It encompasses neighborhoods found in parts of Central Avenue and Back River Road and within the Heritage Residential District, such as the Silver Street and Locust Street neighborhoods. It is characterized by a higher intensity of development, walkable streets, diverse housing types, and a strong sense of identity. Dover envisions these neighborhoods remaining primarily residential, supported by thoughtful infill and redevelopment that reinforces their historic charm and neighborhood character.

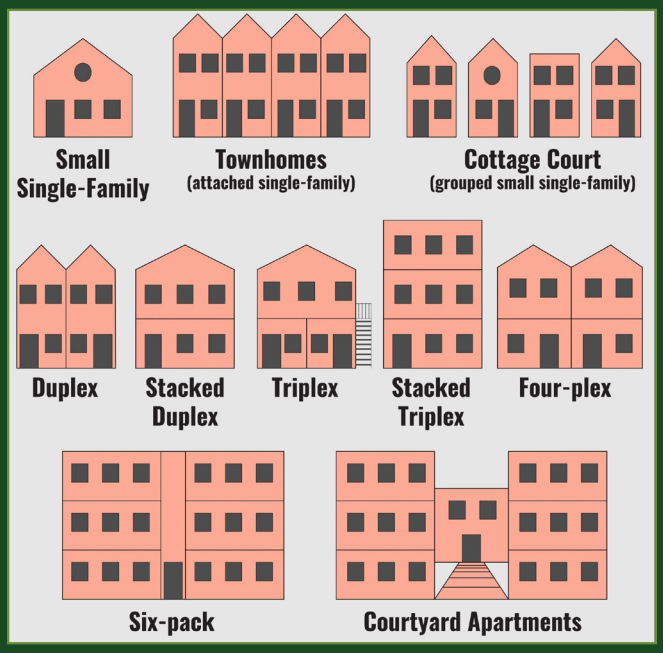
These neighborhoods currently include a variety of housing options—from single-family homes to accessory dwelling units, two-, three-, and four-family structures. Dover intends to preserve this diversity to promote multigenerational and transitional housing that can meet the needs of residents at different life stages and income levels. Any new development or redevelopment should reflect the established scale and pattern of the neighborhood, ensuring that change integrates smoothly with its surroundings while building on the area's history and character.

Maintaining strong connections—both physical and social—is central to the future of these neighborhoods. These areas are well-served by sidewalks and are ideal for biking and walking, especially for residents commuting to Downtown or accessing nearby parks, schools, and civic spaces. Improving these connections further—through bike infrastructure, safe crossings, and greenways—will support active transportation and strengthen neighborhood-to-downtown ties. Portions of these neighborhoods also connect to Dover's surrounding conserved lands along the Bellamy and Cochecho Rivers, offering opportunities for outdoor recreation and deeper integration with the city's natural landscape.

EXPANDING DOVER'S HOUSING DIVERSITY

Dover is aiming to create a balanced and diverse housing stock within the city. Often this is referred to as missing middle housing or a range of housing types—such as duplexes, triplexes, fourplexes, townhomes, and cottage courts—that offer a scale between single-family homes and large apartment buildings. These housing types can blend into existing neighborhoods while providing more diverse, attainable options for residents of all phases of life.

In Dover, missing middle housing can be thoughtfully integrated across a variety of land use areas—from infill housing above shops in the Downtown, to small clusters of duplexes in walkable neighborhood corridors, to open space subdivisions in more semi-rural areas that offer smaller homes while preserving natural resources. This flexibility helps support affordability, walkability, and a vibrant community fabric across the city.



AREA 2:

This area represents transitional residential development that bridges the city's in-town neighborhoods adjacent to Downtown with its more rural and conservation-focused residential development on the outskirts of Dover. This area is characterized by conventional single-family housing patterns, including open space subdivision developments, typically found in the R-40 district, with some areas served by municipal sewer and water infrastructure. The layout of these areas supports gradual shifts in development intensity—from higher-density areas via main roads and sidewalks to low-density areas via smaller roads, trails, and green buffers.

Dover envisions these neighborhoods continuing to function as primarily residential places that offer privacy, community, and connectivity. Future development should promote compatible alternative housing options such as smaller-lot single-family homes, duplexes, or cottage-style subdivisions where appropriate. Continuing to encourage open space subdivision designs in this area can help protect Dover's valuable groundwater resources and wildlife habitat—particularly important in this part of the city—while also introducing more attainable housing types that support a broader range of household needs.

While commercial uses are not envisioned within these neighborhoods themselves, maintaining strong non-vehicular connections to services and amenities remains a high priority. Many subdivisions in this area have included open space set-asides, though much of this land is currently not publicly accessible. Over time, expanding the network of open space set-asides could strengthen neighborhood identity while displaying the creative balance Dover strikes between development and natural resource protection.

AREA 3:

These areas, located primarily in the southern, northwestern, and eastern parts of the city, are defined by their interspersed residential neighborhoods, scenic landscapes, important wildlife habitats, forested land, and natural resources that provide vital ecosystem services—including flood mitigation, water quality protection, carbon storage, and recreational benefits. They reflect the city's commitment to protecting its natural assets, supporting climate resilience, and maintaining the open spaces that many residents value.

Dover aims to preserve the natural character of these areas to support environmental health, biodiversity, and climate resilience. To this end, land use policies should prioritize permanent open space conservation and encourage residential development patterns that are compatible with natural resource protection. Most land in these areas is low-density residential, typically featuring larger single-family lots, or conservation land. However, Dover can guide future development by encouraging or requiring open space subdivisions where appropriate. This approach protects priority environmental areas while allowing for a more diverse range of single-family homes—including smaller, more affordable homes—within a rural context.

In certain parts of the city, open space priorities overlap with residential land use. For example, conserved lands in southern portions of Dover support critical climate resilience objectives such as stormwater absorption and habitat connectivity, while the northwest and eastern conservation areas contain significant wildlife corridors. These goals should shape future land use decisions, with a focus on preserving contiguous open space, maintaining ecosystem functions, and avoiding habitat fragmentation.

Some of these areas are served by municipal water and sewer, while others rely on private wells and septic systems, making thoughtful planning around infrastructure particularly important. As the city continues to grow, enhancing trail connectivity, signage, and bike/pedestrian access will be key to integrating these lands into Dover's broader recreation and mobility network. The goal is to create lasting public and environmental benefits while allowing for limited, well-designed development that is sensitive to the natural setting.

5. NEXT STEPS

The following implementation actions are designed to help Dover translate its future land use strategy and vision into action - supporting intentional growth, protecting natural resources, and preserving the character and vitality of our neighborhoods.

Grounded in community input, local data, and best practices in planning, the recommendations provide a roadmap for how zoning, infrastructure investments, and conservation efforts can work together to promote affordability, sustainability, resilience, and a high quality of life for all residents. Dover has a long history of carefully tracking and reporting on Master Plan implementation efforts, and the effort to implement this chapter will be no different.

These recommendations are organized by type of activity and identify the local department and entities that will be most responsible for carrying out the actions. Each action also identifies a time period for implementation. The following are the time periods for implementation:

- Ongoing Actions, which are continuous or are already being carried out
- Immediate Actions, which should be undertaken in 1-2 years
- Short Term Actions, which should be undertaken within 3-5 years
- Long Term Actions, which will take more than 5 years to be initiated or completed

IMPLEMENTATION RESOURCES

This Master Plan chapter was informed by these resources, and they should continue to be instrumental in working towards the vision for future land use in Dover.

DOVER'S MASTER PLAN

Dover's Master Plan is a long-range planning document that outlines the community's vision and strategic goals to guide future growth, development, and preservation efforts. The Land Use Chapter is interrelated to other chapters like the 2023 Vision Chapter, the 2024 Open Space and Conservation Chapter, and the 2016 Stewardship of Resources Chapter, and should work cohesively together.

NATURAL RESOURCE INVENTORY

Dover's Natural Resource Inventory identifies and maps the city's critical environmental assets—such as wetlands, floodplains, wildlife habitats, forests, and groundwater resources—to support informed land use decisions and long-term resource protection. This should be a driving resource in future open space protection efforts.

2024 LAND USE REGULATION AUDIT REPORT

Dover's 2024 Land Use Regulation Audit Report provides a comprehensive review of the city's zoning and development regulations, identifying barriers to housing diversity, sustainability, and economic development, and offering recommendations to modernize and streamline the code. This should be a helpful resource in determining future zoning changes, especially pertaining to housing, as they align with the future land use vision.

2023 CITYWIDE RESILIENCE PLAN

The Citywide Resilience Plan outlines strategies to prepare Dover for climate-related risks, promote sustainability, and strengthen the city's ability to adapt and thrive in the face of environmental and social change. This should guide the city as it works towards maintaining and ensuring a sustainable land use pattern that meets the city's resiliency goals.

CAPITAL IMPROVEMENT PROGRAM

Dover's Capital Improvement Program (CIP) outlines the city's planned investments in public infrastructure, facilities, and equipment over a multi-year period, helping prioritize projects that support growth, safety, and quality of life. Dover's Capital Improvement Program supports implementation of the Land Use Chapter by prioritizing infrastructure investments in designated growth areas, guiding development, and aligning budgeted projects with long-term goals for livability, sustainability, and resilience.

THE DOVER BUSINESS AND INDUSTRIAL DEVELOPMENT AUTHORITY'S STRATEGIC ECONOMIC DEVELOPMENT PLAN

This Plan outlines a forward-looking strategy to strengthen the city's economic vitality by supporting business growth, workforce development, and placemaking initiatives that align with Dover's community values and long-term vision. As the city directs business growth strategically in the city, this will be a resource to ensure consistency with economic development efforts and ensure they are grounded in the city's vision for future land use.

SRPC REGIONAL MASTER PLAN

The Strafford Regional Planning Commission (SRPC) is updating its regional plan in 2026 that will guide land use, housing, transportation, economic development, natural resources, and quality-of-life policies across its 18 member municipalities. This updated plan will serve as a strategic tool for coordinating cross-town policies, projects, and investments over the coming decade.

The following action items will be tracked and reported on annually to clarify progress being made on implementation efforts.

ACTION MATRIX FOR DOVER'S LAND USE CHAPTER				
#	**Action Item**	**Priority (High, Med, Low)**	**Timeframe (Long, Med, Short, Ongoing)**	**Responsible Party**
1. Transportation				
1.1	Improve multi-modal connectivity, including bike and pedestrian infrastructure, between mixed-use nodes and key destinations (e.g., Pointe Place, Downtown, neighborhoods, businesses, schools) to reduce car dependence and improve safety.			
1.2	Implement recommendations from Dover's recently completed Transit Access Study, which identifies future investments to address needed last-mile access improvements. Last-mile access improvements enhance the connection between major transportation routes and final destinations by adding sidewalks, bike paths, and other facilities that make it easier and safer to walk, bike, or take transit.			
1.3	Monitor Amtrak and Downtown transit loop ridership to inform future transit investments.			
1.4	Continue to expand, and improve, the Community Trail to further connect distinct areas of the Dover.			
1.5	Continue to strategically expand public EV charging infrastructure and promote this infrastructure as part of a broader economic development strategy to increase visitation to Dover's Downtown and other key destinations.			
2. Housing				
2.1	Review, prioritize, and implement recommendations aimed at addressing Dover's housing challenges provided by the Ad-Hoc Committee to Address Community Housing Needs. These include actions like increasing community engagement and education on the benefits of affordable housing and housing programs, expanding affordable and workforce housing options, addressing homelessness and housing insecurity.			
2.2	Expand opportunities for Missing Middle Housing by allowing a wider range of 2–4 unit dwellings by right in appropriate zoning districts, in an effort to increase housing diversity and walkable neighborhood living.			
2.3	Promote mixed-income neighborhoods by implementing equitable housing policies that ensure a range of housing options within new developments, supporting economic diversity and housing choice throughout the city.			

#	Action Item	Priority (High, Med, Low)	Timeframe (Long, Med, Short, Ongoing)	Responsible Party
2.4	Encourage the development of pocket neighborhoods and cottage courts—small clusters of homes oriented around shared open space—to provide diverse, community-scaled housing options that fit within existing neighborhoods. Update zoning and design standards to allow this form of infill development in walkable areas while maintaining or enhancing the character of existing neighborhoods.			
2.5	Promote adaptive reuse of existing structures and historic buildings to support housing and mixed-use development opportunities while preserving Dover's architectural character.			
2.6	Incentivize mixed-income and upper-story housing in the Downtown to foster diversity and livability.			
2.7	Continue to identify and promote financing tools that make it easier for homeowners to build or convert accessory units, expanding housing options for residents of all ages and incomes.			
2.8	Collaborate with local businesses and financial institutions to develop programs designed to increase housing access in appropriate locations within the city.			
2.9	Develop an online Housing Dashboard to track and share information on current and recently approved housing developments in Dover.			
3. Economic Development				
3.1	Collaborate with the Dover Business and Industrial Development Authority and other partners to ensure Dover's regulations, within appropriate areas of the city, are business friendly.			
3.2	Review and update land use ordinances to expand opportunities for context-sensitive and small-scale commercial development, such as incremental business spaces, accessory commercial units, or refined home occupation standards.			
3.3	Identify strategies and locations to support small business development, including a possible small business incubator.			
3.4	Support opportunities for small businesses to own their buildings through targeted programs, partnerships, and flexible zoning.			
3.5	Review current Economic Revitalization Zone and RSA 79-E policies, and target locations and areas identified for future commercial growth.			

#	Action Item	Priority (High, Med, Low)	Timeframe (Long, Med, Short, Ongoing)	Responsible Party
3.6	Expand "Discover Dover" initiatives to market conservation land, open space, recreation, and quality of life as economic assets.			
3.7	Educate local employers and property owners about the Transfer of Development Rights (TDR) Program to encourage reinvestment and efficient land use in Dover's employment areas.			
4. Natural Resource Protection and Community Resilience				
4.1	Continue the protection and stewardship of Dover's natural resources and open space resources according to the Natural Resource Inventory and the plan laid out in Dover's Open Space and Conservation Master Plan Chapter.			
4.2	Expand public access to the waterfront and open space parcels, including green corridors, riverfront parks, and urban green spaces.			
4.3	Integrate nature-based climate solutions (e.g., green roofs, rain gardens, urban tree canopy, no and low mow areas, pollinator gardens) into municipal land management and future redevelopment projects.			
4.4	Ensure climate resilience strategies are embedded in growth scenarios and infrastructure planning, especially in vulnerable areas and flood prone locations.			
4.5	Partner with regional universities, environmental organizations, or state agencies to conduct a study that quantifies the value of Dover's ecosystem services—such as flood mitigation, water filtration, and carbon storage—to inform land use planning and highlight the economic and environmental importance of conservation.			
5. Land Use				
5.1	Continue implementing and refining form-based zoning and design standards to ensure high-quality, context-sensitive infill development and redevelopment projects.			
5.2	Encourage infill and redevelopment of underutilized sites to increase housing, mixed-use, commercial and industrial development opportunities.			
5.3	Implement changes to the Transfer of Development Rights (TDR) Ordinance based on recommendations from the TDR subcommittee.			

#	Action Item	Priority (High, Med, Low)	Timeframe (Long, Med, Short, Ongoing)	Responsible Party
5.4	Explore the use of pattern zoning—drawing on Lebanon New Hampshire's example—as a tool to guide context-sensitive residential development. Pattern zoning identifies and codifies the scale, form, and design of existing neighborhoods so that new development fits seamlessly with Dover's character while allowing for more predictable, streamlined permitting.			
5.5	Promote mixed-use redevelopment while preserving existing industrial activity within the Integrated Development Areas, including along Central Avenue, Knox Marsh Road, and Littleworth Road.			
5.6	Guide density increases in residential areas in a reasonable and context-sensitive way according to Dover's Future Land Use Strategy.			
5.7	Balance the protection of Dover's open space assets and future compatible housing development in the residential areas on the outskirts of the city.			

APPENDICES

Existing Conditions Summary

2025 Land Use Chapter

Dover, New Hampshire

May 13, 2025

RESILIENCE
Planning & Design LLC

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Introduction

The Existing Conditions Summary was created to provide a baseline understanding of data, trends, needs, and opportunities on a variety of topics that influence land use. This document will serve as a resource to directly inform the Land Use Chapter and will serve as a basis to explore future land use scenarios and possibilities.

Existing Land Use

Successful land use planning reveals its impact over time, and Dover is now seeing the results of decades of thoughtful effort. These planning efforts have shaped a vibrant, historic downtown; a mixed-use core that serves residents and visitors; protected rural areas; and distinct neighborhoods. Infill development has preserved community character, while open space and recreation areas connect rural and urban parts of the city. As a regional leader in planning, Dover continues to guide growth with recent work, like the Conservation and Open Space Chapter. The upcoming Land Use Chapter will build on this legacy, aiming to balance natural resource protection with the city's ongoing growth needs by first understanding existing land use patterns.

Existing Land Use

With the help of the Land Use Chapter Committee, the existing land use classifications in this section were created from the nearly 100 unique land use codes in the City of Dover's Assessing data. The codes were aggregated to determine the 13 existing land use classifications seen in Table 1. The simplified Assessing data was then linked to the nearly 9,000 individual parcels in Dover, such that each parcel in Dover is associated to one land use classification, which is seen in Map 1, while Map 2 includes conserved lands with land use.

Residential uses account for more than half of Dover's existing land use. Single-family residential properties account for most of Dover's land area with an average size of each lot being 1.2 acres. While multi-family residential properties are found throughout the City, they are mostly congregated within 1 mile of the downtown area (as measured from the Cochecho Mill Courtyard).

Table 1: Dover Existing Land Use
Source: City Assessing and GIS data

Existing Land Use	Acres	Percent of Dover's land area	Acres conserved	Percent conserved
Commercial	1,429	9%	113	8%
Exempt: Education	196	1%	32	16%
Exempt: Government (county, state, federal)	1,027	7%	845	82%
Exempt: Municipal	1,209	8%	845	70%
Exempt: Other	1,189	8%	511	43%
Exempt: Religious	104	1%	-	-
Industrial	814	5%	32	4%
Mixed Use	64	0%	-	-
Residential: Multi-family	621	4%	83	13%
Residential: Single-family	7,405	48%	868	12%
Unknown	40	0.3%	-	-
Utility	52	0.3%	-	-
Vacant	1,391	9%	430	31%
Total	15,541		3,759	24%

Although commercial uses only account for 9% of the City's land area – with an additional 5% of industrial use – they are dense, highly productive, and represent the primary economic drivers in Dover.

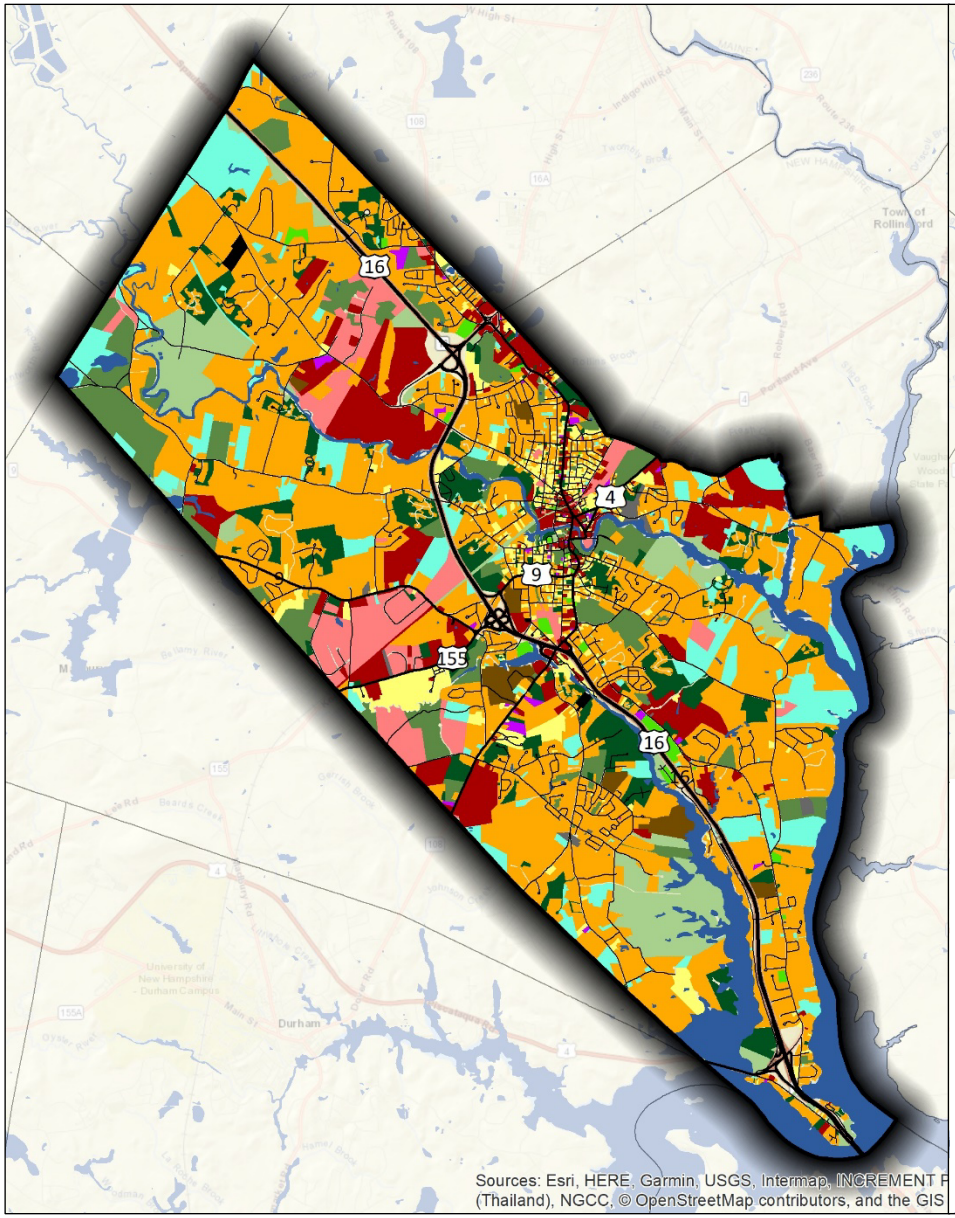
There is also a significant amount of tax-exempt land (combined 24% of land uses in Dover), much of which is owned by the City of Dover or other governmental agencies. Although not exclusively, much of the tax-exempt lands are permanently conserved, which speaks to Dover's continued efforts in protecting its natural resources. To that end, 60% of all tax-exempt lands in Dover are permanently conserved. Furthermore, 70% of municipally exempt lands and more than 80% of government exempt lands are permanently conserved, which, again, displays the importance the City of Dover places on natural resource protection and open space.

Vacant land accounts for 9% of Dover's land area and represents nearly 1,400 acres. Approximately 1/3rd of these lands (430 acres) are permanently conserved. Another 181 acres have some other type of development constraint as defined by the 2025 Conservation & Open Space Chapter of the Master Plan. This leaves 780 acres of vacant land unspoken for.

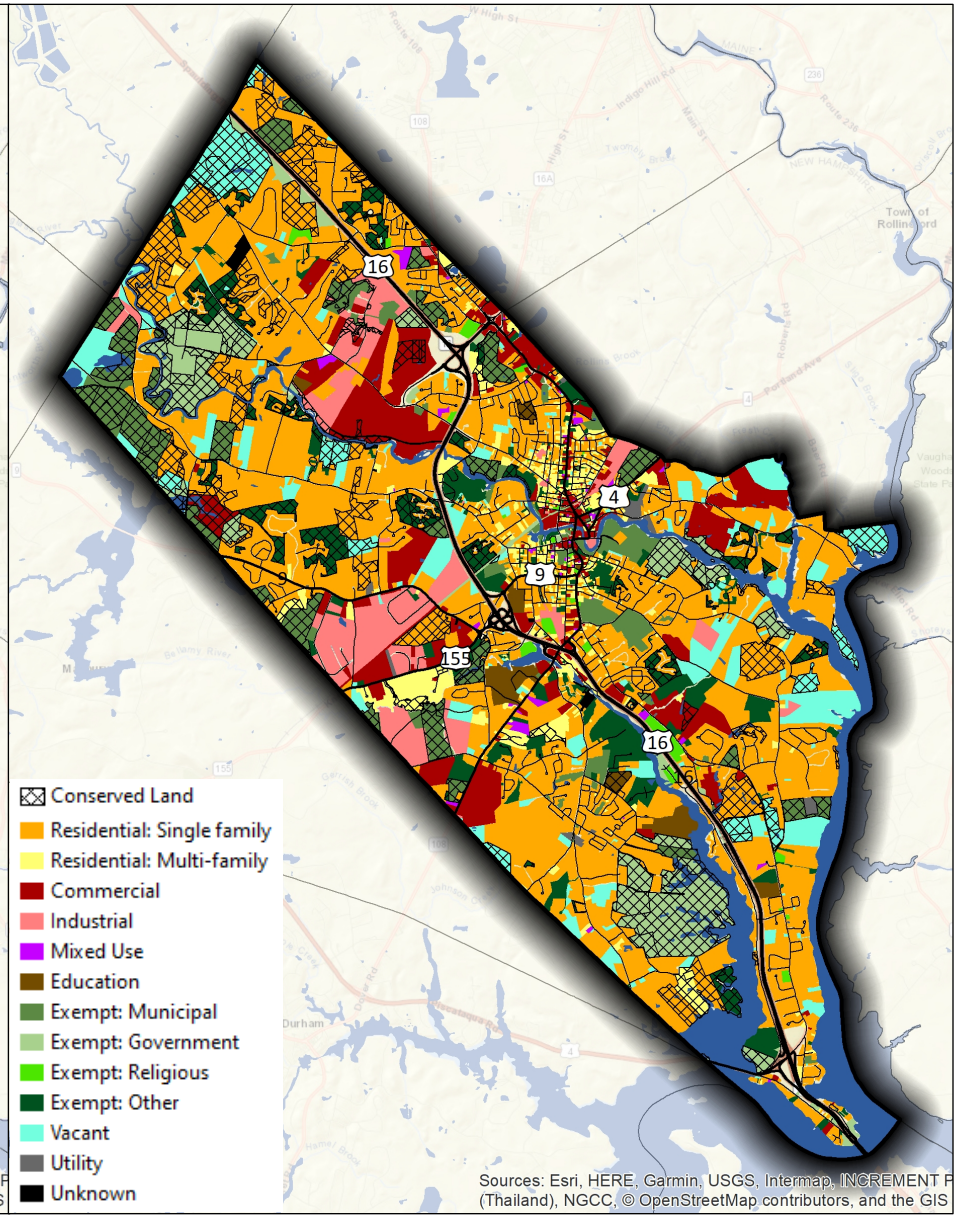
A note about recreation: it has been determined that recreation isn't sufficient to be a standalone land use classification. Although it was included as such in the 2015 Land Use Chapter, it is unclear how that classification was determined. Furthermore, recreation has many definitions and can include, but is not limited to, public playgrounds, municipal athletic fields, private golf courses, and individual properties with trails. Because of the varied definitions for recreation, the overlying land uses provide greater insight into how a particular property is actively being used. For example, a privately owned single-family residence that allows trail access is not a predominantly recreational use. Rather, that property would be single-family residential. Another example would be a private golf course, which would more broadly be considered a commercial use rather than recreational. Because of these recreational nuances, rather than having a recreation land use classification, recreation will be discussed as it relates to the various land uses.

According to the 2020 Culture & Recreation Chapter of the Master Plan recreation properties account for ~8% of Dover's land area totaling 1,470 acres. A more detailed breakdown of the specific recreation properties can be found in the 2020 Chapter, which further differentiates between recreation "sites" and recreation "areas".

Map 1: Existing Land Use



Map 2: Existing Land Use with Conserved Land



Zoning District Analysis

The City of Dover has 15 primary zoning districts and 9 overlay districts. Table 2 provides the details on the area covered by each zoning district. The Zoning Districts Map shows the distribution of these districts throughout Dover. Conducting a zoning and land use analysis provides helpful insight into how each zoning district is actively being used. The following subsections discuss specific zoning districts in detail and provide their subsequent land use breakdown. This analysis is conducted on the parcels within each zoning district and, thus, removes road networks and waterbodies from the calculations. Because of this, the actively used land acres – exclusive of roads and waterbodies – of each zoning district are also shown in Table 2.

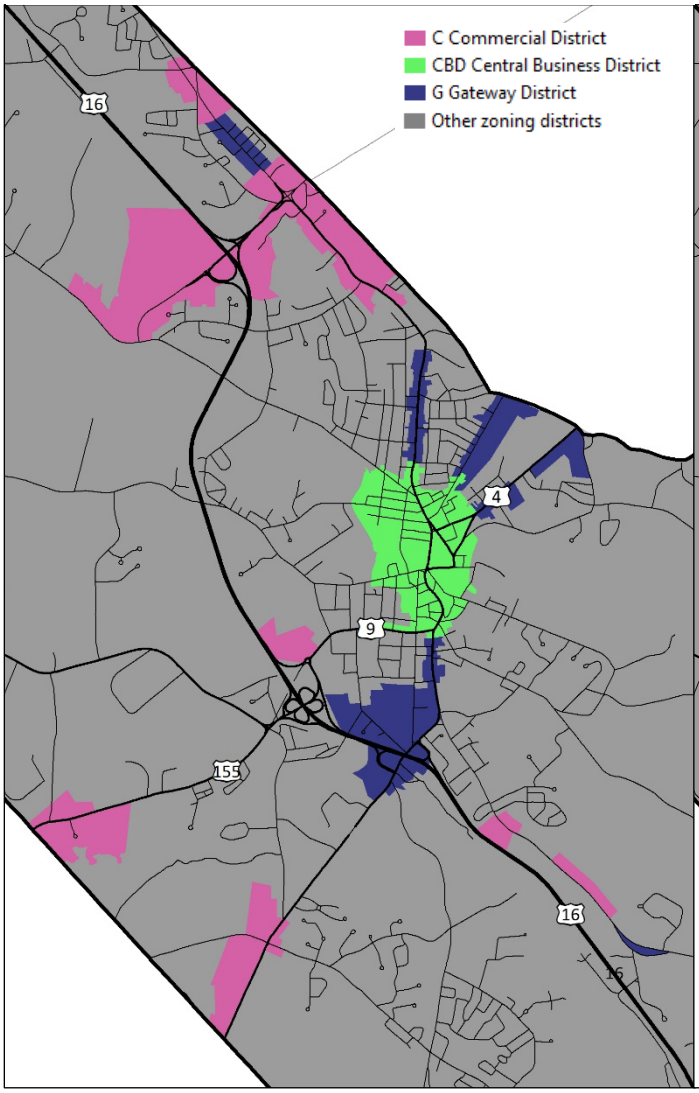
Table 2: Dover Zoning Districts
Source: City Assessing and GIS data

Category	Zoning District	Total Acres	Percent of Dover	Land Acres	Percent of Land in Dover
Core Commercial Districts	C: Commercial	608	3%	484	3%
	CBD: Central Business District	235	1%	172	1%
	G: Gateway	281	2%	214	1%
Additional Commercial Districts	IT: Innovative Technology	1,457	8%	1,377	9%
	CM: Commercial Manufacturing	700	4%	657	4%
	CWD: Cochecho Waterfront District	102	1%	86	1%
Low to Medium Density Residential Districts	R-40: Rural Residential	9,259	50%	8,205	53%
	R-12: Medium-Density Residential	2,552	14%	2,098	13%
	R-20: Low-Density Residential	2,135	11%	1,266	8%
Medium to High Density Residential Districts	RM-SU: Suburban Density Resident	576	3%	456	3%
	RM-U: Urban Density Residential	379	2%	314	2%
	HR: Heritage Residential	166	1%	137	1%
Other Districts	LBW: Little Bay Waterfront	89	0.5%	28	0.2%
	O: Office	17	0.1%	14	0.1%
	H: Hospital	37	0.2%	35	0.2%
	Total	18,593		15,543	

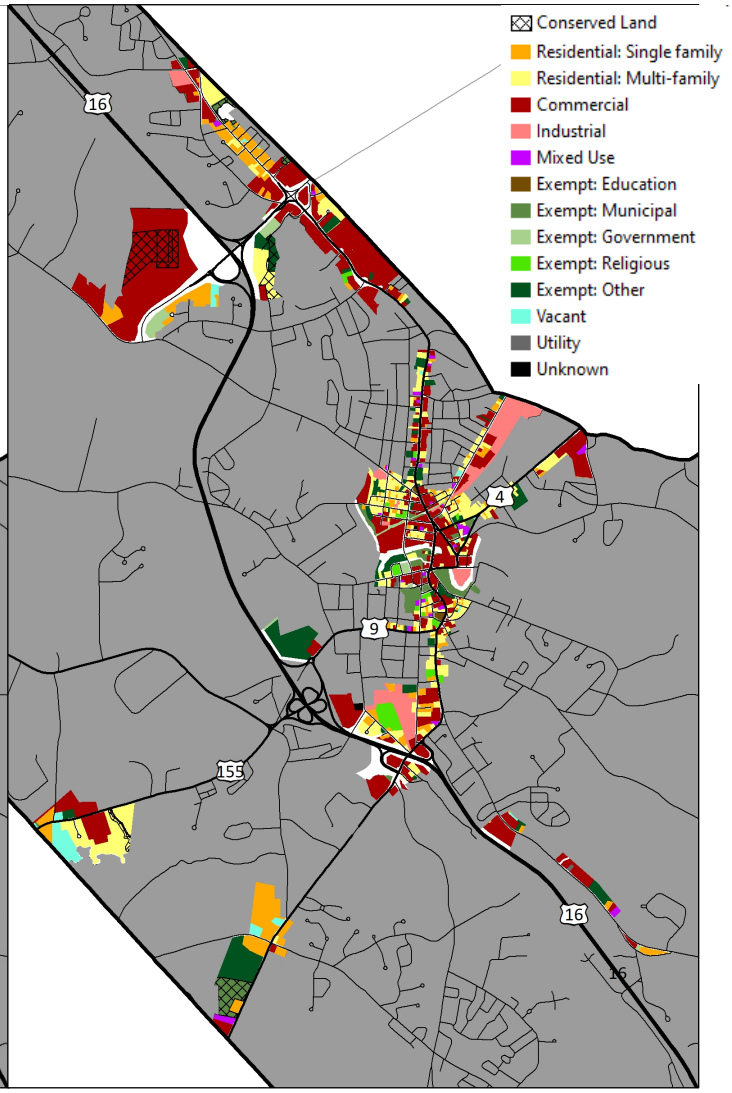
Because of the number and complexity of Dover's zoning districts, this analysis grouped districts into 5 broad categories – Core Commercial, Additional Commercial, Low to Medium Density Residential, Medium to High Density Residential, and Other Districts. These categories will be used to discuss districts with similar themes while allowing space to discuss districts individually.

Core Commercial Districts: Commercial District, Central Business District, Gateway District

Map 3: Core Commercial Districts



Map 4: Land Uses within the Core Commercial Districts



These three core commercial districts – Commercial, Central Business and Gateway – are the three economic drivers of Dover and are shown in Map 3. Although they represent a relatively small percentage – 6% – of Dover's total area, significant economic activity exists in these areas. Collectively, more than half of these districts are actively being used for commercial or industrial activities, which can be seen in Table 3. The Commercial District has the highest percentage of commercial/industrial activity, which accounts of 54% of the district. The Gateway District has nearly the same total combined percentage but has noticeably more industrial uses.

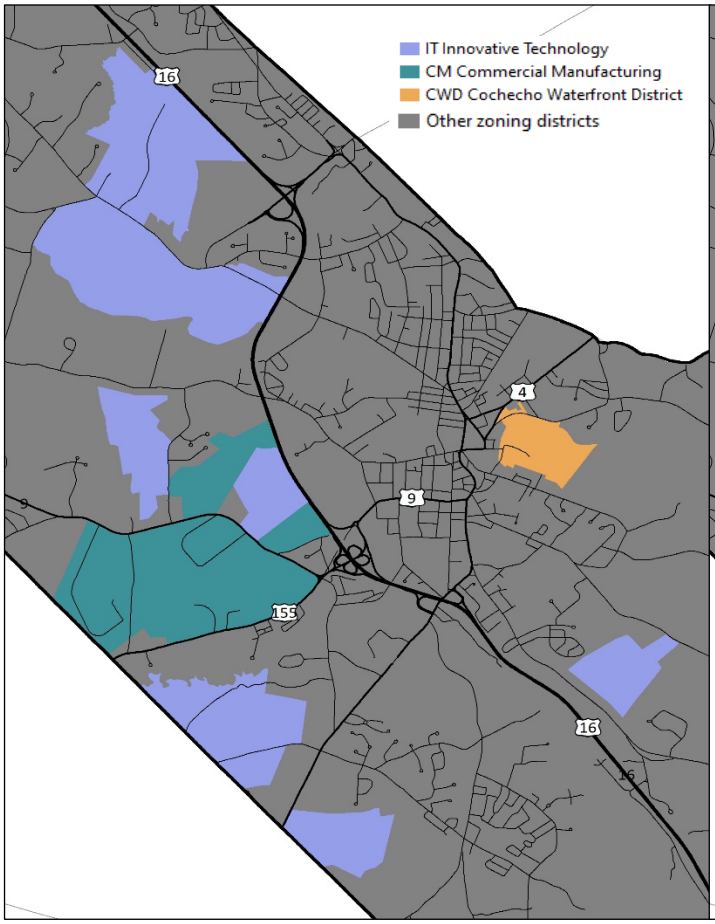
These districts also average more than ¼ of the area as residential uses. The Commercial District has nearly the same amount of single- and multi-family residential uses at 12% and 11% respectively. The Central Business District has 24% multi-family residential with another 5% single-family, whereas the Gateway District has 18% multi-family residential and another 15% single-family. The relatively high percentage of residential uses in these districts shows the density of them. Equally, mixed with the high amounts of commercial/industrial uses in these districts, these downtown drivers are offering dense areas for economic and residential opportunities. Map 4 shows the land uses within these primary commercial districts. These districts contain about ¼ of the ~75 properties that support recreation in Dover. Although several of these properties are owned by the City of Dover, many of them are privately owned with different land uses.

Table 3: Core Commercial Districts
Source: City Assessing and GIS data

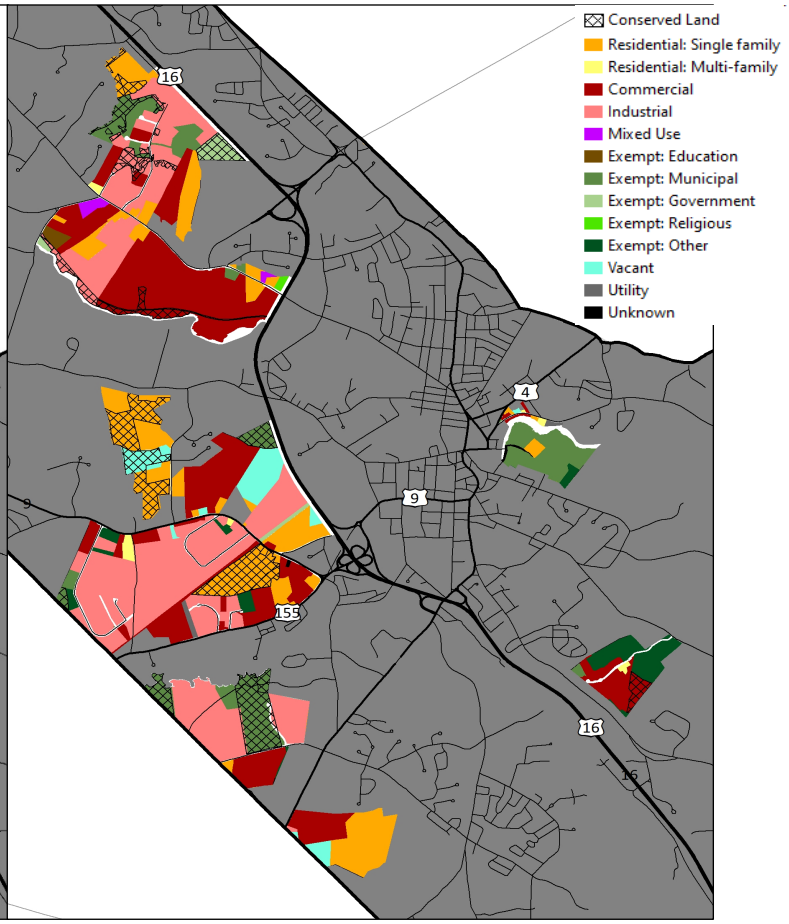
	C: Commercial District		CBD: Central Business District		G: Gateway District	
Land Use	Acres	Percent of District	Acres	Percent of District	Acres	Percent of District
Commercial	254	53%	63	37%	70	33%
Exempt: Education	-	-	1	1%	-	-
Exempt: Govt (county, state, federal)	10	2%	4	2%	-	-
Exempt: Municipal	18	4%	21	12%	1	0%
Exempt: Other	59	12%	14	8%	13	6%
Exempt: Religious	-	-	5	3%	10	5%
Industrial	4	1%	8	5%	43	20%
Mixed Use	4	1%	5	3%	3	1%
Residential: Multi-Family	55	11%	42	24%	39	18%
Residential: Single-Family	60	12%	8	5%	33	15%
Utility	-	-	1	1%	-	-
Vacant	19	4%	-	-	1	0%
Unknown	-	-	-	-	-	-
Total	483	100%	172	100%	213	100%

<u>Additional Commercial Districts</u>: Innovative Technology District, Central Manufacturing District, Cochecho Waterfront District

Map 5: Additional Commercial Districts



Map 6: Land Uses within Additional Commercial Districts



While these districts have a heavy commercial/industrial emphasis, they are not broadly seen as Dover's economic powerhouse mostly because they are not part of the core downtown. Additionally, the density of activity is less than the primary commercial districts. Maps 5 and 6 show the extent of these districts and their associated land uses. Table 4 shows the land use breakdown for these three districts in tabular form.

The Innovative Technology and Commercial Manufacturing Districts still have high amounts of commercial/industrial activities accounting for an average of 63% of the land area. While the land area of these activities is greater than the primary commercial districts, they are much less dense and have limited sense of place being located outside of Dover's core downtown. In contrast to the primary commercial districts, the residential uses in these secondary commercial districts are almost exclusively single-family residential. This again speaks to the lower density

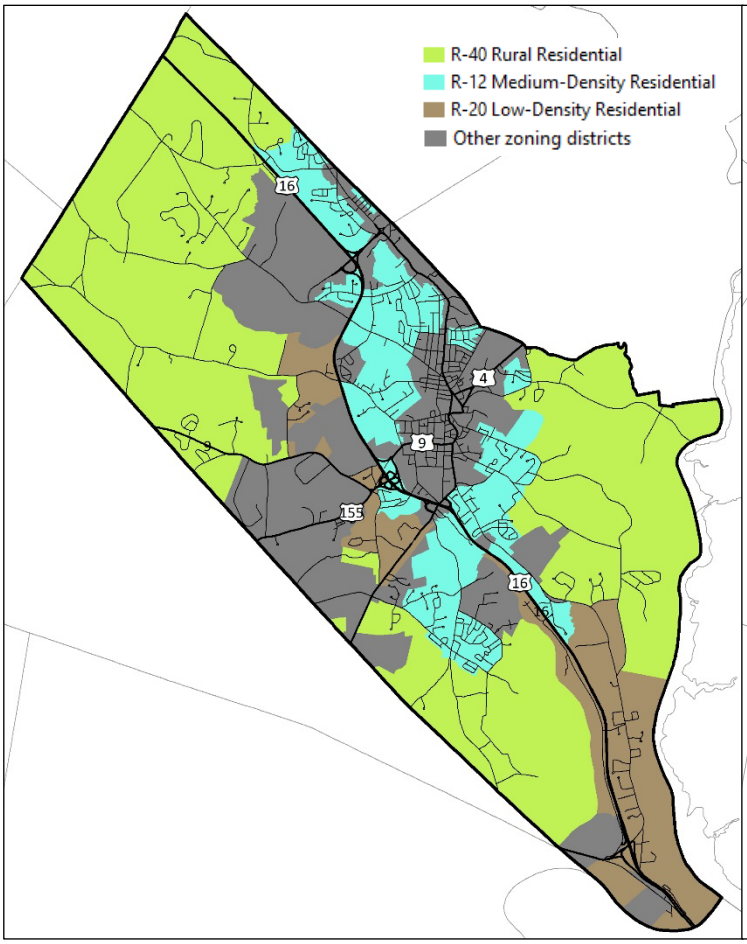
found in these districts. Additionally, 3/4ers of the Cochecho Waterfront is municipally owned, which impacts the density of activity in the district.

Table 4: Additional Commercial Districts
Source: City Assessing and GIS data

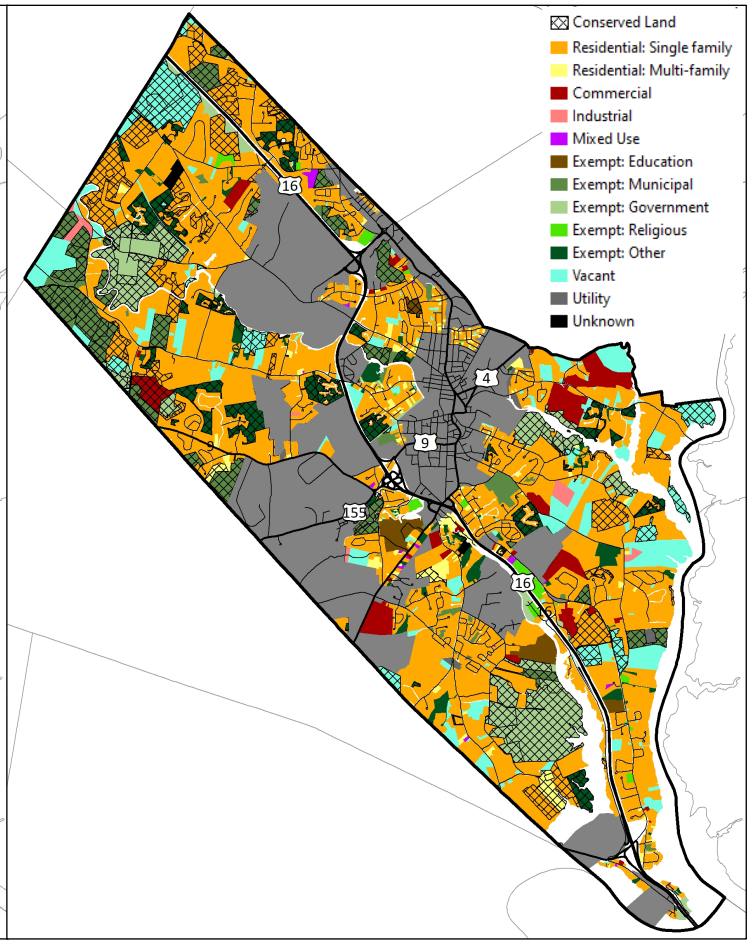
	IT: Innovative Technology District		CM: Commercial Manufacturing District		CWD: Cochecho Waterfront District	
Land Use	Acres	Percent of District	Acres	Percent of District	Acres	Percent of District
Commercial	417	30%	177	27%	3	3%
Exempt: Education	8	1%	-	-	-	-
Exempt: Govt (county, state, federal)	23	2%	2	0%	-	-
Exempt: Municipal	137	10%	24	4%	65	75%
Exempt: Other	50	4%	19	3%	5	6%
Exempt: Religious	3	0%	-	-	-	-
Industrial	378	27%	304	46%	-	-
Mixed Use	9	1%	-	-	-	-
Residential: Multi-Family	4	0%	7	1%	2	2%
Residential: Single-Family	278	20%	113	17%	7	8%
Utility	-	-	4	1%	2	2%
Vacant	70	5%	6	1%	1	1%
Unknown	-	-	1	0%	2	2%
Total	1,377	100%	657	100%	87	100%

<u>Low to Medium Density Residential Districts</u>: Rural Residential District, Medium-Density Residential District, Low-Density Residential District

Map 7: Low to Medium Density Residential Districts



Map 8: Land Uses within the Low to Medium Density Residential Districts



These three districts represent 75% of Dover's total area; because of that, they also represent the largest residential land use by area in the City. Maps 7 and 8 show the extent of these districts and their associated land uses. Table 5 shows the land use breakdown for these three districts in tabular form.

An average of 60% of these districts are residential uses. However, in the Medium- and Low-Density Residential Districts that percentage increases to 69% and 71% respectively. With that said, most residential uses are single-family with only 2% of these total districts being used for multi-family residential. With minimum lot sizes ranging from ~1/4-acre in the Medium-Density Residential District to ~1/2-acre in the Low-Density Residential District to ~1-acre in the Rural Residential District, it's clear to see these districts as residing a large percentage of Dover's residents.

Worth noting is the nearly 25% of exempt land uses in these districts. Of the more than 2,700 acres of exempt land uses in these districts, nearly 3/4ers is permanently conserved. Another 11% (nearly 750 acres) of single-family residential uses have also been permanently conserved. There are also many properties that support recreation in these districts. Of the ~75 properties that support recreational in Dover, more than 40% found in these districts. While several of these properties are owned by the City of Dover and are likely designed primarily for recreation, there are others where the line is less clear. For example, three properties are privately owned single-family residences that allow recreation. Similarly, there are other exempt properties that are privately owned but still support recreation.

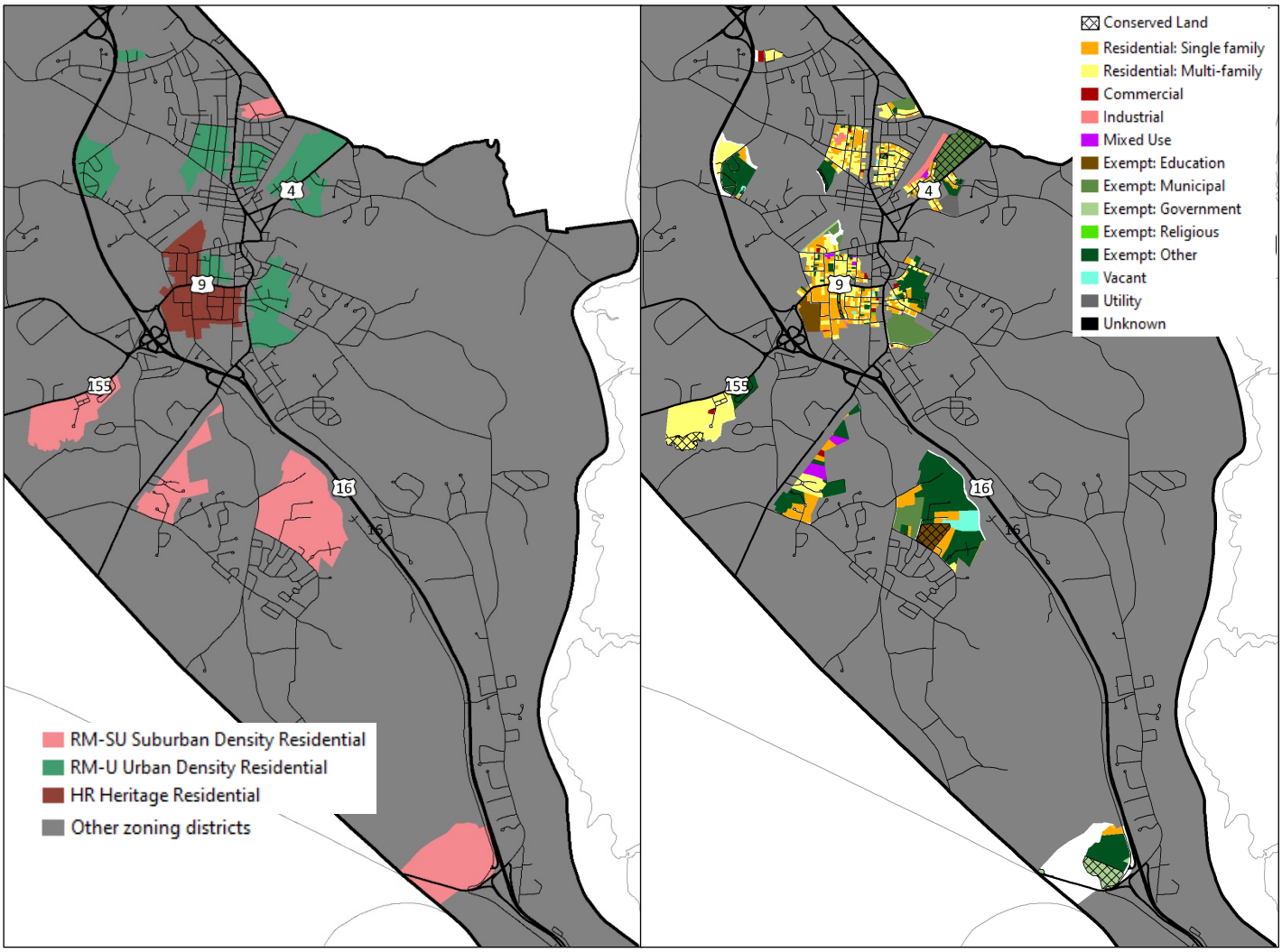
Table 5: Low to Medium Density Residential Districts
Source: City Assessing and GIS data

	R-40: Rural Residential District		R-12: Medium-Density Res District		R-20: Low-Density Res District	
Land Use	Acres	Percent of District	Acres	Percent of District	Acres	Percent of District
Commercial	353	4%	56	3%	12	1%
Exempt: Education	55	1%	14	1%	83	7%
Exempt: Govt (county, state, federal)	871	11%	62	3%	26	2%
Exempt: Municipal	574	7%	212	10%	40	3%
Exempt: Other	511	6%	145	7%	75	6%
Exempt: Religious	11	0%	57	3%	16	1%
Industrial	60	1%	-	-	2	0%
Mixed Use	2	0%	16	1%	8	1%
Residential: Multi-Family	96	1%	123	6%	21	2%
Residential: Single-Family	4,524	55%	1,323	63%	877	69%
Utility	26	0%	6	0%	-	-
Vacant	1,098	13%	74	4%	103	8%
Unknown	24	0%	10	0%	3	0%
Total	8,205	100%	2,098	100%	1,266	100%

Medium to High Density Residential Districts: Suburban Density Residential District, Urban Density Residential District, Heritage Residential District

Map 9: Medium to High Density Residential Districts

Map 10: Land Uses within the Medium to High Density Residential Districts



Although these districts account for only 6% of the total area in Dover, they represent dense residential neighborhoods with a mixture of exempt lands. An average of 43% of these districts represent some form of residential land use. Multi-family residential accounts for between 23-28% of these districts. Single-family residential uses account for nearly half (45%) of the Heritage Residential District, while the other districts are closer to ~13%. These numbers show a residential density that does not exist elsewhere in Dover and, thus, presents a distinctly

different neighborhood feel. Table 6 shows the land use breakdown within these districts. Maps 9 and 10 show the extent of these districts and their associated land uses.

Table 6: Medium to High Density Residential Districts
Source: City Assessing and GIS data

	RM-SU: Suburban Density Res District		RM-U: Urban Density Res District		HR: Heritage Residential District	
Land Use	Acres	Percent of District	Acres	Percent of District	Acres	Percent of District
Commercial	2	0%	4	1%	2	1%
Exempt: Education	18	4%	-	-	17	12%
Exempt: Govt (county, state, federal)	23	5%	-	-	3	2%
Exempt: Municipal	30	7%	75	24%	8	6%
Exempt: Other	197	43%	73	23%	6	4%
Exempt: Religious	-	-	-	-	-	-
Industrial	-	-	14	4%	1	1%
Mixed Use	11	2%	-	-	1	1%
Residential: Multi-Family	106	23%	88	28%	36	26%
Residential: Single-Family	52	11%	47	15%	62	45%
Utility	-	-	12	4%	-	-
Vacant	17	4%	1	0%	1	1%
Unknown	-	-	-	-	-	-
Total	456	100%	314	100%	137	100%

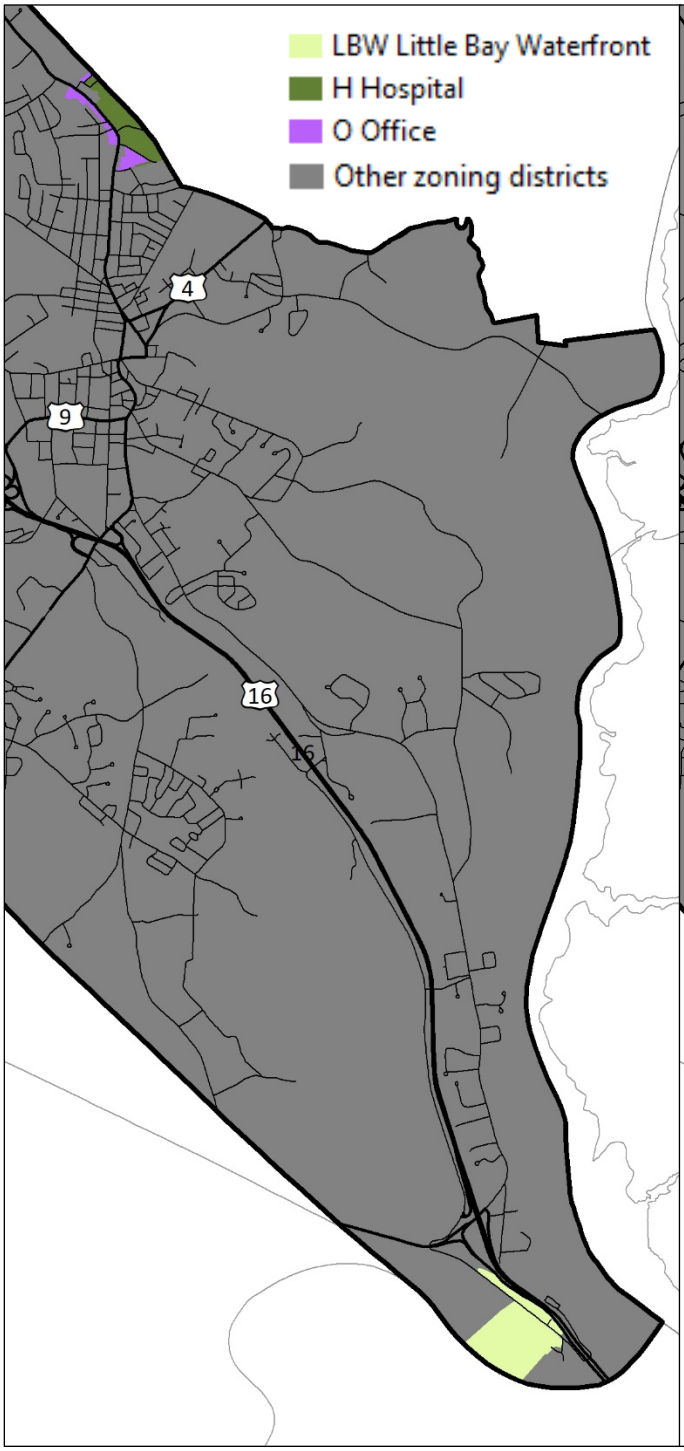
Exempt land uses are also high in these districts, representing an average of 50% of the area. The exempt uses are divers, however, and include education, municipal or government ownership, and others including but not limited to land trusts. To that point, some of Dover's most well-known recreational and open spaces are found in these districts including but not limited to the following:

- Dover ice arena
- Dover skatepark
- Guppey Park
- Jenny Thompson outdoor pool
- Bellamy River WMA east

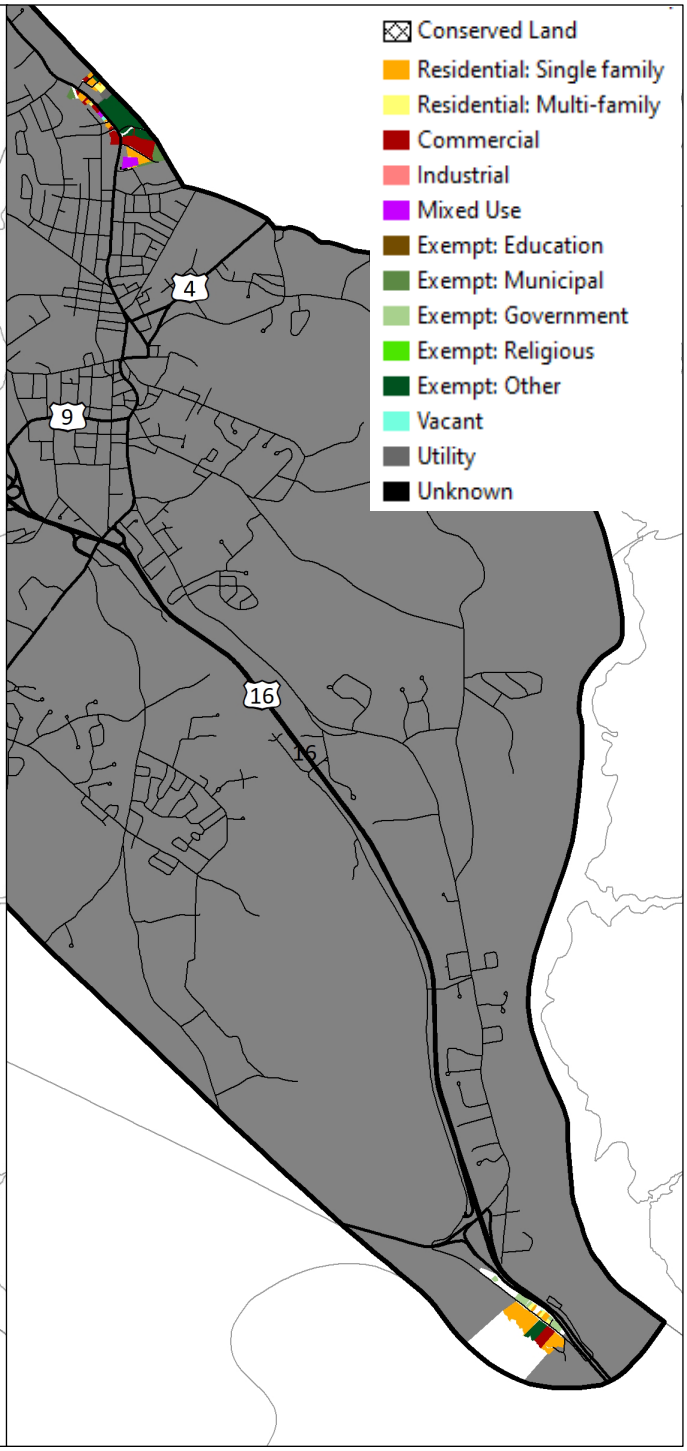
Although many of these properties supporting recreation are municipally owned and, thus, exempt, many others are privately owned. In fact, several properties are primarily classified as multi-family land uses with another being industrial.

Other Districts: Little Bay Waterfront District, Office District, Hospital District

Map 11: Other Districts



Map 12: Land Uses within the Other Districts



These three districts make up less than one-half percent of Dover's total land area. Instead, more than half of the Hospital District is considered an exempt land use because the hospital functions as a non-profit organization. To a similar extent, most of the Little Bay Waterfront District is single-family residential, which gives its primary function. Table 7 shows the land use breakdown within these districts. Maps 11 and 12 show the extent of these districts and their associated land uses.

Table 7: Other Districts
Source: City Assessing and GIS data

	LBW: Little Bay Waterfront District		O: Office District		H: Hospital District	
Land Use	Acres	Percent of District	Acres	Percent of District	Acres	Percent of District
Commercial	4	14%	4	29%	8	23%
Exempt: Education	-	-	-	-	-	-
Exempt: Govt (county, state, federal)	4	14%	-	-	-	-
Exempt: Municipal	-	-	1	7%	4	11%
Exempt: Other	4	14%	-	-	19	54%
Exempt: Religious	-	-	-	-	-	-
Industrial	-	-	-	-	-	-
Mixed Use	-	-	3	22%	-	-
Residential: Multi-Family	1	4%	0.3	2%	1	4%
Residential: Single-Family	15	54%	5	37%	1	3%
Utility	-	-	-	-	2	6%
Vacant	-	-	0.3	2%	-	-
Unknown	-	-	-	-	-	-
Total	28	100%	14	100%	35	100%

2024 Dover Land Use Regulation Audit Report

An Ad-Hoc Committee to address community housing needs was created in 2023 to recommend to the City a list of actions to "encourage and incentivize thoughtful development to meet the housing needs of residents…" In support of those efforts, the Strafford Regional Planning Commission (SRPC) was tasked with completing a regulatory audit of Dover's Land Use regulations and preparing recommendations to assist the City in meeting its housing goals. In addition to the regulatory audit, SRPC conducted a developable land analysis for Dover to "establish a baseline estimate of land available to meet projected housing demand." Once certain constraints to development were removed (conserved land, steep slopes, water, wetlands, and currently developed land), about 26% of the city was "developable" (SRPC made it clear this does not mean "available for development").

With 29% developable acreage, the Rural Residential District (R-40) has the most developable area, which is by design based on the City's zoning design for less dense development and more open space. This zone provides an opportunity for "gentle infill in the form of Accessory Dwelling Units (ADUs) and two-to-four-unit structures." This exercise also identified the Urban Density Residential District (RM-U) with having 64% of the lots as nonconforming, which are lots that are smaller in area than is required by the zoning. In these areas, the City could consider "adjusting zoning standards to bring more lots into conformity to provide more opportunities for infill development."

In Summary

Dover's land use patterns across zoning districts reflect a clear alignment with the City's planning goals. Core commercial areas like the Central Business District, Gateway, and Commercial zones successfully balance residential and commercial uses, creating a vibrant, mixed-use downtown. Other commercial districts—such as Innovative Technology, Commercial Manufacturing, and Cochecho Waterfront—appropriately emphasize non-residential activity. Residential zones also align with their intended densities, with lower-density districts dominated by single-family homes and higher-density areas supporting more multi-family housing near jobs and services. Looking ahead, it will be important for Dover to build on this foundation by continuing to balance development with resource protection, addressing ongoing housing needs, and supporting a strong, resilient economy.

Demographics and Housing

Understanding demographic trends and housing needs is essential to guiding land use decisions that support a vibrant and sustainable future for Dover. As the city's population grows, becomes more diverse, and household compositions shift, there is increasing demand for housing that reflects a range of needs—whether that means smaller units for aging residents, affordable options for young families, or proximity to jobs and services. These changing dynamics directly influence how and where Dover plans for residential development and underscore the importance of aligning housing policy with long-term land use goals.

Population Trends

Based on estimates provided by the US Census, Dover had a 2023 population of 33,070 representing an increase of 2,863 (9.4 percent) since 2013. Dover became the State's fifth most populated community in 2010, as well as the most populated in Strafford County, and this standing continues today. In general, the population has grown in all the neighboring communities within the region Dover is situated. Between 2013 and 2023, Dover's population has been growing significantly faster than neighboring cities of Portsmouth (2.2%), Somersworth (2.4%), and Rochester (3.9 %). Dover's rate of population growth has been higher than the county's and the state's. According to population projections from the NH Office of Planning and Development, Dover's population is anticipated to continue increasing looking out to 2050.

Table 1:	**Population**		**Change 2013 to 2023**	
Community	2013	2023	Number	Percent
Dover	30,207	33,070	2,863	9.4%
Durham	9,907	10,577	670	6.8%
Eliot, ME	6,234	6,978	744	11.9%
Madbury	2,055	2,121	66	3.2%
Newington	798	899	101	12.7%
Portsmouth	21,237	22,332	1,095	5.1%
Rochester	29,801	32,866	3,065	10.3%
Somersworth	11,780	12,060	280	2.4%
Strafford County	123,836	133,243	9,407	7.6%
New Hampshire	1,323,458	1,402,054	78,596	5.9%

American Community Survey 5-Year Estimates

Age

Dover's median age as of 2023 was 37.6 years old, which is comparable to the median age of the county and lower than the state. The most prominent age group in Dover is the 25-34 year old age cohort, which increased by 37% between 2013-2023, while the 34-44 year old age cohort grew 8% in that timeframe. The number of youths below 19 years of age in Dover have been declining, showing a 17% decrease between 2013 and 2023. The 60-64 year age cohort has increased by 34% between 2013 and 2023, while the 65-74 year age cohort has increased by 68%, indicating an aging population in Dover which mirrors trends seen county and state wide. Dover's aging population and its growing young adult and working professional population are all seeking a range of housing

opportunities, and the community should consider the tools available to create the diverse types of housing desired.

Table 2: Median Age

Year	Dover	Strafford County	New Hampshire
2013	36.1	36.9	41.5
2018	36.1	36.9	42.7
2023	37.6	37.9	43.2

American Community Survey 5-Year Estimates

Table 3: Population by Age Group

	Dover				Strafford County			New Hampshire		
Age Group	2013	2018	2023	2023 % of Pop.	2013	2018	2023	2013	2018	2023
Under 10 years	3,432	3,564	2,850	8%	13,537	13,114	12,045	114,630	136,082	131,707
10-19 years	3,560	2,664	2,965	9%	17,937	17,813	17,498	176,224	165,261	166,381
20-24 years	3,154	2,897	3,442	10%	12,988	14,069	13,131	85,126	90,164	85,524
25-34 years	4,463	6,079	6,131	18%	14,767	16,252	18,018	147,022	161,541	175,865
35-44 years	3,966	3,541	4,312	13%	15,599	14,370	15,737	172,458	155,671	168,194
45-54 years	4,376	3,940	3,754	11%	18,833	17,390	15,535	222,200	200,920	177,065
55-59 years	2,061	2,131	2,199	7%	8,796	8,980	9,740	99,383	110,487	107,739
60-64 years	1,291	1,779	1,734	5%	5,994	8,087	8,268	85,046	95,512	109,834
65-74 years	1,872	2,590	3,160	10%	8,414	10,749	13,231	104,075	135,715	165,496
75+ years	2,032	2,131	2,523	8%	6,971	7,413	8,540	83,007	92,269	105,029

American Community Survey 5-Year Estimates

School Enrollment

School enrollment numbers show a decrease in the population of school-age children enrolled in Dover's school system, and this matches the declining number of youths seen in the census figures. From 2019 to 2023, the enrolled school-age population decreased by 9%.

Table 4: Fall School Enrollment Numbers

School Enrollment	2019	2020	2021	2022	2023
Kindergarten	264	193	247	249	244
Elementary	1,361	1,335	1,238	1,244	1,210
Middle	885	834	856	814	798
High School	1,204	1,244	1,242	1,199	1,123
Total	3,714	3,606	3,583	3,506	3,375

NH Department of Education

Households

The number of households continue to increase in Dover, while household sizes are decreasing. Strafford County is also seeing a similar trend, with Dover having a smaller average household size comparatively. The need for additional housing units in New Hampshire communities of all sizes is expected to continue to increase as the number of small households of one to two people increases. Older adults often look to downsize, either upon becoming "empty nesters" or when seeking more accessible, single-story-living arrangements. Young and emerging adults similarly

seek modestly sized units as "starter homes." In some cases, both groups find they are competing for the same types of units, which often leaves out young and emerging adults who may lack existing assets/capital.

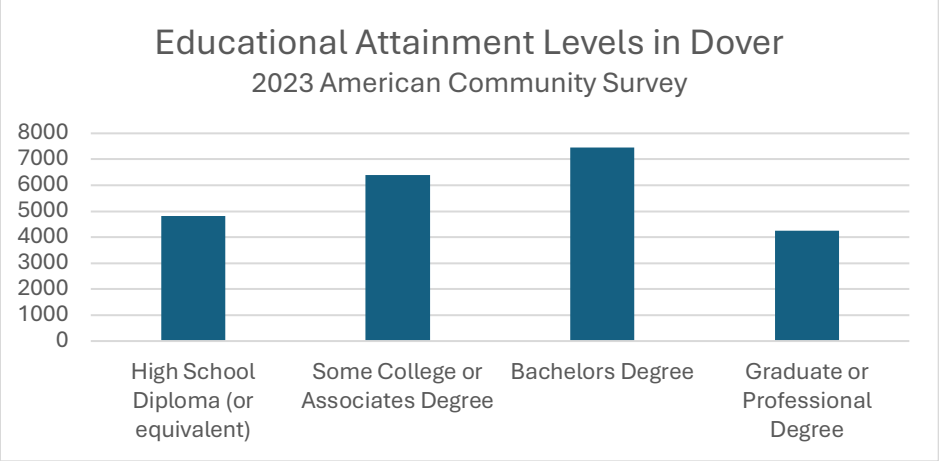
Table 5: Household Types

	Dover		Strafford County	
Households	2019	2023	2019	2023
Total Households	13,489	15,000	48,982	51,684
Family Households	7,429	8,087	31,210	32,061
Non-Family Households	6,060	6,913	17,772	19,623
One-Person	4,224	5,039	12,804	14,345
Multiple People	1,836	1,874	4,968	5,278
Average Household Size	2.27	2.14	2.45	2.39

American Community Survey 5-Year Estimates

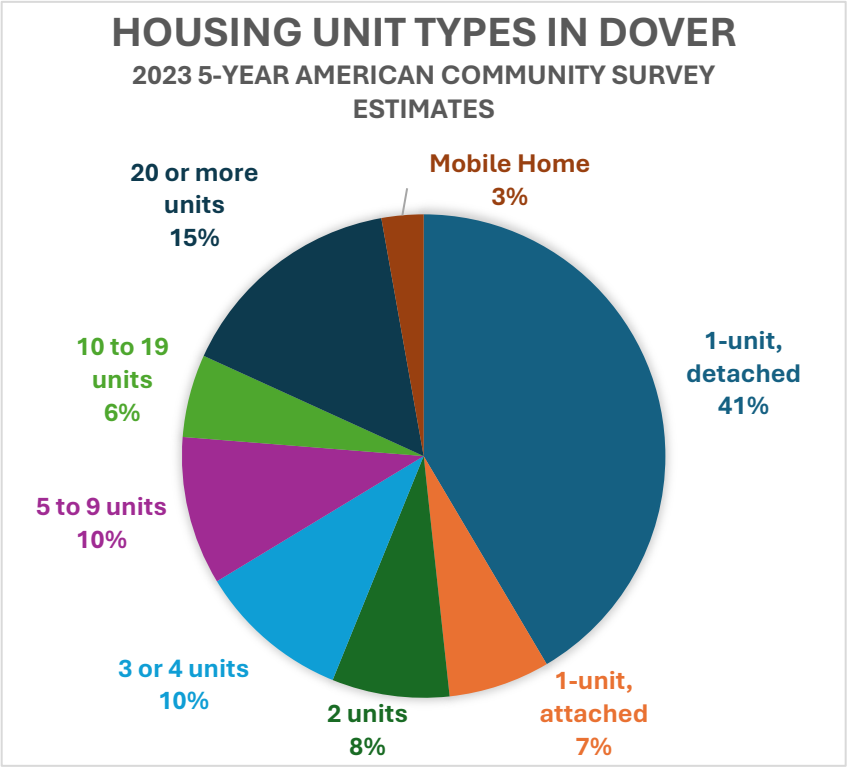
Educational Attainment

Dover continues to attract a more educated demographic compared to the State of New Hampshire and many area communities, and existing residents are also pursuing higher degrees. According to the American Community Survey, nearly 50 percent of Dover residents that are aged 25 and over have a bachelor's or graduate degree. Educational attainment has a profound impact on the local economy, and the eligibility of residents for available jobs. While this level of education is difficult to guarantee, the city is looking to continue to attract jobs within the top job growth fields (health care or technology-related), which require high levels of education.



Housing Trends

The 2024 Dover Regulatory Audit identified housing affordability as the biggest challenge facing Dover today, based on public engagement and data analysis, and homelessness and housing insecurity continue to be issues in the city. The median home sale price in Dover reached $450,000 in March 2025, reflecting a 1.8% increase from the previous month, and rental prices have also been increasing significantly. Dover's fast population growth rate intensifies the demand for housing, further straining the already limited supply. While the city has a higher diversity of housing types and price points than some neighboring communities, the housing market remains tight with high demand for rentals and homeownership, accessible/transitional housing, and workforce housing. Such escalating prices and the lack of available units pose challenges for prospective homebuyers and renters, particularly those with moderate incomes.



Housing Types

According to the 2023 American Community Survey, there are 15,000 occupied housing units and 439 vacant housing units. Of the occupied housing units in the city, 7,694 units are owner-occupied, while 7,306 units are renter-occupied. Homeownership dominates the rural areas of the city, while renter-occupied units are largely in the more developed areas of Dover, closer to services and amenities. Many housing units in Dover are single-family units, making up 48% of the community's housing stock. Smaller complexes of multi-family units (range from 2-9 units), make up 28% of the city's housing stock, while larger complexes of 10 or more units make up 21% of the city's housing stock.

Housing Construction

Table 6: Permitted New Buildings – 2024 Regulatory Audit

Year	Residential			Other	Total
	Single Family	Multifamily	Manufactured Housing		
2008	31	30	0	0	61
2009	48	20	0	0	68
2010	0	0	0	0	0
2011	51	7	0	0	58
2012	71	19	1	0	91
2013	66	40	0	0	106
2014	64	18	0	0	82
2015	45	27	0	0	72
2016	61	5	3	0	69
2017	61	138	4	0	203
2018	54	212	2	0	268
2019	43	145	1	0	189
2020	32	65	4	0	101
2021	30	64	tel:0%2019%201%2018%200%205%203%20212%202%2065		
2022	41	48	0	3	92

Source: SRPC and City of Dover 2008-2022

According to Dover's 2024 Regulatory Audit, building permit data from both Dover and New Hampshire show a sharp decline in housing production of all types following the 2008–09 Recession. However, Dover rebounded more quickly than many other Seacoast communities and saw 58 net housing units created in 2011 and more units each year after. As two of the region's more populous cities, Dover and Rochester have also seen higher levels of multifamily housing development. In 2018 alone, Dover approved up to 212 multifamily units. Data from the American Community Survey indicates that between 2017 and 2022, single-family housing grew by just 11%, while conversions and new developments with 10 or more units increased by 58%. During the same period, "missing middle" housing—typically buildings with 3 to 9 units—grew by 15%. However, its important to note that permitted new buildings is not the same as units actually built and more tracking is required to understand these patterns better.

Recent and Pending Housing Projects

In more recent years, Dover has seen important housing developments get constructed, including the Orpheum Apartment Complex in the downtown, and a cottage court on Back River Road that responded to the need for workforce housing. Currently, about 1,440 housing units are approved to be built over the next several years. Roughly 640 of these units have been built as of March, 2025. Many more housing developments are in the works for 2026 and beyond. The 2023 Strafford Regional Housing Needs Assessment shows Dover needs an additional 2,077 homes by 2040 with an additional 250 homes needing replacement. If approximately 600 homes are expected to be built in 2025, that represents 29% of the total number of homes Dover needs by 2040.

Cochecho Waterfront Development - Situated along the Cochecho River in Dover, this new mixed-use development will provide 415 residential units, including 45 condominiums, 346 apartments ranging from studios to three-bedroom units, and 24 townhouses. The project also includes 30,000 square feet of retail space designed to enhance the vibrancy of the area. The first phase consists of two apartment buildings with a total of 197 units, along with a cluster of townhouses. The development is a collaboration with Cathartes, a Boston-based firm. According to Cathartes, apartment rental rates will reflect current market prices, comparable to their Orpheum property in Dover, where rents are $2,365 for a studio, $2,548 for a one-bedroom, $3,312 for a two-bedroom, and $4,350 for a three-bedroom unit.

Residential Development at Littleworth Business Park

Construction of the Littleworth Business Park—a public-private partnership with the city—is progressing steadily. The project is expected to eventually deliver nearly 1 million square feet of industrial space along with up to 800 residential units. Work on the industrial component is already underway. The development spans two parcels: an 85-acre site south of Littleworth Road designated for industrial use, and a 100-acre site to the north planned for mixed-use residential and commercial development. The residential portion will offer a diverse mix of housing options, including garden-style condominiums, townhomes, duplexes, a dedicated "55 and older" area, and single-family homes.

Mixed-use Development of Former Asia Restaurant Property

A five-story, mixed-use development is planned on the former Asia Restaurant property onThird St. The project was approved by the Planning Board in October of 2024, and construction of the 58 residential units is expected to begin in 2025.

McIntosh West Apartments

Construction of the McIntosh West Apartments is expected to occur in 2025 on the former McIntosh College site on Cataract Avenue. The development will include 158 housing units, 78 of which will be designated as workforce housing, with leasing anticipated to begin in late 2025. This project represents another significant step toward addressing the city's affordable housing needs. Rent for the 78 workforce units will align with the New Hampshire Housing Finance Authority's (NHHFA) area median income (AMI) guidelines. To qualify, tenants must earn 60% or less of the area median income, which is currently $131,200 for a family.

Cost of Housing

Median purchase prices have been increasing in Dover, in the county, and throughout the state at a very high rate, especially since 2020. In just three years, between 2020 and 2023, median home purchase prices in Dover rose 36%, exacerbated by an ever-tightening housing market. Similarly, median rental prices have been increasing in Dover, in the county, and throughout the state. Between 2013 and 2023, median rents nearly doubled in Dover and are currently higher than the median average for both the county and the state. The increasing cost of homes has also shifted many potential homeowners into the rental market.

Table 7:	**Median Purchase Prices**			**Median Rental Prices**		
Year	Dover	Strafford County	NH	Dover	Strafford County	NH
2013	$248,475	$200,000	$220,000	$953	$942	1,108
2014	$243,500	$210,000	$219,000	$958	974	1,037
2015	$228,100	$205,000	$221,000	$1,026	992	1,069
2016	$233,500	$211,500	$230,000	$1,073	1,043	1,113
2017	$268,000	$229,000	$240,000	$1,143	1,108	1,143
2018	$290,000	$244,900	$254,000	$1,166	1,146	1,177
2019	$288,000	$255,000	$270,000	$1,347	1,259	1,251
2020	$315,000	$284,500	$302,300	$1,439	1,210	1,283
2021	$365,000	$320,000	$350,000	$1,470	1,356	1,373

2022	$403,000	$390,000	$400,000	$1,801	1,518	1,510
2023	$430,000	$390,000	$418,000	$1,981	1,571	1,644

New Hampshire Housing and Finance Authority

According to the New Hampshire Housing and Finance Authority, Dover's median income for renter households is $63,988. In 2012, the median income for renter households was $37,533, much closer to the $38,680 needed to afford a two-bedroom unit at that time. In the rest of Strafford County, an income of $64,520 is needed to rent a housing unit without fear of being cost burdened. The term "cost burdened" refers to a household that spends more than 30% of its gross income on housing costs.

Rental Vacancy Rates

A healthy rental vacancy rate is approximately 5%, and southeastern New Hampshire has not reliably seen a vacancy rate above 1% since 2019, nor a 5% vacancy rate since 2015 according to the annual rental survey conducted by NHHFA. As a result, more households than ever are experiencing the additional burden of housing costs. According to the 2024 Land Use Regulatory Audit, as many as 35% of all households, and 44% of renting households, must now pay 30% or more of their household income on housing in Dover.

Housing Opportunity Zones

In Dover, a Housing Opportunity Zone (HOZ) is a designated area where qualifying mixed-income housing developments can receive property tax relief for up to 10 years. To qualify, a development must allocate at least 30% of its units to low-income households or meet other income mix criteria defined under state law. This program aims to encourage the construction of affordable housing by providing financial incentives to developers, thereby addressing housing shortages and promoting economic development in targeted areas. The HOZ initiative is part of New Hampshire's broader efforts to increase housing affordability and availability across the state.

Future Housing Needs

The 2023 Strafford Regional Planning Commission Regional Housing Needs Assessment determined that the City of Dover needs at least 1,754 additional housing units by 2035 to constitute a balanced housing supply. With 1,440 units approved to be built over the next several years, including 600 expected to be built in 2025, Dover is on track for achieving – and possibly exceeding – 1,754 units by 2035. However, new units need to be a combination of rental and owner-occupied units at varying price points, as well as housing for specific populations, such as those with disabilities.

Dover recently adopted a new Master Plan Vision titled *Distinctly Dover*, which envisions:

- **Affordable and attainable housing** and support services that are accessible to, and utilized by individuals, families, and households of diverse backgrounds and needs.
- **Diversity of housing options are available,** including single-family and multi-family homes, and safe, well-maintained rental units, assisted living, and long-term care options to meet the needs of residents of all ages and abilities.

- **Low barrier shelter and support services** are available for people experiencing housing insecurity.
- **Housing types are interspersed** to foster multigenerational neighborhoods.
- **Housing in the downtown area** that is available for walkable, car-less living.

The 2024 Regulatory Audit also identified some specific actions and recommendations Dover should pursue to achieve its housing goals. These include:

- Utilizing underutilized lots and non-conforming lots for gentle infill, ADUs, and small-scale multifamily housing.
- Encouraging ADUs (removing barriers & increasing public awareness).
- Expanding Missing Middle Housing (more 2-4 unit dwellings allowed by right).
- Revising multi-family zoning (increase density, revise height & parking limits).
- Improving conversion policies (allow easier subdivision of large homes).
- Strengthening financial incentives (Housing Opportunity Zone, TIF expansion, new Affordable Housing Fund).
- Increasing disability-accessible housing (ADA incentives & emergency shelters)

Economic Development

Dover serves as an economic hub for surrounding communities in Maine and New Hampshire. Together, the communities in the region also attract workers from other areas of New Hampshire, Maine and Massachusetts, and serve as a home for many people who commute out of the region daily. As the fastest-growing city in New Hampshire, Dover offers a dynamic environment for businesses and residents alike. The city's economic landscape is diverse, with significant contributions from manufacturing, healthcare, and educational services.

Strategic land use planning is essential for Dover to foster a resilient and thriving economy. By proactively designating areas for diverse economic activities—such as commercial hubs, industrial zones, and mixed-use developments—Dover can attract new businesses, support existing enterprises, and create job opportunities. By integrating strategic land use policies that accommodate emerging industries, foster workforce development, and enhance infrastructure, Dover can position itself to effectively navigate post-COVID-19 economic trends and ensure a robust and diversified economy for the future.

Major Employers

Although Dover has several large employers, most businesses in the city are quite small, and there is a notable self-employed population as well. The hospital is the largest employer in the city, by far, compared to other local businesses and organizations. In 2023, Liberty Mutual, one of Dover's other large employers closed two of their campuses in Dover, consolidating activity at their Portsmouth campus, in response to the adoption of a more hybrid work model. Many employees of Liberty Mutual still live in Dover today and will likely continue supporting local businesses.

The major employers table below lists employee information by employer. The City of Dover collects this information annually by asking each large employer for their employee numbers. Not all businesses respond with their numbers, which may be why some major employers are not listed.

Table 8: 2024 Major Employers in Dover

Business Name	Industry	Employees
Wentworth-Douglass Hospital	Healthcare services	2,668
Lincoln Financial Group	Financial services	1,032
Community Partners	Counseling and mental health services	494
Strafford County	County government services	487
Dover Schools/SAU 11	Education	410
City of Dover	Local government services	287
Stonewall Kitchen	Manufacturing	225
Hannaford Supermarkets (combined locations)	Retail/Distribution	118
HiRel Systems/Vishay	Manufacturing	94
Rand Whitney	Manufacturing	54
Nemo Equipment	Manufacturing	38

Forward Merch	Manufacturing	37
Agility Manufacturing	Manufacturing	36
Relyco	Distribution	28
Children's Museum of NH	Arts and Entertainment	14

City of Dover, NH

Dover's Central Business District

Dover's Central Business District (CBD) serves as the city's vibrant economic and cultural hub. This area of the city features a diverse array of businesses, including retail shops, restaurants, professional offices, and personal service providers. It is a mixed-use area that also includes housing units, making it a rich and active live/work community. The district's dynamic mix of commerce and community activities fosters a lively atmosphere that attracts both residents and visitors. Strategically located with access to major highways and rail services, the CBD offers prime opportunities for business growth and redevelopment. The city's commitment to revitalizing historic mill buildings and investing in infrastructure has further enhanced the district's appeal.

Median Household Income

As of 2023, Dover's median household income was $92,748, according to the American Community Survey, which is higher than the county's median of $84,869. Among the five communities outlined in Table 9, Dover had relatively high growth rate between 2013 and 2023, with Portsmouth and Durham the only communities growing faster during that timeframe. The median household income for homeowners in Dover is a bit higher at $128,734, while the median household income for renters was $63,988. The poverty rate in Dover as of the 2023 American Community Survey was 8.1%, which is slightly lower than Strafford County's (8.8%). This number has been increasing slightly in Dover since 2019.

Table 9: Median Household Income

Median Household Income	2013	2018	2023	Growth Rate between 2013 and 2023
Strafford County	$58,825	$70,650	$84,869	+44.2%
Dover	$57,389	$70,757	$92,748	+61.6%
Durham	$71,250	$75,066	$126,658	+77.7%
Portsmouth	$64,577	$78,027	$105,756	+63.7%
Somersworth	$53,223	$64,786	$79,677	+49.7%
Rochester	$62,398	$58,427	$79,388	+27.2%

2023 American Community Survey 5-Year Estimates

Labor Force

The civilian labor force refers to individuals who either have a job or are actively looking for a job. Dover's civilian labor force grew by 3,280 people from 2010 to 2024. In 2024, new metrics were employed so comparing the growth between 2010 and 2024 is less straight forward. Employment figures also rose during this time. Unemployment rates showed a significant decline over this period, decreasing from 5.4% in 2010 to 2.0% in 2024. A notable deviation occurred in 2020, when the unemployment rate spiked to 6.5%, likely due to the COVID-19 pandemic's impact on the

economy. Overall, these trends indicate a strengthening local economy with increasing employment opportunities and a growing workforce.

Table 10: Labor Force Rates in Dover

Year	Civilian Labor Force	Employed	Unemployed	Unemployment Rate
2010	17,390	16,458	932	5.4%
2011	17,411	16,583	828	4.8%
2012	17,494	16,662	832	4.8%
2013	17,600	16,846	754	4.3%
2014	17,731	17,090	641	3.6%
2015	17,854	17,338	516	2.9%
2016	18,226	17,798	428	2.3%
2017	18,297	17,871	426	2.3%
2018	18,670	18,250	420	2.2%
2019	18,991	18,581	410	2.2%
2020	18,674	17,465	1,209	6.5%
2021	18,469	17,880	589	3.2%
2022	18,606	18,239	367	2.0%
2023	18,438	18,079	359	1.9%
2024	20,670	20,260	410	2.0%

Employment Sectors

Educational services and health care dominate the labor force in Dover**.** Nearly 5,000 workers are employed in this combined sector, making it the largest industry by a significant margin. This reflects Dover's role as a regional hub for healthcare and education, with institutions like Wentworth-Douglass Hospital and local schools and colleges driving employment. Professional/scientific/management services and manufacturing sectors are also strong, making up a major share of the labor force. Retail and hospitality also remain key support sectors, and finance/insurance/real estate industries are also well-represented in Dover.

Table 11: Employment Sectors

Industry	2023	% of Total
Agriculture, forestry, fishing, hunting, and mining	157	1%
Construction	602	3%
Manufacturing	2,616	13%
Wholesale trade	285	1%
Retail trade	2,177	11%
Transportation and warehousing, and utilities	344	2%
Information	331	2%
Finance and insurance, and real estate and rental and leasing	1,596	8%
Professional, scientific, management, administrative, and waste management services	2,550	12%
Educational services, and health care and social assistance	4,935	25%

Arts, entertainment, recreation, accommodation, and food service	1,916	10%
Other services, except public administration	954	4%
Public administration	998	5%
TOTAL	**19,461**	**----**

American Community Survey 5-Year Estimates

Recent, Pending, or Potential Economic Development Initiatives

Strategic Plan for Fiscal Years 2026–2029

The Dover Business and Industrial Development Authority (DBIDA) has had an economic development strategy that primarily focused on buying and selling land for business park development. As available land decreases, the economic development strategy of DBIDA is also evolving as it recently adopted a comprehensive strategic plan on April 1, 2025, to create a conducive environment for businesses to thrive in Dover. This plan focuses on:

- **Eliminating Barriers for Businesses:** Identifying and addressing city policies or processes that may hinder business operations and proposing more business-friendly alternatives.
- **Enhancing Infrastructure:** Investing in infrastructure improvements to support business growth and expansion.
- **Promoting Workforce Development:** Collaborating with educational institutions and training programs to ensure a skilled workforce that meets the needs of local employers.

Strafford Regional Planning Commission's Regional Comprehensive Economic Development Strategy

The Strafford County CEDS report highlights Dover as a regional economic hub facing both opportunity and transition. The report notes that while the city experienced a setback with Liberty Mutual vacating 600,000 square feet of office space—pushing vacancy rates to over 38%—economic momentum remains strong in Dover, with Northeast Credit Union relocating its headquarters to the city and robust industrial development continuing due to demand spilling over from the Portsmouth area. Dover was the only submarket in the state to see a decrease in industrial vacancy rates in 2023, while rents rose nearly 8%. The CEDS includes multiple Dover-based priority projects—such as infrastructure investments, redevelopment of the Liberty Mutual site, downtown business incubators, and pedestrian improvements—that aim to revitalize key areas and enhance the city's economic resilience. SRPC plans to continue supporting Dover's future development through technical assistance, workforce development programs, and partnerships that align local planning with regional economic goals.

Cochecho Waterfront Development

In partnership with the Boston-based developer Cathartes, Dover is transforming its waterfront area into a vibrant mixed-use district that includes housing, commercial space, and a riverfront park. The project encompasses 415 residential units—including apartments, condominiums, and townhouses—and approximately 30,000 square feet of retail space.

Littleworth Business Park

The Littleworth Business Park is a significant economic development initiative in Dover resulting from a public-private partnership between the city and private developers. This expansive project encompasses two primary parcels:

- **Industrial Development:** An 85-acre site south of Littleworth Road, designated for industrial and commercial use, with plans to develop approximately 700,000 to 800,000 square feet **of** non-residential spaces.
- **Mixed-Use Residential/Commercial Development:** A 75-acre parcel north of Littleworth Road, proposed for up to 800 residential units alongside commercial spaces, aiming to create a vibrant mixed-use community.

The project includes constructing a road connecting Crosby Road and Industrial Park Drive**,** along with installing essential public utilities such as water and sewer systems. Plans feature a 1.6-megawatt solar array**,** reflecting a commitment to sustainable energy solutions within the industrial park. The Littleworth Business Park project is envisioned as a multi-phase, decade-long endeavor, poised to significantly enhance Dover's economic landscape by attracting businesses, creating jobs, and providing diverse housing options. The mixed-use development aims to emulate the success of similar projects like Pointe Place, fostering a community-centric environment that integrates residential and commercial spaces seamlessly.

Liberty Mutual Property Redevelopment

In 2023, Liberty Mutual announced plans to vacate its Dover, New Hampshire, campus, which includes two substantial buildings: Dover East (235,000 square feet) and Dover West (350,000 square feet). This decision prompted city officials to begin exploring redevelopment opportunities for the site. In 2024, the city began exploring a potential vision to transform the property into a vibrant mixed-use community, considering ideas like elderly care, attainable housing, hotel or conference center, residential towers, schools, a shelter, and removing a floor in one of the buildings to create a manufacturing hub. With many potential new uses being considered, this could present another successful opportunity for a public-private partnership in the years to come.

Economic Development Tools and Programs in Dover

Community Development Block Grant Funding

Dover continues to leverage CDBG funds to support a wide range of community development activities, including:

- **Revitalizing Neighborhoods**: Implementing projects that enhance the livability and aesthetic appeal of residential areas.
- **Economic Development**: Funding initiatives that stimulate economic growth and create job opportunities.

- **Improving Community Facilities and Services**: Upgrading infrastructure and public services to benefit lower-income residents

Tax Increment Financing (TIF) Districts

Dover utilizes Tax Increment Financing (TIF) as a strategic economic development tool to stimulate investment in designated areas of the city. Through a TIF, the city can finance public infrastructure improvements—such as roads, utilities, and streetscapes—within specific districts by capturing the incremental increase in property tax revenues that result from development activity and the enhanced property values in those areas. Dover has established TIF districts, including the Downtown Dover TIF District and the Waterfront TIF District, which are overseen by a dedicated advisory board. The city employed TIF funds to finance essential public enhancements for the Cochecho Waterfront Development project, including the construction of a new street system to provide site access, installation of necessary utilities, and the creation of a 3.4-acre public riverfront park.

Dover Economic Loan Program

The Dover Economic Loan Program (DELP) is designed to promote the growth and expansion of small businesses in Dover through gap financing. It primarily targets existing small businesses in Dover seeking to expand, businesses considering relocation to Dover, and new small businesses aiming to establish themselves in the city. The program offers loans to finance activities such as land and building acquisition, construction, equipment purchase, and working capital. By providing this financial assistance, DELP aims to stabilize and expand Dover's economic foundation and tax base by promoting the growth of small enterprises. The city has administered two DELP loans to local businesses in the last 10 years.

Economic Revitalization Zones

Dover has established several Economic Revitalization Zones (ERZs) to stimulate economic redevelopment, expand the commercial and industrial base, create new jobs, and increase tax revenues within the city. These zones offer short-term business tax credits to companies that invest in infrastructure and create jobs in designated areas. Dover's ERZs include the Central Business District, Industrial Park, Locust Street, Mast Road Site, and Sixth Street Site. By leveraging this program, Dover aims to attract and support businesses, thereby enhancing the city's economic vitality.

Dover's RSA 79-E Program

Dover adopted the Community Revitalization Tax Relief Incentive, known as RSA 79-E, to encourage the rehabilitation of underutilized buildings within designated areas such as the Central Business District. This program offers temporary property tax relief to property owners who undertake substantial rehabilitation projects that provide public benefits, including enhancing the economic vitality of downtown, preserving culturally or historically significant structures, and increasing residential housing in urban centers. To qualify, rehabilitation costs must be at least 15% of the building's pre-rehabilitation assessed value or $75,000, whichever is less. Approved projects may

receive tax relief for up to five years, with potential extensions if the project includes affordable housing or historic preservation. Property owners must also enter into a covenant with the city to ensure the public benefit is maintained throughout the tax relief period. The Orpheum Apartment Complex was the first 79-E approved project in the city. The adaptive reuse of Dover's Courthouse Apartment Complex was another approved project approved through the 79-E program.

Federal Opportunity Zone

Dover features one federally designated Opportunity Zone located in census tract 33017081400. This area encompasses parts of the city with a population of approximately 2,000 residents—about 6% of Dover's total population. The median household income within this tract is around $57,000, aligning with the state average for Opportunity Zones. Established under the 2017 Tax Cuts and Jobs Act, Opportunity Zones are designed to spur economic development in low-income communities by offering tax incentives to investors. Investments made through Qualified Opportunity Funds can defer capital gains taxes, and gains from long-term investments held over 10 years may be excluded from taxation.

A Vision for Dover's Future Economy

Dover's recently adopted vision for 2035, Distinctly Dover, emphasized the importance of planning for a strong and resilient economy. This vision emphasized:

- **Establish Dover as a regional economic and innovation hub** by attracting diverse industries and maintaining a strong, resilient economic base.
- **Support a skilled and inclusive workforce** by offering quality of life, housing options, and career opportunities across all sectors.
- **Foster a thriving downtown and small business environment** with clear regulations, cultural diversity, and entrepreneurial support.
- **Redevelop and reuse underutilized properties** to maximize economic potential and support strategic growth.
- **Promote sustainable and tech-ready business practices** by expanding broadband access and encouraging environmentally responsible operations.

Transportation

Dover's transportation system is critical to land use planning because it influences how the city functions, the quality of life of residents, and the potential for new development. Access to roads, transit, and other infrastructure influences development patterns, housing choices, and economic activity. Coordinated planning of this infrastructure ensures people can reach jobs, schools, and services efficiently while minimizing environmental impacts. By aligning transportation and land use, Dover can also support more sustainable, accessible, and efficient development activity in the future.

What is multimodal transportation?

Multimodal transportation includes accommodations for automobiles, public transportation, bicycles and pedestrians. Multimodal access supports the needs of all users whether they choose to walk, bike, use transit or drive. It means more connections and more choices.

Transportation Today

With a vibrant and growing downtown, a strong multimodal transportation foundation, and ongoing infrastructure improvements, Dover is building toward a more connected, accessible, and resilient future. As of 2023, the average annual daily traffic on Central Avenue near City Hall was 17,015 vehicles per day. Along the Spaulding Turnpike by the toll plaza, the average annual daily traffic has grown to 42,315 vehicles per day. This is a 15% increase since 2013 when the average annual daily traffic at the toll plaza was 36,930 vehicles per day.

Dover is also home to the second-busiest Amtrak station in New Hampshire. In FY24, the Dover Transportation Center served over 63,000 passengers with five daily Downeaster round trips. This number has been increasing over the years. Compared to the other Amtrak Stations, the Durham station serviced 54,000 passengers in FY24, and the Exeter station serviced 74,000 passengers. Continued support for rail and regional transportation connections aligns with Dover's broader regional coordination goals.

Dover's commitment to multimodal transportation is also seen in its Downtown Transit Loop, which encourages intracity travel using public transportation. Initiated in collaboration with COAST in 2008–2009, the loop supports local mobility and reduces car dependency. The COAST ridership of the Dover Downtown Loop was 233,165 passengers in FY2024.

The continued expansion of the Dover Community Trail system also provides additional multimodal transportation opportunities year-round. This includes recreational access and non-motorized transportation alternatives for walkers, cyclists, and runners—further reducing vehicle trips in Dover and enhancing quality of life.

Transportation Efficiency and Mobility

Downtown Dover is the center of land use, transportation, community, and economic activity. The compact land use pattern in the Downtown is the result of coordinated land use regulations, infrastructure investments, and private sector development activity. The result is a more productive use of land, higher land values, and a pattern that is easier to support with a variety of transportation options.

This concentration of economic activity supports the case for continued investment in multimodal transportation in the Downtown, particularly walkable and transit-oriented infrastructure that reinforces the area's accessibility and performance. However, there is also a need to connect the Downtown to other areas of Dover and the surrounding region.

Efforts such as the *Downtown Pedestrian and Vehicular Access Study* (initiated in 2013) aim to enhance connectivity between the Transportation Center and central business district, as well as improve pedestrian flow between the Upper and Lower Squares. This work directly supports land use goals by enabling denser development patterns and more efficient land utilization through improved circulation.

A key challenge remains *last-mile access*—the distance between a home and the nearest transit stops. The city, in collaboration with the Strafford Regional Planning Commission (SRPC), is currently developing a *Transit Access Study*, which evaluates Pedestrian Level of Traffic Stress (PLTS) based on sidewalk quality and other walkability factors. This data will guide targeted improvements near identified transit corridors in Dover so that future investments address needed last-mile access improvements.

Electric bikes (e-bikes) are emerging as a significant component of micromobility, offering a viable and sustainable alternative for short-distance travel, particularly for "first-and-last-mile" connections to public transit and for minimizing congestion. Electric Vehicle (EV) infrastructure is another evolving aspect of the future of mobility within Dover and into the surrounding region. Dover has begun integrating electric vehicles into its municipal fleet and has installed several public charging stations to support EV adoption. Its also part of a broader economic strategy to attract and retain visitors to Dover's downtown, especially if they have to explore while their vehicles charge. Dover requires all private developers to either be EV charger ready or to install chargers if they want extra parking. To fully transition toward sustainable transportation, Dover is planning for the strategic expansion of public EV charging infrastructure. Prioritized locations include:

- **Downtown areas and public transit hubs**, to support multimodal use and to drive local economic activity.
- **Shopping centers**, enabling convenient vehicle charging during errands or work hours.

Proposed chargers include both Level 2 (longer duration) and DC Fast Chargers (quick turnover), ensuring compatibility with diverse trip patterns and further encouraging adoption of cleaner vehicles.

Multimodal Access and Investment

Dover constructed the first complete street project in New Hampshire in 2016 when it reconstructed Silver Street. This project serves as an example of the Complete Streets and Traffic Calming Policy adopted by the City. Recent roadway and streetscape projects reflect Dover's continued efforts to modernize its infrastructure in ways that support safe, complete streets and improved land use compatibility. These projects include:

- **Court Street & Union Street Reconstruction**: New sidewalks, bike lanes, water main replacement, and improved drainage.
- **Fifth & Gove Street Upgrades**: Focused on roadway and sidewalk conditions, as well as utility modernization.
- **Whittier Street Sidewalk Improvements**: Added pedestrian access on upper Whittier Street and filled connectivity gaps.

These investments support walkability, multimodal connections, and neighborhood revitalization—and are core components of sustainable land use planning. Additionally, Pointe Place is a thoughtfully designed mixed-use community in Dover that offers a blend of residential, commercial, and recreational spaces, creating a vibrant neighborhood atmosphere. Its been noted that this area is not connected well to Dover's Downtown and improvements are neeed to enhance its multi-modal connectivity.

Upcoming Transportation Projects

Dover's Capital Improvement Plan identifies several transportation improvement projects planned for the next five years. These include:

- A CMAQ-funded project to reconstruct Durham Road, following recommendations that were made in a 2016 Route 108 South Corridor Study. In New Hampshire, "CMAQ" (Congestion Mitigation and Air Quality) funding is a federal program, administered by the New Hampshire Department of Transportation (NHDOT), that provides up to 80% reimbursement for projects aimed at improving air quality by reducing congestion and promoting alternative transportation modes.
- The next phase of the Community Trail is in the design and engineering phase with potential construction occurring in 2026 or 2027. This project was referenced in the Statewide Transportation Improvement Program.
- Several Complete Streets projects for various roadways in town.

A pedestrian access improvement project for Chestnut Street was also just entered into the state's four-year Transportation Improvement Program.

Transportation Tomorrow

Building on the work completed under the 2000 and 2016 Transportation Master Plans, Dover's recently adopted vision for 2035, Distinctly Dover, prioritizes a "robust transportation system" that supports:

- **Complete Streets**: Infrastructure for walking, biking, and transit to reduce congestion and reliance on personal vehicles.
- **Traffic Calming**: Managing volumes and speeds through urban design, making streets safer and more pleasant for all users.

- **Enhanced Transit**: Expanding access and improving reliability to ensure equitable mobility for all residents.
- **Multimodal Resilience**: Promoting systems that reduce greenhouse gas emissions and improve adaptability to climate impacts.

This solidifies transportation planning as a central pillar of Dover's land use strategy. Dover is also working on a city-wide bicycle and pedestrian plan that will identify needed transportation policy and infrastructure improvements. By enhancing multimodal infrastructure, supporting a vibrant urban center, and expanding access to sustainable transportation, the city is positioning itself to meet the demand for future growth while preserving quality of life, economic productivity, and environmental health.

Natural Resources, Open Space, and Conservation

Dover's natural resources and network of open spaces and conserved land have influenced the city's character and development over time, while enhancing resident's quality of life. Whether it's the Cochecho River downtown, or the larger swaths of protected land in the outskirts of the city, Dover has a variety of natural resources that exist in both the developed and rural areas of the city. Dover's diverse ecosystems, including wetlands, forests, and water bodies, provide essential services to the city's residents, such as water filtration, wildlife habitat, and recreational opportunities. Recognizing and preserving these resources within future land use planning ensures that development respects the natural environment, mitigates flood risks, and supports biodiversity.

Dover's Natural Resources

Currently, 22% of Dover's land area (or 3,700 acres) are permanently protected. About two-thirds of these conserved lands are northwest of Routes 4 and 155, in the more rural parts of our city. Nearly 90% of all conserved lands are within a quarter of a mile of the main stem and tributaries of the Cochecho and Bellamy Rivers. Dover's conservation lands include wildlife management areas, subdivision set aside land, and state-owned open space, among others. Notable open space resources in the city include the Dover Community Trail, Willand Pond, the Bellamy River Wildlife Management Area, and the County Farm Road Conservation Land. The Bellamy River and Cochecho Rivers also have various access points where residents can enjoy the water for boating access, fishing, and more. As part of its water resources, Dover has wetlands, vernal pools, floodplains, lakes and ponds, estuarine, and coldwater, warmwater, and tidal rivers and streams. The city also has aquifers and groundwater resources that provide drinking water to the residents and developments within the city.

Key Definitions

Open Space: broadly refers to undeveloped public and private land offering scenic, natural, recreational, agricultural, or historical benefits. Open space lands could be developed at any time.

Conservation Land: refers to properties that have a legal agreement prohibiting future development protecting its conservation values including water quality, wildlife habitat, recreational offerings, scenic views, agricultural resources, and more.

Natural Resources: refer to the physical and ecological features of a parcel of land that provide essential services that support environmental health and human activity. These include water resources, soils, steep slopes, forests, fields, and more.

A Legacy of Land Conservation

Dover has a long history of environmental protection, land conservation, and stewardship, with its current network of open spaces and recreational areas reflecting over 50 years of thoughtful planning and commitment by the city's residents and staff. Between 2000 and 2012, more than 1,000 acres of land were added to Dover's protected areas through conservation easements. Since 2012, the amount of permanently conserved land has grown by 22%, with nearly all of the 672 acres added since then expanding existing protected areas, much of which is now managed by the City of Dover.

The City of Dover oversees nearly half of all existing conserved lands. Other conservation organizations, such as New Hampshire Fish and Game, Society for the Protection of NH Forests, and Southeast Land Trust, oversee the remaining lands. Nearly 90% of conserved lands in Dover are protected through conservation easements and fee ownership. Other land protection tools used to conserve land in the city include flowage rights and protective easements (which help protect water supply resources), open space subdivision land set asides, and deed restrictions.

Regulatory Strategies

Dover's land use regulations aim to direct development away from sensitive natural resources. They also ensure ecosystem services are produced or protected (through mechanisms like stormwater management and carbon sequestration through vegetation) during development and redevelopment projects. The city's wetland protection ordinance, stormwater management design standards, environmental review process, cluster subdivision regulations, floodplain protection regulations, and tree protection requirements are a few ways the city prioritizes natural resource protection when guiding future development.

One of Dover's regulatory strategies used to protect valuable open space, such as wetlands, groundwater recharge zones, forested areas, and farmland, is called Transfer of Development Rights (TDR). The TDR Ordinance encourages more intensive development in areas with public infrastructure but fewer conservation features, while preserving lands with significant environmental value. The ordinance currently applies broadly across the city, including in Rural Residential areas. As awareness of the TDR grows, there has been an increase in development proposals in these rural areas, raising concerns about intensification beyond the downtown's walkable limits. Periodic review of the TDR Ordinance will be necessary to balance open space protection with development needs, including the possibility of adjusting density allowances in certain areas. Examining both the open space subdivision ordinance and the TDR ordinance are high priority actions the City will be exploring in the near term and a TDR Ordinance Sub-Committee has been developed to begin this process.

Recreation and Accessibility

Public access to protected lands is important. Access to nature is linked to improved community health and wellbeing and leads to a collective sense of shared stewardship and appreciation for the natural lands that sustain us. Currently, one-third of all permanently protected land in Dover allow full public access for various types of recreation including walking, hiking, skiing, snowshoeing, cross country skiing, birding, and simply being in nature. Increasing public access will allow more opportunities for community members to utilize the open space assets currently available in Dover.

Dover's recently adopted Conservation and Open Space Master Plan chapter prioritizes public access improvements as a major component of Dover's future open space planning. Accessibility improvements ensure residents and visitors can access the city's open space properties safely and easily. Examples include publicizing lesser-known locations, developing and installing appropriate signage, ensuring trails are accessible to diverse users, ensuring sufficient parking, and ensuring the properties are physically accessible to those that visit. Dover's Conservation and Open Space

Chapter also identified as a high priority for future planning the connection of Dover's open spaces and conservation lands to existing neighborhoods to ensure all residents have safe access natural land and recreation opportunities.

The Community Trail is Dover's most well-known stretch of open space and recreation resource. Following a former railroad bed along sections of the Cochecho and Bellamy Rivers, the Community Trail is a popular greenway linking conservation and open space lands with the urban downtown and other key locations such as the Transportation Center Lot. Future plans for the Community Trail are already underway and include exploring expansion of the trail into more rural parts of Dover and eventually connecting with trail networks in surrounding communities.

Dover's open space network is part of the Economic Development Department's new "Discover Dover" website and a component of its economic strategy to promote Dover's quality of life to residents and visitors.

Water Quality

Dover has identified groundwater quality and quantity as a primary focus in its future planning priorities. This emphasis is articulated in the city's Conservation and Open Space Master Plan update, which identifies groundwater protection as a key conservation priority. One of the high priority actions from this chapter is to invest in additional groundwater studies to identify potential locations for subsurface wells and to inform the protection of corresponding lands.

Dover is also an MS4 community under the Environmental Protection Agency's (EPA) regulations. The goal of this program is to reduce pollutants in stormwater runoff to the maximum extent practicable, thereby protecting and improving water quality in the city's receiving waters. This designation requires the city to manage and regulate stormwater discharges to reduce pollution in local water bodies. Dover follows a Stormwater Management Program (SWMP) and an Illicit Discharge Detection and Elimination (IDDE) Plan to comply with these MS4 permit requirements.

Addressing nitrogen pollution is a priority for Dover to protect water quality and the health of ecosystems in the Great Bay estuary. The city is actively seeking collaborative solutions with neighboring communities to manage and reduce nitrogen discharges and collaborates with organizations like the Piscataqua Region Estuaries Partnership (PREP) to promote a healthy Great Bay estuary system.

Economic Benefits of Open Space

Conserved land is less expensive for communities to maintain than developed areas, as undeveloped open space requires a lower level of municipal services. Conserved spaces also increase adjacent property value. Conserved land can also benefit the tourism economy. A recent study referenced by The Highland Center analyzed 1,500 New England cities and towns over 25 years and found that when conservation increased, employment increased. This may be due to a burgeoning tourism economy or by investing in quality of life factors, which result in employees being attracted to the area. There is opportunity to better understand the return on investment for conserved lands in the city.

Dover's Natural Resource and Open Space Network Tomorrow

In 2024, Dover updated its Natural Resource Inventory and its Open Space and Conservation Master Plan chapter which outlined clear directives for future open space protection efforts. This included mapping all natural resource types in the city and the development of co-occurrence maps to identify areas within Dover that have the highest concentration of important natural resources. These will serve as tools for future conservation planning and should directly inform the future land use strategy.

Dover's recently adopted vision for 2035, Distinctly Dover, and the recently adopted 2025 Open Space and Conservation Master Plan chapter envisions:

- **Accessible Open Spaces:** Ensuring Dover's open space network is accessible to the community for a variety of recreation purposes including walking, biking, and other activities.
- **An Interconnected Conservation Network**: Conserving parcels already adjacent to protected lands and connecting river corridors, trails, and green roadways to larger open spaces.
- **Protection of Critical Natural Resources:** Protecting ecosystems that provide critically important services including clean water, clean air, flood protection, and habitat. These include groundwater resources, floodplains, forests, and other resources.
- **Preservation of Rural Character:** Preserving natural resources and rural areas by focusing commercial activity in and around the urban core.

Community Climate Resilience

As a coastal community, climate resilience is especially relevant to land use planning in Dover. This proactive planning will help the city, and its residents, adapt to and recover from climate-related challenges like flooding, heat, and extreme weather. By guiding development away from high-risk areas and investing in durable infrastructure, resilient planning protects people, property, and ecosystems. It also promotes long-term sustainability, supports the local economy, and addresses the needs of vulnerable populations by improving equity and public health. As climate impacts intensify, continuing to integrate resilience into Dover's land use decisions will ensure a safer, healthier, and more sustainable community for all.

Dover's Resilience Efforts

As climate change increasingly affects the New England region, the City of Dover is advancing a land use approach that strengthens community resilience across environmental, economic, and social systems. This effort reflects a proactive stance guided by equity, sustainability, and fiscal responsibility, and is designed to prepare Dover for a future of climate uncertainty while improving the quality of life for all residents.

One of the key elements of this commitment is the Citywide Resilience Plan, launched in 2023. This plan defines Dover's approach to confronting climate-related challenges through collaborative governance, local innovation, and sustainable land use. The plan also supports the core goals of the City Council and highlights the integral role that land use decisions play in energy transition, ecosystem preservation, food security, and infrastructure planning. Key partners in this work include the Planning and Community Development Department, Planning Board, Conservation Commission, Energy Commission, and Open Lands Committee.

Flooding, Equity, and Adaptation

Dover's vulnerability to climate hazards—especially flooding—is well documented in the 2018 Climate Adaptation Master Plan. The low-lying areas along the Bellamy, Piscataqua, and Cochecho Rivers, as well as Little Bay, which are particularly at risk were also identified in the 2025 Conservation and Open Space Chapter as priority lands for hazard mitigation. These and other areas in the city that are most likely to be impacted by climate change may result in disproportionate impacts on vulnerable populations including the elderly, disabled, and historically marginalized communities. Land use strategies that address these risks align with six guiding principles from the NH Coastal Risk and Hazards Commission (CRHC), emphasizing early action, coordinated planning, risk-informed design, and no-regrets solutions that deliver multiple community benefits. There are also financial benefits to being more resilient to natural hazards. The 2019 Natural Hazard Mitigation Saves Report produced by the National Institute of Building Sciences (NIBS), in collaboration with the Federal Emergency Management Agency (FEMA), determined that every $1 spent on mitigation saves $6 on future disaster losses.

Energy Resilience and Emissions Reduction

Dover is a founding member of the Community Power Coalition of New Hampshire, and as of October 2024, Dover Community Power has provided over 91,500 megawatt-hours of energy with

estimated customer savings of more than $2 million. While recent rate shifts have narrowed the price gap with traditional utilities, the program remains a cornerstone of Dover's transition to a more resilient and independent energy future. Other related efforts include the establishment of Commercial Property Assessed Clean Energy (C-PACE) financing to support clean energy retrofits in commercial buildings; a planned solar array at the wastewater treatment plant that could save the City up to $16.4 million over 25 years; and a second 1.5 MW solar project now advancing through city review processes.

Local Food Systems and Urban Agriculture

Land use policies also directly impact the resilience of Dover's food systems. The Resilience Plan promotes establishing community gardens, practicing urban agriculture, and supporting food waste reduction strategies that enhance food security and reduce environmental impacts. Highlights of this work include:

- Dover Community Garden: A resident-driven initiative that promotes healthy eating and local food access.
- Municipal composting: A program operated in partnership with Mr. Fox Composting, which diverts organic waste and supports soil health.
- Zoning recommendations: To support urban agriculture, farmers' markets, and composting operations in more parts of the city.

Dover is also eligible to pursue grant funding through the Resilient Food Systems Infrastructure (RFSI) Program, which could support new infrastructure investments for food processing, storage, and distribution.

Greening Urban Land and Forest Management

Undeveloped parcels and healthy ecosystems are also central to climate resilience. Dover's urban forests filter air and water, reduce the heat island effect, and buffer storm impacts. As a Tree City USA community, Dover has embraced urban forestry through annual tree planting goals with a target of a 10% increase in canopy cover over the next decade. Implementing new strategies for invasive species management are also important to address habitat degradation. Ongoing community education initiatives and partnerships are also essential to encouraging stewardship and engaging residents in forest conservation efforts across the city.

Land use regulations will increasingly need to balance growth with habitat preservation and ecosystem function, ensuring that Dover's green infrastructure remains a fundamental component of the built environment.

A Resilient Tomorrow

Dover's path to resilience is guided by science, equity, and a long-term vision for sustainability. Through land use planning that promotes renewable energy, green infrastructure, and community-scale food and mobility systems, the city is laying the groundwork for a climate-ready future that works for everyone. Resilience is not only about preparing for what is next—it is about creating

lasting value and shared prosperity through the way we shape and use our land today. It is also about the relationships and sense of community that are built in the process

To accomplish this Distinctly Dover, the city's recently adopted vision for 2035, prioritizes the creation of "resilient and environmentally focused infrastructure" that supports:

- Resilience plan goals and reducing long-term costs through climate adaptation, watershed management, and environmentally focused utilities.

- Renewable energy and innovation, with widespread adoption of solar power, community solar for public facilities, and new development designed for energy efficiency and future technologies like Electric Vehicle charging.

- Environmental stewardship and regeneration, including reducing solid waste and plastics, integrating nature-based infrastructure like stormwater infiltration and street trees, and responsibly managing the Cochecho River's ecological and cultural value.

- Land use planning, emergency response plans, and facilities that position the city as a regional hub for climate resilience and potential climate migration.

Polco

Future Land Use in Dover

Survey Results
INTERIM

10/08/2025

What do you *value* most about your neighborhood or area of Dover?

Walkability with side walks safely linking different neighborhoods.

Rural character, forested land, privacy

Pedestrian access to local businesses, community organizations, and city offices

Open Space

The residential character. Very few accessory dwelling units, duplexes, and small multi-family structures which is optimal.

walkability

walkable to downtown

Proximity to downtown yet surrounded by trees and large house lots. Lots of wildlife turkeys and deer etc.

Trees which are so important especially with climate change and as noise buffers. We are also within walking distance of downtown, a great asset.

We live in “Primarily Residential Area-2” on Tolend Road. We value the rural feel, the wildlife diversity, the numerous existing conservation areas (with wildlife habitat and connecting wildlife corridors), and limited future developments.

Easy access to Coast bus routes, downtown, Community Trail, restaurants, parks, Great Bay and more.

I value the walkability; sidewalks, paths, and shops and public buildings that I can access on foot.

It's safe and quiet with a good balance of land and housing. Not too dense, and close to living and work needs.

Dover of the of is getting smaller and smaller

Beautiful properties that aren’t on top of each other. Field across the street with wildlife.

Single family housing

Space between neighbors

Space between houses, privacy. We live in a single family home neighborhood for exactly that reason. Not in a neighborhood full of apartment buildings or small houses squished onto tiny pieces of land. Or where it’s allowed to sell your land next door and put in 20 new houses on 2 acres. That should not be allowed.

Ease of access to downtown & single family homes with long time Dover residents.

When we purchased our home the things we loved about the area was the open space and wildlife. I am saddened that this is being taken away with developers taking advantage of the TDR program and cramming in as much density as possible to increase their profits at the expense of the abutters.

Woods, spacing between houses, quiet. Not highly dense with homes.

Large lot sizes

Open space

Dense neighborhood with small lots and small houses suitable for single people and couples or families

Not a lot of traffic.

It’s walkability and access to downtown/businesses.

Trees and forest land, the incredible biodiversity, from deer and foxes to birds of prey and many types of amphibians.

Open land. Conservation

Residential with proximity to downtown.

The open land

it is dark and quiet at night. There are no businesses open in the evening.

Privacy and conservation land

That it’s quiet, safe, and welcoming, and that it’s close to local business and the community trail (nature).

Open space and Old Dover city charm

Sidewalks and easy access to major roadways

Proximity to downtown stores & restaurants (area 1).

Near downtown. Community trail for my dog. Restaurants.

I live in the Downtown area and most value the proximity to essential community services (hospital, fire/EMS responders, public schools, restaurants/shops)

I value the proximity to downtown Dover.

Looking across the future land use areas, what *qualities or features* should Dover work to preserve or strengthen?

Preserve the services available and strengthen the shopping available.

Maintain open space/forested land, minimize conflicting uses with well planned zoning, maintain diversity of min lot sizes, encourage infill higher density in core downtown area, lower density in outer regions with certain areas designated for more dense/village development (ie Pointe Place, future Littleworth Rd development, Liberty Mutual reuse).

1. Preserve the environmental buffer areas to protect the area's ecosystem including wetlands, groundwater, and habitats. 2. Continue and strengthen the plans for affordable housing for people in the service industry, public servants, educators, and first-time homeowners. 3. Preserve Dover's historic legacy throughout any expansion plans with careful consideration of building design conformity to existing structures.

Open Space

Slow down on construction of mixed use, condos and apartment complexes.

bikeability

open lands, in-fill, walkability/cyclability

Don't put houses on top of each other! We do not need to morph into a big city! Knock it off with planning board variances to increase population density!

Preserving land. Adding more crosswalks especially at community trail crossings.

Consider purchasing more conservation easement lands in the "Primarily Residential Area-2" in order to expand and connect the existing protected lands and wildlife corridors that already exist there (not just in the "Primarily Residential Area-3"...)

Construct ADA compliant wheelchair accessible intersections and street crossings. Preserve rural and urban green spaces. Construct safe bike lanes. Construct sidewalks on routes Dover public school students use to walk to and from school. Expand Dover Housing Authority and other affordable residential opportunities.

I think it is important to preserve the urban core and make sure we don't lose it to more parking lots. I also think that the Open spaces and green spaces and the more rural areas of Dover should be maintained.

We need to strengthen our sidewalks and bike lanes to make the city easier to navigate for all. Due to the large increases in our tax bills from all of the multi million dollar projects, at this time I would like to see more development and less preservation to widen our tax base. We cannot continue on this path of "build now and tax later" while trying to maintain community support. We need to focus on attainable improvements within a fiscally responsible budget.

You should leave it alone

We must preserve green space. The wildlife keeps losing habitats due to developments and its unsightly to see neighborhoods with houses on top of each other. I am very happy to see my neighborhood is in area 3.

Value historic homes with big lots

I wish Dover would stop cramming in developments on top of one another, while property taxes continue to soar. Also, stressors on our infrastructure and utilities continue to occur. I would love to see a pause on development. It is just added more traffic woes, stresses on first responders services, stressors on infrastructure and schools. Parking is horrible and so aren't the property taxes. Property developers are getting sweet heart, tax deals. Enough is enough!

Space, privacy, conservation land. Green space. Do not allow a bunch of small homes to be built on a small piece of land in a neighborhood of single family homes.

Dover should work to preserve conservation land, natural areas city wide & historical aspects of downtown.

The description for area 2 needs to be more clear. When you state that expanded housing choices without altering the overall feel it leaves this way to subjective. During a planning board meeting for 512 6th street the abutters argued that the approval of this project would not meet the look and feel of the neighborhood. A planning board member stated that he couldn't deny the project on this ground cause it wasn't like the developer was asking for a 5 story building on this lot. This project was to add 5 homes on a 1.4 lot where all the surrounding homes are 1 home per one acre so drastically different from the look and feel. This is just one example of the need for me precise wording in the regulations.

R-40 areas to keep the rural feel. Look to expand on edges of town vs rural areas. If with rural add no more than 50% increase in units

Sidewalks on sixth street extending past county farm rd toward Rochester

Open space

More density where it's appropriate - between locust and central, infill buildings etc. Keep the woods out at the edges where it can thrive.

Smartly located Commercial space to help defray tax costs.

Broadening the area of focus for mixed use development. If it's within walking distance to downtown/the transportation center, it should be mixed use. IMO, we should expand the integrated development area to include all of Horne St and beyond, as well as Dover's south end.

Wooded lots, these are least protected under zoneing regulations

Open land and conservation

Preserve and strengthen a vibrant downtown.

Conservation of wilderness and open landscape

We do not need any more rental properties. Home ownership - encourage the development of Small affordable single family homes.

Save the trees and forests!!!!!! No more developments!!!

CHARM AND NATURE. Dover is quaint and welcoming, but is quickly becoming gentrified, which the residents DO NOT want and speak out against consistently in social spaces in person and online. Keeping the gentle, quaint, community feel alongside nature is what attracts actual long-term residents to the city.

Open space! Stop building new paces and revive the old, stop allowing developers to build large developments on previous long standing open spaces. And bending every rule they can to get the maximum amount of houses in, including moving wet land boundaries . The city is way too money hungry vs preserving the charm and character of Dover. I moved here 23 years ago , while some change and growth is great, it is now completely gone overboard and is extremely disappointing.

Traffic flow in downtown

Transit connectivity, more interspersed neighborhood stores outside of downtown core (i.e. Area 1)

Dog parks are very limited. General open space. Community trail connectivity through downtown is unsafe. Put a median on central ave in town. Remove the dam. The running water will be much nicer and healthier. Bike lanes

I believe Dover should emphasize pedestrian accessibility. This would mean bolstering the "Walkability" of the city by installing more sidewalks or walking paths between areas.

I think Dover should preserve or improve its affordability. Dover has great charm now and is popular with many young adults, but many are also being displaced by rising costs of living. I don't want Dover to turn into the type of town where the people who work there can't afford to live there.

Are there places on the draft future land use map where you think *change or improvement* is especially important? What should that change look like?

Keeping development near the community trail to a minimum to preserve the natural beauty is important.

Appears to be well balanced

Pedestrian safety in all areas of future land use utilizing high visibility traffic signals/signs

Around downtown seems to offer no preserved open space. That is the heart of the most walkable area - no open space for recreation is a severe oversight.

The map primarily looks okay as long as there are no or minimal increases in accessory dwelling units, duplexes, and small multi-family structures.

correct coloring of Area 2 and Area 3 to be consistent across document. In text boxes to right of map, colors are reversed.

Traffic calming on gateway roads. Integrated Cycleways

Yes less pink areas!

There's much talk about affordable housing, but haven't seen any in the new buildings. I may be unaware.

It would be helpful to display the existing and planned city sewage lines on the map, in order to inform the residents where to expect increased density developments (e.g. TDR's, OSS's) now and 5-10 years into the future.

No

Safe bicycle passages that exists to go to places like grocery stores etc. rather than just for recreation.

In order to establish generational housing, areas 1 and 2 should have more of a mix of housing opportunities. We need smaller options. Right now the young and old are essentially stuck. The young can't afford a big house, and there are little to no options for older people to downsize. Smaller developments for home OWNERS and not renters is badly needed.

No MORE BUILDING. We d not have the infrastructure for it.

I feel there are a few spots that are very dangerous and require sidewalks. One of these places is Oak St. The road is narrow and the bridge is even narrower. I've seen kids on bikes trying to get to the skate park and nearly get hit by cars in the process. The hill makes it dangerous too as you can't see. I also feel there should be a sidewalk on Atlantic Ave. There is no where to safely walk. People park on the side of the road which leaves pedestrians no place to walk other than in the road. Many of the streets in the Oak, Atlantic, Gulf, Cocheco neighborhood have tons of poison ivy on the side of the road so you're stuck between poison ivy and cars with no sidewalk. I love the community trail and I'd love to see extensions of it. The extension to the Shell Station/ BK was a great idea! It's nice that part of the trail is paved to make it accessible to those with mobility issues. I really enjoy the Watson side too. I grew up next to the county complex on the horse farm and know there are tons of trails back there. Is there a way to connect the old rail bed that runs to Rochester to the Dover community trail? That would be awesome!! Thanks for your consideration. Courtney Murphy. 111 Gulf Road.

Draft map lacks transparency because it does not identify enough streets to allow the viewer to understand the vision.

Down town and upper Central Ave traffic flow and parking are issues. The lights are off as far as timing.

Less buildings and more green space.

Minimize the integrated development areas, expanding primarily residential areas.

i feel the TDR needs to be updated to have better guardrails on it. As it sits currently as long as a developer has enough money to pay the fee they are able to ignore current zoning regulations and drastically change a neighborhood. While i understand the need to update the land use map i feel the TDR needs to be updated first as that is the tool the developers have been using to change the look and feel over neighborhoods for their own profit.

Parts of r-40 look to not be in conservation area while others abutting it do. That should not be the case or you'll quickly lose the look and feel of why so many buy where they do. Look and feel should also include number of units being added. Does the density fit the look and feel of the neighborhood and surrounding homes should be included in consideration.

Sidewalks on sixth street extending past county farm rd toward Rochester

Less development of housing, more industry!!!!!

There are a lot of parking lots along Locust, Rutland, and Central that seem prime for development. I'd like to see neighborhood scale development there, with small frontages (30-60 ft) and narrow set backs to promote the neighborhood feel. It's not necessarily the place for 4-5 story buildings, but it is the place for density.

No

The greatest development opportunity is the Central Ave Shaws plaza. So much empty space exists that could be redeveloped into mixed use housing/businesses, practically extending downtown. And those residents would get walkable access to grocery stores, gyms, the hospital, and other key amenities without needing to drive, and still be within a 5 min bike ride to downtown Dover. Of course this would require traffic calming measures to be implemented on and around Central Ave.

Dover point is tributary to two rivers that are important to the health of the bay. Areas around our rivers should be better protected from over development. Giving developers the ability to do more with less land means one home lots with many trees become 2 home lots with no trees. Look at aerial maps of Dover over time we are losing our canopy and wildlife corridors. The way we are currently building in sensitive areas is in sustainable.

Reduce number of expanding housing opportunities in areas that are open lands/ wooded. We are truncating wildlife areas. Stop giving massive tax breaks for builders creating unaffordable housing

Install traffic calming measures on Stark Avenue. Construct sidewalks on both sides of Stark Avenue to connect to downtown and Pointe Place.

The proposed integrated development between Dover point and middle road should not be allowed. It is a place a home to wildlife and has a beautiful country feel. This will change the vibe of the area and is absolutely unnecessary to add more development. There is already point place and that should suffice. I absolutely oppose this change. Instead, I urge Dover to consider conserving this important land.

The proposed development of another Pointe Place-style “city center” on Littleworth Road should be reconsidered and ultimately abandoned. Even the developer/property owner has acknowledged that Littleworth Road functions primarily as a commuter route. Introducing destination commercial businesses and high-density rental units into this quiet, residential part of Dover would cause significant disruption—not only to neighboring homeowners but also to daily commuters. The surrounding neighborhood consists entirely of single-family, owner-occupied homes. Adding a dense, commercialized development here is out of character with the area and unnecessary for the city. Dover does not need another cluster of overpriced rental units like those at Pointe Place. The ongoing Waterfront project and the proposed Liberty Mutual development already promise an ample—and arguably excessive—supply of high-cost rental and commercial properties.

Just clean up what is already here! My road needs paved ✅ !!!

I am an advocate of keeping as much green/open/natural space as possible,

Once again stop allowing what’s left of the towns open space to be build on, preserve the land.

See above

Back River Road should be considered a major road. It's currently un-served by public transit despite having medium density housing and multiple schools (key destinations).

Definitely need to connect the community trail under the train vs going into town. The green areas should connect if assuming to improve wildlife corridors. Increased public open space Replace wood on community path bridge Remove dam in town will add running water effect and better biodiversity vs stagnant river.

I believe improving sidewalk access throughout downtown areas would create a safer environment for our kids. For instance, building sidewalks on the stretch of Oak Street that connects Broadway to Route 4. This would allow better access to the public pool and skatepark for neighborhood kids.

Transportation for pedestrians and cyclists could be improved. Many people bike on busy roads such as Dover Point Rd and it would be nice to have protected bike lanes so cyclists can do so safely.

To: **Planning Board**
From: **Dave Carpenter, Community Development Planner**
Date: **January 6, 2026**
Re: **FY27 CDBG Annual Action Plan**

ISSUE:
FY27 Annual Action Plan

INTENT:
This memo will provide an overview of the proposed FY27 Annual Action Plan

GOAL:
Conduct a Public Hearing for the proposed FY27 Annual Action Plan

ATTACHED:
- FY27 Annual Action Plan - Proposed

BACKGROUND

CONSOLIDATED PLAN

Every five years Dover adopts a new Consolidated Plan for the Community Development Block Grant (CDBG) program. The Consolidated Plan serves as a strategic plan for addressing issues such as homelessness, housing, public services, community development needs and economic opportunities. These efforts are targeted towards very low, low and moderate income persons within the community. One of the functions of the Consolidated Plan 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. The current Consolidated Plan spans FY26-FY30.

ACTION PLAN

To implement the FY26-FY30 Consolidated Plan, the community annually adopts an Action Plan that identifies activities and projects that the community has decided to assist with CDBG funds. The Annual Action Plan serves as a means to assure that the funded activities are consistent with the Consolidated Plan and that the activities comply with one of HUD's three National Objectives.

National Objectives:

- Benefiting low- and moderate-income persons,
- Preventing or eliminating slums or blight, or
- Meeting other community development needs having a federally designated urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community.

After approval by the City Council, and a subsequent 30-day public comment period, the Annual Action Plan must be sent to HUD for their review and approval.

This year's Annual Action Plan will be the second of five Action Plans to be adopted during the life of the current Consolidated Plan.

FY27 ANNUAL ACTION PLAN

Staff has compiled the applications submitted for FY27 Dover CDBG funding. See Sections 1-4 of the attached proposed FY27 Action Plan.

Funding Categories and Proposed Allocations:

There are four funding categories identified by HUD:

- Public Services
- Public Facilities
- Economic Development
- Administration (*General Administration & Planning*; *Activity Administration*)

Funding Caps:

*Public Services***:** The maximum amount of funding that can be allocated for all Public Services equals fifteen percent of the FY27 HUD Award & fifteen percent of the FY27 Program Income.

*General Administration & Planning***:** The maximum amount of funding that can be allocated for General Administration & Planning equals twenty percent of the FY27 HUD Award & 20 percent of the FY26 Program Income.

Funding Recommendations:

Please see Section 3 and the first page of Section 4 of the attached proposed FY27 Action Plan for recommended allocations. The amount of funding *requested* for FY27 activities totals $516,704.26. Staff anticipates a total funding pool of $343,600.00 for FY27.

Public Services

There are nine requests for Public Services funding. The anticipated cap for Public Services funding is set at $49,770.00. Staff has provided recommended funding amounts for all nine applications.

Public Facilities

There are seven requests for Pubic Facilities funding. Staff recommends approving all seven applications. Staff recommends providing full funding for four of the applications and partial funding for three applications. In the event that any of fully funded activities are cancelled or postponed, the remaining three activities will be eligible to utilize the funding.

Economic Development

Funding for Business Assistance, Loan Pool & Micro Enterprise activities.

Administration
This category consists of *General Administration* & *Activity Administration*:

General Administration:
Tasks associated with General Administration include development of the Action Plan; quarterly, semi-annual and annual reporting; training & legal notices. As discussed above, funding for General Administration is capped.

Activity Administration:
Tasks associated with Activity Administration include contract development & administration, processing requests for reimbursement, site visits, subrecipient monitoring and environmental review associated with individual activities.

STAFF RECOMMENDATION

Staff recommends the following:

1. Conduct a Public Hearing to receive input regarding the proposed FY27 Annual Action Plan and allocations.

2. Approve the FY27 Annual Action Plan and allocations.

City of Dover CDBG Program

FY27 Action Plan - Proposed

Section 1

CDBG Program Description

CDBG PROGRAM DESCRIPTION

The City of Dover is designated as a CDBG Entitlement Community by HUD. This 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

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 FY26-FY30 Consolidated Plan includes the Goals provided below. Funded activities must meet one at least one of the Goals.

DOVER CONSOLIDATED PLAN GOALS: FY26-FY30

Goal #1: Access to Services

Goal #2: Barrier Removal and Transportation

Goal #3: Affordable Housing

Goal #4: Public Improvements

Goal #5: Economic Development

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 Goals 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 FY26-FY30 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.

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

Funding Pool, Funding Categories, Mandated Funding Formulas, Proposed Funding by Category & Contingency Funding Formula

AVAILABLE FUNDING
Overview

FUNDING POOL

The City of Dover calculates the total FY27 Action Plan funding pool based upon the following factors:

1. Anticipated FY27 Annual Allocation from HUD: **$320,000.00**
2. Anticipated FY27 Program Income available for FY27 AP: **$11,800.00**
3. Anticipated FY26 Program Income available for FY27 AP: **$11,800.00**

Based upon items 1, 2 & 3 above, the total anticipated funding pool for the FY27 Action Plan is **$343,600.00**

FUNDING CATEGORIES

All funded activities fall into one of four categories:

1. Public Services
2. Public Facilities
3. Economic Development
4. Administration (*General Administration & Planning*; *Activity Administration*)

HUD MANDATED FUNDING FORMULAS

*Public Services***:** The maximum amount of funding that can be allocated for all Public Services equals fifteen percent of the *actual* FY27 grant amount plus fifteen percent of the *actual* FY26 program income: **$49,770.00**

*General Administration & Planning***:** The maximum amount of funding that can be allocated for General Administration & Planning equals twenty percent of the *actual* FY27 grant amount plus twenty percent of the *actual* FY27 program income: **$66,360.00**

Note: There are no HUD mandated funding formulas/caps for Public Facilities, Economic Development or Activity Administration

PROPOSED FUNDING BY CATEGORY

Public Services: $49,400.00

- Allocations to applicants under the Public Services category include activities such as operating expenses, supplies and rental security deposits.

Public Facilities: $217,840.00

- Funding for construction based activities and projects.

Economic Development: $10,000.00

- Funding for the DELP loan pool and related economic development activities.

Administration: $66,360.00

- General Administration & Planning: $66,360.00

  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.

- Activity Administration: $0.00

  Administrative costs associated with individual Activities. Activity specific costs include contract development & administration, processing requests for reimbursement, site visits, subrecipient monitoring and environmental review.

CONTINGENCY FUNDING FORMULA

In the event that that the FY27 Entitlement Grant amount and/or the FY26 or FY27 Program Income amounts are other than as listed above, allocations will be adjusted as follows:

1. *Public Services*: Public Service allocations will each be adjusted by an equal percentage, to achieve a total Public Service allocation amount that will meet, but not exceed, the 15% Public Services CAP.

2. *General Administration and Planning*: Allocation will be adjusted to meet, but not exceed, the 20% cap.

3. *Economic Development:* After adjusting for General Administration and Public Services, the Economic Development allocation will be adjusted as necessary to assure that the total of all FY27 allocations meet, but do not exceed, the total funding pool.

4. *Public Facilities*: In the event that after adjusting per steps 1-3 above the adjusted total is greater or less than the funding pool, each Public Facilities award shall be adjusted by an equal amount until the total FY27 allocations equal the FY27 funding pool.

Section 3

Funding Requests – Activity Summary

FUNDING REQUESTS – ACTIVITY SUMMARY

Public Services, Public Facilities, Economic Development & Administration

Following are the names of applicants with the amount requested and a brief description of proposed use of funds. See applications from organizations in Section 4 for a description of the program and expanded discussion regarding use of funds. See Section 2 for anticipated funding pool, HUD mandated spending caps for Public Services & Administration, proposed funding by category and contingency funding formula.

PUBLIC SERVICES

1. **AIDS Response Seacoast**
   Amount Requested: $10,000.00
   Staff Recommendation: $7,400.00

   Funding will be used to partially support the salaries and benefits of the Case Management Department (4 positions).

2. **Alliance for Community Transportation**
   Amount Requested: $4,200.00
   Staff Recommendation: $4,400.00

   Operate TripLink, a regional transportation call center; operate Community Rides, that provides transportation to healthcare for seniors and individuals with disabilities; provide staffing for the Regional Coordination Council to provide greater access to, and improve the operation of, community transportation resources.

3. **Community Partners**
   Amount Requested: $5,000.00
   Staff Recommendation: $4,400.00

   Provide rental assistance including security deposits, and first month's rent assistance for adults and families in Dover with mental illness or a developmental disability who are in threat of becoming homeless.

4. **Cross Roads**
   Amount Requested: $15,000.00
   Staff Recommendation: $7,600.00

   Provide emergency and transitional shelter and supportive services for families and individuals from Dover who are experiencing homelessness.

5. **Dover Adult Learning Center of Strafford County (DALC)**
   Amount Requested: $5,000.00
   Staff Recommendation: $4,000.00

   Funding will be used to help operate a regional HISET testing site where low & moderate Dover youth and adults without a high school diploma can take a high school equivalency exams and earn a high school equivalency certificate from the state of New Hampshire.

6. **Welfare Department - Dover**
   Amount requested: $12,000.00
   Staff Recommendation: $3,500.00

   Security deposit program. Help income qualified Dover residents move into apartments when they cannot afford security deposits.

7. **HAVEN**
   Amount Requested: $7,500.00
   Staff Recommendation: $6,400.00

   Staff salary for the case management of HAVEN's domestic violence housing clients at the 6 unit Housing facility *HAVEN at the Falls* which is a partnership with Dover Housing Authority in Dover NH.

8. **My Friend's Place**
   Amount requested: $30,000.00
   Staff Recommendation: $8,100.00

   General operating cost to run both the Emergency Shelter and the Transitional Housing programs.

9. **Strafford Nutrition & Meals on Wheels**
   Amount requested: $5,000.00
   Staff Recommendation: $3,600.00

   Help provide meals to homebound, low-income, older and disabled residents.

PUBLIC FACILITIES PROJECTS

1. **Barrier Removal - Infrastructure Projects**
   Amount Requested: $4,000.00
   Staff Recommendation: $4,000.00

   Removal of architectural and material barriers at existing facilities and spaces that serve Dover residents.

2. **Cross Roads House – Mini Split System**
   Amount Requested: $33,664.26
   Staff Recommendation: $1,000.00

   Installation of mini split systems in cafeteria and men & women's dorms.

3. **Dover ADA Doors – Indoor Pool & Ice Area**
   Amount Requested: $27,500.00
   Staff Recommendation: $27,500.00

   Install ADA door operators at main entrance of indoor pool and ice arena.

4. **Dover Parks Barrier Removal Program**
   Amount Requested: $181,500.00
   Staff Recommendation: $105,340.00

   Removal of barriers to access, including parking and accessway barriers, at existing Dover parks and playgrounds.

5. **Dover Rental Unit Rehab Program**
   Amount Requested: $35,000.00
   Staff Recommendation: $15,000.00

   Rehabilitation of existing rental units to address critical maintenance needs, preserve affordable rents, and ensure that income-qualified households continue to have access to safe and stable housing.

6. **My Friend's Place Parking Area Improvements**
   Amount Requested: $40,000.00
   Staff Recommendation: $40,000.00

   Expansion and paving of parking area at Washington Street shelter

7. **Weatherization & Energy Efficiency Program**
   Amount Requested: $25,000.00
   Staff Recommendation: $25,000.00

   Funding to supplement the Weatherization Assistance Program for Dover residents.

ECONOMIC DEVELOPMENT

1. **City of Dover - Economic Development Activities:**
   Amount Requested: $10,000.00
   Staff Recommendation: $10,000.00

   Funding for business assistance, loan pool & micro enterprise program.

ADMINISTRATION

1. **General Administration & Planning**
   Amount Requested: $66,360.00
   Staff Recommendation: $65,300.00

   Activities associated with overall administration of the CDBG program. Activities include development of the Action Plan; quarterly, semi-annual and annual reporting; training & legal notices. The amount proposed equals the maximum amount permissible per HUD regulations.

2. **Activity Administration**
   Amount Requested: $0.00
   Staff Recommendation: $0.00

   Administrative costs associated with individual Activities. Activity specific costs include contract development & administration, processing requests for reimbursement, site visits, subrecipient monitoring and environmental review.

Section 4

Applications, Funding Sources, Funding Requests and Recommended Allocations

FY27 FUNDING SOURCES & ALLOCATIONS

FY27 Funding Pool

Anticipated FY27 Federal Award	$320,000.00
Anticipated FY27 PI available for FY27 AP::	$11,800.00
Anticipated FY26 PI available for FY27 AP:	$11,800.00
Available for FY27 Funding Pool:	**$343,600.00**

FY27 Activities

Public Services	Amount Requested	Current Year Allocation	Staff Recommendation
ARS	$10,000.00	$7,324.00	$7,400.00
Alliance for Comm Transportation (ACT)	$4,200.00	$4,324.00	$4,400.00
Community Partners	$5,000.00	$4,324.00	$4,400.00
Cross Roads	$15,000.00	$7,524.00	$7,600.00
Dover Adult Learning Center of Strafford County (DALC)	$5,000.00	NA	$4,000.00
Dover Welfare Sec Deposit	$12,000.00	$3,315.00	$3,500.00
HAVEN	$7,500.00	$6,324.00	$6,400.00
MFP	$30,000.00	$7,924.00	$8,100.00
SNMoW	$5,000.00	$3,324.00	$3,600.00
Total:	**$93,700.00**	**$44,383.00**	**$49,400.00**

Economic Development	Amount Requested	Current Year Allocation	Staff Recommendation
Business Assistance, Loan Pool & Micro Enterprise	$10,000.00	$18,745.00	$10,000.00
Total:	**$10,000.00**	**$18,745.00**	**$10,000.00**

Public Facilities	Amount Requested	Current Year Allocation	Staff Recommendation
Barrier Removal - Infrastructure Projects	$4,000.00	$0.00	$4,000.00
Cross Roads House Mini Split Systems	$33,644.26	$0.00	$1,000.00
Dover ADA Doors - Pool & Ice Arena	$27,500.00	$0.00	$27,500.00
Dover Parks Barrier Removal Projects	$181,500.00	$0.00	$105,340.00
Dover Rental Unit Rehab Program	$35,000.00	$0.00	$15,000.00
MFP Parking Area	$40,000.00	$0.00	$40,000.00
Weatherization & Energy Efficiency Program - CAP	$25,000.00	$25,000.00	$25,000.00
Total:	**$346,644.26**	**$25,000.00**	**$217,840.00**

Administration	Amount Requested	Current Year Allocation	Staff Recommendation
General Administration	$66,360.00	$68,069.00	$66,360.00
Business Assist., Loan Pool & Micro Enterprise - Admin	$0.00	$0.00	$0.00
Cross Roads House Mini Split Systems - Admin	$0.00	$0.00	$0.00
Dover ADA Doors - Pool & Ice Arena - Admin	$0.00	$0.00	$0.00
Dover Parks Barrier Removal Projects - Admin	$0.00	$0.00	$0.00
Dover Rental Unit Rehab Program - Admin	$0.00	$0.00	$0.00
MFP Parking Area - Admin	$0.00	$0.00	$0.00
Weatherization & Energy Efficiency Program - Admin	$0.00	$0.00	$0.00
Total:	**$66,360.00**	**$68,069.00**	**$66,360.00**

Grand Total:	**$516,704.26**	**$156,197.00**	**$343,600.00**

APPLICATION: DOVER CDBG FY27

APPLICANT INFORMATION	
Organization AIDS Response Seacoast	
Name of Program or Project Medical Case Management	
Name of Executive Director Tamara Leibowitz	**E-Mail** tamaral@arsnh.org
Mailing Address 100 Campus Dr. Ste. 1, Portsmouth, NH 03801 **Physical Address** 100 Campus Dr. Ste. 1, Portsmouth, NH 03801	
Contact Person Tamara Leibowitz	**Phone** 603-433-5377
E-Mail tamaral@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	
SAM UEI # V1F8M6GH2P98	**SAM Expiration Date** 1-10-2026

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 use to partially support salaries and benefits of the case managment department (4 posititions).

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. 100 Campus Dr. Ste. 1, Portsmouth, NH 03801

BENEFICIARIES

Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) **Persons Living with HIV, Low-income households**

Beneficiaries:

For FY 2027 (7/1/2026 – 6/30/2027) 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

For FY 2025 (7/1/2024 – 6/30/2025) 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 2025 (7/1/2025 – 6/30/2026): yes

If so, how much? 7324.00

CLIENT POPULATION

Does your organization have criteria/protocols in place that are used to determine when clients will or will not receive assistance for this program or activity?: _____X_ Yes _____ No

If yes, are the criteria/protocols in writing?: ___X___ Yes _____ No

NARRATIVE – *PUBLIC SERVICE* ACTIVITY OR PROGRAM 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 Clients Services provides clients-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 their 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 misuse counseling, Medicaid, Medicare, fuel assistance, SNAP, Section 8 Housing and the AIDS Drug Assistance Program (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 90% are low or very low incomes, receive the medical care necessary for them to maintain their health and obtain viral suppression.

NARRATIVE – *PUBLIC FACILITY* ACTIVITY OR 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 will maintain stable and satisfactory housing	Number of clients in stable housing and satisfactory housing divided by total number of clients
90% of clients will have an HIV viral load of <200 copies/ml at last viral load test during measurement year	Number of clients with viral load <200 copies/ml divided by number of clients with HIV diagnosis with at least one HIV viral load test in measurement year.

DESCRIPTION OF ORGANIZATION

Please provide a description of 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 of New Hampshire as well as providing educational programs though out our catchment area. 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 sex 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. -NH Department of Health & Human Services, Bureau of Infectious Disease Control-Program & Fiscal 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 annually.

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
David Steady	Portsmouth, NH
Raymond Ouellette	Dover, NH
Jordan McKenney	Somersworth, NH
Art Nicholson	Portsmouth, NH
Raymond Ouellette	Dover, NH
Tyra Bauguess	Somersworth, NH
Monica Dorley	Portsmouth, NH
Kelsey Elliot	Somersworth, NH

BUDGET: ACTIVITY or PROJECT-PLEASE SEE ATTACHED

Use box 1 or 2 below to provide a budget for the proposed activity or project. 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**			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding***	**Total Proposed Budget**
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			

AIDS Response Seacoast
Projected Program Budget - Client Services Department
For Fiscal Year Ending June 30, 2027

LINE ITEM DESCRIPTION:	DOVER FUNDS REQUESTED	OTHER FUNDING	TOTAL
Client Services Dept. Staff Salaries	$ 7,100.00	$ 179,100.00	$ 186,200.00
Program Manager			
Medical Case Manager 1			
Medical Case Manager 2			
Financial Administrator			
Payroll Taxes & Fringe Benefits	$ 1,990.00	$ 49,710.00	$ 51,700.00
Clinical Supervision & Consultants	$ -	$ 4,700.00	$ 4,700.00
Consultant - Tech Support	$ -	$ 1,500.00	$ 1,500.00
Direct Financial Assistance to Clients			
Housing and Utilities Assistance	$ -	$ 23,000.00	$ 23,000.00
Food & Nutrition	$ -	$ 20,000.00	$ 20,000.00
Client Transportation	$ -	$ 3,200.00	$ 3,200.00
Linguistic Services	$ -	$ 300.00	$ 300.00
Other Direct Client Support	$ -	$ 3,000.00	$ 3,000.00
Supplies - Office, PC and Software	$ -	$ 4,300.00	$ 4,300.00
Copying & Printing	$ -	$ 1,800.00	$ 1,800.00
Postage	$ -	$ 1,200.00	$ 1,200.00
Audit & Professional Fees	$ -	$ 5,500.00	$ 5,500.00
Insurance	$ -	$ 4,300.00	$ 4,300.00
Telephone & Internet	$ -	$ 5,000.00	$ 5,000.00
Training and Conferences	$ -	$ 200.00	$ 200.00
Case Managers Travel - Home Visits	$ -	$ 1,500.00	$ 1,500.00
Rent	$ -	$ 22,700.00	$ 22,700.00
Direct Department Overhead	$ 910.00	$ 27,590.00	$ 28,500.00
Total	$ 10,000.00	$ 358,600.00	$ 368,600.00

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 **$49,000** 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 7 of Financial Statements)**

Other:			
TOTAL PROPOSED BUDGET:			

2. Public **Facilities**			
	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 Davis Bacon wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

* Use the following table (***Activity or Project Funding Sources***) to identify other funding sources that will be used for this specific activity or project.

ACTIVITY OR PROJECT FUNDING SOURCES-PLEASE SEE ATTACHED

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed that will be used ***for this activity or project***.. *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:			

AIDS RESPONSE SEACOAST
PROJECTED FUNDING SOURCES - CLIENT SERVICES DEPARTMENT PROGRAM
FOR FISCAL YEAR ENDING JUNE 30, 2027
All Pending

FEDERAL GRANTS		
Boston Public Health Ryan White Funding	$ 162,500	
Portsmouth Community Development Block Grant	$ 11,500	
Dover Community Development Block Grant ***(Not included)***	$ -	
		$ 174,000
STATE GRANTS & MUNICIPALITIES		
NH DHHS Client Services	$ 133,500	
Portsmouth Social Services	$ 4,000	
Local Municipalities	$ 12,000	
		$ 149,500
FOUNDATIONS :		
Broadway Cares	$ 7,500	
NH Charitable Foundation	$ 7,500	
Gamma Mu	$ 7,700	
Lindsay Trust	$ 5,000	
Grail	$ 2,000	
PhRMA & Gilead	$ 1,000	
Other Misc. - Walmart, etc.	$ 1,000	
		$ 31,700
DONATIONS -Restricted		
In Kind Donations - Food	$ 10,400	
In Kind Donations For Clients - Other Client Support	$ 3,000	
		$ 13,400
TOTALS		**$ 368,600**

NOTE:
Does not include funds that would be requested from Dover CDBG

	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:			

BUDGET: ORGANIZATION -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		

AIDS RESPONSE SEACOAST
ANNUAL BUDGETS
PERIOD JULY 1 TO JUNE 30

Revenue Sources	CURRENT YEAR ENDING June 30, 2026	PROJECTED ENDING June 30, 2027
Federal Grants	$ 183,360	$ 184,000
State Grants & Municipalities	$ 150,590	$ 149,500
Foundations	$ 12,000	$ 31,700
Special Events	$ 27,000	$ 28,400
Charitable Donations	$ 27,000	$ 26,400
Interest Income	$ 50	$ -
Total	**$ 400,000**	**$ 420,000**

Expenses	TOTAL BUDGET	TOTAL BUDGET
Salaries	$ 241,280	$ 241,300
Payroll Taxes & Employee Benefits	$ 64,270	$ 64,700
Contracted Services		
Clinical Supervision and Consultants	$ 4,680	$ 4,700
Consultants - Tech Support	$ 1,200	$ 1,500
Direct Client Financial Assistance		
Housing and Utilities Assistance	$ 13,520	$ 23,000
Food and Nutritional Suppliments	$ 16,000	$ 20,000
Client Transportation	$ 2,500	$ 3,200
Linguistic Services	$ 300	$ 300
Other Direct Client Support	$ 1,000	$ 3,000
Supplies - Office and Software	$ 4,300	$ 4,600
Copying and Printing	$ 1,850	$ 2,000
Telephone and Internet	$ 5,500	$ 5,800
Training and Conferences	$ 300	$ 300
Travel for Client Home Visits	$ 1,300	$ 1,600
Insurance	$ 5,000	$ 4,800
Equipment Expense		
Equipment Purchase and Repairs - Office	$ 200	$ 2,000
Postage	$ 1,000	$ 1,600
Rent	$ 25,300	$ 25,300
Advertising	$ 100	$ 100
Dues and Subscriptions	$ 500	$ 500
Professional Fees / Audit / Consultants	$ 8,500	$ 6,300
Bank Charges	$ 100	$ 100
Miscellaneous	$ 100	$ 2,000
Fundraising Event Costs	$ 1,200	$ 1,300
Other Agency Overhead	$ -	$ -
Total	**$ 400,000**	**$ 420,000**

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)		

ORGANIZATION: 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]			$	$

Schedule of Expenditures of Federal Awards FY-2026

	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	93.686			16.3 billion
Direct Program	Ryan White Part A	Unknown	Unknown		
Passed Through	Boston Public Health Commission	93.914	Unknown		$15,183,838
	ARS			$162,442	
Total U.S. Dept. of	**HRSA**				
U.S. Dept. of	FEMA	97.024	Unknown		319.95 billion
Direct Program	Emergency Food and Shelter				117 billion
Passed Through	United Way	Unknown	Unknown		Unknown
	ARS			$0	
Total U.S. Dept. of	**FEMA**			**$0**	**Unknown**
U.S. Dept. of	HUD				318.75 billion
Direct Program	Housing Opportunities for People Living With AIDS	14.241	Unknown	Unknown	$505,000,000
Passed Through	Merrimack Valley Assistance Program	Unknown	Unknown		$944,877
	ARS			**MVAP CUT ALL FUNDING-FY25**	
Total U.S. Dept. of	**HUD**			**$0**	
U.S. Dept. of	HUD				
Direct Program	CDBG	14.218			
Passed Through	Portsmouth			$522,653	1,961,622
	ARS			11,000	
Total U.S. Dept. of	**HUD/CDBG**				**Unknown**
Total Expenditures of Federal Awards				$173,442	~653 billion
NH Dept. of	NH DHHS Ryan White Part B	Unknown	Unknown		$4,156,380
	Ryan White Part B to ARS			$133,590	
Total NH Dept. of	**Health and Human Services**			**$133,590**	
Local Assistance:	Various			$11,000	$0
Total Local Assistance:	**Various**			**$11,000**	**$0**
Total State and Local Awards				***$144,590***	
TOTAL FEDERAL, STATE, & LOCAL ASSISTANCE				**$318,032**	

	[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] 11-20-2025

SIGNATURE **DATE**

TAMARA LEIBOWITZ EXECUTIVE DIRECTOR

PRINTED NAME **TITLE**

AIDS Response Seacoast
Dover CDBG FY 2027
Measurement Goals

Goal 1	90% of all clients will have had an **HIV Viral Load** <200 copies/ml at last HIV viral load test during the measurement period.		
Measurement Dates:	October 1, 2024 to September 30, 2025		
Your Agency Outcome:	94.74%	**Statewide ASOs Outcome:**	94.92%
Numerator:	Number of patients in the denominator with an HIV viral load <200 copies/mL at last HIV viral load test during the measurement period.		90
Denominator:	Number of patients, regardless of age, with a diagnosis of HIV with at least one HIV viral load test during the measurement period.		95

Goal 2	Less than 2% of clients self-identified as **Homeless or Unstably Housed** during the measurement period.		
Measurement Dates:	October 1, 2024 to September 30, 2025		
Your Agency Outcome:	1.87	**Statewide ASOs Outcome:**	2.28%
Numerator:	Number of clients who were homeless or unstable housed during the measurement period.		2
Denominator:	Number of persons receiving HIV services during the measurement period.		107

APPLICANT INFORMATION	
Organization Cooperative Alliance for Seacoast Transportation	
Name of Program or Project Alliance for Community Transportation	
Name of Executive Director Rad Nichols	
Mailing Address 42 Sumner Drive, Dover, NH 03820 **Physical Address** Same	
Contact Person Jeff Donald	**Contact Person** Jeff Donald
E-Mail Info@CommunityRides.org	**E-Mail** Info@CommunityRides.org
Type of Organization Applying for Funds *(Note: More than one may apply)* **X** 501(c)(3)	
Tax ID # 02-0362579	
SAM UEI # RTMFG5LQG5A1	**SAM Expiration Date** October 7, 2026

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $4,200
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 "suggested donation" service providing transportation to healthcare for seniors and individuals with disabilities; provide staffing for the Regional Coordination Council to provide greater access to, and improve the operation of, 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

Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.)

Beneficiaries:

For FY 2027 (7/1/2026 – 6/30/2027) 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):** 65

For FY 2025 (7/1/2024 – 6/30/2025) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population: 59

Were Dover CDBG funds awarded to fund this activity or project in FY 2026 (7/1/2025 – 6/30/2026):

If so, how much? $4,324

CLIENT POPULATION

Does your organization have criteria/protocols in place that are used to determine when clients will or will not receive assistance for this program or activity?: X Yes _____No

If yes, are the criteria/protocols in writing?: X Yes _____No

NARRATIVE – *PUBLIC SERVICE* ACTIVITY OR PROGRAM 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, Meals on Wheels of Rockingham County, and the Community Action Partnership of Strafford County. In FY25, Community Rides provided 68 rides to 6 Dover residents. In FY24, 76 residents used the TripLink Common Application to apply for services.

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, Community Rides, and the Community Action Partnership of Strafford County's senior shuttle.

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 them 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.

The Common Application allows users to apply for multiple transportation services at the same time. For Dover residents, this means that they will be able to apply for ADA Paratransit, Community Rides, and the CAP senior shuttle at once.

NARRATIVE – *PUBLIC FACILITY* ACTIVITY OR 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 of 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 commissions, 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 NH. 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, social service agencies, and riders.

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 of COAST every 3 years.

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
Dennis Shanahan	Dover
Scott Bogle	Rockingham Planning Commission
Margaret Joyce	Greater Dover Chamber of Commerce
Dave Sandmann	New Durham
Fred Butler	NH Department of Transportation
Arthur Capello	Berwick
Sean Clancy	Portsmouth
Sonke Dornblut	Newmarket
Jason Garnham	Kittery

Emmy Ham	Workforce Housing Coalition of the Greater Seacoast
Denis Hebert	Newington
Colin Lentz	Strafford Regional Planning Commission
Michael Mates	Pease Development Authority
Joann Neumann	Families First Health & Support Center
Crystal Paradis-Catanzaro	Somersworth
David Tovey	Exeter
Kiersten Wright	Rochester

BUDGET: ACTIVITY or PROJECT

Use box 1 or 2 below to provide a budget for the proposed activity or project. 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**			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding***	**Total Proposed Budget**
Office Supplies			
Utilities	$4,200	$895	$5,095
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET:	$4,200	$895	$5,095

2. Public **Facilities**			
	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 Davis Bacon wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

***** Use the following table (***Activity or Project Funding Sources***) to identify any other funding sources that will be used for this specific activity or project.

ACTIVITY OR PROJECT FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed that will be used ***for this activity or project***.. *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:	**$895**	**$895**	**FTA Section 5310 funds**
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 itself will be contributing to the project.

Funding Source (Name of Parent Organization)	Committed, Pending or Proposed Amount ($)		Explanation
	Committed: Pending: Proposed:		
Total:			

BUDGET: ORGANIZATION

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	$555,701	$584,913
State Funds		
Foundations/Private Contributions	$44,100	$45,000
Partner Match	$27,998	$30,503
Fundraising or other income	$58,382	$41,123
Other (describe)		
Community Dev. Block Grant (include anticipated request)	$4,324	$4,200
TOTAL REVENUE	$690,506	$705,748
EXPENSES		
Salaries	$235,431	$243,461
Fringe Benefits	$96,480	$99,857
Supplies (include printing/copying)	$3,000	$3,000
Travel	$500	$500
Training		
Communications	$4,899	$5,095
Audit		
Property Maintenance		
Service Contracts	$47,303	$47,012
Purchased Transportation	$299,293	$305,223
Planning & Marketing	$3,600	$1,600
TOTAL EXPENSES	$690,506	$705,748
NET (Income - Expenses)		

ORGANIZATION: 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)			$584,913	$584,913
Direct Program	FTA 5310				
Passed Through	NHDOT	20.513		$	$
	[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}				
Local Assistance:	City of Rochester			$6,000	$6,000
	General Fund				
Local Assistance:	Strafford County			$8,000	$8,000
	NonCounty Special				
Local Assistance:	Rockingham County			$4,000	$4,000
	NonCounty Special				
				$	$
Total Local Assistance:				$	$
Total State and Local Awards				***$18,000***	***$18,000***
TOTAL FEDERAL, STATE, & LOCAL ASSISTANCE				**$602,913**	**$602,913**

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

November 3, 2025

DATE

Rad C. Nichols

PRINTED NAME

Executive Director

TITLE

APPLICATION: DOVER CDBG FY27

APPLICANT INFORMATION	
Organization Behavioral Health & Developmental Services of Strafford County, Inc. d/b/a Community Partners	
Name of Program or Project Rental Assistance	
Name of Executive Director Christopher Kozak	**E-Mail** ckozak@communitypartnersnh.org
Mailing Address 113 Crosby Road, Dover, NH 03820 **Physical Address** 113 Crosby Road, Dover, NH 03820	
Contact Person Elizabeth Fourar-Laidi	**Phone** (603) 516-9321 (603) 767-4344 (cell)
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) [ ] For-profit authorized under 570.201(o) [ ] Unit of Government [ ] Faith-based Organization [ ] Institution of Higher Education [ ] Other (Explain):	
Tax ID # 02-0366120	
SAM UEI # F6H7M3LQKZP4	**SAM Expiration Date** 12/27/25

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 5,000
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.*) Community Partners is requesting CDBG funds to provide rental assistance including security deposits, and first month's rent assistance for 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

Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) Homeless, disabled or mental health issues, low-to-moderate income households.

Beneficiaries:

For FY 2027 (7/1/2026 – 6/30/2027) 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): 4 -6**

For FY 2025 (7/1/2024 – 6/30/2025) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population: 0 – no funds received

Were Dover CDBG funds awarded to fund this activity or project in FY 2026 (7/1/2025 – 6/30/2026):

If so, how much? No Funds Received

CLIENT POPULATION

Does your organization have criteria/protocols in place that are used to determine when clients will or will not receive assistance for this program or activity?: X Yes _____ No

If yes, are the criteria/protocols in writing?: X Yes _____ No

NARRATIVE – *PUBLIC SERVICE* ACTIVITY OR PROGRAM 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 and those who may need to find new housing. This may take the form of rental assistance, first month's rent and/or security deposits. Funds are needed for those 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. Funds may be distributed unevenly throughout the year as they are disbursed as the need arises.

These funds will be administered through 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 and parents of children 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 20 years, our Dover CDBG program has impacted over five hundred individuals, aiding them in securing permanent and affordable housing. We hope that we will be able to continue this important work in FY2025 with CDBG support.

Description of Need: CDBG dollars are critical in financing Community Partners' rental assistance services. Since the end of the pandemic, funding for rental assistance has dropped precipitously and funding for this service has been severely curtailed with a number of private foundations totally stopping any type of rental assistance. 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. According to the New Hampshire 2024 Residential Rental Cost Survey Report, rents have increased steadily over the past 10 years. The 2024 statewide median monthly gross rent (including utilities) for 2-bedroom units was $1,833, a 3.9% increase from last year ($1,764) and a 36% increase from five years ago ($1,347 in 2019). To afford the statewide median cost of a typical two-bedroom apartment with utilities, a New Hampshire renter would have to earn 137% of the estimated statewide median income, or over $70,600 a year. Thus, only 13% of two-bedroom units in New Hampshire are affordable to median income households. Increased rental rates, coupled with only a .06% vacancy rate, have converged to make affordable housing impossible for vulnerable populations in our county. A vacancy rate of 4 to 5% is considered a balanced market for supply and demand. Figures are not available for low to very low-income families.

When affordable housing is not available, many are forced into homelessness. According to the 2024 latest annual New Hampshire Coalition to End Homelessness report, the overall number of homeless people in New Hampshire increased 52.1% from 2022 – 2023, the highest single-year percent rise that NH has experienced in PIT Count numbers in the past five years. Nationally, PIT Count increased 12% for the same time period. This statistic coupled with a decrease in median household income, a loss of private foundation funding, an increase in gross rent and a reduced vacancy rate paints a concerning picture for the homeless of Strafford County.

Even in a better economic climate, the affordability of permanent housing is a constant struggle for the clients served by Community Partners. Most of these individuals are reliant on Social Security Disability benefits as many are unable to work due to their disability. In 2024, the average monthly disability benefit was $1,537; 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. Per the National Alliance to End Homelessness Report 2025, disabled people are often at a disadvantage when trying to access stable housing — they are paid subminimum wages and benefits, excluded from economic and housing opportunities, and face a high risk of eviction. Often, available housing does not meet their needs. As more people need assistance and elected officials fail to invest enough resources to keep pace with this demand, people experiencing chronic homelessness will increase rapidly.
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 public, more of whom are finding they need assistance in this current economy.

Community Partners' CDBG program will work to ensure that our Dover consumers are placed in sustainable, long-term housing. Clients will work with Case Mangers to establish realistic housing goals, and secure placement in affordable housing utilizing CDBG funded rental assistance, security deposits and/or first month's rental payments to help establish themselves in their new residence. Clients at risk of homelessness will be given the support needed to prevent eviction.

In FY 24 -25, Community Partners assisted Nine (9) Dover households (twenty-eight (28) individuals) with rental assistance totaling over $8,000. Due to a lack of private foundation funding, that money was pulled from other accounts to keep these people in their homes.

NARRATIVE – *PUBLIC FACILITY* ACTIVITY OR 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.**
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 of 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 and in 2025 brought on board Southeastern NH Services, providing substance use services to Strafford County.

The organization is overseen by the Board of Directors and executive officers with directors and managers in each department. The agency has currently updated the 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 for our clients and their families.

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. Currently under a grant provided by SAMHSA and other funders, we have trained over a thousand community members (mostly in Dover and Dover schools) in Mental Health Awareness.

Behavioral Health Services include 24/7 crisis intervention services, group, individual and family therapy, youth and family services, community support programs for people 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 3,600 non-duplicated individuals and families in Fiscal Year 2024; of this total, 857 (23%) 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.

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; last completed and approved 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)**
Bryant Hardwick, President	Dover, NH
Margaret Wallace, Vice President	Dover, NH
Gary Gletow, Treasurer	Dover, NH
Ann Landry, Secretary	Dover, NH
Ken Muske	Portsmouth, NH
Kristine Baber	Dover, NH
Judge Daniel Cappiello	Barrington, NH
Kathleen Boisclair	E. Rochester, NH
Tracy Hayes	Middleton, NH
Sharon Reynolds	Dover, NH
Phillip Vancelette	Rochester, NH
Danielle Pomeroy	Dover, NH
Mark Santoski	Dover, NH
Anthony Demers	Newfields, NH
John “Jack” Dalton	Durham, NH
Christopher Roundy	Nottingham, NH
Lawrence Kane	Newmarket, NH
Edward Milliken	Newmarket, NH

BUDGET: ACTIVITY or PROJECT

Use box 1 or 2 below to provide a budget for the proposed activity or project. 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**			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding***	**Total Proposed Budget**
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other: Rental Assistance	$ 5,000	0	$5,000
TOTAL PROPOSED BUDGET:	$5,000	0	$5,000

2. Public **Facilities**			
	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 Davis Bacon wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

***** Use the following table (***Activity or Project Funding Sources***) to identify any other funding sources that will be used for this specific activity or project.

ACTIVITY OR PROJECT FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed that will be used ***for this activity or project***.. *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 itself will be contributing to the project.

Funding Source (Name of Parent Organization)	**Committed, Pending or Proposed Amount ($)**		**Explanation**
	Committed: Pending: Proposed:		
Total:			

BUDGET: ORGANIZATION

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	4,205,433	4,205,433
State Funds	37,864,643	37,864,643
Foundations/Private Contributions	1,146,545	1,146,545
United Way	0	0
Fundraising or other income	0	0
Other (describe)	3,843,847	3,843,847
Community Dev. Block Grant (include anticipated request)	5,000	5,000
TOTAL REVENUE	$47,065,468	$47,065,468
EXPENSES		
Salaries	22,611,104	22,611,104
Fringe Benefits	6,022,446	6,022,446
Supplies (include printing/copying)	285,000	285,000
Travel	670,735	670,735
Training	185,546	185,546
Communications	369,500	369,500
Audit	90,000	90,000
Property Maintenance	481,100	481,100
Service Contracts	224,500	224,500
Construction Supplies/Materials	91,800	91,800
Other (describe)	16,033,737	16,033,737
TOTAL EXPENSES	$47,065,468	$47,065,468
NET (Income - Expenses)	0	0

ORGANIZATION: 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
NH DOE Summer Camp – Rekindling Curiosity	NH DHHS	84.425D		$	$ 4,600
Health Care Coordination	Bureau of Developmental Services	93.667		$	$ 77,625
Health Care Coordination – Health Related Expenses	Bureau of Developmental Services	93.667		$	$ 5,000
Part C – ESS	Bureau of Developmental Services	84.181A		$	$ 69,222
Part C – ESS – Autism Proposal	Bureau of Developmental Services	84.181		$	$ 10,527
MH Awareness Training	SAMHSA	93.243		$	$ 98,031
				$	$
				$	$
				$	$
Total Expenditure of Federal Awards				***$***	***$265,005***
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				**$**	**$265,005**

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.

Elizabeth Fourar-Laidi

SIGNATURE

11/14/25

DATE

Elizabeth Fourar-Laidi

PRINTED NAME

Grant Coordinator

TITLE

APPLICATION: DOVER CDBG FY27

APPLICANT INFORMATION	
Organization Cross Roads House	
Name of Program or Project Emergency & Transitional Shelter	
Name of Executive Director Anna Kay Vorsteg	**E-Mail** a.vorsteg@crossroadshouse.org
Mailing Address 600 Lafayette Rd. Portsmouth, NH 03801	
Physical Address 600 Lafayette Rd. Portsmouth, NH 03801	
Contact Person Bridget Thompson, Associate Director of Development	**Phone** 603-436-2218
E-Mail b.thompson@crossroadshouse.org	**Website** 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	
SAM UEI # QJRJLRNRMAC4	**SAM Expiration Date** 2026/13/08

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 15,000
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 & transitional 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 Rd. Portsmouth, NH 03801

BENEFICIARIES

Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) Homeless, low-income individuals

Beneficiaries: Residents living in phase 2 men's and women's dorms and cafeteria – including resident from Dover who make up a significant portion of Cross Roads House residents.

For FY 2027 (7/1/2026 – 6/30/2027) 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):** 43

For FY 2025 (7/1/2024 – 6/30/2025) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population: 43

Were Dover CDBG funds awarded to fund this activity or project in FY 2026 (7/1/2025 – 6/30/2026):

If so, how much? N/A

CLIENT POPULATION

Does your organization have criteria/protocols in place that are used to determine when clients will or will not receive assistance for this program or activity?: _x__Yes _____

No If yes, are the criteria/protocols in writing?: _x__Yes _____No

All services are provided on a space-available basis. Emergency shelter is available to anyone without a safe alternative place to stay, and without the means to rent suitable shelter. Individuals with felony convictions for arson and 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, using the toilet and any other personal hygiene requirements. Staff may limit the stay of person(s) from outside New Hampshire and southern York County, Maine. For anyone that does not meet eligibility requirements, Staff will assist with referrals to both public and community resources to make arrangements to secure other shelter or appropriate services as deemed necessary.

NARRATIVE – *PUBLIC SERVICE* ACTIVITY OR PROGRAM 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. This is accomplished in part by the Direct Care Staff who work 24/7/365 at our shelter 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 15% of our revenue is from federal funding, that is received from HUD, EFSP, USDA and CDBG. The State of NH provides funding through the StateGrant-in-Aid, and municipalities in the region make annual grants through town warrant appropriations totaling 15% of our annual revenue. Fundraising events, private grants, and donations from individuals, businesses, foundations, and civic groups cover the remaining 70% of our costs. Given the substantial amount that we need to raise through private fundraising efforts, CDBG funds from the City of Dover (and other cities) remain a critical source of revenue.

Magnitude of Need: Last year we provided 35,731 bed nights of shelter to 409 people, including 36 families with 20 children. Among those, 43 were residents of Dover who stayed for 4,367 bed nights.

Dover's 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's unhoused residents, the City Welfare office would need to place them in motel rooms. While this can serve as a temporary housing solution, it can be very expensive for the town. Additionally, motels typically do not receive the multitude of supportive services and assistance in finding permanent housing that is offered at Cross Roads House.

The overall goals of our programs are to provide emergency and transitional shelter for the unhoused with case management to move them toward permanent housing. We also strive to have our residents learn to make choices to 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 and store their belongings; access a phone, laundry facilities, etc. Each resident has a comprehensive needs assessment performed by a case manager. This assessment focuses on basic survival needs first 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 is actively working with their case manager on their housing goals and is living drug and alcohol free is eligible to apply to our Transitional Shelter Program, or Phase ll. Participants in the Transitional Shelter Program stay in more private quarters, which allows for varied work schedules and personal meal preparation. The staff helps individuals and families to identify the patterns and choices which may have contributed to their becoming unhoused, assists in identifying their strengths, and provides guidance to make choices to 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. Supervised by our Program Director, this team is made of a Master's Level Social Worker, three shelter Case Managers, three Post Shelter Case Managers, one Housing Liaison, and UNH graduate and undergraduate interns. They work closely with Direct Services and other providers to 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, and individualized action plans to meet each individual or family where they are.

NARRATIVE – *PUBLIC FACILITY* ACTIVITY OR 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.**
Cross Roads House will provide Dover families and individuals who are experiencing homelessness with emergency and transitional 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 of the organization or agency that is undertaking the activity or project.
Cross Roads House is a transitional shelter helping individuals and families find and maintain permanent housing in the Seacoast region.

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 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 also conducts 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)**
Please see attached.	

BUDGET: ACTIVITY or PROJECT

Use box 1 or 2 below to provide a budget for the proposed activity or project. 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**			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding***	**Total Proposed Budget**
Office Supplies		$11,652	$11,652
Utilities		$108,441	$108,441
Repairs/Maintenance		$200,292	$200,292
Travel		$17,785	$17,785
Salaries (List relevant positions)	$15,000	$2,619,453.90	$2,634,453.90
**Direct Care Staff			
Other: Resident Services		$178.388	$178.388
Professional Fees		$38,219	$38,219
Insurance & Bad Debt		$51,374	$51,374
Development and Marketing		$149,692	$149,692
TOTAL PROPOSED BUDGET:	$15,000	$3,375,296	$3,390,296

2. Public **Facilities**			
	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 Davis Bacon wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

***** Use the following table (***Activity or Project Funding Sources***) to identify any other funding sources that will be used for this specific activity or project.

ACTIVITY OR PROJECT FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed that will be used ***for this activity or project***.. *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:	 $8,043	$8,043	FY26 USDA
State:	Committed: Pending: Proposed:	$895,149	$859,149	Committed: FY26 SGIA and Cold Weather Shelter
Local:	Committed: Pending: Proposed:	$103,735.50	$103,735.50	Committed: FY26 Portsmouth and Dover CDBG and Portsmouth Welfare
Private:	Committed: Pending: Proposed:	 $2,687,434.90	$2,687,434.90	FY26 Donations and Fundraising Events Revenue
Portsmouth CDBG:	Committed: Pending: Proposed:	18,500	18,500	FY26
Rochester CDBG:	Committed: Pending: Proposed:	$6,656	$6,656	FY26
Other:	Committed: Pending: Proposed:	 $105,000	$105,000	Committed: FY25 United Way and Charitable gaming
Total:	Committed: Pending: Proposed:	$1,204,873.50 $2,800,477	$3,825,351.40	FY26 Budget

Organizational Commitment: For *public facility projects* (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization itself will be contributing to the project.

Funding Source (Name of Parent Organization)	**Committed, Pending or Proposed Amount ($)**		**Explanation**
Cross Roads House	Committed: Pending: Proposed:		
Total:		$0	

BUDGET: ORGANIZATION

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	$395,965	We do not have next years project budget at this time.
State Funds	$975,729	
Foundations/Private Contributions	$1,521,049	
United Way	$2,500	
Fundraising or other income	$879,758.90	
Other (describe)		
Community Dev. Block Grant (include anticipated request)	$105,072	
TOTAL REVENUE	$4,302,082.90	
EXPENSES		
Salaries	$1,934,544	
Fringe Benefits	$290,788.90	
Supplies (include printing/copying)	$11,652	
Travel	$17,785	
Training	$9,277	
Communications	$149,692	
Audit	$35,000	
Property Maintenance	$23,632	
Service Contracts		
Construction Supplies/Materials		
Other (describe)		
TOTAL EXPENSES	$4,302,082.87	
NET (Income - Expenses)	$0.03	

ORGANIZATION: 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 BHS/HUD	[Agency Name]	14.267		$ 495,325	$ 150,235
Direct Program PSH	[Program Name]				
Passed Through	[Entity Name]			$	$
Permanent Supportive Housing	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
U.S. Dept. of USDA	[Agency Name]	N/A		$	$2,478.94
Direct Program	[Program Name]				
Passed Through CACFP	[Entity Name]			$	$
Children's Supper Reimbursement	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
U.S. Dept. of DHHS	[Agency Name]			$ 80,000	$ 600
Direct Program	[Program Name]				
Passed Through NH	[Entity Name]			$	$
Cold Weather Shelter	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
Total Expenditure of Federal Awards	YTD - FY2026			***$*** 575,325	***$*** 152,714.40
NH Dept. of DHHS	[Agency Name]	14.231		$ 1,114,475	$403,206
State Grant in Aid	[Program Name}				
Total NH Dept. of	[Agency Name]			$	$
NH Dept. of City of Portsmouth	[Agency Name]	14.218		$ 80,000	$ 26,667
Welfare	[Program Name}				
Total NH Dept. of CDBG	[Agency Name]	14.218		$ 21,500	$ 5,375
Public Service - City of Portsmouth					
NH Dept. of CDBG	[Agency Name]	14.218		$ 7,524	$ 1,881
Public Service - City of Dover	[Program Name}				
Total NH Dept. of CDBG	[Agency Name]	14.218		$ 8,498	$ 2,124
Public Service - City of Rochester					
Local Assistance:	[Agency Name]			$	$
	[Program Name]				
Total Local Assistance:	[Agency Name]			$	$
Total State and Local Awards				***$*** 1,231,997	***$*** 439,253
TOTAL FEDERAL, STATE, & LOCAL ASSISTANCE				**$** 1,807,322	**$**

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.

Bridget Thompson
SIGNATURE

12/12/2025
DATE

Bridget Thompson
PRINTED NAME

Associate Director of Development
TITLE

APPLICATION: DOVER CDBG FY27

APPLICANT INFORMATION	
Organization Dover Adult Learning Center of Strafford County	
Name of Program or Project High School Equivalency Testing Site	
Name of Executive Director Deanna Strand	**E-Mail** d.strand@doveradultlearning.org
Mailing Address 61 Locust St Dover, NH **Physical Address** 61 Locust St Dover, NH	
Contact Person Deanna Strand	**Phone** 603-742-1030
E-Mail d.strand@doveradultlearning.org	**Website** www.doveradultlearning.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 # 02-0339922	
SAM UEI # JEXYZSP91GU8	**SAM Expiration Date** Dec 31, 2029

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 5000
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 help operate a regional HISET testing site where youth and adults without a high school diploma can take a high school equivalency exams and earn a high school equivalency certificate from the state of New Hampshire.

PROJECT LOCATION

Location(s) where services will be provided or physical improvements will be made. 61 Locust St. Dover NH

BENEFICIARIES

Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) Undereducated youth and adults, low-income households, unemployed individuals.

Beneficiaries: Dover residents, youth and adults who have not completed high school.

For FY 2027 (7/1/2026 – 6/30/2027) 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):** 50

For FY 2025 (7/1/2024 – 6/30/2025) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population: 50

Were Dover CDBG funds awarded to fund this activity or project in FY 2026 (7/1/2025 – 6/30/2026): No

If so, how much?

CLIENT POPULATION

Does your organization have criteria/protocols in place that are used to determine when clients will or will not receive assistance for this program or activity?: ___X___ Yes _____ No If yes, are the criteria/protocols in writing?: ___X___ Yes _____ No

NARRATIVE – *PUBLIC SERVICE* ACTIVITY OR PROGRAM 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.

In FY 2025, 117 HiSET subtests were administered to Rochester residents to 36 unique individuals. Fifteen of them passed all 5 tests, earning a New Hampshire High School Equivalency certificate.

High school completion is the baseline credential required for successful advancement to higher education, training and employment. More high school graduates in a community mean less demand for social support services, a lower unemployment rate, more engaged citizens and better educational outcomes for children of high school graduates.

Dover Adult Learning Center of Strafford County operates the only HiSET testing site in Strafford County. Having a test site within a reasonable distance and co-located within the adult learning center is beneficial because access to testing is increased and familiarity with the location means test takers are more comfortable, creating better outcomes. HiSET testing is offered several times a month onsite in Rochester and in Dover weekdays, evenings, and Saturdays.

In FY 2025, 238 HiSET subtests were administered to Dover residents to, 50 unique individuals. Fourteen of them passed all 5 tests, earning a New Hampshire High School Equivalency certificate.

CDBG funds will be used to pay for operating expenses, administration and tech support for a regional HiSET testing site as well as the wages of a HiSET test administrator.

The funds are needed now because this year, the NH state legislature eliminated nearly all funding for the statewide adult high school program making the need for alternative sources of funding critical. The loss of grant funding has had a profoundly negative impact on DALC's financial security. Additionally, HiSET testing is offered by contract with the test publisher (PSI) to authorized testing sites (DALC). The per test rate paid to the test site is determined by the publisher, is non-negotiable and does not cover the full costs of running a test site. CDBG funds will help to fill the gap.

NARRATIVE – *PUBLIC FACILITY* ACTIVITY OR 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.**
Increase in high school attainment	20 Dover residents will earn a high school equivalency certificate.
Decrease in the high school dropout rate	10 in Dover youth will finish high school with DALCSC
Progress toward high school completion	50 Dover residents will take at least one HiSET test

DESCRIPTION OF ORGANIZATION

Please provide a description of the organization or agency that is undertaking the activity or project.

Dover Adult Learning Center of Strafford County (DALCSC) is one of the largest adult learning centers in New Hampshire. It is a comprehensive, full service, regional adult education program with literacy classes, high school equivalency preparation and testing, adult high school diploma, corporate and computer training, and adult post-secondary transitions services. DALCSC is a pioneer and leader in the state for teacher training, piloting new initiatives and implementing innovative programming. Its mission is to help all who seek to learn, youth and adults, to enhance their skills and improve their lives through basic education, job training, high school completion, and transition into college, training and careers. In DALCSC programs, adults and youth build self-confidence, find opportunity, and move toward economic self-sufficiency.

Our philosophy is to:

1. Treat participants with respect; we value their opinions and take their personal goals, experiences, and needs into account.

2. Individualize instruction, building on participants' strengths and prior learning, as well as helping them advance their educational skills.

3. Remove barriers to participation by providing an accepting atmosphere and offering a variety of learning options, flexible schedules, free or affordable classes, and support services such as childcare.

4. Seek the development of each participant to their fullest potential, designing educational experiences to maximize each person's independence and to empower them to carry out their personal, family, and community responsibilities and to become as economically independent as possible.

5. Emphasize opportunities for the least educated adults, removing barriers to participation to the greatest extent possible.

DALCSC provides classes in Dover, Rochester, and at the Strafford County Department of Corrections. Students in every Strafford County community have access to trained volunteer tutors. We see approximately 2,500 enrollments across all programs annually. As a high school equivalency testing center and adult high school diploma program, we graduate 90-125 people each year

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 Office of Adult Education, NH DOE conducts a quarterly reviews and an annual evaluation.

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
Anand, Jenna M., President	Rochester
Badgley, William	Newmarket
Baxter, Laura, Secretary	York, ME
Belair, Kimberly, Treasurer	Somersworth

Boudreau, Anna	Dover
Cotta, Barbara	Dover
Hoyt, Charlene	Kittery, ME
Janetos, Rollins L.	Rollinsford
Kisil, Anne	Dover
Leite, Tereza	Wolfeboro
Mahoney, Shawn M.	Somersworth
Odor, Andrew, Vice President	Rochester
Parry, Karen	Dover
Renshaw, Bob	Madbury

BUDGET: ACTIVITY or PROJECT

Use box 1 or 2 below to provide a budget for the proposed activity or project. 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			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding***	**Total Proposed Budget**
Office Supplies	50		50
Utilities copier		400	400
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Test Administrator	2800	2140	4900
Admins Asst.	1010		1010
Computer Support	450		450
Program Management		1250	1250
Other:			
Official practice tests	105		105
Test Vouchers	425		425
Rent		4500	4500
TOTAL PROPOSED BUDGET:	**5000**	**9065**	**14065**

2. Public Facilities			
	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 Davis Bacon wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

* Use the following table (***Activity or Project Funding Sources***) to identify any other funding sources that will be used for this specific activity or project.

ACTIVITY OR PROJECT FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed that will be used ***for this activity or project***.. *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:	**9065**	**9065**	Testing fees, donations, fundraising, charitable gaming
Total:	Committed: Pending: Proposed:	**9065**	**9065**	

Organizational Commitment: For *public facility projects* (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization itself will be contributing to the project.

Funding Source (Name of Parent Organization)	**Committed, Pending or Proposed Amount ($)**		**Explanation**
	Committed: Pending: Proposed:		
Total:			

BUDGET: ORGANIZATION

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 to 6/30	Current Year	Next Year (projected)
REVENUES		
Federal Funds	106267	0
State Funds	189979	190000
Local Funds: Dover School District	276853	285000
Foundations/Private Contributions	46000	50000
United Way	6000	0
Fundraising or other income	45000	50000
Other (describe) Contracts, fees grants, tuition, investment income	207170	210000
Community Dev. Block Grant (include anticipated request)	5000	5000
TOTAL REVENUE	866269	790000
EXPENSES		
Salaries	480766	494766
Fringe Benefits	230599	237517
Supplies (include printing/copying)	7152	8000
Travel	300	400
Training	150	200
Communications	4700	5000
Audit	6500	6800
Property Maintenance	53382	75000
Service Contracts	43700	45000

Construction Supplies/Materials		
Other (describe) postage, office equipment, computer licenses, memberships and dues	15700	20000
TOTAL EXPENSES	866269	892683
NET (Income - Expenses)	**0**	**-102683**

ORGANIZATION: SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

*This schedule reflects FY26 federal funds. The current proposal is to eliminate the federal adult education program, so these funds are unlikely to be available next year.

	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 Housing & Urban Development	HUD			$ 5000	$ 5000
Direct Program	CDBG				
Passed Through	City of Rochester	14.218		$ 5000	$ 5000
	Dover Adult Learning Center of Strafford County				
Total U.S. Dept. of Housing & Urban Development	HUD			$ 5000	$ 5000
U.S. Dept. of Education	WORKFORCE INNOVATION AND OPPORTUNITY ACT			$106267	$ 106267
Direct Program	ADULT EDUCATION - STATE GRANT PROGRAM				
Passed Through	NH DOE-Office of Adult Education			$ 106267	$ 106267
	Dover Adult Learning Center of Strafford County				
Total U.S. Dept. of Education	WIOA			$ 106267	$ 106267
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				***$ 111267***	***$ 111267***

NH Dept. of Education	NH DOE-Office of Adult Education			$ 189979	$ 189979
	Dover Adult Learning Center of Strafford County				
Total NH Dept. of	NH DOE-Office of Adult Education			$ 189979	$ 189979
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:	City of Dover			$ 276853	$ 276853
	Dover Adult Learning Center of Strafford County				
Total Local Assistance:	City of Dover			$ 276853	$ 276853
Total State and Local Awards				***$466832***	***$ 466832***
TOTAL FEDERAL, STATE, & LOCAL ASSISTANCE				**$ 578099**	**$ 578099**

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

__November 21, 2015_____
DATE

___Deanna Strand_____
PRINTED NAME

_____Executive Direcotr_____
TITLE

APPLICATION: DOVER CDBG FY27

APPLICANT INFORMATION	
Organization Dover Public Welfare	
Name of Program or Project Security Deposit Program	
Name of Executive Director David Balian	**E-Mail** d.balian@dover.nh.gov
Mailing Address 61 Locust Street, Suite 334, Dover, NH 03820 **Physical Address** Same	
Contact Person David Balian	**Phone** 603-516-6500
E-Mail d.balian@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) x☐ Unit of Government ☐ Faith-based Organization ☐ Institution of Higher Education ☐ Other (Explain):	
Tax ID # 02-66000230	
SAM UEI #	**SAM Expiration Date**

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 12,000
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 assist residents of Dover NH to move into or relocate to Dover apartments when they cannot afford security deposits and first month's rent.

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. City of Dover Public Welfare Department.

BENEFICIARIES

Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.)

Beneficiaries: Homeless individuals and low- income families.

For FY 2027 (7/1/2026 – 6/30/2027) 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):** 6 families.

For FY 2025 (7/1/2024 – 6/30/2025) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population: 4 families.

Were Dover CDBG funds awarded to fund this activity or project in FY 2026 (7/1/2025 – 6/30/2026): Yes

If so, how much? 8,000

CLIENT POPULATION

Does your organization have criteria/protocols in place that are used to determine when clients will or will not receive assistance for this program or activity?: __x____ Yes _____ No

If yes, are the criteria/protocols in writing?: ___x___ Yes _____ No

NARRATIVE – *PUBLIC SERVICE* ACTIVITY OR PROGRAM 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. To provide safe and permanent housing to those clients that are unhoused and to assist clients who are unstably housed to procure stable, safe and permanent housing. Being able to provide Security Deposits will allow families and individuals without financial resources to move into secure permanent housing rather than staying in emergency shelters or in unsafe or "doubled up" housing situations.. First month rent and security deposit are all too often beyond client's ability to afford.

NARRATIVE – *PUBLIC FACILITY* ACTIVITY OR 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.**
Decrease in the number of people living in temporary emergency shelters or "doubled up" in overcrowded situations because they cannot afford both first months rent and Security Deposits.	Number of emergency shelter spaces that open up and shorter shelter stays that allow the shelter wait list times to be shorter.
Decrease number of people living in cars, motels and unsafe locations.	People move into safe, stable and permanent housing.

Description of Organization

Please provide a description of the organization or agency that is undertaking the activity or project. Dover Public 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. Yearly

Board of Directors

Name	Residence (city/town)

BUDGET: ACTIVITY or PROJECT

Use box 1 or 2 below to provide a budget for the proposed activity or project. 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			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding***	**Total Proposed Budget**
Office Supplies	0	City of Dover, NH	
Utilities	0	City of Dover, NH	
Repairs/Maintenance	0	City of Dover, NH	
Travel	0	City of Dover, NH	
Salaries (List relevant positions)	0	City of Dover, NH	
Other:			
Security Deposit Program	$12,000		$12,000
TOTAL PROPOSED BUDGET:	**$12,000**		**$12,000**

2. Public Facilities			
	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 Davis Bacon wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			

TOTAL PROPOSED BUDGET:			

* Use the following table (***Activity or Project Funding Sources***) to identify any other funding sources that will be used for this specific activity or project.

ACTIVITY OR PROJECT FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed that will be used ***for this activity or project***.. *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 itself will be contributing to the project.

Funding Source (Name of Parent Organization)	Committed, Pending or Proposed Amount ($)	Explanation

	Committed: Pending: Proposed:		
Total:			

BUDGET: ORGANIZATION

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)	$12,000	$12,000
TOTAL REVENUE	$12,000	
EXPENSES		
Salaries		
Fringe Benefits		
Supplies (include printing/copying)		
Travel		
Training		
Communications		
Audit		
Property Maintenance		
Service Contracts		
Construction Supplies/Materials		
Other (describe)		
TOTAL EXPENSES	$12,000	$12,000
NET (Income - Expenses)		

ORGANIZATION: 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

12-15-2025
DATE

DAVID BALIAN
PRINTED NAME

Director, Public Welfare
TITLE

APPLICATION: DOVER CDBG FY27

APPLICANT INFORMATION		
Organization HAVEN Violence Prevention & Support Services		
Name of Program or Project Domestic Violence Supportive Housing Program		
Name of Executive Director Kathy Beebe	**E-Mail** kbeebe@havennh.org	
Mailing Address 20 International Drive, Ste. 300, Portsmouth, NH 03801 **Physical Address** same as above		
Contact Person Kathy Beebe	**Phone** 603-436-4107	
E-Mail kbeebe@havennh.org	**Website** www.havennh.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 # 02-0337620	
SAM UEI # QBL1NLSB4U51	**SAM Expiration Date** July 9, 2026

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 7,500
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.*) HAVEN will be using these funds for our Staff salary for the case management of our domestic violence housing clients at the 6 unit Housing facility HAVEN at the falls which is a partnership with Dover Housing Authority n Dover NH.

PROJECT LOCATION

Location(s) where services will be provided or physical improvements will be made.
HAVEN at the Falls - a 6-unit Supportive Housing facility through Dover Housing Authority on Whittaker Street in Dover NH.

BENEFICIARIES

Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) Low Income

Beneficiaries: Domestic violence who are eligible for a housing voucher through Dover Housing Authority that need supportive housing. All are low income.

For FY 2027 (7/1/2026 – 6/30/2027) 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):**

HAVEN will provide supportive housing services on-site to the domestic violence survivors and their families (6-10) living in the units at HAVEN at the Falls.

For FY 2025 (7/1/2024 – 6/30/2025) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population:

In FY25 funds were used to partially support our shelter lease costs. Shelter bed nights are hard to predict as it depends on when people leave shelter and availability to shelter those in need. In FY25, 4 dover residents benefited from staying in our shelter with 707 bed nights

Were Dover CDBG funds awarded to fund this activity or project in FY 2026 (7/1/2025 – 6/30/2026):

If so, how much? $7,500.00

CLIENT POPULATION

Does your organization have criteria/protocols in place that are used to determine when clients will or will not receive assistance for this program or activity?: x **Yes** _____ **No**

If yes, are the criteria/protocols in writing?: x **Yes** _____ **No**

NARRATIVE – *PUBLIC SERVICE* ACTIVITY OR PROGRAM 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.

Our housing program begins a new chapter at HAVEN at the falls in Dover NH. We have 6 units for our clients to start getting back on their own, where they can be free and safe from domestic violence.

NARRATIVE – *PUBLIC FACILITY* ACTIVITY OR 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.**
Increase access to support services for domestic violence victims by providing services on site at HAVEN at the Falls housing units.	Number of Dover Domestic violence victims living at HAVEN at the Falls receiving supportive services.
Increase the number of Dover domestic violence to obtain housing	Number of individuals successfully living at HAVEN at the Falls and remaining as long-term tenants in permanent housing.

DESCRIPTION OF ORGANIZATION

Please provide a description of the organization or agency that is undertaking the activity or project.

HAVEN, the largest violence prevention and support services agency in NH, is dedicated to addressing public health through violence prevention and improving the well-being of children and families. Preventing abuse and providing support for those impacted by domestic and sexual violence can lead to healthier and more secure children and adults. Our mission is to prevent sexual assault, domestic violence and stalking and to support and empower women, men, youth and families to heal from abuse and rebuild their lives. HAVEN accomplishes this mission through Prevention Education, Client Services, and Shelter and Housing. Education has a longstanding reputation working with local schools and thousands of kids each year to provide evidence-based programming to increase resiliency. HAVEN's 24/7 client ser-vices program that includes information and referral services; a 24-hour confidential crisis and support hotline; accompaniment and support at police stations, hospital emergency rooms, courts and local Child Advocacy Centers; and support groups. The goal of the client services program is to ensure that individuals and their non-offending family members have access to the support they need and deserve in the after-math of domestic or sexual violence. HAVEN also provides emergency shelter for victims of domestic violence who are in imminent danger and fleeing abuse. The shelter program provides temporary shelter until a domestic violence victim is ready to transition into safe permanent housing. In 2017, HAVEN implemented our Housing First initiative that engages landlords and finds housing for victims who are not in imminent danger but still need safe housing. Survivors work with HAVEN staff in identifying additional support systems, basic needs, and potential barriers related to the survivor's health and well-being, including transportation and permanent housing. The goal at HAVEN is to prevent family homelessness and keep domestic violence victims in their homes or help transition them into safe and permanent housing. HAVEN utilizes the empowerment model and works with each survivor to determine their individual or family long-term needs. HAVEN has a 45-year proven track record of helping individuals and families impacted by domestic violence to rebuild their lives.

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.

NH Coalition Against Domestic and Sexual Violence (NHCADSV) monitors HAVEN, as well as other federal agencies, such as the Department of Justice, as their audit schedules require, typically biennially

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
Mary Clark, Chair	Kittery, Maine
Kristina Goumas, Vice Chair	Portsmouth, NH
Marc Ouellette, Immediate Past Chair	
Jesse Antosiewicz, Treasurer	Barrington, NH

Bobby Eckstein, Secretary	South Berwick, Maine
Jayne Begala, Member	Portsmouth,, NH
Catherine Bonneau, Member	Milton, NH
Leah Cole Durst, Member	Manchester, NH
Donna Gandt, Member	Hampton, NH
Maxx Graves, Member	Greenland, NH
Steve Pappajohn, Member	Madbury, NH
Devan Quinn, Member	Portsmouth, NH

BUDGET: ACTIVITY or PROJECT

Use box 1 or 2 below to provide a budget for the proposed activity or project. 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**			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding***	**Total Proposed Budget**
Office Supplies		15,000	15,000
Utilities		6,800	6,800
Repairs/Maintenance		33,053	33,053
Travel		30,000	30,000
Salaries (List relevant positions)	7500.00	1,793,316	1,800,816
Shelter & Housing Managers/Director			
605,915CS, Shelter & Housing Staff			
Staff Fringe		442,847	442,847
Other:			
Shelter rent & maint, utilities		190,500	198,000
HR, Insurances, Organization expenses		171,200	171,200
Other Program Expenses		407,915	407,915
TOTAL PROPOSED BUDGET:	7,500.00	3,098,131	3,105,631

2. Public **Facilities**			
	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 Davis Bacon wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

***** Use the following table (***Activity or Project Funding Sources***) to identify any other funding sources that will be used for this specific activity or project.

ACTIVITY OR PROJECT FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed that will be used ***for this activity or project***.. *Do not include Dover CDBG amount requested*.

Funding Source (Name(s) of funding source(s))	**Committed, Pending or Proposed Amount ($):** FY25		**Total Amount ($)**	**Explanation**
Federal:	Committed: Pending: Proposed:	1,493,078	1,321,541	Grant funding is on the decline. Awards are coming in lower than we anticipated.
State:	Committed: Pending: Proposed:	545,983	538,012	State funding of grants are coming in lower than expected
Local:	Committed: Pending: Proposed:	120,000	114,287	Town funding has decreased
Private:	Committed: Pending: Proposed:	833,000	938,907	Increased development efforts
Portsmouth CDBG:	Committed: Pending: Proposed:	0	0	
Rochester CDBG:	Committed: Pending: Proposed:	2,000	2,000	
Other:	Committed: Pending: Proposed:	51,500	74,941	Honorarium donations have increased from Education efforts
Total:	Committed: Pending: Proposed:	3,045,561	2,989,677	

Organizational Commitment: For *public facility projects* (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization itself will be contributing to the project.

Funding Source (Name of Parent Organization)	**Committed, Pending or Proposed Amount ($)**		**Explanation**
	Committed: Pending: Proposed:		
Total:			

BUDGET: ORGANIZATION

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	FY26	Fy27 Projected
Federal Funds	1,117,190	1,100,000
State Funds	506,958	500,000
Foundations/Private Contributions	150,000	150,000
United Way	0	0
Fundraising and individual donations	848,983	1,100,000
Other (describe) Honorarium, Municipal, in-kind	473,000	450,000
Community Dev. Block Grant (include anticipated request)	9,500	12,500
TOTAL REVENUE	3,105,631	3,312,500
EXPENSES		
Salaries	1,800,816	1,980,816
Fringe Benefits	442,847	487,134
Supplies (include printing/copying)	17,500	17,500
Travel	30,000	30,000
Training	25,000	25,000
Communications	41,857	42,000
Audit	30,000	30,000
Property Maintenance -Office & Shelter rents	280,000	271,000
Service Contracts	44,900	45,000
Construction Supplies/Materials		
Other (describe) Direct client support, other programs, org. costs fundraising exp	392,711	384,050
TOTAL EXPENSES	3,105,631	3,312,500
NET (Income - Expenses)		

ORGANIZATION: SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS SEE ATTACHED SEFA FORM

	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.

Kathy Beebe Digitally signed by Kathy Beebe Date: 2025.11.20 15:18:58 -05'00'	November 20, 2025
SIGNATURE	**DATE**
Kathy Beebe	Executive Director
PRINTED NAME	**TITLE**

verify agency, pass through, CFDA # and name of program

FROM award documents

HAVEN Exhibit A

Federal Financial Awards Worksheet

June 30, 2025

PBC Original

Name of Agency or Department	Passthrough Agency	CFDA or Other #	Federal Grant #	Name of Program	Name of Grant	Award Amount	Total Awards Expenditure	Notes:	balance	documentation in audit e-folder
HUD	N/A	14.218		Community Development Block Grants/Entitlement Grants	CDBG - Dover	6,121	6,604	Does not bill out over grant award. Devel. Efforts absorb it. Ovrage is due to accrued prepaid rent	(483)	
HUD	N/A	14.218		Community Development Block Grants/Entitlement Grants	CDBG - Portsmouth	-	-	Did not fund in FY25	-	
HUD	N/A	14.218		Community Development Block Grants/Entitlement Grants	CDBG - Rochester	2,000	2,167	Did not bill out over grant award. Development efforts absorb it. Overage is due to accrued prepaid rent.	(167)	
FEMA	United Way	97.024		Emergency Food & Shelter National Board Program	EFSP	6,900	6,900	phase 39	-	
DOJ	NHCADSV	16.017	2019-KF-AX-0029	Sexual Assault Services Formula Program	SASP	163,661	163,661		-	
DOJ	N/A	16.736	2020 WHAX-0025	Housing assitance to transition from shelter	OVW	95,801	95,801	Reimbursed as used. Carrying $95,801 of remaining grant into Fy25. Grant ends 9/30/24. The full amount of the 3 year grant was $625000.	-	
DOJ	N/A	16.736	15JOVW-24-GG-02781-TRAN (O-OVW-2024-171925)	Housing assitance to transition from shelter	OVW	59,136	59,136	New Award oct 1 2024-Sept 2027. total 3 year award is $550, 000	-	
DHHS	NHCADSV	93.556 & 93.671		Promoting Safe and Stable Families and Family Violence Prevention and Services/State Domestic Violence Coalitions	SPIRDV	76,176	76,176		(0)	
DHHS	NHCADSV	93.592 & 93.556		Family Violence Prevention & Services/Grants for Battered Women's Shelters - Discretionary Grants & Promoting Safe and Stable Families	SPIRDV DVS	157,808	157,812	Did not bill out the $4.17 to the grant. Only billed out up to grant award amount.	(4)	
DHHS	NHCADSV	93.592 & 93.556		Services/Grants for Battered Women's Shelters - Discretionary Grants & Promoting Safe and Stable Families	FVPS SPIRDV ARP	-	-		-	
DHHS	NHCADSV	93.592 & 93.556			FVSPA SPIRDV SAS ARP	81,695	81,695	Carried from FY24 ARP funding ends June 2025	-	
DHHS	NHCADSV	93.592 & 93.556			FVPSA SPIRDV Mitigation	112,615	112,615	111,527.25 carried into FY25. Grant ends June 30 2025. Orginal 3yr grant amount was $304,431 Addtl funds were given June from NHCADVS in the amount of $1087.50	-	
DHHS	NHCADSV	93.136 & 93.758		Rape Prevention and Education Grant and the NH Sexual Violence Prevention Plan	SVP	45,688	45,688	$18308.12 was used in FY24 (feb-June 2024). $24,259.90 is carried into Fy25(july 24-Jan 2025). This grant is a feb-Jan grant. Feb 2025-June 2025 is expended out of FY26 Grant (21,428 thru June 2025) New Award in Feb 2026 is for $48,016.00. Not actually overspent. The amount awarded column is Fy25. We have crossover years on this grant.	-	
DOJ	NHCADSV	16.575	2019-V2-GX-0050	Crime Victim Assistance	VOCA	62,429	62,429	carried from FY24	-	
	NHCADSV	16.575	2019-V2-GX-0050	Crime Victim Assistance	VOCA-Now includes MH	450,428	400,320	Carried into FY26	50,108	
DOJ	NHCADSV	16.575	2019-V2-GX-0050	Crime Victim Assistance	VOCA - Housing First (amendment to VOCA)	17,210	17,210		-	
DOJ	NHCADSV	16.575	2019-V2-GX-0050	Crime Victim Assistance	VOCA-Flex	9,090	9,104	only billed out the $9090.00	(14)	
HUD	NHCADSV	14.267		Continuum of Care, Rapid Rehousing Program	HUD RRH	33,281	42,486	Reimbursed as used. No carryover, no cap. Variance is the amount allocated to HUD RRH but is used as the required match and do not bill HUD for this amount.	(9,204)	
					TOTAL	**$ 1,380,039**	**$1,339,803.51**		**$ 40,236**	

Amount received per ledger @ 6/30/25

APPLICATION: DOVER CDBG FY25

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	
***UEI # (DUNS REPLACEMENT):** NHTBK7J56F76	***SAM Expiration Date** 10/20/26

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 30,000
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/Transitional housing and Case Management 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
Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) **Homeless Men, Women and Families**
Beneficiaries: **For FY 2025 (7/1/2026 – 6/30/2027) 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 2025 (7/1/2024 – 6/30/2025) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population:** 30 **Were Dover CDBG funds used to fund this activity or project in FY 2026 (7/1/2025 – 6/30/2026):** Yes **If so, how much?** $7,700

CLIENT POPULATION

Does your organization have criteria/protocols in place that are used to determine when clients will or will not receive assistance for this program or activity?: __XX__ Yes _____ No

If yes, are the criteria/protocols in writing?: __XX__ Yes _____ No

NARRATIVE – *PUBLIC SERVICE* ACTIVITY OR PROGRAM 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 applied to general operating cost to run both the Emergency Shelter and the Transitional Housing programs. Historically My Friend's Place sees a good number of Dover residents, the funding off sets monies that would typically be charged to the City Welfare office..

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 the 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.

98% of individuals who enter 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 18 months to 2 years.

Please indicate who prepared the overall cost estimate for the activity. Susan M. Ford

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 90 days while family's stays are 120 to 180 days. Due to our contract with the state, we can no longer mandate case management services. We have therefore put together two options for clients who wish to stay at MFP. Option 1 is to opt out of case management services in which case they are given a 30 day stay and must pay the full 30% of gross income to the shelter for service fees. Example someone staying here and earning $500 a week will pay $150 a week in service fees. Option 2 is to work with case management and as long as they are compliant, they are can stay as long as they need to and are compliant with the program. Compliance with the program means weekly, mandatory 30% of income in savings, budget sheets with receipts for purchases, schedules, weekly in person meetings to lay out goals and steps to obtain those goals as long with progress on those steps. We only require to pay 30% of gross or $100 a week, whichever is lower. 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
John Lewis, Esq., Member	Durham, NH
Jacqueline Williams, Member	Dover, NH
Brad Gould, Member	Dover, NH
Debra Hackett, Member	Dover, NH
Erica Johnson, Member	Dover, NH
John Doane, Member	Barrington, NH
Mark Bowen	Greenland, NH
Dan Hickman	Dover, NH
Lindsay Hickman	Dover, NH

BUDGET: ACTIVITY or PROJECT

Use box 1 or 2 below to provide a budget for the proposed activity or project. 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			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding***	**Total Proposed Budget**
Office Supplies			
Utilities	$28,000	$15,000	$43,000
Repairs/Maintenance	$2,000	$21,000	$23,000
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET:	**$30,000**	**$36,000**	**$66,000**

ACTIVITY OR PROJECT FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed that will be used ***for this activity or project***.. *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:	$8,000	$8,000	There is no contract for FY27, however we based this number on history with FEMA funding
State:	Committed: Pending: Proposed:	$ $268,545	$268,545	There is no contract in place for FY27 however we expect it to be no less then a$27 a bed night (28 beds*364)*$27
Local	Committed: Pending: Proposed:	$ $10,000	$10,000	Again there is no contract for FY 27 however we based this number on funds we have received in the past from Dover as well as other towns billed for services
Private	Committed: Pending: Proposed:	$ $141,100	$141,100	This budgeted amount for this years projected cash donations, investments, interest, United Way Contributions and other public grants.
Portsmouth CDBG:	Committed: Pending: Proposed:	$9,000	$9,0000	We based this number on the amount we received this fiscal year.
Rochester CDBG:	Committed: Pending: Proposed:	$ $25,000 $	$25,000	This is a projected amount based on years past funding
Fundraising	Committed: Pending: Proposed:	$217,700	$217,700	This is our budget number based on history from all our fundraising efforts including but not limited to Bingo, Games of Chance and Annual Appeal
Total:	Committed: Pending: Proposed:	$ $679,345	$679,345	

BUDGET: ORGANIZATION

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.

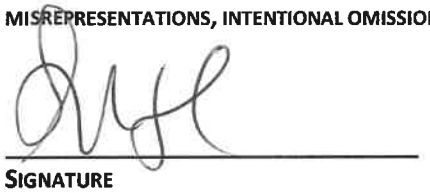
Budget Period: from July 1 to June 30	Current Year	Next Year (projected)
REVENUES		
Federal Funds	$8,000	$8,000
State Funds	$268,545	$270,000
Foundations/Private Contributions	$119,000	$120,000
United Way	$1,000	$1,000
Fundraising or other income	$180,000	$180,000
Other (describe) Direct Public Grants, interest, investment, rents, service fees etc.	$55,100	$56,000
Community Dev. Block Grant (include anticipated request)	$51,700	$52,000
TOTAL REVENUE	683,345	$687,000
EXPENSES		
Salaries	$386,801	$400,000
Fringe Benefits	$29,009	$32,000
Supplies (include printing/copying)	$26,600	$28,000
Travel	$1,350	$1,500
Training & Audit	$1,700	$2,000
Communications	$6,000	$7,000
Utilities (Heat, Elec, Water)	$43,000	$46,000
Property Repairs & Maintenance	$38,500	$40,000
Contract Services	$14,600	$15,000
Resident Support Services and Volunteer Expenses	$3,200	$3,500
Insurance (Liability, Workers Comp, D & O	$64,620	$68,000
Misc Expenses (Resident Support Services, Volunteer Expenses, Fundraising expenses, Advertisement)	$4,050	$5,000
TOTAL EXPENSES	$619,430	$648,000
NET (Income - Expenses)	***$63,915**	**$38,000**

This item is larger than it will be due to maintenance jobs that have been need and approved by the board but not built into the general operating allotments for unexpected maintenance issues. .

ORGANIZATION: 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	FEMA			$8,000	$8,000
Direct Program	EFSP				
Passed Through	United Way			$	$
Total Expenditure of Federal Awards				***$8,000***	***$8,000***
NH Dept. of	DHHS			$268,545	$268,545
	SGIA				
Total State and Local Awards				***$268,545***	***$268,545***
TOTAL FEDERAL, STATE, & LOCAL ASSISTANCE				**$276,545**	**$276,545**

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

10/27/25

DATE

SUSAN M. FORD
PRINTED NAME

EXECUTIVE DIRECTOR
TITLE

FFATA Checklist (contracts $30,000 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 $30,000 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	My Friend's Place
Address of the entity including:	368 Washington Street, Dover, NH 03820
Place of performance including:	SAA
Congressional district	First
Total compensation and names of top five executives*	**1.** Susan Ford, 72,145 Salary ($83,310 with Fringe)
	2.
	3.
	4.
	5.
DUNS number	Sams Number **NHTBK7J56F76 expires 10/20/26**
Central Contractors Registration (CCR) number**	Cage Code 37NQ5

***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

_____ 10/27/25
Signature of Authorized Person **Date**

Executive Director
Title

APPLICATION: DOVER CDBG FY 27

APPLICANT INFORMATION	
Organization Strafford Nutrition & Meals on Wheels	
Name of Program or Project Home Delivered Meals	
Name of Executive Director Katy Cordova-Brooks	
Mailing Address 25 Bartlett Avenue - Suite A, Somersworth, NH 03878 **Physical Address** 25 Bartlett Avenue - Suite A, Somersworth, NH 03878	
Contact Person Katy Cordova-Brooks	**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	
***UEI # (DUNS Replacement)** FNENMHYEZJ65	***SAM Expiration Date** 03/07/2026

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 5,000
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, low-income, older and disabled Rochester residents. Estimated serving 5,000 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 Type: Older, most low-income and low-income disabled adults

Beneficiaries:

For FY 2027 (7/1/2026 – 6/30/2027) 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): This funding would help provide an average of 83 meals throughout the year, per person for about 60 individuals.

For FY 2025 (7/1/2024 – 6/30/2025) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population: We served 57 individuals with the help of CDBG funds.

Were Dover CDBG funds awarded to fund this activity or project in FY 2026 (7/1/2025 – 6/30/2026):

If so, how much? $3,121

CLIENT POPULATION

Does your organization have criteria/protocols in place that are used to determine when clients will or will not receive assistance for this program or activity?: __X__ Yes _____ No

If yes, are the criteria/protocols in writing?: X (OAA & State Regs) Yes _____ No

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.

Strafford Nutrition & Meals on Wheels delivers hot, nutritious meals to older and disabled adults in Strafford County. These funds will be used specifically to deliver meals to qualified Dover residents. Our Federal/State grants only cover about 70% of the cost of a contracted number of units. They require us to raise matching funds from local sources for the difference. In addition, meals served beyond the contracted amounts are not reimbursed at all. The funds requested will be combined with other funding sources to pay for the cost of each home delivered meal provided to 60 Dover residents. It allows us to meet the actual needs of Dover 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 regular donation, but eligibility is not contingent on their ability to donate. These meals help free up limited income to be used on other areas such as rents and medical expenses, potentially lessening the need for other welfare services that may be offered by the city.

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.**
More seniors and disabled individuals will be able to stay health and independent in their homes longer, without the need for interventions	57 Dover senior and disabled individuals will receive daily hot meals and safety checks.
More seniors will have ample nutrition throughout their day	SNMOW will not have to implement a waiting list throughout the fiscal year 2027

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 older and low-income disabled adults in Dover since 1973. Our mission is to help these populations remain independent and safe in their homes by providing them a healthy meal and monitoring for potential issues on a regular ongoing basis.

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 annually reviewed 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	Somersworth
Chris Maxwell	Somersworth
Lindsey Gagnon	Somersworth

Robert Lussier	Concord
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	5,000	52,500	57,500
TOTAL PROPOSED BUDGET:	**5,000**	**52,500**	**57,500**

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**
Federal:	Committed: Pending: Proposed:	49,000	49,000	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: (ie. Fundraising, client donations, etc):	Committed: Pending: Proposed:	 3,500	3,500	Combination of client donations and fundraising efforts.
Total:	Committed: Pending: Proposed:	**49,000** **3,500**	**52,500**	

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	1,049,439	1,002,352
State Funds	Combined above	Combined Above
Foundations/Private Contributions	68,592	73,600
United Way		
Fundraising or other income	175,778	182,428
Other (describe) Grants	84,155	85,000
Community Dev. Block Grant (include anticipated request)	8,000	8,000
TOTAL REVENUE	1,385,964	1,351,380
EXPENSES		
Salaries	500,289	500,477
Fringe Benefits - payroll taxes	38,640	38,306
Supplies (include printing/copying)	45,402	47,800
Travel	62,272	62,400
Training & Association Dues	3,410	4,350
Communications	10,325	10,000
Audit, IT Professionals, & Insurance	31,487	49,924
Property Maintenance – Rents & Utilities	12,338	11,604
Service Contracts - Copier & Payroll	6,771	7,019
Construction Supplies/Materials (Equipment)	7,566	2,500
Other (describe) Food/Meals	587,711	617,000
TOTAL EXPENSES	1,306,211	1,351,380
NET (Income - Expenses)	**79,753**	**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
	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.

I FURTHER CERTIFY THAT NO CONTRACTS WILL BE AWARDED, FUNDS COMMITTED (INCLUDING PURCHASE OR LEASE AGREEMENTS), OR CONSTRUCTION BEGUN ON THE PROPOSED PROJECT PRIOR TO ISSUANCE OF A RELEASE OF FUNDS BY THE CITY OF ROCHESTER

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 18, 2025

KATY CORDOVA-BROOKS
EXECUTIVE DIRECTOR

DATE

Docusign Envelope ID: 075F0057-AC9C-494A-AFA5-77DD51E0AE3E

Docusign Envelope ID: 075F0057-AC9C-494A-AFA5-77DD51E0AE3E

APPLICATION: DOVER CDBG FY27

APPLICANT INFORMATION	
Organization: City of Dover – Community Development Department	
Name of Program or Project: Barrier Removal and Accessibility Program	
Name of Executive Director J. Michael Joyal	
Mailing Address 288 Central Ave. Dover, NH 03820 **Physical Address** 288 Central Ave, Dover, NH 03820	
Contact Person Dave Carpenter	**Phone** 603-516-6008
E-Mail d.carpenter@dover.nh.gov	**Website** https://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	
SAM UEI # CJFYYJTK9YE5	**SAM Expiration Date**

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $4,000.00
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.*) To remove architectural and material barriers in existing facilities and spaces to ensure equal access for elderly persons and adults with severe disabilities.

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. Within the City of Dover. Locations to be determined.

Docusign Envelope ID: 075F0057-AC9C-494A-AFA5-77DD51E0AE3E

BENEFICIARIES

Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) Disabled individuals

Beneficiaries:

For FY 2027 (7/1/2026 – 6/30/2027) 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): 3,700-5,100

CLIENT POPULATION

Does your organization have criteria/protocols in place that are used to determine when clients will or will not receive assistance for this program or activity?: ☐ Yes ☐ No ☒ N/A

If yes, are the criteria/protocols in writing?: ☐ Yes ☐ No ☒ N/A

NARRATIVE – *PUBLIC SERVICE* ACTIVITY OR PROGRAM 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.

NARRATIVE – *PUBLIC FACILITY* ACTIVITY OR PROJECT ONLY

Please provide the following information for the proposed project (*not the organization):*

Describe the nature of the project: The Barrier Removal and Accessibility Program aims to remove architectural and material barriers that limit access to existing public buildings, public spaces, and eligible privately owned facilities that provide public services. The proposed program will focus on readily-achievable improvements where barriers currently restrict mobility and access, implementing cost-effective, targeted enhancements that maximize community benefit. Eligible improvements may include but are not limited to:

- Installation of wheelchair lifts or elevators in existing buildings
- Construction or rehabilitation of exterior and interior ramps and accessible entrances
- Modification of public restrooms to meet accessibility standards
- Installation of automatic door openers
- Interior modifications such as widened doorways and accessible paths of travel
- Installation of curb cuts, sidewalk ramps, and related pedestrian improvements

Describe how the project will ultimately benefit Dover low/moderate income individuals or Dover presumed benefit populations: This project will benefit presumed benefit populations by providing compliant access to existing public buildings and eligible privately owned facilities that provide public services.

Proposed project starting date: July 1st, 2026

Proposed project completion date: September 1st, 2027

Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.): Supplies and Construction @ $4,000.00

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.

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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.**
Remove barriers to access for disabled persons.	Compliant access for seniors and disabled individuals.

DESCRIPTION OF ORGANIZATION

Please provide a description of the organization or agency that is undertaking the activity or project.

City of Dover- The city is dedicated to fostering a vibrant and inclusive community by promoting economic growth and enhancing public infrastructure. The city works to create opportunities for all residents, with a focus on improving accessibility and inclusivity in public spaces. By undertaking a variety of projects, the City of Dover aims to remove barriers and support the well-being of individuals with disabilities. With a skilled team and a commitment to compliance with all relevant regulations, the city ensures the successful planning and execution of public improvement initiatives that contribute to the overall economic health and quality of life in Dover.

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. Information included in attached audit.

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
Dennis Shanahan - Mayor	Dover
Lindsey Williams - City Councilor, At-Large	Dover
Bret Carmichael - City Councilor, At-Large	Dover
April Richer- City Councilor, Ward 1	Dover
Lucas Veitch - City Councilor, Ward 2	Dover
Anthony A. Retrosi - City Councilor, Ward 3	Dover
Timothy Granfield - City Councilor, Ward 4	Dover
Richard L. Robison Jr. - City Councilor, Ward 5	Dover
Fergus Cullen-City Councilor, Ward 6	Dover

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BUDGET: ACTIVITY or PROJECT

Use box 1 to provide a budget for the proposed project. Include all proposed expenses. Note: Documentation must be kept that clearly tracks the use of the CDBG funds for the requested activities.

1. Public **Facilities**			
	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 Davis Bacon wage rates estimates.			
Construction	$4,000.00		$4,000.00
Other (list)			
Total Hard Costs	**$4,000.00**	**$0**	**$4,000.00**
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other (list):			
Total Soft Costs	$0	$0	$0
TOTAL PROPOSED BUDGET:	**$4,000.00**	**$0**	**$4,000.00**

***** Use the following table (***Activity or Project Funding Sources***) to identify any other funding sources that will be used for this specific activity or project.

ACTIVITY OR PROJECT FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed that will be used ***for this activity or project***. *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:	**$0**	**$0**	**$0**
	Pending:	**$0**		
	Proposed:	**$0**		
State:	Committed:	**$0**	**$0**	**$0**
	Pending:	**$0**		
	Proposed:	**$0**		
Local:	Committed:	**$0**	**$0**	**$0**
	Pending:	**$0**		
	Proposed:	**$0**		

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Private:	Committed:	**$0**	**$0**	**$0**
	Pending:	**$0**		
	Proposed:	**$0**		
Portsmouth CDBG:	Committed:	**$0**	**$0**	**$0**
	Pending:	**$0**		
	Proposed:	**$0**		
Rochester CDBG:	Committed:	**$0**	**$0**	**$0**
	Pending:	**$0**		
	Proposed:	**$0**		
Other:	Committed:	**$0**	**$0**	**$0**
	Pending:	**$0**		
	Proposed:	**$0**		
Total:	Committed:	**$0**	**$0**	**$0**
	Pending:	**$0**		
	Proposed:	**$0**		

Organizational Commitment: For *public facility projects* (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization itself will be contributing to the project.

Funding Source (Name of Parent Organization)	**Committed, Pending or Proposed Amount ($)**		**Explanation**
City of Dover	Committed:	**$0**	
	Pending:	**$0**	
	Proposed:	**$0**	
Total:		**$0**	

BUDGET: ORGANIZATION

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.

Please See Attached: COD FY26 Adopted Budget

Budget Period: from **July 1, 2026** to **June 30, 2027**	**Current Year**	**Next Year (projected)**
REVENUES		
Federal Funds		
State Funds		
Foundations/Private Contributions		
United Way		
Fundraising or other income		
Other (describe)		

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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)		

ORGANIZATION: 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]			$0	$0
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$0	$0
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$0	$0
U.S. Dept. of	[Agency Name]			$0	$0
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$0	$0
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$0	$0
U.S. Dept. of	[Agency Name]			$0	$0
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$0	$0
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$0	$0
Total Expenditure of Federal Awards				***$0***	***$0***
NH Dept. of	[Agency Name]			$0	$0
	[Program Name}				
Total NH Dept. of	[Agency Name]			$0	$0

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NH Dept. of	[Agency Name]			$0	$0
	[Program Name}				
Total NH Dept. of	[Agency Name]			$0	$0
NH Dept. of	[Agency Name]			$0	$0
	[Program Name}				
Total NH Dept. of	[Agency Name]			$0	$0
Local Assistance:	[Agency Name]			$0	$0
	[Program Name]				
Total Local Assistance:	[Agency Name]			$0	$0
Total State and Local Awards				***$0***	***$0***
TOTAL FEDERAL, STATE, & LOCAL ASSISTANCE				**$0**	**$0**

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.

Signed by:

0CB4736960CE4EB...

SIGNATURE

12/19/2025

DATE

Christopher Parker

PRINTED NAME

Deputy City Manager

TITLE

APPLICATION: DOVER CDBG FY27

APPLICANT INFORMATION	
Organization Cross Roads House	
Name of Program or Project Installation of split systems at CRH	
Name of Executive Director Anna Kay Vorsteg	**E-Mail** a.vorsteg@crossroadshouse.org
Mailing Address 600 Lafayette Rd. Portsmouth, NH 03801	
Physical Address 600 Lafayette Rd. Portsmouth, NH 03801	
Contact Person Bridget Thompson, Associate Director of Development	**Phone** 603-436-2218
E-Mail b.thompson@crossroadshouse.org	**Website** 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	
SAM UEI # QJRJLRNRMAC4	**SAM Expiration Date** 2026/13/08

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 33,644.26
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 split system

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made.
Cross Roads House shelter - specifically Phase 2 Men & Women's dorms and cafeteria

BENEFICIARIES

Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) Homeless, low-income individuals

Beneficiaries: Residents living in phase 2 men's and women's dorms and cafeteria – including resident from Dover who make up a significant portion of Cross Roads House residents.

For FY 2027 (7/1/2026 – 6/30/2027) 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):** 43

For FY 2025 (7/1/2024 – 6/30/2025) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population: 43

Were Dover CDBG funds awarded to fund this activity or project in FY 2026 (7/1/2025 – 6/30/2026):

If so, how much? N/A

CLIENT POPULATION

Does your organization have criteria/protocols in place that are used to determine when clients will or will not receive assistance for this program or activity?: _x__Yes _____

No If yes, are the criteria/protocols in writing?: _x__Yes _____ No

All services are provided on a space-available basis. Emergency shelter is available to anyone without a safe alternative place to stay, and without the means to rent suitable shelter. Individuals with felony convictions for arson and 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, using the toilet and any other personal hygiene requirements. Staff may limit the stay of person(s) from outside New Hampshire and southern York County, Maine. For anyone that does not meet eligibility requirements, Staff will assist with referrals to both public and community resources to make arrangements to secure other shelter or appropriate services as deemed necessary.

NARRATIVE – *PUBLIC SERVICE* ACTIVITY OR PROGRAM 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.

NARRATIVE – *PUBLIC FACILITY* ACTIVITY OR PROJECT ONLY

Please provide the following information for the proposed project (*not the organization):*

Describe the nature of the project: Cross Roads House is proposing to install high-efficiency mini-split cooling units in resident-use areas that routinely become extremely hot during the warmer months. These spaces currently rely on fans and window AC units, which are not energy efficient, take up valuable space, and do not adequately cool the dorms or common areas. The project includes purchasing and installing new mini-split systems, completing any necessary electrical work, and ensuring full code compliance and proper operation.

This project clearly qualifies as an eligible public facility activity under HUD regulations and meets CDBG National Objectives by directly benefiting low- and moderate-income individuals, over 51% of whom are presumed benefit populations. As a core facility that serves Dover residents experiencing homelessness, the project also aligns with the Goals and Objectives of the FY26–FY30 Consolidated Plan by improving the safety, habitability, and essential infrastructure of shelter environments. Cross Roads House has the demonstrated capacity to comply with all HUD-CDBG and Dover requirements

and can begin work within the first year of funding, with full project completion well within the required two-year timeframe.

Describe how the project will ultimately benefit Dover low/moderate income individuals or Dover presumed benefit populations: A significant portion of the residents we serve are low or moderate-income individuals and families from Dover. Overheated indoor spaces pose health and safety risks, especially for children, seniors, and people with medical conditions. Installing reliable, high-efficiency cooling creates a safer living environment, reduces heat-related stress, improves air quality, and supports residents' ability to stabilize and work toward permanent housing. This project directly improves daily living conditions for people who have limited housing options and no control over their environment.

Proposed project starting date: Q1 – specific date pending confirmation of CDBG funds

Proposed project completion date: Q1 – specific date pending confirmation of CDBG funds

Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.):

Cafeteria Split System

1. Equipment: 2 wall mounted units, 1 wall mount, 1 pad & stand
2. Ancillary parts and pieces: 2 drain hoses if necessary, wall mount stand, unit stand, 2 touch control kits, 50 feet lineset

   = $17,359

Men's Phase 2 Split System:

1. Equipment: 1 wall mounted unit, 1 pad & stand
2. Ancillary parts and pieces: 1 drain hose if necessary, unit stand, additional line set, additional white line set covering, 50 feet line set

   = $8,142.54

Women's Phase 2 Split System:

1. Equipment: 1 wall mounted unit, 1 pad & Stand
2. Ancillary parts and pieces: 1 unit stand, drain house duct covering if necessary, additional line set, additional white line set covering, 50 feet lineset

   = $8,142.54

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 temperature control in overheated resident areas.	Track daily temperature readings in women's dorm, men's dorm and cafeteria before and after installation

DESCRIPTION OF ORGANIZATION
Please provide a description of the organization or agency that is undertaking the activity or project.
Cross Roads House is a transitional shelter helping individuals and families find and maintain permanent housing in the Seacoast region.

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 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 also conducts 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)**
Please see attached.	

BUDGET: ACTIVITY or PROJECT

Use box 1 or 2 below to provide a budget for the proposed activity or project. 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**			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding***	**Total Proposed Budget**
Office Supplies		$11,652	$11,652
Utilities		$108,441	$108,441
Repairs/Maintenance		$200,292	$200,292
Travel		$17,785	$17,785
Salaries (List relevant positions)	$15,000	$2,619,453.90	$2,634,453.90
**Direct Care Staff			
Other: Resident Services		$178.388	$178.388
Professional Fees		$38,219	$38,219
Insurance & Bad Debt		$51,374	$51,374
Development and Marketing		$149,692	$149,692
TOTAL PROPOSED BUDGET:	$15,000	$3,375,296	$3,390,296

2. Public **Facilities**			
	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 Davis Bacon wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition	$33,644.26		
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs	$33,644.26		
TOTAL PROPOSED BUDGET:	$33,644.26		

***** Use the following table (***Activity or Project Funding Sources***) to identify any other funding sources that will be used for this specific activity or project.

ACTIVITY OR PROJECT FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed that will be used ***for this activity or project***.. *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 itself will be contributing to the project.

Funding Source (Name of Parent Organization)	**Committed, Pending or Proposed Amount ($)**		**Explanation**
Cross Roads House	Committed: Pending: Proposed:	$0	Cross Roads House is prepared to support this project by contributing internal funds as needed to ensure successful completion. At this time, we anticipate contributing **$0** toward the project, as we are seeking full funding through CDBG due to the high cost of installation and the essential nature of this service. If required, Cross Roads House can commit to covering any minor overages or unforeseen costs that fall outside the scope of the grant.

Total:		$0	

BUDGET: ORGANIZATION

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	$395,965	We do not have next years project budget at this time.
State Funds	$975,729	
Foundations/Private Contributions	$1,521,049	
United Way	$2,500	
Fundraising or other income	$879,758.90	
Other (describe)		
Community Dev. Block Grant (include anticipated request)	$105,072	
TOTAL REVENUE	$4,302,082.90	
EXPENSES		
Salaries	$1,934,544	
Fringe Benefits	$290,788.90	
Supplies (include printing/copying)	$11,652	
Travel	$17,785	
Training	$9,277	
Communications	$149,692	
Audit	$35,000	
Property Maintenance	$23,632	
Service Contracts		
Construction Supplies/Materials		
Other (describe)		
TOTAL EXPENSES	$4,302,082.87	
NET (Income - Expenses)	$0.03	

ORGANIZATION: 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 BHS/HUD	[Agency Name]	14.267		$ 495,325	$ 150,235 46
Direct Program PSH	[Program Name]				
Passed Through	[Entity Name]			$	$
Permanent Supportive Housing	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
U.S. Dept. of USDA	[Agency Name]	N/A		$	$2,478.94
Direct Program	[Program Name]				
Passed Through CACFP	[Entity Name]			$	$
Children's Supper Reimbursement	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
U.S. Dept. of DHHS	[Agency Name]			$ 80,000	$ 600
Direct Program	[Program Name]				
Passed Through NH	[Entity Name]			$	$
Cold Weather Shelter	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$	$
Total Expenditure of Federal Awards	YTD - FY2026			***$*** 575,325	***$*** 152,714.40
NH Dept. of DHHS	[Agency Name]	14.231		$ 1,114,475	$403,206
State Grant in Aid	[Program Name}				
Total NH Dept. of	[Agency Name]			$	$
NH Dept. of City of Portsmouth	[Agency Name]	14.218		$ 80,000	$ 26,667
Welfare	[Program Name}				
Total NH Dept. of CDBG	[Agency Name]	14.218		$ 21,500	$ 5,375
Public Service - City of Portsmouth					
NH Dept. of CDBG	[Agency Name]	14.218		$ 7,524	$ 1,881
Public Service - City of Dover	[Program Name}				
Total NH Dept. of CDBG	[Agency Name]	14.218		$ 8,498	$ 2,124
Public Service - City of Rochester					
Local Assistance:	[Agency Name]			$	$
	[Program Name]				
Total Local Assistance:	[Agency Name]			$	$
Total State and Local Awards				***$*** 1,231,997	***$*** 439,253
TOTAL FEDERAL, STATE, & LOCAL ASSISTANCE				**$** 1,807,322	**$**

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.

Bridget Thompson
SIGNATURE

12/12/2025
DATE

Bridget Thompson
PRINTED NAME

Associate Director of Development
TITLE

Name	Affiliation
Adams, Michael	Architect
Ambrogi, Mike	Novocure
Bear, Bob	Retired
Bellmare, Chris	Arista Networks
Bresette, Suzanne	Stratögé Partners
Brown, Bob **Treasurer**	Self employed/consultant
Cohen, Ken	Psychiatrist
Dillon, Denis	McLane Middleton
Drew, Kathryn	Merrill Lynch Wealth Management/Bank of America Corp.
Dvorak, Michael	Service Credit Union
Gibb, Brian	Semi-Retired
Goddard, Steve	Retired
Gregoire, Jason, Secretary	Sheehan Phinney
Mathews, Shaun	Retired
Moore, Vanda, **Vice President**	Sprague Energy
Palmer, Teresa	Welfare Dept., City of Portsmouth
Randolph, Maggie	Architect, GSD Studios
Scourby, Lex	Chicken of the Sea Frozen Foods
Silva, Chuck, **President**	Retired
Stevens, Rob	Rector, St. John's Episcopal Church
St. Jean, Ben	Clipper Strategic Consulting, LLC
Yohr, Bruce	AEMC

Mackenzie Heating and Cooling
14 Amesbury Road
Newton, NH 03858
6039747571

9/29/2025
PROJECT SALES AGREEMENT

Customer Information
Crossroads House
600 Lafayette road
Portsmouth NH 03801
6039188631 s.hussey@crossroads.org

For Work To Be Performed At:
600 Lafayette road
Portsmouth NH 03801

Mackenzie Heating and Cooling is contracted hereby to furnish and install the following equipment and materials:

PROPOSAL EQUIPMENT LIST AND LOCATIONS

- (1) Mitsubishi Wall Mounted PKA-A24KA8 Women's 202
- (1) Mitsubishi Standard Heat Pump PUZ-A24NKA7 Pad & Stand

PROPOSAL ANCILLARY PARTS AND PIECES

- (1) Includes 12" or 18" Unit Stand Depending on Application
- (1) Drain Hose, Line Set Duct Covering (if necessary)
- (1) 25' Additional line set
- (1) 8' additional white line set covering
- (1) 50 Feet Lineset

INSTALLATION DESCRIPTION

Pricing does not include electrical
*Cleaning and inspection is free for the first year after installation

WARRANTY INFORMATION

12-year product warranty with Mitsubishi
1-year labor warranty with MacKenzie

TERMS AND PRICING

Mackenzie Heating and Cooling is hereby contracted to provide all these services - complete in accordance with the above specifications for the sum of: $8,142.54 dollars with payments to be made as follows -

Pay In Full (credit card):

(50.00%) $4,071.27 deposit at signing of this contract for equipment and materials,
(50.00%) $4,071.27 final payment due at completion of project.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. Mackenzie Heating and Cooling is hereby authorized to do the work as specified. Payments will be made as outlined above. I understand that this is a binding contract. I also understand that any deposits paid for the purpose of equipment and materials are non-refundable.

All financing payment amounts and terms referenced or displayed in this app or pdf proposal are strictly an estimation and should not be considered final and/or binding. Terms and conditions, along with accurate monthly payment amounts will depend on the financing provider which will require approval through a separate system/process facilitated by the contractor. Please refer to documentation provided by contractor and/or financing provider for accurate monthly payment amount, terms, and conditions of available plans.

Mackenzie Heating and Cooling does not guarantee or represent any potential rebates, discounts, or other financially oriented programs/ promotions. Therefore can not be liable for any losses or denials resulting from such.

All details in this proposal are final unless an addendum is written. Any change to system design may incur additional charges. Upon walk-through prior to start of project, the system design compliance officer may make recommendations or changes to the design. These changes may incur additional charges. It is at the discretion of the customer to continue with said changes or to abandon the project.

Date of Acceptance _____

Signature _____

Mackenzie Heating and Cooling
14 Amesbury Road
Newton, NH 03858
6039747571

9/29/2025
PROJECT SALES AGREEMENT

Customer Information
Crossroads House
600 Lafayette road
Portsmouth NH 03801
6039188631 s.hussey@crossroads.org

For Work To Be Performed At:
600 Lafayette road
Portsmouth NH 03801

Mackenzie Heating and Cooling is contracted hereby to furnish and install the following equipment and materials:

PROPOSAL EQUIPMENT LIST AND LOCATIONS

- (1) Mitsubishi Wall Mounted PKA-A24KA8 Common 238
- (1) Mitsubishi Standard Heat Pump PUZ-A24NKA7 Pad & Stand

PROPOSAL ANCILLARY PARTS AND PIECES

- (1) Drain Hose, Line Set Duct Covering (if necessary)
- (1) Includes 12" or 18" Unit Stand Depending on Application
- (1) 25' Additional line set
- (1) 8' additional white line set covering
- (1) 50 Feet Lineset

INSTALLATION DESCRIPTION

Pricing does not include electrical
*Cleaning and inspection is free for the first year after installation

WARRANTY INFORMATION

12-year product warranty with Mitsubishi
1-year labor warranty with MacKenzie

TERMS AND PRICING

Mackenzie Heating and Cooling is hereby contracted to provide all these services - complete in accordance with the above specifications for the sum of: $8,142.54 dollars with payments to be made as follows -

Pay In Full (check):

(50.00%) $4,071.27 deposit at signing of this contract for equipment and materials,
(50.00%) $4,071.27 final payment due at completion of project.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. Mackenzie Heating and Cooling is hereby authorized to do the work as specified. Payments will be made as outlined above. I understand that this is a binding contract. I also understand that any deposits paid for the purpose of equipment and materials are non-refundable.

All financing payment amounts and terms referenced or displayed in this app or pdf proposal are strictly an estimation and should not be considered final and/or binding. Terms and conditions, along with accurate monthly payment amounts will depend on the financing provider which will require approval through a separate system/process facilitated by the contractor. Please refer to documentation provided by contractor and/or financing provider for accurate monthly payment amount, terms, and conditions of available plans.

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All details in this proposal are final unless an addendum is written. Any change to system design may incur additional charges. Upon walk-through prior to start of project, the system design compliance officer may make recommendations or changes to the design. These changes may incur additional charges. It is at the discretion of the customer to continue with said changes or to abandon the project.

Date of Acceptance _____

Signature _____

Mackenzie Heating and Cooling
14 Amesbury Road
Newton, NH 03858
6039747571

9/29/2025
PROJECT SALES AGREEMENT

Customer Information
Crossroads House
600 Lafayette road
Portsmouth NH 03801
6039188631 s.hussey@crossroads.org

For Work To Be Performed At:
600 Lafayette road
Portsmouth NH 03801

Mackenzie Heating and Cooling is contracted hereby to furnish and install the following equipment and materials:

PROPOSAL EQUIPMENT LIST AND LOCATIONS

- (2) Mitsubishi Wall Mounted PKA-A24KA8 Cafe side 1, Cafe side 2
- (1) Mitsubishi Hyper Heat PUZ-HA24NHA1 Wall Mount
- (1) Mitsubishi Hyper Heat PUZ-HA24NHA1 Pad & Stand

PROPOSAL ANCILLARY PARTS AND PIECES

- (2) Drain Hose, Line Set Duct Covering (if necessary)
- (1) Includes Wall Mount Stand
- (1) Includes 12" or 18" Unit Stand Depending on Application
- (1) MHK2 KUMO TOUCH CONTROL KIT
- (1) MHK2 KUMO TOUCH CONTROL KIT
- (1) 50 Feet Lineset

INSTALLATION DESCRIPTION

Pricing does not include electrician.
*Cleaning and inspection is free for the first year after installation

WARRANTY INFORMATION

12-year product warranty with Mitsubishi
1-year labor warranty with MacKenzie

TERMS AND PRICING

Mackenzie Heating and Cooling is hereby contracted to provide all these services - complete in accordance with the above specifications for the sum of: $17,359.18 dollars with payments to be made as follows -

Pay In Full (credit card):

(50.00%) $8,679.59 deposit at signing of this contract for equipment and materials,
(50.00%) $8,679.59 final payment due at completion of project.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. Mackenzie Heating and Cooling is hereby authorized to do the work as specified. Payments will be made as outlined above. I understand that this is a binding contract. I also understand that any deposits paid for the purpose of equipment and materials are non-refundable.

All financing payment amounts and terms referenced or displayed in this app or pdf proposal are strictly an estimation and should not be considered final and/or binding. Terms and conditions, along with accurate monthly payment amounts will depend on the financing provider which will require approval through a separate system/process facilitated by the contractor. Please refer to documentation provided by contractor and/or financing provider for accurate monthly payment amount, terms, and conditions of available plans.

Mackenzie Heating and Cooling does not guarantee or represent any potential rebates, discounts, or other financially oriented programs/ promotions. Therefore can not be liable for any losses or denials resulting from such.

All details in this proposal are final unless an addendum is written. Any change to system design may incur additional charges. Upon walk-through prior to start of project, the system design compliance officer may make recommendations or changes to the design. These changes may incur additional charges. It is at the discretion of the customer to continue with said changes or to abandon the project.

Date of Acceptance _____

Signature _____

Granite State
Plumbing & Heating, LLC
COMFORT A SYSTEMS USA COMPANY

Crossroads House

Cafeteria Split System

Proposed Project Agreement

Date:
9/24/2025

Proposal Number:
P04234

Prepared for:
Crossroads House
600 Lafayette Road
Portsmouth, NH 03801

Prepared by:

Mitch Senecal
603-325-7680
msenecal@gsphinc.com

Granite State
Plumbing & Heating, LLC
COMFORT A SYSTEMS USA COMPANY

PROJECT PROPOSAL

Company
Granite State Plumbing & Heating
17 Oil Mill Road
Weare, NH 03281
Ph: 603-325-7680

Proposal Date: 9/24/2025
Proposal Number: P04234

Bill To Identity
Crossroads House
600 Lafayette Road
Portsmouth, NH 03801
Christine Stover

Agreement Location
Crossroads House
600 Lafayette Road
Portsmouth, NH 03801
Stephen Hussey

WE ARE PLEASED TO SUBMIT OUR PROPOSAL TO PERFORM THE FOLLOWING:

Project Name: Cafeteria Split System

Please note: This quote does not include any previous service or diagnostic charges.

The services and materials included in this proposal are valid for 30 days from above date. In the event of significant delay or price increase of material or equipment occurring between the date of this proposal and the date of execution of the Subcontract through no fault of Granite State plumbing and heating, the contract sum, contract schedule, and contract requirements shall be equitably adjusted in the Subcontract. A change in price of an item of material or equipment shall be considered significant when the price of an item increases >5% percent between the date of this proposal and the date of execution of the Subcontract.

Terms of Payment: Monthly Progress Billing. Material and equipment furnished under this proposal shall remain the property of the seller until final payment has been received.

We hereby propose to furnish materials and labor - complete in accordance with above specifications, for the sum of:

Total Price: $34,100

Granite State
Plumbing & Heating, LLC
COMFORT SYSTEMS USA COMPANY

Scope of Work:

1. Furnish and install (1) wall mounted Mitsubishi Condenser.
2. Furnish and install (2) wall mounted Mitsubishi indoor units.
3. Furnish and install (1) Mitsubishi branch box.
4. Furnish and install all refrigerant and condensate piping for new equipment.
5. Furnish and install all new wiring and a wall mounted controller for new equipment.
6. Provide electrician for all necessary electrical connections.
7. Work to be done during normal business hours.
8. All indoor piping to be run exposed.
9. All exterior piping to be run inside of line-hide.
10. System has been sized based on room size and estimated occupancy load.

Exclusions:

1. Balancing of system
2. Cutting, patching or painting
3. Infection control, dust partitions, temporary walls, etc
4. Hazardous waste removal
5. Fire protection
6. Fire alarm wiring

Upon execution as provided below, this agreement, including the following pages attached hereto (collectively, the "Agreement"), shall become a binding and enforceable agreement against both parties hereto. Customer, by execution of this Agreement, acknowledges that it has reviewed and understands the attached terms and conditions and has the authority to enter into this Agreement.

Contractor		**Customer**	
Signature (Authorized Representative)		Signature (Authorized Representative)	
Mitch Senecal			
Name (Print/ Type)		Name (Print/ Type)	
603-325-7680			
Phone		Title	
9/24/2025	P04234		
Date	Proposal #	Date	PO#

Project Agreement Terms and Conditions

The following terms and conditions are incorporated into and a part of the agreement between Contractor and Customer (the "Agreement"):

1. Customer shall permit Contractor free and timely access to areas and equipment and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.

2. Contractor warrants that the workmanship hereunder shall be free from defects for thirty (30) days from date of installation. If any replacement part or item of equipment proves defective, Contractor will extend to Customer the benefits of any warranty Contractor has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Customer's expense and at the rates in effect. CONTRACTOR MAKES NO OTHER WARRANTIES, EXCEPT AS DESCRIBED HEREIN, AND EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

3. Contractor may invoice Customer on a monthly basis. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately without notice or demand. In addition, if Contractor does not receive payment of a properly submitted invoice within thirty (30) days, Customer shall accrue a late charge on the balance outstanding at the lesser of (a) 1 1/2% per month or (b) the highest rate allowed by law, in each case compounded monthly to the extent allowed by law.

4. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.

5. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated **or** on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.

6. In the event Contractor must commence legal action in order to recover any amount payable or owed to Contractor under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.

7. In the event of a breach by Contractor of the terms of this Agreement, including without limitation Section 2, or in the event Customer incurs any liability in connection with the rendering of services by Contractor, Customer's sole remedy against Contractor shall be for Contractor to re-perform the services in accordance with the warranty or, if such services cannot be re-performed or such re-performance does not cure the breach or the liability, to refund to Customer the amount paid to Contractor under this Agreement, up to Customer's direct damages caused by such breach or liability. Notwithstanding the foregoing, in no event shall the liability of Contractor in connection with any products or services, whether by reason of breach of contract, tort (including without limitation negligence), statute or otherwise exceed the amount of fees paid by Customer to Contractor for those products or services. Further, in no event shall Contractor have any liability for loss of profits, loss of business, indirect, incidental, consequential, special, punitive, indirect or exemplary damages, even if Contractor has been advised of the possibility of such damages. In furtherance and not in limitation of the foregoing, Contractor shall not be liable in respect of any decisions made by Customer as a result of Contractor's services. Any action, regardless of form, against the Contractor relating to this Agreement, or the breach thereof, must be commenced within one (1) year from the date of the work.

8. Contractor shall not be liable for any delay, loss, damage or detention caused by acts or circumstances beyond its control including, without limitation, unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, war, acts of terrorism, action of the elements, forces of nature, or by any cause beyond its control.

9. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agent and employees from and against all claims, liabilities, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder or any act or omission arising out of or related to this Agreement, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in party by the negligence of Contractor. Further, and notwithstanding the preceding sentence, Contractor shall be held harmless and shall not be liable to Customer for any claims, liabilities, damages, losses, and expenses related to mold or to the creation of mold at Customer's location(s) and shall have no obligation to treat, identify or remove such mold.

10. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations if requested.

11. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos, mold or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's shall have the right thereafter to suspend its work until such

substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted. As previously provided, Contractor shall be held harmless and shall not be liable for any claims, liabilities, damages, losses and expenses related to such substances, wastes and materials, including the failure to identify or notify Customer of such substances, wastes and materials.

12. This Agreement is between Contractor and Customer alone, and neither intends that there be any third-party beneficiaries to this Agreement. Without limiting the generality of the foregoing, by entering into this Agreement and providing services on Customer's behalf, Contractor is not assuming any duty or obligation to any of Customer's employees, vendors, clients, subcontractors, agents, shareholders, partners or members. Customer agrees to indemnify and hold Contractor harmless from and against any and all liabilities, losses, claims, costs, expenses and damages (including without limitation reasonable attorneys' fees) incurred by Contractor by reason of a claim brought against Contractor by any of Customer's employees, vendors, clients, subcontractors, agents, shareholders, partners or members with respect to the services provided by Contractor on Customer's behalf.

13. Each of the parties hereto is an independent contractor and neither party is, nor shall be considered to be, an agent, distributor or representative of the other. Neither party shall act or present itself, directly or indirectly, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other.

14. These terms and conditions, together with the attached documents, constitutes the entire agreement and understanding among the parties hereto and supersedes any and all prior agreements and understandings, oral or written, relating to the subject matter hereof. It sets forth the terms for the provision of any products or services Contractor may provide Customer, whether in connection with the particular engagement that is identified as the subject of this Agreement or otherwise, unless and until a written instrument is signed by an authorized representative of Contractor agreeing to different terms. This Agreement shall not be assignable by Customer without the express prior written consent of Contractor. This Agreement shall be governed by and construed in accordance with the laws of the State where Contractor's headquarters are located, without giving effect to that State's conflicts of laws principles.

15. All accepted proposals will need to be returned to GSPH with the agreement page signed and dated along with all Supplemental and Terms & Conditions pages initialed.

16. The services and materials included in this proposal are valid for 30 days from above date. In the event of significant delay or price increase of material or equipment occurring between the date of this proposal and the date of execution of the Subcontract through no fault of Granite State plumbing and heating, the contract sum, contract schedule, and contract requirements shall be equitably adjusted in the Subcontract. A change in price of an item of material or equipment shall be considered significant when the price of an item increases >5% percent between the date of this proposal and the date of execution of the Subcontract.

Granite State
Plumbing & Heating, LLC
COMFORT A SYSTEMS USA COMPANY

Crossroads House

Women's Phase 2 Split System

Proposed Project Agreement

Date:
9/24/2025

Proposal Number:
P04232

Prepared for:
Crossroads House
600 Lafayette Road
Portsmouth, NH 03801

Prepared by:

Mitch Senecal
603-325-7680
msenecal@gsphinc.com

Granite State
Plumbing & Heating, LLC
COMFORT A SYSTEMS USA COMPANY

PROJECT PROPOSAL

Company
Granite State Plumbing & Heating
17 Oil Mill Road
Weare, NH 03281
Ph: 603-325-7680

Proposal Date: 9/24/2025
Proposal Number: P04232

Bill To Identity
Crossroads House
600 Lafayette Road
Portsmouth, NH 03801
Christine Stover

Agreement Location
Crossroads House
600 Lafayette Road
Portsmouth, NH 03801
Stephen Hussey

WE ARE PLEASED TO SUBMIT OUR PROPOSAL TO PERFORM THE FOLLOWING:

Project Name: Women's Phase 2 Split System

Please note: This quote does not include any previous service or diagnostic charges.

The services and materials included in this proposal are valid for 30 days from above date. In the event of significant delay or price increase of material or equipment occurring between the date of this proposal and the date of execution of the Subcontract through no fault of Granite State plumbing and heating, the contract sum, contract schedule, and contract requirements shall be equitably adjusted in the Subcontract. A change in price of an item of material or equipment shall be considered significant when the price of an item increases >5% percent between the date of this proposal and the date of execution of the Subcontract.

Terms of Payment: Monthly Progress Billing. Material and equipment furnished under this proposal shall remain the property of the seller until final payment has been received.

We hereby propose to furnish materials and labor - complete in accordance with above specifications, for the sum of:

Total Price: $36,205

Granite State
Plumbing & Heating, LLC
COMFORT A SYSTEMS USA COMPANY

Scope of Work:

1. Furnish and install (1) wall mounted Mitsubishi Condenser.
2. Furnish and install (2) wall mounted Mitsubishi indoor units.
3. Furnish and install (1) Mitsubishi branch box.
4. Furnish and install all refrigerant and condensate piping for new equipment.
5. Furnish and install all new wiring and a wall mounted controller for new equipment.
6. Provide electrician for all necessary electrical connections.
7. Work to be done during normal business hours.
8. All piping inside of rooms to be run exposed, all piping in the hallway to be above the drop ceiling.
9. All exterior piping to be run inside of line-hide.
10. System has been sized based on room size and estimated occupancy load.

Exclusions:

1. Electrical
2. Controls
3. Balancing of system
4. Cutting, patching or painting
5. Infection control, dust partitions, temporary walls, etc
6. Hazardous waste removal
7. Fire protection
8. Fire alarm wiring

Upon execution as provided below, this agreement, including the following pages attached hereto (collectively, the "Agreement"), shall become a binding and enforceable agreement against both parties hereto. Customer, by execution of this Agreement, acknowledges that it has reviewed and understands the attached terms and conditions and has the authority to enter into this Agreement.

Contractor		**Customer**	
Signature (Authorized Representative)		Signature (Authorized Representative)	
Mitch Senecal			
Name (Print/ Type)		Name (Print/ Type)	
603-325-7680			
Phone		Title	
9/24/2025	P04232		
Date	Proposal #	Date	PO#

Project Agreement Terms and Conditions

The following terms and conditions are incorporated into and a part of the agreement between Contractor and Customer (the "Agreement"):

1. Customer shall permit Contractor free and timely access to areas and equipment and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.

2. Contractor warrants that the workmanship hereunder shall be free from defects for thirty (30) days from date of installation. If any replacement part or item of equipment proves defective, Contractor will extend to Customer the benefits of any warranty Contractor has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Customer's expense and at the rates in effect. CONTRACTOR MAKES NO OTHER WARRANTIES, EXCEPT AS DESCRIBED HEREIN, AND EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

3. Contractor may invoice Customer on a monthly basis. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately without notice or demand. In addition, if Contractor does not receive payment of a properly submitted invoice within thirty (30) days, Customer shall accrue a late charge on the balance outstanding at the lesser of (a) 1 1/2% per month or (b) the highest rate allowed by law, in each case compounded monthly to the extent allowed by law.

4. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.

5. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated **or** on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.

6. In the event Contractor must commence legal action in order to recover any amount payable or owed to Contractor under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.

7. In the event of a breach by Contractor of the terms of this Agreement, including without limitation Section 2, or in the event Customer incurs any liability in connection with the rendering of services by Contractor, Customer's sole remedy against Contractor shall be for Contractor to re-perform the services in accordance with the warranty or, if such services cannot be re-performed or such re-performance does not cure the breach or the liability, to refund to Customer the amount paid to Contractor under this Agreement, up to Customer's direct damages caused by such breach or liability. Notwithstanding the foregoing, in no event shall the liability of Contractor in connection with any products or services, whether by reason of breach of contract, tort (including without limitation negligence), statute or otherwise exceed the amount of fees paid by Customer to Contractor for those products or services. Further, in no event shall Contractor have any liability for loss of profits, loss of business, indirect, incidental, consequential, special, punitive, indirect or exemplary damages, even if Contractor has been advised of the possibility of such damages. In furtherance and not in limitation of the foregoing, Contractor shall not be liable in respect of any decisions made by Customer as a result of Contractor's services. Any action, regardless of form, against the Contractor relating to this Agreement, or the breach thereof, must be commenced within one (1) year from the date of the work.

8. Contractor shall not be liable for any delay, loss, damage or detention caused by acts or circumstances beyond its control including, without limitation, unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, war, acts of terrorism, action of the elements, forces of nature, or by any cause beyond its control.

9. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agent and employees from and against all claims, liabilities, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder or any act or omission arising out of or related to this Agreement, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in party by the negligence of Contractor. Further, and notwithstanding the preceding sentence, Contractor shall be held harmless and shall not be liable to Customer for any claims, liabilities, damages, losses, and expenses related to mold or to the creation of mold at Customer's location(s) and shall have no obligation to treat, identify or remove such mold.

10. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations if requested.

11. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos, mold or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's shall have the right thereafter to suspend its work until such

substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted. As previously provided, Contractor shall be held harmless and shall not be liable for any claims, liabilities, damages, losses and expenses related to such substances, wastes and materials, including the failure to identify or notify Customer of such substances, wastes and materials.

12. This Agreement is between Contractor and Customer alone, and neither intends that there be any third-party beneficiaries to this Agreement. Without limiting the generality of the foregoing, by entering into this Agreement and providing services on Customer's behalf, Contractor is not assuming any duty or obligation to any of Customer's employees, vendors, clients, subcontractors, agents, shareholders, partners or members. Customer agrees to indemnify and hold Contractor harmless from and against any and all liabilities, losses, claims, costs, expenses and damages (including without limitation reasonable attorneys' fees) incurred by Contractor by reason of a claim brought against Contractor by any of Customer's employees, vendors, clients, subcontractors, agents, shareholders, partners or members with respect to the services provided by Contractor on Customer's behalf.

13. Each of the parties hereto is an independent contractor and neither party is, nor shall be considered to be, an agent, distributor or representative of the other. Neither party shall act or present itself, directly or indirectly, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other.

14. These terms and conditions, together with the attached documents, constitutes the entire agreement and understanding among the parties hereto and supersedes any and all prior agreements and understandings, oral or written, relating to the subject matter hereof. It sets forth the terms for the provision of any products or services Contractor may provide Customer, whether in connection with the particular engagement that is identified as the subject of this Agreement or otherwise, unless and until a written instrument is signed by an authorized representative of Contractor agreeing to different terms. This Agreement shall not be assignable by Customer without the express prior written consent of Contractor. This Agreement shall be governed by and construed in accordance with the laws of the State where Contractor's headquarters are located, without giving effect to that State's conflicts of laws principles.

15. All accepted proposals will need to be returned to GSPH with the agreement page signed and dated along with all Supplemental and Terms & Conditions pages initialed.

16. The services and materials included in this proposal are valid for 30 days from above date. In the event of significant delay or price increase of material or equipment occurring between the date of this proposal and the date of execution of the Subcontract through no fault of Granite State plumbing and heating, the contract sum, contract schedule, and contract requirements shall be equitably adjusted in the Subcontract. A change in price of an item of material or equipment shall be considered significant when the price of an item increases >5% percent between the date of this proposal and the date of execution of the Subcontract.

Granite State
Plumbing & Heating, LLC
COMFORT A SYSTEMS USA COMPANY

Crossroads House

Men's Phase 2 Split System

Proposed Project Agreement

Date:
9/24/2025

Proposal Number:
P04233

Prepared for:
Crossroads House
600 Lafayette Road
Portsmouth, NH 03801

Prepared by:

Mitch Senecal
603-325-7680
msenecal@gsphinc.com

Granite State
Plumbing & Heating, LLC
COMFORT A SYSTEMS USA COMPANY

PROJECT PROPOSAL

Company
Granite State Plumbing & Heating
17 Oil Mill Road
Weare, NH 03281
Ph: 603-325-7680

Proposal Date: 9/24/2025
Proposal Number: P04233

Bill To Identity
Crossroads House
600 Lafayette Road
Portsmouth, NH 03801
Christine Stover

Agreement Location
Crossroads House
600 Lafayette Road
Portsmouth, NH 03801
Stephen Hussey

WE ARE PLEASED TO SUBMIT OUR PROPOSAL TO PERFORM THE FOLLOWING:

Project Name: Men's Phase 2 Split System

Please note: This quote does not include any previous service or diagnostic charges.

The services and materials included in this proposal are valid for 30 days from above date. In the event of significant delay or price increase of material or equipment occurring between the date of this proposal and the date of execution of the Subcontract through no fault of Granite State plumbing and heating, the contract sum, contract schedule, and contract requirements shall be equitably adjusted in the Subcontract. A change in price of an item of material or equipment shall be considered significant when the price of an item increases >5% percent between the date of this proposal and the date of execution of the Subcontract.

Terms of Payment: Monthly Progress Billing. Material and equipment furnished under this proposal shall remain the property of the seller until final payment has been received.

We hereby propose to furnish materials and labor - complete in accordance with above specifications, for the sum of:

Total Price: $36,205

Granite State
Plumbing & Heating, LLC
COMFORT SYSTEMS USA COMPANY

Scope of Work:

1. Furnish and install (1) wall mounted Mitsubishi Condenser.
2. Furnish and install (2) wall mounted Mitsubishi indoor units.
3. Furnish and install (1) Mitsubishi branch box.
4. Furnish and install all refrigerant and condensate piping for new equipment.
5. Furnish and install all new wiring and a wall mounted controller for new equipment.
6. Provide electrician for all necessary electrical connections.
7. Work to be done during normal business hours.
8. All piping inside of rooms to be run exposed, all piping in the hallway to be above the drop ceiling.
9. All exterior piping to be run inside of line-hide.
10. System has been sized based on room size and estimated occupancy load.

Exclusions:

1. Balancing of system
2. Cutting, patching or painting
3. Infection control, dust partitions, temporary walls, etc
4. Hazardous waste removal
5. Fire protection
6. Fire alarm wiring

Upon execution as provided below, this agreement, including the following pages attached hereto (collectively, the "Agreement"), shall become a binding and enforceable agreement against both parties hereto. Customer, by execution of this Agreement, acknowledges that it has reviewed and understands the attached terms and conditions and has the authority to enter into this Agreement.

Contractor		**Customer**	
Signature (Authorized Representative)		Signature (Authorized Representative)	
Mitch Senecal			
Name (Print/ Type)		Name (Print/ Type)	
603-325-7680			
Phone		Title	
9/24/2025	P04233		
Date	Proposal #	Date	PO#

Project Agreement Terms and Conditions

The following terms and conditions are incorporated into and a part of the agreement between Contractor and Customer (the "Agreement"):

1. Customer shall permit Contractor free and timely access to areas and equipment and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.

2. Contractor warrants that the workmanship hereunder shall be free from defects for thirty (30) days from date of installation. If any replacement part or item of equipment proves defective, Contractor will extend to Customer the benefits of any warranty Contractor has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Customer's expense and at the rates in effect. CONTRACTOR MAKES NO OTHER WARRANTIES, EXCEPT AS DESCRIBED HEREIN, AND EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

3. Contractor may invoice Customer on a monthly basis. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately without notice or demand. In addition, if Contractor does not receive payment of a properly submitted invoice within thirty (30) days, Customer shall accrue a late charge on the balance outstanding at the lesser of (a) 1 1/2% per month or (b) the highest rate allowed by law, in each case compounded monthly to the extent allowed by law.

4. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.

5. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated **or** on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.

6. In the event Contractor must commence legal action in order to recover any amount payable or owed to Contractor under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.

7. In the event of a breach by Contractor of the terms of this Agreement, including without limitation Section 2, or in the event Customer incurs any liability in connection with the rendering of services by Contractor, Customer's sole remedy against Contractor shall be for Contractor to re-perform the services in accordance with the warranty or, if such services cannot be re-performed or such re-performance does not cure the breach or the liability, to refund to Customer the amount paid to Contractor under this Agreement, up to Customer's direct damages caused by such breach or liability. Notwithstanding the foregoing, in no event shall the liability of Contractor in connection with any products or services, whether by reason of breach of contract, tort (including without limitation negligence), statute or otherwise exceed the amount of fees paid by Customer to Contractor for those products or services. Further, in no event shall Contractor have any liability for loss of profits, loss of business, indirect, incidental, consequential, special, punitive, indirect or exemplary damages, even if Contractor has been advised of the possibility of such damages. In furtherance and not in limitation of the foregoing, Contractor shall not be liable in respect of any decisions made by Customer as a result of Contractor's services. Any action, regardless of form, against the Contractor relating to this Agreement, or the breach thereof, must be commenced within one (1) year from the date of the work.

8. Contractor shall not be liable for any delay, loss, damage or detention caused by acts or circumstances beyond its control including, without limitation, unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, war, acts of terrorism, action of the elements, forces of nature, or by any cause beyond its control.

9. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agent and employees from and against all claims, liabilities, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder or any act or omission arising out of or related to this Agreement, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in party by the negligence of Contractor. Further, and notwithstanding the preceding sentence, Contractor shall be held harmless and shall not be liable to Customer for any claims, liabilities, damages, losses, and expenses related to mold or to the creation of mold at Customer's location(s) and shall have no obligation to treat, identify or remove such mold.

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substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted. As previously provided, Contractor shall be held harmless and shall not be liable for any claims, liabilities, damages, losses and expenses related to such substances, wastes and materials, including the failure to identify or notify Customer of such substances, wastes and materials.

12. This Agreement is between Contractor and Customer alone, and neither intends that there be any third-party beneficiaries to this Agreement. Without limiting the generality of the foregoing, by entering into this Agreement and providing services on Customer's behalf, Contractor is not assuming any duty or obligation to any of Customer's employees, vendors, clients, subcontractors, agents, shareholders, partners or members. Customer agrees to indemnify and hold Contractor harmless from and against any and all liabilities, losses, claims, costs, expenses and damages (including without limitation reasonable attorneys' fees) incurred by Contractor by reason of a claim brought against Contractor by any of Customer's employees, vendors, clients, subcontractors, agents, shareholders, partners or members with respect to the services provided by Contractor on Customer's behalf.

13. Each of the parties hereto is an independent contractor and neither party is, nor shall be considered to be, an agent, distributor or representative of the other. Neither party shall act or present itself, directly or indirectly, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other.

14. These terms and conditions, together with the attached documents, constitutes the entire agreement and understanding among the parties hereto and supersedes any and all prior agreements and understandings, oral or written, relating to the subject matter hereof. It sets forth the terms for the provision of any products or services Contractor may provide Customer, whether in connection with the particular engagement that is identified as the subject of this Agreement or otherwise, unless and until a written instrument is signed by an authorized representative of Contractor agreeing to different terms. This Agreement shall not be assignable by Customer without the express prior written consent of Contractor. This Agreement shall be governed by and construed in accordance with the laws of the State where Contractor's headquarters are located, without giving effect to that State's conflicts of laws principles.

15. All accepted proposals will need to be returned to GSPH with the agreement page signed and dated along with all Supplemental and Terms & Conditions pages initialed.

16. The services and materials included in this proposal are valid for 30 days from above date. In the event of significant delay or price increase of material or equipment occurring between the date of this proposal and the date of execution of the Subcontract through no fault of Granite State plumbing and heating, the contract sum, contract schedule, and contract requirements shall be equitably adjusted in the Subcontract. A change in price of an item of material or equipment shall be considered significant when the price of an item increases >5% percent between the date of this proposal and the date of execution of the Subcontract.

BerryDunn

CROSS ROADS HOUSE

FINANCIAL STATEMENTS

June 30, 2025 and 2024

With Independent Auditor's Report

BerryDunn

BDMP Assurance, LLP

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Cross Roads House, Inc.

Opinion

We have audited the accompanying financial statements of Cross Roads House, Inc. (the Organization), which comprise the statement of financial position as of June 30, 2025, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the 2025 financial statements referred to above present fairly, in all material respects, the financial position of the Organization as of June 30, 2025, and the changes in its net assets and its cash flows for the year then ended in accordance with U.S. generally accepted accounting principles (U.S. GAAP).

Basis for Opinion

We conducted our audit in accordance with U.S. generally accepted auditing standards (U.S. GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Prior Period Financial Statements

The financial statements of the Organization as of and for the year ended June 30, 2024 were audited by Berry, Dunn, McNeil & Parker, LLC whose report, dated November 4, 2024, expressed an unmodified opinion on those statements.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with U.S. GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with U.S. GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Organization’s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization’s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

BDMP Assurance, LLP

Manchester, New Hampshire
September 30, 2025

CROSS ROADS HOUSE, INC.

Statements of Financial Position

June 30, 2025 and 2024

	2025	2024
ASSETS		
Current assets		
Cash	**$ 3,111,531**	$ 2,670,774
Grants receivable	**188,319**	505,942
Prepaid expenses and other current assets	**68,374**	77,967
Total current assets	**3,368,224**	3,254,683
Property and equipment, net	**4,352,977**	4,298,314
Investments	**4,559,094**	3,479,469
Beneficial interest in an agency fund	**164,806**	154,076
Total assets	**$ 12,445,101**	$ 11,186,542
LIABILITIES AND NET ASSETS		
Current liabilities		
Current portion of long-term debt	**$ 13,865**	$ 13,066
Deferred income	**9,250**	-
Accounts payable and accrued expenses	**30,530**	60,889
Accrued payroll and related amounts	**95,099**	126,058
Total current liabilities	**148,744**	200,013
Long-term debt, net	**222,465**	237,480
Total liabilities	**371,209**	437,493
Net assets		
Without donor restrictions		
Board-designated	**4,334,094**	3,263,860
Undesignated	**7,514,798**	7,269,580
Total without donor restrictions	**11,848,892**	10,533,440
With donor restrictions	**225,000**	215,609
Total net assets	**12,073,892**	10,749,049
Total liabilities and net assets	**$ 12,445,101**	$ 11,186,542

The accompanying notes are an integral part of these financial statements.

CROSS ROADS HOUSE, INC.

Statements of Activities

Years Ended June 30, 2025 and 2024

	2025			2024		
	Without Donor Restrictions	**With Donor Restrictions**	**Total**	Without Donor Restrictions	With Donor Restrictions	Total
Revenue and support						
Government grants	**$ 1,949,854**	**$ -**	**$ 1,949,854**	$ 1,647,993	$ -	$ 1,647,993
Town warrants	**220,387**	**-**	**220,387**	97,450	-	97,450
Contributions	**1,773,410**	**-**	**1,773,410**	1,516,537	-	1,516,537
Rental income	**-**	**-**	**-**	59,950	-	59,950
Fundraising, net of direct expense of $110,685 and $52,698, respectively	**624,409**	**-**	**624,409**	617,256	-	617,256
Gain from sale of property	**-**	**-**	**-**	149,691	-	149,691
Other revenue	**-**	**-**	**-**	113,430	-	113,430
Total revenue and support	**4,568,060**	**-**	**4,568,060**	4,202,307	-	4,202,307
Expenses						
Program services	**2,746,337**	**-**	**2,746,337**	2,521,264	-	2,521,264
General and administrative	**646,029**	**-**	**646,029**	445,930	-	445,930
Fundraising	**368,173**	**-**	**368,173**	353,431	-	353,431
Total expenses	**3,760,539**	**-**	**3,760,539**	3,320,625	-	3,320,625
Change in net assets from operations	**807,521**	**-**	**807,521**	881,682	-	881,682
Other changes						
Investment return, net of fees	**507,931**	**9,391**	**517,322**	451,292	10,609	461,901
Change in net assets	**1,315,452**	**9,391**	**1,324,843**	1,332,974	10,609	1,343,583
Net assets, beginning of year	**10,533,440**	**215,609**	**10,749,049**	9,200,466	205,000	9,405,466
Net assets, end of year	**$ 11,848,892**	**$ 225,000**	**$ 12,073,892**	$ 10,533,440	$ 215,609	$ 10,749,049

The accompanying notes are an integral part of these financial statements.

CROSS ROADS HOUSE, INC.

Statements of Functional Expenses

Years Ended June 30, 2025 and 2024

	2025				2024			
	Program Services	**General and Administrative**	**Fundraising**	**Total**	Program Services	General and Administrative	Fundraising	Total
Salaries and benefits								
Management salaries	**$ -**	**$ 355,978**	**$ -**	**$ 355,978**	$ -	$ 228,465	$ -	$ 228,465
Salaries and wages	**1,290,281**	**91,079**	**136,618**	**1,517,978**	1,195,134	28,456	199,189	1,422,779
Employee benefits	**243,468**	**17,186**	**25,779**	**286,433**	159,518	26,586	18,406	204,510
Payroll taxes	**119,613**	**8,443**	**12,665**	**140,721**	101,714	21,190	18,365	141,269
Total salaries and benefits	**1,653,362**	**472,686**	**175,062**	**2,301,110**	1,456,366	304,697	235,960	1,997,023
Other expenses								
Professional fees	**75**	**32,640**	**-**	**32,715**	1,262	46,860	-	48,122
Bad debt (recoveries) expenses	**(41,807)**	**-**	**-**	**(41,807)**	-	1,232	2,875	4,107
Office and administration	**88,399**	**69,770**	**71,989**	**230,158**	104,697	75,367	74,957	255,021
Utilities	**97,428**	**4,190**	**3,143**	**104,761**	97,374	4,188	3,141	104,703
Repairs and maintenance	**196,648**	**-**	**-**	**196,648**	231,231	-	-	231,231
Interest	**14,952**	**311**	**311**	**15,574**	25,817	538	538	26,893
Insurance	**39,344**	**2,777**	**4,166**	**46,287**	25,530	1,098	824	27,452
Residential services	**474,507**	**-**	**-**	**474,507**	359,524	-	-	359,524
Miscellaneous	**10,587**	**54,202**	**105,843**	**170,632**	9,361	2,096	27,809	39,266
Depreciation	**202,055**	**8,691**	**6,517**	**217,263**	203,489	8,752	6,564	218,805
Staff and program development	**10,787**	**762**	**1,142**	**12,691**	6,613	1,102	763	8,478
Total expenses	**$ 2,746,337**	**$ 646,029**	**$ 368,173**	**$ 3,760,539**	$ 2,521,264	$ 445,930	$ 353,431	$ 3,320,625

The accompanying notes are an integral part of these financial statements.

CROSS ROADS HOUSE, INC.

Statements of Cash Flows

Years Ended June 30, 2025 and 2024

	2025	2024
Cash flows from operating activities		
Change in net assets	**$ 1,324,843**	$ 1,343,583
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Net realized and unrealized investment gain on investments	**(379,698)**	(336,623)
Gain from sale of property	**-**	(149,691)
Depreciation	**217,263**	218,805
Amortization	**162**	162
Change in operating assets and liabilities		
Tenant accounts receivable	**-**	91
Grants receivable	**317,623**	(325,345)
Prepaid expenses and other current assets	**9,593**	(41,311)
Deferred income	**9,250**	-
Accounts payable and accrued expenses	**(30,359)**	22,087
Accrued payroll and related amounts	**(30,959)**	51,434
Net cash provided by operating activities	**1,437,718**	783,192
Cash flows from investing activities		
Purchases of investments	**(699,927)**	(50,144)
Change in beneficial interest in an agency fund	**(10,730)**	(11,443)
Purchase of property and equipment	**(271,926)**	(106,306)
Proceeds from sale of property	**-**	550,000
Net cash (used) provided by investing activities	**(982,583)**	382,107
Cash flows from financing activities		
Principal payments on long-term debt	**(14,378)**	(260,651)
Net change in cash	**440,757**	904,648
Cash, beginning of year	**2,670,774**	1,766,126
Cash, end of year	**$ 3,111,531**	$ 2,670,774

The accompanying notes are an integral part of these financial statements.

Organization

Cross Roads House, Inc. (the Organization), was organized March 24, 1982, under the laws of the State of New Hampshire. Operations of the Organization commenced on 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.

1. Summary of Significant Accounting Policies

A summary of the Organization's significant accounting policies consistently applied in the preparation of the accompanying financial statements in accordance with U.S. generally accepted accounting principles (U.S. GAAP) follows:

Basis of Presentation

Net assets and revenues, expenses, gains and losses are classified as follows based on the existence or absence of donor-imposed restrictions:

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 are to 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. At June 30, 2025 and 2024, the Organization did not have any funds to be maintained in perpetuity. At June 30, 2025 and 2024, the balance in net assets with donor restrictions was made up entirely from net assets that are temporarily restricted in nature from a single donor. The funds are to be used to fund clothing and shoe purchases for residents.

All contributions are considered to be contributions without donor restrictions unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as increases in net assets with donor restrictions. When a donor restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. Contributions with donor restrictions whose restrictions are met in the same year as received are reflected as net assets without donor restrictions in the accompanying financial statements.

The Organization reports contributions of property or equipment as support without donor restrictions, unless explicit donor stipulations specify how the donated assets must be used. Contributions of long-lived assets with explicit restrictions that specify how the assets are to be used and contributions of cash or other assets that must be used to acquire long-lived assets are reported as contributions for long-term purposes with donor restrictions. Absent explicit donor stipulations about how those long-lived assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service.

Use of Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash

The Organization considers all highly liquid investments with an original maturity date of less than three months to be cash equivalents for the purposes of the statements of cash flows. At June 30, 2025 and 2024, the Organization did not have any funds considered to be a cash equivalent.

Grants Receivable

Grants receivable is stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a charge to current year earnings and a credit to a valuation allowance based on its analysis of the Organization's past history and identification of trends for all funding sources in the aggregate. 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 the grant receivable. As of June 30, 2025 and 2024, management determined an allowance for uncollectible accounts was not necessary for grants receivable.

Property and Equipment

Property and equipment are recorded at cost or, if donated, at their estimated value at date of receipt. Depreciation is calculated using the straight-line method over the estimated useful lives of the related assets as follows:

Description	Estimated Lives
Land improvements	15 years
Buildings and building improvements	15 - 40 years
Furniture, equipment and vehicles	7 - 10 years

Investments

Investments are stated at fair value, with the difference between cost and fair value being included in unrealized gains (losses) on investments. Interest income is recorded on the accrual basis. Dividend income is recorded on the ex-dividend date. Purchases and sales of investments are recorded on a trade date basis. Realized gains (losses) on investments sold are calculated using the average cost method.

Change in Net Assets from Operations

The statements of activities includes a measure of change in net assets from operations. Changes in net assets which are excluded from change in net assets from operations include investment return, net of investment fees.

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

The Organization is a not-for-profit corporation under Section 501(c)(3) of the Internal Revenue Code (Code) and is exempt from income taxes on related income pursuant to Section 501(a) of the Code.

Subsequent Events

For purposes of the presentation of these financial statements in conformity with U.S. GAAP, the Organization has considered transactions or events occurring through September 30, 2025, which was the date that the financial statements were available to be issued.

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 the investment of its available funds. The Organization has various sources of liquidity at its disposal, including cash and a line of credit, as disclosed in Note 6.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Organization considers all expenditures related to its ongoing activities and general and administration, as well as the conduct of services undertaken to support those activities to be general expenditures.

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 general expenditures not covered by donor-restricted resources.

The following financial assets are expected to be available within one year of the statements of financial position date to meet general expenditures:

	2025	2024
Cash	**$ 3,111,531**	$ 2,670,774
Grants receivable	**188,319**	505,942
Investments	**4,559,094**	3,479,469
	7,858,944	6,656,185
Less amounts not available for general expenditure	**(4,559,094)**	(3,479,469)
Financial assets available within one year for general expenditure	**$ 3,299,850**	$ 3,176,716

The Organization has board-designated investments that are intended to support general operations at the discretion of the Board of Directors. Since the Board of Directors does not currently intend to use these board-designated investments and is expected to maintain these funds for a long-term purpose, they have not been included in the information above.

3. Property and Equipment

Property and equipment consisted of the following:

	2025	2024
Land	**$ 213,195**	$ 213,195
Land improvements	**4,071**	4,071
Buildings and building improvements	**6,377,799**	6,154,329
Furniture, equipment and vehicles	**617,810**	569,354
	7,212,875	6,940,949
Less accumulated depreciation	**(2,859,898)**	(2,642,635)
Property and equipment, net	**$ 4,352,977**	$ 4,298,314

4. Beneficial Interest in an Agency Fund

The Organization is a beneficiary of an agency fund maintained at the New Hampshire Charitable Foundation (NHCF). Pursuant to the terms of the resolution establishing this agency fund, property contributed by the Organization to NHCF is held as a separate fund designated for the benefit of the Organization. The Board of Directors of NHCF do not have the power to redesignate the funds contributed by the Organization. At June 30, 2025 and 2024, the estimated value of the future distributions from the agency fund in the amount of $164,806 and $154,076, respectively, is included in the statements of financial position as beneficial interest in an agency fund.

5. Fair Value Measurement

Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) Topic 820, *Fair Value Measurement*, defines fair value as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. FASB ASC Topic 820 also establishes a fair value hierarchy which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value.

The standard describes three levels of inputs that may be used to measure fair value:

Level 1: Quoted prices (unadjusted) for identical assets or liabilities in active markets that the entity has the ability to access as of the measurement date.

Level 2: Significant observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities, quoted prices in markets that are not active, and other inputs that are observable or can be corroborated by observable market data.

Level 3: Significant unobservable inputs that reflect an entity's own assumptions about the assumptions that market participants would use in pricing an asset or liability.

Assets measured at fair value on a recurring basis are summarized below:

	Fair Value Measurements at June 30, 2025 Using:			
	Total	**Level 1**	**Level 2**	**Level 3**
Investments				
Cash equivalents	**$ 1,068,773**	**$ 1,068,773**	**$ -**	**$ -**
Equity securities	**1,728,594**	**1,728,594**	**-**	**-**
Exchange traded funds	**1,658,068**	**1,658,068**	**-**	**-**
Mutual funds	**103,659**	**103,659**	**-**	**-**
Total investments	**$ 4,559,094**	**$ 4,559,094**	**$ -**	**$ -**
Beneficial interest in an agency fund	**$ 164,806**	**$ -**	**$ -**	**$ 164,806**

	Fair Value Measurements at June 30, 2024 Using:			
	Total	Level 1	Level 2	Level 3
Investments				
Cash equivalents	$ 490,234	$ 490,234	$ -	$ -
Equity securities	1,501,719	1,501,719	-	-
Exchange traded funds	1,340,816	1,340,816	-	-
Mutual funds	146,700	146,700	-	-
Total investments	$ 3,479,469	$ 3,479,469	$ -	$ -
Beneficial interest in an agency fund	$ 154,076	$ -	$ -	$ 154,076

The fair value of the Organization's beneficial interest in an agency fund is categorized as a level 3 measurement because the interest is not marketable. The fair value of the assets held in the agency fund is based on the quoted market prices of the underlying assets. Due to the level of risk associated with the fair value of the underlying securities and the level of uncertainty related to changes in their value, it is at least reasonably possible that changes in risks in the near term would materially affect the amounts reported in the statements of financial position. Changes in fair value of the Organization's beneficial interest in the agency fund consisted of:

	2025	2024
Balance, beginning of year	**$ 154,076**	$ 142,633
Investment return	**16,747**	17,790
NHCF fee	**(510)**	(940)
Distributions	**(5,507)**	(5,407)
Balance, end of year	**$ 164,806**	$ 154,076

6. Line of Credit

The Organization has established a $300,000 line of credit with Provident Bank with a current interest rate of 7.5%. 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, 2025 and 2024.

7. Long-Term Debt

Long-term debt consisted of the following:

	2025	2024
Note payable to Provident Bank, due in monthly installments of $1,293 including interest at 4.69%, through August 2037; collateralized by real estate.	**$ 145,249**	$ 153,684
Note payable to Provident Bank, due in monthly installments of $953 including interest at 5.62%, through August 2037; collateralized by real estate.	**93,043**	98,986
	238,292	252,670
Less current portion	**13,865**	13,066
Less unamortized debt issuance costs	**1,962**	2,124
Long-term debt, net	**$ 222,465**	$ 237,480

Future minimum principal payments of long-term debt are as follows:

2026	$ 13,865
2027	14,712
2028	15,577
2029	16,564
2030	17,576
Thereafter	159,998
	$ 238,292

Cash paid for interest approximates interest expense.

8. Concentration of Credit Risk

For the years ended June 30, 2025 and 2024, approximately 43% and 39%, respectively, of revenue and support of the Organization was derived from government grants.

9. Greenleaf Apartments

The Organization owned a 12-unit single room occupancy building in Portsmouth, New Hampshire. The property was sold for $550,000 in May 2024, resulting in a gain on the sale of property of $149,691.

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APPLICATION: DOVER CDBG FY27

APPLICANT INFORMATION	
Organization: City of Dover – Recreation Department	
Name of Program or Project Barrier removal of addition of ADA compliant automatic door openers on main entrance of indoor pool and ice arena	
Name of Executive Director J. Michael Joyal	
Mailing Address 288 Central Ave. Dover, NH 03820 **Physical Address** Indoor Pool, 9 Henry Law Avenue Dover, NH & Ice Arena, 110 Portland Ave Dover, NH	
Contact Person Kevin Hebert	**Phone** 603-516-6410
E-Mail k.hebert@dover.nh.gov	**Website** https://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	
SAM UEI # CJFYYJTK9YE5	**SAM Expiration Date**

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $27,500
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.*) Install ADA door operators on main entrance of indoor pool and ice arena

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. Indoor Pool, 9 Henry Law Avenue Dover, NH and Ice Arena, 110 Portland Ave Dover, NH

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BENEFICIARIES

Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) Disabled individuals

Beneficiaries:

For FY 2027 (7/1/2026 – 6/30/2027) 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): 3,700-5,100

CLIENT POPULATION

Does your organization have criteria/protocols in place that are used to determine when clients will or will not receive assistance for this program or activity?: ☐ Yes ☐ No ☒ N/A

If yes, are the criteria/protocols in writing?: ☐ Yes ☐ No ☒ N/A

NARRATIVE – *PUBLIC SERVICE* ACTIVITY OR PROGRAM 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 proposed activity involves adding two new ADA compliant door openers on the main entrance of the Dover Indoor Pool and Dover Ice Arena to enhance accessibility and inclusivity by providing ADA-compliant door opening options in a public space. This initiative aims to remove barriers for individuals, particularly those with disabilities, seeking to enjoy the pool and ice arena.

NARRATIVE – *PUBLIC FACILITY* ACTIVITY OR PROJECT ONLY

Please provide the following information for the proposed project (*not the organization):*

Describe the nature of the project: The proposed activity involves adding two new ADA compliant door openers on the main entrance of the Dover Indoor Pool and Dover Ice Arena to enhance accessibility and inclusivity by providing ADA-compliant door opening options in a public space. This initiative aims to remove barriers for individuals, particularly those with disabilities, seeking to enjoy the pool and ice arena.

Describe how the project will ultimately benefit Dover low/moderate income individuals or Dover presumed benefit populations: This project will benefit presumed benefit populations by providing accessible ADA door openers in public areas, promoting social inclusion and community engagement. By ensuring ADA compliance, the activity will cater to the needs of disabled individuals, elderly persons, and other vulnerable groups, enhancing their quality of life and access to public amenities.

Proposed project starting date: July 1st, 2026

Proposed project completion date: August 1st, 2026

Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.): 4 ADA automated door openers $23,810, Electrician to provide 10V power supply $3,690

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.

See attached estimates.

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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.**
Remove barriers to access for disabled persons.	Increased access to at least ten disabled persons.

DESCRIPTION OF ORGANIZATION

Please provide a description of the organization or agency that is undertaking the activity or project.

City of Dover- The city is dedicated to fostering a vibrant and inclusive community by promoting economic growth and enhancing public infrastructure. The city works to create opportunities for all residents, with a focus on improving accessibility and inclusivity in public spaces. By undertaking a variety of projects, the City of Dover aims to remove barriers and support the well-being of individuals with disabilities. With a skilled team and a commitment to compliance with all relevant regulations, the city ensures the successful planning and execution of public improvement initiatives that contribute to the overall economic health and quality of life in Dover.

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. Information included in attached audit.

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
Dennis Shanahan - Mayor	Dover
Lindsey Williams - City Councilor, At-Large	Dover
Bret Carmichael - City Councilor, At-Large	Dover
April Richer- City Councilor, Ward 1	Dover
Lucas Veitch - City Councilor, Ward 2	Dover
Anthony A. Retrosi - City Councilor, Ward 3	Dover
Timothy Granfield - City Councilor, Ward 4	Dover
Richard L. Robison Jr. - City Councilor, Ward 5	Dover
Fergus Cullen-City Councilor, Ward 6	Dover

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BUDGET: ACTIVITY or PROJECT

Use box 1 to provide a budget for the proposed project. Include all proposed expenses. Note: Documentation must be kept that clearly tracks the use of the CDBG funds for the requested activities.

1. Public **Facilities**			
	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 Davis Bacon wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs	***$0***	***$0***	***$0***
Soft Costs			
Acquisition	ADA Openers $23,810		$23,810
Appraisals			
Design/Engineering			
Other (list):	Electrical Install $3,690		$3,690
Total Soft Costs	$27,500		$27,500
TOTAL PROPOSED BUDGET:	***$27,500***	***$0***	***$27,500***

***** Use the following table (***Activity or Project Funding Sources***) to identify any other funding sources that will be used for this specific activity or project.

ACTIVITY OR PROJECT FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed that will be used ***for this activity or project***. *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:	**$0**	**$0**	**$0**
	Pending:	**$0**		
	Proposed:	**$0**		
State:	Committed:	**$0**	**$0**	**$0**
	Pending:	**$0**		
	Proposed:	**$0**		
Local:	Committed:	**$0**	**$0**	**$0**
	Pending:	**$0**		
	Proposed:	**$0**		

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Private:	Committed:	**$0**	**$0**	**$0**
	Pending:	**$0**		
	Proposed:	**$0**		
Portsmouth CDBG:	Committed:	**$0**	**$0**	**$0**
	Pending:	**$0**		
	Proposed:	**$0**		
Rochester CDBG:	Committed:	**$0**	**$0**	**$0**
	Pending:	**$0**		
	Proposed:	**$0**		
Other:	Committed:	**$0**	**$0**	**$0**
	Pending:	**$0**		
	Proposed:	**$0**		
Total:	Committed:	**$0**	**$0**	**$0**
	Pending:	**$0**		
	Proposed:	**$0**		

Organizational Commitment: For *public facility projects* (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization itself will be contributing to the project.

Funding Source (Name of Parent Organization)	**Committed, Pending or Proposed Amount ($)**		**Explanation**
City of Dover	Committed:	**$0**	
	Pending:	**$0**	
	Proposed:	**$0**	
Total:		**$0**	

BUDGET: ORGANIZATION

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.

Please See Attached: COD FY26 Adopted Budget

Budget Period: from **July 1, 2026** to **June 30, 2027**	**Current Year**	**Next Year (projected)**
REVENUES		
Federal Funds		
State Funds		
Foundations/Private Contributions		
United Way		
Fundraising or other income		
Other (describe)		

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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)		

ORGANIZATION: 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]			$0	$0
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$0	$0
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$0	$0
U.S. Dept. of	[Agency Name]			$0	$0
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$0	$0
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$0	$0
U.S. Dept. of	[Agency Name]			$0	$0
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$0	$0
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$0	$0
Total Expenditure of Federal Awards				***$0***	***$0***
NH Dept. of	[Agency Name]			$0	$0
	[Program Name}				
Total NH Dept. of	[Agency Name]			$0	$0

NH Dept. of	[Agency Name]			$0	$0
	[Program Name}				
Total NH Dept. of	[Agency Name]			$0	$0
NH Dept. of	[Agency Name]			$0	$0
	[Program Name}				
Total NH Dept. of	[Agency Name]			$0	$0
Local Assistance:	[Agency Name]			$0	$0
	[Program Name]				
Total Local Assistance:	[Agency Name]			$0	$0
Total State and Local Awards				***$0***	***$0***
TOTAL FEDERAL, STATE, & LOCAL ASSISTANCE				**$0**	**$0**

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.

Signed by:

0CB4736960CE4EB...

SIGNATURE

12/19/2025

DATE

Christopher Parker

PRINTED NAME

Deputy City Manager

TITLE

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APPLICATION: DOVER CDBG FY27

APPLICANT INFORMATION	
Organization: City of Dover – Recreation Department	
Name of Program or Project City Parks Barrier Removal	
Name of Executive Director J. Michael Joyal	
Mailing Address 288 Central Ave. Dover, NH 03820 **Physical Address** 288 Central Ave, Dover, NH 03820	
Contact Person Kevin Hebert	**Phone** 603-516-6410
E-Mail k.hebert@dover.nh.gov	**Website** https://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	
SAM UEI # CJFYYJTK9YE5	**SAM Expiration Date**

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $181,500.00
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.*) Removal of parking and accessway barriers at existing Dover parks and playgrounds.

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. Dover Parks and playgrounds

BENEFICIARIES

Docusign Envelope ID: 075F0057-AC9C-494A-AFA5-77DD51E0AE3E

Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) Disabled individuals

Beneficiaries:

For FY 2027 (7/1/2026 – 6/30/2027) 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): 3,700-5,100

CLIENT POPULATION

Does your organization have criteria/protocols in place that are used to determine when clients will or will not receive assistance for this program or activity?: ☐ **Yes** ☐ **No** ☒ **N/A**

If yes, are the criteria/protocols in writing?: ☐ **Yes** ☐ **No** ☒ **N/A**

NARRATIVE – *PUBLIC SERVICE* ACTIVITY OR PROGRAM 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.

NARRATIVE – *PUBLIC FACILITY* ACTIVITY OR PROJECT ONLY

Please provide the following information for the proposed project (*not the organization):*

Describe the nature of the project: The proposed activity involves removing barriers to access at existing parks and playgrounds. Projects include improvements to existing pathways and parking areas and installation of new parking and pathways, where necessary, to remove barriers to access.

Describe how the project will ultimately benefit Dover low/moderate income individuals or Dover presumed benefit populations: This project will benefit presumed benefit populations by providing compliant access to existing public recreation areas.

Proposed project starting date: July 1st, 2026

Proposed project completion date: September 1st, 2027

Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.): Excavation and Construction @ $75,000.00

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.

Docusign Envelope ID: 075F0057-AC9C-494A-AFA5-77DD51E0AE3E

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.**
Remove barriers to access for disabled persons.	Compliant access for seniors and disabled individuals.

DESCRIPTION OF ORGANIZATION

Please provide a description of the organization or agency that is undertaking the activity or project.

City of Dover- The city is dedicated to fostering a vibrant and inclusive community by promoting economic growth and enhancing public infrastructure. The city works to create opportunities for all residents, with a focus on improving accessibility and inclusivity in public spaces. By undertaking a variety of projects, the City of Dover aims to remove barriers and support the well-being of individuals with disabilities. With a skilled team and a commitment to compliance with all relevant regulations, the city ensures the successful planning and execution of public improvement initiatives that contribute to the overall economic health and quality of life in Dover.

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. Information included in attached audit.

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
Dennis Shanahan - Mayor	Dover
Lindsey Williams - City Councilor, At-Large	Dover
Bret Carmichael - City Councilor, At-Large	Dover
April Richer- City Councilor, Ward 1	Dover
Lucas Veitch - City Councilor, Ward 2	Dover
Anthony A. Retrosi - City Councilor, Ward 3	Dover
Timothy Granfield - City Councilor, Ward 4	Dover
Richard L. Robison Jr. - City Councilor, Ward 5	Dover
Fergus Cullen-City Councilor, Ward 6	Dover

Docusign Envelope ID: 075F0057-AC9C-494A-AFA5-77DD51E0AE3E

BUDGET: ACTIVITY or PROJECT

Use box 1 to provide a budget for the proposed project. Include all proposed expenses. Note: Documentation must be kept that clearly tracks the use of the CDBG funds for the requested activities.

1. Public **Facilities**			
	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 Davis Bacon wage rates estimates.			
Construction	$75,000.00		$75,000.00
Other (list)			
Total Hard Costs	**$75,000.00**	**$0**	**$75,000.00**
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other (list):			
Total Soft Costs	$0	$0	$0
TOTAL PROPOSED BUDGET:	**$75,000.00**	**$0**	**$75,000.00**

***** Use the following table (***Activity or Project Funding Sources***) to identify any other funding sources that will be used for this specific activity or project.

ACTIVITY OR PROJECT FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed that will be used ***for this activity or project***. *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:	**$0**	**$0**	**$0**
	Pending:	**$0**		
	Proposed:	**$0**		
State:	Committed:	**$0**	**$0**	**$0**
	Pending:	**$0**		
	Proposed:	**$0**		
Local:	Committed:	**$0**	**$0**	**$0**
	Pending:	**$0**		
	Proposed:	**$0**		
Private:	Committed:	**$0**	**$0**	**$0**

Docusign Envelope ID: 075F0057-AC9C-494A-AFA5-77DD51E0AE3E

	Pending:	**$0**		
	Proposed:	**$0**		
	Committed:	**$0**	**$0**	**$0**
Portsmouth CDBG:	Pending:	**$0**		
	Proposed:	**$0**		
	Committed:	**$0**	**$0**	**$0**
Rochester CDBG:	Pending:	**$0**		
	Proposed:	**$0**		
	Committed:	**$0**	**$0**	**$0**
Other:	Pending:	**$0**		
	Proposed:	**$0**		
	Committed:	**$0**	**$0**	**$0**
Total:	Pending:	**$0**		
	Proposed:	**$0**		

Organizational Commitment: For *public facility projects* (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization itself will be contributing to the project.

Funding Source (Name of Parent Organization)	**Committed, Pending or Proposed Amount ($)**		**Explanation**
City of Dover	Committed:	**$0**	
	Pending:	**$0**	
	Proposed:	**$0**	
Total:		**$0**	

BUDGET: ORGANIZATION

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.

Please See Attached: COD FY26 Adopted Budget

Budget Period: from **July 1, 2026** to **June 30, 2027**	**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)		

Docusign Envelope ID: 075F0057-AC9C-494A-AFA5-77DD51E0AE3E

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)		

ORGANIZATION: 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]			$0	$0
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$0	$0
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$0	$0
U.S. Dept. of	[Agency Name]			$0	$0
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$0	$0
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$0	$0
U.S. Dept. of	[Agency Name]			$0	$0
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$0	$0
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$0	$0
Total Expenditure of Federal Awards				***$0***	***$0***
NH Dept. of	[Agency Name]			$0	$0
	[Program Name}				
Total NH Dept. of	[Agency Name]			$0	$0
NH Dept. of	[Agency Name]			$0	$0

Docusign Envelope ID: 075F0057-AC9C-494A-AFA5-77DD51E0AE3E

	[Program Name}				
Total NH Dept. of	[Agency Name]			$0	$0
NH Dept. of	[Agency Name]			$0	$0
	[Program Name}				
Total NH Dept. of	[Agency Name]			$0	$0
Local Assistance:	[Agency Name]			$0	$0
	[Program Name]				
Total Local Assistance:	[Agency Name]			$0	$0
Total State and Local Awards				***$0***	***$0***
TOTAL FEDERAL, STATE, & LOCAL ASSISTANCE				**$0**	**$0**

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.

Signed by:

0CB4736960CE4EB...

SIGNATURE

12/19/2025

DATE

Christopher Parker

PRINTED NAME

Deputy City Manager

TITLE

Docusign Envelope ID: 075F0057-AC9C-494A-AFA5-77DD51E0AE3E

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APPLICATION: DOVER CDBG FY27

APPLICANT INFORMATION	
Organization: City of Dover – Planning and Community Development	
Name of Program or Project Rental Unit Rehabilitation Program	
Name of Executive Director J. Michael Joyal	
Mailing Address 288 Central Ave. Dover, NH 03820 **Physical Address** 288 Central Ave. Dover, NH 03820	
Contact Person Dave Carpenter	**Phone** 603-516-6008
E-Mail d.carpenter@dover.nh.gov	**Website** https://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	
SAM UEI # CJFYYJTK9YE5	**SAM Expiration Date**

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $35,000.00
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.*) Rehabilitation of existing rental units to address critical maintenance needs, preserve affordable rents, and ensure that income-qualified households continue to have access to safe and stable housing.

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. Within the City of Dover. Locations to be determined

Docusign Envelope ID: 075F0057-AC9C-494A-AFA5-77DD51E0AE3E

BENEFICIARIES
Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) Low-Moderate Income Households
Beneficiaries: **For FY 2027 (7/1/2026 – 6/30/2027) 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):** 3,700-5,100

CLIENT POPULATION
Does your organization have criteria/protocols in place that are used to determine when clients will or will not receive assistance for this program or activity?: ☐ **Yes** ☐ **No** ☒ **Under Development** **If yes, are the criteria/protocols in writing?:** ☐ **Yes** ☐ **No** ☒ **Under Development**

NARRATIVE – *PUBLIC SERVICE* ACTIVITY OR PROGRAM 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

NARRATIVE – *PUBLIC FACILITY* ACTIVITY OR PROJECT ONLY
Please provide the following information for the proposed project (*not the organization):* **Describe the nature of the project:** Through the Rental Unit Rehabilitation Program, landlords may receive grant or loan funding to renovate their rental properties and address critical health, safety, and maintenance needs. In exchange for financial assistance, participating owners agree to maintain affordable rents and ensure continued access for income-qualified households, including those participating in rental assistance programs. Eligible improvements may include the correction of code violations, energy-efficiency upgrades, and other measures that extend the life of existing housing stock. By investing in these properties, the City is helping prevent the loss of affordable units and ensuring that Dover's neighborhoods remain inclusive, stable, and livable for all residents. **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 with rent capped at certain levels. **Proposed project starting date:** July 1st, 2026 **Proposed project completion date:** June 30th, 2028 **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. If the nature of the improvements requires that occupants be temporarily relocated, all costs associated with relocation will be paid from this allocation. **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 address critical health, safety, and maintenance needs.

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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 eligiblefor housing assistance and occupied by moderate, low orvery low income households/persons.	Three existing rental units are improved to become eligiblefor housing related assistance and are occupied by incomequalified households/persons

DESCRIPTION OF ORGANIZATION

Please provide a description of the organization or agency that is undertaking the activity or project.

City of Dover – Dover is committed to fostering a vibrant, inclusive community by expanding access to quality, affordable housing and supporting thoughtful, long-term growth. Central to the city's vision is ensuring that homes are attainable for households across a wide range of income levels. Dover prioritizes a diverse mix of housing options—including single-family homes, small multi-family buildings, and safe, well-maintained rental units—to meet the evolving needs of its residents. Through strategic planning and targeted improvements, Dover aims to remove barriers, expand housing choice, and enhance quality of life for those with disabilities and others who face housing challenges. With a skilled team, strong partnerships, and a commitment to community-driven goals, the City advances projects that reinforce both the city's economic health and its vision for a more inclusive, affordable, and welcoming Dover.

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. Government Finance Officers Association of the United States and Canada

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
Dennis Shanahan - Mayor	Dover
Lindsey Williams - City Councilor, At-Large	Dover
Bret Carmichael - City Councilor, At-Large	Dover
April Richer- City Councilor, Ward 1	Dover
Lucas Veitch - City Councilor, Ward 2	Dover
Anthony A. Retrosi - City Councilor, Ward 3	Dover
Timothy Granfield - City Councilor, Ward 4	Dover
Richard L. Robison Jr. - City Councilor, Ward 5	Dover
Fergus Cullen-City Councilor, Ward 6	Dover

Docusign Envelope ID: 075F0057-AC9C-494A-AFA5-77DD51E0AE3E

BUDGET: ACTIVITY or PROJECT

Use box 1 to provide a budget for the proposed project. Include all proposed expenses. Note: Documentation must be kept that clearly tracks the use of the CDBG funds for the requested activities.

1. Public **Facilities**			
	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 Davis Bacon wage rates estimates.			
Construction	$35,000.00		$35,000.00
Other (list)			
Total Hard Costs	**$35,000.00**	**$0**	**$35,000.00**
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other (list):			
Total Soft Costs	0		0
TOTAL PROPOSED BUDGET:	**$35,000.00**	***$0***	**$35,000.00**

***** Use the following table (***Activity or Project Funding Sources***) to identify any other funding sources that will be used for this specific activity or project.

ACTIVITY OR PROJECT FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed that will be used ***for this activity or project***. *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:	**$0**	**$0**	**$0**
	Pending:	**$0**		
	Proposed:	**$0**		
State:	Committed:	**$0**	**$0**	**$0**
	Pending:	**$0**		
	Proposed:	**$0**		
Local:	Committed:	**$0**	**$0**	**$0**

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	Pending:	**$0**		
	Proposed:	**$0**		
	Committed:	**$0**	**$0**	**$0**
Private:	Pending:	**$0**		
	Proposed:	**$0**		
	Committed:	**$0**	**$0**	**$0**
Portsmouth CDBG:	Pending:	**$0**		
	Proposed:	**$0**		
	Committed:	**$0**	**$0**	**$0**
Rochester CDBG:	Pending:	**$0**		
	Proposed:	**$0**		
	Committed:	**$0**	**$0**	**$0**
Other:	Pending:	**$0**		
	Proposed:	**$0**		
	Committed:	**$0**	**$0**	**$0**
Total:	Pending:	**$0**		
	Proposed:	**$0**		

Organizational Commitment: For *public facility projects* (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization itself will be contributing to the project.

Funding Source (Name of Parent Organization)	**Committed, Pending or Proposed Amount ($)**		**Explanation**
	Committed:	**$0**	
City of Dover	Pending:	**$0**	
	Proposed:	**$0**	
Total:		**$0**	

BUDGET: ORGANIZATION

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.

Please See Attached: COD FY26 Adopted Budget

Budget Period: from **July 1, 2026** to **June 30, 2027**	**Current Year**	**Next Year (projected)**
REVENUES		
Federal Funds		
State Funds		
Foundations/Private Contributions		
United Way		
Fundraising or other income		

Docusign Envelope ID: 075F0057-AC9C-494A-AFA5-77DD51E0AE3E

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)		

ORGANIZATION: 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]			$0	$0
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$0	$0
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$0	$0
U.S. Dept. of	[Agency Name]			$0	$0
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$0	$0
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$0	$0
U.S. Dept. of	[Agency Name]			$0	$0
Direct Program	[Program Name]				
Passed Through	[Entity Name]			$0	$0
	[Program Name]				
Total U.S. Dept. of	[Agency Name]			$0	$0
Total Expenditure of Federal Awards				***$0***	***$0***
NH Dept. of	[Agency Name]			$0	$0
	[Program Name}				

Docusign Envelope ID: 075F0057-AC9C-494A-AFA5-77DD51E0AE3E

Total NH Dept. of	[Agency Name]			$0	$0
NH Dept. of	[Agency Name]			$0	$0
	[Program Name}				
Total NH Dept. of	[Agency Name]			$0	$0
NH Dept. of	[Agency Name]			$0	$0
	[Program Name}				
Total NH Dept. of	[Agency Name]			$0	$0
Local Assistance:	[Agency Name]			$0	$0
	[Program Name]				
Total Local Assistance:	[Agency Name]			$0	$0
Total State and Local Awards				***$0***	***$0***
TOTAL FEDERAL, STATE, & LOCAL ASSISTANCE				**$0**	**$0**

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.

Signed by:

9CB4736960CE4EB...

SIGNATURE

12/19/2025

DATE

Christopher Parker

PRINTED NAME

Deputy City Manager

TITLE

APPLICATION: DOVER CDBG FY25

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	
***UEI # (DUNS REPLACEMENT):** NHTBK7J56F76	***SAM Expiration Date** 10/20/26

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 40,000
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.*) Repaving and expanding on our driveway/parking at the 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
Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) **Homeless Men, Women and Families**
Beneficiaries: **For FY 2025 (7/1/2026 – 6/30/2027) 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 2025 (7/1/2024 – 6/30/2025) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population:** 30 **Were Dover CDBG funds used to fund this activity or project in FY 2026 (7/1/2025 – 6/30/2026):** Yes **If so, how much?** $7,700

CLIENT POPULATION

Does your organization have criteria/protocols in place that are used to determine when clients will or will not receive assistance for this program or activity?: __XX__ **Yes** _____ **No**

If yes, are the criteria/protocols in writing?: __XX__ **Yes** _____ **No**

NARRATIVE – *PUBLIC SERVICE* ACTIVITY OR PROGRAM 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 applied to repaving and expanding our parking area at the shelter. We are seeing more and more clients with cars and expect this to increase with the motor vehicle inspections no longer being required in the state. We are hoping to add three parking spots along our fence area that cars are not parking on the grass. We also wish to add a paved driveway from the base of the driveway to the back of the barn to allow access to that storage are in the winter as well as allow for over flow parking during an event or meeting at the shelter. Currently, over flow parking for quests or visitors are on the side of Brookline Ave as there is no parking on either side of Washington St. This project will not change the way the shelter appears from the road other than cars that are now parked on the grass along the fence will be on pavement.

Please indicate who prepared the overall cost estimate for the activity. Susan M. Ford

NARRATIVE – *PUBLIC FACILITY* ACTIVITY OR PROJECT ONLY

Please provide the following information for the proposed project (*not the organization*):

Describe the nature of the project: Repaving/Expanding our parking are at the shelter

Describe how the project will ultimately benefit Dover low/moderate income individuals or Dover presumed benefit populations: currently we have limited parking and have had to tell clients that came with vehicles that due to space issue they could not keep their car here, this puts an undue strain on clients who do not have supports in the community to store their vehicle elsewhere. To limit this we have had cars on a regular basis assigned to a grassed in area of our property adjacent to the parking spots.

Proposed project starting date: As soon as funds are made available and schedules in paving company allows.

Proposed project completion date: With in 5 days of project start date

Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.): Removal of existing asphalt, remove grass and top soil from areas that will be paved, Install and compact crushed gravel for base, Pave area with 3" of asphalt, Compact the asphalt with a 2 year guarantee on workmanship. 40K.

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 cars parked on grass areas or on the side of the road.	# of times cars from shelter are parked anywhere other than the pavement on the property.

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 90 days while family's stays are 120 to 180 days. Due to our contract with the state, we can no longer mandate case

management services. We have therefore put together two options for clients who wish to stay at MFP. Option 1 is to opt out of case management services in which case they are given a 30 day stay and must pay the full 30% of gross income to the shelter for service fees. Example someone staying here and earning $500 a week will pay $150 a week in service fees. Option 2 is to work with case management and as long as they are compliant, they are can stay as long as they need to and are compliant with the program. Compliance with the program means weekly, mandatory 30% of income in savings, budget sheets with receipts for purchases, schedules, weekly in person meetings to lay out goals and steps to obtain those goals as long with progress on those steps. We only require to pay 30% of gross or $100 a week, whichever is lower. 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
John Lewis, Esq., Member	Durham, NH
Jacqueline Williams, Member	Dover, NH
Brad Gould, Member	Dover, NH
Debra Hackett, Member	Dover, NH
Erica Johnson, Member	Dover, NH
John Doane, Member	Barrington, NH
Mark Bowen	Greenland, NH
Dan Hickman	Dover, NH
Lindsay Hickman	Dover, NH

BUDGET: ACTIVITY or PROJECT

Use box 1 or 2 below to provide a budget for the proposed activity or project. Include all proposed expenses. Note: Documentation must be kept that clearly tracks the use of the CDBG funds for the requested activities.

2. Public Facilities			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding***	**Total Proposed Budget**
Construction	40,000		40,000
Other (list)			
Total Hard Costs			
Soft Costs			

Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:	40,000		40,000

ACTIVITY OR PROJECT FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed that will be used ***for this activity or project***.. *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:	$8,000	$8,000	There is no contract for FY27, however we based this number on history with FEMA funding
State:	Committed: Pending: Proposed:	$ $268,545	$268,545	There is no contract in place for FY27 however we expect it to be no less then a$27 a bed night (28 beds*364)*$27
Local	Committed: Pending: Proposed:	$ $10,000	$10,000	Again there is no contract for FY 27 however we based this number on funds we have received in the past from Dover as well as other towns billed for services
Private	Committed: Pending: Proposed:	$ $141,100	$141,100	This budgeted amount for this years projected cash donations, investments, interest, United Way Contributions and other public grants.
Portsmouth CDBG:	Committed: Pending: Proposed:	$9,000	$9,0000	We based this number on the amount we received this fiscal year.
Rochester CDBG:	Committed: Pending: Proposed:	$ $25,000 $	$25,000	This is a projected amount based on years past funding
Fundraising	Committed: Pending: Proposed:	$217,700	$217,700	This is our budget number based on history from all our fundraising efforts including but not limited to Bingo, Games of Chance and Annual Appeal
Total:	Committed: Pending: Proposed:	$ $679,345	$679,345	

BUDGET: ORGANIZATION

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	$8,000	$8,000
State Funds	$268,545	$270,000
Foundations/Private Contributions	$119,000	$120,000
United Way	$1,000	$1,000
Fundraising or other income	$180,000	$180,000
Other (describe) Direct Public Grants, interest, investment, rents, service fees etc.	$55,100	$56,000
Community Dev. Block Grant (include anticipated request)	$51,700	$52,000
TOTAL REVENUE	683,345	$687,000
EXPENSES		
Salaries	$386,801	$400,000
Fringe Benefits	$29,009	$32,000
Supplies (include printing/copying)	$26,600	$28,000
Travel	$1,350	$1,500
Training & Audit	$1,700	$2,000
Communications	$6,000	$7,000
Utilities (Heat, Elec, Water)	$43,000	$46,000
Property Repairs & Maintenance	$38,500	$40,000
Contract Services	$14,600	$15,000
Resident Support Services and Volunteer Expenses	$3,200	$3,500
Insurance (Liability, Workers Comp, D & O	$64,620	$68,000
Misc Expenses (Resident Support Services, Volunteer Expenses, Fundraising expenses, Advertisement)	$4,050	$5,000
TOTAL EXPENSES	$619,430	$648,000
NET (Income - Expenses)	***$63,915**	**$38,000**

This item is larger than it will be due to maintenance jobs that have been need and approved by the board but not built into the general operating allotments for unexpected maintenance issues. .

ORGANIZATION: 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	FEMA			$8,000	$8,000
Direct Program	EFSP				
Passed Through	United Way			$	$
Total Expenditure of Federal Awards				***$8,000***	***$8,000***
NH Dept. of	DHHS			$268,545	$268,545
	SGIA				
Total State and Local Awards				***$268,545***	***$268,545***
TOTAL FEDERAL, STATE, & LOCAL ASSISTANCE				**$276,545**	**$276,545**

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**

SUSAN M. FORD **EXECUTIVE DIRECTOR**

PRINTED NAME **TITLE**

FFATA Checklist (contracts $30,000 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 $30,000 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	My Friend's Place
Address of the entity including:	368 Washington Street, Dover, NH 03820
Place of performance including:	SAA
Congressional district	First
Total compensation and names of top five executives*	1. Susan Ford, 72,145 Salary ($83,310 with Fringe)
	2.
	3.
	4.
	5.
DUNS number	Sams Number **NHTBK7J56F76 expires 10/20/26**
Central Contractors Registration (CCR) number**	Cage Code 37NQ5

***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 **Date** 11/18/25

Executive Director
Title

APPLICATION: DOVER CDBG FY27

APPLICANT INFORMATION	
Organization Community Action Partnership of Strafford County	
Name of Program or Project Weatherization Assistance Program	
Name of Executive Director Betsey Andrews Parker	**E-Mail** bandrewsparker@straffordcap.org
Mailing Address 577 Central Avenue, Suite 10, Dover, NH 03820 **Physical Address** 577 Central Avenue, Suite 10, Dover, NH 03820	
Contact Person Bob Arnold, Housing Development and Revitalization Director	**Phone** 603-435-2500
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	
SAM UEI # Z3KKLWND4993	**SAM Expiration Date**

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover 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.*) Funds will be used to supplement the Weatherization Assistance Program for Rochester residents experiencing economic hardship.

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. Dover, NH

BENEFICIARIES
Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) Low-Income Households
Beneficiaries: **For FY 2027 (7/1/2026 – 6/30/2027) 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 **For FY 2025 (7/1/2024 – 6/30/2025) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population:** There were a total of 16 homes with 43 Dover beneficiaries who received weatherization and heating system assistance. Of those 16 projects, 6 had CDBG participation which assisted 17 Dover residents. **Were Dover CDBG funds awarded to fund this activity or project in FY 2026 (7/1/2025 – 6/30/2026):** Yes **If so, how much?** $25,000.00

CLIENT POPULATION
Does your organization have criteria/protocols in place that are used to determine when clients will or will not receive assistance for this program or activity?: ___xx___ Yes _____ No **If yes, are the criteria/protocols in writing?: ___xx___ Yes _____ No**

NARRATIVE – *PUBLIC SERVICE* ACTIVITY OR PROGRAM 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 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.

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. Through this project, we aim to serve low-income households in the city of Dover.
Our target population are individuals and families most at-risk for high energy costs who do not have the means to make 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 the health of the home's occupants.

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, and/or 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

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 Rochester by reducing the operational costs of housing for low-income families.
6. Effectively leveraging approximately $1 for each dollar invested by the City of Rochester 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 Manager and approved in accordance with the funding sources used to complete the project.

NARRATIVE – *PUBLIC FACILITY* ACTIVITY OR 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 increasing 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 of 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 handout. When we achieve this goal, we reduce the impact of poverty and build a stronger community.

Our mission at CAPSC is to reduce barriers to help clients improve their economic stability and well-being through education, advocacy, and partnerships. In accordance with its mission, CAPSC offers over 60+ 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, childcare, and transportation, 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 more secure, stable and healthier lives.

CAPSC is governed by a volunteer Board of Directors, one-third of whom are consumers of services. We have nearly 150 employees and a nearly $20 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.

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.
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; and the United Way 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 June, 2025

BOARD OF DIRECTORS

Name	Residence (city/town)
Terry Jarvis	Town Of New Durham, Elected Official
Katrin Kasper	Town Of Lee, Elected Official
Sarah Kuhl	Banking Representative/Dover
Steve Trozinski	Private/Dover
Nate Bernitz	UNH Cooperative Extension/Dover
Heather Blumenfeld	Triangle Club/Berwick
Bekki Carlson	Childcare/Rochester
Anthony Carr	Legal Representative/Dover
Robert Harrington	MGB/WDH/Dover
Jessica Lamontagne	Elected State Representative/Dover
Brandi McKay Berry	Town of Barrington, Elected official
Ian Oneail	Banking Representative/Nottingham
Roxanne Osgood	Rochester Housing Authority/Middleton
James Rathbun	Lived Experience/Farmington
Tom Southworth	Elected State Representative/Dover
Mark Toussaint	City of Rochester, Appointed Official
Christi-Anne Walter	Head Start Policy Council /Rochester
Jeff Warach	City of Dover, Elected Official
Robert Warach	City of Dover, Elected Official

BUDGET: ACTIVITY or PROJECT

Use box 1 or 2 below to provide a budget for the proposed activity or project. 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**			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding***	**Total Proposed Budget**
Office Supplies		$5400	$5400
Utilities		$2,200	$2,200
Repairs/Maintenance		$5200	$5200
Office Expenses, Rent		$32,856	$32,856
Travel		$5,400	$5,400
Salaries (List relevant positions)			
Director		$84,500	$84,500
Technical Coordinator		$62,250	$62,250
Energy Auditor/Inspector		$58,240	$58,240
Energy Auditor/Inspector		$53,040	$53,040
Coordinator		$46,000	$46,000
Other:			
Equipment		$15,250	$15,250
Training and Technical Support		$48,571	$48,571
Direct Client Support	$25,000	$2,865,230	$2,,890,230
Vehicle Operation		$8400	$8400
Administration		$164,191	$164,191
TOTAL PROPOSED BUDGET:	$25,000	$3,037,821	$3,,062,821
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
TOTAL PROPOSED BUDGET:			

2. Public **Facilities**			
	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 Davis Bacon wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			

Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

***** Use the following table (***Activity or Project Funding Sources***) to identify any other funding sources that will be used for this specific activity or project.

ACTIVITY OR PROJECT FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed that will be used ***for this activity or project***.. *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:	**$1,737,967**	**$1,737,967**	**WAP, IIJA and BWP Funding from NH DOE**
State:	Committed: Pending: Proposed:			
Local:	Committed: Pending: Proposed:			
Private:	Committed: Pending: Proposed:	**$20,000**	**$20,000**	**Thomas Haas Fund**
Portsmouth CDBG:	Committed: Pending: Proposed:			
Rochester CDBG:	Committed: Pending: Proposed:	**$75,000**	**$75,000**	
Other:	Committed: Pending: Proposed:	**$1,450,000**	**$1,450,000**	**NH Saves**
Total:	Committed: Pending:	**$1,737,967** **$1,550,000**	**$3,288,967**	

	Proposed:			

Organizational Commitment: For *public facility projects* (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization itself will be contributing to the project.

Funding Source (Name of Parent Organization)	**Committed, Pending or Proposed Amount ($)**		**Explanation**
	Committed: Pending: Proposed:		
Total:			

BUDGET: ORGANIZATION

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	13,323,777	13,315,165
State Funds	316,170	301,335
Foundations/Private Contributions	862,003	741,216
United Way		
Fundraising or other income	135,500	134,475
Other (describe)	3,153,345 76,800 1,743,351 214	2,046,750 76,800 1,961,497 967
Community Dev. Block Grant (include anticipated request)	100,000	120,000
TOTAL REVENUE		
EXPENSES		
Salaries	7,171,057	7,019,258
Fringe Benefits	1,319,377	1,267,313
Supplies (include printing/copying)	1,251,622	655,800
Travel	108,377	96,966
Training	350,789	282,564
Communications	278,000	285,000
Audit	70,000	72,000
Property Maintenance	601,370	730,777

Service Contracts	316,199	203,789
Construction Supplies/Materials		
Other (describe)	5,985316 239,000 1,743,351 181,140 92,304	5,592,931 288,000 1,961,497 144,863 92,585
TOTAL EXPENSES	19,707,901	18,693,340
NET (Income - Expenses)	3,259	4,864

ORGANIZATION: SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

SEE ATTACHED SCHEDULE FROM AUDITED STATEMENTS

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.

Printed Name:	**Betsey Andrews Parker**	**Date:**	**November 18, 2025**
Printed Title:	**CEO**		

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND NON-FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2024

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/PROGRAM TITLE	ASSISTANCE LISTING 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		$ 166,261
Child Nutrition Cluster					
Summer Food Service Program for Children	10.559	State of New Hampshire Department of Education	4300-ZZZ	$ 93,713	
National School Lunch Program	10.555	State of New Hampshire Department of Education	At-Risk After School Care Centers	16,974	110,687
Food Distribution Cluster					
Emergency Food Assistance Program	10.569	Belknap-Merrimack Community Action Partnership	None	4,146	
Emergency Food Assistance Program (Food Commodities)	10.569	Belknap-Merrimack Community Action Partnership	None	550,771	554,917
Total U.S. Department of Agriculture					$ 831,865
U.S. Department of Housing and Urban Development					
Supportive Housing for the Elderly	14.157	Dover Housing Authority	Dover Housing Authority		$ 33,004
CDBG Entitlement Grants Cluster					
Community Development Block Grants / Entitlement Grants	14.218	City of Dover, New Hampshire	City of Dover	$ 29,849	
Community Development Block Grants / Entitlement Grants	14.218	City of Rochester, New Hampshire	City of Rochester	87,497	117,346
Emergency Solutions Grant Program	14.231	State of New Hampshire Department of Health and Human Services	05-95-42-423010-7927		88,400
Economic Development Initiative, Community Project Funding & Misc Grants	14.251		B-23-CP-NH-0959		328,196
Continuum of Care	14.267	State of New Hampshire Department of Health and Human Services	SS-2020-BHS-04PERNA-11	29,286	
Continuum of Care	14.267	State of New Hampshire Department of Health and Human Services	COC DV	210,676	
Continuum of Care	14.267	State of New Hampshire Department of Health and Human Services	COC RRH	177,595	417,557
Supportive Housing Program	14.235	State of New Hampshire Department of Health and Human Services	010-092-7176-102-0415		39,178
Total U.S. Department of Housing and Urban Development					$ 1,023,681
U.S Department of Homeland Security			593800-035		$ 5,779
Emergency Food and Shelter National Program	97.024	United Way			
Total U.S. Department of Homeland Security					$ 5,779
U.S. Department of Energy					
BIL - Weatherization Assistance for Low-Income Persons	81.042	State of New Hampshire Governor's Office of Energy & Community Services	02-52-52-520010-XXXX0000-074-50	$ 253,296	
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	140,992	$ 394,288
Total U.S. Department of Energy					$ 394,288

See Notes to Schedule of Expenditures of Federal Awards

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND NON-FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2024

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/PROGRAM TITLE	ASSISTANCE LISTING NUMBER	PASS-THROUGH GRANTOR'S NAME	GRANTOR'S NUMBER	FEDERAL EXPENDITURES	
U.S. Department of Health & Human Services					
Aging Cluster					
Special Programs for the Aging - Title III, Part B	93.044	State of New Hampshire Department of Health and Human Services, NTS	05-95-48-48010-78720000-512-500352	$ 35,955	
Special Programs for the Aging - Title III, Part B	93.044	State of New Hampshire Division of Elderly and Adult Services	010-048-7872-512-0352	5,948	$ 41,903
Maternal, Infant, Early Childhood Homevisiting Program	93.870	State of New Hampshire Department of Health and Human Services, DPH, BPHCS, Maternal & Health Section	05-95-90-902010-5896		161,940
Foster Care - Title IV - E	93.658	State of New Hampshire Department of Health and Human Services, DPH, BPHCS, Maternal & Health Section	05-95-90-902010-5897		124,607
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		3,052
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		205,904
Low-Income Home Energy Assistance	93.568	State of New Hampshire Governor's Office of Energy & Planning	01-02-02-024010-77050000-074-500587	$ 4,061,976	
Low-Income Home Energy Assistance	93.568	State of New Hampshire Governor's Office of Energy & Planning	01-02-02-024010-77050000-074-500587	345,658	4,407,634
Low-Income Water Assistance Program	93.499	State of New Hampshire Governor's Office of Energy & Planning	02-52-52-52010-19880000-500587		103,374
Community Services Block Grant	93.569	State of New Hampshire, DHHS, DFA	010-045-7148-093-0415	501,467	
Community Services Block Grant	93.569	Southern NH Services	RPIC	10,000	511,467
CCDF Cluster					
ARPA - Child Care and Development Block Grant	93.575	State of New Hampshire, DHHS	177200 & H79TI084759		329,909
Head Start Cluster					
Head Start	93.600	Direct Funding	01CH01149602 & 603		4,496,495
Substance Abuse and Mental Health Services Administration	93.243	Hope on Haven Hill	H79TI084759		35,825
Community-Based Child Abuse Prevention Grants	93.590	NH Childrens Trust	Trestle Impletementation & Concrete Supports		6,523
Activities to Support STLT Health Dept Response to Public Health or Healthcare Crises	93.391	NH Childrens Trust			24,399
Social Services Research and Demonstration	93.647		90EDA0017		329,758
Maternal and Child Health Services Block Grant to States	93.994	State of New Hampshire, DHHS, Division for Children, Youth and Families	05-095-090-51900000-102-500731-90004009		7,306
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		1,287
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		60,209
Total U.S. Department of Health & Human Services					$ 10,851,592
TOTAL					**$ 13,107,205**
NON-FEDERAL AWARDS					
Electrical Assistance Program		NH Public Utilities Company			$ 242,065

See Notes to Schedule of Expenditures of Federal Awards

...What's happening in our communities?

1. How would you describe your community's identity?

2. What do you view as your community's 'role' in our region?

3. What are your community's priorities for...

- **housing**
- **land use**
- **transportation**
- **economic development?**

4. Do these priorities align with those of your neighboring cities and towns?

5. What progress has your community made toward any of these goals? What is enabling or hindering progress?

6. What are you most excited for in your community's near and long-term future?