CITY OF DOVER

DOVER PLANNING BOARD – AGENDA

Meeting Type:	Regular Meeting
Meeting Location:	Council Chambers, City Hall, 288 Central Ave, Dover NH 03820
Meeting Date:	**Tuesday, May 12, 2020**
Meeting Time:	**7:00 pm**

IN RESPONSE TO THE COVID-19 CORONAVIRUS, AND IN ACCORDANCE WITH RECOMMENDATIONS BY STATE AND FEDERAL HEALTH OFFICIALS LIMITING PUBLIC GATHERINGS, THE PUBLIC IS ENCOURAGED TO TEMPORARILY ACCESS PUBLIC MEETINGS REMOTELY, INCLUDING CABLE TELEVISION AND ONLINE STREAMING, AND SUBMIT COMMENTS FOR PUBLIC HEARINGS AND CITIZEN'S FORUM IN WRITING BY EMAIL: PlanningBoard-All@dover.nh.gov OR POSTAL MAIL ADDRESSED TO: PLANNING DEPARTMENT, CITY OF DOVER, 288 CENTRAL AVENUE, DOVER, NH 03820. THE PUBLIC MAY ALSO SUBMIT COMMENTS BY LEAVING A VOICE MESSAGE AT: 516-MEET (6338). PRECAUTIONS IN PUBLIC MEETING ROOMS WILL INCLUDE LIMITING THE NUMBER OF PEOPLE TO 10, THE USE OF OVERFLOW SPACE IF NECESSARY, AND THE REMOTE PARTICIPATION BY SOME BOARD MEMBERS.

1. **CITIZENS' FORUM**
2. **APPROVAL OF THE PRIOR MINUTES**
   - April 28, 2020 Regular Meeting Minutes
3. **OLD BUSINESS**
   A. Public Hearing to consider amendments to Chapter 170, entitled "Zoning Ordinance" of the code of the City of Dover. Amendments include revising terms, syntax and numbering. The full text of the amendments is available through the Planning Department. View the amendments on the City's website at https://bit.ly/2QBNiZq or request a copy be emailed. This the third of 4 public hearings on these amendments.*
   B. Public Hearing to consider amendments to Chapter 170, entitled "Zoning Ordinance" of the code of the City of Dover. Amendments include revising the Transfer of Development Right's Ordinance, Sign Ordinance, creating an Alternative Energy Ordinance, creating a Gateway Zone from existing areas of the Office, Downtown Gateway, and other zones, eliminating the I-1 and B-1 zones, merging the B-3, B-4 and B-5 zones into a Commercial (C) zone, rezoning the I-2 zone to Commercial Manufacturing, merging the I-4 and ETP zones into a Innovative Technology (IT) zone and updating the Residential Commercial Mixed Use Overlay District. The full text of the amendments is available through the Planning Department. View the amendments on the City's website at https://bit.ly/2QBNiZq or request a copy be emailed. This the third of 4 public hearings on these amendments.*
   C. Public hearing on Proposed Amendments to the FFY15-20 Consolidated Plan & FFY19 Annual Action Plan. All persons wishing to speak on the Amendments are urged to attend.*
   D. Public hearing on the Proposed CDBG FFY20-24 Consolidated Plan & FFY20 Annual Action Plan. All persons wishing to speak on either Plan are urged to attend.*
   E. Public hearing on Proposed CARES Act Allocations from the first round of CARES Act disbursements to Local Jurisdictions. All persons wishing to speak on the Proposed CARES Act Allocations are urged to attend.*
   F. Consideration and possible vote of the ability to do a Voluntary Open Space Subdivision for Lawrence E. & Cheryl J. Mulcahy, Assessor's Map D, Lot 20, zoned R-12, and located at 71 Glenwood Avenue. (7 new lots) *(P20-18)
   G. Consideration and possible vote of a Conditional Use Permit for Revision Development, LLC, Assessor's Map 31, Lot 15, zoned CBD-G and located at 10 Grove Street. (Proposal is to convert 50 % of first floor office space to two residential units, within a four unit building where residential is not permitted on first floor). *(P20-23)
   H. Consideration and possible vote of a Minor Lot Line Adjustment for Paula J. Lavoie, Trustee Lavoie Family Revocable Trust, (Owners: Lavoie Family Revocable Trust & 1110 Salmon Falls Road, LLC), Assessor's Map C, Lots 50C-2 & 50A-OPN, zoned R-40, and located at 96 Watson Road and Campfire Drive. *(P20-24)
4. **NEW BUSINESS**
   A. Consideration and acceptance of an Amendment to a Previously Approved Site Plan for Washington Street Mill, LLC, Assessor's Map 23, Lot 14, zoned CBD-General, located at 1 Washington St. (Proposal is to convert commercial space into 36 residential units with some site improvements) *(P17-46A)
   B. Consideration and acceptance of a Minor Lot Line Adjustment for First Street at Garrison, LLC, (Owners: First Street at Garrison, LLC, First Street at Chestnut LLC & City of Dover), Assessor's Map 6, Lots 3-1 & 9, zoned CBD-General, located on First Street and Chestnut Street. *(P20-27)
   C. Consideration and acceptance of the Recreation and Cultural Master Plan Chapter of the Master Plan*
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 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.

DOVER PLANNING BOARD – MINUTES

CITY OF DOVER

Meeting Type:	Regular Meeting, continued
Meeting Location:	City Council Chamber's 288 Central Avenue
Meeting Date:	**Tuesday, April 28, 2020**
Meeting Time:	**7:00 pm**

IN RESPONSE TO THE COVID-19 CORONAVIRUS, AND IN ACCORDANCE WITH RECOMMENDATIONS BY STATE AND FEDERAL HEALTH OFFICIALS LIMITING PUBLIC GATHERINGS, THE PUBLIC IS ENCOURAGED TO TEMPORARILY ACCESS PUBLIC MEETINGS REMOTELY, INCLUDING CABLE TELEVISION AND ONLINE STREAMING, AND SUBMIT COMMENTS FOR PUBLIC HEARINGS AND CITIZEN'S FORUM IN WRITING BY EMAIL: PlanningBoard-All@dover.nh.gov OR POSTAL MAIL ADDRESSED TO: PLANNING DEPARTMENT, CITY OF DOVER, 288 CENTRAL AVENUE, DOVER, NH 03820. THE PUBLIC MAY ALSO SUBMIT COMMENTS BY LEAVING A VOICE MESSAGE AT: 516-MEET (6338). PRECAUTIONS IN PUBLIC MEETING ROOMS WILL INCLUDE LIMITING THE NUMBER OF PEOPLE TO 10, THE USE OF OVERFLOW SPACE IF NECESSARY, AND THE REMOTE PARTICIPATION BY SOME BOARD MEMBERS.

Members Present: Gina Cruikshank (Chair)

The following Board members called into the meeting: Dennis Ciotti (Councilor), Lisa McGunnigle (Alternate), Hayley Harmon (Vice Chair), Matt Sullivan, Dave White, Dave Landry, F. Torr, Jackson Kaspari, Ellen Brooks (Alternate)

Members Not Present (excused): Erin Allgood (Alternate), Tom Clark

Members Not Present (un-excused): None

Staff Present: Christopher Parker, Assistant City Manager

Chair G. Cruikshank called the meeting to order at 7:09 p.m. and noted Lisa McGunnigle will be sitting for Tom Clark.

1. CITIZENS' FORUM

Citizens Forum Open. No one spoke. And no comments were received to the office. *Citizens Forum Closed.*

2. APPROVAL OF THE PRIOR MINUTES

- April 14, 2020 Regular Meeting Minutes

Motion: H. Harmon moved to approve the minutes as submitted. Seconded by F. Torr.
Roll Call Vote: L. McGunnigle-yes, D. Ciotti-yes, G. Cruikshank-yes, J. Kaspari-yes, D. Landry- yes, H. Harmon-yes, D. White-yes, M. Sullivan-yes, F. Torr-yes

3. OLD BUSINESS

A. Public Hearing to consider amendments to Chapter 170, entitled "Zoning Ordinance" of the code of the City of Dover. Amendments include revising terms, syntax and numbering. The full text of the amendments is available through the Planning Department. View the amendments on the City's website at https://bit.ly/2QBNiZq or request a copy be emailed. This the first of 4 public hearings on these amendments.*

C. Parker explained the amendments and explained that the public hearings for these amendments tonight and the next two meetings are to allow the public to give feedback. No votes will be taken until after the stay at home directive has been lifted and more opportunities for public hearings are given.

DRAFT

Public hearing opened.
No public spoke.

C. Parker summarized the comments received. The board has received copies of the comments.

- Liz Goldman, 44 Rutland St, asked that LEED standards be required and that businesses not put form over function, but have Dover should have high standards for both.

The Chair read the following into the record:
IN RESPONSE TO THE COVID-19 CORONAVIRUS, AND IN ACCORDANCE WITH RECOMMENDATIONS BY STATE AND FEDERAL HEALTH OFFICIALS LIMITING PUBLIC GATHERINGS, THE PUBLIC IS ENCOURAGED TO TEMPORARILY ACCESS PUBLIC MEETINGS REMOTELY, INCLUDING CABLE TELEVISION AND ONLINE STREAMING, AND SUBMIT COMMENTS FOR PUBLIC HEARINGS AND CITIZEN'S FORUM IN WRITING BY EMAIL: PlanningBoard-All@dover.nh.gov OR POSTAL MAIL ADDRESSED TO: PLANNING DEPARTMENT, CITY OF DOVER, 288 CENTRAL AVENUE, DOVER, NH 03820. THE PUBLIC MAY ALSO SUBMIT COMMENTS BY LEAVING A VOICE MESSAGE AT: 516-MEET (6338). PRECAUTIONS IN PUBLIC MEETING ROOMS WILL INCLUDE LIMITING THE NUMBER OF PEOPLE TO 10, THE USE OF OVERFLOW SPACE IF NECESSARY, AND THE REMOTE PARTICIPATION BY SOME BOARD MEMBERS.
Public Hearing Closed.

B. Public Hearing to consider amendments to Chapter 170, entitled "Zoning Ordinance" of the code of the City of Dover. Amendments include revising the Transfer of Development Right's Ordinance, creating an Alternative Energy Ordinance, creating a Gateway Zone from existing areas of the Office, Downtown Gateway, and other zones, eliminating the I-1 and B-1 zones, merging the B-3, B-4 and B-5 zones into a Commercial (C) zone, rezoning the I-2 zone to Commercial Manufacturing, merging the I-4 and ETP zones into an Innovative Technology (IT) zone and updating the Residential Commercial Mixed Use Overlay District. The full text of the amendments is available through the Planning Department. View the amendments on the City's website at https://bit.ly/2QBNiZq or request a copy be emailed. This the second of 4 public hearings on these amendments.*

C. Parker explained the amendments.

Public hearing opened.
The Chair read the following into the record:
IN RESPONSE TO THE COVID-19 CORONAVIRUS, AND IN ACCORDANCE WITH RECOMMENDATIONS BY STATE AND FEDERAL HEALTH OFFICIALS LIMITING PUBLIC GATHERINGS, THE PUBLIC IS ENCOURAGED TO TEMPORARILY ACCESS PUBLIC MEETINGS REMOTELY, INCLUDING CABLE TELEVISION AND ONLINE STREAMING, AND SUBMIT COMMENTS FOR PUBLIC HEARINGS AND CITIZEN'S FORUM IN WRITING BY EMAIL: PlanningBoard-All@dover.nh.gov OR POSTAL MAIL ADDRESSED TO: PLANNING DEPARTMENT, CITY OF DOVER, 288 CENTRAL AVENUE, DOVER, NH 03820. THE PUBLIC MAY ALSO SUBMIT COMMENTS BY LEAVING A VOICE MESSAGE AT: 516-MEET (6338). PRECAUTIONS IN PUBLIC MEETING ROOMS WILL INCLUDE LIMITING THE NUMBER OF PEOPLE TO 10, THE USE OF OVERFLOW SPACE IF NECESSARY, AND THE REMOTE PARTICIPATION BY SOME BOARD MEMBERS.

No public spoke.
C. Parker summarized the comments received. The board has received copies of the comments.

- Liz Bratter, 75 Spur Rd, suggested alterations to the proposed Gateway District

Public Hearing Closed.

C. Consideration and acceptance of a Lot Line Adjustment for 150 Venture Drive LLC, Assessor's Map D, Lots 9A and 11A, zoned IT (formerly I-4) and located at 150 Venture Drive. *(P20-21)

Chair Cruikshank recused herself from this case. E. Brooks sat for Chair Cruikshank.

Motion: D. Ciotti made a motion that the Board remove the application from the table. Seconded by F. Torr.
Roll Call Vote: L. McGunnigle- yes, D. Ciotti- yes, E. Brooks - yes, M. Sullivan- yes, J. Kaspari- yes, D. Landry - yes, H. Harmon- yes, D. White- yes, F. Torr- yes

Public hearing opened.
No one spoke.
No public comments received for this case.

Public Hearing Closed.

STAFF RECOMMENDATION
Chapter 157-18 of the Land Subdivision Regulations of the City Code provides for the adjustment of existing lot lines between two or more lots. The Planning Department believes this plan is consistent with those regulations and recommends that the Planning Board vote to approve the lot line adjustment with the following conditions:

Conditions to Be Met Prior to Signing of Plans:
1. The applicant shall provide the Planning Department with a digital version of the final plat
2. The applicant shall revise the plat to:
   a. Add Planning file number P20-21 to the title block
   b. Add signature and stamp of LLS
   c. Add owners' signatures
   d. Revise note 5 to update zoning information.
   e. Add common note 13.

D. Ciotti asked some questions about the remaining frontage and easements needed.
Christopher Berry, representing the applicant addressed the concerns and explained they are not changing the frontage.

Motion: M. Sullivan made a motion that the Board approve the Lot Line Adjustment with staff recommended conditions. Seconded by L. McGunnigle. Vote U/A.
Roll Call Vote: L. McGunnigle- yes, D. Ciotti- yes, E. Brooks - yes, M. Sullivan- yes, J. Kaspari- yes, D. Landry - yes, H. Harmon- yes, D. White- yes, F. Torr- yes

D. Consideration and acceptance of a Subdivision for STF Development Corp., Assessor's Map 32, Lot 35A, zoned R-12, and located on Snow's Court. (One new lot) *(P20-22)

F. Torr recused himself from this case. E. Brooks sat for Mr. Torr for this case.

Motion: D. White made a motion that the Board remove the application from the table. Seconded by D. Ciotti.

Roll Call Vote: L. McGunnigle- yes, D. Ciotti- yes, G. Cruikshank - yes, M. Sullivan- yes, J. Kaspari- yes, D. Landry - yes, H. Harmon- yes, D. White- yes, E. Brooks- yes

Public hearing opened.
No one spoke.
No public comments received for this case.
Public Hearing Closed.

STAFF RECOMMENDATION
Chapter 157-17 of the Land Subdivision Regulations of the City Code provides for the subdivisions of existing lots. The Planning Department believes this plan is consistent with those regulations and recommends that the Planning Board vote to approve with the following conditions:

Condition to Be Met Prior to the Signing of Plans:

1. The applicant shall provide the Planning Department with a revised plan with:
    a. The Licensed Land Surveyor signature and stamp
    b. Owner's signatures to the final plat submitted for signature to be recorded at the Strafford County Registry of Deeds
    c. File number P20-22 on title block
    d. All applicable minor subdivision common notes and update existing notes about one plan sheet rather than CUP set
    e. A note shall be added to the plan and deed that no further development shall occur on the parcel.
    f. Add topography lines

Motion: E. Brooks made a motion that the Board approve the Minor Subdivision with staff recommended conditions. Seconded by D. Ciotti. Vote U/A.
Roll Call Vote: L. McGunnigle- yes, D. Ciotti- yes, G. Cruikshank - yes, M. Sullivan- yes, J. Kaspari - yes, D. Landry - yes, H. Harmon- yes, D. White- yes, E. Brooks- yes

4. NEW BUSINESS

A. Consideration and acceptance the ability to do a Voluntary Open Space Subdivision for Lawrence E. & Cheryl J. Mulcahy, Assessor's Map D, Lot 20, zoned R-12, and located at 71 Glenwood Avenue. (7 new lots) *(P20-18)

C. Parker explained the applicant has submitted a preliminary plan to do an Open Space Subdivision on an existing lot to allow seven residential homes including the existing home at 71 Glenwood plus an open space lot. Staff reviewed the preliminary plans and feels it meets the requirements of both the yield plan and Open Space Subdivision Regulations. The applicant is requesting the Board's feedback on if it would allow a voluntary open space subdivision as proposed in these preliminary plans on this lot. The applicant would need to come back through the TRC and Planning Board process for Open Space Subdivision approval.

The lots would be serviced by municipal water and private septic systems.
The lot is just below the threshold in size for an open space subdivision to be required.

Christopher Guida, Fieldstone Surveying and Engineering represented the applicant and reviewed the plan.

The land is very sandy and very well drained. It will use on-site septic and meet all state requirements. By having the open space, they are able to shorten the road about 200' and keeps the open space near the wooded area.

D. White asked why the yield plan road layout was changed. The applicant looked at the regulations closer with staff and realized the original plan wasn't going to be viable to have eight lots.
D. White wondered if the street would be private. No, it would be public.
D. White recommended a right-of-way to the abutting lots to the west for future development.

Motion: D. White made a motion that the Board accept the application. Seconded by H. Harmon.
Roll Call Vote: L. McGunnigle- yes, D. Ciotti- yes, G. Cruikshank - yes, M. Sullivan- yes, J. Kaspari - yes, D. Landry -yes, H. Harmon- yes, D. White- yes, F. Torr- yes

Public hearing opened.

The Chair read the following into the record:
IN RESPONSE TO THE COVID-19 CORONAVIRUS, AND IN ACCORDANCE WITH RECOMMENDATIONS BY STATE AND FEDERAL HEALTH OFFICIALS LIMITING PUBLIC GATHERINGS, THE PUBLIC IS ENCOURAGED TO TEMPORARILY ACCESS PUBLIC MEETINGS REMOTELY, INCLUDING CABLE TELEVISION AND ONLINE STREAMING, AND SUBMIT COMMENTS FOR PUBLIC HEARINGS AND CITIZEN'S FORUM IN WRITING BY EMAIL: PlanningBoard-All@dover.nh.gov OR POSTAL MAIL ADDRESSED TO: PLANNING DEPARTMENT, CITY OF DOVER, 288 CENTRAL AVENUE, DOVER, NH 03820. THE PUBLIC MAY ALSO SUBMIT COMMENTS BY LEAVING A VOICE MESSAGE AT: 516-MEET (6338). PRECAUTIONS IN PUBLIC MEETING ROOMS WILL INCLUDE LIMITING THE NUMBER OF PEOPLE TO 10, THE USE OF OVERFLOW SPACE IF NECESSARY, AND THE REMOTE PARTICIPATION BY SOME BOARD MEMBERS.

No one spoke.
C. Parker stated three public comments were received for this case. One was in favor, one was opposed and one person had some questions about previous lot line adjustments and deed restrictions. Those were forwarded to the applicant so research can be done.

Mr. Guida addressed the comment C. Parker had summarized. He looked into the deeds and those easements and restrictions are for Crestview Ter and don't affect this parcel.

The Chair read the following:
New testimony can be provided on May 12th during the resumed public hearing. Abutters are able to call 603.516.6338 (meet) and leave a voice mail, or email staff at Dover-Planning@dover.nh.gov and their comments will be summarized into the record.

Public Hearing Recessed.

Motion: D. Ciotti made a motion that the Board table the application to May 12th. Seconded by M. Sullivan.
Roll Call Vote: L. McGunnigle- yes, D. Ciotti- yes, G. Cruikshank - yes, M. Sullivan- yes, J. Kaspari - yes, D. Landry - yes, H. Harmon- yes, D. White- yes, F. Torr- yes

D. Ciotti requested the connecting road be shown on the plan prior to the next meeting and final vote. (for the previous case)

B. Consideration and acceptance of a Conditional Use Permit for Revision Development, LLC, Assessor's Map 31, Lot 15, zoned CBD-G and located at 10 Grove Street. (Proposal is to convert 50 % of first floor office space to two residential units, within a four unit building where residential is not permitted on first floor). *(P20-23)

C. Parker explained the applicant has applied for a Conditional Use Permit for relief to the conversion of 50% of the first floor existing office space to residential which is a use not allowed on the first floor in the CBD-G.

The applicant submitted a narrative explaining how they meet the criteria of 170-20.B(2).

There are no changes being proposed to the exterior of the building and the residential use is proposed to be in the rear of the building as shown on the attached floor plan with streets labeled.

Shawn Peters, the applicant, reviewed the plan.
The applicant is trying to utilize the property in the best way possible and residential seems best. He explained the parking situation. They can add parking in the rear, but are not sure yet how many spaces will fit. There are no impacts to the criteria and no changes to the exterior except for an added egress point in the back.

D. Landry wondered if the owners had experienced hardship operating those spaces within the regulations.

C. Parker listed the last several owners and businesses in the space.

D. Ciotti would like to see an updated parking plan.

Motion: D. White made a motion that the Board accept the application. Seconded by L. McGunnigle.
Roll Call Vote: L. McGunnigle- yes, D. Ciotti- yes, G. Cruikshank - yes, M. Sullivan- yes, J. Kaspari - yes, D. Landry - yes, H. Harmon- yes, D. White- yes, F. Torr- yes

Public hearing opened.

The Chair read the following into the record:
IN RESPONSE TO THE COVID-19 CORONAVIRUS, AND IN ACCORDANCE WITH RECOMMENDATIONS BY STATE AND FEDERAL HEALTH OFFICIALS LIMITING PUBLIC GATHERINGS, THE PUBLIC IS ENCOURAGED TO TEMPORARILY ACCESS PUBLIC MEETINGS REMOTELY, INCLUDING CABLE TELEVISION AND ONLINE STREAMING, AND SUBMIT COMMENTS FOR PUBLIC HEARINGS AND CITIZEN'S FORUM IN WRITING BY EMAIL: PlanningBoard-All@dover.nh.gov OR POSTAL MAIL ADDRESSED TO: PLANNING DEPARTMENT, CITY OF DOVER, 288 CENTRAL AVENUE, DOVER, NH 03820. THE PUBLIC MAY ALSO SUBMIT COMMENTS BY LEAVING A VOICE MESSAGE AT: 516-MEET (6338). PRECAUTIONS IN PUBLIC MEETING ROOMS WILL INCLUDE LIMITING THE NUMBER OF PEOPLE TO 10, THE USE OF OVERFLOW SPACE IF NECESSARY, AND THE REMOTE PARTICIPATION BY SOME BOARD MEMBERS.

No public spoke.
No comments were received for this case.

The Chair read the following:
New testimony can be provided on May 12th during the resumed public hearing. Abutters are able to call 603.516.6338 (meet) and leave a voice mail, or email staff at Dover-Planning@dover.nh.gov and their comments will be summarized into the record.

Public Hearing Recessed.

Motion: D. White made a motion that the Board table the application to May 12th. Seconded by D. Ciotti. Roll Call Vote: L. McGunnigle- yes, D. Ciotti- yes, G. Cruikshank - yes, M. Sullivan- yes, J. Kaspari - yes, D. Landry - yes, H. Harmon- yes, D. White- yes, F. Torr- yes

C. Consideration and acceptance of a Minor Lot Line Adjustment for Paula J. Lavoie, Trustee Lavoie Family Revocable Trust, (Owners: Lavoie Family Revocable Trust & 1110 Salmon Falls Road, LLC), Assessor's Map C, Lots 50C-2 & 50A-OPN, zoned R-40, and located at 96 Watson Road and Campfire Drive. *(P20-24)

C. Parker explained the applicant is proposing to adjust the lot line between the two existing lots. Lot 50C-2 (96 Watson) and 50A-OPN (open space lot for Campfire Drive subdivision).

This lot line adjustment would move the access to the Open Space Subdivision from the Open Space Lot to 50C-2, via an easement. The lots that are part of the Campfire Drive subdivision would keep the rights to access lot 50A-OPN via lot 50C-2 as indicated on a note on the plan.

The Conservation Lot does not require frontage. Lot 50C-2 has no frontage today and would be made less non-conforming with the addition of 50' of frontage.

Neither lot changes in its buildability or development potential. Lot 50A-OPN lot remains in conservation, and 50C-2 remains a single family home lot.

Bob Stowell, Tritech Engineering represented the applicant and reviewed the plan.

D. Ciotti asked about the utilities above and if they are for this parcel or others. They are for other parcels. C. Parker will double check all easements and licenses are current.

Motion: D. White made a motion that the Board accept the application. Seconded by L. McGunnigle. Roll Call Vote: L. McGunnigle- yes, D. Ciotti- yes, G. Cruikshank - yes, M. Sullivan- yes, J. Kaspari - yes, D. Landry - yes, H. Harmon- yes, D. White- yes, F. Torr- yes

Public hearing opened.

The Chair read the following into the record:
IN RESPONSE TO THE COVID-19 CORONAVIRUS, AND IN ACCORDANCE WITH RECOMMENDATIONS BY STATE AND FEDERAL HEALTH OFFICIALS LIMITING PUBLIC GATHERINGS, THE PUBLIC IS ENCOURAGED TO TEMPORARILY ACCESS PUBLIC MEETINGS REMOTELY, INCLUDING CABLE TELEVISION AND ONLINE STREAMING, AND SUBMIT COMMENTS FOR PUBLIC HEARINGS AND CITIZEN'S FORUM IN WRITING BY EMAIL: PlanningBoard-All@dover.nh.gov OR POSTAL MAIL ADDRESSED TO: PLANNING DEPARTMENT, CITY OF DOVER, 288 CENTRAL AVENUE, DOVER, NH 03820. THE PUBLIC MAY ALSO SUBMIT COMMENTS BY LEAVING A VOICE MESSAGE AT: 516-MEET (6338). PRECAUTIONS IN PUBLIC MEETING ROOMS WILL INCLUDE LIMITING THE NUMBER OF PEOPLE TO 10, THE USE OF OVERFLOW SPACE IF NECESSARY, AND THE REMOTE PARTICIPATION BY SOME BOARD MEMBERS.

No public spoke.
No comments were received for this case.

The Chair read the following:

New testimony can be provided on May 12th during the resumed public hearing. Abutters are able to call 603.516.6338 (meet) and leave a voice mail, or email staff at Dover-Planning@dover.nh.gov and their comments will be summarized into the record.
Public Hearing Recessed.

Motion: D. Ciotti made a motion that the Board table the application to May 12th. Seconded by D. White.
Roll Call Vote: L. McGunnigle- yes, D. Ciotti- yes, G. Cruikshank - yes, M. Sullivan- yes, J. Kaspari - yes, D. Landry - yes, H. Harmon- yes, D. White- yes, F. Torr- yes

D. Review and possible posting of amendments to previously posted zoning amendments (ie TDR and sign)

C. Parker explained that since the zoning amendments that were posted in February there have been some additional editing or work associated them, and staff would like the Board to post these amendments as well. They are in the amendments that were placed on the City's web site.

The amendments are as follows:
Amendment 2, page 5: add the words "or Gateway" to the definition of "lot"
Amendment 2, page 2: add Map 29 lots 1, 5, 6 and 7 and Map 30 lot 141-B to the Gateway District.
Amendment 10, page 14: replace ETP with IT in screening requirements
Amendment 12, pgs 22 – 29: Update TDR Amendment replacing B-4 with CM, I-4 with IT, clarifying the submission process for a sketch plan, and Cons Comm review, and clarifying the frontage and paved access requirements
Amendment 14, pages 35 – 39: Updating sign ordinance to mimic changes to the zones ie Downtown Gateway to Gateway, eliminate B zones.

Motion: D. Ciotti made a motion that the Board post the additional zoning amendments. Seconded by L. McGunnigle.
Roll Call Vote: L. McGunnigle- yes, D. Ciotti- yes, G. Cruikshank - yes, M. Sullivan- yes, J. Kaspari - yes, D. Landry - yes, H. Harmon- yes, D. White- yes, F. Torr- yes

5. STAFF COMMENTS

- TRC is occurring electronically, retail at Silver Square, 1 Washington Residential conversion and an addition on an existing business.
- Most staff is working remotely coming into the office one day a week.
- Dover Cares loan program ($5,000) for small businesses

6. MEMBER COMMENTS

NONE

7. ADJOURNMENT

Motion: H. Harmon made a motion to adjourn at 8:20 p.m. Seconded by D. Ciotti.
Roll Call Vote: L. McGunnigle- yes, D. Ciotti- yes, G. Cruikshank- yes, M. Sullivan- yes, J. Kaspari - yes, D. Landry – yes, H. Harmon- yes, D. White- yes, F. Torr- yes

DRAFT

CITY OF DOVER

CITY OF DOVER – ORDINANCE

Ordinance Number: **O – yyyy.mm.dd -**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 170 of the Code of the City of Dover, entitled Zoning, by updating the Code to reflect changes in the community and in land use regulations.

2. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the chapter as a whole by replacing any instance of the term "Planning Department" or "Planning Office" with "Planning and Community Development Department

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the chapter as a whole by replacing any instance of the term "Planning Director" with " Director of Planning and Community Development."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the chapter as a whole by replacing any instance of the term "Comprehensive development plan" with "Master Plan."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the chapter as a whole by replacing any instance of the term "manufactured house" with "manufactured home."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the chapter as a whole by replacing any instance of the term "Planning Board of Natural Scientists" with "State Board of Natural Scientists."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the chapter as a whole by replacing any instance of the term “Department of Health and Welfare with the Department of Health and Human Services.”

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the chapter as a whole by replacing any instance of the term “Zoning Board of Appeals" or "Planning Board of Adjustment" with "Zoning Board of Adjustment”

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the chapter as a whole by replacing any instance of the term “Water Supply and Pollution Control Commission” or “Water Supply and Pollution Control Division" with the “Department of Environmental Services, Water Division.”

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the chapter as a whole by replacing any instance of the term "Engineering Department" with "Community Services Department."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the chapter as a whole by replacing any instance of the term "manufactured houses" with "manufactured homes."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the chapter as a whole by replacing any instance of the term “Certified Mail” with “Verified Mail"

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the chapter as a whole by replacing any reference to New Hampshire Administrative Rules “Env-Ws 421” to “Part Env-Wq 401.”

3. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the title of ARTICLE II from "Word Uses" to "Terminology"

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the title of Section 170-6 from "Definitions" to "Word Uses and Definitions"

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-6 revising the definition of the term Manufactured Housing Park or Mobile Home Park" to read as follows:

> **"MANUFACTURED HOUSING PARK** or **MOBILE HOME PARK** means any plot of ground upon which two (2) or more MANUFACTURED ~~HOUSING~~ HOMES, occupied for dwelling or sleeping purposes, are located."

4. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-7 "Establishment of Districts", to add subsections to subsection A as follows:

"A Districts:

The City of Dover is hereby divided into the following districts:

(1) Residential

HR	Heritage Residential District
R-40	Rural Residential District
R-20	Low-Density Residential District
R-12	Medium-Density Residential District
RM-SU	Suburban Density Multi-residential District
RM-U	Urban Density Multi-residential District

(2) Nonresidential

B-1	NEIGHBORHOOD Business District
B-3	Thoroughfare Business District
B-4	HOTEL/Retail District
B-5	Highway Business District
I-1	Restricted Industrial District
I-2	Rural Restricted Industrial District
I-4	Assembly and OFFICE
ETP	Executive and Technology Park

(3) Mixed -Use

H	Hospital
LBW	Little Bay Waterfront District
O	OFFICE District
CBD	Central Business District
CWD	Cochecho Waterfront District

(4) Overriding

CD	Conservation District
URD	Urban Renewal District
RRD	Riverfront Residential Overlay District
GWP	Groundwater Protection District
HWD	Hazardous Waste Landfill District
RCM	Residential-Commercial Mixed Use
SRD	Scenic Road Overlay District
TDR	TRANSFER OF DEVELOPMENT RIGHTS
TEL	TELECOMMUNICATIONS FACILITIES
WPD	Wetland Protection District"

5. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-11 "Use Regulations revising the numbering as follows:

Except as herein provided, no BUILDING or land shall be used except for the purposes permitted in the district as described in this Article.

A. Uses Permitted by Right. A use listed in the Tables of Use and Dimensional Regulations by District is permitted as a matter of right in the district in which it is listed, subject to the rules set forth in this Chapter and other sections of the Code of the City of Dover.

B. Uses Permitted by Right, With Conditions Imposed. A use listed in the Tables of Use and Dimensional Regulations by District and denoted with a numerical reference number (footnote) indicates a use that is permitted by right only when in compliance with certain imposed conditions.

C. Uses Permitted by Special Exception. A use listed in the Uses Permitted by Special Exception Section of the Tables of Use and Dimensional Regulations by District may be permitted as a Special Exception granted by the ZONING BOARD OF ADJUSTMENT in accordance with the conditions of 170-52 herein and in conformance with such other rules and regulations as may apply.
The Special Exception designation in a given district does not constitute an authorization of an assurance that such use will be permitted.

~~C.~~D. Uses not permitted. A use not listed in the Tables of Use and Dimensional Regulations by District shall not be permitted in the district.

~~D.~~E. PLANNING BOARD Site Review Approval. Any development/redevelopment meeting the criteria laid out in the Applicability section of the Site Review Regulations, of the City of Dover shall be subject to the rules and regulations contained said chapter.

~~E.~~F. Overriding district regulations. All uses are subject to the regulations of the overriding districts as listed and defined in this Chapter. (Refer to Article VII.)"

6. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the title of Section 170-16 from "Dimensional Regulations for Swimming Pools" to "Swimming Pools"

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the title of Section 170-17 from "Dimensional Regulations for Handicapped Accessible Additions" to "Removal of Barriers to Access"

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the title of Section 170-25 "FLOODPLAIN DEVELOPMENT" to "General Provisions"

7. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-18 "Customary Home Occupations" subsection I updating the driveway reference citation as follows:

"I. A minimum of two (2) OFF-STREET PARKING SPACEs shall be provided. All driveways to be used in connection with such occupations shall conform to Chapter ~~92~~. ~~Driveways~~ 153 Site Plan Review or Chapter 157 Land Subdivision Regulations, as appropriate."

8. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-20 "Central Business District Regulations" subsection A adding numbered subsections as follows:

"A. Purpose and Intent

(1) The City of Dover Central Business District (CBD) follows the premises of context sensitive zoning. This context sensitive zoning is intended to foster a vital downtown both for itself and for its adjacent NEIGHBORHOODs and major roadways leading into the downtown through a lively mix of uses—with SHOPFRONTs, SIDEWALK cafes, and other commercial uses at STREET level, overlooked by canopy shade trees, upper story residences and OFFICEs.

(2) Redevelopment within the CBD shall be regulated by these context sensitive zoning regulations, in order to achieve the City's vision set forth in the 2007 update to the Land Use Chapter of the Master Plan, adopted by the PLANNING BOARD on November 13, 2007.

(3)These context sensitive zoning regulations were originally developed through a citizen-based discussion process regarding the design for the improvement of all properties in the CBD. To allow further refinement consistent with individual areas, the district has

been divided into sub-districts, with special requirements for each sub-district to allow for context sensitive development along roadways and NEIGHBORHOODs alike. In 2012-2013, using a similar citizen-based process, these context sensitive zoning regulations were extended to the major roadways that lead into downtown, identified as the Downtown Gateway Sub-district.

(4) All of the areas within the CBD share a common goal of increased emphasis on the form and placement of STRUCTUREs, and a decreased emphasis on the function(s) contained within them. As such this Article sets careful and clear controls on BUILDING form—with broader parameters on BUILDING use—so as to shape clear, attractive PUBLIC SPACEs (good STREETs, NEIGHBORHOODs and parks) with a healthy mix of uses. With proper urban form, a greater integration of BUILDING uses is natural and comfortable.

(5) Wherever there appears to be a conflict between the form based code and other sections of the Zoning Ordinance (as applied to a particular development), the requirements specifically set forth in this section shall prevail. For development standards not covered herein, the other applicable sections in the City of Dover Code shall be used as the requirement."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-20 "Central Business District Regulations" subsection F removing "(i)" from subsections (1)(b) and (c), and merging the text into the line above, as follows:

"(a) Energy Efficiency and Environmental Conservation

~~(i)~~ LEED (Leadership in Energy and Environmental Design) standards, or an equivalent standard (or such others as may succeed them), are encouraged to be incorporated into the BUILDING design.

(b) PUBLIC SPACE

~~(i)~~ Many of these standards apply only in conditions that enhance and define the PUBLIC SPACE. These controls concentrate on the PUBLIC

SPACE/views from the PUBLIC SPACE and minimize interference in the private realm."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-20 "Central Business District Regulations" subsection H removing "(a)" and merging the text into the section above as follows:

"(1) Deviations from the requirements herein may be requested by application to the PLANNING BOARD for a conditional use permit (see Section B). Administrative appeals from this Section may be directed to the ZONING BOARD OF ADJUSTMENT (as outlined in 170 – 52). Projects submitted shall follow the process outlined with Chapter 149, Site Review Regulations.

~~a.~~ Any redevelopment of an existing STRUCTURE within the CBD Downtown Gateway or Mixed Use sub-districts does not require a Conditional Use Permit if it results in three (3) or fewer total residential units, or if it increases the gross floor area of nonresidential space by less than two thousand five hundred (2,500) square feet, and is exempt from the regulations of this Section, except for SETBACK, BUILD TO, and use regulations. Density requirements for residential uses do not apply."

9. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-22 "Telecommunication Facilities" subsection D revising the numbering as follows:

"(1) Location or replacement of TELECOMMUNICATIONS FACILITIES on existing TOWERs, ANTENNAs or ALTERNATIVE TOWER STRUCTUREs.

(a) The location or replacement of TELECOMMUNICATIONS FACILITIES on existing TOWERs, ANTENNAs or ALTERNATIVE TOWER STRUCTUREs may be approved by the Planning Department provided the following information is submitted in an application:

(~~a~~1) A scaled plan detailing exact size and location of the telecommunication devise including a scaled elevation view.

(~~b~~2)Submission of proof that the telecommunication device is needed to service City of Dover residents.

(~~c~~3)Proof that the device meets all other technical requirements of this ordinance.

(b)Any application denied by the Planning Department may be appealed to the PLANNING BOARD."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-22 "Telecommunication Facilities" subsection E revising the numbering as follows:

"E. Performance Standards.

The uses listed in this section are deemed to be permitted uses, and at the discretion of the PLANNING BOARD, may require further review under this Chapter in accordance with Chapter 149, Site Review Regulations, and all other applicable ordinances and regulations of the City of Dover.

(1) Principal or Secondary Use.

(a) Subject to this ordinance, an APPLICANT who obtains site review approval to site under this ordinance as a secondary and permitted use, may construct TELECOMMUNICATIONS FACILITIES in addition to the existing principal use. ANTENNAs and TOWERs may be considered either principal or secondary uses. A different existing use or an existing STRUCTURE shall not preclude the installation of an ANTENNA or TOWER on such LOT.

(b) For purposes of determining whether siting of an ANTENNA or TOWER complies with zoning district development regulations, including, but not limited to area, SETBACK, LOT COVERAGE, FRONTAGE, and other dimensional requirements, the dimensions of the entire LOT shall control, even though the ANTENNAs or TOWERs may be located on leased parcels within such LOTs. TOWERs that are constructed, and ANTENNAs that are installed in accordance with the provisions of this ordinance, shall not be deemed the expansion of a non-conforming use or STRUCTURE. Further, said facilities shall not be considered an ACCESSORY USE.

(2) HEIGHT Requirements.

(a) New TOWER Construction – one hundred eighty (180) feet maximum.

(b) Co-location on Existing TOWER and ANTENNAs – current HEIGHT plus fifteen percent (15%) (not to exceed two hundred (200) feet)

(c) Co-location on ALTERNATIVE TOWER STRUCTUREs – current HEIGHT plus twelve (12) feet

(d) The HEIGHT requirements and limitations outlined above shall preempt all other HEIGHT regulations as required by the City of Dover Zoning Ordinance, and shall apply only to TELECOMMUNICATIONS FACILITIES. A Conditional Use Permit may be granted by the PLANNING BOARD to waive the HEIGHT limitations only if the intent of this Chapter is preserved (e.g. when it can be shown that there would be no increase in adverse impact) and the increased HEIGHT would provide a greater opportunity for co-location provided that:

(~~a~~1) The granting of the permit will not be detrimental to the public safety, health or welfare or injurious to other property, and will promote the public interest.

(~~b~~2) A written narrative identifying a particular hardship or special circumstance that warrants granting the permit. Factors to be considered, but not limited to, in determining a hardship or special circumstance shall include:

(~~1~~a)topography and other site features
(~~2~~b)availability of Alternative site locations
(~~3~~c)property location as relates to required coverage area
(~~4~~d)size/magnitude of project and availability of co-location

(~~c~~3) Necessary federal approvals and/or recommendations have been received."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-22 "Telecommunication Facilities" subsection H revising the numbering as follows:

"H Bonding and Security and Insurance.

(1) Recognizing the extremely hazardous situation presented by abandoned and unmonitored TOWERs, the PLANNING BOARD shall set the form and amount of security that represents the cost for removal and disposal of abandoned towers in the event that the TOWER is abandoned and the TOWER owner is incapable and unwilling to remove the TOWER in accordance with Subsection I below.

(2) Bonding and surety shall be consistent with the provisions in the Chapter 155, Subdivision of Land. Furthermore, the PLANNING BOARD shall require the submission of proof of adequate insurance covering accident or damage."

10. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-23 "Impact Fees" subsection F revising the numbering as follows:

"F Waivers

~~(1)~~ The PLANNING BOARD may grant full or partial waivers of IMPACT FEEs where the PLANNING BOARD finds that one (1) or more of the following criteria are met with respect to the particular public capital facilities for which IMPACT FEEs are normally assessed:

(~~a~~1) The PLANNING BOARD may agree to waive all or part of an IMPACT FEE ASSESSMENT and accept in lieu of a cash payment, a proposed contribution of real property or facility improvements of equivalent value and utility to the public. Prior to acting on a request for a waiver of IMPACT FEEs under this provision that would involve a contribution of real property or the construction of capital facilities; the PLANNING BOARD shall submit a copy of the waiver request to the City Council for its review and consent prior to its acceptance of the proposed contribution. The value of contributions or improvements shall be credited only toward facilities of like kind, and may not be credited to other categories of IMPACT FEE ASSESSMENT. The APPLICANT shall pay all costs incurred by the City for the review of such proposal, including consultant and counsel fees."

11. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-25 "Floodplain Development" subsection J revising the numbering as follows:

"J. General Standards.

In all AREAs OF SPECIAL FLOOD HAZARD, the following standards are required:

(1) Anchoring

(a) All NEW CONSTRUCTION and SUBSTANTIAL IMPROVEMENTs shall be designed or modified and adequately anchored to prevent flotation, collapse or lateral movement of the STRUCTURE resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.

(b) All MANUFACTURED HOMEs to be placed or SUBSTANTIALLY IMPROVED within AREAs OF SPECIAL FLOOD HAZARD shall be elevated on a permanent foundation, such that the LOWEST FLOOR of the MANUFACTURED HOME is at least two (2) feet above the BASE FLOOD ELEVATION and shall be securely anchored to resist flotation, collapse or lateral movement by providing over-the-top or frame ties to ground anchors. Specific requirements shall be that:

(~~i~~1) Over-the-top ties shall be provided at each of the four (4) corners of the MANUFACTURED HOME, with two (2) additional ties per side at intermediate locations, with MANUFACTURED HOMEs less than fifty (50) feet long requiring one (1) additional tie per side, or;

(~~ii~~) Frame ties shall be provided at each corner of the home, with five (5) additional ties per side at intermediate points, with MANUFACTURED HOMEs less than fifty (50) feet long requiring four (4) additional ties per side.

(~~iii~~2) All components of the anchoring system shall be capable of carrying a force of four thousand eight hundred (4,800) pounds.

(~~iv~~3) Any additions to the MANUFACTURED HOME shall be similarly anchored."

12. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-27 "Conservation District" subsection G revising the numbering as follows:

"G Boat docks. A boat dock may be allowed on a residential lot, provided that the following provisions are met:

(~~a~~1) The dock is for recreational and accessory use only.

(~~b~~2) One dock is allowed per lot.

(~~c~~3) The beneficiary of an easement or right-of-way, recorded at the Strafford County Registry of Deeds prior to the October 10, 1986, amendment posting date for the purpose of providing water access to non-waterfront lots, shall be entitled to one boat dock within the prescribed easement or right-of-way.

(~~d~~4) All applicable state and federal approvals have been received.

(~~e~~5) A dock may be provided a maximum space for two slips. Joint use of private docks by adjoining waterfront residents, not to exceed two slips per lot, shall be encouraged when appropriate."

13. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-27.1 "Wetlands Protection District" subsection C(1) updating the Code of Administrative Rules citation and removing the paragraph space as follows:

"(1) The Wetlands Protection District is hereby determined to be all areas of wetlands as defined by RSA 482-A:2, X and New Hampshire Administrative Rule ~~Wt 101.~~103 Env-Wt 101.113, which states a "'Wetland' means an area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support and that under normal conditions does support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands include, but are not limited to, swamps, marshes, bogs and similar areas. For the purpose of this section, the delineation of wetland protection

district boundaries shall be consistent with NHDES Wetlands Bureau Rules Env-Wt. 301.01 or successor regulations"

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-27.1 "Wetlands Protection District" subsection D(1)(a) by removing "(i)" as follows:

"D. Procedural requirements.

(1) Presence of Wetland Protection District on site.

(a) Where field investigation indicate that a Wetland Protection District is present on a proposed development site, those wetlands shall be delineated on the basis of hydrophytic vegetation, hydric soils, and wetlands hydrology in accordance with the techniques outlined in the Corps of Engineers Wetlands Delineation Manual, Technical Report Y-87-1, (January, 1987) or successor document. The hydric soils component of wetlands delineations shall be determined in accordance with the manual Field Indicators for Identifying Hydric Soils in New England (Version 2, July 1998, published by the New England Interstate Water Pollution Control Commission) or successor document. Pursuant to RSA 310-A:75 through 310-A: 87, a Certified Wetland Scientist shall conduct this delineation.

~~(i)~~ A Certified Wetland Scientist is defined as: "a person who, by reason of his or her special knowledge of hydric soils, hydrophytic vegetation, and wetland hydrology acquired by course work and experience, as specified by RSA 310-A:84, II-a and II-b, is qualified to delineate wetland boundaries and prepare wetland maps; to classify wetlands; to prepare wetland function and value assessments; to design wetland mitigation; to implement wetland mitigation; to monitor wetlands functions and values; and to prepare associated reports, all in accordance with standards for identification of wetlands adopted by the New Hampshire Department of Environmental Services or the United States Army Corps of Engineers or its successor, and who has been duly certified by the board." (RSA 310-A:76) If necessary, a botanist shall be used in conjunction with the wetlands scientist to identify wetland vegetation where

required. The botanist shall have equivalent and practical experience to that of the wetlands scientist."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-27.1 "Wetlands Protection District" subsection E(2)(a) updating the Code of Administrative Rules and renumbering as follows:

"E. Permitted uses.

~~(1) Any use otherwise permitted by this Chapter, except on-site sewage disposal systems, may be permitted in a Wetland Protection District. Any use permitted under Section E (1) must first receive conditional use approval as provided for in Section F before any BUILDING permit or subdivision/site plan can be approved.~~

~~(a) Crossing of a Wetland Protection District as provided for in Section F(1).~~

~~(b) The construction or reconstruction of FENCES, footbridges, catwalks, boat docks and wharves does not require a conditional use permit, provided that:~~

~~(i) Said STRUCTUREs are constructed on posts or pilings so as to permit unobstructed flow of water and are designed in compliance with the New Hampshire Wetlands Board Code of Administrative Rules (WT 400 and 600).~~

~~(ii) The natural contour of the wetland is preserved.~~

~~(iii) All other applicable provisions of the city's Zoning Ordinance have been met."~~

"E. Permitted uses. Any use otherwise permitted by this chapter, except on-site sewage disposal systems, may be permitted in a Wetland Protection District. Any use permitted under Subsection E must first receive conditional use approval, as provided for in Subsection F, before any building permit or subdivision/site plan can be approved.

(1) Crossing of a Wetland Protection District as provided for in Subsection F(1).

(2) The construction or reconstruction of fences, footbridges, catwalks, boat docks and wharves does not require a conditional use permit, provided that:

(a) Said structures are constructed on posts or pilings so as to permit unobstructed flow of water and are designed in compliance with the New Hampshire Wetlands Bureau Administrative Rules Chapters Env-Wt 400 and Env-Wt 600
(b) The natural contour of the wetland is preserved.
(c) All other applicable provisions of this chapter have been met."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-27.1 "Wetlands Protection District" subsection G(1)(a) updating the clarifying the distance is measured in "feet" :

> *"*(a) *Buffers Established.* Buffers are hereby established around and encircling all wetlands other than those that were created as legally permitted sedimentation/detention basins or roadside drainage ditches. The minimum width of the wetland buffers shall be fifty (50) feet horizontal distance as measured outward from the perimeter edge of the wetland. Wherever a permit to fill a wetland has been issued by either the New Hampshire Department of Environmental Services (NHDES) or the U.S. Army Corps of Engineers (USACOE), the perimeter of the wetland shall be deemed to be the new edge between the fill as placed in accordance with the permit and the remaining wetland. If there is no remaining wetland, there is no buffer. All other wetland edges shall be determined in accordance with Section D (1) above."

14. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-28.2 "Residential-Commercial Mixed Use (RCM) Overlay District" subsection renumbering and ordering the section as follows:

A. **"**Purpose and intent.
(1) The Residential-Commercial Mixed Use Overlay District is designed as an overlay district that allows a mixture of residential use and commercial uses on one parcel. In order for a developer to utilize these regulations, the Planning Board shall have granted a conditional use permit. The district includes options which enable and encourage greater flexibility in the design of residential housing for older persons with commercial projects. The overlay permits development of large tracts of land on a development-plan basis which allows flexibility in internal road design, with reduced dwelling lot sizes and modified dimensional requirements.

(2) The mixed residential and commercial uses are intended to be complementary to one another and to create a sense of community between the mixed uses. Housing and commercial uses can be developed to provide appropriate use of land, facilitate the economical and efficient provision of public services, promote open space conservation, protect the natural and scenic attributes of the land, and expand opportunities for the development of housing for older persons, as defined under RSA 354-A:15, outside the traditional residential developments.

B. Conditional use permit.

(1) Conditional use approval may be granted by the Planning Board (RSA 674:21, II) after proper public notice and public hearing, provided that the proposed project complies with the following standards:

(a) The applicant demonstrates that the development complies with the design guidelines that are outlined in § 153-16 of the Site Review Regulations. These guidelines encourage a context-sensitive development, which encourages components that act as one project and not as two adjacent projects.

(b) The applicant demonstrates that the development poses no detrimental effects on surrounding properties. Potential areas of impact that need to be analyzed include, but are not limited to, vehicular traffic, noise, property value, visual blight, natural resources degradation, light pollution, and offensive emissions such as dust, odor, or smoke.

(c) The applicant shall submit a fiscal impact analysis as defined in § 157-21C(1)(b) of the Land Subdivision Regulations. The analysis shall demonstrate that the project is at least a cost-neutral project for the City at present and 10 years from the occupation.

(2) Conditional use approval shall be subject to a formal agreement between the Planning Board and the applicant. Said agreement shall be recorded at the Strafford County Registry of Deeds.

C. Location. The Residential-Commercial Mixed Use Overlay District shall include any parcel located within the B-4, I-4 or ETP zone which is greater than 50 acres and has the ability to connect into municipal water and sewer.

D. Permitted uses. The following uses are permitted:

(1) Principal uses.

(a) Housing for older persons as that term is defined under RSA 354-A:15 and 42 U.S.C. § 3607(b)(2) and the regulations adopted thereunder in the following settings:

[1] ~~(i)~~ Single-family dwelling,

~~a.~~ including the use of manufactured housing.

[2] ~~(i)~~Two-family dwelling.
[3] ~~(ii)~~Three- to four-family dwelling.
[4] ~~(iiii)~~Multifamily dwelling.
[5] ~~(iv)~~ Manufactured housing parks (permitted outright without a special exception).

(b) Public and private utilities.

(c) Nonresidential uses as allowed as follows:

[1] ~~(i)~~ Any use allowed in the underlying zone that is compatible with housing for older persons.
[2] ~~(ii)~~ Barber or beauty shop.
[3] ~~(iii)~~ Bank.
[4] ~~(iv)~~ Eating/drinking establishments (no drive-through service).
[5] ~~(v)~~ Bed-and-breakfast.
[6] ~~(vi)~~ Office.
[7] ~~(vii)~~ Retail store.
[8] ~~(viii)~~ Theater.
[9] ~~(ix)~~ Adult day care.
[10] ~~(x)~~ Nursing homes ~~(~~in areas not serviced by City water and sewer utilities at a density of one bedroom per 10,000 square feet of land; in areas serviced by City water and sewer utilities at a density of one bedroom per 7,500 square feet of land).
[11] ~~(xi)~~ Congregate care facilities ~~(~~in areas not serviced by City water and sewer utilities at a density of one unit per 10,000 square feet of land; in areas serviced by City water and sewer utilities at a density of one unit per 7,500 square feet of land).
[12] ~~(xii)~~ Other uses compatible with housing for older persons may be approved via Conditional Use, using the criteria in 170-20 B(2).
[13] ~~(xiii)~~ Nonresidential uses in existence at the adoption of this section on adjacent parcels shall be allowed to expand within the development if conceptually shown on the approved plan.

(2) Accessory uses.

(a) Recreational facilities.
(b) "Community building," defined as a building used as a place of meeting, recreation or social activity typically for use by the residents of a particular development.
(c) Maintenance buildings.
(d) Rental and sales offices.

E. Procedural concepts.

(1) The developer shall prepare a development plan, which locates the proposed types of nonresidential and residential development, utilities, access roads, and public ways. The parcels comprising the development may be under separate ownership but shall

be treated as one development and shall be bound by the approval granted for the entire development plan. If approval is granted, individual lots must be developed as part of the larger development plan and phasing outlined below, and not separately. The development plan must identify the percentage of the nonresidential uses, residential uses and open space. Nonresidential and/or mixed-use uses must comprise at least 55% of the total proposed floor area for the development (outdoor display areas may be counted towards the minimum required floor area); residential uses must not exceed 45% of the total proposed floor area for the development. A building shall be considered "mixed-use," provided that at least 50% of the floor area of the first floor is reserved as commercial space and provided that such commercial space is located roughly in the front half of the building and extends the length of the building facade. Residential accessory uses (e.g. mechanical, storage, laundry, etc.) are permitted to be located within the back half of the first floor of any mixed-use building.

(2) A minimum of 20% of the area of the original tract shall be reserved as open space and identified as such on the development plan. Fifty percent of the required open space (as defined in § 157-60) must be usable uplands and reasonably accessible to all property owners in the project. Any open space provided above 20% may be mixed wetlands and upland.

(3) Residential uses require that the calculation of permitted density shall be completed through the submission of a yield plan (as defined in § 157-60) applied to the development lot and not individually to the internal dwelling lots.

(4) For residential development that includes two-family, three- to four-family or multifamily dwellings, density shall be based upon calculating one unit per 40,000 square feet of contiguous upland, and using 150 feet of frontage on a public roadway.

(5) For single-family residential density shall be based upon calculating one unit per 10,000 square feet of contiguous upland, and using 100 feet of frontage on a public roadway.

(6) The development plan may be phased for a term of five years. The phasing plan shall contain provisions which promote the mixed use of the site consistent with Subsection A. For the purposes of this section, development shall include:

(a) ~~(1)~~ Construction of structures;
(b) ~~(2)~~ Environmental remediation;
(c) ~~(3)~~ Site preparation or demolition;
(d) ~~(4)~~ Roadway utility or recreation and common area design and construction; and
(e) ~~(5)~~ Bonding or other security for site development.

(7) The phasing plan shall provide that no more than 50% of the residential development may be occupied prior to completion of between 25% and 50% of the nonresidential structures, as negotiated between the Planning Board and the developer.

(8) Provided that the developer is making reasonable efforts to develop the site, the Planning Board may extend the initial five-year phasing period, provided a request for extension is submitted before the expiration of the initial five-year phasing term.

(9) ~~(1)~~ Residential development plan guidelines.

(a) The developer shall be permitted to allocate permitted density among internal dwelling lots in a flexible and creative manner. The sum total of the permitted density shall not exceed the permitted density of the development lot or legal lot. Layouts may include individual lots or a cluster of units without lot lines.

(b) Dwelling layouts shall be so designed that parking is screened from external roadways by garages, building locations, grading or screening. Major topographical changes or removal of existing trees shall be avoided wherever possible, and water, wetlands, and other scenic views from the external streets shall be preserved as much as possible.

(c) Where possible, it is desirable and encouraged to mix residential and nonresidential uses. This may be achieved through situating the buildings close to each other, or though allowing structures to house residential, preferably on the second or above floor, with nonresidential on the first floor. Creativity and flexibility is encouraged, and the development plan may offer another option for mixing uses. Units created through the TDR program are not required to be housing for the elderly, as that term is defined under RSA 354-A:15 and 42 U.S.C. § 3607(b)(2).

(d) All residential development must adhere to architectural design guidelines. Said standards will reflect a New England village motif and include structures with peaked roofs and architectural shingles. The guidelines for this development are included in Chapter 153, Site Review Regulations,

(e) All manufactured houses shall adhere to the standards outlined in Chapter 101, Manufactured Home Parks, with the exception of §§ 101-3, 101-4, 101-5, 101-6, and 101-7F, which shall be controlled by the provisions hereof and unless noted below. Where there is a difference in the requirements between this overlay district and the provisions of Chapter 101, Manufactured Home Parks, the provisions of the overlay district shall apply.

(10) ~~(2)~~ Nonresidential development plan guidelines.

(a) The general character of the nonresidential structures within the development lot is intended to be a pedestrian-friendly setting, with emphasis on the natural characteristics of the site. The site design should create a sense of character and cohesiveness through landscaping, facade treatment, and signage.

(b) The guidelines for this development are included in Chapter 153, Site Review Regulations, § 153-16.

F. Standards and regulations.

(1) Internal roads. As part of the approval of the conditional use permit, the Planning Board shall determine whether internal roads shall be public or private. If a road is determined to be private, no municipal services shall be provided other than public safety, utilities maintenance, and regulatory services. Unless noted below, roadways shall conform to the street design criteria laid out in the Code.

(a) Minimum internal right-of-way.
[1] ~~(i)~~ Maximum residential: 35 feet.
[2] ~~(ii)~~ Maximum nonresidential: 50 feet.

(b) Minimum pavement width.
[1] ~~(i)~~ Minimum residential: 20 feet.
[2] ~~(ii)~~ Minimum nonresidential: 28 feet.
[3] ~~(iiii)~~ Minimum sidewalk pavement width: five feet.
[4] ~~(iv)~~ Minimum bike/Segway®/golf cart path width: five feet.

(c) Minimum tangent length at intersections: 75 feet.
(d) Maximum street angle at intersections: 60°.
(e) Minimum center-line radius: 100 feet.
(f) Minimum tangent length between reverse curves: 50 feet.

(2) Dimensional requirements.

(a) Nonresidential/mixed-use buildings.
[1] ~~(i)~~ Minimum structure setback from external lot line: 50 feet.
~~(a)~~ Expanding existing nonresidential uses are not held to this setback.
[2] ~~(i)~~ Minimum structure setback from external right-of-way: 50 feet.
[3] ~~(ii)~~ Maximum nonresidential building height: 55 feet.
[4] ~~(iii)~~ For all other dimensional requirements for nonresidential structures and parking setbacks refer to the underlying zone.

(b) Residential dwellings.
[1] ~~(i)~~ Minimum structure and parking setback from external lot line: 50 feet.
[2] ~~(ii)~~ Minimum structure and parking setback from external row: 100 feet.
[3] ~~(iiii)~~ Maximum residential building height: 35 feet.
[4] ~~(iv)~~ Minimum frontage on internal road: 40 feet.
[5] ~~(v)~~ Minimum setbacks:
[a] Front yard setbacks: 20 feet.
[b] Distance between buildings: 24 feet.

(3) Parking.

(a) All dwelling units shall require two independently accessible parking spaces per unit, except that the congregate-care and nursing-home requirements shall be as otherwise defined by this chapter. Nonresidential uses shall comply with parking requirements defined by this chapter.

(b) Overnight parking shall not be permitted on internal roadways."

15. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-28.3 "Groundwater Protection" subsection F(2)(b) removing the reference to RSA 146-E:4 as follows:

"(b) Pursuant to Chapter 109-27, Fire Prevention and Life Safety~~, and RSA 146-E:4,~~ on-premise use heating oil tank facilities shall comply with the provisions of the National Fire Protection Association Standard NFPA 31, "Installation of Oil-Burning Equipment".

16. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-52 "Zoning Board of Adjustment", revising section C(1)(a) as follows:

"(a) To hear and decide appeals where it is alleged there is error in any order, requirements, decision or determination made ~~by the~~ in the enforcement of this Chapter (interpretation of ordinance)."

17. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-29-6 "Criteria for Non-conforming EXPANSIONs", revising section A(1) as follows:

"~~A~~ EXPANSION of EXISTING EXCAVATIONs located in an area in which EXCAVATIONs are no longer permitted by zoning that was in effect on August 4, 1989 may be restricted or modified with conditions by the PLANNING BOARD, if after notice to the owner and a public hearing, the PLANNING BOARD finds that the EXPANSION will have a substantially different and adverse impact on the NEIGHBORHOOD. Impacts will vary depending upon the particular NEIGHBORHOOD; nevertheless, the following criteria will be taken into consideration:

(~~1~~A)The EXCAVATION will not cause a diminution in area property values or unreasonably change the character of the NEIGHBORHOOD.

(~~2~~B)The EXCAVATION will not create any NUISANCE or create health or safety hazards.

(~~3~~C)The EXCAVATION will not unreasonably accelerate the deterioration of highways or create safety hazards in the use thereof."

18. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Chapter 170-29-7 "Operation Standards", revising section A(1) as follows:

"~~A~~ For EXCAVATIONS not requiring a permit, the following standards apply. For those EXCAVATIONs requiring a permit, these standards are considered to be the minimum; more stringent standards such as are consistent with the purpose of these regulations may be applied, as deemed necessary by the PLANNING BOARD.

(~~1~~A)No EXCAVATION shall be permitted within fifty (50) feet of the boundary of a disapproving ABUTTER, within one hundred fifty (150) feet of a dwelling that either existed or for which a BUILDING permit has been issued at the time the EXCAVATION is commenced.

(~~2~~B) No EXCAVATION shall be permitted below road level within fifty (50) feet of the right-of-way of any public highway as defined in RSA 229:1 unless such EXCAVATION is for the purpose of said highway.

(~~3~~C) Vegetation or suitable BERM or combination of both shall be maintained or provided within the peripheral areas of items (1) and (2) of this section.

(~~4~~D) No fuels, lubricants or other toxic or polluting chemicals shall be stored on-site unless in compliance with State laws or rules pertaining to the storage of such materials.

(~~5~~E) Where temporary SLOPEs will exceed a one to one (1:1) grade, a FENCE or other suitable barricade shall be erected to warn of danger and/or to limit access to the site.

(~~6~~F) Appropriate drainage shall be provided to prevent the accumulation of freestanding water for prolonged periods.

(~~7~~G) EXCAVATION practices that result in continued siltation of surface waters or any degradation of water quality of any public or private water supplies are prohibited.

(~~8~~H) No EXCAVATION shall be permitted within one hundred (100) feet of any great pond, navigable river, or any other standing body of water ten (10) acres or more in area, or within fifty (50) feet of any other stream, river or brook which normally flows throughout the year, or any naturally-occurring standing body of water less than ten (10) acres, prime wetland as designated in accordance with RSA 482-A: 15, I or any other

wetland area as defined by the Department of Environmental Services (DES) and, Chapter 170, Zoning, Article VII, 170-27.1.C.

(~~9~~I) Sand and gravel extraction operations shall not excavate below an elevation four (4) feet above the seasonal high water table observed when the associated water supply well has not been operating for at least two (2) weeks prior to the date of measurement. Refer to section 170-28.3, Groundwater Protection, for monitoring report requirements."

19. TAKES EFFECT

This ordinance shall take effect upon passage and publication of notice as required by RSA 47:18.

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Councilor Dennis Ciotti City Council Planning Board Representative
Approved as to Legal Form and Compliance:	Joshua M. Wyatt City Attorney		
Recorded by:	Susan Mistretta City Clerk		

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor, Robert Carrier		
Deputy Mayor, Dennis Ciotti, Ward 2		
Councilor Michelle Moffet Lipinski, Ward 1		

Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Lindsey Williams, At Large		
Councilor John O'Connor, At Large		
Total Votes:		
Resolution does | does not pass.		

ORDINANCE BACKGROUND MATERIAL:

The amendments provided to the Council for ratification are derived from suggestions raised by General Code, as part of the migration to its Code/Ordinance management system. In addition, the Planning Board responded to community concerns regarding the architecture in downtown Dover. After working with the public, a steering committee and a consultant, amendments to the ordinance were developed, including updates to the use and dimensional tables. These tables are referenced in amendment 6 and attached herein.

Also included in the background is the required report of findings to the Board, and a copy of the letter mailed to each property owner in Dover. After public hearings in February, the Planning Board adopted corresponding amendments to the Site and Subdivision Regulations on February 26, 2019.

Amendment #	Section	Summary	Why
2	170-6	Amend definitions for Child Care Home and Porch and Fence	Correct a reference to a section in the site regs, and update definition – As recommended by General Code
3	170-8	Update the date of the Zoning Map to match codification	For consistency. *Date will reflect the ratification date.
4	170-25	Correct Floodplain Development reference	Correct a reference to a section in the ordinance – As recommended by General Code
5	170-27.1	Revise the definition of Certified Wetlands Scientist to meet state statute	Adding language per RSA 310-A:76 – As recommended by General Code
6	170-12	Complete footnote on HR table, update CWD footnotes, replace the CBD tables with updated ones	Footnote is missing a final clause, extend buffer protections in CWD, and coordinate with Arch. Design Standards into tables.
7	170-20	Update the streetscape requirements	Updates to public art and aesthetics requirements

Amendment #	Section	Summary	Why
8	170-20	Update architectural guidelines for downtown buildings to standards	Strengthen architectural requirements, especially at ground floor level, adding provisions for solar ready and green roof technologies
9	170-30.2	Amend the listed fees to refer to the Fee Schedule	Locate all fees in one location – As recommended by General Code
10	170-33	Revise the height of fences from 6 to 8 feet	To be consistent with the height allowed in all sections – As recommended by General Code.
11	170-53	Amend the listed fees to refer to the Fee Schedule	Locate all fees in one location – As recommended by General Code

The Planning Board created a steering committee in the summer of 2018 to review the existing architectural design guidelines in hopes of using grant funding from PlanNH to update the guidelines into Standards. Over the fall and winter the consultant, Resiliency Planning, worked to draft language, which was presented as a first draft to the Planning Board on February 26, 2019. The Steering Committee and consultant revised language in March, presenting an updated draft to the Board on April 9, 2019. On May 14th the Planning Board posted the amendments, making them temporarily the legal requirements. This triggered staff to mail the attached letter to all property owners encouraging attendance at two public hearings (June 11 and 25). Two residents attended and provided feedback, which was incorporated into the amendments, which were finally adopted after a third public hearing on July 23.

The Planning Board unanimously adopted amendments. Per Chapter 170 section 53 G, the City Council now holds a public hearing, and review of the amendments. It may adopt the amendments as a whole, or separate the elements into 10 separate votes. As the amendments are comprehensive in nature, the Council may WAIVE a second letter to all property owners, by majority vote. The Council may overturn the amendments, via a vote of not less than two/thirds (2/3) of its membership present and voting.

CITY OF DOVER

CITY OF DOVER – ORDINANCE

Ordinance Number: **O – yyyy.mm.dd -**
Ordinance Title: Updating the Dover Zoning Ordinance
Chapter: 170

The City of Dover Ordains:

1. PURPOSE

The purpose of this ordinance is to amend Chapter 170 of the Code of the City of Dover, entitled Zoning, by updating the Code to reflect changes in the community and in land use regulations.

2. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-7 "Establishment of Districts", to add a new "Gateway" (G) district to subsection A (3) "Mixed Use".

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-7 "Establishment of Districts", to add a new subsection (f) and purpose statement to subsection B (3) to read as follows:

"(f) Gateway (G). The purpose of this district is to mark a transition point where you move from the less developed area (the highway, the rural landscape, etc.) to a more formal, densely developed urban core (multi-story buildings, civic buildings, etc.). In Dover the primary Gateways (eg Central Avenue north and south of the downtown core, Broadway, and Portland Avenue) are generally dominated by commercial activity, with buildings of a lower height than those located downtown. Some residual residential activity occurs occasionally as stand-alone buildings, but frequently residential activity is located above ground floor commercial uses. A modest distance between the building and the street exists, with a fair amount of landscaping."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Central Business District" (CBD) to "Gateway" (G) District an area of approximately 109 acres located along XXXX and XXX Drive, consisting of Map X lots X, X, X, and Map C lot C."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Office" (0) to "Gateway" (G) District an area of approximately .77 acres located along Reservoir Street and Mount Vernon Street, consisting of Map 29 lots 1, 5, 6 and 7"

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from Urban Density Multi-Residential District (RM-U) to "Gateway" (G) District an area of approximately .38 acres located along Reservoir Street and Mount Vernon Street, consisting of Map 30 lots 141-B"

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Restricted Industrial" (I-1) to "Gateway" (G) District an area of approximately 24 acres located along Locust Street and Rutland Street, consisting of Map 15 lots 35, 36, 37, 38, 39, 41, 42, 21, and 62 as well as the portion of Map 15 lots 40, 45 and 51 zoned I-1"

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Restricted Industrial" (I-1) to "Gateway" (G)

District an area of approximately 9.4 acres located along Oak Street, consisting of the portions of Map 24 lot 2-A and Map 26 lot 3-1 zoned I-1"

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Thoroughfare Business" (B-3) to "Gateway" (G) District an area of approximately 21.9 acres located along Portland Avenue and Oak Street, consisting of Map 25 Lots 43, 43-A, 43-C, 43-D, 43-E, 43-F, 43-G, 43-H, 47, and 48 and the portion of Map 25 lots 43-B, 46 zoned B-3."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Office" (O) to "Gateway" (G) District an area of approximately 25 acres located along New Rochester Road, consisting of Map 39 lots 17, 18, 29, 26, 27, 28, 29, 36, 37, 38, 39, 49, 50, 51, 52, 63, 64, 69A, 69E, 69F, 69I, 69J, 69K, 99, 100, 101, and 106 and Map 40 lots 4, 5, 6, 13, 14, 15, 16, 35, 35-A, 36, 37 and 38 and the portions of Map 39 lots 34, 47, 53, 61, 66, 75, 102, 103, 104 and 105 and Map 40 lots 2, 7, 12, 38, 38B, 38F, 47 and 17 zoned O"

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Neighborhood Business" (B-1) to "Gateway" (G) District an area of approximately 5.2 acres located along Dover Point Road and Old Dover Point Road, consisting of Map M lots 24, 24-A, 25, 26, 48, and 49."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Highway Business" (B-5) to "Gateway (G) District an area of approximately 30 acres located along Central Avenue, consisting of Map 15 lots 4, 19, 20 and 71 and Map 16 lots 1, 2, 3, 5, 6, 7, 8, 9, 10. 11. 13-A and 38 and Map 17 lots 76 and 76-E-1."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Low Density Residential" (R-20) to "Gateway" (G) District an area of approximately 7.4 acres located along Durham Road, consisting of Map H lot 11, and Map I lot 7"

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Medium Density Residential" (R-12) to "Gateway" (G) District an area of approximately 17.2 acres located along Cataract Avenue and Rutland Street, consisting of Map 13 lots 23, 24, 25, 26, 27, and Map 15 lots 14, 15, 16, 17, 18, 58, 59, 60, 61, 63, 65, 66A, 15-1, 66."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Suburban Density Multi-Residential" (RM-SU) to "Gateway" (G) District an area of approximately 7.9 acres located along Cataract Avenue and Rutland Street, consisting of Map 14 lots 14, 16, 17, 17-A, and Map 15 lotS 12, 13, 13-A, 13-B."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-20 "Central Business District Regulations" as a whole by replacing any instance of the term "Downtown Gateway Sub-district " with Gateway District"

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-12 "Applicability of tables of use and dimensional regulations by district", to remove the "Downtown Gateway" table and replace it with a "Gateway" table, in the same order as 170-7, to read as attached:

3. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-7 "Establishment of Districts", to remove the "Restricted Industrial" (I-1) district from subsection A (2) "Nonresidential".

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-7 "Establishment of Districts", to remove the "Restricted Industrial" (I-1) district from subsection B (2) (e) "Nonresidential", eliminating the purpose statements [1] and [2] and renumbering subsequent items to reflect the elimination.

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from Restricted Industrial (I-1) to Urban Density Multi-Residential District (RM-U) District an area of approximately 4.2 acres located along

Maple Street, consisting of Map 30 lots 19, 19-A and 19-B, and the portion of Map 30 lots 4 and 18 zoned I-1"

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-12 "Applicability of tables of use and dimensional regulations by district", to remove the "Restricted Industrial" (I-1) table in its entirety.

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by eliminating Section 170-19 "Flexible Uses in the I-1 District" in its entirety and replacing it with a "reserved" notation.

4. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Medium Density Residential" (R-12) to "Hotel/Retail" (B-4) District an area of approximately 20 acres located along Indian Brook Drive, Alder Lane, Wilbroad Ave and Glenwood, consisting of Map D lots 18-3, 18-4, 18-5, 18-6, 18-9, 18-10 and the portion of Map D lots 18-7 and 18-8 from the Centerline of Indian Brook drive into the lot 200' and the portion of Map D lots 19 and 20, the portion of the lot between the Indian Brook Drive centerline and 400; from Glenwood."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Medium Density Residential" (R-12) to "Executive and Technology Park" (ETP) District an area of approximately 14 acres located along Sixth Street, consisting of Map E lots 20, 20-D, 73, 73-A, and the portion of Map E lot 19 up to 400' from the Sixth Street centerline and Map E lots 19 and 19B."

5. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-7 "Establishment of Districts", to remove the "Neighborhood Business" (B-1) district from subsection A (2) "Nonresidential".

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-7 "Establishment of Districts", to remove the "Neighborhood Business" (B-1) district from subsection B (2) (a) "Nonresidential", eliminating the purpose statements and renumbering subsequent items to reflect the elimination.

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Neighborhood Business" (B-1) to "Thoroughfare Business" (B-3) District an area of approximately .5 acres located along Weeks Lane, consisting of Map 39 lot 4 and Map 38 lot 38."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Medium Density Residential" (R-12) to "Thoroughfare Business" (B-3) District an area of approximately .4 acres located along Pinecrest Lane, consisting of Map 38 lots 38 Lots 41 and 42."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-12 "Applicability of tables of use and dimensional regulations by district", to remove the "Neighborhood Business" (B-1) table in its entirety.

6. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Rural Residential" (R-40) to "Hotel/Retail" (B-4) District an area of approximately 39 acres located along Durham Road and Mast Road, consisting of Map H lots 4-2, 4-B, 4-G, 4-L, 5 and 5A and Map I lot 22A, and the portion of Map I lot 22 that is 225' off the centerline of Mast Road and 194' off Durham Road."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Low Density Residential" (R-20) to "Hotel/Retail" (B-4) District an area of approximately 3.4 acres located along Durham Road and Mast Road, consisting of Map I lots 20-E, 20-F, 20-G, 20-H, 21, and 20-J."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

7"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Low Density Residential" (R-20) to "Suburban Density Multi-Residential" (RM-SU) District an area of approximately 2.3 acres located along Surrey Run, consisting of Map I lot 20I"

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Rural Residential" (R-40) to "Office and Assembly" (I-4) District an area of approximately 29 acres located off Durham Road and Spruce Lane, consisting of a portion of Map I lot 27."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Hotel/Retail" (B-4) to "Office and Assembly" (I-4) District an area of approximately 45 acres located along Durham Road, consisting of Map I lots 22D, 24, 122, 123, 129, 131 and 132."

7. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Low Density Residential" (R-12) to "Rural Restricted Industrial District" (I-2) District an area of approximately 101 acres located along Littleworth Road and Old Littleworth Road, consisting of Map H lots 25, 26, 26-1, 26A, 27, 28A, 28, 28-1, 29-A, 29-A-1, 29-A-2, 29-A-3, 29-A-4, 29-A-5, 30, 31and 31-A, and Map 11 lots 1 and 2A and the portion of Map G lot 5 zoned R-20"

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Hotel/Retail" (B-4) to "Rural Restricted Industrial District" (I-2) District an area of approximately 54 acres located along Knox Marsh Road, consisting of Map H lots 32, 32A-1, 32A-2, 33, 33A, 33B, 33-B, 33-C, 33-E and 34."

8. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-7 "Establishment of Districts", to rename the "Rural Restricted Industrial" (I-2) District to "Commercial Manufacturing" (CM) District in subsection A(2) "Nonresidential".

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-7 "Establishment of Districts", to rename the "Rural Restricted Industrial" (I-2) District to "Commercial Manufacturing" (CM) District in subsection B(2).

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-12 "Applicability of tables of use and dimensional regulations by district", to remove the "Rural Restricted Industrial" (I-2) table and replace it with the "Commercial Manufacturing" (CM) District, in the same order as 170-7, to read as attached:

9. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-7 "Establishment of Districts", to rename the "Thoroughfare Business" (B-3) District to "Commercial" (C) District in subsection A (2) "Nonresidential".

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-7 "Establishment of Districts", to rename the "Thoroughfare Business" (B-3) District to "Commercial" (C) District in subsection B(2).

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-12 "Applicability of tables of use and dimensional regulations by district", to remove the "Thoroughfare Business" (B-3) table and replace it with the "Commercial" (C) District, in the same order as 170-7, to read as attached:

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Highway Business" (B-5) to "Commercial" (C) District an area of approximately 30 acres located along •Indian Brook Drive, New Rochester Rd and Willand Pond Ave, consisting of Map 39 lots 9, 11, 11-B, 15, 16, 76, 79, 80, 81, 82, 83, 93, 94, 95, 96, 97 and 113-B."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Hotel/Retail" (B-4) to "Commercial" (C) District an area of approximately 108 acres located along Indian Brook Drive, Heather Lane and Sixth Street, consisting of Map D lots 16-A, 16-F, 16-G, 17, 17-B, 17-C , 17-D, 17-E, 17-F , 18, 18-10, and the portion of Map D lots 16 and 16-B that is within 400' of the centerline of Sixth Street."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Hotel/Retail" (B-4) to "Office and Assembly" (I-4) District an area of approximately 72.3 acres located along Sixth Street, consisting of Map D lots 5A and 15 and the portion of Map D lot 16 and 16-B that is further than 400' from the centerline of Sixth Street."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Hotel/Retail" (B-4) to "Commercial" (C) District an area of approximately 77 acres located along Knox Marsh Road, consisting of Map H lots 37, 37-A, 37-B, 37-C, 38, 38-A, 38-B, 39, 40-B, 40, 40-6, 40-C, 40-C-1, 40-D, 40-E, 40-F, 40-G, and the portion of Map H lot 35-D that is zoned B-4."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Hotel/Retail" (B-4) to "Commercial" (C) District an area of approximately 48 acres located along Durham Road and Mast Road, consisting of Map H lots 1, 1-B, 2, 2B, 3, 4N, 4-1 and 4-3."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-7 "Establishment of Districts", to eliminate the "Hotel/Retail" (B-4) and "Highway Business" (B-5) District in subsection A(2).

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-7 "Establishment of Districts", to eliminate the "Hotel/Retail" (B-4) and "Highway Business" (B-5) District in subsection B(2).

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-12 "Applicability of tables of use and dimensional regulations by district", to remove the "Hotel/Retail" (B-4) table and "Highway Business" (B-5) table.

10. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-7 "Establishment of Districts", to rename the "Office and Assembly" (I-4) District to "Innovative Technology" (IT) District in subsection A(2) "Nonresidential".

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-7 "Establishment of Districts", to rename the "Office and Assembly" (I-4) District to "Innovative Technology" (IT) District in subsection B(2).

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-12 "Applicability of tables of use and dimensional regulations by district", to remove the "Office and Assembly" (I-4) table and replace it with the "Innovative Technology" (IT) District, in the same order as 170-7, to read as attached:

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Executive Technology Park" (ETP) to "Innovative Technology" (IT) District an area of approximately 406 acres located along Sixth Street, consisting of Map E lots 24, 24-1, 26-B, 27-1, 27-A, 27-B, 27-C, 17-D, 27-E, 28, 29, 31, 32, 32-1, 32-2, 32-4, 33, 70A and 70B."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising the official Zoning Map of the City of Dover, referred to in Section 170-8 of said Chapter as follows:

"The official Zoning Map of the City of Dover, New Hampshire, dated September 11, 2019, is amended by changing from "Executive Technology Park" (ETP) to "Innovative Technology" (IT) District an area of approximately 102 acres located along Pointe Place, consisting of Map K lots 18A-10, 19, 19-1, 19-2, 19-3, 19-4, 19-5, 19-7 and Map M lots

4, and 4-OPN, and the portion of Map K lots 19-C, 19-B, 22, 23, 24, 25, 25-B zoned ETP."

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-7 "Establishment of Districts", to eliminate the "Executive Technology Park" (ETP) District in subsection A(2).

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-7 "Establishment of Districts", to eliminate the "Executive Technology Park" (ETP) District in subsection B(2).

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-12 "Applicability of tables of use and dimensional regulations by district", to remove the "Executive Technology Park" (ETP) District table.

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-15 "Recreation Space and Separation between Use Requirements", to amend sub section F as follows:

"F. All screening and setback requirements pursuant to this section shall not be binding in the ~~ETP~~ IT or any Mixed Use Zoning District."

11. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-21 "Small Wind Energy Systems" to update and amend as follows:

" 170-21. ~~SMALL WIND~~ Alternative ENERGY SYSTEMS.

A. Authority/Purpose:

This ~~SMALL WIND~~ Alternative ENERGY SYSTEMs ordinance is enacted in accordance with RSA 674:62-66, and the purposes outlined in RSA 672:1-III-a. The purpose of this ordinance is to accommodate ~~SMALL WIND~~ Alternative ENERGY SYSTEMs in appropriate locations, while protecting the public's health, safety and

welfare. In addition, this ordinance provides a permitting process for ~~SMALL WIND~~ Alternative ENERGY SYSTEMs to ensure compliance with the provisions of the requirements and standards established herein.

B. Procedure for Review:

(1) Building Permit: ~~SMALL WIND~~ Alternative ENERGY SYSTEMs and met TOWERs are an ACCESSORY USE permitted in all zoning districts where STRUCTUREs of any sort are allowed. No ~~SMALL WIND~~ Alternative ENERGY SYSTEM shall be erected, constructed, or installed without first receiving a BUILDING permit from the Building Inspector. A BUILDING permit shall be required for any physical MODIFICATION to an existing ~~SMALL WIND~~ Alternative ENERGY SYSTEM. Met TOWERs that receive a BUILDING permit shall be permitted on a temporary basis not to exceed three (3) years from the date the BUILDING permit was issued.

(2) Consumer Use. For the purposes of this Section, Alternative energy systems are intended to be incidental and subordinate to a use on the same parcel and shall supply electrical power principally for on-site consumption.

a. To the extent net metering is allowed, excess power may be contributed to the grid. Should the excess power contributed exceed 125% of the power required on site for one year, the use shall be considered no longer be incidental and subordinate, and shall require Technical Review.

(3) Application: Applications submitted to the Building Inspector shall contain a site plan with the following information where appropriate:

(a) Property lines and physical dimensions of the APPLICANT's property.

(b) Location, dimensions, and types of existing major STRUCTUREs on the property.

(c) Location of the proposed ~~SMALL WIND~~ Alternative ENERGY SYSTEM, including, foundations, guy anchors and associated equipment.

(d) TOWER foundation blueprints or drawings.

(e) TOWER blueprints or drawings.

(f) SETBACK requirements as outlined in this ordinance.

(g) The RIGHT-OF-WAY of any public road that is CONTIGUOUS with the property.

(h) Any overhead utility lines.

(i) SMALL WIND ENERGY SYSTEM:

i. Specifications, including manufacturer, model, rotor diameter, TOWER HEIGHT, TOWER type, nameplate generation capacity.

ii. SMALL WIND ENERGY SYSTEMs that will be connected to the POWER GRID shall include a copy of the application for interconnection with their electric utility provider.

iii. Sound level analysis prepared by the WIND GENERATOR manufacturer or qualified engineer.

iv. Electrical components in sufficient detail to allow for a determination that the manner of installation conforms to the NH State Building Code.

v. Evidence of compliance or non-applicability with Federal Aviation Administration requirements.

(j) Solar Panel Systems

i. Specifications, including manufacturer, model, type, nameplate generation capacity.

ii. Solar Panels that will be connected to the POWER GRID shall include a copy of the application for interconnection with their electric utility provider.

iii. Electrical components in sufficient detail to allow for a determination that the manner of installation conforms to the NH State Building Code, as well as applicable Electric Code.

(k) List of ABUTTERs to the APPLICANT's property.

(4) ABUTTER and Regional Notification: In accordance with RSA 674:66, the Building Inspector shall notify all ABUTTERs and the local governing body by certified mail upon application for a BUILDING permit to construct an ~~SMALL WIND~~ Alternative ENERGY SYSTEM. The public will be afforded 30 days to submit comments to the Building Inspector prior to the issuance of the BUILDING permit. The Building Inspector shall review the application for regional impacts per RSA 36:55. If the proposal is determined to have potential regional impacts, the Building Inspector shall follow the procedures set forth in RSA 36:57, IV.

C. SMALL WIND ENERGY SYSTEM Standards:

(1) The Building Inspector shall evaluate the application for compliance with the following standards;

(a) SETBACK: The SETBACK shall be calculated by multiplying the minimum SETBACK requirement number by the SYSTEM HEIGHT and measured from the center of the TOWER base to property line, public roads, or nearest point on the foundation of an occupied BUILDING.

Minimum SETBACK Requirements			
Occupied BUILDINGs on Participating Landowner Property	Occupied BUILDINGs on Abutting Property	Property Lines of Abutting Property and Utility Lines	Public Roads
0	1.5	1.1	1.5

(i) SMALL WIND ENERGY SYSTEMs must meet all SETBACKs for principal STRUCTUREs for the zoning district in which the system is located.

(ii) Guy wires used to support the TOWER are exempt from the SMALL WIND ENERGY SYSTEM SETBACK requirements.

(b) TOWER: The maximum TOWER HEIGHT shall be restricted to thirty five (35) feet above the tree canopy within three hundred (300) feet of the SMALL WIND ENERGY SYSTEM. In no situation shall the TOWER HEIGHT exceed one hundred fifty (150) feet.

(c) Sound Level: The SMALL WIND ENERGY SYSTEM shall not exceed sixty (60) decibels using the A scale (dBA), as measured at the site property line, except during short-term events such as severe wind storms and utility outages.

(d) SHADOW FLICKER: SMALL WIND ENERGY SYSTEMs shall be sited in a manner that does not result in significant SHADOW FLICKER impacts. Significant SHADOW FLICKER is defined as more than thirty (30) hours per year on abutting occupied BUILDINGs. The APPLICANT has the burden of proving that the SHADOW FLICKER will not have significant adverse impact on neighboring or adjacent uses. Potential SHADOW FLICKER will be addressed either through siting or mitigation measures.

(e) SIGNs: All SIGNs including flags streamers and decorative items, both temporary and permanent, are prohibited on the SMALL WIND ENERGY SYSTEM, except for manufacturer identification or appropriate warning SIGNs.

(f) Code Compliance: The SMALL WIND ENERGY SYSTEM shall comply with all applicable sections of the New Hampshire State BUILDING Code.

(g) Aviation: The SMALL WIND ENERGY SYSTEM shall be built to comply with all applicable Federal Aviation Administration regulations including but not limited to 14 C.F.R. part 77, subpart B regarding installations close to airports, and the New Hampshire Aviation regulations, including but not limited to RSA 422-b and RSA 424.

(h) Visual Impacts: It is inherent that SMALL WIND ENERGY SYSTEMs may pose some visual impacts due to the TOWER HEIGHT needed to access wind resources. The purpose of this section is to reduce the visual impacts, without restricting the owner's access to the optimal wind resources on the property.

(i) The APPLICANT shall demonstrate through project site planning and proposed mitigation that the SMALL WIND ENERGY SYSTEM's visual impacts will be minimized for surrounding neighbors and the community. This may include, but not be limited to information regarding site selection, WIND GENERATOR design or appearance, buffering, and screening of ground mounted electrical and control equipment. All electrical conduits shall be underground, except when the financial costs are prohibitive.

(ii) The color of the SMALL WIND ENERGY SYSTEM shall either be the stock color from the manufacturer or painted with a non-reflective, unobtrusive color that blends in with the surrounding environment. Approved colors include but are not limited to white, off-white or gray.

(iii) A SMALL WIND ENERGY SYSTEM shall not be artificially lit unless such lighting is required by the Federal Aviation Administration (FAA). If lighting is required, the APPLICANT shall provide a copy of the FAA determination to establish the required markings and/or lights for the SMALL WIND ENERGY SYSTEM.

(i) Approved WIND GENERATORS: The manufacturer and model of the WIND GENERATOR to be used in the proposed SMALL WIND ENERGY SYSTEM must have been approved by the California Energy Commission or the New York State Energy Research and Development Authority, or a similar list approved by the state of New Hampshire, if available.

(j) Utility Connection: If the proposed SMALL WIND ENERGY SYSTEM is to be connected to the POWER GRID through NET METERING, it shall adhere to RSA 362-A:9.

(k) Access: The TOWER shall be designed and installed so as not to provide step bolts or a ladder readily accessible to the public for a minimum HEIGHT of eight (8) feet above the ground. All ground-mounted electrical and control equipment shall be labeled and secured to prevent unauthorized access.

(l) Clearing: Clearing of natural vegetation shall be limited to that which is necessary for the construction, operation and maintenance of the SMALL

WIND ENERGY SYSTEM and as otherwise prescribed by applicable laws, regulations, and ordinances.

D. Solar Panel Standards

a. Lot Coverage: solar systems do not constitute an increase to lot coverage unless the panel(s)/collector(s) and supporting structures constitute a building.

b. Placement of solar systems:

i. The height of a roof mounted solar panel shall not be counted towards the maximum permitted height of the structure it is affixed to the zoning district.

ii. Ground-mounted solar panels, shall not be located in the front yard and shall meet or exceed required side and rear yard setbacks for accessory buildings.

iii. In no case shall a ground mounted unit exceed 20 feet in height.

iv. When solar storage batteries are included as part of the solar energy system, they must be housed in a secure space or enclosure meeting the requirements of the City's building and electrical codes when in use and, when no longer used, shall be disposed of in accordance with all applicable City, state and federal laws and regulations.

E. ~~D.~~ Abandonment:

(1) At such time that a SMALL WIND ENERGY SYSTEM is scheduled to be abandoned or discontinued, the APPLICANT will notify the Building Inspector by certified U.S. mail of the proposed date of abandonment or discontinuation of operations.

(2) Upon abandonment or discontinuation of use, the owner shall physically remove the SMALL WIND ENERGY SYSTEM within ninety (90) days from the date of abandonment or discontinuation of use. This period may be extended at the request of the owner and at the discretion of the Building Inspector. "Physically remove" shall include, but not be limited to:

(a) Removal of the WIND GENERATOR and TOWER and related above-grade STRUCTUREs.

(b) Restoration of the location of the SMALL WIND ENERGY SYSTEM to its natural condition, except that any landscaping, grading or below-grade foundation may remain in its same condition at initiation of abandonment.

(3) In the event that an APPLICANT fails to give such notice, the system shall be considered abandoned or discontinued if the system is out-of-service for a continuous twelve (12) month period. After the twelve (12) months of inoperability, the Building Inspector may issue a Notice of Abandonment to the owner of the SMALL WIND ENERGY SYSTEM. The owner shall have the right to respond to the Notice of Abandonment within thirty (30) days from Notice receipt date. After review of the information provided by the owner, the Building Inspector shall determine if the SMALL WIND ENERGY SYSTEM has been abandoned. If it is determined that the SMALL WIND ENERGY SYSTEM has not been abandoned, the Building Inspector shall withdraw the Notice of Abandonment and notify the owner of the withdrawal.

(4) If the owner fails to respond to the Notice of Abandonment or if, after review by the Building Inspector, it is determined that the SMALL WIND ENERGY SYSTEM has been abandoned or discontinued, the owner of the SMALL WIND ENERGY SYSTEM shall remove the WIND GENERATOR and TOWER at the owner's sole expense within 3 months of receipt of the Notice of Abandonment. If the owner fails to physically remove the SMALL WIND ENERGY SYSTEM after the Notice of Abandonment procedure, the Building Inspector may pursue legal action to have the SMALL WIND ENERGY SYSTEM removed at the owner's expense.

F. ~~E.~~ Violation:

It is unlawful for any person to construct, install, or operate a SMALL WIND ENERGY SYSTEM that is not in compliance with this ordinance. SMALL WIND ENERGY SYSTEMs installed prior to the adoption of this ordinance are exempt from this ordinance except when MODIFICATIONs are proposed to the SMALL WIND ENERGY SYSTEM.

G. Penalties:

Any person who fails to comply with any provision of this ordinance or a BUILDING permit issued pursuant to this ordinance shall be subject to enforcement and penalties as allowed by RSA 676:17.

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-6 "Definitions" to add the following terms to read as follows:

"Alternative energy System means a system where energy is derived from a renewable natural source, such as the sun, wind, tides, or waves."

"Energy storage is the capture of energy produced at one time for use at a later time. A device that stores energy is generally called an accumulator or battery. Energy comes in multiple forms including radiation, chemical, gravitational potential, electrical potential, electricity, elevated temperature, latent heat and kinetic. Energy storage involves converting energy from forms that are difficult to store to more conveniently or economically storable forms."

"Geothermal energy means a system generating electricity by tapping into steam or hot water reservoirs underground; the heat is used to drive an electrical generator."

"Ground mounted solar means a system installed on the ground rather than on the roof of a building. This allows the solar panels to be placed anywhere on the property and mounted at any height, from a few inches to many feet off the ground. Ground mounted solar may include motorized ground-mounts that track the sun throughout the day, ensuring the panels are facing the sun at all times."

"Rooftop solar mean a photovoltaic system that generates electricity by capturing solar thermal energy and is mounted on the rooftop of a residential or commercial building or structure"

12. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-27.2 "Transfer of Development Rights" to update and amend as follows:

"170-27.2. TRANSFER OF DEVELOPMENT RIGHTS.

A. Authority. By the authority granted under RSA 674:21, this section creates overlay district(s) for the purpose of transferring DEVELOPMENT RIGHTS (TDR) within said districts.

B. Purpose and Intent. Within the City of Dover there are certain lands that possess significant conservation features, including but not limited to wetlands, groundwater recharge zones, forested areas, wildlife habitat, farmland, scenic viewsheds, historic landmarks, and linkages to other such areas. Because of their unique assemblages of flora and fauna and their significant contribution to the ecological system and/or the cultural identity of our community, these lands are worthy of special protection. The City of Dover furthermore, has a limited supply of land suitable for development. The purpose of this overriding district is to promote intensive development on the developable land possessing the least conservation value and to permanently protect lands possessing significant conservation features that provide unique values in their undisturbed condition.

   Additionally, it is recognized that the City of Dover has an Open Lands Committee and Conservation Commission who are active in protecting and preserving OPEN SPACE.

C. Applicability. Upon request by an APPLICANT for development approval and at the discretion of the PLANNING BOARD, the provisions of this subsection may apply to the district(s) defined in this subsection E below.

D. Districts Defined.

   (1) The Industrial TDR DISTRICT is hereby determined to be any ~~I-4~~ IT or ~~B-4~~ CM zoning district as shown on the Zoning Map for the City of Dover, New Hampshire, adopted December 9, 2009. The SENDING AREA is defined to be OPEN SPACE and related SETBACKs as defined by the City of Dover Wetland Protection District, Chapter 170-27.1, which are located in any ~~I-4~~ IT or ~~B-4~~ CM zoning district. The RECEIVING AREA is defined to be all remaining land in be any ~~I-4~~ IT or ~~B-4~~ CM zoning district.

   (2) The Residential TDR DISTRICT is hereby determined to be Residential districts noted or displayed on the Zoning Map for the City of Dover, New Hampshire, adopted December 9, 2009. The SENDING AREA is defined to be any land preserved by the City of Dover through conservation programs in the R-40 or R-

20 residential zoning districts. The RECEIVING AREA is defined to be all non-R-40 or R-20 zoning districts east of the Spaulding Turnpike which allow residential development.

a. If the units created are purchased, the receiving area may be any zoning district that allows residential development.

E. Procedural Requirements.

(1) At the discretion of the PLANNING BOARD, an APPLICANT for development approval within the RECEIVING AREA of the defined Industrial TDR DISTRICT may apply the performance standards specified in Subsection F below in return for the acquisition of land or DEVELOPMENT RIGHTS from the SENDING AREA within the same TDR DISTRICT. The performance standards for the Residential TDR DISTRICT are outlined in Subsection G below.

(2) A certified boundary survey of the associated land in the SENDING AREA shall be submitted as a supplement to the site plan or subdivision plan for development within the RECEIVING AREA.

(3) The owner of the subject OPEN SPACE within the SENDING AREA of the TDR DISTRICT shall SIGN all application materials as a co- APPLICANT of the development application. For residential application, proof of an agreement to sell DEVELOPMENT RIGHTS must be provided by the Conservation Commission.

(4) A sketch plan estimating layout of the development site and identifying the OPEN SPACE associated with the plan ~~shall~~ ~~may~~ be submitted to the PLANNING BOARD for review at a regularly scheduled meeting. The PLANNING BOARD, within thirty (30) days of its review of the sketch plan, shall determine if waivers will be granted as allowed in Subsections G and H below. Following this decision, a final application is prepared. The final application for development approval shall be reviewed in accordance with the standard plan review process and subjected to all applicable development regulations, except as provided in this section.

a. <u>The determination of whether a proposed TDR project requires a sketch plan review shall be made by the Director of Planning and Community Development based on initial discussions with the applicant. The</u>

determination, made in writing, shall be made prior to the submittal of any plans and shall specify the Director's reasoning, including a review of known conditions, including: traffic, existing layout/topography, environmental. This determination shall be included in the staff report to the Board. If the applicant does not agree with the Director's determination, they may appeal the decision to the Board at its next meeting.

b. If the sketch plan requires an environmental Conditional Use Permit to develop homes, the applicant must appear before the Conservation Commission for review and endorsement prior to the Planning Board's review.

(5) A perpetual easement or restrictive covenant shall be recorded at the Strafford County Registry of Deeds that preserves the designated OPEN SPACE within the SENDING AREA. Said easement or covenant may allow for the continuance of existing residential and agricultural activities, and may allow for utility and access crossings in accordance with subsection I below. The designation of the land protection agency to hold the easement shall be approved by the PLANNING BOARD.

F. Industrial Performance Standards.

(1) Land within a SENDING AREA, when surveyed, approved by the PLANNING BOARD and preserved by easement or covenant as specified in Subsection E above, may be counted for the OPEN SPACE requirement for a development site in a RECEIVING AREA. The amount of land preserved in a SENDING AREA shall equal or exceed the OPEN SPACE requirement for the development site, but in no case be less than one (1) acre. Notwithstanding, development sites within the ~~I-4~~ IT or ~~B-4~~ CM zoning districts shall maintain OPEN SPACE or landscaped area on at least ten percent (10%) of the site. The design of the development site shall locate the OPEN SPACE or landscaped area to maximize the aesthetic value of the site.

(2) The minimum LOT size requirement may be waived by the PLANNING BOARD for land subjected to the TRANSFER OF DEVELOPMENT RIGHTS.

(3) The minimum FRONTAGE requirement may be waived by the PLANNING BOARD for land subjected to the TRANSFER OF DEVELOPMENT RIGHTS provided that paved access to all developed areas suitable for emergency vehicles is approved by the PLANNING BOARD.

(4) SETBACKs for parking, paved areas, and BUILDINGs may be waived by the PLANNING BOARD, and be consistent with the intent to promote intensive development of suitable development sites. Notwithstanding, BUILDINGs shall be at least one hundred fifty (150) feet from residential STRUCTUREs that exist on the date of enactment of the ~~I-4~~ IT or ~~B-4~~ CM Zoning districts, and seventy five (75) feet from the LOT LINE of a disagreeing residential ABUTTER.

(5) The developer shall record covenants that address architectural considerations for STRUCTUREs, SIGNAGE and lighting that are designed to promote the highest possible aesthetic quality of the development site.

(6) A landscaping plan shall be submitted with a development application that depicts landscaping or OPEN SPACE around the perimeter of the site, near the proposed BUILDINGs, and within the parking LOT that promotes the highest possible aesthetic quality of the development.

G. Residential Performance Standards.

(1) Annually, the City shall update a document identifying the cumulative cost per acre spent to preserve OPEN SPACE within the City of Dover. This list shall be kept on file in the Department of Planning and Community Development, and coordinated with the Conservation Commission. This cost shall become the value at which DEVELOPMENT RIGHTS may be purchased.

(2) Proceeds from the purchase of DEVELOPMENT RIGHTS, shall be placed into the Conservation Fund to be used to purchase future property or easements, or monitor easements, and not into the general fund.

(3) A residential TRANSFER OF DEVELOPMENT RIGHTS APPLICANT may pursue one of the following methods for TRANSFERING DEVELOPMENT RIGHTS.

(a) Single Family Detached method

i. An applicant shall develop a baseline yield for the lot to be developed, through the following formula
    1. The square footage of the parent lot minus environmental constraints (wetlands, conservation areas etc) is the base lot size.
    2. The base lot size is then reduced by fifteen (15) percent to account for roadway, this creates the net area.
    3. The net area is then multiplied by a factor determined by the amount of wetlands over the parent lot. This is the developable area.

Percentage of Parcel that is wetlands	Factor
0<10%	0.85
10<20%	0.8
20<30%	0.75
30%<	.7

    4. The developable area is the divided by the minimum lot size, and the whole number value is the base number, with no rounding.
        a. This base number is not required to be restricted by the requirements in subsection iii, <u>unless the formula defined in item ii 1. is utilized.</u>
    5. <u>The development plan shall be laid out in a design that meets the requirements for block length and cu de sac length.</u>

ii. The transfer shall equate to one of the following calculations:
    1. <u>For construction of units no larger than six hundred (600) square feet of total living area, including the base calculated units, there shall be no density limit. The monthly cost of said units shall conform to the HUD Fair Market Rent rates, for Dover, published annually by the New Hampshire Housing Finance Authority, and there shall be no TDR fee collected for said unit(s).</u>
    2. For construction of units no larger than one thousand (1,000) square feet, of total living area, two (2) units per DEVELOPMENT RIGHT purchased shall be allowed.
    3. For construction of units no larger than fourteen hundred (1,400) square feet, of total living area, one ~~and a half~~ (1~~.5~~) unit per DEVELOPMENT RIGHT purchased shall be allowed. The unit count shall be the whole number value and not rounded up.
        a. ~~If the math to devise the base number ends in more than half a unit but less than a whole, and a transfer is purchased, the result would be two (2) dwelling units.~~

Total living area shall mean the size of the home (in square feet) based upon the exterior dimensions, excluding unconditioned spaces.

iii. The units created, through the transfer must be
   1. ~~Sold, and are not for rental purposes~~
   2. Limited to the square footage originally constructed.

iv. A note shall be placed on the approved plan and any Building Permit shall note the adherence to this section of the Code.

v. A note shall be placed in the property/unit deed citing the restrictions listed above.

vi. The plan shall be considered a subdivision application. Prior to submission, a determination by the Director of Planning and Community Development shall be made whether to follow the minor or major subdivision regulations.

(b) Attached Single Family, Two family, three family and 4 or more method

(i) The transfer may be through the purchase of development rights, as described in G) (1) ~~and (2)~~, or through the protection of land via a permanent conservation easement as per section E) (5).

   a. In mixed use or multi-family zones, the base density shall be derived from the underlying zoning, and not through a formula.
   b. If the additional unit(s) resulting from TDR are restricted so that the rent of said units conforms to the HUD Fair Market Rent rates, for Dover, published annually by the New Hampshire Housing Finance Authority, there shall be no fee collected for said unit(s).

(ii) The transfer shall equate to one (1) unit per acre preserved, or purchased. If the end result is a village themed residential/non-residential ~~commercial~~ project, whereby 35% of the square footage being created is non-residential the transfer shall equate to one (1) unit per 2,500 square feet ~~tenth (10th)~~ of an acre preserved or purchased.

(iii) Any development approved by the Planning Board after July 1, 2020, which will create a manufacturing or assembly facility over 40,000 square feet, may create and transfer one (1) unit per 2,000 square feet of building approved. The transfer shall not be completed prior to the issuance of the Certificate of Occupancy for the additional space.

(iv) The plan shall be treated as a site plan application, unless otherwise determined by the Director of Planning and Community Development, prior to final submission.

(4) Regardless of the method utilized, the minimum LOT size requirement may be waived by the PLANNING BOARD for land subjected to the TRANSFER OF DEVELOPMENT RIGHTS.

(5) Regardless of the method utilized, the setbacks shall be:

~~MINIMUM DISTANCE AROUND INDIVIDUAL UNITS IN CLUSTERS~~		MINIMUM DISTANCE AROUND INDIVIDUAL UNITS IN CLUSTERS		
~~STREET Sides of Units~~	~~STREET Sides of Units~~	Abutting A STREET	Abutting A SIDE LOT LINE	Abutting A REAR LOT LINE
~~20 feet~~	~~20 feet~~	20 feet	10 feet	30 feet

(6) Regardless of the method utilized, the minimum FRONTAGE requirement may be waived by the PLANNING BOARD, to no less than forty feet (40') ~~for land subjected to the TRANSFER OF DEVELOPMENT RIGHTS provided that paved~~ Paved access to all developed areas shall be suitable for emergency vehicles ~~is approved by the PLANNING BOARD~~.

(a) ~~If lots are proposed, the minimum frontage allowed shall be forty (40) feet per unit~~

(7) A continuous visual buffer shall be created along the perimeter of the parent parcel, which shall include a thirty (30) foot no cut, no disturb buffer.

(8) Regardless of the method utilized, any other provision in this Chapter to the contrary, the density or intensity of development of a receiving parcel may be increased by the TRANSFER OF DEVELOPMENT RIGHTS so long as the increase in density or intensity:

(a) Is consistent with the Master Plan

(b) Is not incompatible with the land uses on neighboring LOTs (eg a multifamily building in a single family neighborhood)

(c) Is created on property served by public water and sanitary sewer

13. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-28.2 "Residential-Commercial Mixed Use (RCM) Overlay" to update and amend as follows:

A. **"**Purpose and intent.
   (1) The Residential-Commercial Mixed Use Overlay District is designed as an overlay district that allows a mixture of residential use and commercial uses on one parcel. In order for a developer to utilize these regulations, the Planning Board shall have granted a conditional use permit. The district includes options which enable and encourage greater flexibility in the design of residential housing ~~for older persons~~ with commercial projects. The overlay permits development of large tracts of land on a development-plan basis which allows flexibility in internal road design, with reduced dwelling lot sizes and modified dimensional requirements.
   (2) The mixed residential and commercial uses are intended to be complementary to one another and to create a sense of community between the mixed uses. Housing and commercial uses can be developed to provide appropriate use of land, facilitate the economical and efficient provision of public services, promote open space conservation, protect the natural and scenic attributes of the land, and expand opportunities for the development of housing ~~for older persons, as defined under RSA 354-A:15~~, outside the traditional residential developments.

B. Conditional use permit.
   (1) Conditional use approval may be granted by the Planning Board (RSA 674:21, II) after proper public notice and public hearing, provided that the proposed project complies with the following standards:
      (a) The applicant demonstrates that the development complies with the design guidelines that are outlined in § 153-16 of the Site Review Regulations. These guidelines encourage a context-sensitive development, which encourages components that act as one project and not as two adjacent projects.
      (b) The applicant demonstrates that the development poses no detrimental effects on surrounding properties. Potential areas of impact that need to be analyzed include, but are not limited to, vehicular traffic, noise, property value, visual blight, natural resources degradation, light pollution, and offensive emissions such as dust, odor, or smoke.
      (c) The applicant shall submit a fiscal impact analysis as defined in § 157-21C(1)(b) of the Land Subdivision Regulations. The analysis shall demonstrate that the project is at least a cost-neutral project for the City at present and 10 years from the occupation.

(2) Conditional use approval shall be subject to a formal agreement between the Planning Board and the applicant. Said agreement shall be recorded at the Strafford County Registry of Deeds.

C. Location. The Residential-Commercial Mixed Use Overlay District shall include any parcel located within the CM, IT ~~B-4, I-4~~ or ~~ETP~~ R-40 zone which is greater than 50 acres and has the ability to connect into municipal water and sewer.

D. Permitted uses. The following uses are permitted:

(1) Principal uses.

(a) Housing ~~for older persons as that term is defined under RSA 354-A:15 and 42 U.S.C. § 3607(b)(2) and the regulations adopted thereunder in the following settings:~~

(3) Single-family dwelling, including the use of manufactured housing.
(4) Two-family dwelling.
(5) Three- to four-family dwelling.
(6) Multifamily dwelling.
(7) Manufactured housing parks (permitted outright without a special exception).

B. Public and private utilities.

C. Nonresidential uses as allowed as follows:

(1) Any use allowed in the underlying zone ~~that is compatible with housing for older persons.~~
(2) Barber or beauty shop.
(3) Bank.
(4) Eating/drinking establishments (no drive-through service).
(5) Bed-and-breakfast.
(6) Office.
(7) Retail store.
(8) Theater.
(9) Adult day care.
(10) Nursing homes ~~(in areas not serviced by City water and sewer utilities at a density of one bedroom per 10,000 square feet of land; in areas serviced by City water and sewer utilities~~ at a density of one bedroom per 7,500 square feet of land).
(11) Congregate care facilities ~~(in areas not serviced by City water and sewer utilities at a density of one unit per 10,000 square feet of land; in areas serviced by City water and sewer utilities~~ at a density of one unit per 7,500 square feet of land).
(12) Other uses compatible with housing ~~for older persons~~ may be approved via Conditional Use, using the criteria in 170-20 B(2).

(13) Nonresidential uses in existence at the adoption of this section on adjacent parcels shall be allowed to expand within the development if conceptually shown on the approved plan.

(2) Accessory uses.

(a) Recreational facilities.

(b) "Community building," defined as a building used as a place of meeting, recreation or social activity typically for use by the residents of a particular development.

(c) Maintenance buildings.

(d) Rental and sales offices.

E. Procedural concepts.

(1) The developer shall prepare a development plan, which locates the proposed types of nonresidential and residential development, utilities, access roads, and public ways. The parcels comprising the development may be under separate ownership but shall be treated as one development and shall be bound by the approval granted for the entire development plan. If approval is granted, individual lots must be developed as part of the larger development plan and phasing outlined below, and not separately. The development plan must identify the percentage of the nonresidential uses, residential uses and open space. Nonresidential and/or mixed-use uses must comprise at least 55% of the total proposed floor area for the development (outdoor display areas may be counted towards the minimum required floor area) residential uses must not exceed 45% of the total proposed floor area for the development. Nonresidential uses within projects located in the CM district must be 90% manufacturing and assembly in nature. A building shall be considered "mixed-use," provided that at least 50% of the floor area of the first floor is reserved as commercial space and provided that such commercial space is located roughly in the front half of the building and extends the length of the building facade. Residential accessory uses (e.g. mechanical, storage, laundry, etc.) are permitted to be located within the back half of the first floor of any mixed-use building.

(2) A minimum of 20% of the area of the original tract shall be reserved as open space and identified as such on the development plan. Fifty percent of the required open space (as defined in § 157-60) must be usable uplands and reasonably accessible to all property owners in the project. Any open space provided above 20% may be mixed wetlands and upland.

(3) Residential uses require that the calculation of permitted density shall be completed through the submission of a yield plan (as defined in § 157-60) applied to the development lot and not individually to the internal dwelling lots.

(4) For residential development that includes single family homes over 1,001 square feet of total living area, ~~two-family,~~ three- to four-family or multifamily dwellings,

density shall be based upon calculating one unit per 40,000 square feet of contiguous upland, and using 150 feet of frontage on a public roadway.

(5) For single-family residential homes 1,000 or less square feet of total living area, development, or two-family dwellings density shall be based upon calculating one unit per 10,000 square feet of contiguous upland, and using 100 feet of frontage on a public roadway.

(6) The development plan may be phased for a term of five years. The phasing plan shall contain provisions which promote the mixed use of the site consistent with Subsection A. For the purposes of this section, development shall include:
   (a) Construction of structures;
   (b) Environmental remediation;
   (c) Site preparation or demolition;
   (d) Roadway utility or recreation and common area design and construction; and
   (e) Bonding or other security for site development.

(7) The phasing plan shall provide that no more than 50% of the residential development may be occupied prior to completion of between 25% and 50% of the nonresidential structures, as negotiated between the Planning Board and the developer, and included in the Conditional Use Approval.

(8) Provided that the developer is making reasonable efforts to develop the site, the Planning Board may extend the initial five-year phasing period, provided a request for extension is submitted before the expiration of the initial five-year phasing term.

(9) Residential development plan guidelines.
   (a) The developer shall be permitted to allocate permitted density among internal dwelling lots in a flexible and creative manner. The sum total of the permitted density shall not exceed the permitted density of the development lot or legal lot, unless the additional density is derived from the Transfer of Development Rights Ordinance. Layouts may include individual lots or a cluster of units without lot lines.
   (b) Dwelling layouts shall be so designed that parking is screened from external roadways by garages, building locations, grading or screening. Major topographical changes or removal of existing trees shall be avoided wherever possible, and water, wetlands, and other scenic views from the external streets shall be preserved as much as possible.
   (c) Where possible, it is desirable and encouraged to mix residential and nonresidential uses. This may be achieved through situating the buildings close to each other, or though allowing structures to house residential, preferably on the second or above floor, with nonresidential on the first floor. Creativity and flexibility is encouraged, and the development plan may offer another option for mixing uses. ~~Units created through the TDR program are~~

~~not required to be housing for the elderly, as that term is defined under RSA 354-A:15 and 42 U.S.C. § 3607(b)(2).~~

(d) All residential development must adhere to architectural design guidelines. Said standards will reflect a New England village motif and include structures with peaked roofs and architectural shingles. The guidelines for this development are included in Chapter 153, Site Review Regulations,

(e) All manufactured houses shall adhere to the standards outlined in Chapter 101, Manufactured Home Parks, with the exception of §§ 101-3, 101-4, 101-5, 101-6, and 101-7F, which shall be controlled by the provisions hereof and unless noted below. Where there is a difference in the requirements between this overlay district and the provisions of Chapter 101, Manufactured Home Parks, the provisions of the overlay district shall apply.

(10) Nonresidential development plan guidelines.

(a) The general character of the nonresidential structures within the development lot is intended to be a pedestrian-friendly setting, with emphasis on the natural characteristics of the site. The site design should create a sense of character and cohesiveness through landscaping, facade treatment, and signage.

(b) The guidelines for this development are included in Chapter 153, Site Review Regulations, § 153-16.

F. Standards and regulations.

(1) Internal roads. As part of the approval of the conditional use permit, the Planning Board shall determine whether internal roads shall be public or private. If a road is determined to be private, no municipal services shall be provided other than public safety, utilities maintenance, and regulatory services. Unless noted below, roadways shall conform to the street design criteria laid out in the Code.

(a) Minimum internal right-of-way.
(1) Maximum residential: 35 feet.
(2) Maximum nonresidential: 50 feet.

(b) Minimum pavement width.
(1) Minimum residential: 20 feet.
(2) Minimum nonresidential: 28 feet.
(3) Minimum sidewalk pavement width: five feet.
(4) Minimum bike/Segway®/golf cart path width: five feet.

(c) Minimum tangent length at intersections: 75 feet.
(d) Maximum street angle at intersections: 60°.
(e) Minimum center-line radius: 100 feet.
(f) Minimum tangent length between reverse curves: 50 feet.

(2) Dimensional requirements.

(a) Nonresidential/mixed-use buildings.
[1] Minimum structure setback from external lot line: 50 feet.
Expanding existing nonresidential uses are not held to this setback.
[2] Minimum structure setback from external right-of-way: 50 feet.
[3] Maximum nonresidential building height: 55 feet.
[4] For all other dimensional requirements for nonresidential structures and parking setbacks refer to the underlying zone.

(b) Residential dwellings.
[1] Minimum structure and parking setback from external lot line: 50 feet.
[2] Minimum structure and parking setback from external row: 100 feet.
[3] Maximum residential building height: 35 feet.
[4] Minimum frontage on internal road: 40 feet.
[5] Minimum setbacks:
[a] Front yard setbacks: 20 feet.
[b] Distance between buildings: 24 feet.

(c) <u>There shall be no minimum lot size of frontage for internal lots created.</u>

(3) Parking.
(a) All dwelling units shall require two independently accessible parking spaces per unit, except that the congregate-care and nursing-home requirements shall be as otherwise defined by this chapter. Nonresidential uses shall comply with parking requirements defined by this chapter.
(b) Overnight parking shall not be permitted on internal roadways.
(c) <u>Parking shall be utilized and available to all components of the Development Plan, through the recording of access and parking easements."</u>

14. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-32 "Signs", to amend sub sections A-K as follows:

A. "SIGNs permitted in CBD and CWD Districts. ~~No SIGN in the CBD Downtown Gateway sub-district shall be illuminated after 9:00 p.m. or before 6:00 a.m.~~ (See table for overview of permitted SIGNs.)

(1) WALL SIGNs[1]

(a) An additional one (1) square foot of SIGN AREA per one (1) foot of BUSINESS FRONTAGE shall be permitted, provided that the character of the

[1] See Figure 6 of the SIGN Diagrams, Part II, included at the end of this Chapter.

SIGN conforms to mill motif design criteria. Refer to Subsection O for applicable criteria.

B. SIGNs permitted in ~~B-3~~ C district. (See table for overview of permitted SIGNs.)

(1) FREESTANDING SIGNs

(a) Where a PRINCIPAL BUILDING fronts on more than one (1) STREET, one (1) FREESTANDING SIGN may be erected upon each FRONTAGE, provided that the BUILDING complies with applicable SETBACKs.

(b) One (1) FREESTANDING SIGN shall be permitted for every principal entryway to a SHOPPING CENTER. Such SIGNAGE shall be a distance of five hundred (500) feet apart.

(c) Each FREESTANDING SIGN shall not exceed sixteen (16) feet in HEIGHT, except as provided for below, and shall be permanently affixed to the ground. Notwithstanding, FREESTANDING SIGNs fronting on the Spaulding Turnpike shall not exceed thirty (30) feet in HEIGHT.

(d) Notwithstanding, no FREESTANDING SIGN shall be allowed on Old Rochester Road.

~~C. SIGNs permitted in B-1 districts. No SIGN shall be illuminated after 9:00 p.m. or before 6:00 a.m. (See table for overview of permitted SIGNs.)~~

~~(1) PROJECTING SIGNs~~

~~(a) All PROJECTING SIGNs shall only be illuminated by constant EXTERNAL ILLUMINATION. The lighting element shall be shielded and shall illuminate only the SIGN.~~

D. SIGNs permitted in O and Gateway districts. No SIGN shall be illuminated after 9:00 p.m. or before 6:00 a.m. (See table for overview of permitted SIGNs.)

(1) SIGNs shall only be illuminated by constant EXTERNAL ILLUMINATION. The lighting element shall be shielded and shall illuminate only the SIGN.

E. SIGNs permitted in ~~I-1~~, ~~I-2~~, CM ~~I-4~~ district~~s~~. (See table for overview of permitted SIGNs.)

(1) FREESTANDING SIGNs

(a) Where a PRINCIPAL BUILDING fronts on more than one (1) STREET, one (1) FREESTANDING SIGN may be erected upon each FRONTAGE, provided that the BUILDING complies with applicable SIGNAGE SETBACKs.

(b) Two (2) FREESTANDING DEVELOPMENT IDENTIFICATION SIGNs shall be permitted per approved industrial park, provided that the combined square footage of such SIGNs does not exceed five hundred (500) square feet in area, and that, if on a CORNER LOT, such SIGNs shall be set so as to not materially impede vision.

F. SIGNs permitted in ~~ETP~~ IT ~~and B-4~~ district~~s~~. (See table for overview of permitted SIGNs.)

(1) FREESTANDING SIGNs

(a) Where a development fronts on more than one (1) public STREET or roadway, one (1) FREESTANDING SIGN shall be permitted upon each FRONTAGE.

(b) Each FREESTANDING SIGN shall not exceed sixteen (16) feet in HEIGHT, except as provided for below, and shall be permanently affixed to the ground. Notwithstanding, FREESTANDING SIGNs fronting on the Spaulding Turnpike shall not exceed thirty (30) feet in HEIGHT.

(c) SIGN AREA shall not exceed sixty (60) square feet in area. Notwithstanding, a FREESTANDING SIGN fronting the Spaulding Turnpike shall not exceed one hundred (100) square feet in area.

~~G. SIGNs permitted in the B-5 District. (See table for overview of permitted SIGNs.)~~

~~(1) FREESTANDING SIGNs.~~

~~(a) Where a development fronts on more than one (1) public STREET, one (1) FREESTANDING SIGN shall be permitted upon each FRONTAGE.~~

~~Notwithstanding, no FREESTANDING SIGN shall be allowed on Old Rochester Road."~~

AND

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-32 "Signs", to amend sub section Q as follows:

"Q TEMPORARY SIGNs. No TEMPORARY SIGN shall be erected or placed in the City of Dover without a TEMPORARY SIGN permit issued by the Planning Department, except as noted in Subsections (1)(b). The following regulations shall apply:

(1) TEMPORARY SIGNs are prohibited in all residential zoning districts (R-40, R-20, R-12, RM-SU, RM-U, HR, <u>and</u> CBD-R) ~~and the NEIGHBORHOOD Business District (B-1)~~. Where permitted TEMPORARY SIGNS are subject to the following regulations:

(i) One-week TEMPORARY SIGN permits are valid for a consecutive seven (7) day period and may be obtained once every three (3) months, for a maximum of four (4) one-week TEMPORARY SIGNs per year. If the permit is not used in one (1) quarter, it shall not be carried over to the next quarter.

(ii) The TEMPORARY SIGN shall be limited to twenty-four (24) square feet in size and shall not be placed in such a manner so as to create a traffic or safety hazard. Banner type TEMPORARY SIGNs are permitted only in the ~~B-3 and B-5~~ <u>C</u> Zoning Districts~~.~~"

15. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-33 "Fence Review and Regulations", to amend sub section C as follows:

"C. Exceptions. The provisions described in Subsection A shall not apply in ~~Industrial (I-2)~~ Commercial Manufacturing (CM), ~~Restricted Industrial (I-1), Thoroughfare Business (B-3)~~ Commercial (C), Central Business (CBD), Gateway (G), OFFICE (O), and Cochecho Waterfront (CWD) Zoning Districts, or whenever the ZONING BOARD OF ADJUSTMENT, as a condition attached to the granting of a variance or special exception to this Chapter, requires for screening purposes a FENCE exceeding eight (8) feet."

16. AMENDMENT

Chapter 170 of the Code of the City of Dover, entitled Zoning, is hereby amended by revising Section 170-7 "Establishment of Districts", to replace as a whole, based upon the preceding amendments, follows:

"A. Districts. The City of Dover is hereby divided into the following districts:

(1) Residential.

HR	Heritage Residential District
R-40	Rural Residential District
R-20	Low-Density Residential District
R-12	Medium-Density Residential District
RM-SU	Suburban Density Multi-residential District
RM-U	Urban Density Multi-residential District

(2) Nonresidential. **[Amended 8-22-2018 by Ord. No. 2018.08.08-009]**

C	Commercial District
CM	Commercial Manufacturing
IT	Innovative Technology

(8) Mixed-use.

G	Gateway
H	Hospital
LBW	Little Bay Waterfront District
O	Office District
CBD	Central Business District
CWD	Cochecho Waterfront District

(9) Overriding.

CD	Conservation District
URD	Urban Renewal District
RRD	Riverfront Residential Overlay District
GWP	Groundwater Protection District
HWD	Hazardous Waste Landfill District

RCM Residential-Commercial Mixed-Use
SRD Scenic Road Overlay District
TDR Transfer of Development Rights
TEL Telecommunications Facilities
WPD Wetland Protection District

D. District purpose statements.

(1) Residential districts. The residential districts are intended to provide a wide range of residential units to provide the citizens of Dover with a balance of housing choices, with varying housing types, densities and costs. The goal is to preserve and create City neighborhoods that are safe and promote harmonious development.

(a) Rural Residential District (R-40). The purpose of this residential district is to provide for conventional single-family neighborhoods in the more rural areas of the City. These areas have larger lot sizes (one or more acres) and the homes are most likely served by on-site septic systems and wells, but there are some portions of the district that have municipal sewer and water. New subdivisions are designed as open space developments with reduced lot sizes allowed in return for the permanent preservation of open space. Agriculture and farming are promoted in this district. Some nonresidential uses that are compatible with single-family homes are permitted, including churches, hospitals, elementary schools, high schools and child-care facilities.

(b) Low-Density Residential District (R-20). The purpose of this residential district is to provide for conventional single-family neighborhoods on lots not less than 20,000 square feet. The homes in this district are likely served by municipal sewer and water, but there are some areas that still have on-site septic systems and wells. These districts are located near major roadways. The development of parcels with at least 15 acres can be done as open space subdivisions. Agriculture and farming are promoted in this district. Some nonresidential uses that are compatible with single-family homes are permitted, including churches, elementary schools, high schools and child-care facilities.

(c) Medium-Density Residential District (R-12). The purpose of this residential district is to provide for conventional single-family neighborhoods on lots not less than 12,000 square feet. The homes in this district are almost all served by municipal sewer and water. Many of the neighborhoods surrounding the elementary schools are in this district and have a sidewalk system that is conducive to children walking to school. The development of parcels with at least five acres can be done as open space subdivisions. Some nonresidential uses that are compatible with single-family homes are permitted, including churches, elementary schools, high schools, colleges and child-care facilities.

(d) Suburban Density Multi-Residential District (RM-SU) The purpose of this residential district is to provide an environment suitable for a variety of

moderate-density housing types, including single-family, two-family, three- to four-family and multifamily dwellings. These districts are suburban neighborhoods located along major roadways outside of the center of the City. The homes in this district are almost all served by municipal sewer and water. Some nonresidential uses that are compatible with residences are permitted, including churches, elementary schools, high schools, and child- care facilities.

(e) Urban Density Multi-Residential District (RM-U). The purpose of this residential district is to provide an environment suitable for a variety of moderate/high-density housing types, including single-family, two-family, and three- to four-family dwellings. These districts are urban neighborhoods located close to the downtown area and contain many historic homes that are built close to the sidewalks and streets. The homes in this district are all served by municipal sewer and water. Some nonresidential uses that are compatible with residences are permitted, including churches, funeral parlors, elementary schools, high schools, and child-care facilities.

(g) Heritage Residential District (HR).

(a) These primarily residential neighborhoods surrounding the Silver Street area exhibit a rare collection of interesting architecture. While primarily Victorian and characterized by wide porches, bay windows, steep roofs, and intricate and involved woodwork, there are noteworthy Colonial buildings as well. In both instances, their original occupants were likely community leaders, whether early tavern keepers, or later senior managers and foremen from the mill facilities that lined the Cochecho River, as well as other community professionals.

(b) The common theme through all of these designs is both the massing and the placement of these structures in a manner that is compatible with what had gone before. It is the intent that in this district, new construction, replacement construction, and new additions should continue that tradition of compatibility with the existing neighborhood.

F. Nonresidential districts. The nonresidential districts are intended to provide suitable areas for commercial, service, retail, office and industrial developments, to provide employment opportunities for citizens of Dover and the region, to enhance property values, and expand the tax base. Development that uses land efficiently and has high quality design is encouraged.

(1) Commercial District (C). The purpose of this business district is to provide an environment that encourages efficient and attractive automobile-oriented commercial development along major highways outside of the downtown. The minimum lot size of 20,000 square feet encourages moderately sized commercial uses. The district provides economic development opportunities for a mix of land uses, including retail sales, personal services, restaurants,

automobile sales, hotels, offices, banks, and theaters. Other commercial uses and multifamily dwellings are allowed by special exception.

(2) Commercial/Manufacturing District (CM). The purpose of this industrial district is to provide appropriate locations for manufacturing, assembly, fabrication, packaging, distribution, storage, warehousing, wholesaling and shipping activities that expand the economic base of the City and provide employment opportunities. This area is the location of one of the first industrial parks in the City, located off Littleworth Road and Knox Marsh Road in a more rural area. The smaller minimum lot size of 20,000 square feet also encourages business uses such as publishing, hotels, vehicle refueling/recharging stations, restaurants, car sales, offices, and personal services.

(3) Innovative Technology (IT). The purpose of this district is to provide appropriate locations for manufacturing, assembly, fabrication, packaging, distribution, laboratory, testing facility, warehousing, wholesaling, publishing and shipping activities that expand the economic base of the City and provide employment opportunities. These areas are located along major collector roads away from the downtown area. The newer business parks are located in this district. The minimum lot size in this district is two acres, which encourages larger assembling and manufacturing users.

(3) Mixed-use districts. The mixed use districts are intended to provide suitable areas for a mixture of urban neighborhoods containing residential, commercial, service, retail, and office uses. The mixed-use development is intended to create a sense of community between the mixed uses and facilitate the economical and efficient use of land. The districts are intended to provide housing and employment opportunities for citizens of Dover and the region, to enhance property values, and expand the tax base. Development that uses land efficiently and has high- quality design is encouraged.

(a) Gateway (G). The purpose of this district is to mark a transition point where you move from the less developed area (the highway, the rural landscape, etc.) to a more formal, densely developed urban core (multi-story buildings, civic buildings, etc.). In Dover the primary Gateways (eg Central Avenue north and south of the downtown core, Broadway, and Portland Avenue) are generally dominated by commercial activity, with buildings of a lower height than those located downtown. Some residual residential activity occurs occasionally as stand-alone buildings, but frequently residential activity is located above ground floor commercial uses. A modest distance between the building and the street exists, with a fair amount of landscaping.

(b) Hospital (H). The purpose of the Hospital District is to provide appropriate locations for hospitals and medical offices associated with a hospital. This district also encourages other health care services and various housing

facilities providing levels of service for older persons. Single- and two- family residential uses are permitted along with commercial uses such as offices, banks, funeral parlors, assembly halls, and schools.

(c) Little Bay Waterfront District (LBW). The purpose of this mixed-use district is to provide locations for a mixture of residential and commercial uses on the waterfront parcels along a portion of the shores of the Little Bay. The small minimum lot size encourages a mix of various-sized commercial uses, with water-related uses, such as marinas, specifically permitted. Single- and two-family homes are allowed in recognition of the historically residential use of the area. Three- or four-family dwellings are allowed only as part of a mixed-use building. Businesses that take advantage of the unique location along Little Bay are encouraged.

(d) Office District (O). The purpose of this Office District is to provide appropriate locations for a mixture of residential and office uses along higher-volume streets. The remaining large historic homes are no longer suitable for single-family residential due to the high traffic. This district is a transition area between the more commercial areas and the urban residential areas on the side streets. Residential uses up to four dwelling units per structure are permitted, along with commercial uses such as offices, banks, funeral parlors, churches, schools, hospitals, nursing homes and congregate-care facilities. The density for residential uses is about eight units per acre, and in new buildings, residential is only allowed on the second floor or higher.

(e) Central Business District (CBD). The purpose of this district is to provide the appropriate locations for context-sensitive zoning. The form-based code in this district is intended to foster a vital main street both for itself and for its adjacent neighborhoods through a lively mix of uses, with shop fronts, sidewalk cafes, and other commercial uses at street level, overlooked by canopy shade trees, upper story residences and offices. The district has an increased emphasis on the form and placement of structures and a decreased emphasis on the function(s) contained within them.

(f) Cochecho Waterfront District (CWD). The purpose of this mixed use district is to provide appropriate locations for a mixture of residential and commercial uses on the waterfront parcels along the downtown portion of the Cochecho River. This district has very flexible dimensional requirements, with no minimum lot size, frontage or setback requirements and a density of 43 dwelling units per acre. Several water-related land uses are permitted in the district, including marinas, waterborne passenger transportation facilities and water-related education and resource centers. The architecture of the waterfront areas should encourage the development of marine-, history- or tourism-related land uses and activities, which take

advantage of the unique characteristics of the waterfront as well as its central location and proximity to historic areas.

(4) Overriding districts. The purpose of the overriding districts is to provide an additional layer of land use regulation or protection in certain sensitive areas of the City. The requirements of these overlay districts are in addition to the underlying zoning districts. Most of the districts are intended to protect environmentally sensitive areas. For specific purpose statements, review the text of each overriding district.[4"]

17. TAKES EFFECT

This ordinance shall take effect upon passage and publication of notice as required by RSA 47:18.

AUTHORIZATION

Approved as to Funding:	Daniel R. Lynch Finance Director	Sponsored by:	Councilor Dennis Ciotti City Council Planning Board Representative
Approved as to Legal Form and Compliance:	Joshua M. Wyatt City Attorney		
Recorded by:	Susan Mistretta City Clerk		

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD Date of Vote:	YES	NO
Mayor, Robert Carrier		

Deputy Mayor, Dennis Ciotti, Ward 2		
Councilor Michelle Moffet Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Joshua Manley, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor Lindsey Williams, At Large		
Councilor John O'Connor, At Large		
Total Votes:		
Resolution does | does not pass.		

ORDINANCE BACKGROUND MATERIAL:

Commercial (C) District

Created: MM-DD-2020 by Ord. No. 2020-MM.DD-##

Permitted Uses

- ADULT DAY CARE
- AUTO SERVICE STATION
- Bank
- Barber and Beauty Shop
- CHILD CARE FACILITY
- Clinic
- COMMERCIAL PARKING FACILITY
- COMMERCIAL RECREATION
- Computer and data processing
- Eating and Drinking Establishment [3]
- Farm
- HOTEL / MOTEL
- New Car Sales
- OFFICE
- PERSONAL SERVICE ESTABLISHMENT
- Public Utility [4]
- PUBLISHING FACILITY
- Retail Store
- Theater
- USED CAR LOT [5]
- Veterinary Office, Animal Hospital or KENNEL

Uses Permitted by Special Exception

- ADULT BOOKSTORE AND/ OR VIDEO STORE
- ADULT CABARET
- Conversion of Existing Dwelling to Accommodate not more than 2 units
- DWELLING, MULTI-FAMILY
- VEHICLE REFUELING AND RECHARGING STATION

Sign Regulations

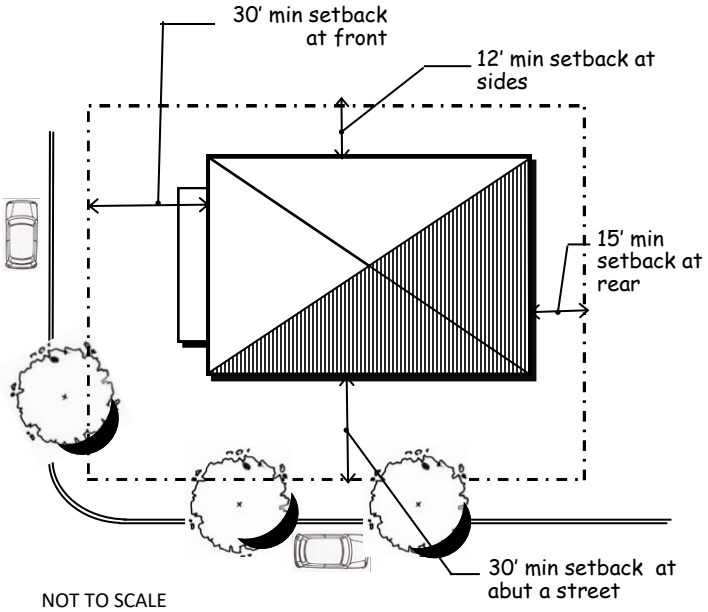
Size	C District
Total signs permitted	2 [per tenancy, and is for lot (excluding development identification signs)]
Total area permitted	2 sf for each lineal foot of business FRONTAGE (see 170-32 for regulations for businesses bordering the Spaulding Turnpike)
Type	
FREESTANDING	(Max size 60 sf, max height 16 ft. One SIGN per side of frontage. FREESTANDING signs shall be located on low planter walls or be monument SIGNS.)
PROJECTING	permitted (max size 8 sf)
WALL/ Awning	(Provide building signage that is proportional to the SCALE of the tenant façade, Max 1 sf for each lineal foot of business FRONTAGE)
Temporary	permitted (max ht 4 ft, max size 32 sf)

Dimensional Regulations [1] [2]

LOT	
Minimum LOT Size	20,000 sf
Maximum COVERAGE	50%
Minimum FRONTAGE	125 ft
PRINCIPAL	
Front SETBACK	30 ft
Abut a Street SETBACK	30 ft
Side SETBACK [6]	12 ft
Rear SETBACK [6]	15 ft
OUTBUILDING/ ACCESSORY USE	
Front SETBACK	50 ft
Abut a Street SETBACK	50 ft
Side SETBACK	10 ft
Rear SETBACK	10 ft
HEIGHT OF BUILDING	
PRINCIPAL BUILDING	40 ft max
OUTBUILDING	40 ft max

***Parking areas shall be set back at least twenty-five (25) feet from property lines.**

Principal Building Placement



NOT TO SCALE

SIGNS shall be designed and located to be visible from both pedestrian and vehicular areas, and shall be designed to further the design theme of the building and be consistent with any SIGN package. Paint SIGN backgrounds and SIGN cabinets to complement building colors.)

Footnotes

[1] Refer to 170-13 and 170-14 for exceptions to lot size, frontage and setback requirements.

[2] All land containing wetlands shall not be counted in determining the gross land area of a lot for the purposes of minimum lot size or minimum density requirements for residential uses. The minimum non-wetland portion of any newly created lot shall be contiguous. For the purposes of this calculation, wetlands shall include areas that meet the definition of wetland in the NH Code of Administrative Rules – Wt. 101.87 and the 1987 Federal Manual For Identifying Jurisdictional Wetlands. [Amended 1-22-2003 by Ord. No. 35]. Wetland buffers shall only be allowed to count for 40 percent of the minimum lot size required.

[3] If the eating and drinking establishment has drive-in services, said service shall be setback either 50' from a residential abutting lot line, or 100' from the abutting residential structure whichever is greater. [Added 1-22-2003 by Ord. No. 35].

[4] The utility facility shall be appropriately fenced to protect the public. Landscaping materials shall be required to provide a visual screen from any structures and storage within. [Amended 10-28-88 by Ord. No. 18-88]

[5] Permitted if an accessory use to a new car dealership. [Amended 8-1-90 by Ord. 8-90]

[6] A vegetated buffer of no less than fifty feet (50') must be established and maintained along the C/R-12 zoning boundary abutting the southern property line of the Tax Assessor's Map 37, Lot 38. The buffer must be populated with existing vegetation, where available, and where existing vegetation is not available or not adequate, the buffer shall be improved to provide visual screening on a year-round basis for the benefit of the residential uses abutting the B-3 Zoning District. The buffer may feature new landscaping vegetation and materials, berms, fences, walls and other screening techniques, with a preference toward preserving existing healthy trees, where feasible. Buildings, impervious surfaces, mechanical equipment, parking and storage and display of goods and materials are prohibited in the buffer. Following installation, the buffer must be adequately maintained by the owner(s) of Tax Assessor's Map 37, Lot 38.

Special Exception Criteria **(see 170-52(C)(3) for additional regulations)**

ADULT BOOKSTORE AND/OR VIDEO STORE, ADULT CABARET [Added 10-20-93 by Ord. No. 28-93]: ADULT BOOKSTORE AND/OR VIDEO STORE AND ADULT CABARET shall be subject to the following conditions:

A. An ADULT BOOKSTORE, VIDEO STORE OR CABARET shall be at least 500 feet from a parcel of land containing an existing residential use.

B. An ADULT BOOKSTORE, VIDEO STORE OR CABARET shall be at least 1000 feet from a parcel of land containing a school, church, community park or public recreational area.

C. No ADULT BOOKSTORE, VIDEO STORE OR CABARET shall be permitted within 1000 ft. of an existing similar use.

D. The proposed use shall comply with all other state statutes, and city ordinances and codes.

DWELLING, MULTI-FAMILY: Provided that the lot contain at least five thousand (5,000) square feet for each dwelling unit. Dwelling units are allowed only in mixed use buildings, where 35% of the overall square footage of the building is non-residential.

VEHICLE REFUELING/RECHARGING STATIONS:

A. The use of land for VEHICLE REFUELING/RECHARGING STATION may only be permitted upon the determination that the property values of adjacent land will not be compromised. Any vehicle refueling/ recharging station which discontinues operations for a period in excess of one hundred eighty (180) days shall be required to file a new application for a special exception with the Zoning Board of Adjustment. Such conditions may include, but need not be limited to, the provision of adequate and properly maintained screening around land so used.

B. The minimum lot size shall be eighty thousand (80,000) square feet; the minimum lot width shall be one hundred fifty (150) feet. Thirty three percent (33%) of the subject parcel shall be open/green space.

C. The total permitted sign area shall not exceed one-hundred (100) square feet, inclusive of the canopy and fueling equipment.

D. If a drive-in thru service is proposed, said facility shall be setback either fifty (50) feet from a residential abutting lot or one-hundred (100) feet from the abutting residential structure, whichever is greater. Additionally, adequate vegetative or fence screening shall be constructed. Audible ordering system design features shall include, but not be limited to; non-audible ordering systems (touchpad or human contact) shall be utilized, and hours of operation for the drive-in portion of the business shall be limited to 6:00 a.m. to 9: 00 p.m.

E. No fuel storage tanks may be constructed or enlarged closer than one-hundred (100) feet to any Conservation District, and two hundred (200) feet to a secondary groundwater protection zone.

Commercial Manufacturing (CM) District

Created: MM-DD-2020 by Ord. No. 2020-MM.DD-##,

Permitted Uses

- ADULT DAY CARE
- CHILD CARE FACILITY
- COMMERCIAL RECREATION
- Eating and Drinking Establishment [5]
- Establishments for the manufacture assembly, services and repair of the products listed below and other uses of a similar nature:
  - ◊ Drugs
  - ◊ Office, computing and accounting machines
  - ◊ Radio and television receiving equipment Communication equipment
  - ◊ Electronic components and Engineering, laboratory, scientific and research instruments and associated equipment
  - ◊ Measuring and controlling instruments
  - ◊ Optical instruments and lenses
  - ◊ Surgical, medical and dental instruments and supplies
  - ◊ Photographic equipment and supplies
  - ◊ Electrotherapeutic, electro-medical and X-ray apparatus
- FARM [6]
- Fuel, Oil, or Gas Storage
- Helicopter Take Offs & Landings [7]
- HOTEL/MOTEL
- Industry
- LIGHT INDUSTRY
- OFFICE
- Open Storage [8]
- PERSONAL SERVICE ESTABLISHMENT
- Public Utility
- PUBLISHING FACILITY
- Research Institutions
- Retail Sale of Agricultural or Farm Products Raised on Site
- Trucking Terminal
- WAREHOUSING
- WHOLESALING

Uses Permitted by Special Exception

- AUTO SERVICE
- VEHICLE REFULING AND RECHARGING STATION

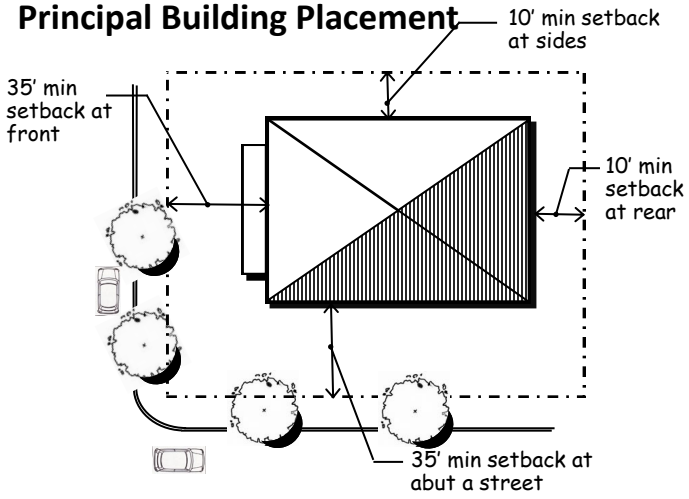
Uses Permitted by Conditional Use

- Alternative Treatment Center
- Educational Institution, Post Secondary
- Hotel/Motel
- SELF-SERVICE STORAGE FACILITY

Dimensional Regulations [1] [2]

LOT	
Minimum LOT Size	20,000 sf
Maximum LOT COVERAGE	50%
Minimum FRONTAGE	100 ft
PRINCIPAL BUILDING	
Front SETBACK [3]	35 ft
Abut a Street SETBACK	35 ft
Side SETBACK	10 ft
Rear SETBACK	10 ft
OUTBUILDING/ACCESSORY USE	
Front SETBACK	35 ft
Abut a Street SETBACK	35 ft
Side SETBACK	10 ft
Rear SETBACK	10 ft
BUILDING HEIGHT	
PRINCIPAL BUILDING [4]	50 ft max
OUTBUILDING/ACCESSORY USE	40 ft max

Principal Building Placement



NOT TO SCALE

Sign Regulations

Size	CM District
Total SIGNS permitted	2 [per tenancy, and is for lot (excluding development identification signs)]
Total area permitted	1 sf for each 100 sf of leased space (if less than 700 sf of leased space, then 6 sf max)
Type	
FREESTANDING	permitted, provided that the principal building is set back at least 35 ft (max size 100 sf, max ht 30 ft)
PROJECTING	permitted
WALL/ Awning	permitted
Temporary	permitted

Commercial Manufacturing (CM) District

Created: MM-DD-2020 by Ord. No. 2020-MM.DD-##,

Footnotes

[1] Refer to 170-13 and 170-14 for exceptions to lot size, frontage and setback requirements.

[2] All land containing wetlands shall not be counted in determining the gross land area of a lot for the purposes of minimum lot size or minimum density requirements for residential uses. The minimum non-wetland portion of any newly created lot shall be contiguous. For the purposes of this calculation, wetlands shall include areas that meet the definition of wetland in the NH Code of Administrative Rules – Wt. 101.87 and the 1987 Federal Manual For Identifying Jurisdictional Wetlands. [Amended 1-22-2003 by Ord. No. 35]. Wetland buffers shall only be allowed to count for 40 percent of the minimum lot size required.

[3] The maximum building heights may be increased to seventy- five (75') feet provided the following conditions are met:

A. The additional building height above fifty (50') feet is necessary to meet an industrial function.

B. The building is located a minimum of 150 feet from a Residential District.

C. The Planning Board has granted preliminary approval to the development proposal containing the taller building.

D. The building is for a permitted use, and not one granted by special exception, conditional use permit or variance.

[5] If the eating and drinking establishment has drive-in services, said service shall be setback either 150' from a residential abutting lot line, or 200' from the abutting residential structure whichever is greater.

[6] Shall not include the raising and sale of FARM ANIMALS; the breeding, boarding, and training of equines, and equine riding instruction; the commercial raising, harvesting, and sale of fresh water fish or other aquaculture products; and/or the breeding of poultry or game birds.

[7] Helicopter take offs and landings are allowed subject to the following conditions:

A. There shall be a distance of one thousand (1,000) feet between any existing residential structure and any proposed helicopter landing pad.

B. Except in the case of an emergency, no helicopter take offs or landings shall occur between the hours of 9:00 p.m. and 7:00 a.m.

C. The facility shall be accessory to the principal use located on the lot.

D. All facilities shall be located and designed so that the operation thereof will not adversely affect adjacent residential areas, particularly with respect to noise levels.

[8] Provided that safety precautions be implemented so to prevent the endangerment of people and property adjacent to said storage. Screening, of at least six (6) feet in height, of all open storage shall be accomplished through use of a fence, wall or vegetal (evergreens) material.

Special Exception Criteria **(see 170-52(C)(3) for additional regulations)**

VEHICLE REFUELING AND RECHARGING and AUTO SERVICE STATIONS:

A. The use of land for vehicle refueling/recharging station may only be permitted upon the determination that the property values of adjacent land will not be compromised. Any vehicle refueling/recharging station which discontinues operations for a period in excess of one hundred eighty (180) days shall be required to file a new application for a special exception with the Zoning Board of Adjustment. Such conditions may include, but need not be limited to, the provision of adequate and properly maintained screening around land so used.

B. The minimum lot size shall be eighty thousand (80,000) square feet, the minimum lot width shall be one hundred fifty (150) feet. Thirty-three percent (33%) of the subject parcel shall be open/green space.

C. The total permitted sign area shall not exceed one hundred (100) square feet.

D. No fuel storage tanks may be constructed or enlarged closer than one-hundred (100) feet to any Conservation District, and two hundred (200) feet to a secondary groundwater protection zone.

Conditional Use Permit Criteria

An *Alternative Treatment Center*, as defined in RSA 126:X-1, I, shall be allowed if a Conditional Use Permit is granted by the PLANNING BOARD upon a finding that the following criteria are met:

A. An Alternative Treatment Center shall not be located within one thousand (1,000) feet of the property line of a public or private elementary or secondary school or designated drug free school zone.

B. The Alternative Treatment Center shall be located in a permanent BUILDING and may not be located in a trailer, MANUFACTURED HOME, cargo container, or any STRUCTURE that has axles with wheels. DRIVE-IN SERVICEs are prohibited.

C. Hours of operation shall be limited to 9 am to 9 pm, Monday through Friday, and 10 am to 6 pm on Saturday and Sunday.

D. The Alternative Treatment Center shall provide for the proper disposal of cannabis remnants or byproducts, which remnants or byproducts shall not be placed in the facility's exterior refuse containers.

E. The APPLICANT shall provide a detailed narrative and floor plan, as well as any other relevant documentation, describing how the Alternative Treatment Center shall be secured. The security plan must take into account the measures that will be taken to ensure the safe delivery of any product to the facility (including permitted times for delivery), how the product will be secured on site, and how patient transactions will be facilitated in order to ensure safety. The security plan shall be reviewed and approved by the City of Dover Police Department.

F. The use of cannabis on the premises is prohibited.

G. The Alternative Treatment Center shall emit no cannabis related fumes, vapors or odors which can be smelled or otherwise perceived from beyond the LOT LINEs of the property where the facility is located.

SELF-SERVICE STORAGE FACILITY shall be allowed if a Conditional Use Permit is granted by the PLANNING BOARD upon a finding that the following criteria are met:

A. The minimum front SETBACK shall be double the SETBACKs required in the district.

B. Any storage unit BUILDING visible from the STREET shall be located to be perpendicular to the STREET, with no storage unit doors facing the STREET.

C. If adjacent to a residential district or a LOT containing a residential use, the facility shall:

i. Be limited to a one story STRUCTURE with a height no more than twenty (20) feet.

ii. Restrict the hours of operation to 9 am to 9 pm, Monday through Friday, and 10 am to 6 pm on Saturday and Sunday.

iii. Not hold auctions or sales of contents of storage containers.

iv. Have screening sufficient to block the view of the BUILDINGS from abutting parcels and shall prohibit lighting from shedding onto abutting parcels.

v. All setbacks shall be double the setbacks required in the district, not just the front setback.

D. The architectural design standards of Chapter 153-14L(8)(b) shall be adhered to.

Gateway District

The information included in this table represents the requirements for development in this district; see Section 170-20 for additional requirements (Adopted 12/9/2009 per O–2009.09.09-15, Amended 09/11/2019 per O-2019.08.28-12).

STATEMENT OF PURPOSE

A gateway is an area that marks a transition point where you move from one existing condition to another. In terms of land use, Gateways generally indicate transition points from a less developed area (the highway, the rural landscape, etc.) to a more formal, densely developed urban core (multi-story buildings, civic buildings, etc.). In Dover the primary Gateways (Central Avenue north and south of the downtown core, Broadway, and Portland Avenue) are generally dominated by commercial activity, with buildings of a lower height than those located downtown. Some residual residential activity occurs occasionally as stand-alone buildings, but frequently residential activity is located above ground floor commercial uses. A modest distance between the building and the street exists, with a fair amount of landscaping.

DIMENSIONAL REGULATIONS*

Principal Building	
Lot Size	N/A
Lot Coverage	50%
Frontage Build-Out	60% min.
Front Primary BUILD TO LINE	5 ft. min - 20 ft. max
Front Secondary BUILD TO LINE	5 ft. min - 20 ft. max
Side Setback	5 ft. min
Rear Setback	0 ft. min
Outbuilding	
Front Setback	20 ft. min + bldg. setback
Side Setback	5 ft. min
Rear Setback	10 ft. min
Private Frontages	
Common Yard	Permitted
Porch and Fence	Permitted
Terrace/Lightwell	Permitted
Stoop	Permitted
Shopfront/Awning	Permitted
Gallery	Not permitted
Height of Building	
Principal Building	4 story max, 2 story min
Outbuilding/Accessory	2 story max

**CUP (170-20B) may be used to adjust standards.*

PARKING LOCATION STANDARDS (SEE 153-14)

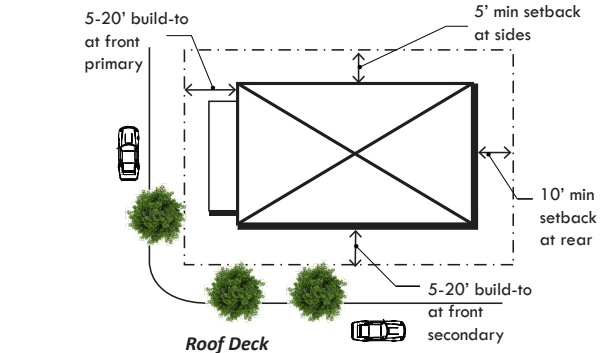
New construction resulting in additional square footage or an increase in residential units must comply with parking standards for the new portion of the building only.

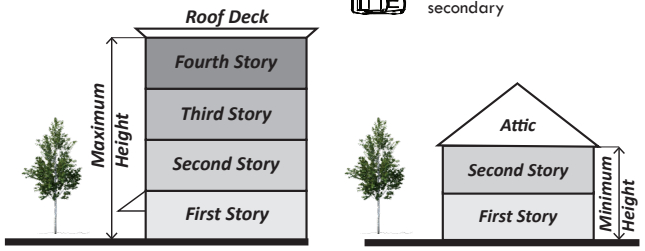
PERMITTED USES*

Use	
Residential	Permitted; density: 4,000 sf. per unit**
Lodging	Permitted, up to 12 rooms, 13+ rooms if CUP is granted.
Daycare	Adult and child permitted. Institutional not permitted.
Professional Services & Offices	Permitted
Eating & Drinking Establishments	Permitted
Retail/Personal Services	Permitted
Industrial	Permitted on Broadway via CUP
Civic	Permitted
Drive-Thru Services	Not Permitted
Other	Via Conditional Use Permit

**CUP (170-20B) may be used to adjust standards.*

PRINCIPAL BUILDING PLACEMENT





PRINCIPAL BUILDING HEIGHTS

SIGN REGULATIONS

Sign Size & Quantity	
Total signs permitted	2
Total area of all signs	24 sf
Sign Type	
Freestanding	Permitted- 16 ft. max ht. or to bottom of second floor window sills (whichever is lowest)
Projecting	Permitted- 10 ft. min. above sidewalk, 25 ft. max height, 24 sq. ft. max.
Wall/Awning	Permitted
Temporary	Permitted per- 170-32.Q (1)

ARCHITECTURAL STANDARDS*

Preserving and enhancing the architectural tradition, history, and visual appeal of the Central Business District is integral to maintaining the character and identity of our community. Buildings designs and materials should enhance the appearance of Dover, reinforce pedestrian character where appropriate, reflect a consistency found within the sub-district, neighboring buildings, and natural and cultural resources. Building design should also minimize potential aesthetic conflicts between residential and nonresidential uses and between single family and multifamily uses. Architectural Standards are not intended to stifle creativity or variety, but produce designs respectful of place and context. **For more information, please see Section 2 of Dover's CBD Architectural Design Guidelines.**

The following **Architectural Standards** must apply for a residential building with 5 units or more and all mixed use/non-residential uses. Applicants will also be expected to prepare a narrative explaining how the project meets all of the architectural standards.

Required Ground Floor Standards:

- No less than 30% of the façade shall be windows.
- A pedestrian entrance shall be required at the street side or front façade.
- Residential uses permitted.
- The use of ground floor exterior lighting on the building should offer a feeling of warm security and increase safety to pedestrians without being overwhelming.

Required Building Standards:

- Building designs shall be harmonious with neighboring structures in terms of mass, width, height, proportion, spacing, and setback.
- All exterior walls that front on a public way with adjacent pedestrian traffic/infrastructure must incorporate wood, brick, stone or a suitable contemporary material appropriately detailed within the first 20 vertical feet.
- Large structures shall be broken into smaller masses to provide human scale, variation, and depth.
- The design of the building shall incorporate views that are directed to the street and garden/courtyard rather than adjacent neighbors.
- Buildings shall be placed at or near the street, along the outer edge of their sites, to ensure the unity of those streets and to encourage and facilitate pedestrian activity.
- Building design shall enhance the pedestrian environment and streetscape.
- Utility elements shall be screened in an aesthetically pleasing manner.
- Use of architectural details and changes in depth are included on building elevations to increase visual interest and scale.
- Garages shall not face the street.
- Solar/Green Roof Standard:
  - All buildings must be solar ready
  - Commercial and mixed use buildings that are 25,000 sq ft or more must also incorporate solar panels and a green roof on at least 30 percent of the roof area.

Optional Standards:

- Use of elements that accentuate and/or provide coverage at the entry such as canopy, porch, recessed entry, etc. are encouraged.
- Ornamental roof features that exceed the allowed building height are subject to the CUP process.
- Energy efficient design techniques, LEED standards, or an equivalent standard are encouraged.
- Other integrated green infrastructure elements are encouraged.
- Approved public art is encouraged.

**CUP (170-20B) may be used to adjust standards.*

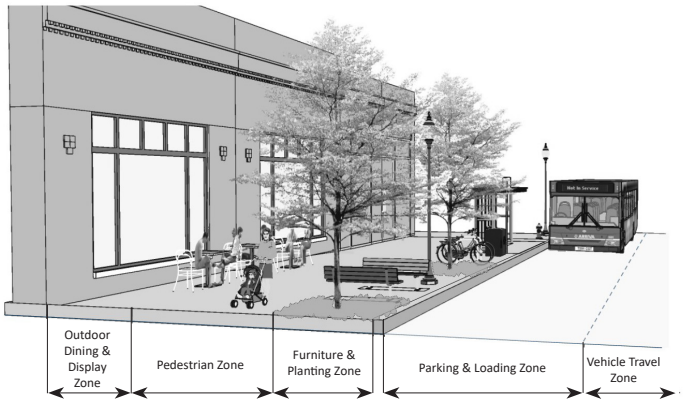
STREETSCAPE STANDARDS

Streetscape standards were crafted to ensure streets in mixed use areas of the CBD have a relationship with adjacent buildings, accommodate pedestrians and bicyclists, and are compatible with the character of Dover's neighborhoods. All street elements must be consistent with Dover Streetscape and Landscape Standards. **For more information on streetscape standards, please see Section 3 of Dover's CBD Architectural Design Guidelines.**

- Sidewalks shall be brick and a minimum of 5 feet wide.
- Street trees shall be planted at an average spacing of 25 to 30 feet on center. Planting method shall allow for maximum root zone space where possible. Existing healthy street trees shall be protected, if possible.
- Unpaved ground area along the frontage shall be planted with appropriate groundcover or shrubs, no bare ground permitted. Low Impact Development techniques such as rain gardens, bioretention areas, tree boxes and other green infrastructure techniques shall be incorporated into these landscaped areas and maintained to ensure 5' wide walkway.
- Projects shall be designed to maintain and enhance, the quality of vehicular, bicycle and pedestrian circulation and safety on affected public streets.
- Street furniture shall be provided as follows:
  - 1 bench for every 75 feet of frontage.
  - At least 1 waste bin at each block corner.
  - 1 bike rack per non-residential project.
- Lighting and mechanical equipment standards per 170-20(E)(3)(d).

**CUP (170-20B) may be used to adjust standards.*

STREETSCAPE ELEMENTS



*** Density: 3,000 sf. per unit if part of a mixed-use building with 35 percent nonresidential uses. 2,000 sf. per unit if rents conform to HUD fair market rent rates for Dover, as published by the New Hampshire Housing Finance Authority.*

Innovative Technology (IT) District

Created: MM-DD-2020 by Ord. No. 2020-MM.DD-##

Permitted Uses [10] [11] [12] [13] [14]

- Adult Day Care
- CHILD CARE FACILITY
- Computer and data processing
- Eating and Drinking Establishments [7]
- Establishments for the manufacture assembly, services and repair of the products listed below and other uses of a similar nature:
  - ◊ Drugs
  - ◊ Office, computing and accounting machines
  - ◊ Radio and television receiving equipment Communication equipment
  - ◊ Electronic components and Engineering, laboratory, scientific and research instruments and associated equipment
  - ◊ Measuring and controlling instruments
  - ◊ Optical instruments and lenses
  - ◊ Surgical, medical and dental instruments and supplies
  - ◊ Photographic equipment and supplies
  - ◊ Electrotherapeutic, electro-medical and X-ray apparatus
- EXCAVATION
- FARM [8]
- Laboratories (scientific, medical chemical) and testing facilities devoted to experimental production, research, product development or similar activity
- OFFICE
- Public Utility [9]
- PUBLISHING FACILITY
- Veterinary Office, Animal Hospital or KENNEL [10]
- WAREHOUSING
- WHOLESALING

Dimensional Regulations [1] [2]

LOT	
Minimum LOT Size [3]	2 acres
Maximum LOT COVERAGE [4]	33%
Minimum FRONTAGE	200 ft [3]
PRINCIPAL BUILDING	
Front SETBACK [5]	50 ft
Abut a Street SETBACK	50 ft
Side SETBACK	50 ft
Rear SETBACK	50 ft
OUTBUILDING/ACCESSORY USE*	
Front SETBACK	50 ft
Abut a Street SETBACK	50 ft
Side SETBACK	10 ft
Rear SETBACK	10 ft
HEIGHT OF BUILDING	
PRINCIPAL BUILDING [6]	55 ft max
OUTBUILDING	55 ft max

***Parking areas shall be set back at least twenty-five (25) feet from property lines. [Added 7-8-87 by Ord. No. 15-87]**

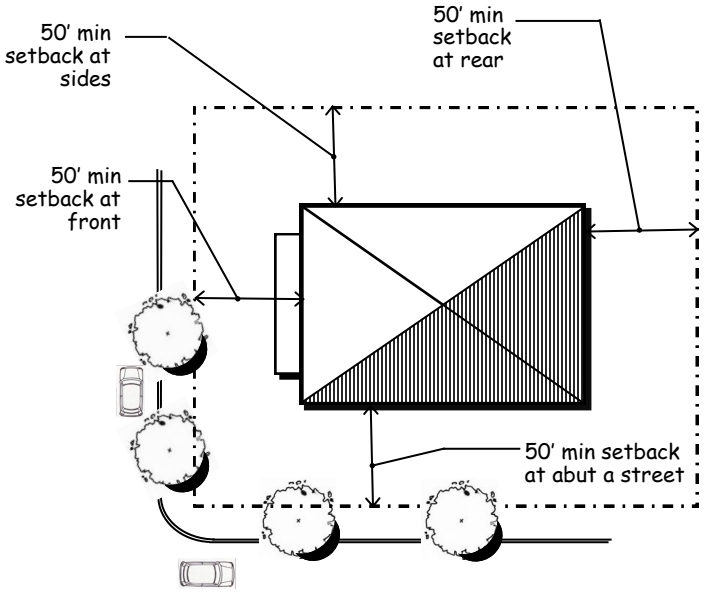
Uses Permitted by Conditional Use

- Educational Institution, Post Secondary
- Helicopter Take Offs & Landings
- Personal Service Establishment
- SELF-SERVICE STORAGE FACILITY

Sign Regulations

Size	IT District
Total signs permitted	2 [per tenancy, and is for lot (excluding development identification signs)]
Total area permitted	1 sf for each lineal foot of business FRONTAGE (see 170-32 for regulations for businesses bordering the Spaulding Turnpike)
Type	
FREESTANDING	permitted, provided that the principal building is setback at least 75 ft (max ht 16 ft, max size 100 sf)
PROJECTING	Not permitted
WALL/ Awning	permitted
Temporary	permitted

Principal Building Placement



NOT TO SCALE

Footnotes

[1] Refer to 170-13 and 170-14 for exceptions to lot size, frontage and setback requirements.

[2] All land containing wetlands shall not be counted in determining the gross land area of a lot for the purposes of minimum lot size or minimum density requirements for residential uses. The minimum non-wetland portion of any newly created lot shall be contiguous. For the purposes of this calculation, wetlands shall include areas that meet the definition of wetland in the NH Code of Administrative Rules – Wt. 101.87 and the 1987 Federal Manual For Identifying Jurisdictional Wetlands. [Amended 1-22-2003 by Ord. No. 35]. Wetland buffers shall only be allowed to count for 40 percent of the minimum lot size required.

[3] Not applicable to lots off internal or private roadways

[4] At least thirty-three percent (33%) of the site shall be maintained as open space, either landscaped or left natural. A maximum of thirty-three percent (33%) of the site can be covered by buildings. [Added 10-26-88 by Ord. No. 18-88]

[5] See Section 170-15.

[6] The maximum building heights may be increased to seventy- five (75') feet provided the following conditions are met:

A. The additional building height above fifty (50') feet is necessary to meet an industrial function.

B. The building is located a minimum of 200 feet from a Residential District.

C. The Planning Board has granted preliminary approval to the development proposal containing the taller building.

D. The building is for a permitted use, and not one granted by special exception, conditional use permit or variance.

[7] No Drive Thru Allowed

[8] Where FARM ANIMALS are raised and boarded, shelters to house said animals shall not be less than one hundred (100) feet from any property boundary.

[9] The utility facility shall be appropriately fenced to protect the public. Landscaping materials shall be required to provide a visual screen from any structures and storage within. [Amended 10-28-88 by Ord. No. 18-88]

[10] Shelters and runs used to house and/or contain animals shall be no closer than one hundred (100) feet from any property line and must support a minimum tract size of one hundred thousand (100,000) square feet. [Amended 8-1-90 by Ord. 8-90]

[11] Parking areas shall be screened from public streets and existing residential uses so as to minimize the visibility of such areas. Screening may consist of vegetation, earth berms, fencing or any combination of the above.

[12] The allowed activities shall not be obnoxious or offensive by reason of emission of dust, odor, smoke, gas, noise or similar cause. Prior to site plan approval, the applicant shall submit evidence to the Planning Board identifying waste products to be generated by on-site activities. A plan for removal of the waste shall be approved by the Planning Board. Developments that will use, store or generate hazardous chemicals shall identify such chemicals prior to site plan approval. A plan for storage and use of hazardous chemicals shall be approved by the Planning Board. Plans pertaining to waste or hazardous chemicals shall verify compliance with applicable federal, state and local regulations.

[13] A residential structure located within the Innovative Technology District and existing prior to 7-8-1987 may be increased up to twenty percent (20%) of the gross floor area of habitable space. New dwelling units shall not be allowed. Furthermore, customary accessory structures shall be allowed within the Innovative Technology District, but must remain within seventy-five (75) feet of the nonconforming residential structure.

[14] Development within the IT District shall conform to design standards contained in Chapter 153, entitled Site Review, Chapter 153-15.

Conditional Use Permit Criteria

The following uses shall be allowed if a Conditional Use Permit is granted by the PLANNING BOARD upon a finding that the following criteria are met:

Self Storage Facility

A. The minimum front SETBACK shall be double the SETBACKs required in the district.

B. Any storage unit BUILDING visible from the STREET shall be located to be perpendicular to the STREET, with no storage unit doors facing the STREET.

C. If adjacent to a residential district or a LOT containing a residential use, the facility shall:

i. Be limited to a one story STRUCTURE with a height no more than twenty (20) feet.

ii. Restrict the hours of operation to 9 am to 9 pm, Monday through Friday, and 10 am to 6 pm on Saturday and Sunday.

iii. Not hold auctions or sales of contents of storage containers.

iv. Have screening sufficient to block the view of the BUILDINGS from abutting parcels and shall prohibit lighting from shedding onto abutting parcels.

V. All setbacks shall be double the setbacks required in the district, not just the front setback.

D. The architectural design standards of Chapter 149-14L (8) (b) shall be adhered to.

Helicopter take offs and landings:

A. There shall be a distance of one thousand (1,000) feet between any existing residential structure and any proposed helicopter landing pad.

B. Except in the case of an emergency, no helicopter take offs or landings shall occur between the hours of 9:00 p.m. and 7:00 a.m.

C. The facility shall be accessory to the principal use located on the lot.

D. All facilities shall be located and designed so that the operation thereof will not adversely affect adjacent residential areas, particularly with respect to noise levels.

Educational Institution, Post Secondary:

A. The school is a trade/vocational/career technical school

B. The school is accredited by the State of New Hampshire

Personal Service Establishments:

A. The use is part of a larger retail/office or service center

B. The use is complimentary to the adjacent advanced manufacturing or assembly uses

To: Planning Board
From: Dave Carpenter
Date: May 7, 2020
Re: Substantial Amendment

ISSUE:
Amendments to the approved FFY19 Action Plan; FFY15-19 Consolidated Plan & FFY15-19 Citizen Participation Plan

INTENT:
This memo will provide an overview of the attached proposed amendments to current FFY19 Action Plan, current Consolidated Plan and current Citizen Participation Plan

GOAL:
Recommend approval of the revised amendments to the City Council.

ATTACHED:
- Substantial Amendment: Allocations - FFY19 Annual Action Plan
- Proposed Allocations by Funding Source - FFY19 Annual Action Plan
- Substantial Amendment - Citizen Participation Plan FFY15-19

BACKGROUND

CONSOLIDATED PLAN

In 2015, the City adopted a 5-year Consolidated Plan as mandated by HUD requirements. This Plan serves as a strategic plan for addressing issues such as of homelessness, housing, public services, community and development needs and expanding economic opportunities for very low, low and moderate income persons within the community. The Consolidated Plan includes the Goal and Specific Objectives provided below. Funded activities must meet the Goal and one of the Specific Objectives.

Goal Statement

The City of Dover has articulated a goal of creating a viable urban environment through the improvement of housing and employment opportunities for low and very low income people and through improving and/or expanding public facilities and services.

Specific Objectives:

1. To provide increased opportunities to residents of the City who require education, health, recreation, housing and related human services.
2. To weatherize and improve the older housing stock of the City, especially for persons of low and very low income.
3. To plan and construct public improvements in areas populated by or used predominately by low and very low income persons.
4. To provide increased employment opportunities for low and very low income persons, with a focus on access to transportation.
5. Removal of architectural barriers to allow increased handicapped accessibility.

ACTION PLAN

To implement the Consolidated Plan, the community must annually adopt an Action Plan that identifies activities and projects that the community has decided to fund with CDBG funds. The Action Plan serves as a means to assure that the Goal and Objectives of the Consolidated Plan are being addressed and that the proposed Activities comply with one of HUD's National Objectives.

National Objectives:

- Benefiting low- and moderate-income persons,
- Preventing or eliminating slums or blight, or
- Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

SUBSTANTIAL AMENDMENT

In response to Coronavirus related impacts and issues, the U.S. Housing and Urban Development (HUD) has recently granted a "waiver" to CDBG procedures and spending caps that allow jurisdictions such as the City of Dover to amend the existing Consolidated Plan, Action Plan and Citizen Participation Plan. These waivers include the ability to exceed the usual 15% funding cap for Activities under the Public Services (PS) category and the ability for PS recipients to "rollover" funds that are allocated this year (FFY19) into FFY20. The HUD waiver also modified the typical notice, public comment period and timeline for amendments to FFY19 Plans in order to facilitate the rapid distribution of funds during the current crisis. The City of Dover is pursuing these options in order to amend the current (FFY19) Action Plan, FFY15-19 Consolidated Plan and current Citizen Participation Plan.

FFY19 ACTION PLAN – SUBSTANTIAL AMENDMENT

Due to the current Coronavirus pandemic and the resulting challenges, staff is proposing that changes to certain allocations be modified, and that new Activities be added. The changes are intended to help local programs, services and efforts endeavoring to provide assistance to members of the Dover community.

Proposed Allocations

Included with this staff memo, are the proposed reallocations/modifications to Activities that were approved in the original FFY19 Action Plan. There are also new Activities that have been added in order to assist in addressing needs currently confronting the community. The table listing the proposed allocations/reallocations lists both original activities and new activities. You will see that staff has provided the source of the proposed additional funding.

Funding Sources

1. Federal Coronavirus (CARES Act) funds that have been allocated to the City of Dover through the CDBG program. (*highlighted in blue shading on allocation spreadsheet*)
2. Reallocation of funds originally allocated to PF Activities in the approved FFY19 Action Plan that have yet to be initiated. *(highlighted in yellow shading on allocations spreadsheet)*
3. Reallocation of funds originally allocated the City Hall ADA project that can be redirected.

New Activities

In an effort to help address impacts to Dover residents and businesses, staff has proposed adding three Activities to the current list of Activities:

Public Services: Strafford Nutrition Meals on Wheels (SNMoW)

SNMoW initially applied for Public Services funding for the FFY20 Action Plan. Staff decided to "pull" the application from the FFY20 Action Plan and instead recommend funding the program through the Substantial Amendment of the FFY19 Action Plan. The intent is to accelerate the timeline in which SNMoW can receive and utilize funding.

Public Services: City of Dover - Dover Housing Assistance

The primary intent of this Activity is to create an opportunity to assist Dover residents who are, as a result of Coronavirus related factors, experiencing difficulties in meeting essential housing related expenses such as rental/mortgage & utility obligations.

Economic Development: Job Training & Economic Loan Program

Funds allocated to this activity will be added the Dover Economic Loan Program funding pool and to support job training initiatives sported by the Dover business community.

FFY15-19 CONSOLIDATED PLAN – SUBSTANTIAL AMENDMENT

As part of the FFY15-19 Consolidated Plan, the City listed the anticipated funding that would be utilized to target the Goals identified in Plan. The Staff recommends amending the anticipated funding to reflect the $169,200.00 in CARES funds for FFY19.

FFY15-19 CITIZEN PARTICIPATION PLAN – SUBSTANTIAL AMENDMENT

As part of the FFY15-19 Consolidated Plan, the City adopted the FFY19 Citizen Participation Plan (CPP). The CPP, among other things, identifies the required public notices, public notice time frames & public comment periods for substantial amendments to the Consolidated Plan, Action Plan and CPP. HUD has issued a Waiver that allows jurisdictions to abbreviate the otherwise required notices and timeframes for substantial amendments that are specifically proposed in response to Coronavirus. The intent of the HUD waiver is to reduce the time it would otherwise take to get CDBG funds to programs and organizations that are addressing the pandemic.

Staff recommends amending the CPP to adopt a new section that provides timelines, notice requirements and public involvement protocols that is consistent with the HUD Waiver. The amendment will apply in all cases of declared disasters.

STAFF RECOMMENDATION

Staff recommends the following:

1. Conduct a Public Hearing to allow input regarding the proposed substantial amendments to FFY15-19 Consolidated Plan, FFY15-19 Citizen Participation Plan and the FFY19 Action Plan.

2. Find that the proposed Substantial Amendments are consistent with the FFY15-19 Consolidated Plan, FFY15-19 Citizen Participation Plan and the FFY19 Action Plan.

3. Recommend, to the City Council, approval of the proposed Substantial Amendments to FFY15-19 Consolidated Plan, FFY15-19 Citizen Participation Plan and the FFY19 Action Plan.

Substantial Amendment: Allocations - FFY19 Annual Action Plan

Original Activities, Approved Allocations & Recommended Allocation *Adjustments*

Public Services

Aids Response Seacoast
Approved Allocation: $6,350
Staff Recommended Allocation: $15,350
Partially Support the salaries and benefits of Case Management Department staff consisting of a Program Manager, Medical Case Managers and a Financial Administrator.

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

Cross Roads House
Approved Allocation: $7,650
Staff Recommended Allocation: $12,050
Funding to provide emergency shelter and supportive services to homeless families and individuals.

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

HAVEN (A Safe Place)
Approved Allocation: $4,550
Staff Recommended Allocation: $5,000
Funding to help domestic violence victims fleeing abuse with temporary shelter and services until they are ready to transition into safe, permanent housing.

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

My Friend's Place
Approved Allocation: $10,350
Staff Recommended Allocation: $16,350
Funds will be used for overall operations of the year round emergency homeless shelter.

Economic Development

City of Dover – Business Counseling and Grant Program:
Approved Allocation: $25,000
Staff Recommended Allocation: $25,000
Funding to support an economic development pilot program. The funds will be used to provide business counseling related services and "start-up" grants to qualifying individuals. In the event that a suitable organization/agency cannot be hired to provide the services, the funds would then be added to the DELP loan pool.

Public Facilities

Community Action Partnership of Strafford County
Approved Allocation: $29,333
Staff Recommended Allocation: $59,333
Funding to support the Weatherization Program that provides weatherization measures intended to conserve energy for low-income residents.

Annie E Woodman Institute
Approved Allocation: $2,500
Staff Recommended Allocation: $0
Funding for design of ADA compliant accessibility to the Keefe Carriage House.

My Friend's Place – Kitchen Project
Approved Allocation: $100.000
Staff Recommended Allocation: $100,000
Funding for expansion of the existing kitchen at the 368 Washington Street location.

My Friend's Place – Generator Project
Approved Allocation: $15,000
Staff Recommended Allocation: $30,000
Funding for expansion of the existing kitchen at the 368 Washington Street location.

Strand Ballroom Corp
Approved Allocation: $25,000
Staff Recommended Allocation: $0
Funding for ADA compliant egress improvements to the Facility.

City of Dover - Homeless Shelter Improvements and Property Acquisition:
Approved Allocation: $100,000
Staff Recommended Allocation: $100,000
Funding for the Homeless Shelter of Strafford County (HCSC) to acquire land for the location of a new shelter that would serve as a replacement for their existing shelter. In the event HCSC does not use the funding for this purpose, the funding can be used for public facility improvements or property acquisition by other homeless shelters.

City of Dover - Bus Shelter, Sidewalk & Pedestrian Improvements:
Approved Allocation: $20,000
Staff Recommended Allocation: $0
Eligible activities include new sidewalk, sidewalk tip-downs and bus stop/shelter improvements.

***New* Activities to be added as part of Substantial Amendment Process**

Public Services

City of Dover - Dover Housing Assistance
Staff Recommended Funding: $83,244
Activities related to rental/mortgage & utility assistance.

Strafford Nutrition Meals on Wheels
Staff Recommended Funding: $5,000
To support the services provided by the Strafford Nutrition Meals on Wheels (SNMoW) to Dover Residents.

Economic Development

Job Training & Economic Loan Program
Staff Recommended Funding: $74,200
Funds to support job training initiatives and the economic loan program.

Substantial Amendment: Proposed Allocations by Funding Source - FFY19 Annual Action Plan

Organization	Original Approved Allocations	Reallocation from FFY19 Public Facilites Projects	Reallocate from Balance of City Hall ADA Project	CARES Funds	Proposed Final Allocation
Public Services					
AIDS Response	$6,350.00	$9,000.00			$15,350.00
Community Partners	$5,350.00	$4,000.00			$9,350.00
Cross Roads House	$7,650.00	$4,400.00			$12,050.00
Dover Welfare Sec Deposit	$5,570.00	$5,050.00			$10,620.00
Dover Housing Assistance	$0.00		$33,244.00	$50,000.00	$83,244.00
HAVEN (A Safe Place)	$4,550.00	$450.00			$5,000.00
Homeless Center for Strafford County (HCSC)	$6,350.00	$3,300.00			$9,650.00
My Friends Place (MFP)	$10,350.00	$6,000.00			$16,350.00
Strafford Nutrition Meals on Wheels	$0.00			$5,000.00	$5,000.00
subtotal - Public Services	***$46,170.00***	***$32,200.00***	***$33,244.00***	***$55,000.00***	***$166,614.00***
Economic Development					
Business Counseling & Grant Program	$25,000.00				$25,000.00
Job Training & Economic Loan Program	$0.00			$74,200.00	$74,200.00
subtotal - Economic Development	***$25,000.00***	***$0.00***	***$0.00***	***$74,200.00***	***$99,200.00***
Public Facilities					
CAP Weatherization	$29,333.00			$30,000.00	$59,333.00
Woodman Museum	~~*$2,500.00*~~				$0.00
MFP Kitchen Project	$100,000.00				$100,000.00
MFP Generator Project	$15,000.00	$15,000.00			$30,000.00
Strand Ballroom	~~*$25,000.00*~~				$0.00
Homeless Shelter Improvements and Property Acquisition	$100,000.00				$100,000.00
Bus Shelter, Sidewalk & Pedestrian Improvements	~~*$20,000.00*~~				$0.00
subtotal - Public Facilities	***$244,333.00***	***$15,000.00***	***$0.00***	***$30,000.00***	***$289,333.00***
Administration					
Gen Administration	$58,706.00				$58,706.00
Public Services ADC	$0.00		$2,000.00	$5,000.00	$7,000.00
Public Facility ADC	$2,214.00				$2,214.00
Weatherization ADC	$5,000.00				$5,000.00
Econ Dev Servicing	$15,000.00			$5,000.00	$20,000.00
subtotal - Administration and Servicing	***$80,920.00***	***$0.00***	***$2,000.00***	***$10,000.00***	***$92,920.00***
	$396,423.00	**$47,200.00**	**$35,244.00**	**$169,200.00**	**$648,067.00**

Note:

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

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

I. INTRODUCTION

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

II. ORGANIZATION:

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

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

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

III. FUNCTION:

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

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

IV. OPERATION:

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

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

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

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

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

d. All Public Service grant applications will be rated for priority by the Planning Department before being forwarded to the Planning Board for a 8recommendation to the City Council.

V. TECHNICAL ASSISTANCE:

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

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

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

a. The provision of program information, at the time the City begins planning for the next program year including:

i. The total amount of funds available for community development and housing activities,

ii. The range of eligible activities that may be undertaken with these funds and the kinds of activities previously funded in the City,

iii. The processes to be followed in preparing and approving the application and the schedule of meetings and hearings.

iv. A summary of other program requirements.

v. A summary of how the total amount of funds was calculated.

VI. PROGRAM INFORMATION

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

Documents shall include:

a. all mailings and promotional material,

b. records of hearings,

c. key documents, including all prior applications, letters of approval, grant agreements, the Citizen Participation Plan, performance reports, Proposed and Final Consolidated Plans, other reports required by HUD, and Program Amendments.

d. copies of the regulations and issuance's governing the program,

e. documents regarding other important program requirements, such as contracting procedures, environmental policies, displacement information, etc.

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

VII. SUBSTANTIAL PROGRAM AMENDMENTS:

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

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

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

~~A substantial Amendment occurs when~~

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

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

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

VIII. PUBLIC NOTICES AND COMMENT PERIODS:

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

a. Pre-submission hearings. One hearing prior to development of the Consolidated Plan to obtain views on Community Development and housing needs, and past program performance; The second for specific grant requests; The third hearing will be held before the City Council to obtain views of citizens on the proposed application prior to submission of the application to HUD.

b. Notification: Two (2) weeks prior to each public hearing, the City of Dover shall publish a notice in easily readable type in the non-legal section of a local newspaper of general circulation. This notice shall indicate the date, time, place, and procedures of the hearing and topics to be considered.

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

d. Substantial Program Amendments: Citizens will be given up to thirty

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

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

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

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

IX. PROGRAM COMPLAINTS:

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

X. DISPLACEMENT:

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

XI PROCEDURES DURING CRISIS EVENTS – SUBSTANTIAL AMENDMENT

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

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

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

During crisis event periods, the following applies:

The substantial amendment will be published as follows:

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

To: Planning Board
From: Dave Carpenter
Date: May 11, 2020
Re: FFY20 Annual Action Plan & FFY20-24 Consolidated Plan

ISSUE:
FFY20 Action Plan; FFY20-24 Consolidated Plan

INTENT:
This memo will provide an overview proposed FFY20 Annual Action Plan & proposed FFY20-24 Consolidated Plan

GOAL:
Conduct a Public Hearing for the Proposed FFY20 Annual Action Plan & Proposed FFY20-24 Consolidated Plan.

ATTACHED:
- FFY20 Annual Action Plan - Proposed
- FFY20-24 Consolidated Plan – Proposed
- Citizen Participation Plan - Proposed

BACKGROUND

CONSOLIDATED PLAN

Every five years, the City adopts a new Consolidated Plan (CP) as mandated by HUD requirements. The CP serves as a strategic plan for addressing issues such as homelessness, housing, public services, community development needs and expanding economic opportunities. These efforts are targeted towards very low, low and moderate income persons within the community. One of the functions of the CP is to provide direction for funding decisions made through each of the annual Action Plans that will be adopted during the life of the Consolidated Plan. The Consolidated Plan to be adopted this spring is referred to as the FFY20-24 Consolidated Plan.

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

ACTION PLAN

To implement the FFY20-24 Consolidated Plan, the community must annually adopt an Action Plan (AP) that identifies activities and projects that the community has decided to assist with CDBG funds. The AP serves as a means to assure that the funded Activities are consistent with the CP and that the Activities comply with one of HUD's National Objectives.

National Objectives:

- Benefiting low- and moderate-income persons,
- Preventing or eliminating slums or blight, or
- Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs

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 year's AP will be the first of five Action Plans to be adopted during the life of the new CP.

ANNUAL ACTION PLAN & CONSOLIDATED PLAN

FFY20 ACTION PLAN

Due to the current Coronavirus pandemic and the resulting challenges, staff is proposing that available funds allocated to activities that are consistent with the proposed FFY20-24 CP and the challenges faced by local programs, services and efforts that are endeavoring to provide assistance to members of the Dover community.

Proposed Allocations

Included with this staff memo, are the proposed reallocations/modifications to Activities that were approved in the original FFY19 Action Plan. There are also new Activities that have been added in order to assist in addressing needs currently confronting the community. The table listing the proposed allocations/reallocations lists both original activities and new activities. You will see that staff has provided the source of the proposed additional funding.

Funding Sources

The funds that will be used for the proposed allocations are the "regular" CDBG funds allocated for FFY20. The CARES Act funds that have been provided to the City to be implemented through the CDBG program are being utilized through the Substantial Amendments to the FFY19 AP.

Activities Not Recommended for Funding

Strafford Nutrition Meals on Wheels (SNMoW)

SNMoW applied for FFY20 Public Service funding. In order to facilitate quicker access to funding, Staff "pulled" the request and added it to the FFY19 AP Substantial Amendment.

Strafford CAP - Weatherization

CAPS applied for FFY20 Public Service funding. In order to facilitate quicker access to funding, Staff "pulled" the request and added it to the FFY19 AP Substantial Amendment.

Dover Children's Center – Roof Project

Staff's recommendation is based solely on availability of resources and the needs presented by other applicants/proposals. Staff will keep the application in the "que" and may recommend funding of the proposal when the second round of CARES funds are released for distribution in late summer to early fall of 2020.

FFY20-24 CONSOLIDATED PLAN

Throughout the summer & fall of 2019 and the winter of 2020, the City engaged in an extensive public outreach process to gather input from citizens, organizations and businesses. The outreach involved listening sessions, meetings with service provides, an online survey and a public hearing. This input was used to help shape the priorities identified in the proposed FFY20-24 CP. July 1, 2020 will mark the beginning of the next 5-year Consolidated Plan cycle.

Citizen Participation Plan (CPP)

The CPP is a part of the CP and provides the protocols for public engagement in the CDBG program. The proposed CPP is included with this Staff Memo. A significant amendment to the proposed CPP, compared to prior CPPs is the inclusion of a new section that provides for reduced notice requirements and public involvement timelines during times of crisis such as natural disasters and significant local, regional, national or global that events.

STAFF RECOMMENDATION

Staff recommends the following:

1. Conduct a Public Hearing to allow input regarding the proposed FFY20-24 Consolidated Plan, FFY20-24 Citizen Participation Plan and the FFY20 Action Plan.

2. Continue the Public Hearing to the next regularly scheduled Planning Board meeting.

CITY OF DOVER, NEW HAMPSHIRE

Community Development Block Grant Program

Draft -

Annual Action Plan

FFY20

CDBG PROGRAM DESCRIPTION

The City of Dover is designated as an Entitlement Community by HUD. That means that each year, the City receives funds directly from HUD rather than having to apply to the State for CDBG funds.

These funds may only be used to address one of HUD's three National Objectives:

1. Benefit low and moderate income persons.
2. Prevent or eliminate slum/blight conditions.
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

Every five years, the City adopts a new Consolidated Plan (CP) as mandated by HUD requirements. The CP serves as a strategic plan for addressing issues such as homelessness, housing, public services, community development needs and expanding economic opportunities. These efforts are targeted towards very low, low and moderate income persons within the community. Throughout the summer & fall of 2019 and the winter of 2020, the City engaged in an extensive public outreach process to gather input from citizens, organizations and businesses. This input was used to help shape the priorities identified in the FFY20-24 CP. July 1, 2020 will mark the beginning of the next 5-year Consolidated Plan cycle.

One of the functions of the CP is to provide direction for funding decisions made through each of the annual Action Plans that will be adopted during the life of the Consolidated Plan. The Consolidated Plan to be adopted this spring is referred to as the FFY20-24 Consolidated Plan.

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

ACTION PLAN

To implement the FFY20-24 Consolidated Plan, the community must annually adopt an Action Plan (AP) that identifies activities and projects that the community has decided to assist with CDBG funds. The AP serves as a means to assure that the funded Activities are consistent with the CP.

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 year's AP will be the first of five Action Plans to be adopted during the life of the new CP.

Section 1

CDBG Program Description

ELIGIBLE ACTIVITIES

Examples of activities that can be funded through the CDBG program include:

Acquisition: Acquisition of real property to be used by a qualifying activity.

Activity Delivery Costs (*ADC*): Separate from general administration and planning activities, these are costs associated with administering specific grant awards. These costs include activities such as contract provision monitoring, Davis Bacon related activities and preforming environmental reviews for each recipient. There are two ADC categories in this year's Action Plan: Public Facility ADC and Weatherization ADC.

Administration and Planning: Payment of administrative costs and carrying charges related to the general planning and execution of Community Development program.

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 structures for occupancy by person who income qualify.

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, counselling, labor, supplies, materials rental assistance. Unless otherwise permitted by HUD, the amount annually distributed to public services shall not exceed 15 percent of the grant plus 15 percent of program income from the previous year.

Section 2

Funding Sources, Funding Formulas
& Proposed Funding by Category

FUNDING SOURCES
City of Dover FFY20 Action Plan

Category	Amount
FFY20 CDBG Entitlement Grant	$287,639.00
FFY20 PI: School St Parking Lot	4,200.00
FFY20 PI: Welfare Security Deposit returns (anticipated)	500.00
FFY20 PI: DELP Loan Payments (anticipated)	15,700.00
Total	**$308,039.00**

FUNDING FORMULAS
City of Dover FFY20 Action Plan

There are certain funding formula requirements that typically must be followed when allocating CDBG program funds:

1. **General Administration & Planning: $60,000.00**
   The maximum amount of program funds that can be used for general administration and planning purposes equals twenty percent (20%) of the FY20 grant amount: **$60,000.00**

2. **Public Services: $70,275.00**
   The maximum amount of program funds that can be allocated for Public Services is typically capped at fifteen percent of the grant amount plus fifteen percent of the anticipated program income. For FFY20, that would have been **$45,500.** Based upon the recently enacted Waiver by HUD, the 15% cap has been eliminated in order to allow local jurisdictions the option of providing increased funding to Public Service organizations and programs.

PROPOSED FUNDING BY CATEGORY
City of Dover FFY20 Action Plan

Public Services: $70,275.00
Allocations to applicants under the Public Services category. These include activities such as operating expenses, supplies and security deposits.

Public Facilities Projects: $153,764
Allocations to projects under the Public Facilities category include Weatherization, Land Acquisition, Construction and Pedestrian Crossing Improvements.

Admiration, Servicing & ADCs

General Administration and Planning: $60,000.00

General Administration of the CDBG program such as updating of the Consolidated Plan; development of the Action Plan; annual performance reporting to HUD (CAPER); quarterly and semi-annual reporting to HUD; training; legal notices and citizen participation.

Public Facilities - Activity Delivery Charges: $5,000.00

Separate from general administration activities, these are costs associated with administering specific grant awards. These costs include activities such as contract provision monitoring, Davis Bacon related activities and performing environmental reviews for each recipient.

Public Services - Activity Delivery Charges: $5,000.00

Separate from general administration activities, these are costs associated with administering specific grant awards. These costs include activities such as contract provision monitoring, Davis Bacon related activities and performing environmental reviews for each recipient.

Weatherization Activity Delivery Costs: $3,000.00

Separate from general administration activities, these are costs associated with administering specific grant awards. These costs include activities such as contract provision monitoring, Davis Bacon related activities and performing environmental reviews for each recipient.

Housing Unit Rehab Admin: $4,000.00

Development and administration of the housing unit rehab pilot program.

Economic Development Administration and Servicing: $7,000.00

Delivery of Dover Economic Loan Program and related Economic Development initiatives. Activities include meeting with prospective applicants, marketing of the programs, development of materials, project evaluation, loan underwriting, performance monitoring and technical assistance.

Section 3

Funding Requests - Summary

FFY20 CDBG PROGRAM DESCRIPTION

Applicant/Requested Funding Amount/Staff Recommended Funding Amount

Public Services

Aids Response Seacoast
Requested Funding: $10,000
Staff Recommended Funding: $10,000
Partially Support the salaries and benefits of Case Management Department staff consisting of a Program Manager, Medical Case Managers and a Financial Administrator.

Community Partners
Requested Funding: $10,080
Staff Recommended Funding: $10,080
Funding to provide security deposits and/or first month's rent to homeless individuals and families in Dover with mental illness or a developmental disability.

Cross Roads House
Requested Funding: $15,000
Staff Recommended Funding: $15,000
Funding to provide emergency shelter and supportive services to homeless families and individuals.

City of Dover Welfare Department – Security Deposit and Emergency Lodging
Requested Funding: $5,570
Staff Recommended Funding: $5,570
Funding to help people move into apartments that they can afford or to place them into motels until shelter space is available.

HAVEN (A Safe Place)
Requested Funding: $5,000
Staff Recommended Funding: $5,000
Funding to help domestic violence victims fleeing abuse with temporary shelter and services until they are ready to transition into safe, permanent housing.

Homeless Center for Strafford County
Requested Funding: $8,625
Staff Recommended Funding: $8,625
Funding to help support overall operations, including case management services and administrative oversight, of an emergency shelter for homeless women and families.

My Friend's Place
Requested Funding: $16,000
Staff Recommended Funding: $16,000
Funds will be used for overall operations of the year round emergency homeless shelter.

Strafford Nutrition Meals on Wheels
Requested Funding: $5,000
Staff Recommended Funding: $0
Support requested to assist with costs associated with providing services to Dover Residents.

Public Facilities

Community Action Partnership of Strafford County

Requested Funding: **$25,000**
Staff Recommended Funding: **$0**

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

Dover Children's Center – Roof Project

Requested Funding: **$25,000**
Staff Recommended Funding: **$0**

Funds requested to help repair leaking roof.

HAVEN

Requested Funding: **$50,000**
Staff Recommended Funding: **$50,000**

Funds requested to assist with the purchase of property upon which a new shelter and offices would be built.

Triangle Club

Requested Funding: **$11,939**
Staff Recommended Funding: **$10,399**

Funding to address needs related to exterior physical repair of the facility

City of Dover – Washington Street Crossing

Requested Funding: **$45,000**
Staff Recommended Funding: **$45,000**

Project entails improvements to the Washington Street Community Trail crossing.

City of Dover – Housing Unit Rehab Pilot Project

Requested Funding: **$48,425**
Staff Recommended Funding: **$48,425**

Project entails providing funding for rehab of existing rental units in order to achieve, at a minimum, units that are eligible for the housing voucher or similar program. The units would only be able to accept qualifying individuals/families for a predetermined number of years.

Section 4

Funding Allocations,
Contingency Funding Plan
& Applications

CDBG FFY20 Proposed Allocations

PROGRAM FUNDING	**Amount**
FFY20 Federal Grant	$287,639.00
FFY20 PI: School St Parking Lot	$4,200.00
FFY20 PI: Welfare Deposit Returns (anticipated)	$500.00
FFY20 PI: DELP Loan Payments (anticipated)	$15,700.00
Total Program Funding Pool	**$308,039.00**

Public Services	**Amount Requested**	**Proposed**
ARS	$10,000.00	$10,000.00
Community Partners	$10,080.00	$10,080.00
Cross Roads	$15,000.00	$15,000.00
Dover Welfare Security Deposits	$5,570.00	$5,570.00
Haven	$5,000.00	$5,000.00
Homeless Center for Strafford County	$8,625.00	$8,625.00
My Friend's Place	$16,000.00	$16,000.00
Strafford Nutrition Meals on Wheels	$5,000.00	$0.00
Total	**$75,275.00**	**$70,275.00**

Public Facilities	**Amount Requested**	**Proposed**
CAP Weatherization	$25,000.00	$0.00
Children's Center Roof	$25,000.00	$0.00
HAVEN	$50,000.00	$50,000.00
Triangle Club	$11,939.00	$10,339.00
Wash St. Crossing	$45,000.00	$45,000.00
Housing Unit Rehab Pilot Project	$48,425.00	$48,425.00
Total	**$205,364.00**	**$153,764.00**

Admin , Servicing & ADC	**Amount Requested**	**Proposed**
Gen Administration	$60,000.00	$60,000.00
PF ADC	$5,000.00	$5,000.00
PS ADC	$5,000.00	$5,000.00
Weatherization ADC	$3,000.00	$3,000.00
Rehab Admin	$4,000.00	$4,000.00
Economic Development Admin & Servicing	$12,000.00	$7,000.00
Total	**$89,000.00**	**$84,000.00**

Grand Total	**$369,639.00**	**$308,039.00**

CDBG APPLICATION

CITY OF DOVER, NH
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021

APPLICANT INFORMATION	
Organization AIDS Response Seacoast	**Tax ID** 22-2884488
Name of Program or Project Medical Case Management	
Name of Executive Director Richard B. Wagner	
Mailing Address 7 Junkins Avenue, Portsmouth, NH 03801 **Physical Address** Same	
Contact Person Richard B. Wagner	**Phone** 603-433-5377
E-Mail rwagner@aidsresponse.org	**Website** www.aidsresponse.org
Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)* ☒ 501(c)(3) ☐ For-profit authorized under 570.201(o) ☐ Unit of Government ☐ Faith-based Organization ☐ Institution of Higher Education ☐ Other (Explain):	
Tax ID # 22-2884488	
***DUNS #** 78-013-3013	***SAM Expiration Date** 9/9/2020

* *Important notice regarding new mandatory federal reporting requirements*: The Federal Funding Accountability and Transparency Act requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit https://fedgov.dnb.com/webform and https://www.sam.gov/portal/SAM/##11. Completing these registration processes is free, but may take up to 15 days to complete. The city will not commit funds without this information.

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $10,000
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 utilized to partially support the salaries and benefits of the Case Management Department staff, consisting of a Program Manager, Medical Case Managers, and a Financial Administrator
Identify the Dover Consolidated Plan "Specific Objective" that will be met by the proposed activity/project (page 3 of "CDBG Application: Overview & Scoring") Specific Objective (*i.e. Removal of architectural barriers to allow increased handicapped accessibility*) To provide increased opportunities to residents of Dover who require education, health, housing and related human services.

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. 7 Junkins Avenue, Portsmouth, NH 03801

BENEFICIARIES
Beneficiaries: **For FY2021 (7/1/20 – 6/30/21) please provide the *estimated* number of unduplicated Dover beneficiaries that will benefit from this CDBG funded activity or project, not necessarily your entire client population (Note: these numbers will be monitored during the funding year):** 21 **For FY2019 (7/1/18 – 6/30/19) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population:** 18 **Were Dover CDBG funds used to fund this activity or project in FY2020 (7/1/19 – 6/30/20): Yes** **If so, how much?** $6,350
Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) **Persons living with AIDS; Low-Income Households**

NARRATIVE – PUBLIC SERVICE ACTIVITY ONLY

Please provide a detailed description for the proposed Activity.....*not* the Organization. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals.

The Department of Client Services provides client-centered **Medical Case Management** for people living with HIV/AIDS who live in Rockingham and Strafford Counties of New Hampshire. Case managers at ARS provide direct face to face meetings for initial assessments, reassessments and informal 'check-in' meetings, phone support and medical and social referrals as indicated. Within this process, a client's needs and goals are assessed and an individual service plan (ISP) is developed in collaboration with the client to attain his/her goals. A case manager coordinates this process by providing information, advocacy and referrals linking clients to primary and specialty health care, dental, mental health/substance abuse counseling, Medicaid, Medicare, fuel assistance, Section 8 Housing and the AIDS Drug Assistance Programs (ADAP) administered by the New Hampshire Department of Health and Human Services CARE Program.

CDBG funds will be used to partially cover the salaries and benefits of the Medical Case Managers, program director and financial administrator. The services provided by ARS Client Services Department directly benefit Dover residents, of which 84% are at low or very low incomes, receive the medical care necessary for them to maintain their health and obtain HIV viral suppression.

Please indicate who prepared the overall cost estimate for the activity or project. Executive Director and Director of Finance

NARRATIVE – PUBLIC FACILITY PROJECT ONLY

Please provide the following information for the proposed Project....*not* the Organization:

Describe the nature of the project:

Describe how the project will ultimately benefit Dover low-moderate income individuals:

Proposed project starting date:

Proposed project completion date:

Provide a total project cost broken down by major phases of the project (i.e. 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 and the method of measurement. You may list multiple outcomes.

Outcome	Measurement
Ex. Decrease in number of "latch-key kids" **Ex. Decreased dependence on emergency care facilities for non-emergency care of low/mod adults**	**Ex. # of children who participate in afterschool program** **Ex. Increase in number of low/mod income residents that seek care from health program.**
1) 95% of clients maintain stable and satisfactory housing **2) 90% of clients will had a HIV viral load <200 copies/ml at last viral load test during the measurement year**	**1) Number of clients in stable and satisfactory housing divided by total number of clients** **2) Number of clients with viral load <200 copies/ml divided by number of clients with HIV diagnosis with at least one HIV viral test in the measurement year.**

ORGANIZATION

DESCRIPTION OF ORGANIZATION
Please provide a description for the Organization that is undertaking the activity/project.
AIDS Response Seacoast (ARS) is a non-profit, community based HIV/AIDS Service Organization dedicated to providing direct assistance, education and advocacy for persons living with and affected by HIV/AIDS. ARS provides services to clients at all stages of HIV infection that live in Rockingham and Strafford counties in New Hampshire as well as providing educational programs throughout New Hampshire. It is the mission of ARS to support and assist those infected and affected by HIV/AIDS in maintaining a high quality of life through direct assistance and advocacy and to prevent the spread of new infections by promoting safer practices and education for local and regional communities.

AUDIT AND EVALUATION
Does your organization have an annual CPA Audit? Yes
If yes, please submit most recent Audit.
Is your organization evaluated by outside agencies or programs? Yes
If yes, please note the agency/program and how often the evaluation occurs. • New Hampshire Department of Health and Human Services, Bureau of Infectious Disease Control – Program and fiscal audit done annually • Boston Public Health Commission, HIV/AIDS Services Division (administering agency for Ryan White CARE Act for Boston Eligible Metropolitan Area (EMA) – Program and fiscal audit annually

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
Raymond Ouellette	Rollinsford
Betsy J. Melanson	Portsmouth
Kathy Jerram	Hampton
David Steady	Portsmouth
Art Nicholson	Portsmouth

BUDGET – PLEASE SEE ATTACHED

Use box *A* or *B* below to provide a budget. Include all proposed expenses.

A. Public Services (Non-Construction Projects)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET:			

B. 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:			

AIDS Response Seacoast
Client Services Department - Program Budget
FY 2021

LINE ITEM DESCRIPTION:	DOVER FUNDS REQUESTED	OTHER FUNDING	TOTAL
Client Services Dept. Staff Salaries	$ 7,200.00	$ 152,800.00	$ 160,000.00
Program Manager			
Medical Case Manager 1			
Medical Case Manager 2			
Financial Administrator			
Payroll Taxes & Fringe Benefits	$ 1,890.00	$ 39,110.00	$ 41,000.00
Clinical Supervision & Consultants	$ -	$ 4,000.00	$ 4,000.00
Direct Financial Assistance to Clients			
Shelter Assistance	$ -	$ 34,000.00	$ 34,000.00
Food & Nutrition	$ -	$ 32,000.00	$ 32,000.00
Client Transportation	$ -	$ 4,000.00	$ 4,000.00
Other Client Support	$ -	$ 17,000.00	$ 17,000.00
Supplies - Office and PC	$ -	$ 3,500.00	$ 3,500.00
Copying & Printing	$ -	$ 2,000.00	$ 2,000.00
Postage	$ -	$ 1,000.00	$ 1,000.00
Audit & Professional Fees	$ -	$ 7,000.00	$ 7,000.00
Insurance	$ -	$ 3,500.00	$ 3,500.00
Telephone & Internet	$ -	$ 3,000.00	$ 3,000.00
Equipment Maintenance & Repairs	$ -	$ 1,000.00	$ 1,000.00
Training and Conferences	$ -	$ 1,000.00	$ 1,000.00
Case Managers Travel - Home Visits	$ -	$ 2,000.00	$ 2,000.00
Rent	$ -	$ 21,000.00	$ 21,000.00
Direct Department Overhead	$ 910.00	$ 22,090.00	$ 23,000.00
Total	$ 10,000.00	$ 350,000.00	$ 360,000.00

Additional Housing Support -

In addition to the support shown above, AIDS Response Seacoast coordinates through a program titled "Housing Opportunities for People With AIDS" (HOPWA) for approximately **$86,000** annually in direct housing and utilities assistance for our clients. These funds are administered directly and are not part of our financial statements.
(See Note 5 of Audited Financials)

FUNDING SOURCES – PLEASE SEE ATTACHED

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested.*

Funding Source: (Name(s) of funding source(s))	**Total Amount ($):**	**Committed, Pending or Proposed Amount ($):**	
Federal:		Committed Pending Proposed	
State:		Committed Pending Proposed	
Local:		Committed Pending Proposed	
Private:		Committed Pending Proposed	
Portsmouth CDBG:		Committed Pending Proposed	
Rochester CDBG:		Committed Pending Proposed	
Other:		Committed Pending Proposed	
Total:		Committed Pending Proposed	

Organizational Commitment: For Public Facility Projects (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization will be contributing to the project.

Funding Source: (Name of Parent Organization)	**Total Amount ($) to be Contributed by Parent Organization**	**Committed or Proposed Amount ($)**	
		Committed Proposed	
Total:			

AIDS RESPONSE SEACOAST
PROJECTED OTHER FUNDING SOURCES - CLIENT SERVICES DEPARTMENT PROGRAM
FOR FISCAL YEAR ENDING JUNE 30, 2021
All Pending

FEDERAL GRANTS		
Boston Public Health Ryan White Funding	$ 126,350	
UW EFSP - Rockingham	$ 1,000	
UW EFSP - Strafford	$ 1,500	
HOPWA - Housing Opportunities for People With AIDS	$ 24,000	
Portsmouth CDBG	$ 9,750	
Dover CDBG *(Not Included)*	$ -	
		$ 162,600
STATE GRANTS & MUNICIPALITIES		
Taskforce - NH DHHS Client Services	$ 106,800	
Portsmouth Social Services	$ 5,000	
Local Municipalities	$ 16,000	
		$ 127,800
FOUNDATIONS :		
Broadway Cares	$ 5,000	
Hospitals -	$ 3,000	
Bretton Woods Tele Co.	$ 2,000	
PhRMA	$ 1,000	
Other - Rotary, etc.	$ 1,000	
		$ 12,000
DONATIONS -Restricted		
In Kind Donation Food	$ 15,000	
In Kind - Other Client Support	$ 3,000	
		$ 18,000
OTHER RESTRICTED FUNDS AVAILABLE		$ 29,600
TOTALS		**$ 350,000**

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

AGENCY BUDGET – PLEASE SEE ATTACHED

Please provide a breakdown of your *organization's* overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from to	Current Year	Next Year (projected)
REVENUES		
Federal Funds		
State Funds		
Foundations/Private Contributions		
United Way		
Fundraising or other income		
Other (describe)		
Community Dev. Block Grant (include anticipated request)		
TOTAL REVENUE		
EXPENSES		
Salaries		
Fringe Benefits		
Supplies (include printing/copying)		
Travel		
Training		
Communications		
Audit		
Property Maintenance		
Service Contracts		
Construction Supplies/Materials		
Other (describe)		
TOTAL EXPENSES		
NET (Income - Expenses)		

AIDS RESPONSE SEACOAST
ANNUAL BUDGET
PERIOD JULY 1 TO JUNE 30

Revenue Sources	CURRENT YEAR ENDING June 30, 2020	PROJECTED ENDING June 30, 2021
Federal Grants	$ 175,100	$ 172,600
State Grants & Municipalities	$ 109,832	$ 127,800
Foundations	$ 23,800	$ 12,000
Special Events / Fundraising	$ 30,000	$ 33,000
Charitable Donations	$ 51,230	$ 50,000
Restricted Funds Available	$ 30,021	$ 29,600
Interest Income	$ 17	$ -
Total	**$ 420,000**	**$ 425,000**

Expenses	June 30, 2020	June 30, 2021
Salaries	$ 216,227	$ 222,000
Payroll Taxes & Fringe Benefits	$ 55,973	$ 57,000
Clinical Supervision & Consultants	$ 3,600	$ 4,000
Direct Financial Assistance		
Shelter Assistance	$ 32,500	$ 34,000
Food and Nutritional Suppliments	$ 33,000	$ 32,000
Client Transportation	$ 6,000	$ 4,000
Other Client Support	$ 18,000	$ 17,000
Speaker Honorariums/ Educ.Programing	$ 800	$ 800
Supplies - Office	$ 4,000	$ 4,000
Copying and Printing	$ 2,300	$ 2,300
Telephone and Internet	$ 3,000	$ 3,500
Training and Conferences	$ 800	$ 1,000
Travel	$ 1,800	$ 2,000
Insurance	$ 4,400	$ 4,000
Equipment Expense		
Equipment Rentals	$ 200	$ 200
Equipment Purchase and Repairs - Office	$ 1,000	$ 1,000
Postage	$ 1,200	$ 1,500
Rent	$ 21,500	$ 22,000
Advertising	$ 100	$ 100
Dues and Subscriptions	$ 800	$ 800
Professional Fees/Consultants	$ 8,200	$ 8,200
Bank Charges	$ 100	$ 100
Miscellaneous	$ 500	$ 500
Fundraising Event Costs	$ 4,000	$ 3,000
Agency Overhead	$ -	$ -
Total	**$ 420,000**	**$ 425,000**

By signing below, the Authorized Official affirms: The organization's commitment to implement the proposed activity/project; that all information presented is true and accurate to the best of their knowledge; and he/she is authorized to submit this application;

Submitted by: Richard B. Wagner 12/20/2019

Authorized Official - signature | Date

Richard B. Wagner

Print Name

Executive Director

Print Title

FFATA Checklist (contracts $25,000 and over)

The Federal Funding Accountability and Transparency Act (FFATA) require the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. As part of this, the City of Dover's CDBG program requires all agencies that meet the following thresholds to report when the agencies:

- had a gross income, from all sources, over $300,000 in the agency's previous tax year, **and**
- have been awarded $25,000 and over.

CCR registration has been replaced by SAM Regiastration

Please check box, sign and date below and return form if your agency does not meet the above thresholds. ☒

To Be Filled Out By Dover CDBG Staff	
Award title descriptive of the funding action	
CFDA program number for grant	14.218
Program source	CDBG
Amount of award	
To Be Filled Out By Agency	
Name of agency receiving award	
Address of the entity including:	
Place of performance including:	
Congressional district	
Total compensation and names of top five executives*	**1.**
	2.
	3.
	4.
	5.
DUNS number	
Central Contractors Registration (CCR) number**	

***Must give total compensation and names of top five executives if:**
(1) More than 80% of annual gross revenues are from the federal government, and those revenues are greater than $25M annually, **and** (2) Compensation information is not already available through reporting to the SEC. **Note: Because CCR registration expires annually, grantees are required to update their CCR information annually.

How do you get a DUNS number?
The unique identifier used in reporting to FFATA is the entity's Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. For subgrantees, OMB has issued interim final guidance requiring such recipients to obtain a valid DUNS number.
DUNS numbers may be requested via the web at: http://fedgov.dnb.com/webform

****What is a CCR and how do you register?**
CCR stands for Central Contractor Registration, which is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.
The link to information needed to register and become familiar with CCR is provided below.
Registration information: http://www.ccr.gov/startregistration.aspx

Richard B Wagner
Signature of Authorized Person

12/20/2019
Date

Executive Director
Title

CDBG APPLICATION INSTRUCTIONS

CITY OF DOVER, NH
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021

The City of Dover has begun the process of developing an Annual Action Plan for fiscal year 2021. When final, the Action Plan identifies projects that will receive CDBG funding from the City of Dover.

To be considered for funding, an application must be completed in its entirety and the activity must comply with statutory program goals, meet a CDBG National Objective, and be an eligible activity.

SUBMISSION REQUIREMENTS:

- **One (1) original paper** application must be submitted to the Planning and Community Development Department at:

  City of Dover
  Planning and Community Development Department
  288 Central Ave.
  Dover, NH 03820

  - Mark exterior of envelope "CDBG Application"

- A *copy* of the application submitted to the Planning and Community Development Department must also be emailed to the following: d.carpenter@dover.nh.gov

- All required documents *and* the electronic copy of the APPLICATION must be received no later than 4:00 p.m. on December 30, 2019 at the location identified above. The City of Dover reserves the right to reject any requests that are found incomplete or not received by the required deadline.

If you have questions or would like guidance in developing the application, attend one of the workshops or contact the Planning and Community Development Department at 603-516-6008. We will be pleased to assist you.

Initial: KW

Date: 12/20/19

REQUIRED SUBMISSION MATERIAL:

- APPLICATION: Pages 1-7 completed in entirety & Signed/Dated.
- Federal Funding Accountability and Transparency Act (FFATA) Checklist. If applicable, complete the form and sign. If not applicable, indicate on the form and sign.
- CDBG APPLICATION INSTRUCTIONS: Initialed and dated at bottom of each page.
- CDBG APPLICATION OVERVIEW & SCORING: Initialed and dated at bottom of each page.
- Written quotes. Quotes are required for proposed purchase of items exceeding $3,000.00. Quotes are also required for all Public Facility projects (i.e. building expansion, new roof, replacement of windows, etc.).
- Most recent financial audit with management letter and, if applicable, corrective action plan must be included with the application. Please do not omit the management letter; your application is not complete without this key element of your annual audit.
- *if new applicant and filing as a 501(c)(3) organization* - IRS determination of 501(c)(3) status.

DO NOT SUBMIT THE FOLLOWING WITH YOUR PROPOSAL:

- Letters of support, resumes, brochures, newspaper articles, or other marketing materials.

MONITORING AND ASSESSMENT:

HUD requires recipients of federal funding to assess the outcomes and productivity of programs and activities. The information requested in the application will help the City assess and report your accomplishments.

DEFINITIONS/DESCRIPTIONS:

The following definitions/descriptions are for the questions found in the Application. Please call the Planning and Community Development Department at 603-516-6008 if you have any questions.

Beneficiaries: The number of unduplicated Dover beneficiaries that will benefit from this CDBG funded activity.

Narrative – Public Services Activity Only: Detailed description of the Activity, for which you are seeking assistance. Do not provide information about the Organization.

Narrative – Public Facilities Project Only: Detailed description of the Project for which you are seeking assistance. Do not provide information about the Organization.

Performance Outcome Measures: Please provide the *Outcome* proposed and the method of *Measurement* proposed to measure the Outcome. You may list multiple Outcomes/Measures. Please be realistic and specific when proposing Outcomes and method of Measurement.

Description of Organization: Please provide a description for the Organization. This does not need to be extensive.

Funding Sources: Provide a listing of all funding sources to be used for the activity or project. Provide the financial amount proposed for each source. Also indicate how much of the funding is secured, and how much is proposed, at the time of this application. The category of "Other" can be used for activities such as Capital Campaigns or other fund raising efforts

Organizational Commitment: For Public Facility projects (construction/physical improvement projects) only. Indicate how much of the project cost the organization will be providing toward the project.

Initial: BW Date: 12/20/19

CDBG APPLICATION SCHEDULE: DOVER FY21 ANNUAL ACTION PLAN

The Annual Action Plan is created through a public process. The first phase of this process is receipt of applications for funding for FY2021. Complete applications are due by the date and time provided in Table 1, below.

TABLE 1 APPLICATION SCHEDULE

Date & Time	Subject	Purpose	Location
November 18, 2019	Applications Available	Solicit requests for funding	Community Development Department, Media and Online
November 19, – December 30, 2019	Technical Assistance	Assistance in completing the CDBG application: Call or email the Community Development Department, Dave Carpenter, at 603-516-6008 / d.carpenter@dover.nh.gov to discuss or schedule a meeting.	–
December 2nd, 2019 @ 10:00 a.m. December 3rd, 2019 @ 5:30 p.m.	Workshops	Opportunity for Q&A with staff regarding the City's revised application format, submission requirements and timeline. Applicants are encouraged but not required to attend.	Dover City Hall, First Floor Conference Room
December 30, 2019 @ 4:00 p.m.	Application Deadline	Deadline to submit a completed APPLICATION and other required documents. The City of Dover is not required to consider applications delivered, mailed or emailed, but not received, prior to the deadline or at the location indicated.	Planning and Community Development Department 288 Central Ave Dover, NH 03820

Dover City Hall: City Hall is located at 288 Central Avenue, Dover, NH, 03820

Parking: There is metered parking adjacent to City Hall. There is free parking located to the rear of the Dover Public Library. The Dover Public Library (73 Locust Street) is located to the rear of City Hall.

PLANNING BOARD AND CITY COUNCIL REVIEW

As indicated above, the Annual Action Plan is created through a public process. The Planning Board will review all complete applications that are received by the deadline at the location identified in Table 1 above. After conducting a public hearing, the Planning Board will make a recommendation to the City Council. The City Council will then hold a public hearing to review and approve an Annual Action Plan. After the required public notices and comment periods, the locally approved Annual Action Plan will then be provided to Housing and Urban Development (HUD) for final review and approval.

The Planning Board and City Council meetings are open to the public and televised.

Proposed Planning Board and City Council meeting dates for review of the proposed Annual Action Plan will be announced on or after January 2nd, 2020.

Initial: _____ Date: 12/20/19

CDBG APPLICATION OVERVIEW & SCORING

CITY OF DOVER, NH
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021

INTRODUCTION

The City of Dover is an Entitlement Community that receives Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD). CDBG funds may be used to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development and providing improved community facilities and services. Organizations are invited to apply to the City of Dover for CDBG funding to support activities and projects that achieve these outcomes.

CONSOLIDATED PLAN

The City of Dover is in the process of developing the FY21-FY25 Consolidated Plan. This process runs parallel with the application process for the FY21 Action Plan. As such, the Consolidated Plan Goals are, at this time, draft Goals and may be modified during the development of the Consolidated Plan. Applications must address at least one of the draft Goals identified below.

SCORING CONSIDERATIONS

The Planning and Community Development Department will review proposals closely to determine if they meet one of the three National Objectives. Once eligibility is determined and applications determined complete, the proposals are forwarded to the Planning Board that will hold a Public Hearing, gather public input, deliberate and make funding recommendations. The Planning Board recommendations are forwarded to the City Council. The City Council will hold a Public Hearing and render a final decision on the requests in the form of a the FY21 Annual Action Plan.

At a minimum, the following criteria will be used when determining which proposals to fund and funding allocations:

1. The proposed activity or project meets one of the following HUD *National Objectives*:
    a) benefit low and moderate income persons;
    b) activities that aid in the prevention of slums or blight; or
    c) other community development needs having a particular urgency.
2. The proposed activity or project qualifies as an "eligible activity" pursuant to HUD regulations.
3. The project or activity directly addresses one or more of the Goals and Objectives that will be adopted as part of the FY21-FY25 Consolidated Plan. See "Goal and Objectives" below.
4. Through the application, the applicant and the proposed project or activity, demonstrates capacity to comply with all HUD and CDBG related requirements.

Initial: RBW

Date: 12/20/19

5. Public Facilities Projects, as demonstrated through the application process, have a high likelihood of beginning within the year and being completed within two years.
6. Seventy percent (70%) of the clientele for the proposed project or activity will qualify as "presumed benefit" or very low, low or moderate income.
7. A minimum of 51% of the clientele for the proposed project or activity will qualify as "presumed benefit" or very low, low or moderate income.

Presumed Benefit clientele:

1. Abused children
2. Elderly persons
3. Battered spouses
4. Homeless persons
5. Severely disabled adults
6. Illiterate adults
7. Persons with AIDS
8. Migrant Farm Workers

PROGRAM REQUIREMENTS

All CDBG Subrecipients are required to adhere to HUD and City requirements. Some of the key requirements are outlined below. This section serves to familiarize you with the general procedures, rules and regulations. Greater detail regarding requirements is available and will be provided to successful applicants as a provision of accepting grant funds:

- Funding decisions are made by the City Council following review, deliberation and recommendation by the Planning Board. This is a public process.
- Funds are not considered committed until the City has received the Congressional award from HUD followed by the execution of a Funding Agreement between the City and the Federal Government.
- Successful applicants must sign a Subrecipient Agreement with the City of Dover. The agreement details the responsibilities, requirements, scope of service and budget for the CDBG-funded activity.
- Contact the Planning and Community Development Department prior to expending/committing funds for physical projects. An Environmental Review must be completed before incurring costs or commencing activities.
- The project may be subject to Davis Bacon and/or other Federal requirements.
- CDBG programs are administered on a reimbursable basis. Prepayments are not allowed.
- Subrecipients must adhere to 24 CFR 84, OMB circular A-133 and 2 CFR Part 200.
- Agencies must keep client files for individuals served by CDBG funded programs. Client files must contain income verification/documentation, family size, address or location and race and ethnicity. Client information must be made available to HUD and the Planning and Community Development Department upon request.
- Procurement procedures must be followed on all purchases made with CDBG funds. At a minimum, three bids (price quotes) must be secured for all purchases. Subrecipients choosing to accomplish their funded activity using subcontractors must contact the Planning and Community Development Department as only those contracts that have been procured and carried out under the department's supervision will be reimbursed.
- The City of Dover will provide technical assistance training to all Subrecipients. Technical Assistance sessions may be mandatory.
- The City of Dover is required to monitor all Subrecipients. Monitoring can include performance reports; review of reimbursement requests; supervision of all activities related to job specification, bid process, contractor selection and performance; construction site inspections; and ongoing informal communication with the subrecipient.
- For purposes of determining income eligibility, HUD's annual income limits are used. The most recent Income Limits for Dover are listed below:

Initial: RBW

Date: 12/20/19

2019 HUD Income Limits (based on household size) for the City of Dover, New Hampshire

	Persons in Family							
	1	2	3	4	5	6	7	8
Extremely Low (30%) Income Limits	19,850	22,650	25,500	28,300	30,600	34,590	39,010	43,430
Very Low (50%) Income Limits	33,050	37,750	42,450	47,150	50,950	54,700	58,500	62,250
Low (80%) Income Limits	52,850	60,400	67,950	75,450	81,500	87,550	93,600	99,600

FY21-FY25 GOALS AND OBJECTIVES

The ***City of Dover's FY21-FY25 Consolidated Plan*** will be adopted with the FY21 Action Plan. The draft Goals and Objectives listed below are subject to change during the development of the Consolidated Plan. At this time, applications must address at least one of the following Goals:

Goal #1

The City of Dover seeks to create a supportive community environment for qualifying very low, low and moderate income Dover citizens, and for Dover citizens who qualify as "presumed benefit" clientele, through the improvement or development of housing, transportation, support services, infrastructure and economic development related activities and projects.

Goal #2

The City of Dover seeks to utilize federal funds to address situations of "urgent need" when such occurrence has been declared in compliance with applicable federal, state and local requirements.

Goal #3

The City of Dover seeks to utilize federal funds to address areas that qualify as "slum & blight" when such occurrence has been declared in compliance with applicable federal, state and local requirements.

Goal #4

The City of Dover seeks to support initiatives and endeavors that are consistent with the FY21-FY25 Consolidated Plan and the Goals and Objectives therein.

MULTIPLE APPLICATIONS

Interested parties may submit an application for the Public Service category and a separate application for the Public Facilities category. Certain restrictions apply. For details, attend one of the workshops or contact Dave Carpenter at the address below:

City Hall
Attn: Dave Carpenter
288 Central Avenue
Dover, NH 03820-4169
e: d.carpenter@dover.nh.gov ; p: 603.516.6008; f: 603.516.6049

Initial: _____ Date: 12/20/19

AIDS Response Seacoast

Measurement Goal #1 - 95% of clients maintain stable and satisfactory housing

Housing/Living Arrangement

	Male	Female	Transgender	# Clients	%
Permanent housing	60	22	2	84	95.5%
Transitional housing	0	0	0	0	0%
Emergency shelter	0	0	0	0	0%
Substance abuse treatment facility	1	0	0	1	1.1%
Psychiatric facility	0	0	0	0	0%
Incarcerated	0	0	0	0	0%
Temporarily staying at a family/friend's residence	2	0	0	2	2.3%
Place not meant for human habitation	1	0	0	1	1.1%
Other	0	0	0	0	0%
Total	64	22	2	88	100%

AIDS Response Seacoast

Goal 2	90% of clients will have had a HIV viral load <200 copies/mL at last HIV viral load test during the measurement year		
Measurement Dates:	01.01.2019 – 12.20.2019		
Your Agency Achieved:	95.95%	**Statewide ASOs Achieved:**	94.18%
Numerator:	Number of patients in the denominator with a HIV viral load <200 copies/mL at last HIV viral load test during the measurement year		71
Denominator:	Number of patients, regardless of age, with a diagnosis of HIV with at least one HIV viral load test in the measurement year		74

Agency Narrative: ARS monitors client's lab results on a regular basis and reviews them with the clients at their re-assessments. If viral load increases, case managers try to determine what might be the cause. If clients report that they have not been adherent to their regimen case managers will discuss the reason and work with the client on strategies to increase adherence to HIV medications in order to achieve viral suppression. Case managers will often work directly with medical providers to advocate for clients or as part of a team to help clients struggling with adherence

ARS
AIDS Response Seacoast

COMPASSION | CARE | PREVENTION

December 20, 2019

Re: FY 2019 Audited Financial Report

ARS is awaiting the most current Financial Report for FY 2019, which is currently being completed by our auditing firm. The report should be available shortly, at which time I will immediately forward to the City of Dover. In the interim, I have enclosed our FY 2018 Financial Report.

Please contact me should you have any questions. Thank you for your patience.

Regards,

Richard B. Wagner
Executive Director

7 Junkins Avenue · Portsmouth NH 03801 · 603.433.5377 · info@aidsresponse.org · www.aidsresponse.org
AIDS Response Seacoast, a 501(c)(3) charitable organization FEIN 22-2884488

AIDS RESPONSE - SEACOAST

FINANCIAL REPORT

June 30, 2018

AIDS RESPONSE - SEACOAST

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
AIDS Response - Seacoast
Portsmouth, New Hampshire

We have audited the accompanying financial statements of AIDS Response - Seacoast (a non-stock nonprofit corporation), which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of AIDS Response - Seacoast as of June 30, 2018 and 2017, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

October 4, 2018

Plodzik & Sanderson
Professional Association

PLODZIK & SANDERSON
Professional Association / Accountants & Auditors

193 North Main Street • Concord • New Hampshire • 03301-5063 • 603-225-6996 • FAX-224-1380

AIDS RESPONSE - SEACOAST
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2018 AND 2017

ASSETS

	2018	2017
CURRENT ASSETS		
Cash and cash equivalents	$ 152,675	$ 119,091
Grants receivable	40,441	39,561
Prepaid expenses	1,070	1,201
Inventory - food pantry	3,000	4,000
Total current assets	$ 197,186	$ 163,853
PROPERTY AND EQUIPMENT		
Office equipment and computers	$ 53,182	$ 53,182
Furniture and fixtures	12,025	12,025
Leasehold improvements	1,626	1,626
	$ 66,833	$ 66,833
Less accumulated depreciation	66,833	66,833
	$ -	$ -
TOTAL ASSETS	$ 197,186	$ 163,853

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Accrued expenses	$ 16,560	$ 15,179
NET ASSETS		
Unrestricted		
Net investment in property and equipment	$ -	$ -
Undesignated	150,605	120,384
	$ 150,605	$ 120,384
Temporarily restricted	30,021	28,290
Total net assets	$ 180,626	$ 148,674
TOTAL LIABILITIES AND NET ASSETS	$ 197,186	$ 163,853

The notes to financial statements are an integral part of these statements.

AIDS RESPONSE - SEACOAST
STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEARS ENDED JUNE 30, 2018 AND 2017

	2018	2017
UNRESTRICTED NET ASSETS		
REVENUE		
Grant revenue	$ 272,406	$ 275,140
Event revenue	16,027	14,710
Municipal revenue	14,998	20,740
	$ 303,431	$ 310,590
SUPPORT		
Cash donations	$ 74,857	$ 23,951
Donated materials and services	29,786	26,188
	$ 104,643	$ 50,139
INVESTMENT INCOME		
Interest	$ 27	$ 21
NET ASSETS RELEASED FROM RESTRICTIONS		
Satisfaction of program restrictions	$ 13,268	$ 2,098
TOTAL UNRESTRICTED REVENUE, SUPPORT AND OTHER GAINS	$ 421,369	$ 362,848
EXPENSES		
Program services:		
Client services	$ 343,560	$ 319,070
Education	7,526	7,954
Total program services	$ 351,086	$ 327,024
Fundraising	12,713	14,260
Management and general	27,350	24,894
TOTAL EXPENSES	$ 391,149	$ 366,178
INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS	$ 30,220	$ (3,330)
TEMPORARILY RESTRICTED NET ASSETS		
Donations	$ 15,000	$ 5,000
Net assets released from restrictions	(13,268)	(2,098)
INCREASE (DECREASE) IN TEMPORARILY RESTRICTED NET ASSETS	$ 1,732	$ 2,902
INCREASE (DECREASE) IN NET ASSETS	$ 31,952	$ (428)
NET ASSETS - BEGINNING	$ 148,674	$ 149,102
NET ASSETS - ENDING	$ 180,626	$ 148,674

The notes to financial statements are an integral part of these statements.

AIDS RESPONSE - SEACOAST
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2018

	Program Services		Total Program		Management and	
	Client Services	Education	Services	Fundraising	General	Total
Salaries	$ 201,130	$ 3,643	$ 204,773	$ 3,643	$ 7,285	$ 215,701
Payroll tax expense	17,375	310	17,685	310	626	18,621
Fringe benefits	23,025	-	23,025	-	13,816	36,841
Contracted services						
Contracted educational services	3,600	-	3,600	-	-	3,600
Direct financial assistance						
Shelter assistance	20,126	-	20,126	-	-	20,126
Food	28,643	-	28,643	-	-	28,643
Client transportation expense	2,017	-	2,017	-	-	2,017
Other client support	8,934	-	8,934	-	-	8,934
Client social activities	180	-	180	-	-	180
Honorariums	-	850	850	-	-	850
Supplies	2,414	515	2,929	98	196	3,223
Copying and printing	2,430	87	2,517	87	173	2,777
Telephone and internet	2,692	160	2,852	160	344	3,356
Training and conferences	150	-	150	-	-	150
Travel	1,278	82	1,360	-	-	1,360
General insurance	3,445	215	3,660	215	429	4,304
Equipment expense						
Equipment rentals	-	-	-	-	120	120
Equipment purchase and repairs	465	-	465	-	-	465
Postage	1,843	30	1,873	30	60	1,963
Rent	17,212	1,076	18,288	1,076	2,152	21,516
Advertising	-	-	-	-	-	-
Dues and subscriptions	300	-	300	-	618	918
Professional fees	6,301	290	6,591	290	1,261	8,142
Bank Charges	-	-	-	-	100	100
Miscellaneous	-	268	268	-	170	438
Fundraising event costs	-	-	-	6,804	-	6,804
Totals	$ 343,560	$ 7,526	$ 351,086	$ 12,713	$ 27,350	$ 391,149

The notes to financial statements are an integral part of these statements.

AIDS RESPONSE - SEACOAST
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2017

	Program Services		Total Program Services	Fundraising	Management and General	Total
	Client Services	Education				
Salaries	$ 194,946	$ 4,352	$ 199,298	$ 3,552	$ 6,863	$ 209,713
Payroll tax expense	17,056	427	17,483	305	616	18,404
Fringe benefits	21,558	28	21,586	-	11,829	33,415
Contracted services						
Contracted educational services	3,600	-	3,600	-	-	3,600
Direct financial assistance						
Shelter assistance	16,068	-	16,068	-	-	16,068
Food	23,262	-	23,262	-	-	23,262
Client transportation expense	1,025	-	1,025	-	-	1,025
Other client support	4,927	-	4,927	-	-	4,927
Client social activities	-	-	-	-	-	-
Honorariums	-	610	610	-	-	610
Supplies	1,583	278	1,861	113	227	2,201
Copying and printing	1,756	81	1,837	81	163	2,081
Telephone and internet	3,231	178	3,409	178	380	3,967
Training and conferences	86	-	86	-	-	86
Travel	1,253	100	1,353	-	-	1,353
General insurance	3,488	219	3,707	219	439	4,365
Equipment expense						
Equipment rentals	-	-	-	-	120	120
Equipment purchase and repairs	536	-	536	-	-	536
Postage	1,180	30	1,210	30	58	1,298
Rent	16,856	1,054	17,910	1,054	2,107	21,071
Advertising	-	-	-	-	139	139
Dues and subscriptions	300	-	300	-	618	918
Professional fees	6,359	497	6,856	281	1,181	8,318
Bank charges	-	-	-	-	71	71
Miscellaneous	-	100	100	-	83	183
Fundraising event costs	-	-	-	8,447	-	8,447
Totals	$ 319,070	$ 7,954	$ 327,024	$ 14,260	$ 24,894	$ 366,178

The notes to financial statements are an integral part of these statements.

AIDS RESPONSE - SEACOAST
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2018 AND 2017

	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	$ 31,952	$ (428)
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation	-	-
Changes in assets and liabilities:		
(Increase) decrease in grants receivable	(880)	(12,440)
(Increase) decrease in prepaid expenses	131	2,091
Increase (decrease) in inventory	1,000	-
Increase (decrease) in accrued expenses	1,381	1,773
Net cash provided by (used in) operating activities	$ 33,584	$ (9,004)
Cash and cash equivalents:		
Beginning	119,091	128,095
Ending	$ 152,675	$ 119,091

The notes to financial statements are an integral part of these statements.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

AIDS Response - Seacoast (The Organization) is a non-stock, nonprofit corporation and is exempt for federal income tax purposes under Section 501(c) (3) of the Internal Revenue Code. The Organization has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualifies for deductible contributions as provided in Section 17(b) (1) (A) (VI).

Activities and Program Services

The Organization was formed to provide education, advocacy, referral, and other services to people whose lives are affected by the human immunodeficiency virus (HIV) at its various stages. Its service area encompasses the greater metropolitan area of Rockingham and Strafford Counties in New Hampshire and Southern York County in Maine. A description of the Organization's major classes of programs is as follows:

Client Services - To provide direct assistance and coordination of benefits by third parties to people both infected and/or affected by HIV/AIDS.

Education - To prevent new infections by offering educational programs and materials to the community.

Accounting Method

Assets, liabilities, revenue, and expenses are reported on the accrual basis of accounting.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America includes the use of estimates that affect the financial statements. Accordingly, actual results could differ from those estimates.

Basis of Presentation

Net assets of the Organization and changes therein are classified and reported as follows:

Unrestricted net assets - Net assets that are not subject to donor-imposed stipulations.

Temporarily restricted net assets - Net assets subject to donor-imposed stipulations that will be met either by actions of the Organization and/or the passage of time.

Permanently restricted net assets - Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. Generally, the donors of these assets permit the Organization to use all or part of the income earned on related investments for general or specific purposes.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the statements of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Expenses are also charged to each program based on direct expenses incurred or estimated usage.

Cash and Cash Equivalents

For purposes of reporting the statement of cash flows, the Organization considers all cash accounts and all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents. As of June 30, 2018 and 2017, the Organization maintained cash equivalents of $152,675 and $119,091, respectively.

***NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)*

Property and Equipment

Property and equipment are recorded at cost when purchased and fair market value when donated. Equipment purchases at a cost greater than $1,500 are capitalized, and equipment purchases at a cost less than $1,500 are expensed in the year of purchase. Depreciation is calculated using the straight-line method over the following estimated useful lives:

	Years
Office equipment and computers	3 - 7
Furniture and fixtures	3 - 5
Leasehold improvements	2 - 39
Vehicle	5

Revenue Recognition and Restricted Grant Revenues

The Organization reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. The Organization reports gifts of land, buildings, and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

The Organization considers restricted grant revenues whose restrictions have been met in the same reporting period to be unrestricted revenue. The Organization has numerous reimbursement grants. The revenue on these grants is recognized as the costs are incurred.

Donated Services

Numerous volunteers have donated significant amounts of time to the Organization's program services and fundraising efforts. The fair value of these services has not been recognized as revenue in the financial statements because they did not meet the criteria for recognition.

Advertising Costs

The Organization expenses all advertising costs as incurred in accordance with the American Institute of Certified Public Accountants Statement of Position 93-7, *Reporting on Advertising Costs.*

Accounting for Income Taxes

The Organization considers the provisions of Financial Accounting Standards Board (FASB) Accounting Standards Codification Topic (ASC) 740-10 *Accounting for Uncertainty in Income Taxes.* The purpose of this topic is to clarify whether non-profit organizations may include tax benefits from uncertain tax positions in their financial statements. The Organization records a liability for uncertain tax positions when it is probable that a loss has been incurred and the amount can be reasonably estimated. The Organization recognizes interest accrued related to unrecognized tax benefits in interest expense and penalties in operating expenses. The Organization is no longer subject to U.S. federal and state informational return examinations by tax authorities for years before 2015. The Organization has evaluated its tax positions and concludes that there are no tax positions it has taken which if challenged would result in a material effect on the financial statements.

NOTE 2 - INVENTORY — FOOD PANTRY

The Organization maintains a food pantry for the benefit of its clients. Inventory is recorded at cost for items purchased and fair value for items donated. Inventory as of June 30, 2018 and 2017, is valued at $3,000 and $4,000, respectively.

NOTE 3 - LINE OF CREDIT

The Organization has a $35,000 line of credit with Citizens Bank which matures December 31, 2018. Amounts borrowed under this agreement bear interest at 1.0% above the Wall Street Journal Prime Rate (5% at June 30, 2018). At June 30, 2018 and 2017, the Organization had no amounts outstanding on the line of credit. The line is secured by cash held in an account at the same financial institution. Funds in that account totaled $145,712 and $100,024 at June 30, 2018 and 2017, respectively.

NOTE 4 - OPERATING LEASES

The Organization leases space from the City of Portsmouth under an agreement dated November 13, 1998, which terminates on September 30, 2018. The Organization renegotiated this lease on August 8, 2012. The lease currently requires annual rent of $21,662. Rent is due in monthly installments of $1,805. Total rent expense in these financial statements under this lease amounts to $21,515 and $21,071 for the years ended June 30, 2018 and 2017, respectively. The lease may be terminated with 30 days prior written notice. Annual rent is renegotiated each September 1 and is calculated on a formula based on the lessor's operating costs of the building, and square footage utilized by the Organization. On August 23, 2018, the Organization entered into a new lease agreement with the City of Portsmouth commencing October 1, 2018 and terminating September 30, 2023. The lease requires annual rent of $21,843. Rent is due in monthly installments of $1,820. Annual rent is renegotiated each September 1 and is calculated on a formula based on the lessor's operating costs of the building, and square footage utilized by the Organization.

The Organization leased a copier machine at $188 per month for 60 months. The term of the lease was August 1, 2011 through July 31, 2016. The Organization now leases a new copier machine at $146 per month for 60 months. The term of this lease is August 1, 2016 through July 31, 2021. Total equipment rental expense in these financial statements amounts to $1,746 and $1,789 for the years ended June 30, 2018 and 2017, respectively, and is included under the expense caption "Copying and printing."

The Organization leased a postage meter at $32 per month for 36 months. The term of the lease was January 25, 2015 through January 25, 2018. During March 2017, the Organization renewed this lease at the same rate for 51 months, through June 30, 2021. Total postal meter rental expense in these financial statements amounts to $380 and $380 for the years ended June 30, 2018 and 2017, respectively, and is included under the expense caption "Postage."

Future minimum lease payments under these leases, assuming future calculations of the office space lease remain constant and the office space will be utilized for the full term of the lease, are as follows:

For the year ending June 30,	
2019	$ 23,924
2020	23,969
2021	23,969
2022	21,989
2023	21,843
Thereafter	5,461
Total	$ 121,155

NOTE 5 – ADDITIONAL HOUSING SUPPORT

AIDS Response - Seacoast coordinates for its clients with Merrimack Valley Assistance Program (MVAP) in Concord, New Hampshire, for direct housing support for their clients. Total support for the years ended June 30, 2018 and 2017 was $69,173 and $51,141, respectively. Funds are provided by the Department of Housing and Urban Development (HUD) through a program titled "Housing Opportunities for People with AIDS" (HOPWA). These funds are not reflected in the financial statements of the organization.

NOTE 6 – CURRENT VULNERABILITY DUE TO CONCENTRATIONS AND CONTINGENCIES

Concentration

AIDS Response – Seacoast receives a substantial amount of its support in the form of grant revenues from the State of New Hampshire and the Federal government under the Ryan White Care Act, Part A, and other programs. It is reasonably possible that in the near term these contracts could cease, which would cause a severe impact on the Organization and its ability to continue in its present capacity.

Grant Contingency

Amounts received or receivable from grantor agencies are subject to audit and adjustment by such grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenses which may be disallowed by the grantor cannot be determined at this time, although the Organization expects such amounts, if any, to be immaterial.

NOTE 7 - TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets are comprised of the following:

	June 30	
	2018	2017
Broadway Cares	$ 30,021	$ 25,000
Rotary	-	2,435
Guild	-	355
Phrma	-	500
	$ 30,021	$ 28,290

NOTE 8 – SUBSEQUENT EVENTS

The Organization has evaluated subsequent events through October 4, 2018, the date the financial statements were available to be issued, and have not evaluated events after that date. No subsequent events were identified that would require disclosure in the financial statements for the year ended June 30, 2018.

CDBG APPLICATION

CITY OF DOVER, NH
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021

APPLICANT INFORMATION	
Organization Community Partners	**Tax ID** 020366120
Name of Program or Project Rental Assistance	
Name of Executive Director Brian Collins	
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
E-Mail eflaidi@communitypartnersnh.org	**Website** www.communitypartnersnh.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 # 020366120	
***DUNS #** 149406691	***SAM Expiration Date** 9/16/2020

* *Important notice regarding new mandatory federal reporting requirements*: The Federal Funding Accountability and Transparency Act requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit https://fedgov.dnb.com/webform and https://www.sam.gov/portal/SAM/##11. Completing these registration processes is free, but may take up to 15 days to complete. The City will not commit funds without this information.

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $10, 080
Provide a very brief summary of the *activity* or *project* for which the funds are requested. Keep responses to one or two sentences (*i.e. After School Care for K-4th grade students. Repair of homeless shelter roof.*) Community Partners is requesting CDBG funds to provide security deposits and/or first month's rent to homeless individuals and families in Dover 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.
Identify the Dover Consolidated Plan "Goal" that will be met by the activity/project (page 3 of "CDBG Application: Overview & Scoring") Community Partners' CDBG program will enable homeless individuals and those at risk of homelessness who have a mental illness and/or developmental disability to achieve stability and remain in permanent housing. This will reduce the number of requests to the City of Dover Welfare Department and will reduce the number of homeless individuals who cycle through the system and return to the overburdened shelters.

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. Dover and Rochester, NH offices of Community Partners

BENEFICIARIES
Beneficiaries: **For FY2021 (7/1/20 – 6/30/21) 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):** 15 **For FY2019 (7/1/18 – 6/30/19) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population:** 29 **Were Dover CDBG funds used to fund this activity or project in FY2020 (7/1/19 – 6/30/20): Yes** **If so, how much?** As of 12/10/2019 we have spent $1,368 helping 3 people.
Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) **Homeless, disabled, low income households**

NARRATIVE – *PUBLIC SERVICE* ACTIVITY ONLY

Please provide a detailed description for the proposed Activity.....*not the Organization*. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals. Community Partners' CDBG program will enable homeless individuals and those at risk of homelessness who have a mental illness and/or developmental disability to achieve stability and remain in permanent housing. After a client has received CDBG funds to help them obtain housing, Community Partners will continue to provide supportive services and/or case management, helping them to remain in permanent housing. This will reduce the number of requests to the City of Dover Welfare Department and will reduce the number of homeless individuals who cycle through the system and return to the overburdened shelters.

CDBG funds will be administered through the Behavioral Health Adult Services and Developmental Services Case Management. The former works with individuals with severe and persistent mental illness who may need assistance in managing their daily lives. Services provided in this program include budgeting and financial management, including Representative Payee services if needed, nutrition planning and grocery shopping, vocational services and supports, social skills, supportive counseling, medication monitoring, home care and other life skills, and benefits planning.

Many of the clients in Behavioral Health Adult Services receive assistance with housing-related issues, including help with negotiation and communication with landlords, help with arranging seasonal payment plans to offset utility increases during the winter months, or education and guidance on appropriate tenant behavior (such as making timely rent payments and keeping the apartment clean).

The Developmental Services Case Management program works with adults with developmental disabilities, helping them to manage and coordinate benefits, residential and day programs and activities, and connecting them to mainstream resources. For individuals living independently, Case Managers will advocate for Community Support Services, which assist them with cleaning, shopping, budgeting, and other independent living skills.

All program participants will receive vocational assessments. If employment is a viable option, they will work with vocational staff and Vocational Rehabilitation, to find and secure a job. Vocational staff will assist with job development, job placement, and job coaching, and individuals with mental illness will utilize Supported Employment, an evidence-based practice currently in use at community mental health centers throughout the state.

In addition to employment, program participants will be required to apply for benefits. Their case manager will assist them with determining what benefits they are eligible to receive and will facilitate the application process. These resources may include, but are not limited to, Section 8, Fuel Assistance, Social Security Disability, Medicaid, TANF, and food stamps. Community Partners regularly makes coordinated referrals to the Dover Adult Learning Center, Community Action Partnership of Strafford County, and Goodwin Community Health Center, and can make referrals for education, child-care/parenting, and health programs.

Community Partners has been a grantee for one HUD-funded permanent supportive housing program. Agency staff has a positive relationship with the area homeless shelters and city welfare offices, and there is open communication regarding clients who may benefit from CDBG funds. The program continues to be a valuable source of financial support for people who need assistance in obtaining permanent housing. When one lacks safe and affordable housing, the experience has a significant impact on their mental and emotional health. Community Partners' Dover CDBG program helps to ensure that a vulnerable population will be at less risk.

Community Partners is grateful for the long-standing CDBG support of its Dover program, dating back to 2003. With CDBG funding, Community Partners has been able to effect great positive change for our homeless consumers and those at risk of homelessness in Dover. Over the past 16 years, our Dover CDBG program has impacted nearly 420 individuals, aiding them in securing permanent and affordable housing. We hope that we will be able to continue this important work in FY2020 with CDBG support.

Description of Need: CDBG dollars are critical in financing Community Partners' rental assistance services. The majority of our consumers are in the low to very low-income bracket, and many struggle to find decent, affordable housing for themselves or their family. The need for more affordable housing in Strafford County and Dover, NH is well documented. The 2018 New Hampshire Housing Finance Authority Residential Rental Cost Survey found that the median rent for a two-bedroom apartment, necessary for a family, was $1,347, an increase of 20% in the last 5 years for the state, and a 33.1% increase for Strafford County. According to the Cost Survey data, this is the fifth year there has been an increase in the median gross rent for a two-bedroom apartment in Strafford County. Increased rental rates, coupled with only a .75% vacancy rate, have converged to make affordable housing nearly impossible for vulnerable populations in our community. A vacancy rate of 4 to 5% is considered a balanced market for supply and demand. Income level required to afford a two-bedroom apartment is $53,900. This is 123% of the renter household median income. Thus, only 11% of two-bedroom units in New Hampshire are affordable to median income households.

When affordable housing is not available, many are forced into homelessness. According to the 2017 New Hampshire Coalition to End Homelessness Strafford County report, the overall number of homeless people in Strafford County has increased 44.7% since 2015. This increase coupled with a decrease in median household income, an increase in gross rent and a reduced vacancy rate paints a concerning picture for the homeless of Strafford County. While family homelessness dropped by 20% the number of unsheltered

homeless has doubled.

Even in a better economic climate, the affordability of permanent housing is a constant struggle for the clients served by Community Partners. The vast majority of these individuals are reliant on Social Security Disability benefits as many are unable to work due to their disability. In 2019, the average monthly disability benefit was $1,197; this is barely enough to keep an individual above the poverty level (Social Security Administration) and not enough to cover only the rent portion of their expenses. The ever-increasing and staggering costs of an apartment can, oftentimes, exacerbate symptoms of mental illness and lead to further distress for people with disabilities. Providing a specialized funding stream for the populations that Community Partners serves alleviates the burden on City Welfare, leaving those funds for the general public, more of whom are finding they need assistance.

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

Please indicate who prepared the overall cost estimate for the activity. Suzanne Bagdasarian

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.**
Decrease the number of people at risk for homelessness.	Number of people/families helped to retain their homes.

ORGANIZATION

DESCRIPTION OF ORGANIZATION

Please provide a description for the Organization that is undertaking the activity or project.

Community Partners mission is to connect our clients and their families to the opportunities and possibilities for full participation in their communities.

Vision: We serve those who experience emotional distress, mental illnesses, substance use disorders, developmental disabilities, chronic health needs, acquired brain disorder, as well as those who are 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 will 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. We will invest in our staff to further professional development and foster an environment of innovation.

Community Partners is designated by the State of New Hampshire as the Community Mental Health Center and Area Agency for Developmental Services (DS) in Strafford County and the ServiceLink location for Strafford County. In 2018 we began providing case management for the Choices for Independence waiver program.

Behavioral Health (BH) Services include 24/7 crisis intervention services, group, individual and family therapy, youth and family services, community support programs for persons with severe and persistent mental illness, psychiatry, and medication monitoring.

Developmental Services (DS) include case management, adult residential and day programs, community support services, 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. Partners in Health is available for children with a chronic health condition.

Community Partners served over 4,200 individuals and families in Fiscal Year 2019; of this total, 525 (12%) were Dover residents. The agency's mission is to promote respect, wellness, full inclusion, and empowerment of individuals and their families who experience mental illness, emotional distress, developmental disability, chronic health need, or acquired brain disorder. Community Partners' strategic goals are to ensure responsive and effective services to consumers and families, evolve as a teaching and learning organization, and demonstrate continuous quality improvement and compliance.

Community Partners in overseen by the Board of Directors and executive officers with directors and managers in each department. The agency is now one year into a five year strategic plan with the intention of increasing the efficient delivery and quality of its programming. This agency wide examination has already proved to be valuable in developing innovative programming to our clients and their families.

AUDIT AND EVALUATION

Does your organization have an annual CPA Audit? Yes

If yes, please submit most recent Audit.

Is your organization evaluated by outside agencies or programs? Yes

If yes, please note the agency/program and how often the evaluation occurs.

Community Partners is evaluated by the New Hampshire Bureau of Behavioral Health through quarterly billing reports, annual work plan submission, contractual outcomes and a formal re-approval process every five years, completed and approved through August 2021. The New Hampshire Bureau of Developmental Services requires monthly billing and attendance reports, strategic plan submission, and a formal re-designation process. In the past, this process occurred every five years, but it has recently shifted to an annual procedure. We are also required to achieve client outcomes for each funded program.

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
Kathleen Boisclair	E. Rochester, NH
Anthony Demers	Newfields, NH
Ann Landry	Dover, NH
Ken Muske	Portsmouth, NH
Phillip Vancelette	Rochester, NH
Kristine Baber	Dover, NH
Daniel Cappiello	Barrington, NH
Wayne Goss	Dover, NH
Kerri Larkin	Dover, NH
Bryant Hardwick	Dover, NH
Tracy Hayes	Dover, NH
Sharon Reynolds	Dover, NH
Gary Gletow	Dover, NH
Mark Santoski	Dover, NH
Maggie Wallace	Dover, NH

BUDGET

Use box 1 or 2 below to provide a budget. Include all proposed expenses.

1. Public Services (Non-Construction Projects)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other: Rental & Security Deposits	9,000	10,000	19,000
Admin Overhead – Staff time to work with clients, accounting staff for record keeping and budget submissions (12%)	1,080		
TOTAL PROPOSED BUDGET:	**10,080**	**10,000**	**20,080**

2. Public Facilities: (Project)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Hard Costs Note: Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested.*

Funding Source (Name(s) of funding source(s))	Committed, Pending or Proposed Amount ($):		Total Amount ($)	Explanation
Federal:	Committed: Pending: Proposed:			
State:	Committed: Pending: Proposed:			
Local:	Committed: Pending: Proposed:			
Private:	Committed: Pending: Proposed:			
Portsmouth CDBG:	Committed: Pending: Proposed:			
Rochester CDBG:	Committed: Pending: Proposed:	 X	**10,000**	
Other:	Committed: Pending: Proposed:			
Total:	Committed: Pending: Proposed:			

Organizational Commitment: For Public Facility Projects (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization will be contributing to the project.

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

AGENCY BUDGET

Please provide a breakdown of your *organization's* overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from 07/01/2019 to 06/30/2019	Current Year	Next Year (projected)
REVENUES		
Federal Funds	1,148,467	1,148,467
State Funds	31,928,235	31,928,235
Foundations/Private Contributions	931,799	931,799
United Way	8,000	8,000
Fundraising or other income	17,000	17,000
Other (describe) Program Fees, Comm Ins	3,926,854	3,930,204
Community Dev. Block Grant (include anticipated request)	5,350	10,080
TOTAL REVENUE	37,965,705	37,977,135
EXPENSES		
Salaries	15,358,014	15,358,014
Fringe Benefits	4,994,989	4,994,989
Supplies (include printing/copying)	221,000	221,000
Travel	541,000	541,000
Training	126,200	126,200
Communications	251,075	251,075
Audit	75,000	75,000
Property Maintenance	305,000	305,000
Service Contracts	6,569,603	6,569,603
Construction Supplies/Materials	68,000	68,000
Other (describe) Legal, Professional, Occupancy, Insurance, Client Treatment Svcs, Rental & Security Deposit Assistance	9,455,824	9,467,254
TOTAL EXPENSES	37,965,705	37,977,135
NET (Income - Expenses)		

By signing below, the Authorized Official affirms: The organization's commitment to implement the proposed activity/project; that all information presented is true and accurate to the best of their knowledge; and he/she is authorized to submit this application;

Submitted by: Brian Collins 12-23-19

Authorized Official - signature — Date

Brian Collins
Print Name

Executive Director
Print Title

BerryDunn

CONSOLIDATED FINANCIAL STATEMENTS

and

SUPPLEMENTARY INFORMATION

June 30, 2019 and 2018

With Independent Auditor's Report

BerryDunn

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Behavioral Health & Developmental Services of Strafford County, Inc.
d/b/a Community Partners and Subsidiaries

We have audited the accompanying consolidated financial statements of Behavioral Health & Developmental Services of Strafford County, Inc. d/b/a Community Partners and Subsidiaries (the Organization), which comprise the consolidated statements of financial position as of June 30, 2019 and 2018, and the related consolidated statements of activities, functional revenue and expenses and cash flows for the years then ended, and the related notes to the consolidated financial statements.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with U.S. generally accepted accounting principles; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audits in accordance with U.S. generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the consolidated financial position of the Organization, as of June 30, 2019 and 2018, and the changes in their net assets and their cash flows for the years then ended in accordance with U.S. generally accepted accounting principles.

Other Matter

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The consolidating statements of financial position and consolidating statements of activities are presented for purposes of additional analysis, rather than to present the financial position and changes in net assets of the individual entities, and are not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audits of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with U.S. generally accepted auditing standards. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements as a whole

Change in Accounting Principle

As discussed in Note 1 in the consolidated financial statements, in 2019 the Organization adopted new accounting guidance, Accounting Standards Update (ASU) No. 2016-14, *Presentation of Financial Statements for Not-for-Profit Entities* (Topic 958). Our opinion is not modified with respect to this matter.

Berry Dunn McNeil & Parker, LLC

Manchester, New Hampshire
October 30, 2019

BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

Consolidated Statements of Financial Position

June 30, 2019 and 2018

ASSETS

	2019	2018
Cash and cash equivalents	**$ 4,023,971**	$ 3,653,350
Restricted cash	**112,436**	93,425
Accounts receivable, net of allowance for doubtful accounts	**1,171,501**	888,387
Grants receivable	**162,264**	58,222
Prepaid expenses	**401,402**	379,559
Property and equipment, net	**2,118,838**	2,064,440
Total assets	**$ 7,990,412**	$ 7,137,383

LIABILITIES AND NET ASSETS

Liabilities		
Accounts payable and accrued expenses	**$ 2,540,469**	$ 2,134,786
Estimated third-party liability	**1,202,701**	1,121,051
Operating lease payable	**40,785**	-
Loan fund	**89,473**	89,383
Notes payable	**884,773**	845,882
Total liabilities	**4,758,201**	4,191,102
Net assets without donor restrictions	**3,232,211**	2,946,281
Total liabilities and net assets	**$ 7,990,412**	$ 7,137,383

The accompanying notes are an integral part of these consolidated financial statements.

BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

Consolidated Statements of Activities

Years Ended June 30, 2019 and 2018

	2019	2018
Changes in net assets without donor restrictions		
Public support and revenue		
Medicaid revenue	**$29,163,571**	$26,026,898
Medicare revenue	**196,444**	161,239
Client resources	**1,934,005**	1,685,020
Contract revenue	**1,546,526**	1,517,328
Grant income	**1,111,668**	579,929
Interest income	**8,454**	209
Other program revenue	**722,753**	376,241
Public support	**123,304**	90,301
Other revenue	**198,539**	86,683
Total public support and revenue	**35,005,264**	30,523,848
Expenses		
Program services		
Case management	**1,041,170**	938,043
Day programs and community support	**5,034,457**	4,450,160
Early support services and youth and family	**4,196,063**	3,731,529
Family support	**634,699**	530,399
Residential services	**10,799,339**	10,051,324
Combined residential, day and consolidated services	**3,599,405**	2,927,266
Adult services	**2,665,698**	2,443,596
Emergency services	**654,437**	561,016
Other	**2,655,420**	1,516,784
Total program expenses	**31,280,688**	27,150,117
Supporting services		
General management	**3,438,646**	3,138,272
Total expenses	**34,719,334**	30,288,389
Change in net assets without donor restrictions	**285,930**	235,459
Net assets, beginning of year	**2,946,281**	2,710,822
Net assets, end of year	**$ 3,232,211**	$ 2,946,281

The accompanying notes are an integral part of these consolidated financial statements.

BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

Consolidated Statement of Functional Revenue and Expenses

Year Ended June 30, 2019

	Case Management	Day Programs and Community Support	Early Support Services and Youth and Family	Family Support	Residential Services	Combined Residential, Day and Consolidated Services	Adult Services	Emergency Services	Other	Total Program	General Management	Total
Public support and revenue												
Medicaid revenue	$ 906,600	$ 4,143,493	$ 4,260,603	$ 305,762	$ 12,217,725	$ 3,856,075	$ 3,197,558	$ 45,653	$ 230,102	$ 29,163,571	$ -	$ 29,163,571
Medicare revenue	-	18,238	-	-	-	-	158,215	-	19,991	196,444	-	196,444
Client resources	61,044	62,667	528,823	-	1,042,019	23,156	126,198	28,324	61,774	1,934,005	-	1,934,005
Contract revenue	105,269	308,584	404,433	76,279	19,928	46,470	700	178,823	199,984	1,340,470	206,056	1,546,526
Grant income	15,030	75,112	84,404	27,048	-	1,500	62,679	4,238	837,657	1,107,668	4,000	1,111,668
Interest income	-	-	-	-	-	-	-	-	-	-	8,454	8,454
Other program revenue	-	47,510	26,280	-	-	-	-	-	642,092	715,882	6,871	722,753
Public support	12,575	6,503	17,150	16,115	-	2,897	2,425	-	60,648	118,313	4,991	123,304
Other revenue	164	200	265	-	24,411	-	11,225	-	13,910	50,175	148,364	198,539
Total public support and revenue	1,100,682	4,662,307	5,321,958	425,204	13,304,083	3,930,098	3,559,000	257,038	2,066,158	34,626,528	378,736	35,005,264
Expenses												
Salaries and wages	618,554	2,591,978	2,645,376	153,744	1,186,741	1,574,898	1,882,810	262,726	1,339,135	12,255,962	2,225,787	14,481,749
Employee benefits	155,689	725,683	618,235	43,641	286,380	114,976	206,739	57,444	425,053	2,633,840	502,190	3,136,030
Payroll taxes	45,086	205,829	194,655	11,761	86,697	119,265	98,181	19,156	116,098	896,728	152,858	1,049,586
Contracted substitute staff	-	7,196	-	-	-	-	-	-	-	7,196	2,898	10,094
Client treatment services	25,457	59,794	117,396	300,788	4,080,658	1,478,666	61,871	-	13,638	6,138,268	31	6,138,299
Professional fees and consultants	36,609	59,399	106,919	7,212	102,207	14,046	81,569	274,494	70,392	752,847	90,707	843,554
Subcontractors	-	420,214	-	-	4,656,701	49,090	-	-	-	5,126,005	-	5,126,005
Staff development and training	2,207	16,017	17,066	4,437	3,165	4,499	9,656	1,060	6,381	64,488	79,033	143,521
Rent	-	99,754	93,461	-	35,450	-	70,190	7,524	51,079	357,458	19,212	376,670
Utilities	9,370	55,250	23,008	1,492	18,311	2,346	11,916	5,911	88,105	215,709	29,976	245,685
Building maintenance and repairs	14,556	71,509	43,135	2,340	50,693	3,920	21,130	533	127,740	335,556	19,436	354,992
Other occupancy costs	4,994	55,787	21,158	798	9,012	1,244	9,299	-	29,422	131,714	8,581	140,295
Office	10,417	64,185	56,760	2,411	21,475	4,191	31,606	4,850	51,698	247,593	87,522	335,115
Building and housing	3,575	15,856	8,170	722	6,394	925	4,136	576	6,883	47,237	8,711	55,948
Client consumables	949	28,368	6,315	2,997	20,369	48,309	3,894	62	11,678	122,941	1,450	124,391
Medical	-	1,389	538	-	178	-	639	74	621	3,439	272	3,711
Equipment maintenance	15,857	50,227	45,332	2,687	21,975	5,603	30,933	3,922	16,895	193,431	40,445	233,876
Depreciation	30,694	152,835	79,473	5,581	69,061	14,998	40,071	5,865	24,080	422,658	59,430	482,088
Advertising	237	1,049	1,788	25	412	67	723	58	189	4,548	1,281	5,829
Printing	-	31	366	-	-	-	82	12	30	521	845	1,366
Telephone and communications	17,280	40,314	38,423	3,011	9,469	4,559	27,879	3,966	23,495	168,396	40,737	209,133
Postage and shipping	823	5,115	4,727	147	1,817	394	3,928	686	4,414	22,051	1,740	23,791
Transportation	13,906	217,589	31,547	4,005	88,089	110,411	29,107	1,622	26,433	522,709	15,396	538,105
Assistance to individuals	23,822	2,555	3,429	84,929	15,494	42,055	1,234	182	28,685	202,385	4,565	206,950
Insurance	8,781	78,150	36,307	1,596	25,423	4,291	33,316	3,588	12,620	204,072	30,636	234,708
Membership dues	22	2,033	104	4	49	10	3,971	11	104,765	110,969	4,081	115,050
Interest	2,285	5,844	2,161	371	3,119	622	818	115	6,569	21,904	3,617	25,521
Other	-	507	214	-	-	20	-	-	69,322	70,063	7,209	77,272
Total expenses	1,041,170	5,034,457	4,196,063	634,699	10,799,339	3,599,405	2,665,698	654,437	2,655,420	31,280,688	3,438,646	34,719,334
Increase (decrease) in net assets without restrictions	$ 59,512	$ (372,150)	$ 1,125,895	$ (209,495)	$ 2,504,744	$ 330,693	$ 893,302	$ (397,399)	$ (589,262)	$ 3,345,840	$ (3,059,910)	$ 285,930

The accompanying notes are an integral part of these consolidated financial statements.

BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

Consolidated Statement of Functional Revenue and Expenses

Year Ended June 30, 2018

	Case Management	Day Programs and Community Support	Early Support Services and Youth and Family	Family Support	Residential Services	Combined Residential, Day and Consolidated Services	Adult Services	Emergency Services	Other	Total Program	General Management	Total
Public support and revenue												
Medicaid revenue	$ 920,907	$ 3,887,191	$ 3,762,751	$ 259,438	$ 11,036,070	$ 3,098,210	$ 2,965,282	$ 48,078	$ 48,971	$ 26,026,898	$ -	$ 26,026,898
Medicare revenue	-	10,657	-	-	-	-	146,082	-	4,500	161,239	-	161,239
Client resources	32,056	66,442	348,568	-	1,020,781	23,591	152,422	22,087	19,073	1,685,020	-	1,685,020
Contract revenue	75,994	317,384	402,960	76,179	11,000	46,470	160	174,358	201,004	1,305,509	211,819	1,517,328
Grant income	-	30,160	97,798	16,865	-	994	55,759	1,127	373,376	576,079	3,850	579,929
Interest income	-	-	-	-	-	-	-	-	-	-	209	209
Other program revenue	-	92,070	26,978	-	-	-	731	-	250,462	370,241	6,000	376,241
Public support	12,221	4,397	11,429	19,347	167	3,001	2,105	-	30,205	82,872	7,429	90,301
Other revenue	1,106	2,665	102	50	24,561	24	11,100	-	17,966	57,574	29,109	86,683
Total public support and revenue	1,042,284	4,410,966	4,650,586	371,879	12,092,579	3,172,290	3,333,641	245,650	945,557	30,265,432	258,416	30,523,848
Expenses												
Salaries and wages	573,563	2,334,535	2,364,340	135,458	1,182,465	1,427,496	1,724,618	234,968	777,673	10,755,116	2,012,518	12,767,634
Employee benefits	127,369	571,682	497,707	30,732	234,790	113,097	170,400	47,560	238,267	2,031,604	401,027	2,432,631
Payroll taxes	42,969	188,325	172,516	10,426	86,572	110,551	97,419	17,267	74,470	800,515	136,186	936,701
Contracted substitute staff	-	8,368	2,800	-	-	-	2,800	-	-	13,968	53,702	67,670
Client treatment services	10,927	67,809	116,237	224,666	4,039,745	1,022,151	56,015	2	11,350	5,548,902	253	5,549,155
Professional fees and consultants	37,551	63,663	80,725	8,746	50,597	14,821	66,579	225,745	27,758	576,185	85,367	661,552
Subcontractors	-	394,867	-	-	4,047,794	1,029	-	-	-	4,443,690	-	4,443,690
Staff development and training	6,106	17,678	20,736	2,756	5,029	6,634	13,659	905	5,274	78,777	69,269	148,046
Rent	-	69,468	54,495	-	31,000	-	61,630	5,664	38,153	260,410	15,544	275,954
Utilities	8,504	44,974	19,099	1,512	17,416	1,933	11,609	4,714	26,238	135,999	27,832	163,831
Building maintenance and repairs	22,214	52,255	40,205	3,892	95,596	5,181	14,595	512	20,995	255,445	37,307	292,752
Other occupancy costs	3,623	42,839	13,633	644	8,453	824	8,713	-	23,753	102,482	6,452	108,934
Office	12,161	85,300	87,182	2,565	29,007	4,296	32,784	4,488	29,762	287,545	75,672	363,217
Building and housing	3,303	20,554	10,429	569	12,600	743	7,076	500	6,511	62,285	8,762	71,047
Client consumables	1,066	19,396	4,963	3,583	26,338	43,722	3,428	57	6,747	109,300	2,060	111,360
Medical	-	601	580	-	372	-	807	86	545	2,991	733	3,724
Equipment maintenance	11,595	44,252	37,422	2,258	14,517	3,392	25,619	2,669	12,034	153,758	26,593	180,351
Depreciation	22,991	113,802	76,373	4,892	50,873	8,316	49,128	5,719	22,710	354,804	82,091	436,895
Advertising	440	1,724	977	657	74	179	1,103	13	348	5,515	883	6,398
Printing	-	-	3,792	-	-	-	-	-	383	4,175	30	4,205
Telephone and communications	9,080	28,620	30,527	1,964	8,339	2,195	22,196	3,714	16,306	122,941	24,570	147,511
Postage and shipping	868	4,768	3,836	182	1,896	310	3,225	475	3,850	19,410	1,637	21,047
Transportation	14,023	200,591	41,540	4,807	63,703	100,501	33,107	2,775	22,689	483,736	16,600	500,336
Assistance to individuals	15,264	1,371	1,815	87,075	8,537	54,885	828	97	29,167	199,039	1,680	200,719
Insurance	12,211	60,414	40,871	2,598	27,021	4,417	32,126	2,831	11,455	193,944	30,944	224,888
Membership dues	47	1,487	4,741	10	104	17	2,062	18	87,795	96,281	12,306	108,587
Interest	2,168	9,716	3,988	407	7,179	576	2,067	237	2,778	29,116	3,949	33,065
Other	-	1,101	-	-	1,307	-	3	-	19,773	22,184	4,305	26,489
Total expenses	938,043	4,450,160	3,731,529	530,399	10,051,324	2,927,266	2,443,596	561,016	1,516,784	27,150,117	3,138,272	30,288,389
Increase (decrease) in net assets without restrictions	$ 104,241	$ (39,194)	$ 919,057	$ (158,520)	$ 2,041,255	$ 245,024	$ 890,045	$ (315,366)	$ (571,227)	$ 3,115,315	$ (2,879,856)	$ 235,459

The accompanying notes are an integral part of these consolidated financial statements.

BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

Consolidated Statements of Cash Flows

Years Ended June 30, 2019 and 2018

	2019	2018
Cash flows from operating activities		
Change in net assets	**$ 285,930**	$ 235,459
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation	**482,088**	436,895
Change in allowance for doubtful accounts	**20,859**	44,946
Gain on sale of assets	**-**	(775)
(Increase) decrease in		
Restricted cash	**(19,011)**	5,998
Accounts receivable, trade	**(303,973)**	91,989
Grants receivable	**(104,042)**	(7,881)
Prepaid expenses	**(21,843)**	(19,170)
Increase (decrease) in		
Accounts payable and accrued expenses	**405,683**	170,986
Estimated third-party liability	**81,650**	(190,669)
Operating lease payable	**40,785**	-
Loan fund	**90**	89
Net cash provided by operating activities	**868,216**	767,867
Cash flows from investing activities		
Acquisition of property and equipment	**(536,486)**	(353,892)
Proceeds from sale of equipment	**-**	775
Net cash used by investing activities	**(536,486)**	(353,117)
Cash flows from financing activities		
Proceeds from long-term borrowings	**300,000**	-
Principal payments on long-term borrowings	**(261,109)**	(237,948)
Net cash provided (used) by financing activities	**38,891**	(237,948)
Net increase in cash and cash equivalents	**370,621**	176,802
Cash and cash equivalents, beginning of year	**3,653,350**	3,476,548
Cash and cash equivalents, end of year	**$ 4,023,971**	$ 3,653,350

The accompanying notes are an integral part of these consolidated financial statements.

Nature of Activities

Behavioral Health & Developmental Services of Strafford County, Inc. d/b/a Community Partners (Community Partners) is a New Hampshire nonprofit corporation providing a wide range of community-based services (see consolidated statement of functional revenue and expenses for programs offered) for individuals with developmental disabilities and/or mental illness and their families. Community Partners also supports families with children who have chronic health needs. Community Partners is currently operating as two divisions: Developmental Services and Behavioral Health Services.

Community Partners is the sole shareholder of Lighthouse Management Services, Inc., which was organized to perform accounting and management functions for other not-for-profit entities.

Community Partners is the sole beneficiary of the Community Partners Foundation (the Foundation), which was established exclusively for the benefit and support of Community Partners. To that end, the Foundation receives and accepts gifts and funds.

The Foundation received and disbursed the following funds:

	2019	2018
Funds received	**$ 58,259**	$ 30,156
Funds disbursed	**40,064**	19,685
	$ 18,195	$ 10,471

The Foundation has received and disbursed the following funds since its inception in 2007:

Funds received	$ 429,039
Funds disbursed	317,373
	$ 111,666

1. Summary of Significant Accounting Policies

Newly Adopted Accounting Principles and Reclassifications

In 2019, the Organization adopted Accounting Standards Update (ASU) No. 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities* (Topic 958), which makes targeted changes to the not-for-profit financial reporting model. The new ASU marks the completion of the first phase of a larger project aimed at improving not-for-profit financial reporting. Under the new ASU, net asset reporting is streamlined and clarified. The existing three category classification of net assets is replaced with a simplified model that combines temporarily restricted and permanently restricted into a single category called “net assets with donor restrictions.” New disclosures highlight restrictions on the use of resources that make otherwise liquid assets unavailable for meeting near term financial requirements. The ASU also imposes several new requirements related to reporting expenses.

Principles of Consolidation

The consolidated financial statements include the accounts of Community Partners, Lighthouse Management Services, Inc., and the Foundation (collectively, the Organization). All material intercompany balances and transactions have been eliminated in consolidation.

The Organization prepares its consolidated financial statements in accordance with U.S. generally accepted accounting principles (U.S. GAAP) established by the Financial Accounting Standards Board (FASB). References to U.S. GAAP in these notes are to the FASB Accounting Standards Codification (ASC).

Use of Estimates

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Basis of Presentation

Net assets and revenues, expenses, gains, and losses are classified as follows based on the existence or absence of donor-imposed restrictions in accordance with FASB Accounting Standards Codification Topic 958, *Not-for-Profit Entities*:

Net assets without donor restrictions - Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization's management and the board of directors.

Net assets with donor restrictions - Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity. Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities. At June 30, 2018, the Organization's maintained restricted assets consisting of vehicles and equipment contributed to the Organization from the State of New Hampshire under grant programs. With the adoption of ASU No. 2016-14, the Organization no longer has the flexibility to choose how to release long-lived assets from restrictions and is now required to release long-lived assets when placed in service. As a result, the Organization's restricted net assets of $83,392 reported at June 30, 2018 are now included with net assets without donor restrictions.

At June 30, 2019 and 2018, the Organization did not have any net assets with donor restrictions.

Contributions

Contributions are considered to be available for use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for a specific purpose are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. The Organization records donor-restricted contributions whose restrictions are met in the same reporting period as support without donor restrictions in the year of the gift.

Income Taxes

The Organization is exempt from federal income taxes under Section 501(c)(3) of the U.S. Internal Revenue Code to operate as a not-for-profit organization.

FASB ASC Topic 740, *Income Taxes*, establishes financial accounting and disclosure requirements for recognition and measurement of tax positions taken or expected to be taken. Management has reviewed the tax provisions for the Organization under FASB ASC Topic 740 and determined it did not have a material impact on the Organization's consolidated financial statements.

Cash and Cash Equivalents

The Organization considers all highly liquid investments with an original maturity date of less than three months to be cash equivalents. The cash equivalents represent money market accounts and repurchase agreements as of June 30, 2019 and 2018.

The Organization maintains its cash in bank deposit accounts which, at times, may exceed federally insured limits. It has not experienced any losses in such accounts. Management believes it is not exposed to any significant risk on cash and cash equivalents.

Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from balances outstanding at year-end. Management provides for probable uncollectible accounts after considering each category of receivable individually, and estimates an allowance according to the nature of the receivable. Allowances are estimated from historical performance and projected trends. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to trade accounts receivable. As of June 30, 2019 and 2018, allowances were recorded in the amount of $436,905 and $416,046, respectively.

Property and Equipment

Property and equipment are recorded at cost, while donations of property and equipment are recorded as support at their estimated fair value at the date of donation. Expenditures for repairs and maintenance are charged against operations. Renewals and betterments which materially extend the life of the assets are capitalized. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the asset is placed into service. The Organization reclassifies net assets with donor restrictions to net assets without donor restrictions at that time. Depreciation is provided on the straight-line method in amounts designed to amortize the costs of the assets over their estimated lives as follows:

Buildings and improvements	5-39 years
Equipment and furniture	3-7 years
Vehicles	5 years

Estimated Third-Party Liability

The Organization's estimated third-party liability consists of funds received in advance for services to be performed at a later date, amounts due to Medicaid and estimated amounts due to Medicaid from eligibility, certification and other audits, and certain pass-through funds.

Functional Allocation of Expenses

The costs of providing various programs and activities are summarized on a functional basis in the consolidated statements of activities and functional revenue and expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

2. Availability and Liquidity of Financial Assets

The Organization regularly monitors liquidity required to meet its operating needs and other contractual commitments, while also striving to optimize its available funds. The Organization has various sources of liquidity at its disposal, including cash and cash equivalents and a line of credit.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Organization considers all expenditures related to its ongoing operating activities as well as the conduct of services undertaken to support those operating activities.

In addition to financial assets available to meet general expenditures over the next 12 months, the Organization operates with a balanced budget and anticipates collecting sufficient revenue to cover expenditures not covered by donor-restricted resources or, where appropriate, borrowings. Refer to the consolidated statements of cash flows, which identifies the sources and uses of the Organization's cash and cash equivalents and the generation of positive cash from operations for fiscal year 2019 and 2018.

The following financial assets are expected to be available within one year of the statement of financial position date to meet general expenditures as of June 30:

	2019	2018
Cash and cash equivalents	**$ 4,023,971**	$ 3,653,350
Accounts receivable, net	**1,171,501**	888,387
Grants receivable	**162,264**	58,222
Financial assets available to meet general expenditures within one year	**$ 5,357,736**	$ 4,599,959

3. Restricted Cash

The Organization serves as a pass-through entity for the Council for Children and Adolescents with Chronic Health Conditions Loan Guaranty Program. This program is operated and administered by a New Hampshire bank. As of June 30, 2019 and 2018, the Organization held cash totaling $89,473 and $89,383, respectively, which was restricted for this program. A corresponding amount has been recorded as a liability.

Additionally, the Organization administers the Council for Children and Adolescents with Chronic Health Conditions Program. As of June 30, 2019 and 2018, the Organization held cash totaling $22,963 and $4,042, respectively, which was restricted for this program. A corresponding amount has been recorded as a liability.

4. Property and Equipment

Property and equipment consisted of the following:

	2019	2018
Land and buildings	**$ 2,218,893**	$ 1,908,893
Building improvements	**1,818,475**	1,687,705
Vehicles	**844,502**	848,507
Equipment and furniture	**2,909,242**	2,831,525
	7,791,112	7,276,630
Less accumulated depreciation	**5,672,274**	5,212,190
	$ 2,118,838	$ 2,064,440

5. Line of Credit

The Organization has a revolving line of credit agreement with a bank amounting to $1,500,000, collateralized by a security interest in all business assets. Monthly interest payments on the unpaid principal balance are required at the rate of 0.5%-1% over the bank's stated index, which was 6.50% and 6.00% at June 30, 2019 and 2018, respectively. The Organization is required to annually observe 30 consecutive days without an outstanding balance. At June 30, 2019 and 2018, there was no outstanding balance on the line of credit.

The Organization has an equipment line of credit agreement with a bank amounting to $250,000, collateralized by a security interest in equipment obtained by advances on the line. Advances are limited to 80% of the invoice price. Monthly interest payments on the unpaid principal balance are required at the rate of .5% over the Federal Home Loan Bank of Boston (FHLB) five-year index through October 6, 2019, at which time it increased to 1.75% over the FHLB index., which was 2.85% at June 30, 2019. The line of credit has a maturity date of October 6, 2024.

6. Notes Payable

Notes payable consisted of the following:

	2019	2018
Note payable to a bank, payable in monthly installments of $4,029, including interest at 3.92%, through July 2022; collateralized by certain real estate. The note is a participating loan with the New Hampshire Health and Education Facilities Authority (NHHEFA).	**$ 139,608**	$ 181,885
Note payable to a bank, payable in monthly installments of $9,985, including interest at 3.37%, through September 2019 with one final payment which shall be the unpaid balance at maturity; collateralized by certain equipment.	**29,961**	146,556
Note payable to NHHEFA, payable in monthly installments of $3,419, including interest at 1.00%, through April 2021 with one final payment of all unpaid principal and interest due at maturity; collateralized by certain real estate.	**74,560**	114,621
Mortgage note payable to a bank, payable in monthly installments of $1,580, including interest at 4.12%, through April 2026 with one final payment which shall be the unpaid balance at maturity; collateralized by certain real estate.	**111,028**	125,060

Note payable to a bank, payable in monthly interest only installments through January 2018 at which time monthly principal and interest payments totaling $2,413 are due through February 2023; the note bears interest at 4.50%; collateralized by all assets.	**90,940**	117,996
Note payable to a bank, payable in monthly installments totaling $1,882, including interest at 3.49%, through August 2026; collateralized by all the rights and benefits under the leases attached to the related real estate.	**142,559**	159,764
Note payable to a bank, payable in monthly installments totaling $3,162, including interest at 4.85%, through April 2029; collateralized by certain real estate.	**296,117**	-
	$ 884,773	$ 845,882

The scheduled maturities of long-term debt are as follows:

2020	$ 198,388
2021	166,906
2022	137,687
2023	73,061
2024	66,949
Thereafter	241,782
	$ 884,773

Cash paid for interest approximates interest expense.

7. Commitments and Contingencies

Operating Leases

The Organization leases various office facilities and equipment under operating lease agreements. Expiration dates range from August 2018 through March 2033. Total rent expense charged to operations was $376,670 in 2019 and $275,954 in 2018.

Future minimum operating lease payments are as follows:

2020	$ 472,760
2021	415,892
2022	394,162
2023	333,231
2024	289,032
Thereafter	2,535,837
	$ 4,440,914

Litigation

The Organization is involved in litigation from time to time arising in the normal course of business. After consultation with legal counsel, management estimates these matters will be resolved without a material adverse effect on the Organization's future financial position or results of operations.

8. Concentrations

For the years ended June 30, 2019 and 2018, approximately 83% and 85%, respectively, of public support and revenue of the Organization was derived from Medicaid. The future existence of the Organization is dependent upon continued support from Medicaid.

Accounts receivable due from Medicaid were as follows:

	2019	2018
Developmental Services	**$ 681,243**	$ 549,635
Behavioral Health Services	**133,889**	115,373
	$ 815,132	$ 665,008

In order for the Developmental Services division of the Organization to receive this support, it must be formally approved by the State of New Hampshire, Department of Health and Human Services, Bureau of Developmental Services, as the provider of services for developmentally disabled individuals for Strafford County in New Hampshire. This designation is received by the Organization every five years. The current designation expires in September 2022.

In order for the Behavioral Health Services division of the Organization to receive this support, it must be formally approved by the State of New Hampshire, Department of Health and Human Services, Bureau of Behavioral Health, as the community mental health provider for Strafford County in New Hampshire. This designation is received by the Organization every five years. The current designation expires in August 2021.

9. Retirement Plan

The Organization maintains a tax-sheltered annuity plan that is offered to all eligible employees. The plan includes a discretionary employer contribution equal to 3% of each eligible employee's salary. During 2019 and 2018, the Organization made an additional discretionary contribution equal to 1% of each eligible employee's salary. Total costs incurred for the plan during the year ended June 30, 2019 were $377,307 and during the year ended June 30, 2018 were $318,151. The total expense for the year ended June 30, 2019 for the Developmental Services division was $226,774, and for the Behavioral Health Services division was $150,533. The total expense for the year ended June 30, 2018 for the Developmental Services division was $189,717, and for the Behavioral Health Services division was $128,434.

10. Subsequent Events

For purposes of the preparation of these consolidated financial statements in conformity with U.S. GAAP, management has considered transactions or events occurring through October 30, 2019, which is the date that the consolidated financial statements were available to be issued.

SUPPLEMENTARY INFORMATION

BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

Consolidated Statements of Financial Position

June 30, 2019 and 2018

	2019						2018					
	Developmental Services	**Behavioral Health Services**	**Lighthouse Management Services**	**Community Partners Foundation**	**Eliminations**	**Consolidated Totals**	Developmental Services	Behavioral Health Services	Lighthouse Management Services	Community Partners Foundation	Eliminations	Consolidated Totals
ASSETS												
Cash and cash equivalents	**$ 2,426,960**	**$ 1,484,207**	**$ 1,138**	**$ 111,666**	**$ -**	**$ 4,023,971**	$ 1,761,558	$ 1,797,612	$ 709	$ 93,471	$ -	$ 3,653,350
Restricted cash	**112,436**	**-**	**-**	**-**	**-**	**112,436**	93,425	-	-	-	-	93,425
Accounts receivable, net of allowance for doubtful accounts	**939,082**	**718,471**	**76**	**-**	**(486,128)**	**1,171,501**	699,792	249,676	75	-	(61,156)	888,387
Grants receivable	**18,998**	**143,266**	**-**	**-**	**-**	**162,264**	11,046	47,176	-	-	-	58,222
Prepaid expenses	**222,496**	**178,906**	**-**	**-**	**-**	**401,402**	212,190	167,369	-	-	-	379,559
Interest in net assets of subsidiaries	**109,646**	**-**	**-**	**-**	**(109,646)**	**-**	91,559	-	-	-	(91,559)	-
Property and equipment, net	**1,746,611**	**372,227**	**-**	**-**	**-**	**2,118,838**	1,719,922	344,518	-	-	-	2,064,440
Total assets	**$ 5,576,229**	**$ 2,897,077**	**$ 1,214**	**$ 111,666**	**$ (595,774)**	**$ 7,990,412**	$ 4,589,492	$ 2,606,351	$ 784	$ 93,471	$ (152,715)	$ 7,137,383
LIABILITIES AND NET ASSETS (DEFICIT)												
Liabilities												
Accounts payable and accrued expenses	**$ 2,479,415**	**$ 543,949**	**$ 3,233**	**$ -**	**$ (486,128)**	**$ 2,540,469**	$ 1,749,974	$ 443,272	$ 2,696	$ -	$ (61,156)	$ 2,134,786
Estimated third-party liability	**754,211**	**448,490**	**-**	**-**	**-**	**1,202,701**	940,787	180,264	-	-	-	1,121,051
Operating lease payable	**10,098**	**30,687**	**-**	**-**	**-**	**40,785**	-	-	-	-	-	-
Loan fund	**89,473**	**-**	**-**	**-**	**-**	**89,473**	89,383	-	-	-	-	89,383
Notes payable	**810,213**	**74,560**	**-**	**-**	**-**	**884,773**	731,260	114,622	-	-	-	845,882
Total liabilities	**4,143,410**	**1,097,686**	**3,233**	**-**	**(486,128)**	**4,758,201**	3,511,404	738,158	2,696	-	(61,156)	4,191,102
Net assets (deficit) without donor restrictions	**1,432,819**	**1,799,391**	**(2,019)**	**111,666**	**(109,646)**	**3,232,211**	1,078,088	1,868,193	(1,912)	93,471	(91,559)	2,946,281
Total liabilities and net assets (deficit)	**$ 5,576,229**	**$ 2,897,077**	**$ 1,214**	**$ 111,666**	**$ (595,774)**	**$ 7,990,412**	$ 4,589,492	$ 2,606,351	$ 784	$ 93,471	$ (152,715)	$ 7,137,383

BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES OF STRAFFORD COUNTY, INC. D/B/A COMMUNITY PARTNERS AND SUBSIDIARIES

Consolidated Statements of Activities

Years Ended June 30, 2019 and 2018

	2019						2018					
	Developmental Services	**Behavioral Health Services**	**Lighthouse Management Services**	**Community Partners Foundation**	**Eliminations**	**Consolidated Totals**	Developmental Services	Behavioral Health Services	Lighthouse Management Services	Community Partners Foundation	Eliminations	Consolidated Totals
Changes in net assets (deficit) without donor restrictions												
Public support and revenue												
Medicaid revenue	**$ 22,008,443**	**$ 7,155,128**	**$ -**	**$ -**	**$ -**	**$ 29,163,571**	$ 19,481,032	$ 6,545,866	$ -	$ -	$ -	$ 26,026,898
Medicare revenue	**-**	**196,444**	**-**	**-**	**-**	**196,444**	-	161,239	-	-	-	161,239
Client resources	**1,503,668**	**430,337**	**-**	**-**	**-**	**1,934,005**	1,314,518	370,502	-	-	-	1,685,020
Contract revenue	**683,560**	**862,966**	**-**	**-**	**-**	**1,546,526**	645,736	871,592	-	-	-	1,517,328
Grant income	**302,778**	**808,890**	**-**	**-**	**-**	**1,111,668**	159,752	420,177	-	-	-	579,929
Interest income	**4,289**	**4,165**	**-**	**-**	**-**	**8,454**	-	209	-	-	-	209
Other program income	**722,753**	**-**	**-**	**-**	**-**	**722,753**	376,241	-	-	-	-	376,241
Public support	**55,233**	**9,905**	**-**	**58,166**	**-**	**123,304**	51,608	8,537	-	30,156	-	90,301
Other revenue	**53,570**	**163,070**	**9,057**	**93**	**(27,251)**	**198,539**	56,819	40,335	9,062	-	(19,533)	86,683
Total public support and revenue	**25,334,294**	**9,630,905**	**9,057**	**58,259**	**(27,251)**	**35,005,264**	22,085,706	8,418,457	9,062	30,156	(19,533)	30,523,848
Expenses												
Program services												
Case management	**1,041,170**	**-**	**-**	**-**	**-**	**1,041,170**	938,043	-	-	-	-	938,043
Day programs and community support	**4,117,219**	**917,238**	**-**	**-**	**-**	**5,034,457**	3,621,228	828,932	-	-	-	4,450,160
Early support services and youth and family	**1,614,339**	**2,581,724**	**-**	**-**	**-**	**4,196,063**	1,234,100	2,497,429	-	-	-	3,731,529
Family support	**634,699**	**-**	**-**	**-**	**-**	**634,699**	530,399	-	-	-	-	530,399
Residential services	**10,799,339**	**-**	**-**	**-**	**-**	**10,799,339**	10,051,324	-	-	-	-	10,051,324
Combined residential, day and consolidated services	**3,599,405**	**-**	**-**	**-**	**-**	**3,599,405**	2,927,266	-	-	-	-	2,927,266
Adult services	**123,658**	**2,542,040**	**-**	**-**	**-**	**2,665,698**	154,446	2,289,150	-	-	-	2,443,596
Emergency services	**-**	**654,437**	**-**	**-**	**-**	**654,437**	-	561,016	-	-	-	561,016
Other	**1,133,366**	**1,481,990**	**9,164**	**40,064**	**(9,164)**	**2,655,420**	488,204	1,008,895	9,948	19,685	(9,948)	1,516,784
Total program expenses	**23,063,195**	**8,177,429**	**9,164**	**40,064**	**(9,164)**	**31,280,688**	19,945,010	7,185,422	9,948	19,685	(9,948)	27,150,117
Supporting services												
General management	**1,916,368**	**1,522,278**	**-**	**-**	**-**	**3,438,646**	1,752,856	1,385,416	-	-	-	3,138,272
Total expenses	**24,979,563**	**9,699,707**	**9,164**	**40,064**	**(9,164)**	**34,719,334**	21,697,866	8,570,838	9,948	19,685	(9,948)	30,288,389
Change in net assets (deficit) without donor restrictions	**354,731**	**(68,802)**	**(107)**	**18,195**	**(18,087)**	**285,930**	387,840	(152,381)	(886)	10,471	(9,585)	235,459
Net assets (deficit), beginning of year	**1,078,088**	**1,868,193**	**(1,912)**	**93,471**	**(91,559)**	**2,946,281**	690,248	2,020,574	(1,026)	83,000	(81,974)	2,710,822
Net assets (deficit), end of year	**$ 1,432,819**	**$ 1,799,391**	**$ (2,019)**	**$ 111,666**	**$ (109,646)**	**$ 3,232,211**	$ 1,078,088	$ 1,868,193	$ (1,912)	$ 93,471	$ (91,559)	$ 2,946,281

CDBG APPLICATION

CITY OF DOVER, NH
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021

APPLICANT INFORMATION	
Organization Cross Roads House, Inc.	**Tax ID** 22-2549963
Name of Program or Project Cross Roads House Emergency and Transitional Shelter	
Name of Executive Director Martha Stone	
Mailing Address 600 Lafayette Road, Portsmouth, NH 03801 **Physical Address** 600 Lafayette Road, Portsmouth, NH 03801	
Contact Person Jessica Parker	**Phone** 603-436-2218 ext. 112
E-Mail j.parker@crossroadshouse.org	**Website** www.crossroadshouse.org
Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)* ☒ 501(c)(3) ☐ For-profit authorized under 570.201(o) ☐ Unit of Government ☐ Faith-based Organization ☐ Institution of Higher Education ☐ Other (Explain):	
Tax ID # 22-2549963	
***DUNS #** 171774979	***SAM Expiration Date** 8-28-20

* *Important notice regarding new mandatory federal reporting requirements*: The Federal Funding Accountability and Transparency Act requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit https://fedgov.dnb.com/webform and https://www.sam.gov/portal/SAM/##11. Completing these registration processes is free, but may take up to 15 days to complete. The City will not commit funds without this information.

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 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 shelter and supportive services for homeless families and individuals.
Identify the Dover Consolidated Plan "Goal" that will be met by the activity/project (page 3 of "CDBG Application: Overview & Scoring") The City of Dover seeks to create a supportive community environment for qualifying very low, low and moderate income Dover citizens, and for Dover citizens who qualify as "presumed benefit" clientele, through the improvement or development of housing, transportation, support services, infrastructure and economic development related activities and projects.

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. 600 Lafayette Road, Portsmouth , NH 03801

BENEFICIARIES
Beneficiaries: **For FY2021 (7/1/20 – 6/30/21) please provide the *estimated* number of unduplicated Dover beneficiaries that will benefit from this CDBG funded activity or project, not necessarily your entire client population (Note: these numbers will be monitored during the funding year):** 45 **For FY2019 (7/1/18 – 6/30/19) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population:** 45 **Were Dover CDBG funds used to fund this activity or project in FY2020 (7/1/19 – 6/30/20):** Yes **If so, how much?** $7,650
Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) Homeless Families and Individuals

NARRATIVE – *PUBLIC SERVICE* ACTIVITY ONLY
Please provide a detailed description for the proposed Activity…..*not* the Organization. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals. Cross Roads House is seeking funding to support the delivery of our emergency and transitional shelter programs accomplished in part by the Direct Care Staff who work 27/7/365 at our shelter and in conjunction with our Social Work Team. Cross Roads House is funded by a patchwork of public and private sources, and other funds come from a variety of fundraising activities. Roughly 19% of our

revenue is federal funds, via HUD, EFSP, USDA and CDBG. The State of NH provides funding through State-Grant-in-Aid, and municipalities in the region who make annual grants along with town warrant appropriations total 13%. Income from our permanent affordable housing project provides 5% of our revenue. Fundraising events, private grants and donations from local individuals, businesses, foundations, and civic groups cover the remainder of our costs representing 63%. Given the substantial amount that we need to raise from private fundraising efforts, CDBG funds from the City of Dover (and other cities) remain a valuable source of revenue.

Magnitude of Need: Last year we provided 34,124 bed nights of shelter to 446 people, including 30 families with 62 children. Among those, 45 **were residents of Dover who stayed for 4,595 bed nights.**

The homeless have always been a difficult population to quantify, but our shelter operating at or over capacity virtually year-round speaks to the demand for services. **Last year our emergency shelter program for single adults operated over our typical capacity 63% of the year**. This meant that all our emergency shelter beds for single adults were full. To accommodate the increased demand, bunkbeds and cots were used.

Dover low-moderate income individuals will benefit from CDBG funds granted to Cross Roads House through the availability of the programs described below. If shelter beds were not available to meet the needs of Dover residents experiencing homelessness, the City Welfare office could end up needing to place city residents in motel rooms. While this may serve as a temporary housing solution, it can be very expensive, and families in motels are typically not receiving the multitude of supportive services and assistance finding permanent housing that are offered at Cross Roads House.

The overall goals of our programs are to provide emergency and transitional shelter and assist our residents in learning to make choices that lessen the likelihood of them becoming homeless in the future.

Our **Emergency Shelter program** is accessible 24 hours per day, seven days a week. Residents are provided with a place to sleep, store their belongings, use a telephone, laundry facilities, etc. Each resident has a comprehensive needs assessment performed by a case manager. This assessment focuses on basic survival needs and then addresses long-range goals. Topics covered in the assessment include:

- Housing and Employment History
- Safety Net Benefits
- Legal History and Outstanding Problems
- Sources of Income
- Educational and Employment Goals
- Personal Support Network
- Children's Health, Education, and Emotional Needs
- Substance Use Disorders, Mental Illness, or Health Problems

Anyone in the emergency shelter who has an income and is living drug & alcohol free is eligible to apply to our **Transitional Shelter Program.** Participants in the Transitional Shelter Program stay in more private quarters and receive intensive case management support. The staff helps individuals and families to identify the patterns and choices which may have contributed to their becoming homeless, assists them in identifying their strengths, and provides guidance to make choices that will enhance their well-being. After completing the Transitional Shelter Program, most who have fully participated feel ready to return to independent living in the community.

Case management is provided for all residents by our Social Work Team, made up of a Shelter Social Worker, Shelter Case Managers, UNH graduate and undergraduate interns, and supervised by our Program Director. The team, working closely with direct care staff and other providers, help our residents move to safe, decent, and permanent housing in the most timely and successful way possible. The approach for each resident is customized. The goals, supportive services, and housing targets are based upon the resident's skills, needs, assets, and preferences. Our team uses clinical expertise and experience to create effective, collaborative action plans which provide the level of intensity of service needed by each individual or family.

Residents in both our Emergency and Transitional Shelter Programs participate in "Rent Ready", a day-long class that prepares individuals and families to move from the shelter to stable housing by providing the financial and legal guidance and tools they need. Topics such as budgeting, credit repair, conflict resolution, and tenant's rights are presented by a team of professionals including our MSW Case Managers, and representatives from local banks, Rockingham Community Action Partnership, Portsmouth Housing

Authority, and NH Legal Assistance.

In addition, residents attend "Ready to Work," a four-session course focused on seeking out and securing employment. Topics such as barriers to employment, determination of skills, resume writing, and interview techniques are presented by a team of professionals including our MSW Case Managers, a bank representative, and a financial advisor.

In addition to the social work team's work in the shelter, we have two Housing Stability Case Managers (HSCM) and a Permanent Supportive Housing Case Manager, who facilitate programs with clients in their own homes.

The HSCM works with families and individuals, providing intensive and ongoing home-based support, helping them to stabilize, make new connections within the community, advocate for themselves, and maintain the supports that were set up while staying in our shelter. The HSCM also serves as a resource to landlords so that any issues that arise can be dealt with promptly and avoid escalation that may lead to an eviction.

Our Permanent Supportive Housing Case Manager works with individuals in the community who are considered chronically homeless. This innovative HUD-funded program follows the Housing First model, which provides long-term rental assistance and ongoing intensive case management and support to some of the most vulnerable individuals experiencing homelessness. The case manager works with clients and landlords to obtain and maintain permanent housing, paid for by a rental subsidy. Once housing is established, the client is connected with a variety of community resources like health care, dental care, mental health care, and transportation.

Highlights from our last fiscal year (ending 6/30/18), are illustrated in the following outcomes:

- Our emergency shelter for single adults operated over our typical capacity 63% of nights, and 94% of nights November 1, 2018-June 30, 2019.
- Our average length of stay was 77 days
- Of residents who stayed 90 days or longer, 82% overall moved to permanent housing, including 100% of families.
- Our volunteers provided more than 21,000 dinner meals to residents

Please indicate who prepared the overall cost estimate for the activity or project.

Susan Duchesney, Finance Director

NARRATIVE – *PUBLIC FACILITY* PROJECT ONLY

Please provide the following information for the proposed Project….*not* the Organization*:*

Describe the nature of the project: N/A

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 emergency shelter, meals, case management, and supportive services to homeless families and individuals.	Cross Roads House will serve 45 individuals from Dover.

ORGANIZATION

DESCRIPTION OF ORGANIZATION

Please provide a description for the Organization that is undertaking the activity or project.

Since 1982, Cross Roads House has been providing emergency and transitional shelter to families and individuals from Rockingham and Strafford Counties, NH and Southern York County, ME who are experiencing homelessness. With 100+ beds, we are one the largest shelters in the state.

Anyone without a safe place to stay is eligible for emergency shelter at Cross Roads House. Emergency shelter services include a place to sleep, meals, and access to basic needs such as mail, laundry, and telephone. Individual case management support is available to every resident in addition to a variety of services provided by partner agencies. In addition to services provided in the emergency shelter, transitional shelter residents stay in more private living quarters and receive more intensive case management support aimed at the return to permanent housing. In addition, Cross Roads House continues to add new onsite services and programs for residents eliminating both cost and transportation barriers.

As one of the largest shelters in the state, Cross Roads House continues to maintain one of the lowest thresholds for admittance, which eliminates barriers to services. We provide services to those who are dealing with substance use disorders and severe mental illness where other shelters may not. Individuals with felony convictions for arson or sex offenses are not eligible for services. All adult individuals must be able to independently manage their activities of daily living, including eating, dressing, getting out of bed or chair, showering, and using the toilet. Staff may limit the stay of person(s) from outside New Hampshire and southern York County, Maine. For anyone who does not meet eligibility standards, staff will assist with referrals to 211 and other community resources.

Cross Roads House is the only shelter in this region that provides both emergency and transitional shelter programs for both individuals and families. While there are some other smaller shelters in the area, none have the same capacity or serve as broad a population as Cross Roads House. We provide on-site, individualized case management for all residents during their stay, and post-shelter case management to former residents in their new homes to help maintain housing. Additionally, we administer a HUD-funded housing first program in the community and operate a facility that provides affordable rental units for up to 12 individuals exiting homelessness.
As the largest shelter in the region, with the lowest barriers to admission, Cross Roads is the last resort for many who would otherwise be outside. Lacking shelter options, municipal welfare offices would be forced to shelter people in hotels at dramatically higher costs.

Services provided by Cross Roads House include:

- Emergency and transitional shelter programs
- Three meals a day provided to residents
- Dinner meal prepared and served by volunteers seven nights/week
- Needs assessments and case management services
- Access to a variety of services on-site (e.g., mental health and substance use disorders counseling, primary medical and dental care, AA & NA meetings)
- Referrals to services throughout the community (e.g., public housing, rehab, counseling, parenting support, Community Action Programs, and more)
- Support and direction for returning to permanent housing

- "Rent Ready" and "Ready to Work" seminar classes
- Post-shelter support provided by Housing Stability Case Managers to help maintain housing
- HUD Funded Permanent Supportive Housing (Housing First) Program
- Permanent affordable rental housing for up to 12 individuals in our facility located on Greenleaf Ave. in Portsmouth.

AUDIT AND EVALUATION

Does your organization have an annual CPA Audit? Yes

If yes, please submit most recent Audit. SEE ATTACHED

Is your organization evaluated by outside agencies or programs? Yes

If yes, please note the agency/program and how often the evaluation occurs.

The State of New Hampshire, through the Bureau of Housing Supports (BHS), audits our program for regulatory and financial compliance. The United Way of the Greater Seacoast conducts organizational and financial reviews during each grant cycle. During funding renewal years, the United Way also conducts site visits. Also, the Planning Departments of the cities of Dover, Rochester, and Portsmouth perform annual reviews for CDBG funds. BHS can evaluate the agency annually. Most recently, BHS conducted a site visit to monitor our Permanent Supportive Housing Program on November 4, 2019. The most recent United Way site visit was held on 11/7/17.

BOARD OF DIRECTORS

Name	Residence (city/town)
Michael Adams	Greenland, NH
Tim Allison	Portsmouth, NH
Suzanne Bresette	North Hampton, NH
Bob Brown, Board Treasurer	North Hampton, NH
Eric Campbell	York, ME
Denis Cloutier	New Castle, NH
Dr. Ken Cohen	Kensington, NH
Denis Dillon	Rye, NH
Kathryn Drew	Rye, NH
Steve Goddard	Kittery Point, ME
Rev. Vivan Martindale	Hampton, NH
Shaun Mathews	New Castle, NH
Vanda Moore, Board Secretary	Greenland, NH
Lex Scourby	Portsmouth, NH
Chuck Silva, Board Vice President	Portsmouth, NH
Ben St. Jean, Board President	Portsmouth, NH
Mary Lee Worboys	Durham, NH

BUDGET

Use box 1 or 2 below to provide a budget. Include all proposed expenses.

1. Public Services (Non-Construction Projects)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Administrative Support		$50,554	$50,554
Utilities		$99,995	$99,995
Repairs/Maintenance & Occupancy		$131,503	$131,503
Travel		$15,200	$15,200
Salaries (List relevant positions)	$15,000*	$1,101,390	$1,116,390
*For Direct Care Staff			
Other: Resident Programs, Event & Fundraising Costs, Insurance, and Depreciation		$623,108	$623,108
TOTAL PROPOSED BUDGET:	**$15,000**	**$2,021,750**	**$2,036,750**

2. Public Facilities: (Project)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Hard Costs Note: Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested*.

Funding Source (Name(s) of funding source(s))	Committed, Pending or Proposed Amount ($):		Total Amount ($)	Explanation
Federal:	Committed: Pending: Proposed:	**$346,856** **$18,000**	**$364,856**	
State:	Committed: Pending: Proposed:	 **$178,898**	**$178,898**	
Local:	Committed: Pending: Proposed:	 **$57,000**		
Private:	Committed: Pending: Proposed:	 **$1,177,023**	**$1,177,023**	
Portsmouth CDBG:	Committed: Pending: Proposed:	 **$17,000**	**$17,000**	
Rochester CDBG:	Committed: Pending: Proposed:	 **$15,000**	**$15,000**	
Other: Rental Income, United Way	Committed: Pending: Proposed:	 **$102,439**	**$102,439**	
Total:	Committed: Pending: Proposed:	**$346,856** **$1,565,360**	**$1,912,216**	**Does not include proposed funding from Dover**

Organizational Commitment: For Public Facility Projects (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization will be contributing to the project. **N/A**

AGENCY BUDGET

Please provide a breakdown of your *organization's* overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from 07/01 to 06/30	**Current Year**	**Next year**
REVENUES		
Federal Funds	$364,754	$364,576
State Funds	$178,500	$178,500
Foundations/Private Contributions	$745,425	$739,961
United Way	$9,600	$9,600
Fundraising or other income	$380,000	$380,000
Other (describe) Rental income and other town and city funding	$180,889	$265,000
Community Dev. Block Grant (include anticipated request)	$12,000	$15,000
TOTAL REVENUE	$1,871,168	$1,952,637
EXPENSES		
Salaries	$905,272	$950,535
Fringe Benefits Taxes	$158,722	$162,791
Supplies (include printing/copying)	$7,805	$8,571
Travel	$15,800	$16,105
Training	$5,100	$6,215
Communications		
Audit	$13,500	$13,500
Property Maintenance Occupancy	$131,503	$141,600
Service Contracts		
Construction Supplies/Materials		
Other (describe): Insurance, Admin, Fundraising, Resident Services, Utilities, and Depreciation	$799,048	$821,320
TOTAL EXPENSES	$2,036,750	$2,120,637
NET (Income - Expenses)	**-$165,582**	**-$168,000**

By signing below, the Authorized Official affirms: The organization's commitment to implement the proposed activity/project; that all information presented is true and accurate to the best of their knowledge; and he/she is authorized to submit this application;

Submitted by: Martha Stone
Authorized Official - signature

12/27/19
Date

Martha Stone
Print Name

Executive Director
Print Title

FFATA Checklist (contracts $25,000 and over)

The Federal Funding Accountability and Transparency Act (FFATA) require the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. As part of this, the City of Dover's CDBG program requires all agencies that meet the following thresholds to report when the agencies:

- had a gross income, from all sources, over $300,000 in the agency's previous tax year, **and**
- have been awarded $25,000 and over.

Please check box, sign and date below and return form if your agency does not meet the above thresholds. ☒

To Be Filled Out By Dover CDBG Staff	
Award title descriptive of the funding action	
CFDA program number for grant	14.218
Program source	CDBG
Amount of award	
To Be Filled Out By Agency	
Name of agency receiving award	
Address of the entity including:	
Place of performance including:	
Congressional district	
Total compensation and names of top five executives*	**1.**
	2.
	3.
	4.
	5.
DUNS number	
Central Contractors Registration (CCR) number**	

***Must give total compensation and names of top five executives if:**
(1) More than 80% of annual gross revenues are from the federal government, and those revenues are greater than $25M annually, **and** (2) Compensation information is not already available through reporting to the SEC. **Note: Because CCR registration expires annually, grantees are required to update their CCR information annually.

How do you get a DUNS number?
The unique identifier used in reporting to FFATA is the entity's Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. For subgrantees, OMB has issued interim final guidance requiring such recipients to obtain a valid DUNS number.
DUNS numbers may be requested via the web at: http://fedgov.dnb.com/webform

****What is a CCR and how do you register?**
CCR stands for Central Contractor Registration, which is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.
The link to information needed to register and become familiar with CCR is provided below.
Registration information: http://www.ccr.gov/startregistration.aspx

Martha Ford
Signature of Authorized Person

12/27/19
Date

Executive Director
Title

CDBG APPLICATION INSTRUCTIONS

CITY OF DOVER, NH
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021

The City of Dover has begun the process of developing an Annual Action Plan for fiscal year 2021. When final, the Action Plan identifies projects that will receive CDBG funding from the City of Dover.

To be considered for funding, an application must be completed in its entirety and the activity must comply with statutory program goals, meet a CDBG National Objective, and be an eligible activity.

SUBMISSION REQUIREMENTS:

- **One (1) original paper** application must be submitted to the Planning and Community Development Department at:

  City of Dover
  Planning and Community Development Department
  288 Central Ave.
  Dover, NH 03820

  - Mark exterior of envelope "CDBG Application"

- A *copy* of the application submitted to the Planning and Community Development Department must also be emailed to the following: d.carpenter@dover.nh.gov

- All required documents *and* the electronic copy of the APPLICATION must be received no later than 4:00 p.m. on December 30, 2019 at the location identified above. The City of Dover reserves the right to reject any requests that are found incomplete or not received by the required deadline.

If you have questions or would like guidance in developing the application, attend one of the workshops or contact the Planning and Community Development Department at 603-516-6008. We will be pleased to assist you.

Initial: _____ Date: 12/27/19

REQUIRED SUBMISSION MATERIAL:

- APPLICATION: Pages 1-7 completed in entirety & Signed/Dated.
- Federal Funding Accountability and Transparency Act (FFATA) Checklist. If applicable, complete the form and sign. If not applicable, indicate on the form and sign.
- CDBG APPLICATION INSTRUCTIONS: Initialed and dated at bottom of each page.
- CDBG APPLICATION OVERVIEW & SCORING: Initialed and dated at bottom of each page.
- Written quotes. Quotes are required for proposed purchase of items exceeding $3,000.00. Quotes are also required for all Public Facility projects (i.e. building expansion, new roof, replacement of windows, etc.).
- Most recent financial audit with management letter and, if applicable, corrective action plan must be included with the application. Please do not omit the management letter; your application is not complete without this key element of your annual audit.
- *if new applicant and filing as a 501(c)(3) organization* - IRS determination of 501(c)(3) status.

DO NOT SUBMIT THE FOLLOWING WITH YOUR PROPOSAL:

- Letters of support, resumes, brochures, newspaper articles, or other marketing materials.

MONITORING AND ASSESSMENT:

HUD requires recipients of federal funding to assess the outcomes and productivity of programs and activities. The information requested in the application will help the City assess and report your accomplishments.

DEFINITIONS/DESCRIPTIONS:

The following definitions/descriptions are for the questions found in the Application. Please call the Planning and Community Development Department at 603-516-6008 if you have any questions.

Beneficiaries: The number of unduplicated Dover beneficiaries that will benefit from this CDBG funded activity.

Narrative – Public Services Activity Only: Detailed description of the Activity, for which you are seeking assistance. Do not provide information about the Organization.

Narrative – Public Facilities Project Only: Detailed description of the Project for which you are seeking assistance. Do not provide information about the Organization.

Performance Outcome Measures: Please provide the *Outcome* proposed and the method of *Measurement* proposed to measure the Outcome. You may list multiple Outcomes/Measures. Please be realistic and specific when proposing Outcomes and method of Measurement.

Description of Organization: Please provide a description for the Organization. This does not need to be extensive.

Funding Sources: Provide a listing of all funding sources to be used for the activity or project. Provide the financial amount proposed for each source. Also indicate how much of the funding is secured, and how much is proposed, at the time of this application. The category of "Other" can be used for activities such as Capital Campaigns or other fund raising efforts

Organizational Commitment: For Public Facility projects (construction/physical improvement projects) only. Indicate how much of the project cost the organization will be providing toward the project.

Initial:

Date: 12/27/19

CDBG APPLICATION SCHEDULE: DOVER FY21 ANNUAL ACTION PLAN

The Annual Action Plan is created through a public process. The first phase of this process is receipt of applications for funding for FY2021. Complete applications are due by the date and time provided in Table 1, below.

TABLE 1 APPLICATION SCHEDULE

Date & Time	Subject	Purpose	Location
November 18, 2019	Applications Available	Solicit requests for funding	Community Development Department, Media and Online
November 19, – December 30, 2019	Technical Assistance	Assistance in completing the CDBG application: Call or email the Community Development Department, Dave Carpenter, at 603-516-6008 / d.carpenter@dover.nh.gov to discuss or schedule a meeting.	–
December 2nd, 2019 @ 10:00 a.m. December 3rd, 2019 @ 5:30 p.m.	Workshops	Opportunity for Q&A with staff regarding the City's revised application format, submission requirements and timeline. Applicants are encouraged but not required to attend.	Dover City Hall, First Floor Conference Room
December 30, 2019 @ 4:00 p.m.	Application Deadline	Deadline to submit a completed APPLICATION and other required documents. The City of Dover is not required to consider applications delivered, mailed or emailed, but not received, prior to the deadline or at the location indicated.	Planning and Community Development Department 288 Central Ave Dover, NH 03820

Dover City Hall: City Hall is located at 288 Central Avenue, Dover, NH, 03820

Parking: There is metered parking adjacent to City Hall. There is free parking located to the rear of the Dover Public Library. The Dover Public Library (73 Locust Street) is located to the rear of City Hall.

PLANNING BOARD AND CITY COUNCIL REVIEW

As indicated above, the Annual Action Plan is created through a public process. The Planning Board will review all complete applications that are received by the deadline at the location identified in Table 1 above. After conducting a public hearing, the Planning Board will make a recommendation to the City Council. The City Council will then hold a public hearing to review and approve an Annual Action Plan. After the required public notices and comment periods, the locally approved Annual Action Plan will then be provided to Housing and Urban Development (HUD) for final review and approval.

The Planning Board and City Council meetings are open to the public and televised.

Proposed Planning Board and City Council meeting dates for review of the proposed Annual Action Plan will be announced on or after January 2nd, 2020.

Initial: MS Date: 12/27/19

CDBG APPLICATION OVERVIEW & SCORING

CITY OF DOVER, NH
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021

INTRODUCTION

The City of Dover is an Entitlement Community that receives Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD). CDBG funds may be used to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development and providing improved community facilities and services. Organizations are invited to apply to the City of Dover for CDBG funding to support activities and projects that achieve these outcomes.

CONSOLIDATED PLAN

The City of Dover is in the process of developing the FY21-FY25 Consolidated Plan. This process runs parallel with the application process for the FY21 Action Plan. As such, the Consolidated Plan Goals are, at this time, draft Goals and may be modified during the development of the Consolidated Plan. Applications must address at least one of the draft Goals identified below.

SCORING CONSIDERATIONS

The Planning and Community Development Department will review proposals closely to determine if they meet one of the three National Objectives. Once eligibility is determined and applications determined complete, the proposals are forwarded to the Planning Board that will hold a Public Hearing, gather public input, deliberate and make funding recommendations. The Planning Board recommendations are forwarded to the City Council. The City Council will hold a Public Hearing and render a final decision on the requests in the form of a the FY21 Annual Action Plan.

At a minimum, the following criteria will be used when determining which proposals to fund and funding allocations:

1. The proposed activity or project meets one of the following HUD *National Objectives*:
    a) benefit low and moderate income persons;
    b) activities that aid in the prevention of slums or blight; or
    c) other community development needs having a particular urgency.
2. The proposed activity or project qualifies as an "eligible activity" pursuant to HUD regulations.
3. The project or activity directly addresses one or more of the Goals and Objectives that will be adopted as part of the FY21-FY25 Consolidated Plan. See "Goal and Objectives" below.
4. Through the application, the applicant and the proposed project or activity, demonstrates capacity to comply with all HUD and CDBG related requirements.

Initial: JMS Date: 12/27/19

5. Public Facilities Projects, as demonstrated through the application process, have a high likelihood of beginning within the year and being completed within two years.
6. Seventy percent (70%) of the clientele for the proposed project or activity will qualify as "presumed benefit" or very low, low or moderate income.
7. A minimum of 51% of the clientele for the proposed project or activity will qualify as "presumed benefit" or very low, low or moderate income.

Presumed Benefit clientele:

1. Abused children
2. Elderly persons
3. Battered spouses
4. Homeless persons
5. Severely disabled adults
6. Illiterate adults
7. Persons with AIDS
8. Migrant Farm Workers

PROGRAM REQUIREMENTS

All CDBG Subrecipients are required to adhere to HUD and City requirements. Some of the key requirements are outlined below. This section serves to familiarize you with the general procedures, rules and regulations. Greater detail regarding requirements is available and will be provided to successful applicants as a provision of accepting grant funds:

- Funding decisions are made by the City Council following review, deliberation and recommendation by the Planning Board. This is a public process.
- Funds are not considered committed until the City has received the Congressional award from HUD followed by the execution of a Funding Agreement between the City and the Federal Government.
- Successful applicants must sign a Subrecipient Agreement with the City of Dover. The agreement details the responsibilities, requirements, scope of service and budget for the CDBG-funded activity.
- Contact the Planning and Community Development Department prior to expending/committing funds for physical projects. An Environmental Review must be completed before incurring costs or commencing activities.
- The project may be subject to Davis Bacon and/or other Federal requirements.
- CDBG programs are administered on a reimbursable basis. Prepayments are not allowed.
- Subrecipients must adhere to 24 CFR 84, OMB circular A-133 and 2 CFR Part 200.
- Agencies must keep client files for individuals served by CDBG funded programs. Client files must contain income verification/documentation, family size, address or location and race and ethnicity. Client information must be made available to HUD and the Planning and Community Development Department upon request.
- Procurement procedures must be followed on all purchases made with CDBG funds. At a minimum, three bids (price quotes) must be secured for all purchases. Subrecipients choosing to accomplish their funded activity using subcontractors must contact the Planning and Community Development Department as only those contracts that have been procured and carried out under the department's supervision will be reimbursed.
- The City of Dover will provide technical assistance training to all Subrecipients. Technical Assistance sessions may be mandatory.
- The City of Dover is required to monitor all Subrecipients. Monitoring can include performance reports; review of reimbursement requests; supervision of all activities related to job specification, bid process, contractor selection and performance; construction site inspections; and ongoing informal communication with the subrecipient.
- For purposes of determining income eligibility, HUD's annual income limits are used. The most recent Income Limits for Dover are listed below:

Initial: MS

Date: 12/27/19

2019 HUD Income Limits (based on household size) for the City of Dover, New Hampshire

	Persons in Family							
	1	2	3	4	5	6	7	8
Extremely Low (30%) Income Limits	19,850	22,650	25,500	28,300	30,600	34,590	39,010	43,430
Very Low (50%) Income Limits	33,050	37,750	42,450	47,150	50,950	54,700	58,500	62,250
Low (80%) Income Limits	52,850	60,400	67,950	75,450	81,500	87,550	93,600	99,600

FY21-FY25 GOALS AND OBJECTIVES

The ***City of Dover's FY21-FY25 Consolidated Plan*** will be adopted with the FY21 Action Plan. The draft Goals and Objectives listed below are subject to change during the development of the Consolidated Plan. At this time, applications must address at least one of the following Goals:

Goal #1

The City of Dover seeks to create a supportive community environment for qualifying very low, low and moderate income Dover citizens, and for Dover citizens who qualify as "presumed benefit" clientele, through the improvement or development of housing, transportation, support services, infrastructure and economic development related activities and projects.

Goal #2

The City of Dover seeks to utilize federal funds to address situations of "urgent need" when such occurrence has been declared in compliance with applicable federal, state and local requirements.

Goal #3

The City of Dover seeks to utilize federal funds to address areas that qualify as "slum & blight" when such occurrence has been declared in compliance with applicable federal, state and local requirements.

Goal #4

The City of Dover seeks to support initiatives and endeavors that are consistent with the FY21-FY25 Consolidated Plan and the Goals and Objectives therein.

MULTIPLE APPLICATIONS

Interested parties may submit an application for the Public Service category and a separate application for the Public Facilities category. Certain restrictions apply. For details, attend one of the workshops or contact Dave Carpenter at the address below:

City Hall
Attn: Dave Carpenter
288 Central Avenue
Dover, NH 03820-4169
e: d.carpenter@dover.nh.gov ; p: 603.516.6008; f: 603.516.6049

Initial: _____ Date: 12/27/19

CROSS ROADS HOUSE, INC.

FINANCIAL STATEMENTS

Year Ended June 30, 2019
with Summarized Financial Information
for the Year Ended June 30, 2018

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Sanders & Karcher
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Cross Roads House, Inc.
Portsmouth, New Hampshire

Report on the Financial Statements

We have audited the accompanying financial statements of Cross Roads House, Inc. (a nonprofit organization) as of June 30, 2019 which comprise the statements of financial position and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cross Roads House, Inc. as of June 30, 2019, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited Cross Roads House, Inc.'s financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 16, 2018. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2018, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Sanders & Karcher

Sanders & Karcher
Portsmouth, New Hampshire
September 16, 2019

CROSS ROADS HOUSE, INC.
STATEMENTS OF FINANCIAL POSITION
June 30,

	2019	2018
ASSETS		
CURRENT ASSETS		
Cash	$ 321,023	$ 296,061
Accounts receivable	4,988	3,886
Grants receivable	134,294	135,467
Unconditional promises to give	135,678	194,075
Prepaid expenses	97,934	44,853
Total current assets	693,917	674,342
PROPERTY & EQUIPMENT, net of accumulated depreciation of $1,701,060 & $1,537,549, respectively	4,771,523	4,935,034
OTHER ASSETS		
Closing costs, net of accumulated amortization of $1,664 & $1,502, respectively	2,935	3,097
Cash and marketable securities, long-term reserve	837,157	757,367
Beneficial interest in assets held by others	132,451	134,758
Cash and cash equivalents, operating reserve	126,560	126,746
Total other assets	1,099,103	1,021,968
TOTAL ASSETS	$ 6,564,543	$ 6,631,344
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	$ 38,272	$ 32,133
Deferred income	10,000	25,000
Long-term debt, current portion	21,689	23,672
Security deposits-Greenleaf Apartments	6,728	-
Accrued payroll items	67,367	52,530
Total current liabilities	144,056	133,335
LONG-TERM DEBT, net of current portion	579,544	601,639
Total liabilities	723,600	734,974
NET ASSETS		
Without donor restrictions		
Board Designated	963,717	884,113
Undesignated	4,744,775	4,791,499
With donor restrictions	132,451	220,758
Total net assets	5,840,943	5,896,370
TOTAL LIABILITIES AND NET ASSETS	$ 6,564,543	$ 6,631,344

The accompanying notes are an integral part of these financial statements.

CROSS ROADS HOUSE, INC.
STATEMENTS OF ACTIVITIES
Years ended June 30,

	2019	2018
PUBLIC SUPPORT AND REVENUES:		
PUBLIC SUPPORT		
Government grants	$ 588,763	$ 535,348
Donations	636,763	589,882
Rental income	94,981	-
Fundraising, net of direct expenses of $ 45,547 and $63,137, respectively	421,010	465,703
Total public support	1,741,517	1,590,933
REVENUES		
Investment return	51,134	59,788
Total revenues	51,134	59,788
Total public support and revenues	1,792,651	1,650,721
EXPENSES		
Program services	1,298,764	1,198,072
General and administrative	265,879	288,636
Fundraising	117,456	98,360
Total expenses	1,682,099	1,585,068
CHANGE IN OPERATING NET ASSETS BEFORE DEPRECIATION	110,552	65,653
Less depreciation and amortization	163,673	155,727
DECREASE IN OPERATING NET ASSETS	(53,121)	(90,074)
BUILDING SUPPORT	86,000	85,000
INCREASE (DECREASE) IN NET ASSETS WITHOUT DONOR RESTRICTIONS	32,879	(5,074)
NET ASSETS WITH DONOR RESTRICTIONS		
Public support	572,255	463,090
Restrictions satisfied by use	(658,255)	(548,090)
Investment return	2,872	9,338
Distributions	(5,178)	(5,105)
DECREASE IN NET ASSETS WITH DONOR RESTRICTIONS	(88,306)	(80,767)
DECREASE IN NET ASSETS	(55,427)	(85,841)
NET ASSETS, Beginning of year	5,896,370	5,982,211
NET ASSETS, End of year	$ 5,840,943	$ 5,896,370

The accompanying notes are an integral part of these financial statements.

CROSS ROADS HOUSE, INC.
STATEMENT OF FUNCTIONAL EXPENSES
Year Ended June 30,

	2019				2018
	Program Services	General and Admin	Fund-Raising	Total	Total
Management salaries	$ 43,991	$ 128,293	$ 25,575	$ 197,859	$ 239,783
Salaries and wages	574,931	28,120	56,074	659,125	586,933
Employee benefits	103,515	28,841	1,002	133,358	117,697
Payroll taxes	50,992	11,249	4,568	66,809	67,000
Professional fees	2,434	14,108	-	16,542	16,662
Bad debt	1,110	-	5,347	6,457	2,975
Advertising and promotion	-	-	2,205	2,206	2,903
Office and administration	10,653	27,600	10,387	48,640	49,150
Heat	26,747	3,592	999	31,338	19,988
Electricity	31,196	1,648	1,747	34,591	35,301
Water and sewer	28,331	1,179	1,178	30,688	27,948
Repairs and maintenance	91,902	1,844	4,871	98,616	97,404
Interest	31,606	704	704	33,014	14,083
Insurance	28,572	1,596	1,587	31,755	31,747
Food	26,130	-	-	26,130	37,063
Direct services	234,894	-	-	234,894	217,139
Telephone	4,245	6,667	1,212	12,124	10,106
Volunteer development	81	7,650	-	7,731	2,926
Staff and program development	7,434	2,788	-	10,222	8,260
TOTALS BEFORE DEPRECIATION AND AMORTIZATION	1,298,764	265,879	117,456	1,682,099	1,585,068
Depreciation and amortization	146,800	9,161	7,712	163,673	155,727
TOTALS	$ 1,445,564	$ 275,040	$ 125,168	$ 1,845,772	$ 1,740,795

The accompanying notes are an integral part of these financial statements.

CROSS ROADS HOUSE, INC.
STATEMENTS OF CASH FLOWS
Years Ended June 30,

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash received from public support	$ 1,663,854	$ 1,410,801
Cash received from investment return	48,828	64,021
Cash paid to employees and suppliers	(1,649,904)	(1,524,091)
Cash paid for interest	(33,014)	(13,361)
Net cash provided (used) by operating activities	29,764	(62,630)
CASH FLOWS FROM INVESTING ACTIVITIES		
Net unrealized investment gain	19,276	39,988
Cash paid for property and equipment	-	(454,596)
Net cash provided (used) by investing activities	19,276	(414,608)
CASH FLOWS FROM FINANCING ACTIVITIES		
Cash received from borrowings	-	625,000
Cash paid for debt reduction	(24,078)	(211,979)
Net cash provided (used) by financing activities	(24,078)	413,021
Net increase (decrease) in cash	24,962	(64,217)
Cash at beginning of year	296,061	360,278
CASH AT END OF YEAR	$ 321,023	$ 296,061

The accompanying notes are an integral part of these financial statements.

CROSS ROADS HOUSE, INC.
STATEMENTS OF CASH FLOWS (continued)
Years Ended June 30,

	2019	2018
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH PROVIDED BY OPERATING ACTIVITIES		
Decrease in net assets	$ (55,427)	$ (85,841)
Adjustments to reconcile change in net assets to net cash from operating activities:		
Net unrealized investment gain	(19,276)	(39,988)
Depreciation expense	162,009	155,522
Amortization expense	1,664	205
(Increase) decrease in:		
Accounts receivable	(1,102)	(1,457)
Grants receivable	1,173	(68,117)
Unconditional promises to give	58,397	48,600
Prepaid expenses	(53,081)	9,435
Beneficial interest in assets held by others	2,307	(4,233)
Cash and cash equivalents, operating reserve	186	(1,288)
Cash and marketable securities, long-term reserve	(79,790)	(84,441)
Increase (decrease) in:		
Accounts payable	6,139	13,618
Security deposits-Greenleaf Apartments	6,728	-
Deferred income	(15,000)	(16,449)
Accrued payroll items	14,837	11,804
Total adjustments	85,191	23,211
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	$ 29,764	$ (62,630)

The accompanying notes are an integral part of these financial statements.

CROSS ROADS HOUSE, INC.
NOTES TO FINANCIAL STATEMENTS
Year Ended June 30, 2019

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization
Cross Roads House, Inc. (Cross Roads House), was organized March 24, 1982, but was essentially activated January 1, 1984. The purpose of the organization is to provide safe and supportive emergency and transitional shelter to individuals and families experiencing homelessness in southeastern New Hampshire.

Use of Estimates
The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Income Taxes
Cross Roads House received a letter of determination dated July 28, 1986 from the Internal Revenue Service advising it that it qualified as a non-profit organization under Section 501(c)(3) of the Internal Revenue Code and, therefore, it is not subject to income tax. Cross Roads House is classified as other than a private foundation.

Financial Statement Presentation
Cross Roads House reports information regarding its financial position and activities according to two classes of net assets: net assets with donor restrictions and net assets without donor restrictions. The Organization accounts for contributions as either with or without donor restrictions depending on the existence and/or nature of any donor-imposed restrictions. Net assets with donor restrictions are reclassified to net assets without donor restrictions upon satisfaction of the time or purpose of the restriction.

Cash and Cash Equivalents
For purposes of these financial statements all non-custodial highly liquid investments with an initial maturity of less than three months or investments with a per share value constant at one dollar are considered to be cash equivalents. Cash equivalents were $148,835 and $126,804 as of June 30, 2019 and 2018.

Accounts Receivable
Accounts receivable consist primarily of amounts due from the State in support of homeless operations. An allowance for doubtful accounts is established based on historical experience and management's evaluation of outstanding accounts receivable at the end of each year. As of June 30, 2019 and 2018 management considers accounts receivable to be fully collectible; accordingly, no allowance for doubtful accounts is required.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Accounting
Income and expenses are reported on the accrual basis, which means that income is recognized as it is earned and expenses are recognized as they are incurred whether or not cash is received or paid out at that time.

Subsequent Events
Subsequent events have been evaluated through September 16, 2019 the date the financial statements were available to be issued.

Promises to Give/Contributions
Cross Roads House accounts for contributions without donor restrictions and with donor restrictions, depending on the existence and/or nature of any donor restrictions. Net assets with donor restrictions are reclassified to net assets without donor restrictions upon satisfaction of the time or purpose restrictions. An allowance for uncollectible unconditional promises is established based on historical experience and management's evaluation of outstanding unconditional pledges at the end of each year. As of June 30, 2019, management considers all pledges to be fully collectible.

All unconditional promises to give are current and consist of the following, as of June 30,

	2019	2018
Capital campaign	$ -	$ 86,000
Wentworth Gala event	135,678	108,075
TOTALS	$ 135,678	$ 194,075

Functional Allocation of Expenses
The costs of the various programs and other activities have been summarized on a functional basis. Accordingly, costs have been allocated among the programs and supporting services benefited.

Investment Valuation and Income Recognition
The Organization's investments as of June 30, 2019 are stated at fair value. Shares of the separate investment accounts are valued at quoted market prices, which represent the net value of shares held by the Organization at year-end. Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. As of June 30, 2019, investments have a market value of $963,717, cost basis of $944,441 and unrealized gains of $19,276.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Property and Equipment

Property and equipment are recorded at cost for those items which have been purchased, and at estimated fair market value for those items which have been donated. The cost of buildings and improvements is recovered using the straight-line method over estimated useful lives of 10 to 33 years. The cost of furniture, fixtures and equipment is recovered using the straight-line method over estimated useful lives of 2 to 7 years. Property and equipment as of June 30, 2019 consisted of the following:

Land and improvements	$ 217,266
Buildings and improvements	6,065,715
Furniture and equipment	189,602
Total property and equipment	6,472,583
Less accumulated depreciation	1,701,060
Property and equipment, net	$ 4,771,523

Donated Services

Contributions of services are recognized in the financial statements if the services enhance or create nonfinancial assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. For the years ended June 30, 2019 and 2018, there were no amounts for donated services.

Donated Materials

Donated marketable securities and property and equipment are valued at fair market value. Marketable securities are immediately sold and are included in the statement of activities as donations. Donated securities were received and valued as follows during the years ended June 30,

	2019	2018
Marketable securities	$ 34,564	$ 31,970

NOTE B - BENEFICIAL INTEREST IN ASSETS HELD BY OTHERS

Cross Roads House is a beneficiary of an agency endowment fund at The New Hampshire Charitable Foundation. Pursuant to the terms of the resolution establishing this fund, property contributed to The New Hampshire Charitable Foundation is held as a separate fund designated for the benefit of Cross Roads House. In accordance with its spending policy, the Foundation makes distributions from the fund to Cross Roads House. The distributions are 4.03% of the market value of the fund per year.

NOTE B - BENEFICIAL INTEREST IN ASSETS HELD BY OTHERS (continued)

Activity in this endowment fund consisted of the following for the years ended June 30,

	2019	2018
Beginning, fair value, 7/1	$ 134,758	$ 130,525
Total return	3,778	10,227
Foundation fee	(907)	(889)
Distributions	(5,178)	(5,105)
Ending, fair value, 6/30	$ 132,451	$ 134,758

Distributions represent amounts distributed to Cross Roads House and are shown as unrestricted dividends.

NOTE C - INVESTMENTS AT FAIR VALUE

Cross Roads House records its marketable securities with readily determinable fair values and all investments in debt securities at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets, in the statement of activities.

Following is a description of the valuation methodologies used for assets measured at fair value.

Common stocks, corporate bonds and U.S. government securities: Valued at the closing price reported on the active market on which the individual securities are traded.

Mutual funds: Valued at the net asset value of shares held by the plan at year end.

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Organization believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The Organization reports under the Fair Value Measurements, which established a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs of valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices inactive markets for identical assets or liabilities (level 1 measurement) and the lowest priority to unobservable inputs (level 3 measurements).

NOTE C - INVESTMENTS AT FAIR VALUE (continued)

Level 1 - Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan has the ability to access.

Investments, all at level 1, at fair value as of consisted of the following:

	2019	2018
Cash & equivalents	$ 148,835	$ 126,804
Domestic equities	531,565	369,057
Domestic fixed income	283,317	271,664
International fixed income	-	116,588
TOTALS	$ 963,717	$ 884,113

NOTE D - ACCRUED PAYROLL ITEMS

Accrued payroll items consisted of the following as of the years ended June 30,

	2019	2018
Payroll and payroll taxes	$ 20,194	$ 4,382
Earned time	47,173	48,148
Totals	$ 67,367	$ 52,530

NOTE E - COMMITMENTS AND CONTINGENCIES

Cross Roads House receives money under various state and federal grants. Under the terms of these grants, Cross Roads House is required to use the money within the grant period for purposes specified in the grant proposal. If expenditures of the grant were found not to have been made in compliance with the proposal, Cross Roads House may be required to repay the grantor's funds.

NOTE F - LINE OF CREDIT

The organization has established a $300,000 line of credit with Provident Bank with a current interest rate of 5.25%. The interest rate is directly tied to the Wall Street Journal Prime Rate with no margin. Accordingly, any changes to this rate will change the organization's line of credit rate. There was no outstanding balance as of June 30, 2019.

NOTE G - LONG-TERM DEBT

	Current	Long-term	Total
Note payable, Provident Bank, monthly payment is $1,293, 4.69% interest; secured by property and equipment; note matures August 2037.	$ 6,832	$ 181,684	$ 188,516
Note payable, Provident Bank, monthly payment is $2,070, 5.62% interest; secured by property and equipment; note matures March 2038.	8,982	277,439	286,421
Note payable, Provident Bank, monthly payment is $942, 6.29% interest; secured by property and equipment; note matures May 2038.	3,673	120,421	124,094
Note payable, NH Community Development Authority, monthly payment is $443, 2.00% interest; secured by property; note matures November 2019.	2,202	-	2,202
Total long-term debt	$ 21,689	$ 579,544	$ 601,233

Future principal loan payments are as follows for the years ended,

June 30,	2020.	$ 21,689
	2021.	20,571
	2022.	21,715
	2023.	22,924
	2024.	24,200
	Thereafter. . .	490,134

NOTE H - CONCENTRATION OF CREDIT RISK

As of June 30, 2019, Cross Roads House has a cash balance held by a bank that is insured by the Federal Deposit Insurance Corporation for $250,000, any amount in excess is fully covered by the Massachusetts Depositors Insurance Fund.

Cross Roads House has a cash balance held by an investment brokerage firm that is insured by the Securities Investor Protection Corporation.

Cross Roads House derived 34% of its operating revenue from government agencies.

NOTE I - GREENLEAF APARTMENTS

Cross Roads House purchased a 12-unit single room occupancy building in Portsmouth, NH in April 2018. Applicants must meet certain requirements as defined in a Tenant Selection Plan to qualify for these low-income units. Rental income was $94,981 and rental expenses totaled $81,331 for the year ended June 30, 2019. Rental expenses are included in the statement of functional expenses as program expenses.

NOTE J - LIQUIDITY AND AVAILABILITY OF RESOURCES

As part of Cross Roads House's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities and other obligations come due. In addition, the organization invests cash in excess of daily requirements in short-term investments. To help manage unanticipated liquidity needs, the organization has a committed line of credit in the amount of $300,000, which it could draw upon. The organization also has a Board designated reserve of $963,717. Although, the organization does not intend to spend from its reserve other than amounts appropriated for general expenditure as part of its annual budget approval and appropriation process, amounts from its reserve could be made available if necessary.

Internal Revenue Service

Date: April 13, 2004

Cross Roads House, Inc.
600 Lafayetre Rd.
Portsmouth, NH 03801-5435

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
April C. Howard 31-07692
Customer Service Representative
Toll Free Telephone Number:
8:00 a.m. to 6:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
22-2549963

Dear Sir or Madam:

This is in response to your request of April 13, 2004, regarding your organization's tax-exempt status.

In July 1986 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than $25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of $20 a day, up to a maximum of $10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of $100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Cross Roads House, Inc.
22-2549963

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Section 6104 of the Internal Revenue Code requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. The law also requires organizations that received recognition of exemption on July 15, 1987, or later, to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. Organizations that received recognition of exemption before July 15, 1987, and had a copy of their exemption application on July 15, 1987, are also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing.
For additional information on disclosure requirements, please refer to Internal Revenue Bulletin 1999 - 17.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Janna K. Skufca

Janna K. Skufca, Director, TE/GE
Customer Account Services

CDBG APPLICATION

CITY OF DOVER, NH
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021

APPLICANT INFORMATION	
Organization DOVER WELFARE	**Tax ID** 02-6000230
Name of Program or Project SECURITY DEPOSIT & HOMELESS HOUSING	
Name of Executive Director LENA C NICHOLS	
Mailing Address 61 LOCUST ST, SUITE 334, DOVER NH 03820 **Physical Address** SAME	
Contact Person LENA C NICHOLS	**Phone** 603-516-6500
E-Mail l.nichols@dover.nh.gov	**Website**

Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)*

- ☐ 501(c)(3)
- ☐ For-profit authorized under 570.201(o)
- ☒ Unit of Government
- ☐ Faith-based Organization
- ☐ Institution of Higher Education
- ☐ Other (Explain):

Tax ID # 02-6000230	
***DUNS #**	***SAM Expiration Date**

* *Important notice regarding new mandatory federal reporting requirements*: The Federal Funding Accountability and Transparency Act requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit https://fedgov.dnb.com/webform and https://www.sam.gov/portal/SAM/##11. Completing these registration processes is free, but may take up to 15 days to complete. The City will not commit funds without this information.

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 10000
Provide a very brief summary of the *activity* or *project* for which the funds are requested. Keep responses to one or two sentences (*i.e. After School Care for K-4th grade students. Repair of homeless shelter roof.*) TO HELP PEOPLE MOVE INTO APARTMENTS THEY CAN AFFORD OR TO PLACE IN MOTELS UNTIL SHELTER SPACE IS AVAILAB **Identify the Dover Consolidated Plan "Goal" that will be met by the activity/project (page 3 of "CDBG Application: Overview & Scoring")**

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made.

BENEFICIARIES
Beneficiaries: **For FY2021 (7/1/20 – 6/30/21) please provide the *estimated* number of unduplicated Dover beneficiaries that will benefit from this CDBG funded activity or project, not necessarily your entire client population (Note: these numbers will be monitored during the funding year):** 25 **For FY2019 (7/1/18 – 6/30/19) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population:** 60 **Were Dover CDBG funds used to fund this activity or project in FY2020 (7/1/19 – 6/30/20):** YES **If so, how much?** MOST
Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) HOMELESS, LOW INCOME HOUSEHOLDS FAMILIES

NARRATIVE – *PUBLIC SERVICE* ACTIVITY ONLY
Please provide a detailed description for the proposed Activity.....*not the Organization*. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals. **Please indicate who prepared the overall cost estimate for the activity.**

NARRATIVE – *PUBLIC FACILITY* PROJECT ONLY
Please provide the following information for the proposed Project....*not* the Organization: **Describe the nature of the project:** SHELTER HOMELESS & HELP PUT IN TERMANENT HOUSING **Describe how the project will ultimately benefit Dover low/moderate income individuals or Dover presumed benefit populations :** THEY WILL HAVE A SAFE PLACE TO STAY **Proposed project starting date:** 7/1/20 **Proposed project completion date:** 6/30/21 **Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.):** **Note: Written estimates, based upon the information provided above, are required and must be submitted with this application. Estimates must be prepared by qualified individuals/companies. Please include three estimates.**

PERFORMANCE OUTCOME MEASURES	
Provide the *outcomes* proposed & the *method of measurement*. You may list multiple outcomes.	
Outcome	**Measurement**
Example 1: Decrease in number of "latch-key kids" **Example 2: Decreased dependence on emergency care facilities for non-emergency care of low/mod adults**	**Example 1: # of children who participate in afterschool program** **Example 2: Increase in number of low/mod income residents that seek care from health program.**
DECREASE THE NUMBER OF PEOPLE IN SHELTERS OR COUCH SURFING BECAUSE THEY CANNOT AFFORD BOTH 1ST MONTHS RENT & ASD. DECREASE THE NUMBER OF PEOPLE & FAMILIES THAT ARE LIVING IN CARS OR UNSAFE PLACES	NUMBER OF SHELTER SPACES THAT OPEN UP SEE THE NUMBER OF PEOPLE THAT ARE GETTING SERVICES MOVE INTO SHELTERS OR PERMANENT HOUSING

ORGANIZATION

DESCRIPTION OF ORGANIZATION
Please provide a description for the Organization that is undertaking the activity or project. DOVER CITY WELFARE

AUDIT AND EVALUATION
Does your organization have an annual CPA Audit? YES **If yes, please submit most recent Audit.** **Is your organization evaluated by outside agencies or programs?** YES **If yes, please note the agency/program and how often the evaluation occurs.**

BOARD OF DIRECTORS	
Name	**Residence (city/town)**

BUDGET

Use box 1 or 2 below to provide a budget. Include all proposed expenses.

1. Public Services (Non-Construction Projects)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Office Supplies	0	CITY OF DOVER	
Utilities	0	"	
Repairs/Maintenance	0	"	
Travel	0	"	
Salaries (List relevant positions)	0	"	
Other:			
TOTAL PROPOSED BUDGET:	0	CITY OF DOVER	

2. Public Facilities: (Project)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Hard Costs Note: Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested.*

Funding Source (Name(s) of funding source(s))	**Committed, Pending or Proposed Amount ($):**		**Total Amount ($)**	**Explanation**
Federal:	Committed: Pending: Proposed:			
State:	Committed: Pending: Proposed:			
Local:	Committed: Pending: Proposed:			
Private:	Committed: Pending: Proposed:			
Portsmouth CDBG:	Committed: Pending: Proposed:			
Rochester CDBG:	Committed: Pending: Proposed:			
Other:	Committed: Pending: Proposed:			
Total:	Committed: Pending: Proposed:			

Organizational Commitment: For Public Facility Projects (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization will be contributing to the project.

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

AGENCY BUDGET

Please provide a breakdown of your *organization's* overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from to	Current Year	Next Year (projected)
REVENUES		
Federal Funds		
State Funds		
Foundations/Private Contributions		
United Way		
Fundraising or other income		
Other (describe)		
Community Dev. Block Grant (include anticipated request)	5770	10000
TOTAL REVENUE	5770	1000
EXPENSES		
Salaries		
Fringe Benefits		
Supplies (include printing/copying)		
Travel		
Training		
Communications		
Audit		
Property Maintenance		
Service Contracts		
Construction Supplies/Materials		
Other (describe)		
TOTAL EXPENSES		
NET (Income - Expenses)		

By signing below, the Authorized Official affirms: The organization's commitment to implement the proposed activity/project; that all information presented is true and accurate to the best of their knowledge; and he/she is authorized to submit this application;

Submitted by: Lena C Nichols — Authorized Official - signature

11/27/19 — Date

LENA C NICHOLS
Print Name

DIRECTOR
Print Title

FFATA Checklist (contracts $25,000 and over)

The Federal Funding Accountability and Transparency Act (FFATA) require the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. As part of this, the City of Dover's CDBG program requires all agencies that meet the following thresholds to report when the agencies:

- had a gross income, from all sources, over $300,000 in the agency's previous tax year, **and**
- have been awarded $25,000 and over.

Please check box, sign and date below and return form if your agency does not meet the above thresholds. ☐

To Be Filled Out By Dover CDBG Staff	
Award title descriptive of the funding action	
CFDA program number for grant	14.218
Program source	CDBG
Amount of award	
To Be Filled Out By Agency	
Name of agency receiving award	
Address of the entity including:	
Place of performance including:	
Congressional district	
Total compensation and names of top five executives*	**1.**
	2.
	3.
	4.
	5.
DUNS number	
Central Contractors Registration (CCR) number**	

***Must give total compensation and names of top five executives if:**
(1) More than 80% of annual gross revenues are from the federal government, and those revenues are greater than $25M annually, **and** (2) Compensation information is not already available through reporting to the SEC. **Note: Because CCR registration expires annually, grantees are required to update their CCR information annually.

How do you get a DUNS number?
The unique identifier used in reporting to FFATA is the entity's Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. For subgrantees, OMB has issued interim final guidance requiring such recipients to obtain a valid DUNS number.
DUNS numbers may be requested via the web at: http://fedgov.dnb.com/webform

****What is a CCR and how do you register?**
CCR stands for Central Contractor Registration, which is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.
The link to information needed to register and become familiar with CCR is provided below.
Registration information: http://www.ccr.gov/startregistration.aspx

_____ _____

Signature of Authorized Person **Date**

_____

Title

CDBG APPLICATION

CITY OF DOVER, NH
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021

APPLICANT INFORMATION	
Organization HAVEN	**Tax ID 02-03377620**
Name of Program or Project Emergency Shelter Services for Domestic Violence Victims	
Name of Executive Director Kathy Beebe	
Mailing Address 20 International Drive, Suite 300, Portsmouth, NH 03801 **Physical Address** Same	
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)* 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 # 02-0337620	
***DUNS #** 070801589	***SAM Expiration Date** 2/20/2020

* *Important notice regarding new mandatory federal reporting requirements*: The Federal Funding Accountability and Transparency Act requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit https://fedgov.dnb.com/webform and https://www.sam.gov/portal/SAM/##11. Completing these registration processes is free, but may take up to 15 days to complete. The city will not commit funds without this information.

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 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.*) Provide temporary shelter and support services to assist domestic violence victims who are fleeing abuse, until they are ready to transition into safe, permanent housing
Identify the Dover Consolidated Plan "Goal" that will be met by the activity/project (page 3 of "CDBG Application: Overview & Scoring") Goals #1 and #2. Goal #1 - Develop increased opportunities for residents of the City who require support services and housing. Goal #2 – Address situations of "urgent need" by providing shelter to citizens who are in imminent danger due to domestic violence.

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. HAVEN's confidential emergency shelter and office in Portsmouth (20 International Drive at Pease Tradeport), Epping (285 Calef Highway) and Rochester (150 Wakefield Street)

BENEFICIARIES
Beneficiaries: **For FY2021 (7/1/20 – 6/30/21) 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):** 40 Dover residents will benefit from our emergency shelter and safety planning services for victims fleeing from abuse. **For FY2019 (7/1/18 – 6/30/19) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population:** 349 (but these included Dover domestic violence victims accessing shelter and/or all of HAVEN's 24 hour support services including safety planning, assistance obtaining restraining orders and hospital and police accompaniments.) Our shelter provided 38 nights of shelter to Dover residents. **Were Dover CDBG funds used to fund this activity or project in FY2020 (7/1/19 – 6/30/20):** Yes **If so, how much?** $4,550
Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) Domestic violence victims who are facing homelessness and predominantly low-income households.

NARRATIVE – PUBLIC SERVICE ACTIVITY ONLY

Please provide a detailed description for the proposed Activity...*not* the Organization. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals.

Funding is being requested to assist HAVEN in providing emergency shelter and support services for Dover residents who are fleeing from domestic violence. HAVEN would utilize Dover CDBG funding for a portion (2.5%) of the total costs associated with our emergency shelter and support program that HAVEN provides to individuals and families seeking safety from domestic abuse. The goal at HAVEN is to help transition every domestic violence victim/survivor into safe, affordable, permanent housing. For individuals staying in the shelter and those fleeing abuse that do not end up staying in shelter, HAVEN utilizes community resources and creates a comprehensive support system with peer counseling, support groups, financial empowerment and advocacy tailored to each survivor's individual and long-term needs. HAVEN also maintains relationships with area housing organizations, community action programs and other homeless shelter agencies to assist survivors in locating permanent housing. HAVEN does not place any restrictions on how long a survivor can stay with us, but work with each survivor on understanding the need to be actively searching for permanent housing and focus on their individual needs to insure progress toward their goals of safety and self-sufficiency. HAVEN utilizes the empowerment model and works with each survivor to determine their individual or family long-term needs. By utilizing this framework, where survivors are considered experts in their own lives, HAVEN strives to reduce the length of stay in our shelter as well as move more survivors into permanent housing.

Dover residents make up a large group of the clients HAVEN serves, representing approximately 10% of the clientele served in our client services program throughout all 44 towns in Rockingham and Strafford Counties. HAVEN responds immediately to requests for hotline, safety planning and crisis services 24 hours a day, 365 days a year and there is no waiting list and no charge for services. The shelter is almost always full and it is rare that there is an open room for more than a day. If there is no availability in our shelter, HAVEN works with clients to find other available space through one of the other domestic violence shelters in New Hampshire. Because domestic and sexual violence are serious public health issues, the services HAVEN provides are critical to Dover low-moderate income individuals as they seek safety and self-sufficiency in the aftermath of domestic abuse.

Please indicate who prepared the overall cost estimate for the activity or project.

The Executive Director and Business Administrative Director prepared the shelter budget. Please note that the budget is for shelter services only and does not include the other 24-hour client services that are also provided to Dover residents seeking help and safety from domestic and sexual violence, including our Housing First program which is helping domestic violence victims and their families find and sustain affordable housing.

PERFORMANCE OUTCOME MEASURES

Provide the outcomes proposed and the method of measurement. You may list multiple outcomes.

Outcome	Measurement
Ex. Decrease in number of "latch-key kids" **Ex. Decreased dependence on emergency care facilities for non-emergency care of low/mod adults**	**Ex. # of children who participate in afterschool program** **Ex. Increase in number of low/mod income residents that seek care from health program.**
• Increase access to safety planning and services for domestic violence victims in imminent danger and trying to overcome barriers to fleeing abuse. • Increase number of Dover domestic violence victims who are safe and free from abuse	• Number of Dover domestic violence victims that seek assistance from HAVEN 24-hour services or stay in our emergency shelter. • Number of Individuals leaving the shelter into safe and permanent housing.

ORGANIZATION

DESCRIPTION OF ORGANIZATION

Please provide a description for the Organization that is undertaking the activity/project. For more than 40 years, HAVEN has provided services to individuals impacted by domestic violence and assisted those impacted by sexual violence. HAVEN's mission is to prevent sexual assault and domestic violence and to empower women, men, youth and families to heal from abuse and rebuild their lives. HAVEN is the largest domestic and sexual violence support and prevention agency in NH providing services to 48 cities and towns throughout Southeastern New Hampshire. In the first year as a merged organization, HAVEN provided crisis intervention to 3500 individuals and families (up more than 400 from prior to the merger). In addition, HAVEN reached over 11,000 children and youth with our Safe Kids Strong Teens violence prevention program that aims to prevent sexual abuse, bullying and teen dating violence. Preventing domestic violence and sexual abuse and providing support for those impacted can lead to healthier and more secure children and adults.

HAVEN provides the following services and programs:

- Emergency shelter
- 24-hour confidential crisis and support hotline 1-603-994-SAFE (7233)
- 24-hour accompaniment to police stations and hospital emergency rooms
- Accompaniment to courts and assistance obtaining restraining orders
- Safety planning
- Support and accompaniment for families at the Rockingham and Strafford County Child Advocacy Centers
- Support groups for survivors of domestic violence, sexual assault, and parents.
- K-12 Safe Kids Strong Teens violence prevention education program
- Housing First (a housing assistance program)

The shelter program at HAVEN provides temporary emergency housing until a domestic violence victim is ready to transition into safe permanent housing. Survivors work with the shelter 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. HAVEN staff work with other community agencies in order to respond to the array of identified needs. The amount of additional support, resources and the coping skills that each shelter guest has determines the pace at which they are able to attain their personal goals. While staying at the shelter, survivors meet with the shelter staff for daily check-ins and additional support as they work on their goals for safety and self-sufficiency.

HAVEN has a strong history of producing positive results with programs and services as seen in the following excerpts:

"HAVEN is the reason I was able to get out of the situation I was in. If it weren't for the caring shelter staff, who knows where my kids and I would be today. Thank you, I will never forget everything you did to help me through one of the worst times in my life."

~ Bea, Shelter Resident

"This is the first place where I really felt someone believed me."

~HAVEN male client

AUDIT AND EVALUATION

Does your organization have an annual CPA Audit? Yes

If yes, please submit most recent Audit.

Is your organization evaluated by outside agencies or programs? Yes

If yes, please note the agency/program and how often the evaluation occurs. HAVEN is one of 13 members of the NH Coalition Against Domestic and Sexual Violence (NHCADSV), which monitors HAVEN bi-annually for compliance with member program standards and federal grants that are administered through NHCADSV to HAVEN.

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
David Terlemezian, Chair	Dover
Kim Gibson, Vice Chair	Barrington
Leslie Pasternak, Secretary	Durham
Bill McQuillen, Treasurer	Portsmouth
Mary Downes, Immediate Past Chair	Durham
Taraneh Azar	Rye
Deb Iwanicki	Newburyport
Sarah Maynard	Stratham
Kristina Goumas	Portsmouth
Vanessa McElroy	Portsmouth
Wendy Rayno	*Hampton*
Tammy Strain	Greenland
Mary Clark	Dover

BUDGET

Use box *A* or *B* below to provide a budget. Include all proposed expenses.

A. Public Services (Non-Construction Projects)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Office Supplies		4192	4192
Utilities/Telephone		12349	12349
Repairs/Maintenance		16782	16782
Travel			
Salaries (List relevant positions)			
Shelter Manager	$5,000	39000	44000
Shelter Advocate		36000	36000
Per diem wknd shelter advocates, Prog Dir (25%)		32618	32618
Employee Benefits		20909	20909
Other: Insurance, Prof fees, Misc		9352	9352
Shelter AmeriCorps Match		7000	7000
Emergency Funds/In-Kind Client Funds		7000	7000
TOTAL PROPOSED BUDGET:	**5000**	**185202**	**190202**

B. Public Facilities: (Project)			
	A Dover CDBG Funds Requested	B Other Funding	A + B Total Proposed Budget
Hard Costs Note: Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested.*

Funding Source: (Name(s) of funding source(s))		Total Amount ($):	Committed, Pending or Proposed Amount ($):	
Federal:	Victims of Crime Assistance (VOCA)	79204	Committed Pending Proposed	79204
State:	State Grant in Aid Domestic Violence Prevention Program Joshua's Law	51017	Committed Pending Proposed	51017
Local:	Municipalities	23250	Committed Pending Proposed	23250
Private:	Individual, Corporate, Churches/Civic, Fundraising	16351	Committed Pending Proposed	16351
Portsmouth CDBG:		10380	Committed Pending Proposed	10380
Rochester CDBG:	Rochester provides in-kind client service office space, so we do not apply	0	Committed Pending Proposed	0

Other:	In-kind gift cards for gas, food & other client needs	5000	Committed Pending Proposed	**5000**
Total:		**185202**	Committed Pending	**163851** **21351**

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)	Total Amount ($) to be Contributed by Parent Organization	Committed or Proposed Amount ($)	
		Committed 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 7/1/2019 to 6/30/2020	Current Year	Next Year (projected)
REVENUES		
Federal Funds	756732	760000
State Funds	307360	297000
Foundations/Private Contributions/Fundraising	519400	563900
United Way	0	0
Municipalities	113000	113000
Other (describe) Program Honoraria	31700	45000
Community Dev. Block Grant (include anticipated request)	15380	18000
TOTAL REVENUE	1743572	1796900
EXPENSES		
Salaries	1055004	1086654
Fringe Benefits	218092	224635
Supplies (include printing/copying/equipment)	46248	47635
Travel	31000	31000
Training	3000	5000
Communications (tel/internet)	29320	30200
Audit	13000	15000
Property and Equipment Maintenance, Rent	134204	138000
Service Contracts (incl. AVAP, consultant, legal, etc.)	97453	98900
Construction Supplies/Materials	0	0
Other (Answering & Client Services, Utilities, Insurance, events)	116251	119876
TOTAL EXPENSES	1743572	1796900
NET (Income - Expenses)	**0**	**0**

By signing below, the Authorized Official affirms: The organization's commitment to implement the proposed activity/project; that all information presented is true and accurate to the best of their knowledge; and he/she is authorized to submit this application;

Submitted by: _____ December 24, 2019

Authorized Official - signature **Date**

Cheryl Van Allen

Print Name

Business Administrative Director

Print Title

HAVEN

Portsmouth, New Hampshire

Financial Statements

Years Ended June 30, 2019 and 2018

WIPFLi LLP

CPAs and Consultants

WIPFLi | HOWE RILEY+ HOWE

43 Constitution Drive, Suite 100 | Bedford, NH 03110
603.627.3838

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
HAVEN - Violence Prevention and Support Services
Portsmouth, New Hampshire

Report on the Financial Statements

We have audited the accompanying financial statements of **HAVEN - Violence Prevention and Support Services (HAVEN),** a not-for-profit organization, which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of HAVEN as of June 30, 2019, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter – Change in Accounting Principle

As discussed in Note 11 to the financial statements, HAVEN adopted the Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) No. 2016-14, *Not-for-Profit Entities – Presentation of Financial Statements of Not-for-Profit Entities,* as of and for the year ended June 30, 2019 to improve information provided in the financial statements and disclosure notes related to HAVEN's financial performance, cash flows and liquidity and availability of resources. Our opinion is not modified with respect to this matter.

Prior Period Financial Statements

The financial statements of HAVEN as of June 30, 2018 were audited by Howe, Riley & Howe, PLLC, who merged with Wipfli LLP as of January 1, 2019 and whose report dated October 24, 2018 expressed an unmodified opinion on those statements.

Wipfli LLP

Bedford, New Hampshire
November 7, 2019

HAVEN
Statements of Financial Position
June 30, 2019 and 2018

ASSETS

	2019	2018
Cash and cash equivalents	185,751	194,446
Grants receivable	304,783	270,835
Investments	205,314	193,886
Prepaid expenses and other assets	19,410	25,689
Property and equipment, net	168,546	187,226
Total assets	$ 883,804	$ 872,082

LIABILITIES AND NET ASSETS

LIABILITIES		
Accounts payable	11,951	16,333
Accrued expenses and other liabilities	63,969	47,877
Deferred revenue	100	5,000
Total liabilities	76,020	69,210
NET ASSETS		
Net assets - without donor restrictions	807,784	802,872
Total net assets	807,784	802,872
Total liabilities and net assets	$ 883,804	$ 872,082

See accompanying notes to financial statements.

HAVEN
Statement of Activities
For the Year Ended June 30, 2019

	Without donor restrictions	With donor restrictions	Total
REVENUE			
Federal and state grants	942,781	-	942,781
Foundation grants	50,128	55,000	105,128
Municipal grants	120,843	-	120,843
Donations	326,062	-	326,062
Special events	11,107	-	11,107
Honoraria	53,858	-	53,858
Other	6,419	-	6,419
Total revenue	1,511,198	55,000	1,566,198
NET ASSETS RELEASED FROM RESTRICTIONS	55,000	(55,000)	-
Total revenue and net assets released from restrictions	1,566,198	-	1,566,198
EXPENSES			
Program services	1,311,110	-	1,311,110
Management and general	156,416	-	156,416
Fundraising	107,856	-	107,856
Total expenses	1,575,382	-	1,575,382
CHANGE IN NET ASSETS FROM OPERATIONS	(9,184)	-	(9,184)
NON-OPERATING ACTIVITIES			
Investment income, net	14,096	-	14,096
CHANGE IN NET ASSETS	4,912	-	4,912
NET ASSETS - beginning of year	802,872	-	802,872
NET ASSETS - end of year	$ 807,784	$ -	$ 807,784

See accompanying notes to financial statements.

HAVEN
Statement of Activities
For the Year Ended June 30, 2018

	Without donor restrictions	With donor restrictions	Total
REVENUE			
Federal and state grants	838,916	-	838,916
Foundation grants	-	93,037	93,037
Municipal grants	120,757	-	120,757
Donations	324,278		324,278
Special events	12,260	-	12,260
Honoraria	34,764	-	34,764
Other	7,723	-	7,723
Total revenue	1,338,698	93,037	1,431,735
NET ASSETS RELEASED FROM RESTRICTIONS	153,037	(153,037)	-
Total revenue and net assets released from restrictions	1,491,735	(60,000)	1,431,735
EXPENSES			
Program services	1,100,073	-	1,100,073
Management and general	170,190	-	170,190
Fundraising	147,514	-	147,514
Total expenses	1,417,777	-	1,417,777
CHANGE IN NET ASSETS FROM OPERATIONS	73,958	(60,000)	13,958
NON-OPERATING ACTIVITIES:			
Investment income, net	6,863	-	6,863
CHANGE IN NET ASSETS	80,821	(60,000)	20,821
NET ASSETS - beginning of year	722,051	60,000	782,051
NET ASSETS - end of year	$ 802,872	$ -	$ 802,872

See accompanying notes to financial statements.

HAVEN
Statement of Functional Expenses
For the Year Ended June 30, 2019

	Program Services	Management and General	Fundraising	Total Expenses
Salaries	820,441	82,165	62,293	964,899
Employee benefits	85,136	789	2,445	88,370
Payroll taxes	63,416	6,776	4,765	74,957
Banking and payroll fees	16	2,280	1,376	3,672
Contract services	27,500	10,000	-	37,500
Dues and subscriptions	3,978	880	1,876	6,734
Equipment maintenance	20,254	1,194	1,019	22,467
Supplies	24,027	6,598	182	30,807
Insurance	19,483	15,689	1,792	36,964
Depreciation	34,858	1,373	1,265	37,496
Occupancy	89,065	4,179	2,444	95,688
Postage	310	352	445	1,107
Outreach	12,023	26	7,361	19,410
Special events	129	-	18,695	18,824
Professional fees	-	17,377	-	17,377
Staff development	2,155	112	-	2,267
Utilities	39,467	2,706	1,332	43,505
Travel	35,044	884	545	36,473
Victim assistance	30,646	-	-	30,646
Volunteer expense	3,162	3,036	21	6,219
Total expenses	$ 1,311,110	$ 156,416	$ 107,856	$ 1,575,382

See accompanying notes to financial statements.

HAVEN
Statement of Functional Expenses
For the Year Ended June 30, 2018

	Program Services	Management and General	Fundraising	Total Expense
Salaries	691,711	85,382	97,767	874,860
Employee benefits	75,988	669	11,787	88,444
Payroll taxes	53,399	6,027	7,479	66,905
Banking and payroll fees	-	2,452	1,634	4,086
Contract services	24,700	24,000	-	48,700
Dues and subscriptions	1,859	1,635	1,155	4,649
Equipment maintenance	13,973	1,293	1,069	16,335
Supplies	10,916	2,832	112	13,860
Insurance	15,320	15,064	1,748	32,132
Interest	88	-	-	88
Depreciation	31,068	1,072	1,072	33,212
Occupancy	79,222	3,769	2,329	85,320
Postage	643	546	361	1,550
Outreach	19,971	10	9,837	29,818
Special events	-	-	9,712	9,712
Professional fees	-	17,695	-	17,695
Staff development	1,200	1,795	-	2,995
Utilities	33,460	2,447	1,230	37,137
Travel	24,426	1,197	178	25,801
Victim assistance	14,609	95	-	14,704
Volunteer expense	7,520	2,210	44	9,774
Total expenses	$ 1,100,073	$ 170,190	$ 147,514	$ 1,417,777

See accompanying notes to financial statements.

HAVEN
Statements of Cash Flows
For the Years Ended June 30, 2019 and 2018

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES:		
Change in net assets	4,912	20,821
Adjustments to reconcile change in net assets to net cash provided by (used for) operating activities:		
Depreciation	37,496	33,212
Reinvested investment income, net	(4,575)	(2,862)
Net realized and unrealized gains on investments	(6,853)	(4,001)
Decrease (increase) in:		
Grants receivable	(33,948)	(72,635)
Prepaid expenses and other assets	6,279	(9,637)
Increase (decrease) in:		
Accounts payable	(4,382)	15,498
Accrued expenses and other liabilities	16,092	9,134
Deferred revenue	(4,900)	5,000
Net cash provided by (used for) operating activities	10,121	(5,470)
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchases of property and equipment	(18,816)	(31,489)
Purchases of investments	(14,829)	(87,162)
Proceeds from sale of investments	14,829	53,237
Net cash used for investing activities	(18,816)	(65,414)
CASH FLOWS FROM FINANCING ACTIVITIES:		
Payments of mortgage note payable	-	(6,602)
NET DECREASE IN CASH AND CASH EQUIVALENTS	(8,695)	(77,486)
CASH AND CASH EQUIVALENTS - beginning of year	194,446	271,932
CASH AND CASH EQUIVALENTS - end of year	$ 185,751	$ 194,446
SUPPLEMENTAL DISCLOSURES:		
Interest paid	$ -	$ 88

See accompanying notes to financial statements.

Note 1 - Summary of Significant Accounting Policies

HAVEN - Violence Prevention and Support Services (HAVEN) is a not-for-profit independent corporation that serves the communities of Rockingham and Strafford Counties in New Hampshire. HAVEN's 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 achieves its mission through a twenty-four-hour crisis hotline, the provision of support groups and direct victim assistance, education through training and consultation, and outreach via community events.

HAVEN is supported primarily through donor contributions and grants.

The accompanying financial statements reflect the application of the accounting policies described in this note.

(A) Accounting Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from these estimates.

(B) Basis of Presentation

The financial statement presentation follows the Financial Accounting Standards Board Accounting Standards Codification (FASB ASC) for not-for-profit organizations. Under this guidance, HAVEN is required to report information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

(C) Cash and Cash Equivalents

HAVEN considers certificates of deposit and other highly liquid debt instruments with a maturity of three months or less from the date of purchase to be cash equivalents.

HAVEN also considers money market accounts managed by its investment advisor as investments and not as cash equivalents, since it is HAVEN's intention to invest these funds for long-term purposes.

HAVEN maintains amounts on deposit in various financial institutions. HAVEN, at various times during the year, may have deposits on account in excess of Federal Deposit Insurance coverage. HAVEN has not experienced any losses in such accounts in the past and believes it is not exposed to any significant credit risk.

Note 1 - (D) Grants Receivable

Grants receivable, which are recorded at estimated net realizable amounts, represent amounts owed to HAVEN from reimbursable grants from which expenditures have been incurred. HAVEN reviews the outstanding grants receivable to determine an allowance for uncollectible accounts based on its assessment of the status of each individual grant. Delinquency status is determined based on an evaluation of the aging and the individual grant's circumstances. As of June 30, 2019 and 2018, no allowance for uncollectible accounts was considered necessary as all balances were considered fully collectible. Balances that are still outstanding after reasonable collection efforts are written off.

(E) Investments

Investments in marketable securities with readily determinable fair values and all investments in debt and equity securities are valued at their fair values in the statements of financial position. The measurement of fair value is made using the fair value hierarchy established by accounting principles generally accepted in the United States of America (see Note 9).

Purchases and sales of securities are recorded on a trade date basis. The cost of investments sold is determined based on the specific identification method. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. Net investment income is reported in the statements of activities and consists of interest and dividend income, realized and unrealized gains and losses, less investment expenses.

(F) Property and Equipment

It is HAVEN's policy to capitalize property and equipment over $2,500. Lesser amounts are charged to operations. Property and equipment are recorded at cost, if purchased, or at estimated fair market value at the time of the donation, if assets are donated.

Gifts of capital assets such as land, buildings, or equipment are reported as unrestricted support, unless explicit donor stipulations specify how the donated assets must be used. Gifts of capital assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire capital assets are reported as restricted support. Absent explicit donor stipulations about how long those capital assets must be maintained, expirations of donor restrictions are reported when the donated or acquired capital assets are placed in service.

HAVEN follows the policy of charging to expense annual amounts of depreciation which allocate the cost or donated value of the property and equipment over their estimated useful lives. HAVEN uses the straight-line method of determining the annual charge for depreciation.

Note 1 - (G) Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis. Accordingly, costs are charged to program services, management and general expenses, and fundraising activities on a combination of specific identification and allocation based upon management's cost allocation plan. Salaries and benefits are allocated based on estimates of time and effort. Occupancy costs and depreciation are allocated based on square footage.

(H) Contributions and Grants

Contributions and grants received are classified based on the existence or absence of donor or grantor-imposed restrictions. Support that is not restricted by the donor is reported as an increase in net assets without donor restrictions. All other donor restricted support is reported as an increase in net assets with donor restrictions. When a restriction expires (this is when a stipulated time restriction ends, or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. Restricted support whose restrictions are met in the same reporting period are recorded as net assets with donor restrictions and reclassified to net assets without donor restrictions as net assets are released from restrictions.

(I) Tax Status

HAVEN is a not-for-profit corporation exempt from Federal and State income tax under the provisions of Section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Service has determined HAVEN to be other than a private foundation.

HAVEN recognizes the tax benefit of an uncertain tax position only if management determines that it is more likely than not the tax position would be sustained upon examination by taxing authorities based on the technical merit of the position. Management has determined that through June 30, 2019, HAVEN did not take any uncertain tax positions.

(J) Fundraising Activities

Fundraising expenses represent the cost of preparing grant proposals, special events, contribution appeals and letters of appreciation by the staff of HAVEN.

(K) Measure of Operations

In its statements of activities, HAVEN includes in its measure of operations all revenues and expenses that are an integral part of its programs and supporting activities. Consistent with industry practice, net investment income, including net realized and unrealized gains and losses and contributions to net assets with donor restrictions are recognized as non-operating activities.

Note 1 - (L) Board Designated Net Assets

HAVEN's Board of Directors has designated certain assets to be held and used for future program expenditures. These assets totaled $137,000 and $128,000 at June 30, 2019 and 2018 and are included in cash and cash equivalents in the accompanying financial statements.

Note 2 – Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, comprise the following:

Cash and cash equivalents	185,751
Less: amounts collected and held for others	(15,434)
Accounts receivable	304,783
Operating investments	205,314
Total	$ 680,414

92% of receivables at June 30, 2019 represent Federal and State grants, bound by contractual agreement, and are reimbursements for expenses incurred in the prior quarter. These receivables are historically collected within 30-60 days of invoicing.

HAVEN produces an annual budget that is reviewed by the Board of Directors, which outlines the anticipated financial needs to support the mission within the next fiscal year. To manage current cash flow needs, the budget is analyzed and compared to actual results throughout the year.

As part of the liquidity management plan and the investment policy, HAVEN invests cash in excess of operating expenses into short-term operating investments. Additionally, the Board of Directors will designate a portion of any operating surplus to the operating investments.

Note 3 - Investments

The investments reported in the statements of financial position include mutual funds, exchange traded funds and money market funds managed by its investment advisor. The following schedule summarizes the investment income for the years ended June 30, 2019 and 2018:

	2019	2018
Interest and dividends	9,525	4,902
Net realized and unrealized gains	6,852	4,001
Gross investment income	16,377	8,903
Investment fees	(2,281)	(2,040)
	$ 14,096	$ 6,863

Note 4 - Property and Equipment

Property and equipment at June 30, 2019 and 2018 include the following:

	2019	2018
Land	31,747	31,747
Building and building improvements	349,697	335,281
Leasehold improvements	53,079	48,679
Furniture and equipment	69,523	75,398
	504,046	491,105
Less: accumulated depreciation	335,500	303,879
Property and equipment, net	$ 168,546	$ 187,226

Depreciation expense was $37,496 and $33,212 for the years ended June 30, 2019 and 2018, respectively.

Note 5 - Retirement Plan

HAVEN provides a 403(b) retirement plan for those employees meeting eligibility requirements. Eligible employees may contribute pre-tax salary deferrals to the plan. HAVEN, at its sole discretion, may make discretionary matching contributions for participants. HAVEN made no discretionary contributions to the plan for the years ended June 30, 2019 and 2018.

Note 6 - Operating Lease Commitments

HAVEN entered into a lease commitment as a sublease for space in Portsmouth, New Hampshire under an agreement which expires in May 2020. The lease provides for escalating annual rentals based on property taxes and common area maintenance charges.

During 2019, HAVEN entered into a lease commitment for space in Epping, New Hampshire under an agreement that expires April 2024. The lease provides for one five-year renewal option at the greater of a 2% increase or the consumer price index increase.

Minimum future rental payments under these lease agreements by year and in the aggregate, are as follows:

Year Ending June 30,	Amount
2020	52,869
2021	15,600
2022	15,600
2023	15,600
2024	13,000
	$ 112,669

Note 6 - Operating Lease Commitments (Continued)

HAVEN is a tenant at will in its premise in Rochester, New Hampshire. HAVEN was a tenant at will in its premise in Salem, New Hampshire. During April 2019, HAVEN vacated the Salem location.

Rent expense, including common area maintenance charges under these operating leases, was $78,347 and $75,633 for the years ended June 30, 2019 and 2018, respectively, and is included in occupancy expense in the statements of functional expenses.

Note 7 - Risk and Uncertainties

HAVEN invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect the investment balances.

Note 8 - Donated Services

HAVEN relies on volunteers to provide various services to assist with the operation of the organization. The value of these services, which further enables HAVEN to provide enhanced programs and services to the community, is not recognized in the financial statements, as these services are not considered specialized.

Note 9 - Fair Value Measurements

The accounting guidance for fair value measurements establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. This hierarchy must be used to determine the fair value of HAVEN's investments and consists of three broad levels: Level 1 inputs, which have the highest priority, consist of unadjusted quoted prices in active markets for identical assets; Level 2 inputs consist of quoted prices for similar assets in active markets, quoted prices for identical or similar assets in inactive markets, or observable inputs other than quoted market prices; and Level 3 inputs, which have the lowest priority, consist of inputs that are unobservable and significant to the fair value measurement. HAVEN uses appropriate valuation techniques based on available inputs to measure the fair value of its investments. An asset's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques must maximize the use of observable inputs and minimize the use of unobservable inputs.

Note 9 - Fair Value Measurements (Continued)

The following tables set forth by level, within the fair value hierarchy, of the valuation techniques used to determine the fair value of HAVEN's investments, classified by major type, as of June 30:

	2019			
	Level 1	Level 2	Level 3	Total
Investments				
Exchange traded funds	14,255	-	-	14,255
Mutual funds	191,059	-	-	191,059
Total	$ 205,314	$ -	$ -	$ 205,314

	2018			
	Level 1	Level 2	Level 3	Total
Investments				
Money market funds	14	-	-	14
Exchange traded funds	23,310	-	-	23,310
Mutual funds	170,562	-	-	170,562
Total	$ 193,886	$ -	$ -	$ 193,886

All assets have been valued using a market approach. For the years ended June 30, 2019 and 2018, there were no transfers in or out of levels 2 or 3. There have been no changes in the valuation techniques and related inputs. The inputs or valuation methodology used for valuing securities are not necessarily an indication of the risk associated with investing in those securities.

Note 10 - Grant Concentrations

At June 30, 2019, approximately 54% of HAVEN's grant receivables were due from two grant makers. At June 30, 2018, approximately 58% of HAVEN's grant receivables were due from two grant makers.

During 2019, grant revenue from two grants represented approximately 32% of total revenues. During 2018, grant revenue from two grants represented approximately 35% of total revenues.

Note 11 - Changes in Accounting Principle

During 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) No. 2016-14, *Not-for-Profit Entities – Presentation of Financial Statements for Not-for-Profit Entities*. This ASU provides certain improvements in financial reporting for not-for-profit organizations and requires changes to net asset classification, enhancements to liquidity presentation and disclosures, presentation of an analysis of expenses by function and by nature, netting of investment expenses with return, among other changes. The accounting guidance is effective for fiscal years beginning after December 15, 2017. The guidance is to be applied retrospectively for net asset classification changes.

Note 11 - Changes in Accounting Principle (Continued)

HAVEN adopted FASB ASU 2016-14 during the year ended June 30, 2019. HAVEN believes this accounting guidance improves the information provided in the financial statements and related disclosure notes for the primary users of the financial statements. There were no material adjustments made to the beginning balances of net assets as a result of adopting the standard.

Note 12 - New Accounting Pronouncements

Revenue Recognition

In May 2014, the FASB issued ASU No. 2014-09, *Revenue from Contracts with Customers* (Topic 606). This ASU, as amended, provides comprehensive guidance on the recognition of revenue from customers arising from the transfer of goods and services, guidance on accounting for certain contract costs, and new disclosures. The new standard supersedes current revenue recognition requirements in FASB Accounting Standards Codification (ASC) Topic 605, *Revenue Recognition*, and most industry-specific guidance. When adopted, the amendments in the ASU must be applied using one of two retrospective methods. ASU No. 2014-09 is effective for nonpublic companies for annual periods beginning after December 15, 2018. HAVEN is currently evaluating the impact of the provisions of ASC 606.

Leases

In February 2016, the FASB issued ASU No. 2016-02, *Leases* (Topic 842). This ASU modifies lease accounting to increase transparency and comparability by recognizing lease assets and lease liabilities on the balance sheet and disclosing key information about leasing information. The most significant change for lessees will be the recognition of both a liability to make lease payments (the lease liability) and a right-of-use asset representing its right to use the underlying asset for the lease term for those leases classified as operating leases under current GAAP. Certain accounting policy elections are permitted for leases with terms of 12 months or less. FASB ASC Topic 842, *Leases* ("ASC 842"), supersedes current lease requirements in FASB ASC Topic 840, *Leases*. The new standard is effective for nonpublic companies for annual periods beginning after December 15, 2020. HAVEN is currently evaluating the impact of the provisions of ASC 842.

Note 13 - Subsequent Events

Management has evaluated subsequent events through November 7, 2019, the date when the financial statements were available to be issued.

CDBG APPLICATION

CITY OF DOVER, NH
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021

APPLICANT INFORMATION	
Organization Homeless Center for Strafford	**Tax ID** 02-0519859
Name of Program or Project Public Srvs.-County Operational Support	
Name of Executive Director Tracy HardeKopf, MS, MPP	
Mailing Address P.O. Box 7306 Rochester NH 03839	
Physical Address 9 Isinglas Dr. Rochester NH 03839	
Contact Person Tracy HardeKopf, Exc. Dir.	**Phone** 603-332-3065
E-Mail Execdirshelter@gmail.com	**Website** www.homelesscenterforstraffco.org

Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)*

- [X] 501(c)(3)
- [ ] For-profit authorized under 570.201(o)
- [ ] Unit of Government
- [ ] Faith-based Organization
- [ ] Institution of Higher Education
- [ ] Other (Explain):

Tax ID # 02-0519859	
***DUNS #** 961601346	***SAM Expiration Date** Pending Notarized Forms Present 11-25-19

* *Important notice regarding new mandatory federal reporting requirements*: The Federal Funding Accountability and Transparency Act requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit https://fedgov.dnb.com/webform and https://www.sam.gov/portal/SAM/##11. Completing these registration processes is free, but may take up to 15 days to complete. The City will not commit funds without this information.

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 8,625.00
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.*) Operational Funding for homeless Case Management Services.
Identify the Dover Consolidated Plan "Goal" that will be met by the activity/project (page 3 of "CDBG Application: Overview & Scoring") Create a Supportive Community Environment - Goal 1. Address situations of "Urgent Need" - Goal 2

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. 9 Isinglas Dr. Rochester NH and 202 Washington St. Rochester NH 03839

BENEFICIARIES
Beneficiaries:
For FY2021 (7/1/20 – 6/30/21) 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): 20-35
For FY2019 (7/1/18 – 6/30/19) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population: 13 Dover Residents, Average stay 106 Days Length of Stay is increasing year after year, Housing Achieved by all.
Were Dover CDBG funds used to fund this activity or project in FY2020 (7/1/19 – 6/30/20): Yes
If so, how much? 6,350.00 in Public Services 100,000.00 in Facilities
Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) Homeless Individuals, Low, Moderately Low, Extremely Low Income Households + Individuals

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. Case Management Connects Homeless community members to Services and Avenues for Housing.
Please indicate who prepared the overall cost estimate for the activity. Executive Director

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.**
Secure permanent Housing Secure Work Roles	Data analytics Track all client outcomes for Housing / Work

ORGANIZATION

DESCRIPTION OF ORGANIZATION
Please provide a description for the Organization that is undertaking the activity or project. HCSC provides shelter, case management and educational programs that lead to Self-Sufficiency and permanent Housing

AUDIT AND EVALUATION
Does your organization have an annual CPA Audit? No - However, all Bookkeeping and Finacial reporting is conducted by Raiche, CPA **If yes, please submit most recent Audit.** year End Financials + Budget Attached **Is your organization evaluated by outside agencies or programs?** yes, United Way + CDFA, CDBG (as requested) **If yes, please note the agency/program and how often the evaluation occurs.** Annually

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
See Attached Listing Appendix A	

Homeless Center for Strafford County

Board of Trustees

Updated: October 16, 2019

Name	Term Start - Original	Position	Organization	Address	City, State, Zip	Phone	E-mail	Sub Committee / Task Force	Sub Committee / Task Force	Sub Committee / Task Force
Levesque, Kathe	6/21/2017	President (9/17/2019)	City of Portsmouth	6 Raab Lane	Rochester, NH 03868	603-781-0698	klevesque@cityofportsmouth.com	Strategic Planning		
Gilman, Rachel	4/29/2015	V. President (9/17/2019)	RSA Realty	29 Meaders Point Rd	New Durham, NH 03855	603-781-2221	homedrgilman@aol.com	Land Acquisition & Build	Annual Gala - Chair	
French, Jackie	6/20/2019	Treasurer (9/17/2019)	Collins Sports	318 Washington St	Rochester, NH 03867	603-767-7267	jfrench@collinssports.net			
Sewell, Sharon	7/16/2018	Secretary (9/17/2019)	Eastern Propane and Oil	16 Station Lane	Lebanon, ME 04027	603-235-1311	ssewell@eastern.com	Strategic Planning	Annual Gala	
Dolleman, Brant	9/18/2018	Trustee	City of Dover	12 Trestle Way	Dover, NH 03820	603-380-5930	brantdolleman@gmail.com	Strategic Planning - Chair		
Korth, Jim	1/15/2019	Trustee	Turbocam International	72 Lenzi Point Rd.	Barrington, NH 03825	603-905-0379 *copy home email as well*	Jim.Korth@Turbocam.com 4korths@metrocast.net	Strategic Planning		
Kunkel, Brian	9/19/2018	Trustee	Crunch Fitness	34 Brookside Drive	Stratham, NH 03885	603-380-4755	briankunkel77@icloud.com	Land Acquisition & Build		
Martins, Peter	12/18/2018	Trustee	Pratt & Whitney	113 Wells Road (Wk)	N. Berwick, ME 03906	207-676-4100 x2699 *copy home email as well*	peter.martins@pw.utc.com pmartins1121@gmail.com	Strategic Planning		
Morris, Christine	4/18/2019	Trustee	Wentworth Douglass Hospital	318 Dry Hill Rd	Barrington, NH 03825	603-661-8660	Christinemorris783@gmail.com			
Shannon, Jim	12/27/2016	Trustee	Law Offices of James Shannon	64 Riverview Drive	Rochester, NH 03867	603-231-3548	jim@jimshannonlaw.com	Land Acquisition & Build		
Therrien, Brian	3/14/2014	Trustee	Holy Rosary Credit Union	26 Piscataqua Road	Dover, NH 03820	603-332-6840 w 603-312-1894 c	btherrien@hrcu.org			
Viel, Tony	10/15/2019	Trustee	Local Pride	25 Hancock Street	Rochester, NH 03867		TonyViel@gmail.com			

Appendix A

BUDGET

Use box 1 or 2 below to provide a budget. Include all proposed expenses.

1. *Public Services (Non-Construction Projects)*			
	A **Dover CDBG Funds Requested**	B **Other Funding**	A + B **Total Proposed Budget**
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)	8,625.00	111,375.00	120.000 **
* Casemgr./Shelter			
* Resident Coord.			
Exec. Dir			
* W/E & Night Staff			
Other:			
TOTAL PROPOSED BUDGET:			

* 33 week Positions Exec. Dir. 52 week position 3.02 FTEs Annually

2. *Public Facilities: (Project)*			
	A	B	A + B
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Hard Costs Note: Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested.*

Funding Source (Name(s) of funding source(s))	Committed, Pending or Proposed Amount ($):		Total Amount ($)	Explanation
Federal:	Committed: Pending: Proposed:		0	
State:	Committed: Pending: Proposed:		0	
Local:	Committed: Pending: Proposed:	13,000.00		Each town in Strafford County we request support from each year
Private:	Committed: Pending: Proposed:	83,675.00		raised From Fund Development
Portsmouth CDBG:	Committed: Pending:			

	Proposed:			
Rochester CDBG:	Committed: Pending: Proposed:	15,000.00		CDBG Application
Other:	Committed: Pending: Proposed:			
Total:	Committed: Pending: Proposed:	111,375.00		

Organizational Commitment: For Public Facility Projects (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization will be contributing to the project.

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

AGENCY BUDGET

Please provide a breakdown of your *organization's* overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from 7/1 to 6/30	Current Year	Next Year (projected)
REVENUES		
Federal Funds	0	0
State Funds CDFA For Building – Tax Credit	80,000	120,000
Foundations/Private Contributions For Building	95,000	25,000
United Way	18,000.00	18,000.00
Fundraising or other income	40,000.00	125,000.00
Other (describe) (150,000 CDBG) + 22,784.00 Grants	272,784.00	15,000.00
Community Dev. Block Grant (include anticipated request)	6350.00	23,625.00
TOTAL REVENUE	512,134.00	326,625
EXPENSES		
Salaries	120,000.00	120,000
Fringe Benefits	0	0
Supplies (include printing/copying)	2425.00	2600.00
Travel	1,550.00	2,400.00

Training		
Communications	1,440.00	2,500.00
Audit we use CPA for all Accounting	0	0
Property Maintenance		
Service Contracts	5,840.00	6,500.00
Construction Supplies/Materials	331,500.00	150,000.00
Other (describe) – Restricted Funding	49,379.00	42,625.00
TOTAL EXPENSES	512,134.00	326,625.00
NET (Income - Expenses)	0	0

By signing below, the Authorized Official affirms: The organization's commitment to implement the proposed activity/project; that all information presented is true and accurate to the best of their knowledge; and he/she is authorized to submit this application;

Submitted by: Tracy S. HardeKopf — Authorized Official - signature

11-25-19 — Date

Tracy S. HardeKopf, MS, MPP — Print Name

Executive Director — Print Title

Audit Process for the Homeless

Center for Strafford County

The Homeless Center for Strafford County utilizes a CPA firm for all bookkeeping processes and all Quarterly and Annual Reports. Our CPA firm produces all the 990 filings for the State Attorney General's office of Charitable Trusts.

Performance Measurement System for the Homeless

Center for Strafford County

1. The Executive Director, Shelter Manager, Resident Coordinator, Night Staff and Weekend Staff all participate in Client Notes and are able to keep up with all clients needs and progress daily via an online notes system. This allows all staff to track activities, goals and progress towards goals.

2. Each week the shelter manager, resident coordinator review the client files to check off housing applications that have been completed and returned. These file reviews are done at weekly. This review dictates course corrections for clients case management.

3. HCSC looks in depth at files of clients that were either involuntarily exited or were for other reasons not successful when they left the shelter to see if there are steps that we could put in place to decrease that instance from happening in future cases. The Staff/Board updates the operational plan based on the data analytics.

4. Exit surveys will be done with clients that have a planned exit to see if they feel they were served satisfactorily or if there were things that could have been done to better serve them during their stay at HCSC.

5.Aftercare support will follow clients and all clients needs and supports will be tracked and figures reviewed annually for operational process.

The Homeless Center for Strafford County Budget	FY 18/2019 Budget	FY 18/2019 Actual	FY 19/2020 Budget
INCOME:			
CDBG Income			
Dover	7,182.00	8,909.50	7,000.00
Rochester	-	-	-
Restricted-Dover CDBG Land Acquisition	-	-	100,000.00
Restriced-Rochester CDBG Land Acquisition	-	-	50,000.00
Restriced-State CDBG Building Grant	-	-	-
Rochester Grant-Neck Rd Roof	-	-	-
Rochester-Grant Generator	-	-	-
Total CDBG Income	7,182.00	8,909.50	157,000.00
Foundation and Trust Grants	8,000.00	3,200.00	31,000.00
Direct Public Grants - Other	-	1,000.00	-
Direct Public Support			
Restricted-Capital Campaign	-	50.00	90,000.00
Restricted-State Tax Credits	-	-	80,000.00
Restricted-Fund A Need Appeal Pledged	-	-	11,500.00
Annual Appeal	8,000.00	17,125.05	25,000.00
Corporate Contributions	35,000.00	36,729.17	18,600.00
Restricted-Waste Mgmt Capital Grant	-	-	-
Faith Based Org Donations	7,000.00	4,723.02	7,000.00
Indiv Contributions	7,000.00	4,234.15	3,000.00
Municipality - Rochester & Others	16,000.00	15,000.00	2,000.00
Municipality - Other Grants	1,000.00	-	-
Total Direct Support	74,000.00	80,861.39	237,100.00
Fundraising -Board			
Appreciation Dinner	-	-	-
Spring Gala Fundraiser	27,500.00	35,184.80	48,000.00
Total Fundraising Board	27,500.00	35,184.80	48,000.00
United Way			
EFSP Funding	4,200.00	3,700.00	2,500.00
Grants	15,000.00	13,259.59	14,000.00
Individual Contributions	2,000.00	2,226.42	600.00
Total Grants	21,200.00	19,186.01	17,100.00
Interest Income	125.00	2,711.66	3,934.00
Holiday Gifts	-	1,000.00	-
Rental Income			
Forfeited Security Deposits	500.00	2,584.18	-
Individuals	2,000.00	8,782.67	8,000.00
Municipalities	1,000.00	1,000.00	10,000.00
Pleasant St. Unit #1	800.00	-	-
Pleasant St. Unit #2	-	-	-
Rochester Neck Road	-	-	-
Total Rental Income	4,300.00	12,366.85	18,000.00
Misc. Income		-	
Restricted Income	-	50.00	331,500.00
Operational (Non-Restricted) Income	142,307.00	164,370.21	180,634.00
TOTAL INCOME	142,307.00	164,420.21	512,134.00
EXPENSES:			
Common Expenses			
Accounting	4,221.00	5,144.00	5,040.00
Outside Contract Services	-	91.00	100.00
Legal	250.00	-	25.00
Depreciation	11,742.00	7,342.75	4,326.00
Alarm	10.00	-	-
Grounds Maintenance	500.00	500.00	100.00
Insurance - Property	-	-	-
Janitorial & Pest Control	500.00	25.50	100.00
Water & Sewer	-	42.30	-
Repairs & Maint. - Shelter	1,000.00	1,538.06	500.00
Repairs & Maint. - Transitional	2,000.00	5,240.11	

The Homeless Center for Strafford County Budget	FY 18/2019 Budget	FY 18/2019 Actual	FY 19/2020 Budget
Supplies - General	300.00	3,262.88	500.00
Cable	858.00	1,558.18	-
Internet	-	-	1,440.00
Heat & Gas	1,410.00	-	-
Total Common Expenses	22,791.00	24,745.11	12,131.00
Transitional Unit Expenses			
Snow Removal	-	-	-
Electric	225.00	583.85	-
Gas - Pleasant St	300.00	575.15	-
Water & Sewer - Pleasant	500.00	345.01	-
Heat - Rochester Neck	-	988.97	-
Total Trans. Unit Expenses	1,025.00	2,492.98	-
Operational Expenses			
Advertising	150.00	180.00	200.00
Books & Subscriptions	500.00	217.00	250.00
Computer Suppies & Repair	300.00	340.00	1,775.00
Drug Testing	-	-	375.00
Dues	715.00	490.00	800.00
Food	100.00	16.97	-
Holiday Gifts	-	-	-
Parenting Class	-	-	-
Volunteer Appreciation	2,000.00	1,661.53	400.00
Other Gifts	100.00	300.00	-
Licenses & Fees	250.00	-	250.00
Lunches - Rotary Club	200.00	62.00	360.00
Office Suppies & Expense	500.00	1,378.42	500.00
Paypal Fees	100.00	43.53	50.00
Postage	1,000.00	1,033.96	1,200.00
Printing	300.00	-	250.00
Resident - Child Care	-	-	-
Resident - Transportation	-	-	-
Bank Service Charges	50.00	1,021.49	50.00
Supplies - Operations	500.00	1,136.85	-
Telephone - Cell	600.00	398.56	480.00
Telephone - Office/Resident	-	1,088.66	600.00
Website Maintenance	250.00	39.95	432.00
Business Registration Fees	75.00	-	75.00
Criminal Background Checks	1,000.00	330.00	750.00
Insurance - Employee Health	3,000.00	(115.27)	-
Insurance - D&O & W.C.	10,500.00	6,648.00	11,000.00
Resident Expenses	-	616.70	-
Total Operational Expenses	22,190.00	16,882.45	19,797.00
Payroll Expenses			
Salaries	97,649.96	111,797.14	126,128.00
Employer FICA	7,470.22	8,552.50	10,566.79
SUTA/FUTA	750.00	493.14	2,624.43
Payroll Processing Fees	150.00	5.25	-
Total Payroll Expenses	106,020.18	120,848.03	139,319.22
Travel			
Tolls & Parking	250.00	131.20	50.00
Conference Expenses	500.00	-	-
Mileage	1,500.00	1,192.85	1,500.00
Total Travel Expenses	2,250.00	1,324.05	1,550.00
Generator Expense	-	-	-
TOTAL EXPENSES	154,276.18	166,292.62	172,797.22
NET INCOME/(LOSS)	$ (11,969.18)	$ (1,872.41)	$ 7,836.78

CDBG APPLICATION

CITY OF DOVER, NH
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021

APPLICANT INFORMATION	
Organization My Friend's Place	**Tax ID** 02-0407497
Name of Program or Project Emergency Shelter and Transitional Housing Programs	
Name of Executive Director: Susan M. Ford	
Mailing Address: 368 Washington Street, Dover, NH 03820 **Physical Address:** SAA	
Contact Person Susan M. Ford	**Phone** 603-749-3017
E-Mail sford@myfriendsplacenh.org	**Website** www.myfriendsplacenh.org
Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)* ☒ 501(c)(3) ☐ For-profit authorized under 570.201(o) ☐ Unit of Government ☐ Faith-based Organization ☐ Institution of Higher Education ☐ Other (Explain):	
Tax ID # 02-0407497	
***DUNS #** 017249801	***SAM Expiration Date** registered and waiting for confirmation

* *Important notice regarding new mandatory federal reporting requirements*: The Federal Funding Accountability and Transparency Act requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit https://fedgov.dnb.com/webform and https://www.sam.gov/portal/SAM/##11. Completing these registration processes is free, but may take up to 15 days to complete. The City will not commit funds without this information.

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 16,000
Provide a very brief summary of the *activity* or *project* for which the funds are requested. Keep responses to one or two sentences (*i.e. After School Care for K-4th grade students. Repair of homeless shelter roof.*) Funds will be used for overall operations of My Friend's Place emergency homeless shelter. The shelter services single women, men and families year-round.
Identify the Dover Consolidated Plan "Goal" that will be met by the activity/project (page 3 of "CDBG Application: Overview & Scoring") My Friend's Place Emergency Shelter addresses the needs of the homeless in Dover and surrounding communities, by providing shelter and basic necessities as well as case management. My Friend's Place Transitional Housing Program provides longer term shelter at a significantly lower rent than fair market to families (18 - 24 months) so that they may work on greater barriers to self-sufficiency that emergency shelter allows. The portion of the plan that this service applies to is "To provide opportunities for those who need access to services."

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. Emergency Shelter: 368 Washington Street, Dover, NH 03820. Transitional Housing: 25 East Concord Street and 21/23 Hough Street Dover, NH 03820

BENEFICIARIES
Beneficiaries: **For FY2021 (7/1/20 – 6/30/21) 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):** 35 - Although we did not reach our goal last year (27 served or 35 projected) we would like to note that we currently are at 30 Dover residents served in this program year (19/20). **For FY2019 (7/1/18 – 6/30/19) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population:** 27 **Were Dover CDBG funds used to fund this activity or project in FY2020 (7/1/19 – 6/30/20):** Yes **If so, how much?** $10,350
Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) **Homeless Individuals and Families**

NARRATIVE – *PUBLIC SERVICE* ACTIVITY ONLY

Please provide a detailed description for the proposed Activity.....*not the Organization*. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit 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 great number of Dover residents, the funding off sets monies that would typically be charged to the City Welfare office. Last year alone we served 6 families, 6 single females, 4 single males including 10 children who were Dover residents. It is important to note that in the current program year we have already served more than in the whole of last program year with more than 6 months to go.

My Friend's Place offers a safe, warm place for a family or individual to stay, as well as basic necessities such as access to our pantry, bath/showers, etc. We also provide case management for every admitted client. Clients through case management will set out goals and steps to obtain those goals. Depending on the individual this plan may be to job search or housing search but it may also include being connected to DHHS for food stamps or Medicaid, or setting up medical appointments for either physical or mental health issues that have not been addressed or treatment has lapsed or just obtaining a medical home. Access to a telephone and online computer to assist them with connecting to a multitude of services, job searching, housing searching, making necessary appointments, etc.

Client's that City Welfare has to put up in a motel, not only costs the city more money than that of a shelter, the City is now burdened with attempting to case manage the client from off site. This is very difficult to do even under the best of circumstances.

Every individual who enters My Friend's Place emergency shelter is below the low-income threshold, some have no income at all and most have significant barriers to obtaining permanent affordable housing. My Friend's Place not only takes a monetary burden off the City Welfare Department for these individuals it also provides the necessary on-site case management services that your City Welfare Department would then have to provide to ensure that clients are doing the things they need to do to progress towards permanent housing. Our transitional housing program offers this same service as well, giving the client more time to work on larger barriers. In some cases, it may just be the wait time for pubic assisted housing, currently this is 16 months to 2 years.

Please indicate who prepared the overall cost estimate for the activity. Susan M. Ford

NARRATIVE – *PUBLIC FACILITY* PROJECT ONLY

Please provide the following information for the proposed Project....*not* the Organization:

Describe the nature of the project:

Describe how the project will ultimately benefit 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 amount of families/individuals Dover City Welfare would have to put up in a motel.	**# of Dover Families/Individuals admitted to shelter**

ORGANIZATION

DESCRIPTION OF ORGANIZATION
Please provide a description for the Organization that is undertaking the activity or project. My Friend's Place provides short term emergency shelter for homeless individuals and families. The average stay for a single person is 60 days while family's stays are 90 to 180 days. The transitional housing program provides longer term stays for families who have serious obstacles to obtaining permanent housing. Families may stay in this program for up to 2 years.

AUDIT AND EVALUATION
Does your organization have an annual CPA Audit? Yes **If yes, please submit most recent Audit.** **Is your organization evaluated by outside agencies or programs?** No **If yes, please note the agency/program and how often the evaluation occurs.** N/A

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
FX Bruton, Esq., President	Dover, NH
Stan Robbins, Vice President	Dover, NH
Robert Fuller, CPA, Treasurer	Dover, NH
Janet Insolia, Secretary	Dover, NH
Phyllis Lapointe, Member	Barrington, NH
Estelle Lewis, Member	Dover, NH
Jennifer Stevens, Member	Rye, Nh
Patrick Coleman, Member	Dover, NH
Alicia McLaughlin, Member	Dover, NH
John Lewis, Esq., Member	Durham, NH
Vicki Roundy, Esq., Member	Barrington, NH
Jacqueline Williams	Dover, NH
Tasha Dworjanyn (Pending member)	Dover, NH

BUDGET

Use box 1 or 2 below to provide a budget. Include all proposed expenses.

1. *Public Services (Non-Construction Projects)*			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Office Supplies		$2,400	$2,400
Utilities	$16,000	$16,885	$32,885
Repairs/Maintenance		$14,000	$14,000
Travel		$1,600	$1,600
Salaries (List relevant positions)			
Program Assistant		$12,190	$12,190
Resident Managers x 6		$78,476	$78,476
Case Manager		$43,254	$43,254
Other:			
TOTAL PROPOSED BUDGET:	**$16,000**	**$168,805**	**$184,805**

2. *Public Facilities: (Project)*			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Hard Costs Note: Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested.*

Funding Source (Name(s) of funding source(s))	**Committed, Pending or Proposed Amount ($):**		**Total Amount ($)**	**Explanation**
Federal: HUD/FEMA	Committed: Pending: Proposed:	**$5,200**	**$5,200**	**This funding is usually around $5,000 for each Phase, last year we saw a significant decrease however this year is over $5,000. We will not know the specific amount until the next Phase.**

State: SGIA	Committed: Pending: Proposed:	**$96,000***	**$96,000**	**The state is no longer contracting for a specified amount rather $11 per day per head. We anticipate this funding to be greater than in years past ($95,912)**
Local: Cities and town funding outside of CDBG	Committed: Pending: Proposed:	**$3,000**	**$3,000**	**Again this is funding that towns have historically had in their budgets, we do not anticipate any change to this.**
Private: Donations, Rent, Small Grants and Trusts	Committed: Pending: Proposed:	**$25,000** **$57,000**	**$82,000**	**The committed funds are from continued contributions from the community. The other $10,000 will come from rent and small grants written throughout the program year**
Portsmouth CDBG:	Committed: Pending: Proposed:			**We do not apply for this funding as we do not serve many Portsmouth residents and some years have none.**
Rochester CDBG:	Committed: Pending: Proposed:	**$7,000**	**$7,000**	
Other: United Way Supportive Services Grant	Committed: Pending: Proposed:	**$14,000**	**$14,000**	
Other: Fundraising efforts (bingo, Holiday Appeal, special events)	Committed: Pending: Proposed:	**$80,000** **$20,000**	**$100,000**	**MFP has historically successfully fundraised the committed amount, our Bingo night was moved from Wednesday to Friday in Jan of 19 and we have seen much greater income due to this change. The proposed funding is due to this increase.**
Total:	Committed: Pending: Proposed:	**$222,000** **$28,200** **$57,000**	**$307,200**	

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 2018 to 2020	Current Year	Next Year (projected)
REVENUES		
Federal Funds	$2,500	$2,500
State Funds	$90,000	$90,000
Foundations/Private Contributions	$113,000	$113,000
United Way	$14,000	$14,000
Fundraising or other income	$107,630	110,000
Other (describe) City of Rochester CDBG	$8,000	$10,000
Community Dev. Block Grant (include anticipated request)	10,350	$16,000
TOTAL REVENUE	**$345,480**	**$355,500**
EXPENSES		
Salaries	$214,973	$225,000
Fringe Benefits	$23,667	$24,000
Supplies (include printing/copying)	$18,222	$18,000
Travel	$1,200	$1,200
Training	$300	$300
Communications	$8,600	$8,600
Audit	Zero/Donated	Zero/Donated
Property Maintenance	$14,000	$14,000
Service Contracts	$13,836	$13,386
Construction Supplies/Materials	Zero	Zero
Other (describe) Utilities	$32,885	$33,000
Other (describe) Insurance	$13,000	$13,000
Other (describe) Fundraising and other misc expense see budget for detailed breakdown.	$4,700	$5,000
TOTAL EXPENSES	**$345,383**	**$337,936**
NET (Income - Expenses)	**$97**	**$8,564**

By signing below, the Authorized Official affirms: The organization's commitment to implement the proposed activity/project; that all information presented is true and accurate to the best of their knowledge; and he/she is authorized to submit this application;

Submitted by: _____
Authorized Official - signature

December 11, 2019
Date

Susan M. Ford
Print Name

Executive Director
Print Title

FFATA Checklist (contracts $25,000 and over)

The Federal Funding Accountability and Transparency Act (FFATA) require the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. As part of this, the City of Dover's CDBG program requires all agencies that meet the following thresholds to report when the agencies:

- had a gross income, from all sources, over $300,000 in the agency's previous tax year, **and**
- have been awarded $25,000 and over.

Please check box, sign and date below and return form if your agency does not meet the above thresholds. ☒

To Be Filled Out By Dover CDBG Staff	
Award title descriptive of the funding action	
CFDA program number for grant	14.218
Program source	CDBG
Amount of award	
To Be Filled Out By Agency	
Name of agency receiving award	My Friend's Place
Address of the entity including:	
Place of performance including:	
Congressional district	
Total compensation and names of top five executives*	**1.**
	2.
	3.
	4.
	5.
DUNS number	
Central Contractors Registration (CCR) number**	

***Must give total compensation and names of top five executives if:**
(1) More than 80% of annual gross revenues are from the federal government, and those revenues are greater than $25M annually, **and** (2) Compensation information is not already available through reporting to the SEC. **Note: Because CCR registration expires annually, grantees are required to update their CCR information annually.

How do you get a DUNS number?
The unique identifier used in reporting to FFATA is the entity's Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. For subgrantees, OMB has issued interim final guidance requiring such recipients to obtain a valid DUNS number. DUNS numbers may be requested via the web at: http://fedgov.dnb.com/webform

****What is a CCR and how do you register?**
CCR stands for Central Contractor Registration, which is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.
The link to information needed to register and become familiar with CCR is provided below.
Registration information: http://www.ccr.gov/startregistration.aspx

Signature of Authorized Person

December 11, 2019
Date

Executive Director
Title

MY FRIEND'S PLACE

FINANCIAL STATEMENTS

Years Ended June 30, 2018 and 2017

Hodgdon, Wilson & Griffin

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
My Friend's Place
Dover, New Hampshire

We have audited the accompanying financial statements of My Friend's Place (a New Hampshire Non-Profit Organization), which comprise the statements of financial position as of June 30, 2018 and 2017, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

(continued)

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of My Friend's Place as of June 30, 2018 and 2017, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Hodgdon, Wilson & Griffin

Hodgdon, Wilson & Griffin
Portsmouth, New Hampshire

April 23, 2019

MY FRIEND'S PLACE
STATEMENTS OF FINANCIAL POSITION
June 30,

	2018	2017
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	$ 146,327	$ 137,174
Grants receivable	36,245	58,535
Investments	1,086	1,055
Inventory	5,474	4,935
Prepaid expenses	4,684	4,592
Total current assets	193,816	206,291
PROPERTY, PLANT AND EQUIPMENT		
Land	87,150	87,150
Buildings and improvements	815,085	815,085
Furniture and fixtures	41,071	41,071
Equipment	13,850	13,850
Total property and equipment	957,156	957,156
Less accumulated depreciation	482,742	459,749
Property and equipment, net	474,414	497,407
OTHER ASSETS		
Endowment investments	9,963	9,950
Cash and cash equivalents	2,400	-
Total other assets	12,363	9,950
TOTAL ASSETS	$ 680,593	$ 713,648
LIABILITIES & NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	$ 2,431	$ 2,268
Accrued payroll and payroll taxes	2,832	2,720
Accrued earned time	4,925	8,628
Total current liabilities	10,188	13,616
SECURITY DEPOSITS	2,400	293
Total liabilities	12,588	13,909
NET ASSETS		
Unrestricted	658,042	689,789
Temporarily restricted	-	-
Permanently restricted	9,963	9,950
Total net assets	668,005	699,739
TOTAL LIABILITIES AND NET ASSETS	$ 680,593	$ 713,648

The accompanying notes are an integral part of these financial statements.

MY FRIEND'S PLACE
STATEMENTS OF ACTIVITIES
For the Years Ended June 30,

	2018	2017
UNRESTRICTED NET ASSETS		
Public support and revenue:		
Public support		
Grants	$ 150,636	$ 179,382
Donations	65,185	85,639
United Way	16,808	17,904
Total public support	232,629	282,925
OTHER REVENUE		
Gaming revenue, net	52,344	92,265
Rent and miscellaneous	22,348	17,087
Interest income	142	123
Unrealized gain (loss) on investments	(21)	67
Total other revenue	74,813	109,542
Total public support and revenue	307,442	392,467
FUNCTIONAL EXPENSES		
Program services	275,292	281,280
Management and general	55,685	56,458
Fundraising	8,212	8,674
Total functional expenses	339,189	346,412
INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS	(31,747)	46,055
INCREASE (DECREASE) IN TEMPORARILY RESTRICTED NET A	-	-
INCREASE (DECREASE) IN PERMANENTLY RESTRICTED NET ASSETS	13	623
INCREASE (DECREASE) IN NET ASSETS	(31,734)	46,678
NET ASSETS, Beginning	699,739	653,061
NET ASSETS, Ending	$ 668,005	$ 699,739

The accompanying notes are an integral part of these financial statements.

MY FRIEND'S PLACE
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2018

	Program	Management and General	Fundraising	Total
Classified advertising and public relations	$ -	$ 1,940	$ -	$ 1,940
Depreciation expense	21,920	1,073	-	22,993
Employee benefits	28,723	4,787	684	34,194
Insurance	4,410	6,616	-	11,026
Interest expense	-	-	-	-
Maintenance and repairs	16,264	449	-	16,713
Miscellaneous	6,155	122	-	6,277
Office expense	1,614	3,255	4,593	9,462
Professional fees	210	7,872		8,082
Resident support services	1,566	-	-	1,566
Salaries and wages	143,430	23,850	2,650	169,930
Supplies	7,334	2,681	-	10,015
Taxes, payroll	11,990	1,999	285	14,274
Telephone	4,835	254	-	5,089
Transportation expense	1,083	-	-	1,083
Utilities	25,758	787	-	26,545
TOTAL EXPENSES	$ 275,292	$ 55,685	$ 8,212	$ 339,189

The accompanying notes are an integral part of these financial statements.

Hodgdon, Wilson & Griffin

MY FRIEND'S PLACE
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2017

	Program	Management and General	Fundraising	Total
Classified advertising and public relations	$ -	$ 2,031	$ -	$ 2,031
Depreciation expense	22,004	726	-	22,730
Employee benefits	24,833	4,189	898	29,920
Insurance	4,354	6,530	-	10,884
Interest expense	194	10	-	204
Maintenance and repairs	15,802	425	-	16,227
Miscellaneous	1,248	585	-	1,833
Office expense	2,280	3,452	4,961	10,693
Professional fees	-	8,772	-	8,772
Resident support services	1,179	-	-	1,179
Salaries and wages	155,760	22,750	2,600	181,110
Supplies	7,121	4,218	-	11,339
Taxes, payroll	12,528	1,861	215	14,604
Telephone	4,228	223	-	4,451
Training	371	-	-	371
Transportation expense	1,160	-	-	1,160
Utilities	28,218	686	-	28,904
TOTAL EXPENSES	$ 281,280	$ 56,458	$ 8,674	$ 346,412

The accompanying notes are an integral part of these financial statements.

Hodgdon, Wilson & Griffin

MY FRIEND'S PLACE
STATEMENTS OF CASH FLOWS
Years Ended June 30,

	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase (decrease) in net assets	$ (31,734)	$ 46,678
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Unrealized (gain) loss on investments	21	(67)
Investment (income) loss	(34)	(623)
Depreciation	22,993	22,730
(Increase) decrease in:		
Grants receivable	22,290	(29,307)
Inventory	(539)	(1,825)
Prepaid expenses	(92)	(1,191)
Increase (decrease) in:		
Accounts payable	163	1,614
Accrued payroll and payroll taxes	112	(1,090)
Accrued earned time	(3,703)	1,755
Security Deposits	2,107	-
Total adjustments	43,318	(8,004)
Net cash provided by operating activities	11,584	38,674
CASH FLOWS FROM INVESTING ACTIVITIES		
Acquisition of property, plant and equipment	-	(4,692)
Acquisition of investments	(31)	(47)
Net cash used by investing activities	(31)	(4,739)
CASH FLOWS FROM FINANCING ACTIVITIES		
Principal reduction of long-term debt	-	(9,866)
Net increase in cash	11,553	24,069
Cash at beginning of year	137,174	113,105
CASH AT END OF YEAR	$ 148,727	$ 137,174
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Cash paid during the year for interest	$ -	$ 204

The accompanying notes are an integral part of these financial statements.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

My Friend's Place was organized February 3, 1987. The purpose of the organization is to provide safe and supportive emergency and transitional shelter to individuals and families experiencing homelessness in Strafford County, New Hampshire.

Basis of Accounting

Income and expenses are reported on the accrual basis, which means that income is recognized as it is earned and expenses are recognized as they are incurred whether or not cash is received or paid out at that time.

Financial Statement Presentation

My Friend's Place reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. In addition, My Friend's Place is required to present a statement of cash flows.

Cash and Cash Equivalents

For purposes of the statement of cash flows, My Friend's Place considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Cash does not include $9,619 and $7,559 held by the Organization as of June 30, 2018 and 2017, respectively. As required by State of New Hampshire regulations, this amount was held by the Organization in a separate account to be used as prizes for Bingo games. This cash is not available for any other purpose.

Grants Receivable

Grants receivable represents amounts due from federal, state and local governments and from the United Way for grant revenue which has been earned.

Marketable Securities

Investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Promises to Give
Contributions are recognized when the donor makes a promise to give to My Friend's Place that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets. An allowance for uncollectible unconditional promises to give is established based on historical experience and management's evaluation of outstanding unconditional promises to give at the end of each year. As of June 30, 2018 and 2017, the balance of Promises to Give was $0 and $0, respectively.

Fair Value of Financial Instruments
Unless otherwise indicated, the fair values of all reported assets and liabilities which represent financial instruments, none of which are held for trading purposes, approximate the carrying values of such amounts.

Inventory
Inventory of Bingo materials and supplies are recorded at the lower of cost (first in, first out basis) or market.

Property, Plant and Equipment
Property and equipment are recorded at cost for those items which have been purchased, and at estimated fair values for those items which have been donated. The cost basis of the land and buildings acquired by My Friend's Place is allocated based on real estate tax valuation. The cost of buildings and improvements is recovered using the straight-line method over estimated useful lives of 10 to 40 years. The cost of furniture, fixtures and equipment is recovered using the straight-line method over estimated useful lives of 5 to 15 years.

Contributions
Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence or nature of any donor restrictions.

Donated Services
Contributions of services are recognized in the financial statements if the services enhance or create nonfinancial assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. My Friend's Place typically receives contributed services to assist with general administrative and maintenance tasks. For the years ended June 30, 2018 and 2017, no amounts for contributions of services were recognized in the financial statements.

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Donated Materials
My Friend's Place records donated materials at fair value. Donations of food, personal care items and household supply items for the use of residents are not recorded in the financial statements because of the difficulty in determining fair value.

Functional Allocation of Expenses
The costs of the various programs and other activities have been summarized on a functional basis. Accordingly, costs have been allocated among the programs and supporting services benefited.

Income Taxes
My Friend's Place has received a letter of determination dated June 20, 1988 from the Internal Revenue Service advising it that it qualifies as a non-profit organization under Section 501(c)(3) of the Internal Revenue Code and, therefore, it is not subject to income tax. My Friend's Place is classified as other than a private foundation.

Use of Estimates
The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Subsequent Events
Management has evaluated subsequent events through April 23, 2019, the date that the financial statements were available to be issued.

NOTE B - ENDOWMENT INVESTMENTS

My Friend's Place is a beneficiary of an agency endowment fund at The New Hampshire Charitable Foundation. Pursuant to the terms of the resolution establishing this fund, property contributed to The New Hampshire Charitable Foundation is held as a separate fund designated for the benefit of My Friend's Place. In accordance with its spending policy, the Foundation makes distributions from the funds to My Friend's Place. The distributions are approximately four percent of the market value of the fund per year. The estimated value of the future distributions from the fund is included in these financial statements, however, all property in the fund was contributed to The New Hampshire Charitable Foundation to be held and administered for the benefit of My Friend's Place.

NOTE C - ACCRUED EARNED TIME

Accrued earned time consists of a liability for future compensated leave time that is vested with the employees.

NOTE D - NOTE PAYABLE

A mortgage payable secured by land and building at 368 Washington Street in Dover, NH was fully repaid during the year ended June 30, 2017.

NOTE E - RESTRICTIONS ON NET ASSETS

As of June 30, 2018 and 2017, temporarily restricted net assets was $0 and $0, respectively.

As of June 30, 2018 and 2017, My Friend's Place has permanently restricted net assets of $9,963 and $9,950, respectively, invested with The New Hampshire Charitable Foundation.

NOTE F - GAMING REVENUE, NET

Gaming revenue, net primarily represents amounts from weekly Bingo nights. Expenses consist of prizes and awards, hall rental, state taxes, licenses and supplies.

For the year ended June 30, 2018, gaming revenue, net of $52,344 consisted of gaming revenue of $708,942 less expenses of $656,598.

For the year ended June 30, 2017, gaming revenue, net of $92,265 consisted of gaming revenue of $903,677 less expenses of $811,412.

NOTE G - RETIREMENT PLAN

My Friend's Place has adopted a 403(b) retirement plan. Under the plan, employees who meet certain age and length of service requirements may elect to defer a percentage of their salary, subject to Internal Revenue Service limits. My Friend's Place matches the employee deferral up to 5% of the employee's salary. For the years ended June 30, 2018 and 2017, retirement expense was $2,656 and $1,255, respectively.

NOTE H - LEASING ARRANGEMENTS

My Friend's Place rents property under cancelable leasing arrangements. Lease expense was $933 and $1,413 for the years ended June 30, 2018 and 2017, respectively.

NOTE I - ECONOMIC DEPENDENCY

My Friend's Place contracts are generally with government agencies and, therefore, the majority of its receivables and a significant amount of its revenue are derived from that source.

In addition, My Friend's Place has received a significant amount of its fundraising revenue from the operation of bingo games.

NOTE J - COMMITMENTS AND CONTINGENCIES

During the year ended June 30, 1998, My Friend's Place received a grant from the United States Department of Housing and Urban Development (HUD). The $99,566 grant was used towards the acquisition of a transitional housing facility located at 21-23 Hough Street in Dover, New Hampshire. Under the terms of the grant, My Friend's Place would have to receive authorization from HUD in order to convert the transitional housing facility to another use. Failure to receive authorization from HUD would result in repayment of the grant to HUD.

My Friend's Place received money under various state and federal grants. Under the terms of these grants, My Friend's Place was required to use the money within the grant period for purposes specified in the grant proposal.

If expenditures of the grant were found not to have been made in compliance with the proposals, My Friend's Place might be required to repay the grantor's funds.

NOTE K - RESTATEMENT OF FINANCIAL STATEMENTS

During the course of the audit for the year ended June 30, 2018 it was noted a grant receivable for United Way of $8,835 should have been recorded with the financial statements for the year ended June 30, 2017. As a result of this change grants receivable increased $8,835 as of June 30, 2017 and United Way revenue increased $8,835 for the year ended June 30, 2017. Increase in net assets increased $8,835. In addition, certain items previously reported on the June 30, 2017 financial statements were reclassified to facilitate comparability with the June 30, 2018 financial statement presentation. There was no change to the increase in net assets as a result of these changes.

CDBG APPLICATION

CITY OF DOVER, NH
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021

APPLICANT INFORMATION	
Organization Strafford Nutrition & Meals on Wheels Program	**Tax ID** 26-4545462
Name of Program or Project Homedelivered Meals Program	
Name of Executive Director Jaymie Chagnon	
Mailing Address 25 Bartlett Avenue - Suite A, Somersworth, NH 03878 (Administration Office) **Physical Address** 25 Bartlett Avenue - Suite A, Somersworth, NH 03878	
Contact Person Jaymie Chagnon	**Phone** (603) 692-4211
E-Mail ExecutiveDirector@SNMOW.org	**Website** www.StraffordMealsOnWheels.org
Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)* ☒ 501(c)(3) ☐ For-profit authorized under 570.201(o) ☐ Unit of Government ☐ Faith-based Organization ☐ Institution of Higher Education ☐ Other (Explain):	
Tax ID # 26-4545462	
***DUNS #** 969911150	***SAM Expiration Date** Not yet assigned

* *Important notice regarding new mandatory federal reporting requirements*: The Federal Funding Accountability and Transparency Act requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit https://fedgov.dnb.com/webform and https://www.sam.gov/portal/SAM/##11. Completing these registration processes is free, but may take up to 15 days to complete. The City will not commit funds without this information.

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 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.*) To assist in providing meals to the elderly and Low-Income disabled adults of Dover.
Identify the Dover Consolidated Plan "Goal" that will be met by the activity/project (page 3 of "CDBG Application: Overview & Scoring") Goal #1 and Goal #4

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. Meals are delivered to qualified individuals homes from our Dover faciltiy in Waldron Towers and our Somersworth facility in the Flanagan Center.

BENEFICIARIES
Beneficiaries: **For FY2021 (7/1/20 – 6/30/21) 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):** 315 Dover residents **For FY2019 (7/1/18 – 6/30/19) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population:** 315 Dover residents **Were Dover CDBG funds used to fund this activity or project in FY2020 (7/1/19 – 6/30/20):** No **If so, how much?**
Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) **Elderly homebound individuals and low-income disabled adults**

NARRATIVE – *PUBLIC SERVICE* ACTIVITY ONLY
Please provide a detailed description for the proposed Activity.....*not the Organization*. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals. Our mission is to provide meals and support services to elderly and low-income disabled adults to foster their ability to remain independent, safetly in their homes. The challenge is that our Federal/State grants only cover about 65% of the cost of a contracted number of units and for meal units served beyond the awarded contract units we must rasie 100% of the cost. Requested funds will be combined with other funding sources to pay for the cost of each homedelivered meal provided to a Dover resident. These funds will allow us to meet the actual needs of Dover residents, since we are serving more meals than alloted in our

state contracts. This past year we served 315 Dover residents 32,411 nutritious meals of which 8,338 meals were served over the contract allowances.

Although our clientele must meet certain eligibility requirements they are not charged a fee for the service. We do ask for regular donations, but services is not contingent on their ability to donate. This gives the seniors the freedom to use their limited resources on other areas such as rents and medical expenses. Potentially lessening the need for other welfare services that may be offered by the City.

Please indicate who prepared the overall cost estimate for the activity. The Executive Director and Board of Directors set a budget based on state contracts and historical fundraising figures in consideration of current service level demands. They are monitored throughout the year and adjustments are made as needed.

NARRATIVE – *PUBLIC FACILITY* PROJECT ONLY

Please provide the following information for the proposed Project....*not* the Organization:

Describe the nature of the project:

Describe how the project will ultimately benefit Dover low/moderate income individuals or Dover presumed benefit populations :

Proposed project starting date:

Proposed project completion date:

Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.):

Note: Written estimates, based upon the information provided above, are required and must be submitted with this application. Estimates must be prepared by qualified individuals/companies. Please include three estimates.

PERFORMANCE OUTCOME MEASURES

Provide the *outcomes* proposed & the *method of measurement*. You may list multiple outcomes.

Outcome	Measurement
Example 1: Decrease in number of "latch-key kids" **Example 2: Decreased dependence on emergency care facilities for non-emergency care of low/mod adults**	**Example 1: # of children who participate in afterschool program** **Example 2: Increase in number of low/mod income residents that seek care from health program.**
Seniors who need meals to maintain health and independence will recieve them	No one qualified for the meals will be waitlisted for meals due to lack of funds.

ORGANIZATION

DESCRIPTION OF ORGANIZATION

Please provide a description for the Organization that is undertaking the activity or project. Strafford Nutrition & Meals on Wheels has been providing meals and support services to the residents of Strafford County since 1973. Our primary service is to provide a hot nutritional noon meal to individuals covering them Monday through Friday when family resources are at their most limited. For those

certified with a deeper need we provide additional meals such as evening and weekend meals. In addition to the delivery of meals we monitor for signs of issues developing allowing us the opportunity to with family or caseworkers to take preemptive steps before things escalate. And of course, we are often the first ones to find a participant in crisis situations where we call 911 for the help they need.

Our agency is governed by a Board of Directors, administered by the Executive Director and a small office staff. Our drivers undergo background checks before they have access to this vulnerable population. We have a contract from a New Hampshire catering company to provide the meals which are prepared and delivered daily to our three dining facilities. From these locations the meals are packaged and then delivered to each homebound individuals homes throughout their service area.

AUDIT AND EVALUATION

Does your organization have an annual CPA Audit? Yes

If yes, please submit most recent Audit.

Is your organization evaluated by outside agencies or programs? Yes

If yes, please note the agency/program and how often the evaluation occurs. We are generally evaluated by everyone we receive funding from in some form or another, insurance providers, health departments, etc. this includes BEAS, CFI Administration, Strafford County, Bureau of Food Protection, etc. With all of these there is at least an annual assessment, but several funding sources also have monthly and quarterly reports and reviews.

BOARD OF DIRECTORS

Name	Residence (city/town)
Steve Goff (Chairman)	Somersworth
Julie Brown (Vice-Chairman) recently deceased	Rochester
Robin Jarvis	Somersworth
Sandra O'Leary	Somersworth
Chris Maxwell	Somersworth
Michelle Robbins	Somersworth
Harry Tagen	Rochester

BUDGET

Use box 1 or 2 below to provide a budget. Include all proposed expenses.

1. Public Services (Non-Construction Projects)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other: Meals	5,000	275,494	280,494
TOTAL PROPOSED BUDGET:			

2. Public Facilities: (Project)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Hard Costs Note: Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested.*

Funding Source (Name(s) of funding source(s))	Committed, Pending or Proposed Amount ($):		Total Amount ($)	Explanation
Federal:	Committed: Pending: Proposed:	**275,494**	**275,494**	**Federal/State Contract**
State:	Committed: Pending: Proposed:			**Included above**
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:	**275,494**	**275,494**	

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 1st to June 30th	Current Year	Next Year (projected)
REVENUES		
Federal Funds	741,021	733,450
State Funds	included above	included above
Foundations/Private Contributions - **Client Meal Donations**	74,533	74,000
United Way		
Fundraising or other income	59,451	39,400
Other (describe) Miscellenouse Grants	23,160	5,000
Community Dev. Block Grant (include anticipated request)	2,000	10,000
TOTAL REVENUE	900,165	865,850
EXPENSES		
Salaries	269,453	286,705
Fringe Benefits	30,500	27,000
Supplies (include printing/copying)	75,570	58,800
Travel	48,000	50,000
Training	1,920	2,000
Communications	5,600	6,200
Audit	7,000	7,000
Property Maintenance	9,450	9,450
Service Contracts	4,200	4,000
Construction Supplies/Materials		
Other (describe) Food/Meals	397.776	412,215
TOTAL EXPENSES	849,469	863,370
NET (Income - Expenses)	**50,696**	**2,480**

By signing below, the Authorized Official affirms: The organization's commitment to implement the proposed activity/project; that all information presented is true and accurate to the best of their knowledge; and he/she is authorized to submit this application;

Submitted by: _____ December 27, 2019

Authorized Official - signature — Date

Jaymie Chagnon

Print Name

Executive Director

Print Title

FFATA Checklist (contracts $25,000 and over)

The Federal Funding Accountability and Transparency Act (FFATA) require the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. As part of this, the City of Dover's CDBG program requires all agencies that meet the following thresholds to report when the agencies:

- had a gross income, from all sources, over $300,000 in the agency's previous tax year, **and**
- have been awarded $25,000 and over.

Please check box, sign and date below and return form if your agency does not meet the above thresholds. ☒

To Be Filled Out By Dover CDBG Staff	
Award title descriptive of the funding action	
CFDA program number for grant	14.218
Program source	CDBG
Amount of award	
To Be Filled Out By Agency	
Name of agency receiving award	
Address of the entity including:	
Place of performance including:	
Congressional district	
Total compensation and names of top five executives*	**1.**
	2.
	3.
	4.
	5.
DUNS number	
Central Contractors Registration (CCR) number**	

***Must give total compensation and names of top five executives if:**
(1) More than 80% of annual gross revenues are from the federal government, and those revenues are greater than $25M annually, **and** (2) Compensation information is not already available through reporting to the SEC. **Note: Because CCR registration expires annually, grantees are required to update their CCR information annually.

How do you get a DUNS number?
The unique identifier used in reporting to FFATA is the entity's Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. For subgrantees, OMB has issued interim final guidance requiring such recipients to obtain a valid DUNS number.
DUNS numbers may be requested via the web at: http://fedgov.dnb.com/webform

****What is a CCR and how do you register?**
CCR stands for Central Contractor Registration, which is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.
The link to information needed to register and become familiar with CCR is provided below.
Registration information: http://www.ccr.gov/startregistration.aspx

Jaymie Chaz
Signature of Authorized Person

12/27/19
Date

Ex. Director
Title

Strafford Nutrition & Meals on Wheels

Financial Statements and Supplemental Data
With Independent Auditors' Report
June 30, 2018

ROY & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS
209 State Street. – Bangor, Maine 04401

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ROY & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS

Adrien J. Roy, Jr., CPA, CGMA
Jason T. Roy, CPA, CGMA
Jennifer D. Robinson, CPA
Matthew J. Ceban, CPA

Independent Auditors' Report

Board of Directors
Strafford Nutrition & Meals on Wheels
25 Bartlett Ave. Suite A
Somersworth, NH 03878

We have audited the accompanying financial statements of Strafford Nutrition & Meals on Wheels (a nonprofit organization), which are comprised of the statement of financial position as of June 30, 2018, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of

the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Strafford Nutrition & Meals on Wheels, as of June 30, 2018 and the changes in financial position and cash flows thereof, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1 to the financial statements, in 2018, the entity adopted new accounting guidance ASU No. 2016-14, *Not-for-Profit Entities: Presentation of Financial Statements of Not-for-Profit Entities.* Our opinion is not modified with respect to this matter.

Roy & Associates, CPAs, P.A

Bangor, Maine
October 18, 2018

Strafford Nutrition & Meals on Wheels

STATEMENT OF FINANCIAL POSITION

June 30, 2018

ASSETS

Current assets:	
Cash	
Unrestricted	$ 211,231
Grants receivable	55,544
Prepaid expenses	1,246
Total current assets	268,021
Capital assets:	
Equipment	8,700
Less: Accumulated depreciation	(1,088)
Total capital assets	7,612
Total assets	275,633

LIABILITIES AND NET ASSETS

Current liabilities:	
Accounts payable	32,570
Leases payable - current portion	1,888
Other accrued expenses	10,359
Total current liabilities	44,817
Noncurrent liabilities:	
Leases payable	5,956
Total noncurrent liabilities	5,956
Total liabilities	50,773
Net assets:	
Without donor restrictions	224,860
Total net assets	224,860
Total liabilities and net assets	$ 275,633

The accompanying notes are an integral part of the financial statements.

Strafford Nutrition & Meals on Wheels

STATEMENT OF ACTIVITIES

For the year ended June 30, 2018

Changes in net assets without donor restrictions:		
Revenues and gains:		
Contributions	$	90,258
In-kind donations		66,565
Federal grants		531,666
Other grants		242,365
Other		27,310
Interest income		285
Total revenue, gains, and other support without donor restrictions		958,449
Expenses and losses:		
Gross wages		260,089
Professional fees		15,250
Training		42
Fringe benefits		22,936
Leases/rental		6,612
Repairs and maintenance		1,974
Supplies		33,447
Food		368,629
Insurance		15,079
Travel - mileage reimbursement		42,035
Sundries		20,362
In-kind services and rent		66,565
Fundraising		4,281
Events/meetings		370
Interest		548
Depreciation		1,088
Total expenses		859,307
Increase in net assets without donor restrictions		99,142
Net assets at beginning of year		125,718
Net assets at end of year	$	224,860

The accompanying notes are an integral part of the financial statements.

Strafford Nutrition & Meals on Wheels

STATEMENT OF CASH FLOWS

For the year ended June 30, 2018

CASH FLOWS FROM OPERATING ACTIVITIES:		
Change in net assets	$	99,142
Adjustments to reconcile changes in net assets to net cash provided by operating activities:		
Depreciation		1,088
(Increase) / decrease in accounts receivable		10,838
(Increase) / decrease in prepaid expenses		2,122
Increase / (decrease) in accounts payable		6,560
Increase / (decrease) in other accrued expenses		(2,777)
Net cash provided (used) by operating activities		116,973
CASH FLOWS FROM FINANCING ACTIVITIES:		
Principal paid on long-term debt		(856)
Net cash provided (used) by investing activities		(856)
Net increase (decrease) in cash		116,117
Cash at the beginning of period		95,114
Cash at end of period	$	211,231
Supplemental data:		
Noncash financing activities:		
Lease of capital equipment	$	8,700

The accompanying notes are an integral part of the financial statements.

Strafford Nutrition & Meals on Wheels
NOTES TO FINANCIAL STATEMENTS
June 30, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Nature of Activities

Strafford Nutrition & Meals on Wheels (a not-for-profit, IRC 501(c)(3) corporation) is an Organization that exists to provide daily noontime meals to people over 60 years of age in a congregate setting in the communities of Strafford County, New Hampshire. The program also provides meals on wheels to elderly and disabled persons in their own homes throughout all of Strafford County. The program provides in excess of 475 meals per day.

B. Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting whereby the Organization reports revenue and gains when earned and expenses when incurred.

C. Financial Statement Presentation

The financial statements have been prepared in accordance with FASB Accounting Standards Codification ("FASB ASC") No. 958, *"Not-for-Profit Entities – Presentation of Financial Statements."* Under FASB ASC No. 958, the Organization is required to report information regarding its financial position and activities according to the following two classes of net assets:

- Net assets without donor restrictions - represent expendable resources that are available for operations at management's discretion.
- Net assets with donor restrictions - represent resources restricted by donors as to purpose or by time. As of June 30, 2018, the Organization did not have any net assets with donor restrictions.

D. Use of Estimates

The process of preparing financial statements in conformity with generally accepted accounting principles requires the use of estimates and assumptions by management regarding certain types of assets, liabilities, revenues, and expenses. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements. Accordingly, upon settlement, actual results may differ from estimated amounts.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

E. Income Taxes

The Organization is an exempt organization for federal and state income tax purposes under Section 501(c)(3) of the Internal Revenue Code and similar state provisions. The Organization is not classified as a private foundation. Certain activities of the Organization are subject to the Federal unrelated business income tax and similar state provisions. Unrelated business income tax was not generated from these activities during the year ended June 30, 2018.

The Organization has adopted the provisions of authoritative guidance regarding accounting for uncertainty in income taxes. The authoritative guidance provides that a tax benefit or liability from an uncertain tax position should be recognized when it is more likely than not that a position will not be sustained upon examination. As of June 30, 2018 management has concluded that the Organization had no uncertain income tax provisions.

F. Property, Plant and Equipment

Property and equipment are carried at cost or, if donated, estimated market value on the date of receipt. The Organization's policy is to capitalize significant assets with a useful life greater than one year. Property and equipment is depreciated using the straight-line method. Expenditures for maintenance and repairs are charged against operations.

Equipment	4-10 Years

Depreciation expense was $1,088 in 2018.

G. Statement of Cash Flows

The Organization considers all short-term investments with an original maturity of three months or less to be cash equivalents.

H. Advertising

The Organization expenses advertising as incurred. The Organization had no advertising expense for 2018.

I. Financial Assets

The Organization has $266,775 of financial assets available within one year of the balance sheet date to meet cash needs for general expenditure consisting of cash of $211,231 and receivables of $55,544. None of the financial assets are subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year of the balance sheet date.

J. Accounts Receivable

Accounts receivable is derived primarily from funds requested to be reimbursed from government contracts. These requests are for services and are deemed entirely collectible.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - CONTINUED

K. Donated Goods and Services

The Organization records donated goods and services that meet the criteria for recognition under generally accepted accounting principles (GAAP) at the estimated fair value of such items.

L. In-Kind Support

The Organization records various types of in-kind support including facilities, services, and materials donated by volunteers and local citizens in carrying out its mission. The amounts reported as in-kind support are reported in accordance with the grant agreements. Certain amounts may not meet the requirements necessary to be recognized under accounting principles generally accepted in the United States of America. Generally accepted accounting principles allow contributed services to be recognized only if the services received create or enhance nonfinancial assets or require specialized skills, provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.

M. Accounting Changes

During fiscal year 2018, the Authority implemented ASU No. 2016-14, *Not-for-Profit Entities: Presentation of Financial Statements of Not-for-Profit Entities.* This Update makes certain improvements that address many issues related to financial reporting for Not-for-Profit entities.

2. CASH

At June 30, 2018 the Organization had no deposits in excess of the FDIC insurance limit of $250,000.

3. CAPITAL LEASE

The Organization has a capital lease for equipment. Management expects that in the normal course of business, leases will be replaced by other leases. The following is an analysis of the leased property under capital lease.

Class of Property		
Equipment	$	8,700
Less: accumulated amortization		1,088
	$	7,612

The following is a schedule by years of future minimum lease payments under capital leases together with the present value of the net minimum lease payments as of June 30, 2018.

Year Ended June 30		
2019	$	2,808
2020		2,808
2021		2,808
2022		1,404
Total minimum payments		9,828
Less: amount representing interest (a)		1,984
Present value of future minimum payments (b)	$	7,844

(a) Amount necessary to reduce net minimum lease payments to present value calculated at the Organization's incremental borrowing rate at lease inception.
(b) Reflected in the balance sheet as current and noncurrent obligations under capital leases of $1,888 and $5,956, respectively.

4. IN-KIND SUPPORT

In-kind (donated) personal services were recorded at a value of $50,565 during the year ending June 30, 2018.

5. FUNCTIONAL ALLOCATION OF EXPENSES

The table below presents expenses by both their nature and their function for fiscal year June 30, 2018:

	2018						
	PROGRAM ACTIVITIES			SUPPORTING ACTIVITIES			
	Home Delivered	Congregate	Programs Subtotal	Admin	Fundraising	Supporting Subtotal	Total Expenses
Gross wages	$ 190,192	$ 23,460	$ 213,652	$ 45,412	$ 1,025	$ 46,437	$ 260,089
Professional fees	2,715	335	3,050	12,200	-	12,200	15,250
Training	21	21	42	-	-	-	42
Fringe benefits	16,739	2,069	18,808	4,128	-	4,128	22,936
Leases/rental	2,942	364	3,306	3,306	-	3,306	6,612
Repairs and maintenance	878	109	987	987	-	987	1,974
Supplies	29,768	3,679	33,447	-	-	-	33,447
Food	328,080	40,549	368,629	-	-	-	368,629
Insurance	6,710	829	7,539	7,540	-	7,540	15,079
Travel - mileage reimbursement	41,615	-	41,615	420	-	420	42,035
Sundries	7,712	1,649	9,361	11,001	-	11,001	20,362
In-kind services and rent	52,123	6,442	58,565	8,000	-	8,000	66,565
Fundraising	-	-	-	-	4,281	4,281	4,281
Events/meetings	185	185	370	-	-	-	370
Interest	329	82	411	137	-	137	548
Depreciation	653	163	816	272	-	272	1,088
Total expenses	$ 680,662	$ 79,936	$ 760,598	$ 93,403	$ 5,306	$ 98,709	$ 859,307

The financial statements report certain categories of expenses that are attributable to more than one program or supporting function. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include depreciation, interest, and office and occupancy, as well as salaries and benefits, which are allocated on the basis of time and effort.

6. ECONOMIC DEPENDENCY

Approximately 48% of revenues were received through the Division of Elderly and Adult Services for 2018. If a significant reduction in the level of this funding were to occur, it would affect the Organization's ability to provide programs and services.

7. EVALUATION OF SUBSEQUENT EVENTS

The Association has evaluated subsequent events through October 18, 2018, the date which the financial statements were available to be issued.

CDBG APPLICATION

CITY OF DOVER, NH
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021

APPLICANT INFORMATION	
Organization Community Action Partnership of Strafford County	**Tax ID 02-0268636**
Name of Program or Project Weatherization Assistance Program (WAP)	
Name of Executive Director Betsey Andrews Parker	
Mailing Address 577 Central Avenue, Suite 10, Dover, NH 03820 **Physical Address** Same as above	
Contact Person Bob Arnold, Weatherization Manager	**603.435.2500 ext. 2350**
E-Mail barnold@straffordcap.org	**Website** www.straffordcap.org
Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)* ☒ 501(c)(3) ☐ For-profit authorized under 570.201(o) ☐ Unit of Government ☐ Faith-based Organization ☐ Institution of Higher Education ☐ Other (Explain):	
Tax ID # 02-0268636	
***DUNS #** 009356586	***SAM Expiration Date** November 1, 2020

* *Important notice regarding new mandatory federal reporting requirements*: The Federal Funding Accountability and Transparency Act requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit https://fedgov.dnb.com/webform and https://www.sam.gov/portal/SAM/##11. Completing these registration processes is free, but may take up to 15 days to complete. The City will not commit funds without this information.

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 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 (WAP) for low to very-low income Dover residents.
Identify the Dover Consolidated Plan "Goal" that will be met by the activity/project (page 3 of "CDBG Application: Overview & Scoring") Goal 1: The City of Dover seeks to create a supportive community environment for qualifying very low, low and moderate income Dover citizens, and for Dover citizens who qualify as "presumed benefit" clientele, through the improvement or development of housing, transportation, support services, infrastructure and economic development related activities and projects.

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. Dover, NH

BENEFICIARIES
Beneficiaries: **For FY2021 (7/1/20 – 6/30/21) 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 FY2019 (7/1/18 – 6/30/19) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population:** 189 – increase was due our weatherization work at Dover Housing where no CDBG funds were used. **Were Dover CDBG funds used to fund this activity or project in FY2020 (7/1/19 – 6/30/20):** $0 as of 12/31/19 **If so, how much?**
Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) **Elderly, Families, Disabled, Homeless, Children, People with low to very low incomes.**

NARRATIVE – *PUBLIC SERVICE* ACTIVITY ONLY

Please provide a detailed description for the proposed Activity.....*not the Organization*. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals. The Weatherization Assistance Program (WAP) reduces energy costs for low-income households by increasing the energy efficiency of their homes, while ensuring their health and safety. The overall goal of WAP is to serve those low-income households in the City of Dover most vulnerable to high-energy costs and without the means of making cost-effective energy conservation improvements to their homes. WAP collaborates with the electric and natural gas utilities' energy efficiency programs to enhance the Weatherization services provided to low-income households.

The Weatherization process begins with an energy auditor inspecting and testing a 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 provides the insulation, air sealing, and mechanical improvements which will reduce household energy expenditures and increase the comfort, safety, and health of the occupants of the home.

Activities include using tests and procedures developed with or approved by Eversource and the U.S. Department of Energy to determine the combination of measures appropriate, such as blower door; combustion safety testing; CO testing; and/or ventilation and moisture testing of the building envelope. Weatherization and life and safety measures may include:

- Insulation
- Furnace repair/replacement
- Storm window and door repair/replacement
- Low-flow faucets and shower heads
- Water heater insulation blankets
- Caulking
- Weatherstripping
- Pipe insulation
- Refrigerator replacement
- Energy efficient lighting
- Mechanical ventilation as required by ASHRAE 62.2 (2013) standards
- Smoke and CO detectors
- Incidental repairs as outlined in the NH Weatherization Field Manual
- Other Health and Safety measures as outlined in the NH Weatherization Field Manual

CDBG funding for WAP benefits Dover residents with low to 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 repaired using other funding sources but must be repaired for the structure to be eligible for Weatherization funding.
2. Allowing Dover projects to comply with the leveraging requirements mandated by Weatherization funding.
3. Addressing emergency issues not requiring whole-home weatherization.
4. Allowing CAPSC to provide assistance during times of the year when other funding sources are not available.
5. Increasing affordable housing stock in Dover by reducing the operational costs of housing for low income families.
6. Effectively leveraging approximately $2.50 for each dollar invested by the City of Dover from other funding sources.

Due to funding limitations, there is currently a higher demand for weatherization services than can be met. CDBG funding helps supplement the federal and state funds for Weatherization, allowing CAPSC to serve more homes.

Please indicate who prepared the overall cost estimate for the activity. Costs of the project are determined based on the need of Dover residents and the type of job required. The estimate is prepared by the Weatherization Assistance Program Manager and approved in accordance with the funding sources used to complete the project.

NARRATIVE – *PUBLIC FACILITY* PROJECT ONLY

Please provide the following information for the proposed Project....*not* the Organization:

Describe the nature of the project:

Describe how the project will ultimately benefit Dover low/moderate income individuals or Dover presumed benefit populations :

Proposed project starting date:

Proposed project completion date:

Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.):

Note: Written estimates, based upon the information provided above, are required and must be submitted with this application. Estimates must be prepared by qualified individuals/companies. Please include three estimates.

PERFORMANCE OUTCOME MEASURES

Provide the *outcomes* proposed & the *method of measurement*. You may list multiple outcomes.

Outcome	Measurement
Example 1: Decrease in number of "latch-key kids" **Example 2: Decreased dependence on emergency care facilities for non-emergency care of low/mod adults**	**Example 1: # of children who participate in afterschool program** **Example 2: Increase in number of low/mod income residents that seek care from health program.**
1. Improve the financial position of clients by improving the energy efficiency of the home. 2. Decrease the number of homes with safety concerns. 3. Reduce carbon footprint in Strafford County. 4. Increase the affordable housing stock in Dover.	1. Savings-to-investment ratios based on Department of Energy home energy modeling. 2. # of homes audited and weatherized as funding allows. 3. # of new, energy-efficient furnaces installed. 4. # of individuals/families remaining in their homes.

ORGANIZATION

DESCRIPTION OF ORGANIZATION

Please provide a description for the Organization that is undertaking the activity or project. At Community Action Partnership of Strafford County (CAPSC), we strongly believe no one should go without having his or her basic needs met. As the leading anti-poverty agency in Strafford County since 1965, we strive to empower individuals and families to achieve self-sufficiency by opening the doors to resources and opportunities that offer a hand up, not a hand out. When we achieve this goal, we reduce the impact of poverty and build a stronger community.

CAPSC is a 501(c)(3) private, nonprofit organization established under the provisions of the Equal Opportunity Act of 1964. In addition to the administrative office located in Dover, CAPSC maintains its outreach capacity by employing over 120 staff that provides services at program offices and Head Start Centers in Farmington, Milton, Rochester, Dover and Somersworth. The agency is governed by a tripartite Board of Directors composed of elected officials, community leaders from for-profit and non-profit organizations, and past or present clients. The Board is responsible for assuring CAPSC continues to assess and respond to the causes and conditions of poverty in the community, achieve anticipated family and community outcomes, and remain administratively and fiscally sound.

In accordance with its mission, CAPSC offers 64 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, seniors, and those experiencing low-incomes. Programs include nutrition, housing, fuel and electrical assistance, weatherization, parent and child education, childcare, transportation, and employment and job training, all of which are locally defined, planned, and managed in partnership with 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.

Broad-based and community-focused, CAPSC is the sole provider in Strafford County offering a full suite of services that meet residents' basic needs while promoting self-sufficiency. Ultimately, CAPSC's vision is to eliminate poverty in Strafford County. By working with people experiencing low-incomes and collaborating with community partners across all sectors, CAPSC is successfully able to reduce the impact of poverty on at-risk children, working families, seniors, and the community at large.

In 2018-2019, CAPSC served over 11,000 households and provided nearly $13.5 million in goods and services in Strafford County, thereby reducing the burden on other County and community services, including:

- 30,347 free summer meals and 33,645 free after-school snacks and meals to children experiencing food insecurity;
- Housing services and Outreach to 345 homeless individuals and families;
- 2,446 safe, accessible rides to seniors;
- Job training, employment assistance and job placement to 105 individuals;
- $3.8 million in fuel and electrical utility assistance to 5,442 households;
- 558 children and their families gained access to early childhood education, home visiting, and child care through our Head Start, Early Head Start and Home Visiting programs; and
- $274,108 in donated/commodity food.

CAPSC is governed by a volunteer Board of Directors, one-third of whom are consumers of services. Our operating budget is $13.5 million, 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? Yes
If yes, please submit most recent Audit. 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. CAPSC is evaluated by the Region One Office of Head Start; Department of Health and Human Services; NH Office of Energy and Planning (OEP); Eversource; Unitil; and United Way of the Greater Seacoast for program and financial performance. Evaluations occur annually at minimum. The Weatherization Assistance 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 May 2019.

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
Hope Morrow Flynn, Board Chair	Portsmouth, NH
Alan Brown, Vice Chair	Rochester, NH
Kristen Collins, Treasurer	Berwick, ME
Jean Miccolo, Secretary	Dover, NH
Don Chick	East Rochester, NH
Alison Dorow	Barrington, NH
Terry Jarvis	New Durham, NH
Petros Lazos	Dover, NH
Thomas Levasseur	Dover, NH
Alli Morris, Policy Council Chair	Rochester, NH

Becky Sherburne	Wells, ME
Maureen Staples	Dover, NH
Jason Thomas	Rochester, NH
Marci Theriault	Rochester, NH

BUDGET

Use box 1 or 2 below to provide a budget. Include all proposed expenses.

1. Public Services (Non-Construction Projects)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Office Supplies	$0	$3,786	$3,786
Utilities	$0	$1,550	$1,550
Repairs/Maintenance	$0	$3970	$3970
Travel	$0	$4316	$4316
Salaries (List relevant positions)			
WAP Manager & Administrative Assistant	$0	$98,396	$98,396
Other: Equipment	0	$6,220	$6,220
Direct Client Services	$25,000	$625,000	650,000
Vehicle Operation	$0	$2,173	$2,173
Occupancy	$0	$8,912	$8,912
BWP Materials	$0	$149	$149
Administration	$0	$155740	$155740
TOTAL PROPOSED BUDGET:	**$25,000**	**$910,212**	**$935,212**

2. Public Facilities: (Project)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Hard Costs Note: Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction			
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested.*

Funding Source (Name(s) of funding source(s))	**Committed, Pending or Proposed Amount ($):**		**Total Amount ($)**	**Explanation**
Federal: Department of Energy (DOE) Low Income Home Energy Assistance Program (LIHEAP)	Committed: Pending: Proposed:		**$154,162 (DOE)** **$60,230 (LIHEAP)**	**$214,392 TOTAL**
State: HEA HRRP	Committed: Pending: Proposed:		**$920,000 (HEA)** **$94,646 (LIHEAP)**	**$1,014,646 TOTAL**
Local:	Committed: Pending: Proposed:			
Private:	Committed: Pending: Proposed:			
Portsmouth CDBG:	Committed: Pending: Proposed:			
Rochester CDBG:	Committed: Pending: Proposed:	**$75,000**		**$75,000**
Other:	Committed: Pending: Proposed:			
Total:	Committed: Pending: Proposed:			**$1,304,038**

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 January 1 to December 31	Current Year	Next Year (projected)
REVENUES		
Federal Funds	7,464,819	10,755,859
State Funds	879,702	879,702
Foundations/Private Contributions		
United Way	56,000	56,000
Fundraising or other income	174,000	207,800
Other (describe) Fees for Service, Rent Revenue, In-Kind Donations	1,031,141	1,580,874
Community Dev. Block Grant (include anticipated request)	25,000	25,000
TOTAL REVENUE	9,630,662	13,505,235
EXPENSES		
Salaries	3,548,169	3,839,394
Payroll Taxes	402,911	383,241
Fringe Benefits	417,241	554,136
Direct Client Assistance	2,857,359	4,807,135
In-Kind Expenses	576.712	644,897
Supplies (include printing/copying)	45,970	31,490
Consumable Supplies	245,352	266,941
Travel	68,085	91,881
Consultants and Contract Labor	306,726	305,684
Repairs and Maintenance	157,045	57,771
Rent	178,578	444,284
Insurance	83,714	64,898
Utilities	152,576	164,448
Meetings, Events & Training	157,074	152,743
Equipment and Computers	66,411	32,174
Depreciation	0	22,240
Retirement	21,148	32,574
Indirect Costs	75,759	
Interest Expense	937	35,687
Other (describe) Other Program Support	93,706	211,291
TOTAL EXPENSES	9,464,472	13,063,067
NET (Income - Expenses)	**166,190**	**442,168**

By signing below, the Authorized Official affirms: The organization's commitment to implement the proposed activity/project; that all information presented is true and accurate to the best of their knowledge; and he/she is authorized to submit this application;

Submitted by: _____ 1/3/20

Authorized Official - signature Date

Betsey Andrews Parker, MPH

Print Name

Chief Executive Officer

Print Title

Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017 AND INDEPENDENT AUDITORS' REPORTS

Leone, McDonnell & Roberts
PROFESSIONAL ASSOCIATION

CERTIFIED PUBLIC ACCOUNTANTS

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

DECEMBER 31, 2018 AND 2017

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Leone, McDonnell & Roberts
PROFESSIONAL ASSOCIATION
CERTIFIED PUBLIC ACCOUNTANTS
WOLFEBORO • NORTH CONWAY
DOVER • CONCORD
STRATHAM

To the Board of Directors of
Community Action Partnership of Strafford County
Dover, New Hampshire

INDEPENDENT AUDITORS' REPORT

Report on the Financial Statements

We have audited the accompanying financial statements of Community Action Partnership of Strafford County (a New Hampshire nonprofit organization), which comprise the statements of financial position as of December 31, 2018 and 2017, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Community Action Partnership of Strafford County as of December 31, 2018 and 2017, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 11, 2019, on our consideration of Community Action Partnership of Strafford County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Community Action Partnership of Strafford County's internal control over financial reporting and compliance.

Leone, McDonnell & Roberts
Professional Association

September 11, 2019
Wolfeboro, New Hampshire

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2018 AND 2017

ASSETS

	2018	2017
CURRENT ASSETS		
Cash and cash equivalents	$ 749,630	$ 361,179
Accounts receivable	1,106,724	1,094,461
Contributions receivable	63,800	115,800
Tax credits receivable	250,000	172,000
Inventory	13,420	11,532
Prepaid expenses	58,266	9,609
Total current assets	2,241,840	1,764,581
NONCURRENT ASSETS		
Security deposits	5,350	5,350
Property, net of accumulated depreciation	3,827,963	1,195,445
Other noncurrent assets	27,500	12,500
Total noncurrent assets	3,860,813	1,213,295
TOTAL ASSETS	$ 6,102,653	$ 2,977,876

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES		
Demand note payable	$ 165,432	$ 105,377
Accounts payable	408,959	217,582
Accrued payroll and related taxes	161,566	137,448
Accrued compensated absences	94,084	100,965
Refundable advances	415,335	391,376
Other current liabilities	79,421	20,789
Total current liabilities	1,324,797	973,537
NONCURRENT LIABILITIES		
Long term debt	2,814,690	-
Total liabilities	4,139,487	973,537
NET ASSETS		
Without donor restrictions	1,307,042	1,568,159
With donor restrictions	656,124	436,180
Total net assets	1,963,166	2,004,339
TOTAL LIABILITIES AND NET ASSETS	$ 6,102,653	$ 2,977,876

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2018

	Without Donor Restrictions	With Donor Restrictions	Total
CHANGE IN NET ASSETS			
REVENUES AND OTHER SUPPORT			
Grant revenue	$ 7,846,142	$ -	$ 7,846,142
Fees for service	1,773,136	-	1,773,136
Rent revenue	25,109	-	25,109
Public support	189,972	228,410	418,382
In-kind donations	645,330	-	645,330
Interest	2,582	-	2,582
Fundraising	34,146	-	34,146
Total revenues and support	10,516,417	228,410	10,744,827
NET ASSETS RELEASED FROM RESTRICTIONS	8,466	(8,466)	-
Total revenues, support, and net assets released from restrictions	10,524,883	219,944	10,744,827
EXPENSES			
Program services			
Child services	3,890,640	-	3,890,640
Community services	861,420	-	861,420
Energy assistance	2,746,649	-	2,746,649
Housing	514,700	-	514,700
Weatherization	1,610,027	-	1,610,027
Workforce development	135,528	-	135,528
Total program services	9,758,964	-	9,758,964
Supporting activities			
Management and general	956,693	-	956,693
Fundraising	70,343	-	70,343
Total expenses	10,786,000	-	10,786,000
CHANGE IN NET ASSETS	(261,117)	219,944	(41,173)
NET ASSETS, BEGINNING OF YEAR	1,568,159	436,180	2,004,339
NET ASSETS, END OF YEAR	$ 1,307,042	$ 656,124	$ 1,963,166

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2017

	Without Donor Restrictions	With Donor Restrictions	Total
CHANGES IN UNRESTRICTED NET ASSETS			
REVENUES AND OTHER SUPPORT			
Grant revenue	$ 7,454,864	$ -	$ 7,454,864
Fees for service	333,487	-	333,487
Rent revenue	19,472	-	19,472
Public support	147,071	342,260	489,331
In-kind donations	735,069	-	735,069
Interest	127	-	127
Fundraising	87,215	-	87,215
Other revenue	(2,106)	-	(2,106)
Total revenues and support	8,775,199	342,260	9,117,459
NET ASSETS RELEASED FROM RESTRICTIONS	9,360	(9,360)	-
Total revenues, support, and net assets released from restrictions	8,784,559	332,900	9,117,459
EXPENSES			
Program services			
Child services	3,973,078	-	3,973,078
Community Services	780,471	-	780,471
Energy assistance	2,154,833	-	2,154,833
Housing	409,543	-	409,543
Weatherization	391,107	-	391,107
Workforce development	150,178	-	150,178
Total program serices	7,859,210	-	7,859,210
Supporting activities			
Management and general	790,496	-	790,496
Fundraising	78,112	-	78,112
Total expenses	8,727,818	-	8,727,818
CHANGE IN NET ASSETS	56,741	332,900	389,641
NET ASSETS, BEGINNING OF YEAR	1,511,418	103,280	1,614,698
NET ASSETS, END OF YEAR	$ 1,568,159	$ 436,180	$ 2,004,339

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2018 AND 2017

	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	$ (41,173)	$ 389,641
Adjustment to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	116,390	84,399
(Increase) decrease in assets:		
Accounts receivable	(12,263)	97,494
Contributions receivable	52,000	(115,800)
Tax credits receivable	(78,000)	(164,000)
Inventory	(1,888)	(2,808)
Prepaid expenses	(48,657)	10,068
Security deposits	-	18,790
Other noncurrent assets	(15,000)	
Increase (decrease) in liabilities:		
Accounts payable	191,377	(145,482)
Accrued payroll and related taxes	24,118	(4,305)
Accrued compensated absences	(6,881)	21,475
Refundable advances	23,959	(46,909)
Other current liabilities	58,632	20,789
NET CASH PROVIDED BY OPERATING ACTIVITIES	262,614	163,352
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property and equipment	(80,315)	(352,793)
NET CASH USED IN INVESTING ACTIVITIES	(80,315)	(352,793)
CASH FLOWS FROM FINANCING ACTIVITIES		
Return of deposit on building	200,000	-
Cash paid for debt issuance costs	(53,903)	-
Net borrowings on demand note payable	60,055	32,704
NET CASH PROVIDED BY FINANCING ACTIVITIES	206,152	32,704
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	388,451	(156,737)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	361,179	517,916
CASH AND CASH EQUIVALENTS, END OF YEAR	$ 749,630	$ 361,179
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Cash paid during the year for interest	$ 40,830	$ 6,251
SUPPLEMENTAL DISCLOSURE OF NONCASH INVESTING AND FINANCING ACTIVITIES		
Property and equipment financed by long term debt	$ 2,867,874	$ -

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2018

	Child Services	Community Services	Energy Assistance	Housing	Weatherization	Workforce Development	Total Program Services	Intermediate (Allocation) Pools	Management and General	Fundraising	Total
Payroll	$ 2,004,209	$ 298,687	$ 288,856	$ 67,055	$ 60,728	$ 70,677	$ 2,790,212	$ 126,143	$ 518,114	$ 27,189	$ 3,461,658
Payroll taxes	177,664	25,257	20,516	5,684	3,909	6,251	239,281	9,926	41,023	2,119	292,349
Fringe benefits	154,396	25,018	43,627	5,682	6,943	8,774	244,440	11,689	32,291	3,107	291,527
Weatherization material, fuel and client assistance	31,768	35,835	2,314,048	169,204	1,506,818	10,302	4,067,975	-	-	-	4,067,975
In-kind expenses	418,854	214,948	3,518	1,000	-	-	638,320	2,345	-	4,665	645,330
Consultants and contract labor	187,300	14,815	4,039	175,035	774	719	382,682	18,196	67,945	228	469,051
Consumable supplies	155,500	94,773	5,638	12,483	4,061	3,153	275,608	34,905	14,984	1,412	326,909
Rent	330,162	34,579	32,732	29,877	2,392	25,418	455,160	(384,847)	57,802	2,159	130,274
Repairs and maintenance	1,218	7,524	7,178	893	27	1,210	18,050	118,877	24,103	7,575	168,605
Utilities	99,440	6,278	9,956	10,998	1,762	3,735	132,169	(3,880)	18,286	439	147,014
Insurance	96,110	5,275	1,840	5,049	2,899	1,203	112,376	14,743	12,239	190	139,548
Meetings, events and training	65,699	10,624	4,476	100	4,750	-	85,649	327	44,322	1,299	131,597
Depreciation	59,157	28,327	391	3,955	-	2,320	94,150	-	22,240		116,390
Travel	87,435	11,624	2,945	996	3,339	1,339	107,678	(12,541)	11,221	978	107,336
Copying and postage	4,615	2,009	5,026	75	297	150	12,172	52	4,210	5,060	21,494
Retirement	12,733	1,321	1,230	418	218	179	16,099	307	5,290	31	21,727
Equipment and computer	2,813	38,015	442	26,193	6,030	98	73,591	63,582	-	1,314	138,487
Interest expense	-	963	-	-	5,080	-	6,043	-	34,787	-	40,830
Indirect costs	-	-	-	-	-	-	-	-	44,219	-	44,219
Other program support	1,567	5,548	191	3	-	-	7,309	176	3,617	12,578	23,680
Total expenses	$ 3,890,640	$ 861,420	$ 2,746,649	$ 514,700	$ 1,610,027	$ 135,528	$ 9,758,964	$ -	$ 956,693	$ 70,343	$ 10,786,000

See Notes to Financial Statements

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2017

	Child Services	Community Services	Energy Assistance	Housing	Weatherization	Workforce Development	Total Program Services	Intermediate (Allocation) Pools	Management And General	Fundraising	Total
Payroll	$ 1,884,887	$ 304,780	$ 286,047	$ 57,922	$ 47,329	$ 76,824	$ 2,657,789	$ 113,337	$ 515,173	$ 27,803	$ 3,314,102
Payroll taxes	155,402	22,972	21,982	4,723	3,590	6,367	215,036	8,260	40,468	2,096	265,860
Fringe benefits	174,365	35,623	40,839	5,302	6,208	11,453	273,790	12,164	31,427	2,865	320,246
Weatherization material, fuel client assistance	85,880	22,329	1,724,551	169,525	300,926	14,291	2,317,502	-	-	-	2,317,502
In-kind expenses	496,927	195,086	-	26,061	5,392	-	723,466	-	-	11,603	735,069
Consultants and contract labor	262,576	9,498	6,664	106,135	620	971	386,464	16,167	53,898	274	456,803
Consumable supplies	209,950	90,209	2,402	1,859	1,650	4,860	310,930	14,436	17,595	3,621	346,582
Rent	290,038	22,415	29,557	8,301	6,969	25,391	382,671	(251,905)	36,180	3,520	170,466
Repairs and maintenance	10,630	11,520	10,318	6,107	-	951	39,526	86,873	22,481	7,152	156,032
Utilities	98,527	5,329	10,082	13,009	1,150	4,049	132,146	(9,375)	14,858	457	138,086
Insurance	89,440	5,657	1,792	5,276	3,189	1,248	106,602	11,401	17,975	194	136,172
Meetings, events and training	70,875	10,486	2,353	235	7,909	29	91,887	386	36,358	3,117	131,748
Depreciation	52,337	25,910	98	3,733	-	2,320	84,398	-	-	-	84,398
Travel	60,430	8,541	3,471	877	1,644	927	75,890	(14,582)	11,315	2,324	74,947
Copying and postage	8,400	7,553	9,317	26	98	147	25,541	20	13,865	5,142	44,568
Retirement	12,886	2,149	1,159	428	475	257	17,354	281	7,936	-	25,571
Equipment and computer	7,094	(6,091)	4,028	24	991	93	6,139	12,537	4,934	38	23,648
Interest expense	-	3,314	-	-	2,937	-	6,251	-	-	-	6,251
Indirect costs	-	-	-	-	-	-	-	-	(34,921)	-	(34,921)
Other program support	2,434	3,191	173	-	30	-	5,828	-	954	7,906	14,688
Total expenses	$ 3,973,078	$ 780,471	$ 2,154,833	$ 409,543	$ 391,107	$ 150,178	$ 7,859,210	$ -	$ 790,496	$ 78,112	$ 8,727,818

See Notes to Financial Statements

NOTE 1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization

Community Action Partnership of Strafford County (the Agency) is a 501(c)(3) private New Hampshire non-profit organization established under the provisions of the Equal Opportunity Act of 1964. Without services provided by the Agency, many local residents would be without a means to provide for their basic needs, including food, education, child care, utilities assistance, transportation, housing, emergency shelter and access to other services. The mission of the Agency is to educate, advocate and assist people in Strafford County to help meet their basic needs and promote self-sufficiency. The vision of the Agency is to eliminate poverty in Strafford County through compassion, education, self-sufficiency, transparency, accountability, team work, client focus and professionalism.

In addition to its administrative office located in Dover, the Agency maintains its outreach capacity by operating program offices in Farmington, Milton, Rochester, Dover and Somersworth. The Agency is funded by Federal, state, county and local funds, as well as United Way grants, public utilities, foundation and charitable grant funds, fees for service, private business donations, and donations from individuals. The Agency is governed by a tripartite board of directors made up of elected officials, community leaders from for-profit and non-profit organizations and residents who are low income. The board is responsible for assuring that the Agency continues to assess and respond to the causes and conditions of poverty in its community, achieve anticipated family and community outcomes, and remain administratively and fiscally sound. The Agency administers a wide range of coordinated programs to more than 15,000 people annually, and the programs are designed to have a measurable impact on poverty and health status among the most vulnerable residents: those under the age of 6, the elderly and those living in poverty. This coordinated approach is accomplished by providing a broad array of services that are locally defined, planned and managed with community agencies.

Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting in accordance with Generally Accepted Accounting Principles (GAAP) of the United States.

Financial Statement Presentation

The financial statement presentation follows the recommendations of the Accounting Standard Codification No. 958-210, *Financial Statements of Not-For-Profit Organizations.* Under FASB ASC No. 958-210, the Agency is required to report information regarding its financial position and activities according to the following net asset classifications:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Agency. These net assets may be used at the discretion of the Agency's management and board of directors.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Agency or by passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

At December 31, 2018 and 2017, the Agency had net assets without donor and with donor restrictions.

Refundable Advances

Grants received in advance are recorded as refundable advances and recognized as revenue in the period in which the related services are performed or expenditures are incurred.

Contributions

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are restricted by the donor for future periods or for specific purposes are reported as temporarily restricted or permanently restricted support, depending on the nature of the restriction. However, if a restriction is fulfilled in the same period in which the contribution is received, the Agency reports the support as unrestricted.

Contributed Services

Donated services are recognized as contributions in accordance with FASB ASC No. 958, *Accounting for Contributions Received and Contributions Made,* if the services (a) create or enhance non-financial assets or (b) require specialized skills and would otherwise be purchased by the Agency.

Volunteers provided various services throughout the year that are not recognized as contributions in the financial statements since the recognition criteria under FASB ASC No. 958 were not met.

Fair Value of Financial Instruments
Accounting Standard Codification No. 825, "Financial Instruments," requires the Agency to disclose estimated fair value for its financial instruments. The carrying amounts of cash, accounts receivable, inventory, prepaid expenses, accounts payable, accrued expenses, and refundable advances approximate fair value because of the short maturity of those instruments.

Inventory
Inventory materials are fixtures for installation and recorded at cost or contributed value, using the first-in, first-out method.

Property and Depreciation
Property and equipment, which have a cost greater than $5,000, are capitalized at cost or, if donated, at the approximate fair value at the date of donation. Specific grants and awards may have a threshold lower than this amount and that program will abide by those guidelines. Assets are depreciated over their estimated useful lives using the straight-line method as follows:

Buildings and improvements	15 - 40 years
Furniture, equipment and machinery	3 - 10 years
Vehicles	5 - 7 years

Depreciation expense aggregated $116,390 and $84,398 for the years ended December 31, 2018 and 2017, respectively.

Accrued Earned Time
The Agency has accrued a liability of $94,084 and $100,965 at December 31, 2018 and 2017, respectively, for future compensated leave time that its employees have earned and which is vested with the employee.

Income Taxes
The Agency is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Service has determined the Agency to be other than a private foundation. The Agency is also exempt from the New Hampshire Business Enterprise Tax.

Accounting Standard Codification No. 740, "Accounting for Income Taxes", establishes the minimum threshold for recognizing, and a system for measuring, the benefits of tax return positions in financial statements. Management has analyzed the Agency's tax position taken on its information returns for the years 2015 through 2018 and has concluded that no additional provision for income taxes is necessary in the Agency's financial statements.

Cash and Cash Equivalents
The Agency considers all highly liquid financial instruments with original maturities of three months or less to be cash equivalents.

New Accounting Pronouncement

On August 18, 2016, FASB issued ASU 2016-14, Not-for-Profit Entities (Topic 958) – *Presentation of Financial Statements of Not-for-Profit Entities.* The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. The Organization has adjusted the presentation of these statements accordingly. The ASU has been applied retrospectively to all periods presented.

Use of Estimates

The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Advertising Expenses

The Agency expenses advertising costs as they are incurred. Total advertising costs for the years ended December 31, 2018 and 2017 amounted to $22,000 and $22,984, respectively.

Debt Issuance Costs

As required under FASB Accounting Standards Update No. 2015-03, amortization expense of $719 has been included with interest expense in the statement of activities for 2018. There were no debt issuance costs for 2017. The unamortized deferred financing costs have been included as a reduction of the long term debt (See Note 9).

In-kind Donations

The Agency pays below-market rent for the use of certain facilities. In accordance with generally accepted accounting principles, the difference between amounts paid for the use of the facilities and the fair value of the rental space has been recorded as an in-kind donation and as an in-kind expense in the accompanying financial statements. The estimated fair value of the donation was determined to be $255,313 and $232,667 for the years ended December 31, 2018 and 2017, respectively.

The Agency also receives contributed professional services that are required to be recorded in accordance with FASB ASC No. 958. The estimated fair value of these services was determined to be $150,442 and $86,313 for the years ended December 31, 2018 and 2017, respectively.

The Agency also receives contributed food commodities and other goods that are required to be recorded in accordance with FASB ASC No. 958. The estimated fair value of these food commodities and goods was determined to be $181,461 and $58,114, respectively, for the year ended December 31, 2018. For the year ended December 31, 2017, the estimated fair value of these food commodities and goods was determined to be $121,757 and $294,332, respectively.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis. Accordingly, costs have been allocated among the program services and supporting activities benefited. Occupancy costs have been grouped and allocated to the programs as a line item. Such allocations have been determined by management on an equitable basis.

The expenses that are allocated include the following:

Expense	Method of allocation
Salaries and benefits	Time and effort
Occupancy	Square footage/revenues
Depreciation	Square footage
All other expenses	Approved indirect rate

NOTE 2. PROPERTY

As of December 31, 2018 and 2017, property consisted of the following:

	2018	2017
Land, buildings and improvements	$ 3,993,017	$ 1,268,065
Furniture, equipment and machinery	562,450	539,213
Vehicles	249,779	249,779
Total	4,805,246	2,057,057
Less accumulated depreciation	977,283	861,612
Net property	$ 3,827,963	$ 1,195,445

NOTE 3. AVAILABILITY AND LIQUIDITY

The following represents the Agency's financial assets as of December 31, 2018 and 2017:

	2018	2017
Financial assets at year end:		
Cash	$ 749,630	$ 361,179
Accounts receivable	1,106,724	1,094,461
Contributions receivable	63,800	115,800
Tax credits receivable	250,000	172,000
Total financial assets	2,170,154	1,743,440
Less amounts not available to be used within one year:		
Board restricted assets	307,315	307,315
Financial assets available to meet general expenditures over the next twelve months	$ 1,862,839	$ 1,436,125

The Agency's goal is generally to maintain financial assets to meet 30 days of operating expenses. As part of its liquidity plan, excess cash is invested in short-term investments, including money market accounts.

NOTE 4. ACCOUNTS RECEIVABLE

Accounts receivable are stated at the amount management expects to collect from balances outstanding at year end. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to the valuation allowance and a credit to accounts receivable. The allowance for uncollectible accounts was estimated to be zero at December 31, 2018 and 2017. The Agency has no policy for charging interest on overdue accounts.

NOTE 5. CONTRIBUTIONS RECEIVABLE

Contributions receivable represent promises to give, which have been made by donors but have not yet been received by the Agency. The Agency considers contributions receivable to be fully collectible; accordingly, no allowance for contributions receivable has been recorded. Total unconditional promises to give were as follows at December 31, 2018 and 2017:

	2018	2017
Within one year	$ 28,300	$ 52,400
In two to five years	35,500	26,400
Thereafter	-	37,000
	$ 63,800	$ 115,800

NOTE 6. TAX CREDIT PROGRAM

The New Hampshire Community Development Finance Authority's Tax Credit Program allows New Hampshire businesses to contribute to not-for-profit community, housing and economic development projects and receive a 75% New Hampshire state tax credit that can be applied against New Hampshire business profits, business enterprise and insurance premium taxes. Through this Tax Credit Program, the Agency recognized contribution revenue of $78,000 and $164,000 for the years ended December 31, 2018 and 2017, respectively. The total cumulative contribution revenue raised to date is $250,000 as of December 31, 2018. At December 31, 2018 and 2017, the Agency had tax credits receivable of $250,000 and $172,000, respectively.

NOTE 7. PLEDGED ASSETS

As described in Note 8, all assets of the Agency are pledged as collateral under the Agency's demand note payable agreement. As described in Note 9, the building of the Agency is pledged as collateral under the Agency's mortgage note payable agreement.

NOTE 8. DEMAND NOTE PAYABLE

The Agency has available a revolving line of credit with a bank in the amount of $250,000. The note is payable upon demand, but in the absence of demand, is due in September 2019. Interest is stated at the prime rate plus 1% which resulted in an interest rate of 6.50% and 5.50% at December 31, 2018 and 2017, respectively. The note is collateralized by all the assets of the Agency.

NOTE 9. LONG TERM DEBT

The long term debt at December 31, 2018 consisted of the following:

4.90% mortgage payable to Kennebunk Savings Bank with interest only payments for 36 months followed by principal and interest payments for 264 months for the first ten years. In 2028 principal and interest payments will adjust to 1.50% above the highest five-year Federal Home Loan Bank of Boston. The mortgage note payable is collateralized by the building and leases and rents of 577 Central Ave.	$ 2,347,874
5.00% mortgage payable to the New Hampshire Community Loan Fund of interest only payments at for 36 months followed by principal and interest payments for 264 months. The mortgage note payable is collateralized by the building and leases and rents of 577 Central Ave.	520,000
Total long term debt before unamortized debt issuance costs	2,867,874
Unamortized deferred financing costs	53,184
Total long term debt	$ 2,814,690

The schedule of maturities of long term debt at December 31, 2018 is as follows:

Year Ended December 31	Amount
2019	$ -
2020	-
2021	18,343
2022	75,657
2023	79,448
Thereafter	2,641,242
Total	$ 2,814,690

NOTE 10. NET ASSETS

At December 31, 2018 and 2017, net assets with donor restrictions consisted of the following:

	2018	2017
Summer Meals	$ 51,621	$ 3,094
Building Campaign - Pledges	238,385	121,908
Building Campaign - Tax Credits	250,000	172,000
Security deposits	32,145	18,425
New Hampshire Charitable Foundation	-	58,024
Revolving loan fund	52,736	-
Fuel assistance	23,566	-
Weatherization	7,671	-
Other programs	-	62,729
Total	$ 656,124	$ 436,180

At December 31, 2018 and 2017, net assets without donor restrictions consisted of the following:

	2018	2017
Undesignated	$ 999,727	$ 1,260,844
Board designated	307,315	307,315
Total net assets without donor restrictions	$ 1,307,042	$ 1,568,159

NOTE 11. LEASE COMMITMENTS

Facilities occupied by the Agency for its community service programs are rented under the terms of various leases. For the years ended December 31, 2018 and 2017, the annual lease/rent expense for the leased facilities was $119,142 and $155,065, respectively. Certain equipment is leased by the Agency under the terms of various leases.

The approximate future minimum lease payments on the above leases are as follows:

Year Ended December 31	Amount
2019	$ 111,847
2020	108,067
2021	19,633
2022	15,698
Total	$ 255,245

NOTE 12. RETIREMENT PLAN

The Agency maintains a 403(b) Plan and Trust (the Plan) covering substantially all employees. Employee contributions to the Plan are made at predetermined rates elected by employees. Additionally, the Agency provides a matching contribution equal to 25% of the employee's contribution up to 5% of the employee's compensation. Effective April 1, 2016, the Agency instituted an auto enrollment feature mandating a minimum 1% employee contribution; however, employees reserve the right to decline the auto enrollment. Employer matching contributions for the years ended December 31, 2018 and 2017 totaled $21,727 and $25,570, respectively.

NOTE 13. CONCENTRATION OF RISK

A large percentage of the Agency's total revenue was received from two contractors, the Federal Government and the State of New Hampshire. It is always considered to be at least reasonably possible that either contractor could be lost in the near term; however, Management feels this risk is of no particular concern at this time.

NOTE 14. CONCENTRATION OF CREDIT RISK

The Agency maintains its cash balances at several financial institutions in New Hampshire. The balances are insured by the Federal Deposit Insurance Corporation up to $250,000. The Agency maintains an agreement with its primary financial institution to collateralize the balances in excess of $250,000.

NOTE 15. CONTINGENCIES

The Agency receives grant funding from various sources. Under the terms of these agreements, the Agency is required to use the funds within a certain period and for purposes specified by the governing laws and regulations. If expenditures were found not to have been made in compliance with the laws and regulations, the Agency might be required to repay the funds. No provisions have been made for this contingency because specific amounts, if any, have not been determined or assessed as of December 31, 2018 and 2017.

NOTE 16. SUBSEQUENT EVENTS

Subsequent events are events or transactions that occur after the statement of financial position date, but before financial statements are available to be issued. Recognized subsequent events are events or transactions that provide additional evidence about conditions that existed at the statement of financial position date, including the estimates inherent in the process of preparing financial statements. Nonrecognized subsequent events are events that provide evidence about conditions that did not exist at the statement of financial position date but arose after that date. Management has evaluated subsequent events through September 11, 2019, the date the December 31, 2018 financial statements were available for issuance.

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2018

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS-THROUGH GRANTOR'S NAME	GRANTOR'S NUMBER	FEDERAL EXPENDITURES	
U.S. Department of Agriculture					
Child and Adult Care Food Program	10.558	State of New Hampshire Department of Education	4300-ZZZ		$ 140,301
Child Nutrition Cluster					
Summer Food Service Program for Children	10.559	State of New Hampshire Department of Education	4300-ZZZ	$ 92,945	
National School Lunch Program	10.555	State of New Hampshire Department of Education	At-Risk After School Care Centers	79,238	172,183
Food Distribution Cluster					
Emergency Food Assistance Program (Food Commodities)	10.569	Belknap-Merrimack Community Action Partnership	None		181,461
Total U.S. Department of Agriculture					$ 493,945
U.S. Department of Housing and Urban Development					
Supportive Housing for the Elderly	14.157	Dover Housing Authority	Dover Housing Authority		$ 26,592
CDBG Entitlement Grants Cluster					
Community Development Block Grants / Entitlement Grants	14.218	City of Dover, New Hampshire	City of Dover	$ 32,370	
Community Development Block Grants / Entitlement Grants	14.218	City of Rochester, New Hampshire	City of Rochester	35,804	68,174
Emergency Solutions Grant Program	14.231	State of New Hampshire Department of Health and Human Services	05-95-42-423010-7927-102-500731		84,984
Continuum of Care	14.267	State of New Hampshire Department of Health and Human Services	05-95-42-423010-7927-102-500731		35,761
Supportive Housing Program	14.235	Community Partners / Behavioral Health / Services	Community Partners		7,360
Total U.S. Department of Housing and Urban Development					$ 222,871
U.S. Department of Labor					
WIA Cluster					
WIA Adult Program	17.258	Southern New Hampshire Services, Inc.	2016-0003	$ 29,497	
WIA Dislocated Worker Formula Grants	17.278	Southern New Hampshire Services, Inc.	2016-0003	23,508	53,005
Total U.S. Department of Labor/WIA Cluster					$ 53,005
U.S. Department of Energy					
Weatherization Assistance for Low-Income Persons	81.042	State of New Hampshire Governor's Office of Energy & Community Services	01-02-02-024010-7706-074-500587		$ 88,784
Total U.S. Department of Energy					$ 88,784
U.S. Department of Health & Human Services					
Aging Cluster					
Special Programs for the Aging - Title III, Part B - Grants for Senior Energy	93.044	State of New Hampshire Division of Elderly and Adult services	010-048-7872-512-0352	$ 1,131	
Senior Transportation	93.044	State of New Hampshire Department of Health and Human Services, Nutrition & Trans. Services	05-95-48-48010-78720000-512-500352	34,288	$ 35,419
Maternal, Infant, and Early Childhood Home Visiting Cluster					
Affordable Care Act (ACA) Maternal, Infant, and Early Childhood Home Visiting Program	93.505	State of New Hampshire Department of Health and Human Services, DPH, BPHCS, Maternal & Health Section	05-95-90-902010-5896		158,707
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		20,341
TANF Cluster					
Temporary Assistance for Needy Families	93.558	State of New Hampshire, DHHS, Division for Children, Youth and Families	05-095-045-450010-61460000-502-500891-42106603	100,597	
Temporary Assistance for Needy Families	93.558	Southern New Hampshire Services, Inc.	13-DHHS-BWW-CSP-05	77,772	178,369
Low-Income Home Energy Assistance	93.568	State of New Hampshire Governor's Office of Energy & Planning	01-02-02-024010-77050000-074-500587	2,517,205	
Low-Income Home Energy Assistance	93.568	State of New Hampshire Governor's Office of Energy & Planning	01-02-02-024010-77050000-074-500587	242,892	2,760,097
Community Services Block Grant	93.569	State of New Hampshire, DHHS, DFA	05-95-045-450010-714800000-102-500731		267,372
Head Start	93.600	Direct Funding	01CH996002 & 01HP000702		3,089,346
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		4,422
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		76,272
Maternal and Child Health Services Block Grant to the States	93.994	State of New Hampshire, DHHS, Division for Children, Youth and Families	05-095-090-902010-51900000-102-500731-90004009		5,429
Total U.S. Department of Health & Human Services					$ 6,595,774
Department of Homeland Security					
Emergency Food and Shelter National Board Program	97.024	United Way National Board	596300-035		$ 10,440
Total Department of Homeland Security					$ 10,440
TOTAL					**$ 7,464,819**
NON-FEDERAL					
Electrical Assistance Program		BMCAP			$ 170,862

See Notes to Schedule of Expenditures of Federal Awards

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED DECEMBER 31, 2018

NOTE 1. BASIS OF PRESENTATION

The accompanying schedule of expenditures of Federal Awards (the Schedule) includes the federal award activity of Community Action Partnership of Strafford County under programs of the federal government for the year ended December 31, 2018. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Community Action Partnership of Strafford County, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Agency.

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3. INDIRECT COST RATE

Community Action Partnership of Strafford County has elected not to use the ten percent de minimis indirect cost rate allowed under the Uniform Guidance.

NOTE 4. FOOD DONATION

Nonmonetary assistance is reported in the Schedule at the fair value of the commodities received and disbursed.

NOTE 5. SUBRECIPIENTS

Community Action Partnership of Strafford County had no subrecipients for the year ended December 31, 2018.

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

SCHEDULE OF REVENUES AND EXPENDITURES
FOR THE ELECTRICAL ASSISTANCE PROGRAM
FOR THE YEAR ENDED DECEMBER 31, 2018

Revenues	$ 170,862
Expenditures	
Payroll	$ 96,235
Payroll taxes	6,526
Fringe benefits	15,532
Weatherization material, fuel and client assistance	301
Consumable supplies	876
Indirect costs	24,021
Insurance	335
Equipment and computer	3,674
Occupancy	15,828
Consultants and contract labor	3,414
Repairs and maintenance	7
Travel	1,179
Meetings, events and training	2,725
Copying & postage	1,152
Retirement	485
PR service	958
	$ 173,248

Note:

For the year ended December 31, 2018, the Electric Assistance Program, which is funded through the New Hampshire Public Utilities Commission with funds from the utility companies operating in the State of New Hampshire, was tested for compliance with the requirements of laws and regulations applicable to the contract with the Public Utilities Commission. In our opinion, Community Action Partnership of Strafford County complied, in all material respects, with the requirements outlined in the contract for the year ended December 31, 2018.

Leone, McDonnell & Roberts
PROFESSIONAL ASSOCIATION
CERTIFIED PUBLIC ACCOUNTANTS
WOLFEBORO • NORTH CONWAY
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COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors of
Community Action Partnership of Strafford County
Dover, New Hampshire

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Community Action Partnership of Strafford County (a New Hampshire nonprofit organization), which comprise the statements of financial position as of December 31, 2018 and 2017, and the related statements of activities, functional expenses, and cash flows, and the related notes to the financial statements, and have issued our report thereon dated September 11, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Community Action Partnership of Strafford County's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Community Action Partnership of Strafford County's internal control. Accordingly, we do not express an opinion on the effectiveness of Community Action Partnership of Strafford County's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material

weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items 2018-001 and 2018-002that we consider to be a significant deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Community Action Partnership of Strafford County's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*

Community Action Partnership of Strafford County's Response to Findings

Community Action Partnership of Strafford County's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. Community Action Partnership of Strafford County's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Leone, McDonnell & Roberts
Professional Association

September 11, 2019
Wolfeboro, New Hampshire

Leone, McDonnell & Roberts
PROFESSIONAL ASSOCIATION
CERTIFIED PUBLIC ACCOUNTANTS
WOLFEBORO • NORTH CONWAY
DOVER • CONCORD
STRATHAM

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Directors of
Community Action Partnership of Strafford County
Dover, New Hampshire

Report on Compliance for Each Major Federal Program

We have audited Community Action Partnership of Strafford County's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Community Action Partnership of Strafford County's major federal programs for the year ended December 31, 2018. Community Action Partnership of Strafford County's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Community Action Partnership of Strafford County's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Community Action Partnership of Strafford County's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Community Action Partnership of Strafford County's compliance.

Opinion on Each Major Federal Program

In our opinion, Community Action Partnership of Strafford County complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2018.

Report on Internal Control Over Compliance

Management of Community Action Partnership of Strafford County is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Community Action Partnership of Strafford County's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Community Action Partnership of Strafford County's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Leone, McDonnell & Roberts
Professional Association

September 11, 2019
Wolfeboro, New Hampshire

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2018

A. SUMMARY OF AUDITORS' RESULTS

1. The auditors' report expresses an unmodified opinion on whether the financial statements of Community Action Partnership of Strafford County were prepared in accordance with GAAP.

2. Two significant deficiencies disclosed during the audit of the financial statements are reported in the *Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.* No material weaknesses are reported.

3. No instances of noncompliance material to the financial statements of Community Action Partnership of Strafford County, which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.

4. No significant deficiencies in internal control over major federal award programs are reported in the *Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance.* No material weaknesses are reported.

5. The auditors' report on compliance for the major federal award programs for Community Action Partnership of Strafford County expresses an unmodified opinion on all major federal programs.

6. Audit findings that are required to be reported in accordance with 2 CFR section 200.516(a) are reported in this Schedule.

7. The programs tested as major were: U.S. Department of Health and Human Services, Low-Income Home Energy Assistance Program, CFDA 93.568, and Head Start, CFDA 93.600.

8. The threshold used for distinguishing between Type A and B programs was $750,000.

9. Community Action Partnership of Strafford County was determined to be a low-risk auditee.

B. FINDINGS – FINANCIAL STATEMENTS AUDIT

2018-001 General Ledger Close and Adjusting Journal Entries

Condition: A significant quantity of adjusting journal entries were provided by the Organization during the audit. Significant adjusting entries related to the following areas: cash, accrued payroll, pledges receivable and property. The adjusting entries were provided by management, and in certain cases, identified by the auditor.

Criteria: Internal controls should be in place to ensure that the activity of the Organization is being recorded in a timely and accurate manner.

Cause: Controls are not in place to ensure all required month and year end journal entries are being recorded in a timely and accurate manner.

Effect: Financial information utilized by management in making decisions may not be timely or accurate.

Recommendation: Procedures should be implemented to ensure all required month and year end journal entries are being recorded in a timely and accurate manner.

Views of Responsible Officials and Planned Corrective Action: It is our sad duty to report that Doug Surina, Finance Director, passed away in April 2019. He had been ill for two years and was in the process of transitioning his responsibilities to the new Finance Director when he passed. He was an important part of our team and projects. As a result of the timing of his illness and passing, some of the journal entries and general ledger close processes were not conducted in a timely manner in 2018.

CAPSC has transitioned to a new Finance Director, has a full complement of staff in the Finance Department and has taken steps to strengthen month end and year end processes including, but not limited to, additional documentation of completion, backups recorded to 365 (our secure server), and review of entries to ensure timely and accurate journal entries.

2018-002 Monthly Reconciliations

Condition: Various statement of financial position accounts were not being reconciled to their subsidiary ledgers on a monthly basis.

Criteria: Internal controls should be in place to ensure that all statement of financial position accounts are reconciled on a monthly basis.

Cause: Internal controls are currently not in place to ensure monthly reconciliations are being completed on a consistent basis.

Effect: Financial information utilized by management in making decisions may not be timely or accurate.

Recommendation: Procedures should be implemented to ensure all monthly reconciliations are being performed.

Views of Responsible Officials and Planned Corrective Action: It is our sad duty to report that Doug Surina, Finance Director, passed away in April 2019. He had been ill for two years and was in the process of transitioning his responsibilities to the new Finance Director when he passed. He was an important part of our team and projects. As a result of the timing of his illness and passing, monthly reconciliations were not conducted in a timely manner in 2018.

CAPSC hired an outside bookkeeper on the recommendation of our auditor who, in conjunction with the Finance Department, brought the agency into compliance with reconciliations for 2019. Monthly reconciliations are on track and completed by the Finance Department as part of the monthly close out procedures. The auditor completed a visit with CAPSC to review reconciliation progress as well as the system put in place to continue timely reconciliations. The Finance Committee of the Board of Directors also receives updates at the finance meetings on the progress and any outstanding issues.

C. FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

None

COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2018

A. FINDINGS – FINANCIAL STATEMENTS AUDIT

2017-001 General Ledger Close and Adjusting Journal Entries

Condition: A significant quantity of adjusting journal entries were provided by the Organization during the audit. Significant adjusting entries related to the following areas: cash, accrued payroll, pledges receivable, and pledge contributions. The adjusting entries were provided by management and in certain cases identified by the auditor.

Criteria: Internal controls should be in place to ensure that the activity of the Organization is being recorded in a timely and accurate manner.

Cause: Controls are not in place to ensure all required month and year end journal entries are being recorded in a timely and accurate manner.

Effect: Financial information utilized by management in making decisions may not be timely or accurate.

Recommendation: Procedures should be implemented to ensure all required month and year end journal entries are being recorded in a timely and accurate manner.

Current status: This finding was a repeat finding in 2018. See finding 2018-001 on pages 25-26.

CDBG APPLICATION

CITY OF DOVER, NH
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021

APPLICANT INFORMATION	
Organization Dover Children's Center	**Tax ID** 02-0303815
Name of Program or Project Roofing	
Name of Executive Director Melissa Fischetto	
Mailing Address 43 Back River Road Dover, NH 03820 **Physical Address** SAME	
Contact Person Melissa Fischetto	**Phone** (603-742-7637
E-Mail melissadcc@gmail.com	**Website** www.doverkids.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 # 02-0303815	
***DUNS #** 174363424	***SAM Expiration Date**

* *Important notice regarding new mandatory federal reporting requirements*: The Federal Funding Accountability and Transparency Act requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit https://fedgov.dnb.com/webform and https://www.sam.gov/portal/SAM/##11. Completing these registration processes is free, but may take up to 15 days to complete. The City will not commit funds without this information.

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $
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.*)
√Identify the Dover Consolidated Plan "Goal" that will be met by the activity/project (page 3 of "CDBG Application: Overview & Scoring") See Narrative

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. 43 Back River Road Dover, NH 03820

BENEFICIARIES
Beneficiaries:
For FY2021 (7/1/20 – 6/30/21) please provide the *estimated* number of unduplicated Dover beneficiaries that will benefit from this CDBG funded activity or project, not necessarily your entire client population (Note: these numbers will be monitored during the funding year): We currently have 50 but of project 75 for the fiscal year.
For FY2019 (7/1/18 – 6/30/19) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population: 94
Were Dover CDBG funds used to fund this activity or project in FY2020 (7/1/19 – 6/30/20): no **If so, how much?**
Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) The roof will help provide safe Shelter to low to very low income children in Dover that are enrolled in our Program.

NARRATIVE – *PUBLIC SERVICE* ACTIVITY ONLY
Please provide a detailed description for the proposed Activity.....*not the Organization*. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals. **Please indicate who prepared the overall cost estimate for the activity.**

NARRATIVE – *PUBLIC FACILITY* PROJECT ONLY

Please provide the following information for the proposed Project....*not* the Organization:

Describe the nature of the project: Roofing Replacement

Describe how the project will ultimately benefit Dover low/moderate income individuals or Dover presumed benefit populations : It will provide safe housing for the low to very low income ~~children~~ children while they are enrolled in our daily programing

Proposed project starting date: 2021

Proposed project completion date: 2021

Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.): 25,000 for Roof Replacement

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. Providing early childhood education 6 weeks-12 years 2. Decrease in latch-key kids	1. all children receive Quality early childhood education regardless of their income level 2. 18 children who are participating in our school-age program

ORGANIZATION

DESCRIPTION OF ORGANIZATION

Please provide a description for the Organization that is undertaking the activity or project.

See Narrative

AUDIT AND EVALUATION

Does your organization have an annual CPA Audit? Due financials

If yes, please submit most recent Audit.

Is your organization evaluated by outside agencies or programs? We are evaluated by CACFP Food Program, United Way

If yes, please note the agency/program and how often the evaluation occurs. CACFP- Monthly monitoring. United Way Quartly Monitoring

BOARD OF DIRECTORS

Name	Residence (city/town)

BUDGET

Use box 1 or 2 below to provide a budget. Include all proposed expenses.

1. Public Services (Non-Construction Projects)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET:			

2. ***Public Facilities:*** ***(Project)***			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Hard Costs Note: Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction	25,000.00		
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:			

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested.*

Funding Source (Name(s) of funding source(s))	**Committed, Pending or Proposed Amount ($):**		**Total Amount ($)**	**Explanation**
Federal:	Committed: Pending: Proposed:			
State:	Committed: Pending: Proposed:			
Local:	Committed: Pending: Proposed:			
Private:	Committed: Pending: Proposed:			
Portsmouth CDBG:	Committed: Pending:			

	Proposed:			
Rochester CDBG:	Committed: Pending: Proposed:	0		
Other:	Committed: Pending: Proposed:			
Total:	Committed: Pending: Proposed:			

Organizational Commitment: For Public Facility Projects (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization will be contributing to the project.

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

AGENCY BUDGET

Please provide a breakdown of your *organization's* overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from to	**Current Year**	**Next Year (projected)**
REVENUES		
Federal Funds	18808.11	19372.36
State Funds	1210408.09	1219787.53
Foundations/Private Contributions	3757.18	3869.90
United Way	4125.00	4125.00
Fundraising or other income	14203.60	14629.79
Other (describe) Early Head Start	29,456.60	29,456.60
Community Dev. Block Grant (include anticipated request)	4,900	25,000.00
Tuitions 265,875.02 **TOTAL REVENUE**	467.534.20	488.916.80
EXPENSES		
Salaries	339,174.24	339,174.24
Fringe Benefits	1848.42	1848.42
Supplies (include printing/copying)	9059.58	9331.37
Travel	503.56	503.56

Training	528.73	644.59
Communications	3942.09	4060.35
Audit	8,000.00	8,000.00
Property Maintenance	11 881.11	12,237.54
Service Contracts	21,268.69	21906.16
Construction Supplies/Materials		
Other (describe) Insurance/food	34859.98	36410.05
TOTAL EXPENSES		
NET (Income - Expenses)	420,365.80	434 706.28

By signing below, the Authorized Official affirms: The organization's commitment to implement the proposed activity/project; that all information presented is true and accurate to the best of their knowledge; and he/she is authorized to submit this application;

Submitted by: Melissa Fischetto 12/17/19
Authorized Official - signature Date

Melissa Fischetto
Print Name

Executive Director
Print Title

The Mission of Dover Children's Center is to provide affordable, high quality childcare to all children. Priority in placement is given to children and families with financial, social, behavioral, or developmental needs. It is the philosophy of Dover Children's Center that early childhood should be a time designed to provide an atmosphere that enhances social, emotional, physical and intellectual growth and development of the whole child. We believe that every child should feel successful at the end of a day.

Dover Children's Center provides services to over 100 children a year the greater Dover area, and has been doing so since 1968. Over 70% of the families served fall into the low or very low-income category. Although anyone can enroll a child here at Dover Children's Center, we are a vital source of assistance and support for the families most in need of high quality childcare including low income families and single parents, hard-working parents struggling to make ends meet, and individuals seeking training for employment in order to move from welfare to financial independence.

Childcare costs at many private centers in the area are beyond the reach of the majority of the parents we serve, so we work to ensure that our services remain available to low income families by participating in the NH Childcare Scholarship Program. DCC is able to bill the state for the number of hours that eligible children attend and parents are charged weekly tuition co-pay based on a sliding scale fee. On average, the parents' co-payment in conjunction with the reimbursement received from the state is well below the private tuition cost per week.

Dover Children's Center's operating site is located at 43 Back River Road in Dover, N.H. What makes Dover Children's Center different than other area childcare centers is that we focus on quality childcare, nurturing environments, and heightened learning opportunities for the children with our focus on the **family** as a whole unit. Families that are enrolled in our program receive our support in providing stability, consistency, and a safe environment for the child's individual success. We provide ongoing information on agencies that provide services that help keep families healthy and intact.

As part of the partnership we have with the State of New Hampshire we participate in a program known as Strengthening Families. The purpose of this program is to develop strong trusting relationships with parents to help guide them in stressful times and prevent the possibility of child abuse. We provide an area for families to allow more opportunities for conversation between parents and staff in a warm and inviting atmosphere. We are also a member agency of the Greater Seacoast United Way. It is with the support of the United Way that we are able to assess each child in our program through out the year to look at their development and make sure they are progressing appropriately. We are able to identify children early if intervention is needed to help with skills that are not up to developmental level and we will give them a head start heading toward Kindergarten.

Proposal for Project

Dover Children's Center is asking for the City Development Block Grant for funding to complete a roofing replacement project. We have had a leak in the area of our school-age classroom that has left us very concerned for the quality of our current roofing. We are asking for the amount of 25,000.00 to go toward this project cost. This project will benefit over 50 children currently in the Dover area that are utilizing our program for child care between the hours of 6:30 am to 6:00 pm while they parents are working, going to school, or job searching to find employment. Knowing that the enrollment rate will increase over the fiscal year we will be looking to serve more Dover residents and with a lower income. We would like to continue to provide a safe and nurturing environment for the children while their families are working hard to make ends. We providing early childhood education to children between the ages of 6 weeks to 12 years of age as an inclusive program of all economic backgrounds Our program also decreases the number of latch-key kids in Dover by providing a school-age program that currently serves 18 children daily and up to 20 on vacations and snow days.

We greatly appreciate your consideration in granting us the help in constructing this project to ensure the safety of the children at our child care center. We strive to work with our community partners to work together to ensure the future of these young children's lives. It is with this hope that you will help invest in our work to give them the best start possible so they can be ready for public schools. Thank you for your time.

Sincerely,

Melissa Fischetto

Executive Director

Dover Children's Center
43 Back River Road/ 32 Saint Thomas St.
Dover, N.H. 03820
Phone: (603)742-7637
Fax: (603)749-4826
www.doverkids.org

Board of Directors

Christine Rockefeller — President

255 Washington Street

Dover, N.H. 03820

(603)742-2332

crockefeller@burnsbryant.com

Brendan Markey — Treasurer

701 Central Avenue

Dover,N.H. 03820

(603)516-6660

Brendan.markey@kennebunksavings.com

John Crisp — Secretary

633 Central Avenue

Dover, N.H. 03820

(603)742-4680

jcrisp@fsbdover.com

Tom Southworth — Member

56 Durham Road Unit 26

Dover, N.H. 03820

(603)742-0556

tsouthworth@yahoo.com

Rebecca Johnson — Member

474 Central Avenue

Dover, N.H. 03820

(603)343-4217

rebecca@nhflowerroom.com

Kalina Lesseva — Member

701 Central Ave

Dover, N.H. 03820

(603)516-6660

Kalina.lesseva@gmail.com

ESTIMATE

Paragon Roofing LLC
Alton, NH 03809
(603) 581-4334

Sales Representative
Drew Ingoldsby
(603) 630-6479
djingoldsby@gmail.com

Paragon Roofing

Melissa Fischetto
43 Back River Rd
Dover, NH

Estimate # 1014

Date 12/18/2019

Item	Description
GAF Pro Start	
GAF Timberlin HD	Shingles Color: Charcoal
GAF SEAL-A-RIFGE	Ridge Cap Shingles Color:
3 to 4 inch Pipe Boot	Soffit to go around roof penetrations. (pipes)
8" Aluminum Drip Edge	Replace and install Aluminum siding
Ridge Vent	Install proper Ventilation for the Ridge
Ice and Water Shield	Install 6' Ice & Water shield at all roof eves, valleys and roof penetrations
SUPERGRIP plus	Install new synthetic underlayment.
Labor 2	Install all materials per manufactures specifications. Clean up all job related debris daily.
Rubber Roofing system	Install Rubber Roofing System

10 Year warrantee
Paragon Roofing LLC warrantees to the homeowner that the roof installation will be free of defects in the workmanship. Should a failure occur due to defects in the workmanship that may cause a leakage or loss of roofing, Paragon roofing LLC will repair said problem by supplying labor for the duration of this warranty. This warranty is transferable one time to your buyer for the remainder of the warranty. Repairs done by any other company will VOID this warranty. If a repair is to be done, the customer must notify Paragon Roofing LLC within 48 hours after the problem has occurred. Paragon Roofing is not liable for roof or structural damage resulting from normal wear and tear, including but not limited to ice damage, hail damage, foreign objects or hurricane force wind and rain. The duration of manufacturers warranty is determined by the product being installed and has no bearing on this limited 10 year workmanship warranty.
Any warranty items to be repaired MUST BE REPAIRED ONLY BY PARAGON ROOFING LLC.

Sub Total $23,645.43

Total $23,645.43

SPECIAL INSTRUCTIONS

Estimates for the roof in progress

Dover Children's Center 43 Back River Road Dover, NH 03820

Coastal Window and Siding Inc

Texting (603)609-5503

Andrew- He is doing an areal estimate but will come out to look at the roof as well.

AJ Long Roofing

876-6134

Left a message have not heard back

Paragon Roofing- gave estimate

Seacoast Roofing

617-4829

Should be out by Thursday to measure but the snow may make it tricky. Requested by email

617-4829

Clear Choice Home improvement – does not serve our area.

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

u Do not enter social security numbers on this form as it may be made public.

u Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2017

Open to Public Inspection

A For the 2017 calendar year, or tax year beginning 07/01/17 , and ending 06/30/18

B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/ terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization
Dover Day Care Learning Center, Inc

Doing business as

Number and street (or P.O. box if mail is not delivered to street address) | Room/suite
43 Back River Road

City or town, state or province, country, and ZIP or foreign postal code
Dover NH 03820

D Employer identification number
02-0303815

E Telephone number
603-742-7637

G Gross receipts $ **702,580**

F Name and address of principal officer:
John Crisp
8 Partridge Hill Road
Newfields NH 03856

H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. (see instructions)

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) **t** (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: **u Doverkids.org**

H(c) Group exemption number **u**

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other **u**

L Year of formation: **1971**

M State of legal domicile: **NH**

Part I Summary

1 Briefly describe the organization's mission or most significant activities:
The organizations provides child care service to indigent member of the community.

2 Check this box **u** ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3 Number of voting members of the governing body (Part VI, line 1a)	3	7
4 Number of independent voting members of the governing body (Part VI, line 1b)	4	7
5 Total number of individuals employed in calendar year 2017 (Part V, line 2a)	5	33
6 Total number of volunteers (estimate if necessary)	6	0
7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
b Net unrelated business taxable income from Form 990-T, line 34	7b	0

	Prior Year	Current Year
8 Contributions and grants (Part VIII, line 1h)	20,115	60,962
9 Program service revenue (Part VIII, line 2g)	811,176	641,613
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	10	5
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	22,779	0
12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	854,080	702,580
13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)		0
14 Benefits paid to or for members (Part IX, column (A), line 4)		0
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	653,302	562,408
16a Professional fundraising fees (Part IX, column (A), line 11e)		0
b Total fundraising expenses (Part IX, column (D), line 25) **u** 6,963		
17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	207,575	178,097
18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	860,877	740,505
19 Revenue less expenses. Subtract line 18 from line 12	-6,797	-37,925

	Beginning of Current Year	End of Year
20 Total assets (Part X, line 16)	594,094	567,004
21 Total liabilities (Part X, line 26)	247,468	258,303
22 Net assets or fund balances. Subtract line 21 from line 20	346,626	308,701

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer — Date

John Crisp Secretary

Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
Steven J. Dennen	Steven J. Dennen	05/01/19		P00073749

Firm's name } **S.J. Dennen, CPA, P.C.** Firm's EIN } **27-3730365**

Firm's address } **510 Turnpike Street, Suite 203 North Andover, MA 01845-5822** Phone no. **978-688-2581**

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions.

DAA

Form **990** (2017)

Part III **Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III ☐

1 Briefly describe the organization's mission:

The organizations provides child care service to indigent member of the community.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ **595,681** including grants of $) (Revenue $)

Providing child day care services to families in the Dover, New hampshire area.

4b (Code:) (Expenses $ including grants of $) (Revenue $)

4c (Code:) (Expenses $ including grants of $) (Revenue $)

4d Other program services (Describe in Schedule O.)

(Expenses $ including grants of $) (Revenue $)

4e Total program service expenses u **595,681**

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1	X	
2	Is the organization required to complete *Schedule B, Schedule of Contributors* (see instructions)?	2		X
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		X
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? *If "Yes," complete Schedule C, Part III*	5		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		X
10	Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? *If "Yes," complete Schedule D, Part V*	10		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	11a	X	
b	Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b		X
c	Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		X
d	Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d		X
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e	X	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a		X
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		X
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		X
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		X
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*	16		X
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I* (see instructions)	17		X
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18		X
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		X

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		X
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		X
26	Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? *If "Yes," complete Schedule L, Part II*	26		X
27	Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		X
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):			
a	A current or former officer, director, trustee, or key employee? *If "Yes," complete Schedule L, Part IV*	28a		X
b	A family member of a current or former officer, director, trustee, or key employee? *If "Yes," complete Schedule L, Part IV*	28b		X
c	An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? *If "Yes," complete Schedule L, Part IV*	28c		X
29	Did the organization receive more than $25,000 in non-cash contributions? *If "Yes," complete Schedule M*	29		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		X
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		X
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? **Note.** All Form 990 filers are required to complete Schedule O.	38	X	

Part V **Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response or note to any line in this Part V ☐

				Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	**1a**	0		
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	**1b**	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		**1c**		
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	**2a**	33		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?		**2b**		X
	Note. If the sum of lines 1a and 2a is greater than 250, you may be required to *e-file* (see instructions)				
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?		**3a**		X
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation in Schedule O*		**3b**		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		**4a**		X
b	If "Yes," enter the name of the foreign country: **u** See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).				
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		**5a**		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		**5b**		X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		**5c**		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		**6a**		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		**6b**		
7	**Organizations that may receive deductible contributions under section 170(c).**				
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?		**7a**		
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		**7b**		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		**7c**		
d	If "Yes," indicate the number of Forms 8282 filed during the year	**7d**			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		**7e**		
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		**7f**		
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		**7g**		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		**7h**		
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		**8**		
9	**Sponsoring organizations maintaining donor advised funds.**				
a	Did the sponsoring organization make any taxable distributions under section 4966?		**9a**		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		**9b**		
10	**Section 501(c)(7) organizations.** Enter:				
a	Initiation fees and capital contributions included on Part VIII, line 12	**10a**			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	**10b**			
11	**Section 501(c)(12) organizations.** Enter:				
a	Gross income from members or shareholders	**11a**			
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	**11b**			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?		**12a**		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	**12b**			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**				
a	Is the organization licensed to issue qualified health plans in more than one state? **Note.** See the instructions for additional information the organization must report on Schedule O.		**13a**		
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	**13b**			
c	Enter the amount of reserves on hand	**13c**			
14a	Did the organization receive any payments for indoor tanning services during the tax year?		**14a**		X
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation in Schedule O*		**14b**		

Part VI **Governance, Management, and Disclosure** *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI X

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year	1a	7		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.				
b	Enter the number of voting members included in line 1a, above, who are independent	1b	7		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2			X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?	3			X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4			X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5			X
6	Did the organization have members or stockholders?	6			X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a			X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b			X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?	8a		X	
b	Each committee with authority to act on behalf of the governing body?	8b		X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses in Schedule O*	9			X

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a		X
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe in Schedule O how this was done*	12c		X
13	Did the organization have a written whistleblower policy?	13	X	
14	Did the organization have a written document retention and destruction policy?	14	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	15a	X	
b	Other officers or key employees of the organization	15b		X
	If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed u **NH**

18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☒ Another's website ☒ Upon request ☐ Other *(explain in Schedule O)*

19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records: u

John Crisp **43 Back River Road**

Dover **NH 03820** **603-742-7697**

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☒ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) **Michelle Wertz**	0.00									
President	0.00	X		X				0	0	0
(2) **John Crisp**	0.00									
Secretary	0.00	X		X				0	0	0
(3) **Christine Rockefeller**	0.00									
Vice President	0.00	X		X				0	0	0
(4) **Tom Southworth**	0.00									
Director	0.00	X						0	0	0
(5) **Brendan Markey**	0.00									
Treasurer	0.00	X		X				0	0	0
(6) **Rebecca Johnson**	0.00									
Director	0.00	X						0	0	0
(7) **Kal;ina Lessava**	0.00									
Director	0.00	X		X				0	0	0
(8)										
(9)										
(10)										
(11)										

Part VII **Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
1b Sub-total u										
c Total from continuation sheets to Part VII, Section A u										
d Total (add lines 1b and 1c) u										

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization u **0**

		Yes	No
3 Did the organization list any **former** officer, director, or trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*	**3**		**X**
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*	**4**		**X**
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*	**5**		**X**

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization u **0**

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e					
	f All other contributions, gifts, grants, and similar amounts not included above	1f	60,962				
	g Noncash contributions included in lines 1a-1f: $						
	h **Total.** Add lines 1a–1f		u	60,962			
Program Service Revenue		Busn. Code					
	2a **Program Service Revenue**			641,613	641,613		
	b						
	c						
	d						
	e						
	f All other program service revenue						
	g **Total.** Add lines 2a–2f		u	641,613			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		u	5	5		
	4 Income from investment of tax-exempt bond proceeds		u				
	5 Royalties		u				
		(i) Real	(ii) Personal				
	6a Gross rents						
	b Less: rental exps.						
	c Rental inc. or (loss)						
	d Net rental income or (loss)		u				
	7a Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other				
	b Less: cost or other basis & sales exps.						
	c Gain or (loss)						
	d Net gain or (loss)		u				
	8a Gross income from fundraising events (not including $ of contributions reported on line 1c). See Part IV, line 18	a					
	b Less: direct expenses	b					
	c Net income or (loss) from fundraising events		u				
	9a Gross income from gaming activities. See Part IV, line 19	a					
	b Less: direct expenses	b					
	c Net income or (loss) from gaming activities		u				
	10a Gross sales of inventory, less returns and allowances	a					
	b Less: cost of goods sold	b					
	c Net income or (loss) from sales of inventory		u				
	Miscellaneous Revenue		Busn. Code				
	11a						
	b						
	c						
	d All other revenue						
	e **Total.** Add lines 11a–11d		u				
	12 **Total revenue.** See instructions.		u	702,580	641,618	0	0

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	516,823	410,553	102,342	3,928
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	3,636	2,872	736	28
10 Payroll taxes	41,949	33,323	8,307	319
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting	6,800		6,800	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)				
12 Advertising and promotion	925			925
13 Office expenses				
14 Information technology				
15 Royalties				
16 Occupancy	34,118	34,118		
17 Travel	590	590		
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest	2,468	2,147	297	24
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	29,059	25,282	3,487	290
23 Insurance	23,073	19,151	2,769	1,153
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a Supplies	24,246	17,989	6,257	
b Food	23,801	23,801		
c Cleaning & Maintenance	13,154	11,445	1,578	131
d Utilities	11,012	9,581	1,321	110
e All other expenses	8,851	4,829	3,967	55
25 Total functional expenses. Add lines 1 through 24e	740,505	595,681	137,861	6,963
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ▶ ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X ☐

			(A) Beginning of year		(B) End of year
Assets	1	Cash—non-interest bearing	7,725	1	10,640
	2	Savings and temporary cash investments		2	
	3	Pledges and grants receivable, net		3	
	4	Accounts receivable, net	7,435	4	7,435
	5	Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use		8	
	9	Prepaid expenses and deferred charges	4,804	9	3,323
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D — 10a: 927,754			
	b	Less: accumulated depreciation — 10b: 382,148	574,130	10c	545,606
	11	Investments—publicly traded securities		11	
	12	Investments—other securities. See Part IV, line 11		12	
	13	Investments—program-related. See Part IV, line 11		13	
	14	Intangible assets		14	
	15	Other assets. See Part IV, line 11		15	
	16	**Total assets.** Add lines 1 through 15 (must equal line 34)	594,094	16	567,004
Liabilities	17	Accounts payable and accrued expenses	23,688	17	11,782
	18	Grants payable		18	
	19	Deferred revenue		19	
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23	Secured mortgages and notes payable to unrelated third parties		23	
	24	Unsecured notes and loans payable to unrelated third parties	158,941	24	143,605
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	64,839	25	102,916
	26	**Total liabilities.** Add lines 17 through 25	247,468	26	258,303
Net Assets or Fund Balances		**Organizations that follow SFAS 117 (ASC 958), check here ▶ ☒ and complete lines 27 through 29, and lines 33 and 34.**			
	27	Unrestricted net assets	346,626	27	308,701
	28	Temporarily restricted net assets		28	
	29	Permanently restricted net assets		29	
		Organizations that do not follow SFAS 117 (ASC 958), check here ▶ ☐ and complete lines 30 through 34.			
	30	Capital stock or trust principal, or current funds		30	
	31	Paid-in or capital surplus, or land, building, or equipment fund		31	
	32	Retained earnings, endowment, accumulated income, or other funds		32	
	33	Total net assets or fund balances	346,626	33	308,701
	34	Total liabilities and net assets/fund balances	594,094	34	567,004

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	702,580
2	Total expenses (must equal Part IX, column (A), line 25)	2	740,505
3	Revenue less expenses. Subtract line 2 from line 1	3	-37,925
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	346,626
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	308,701

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII ☐

			Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2a		X
b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2b		X
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.	2c		
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a		
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.	3b		

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

u Attach to Form 990 or Form 990-EZ.

u Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2017

Open to Public Inspection

Name of the organization
Dover Day Care Learning Center, Inc

Employer identification number
02-0303815

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state:

5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:

10 ☒ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)

11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**

12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**

b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**

c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**

d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**

e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	(iv) No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**
(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) u	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) u	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 **Total support.** Add lines 7 through 10						

12 Gross receipts from related activities, etc. (see instructions) **12**

13 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2017 (line 6, column (f) divided by line 11, column (f)) **14** %

15 Public support percentage from 2016 Schedule A, Part II, line 14 **15** %

16a **33 1/3% support test—2017.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

b **33 1/3% support test—2016.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

17a **10%-facts-and-circumstances test—2017.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ ☐

b **10%-facts-and-circumstances test—2016.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ▶ ☐

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) u	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	82,398	46,656	38,273	20,115	60,962	248,404
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	691,312	668,666	834,168	833,965	641,618	3,669,729
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5	773,710	715,322	872,441	854,080	702,580	3,918,133
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 **Public support.** (Subtract line 7c from line 6.)						3,918,133

Section B. Total Support

Calendar year (or fiscal year beginning in) u	(a) 2013	(b) 2014	(c) 2015	(d) 2016	(e) 2017	(f) Total
9 Amounts from line 6	773,710	715,322	872,441	854,080	702,580	3,918,133
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)	773,710	715,322	872,441	854,080	702,580	3,918,133

14 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

15	Public support percentage for 2017 (line 8, column (f) divided by line 13, column (f))	15	100.00 %
16	Public support percentage from 2016 Schedule A, Part III, line 15	16	100.00 %

Section D. Computation of Investment Income Percentage

17	Investment income percentage for **2017** (line 10c, column (f) divided by line 13, column (f))	17	%
18	Investment income percentage from **2016** Schedule A, Part III, line 17	18	%

19a **33 1/3% support tests—2017.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☒

b **33 1/3% support tests—2016.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶ ☐

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

			Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? *If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.*	1		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	2		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer (b) and (c) below.*	3a		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If "Yes," describe in Part VI when and how the organization made the determination.*	3b		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in Part VI what controls the organization put in place to ensure such use.*	3c		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.*	4a		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.*	4b		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.*	4c		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? *If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).*	5a		
b	**Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?	5b		
c	**Substitutions only.** Was the substitution the result of an event beyond the organization's control?	5c		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If "Yes," provide detail in Part VI.*	6		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? *If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).*	7		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? *If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).*	8		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If "Yes," provide detail in Part VI.*	9a		
b	Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? *If "Yes," provide detail in Part VI.*	9b		
c	Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If "Yes," provide detail in Part VI.*	9c		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If "Yes," answer 10b below.*	10a		
b	Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*	10b		

Part IV Supporting Organizations *(continued)*

			Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?			
a	A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?	11a		
b	A family member of a person described in (a) above?	11b		
c	A 35% controlled entity of a person described in (a) or (b) above? *If "Yes" to a, b, or c, provide detail in Part VI.*	11c		

Section B. Type I Supporting Organizations

			Yes	No
1	Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? *If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.*	1		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.*	2		

Section C. Type II Supporting Organizations

			Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*	1		

Section D. All Type III Supporting Organizations

			Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	1		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? *If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).*	2		
3	By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.*	3		

Section E. Type III Functionally-Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).*

- a ☐ The organization satisfied the Activities Test. *Complete line 2 below.*
- b ☐ The organization is the parent of each of its supported organizations. *Complete line 3 below.*
- c ☐ The organization supported a governmental entity. *Describe in Part VI how you supported a government entity (see instructions).*

			Yes	No
2	Activities Test. *Answer (a) and (b) below.*			
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? *If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*	2a		
b	Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*	2b		
3	Parent of Supported Organizations. *Answer (a) and (b) below.*			
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? *Provide details in Part VI.*	3a		
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? *If "Yes," describe in Part VI the role played by the organization in this regard.*	3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	**1**		
2 Recoveries of prior-year distributions	**2**		
3 Other gross income (see instructions)	**3**		
4 Add lines 1 through 3.	**4**		
5 Depreciation and depletion	**5**		
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	**6**		
7 Other expenses (see instructions)	**7**		
8 **Adjusted Net Income** (subtract lines 5, 6 and 7 from line 4).	**8**		

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a Average monthly value of securities	**1a**		
b Average monthly cash balances	**1b**		
c Fair market value of other non-exempt-use assets	**1c**		
d **Total** (add lines 1a, 1b, and 1c)	**1d**		
e **Discount** claimed for blockage or other factors (explain in detail in **Part VI**):			
2 Acquisition indebtedness applicable to non-exempt-use assets	**2**		
3 Subtract line 2 from line 1d.	**3**		
4 Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	**4**		
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	**5**		
6 Multiply line 5 by .035.	**6**		
7 Recoveries of prior-year distributions	**7**		
8 **Minimum Asset Amount** (add line 7 to line 6)	**8**		

Section C - Distributable Amount			Current Year
1 Adjusted net income for prior year (from Section A, line 8, Column A)	**1**		
2 Enter 85% of line 1.	**2**		
3 Minimum asset amount for prior year (from Section B, line 8, Column A)	**3**		
4 Enter greater of line 2 or line 3.	**4**		
5 Income tax imposed in prior year	**5**		
6 **Distributable Amount.** Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	**6**		

7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations *(continued)*

Section D - Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	
4	Amounts paid to acquire exempt-use assets	
5	Qualified set-aside amounts (prior IRS approval required)	
6	Other distributions (describe in **Part VI**). See instructions.	
7	**Total annual distributions.** Add lines 1 through 6.	
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in **Part VI**). See instructions.	
9	Distributable amount for 2017 from Section C, line 6	
10	Line 8 amount divided by line 9 amount	

Section E - Distribution Allocations (see instructions)		(i) Excess Distributions	(ii) Underdistributions Pre-2017	(iii) Distributable Amount for 2017
1	Distributable amount for 2017 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2017 (reasonable cause required-explain in **Part VI**). See instructions.			
3	Excess distributions carryover, if any, to 2017:			
a				
b	From 2013			
c	From 2014			
d	From 2015			
e	From 2016			
f	**Total** of lines 3a through e			
g	Applied to underdistributions of prior years			
h	Applied to 2017 distributable amount			
i	Carryover from 2012 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4	Distributions for 2017 from Section D, line 7: $			
a	Applied to underdistributions of prior years			
b	Applied to 2017 distributable amount			
c	Remainder. Subtract lines 4a and 4b from 4.			
5	Remaining underdistributions for years prior to 2017, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in **Part VI**. See instructions.			
6	Remaining underdistributions for 2017. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in **Part VI**. See instructions.			
7	**Excess distributions carryover to 2018.** Add lines 3j and 4c.			
8	Breakdown of line 7:			
a	Excess from 2013			
b	Excess from 2014			
c	Excess from 2015			
d	Excess from 2016			
e	Excess from 2017			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

SCHEDULE D (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

u Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
u Attach to Form 990.
u Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2017

Open to Public Inspection

Name of the organization

Dover Day Care Learning Center, Inc

Employer identification number

02-0303815

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate value of contributions to (during year)		
3	Aggregate value of grants from (during year)		
4	Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (e.g., recreation or education)
☐ Protection of natural habitat
☐ Preservation of open space
☐ Preservation of a historically important land area
☐ Preservation of a certified historic structure

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

			Held at the End of the Tax Year
a	Total number of conservation easements	2a	
b	Total acreage restricted by conservation easements	2b	
c	Number of conservation easements on a certified historic structure included in (a)	2c	
d	Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d	

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year **u**

4 Number of states where property subject to conservation easement is located **u**

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year **u**

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year **u** $

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 **u** $

(ii) Assets included in Form 990, Part X **u** $

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenue included on Form 990, Part VIII, line 1 **u** $

b Assets included in Form 990, Part X **u** $

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- a ☐ Public exhibition
- b ☐ Scholarly research
- c ☐ Preservation for future generations
- d ☐ Loan or exchange programs
- e ☐ Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

		Amount
c Beginning balance	1c	
d Additions during the year	1d	
e Distributions during the year	1e	
f Ending balance	1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐

Part V Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment u ____ %
- b Permanent endowment u ____ %
- c Temporarily restricted endowment u ____ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

		Yes	No
(i) unrelated organizations	3a(i)		
(ii) related organizations	3a(ii)		
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		27,000		27,000
b Buildings		812,057	329,558	482,499
c Leasehold improvements		4,400	2,029	2,371
d Equipment		27,166	27,166	
e Other		57,131	23,395	33,736
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, column (B), line 10c.)*			u	545,606

Part VII Investments—Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 12.)* u		

Part VIII Investments—Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 13.)* u		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 15.)* u	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) **Accrued Expenses & Payroll Taxes**	**102,916**
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 25.)* u	**102,916**

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII ☐

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements			1	
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains (losses) on investments	2a			
b	Donated services and use of facilities	2b			
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	
3	Subtract line **2e** from line **1**			3	
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	
5	Total revenue. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 12.)*			5	

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements			1	
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a			
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	
3	Subtract line **2e** from line **1**			3	
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	
5	Total expenses. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 18.)*			5	

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

Part XIII Supplemental Information *(continued)*

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

u Attach to Form 990 or 990-EZ.

u Go to *www.irs.gov/Form990* for the latest information.

OMB No. 1545-0047

2017

Open to Public Inspection

Name of the organization

Dover Day Care Learning Center, Inc

Employer identification number

02-0303815

Form 990, Part I, Line 6

help in classromms.

Form 990, Part VI, Line 11b - Organization's Process to Review Form 990

Tax return reviewed with director and bookkeeper, then submitted to the board of directors.

Form 990, Part VI, Line 15a - Compensation Process for Top Official

Compensation and benefits is determined by comparision to market rates in the Seacoast New Hampshire region.

Form 990, Part VI, Line 19 - Governing Documents Disclosure Explanation

Copies of governing documents, policies and financial statements are available upon request.

Form **4562**

Department of the Treasury
Internal Revenue Service (99)

Depreciation and Amortization

(Including Information on Listed Property)

u Attach to your tax return.

u Go to *www.irs.gov/Form4562* for instructions and the latest information.

OMB No. 1545-0172

2017

Attachment Sequence No. **179**

Name(s) shown on return: **Dover Day Care Learning Center, Inc**

Identifying number: **02-0303815**

Business or activity to which this form relates: **Indirect Depreciation**

Part I Election To Expense Certain Property Under Section 179

Note: If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount (see instructions)	1	510,000
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	2,030,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	

6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost

7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the **smaller** of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2016 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5 (see instructions)	11	
12	Section 179 expense deduction. Add lines 9 and 10, but don't enter more than line 11	12	
13	Carryover of disallowed deduction to 2018. Add lines 9 and 10, less line 12 ▶	13	

Note: Don't use Part II or Part III below for listed property. Instead, use Part V.

Part II Special Depreciation Allowance and Other Depreciation (Don't include listed property.) (See instructions.)

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year (see instructions)	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	29,000

Part III MACRS Depreciation (Don't include listed property.) (See instructions.)

Section A

17	MACRS deductions for assets placed in service in tax years beginning before 2017	17	60
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here u ☐		

Section B—Assets Placed in Service During 2017 Tax Year Using the General Depreciation System

	(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only–see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a	3-year property						
b	5-year property						
c	7-year property						
d	10-year property						
e	15-year property						
f	20-year property						
g	25-year property			25 yrs.		S/L	
h	Residential rental property			27.5 yrs.	MM	S/L	
				27.5 yrs.	MM	S/L	
i	Nonresidential real property			39 yrs.	MM	S/L	
					MM	S/L	

Section C—Assets Placed in Service During 2017 Tax Year Using the Alternative Depreciation System

20a	Class life				S/L	
b	12-year		12 yrs.		S/L	
c	40-year		40 yrs.	MM	S/L	

Part IV Summary (See instructions.)

21	Listed property. Enter amount from line 28	21	
22	**Total.** Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations—see instructions	22	29,060
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

For Paperwork Reduction Act Notice, see separate instructions.

Form **4562** (2017)

DAA

There are no amounts for Page 2

CDBG APPLICATION INSTRUCTIONS

CITY OF DOVER, NH
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021

The City of Dover has begun the process of developing an Annual Action Plan for fiscal year 2021. When final, the Action Plan identifies projects that will receive CDBG funding from the City of Dover.

To be considered for funding, an application must be completed in its entirety and the activity must comply with statutory program goals, meet a CDBG National Objective, and be an eligible activity.

SUBMISSION REQUIREMENTS:

- **One (1) original paper** application must be submitted to the Planning and Community Development Department at:

  City of Dover
  Planning and Community Development Department
  288 Central Ave.
  Dover, NH 03820

  - Mark exterior of envelope "CDBG Application"

- A *copy* of the application submitted to the Planning and Community Development Department must also be emailed to the following: d.carpenter@dover.nh.gov

- All required documents *and* the electronic copy of the APPLICATION must be received no later than 4:00 p.m. on December 30, 2019 at the location identified above. The City of Dover reserves the right to reject any requests that are found incomplete or not received by the required deadline.

If you have questions or would like guidance in developing the application, attend one of the workshops or contact the Planning and Community Development Department at 603-516-6008. We will be pleased to assist you.

Initial: _____ Date: 12/24/19

REQUIRED SUBMISSION MATERIAL:

- APPLICATION: Pages 1-7 completed in entirety & Signed/Dated.
- Federal Funding Accountability and Transparency Act (FFATA) Checklist. If applicable, complete the form and sign. If not applicable, indicate on the form and sign.
- CDBG APPLICATION INSTRUCTIONS: Initialed and dated at bottom of each page.
- CDBG APPLICATION OVERVIEW & SCORING: Initialed and dated at bottom of each page.
- Written quotes. Quotes are required for proposed purchase of items exceeding $3,000.00. Quotes are also required for all Public Facility projects (i.e. building expansion, new roof, replacement of windows, etc.).
- Most recent financial audit with management letter and, if applicable, corrective action plan must be included with the application. Please do not omit the management letter; your application is not complete without this key element of your annual audit.
- *if new applicant and filing as a 501(c)(3) organization* - IRS determination of 501(c)(3) status.

DO NOT SUBMIT THE FOLLOWING WITH YOUR PROPOSAL:

- Letters of support, resumes, brochures, newspaper articles, or other marketing materials.

MONITORING AND ASSESSMENT:

HUD requires recipients of federal funding to assess the outcomes and productivity of programs and activities. The information requested in the application will help the City assess and report your accomplishments.

DEFINITIONS/DESCRIPTIONS:

The following definitions/descriptions are for the questions found in the Application. Please call the Planning and Community Development Department at 603-516-6008 if you have any questions.

Beneficiaries: The number of unduplicated Dover beneficiaries that will benefit from this CDBG funded activity.

Narrative – Public Services Activity Only: Detailed description of the Activity, for which you are seeking assistance. Do not provide information about the Organization.

Narrative – Public Facilities Project Only: Detailed description of the Project for which you are seeking assistance. Do not provide information about the Organization.

Performance Outcome Measures: Please provide the *Outcome* proposed and the method of *Measurement* proposed to measure the Outcome. You may list multiple Outcomes/Measures. Please be realistic and specific when proposing Outcomes and method of Measurement.

Description of Organization: Please provide a description for the Organization. This does not need to be extensive.

Funding Sources: Provide a listing of all funding sources to be used for the activity or project. Provide the financial amount proposed for each source. Also indicate how much of the funding is secured, and how much is proposed, at the time of this application. The category of "Other" can be used for activities such as Capital Campaigns or other fund raising efforts

Organizational Commitment: For Public Facility projects (construction/physical improvement projects) only. Indicate how much of the project cost the organization will be providing toward the project.

Initial: CW

Date: 12/24/19

CDBG APPLICATION SCHEDULE: DOVER FY21 ANNUAL ACTION PLAN

The Annual Action Plan is created through a public process. The first phase of this process is receipt of applications for funding for FY2021. Complete applications are due by the date and time provided in Table 1, below.

TABLE 1 APPLICATION SCHEDULE

Date & Time	Subject	Purpose	Location
November 18, 2019	Applications Available	Solicit requests for funding	Community Development Department, Media and Online
November 19, – December 30, 2019	Technical Assistance	Assistance in completing the CDBG application: Call or email the Community Development Department, Dave Carpenter, at 603-516-6008 / d.carpenter@dover.nh.gov to discuss or schedule a meeting.	–
December 2nd, 2019 @ 10:00 a.m. December 3rd, 2019 @ 5:30 p.m.	Workshops	Opportunity for Q&A with staff regarding the City's revised application format, submission requirements and timeline. Applicants are encouraged but not required to attend.	Dover City Hall, First Floor Conference Room
December 30, 2019 @ 4:00 p.m.	Application Deadline	Deadline to submit a completed APPLICATION and other required documents. The City of Dover is not required to consider applications delivered, mailed or emailed, but not received, prior to the deadline or at the location indicated.	Planning and Community Development Department 288 Central Ave Dover, NH 03820

Dover City Hall: City Hall is located at 288 Central Avenue, Dover, NH, 03820

Parking: There is metered parking adjacent to City Hall. There is free parking located to the rear of the Dover Public Library. The Dover Public Library (73 Locust Street) is located to the rear of City Hall.

PLANNING BOARD AND CITY COUNCIL REVIEW

As indicated above, the Annual Action Plan is created through a public process. The Planning Board will review all complete applications that are received by the deadline at the location identified in Table 1 above. After conducting a public hearing, the Planning Board will make a recommendation to the City Council. The City Council will then hold a public hearing to review and approve an Annual Action Plan. After the required public notices and comment periods, the locally approved Annual Action Plan will then be provided to Housing and Urban Development (HUD) for final review and approval.

The Planning Board and City Council meetings are open to the public and televised.

Proposed Planning Board and City Council meeting dates for review of the proposed Annual Action Plan will be announced on or after January 2nd, 2020.

Initial: AW

Date: 12/24/19

CDBG APPLICATION OVERVIEW & SCORING

CITY OF DOVER, NH
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021

INTRODUCTION

The City of Dover is an Entitlement Community that receives Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD). CDBG funds may be used to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development and providing improved community facilities and services. Organizations are invited to apply to the City of Dover for CDBG funding to support activities and projects that achieve these outcomes.

CONSOLIDATED PLAN

The City of Dover is in the process of developing the FY21-FY25 Consolidated Plan. This process runs parallel with the application process for the FY21 Action Plan. As such, the Consolidated Plan Goals are, at this time, draft Goals and may be modified during the development of the Consolidated Plan. Applications must address at least one of the draft Goals identified below.

SCORING CONSIDERATIONS

The Planning and Community Development Department will review proposals closely to determine if they meet one of the three National Objectives. Once eligibility is determined and applications determined complete, the proposals are forwarded to the Planning Board that will hold a Public Hearing, gather public input, deliberate and make funding recommendations. The Planning Board recommendations are forwarded to the City Council. The City Council will hold a Public Hearing and render a final decision on the requests in the form of a the FY21 Annual Action Plan.

At a minimum, the following criteria will be used when determining which proposals to fund and funding allocations:

1. The proposed activity or project meets one of the following HUD *National Objectives*:
    a) benefit low and moderate income persons;
    b) activities that aid in the prevention of slums or blight; or
    c) other community development needs having a particular urgency.
2. The proposed activity or project qualifies as an "eligible activity" pursuant to HUD regulations.
3. The project or activity directly addresses one or more of the Goals and Objectives that will be adopted as part of the FY21-FY25 Consolidated Plan. See "Goal and Objectives" below.
4. Through the application, the applicant and the proposed project or activity, demonstrates capacity to comply with all HUD and CDBG related requirements.

Initial: CW

Date: 12/24/19

5. Public Facilities Projects, as demonstrated through the application process, have a high likelihood of beginning within the year and being completed within two years.
6. Seventy percent (70%) of the clientele for the proposed project or activity will qualify as "presumed benefit" or very low, low or moderate income.
7. A minimum of 51% of the clientele for the proposed project or activity will qualify as "presumed benefit" or very low, low or moderate income.

Presumed Benefit clientele:

1. Abused children
2. Elderly persons
3. Battered spouses
4. Homeless persons
5. Severely disabled adults
6. Illiterate adults
7. Persons with AIDS
8. Migrant Farm Workers

PROGRAM REQUIREMENTS

All CDBG Subrecipients are required to adhere to HUD and City requirements. Some of the key requirements are outlined below. This section serves to familiarize you with the general procedures, rules and regulations. Greater detail regarding requirements is available and will be provided to successful applicants as a provision of accepting grant funds:

- Funding decisions are made by the City Council following review, deliberation and recommendation by the Planning Board. This is a public process.
- Funds are not considered committed until the City has received the Congressional award from HUD followed by the execution of a Funding Agreement between the City and the Federal Government.
- Successful applicants must sign a Subrecipient Agreement with the City of Dover. The agreement details the responsibilities, requirements, scope of service and budget for the CDBG-funded activity.
- Contact the Planning and Community Development Department prior to expending/committing funds for physical projects. An Environmental Review must be completed before incurring costs or commencing activities.
- The project may be subject to Davis Bacon and/or other Federal requirements.
- CDBG programs are administered on a reimbursable basis. Prepayments are not allowed.
- Subrecipients must adhere to 24 CFR 84, OMB circular A-133 and 2 CFR Part 200.
- Agencies must keep client files for individuals served by CDBG funded programs. Client files must contain income verification/documentation, family size, address or location and race and ethnicity. Client information must be made available to HUD and the Planning and Community Development Department upon request.
- Procurement procedures must be followed on all purchases made with CDBG funds. At a minimum, three bids (price quotes) must be secured for all purchases. Subrecipients choosing to accomplish their funded activity using subcontractors must contact the Planning and Community Development Department as only those contracts that have been procured and carried out under the department's supervision will be reimbursed.
- The City of Dover will provide technical assistance training to all Subrecipients. Technical Assistance sessions may be mandatory.
- The City of Dover is required to monitor all Subrecipients. Monitoring can include performance reports; review of reimbursement requests; supervision of all activities related to job specification, bid process, contractor selection and performance; construction site inspections; and ongoing informal communication with the subrecipient.
- For purposes of determining income eligibility, HUD's annual income limits are used. The most recent Income Limits for Dover are listed below:

Initial:

Date: 12/24/19

2019 HUD Income Limits (based on household size) for the City of Dover, New Hampshire

	Persons in Family							
	1	2	3	4	5	6	7	8
Extremely Low (30%) Income Limits	19,850	22,650	25,500	28,300	30,600	34,590	39,010	43,430
Very Low (50%) Income Limits	33,050	37,750	42,450	47,150	50,950	54,700	58,500	62,250
Low (80%) Income Limits	52,850	60,400	67,950	75,450	81,500	87,550	93,600	99,600

FY21-FY25 GOALS AND OBJECTIVES

The ***City of Dover's FY21-FY25 Consolidated Plan*** will be adopted with the FY21 Action Plan. The draft Goals and Objectives listed below are subject to change during the development of the Consolidated Plan. At this time, applications must address at least one of the following Goals:

Goal #1

The City of Dover seeks to create a supportive community environment for qualifying very low, low and moderate income Dover citizens, and for Dover citizens who qualify as "presumed benefit" clientele, through the improvement or development of housing, transportation, support services, infrastructure and economic development related activities and projects.

Goal #2

The City of Dover seeks to utilize federal funds to address situations of "urgent need" when such occurrence has been declared in compliance with applicable federal, state and local requirements.

Goal #3

The City of Dover seeks to utilize federal funds to address areas that qualify as "slum & blight" when such occurrence has been declared in compliance with applicable federal, state and local requirements.

Goal #4

The City of Dover seeks to support initiatives and endeavors that are consistent with the FY21-FY25 Consolidated Plan and the Goals and Objectives therein.

MULTIPLE APPLICATIONS

Interested parties may submit an application for the Public Service category and a separate application for the Public Facilities category. Certain restrictions apply. For details, attend one of the workshops or contact Dave Carpenter at the address below:

City Hall
Attn: Dave Carpenter
288 Central Avenue
Dover, NH 03820-4169
e: d.carpenter@dover.nh.gov ; p: 603.516.6008; f: 603.516.6049

Initial:

Date: 12/24/19

FFATA Checklist (contracts $25,000 and over)

The Federal Funding Accountability and Transparency Act (FFATA) require the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all Federal spending awards. As part of this, the City of Dover's CDBG program requires all agencies that meet the following thresholds to report when the agencies:

- had a gross income, from all sources, over $300,000 in the agency's previous tax year, **and**
- have been awarded $25,000 and over.

Please check box, sign and date below and return form if your agency does not meet the above thresholds. [X]

To Be Filled Out By Dover CDBG Staff	
Award title descriptive of the funding action	
CFDA program number for grant	14.218
Program source	CDBG
Amount of award	
To Be Filled Out By Agency	
Name of agency receiving award	
Address of the entity including:	
Place of performance including:	
Congressional district	
Total compensation and names of top five executives*	**1.**
	2.
	3.
	4.
	5.
DUNS number	
Central Contractors Registration (CCR) number**	

***Must give total compensation and names of top five executives if:**
(1) More than 80% of annual gross revenues are from the federal government, and those revenues are greater than $25M annually, **and** (2) Compensation information is not already available through reporting to the SEC. **Note: Because CCR registration expires annually, grantees are required to update their CCR information annually.

How do you get a DUNS number?
The unique identifier used in reporting to FFATA is the entity's Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. For subgrantees, OMB has issued interim final guidance requiring such recipients to obtain a valid DUNS number.
DUNS numbers may be requested via the web at: http://fedgov.dnb.com/webform

****What is a CCR and how do you register?**
CCR stands for Central Contractor Registration, which is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.
The link to information needed to register and become familiar with CCR is provided below.
Registration information: http://www.ccr.gov/startregistration.aspx

Signature of Authorized Person

12-24-19
Date

Business Administrative Director
Title

CDBG APPLICATION

CITY OF DOVER, NH
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021

APPLICANT INFORMATION	
Organization HAVEN	**Tax ID 02-03377620**
Name of Program or Project Emergency Shelter Services for Domestic Violence Victims	
Name of Executive Director Kathy Beebe	
Mailing Address 20 International Drive, Suite 300, Portsmouth, NH 03801 **Physical Address** Same	
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)* 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 # 02-0337620	
***DUNS #** 070801589	***SAM Expiration Date** 2/20/2020

* *Important notice regarding new mandatory federal reporting requirements*: The Federal Funding Accountability and Transparency Act requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit https://fedgov.dnb.com/webform and https://www.sam.gov/portal/SAM/##11. Completing these registration processes is free, but may take up to 15 days to complete. The city will not commit funds without this information.

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 50,000
Provide a very brief summary of the activity or project for which the funds are requested. Keep responses to one or two sentences (*i.e. After School Care for K-4th grade students. Repair of homeless shelter roof.*) CDBG funds would be invested, along with other funds procured by HAVEN, to purchase land to build a new, larger shelter that would be co-located with our office.
Identify the Dover Consolidated Plan "Goal" that will be met by the activity/project (page 3 of "CDBG Application: Overview & Scoring") Goals #1 and #2. Goal #1 - Develop increased opportunities for residents of the City who require support services and housing by creating a larger, safe space for clients to receive services. Goal #2 – Address situations of "urgent need" by providing a larger/higher capacity shelter to citizens who are in imminent danger due to domestic violence.

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. HAVEN's existing confidential emergency shelter (4 rooms) will be combined with our existing office (20 International Drive at Pease Tradeport) on land purchased in Portsmouth, expanding the number of rooms available for shelter, and expanding the types of services we can offer to clients (i.e. support groups, shared services, etc.)

BENEFICIARIES
Beneficiaries: **For FY2021 (7/1/20 – 6/30/21) 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):** 40 Dover residents will benefit from our emergency shelter and safety planning services for victims fleeing from abuse. **For FY2019 (7/1/18 – 6/30/19) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population:** 349 (but these included Dover domestic violence victims accessing shelter and/or all of HAVEN's 24 hour support services including safety planning, assistance obtaining restraining orders and hospital and police accompaniments.) Our shelter provided 38 nights of shelter to Dover residents. **Were Dover CDBG funds used to fund this activity or project in FY2020 (7/1/19 – 6/30/20):** No **If so, how much?** While Dover has generously funded HAVEN's existing shelter and services through support services, this project is brand new and previously unfunded.
Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) Domestic violence victims who are fleeing imminent danger, facing homelessness and predominantly low-very low-income households.

NARRATIVE – PUBLIC SERVICE ACTIVITY ONLY

Please provide a detailed description for the proposed Activity...*not* the Organization. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals.

CDBG funds would be invested, along with other funds procured by HAVEN, to purchase land to build a new, larger shelter that would be co-located with our Portsmouth office.

HAVEN recently completed a strategic capacity and business planning process to better address the needs of our clients, including the shelter/housing needs of domestic violence victims in our service area. To do this, HAVEN gathered the data needed to assess programs, services, office locations, and shelter models to determine changes necessary to better serve those in need. With a limited capacity 4 bedroom communal emergency shelter, HAVEN was specifically trying to determine how to better meet the shelter/housing needs of domestic violence victims that are in imminent danger and those in need of transitional or safe permanent housing. To have the information to make a solid decision, HAVEN sought data on best practices in other areas of the country and traveled to Washington State. We explored different models of shelter and innovative housing programs to learn from others about what has been working well, what hasn't and what might be the best fit for HAVEN to implement in NH. HAVEN also met with Chris Sullivan, a researcher out of the University of Michigan who is leading the research in evaluating domestic violence shelter models and best practices around housing work throughout the United States.

Our strategic capacity and business planning project determined that HAVEN would be better suited to service our community's needs if we build a co-located emergency shelter and office space with increased capacity to shelter victims of domestic violence who are in imminent danger, homeless and fleeing abuse. The five year business plan is to implement this in its entirety by 2023, which requires that HAVEN secure the resources needed to purchase the land in FY21. Support from Dover CDBG funds would be utilized to help us purchase that land.

Domestic violence, sexual abuse and teen dating violence are costly public health issues. Victims are more likely to suffer from low self-esteem, substance abuse and suicidal behavior. Adult victims often experience a loss of work and difficulty maintaining a job due to safety concerns and depression in the aftermath of abuse. Research in NH has shown that 1 in 2 women have experienced domestic or sexual violence in their lifetime, with the majority occurring before the age of 25. The HAVEN 24-hour client services program including our safe emergency shelter and housing assistance are a critical source of support and safety for individuals and families impacted by domestic and sexual violence.

Because HAVEN's shelter is small, only a 4-bedroom ranch, the agency continues to struggle to have the capacity to shelter all individuals and families in need of assistance. Unfortunately, HAVEN is often forced to assist domestic violence survivors to find alternative shelter due to our rooms all being full. To address our limited capacity, HAVEN works with NH and New England shelters to help secure other safe shelter for victims in imminent danger and continues to expand our outreach efforts to landlords to address the safety and housing needs of domestic violence victims who are not in imminent danger and are not in need of emergency shelter. The proposed project to purchase land and build a larger shelter would help address this gap, as well as assisting even more people to secure safe and permanent housing in the aftermath of domestic violence.

Dover residents make up a large group of the clients HAVEN serves, representing approximately 10% of the clientele served in our client services program throughout all 44 towns in Rockingham and Strafford Counties. HAVEN responds immediately to requests for hotline, safety planning and crisis services 24 hours a day, 365 days a year and there is no waiting list and no charge for services. The shelter is almost always full and it is rare that there is an open room for more than a day. If there is no availability in our shelter, HAVEN works with clients to find other available space through one of the other domestic violence shelters

in New Hampshire. Because domestic and sexual violence are serious public health issues, the services HAVEN provides are critical to Dover low-moderate income individuals as they seek safety and self-sufficiency in the aftermath of domestic abuse.

Please indicate who prepared the overall cost estimate for the activity or project.

The Executive Director prepared the budget. Please note that this is an estimated budget, based on comparable land costs provided to us by our realtor.

PERFORMANCE OUTCOME MEASURES

Provide the outcomes proposed and the method of measurement. You may list multiple outcomes.

Outcome	Measurement
Ex. Decrease in number of "latch-key kids" **Ex. Decreased dependence on emergency care facilities for non-emergency care of low/mod adults**	**Ex. # of children who participate in afterschool program** **Ex. Increase in number of low/mod income residents that seek care from health program.**
• FY21 – HAVEN will purchase land suitable to build a new shelter and office, with increased capacity to serve domestic violence victims. • FY23 – Complete all components of our 5 year strategic capacity and business plan	• Land purchased • Land purchased, building completed, programs up and running in our new space

ORGANIZATION

DESCRIPTION OF ORGANIZATION

Please provide a description for the Organization that is undertaking the activity/project. For more than 40 years, HAVEN has provided services to individuals impacted by domestic violence and assisted those impacted by sexual violence. HAVEN's mission is to prevent sexual assault and domestic violence and to empower women, men, youth and families to heal from abuse and rebuild their lives. HAVEN is the largest domestic and sexual violence support and prevention agency in NH providing services to 48 cities and towns throughout Southeastern New Hampshire. In the first year as a merged organization, HAVEN provided crisis intervention to 3500 individuals and families (up more than 400 from prior to the merger). In addition, HAVEN reached over 11,000 children and youth with our Safe Kids Strong Teens violence prevention program that aims to prevent sexual abuse, bullying and teen dating violence. Preventing domestic violence and sexual abuse and providing support for those impacted can lead to healthier and more secure children and adults.

HAVEN provides the following services and programs:

- Emergency shelter
- 24-hour confidential crisis and support hotline 1-603-994-SAFE (7233)
- 24-hour accompaniment to police stations and hospital emergency rooms
- Accompaniment to courts and assistance obtaining restraining orders
- Safety planning
- Support and accompaniment for families at the Rockingham and Strafford County Child Advocacy

Centers

- Support groups for survivors of domestic violence, sexual assault, and parents.
- K-12 Safe Kids Strong Teens violence prevention education program
- Housing First (a housing assistance program)

The shelter program at HAVEN provides temporary emergency housing until a domestic violence victim is ready to transition into safe permanent housing. Survivors work with the shelter 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. HAVEN staff work with other community agencies in order to respond to the array of identified needs. The amount of additional support, resources and the coping skills that each shelter guest has determines the pace at which they are able to attain their personal goals. While staying at the shelter, survivors meet with the shelter staff for daily check-ins and additional support as they work on their goals for safety and self-sufficiency.

HAVEN has a strong history of producing positive results with programs and services as seen in the following excerpts:

"HAVEN is the reason I was able to get out of the situation I was in. If it weren't for the caring shelter staff, who knows where my kids and I would be today. Thank you, I will never forget everything you did to help me through one of the worst times in my life."

~ Bea, Shelter Resident

"This is the first place where I really felt someone believed me."

~HAVEN male client

AUDIT AND EVALUATION

Does your organization have an annual CPA Audit? Yes

If yes, please submit most recent Audit.

Is your organization evaluated by outside agencies or programs? Yes

If yes, please note the agency/program and how often the evaluation occurs. HAVEN is one of 13 members of the NH Coalition Against Domestic and Sexual Violence (NHCADSV), which monitors HAVEN bi-annually for compliance with member program standards and federal grants that are administered through NHCADSV to HAVEN.

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
David Terlemezian, Chair	Dover
Kim Gibson, Vice Chair	Barrington
Leslie Pasternak, Secretary	Durham
Bill McQuillen, Treasurer	Portsmouth
Mary Downes, Immediate Past Chair	Durham
Taraneh Azar	Rye
Deb Iwanicki	Newburyport
Sarah Maynard	Stratham
Kristina Goumas	Portsmouth
Vanessa McElroy	Portsmouth
Wendy Rayno	Hampton
Tammy Strain	Greenland
Mary Clark	Dover

B. 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	50,000	950,000	1,000,000
Appraisals			
Design/Engineering			
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:	**50,000**	**950,000**	**1,000,000**

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested.*

Funding Source: (Name(s) of funding source(s))		Total Amount ($):	Committed, Pending or Proposed Amount ($):	
Federal:			Committed Pending Proposed	
State:			Committed Pending Proposed	
Local:	Municipalities		Committed Pending Proposed	
Private:	Individual, Corporate, Churches/Civic, Fundraising	**850,000**	Committed Pending Proposed	**850,000**
Portsmouth CDBG:		**50,000**	Committed Pending Proposed	**0** **50,000**
Rochester CDBG:		**50,000**	Committed Pending Proposed	**0** **50,000**
Other:			Committed Pending Proposed	**0**
Total:		**950,000**	Committed Pending	**0** **950,000**

Organizational Commitment: For Public Facility Projects (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization will be contributing to the project.

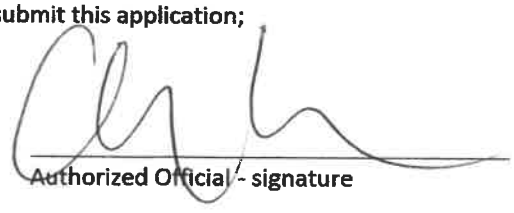
Funding Source: (Name of Parent Organization)	Total Amount ($) to be Contributed by Parent Organization	Committed or Proposed Amount ($)	
HAVEN (through fundraising)	850,000	Committed Proposed	 850,000
Total:	**850,000**		**850,000**

AGENCY BUDGET

Please provide a breakdown of your *organization's* overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from 7/1/2019 to 6/30/2020	Current Year	Next Year (projected)
REVENUES		
Federal Funds	756732	760000
State Funds	307360	297000
Foundations/Private Contributions/Fundraising	519400	563900
United Way	0	0
Municipalities	113000	113000
Other (describe) Program Honoraria	31700	45000
Community Dev. Block Grant (include anticipated request)	15380	18000
TOTAL REVENUE	1743572	1796900
EXPENSES		
Salaries	1055004	1086654
Fringe Benefits	218092	224635
Supplies (include printing/copying/equipment)	46248	47635
Travel	31000	31000
Training	3000	5000
Communications (tel/internet)	29320	30200
Audit	13000	15000
Property and Equipment Maintenance, Rent	134204	138000
Service Contracts (incl. AVAP, consultant, legal, etc.)	97453	98900
Construction Supplies/Materials	0	0
Other (Answering & Client Services, Utilities, Insurance, events)	116251	119876
TOTAL EXPENSES	1743572	1796900
NET (Income - Expenses)	0	0

By signing below, the Authorized Official affirms: The organization's commitment to implement the proposed activity/project; that all information presented is true and accurate to the best of their knowledge; and he/she is authorized to submit this application;

Submitted by:  Dec 24, 2019

Authorized Official - signature — Date

Cheryl Van Allen

Print Name

Business Admin Director

Print Title

HAVEN

Portsmouth, New Hampshire

Financial Statements

Years Ended June 30, 2019 and 2018

WIPFLi LLP

CPAs and Consultants

WIPFLi | HOWE RILEY+ HOWE

43 Constitution Drive, Suite 100 | Bedford, NH 03110
603.627.3838

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
HAVEN - Violence Prevention and Support Services
Portsmouth, New Hampshire

Report on the Financial Statements

We have audited the accompanying financial statements of **HAVEN - Violence Prevention and Support Services (HAVEN),** a not-for-profit organization, which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of HAVEN as of June 30, 2019, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter – Change in Accounting Principle

As discussed in Note 11 to the financial statements, HAVEN adopted the Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) No. 2016-14, *Not-for-Profit Entities – Presentation of Financial Statements of Not-for-Profit Entities,* as of and for the year ended June 30, 2019 to improve information provided in the financial statements and disclosure notes related to HAVEN's financial performance, cash flows and liquidity and availability of resources. Our opinion is not modified with respect to this matter.

Prior Period Financial Statements

The financial statements of HAVEN as of June 30, 2018 were audited by Howe, Riley & Howe, PLLC, who merged with Wipfli LLP as of January 1, 2019 and whose report dated October 24, 2018 expressed an unmodified opinion on those statements.

Wipfli LLP

Bedford, New Hampshire
November 7, 2019

HAVEN
Statements of Financial Position
June 30, 2019 and 2018

ASSETS

	2019	2018
Cash and cash equivalents	185,751	194,446
Grants receivable	304,783	270,835
Investments	205,314	193,886
Prepaid expenses and other assets	19,410	25,689
Property and equipment, net	168,546	187,226
Total assets	$ 883,804	$ 872,082

LIABILITIES AND NET ASSETS

LIABILITIES		
Accounts payable	11,951	16,333
Accrued expenses and other liabilities	63,969	47,877
Deferred revenue	100	5,000
Total liabilities	76,020	69,210
NET ASSETS		
Net assets - without donor restrictions	807,784	802,872
Total net assets	807,784	802,872
Total liabilities and net assets	$ 883,804	$ 872,082

See accompanying notes to financial statements.

HAVEN
Statement of Activities
For the Year Ended June 30, 2019

	Without donor restrictions	With donor restrictions	Total
REVENUE			
Federal and state grants	942,781	-	942,781
Foundation grants	50,128	55,000	105,128
Municipal grants	120,843	-	120,843
Donations	326,062	-	326,062
Special events	11,107	-	11,107
Honoraria	53,858	-	53,858
Other	6,419	-	6,419
Total revenue	1,511,198	55,000	1,566,198
NET ASSETS RELEASED FROM RESTRICTIONS	55,000	(55,000)	-
Total revenue and net assets released from restrictions	1,566,198	-	1,566,198
EXPENSES			
Program services	1,311,110	-	1,311,110
Management and general	156,416	-	156,416
Fundraising	107,856	-	107,856
Total expenses	1,575,382	-	1,575,382
CHANGE IN NET ASSETS FROM OPERATIONS	(9,184)	-	(9,184)
NON-OPERATING ACTIVITIES			
Investment income, net	14,096	-	14,096
CHANGE IN NET ASSETS	4,912	-	4,912
NET ASSETS - beginning of year	802,872	-	802,872
NET ASSETS - end of year	$ 807,784	$ -	$ 807,784

See accompanying notes to financial statements.

HAVEN
Statement of Activities
For the Year Ended June 30, 2018

	Without donor restrictions	With donor restrictions	Total
REVENUE			
Federal and state grants	838,916	-	838,916
Foundation grants	-	93,037	93,037
Municipal grants	120,757	-	120,757
Donations	324,278		324,278
Special events	12,260	-	12,260
Honoraria	34,764	-	34,764
Other	7,723	-	7,723
Total revenue	1,338,698	93,037	1,431,735
NET ASSETS RELEASED FROM RESTRICTIONS	153,037	(153,037)	-
Total revenue and net assets released from restrictions	1,491,735	(60,000)	1,431,735
EXPENSES			
Program services	1,100,073	-	1,100,073
Management and general	170,190	-	170,190
Fundraising	147,514	-	147,514
Total expenses	1,417,777	-	1,417,777
CHANGE IN NET ASSETS FROM OPERATIONS	73,958	(60,000)	13,958
NON-OPERATING ACTIVITIES:			
Investment income, net	6,863	-	6,863
CHANGE IN NET ASSETS	80,821	(60,000)	20,821
NET ASSETS - beginning of year	722,051	60,000	782,051
NET ASSETS - end of year	$ 802,872	$ -	$ 802,872

See accompanying notes to financial statements.

HAVEN
Statement of Functional Expenses
For the Year Ended June 30, 2019

	Program Services	Management and General	Fundraising	Total Expenses
Salaries	820,441	82,165	62,293	964,899
Employee benefits	85,136	789	2,445	88,370
Payroll taxes	63,416	6,776	4,765	74,957
Banking and payroll fees	16	2,280	1,376	3,672
Contract services	27,500	10,000	-	37,500
Dues and subscriptions	3,978	880	1,876	6,734
Equipment maintenance	20,254	1,194	1,019	22,467
Supplies	24,027	6,598	182	30,807
Insurance	19,483	15,689	1,792	36,964
Depreciation	34,858	1,373	1,265	37,496
Occupancy	89,065	4,179	2,444	95,688
Postage	310	352	445	1,107
Outreach	12,023	26	7,361	19,410
Special events	129	-	18,695	18,824
Professional fees	-	17,377	-	17,377
Staff development	2,155	112	-	2,267
Utilities	39,467	2,706	1,332	43,505
Travel	35,044	884	545	36,473
Victim assistance	30,646	-	-	30,646
Volunteer expense	3,162	3,036	21	6,219
Total expenses	$ 1,311,110	$ 156,416	$ 107,856	$ 1,575,382

See accompanying notes to financial statements.

HAVEN
Statement of Functional Expenses
For the Year Ended June 30, 2018

	Program Services	Management and General	Fundraising	Total Expense
Salaries	691,711	85,382	97,767	874,860
Employee benefits	75,988	669	11,787	88,444
Payroll taxes	53,399	6,027	7,479	66,905
Banking and payroll fees	-	2,452	1,634	4,086
Contract services	24,700	24,000	-	48,700
Dues and subscriptions	1,859	1,635	1,155	4,649
Equipment maintenance	13,973	1,293	1,069	16,335
Supplies	10,916	2,832	112	13,860
Insurance	15,320	15,064	1,748	32,132
Interest	88	-	-	88
Depreciation	31,068	1,072	1,072	33,212
Occupancy	79,222	3,769	2,329	85,320
Postage	643	546	361	1,550
Outreach	19,971	10	9,837	29,818
Special events	-	-	9,712	9,712
Professional fees	-	17,695	-	17,695
Staff development	1,200	1,795	-	2,995
Utilities	33,460	2,447	1,230	37,137
Travel	24,426	1,197	178	25,801
Victim assistance	14,609	95	-	14,704
Volunteer expense	7,520	2,210	44	9,774
Total expenses	$ 1,100,073	$ 170,190	$ 147,514	$ 1,417,777

See accompanying notes to financial statements.

HAVEN
Statements of Cash Flows
For the Years Ended June 30, 2019 and 2018

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES:		
Change in net assets	4,912	20,821
Adjustments to reconcile change in net assets to net cash provided by (used for) operating activities:		
Depreciation	37,496	33,212
Reinvested investment income, net	(4,575)	(2,862)
Net realized and unrealized gains on investments	(6,853)	(4,001)
Decrease (increase) in:		
Grants receivable	(33,948)	(72,635)
Prepaid expenses and other assets	6,279	(9,637)
Increase (decrease) in:		
Accounts payable	(4,382)	15,498
Accrued expenses and other liabilities	16,092	9,134
Deferred revenue	(4,900)	5,000
Net cash provided by (used for) operating activities	10,121	(5,470)
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchases of property and equipment	(18,816)	(31,489)
Purchases of investments	(14,829)	(87,162)
Proceeds from sale of investments	14,829	53,237
Net cash used for investing activities	(18,816)	(65,414)
CASH FLOWS FROM FINANCING ACTIVITIES:		
Payments of mortgage note payable	-	(6,602)
NET DECREASE IN CASH AND CASH EQUIVALENTS	(8,695)	(77,486)
CASH AND CASH EQUIVALENTS - beginning of year	194,446	271,932
CASH AND CASH EQUIVALENTS - end of year	$ 185,751	$ 194,446
SUPPLEMENTAL DISCLOSURES:		
Interest paid	$ -	$ 88

See accompanying notes to financial statements.

Note 1 - Summary of Significant Accounting Policies

HAVEN - Violence Prevention and Support Services (HAVEN) is a not-for-profit independent corporation that serves the communities of Rockingham and Strafford Counties in New Hampshire. HAVEN's 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 achieves its mission through a twenty-four-hour crisis hotline, the provision of support groups and direct victim assistance, education through training and consultation, and outreach via community events.

HAVEN is supported primarily through donor contributions and grants.

The accompanying financial statements reflect the application of the accounting policies described in this note.

(A) Accounting Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from these estimates.

(B) Basis of Presentation

The financial statement presentation follows the Financial Accounting Standards Board Accounting Standards Codification (FASB ASC) for not-for-profit organizations. Under this guidance, HAVEN is required to report information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

(C) Cash and Cash Equivalents

HAVEN considers certificates of deposit and other highly liquid debt instruments with a maturity of three months or less from the date of purchase to be cash equivalents.

HAVEN also considers money market accounts managed by its investment advisor as investments and not as cash equivalents, since it is HAVEN's intention to invest these funds for long-term purposes.

HAVEN maintains amounts on deposit in various financial institutions. HAVEN, at various times during the year, may have deposits on account in excess of Federal Deposit Insurance coverage. HAVEN has not experienced any losses in such accounts in the past and believes it is not exposed to any significant credit risk.

Note 1 - (D) Grants Receivable

Grants receivable, which are recorded at estimated net realizable amounts, represent amounts owed to HAVEN from reimbursable grants from which expenditures have been incurred. HAVEN reviews the outstanding grants receivable to determine an allowance for uncollectible accounts based on its assessment of the status of each individual grant. Delinquency status is determined based on an evaluation of the aging and the individual grant's circumstances. As of June 30, 2019 and 2018, no allowance for uncollectible accounts was considered necessary as all balances were considered fully collectible. Balances that are still outstanding after reasonable collection efforts are written off.

(E) Investments

Investments in marketable securities with readily determinable fair values and all investments in debt and equity securities are valued at their fair values in the statements of financial position. The measurement of fair value is made using the fair value hierarchy established by accounting principles generally accepted in the United States of America (see Note 9).

Purchases and sales of securities are recorded on a trade date basis. The cost of investments sold is determined based on the specific identification method. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. Net investment income is reported in the statements of activities and consists of interest and dividend income, realized and unrealized gains and losses, less investment expenses.

(F) Property and Equipment

It is HAVEN's policy to capitalize property and equipment over $2,500. Lesser amounts are charged to operations. Property and equipment are recorded at cost, if purchased, or at estimated fair market value at the time of the donation, if assets are donated.

Gifts of capital assets such as land, buildings, or equipment are reported as unrestricted support, unless explicit donor stipulations specify how the donated assets must be used. Gifts of capital assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire capital assets are reported as restricted support. Absent explicit donor stipulations about how long those capital assets must be maintained, expirations of donor restrictions are reported when the donated or acquired capital assets are placed in service.

HAVEN follows the policy of charging to expense annual amounts of depreciation which allocate the cost or donated value of the property and equipment over their estimated useful lives. HAVEN uses the straight-line method of determining the annual charge for depreciation.

Note 1 - (G) Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis. Accordingly, costs are charged to program services, management and general expenses, and fundraising activities on a combination of specific identification and allocation based upon management's cost allocation plan. Salaries and benefits are allocated based on estimates of time and effort. Occupancy costs and depreciation are allocated based on square footage.

(H) Contributions and Grants

Contributions and grants received are classified based on the existence or absence of donor or grantor-imposed restrictions. Support that is not restricted by the donor is reported as an increase in net assets without donor restrictions. All other donor restricted support is reported as an increase in net assets with donor restrictions. When a restriction expires (this is when a stipulated time restriction ends, or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. Restricted support whose restrictions are met in the same reporting period are recorded as net assets with donor restrictions and reclassified to net assets without donor restrictions as net assets are released from restrictions.

(I) Tax Status

HAVEN is a not-for-profit corporation exempt from Federal and State income tax under the provisions of Section 501(c)(3) of the Internal Revenue Code. The Internal Revenue Service has determined HAVEN to be other than a private foundation.

HAVEN recognizes the tax benefit of an uncertain tax position only if management determines that it is more likely than not the tax position would be sustained upon examination by taxing authorities based on the technical merit of the position. Management has determined that through June 30, 2019, HAVEN did not take any uncertain tax positions.

(J) Fundraising Activities

Fundraising expenses represent the cost of preparing grant proposals, special events, contribution appeals and letters of appreciation by the staff of HAVEN.

(K) Measure of Operations

In its statements of activities, HAVEN includes in its measure of operations all revenues and expenses that are an integral part of its programs and supporting activities. Consistent with industry practice, net investment income, including net realized and unrealized gains and losses and contributions to net assets with donor restrictions are recognized as non-operating activities.

Note 1 - (L) Board Designated Net Assets

HAVEN's Board of Directors has designated certain assets to be held and used for future program expenditures. These assets totaled $137,000 and $128,000 at June 30, 2019 and 2018 and are included in cash and cash equivalents in the accompanying financial statements.

Note 2 – Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, comprise the following:

Cash and cash equivalents	185,751
Less: amounts collected and held for others	(15,434)
Accounts receivable	304,783
Operating investments	205,314
Total	$ 680,414

92% of receivables at June 30, 2019 represent Federal and State grants, bound by contractual agreement, and are reimbursements for expenses incurred in the prior quarter. These receivables are historically collected within 30-60 days of invoicing.

HAVEN produces an annual budget that is reviewed by the Board of Directors, which outlines the anticipated financial needs to support the mission within the next fiscal year. To manage current cash flow needs, the budget is analyzed and compared to actual results throughout the year.

As part of the liquidity management plan and the investment policy, HAVEN invests cash in excess of operating expenses into short-term operating investments. Additionally, the Board of Directors will designate a portion of any operating surplus to the operating investments.

Note 3 - Investments

The investments reported in the statements of financial position include mutual funds, exchange traded funds and money market funds managed by its investment advisor. The following schedule summarizes the investment income for the years ended June 30, 2019 and 2018:

	2019	2018
Interest and dividends	9,525	4,902
Net realized and unrealized gains	6,852	4,001
Gross investment income	16,377	8,903
Investment fees	(2,281)	(2,040)
	$ 14,096	$ 6,863

Note 4 - Property and Equipment

Property and equipment at June 30, 2019 and 2018 include the following:

	2019	2018
Land	31,747	31,747
Building and building improvements	349,697	335,281
Leasehold improvements	53,079	48,679
Furniture and equipment	69,523	75,398
	504,046	491,105
Less: accumulated depreciation	335,500	303,879
Property and equipment, net	$ 168,546	$ 187,226

Depreciation expense was $37,496 and $33,212 for the years ended June 30, 2019 and 2018, respectively.

Note 5 - Retirement Plan

HAVEN provides a 403(b) retirement plan for those employees meeting eligibility requirements. Eligible employees may contribute pre-tax salary deferrals to the plan. HAVEN, at its sole discretion, may make discretionary matching contributions for participants. HAVEN made no discretionary contributions to the plan for the years ended June 30, 2019 and 2018.

Note 6 - Operating Lease Commitments

HAVEN entered into a lease commitment as a sublease for space in Portsmouth, New Hampshire under an agreement which expires in May 2020. The lease provides for escalating annual rentals based on property taxes and common area maintenance charges.

During 2019, HAVEN entered into a lease commitment for space in Epping, New Hampshire under an agreement that expires April 2024. The lease provides for one five-year renewal option at the greater of a 2% increase or the consumer price index increase.

Minimum future rental payments under these lease agreements by year and in the aggregate, are as follows:

Year Ending June 30,	Amount
2020	52,869
2021	15,600
2022	15,600
2023	15,600
2024	13,000
	$ 112,669

Note 6 - Operating Lease Commitments (Continued)

HAVEN is a tenant at will in its premise in Rochester, New Hampshire. HAVEN was a tenant at will in its premise in Salem, New Hampshire. During April 2019, HAVEN vacated the Salem location.

Rent expense, including common area maintenance charges under these operating leases, was $78,347 and $75,633 for the years ended June 30, 2019 and 2018, respectively, and is included in occupancy expense in the statements of functional expenses.

Note 7 - Risk and Uncertainties

HAVEN invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect the investment balances.

Note 8 - Donated Services

HAVEN relies on volunteers to provide various services to assist with the operation of the organization. The value of these services, which further enables HAVEN to provide enhanced programs and services to the community, is not recognized in the financial statements, as these services are not considered specialized.

Note 9 - Fair Value Measurements

The accounting guidance for fair value measurements establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. This hierarchy must be used to determine the fair value of HAVEN's investments and consists of three broad levels: Level 1 inputs, which have the highest priority, consist of unadjusted quoted prices in active markets for identical assets; Level 2 inputs consist of quoted prices for similar assets in active markets, quoted prices for identical or similar assets in inactive markets, or observable inputs other than quoted market prices; and Level 3 inputs, which have the lowest priority, consist of inputs that are unobservable and significant to the fair value measurement. HAVEN uses appropriate valuation techniques based on available inputs to measure the fair value of its investments. An asset's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques must maximize the use of observable inputs and minimize the use of unobservable inputs.

Note 9 - Fair Value Measurements (Continued)

The following tables set forth by level, within the fair value hierarchy, of the valuation techniques used to determine the fair value of HAVEN's investments, classified by major type, as of June 30:

	2019			
	Level 1	Level 2	Level 3	Total
Investments				
Exchange traded funds	14,255	-	-	14,255
Mutual funds	191,059	-	-	191,059
Total	$ 205,314	$ -	$ -	$ 205,314

	2018			
	Level 1	Level 2	Level 3	Total
Investments				
Money market funds	14	-	-	14
Exchange traded funds	23,310	-	-	23,310
Mutual funds	170,562	-	-	170,562
Total	$ 193,886	$ -	$ -	$ 193,886

All assets have been valued using a market approach. For the years ended June 30, 2019 and 2018, there were no transfers in or out of levels 2 or 3. There have been no changes in the valuation techniques and related inputs. The inputs or valuation methodology used for valuing securities are not necessarily an indication of the risk associated with investing in those securities.

Note 10 - Grant Concentrations

At June 30, 2019, approximately 54% of HAVEN's grant receivables were due from two grant makers. At June 30, 2018, approximately 58% of HAVEN's grant receivables were due from two grant makers.

During 2019, grant revenue from two grants represented approximately 32% of total revenues. During 2018, grant revenue from two grants represented approximately 35% of total revenues.

Note 11 - Changes in Accounting Principle

During 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) No. 2016-14, *Not-for-Profit Entities – Presentation of Financial Statements for Not-for-Profit Entities*. This ASU provides certain improvements in financial reporting for not-for-profit organizations and requires changes to net asset classification, enhancements to liquidity presentation and disclosures, presentation of an analysis of expenses by function and by nature, netting of investment expenses with return, among other changes. The accounting guidance is effective for fiscal years beginning after December 15, 2017. The guidance is to be applied retrospectively for net asset classification changes.

Note 11 - Changes in Accounting Principle (Continued)

HAVEN adopted FASB ASU 2016-14 during the year ended June 30, 2019. HAVEN believes this accounting guidance improves the information provided in the financial statements and related disclosure notes for the primary users of the financial statements. There were no material adjustments made to the beginning balances of net assets as a result of adopting the standard.

Note 12 - New Accounting Pronouncements

Revenue Recognition

In May 2014, the FASB issued ASU No. 2014-09, *Revenue from Contracts with Customers* (Topic 606). This ASU, as amended, provides comprehensive guidance on the recognition of revenue from customers arising from the transfer of goods and services, guidance on accounting for certain contract costs, and new disclosures. The new standard supersedes current revenue recognition requirements in FASB Accounting Standards Codification (ASC) Topic 605, *Revenue Recognition*, and most industry-specific guidance. When adopted, the amendments in the ASU must be applied using one of two retrospective methods. ASU No. 2014-09 is effective for nonpublic companies for annual periods beginning after December 15, 2018. HAVEN is currently evaluating the impact of the provisions of ASC 606.

Leases

In February 2016, the FASB issued ASU No. 2016-02, *Leases* (Topic 842). This ASU modifies lease accounting to increase transparency and comparability by recognizing lease assets and lease liabilities on the balance sheet and disclosing key information about leasing information. The most significant change for lessees will be the recognition of both a liability to make lease payments (the lease liability) and a right-of-use asset representing its right to use the underlying asset for the lease term for those leases classified as operating leases under current GAAP. Certain accounting policy elections are permitted for leases with terms of 12 months or less. FASB ASC Topic 842, *Leases* ("ASC 842"), supersedes current lease requirements in FASB ASC Topic 840, *Leases*. The new standard is effective for nonpublic companies for annual periods beginning after December 15, 2020. HAVEN is currently evaluating the impact of the provisions of ASC 842.

Note 13 - Subsequent Events

Management has evaluated subsequent events through November 7, 2019, the date when the financial statements were available to be issued.

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CDBG APPLICATION

CITY OF DOVER, NH
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021

APPLICANT INFORMATION	
Organization Triangle Club	**Tax ID** 222533853
Name of Program or Project Triangle Club renovation	
Name of Executive Director Robert O'Connell	
Mailing Address PO Box 592, Dover, NH 03821 **Physical Address** 120 Broadway, Dover, NH 03820	
Contact Person Robert M. O'Connell	**Phone** 603 742 9803
E-Mail bob.triangleclub@gmail.com	**Website** triangleclubdovernh.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 2533853	
***DUNS #** 064375442	***SAM Expiration Date** 11/21/2020

* *Important notice regarding new mandatory federal reporting requirements*: The Federal Funding Accountability and Transparency Act requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit https://fedgov.dnb.com/webform and https://www.sam.gov/portal/SAM/##11. Completing these registration processes is free, but may take up to 15 days to complete. The City will not commit funds without this information.

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ 12,939
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.*) Remove and replace exterior siding at the Triangle Club, add 8 windows, provide other repairs as needed for the exterior of the building, provide 10 hours architectural planning for handicapped accessibility.
Identify the Dover Consolidated Plan "Goal" that will be met by the activity/project (page 3 of "CDBG Application: Overview & Scoring") Goal #1

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. 120 Broadway, Dover, NH

BENEFICIARIES
Beneficiaries: **For FY2021 (7/1/20 – 6/30/21) 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):** 362 unduplicated Dover residents will attend meetings on a regular basis at the Triangle Club **For FY2019 (7/1/18 – 6/30/19) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population:** 362 unduplicated Dover residents attended Triangle Club meetings. **Were Dover CDBG funds used to fund this activity or project in FY2020 (7/1/19 – 6/30/20):** No **If so, how much?**
Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) **Low and low moderate income men, women and families in recovery from substance use disorder**

NARRATIVE – *PUBLIC SERVICE* ACTIVITY ONLY
Please provide a detailed description for the proposed Activity…..*not the Organization*. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals. The Triangle Club has undergone over 200,000 in construction and renovation improvements over the past 2 years. Our next priority for the club is to improve the exterior of the building by removing and replacing old and rotted T111 siding. The east side of the building will have the Texture 111 siding removed and replaced with insulation, windows and new T111 siding. The north and west sides of the building will have the T111 removed, and replaced with OSB sheathing, insulation, windows and vinyl siding. These improvements will improve the energy efficiency of the building resulting in lower heating costs and a warmer environment for our patrons. This project

also proposes to purchase architectural design services to address the need for handicapped accessibility to our second floor. While similar meetings are held on both floors of the triangle club, our desire to expand services to meet the needs of Dover residents will warrant the use of additional second floor space. The expansion of our services will result in some programs only being offered on the second floor, requiring handicapped accessibility. Once our plan is in place, the board of directors will begin the fund-raising efforts to meet the handicapped accessibility costs.

Please indicate who prepared the overall cost estimate for the activity. Alan Baker, Carpenter

NARRATIVE – *PUBLIC FACILITY* PROJECT ONLY

Please provide the following information for the proposed Project….*not* the Organization*:*

Describe the nature of the project: This project will improve the look and energy efficiency of the Triangle Club.

Describe how the project will ultimately benefit Dover low/moderate income individuals or Dover presumed benefit populations : The Triangle Club provides 365 days of safe, substance free space for recovery meetings. The triangle club is accessible 15 hours per day and provides free access to internet via computers, local telephone calls, and a warm dry space to stay while waiting to attend one of 54 recovery meetings. Upon completion of this project the building will be completely renovated to serve the Dover recovery community for the next 25 years.

Proposed project starting date: 7/1/2020

Proposed project completion date: 10/30/2020.

Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.): The total cost of the planning phase for handicapped accessibility is $1,600 to hire an architect to assist with the planning and design of our accessibility needs to the second floor.

The Construction phase of the exterior siding will take approximately **2.**5 weeks. Since raising scaffolding is necessary the east side removal and replacement of T111 siding and insulation will be completed first, with windows being framed and added where needed. The removal of T111 siding and insulation on the west side and installation of OSB sheathing and PT plywood (where needed) will be completed second with windows framed and added. The rear of the building T111 and insulation removal with OSB, PT plywood, Framing and windows completed would be completed next. After this phase, the vinyl siding will be added with trim work being completed when most feasible.

The triangle club had received an estimate in May of 2018 to complete the project identified here. Given the time frame that passed since that first estimate, we contacted Alan Baker a Carpenter from Wakefield NH to review the planned renovations and prepare a written estimate for both material and labor costs using the Davis-Bacon wage guidelines. This construction cost estimate for this phase is $20,339. The estimate is included with this application.

Given the planned total cost, and the time elements, upon approval of this grant application, and completion of the environmental review, the Triangle Club will request sealed written bids from a minimum of 3 vendors.

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.Maintain and increase the number of weekly meetings available for community members seeking recovery from substance use disorder as a result of improved facilities. 2.Reduce our total energy costs by 5% 3. Prepare a plan of action to add handicapped accessibility to the second floor.	1.1 A schedule of meetings will be published monthly, and the Triangle Club will actively pursue new meeting offerings. 1.2. The Triangle Club will survey members periodically to obtain demographic and program attendance information. 2.Energy bills will be reviewed for the time frames before and after the improvements to determine the energy savings 3. A handicapped accessibility plan will be prepared and submitted to the board of directors for action.

ORGANIZATION

DESCRIPTION OF ORGANIZATION

Please provide a description for the Organization that is undertaking the activity or project. The Triangle Club, a leading center for addiction recovery programs, has been helping people stay sober and maintain various forms of recovery for 35 years. Established in 1984, the Triangle Club mission is to provide a welcoming, safe, and chemical free environment committed to spiritual growth in recovery.

We hold 54 meetings per week and receive 70,000 visits per year. Each day up to 200 patrons pass through our doors. We were the first in New Hampshire to hold heroin anonymous (HA) meetings and remain the cornerstone for this movement. Support groups include but are not limited to Alcoholics Anonymous, Narcotics Anonymous, Nicotine Anonymous, and Marijuana Anonymous. We offer support meetings for those who have lost a loved one from substance abuse, and Al-anon for those living with an active alcoholic.

The Triangle Club is a significant support network for Dover residents and offers many opportunities to interact with others while trying to maintain their sobriety. Many residents are referred to the Tringle Club from the courts, the city attorney, or from license alcohol and drug abuse counselors who recognize the benefit of the 12 step recovery programs. There are no dues or fees required to attend the recovery meetings. Other programs available include a support program for individuals who have lost a loved one due to substance abuse, programs for families living with those using and abusing substances. We also hold the only local "3 principles" recovery meeting for those who have attended the Farnum Center, an addiction recovery center in Manchester.

The Triangle Club is open 365 days per year and is fully independent, not affiliated with any other organization, nor with any specific 12 step program.

AUDIT AND EVALUATION

Does your organization have an annual CPA Audit? No

If yes, please submit most recent Audit.

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)**
Sandra Jalbert	Rollinsford, NH
Mark Bowen	Portsmouth, NH
Ellen Arrigoni	Rollinsford, NH
Catherine Craig	Portsmouth, NH
Pete Pettingill	Barrington, NH
Marybeth Schofield	Rochester, NH
Kristen Yates	Dover, NH
FX Bruton	Dover, NH
Suzanne Miller	Atkinson, NH

BUDGET

Use box 1 or 2 below to provide a budget. Include all proposed expenses.

1. Public Services (Non-Construction Projects)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET:			

2. Public Facilities: (Project)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Hard Costs Note: Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction	10339	10000	20339
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering	1600		1600
Other(list):			
Total Soft Costs			
TOTAL PROPOSED BUDGET:	**11939**	**10000**	**21939**

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested.*

Funding Source (Name(s) of funding source(s))	**Committed, Pending or Proposed Amount ($):**		**Total Amount ($)**	**Explanation**
Federal:	Committed: Pending: Proposed:			
State:	Committed: Pending: Proposed:			
Local:	Committed: Pending: Proposed:			
Private:	Committed: Pending: Proposed:			
Portsmouth CDBG:	Committed: Pending: Proposed:			
Rochester CDBG:	Committed: Pending: Proposed:			
Other:	Committed: Pending: Proposed:	**10,000**	**10,000**	**Grant received from the Madelaine von Weber Trust**
Total:	Committed: Pending: Proposed:	**10,000**	**10,000**	

Organizational Commitment: For Public Facility Projects (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization will be contributing to the project.

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

AGENCY BUDGET

Please provide a breakdown of your *organization's* overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from November 1 to October 31	Current Year	Next Year (projected)
REVENUES		
Federal Funds		
State Funds	60,000	0
Foundations/Private Contributions (includes $10,000 von weber grant)	158,150	148,150
United Way		
Fundraising or other income	78,800	78,800
Other (describe) Meeting room rent	20,400	20,400
Community Dev. Block Grant Rochester CDBG (include anticipated request)Dover CDBG	9,500 11,939	0
TOTAL REVENUE	338789	247,350
EXPENSES		
Salaries	100,000	100,000
Fringe Benefits	26,539	26,539
Supplies (include printing/copying)	10,150	10,150
Travel	142	142
Training		
Communications	1,500	1,500
Audit	4,575	4,575
Property Maintenance	26,815	26,815
Service Contracts (incl $1,600 architect services)	70,200	8,600
Construction Supplies/Materials (includes CDBG Rochester $9,500)	29,839	0
Other (describe) Utilities 15,515 Bldg security, alarms 1,000 Insurance 5,600 Interest, dues, subscriptions 4,658 Misc 2,400 Depreciation 27,000	56,173	56,173
TOTAL EXPENSES	325933	234,494
NET (Income - Expenses)	**12,856**	**12,856**

By signing below, the Authorized Official affirms: The organization's commitment to implement the proposed activity/project; that all information presented is true and accurate to the best of their knowledge; and he/she is authorized to submit this application;

Submitted by: ____*Robert M. O'Connell*_____ 12/29/2019

Authorized Official - signature Date

Robert M. O'Connell

Print Name

Executive Director

Print Title

Triangle Club siding project cost estimate

Remove and dispose of 68 sheets of T-111 siding.

Remove and dispose approximately 2900 feet of existing insulation

Frame and install 6 double hung windows to industry standards

Remove 2 bathroom hopper windows, frame and replace with sliding casement windows

Install approximtaley 800 square ft R13 KF R13 on east side wall

Install 24 sheets T111 (Glued and nailed) to east side of building to industry stanrdards

Install approximately 2100 square feet of insulation to west and north side of building

Install 1/2 2' X 8' PT plywood to bottom walls on west and north side

Install 44 sheets of OSB to west and north side of building

Install 1/4" pink foil insulation to exteriod of west and north side of building

Install vision pro vinyl siding to west and north side of building in colors to match

Add PVC trimwork as needed

Repair exterior stairway rear of building as needed.

Estimate prepared by Alan Baker, Carpenter
12/28/2019

120 Broadway Siding - Budget

6 Double Hung windows	3600
2 casement windows	800
44 sheets OSB	1320
24 sheets T111 5/8	960
	990
PVC trim board and vinyl trim	1400
Supplies (glue, nails, framing material allowance)	600
8 units kingspan insulation - under vinyl	408
32 rolls R13 KF 16" insulation - under T111 and sheathing	1212
Painting supplies	450
Waste removal	650
Scaffolding rental	1200
Labor	
13.5 days - 2 men - 8.5 hours	
229.5 hours total	
Davis Bacon rate $26.14	5999
Davis Bacon fringe 12.5%	750
Total Cost	20339

Labor estimator - 1 man - 8.5 hour days		Days	
Remove existing T111		3	
Framing		1.5	
Add T111 with insulation		1.5	
Install OSB, insulation		2.5	
Install vinyl siding and trim		2.5	
Painting, clean up, misc.		1.5	
Set up and remove scaffolding		1	
Total		13.5	

Triangle Club Inc
Balance Sheet
As of October 31, 2018

	Oct 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Bingo Revenue Acct - 8151	849.43
Bingo Rollover/Trust Acct- 4795	13,081.75
Checking Account - Oper 8976	180,434.53
Total Checking/Savings	194,365.71
Total Current Assets	194,365.71
Fixed Assets	
Accumulated Depreciation	-146,284.00
Building - 120 Broadway	120,000.00
Building Improvements	438,828.68
Furniture and Equipment	26,862.98
Land	30,000.00
Total Fixed Assets	469,407.66
Other Assets	
FSB Escrow	6,687.00
Total Other Assets	6,687.00
TOTAL ASSETS	**670,460.37**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Bingo Rollover Offset Acct	13,331.75
Total Other Current Liabilities	13,331.75
Total Current Liabilities	13,331.75
Long Term Liabilities	
N/P - FSB Mortgage 0327	64,026.30
Total Long Term Liabilities	64,026.30
Total Liabilities	77,358.05
Equity	
Retained Earnings	58,986.23
Unrestricted Net Assets	255,832.00
Net Income	278,284.09
Total Equity	593,102.32
TOTAL LIABILITIES & EQUITY	**670,460.37**

Triangle Club Inc
Profit & Loss
November 2017 through October 2018

		Nov '17 - Oct 18
Ordinary Income/Expense		
Income		
Bingo & Ticket Revenues		
Bingo Expenses	-102,141.21	
Bingo Income	127,024.00	
Total Bingo & Ticket Revenues		24,882.79
Corporate Contributions		92,805.25
Grants - Federal		75,952.00
Individual Donations		229,411.57
Spirit of Recovery 5K Race		
Race Expenses	-17,632.53	
Race Income	23,056.27	
Total Spirit of Recovery 5K Race		5,423.74
Total Income		428,475.35
Expense		
Advertising & Promotion		2,310.52
Automobile Expense		38.73
Bank Charges		665.28
Building Expenses		
Security System	1,310.61	
Telephone, Cable & Internet	4,247.14	
Utilities	9,751.26	
Total Building Expenses		15,309.01
Charitable Contributions		175.00
Depreciation Expense		27,423.00
Dues & Subscriptions		1,073.90
Food & Kitchen Supplies		3,089.44
Insurance		
Property Insurance	606.67	
Insurance - Other	1,744.00	
Total Insurance		2,350.67
Interest Expense		3,360.17
Licenses & Permits		1,560.20
Meals & Entertainment		19.10
Member Functions & Events		324.62
Miscellaneous Expense		73.19
Office Supplies & Expense		2,271.44
Operating Supplies		5,137.84
Payroll Costs		
Payroll Taxes	6,012.72	
Salaries & Wages	61,339.10	
Total Payroll Costs		67,351.82
Professional Fees		
Outside Services	920.00	
Payroll Service Fee	913.74	
Tech Support	577.63	
Total Professional Fees		2,411.37
Rent Expense		1,855.00
Repairs & Maintenance		
Cleaning Service & Supplies	3,294.88	
Groundscare and Landscaping	93.68	
Snow Removal	700.00	
Trash Removal	2,521.76	
Repairs & Maintenance - Other	6,730.80	
Total Repairs & Maintenance		13,341.12

Triangle Club Inc
Profit & Loss
November 2017 through October 2018

	Nov '17 - Oct 18
Travel and Meetings	
Travel	49.84
Total Travel and Meetings	49.84
Total Expense	150,191.26
Net Ordinary Income	278,284.09
Other Income/Expense	
Other Expense	
Suspense	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	**278,284.09**

IRS Department of the Treasury
Internal Revenue Service
P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248205661
Jan. 19, 2016 LTR 4168C 0
22-2533853 000000 00
00017035
BODC: TE

TRIANGLE CLUB INC
PO BOX 592
DOVER NH 03821

012913

Employer ID Number: 22-2533853
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Jan. 07, 2016, regarding your tax-exempt status.

We issued you a determination letter in August 1987, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

CDBG APPLICATION

CITY OF DOVER, NH
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021

APPLICANT INFORMATION	
Organization City of Dover	**Tax ID** 02-6000230
Name of Program or Project Washington Street Community Trail Crossing	
Name of Executive Director J.Michael Joyal. Jr., City Manager	
Mailing Address 288 Central Ave, Dover NH 03820 **Physical Address** 288 Central Ave, Dover NH 03820	
Contact Person Donna Benton	**Phone** 603-516-6008
E-Mail d.benton@dover.nh.gov	**Website** www.dover.nh.gov
Please Identify the Type of Organization Applying for Funds *(Note: More than one may apply)* ☐ 501(c)(3) ☐ For-profit authorized under 570.201(o) ☒ Unit of Government ☐ Faith-based Organization ☐ Institution of Higher Education ☐ Other (Explain):	
Tax ID # 02-6000230	
***DUNS #**	***SAM Expiration Date**

***** *Important notice regarding new mandatory federal reporting requirements*: The Federal Funding Accountability and Transparency Act requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit https://fedgov.dnb.com/webform and https://sam.gov/SAM/. Completing these registration processes is free, but may take up to 15 days to complete. The City will not commit funds without this information.

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: $ $45,000
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.*) Sidewalk/trail crossing improvement project
Identify the Dover Consolidated Plan "Goal" that will be met by the activity/project (page 3 of "CDBG Application: Overview & Scoring") #1

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made. On Washington Street between 212 Washington and 1 Capital Drive (where Community Trail crosses Washington St)

BENEFICIARIES
Beneficiaries: **For FY2021 (7/1/20 – 6/30/21) please provide the *estimated* number of unduplicated Dover beneficiaries that will benefit from this CDBG funded activity or project, not necessarily your entire client population (Note: these numbers will be monitored during the funding year):** Approximately 200 people daily cross the street at this location, safely 100 unduplicated beneficiaries (see beneficiary type below) **For FY2019 (7/1/18 – 6/30/19) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population:** N/A **Were Dover CDBG funds used to fund this activity or project in FY2020 (7/1/19 – 6/30/20):** **If so, how much?** No
Beneficiary type: (e.g. Homeless Individuals, Low-Income Households, etc.) Improvements targeted to address 2 qualifying groups ("seniors" and "adults with disabilities"

NARRATIVE – *PUBLIC SERVICE* ACTIVITY ONLY
Please provide a detailed description for the proposed Activity…..*not the Organization*. This section should describe the use of funds, why the funds are needed and how the funds will ultimately benefit Dover low-moderate income individuals. N/A **Please indicate who prepared the overall cost estimate for the activity.** N/A

NARRATIVE – *PUBLIC FACILITY* PROJECT ONLY

Please provide the following information for the proposed Project….*not* the Organization*:*

Describe the nature of the project: The existing Community Trail crosses Washington Street with no crosswalk or trail crossing, creating what many residents call a "dangerous situation". This project includes improvements to signage alerting cars, bump-outs to shrink the distance of the crossing for pedestrians, and tip downs for accessibility.

Describe how the project will ultimately benefit Dover low/moderate income individuals or Dover presumed benefit populations : Improvements towards "seniors", "adults with disabilities" of which are eligible groups of CDBG funds.

Proposed project starting date: October 1, 2020

Proposed project completion date: December 15, 2020

Provide a total project cost broken down by major phases of the project (purchase property, clearing & grading, foundation, building construction, etc.): Purchase Property = $0, Clearing and grading=$21,500 Foundation/construction=$10,000 Striping & Signage= $13,500

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.

Approximate estimate provided by Dover Community Services Engineering Department attached

PERFORMANCE OUTCOME MEASURES

Provide the *outcomes* proposed & the *method of measurement*. You may list multiple outcomes.

Outcome	Measurement
Example 1: Decrease in number of "latch-key kids" **Example 2: Decreased dependence on emergency care facilities for non-emergency care of low/mod adults**	**Example 1: # of children who participate in afterschool program** **Example 2: Increase in number of low/mod income residents that seek care from health program.**
Improved access	Completed improvements consistent with barrier removal/ADA improvements

ORGANIZATION

DESCRIPTION OF ORGANIZATION

Please provide a description for the Organization that is undertaking the activity or project. City of Dover

AUDIT AND EVALUATION

Does your organization have an annual CPA Audit? City of Dover has annual audits and for the fifteenth consecutive year, the City was awarded the Certificate for Achievement for Excellence in Financial Reporting by the Government Finance Officer's Association of the United States and Canada (GFOA) for the City's Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2018.

If yes, please submit most recent Audit.

Is your organization evaluated by outside agencies or programs? Yes

If yes, please note the agency/program and how often the evaluation occurs. CAFR and GFOA (see above)

BOARD OF DIRECTORS	
Name	**Residence (city/town)**
N/A	

BUDGET

Use box 1 or 2 below to provide a budget. Include all proposed expenses.

1. Public Services (Non-Construction Projects)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET:			

2. Public Facilities: (Project)			
	A	**B**	**A + B**
	Dover CDBG Funds Requested	**Other Funding**	**Total Proposed Budget**
Hard Costs Note: Federal wage rates may apply for some projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction	45,000		
Other (list)			
Total Hard Costs			
Soft Costs			
Acquisition	0		
Appraisals	0		
Design/Engineering	0		
Other(list):	0		
Total Soft Costs			
TOTAL PROPOSED BUDGET:	**45,000**	**0**	**45,000**

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested*.

Funding Source (Name(s) of funding source(s))	**Committed, Pending or Proposed Amount ($):**		**Total Amount ($)**	**Explanation**
Federal:	Committed: Pending: Proposed:			
State:	Committed: Pending: Proposed:			
Local:	Committed: Pending: Proposed:			
Private:	Committed: Pending: Proposed:			
Portsmouth CDBG:	Committed: Pending: Proposed:			
Rochester CDBG:	Committed: Pending: Proposed:			
Other:	Committed: Pending: Proposed:			
Total:	Committed: Pending: Proposed:			

Organizational Commitment: For Public Facility Projects (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization will be contributing to the project.

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

AGENCY BUDGET

Please provide a breakdown of your *organization's* overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from 7/1/2020 to 6/31/2021	**Current Year**	**Next Year (projected)**
REVENUES		
Federal Funds		
State Funds		
Foundations/Private Contributions		
United Way		
Fundraising or other income		
Other (describe)		
Community Dev. Block Grant (include anticipated request)		
TOTAL REVENUE		
EXPENSES		
Salaries		
Fringe Benefits		
Supplies (include printing/copying)		
Travel		
Training		
Communications		
Audit		
Property Maintenance		
Service Contracts		
Construction Supplies/Materials		
Other (describe)		
TOTAL EXPENSES		
NET (Income - Expenses)		

By signing below, the Authorized Official affirms: The organization's commitment to implement the proposed activity/project; that all information presented is true and accurate to the best of their knowledge; and he/she is authorized to submit this application;

Submitted by: _____ _____

Authorized Official - signature Date

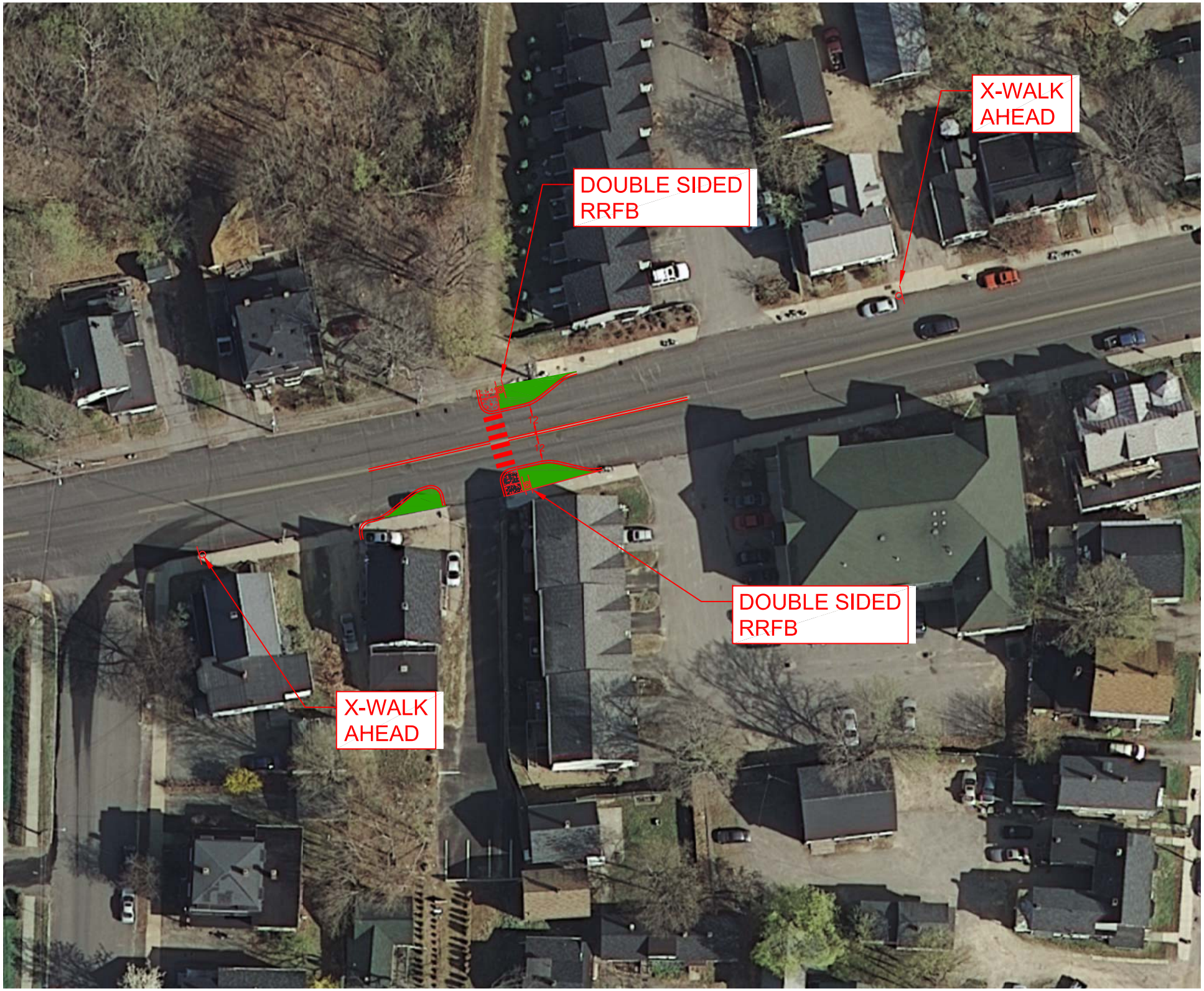
John Storer

Print Name

Community Services Director

Print Title

CROSSWALK AT C-TRAIL					
Item	**Brief**	**Unit of**	**Estimated**	**Unit**	**Total**
No.	**Description**	**Measure**	**Quantity**	**Cost**	**Cost**
1	Site work Preparation				
1a	Foreman	HR	40	$90.00	$3,600.00
1b	excavator	LS	40	$160.00	$6,400.00
1c	dump truck	LS	40	$82.00	$3,280.00
1c	Flaggers	HR	40	$30.00	$1,200.00
1d	Mobilize	LS	1	$5,000.00	$5,000.00
2	Loam & Hydroseed	CY	10	$50.00	$500.00
3	Reset Vertical Granite Curb	LF	180	$25.00	$4,500.00
4	patch face of curb	TON	3	$200.00	$600.00
5	ADA Tip Down (6" Conc, 9" Base)	SY	18	$125.00	$2,250.00
6	Detectable Warning Panel	SF	16	$50.00	$800.00
7	Striping for Crosswalk	EA	1	$500.00	$500.00
8	Restriping of Parking	LF	300	$0.15	$45.00
9	Crosswalk Ahead Sign	EA	2	$200.00	$400.00
10	RRFB Set of 2	EA	1	$11,000.00	$11,000.00
TOTAL					**$40,075.00**


X-WALK
AHEAD
DOUBLE SIDED
RRFB
DOUBLE SIDED
RRFB
X-WALK
AHEAD

CITY OF DOVER, NEW HAMPSHIRE

Community Development Block Grant Program

Draft -

Consolidated Plan

FFY20-24

The Process

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	DOVER	Planning and Community Development

Table 1 – Responsible Agencies

Narrative

The City of Dover, Department of Planning and Community Development is the lead agency in developing the Consolidated Plan for Dover. The City has undertaken a variety of efforts to gain input from the community. These efforts include meeting with area programs/service providers, seven (7) public listening sessions that were held at various times on weekends, weeknights and weekdays, an online survey, a Public Hearing held by the Planning Board to gather public input and meetings with City of Dover Departments.

The Office of Planning and Community Development also participated in the Tri-City Mayors' 2019 Taskforce on Homelessness that held several meetings with area stack holders and resulted in a document identifies priority issues and was accepted by the three participating communities of Dover, Rochester and Somersworth. Staff continues to be involved in what is the second phase of this regional effort that will generate improved pathways to addressing homelessness and provision of services.

Consolidated Plan Public Contact Information

Planning and Community Development Department

Attn: Dave Carpenter, Community Development Planner

City of Dover, NH

288 Central Avenue

Dover, NH 03820-4169

e: d.carpenter@dover.nh.gov

p: 603.516.6008

f: 603.516.6049

PR-10 Consultation - 91.100, 91.110, 91.200(b), 91.300(b), 91.215(l) and 91.315(l)

1. Introduction

Through the Citizen Participation efforts and the Tri-City Mayors Taskforce on Homelessness, a greater awareness has been gained by the City of issues faced by those most at risk and of the providers and programs that seek to assist that population. The Taskforce is a joint effort of the Cities of Dover, Somersworth and Rochester that has identified priority needs with a work plan that has been accepted by all three City Councils.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The City of Dover will continue to play an active role in addressing the needs of the homeless population and in supporting the efforts of community organizations and programs that serve this population.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

0520]>

The City of Dover will continue to engage with the regional CoC to assure efforts undertaken by programs supported through the Dover CDBG program will be consistent with, and supportive of, HMIS requirements.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	Dover Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Review of wait lists and discussion about overall housing market and needs was held. Anticipated outcomes are a better understanding of the needs of the DHA. Identification of potential actions that could result better availability of existing private sector rental units being eligible for voucher program.
2	**Agency/Group/Organization**	MY FRIENDS PLACE
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	My Friends Place operates the City's only full time homeless shelter, serving Dover and other residents of the State of NH. Anticipated outcomes are a better understanding of homelessness in Dover.
3	**Agency/Group/Organization**	Homeless Center for Strafford County
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Operates a homeless shelter open between October and May. The shelter serves all Strafford County. Discussed needs of homeless, coordination with municipalities and services that can be provided by HCSC.
4	**Agency/Group/Organization**	DOVER WELFARE
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Welfare Department provides general assistance, emergency housing for the homeless, security deposits and support services for Dover clientele.
5	**Agency/Group/Organization**	Community Partners
	Agency/Group/Organization Type	Services-Persons with Disabilities Agency - Management of Public Land or Water Resources
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Needs for adults with disabilities
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Operates mental health, security deposit assistance and developmental service for their clientele in Strafford County. Community Partners was interviewed to understand the housing and service needs of those with disabilities.
6	**Agency/Group/Organization**	AIDS RESPONSE
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	AIDS response provides services to persons with AIDS/HIV. They were consulted to understand the barriers that their clients encounter.
7	**Agency/Group/Organization**	HAVEN
	Agency/Group/Organization Type	Services-Victims of Domestic Violence
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children needs of victims of domestic abuse
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted to better understand the need faced victims of domestic violence including housing and supportive services.
9	**Agency/Group/Organization**	Cross Roads House, Inc.
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Understand the regional homeless needs and capacity improvements required.
10	**Agency/Group/Organization**	Community Action Program of Strafford County
	Agency/Group/Organization Type	Services-Elderly Persons Services-Health
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Understand the energy efficiency and weatherization needs of elderly and L/M income families. Discuss gaps in services to L/M persons, homeless persons, and the elderly. Discuss the lack of available funding to support staffing and soft costs of service providers at a level to adequately serve the community.
11	**Agency/Group/Organization**	Dover Fire Department
	Agency/Group/Organization Type	Health Agency Agency - Emergency Management Other government - Local
	What section of the Plan was addressed by Consultation?	Lead-based Paint Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Social service/support needs of victims of drug use and overdose, Health Inspections and LBP issues.
12	**Agency/Group/Organization**	Dover Business and Industrial Development Authority
	Agency/Group/Organization Type	Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Identified job training, transportation and housing as pressing issues facing Dover businesses and economic development.
13	**Agency/Group/Organization**	FAMILIES IN TRANSITION
	Agency/Group/Organization Type	Services-homeless

	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Lack of housing for residents of homeless shelters when ready to transition. Insufficient support services in communities.
14	**Agency/Group/Organization**	Cooperative Alliance for Seacoast Transportation
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	public transportation
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Discussed barriers encountered by COAST and needs of their clients. Transportation issues are significant for clients of social service providers.
15	**Agency/Group/Organization**	Greater Seacoast Coalition to End Homelessness
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Needs of homeless persons and gaps in services to the homeless
16	**Agency/Group/Organization**	Greater Dover Chamber of Commerce
	Agency/Group/Organization Type	Business Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Need for workforce housing and Transitional Housing. Transportation for at risk individuals needing access to services/support; seniors for access to appointments/retail and veterans who need access to VA and other supportive services.
17	**Agency/Group/Organization**	Wentworth Douglas Hospital
	Agency/Group/Organization Type	Hospital

	What section of the Plan was addressed by Consultation?	Healthcare Services
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Discussed issues encountered by the hospital.
18	**Agency/Group/Organization**	Triangle Club
	Agency/Group/Organization Type	Services-Addiction
	What section of the Plan was addressed by Consultation?	Addiction Services
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Need for group home style housing; Transportation to/from housing, work, appointments; need for addiction services that can be rapidly accessed and affordable; available low-barrier access emergency shelter for extreme weather events.
19	**Agency/Group/Organization**	Dover Police Department
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Discussed situations that they encounter and the often critical need for timely provision of services provided those most at risk.

Identify any Agency Types not consulted and provide rationale for not consulting

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	NH Balance of State Continuum of Care	The Strafford County Community Acton Program serves as the CoC point of entry for Dover and surrounding communities and was an integral part of the Tri-City Mayors Taskforce on Homelessness. Through the linkage with CAP and other area partners and providers, this Con Plan was developed to achieve consistency of direction and objectives with the Dover community.
Tri-City Mayors Taskforce on Homelessness	Tri-City Taskforce	The Tri-City Taskforce Master Plan include the Strategies listed below. These Strategies factored significantly in the development of the Con Plan Goals. Strategy #1- Create Seasonal Cold Weather Shelter Strategy #2- Create Affordable Housing Strategy #3- Increase Homeless Prevention and Rapid Rehousing Programs Strategy #4- Support Access to transportation Strategy #5- Enhance access to quality healthcare, mental health and education Strategy #6- Support efforts to decrease Substance Use Disorder and increase prevention Strategy #7- Engaging the Community to End Homelessness

Table 3 – Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))

The City works with the City of Rochester, City or Portsmouth, City of Somersworth, Strafford County, Strafford Regional Planning Commission, New Hampshire Housing Finance Authority and the NH Community Development Finance Authority to better understand needs and provide services to the region's population. This coordination is completed by one on one meetings, regional coordination and verbal communications on various issues.

Narrative (optional):

PR-15 Citizen Participation – 91.105, 91.115, 91.200(c) and 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting

The City deployed a broad citizen participation plan consisting of 7 Listening Sessions of 1.5 hours in length held throughout the community on different days and times of the week and on weekends; An online survey that was posted for 30 days; A public hearing; and, meetings with numerous community service providers and City Department heads.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	Weekday Evening Listening Session held at Garrison Elementary School. Zero attendance	0	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Non-targeted/broad community Residents of Public and Assisted Housing	Saturday Morning Listening Session held at a Dover Housing Authority (DHA) facility. In addition to the press release and online notice for the series of Listening Sessions, DHA set notice to their tenants. A dozen persons attended the meeting. The notice distributed by DHA also generated a call from a tenant inquiring as to the purpose of the meeting.	comments addressed the following: Need for better/faster access to social services by the homeless community. Need for the general community, not just city government, to engage in providing solutions to homelessness. Homeless population located in the wooded area behind Waldron Towers. Concerns regarding drug use among homeless person. Can CDBG funds be used to convert a vacant building provide services. Sidewalk accessibility during the winter between Waldron Towers and Chestnut Street. Difficulties in accessing COAST	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Meeting	Non-targeted/broad community	Weekday Morning Listening Session held at City Hall. Two people attended.	Discussion on use of funds for barrier removal inside publicly accessible facilities such as museums. Discussion on the use of Henry Law Park area by homeless or transient population and options that could better serve their needs.	NA	
4	Public Meeting	Non-targeted/broad community	Weekday Evening Listening Session held at Woodman Park Elementary School. No one attended.	0	NA	
5	Public Meeting	Non-targeted/broad community	Saturday afternoon Listening Session held at McConnell Community Center. No one attended.	0	NA	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Public Meeting	Non-targeted/broad community	Weekday Evening Listening Session held at Horne St Elementary School. No one attended.	0	NA	
7	Public Meeting	Non-targeted/broad community	Weekday Morning Listening Session held at City Hall. Six people attended.	Comments centered on housing, affordable housing, clearing of snow from sidewalks, nondiscrimination by service providers & shelters when considering family/household structure.	NA	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Internet Outreach	Non-targeted/broad community	Online Survey. Posted for 30 days	There were 66 respondents. Feedback included need for homeless services, need for affordable housing, examples of housing discrimination, need for technical job training, infrastructure considerations, public safety, behavioral health concerns and other similar or overlapping issues.	NA	
9	Public Hearing	Non-targeted/broad community	Planning Board Public Hearing to receive input during the development of the Consolidated Plan. No one attended.	NA	NA	

Table 4 – Citizen Participation Outreach

Needs Assessment

NA-05 Overview

Needs Assessment Overview

The Needs Assessment was developed considering the various subcategories of the Consolidated Plan & Action Plan and through issues identified through monitoring, meeting with key service providers, results of the Tri-City Mayors Taskforce on Homelessness and the public participation efforts undertaken between September of 2019 and April of 2020 to identify needs of the community.

NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

Summary of Housing Needs

The City of Dover, New Hampshire is located in Southeastern New Hampshire (Strafford County) and has a population of approximately 31,316 people, per 2018 American Community Survey. The 4th largest city in New Hampshire, Dover has a total area of 29.0 square miles of which 26.7 square miles is land and 2.3 square miles is water.

Dover is part of a connected regional economy which includes the Portsmouth, Rochester, and Somersworth metropolitan area. The region also includes many smaller communities such as Barrington, Somersworth, Kittery, Rollinsford, the Berwicks, Newington, Durham, Madbury. Dover's role as a regional employment and housing center continues to grow. From a population perspective, Dover has experienced an average increase of 260 persons per year. From a connectivity perspective, the city has four access points to the Spaulding Turnpike and serves as a hub for State Routes 4, 9, 108 and 155 that intersect near the center of Dover and provide infra-city circulation.

Regarding zoning and housing infrastructure, 90% of residential development in Dover is located in areas served by public water and sewer. Eighty-three percent of Dover's land area (18,598 acres) is zoned for residential use of which 78% (14,447 acres) is zoned single family residential.

Over the past five years, Dover has increased the opportunity for multi-family development by allowing multi-family in mixed use zones as well as in some commercial zones. The result has been an increase in multi-family units being created throughout the community. Since 2015 the City has approved over 700 multi-family units with approximately half of these units located within the urban core. Of the units not within the urban core 80% are included in mixed use buildings so they are located near services, retail and restaurant opportunities.

Dover's housing stock includes manufactured housing, which accounts for 3% of the overall housing stock. This percentage has remained constant over the past decade, even as Dover has adjusted zoning to allow manufactured housing to occur in more residential zones.

Demographics	Base Year: 2009	Most Recent Year: 2015	% Change
Population	29,987	30,535	2%
Households	11,856	12,670	7%
Median Income	$58,756.00	$61,008.00	4%

Table 1 - Housing Needs Assessment Demographics

Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	1,860	1,770	2,235	1,490	5,315
Small Family Households	425	585	750	700	2,980
Large Family Households	55	15	55	65	240
Household contains at least one person 62-74 years of age	230	395	365	250	835
Household contains at least one person age 75 or older	390	330	270	140	315
Households with one or more children 6 years old or younger	260	285	264	205	415

Table 2 - Total Households Table

Data Source: 2011-2015 CHAS

Housing Needs Summary Tables

1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Substandard Housing - Lacking complete plumbing or kitchen facilities	0	10	70	0	80	0	0	20	0	20
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	0	20	10	0	30	0	0	0	0	0
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	65	0	0	35	100	0	0	0	0	0
Housing cost burden greater than 50% of income (and none of the above problems)	875	200	0	0	1,075	280	125	215	25	645
Housing cost burden greater than 30% of income (and none of the above problems)	185	765	465	75	1,490	30	280	210	235	755

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Zero/negative Income (and none of the above problems)	85	0	0	0	85	30	0	0	0	30

Table 3 – Housing Problems Table

Data Source: 2011-2015 CHAS

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	940	230	80	35	1,285	280	125	235	25	665
Having none of four housing problems	430	935	1,310	670	3,345	100	480	610	760	1,950
Household has negative income, but none of the other housing problems	85	0	0	0	85	30	0	0	0	30

Table 4 – Housing Problems 2

Data Source: 2011-2015 CHAS

3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	250	495	130	875	105	40	155	300
Large Related	50	4	15	69	0	0	0	0
Elderly	230	70	145	445	115	319	165	599
Other	589	410	185	1,184	95	44	110	249

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Total need by income	1,119	979	475	2,573	315	403	430	1,148

Table 5 – Cost Burden > 30%

Data Source: 2011-2015 CHAS

4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	165	95	0	260	95	40	45	180
Large Related	35	0	0	35	0	0	0	0
Elderly	105	0	0	105	90	79	95	264
Other	585	100	0	685	95	4	80	179
Total need by income	890	195	0	1,085	280	123	220	623

Table 6 – Cost Burden > 50%

Data Source: 2011-2015 CHAS

5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	45	0	0	35	80	0	0	0	0	0
Multiple, unrelated family households	15	0	0	0	15	0	0	0	0	0
Other, non-family households	0	20	10	0	30	0	0	0	0	0
Total need by income	60	20	10	35	125	0	0	0	0	0

Table 7 – Crowding Information – 1/2

Data Source: 2011-2015 CHAS

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	0	0	0	0	0	0	0	0

Table 8 – Crowding Information – 2/2

Data Source Comments:

Describe the number and type of single person households in need of housing assistance.

The data indicate that there are 5,440 small family households. Of this total, 1,760 (32%) are at or below 80% HAMFI.

Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.

Community Partners is the designated Community Mental Health Center, Developmental Services Provider and Family Support Center for Strafford County. In FY19, their Residential Programs serve over a hundred and twenty individuals throughout the County who live with either home providers, their families, or in the three staffed residences which are administered by Community Partners and located in Somersworth and Durham. Of that number, 29 were Dover residents who were provided security deposit rental assistance.

HAVEN provides support services and prevention education to those impacted by domestic and sexual violence. HAVEN provided services, including housing assistance, to 61 Dover households in FY19. The need for housing and housing support for those facing abuse is such that HAVEN has identified the need to increased housing and is seeking funds from the area Entitlement Communities and the private sector to build a facility that will increase the number of units that they currently operate.

What are the most common housing problems?

HUD identifies the following categories of "Housing Problems":

1. Lacks complete plumbing or kitchen facilities
2. Overcrowding (> 1.0 persons per room)
3. Severe Overcrowding (>1.5 persons per room)
4. Housing Cost Burden (housing costs burden greater than 30% of income)

5. Severe Housing Cost Burden (housing costs burden greater than 50% of income)

Dover's population is comprised of 12,670 households of which 33% (4,195) have at least one of the HUD identified "housing problems." Within this grouping, 91% (3,825) are at or below 80% of the Area Median Family Income (AMI).

Of the "Housing Problems" identified by HUD, "Housing Cost Burden" is the most significant issues for households at or below 80% AMI:

- 78% of households between 0-30% AMI, have a "Severe Housing Cost Burden" (See #5 above).
- 77% of households between 31-50% AMI, have a "Housing Cost Burden" (See #4 above).
- 85% of households between 51-80% AMI, have a "Housing Cost Burden" (See #4 above).

Are any populations/household types more affected than others by these problems?

Yes, rental households. Of all household that experience *Housing Cost Burden* and are at or below 80% AMI, approximately 66% are rental households.

Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance

For FY19, My Friend's Place served 27 Dover individuals who stayed at the shelter. Cross Roads House, located in Portsmouth, provided services to 45 Dover residents. The Homeless Center for Strafford County served 13 Dover residents Client stayed in the shelters longer than past averages due in large part to the difficulty in finding units available for occupancy as a next step from the shelter. The bulk of the clients were family with "very-low" or "low" income.

Of all Dover households with one or more children 6 years or old or younger, 57% are at or below 80% AMI

If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:

Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness

The Homelessness Taskforce identified critical factors that can lead to instability and increased risk of homelessness. These include lack of affordable housing, access to social support services, transportation to services and employment, access to quality healthcare and substance abuse.

Discussion

NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

The City's population is predominantly white, with a minority and ethnic population being divided between Black/African American, Asian, and person of two or more races.

0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,435	310	115
White	1,275	275	115
Black / African American	35	15	0
Asian	80	0	0
American Indian, Alaska Native	4	0	0
Pacific Islander	0	0	0
Hispanic	25	0	0

Table 9 - Disproportionally Greater Need 0 - 30% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4.Cost Burden greater than 30%

30%-50% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,405	365	0
White	1,205	355	0
Black / African American	65	0	0
Asian	0	0	0

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	95	0	0

Table 10 - Disproportionally Greater Need 30 - 50% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4.Cost Burden greater than 30%

50%-80% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	995	1,240	0
White	960	1,105	0
Black / African American	8	0	0
Asian	25	65	0
American Indian, Alaska Native	0	4	0
Pacific Islander	0	0	0
Hispanic	0	4	0

Table 11 - Disproportionally Greater Need 50 - 80% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4.Cost Burden greater than 30%

80%-100% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	365	1,120	0
White	345	1,040	0

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Black / African American	0	0	0
Asian	15	25	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	0	40	0

Table 12 - Disproportionally Greater Need 80 - 100% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4.Cost Burden greater than 30%

Discussion

The City's population is 90.6% white, with 9.2% minority and ethnic populations being divided between Black/African American at 1.1%, Asian at 5.4%, American Indian/Alaskan Native at 0.0%, Native Hawaiian and Other Pacific Islander at 0.0% and Two or More races @ 2.6%.

The racial/ethnic minorities are not concentrated within any tract/location within Dover.

Regarding “Housing Problems”, Based upon the data provided, there is not a disproportionately greater need among any racial or ethnic group in comparison to the needs of that category of need as a whole.

NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

The City's population is predominantly white, with a minority and ethnic population being divided between Black/African American, Asian, and person of two or more races.

0%-30% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,220	530	115
White	1,055	490	115
Black / African American	35	15	0
Asian	80	0	0
American Indian, Alaska Native	4	0	0
Pacific Islander	0	0	0
Hispanic	25	0	0

Table 13 – Severe Housing Problems 0 - 30% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4.Cost Burden over 50%

30%-50% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	355	1,415	0
White	345	1,220	0
Black / African American	0	65	0

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Asian	0	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	15	80	0

Table 14 – Severe Housing Problems 30 - 50% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4.Cost Burden over 50%

50%-80% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	315	1,920	0
White	295	1,780	0
Black / African American	4	4	0
Asian	20	70	0
American Indian, Alaska Native	0	4	0
Pacific Islander	0	0	0
Hispanic	0	4	0

Table 15 – Severe Housing Problems 50 - 80% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4.Cost Burden over 50%

80%-100% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	60	1,430	0
White	60	1,325	0
Black / African American	0	0	0
Asian	0	40	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	0	40	0

Table 16 – Severe Housing Problems 80 - 100% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4.Cost Burden over 50%

Discussion

The City's population is 90.6% white, with 9.2% minority and ethnic populations being divided between Black/African American at 1.1%, Asian at 5.4%, American Indian/Alaskan Native at 0.0%, Native Hawaiian and Other Pacific Islander at 0.0% and Two or More races @ 2.6%.

The racial/ethnic minorities are not concentrated within any tract/location within Dover.

Regarding “Severe Housing Problems”, Based upon the data provided, there is not a disproportionately greater need among any racial or ethnic group in comparison to the needs of that category of need as a whole.

NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction:

The City's population is predominantly white, with a minority and ethnic population being divided between Black/African American, Asian, and person of two or more races.

Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	7,985	2,790	1,770	115
White	7,375	2,525	1,590	115
Black / African American	15	70	40	0
Asian	300	49	80	0
American Indian, Alaska Native	10	0	4	0
Pacific Islander	0	0	0	0
Hispanic	105	105	40	0

Table 17 – Greater Need: Housing Cost Burdens AMI

Data Source: 2011-2015 CHAS

Discussion:

The City's population is 90.6% white, with 9.2% minority and ethnic populations being divided between Black/African American at 1.1%, Asian at 5.4%, American Indian/Alaskan Native at 0.0%, Native Hawaiian and Other Pacific Islander at 0.0% and Two or More races @ 2.6%.

The racial/ethnic minorities are not concentrated within any tract/location within Dover.

Regarding “Housing Cost Burdens”, based upon the data provided, there is not a disproportionately greater need among any racial or ethnic group in comparison to the needs of that category of need as a whole.

NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)

Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

No

If they have needs not identified above, what are those needs?

N/A

Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?

No

NA-35 Public Housing – 91.205(b)

Introduction

The Dover Housing Authority (DHA) is an independent municipal corporation created under state law in the early 1950's. The DHA works cooperatively with the community and public and private partners to provide quality housing opportunities and further to promote and secure supportive services for eligible persons with limited incomes.

The DHA operates 274 units of public housing, 184 units of RAD-LIHTC housing and 347 Housing Choice Vouchers to serve low and extremely low-income populations. In addition, the DHA owns and manages Addison Place which is 45 units of Low-Income Housing Tax Credit (LIHTC) and manages 26 units of low-income senior housing called Covered Bridge Manor.

The DHA's public housing properties are maintained through HUD's Capital Fund Program which is formula-based funding for planned capital improvements and renovations. LIHTC properties are managed and maintained with the funding of capital reserve accounts to fund future capital improvements.

Totals in Use

Program Type									
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers in use	0	0	274	531	184	347	0	0	30

Table 18 - Public Housing by Program Type

***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**

Alternate Data Source Name:
DHA NA-35
Data Source Comments:

Characteristics of Residents

Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers				
				Total	Project - based	Tenant - based	Special Purpose Voucher	
							Veterans Affairs Supportive Housing	Family Unification Program
Average Annual Income	0	0	17,908	13,632	11,168	16,095	0	0
Average length of stay	0	0	0	0	0	6	0	0
Average Household size	0	0	1	2	3	2	0	0
# Homeless at admission	0	0	0	0	0	0	0	0
# of Elderly Program Participants (>62)	0	0	244	108	10	98	0	0
# of Disabled Families	0	0	32	243	37	206	0	0
# of Families requesting accessibility features	0	0	0	333	0	333	0	0
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

Table 19 – Characteristics of Public Housing Residents by Program Type

Alternate Data Source Name:
DHA NA-35
Data Source Comments:

Race of Residents

Program Type									
Race	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	0	0	266	404	102	302	0	0	29
Black/African American	0	0	3	16	4	12	0	0	1
Asian	0	0	5	3	3	0	0	0	0
American Indian/Alaska Native	0	0	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 20 – Race of Public Housing Residents by Program Type

Alternate Data Source Name:
DHA NA-35
Data Source Comments:

Ethnicity of Residents

Program Type									
Ethnicity	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	0	1	13	9	4	0	0	0
Not Hispanic	0	0	273	400	100	300	0	0	30

***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**

Table 21 – Ethnicity of Public Housing Residents by Program Type

Alternate Data Source Name:
DHA NA-35
Data Source Comments:

Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:

The DHA currently has a total of 648 applicants on its waiting lists for public housing. The DHA houses approximately 75-100 new applicants per year. Also, the DHA manages Addison Place which consists of 45 (2 & 3 bedrooms) units under the Low Income Housing Tax Credit Program, Covered Bridge Manor which consists of 26 units (1 bedroom) of elderly housing, and a single family home located at 29 Union St which is rented to Community Partners to operate transitional and temporary assisted housing for their disabled clients.

Bedrooms	Fam Housing (RAD)	Elderly Housing	Total
1	12	259	271
2	70	15	85
3	80	0	80
4	22	0	22
Total	184	274	458

Most immediate needs of residents of Public Housing and Housing Choice voucher holders

Dover Housing Authority Waiting List:

Type of Unit	Length of Wait
Family – 1 Bedroom	+/- 5 Years
Family – 2 Bedroom	+/- 18 Months
Family – 3 Bedroom	+/- 9 Months
Family – 4 Bedroom	+/- 5 Years
Elderly/Disabled – 1 Bedroom	+/- 9 – 24 Months
Elderly/Disabled – 2 Bedroom	+/- 10 – 24 Months
Housing Choice Voucher	+/- 1 – 2 Years

Type of Unit	# of Applicants on Waiting List
Family – 1 Bedroom	252
Family – 2 Bedroom	179
Family – 3 bedroom	80
Family – 4 Bedroom	42
Elderly/Disabled – 1 Bedroom	301
Elderly/Disabled – 2 Bedroom	4
Housing Choice Voucher	541

How do these needs compare to the housing needs of the population at large

The lack of affordable housing in Dover is escalating. The Dover Housing Authority provides supportive services and affordable housing for residents and voucher holders who are low income.

Discussion

The City of Dover and the Dover Housing Authority continue to communicate and collaborate to provide support services and permanent housing for low income residents. Consistent with the needs of the population at large, public housing residents and applicants need accessible ramps/entrances plus accessibility features inside the units.

NA-40 Homeless Needs Assessment – 91.205(c)

Introduction:

In the spring of 2018, recognizing that homelessness is a regional issue and not defined by political boundaries, the Mayors of Dover, Rochester and Somersworth formed the Tri-City Mayors Joint Taskforce on Homelessness. The Taskforce was charged with developing a plan for adoption by the Tri- City governing boards which would guide the region in addressing and reducing homelessness using a regional approach.

Meeting monthly, the Taskforce studied varying approaches implemented in other areas of the state and the country to respond to homelessness, reviewed existing data and emergency plans, as well as learned about existing resources and gaps in the current delivery network. Meetings were attended by Taskforce members, individuals experiencing homelessness, community members and other stakeholders. All meetings were posted on the Dover, Rochester and Somersworth city websites and were open to the public.

The issue of homelessness is very complex and undefined. There are multiple factors and circumstances for which someone comes into homelessness. To that end, the Taskforce developed a Master Plan that identified seven key strategies as potential solutions to address homelessness in the region. Each strategy has a set of objectives, challenges to address, timeline and measurable outcomes.

The Strategies:

Strategy #1- Create Seasonal Cold Weather Shelter

Strategy #2- Create Affordable Housing

Strategy #3- Increase Homeless Prevention and Rapid Rehousing Programs

Strategy #4- Support Access to transportation

Strategy #5- Enhance access to quality healthcare, mental health and education

Strategy #6- Support efforts to decrease Substance Use Disorder and increase prevention

Strategy #7- Engaging the Community to End Homelessness

The Master Plan is an attempt to work together to effectively utilize existing agencies, businesses, and municipal resources in order to maximize results and limit duplication of efforts and funding. The Master Plan was adopted by all three City Councils in the fall of 2019.

Homeless Needs Assessment

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	0	22	0	0	0	72
Persons in Households with Only Children	0	13	0	0	0	0
Persons in Households with Only Adults	19	13	0	0	0	0
Chronically Homeless Individuals	0	0	0	0	0	0
Chronically Homeless Families	0	0	0	0	0	0
Veterans	2	1	14	0	1	72
Unaccompanied Child	7	1	8	0	0	0
Persons with HIV	0	0	0	0	0	0

Table 22 - Homeless Needs Assessment

Data Source Comments: "Estimate the # of persons experiencing homelessness on a given night": for Strafford County - from NH 2019 Point-in-Time Count; Cross Roads House; Percentages of Statewide data

Indicate if the homeless population is: Has No Rural Homeless

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

For FY19, My Friend's Place served 27 Dover individuals who stayed at the shelter. Cross Roads House, located in Portsmouth, provided services to 45 Dover residents. The Homeless Center for Strafford County served 13 Dover residents Client stayed in the shelters longer than past averages due in large part to the difficulty in finding units available for occupancy as a next step from the shelter. The bulk of the clients were family with "very-low" or "low" income.

From NH 2019 Point-in-Time Count, there were 113 verterans who were homeless inthe entire State of NH.

Percentage values of statewide data used where local data not available.

Nature and Extent of Homelessness: (Optional)

Race:	Sheltered:	Unsheltered (optional)
White	0	0
Black or African American	0	0
Asian	0	0
American Indian or Alaska Native	0	0
Pacific Islander	0	0
Ethnicity:	**Sheltered:**	**Unsheltered (optional)**
Hispanic	0	0
Not Hispanic	0	0

Data Source Comments:

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

Based upon ACS data and information from area shelters, approximately half of the homeless population is comprised of families with children.

The number of veterans who are homeless, (fourteen) is an estimated percent based on statewide data. Information from local service providers implies that the actual number may vary given the nature of this specific population.

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

Based upon data from the area shelters, the extent of homelessness by racial and ethnic group appears to be consistent percentage-wise to the racial and ethnic population of the community.

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

Information generated during the development of the Mayor's Taskforce on Homelessness Master Plan indicate that the nature and extent of homelessness in the region is neither narrow unique. Cause of homelessness is varied as is the length of homelessness.

Discussion:

The master plan created by the tri-city mayors' taskforce adopted Strategies that will be supported through the Consolidated Plan. Following are the STRATEGY #1- Create Seasonal Cold Weather Shelter; STRATEGY #2- Create Affordable Housing; STRATEGY #3- Increase Homeless Prevention, Rapid Rehousing, and Supportive Housing Programs; STRATEGY #4- Support Access to transportation; STRATEGY #5- Enhance access to quality healthcare, mental health and education; STRATEGY #6- Support efforts to decrease Substance Use Disorder and increase prevention; STRATEGY #7- Engage the Community to End Homelessness.

In supporting objectives identified in the Strategies, the City's CDBG program will be seeking to address the needs identified above and in the taskforce's master plan.

NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)

Introduction:

There are members of the community who are not homeless but do require supportive services in order to navigate day to day life. The organizations and efforts discussed below seek to provide support for this population.

Describe the characteristics of special needs populations in your community:

Special needs within the community include, support for the elderly who are not homeless but may not be able to stay housed without support such as energy and weatherization improvements, access to medical and social services, and so on. Additionally, those who experience domestic violence, those who are living with AIDS, individuals suffering from addiction related impacts, persons who have behavioral or physical disabilities and individuals that require medical or related services all have needs that the general population way not otherwise experience.

What are the housing and supportive service needs of these populations and how are these needs determined?

Energy efficiency and weatherization improvements are often needed to allow the elderly population the opportunity to stay in existing housing units. Transportation services to employment centers are critical in order to allow the populations mentioned above the opportunity to meet their housing costs burden and to access necessary services and health care providers. There is a need for reduced wait time for access to service providers such as counsellors.

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:

The needs of individuals with HIV/AIDS are varied and include affordable health care, education, legal assistance, access to transportation, supportive housing and counseling services. AIDS Response Seacoast assisted 18 Dover residents in 2019. Difficulty in finding a physician network willing to serve HIV clients and accept Medicaid has been identified.

Discussion:

NA-50 Non-Housing Community Development Needs – 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

Public facilities needs are based upon creating safe and accessible facilities for all residents. These facilities include public buildings, access to transit and creating linkages from employment and service sectors to residential areas.

How were these needs determined?

Need level determined by Public Input, Planning Department, City's Master Plan, Public Service Agencies. In 2017, the City added a new section to its Transportation Chapter of the Master Plan. This new section focused on access to transit and includes reviews of connecting transit to employment and residential areas. Transit can be made more accessible through the addition of shelters and benches for those waiting for public transit.

Describe the jurisdiction's need for Public Improvements:

The Americans with Disabilities Act (ADA) required all public facilities and buildings to conform to the standards set for accessibility to the physically challenged. In addition, private businesses are required to comply with the requirements

The City has sidewalk improvements to do as well as relocating piping and other obstacles located in the sidewalk area. The Department is working with AbleNH, an advocacy group, which works to reduce barriers for those needing assistance in using Dover's sidewalks and accessing public and private buildings. Curb cuts may need to be adjusted and enlarged or bumped out for visibility issues with local traffic.

As part of the 2017 Transportation Master Plan update, a review of accessibility of transit stops will be performed. Additionally, a review of access to transportation for economic purposes (reviewing barriers to access transportation – routes and infrastructure) was included.

The City will continue outreach and education for service providers who may be eligible for funding to improve accessibility to their clients.

How were these needs determined?

Need level determined by Planning Department, City's Master Plan and Public Service Agencies

Describe the jurisdiction's need for Public Services:

The Dover community relies on public service agencies to provide support for low mod residents within the community and to provide access to shelter and childcare so that residents may find employment.

How were these needs determined?

Need level determined by ACS data used for this Plan, public engagement, Planning Department and Public Service Agencies. The City is working with neighboring communities through the Tri-City Mayors Taskforce on Homelessness. Through this engagement, priority needs have been identified and placed within one of seven categories of issues/needs/opportunities.

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

Dover's housing market is best described as a seller's market. The vacancy rate for the community continues to hover just below 1% The result is rent/mortgage costs that are challenging for a majority of the population regardless of whether or not they are low/moderate income households. The ability for person/family to live in a safe and affordable household is critical for both themselves and for the community. Safe and affordable housing that also provides opportunity to access services and employment has been identified as a critical need within the City of Dover.

MA-10 Number of Housing Units – 91.210(a)&(b)(2)

Introduction

The percentages for each category for "residential properties by number" and "unit size by tenure" below have changed very little from the 2007-2011 ACS dataset that was used for the FFY15-19 consolidated plan. However, the dataset used for this FFY20-24 plan, ACS 2011-2015, does not reflect the building activity that has occurred between 2015 and 2020. The City has seen a significant number of multiunit developments that represent the one and two-bedroom categories. These have been developed as market rate units.

All residential properties by number of units

Property Type	Number	%
1-unit detached structure	5,835	43%
1-unit, attached structure	885	7%
2-4 units	2,805	21%
5-19 units	1,760	13%
20 or more units	1,865	14%
Mobile Home, boat, RV, van, etc	440	3%
Total	***13,590***	***100%***

Table 1 – Residential Properties by Unit Number

Data Source: 2011-2015 ACS

Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	0	0%	145	2%
1 bedroom	65	1%	1,715	28%
2 bedrooms	1,465	22%	3,205	52%
3 or more bedrooms	4,990	77%	1,085	18%
Total	***6,520***	***100%***	***6,150***	***100%***

Table 2 – Unit Size by Tenure

Data Source: 2011-2015 ACS

Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.

The Dover Housing Authority (DHA) serves 877 households every month with a federal rent subsidy. The DHA is required by the Department of Housing and Urban Renewal (HUD) to target applicants on the

waiting list who are in the extremely low-income category. HUD requires a target threshold of 40% or greater. For the Section 8 Housing Choice Voucher Program, the threshold is 75%. The DHA continues to meet or exceed these requirements.

The DHA recently converted 184 family units of public housing to Project Based Vouchers pursuant to the Rental Assistance Demonstration (RAD) program authorized by HUD. In addition, substantial rehabilitation of the 184 apartments has been completed financed by bond financing and Low-Income Housing Tax Credits (LIHTC) obtained with assistance from the New Hampshire Housing Finance Authority (NHHFA) and Northern New England Housing Investment Fund (NNEHIF).

The DHA also owns and manages 45 units of LIHTC housing at Addison Place and manages 26 units of PRAC II housing for low income seniors at Covered Bridge Manor.

The DHA takes aggressive and proactive steps to insure 274 units of public housing, 184 units of RAD-LIHTC family housing, and 347 Housing Choice vouchers continue to serve the area's low and extremely low-income population.

Separate from the units managed by the Dover Housing Authority, there are 154 Multifamily units that are private-sector HUD assisted units. The City has learned that 50 of those units are intended to be removed from that category by the landlord.

Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.

In addition to the units managed by the Dover Housing Authority (DHA), there are 3 non-DHA HUD-assisted multifamily residential developments within the City of Dover. These developments provide a total of 154 HUD assisted units. The City has been informed that the ownership group for one of the facilities, Rutland Manor, intends to convert to their units to market rate units. This is a potential loss of 50 units.

Does the availability of housing units meet the needs of the population?

No.

Describe the need for specific types of housing:

There is a need for affordable rental units and single family dwellings. There is a need for rental units for individuals and families that qualify for Section 8 housing. There is need for more beds for homeless

individuals and families. There is need for transitional units for individuals to regain their footing after experiencing domestic violence or seeking to transition out of a shelter.

Discussion

MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

Introduction:

Cost of Housing

	Base Year: 2009	Most Recent Year: 2015	% Change
Median Home Value	249,500	240,600	(4%)
Median Contract Rent	808	883	9%

Table 3 - Cost of Housing

Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

Rent Paid	Number	%
Less than $500	710	11.6%
$500-999	3,380	55.0%
$1,000-1,499	1,660	27.0%
$1,500-1,999	280	4.6%
$2,000 or more	115	1.9%
Total	***6,145***	***100.0%***

Table 4 - Rent Paid

Data Source: 2011-2015 ACS

Housing Affordability

% Units affordable to Households earning	Renter	Owner
30% HAMFI	515	No Data
50% HAMFI	1,920	340
80% HAMFI	4,275	1,400
100% HAMFI	No Data	2,210
Total	***6,710***	***3,950***

Table 5 - Housing Affordability

Data Source: 2011-2015 CHAS

Monthly Rent

Monthly Rent ($)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	1,000	1,029	1,315	1,795	2,212
High HOME Rent	0	0	0	0	0
Low HOME Rent	0	0	0	0	0

Table 6 – Monthly Rent

Alternate Data Source Name:
FY2020 Fair Market Rent Documentation System
Data Source Comments: From FY2020 Fair Market Rent Documentation System

Is there sufficient housing for households at all income levels?

No

How is affordability of housing likely to change considering changes to home values and/or rents?

Based upon the low vacancy and high rental rates/costs, affordability and availability is not projected to improve. Rather, it is anticipated that housing cost burden will increase.

How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

Dover has been experiencing a vacancy rate of less than 1%. Shelters have indicated that they are experiencing longer client stays due in part to the difficulty in finding available housing units which is complicated even further by the lack of affordable housing units.

FY2020 FMR indicates that for a two-bedroom rental unit to not exceed 30% of household income, the household would need to have an annual income of $52,600. The *2019 HUD Household Income Limits* used to determine Very Low and , Low Income Benefit eligibility indicate that a Very Low Income family of four has an annual household income of $28,300 and that a Low Income family of four has an annual income of $47,150. As such, these two population groups must spend more than 30% of their household income on housing costs.

Discussion:

MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

Introduction

A current comprehensive source of information concerning the condition of housing stock does not exist. The City does have a Housing Code that provides addresses substandard housing conditions. The City estimates that as much as 10% of the City's housing stock is in physical disrepair and that the majority of this subgroup is comprised of rental units.

Definitions

Dover's Housing Standards Code provides that a dwelling is substandard if the following conditions exist:

- A dwelling is dilapidated, decayed, unsafe or unsanitary.
- There is inadequate light, air or sanitation,
- There is inadequate egress,
- There are insecure parts,
- The dwelling creates an unsafe or unsanitary environment for abutting properties.

Dover's Housing Standards Code provides that a dwelling is suitable for rehabilitation if:

- The cost to repair or rehabilitate is a reasonable cost when compared to the overall value of the dwelling.

Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	1,810	28%	2,830	46%
With two selected Conditions	25	0%	140	2%
With three selected Conditions	10	0%	0	0%
With four selected Conditions	0	0%	0	0%
No selected Conditions	4,680	72%	3,180	52%
Total	***6,525***	***100%***	***6,150***	***100%***

Table 7 - Condition of Units

Data Source: 2011-2015 ACS

Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	1,030	16%	790	13%
1980-1999	1,690	26%	1,325	22%
1950-1979	2,425	37%	1,850	30%
Before 1950	1,370	21%	2,180	35%
Total	***6,515***	***100%***	***6,145***	***100%***

Table 8 – Year Unit Built

Data Source: 2011-2015 CHAS

Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	3,795	58%	4,030	66%
Housing Units build before 1980 with children present	720	11%	305	5%

Table 9 – Risk of Lead-Based Paint

Data Source: 2011-2015 ACS (Total Units) 2011-2015 CHAS (Units with Children present)

Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	0	0	0
Abandoned Vacant Units	0	0	0
REO Properties	0	0	0
Abandoned REO Properties	0	0	0

Table 10 - Vacant Units

Data Source: 2005-2009 CHAS

Need for Owner and Rental Rehabilitation

Households with costs burdens (30% and 50%) are often in critical need of assistance to retain the housing they occupy or to locate more affordable opportunities. Households living in physically substandard units often need assistance with rehabilitation or redevelopment

Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards

A current comprehensive source of information concerning the condition of housing stock does not exist.

Discussion

MA-25 Public and Assisted Housing – 91.210(b)

Introduction:

The Dover Housing Authority (DHA) was formed by the Dover City Council in the early 1950's pursuant to New Hampshire state law. The DHA serves 877 households every month with a federal rent subsidy.

The DHA is required by the Department of Housing and Urban Renewal (HUD) to target applicants on the waiting list who are in the extremely low-income category. HUD requires a target threshold of 40% or greater. For the Section 8 Housing Choice Voucher Program, the threshold is 75%. The DHA continues to meet or exceed these requirements.

The DHA recently converted 184 family units of public housing to Project Based Vouchers pursuant to the Rental Assistance Demonstration (RAD) program authorized by HUD. In addition, substantial rehabilitation of the 184 apartments has been completed financed by bond financing and Low-Income Housing Tax Credits (LIHTC) obtained with assistance from the New Hampshire Housing Finance Authority (NHHFA) and Northern New England Housing Investment Fund (NNEHIF).

The DHA also owns and manages 45 units of LIHTC housing at Addison Place and manages 26 units of PRAC II housing for low income seniors at Covered Bridge Manor.

The DHA provides many social service programs for residents of public housing through the Seymour Osman Community Center based located within the family housing development. The DHA also administers a Family Self-Sufficiency Program for Section 8 Housing Choice Voucher Program participants and family public housing residents. In addition, the DHA operates an afterschool educational program at the Woodman Park Elementary School using grant funds from the 21st Century program. These varied programs assist residents in acquiring skills and experience enabling them to obtain employment, further their education, and eventually leave public assistance.

The DHA takes aggressive and proactive steps to insure 274 units of public housing, 184 units of RAD-LIHTC family housing, and 347 Housing Choice vouchers continue to serve the area's low and extremely low-income population. The DHA searches out new programs and funding sources to modernize its existing housing stock, provide supportive services and educational opportunities to its residents, and to increase the amount of affordable housing required to meet the growing needs of the City of Dover.

Totals Number of Units

Program Type									
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project -based	Tenant -based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available			274	531	184	317	0	0	30
# of accessible units			21						
***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**									

Table 11 – Total Number of Units by Program Type

Alternate Data Source Name:
DHA MA-25
Data Source Comments:

Describe the supply of public housing developments:

Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

274 Public Housing units are populated by senior citizens and individuals with disabilities. Units are in good condition and receive REAC (Real Estate Assessment Center) scores greater than 90.

Public Housing Condition

Public Housing Development	Average Inspection Score
Dover Housing Authority	90

Table 12 - Public Housing Condition

Describe the restoration and revitalization needs of public housing units in the jurisdiction:

The DHA converted 184 family units of public housing to Project Based Vouchers pursuant to the Rental Assistance Demonstration (RAD) program authorized by HUD. In addition, substantial rehabilitation of the 184 apartments has been completed financed by bond financing and Low-Income Housing Tax Credits (LIHTC) obtained with assistance from the New Hampshire Housing Finance Authority (NHHFA) and Northern New England Housing Investment Fund (NNEHIF). The substantial rehabilitation accomplished from 2017-2019 included new roofs, siding, windows, kitchens, bathrooms, appliances, washers and dryers, doors, floors, heating systems, and insulation.

The remaining 274 public housing units for seniors and individuals with disabilities are in good condition. Replacement of roofs, heating systems and exterior doors are needed. Further improvements will consist of renovations to kitchens, bathrooms and air quality systems. The DHA continues to receive Capital Funds from HUD on an annual basis. The DHA estimates a need for over 1 Million dollars each year for the next five years for physical improvements and administration to meet the capital improvement needs of these properties.

Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:

Addison Place and Covered Bridge Manor

- The DHA owns and manages Addison Place, a LIHTC development of 45 units adjacent to 184 units of RAD-LIHTC housing converted from public housing. Addison Place is substantial rehabilitated with new heating systems and windows. Kitchens and baths are rehabbed upon turnover. A healthy and substantial Capital Reserve fund is funded and maintained for future needs.
- The DHA also manages Covered Bridge Manor, 26 units of senior housing on County Farm Road. Substantial capital reserve funds are funded and maintained for future needs.

Improve the quality of assisted housing

- The DHA will continue to take numerous steps to improve its public housing and voucher management scores, such as hiring engineers and inspectors to assist management in determining ways to improve the properties.

Increase assisted housing choices

- Continual efforts are made by Section 8 Housing Choice Voucher Program staff to seek out potential voucher landlords. In an effort to increase the number of families being assisted through the Housing Choice Voucher Program, the DHA has steadily raised the number of vouchers being issued over the past few years. Now 347 families are assisted by the Housing Choice Voucher program.
- New housing opportunities on Avon Avenue and Whittier Street are planned. Recent purchases of properties on these streets will result in new units available for low income populations.

Provide an improved living environment

- The DHA has once again received approval of its request for an extension of the Designated Housing Plan which designated 3 multi-story buildings as housing for elderly residents only.
- A social worker is assigned to work with seniors and individuals with disabilities.
- The DHA currently pays for a full-time police officer assigned to our neighborhoods to improve security and peace of mind for our residents.
- The DHA provides a police sub-station located in the heart of our family neighborhood. The DHA will continue to adhere to the Core Values of Integrity, Caring, Innovation and Accountability.

Moving out of Poverty

- The DHA promotes self-sufficiency and asset development for families and individuals in its public housing, RAD-LIHTC, and Housing Choice Voucher programs. One of the major strengths of the DHA is a commitment to provide supportive services to all its residents and voucher holders. The flagship supportive service for families is the Afterschool program at Woodman Park Elementary School funded by a 21st Century grant. In addition, the DHA supports families and children with a wide range of activities at the Seymour Osman Community Center.
- The DHA DS Federal continues to provide supportive services for seniors in an effort to keep them living independently longer and avoid premature institutionalization. Moreover, the DHA works collaboratively with community members and the Commodities Supplemental Food Program administered by the USDA to provide nutritious food to elderly residents.
- The DHA is one of three New Hampshire Housing Authorities to operate a Family Self-Sufficiency (FSS) program. The goals of FSS are improving residents' employability and financial stability. Through a three year federal ROSS grant, the DHA employs two full time family self-sufficiency coordinators to offer guidance, information, and skills to family housing residents and Housing Choice Voucher participants to aid them in achieving financial self-sufficiency, finding employment, and positive money management skills. The DHA has seen great success with this

program with participants purchasing homes, investing in their careers, and ultimately leaving public assistance programs.

Discussion:

The Mission of the Dover Housing Authority is “Opening Doors to Opportunities”. We serve low income seniors, individuals with disabilities and families. We provide supportive services and permanent quality housing. We collaborate with area groups to enhance the lives of our residents and voucher holders.

MA-30 Homeless Facilities and Services – 91.210(c)

Introduction

Homelessness is a regional issue that is not defined or confined by civic boundaries. Dover residents are served by homeless facilities located in the City and neighboring communities. The Tri-City Mayors' Taskforce on Homelessness has developed a master plan that has been adopted by the communities of Dover, Somersworth and Rochester. The master plan serves as a guide for each community in its efforts to address the regional issues of homelessness.

Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	73	33	60	0	0
Households with Only Adults	54	19	0	8	0
Chronically Homeless Households	0	0	0	18	28
Veterans	0	0	0	0	0
Unaccompanied Youth	0	0	0	0	0

Table 13 - Facilities and Housing Targeted to Homeless Households

Data Source Comments:

Describe mainstream services, such as health, mental health, and employment services to the extent those services are use to complement services targeted to homeless persons

Year-round shelters in the region include My Friend's Place, Cross Roads House, Hope on Haven Hill, Families in Transition and Lydia's House of Hope. My Friend's Place provides both emergency shelter and transitional housing. Clients are provided with, access to mental and physical health services, food support/assistance and other related assistance.

Cross Roads House provides a spectrum of assistance to clients housed at the facility and to clients who have transitioned out of the shelter and into more permanent living arrangements. Assistance includes life skills, vocational training and access to health care. Hope on Haven Hill provides an eight bed residential facility, a transitional recovery house for mother's in recovery & their children and outpatient services. Lydia's House of Hope provides transitional housing and services for homeless woman and children.

The Homeless Center for Strafford County (HCSC) is a seasonal facility that offers assistance such as life and financial skills and assistance with placement in more permanent housing. Has recently obtained property on which plans to build a larger facility with the intent of becoming a year-round provider of shelter and services.

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

My Friend's Place provides both emergency shelter and transitional housing. Clients are provided with, access to mental and physical health services, food support/assistance and other related assistance. Lydia's House of Hope provides transitional housing and services for homeless woman and children.

Cross Roads House provides a spectrum of assistance to clients housed at the facility and to clients who have transitioned out of the shelter and into more permanent living arrangements. Assistance includes life skills, vocational training and access to health care. Hope on Haven Hill provides an eight bed residential facility, a transitional recovery house for mother's in recovery & their children and outpatient services.

The Homeless Center for Strafford County (HCSC) is a seasonal facility that offers assistance such as life and financial skills and assistance with placement in more permanent housing. HCSC has recently obtained property on which plans to build a larger facility with the intent of becoming a year-round provider of shelter and services.

Community Action Partnership of Strafford County plays a significant role in providing services and assistance to at risk populations. Examples of assistance include transportation, counseling, assistance with utility costs, child care and rental assistance.

Community Partners is the designated Community Mental Health Center, Developmental Services Provider and Family Support Center for the region and provides a wide variety of behavioral health and developmental services. Community Partners outreach is through engagement homeless shelters and transitional housing programs to provide counseling services to shelter and housing clients.

MA-35 Special Needs Facilities and Services – 91.210(d)

Introduction

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs

Community Partners is the designated Community Mental Health Center, Developmental Services Provider and Family Support Center for the region and provides a wide variety of behavioral health and developmental services. The area health service providers offer varying levels of counseling and services. The Triangle Club offers peer driven substance support programs and was the first in NH to offer heroin anonymous meetings.

As mentioned elsewhere in the Plan, there is a lack of service providers that provide immediate counselling support services as wait times are often a month to two months long. There is also an insufficient number facilities that provide transitional housing along with health support services.

Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing

Community Partners is the designated Community Mental Health Center, Developmental Services Provider and Family Support Center for the region and provides a wide variety of behavioral health and developmental services. The area health service providers offer varying levels of counseling and services. The Triangle Club offers peer driven substance support programs and was the first in NH to offer heroin anonymous meetings.

As mentioned elsewhere in the Plan, there is a lack of service providers that provide immediate counselling support services as wait times are often a month to two months long. There is also an insufficient number facilities that provide transitional housing along with health support services.

Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)

As in the past, it is important to provide assistance that allow those who are already housed to stay in place. Programs such as energy efficiency & weatherization program as well improvements and activities that support transportation to service providers will continue to be targeted.

For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))

During the next year, Dover will continued to support programs and services that assist those living with AIDS, suffering from domestic violence, individuals with mental health challenges, seniors and adults with disabilities. These can take the form of public service based funding as well as public facility oriented funding.

MA-40 Barriers to Affordable Housing – 91.210(e)

Describe any negative effects of public policies on affordable housing and residential investment.

Following are the City of Dover's 5 principal impediments to affordable housing choice in the public sector:

1. The Zoning Ordinance Allows Group Homes by Special Exception only, not by right, in two of the City's zoning districts. The districts, RM-U, and O represent a small area of the City's Zoning district area. The CBD district allows the use by right, as well as the use of a rooming house by right. A further barrier is that the City is almost 400 years old and has a limited amount of developable land and adequate in-fill opportunities for such a use to reasonably locate. Land costs tend to lead to higher cost units when a property owner seeks to increase the density. The Special Exception criteria and requirement for a public hearing may subject the process to NIMBY reactions that may influence decisions made by the Zoning Board.
2. It has been estimated that approximately 40 % of the rental housing stock in the jurisdiction have some amount of lead-based paint hazard on the premises. Low income and minority households tend to rent units which still have this hazard, simply because the rent amount is lower than other rental units. Because a unit's age, condition, and location define the rents, these are units that can least afford to be made lead-based paint free for the foreseeable future. Fair housing choice between lead-based paint contaminated and lead-based paint free rental units should not just be dependent on state laws prohibiting renting to families with children under the age of six, the ability of the units owner to pay for mitigation, or the ability of the household to pay more funds for the rent.
3. While Dover has seen a housing boom since 2015, there continues to be less than 1% vacancy in multi-family units. This rate has not adjusted much in 18 months. As rental costs have increased, the wage levels have not and that has created more of a divide, where the lower middle class is taking units that previously have been open to very-low and low-income residents. Homeownership costs have also trended up. The average new home price has been between $375,000 and $525,000. Existing home costs have ranged between $275,000 and $325,000. These homes have an average of 2 days on the market before they are under agreement. This means that homeowners continue to overpay for their housing costs, and many are living in substandard housing.
4. Ninety percent of all very-low income homeowners in the City expend more than 50% of their gross income on housing costs. Most all of these dwellings have rehabilitation needs. These low-income homeowners are finding it difficult to refinance existing mortgages allowing reduced monthly debt service costs to draw on equity or to rehabilitate their homes.
5. Public Transportation Availability was identified in the previous AI as a barrier to housing choice, and continues to be a concern. COAST bus, the regional transit provider faces funding reductions and fare increases. These increases may be a barrier to residents to use the service. More

importantly, while Dover has the broadest scope of service by COAST, it is still limited to the core of the City and is not located in a third of the City.

MA-45 Non-Housing Community Development Assets – 91.215 (f)

Introduction

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	39	8	0	0	0
Arts, Entertainment, Accommodations	1,776	1,745	14	12	-2
Construction	414	261	3	2	-1
Education and Health Care Services	2,533	3,653	20	25	5
Finance, Insurance, and Real Estate	1,440	3,839	11	26	15
Information	424	406	3	3	0
Manufacturing	1,605	1,102	13	7	-6
Other Services	467	410	4	3	-1
Professional, Scientific, Management Services	1,199	732	9	5	-4
Public Administration	0	0	0	0	0
Retail Trade	1,974	1,471	15	10	-5
Transportation and Warehousing	352	469	3	3	0
Wholesale Trade	605	623	5	4	-1
Total	12,828	14,719	--	--	--

Table 14 - Business Activity

Data Source: 2011-2015 ACS (Workers), 2015 Longitudinal Employer-Household Dynamics (Jobs)

Labor Force

Total Population in the Civilian Labor Force	17,870
Civilian Employed Population 16 years and over	16,670
Unemployment Rate	6.72
Unemployment Rate for Ages 16-24	47.01
Unemployment Rate for Ages 25-65	3.72

Table 15 - Labor Force

Data Source: 2011-2015 ACS

Occupations by Sector	Number of People
Management, business and financial	4,695
Farming, fisheries and forestry occupations	450
Service	1,710
Sales and office	4,090
Construction, extraction, maintenance and repair	940
Production, transportation and material moving	720

Table 16 - Occupations by Sector

Data Source: 2011-2015 ACS

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	12,060	76%
30-59 Minutes	2,390	15%
60 or More Minutes	1,470	9%
Total	***15,920***	***100%***

Table 17 - Travel Time

Data Source: 2011-2015 ACS

Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		
	Civilian Employed	Unemployed	Not in Labor Force
Less than high school graduate	670	35	310
High school graduate (includes equivalency)	1,805	350	595
Some college or Associate's degree	4,435	85	885

Educational Attainment	In Labor Force		
	Civilian Employed	Unemployed	Not in Labor Force
Bachelor's degree or higher	6,360	165	1,010

Table 18 - Educational Attainment by Employment Status

Data Source: 2011-2015 ACS

Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	44	15	30	130	260
9th to 12th grade, no diploma	230	435	145	255	435
High school graduate, GED, or alternative	1,180	700	475	1,575	1,380
Some college, no degree	1,130	1,160	835	1,515	915
Associate's degree	155	480	350	1,120	155
Bachelor's degree	655	1,465	1,230	1,840	535
Graduate or professional degree	105	970	750	1,315	590

Table 19 - Educational Attainment by Age

Data Source: 2011-2015 ACS

Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	23,250
High school graduate (includes equivalency)	26,461
Some college or Associate's degree	35,464
Bachelor's degree	53,194
Graduate or professional degree	53,417

Table 20 – Median Earnings in the Past 12 Months

Data Source: 2011-2015 ACS

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

Education, Government and Health Care Services are the largest sectors in Dover, followed by retail and service sectors.

Describe the workforce and infrastructure needs of the business community:

An educated workforce is always a need for the business community. Access to work training programs and availability of transit to link jobs and housing for low mod residents is also a requirement.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

The State of New Hampshire continues to enhance the Spaulding Turnpike, which connects I-95 to the Canadian border through NH. A major component of this is replacing and enhancing the main bridge connecting Dover to jurisdictions to the south, such as Portsmouth. As work has continued, access between the communities in the region has improved and access to jobs and commerce will be increased.

Furthermore, the City invested in a parking garage in its downtown. This project spurred redevelopment in the urban core, and added over 400 residential units and 20,000 square feet of commercial space. The 100 new spaces alleviated stresses associated with connecting employees to employers.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

The current workforce is marginally undereducated. There is a need for highly trained manufacturing knowledge with the workforce, and continued growth in service sector positions to support the growing creative economy.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

The Dover Business Industrial Development Authority has a program, BizEd Connect, which assists manufacturing businesses with recruiting students while in high school and training to become part of their workforce, as interns. This project is being expanded to include UNH and Granite State College.

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?

Yes

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

The Strafford Regional Planning Commission is actively working with Dover to implement projects within the CEDS. Part of this includes an infill development strategy that that continues to see new development that includes mixed use commercial/residential uses. The Consolidated Plan includes proposed Economic Development efforts that include funding job growth and job retention for low and moderate income residents, through jobs created in the downtown area.

Discussion

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

The City does not have areas, such as a two or three city-block area of the community in which households with multiple housing problems are concentrated?

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

Based on census data, the City does not have areas in which racial or ethnic minorities or low-income families area concentrated such as a four or five city-block area of the community. Data shows that these populations are dispersed rather than clustered or concentrated in one or two area.

What are the characteristics of the market in these areas/neighborhoods?

N/A

Are there any community assets in these areas/neighborhoods?

N/A

Are there other strategic opportunities in any of these areas?

N/A

MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)

Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.

For Dover, 100.00% of the population has access to Broadband Internet with an average home download speed of 16.3 Mbps. Ninety-eight percent of the population has access to wired broadband internet access

Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.

There are 3 DSL Providers, 1 Cable Internet provider and 2 Fiber Internet (FTTH) providers serving Dover. There are also 4 Mobile Broadband (cellular) providers with service available in Dover.

MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

Describe the jurisdiction's increased natural hazard risks associated with climate change.

In 2018, the City of Dover adopted a Climate Adaptation Chapter as part of the Dover Master Plan. The Chapter evaluated potential risks to the community and identified impacts to the following resources:

1. Water Availability and Quality
2. Health and Safety
3. Food
4. Energy
5. Infrastructure
6. Natural Resources

The outcome was a comprehensive set of 47 Action Items within the following categories:

- Outreach and Engagement
- Studies and Initiatives
- Operations, Policies and Procedures
- Regulatory

Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.

While the Chapter identified issues that will have an impact across the community as a whole, certain impacts could have greater effect on the populations that would qualify under the National Objective requirements. For example, greater number of days with extreme heat or cold will impact the elderly, the homeless and households that may not have the financial resources to offsetting increased utility costs during these events.

Strategic Plan

SP-05 Overview

Strategic Plan Overview

The City's CDBG program seek to provide assistance in a manner that has deep reach and wide impact. The demand for housing and related services continues exceed available resources. Public services for those most at risk are more important than ever. Support for job training and infrastructure improvements that assist the at-risk populations are equally as important. The feedback received from public service providers, the business sector and the general public were critical in determining the focus of both the Consolidated Plan & Strategic Plan. Additionally, the master plan created by the Tri-City Mayors Taskforce on Homelessness and adopted by the City Council is a foundational document that identifies opportunities and offers direction.

SP-10 Geographic Priorities – 91.215 (a)(1)

Geographic Area

Table 1 - Geographic Priority Areas

General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

Allocations are not made geographically. Instead they are based upon requests and demonstrated need by agencies and applicants. The sole geographic investment would be to contribute towards increased accessibility on downtown sidewalks and infrastructure, as need is demonstrated to increase access to employment from hosuing.

SP-25 Priority Needs - 91.215(a)(2)

Priority Needs

Table 2 – Priority Needs Summary

1	**Priority Need Name**	Homeless Assistance
	Priority Level	High
	Population	Extremely Low Low Moderate Families with Children Elderly Chronic Homelessness Individuals Families with Children
	Geographic Areas Affected	
	Associated Goals	
	Description	Issues identified during the Public Involvement phase including issues identified in the Tri-City Mayors Taskforce Master Plan, assistance for shelters, emergency lodging and transportation based obsiticles.
	Basis for Relative Priority	
2	**Priority Need Name**	Assistance to Populations with Special Needs
	Priority Level	High

	Population	Extremely Low Low Moderate Families with Children Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	Geographic Areas Affected	
	Associated Goals	
	Description	Various Public Services & Public Facility projects including, but not limited to energy efficiency & weatherization and services provided to persons with AIDS, victims of abuse and adults with disabilities.
	Basis for Relative Priority	
3	**Priority Need Name**	Assistance to homeowner and renters
	Priority Level	High
	Population	Extremely Low Low Families with Children Elderly Individuals Families with Children
	Geographic Areas Affected	
	Associated Goals	

	Description	Activities within this category of need include energy efficiency improvements for home owners & renter and provision of security deposit.
	Basis for Relative Priority	
4	**Priority Need Name**	Housing
	Priority Level	High
	Population	Extremely Low Low Moderate Families with Children Elderly Elderly Victims of Domestic Violence
	Geographic Areas Affected	
	Associated Goals	
	Description	There is an identified need shortage of available rental units for low and moderate income persons. Efforts to address this need will include piloting a rental rehab program designed to make more units available for target populations.
	Basis for Relative Priority	
5	**Priority Need Name**	Economic Dev. Support of Businesses & Workforce
	Priority Level	High

	Population	Extremely Low Low Moderate Non-housing Community Development
	Geographic Areas Affected	
	Associated Goals	
	Description	There is an identified need for job training, assistance to business for job creation & retention, and for access to & from employment.
	Basis for Relative Priority	
6	**Priority Need Name**	Accessibility & Transportation
	Priority Level	High
	Population	Extremely Low Low Moderate Families with Children Elderly Persons with Physical Disabilities Non-housing Community Development
	Geographic Areas Affected	
	Associated Goals	
	Description	Improvements to the physical environment that facilitate removal of barriers to access. Additionally, improvements and programs that facilitate viable access to services and employment for low and moderate income populations.
	Basis for Relative Priority	

7	**Priority Need Name**	Microenterprise
	Priority Level	Low
	Population	Extremely Low Low Moderate Large Families Families with Children Non-housing Community Development
	Geographic Areas Affected	
	Associated Goals	
	Description	During the next five years the City anticipates continued funding in the Dover Micro-enterprise Loan Program on an as needed basis.
	Basis for Relative Priority	
8	**Priority Need Name**	Planning
	Priority Level	High
	Population	Extremely Low Low Moderate Other
	Geographic Areas Affected	
	Associated Goals	
	Description	The City will use funds from CDBG for Land Use, Housing and Economic Development updates to the City's Master Plan as applicable to the Consolidated Plan.
	Basis for Relative Priority	

9	**Priority Need Name**	Urgent Need & Crisis Response
	Priority Level	Low
	Population	Extremely Low Low Moderate Non-housing Community Development
	Geographic Areas Affected	
	Associated Goals	
	Description	Actions, activities and projects to address Urgent Need and crisis situations facing the community.
	Basis for Relative Priority	
10	**Priority Need Name**	Lead Based Paint Hazards
	Priority Level	Low
	Population	Extremely Low Low Moderate
	Geographic Areas Affected	
	Associated Goals	
	Description	No investments planned at this time. Testing for CDBG funded project, as determined necessar,y will be undertaken to identify potential risks.
	Basis for Relative Priority	

Narrative (Optional)

The City of Dover has articulated a goal of creating a viable urban environment through the improvement of housing and employment opportunities for low and very low income people and through improving and/or expanding public facilities and services.

SP-30 Influence of Market Conditions – 91.215 (b)

Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	Availability of units and funding
TBRA for Non-Homeless Special Needs	Availability of units and funding
New Unit Production	Availability of funding, Availability of suitable property and Availability of developers/partnerships
Rehabilitation	Availability of units and funding
Acquisition, including preservation	Availability of funding, Availability of suitable property and Availability of developers/partnerships

Table 3 – Influence of Market Conditions

SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

Introduction

The needs identified through the Citizen Participation process far exceed the resources available through the CBBG program. As such, it is imperative that leveraging of other funds be employed in order to extend the reach of the CDBG program to the greatest extent possible.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	287,639	20,400	0	308,039	1,232,156	Program Income can include economic development loan payments, parking lot income and security deposit returns. (1) Prior Year Resources reallocated in Substantial amendment for FFY19 AP.

Table 4 - Anticipated Resources

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The program funds used to support public service providers and facility improvements will be leveraged against Dover general fund, resources from other local communities, state funding and private funding sources.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

It is possible that City owned land or property could be used to help address instances of Urgent Need. Also, the McConnell Center is City property and the location of the Welfare Department which operates a CDBG funded security deposits program. It is possible that the Center could house other CDBG funded activities or service providers as it has done in the past.

Discussion

(1) "Prior Year Resources" reallocated in Substantial amendment for FFY19 AP. The Tri-City Mayor's Taskforce on Homelessness created an opportunity to look at community issues through a regional lens. The issues facing Dover's most at risk populations are not constrained by political geography. As such, it is imperative that we seek opportunities to partner with area organizations and jurisdictions to best address needs facing the city and neighboring communities.

SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
Community Development, City of Dover	Government	Economic Development Planning neighborhood improvements public facilities	Jurisdiction
DOVER WELFARE	Government	Homelessness Rental	Jurisdiction
Community Action Program of Strafford County	Non-profit organizations	Non-homeless special needs	Region
Dover Housing Authority	PHA	Public Housing	Jurisdiction
MY FRIENDS PLACE	Non-profit organizations	Homelessness	Region
HOMELESS CENTER FOR STRAFFORD COUNTY	Non-profit organizations	Homelessness	Region
Community Partners	Non-profit organizations	Non-homeless special needs public services	Region
AIDS Response Seacoast	Non-profit organizations	Non-homeless special needs public services	Region
HAVEN	Non-profit organizations	Non-homeless special needs public services	Region
Cross Roads House, Inc.	Non-profit organizations	Homelessness public services	Region
Dover Fire Department	Government	public facilities public services	Jurisdiction
Strafford Economic Development Corporation	Regional organization	Economic Development	Region

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
Dover Business and Industrial Development Authority	Government	Economic Development	Jurisdiction
N.H. Small Business Development Center	Government	Economic Development	State
FAMILIES IN TRANSITION	Non-profit organizations	Homelessness	State
Cooperative Alliance for Seacoast Transportation	Regional organization	public facilities public services	Region
Greater Seacoast Coalition to End Homelessness	Non-profit organizations	Homelessness	Region
Greater Dover Chamber of Commerce	Regional organization	Economic Development	Region
Triangle Club	Non-profit organizations	Non-homeless special needs	Region

Table 5 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

Strengths of these groups and the public service agencies that are involved is their relationships and institutional knowledge. Dover is a tight knit community and many of the stakeholders involved with providing assistance are actively engaged with each other and are available for assistance in providing the care needed.

Gaps include limited funding compared to the depth of need, inability to obtain access “on demand” to services such as counseling and transportation to and from service provider & employment.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X	X	X
Legal Assistance			
Mortgage Assistance			
Rental Assistance	X	X	

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Utilities Assistance	X		
Street Outreach Services			
Law Enforcement	X		
Mobile Clinics			
Other Street Outreach Services			
Supportive Services			
Alcohol & Drug Abuse	X		
Child Care	X		
Education	X		
Employment and Employment Training	X		
Healthcare	X		
HIV/AIDS	X		X
Life Skills	X		
Mental Health Counseling	X		
Transportation	X	X	
Other			

Table 6 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

The City's CDBG program has consistently supported organizations and programs that provide services to individuals and families identified in this subsection. It is anticipated that support of this nature will continue throughout the life of this consolidated plan.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

Transportation to service providers (medical buildings, counseling services, employment, etc.) has been identified as a significant issue throughout the region. Additionally, the ability for an individual to find a counselor or similar service provider that will see them on an immediate basis has been identified as a existing obstacle.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

In 2018, the City created a process for the purchase of density in the community, by developers. In 2020, this program will be expanded to include incentives for increased assembly and manufacturing in proximity to housing. Furthermore, the program will be amended to tie multi-family density purchased to HUD Fair Market Rental rates.

While there are limitations on the types of activities that can be funded with CDBG funds. The City will seek to coordinate with local and regional service providers to see if there are instances where CDBG funds can be used to provide immediate and ongoing access to services such as counseling.

The master plan created by the tri-city mayors' taskforce adopted Strategies that will be supported through the Consolidated Plan. Following are the STRATEGY #1- Create Seasonal Cold Weather Shelter; STRATEGY #2- Create Affordable Housing; STRATEGY #3- Increase Homeless Prevention, Rapid Rehousing, and Supportive Housing Programs; STRATEGY #4- Support Access to transportation; STRATEGY #5- Enhance access to quality healthcare, mental health and education; STRATEGY #6- Support efforts to decrease Substance Use Disorder and increase prevention; STRATEGY #7- Engage the Community to End Homelessness.

In supporting objectives identified in the Strategies, the City's CDBG program will be seeking to address the needs identified above and in the taskforce's master plan.

SP-45 Goals Summary – 91.215(a)(4)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Access to Services	2020	2024	Homeless Non-Homeless Special Needs Non-Housing Community Development			CDBG: $225,000	Public service activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted Homeless Person Overnight Shelter: 165 Persons Assisted
2	Renter and Homeowner Assistance	2020	2024	Affordable Housing Non-Homeless Special Needs			CDBG: $125,000	Public service activities for Low/Moderate Income Housing Benefit: 20 Households Assisted Rental units rehabilitated: 20 Household Housing Unit Homeowner Housing Rehabilitated: 30 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Public Improvements	2020	2024	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development			CDBG: $450,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 200 Persons Assisted Rental units rehabilitated: 9 Household Housing Unit Overnight/Emergency Shelter/Transitional Housing Beds added: 15 Beds
4	Economic Development	2020	2024	Non-Housing Community Development			CDBG: $250,000	Jobs created/retained: 20 Jobs Businesses assisted: 5 Businesses Assisted
5	Accessibility and Transportation	2020	2024	Accessibility and Transportation			CDBG: $182,156	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 25 Persons Assisted

Table 7 – Goals Summary

Goal Descriptions

1	**Goal Name**	Access to Services
	Goal Description	To provide increased opportunities to residents of the City who require education, health, recreation, shelter, transportation and related human services.
2	**Goal Name**	Renter and Homeowner Assistance
	Goal Description	Weatherizeation and energy efficiencey, Housing unit rehab, security deposit assistance, Lead based paint hazard
3	**Goal Name**	Public Improvements
	Goal Description	Improvements related to faciliteis and units utilized by qulaifying populations and individuals.
4	**Goal Name**	Economic Development
	Goal Description	To provide increased employment opportunities for low and very low income persons through means such as business loans, job training and access to employment
5	**Goal Name**	Accessibility and Transportation
	Goal Description	Removal of architectural barriers and access to social services and employment

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

No HOME funds will be used.

SP-50 Public Housing Accessibility and Involvement – 91.215(c)

Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)

N/A

Activities to Increase Resident Involvements

Is the public housing agency designated as troubled under 24 CFR part 902?

No

Plan to remove the 'troubled' designation

SP-55 Barriers to affordable housing – 91.215(h)

Barriers to Affordable Housing

Following are the City of Dover's 5 principal impediments to affordable housing choice in the public sector:

1. The Zoning Ordinance Allows Group Homes by Special Exception only, not by right, in two of the City's zoning districts. The districts, RM-U, and O represent a small area of the City's Zoning district area. The CBD district allows the use by right, as well as the use of a rooming house by right. A further barrier is that the City is almost 400 years old and has a limited amount of developable land and adequate in-fill opportunities for such a use to reasonably locate. Land costs tend to lead to higher cost units when a property owner seeks to increase the density. The Special Exception criteria and requirement for a public hearing may subject the process to NIMBY reactions that may influence decisions made by the Zoning Board.
2. It has been estimated that approximately 40 % of the rental housing stock in the jurisdiction have some amount of lead-based paint hazard on the premises. Low income and minority households tend to rent units which still have this hazard, simply because the rent amount is lower than other rental units. Because a unit's age, condition, and location define the rents, these are units that can least afford to be made lead-based paint free for the foreseeable future. Fair housing choice between lead-based paint contaminated and lead-based paint free rental units should not just be dependent on state laws prohibiting renting to families with children under the age of six, the ability of the units owner to pay for mitigation, or the ability of the household to pay more funds for the rent.
3. While Dover has seen a housing boom since 2015, there continues to be less than 1% vacancy in multi-family units. This rate has not adjusted much in 18 months. As rental costs have increased, the wage levels have not and that has created more of a divide, where the lower middle class is taking units that previously have been open to very-low and low-income residents. Homeownership costs have also trended up. The average new home price has been between $375,000 and $525,000. Existing home costs have ranged between $275,000 and $325,000. These homes have an average of 2 days on the market before they are under agreement. This means that homeowners continue to overpay for their housing costs, and many are living in substandard housing.
4. Ninety percent of all very-low income homeowners in the City expend more than 50% of their gross income on housing costs. Most all of these dwellings have rehabilitation needs. These low-income homeowners are finding it difficult to refinance existing mortgages allowing reduced monthly debt service costs to draw on equity or to rehabilitate their homes.
5. Public Transportation Availability was identified in the previous AI as a barrier to housing choice, and continues to be a concern. COAST bus, the regional transit provider faces funding reductions and fare increases. These increases may be a barrier to residents to use the service. More importantly, while Dover has the broadest scope of service by COAST, it is still limited to the core of the City and is not located in a third of the City.

Strategy to Remove or Ameliorate the Barriers to Affordable Housing

1. The Planning Department has been working with stakeholders to review options for rezoning areas of the City. A committee has recommended increased density in numerous areas of the City as a means to increase housing options. Planning staff will be working to develop materials to promote these recommendations Furthermore, the City is investigating new and innovate ways to incentivize smaller size units, which would increase the availability of affordable small units within the City.
2. The City continues to have a considerably higher number of public housing and government assisted rental units than all other communities in the MSA. The City is proactive in maintaining this high number of units through its public and governmental agencies. This is an on-going action. Part of this proactivity is investigating incentives for developers to not have a density if they are creating housing for low mod residents in conjunction with the HUD Fair Market Rental Rates.
3. The City Health Officer continues to work with State Health officials, local landlords, and City Fire/Life-Safety officials to reduce the number of lead-based paint units in the City. This is an on-going action.
4. The City will continue to work proactively with the New Hampshire Housing Finance Authority when conditions merit such action. The City continues to work with the Strafford Regional Planning Commission in their Affordable/Workforce Housing Initiative regarding ways to achieve affordable housing for the City and the region as a whole. This is an on-going action.
5. In 2012, the City adopted new regulations which allow accessory dwelling units of between 300 and 800 square feet be allowed in all zoning districts where single family homes are allowed. This increases the availability of smaller rental units which may assist in improving the availability of affordable/workforce housing in Dover. After review, some changes are being suggested to enhance these units, by allowing them to be larger units, and be stand-alone units on the parent lot and not in the main structure or on top of a garage.
6. As noted in the City's Transportation Master Plan chapter, there is a need to increase access to shelters for public transit, increase options for transit routes and for increased use of transit in general. Staff and a City Councilor serve on the COAST bus Board of Directors and continue to advocate for low mod residents.

SP-60 Homelessness Strategy – 91.215(d)

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

The City of Dover will follow protocols recommended by the Tri-City Mayors' Taskforce on Homelessness and existing efforts in place and utilized by the various City departments.

Addressing the emergency and transitional housing needs of homeless persons

A significant element addressed through the Tri-City Mayors' Taskforce on Homelessness Master Plan that has been adopted by the City of Dover, identifies the need for housing options across the need spectrum. The City will continue to pursue options, and support programs that will provide increased options and opportunities.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

The City will continue to seek opportunities and support programs that will provide increased options for these sectors of Dover's population.

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs

The Tri-City Mayors' Taskforce on Homelessness identified a web if interrelated issues and needs that lead to homelessness and can keep homeless persons from being able to work themselves out of the web of issues that led them to being homeless. The City will continue to pursue options, and support efforts identified in the Taskforce's Master Plan.

SP-65 Lead based paint Hazards – 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

The Planning Department will continue to ensure a high knowledge and awareness level with regard to lead-based paint abatement procedures by fostering an education outreach program at the building permit and health inspection Office, and through the Housing Rehab Program. The excellent brochures used will continue to be part of permit packages, health, rehab and building inspections, and will continue to be "up front" at the permit office counter. The Fire Department will also continue their effort in this program through life safety inspections and coordination with the City's Health Officer.

Additionally, the City and other housing providers intend to apply for funding under Title X, Lead-Based Paint Hazard Reduction Act, as the need arises and as the funds become available, in order to address the issue of lead paint poisoning in homes.

How are the actions listed above related to the extent of lead poisoning and hazards?

Planning staff will continue to monitor the number and location of units identified with lead paint, and the number of abatement cases involving children with elevated blood levels. To that end, the Department has consulted with the City's Health Inspector, who works with the State Lead Program on this issue and will continue to do so on an annual basis.

How are the actions listed above integrated into housing policies and procedures?

Planning staff will continue to monitor the number and location of units identified with lead paint, and the number of abatement cases involving children with elevated blood levels. To that end, the Department has consulted with the City's Health Inspector, who works with the State Lead Program on this issue and will continue to do so on an annual basis.

SP-70 Anti-Poverty Strategy – 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

During the next five years, the City shall take the following measures to mitigate the number of households with incomes below the poverty line:

1. Continue, and modify where necessary, the Economic Loan Program. The program provides loans to businesses that have between one and five employees, where one is the owner and all are low-mod income.

1. Retool the Dover Economic Loan Program (DELP). The program provides loans to existing and start-up businesses in order to create and retain jobs for low-mod income residents of the community. Preference will be given to loans creating jobs within the urban core of the City.

1. Program CDBG funds in support of agencies and programs that provide job training skills, encourage self-development, and promote self-sufficiency.

1. Foster a continuum of social services, transportation services and fair and affordable housing opportunities and develop a strategy for making it readily available to households below the poverty line.

1. Identify obstacles to overcoming poverty in the community, such as lack of education, transportation to serivces and employment opportunites, training opportunities and lack of self-sufficiency, and suport programs and efforts to addrss these objectives.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

These goals are coordinated through staff review and monitoring of programs, accomplishments and through education of the Planning Board in its role as the Citizen Advisory Committe

SP-80 Monitoring – 91.230

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

The City's monitoring of organizations, programs and efforts funded through the CDBG program will continue to seek compliance with national and local objectives/requirements. This will be accomplished through the normal monitoring avenues for agencies receiving CDBG funds and requirements related to minimum levels of capacity for organizations seeking funding.

Changes in leadership within subrecipient organizations has, in the past, created challenges in maintaining original project timelines. Difficulty in securing qualified consultants to provide reliable estimates along with challenges in securing contractors to undertake approved projects has proven to be another challenge. Related to the contractor issue is the requirement for Davis Bacon compliance for project in excess of $2,000. The merits of the Davis Bacon requirements are valid. The actual $2K threshold has a practice result of severely limiting the pool of interested contractors.

City of Dover, NH Citizen Participation Plan - FFY20-24

I. INTRODUCTION

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

II. ORGANIZATION:

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

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

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

III. FUNCTION:

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

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

IV. OPERATION:

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

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

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

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

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

d. All Public Service grant applications will be rated for priority by the Planning Department before being forwarded to the Planning Board for a 8recommendation to the City Council.

V. TECHNICAL ASSISTANCE:

As stated in Article IV (1) of this document, technical assistance in securing and maintaining full citizen participation will be provided by the staff of the Planning and Community Development Department. Assistance shall be provided to both the Planning Board, as described in Article IV, and to groups, representative of low and moderate income persons and groups of residents of blighted neighborhoods which request assistance in developing proposals and statements of views. A notice for low to moderate income groups or organizations requiring technical assistance for preparing a proposal will be placed in the newspaper before the Consolidated Plan is started.

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

a. The provision of program information, at the time the City begins planning for the next program year including:

i. The total amount of funds available for community development and housing activities,

ii. The range of eligible activities that may be undertaken with these funds and the kinds of activities previously funded in the City,

iii. The processes to be followed in preparing and approving the application and the schedule of meetings and hearings.

iv. A summary of other program requirements.

v. A summary of how the total amount of funds was calculated.

VI. PROGRAM INFORMATION

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

Documents shall include:

a. all mailings and promotional material,

b. records of hearings,

c. key documents, including all prior applications, letters of approval, grant agreements, the Citizen Participation Plan, performance reports, Proposed and Final Consolidated Plans, other reports required by HUD, and Program Amendments.

d. copies of the regulations and issuance's governing the program,

e. documents regarding other important program requirements, such as contracting procedures, environmental policies, displacement information, etc.

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

VII. SUBSTANTIAL PROGRAM AMENDMENTS:

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

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

VIII. PUBLIC NOTICES AND COMMENT PERIODS:

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

a. Pre-submission hearings. One hearing prior to development of the Consolidated Plan to obtain views on Community Development and housing needs, and past program performance; The second for specific grant requests; The third hearing will be held before the City Council to obtain views of citizens on the proposed application prior to submission of the application to HUD.

b. Notification: Two (2) weeks prior to each public hearing, the City of Dover shall publish a notice in easily readable type in the non-legal section of a local newspaper of general circulation. This notice shall indicate the date, time, place, and procedures of the hearing and topics to be considered.

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

d. Substantial Program Amendments: Citizens will be given up to thirty

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

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

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

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

IX. PROGRAM COMPLAINTS:

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

X. DISPLACEMENT:

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

XI PROCEDURES DURING CRISIS EVENTS – SUBSTANTIAL AMENDMENT

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

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

During crisis event periods, the following applies:

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

CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P20-18

Application Type:	Open Space Subdivision
Applicant:	Lawrence E & Cheryl J Mulcahy
Owner:	Lawrence E & Cheryl J Mulcahy
Location:	71 Glenwood (Assessor's Map D, Lot 20)
Meeting Date:	May 12, 2020

The applicant has requested the Board continue this item to June 23, 2020, so that it can review plan alternatives.

CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P20-23

Application Type:	Conditional Use Permit for CBD-G Use
Applicant:	Revision Development, LLC
Owner:	Revision Development, LLC
Location:	10 Grove St (Assessor's Map 31, Lot 15)
Meeting Date:	May 12, 2020

The applicant has requested this item be withdrawn, without prejudice.

CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P20-24

Application Type:	Minor Lot Line Adjustment
Applicant(s):	Paula J. Lavoie, Trustee Lavoie Family Revocable Trust
Owner(s):	Lavoie Family Revocable Trust & 1110 Salmon Falls Road, LLC
Location:	96 Watson Road and Campfire Drive (Map C, Lots 50C-2 & 50A-OPN)
Meeting Date:	May 12, 2020

INTENT: To adjust the lots lines between two lots and transfer access to the open space lot of the Campfire Drive subdivision

LOTS/UNITS PROPOSED: N/A

AGENDA ITEM #: 3-H

ACREAGE:

Lot:	Existing:	Proposed:
C-2:	3.044 ac	4.458 ac
A-OPN:	5.414 ac	3.999 ac

ZONING DISTRICT: R-40

EXISTING LAND USE: Residential

PROPOSED LAND USE: Residential

SURROUNDING LAND USE: Residential

ZBA ACTION: N/A

ATTACHMENTS: Application materials including LLA Plan

APPLICATION IS COMPLETE: Yes

NOTICES SENT: Abutter notices were sent by certified or first class mail to all abutters for the previous meeting

PERMITS REQUIRED: None

WAIVERS REQUESTED: None

Summary of Request and Background

The applicant is proposing to adjust the lot line between the two existing lots. Lot 50C-2 (96 Watson) and 50A-OPN (open space lot for Campfire Drive subdivision). This lot line adjustment would move the access to the Open Space Subdivision from the Open Space Lot to 50C-2. The lots that are part of the Campfire Drive subdivision would keep the rights to access lot 50A-OPN via lot 50C-2 as indicated on a note on the plan.

The Planning Board accepted this application at their April 28th meeting and tabled the public hearing and item. A question was raised about overhead wires crossing A-OPN. Previous plans (1980 and 1985) and associated deeds for the lots created, including C-2, refer to easements for utilities.

Consistency with Land Use Regulations

Chapter 157-18 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.

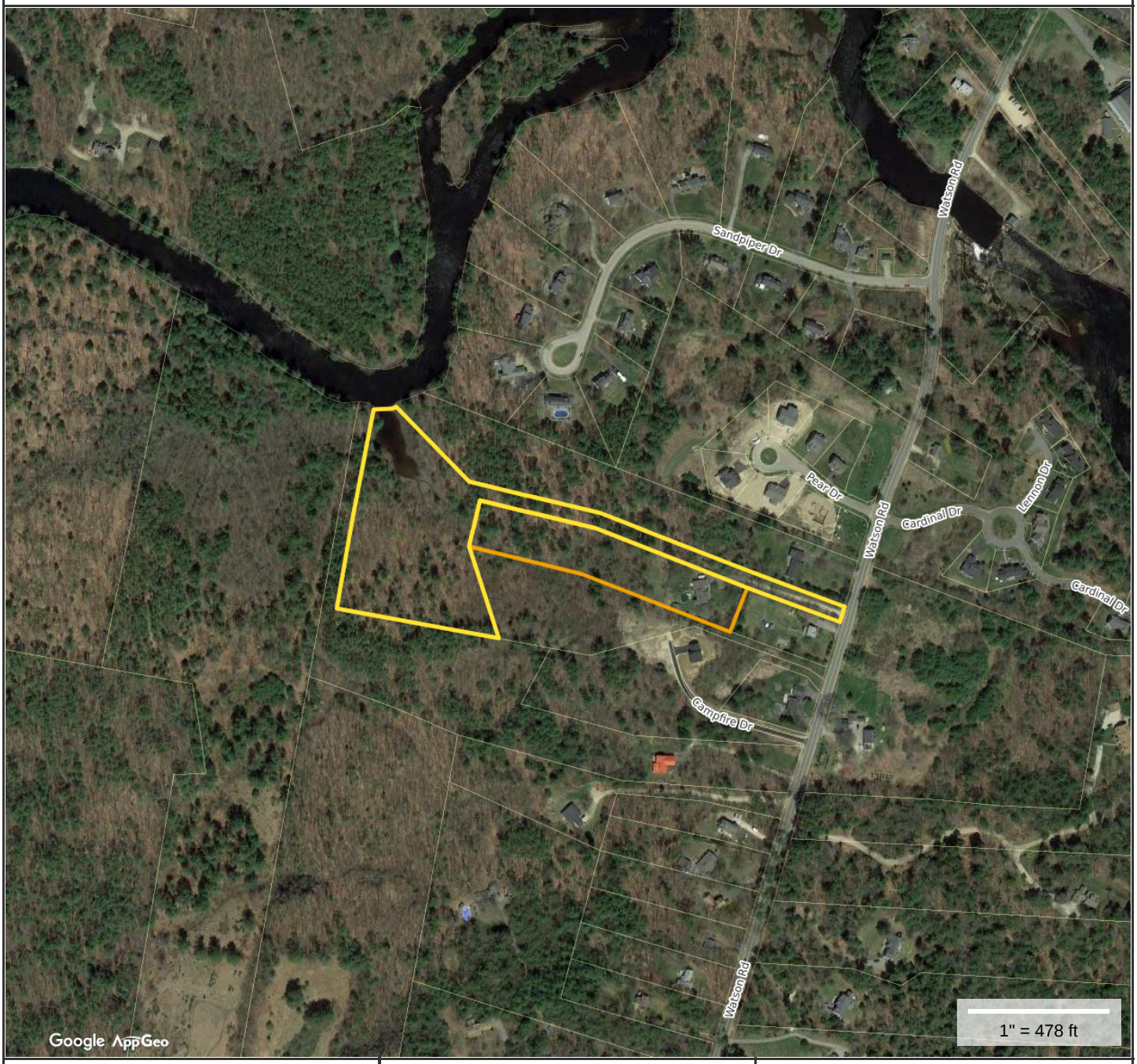
STAFF RECOMMENDATION:

The Planning Department recommends that the Planning Board remove the item from the table, re-open the public hearing, and vote to approve the minor lot line adjustment with the following conditions:

Conditions to Be Met Prior to Signing of Plans:

1. The applicant shall provide the Planning Department with a digital version of the final plat
2. Provide revised HOA documents for Campfire Drive to Planning Department for review with consultation with the City's Legal Counsel. Once approved by staff, record at the Strafford County Registry of Deeds.
3. Submit CAD drawing acceptable to the City's Asset Management Administrator.
4. Provide updated recorded deed restriction to Campfire Cove Open Space lot, noting any adjustments to the access easement
5. The applicant shall revise the plat to:
    a. Add Planning file number P20-24 to the title block
    b. Add signature and stamp of LLS
    c. Add owners' signatures for recording at Strafford County Registry of Deeds.
    d. Update note 19 to cite the deed or other document that provides the rights of access over Parcel "A"

P20-24 LLA Campfire Cove



Property Information

Property ID	C0050-A00OPN
Location	WATSON RD
Owner	1110 SALMON FALLS ROAD LLC
Land Use	911

MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

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

Geometry updated 10/18/2019
Data updated Daily

City of Dover, New Hampshire
MINOR LOT LINE ADJUSTMENT APPLICATION

[Revision Date: June 4, 2019]

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

APPLICANT INFORMATION

Name of Applicant: Paula J. Lavoie, Trustee Lavoie Family Revocable Trust Telephone # (603) 742-9084

Address of Applicant: 96 Watson Road, Dover, NH

FIRST PROPERTY OWNER AND PARCEL INFORMATION

Name of 1st Property Owner (*if different from applicant*): Lavoie Family Rev. Trust Telephone # (603) 742-9084

Address of 1st Property Owner: 96 Watson Road, Dover, NH

Address of Property: 96 Watson Road, Dover, NH

Assessor's Map # C Lot(s) # 50C-2

Property Deed: Book 4412 Page: 186

Zoning District(s) R-40 Overlay District(s) Conservation / Wetland Protection

Size of Existing Parcel (sq. ft.): 132,585 Size of Proposed Parcel (sq. ft.): 194,211

SECOND PROPERTY OWNER AND PARCEL INFORMATION

Name of 2nd Property Owner (*if different from applicant*): 1110 Salmon Falls Road, LLC Telephone # (603) 365-6480

Address of 2nd Property Owner: 22 Coach Road, Stratham, NH

Address of Property: Off Campfire Drive

Assessor's Map # C Lot(s) # 50A-OPN

Property Deed: Book 4437 Page: 491

Zoning District(s) R-40 Overlay District(s) Conservation / Wetland Protection

Size of Existing Parcel (sq. ft.): 235,817 Size of Proposed Parcel (sq. ft.): 174,191

THIRD PROPERTY OWNER AND PARCEL INFORMATION

Name of 3rd Property Owner (*if different from applicant*): _____ Telephone #_____

Address of 3rd Property Owner: _____

Address of Property: _____

Assessor's Map # _____ Lot(s) # _____

Property Deed: Book _____ Page: _____

Zoning District(s) _____ Overlay District(s) _____

Size of Existing Parcel (sq. ft.): _____ Size of Proposed Parcel (sq. ft.): _____

[Use additional application form if more than two lots are being adjusted]

SURVEYOR INFORMATION

Name of Surveyor and Company (Licensed in N.H.) Robert J. Stowell, Tritech Engineering Corporation

Address 755 Central Avenue, Dover, NH 03820 Telephone #: (603) 742-8107

Professional License #: _____ E-mail address: rjs@tritecheng.com

CONSERVATION EASEMENT HOLDER (s)

Name of Easement Holder: _____ Telephone #_____

Address Easement Holder: _____

Name of 2nd Easement Holder: _____ Telephone #_____

Address 2nd Easement Holder: _____

SIGNATURES

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

Signature of First Property Owner: Paula J. Lavoie Date: 3-9-20

Signature of Second Property Owner: _____ Date: _____

Signature of Applicant (*if different from owner*): Paula J. Lavoie Date: 3-9-20

Signature of Agent: _____, PRESIDENT Date: 03/09/20

AUTHORIZATION TO ENTER SUBJECT PROPERTY

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

Signature of Property Owner: Paula J. Lavoie Date: 3-9-20

Assessor's Map # _____ Lot(s) # _____

Property Deed: Book _____ Page: _____

Zoning District(s) _____ Overlay District(s) _____

Size of Existing Parcel (sq. ft.): _____ Size of Proposed Parcel (sq. ft.): _____

[Use additional application form if more than two lots are being adjusted]

SURVEYOR INFORMATION

Name of Surveyor and Company (Licensed in N.H.) Robert J. Stowell, Tritech Engineering Corporation

Address 755 Central Avenue, Dover, NH 03820 Telephone #: (603) 742-8107

Professional License #: _____ E-mail address: rjs@tritecheng.com

CONSERVATION EASEMENT HOLDER (s)

Name of Easement Holder: _____ Telephone #_____

Address Easement Holder: _____

Name of 2nd Easement Holder: _____ Telephone #_____

Address 2nd Easement Holder: _____

SIGNATURES

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

Signature of First Property Owner: _____ Date: _____

Signature of Second Property Owner: _____, MEMBER Date: 4/6/2020

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

Signature of Agent: _____ Date: _____

AUTHORIZATION TO ENTER SUBJECT PROPERTY

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

Signature of Property Owner: _____ Date: _____

City of Dover, New Hampshire
LOT LINE ADJUSTMENT SUBMISSION CHECKLIST

[Revision Date: June 4, 2019]

This review checklist is intended to assist the applicant in the planning process of preparing a Subdivision application for Planning Board action. The size of the project will determine the types of information required for review, therefore, a **pre-application conference** with the Planning Department to determine the list of items that must be completed is strongly encouraged.

Plan Review Fees are due along with three (3) full size and twelve (12) half size (11x17), folded, copies of the plan set and materials, 3 weeks prior to the Planning Board meeting. Abutter/Notice Fees will be invoiced and are due 28 hours prior to Planning Board.

The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all subdivision requirements. Please refer to the Subdivision Regulations for full details.

APPLICANT: Paula J. Lavoie File Number: _____

PROPERTY LOCATION: 96 Watson Road Tax Map: C Lot: 50A-OPN and Lot: 50C-2

	Where/How Provided	Reviewed
1. Completed and signed Application form	Attached	
2. Plan Review Fees are provided	Attached	
3. Electronic copy of the surveyed plat layout	Attached	
4. Electronic copy of supplementary materials and application	Attached	
5. Fifteen copies of LLA plan w/scale of not less than 1"=50' or 1"=100' for larger adjustments. Plans shall contain the following items as appropriate:	Attached	
Location map at appropriate scale	Sheet S-1	
Planning File #	Sheet S-1	
Date, north arrow and scale	Sheet S-1	
Names of all abutting property owners	Sheet S-1	
Name and address of owners	Sheet S-1	
Signature & stamp of NH licensed land surveyor	Sheet S-1	
Zoning District boundaries, including any special or overlay districts	Sheet S-1	
Location of Conservation District areas	Sheet S-1	
Location, names and widths of existing and streets, including pavement widths, grades, curbs and crosswalks	Sheet S-1	
Location and widths of existing & proposed easements & right of ways	Sheet S-1	
Existing and proposed property lines with dimensions and bearings tied into Dover's Geographic Information System coordinate system	Sheet S-1	
Existing and proposed lot areas in square feet	Sheet S-1	
Existing and proposed buildings and structure locations	Sheet S-1	
Minimum building setbacks or build to lines on all lots	Sheet S-1	
Map and lot numbers for existing and proposed lots as assigned by Tax Assessor	Sheet S-1	
Location, material and size of existing and proposed permanent monuments	Sheet S-1	
All applicable Dover Common Subdivision notes	Sheet S-1	

REVIEWED BY: _____ DATE_____

P20-24 **96 WATSON RD/CAMPFIRE DRIVE**

Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
C0002-000OPN	PEAR DR	PEAR DRIVE ASSOCIATION		1 SANCTUARY DR	STRATHA	NH	03885-260
C0002-002000	8 PEAR DR	POWELL DOUGLAS &	POWELL SANDRA	8 PEAR DR	DOVER	NH	03820
C0002-004000	14 PEAR DR	MERCIERI DAVID B &	MERCIERI LORRAINE A	14 PEAR DR	DOVER	NH	03820
C0002-006000	18 PEAR DR	SPENCER GEORGE H III & HEIDI A TRUSTEES	SPENCER GEORGE H III AND HEIDI REVOCABLE	18 PEAR DR	DOVER	NH	03820
C0002-B00005	52 SANDPIPER DR	JOHNSON RAYMOND O JR &	JOHNSON LISA J	52 SANDPIPER DR	DOVER	NH	03820
C0002-B00006	56 SANDPIPER DR	MURPHY BRIAN R & LISA TRUSTEES	MURPHY BRIAN AND LISA M REVOCABLE TRSTS	56 SANDPIPER DR	DOVER	NH	03820
C0002-B00007	55 SANDPIPER DR	RANDALL JAMES D & BEATRICE TRUSTEES	RANDALL JAMES AND BEATRICE REVOCABLE LIV	55 SANDPIPER DR	DOVER	NH	03820
C0003-E00000	186 COUNTY FARM RD	JENSEN STEPHEN R TRUSTEE	JENSEN STEPHEN R REVOCABLE TRUST OF 2000	PO BOX 1186	DOVER	NH	03821
C0047-000000	379 TOLEND RD	TOWLE SHERRI L		379 TOLEND ROAD	DOVER	NH	03820
C0050-A00000	84 WATSON RD	STOWELL WILLIAM C JR		84 WATSON RD	DOVER	NHY	03820
C0050-A00001	21 CAMPFIRE DR	LAVOIE JASON &	LAVOIE MAEGHAN	21 CAMPFIRE DR	DOVER	NH	03820
C0050-A00002	22 CAMPFIRE DR	WOODS JANICE MARIE		22 CAMPFIRE DR	DOVER	NH	03820
C0050-A00003	26 CAMPFIRE DR	RAFEAL ANDREA M		26 CAMPFIRE DR	DOVER	NH	03820
C0050-B00000	94 WATSON RD	COWPER JOHN A &	COWPER APRYL G	94 WATSON ROAD	DOVER	NH	03820
C0050-C00000	102 WATSON RD	MITCHELL WILLIAM & MALONE M TRUSTEES	MITCHELL WILLIAM AND MALONE M REV LIV TR	102 WATSON ROAD	DOVER	NH	03820
C0050-C00002	96 WATSON RD	LAVOIE PAULA J TRUSTEE	LAVOIE FAMILY REVOCABLE TRUST	96 WATSON ROAD	DOVER	NH	03820
C0050-D00000	78 WATSON RD	JAGH C DALTON &	JAGH MYRA L	78 WATSON RD	DOVER	NH	03820-580
E0035-000000	115 WATSON RD	WALDRON FALLS HOMEOWNERS' ASSOCAIATION		44 CARDINAL DR	DOVER	NH	03820
E0037-000000	87 WATSON RD	ROSHOLT CHERYLEE TRUSTEE	ROSHOLT REVOCABLE TRUST	87 WATSON RD	DOVER	NH	03820
		TRITECH ENGINEERING		755 CENTRAL AVEN	DOVER	NH	03820
		1110 SALMON FALLS ROAD LLC		22 COACH ROAD	STRATHA	NH	03885

MAP C
LOT 3E
STEPHEN R. JENSEN REV. TR. OF 2000
P.O. BOX 1186
DOVER, NEW HAMPSHIRE
SCRD 3846-637

COCHECHO RIVER

N 88°49'36" E
59.87'

IR (FND)

REBAR (FND)

CONSERVATION DISTRICT (SEE NOTE 7)

N 54°59'32" E
13.79'

N 09°53'58" E
118.77'

REBAR (FND)

S 44°52'38" E
33.45'

241.98'

N 10°13'33" E

250' SHORELAND PROTECTION

NEW BOUNDARY LINE

N 13°08'03" E
50.09'

S 76°51'57" E
47.35'

S 76°51'57" E
382.61'

S 76°51'57" E
380.00'

N 12°41'35" E
150.45'

FLOOD HAZARD (SEE NOTE 12)

BOUNDARY LINES TO BE ABANDONED

PARCEL "A"
6,626 sq.ft.
1.815 acres

S 69°24'52" E
318.00'

S 69°30'16" E
515.84'

FINAL
MAP C
LOT 50C-2
194,211 sq.ft.
4.458 acres

370.23'
N 76°51'57" W

N 09°53'58" E
280.08'

S 18°30'42" E
305.74'

FINAL
MAP C
LOT 50A-OPN
174,191 sq.ft.
3.999 acres

50' PERIMETER BUFFER

BUILDING SETBACK

S 69°20'49" E
502.99'

APPROXIMATE SEPTIC SYSTEM

PAVED

POOL

SHED

10' BUILDING BUFFER

S 70°12'51" E

OVERHEAD ELECTRIC ENCROACHMENT

S 15°52'57" W
50.76'

GRAVEL DRIVE

312.13'

IR (FND)

N 70°29'58" W

REBAR (FND)

314.58'

S 21°52'27" W
183.72'

REBAR (FND)

REBAR (FND)

REBAR (FND)

524.65'
N 79°59'11" W

MAP C
LOT 50A-3
ANDREA M. RAFEAL
26 CAMPFIRE DRIVE
DOVER, NEW HAMPSHIRE
SCRD 4676-276

MAP C
LOT 50-B
JOHN & APRYL COWPER
94 WATSON ROAD
DOVER, NEW HAMPSHIRE
SCRD 4224-290

PAVEMENT WIDTH 28'

WATSON ROAD R.O.W. 3 RODS

MAP C
LOT 50-D
DALTON & MYRA JAGH
78 WATSON ROAD
DOVER, NEW HAMPSHIRE
SCRD 2561-468

REBAR (FND)

CAMPFIRE DRIVE

MAP C
LOT 50A-1
JASON & MAEGHAN LAVOIE
21 CAMPFIRE DRIVE
DOVER, NEW HAMPSHIRE
SCRD 4611-355

MAP C
LOT 50A-2
JANICE MARIE WOODS
22 CAMPFIRE DRIVE
DOVER, NEW HAMPSHIRE
SCRD 4737-994

MAP C
LOT 50A
WILLIAM C. STOWELL Jr.
84 WATSON ROAD
DOVER, NEW HAMPSHIRE
SCRD 4523-360

GAR.

HSE.

SHED

WATSON ROAD

MAP E
LOT 37
ROSHOLT REVOCABLE TRUST
87 WATSON ROAD
DOVER, NEW HAMPSHIRE
SCRD 4101-9

REBAR (FND)

50' PERIMETER BUFFER

30' WIDE ACCESS AND UTILITY EASEMENT

REBAR (FND)

MAP C
LOT 50-D
DALTON & MYRA JAGH
78 WATSON ROAD
DOVER, NEW HAMPSHIRE
SCRD 2561-468

REBAR (FND)

MAP C
LOT 50-C
MITCHEL & MALONE REVOCABLE TRUST
102 WATSON ROAD
DOVER, NEW HAMPSHIRE
SCRD 3916-516

NOTES

1.) INTENT: TO ADJUST THE LOT LINES BETWEEN DOVER TAX MAP C LOT 50A–OPN AND MAP C LOT 50C–2, BY TRANSFERRING PARCEL "A" (61,626 SQ.FT.) FROM MAP C LOT 50A–OPN TO MAP C LOT 50C–2.

2.) CURRENT OWNER OF RECORD:

MAP C LOT 50A–OPN	MAP C LOT 50C–2
1110 SALMON FALLS ROAD, LLC.	LAVOIE FAMILY REVOCABLE TRUST
22 COACH ROAD	96 WATSON ROAD
STRATHAM, N.H.	DOVER, N.H.
AUTHORIZED SIGNATURE	AUTHORIZED SIGNATURE

3.) THE SUBJECT PARCELS ARE LOCATED IN THE CITY OF DOVER, COUNTY OF STRAFFORD AND THE STATE OF NEW HAMPSHIRE.

4.) TOTAL LOT AREA:

	MAP C LOT 50A–OPN	MAP C LOT 50C–2
ORIGINAL AREA:	235,817 SQ.FT. – 5.414 ACRES	132,585 SQ.FT. – 3.044 ACRES
PARCEL "A"	– 61,626 SQ.FT. – 1.415 ACRES	+ 61,626 SQ.FT. – 1.415 ACRES
FINAL AREA:	174,191 SQ.FT. – 3.999 ACRES	194,211 SQ.FT. – 4.458 ACRES

5.) TAX MAP C LOT 50A–OPN AND MAP C LOT 50C–2

6.) PROJECT DEED REFERENCE:

MAP C LOT 50A–OPN	MAP C LOT 50C–2
BOOK 4437 PAGE 491	BOOK 4412 PAGE 186

7.) ZONING: R–40

R–40	OPEN SPACE SUBDIVISION
MIN. LOT SIZE: 40,000 SQ.FT.	MIN. LOT SIZE: 20,000 SQ.FT.
MIN. FRONTAGE: 150 FT	MIN. FRONTAGE: 40 FT
MIN. SETBACKS:	MIN. SETBACKS:
FRONT: 40 FT	FRONT: 20 FT
SIDE: 25 FT	SIDE: 20 FT
REAR: 15 FT	REAR: 20 FT
	EXTERNAL BOUNDARIES: 50 FT
	EXISTING BUILDINGS: 100 FT
MAXIMUM/MINIMUM LOT COVERAGE:	35 %
MAXIMUM/MINIMUM BUILDING HEIGHT:	35 FT

8.) THIS PROPERTY FALLS WITHIN THE FOLLOWING ZONING OVERLAY DISTRICTS: WETLANDS, CONSERVATION.

9.) WETLANDS ARE NOT SHOWN AS PART OF THIS PROJECT.

10.) THE RAW UNADJUSTED CLOSURE OF OUR RANDOM POINT TRAVERSE WAS 1 PART IN 15,000, AND WAS ACCOMPLISHED USING A LEICA 703 TOTAL STATION, DURING THE MONTH OF MAY, 2016.

11.) PROJECT PLAN REFERENCE: OPEN SPACE SUBDIVISION PLAN
CAMPFIRE COVE
84 WATSON ROAD
DOVER, NEW HAMPSHIRE
TRITECH ENGINEERING CORPORATION
AUGUST 1, 2016 SCRD #112–59

12.) BASIS OF BEARING: DOVER GIS SYSTEM WAS USED TO DETERMINE LOCATION, DIRECTION AND DATUM. ELEVATIONS DEPICTED ARE BASED ON INFORMATION OBTAINED FROM THE CITY ENGINEER'S OFFICE AND WAS DERIVED FROM COORDINATES FOR CONTROL POINTS 199 & 200. THESE COORDINATES HAVE NOT BEEN ADJUSTED TO 1983 DATUM.

13.) A PORTION OF THE SUBJECT PARCEL IS WITHIN A FEDERALLY DESIGNATED SPECIAL FLOOD HAZARD ZONE (FLOOD HAZARD ZONE A – PANEL 0330D, MAP No. 33017C0310E, DATE: 9–30–2015). (AS SHOWN)

14.) THE LOTS ARE SERVED BY MUNICIPAL WATER AND PRIVATE INDIVIDUAL SEWAGE DISPOSAL SYSTEMS.

15.) STREET ADDRESSES FOR THE NEW LOT SHALL BE ASSIGNED BY THE BUILDING OFFICIAL AT THE TIME OF ISSUANCE OF A BUILDING PERMIT.

16.) ALL ON–SITE UTILITIES SHALL BE INSTALLED UNDERGROUND.

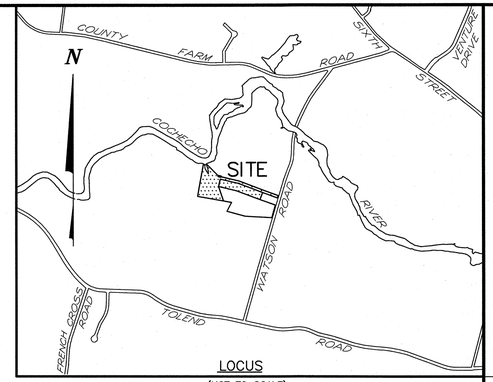
17.) THE FINAL LOT LOT ADJUSTMENT PLAN SHALL BE SUBMITTED IN A DIGITAL DXF FORMAT ON A TRANSFERABLE DISK TO THE CITY OF DOVER PLANNING DEPARTMENT'S OFFICE.

18.) VARIANCES, SPECIAL EXCEPTIONS, CONDITIONAL USE PERMITS: NONE

19.) LOT 50A–OPN RETAINS RIGHT OF ACCESS OVER PARCEL "A" FOR THE BENEFIT OF LOTS 50A–1, LOT 50A–2 & LOT 50A–3.

N

TRITECH
ENGINEERING CORPORATION



LOCUS
(NOT TO SCALE)

LEGEND

- REBAR WITH ID CAP SET (8–8–19)
- UTILITY POLE
- REMNANT STONEWALL
- FENCE POST W–WIRE
- WIRE FENCE
- STOCKADE FENCE

60 0 30 60 120 240
1"=60'

TRITECH
ENGINEERING CORPORATION
765 CENTRAL AVENUE
DOVER, NEW HAMPSHIRE 03820
TELEPHONE 603 742 8107
FAX 603 742 3830

REVISIONS
DATE: DESCRIPTION:

LICENSED LAND SURVEYOR
No. 680
ROBERT J. STOWELL
SIGNATURE
STATE OF NEW HAMPSHIRE

LOT LINE ADJUSTMENT PLAN
1110 SALMON FALLS ROAD, LLC
& LAVOIE FAMILY REVOCABLE TRUST
96 WATSON ROAD
DOVER, NEW HAMPSHIRE
STRAFFORD COUNTY
MARCH 24, 2020 JOB No. 20102
SCALE: 1" = 60'

SHEET No. S-1

(P20-00)

CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P17-46A

Application Type:	Site Review for Review
Applicant(s):	Washington Street Mill, LLC
Owner(s):	Washington Street Mill, LLC
Location:	1 Washington Street (Tax Map 23, Lot 14)
Meeting Date:	May 12, 2020

INTENT: Proposal is for a change-of-use to convert 30,000 sq. ft. of commercial/office space to 36 apartment units with 18 additional striped parking spaces.

LOTS/UNITS PROPOSED: 36 additional apartments

AGENDA ITEM #: 4-A

ACREAGE: 3.35 acres

ZONING DISTRICT: CBD-General

EXISTING LAND USE:
Commercial/Office and Residential on upper floors

PROPOSED LAND USE: Mixed commercial and residential

SURROUNDING LAND USE:
Cochecho River, Residential, and Commercial

ZBA ACTION:
-H87-61 variance granted to permit 2 small signs on 10/29/87
-Z08-17 variance granted to permit an educational institution

ATTACHMENTS: Site plan application materials, 2/6/2020 TRC minutes

APPLICATION IS COMPLETE: Yes

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

PERMITS REQUIRED: None (CUP not needed for residential in back of a building)

WAIVERS REQUESTED: None

Summary of Request and Background
On September 12, 2017 the Board approved converting 44,000 sq. ft. commercial area to 54 residential units. The applicant is back before the Board to request an additional 30,000 sq. ft. of commercial/office space be converted to 36 apartment units. There are not many changes proposed to the site except for adding 18 new striped parking spaces, moving plantings, and screening roof mechanicals.

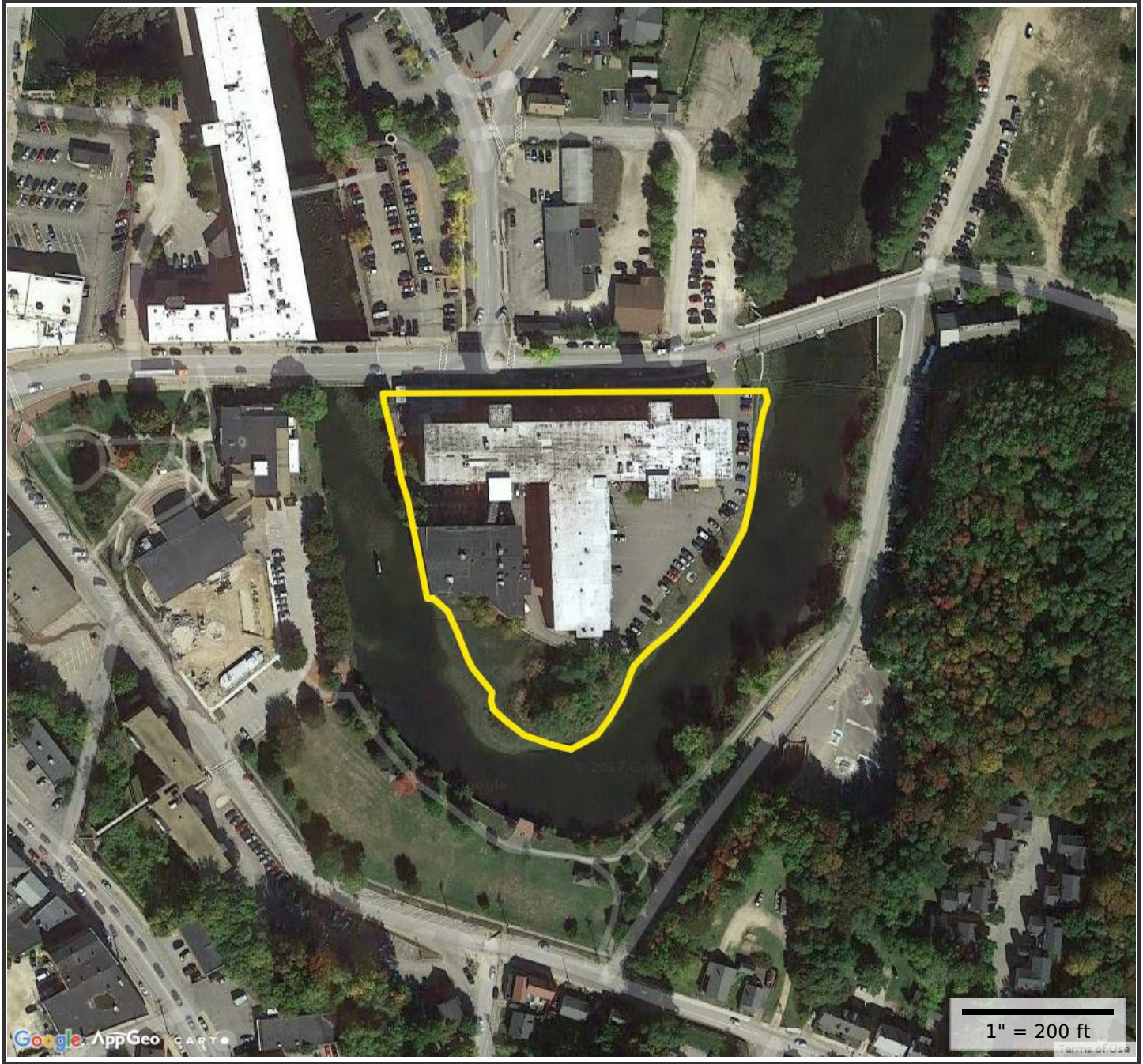
The applicant has parking available off-site at nearby properties as well as the spaces on site and has provided copies of lease agreements for staff's review.

This application was reviewed by the Technical Review Committee on February 6, 2020 with follow-up reviews via email during the Governor's Executive Order (minutes attached).

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

STAFF RECOMMENDATION:
The Planning Department recommends the Planning Board accept the application, open the public hearing, and table the public hearing to May 26, 2020.

1 Washington



Property Information

Property ID	23014-000000
Location	1 WASHINGTON ST
Owner	WASHINGTON STREET MILL LLC

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.

Parcels updated 6/13/2017
Properties updated 09/05/2017

CIVILWORKS NEW ENGLAND

181 WATSON ROAD
P.O. BOX 1166
DOVER, NH 03821-1166
PHONE: 603.749.0443 FAX : 603.749.7348

April 6, 2020

City of Dover
Planning and Economic Development
288 Central Avenue
Dover, NH 03820

Attn: Christopher G. Parker, Director

Re: **City of Dover Planning File: 17- 46 A**

Site Review Application
Washington Street Mill, LLC
Tax Map 23, Lot 14
Civilworks NE Reference No. 1718A

Dear Mr. Parker:

The purpose of this application is to support permitting for the conversion of 30,000 sq. ft. of commercial/office space on the 1st and 2nd floors to 36 apartment units at the Washington Street Mill. This is the next phase of the project approved on September 19, 2017 where floors 3, 4 and 5 were converted to apartments.

This submission will be in PDF format only per City request, and will consist of the following:

- Site Review Application, Checklist, Fee Schedule, Project Narrative
- Site Plan Set, Revised per TRC Meeting Comments
- Response to February 6, 2020 TRC Meeting Comments

Best Regards,

CIVILWORKS NEW ENGLAND

Stephen J. Haight , P.E.

Enclosures

cc: Matt Assia, Chinburg Properties

CIVILWORKS NEW ENGLAND

181 WATSON ROAD
P.O. BOX 1166
DOVER, NH 03821-1166
PHONE: 603.749.0443 FAX : 603.749.7348

PROJECT OVERVIEW

The project applicant is proposing to convert 30,000 s.f. of commercial space on the first and second floors of the Washington Street Mill into 36 apartments (18 per floor). There is no external site construction proposed with this project. The only work on the site will be to stripe 18 additional parking spaces in the pavement area at the rear of the building.

PROJECT LOCATION AND SITE CHARACTERISTICS

The project site is located within the Central Business District. The project area consists of (1) parcel of land containing +/- 3.35 acres, currently developed, shown on Tax Map 23, Lot 14. The project site is accessed from Washington Street.

PARKING

With the conversion of the commercial space to apartments there will be a total of 90 residential units in the building. For the development, the City of Dover parking maximums allow for the following:

Residential: 1.25 spaces plus 0.4 visitor spaces per unit, 90 Units x 1.65 = 149 spaces required
148 Vehicle spaces and 5 motorcycle/scooter spaces = 153 spaces provided.

Note: With this proposal 18 additional parking spaces will be added (striped) within the existing paved area in rear of the building.

Note: The project proponent controls the parking lot on the adjacent parcel and will continue to utilize that lot for any overflow parking required.

WETLAND IMPACT TYPE

None.

DRAINAGE

Onsite drainage improvements were implemented with the previous approval in 2017. There is no site disturbance required with this proposal therefore no additional drainage improvements are required.

TRAFFIC

A traffic study was completed for the project previously. It is expected that there will be minimal traffic due to the conversion of the commercial space to residential units.

UTILITIES

The Mill Building is connected to City of Dover water and sewer, and serviced by Unitil for natural gas and Eversource for electricity. All utilities are located on-site. The building is sprinkled and connections made per the City's Community Services Utility Division and Fire Department requirements and standards.

SEWER LOADING PER NHDES

Existing: 30,000 s.f. of commercial space at 15 gpd/100 sf = 4,500 gpd
Proposed: 2 two bedroom units @ 399 gpd and 36 one bedroom/studio units @ 225 gpd = 8,700 gpd

This proposal creates a net increase of 4,200 gpd.

City of Dover, New Hampshire
SITE REVIEW APPLICATION

[Revision Date: June 4, 2019]

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

APPLICANT AND OWNER INFORMATION

Name of Applicant: Washington Street Mill, LLC Telephone # 603-868-5995 x-25

Address of Applicant: 3 Penstock Way Newmarket, NH 03857

E-Mail Address: massia@chinburg.com

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

Address of Property Owner:

PROPERTY INFORMATION

Address of Property: 1 Washington Street

Assessor's Map # 23 Lot(s) # 14

Zoning District(s) CBD Overlay District(s) NONE

Size of Parcel: 145,925 sq. ft. 3.35 ac. Property Deed: Book 2349 Page: 238

Existing Use of Property: Mixed Use - Residential & Commercial Spaces

SITE PLAN INFORMATION

Describe Proposed Use: Convert 30,000 s.f. of Commercial Space on the 1st and 2nd Floors into 36 Residential Units, 18 units on each floor.

Area of Parcel to be Developed: N/A sq. ft.

If Multi-family Residential, Specify Number of Units & Buildings Proposed: 36 Additional Units within Existing Building

Number of Parking Spaces: Existing 135 Proposed 153

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

Number of Employees Total: N/A In Maximum Shift: N/A

Disposition of Parcel:

Building Footprint Building 1 - 50,300± sq. ft.
Building 2 - 13,367±

Total Building Area 251,000± sq. ft.

Paved Area 72,300± sq. ft.

Building Setbacks:

Front Yard "Average of Lots" ft.

Rear Yard 10 ft.

Side Yard: Right 0-24 ft. Left 0-24 ft.

City Water? ✓ Yes ___ No How far is city water from the property? at Washington Street

City Sewer? ✓ Yes ___ No How far is city sewer from the property? at Washington Street

BUILDING INFORMATION

Type of Building to be Built: Existing Mill Building - No New Building Area Proposed

Height of Building: Variable - refer to plan Finished Floor Elevation: Variable - refer to plan

Number of Seats (where applicable) N/A

Estimated value of construction: $2500 Refuse removal: Public Private (circle one)

WAIVER REQUESTS

Site Review Regulations section(s) to be waived: NONE

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

SURVEYOR INFORMATION

Name of Surveyor and Company (Licensed in N.H.) MCENEANEY SURVEY ASSOCIATES

Address 24 Chestnut Street Dover, NH 03820 Telephone #: 603-742-0911

Professional License #: Kevin M. McEneaney, LLS NH 661 E-mail address: kevin@surveynh.com

ENGINEER INFORMATION

Name of Engineer and Company (Licensed in N.H.) CIVILWORKS NEW ENGLAND

Address P.O. Box 1166 Dover, NH 03821 Telephone #: 603-749-0443

Professional License #: Stephen J. Haight, P.E. #7978 E-mail address: shaight@civilworksne.com

ARCHITECT INFORMATION N/A

Name of Architect and Company (Licensed in N.H.) ___

Address ___ Telephone #: ___

Professional License #: _____ E-mail address: _____

LANDSCAPE ARCHITECT INFORMATION

Name of Landscape Architect and Company (Licensed in N.H.) Douglas H. Greiner, ASLA
g2+1, LLC

Address 70 New Road Salisbury, NH 03268 Telephone #: 603-648-6434

Professional License #: Douglas H. Greiner, ASLA #003 E-mail address: dgeiner@g2plus1.com

SOIL SCIENTIST INFORMATION N/A

Name of Soil Scientist and Company (Licensed in N.H.) _____

Address _____ Telephone #: _____

Professional License #: _____ E-mail address: _____

CONSERVATION EASEMENT HOLDER N/A

Name of Easement Holder: _____ Telephone #_____

Address Easement Holder: _____

P17-46A **1 WASHINGTON STREET**

Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
02037-A00000	MAIN ST	COCHECO MILLS HOLDINGS LLC		3 PENSTOCK WAY	NEWMARKET	NH	03857-4416
03063-B00000	43 WASHINGTON ST	COCHECO MILLS HOLDINGS LLC		3 PENSTOCK WAY	NEWMARKET	NH	03857-4416
03063-B00LSE	12 MAIN ST	COCHECO MILLS HOLDINGS LLC		3 PENSTOCK WAY	NEWMARKET	NH	03857
22001-000000	31 RIVER ST	CITY OF DOVER		288 CENTRAL AVE	DOVER	NH	03820
23011-000000	1 11A MAIN ST	COCHECO MILLS HOLDINGS LLC		3 PENSTOCK WAY	NEWMARKET	NH	03857
23013-000000	WATER ST	COCHECO MILLS HOLDINGS LLC		3 PENSTOCK WAY	NEWMARKET	NH	03857
23015-000000	6 WASHINGTON ST	CITY OF DOVER	C/O C/S RECREATION/GYM AND POOL	61 LOCUST ST #124	DOVER	NH	03820-3753
		MCENEANEY SURVEY ASSOCIATES		24 CHESTNUT STRE	DOVER	NH	03820
		CIVILWORKS NEW ENGLAND		PO BOX 1166	DOVER	NH	03820
		DOUGLAS H GRENIER, ASLA		70 NEW ROAD	SALISBURY	NH	03268

City of Dover, New Hampshire
SITE PLAN REVIEW SUBMISSION CHECKLIST

[Revision Date: June 4, 2019]

This site plan review checklist, as required by Chapter 149-6-B(2), should be completed by the applicant. It is intended to assist the applicant in the planning process of preparing a Site Plan Review application for Planning Board action. The size of the project will determine the types of information required for review, therefore, a **pre-application conference** with the Planning Department to determine the list of items that must be completed is strongly encouraged.

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

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

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

APPLICANT: Washington Street Mill, LLC File Number: P17-46A

PROJECT TITLE: ONE WASHINGTON STREET MILL

PROPERTY LOCATION: Washington Street Tax Map: 23 Lot: 14

	Where/How Provided	Reviewed
1. Completed and signed Application form	Complete Application Form provided	
2. Plan Review Fees are provided	To be determined and invoiced by City	
3. Electronic copy of the engineered/surveyed plan layout	Amended/Revised Site Plans provided	
4. Electronic copy of supplementary materials and application	Electronic copy of all application materials provided	
5. Traffic Impact Assessment and Analysis (Standard or Advanced)	Amended Traffic Impact Analysis provided	
6. Waiver requests to the Site Plan Review Regulations, with written justification	None were requested	
7. Conditional Use Permit applications	Not Applicable	
8. A colored rendering of the streetscape that will be created along the existing public right-of-way	Not Applicable	
9. A colored architectural plan showing all sides of buildings	Architectural Plan provided	
10. Folded copies of site plan w/scale of not less than 1"=50' or 1"=100' for larger site plans, for TRC. Plans shall contain the following items as appropriate:	All plans are being provided electronically	
Location map at appropriate scale	See Site Plan set, Cover Sheet	
Proposed Project name and title and Planning File # P17-46A	See Site Plan Set Cover Sheet	
Date, north arrow and scale	See Site Plan set, sheets 2, 5	
Names of all abutting property owners	See Site Plan set, sheet 3	
Name and address of owners and/or applicants	See Site Plan Set Cover Sheet	
Signature & stamp of NH licensed land surveyor and/or engineer	See Site Plan sheets 2, 5	
Zoning District boundaries, including any special or overlay districts	Not Applicable	
Location of Conservation District areas	See Site Plan set, sheets 2, 5	
Location, names and widths of existing and proposed streets, including pavement widths, grades, curbs and crosswalks	Seet Site Plan set, sheets 2, 5	
Location and widths of existing & proposed easements & right of ways	Not Applicable	
Location and width of existing and proposed access/egress ways	See Site Plan set, sheets 2, 5	

	Explain How Provided	Reviewed
Depict pedestrian walkways and accessible access	See Site Plan set, sheets 2, 5, 10-12	
Existing and proposed property lines with dimensions and bearings tied into Dover's Geographic Information System coordinate system	See Site Plan set, sheet 2	
Existing and proposed topographic information at two foot intervals	Not Applicable	
Existing and proposed buildings and structure locations	See Site Plan set, sheets 2, 5	
Minimum building setbacks or build to lines on all lots	See Site Plan set, sheet 4	
Location and size of existing and proposed electric, telephone, gas cable and other underground utilities	See Site Plan set, sheets 2, 5	
Existing and proposed water lines and fire hydrants, including materials and capacity needed	See Site Plan set, sheets 2, 5	
Location and materials of sanitary sewage facilities within project site and projected additional peak hour sewer load	See Site Plan set, sheets 4, 5	
Existing and proposed stormwater lines and facilities	See Site Plan set, sheets 2, 5	
Lighting plan depicting all existing and proposed exterior light fixtures and a lighting level analysis for parking lots	See Site Plan set, sheets 2, 4, 5	
Location of Flood Hazard Zone	See Site Plan set, sheet 4, note 6	
Location of all bodies of water and watercourses	See Site Plan set, sheets 2, 5	
Location of wetlands and buffers	Not Applicable	
Neighborhood plan with aerial underlay showing how project relates to abutting uses within the plan set	See Site Plan set, sheet 3	
Existing natural features and/or significant vegetation on property	See Site Plan Set, sheet 2	
Depict existing contours up to 100 ft. beyond project limits	Not Applicable	
Landscape plan depicting existing and proposed landscaping, prepared by a licensed Professional Landscape Architect	See Site Plan set, sheet 9 (L1)	
Location of parking layout delineating spaces and arrangement; note addressing maximum required spaces	See Site Plan set, sheets 4, 5	
Location, material and size of existing and proposed pavement area	See Site Plan set, sheets 2, 5	
Location of proposed fire lanes	See Site Plan set, sheet 5	
Specify finished floor elevations of buildings	See Site Plan set, sheet 2	
Location of solid waste disposal facilities (dumpster, pad and screening, etc.), including required screening	See Site Plan set, sheets 2, 5	
Depict all service, storage, loading bays and utility areas	See Site Plan set, sheets 2, 5	
All applicable Dover Common Site Plan notes	See Site Plan set, sheet 4	
11. Additional Information if appropriate	N/A	
Stormwater Management Plan depicting the existing & proposed storm drainage system and engineered drainage analysis		
Stormwater Management System Operation and Maintenance Plan		
Letter to Serve from Public and Private Utilities		
Erosion and Sedimentation Control Plan		
Landscape Operation and Maintenance Plan		
Proposed restrictive covenants or homeowners association documents		
Dates and permit numbers of all required state and federal permits		
If wetland buffer, indicate placards locations, as applicable		
Depict test boring locations, groundwater elevations and soil profiles and/or soils types call-outs		
Location of proposed drive-in facilities		
Provide additional exhibits/technical data determined appropriate by the Planning Board or its staff as required		

REVIEWED BY: _____ DATE_____ TRC DATE_____

SIGNATURES

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

Signature of Property Owner: _____ Date: April 6, 2020

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

Signature of Agent: _____ Date: _____

AUTHORIZATION TO ENTER SUBJECT PROPERTY

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

Signature of Property Owner: _____ Date: April 6, 2020

AUTHORIZATION TO COMPLETE THE PROJECT ON SUBJECT PROPERTY

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

Signature of Property Owner: _____ Date: April 6, 2020

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

CERTIFICATION OF FEES

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

Signature of Property Owner: _____ Date: April 6, 2020

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

CIVILWORKS NEW ENGLAND

181 WATSON ROAD
P.O. BOX 1166
DOVER, NH 03821-1166

PHONE: 603.749.0443 FAX : 603.749.7348

WASHINGTON STREET MILL
P17-46A
RESPONSE TO FEBRUARY 6, 2020 TECHNICAL REVIEW COMMITTEE COMMENTS

Planning Comments:

Please provide –

Full Site Plan Application. *Completed and submitted in PDF format.*

Copy of Lease with parking provisions included. *Attached.*

Amended traffic study to adjust for transitions from commercial to residential.
Amended and submitted in PDF format.

Landscape Operation & Maintenance Plan. *Submitted in PDF format.*

Please revise the plan to add –

Finish floor elevations. Is there a basement area in the rear wing and, if so, what is its use?
Finish floor elevations are variable throughout the existing buildings and are shown on Site Plan Sheet 2 (Existing Conditions Plan).

Add provided column to note 7 on cover sheet. *Zoning Requirements have been moved to Site Plan sheet 4, under General Notes. A "provided" column has not been added, as there are no coverage or dimensional changes as a result of this project.*

Add abutter information on sheet 2.
Abutter information has been added to Site Plan sheet 3 (Neighborhood Plan).

Show screening for transformer.
Screening has been added around the transformers, see Site Plan sheet 5 and L1 (Landscape Plan).

Show screening for existing concrete pad.
An iron fence is shown to screen the A/C concrete pad, see Site Plan sheet 5.

Install fence to screen parking from River Street. *No fencing is being proposed at this location.*

Remove utility poles in rear.
Utility poles in the rear will be removed, see Site Plan sheet 7, Demolition Detail.

Indicate the distance of the drive aisle.
The drive aisle width is 24 feet and has been noted on the Site Plan, sheet 5.

CIVILWORKS NEW ENGLAND

181 WATSON ROAD
P.O. BOX 1166
DOVER, NH 03821-1166

PHONE: 603.749.0443 FAX : 603.749.7348

Indicate water line location. *See Site Plan sheet 2, Existing Conditions plan.*

Add directional pavement areas in parking area. *Added to Site Plan sheet 5.*

Are the overhead doors going away? If not, relocate parking spaces. *Three of the four loading dock doors will be removed. See Site Plan sheet 5 for additional parking spaces in this area.*

Curb and landscape striped areas of internal parking per landscaping regulations.
See Site Plan sheet 5 & sheet 9 (L1) Landscape Plan for planting detail.

Add "No Parking, Fire Lane" signs to eastern side of building.
See Site Plan sheet 5 for additional signage on east side of the building.

Updated note to reflect the front loading dock was removed.
See note added to Site Plan sheet 5. Also see notation on Site Plan sheet 10 (CS).

Update owner of Lots 9 & 10. *See neighborhood plan for current lot owners.*

On sheet Cover Sheet, correct spelling of Cochecho and remove additional parking spaces on River Street. *Site Plan Cover Sheet has been revised to correct the spelling of Cochecho. Architectural plans have been updated as requested.*

Stamp/Signature of engineer. *Engineer stamp and signature will be added upon approval.*

Owner's Signature. *Owner's signature will be added upon approval.*

Add common site plan notes: 10,12,16,20,23,27 and 28.
Common Site Plan Notes have been added, see Site Plan sheet 4.

Revise note 18 to indicate no Sunday hours for site work. *See Site Plan sheet 4, Site Note #22.*

Signature and stamp of PE and LLS.
Stamp and signature of PE and LLS will be added upon approval.

Police Department Comments:

Provide information regarding security and access for 1st and 2nd floors.
See Site Plan sheet 10-12 (Architectural Plans) for security and accessibility routes.

Has concerns about parking utilization.
Refer to Site Plan sheet 5 and attached Parking Lease Agreement.

What is the route for residents to walk between Allis lot and building?
See Site Plan sheet 5 for proposed walkway to the "Allis" lot.

CIVILWORKS NEW ENGLAND

181 WATSON ROAD
P.O. BOX 1166
DOVER, NH 03821-1166

PHONE: 603.749.0443 FAX : 603.749.7348

Engineering Comments:

No comments

Fire/Inspection Comments:

Site plan shall be stamped by a design professional.
Professional stamps and signatures will be added upon approval.

Plan set shall indicate compliance with NH RSA 155-A:5. *See Site Plan sheet 4, Site Note #15.*

Rear parking lot does not appear to indicate accessible parking.
Not applicable. See Site Plan sheets 10-12 (Architectural Plans) for accessibility route plan.

Plan set shall include way finding for accessible entrances.
See Site Plan sheet 5, and sheets 10-12 (Architectural Plans).

Indicate the accessible route(s) to and from the structure.
See Site Plan sheet 5, and sheets 10-12 (Architectural Plans).

Provide a T-1 template to navigate site. *See Site Plan sheet 8, Truck Movement Plan.*

Plan set shall identify ingress and egress from locations for the new apartments.
See Site Plan sheet 5, and sheets 10-12 (Architectural Plans).

If not included in scope of work, include the removal of the overheard 480v utility service which supplied the vacated commercial space. *See Site Plan sheet 5, and sheet 7 Demolition Detail.*

The area at the loading dock appears to indicate parking along the rear of the building.
The loading dock at this location is being removed, allowing for additional parking. A note has been added to the Site Plan sheet 5, and sheet 7 Demolition Detail.

Identify the exit discharge route at the rear loading dock and indicate how it will be maintained.
See Site Plan sheet 10-12 (Architectural Plans).

Provide turning template for largest commercial delivery vehicle.
See Site Plan sheet 8, Truck Movement Plan.

Economic Development Comments:

Has concerns about parking utilization. Please provide narrative about how sharing of spaces is accomplished and enforced. *See attached Parking Lease Agreement.*

Planning Board Comments:

Has concerns about parking utilization/enforcement. *See attached Parking Lease Agreement.*

Looking forward to full plan set. *A full set of Site Plans has been provided with this submission.*

Washington Street Mill

One Washington Street, Dover, NH
April 16, 2020

Response to TRC Comments

Dover Police & Fire Access

Both Police and Fire have 24/7 access to our security cameras (have their own login) and to the Mill buildings (they have their own code to access control system). There are also keys in the knox box .

Security & Access Control

We have 33 cameras at One Washington and electronic entry pads at every exterior entry as well as certain commercial areas and each residential floor within the property. We have someone checking the cameras every day for suspicious activity and the Dover PD are very quick to respond when we find someone that does not have a place in the mill.

In addition, we employ someone to manage our after hours service and life safety calls. This person contacts police and fire when needed.

Finally, our exterior doors are all electronically controlled have automatic lock and un-lock schedules. When the doors are locked, you need a fob or access code to enter the building.

100% of the entry doors are **locked** from 8:30PM to 5:29AM 7 days per week.

The door schedule is follows:

Schedule: All Days

Two entries are open from 5:30am- 8:30pm

- Picker 1s floor entry (by Rivermill)
- Main Entry at Washington Street

All other entries are locked.

Schedule: Monday to Friday only

These **three** entries are open from 5:30am- 8:30pm:

- Loading Dock
- Picker 2nd floor
- Picker 3rd floor

** All doors close @ 8:30pm

Landscape Architecture · Site Planning · Graphics

Douglas Greiner ASLA
70 New Road Salisbury New Hampshire 03268
603 648 6434
dgreiner@g2plus1.com

PLANTING & MAINTENANCE NOTES:

1. Design is based on drawings by Civilworks New England, and may require adjustment due to actual field conditions.
2. The contractor shall follow best management practices during construction and shall take all means necessary to stabilize and protect the site from erosion.
3. Erosion Control shall be in place prior to construction.
4. If discrepancies exist between the number of plants drawn on the planting plan and the number of plants in the plant list, the planting plan shall govern.
5. All new plant material shall conform to the minimum guidelines established for nursery stock published by the American Association of Nurserymen, Inc. In addition all new plant material for the project shall be of specimen quality.
6. All new plants to be balled and burlapped or container - grown, unless otherwise noted on the plant list. All plants shall be legibly tagged with the proper botanical name.
7. The contractor shall supply all new plant material in quantities sufficient to complete the planting shown on the drawings.
8. Any proposed substitutions of plant species shall be made with plants of equivalent overall form, height, branching habit, flower leaf, color, fruit and culture, and only after written approval of the Landscape Architect.
9. Contractor shall locate and verify all existing utility lines prior to planting and shall report any conflicts to the Landscape Architect.
10. Stake the location of all proposed plantings for approval by Landscape Architect prior to the commencement of planting.
11. New shrubs and ground cover shall bear the same relationship to grade as it bore to previous grade. Trees shall be set 2” higher than previous grade. No tress shall be planted before acceptance of rough grading.
12. All plant beds, individual trees and woody shrubs to receive three inches (3”) of bark mulch. Bark mulch shall be one year old, well composted, shredded native bark not longer than 4” in length and ½” in width, free of woodchips and sawdust. Mulch for ferns and herbaceous perennials shall be mulched to a 2" depth and it shall be no longer than 1” in length. Trees in lawn areas shall be mulched in a 6' diameter minimum saucer. Color of mulch shall be dark brown. Red, orange/red or black colored mulch is not acceptable.
13. Landscape (weed) fabric is not allowed.
14. All existing trees to remain shall be properly protected during construction. Protection techniques shall be reviewed and approved by the Landscape Architect.
15. Prune trees in accordance to guidelines established for nursery stock published by the American Association of Nurserymen, Inc.
16. All disturbed areas will be dressed with 6" of topsoil and planted as noted on the plans or seeded except plant beds. Plant beds shall be prepared to a 12" depth, unless noted otherwise on the plans, and consist of a ratio of 75% loam and 25% of ¼” minus composted bark mulch compost.
17. All alterations to these drawings made in the field during construction shall be recorded by the contractor on “as-built drawings.” Newly planted trees, shrubs and perennials shall be watered for a minimum of twice a week for 30 days or more frequently and/or for a longer duration depending upon temperature & weather condition.

Landscape Architecture · Site Planning · Graphics

Douglas Greiner ASLA
70 New Road Salisbury New Hampshire 03268
603 648 6434
dgreiner@g2plus1.com

MAINTENANCE NOTES:

SPRING

18. Inspect planting beds and mulched areas for trash and debris and thickness of mulch.
19. Remove weeds and debris and dispose offsite. Topdress with new shredded bark mulch where required. Pull back new mulch from tree and shrub trunks & perennial stems to prevent damage.
20. Inspect trees and shrubs for broken, weak or diseased branches.
21. Prune to maintain natural shape and form of respective plant and to avoid splitting. Remove broken, weak or diseased branches. Replace plant per warranty if poor condition or winter damage warrants replacement.
22. Inspect lawn areas for damage from snow removal and deposition of sand and debris.
23. Remove sand a d debris and topdress and reseed lawn areas damaged from plowing.
24. Fertilize lawn with spring fertilizer application. Do first seasonal mowing when lawn height reaches three (3) inches.
25. Water planting beds and lawn areas during extremely dry and hot periods or when plant and/or lawn stress is observed.
26. Remove debris and litter as necessary.
27. Continue regular lawn mowing thru spring, summer and fall.

FALL

28. Inspect landscaped areas for debris and litter. Remove as necessary.
29. Fertilize lawn with fall fertilizer application.

April 3, 2020

Christopher G. Parker, AICP
Assistant City Manager: Director of Planning and Strategic Initiatives
City of Dover, NH
288 Central Avenue
Dover, NH 03820-4169

RE: Parking Lease Between Cocheco Mills Holdings, LLC and Washington Street Mill, LLC

Dear Mr. Parker:

Cocheco Mills Holdings, LLC ("Cocheco") has entered into a Lease Agreement with Washington Street Mill, LLC ("WSM"). Said Lease Agreement (the "Lease") dated November 1, 2019 leases no less than fifty-five (55) parking spaces (the "Spaces") at Cocheco's surface parking lots located at Water Street and Young Street in Dover. We understand that WSM will be seeking approvals from the City of Dover and that the City has requested information on the Lease in connection with the approvals.

Please accept this letter as Cocheco's confirmation that the Lease has been executed by both parties.

The pertinent terms of the Lease are as follows:

(i)	**Landlord:**	Cocheco Mills Holdings, LLC
(ii)	**Tenant:**	Washington Street Mill, LLC
(iii)	**Premises:**	Water Street Lot - City of Dover Tax Map 23, Lot No. 13
		Young Street Lot - City of Dover Tax Map 23, Lot No. 10
(iv)	**Lease Execution:**	November 1, 2019
(v)	**Parking Spaces:**	Minimum of 55 parking spaces; no less than half the available spaces
(vi)	**Initial Term:**	Ten (10) Years
(vii)	**Renewal Options:**	One Ten (10) Year Option
(viii)	**Use:**	24/7 Parking

Sincerely,

CHINBURG PROPERTIES
Agent for Cocheco Mills Holdings, LLC

CIVILWORKS NEW ENGLAND
181 WATSON ROAD
P.O. BOX 1166
DOVER, NH 03821-1166
PHONE: 603.749.0443 FAX: 603.749-7348

ATTACHMENTS

ITE Data Sheets

Land Use Code 223: Mid-Rise Apartments
Land Use Code 710: General Office

Mid-Rise Apartment
(223)

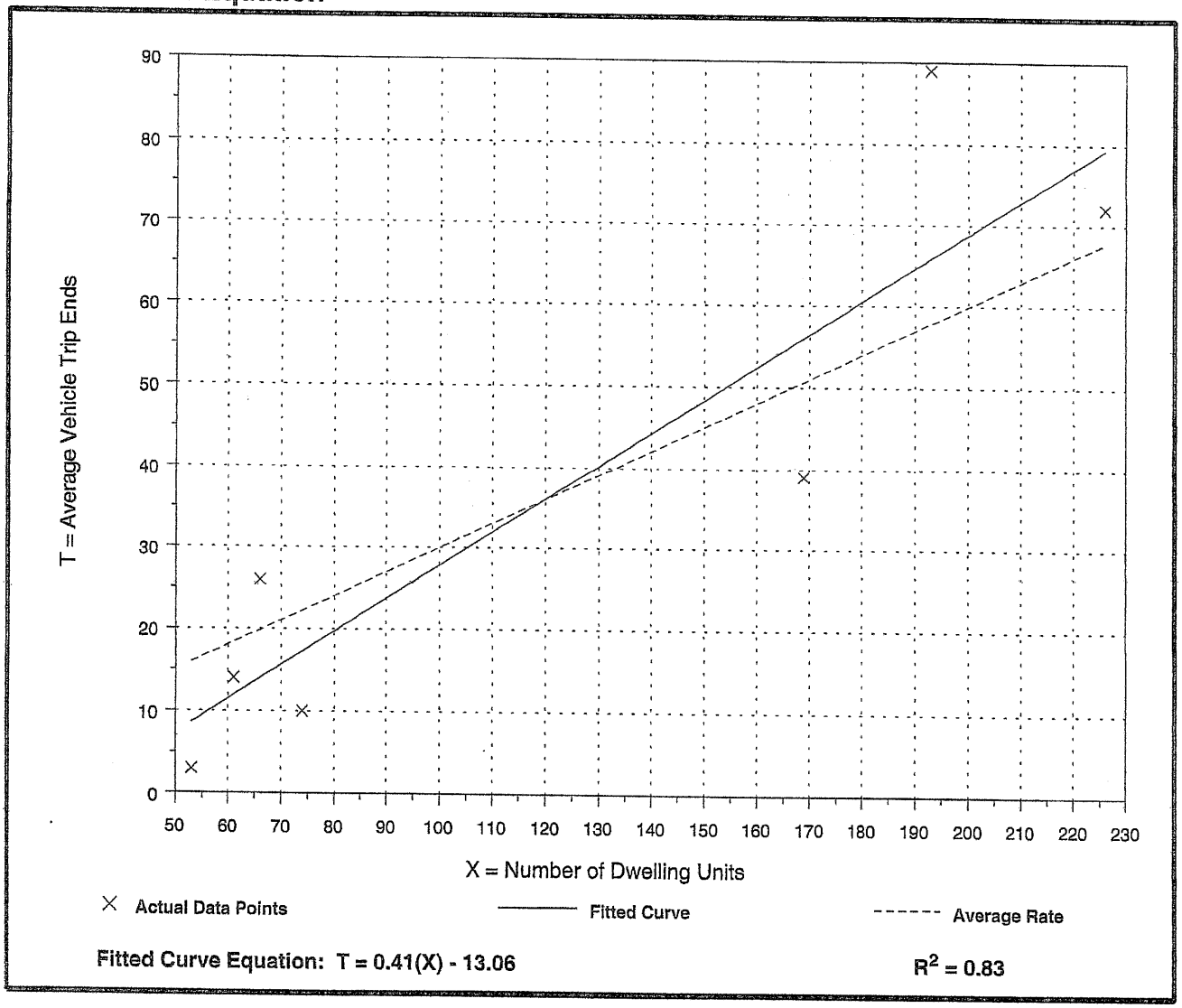
Average Vehicle Trip Ends vs: **Dwelling Units**
On a: **Weekday,**
Peak Hour of Adjacent Street Traffic,
One Hour Between 7 and 9 a.m.

Number of Studies: 7
Avg. Number of Dwelling Units: 120
Directional Distribution: 31% entering, 69% exiting

Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.30	0.06 - 0.46	0.56

Data Plot and Equation



Fitted Curve Equation: T = 0.41(X) - 13.06

R^2 = 0.83

Mid-Rise Apartment
(223)

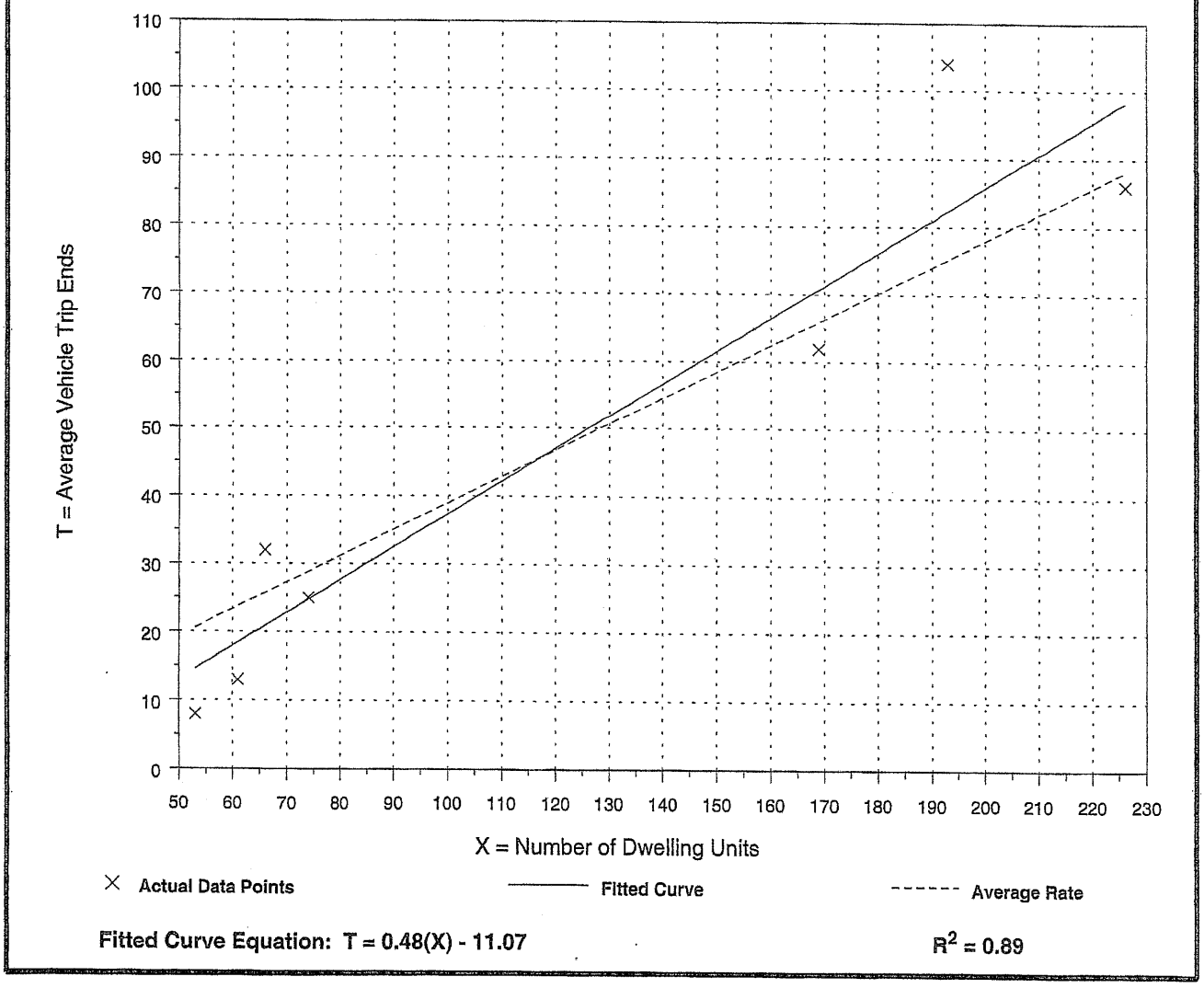
Average Vehicle Trip Ends vs: **Dwelling Units**
On a: **Weekday,**
Peak Hour of Adjacent Street Traffic,
One Hour Between 4 and 6 p.m.

Number of Studies: 7
Avg. Number of Dwelling Units: 120
Directional Distribution: 58% entering, 42% exiting

Trip Generation per Dwelling Unit

Average Rate	Range of Rates	Standard Deviation
0.39	0.15 - 0.54	0.63

Data Plot and Equation



Fitted Curve Equation: T = 0.48(X) - 11.07

R^2 = 0.89

General Office Building
(710)

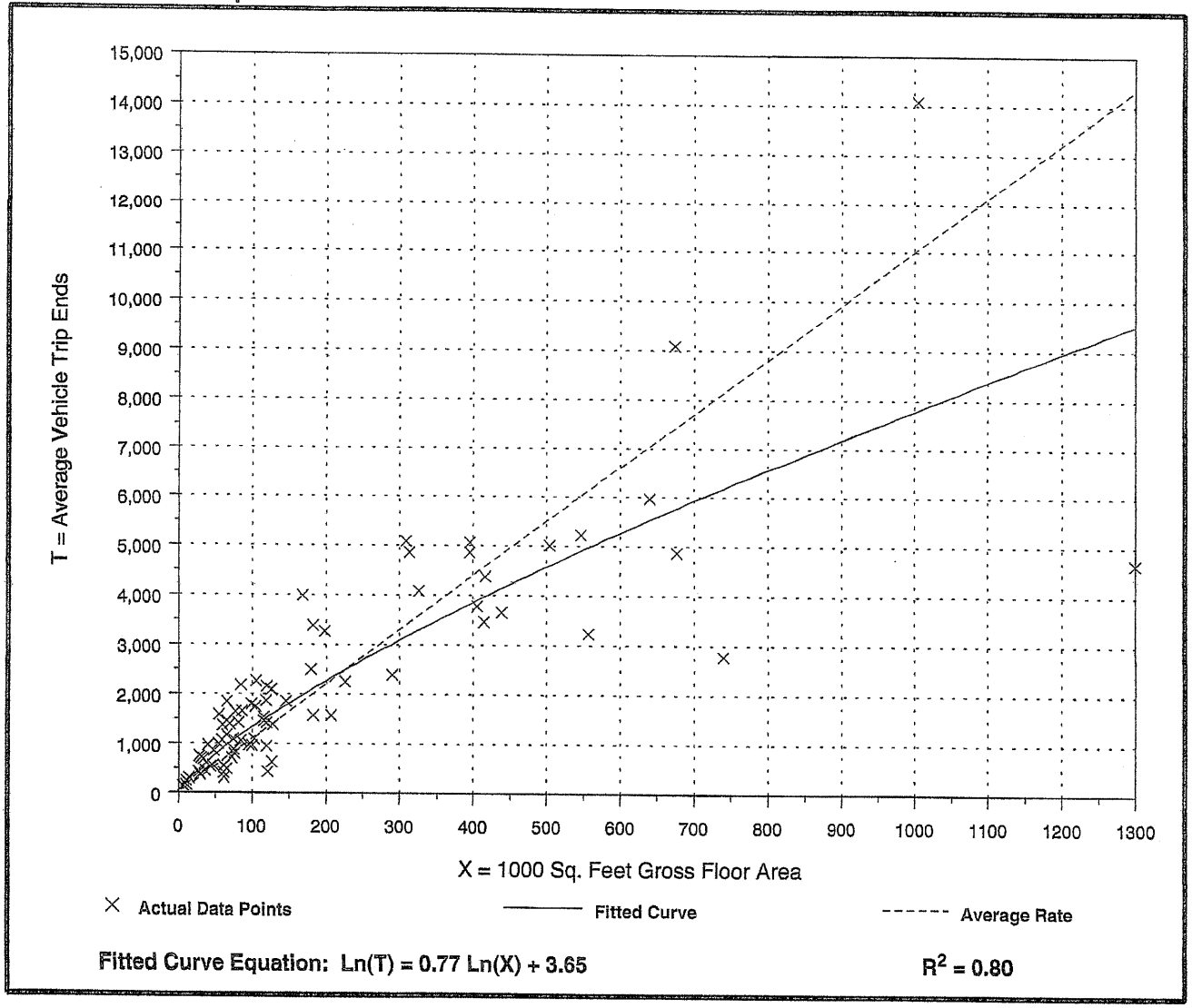
Average Vehicle Trip Ends vs: 1000 Sq. Feet Gross Floor Area
On a: Weekday

Number of Studies: 78
Average 1000 Sq. Feet GFA: 199
Directional Distribution: 50% entering, 50% exiting

Trip Generation per 1000 Sq. Feet Gross Floor Area

Average Rate	Range of Rates	Standard Deviation
11.01	3.58 - 28.80	6.13

Data Plot and Equation



Fitted Curve Equation: Ln(T) = 0.77 Ln(X) + 3.65

R^2 = 0.80

General Office Building
(710)

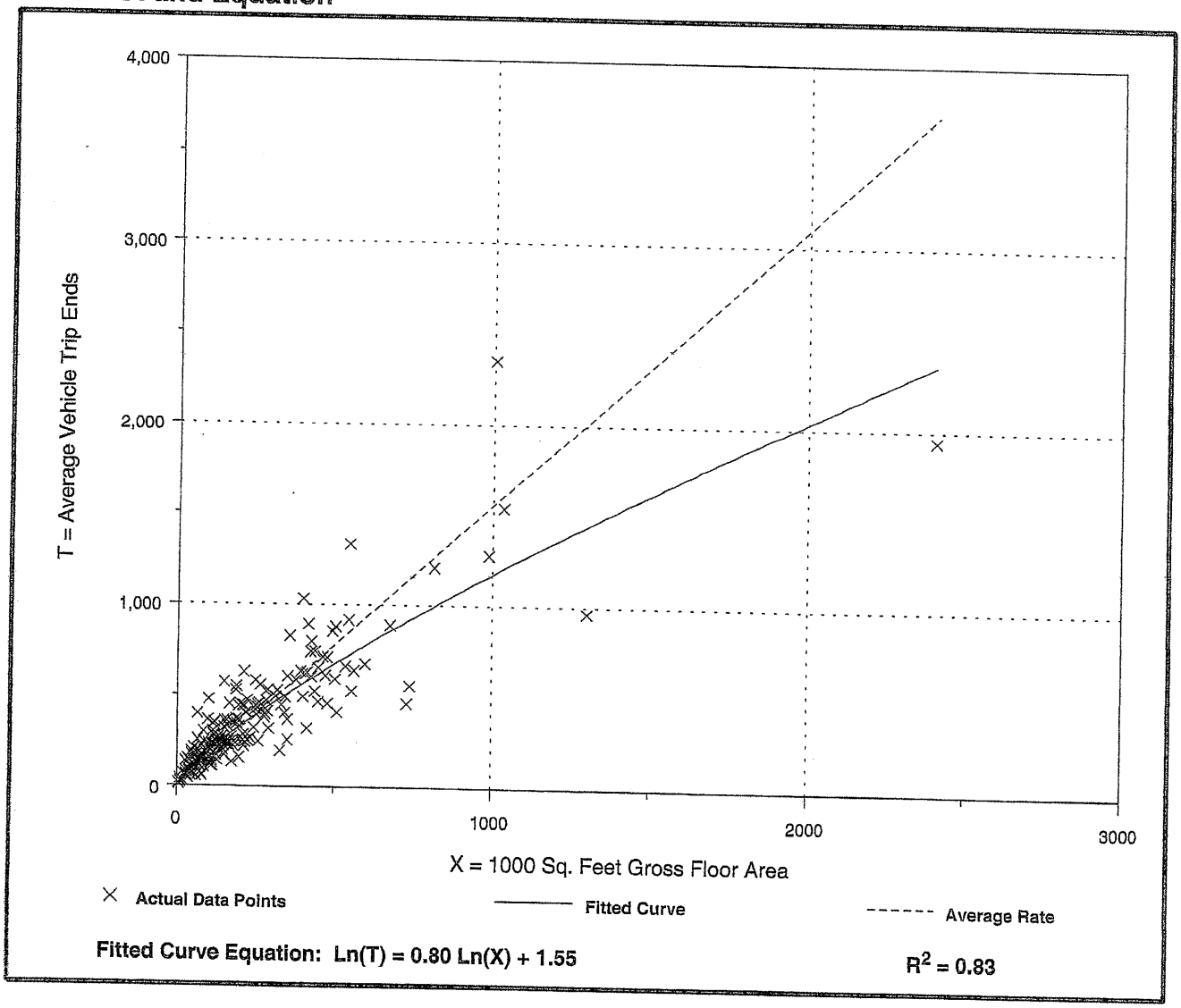
Average Vehicle Trip Ends vs: **1000 Sq. Feet Gross Floor Area**
On a: **Weekday,**
A.M. Peak Hour

Number of Studies: 217
Average 1000 Sq. Feet GFA: 223
Directional Distribution: 88% entering, 12% exiting

Trip Generation per 1000 Sq. Feet Gross Floor Area

Average Rate	Range of Rates	Standard Deviation
1.55	0.60 - 5.98	1.39

Data Plot and Equation



Fitted Curve Equation: Ln(T) = 0.80 Ln(X) + 1.55

R^2 = 0.83

General Office Building
(710)

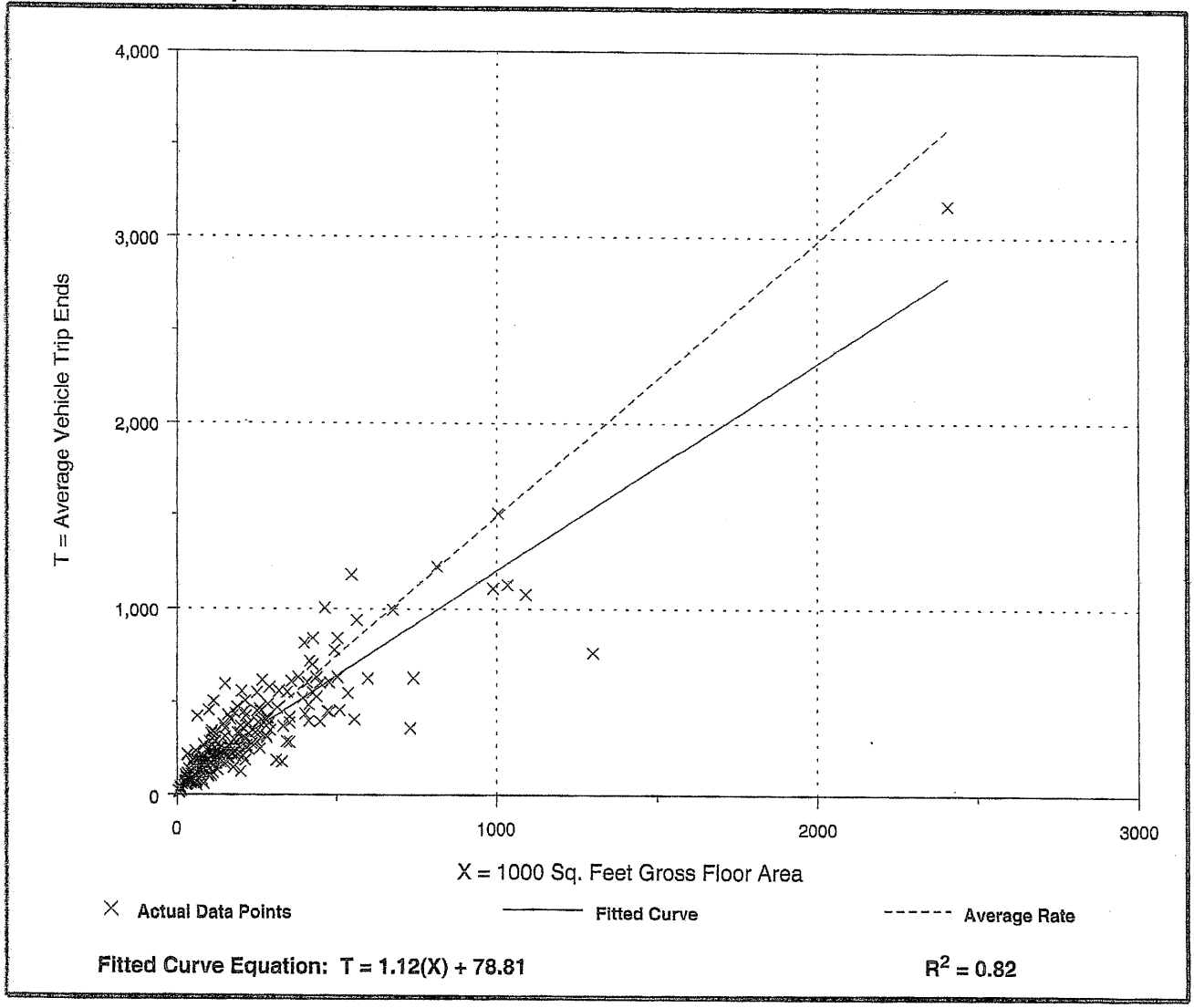
Average Vehicle Trip Ends vs: 1000 Sq. Feet Gross Floor Area
On a: Weekday,
P.M. Peak Hour

Number of Studies: 235
Average 1000 Sq. Feet GFA: 216
Directional Distribution: 17% entering, 83% exiting

Trip Generation per 1000 Sq. Feet Gross Floor Area

Average Rate	Range of Rates	Standard Deviation
1.49	0.49 - 6.39	1.37

Data Plot and Equation



Fitted Curve Equation: T = 1.12(X) + 78.81

R^2 = 0.82

CHANGE OF USE PROPOSAL

FOR 1ST & 2ND FLOOR

WASHINGTON STREET MILL

TAX MAP 23 / LOT 14

DOVER, NEW HAMPSHIRE

APRIL 3, 2020

REVISED: APRIL 20, 2020

Owner / Applicant:

Washington Street Mill, LLC
3 Penstock Way
Newmarket, NH 03857

Authorized Signature _____ Date _____

Civil Engineer:

Civilworks New England
civil engineering
P.O. Box 1166 181 Watson Road
Dover, NH 603-749-0443

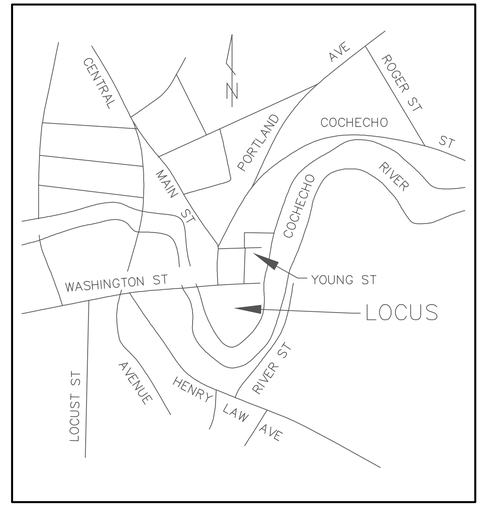
Surveyor:

McEneaney Survey Associates of New England
P.O. Box 681
Dover, NH 03821
Tel. (603) 742-0911

Landscape Architect:

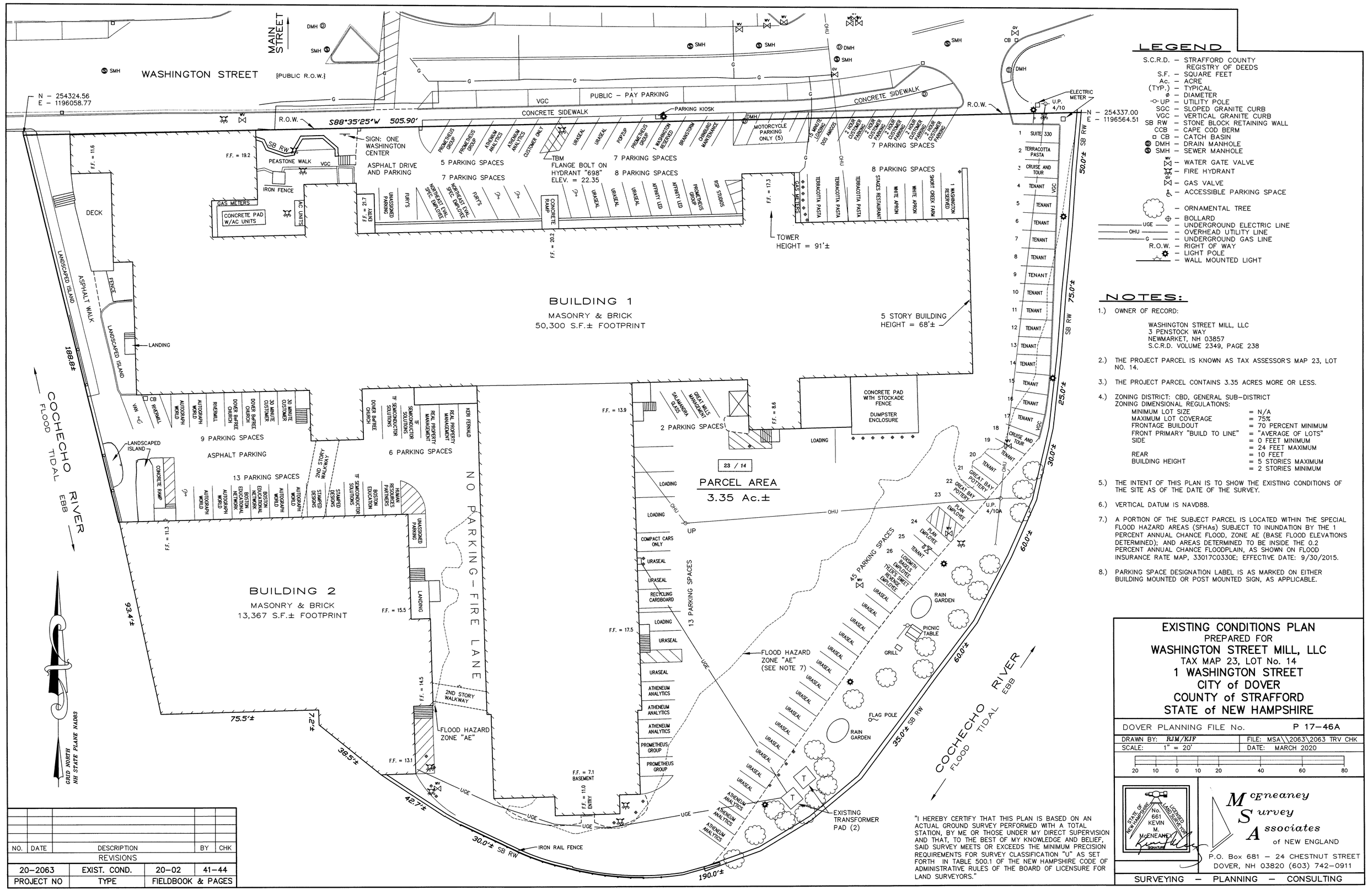
G2+1 LLC
70 New Road
Salisbury, NH 03268
Tel. (603) 648-6434

Sheet Index Title	*Sheet No.:*
Cover Sheet	1
Existing Conditions Plan	2
Neighborhood Plan	3
Note Sheet	4
Site Plan	5
Erosion Control Notes	6
Details	7
Truck Movement Plan	8
Landscape Plan	L-1
Floor Plans	-



LOCUS PLAN
NOT TO SCALE

DOVER PLANNING FILE No. P 17-46A



LEGEND

S.C.R.D. – STRAFFORD COUNTY REGISTRY OF DEEDS
S.F. – SQUARE FEET
Ac. – ACRE
(TYP.) – TYPICAL
ø – DIAMETER
–o–UP – UTILITY POLE
SGC – SLOPED GRANITE CURB
VGC – VERTICAL GRANITE CURB
SB RW – STONE BLOCK RETAINING WALL
CCB – CAPE COD BERM
□ CB – CATCH BASIN
Ⓓ DMH – DRAIN MANHOLE
Ⓢ SMH – SEWER MANHOLE
WV – WATER GATE VALVE
FH – FIRE HYDRANT
GV – GAS VALVE
♿ – ACCESSIBLE PARKING SPACE
– ORNAMENTAL TREE
– BOLLARD
UGE – UNDERGROUND ELECTRIC LINE
OHU – OVERHEAD UTILITY LINE
G – UNDERGROUND GAS LINE
R.O.W. – RIGHT OF WAY
– LIGHT POLE
– WALL MOUNTED LIGHT

NOTES:

1.) OWNER OF RECORD:

WASHINGTON STREET MILL, LLC
3 PENSTOCK WAY
NEWMARKET, NH 03857
S.C.R.D. VOLUME 2349, PAGE 238

2.) THE PROJECT PARCEL IS KNOWN AS TAX ASSESSOR'S MAP 23, LOT NO. 14.

3.) THE PROJECT PARCEL CONTAINS 3.35 ACRES MORE OR LESS.

4.) ZONING DISTRICT: CBD, GENERAL SUB-DISTRICT
ZONING DIMENSIONAL REGULATIONS:

MINIMUM LOT SIZE	= N/A
MAXIMUM LOT COVERAGE	= 75%
FRONTAGE BUILDOUT	= 70 PERCENT MINIMUM
FRONT PRIMARY "BUILD TO LINE"	= "AVERAGE OF LOTS"
SIDE	= 0 FEET MINIMUM = 24 FEET MAXIMUM
REAR	= 10 FEET
BUILDING HEIGHT	= 5 STORIES MAXIMUM = 2 STORIES MINIMUM

5.) THE INTENT OF THIS PLAN IS TO SHOW THE EXISTING CONDITIONS OF THE SITE AS OF THE DATE OF THE SURVEY.

6.) VERTICAL DATUM IS NAVD88.

7.) A PORTION OF THE SUBJECT PARCEL IS LOCATED WITHIN THE SPECIAL FLOOD HAZARD AREAS (SFHAs) SUBJECT TO INUNDATION BY THE 1 PERCENT ANNUAL CHANCE FLOOD, ZONE AE (BASE FLOOD ELEVATIONS DETERMINED); AND AREAS DETERMINED TO BE INSIDE THE 0.2 PERCENT ANNUAL CHANCE FLOODPLAIN, AS SHOWN ON FLOOD INSURANCE RATE MAP, 33017C0330E; EFFECTIVE DATE: 9/30/2015.

8.) PARKING SPACE DESIGNATION LABEL IS AS MARKED ON EITHER BUILDING MOUNTED OR POST MOUNTED SIGN, AS APPLICABLE.

EXISTING CONDITIONS PLAN
PREPARED FOR
WASHINGTON STREET MILL, LLC
TAX MAP 23, LOT No. 14
1 WASHINGTON STREET
CITY of DOVER
COUNTY of STRAFFORD
STATE of NEW HAMPSHIRE

DOVER PLANNING FILE No. P 17–46A
DRAWN BY: RJM/KJF | FILE: MSA\\2063\2063 TRV CHK
SCALE: 1" = 20' | DATE: MARCH 2020

20 10 0 10 20 40 60 80

NO.	DATE	DESCRIPTION	BY	CHK
		REVISIONS		

20–2063	EXIST. COND.	20–02	41–44
PROJECT NO	TYPE	FIELDBOOK & PAGES	

"I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN ACTUAL GROUND SURVEY PERFORMED WITH A TOTAL STATION, BY ME OR THOSE UNDER MY DIRECT SUPERVISION AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, SAID SURVEY MEETS OR EXCEEDS THE MINIMUM PRECISION REQUIREMENTS FOR SURVEY CLASSIFICATION "U" AS SET FORTH IN TABLE 500.1 OF THE NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES OF THE BOARD OF LICENSURE FOR LAND SURVEYORS."

STATE OF NEW HAMPSHIRE · No. 661 · KEVIN M. McENEANEY · LICENSED LAND SURVEYOR · SIGNATURE

McEneaney Survey Associates of NEW ENGLAND
P.O. Box 681 – 24 CHESTNUT STREET
DOVER, NH 03820 (603) 742–0911
SURVEYING – PLANNING – CONSULTING

ABUTTERS LIST
(WITHIN 200 FT)

TAX MAP	LOT NO.	NAME & ADDRESS
15/67	3	63–B	COCHECO MILLS HOLDINGS LLC 3 PENSTOCK WAY NEWMARKET, NH 03857–4416
23/11	23	11	COCHECO MILLS HOLDINGS LLC 3 PENSTOCK WAY NEWMARKET, NH 03857–4416
23/13	23	13	COCHECO MILLS HOLDINGS LLC 3 PENSTOCK WAY NEWMARKET, NH 03857–4416
22/1	22	1	CITY OF DOVER 288 CENTRAL AVE DOVER, NH 03820
23/15	23	15	CITY OF DOVER C/O, C/S RECREATION/GYM AND POOL 61 LOCUST STREE #124 DOVER, NH 03820–3753
2/37–A	2	37–A	COCHECO MILLS HOLDINGS LLC 3 PENSTOCK WAY NEWMARKET, NH 03857–4416
3/63–B	3	63–B	COCHECO MILLS HOLDINGS LLC 3 PENSTOCK WAY NEWMARKET, NH 03857–4416
23/14	23	14	WASHINGTON STREET MILL LLC 3 PENSTOCK WAY NEWMARKET, NH 03857

GRAPHIC SCALE

80 0 40 80 160 320

(IN FEET)

NOT FOR CONSTRUCTION FOR PERMIT USE ONLY

DOVER PLANNING FILE: P17–46A

CIVILWORKS NEW ENGLAND
CIVIL ENGINEERING
181 Watson Road, P.O. Box 1166
Dover, New Hampshire 03820
(603) 749-0443

NO.	REVISION	APP'D	DATE
1	REV. PER TRC	SJH	4–20–20

DATE: 4–3–20
SCALE: 1"=20'
DRAWN BY: SRD
DESIGN BY: DCL
APPROVED BY:SJH
PROJECT NO:1718A
FILE: SITE.DWG

NEIGHBORHOOD PLAN

WASHINGTON STREET MILL
1ST & 2ND FLOOR CONVERSIONS
DOVER, NEW HAMPSHIRE

WASHINGTON STREET MILL, LLC
3 PENSTOCK WAY,
NEWMARKET, NH 03857

3

GENERAL NOTES

1. OWNER OF RECORD:
   WASHINGTON STREET MILL, LLC
   3 PENSTOCK WAY
   NEWMARKET, NH 03857
2. 23 / 14 – DENOTES TAX MAP AND PARCEL NUMBER.
3. THE PROJECT PARCEL CONTAINS 3.35 ACRES MORE OR LESS.
4. THE INTENT OF THIS SITE PLAN IS TO PRESENT THE PROPOSED CHANGE OF USE OF 30,000 SQ. FT. OF GENERAL OFFICE SPACE TO 36 RESIDENTIAL UNITS ON FLOORS 1& 2
5. ZONING DIMENSIONAL AND DENSITY REQUIREMENTS ARE AS FOLLOWS:
   a. ZONING DISTRICT: GENERAL SUB DISTRICT OF THE CBD
   b. MINIMUM YARD SETBACKS:
      I. FRONT = PRIMARY "BUILD TO LINE"
      II. SIDE = 0 FT. (24 FT. MAX.)
      III. REAR = 10 FT.
   c. MINIMUM LOT COVERAGE = 75%
   d. MINIMUM BUILDING HEIGHT = 2 STORIES
6. THE SUBJECT PARCEL IS LOCATED WITHIN A FEDERALLY DESIGNATED FLOOD HAZARD AREA, ZONE AE PER COMMUNITY PANEL #33017C0330E, EFFECTIVE DATE: 9-30-2015
7. BASIS OF BEARING IS NH STATE PLANE (NAD83) BASED ON GPS OBSERVATION. VERTICAL DATUM IS NH STATE PLANE (NAD83) BASED ON GPS OBSERVATION.
8. PROPERTY LINE INFORMATION HAS BEEN OBTAINED FROM A SURVEY PERFORMED BY MCENEANEY SURVEY ASSOCIATES OF NEW ENGLAND DURING NOVEMBER 2019 WITH AN ERROR NOT GREATER THAN 1 IN 10,000.
9. THIS PLAN SHOWS ONLY THOSE FEATURES THAT WERE VISUALLY APPARENT ON THE DATE OF THE SURVEY. THE ABSENCE OF SUBSURFACE STRUCTURES, UTILITIES, ETC. FROM THIS PLAN, BUT IN EXISTENCE, IS NOT INTENDED OR IMPLIED.
10. ALL EXISTING UTILITY LOCATIONS ARE APPROXIMATE AS SHOWN. THE CONTRACTOR SHALL VERIFY THEIR EXACT LOCATIONS WITH THE RESPECTIVE UTILITY OWNERS PRIOR TO ANY WORK BEING PERFORMED. CALL DIGSAFE AT 1-888-344-7233.
11. NO WETLANDS WERE FLAGGED OR WERE OBSERVED ON THE SITE.

DEMOLITION NOTES:

1. COORDINATE REMOVAL, RELOCATION, DISPOSAL OR SALVAGE OF UTILITIES WITH THE OWNER AND APPROPRIATE UTILITY COMPANY.
2. ANY EXISTING WORK OR PROPERTY DAMAGED OR DISRUPTED BY CONSTRUCTION/DEMOLITION ACTIVITIES SHALL BE REPLACED OR REPAIRED TO MATCH ORIGINAL EXISTING CONDITIONS BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER.
3. THE CONTRACTOR SHALL NOTIFY "DIG SAFE" PRIOR TO ANY DEMOLITION/ CONSTRUCTION ACTIVITIES. (811).
4. THE CONTRACTOR SHALL REMOVE AND DISPOSE OF ALL EXISTING STRUCTURES, UTILITIES AND PAVEMENT ON THE SITE TO THE LIMITS SHOWN UNLESS SPECIFICALLY IDENTIFIED TO REMAIN. ITEMS TO BE REMOVED INCLUDE BUT ARE NOT LIMITED TO: CONCRETE, PAVEMENT AND POLES.
5. IT IS THE CONTRACTORS RESPONSIBILITY TO FAMILIARIZE HIMSELF WITH THE CONDITIONS OF ALL OF THE PERMIT APPROVALS.
6. THE CONTRACTOR SHALL OBTAIN AND PAY FOR ALL PERMITS NOT ALREADY OBTAINED BY THE OWNER AND ARRANGE AND PAY FOR NECESSARY INSPECTIONS AND APPROVALS FROM THE AUTHORITIES HAVING JURISDICTION.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DEMOLITION AND OFF-SITE DISPOSAL OF MATERIALS REQUIRED TO COMPLETE THE WORK, EXCEPT FOR WORK NOTED TO BE COMPLETED BY OTHERS.
8. THE LOCATION OF UNDERGROUND UTILITIES ARE APPROXIMATE AND THE LOCATION IS NOT GUARANTEED BY THE OWNER OR THE ENGINEER. IT IS THE CONTRACTOR'S RESPONSIBILITY TO LOCATE ALL UTILITIES, ANTICIPATE CONFLICTS, REPAIR EXISTING UTILITIES AND RELOCATE EXISTING UTILITIES REQUIRED TO COMPLETE THE WORK.
9. ALL MATERIALS SCHEDULED TO BE REMOVED SHALL BECOME THE PROPERTY OF THE CONTRACTOR UNLESS OTHERWISE SPECIFIED. THE CONTRACTOR SHALL DISPOSE OF ALL MATERIALS OFF-SITE IN ACCORDANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS, ORDINANCES, AND CODES.
10. EXISTING ("OLD") WATER SERVICES TO THE SUBJECT SITE SHALL BE DISCONNECTED AND SHUT-OFF AT THE WATER MAIN.
11. EXISTING SEWER SERVICES TO BE CUT AND PERMANENTLY CAPPED AT PROPERTY LINE.
12. ALL EROSION CONTROL NOTES SHALL INCLUDE PROVISIONS FOR CONSTRUCTION SEQUENCING, TEMPORARY EROSION CONTROL MEASURES, AND PERMANENT STANDARDS SUCH AS LOAM SPREAD RATE FOR DISTURBED AREAS, RATES OF LIME, TYPE AND RATES FOR FERTILIZER, AND SEED AND MULCH MIXTURE WITH RATES OF APPLICATION.

SITE NOTES:

1. PROPERTY LINE INFORMATION HAS BEEN OBTAINED FROM A PLAN REFERENCED AND PREPARED BY MCENEANEY SURVEY ASSOCIATES INC. (SEE EXISTING CONDITIONS PLAN IN THIS PLAN SET)
2. THE INTENT OF THIS SITE PLAN IS TO PRESENT THE PROPOSED CHANGE OF USE OF 30,000 SQ. FT. OF GENERAL OFFICE SPACE TO 36 RESIDENTIAL UNITS ON FLOORS 1& 2.
3. EXTERIOR LIGHTING SHALL BE CUT-OFF TYPE FIXTURES PER CHAPTER 149-14-E AND SHALL PROVIDE LIGHTING DIRECTED ON-SITE ONLY.
4. ALL MATERIALS AND CONSTRUCTION SHALL CONFORM TO APPLICABLE CITY AND STATE CODES.
5. STRIPE PARKING AREAS AS SHOWN INCLUDING HANDICAP SYMBOLS AND PAINTED ISLANDS. ALL MARKINGS SHALL BE CONSTRUCTED USING WHITE TRAFFIC PAINT, MEETING THE REQUIREMENTS OF AASHTO M-248-TYPE N.
6. ALL PAVEMENT MARKINGS AND SIGNS SHALL CONFORM TO THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES", THE "STANDARD ALPHABETS FOR HIGHWAY SIGNS AND PAVEMENT MARKINGS, AND THE AMERICAN WITH DISABILITIES ACT, LATEST EDITIONS.
7. PAINTED ISLANDS SHALL BE 4 INCHES WIDE DIAGONAL LINES 3 FEET ON CENTER.
8. ON-SITE SNOW STORAGE SHALL OCCUR ALONG THE EDGES OF PROPOSED PAVEMENT.
9. ALL LAYOUT SHALL BE PERFORMED BY A NEW HAMPSHIRE LICENSED LAND SURVEYOR UNDER CONTRACT WITH THE CONTRACTOR.
10. SEE DETAILS FOR SIGN LEGENDS.
11. IT IS THE CONTRACTOR'S SOLE RESPONSIBILITY TO DETERMINE CONSTRUCTION PROCEDURES AND SEQUENCE TO ENSURE THE SAFETY OF THE FACILITIES AND THEIR COMPONENTS DURING DEMOLITION AND CONSTRUCTION UNLESS OTHERWISE DIRECTED BY THE OWNERS REPRESENTATIVE. THIS INCLUDES THE ADDITION OF NECESSARY SHORING, SHEETING, TEMPORARY BRACING, GUYS OR TIE-DOWNS. SUCH MATERIALS SHALL REMAIN THE PROPERTY OF THE CONTRACTOR AT THE COMPLETION OF THE PROJECT.
12. METHODS OF DEMOLITION, CONSTRUCTION AND ERECTION ARE THE CONTRACTOR'S RESPONSIBILITY UNLESS OTHERWISE SPECIFIED. IT IS THE CONTRACTORS' RESPONSIBILITY TO PROVIDE AND MAINTAIN ENVIRONMENTAL CONTROLS AS REQUIRED BY FEDERAL, STATE AND MUNICIPAL REGULATIONS AND PERMITS. ENVIRONMENTAL CONTROLS SHALL INCLUDE BUT SHALL NOT BE LIMITED TO DUST CONTROL AND SILT BARRIERS.
13. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE DONE TO STRUCTURES OR UTILITIES OR INJURIES TO THE PUBLIC DURING THE CONSTRUCTION PHASE CAUSED BY HIMSELF, HIS EMPLOYEES, HIS SUBCONTRACTORS OR EMPLOYEES OF SAME. THE CONTRACTOR SHALL FURNISH AND INSTALL ALL TEMPORARY FACILITIES FOR THE PROTECTION OF THE WORK, WORKERS AND PUBLIC SAFETY.
14. BUILDING ADDRESSES TO BE ASSIGNED BY THE BUILDING OFFICIAL AT THE TIME OF ISSUANCE OF A BUILDING PERMIT.
15. THE SITE LAYOUT IS DESIGNED IN COMPLIANCE WITH APPLICABLE ACCESSIBILITY REGULATIONS AND NH RSA 155-A:5. THE PROPOSED STRUCTURE WILL ALSO BE DESIGNED IN ACCORDANCE WITH APPLICABLE ACCESSIBILITY REGULATIONS.
16. THE SITE SHALL BE MAINTAINED TO PROVIDE ACCESSIBILITY IN ALL WEATHER CONDITIONS.
17. COMMERCIAL VEHICLE ROUTE DURING CONSTRUCTION SHALL CONFORM WITH DOVER CITY CODE OR BE COORDINATED WITH THE COMMUNITY SERVICES DIRECTOR.
18. THE SUBJECT PARCEL(S) IS (ARE) SERVED BY MUNICIPAL WATER AND SEWER.
19. THE LIMITS OF CONSTRUCTION DISTURBANCE THAT ARE LOCATED IN OR WITHIN THE 50 FT. OF CONSERVATION AND WETLAND DISTRICTS SHALL BE STAKED, FLAGGED AND CLEARLY IDENTIFIED PRIOR TO ANY EARTH DISTURBANCE ACTIVITY OCCURS.
20. AS-BUILT PLANS OF THE SITE SHALL BE SUBMITTED ON PAPER AND IN A DIGITAL FORMAT IN PDF AND AUTOCAD DWG, AUTOCAD DXF OR AN ESRI FORMAT TO THE CITY OF DOVER ENGINEER'S OFFICE UPON COMPLETION OF PROJECT. AS-BUILT PLANS SHALL BE PREPARED AND CERTIFIED CORRECT BY A L.L.S. OR P.E. DIGITAL FILES SHALL BE GEO-REFERENCED TO NEW HAMPSHIRE STATE PLANE COORDINATES NAD83 AND SHALL BE EXPRESSED IN FEET.
21. A SECURITY SYSTEM SHALL BE INSTALLED AS REQUIRED BY CHAPTER 58, ARTICLE I, SECTION 58-2 OF THE CODE OF THE CITY OF DOVER.
22. SITE CONSTRUCTION HOURS SHALL BE LIMITED TO MONDAY-FRIDAY 7 AM-6 PM, SATURDAY 9 AM - 4 PM' AND NO SUNDAY HOURS. HOURS OF CONSTRUCTION MUST BE DOCUMENTED ON A SITE CONSTRUCTION SIGN ALONG WITH THE CONTACT INFORMATION FOR THE GENERAL CONTRACTOR. SAID SIGNAGE MUST BE LOCATED AND APPROVED BY THE CITY ENGINEER OR ASSISTANT CITY MANAGER.
23. A PRE-CONSTRUCTION CONFERENCE WITH THE DEVELOPER, THE DESIGN ENGINEER, THE EARTHWORK CONTRACTOR AND THE CITY ENGINEER SHALL OCCUR PRIOR TO ANY EARTH DISTURBING ACTIVITY.
24. ALL CONSTRUCTION SHALL CONFORM WITH THE STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION (NHDOT) "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION" AND WITH THE CITY OF DOVER COMMUNITY SERVICES REGULATIONS AND STANDARD SPECIFICATION FOR CONSTRUCTION. THE MORE STRINGENT SPECIFICATION SHALL APPLY.
25. ANY RETAINING WALL TALLER THAN FOUR FEET (4') REQUIRES ISSUANCE OF A BUILDING PERMIT FROM INSPECTION SERVICES.
26. ANY FENCE TALLER THAN SEVEN FEET (7') REQUIRES THE ISSUANCE OF A BUILDING PERMIT FROM INSPECTION SERVICES.
27. APPLICANT SHALL COMPLETE LAND USE DEVELOPMENT TRACKING FORM, MOST RECENTLY REVISED VERSION, UTILIZING THE ONLINE POLLUTION TRACKING AND ACCOUNTING PILOT PROJECT (PTAPP) PORTAL. HTTP://WWW.UNH.EDU/UNHSC/PTAPP
28. THE FOLLOWING FEDERAL AND STATE PERMITS HAVE BEEN ISSUED FOR THE SUBJECT PROPERTY: N/A
29. LIST ANY VARIANCES OR SPECIAL EXCEPTIONS GRANTED BY THE ZONING BOARD OF ADJUSTMENT OR CONDITIONAL USE PERMITS GRANTED BY THE PLANNING BOARD FOR THE PROPOSED USE OR STRUCTURE, INCLUDING THE CASE NUMBER AND DATE OF DECISION AND ANY CONDITIONS.
    CONDITIONAL USE PERMIT:
    - H87-61 VARIANCE GRANTED TO PERMIT 2 SMALL SIGNS ON 10-29-87.
    - Z08-17 VARIANCE GRANTED TO PERMIT AN EDUCATIONAL INSTITUTION.
    - PLANNING BOARD P17-46 APPROVED 9-12-17 CHANGE IN USE FOR FLOORS 3,4,& 5
30. A LETTER OF CREDIT FOR THE COST OF REVEGETATING ALL DISTURBED AREAS ON THE SITE SHALL BE SUBMITTED PRIOR TO ANY EARTH DISTURBING ACTIVITY OCCURS
31. PURSUANT TO ENV-WQ 1410.01(a) AND RSA 483-B:12, THE PROJECT SITE IS WITHIN THE LIMITS OF AN URBANIZED SHORELAND EXEMPTION UNDER THE COMPREHENSIVE SHORELAND PROTECTION ACT AS SOUGHT AND OBTAINED BY THE CITY OF DOVER.
32. THE PROJECT PROPONENT TO COORDINATE ADDITIONAL ROOF TOP SCREENING AS REVIEWED AND AGREED TO WITH THE PLANNING DIRECTOR.

GRADING NOTES:

1. ALL ROAD (INCLUDING PARKING LOT AND DRAINAGE) WORK SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE STANDARDS FOR CONSTRUCTION OF THE CITY OF DOVER, N.H. AND "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, STATE OF NEW HAMPSHIRE, DEPARTMENT OF TRANSPORTATION", LATEST EDITION. THE MORE STRINGENT SPECIFICATION SHALL APPLY.
2. CONTRACTOR SHALL RETAIN A GEOTECHNICAL ENGINEERING CONSULTANT APPROVED BY THE OWNER, TO CONDUCT COMPACTION TESTING AND FILL GRADATION MONITORING PER THE ABOVE REFERENCED "STANDARD SPECIFICATIONS".
3. SEE EROSION CONTROL NOTES & DETAIL SHEET FOR TEMPORARY AND PERMANENT EROSION CONTROL MEASURES.
4. ALL DRAINAGE PIPES SHALL BE HDPE OR APPROVED EQUAL UNLESS OTHERWISE NOTED.
5. ALL DISTURBED AREAS NOT OTHERWISE CALLED FOR SURFACE TREATMENT SHALL RECEIVE 6" OF HIGH QUALITY LOAM AND SHALL BE SEEDED WITH GRASS.
6. ALL SITEWORK CONSTRUCTION SHALL BE ADVANCED USING "BEST MANAGEMENT PRACTICES" SANCTIONED BY THE USDA SCS AND NHDES.
7. TEMPORARY CONSTRUCTION ENTRANCE SHALL BE INSTALLED, UTILIZED AND MAINTAINED UNTIL BASE MATERIALS ARE CONSTRUCTED.
8. CONTRACTOR SHALL PROVIDE A FINISH GRADED SURFACE FREE OF LOW SPOTS AND PONDING AREAS. CRITICAL AREAS INCLUDE BUILDING ENTRANCE AND UNDER RAISED STRUCTURES.
9. DENSITY REQUIREMENTS:

LOCATION	MINIMUM DENSITY
BELOW PAVED OR CONCRETE AREAS	95%
TRENCH BEDDING MATERIAL AND SAND BLANKET BACKFILL	95%
BELOW LOAM AND SEED AREA	90%

   *ALL PERCENTAGES SHALL BE OF THE MAXIMUM DRY DENSITY AT THE OPTIMUM MOISTURE CONTENT AS DETERMINED AND CONTROLLED IN ACCORDANCE WITH AASHTO STANDARD 180, METHOD C. FIELD DENSITY TESTS SHALL BE MADE IN ACCORDANCE WITH AASHTO STANDARD T-191, T-204, OR T-238 AND T-239.

10. SEE GENERAL EROSION CONTROL NOTES ON DETAIL SHEET.
11. PROVIDE INLET PROTECTION BARRIERS AROUND ALL EXISTING AND PROPOSED STORM DRAINAGE INLETS WITHIN THE WORK LIMITS AND AS SHOWN ON PLAN. MAINTAIN FOR THE DURATION OF THE PROJECT UNTIL PAVEMENT HAS BEEN INSTALLED AND UPSTREAM AREAS HAVE BEEN STABILIZED.
12. INSPECT SILT BARRIERS AFTER EACH RAIN STORM OF 1/4 INCH OR GREATER. REPAIR/MODIFY PROTECTION AS NECESSARY TO MAXIMIZE EFFICIENCY FILTER. REPLACE ALL FILTERS WHEN SEDIMENT IS 1/3 THE STRUCTURE HEIGHT.
13. A STORMWATER POLLUTION PREVENTION PLAN (SWPPP) IS REQUIRED FOR THIS PROJECT. THE SWPPP MUST INCLUDE THE APPROPRIATE BEST MANAGEMENT PRACTICES (BMP'S) TO MINIMIZE THE DISCHARGE OF POLLUTANTS FROM THE SITE. PARTIES RESPONSIBLE FOR DEVELOPING THE SWPPP SHOULD REFER TO THE EPA NPDES CONSTRUCTION GENERAL PERMITS NOTICE OF INTENT FOR A COMPLETE OUTLINE OR REQUIRED ELEMENTS. THESE PLANS AND THE STORMWATER MANAGEMENT SYSTEM INSPECTION & MAINTENANCE PLAN PREPARED FOR THIS PROJECT MAY BE UTILIZED IN FULFILLING THE REQUIREMENTS.
14. ALL TREATMENT SWALES TO BE CONSTRUCTED SHALL HAVE SOD BOTTOMS.
15. LIMIT TREE CLEARING TO ONLY THE EXTENT NECESSARY FOR CONSTRUCTION.
16. PLACARDS SHALL BE INSTALLED ALONG THE EDGE OF WETLAND PRIOR TO CONSTRUCTION.

UTILITY NOTES:

1. THE PROJECT SITE IS SERVED BY CITY WATER AND SEWER.
2. THE BEST AVAILABLE INFORMATION WAS USED TO DETERMINE THE LOCATION AND SIZE OF EXISTING UTILITIES. THE LOCATION IS NOT GUARANTEED BY THE OWNER OR THE ENGINEER. THE EXACT SIZE AND LOCATION OF UTILITIES SHALL BE CONFIRMED IN THE FIELD BY THE CONTRACTOR PRIOR TO COMMENCING WORK. IT IS ALSO THE CONTRACTOR'S RESPONSIBILITY TO ANTICIPATE CONFLICTS AND REPAIR EXISTING UTILITIES AS NECESSARY TO COMPLETE THE WORK AT NO ADDITIONAL COST TO THE OWNER.
3. ALL EXISTING UTILITY LOCATIONS ARE APPROXIMATE AS SHOWN. THE CONTRACTOR SHALL VERIFY THEIR EXACT LOCATIONS WITH THE RESPECTIVE UTILITY OWNERS PRIOR TO WORK BEING PERFORMED. CALL DIGSAFE AT 1-888-388-7233 OR "811".
4. ALL PROPOSED UTILITY SERVICES SHALL BE UNDERGROUND WITHIN THE SITE.
5. UNDERGROUND ELECTRIC, TELEPHONE, AND CABLE TV CONDUITS SHALL BE INSTALLED IN ACCORDANCE WITH/PER PSNH, VERIZON, COMCAST, AND UNITIL STANDARDS.
6. PROPOSED INSTALLATION OF UNDERGROUND CONDUITS FOR TELEPHONE, ELECTRIC AND GAS SERVICE SHALL BE COORDINATED WITH THE RESPECTIVE CONTACTS ARE AS FOLLOWS:
   ELECTRIC: EVERSOURCE 1.800.362.7764
   CABLE: COMCAST 603.334.3615
   GAS: UNITIL 866.933.3821
7. SEE ELECTRICAL DRAWINGS AND DETAILS FOR OUTDOOR LIGHTING CONDUIT LOCATIONS.
8. SEE GRADING, DRAINAGE AND EROSION CONTROL PLAN FOR PROPOSED GRADING AND EROSION CONTROL MEASURES.
9. ALL UNDERGROUND CONDUITS SHALL HAVE NYLON PULL ROPES TO FACILITATE PULLING CABLES.
10. THE PROPOSED STRUCTURES SHALL BE SERVED BY A SPRINKLER SYSTEM AS REQUIRED UNDER CHAPTER 109-30 OF THE CODE OF THE CITY OF DOVER AND THE 2015 STATE BUILDING CODE.
11. SPRINKLER CONNECTIONS MUST BE FLUSHED IN ACCORDANCE WITH NFPA 24 AND A CONTRACTOR'S MATERIAL AND TEST CERTIFICATE FOR UNDERGROUND PIPING FORM MUST BE COMPLETED.
12. FIRE DEPARTMENT CONNECTIONS SHALL BE LOCATED ON THE STREET SIDE OF THE BUILDING PER NFPA 13.
13. ALL MATERIALS AND CONSTRUCTION SHALL CONFORM TO APPLICABLE CITY AND STATE CODES.
14. APPROVED BACKFLOW PREVENTORS SHALL BE INSTALLED ON BOTH FIRE AND DOMESTIC WATER LINES.
15. ALL UNUSED WATER SERVICES SHALL BE REMOVED BACK TO THE CORPORATION AT THE MAIN.
16. SEWER USAGE (LIMITED TO THE CHANGE IN USE)
    - EXISTING (PER NHDES)
      GENERAL OFFICE 15 GPD/100SF 30,000 S.F. = 4,500 GPD
    - PROPOSED (PER NHDES)
      RESIDENTIAL 2-BEDROOM @ 300 GPD X 2 = 600 GPD
      RESIDENTIAL 1-BEDROOM/STUDIO @ 225 GPD X 36 = 8,100 GPD
      PROPOSED TOTAL = 8,700 GPD
      CHANGE = 4,200 GPD

NOT FOR CONSTRUCTION FOR PERMIT USE ONLY

DOVER PLANNING FILE: P17-46A

CIVILWORKS NEW ENGLAND
CIVIL ENGINEERING
181 Watson Road, P.O. Box 1166
Dover, New Hampshire 03820
(603) 749-9413

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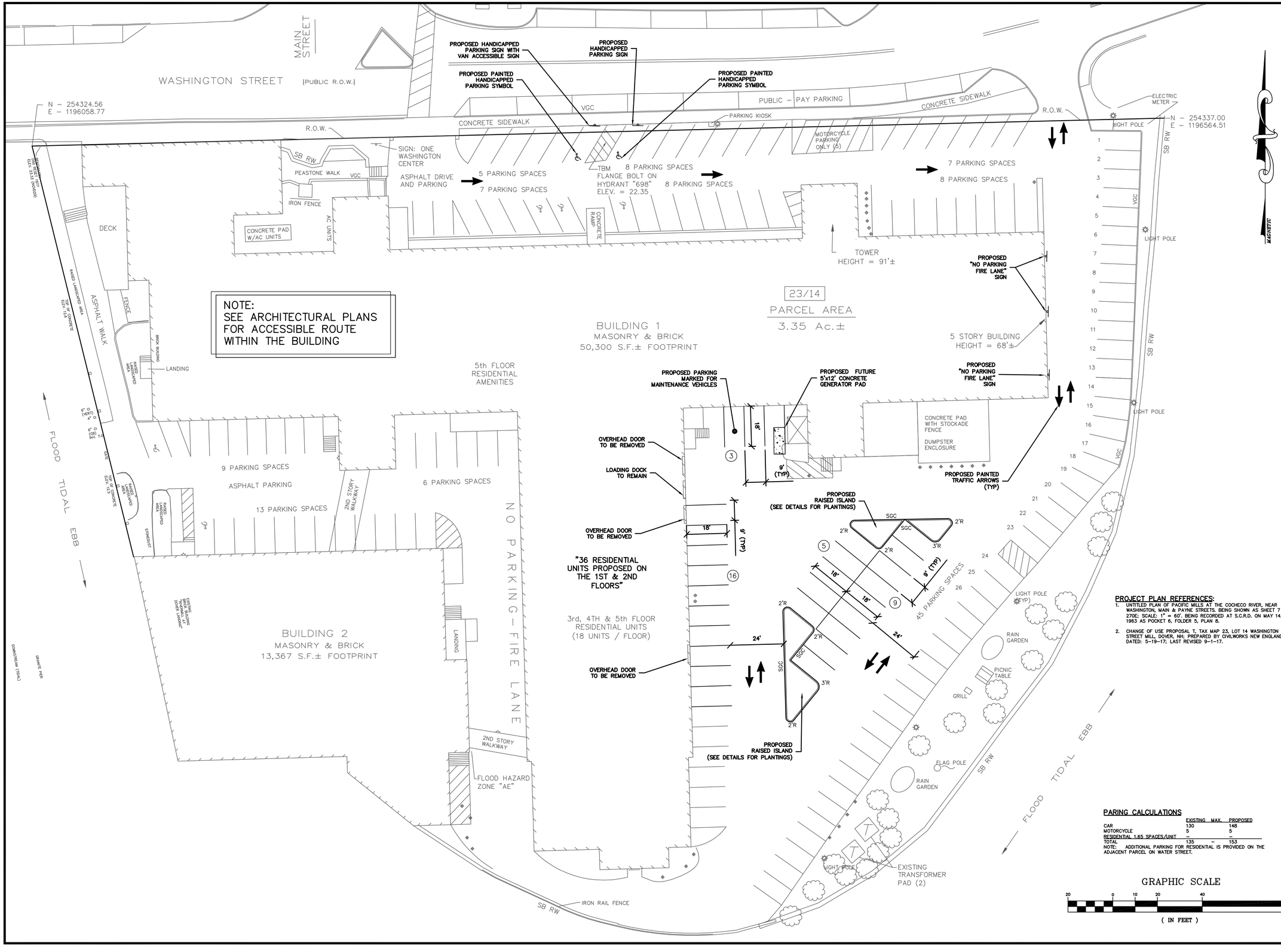
NOTE SHEET

WASHINGTON STREET MILL, LLC
3 PENSTOCK WAY
NEWMARKET, NH 03857

WASHINGTON STREET MILL
1ST & 2ND FLOOR CONVERSIONS
DOVER, NEW HAMPSHIRE



PROJECT PLAN REFERENCES:

1. UNTITLED PLAN OF PACIFIC MILLS AT THE COCHECO RIVER, NEAR WASHINGTON, MAIN & PAYNE STREETS. BEING SHOWN AS SHEET 7 – 270E; SCALE: 1" = 60'. BEING RECORDED AT S.C.R.D. ON MAY 14, 1963 AS POCKET 6, FOLDER 5, PLAN 8.
2. CHANGE OF USE PROPOSAL T, TAX MAP 23, LOT 14 WASHINGTON STREET MILL, DOVER, NH; PREPARED BY CIVILWORKS NEW ENGLAND; DATED: 5-19-17; LAST REVISED 9-1-17.

PARING CALCULATIONS

	EXISTING MAX.	PROPOSED
CAR	130	148
MOTORCYCLE	5	5
RESIDENTIAL 1.65 SPACES/UNIT	–	–
TOTAL	135 –	153

NOTE: ADDITIONAL PARKING FOR RESIDENTIAL IS PROVIDED ON THE ADJACENT PARCEL ON WATER STREET.

GRAPHIC SCALE

20 0 10 20 40 80

(IN FEET)

NOT FOR CONSTRUCTION FOR PERMIT USE ONLY

DOVER PLANNING FILE: P17-46A

CIVILWORKS NEW ENGLAND
CIVIL ENGINEERING
181 Watson Road, P.O. Box 1166
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SITE PLAN

WASHINGTON STREET MILL, LLC
3 PENSTOCK WAY,
NEWMARKET, NH 03857

WASHINGTON STREET MILL
1ST & 2ND FLOOR CONVERSIONS
DOVER, NEW HAMPSHIRE

5

DESCRIPTION

THE INTENT OF THIS PLAN IS CHANGE THE USE OF 30,000 S.F. OF GENERAL OFFICE SPACE TO 36 RESIDENTIAL UNITS.

PROJECT NAME AND LOCATION

WASHINTON STREET MILL — LATITUDE N43°11'40"
1 WASHINGTON STREET — LONGITUDE W70°52'19"
DOVER, NH 03820

DISTURBED AREA

N/A

SEQUENCE OF MAJOR ACTIVITIES

1. ALL EROSION CONTROL AND PERIMETER CONTROLS SHALL BE INSTALLED PRIOR TO COMMENCING EARTH MOVING OPERATIONS.
2. CUTTING AND GRUBBING OF SITE.
3. CONSTRUCT BUILDING FOUNDATION
4. REGRADE SITE TO SUBGRADE.
5. SWALES AND PONDS (AS APPLICABLE) SHALL BE CONSTRUCTED EARLY ON IN THE CONSTRUCTION SEQUENCE AND BEFORE ROUGH GRADING OF THE SITE AND ALL DITCHES AND SWALES SHALL BE STABILIZED PRIOR TO DIRECTING RUNOFF TO THEM.
6. CONSTRUCT BUILDING.
7. PLACE GRAVELS AND FINE GRADE.
8. STABILIZE, ROADWAYS & PARKING LOTS WITHIN 72 HOURS OF ACHIEVING FINISHED GRADE.
9. ALL CUT AND FILL SLOPES SHALL BE LOAMED AND SEEDED (AS APPLICABLE) WITHIN 72 HOURS OF ACHIEVING FINISH GRADE.
10. ALL EROSION CONTROL MEASURES SHALL BE INSPECTED AT LEAST WEEKLY AND AFTER EVERY 1/4" OF RAINFALL.

DEFINITIONS

AN AREA SHALL BE CONSIDERED STABLE OF ONE OF THE FOLLOWING HAS OCCURRED.
1. BASE COURSE GRAVELS HAVE BEEN INSTALLED IN AREAS TO BE PAVED
2. A MINIMUM OF 85% VEGETATED GROWTH HAS BEEN ESTABLISHED
3. A MINIMUM OF 3" OF NON-EROSIVE MATERIAL SUCH AS STONE OR RIP-RAP HAS BEEN INSTALLED; OR
4. EROSION CONTROL BLANKETS HAVE BEEN PROPERLY INSTALLED

INSTALLATION, MAINTENANCE AND INSPECTION PROCEDURES OF EROSION AND SEDIMENT CONTROLS

A. GENERAL

1. CONTRACTOR SHALL PREPARE THE SWPPP, FILE FOR AND OBTAIN THE NOI A MINIMUM OF 2 WEEKS PRIOR TO COMMENCEMENT OF SITE WORK.
2. ALL EROSION CONTROL AND PERIMETER CONTROLS SHALL BE INSTALLED PRIOR TO COMMENCING EARTH MOVING OPERATIONS.
3. TEMPORARY WATER DIVERSION MUST BE USED AS NECESSARY UNTIL AREAS ARE STABILIZED.
4. CLEARING AND GRUBBING OF SITE
5. REGRADE SITE TO SUBGRADE
6. SWALES AND PONDS (AS APPLICABLE) SHALL BE CONSTRUCTED EARLY ON IN THE CONSTRUCTION SEQUENCE AND BEFORE ROUGH GRADING OF THE SITE AND ALL DITCHES AND SWALES SHALL BE STABILIZED PRIOR TO DIRECTING RUNOFF TO THEM. RUNOFF MUST BE DIRECTED TO TEMPORARY PRACTICES UNTIL STORMWATER BMP'S ARE STABILIZED.
7. INSTALL DRAINAGE STRUCTURES AND CONTROLS
8. INSTALL UNDERGROUND UTILITIES AND FOUNDATIONS FOR STRUCTURES
9. PLACE GRAVELS AND FINE GRADE
10. STABILIZE, ROADWAYS & PARKING LOTS WITHIN 72 HOURS OF ACHIEVING FINISHED GRADE.
11. ALL CUT AND FILL SLOPES SHALL BE LOAMED AND SEEDED (AS APPLICABLE) WITHIN 72 HOURS OF ACHIEVING FINISH GRADE.
12. ALL EROSION CONTROL MEASURES SHALL BE INSPECTED AT LEAST WEEKLY AND AFTER EVERY 1/2" OF RAINFALL.
13. IN ALL CASES THE SMALLEST PRACTICAL AREA SHALL BE DISTURBED DURING CONSTRUCTION AND IN NO CASE SHALL EXCEED 3.5 ACRES AT ANY ONE TIME BEFORE DISTURBED AREAS ARE STABILIZED. ALL DISTURBED AREAS SHALL BE STABILIZED WITHIN 45 DAYS OF INITIAL DISTURBANCE.
14. WHEN ALL SITE WORK IS COMPLETE AND ALL DISTURBED AREAS ARE STABILIZED REMOVE ALL TEMPORARY EROSION CONTROL MEASURES AND FILE THE EPA – N.O.T.

1. Silt BARRIER
   a. Synthetic filter fabric shall be a pervious sheet of propylene, nylon, polyester or ethylene yarn and shall be certified by the manufacturer or supplier as conforming to the following requirements:

Physical Property	Test	Requirements
Filtering Efficiency	VTM-51	75% minimum
Tensile Strength at 20% Maximum Elongation* Standard Strength 30 lb/lin in (min)	VTM-52	Extra Strength 50 lb/lin in (min)
Flow Rate	VTM-51	0.3 gal/sf/min (min)

* Requirements reduced by 50 percent after six (6) months of installation.

Synthetic filter fabric shall contain ultraviolet ray inhibitors and stabilizers to provide a minimum of six (6) months of expected usable construction life at a temperature range of 0 degrees F to 120 Degrees F.

   b. The height of a silt barrier shall not exceed thirty-six (36) inches.
   c. The filter fabric shall be purchased in a continuous roll cut to the length of the barrier to avoid the use of joints. When joints are necessary, filter cloth shall be spliced together only at support post, with a minimum six (6) inch overlap, and securely sealed.
   d. Posts shall be spaced a maximum of ten (10) feet apart at the barrier location and driven securely into the ground (minimum of 12 inches). When extra strength fabric is used without the wire support fence, post spacing shall not exceed 6 feet.
   e. Posts for silt fences shall be 2-inch diameter wood with a minimum length of 5 feet.
   f. Wire fence reinforcement for silt barriers using standard strength filter cloth shall be a minimum of 42 inches in height, a minimum of 14 gauge and shall have a maximum mesh spacing of 6 inches.
   g. A trench shall be excavated approximately four (4) inches wide and four (4) inches deep along the line of posts and upslope from the barrier.
   h. When standard strength filter fabric is used, a wire mesh support fence shall be fastened securely to the upslope side of the posts using heavy duty wire staples at least one (1) inch long, tie wires or hog rings. The wire shall extend no more than 36 inches above the original ground surfaces.
   i. The "standard strength" filter fabric shall be stapled or wired to the barrier, and eight (8) inches of the fabric shall be extended into the trench. The fabric shall not extend more than 36 inches above the original ground surface. Filter fabric shall not be stapled to existing trees.
   j. When extra strength filter fabric and closer post spacing are used, the wire mesh support fence may be eliminated. In such a case, the filter fabric is stapled or wired directly to the posts with all other provisions of item (i) applying.
   k. The trench shall be backfilled and the soil compacted over the filter fabric.
   l. Silt barriers shall be removed when they have served their useful purpose, but not before the upslope areas has been permanently stabilized.

2. Sequence of Installation
   Sediment barriers shall be installed prior to any soil disturbance of the contributing drainage area above them.
3. Maintenance
   a. Check dams and silt barriers shall be inspected immediately after each rainfall and at least daily during prolonged rainfall. They shall be repaired if there are any signs of erosion or sedimentation below them. Any required repairs shall be made immediately. If there are signs of undercutting at the center or the edges, or impounding of large volumes of water behind them, sediment barriers shall be replaced with a temporary check dam.
   b. Should the fabric on a silt barrier or filter barrier decompose or become ineffective prior to the end of the expected usable life and the barrier still is necessary, the fabric shall be replaced promptly.
   c. Sediment deposits should be removed after each storm event. They must be removed when deposits reach approximately one third (1/3) the height of the barrier.
   d. Any sediment deposits remaining in place after the silt barrier or filter barrier is no longer required shall be dressed to conform with the existing grade, prepared and seeded.

C. MULCHING

1. Timing
   In order for mulch to be effective, it must be in place prior to major storm events. There are two (2) types of standards which shall be used to assure this.
   a. Apply mulch prior to any storm event. It will be necessary to closely monitor weather predictions, usually by contacting the National Weather Service in Concord, to have adequate warning of significant storms.
   b. Record Mulching within a specified time period. The time period can range from 14 to 21 days of inactivity on a area, the length of time varying with site conditions. Professional judgement shall be used to evaluate the interaction of site conditions (soil erodibility, season of year, extent of disturbance, proximity to sensitive resources, etc.) and the potential impact of erosion on adjacent areas to choose an appropriate time restriction.
2. Application Rate
   Mulch shall be applied at a rate of between 1.5 to 2 tons per acre, or 90 to 100 pounds per 1000 square feet.
3. Guidelines for Winter Mulch Application. When mulch is applied to provide protection over winter (past the growing season) it shall be at a rate of 6,000 pounds of hay or straw per acre. A tackifier may be added to the mulch.
4. Maintenance All mulches must be inspected periodically, in particular after rainstorms, to check for rill erosion. If less than 90% of the soil surface is covered by mulch, additional mulch shall be immediately applied.
5. Excelsior Matting Excelsior Matting shall be used in place of mulch on all slopes steeper than 3:1.

D. TEMPORARY GRASS COVER

1. Seedbed Preparation
   Apply fertilizer at the rate of 600 pounds per acre of 10-10-10. Apply limestone (equivalent to 50 percent calcium plus magnesium oxide) at a rate of three (3) tons per acre.
2. Seeding
   a. Utilize annual rye grass at a rate of 40 lbs/acre.
   b. Where the soil has been compacted by construction operations, loosen soil to a depth of two (2) inches before applying fertilizer, lime and seed.
   c. Apply seed uniformly by hand, cyclone seeder, or hydroseeder (slurry including seed and fertilizer). Hydroseedings, which include mulch, may be left on soil surface. Seeding rates must be increased 10% when hydroseeding.
3. Maintenance
   Temporary seedings shall be periodically inspected. At a minimum, 95% of the soil surface should be covered by vegetation. If any evidence of erosion or sedimentation is apparent, repairs shall be made and other temporary measures used in the interim (mulch, filter barriers, check dams, etc.).

E. PERMANENT SEEDING

1. Bedding – stones larger than 1 ½ ", trash, roots, and other debris interfere with seeding and future maintenance of the area should be removed. Where feasible, the soil should be tilled to a depth of 4" to prepare a seedbed and mix fertilizer into the soil.
2. Fertilizer – lime and fertilizer should be applied evenly over the area prior to or at the time of seeding and incorporated into the soil. Kinds and amounts of lime and fertilizer should be based on an evaluation of soil tests. When a soil test is not available, the following minimum amounts should be applied:
   Agricultural Limestone @ 100 lbs. per 1,000 s.f.
   10-20-20 fertilizer @ 12 lbs. per 1,000 s.f.
3. Seed Mixture (recommended)
   Rate:

Type	LBS. per Acre	LBS. per 1,000 s.f.
Tall Fescue	20	0.45
Creeping Red Fescue	20	0.45
Birdsfoot Trefoil	8	0.20
Total	48	1.10

4. Sodding – sodding is done where it is desirable to rapidly establish cover on a disturbed area. Sodding an area may be substituted for permanent seeding procedures anywhere on site. Bed preparation, fertilizing, and placement of sod shall be performed according to the S.C.S. Handbook.

   Sodding is recommended for steep sloped areas, areas immediately adjacent to sensitive water courses, easily erodible soils (fine sand/silt) etc.
5. Provide a minimum of 4 inches (5 inches loose) of topsoil to all areas to be seeded.

F. STORM DRAIN INLET PROTECTION

1. Straw/Hay Bale Inlet Structure
   a. Bales shall be either wire bound or string tied with the bindings oriented around the sides rather than over and under the bales.
   b. Bales shall be placed lengthwise in a single row surrounding the inlet, with the ends of adjacent bales pressed together.
   c. The filter barrier shall be entrenched and backfilled. A trench shall be excavated around the inlet the width of bale to a minimum depth of four (4) inches. After the bales are staked, the excavated soil shall be backfilled and compacted against the filter barrier.
   d. Each bale shall be securely anchored and held in place by at least two (2) stakes or rebars driven through the bale.
   e. Loose straw/hay shall be wedged between bales to prevent water from entering between bales.
   f. All structures should be inspected after every rainstorm and repairs made as necessary.
   g. Sediment should be removed from the devices after the sediment has reached a maximum of one-third the depth of the trap.
   h. Haybales should be removed and the area repaired as soon as the contributing drainage area to the inlet has been completely stabilized.

TIMING OF CONTROLS/MEASURES

As indicated in the sequence of Major Activities the silt barriers shall be installed prior to commencing any clearing or grading of the site. Structural controls shall be installed concurrently with the applicable activity. Areas where construction activity temporarily ceases for more than twenty one (21) days will be stabilized with a temporary seed and mulch within fourteen (14) days of the last disturbance. Once construction activity ceases permanently in an area, silt fences and any earth/dikes will be removed once permanent measures are established. All areas shall be stabilized within 72 hours of achieving finish grade.

WASTE DISPOSAL

A. WASTE MATERIALS
   All waste materials will be collected and stored in securely lidded receptacles. All trash and construction debris from the site will be deposited in a dumpster. No construction waste materials will be buried on site. All personnel will be instructed regarding the correct procedure for waste disposal by the superintendent.

B. HAZARDOUS WASTE
   All hazardous waste materials will be disposed of in the manner specified by local or state regulation or by the manufacturer. Site personnel will be instructed in these practices by the superintendent.

C. SANITARY WASTE
   All sanitary waste will be collected from the portable units a minimum of once per week by a licensed sanitary waste management contractor.

SPILL PREVENTION

A. MATERIAL MANAGEMENT PRACTICES

The following are the material management practices that will be used to reduce the risk of spills or other accidental exposure of materials and substances during construction to stormwater runoff:

Good Housekeeping:

The following good housekeeping practices will be followed on site during the construction project:

- An effort will be made to store only sufficient amounts of products to do the job.
- All materials stored on site will be stored in a neat, orderly manner in their proper (original if possible) containers and, if possible, under a roof or other enclosure.
- Manufacturer's recommendations for proper use and disposal will be followed.
- The site superintendent will inspect daily to ensure proper use and disposal of materials.
- Substances will not be mixed with one another unless recommended by the manufacturer.
- Whenever possible all of a product will be used up before disposing of the container.

Hazardous Products:

The following practices will be used to reduce the risks associated with hazardous materials:

- Products will be kept in their original containers unless they are not resealable.
- Original labels and material safety data will be retained for important product information.
- Surplus product that must be disposed of will be discarded according to the manufacturer's recommended methods of disposal.

B. PRODUCT SPECIFICATION PRACTICES
The following product specific practices will be followed on site:

Petroleum Products:

All on site vehicles will be monitored for leaks and receive regular preventive maintenance to reduce leakage. Petroleum products will be stored in tightly sealed containers which are clearly labeled. Any asphalt based substances used on site will be applied according to the manufacturer's recommendations.

Fertilizers:

Fertilizers used will be applied only in the minimum amounts directed by the specifications. Once applied fertilizer will be worked into the soil to limit exposure to stormwater. Storage will be in a covered shed or enclosed trailers. The contents of any partially used bags of fertilizer will be transferred to a sealable plastic bin to avoid spills.

Paints:

All containers will be tightly sealed and stored when not required for use. Excess paint will not be discharged to the storm sewer system but will be disposed of properly according to manufacturer's instructions or state and local regulations.

Concrete Trucks:

Concrete trucks will discharge and wash out surplus concrete or drum wash water in a contained area on site.

C. SPILL CONTROL PRACTICES

In addition to good housekeeping and material management practices discussed in the previous section the following practices will be followed for spill prevention and cleanup:

- Manufacturer's recommended methods for spill cleanup will be clearly posted and site personnel will be made aware of the procedures and the location of the information and cleanup supplies.
- Materials and equipment necessary for spill cleanup will be kept in the material storage area on site. Equipment and materials will include but not be limited to brooms, dustpans, mops, rags, gloves, goggles, kitty litter, sand, sawdust and plastic or metal trash containers specifically for this purpose.
- All spills will be cleaned up immediately after discovery.
- The spill area will be kept well ventilated and personnel will wear appropriate protective clothing to prevent injury from contact with a hazardous substance.
- Spills of toxic or hazardous material will be reported to the appropriate state or local government agency, regardless of the size.
- The spill prevention plan will be adjusted to include measures to prevent this type of spill from recurring and how to cleanup the spill if it recurs. A description of the spill, its cause, and the cleanup measures will be included.
- The site superintendent responsible for day-to-day site operations will be the spill prevention and cleanup coordinator.

The project proponent is required to manage construction to meet the requirements and intent of RSA 430:53 and AGR 3800 relative to controlling invasive species and controlling fugitive dust in accordance with ENV-A 1002.
AGR 3800 Prohibited Invasive Plant Species Rules

The rule, Agr 3800, states : "No person shall collect, transport, import, export, move, buy, sell, distribute, propagate or transplant any living and viable portion of any plant species, which includes all of their cultivars and varieties, listed in Table 3800.1, New Hampshire prohibited invasive species list". A complete copy of the rules can be accessed on the internet at http://agriculture.nh.gov/topics/plants_insects.htm.

Env-A 1002 FUGITIVE DUST: Precautions to Prevent, Abate, and Control Fugitive Dust.
(a) Any person engaged in any activity within the state that emits fugitive dust, other than those listed in Env-A 1002.02(b), shall take precautions throughout the duration of the activity in order to prevent, abate, and control the emission of fugitive dust.

(b) Precautions required by (a), above, shall include but not be limited to the following:
(1) The use of water or hydrophilic material on operations or surfaces, or both;
(2) The application of asphalt, water or hydrophilic material, or tarps or other such covers to material stockpiles;
(3) The use of hoods, fans, fabric filters, or other devices to enclose and vent areas where materials prone to producing fugitive dust are handled;
(4) The use of containment methods for sandblasting or similar operations; and
(5) The use of vacuums or other suction devices to collect airborne particulate matter.

PER 149-10 F: All site improvements which require blasting of land shall meet the following requirements prior to any blasting occurring.

1. The Applicant shall prepare a pre-blast survey of all structures within five (500) feet of the external boundaries of the proposed lot to be developed. This survey, along with a monitoring plan, shall be on file with the Dover Fire and Rescue. Upon recommendations of the Chief , the planning Board may require a pre-blast survey of all structures within one thousand (1000) feet.
2. The Applicant shall hold a neighborhood meeting to review the blasting plan and pre-blast survey, with representatives of the Fire and Rescue and the blasting company in attendance, prior to any on-site blasting. Abutters within on thousand (1000) feet of the external boundary of the project parcel shall be notified by certified mail (paid for by the applicant) of the meeting no less than ten (10) days prior to the meeting.
3. Permit holders shall be in compliance with NFPA 495, The Code for the Manufacture, Transportation, Storage and Use of Explosive Material, in addition to all other ordinances and codes set forth in the City of Dover Fire Prevention Code, which specifically prohibits the overnight storage of explosive or blasting agents. Further all storage magazines shall be locked in the open position at the end of the days' operation, for easy inspection by City Officials.
4. blasting permits may be obtained by calling the Dover Fire and Rescue during normal business hours. The permits are only active for the dates and time specified on the permit.
5. Permit holders shall hold insurance against claims for damages for personal injury and property which may arise from performance of the work.
6. Hours of operation for the blasting shall be no earlier than 8:00 am and no later than 6:00 pm Monday through Friday, excluding federal holidays.

MAINTENANCE OF STORMWATER MANAGEMENT FACILITIES

The project proponent is responsible for the maintenance of all stormwater facilities during construction and the property owner is responsible after construction is complete.

CATCH BASINS & STORMWATER TREATMENT STRUCTURES

1. Catch basins & Stormwater treatment structures should be inspected on a monthly basis and/or after a major rainfall event to assure that debris or sediments do not reduce the effectiveness of the system.

WINTER CONSTRUCTION NOTES

1. All proposed post-development vegetated areas which do not exhibit a minimum of 85 % vegetative growth by October 15th, or which are disturbed after October 15th, shall be stabilized by seeding and installing erosion control blankets on slopes greater than 3:1, and seeding and placing 3 to 4 tons of mulch per acre, secured with anchored netting, elsewhere. The placement of erosion control blankets or mulch and netting shall not occur over accumulated snow or on frozen ground and shall be completed in advance of thaw or spring melt.
2. All slopes which do not exhibit a minimum of 85% vegetative growth by October 15th, or which are disturbed after October 15th shall be stabilized with stone or erosion control blankets.
3. After October 15th, incomplete road surfaces shall be protected with a minimum of 3-inches of crushed gravel per NHDOT item 403.3, or if construction is to continue through the winter season be cleared of any accumulated snow after each storm event.

NOT FOR CONSTRUCTION FOR PERMIT USE ONLY

DOVER PLANNING FILE: P17-46A

CIVILWORKS NEW ENGLAND
CIVIL ENGINEERING
181 Watson Road, P.O. Box 1166
Dover, New Hampshire 03820
(603) 749-0443

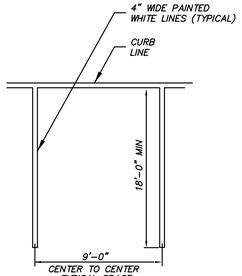
NO.	REVISION	APP'D	DATE
1	REV. PER TRC	S.H	4-20-20

DATE: 4-3-20
SCALE: 1"=20'
DRAWN BY: SRD
DESIGN BY: DCL
APPROVED BY: S.H
PROJECT NO.: 1718A
FILE: SITE.DWG

EROSION CONTROL NOTES

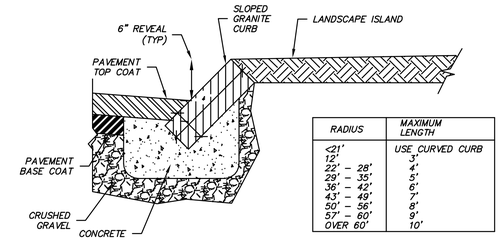
WASHINGTON STREET MILL, LLC
3 PENSTOCK WAY,
NEWMARKET, NH 03857

WASHINGTON STREET MILL
1ST & 2ND FLOOR CONVERSIONS
DOVER, NEW HAMPSHIRE



STANDARD PARKING STALL

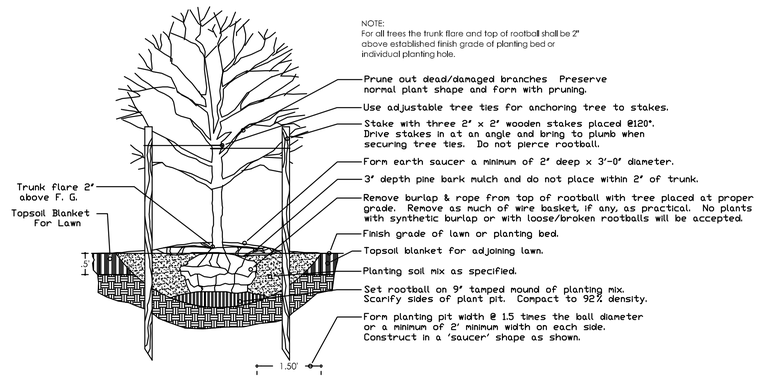
NOT TO SCALE



RADIUS	MAXIMUM LENGTH
<21'	USE CURVED CURB
12'	3'
22' – 28'	4'
29' – 35'	5'
36' – 42'	6'
43' – 49'	7'
50' – 56'	8'
57' – 60'	9'
OVER 60'	10'

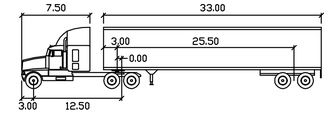
CITY OF DOVER
SLOPED GRANITE CURB DETAIL

NOT TO SCALE



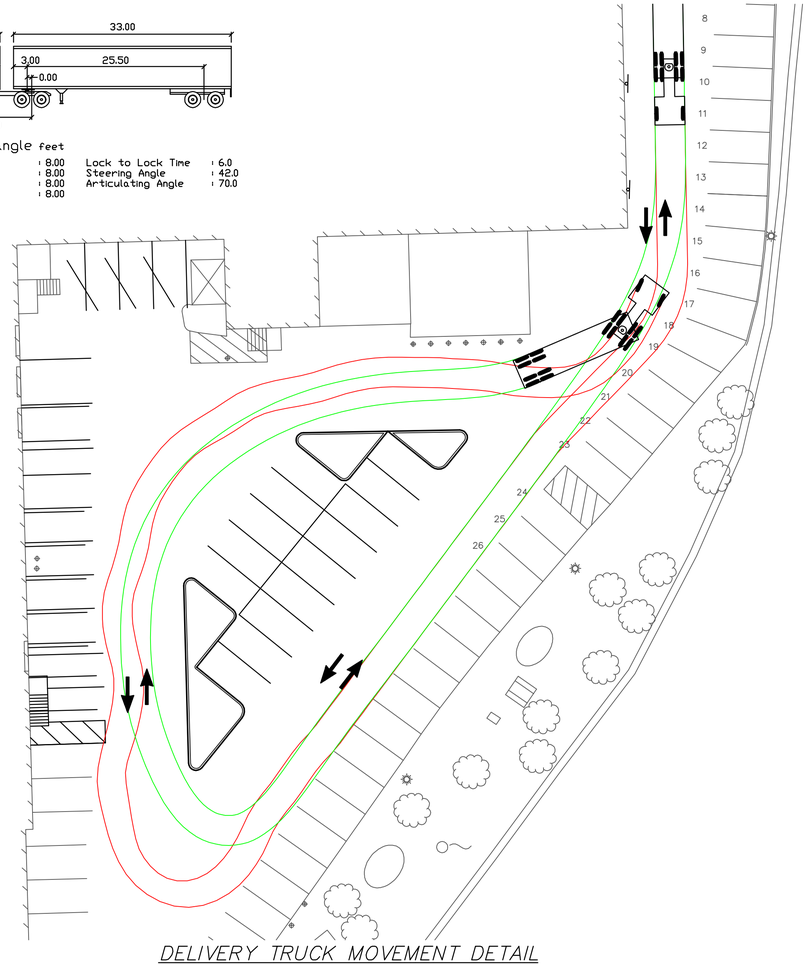
1 / LA-2 Tree Planting Detail
No Scale

(Tree Planting Detail applies to Evergreen and Deciduous Trees)



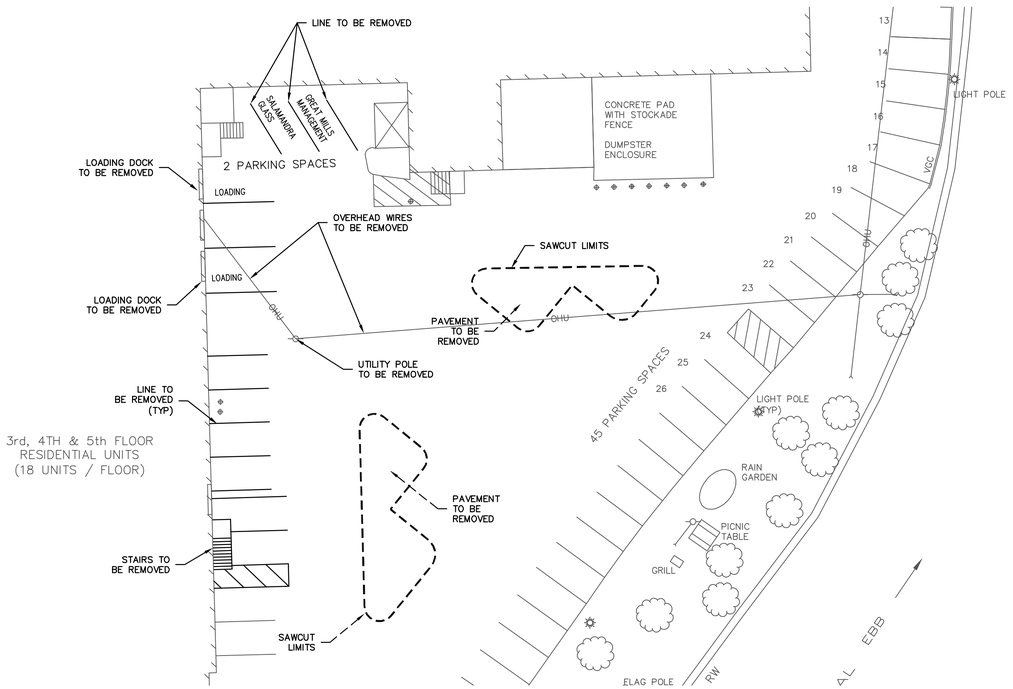
wb-40 90 angle feet

Tractor Width	8.00	Lock to Lock Time	6.0
Trailer Width	8.00	Steering Angle	42.0
Tractor Track	8.00	Articulating Angle	70.0
Trailer Track	8.00		



DELIVERY TRUCK MOVEMENT DETAIL

SCALE: 1"=20'



DEMOLITION DETAIL

SCALE: 1"=20'

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CIVILWORKS NEW ENGLAND
CIVIL ENGINEERING
181 Watson Road, P.O. Box 1166
Dover, New Hampshire 03820
(603) 749-0443

NO.	REVISION	APP'D	DATE
1	REV. PER TRC	SJH	4-20-20

DATE: 4-3-20
SCALE: 1"=20'
DRAWN BY: SRD
DESIGN BY: DCL
APPROVED BY:SJH
PROJECT NO:1718A
FILE: SITE.DWG

WASHINGTON STREET MILL, LLC
3 PENSTOCK WAY,
NEWMARKET, NH 03857

WASHINGTON STREET MILL
1ST & 2ND FLOOR CONVERSIONS
DOVER, NEW HAMPSHIRE

DETAIL SHEET

7

MAIN STREET

WASHINGTON STREET (PUBLIC R.O.W.)

N – 254324.56
E – 1196058.77

R.O.W.

CONCRETE SIDEWALK

VGC

PUBLIC – PAY PARKING

PARKING KIOSK

CONCRETE SIDEWALK

R.O.W.

ELECTRIC METER

LIGHT POLE

N – 254337.00
E – 1196564.51

SB RW

SIGN: ONE WASHINGTON CENTER

PEASTONE WALK

VGC

IRON FENCE

ASPHALT DRIVE AND PARKING

5 PARKING SPACES

7 PARKING SPACES

TBM
FLANGE BOLT ON HYDRANT "698"
ELEV. = 22.35

8 PARKING SPACES

8 PARKING SPACES

MOTORCYCLE PARKING ONLY (5)

7 PARKING SPACES

8 PARKING SPACES

CONCRETE PAD W/AC UNITS

AC UNITS

CONCRETE RAMP

TOWER
HEIGHT = 91'±

DECK

FENCE

ASPHALT WALK

RAISED LANDSCAPED AREA

TOP OF CONCRETE ELEV. 12.6

BRICK BUILDING

LANDING

RAISED LANDSCAPED AREA

BUILDING 1
MASONRY & BRICK
50,300 S.F.± FOOTPRINT

5 STORY BUILDING
HEIGHT = 68'±

5th FLOOR
RESIDENTIAL
AMENITIES

CONCRETE PAD WITH STOCKADE FENCE

DUMPSTER ENCLOSURE

FLOOD TIDAL EBB

9 PARKING SPACES

ASPHALT PARKING

6 PARKING SPACES

13 PARKING SPACES

2ND STORY WALKWAY

RAISED LANDSCAPED AREA

TOP OF CONCRETE ELEV. 12.9

STONEFACE

NO PARKING – FIRE LANE

3rd, 4TH & 5th FLOOR
RESIDENTIAL UNITS
(18 UNITS / FLOOR)

45 PARKING SPACES

LIGHT POLE (TYP)

RAIN GARDEN

PICNIC TABLE

GRILL

FLAG POLE

RAIN GARDEN

LIGHT POLE

EXISTING TRANSFORMER PAD (2)

EXISTING BRICK BUILDING TO BE DEMOLISHED AT DOVER LANDING

BUILDING 2
MASONRY & BRICK
13,367 S.F.± FOOTPRINT

LANDING

2ND STORY WALKWAY

FLOOD HAZARD ZONE "AE"

IRON RAIL FENCE

SB RW

FLOOD TIDAL EBB

DOWNSTREAM (TIDAL)

GRANITE PIER

45.50

8.50 20.00

Dover ladder feet

Width	: 8.50
Track	: 8.50
Lock to Lock Time	: 6.0
Steering Angle	: 44.0

GRAPHIC SCALE

20 0 10 20 40 80

(IN FEET)

NOT FOR CONSTRUCTION FOR PERMIT USE ONLY

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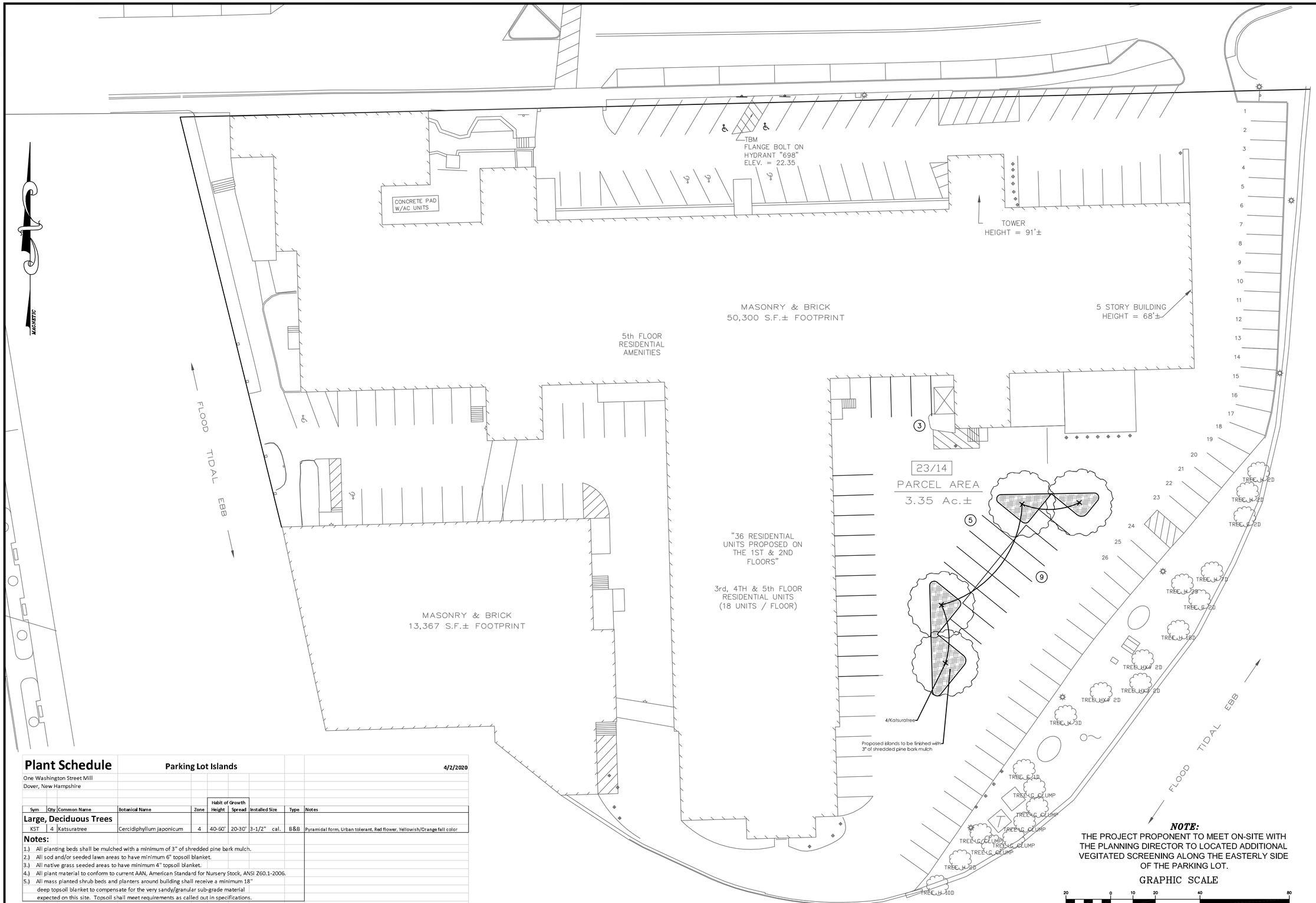
PROJECT NO:1718A
FILE: SITE.DWG

TRUCK MOVEMENT PLAN

WASHINGTON STREET MILL, LLC
3 PENSTOCK WAY,
NEWMARKET, NH 03857

WASHINGTON STREET MILL
1ST & 2ND FLOOR CONVERSIONS
DOVER, NEW HAMPSHIRE

8



Plant Schedule

Parking Lot Islands

4/2/2020

One Washington Street Mill
Dover, New Hampshire

Sym	Qty	Common Name	Botanical Name	Zone	Habit of Growth Height	Spread	Installed Size	Type	Notes
Large, Deciduous Trees									
KST	4	Katsuratree	Cercidiphyllum japonicum	4	40-60'	20-30'	3-1/2" cal.	B&B	Pyramidal form, Urban tolerant, Red flower, Yellowish/Orange fall color

Notes:

1.) All planting beds shall be mulched with a minimum of 3" of shredded pine bark mulch.
2.) All sod and/or seeded lawn areas to have minimum 6" topsoil blanket.
3.) All native grass seeded areas to have minimum 4" topsoil blanket.
4.) All plant material to conform to current AAN, American Standard for Nursery Stock, ANSI Z60.1-2006.
5.) All mass planted shrub beds and planters around building shall receive a minimum 18" deep topsoil blanket to compensate for the very sandy/granular sub-grade material expected on this site. Topsoil shall meet requirements as called out in specifications.

NOTE:
THE PROJECT PROPONENT TO MEET ON-SITE WITH THE PLANNING DIRECTOR TO LOCATED ADDITIONAL VEGITATED SCREENING ALONG THE EASTERLY SIDE OF THE PARKING LOT.

GRAPHIC SCALE

20 0 10 20 40 80

(IN FEET)

NOT FOR CONSTRUCTION FOR PERMIT USE ONLY

CIVILWORKS NEW ENGLAND
CIVIL ENGINEERING
181 Watson Road, P.O. Box 1166
Dover, New Hampshire 03820
(603) 749-9413

NO.	REVISION	APP'D	DATE
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DATE: 4-3-20
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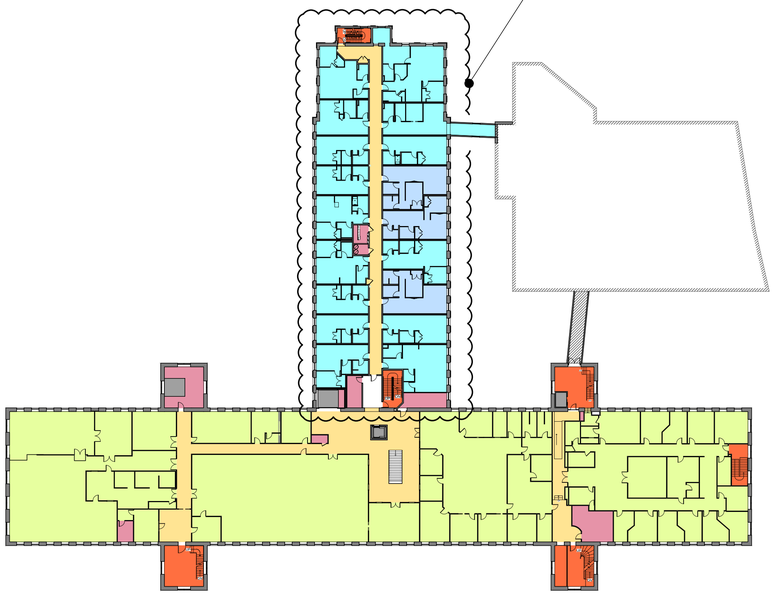
WASHINGTON STREET MILL, LLC
3 PENSTOCK WAY,
NEWMARKET, NH 03857

WASHINGTON STREET MILL
1ST & 2ND FLOOR CONVERSIONS
DOVER, NEW HAMPSHIRE

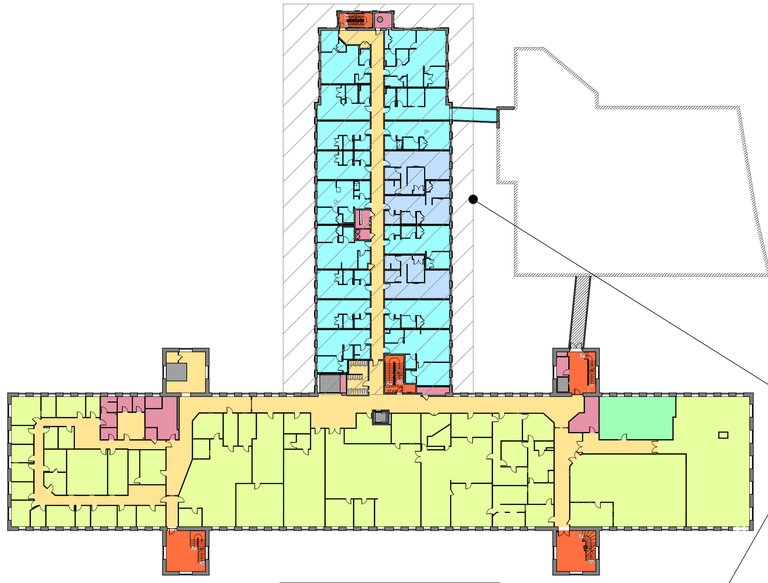
LANDSCAPE PLAN

L-1

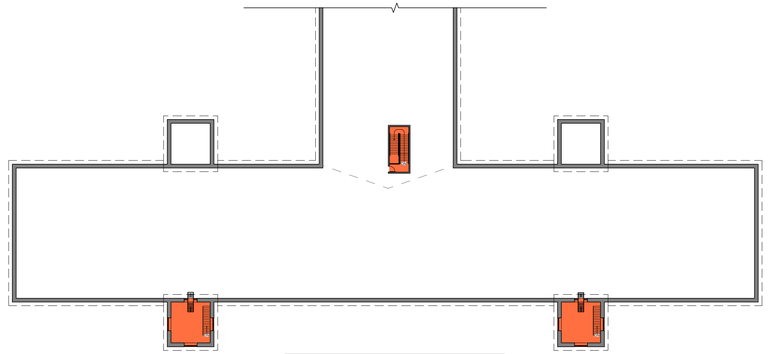
CONVERT EXISTING BUSINESS
TO 18 RESIDENTIAL DWELLINGS



SECOND FLOOR

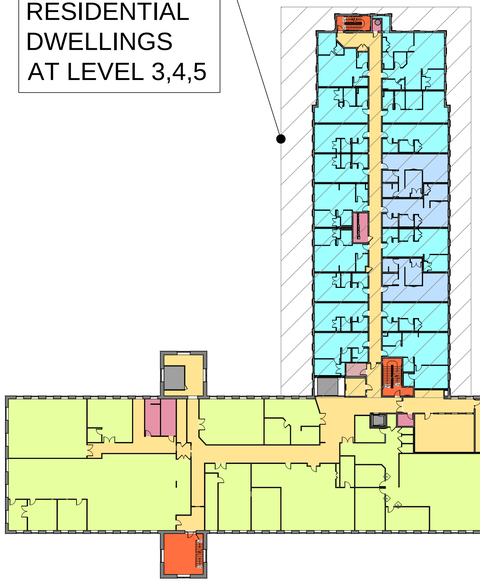


THIRD FLOOR



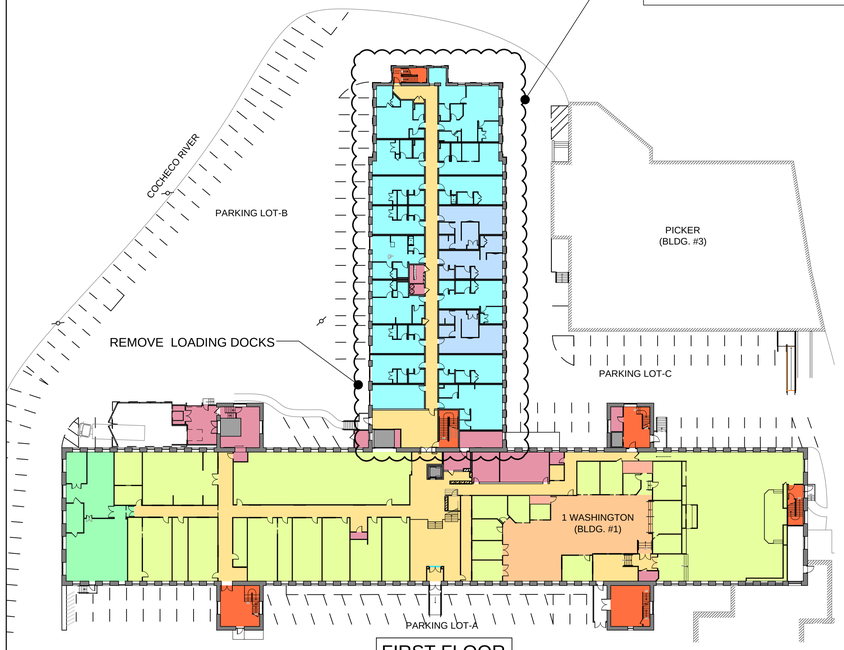
ROOF TOP

54 EXISTING
RESIDENTIAL
DWELLINGS
AT LEVEL 3,4,5



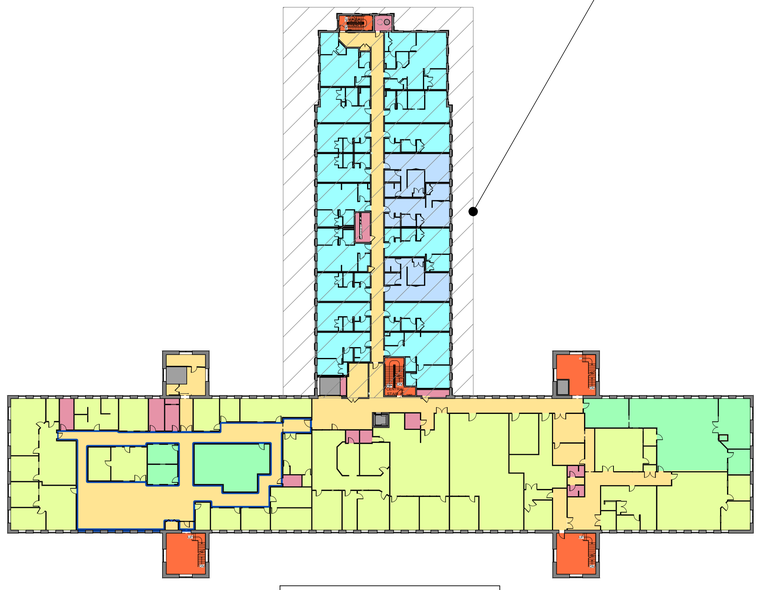
FIFTH FLOOR

CONVERT EXISTING BUSINESS
TO 18 RESIDENTIAL DWELLINGS

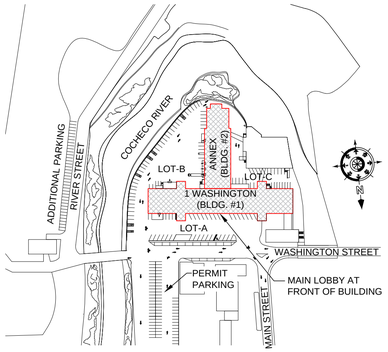


FIRST FLOOR

FRONT OF BUILDING AT
WASHINGTON STREET



FOURTH FLOOR



COLOR LEGEND
COMMERCIAL
VACANT
RESIDENTIAL
COMMON
EGRESS EXIT
MECHANICAL

PROJECT:	1 WASHINGTON ST.
ADDRESS:	DOVER NH, 03820
PHASE II	CORE AND SHELL
DATE:	1/3/2020
DWG:	
SCALE:	N.T.S
DRAWN:	TFA
sheet no.	CS

CHINBURG PROPERTIES
DEVELOP · BUILD · MANAGE
Chinburg Properties, Inc
3 Penstock Way
Newmarket, NH 03857

Basic Code and Fire Rating Information per IBC 2009, IEBC 2009 and NFPA 101 2015

Per New Hampshire law NFPA 101 and IBC are compared for Means of Egress and the most restrictive governs.

General Project Description

The main focus of this project is to convert a portion of the upper three floors of an existing five-story multi-use building into 54 dwelling units. As part of the project improvements will be made to the means of egress including the reconstruction of the existing central stair in a 2- hour enclosure.

This code study addresses the revised areas only as shown on the "limits of work" denoted on the drawings by Chinburg Properties. Other projects within the building will be permitted separately.

Building Data :

Occupancy (subject area):	R-2 Multi-family residential
Building height in feet:	Approximately 74' average grade to mid slope of main roof (stair towers are taller).
Number stories above grade :	Five
Footprint area:	50,588 SF (entire building including one-story attached building at northwest corner)
Construction type:	III-B non-combustible/combustible unprotected
Excess street frontage:	37% (see detail)
Sprinkler system:	NFPA-13 system throughout

Height and Area Limitations (based on subject R-2 occupancy):

Height limitation:		
Basic limitation:	4 stories, 55'	IBC table 503
Increase for sprinkler:	1 story, 20'	IBC section 504.2
Adjusted height limitation:	5 stories, 75'	
Area limitation:		
Basic area limitation:	16,000 SF	IBC table 503
Street frontage increase:	0.37 x 16,000 = 5,920 SF (see detail)	IBC section 506.2
Sprinkler increase:	200% or 32,000 SF	IBC section 506.3
Adjusted area limitation:	16,000 SF + 5,920 SF + 32,000 SF = 53,920 SF	

Means of Egress (subject area, note 1)

Occupant load:		
Third floor:	14,602 SF / 1 person per 200 SF gross = 73 persons	NFPA 101 table 7.3.1.2
Fourth floor:	14,602 SF / 1 person per 200 SF gross = 73 persons	NFPA 101 table 7.3.1.2
Fifth floor:	14,602 SF / 1 person per 200 SF gross = 73 persons	NFPA 101 table 7.3.1.2
Total occupant load:	219 persons	
Egress Capacity:		
Min. capacity at stairs for occupant load served:	73 persons x 0.3" per person =21.9"	NFPA 101 table 7.3.3.1
Minimum required width at stairs:	44"	NFPA 101 section 7.2.2.2.1.2
Min. cap. at exit doors and corridors for occ. load served:	73 persons x 0.2" per person = 14.6"	NFPA 101 table 7.3.3.1
Min. required width at doors:	32" clear opening width	NFPA 101 section 7.2.1.2.1
Minimum number of required exits:	Two from each level (note 2)	NFPA 101 section 7.4.1
Minimum exit access remoteness:	1/3 diagonal with sprinkler system	NFPA 101 section 7.5.1.3.3
Maximum common path of travel limit:	50'	NFPA 101 Table A7.6
Maximum dead end limit:	50'	NFPA 101 Table A7.6
Maximum exit access travel distance:	250'	IBC 2009 Table 1016.1

Accessibility:

1. Any non-accessible public entrances that are altered must be made accessible up to 60% of the total number of public entrances. Public entrances do not include loading docks, utility room doors or doors used only for emergency egress.

2. Residential corridors and the corridor side of new dwelling unit doors must be accessible.

3. Two percent of the new dwelling units must be accessible Type A units (two units in this project). The remaining dwelling units must meet Type B accessibility requirements.

Fire Ratings

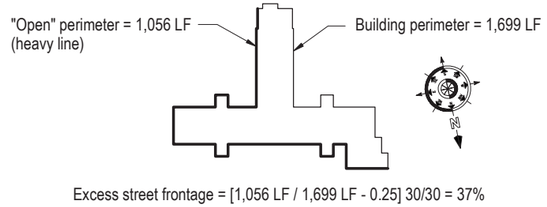
Basic building elements:	Fire rating:	Code reference:
Structural Frame:	0 hours	IBC table 601
Exterior bearing walls:	2 hours	IBC table 601
Interior bearing walls (not acting as fire separations):	0 hours	IBC table 601
Interior non-bearing walls (not acting as fire separations):	0 hours	IBC table 601
Floor construction :	0 hours	IBC table 601
Roof construction :	0 hours	IBC table 601
Interior fire separations:		
Stair (vertical exit enclosure) walls:	2 hour fire barrier	IBC section 1022.1
Exit access corridor walls (residential areas):	1/2 hour fire partition	IBC table 1018.1
Dwelling unit/unit separations (walls):	1/2 hour fire partition	IBC section 709
Dwelling unit/unit separations (floor/ceiling assemblies):	1/2 hour	IBC section 712.3
Dwelling unit/corridor separations:	1/2 hour fire partition	IBC section 709
Dwelling unit/other use separations (walls):	1 hour fire partition	IBC section 709
Dwelling unit/other use separations (floor/ceiling assemblies):	1 hour	IBC table 508.4
Opening protectives:		
Exit access (stairway/corridor) doors:	1-1/2 hours	IBC table 715.4
Dwelling unit/corridor doors:	1/3 hour	IBC table 715.4
Interior finishes (residential areas, sprinkled):		
Stairway walls and ceilings:	Class A or B	NFPA 101 table 10.2.2
Exit access corridor walls & ceilings:	Class A, B or C	NFPA 101 table 10.2.2
Room walls and ceilings:	Class A, B or C	NFPA 101 table 10.2.2
Stairway and corridor floors:	DOC FF-1 "pill test"	IBC section 804.4.1
Room floors:	DOC FF-1 "pill test"	IBC section 804.4.1

Notes:

1. Means of egress for subject area treated separately from non-subject areas for the sake of simplicity because non-subject areas have existing sufficient means of egress independent of the residential areas. The main building (portion parallel to Washington Street) has three stair towers as well as other exits at the street level. The non-residential areas in the annex (back portion, first and second floors) can access these exits as well as an existing stair at the south end of the annex and the rebuilt central stair. The new residential areas have occupant loads lower than those of any existing areas except those used for storage. Therefore the need for egress is actually reduced by the conversion to residential use.

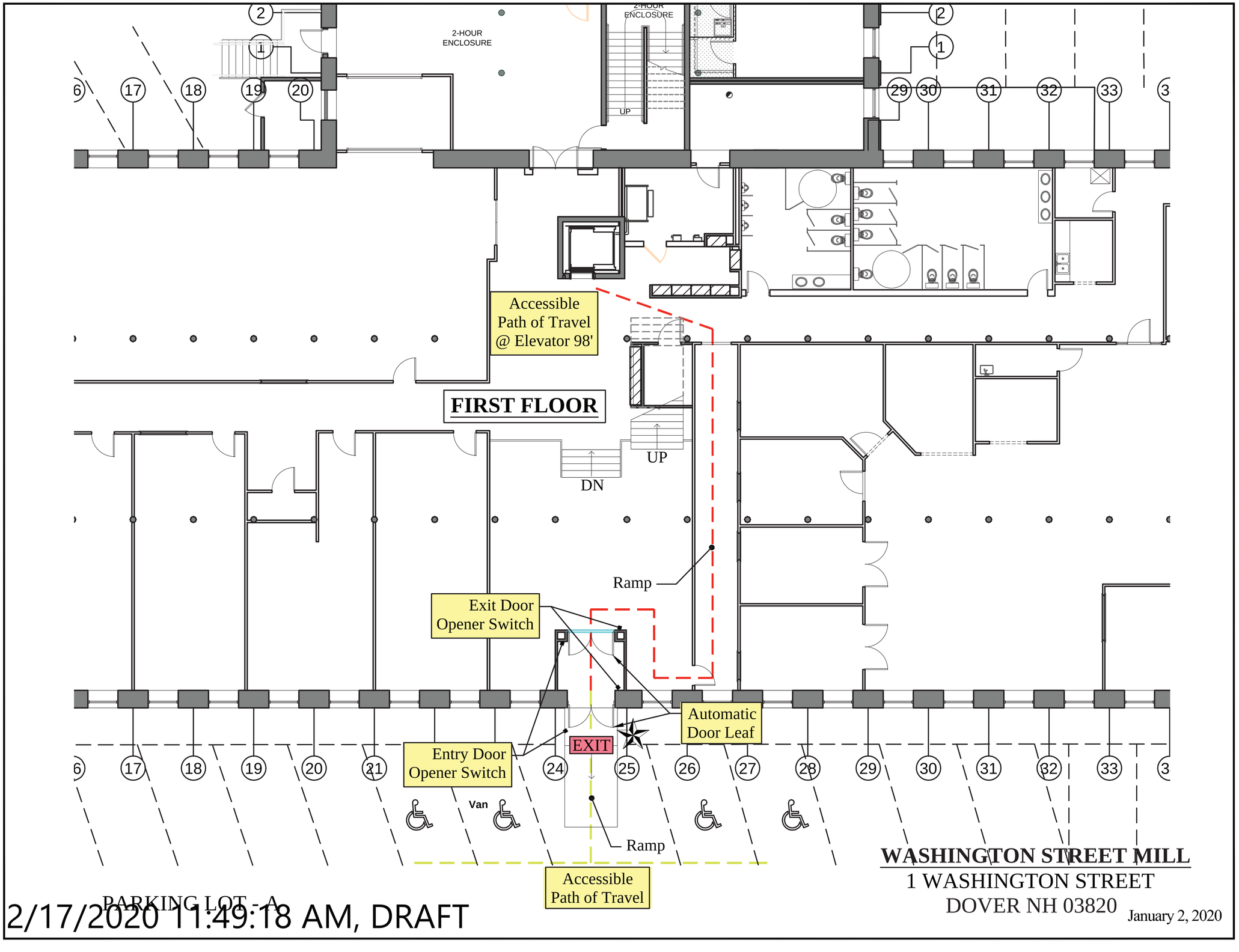
2. Residential area has two egress stairs. The south stair is a typical stair tower that discharges directly to the exterior. The rebuilt central stair will discharge to the interior of the building near an exterior door. Fifty percent of egress is allowed to discharge in this manner in a sprinkled building per IBC section 1027.1.

3. Portable fire extinguishers must be sized and located per NFPA 10.



Excess street frontage = [1,056 LF / 1,699 LF - 0.25] 30/30 = 37%

PROJECT ADDRESS	WSM 1 WASHINGTON STREET, DOVER NH, 03820
CODE STUDY	
CHINBURG PROPERTIES DEVELOP · BUILD · MANAGE	DATE: 9/5/2017 SCALE: DRAWN: --
Chinburg Properties, Inc 3 Penstock Way Newmarket, NH 03857	sheet no. C1.0



WASHINGTON STREET MILL
1 WASHINGTON STREET
DOVER NH 03820
January 2, 2020

2/17/2020 11:49:18 AM, DRAFT

CITY OF DOVER

PLANNING BOARD - STAFF MEMO FILE #P20-27

Application Type:	Minor Lot Line Adjustment
Applicant(s):	First Street at Garrison, LLC
Owner(s):	First Street at Garrison, LLC, First Street at Chestnut LLC & City of Dover
Location:	First Street and Chestnut Street (Assessor's Map 6, Lots 3-1 & 9)
Meeting Date:	May 12, 2020

INTENT: To adjust the lots lines between two lots on First Street and Chestnut Street and the City's right-of-way.

LOTS/UNITS PROPOSED: N/A

AGENDA ITEM #: 4-B

Area:

Lot:	Existing:	Proposed:
3-1:	28,188 s.f.	28,219 s.f
9:	21,204 s.f	20,658 s.f.

ZONING DISTRICT: CBD-G

EXISTING LAND USE: Mixed Use and Chestnut St ROW

PROPOSED LAND USE: N/A

SURROUNDING LAND USE: Residential, Commercial, Cochecho River

ZBA ACTION: None

ATTACHMENTS: Application materials including LLA Plan

APPLICATION IS COMPLETE: Yes

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

PERMITS REQUIRED: None

WAIVERS REQUESTED: None

Summary of Request and Background

The applicant is proposing to adjust the lot line between the two existing lots and the City's right-of-way.

Tract A is 497 s.f. and Tract B is 17 s.f. and both are added to the City's right-of-way to eliminate the encroachment of the sidewalk and bridge infrastructure. Tract C is 528 s.f. moving from lot 9 to lot 3-1.

The City Council reviewed and authorized the City Manager to participate in the adjustment with the Right of Way on April 22, 2020.

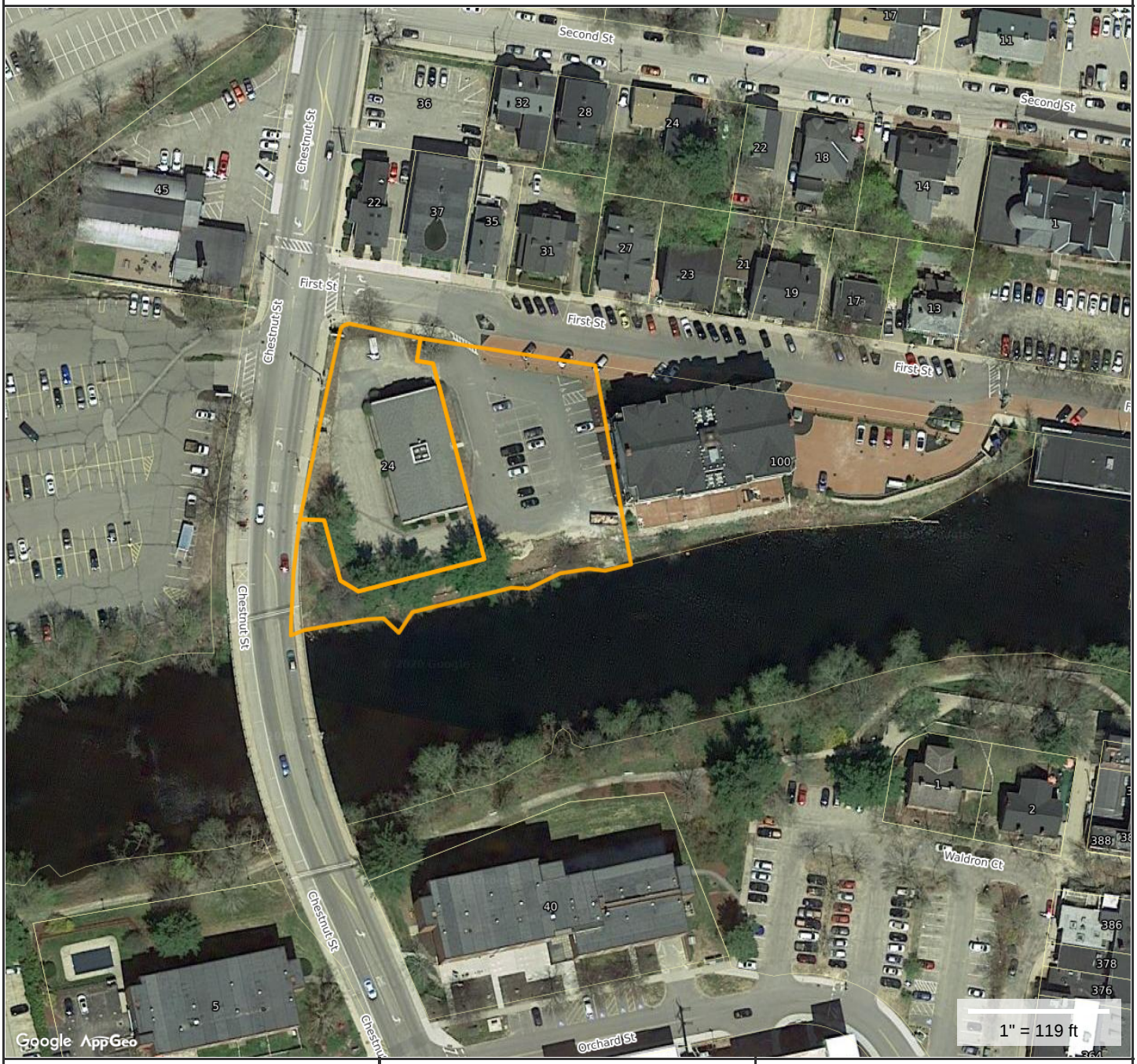
Consistency with Land Use Regulations

Chapter 157-18 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.

STAFF RECOMMENDATION:

The Planning Department recommends that the Planning Board accept the item, open the public hearing, and table the public hearing to May 26, 2020 to allow public feedback.

P20-27 First Street and Chestnut Street LLA



MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

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

Geometry updated 10/18/2019
Data updated Daily

City of Dover, New Hampshire
MINOR LOT LINE ADJUSTMENT APPLICATION

[Revision Date: June 4, 2019]

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

APPLICANT INFORMATION

Name of Applicant: First Street at Garrison, LLC Telephone # 603-740-0000

Address of Applicant: 466 Central Avenue, Suite 12 Dover, NH 03820

FIRST PROPERTY OWNER AND PARCEL INFORMATION

Name of 1st Property Owner (*if different from applicant*): SAME Telephone #_____

Address of 1st Property Owner: _____

Address of Property: First Street

Assessor's Map # 6 Lot(s) # 3-1

Property Deed: Book 4228 Page: 707

Zoning District(s) CBD - General Overlay District(s) _____

Size of Existing Parcel (sq. ft.): 28,188 Size of Proposed Parcel (sq. ft.): 28,219

SECOND PROPERTY OWNER AND PARCEL INFORMATION

Name of 2nd Property Owner (*if different from applicant*): First Street at Chestunut, LLC Telephone # 603-740-0000

Address of 2nd Property Owner: 466 Central Avenue, Suite 12 Dover, NH 03820

Address of Property: Chestnut Street (& First Street)

Assessor's Map # 6 Lot(s) # 9

Property Deed: Book 4424 Page: 295

Zoning District(s) CBD - General Overlay District(s) _____

Size of Existing Parcel (sq. ft.): 21,204 Size of Proposed Parcel (sq. ft.): 20,658

THIRD PROPERTY OWNER AND PARCEL INFORMATION

Name of 3rd Property Owner (*if different from applicant*): City of Dover, NH Telephone #_____

Address of 3rd Property Owner: 288 Central Avenue Dover, NH 03820

Address of Property: Chestnut Street

Assessor's Map # N/A Lot(s) # N/A

Property Deed: Book N/A Page: N/A

Zoning District(s) CBD - General Overlay District(s) _____

Size of Existing Parcel (sq. ft.): N/A Size of Proposed Parcel (sq. ft.): N/A

[Use additional application form if more than two lots are being adjusted]

SURVEYOR INFORMATION

Name of Surveyor and Company (Licensed in N.H.) Kevin M. McEneaney, LLS
McEneaney Survey Associates of New England

Address 24 Chestnut Street Dover, NH 03820 Telephone #: 603-742-0911

Professional License #: NH LLS #661 E-mail address: kevin@surveynh.com

CONSERVATION EASEMENT HOLDER (s) N/A

Name of Easement Holder: _____ Telephone #_____

Address Easement Holder: _____

Name of 2nd Easement Holder: _____ Telephone #_____

Address 2nd Easement Holder: _____

SIGNATURES

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

Signature of First Property Owner: _____ Date: 4/20/2020

Signature of Second Property Owner: _____ Date: 4/20/2020

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

Signature of Agent: _____ Date: _____

AUTHORIZATION TO ENTER SUBJECT PROPERTY

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

Signature of Property Owner: _____ Date: 4/20/2020

City of Dover, New Hampshire
LOT LINE ADJUSTMENT SUBMISSION CHECKLIST

[Revision Date: June 4, 2019]

This review checklist is intended to assist the applicant in the planning process of preparing a Subdivision application for Planning Board action. The size of the project will determine the types of information required for review, therefore, a **pre-application conference** with the Planning Department to determine the list of items that must be completed is strongly encouraged.

Plan Review Fees are due along with three (3) full size and twelve (12) half size (11x17), folded, copies of the plan set and materials, 3 weeks prior to the Planning Board meeting. Abutter/Notice Fees will be invoiced and are due 28 hours prior to Planning Board.

The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all subdivision requirements. Please refer to the Subdivision Regulations for full details.

APPLICANT: First Street at Garrison, LLC File Number: P20-

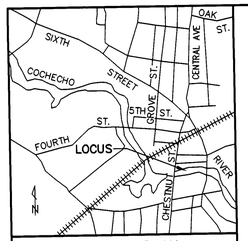
PROPERTY LOCATION: First Street (& Chestnut Street) Tax Map: 6 Lot: 3-1 and Lot: 9

	Where/How Provided	Reviewed
1. Completed and signed Application form	✓	
2. Plan Review Fees are provided	waived / City project	
3. Electronic copy of the surveyed plat layout	✓	
4. Electronic copy of supplementary materials and application	✓	
5. Fifteen copies of LLA plan w/scale of not less than 1"=50' or 1"=100' for larger adjustments. Plans shall contain the following items as appropriate:	N/A	
Location map at appropriate scale	✓	
Planning File #	✓	
Date, north arrow and scale	✓	
Names of all abutting property owners	✓	
Name and address of owners	✓	
Signature & stamp of NH licensed land surveyor	✓	
Zoning District boundaries, including any special or overlay districts	✓	
Location of Conservation District areas	N/A	
Location, names and widths of existing and streets, including pavement widths, grades, curbs and crosswalks	✓	
Location and widths of existing & proposed easements & right of ways	✓	
Existing and proposed property lines with dimensions and bearings tied into Dover's Geographic Information System coordinate system	✓	
Existing and proposed lot areas in square feet	✓	
Existing and proposed buildings and structure locations	✓	
Minimum building setbacks or build to lines on all lots	N/A	
Map and lot numbers for existing and proposed lots as assigned by Tax Assessor	✓	
Location, material and size of existing and proposed permanent monuments	✓	
All applicable Dover Common Subdivision notes	✓	

REVIEWED BY: _____ DATE_____

P20-27 **FIRST STREET / CHESTNUT STREET**

Property ID	Location	Owner 1	Owner 2	Owner Address 1	City	State	Zip
06014-000000	27 29 FIRST ST	29 FIRST STREET LLC		43 NELSON ST	DOVER	NH	03820
06024-000000	18 20 SECOND ST	CAMIRE DAVID R &	CAMIRE STACEY L	281 WASHINGTON ST	DOVER	NH	03820-3608
02083-001000	ORCHARD ST	CITY OF DOVER		288 CENTRAL AVE	DOVER	NH	03820
02054-000000	40 CHESTNUT ST	COCHECO PARK PRESERVATION ASSOCIATES		920 MAIN ST STE 115	KANSAS (	MO	64105
06016-000000	21 FIRST ST	CONNORS COLLEEN F &	CONNORS AILLINN	21 FIRST ST	DOVER	NH	03820
01042-000000	3 GREEN ST	DOVER HOUSING AUTHORITY		62 WHITTIER STREET	DOVER	NH	03820
06009-000000	24 CHESTNUT ST	FIRST STREET AT CHESTNUT LLC		466 CENTRAL AVE STE 12	DOVER	NH	03820
06003-001000	200 FIRST ST	FIRST STREET AT GARRISON LLC		466 CENTRAL AVE STE 12	DOVER	NH	03820
06026-000000	24 26 SECOND ST	FREEBOARD PROPERTIES LLC		PO BOX 1818	DOVER	NH	03821-1818
31005-000000	47 CHESTNUT ST	HARLECH LLC		273 CORPORATE DR STE 150	PORTSM(	NH	03801
06010-000000	22 CHESTNUT ST	HOLGATE LIMITED PARTNERSHIP		130 CENTRAL AVE	DOVER	NH	03820
06010-A00000	37 39 FIRST ST	HOLGATE LIMITED PARTNERSHIP		130 CENTRAL AVE	DOVER	NH	03820
06017-000000	19 FIRST ST	HOLGATE LIMITED PARTNERSHIP		130 CENTRAL AVE	DOVER	NH	03820
06029-000000	36 42 SECOND ST	HOLGATE LIMITED PARTNERSHIP		130 CENTRAL AVE	DOVER	NH	03820
06010-000000	22 CHESTNUT ST	HOLGATE LIMITED PARTNERSHIP		130 CENTRAL AVE	DOVER	NH	03820
06010-A00000	37 39 FIRST ST	HOLGATE LIMITED PARTNERSHIP		130 CENTRAL AVE	DOVER	NH	03820
06029-000000	36 42 SECOND ST	HOLGATE LIMITED PARTNERSHIP		130 CENTRAL AVE	DOVER	NH	03820
06015-000000	23 25 FIRST ST	KAB REALTY MANAGEMENT LLC		35 THIRD ST	DOVER	NH	03820-3316
06028-000000	32 34 SECOND ST	KMTM CAPITAL LLC		43 NELSON ST	DOVER	NH	03820
06011-000000	35 FIRST ST	LONG STEPHANIE N		35 FIRST ST	DOVER	NH	03820
31006-000000	45 CHESTNUT ST	LOYAL ORDER OF MOOSE #443		45 CHESTNUT STREET	DOVER	NH	03820
06012-000000	31 33 FIRST ST	MURPHY BRIAN J		496 WALLIS RD	RYE	NH	03870
06027-000000	28 30 SECOND ST	REDDY INFOSYS INC	ATTN OFFICE BERLIN PROPERTIES	60 ZAITZ FARM RD	PRINCET(	NJ	08550
06003-000000	100 FIRST ST	RIPARIA - ONE HUNDRED FIRST STREET LLC		466 CENTRAL AVE STE 12	DOVER	NH	03820
01041-000000	5 GREEN ST	RIVERVIEW BUILDING CONDOMINIUM		40 COURT ST STE 650	BOSTON	MA	02108
06018-000000	17 FIRST ST	SOUDAKIM LLC		750 LAFAYETTE RD STE 201	PORTSM(	NH	03801
		FIRST STREET AT GARRISON LLC		466 CENTRAL AVE STE 12	DOVER	NH	03820
		MCENEANEY SURVEY ASSOCIATES		24 CHESTNUT STREET	DOVER	NH	03820



LOCATION PLAN
(NO SCALE)

No.	Central Angle	Radius	Arc Length	Chord Length	Chord Bearing
C1	89°53'53"	7.00	10.98	9.89	N53°12'39"E

6 / 10
HOLGATE LIMITED PARTNERSHIP
130 CENTRAL AVENUE
DOVER, NH 03820
1689 / 5

6 / 10A
HOLGATE LIMITED PARTNERSHIP
130 CENTRAL AVENUE
DOVER, NH 03820
1689 / 5

6 / 11
STEPHANIE N. LONG
35 FIRST STREET
DOVER, NH 03820
3683 / 177

6 / 12
BRIAN J. MURPHY
496 WALLIS ROAD
RYE, NH 03870
3541 / 547

6 / 14
29 FIRST STREET, LLC
43 NELSON STREET
DOVER, NH 03820
4587 / 499

6 / 15
KAB MANAGEMENT, LLC
35 THIRD STREET
DOVER, NH 03820
2125 / 125

{PUBLIC VARIABLE WIDTH R.O.W.}
FIRST STREET

N – 255,125.794
E – 1,194,826.449
(SEE NOTE 5)

N – 255,096.512
E – 1,195,030.670
(SEE NOTE 5)

S81°50'25"E 66.34'

S81°50'25"E 139.97'

S81°50'25"E 358.23'

31 / 6
LOYAL ORDER OF MOOSE #443
45 CHESTNUT STREET
DOVER, NH 03820
757 / 327

CONCRETE SIDEWALK

EASEMENT FOR STATIONS AND LINES FOR TRAFFIC SIGNALIZATION TO THE CITY OF DOVER, NH S.C.R.D. VOL. 1030, PAGE 695 (SEE NOTE 9)

114 S.F. WALKWAY EASEMENT – ABANDON (SEE NOTE 3D)

C1
L2
L3

6 / 3
RIPARIA – ONE HUNDRED
FIRST STREET, LLC
466 CENTRAL AVENUE, SUITE 12
DOVER, NH 03820
4228 / 704

6 / 3-1
PARCEL AREA
28,219 S.F.
0.65 Ac.

6 / 9
PARCEL AREA
20,658 S.F.
0.47 Ac.

S15°16'08"E 155.21'

S11°01'03"E 160.25'

6,992 S.F. PORTION OF UTILITY EASEMENT TO REMAIN IN PLACE (SEE NOTE 3A)

N78°58'57"E 209.27'

208.24'
S78°58'57"W

S75°39'20"W
110.81'
(SURVEY TIE)

CHESTNUT STREET
{PUBLIC VARIABLE WIDTH R.O.W.}

N08°15'42"E 101.84'

CONCRETE BLOCK RETAINING WALL

31 / 5
HARLECH, LLC
273 CORPORATE DRIVE
SUITE 150
PORTSMOUTH, NH 03801
2036 / 90

AMEND 4,083 S.F. UTILITY EASEMENT (SEE NOTE 3C) OFFSET 2.0' NORTHERLY NEW AREA = 3,785 S.F.

L1
L6
L5
L16
L11
L12

N80°19'58"E 115.44'

ABANDON EASEMENT LINE

S80°19'58"W 115.41'

ABANDON EASEMENT LINE

CONCRETE STAIRS

CONCRETE SIDEWALK

CONCRETE PAD WITH TRANSFORMER

N15°10'48"W 49.09'

115.10'

N75°09'26"E

CONCRETE BLOCK RETAINING WALL

L10

ABANDON EASEMENT LINE

S75°09'26"W 108.15'

S79°22'30"W 69.25'

L7
(SURVEY TIE)

N00°51'19"E 54.98'

26.09'

L4

COTTAGE 1 FOUNDATION

COTTAGE 2 FOUNDATION

CONCRETE BLOCK RETAINING WALL

GRANITE BLOCK RETAINING WALL

L13

L15

L14

L9

L8

ABANDON EASEMENT LINE

S77°52'12"W
244.74'
(SURVEY TIE)

COCHECHO RIVER
FLOW
DAM CONTROLLED

APPROXIMATE HIGH WATER LINE

BRIDGE ABUTMENT

CONCRETE SIDEWALK

15°28'53"
MAG. OBS. 05/19/11

NH STATE PLANE GPS OBS. FEB 14, 2011

AMEND 1,430 S.F. UTILITY EASEMENT (SEE NOTE 3B) OFFSET 2.0' NORTHERLY

AMEND 2,474 S.F. UTILITY EASEMENT (SEE NOTE 3A) OFFSET 2.0' NORTHERLY

COMBINED NEW AREA = 3,964 S.F.

20' WIDE DRAINAGE EASEMENT GRANTED TO THE CITY OF DOVER

2 / 83-1
CITY OF DOVER, NH
288 CENTRAL AVENUE
DOVER, NH 03820
1028 / 36
(ACROSS RIVER)

No.	Bearing	Distance
L1	N08°16'47"E	23.80'
L2	S08°09'35"W	18.00'
L3	S81°50'25"E	12.80'
L4	N60°00'42"W	9.93'
L5	N89°03'50"W	18.60'
L6	N04°44'49"E	23.66'
L7	S75°39'20"W	22.62'
L8	N05°03'48"W	18.38'
L9	N02°45'39"W	16.50'
L10	N75°09'26"E	25.92'
L11	N15°16'08"W	11.87'
L12	S11°01'03"E	20.00'
L13	S75°09'26"W	80.20'
L14	N02°45'39"W	11.47'
L15	N00°51'19"E	25.83'
L16	S15°16'08"E	21.22'

NOTES:

1.) OWNERS OF RECORD:

6 / 3-1 — FIRST STREET AT GARRISON, LLC
466 CENTRAL AVENUE, SUITE 12
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOLUME 4228, PAGE 707

6 / 9 — FIRST STREET AT CHESTNUT, LLC
466 CENTRAL AVENUE, SUITE 12
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOLUME 4424, PAGE 295

2.) 6 / 3-1 – DENOTES TAX MAP AND PARCEL NUMBER.

3.) PLAN INTENT: TO SHOW AMENDMENTS TO EXISTING EASEMENTS LOCATED ON THE SUBJECT PARCELS.
A) 9,466 S.F. UTILITY EASEMENT: THE 6,992 S.F. PORTION LOCATED ON PARCEL 6 / 3 IS TO REMAIN; THE 2,474 S.F. PORTION LOCATED ON PARCEL 6 / 3–1 IS TO BE AMENDED TO 3,964 S.F.
EASEMENT GRANTED TO THE CITY OF DOVER, NH AS DESCRIBED IN S.C.R.D. VOL. 4228, PAGE 707. REFERENCE PLAN No. 4.
B) 1,430 S.F. UTILITY EASEMENT: LOCATED ON PARCEL 6 / 3–1 IS TO BE AMENDED TO BE A PART OF ITEM A ABOVE.
EASEMENT GRANTED TO THE CITY OF DOVER, NH AS DESCRIBED IN S.C.R.D. VOL. 4228, PAGE 707. REFERENCE PLAN No. 4.
C) 4,083 S.F. UTILITY EASEMENT: LOCATED ON PARCEL 6 / 9 IS TO BE AMENDED TO 3,785 S.F.
EASEMENT GRANTED TO THE DOVER HOUSING AUTHORITY, ITS SUCCESSOR'S AND ASSIGNS AS DESCRIBED IN S.C.R.D. VOL. 1014, PAGE 434. REFERENCE PLAN No. 2.
D) 114 S.F. WALKWAY EASEMENT: LOCATED ON PARCEL 6 / 9 IS TO BE ABANDONED.
EASEMENT GRANTED TO THE DOVER HOUSING AUTHORITY, ITS SUCCESSOR'S AND ASSIGNS AS DESCRIBED IN S.C.R.D. VOL. 1014, PAGE 434. REFERENCE PLAN No. 2.

4.) THE PARCELS ARE LOCATED WITHIN THE CBD GENERAL SUB–DISTRICT (CBD) ZONING DISTRICT.

5.) BASIS OF BEARING IS NH STATE PLANE (NAD83) BASED ON GPS OBSERVATION DATED FEBRUARY 14, 2011.
VERTICAL DATUM IS NH STATE PLANE (NAD83) BASED ON GPS OBSERVATION DATED FEBRUARY 14, 2011.

REFERENCE PLANS:

1.) DISPOSITION PLAN OF LAND – THE CITY OF DOVER –PARCEL M/1/1, PARCEL P/1/1 – DOWNTOWN DOVER No. 1 URBAN RENEWAL PROJECT, DOVER, NEW HAMPSHIRE. SCALE: 1" = 20'; DATED: APRIL 29, 1977; BY: METCALF & EDDY, INC. RECORDED S.C.R.D. PLAN 19–43.
2.) DISPOSITION PLAN OF LAND – PARCEL C/1/1 – DOWNTOWN DOVER No. 1 URBAN RENEWAL PROJECT, DOVER, NEW HAMPSHIRE. SCALE: 1" = 20'; DATED: JULY 19, 1977; BY: METCALF & EDDY, INC. RECORDED S.C.R.D. PLAN 19–53.
3.) MINOR SUBDIVISION OF LAND PREPARED FOR THE CITY OF DOVER, NH, TAX MAP 6, LOT No. 3, FIRST STREET, CITY OF DOVER, COUNTY of STRAFFORD, STATE of NEW HAMPSHIRE. SCALE: 1" = 20'; DATED: JANUARY 6, 2014; BY McENEANEY SURVEY ASSOCIATES, INC. RECORDED S.C.R.D. PLAN 107–62.
4.) EASEMENT AND LICENSE PLAN PREPARED FOR FIRST STREET AT GARRISON, LLC, TAX MAP 6, LOT No. 3, FIRST STREET & CHESTNUT STREET, CITY of DOVER, COUNTY of STRAFFORD, STATE of NEW HAMPSHIRE. SCALE: 1" = 20'; DATED: JANUARY 2, 2014, REVISED THROUGH 5/1/14; BY McENEANEY SURVEY ASSOCIATES, INC. RECORDED S.C.R.D. PLAN 107–63.
5.) RECIPROCAL EASEMENT PLAN PREPARED FOR FIRST STREET AT GARRISON, LLC AND FIRST STREET AT CHESTNUT, LLC, TAX MAP 6, LOT Nos. 3–1 & 9, FIRST & CHESTNUT STREETS, CITY of DOVER, COUNTY of STRAFFORD, STATE of NEW HAMPSHIRE. SCALE: 1" = 15'; DATED: SEPTEMBER 16, 2019; BY THIS OFFICE. NOT RECORDED.
6.) PLAN OF LOT LINE ADJUSTMENTS PREPARED FOR THE CITY OF DOVER, EASTERLY SIDELINE OF CHESTNUT STREET AND FIRST STREET AT GARRISON, LLC, TAX MAP 6, LOT No. 3–1 AND FIRST STREET AT CHESTNUT, LLC, TAX MAP 6, LOT No. 9, FIRST STREET & 24 CHESTNUT STREET, CITY of DOVER, COUNTY of STRAFFORD, STATE of NEW HAMPSHIRE. SCALE: 1" = 15'; DATED: APRIL 6, 2020; BY THIS OFFICE.

LEGEND

S.F. – SQUARE FEET
Ac. – ACRE
(TYP.) – TYPICAL
± – MORE OR LESS
S.C.R.D. – STRAFFORD COUNTY REGISTRY OF DEEDS
Ⓢ – SEWER MANHOLE

NO.	DATE	DESCRIPTION	BY	CHK
		REVISIONS		
20–1924		LL ADJ	–	–
PROJECT NO		TYPE	FIELDBOOK & PAGES	

"I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN ACTUAL GROUND SURVEY PERFORMED WITH A TOTAL STATION, BY ME OR THOSE UNDER MY DIRECT SUPERVISION AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, SAID SURVEY MEETS OR EXCEEDS THE MINIMUM PRECISION REQUIREMENTS FOR SURVEY CLASSIFICATION "U" AS SET FORTH IN TABLE 500.1 OF THE NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES OF THE BOARD OF LICENSURE FOR LAND SURVEYORS."

"I CERTIFY THAT THIS SURVEY PLAT IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN." (RSA 676:18)

4/6/20
DATE: / KEVIN M. McENEANEY LLS # 661

AMENDED EASEMENT PLAN
PREPARED FOR
THE CITY OF DOVER
AND
FIRST STREET AT GARRISON, LLC
TAX MAP 6, LOT No. 3–1
AND
FIRST STREET AT CHESTNUT, LLC
TAX MAP 6, LOT No. 9
FIRST STREET & 24 CHESTNUT STREET
CITY of DOVER
COUNTY of STRAFFORD
STATE of NEW HAMPSHIRE

DRAWN BY: RJM	FILE: 1924\D\1924 2020 LLADJ
SCALE: 1" = 20'	DATE: APRIL 6, 2020

20 10 0 10 20 40 60 80

STATE OF NEW HAMPSHIRE — No. 661 KEVIN M. McENEANEY — LICENSED LAND SURVEYOR — SEAL

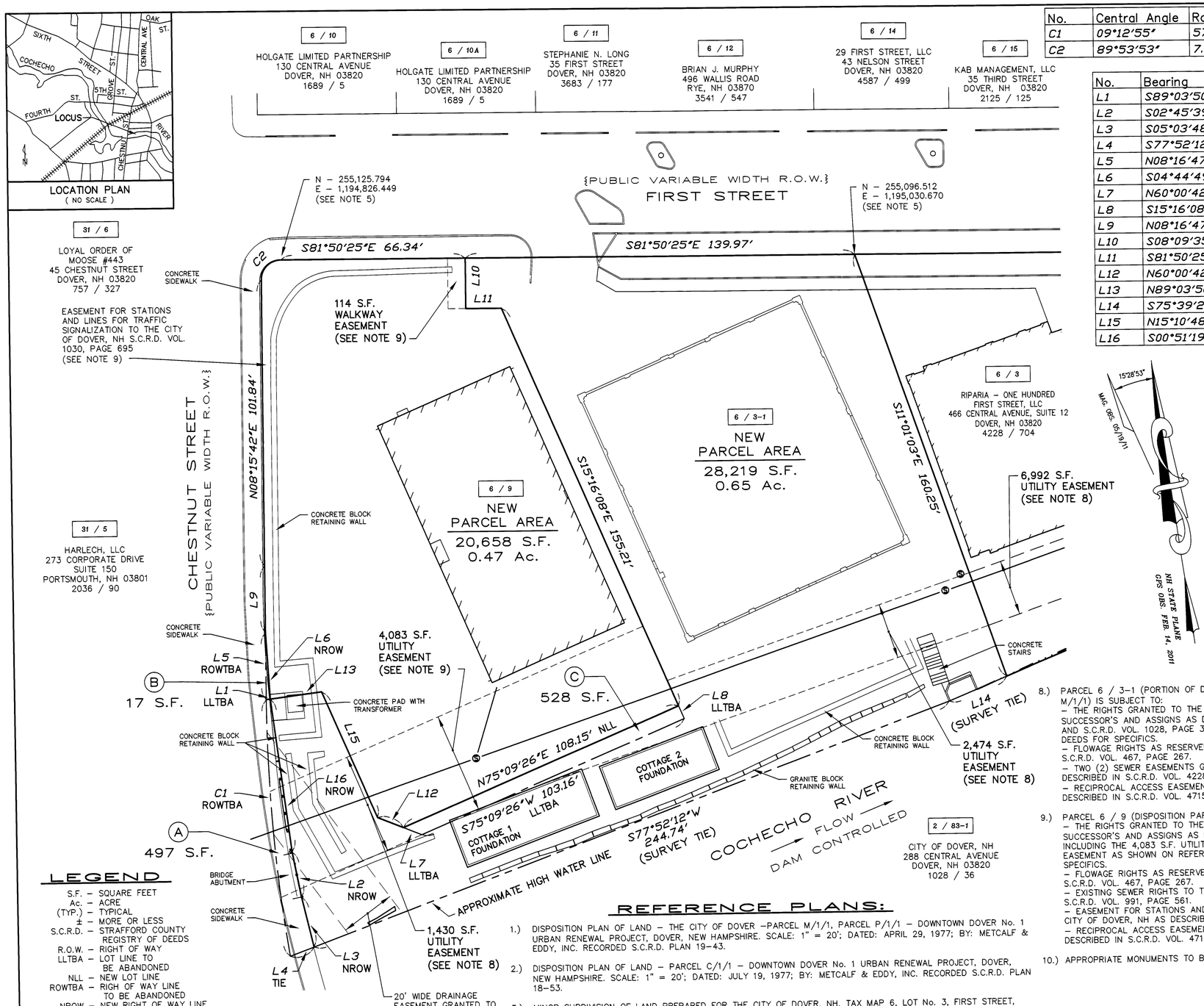
McENEANEY SURVEY ASSOCIATES
of NEW ENGLAND
P.O. Box 681 – 24 CHESTNUT STREET
DOVER, NH 03820 (603) 742–0911

SURVEYING – PLANNING – CONSULTING

LOCATION PLAN
(NO SCALE)

No.	Central Angle	Radius	Arc Length	Chord Length	Chord Bearing
C1	09°12'55"	572.00	92.00	91.90	N03°40'20"E
C2	89°53'53"	7.00	10.98	9.89	N53°12'39"E

No.	Bearing	Distance
L1	S89°03'50"E	1.47'
L2	S02°45'39"E	16.50'
L3	S05°03'48"E	18.38'
L4	S77°52'12"W	9.16' TIE
L5	N08°16'47"E	23.81'
L6	S04°44'49"W	23.66'
L7	N60°00'42"W	7.09'
L8	S15°16'08"E	5.00'
L9	N08°16'47"E	23.80'
L10	S08°09'35"W	18.00'
L11	S81°50'25"E	12.80'
L12	N60°00'42"W	9.93'
L13	N89°03'50"W	18.60'
L14	S75°39'20"W	22.62' TIE
L15	N15°10'48"W	49.09'
L16	S00°51'19"W	54.98'



LEGEND

S.F. – SQUARE FEET
Ac. – ACRE
(TYP.) – TYPICAL
± – MORE OR LESS
S.C.R.D. – STRAFFORD COUNTY REGISTRY OF DEEDS
R.O.W. – RIGHT OF WAY
LLTBA – LOT LINE TO BE ABANDONED
NLL – NEW LOT LINE
ROWTBA – RIGH OF WAY LINE TO BE ABANDONED
NROW – NEW RIGHT OF WAY LINE
Ⓢ – SEWER MANHOLE

NOTES:

1.) OWNERS OF RECORD:

6 / 3-1 — FIRST STREET AT GARRISON, LLC
466 CENTRAL AVENUE, SUITE 12
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOLUME 4228, PAGE 707
OWNER SIGNATURE

6 / 9 — FIRST STREET AT CHESTNUT, LLC
466 CENTRAL AVENUE, SUITE 12
DOVER, NEW HAMPSHIRE 03820
S.C.R.D. VOLUME 4424, PAGE 295
OWNER SIGNATURE

2.) 6 / 3-1 – DENOTES TAX MAP AND PARCEL NUMBER.

3.) THE INTENT OF THIS PLAN IS TO DEPICT PROPOSED CHESTNUT STREET RIGHT OF WAY RELOCATION AND ADJUST THE SOUTHERLY BOUNDARY OF PARCEL 6 / 9 WITH PARCEL 6 / 3-1 AS SHOWN.
TRACT A (497 S.F.) & TRACT B (17 S.F.) ARE TO BE ADDED TO THE CHESTNUT STREET RIGHT OF WAY TO ELIMINATE THE ENCROACHMENTS BY THE SIDEWALK AND BRIDGE STRUCTURE.
TRACT C (528 S.F.) IS TO BE ADDED TO PARCEL 6 / 3-1 AS SHOWN.

4.) PARCEL AREAS:

PARCEL	ORIGINAL AREA	PROPOSED AREA
6 / 3-1	28,188 S.F. 0.65 Ac.	28,219 S.F. / 0.65 Ac.
6 / 9	21,204 S.F. / 0.49 Ac.	20,658 S.F. / 0.47 Ac.

4.) THE PARCELS ARE LOCATED WITHIN THE CBD GENERAL SUB-DISTRICT (CBD) ZONING DISTRICT.

5.) BASIS OF BEARING IS NH STATE PLANE (NAD83) BASED ON GPS OBSERVATION DATED FEBRUARY 14, 2011.
VERTICAL DATUM IS NH STATE PLANE (NAD83) BASED ON GPS OBSERVATION DATED FEBRUARY 14, 2011.

6.) THE PARCELS ARE LOCATED WITHIN THE SPECIAL FLOOD HAZARD AREAS (SFHAs) SUBJECT TO INUNDATION BY THE 1 PERCENT ANNUAL CHANCE FLOOD, ZONE AE (BASE FLOOD ELEVATIONS DETERMINED); AND AREAS DETERMINED TO BE INSIDE THE 0.2 PERCENT ANNUAL CHANCE FLOODPLAIN, AS SHOWN ON FLOOD INSURANCE RATE MAP, COMMUNITY NUMBER 330145; PANEL 0310; SUFFIX E; MAP NUMBER 33017C0310E; EFFECTIVE DATE SEPT. 30, 2015.
– WITH REGARDS TO PARCEL 6 / 3-1, REFERENCE IS MADE TO LETTER OF MAP REVISION (LOMR) FEMA CASE No. 14-01-2374A, DATED JUNE 05, 2014.

7.) PROPERTY LINE INFORMATION HAS BEEN OBTAINED FROM A SURVEY PERFORMED BY MCENEANEY SURVEY OF NEW ENGLAND ON DURING DECEMBER 2019 AND JANUARY 2020 WITH AN ERROR OF CLOSURE NOT GREATER THAN 1 IN 10,000.

8.) PARCEL 6 / 3-1 (PORTION OF DISPOSITION PARCEL P/1/1 AND PARCEL M/1/1) IS SUBJECT TO:
– THE RIGHTS GRANTED TO THE DOVER HOUSING AUTHORITY, ITS SUCCESSOR'S AND ASSIGNS AS DESCRIBED IN S.C.R.D. VOL. 1028, PAGE 30 AND S.C.R.D. VOL. 1028, PAGE 36; REFERENCE PLAN No. 1. REFER TO DEEDS FOR SPECIFICS.
– FLOWAGE RIGHTS AS RESERVED TO PACIFIC MILLS AS DESCRIBED IN S.C.R.D. VOL. 467, PAGE 267.
– TWO (2) SEWER EASEMENTS GRANTED TO THE CITY OF DOVER, NH AS DESCRIBED IN S.C.R.D. VOL. 4228, PAGE 707. REFERENCE PLAN No. 4.
– RECIPROCAL ACCESS EASEMENT AGREEMENT WITH PARCEL 6 / 9 AS DESCRIBED IN S.C.R.D. VOL. 4715, PAGE 723. REFERENCE PLAN 5.

9.) PARCEL 6 / 9 (DISPOSITION PARCEL C/1/1) IS SUBJECT TO:
– THE RIGHTS GRANTED TO THE DOVER HOUSING AUTHORITY, ITS SUCCESSOR'S AND ASSIGNS AS DESCRIBED IN S.C.R.D. VOL. 1014, PAGE 434 INCLUDING THE 4,083 S.F. UTILITY EASEMENT AND 114 S.F. WALKWAY EASEMENT AS SHOWN ON REFERENCE PLAN No. 2. REFER TO DEED FOR SPECIFICS.
– FLOWAGE RIGHTS AS RESERVED TO PACIFIC MILLS AS DESCRIBED IN S.C.R.D. VOL. 467, PAGE 267.
– EXISTING SEWER RIGHTS TO THE CITY OF DOVER, NH AS DESCRIBED IN S.C.R.D. VOL. 991, PAGE 561.
– EASEMENT FOR STATIONS AND LINES FOR TRAFFIC SIGNALIZATION TO THE CITY OF DOVER, NH AS DESCRIBED IN S.C.R.D. VOL. 1030, PAGE 695.
– RECIPROCAL ACCESS EASEMENT AGREEMENT WITH PARCEL 6 / 3-1 AS DESCRIBED IN S.C.R.D. VOL. 4715, PAGE 723. REFERENCE PLAN 5.

10.) APPROPRIATE MONUMENTS TO BE SET AT ALL PROPERTY CORNERS.

REFERENCE PLANS:

1.) DISPOSITION PLAN OF LAND – THE CITY OF DOVER –PARCEL M/1/1, PARCEL P/1/1 – DOWNTOWN DOVER No. 1 URBAN RENEWAL PROJECT, DOVER, NEW HAMPSHIRE. SCALE: 1" = 20'; DATED: APRIL 29, 1977; BY: METCALF & EDDY, INC. RECORDED S.C.R.D. PLAN 19-43.

2.) DISPOSITION PLAN OF LAND – PARCEL C/1/1 – DOWNTOWN DOVER No. 1 URBAN RENEWAL PROJECT, DOVER, NEW HAMPSHIRE. SCALE: 1" = 20'; DATED: JULY 19, 1977; BY: METCALF & EDDY, INC. RECORDED S.C.R.D. PLAN 18-53.

3.) MINOR SUBDIVISION OF LAND PREPARED FOR THE CITY OF DOVER, NH, TAX MAP 6, LOT No. 3, FIRST STREET, CITY of DOVER, COUNTY of STRAFFORD, STATE of NEW HAMPSHIRE. SCALE: 1" = 20'; DATED: JANUARY 6, 2014; BY McENEANEY SURVEY ASSOCIATES, INC. RECORDED S.C.R.D. PLAN 107-62.

4.) EASEMENT AND LICENSE PLAN PREPARED FOR FIRST STREET AT GARRISON, LLC, TAX MAP 6, LOT No. 3, FIRST STREET & CHESTNUT STREET, CITY of DOVER, COUNTY of STRAFFORD, STATE of NEW HAMPSHIRE. SCALE: 1" = 20'; DATED: JANUARY 2, 2014, REVISED THROUGH 5/1/14; BY McENEANEY SURVEY ASSOCIATES, INC. RECORDED S.C.R.D. PLAN 107-63.

5.) RECIPROCAL EASEMENT PLAN PREPARED FOR FIRST STREET AT GARRISON, LLC AND FIRST STREET AT CHESTNUT, LLC, TAX MAP 6, LOT Nos. 3-1 & 9, FIRST & CHESTNUT STREETS, CITY of DOVER, COUNTY of STRAFFORD, STATE of NEW HAMPSHIRE. SCALE: 1" = 15'; DATED: SEPTEMBER 16, 2019; BY THIS OFFICE. NOT RECORDED.

NO.	DATE	DESCRIPTION	BY	CHK
		REVISIONS		
20-1924		LL ADJ	–	–
PROJECT NO		TYPE	FIELDBOOK & PAGES	

"I HEREBY CERTIFY THAT THIS PLAN IS BASED ON AN ACTUAL GROUND SURVEY PERFORMED WITH A TOTAL STATION, BY ME OR THOSE UNDER MY DIRECT SUPERVISION AND THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, SAID SURVEY MEETS OR EXCEEDS THE MINIMUM PRECISION REQUIREMENTS FOR SURVEY CLASSIFICATION "U" AS SET FORTH IN TABLE 500.1 OF THE NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES OF THE BOARD OF LICENSURE FOR LAND SURVEYORS."

PLAN OF LOT LINE ADJUSTMENTS
PREPARED FOR
THE CITY OF DOVER
EASTERLY SIDELINE OF CHESTNUT STREET
AND
FIRST STREET AT GARRISON, LLC
TAX MAP 6, LOT No. 3-1
AND
FIRST STREET AT CHESTNUT, LLC
TAX MAP 6, LOT No. 9
FIRST STREET & 24 CHESTNUT STREET
CITY of DOVER
COUNTY of STRAFFORD
STATE of NEW HAMPSHIRE

DOVER PLANNING FILE No. P 20-__

DRAWN BY: RJM	FILE: 1924\D\1924 2020 LLADJ
SCALE: 1" = 20'	DATE: APRIL 6, 2020

20 10 0 10 20 40 60 80

STATE OF NEW HAMPSHIRE — No. 661 — KEVIN M. McENEANEY — LICENSED LAND SURVEYOR — SIGNATURE

McENEANEY SURVEY ASSOCIATES of NEW ENGLAND
P.O. Box 681 – 24 CHESTNUT STREET
DOVER, NH 03820 (603) 742-0911

SURVEYING – PLANNING – CONSULTING