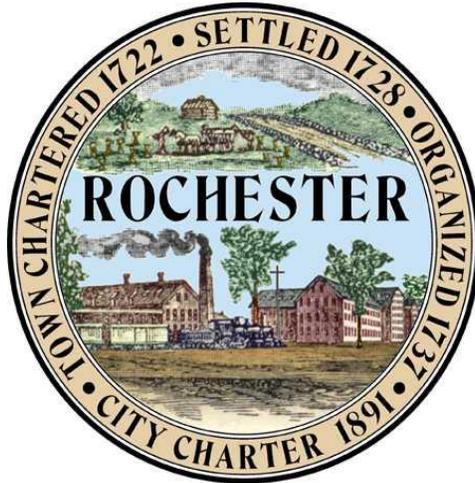


**Community Development
Block Grant Program**

Consolidated Annual Performance and Evaluation Report (CAPER)



**City of Rochester, New Hampshire
July 1, 2012-June 30, 2013**

Prepared for the US Department of Housing and Urban Development
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City of Rochester
Consolidated Annual Performance and Evaluation Report (CAPER)
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EXECUTIVE SUMMARY

The FY 2012-2013 Consolidated Annual Performance Evaluation Report (CAPER) summarizes the accomplishments and financial expenditures of (year three) as they relate to the goals set forth in the FY 2010-2015 Five-Year Consolidated Plan and the FY 2012-2013 Annual Plan.

The City of Rochester develops the Five-Year Consolidated Plan, annual Action Plan and annual CAPER to provide a strategy for investment of federal Community Development Block Grant funds as a requirement set forth by the U.S. Department of Housing and Urban Development (HUD). The Consolidated Plan is a living document designed to identify the needs of the community, especially those who fall with the low-income range, and formulate a plan to address those needs. The plan is the result of an eighteen-month collaborative process that includes extensive public outreach, multiple public hearings and consultation with community agencies, groups and organizations. The Annual Plan is developed each fiscal year to describe the projects that have been funded for that year as they relate to the five-year program goals.

This Consolidated Plan started July 1, 2010 and will end June 30, 2015, comprising five "Action Plan" or program years. Programs and activities described in this plan are intended to primarily benefit low- and moderate-income residents of the City of Rochester, neighborhoods with high concentrations of low- and moderate-income residents, and the city as a whole. The Community Development Block Grant Award for the City of Rochester for the FY 2012-2013 was \$225,961.

The underlying structure is the same for every jurisdictions plan. All plans must address the needs of the community, primarily benefiting the needs of the lower income persons (defined as those with household incomes below 80% of the area median). In Rochester, the median income in 2012 was \$84,200 and is currently \$84,000 in 2013. Plans must address these three national objectives set forth by HUD.

- To provide decent housing
- To provide a suitable living environment
- To expand economic opportunities

a.) Assessment of Goals and Objectives by Consolidated Plan Priority Need: FY 12-13

Following is a summary of the three national objectives and Outcome Performance Measures set forth by HUD and specific activities identified by the City of Rochester in the 2010-2015 Consolidated Plan to meet the objectives. Activities proposed by the City of Rochester are in conjunction with sub-grantees and other local entities.

National Objective: To Provide Decent Housing

- HUD Performance Measure: Assist homeless persons to obtain affordable housing and assisting persons at risk of homelessness.

Activities Proposed by the City of Rochester:

- Support of shelters, transitional and permanent supportive housing for the homeless and other vulnerable group.
- Exploration of shelter for unaccompanied youth or other resources to respond to growing need.
- Exploration of resources available for long-term supportive housing for the chronically homeless population.

- HUD Performance Measure: Retention of Affordable Housing Stock.

Activities Proposed by the City of Rochester:

- Support of weatherization and other energy efficiency programs to provide long-term affordability/sustainability to low-income households.
- Exploration of future housing rehabilitation programs, including coordination of regional resources for lead paint abatement assistance.
- Exploration and support for the creation of workforce housing opportunities.

National Objective: To Provide a Suitable Living Environment

- HUD Outcome Performance Measure: Increase the Supply of Supportive Housing Which Includes Structural Features and Services to Enable Persons with Special Needs To Live In Dignity and Independence

Activities Proposed by the City of Rochester:

- Exploration of resources available for long term supportive housing for chronically homeless population.
- Exploration of and support for permanent housing for unaccompanied youth, including youth aging out of foster care.
- Continued service to disabled individuals requiring home modifications to ensure accessibility.
- Improving access to services that address unique needs of special populations on an outpatient basis.

- HUD Outcome Performance Measure: Improve the Safety and Livability of Neighborhoods (including revitalization of deteriorating neighborhoods)

Activities Proposed by the City of Rochester:

- Ongoing coordination with the Department of Public Works for enhancements to major Infrastructure improvement projects in lowest income neighborhoods.
- Continued review of neighborhood conditions and exploration of funding sources and project structures that can address deficiencies that negatively impact the health, safety and quality of life of a neighborhood.

- HUD Outcome Performance Measure: Increase Access to Quality Public and Private Facilities and Services

Activities Proposed by the City of Rochester:

- Support of public services serving low-income populations of greatest need and offering greatest potential for long term stability.
- Development and participation in coalition designed to foster greater collaboration and resource sharing.
- Encourage and support of transportation groups to provide greater access to community resources for low income, elderly and disabled populations.
- Exploration and execution of additional measures to ensure access to public buildings and other public service facilities and increase safety for disabled citizens.
- Further renovations to the Community Center to further refine access and accessibility for clientele of numerous public services located within.

- HUD Outcome Performance Measure: Reduction in the isolation of income groups within areas through spatial deconcentration of housing opportunities for lower income persons

Activities Proposed by the City of Rochester:

- Encourage thoughtful exploration of appropriate locations for low-income and Workforce Housing placement.

- HUD Outcome Performance Measure: Conservation of Energy Resources

Activities Proposed by the City of Rochester:

- Exploration of measures to assist public service or other eligible partners to increase energy efficiency and long-term sustainability.

- HUD Outcome Performance Measure: the Provision of Public Services Concerned with Employment

Activities Proposed by the City of Rochester:

- Encourage partnership responses to addressing specific employment accessibility gaps in specialty populations, such as the newly unemployed, mentally ill and minors.

National Objective: To Expand Economic Opportunities

- HUD Outcome Performance Measure: Establishment, Stabilization and Expansion of Small Businesses (Including Micro-Businesses)

Activities Proposed by the City of Rochester:

- Support for resources to maintain access to skill development within the community for small businesses.
- Maintain revolving loan fund for small business financing in exchange for job creation/retention agreements.
- Explore partnership and leveraging resources to achieve City goals as outlined in the Economic Development Strategic Plan including access and development to industrial parcels, the development of a revolving loan fund for code improvements to downtown business owners.

i. Financial Summary of the Program Reporting Year-by Activity

Agency/Project	Approved FY 12-13 Budget	FY 12-13 Investments
Crossroads	\$6,000	\$6,000
Homeless Shelter Strafford County	\$6,500	\$6,500
My Friend's Place	\$6,000	\$6,000
SHARE Fund	\$3,894	\$3,894
Girls Incorporated	\$2,500	\$2,500
Dover Adult Learning Center	\$3,000	\$3,000
Project Pride	\$3,000	\$3,000
Rochester Child Care Center	\$3,000	\$3,000
TOTAL PUBLIC SERVICE	\$33,894	\$33,894
CAP Weatherization	\$40,000	\$40,000
TOTAL HOUSING REPAIRS	\$40,000	\$35,714
Small Business Development Center	\$12,000	\$12,000
LHR Sporting Arms- JOB Loan	\$100,000	\$100,000
TOTAL SPECIAL ECONOMIC DEVELOPMENT ACTIVITY	\$112,000	\$112,000
Pine St. Improvements	\$41,000	\$41,000
Rochester Opera House Balcony	\$94,875	\$24,061
TOTAL PUBLIC FACILITIES AND IMPROVEMENTS	\$135,875	\$65,061
Administration	\$45,192	\$36,782
TOTAL ADMINISTRATION	\$45,192	\$36,782
GRANT FY 12-13/EXPENDITURES	\$336,961	\$283,451

ii. Activities/Progress Towards Goals/Objectives: FY 2012-2013 CAPER Detail

Projects, activities and requests for funding will be assigned to one of the categories below. They do not change or indicate a preference for the types of programs supported with CDBG funds, rather, they provide a framework to summarize the presumed impact of a project when making community investment decisions. The City of Rochester commits to prioritizing activities and projects that meet the most humble of needs of our marginalized families and individuals, primarily envisioned as partnerships with other agencies.

Basic Needs

Basic needs include food, shelter and clothing- without these, no person is able to live, let alone realize a productive existence. These basics along with health and safety concerns form the definition of what our most fundamental requirements are to keep alive. Rochester's economy has taken many turns over the last decade, seeing both the best of times and the less than best of times. The burden to provide health care, safe housing and even food on the table is a struggle for many working families and individuals.

Safety Net

These are programs which provide direct services to our children, elderly, and persons in crisis and augment the City services, such as our police force and welfare office. These are projects which often intervene in emergency situations and create a place for accessing assistance.

Investment

Without investment in our community, our City will be compelled to exercise all of its future resources in dealing with the problems of poverty, lack of opportunity and community stability.

<p><u>PUBLIC SERVICES</u> BASIC NEEDS CATEGORY</p>
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CROSSROADS HOUSE – Cross Roads House provides emergency and transitional shelter to families and individuals experiencing homelessness. Crossroads assists with basic human needs and assistance with return to permanent housing. Case management is available to all residents in addition to a variety of services provided by partner agencies. Cross Roads is the largest shelter in the region, with the lowest barriers to admission. In the last year, over 60% of the individuals who participated in the transitional housing program, moved directly into permanent housing after leaving the shelter. In January, 2012 a newly renovated building to house families opened, improving the capacity to serve families in need.

FY 12-13 FUNDING: \$6,000

Objective: Create a suitable living environment.

Outcome: Availability/Accessibility

Indicator: Projected # of Rochester Residents Served: 45 Individuals

Service To: 35 INDIVIDUALS

This project is eligible for CDBG funding by serving low/mod income limited clientele -570.208 (a) (2).

HOMELESS CENTER FOR STRAFFORD COUNTY – The Homeless Center for Strafford County (HCSC) is a six-month shelter facility has been providing safe, secure shelter and case management to single women and families located in Strafford County during the winter months since 1998. The past years have shown that most residents obtain temporary or permanent housing when leaving the shelter. In 2010, two additional transitional housing units were added, totaling 3 units total in addition to the shelter program. The transitional housing program allows families, 18 months to 2

years, to receive in-depth case management, parenting classes, establish credit, and obtain wrap around support services from staff that will lead them to successful permanent housing. Referrals to the shelter are primarily arranged through city welfare offices and are screened before entry. Last year 43 Rochester residents received shelter. Local shelters are often at capacity for months on end, and while the obligation of city welfare offices to provide shelter remains HCSC has been successful in filling a gap in the continuum of care.

FY 12-13 FUNDING: \$6,500

Objective: Create a suitable living environment.

Outcome: Availability/Accessibility

Indicator: Projected # of Rochester Residents Served: 35 Individuals

Service To: 25 INDIVIDUALS

This project is eligible for CDBG funding by serving low/mod income limited clientele -570.208 (a) (2).

MY FRIEND'S PLACE - My Friend's Place is an emergency shelter for homeless individuals and families, providing food, emergency transportation, case management, and referral to a variety of services being provided by other organizations or agencies since 1989. My Friend's Place typically provides 90-110% occupancy (capacity for 17 beds and 180-220 people per year). Individuals average 50 days per stay with families staying longer. Clients receive assistance with employment services, GED preparation, food stamps, temporary financial assistance and security deposits. This project is eligible for CDBG funding by serving low/mod income limited clientele -570.208 (a) (2).

FY 12-13 FUNDING: \$6,000

Objective: Create a suitable living environment

Outcome: Availability/Accessibility

Indicator: Projected # of Rochester Residents Served: 45 Individuals

Service To: 37 INDIVIDUALS

This project is eligible for CDBG funding by serving low/mod income limited clientele -570.208 (a) (2).

HOLY ROSARY SHARE FUND - The SHARE Fund provides food, clothing and financial assistance to Rochester residents in need thereby reducing the burden on other publicly funded services like the Rochester Welfare Department. Benefactors sponsor all operational expenses. Their grant is utilized for Emergency Housing Services to include security deposit assistance and back rental payments, part of the SHARE Fund's Emergency Financial Assistance program. Emergency housing services helps prevent/alleviate homelessness in our community by providing Rochester households with help to secure and/or maintain affordable and adequate housing in times of crisis or financial emergency. The City also supports the efforts of the SHARE fund's other activities, Gerry's Food Pantry and the Community Clothing Closet that provide food and clothing for needy residents through providing space in the community center and waiving the collection of rent that would otherwise be valued at over \$18,000 a year. CDBG funding for the SHARE Fund was significantly less in 2012-2013, however, they were successful in serving more families than initially projected.

FY 12-13 FUNDING: \$3,894

Objective: Provide decent/affordable housing

Outcome: Availability/Accessibility

Indicator: Projected # of Rochester Residents Served: 24 Households

Service To: 37 Households

This project is eligible for CDBG funding by serving low/mod income limited clientele -570.208 (a) (2).

PUBLIC SERVICES
SAFETY NET CATEGORY

GIRLS INCORPORATED OF NEW HAMPSHIRE

Girl's Incorporated is the only organization to exclusively direct programming to the developmental and emotional needs of young girls. Although their Rochester after school program is no longer operating, they were funded for in-school programming at Rochester middle school, McClelland, William Allen a, Chamberlain and Gonic schools. Programming includes comprehensive safety and violence prevention, media literacy, health, peer pressure resistance and economic education.

FY 12-13 FUNDING: \$ 2,500

Objective: Create a suitable living environment

Outcome: Sustainability

Indicator: Projected # of Rochester Residents Served: 350 Individuals

Service To: 258 Individuals

This project is eligible for CDBG funding by serving low/mod income limited clientele -570.208 (a) (2).

ROCHESTER CHILD CARE – has provided quality affordable childcare for Rochester for 30 years. The center proposes a new collaboration with the Homeless Center of Strafford County. This will provide parent education and support at the HCSC for families staying at the center. Curriculum will be tailored to the needs of parents in crisis. This funding will also be used to enroll children in child care at the Charles St. facility, so that parents can more easily conduct job and housing searches. There will be no charge to the participants.

FY 12-13 FUNDING: \$ 3,000

Objective: Create a suitable living environment

Outcome: Affordability

Indicator: Projected # of Rochester Residents Served: 350 Individuals

Service To: 62 Individuals specific to this grant

This project is eligible for CDBG funding by serving low/mod income limited clientele -570.208 (a) (2).

PUBLIC SERVICES
INVESTMENT CATEGORY

DOVER ADULT LEARNING CENTER - Dover Adult Learning Center provides adult basic education in four different areas including basic skill and literacy, high school or GED completion, vocational education and community enrichment. Classes are offered in many accessible locations, including in Rochester, classes are offered at night as well as during the day for enhanced flexibility and can include childcare in order to reduce yet another barrier. Students have access to comprehensive counseling as well to help them map out and attain their educational goals.

FY 12-13 FUNDING: \$3,000

Objective: Create a suitable living environment

Outcome: Availability/Accessibility

Indicator: Projected # of Rochester Residents Served- 410 Individuals

Service To: 255 Individuals

This project is eligible for CDBG funding by serving low/mod income limited clientele -570.208 (a) (2).

PROJECT PRIDE - assists students (17-21) who have left traditional school, with vocational and educational skills with the goal of completion of the GED, acquiring pre-employment skills, work maturity skills such as filling out applications, interviewing, punctuality and demonstrating positive attitudes. This program has a high completion rate due in part to the fact that the students applying for a spot are there by choice, rather than being court ordered or mandated by the school district. This program is offered in four cycles each year.

FY 12-13 FUNDING: \$3,000

Objective: Create economic opportunity

Outcome: Sustainability

Indicator: Projected # of Rochester Residents Served- 25 Individuals

Service To: 35 Individuals

This project is eligible for CDBG funding by serving low/mod income limited clientele -570.208 (a) (2).

HOUSING BASIC NEEDS CATEGORY

WEATHERIZATION ASSISTANCE PROGRAM - Designed to help low- and very-low income persons in Rochester reduce the cost of utilities through energy conservation methods, this popular program has served hundreds of very low-income Rochester residents over the years. The CAP Weatherization Program is designed to reduce household energy use and costs in the homes of low-moderate income persons, specifically those who are most vulnerable to high-energy costs with no means to afford improvements, by installing energy efficiency improvements. Strafford County has approximately 4000 units that are income eligible for weatherization, 500 of which have been served in Rochester since 2001. CAP leverages funds from Unitol, PSNH, and Rochester and Dover Community Development Block Grant funds to conduct weatherization measures. The program has been proven to achieve an average energy savings of 40% of home energy costs, with a minimum standard payback of 100% in five years.

FY 12-13 FUNDING: \$40,000

Objective: Create a suitable living environment

Outcome: Sustainability

Indicator: Projected # of households to be served- 40

Service To: 37 Housing Units/86 Individuals

This project is eligible for CDBG funding by serving low/mod income housing -570.208 (a) (3).

ECONOMIC DEVELOPMENT INVESTMENT CATEGORY

JOB REVOLVING LOAN PROGRAM –The Job Opportunity Benefit (JOB) Loan program provides a source of funding for businesses to expand, modernize or relocate within Rochester. These funds are almost always used as “gap” financing for businesses to add additional debt to their conventional financing. Currently, typical loans range between \$25,000 and \$50,000. Eligible applicants include Rochester business’ that commit to hiring two to six full-time (or full-time equivalent) workers who qualify as low/moderate income prior to employment. The City’s economic development capacity is enhanced by the infusion of CDBG funds with a total program income for FY 12-13 (July 1, 2012-June 30, 2013) totaling \$42,120.67 that can be used towards future loans. This balance of \$42,120.67 in addition to the program income that is estimated to be generated in FY 13-14 of \$47,554.27 from loan payments will total an estimated \$89,674.94 for investment on July 1, 2014. LHR Sporting Arms is the newest JOB Loan- they will begin making payments in January, 2014. LHR Sporting Arms has already hired one new part-time employee (Assembler) and a full-time employee (Senior Design Engineer). Specialty Textile

Products made their final payment on their loan in June, 2013. During this fiscal year, Community Development revised all of the forms associated with job reporting and underwriting to strengthen the process.

This type of activity is eligible for CDBG funding because of the benefit to low and moderate income limited jobs- 570.208 (a) (4).

Recipient Name	Original Loan Amount	Loan Balance as of 6/30/2013	Monthly Payment beginning 7/1/13	Notes	Estimated Annual Payment for FY 13-14	Is Loan Currently Up to Date?	Jobs Created	Job Creation Agreement Met?
Custom Banner	\$50,000.00	\$14,790.46	\$886.05	Interest only for 6 months (\$30.07)	\$5,496.72	Yes	1 FT Created	Yes
Distinctive Forest Creations	\$35,000.00	\$18,125.08	\$100.00	interest + small amount of principal	\$1,200.00	Yes	Activity Cancelled with HUD approval	No
Carney Medical	\$30,000.00	\$31,853.96	\$469.99	Interest only Sept-Jan (\$63.12)	\$3,605.53	Yes	4 FT Created	Yes
Phone Booth, LLC	\$25,000.00	\$9,098.71	\$443.02		\$5,316.24	Yes	Activity Cancelled with HUD approval	No
Blue Oasis	\$50,000.00	\$35,861.22	\$469.99		\$5,639.88	Yes	3 FT/1 PT Created	Yes
Country Tire & Service Center	\$40,000.00	\$29,717.02	\$518.50		\$6,222.00	Yes	6 FT Created	Yes
Thompson Tool Company	\$70,000.00	\$63,058.40	\$907.37		\$10,888.44	Yes	23 FT Created	Yes
LHR Sporting Arms	\$100,000.00	\$100,000.00	\$1,530.91	Payments Beginning January, 2014	\$9,185.46	Yes	1 FT Created, 1 PT Created	In Progress
Specialty Textile Products	\$50,000.00	0	0	Loan paid in full June, 2013	0	Yes	2 FT Created	Yes
		\$302,504.85			\$47,554.27			

JOB Loan Balance as of 6/30/2013	\$42,120.67
Estimated JOB Loan Payment Totals for FY 13-14	\$47,554.27
Estimated Total Program Income from JOB Loans for FY 13-14	\$89,674.94

SMALL BUSINESS DEVELOPMENT CENTER – A Micro-enterprise Assistance Program to promote job creation through a process of education and counseling for local small business owners and those looking to start new enterprises. Counseling and workshops are offered throughout the year, live and now online as well. Staff from the SBDC is frequently called upon to work with recipients of the JOB Loan program, merchants in the downtown and frequent referrals by the Economic Development Department.

FY 12-13 FUNDING: \$12,000

Objective: Create economic opportunity

Outcome: Sustainability

Indicator: Projected # of Rochester Residents Served: 60 Individuals

Service To: 21 Individuals

This project is eligible for CDBG funding by serving low/mod income limited clientele -570.208 (a) (2).

<p style="text-align: center;"><u>PUBLIC FACILITIES AND INFRASTRUCTURE IMPROVEMENT</u> INVESTMENT CATEGORY</p>
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PINE STREET IMPROVEMENTS –The Community Development committee approved the submission of a reallocation of CDBG funds from the Main St. Marketplace feasibility study to utilize as part of the Pine St. improvements authorized by the Public Works committee and the council. Construction for this new project was appended to the existing Washington St. Improvement project (adjacent) and was approved by DOT in June 2011. These street improvements are within and border of the Neighborhood Stabilization Program area. The conditions on Pine St. had also been brought up numerous times during the neighborhood listening sessions of 2010 and 2011. These funds paid for the installation of sidewalks, the resetting of granite curbing and the purchase of additional curbing as needed. Construction on the sidewalk was completed in December, 2012.

FY 12-13 FUNDING: \$41,000

Objective: Create a suitable living environment

Outcome: Sustainability

Indicator: Projected # of Rochester Residents Served

Service To: LM Area Benefit

This project is eligible for CDBG funding by serving low/mod area -570.208 (a) (2).

ROCHESTER OPERA HOUSE– Unique to the area, the Rochester City Hall contains the region’s only performing arts space, known as the Rochester Opera House. This space is wholly contained within the 1908 City Hall, though discrete from city operations and leased to the non-profit Rochester Opera House, Inc. The project was to rectify several deficiencies in the facility that had worsened over its 100 year history and suffered visibility when overall City Hall maintenance was deferred (ie; leaking roof in the 1970’s and 1980’s) creating further deterioration to the space. The restoration of the seats began with the removal of the 465 seats from the balcony of the Opera House- replacement was not an option due to the historical significance. The walls were repainted and the balcony floors were refinished and sealed. The floors were severely deteriorated as they were never sealed, so they were sanded and sealed for preservation.

After the addition of City Capital Funds, work commenced in June 2012 and was completed in September 2012.

Objective: Create a suitable living environment

Outcome: Availability/Accessibility

Indicator: Projected # of Rochester Residents Served

Service To: LM Area Benefit

This project is eligible for CDBG funding by serving low/mod area -570.208 (a) (2).

Total Funding Summary for Project:

\$86,636 reallocated from FY 11-12 CDBG (approved May 1, 2012)
\$12,000 already allocated from City FY 11-12 CIP (approved June 2011)
\$94,875 allocated in FY 12-13 CDBG (approved May 8, 2012)
\$193,511

Of the \$94,875 allocated in FY 12-13, \$24,061 was expended to complete this project in full.

b.) Actions to Affirmatively Further Fair Housing

Note: Items in blue indicate actions taken since submission of the (CAPER FY11-12) submitted in January, 2013.

i. Description of Actions Taken to Effect an analysis of Impediments:

Impediments to fair housing choice appear to be low; however more investigation into this area is warranted. Below are some identified impediments and some actions that will be taken by the Community Development Department as an ongoing project to address and identify more community specific impediments that may not be as apparent from the current data and information available.

ii. Summary of Impediments:

- Limited Data- Collection and Detection
 - Reduced funding at the NH Legal Assistance office has impacted the number of reports received due to lower intake and investigation numbers.
 - According to Rochester Housing, they rarely receive notification of fair housing complaints in their office, making it difficult to identify what additional impediments may exist specifically in the Rochester community as opposed to New Hampshire as a whole.

iii. Description of Actions Taken to Overcome Identified Impediments:

- Consultation with key agency representatives from a sampling of local housing-related agencies and other agencies working with projected groups including the Rochester Housing Authority, NH Legal Assistance, Rochester Police Department, Welfare Office, NH Commission for Human Rights.
- A review of the 2010 Analysis of Impediments completed by New Hampshire Legal Assistance
- [A review of the Analysis of Impediments to Fair Housing for Portsmouth, NH](#)
- [A review of the Analysis of Impediments to Fair Housing for Nashua, NH](#)
- [A review of the Analysis of Impediments to Fair Housing for Manchester, NH](#)
- [A review of the Analysis of Impediments to Fair Housing for NHHFA](#)
- [Regular review of the HUD website for updates on pending AI regulation](#)
 - Utilize this information as a basis for identification and narrowing of impediments specific to Rochester.
- Further analysis of 2010 census data
 - Obtain a better understanding of the community population and housing demographics based on more recent data.
- Review of existing zoning ordinances with an eye to maintaining reasonable opportunities for multi-family and quality affordable housing.
- Anti-Housing Discrimination posters are posted in English and Spanish in City Hall from the NH Commission for Human Rights.

c.) Affordable Housing

Rochester's housing market reflects a wide variety of housing choice, to the benefit of many different types of households. As of the 2010 Census Data, 13,372 housing units existed within the City, an increase of over 1,500 from the 2000 Census Data. Housing has been easier to obtain (rental and

purchase), however the access to mortgages has tightened significantly in the last few years. Rochester has remained a 'haven' for regional affordable housing, as compared to nearby markets, but with our higher concentration of lower income households, even our “affordable” units, can be out of reach for citizens, particularly as unemployment rises.

- City regulations encourage infill, multi-housing type developments and higher density development. Encouraging housing type diversity is thought to be one way to encourage the development of affordable housing.
- The city zoning ordinance allows for in-law units to be created in all single family homes.
- Rochester has adopted the International Building Code. The basis of the code is to provide a safeguard to the health, safety and welfare of the public.
- The city’s building inspection division enforces all federal and state ADA requirements for housing and commercial development.

Foreclosures

From 2005-2012, Rochester has accounted for 31%-41% of the total foreclosures in Strafford County and as of the end of 2012 the City has accounted for 35% of the total (**See Appendix D**). For the first six months of 2013, there have been 1,478 foreclosure deeds recorded in New Hampshire, the fewest since 2007. That’s a 27 percent decline from the same period in 2012, when 2,029 were recorded. Specific to Rochester, there have been 49 foreclosures for the first six months of 2013 (2012 total for the full year was 129). Referrals to the New Hampshire Housing Finance Authority and New Hampshire Legal Assistance continue to be the City’s most valuable tools for homeowners at risk of losing their homes.

The award to the City of \$2.4 million dollars for the purpose of purchasing and rehabilitating foreclosed properties to prevent further neighborhood deterioration in areas where foreclosures have been significant. Rehabilitation plans included full abatement of all lead, asbestos and structural deficiencies. The renovated units were converted to highly energy efficient, architecturally sensitive and affordable to moderate income homeowners. The last two properties sold in May, 2012. Code Enforcement efforts have begun to increase in this area to maintain the neighborhood defined in the NSP program and prevent any further deterioration while the target area stabilizes. In FY 13-14, this area will be a priority focus for Code Enforcement with the infusion of CDBG funds to assist with legal costs associated with the Code Enforcement efforts in this neighborhood. Without adequate legal funding in the past, it has been difficult to maintain the follow through necessary to stabilize this area.

d.) Homelessness

For a twenty four hour period in January 2013, the homeless population in Strafford County was counted. In Strafford County, 51 individuals were sheltered (families and individuals); 34 were unsheltered; 50 were described as “temporarily doubled up”, sharing housing with a friend or relative on a short term basis, typically paying a no or a nominal amount towards rent. The “unsheltered” and “temporarily doubled up” numbers are significantly higher than reported in the point in time survey in 2012.

In FY 2012-2013, the City of Rochester funded Crossroads House, The Homeless Center for Strafford County (HCSC) and My Friend’s Place through CDBG funds. Each of these shelters provides unique services to those in need of shelter in Strafford County. Crossroads and HCSC both provide transitional housing services in addition to emergency shelter services. Details about specific services provided by each shelter are listed on pages 6-7 of this report. The SHARE Fund was also supported by the City in FY 12-13 and provides food, clothing and financial assistance to Rochester residents in need. The grant is utilized for Emergency Housing Services to include security deposit assistance and back rental payments. Emergency housing services helps prevent/alleviate homelessness in our community by providing Rochester households with help to secure and/or maintain affordable and adequate housing in times of

crisis or financial emergency. The City also supports the efforts of the SHARE fund's other activities, Gerry's Food Pantry and the Community Clothing Closet.

The Community Development staff attends meetings of the **Rochester Youth Reach**- a program that strives to increase the awareness of homeless children and youth in Rochester, working toward ensuring their access to healthcare, and pursuing options for adequate shelter for youth under the age of eighteen. The ultimate goal of Rochester Youth Reach is to offer a teen resource center for Rochester youth in need. The center will be a facility where youth can shower, do laundry, access food, clothing and personal care items, as well as access resources for counseling, health and dental care, continuing education and career planning and placement. The **Seacoast Coalition of Youth On Their Own (YOTO)** is regional coalition devoted to seeking a safe healthy "consistent residence" for youth on their own. The focus is on youth ages 16 – 21. The Coalition has formed a Task Force to increase awareness, including forums held around the state. A major goal of the Coalition is to open a shelter for Transitional Living for 16 – 21 youth, similar to "Bridge Over Troubled Waters" in Boston.

As part of the process for evaluating priorities for CDBG funding, the City Welfare Director is included in the discussions of the Community Development Committee regarding priority needs for funding of public service organizations in the community. Due to the experience and regular contact with Rochester families in need, the inclusion of the City Welfare Department provides a benefit to an already difficult decision making process of how to distribute funds based on the priority needs of the community.

e.) Continuum of Care

The City of Rochester has worked closely with the Strafford County Continuum in developing and updating the County's Continuum of Care. Representatives from a multitude of organizations, including public service providers around the Seacoast Region participate in monthly forums. Meetings often include presentations from the public service organizations to continue educating members on areas of interest outside of their normal spheres of influence. Discussions are held on funding issues both on the Federal and State level, as well as new regulations and rules.

f.) Other Actions

i. Special Needs of Persons who are not Homeless but Require Supportive Housing:

Currently our local inventory of non-homeless special needs housing is limited. Five units for the mentally or physically disabled are managed by the **Strafford County Community Action Program** in conjunction with case management provided in partnership with **Community Partners**. Rent is 30% of their adjusted gross income, usually through the form of a Section 8 rental voucher.

Twelve units of housing previously designated transitional housing for homeless families were changed to permanent housing for disabled individuals/families. While the loss of transitional units with greater turnover was regrettable, the opportunity to have supported housing for people with disabilities is also a critical need in the community and was welcomed.

Four units of transitional housing were developed in partnership between the Homeless Center for Strafford County and Waste Management, a key business partner. These units will each house one family for 12-18 months while they receive case management through Community Partners and HCSC staff.

Twelve units of elderly housing were awarded Low Income Housing Tax Credits this past year and are currently in development in a non-concentrated area close to public transportation. This will expand the number units built with LIHTC in town to nearly 90.

The Housing Partnership and AIDS Response Seacoast jointly own and manage four units of housing for people living with AIDS/HIV. From their reports, this housing is adequate for the needs of this population. Housing for persons with disabilities is available in the region via accessible units at the Rochester Housing Authority and nearby at Betty's Dream, a 24 units complex in nearby Portsmouth.

ii. Obstacles to addressing underserved needs:

Funding is the largest obstacle to meeting Rochester's underserved needs. As the entire community qualifies as meeting HUD's requirement of 51% low-moderate income, the projects needed to serve and support Rochester's lowest income residents are not able to be fully supported due to the limited funding as well as decreased federal funding the city has received. Rochester has gone from a high entitlement of \$394,000 down to a current budget of \$224,505 and over that same timeframe, more of the residents have fallen into poverty and low income status. Community Development has been working closely with the Community Development Committee of the City Council to develop a process that carefully evaluates community activities and projects that will benefit low-moderate income individuals and families and that are in line with the City's priorities. As necessary, projects are often brought through several committees in the city that are open to the public, prior to reaching the full city council to obtain a full evaluation of the community needs.

iii. Foster and Maintain Affordable Housing:

Neighborhood Stabilization Program: The award to the City of \$2.4 million dollars for the purpose of purchasing and rehabilitating foreclosed properties to prevent further neighborhood deterioration in areas where foreclosures have been significant. Rehabilitation plans included full abatement of all lead, asbestos and structural deficiencies. The renovated units were converted to highly energy efficient, architecturally sensitive and affordable to moderate income homeowners. The last two properties sold in May, 2012.

Code Enforcement efforts have begun to increase in this area to maintain the neighborhood defined in the NSP program and prevent any further deterioration while the target area stabilizes. In FY 13-14, this area will be a priority focus for Code Enforcement with the infusion of CDBG funds to assist with legal costs associated with the Code Enforcement efforts in this neighborhood. Without adequate legal funding in the past, it has been difficult to maintain the follow through necessary to stabilize this area.

The City of Rochester funded Community Action Weatherization Assistance Program to complete weatherization and other improvements in Rochester's owner occupied, low-income homes and mobile homes. Over the last year with CDBG funds Community Action made improvements to 37 Rochester housing units. This program reduces energy costs to the owner, making the cost more affordable to the owner. The City will be increasing support to this organization in FY 13-14 to assist with the growing need for weatherization and the decrease in other federal funding opportunities.

iv. Mitigate Barriers to Affordable Housing:

Due to the large distribution of housing types in Rochester, many barriers to affordable housing have been eliminated. However, with the lack of local and state funding needed to offset high local costs of development, making it difficult to anticipate significant increases in affordable housing units to those with lower incomes, the city continues to commit to continuing work with non-profit and housing authority related low-income housing tax credit projects that are proposed. The Housing Partnership, Community Partners, My Friend's Place, Meadowview Manor, Roberge Manor, Laurel Terrace, and Strafford County Community Action are specific organizations the city continues to collaborate with.

Rochester Housing Authority- Waiting List Information for Section 8 & Public Housing (See APPENDIX E)

v. Institutional Structures:

The City is a public entity whose purpose relative to housing and economic development involves such areas as planning and financing of economic development projects, code enforcement, planning and zoning review, financial relief assistance and community development. The City's financial resources for housing, community development and economic development assistance are the Community Development Block Grant programs. The programs are planned and administered through the Community Development office of the Economic Development Department with support, as necessary, from other City departments. The City anticipates being able to implement the programs and projects proposed in the plan and does not foresee any problems associated with carrying out the plan unless these federal funds become unavailable, reduced, or delayed for a substantial period of time. From the City's viewpoint, the major weakness in the Consolidated Plan is the obvious lack of sufficient funding available to adequately address all the priorities simultaneously. In order to prepare for the possibility of decreased funding from CDBG in FY 13-14, Community Development, along with the Community Development Committee of the City Council took a proactive approach this year by estimating the grant at a 10% decrease to begin planning early in the year. By doing so, this provided the City with adequate time to review and evaluate the community needs well in advance based on the worst case scenario. The Community Development Committee also took on the role of evaluating public service organizations that receive both CDBG and City funds through a more formalized, methodical process this year. The Committee is continuing to refine this process going forward to provide the most clear and transparent process for investing funds.

The Community Development Department is responsible for the administration of projects and activities undertaken with the Community Development Block Grant Funds, as described in this Consolidated Plan and its subsequent Action Plans. Rochester Community Development staff serves as a member of the Strafford County Continuum of Care (The Housing Consortium), the balance of state continuum of care group for the region as well as a member of the Rochester Youth Reach- a program that strives to increase the awareness of homeless children and youth in Rochester, working toward ensuring their access to healthcare, and pursuing options for adequate shelter for youth under the age of eighteen.

City Welfare has invested in a three person full time staff and two part time Welfare Intake staff to administer short term, emergency financial assistance for families and individuals in need of help with housing, including other basic needs (utilities, prescriptions, etc.) Some recipients of assistance have verified an inability to work and pending Social Security and State (APTD) disability. Others continue to be challenged by a slow to recover economy, mental illness drug addiction and a pattern of poor life choices.

The Rochester Housing Authority is a public entity whose purpose is to provide housing and support services to low-income people. The Rochester City Manager appoints members to the board of commissioners, including at least one member who is a resident of a housing authority property. There is no provision for additional city review of housing authority procurement, hiring, capital improvements or engagement of other services, other than that which would be required by planning or zoning review of any property development. The Community Development Specialist with the City of Rochester is the "Responsible Entity" designated for completing the Environmental Review process for capital projects under the Housing Authority.

vi. Public Housing and resident initiatives:

In 2012, the Rochester Housing Authority (RHA) saw significant turnover in all of our programs with 23 HCV vouchers issued and 39 new move-ins for public housing units.

The Rochester Housing Authority (RHA) manages 182 HCV of which 21 are project based (PBV); 232 public housing units of which 172 are designated for elderly and younger disabled and 60 are family units. They manage two properties for the City and 70 units of tax credit housing which have set rents,

not based on income. The RHA is currently developing another 12 units of elderly tax credit housing and also offer (1) two-unit apartment house for families in need of temporary emergency housing who have an exit plan.

The RHA had an increase in applicants during 2012 processing 87 HCV applications, 41 PBV applications, 170 elderly and/or disabled applications and 135 family applications. The waiting lists as of 12/31/2012 had 128 applicants for HCV, 17 applicants for PBV, 218 applicants for elderly and/or disabled and 172 applicants for family housing.

Rochester Housing Authority is not designated as a troubled agency by HUD.

vii. Lead Based Paint Hazards:

Due to the inability of funding through CDBG to cover the cost of resources necessary to identify lead based paint hazards in Rochester's housing units, we continued to rely on the "Childhood Lead Poisoning Prevention Programs through the New Hampshire Department of Health and Human Services. They run regular "Lead Safe Renovation" workshops in the region and across the state to educate participants in practical, low-cost methods to safely control, contain, and clean up the lead paint that might be disturbed in a home while work is being done. In addition, they conduct statewide surveillance; provides medical case management and home inspections for lead-poisoned children; and provides information and referral for reduction and abatement of lead hazards. Their program staff also provides free lead poisoning prevention information kits. Any lead issues identified through the Community Action Weatherization Assistance Program are handled before any work moves forward and are reviewed as part of annual monitoring.

As part of regular monitoring, Community Development works with the Community Action Weatherization Assistance Program to ensure that any lead issues identified are handled prior to investment of CDBG funds. In addition, as part of the environmental review process, lead-based paint issues are reviewed for any CDBG project.

Community attended a meeting for the NH Healthy Homes Committee to provide input into the Strafford County Strategic Plan and gain education on the issues. Child lead poisoning prevention and education to the community was a focus of the committee.

viii. Compliance and Monitoring:

Program performance is reviewed and monitored annually with projected goals as well as their ability to comply with federal and local regulations. All sub-grantees have a contract or letter of agreement on file with the City.

Monitoring is in the form of annual visits to the site office where reporting statistics are kept, as well as the site where activities take place, if different. Staff also visits many agencies when they are open to the public or during special events, to keep current with activities the agency is engaged in and to get a first hand look at how the agency presents itself to the general public.

Construction projects are monitored through regular conferences with sub-grantees and included on-site monitoring and review of requirements for Environmental Reviews and federal wage compliance.

The position of "Community Development Specialist" is the person responsible for administering the CDBG grant for the City of Rochester. This role was vacant from July 1, 2012- November, 2012. Once the role was filled (from December, 2012-June, 2013), much of the Community Development Specialists time was spent learning CDBG regulations and projects in the City. The CD Specialist implemented several changes once on board in relation to evaluation and monitoring.

- Quarterly reporting forms for sub-grantees were modified to improve the quality and accuracy of data reporting.
- Job Loan reporting forms for job creation data were modified.
- Underwriting documents for Job Loans were reviewed with Economic Development and revised to improve the process of evaluating businesses for these loans in the future.
- The process for evaluating applicants for CDBG funding has been formalized to provide a more objective, clear and transparent process. The process includes a matrix that organizes agencies into different consolidated goal categories and then by specific elements prioritized through the Community Development Committee. Organizing the applicants based on the criteria assisted the Community Development Committee to rate the applicants and provide an aggregate picture for the full council. This process will continue to be refined for the next year, including a major revision to the grant application to re-organize the most critical information to easily aggregate as well as additional inclusion of applicants in committee meetings to discuss their needs and goals.

ix. Reduce the number of families in Poverty:

The City recognizes there are many players in the coordination of efforts to provide opportunities for the lowest tier of residents in Rochester. In FY 2012-2013, support has been spread throughout all categories of the Consolidated Plan (Basic Needs, Safety Net and Investment) and includes support to organizations such as the Dover Adult Learning Center and Project Pride because we feel participants will have a greater likelihood of positive future economic status if they can attain the basic skills needed to advance in the marketplace and avoid poverty. There is also great support for the JOB Loan Program and the Small Business Development Center which have assisted with growth and job creation to local businesses.

The City also supported the Rochester Child Care Center in FY 12-13, which supplies subsidized daycare, thereby allowing the parents to work and provide family income. The continued support of the shelters (Crossroads House, My Friend's Place and HCSC) have provided members of the community with shelter, food, transitional housing and an array of case management opportunities to help with self sufficiency and assistance to the SHARE Fund which provides food, clothing and financial assistance to Rochester residents in need. Through this program Emergency Housing Services are available and include security deposit assistance and back rental payments. Emergency housing services helps prevent/alleviate homelessness in our community by providing Rochester households with help to secure and/or maintain affordable and adequate housing in times of crisis or financial emergency. The City also supports the efforts of the SHARE fund's other activities, Gerry's Food Pantry and the Community Clothing Closet that provide food and clothing for needy residents through providing space in the community center to help alleviate some of the burden of operating costs.

City Welfare practices thoughtful pro-active case management, which includes educating people toward self-sufficiency. It assists clients with job attaining skills, including completing applications, resumes and interviews. These case management efforts are unique to local welfare, but proven to be effective. It also refers clients to other appropriate agencies including, food stamps, family cash assistance, Medicaid and subsidized housing to potentially meet their long-term needs. Rochester City Welfare staff takes pride in managing client emergencies by taking a pro-active case management approach to minimize future emergencies. Residents benefit from these efforts.

CDBG investments in the Rochester Community Center have done much to make it a "one stop" resource for our low-income community and the Community Center will continue to be a priority focus for future needs. Currently, many agencies operate within the building, including Sexual Assault Support

Services, Rochester Area Senior Citizens Inc., the HUB Family Resource Center and A Safe Place (Seacoast Task Force on Family Violence), the SHARE Fund (Food Pantry, Clothing Fund and Rental Assistance), State of NH Health and Human Services, Strafford County Community Action Fuel Assistance Program and Strafford County Head Start. Having services from multiple agencies in accessible location (versus all over Strafford County) not only saves time and minimizes the amount of difficulty involved in obtaining services. This further increases the utility of the rehabilitated space at the community center for the benefit of vulnerable citizens.

g.) Leveraging Resources

No matching funds were required for any of the CDBG activities.

Activities that leveraged funds for the CDBG Program included:

- Community Action Partnership of Strafford County's Weatherization Program leveraged over \$77,943.73 in PSNH, UNITIL, HRRP, ARRA, and WIPP Funds for owner occupied houses from 7/1/12-6/30/13.
- Economic Development (JOB LOAN) leveraged \$468,000 in private funds for a total of \$468,000 in leveraged funds.
- Pine Street Sidewalk Project leveraged \$1.15 million in ARRA federal funds. This was reported in the last CAPER submitted in January, 2013, however, the work on this project was completed in December, 2012.

h.) Citizens Comments

The Annual Performance Report (CAPER) is available in the Planning Department at Rochester City Hall and online at the City website. This report provides all the necessary elements required for citizen participation, including the Federal funds that were made available for furthering the objectives of the Consolidated Plan, the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution of funds if applicable. Availability of the report will be posted for 15 days in the local newspaper and any public comments will be forwarded to HUD after the public comment period has ended.

i.) Administration, Self Evaluation other areas of activity

This plan represents the third year of the 2010-2015 Consolidated Plan. The grant for FY 12-13 was \$225,961, a \$50,401 decrease from prior years funding. \$33,894 was the maximum available for program Planning and Administration of the Community Development Block Grant. Funding in this category pays for staff salaries to plan, execute and report on the activities described above, as well as mandatory public notices, supplies, legal services, proportional share city audit costs, etc. Planning and administrative expenses are authorized under CDBG regulation 570.206.

Community Development staff coordinates the projects selected in this plan and provides technical assistance to agencies and the public on how best to invest in their neighborhoods in compliance with the federal guidelines governing the Community Development Block Grant. The mission of Community Development is to work with the community, nonprofit and private sector partners to improve neighborhoods and assist lower income people to improve the quality of their lives. The Rochester Community Development Block Grant funded activities are limited in scope, but still have a significant and visible impact on the growth and well being of the community, contributing to its overall health and stability. We know CDBG cannot fill every gap and meet every need, but we believe the policies and guidance provided by our Consolidated Plan will give us a fair and consistent way to make the highest value investment and measure benefit to the community. We strive to utilize the collaborative climate to spur change and meet emerging needs regardless of our grant funding levels.

Staying connected to community in other capacities brings fresh information about the status of the low-income community and provides inspiration for future programming or changes needed to prevent additional instances of homelessness or neighborhood degradation, for example. The Community Development Specialist participates in Continuum of Care forums and the larger web of social service agencies to find ways to improve the living conditions for lower income people through non-traditional and often non-financial means. As funding sources get tighter, it takes the collective creativity of the community leaders to continue to find solutions.

The position of 'Community Development Specialist' was vacant from July 1, 2012- November, 2012. Once the role was filled (from December, 2012-June, 2013), much of the time was spent becoming familiar with CDBG regulations and projects in the City. The CD Specialist implemented several changes once on board including the process for evaluating applicants for CDBG funding. Along with the Community Development Committee, the CD Specialist has formalized the process to provide a more objective, clear and transparent evaluation. The process includes a matrix that organizes agencies into different consolidated goal categories and then by specific elements developed through Community Development. This process assisted the CD Committee to rate their level of support of each applicant and provide an aggregate picture for the full council. In addition, Public service organizations supported through the City Manager's special fund were included in the evaluation process as well and included: *Your VNA (elder home care services); the Homemakers (elder home care services); Strafford County Community Action (poverty outreach programs)*. This process will continue to be refined for the next year, including a major revision to the grant application to re-organize the most critical information to easily aggregate as well as additional inclusion of applicants in committee meetings to discuss their needs and goals.

With significant reductions in CDBG funding, the Community Development Specialist has taken on additional responsibilities within the City including grant writing and grant management for non-CDBG funding sources as well as reporting for the City's Tax Increment Financing Districts. In addition, several staffing changes have occurred within the Planning and Development Department. The Community Development Specialist now reports directly to the Director of Economic Development.

j. Geographic Distribution of funds this year was distributed evenly throughout the city. All of the census tract and block groups are eligible for CDBG activities for meeting the 51% low-mod threshold established by HUD. Our community of racial or ethnic minorities does not have particular area of concentration geographically. 2010 census data shows a non-white racial population that is less than 5%. Likewise, overcrowding is not a significant problem within the city. Less than 2% of units have more than one person per room reported.