



City of Rochester, New Hampshire

Division of Community Development

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FY 2016-2017 Community Development Block Grant (CDBG) Activities Summary Report for the City of Rochester

submitted to the New Hampshire Division of Historical Resources on July 3, 2017

This report has been prepared by the City of Rochester's Community Development Coordinator in compliance with the monitoring and reporting provisions of the Programmatic Agreement between the City of Rochester, NH and the Hampshire State Historic Preservation Officer ("Programmatic Agreement"), entered into June 2016.

Community Development Block Grant (CDBG) activities undertaken during FY 2016-2017 are:

Exempt and Categorically Excluded Activities

The following activities are administrative/management, economic development, or public services that have no physical environmental impact or result in any physical environmental changes. As a result, all have been reviewed under 24 CFR 58 and have been found to be exempt from the provision of the National Environmental Policy Act and other laws and authorities cited in 24 CFR 58.5. No Request for Release of Funds or further environmental review is required. Compliance with any applicable requirements of 24 CFR 58.6 is required.

Description of exempt and categorically excluded CDBG activities and citations of applicable activity under 24 CFR 58:

1. CDBG Administration and Planning – 24 CFR 58.34(a)(3)
2. Court Appointed Special Advocates of New Hampshire – 24 CFR 58.34(a)(4)
3. Cross Roads House – 24 CFR 58.35(b)(2)
4. Dover Adult Learning Center – 24 CFR 58.34(a)(4)
5. Homeless Center for Strafford County (Operational Expenses/PSA) – 24 CFR 58.34(b)(2)
6. Job Opportunity Benefit (JOB) Loans Program – 24 CFR 58.34(a)(11) and 24 CFR 58.35(b)(4)
[individual loans subject to HUD's Categorically Excluded Statutory Checklist for §58.35 (a)(3)(iii) activities]
7. My Friend's Place – 24 CFR 58.34(b)(2)
8. MY-TURN – 24 CFR 58.35(b)(3)
9. SHARE Fund – 24 CFR 58.35(b)(2)

Non-Exempt Activities

1. Community Action Partnership for Strafford County – Weatherization Program

This activity performs small-scale weatherization renovations on single-family homes owned by low to moderate income residents. Many of these homes are manufactured homes less than 50 years old. During FY 2016-2017, all eleven individual projects performed under this activity have fallen within

the activities stipulated as not requiring review by the New Hampshire Division of Historical Resources, under Appendix I of the Programmatic Agreement. No projects involved ground disturbance, and all involved little to no work that affected the exterior of the residences. Individual project files are available for review upon request.

No problems were encountered during any of the projects.

2. Rochester Main Street Façade Program

This activity provides mini-grants for façade improvements and code enforcement corrections for downtown commercial buildings. The activity only provided one mini-grant, to the Performing Arts Center run by the Rochester Opera House and located at 32 North Main Street in Rochester, to renovate the façade of the building. The building is located in Rochester's historic district.

All of the work falls within the activities stipulated as not requiring review by the New Hampshire Division of Historical Resources, under Appendix I of the Programmatic Agreement, except for removal of the awning. The awning, however, is not original to the building but was added during the late 1970s or early 1980s. The Community Development Coordinator consulted with the Preservation Project Reviewer to determine that the project does fall within the Programmatic Agreement.

The project has started but not yet finished. It is anticipated that it will be finished early in FY 2017-2018.

3. Homeless Center for Strafford County – Generator

This activity will install a small back-up generator at the Homeless Center for Strafford County's main building, which is located at 9 Islinglas Drive in Rochester. A Request for Project Review was submitted to the New Hampshire Division of Historical Resources in June 2016, and a determination of "No Historic Properties Affected" was received.

Due to a new policy that CDBG projects are subject to the City of Rochester's procurement policies and a new executive director at the shelter, the project has been delayed and has not yet started. It is anticipated that it will be finished within the first quarter of FY 2017-2018, however.

4. Community Partners – Elevator

This activity installed a new elevator lift in Community Partner's Dover office located at 113 Crosby Road, Suite 1, in Dover. This replaced an existing but old elevator lift within the building. A Request for Project Review was submitted to the New Hampshire Division of Historical Resources in June 2016, and a determination of "No Historic Properties Affected" was received.

No problems were encountered during the project.

5. Tri-City Co-op – Handicap Ramp and HVAC

This activity replaced the existing HVAC unit at Tri-City Cooperative Alliance's new building, located at 55 Summer Street in Rochester, and lengthened the existing handicap ramp at the front entrance of the building. A Request for Project Review was submitted to the New Hampshire Division of Historical Resources in June 2016, and a determination of "No Historical Properties Affected" was received."

No problems were encountered during the project.

6. Hope on Haven Hill – Renovations

This activity involves renovations to an existing building (formerly a farm with blacksmith converted to a current residential home) located at 326 Rochester Hill Road and listed on the State Historic Register and eligible for listing on the National Register of Historic Places. The renovations involved turning the residential home into a facility to house and support pregnant women with substance abuse addictions.

On the first floor, the workshop/garage of the house were turned into offices for staff, a new boiler was installed in the cellar to replace the current unit, several windows were replaced due to concerns regarding lead-based paint, and the railing on the main stairway leading to the second floor of the house received a height extension to bring the stairs up to current City codes. A second-story closet was turned into a bathroom, and a fire sprinkler system was installed throughout the house.

Outside the house, a currently-existing gravel parking space, located adjacent to the house's driveway, was expanded a bit further to provide more parking.

A Request for Project Review was submitted in April 2016, and the City of Rochester entered into negotiations with the New Hampshire Division of Historical Resources regarding the proposed work in the spring and summer of 2016. This involved several phone calls and on-site meetings with state staff, city staff, and Hope on Haven Hill staff. In August 2016, the New Hampshire Division of Historical Resources issued a determination that the project could proceed with the stipulations that (1) the historic windows would be restored according to the proposal submitted by subcontractor Window Master, (2) the main stairway would be retained, except for the top three winders, with raised guard rails, (3) measurements and digital photographs would be taken of the existing stairs and submitted to the state, and (4) any significant design changes would be submitted for review and comment.

The project began in fall 2016 and was completed in December 2016. All stipulations were met during the renovations. No problems were encountered during the project.

The City of Rochester did not receive any disputes or objections during its efforts to carry out the aforementioned activities and/or the terms of the Programmatic Agreement.

Public Involvement

The City of Rochester notifies the public about its CDBG program and CDBG activities through three formal processes—the Consolidated Action Plan, the Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER). The Consolidated Action Plan is a five-year planning document for the CDBG program that is created with extensive input from the general public and low to moderate income residents in particular. The Annual Action Plan is an annual planning document that outlines specific activities for the upcoming program year, and it is also created with extensive input from the general public and low to moderate income residents in particular. The current Consolidated Action Plan, as well as the Annual Action Plans for each year under the current Consolidated Plan, are made available at the City Clerk's Office, the Rochester Public Library, and the Office of Economic & Community Development and are posted on the city's website at <https://www.rochesternh.net/community-development-division/pages/annual->

[reports.](#)

The Consolidated Annual Performance and Evaluation Report provides a summary of all activities and accomplishments for the completed program year. CAPERs dating back to 2010 are posted on the city's website at <https://www.rochesternh.net/community-development-division/pages/annual-reports>. Before the CAPER is submitted to the U.S. Department of Housing and Urban Development for review and approval, an official public notice and solicitation of public comments is posted in the local newspaper as well as on the city website.

In addition, all of the non-exempt FY 2016-2017 CDBG activities, before they commenced, were disclosed to the public in a combined Notice of Intent to Request the Release of Funds and Request for Release of Funds. The public notice advised that information on each activity was available in the Office of Economic & Community Development for public review and solicited comments on the activities. No comments were received on any of the activities.

This report, after submission, will also be made available to the public through publication on the city's website at <https://www.rochesternh.net/community-development-division/pages/annual-reports>.