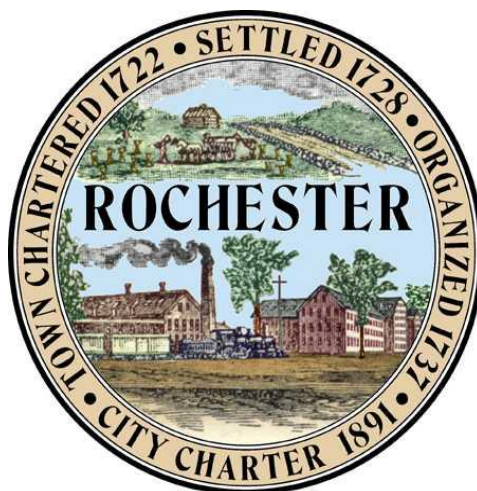


**Community Development
Block Grant Program**

Consolidated Annual Performance and Evaluation Report (CAPER)



**City of Rochester, New Hampshire
July 1, 2016—June 30, 2017**

Prepared for the US Department of Housing and Urban Development

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This FY 2016-2017 Consolidated Annual Performance Evaluation Report (CAPER) summarizes the accomplishments and financial expenditures of Year 2 of the FY 2015-2020 Consolidated Action Plan (FY 2016-2017 Annual Action Plan) of the City of Rochester. 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 (CDBG) funds and review of program achievements, as required 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 the low- to moderate-income residents of the City. The Consolidated Plan is the result of an eighteen-month collaborative process that includes extensive public outreach, multiple public hearings, and consultation with community agencies, neighborhood groups, and other relevant organizations. The Annual Action Plan is developed each fiscal year to describe the projects that have been funded for that year as they relate to the five-year Consolidated Plan program goals.

The Consolidated Plan under which this year's CAPER falls started July 1, 2015 and will end June 30, 2020, comprising five Annual Action Plan (or program years). Programs and activities described in this report were 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 FY 2016-2017 was \$ \$241,052.00.

All Annual Action Plans must address the needs of the community, with primary benefits addressing the needs of low- to moderate-income persons (defined as those with household incomes below 80% of the area median income). For FY 2016-2017, the median income for the Portsmouth-Rochester Metropolitan Fair Market Rent Area was \$83,400. In addition, Consolidated Plans and Annual Action Plans must address the three national objectives set forth by HUD: (1) to provide decent housing, (2) to provide a suitable living environment, or (3) to expand economic opportunities.

All CDBG activities undertaken during FY 2016-2017 advanced one or more of these three national HUD objectives. Public service activities (non-construction funding for social service agencies) included funding for the region's three homeless shelters, rental assistance for low-income families, and educational programs for low-income residents. Most of these activities were aimed at providing a suitable living environment or to provide decent and affordable housing for low- and moderate-income residents.

Economic development activities included a loan to a Rochester business through the CDBG-funded Job Opportunity Benefit (JOB) revolving loan fund, which promotes the retention and creation of jobs for low- and moderate-income residents. There is a second loan

to a second Rochester business that has been approved by the JOB Loan Committee but has not yet been finalized.

Housing rehabilitation funding supported the Community Action Partnership for Strafford County's weatherization assistance program, which weatherizes the homes of low-income residents. This activity is aimed at providing decent, affordable housing.

Public facilities funding supported a façade and codes improvement program for downtown commercial buildings; the installation of a new elevator lift at the main offices of Community Partners, which provides behavioral health and supportive services to residents with mental illnesses and development disabilities; the installation of a new exterior handicap ramp and HVAC system at Tri-City Co-op, which is a peer-to-peer mental health services agency; and extensive renovations to turn a former single-family home into an in-patient facility serving homeless pregnant women with substance use disorders. The project installing a new elevator lift at Spaulding High School, originally planned for FY 2015-2016, was completed in early FY 2016-2017. A planned project to install a new back-up generator at the Homeless Center for Strafford County's main building, planned for FY 2016-2017, has been slightly delayed and is scheduled to be completed in early FY 2017-2018. Most facilities projects served exclusively low- and moderate-income clients, either through direct income tracking or presumed low-income statuses (such as homeless persons or persons with severe disabilities). The downtown facades and codes improvement program addressed downtown slum and blight conditions; also, the downtown is comprised of census tracts that are largely low- and moderate-income. These projects were aimed at providing a suitable living environment.

This past fiscal year also saw a number of new community development initiatives undertaken by the City of Rochester's Community Development Coordinator, as well as renewal of previous community development initiatives. These include facilitation of potential partnership meetings between the Rochester Housing Authority and regional housing-focused non-profit organizations, continued coordination with the Rochester Housing Authority to submit a joint Assessment of Fair Housing, attendance of the statewide New Hampshire Conference on Homelessness, and partnership with the Workforce Housing Coalition of the Greater Seacoast to create a monthly housing discussion group.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

As in previous years, CDBG priorities favored public services and facilities projects serving homeless residents, rental assistance and housing rehabilitation to preserve affordable housing stock, and activities and projects located in low- to moderate-income city census tracts, as these are the areas of continued greatest need. FY 2016-2017 funding reflected these priorities.

In most categories of funding, goals were met or exceeded, such as “Affordable Housing for Homeless Persons,” “Increase Access to Quality Facilities and Services,” and “Retention of Affordable Housing Stock.” In addition, “Increasing the Supply of Supportive Housing,” under which the Hope on Haven Hill renovation project fell, also met the FY 2015-2020 Consolidated Plan goal of “Reducing Substance Abuse (Especially Heroin)” as it funding the opening of an in-patient facility serving homeless pregnant women with substance use disorders. Overall, significant and substantial progress was made across all funding categories to provide decent housing, to provide a suitable living environment, and to expand economic opportunities for residents of the City of Rochester.

In three categories, there are under 100% goal performance numbers reported, but in two of these cases there are reasons for the low numbers that are unrelated to actual poor performance. For the “facade treatment/business building rehabilitation” indicator under “Improving the Safety/Livability of Neighborhoods” goal, there was a goal of one building set. Currently, this funding category is funding façade renovations on the downtown Performing Arts Center building. This project has been slightly delayed due to the necessity of consultations with the Rochester Historic District Commission, but it is anticipated to be completed in early FY 2017-2018. When it is complete, 100% of the set goal will be achieved.

For the “Public Services Concerned with Employment” goal, the employment assistance agency MY-TURN set a goal of serving 40 new and existing clients, but for FY 2016-2017 only new clients were reported. The actual goal for this category should have been 270 clients served, rather than 290, resulting in an 81% achievement rate. Also, the other agency funded under this category, the Dover Adult Learning Center, fell somewhat short of its goals, serving 202 of its proposed 250 clients. During end of year subrecipient site monitoring, the City of Rochester’s Community Development Coordinator provided counseling to the Dover Adult Learning Center on goal-setting and performance.

For the third category in which performance fell below 100%, “Inreas[ing] Access to Affordable and Quality Housing,” the SHARE Fund’s rental assistance program served 51 of its proposed 60 clients. This shortfall was discussed during end of year subrecipient site monitoring, and the SHARE Fund reported that it has seen an increase in applicants from clients who are not qualified for the rental assistance program (*e.g.*, requests for motels versus security deposits on permanent rental residences). The SHARE Fund works on action plans with such clients so they can become qualified and receive rental assistance.

Lastly, in FY 2016-2017, the Community Action Partnership of Strafford County’s weatherization assistance program formally concluded its corrective action plan that was initiated in FY 2015-2016 due to the program’s difficulties in spending grant funds in a timely fashion. The program exhibited no such issues during FY 2016-2017 and spent all of its allocated grant funds and exceeded its performance goals for the fiscal year.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable Housing for Homeless Persons	Affordable Housing Homeless	CDBG: \$35,657.80	Homeless Person Overnight Shelter	Persons Assisted	126	240	190.48%	120	122	101.67%
Improving the Safety/Livability of Neighborhoods	Non-Housing Community Development	CDBG: \$4,421.61	Facade treatment/business building rehabilitation	Business	0	0	N/A	1	0	0.00%
Increase Access to Affordable and Quality Housing	Affordable Housing Non-Homeless Special Needs	CDBG: \$5,000.00	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	60	87	145.00%	60	51	85%
Increase Access to Quality Facilities and Services	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$48,420.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	1371	N/A	1286	1559	121.23%

Increase Access to Quality Facilities and Services	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$1,500.00	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0	N/A	57	76	133.33%
Increasing the Supply of Supportive Housing	Affordable Housing Non-Homeless Special Needs	CDBG: \$102,456.00	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	8	100.00%	16	16	100.00%
Public Services Concerned with Employment	Non-Housing Community Development Economic Development	CDBG: \$10,000.00	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	270	241	89.26%	290	220	75.86%
Retention of Affordable Housing Stock	Affordable Housing	CDBG: \$46,103.14	Homeowner Housing Rehabilitated	Household Housing Unit	50	73	146.00%	20	21	105.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

As in previous years, CDBG priorities favored public services and facilities projects serving homeless residents, rental assistance and housing rehabilitation to preserve affordable housing stock, and activities and projects located in low- to moderate-income city census tracts, as these are the areas of continued greatest need. FY 2016-2017 funding reflected these priorities. Over half of all available

public service funding went to direct services for homeless residents, another \$16,300 was allocated to facility improvements for the Homeless Center for Strafford County, and \$102,456 funded renovations necessary to open the Hope on Haven Hill facility for pregnant homeless women with substance use disorders. This represents well over \$100,000 committed to serving homeless residents and nearly half of the entire allocated CDBG grant funds for FY 2016-2017.

For maintaining affordable housing for low-moderate income residents, \$5,000 was spent by the SHARE Fund to provide rental assistance, as the rental market remains a large provider of affordable housing for Rochester residents, and \$46,103.14 was spent by the Community Action Partnership of Strafford County to provide weatherization for homes owned by low-moderate income residents. For most residents, this greatly reduces energy costs for the home, thereby keeping the home affordable for the owner.

The façade and code improvements project, facilitated by Rochester Main Street, took place in the downtown district which encompasses census tracts classified by HUD as >51% low-moderate income. The downtown area also has high percentages (over 25%) of vacant and deteriorated commercial buildings, leading to slum and blight conditions that the façade and code improvements activity was aimed at addressing.

Other priorities, aligned with the needs identified in the FY 2015-2020 Consolidated Plan and FY 2015-2016 Annual Action Plan, focused on providing for the basic needs of Rochester residents and addressing the continuing opioid addiction crisis in the region. Such activities included maintaining accessibility for residents with severe disabilities through replacing the old elevator at Community Partners and bringing the exterior handicap ramp at Tri-City Co-op into code compliance; High School Equivalency Testing assistance offered through the Dover Adult Learning Center, which provides for a basic level of education for low-moderate income residents; and renovations of the building used to open Hope on Haven Hill, an in-patient and out-patient facility serving pregnant homeless women with substance use disorders.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	1,476
Black or African American	149
Asian	83
American Indian or American Native	3
Native Hawaiian or Other Pacific Islander	0
Total	1,711
Hispanic	35
Not Hispanic	1,676

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

During FY 2017-2018, approximately 86% of the residents of the City of Rochester served were white, and approximately 14% of the residents served were of non-white races and/or ethnicities (predominantly Black or African-American and Asian). According to U.S. Census data, the City of Rochester is 95.4% white, 0.8% Black or African-American, 0.3% American Indian or Alaska Native, 1.2% Asian, 0.1% Native Hawaiian or other Pacific Islander, 1.8% Hispanic, and 1.7% two or more races. There have not been disproportionate services provided to white residents over residents belonging to racial/ethnic minorities.

Please note that there may be slight discrepancies in the numbers provided, as several multi-racial categories were included in the demographic questionnaires provided to recipients of CDBG-funded public services. Many residents identified as belonging to two races/ethnicities or as “Other/Multiracial.”

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	355,441.44	328,601.34
General Fund	General Fund	125,000	148,559.59
Other	Other	389,125	389,125

Table 3 - Resources Made Available

Narrative

In the adopted FY 2016-2017 Action Plan, \$277,583.53 in CDBG grant funds, which includes the \$241,052 grant allocation for FY 2016-2017 as well as prior year unexpended CDBG funds, were made available to the City of Rochester. In subsequent minor plan amendments, an additional \$21,103.14 in prior year unexpended funds was allocated to the Community Action Partnership of Strafford County weatherization program, an additional \$28,000 to the Hope on Haven Hill renovation project, an additional \$3,080 for the Tri-City Co-op HVAC and handicap ramp project, an additional \$300 for the Homeless Center for Strafford County back-up generator project, and an additional \$25,374.77 for the Job Opportunity Benefit Loan Program revolving loan fund. This resulted in a total allocation of CDBG funds for FY 2016-2017 of \$355,441.44. (The adopted FY 2016-2017 Annual Action Plan and its minor amendments are available on the City of Rochester's website at <https://www.rochesternh.net/community-development-division/pages/action-plans>.)

During this same time period, \$4,069,809.33 was also made available in leveraged funds provided by the public service agencies that received CDBG funding. The source of these leveraged funds is various and includes non-CDBG federal grants, state grants, municipal-level funding, and private donations received by the public service agency CDBG subrecipients.

During FY 2016-2017, \$280,390.94 was expended on programs and activities, and \$48,210.40 was spent on planning and administration of the CDBG program, for a total expenditure of \$328,601.34 for FY 2016-2017.

In the annual grant application developed by Community Development staff, CDBG applicants must state both the amount and the percentage of leveraged funds relative to the CDBG funds being requested. The percentage and amount of leveraged funds available are taken into account when grant applications are analyzed and funding decisions made.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Rochester Low-Moderate Income Census Tracts	60	38	HUD-determined census tracts of 51% or greater low-moderate income residents

Table 4 – Identify the geographic distribution and location of investments

Narrative

In FY 2016-2017, \$124,084.40 was spent on activities in $\geq 51\%$ low-moderate income census tracts, and \$204,516.94 was spent on activities in $\leq 51\%$ low-moderate income census tracts. All activities in non-low-moderate income census tracts, however, were based on served clients’ actual low-income or presumed low-income status (e.g., persons who are homeless or have severe disabilities).

These activities were operational expenses at the three regional homeless shelters, the Homeless Center for Strafford County, My Friend’s Place, and Cross Roads House; the extensive renovations at the Hope on Haven Hill facility, which serves homeless pregnant women with substance use disorders; the new elevator at the Community Partners offices, which serves clients with mental illnesses and development disabilities; and the Community Action Partnership of Strafford County’s weatherization program, which provides weatherization and related housing rehabilitation services for low-income homeowners. The actual allocation differs from the anticipated allocation as, after the FY 2016-2017 Action Plan was adopted, significant additional funds were allocated to the Community Action Partnership of Strafford County’s weatherization program and Hope on Haven Hill renovation project in minor plan amendments.

All of these activities, although occurring in census tracts that are not majority low- to moderate income, serve some of the most vulnerable and neediest of Rochester’s residents—persons who are homeless, people with substance use disorders, and people with mental illnesses and/or development disabilities. No publicly owned land or property was used during FY 2016-2017, as all available public facilities and infrastructure funds were awarded to public service agency projects rather than direct City projects.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

During FY 2016-2017, \$4,069,809.33 was also made available in leveraged funds provided by the public service agencies that received CDBG funding. The source of these leveraged funds is various and includes non-CDBG federal grants, state grants, municipal-level funding, and private donations received by the public service agency CDBG subrecipients. The Community Action Partnership of Strafford County's weatherization assistance program, for example, receives leveraged funds through regional utility companies and the state Department of Energy. The United Way of the Greater Seacoast also provides significant funding for multiple public service agencies that receive Rochester CDBG funds, especially the three regional homeless services providers.

In the annual grant application developed by Community Development staff, CDBG applicants must state both the amount and the percentage of leveraged funds relative to the CDBG funds being requested. The percentage and amount of leveraged funds available are taken into account when grant applications are analyzed and funding decisions made.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of homeless households to be provided affordable housing units	124	122
Number of non-homeless households to be provided affordable housing units	25	17
Number of special-needs households to be provided affordable housing units	8	16
Total	157	155

Table 5- Number of Households

	One-Year Goal	Actual
Number of households supported through rental assistance	15	17
Number of households supported through the production of new units	0	0
Number of households supported through the rehab of existing units	20	21
Number of households supported through the acquisition of existing units	0	0
Total	35	38

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Overall, performance for FY 2016-2017 was close to the anticipated outcomes. The goal for rental assistance and housing rehabilitation was exceeded, while the goal for homeless households felt very slightly under the set goal.

Since the Seacoast region has transitioned to a Coordinated Entry system for managing intakes into the regional homeless services system, the three individual homeless shelters that receive Rochester CBDG funding (Homeless Center for Strafford County, My Friend's Place, and Cross Roads House) have found it challenging to accurately estimate how many clients will be served within the any given year since all homeless clients are now funneled through the same organizational point of contact. It is also difficult sometimes to establish what the most accurate residency for a homeless individual or family might be, as many of these individuals and families are frequently moving between various cities and towns in the Seacoast region. Thus, while a shelter may be serving the same or greater number of clients overall, the specific percentage of Rochester residents may decline.

Performance goals were slightly exceeded for rental assistance and home rehabilitation. For

rental assistance, most households were extremely low income, and the remainder were low income. For home rehabilitation, the vast majority of households were extremely low income, and the remainder were low income.

Discuss how these outcomes will impact future annual action plans.

Over the last few years, Cross Roads House has exceeded its estimates, while the Homeless Center for Strafford County has fallen short of its estimates. In FY 2016-2017, My Friend’s Place substantially exceeded its estimates. During FY 2016-2017 subrecipient site monitoring, the Community Development Coordinator provided continued counseling and suggestions on how to better reconcile projected goals with actual performance. Prior to the FY 2017-2018 CDBG grant application period, the Community Development Coordinator will consult with all three homeless shelters to discuss current client trends and to provide directives on how to accurately estimate projected goals for FY 2018-2019.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	231	0
Low-income	36	0
Moderate-income	6	0
Total	273	0

Table 7 – Number of Households Served

Narrative Information

The majority (84.3%) of Rochester residents assisted with CDBG funds during FY 2016-2017 was extremely low income, and an overwhelming majority was low income/extremely low income (97.4%) and low-moderate income (99.6%). In addition to the numbers in Table 13, there was one non-low-moderate income resident assisted with CDBG funds by the Dover Adult Learning Center.

For CDBG purposes, “extremely low income” is defined as 30% of the area median income, “low income” is defined as 50% of the area median income, and “moderate income” is defined as 80% of the area median income. For FY 2016-2017, the area median income for the Portsmouth-Rochester Metropolitan Fair Market Rent Area was \$83,400.

There is not a situation in which moderate-income residents are being assisted at disproportionate levels compared to low-income residents. The opposite is the case, with most residents served by CDBG-funded activities falling into the extremely low income category, followed by low income and moderate income. This reflects the City of Rochester’s prioritization of providing basic needs and ensuring services are available for its most vulnerable residents.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Activities to address homelessness in FY 2016-2017 included public service agency grants to the three regional homeless shelters that provide services to Rochester residents (the Homeless Center for Strafford County, My Friend's Place, and Cross Roads House), rental assistance for families who are threatened by homelessness via funding the SHARE Fund's rental assistance program, public facilities funding to install a back-up generator at the Homeless Center for Strafford County, and participation by Community Development staff in multiple events and coalitions addressing homelessness issues. The Community Development Coordinator attended most Balance of State Continuum of Care meetings, continued participation on the steering committee of the Greater Seacoast Coalition to End Homelessness, and engaged in extensive consultations with homeless services and allied providers.

In addition, in early 2017, the Community Development Coordinator partnered with the Workforce Housing Coalition of the Greater Seacoast to begin a monthly discussion group focused on addressing housing needs in the City of Rochester. While not exclusively focused on homeless, it is widely agreed that the current housing situation in the region, which has high rental rates and extremely low vacancy rates of rental housing, has been contributing significantly to the homelessness issue in the region.

The region's three homeless shelters, along with Coordinated Entry staff housed within the Community Action Partnership of Strafford County, provide individual assessment for each homeless person or family, or each person or family at risk for homelessness. Based on these assessments, the person or family is placed with a homeless shelter that best fits their needs, referred to an organization that can provide rental assistance, or provided other relevant referrals. The continued implementation of the Coordinated Entry system for the entire Seacoast region has formalized this intake process and ensured that the provided resources are a good match for the individual's particular situation and needs.

Addressing the emergency shelter and transitional housing needs of homeless persons

During FY 2016-2017, CDBG public service agency operating grants were awarded to the three regional homeless shelters that provide services to Rochester residents. Over half of the available public service agency operating grant funds awarded for FY 2016-2017 went to the three regional homeless shelters, in fact. All three shelters provide emergency shelter and supportive services to residents, including financial counseling, educational and vocational training, child care, and health clinics. Two of the three shelters have transitional housing units available. Cross Roads House, the regional homeless shelter with the largest capacity, also runs a Housing First program.

In addition, public facilities grants were awarded to the Homeless Center for Strafford County to fund a back-up generator for its main shelter and to Hope on Haven Hill to renovate a building to be used as an in-patient facility for homeless pregnant women with substance use disorders. This represented approximately 70% of all public facilities funding for FY 2016-2017.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

During FY 2016-2017, CDBG funds supported a rental assistance programs for families who are threatened by homelessness, via a public service grant to the SHARE Fund, and housing rehabilitation for low-income homeowners via funding for the Community Action Partnership of Strafford County's weatherization assistance program. Without this assistance, it is likely that these Rochester residents would have been placed at risk of losing their current housing and becoming homeless.

FY 2016-2017 CDBG funding also supported Tri-City Co-op, which provides peer-to-peer mental health support services, and Community Partners, which serves residents with mental illnesses and developmental disabilities, through public facilities grants. All of these services help support stable housing situations and increased quality of life.

Perhaps most importantly, over \$100,000 in funds helped allow Hope on Haven Hill to open an eight-bed in-patient facility for homeless pregnant women with substance use disorders. Many of these women come to Hope on Haven Hill after being released from hospitals or from correctional programs and have nowhere else to live and receive treatment. Most if not all would be homeless without this facility, and the lengthy waiting list for beds is a testament to the great need for Hope on Haven Hill's services.

In addition, the Community Development Coordinator has been active in multiple coalitions and groups through FY 2016-2017, including the Greater Seacoast Coalition to End Homelessness and the monthly Rochester housing discussion group. The Greater Seacoast Coalition to End Homelessness has continued its Community Care Teams initiative, which particularly supports residents who are chronically homeless and/or have a mental illness and/or substance use disorder, and is exploring housing development possibilities. In early 2017, the Community Development Coordinator partnered with the Workforce Housing Coalition of the Greater Seacoast to begin a monthly discussion group focused on addressing housing needs in the City of Rochester, including the needs of the city's homeless populations and the need for affordable housing.

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

During FY 2016-2017, CDBG public services grants were awarded to the three regional homeless shelters that provide services to Rochester residents. Two of the three shelters have transitional housing units available, and all three shelters provide supportive services to residents, including financial counseling, educational and vocational training, child care, and health clinics. Cross Roads House also has implemented a Housing First initiative and hired a housing stability case manager to assist former shelter residents in maintaining housing once they have left the shelter.

In addition, CDBG funding has supported Tri-City Co-op, which provides peer-to-peer mental health support services, and Community Partners, which serves residents with mental illnesses and developmental disabilities, through public facilities grants. While these services are not homeless-specific, there is considerable overlap between these served populations and homeless populations in Rochester, and all of these services help support the transition to permanent housing and independent living.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The most recent Five Year Plan prepared by the Rochester Housing Authority (RHA) reports its goals and objectives as including reduction of public housing vacancies, increase in affordable housing units, the creation of workforce housing, and the promotion of economic opportunities and an increase in affordable healthcare access to low-income families.

During FY 2016-2017, CDBG funding supported a rental assistance programs for low-income families, via a public service grant to the SHARE Fund, and housing rehabilitation for low-income homeowners via funding for the Community Action Partnership of Strafford County's weatherization assistance program. A Job Opportunity Benefit loan was also awarded to a local business with an anticipated three new jobs to be created for low-income Rochester residents.

Addressing affordable and workforce housing creation, in early 2017, the Community Development Coordinator partnered with the Workforce Housing Coalition of the Greater Seacoast to begin a monthly discussion group focused on addressing housing needs in the City of Rochester, including the needs of the city's homeless populations and the need for affordable housing. The Rochester Housing Authority has actively participated in these meetings.

In addition, Rochester Community Development staff has arranged to have all CDBG project bids posted at RHA housing units to encourage the hiring of public housing residents for CDBG-funded projects.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The Rochester Housing Authority maintains a Resident Advisory Board, including representatives from each of the RHA's housing locations, that meets to review the RHA annual and five year plans. The Resident Advisory Board also provides input on general RHA operations. During the FY 2016-2017 Annual Action Plan citizen participation plan and the Assessment of Fair Housing citizen participation process, the City of Rochester's Community Development staff partnered with RHA and the Cooperative Alliance for Seacoast Transportation to host an outreach and feedback meeting specifically for RHA residents regarding transportation issues.

The Community Development Coordinator also forwards programs and funding opportunity regarding affordable homeownership to RHA staff as such information becomes available.

Actions taken to provide assistance to troubled PHAs

N/A. The Rochester Housing Authority is not designated as a troubled agency by HUD.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The City of Rochester's Community Development staff has assisted the Planning Department in applying for two grants addressing these issues. The Certified Local Government grant, which was awarded and has been accepted by the City, will be funding consultant work to create design guidelines for the historic district that will help streamline the process to receive approval to renovate buildings within the historic district. The historic district and downtown district largely overlap, and it is hoped that streamlining the historic review process will assist downtown property owners in either marketing properties for sale or reducing the costs for necessary renovations. Many of the downtown buildings would be suitable for redevelopment into rental housing.

The New Hampshire Municipal Technical Assistance Grant, which was awarded and is in the process of being accepted by the City, will be funding consultant work to review and revise downtown land use regulations to increase allowed density for buildings in the downtown region. There is considerable vacant space in the upper stories of many downtown buildings, which would be ideal for redevelopment into residential housing units, but the City's current low density limits for the downtown have prevented this redevelopment.

In addition, the Community Development Division coordinated with the Planning Department to create webpage on the City website discussing the federal Low-Income Housing Tax Credits program and providing contact information for New Hampshire housing developers. This page is available at <https://www.rochesternh.net/planning-development/pages/low-income-housing-tax-credits>.

Community Development staff has also continued to carefully monitor proposed City ordinances and legal actions that might impact affordable housing, including extensive consultation with the City's Legal Department, Welfare Office, and City Manager's Office regarding litigation involving a facility zoned as a campground but used as a permanent residence by many low-income Rochester residents.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

Some of the top underserved needs within the City of Rochester are supportive services and housing for residents with mental illnesses and substance abuse issues. During the FY 2016-2017 and FY 2017-2018 Annual Action Plan research and consultation process, the need for more services for those with mental illnesses and substance use disorders came up time and time again.

The main obstacles to serving these underserved needs are lack of funding and lack of organizational capacity. These obstacles have been addressed through a variety of means. CDBG

public facilities funding was awarded in FY 2015-2016 to the Tri-City Consumers' Action Co-Operative, a public service agency that provides non-medical peer-to-peer support services to residents of the City with mental illnesses. The Community Development Coordinator also has been active in the Greater Seacoast Coalition to End Homelessness, which has continued facilitation regional Community Care Teams, which support residents who are chronically homeless, many of whom have mental illness and/or substance use disorders.

Over \$100,000 in FY 2016-2017 CDBG funds helped allow Hope on Haven Hill to open an eight-bed in-patient facility for homeless pregnant women with substance use disorders. Many of these women come to Hope on Haven Hill after being released from hospitals or from correctional programs and have nowhere else to live and receive treatment. Most if not all would be homeless without this facility, and the lengthy waiting list for beds is a testament to the great need for Hope on Haven Hill's services.

Also, throughout FY 2016-2017, the City of Rochester continued its fiscal agent responsibilities for Bridging the Gaps: The Rochester Community Coalition for Alcohol and Drug Prevention. Bridging the Gaps receives federal funding through the Substance Abuse and Mental Health Services Administration to enact community-level change and reduction in substance abuse by the City's youth population. Community Development staff is involved in the fiscal management of the federal grant, identification of future and concurrent funding opportunities, and in coalition planning and programming.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The Community Action Partnership for Strafford County's weatherization assistance program, which expended \$46,103.14 in CDBG funding during FY 2016-2017, provides weatherization assistance to low-income residents of the City of Rochester. This includes updating heaters and boilers, replacing inadequate insulation, and other related rehabilitation activities. While performing this rehabilitation work, the weatherization assistance program also provides lead evaluation, containment, and/or abatement services when circumstances, such as the age of the home in question, indicate the need for such. In FY 2016-2017, a total of 13 housing units received housing rehabilitation assistance, including two units constructed prior to 1978.

In addition, the City of Rochester applied for a HUD lead hazard control grant in March 2017 but unfortunately did not receive an award. However, the New Hampshire Housing Finance Authority received an award for statewide lead abatement work and specifically named the City of Rochester as a partner for this grant.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City of Rochester engages in a multi-faceted approach to reducing poverty among city residents. One prong of this approach is the provision of direct services aimed at addressing basic and immediate needs of our most vulnerable, lowest-income residents. This includes emergency housing assistance, in the forms of funding for the region's homeless shelters and for the SHARE Fund's rental assistance program. Another prong involves investment in activities and programs that will help prevent poverty and/or address poverty over a longer period of time. This includes

funding for educational and vocational services, such as MY-TURN and the Dover Adult Learning Center's High School Equivalency Testing program, and funding for the mental health services provided by the Tri-City Co-op and Community Partners.

A third prong involves investing funds to create and broaden economic opportunities within the City of Rochester. The City maintains a revolving loan fund, the Job Opportunity Benefit (JOB) loan program, to provide funding to local businesses that commit to retaining at-risk jobs or creating new jobs specifically for low- to moderate-income residents. One JOB loan was entered into during FY 2016-2017, with an anticipated three jobs to be created for low- and moderate-income residents.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City of Rochester is a public entity that engages in municipal activities such as the planning and financing of economic development projects, code enforcement, planning and zoning review, financial relief assistance, and community development. Community Development staff regularly coordinates with various city departments, such as the Planning Department and Department of Public Works, and with a multitude of public service agencies, including agencies that receive CDBG funding subgrants and agencies that do not. This coordination has enabled the time- and cost-efficient provision of supportive services, housing rehabilitation, and public facilities improvements for low- and moderate-income Rochester residents. This coordination also identifies specific program and activity needs within the City, as well as other funding sources for City projects that may not qualify under CDBG.

The Community Development Coordinator participates also in the Balance of State Continuum of Care as a representation of the City of Rochester, as a steering committee member of the Greater Seacoast Coalition to End Homelessness, and as co-facilitator for a monthly Rochester housing discussion group along with the Workforce Housing Coalition of the Greater Seacoast. The involvement of Community Development staff in these organizations and coalitions provides for the development and strengthening of cross-agency relationships and projects.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

Community Development staff have engaged in a broad range of outreach and networking activities, including regularly forwarding relevant HUD, New Hampshire Bureau of Homeless and Housing Services, New Hampshire Housing Finance Authority, and other housing- and homelessness-related training opportunities to public service agency and local government contacts who might be interested. The Community Development Coordinator also participates as a member of the Balance of State Continuum of Care, a steering committee member of the Greater Seacoast Coalition to End Homelessness, and a co-facilitator for a monthly Rochester housing discussion group. Both the Greater Seacoast Coalition to End Homelessness and monthly housing discussion group are comprised of mixes of local government staff, PHA staff, local housing developers, regional business leaders, and public service agency staff, including housing, health care, education, and mental health services staff.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

During FY 2016-2017, the Community Development Coordinator has worked with the Rochester Housing Authority to continue the consultation process for the joint Assessment of Fair Housing, which has involved discussions with City staff, municipal staff from neighboring jurisdictions, mental health agencies, civil rights organizations, local housing services providers, and residents of all six City wards.

In addition, the Community Development Coordinator has attended relevant trainings of fair housing-related topics, such as a March 2017 training on the Violence Against Women Act and fair housing, held in Bedford, New Hampshire. The Community Development Coordinator has also shared information on fair housing issues, such as HUD bulletins and training information, with its CDBG subrecipients as well as other public service agency contacts.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

During the FY 2016-2017 and FY 2017-2018 subrecipient CDBG grant application processes, the City of Rochester required information as to the applicant organization's experience with federal grant requirements, prior CDBG funding history, and ability to comply with federal and local regulations. Applications from previously-funded organizations were analyzed for prior compliance and demonstrated ability to carry out program activities as promised. The applicants certified that they would comply with the City of Rochester's anti-displacement and relocation policy and that they would not award any subcontracts, commit any funds, or begin any construction prior to a HUD Release of Funds.

The City of Rochester continues to collect both quarterly and annual reports from its subrecipients. These reports include racial/ethnic, sex, income, and other demographical information of clients served, as well as expense details. In cases where the quarterly reports indicated that performance goals likely would not be met, Community Development staff reached out to the subrecipients to discuss the shortfalls, any challenges the organization was facing, and ways to improve performance. During FY 2016-2017, the Community Action Partnership of Strafford County's corrective action plan was formally and successfully completed due to continued improved performance.

In June 2016, Community Development staff performed annual site monitoring visits to the offices of all FY 2016-2017 CDBG grant subrecipients. During each visit, Community Development staff interviewed key agency personnel, reviewed program and financial documents, and discussed performance successes and challenges. While in a few cases minor performance difficulties were identified, which have been discussed previously in this CAPER, there were no formal findings from any of the site monitoring visits. Overall, the FY 2016-2017 CDBG grant subrecipients were found to be in compliance with HUD regulations and CDBG objectives and to be meeting or exceeding established program performance goals.

Community Development staff also performed environmental reviews for all CDBG-funded projects and Davis-Bacon Act wage rate compliance monitoring for all CDBG-funded construction projects. For environmental reviews, this included field site visits to each project site and consultations with the New Hampshire Division of Historical Resources for projects not already covered under the Programmatic Agreement between the City of Rochester and the Division of Historical Resources. Community Development staff also discussed environmental review procedures with all FY 2016-2017 CDBG subrecipients prior to the beginning of the fiscal year to ensure that all subrecipients understood that work on the projects could not begin until the completion of the environmental review.

For Davis-Bacon Act compliance, this included site visits to the construction project sites and interviews with project workers. During FY 2016-2017, Community Development staff

performed a site visit and laborer interviews for the Community Partners new elevator project, the Hope on Haven Hill renovations project, the Tri-City Co-op HVAC and handicap ramp project, and the Rochester Main Street building façade and code improvements program. The Community Action Partnership of Strafford County's weatherization assistance program is exempt from Davis-Bacon Act requirements, as work occurs on single-family and duplex homes, and the Homeless Center for Strafford County's generator project has not yet started. Full Davis-Bacon Act compliance has been documented for all FY 2016-2017 construction projects that have been completed.

In addition, Community Development staff has maintained regular contact with the City's HUD representative and has maintained active membership on all relevant HUD email list-servs. Relevant updates and notices from HUD have been forwarded to CDBG subrecipients.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The final draft of the Consolidated Annual Performance and Evaluation Report (CAPER) is made available to the public through a variety of means. Hard copies of the report are provided for public viewing at City Hall, the Rochester Public Library, and the Office of Economic and Community Development. Electronic copies of the report are provided for public viewing and download on the City of Rochester's Community Development Division webpage. Notice of the public comment opportunity is posted in a local newspaper of general circulation, as well as at City Hall, the Rochester Public Library, and the Rochester Community Center. Notice is provided via electronic means, as well, including on the Community Development Division webpage.

Non-finalized drafts of the CAPER will be posted to the City of Rochester's Community Development webpage, as well.

Notice was posted more than 30 days prior to the submission of the CAPER to HUD. No public comments were received by the City of Rochester.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

There have not been any changes in the City of Rochester's program objectives during FY 2016-2017. The City of Rochester would, and has, changed its activities as a result of its experiences in implementing CDBG programs and activities, however. For example, in FY 2015-2016, the City of Rochester has discontinued CDBG funding to the New Hampshire Small Business Development Center due to ongoing performance issues and after counseling and other attempts to improve performance were unsuccessful.

There have been three minor plan amendments, however, which allocated prior year unexpended CDBG funds on previously approved activities. An additional \$21,103.14 in prior year unexpended funds was allocated to the Community Action Partnership of Strafford County weatherization program, an additional \$28,000 to the Hope on Haven Hill renovation project, an additional \$3,080 for the Tri-City Co-op HVAC and handicap ramp project, an additional \$300 for the Homeless Center for Strafford County back-up generator project, and an additional \$25,374.77 for the Job Opportunity Benefit Loan Program revolving loan fund. The adopted FY 2016-2017 Annual Action Plan and its minor amendments are available on the City of Rochester's website at <https://www.rochesternh.net/community-development-division/pages/action-plans>.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

The City of Rochester does not have any open Brownfields Economic Development Initiative grants.

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

N/A. The City of Rochester is not a BEDI grantee.