

**COMMUNITY DEVELOPMENT
BLOCK GRANT
PORTSMOUTH, NEW HAMPSHIRE
FY 2020 (HUD FY 2019) Annual Action Plan**

Year 5 of the FY 2015-2019 Consolidated Planning Period



submitted to

U.S. Department of Housing and Urban Development

by

**City of Portsmouth
Community Development Department
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Portsmouth, New Hampshire**

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Annual Action Plan
2019

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Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Portsmouth receives funding from the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program. Under this program, the City of Portsmouth is an entitlement community. In Program Year 2019 (City FY 2020), the City of Portsmouth expects to receive \$526,934 to be used in carrying out various eligible programs that benefit residents who earn low or moderate incomes. CDBG funds must be used to primarily 1) benefit individuals and families who earn very low, low or moderate incomes; 2) improve neighborhoods in which over 51% of the residents earn very low, low or moderate incomes; and 3) improve accessibility for people with disabilities.

The Consolidated Plan is a five-year strategic plan that sets the goals and objectives that the Portsmouth Community Development Department plans to achieve from July 1, 2016 to June 30, 2020. Each year the CD Department provides an annual update to the Consolidated Plan, which serves as an action plan for the upcoming fiscal year. This Annual Action Plan and Budget for Program Year 2019 (City FY 2020) is the fifth in the five year planning period.

There are many worthwhile and eligible programs and projects that are considered for funding each year. To assist the Community Development Department in determining which projects are funded, an eight member Citizens Advisory Committee meets to make funding recommendations to the City Manager. A more detailed description of the CDBG planning process as well as information about the Citizens Advisory Committee is included in **Attachment "Grantee Unique Appendices."**

This year's Annual Action Plan includes goals and objectives for housing, public facilities and public services that assist income-eligible individuals and families. Priority needs this program year include creating and preserving affordable housing units, removing architectural barriers for persons with disabilities, supporting public service agencies that provide a wide range of services to assist people who earn eligible incomes, assisting special needs populations, and improving public facility infrastructure to better meet the needs of people who earn low to moderate incomes.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The selection of priority needs was informed by a variety of input from the Citizens Advisory Committee, public service agencies, the City's Master Plan, and consultations with various community service organizations noted above. The needs of residents earning low and moderate incomes in Portsmouth are diverse, however, the priority needs, goals and objectives selected for the current five-year period represent a balance between what services and improvements are needed and what is likely to be realistically achieved given funding constraints.

The City FY 2020 Action Plan and Budget balances community development needs with the available funding planned over the five-year planning period. The Five-Year Priority Needs are listed below.

5-Year **Housing** Goal: To support the creation and preservation of housing opportunities for people who earn very low-, low- and moderate-incomes and to support the ability of people with disabilities to remain in their homes and to affirmatively further fair housing compliance by addressing the impediments to fair housing choice, within the City of Portsmouth, that have been identified and analyzed in the City's 2013 Updated Analysis of Impediments to Fair Housing Choice (AI).

5-Year **Public Facility** Goal: To improve infrastructure, including transportation, in areas where a majority of residents earn very low-, low-, and moderate-incomes with the objective of improving safety and aesthetics; and to improve accessibility for people with disabilities.

5-Year **General Public Service** Goal: To support public service agencies that provide services important to the health and welfare of people who earn very low-, low-, and moderate-incomes.

5-Year **Youth Programs** Goal: To support public service agencies that provide services for children and youth from families who earn very low-, low-, and moderate-incomes that will foster their growth into healthy adults.

5-Year **Special Needs/Non-Homeless** Services Goal: To support public service agencies that provide services to help prevent the hospitalization of the elderly and those with disabilities by providing home care, support activities and medical care; provide programming that will support the physical and emotional health of senior citizens.

5-Year **Homeless Goal and HIV-AIDS**: To support public service agencies that provide emergency and transitional shelter for the homeless and facilitate their movement into permanent housing through life skills enhancement activities; and help prevent the hospitalization of those living with HIV/AIDS through the provision of supportive services.

5-Year **Administration** Goal: To efficiently and effectively develop, implement and evaluate programs that primarily benefit people who earn very low-, low-, and moderate-incomes. To ensure full compliance with federal regulatory requirements in the carrying out Block Grant-funded activities; including Fair Housing Act and related laws and regulations by affirmatively furthering fair housing compliance by addressing the impediments to fair housing choice, within the City of Portsmouth, that have been identified and analyzed in the City's 2013 Updated Analysis of Impediments to Fair Housing Choice (AI).

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Portsmouth has administered the CDBG entitlement program in Portsmouth for over 30 years. During this time, the City has ensured adherence to CDBG program rules as well as compliance with federal regulations governing the use of funds. In the previous program year, progress was made on several of the community development goals established for housing, public facilities, accessibility and public services, including:

- Improved the housing stock of eligible individuals and families;
- Removed architectural barriers to accessibility for homeowners and in public facilities;
- Provided grants to agencies providing key social supports for eligible households and families; and
- Leveraged funding for various public facility improvement projects for non-profit service agencies.

The specific accomplishments of projects and programs carried out during the fourth year of this consolidated planning cycle will be provided in the City FY 2019 Consolidated Annual Performance and Evaluation Report to be completed in September 2019.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Portsmouth Community Development (CD) Department is responsible for the development of the Consolidated Plan, Annual Action Plans and administration of CDBG-funded projects and programs. The Citizens Advisory Committee (CAC), an eight member committee of Portsmouth residents including business and civic leaders, assists the staff in planning and setting local priorities. The CAC was first convened in 1975 to act in an advisory role to CD staff regarding the CDBG program. The committee meets throughout the year providing input and direction to the Community Development Block Grant Program. A more detailed description of the CDBG planning process as well as information

about the Citizens Advisory Committee is included in "Citizen Participation Plan" uploaded in the **Grantee Unique Appendices**.

In order to ensure public participation and input into the development of the Annual Plan, the following schedule was followed for the development of the Annual Plan and Budget.

CAC Meeting Schedule

Community Advisory Committee Meetings – FY 2020

Conference Room A, City Hall

Thursday, January 17, 2019 6:00 p.m. CAC Regular Meeting

Tuesday February 12, 2019 6:00 p.m. Public Hearing on Community Needs and Evaluation/Progress of FY19 projects

Thursday, March 14, 2019 6:00 p.m. Public Service Presentations

Tuesday, March 19, 2019 6:00 p.m. Public Service Presentations

Tuesday, April 9, 2019 6:00 p.m. CAC Regular Meeting (review budget recommendation to City Manager)

Thursday, May 2, 2019 6:00 p.m. Public Hearing on FY 20 (HUD PY 19) AAP and Budget

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

No written comments were received during the draft action plan 30-review period, April 12-May 12. No comments regarding the annual action plan or budget were received at the public hearing on May 2, 2019.

Comments received at the Feb. 12, 2019 public hearing on community needs were received and are summarized below:

Craig Welch discussed PHA's real estate portfolio, including 605 apartments and 11 properties. There are still 500 or more persons on the waitlist for Section 8 vouchers, so affordable housing is still a significant challenge. He discussed the possibility of project to add units and density at Gosling Meadows, which currently has 124 units, and a new partnership with Seacoast Community School for early childhood preschool there. Other needs at Gosling Meadows include a smaller attached pre-school area and kitchen updates. He also talked about the need for transportation and micro transit; renewable energy projects and natural gas conversion at Betty's Dream housing. Mr. Welch provided a summary of

the 160 Court Street project to add 64 units of permanent affordable housing to the stock. The goal is urban infill, smart design and additional affordable units.

Brinn Sullivan, Senior Services Coordinator with the City thanked CAC and CDBP Program for funding the future new senior center's design and engineering project, and the asbestos abatement of the former Doble US Army Reserve Center. She mentioned that the senior recreation facility will feature a modern design and support features that will grow with senior programming and other needs. She mentioned that the process included public input sessions and discussed the possible collaboration with youth and youth programming. The intergenerational model is currently working on a small scale, and she hopes to improve on that collaboration and opportunity.

See additional text below for comments received at the March 14 and March 19, 2019 Public Services Agency Presentations to the Citizens Advisory Committee.

Public Service Agency Comments

Comments received at 3/14 and 3/19, 2019 Public Services Agency Presentations:

Ms. Robinson described the MC3 program to provide summer enrichment programming to youth primarily from households earning low to moderate income. Summer programming was moved from Gosling Meadows to New Franklin this year, creating transportation costs increase and challenges.

Ms. Tonelli and Mr. Schaaf discussed the Seacoast Community School's child care program for ages 8 weeks to 12 years at the Community Campus and on-site at two Portsmouth elementary schools. A new preschool started in January 2019 is located in a public housing facility, and is expected to grow in FY 20.

Ms. Greenwald described the fair housing services that NHLA provides statewide. Funding supports tenant-landlord seminars at Cross Roads House emergency shelter clients. Lack of affordable housing is a significant need and challenge in Portsmouth.

Ms. Tucker described the New Heights program and low-moderate income youth access to STEM activities. Transportation and funding sustainability are critical challenges for the program.

Mr. Bates discussed the Rockingham Community Action homeless prevention program that provides financial assistance to tenant families struggling to stay in their homes. The program offers financial counseling and wrap around services to provide stability for low-income families in need. Current "workforce housing" supply and other affordable housing supply is not meeting demand.

Ms. Towne-Kerr discussed Chase Home's diversion program to prevent children from entering the penal system and keep children together with their parents. Opioids and substance misuse, and lack of affordable housing for families and 19-22 year olds are among the top challenges for community development.

Ms. Shanahan described HAVEN's services, including sexual assault services and shelter to women and children who are domestic violence survivors. New effort, Housing Stability and Counseling, is an effort to prevent recidivism. The rate of recidivism among HAVEN's clients is less than 30% after 1 year. Inadequate affordable housing, lack of transitional housing and permanent supportive housing for families needing additional assistance is a significant challenge for Portsmouth and HAVEN's clients.

Ms. Stone, Executive Director of Crossroads House emergency shelter for homeless families and individuals stated that CDBG funding would be used to support the operations of its emergency shelters. She noted that there has been an increase in the number of persons seeking shelter and that the facilities are overfull or overfull. Lack of affordable housing options in the City of Portsmouth have contributed to the longer stays at the shelter. The shelter is planning for IT and technology upgrades and exploring funding options for other infrastructure improvements.

Mr. Wagner expressed that the challenges facing community development in Portsmouth and his clients in particular is housing, transportation, mental health services, substance misuse, food security and insurance coverage. He noted a decrease in the number of newly diagnosed HIV/AIDS clients, which is concerning given the dramatic increase in opioid and needle sharing that has been reported. Education and outreach is key, but AIDS Response Seacoast is limited by resources to be able to do that outreach.

Ms. Long presented a summary of the agency's work, including the dental services that are supported by CDBG. Challenges facing the community and the agency's clients include: lack of affordable housing; insufficient access/availability to public transportation and opioid addiction and substance misuse.

6. Summary of comments or views not accepted and the reasons for not accepting them

No comments or views were not accepted.

7. Summary

From December to April, the Community Development Department works with the Citizens Advisory Committee (CAC) to develop the Annual Action Plan and the CDBG Budget that describe the activities to be funded in the coming fiscal year. Citizen input is specifically sought during this period.

The CAC recommends the developed Annual Action Plan and CDBG Budget to the City Manager for approval by early/mid-April. Once approved, the application is submitted to HUD for approval, typically by May 15. CDBG activities are implemented and administered by the Community Development Department throughout the July 1 - June 30 fiscal year.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	PORTSMOUTH	Community Development Department

Table 1 – Responsible Agencies

Narrative (optional)

Consolidated Plan Public Contact Information

City of Portsmouth
Community Development Department
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AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The Portsmouth Community Development (CD) Department is the sole agency responsible for administering the Community Development Block Grant (CDBG) program. The CD Department is responsible for developing the Consolidated Plan, providing annual updates, reporting on activities accomplished and documenting funds expended at the end of each program year. The CD Department works in cooperation with public and private agencies who serve persons who earn very low-, low- and moderate incomes. The CD Department works closely with other municipal departments including the Planning, Public Works, Legal, Finance, Inspection, Health and Welfare departments. The Portsmouth Housing Authority is another City agency with which the CD Department coordinates services because that agency serves many of the same clientele as CDBG programs. Many residents in Portsmouth Housing Authority apartments are served directly or indirectly by programming and projects funded with CDBG. The CD Department's coordination and cooperation with various entities facilitates CDBG programming and assists in identifying community needs.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

Community Development staff is engaged in enhancing coordination between public housing providers and local and regional health, mental health and services agencies. The City supports and coordinates with area organizations such as Greater Seacoast Community Health's Dental Program (formerly Families First Dental Program) to promote access to medical/dental and mental health services for individuals in need. Health organizations work directly with the Portsmouth Housing Authority to bring their services to low and moderate income residents. Through ongoing collaboration with the Portsmouth Housing Authority, City Welfare and Health Departments, and homeless or other transitional housing service providers, the City is aware of long range planning and current community needs of public and assisted housing providers. Cooperation with the Health Department and NH Housing Finance Authority informs the City of priority health needs, including housing units where lead or childhood lead poisoning may be present.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City continues to work with the Greater Seacoast Coalition to End Homelessness, which serves as the lead to the Balance of State Continuum of Care (CoC), in order to better coordinate services targeted toward families and individuals experiencing or at risk of homelessness. The coordinated access initiative between regional service providers is helping potential clients avoid shelters altogether and

move forward directly to transitional or permanent placements that are best aligned with their needs. City staff attended the recent homelessness workgroup meeting organized by the Coalition. The homeless service community priorities in the near term include implementation of a coordinated care program with area hospitals, expansion of data aggregation and analysis, prevention, intervention and treatment for opioid and other addictions, and improving efficiency of advocacy work.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Community Development Department consults with the homelessness services providers during Citizen Advisory Committee meetings and through the Seacoast Continuum of Care, and takes an active role in compiling information required by the State Continuum of Care for ESG funding. CD staff is also involved in forums and working groups addressing issues of chronic homelessness and coordination of services for those currently or at risk of becoming homeless.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Portsmouth Housing Authority
	Agency/Group/Organization Type	PHA Services-Children
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	PHA staff attended the CAC public presentations on March 14, 2019. Ms. Robinson described the MC3 program to provide after school programming to youth at New Franklin School. The programming serves primarily residents earning low to moderate income. Summer programming was moved from Gosling Meadows to New Franklin this year, creating transportation costs increase and challenges. Significant funding for this program comes from 21st Century Community Learning Centers Grant and is decreased each year.
2	Agency/Group/Organization	City of Portsmouth Welfare Department
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Child Welfare Agency

	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Public Services
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Community Development Department staff met with City Welfare staff in the early spring 2019 and discussed social services grant applications and community needs and gaps in services. The departments coordinate funding requests and a joint FY 20 budget is recommended for the City's annual budget book.
3	Agency/Group/Organization	Cross Roads House, Inc.
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Cross Roads House staff attended the March 19, 2019 presentations. Ms. Stone, Executive Director of Crossroads House emergency shelter for homeless families and individuals stated that CDBG funding would be used to support the operations of its emergency shelters. She noted that there has been an increase in the number of persons seeking shelter and that the facilities are overfull or overfull. She also stated that she believes the lack of affordable housing options in the City of Portsmouth have contributed to the longer stays at the shelter. The shelter is planning for IT and technology upgrades and exploring funding options for other infrastructure improvements.
4	Agency/Group/Organization	AIDS Response Seacoast
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Public services

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	AIDS Response Seacoast staff attended the CAC Public Presentations on 3/19/19. Executive Director Richards Wagner expressed that the challenges facing community development in Portsmouth and his clients in particular is housing, transportation, mental health services, substance misuse, food security and insurance coverage. He noted a decrease in the number of newly diagnosed HIV/AIDS clients, which is concerning given the dramatic increase in opioid and needle sharing that has been reported. Education and outreach is key, but AIDS Response Seacoast is limited by resources to be able to do that outreach. Mr. Wagner stated that the agency's lease was renewed for 5 years in FY 19.
5	Agency/Group/Organization	New Heights
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Public Services, youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	New Heights agency staff attended the 3/14/19 CAC public services presentation meeting. Ms. Tucker described the New Heights program and the scholarships provided to Portsmouth low-moderate income youth to participate in STEM activities. She pointed to transportation and funding sustainability as critical challenges for the program.
6	Agency/Group/Organization	Rockingham Community Action Program
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Rockingham Community Action Program Director presented at the 3/14/19 meeting. Mr. Bates discussed the Rockingham Community Action's homeless prevention program that provides financial assistance to tenant families struggling to stay in their homes. The program offers financial counseling and wrap around services to provide stability for low-income families in need. He indicated that the current workforce housing supply and other affordable housing supply is not meeting demand.
7	Agency/Group/Organization	Goodwin Community Health
	Agency/Group/Organization Type	Services-Children Services-Health
	What section of the Plan was addressed by Consultation?	Public Services, health
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Goodwin Community Health (formerly Families First) staff attended the 3/19/19 CAC public services grant program presentations. Ms. Long presented a summary of the agency's work, including the dental services that are supported by CDBG. The number of clients served specifically by a CDBG public services grant was clarified. She described challenges facing the community and the agency's clients as: lack of affordable housing; insufficient access/availability to public transportation and opioid addiction and substance misuse.
8	Agency/Group/Organization	Seacoast Community School
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Public services, child care

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Seacoast Community School staff attended the CAC meeting on 3/14/19. Ms. Tonelli and Mr. Schaaf presented information about the Seacoast Community School's child care program for ages 8 weeks to 12 years on site at the Community Campus and on-site at two Portsmouth elementary schools. In addition, a new program, Gosling Meadows Preschool, started in January 2019 and is expected to grow in FY 20. The CDBG grant funds provide financial assistance/scholarships for income-eligible Portsmouth children so that parents can work. CDBG funds may also be used to support the pre-school program.
9	Agency/Group/Organization	HAVEN
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Victims of Domestic Violence
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Public Services, services for domestic violence victims
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	HAVEN staff attended the CAC public services presentations on 3/19/19. Ms. Shanahan described HAVEN's services, which include sexual assault services and shelter to women and children who are survivors of domestic violence. She also explained the new effort to support Housing Stability and Counseling in an effort to prevent recidivism. The rate of recidivism among HAVEN's clients is less than 30% after 1 year. These efforts are largely focused outside of Portsmouth, and Ms. Annunziata clarified that CDBG funds must be spent on services or operations in Portsmouth. Ms. Shanahan expressed that affordable housing, lack of transitional housing for persons fleeing domestic violence and lack of permanent supportive housing for families needing additional assistance is a significant challenge for Portsmouth and HAVEN's clients.

10	Agency/Group/Organization	The Chase Home for Children
	Agency/Group/Organization Type	Services - Housing Services-Children
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Non-Homeless Special Needs Public services, Youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Chase Home for Children's Diversion Program staff attended the CAC public services presentations on 3/19/19. Ms. Towne-Kerr discussed Chase Home's diversion program which seeks to prevent children from entering the penal system and keep children together with their parents. She stated that opioids and substance misuse, and lack of affordable housing for families and for young adults aged 19-22 are among the top challenges for community development and facing her agency's clientele. Rate of recidivism is 22% after 1 year.
11	Agency/Group/Organization	New Hampshire Legal Assistance
	Agency/Group/Organization Type	Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Public Services, Affirmatively Furthering Fair Housing
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Staff from New Hampshire Legal Assistance attended the CAC agency presentation meeting on 3/14/19. Ms. Greenwald described the fair housing services that NHLA provides statewide. Funding would be used to provide tenant-landlord seminars at Cross Roads House shelter clients. She described the lack of affordable housing as a significant need and challenge in Portsmouth.

Identify any Agency Types not consulted and provide rationale for not consulting

None

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	State of New Hampshire	Typical services assisting the homeless in a Continuum of Care include case management, housing counseling, job training and placement, health care, mental health services, substance abuse treatment, child care, transportation, emergency food and clothing, family violence services, education services, moving services, entitlement access assistance, referrals to veterans' services, and legal assistance. In addition to participating in the Continuum Care, the City provides funding to agencies that make up a significant portion of the Continuum of Care system. This support is provided through the City's Community Development Block Grant-funded Public Service Agency Grant Program and through the Portsmouth Welfare Department Social Service grant program, which is supported by local tax dollars.
Master Plan	City of Portsmouth	One of the many priorities for action identified in the Master Plan is supporting and maintaining a diverse community in the City, which includes promoting access to affordable housing. Transportation needs and regional transportation planning is also incorporated into the Master Plan, in close consultation and coordination with the multi-jurisdictional/regional Cooperative Alliance For Seacoast Transportation (COAST).
Bicycle Pedestrian Plan	Portsmouth Planning Department	The Plan calls for a connected bicycle and pedestrian network and new programs and policies to help encourage people to walk and bike on a daily basis. This Plan builds on the City's considerable attributes and growing support for walking, bicycling, and "Complete Streets" with the goal of promoting accessibility to diverse modes of transportation for the benefit of all residents.
PHA 5-Year Plan	Portsmouth Housing Authority	The Plan's goals include increasing the quality and supply of housing for families of low or moderate income in Portsmouth, as well encouraging access to social services, healthcare, family support, youth programs and senior programs for current PHA residents.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

In addition to consultation with agencies that provide services and facility that primarily benefit low-moderate income individuals and families, and with adjacent units of local government and regional agencies such as those described above, the City encourages the participation of neighborhood groups and committees, residents of public and assisted housing development and other low-income residents in income eligible census tract-block groups in the process of developing and implementing the Five-Year Consolidated Plan.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

There are many worthwhile and eligible programs and projects, which are considered for funding each year. To assist the Community Development Department in determining which projects are funded, an eight member Citizens Advisory Committee meets to make funding recommendations to the City Manager. The Community Development Department also meets regularly with area service providers in order to ensure the needs of partner organizations and their clients are being met.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community	Community Advisory Committee hearing on the City FY 20 Annual Action Plan and Budget held on 5/2/19. 1 person from the public attended to observe.	Comment from the observer was to thank the committee for the opportunity to observe and attend the hearing. No written comments were received.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Hearing	Non-targeted/broad community	Community Advisory Committee meeting and public hearing on 2/12/19 to solicit public input on community needs and priorities for FY 20 and to review progress of CDBG in current year FY 19.	See AP-05 for summary of comments by social services agencies. No other public comments were received.	N/A	
3	Newspaper Ad	Non-targeted/broad community	N/A. Notice of 30-day public comment period on the City's Annual Action Plan and Budget: April 12-May 12, 2019.	No written comments received.	N/A	
4	Public Meeting	Non-targeted/broad community	10 public services agencies attended Citizens Advisory Committee Public Services Grant Program presentations on 3/14/19 and 3/19/19.	See AP-10.	N/A	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

This section is intended to summarize the funding sources which may be available to the CDBG program to make progress on priority needs and Consolidated Plan goals.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	526,934	9,500	732,354	1,268,788	0	Approximately \$1.1M CDBG dollars will be used to fund projects and activities benefiting low to low-moderate income individuals. The total available to calculate the City FY 20 public services cap is \$548,934; of this amount, \$82,000 or 14.9% is allocated to City FY 20 public services. The anticipated program income for City FY 20 is conservatively estimated at \$9,500; of this amount, \$107,230 or 19.9% is allocated to program administration.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
General Fund	public - local	Admin and Planning Public Improvements	4,075,000	0	0	4,075,000	0	General Fund dollars are anticipated to be matched with CDBG funds as projects are identified on an annual basis. Typically, projects funded in part with CDBG for public facilities will see a cost share with local general fund dollars, primarily through the City's capital budget.
LIHTC	public - federal	Housing	0	0	0	0	1,000,000	The funding source and amount is intended to serve as a placeholder for potential partnerships in the five-year period that may result in the preservation of existing affordable units or the expansion of the inventory of affordable units in the City.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

General fund dollars are anticipated to be matched with CDBG funds as projects are identified on an annual basis. Public facilities projects funded in part with CDBG dollars typically assume a cost share with local general fund dollars, primarily through the City's capital budget. Public service agency projects and accessibility projects undertaken by non profit agencies typically leverage additional private or foundation funding to support CDBG-funded projects.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The former Army reserve center, Paul A. Doble Center, was successfully transferred to the City of Portsmouth in early 2019. The City intends to use this property for a new Senior Activity Center. The City intends to use this property for a new Senior Activity Center. Design and engineering for adaptive reuse of the facility and asbestos abatement is complete. Construction bids are underway and will be funded with City General Funds. Construction plans for PY 2019 (City FY 20) include interior building rehabilitation and necessary improvements of the facility and pedestrian and transit connections in order to make the property accessible to seniors desiring to utilize the center.

Discussion

No further discussion.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Program Administration	2015	2019	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development Program Admin	City-Wide Former Doble Army Reserve Base	Accessibility and Infrastructure Homeless and HIV/AIDS Housing Public Services Special Needs/Non-Homeless Services Youth Programs Program Administration	CDBG: \$107,230	Other: 1 Other
2	City Senior Center	2015	2018	Non-Homeless Special Needs Non-Housing Community Development	Former Doble Army Reserve Base	Accessibility and Infrastructure Special Needs/Non-Homeless Services	CDBG: \$250,000 General Fund: \$2,200,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 200 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Citywide Accessibility Improvements	2015	2019	Non-Homeless Special Needs Non-Housing Community Development	City-Wide	Accessibility and Infrastructure	CDBG: \$640,104	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 300 Persons Assisted
4	Housing	2015	2019	Affordable Housing Public Housing	City-Wide	Housing	CDBG: \$97,854	Rental units rehabilitated: 100 Household Housing Unit
5	Public Services	2015	2019	Non-Homeless Special Needs Non-Housing Community Development	City-Wide	Homeless and HIV/AIDS Public Services Special Needs/Non- Homeless Services Youth Programs	CDBG: \$82,000	Public service activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Program Administration
	Goal Description	Program administration of the CDBG grant.
2	Goal Name	City Senior Center
	Goal Description	Adaptive reuse of a building into a new senior center.

3	Goal Name	Citywide Accessibility Improvements
	Goal Description	Includes public facility and accessibility improvements citywide.
4	Goal Name	Housing
	Goal Description	Multi-family housing rehab.
5	Goal Name	Public Services
	Goal Description	Social services provided by nonprofit agencies.

Projects

AP-35 Projects – 91.220(d)

Introduction

In Program Year 2019 (City FY 2020), the CDBG program plans to make progress on an number of high priorities including public facilities upgrades to address accessibility needs and needs of the senior population; assistance to non-profit partners with public facilities improvements, as well as continuing long standing housing rehabilitation programs in support of homeowners in need. The CDBG program also intends to target funds toward affordable housing initiatives.

Projects

#	Project Name
1	Program Administration
2	Public Facilities/Accessibility Improvements
3	Housing Rehab Loan Program
4	Public Services Grant Program
5	Senior Center Upgrade

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

This year the CDBG Consolidated Plan does not allocate resources based on geographic areas or targeting assistance. All programs and projects are intended to benefit residents earning low and moderate incomes accessing services and safe affordable housing, as well as ensuring access for people with disabilities throughout the City.

AP-38 Project Summary
Project Summary Information

1	Project Name	Program Administration
	Target Area	City-Wide Former Doble Army Reserve Base
	Goals Supported	Program Administration City Senior Center Citywide Accessibility Improvements Housing Public Services
	Needs Addressed	Housing Accessibility and Infrastructure Public Services Youth Programs Special Needs/Non-Homeless Services Homeless and HIV/AIDS Program Administration
	Funding	CDBG: \$107,230
	Description	General program administration of the CDBG Program.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Program Administration
2	Project Name	Public Facilities/Accessibility Improvements
	Target Area	City-Wide
	Goals Supported	Citywide Accessibility Improvements
	Needs Addressed	Accessibility and Infrastructure
	Funding	CDBG: \$640,104
	Description	The City will continue accessibility and public facilities upgrades to locations throughout the City. Major projects include Betty's Dream facility improvements and ADA/Accessibility improvements and Senior Center adaptive reuse (construction phase). Other infrastructure and public facility improvement projects, including transportation, are anticipated in PY 2019.
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	Seniors and persons with disabilities will benefit from two major projects planned at Betty's Dream this program year and from other CDBG-eligible ADA improvements. In addition, persons earning low to moderate incomes will benefit from CDBG-eligible transportation improvements and other public facility improvements.
	Location Description	125 Cottage Street Betty's Dream
	Planned Activities	3-4 projects are expected and activities will take place in low-mod income areas and/or in facilities that have architectural barriers to accessibility.
3	Project Name	Housing Rehab Loan Program
	Target Area	City-Wide
	Goals Supported	Housing
	Needs Addressed	Housing
	Funding	CDBG: \$97,854
	Description	Provides loans for rehabilitation of multi-family units that house low-moderate income. Housing rehab funds may be provided as grants for nonprofits providing housing to income-eligible individuals/families.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Up to 100 senior residents will benefit from housing improvements
	Location Description	Public housing facilities.
	Planned Activities	Multi-family rehabs
4	Project Name	Public Services Grant Program
	Target Area	City-Wide
	Goals Supported	Public Services
	Needs Addressed	Public Services Youth Programs Special Needs/Non-Homeless Services Homeless and HIV/AIDS
	Funding	CDBG: \$82,000

	Description	Grants to local nonprofit organizations providing public services to Portsmouth residents who earn low to moderate income.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	An estimate 650 persons who are from a household earning low to moderat incomes will benefit from the proposed activities -- emergecnny shelter, health care, child care and youth support services.
	Location Description	Various public services agencies including: AIDS Response Seacoast, Chase Home for Children, Goodwin Community Health (formerly Families First), Cross Roads House, HAVEN, New Hampshire Legal Assistance, New Heights, Portsmouth Housing Authority, Rockingham Community Action and Seacoast Community School.
	Planned Activities	Social services agencies will provide services including, child care, dental health care, diversion programs, homeless shelter, shelter for survivors of domestic violence, youth activities, fair housing and homeless prevention (rental assistance).
5	Project Name	Senior Center Upgrade
	Target Area	Former Doble Army Reserve Base
	Goals Supported	City Senior Center
	Needs Addressed	Special Needs/Non-Homeless Services
	Funding	CDBG: \$250,000 General Fund: \$4,075,000
	Description	The City will begin construction (adaptive reuse) of a senior activity center at the former Paul A. Doble Army Reserve Center.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 200 seniors will benefit from the adaptive reuse of the former U.S. Army Reserve Paul A. Doble Center. The facility will be rehabilitated and renovated into a senior recreation and activity center.
	Location Description	125 Cottage Street
	Planned Activities	Adaptive reuse--construction of building for a new senior center.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The citizen participation process, community needs, and available funding drive the geographical allocation of investments in the community. The PY 2019 (City FY 20) Annual Action Plan plans investment of community development resources throughout the jurisdiction.

Geographic Distribution

Target Area	Percentage of Funds
City-Wide	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City of Portsmouth has two Census Block Groups where a majority of residents earn low or moderate incomes. Public facility projects in these areas, such as Portsmouth Housing Authority site improvements and transportation improvements in low-mod areas may be undertaken based on project eligibility and funding availability. The PY 2019 Annual Action Plan does not specifically identify any geographic concentration of resources.

Accessibility projects may be undertaken in area benefit census tracts or in facilities that primarily benefit persons who earn low to moderate incomes.

Public service agencies that receive CDBG grant funds are scattered throughout the City to benefit low to moderate income limited clientele, and public facilities projects occur in locations that directly benefit those who earn low or moderate incomes or those who are presumed to earn low or moderate incomes.

The Housing Rehabilitation Program is undertaken without regard to geography, but instead, are based on income of the property owners/renters.

Discussion

See above.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

While wages in the Seacoast area are on par with state averages overall, average housing purchase and rental costs are the most expensive in New Hampshire by considerable margins. Unfortunately it seems that the gap in affordability is growing again; from 2000-2012 the average increase in housing rental and purchase price was 36-38%, but the average wage increase was only 31%. A diverse workforce is vital to a thriving regional economy and if the Seacoast region continues to become more expensive to live in, the lack of affordable housing will increase commuting distance, making it more difficult for employers to recruit workers and more costly to retain them.

One Year Goals for the Number of Households to be Supported	
Homeless	220
Non-Homeless	0
Special-Needs	0
Total	220

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	10
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	10

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

Housing goals will be directed through funding tenant based rental assistance, rehabilitation of multi-family units and homeless shelter operations.

AP-60 Public Housing – 91.220(h)

Introduction

The Portsmouth Housing Authority (PHA) works to serve the housing needs of individuals and families who have very low, low, and moderate incomes. The Housing Authority manages several residential complexes serving the elderly, families with children, and families with disabilities. In addition, the Authority manages a tenant-based Section 8 program and waiting list. The Housing Authority has also worked with local public safety providers to ensure effective screening policies, strict lease enforcement and the maintenance of healthy and safe neighborhoods. The Housing Authority also provides employment and education incentives to tenants, as well as youth risk prevention services. The City of Portsmouth and the Portsmouth Housing Authority have worked closely to address the need for public housing, including on retention, renovation and development of housing units as well as improvements to livability and access to services by residents.

Actions planned during the next year to address the needs to public housing

The Portsmouth Housing Authority (PHA) has made great strides in the past several years in areas including security, accessibility, and partnerships with the community. Challenges to address in the future include the increasing number of non-elderly disabled persons being served, and expanding housing opportunities. Recently the PHA has been required to house greater numbers of non-seniors with physical and/or mental disabilities in traditionally senior housing buildings; this creates a difficult situation to manage but one in which the PHA is confident it can continue to serve both populations through new administrative strategies and community partnerships. With over XXX families on the PHA's waiting list and sustained lack of affordable housing for the Seacoast's workforce, the PHA is looking for new opportunities to increase housing units through acquisition or new construction. While this process can take years, opportunities for potential projects are currently being developed. The PHA has also committed to increase collaboration between other regional or statewide Housing Authorities and non-profit developers. This includes cooperating on issues like policy development, purchasing, back office operations and wait lists in order to decrease costs and improve customer service, with the long-term goal of creating a stronger and more disciplined organization.

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

The PHA is committed to encouraging resident participation in all of its neighborhoods in order to improve social outcomes, reduce crime, foster greater civic engagement, and assure more caring and compassionate communities. Besides working to add more programs and services for tenants, the PHA encourages residents to seek leadership roles and actively engage with the future of the community by joining Resident Advisory Boards.

If the PHA is designated as troubled, describe the manner in which financial assistance will be

provided or other assistance

Not applicable.

Discussion

The Portsmouth Housing Authority is seen as an invaluable partner in addressing housing needs in Portsmouth. Through its five-year strategic plan, the PHA is engaged on the issue of creating additional units, preserving existing units, and ensuring high quality services and linking with other resources in the community.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City already has a robust Continuum of Care and continues to work with regional organizations such as the Greater Seacoast Coalition to End Homelessness to improve coordination between service providers and develop and implement strategies to expand and refine services.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

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

The City will promote the availability of Public Service Grants to shelters, healthcare and public welfare agencies in order to strengthen the already robust Continuum of Care.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City will conduct certifications of consistency for new proposals, as well as providing support through CDBG funding for public facilities projects. The City will also encourage close cooperation and participation in the Continuum of Care.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City will continue providing Public Service Grants for agencies providing supportive services to homeless or at-risk of homeless persons and families, and will support the increase of affordable housing units or transitional and permanent-supportive housing.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City will help low-income individuals and families avoid becoming homeless by working with organizations such as the Rockingham County Community Action Program, the Portsmouth Special Needs Fund, NH Legal Assistance and Operation Blessing that provide financial, program/services and legal support for individuals and families at-risk of becoming homeless. Funding through the City's public services agency grant program assists NH Legal Assistance, in particular, which represents protected class members and supports fair housing laws, training and tenant-landlord education. The City will also work with organizations such as Southeastern New Hampshire Services, Seacoast Mental Health Center, One Sky Community Services and Area Home Care to support individuals with disabilities or substance abuse issues.

Discussion

Through the Portsmouth Public Service Agency Grant Program and Public Facilities/Accessibility Grant Program, the City will support projects that provide services for homeless and low to moderate income non-homeless special needs individuals/families, including elderly persons, persons with disabilities and persons living with HIV/AIDS. Some PY 2019 projects include Cross Roads House Emergency Shelter, HAVEN Sexual Assault and Support Services and Emergency Shelter, Betty's Dream, AIDS Response Seacoast, Chase Home for Children and Rockingham CAP Homeless Prevention Services.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

As the downtown area of the City continues to expand, opportunities and potential/feasibility for development of previously underutilized and underdeveloped sites are explored.

Actions it planned 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

Since 2005, the City has established an Affordable Housing Trust Fund to support the creation of affordable housing. The scarcity of land in Portsmouth has proven a challenge to affordable housing creation. The City has also amended the zoning ordinance to include Residential Density Initiative Planned Unit Development (RDI-PUD) and Gateway Planned Development zones. These are intended to incentivize market rate housing production intended to lower the cost of housing in the city.

The Portsmouth Housing Authority continues to invest in support programs and property improvements that supply the City's share of below market affordable housing to families, seniors and people with disabilities. The financial and land ownership resources of the Housing Authority could be leveraged for future redevelopment of mixed-income and mixed-use districts adjacent to PHA sites.

Discussion:

Portsmouth Housing Authority is currently planning a mixed-income and mixed-use redevelopment in the downtown area.

AP-85 Other Actions – 91.220(k)

Introduction:

All programs and projects in this year's Action Plan are intended to benefit residents earning low and moderate incomes accessing services as well as ensuring access for people with disabilities throughout the City. Additionally the Plan targets resources to improvements to public facilities and infrastructure. This year, the plan allocates significant resources to the adaptive reuse of a facility that will become the new senior center.

Actions planned to address obstacles to meeting underserved needs

The City will address any future identified obstacles to meeting underserved needs. The Annual Action Plan does not allocate resources based on geographic areas or targeting assistance. All programs and projects are intended to benefit residents earning low- to moderate incomes who are accessing services, as well as making public facilities improvements and ensuring access for people with disabilities throughout the City.

Actions planned to foster and maintain affordable housing

The Portsmouth Housing Authority has already embraced exploring opportunities to increase workforce and affordable housing stock as one of its primary objectives, and the City is supportive of those and other efforts to promote increased affordable housing opportunities as one of its priorities. In accordance with HUD's Notice PIH 2014-26(HA), the City will work with the PHA to better provide access to financial literacy and education resources among residents of the PHA in order to promote saving and asset building to help families achieve economic independence and self-sufficiency.

Actions planned to reduce lead-based paint hazards

The NH Dept. of Health and Human Services Healthy Homes and Lead Poisoning Prevention Program maintains an extensive blood lead surveillance system for the purposes of monitoring trends in blood lead levels in adults and children in New Hampshire. The data is used to help identify populations at risk for elevated blood lead levels (BLLs) to determine whether screening guidelines are being followed in high-risk populations and to ensure that appropriate environmental and medical follow-ups are provided to children with elevated BLLs. An estimated 50 licensed laboratories that serve approximately 1,500 medical clinics, hospitals, and employer groups report to the program ensuring that incidents are identified and addressed as quickly as possible in order to minimize health risks to the public.

Actions planned to reduce the number of poverty-level families

The City of Portsmouth is committed to supporting and promoting opportunities for families in poverty to achieve stability and success. By focusing on the three areas of housing, financial, and healthcare security, the City will work to provide a framework and support network for families to assist them in

lifting themselves out of poverty. The City works closely with the Portsmouth Housing Authority to ensure residents have access to and are able to utilize supportive programs.

Actions planned to develop institutional structure

The City of Portsmouth and the Community Development Department monitor and participate in regional discussions about issues impacting residents earning low to moderate incomes and special populations. The City is actively involved in supporting efforts to address substance misuse and homelessness prevention efforts through regional and citywide dialogues and resulting interventions and programs. The City will continue to be engaged in order to have an impact in these areas.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Portsmouth and its residents benefit from a good network of social services and public and privately-assisted housing. For its size, Portsmouth benefits from a wide range of social service providers to assist those in need in Portsmouth. This is due in part to Portsmouth's role as an economic, cultural, and social hub of the region. Many larger non-profits are located in Portsmouth but have service areas beyond the City's borders. In addition, the leading agency in Portsmouth for housing issues, the Portsmouth Housing Authority, is heavily involved in the constellation of non-profit service providers and participates extensively in regional efforts to address substance misuse and homelessness issues. Most all of the City's publicly and privately assisted housing developments are served by regional transportation.

Discussion:

See above.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

All CDBG funds and program income will be used in accordance with CDBG requirements.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	9,500
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	9,500

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	90.00%

In addition to the resources described in this section and in AP-15, Housing Rehab Revolving Loan funds with a projected balance of \$97,854 are planned for use to support eligible projects in City FY 20.

See below for a description of CDBG funds expected to be available during the program year, including the following details:

a) The CDBG origin year grant: HUD Program Year 2019 (City FY 2020) CDBG entitlement grant award and any remaining prior year grant funds will be utilized for project grant awards/subawards.

b) Any program income expected to be received during the program year: Any program income amounts not included/received at the time of the submittal of this action plan will be utilized to fund projects in accordance with HUD requirements.

c) Any program income amounts not included in a prior action plan: Any program income amounts not included/received at the time of the submittal of this action plan will be utilized to fund projects in accordance with HUD requirements.

d) Any program income previously generated under a lump sum drawdown agreement for which a new agreement will be executed during the program year pursuant to 24 CFR 570.513(b): None

e) Reimbursements other than program income, made to the local account: None

Attachments

PUBLIC SERVICE AGENCY GRANT PROGRAM

FY 20 CDBG Grant Award Recommended

Agency and Program	FY 18 CDBG Funds Recommended	FY 19 CDBG Funds Recommended		FY 20 CDBG Funds Requested	FY 20 CDBG Funds Recommended
AIDS Response-Seacoast, Client Services Program	\$10,000	\$10,000		\$10,000	\$9,750.00
Chase Home for Children, Diversion Program	\$5,000	\$5,000		\$5,000	\$4,625.00
Cross Roads House, Operations	\$17,000	\$17,000		\$25,000	\$17,000.00
Goodwin Health (formerly Families First) Dental Center, Services	\$9,000	\$9,000		\$9,000	\$8,400.00
HAVEN, Operations	\$13,000	\$13,000		\$15,000	\$13,000.00
New Hampshire Legal Assistance (NHLA), Tenant Landlord Trainings	none requested	\$2,500		\$3,000	\$2,300.00
New Heights Adventures for Teens, Programming	\$6,000	\$6,000		\$7,500	\$5,550.00
PHA Housing Development LTD, Making Classroom & Community Connections (MC3) - Summer Program	\$6,000	\$6,000		\$6,000	\$5,550.00
Rockingham Community Action, Homelessness Prevention-Rental Subsidies	\$7,000	\$7,500		\$7,500	\$7,500.00
Seacoast Community School, Tuition Assistance	\$9,000	\$10,000		\$15,000	\$8,325.00
	\$82,000	\$86,000		\$103,000	\$82,000.00

Annual Plan & Budget

FY 2020 BUDGET

COMMUNITY DEVELOPMENT BLOCK GRANT

5/13/2019

Projects/Programs	TOTAL	FY 20 Entitlement Grant	FY 19 Encumbered Entitlement Grant	Reprogrammed From FY19	REHAB	
					Revolving Loan Fund Current Balance	Projected FY 20 Program Income
Public Service Agency Grant Program	\$82,000	\$61,100	\$20,900			
Multi-Family Housing Rehabilitation						
Multi-Family Housing Rehab	\$97,854			(\$25,000)	\$122,854	
Public Facility Improvements						
Public Facilities	\$356,604	\$218,604		\$128,500		\$9,500
Senior Center	\$250,000		\$153,500	\$96,500		
Betty's Dream	\$50,000	\$50,000				
Transportation Improvements	\$20,000			\$20,000		
Accessibility/Remove Barriers						
Citywide Accessibility Improvements	\$192,000	\$90,000		\$102,000		
Betty's Dream-ADA access improve	\$21,500			\$21,500		
Administration						
General Administration	\$107,230	\$107,230				
TOTAL BUDGET	\$1,177,188	\$526,934	\$174,400	\$343,500	\$122,854	\$9,500



**CITY OF PORTSMOUTH, NH
COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM**

CITIZEN PARTICIPATION PLAN

Including the

**RESIDENTIAL ANTI-DISPLACEMENT AND
RELOCATION PLAN**

Prepared by:
Portsmouth Community Development Department

Adopted by the Citizens Advisory Committee
2/13/95

REVISED 10/21/98

REVISED 2/6/02

REVISED 4/20/10

REVISED 1/15/13

To request additional information or to comment on this plan, please contact David
Moore, Community Development Director, at 610-7226

Information about the Community Development Block Grant program can also be
found at www.cityofportsmouth.com

CITIZEN PARTICIPATION PLAN

Introduction

The Citizen Participation Plan describes the procedures that will be followed to encourage the involvement of Portsmouth residents in the development of the Five-Year Consolidated Plan, the Annual Action Plan and the annual Community Development Block Grant application. This plan meets the requirements of the U.S. Department of Housing and Urban Development (HUD) for citizen participation (CFR Part 91.105).

The purpose of the Consolidated Plan is to document housing and community development needs and to describe the activities conducted to address these needs. The plan looks specifically at the needs of residents earning very low, low and moderate-incomes. A new Consolidated Plan is developed every five years. In interim years, an Annual Action plan is issued. The Consolidated Plan and the Annual Action Plan include the Community Development Block Grant application to HUD. The Analysis of Impediments to Fair Housing is also part of the Consolidated Plan.

The Community Development Block Grant (CDBG), which is provided to Portsmouth through HUD, is the primary funding source for the activities included in the Consolidated Plan and the Annual Action Plan. CDBG funds are provided to the City by HUD on an annual basis. The purpose of this grant program is to improve the urban environment and to primarily benefit individuals and families who earn very low, low and moderate-incomes. The Portsmouth Community Development Department is responsible for administering the CDBG program.

Below is a description of the primary documents for which citizen participation is sought. These documents are developed and submitted to HUD.

Consolidated Plan	This plan identifies priority community needs and a strategic plan for addressing these needs. This plan includes the Annual Action Plan and the Community Development Block Grant application
Annual Action Plan	This plan describes the activities that will be undertaken and how they will benefit very low, low and moderate-income residents for a particular year in accordance with the Consolidated Plan.
Community Development Block Grant (CDBG) application	The CDBG application describes the activities to be funded with the CDBG grant.
Analysis of Impediments to Fair Housing	This document is part of the Consolidated Plan and is to be adopted along with the Annual Action Plan. The document is to be updated every five years and outline actions to overcome impediments

	to fair housing
Consolidated Annual Performance and Evaluation Report (CAPER)	The CAPER describes the progress made toward the goals identified in the Annual Action Plan and in the Consolidated Plan.

Citizens Advisory Committee

The Citizens Advisory Committee (CAC), first convened in 1975, is the advisory board and official citizen participation body for the Consolidated Plan and the CDBG Program. Membership openings are posted via the City Clerk's web site. Applicants are interviewed by Community Development staff and the CAC Chairperson. New members are appointed by the Mayor. In selecting new members, an effort is made to ensure that the CAC has broad and diverse representation from within the community.

The CAC has the following responsibilities:

- a) To advise the Community Development staff on emerging community development needs.
- b) To facilitate the involvement and participation of Portsmouth residents in the CDBG program development process.
- c) To hold public forums and hearings on the proposed Consolidated Plan, Annual Action Plan and CDBG program activities.
- d) To formulate and recommend to the City Manager a proposed Consolidated Plan and CDBG program activities targeted to meet community needs.

Consolidated Planning Process and the CDBG Program

The CDBG fiscal year extends from July 1 through June 30 of the next calendar year. The planning process occurs primarily from December through April, however, planning activities may take place year round.

From December to April, the Community Development Department works with the CAC to develop the Consolidated Plan and the Annual Action Plan by identifying community needs and developing CDBG activities to meet these needs. Citizen input is specifically sought during this period; and includes input on the City's Analysis of Impediments to Fair Housing.

The CAC recommends the proposed Consolidated Plan, Annual Action Plan and CDBG application to the City Manager for approval. Once approved, the application is submitted to HUD for their approval. CDBG activities are implemented and administered by the Community Development Department year round. HUD staff in Manchester monitor and oversee overall grant implementation. Within three months of the end of the fiscal year, the City is required to submit a Consolidated Annual Performance and Evaluation Report (CAPER) to HUD.

Public Hearings

The CAC will hold, at a minimum, the following:

- a hearing to receive input regarding community needs and potential activities to meet these needs;
- a hearing to receive comments on the proposed Consolidated Plan, Annual Action Plan, Analysis of Impediments to Fair Housing and CDBG application; and
- a hearing to inform the public of progress on the activities funded.

Suggestions for future CDBG activities are welcome at any of these hearings. In addition, the CAC shall hold additional meetings as appropriate to inform the public about CDBG activities.

Notification Requirements**Public Hearings**

Notification of these hearings will occur as follows:

- public notice will be given in one local newspaper;
- the notice will be published for one day; and
- the notice will be published between five to seven days prior to the hearing.

Public hearings will be listed on the City's web page (cityofportsmouth.com) residents. Notice of these hearings will also be posted at City Hall and the Public Library.

In addition, when an activity will specifically affect a neighborhood, special notice of the hearing may be given to residents of that neighborhood. Such notice shall consist of either notifying the neighborhood or tenants' organization, if one exists, or of mailing out fliers to residents to announce the meeting.

The hearings will be held at City Hall which is accessible to individuals with physical disabilities and centrally located.

Public Meetings

These meetings will be held as appropriate at City Hall and at neighborhood locations. Notice of these meetings will be made through press releases to the local newspaper, announcements on the City's web page as well as, when feasible, mailings to the neighborhood(s) affected.

Information Availability / Public Comment

The Consolidated Plan, the Annual Action Plan, the CDBG application, the Analysis of Impediments to Fair Housing and the CAPER will be available for public review at the Public Library and the Community Development Department. In addition, a summary of the Consolidated Plan will be advertised in local media. The summary shall state the content and purpose of the plan and where copies of the entire plan may be reviewed. Any amendments to the Consolidated Plan, or revisions to the CAPER,

will be filed at the Public Library and the Community Development Department.

Public comment periods will be held to obtain public input as noted below.

Prior to . . .	Length of comment period
the submission of the Consolidated Plan, Annual Action Plan and CDBG application	thirty-days
the submission of the CAPER	fifteen days
the consideration of a substantial amendment at a public hearing	five days

A Public hearing shall also be held as part of each update to the City's Analysis of Impediments to Fair Housing. On an annual basis, input will be solicited on the Analysis of Impediments to Fair Housing during the public input portions opportunities for the Consolidated Plan (of which it is a part), Annual Action Plan and CDBG application.

Agendas for Citizens Advisory Committee meetings and public hearings, as well as minutes for the meetings, are available on the City's website.

Substantial Amendment

A substantial amendment to the Annual Action Plan shall be required whenever the City proposes:

- to increase the budget of an approved activity by more than 10% or \$10,000 whichever amount is greater; or
- to carry out a new activity not described in the Annual Action Plan.

The amendment process shall require public notice of the proposed substantial amendment through local media, a public comment period and a public hearing before the CAC. The public comment period and the public hearing will be advertised as described in the "Notification Requirements" section above.

The meeting notice shall include a brief summary of the proposed substantial amendment as well as the name and number of a contact person. Copies of the substantial amendment shall be mailed upon request. If the CAC recommends approval of the amendment, the revised Consolidated Plan or Annual Action Plan will be available for review at the Public Library and at the Community Development Department.

Availability of Staff for Technical Assistance and Consultation

Upon request, Community Development Department staff will assist applicants to the CDBG competitive grant programs with their program applications. The nature and extent of such assistance will be at the discretion of the staff. In addition, staff are

happy to discuss potential project ideas with residents to determine project eligibility.

Comments/Complaints

All written comments received from citizens regarding the Consolidated Plan, the Annual Action Plan, the Analysis of Impediments to Fair Housing, the CAPER and substantial amendments will receive a written or verbal response. The response will be made within 10 days of receipt of the letter.

Notice to Members of the Public Who are Hearing Impaired

Residents who are hearing impaired can make a request for assistance to the Human Resource Director at 610-7270.

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION PLAN

In recognition of the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), of Section 104(d) of the Housing and Community Development Act of 1974, as amended, and HUD program regulations at 24 CFR Parts 570.457, 570.496(a)(c), 570.606(c) and 570.702(f), the City of Portsmouth adheres to the guidelines described in this Residential Anti-Displacement and Relocation Plan.

The purpose of this plan is to minimize the displacement of families and individuals from their homes and neighborhoods as a result of CDBG assisted activities. In support of this goal, the City will take all reasonable steps, consistent with the overall goals of the CDBG program, as provided in 24 CFR Parts 92 and 570, to minimize displacement.

The Residential Anti-Displacement and Relocation Plan requires that:

- 1) all occupied and vacant occupiable low or moderate-income dwelling units that are demolished or converted to a use other than low or moderate-income housing in connection with an activity assisted with CDBG funds be replaced with comparable low or moderate-income dwelling units. (Sec. 42.375 of the URA.)
- 2) displaced persons be provided relocation assistance through either the URA, as described in 49 CFR Part 24 which contains the government-wide regulations implementing the URA, or through Section 104(d) of the Housing and Community Development Act of 1974. (Section 42.350 of the URA.)

Additional information and guidance can be found in the Tenant Assistance, Relocation and Real Property Acquisition handbook available at the Community Development Department, Portsmouth City Hall, 1 Junkins Avenue, Portsmouth, NH.

Definitions

The following definitions are taken from the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) and as described at 42 CFR.

Conversion means altering a housing unit so that it is a) used for non-housing purposes; b) used for housing purposes, but no longer meets the definition of low or moderate-income dwelling units; or c) used as a shelter.

A displaced person is any low or moderate-income person who, in connection with a CDBG funded activity, permanently moves from real property or permanently moves their personal property from real property, as a direct result of the demolition or conversion of a low or moderate-income dwelling unit.

A low or moderate-income dwelling unit is a dwelling unit with a market rent

(including average utility costs) that does not exceed the applicable Fair Market Rent for Section 8 existing housing established under 24 CFR Part 888. However, the term does not include any unit that is owned and occupied by the same person before and after the assisted rehabilitation.

A permanent move includes a move made permanently, and 1) after notice by the grantee to move from the property following initial submission to HUD of the Consolidated Plan; 2) after notice by the property owner to move from the property, following the submission of a request for financial assistance by the property owner (or other person in control of the site) that is thereafter approved; or 3) before the dates described in this definition, if HUD or the grantee determine that the displacement was a direct result of conversion or demolition in connection with an activity subject to the subpart for which financial assistance has been requested and is thereafter approved.

A vacant occupiable dwelling unit means a unit that is in a standard condition; a unit that is in a substandard condition, but is suitable for rehabilitation; or a dwelling unit in any condition that has been occupied (by a person with the legal right to occupy the property) at any time within the period beginning one year before the date of the execution of the Agreement between the private owner and the City or between the PHA and the contractor.

A displacement is considered to have occurred "in connection with" a CDBG-assisted activity if such action, and the CDBG-assisted activity, are part of a single undertaking.

TO: JOHN P. BOHENKO, CITY MANAGER
FROM: KELLI L. BARNABY, CITY CLERK
RE: ACTIONS TAKEN BY THE PORTSMOUTH CITY COUNCIL MEETING
HELD ON MONDAY, MAY 6, 2019 MEETING, EILEEN DONDERO
FOLEY COUNCIL CHAMBERS, MUNICIPAL COMPLEX, ONE JUNKINS
AVENUE, PORTSMOUTH, NEW HAMPSHIRE
PRESENT: MAYOR BLALOCK, ASSISTANT MAYOR LAZENBY, COUNCILORS
ROBERTS, PEARSON, DWYER, DENTON, PERKINS, RAYNOLDS AND
BECKSTED

1. Proclamation – Honoring the Civic Service of Nancy Beck – Mayor Blalock read the Proclamation honoring the civic service and many accomplishments of Nancy Beck.
2. Proclamations – Police Week – Peace Officers' Memorial Day – May 15, 2019 – Councilor Roberts read the Proclamation declaring the week of May 12th to May 18th as Police Week in Portsmouth and further called upon all citizens of Portsmouth to observe May 15, 2019 as Peace Officers' Memorial Day. In addition, let us recognize and pay respect to the survivors of our fallen heroes by lowering all City, State and American flags in Portsmouth to half-staff on Wednesday, May 15, 2019. Police Chief Merner and members of the Portsmouth Police Department accepted the Proclamation with thanks and appreciation. Chief Merner announced that the department has earned the highest CALEA Accreditation.
3. Proclamation – Small Business Week – May 5th – May 11th, 2019 – Mayor Blalock read the Proclamation declaring May 5th – May 11th as Small Business Week in Portsmouth. Nicole Gagliardi of The Spice & Tea Exchange of Portsmouth accepted the Proclamation with thanks and appreciation.
4. National Bike Month – Councilor Raynolds read the Proclamation declared May 2019 as Bike Month. Anne Rugg of COAST accepted the Proclamation with thanks and appreciation.
5. 100th Anniversary of Atlantic Heights Neighborhood – Mayor Blalock read the Proclamation wishing Happy 100th Anniversary to the Atlantic Heights. Kevin Lafond accepted the Proclamation with thanks and appreciation and informed the City Council he will be placing the 75th Anniversary and this 100th Anniversary Proclamations on display at the Portsmouth Athenaeum.
6. Presentation – Senior Activity Center Re: Cottage Street Location f/k/a Paul A. Doble Army Reserve Center – Brinn Sullivan, Senior Services Program Supervisor provided a detailed Presentation to the City Council regarding the Future Senior Activity Center.

Actions Taken At The City Council Meeting – May 6, 2019 - Page 1

7. Senior Activity Center – **Voted** to authorize the City Manager to request from the Trustees of the Trust Fund, \$1,525,200.00 from the Daniel Street Trust to be used for senior center construction costs.

Voted to establish a public hearing for May 20th to consider and recommend \$2.5 M bond to be used for senior center construction costs.
8. Acceptance of Minutes – April 15, 2019 – **Voted** to approve and accept the minutes of the April 15, 2019 City Council meeting.
9. Public Dialogue Summary – Assistant Mayor Lazenby gave a brief summary of the topics discussed during Public Dialogue which included; Proposed Downtown street closures, the reuse of the Salvation Army building, City Website printing issues and the budget.
10. Public Hearing and Second Reading of Ordinance amending Chapter 10 – Zoning Map 10.5A21A by changing the property with the address of 15 Middle Street from Civic District to Character District 4 and amending Zoning Map 10.5A21B by changing the height requirement area for the property's street frontages on Porter Street and Maplewood Avenue to 2-3 stories (40') – Held a public hearing. A detailed Presentation was provided by Planning Director Walker. **Voted** to pass second reading and schedule third and final reading for the May 20, 2019 City Council meeting. Councilor Becksted voted opposed.
11. First Reading of Ordinance amending Chapter 6, Article II, Section 6.202 – Billiards and Bowling Hours – **Voted** to pass first reading and schedule second reading and a public hearing for the May 20, 2019 City Council meeting.
12. Acceptance of Community Development Block Grant Funds – **Voted** to accept and expend a Community Development Block Grant (CDBG) in the amount of \$526,934.00 from the U.S. Department of Housing and Urban Development.
13. **Voted** to suspend the rules in order to take up Item XI. A.3. – CIP Request Re: New Franklin Elementary School Facility Improvements.
14. CIP Request Re: New Franklin Elementary School Facility Improvements – **Voted** to establish a public hearing on Monday, May 20, 2019 for bonding of Two Million Dollars (\$2,000,000.00) for New Franklin Elementary School Improvements.
15. Consent Agenda – Councilor Roberts removed Item B. 2019 Omnibus Sidewalk Obstruction Renewals from the Consent Agenda in order to take action separately.

Actions Taken At The City Council Meeting – May 6, 2019 - Page 2

- A. Letter from Donna Hepp, Granite State Wheelmen, Inc., requesting permission to hold the 46th annual Seacoast Century Bicycle Ride on Saturday, September 21, 2019 and Sunday, September 22, 2019 (***Anticipated action – move to refer to the City Manager with power***)
- C. Request for License to Install Projecting Sign for Simchik-McGovern III, LLC, Corene McGovern & Michael Simchik owner of The Chamfered Corner for property located at 140 Penhallow Street (***Anticipated action - move to approve the aforementioned Projecting Sign License as recommended by the Planning Director, and further, authorize the City Manager to execute the License Agreement for this request***)

Planning Director's Stipulations

- ***The license shall be approved by the Legal Department as to content and form;***
- ***Any removal or relocation of projecting sign, for any reason, shall be done at no cost to the City; and***
- ***Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign, for any reason shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works***

- D. Request for License to Install Projecting Sign for Albert Fleury owner of The Green Room for property located at 41 Vaughan Mall (***Anticipated action - move to approve the aforementioned Projecting Sign License as recommended by the Planning Director, and further, authorize the City Manager to execute the License Agreement for this request***)

Planning Director's Stipulations

- ***The license shall be approved by the Legal Department as to content and form;***
- ***Any removal or relocation of projecting sign, for any reason, shall be done at no cost to the City; and***
- ***Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign, for any reason shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works***

Voted to adopt the Consent Agenda, as presented.

16. 2019 Omnibus Sidewalk Obstruction Renewals (See attached list) – **Voted** to approve and accept the 2019 Omnibus Sidewalk Obstruction Renewals. Councilor Roberts requested that City Manager Bohenko look into making the placement of flowers an exemption to the Sidewalk Obstruction License. Councilor Raynolds requested that there be limitations developed to ensure that it is for the beautification of the City.
17. Parking of Mopeds (Not of agenda) – Councilor Raynolds suggested staff develop parking requirements and designate parking spaces for mopeds.
18. Email Correspondence – **Voted** to accept and place on file.
19. Letter from Margaret L. Riffe regarding Carey Cottage – **Voted** to accept and place on file.
20. Letter from Debra Oliver, The Clip Joint Barbershop thanking the City Council for reconsidering date of the Pedestrian Zone Events – **Voted** to accept and place on file.
21. Approval of AFSCME Local A-1386 Re: Collective Bargaining Agreement – **Voted** to approve the tentative three year collective bargaining agreement with the Portsmouth City Employees – Local A-1386 (to expire on June 30, 2022).

Councilor Denton requested to inquire if the unions would be willing to swap out the Columbus Day Holiday with Election Day.
22. Proposed Longmeadow Road Extension Project – **Voted** to authorize the City Manager to negotiate, execute, deliver and record an necessary documents required to complete the extension of Longmeadow Road in accordance with the plans approved by the Planning Board; and further, that the City Manager be authorized to negotiate, discharge and extinguish any outstanding easements and covenants that may interfere with the extension of Longmeadow Road.
23. Request to Establish a Work Session for May 20, 2019 Re: Update on Coakley Landfill – **Voted** to schedule a work session for a report back presentation regarding Coakley Landfill at the May 20, 2019 City Council meeting at 6:00 p.m.
24. Source Water Protection Project Re: Acquisition of 3.11 Undeveloped Proposed adjacent to the Greenland Well – **Voted** to approve the following:
 - Authorize the City Manager to execute a Purchase and Sale Agreement for the subject parcel for the total of \$220,000.00, with the understanding that reimbursement for up to \$90,000.00 from the New Hampshire Drinking Water & Groundwater Trust Fund will be requested;

Actions Taken At The City Council Meeting – May 6, 2019 - Page 4

- Establish a public hearing for May 20, 2019 to fund the purchase of land through a use of water enterprise fund net position;
 - Enter into a Grant Agreement with the State of New Hampshire's Drinking Water and Groundwater Trust Fund to receive up to \$90,000.00 to partially reimburse costs of the purchase; and
 - Refer this matter to the Planning Board for a report back
25. 150 Route 1 Bypass Water Access Easement – **Voted** to accept an access easement to 150 Route 1 Bypass, as presented.
 26. Appointments to be Considered – The City Council considered the appointment/reappointments listed below which will be acted upon at the May 20, 2019 City Council meeting.
 - Jeffrey Mattson as an Alternate to the Building Code Board of Appeals
 - Margot Doering at an Alternate to the Historic District Commission
 - Reagan Ruedig to the Historic District Commission
 - Jonathan Wyckoff to the Historic District Commission
 - Kory Sirmaian to the Recreation Board
 27. Appointment to be Voted – Reappointment Robert Capone to the Cable Television & Communications Commission – **Voted** to reappoint Robert Capone to the Cable Television & Communications Commission until April 1, 2022.
 28. Resignation of Kelly Weinstein from the Citywide Neighborhood Committee – **Voted** to accept with regret the resignation of Kelly Weinstein and express our thanks and appreciation for her service to the City.
 29. The City Manager Search Subcommittee Report / RFP – **Voted** to approve the RFP for executive recruitment consulting services related to the search for a City Manager.
 30. Bike Ride with the Mayor – May 8th at Noon – Mayor Blalock invited individuals to join him, City Officials and staff on a bicycle tour of recent and planned bicycle and pedestrian improvements on Wednesday, May 8th leaving from City Hall at Noon.
 31. McIntyre Subcommittee Request to Establish Work Session with Financial Consultant – **Voted** to establish a Work Session on Wednesday, May 15, 2019 regarding the McIntyre Project Financial Plan and combine the Monday, May 13, 2019 General Government Budget Work Session with the Water & Sewer Departments Budget.

Actions Taken At The City Council Meeting – May 6, 2019 - Page 5

32. Letter regarding The Society for the Protection of New Hampshire Forests – **Voted** to send a letter to Jane Difley, President/Forester of The Society for the Protection of New Hampshire Forests regarding the Proposed Demolition of Carey Cottage.
33. Proposed Rule Change – Rule 7 Order of Business – **Voted** the City Council to vote on May 20, 2019 on proposed change to Rule 7 of the Revised Rules and Order of the Portsmouth City Council and if amended it take effect on June 17, 2019.
34. Our Working Port and Renewable Energy in New Hampshire – Councilor Raynolds reported that a large cargo ship is in port carrying large components of wind turbines that are going to Antrim, New Hampshire.
35. Adjournment – At 9:30 p.m., **voted** to adjourn.

Respectfully submitted by:

Kelli L. Barnaby, MMC, CMC, CNHMC
City Clerk

Grantee SF-424's and Certification(s)

OMB Number: 4040-0001
Expiration Date: 12/31/2016

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate reason: <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entry Identifier: <input type="text"/>		5b. Federal Award Identifier: <input type="text"/>
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
B. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text" value="City of Portsmouth, NH"/>		
* b. Employer/Employee Identification Number (EIN/ENX): <input type="text" value="92-6063714"/>	* c. Organizational DUNS: <input type="text" value="07196106000"/>	
d. Address:		
* Street: <input type="text" value="1 Jenkins Avenue"/> Email: <input type="text"/> * City: <input type="text" value="Portsmouth"/> County/Parish: <input type="text"/> * State: <input type="text" value="NH"/> <small>NH: New Hampshire</small> Province: <input type="text"/> * Country: <input type="text" value="USA"/> <small>USA: UNITED STATES</small> * Zip/Postal Code: <input type="text" value="03801-0000"/>		
e. Organizational Unit:		
Department Name: <input type="text" value="Community Development"/>		Division Name: <input type="text"/>
f. Name and contact information of person to be contacted on matters involving this application:		
Title: <input type="text" value="City Development Coordinator"/>		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="603-427-1553"/> Fax Number: <input type="text" value="603-427-1553"/>		
* Email: <input type="text" value="portsmouthcitydevelopment@ci.portsmouth.nh.us"/>		

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type: <input type="text" value="City of Fort Smith, Arkansas"/>	
Type of Applicant 2: Select Applicant Type: <input type="text"/>	
Type of Applicant 3: Select Applicant Type: <input type="text"/>	
* Other (specify): <input type="text"/>	
* 10. Name of Federal Agency: <input type="text" value="U.S. Housing and Urban Development"/>	
11. Catalog of Federal Domestic Assistance Number: <input type="text" value="14.819"/>	
CFOA Title: <input type="text" value="Community Development Block Grants/Small Grants Program"/>	
* 12. Funding Opportunity Number: <input type="text"/>	
* Title: <input type="text"/>	
13. Competition Identification Number: <input type="text"/>	
Title: <input type="text"/>	
14. Areas Affected by Project (Cities, Counties, States, etc.): <input type="text"/> <div> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </div>	
* 15. Descriptive Title of Applicant's Project: <input type="text" value="City of Fort Smith - FY 2019 Annual Plan and Budget (Only FY 2020)"/>	
Attach supporting documents as specified in agency instructions. <div> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </div>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant <input type="text" value="AK-01"/>	* b. Program/Project <input type="text"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text" value="07/01/2019"/>	* b. End Date: <input type="text" value="06/30/2020"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="524,954.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text" value="443,154.00"/>
* f. Program Income	<input type="text" value="0,500.00"/>
* g. TOTAL	<input type="text" value="1,000,000.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12872 Process? <input type="checkbox"/> a. This application was made available to the State under the Executive Order 12872 Process for review on <input type="text"/> . <input type="checkbox"/> b. Program is subject to E.O. 12872 but has not been selected by the State for review. <input checked="" type="checkbox"/> c. Program is not covered by E.O. 12872.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", provide explanation and attach <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
21. "By signing this application, I certify (1) to the statements contained in the list of certifications" and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurance" and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001) <input checked="" type="checkbox"/> ** I AGREE <small>** The list of certifications and assurance, or an internet site where you may obtain the list, is contained in the announcement or agency solicitation instructions.</small>	
Authorized Representative:	
Prefix: Mr.	* First Name: <input type="text" value="John"/>
Middle Name: E.	<input type="text"/>
* Last Name: <input type="text" value="Hohenko"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="City Manager"/>	
* Telephone Number: <input type="text" value="603 60 7502"/>	* Fax Number: <input type="text"/>
* Email: <input type="text" value="john.hohenko@portsmouthnh.com"/>	
* Signature of Authorized Representative:	* Date Signed: <input type="text" value="5-13-19"/>

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4010-0009
Expiration Date: 02/26/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

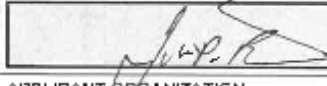
1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property (file or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the construction work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4753) relating to prescribed standards of merit systems for programs funded under one of the 19 states or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 901, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (28 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-295), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-618), as amended relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1972 (42 U.S.C. §§290dd-3 and 290dd-5), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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Standard Form 424D (Rev. 7-97)
Prescribed by GSA Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1506 and 7324-7326) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§278a to 278a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §974) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires residents in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11735; (c) protection of wetlands pursuant to EO 11690; (d) evaluation of flood hazards in floodplains in accordance with EO 11588; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-235).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11550 (identification and protection of historic properties) and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§459a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from: (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	City Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Portsmouth	5-13-19

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CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

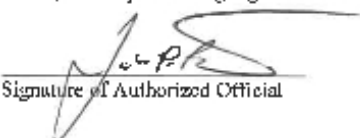
Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

 _____ Signature of Authorized Official	5-13-19 _____ Date
_____ City Manager Title	

Specific Community Development Block Grant Certifications

The Fulfillment Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2019 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K, and R.

Compliance with Laws -- It will comply with applicable laws.



Signature of Authorized Official

5-13-19

Date

City Manager

Title