

**--- DRAFT ---**

**COMMUNITY DEVELOPMENT  
BLOCK GRANT  
PORTSMOUTH, NEW HAMPSHIRE  
FY 2022 (HUD FY 2021) Annual Action Plan**

*Year 2 of the FY 2020-2024 Consolidated Planning Period*



*To be submitted to*

*U.S. Department of Housing and Urban Development*

*by*

*City of Portsmouth  
Community Development Department  
1 Junkins Avenue  
Portsmouth, New Hampshire*

---

**Written comments must be received by 8:00 a.m. on May 24, 2021** and may be submitted via email to [eannunziata@cityofportsmouth.com](mailto:eannunziata@cityofportsmouth.com) or mailed to:

City of Portsmouth  
Community Development Department  
Attn: Elise Annunziata  
1 Junkins Avenue  
Portsmouth, NH 03801

## **Executive Summary**

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

#### **1. Introduction**

This Annual Action Plan is for HUD FY 2021 (City FY 22) and is Year 2 of the City's Five Year Consolidated Plan, which is a strategic plan for goals and objectives that the City plans to achieve from City Fiscal Years 2021-2025 (HUD FY 2020-2024). Each year the CD Department provides an annual update to the Consolidated Plan, which serves as an action plan for the upcoming fiscal year. In Program Year 2021 (July 1, 2021 through June 30, 2022) and likely beyond, the City intends to submit for and utilize CARES ACT CDBG-CV funds to undertake activities that prepare, prevent and respond to COVID-19 pandemic. Specific activities are described in later sections of this plan.

Attached to this Plan are the following:

- Summary of public comments received;
- HUD-required Certifications and SF424/ SF424-D Forms (not included in Draft Action Plan); and
- Legal Notice of public comment period.

#### **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.

This year's Annual Action Plan includes goals and objectives for housing, public facilities, urgent needs, social services programs that assist individuals and families, and program administration. Priority needs include creating and preserving affordable housing units, helping homeowners/renters remain in their homes through temporary interim mortgage or rental assistance, responding to urgent needs in the community, removing architectural barriers for persons with disabilities, supporting public service agencies, maintaining infrastructure, and improving access/suitability to public facilities to better meet the needs of people who earn low and moderate incomes. As noted above, in Program Year 2021 and likely beyond, the City intends to submit for and utilize CARES ACT CDBG-CV funds to undertake activities that prepare, prevent, and respond to COVID-19 pandemic.

### **3. Evaluation of past performance**

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

The specific accomplishments of projects and programs undertaken during the previous annual plan period are provided in each year's Consolidated Annual Performance and Evaluation Report (CAPER).

Evaluation and performance reports may be reviewed at the following weblink:

<https://www.cityofportsmouth.com/community/cdbg-planning-and-reporting>

### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

There are many worthwhile and eligible programs and projects that are considered for funding each year. To assist the Community Development (CD) Department in determining which projects are funded, a six member Citizens Advisory Committee meets to make funding recommendations to the City Manager. The CD Department oversees all project administration, including oversight of construction administration, invoicing, and Davis Bacon wage rates. The Department also regularly meets with area service providers in order to ensure the needs of partner organizations and their clients are being met.

### **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.

See attachment.

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

None.

### **7. Summary**

The City of Portsmouth receives funding from the U.S. Department of Housing and Urban Development Community Development Block Grant (CDBG) program. Under this program, the City of Portsmouth is an entitlement community. In PY 2021 (the second year of the HUD 2020-2024 Five Year Consolidated Plan), the City of Portsmouth will receive \$523,675 to be used in carrying out various eligible programs that benefit residents who earn low or moderate incomes or address another CDBG National Objective.

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. Additionally, the City may use up to 30% of its entitlement funding for responding to HUD-eligible Urgent Needs. Urgent Need

qualified activities must meet the following criteria: 1) the existing conditions must pose a serious and immediate threat to the health or welfare of the community; 2) the existing conditions are of recent origin or recently became urgent (generally, within the past 18 months); 3) the grantee is unable to finance the activity on its own; and 4) other sources of funding are not available.

In Program Year 2021, the City anticipates utilizing approximately \$400,700 CDBG-CV funds, which will be utilized to undertake projects and activities that prepare, prevent and respond to COVID-19 pandemic. Specific activities are described later in this plan.

## 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)

The Portsmouth Community Development Department oversees all project administration, including oversight of CDBG-eligible construction administration, invoicing, and Davis Bacon wage rates. The Department also regularly meets with area service providers in order to ensure the needs of partner organizations and their clients are being met.

### Consolidated Plan Public Contact Information

Elise Annunziata  
Community Development Coordinator  
City Hall-Community Development Department  
1 Junkins Avenue  
Portsmouth, NH 03801  
(603) 610-7281  
eannunziata@cityofportsmouth.com

## **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, as a Department of the City of Portsmouth, 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 very engaged with the quality and affordability of housing. Specifically, the City participates in regional discussions on workforce housing through the Workforce Housing Coalition and its sponsor, The Housing Partnership, a local non-profit housing organization. In recognition of the housing challenge, in 2008 the Portsmouth City Council established the Blue Ribbon Committee on Housing and charged the Committee with developing a "road map", or guidance document, on local housing options and issues; identifying creative solutions to address those issues, and developing a shortlist of policy and action items that could be taken by the City and others to increase affordable housing options. The results of this work have been incorporated in this Annual Action Plan.

The CDBG program has also worked to advance fair housing through its support for New Hampshire Legal Services (NHLS) Housing Justice Program. NHLS has been regularly awarded funds through the Public Service Agency Grant Program and they, or other agencies providing these services, will continue to receive funds as they continue to meet that need. The agency's work in this area includes providing assistance to Portsmouth renters with fair housing concerns as well as initiating and conducting workshops on fair housing for the benefit of landlords and direct service non-profit providers interacting with clients.

The City also supports and coordinates with area organizations such as Greater Seacoast Community Health to promote access to medical, dental, and mental health services for individuals in need. This health organization partners directly with the Portsmouth Housing Authority as well as other community organizations to bring their services to low- and moderate-income residents.

**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 is working with Home for All (formerly known as Greater Seacoast Coalition to End Homelessness) 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 participate in Home for All forums and meetings to discuss challenges, needs, and potential collaborations for the homeless services community to focus on in the near term, including improvements to coordinated care with area hospitals, expansion of data aggregation and analysis, and improving the efficiency of advocacy work. CD staff is also involved in forums and workgroups addressing issues of chronic homelessness and coordination of services for those currently or at risk of becoming homeless.

**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 jurisdiction does not receive ESG funding nor does it work with HMIS. However, the CD Department coordinates and consults with the Continuum of Care Coalition, Home for All, as described above. CD staff reviews periodic publications and reports associated with the homeless issue including the New Hampshire DHHS Annual Homeless Reports and Point in Time Surveys, Homeless Teens, and the work for the New Hampshire Coalition to End Homelessness and local United Way of the Greater Seacoast-sponsored workgroups/forums to end homelessness.

**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**

1	<b>Agency/Group/Organization</b>	Portsmouth Housing Authority
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs Anti-poverty Strategy Lead-based Paint Strategy Urgent needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The PHA Executive Director is regularly consulted by City staff on many issues and emerging opportunities such as maintaining and adding additional affordable housing units, and improving service delivery for existing clients. This consultation will continue and provide opportunities for coordinated support in the area of housing needs and urgent needs due to COVID-19.
2	<b>Agency/Group/Organization</b>	HAVEN
	<b>Agency/Group/Organization Type</b>	Services-Victims of Domestic Violence
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children Anti-poverty Strategy Urgent Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Executive Director of HAVEN, Kathy Beebe attended the meeting on 3/11/21. HAVEN provides temporary shelter and case management services to victims of domestic violence. While the COVID-19 pandemic has created health and safety challenges, HAVEN has accomplished their goals by shifting their shelter services into hotels, where clients can socially distance, while still receiving their services. Challenges include increased isolation and the need to adapt programming. Domestic violence reporting suffered as a result of the close proximity between victims and their abusers. As restrictions loosen, reporting is beginning to increase.
3	<b>Agency/Group/Organization</b>	CROSSROADS HOUSE
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Anti-poverty Strategy Urgent needs



	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ms. Stone of Cross Roads House attended the meeting on 3/11/2. Their facility provides temporary shelter and comprehensive case management services to homeless individuals and families in Portsmouth. COVID-19 has presented challenges that were met by shifting some shelter services to hotels when serving at risk or quarantining clients. Modifications were necessary to increase safety and usability of their shared spaces. Challenges to the flow of clients include a less than 1% vacancy rate for housing, and the high cost of housing in the Greater Seacoast Area. Despite these challenges, Cross Roads House facilitated the transition of 125 people into permanent housing.
4	<b>Agency/Group/Organization</b>	Greater Seacoast Community Health
	<b>Agency/Group/Organization Type</b>	Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Anti-poverty Strategy Urgent Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Greater Seacoast Community Health attended the meeting on 3/11/21. They meet the dental health needs of Portsmouth residents who earn extremely low, low, or moderate incomes. The clinic provides care to clients regardless of their ability to pay. The COVID-19 pandemic has created challenges such as temporarily suspending services, and the need for greater precautions and more PPE. The organization has met the challenges by finding innovative solutions including accessing CARES-ACT funding. They plan to expand their services into a new facility with larger capacity in the next 12 months.
5	<b>Agency/Group/Organization</b>	AIDS Response Seacoast
	<b>Agency/Group/Organization Type</b>	Services-Persons with HIV/AIDS
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Urgent needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ms. Leibowitz, with AIDS Response Seacoast (ARS) spoke about the direct case management and medical support that is provided by CDBG grant funding. COVID-19 forced operations to quickly shift to remote, which was especially crucial due to the immune compromised status of the client base. With the support of additional CDBG grant funds, ARS was able to make sure that clients didn't lose access to case management, medical care, or benefits. Issues that affect the clients are affordable housing, substance use overlap, financial resources, and transportation. One focus of ARS is to increase education in order to teach the community how to prevent contracting HIV.
6	<b>Agency/Group/Organization</b>	Seacoast Mental Health
	<b>Agency/Group/Organization Type</b>	Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Urgent Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Seacoast Mental Health staff attended the meeting on 3/11/21. Ms. Hartnett and Ms. Olsen-Hayward described the program as in home support for elderly residents of Portsmouth. The program addresses the issue of isolation that senior citizens face due to distance from family, poor health, and transportation. The program has maxed its capacity and is working to expand coverage to meet the needs of even more seniors by providing more program hours and staff.
7	<b>Agency/Group/Organization</b>	The Chase Home for Children
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Urgent needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ms. Wheeler of The Chase home for Children spoke about the extended 90 day reunification program that has been adapted by the organization for the last couple of years. The State had been providing funding for a 30 day program which was failing to reduce recidivism in a meaningful way. The Chase Home's clients are youth who primarily come from environments where they are experiencing abuse/neglect, are unsafe, or are entering care due to status as a delinquent youth. The 90 day program is a home based program that includes the youth and the families in the process of successful reunification and integration. COVID provided challenges as there was a decrease of in-home services. Mental health crises have been amplified and more children than ever are ending up in the ER. The Chase Home is working to get all of their staff vaccinated and participate in a State accreditation process that they hope will help them to secure more funding for their reunification services.
8	<b>Agency/Group/Organization</b>	NEW HAMPSHIRE LEGAL ASSISTANCE
	<b>Agency/Group/Organization Type</b>	Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Continued consultation with NHLA will determine the best activities to facilitate fair housing information being disseminated to vulnerable populations who are exiting homelessness and will assist the City to identify additional strategies and opportunities to affirmatively further fair housing in the City. Communications with NHLA have indicated that COVID-19 pandemic resulted in challenges to implementing their traditional fair housing programs, but that they are now looking at alternative methods of delivery and programming.
9	<b>Agency/Group/Organization</b>	Seacoast Community School
	<b>Agency/Group/Organization Type</b>	Services-Children

	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Anti-poverty Strategy Urgent needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Mr. Gilmore of Seacoast Community School (SCS) shared that SCS is one of the largest childcare operations in NH and that they provide not only early childhood education but afterschool care for older children as well. Mr. Gilmore shared that their programs have adapted and expanded in ways to resume providing successful care to families during COVID-19, after an interruption in the early stages of shutdowns. Clients are working parents who depend on reliable childcare. With the help of CDBG funding, scholarships are provided to extremely low- to moderate- income families on a basis of individual needs. In order to address COVID safety concerns, classrooms are siloed in order to minimize risk of contamination between classes. The strategy has been viewed by SCS as a success. SCS is working to address difficulties in hiring by offering increases to base wages and education reimbursements.
10	<b>Agency/Group/Organization</b>	Southern NH Services, Inc.
	<b>Agency/Group/Organization Type</b>	Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Anti-poverty Strategy Tenant based rental assistance; Urgent needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ms. Ardizzoni of Rockingham Community Action (RCAP) spoke about the unique position that their organization is in this year due to CARES Act funding. One of the most important and challenging components of managing the increased funds is to reach the potential clients who need it most and to educate landlords about the resources available to them and their residents. RCAP is still not meeting with clients in the building but services are successfully being provided through phone interviews and mail. The organization hopes to increase participation in their program and encourage extremely low- to moderate- income Portsmouth residents to keep their stimulus money in their pockets. Cost of living and housing vacancy in the area are huge factors in need for their programs.
11	<b>Agency/Group/Organization</b>	City of Portsmouth Welfare Department
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy Lead-based Paint Strategy Urgent needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	This year, as in prior years, the CDBG program coordinated with the City Welfare Program to discuss social services needs and funding from the City's general fund through City Welfare funds, which complements CDBG funds for public services to assist the homeless and other special needs activities.

**Table 2 – Agencies, groups, organizations who participated**

**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**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	Home for All; State of NH Bureau of Homeless and Housing Services	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.
Portsmouth 2025 Master Plan	Portsmouth Planning Dept	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.
Portsmouth Housing Authority 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. PHA is currently undertaking a large project to build 64 units of workforce housing in downtown Portsmouth.
2014 Housing Existing Conditions Report	Portsmouth Planning Dept	An analysis of the existing housing conditions in the City with a focus on future efforts to preserve existing affordable housing and encourage redevelopment of underutilized properties with housing that is affordable to houses at or below the area median income.

**Table 3 – Other local / regional / federal planning efforts**

## **Narrative (optional)**

Community Development staff consult and coordinate with other city departmental staff as well as with area agency staff. In one instance, CD staff collaborates with the New Hampshire Community Development Finance Authority (NHCDFA). NHCDFA administers the statewide CDBG program and is a member of the three agency team that develops and implements the state's Consolidated Plan. In addition to this coordination, staff also work with the Rockingham Planning Commission, the State Bureau of Homelessness and Housing Services, the NH Housing Finance Authority, and the State Lead Poisoning Prevention Program in the course of designing and implementing programs. The CD Department also consults with liaisons to the Portsmouth Cultural Commission and the organization it established to carry out its work, Art-Speak, due to the critical role the arts play in the local economy. The City also has liaisons between it and several local organizations including the Portsmouth Economic Development Commission, Portsmouth Historical Society, Greater Portsmouth Chamber of Commerce, Downtown Business Association, Rockingham County Economic Development Authority, and the Tenant's Association at Pease to name a few.

In addition to the consultations and coordination discussed in this section, the CD Department Staff discussed community needs and emerging and potential urgent needs due to the COVID-19 health pandemic with the City Senior Management and other departments including Health, DPW, Fire, Recreation, and Economic Development. These discussions will be ongoing in order to identify and address activities that prevent, prepare and respond to COVID-19.

## **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**

The Portsmouth Community Development (CD) Department works with a six-member volunteer Citizens Advisory Committee (CAC) throughout the last year to update the Citizens Participation Plan and develop the priorities and goals to be focused on in the Consolidated Plan. The Community Development Department consults with the public and service providers during CAC meetings. When an organization is being considered for funding or will be affected by potential policy developments, they are contacted regularly throughout the decision making process.

For the purpose of advertising public hearings in accordance with the Citizen Participation Plan, the CD Department sent emails to CDBG participant organizations – including existing public service agency grant participants and other non-profit service providers working with elderly populations, the disabled, immigrant communities and others. Notices of all public hearings are published in the local paper and posted on the City's website, and at Portsmouth City Hall. Notice of 30 Comment Period on this year's (PY 21) Annual Action Plan and Budget was published in the local newspaper (print and online editions) on April 22, 2021.

Citizen participation helps to inform the CAC and the City of various community needs' scope and breadth, which is considered in goal setting. Goals are intended to address needs in certain areas of the cities or at facilities that serve CDBG-eligible populations, or infrastructure and accessibility needs. The community participation process and consultation will be ongoing during the Five-Year planning process, and particularly as it relates to COVID-19 and determining goals to prepare, prevent and respond to the pandemic. Specific language in Subrecipient Agreements with agencies receiving Public Service Agency Grant Program funds requires them to market their services to CDBG eligible neighborhoods as well as those living in housing developments owned or managed by the Portsmouth Housing Authority.



## 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	February 11, 2021 public meeting and hearing to gather public comments on community needs that could be served by the CDBG program in FY 22. Eight individuals representing community services agencies attended and provided comments.	See attached.	None	
2	Public Meeting	Non-targeted/broad community	March 11, 2021 public meeting to hear input from social service agencies desiring CDBG grant funds to support services to low- moderate income persons.	See attached.	None	
3	Public Meeting	Non-targeted/broad community	March 16, 2021 public meeting to hear input from social service agencies desiring CDBG grant funds to support services to low- moderate income persons.	See attached.	None.	
4	Public Hearing	Non-targeted/broad community	May 13, 2021 public meeting and hearing on the draft action plan.	TBD	None.	
5	Newspaper Ad	Non-targeted/broad community	Notice of 30 day comment period on Draft Annual Action Plan activities and budget	TBD		

**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. CDBG dollars will be used to fund projects and activities benefiting low to low-moderate income individuals, and to address urgent needs. CARES Act CDBG-CV funds will be used for activities meeting a National Objective and that prepare, prevent and respond to COVID-19 health crisis.

#### 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	523,675	47,000	363,488	934,163	1,608,325	CDBG dollars will be used to fund projects and activities benefiting low to low-moderate income individuals, and to address urgent needs.\$47,000 in program income is anticipated from loan repayments. An estimated \$363,488 from prior year resources (unallocated and obligated funds) will also be utilized for PY21 projects/activities.

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 Economic Development Housing Public Improvements Public Services	200,000	0	0	200,000	600,000	General Fund dollars are leveraged to match CDBG funds for social services support and other public facilities projects that 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	private	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
Other	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services Other	200,000	0	200,746	400,746	200,476	CARES Act CDBG-CV funds will be used for activities that prepare, prevent, and respond to COVID-19 health crisis.

**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**

Matching funds are not required. However, the federal funds expended on CDBG eligible activities leverage significant additional resources from non-profit agency partners who receive funding for public services and for facility improvements.

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

N/A

### **Discussion**

During the City's current Five-Year Plan period, including PY 2021, the City intends to submit for and utilize CARES Act CDBG-CV funds to undertake activities that prepare, prevent and respond to COVID-19 pandemic. CDBG dollars will be used to fund projects and activities benefiting low to low-moderate income individuals, and to address urgent needs (no more than 30%).

## 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	Housing	2020	2024	Affordable Housing Public Housing Homeless	City-Wide	Housing	CDBG: \$85,744	
2	Public Facility/Infrastructure Improvements	2020	2024	Non-Housing Community Development	City-Wide	Public Facility/Infrastructure Improvements	CDBG: \$620,419 CDBG-CV: \$142,000	
3	Public Services	2020	2024	Non-Homeless Special Needs Non-Housing Community Development	City-Wide	Public Services	CDBG: \$80,500 CDBG-CV: \$150,000	
4	Transportation	2020	2024	Non-Homeless Special Needs Non-Housing Community Development	City-Wide	Transportation	CDBG: \$35,000	

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Urgent Needs	2020	2024	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development Urgent Needs	City-Wide	Urgent Need	CDBG-CV: \$100,000	
6	Administration	2020	2024	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development Urgent Needs	City-Wide	Administration	CDBG: \$112,500 CDBG-CV: \$8,746	Other: 1 Other

**Table 6 – Goals Summary**

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

In FY 22 (PY 2021), the CDBG program plans to make progress on a 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 interim tenant-based rental assistance and multifamily housing rehabilitation as the opportunities present.

Additionally, in Program Year 2021, the City intends to submit for and utilize CARES Act CDBG-CV funds to undertake activities that prepare, prevent and respond to COVID-19 pandemic.

The Grantee anticipates that any activities that meet the Urgent Need National Objective will be evolving over time to meet the needs to best prevent, prepare, and respond to COVID-19. In order to be flexible to ever-changing health/crisis needs, specific budget amounts will be directed to targeted public facilities and public services activities over time.

#### Projects

#	Project Name
1	Program Administration
2	Public Facility/Accessibility Improvements
3	Housing Rehab Loan Program
4	Public Services Agency Grant Program
5	Transportation
6	Urgent Needs

**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, but rather on priorities identified during the Consolidated Plan /Annual Action Plan consultation process. At least 70% of CDBG funding for projects/activities are intended to benefit residents earning low and moderate incomes accessing services as well as ensuring access for people with disabilities throughout the City. The City has planned during PY 21 to utilize up to 30% of CBG and CDBG-CV funds on activities that meet the Urgent Needs National Objective.

The Citizens Advisory Committee to the City's CDBG Program has planned to increase its meetings and consultations throughout PY 21 to assess the underserved needs in Portsmouth and provide recommendations for additional CDBG and CDBG-CV funding to address changing priorities and needs



due to COVID-19. Community surveys are planned as well as localized community meetings at public housing and targeted neighborhoods.

Obstacles to addressing underserved needs include lack of matching or City general funds - through circumstances beyond the City's control, lack of capacity on the part of agencies- largely due to increased demands as a result of COVID-19, high home prices, and local permitting/land use measures that do not aggressively facilitate the development of affordable housing in the City.

**AP-38 Project Summary**  
**Project Summary Information**

See following table.

1	<b>Project Name</b>	Program Administration
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Administration
	<b>Needs Addressed</b>	Administration
	<b>Funding</b>	CDBG: \$112,500 CDBG-CV: \$8,746
	<b>Description</b>	General program administration of the CDBG Program.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	CDBG and CDBG-CV Program Administration
	<b>Location Description</b>	Citywide
2	<b>Planned Activities</b>	Planned Activities CDBG and CDBG-CV Program Administration
	<b>Project Name</b>	Public Facility/Accessibility Improvements
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Public Facility/Infrastructure Improvements
	<b>Needs Addressed</b>	Public Facility/Infrastructure Improvements
	<b>Funding</b>	CDBG: \$296,175 CDBG-CV: \$142,000
	<b>Description</b>	The City will continue accessibility and public facilities/infrastructure upgrades to locations throughout the City. Major activities include Operation Blessing Warming Center facility improvements, Woodbury Avenue Housing Cooperative infrastructure improvements, and ADA/Accessibility improvements. Other infrastructure/public facility improvement and ADA accessibility projects, including transportation, will be identified and are anticipated in PY 2021.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	We estimate that approximately 75 individuals who are homeless will benefit from the proposed activities; and that approximately 60 households will benefit from infrastructure improvements at Woodbury Ave. cooperative.  Additionally, the City estimates that approximately 250 individuals earning low-moderate- income will benefit from other accessibility and public facility improvements across the City.

	<b>Location Description</b>	Operation Blessing, 100 Lafayette Rd. Woodbury Ave. Cooperative, Woodbury Ave.
	<b>Planned Activities</b>	The City will continue accessibility and public facilities/infrastructure upgrades to locations throughout the City. Major activities include Operation Blessing Warming Center facility improvements, Woodbury Avenue Housing Cooperative infrastructure improvements, and ADA/Accessibility improvements. Other infrastructure/public facility improvement and ADA accessibility projects, including transportation, will be identified and are anticipated in PY 2021.
<b>3</b>	<b>Project Name</b>	Housing Rehab Loan Program
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Housing
	<b>Needs Addressed</b>	Housing
	<b>Funding</b>	CDBG: \$85,744
	<b>Description</b>	Provides loans for rehabilitation of multifamily units that house low-moderate income families or individuals. Housing rehab funds may be provided as grants for nonprofits providing housing to income-eligible individuals/families.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	3 households earning low to moderate-income are estimated to benefit from the proposed activities.
	<b>Location Description</b>	Specific to low- moderate-income households or geographic areas.
<b>4</b>	<b>Planned Activities</b>	Loans for rehabilitation of multifamily units that house low-moderate income families or individuals. Housing rehab funds may be provided as grants for nonprofits providing housing to income-eligible individuals/families.
	<b>Project Name</b>	Public Services Agency Grant Program
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$80,500 CDBG-CV: \$150,000
	<b>Description</b>	Grants to local nonprofit organizations providing public services to Portsmouth residents who earn low to moderate income.
	<b>Target Date</b>	6/30/2022

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 500 individuals, including persons who are homeless, earning low- moderate household income will benefit from the proposed activities. Approximately 25 households will benefit from the proposed activities.
	<b>Location Description</b>	Through various non-profit social service agencies in the City.
	<b>Planned Activities</b>	Senior/disabled transportation (see transportation goal/activities), child care, mental health services, dental services, at-risk youth programming/support, homeless shelter services, DV and sexual assault services, services for persons with HIV/AIDS, fair housing training for persons preparing to exit homeless shelters, and tenant-based rental assistance.
5	<b>Project Name</b>	Transportation
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Transportation
	<b>Needs Addressed</b>	Transportation
	<b>Funding</b>	CDBG: \$35,000
	<b>Description</b>	To support agencies or improvements that provide transportation services for persons who earn very low-, low-, and moderate-incomes.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 125 persons earning low to moderate incomes or persons with disabilities will benefit from the proposed activities.
	<b>Location Description</b>	Citywide or in CDBG eligible areas, such as near Woodbury Ave. cooperative, public housing or servicing areas the provide social services/shelter to primarily low- moderate-income individuals.
	<b>Planned Activities</b>	Added or improved public transportation services or facilities.
6	<b>Project Name</b>	Urgent Needs
	<b>Target Area</b>	City-Wide
	<b>Goals Supported</b>	Urgent Needs
	<b>Needs Addressed</b>	Urgent Need
	<b>Funding</b>	CDBG-CV: \$100,000

<b>Description</b>	To support non-profit and for profit businesses and public facilities to undertake provide public services and public facility improvements to address urgent needs when no other funding sources are available and the grantee is unable to finance the activity(ies) on its own. Economic development activities may be funded under the urgent needs goal. The jurisdiction anticipates that any activities that meet the Urgent Need National Objective will be evolving over time to meet the needs to best prevent, prepare, and respond to COVID-19. In order to be flexible to ever-changing health/crisis needs, specific budget amounts will be directed to targeted public facilities and public services activities over time. The Grantee anticipates that any activities that meet the Urgent Need National Objective will be evolving over time to meet the needs to best prevent, prepare, and respond to COVID-19. In order to be flexible to ever-changing health/crisis needs, specific budget amounts will be directed to targeted public facilities and public services activities over time.
<b>Target Date</b>	6/30/2022
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 22,000 unduplicated persons will benefit from the proposed urgent need activities. The beneficiaries may not be low- moderate-income, as urgent need activities will be planned to prepare, prevent and respond to the COVID-19 health crisis.
<b>Location Description</b>	Citywide
<b>Planned Activities</b>	<p>To support non-profit and for-profit businesses and city government programs providing public services and making public facility improvements to address urgent needs when no other funding sources are available and the grantee is unable to finance the activity(ies) on its own. Economic development activities may be funded under the Urgent Needs goal.</p> <p>As noted in the introduction, the Grantee anticipates that any activities that meet the “Urgent Need” national objective will be evolving over time to meet the needs to best prevent, prepare, and respond to COVID-19. In order to be flexible to ever-changing health/crisis needs, specific budget amounts will be directed to public facilities and public services activities over time.</p>

## **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. In other words, there is no pre-specified specific geographic targeting of resources. In PY 21, investment of community development resources are planned for throughout the jurisdiction.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
City-Wide	100

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

The City's Five-Year Plan does not identify any geographic concentration of resources. Specifically, the Housing Rehabilitation Program is undertaken without regard to geography, but instead, activities, are based on the income of the property owners. Public service agencies that will receive CDBG grant funds during this program year are scattered through the City and public facilities projects occur in locations or at facilities that directly benefit those who earn low or moderate incomes or those who are presumed to earn low or moderate incomes. The City of Portsmouth has three Census block groups where a majority of residents earn low or moderate incomes. Projects in these areas are undertaken based on project eligibility and funding availability. For at least the most recent two Consolidated Plans, the City has identified significant public infrastructure needs, in CDBG eligible neighborhoods. Urgent Need projects and activities will be undertaken Citywide in PY 21 according to priorities described earlier in this section.

### **Discussion**

None further.

# Affordable Housing

## AP-55 Affordable Housing – 91.220(g)

### Introduction

Wages in the Seacoast area continue to be 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 continues to grow. The Seacoast is a desirable location to live and to work, in no small part due to the abundance of services and supports that the area offers. Although many people come to the Seacoast in order to access jobs and services, it is often difficult for them to remain due to the high cost of housing.

One Year Goals for the Number of Households to be Supported	
Homeless	150
Non-Homeless	0
Special-Needs	30
Total	180

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	100
Acquisition of Existing Units	0
Total	110

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

### Discussion

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.



## **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 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 350 families on the PHA's waiting for a Section 8 voucher and an additional \_\_\_\_\_ on the list for public housing, coupled with a 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. The Authority's Court Street project in the downtown area will provide 64 one- and two-bedroom units of work force housing that will serve those individuals who earn 80% or below, area median income. Three-quarters of these units will be made affordable for individuals earning at 60% or below area median income.

### **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. The PHA Resident Service team regularly invites residents to participate in conversations happening in local Government and often provides transportation to public hearings as well as hosting on-site public meetings when possible.

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

**provided or other assistance**

The PHA is not designated as troubled.

**Discussion**

The Portsmouth Housing Authority is seen as an invaluable partner in addressing housing needs in Portsmouth. Through its Five-Year Plan, the PHA is engaged on the issue of creating additional units, preserving existing units, 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 Seacoast has a robust Continuum of Care (Home for All) and the City continues to work with regional organizations such as the Home for All to improve coordination between service providers and develop and implement strategies to expand and refine services. Funding from the City's general fund through City Welfare funds complements CDBG funds for public services to assist the homeless and other special needs activities.

### **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 continue to promote the availability of Public Service Agency Grants to shelters, healthcare, and public welfare agencies in order to strengthen and support 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 shelter and transitional housing proposals, as well as providing support through the funding for eligible public facilities projects. The City will also continue 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 Agency Grants for agencies providing supportive services and will support the increase of 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 through working with organizations such as the Rockingham County Community Action Program, the Portsmouth Special Needs Fund, NH Legal Assistance, and Operation Blessing in order to provide financial and legal support for individuals and families at-risk of becoming homeless. The City will also work with organizations such as Southeastern New Hampshire Services, Greater Seacoast Community Health, Seacoast Mental Health Center, One Sky Community Services, and Area Home Care to support those with disabilities or substance abuse issues.

## **Discussion**

As noted in several sections of this Plan, in PY 21 the City intends to submit for and utilize CARES ACT CDBG-CV funds to undertake activities that prepare, prevent and respond to COVID-19 pandemic. All projects and activities will meet a National Objective, with no more than 30% allowed to Urgent Need.

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

### **Introduction:**

As the downtown area of the City continues to expand, opportunities to address the lack of affordable housing are being identified. The City will explore state funding through the American Rescue Plan and assist with coordination and community connections to funding for the development of previously underutilized and underdeveloped sites.

**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**

Workforce housing in most circumstances is only going to be able to be affordable for developers and residents when undertaken on a large scale or as part of a larger development project. The City is also working to encourage workforce housing developments in the last sections of the City's undeveloped developable land (mainly in the Gateway District). Development of workforce housing may largely be incentivized by allowing zoning easements on setbacks, height, and yard frontage in exchange for developers designating a certain as yet to be determined percentage of units as affordable workforce housing with the goal of increasing densities and promoting more reasonable rates.

### **Discussion:**

None further.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

At least 70% of all CDBG and CDBG-CV funds will be spent in PY 21 on programs and projects benefiting residents earning low-and moderate- incomes as well as ensuring access for people with disabilities throughout the City. Up to 30% of all CDBG and CDBG-CV funds may be spent on urgent needs in order to prepare, prevent and respond to COVID-19.

### **Actions planned to address obstacles to meeting underserved needs**

The Citizens Advisory Committee to the City's CDBG Program continues to assess the underserved needs in Portsmouth and provide recommendations for additional CDBG and CDBG-CV funding to address those needs. Community surveys are planned as well as localized community meetings at public housing and targeted neighborhoods.

In preparing the City's Housing Existing Conditions Report for the 2025 Master Plan Update, the planning consultants met with and interviewed various persons who are involved or interested in local housing issues. Several respondents commented that the city government presents a challenging climate for permitting new development. Permitting hurdles are especially discouraging for investment in workforce housing, as higher-end and luxury residential projects can more easily absorb the premium costs associated with building in Portsmouth. The Community Development Department has also identified a lack of data and access to educational resources on fair housing laws and protections as having a negative impact on the City's ability to encourage detection, reporting, and prevention of housing discrimination by advocates, tenants, and landlords.

As noted previously in this Plan, there may be untapped potential and resources through the American Rescue Plan for redeveloping underutilized parcels to address local housing needs and other planning goals including meeting underserved needs.

### **Actions planned to foster and maintain affordable housing**

As the downtown area of the City continues to expand, opportunities to address the lack of affordable housing are beginning to come to light through increased potential for development of previously underutilized and underdeveloped sites. As a well preserved historic city, Portsmouth has a vested interest in continuing to maintain the culture and heritage of the community; this is especially true with regards to the downtown area. While Portsmouth has historically allowed housing types that provide for a diverse range of housing options, the opportunities for producing significant numbers of housing units is currently constrained by the lack of availability of developable land.

Workforce housing in most circumstances is only going to be able to be affordable for developers and residents when undertaken on a large scale or as part of a larger development project. The City is also working to encourage workforce housing developments in the last sections of the City's undeveloped developable land (mainly in the Gateway District). Development of workforce housing may largely be

incentivized by allowing zoning easements on setbacks, height, and yard frontage in exchange for developers designating a certain as yet to be determined percentage of units as affordable workforce housing with the goal of increasing densities and promoting more reasonable rates.

The Portsmouth Housing Authority (PHA) has already embraced exploring opportunities to increase workforce and affordable housing stock as one of its primary objectives, and the City is undertaking the promotion of increased development of affordable housing opportunities as one of its priorities. The City will continue to 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. The City promotes access to preventative medical care service for individuals and families earning low- or moderate-income through community organizations such as Greater Seacoast Community Health and encourages residents (who are not eligible for Medicaid/Medicare) to enroll for insurance under the Affordable Care Act to minimize the amount of uncompensated care provided.

In 2020, Portsmouth Housing Authority (PHA) started its workforce housing project on Court Street in the downtown area. According to PHA, this project will convert land already owned by the PHA and what is now primarily a surface parking lot and redevelop it into 64 one- and two-bedroom units. All of these units will be financially accessible to members of the workforce making at or below 80% of Area Median Income (AMI), and of those, three-quarters of the units will be affordable to residents making under 60% AMI.

### **Actions planned to reduce lead-based paint hazards**

Portsmouth is not classified as one of the state's "higher risk" communities, largely due to its aging population; and therefore LPB is not the focus of primary prevention strategies. While LBP hazards in households with children are not as significant of an issue in Portsmouth as in other communities in NH, the City actively monitors at-risk populations and still has access to the State of NH's substantial resources to identify and address situations if and when an incident does occur.

The City integrates the above actions into housing policies and procedures by ensuring all LBP hazards are identified and referred to the state in order to coordinate efforts state-wide. The City only uses contractors that have been certified for LBP removal in the Housing Rehabilitation Program and has expanded the LBP protocols in municipal operations.

### **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.

Public Services Agency Grant Program will continue to support working families with child care, dental services, youth services, and other programs to help reduce the burdens on poverty-level families.

### **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 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, though improvements from public housing to access of transportation stops (e.g., sidewalks)/sustainability of facilities/bus shelters have been noted as areas for improvement.

### **Discussion:**

In addition to the actions described above, in Program Year 2021, the City intends to submit for and utilize CARES ACT CDBG-CV funds to undertake activities that prepare, prevent and respond to COVID-19 pandemic. No more than 30% of CDBG and no more than 30% CDBG-CV funds shall be used to fund projects/activities under the Urgent Need National Objective.



## Program Specific Requirements

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

#### Introduction:

#### 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	0
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
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	100,000
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.	70.00%

In Program Year 2021, the City intends to submit for and utilize CARES ACT CDBG-CV funds to undertake activities that prepare, prevent and respond to COVID-19 pandemic. No more than 30% of CDBG and no more than 30% CDBG-CV funds shall be used to fund activities under the Urgent Need National Objective.

## Attachments

## Citizen Participation Comments

### SUMMARY OF PUBLIC HEARING COMMENTS FROM THE CITIZENS ADVISORY COMMITTEE PUBLIC HEARING, FEBRUARY 9, 2021 AT 6:30 P.M.

Peter Gillmore, Executive Director of Seacoast Community Health – agency provides child care and early childhood education in Portsmouth. Services are targeted to low income families as well as other income families who are in need due to COVID-19. Costs and needs have changed/increased with PPE; however, number of enrolled children has decreased (due to COVID-19) from 300 to 220.

Kathy Beebe, Executive Director of HAVEN – agency provides emergency shelter and services for individuals surviving/fleeing from domestic violence, and provides sexual assault services and a hotline. The agency is embarking on a campaign to relocate to a larger shelter facility, which will hopefully be co-located with offices and in a more dense area to increase security and services. Due to COVID-19 the current shelter housed fewer people in the facility, but increased costs and shelter provided in hotels. The agency's education, prevention/educators pivoted to provide more call and intake support. Child abuse referrals from DCYF on the increase. However, calls for domestic violence abuse were markedly lower – likely due to persons not having safe space to make contact with agency and being isolated in situation/current domicile.

Elise Annunziata for Operation Blessing – agency has been working on retrofitting an existing building to serve as a temporary warming center due to COVID-19 limitations in established shelters. Operation Blessing has applied for CDBG public services funds for the warming center operations/staffing.

Kelly Hartnett, Development Director of Seacoast Mental Health – agency provides mental health services for children and adults throughout the seacoast. Agency reports that between March 2020 and October 202, services provided increased by 18.9% with 13,000 additional services. Telehealth, medical supplies, on-site services at Crossroads house, homeless outreach and coordination with agencies to avoid duplication of services. Agency reported that substance abuse has increased, likely due to COVID-19, and acute mental health issues (e.g., isolation, depressions) among older adults and seniors has increased.

Meme Wheeler, Executive Director of Chase Home for Children – agency provides residential services and home-based programs for youth aged 11-19 in coordination with DCYF. Agency discussed need for increased days in reunification program from 30 days to 90 days. Diversion program services have decreased due to children not being in school/remote learning, but agency expects numbers to go back up. Agency also provides home-based residential programs. Job preparedness program will restart. PPE and wi-fi services provided by the state.

**SUMMARY OF PUBLIC HEARING COMMENTS FROM THE  
CITIZENS ADVISORY COMMITTEE PUBLIC MEETING, MARCH 11, 2021 AT 6:30 P.M.**

Ms. Stone of Crossroads House shared that due to COVID-19, the shelter's capacity was decreased this year in order to meet CDC distancing and health standards. Their numbers would have been even lower, if it weren't for the ability to house some high risk shelter residents at local hotels, a program partially funded by additional CDBG funding. Those who received shelter at the hotels were still provided the full level of case management as well as meals. CDBG grant money was also spent towards modifications that increased safety and usability at the shelter's campus. Ms. Stone cited a less than 1% vacancy rate in the housing market, high cost of housing, and landlords who were unable or willing to work with low income housing programs as a barrier to service and a cause for an increased length of stay for those who use the shelter. Despite the usual hardships that were complicated by COVID-19, Crossroads House was still able to move approximately 125 people into permanent housing.

Ms. Beebe of HAVEN spoke to the issues impacting victims of domestic violence, both in general and as a direct result of the COVID-19 pandemic. Their crisis line received fewer calls in general, likely because of the closer proximity of victims to their abusers. The shelter was at reduced capacity and instead victims were housed in hotels with support from additional CDBG funding, where although they still received the services and check ins from case workers, they also experienced isolation and the vulnerability that comes with it. As expected, as children return to schools and COVID restrictions ease, more calls are coming in to the call center. Many of the education resources that HAVEN usually provides have been shifted to increase Call Center support.

Ms. Long of Greater Seacoast Community Health (GSC) described the dental and health programs that the facility runs as "subsidizing care" in order to provide services to everyone in need, regardless of ability to pay. COVID has provided challenges such as temporarily suspending services, reducing patient numbers, and putting further strain on patients. She also shared that there have been opportunities in the past year. GSC has expanded its ability to provide telehealth services. There have been innovations in their mobile health practice as well as some drive up services. Their health program has received increased federal funding from CDBG Program and was able to purchase all of the necessary PPE. Lastly, Ms. Long shared that the clinic has announced plans to move their operation into a larger facility with increased capacity. The health clinic participates in the tracking of social determinants of health and work to provide trauma informed care to all of their patients.

Ms. Hartnett and Ms. Olsen-Hayward present information on their REAP program, which aims to reduce the barriers to care for the elderly. For elderly clients, Ms. Harnett stated that a large barrier to service is that the mental health clinic is not on a bus line. Clinicians for the REAP program meet with clients in their home and provide help with strategizing for independence and reassurance through their presence. The Seacoast of NH has one of the highest growth rates for older adults, many of whom would be considered "elder orphans", meaning they do not have a solid support system in place. In 2020, REAP has already maxed its budget and still needs to plan for expanding supports for clients and trainings.

**SUMMARY OF PUBLIC HEARING COMMENTS FROM THE  
CITIZENS ADVISORY COMMITTEE PUBLIC MEETING, MARCH 16, 2021 AT 6:30 P.M.**

Ms. Wheeler of The Chase home for Children spoke about the extended 90 day reunification program that has been adapted by the organization for the last couple of years. The State had been providing funding for a 30 day program which was failing to reduce recidivism in a meaningful way. The Chase Home's clients are youth who primarily come from environments where they are experiencing abuse/neglect, are unsafe, or are entering care due to status as a delinquent youth. The 90 day program is a home based program that includes the youth and the families in the process of successful reunification and integration. COVID provided challenges as there was a decrease of in-home services. Mental health crises have been amplified and more children than ever are ending up in the ER. The Chase Home is working to get all of their staff vaccinated and participate in a State accreditation process that they hope will help them to secure more funding for their reunification services.

Mr. Gilmore of Seacoast Community School (SCS) shared that SCS is one of the largest childcare operations in NH and that they provide not only early childhood education but afterschool care for older children as well. Mr. Gilmore shared that their programs have adapted and expanded in ways to resume providing successful care to families during COVID-19, after an interruption in the early stages of shutdowns. Clients are working parents who depend on reliable childcare. With the help of CDBG funding, scholarships are provided to extremely low- to moderate- income families on a basis of individual needs. In order to address COVID safety concerns, classrooms are siloed in order to minimize risk of contamination between classes. The strategy has been viewed by SCS as a success. SCS is working to address difficulties in hiring by offering increases to base wages and education reimbursements.

Ms. Leibowitz, with AIDS Response Seacoast (ARS) spoke about the direct case management and medical support that is provided by CDBG grant funding. COVID-19 forced operations to quickly shift to remote, which was especially crucial due to the immune compromised status of the client base. With the support of additional CDBG grant funds, ARS was able to make sure that clients didn't lose access to case management, medical care, or benefits. Issues that affect the clients are affordable housing, substance use overlap, financial resources, and transportation. One focus of ARS is to increase education in order to teach the community how to prevent contracting HIV.

Ms. Ardizzone of Rockingham Community Action (RCAP) spoke about the unique position that their organization is in this year due to CARES Act funding. One of the most important and challenging components of managing the increased funds is to reach the potential clients who need it most and to educate landlords about the resources available to them and their residents. RCAP is still not meeting with clients in the building but services are successfully being provided through phone interviews and mail. The organization hopes to increase participation in their program and encourage extremely low- to moderate- income Portsmouth residents to keep their stimulus money in their pockets. Cost of living and housing vacancy in the area are huge factors in need for their programs.

## Grantee Unique Appendices

LEGAL NOTICE  
NOTICE OF PUBLIC COMMENT PERIOD FOR  
PORTSMOUTH COMMUNITY DEVELOPMENT BLOCK GRANT FY22 ANNUAL ACTION PLAN

Notice is hereby given that the Portsmouth Citizens Advisory Committee will hold a 30-day comment period beginning on April 23, 2021 and ending on May 24, 2021 regarding the FY 2022 Annual Action Plan and Budget.

The Action Plan describes the activities funded with the Community Development Block Grant (CDBG) to meet the City's housing and community development needs as described in the City's Five-Year Consolidated Plan. CDBG funds are provided to the City by the U.S. Department of Housing and Urban Development for the purpose of benefiting residents who earn low or moderate incomes or for other national objectives including urgent needs or elimination of slum and blight.

The FY 22 Annual Action Plan will be available on the Community Development webpage located at: [www.cityofportsmouth.com/community](http://www.cityofportsmouth.com/community) during the public comment period. Any comments or questions regarding this document should be directed to Elise Annunziata, Community Development Coordinator, at [eannunziata@cityofportsmouth.com](mailto:eannunziata@cityofportsmouth.com). Written comments must be received by 8:00 a.m. on May 24, 2021 and may be submitted via email at the email provided above or mailed to:

City of Portsmouth  
Community Development Department  
Attn: Elise Annunziata  
1 Junkins Avenue  
Portsmouth, NH 03801

A summary of the draft FY 22 Action Plan activities within the approved Five-Year Consolidated Plan Goals follows below:

<b>5-Year Housing Goal: To support the creation and preservation of safe, affordable and accessible housing for people who earn very low-, low- and moderate-incomes. Budget: \$85,744</b>	
Activity: Multifamily Housing Rehabilitation Program	
<b>5-Year Public Facility (PF) Goal: To improve infrastructure 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. Budget: \$797,419</b>	
Activity: Citywide Accessibility Improvements	
Activity: Public Facility/Infrastructure Improvements in eligible areas or serving eligible clients	
Activity: Transportation improvements in eligible areas or primarily serving eligible clients	
<b>5-Year General Public Service (PS) Goal: To support public service agencies that provide social services to prepare, prevent and respond to COVID-19, for people who earn very low-, low-, and moderate-incomes. Budget: \$150,000</b>	
<b>5-Year General Public Service (PS) Goal: To support public service agencies that provide medical, dental and behavioral health services important for people who earn very low-, low-, and moderate-incomes. Budget: \$15,000</b>	
Activity: Greater Seacoast Community Health, Dental Services for School-Aged Children	
Activity: Seacoast Public Health Network, Phone Access Program	
<b>5-Year General Public Service (PS) Goal: To support public service agencies that provide tenant based rental assistance or other housing assistance/fair housing counseling/other homelessness prevention services for people who earn very low-, low-, and moderate-incomes. Budget: \$9,800</b>	
Activity: SNHS Rockingham Community Action Homelessness Prevention Services/Rental Assistance	
Activity: Fair Housing Trainings	
<b>5-Year Public Services (PS) 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. Budget: \$13,500</b>	
Activity: Seacoast Community School, Child Care	
Activity: Chase Home for Children, 90-Day Reunification Services	
<b>5-Year Special Needs/Non-Homeless Public Services (PS) 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. Budget: \$7,500</b>	
PS: Seacoast Mental Health (REAP Program for elderly services)	
<b>5-Year Homeless and HIV-AIDS Public Services (PS) Goal: To support public service agencies that provide emergency shelter for the homeless and persons fleeing domestic violence 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. Budget: \$34,700</b>	
Activity: Cross Roads House, Inc., Shelter Operations	
Activity: HAVEN, Domestic Violence Shelter Operations and Client Services	
Activity: AIDS Response of the Seacoast, Client Services Program	
<b>5-Year Urgent Needs Goal: To support non-profit and for profit businesses and public facilities to undertake provide public services and public facility improvements to address urgent needs when no other funding sources are available and the grantee is unable to finance the activity(ies) on its own. Economic development activities may be funded under the urgent needs goal. Budget: \$100,000</b>	
Activity: Urgent Needs Public Services Operational Support	
Activity: Urgent Needs Public Facility/Infrastructure Improvements	
<b>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 and disaster relief grant-funded activities. Budget: \$121,246</b>	
Activity: Administration	
<b>ESTIMATED TOTAL ANNUAL BUDGET</b>	<b>\$1,334,909</b>