

**COMMUNITY DEVELOPMENT
BLOCK GRANT
PORTSMOUTH, NEW HAMPSHIRE
FY 2024 (HUD PY 2023) Annual Action Plan**

Year 4 of the FY 2020-2024 Consolidated Planning Period



*Submitted to
U.S. Department of Housing and Urban Development
by
City of Portsmouth
Community Development Department
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Executive Summary

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

1. Introduction

This Annual Action Plan (AAP) is for HUD Program Year (PY) 2023 (City Fiscal Year 2024) and is Year 4 of the City's Five-Year Consolidated Plan, which is a strategic plan for goals and objectives that the City aims to achieve during City Fiscal Years (FY) 2021-2025 (HUD PY 2020-2024). Each year the Community Development Department (CD) provides an annual update to the Consolidated Plan, which serves as an action plan for the upcoming fiscal year. Specific activities are described in later sections of this plan. In Program Year 2023 (July 1, 2023 through June 30, 2024) the City plans to utilize previously received CARES Act CDBG-CV funds to undertake activities that prepare, prevent, and respond (PPR) to the COVID-19 pandemic as requests are made and eligible activities are identified during the program year.

Attached to this Plan are the following:

- Summary of public comments received;
- HUD-required Certifications and SF-424/ SF-424D Forms; and
- Legal Notice of Public Meeting and Hearing on the Draft Action Plan and Budget and 30-day public comment period beginning April 12, 2023; and Legal Notice of Public Needs Hearing held in February 2023.

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 to/suitability of public facilities to better meet the needs of people who earn low and moderate incomes. As noted above, in Program Year 2023 (PY 23), the City intends to utilize previously received CARES Act CDBG-CV funds to undertake eligible activities that prepare, prevent, and respond to the 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 City in determining which projects are funded, a Citizens Advisory Committee (CAC), comprised of community members and Community Development (CD) staff meets to make funding recommendations to the City Manager. CD oversees all project administration, including oversight of construction administration, invoicing, and Davis Bacon wage rates. CD also regularly meets with area service providers and community partners to ensure that 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 (City) receives funding from the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program. Under this program, the City is an entitlement community. In PY 23 (the fourth year of the HUD 2020-2024 Five-Year Consolidated Plan), the City will receive \$529,546 to support various eligible programs that benefit residents who earn low and moderate incomes or to 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 to respond 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 PY 23, the City anticipates utilizing approximately \$208,109 of previously received CDBG-CV funds, which will be granted to undertake projects and activities that prepare, prevent, and respond to the COVID-19 pandemic as requests are made and eligible activities are identified. HUD rules regarding expenditure of CARES Act CDBG-CV funds have been revised to allow for Portsmouth's spending of these funds (100%) through June 2, 2026.

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 (CD) oversees all project administration, including oversight of CDBG-eligible construction administration, invoicing, and Davis Bacon wage rates. CD also regularly meets with area service providers to ensure that the needs of partner organizations and their clients are being met.

Consolidated Plan Public Contact Information

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AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The Portsmouth Community Development Department (CD) is the sole agency responsible for administering the Community Development Block Grant (CDBG) Program. CD 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. CD works in cooperation with public and private agencies that serve persons who earn very low, low, and moderate incomes. CD, as a department of the City of Portsmouth, works closely with other municipal departments including Planning & Sustainability, Public Works, Legal, Finance, Inspection, Health, and Welfare. CD also coordinates services and public facility/accessibility improvements with the Portsmouth Housing Authority (PHA). Many residents in PHA apartments are served directly or indirectly by programming and projects funded with CDBG money. CD'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))

The City provides ongoing support and coordination 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 PHA as well as other community organizations to bring their services to low- and moderate-income residents. Additionally, CD staff consult regularly with the Health and Planning & Sustainability Departments; the Workforce Housing Coalition of the Greater Seacoast and its sponsor, The Housing Partnership, a local nonprofit housing organization; and the PHA to ensure that all stakeholders are informed and involved with emergent issues.

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 collaborate with Home for All (the Seacoast coalition to address homelessness prevention and emergency housing issues) to ensure coordinated services for families and individuals experiencing or at risk of homelessness. The coordinated access initiative between regional service providers helps potential clients to avoid shelters altogether and move forward directly to transitional or permanent placements that are best aligned with their needs. City staff participates as appropriate 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 occasionally participate 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, CD coordinates and consults with the Continuum of Care coalition, Home for All, as described above. CD staff reviews periodic publications and reports concerning homelessness including the New Hampshire Department of Health and Human Services (DHHS) annual homelessness reports and Point in Time Counts; homeless teens outreach data; the work of the New Hampshire Coalition to End Homelessness; and the work by relevant workgroups and forums sponsored by the Granite United Way Greater Seacoast Region.

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

See following chart on next page.

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Portsmouth Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Anti-poverty Strategy Lead-based Paint Strategy Urgent Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Portsmouth Housing Authority (PHA) is regularly consulted by City staff on many issues and emerging opportunities such as maintaining and adding affordable housing units, and improving service delivery for existing clients. This consultation will continue and provides opportunities for coordinated support in the area of housing needs. PHA staff attended the public needs hearing on 2/9/23 to provide comments on public housing priority needs for PY 23 (City FY 24).
2	Agency/Group/Organization	HAVEN
	Agency/Group/Organization Type	Services - Victims
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Anti-poverty Strategy Urgent Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Executive Director of HAVEN, Kathy Beebe, attended the public meeting on 3/22/23. HAVEN provides temporary shelter and case management services to victims of domestic violence. Challenges include lack of affordable housing in Portsmouth and need for larger shelter that is also connected to services and community resources. The agency is seeking land in Portsmouth or the seacoast for expanded shelter and services.

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 Strategy Anti-poverty Strategy Urgent Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Program Director of Cross Roads House, Sandra Beaudry, attended the public meeting on 3/22/23. The emergency shelter facility provides temporary shelter and comprehensive case management services to homeless individuals and families in Portsmouth. Challenges include longer stays and a lack of affordable permanent housing in the city and access to mental health services.
4	Agency/Group/Organization	Greater Seacoast Community Health
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy Urgent Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Greater Seacoast Community Health staff attended the 3/9/23 public meeting. The agency meets 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. Last year, the organization moved into a new facility with a larger capacity. However, hiring/retention of dental staff has remained challenging since the COVID-19 pandemic, and the agency is still not able to serve the number of clients it served pre-pandemic.

5	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 Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Executive Director of AIDS Response Seacoast (ARS), Tamara Leibowitz, spoke at the 3/9/23 public meeting about the direct case management and medical support that is provided by CDBG grant funding. This year, ARS is focusing on supporting clients in their basic needs as the cost of living continues to rise and as COVID-19 continues to affect those who are immunocompromised.
6	Agency/Group/Organization	New Hampshire Legal Assistance
	Agency/Group/Organization Type	Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Continued City staff consultation with New Hampshire Legal Assistance will determine the best activities to facilitate fair housing information being disseminated to vulnerable populations who are exiting homelessness. This will help the City to identify additional strategies and opportunities to affirmatively further fair housing in the city.
7	Agency/Group/Organization	Seacoast Community School
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Urgent Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Executive Director of the Seacoast Community School (SCS), Melissa Caldwell, attended the 3/9/23 public meeting and described the agency's work as one of the largest childcare operations in New Hampshire, explaining that they provide not only early childhood education but afterschool care for older children as well. With the help of CDBG funding, scholarships are provided to extremely low- to moderate-income families on a basis of individual need. SCS is working to address difficulties in hiring and retention by encouraging professional development for staff. Challenges include affordable housing for both school families and staff members, as well as transportation.
8	Agency/Group/Organization	Southern NH Services, Inc.
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy Tenant Based Rental Assistance; Urgent Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Communications Director of Rockingham Community Action/Southern NH Services (RCA/SNHS), Patte-Anne Ardizzoni spoke at the 3/22/23 public hearing on community needs about their short-term rental assistance program. As federal subsidies for emergency rental assistance have ended during FY23, RCA/SNHS has seen an increase in need for rental assistance through other funding. Cost of living and housing vacancy in the area are factors that significantly impact their programs.
9	Agency/Group/Organization	Operation Blessing
	Agency/Group/Organization Type	Services - Housing

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Anti-poverty Strategy Urgent Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Board President spoke at the 3/22/23 public meeting and Executive Director Tammy Joslyn at the 2/9/23 community needs hearing about the Center's new Warming Center that serves homeless persons with emergency shelter during extreme weather conditions. The Warming Center is in need of plumbing and sewer as well as toilet and shower facilities. In addition, with the possible ending of CARES-Act-CV funds, the agency is also in need of funding support for staffing the warming center.
10	Agency/Group/Organization	City of Portsmouth Welfare Department
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	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
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This year, as in prior years, the CDBG Program coordinated with the City Welfare Department to discuss social services needs and funding from the City's general fund, which comes through City Welfare funds and complements CDBG funds for public services to assist the homeless and other special needs activities

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	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, healthcare, mental health services, substance misuse treatment, childcare, 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 of 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 CDBG-funded Public Service Agency Grant (PSAG) program and through the Welfare Department, which is supported by local tax dollars.
2023 Regional Housing Needs Assessment	Rockingham Planning Commission	The Rockingham Planning Commission (RPC) undertook this assessment in cooperation with the New Hampshire Office of Planning and Development (OPD). Previous to this report, the most recent housing needs assessment was completed in 2015 as part of RPC's Regional Master Plan. The goal of the assessment is to provide information about existing conditions with a special focus on income, so that municipalities can address their communities' housing needs based on data.
Portsmouth Housing Authority 5-Year Plan	Portsmouth Housing Authority	The goals of the PHA's 5-Year Plan include increasing the quality and supply of housing for families of low- and moderate-income in Portsmouth, as well as encouraging access to social services, healthcare, family support, youth programs, and senior programs for current PHA residents. The PHA has recently completed a project that provides 64 units of workforce housing in downtown Portsmouth.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Coastal Resiliency Initiative	Portsmouth Planning & Sustainability Department	The City of Portsmouth Coastal Resilience Initiative, launched in 2011, was one of the first coastal hazards vulnerability assessments completed in the region. The findings of that detailed assessment resulted in the inclusion of resilience as a priority in the City's Master Plan, subsequent vulnerability assessment work related to the City's historic resources, and the adoption of new floodplain regulations.
2014 Housing Existing Conditions Report	Portsmouth Planning & Sustainability Department	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 to provide housing that is affordable to households at or below the Area Median Income (AMI).
Portsmouth 2025 Master Plan	Portsmouth Planning & Sustainability Department	One of the many priorities for action identified in the Portsmouth 2025 Master Plan is supporting and maintaining a diverse community in the city, which includes promoting access to affordable housing.
Housing Market Study: Portsmouth, NH	Portsmouth Housing Authority	An analysis of the housing market in Portsmouth, NH, with a special interest in demand by income and cost burden to various demographic groups in the city.
Climate Action Plan	Portsmouth Planning & Sustainability Department	Report in process; however initial data consulted.
Housing Opportunity Needs Analysis and Planning	Portsmouth Planning & Sustainability Department	Report in process; however initial data consulted.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

It is worth elaborating on the City's significant commitments to housing and climate action planning in the coming year. In PY 22, the City hired a Housing Navigator, who will examine regulatory barriers to the preservation and production of housing—including affordable housing—in the City of Portsmouth. This position is a two-year grant-funded position through the New Hampshire Finance Authority (NHFA) and the InvestNH Housing Opportunity Planning (HOP) Grants program. Additionally, the City has enlisted VHB, a planning and design firm focused on sustainability, and the Rockingham Planning Commission (RPC) to develop a climate action plan. This plan is still in its initial stages. CD staff anticipates that the work and outcomes of both the Housing Navigator, VHB, and RPC, along with our colleagues in the Planning & Sustainability Department, will influence future Annual Action Plans.

The City has a designated Floodplain District that consists of all lands designated as special flood hazard areas by the Federal Emergency Management Agency (FEMA) as well as all extended flood hazard areas as defined by the City's Zoning Ordinance. In March 2021, the National League of Cities selected the City and its collaboration with the New Hampshire Coastal Adaptation Workgroup (NHCAW) as one of eight communities to participate in the Leadership in Community Resilience program. The City's partnership with NHCAW has provided an opportunity for coastal communities including itself to learn about how to build resilience to and an effective regional strategy for climate hazards. The City will continue assessing its Coastal Resiliency Initiative and the challenges that the City and other coastal communities face as sea levels continue to rise and weather patterns change.

CD staff continue to consult and coordinate with other City staff as well as with area agency staff. For example, 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, CD staff also work with the Rockingham Planning Commission, the New Hampshire Community Loan Fund, the State Bureau of Homeless and Housing Services, the New Hampshire Housing Finance Authority, and the State Lead Poisoning Prevention Program in the course of designing and implementing programs. The City also has liaisons between it and several local organizations including the Portsmouth Economic Development Commission, the Portsmouth Historical Society, the Chamber Collaborative of Greater Portsmouth, the Regional Economic Development Center of Southern New Hampshire, and the Tenants Association at Pease.

Also worth noting is that reliable high-speed internet access is an issue for some Portsmouth households, particularly those earning low to moderate incomes. In 2020 and 2021, the City had extensive discussions with companies and the PHA about narrowing the digital divide. Early on in the pandemic, CD staff initiated discussions with two providers to improve and remedy technical issues, including upload and download wireless internet speeds, at individual households. While this effort did not yield a feasible solution, the City is continuing to make efforts to secure adequate internet and broadband services/connections for low- to moderate-income households and individuals, and it will monitor state/federal rule changes and funding opportunities. In PY 23, the City will continue to look for opportunities to increase internet access and provide reliable, adequate internet services to targeted communities.

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**

See chart below.

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 9, 2023 public meeting and hearing to gather public comments on community needs that could be served by the CDBG Program in FY 24 (PY 23). Several representatives from social services agencies attended and provided comments.	See attached.	None.	

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 Meeting	Non-targeted/broad community	March 9, 2023 public meeting to hear input from social service agencies desiring CDBG grant funds through the PSAG program to support services to low- to moderate-income persons.	See attached.	None.	
3	Public Meeting	Non-targeted/broad community	March 22, 2023 public meeting to hear input from social service agencies desiring CDBG funds through the PSAG program to support services to low- to moderate-income persons.	See attached.	None.	

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)
4	Newspaper Ad	Non-targeted/broad community	Notice of 30-day comment period on Draft Annual Action Plan and Budget. Published in Portsmouth Herald (print and online editions) on 4/10/23 and the City's website on 4/12/23.	N/A	None.	
6	Newspaper Ad	Non-targeted/broad community	Notice of 2/9/23 community needs hearing meeting and status of current year projects published in Portsmouth Herald (print and online editions) and on the City's website.	N/A	None.	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

See chart below.

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	529,546	45,000	577,585	1,152,131	1,150,000	PY 23 CDBG dollars will be used to fund projects and activities benefiting low- to moderate-income individuals, and to address urgent needs. \$45,000 in program income is anticipated from previous loan repayments. An estimated \$85,744 from Revolving Loan funds are planned for use toward PY 23 Housing Rehabilitation projects/activities. *NOTE: approximately \$158,109 CDBG-CV funds may also be available for activities that prepare, prevent, and respond to COVID. These CDBG-CV activities may include: Public Services; Public Facilities; Urgent Needs; and 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	Public Improvements Public Services	233,000	0	0	233,000	235,000	City of Portsmouth General Fund dollars may be leveraged to supplement CDBG funds for social services support and other public facilities projects that are identified on an annual basis. These projects may see a cost-share with local general fund dollars, primarily through the City's capital budget. General Funds of approximately \$233,000 are in the City's FY 24 Welfare Department line-item budget.

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 nonprofit 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

None further, except to note that no more than 30% of anticipated resources will be used to address the Urgent Needs National Objective. Because the rules regarding expenditure of CARES Act CDBG-CV funds have been revised, the City has a three-year extension for the use of CARES Act CDBG-CV funds through June 2, 2026. It intends to utilize these previously received funds to undertake eligible activities that prepare, prevent, and respond to the COVID-19 pandemic.

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	Administration	2020	2024	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development Urgent Needs	City-Wide	Administration	CDBG: \$135,436	Other: 1 Other
2	Public Facility/Infrastructure Improvements	2020	2024	Non-Housing Community Development	City-Wide	Public Facility/Infrastructure Improvements	CDBG: \$778,451	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1250 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Housing	2020	2024	Affordable Housing Public Housing Homeless	City-Wide	Housing	CDBG: \$130,744	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 3 Households Assisted
4	Public Services	2020	2024	Non-Homeless Special Needs Non-Housing Community Development	City-Wide	Public Services	CDBG: \$81,500	Public service activities other than Low/Moderate Income Housing Benefit: 492 Persons Assisted
5	Transportation	2020	2024	Non-Homeless Special Needs Non-Housing Community Development	City-Wide	Transportation	CDBG: \$26,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 125 Persons Assisted
6	Urgent Needs	2020	2024	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development Urgent Needs	City-Wide	Housing Public Facility/Infrastructure Improvements Public Services Transportation Urgent Need Administration	CDBG: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 22000 Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 22000 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Administration
	Goal Description	<p>General program administration of the CDBG Program, including Housing Rehabilitation administration.</p> <p>An additional \$16,000 may come from the City's CARES Act CDBG-CV award to support the administration of projects that prepare, prevent and respond to COVID.</p>
2	Goal Name	Public Facility/Infrastructure Improvements
	Goal Description	<p>The City will continue accessibility and public facilities/infrastructure upgrades to locations throughout the city. Major activities include Connors Cottage Senior Housing ADA improvements, completion of Operation Blessing Warming Center facility improvements, and Woodbury Cooperative infrastructure improvements. Other infrastructure/public facility improvements and ADA accessibility projects, including transportation and rental unit rehabilitation, will be identified and are anticipated in PY 23. An additional \$127,100 for this goal may come from the City's CARES Act CDBG-CV award.</p>
3	Goal Name	Housing
	Goal Description	<p>Provides loans for rehabilitation of multifamily units that house low- to moderate-income families or individuals. Housing Rehabilitation funds may be provided as grants for nonprofits providing housing to income-eligible individuals/families.</p>
4	Goal Name	Public Services
	Goal Description	<p>\$81,500 capped funds to fund limited clientele public services such as at-risk youth activities, medical/dental services, emergency shelters for persons who are homeless, homeless prevention and fair housing services. An additional \$15,000 may come from the City's CARES Act CDBG-CV grant previously awarded, for activities that plan, prevent and respond (PPR) to COVID-19; those PPR activities will not count toward the Public Services Cap.</p>
5	Goal Name	Transportation
	Goal Description	<p>Improved transportation access and availability in areas that primarily serve low- to moderate-income persons or for services to target populations.</p>

6	Goal Name	Urgent Needs
	Goal Description	<p>\$0 PY 23 funds allocated to Urgent Needs; however, \$50,000 CDBG-CV funds have been planned to support nonprofit and for-profit businesses and public facilities to undertake 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. CDBG-CV funds received in the previous Action Plan Year may be utilized to address urgent needs, including public services and public facility improvements, to prepare, prevent, and respond to COVID-19. The City is keeping generalized the allocation of these funds and the specific activities in order to maintain the most flexibility and agility to respond to urgent needs. Specific CDBG-CV-eligible activities will be identified on an as-needed basis.</p>

Projects

AP-35 Projects – 91.220(d)

Introduction

In FY 24 (PY 23), 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 nonprofit partners with public facilities improvements; and continuing interim tenant-based rental assistance and multifamily housing rehabilitation as the opportunities present. Additionally, in PY 2023, the City plans to utilize previously received CARES Act CDBG-CV funds to undertake activities that prepare, prevent, and respond to the COVID-19 pandemic.

The City anticipates that any activities that meet the Urgent Need National Objective will continue 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 Rehabilitation 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

The CDBG Annual Action 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 and accessing services, as well as to ensure access for people with disabilities throughout the city. In accordance with the Five-Year Consolidated Plan, the City may utilize up to 30% of CDBG and previously received CDBG-CV or Entitlement funds on activities that meet the Urgent Need National Objective.

The Portsmouth Citizens Advisory Committee (CAC) will hold public meetings and consultations throughout PY 23 to assess the underserved needs in Portsmouth and provide recommendations for CDBG and previously received CDBG-CV funding to support the priority community needs.

Obstacles to addressing underserved needs include lack of matching or City General Funds due to 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; decreased labor market and staff retention in nonprofit agencies serving the community; 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

1	Project Name	Program Administration
	Target Area	City-Wide
	Goals Supported	Administration
	Needs Addressed	Administration
	Funding	CDBG: \$135,436
	Description	General program administration of the City's CDBG Program, including the Housing Rehab Program. Note that additional funds from the previously received CARES Act may be utilized for administration of CV projects.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	1-CDBG and CDBG-CV Program Administration will support the implementation and oversight of the City's CDBG Program.
	Location Description	Citywide
	Planned Activities	General program administration of the City's CDBG Program, including the Housing Rehabilitation Program. Additional funds (approx. \$16,009) may be utilized from previously received CARES Act CDBG-CV funds for CARES Act-eligible project administration.
2	Project Name	Public Facility/Accessibility Improvements
	Target Area	City-Wide
	Goals Supported	Public Facility/Infrastructure Improvements
	Needs Addressed	Public Facility/Infrastructure Improvements
	Funding	CDBG: \$778,451
	Description	Facility and infrastructure improvements to public buildings that primarily serve persons that earn low to moderate incomes; removal of architectural barriers and improvements to ADA accessibility.
	Target Date	6/30/2024

	Estimate the number and type of families that will benefit from the proposed activities	<p>The City estimates that approximately 75 individuals who are homeless will benefit from the proposed activities at Operation Blessing, 100 households will benefit from rental unit rehabilitations, approximately 20 households will benefit from ADA accessibility improvements at Connors Cottage Senior Housing, and additional beneficiaries from other citywide projects.</p> <p>In total, approximately 1,250 individuals earning low to moderate income will benefit from other accessibility and public facility improvements across the city.</p>
	Location Description	<p>Citywide, PHA properties, Connors Cottage Senior Housing, Woodbury Housing Cooperative, Operation Blessing.</p>
	Planned Activities	<p>The City will continue accessibility and public facilities/infrastructure upgrades to locations throughout the city. Major activities include Connors Cottage Senior Housing ADA improvements, completion of Operation Blessing Warming Center and Woodbury Cooperative facility/infrastructure improvements. Other infrastructure/public facility improvements and ADA accessibility projects, including transportation and rental unit rehabilitation, will be identified and are anticipated in PY 23. An additional \$127,100 for this goal may come from the City's CARES Act CDBG-CV award.</p>
3	Project Name	<p>Housing Rehabilitation Loan Program</p>
Target Area	<p>City-Wide</p>	
Goals Supported	<p>Housing</p>	
Needs Addressed	<p>Housing</p>	
Funding	<p>CDBG: \$130,744</p>	
Description	<p>Provides loans for rehabilitation of multifamily units that house low to moderate income families or individuals. Housing Rehabilitation funds may be provided as grants for nonprofits providing housing to income-eligible individuals/families.</p>	
Target Date	<p>6/30/2024</p>	
Estimate the number and type of families that will benefit from the proposed activities	<p>An estimated 3 households earning low to moderate income will benefit from the proposed activities.</p>	
Location Description	<p>Citywide, specific to low- to moderate-income households.</p>	

	Planned Activities	Loans for rehabilitation of multifamily units that house low- to moderate-income families or individuals. Housing Rehabilitation funds may be provided as grants for nonprofits providing housing to income-eligible individuals/families.
4	Project Name	Public Services Agency Grant Program
	Target Area	City-Wide
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$81,500
	Description	Grants to local nonprofit organizations providing public services to Portsmouth residents who earn low- to moderate-income.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 492 individuals, including persons who are homeless, earning low- to moderate- household income will benefit from the proposed activities. Limited clientele. Of this number, approximately 8 households will benefit from the proposed short-term tenant-based rental activities. Limited clientele.
	Location Description	Through various nonprofit social service agencies in the city.
	Planned Activities	Funding of public services such as at-risk youth support, medical/dental services, emergency shelter for persons who are homeless, and fair housing services. An additional \$15,000 may come from the City's CARES Act CDBG-CV grant previously awarded, for activities that plan, prevent, and respond (PPR) to COVID-19; those PPR activities will not count toward the Public Services Cap.
5	Project Name	Transportation
	Target Area	City-Wide
	Goals Supported	Transportation
	Needs Addressed	Transportation
	Funding	CDBG: \$26,000
	Description	To support transportation agencies or public infrastructure improvements that benefit persons or areas who earn very low to moderate incomes.
	Target Date	6/30/2024

	Estimate the number and type of families that will benefit from the proposed activities	125 low- to moderate- income persons. Limited clientele.
	Location Description	Citywide or in CDBG-eligible areas, such as near Woodbury Cooperative, public housing, or servicing areas that provide social services/shelter to primarily low- to moderate-income individuals.
	Planned Activities	Added or improved transportation access and availability in areas that primarily serve low- to moderate- income persons or for services to target populations.
6	Project Name	Urgent Needs
	Target Area	City-Wide
	Goals Supported	Urgent Needs
	Needs Addressed	Housing Public Facility/Infrastructure Improvements Public Services Transportation Urgent Need Administration
	Funding	CDBG: \$0
	Description	<p>\$0 PY23 CDBG fund allocated; however, approximately \$50,000 from the previously received CARES Act grant may be used to support non-profit and for-profit businesses and public facilities to undertake 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, housing or transportation activities may also 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 evolve 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 as eligible activities/needs are evaluated throughout the program year.</p>
	Target Date	6/30/2024

<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>An estimated 22,000 unduplicated persons may benefit from the proposed Urgent Needs activities that may primarily include public services or public facility improvements, or could be used to benefit other priority needs that fit the Urgent Need National Objective. The beneficiaries may not be low- to moderate-income, as Urgent Needs activities will be planned to prepare, prevent, and respond to the COVID-19 health crisis.</p>
<p>Location Description</p>	<p>Citywide.</p>
<p>Planned Activities</p>	<p>Support to nonprofit and for-profit businesses and City government programs that provide public services and make 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 evolve 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 as eligible activities/needs are evaluated throughout the program year. General Funds may be used in addition to CDBG funds and previously received CARES Act funds.</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 geographic targeting of resources. In PY 23, investment of community development resources is planned for 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's Five-Year Plan does not identify any geographic concentration of resources. Public service agencies that will receive CDBG funds during this program year are scattered throughout the city, and public facilities projects occur in locations or at facilities that directly benefit those who earn low and moderate incomes or those who are presumed to earn low and moderate incomes. The City of Portsmouth has two (2) Census block groups where a majority of residents earn low and moderate incomes. Projects in these areas are undertaken based on project eligibility and funding availability. For at least the two most recent 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 23 according to priorities described earlier in this section, and General Funds are designated for use to support social services in addition to CDBG funds.

Discussion

None further.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Wages in the Seacoast New Hampshire area (the Seacoast) 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	254
Non-Homeless	0
Special-Needs	0
Total	254

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	8
The Production of New Units	0
Rehab of Existing Units	103
Acquisition of Existing Units	0
Total	111

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.

In recognition of the challenges of affordable housing, 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 into this Annual Action Plan.

Additional resources concerning housing—including workforce and affordable housing—were published by City partners and collaborators during City FY 23 (HUD PY 22) and inform City and Community

Development work.

The Portsmouth Housing Authority (PHA) Housing Market Study 2022 identified the increasing cost burden of housing and its impacts on the City's workforce, as well as a significant demand for workforce and affordable housing—particularly for families.

The Rockingham Planning Commission (RPC) 2023 Regional Housing Needs Assessment (RHNA), like the PHA Housing Market Study, identifies a shortage of affordable housing units for families. It also identified finding affordable housing as a particular challenge for single adults. Overall, the lack of affordable housing has been identified as a reason that adults aged 18 to 34 may not stay in the region in the coming years. Additional populations that were identified as having particular struggles with affordable housing include seniors and those with disabilities.

The CDBG Program works to maintain affordable housing by advancing fair housing through its referrals and consultation with New Hampshire Legal Assistance (NHLA). NHLA has been awarded funds through the Public Service Agency Grant Program and the organization, or other agencies providing these services and efforts, will receive funds as they continue to meet that need. NHLA's work in this area includes assisting current and prospective Portsmouth renters with fair housing concerns, as well as initiating and conducting workshops on fair housing for the benefit of landlords and direct service nonprofit providers interacting with clients.

The City is exploring providing funding support for residential accessibility improvements or other efforts to preserve, maintain, and produce affordable and workforce housing. Recent initiatives include the PHA's newest workforce housing project, Ruth Lewin Griffin Place, which was completed in 2022.

As mentioned again later in this plan, there are several public and private land opportunities that may be determined suitable for affordable and workforce housing development. Additionally, the City has hired a Housing Navigator through an InvestNH Housing Opportunity Planning (HOP) Grant, who is exploring regulatory barriers to the production of housing in the city, including affordable and workforce housing. The two-year Housing Navigator term of work will end in City FY 2025 and is expected to produce recommendations for addressing these regulatory barriers, which City Planning & Sustainability staff can then act on.

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 PHA manages several residential complexes serving the elderly, families with children, and families with disabilities. In addition, the PHA manages a tenant-based Section 8 program and waiting list. The PHA 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 PHA provides employment and education incentives to tenants, as well as youth risk prevention services. The City of Portsmouth and the PHA have worked closely together to address the need for public housing, including 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 400 families on the PHA's waiting list for a Section 8 voucher and an additional several hundred 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 recent PHA project, Ruth Lewin Griffin Place, located in the downtown area, provides 64 one- and two-bedroom units of workforce housing that serve individuals who earn 70% or below Area Median Income (AMI). Approximately 24 of these units are made available for individuals earning 30% or below AMI.

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 Services team regularly invites residents to participate in conversations happening in local government and often provides transportation to public hearings as well as host 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 PHA is an invaluable partner in addressing housing needs in Portsmouth. As noted in its Five-Year Plan, the PHA is engaged with 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 Home for All to improve coordination between service providers and develop and implement strategies to expand and refine services. Approximately \$233,000 in funding from the City's FY 24 Welfare budget complements \$81,500 CDBG funds (plus a potential additional \$15,000 CARES Act 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—including temporary warming/cooling centers and overnight stays—as well as healthcare and public welfare agencies in order to strengthen and support the already robust Continuum of Care. Beneficiary reports and annual reports from agencies provide information about homeless person needs for shelter and services as well as assessments of their individual needs. In particular, the agencies Operation Blessing and Cross Roads House, which are funded with CDBG public services grants, provide quarterly reports to the City about their outreach and the needs of homeless populations.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City will continue to review agencies' certifications of consistency with its Consolidated Plan for any agencies' new shelter and transitional housing proposals, as well as provide support through the funding for eligible public facilities projects, as with the Operation Blessing Warming Center. The City will also continue close cooperation with 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

Lack of affordable housing and new unit production of affordable units in the city is a significant contributor to lengthy stays at emergency shelters. As part of its plan, the City will help facilitate transitions to permanent housing and independent living by exploring affordable housing opportunities and other zoning and regulatory measures. The focus on increasing and maintaining affordable housing in the city as well as funding services for agencies that provide shelter and services to help prevent recidivism into homelessness is intended to achieve positive results in Shortening the periods of

homelessness, facilitating access to affordable housing units, and preventing returns to homeless.

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 Rockingham Community Action/Southern New Hampshire Services (RCA/SNHS), the Portsmouth Special Needs Fund, New Hampshire Legal Assistance, and Operation Blessing in order to provide informational, financial, and legal support for individuals and families at risk of becoming homeless. The City will also continue working with organizations such as RCA/SNHS, Greater Seacoast Community Health, Seacoast Mental Health Center, One Sky Community Services, and Area Home Care to support those with disabilities or substance misuse issues.

The City promotes access to preventative medical care services for individuals and families earning low to 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.

Discussion

The City will continue to provide Public Service Agency Grants for agencies providing supportive services and will support the increase of transitional and permanent supportive housing. In terms of housing and supportive service actions for non-homeless special needs persons such as the elderly and persons with HIV/AIDS, the City's Public Services Agency Grant program provides grants to agencies that deliver to those populations. Examples include AIDS Response Seacoast to help persons with HIV/AIDS; Greater Seacoast Community Health for elderly health and dental services; and the PHA for at-risk youth summer programming.

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 additional state funding through the InvestNH Housing Opportunity Planning Grants program, the Community Development Finance Authority Community Center Investment Program, and the American Rescue Plan Act. The City will also 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 acceptable and profitable for developers, by their standards, when undertaken on a large scale or as part of a larger development project. The City is working to encourage workforce housing developments in the last remaining sections of the city's undeveloped developable land (mainly in the Gateway Mixed Use Districts). Development of workforce housing may largely be incentivized by allowing zoning variances on setbacks and height in exchange for developers designating a certain yet-to-be-determined percentage of units as affordable and/or workforce housing. The goal of these variances would be to increase density and promote more affordable/accessible rates. The current Zoning Board is exploring changes to the zoning ordinance that will encourage more set-aside units at 80% AMI for affordable housing.

In addition to the above-mentioned consideration of new zoning strategies, the City has also hired a Housing Navigator, which is a two-year position funded by the InvestNH Housing Opportunity Planning Grants Program. The Housing Navigator is charged with exploring and identifying regulatory barriers to the production of housing in the city—including affordable and workforce housing—and will develop recommendations for addressing these barriers, which City Planning & Sustainability staff can then act on.

Discussion:

None further.

AP-85 Other Actions – 91.220(k)

Introduction:

At least 70% of all CDBG funds will be spent in PY 23 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 funds may be spent on activities meeting the Urgent Need National Objective.

Actions planned to address obstacles to meeting underserved needs

The Portsmouth CDBG Citizens Advisory Committee (CAC) continues to assess the underserved needs in Portsmouth and provide recommendations for additional CDBG and CDBG-CV funding to address those needs.

In preparing the City's Housing Existing Conditions Report for the 2025 Master Plan, 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 (CD) 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.

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 the 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 regard 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 are currently constrained by the lack of available developable land.

The City is exploring land options on either public land—such as the Sherburne School and Community Campus—or on private land—owned by nonprofits or churches—that may be suitable and feasible for the development of affordable housing.

As noted previously in the plan, the current Zoning Board is exploring changes to the zoning ordinance that will encourage set-aside units for affordable housing. A newly approved housing development on private land has incorporated workforce housing AMI limits at 100% for a period of 50 years.

The Portsmouth Housing Authority (PHA) has already embraced exploring opportunities to increase

workforce and affordable housing stock as one of its primary objectives. The City is also undertaking the promotion of increased development of affordable housing as one of its priorities. As previously mentioned, the PHA's newest workforce housing project, Ruth Lewin Griffin Place, is located in the downtown area. CDBG funds may be utilized to address accessibility barriers at the site.

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; therefore, lead-based paint (LBP) 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 New Hampshire, the City actively monitors at-risk populations and still has access to the State's substantial resources to identify and address situations if and when they 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 statewide. The City will only utilize 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 PSAG Program will continue to support working families with childcare, dental services, youth services, and other programs to help reduce the burdens on poverty-level families. As one example, the City promotes access to preventative medical care service for individuals and families earning low and 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.

Actions planned to develop institutional structure

The CD Department works with various public and private community organizations to carry out community development objectives and work with or strengthen institutional structures.

Public Institutions

The City of Portsmouth Community Development Department is the primary department responsible for the implementation of this strategic plan. CDBG funds provide the funding for many of the activities proposed in this plan.

The City of Portsmouth continues to have an active and effective working relationship with the Portsmouth Housing Authority (PHA), which owns or operates affordable family and senior housing units in the City. The appointing authority for the Portsmouth Housing Authority board is the Portsmouth City Council, with the PHA having separate procurement and accounting functions.

Non-Profit and Social/Community Service Organizations

The City of Portsmouth benefits from a strong network of non-profit organizations devoted to providing services to very low, low- and moderate-income households. Services address a range of issues including health care, childcare, homelessness, elder care, substance abuse, domestic and sexual violence, and mental illness. Many of these individual agencies also participate in coalitions to enhance services, prevent duplication, develop new services and fill gaps.

These agencies benefit from various community supports which collectively advocate for their issues, these include United Way of the Greater Seacoast, which is a regional organization that conducts community assessments and convenes single-issue working groups. In addition, the New Hampshire Center for Non-Profits profit is statewide association dedicated to providing programs and resources that support nonprofit organizational capacity building and long-term viability.

Many other entities also exist, which ensure no gaps or duplication in services offered. Various coalitions are organized to effectively address community development challenges, some of these include the regional Alliance for Community Transportation (ACT), Seniors Count, and the Greater Portsmouth Public Health Network.

Private Sector

The City of Portsmouth has experienced vast economic growth since the early 1990s. The economic base continues to consist of manufacturing, commercial, retail, government, and professional business. Several of the largest employers in Portsmouth include:

HCA Hospital Health Care
Liberty Mutual Insurance
Lonza Biologics Biotechnology
John Hancock Financial Services
Bottomline Technologies Electronic Payments
Thermo Fischer Laboratory Equipment
Alpha Flying/Plane Sense Passenger Air Transport
LabCorp Health Care
Newmarket International Database Software

In addition to offering an employment base, many of these businesses have a strong philanthropic commitment to the City. Local businesses grant funds to public service agencies, support the arts and provide volunteers for projects at public service agencies. Local businesses are represented through the Greater Portsmouth Chamber of Commerce, the West End Business Association, the Downtown Business Association and the Pease Tenant Association. The City's Economic Development Commission provides a critical link to these business interests.

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

The City of Portsmouth and its residents benefit from a robust network of social services 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 nonprofits are located in Portsmouth but have service areas beyond the city's borders. In addition, the leading agency in Portsmouth for housing, the PHA, is heavily involved in the area's constellation of nonprofit service providers and participates extensively in regional efforts to address substance misuse and homelessness issues. Most of the city's publicly and privately assisted housing developments are served by regional transportation, though access from public housing to transportation stops (e.g., sidewalks), sustainability of facilities, and bus shelters have been noted as areas for improvement.

Discussion:

None further.

Program Specific Requirements

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

Introduction:

An estimated 95%, and no less than 70%, of all CDBG and CDBG-CV funds will be spent in PY 23 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; those activities will be prioritized for public facility improvements and public services, and will be identified and determined during the program year to maintain flexibility for emergent needs.

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
Total Program Income:	0

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.	95.00%

As mentioned above, the amount allocated to specific urgent need activities is to be determined. 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
- Grantee Unique Appendices – Legal Notices
- Grantee SF-424's and Certification(s)

Citizen Participation Comments

Public Comments during Public Participation Process for PY 2023 (CFY 2024) Community Development Block Grant Program

February 9, 2023 Public Hearing on Community Development Needs in FY 2024 – Public comments received in person, as follows:

Lissa Gumprecht (Director of Development and Communications, Cross Roads House (CRH)) discussed the need for affordable housing in the City and the numbers of persons served annually in the emergency shelter. Cross Roads House offers client services, meals, pantry and shelter – including for families and individuals. They have set aside 1-2 rooms for COVID-19 separation. CDBG has been very supportive in FY 22 and FY 23 with over \$150,000 for public facility improvements to the shelter's aging and failing roof, wall damage from leaks as well as windows and other building improvements.

Tammy Joslyn (Executive Director, Operation Blessing (OB)) discussed the agency's temporary warming center for persons who are homeless to have shelter on nights colder than 25 degrees. The warming center is open 7:00 a.m. – 7:00 p.m. and staffed with 2 persons during these times. Water/bathroom facilities are outdoors, in porta-potty. The hope is for water-sewer to be brought to the building for indoor toilet and shower. The agency also provides meals, pantry, household items, client services.

Mark Lentz (Facilities Director, Portsmouth Housing Authority (PHA)) discussed the agency's current and upcoming needs. PHA manages numerous public housing units, some of which include playgrounds and community centers, throughout the city. They have a list of projects for facility improvements in FY 23 and FY 24. Mr. Lentz reviewed the list of projects, noting in particular that an ADA ramp is needed at Connors Cottage Senior Housing.

Kate Cook (Portsmouth resident and City Councilor) raised the need for adult changing stations in the City and inquired as to the feasibility of using CDBG funds to support this. Councilor Cook noted that some of the larger public restrooms (such as Prescott Park and Discover Portsmouth) are closed during the winter/spring season. A discussion about the size and location requirements for this type of facility, and if any current public restrooms in the city could accommodate something like this. Challenge would be to find appropriate space.

March 9, 2023 Public Meeting—Public comments received in person as follows:

Tamara Leibowitz (Executive Director, AIDS Response Seacoast (ARS)) spoke to the issues impacting persons living with HIV/AIDS, both in general and as a direct result of the COVID-19 pandemic. Although many of us are living as though the pandemic is largely over, immunocompromised members of our community cannot. Many ARS clients are still

experiencing isolation and struggle to access services. Additionally, clients and ARS are challenged by the costs of food, housing, and utilities, especially because federal support/allowances for SNAP benefits and affordable housing which were enhanced in response to COVID are ending or have already ended. Because of these cost of living challenges, ARS has shifted some of its work and funding to more directly support access to food via their pantry and housing assistance for both renters and homeowners. Community development needs discussed include availability and affordability of housing, and availability/accessibility of PCP, infectious disease, and mental health care.

Helen Long (Grant Writer, Greater Seacoast Community Health (GSCH)) spoke about the Families First Dental Center service as part of their model, which provides care to patients regardless of their ability to pay. Approximately 45% of GSCH clients are covered by Medicaid, and approximately 10-15% are uninsured. The dental program is always running a deficit, because of its patients' coverage and ability to pay, and because of the cost of dental care. Challenges that their clients face include the "Medicaid unwinding," which refers to the March 2023 end of a temporary expansion of Medicaid eligibility due to COVID. Because of these changes, an estimated 6,500 people in NH have lost coverage. The agency has been challenged by issues of staff retention and capacity caused by competition and changes in the healthcare workforce. Community development needs discussed include transportation routes/stops, frequency, and costs, and the availability and affordability of housing.

Melissa Caldwell (Executive Director, Seacoast Community School (SCS)) discussed SCS's various programs, including their scholarship program, which is funded through a combination of State support, "self-scholarship" support (from SCS fundraising/donations), and CDBG support. SCS families face a number of challenges, including: food insecurity, affordability and availability of childcare (they have a waiting list of 458 students), the mental health crisis, State-imposed hours-based scholarship requirements, and transportation routes/stops, frequency, and costs. In order to support their families, SCS's goals include building a culture of philanthropy, providing accessible quality early childhood education (ECE) and care, and providing nutritious food (school day meals/snacks and food pantry). activities and goals. SCS has been challenged by a lack of "pipeline" for ECE staff/workforce, including recruitment and availability and affordability of housing (90% of SCS staff live far outside of Portsmouth). Community Development needs discussed include transportation routes/stops, frequency, and costs; availability and affordability of housing; and food insecurity.

March 22, 2023 Public Meeting—Public comments received in person as follows:

Dennis Hoskin (Board President, Operation Blessing (OB)) spoke about OB's request for funding to continue Warming Center operations. To date, Warming Center operations have been supported by CDBG-CV/COVID CARES Act funding. The organization is undertaking Warming Center site improvements in order to offer unhoused community members an indoor bathroom, an opportunity to shower, and cooling as well as warming shelter during extreme

weather. OB has recently started serving hot, sit-down meals on weekends, filling a need in services for unhoused community members of Seacoast NH.

Sandra Beaudry (Program Director, Cross Roads House (CRH)) discussed application for CDBG funds to support direct service staff wages. Client challenges currently being faced include finding and staying in affordable housing near to clients' work and their existing support services; and timely access to mental health services. Challenges faced by CRH include staff

capacity and retention; shelter capacity; providing equitable services; engaging people with lived experiences in decision-making; and the availability and affordability of housing for both clients and staff. In response to the challenge of staff retention and capacity, CRH has added some full-time positions and increased wages for staff. Community development needs discussed include the availability and affordability of housing; access to health services (especially mental health services); and the coordination of support services for the Portsmouth homeless population.

Kathy Beebe (Executive Director, HAVEN) shared the organization's plans to expand their shelter and co-locate shelter/housing with HAVEN offices and the status of these plans. Due to size and increased capacity needs, the organization has closed its Portsmouth shelter and is leasing a 6-unit apartment building in Strafford County (outside of Portsmouth) as a temporary shelter. Because recent CDBG funding has gone toward Portsmouth shelter-based services staff salaries, and that shelter has now closed, HAVEN is requesting CDBG support to be allocated to a portion of rent for their Portsmouth office. There was some discussion of other programs/activities to fund, including supporting non-shelter services provided to Portsmouth residents. Client and community challenges include the availability and affordability of housing, and access to mental health services.

Patte-Anne Ardizzoni (Communications Director, Rockingham Community Action/Southern NH Services (RCA/SNHS)) spoke about the various programs provided through RCA/SNHS, including electricity assistance, fuel assistance, homelessness prevention, weatherization, and workforce training. RCA/SNHS's emergency housing assistance subsidies have been supported in part by CDBG funds. While RCA/SNHS did not use its full CDBG awards the past one or two years, because federal emergency housing subsidies had been available due to COVID, RCA/SNHS anticipates it will have needs in excess of its FY 23 CDBG award in emergency rental assistance, due to the end of federal support. Client challenges discussed were the availability and affordability of housing, as well as the affordability of associated costs, such as utilities. Organizational challenges include the coordination of related services in order to keep people living in Portsmouth. Community development needs discussed include the availability and affordability of housing.

Public Hearing May 10, 2023 on FY 24 Community Development Annual Action Plan and Budget

No public comments were received at the public hearing or submitted in writing to the City.

Grantee Unique Appendices – Legal Notices

Govt Bids & Proposals

Received by April 09 09:24:21
2:00 PM EDT

Specifications for the above are available for review in the Purchasing Office, City of Portsmouth, 288 Central Street, Dover, NH 03820 or by visiting our website at www.portsmouthnh.gov.

Govt Public Notices

**LEGAL NOTICE
BOARD OF ADJUSTMENT
PORTSMOUTH, NEW
HAMPSHIRE**

NOTICE IS HEREBY GIVEN that the Board of Adjustment will hear public hearings on the following applications on Tuesday, April 18, 2023, starting at 7:00 p.m. in the Eileen Doherty Policy Council Conference Room, 1 Juneteenth Avenue, Portsmouth, New Hampshire.

1. 72-23 Middle Street Corporation, Assessor: Nicole M. Sullivan and City Assessor: Peter Appel, an Administrative Appeal, to hold to represent the Board of Adjustment the location of Redburn part of Vantage Apartments located on a 3.1-acre parcel located at 166 Middle Street. Said property is owned by Assessor: Alan J. Leary and lies within the General Residence 2 (GR2) and Historic District.

The request of Peter G. Martin, Trust, Peter G. Martin, Trust, Owner, of Vantage Apartments located at 166 Middle Street, whereas said property is needed to install a generator which requires the following: 1) Vantage form 100-11.5.1.4 to allow a 4 foot high, 12 inch wide, 12 inch deep and 5.5 foot deep wall where 12 feet high. Request: 2) Variance from Section 10.201 to allow a nonconforming building or structure to be extended, reconstructed or enlarged without conforming to the requirements of the Ordinance. Said property is located on Assessor Map 108 Lot 2 and lies within the General Residence 2 (GR2) and Historic District.

Request: 1) Variance from Section 10.201 to allow a nonconforming building or structure to be extended, reconstructed or enlarged without conforming to the requirements of the Ordinance. Said property is located on Assessor Map 108 Lot 2 and lies within the General Residence 2 (GR2) and Historic District.

Govt Public Notices

Request: 1) Variance from Section 10.201 to allow a nonconforming building or structure to be extended, reconstructed or enlarged without conforming to the requirements of the Ordinance. Said property is located on Assessor Map 108 Lot 18 and lies within the Historic and Historic District. The request of 45 Rockingham Street LLC (owner), for property located at 45 Rockingham Street whereas relief is needed to construct a front porch and rear addition which requires the following: 1) Variance from Section 10.201 to allow a 5 foot front yard where 5 feet is required; 2) Variance from Section 10.201 to allow a 15 foot side yard where 15 feet is required; 3) Variance from Section 10.201 to allow a nonconforming building or structure to be extended, reconstructed or enlarged without conforming to the requirements of the Ordinance. Said property is located on Assessor Map 144 Lot 4 and lies within the General Residence 2 (GR2) and Historic District.

The request of 45 Rockingham Street LLC (owner), for property located at 45 Rockingham Street whereas relief is needed to construct a front porch and rear addition which requires the following: 1) Variance from Section 10.201 to allow a 5 foot front yard where 5 feet is required; 2) Variance from Section 10.201 to allow a 15 foot side yard where 15 feet is required; 3) Variance from Section 10.201 to allow a nonconforming building or structure to be extended, reconstructed or enlarged without conforming to the requirements of the Ordinance. Said property is located on Assessor Map 144 Lot 4 and lies within the General Residence 2 (GR2) and Historic District.

The request of 45 Rockingham Street LLC (owner), for property located at 45 Rockingham Street whereas relief is needed to construct a front porch and rear addition which requires the following: 1) Variance from Section 10.201 to allow a 5 foot front yard where 5 feet is required; 2) Variance from Section 10.201 to allow a 15 foot side yard where 15 feet is required; 3) Variance from Section 10.201 to allow a nonconforming building or structure to be extended, reconstructed or enlarged without conforming to the requirements of the Ordinance. Said property is located on Assessor Map 144 Lot 4 and lies within the General Residence 2 (GR2) and Historic District.

The request of 45 Rockingham Street LLC (owner), for property located at 45 Rockingham Street whereas relief is needed to construct a front porch and rear addition which requires the following: 1) Variance from Section 10.201 to allow a 5 foot front yard where 5 feet is required; 2) Variance from Section 10.201 to allow a 15 foot side yard where 15 feet is required; 3) Variance from Section 10.201 to allow a nonconforming building or structure to be extended, reconstructed or enlarged without conforming to the requirements of the Ordinance. Said property is located on Assessor Map 144 Lot 4 and lies within the General Residence 2 (GR2) and Historic District.

Govt Public Notices

Request: 1) Variance from Section 10.201 to allow a nonconforming building or structure to be extended, reconstructed or enlarged without conforming to the requirements of the Ordinance. Said property is located on Assessor Map 144 Lot 4 and lies within the General Residence 2 (GR2) and Historic District.

Request: 1) Variance from Section 10.201 to allow a nonconforming building or structure to be extended, reconstructed or enlarged without conforming to the requirements of the Ordinance. Said property is located on Assessor Map 144 Lot 4 and lies within the General Residence 2 (GR2) and Historic District.

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Govt Public Notices

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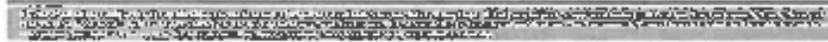
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