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**Community Development Advisory Committee Meeting Minutes
NH Community Development Finance Authority**

Webex Videoconference Meeting due to COVID-19 Pandemic Emergency

Thursday, October 1, 2020
2:00 PM

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: Ben Gaetjens-Oleson, *Chair*; Chris Way; Beth Fox; Rob Dapice; Matt Walsh; Justin Slattery; Matt Sullivan; Carmen Lorentz; and Nancy Merrill.

STAFF: Katy Easterly Martey, *Executive Director*; Shelley Hadfield, *Director of Housing and Community Development*; Melissa Latham, *Communications Manager*; Missy Lackey, *Contract Manager*; and Maureen Quinn, *Board Relations Manager*.

GUESTS: Steve Fournier, *Town of Newmarket*; and Marie Cooper, *Linked Together Child Care Center*.

Mr. Gaetjens-Oleson opened the meeting at 2:01 PM and noted a quorum was present.

Mr. Gaetjens-Oleson welcomed two guests to the meeting, Mr. Steve Fournier of the Town of Newmarket and Ms. Marie Cooper of Linked Together Child Care Center. Mr. Gaetjens-Oleson introduced himself, Ms. Easterly Martey and Ms. Quinn.

Ms. Gaetjens-Oleson stated the meeting is being held in an emergency status due to the ongoing COVID-19 pandemic. Under emergency circumstances, the meeting is being held via a videoconference exchange. This will allow for the Committee to discuss and deliberate items contemporaneously and allow for public participation and engagement as permitted.

- A. Mr. Gaetjens-Oleson reviewed the meeting agenda and called for questions or comments. He noted all votes will be by roll call.

Motion – 2:02 PM

Ms. Lorentz moved to approve the agenda as presented. Ms. Merrill seconded. Mr. Gaetjens-Oleson called for roll call vote:

Mr. Gaetjens-Oleson	Yes
Mr. Walsh	Yes
Ms. Fox	Yes
Mr. Dapice	Yes
Mr. Way	Yes
Ms. Lorentz	Yes
Ms. Merrill	Yes
Mr. Sullivan	Yes

The motion carried by a unanimous vote of the Committee.

Mr. Slattery joined the meeting at 2:03 PM.

Ms. Easterly Martey called for public comment; none was offered.

B. Consent Calendar – August 13, 2020 Community Development Advisory Committee Meeting Minutes Approval and Review and Acknowledgment of Board Manual – 2:04 PM

Mr. Gaetjens-Oleson called for questions or comments. Mr. Gaetjens-Oleson noted he would abstain from the vote as he was not present for the August 13, 2020 Community Development Advisory Committee meeting.

Motion – 2:04 PM

There being no further questions or comments, Mr. Sullivan moved to approve the consent calendar. Mr. Way seconded. Mr. Gaetjens-Oleson called for a roll call vote.

Mr. Gaetjens-Oleson	Abstain
Mr. Walsh	Yes
Ms. Fox	Yes
Mr. Dapice	Yes
Mr. Way	Yes
Ms. Lorentz	Yes
Ms. Merrill	Yes
Mr. Sullivan	Yes
Mr. Slattery	Yes

The motion passed with eight (8) yeas and one abstention.

C. CDBG- Planning Grant – Town of Newmarket/Linked Together Child Care Center - \$25,000 - 2:05 PM

Ms. Hadfield presented the Town of Newmarket’s application for a CDBG planning grant on behalf of Linked Together Child Care Center. Linked Together (LT) intends to use the planning grant funds to evaluate one or more potential sites for a new child care center. LT does not have enough capacity to meet demand in the community and has maintained a waiting list for the last three years. A new center will allow LT to provide seventy-three (73) slots to families in need of child care. Funds will be used to evaluate one or more sites as a potential location for a new facility. The study will determine the feasibility of either rehabilitating an existing building or building a new structure, and will include conceptual design, cost estimates, appraisals, and environmental and structural review of conditions to address code and fire safety issues. One site close to the Newmarket Schools has already been identified.

Ms. Hadfield stated staff recommends funding this application with the following conditions:

- Sufficient funds are available and allocated by HUD;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

The Committee asked whether the LMI percentage cited, 51.53%, would change if a new facility is built. Ms. Hadfield noted LT fully anticipates program expansion will continue to serve a similar demographic, resulting in a majority of clientele being of low-and-moderate income.

Mr. Gaetjens-Oleson called for further questions or comments. None were offered.

Motion – 2:15 PM

Mr. Way moved to approve the application as presented with all staff recommended conditions. Ms. Lorentz seconded. Mr. Gaetjens-Oleson called for roll call vote:

Mr. Gaetjens-Oleson	Yes
Mr. Walsh	Yes
Ms. Fox	Yes
Mr. Dapice	Yes
Mr. Way	Yes
Ms. Lorentz	Yes
Ms. Merrill	Yes
Mr. Sullivan	Yes
Mr. Slattery	Yes

The motion passed by a unanimous vote of the Committee.

D. Community Development Block Grant – CV: Public Services; Schedule and Expenditures for CV 2 & 3 and Coordination and Integration with Consolidated Plan; Program Year Change for CDBG and Impact on Action and Consolidated Plan

Ms. Easterly Martey facilitated a discussion with the Committee about the impact of CDBG – CV funding and the challenges associated with deploying additional and critical resources. Three main considerations are:

1. Does the proposed schedule for fund deployment seem reasonable and is it in keeping with the Committee’s expectations?
2. Does the outlined timing and the identified investment priorities of CDBG-CV funds match the needed timing and urgency the Committee sees and understands in the State?
3. Coordination with NH Department of Health and Human Services and NH Housing Finance Authority will be critical to ensure CDBG-CV funds are planned for in both the annual Action Plan and the five-year Consolidated Plan. It will be essential to incorporate flexibility in the expenditure of funds to ensure these funds meet an ever changing set of priorities and have the greatest possible leverage and impact statewide

The Committee asked whether scoring metrics, used to evaluate projects, will be updated. Ms. Easterly Martey said that the scoring will be updated as part of the Con/ Action Plan in Spring 2021. Ms. Easterly Martey stated a significant amount of work has been invested to ensure funding can be deployed broadly and effectively. The following steps have either taken place or are in the process of being executed:

1. Application accessibility improvements have been made to ensure ease of use;

2. The network of Grant Administrators – who can work with towns, municipalities and businesses –has been expanded. The network of Regional Planning Commissions continues to help identify and train people who can adeptly fill this role;
3. The program year recognized and followed by CDFA for CDBG funding will be shifted from January 1 to July 1; the shift will ensure better alignment with HUD funding and CDFA's awards and deployment of funds; CDFA will have fewer contingency awards as there will be more certainty around available funds;
4. A consultant will be solicited to create the CDBG portion of the Con/ Action Plan, a RFP will be set forth to secure a range of proposals for consideration. Part of the Action Plan will include revised scoring metrics for Housing and Public Facilities applications; the goal is to have new scoring ready to be used to evaluate applications by July 1, 2021.

The Committee asked whether Slum/Blight can be added to the Consolidated Plan as an eligible investment area for CDBG-CV. The Committee discussed the challenges of addressing properties over several years and how to ensure that a property identified as 'slum or blighted' does not end up being used for purposes outside of what CDBG allows.

Ms. Easterly Martey noted in November 2020, the Committee will be asked to consider and review both housing and public facilities applications, as is typical. Ms. Easterly Martey noted that if funds remain in the CDBG economic development pool they may be reallocated to the housing and public facilities round as outlined in the current Action Plan. The next application deadlines for Housing and Public Facility applications are planned for the end of January and July 2021.

Ms. Easterly Martey also noted there may be additional funding available through SUPPORTS once guidance is provided by HUD; CDFA will work with NHHFA to determine the best type of investments for this funding.

Mr. Slattery left the meeting at 2:26 PM

The Committee discussed supportive housing and recovery housing. Ms. Easterly Martey noted HUD has identified recovery housing as critical but the Committee noted recovery housing could be too prescriptive; permanent supportive housing would allow for broader investment in critically needed housing. Ms. Easterly Martey noted work with the Department of Housing and Urban Development is ongoing to determine whether particular funding categories are appropriate and can be compliant with HUD regulations. The Committee emphasized flexibility as a critical component to ensure the overarching goals of the program can be met.

Ms. Easterly Martey led a discussion about CDBG-CV 2 and 3.

Mr. Slattery joined the meeting at 2:40 PM

The Committee stressed the need to have the programs be broad in eligibility; the Committee suggested at some point federal funding will be reduced and it will be critical to have invested in projects which will provide critical resources to the citizenry of New Hampshire. Projects which target public services, community development will be essential. Ms. Easterly Martey noted that CDFA had conducted listening sessions throughout the state over the last year; key areas of investment sought by partners and constituents include:

- Affordable Housing
- Downtown Development/Main Street Investment
- Child care

➤ Rural Transportation

Ms. Easterly Martey noted she would like to continue a discussion about unmet needs in January 2020. She noted this may allow Committee members to share feedback and ideas from challenges they are seeing first hand in their own communities. The Committee discussed the idea of what would qualify as a quality investment and how it will be critical to ensure awards are in alignment with established investment priorities. The Committee discussed deploying funds through rolling application rounds vs. competitive rounds. The Committee considered the merits of both approaches but stressed it is important to fund projects and applications which will have the greatest impact in target areas. The Committee asked whether available data can be used to further identify and define community need. The Committee and Ms. Easterly Martey agreed flexibility is essential as is the willingness to work with communities which may be new to CDBG but have not previously sought those funds due to capacity to apply for and manage federal funds.

The Committee requested more lead time to consider the next CDBG CV funding round – targeted for February 2021. The Committee suggested revisiting in December 2020 how to best invest CDBG-CV funds and how to align funding needs in the State within prescribed HUD parameters.

Adjourn – 3:24 PM

There being no further business before the Committee, Ms. Lorentz moved to adjourn the meeting. Ms. Fox seconded. Mr. Gaetjens-Oleson called for roll call vote.

Mr. Gaetjens-Oleson	Yes
Mr. Walsh	Yes
Ms. Fox	Yes
Mr. Dapice	Yes
Mr. Way	Yes
Ms. Lorentz	Yes
Ms. Merrill	Yes
Mr. Sullivan	Yes
Mr. Slattery	Yes

The motion passed with a unanimous vote of the Committee.

Respectfully submitted,



Maureen Quinn, Board Relations Manager



Ben Gaetjens-Oleson, Committee Chairman