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

Webex Videoconference Meeting due to COVID-19 Pandemic Emergency

Tuesday, November 24, 2020
2:00 PM

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

STAFF: Katy Easterly Martey, *Executive Director*; Melissa Latham, *Communications Manager*; Alex Jette, *Compliance Specialist*; Kevin Peterson, *Director of Economic Development*; George Hunton, *Director of Tax Credit Programs*; Missy Lackey, *Contract Manager*; Victoria Beauchesne, *Community Development Assistant*; and Maureen Quinn, *Board Relations Manager*.

PUBLIC: Kathleen Weissenberger, *CDFA Consultant for CDBG-CV*; Ernie Clark, *Consultant - Town of Newmarket*; and Donna Lane, *CDBG Grant Writer and Consultant*; BJ Parker, *Town of Conway*; Brenda Guggisberg, *The Upper Room Teachers*; Tamera Carmichael and Carissa Elphick, *ServiceLink – Partnership for Public Health New Hampshire*; Cathy Raymond, Scott Myers, and Glenn Smith, *City of Laconia*; Nancy Paul and Connor Sperrin, *The Friends Program*; Daisy Pierce, *Navigating Recovery*; David Nichols and Jon Frederick, *Town of Jaffrey*; Diane Hardy, *Town of Newmarket*; Diane Legere, *Strafford County*; Donna Tighe, *Greater Derry Community Health Services*; Ellen Groh, *Concord Coalition to End Homelessness*; George Cleveland, *Gibson Center for Senior Services*; James Weatherly, *Southwest Region Planning Commission*; Jen Czysz, *Strafford Regional Planning Commission*; Karen Emis-Williams, *City of Concord*; Mary Carey Seavey, *RSVP*; Phil Hueber, *Greater Lakes Child Advocacy Center*; Sara Barrett, *Consultant*; Suzanne Demers, *Belknap Merrimack Community Action Program*;

Mr. Gaetjens-Oleson opened the meeting at 2:02 PM and noted a quorum was present. Mr. 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.

Mr. Gaetjens-Oleson noted numerous members of the public in attendance and he welcomed them to the meeting. Mr. Gaetjens-Oleson also introduced members of the Community Development Advisory Committee.

Mr. Gaetjens-Oleson called for public comment. None was offered.

- A. Mr. Gaetjens-Oleson reviewed the meeting agenda and called for any changes. None were requested. He noted all votes will be by roll call.

Motion – 2:05 PM

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

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

The motion carried by a unanimous vote of the Committee.

B. Consent Agenda - 2:06 PM

Mr. Gaetjens-Oleson reviewed the Consent Agenda and called for questions or comments. None were offered.

Motion – 2:06 PM

Ms. Lorentz moved to approve the consent agenda, as presented. Mr. Sullivan seconded. Mr. Gaetjens-Oleson called for a roll call vote.

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

The motion carried by a unanimous vote of the Committee.

C. 2020 CDBG-CV Public Services Program Recommendation

Ms. Easterly Martey provided information to the Community Development Advisory Committee (Committee) regarding the the CDBG-CV Public Services Program. Ms. Easterly Martey noted CDFA received \$5,415,930 from the US Department of Housing and Urban Development's CARES Act, deployed to address issues related to COVID-19. CDFA identified statewide needs by holding public hearings and reviewing relevant data to identify areas of need. The State of New Hampshire's current Action Plan provided an allocation of up to \$3,686,815 to support necessary community services to ensure resources are deployed quickly and meet the needs for low- and moderate-income people in New Hampshire. The CARES Act removed the 15 percent cap on the amount of grant funds which can be used for public service activities.

A scoring matrix was developed to evaluate each activity for which applicants seek funding. The core criteria for scoring includes: community need, community impact, population served by the activity, activity priority, cost per beneficiary, service provider record of impact and success, readiness, relationship between service provider and grantee, and activity need and impact.

These modified rules under the CARES Act have enabled CDFA to present applications and related activities to the Committee for funding consideration.

Ms. Easterly Martey noted that projects/activities submitted by the nine applicants will be subjected to the following standard conditions:

- All recommendations are “up to” the recommended amount for eligible expenses only. All subrecipients must submit detailed budgets, including independent cost estimates, for review and approval prior to the release of funds;
- All grantees will submit a compliance plan for each subrecipient prior to the release of funds;
- Sufficient funds are available and allocated to the State by the US Department of Housing and Urban Development (HUD);
- Requirements of the CARES Act, including Duplication of Benefit and other applicable requirements;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

The Committee may request additional conditions be placed on any of the projects/activities which are presented for review and consideration.

Mr. Gaetjens-Oleson called for any required recusals by Committee members in advance of the application review.

Ms. Lorentz noted she has a conflict with the City of Laconia. She will recuse from voting on the application and its numerous activities.

County of Belknap

Ms. Easterly Martey presented the projects/activities seeking funding through the County of Belknap.

1. Boys & Girls Club of Central New Hampshire, Inc. – The Boys & Girls Club seeks \$30,000 to increase their level of service by providing extended Club hours and enhanced cleaning services in response to COVID-19. This grant will help the Club to meet the financial challenge of needing more staff to serve fewer children. Staff recommends an award of up to \$30,000 to the Boys & Girls Club of the Lake Region, with staff recommended conditions.
2. Partnership for Public Health – The Partnership for Public Health seeks \$91,500 to fund a FTE in the PPH's Service Link program and an additional .5 FTE Public Health Resource to meet increased demand for health services. This program works with low-and moderate-income people and families who need these critical services. Staff recommends an award of up to \$91,500 to Partnership for Public Health, with staff recommended conditions.

3. Greater Lakes Child Advocacy Center – The Greater Lakes Child Advocacy Center seeks \$50,000 to fund a Trauma Informed Mental Health Clinician as well as funds to support additional tele-health demands and education materials. The grant will help address a significant increase in child abuse cases discovered after COVID-19 restrictions were lifted. Staff recommends an award of up to \$50,000 to the Greater Lakes Child Advocacy Center, with staff recommended conditions.
4. Horizon Counseling – Horizon Counseling seeks \$64,000 to hire a case manager to assist applicants struggling with Substance Use Disorder and seeking resources for treatment. Horizon Counseling did not meet the nonprofit status threshold and therefore, staff does not recommend funding for this project.
5. Lakes Region Mental Health – Lakes Region Mental Health (LRMH) seeks \$21,895 to purchase medical screening equipment and to provide training to support minimal/no contact screening in accordance with COVID-19 guidelines. Staff recommends an award of up to \$21,895 to Lakes Region Mental Health, with staff recommended conditions.
6. Navigating Recovery – Navigating Recovery (NR) seeks \$50,380 to support homeless outreach services. The challenges presented by the clientele NR serves are numerous and the inability to have an open door policy for those needing support has isolated a population in need of services. The Committee asked whether hazard pay is a reasonable consideration for employees of NR. Ms. Easterly Martey noted all funding provided by HUD must be supported by an explanation of costs and those costs must be deemed reasonable. It was suggested NR could look at industry benchmarks for hazard pay to make a determination about reasonable hazard pay. Staff recommends an award of up to \$50,380 to Navigating Recovery, with staff recommended conditions.

Mr. Gaetjens-Oleson summed up the projects/activities and noted Belknap County was seeking \$332,775 for (6) projects/ activities and is recommended for \$268,775 for five (5) projects/activities and Grantee Administration costs. Mr. Gaetjens-Oleson called for a motion. Staff recommended conditions are:

- All recommendations are "up to" the recommended amount for eligible expenses only. All sub recipients must submit detailed budgets, including independent cost estimates, for review and approval prior to the release of funds;
- All grantees will submit a compliance plan for each sub recipient prior to the release of funds;
- Sufficient funds are available and allocated to the State by the US Department of Housing and Urban Development (HUD);
- Requirements of the CARES Act, including Duplication of Benefit and other applicable requirements;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Motion – 2:31 PM

Mr. Dapice moved to approve the application submitted by Belknap County for five (5) projects, total funding in the amount of up to \$268,775. All staff recommended conditions are in effect. Mr. Way seconded. Mr. Gaetjens-Oleson called for roll call vote.

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

The motion carried by a unanimous vote of the Committee.

CHESHIRE COUNTY

Ms. Weissenberger presented the project/activity seeking funding through Cheshire County.

1. Hundred Nights, Inc. – Hundred Nights, Inc. seeks \$405,176 to establish an overnight decompression shelter through a long-term lease; the new shelter will provide an additional 24 beds to provide desperately needed shelter for the homeless. Mr. Dapice noted for the Committee that New Hampshire Housing Finance Authority (NHHFA) has committed to investing in this project. The Committee agreed all expenses should be carefully reviewed to ensure there is no duplication of payment of benefits. Ms. Easterly Martey noted HUD funding provides for a RFP to lend technical support to the organization receiving funding; this helps ensure the recipient can account for expenses and be compliant with HUD requirements.

Staff recommends an award of up to \$405,176 to Hundred Nights, Inc., contingent upon approval of the alternate site by the City of Keene's Zoning Board of Appeals. Final determination from the ZBA is due to CDFA no later than December 31, 2020. All other staff recommended conditions apply, and they are:

- All recommendations are "up to" the recommended amount for eligible expenses only. All sub recipients must submit detailed budgets, including independent cost estimates, for review and approval prior to the release of funds;
- All grantees will submit a compliance plan for each sub recipient prior to the release of funds;
- Sufficient funds are available and allocated to the State by the US Department of Housing and Urban Development (HUD);
- Requirements of the CARES Act, including Duplication of Benefit and other applicable requirements;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Gaetjens-Oleson called for roll call vote.

Motion – 2:40 PM

Ms. Lorentz moved to approve the application for Cheshire County, for one (1) project and Grantee Administration, total funding in the amount of up to \$430,176. All staff recommended conditions are in effect. Mr. Slattery seconded. Mr. Gaetjens-Oleson called for roll call vote.

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

The motion carried by a unanimous vote of the Committee.

CITY OF CONCORD

Ms. Easterly Martey presented the projects/activities seeking funding through the City of Concord.

1. Concord Coalition to End Homelessness – Shelter Staff – The Concord Coalition to End Homelessness (CCEH) seeks \$50,385 to make adaptations to its facility in response to COVID-19. Additional staffing is required to address attrition of a volunteer base and to provide continue shelter but with decompression for the safety of all. Staff recommends an award of up to \$50,385, with staff recommended conditions.
2. Concord Coalition to End Homelessness – Hotels – The Concord Coalition to End Homelessness (CCEH) seeks \$128,520 to support a staffed decompression site for the medically vulnerable homeless clients. Additional space will allow for safe 'socially distant spacing' of clients. Staff recommends an award of up to \$128,520, with staff recommended conditions.
3. City of Concord – Hotels – The City of Concord seeks \$53,385 to support emergency payments for rent, prescriptions, motels, food, hygiene products, utilities and burial costs to meet an increase in demand for services. Ms. Easterly Martey noted if an award is made, funds will be restricted to eligible expenses; this will be an added condition. Staff recommends an award of up to \$53,385 for expenses associated with rent, utilities, motels and burial costs, with staff recommended conditions.
4. City of Concord – Family Promise – Family Promise seeks \$43,200 to secure hotel rooms during the winter months for clients it serves. Current housing at a campsite is not winterized and unsuitable for winter occupancy. Staff recommends an award of up to \$43,200 to support the use of hotel rooms to provide winter shelter for the homeless, with staff recommended conditions.
5. City of Concord – The Friendly Kitchen – The Friendly Kitchen seeks \$115,810 to increase staffing to serve meals, purchase of a UV-C air purification system, cleaning supplies, non-permanent partitions to create a safe case management area and separation between kitchen and dining area and to meet increased operational expenses resulting from extended hours of operation. Staff recommends an award of up to \$115,810 to support additional

staffing and purchase of equipment and supplies to ensure The Friendly Kitchen can be compliant with public health guidelines, with staff recommended conditions.

6. City of Concord – The Friends Program – Hotels – The Friends Program seeks \$30,100 to rent hotel rooms for shelter families, allowing for decompression and quarantine space for its existing shelter and the purchase of an electrostatic cleaner for the Thompson Street shelter. Staff recommends an award of up to \$30,100 to support hotel rentals and purchase of equipment for cleaning and sanitation of The Friends Program homeless shelter, with staff recommended conditions.
7. City of Concord – The Friends Program – Youth – The Friends Program seeks \$37,035 to provide technology (80 web-enabled tablets) and to support a part-time volunteer coordinator to support youth mentoring which is targeted to promote grade-level reading skills amongst at-risk youth. This would also the opportunity for continued deployment of wraparound services to low-income families which have been critical and in demand during the pandemic. Staff recommends an award of up to \$37,035 to support a part-time volunteer coordinator and the purchase of 80 web enabled tablets, with staff recommended conditions.
8. City of Concord – The Friends Program – Seniors – The Friends Program seeks \$16,464 to support and expand the Shopping for Seniors program, which offers at-risk seniors the opportunity to be provided with delivery of groceries and other necessities while they are not able to use public transit to complete their own shopping. Current demand for this service exceeds capacity and The Friends Program is recruiting additional volunteers to support the program by offering mileage reimbursement. Staff recommends an award of up to \$16,464 to support mileage reimbursement, background checks for volunteers and emergency food assistance, with staff recommended conditions. Emergency payments are restricted to eligible activities.

Mr. Gaetjens-Oleson summed up the projects/activities and noted the City of Concord is seeking \$499,899 for eight (8) projects/activities and Grantee Administration, with all staff recommended conditions, which are:

- All recommendations are “up to” the recommended amount for eligible expenses only. All sub recipients must submit detailed budgets, including independent cost estimates, for review and approval prior to the release of funds;
- All grantees will submit a compliance plan for each sub recipient prior to the release of funds;
- Sufficient funds are available and allocated to the State by the US Department of Housing and Urban Development (HUD);
- Requirements of the CARES Act, including Duplication of Benefit and other applicable requirements;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Gaetjens-Oleson called for a motion.

Motion – 2:56 PM

Mr. Way moved to approve the application submitted by the City of Concord for eight (8) projects and Grantee Administration, total funding in the amount of up to \$499,899. All staff recommended conditions are in effect, plus two additional conditions were added to ensure any funds are expended on eligible activities. Ms. Lorentz seconded. Mr. Gaetjens-Oleson called for roll call vote.

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

The motion carried by a unanimous vote of the Committee.

TOWN OF CONWAY

Ms. Weissenberger presented the projects/activities seeking funding through the Town of Conway.

1. Town of Conway – Conway Village Congregational Church – The Conway Village Congregational Church (CVCC) seeks \$37,000 to purchase a van to support their soup kitchen. Demand has increased due to the pandemic and it is anticipated economic decline resulting from the pandemic will continue to put pressure on families and demand for this service will remain steady. CVCC has had to resort to renting a UHAUL truck to pick up and distribute food. Ms. Weissenberger noted that the US Department of Housing and Urban Development typically recommends purchase of vehicles versus long term rental arrangements because it is more cost efficient in the long run and enables an organization to focus resources on services. Staff recommends an award of up to \$37,000 for the purchase of additional equipment and supplies to support the food pantry and soup kitchen services, with staff recommended conditions.
2. Town of Conway – Conway Welfare Staffing – The Conway Welfare Office seeks \$68,972 to purchase laptops, printers, toners and to cover additional staffing costs. The proposed project is for the general conduct of government which is prohibited by the CDBG-CB program. Staff does not recommend funding for this activity.
3. Town of Conway – Conway Welfare Emergency Assistance – The Conway Welfare Office seeks \$63,000 to meet the needs of residents by purchasing gift cards and vouchers to cover expenses related to gas, laundry, essential non-food items, shoveling, plowing and childcare assistance. Staff note the majority of activities consist of ineligible cash equivalent assistance payments, which are prohibited by the CDBG-CV program. Childcare services and non-essential food items may be eligible. Staff recommends an award of up to \$15,000, with staff recommended conditions and contingent upon the Conway Welfare Office submitting an updated plan for distribution of resources and budget to CDFA no later than December 31, 2020.

4. Town of Conway – Conway Welfare – Buckets of Love – The Town of Conway seeks \$7,974 to support the Buckets of Love Program. The proposed project does not directly prepare for, respond to, or recover from the COVID-19 pandemic and the increase in supplies distributed is estimated to be nominal; this would not be an eligible or viable CDBG activity. Staff does not recommend funding for this activity.
5. Town of Conway – Conway Welfare Life Alert – The Conway Welfare Office seeks \$11,500 to provide life alert devices for up to six months to at risk Seniors who are not able to afford this service. COVID-19 has caused a significant increase in wait time to be approved for programs providing higher level of care. This funding will ensure seniors can access assistance when needed. Staff recommends an award of up to \$11,500 for the purchase of 50 Life Alert devices and activation of a monthly service plan for at-risk seniors, with staff recommended conditions.
6. Town of Conway – Conway Welfare Recreation – The Conway Recreation Department seeks \$11,500 to support youth engagement for families who have been adversely impacted by the COVID-19 pandemic. Funding would broaden the number of families served over a two season period. Staff recommends an award of up to \$14,000 to support financial scholarships for youth program activities for families who are of low- and moderate-income, with staff recommended conditions.
7. Town of Conway – Gibson Center for Senior Services – The Gibson Center for Senior Services (GCSS) seeks \$106,500 for the purchase of two passenger vans to augment its current vehicle fleet. Reliable and safe transportation is essential for seniors to be able to get to the grocery store, pharmacy, medical appointments and other daily needs. COVID-19 restrictions have drastically limited the number of riders on a vehicle at one time. GCSS needs to increase its capacity to safely transport people. Staff recommends an award of up to \$106,500 for the purchase of two (2) passenger vans for the socially distant transportation of seniors, with staff recommended conditions.
8. Town of Conway – RSVP – The RSVP Non-Emergency Medical Transportation Program seeks \$20,000 to support increasing staffing resources for non-emergency medical transportation. Funding will be used to recruit new volunteer drivers, implementation of infection and prevention control (IPC) practices, supervision of PPE for volunteer drivers and clients and marketing and social media for the program. RSVP has fundraised \$19,973 which they are using as mating funds for this program. Staff recommends an award of up to \$20,000 to support additional staffing costs and mileage reimbursement for the Retired and Senior Volunteer Program, with staff recommended conditions.
9. Town of Conway – Vaughan Community Services – Vaughan Community Services seeks \$74,000 for its learning center and food pantry to implement practices which are in alignment with the CDC's Guidelines and Protocols; this will ensure clients served, along with staff, remain safe when receiving services at Vaughan. Staff recommends an award of up to \$74,000 to support the increased costs of sanitation in order to meet public health guidelines, with staff recommended conditions.
10. Town of Conway – Way Station – The Way Station (WS) seeks \$72,054 to support staffing. WS serves housing insecure and homeless clients, and deploys wellness checks and other support services. Demand for services has tripled as a result of the COVID-19 pandemic. Staff recommends an award of up to \$52,816 to support the hiring

of a part time client services manager, with staff recommended conditions. This amount represents the requested amount less costs associated with ineligible cash equivalent emergency payments.

Mr. Gaetjens-Oleson summed up the projects/activities and noted the Town of Conway was seeking \$500,000 and is recommended for \$355,816 for eight (8) eligible projects/activities and Grantee Administration. All staff recommended conditions apply:

- All recommendations are “up to” the recommended amount for eligible expenses only. All sub recipients must submit detailed budgets, including independent cost estimates, for review and approval prior to the release of funds;
- All grantees will submit a compliance plan for each sub recipient prior to the release of funds;
- Sufficient funds are available and allocated to the State by the US Department of Housing and Urban Development (HUD);
- Requirements of the CARES Act, including Duplication of Benefit and other applicable requirements;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Gaetjens-Oleson called for a motion.

Motion – 3:21 PM

Mr. Dapice moved to approve the application submitted by the Town of Conway for eight (8) projects and Grantee Administration, total funding in the amount of up to \$355,816. All staff recommended conditions are in effect, plus two additional conditions were added to ensure any funds are expended on eligible activities. Mr. Way seconded. Mr. Gaetjens-Oleson called for roll call vote.

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

The motion carried by a unanimous vote of the Committee.

TOWN OF DERRY

Ms. Easterly Martey presented the projects/activities seeking funding through the Town of Derry.

1. Town of Derry – Derry Welfare – Emergency Housing – The Derry Welfare Department seeks \$51,120 in funding to secure hotel/motel rooms for low-and moderate-income residents who have been impacted by COVID-19 and who may become displaced and/or may lose housing and emergency benefits after December 31, 2020. Staff recommends an award of up to \$16,020 to support emergency hotel stays for persons suffering from

homelessness and up to \$35,100 for three months of rental payments, with staff recommended conditions.

2. Town of Derry – Derry Welfare – Staffing – The Derry Welfare Department seeks \$62,400 to support additional costs from department staffing needs. The proposed project is for the general conduct of government, which is prohibited by the CDBG-CV program. Staff does not recommend funding for this project.
3. Town of Derry – Sonshine Food Pantry – The Sonshine Food Pantry seeks \$60,000 to support the purchase of equipment for food storage and for cleaning, food, and to hire additional staff since its volunteer pool has decreased because of COVID-19. Staff recommends an award of up to \$60,000 to purchase equipment, supplies and to hire additional staff, with all staff recommended conditions.

Mr. Gaetjens-Oleson summarized the projects/activities and noted the Town of Derry is seeking \$380,320 for three (3) projects/activities and Grantee Administration. Mr. Gaetjens-Oleson noted that one project is not eligible for funding under CDBG-CV called for a motion. Another project is recommended for funding at a lesser amount than requested. All projects/activities are subject to staff recommended conditions:

- All recommendations are “up to” the recommended amount for eligible expenses only. All sub recipients must submit detailed budgets, including independent cost estimates, for review and approval prior to the release of funds;
- All grantees will submit a compliance plan for each sub recipient prior to the release of funds;
- Sufficient funds are available and allocated to the State by the US Department of Housing and Urban Development (HUD);
- Requirements of the CARES Act, including Duplication of Benefit and other applicable requirements;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Motion – 3:27 PM

Mr. Way moved to approve the application submitted by the Town of Derry for two (2) projects and \$19,000 for Grantee Administration, for a total funding recommendation in the amount of up to \$130,120. All staff recommended conditions are in effect. Mr. Sullivan seconded. Mr. Gaetjens-Oleson called for roll call vote.

Mr. Gaetjens-Oleson	Yes
Mr. Dapice	Yes
Mr. Way	Yes
Mr. Slattey	Yes
Mr. Sullivan	Yes
Ms. Cota-Robles	Yes
Ms. Lorentz	Yes
Ms. Fox	Yes
Ms. Merrill	Yes

The motion carried by a unanimous vote of the Committee.

CITY OF LACONIA

Ms. Weissenberger presented the projects/activities seeking funding through the City of Laconia.

Ms. Lorentz noted she would recuse from review of this applicant's projects as she has a conflict; she is the Executive Director of the Lakes Region Community Developers.

1. City of Laconia – Belknap House Cleaning– Belknap House (BH) seeks funding to allow for increased cleaning of its shelter to prevent the transmission of COVID-19. Proposed expenditures will ensure BH is in compliance with the Center for Disease Control Guidance Documents & Recommendations. Staff recommends an award in the amount of up to \$24,600 to support additional sanitation to ensure client and staff safety and to meet public health guidelines, with staff recommended conditions.
2. City of Laconia – Belknap House Van – Belknap House (BH) seeks funding to purchase a used passenger van to provide safe and reliable transportation to its clients. CDC guidelines for cleaning and sanitation will be implemented to ensure all recommended health guidelines are followed. Staff recommends an award of up to \$25,000 for the purchase of a used passenger van to support increase demand for homeless transportation services, will staff recommended conditions.
3. City of Laconia – Community Action Program Belknap Merrimack (CAPBM) – The Elder Services Program of CAPBM seeks funding to purchase equipment to enable it to meet a surge in demand for meals as a result of the COVID-19 pandemic. Additionally, safety equipment, including sneeze barriers and room dividers and additional staffing hours for cleaning, will be funded. Staff recommends an award in the amount of up to \$20,861 for the purchase of kitchen supplies to meet the increased demand in the senior meals program, with staff recommended conditions.
4. City of Laconia – The City of Laconia seeks funding to provide temporary respite shelter for homeless individuals and families waiting for COVID-19 test results. This will enable clients to be safely and appropriately housed during the intake process. This shelter will also provide a safe place to house people experiencing homelessness when shelters are at capacity. Staff recommends an award in the amount of up to \$96,000 for emergency hotel stays to support increased demand resulting from the COVID-19 pandemic, with staff recommended conditions.
5. City of Laconia – Isaiah 61 – Soup Kitchen – Isaiah 61 (I61) seeks funding to support an anticipated doubling of demand on its food pantry. Additionally, I61 has increased expenses due to cleaning costs to meet established Center for Disease Control guidelines. Staff recommends an award of up to \$20,400 for increased food expenses and cleaning costs, with staff recommended conditions.
6. City of Laconia – Isaiah 61 – Emergency Assistance – Isaiah 61 (I61) seeks funding to support increased demand for services such as car repairs, gas cards, and assistance with prescription purchases. Staff recommends an award in the amount of up to \$16,480 to support eligible emergency assistance payments, with staff recommended conditions. All ineligible cash equivalent emergency payments are disqualified.

7. City of Laconia – Isaiah 61 – Hotels – Isaiah 61 (i61) seeks funding to meet an increase in demand for shelter necessitated by the need to decompress shelter space. Staff recommends an award in the amount of up to \$10,728 for hotel rooms to support decompressed shelter space for the homeless, with staff recommended conditions.
8. City of Laconia – Lakes Region Community Developers – Lakes Region Community Developers (LRCD) seeks funding to offer expanded resident services to its clientele in LRCD affordable rental apartments. The COVID-19 pandemic has dramatically increased demand for services, in part due to increase unemployment and the loss of childcare services. Additional staffing for an 18-month period is anticipated to help address increased pressure on LRCD staff and ensure critical services are deployed. Staff recommends an award of up to \$90,094 to support a portion of the salary of a part-time resident services coordinator for an eighteen (18) month period, from January 1, 2021 through June 30, 2022, with staff recommended conditions.
9. City of Laconia – New Beginnings – New Beginnings seeks funding to furnish renovated shelter suites. Staff does not recommend funding for the purchase of furnishings and equipment for a shelter for victims of domestic violence because funding for the construction and renovation of the shelter was not received.
10. City of Laconia – St. Vincent's – St. Vincent's seeks funding for an expansion of emergency assistance services in response to the COVID-19 pandemic. Services provided include health care needs, back rent payments, overdue electric bills and car repairs to ensure the ability to obtain or maintain employment. All payments will be made directly to providers; no gift cards, vouchers, or cash equivalent payments will be reimbursed with CDBG-CV funds. Staff recommends an award of up to \$36,000 to support the provision of emergency assistance services related to COVID-19, with staff recommended conditions.

Mr. Gaetjens-Oleson summed up the projects/activities and noted the City of Laconia is recommended for \$365,163 for nine (9) projects/activities and Grantee Administration. Mr. Gaetjens-Oleson noted that one project is not eligible for funding under CDBG-CV and another project is recommended for funding at a lesser amount than requested. All staff recommended conditions apply:

- All recommendations are “up to” the recommended amount for eligible expenses only. All sub recipients must submit detailed budgets, including independent cost estimates, for review and approval prior to the release of funds;
- All grantees will submit a compliance plan for each sub recipient prior to the release of funds;
- Sufficient funds are available and allocated to the State by the US Department of Housing and Urban Development (HUD);
- Requirements of the CARES Act, including Duplication of Benefit and other applicable requirements;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Gaetjens-Oleson called for a motion.

Motion – 3:45 PM

Mr. Sullivan moved to approve the application submitted by the City of Laconia for nine (9) projects and Grantee Administration, total funding in the amount of up to \$365,163. All staff recommended conditions are in effect. Mr. Slattery seconded. Mr. Gaetjens-Oleson called for roll call vote.

Mr. Gaetjens-Oleson	Yes
Mr. Dapice	Yes
Mr. Way	Yes
Mr. Slattery	Yes
Mr. Sullivan	Yes
Ms. Cota-Robles	Yes
Ms. Lorentz	Recused
Ms. Fox	Yes
Ms. Merrill	Yes

The motion passed with eight (8) yeas. There was one recusal.

TOWN OF NEWMARKET

Ms. Easterly Martey presented the projects/activities seeking funding through the Town of Newmarket.

1. Town of Newmarket – Newmarket Community Church – The Newmarket Community Church seeks funding to meet a significant increase in demand for the food the food pantry and staffing, and to supplement the emergency assistance fund, which provides critical resources for residents in need of assistance with housing expenses, maintaining employment, medical bills and other expenses. No gift cards or vouchers or cash equivalent payments will be reimbursed with CDBG-CV funds. Staff recommends an award of up to \$65,750 for staffing and supplies to support the increase in demand for food in addition to eligible emergency expenses, with staff recommended conditions. The award does not provide funding for costs of cleaning and related equipment and supplies for sanitation of the entire building as this does not meet a national objective.
2. Town of Newmarket – Newmarket Recreation Childcare – Newmarket Recreation (NR) seeks funding for the Iguana Wanna More, which provides afterschool and full Friday Day Care program. The COVID-19 pandemic caused another provider of childcare and afterschool care to close and NR is now the only option for parents who need this type of care. NR proposes to offer scholarships for families who are of low-to-moderate income to ensure access to a critical service. Staff recommends an award of up to \$45,000 to support the increase in demand for full and part-time childcare services (staffing, cleaning and scholarships), with staff recommended conditions.
3. Town of Newmarket – Newmarket Recreation Sunrise Sunset – Newmarket Recreation Sunrise Sunset seeks funding to purchase a passenger van and to staff a part-time position for a driver. The transportation service will be operated in adherence with public health guidelines to ensure a vulnerable population (senior citizens) can be safely transported to medical appointments, grocery stores and other essential errands. Staff recommends an award of up to \$69,700 for the purchase of a passenger van and staffing a part-time driver for senior transportation, with staff recommended conditions.
4. Town of Newmarket – Newmarket Welfare – Newmarket Welfare seeks funding to provide emergency funding assistance for housing, one-time rental payment requests, medical costs,

gas, food, shelter, etc. All emergency assistance payments will be made directly to providers and no gift cards, vouchers or other cash equivalent payments will be reimbursed with CDBG-CV funds. Staff recommends an award of up to \$7,000 to support emergency assistance for shelter and utility payments only, with staff recommended conditions.

5. Town of Newmarket – Newmarket Housing Authority – Newmarket Housing Authority (NHA) seeks funding to provide stipends for staff, need to provide assistance to children and adults attending school online. Stipends will pay for technical assistance and tutoring. Study areas will be set-up and equipped to provide maximum assistance for all students within safety guidelines established by the Center for Disease Control. NHA also proposes extension of Wi-Fi throughout the Great Hill Terrace neighborhood to ensure children can access remote learning models deployed in response to the COVID-19 pandemic. Staff recommends an award of up to \$100,000 to support the implementation of on-site student tutoring and critically needed internet access to the residents of Great Hill Terrace, with staff recommended conditions.

Mr. Slattery left the meeting at 3:52 PM

Mr. Gaetjens-Oleson summarized the projects/activities and noted the Town of Newmarket is recommended for up to \$327,000 for five (5) projects/activities and Grantee Administration. Mr. Gaetjens-Oleson noted that one project is not eligible for full funding under CDBG-CV; another project is recommended for funding at a lesser amount than requested. All staff recommended conditions are in effect:

- All recommendations are “up to” the recommended amount for eligible expenses only. All sub recipients must submit detailed budgets, including independent cost estimates, for review and approval prior to the release of funds;
- All grantees will submit a compliance plan for each sub recipient prior to the release of funds;
- Sufficient funds are available and allocated to the State by the US Department of Housing and Urban Development (HUD);
- Requirements of the CARES Act, including Duplication of Benefit and other applicable requirements;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Gaetjens-Oleson called for a motion.

Motion – 3:52 PM

Ms. Lorentz moved to approve the application submitted by the Town of Newmarket for five (5) projects and Grantee Administration, total funding in the amount of up to \$312,450. All staff recommended conditions are in effect. Ms. Cota-Robles seconded. Mr. Gaetjens-Oleson called for roll call vote.

Mr. Gaetjens-Oleson	Yes
Mr. Dapice	Yes
Mr. Way	Yes
Mr. Sullivan	Yes
Ms. Cota-Robles	Yes

Ms. Lorentz	Yes
Ms. Fox	Yes
Ms. Merrill	Yes

The motion carried by a unanimous vote of the Committee.

COUNTY OF ROCKINGHAM

Ms. Weissenberger presented the projects/activities seeking funding through the County of Rockingham.

1. County of Rockingham – Seacoast Family Promise – Seacoast Family Promise seeks funding to increase staffing and secure supplies needed to meet increased demand for case management services, a direct result of the COVID-19 pandemic. Services include resource referrals, employment and educational searches and opportunities, financial budgeting and saving tools, good tenancy skills, parenting information, housing searches and post shelter programming and supportive services. Staff recommends an award of up to \$150,000 for eligible costs associated with additional staffing and supplies, with staff recommended conditions.
2. County of Rockingham – The Upper Room Family Resource Center – The Upper Room Family Resource Center (TUR) seeks funding to safely re-open its space, in compliance with the Center for Disease Control guidelines, and to add additional staff to meet the increased demand for intake/case management and tutoring services. Staff recommends an award of up to \$108,498 for eligible costs associated with additional staff and cleaning requirements, with staff recommended conditions.

Mr. Gaetjens-Oleson summarized the projects/activities and noted the County of Rockingham is seeking up to \$283,498 in funding for two (2) projects/activities and Grantee Administration, with all staff recommended conditions in effect:

- All recommendations are “up to” the recommended amount for eligible expenses only. All sub recipients must submit detailed budgets, including independent cost estimates, for review and approval prior to the release of funds;
- All grantees will submit a compliance plan for each sub recipient prior to the release of funds;
- Sufficient funds are available and allocated to the State by the US Department of Housing and Urban Development (HUD);
- Requirements of the CARES Act, including Duplication of Benefit and other applicable requirements;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Gaetjens-Oleson called for a motion.

Motion – 4:00 PM

Ms. Lorentz moved to approve the application submitted by the County of Rockingham for two (2) projects, total funding in the amount of up to \$283,498. All staff recommended conditions are in effect. Ms. Cota-Robles seconded. Mr. Gaetjens-Oleson called for roll call vote.

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

The motion carried by a unanimous vote of the Committee.

COUNTY OF STRAFFORD

Ms. Easterly Martey presented the projects/activities seeking funding through the County of Strafford.

1. Community Action Program – Strafford County – The Community Action Program Stafford County (CAP-SC) seeks funding for a new homeless shelter. The COVID-19 pandemic has caused a significant uptick in the need for space for decompression and to serve a greater number of people who have been adversely impacted by the pandemic. The shelter will allow for a decompression site for clients in need of housing and will provide overnight emergency shelter, transitional housing, and will enable CAP-SC to deploy and coordinate services for individuals and families struggling with homelessness and housing insecurity. Staff recommends funding up to \$445,300 for eligible expenses related to a homeless shelter, with staff recommended conditions.

Mr. Gaetjens-Oleson summarized the project/activity and noted the County of Strafford is recommended for up to \$470,300 in funding for one (1) project/activity and Grantee Administration; all staff recommended conditions are in effect:

- All recommendations are “up to” the recommended amount for eligible expenses only. All sub recipients must submit detailed budgets, including independent cost estimates, for review and approval prior to the release of funds;
- All grantees will submit a compliance plan for each sub recipient prior to the release of funds;
- Sufficient funds are available and allocated to the State by the US Department of Housing and Urban Development (HUD);
- Requirements of the CARES Act, including Duplication of Benefit and other applicable requirements;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Gaetjens-Oleson called for a motion.

Motion – 4:03 PM

Ms. Lorentz moved to approve the application submitted by the County of Strafford for one (1) project and Grantee Administration, total funding in the amount of up to \$470,300. All staff recommended conditions are in effect. Ms. Fox seconded. Mr. Gaetjens-Oleson called for roll call vote.

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

The motion carried by a unanimous vote of the Committee.

D. CDBG Economic Development Application – Town of Jaffrey – Cold Stone Springs Water Infrastructure/Millipore Sigma - \$500,000

Mr. Peterson presented an economic development application from the Town of Jaffrey – Cold Stone Springs Water Infrastructure/Millipore Sigma for the Committee's consideration. He noted this is a public infrastructure project in support of economic development which will be administered by Southwest Region Planning Committee on behalf of the Town of Jaffrey. The project will enhance the area's water supply and enable Millipore Sigma to expand and create additional quality, well-paying jobs for people who are of low-and moderate-income. Job creation in this region of the state is critical. Mr. Peterson stated the project is presented with the following staff recommended conditions:

- CDBG funds will be used exclusively for construction costs.
- The project is able to secure all identified matching funds;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

The Committee expressed appreciation for this project. It is a model project, with the Town of Jaffrey and the Town of Peterborough working collaboratively to bring this project to fruition for the benefit of all of the communities involved. The Committee stated this project was complex and involved multiple levels of involvement from a variety of state agencies.

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

Motion – 4:11 PM

Ms. Merrill moved to approve the CDBG application for \$500,000 from the Town of Jaffrey for the Cold Stone Springs Water Infrastructure/Millipore Sigma expansion, with all staff recommended conditions. Mr. Way seconded. Mr. Gaetjens-Oleson called for roll call vote.

Mr. Gaetjens-Oleson	Yes
Mr. Dapice	Yes
Mr. Way	Yes
Mr. Sullivan	Yes
Ms. Cota-Robles	Yes
Ms. Lorentz	Yes
Ms. Fox	Yes

Ms. Merrill

Yes

The motion carried by a unanimous vote of the Committee.

E. CDBG Planning Grant Application - Town of Winchester – Town Beach Access Study - \$23,500

Mr. Hunton presented a Planning Grant application from the Town of Winchester – Town Beach Access Study – for \$23,500. The intent of the study is to evaluate the feasibility of creating an ADA access point. This is one of the few public recreation areas in Winchester and it lacks accessibility. The Town of Winchester has had conversations with local contractors and all indications seem to be that the cost of creating an ADA access point would be very costly. The Town of Winchester seeks to better understand what those costs are projected to be so a determination about how to fund this project can be made.

Mr. Hunton noted this application is presented with the following three 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.

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

Motion – 4:15 PM

Mr. Way moved to approve the planning grant application from the Town of Winchester for \$23,500, with staff listed conditions. Ms. Merrill seconded. Mr. Gaetjens-Oleson called for roll call vote.

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

The motion carried by a unanimous vote of the Committee.

F. Executive Director Update – 4:16 PM

Ms. Easterly Martey thanked the Committee for their commitment to review and consideration of the CDBG-CV funding applications. She stated the Committee will continue to be tasked with review of applications which will be received for the CARES Act funding.

Ms. Easterly Martey reminded the Committee there will be a December 2020 meeting. The Committee will be asked to discuss priorities and challenges to be considered in the deployment of additional CDBG – CV funding as well as plan for calendar year 2021. A presentation on data metrics will be provided by Mr. Peterson and Ms. Jacqueline Matthews.

Adjourn – 4:18 PM

There being no further business before the Committee, Mr. Way moved to adjourn the meeting at 4:18 PM. Ms. Lorentz seconded. Mr. Gaetjens-Oleson called for roll call vote.

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

The motion carried by a unanimous vote of the Committee.

Respectfully submitted,



Maureen Quinn, Board Relations Manager



Ben Gaetjens-Oleson, Committee Chairman