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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, December 3, 2020
2:00 PM

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

STAFF: Katy Easterly Martey, *Executive Director*; Kevin Peterson, *Director of Economic Development*; Mollie Kaylor, *Director of Housing and Community Development*; Melissa Latham, *Communications Manager*; Jacqueline Matthews, *Data Capacity Builder*; Missy Lackey, *Contract Manager*; and Maureen Quinn, *Board Relations Manager*.

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.

- A. Mr. Gaetjens-Oleson reviewed the meeting agenda for the Committee. He noted the agenda should be amended as minutes from the November 24th, 2020 meeting are not yet ready for the Committee's review and approval. Mr. Gaetjens-Oleson called for any other requested edits, questions or comments. He noted all votes will be by roll call.

Motion – 2:02 PM

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

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

The motion carried by a unanimous vote of the Committee.

B. Community Progress Indicators Discussion – 2:04 PM

Mr. Peterson provided a presentation of CDFA's work to identify and incorporate data to help inform funding decisions, particularly within the CDBG program. Data gathering and analysis is being used to support decision making and lend to deployment of targeted investments. CDFA has worked with the New Hampshire Fiscal Policy Institute to identify data sets which best yield information on towns, cities and municipalities in New Hampshire where funding is needed and could be very impactful. Three basic areas of need were considered, and they include:

1. Basic human needs,
2. Access to Opportunity, and
3. Sustainability and vibrancy

Mr. Peterson noted thirteen indicators have been identified which will be part of a core data index used to evaluate potential projects; these will replace a set of seven (7) set factors gleaned from the 2010 United States Census, and will therefore provide CDFA with a more relevant picture of community needs. The goal is to increase community impact by providing better alignment of investments with the needs of stakeholders and partners statewide. This updated model should complement CDFA's living strategic plan.

Ms. Easterly Martey invited the Committee to share feedback based on their own professional expertise and what they see and hear within the communities they serve. She asked the Committee to consider how data sets can be translated into meaningful investment impact. Ms. Easterly Martey suggested she would like to know if any members of the Committee would be willing to participate in a subcommittee of CDAC to help with data assessment. The subcommittee would potentially work with staff to capture the impact of data and how it bears on funding decisions.

The Committee and staff discussed how to drive engagement with data. The Committee suggested development of new rules and guidelines could allow for critical housing projects to score higher, especially in more affluent areas which have traditionally resisted affordable housing projects. The Committee also stated projects are often brought forward based on what a community wants – and perceived opportunity – rather than based on what data identifies as being needed. It will be important to consider the funding which is sought with data to support decisions versus making determinations strictly on data.

C. CDBG – CV

Ms. Easterly Martey stated Ms. Kaylor would provide an update on the CDBG-CV program and outline opportunities for 2021.

Ms. Kaylor provided the Committee with an overview of funding available through CDBG-CV and CDBG. There are six areas of focus for CDBG funds in 2021 and they include:

1. Supportive housing
2. Public services/public facilities
3. Small business (micro) support
4. Economic development
5. Increased award amounts for previously funded projects whose costs have increased beyond what was originally proposed due to either COVID-19 and/or increased construction costs
6. Other needs

Ms. Easterly Martey noted the next round of CDBG-CV funding will allow funding for public services and public facilities. She stressed CDFA understands it is essential to provide flexibility to ensure important and critical needs can be met. Ms. Kaylor noted CDFA will try to prioritize activities which have not previously been funded – including childcare, foreclosure prevention and supportive housing.

The Committee discussed challenges encountered which are very specific to COVID-19. Long term support (investment) in supportive services is needed (staffing is the key need) and funding does not provide organizations with the resources to maintain staffing beyond the initial phase of the COVID-19 pandemic. The impacts from the pandemic are projected to be long-lasting and will create lasting pressure and demand on organizations which provide critical supportive services. The Committee suggested funding be deployed based on demand rather than trying to de-prioritize funding priorities seen in the first round of CDBG-CV. The Committee stated CDBG-CV funding seemed to have made a deep investment in a number of communities which likely will have the desired impact and leverage needed to address critical community needs. The Committee noted some of this success was a result of communities working with Ms. Donna Lane, a CDBG consultant, to help with the application process. The Committee considered whether Ms. Lane and the Regional Planning Commissions can provide technical assistance to communities in need which did not apply for funding in the first round of CDBG-CV.

The Committee stated it will be essential to provide support to small businesses to help them survive the pandemic. Businesses which are of particular concern include restaurants, entertainment venues and mom & pop retail establishments. The Committee noted businesses do not want, nor can they manage, loans when they are experiencing financial duress due to the pandemic. Direct grants will provide the financial support needed. The ability of these businesses to survive the pandemic is uncertain and increased debt is not the answer. The Committee asked whether micro awards could be increased beyond \$2500 to meet this urgent need. The Committee discussed the challenge small businesses may have with CDBG-CV funding as federal resources have specific compliance requirements. The Committee encouraged CDFA to consider how to deploy funds with maximum flexibility, speed and as unencumbered as possible.

Mr. Dapice left the meeting at 3:32 PM

D. Executive Director Update – 3:38 PM

Ms. Easterly Martey noted CDFA will host a CDBG application writing for housing and public facilities in December, with all applications being due in late January. She encouraged the Committee to share this information with any partners, stakeholder or other interested parties who may be interested.

Adjourn – 3:42 PM

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

Mr. Gaetjens-Oleson	Yes
Ms. Fox	Yes
Mr. Walsh	Yes
Mr. Sullivan	Yes
Mr. Way	Yes

Mr. Dapice	Yes
Ms. Merrill	Yes
Ms. Lorentz	Yes

The motion passed with a unanimous vote of the Committee.

Respectfully submitted,



Maureen Quinn, Board Relations Manager



Ben Gaetjens-Oleson, Committee Chairman