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**NH Community Development Finance Authority
Meeting of the Board of Directors**

CDFA

Zoom Videoconferencing Meeting due to COVID-19 Pandemic Emergency

**April 13, 2021
10:00 AM**

CDFA BOARD OF DIRECTORS: John Manning, *Chair*; Mary Ann Kristiansen, *Vice Chair*; Debbie Morin, *Chief Financial Officer and Secretary/Treasurer of the Board of Directors*; Mike Clafin; Robert Tourigny; Clay Mitchell; Cindy Harrington; Rick Wyman, Ben Gaetjens-Oleson; Jared Reynolds, and Peter Rayno.

STAFF: Katherine Easterly Martey, *Executive Director*; Kevin Peterson, *Director of Economic Development*; Melissa Latham, *Director of Communications and Policy*; George Hunton, *Director of Tax Credits*; Scott Maslansky, *Director of Clean Energy Finance*; Mollie Kaylor, *Director of Housing and Community Development*; Chris Monroe, *Community Development Manager*; Kim Pacocha, *Senior Accountant*; ; Victoria Beauchesne, *Community Development Assistant*; and Maureen Quinn, *Office Manager and Board Relations Manager*.

PUBLIC: Phil Sletten, *New Hampshire Fiscal Policy Institute*; Peter Clark, *Office of United States Senator Jeanne Shaheen*

Mr. Manning called the meeting to order at 10:04 AM.

Mr. Manning stated the meeting is being held in videoconferencing format due to the ongoing public health crisis and emergency related to the COVID-19 pandemic. Directors are participating in the meeting from remote locations. Any and all action will require roll call votes.

Mr. Manning reviewed the meeting agenda and called for questions or comments. None were offered.

Motion – 10:04 AM

Ms. Gaetjens-Oleson moved to approve the agenda, as presented. Ms. Harrington seconded. Mr. Manning called for roll call vote.

- Mr. Manning – yes
- Ms. Kristiansen – yes
- Mr. Clafin - yes
- Mr. Tourigny – yes
- Ms. Harrington – yes
- Mr. Gaetjens-Oleson - yes
- Mr. Rayno – yes
- Mr. Reynolds – yes
- Mr. Wyman – yes

The motion carried with a unanimous vote of the Board.

Mr. Manning noted no members of the public were present. No public comment was offered.

A. Consent Agenda

Mr. Manning reviewed the consent agenda and called for questions or comments. Items on the Consent Agenda include: March 9, 2021 Board of Director Minutes, February 11, 2021 and March 11, 2021 Community Development Advisory Committee Minutes, and March 9, 2021 Finance Committee Minutes. There were no questions or comments offered.

Motion – 10:05 AM

Mr. Clafin moved to approve the Consent Agenda, as presented. Mr. Rayno seconded.

- Mr. Manning – yes
- Ms. Kristiansen – yes
- Mr. Clafin - yes
- Mr. Tourigny – yes
- Ms. Harrington – yes
- Mr. Gaetjens-Oleson - yes
- Mr. Rayno – yes
- Mr. Reynolds – yes
- Mr. Wyman – yes

The motion carried by a unanimous vote of the Board.

Ms. Easterly Martey requested the Board consider review of the Action Item pertaining to the CDBG 2020 Round 3 of Housing and Public Facilities Approved Applications. She noted the discussion around the American Rescue Plan and other Federal Resources is scheduled to begin at 10:15 AM.

B. CDBG 2020 Round 3 of Housing and Public Facilities Approved Applications

Mr. Gaetjens-Oleson reviewed the CDBG 2020 Round 3 of Housing and Public Facilities Applications, approved by CDFFA's Community Development Advisory Committee (CDAC). Mr. Gaetjens-Oleson noted three of the submitted applications qualified under guidelines for COVID-19 funding through CDBG-CV; this enabled CDAC to approve all submitted applications for funding. Mr. Gaetjens-Oleson stated eight of the nine applications included an additional staff recommended provision, which allows staff to evaluate and award up to 20% of the award amount to cover for cost overages projects may incur. This provision was added to ensure these projects can be completed timely and with sufficient funds; this will ensure a seamless process as projects will not have to seek an amendment to an award if cost overages are incurred.

Mr. Mitchell joined the meeting at 10:10 AM.

- Town of Boscawen/Riverbend Community Mental Health, Inc.-\$379,246 fbo of 19 LMI clients to make needed building improvements to provide a safe and rehabilitated living environment;
- City of Concord/Riverbend Community Mental Health, Inc.-\$386,242 fbo of 24 clients, 95% of whom qualify as LMI for building improvements to provide a safe and rehabilitated living environment;
- Rockingham County/One Sky Community Services-\$2426,750 fbo of 14 LMI clients for building improvements to provide safe and sanitary living environments;
- City of Claremont/Claremont Learning Partnership-\$300,000 for acquisition of the building they currently lease. Multiple social service agencies deploy services from this location for clientele, of whom 76% qualify a LMI; this project does not include the 20% staff discretionary leeway to accommodate for cost overages;
- Rockingham County/Rock Rimmon Cooperative-\$355,850 fbo of 120 residents of this community, 88% of whom qualify as LMI, to replace a failing water system and ensure access to a safe water supply;
- Town of Barrington/Barrington Oaks Cooperative-\$454,804, fbo of 107 residents of this community, 84% of whom qualify as LMI, to replace a failing septic infrastructure and ensure the safety and well-being of all residents of this cooperative community;

- City of Claremont/Southwestern Community Services-\$235,000 to rehabilitate a shelter serving homeless women and families, 76% of whom qualify as LMI;
- City of Concord/Riverbend Community Mental Health, Inc. -\$348,700 to make needed improvements to three facilities which provide mental health services fbo of clientele, 76% of whom qualify as LMI;
- Grafton County/Mid-State Health Center/Child Learning Center-\$500,000 to purchase a retail space and convert it into a new child care center, to preserve and create child care spaces to accommodate up to sixty (60) children, 51.6% of whom qualify as LMI.

The Board asked whether there is a particular percentage of low- and moderate-income people, required to be served by a project, which is necessart to be eligible for CDBG funds. Ms. Easterly Martey noted the threshold of LMI clientele served to qualify for CDBG is 51%.

The Board inquired whether there will be a formal process to determine project eligibility for the 20% cost overage allowance. Ms. Easterly Martey stated all requests will be reviewed by staff to determine if increased expenses are necessary and allowable. Staff will make recommendations for any increased award amount – not to exceed 20% - to the Community Development Advisory Committee. Staff will work with the Committee to ensure the process fully considers the necessity of costs while ensuring a project's progress is not adversely impacted by the need for additional funding.

Ms. Easterly Martey stated CDFA is considering creating a Gap Fund. This would be a possible source of additional funding targeted to awarded projects underway which may not be able to access more traditional funding.

Mr. Manning stated he has a conflict with one of the applications presented in the 3rd Round of 2020 CDBG Housing and Public Facilities. He will recuse from any action taken on this item.

Motion – 10:17 AM

There being no further questions or comments, Mr. Manning called for a motion. Ms. Harrington moved to approve the 3rd Round of 2020 CDBG Housing and Public Facilities applications, as approved by CDFA's Community Development Advisory Committee. This includes approval of the 20% cost overage allowance, as needed, with staff review and CDAC approval. Mr. Wyman seconded. Mr. Manning called for roll call vote.

- Ms. Kristiansen – yes
- Mr. Claffin - yes
- Mr. Tourigny – yes
- Ms. Harrington – yes
- Mr. Gaetjens-Oleson - yes
- Mr. Rayno – yes
- Mr. Reynolds – yes
- Mr. Wyman – yes
- Mr. Mitchell – yes

The motion passed with nine (9) yeas and one (1) recusal of the Board.

C. Panel Discussion – American Rescue Plan and Other Federal Resources

Ms. Easterly welcomed Mr. Phil Sletten of the New Hampshire Fiscal Policy Institute and Mr. Peter Clark, from Office of United States Senator Jeanne Shaheen to the meeting. She invited Mr. Sletten and Mr. Clark to address the Board regarding the American Rescue Plan Act and other Federal resources and how these funding sources may impact New Hampshire.

Mr. Sletten addressed the impact of increases in the Supplemental Nutrition Assistance Program (SNAP), the extension of unemployment benefits, the modified Child Tax Credit and health insurance premium subsidy. These programs create rapid improvement in local economies such as:

- Bottom 20% of income earners will see increase in wages of up to 21%
- Cuts childhood poverty rate in half
- 87% of children stand to benefit from the Child Tax Credit provision

The impacts will be temporary as the provisions only apply through 2021. The Board asked why enrollment in SNAP has not increased with eligibility being expanded. Mr. Sletten stated tax benefits are more automatic. To receive benefits like SNAP, where enrollment is required, people need to be informed. Reaching the target audience is not always easy. Ms. Easterly Martey noted CDFA has been working with NH Department of Health and Human Services (HHS) to try to develop strategies to help connect families with critical resources.

Mr. Clark addressed the various provisions created through the American Rescue Plan Act, designed to provide relief to people struggling through the COVID-19 pandemic. Housing provisions include:

- Emergency rental assistance
- Housing counseling for renters and homeowners through Neighborworks
- Homelessness provision
- Emergency Housing vouchers, which includes a component to ensure renters and homeowners in rural areas have access to essential support
- Funding for Fair Housing organizations to provide needed support to deploy services to those in need

Additional funding for NH through the American Jobs Act, in the amount of \$1.35 billion, is expected to be deployed soon. Funds are to be allocated with 60% directed for the State, and 40% for local government. Two tranches of funding are expected about one year apart. Funds must be deployed by December 30, 2024 providing more time for distribution and expenditure than the CARES Act. Four areas of eligible investment use include.

1. Public health emergency stemming from COVID-19 pandemic
2. Premium pay in any unit of government for eligible contractors
3. Loss of revenues
4. Necessary investment in projects for water, wastewater and broadband

Ms. Easterly Martey discussed how to leverage CDFA's expertise to optimize the impact of funds. The Board asked whether CDFA could convene information sessions and idea sharing with a regional approach. This may enable community leaders better understand how to access these funds and may highlight how CDFA can play a role in facilitation to maximize impact. The Board asked whether the NH Municipal Association has been engaged in discussions around the American Jobs Act. Mr. Clark noted Senator Shaheen's office has received many questions from the Municipal Association. The Board suggested CDFA is well-positioned to lend technical assistance to towns and counties interested in this type of funding.

Board and staff discussed whether CDBG economic development funds and planning grants can be aligned with some of the new Federal resources to create greater impact. This may be an opportunity to raise awareness about new funding sources. CDFA has over 35 years of experience of community impact investing and likely can provide examples of investments and ideas and concepts for new investments for communities and counties alike.

Ms. Easterly Martey, staff and the Board of Directors thanked Mr. Sletten and Mr. Clark for their time.

Mr. Sletten and Mr. Clark left the meeting – 11:05 AM

D. CDBG Consolidated Plan – 11:05 AM

Ms. Easterly Martey thanked Ms. Kaylor and Mr. Peterson from CDFA's staff for their work on the Consolidated Plan in coordination with Root Policy, the consulting organization with which CDFA partnered on this work. She stated the Consolidated Plan is re-visited every five (5) years and sets forth the State's vision and goals for

CDBG fund deployment. CDFA's partner organizations in the State who also contribute to the Consolidated Plan process include New Hampshire Housing Finance Authority and NH Health and Human Services Department of Housing. The goal of CDBG is to invest in projects which assist communities in meeting the needs of its most vulnerable citizens. These investments are typically made in housing, public facilities, economic development, and emergency and planning grants.

Ms. Easterly Martey noted results from a recent survey indicates strong support to continue to invest in housing, public facilities and economic development. Ideally, these investments would be built upon with additional funding to create transformative, sequential investments. The Board and staff discussed opportunities to:

- Provide priority in scoring for transformative projects
- Increase planning grants up to \$100K
- Micro investments should continue; CDFA can provide technical assistance to better support wage growth and asset building and growth
- Child care – continue to identify solutions to create sustainable, quality and affordable child care
- Housing – invest in housing rehabilitation projects to improve existing housing stock

The Board asked whether CDFA could tell the story of impact investments in Franklin to demonstrate transformative investment and regional impact. It was noted both Littleton and Keene have also undergone transformation from layered investment funding. The Board suggested telling these stories may provide other towns and cities ideas for how to meet their own challenges. The Board stated the ready access to funds should remove some of the barriers which have prevented some towns and communities from gaining traction to create real and meaningful change. The Board discussed what approaches may be best to disseminate this critical information, whether it be targeted seminars or regional convening.

Ms. Easterly Martey noted it will be essential to have some focus on capacity building to ensure communities have the ability to manage new types of funding. CDFA is supporting capacity building by raising \$375K for the L-5 Tax Credit program. She discussed the concept of having a mid-year L-5 Tax Credit round to further capacity building.

Motion – 11:26 AM

Ms. Harrington moved to approved the CDBG Consolidated Plan, as presented and with the understanding the Consolidated Plan may be amended if needed or requested. Mr. Gaetjens-Oleson seconded. Mr. Manning called for roll call vote.

- Mr. Manning - yes
- Ms. Kristiansen – yes
- Mr. Clafin - yes
- Mr. Tourigny – yes
- Ms. Harrington – yes
- Mr. Gaetjens-Oleson - yes
- Mr. Rayno – yes
- Mr. Reynolds – yes
- Mr. Wyman – yes
- Mr. Mitchell – yes

The motion carried by a unanimous vote of the Board.

E. Quarterley Financials

Mr. Clafin, Chair of the Finance Committee, stated the Finance Committee approved the quarterly financials, for Q/E 03/31/2021, as presented. He asked whether any Board members had questions or wished to comment on the quarterly statements. There were no questions or comments. Mr. Manning called for a motion.

Motion – 11:27 AM

Mr. Wyman moved to approve the quarterly financial statements, as approved by the Finance Committee, and as presented to the Board of Directors. Mr. Claffin seconded. Mr. Manning called for roll call vote.

- Mr. Manning - yes
- Ms. Kristiansen – yes
- Mr. Claffin - yes
- Mr. Tourigny – yes
- Ms. Harrington – yes
- Mr. Gaetjens-Oleson - yes
- Mr. Rayno – yes
- Mr. Reynolds – yes
- Mr. Wyman – yes
- Mr. Mitchell – yes

The motion carried by a unanimous vote of the Board.

F. Executive Director Update – 11:28 AM

Ms. Easterly Martey provided a very brief update on the i2i Committee and the ongoing Tax Credit Round. She noted the i2i Committee may be asked to work with staff to identify how to best convene towns and communities to disseminate information for new federal funding. Ms. Easterly Martey also noted staff is in the midst of reviewing submitted tax credit applications in preparation for the Investment Review Committee meetings in May.

G. Adjourn – 11:30 AM

There being no further business before the Board of Directors, Mr. Wyman moved to adjourn. Ms. Harrington seconded. Mr. Manning called for roll call vote.

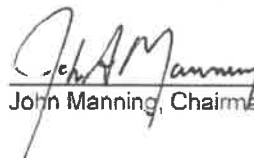
- Mr. Manning - yes
- Ms. Kristiansen – yes
- Mr. Claffin - yes
- Mr. Tourigny – yes
- Ms. Harrington – yes
- Mr. Gaetjens-Oleson - yes
- Mr. Rayno – yes
- Mr. Reynolds – yes
- Mr. Wyman – yes
- Mr. Mitchell – yes

The motion carried by a unanimous vote of the Board.

Respectfully submitted,



Maureen Quinn, Board Relations Manager



John Manning, Chairman of the Board of Directors