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Community Development Advisory Committee Meeting Minutes

**NH Community Development Finance Authority
14 Dixon Avenue, Suite 102
Concord, NH 03301**

Thursday, December 2nd, 2021
2:00 PM

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: Benjamin Gaetjens-Oleson; *Chair*; Rob Dapice; Matt Walsh; Carmen Lorentz; and Theresa Pinto.

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE VIA VIDEOCONFERENCE: Matt Sullivan (unable to attend in person due to illness).

STAFF: Katherine Easterly Martey, *Executive Director*; Melissa Latham, *Director of Communications and Policy*; Mollie Kaylor, *Director of Housing and Community Development*; Chris Monroe, *Community Development Manager*; Joshua Ahmad-Kahloon, *Community Development Manager*.

STAFF VIA VIDEOCONFERENCE: Kevin Peterson, *Director of Economic Development*; Missy Lackey, *Contract Manager*; and Maureen Quinn, *Board Relations Manager*.

PUBLIC VIA VIDEOCONFERENCE: Donna Lane, *Grant Writer*; Robert MacLeod and Audrey Goudie, *Mid-State Health Center*.

Mr. Gaetjens-Oleson opened the meeting at 2:01 PM and noted a quorum was present. Ms. Easterly Martey welcomed all attendees to the meeting and she congratulated Mr. Rob Dapice on his promotion to Executive Director and Chief Executive Officer of the New Hampshire Housing Finance Authority. The Committee joined Ms. Easterly Martey in congratulating Mr. Dapice. Ms. Easterly Martey also welcomed and introduced CDFA's newest hire, Joshua Ahmad-Kahloon, Community Development Manager, to the Committee. Mr. Gaetjens-Oleson asked the Committee members to introduce themselves to Mr. Ahmad-Kahloon and to the three members of the public in attendance.

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

Mr. Gaetjens-Oleson noted that due to remote participation from a Committee member, all votes will be conducted by roll call.

A. Agenda

Mr. Gaetjens-Oleson reviewed the meeting agenda and called for any changes. None were requested.

Motion – 2:03 PM

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

- Ms. Lorentz – yes
- Mr. Dapice – yes
- Ms. Pinto – yes
- Mr. Gaetjens-Oleson – yes
- Mr. Walsh – yes
- Mr. Sullivan – yes

The motion carried by a unanimous vote of the Committee.

B. Consent Agenda

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

Motion – 2:04 PM

Mr. Walsh moved to approve the consent agenda, as presented. Ms. Lorentz seconded. Ms. Pinto and Mr. Sullivan stated they would abstain from the vote as they were not in attendance at the November 4th, 2021 Community Development Advisory Committee meeting. Mr. Gaetjens-Oleson called for roll call vote.

- Ms. Lorentz – yes
- Mr. Dapice – yes
- Ms. Pinto – abstain
- Mr. Gaetjens-Oleson – yes
- Mr. Walsh – yes
- Mr. Sullivan – abstain

The motion passed with four (4) yeas; there were two abstentions.

C. Grafton County – Mid-State Health Center

Mr. Peterson presented the application from Grafton County for subrecipient Mid-State Health Center to the Committee.

Grafton County is seeking \$490,000 which will be subgranted to Mid-State Health Center (MSHC) for renovation of an existing building into a childcare facility which will significantly increase the number of children and families they are able to serve from eighteen (18) to at least sixty (60). The project will also contribute to the retention of six (6) jobs and the creation of eight (8) new jobs, for a total of fourteen (14) jobs; nine (9) of the jobs – or 64% - will be filled by individuals who qualify as low - or moderate-income. Mr. Peterson noted to the Committee that CDFA has previously invested in this project with tax credits and other CDBG investments. Mr. Peterson stated the area qualifies as a state designated Opportunity Zone. CDFA program guidance allows for allocations of up to \$35,000 per job created or retained within an Opportunity Zone.

The Committee asked about MSHC's financing package for this project and whether CDBG funds are needed. It was noted there is a sizable loan from USDA – RD but that CDBG equity aids in

minimizing MSHC's debt service. A lower debt service relieves financial pressure for MSHC and enables the program to offer more reasonably priced childcare and pay reasonable teachers' wages.

Dr. Robert MacLeod, Chief Executive Officer of MSHC, stressed Federal and State reimbursement rates for primary health care, oral care and behavioral health do not adequately cover their provider expenses. The CDBG funds will help ensure the childcare component of the organization can provide desperately needed quality childcare at affordable rates, while paying a reasonable wage. The Committee asked how CDFA and MSHC will ensure 64% of the jobs which are being retained or created will be for LMI individuals. Mr. Peterson noted all applicants/employees are required to complete a Family Income Verification form to ensure eligibility.

The Committee asked about the overall percentage impact on childcare availability in this region from this project. While the project will not resolve the childcare shortage, it will be meaningful. Ms. Audrey Goudie of MSHC noted they anticipate securing licensing to provide care for up to one hundred (100) children, but current staffing capacity allows for around sixty (60) children.

Mr. Peterson summarized the application and noted the CDBG award will help ensure MSHC can increase its childcare capacity, keep its debt burden down, and meets HUD National Objectives with job creation. He noted MSHC also has a strong fundraising effort underway to further reduce debt to ensure the focus can remain on their mission. Mr. Peterson stated the application is recommended for funding with the following staff recommended conditions:

- Sufficient funds are available and allocated by HUD;
- 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.

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

Motion – 2:22 PM

Mr. Dapice moved to approve the application from Grafton County for \$490,000, to be subgranted to Mid-State Health Center to renovate an existing building into a childcare center, with all staff recommended conditions. Ms. Lorentz seconded. Mr. Gaetjens-Oleson called for roll call vote.

- Ms. Lorentz – yes
- Mr. Dapice – yes
- Ms. Pinto – yes
- Mr. Gaetjens-Oleson – yes
- Mr. Walsh – yes
- Mr. Sullivan – yes

The motion carried by a unanimous vote of the Committee.

Dr. MacLeod and Ms. Goudie thanked the Committee for their time. Dr. MacLeod and Ms. Goudie left the meeting at 2:23 PM.

D. Recovery Housing Program – Draft Action Plan Review

Ms. Easterly Martey briefly summarized the Recovery Housing Program (RHP) Draft Action Plan. In summary, CDFA has been charged with administering this program, with projected deployment of \$1.96 million dollars. Ms. Easterly Martey noted there is a holdback fee of 8% which CDFA can use to secure technical assistance from other partners in the State who work in this field to ensure funds deployed are utilized in eligible and effective manners.

Ms. Easterly Martey stated the RHP funds will be awarded through a competitive application process, with applications being accepted from cities, towns, and counties, with each award being up to \$250,000 and a maximum of \$500,000 per subrecipient if it qualifies for two separate and eligible RHP activities. She summarized eligible activities, which are expected to include:

- Public facilities and improvements;
- Acquisition of real property;
- Rehabilitation and reconstruction of multi-unit residential buildings;
- Rehabilitation and reconstruction of single-unit residential buildings;
- New construction of housing.

The Committee asked whether staffing is an eligible expense for RHP applicants; Ms. Easterly Martey stated staffing expenses are not eligible for this funding. After the Action Plan is formalized, an application and program guide for RHP will be forthcoming. This should help inform all interested applicants of the program and the process for applying. Ms. Easterly Martey noted a scoring rubric has been developed as a tool by which applications can be considered in a competitive funding round.

The Committee discussed several topics outlined within the Action Plan, including:

- Resources available to support non-certified and for-profit recovery homes;
- Plans for handling potentially significant demand for limited funding and opportunity for other CDBG resources to support these activities/projects;
- Allocation of resources towards administration/technical assistance;
- Prioritization of eligible activities;
- Division of funding per activity/subrecipient;
- Criteria for evaluation of applications, including NHCORR certification, geographic prioritization and match requirements;

Ms. Easterly Martey thanked the Committee for a thoughtful discussion and guidance on the Action Plan. She noted the challenges in developing an Action Plan that meets the full spectrum of recovery housing needs, including nonprofit and for-profit recovery houses. She stated the Action Plan was developed based on stakeholder feedback and CDFA will continue to solicit feedback through the public hearing time frame established. It is hoped this broad view will help ensure these funds will be deployed in a way which yields maximum and meaningful impact for those applicants most in need of this financial support.

Adjourn – 3:18 PM

Ms. Lorentz moved to adjourn the meeting. Mr. Walsh seconded. Mr. Gaetjens-Oleson called for roll call vote.

- Ms. Lorentz – yes
- Mr. Dapice – yes
- Ms. Pinto – yes

- Mr. Gaetjens-Oleson – yes
- Mr. Walsh – yes
- Mr. Sullivan – yes

The motion carried by a unanimous vote of the Committee.

Respectfully submitted,



Maureen Quinn, Board Relations Manager



Benjamin Gaetjens-Oleson, Committee Chair