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Community Development Advisory Committee Meeting Minutes

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

Thursday, February 3, 2022
2:00 PM

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: Beth Fox; Matt Walsh; Nancy Merrill; Carmen Lorentz; Theresa Pinto; Ignatius MacLellan; and Anne Duncan Cooley.

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE VIA VIDEOCONFERENCE: Benjamin Gaetjens-Oleson, *Chair*; Matt Sullivan (unable to attend in person due to travel constraints).

STAFF: Katherine Easterly Martey, *Executive Director*; Melissa Latham, *Director of Communications and Policy*; Maureen Quinn, *Board Manager*; Joshua Ahmad-Kahloon, *Community Development Manager*.

STAFF VIA VIDEOCONFERENCE: Kevin Peterson, *Director of Economic Development*; Mollie Kaylor, *Director of Housing and Community Development*; Missy Lackey, *Contract Manager*.

PUBLIC VIA VIDEOCONFERENCE: Linda Griffin and Linda Mangones, *Keene Housing Authority*; Chris Miller, *Easterseals NH*; Julian Long, *City of Rochester*; and Terry Johnson, *Southwest Region Planning Commission*.

Ms. Easterly Martey stated that, with the agreement of Mr. Gaetjens-Oleson, she would chair the meeting since Mr. Gaetjens-Oleson is participating remotely. Mr. Gaetjens-Oleson confirmed this arrangement. Ms. Easterly Martey noted that with Committee members participating remotely, all votes will be by roll call.

Ms. Easterly Martey called for a motion to open the meeting.

Motion – 2:03 PM

Ms. Lorentz moved to open the Community Development Advisory Committee meeting. Ms. Pinto seconded the motion and Ms. Easterly Martey called for roll call vote.

- Ms. Lorentz - yes
- Mr. MacLellan - yes
- Ms. Pinto - yes
- Mr. Walsh - yes
- Ms. Fox - yes
- Ms. Merrill - yes
- Ms. Duncan Cooley - yes
- Mr. Gaetjens-Oleson – yes

The motion carried by a unanimous vote of the Committee.

Ms. Easterly Martey called for any announcements. She noted that the Committee has two new appointees and she welcomed Ms. Anne Duncan Cooley, Grafton Regional Development Corporation, and Ignatius MacLellan, New Hampshire Housing Finance Authority. The Committee and staff introduced themselves to Ms. Duncan Cooley and Mr. MacLellan.

Mr. Sullivan joined the meeting at 2:05 PM

Ms. Easterly Martey informed the Committee that CDFA is monitoring House Bill 1617, a proposed bill which would impact CDFA's administration of the Community Development Block Grant program. Ms. Easterly Martey stated she believes this bill was crafted in response to the lack of affordable housing in New Hampshire for people who qualify as low income. Ms. Easterly Martey stated she will keep the Committee apprised of any movement on this bill because it would have a significant impact on the program.

A. Agenda

Ms. Easterly Martey reviewed the meeting agenda and called for any changes. None were requested.

Motion – 2:09 PM

Ms. Lorentz moved to approve the agenda, as presented, and Mr. Walsh seconded. Ms. Easterly Martey called for roll call vote.

- Ms. Lorentz - yes
- Mr. MacLellan - yes
- Ms. Pinto - yes
- Mr. Walsh - yes
- Ms. Fox - yes
- Ms. Merrill - yes
- Ms. Duncan Cooley - yes
- Mr. Gaetjens-Oleson – yes
- Mr. Sullivan - yes

The motion carried by a unanimous vote of the Committee.

Ms. Easterly Martey called for public comment. None was offered.

B. Consent Agenda

Ms. Easterly Martey reviewed the Consent Agenda and called for questions or comments. None were offered. Ms. Easterly Martey called for a motion.

Motion – 2:11 PM

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

- Ms. Lorentz - yes
- Mr. MacLellan - abstain
- Ms. Pinto - yes
- Mr. Walsh - yes
- Ms. Fox - abstain
- Ms. Merrill - abstain
- Ms. Duncan Cooley - abstain
- Mr. Gaetjens-Oleson – yes
- Mr. Sullivan - yes

The motion carried with five (5) yeas; there were four (4) abstentions; these Committee members were not in attendance at the December 2021 meeting.

C. County of Cheshire – Monadnock Affordable Housing Corporation/105 Castle Street Rehabilitation

Ms. Kaylor presented the application from Cheshire County for subrecipient Monadnock Affordable Housing Corporation, an affiliate of Keene Housing, to the Committee. The application is for Emergency Grant resources.

Cheshire County is seeking \$500,000 to rehabilitate a building damaged by fire in March 2021; prior to the fire, CDFA had received an application for rehabilitation of this same facility. The 105 Castle Street building serves as a community center and a primary laundry facility for residents of this development. The project will benefit an estimated 568 individuals, of whom 98.5% qualify as low- or moderate-income. Proposed improvements include removal of property hazards, upgrades for life safety requirements, improvement of mechanical, electrical and plumbing systems, improved energy efficiency, improvement of accessibility for persons with disabilities and an upgrade in broadband service and security for the property.

Ms. Kaylor 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.

Ms. Kaylor noted the project was scored, even though it is a non-competitive request for Emergency Grant resources and there are sufficient funds for an award. The Committee asked how the score would compare to similar type applications; Ms. Kaylor informed the Committee this would be a very competitive score.

The Committee asked whether there is a provision to address any cost overages as construction costs continue to be significantly higher than they were pre-pandemic. Ms. Griffin, from Keene Housing, noted that there is a 5% construction contingency fund along with an escalation reserve.

Mr. Easterly Martey called for further discussion, questions, or comments. None were offered.

Motion – 2:25 PM

Ms. Merrill moved to approve the application from the County of Cheshire for \$500,000, to be subgranted to Monadnock Affordable Housing Corporation, to renovate and rehabilitate a building damaged by fire, with all staff recommended conditions. Ms. Pinto seconded. Ms. Easterly Martey called for roll call vote.

- Ms. Lorentz - yes
- Mr. MacLellan - yes
- Ms. Pinto - yes
- Mr. Walsh - yes
- Ms. Fox - yes
- Ms. Merrill - yes
- Ms. Duncan Cooley - yes
- Mr. Gaetjens-Oleson – yes
- Mr. Sullivan - yes

The motion carried by a unanimous vote of the Committee.

D. City of Rochester – Easterseals New Hampshire/Champlin Place

Ms. Kaylor presented the application from the City of Rochester for subrecipient Easterseals New Hampshire/Champlin Place to the Committee. Ms. Kaylor stated the City of Rochester is an entitlement community but CDBG-CV funding allows entitlement communities to apply for funding and the available amount of funding is up to \$1,000,000.

The City of Rochester is requesting \$1,000,000 in CDBG-CV funds to be subgranted to Easterseals New Hampshire in support of construction of 65 units of new, permanent supportive housing. One hundred percent of the units will benefit low- and moderate- income individuals, the vast majority of whom are older adults and/or veterans facing housing insecurity or who are exiting medical institutions or other support programs. The Champlin Place project is aimed at addressing the housing and service needs of the rapidly expanding elderly demographic, particularly those who qualify as low – and extremely-low-income who face housing instability along with a need for supportive services. The proposed facility has been designed with state-of-the-art air filtration systems to help limit the spread of infection.

Ms. Kaylor stated CDBG-CV funds typically may not be used for construction of new housing but Easterseals New Hampshire qualifies as a Community-Based Development Organization (CBDO) and CBDOs are eligible for CDBG-CV funding. Ms. Kaylor also informed the Committee that while this is a non-competitive funding round, the project was scored to ensure it would meet all of the typical thresholds considered when a CDBG application is reviewed. This project scored well, at 156 points.

Ms. Kaylor 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.

Ms. Easterly Martey called for questions or comments.

The Committee asked how much CDBG-CV funding remains. Ms. Easterly Martey stated there is approximately \$6 million left, with at least \$3 million committed to supportive housing.

Ms. Kaylor noted for the Committee that NHHFA Low Income Housing Tax Credit (LIHTC) funding is confirmed; the CDBG-CV funds fill a critical funding gap which will allow this project to move forward.

Motion – 2:39 PM

Ms. Lorentz moved to approve the application from the City of Rochester for \$1,000,000 with funds to be subgranted to Easterseals New Hampshire for construction of Champlin Place, with all staff recommended conditions. Ms. Fox seconded. Ms. Easterly Martey called for roll call vote.

- Ms. Lorentz - yes
- Mr. MacLellan - yes
- Ms. Pinto - yes
- Mr. Walsh - yes
- Ms. Fox - yes
- Ms. Merrill - yes
- Ms. Duncan Cooley - yes
- Mr. Gaetjens-Oleson – yes
- Mr. Sullivan - yes

The motion carried by a unanimous vote of the Committee.

E. Discussion

Ms. Easterly Martey and the Committee discussed ongoing funding shortages projects are encountering. She stated consideration has been given to establishment of a gap fund which would align resources to the needs of projects. Ms. Easterly Martey also noted that in particular funding rounds, when all funds are not expended, these funds could be made available to supplement projects that have funding shortfalls.

Ms. Easterly Martey discussed the development of the Action Plan to guide the deployment of CDBG funds. Ms. Easterly Martey noted CDFA has sought Committee and public engagement to best meet needs across the State. Capacity building for organizations – potentially including for profit organizations – is being considered especially in sectors where there is significant demand for services (recovery services is one example).

The Committee discussed CDBG funds available for the remainder of State Fiscal Year 2022 and beyond and provided feedback on new and existing opportunities for investment. Topics discussed included:

- Potential for another CDBG-CV public service round to meet community needs;
- Alignment of investments with CDFA’s mission and other capital resources; and
- Needs for investments within the childcare sector to improve access to quality, affordable and financially sustainable childcare centers and home providers including those that address

workforce challenges and the potential opportunity for targeted funding towards debt reduction to provide greater financial stability even while paying a more reasonable wage.

The Committee discussed what the future may look like if there is another pandemic. The Committee suggested worthwhile investments should consider a pivot from reactionary or 'triage' funding to investments in projects which create more permanent solutions to persistent problems. Community and family resource centers are areas where comprehensive services can be offered from one location and may help establish more resilient organizations. The Committee suggested CDFA continues to focus its investments in areas where it has strength and expertise.

Ms. Easterly Martey discussed topics to be discussed at the next several meetings, including scoring, planning grants and outreach for feedback on how CDFA can improve its technology and resources for ease-of-use and accessibility. Finally, Ms. Easterly Martey noted the application and program guides need significant review and consideration.

Adjourn – 3:14 PM

Ms. Fox moved to adjourn the meeting. Ms. Merrill seconded. Ms. Easterly Martey called for roll call vote.

- Ms. Lorentz - yes
- Mr. MacLellan - yes
- Ms. Pinto - yes
- Mr. Walsh - yes
- Ms. Fox - yes
- Ms. Merrill - yes
- Ms. Duncan Cooley - yes
- Mr. Gaetjens-Oleson – 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