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## Community Development Advisory Committee Meeting Minutes

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

Thursday, October 6, 2022  
2:00 PM

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: Matt Walsh; Nancy Merrill; Matt Sullivan; Carmen Lorentz; Gloria Paradise (NHHFA designee).

STAFF: Katherine Easterly Martey, *Executive Director*; Mollie Kaylor, *Director of Housing and Community Development*; Kevin Peterson, *Director of Economic Development*; Kirsten Barton, *Housing Specialist*; Missy Lackey, *Contract Manager*; Maureen Quinn, *Board Manager*; Melanie Steenbeke, *Contract and Loan Assistant*; and Felicity Winters, *Executive and Marketing Assistant*.

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE VIA VIDEOCONFERENCE: Benjamin Gaetjens-Oleson, and Elizabeth Fox. (Mr. Gaetjens-Oleson was unable to attend due to health reasons; Ms. Fox was unable to attend due to business conflicts.)

Ms. Easterly Martey opened the meeting at 2:03 PM and noted a physical quorum was present. She noted Mr. Gaetjens-Oleson was participating virtually due to a health issue and stated she would chair the meeting in his absence. She welcomed Ms. Gloria Paradise, from New Hampshire Housing Finance Authority, to the meeting and asked all Committee members to introduce themselves. Ms. Easterly Martey called for announcements; none were offered. Ms. Easterly Martey noted no members of the public were in attendance. No public comment was offered.

### A. Agenda

Ms. Easterly Martey reviewed the meeting agenda. She called for questions or comments. None were offered. Ms. Easterly Martey called for a motion.

#### **Motion – 2:04 PM**

Mr. Walsh moved to approve the agenda, as presented, and Ms. Lorentz seconded. The motion carried by a unanimous vote of the Committee members present.

### 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 – 2:05 PM**

Ms. Lorentz moved to approve the consent agenda, as presented and Mr. Sullivan seconded. The motion passed by a unanimous vote of the Committee members present.

### **C. CDBG Housing and Public Facilities Round**

Ms. Kaylor provided the Committee with an overview of the CDBG Housing and Public Facilities round which will be the focus of the November 2022 meeting. Ms. Kaylor noted it is anticipated that fifteen applications will be presented to the Committee for review and consideration. The high number of applications is a result of statewide outreach by CDFA to encouragement engagement with CDFA's funding opportunities. Ms. Kaylor noted there is a broad range and diverse set of applicants which will comprise the round.

The Committee was informed that the round will be competitive, and it is anticipated there will not be sufficient funding available for all applications. Ms. Kaylor noted the funding amount for the round has not yet been finalized; staff is working to determine if there are funds which have not been deployed that can be liquidated and added to the funding pool for this round. The Committee asked how scoring may impact public facilities applications compared to applications received for CDBG-CV funding. Ms. Kaylor noted the two categories of funding are similar, but CDBG-CV applications must establish a direct correlation to prevention, preparedness, and response to COVID-19. After CDBG-CV funding is exhausted, those CDBG-CV applications which did not score well enough to be funded in that category may be considered for funding in the public facilities category if they meet CDBG eligibility; applications review and funding will be based on overall score.

Ms. Easterly Martey suggested staff will determine whether additional funds could be sourced from liquidation of funds from the Public Services (CDBG-CV) round. Funds were not fully deployed because organizations were able to secure other types of Federal funding deployed in response to the COVID-19 pandemic. The Committee asked whether there were options for how to best use these funds going forward. Ms. Easterly Martey suggested staff would provide an administrative overview of lessons learned from the program to better inform how to target investments into critical services.

Ms. Kaylor informed the Committee that staff will request disclosure of conflicts of interest from the Committee in advance of the November meeting. The Committee will be provided an opportunity to review and vote on a list of disclosed Conflicts of Interest prior to review and consideration of the applications which are part of the Housing and Public Facilities round in November.

### **D. Recovery Housing Program Update**

Ms. Easterly Martey provided an update on the Recovery Housing Program (RHP); she noted the application for funds opened today, October 6, 2022. RHP is a new Housing and Urban Development (HUD) program and while funds for 2020 and 2021 were received by New Hampshire (a total of \$2.1 million), guidelines for the program needed to be established. Ms. Easterly Martey stated the program requires its own Action Plan, which outlines for HUD how funds are planned to be used. RHP also has a separate reporting system from IDIS, adding to administrative challenges.

The Committee was informed that CDFA worked to complete a citizen participation plan to better inform CDFA about need and where these funds could be most impactful. Ultimately, more beds in recovery homes emerged as a critical and urgent need. Funds will be deployed in a competitive grant round, and like the existing CDBG program, a municipality, city or town will apply on behalf of a subrecipient. Five eligible activities include: rehabilitation of a facility, rehabilitation of a multi-unit facility, new construction of a facility, public facilities, and acquisition of a facility. The maximum grant

amount is \$500,000 per project, but each activity is eligible for a maximum amount of \$250,000. All applicants must meet the low- and moderate-income eligibility threshold.

The first round of applications is due by December 19<sup>th</sup>, 2022; Ms. Easterly Martey noted if funds remain after the first round, applications will be considered on a rolling basis until all funds are expended. The 2022 funding allocation for RHP is just about \$1 million dollars. The Committee asked whether applicants will need to be certified as recovery centers; Ms. Easterly Martey noted certification is part of the scoring criteria, with recognition that certification can take more than a year. Demonstration of pursuit, and maintenance of certification will be emphasized. The Committee suggested staff also try to determine applicants are providing housing which is safe and that a reasonable standard of care is provided and met.

### **E. Downtown Data Analysis**

Mr. Kevin Peterson provided an overview of a downtown data analysis project CDFA funded in the summer of 2022. The intent was to identify and target investment into areas with existing downtown infrastructure, such as downtown hubs, community centers, main streets, etc. Mr. Peterson shared mapping by NHGRANIT, which highlights the data CDFA sought to better understand Community Center Areas in the State. Mr. Peterson noted the mapping is dated (2006) but that it illustrates what CDFA is looking for in terms of identifying critical community centers which contribute to vital, active, and engaged areas which serve their communities.

The Committee thanked Mr. Peterson for finding and sharing this data and suggested updated information would be valuable. The Committee asked whether the existing mapping could be used to engage communities for input and to identify what has changed from investments made and where need still exists.

Ms. Easterly Martey noted New Hampshire's Regional Planning Commissions have been encouraged to consider CDBG planning grants, now with a higher award amount of up to \$100,000. These planning grants might lend to planning for transformative change in the regions they serve. The Committee was very supportive of this data and how it may be helpful in making needed investment and contribution to strengthening communities in the State.

### **F. Community Center Grant Program**

Ms. Easterly Martey informed the Committee that the State is considering investing \$20 million into a Community Center Grant program. She noted the structure of the program has not been fully developed but CDFA would likely be asked to manage the program. The Committee was asked to consider what an ideal role for CDFA would be and what is really needed. The Committee discussed what priorities are critical to communities and suggested these priorities will help inform criteria for application evaluation.

The Committee noted challenges in defining 'community centers' as New Hampshire is very diverse, with areas of the state which are very rural and other areas which are more urban and developed. The more rural communities have very different community center structures, often relying on libraries as community centers whereas larger communities may rely on other resources to benefit the citizenry. In some cases, community centers are used for emergency shelters and communication hubs in the event of a disaster.

Ms. Easterly Martey suggested libraries are akin to community centers, as they often provide the same type of social gathering space provided by a community center. Almost all NH towns and cities

have libraries while the same cannot be said for community centers. The Committee agreed that community centers are critical to communities across the State, regardless of size, because they offer a social gathering space but also provide a space from which valuable services can be deployed. The Committee cited the Nashua Welfare Office as an example; the organization relies heavily on Nashua's libraries to provide critical services.

The Committee suggested that community centers and libraries could be broadly defined to fit under the umbrella of this funding; it would be beneficial to make smaller awards in the program to ensure funding dollars have a broader impact. The Committee suggested a tiered approach to funding could be structured so that wealthier communities seeking this funding would be required to have more match funding available and smaller, financially distressed, or disadvantaged communities would be eligible for larger grant awards. The Committee asked staff to continue to keep them apprised of developments in this program.

### **G. Executive Director Update**

Ms. Easterly Martey thanked the Committee for their time and input. She reiterated the timing of the various funding opportunities which are currently underway and acknowledged there is a significant amount of work and activity being managed by staff.

The Committee asked about the lack of Economic Development applications in 2022. Ms. Easterly Martey noted that funding is challenging to deploy because of the job creation requirements embedded in awards. Economic development funds will be considered for possible gap funding or be rolled over into another funding category, depending on where need is and eligibility of deploying these funds in a different capacity.

### **Adjourn – 3:26 PM**

Mr. Walsh moved to adjourn the meeting. Ms. Lorentz seconded and the motion carried by a unanimous vote of the Committee members present.

Respectfully submitted,



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Maureen Quinn, Board Relations Manager



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Katherine Easterly Martey, Acting Committee Chair