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Community Development Advisory Committee Meeting Minutes

NH Community Development Finance Authority
Harriet Dame Auditorium City of Concord's Community Center
14 Canterbury Road
Concord, NH 03301

Thursday, November 3, 2022
1:30 PM

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: Benjamin Gaetjens-Oleson; *Chair*; Matt Walsh; Gloria Paradise; Joseph Doiron; Carmen Lorentz; Matt Sullivan; and Anne Duncan Cooley.

STAFF: Katherine Easterly Martey, *Executive Director*; Ian Hart, *Chief Financial Officer*; Mollie Kaylor, *Director of Housing and Community Development*; George Hunton, *Director of Tax Credit Programs*; Missy Lackey, *Contract Manager*; Chris Monroe, *Community Development Manager*; Melissa Latham, *Director of Communications and Policy*; Glen Coppelman, *consultant*; and Felicity Winters, *Executive and Marketing Assistant*.

PUBLIC: Michelle Aiken, *Claremont Housing Authority*; Katelyn Robinson, *NCIC*; Donna Lane, *CDBG consultant*; Cora-Lynn Hoppe, *Rochester Child Care Center*; Christine Allen, *Monadnock Peer Support Agency*; Karen Richi, *Monadnock Peer Support Agency*; Charlie Burr, *Christ the King Parish*; Reverend Richard Roberge, *Christ the King Parish*; Cathy Pellerin, *Claremont Learning Partnership*; Terry Johnson, *Southwest Regional Planning Commission*; Chris Emond, *Boys & Girls Club of Central NH*.

Mr. Gaetjens-Oleson opened the meeting at 1:33 PM and welcomed members of the public. He asked Committee members and CDFA staff to introduce themselves. Mr. Gaetjens-Oleson stated there are fifteen (15) applications to be reviewed and considered for funding.

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

A. Agenda

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

Motion – 1:36 PM

Mr. Sullivan moved to approve the agenda, as presented. Ms. Lorentz seconded. 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 – 1:37 PM

Ms. Lorentz moved to approve the consent agenda, as presented, and Mr. Walsh seconded. The motion carried by a vote of five members of the Committee with two abstentions. Mr. Doiron and Ms. Duncan Cooley abstained due to being absent at the previous meeting.

C. Community Development Block Grant Housing & Public Facilities Grant Round

Mr. Gaetjens-Oleson requested disclosure of Committee member conflicts and recusals.

- Mr. Walsh will recuse from consideration of Public Facility-CV applications; he is an employee of the City of Concord which has applications (2) in this category. In this competitive round, Mr. Walsh will recuse from review, consideration, and action on these items.
- Ms. Lorentz will recuse from consideration of Housing applications. She is the Executive Director of the Lakes Region Community Developers, which is a subrecipient of a Housing application request for funding. In this competitive round, Ms. Lorentz will recuse from review, consideration, and action on these items.

Mr. Gaetjens-Oleson noted Mr. Walsh and Ms. Lorentz will leave the room during discussion of applications within the respective categories outlined above. Mr. Walsh and Ms. Lorentz may participate discussion and action being considered within the other application categories as they do not compete with one another.

Mr. Gaetjens-Oleson called for questions or discussion.

Motion – 1:38 PM

Mr. Doiron moved to accept the conflicts, as presented, and Mr. Walsh seconded. The motion carried by a unanimous vote of the Committee.

Housing Applicants

Ms. Lorentz left the room at 1:38 PM due to conflicts within the Housing applications being presented for consideration.

Ms. Easterly Martey provided an overview of the Housing and Public Facilities round and thanked the Committee for their commitment to reviewing the applications. She stated the Committee has fifteen projects from across New Hampshire requesting funding. These projects will meet a number of critical needs in the state, including increasing the number of affordable housing units, providing access to affordable childcare, and improving facilities that deliver important community services.

Ms. Kaylor provided additional details on the round and noted a project from the Town of Woodstock had withdrawn from the Housing round due to not receiving funding from another organization, which was necessary to move the project forward. The Town of Woodstock may apply in a future round if alternative funding is identified. Additionally, there are insufficient funds available for all applications submitted.

City of Claremont – Claremont Housing Authority/Marion Philips Apartments Rehab – \$467,000

Ms. Kaylor reviewed the application for the Committee. She stated the project is intended to replace an aging boiler/heating system. The current system, which services all 96 housing units, is 30 years old and it is no longer possible to secure parts to repair the failing system. The new system will provide safe and comfortable space, with energy efficiencies, to ensure quality living for the elderly and disabled residents, 100% of whom qualify as people of low-and moderate-income.

Ms. Kaylor stated there are sufficient funds in this round to make an award to this project. Funding is recommended by staff with the following contingencies:

- Sufficient funds are available and allocated by HUD;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- 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 questions or comments.

The Committee asked if heat was included in the rent. Ms. Aiken, Executive Director of Claremont Housing Authority, confirmed that heat and utilities are included in rent. She stated the transition to the new system will lead to improvements for managing the temperature of the building and units. The Committee whether the new system will provide energy savings. Ms. Aiken stated they hired an engineer to determine the best solution for the building but did not have data on-hand regarding specific energy savings. The Committee also requested the length of the performance lien on the building and Ms. Kaylor confirmed it was twenty years.

Mr. Gaetjens-Oleson called for additional questions or comments. None were offered.

Motion – 1:50 PM

Mr. Walsh moved to approve the application from the City of Claremont for \$467,000, as presented, with all staff recommended contingencies. Mr. Sullivan seconded and the motion carried by a unanimous vote of the Committee. Ms. Lorentz was recused and did not participate in the vote.

City of Laconia – Lakes Region Community Developers/Acquisition of 11 Jameson Street – \$170,000

Mr. Hunton reviewed the application for the Committee. He stated the project is intended to acquire and rehabilitate a four-bedroom home at 11 Jameson Street to preserve it as an affordable one unit, four bedroom home. This home will become part of LRCD's portfolio, available to a family which qualifies as low-and moderate-income. The property is situated in a neighborhood where the organization has a strong presence and continues to make investments to both improve the area by providing safe and suitable housing for a vulnerable population.

Mr. Hunton stated there are sufficient funds in this round to make an award to this project. Funding is recommended by staff with the following contingencies:

- Sufficient funds are available and allocated by HUD;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- 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 questions or comments. The Committee asked about the age of the building. Mr. Hunton noted the structure would be old enough to benefit from lead abatement grant resources should New Hampshire Housing have them available.

Mr. Gaetjens-Oleson called for additional questions or comments. None were offered.

Motion – 1:54 PM

Mr. Doiron moved to approve the application from the City of Laconia for \$170,000, as presented, with all staff recommended contingencies. Ms. Duncan Cooley seconded and the motion carried by a unanimous vote of the Committee. Ms. Lorentz was recused and did not participate in the vote.

Town of Conway – The Bluebird Project LLC/109 Pine Street AHP – \$500,000

Mr. Hunton reviewed the application for the Committee. He stated the funds will be subgranted to The Bluebird Project LLC, a for-profit developer with a mission to provide affordable housing. The organization will use CDBG funds to rehabilitate property at 109 Pine Street in Conway to create eight (8) units of critically needed housing, five (5) of which will be affordable for households which qualify as low- and moderate- income. Renovations will include energy efficient insulation, appliances and other features. The property is situated near downtown North Conway and affordability will be preserved for five (5) years.

Mr. Hunton stated there are sufficient funds in this round to make an award to this project. Funding is recommended by staff with the following contingencies:

- Sufficient funds are available and allocated by HUD;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- 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 questions or comments.

The Committee asked whether the project must follow historic guidelines during renovations and Mr. Hunton confirmed it will. CDBG resources will help mitigate the costs of rehabilitation. It was noted this property could also benefit from lead abatement grant resources.

The Committee inquired about preserving affordability after the five-year lien. Ms. Lane, a grant consultant working with The Bluebird Project LLC, stated that they intend to keep the housing affordable but opted for a five-year lien to enable them to pursue the rehabilitation of other properties in the future. Ms. Easterly Martey noted staff closely reviewed the mission of the organization when evaluating the application. The Bluebird Project LLC's organizing documents clearly state it is a

company with a mission to develop affordable housing, which made staff confident in recommending the project for funding.

Motion – 2:02 PM

Mr. Sullivan moved to approve the application from the Town of Conway for \$500,000, as presented, with all staff recommended contingencies. Ms. Paradise seconded and the motion carried by a unanimous vote of the Committee. Ms. Lorentz was recused and did not participate in the vote.

Town of Newport – Occom Properties/Newport Mill AHP – \$500,000

Ms. Kaylor reviewed the application for the Committee. She stated the project is intended to rehabilitate a largely vacant mill building into seventy (70) units of affordable rental housing. All seventy units of housing will benefit households which qualify as low-and moderate-income. This project addresses a critical need for safe and affordable housing in this community as the region's current availability of rental housing stock hovers near zero percent.

The project will have confirmation on whether it has secured Low Income Housing Tax Credits from New Hampshire Housing in January 2023. CDBG funds are contingent on that decision. It was recently announced the project received funds from InvestNH.

Ms. Kaylor stated there are sufficient funds in this round to make an award to this project. Funding is recommended by staff with the following contingencies:

- Sufficient funds are available and allocated by HUD;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- The project is able to secure all identified matching funds, including NHHFA Low Income Housing Tax Credits (LIHTC);
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

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

Motion – 2:08 PM

Mr. Walsh moved to approve the application from the Town of Newport for \$500,000, as presented, with all staff recommended contingencies. Mr. Doiron seconded, and the motion carried by a unanimous vote of the Committee. Ms. Lorentz was recused and did not participate in the vote.

Town of Woodstock – AHEAD/Peeling Village Phase I – \$500,000

Ms. Kaylor noted the Town of Woodstock withdrew its application as a result of not receiving funding from another source that was necessary for the success of the project.

Public Facilities CDBG-CV Applicants

Ms. Lorentz joined the Committee at 2:10 PM and Mr. Walsh exited the room due to conflicts with the next round of projects.

The Committee took a brief break and resumed at 2:12 PM

City of Claremont – Claremont Learning Partnership Improvements – \$717,370

Ms. Kaylor reviewed the application for the Committee. She stated the City of Claremont will subgrant the funds to the Claremont Learning Partnership, a non-profit social service facility, to support necessary improvements to its facilities at 169 Main Street in Claremont. The improvements will ensure a safe, well ventilated and more energy efficient facility that will benefit those receiving services from the various programs in the building.

These improvements will ensure critical services – a childcare center, a youth homeless shelter, a teen drop-in center, and a youth recovery supports program – continue to be available and accessible to a vulnerable population. The project will benefit an estimated 1,751 individuals, of whom at least 1,332 (76.07%) qualify as low to moderate income individuals.

Ms. Kaylor stated there are sufficient funds in this round to make an award to this project. Funding is recommended by staff with the following contingencies:

- Sufficient funds are available and allocated by HUD;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- The project is able to provide all identified matching funds;
- Requirements of the CARES Act, including Duplication of Benefits and other applicable requirements.
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Gaetjens-Oleson called for questions or comments. The Committee questioned if CDFA would need to release the previous lien with the organization and secure a lien with the new performance timeframe. Ms. Kaylor stated that is the likely path forward.

Motion – 2:24 PM

Mr. Doiron moved to approve the application from the City of Claremont for \$717,370, as presented, with all staff recommended contingencies. Ms. Lorentz seconded and the motion carried by a unanimous vote of the Committee. Mr. Walsh was recused and did not participate in the vote.

City of Concord – Roman Catholic Bishop of Manchester dba Christ the King Parish/Food Pantry – \$750,000

Mr. Hunton reviewed the application for the Committee. He stated the project is intended to replace its existing food pantry. The existing food pantry is not adequate in size to store food donations and to provide a fundamental service to over 500 families, of which 90% or more are estimated to fall below HUD's poverty thresholds. The design for the new food pantry incorporates safety elements in response to the COVID-19 pandemic, with state-of-the-art ventilation systems and space for social distancing. Additional refrigeration and safe storage arrangements have been incorporated, with a focus on allowing multiple families to 'shop' while protecting their anonymity and dignity.

Mr. Hunton stated there are sufficient funds in this round to make an award to this project. Funding is recommended by staff with the following contingencies:

- Sufficient funds are available and allocated by HUD;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- The project is able to provide all identified matching funds;
- Requirements of the CARES Act, including Duplication of Benefits and other applicable requirements.
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Gaetjens-Oleson called for questions or comments. The Committee inquired about what the plans for the current location of the food pantry once the new facility is completed. Reverend Roberge from Christ the King Parish stated the old facility will be razed to create more green space on campus, which will specifically serve the needs of the school co-located on the property.

Motion – 2:29 PM

Ms. Lorentz moved to approve the application from the City of Concord for \$750,000, as presented, with all staff recommended contingencies. Mr. Sullivan seconded and the motion carried by a unanimous vote of the Committee. Mr. Walsh was recused and did not participate in the vote.

City of Concord – Boys & Girls Club of Central New Hampshire/Penacook Community Center – \$750,000

Mr. Hunton reviewed the application for the Committee. He stated the project is intended to support the rebuild of the Penacook Community Center (PCC) and transform the property into a facility which will house an 8,000 square foot licensed childcare and youth development center. The project will add 91 childcare slots, of which at least 51% will be reserved for children who are from low- and moderate- income families. Energy efficiencies and air quality systems will be installed to ensure a healthy and long-term sustainability.

Mr. Hunton stated there are sufficient funds in this round to make an award to this project. Funding is recommended by staff with the following contingencies:

- Sufficient funds are available and allocated by HUD;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- The project is able to provide all identified matching funds.
- Requirements of the CARES Act, including Duplication of Benefits and other applicable requirements.
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Gaetjens-Oleson called for questions or comments. The Committee noted with the current childcare shortage across the state, it is impressive to see a significant increase in availability of affordable childcare within the Concord region and at an ideal location.

Motion – 2:35 PM

Ms. Lorentz moved to approve the application from the City of Concord for \$750,000, as presented, with all staff recommended contingencies. Mr. Doiron seconded and the motion carried by a unanimous vote of the Committee. Mr. Walsh was recused and did not participate in the vote.

City of Laconia – Boys & Girls Club of Central New Hampshire/Boys & Girls Club Renovation – \$553,000

Mr. Hunton reviewed the application for the Committee. He stated the project is intended to complete energy efficiency and COVID-19 health and safety related improvements to its facility at 876 Main Street in Laconia. This investment will ensure a safe and healthy childcare facility is maintained and available for 275 children, of whom 75% are from families who qualify as low- and moderate – income.

Mr. Hunton stated there are sufficient funds in this round to make an award to this project. Funding is recommended with the following contingencies:

- Sufficient funds are available and allocated by HUD;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- The project is able to provide all identified matching funds;
- Requirements of the CARES Act, including Duplication of Benefits and other applicable requirements;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Gaetjens-Oleson called for questions or comments. The Committee noted this project was the second significant expansion or rehabilitation of a childcare facility in the round and was curious whether there are any unique recruiting strategies that could be offered as key learnings.

Mr. Emond, Executive Director of the Boys & Girls Club of Central New Hampshire, stated the organization is not immune to the current job market conditions, however, they are able to offer free childcare to their employees, alongside other benefits. This has seemed to be a key opportunity to engaging a workforce with children in ages spanning from early childhood to school ages.

Ms. Easterly Martey added that based on the childcare policy discussions and projects CDFA has been a part of have shown that childcare facilities that are a part of a larger organizational structure, like the Boys & Girls Club, tend to have more flexibility in offering benefits and salaries which can help secure a workforce.

Motion – 2:42 PM

Mr. Doiron moved to approve the application from the City of Laconia for \$553,000, as presented, with all staff recommended contingencies. Ms. Lorentz seconded and the motion carried by a unanimous vote of the Committee. Mr. Walsh was recused and did not participate in the vote.

Cheshire County – Monadnock Area Peer Support Agency/Renovations - \$750,000

Mr. Hunton reviewed the application for the Committee. He stated the Monadnock Area Peer Support Agency intends to renovate its headquarters located at 32-34 Washington Street in Keene. Facility improvements will improve accessibility, energy efficiency, and air quality to better meet the needs of

clientele and guests, ensuring critical mental health and addiction recovery services may be deployed to residents of these communities in southwestern New Hampshire. The project will serve more than 520 people. It is estimated that 90% or more of people receiving services qualify as low- and moderate-income.

Mr. Hunton stated there are sufficient funds in this round to make an award to this project. Funding is recommended with the following contingencies:

- Sufficient funds are available and allocated by HUD;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- The project is able to provide all identified matching funds;
- Requirements of the CARES Act, including Duplication of Benefits and other applicable requirements;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Gaetjens-Oleson called for questions or comments. The Committee asked if this facility is the only one the organization has to provide services throughout Cheshire County. Mr. Hunton noted it was his understanding it is the only Monadnock Area Peer Support Agency location, and it covers a large geography in the region.

Motion – 2:46 PM

Ms. Lorentz moved to approve the application from Cheshire County for \$750,000, as presented, with all staff recommended contingencies. Mr. Sullivan seconded and the motion carried by a unanimous vote of the Committee. Mr. Walsh was recused and did not participate in the vote.

Strafford County – Rochester Child Care Center, Inc. Improvements – \$621,00

Mr. Coppelman reviewed the application for the Committee. He stated the project is intended to support air quality and energy savings improvements at the Rochester Child Care Center. The project will replace the aging HVAC system and incorporate energy efficiencies to provide a safe and comfortable environment for the children and families RCCC serves. The project will benefit at least 130 individuals, of whom at least 52% qualify as low-and moderate-income. CDBG grant funds will enable critical improvements to be made without escalating the costs for families whose children attend RCCC; this should help provide long term financial stability for the organization.

Mr. Coppelman stated there are sufficient funds in this round to make an award to this project. Funding is recommended with the following contingencies:

- Sufficient funds are available and allocated by HUD;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- The project is able to provide all identified matching funds;
- Requirements of the CARES Act, including Duplication of Benefits and other applicable requirements;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Gaetjens-Oleson called for questions or comments. The Committee asked whether the renovations may unearth asbestos. Ms. Lane confirmed the renovations will impact mostly systems and the project will work with the Department of Environmental Services to ensure any asbestos is mitigated.

Motion – 2:55 PM

Ms. Lorentz moved to approve the application for Strafford County for \$621,000, as presented, with all staff recommended contingencies. Mr. Doiron seconded and the motion carried by a unanimous vote of the Committee. Mr. Walsh was recused and did not participate in the vote.

Ms. Easterly Martey stated that CDFR is working with the State of New Hampshire to create a Community Center Fund. She hopes that the next three projects, which are not able to be funded due to insufficient resources within the round, may be eligible to apply for these new resources or reapply for CDBG funds within the next round.

Ms. Easterly Martey stepped out of the room at 3:01 PM

Town of Exeter – Community Center Rehab Project – \$727,085

Mr. Coppelman reviewed the application for the Committee. He stated the project is intended to support the rehabilitation of a property to be used as the Town's new Community and Senior Center. The project will create an ADA accessible facility, projected to serve over 300 older residents, 51% or whom qualify as being of low- and moderate-income people.

Mr. Coppelman stated there are insufficient funds available in this round to make an award to this project. However, should funds for this application become available, it is recommended with the following contingencies:

- Sufficient funds are available and allocated by HUD;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- The project is able to provide all identified matching funds;
- Requirements of the CARES Act, including Duplication of Benefits and other applicable requirements;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

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

Motion – 3:04 PM

Mr. Sullivan moved to approve the application for the Town of Exeter for \$727,085, as presented, with all staff recommended contingencies should funds within this round become available. Ms. Lorentz seconded, and the motion carried by a unanimous vote of the Committee. Mr. Walsh was recused and did not participate in the vote.

Ms. Easterly Martey returned to the meeting at 3:04 PM

Town of Salem – Ingram Senior Center Improvements – \$750,000

Mr. Coppelman reviewed the application for the Committee. He stated the project is intended to support improvements to the HVAC system at the Ingram Senior Center. Improvements to air circulation and heating and cooling will provide a safer and more comfortable space for the clientele who use ISC and will contribute to lowering overall operating costs. The ISC serves over 220 people who are 55 or older and 51% of whom qualify as low- and moderate – income people.

Mr. Coppelman stated there are insufficient funds available in this round to make an award to this project. However, should funds for this application become available, it is recommended with the following contingencies:

- Sufficient funds are available and allocated by HUD;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- The project is able to provide all identified matching funds;
- Requirements of the CARES Act, including Duplication of Benefits and other applicable requirements;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

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

Motion – 3:08 PM

Ms. Lorentz moved to approve the application for the Town of Salem for \$750,000, as presented, with all staff recommended contingencies should funds within this round become available. Mr. Doiron seconded, and the motion carried by a unanimous vote of the Committee. Mr. Walsh was recused and did not participate in the vote.

Hillsborough County – Southern New Hampshire Services/HVAC Project – \$750,000

Mr. Coppelman reviewed the application for the Committee. He stated the project is intended to support replacement of aging HVAC systems at two of Southern New Hampshire Services locations in Manchester. The project will create a healthier and safer environment by installing new heating, ventilation and air conditioning systems at 40 Pine Street and 130 Silver Street. These critical improvements will benefit staff and a clientele of approximately 4,500 people, 100% of whom qualify as individuals of low- and moderate-income.

Mr. Coppelman stated there are insufficient funds available in this round to make an award to this project. However, should funds for this application become available, it is recommended with the following contingencies:

- Sufficient funds are available and allocated by HUD;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- The project is able to provide all identified matching funds;
- Requirements of the CARES Act, including Duplication of Benefits and other applicable requirements;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Gaetjens-Oleson called for questions or comments. The Committee discussed which evaluation criteria may have impacted the projects score, despite those being served include 100% low- and moderate-income individuals. Criteria discussed included match funding, Community Progress Indicators, financial underwriting and need for funds.

Motion – 3:16 PM

Ms. Lorentz moved to approve the application for Hillsborough County for \$750,000, as presented, with all staff recommended contingencies should funds within this round become available. Mr. Doiron seconded, and the motion carried by a unanimous vote of the Committee. Mr. Walsh was recused and did not participate in the vote.

Public Facilities Applications

Mr. Walsh returned to the meeting at 3:16 PM.

Town of Gorham – North Woods Learning Center, Inc. – \$322,500

Ms. Kaylor reviewed the application for the Committee. She stated the project is intended to support acquisition of a childcare facility. The purchase of this existing facility will ensure current childcare slots are preserved and new slots are added. North Woods Learning Center has proposed an increase in staffing so that they may provide up to sixty (60) childcare slots, of which at least 51% will be reserved for children from families which qualify as low-and moderate-income.

Ms. Kaylor stated there are sufficient funds in this round to make an award to this project. Funding is recommended with the following staff recommended contingencies:

- Sufficient funds are available and allocated by HUD;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- The project receives their childcare license from the State of New Hampshire;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

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

Motion – 3:28 PM

Ms. Lorentz moved to approve the application from the Town of Gorham for \$322,500, as presented, with all staff recommended contingencies. Ms. Paradise seconded, and the motion carried by a unanimous vote of the Committee.

Ineligible Applicants

City of Rochester – Homeless Center for Strafford County

Ms. Kaylor explained the City of Rochester had submitted an application for this round, however, it was deemed ineligible due to challenges meeting several threshold requirements necessary to move

forward with a full evaluation. The Committee discussed threshold requirements needed for all applicants and the unique case of this application coming from an entitlement community.

Ms. Easterly Martey stated that CDFA is considering ways to provide additional guidance to applicants, especially those new to our programs, to ensure a clear understanding of compliance.

Ms. Paradise left the meeting at 3:35 PM.

Administrative Review

Ms. Kaylor explained that any applicants not approved for funding or with concerns regarding their score can go through the Administrative Review Process .

D. Gap Fund Opportunity

Ms. Kaylor explained that CDFA explored the opportunity to offer a third round of gap funding to meet the needs of applicants. There is approximately \$1.5 million available from various rounds to support the third round of gap funds being deployed. Projects looking to apply for these resources would follow the same process as those in previous rounds.

The Committee discussed amount available, timing, whether gap fund resources not utilized can be rolled over into the next round of funding, as well as contingency plans offered by the applicants approved today.

Motion – 3:44 PM

Ms. Lorentz moved to approve CDFA staff move forward with a third round of gap funding, up to \$1.5 million, with progress of funds expended to be evaluated by staff and CDAC on a regular basis. Mr. Doiron seconded, and the motion carried by a unanimous vote of the Committee and one abstention. Mr. Walsh abstained from the vote as the Committee’s discussion included a project sponsored by the City of Concord.

E. Executive Director Update

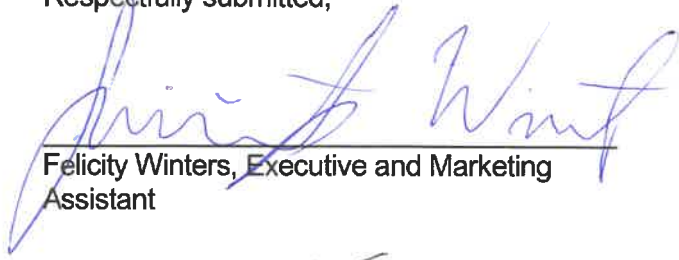
Ms. Easterly Martey stated that representatives from the Department of Housing and Urban Development be visiting New Hampshire the following day. CDFA and New Hampshire Housing will host the representatives at various events happening throughout the day, including a meeting of the Council on Housing Stability in Concord and the Champlin Place groundbreaking in Rochester.

Additionally, Ms. Easterly Martey noted the next Community Development Advisory Committee meeting is scheduled for Thursday, December 1. The Committee will review the updated Community Progress Indicators and Core Data Index. CDFA staff will also present on best practices and lessons learned from the deployment of CARES Act funds to support public services.

F. Adjourn – 3:48 PM

Ms. Lorentz moved to adjourn the meeting. Mr. Doiron seconded, and the motion carried with a unanimous vote of the Committee.

Respectfully submitted,



Felicity Winters, Executive and Marketing
Assistant



Benjamin Gaetjens-Oleson, Committee Chair