



14 Dixon Avenue, Suite 102
Concord, NH 03301
Tel: 603.226.2170
Fax: 603.226.2816
www.nhcdfa.org

Community Development Advisory Committee Meeting Minutes

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

Thursday, April 6, 2023
2:00 PM

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: Benjamin Gaetjens-Oleson, *Chair*; Elizabeth Fox; Nancy Merrill; Joseph Doiron; Carmen Lorentz; Anne Duncan Cooley; and Ignatius MacLellan.

STAFF: Katherine Easterly Martey, *Executive Director*; Mollie Kaylor, *Director of Housing and Community Development*; Kirsten Barton, *Housing Specialist*; Melanie Steenbeke, *Contract Manager*; and Maureen Quinn, *Board Relations Manager*.

CDFA CONSULTANT: Glenn Coppelman.

PUBLIC: Donna Lane, *CDBG Consultant*; Sal Steven-Hubbard, *Laconia Area Community Land Trust, Inc. dba Lakes Region Community Developers*; Marty Chapman, *The Housing Partnership*; Gavin Niemi, *Avanru Development Group, Ltd.*; Claire Grudenfelder, Jen Kretovic, and Jessica Vaughn-Martin, *Crisis Center of Central New Hampshire*; and Mark Fagan and Greg Lessard, *Concord Coalition to End Homelessness*.

Mr. Gaetjens-Oleson opened the meeting at 2:05 PM.

Mr. Gaetjens-Oleson welcomed members of the public to the meeting. He requested the Committee introduce themselves. 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 – 2:07 PM

Ms. Lorentz moved to approve the agenda, as presented. Ms. Fox seconded. The motion passed with a majority vote of six (6) yeas and one abstention of the Committee. Mr. Doiron abstained.

Mr. MacLellan arrived at 2:09 PM

Mr. MacLellan introduced himself to members of the public.

B. Consent Agenda

Mr. Gaetjens-Oleson reviewed the Consent Agenda, which included the March 9, 2023, Community Development Advisory Committee minutes and called for questions or comments. None were offered. Mr. Gaetjens-Oleson called for a motion.

Motion – 2:09 PM

Ms. Lorentz moved to approve the consent agenda, as presented, and Ms. Fox seconded. The motion passed with a majority vote of five (5) yeas and two abstentions vote of the Committee. Mr. Doiron and Ms. Merrill abstained as they were not present at the March 9, 2023 meeting.

C. Community Development Block Grant - Housing Applications

City of Concord – Concord Coalition to End Homelessness - \$500,000 – 2:11 PM

Ms. Kaylor reviewed the application for the Committee. She stated this is a permanent, supportive housing project which includes acquisition and rehabilitation of a property in downtown Concord. The project will create eight (8) units of critically needed housing for individuals experiencing homelessness. Residents will receive on-going, on-site case management and supportive services. 100% of the units will be for persons who are of low-and moderate-income.

Ms. Kaylor stated CDBG funds are being used for acquisition of the property; an application to CDFR for Tax Credits has been submitted, and if the application is funded, the proceeds will be used to reduce bank debt. Ms. Kaylor noted there are sufficient funds in the round to fund this application.

The Committee requested clarification of the project's score and noted a discrepancy between the funding/scoring spreadsheet and what is reflected in the write-up. Ms. Kaylor thanked the Committee and noted the project score should have been listed as 156 points, rather than 126 as incorrectly listed on the write-up.

Ms. Kaylor noted this project is recommended for funding 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 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 additional questions or comments. None were offered. He called for a motion.

Motion – 2:16 PM

Mr. Doiron moved to approve the application from the City of Concord on behalf of the Concord Coalition to End Homelessness with all staff recommended contingencies and as presented. Ms. Lorentz seconded and the motion carried by a unanimous vote of the Committee.

Mr. Coppelman noted to the Committee he would be presenting the remaining housing applications in the round. He summarized the projects, and noted the applications represent excellent projects which address a real and critical need for housing in the State.

Town of Antrim – Antrim Commons Development, LLC - \$500,000 - 2:18 PM

Mr. Coppelman reviewed the application for the Committee. The Town of Antrim is requesting \$500,000 to be subgranted to Antrim Commons Development, LLC to construct 35 units of affordable housing in vacant parts of the Antrim Mill complex. All 35 units (100%) will be restricted to households making under 60% Area Median Income. This project will ensure that the units will remain affordable and continue benefit low-and moderate-income households for at least 30 years. Additionally, the project will provide adaptive reuse of the Antrim Mill complex which is now approved for State Historic designation.

Mr. Coppelman noted CDBG funds are to be used for residential rehabilitation and the project will create much needed workforce housing.

Ms. Donna Lane expressed her appreciation for the affordable housing projects which have been brought to the Committee for consideration. The need for this type of housing is critical and this project will be impactful. Ms. Easterly Martey noted this particular project is ideally located in a downtown corridor with proximity to a childcare facility and an emerging vibrant commercial district.

Mr. Coppelman noted this project is recommended for funding 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 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 questions or comments. None were offered.

Motion – 2:24

Ms. Lorentz moved to approve the application from the Town of Antrim on behalf of Antrim Commons Development, LLC with all staff recommended contingencies and as presented. Ms. Merrill seconded and the motion carried by a unanimous vote of the Committee.

Belknap County – Laconia Area Community Land Trust, Inc. (LACLT) dba Lakes Region Community Developers - \$500,000 – 2:27 PM

Ms. Lorentz informed Mr. Gaetjens-Oleson she would recuse herself from consideration of this application as she is the Executive Director of Lakes Region Community Developers.

Ms. Lorentz left the meeting at 2:28 PM

Mr. Coppelman reviewed the application for the Committee. The County of Belknap is requesting \$500,000 to be subgranted to Laconia Area Community Land Trust (LACLT) to construct 12 new

units of permanent supportive housing. All 12 units (100%) will be occupied by individuals at or below 30% Area Median Income, with a preference for individuals experiencing, or at-risk of, homelessness. This project will ensure that the units remain affordable and continue to benefit low- and moderate-income households for a minimum of twenty years. Mr. Coppelman noted this project will address a blighted property which is safety hazard in the neighborhood. He also pointed to the project's effort to incorporate energy efficiency components into the project. Mr. Coppelman noted this project is recommended for funding 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 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. Sal Steven-Hubbard stated LRCD has wanted to do this project for many years. Mr. Coppelman added that smaller projects such as this are important to the efforts to address the housing crisis, especially when trying to address the unsheltered individuals.

The Committee discussed some of the challenges faced in Laconia. It was noted that the Laconia Police Department has a high level of engagement with the unsheltered population on a nightly basis. The LPD has proven to be a community engagement and outreach resource to try to help facilitate solutions. The Committee, considering this particular project and the energy initiatives incorporated, stated that quality, and not just quantity, is very important in affordable housing.

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

Motion – 2:36 PM

Ms. Fox moved to approve the application from Belknap County on behalf of Laconia Area Land Trust, Inc. dba Lakes Region Community Developers with all staff recommended contingencies and as presented. Mr. Doiron seconded, and the motion passed with six (6) yeas and one recusal.

Town of Hillsborough – Hillsborough Heights Ltd. Partnership - \$500,000 – 2:37 PM

Mr. Coppelman reviewed the application for the Committee. The Town of Hillsborough is requesting \$500,000 to be subgranted to Hillsborough Heights Limited Partnership to construct 42 units of affordable housing on a vacant parcel of land. All 42 units (100%), which are one- and two-bedroom units, will be available to households of low- and moderate-income (4 units reserved for 30% AMI, 5 units for 50% AMI, and 23 units for 60% AMI). This project will ensure that the units will remain affordable and continue benefit low- and moderate-income households for at least 60 years.

Mr. Coppelman noted the project is recommended for funding 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 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.

The Committee asked whether there are additional plans for the 10 acre parcel of land where the project is being situated. It was noted that consideration has been given to additional phases of development in the future, including the possibility of additional phases of affordable housing, building a community center and/or adding commercial and retail space.

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

Motion – 2:44 PM

Ms. Fox moved to approve the application from the Town of Hillsborough on behalf of Hillsborough Heights Ltd. Partnership with all staff recommended contingencies and as presented. Ms. Duncan Cooley seconded, and the motion carried by a unanimous vote of the Committee.

Rockingham County – The Housing Partnership/Epping Meadows - \$500,000 – 2:45 PM

Mr. Coppelman reviewed the application for the Committee. The County of Rockingham is requesting \$500,000 to be subgranted to The Housing Partnership (THP) to acquire property at 35 Exeter Road in Epping, NH and to construct a minimum of 50 units of affordable housing. All 50 units (100%) will be available to households earning 60% of Area Median Income. The project will ensure that units will remain affordable and continue to benefit low-and moderate-income households for up to 60 years.

Mr. Coppelman noted this project is currently limited to development of fifty (50) units because the Town of Epping has a moratorium on connections to the municipal sewer and water system. The result is this project must support the development with a Community well. This issue is an ongoing discussion topic between The Housing Partnership and the Town of Epping.

Mr. Marty Chapman from The Housing Partnership noted this particular development has a great location; it is in an area which feels rural, but has ready access to the commercial district and service providers. The Rockingham Rail Trail abuts the development and provides an easy route to the commercial district for shopping and employment.

The Committee asked whether The Housing Partnership anticipates an end to the moratorium on connectivity to municipal sewer and water. Mr. Chapman noted conversations are ongoing and the Town is cooperative; the connections, if ultimately approved, will be expensive.

Mr. Copleman noted the project is recommended for funding 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 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 additional questions or comments. None were offered.

Motion – 2:54 PM

Mr. Doiron moved to approve the application from Rockingham County on behalf of The Housing Partnership/Epping Meadows, with all staff recommended contingencies and as presented. Ms. Merrill seconded and the motion carried by a unanimous vote of the Committee.

D. Community Development Block Grant – Public Facilities Application

City of Concord – Crisis Center of Central New Hampshire

Ms. Kaylor presented the application to the Committee. The City of Concord is seeking \$500,000 which will be subgranted to the Crisis Center of Central New Hampshire (CCCNH). CCCNH provides services to victims of domestic violence, sexual violence, stalking, and human trafficking. In 2022, they served 1,228 victims and survivors of violence of whom 921 (75%) were individuals who qualify as low- to moderate- income.

CCCNH's current leased space is not ideal for crisis services provided. The location is much smaller than needed, not located on a bus line, not visible from the street, and not easily found using GPS. The new location will positively impact the services already provided by CCCNH by improving accessibility, safety, and confidentiality to individual clients. It will also increase active partnerships with other agencies and community resources and increase the visibility of CCCNH's work and expand public awareness within the community.

The new building will increase the usable space by 1,850 square feet, which will allow more room for client meetings, including multi-agency meetings for complex cases. With larger and more flexible spaces they will have the ability to hold community trainings, workshops, and support groups. It will also allow CCCNH to serve a greater number of clients.

The Committee noted the Administrative Costs section of the write-up should be corrected to reflect the application writing costs as \$4,000 and the grant administrator fee as \$21,000. Ms. Kaylor confirmed the amounts were transposed on the write-up and it will be revised

Ms. Kaylor noted the project is recommended for funding 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 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 questions or comments. None were offered.

Motion – 3:04 PM

Ms. Lorentz moved to approve the application from the City of Concord on behalf of the Crisis Center of Central New Hampshire with all staff recommended contingencies and as presented. Ms. Merrill seconded, and the motion carried by a unanimous vote of the Committee.

The Committee expressed their appreciation for the investment in housing projects brought forth, stating the impact from these projects will be significant and will directly address a critical housing shortage in the State. The Committee also stated the importance of investing in both large and small projects as well as initiatives being brought forth by nonprofit groups and for-profit developers. The Committee thanked staff and Mr. Coppelman for presenting of these applications and expressed their enthusiasm for the commitment to affordable housing.

E. CDBG Action Plan – Update and Discussion

Ms. Kaylor provided an update on the CDBG Action Plan. She noted there are no significant changes but staff is working to make changes to the planning grant program to add transformative planning grants while also continuing the regular planning grant program. These transformative grants would have a higher maximum award amount to support broader scope planning projects. CDFA is working to develop and implement this program is ongoing with a target launch date of July 1, 2023.

Scoring changes are also under consideration. A comparative analysis of project scores from projects awarded funding in past rounds against the proposed updated matrix was completed. The new proposed scoring has a focus on establishing longer terms of affordability from a minimum of five years increasing to a minimum of ten years. Through the analysis it was determined that the new scoring criteria would not adversely impact the intent of the program. The Committee noted the importance of establishing long term affordability with a base threshold of 10 years is critical, especially with the severe shortage of affordable housing statewide. The new criteria is intended to support positive change while protecting fundamental principles of the program – affordability duration, target populations, target areas.

Ms. Kaylor noted work continues to also focus on how to best prioritize permanent, supportive housing to ensure important projects are successfully developed. The changes adopted in the Action Plan will be included in the PY 2023 Application and Program Guide for the CDBG program.

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

Motion – 3:26 PM

Ms. Lorentz moved to approve the proposed Action Plan, as presented by staff. Mr. MacLellan seconded and the motion carried by a unanimous vote of the Committee.

F. Community Centers Investment Program – 3:26 PM

Ms. Easterly Martey provided a brief overview of the Community Centers Investment Program. Of note, she shared:

- It is anticipated there will be two funding rounds;
- The deadline for application in the first round is April 21, 2023;
- Eligible organizations are nonprofits and/or municipalities;
- Eligible organizations must be providing a 'Center' which is open and accessible to the community; fee-based organizations are not eligible;
- Community centers must serve target populations and/or target areas
- A funding match is required

- Minimum awards are \$100,000; maximum awards are \$1,000,000.

Ms. Easterly Martey noted there is significant interest in the program and staff is working with all interested organizations to provide guidance around this new program.

G. Adjourn – 3:38 PM

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

Respectfully submitted,



Maureen Quinn, Board Relations Manager



Benjamin Gaetjens-Oleson, Committee Chair