



**NH Community Development Finance Authority
Meeting of the Board of Directors**

**14 Dixon Avenue, Suite 102
Concord, NH 03301**

**April 9, 2024, 10:00 AM
MINUTES**

CDFA BOARD OF DIRECTORS PRESENT: Cynthia Harrington, *Chair*; Benjamin Gaetjens-Oleson, *Vice Chair*; John Manning, *Treasurer*; Mary Ann Kristiansen, Peter Rayno; Diane Fitzpatrick; and Ross Bartlett.

STAFF: Katherine Easterly Martey, *Executive Director*; Ian Hart, *Chief Financial Officer*; Melissa Latham, *Director of Communications and Policy*; George Hunton, *Director of Tax Credit Programs*; Mollie Kaylor, *Director of Housing and Community Development*; Molly Donovan, *Director of Economic Development*; Scott Maslansky, *Director of Clean Energy Finance*; Kirsten Barton, *Program Manager*; and Maureen Quinn, *Board Relations and Tax Credit Program Manager*.

Ms. Harrington called the meeting to order at 10:06 AM. She noted the May 14, 2024, Board of Directors meeting is planned to be held off-site in the Seacoast region. Ms. Harrington asked Directors whether this would present a challenge for attending the meeting. She suggested Directors plan for any additional travel time which may be required.

Ms. Harrington reviewed the meeting agenda and called for any edits or changes. None were offered.

Motion – 10:07 AM

Mr. Bartlett moved to approve the meeting agenda, as presented. Mr. Rayno seconded, and the motion carried by a unanimous vote of the Board.

Ms. Harrington called for public comment. None was offered.

A. Consent Agenda

Ms. Harrington reviewed the Consent Agenda, which included minutes from the following meetings:

- March 12, 2024, Board of Directors Minutes;
- March 12, 2024, Finance Committee Minutes;

It was noted that the Finance Committee minutes included in the consent agenda are not ready for approval.

She called for a motion.

Motion – 10:08 AM

Mr. Gaetjens-Oleson moved to approve the Consent Agenda, without the Finance Committee minutes, as amended. Ms. Fitzpatrick seconded, and the motion carried by a unanimous vote of the Board.

B. Tax Credit Round Themes

Ms. Easterly Martey stated twenty-one (21) tax credit applications were received for regular tax credits. (An additional sixteen (16) applications were received for the Community Economic Development Capacity Building program.) The applications were reviewed for alignment with CDFA's Strategic Plan and to identify any new areas of need. She noted housing and childcare continue to be pressing areas of need. Other noted trends included:

- Adolescent/Mental Health Care
- Community Hubs/Centers
- Capacity Building and Community Engagement

The Board noted that many of the applications align with areas of need identified by CDFA. The Board asked whether applicants not funded in the Community Center Investment Program (CCIP) were directed to apply for the Tax Credit Program. Ms. Easterly Martey shared that post-round technical assistance was provided to applicants in the CCIP and some applicants were encouraged to apply for tax credits and others were directed towards the CDBG program. It was noted fewer CCIP applicants than expected applied for Tax Credits.

Ms. Easterly Martey shared that staff efforts to engage with organizations to understand their mission and needs has helped yield application rounds with projects which align with CDFA's strategic thinking. Throughout the engagement process, staff help organizations determine what CDFA funding rounds are best for their needs. Long-term, Ms. Easterly Martey noted CDFA would like to develop flexibility within the Grants Management System (GMS) to allow an application to be moved from one type of funding round to another, thereby lessening the burden on applicants.

CDFA has a significant understanding of the nonprofit sector in New Hampshire and may be well positioned to help organizations most in need. The Board and staff discussed the use of data sets to help inform CDFA about need and reasons why some communities may be especially challenged. Utilization of data can be challenging and is not always practical. Ms. Easterly Martey stressed that whether an existing or new program, CDFA makes engagement with an organization a priority. Coupled with an overlay to program(s), guidance particular to an organization is deployed in a way which resonates with applicants, particularly when a program is developed to meet community needs. This process of engagement and technical assistance has helped to create applications aligned with CDFA's strategic initiatives.

C. Community Development Block Grant 2024 Action Plan

Ms. Easterly Martey stated Ms. Mollie Kaylor will review the 2024 Action Plan.

Ms. Kaylor noted that the State of New Hampshire develops and submits a Consolidated Plan (five year) and the subsequent Action Plans (annual) to the US Department of Housing and Urban Development (HUD). These plans serve as the State of New Hampshire's application for these HUD funds. New Hampshire Housing Finance Authority (NHHFA), CDFA, and the Department of Health and Human Services, Bureau of Homeless Services (DHHS-BHS) work together to develop the Action Plan and the Consolidated Plan. The Housing and Community Development Planning Council (HCDPC), which is comprised of a variety of housing, community development and homeless service provider stakeholders, provides feedback on the process.

The 2024 Annual Action Plan process begins in January, with the opportunity for significant involvement and engagement from organizations, agencies, and citizens to discuss community needs across the State. A Public Hearing was held to review the draft Action Plan, followed by a thirty (30) day comment period. The Action Plan requires approval from CDFA's Board of Directors and NHHFA's Board of Directors. NHHFA finalizes the plan and sends it to the Governor's office for approval. After the Governor's approval, the plan is submitted to HUD for final approval. HUD's approval is needed for the State to have access to New Hampshire's approximately \$9,000,000 CDBG annual allocation.

Ms. Easterly Martey noted that the Action Plan will need action from the Board of Directors. She requested that the CDBG 2024 Action Plan be added to the agenda under item 4.3. Ms. Harrington called for a motion.

Motion – 10:40 AM

Mr. Bartlett moved to add the Community Development Block Grant 2024 Action Plan to the Action Item section of the meeting. Mr. Gaetjens-Oleson seconded, and the motion carried by a unanimous vote of the Board.

D. Community Development Month

Ms. Easterly Martey informed the Board that it is National Community Development Month; the CDBG program turned fifty (50) years this month. To highlight the program and its significance, Ms. Easterly Martey asked the Board to consider their perspectives – and share testimonials about CDBG projects and impact on social media platforms to promote the CDBG program. She noted the CDBG program is intended to identify community priorities and then invest in those priorities to strengthen communities. She added highlighting the good of the CDBG program helps broaden the understanding the program in a positive way and illustrates the opportunities Federal funding presents.

Ms. Easterly Martey informed the Board CDFA has requested the Governor to proclaim April as Community Development month. It is hoped this will garner more attention to the importance of this work. If a proclamation is made, the Board will be informed.

E. Diversity and Inclusion Statement

Ms. Easterly Martey reviewed the latest draft of the Diversity, Equity and Inclusion Statement with the Board. She noted she will request the Board consider adoption and approval of the statement in May 2024.

The Directors stated their appreciation for the principles which have been developed. The Board discussed the challenges of diversity in a State which is not very diverse. It was agreed the process to develop these principles was organic and a good and thoughtful process. The Board considered whether there are organizations in New Hampshire who have embraced this work and are doing it well and whether any of those organizations could serve as a model for CDFA.

The Board expressed a need for balance in principles and aspirations. This work is not something which will happen with immediacy. Deliberate efforts to affect change will take time but be meaningful. Investing in underserved communities – and trying to lift those who have traditionally been marginalized or excluded from positive change, making them stronger and enabling them to more fully participate socially, economically – is one place CDFA can continue to build a foundational platform from which change will evolve. The Board agreed with the concept that CDFA does not care as much about who you are but rather values what you are and how you choose to value community.

Ms. Easterly Martey stated a customer experience survey may also help inform diversity and inclusion strengths, weaknesses, and progress,

F. Action Items

Statewide Family Child Care Pilot Program and Award Recommendations

Ms. Latham provided an update on the Statewide Family Child Care Pilot Program. On February 29, 2024, CDFA launched a funding opportunity to accept applications from organizations interested in advancing the goal of the program. CDFA encouraged applications which were collaborative and built on the momentum of programs or initiatives demonstrating progress and showing promise toward supporting family child care providers today, while meeting the long-term goal of creating a family child care support network.

Nine (9) applications were received, and a scoring framework was used to review overall alignment to the program goals, organizational capacity, demonstrated success in carrying out eligible activities and ability to

implement quickly, demonstrated partnerships with New Hampshire's early childhood and business technical assistance ecosystems, as well as the applicant's approach to supporting providers. The result of CDFA's evaluation is the recommendation for funding six (6) applicants for implementation grants up to the amount of resources recommended for the applicant. In addition, four (4) capacity building grants are recommended up to the amount of resources recommended for the applicant. These grants has the potential to reach 253 new or existing family child care providers with a focus on delivering 72 business health assessments.

The Board asked whether and how these funds will be monitored. Ms. Latham stated the program is reimbursement based, enabling CDFA to monitor how funds are expended. It was noted CDFA had a scoring Committee comprised of CDFA staff and a Financial Capacity review process completed by an external consultant. The application recommendations are as follows:

- Early Care and Education Association \$83,695
- Monadnock Economic Development Corporation \$30,000
- Capitol Region (TBD) \$30,000
- United Way Greater Nashua \$100,000
- Manchester Community Action Coalition \$78,000
- Safari Youth Club \$30,000
- The Granite YMCA \$30,000
- Grafton Regional Development Corporation \$64,900
- Community Action Partnership of Strafford County \$117,500
- North Country Education Services Agency \$117,952

Motion – 11:25 AM

Mr. Bartlett moved to approve the funding recommendations for the Statewide Family Child Care Pilot Program, as presented. Mr. Rayno seconded, and the motion carried by a unanimous vote of the Board.

The Board thanked Ms. Latham and the rest of the CDFA staff for this important work.

Council on Housing Stability – CDFA/Fiscal Agent

Ms. Easterly Martey stated the Council on Housing Stability (CHS) includes the State's plan to end homelessness; it also has engaged the voices and perspectives of those with lived experiences. She noted while this work is not CDFA's primary work, CDFA has invested significant resources into this initiative, and it is a broad, state-wide effort. To ensure the work of the CHS continues, a new and updated strategic plan is needed. Funding for this plan will come from the NH Endowment for Health and the New Hampshire Charitable Foundation. CDFA has been requested to act as the Fiscal Agent for CHS.

Ms. Easterly Martey noted the Request for Proposal for the updated strategic plan is due by November 1, 2024.

Motion – 11:34 AM

Mr. Bartlett moved to approve CDFA serve as the Fiscal Agent for the Council on Housing Stability (CHS) and assist with administering the funding to develop an updated strategic plan. Mr. Gaetjens-Oleson seconded, and the motion carried by a unanimous vote of the Board.

CDBG Action Plan

Ms. Easterly Martey stated the Board is requested to take action on the CDBG Action Plan, previously reviewed and discussed.

Motion – 11:36 AM

Mr. Bartlett moved to approved the CDBG Action Plan, as presented. Mr. Rayno seconded and the motion carried by a unanimous vote of the Board.

G. Executive Director Update

Ms. Easterly Martey noted she provided a written update to the Board. She briefly noted staff continues to carefully monitor tax credit pledges and contributions. The uncertainty in the economy, and the decrease in contributions from banks, has challenged the fundraising to some degree. This has been exacerbated by funding more projects with less capacity to sell tax credits. CDFA continues to engage with projects and donors to ensure FYE goals are reasonably met.

H. Adjourn – 11:47 AM

There being no further business before the Board of Directors, Mr. Gaetjens-Oleson moved to adjourn the meeting. Mr. Bartlett seconded, and the motion carried by a unanimous vote of the Board of Directors.

Respectfully submitted,



Maureen Quinn, Board Relations Manager



Cynthia Harrington, Chair Board of Directors