CDFA
COMMUNITY DEVELOPMENT FINANCE AUTHORITY

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# Community Development Advisory Committee Meeting Minutes

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

Thursday, August 6, 2026
2:00 PM

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: Cody Morrison, *Chair*; Matthew Walsh; Brian Groth; Matthew Sullivan; and Anne Duncan Cooley.

STAFF: Katherine Easterly Martey, *Executive Director;* Mollie Kaylor, *Director of Housing and Community Development;* Molly Donovan, *Director of Economic Development*; Lisa Drake, *Director of Tax Credits*; Melanie Steenbeke, *Contract Manager*; Maria Gomez, *UNH Sustainability Fellow* (virtual); and Melissa Latham, *Director of Communications and Policy.*

Mr. Morrison opened the meeting at 2:05 PM.

## A. Agenda

Mr. Morrison reviewed the meeting agenda; he called for any additions or changes. There were no questions or comments. Mr. Morrison called for a motion.

**Motion – 2:07 PM**

Mr. Walsh moved to approve the agenda, as presented. Mr. Groth seconded, and the motion carried with a unanimous vote of the Committee.

## B. Consent Agenda

Mr. Morrison reviewed the Consent Agenda, which included the May 7, 2026, Community Development Advisory Committee minutes; he called for any questions or comments. None were offered. He called for a motion.

**Motion – 2:08 PM**

Mr. Walsh moved to approve the consent agenda, as amended. Mr. Groth seconded. The motion passed with a unanimous vote of the Committee.

## C. CDBG Planning Grant – Town of Bethlehem/Bethlehem Rambling Woods

Ms. Kaylor presented the application from the Town of Bethlehem. The Town of Bethlehem is requesting $25,000 in CDBG Planning Grant funds to be subgranted to Rambling Woods Cooperative, Inc to complete a comprehensive assessment of the aging water and wastewater infrastructure. An income survey will also be conducted to document low- to moderate-income eligibility. A prior survey conducted in 2024 indicated

that approximately 90% of respondents qualified as LMI; however, the participation rate was low therefore the survey needs to be redone to obtain a sufficient response.

Rambling Woods Cooperative, Inc. is a 23-unit resident-owned community that provides affordable housing in northern New Hampshire. The community's underground water and wastewater systems are aging and showing signs of failure that pose potential risks to public health, environmental quality and housing stability.

The Committee discussed whether income verification is a threshold for a planning grant. Ms. Kaylor clarified that conducting an income verification survey is an eligible planning grant activity and not required to access the funding. The Committee also discussed the scoring criteria of planning grants as compared to implementation grants, we well as administration costs for planning grants.

Ms. Kaylor noted that staff recommends this application be funded with the following conditions:

- Sufficient funds are available and allocated by HUD;
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Morrison called for additional questions or comments. None were offered. He called for a motion.

**Motion – 2:16 PM**

Mr. Walsh moved to approve the planning grant for the Town of Bethlehem/Bethlehem Rambling Woods, as presented and recommended by staff. Mr. Morrison seconded and the motion carried by a unanimous vote of the Committee.

### D. Recovery Housing Program Grant – City of Lebanon/Families Flourish Northeast

Ms. Duncan Cooley stated she has a conflict with this application; she is the Executive Director of the Grafton Regional Development Corporation (GRDC) and has been supporting the development of the project.

Ms. Duncan Cooley recused herself from the deliberation of the application.

Ms. Kaylor reviewed the application or the Committee. The City of Lebanon is requesting $1,000,000 to be subgranted to Families Flourish Northeast (FFNE) to support the construction of a new 12-bed, in-patient residential treatment facility for pregnant and parenting women with sever substance use disorder. The program will support women as they move from initial stabilization through treatment, recovery maintenance, and finally re-entry into the community setting. All twelve (12) of the women (100%) served at the new facility will low- to moderate- income.

FFNE's residential treatment facility will comply with New Hampshire health facility licensing requirements and will be Commission on Accreditation of Rehabilitation Facilities accredited. The design will be trauma-informed to ensure FFNE can provide a safe and supportive environment for women and their children during treatment. The three-story group residence facility will include 12 treatment beds, a commercial style kitchen, common areas for group treatment, clinical/administrative offices, a childcare area, a playground for children. Community living is also an important aspect of the therapeutic community model, and the layout of each floor will include comfortable shared living areas for socialization.

The Committee discussed the length of the land lease, additional funding sources, facility operating costs/revenue and increasing costs.

Ms. Kaylor noted that there are sufficient funds available to make an award to this project. This project is recommended for funding with the following staff recommended contingencies:

- Sufficient funds are available and allocated by HUD;
- The project is able to secure all identified matching funds, including Recovery Housing Program funds, NH Housing's OUD Supportive Housing funding
- All other usual and customary RHP contract terms; and
- The use of funds conforms with HUD and State regulations.

Mr. Morrison called for additional questions or comments. None were offered. He called for a motion.

**Motion – 2:29 PM**

Mr. Groth moved to approve the grant for the City of Lebanon/Families Flourish Northeast, as presented and recommended by staff. Mr. Walsh seconded and the motion carried by three (3) yeas and one recusal.

### E. CDBG Microenterprise Program Student Fellow Report

Ms. Donovan introduced Ms. Gomez and her work with CDFA through the UNH Sustainability Fellowship Program. Ms. Gomez presented her research on the impact of the CDBG Microenterprise Program, including methodology and key findings. The presentation underscored the importance of Ms. Gomez's opportunity to look beyond data analysis and connect with the Microenterprise Program partners about their support of small businesses, adding important context to the data analysis and understanding of the program impact.

**Mr. Sullivan entered the meeting at 2:44 PM.**

### F. CDBG Economic Development: New Hampshire Alliance of Regional Development Corporations Grant

Ms. Duncan Cooley and Mr. Morrison recused themselves from the deliberation of the application. Both are executive directors of organizations (Grafton Regional Development Corporation and Monadnock Economic Development Corporation) that would be subrecipients of the funding. Mr. Walsh also recused himself from deliberation of the application as he serves on the Board of Directors for Capitol Region Development Corporation, a subrecipient of the funding.

Ms. Easterly Martey served as acting chair for the discussion.

Ms. Donovan presented the application to the Committee. Grafton County, on behalf of eight of New Hampshire's nine Regional Development Corporations (RDCs), is seeking $232,000 to provide technical assistance to New Hampshire businesses and $18,000 in administration. CDFA recommends funding the application with an award of $250,000. Specifically, technical assistance to a business will be for one of the following eligible activities:

- Establishing and managing a budget for the business;
- Helping the business to prepare a loan request;
- Marketing or development of a marketing plan;
- Developing signage, marketing materials or a logo; and/or
- Creating a plan to provide, or partner to provide, workforce training and development.

Along with the administrative cost of $18,000, the project would divide $152,000 equally among eight RDCs ($19,000 per RDC) and make available an additional $80,000 on a competitive basis to be used for outside consultant support to businesses – services that are beyond the scope or expertise of RDC staff.

The Committee discussed the consultant support funds, including the types of services offered, how resources are accessed and whether they are fully utilized each year. Ms. Donovan noted CDFA staff are looking to ensure the consultant support funds are utilized by all partners for the needs of small businesses they are serving.

Ms. Donvan stated staff recommends funding this application at $250,000 with the following contingencies:

- 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 regulations and CDFA guidance.

Ms. Easterly Martey called for additional questions or comments. None were offered. She called for a motion.

**Motion – 2:56 PM**

Mr. Groth moved to approve the application as presented and recommended by staff. Mr. Sullivan seconded. The motion carried by two (2) yeas and three recusals.

**Mr. Walsh left the meeting at 2:56 PM.**

### G. 21st Century Road to Housing Act

Ms. Easterly Martey and Ms. Kaylor presented an overview of the recently passed 21st Century Road to Housing Act. The presentation focused on sections of the new law specifically pertaining to the Community Development Block Grant Program, including provisions around public land databases, allowable uses of funds for new construction, changes to the allocation of funds and disaster recovery.

The Committee discussed the impact of the legislation on HUD Entitlement communities, new requirements for housing outcomes, and changes to HOME regulations that could affect the CDBG program.

Ms. Easterly Martey encouraged the Committee to attend an upcoming webinar featuring several CDFA partners discussing the legislation and its implications in New Hampshire.

### H. Adjourn – 3:28 PM

Mr. Sullivan moved to adjourn the meeting. Ms. Duncan Cooley seconded, and the motion carried with a unanimous vote of the Committee.

Respectfully submitted,

Melissa Latham

Melissa Latham, Director of Communications and Policy

Cody Morrison, Committee Chair