



Community Development Advisory Committee Meeting Minutes

**NH Community Development Finance Authority
Toyota Grappone
594 Route 3A
Bow, NH 03304**

Thursday, May 2, 2024
1:30 PM

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

STAFF: Katherine Easterly Martey, *Executive Director*; Mollie Kaylor, *Director of Housing and Community Development*; Molly Donovan, *Director of Economic Development*; Chris Monroe, *Senior Program Manager*; Melanie Steenbeke, *Contract Manager*; Julius Peele, *CDBG Program Administrator*; Justin Parker, *CCIP Program Administrator*; Priscilla Baez, *CCIP Contract Manager*; and Maureen Quinn, *Board Relations Manager*.

CDFA CONSULTANT: Glenn Coppelman.

PUBLIC: Donna Lane, *CDBG Consultant*; Caitlin Meaney, *Laconia Area Community Land Trust, Inc. dba Lakes Region Community Developers*; Jack McEnany, *Merrimack County*; Larissa Grant, *Base Hill Cooperative*; Kellie Dennehey, *Jewel Estates Cooperative*; Ericka Cross MacDonald, *Consultant*; Herbert Carpenter and Kamini Jorgensen, *Fellowship Housing Opportunities, Inc.*; and Chris Emond, *Boys & Girls Club of Central and Northern New Hampshire*.

Mr. Gaetjens-Oleson opened the meeting at 1:32 PM. He noted there were no announcements.

Mr. Gaetjens-Oleson welcomed members of the public to the meeting. He requested the Committee and staff introduce themselves.

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 – 1:34 PM

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

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

B. Consent Agenda

Mr. Gaetjens-Oleson reviewed the Consent Agenda, which included the February 1, 2024, Community Development Advisory Committee minutes and called for questions or comments. None were offered. Mr. Gaetjens-Oleson called for a motion.

Motion – 1:39 PM

Ms. Fox moved to approve the consent agenda, as presented, and Ms. Lorentz seconded. The motion passed with a majority vote of six (6) yeas and one abstention vote of the Committee. Ms. Merrill abstained as she was not present at the February 1, 2024, meeting.

C. CDBG Applications for Review and Conflicts of Interest

Mr. Gaetjens-Oleson noted there are numerous applications and amendments for the Committee's review and consideration. He requested Committee members disclose any conflicts so recusals may be addressed as each funding category is considered. The following conflicts were disclosed:

- Ms. Lorentz is the Executive Director of the Lakes Region Community Developers, an applicant in the housing round; she will recuse from consideration and action on all housing applications in the round;
- Ms. Fox is an employee with the City of Keene, an applicant in the public facilities round; she will recuse from consideration and action on all public facilities applications in the round;
- Ms. Duncan Cooley is an employee of Grafton Regional Development Corporation, an applicant for the Microenterprise Technical Assistance Program and the NH Alliance of Regional Development Corporations Business Technical Assistance Program; she will recuse from consideration and action on both of these applications/amendments;
- Ms. Merrill is an employee of the City of Claremont; she will recuse from consideration and action on the Planning Grant application submitted by the City of Claremont on behalf of Turning Points Network.

D. Community Navigators and Small Business Ecosystem Analysis

Ms. Donovan introduced herself to the Committee and noted she is pleased to present information learned from a study and analysis on New Hampshire's small business ecosystem, informed and funded by the Community Navigator Pilot Program. The SBA Community Navigator Pilot Program provided new or expand services targeted towards underserved markets to increase outreach and assistance particularly to the following entrepreneurial audiences:

- Minority Entrepreneurs
- Women Entrepreneurs
- Rural Entrepreneurs
- Socially and Economically Disadvantaged Small Businesses
- Tribal Communities
- LGBTQ Entrepreneurs
- Micro Businesses
- Persons with Disabilities

She stated CDFA and its program partners are focused on building the capacity of New Hampshire communities to be strong, resilient, vibrant places to live, work, and play. A critical component of this

overarching goal is building and sustaining an economy which is inclusive. In New Hampshire, there is a substantial portion of the economic ecosystem which is comprised of micro and small businesses and these businesses are essential to the ecosystem. The current economic structure was not built for everyone. Consideration is being given to how to adapt the ecosystem to be more inclusive and meet the needs of underserved businesses.

Ms. Donovan noted there are typically two types of entrepreneurs; opportunity entrepreneurs and necessity entrepreneurs. Opportunity entrepreneurs typically are those who have recognized a market niche and developed a product and/or service to fill that niche. On the other hand, necessity entrepreneurs typically exist because of necessity; they may be driven by a lack of alternative employment opportunities due to economic hardship, unemployment or a lack of access to traditional job opportunities. With nearly 99% of the state's businesses qualifying as small businesses, it is imperative to assess the current ecosystem and make changes and adaptations to create greater opportunity for all businesses to realize greater success.

There are four stages of small business development, including: idea, launch, grow, and sustain. New Hampshire traditionally has lacked the resources and infrastructure to assist entrepreneurs, micro and small businesses with idea development and successful business launch. There is a need for mentorship and comprehensive access to information and resources. Ms. Donovan pointed out the challenges for necessity entrepreneurs – housing, healthcare, childcare – are daunting and more can be done to ensure information and guidance are available to support this segment of the economy.

The Committee thanked Ms. Donovan for her presentation and asked what CDFA would do differently to create more access and opportunity. It was noted this process has just begun and CDFA is looking to engage the Committee to develop new approaches, and hopefully, solutions which resonate with entrepreneurs. Ms. Easterly Martey noted that these changes will require a collaborative effort from CDFA's partners, staff, CDAC and other groups from around the state. Ms. Easterly Martey informed the Committee that implementation recommendations should align with and be incorporated into the next Consolidated Plan.

Ms. Easterly Martey requested the Committee consider appointment of a Task Force, charged with helping to develop plans, tools, and goals to improve the network of information and resources available to entrepreneurs, micro and small businesses to ensure a more inclusive economy – which will benefit the state of New Hampshire – is accessible to one and all.

Motion – 1:51 PM

Mr. Doiron moved to appoint a Task Force to continue to strengthen the small business ecosystem particularly as it meets the needs of underserved entrepreneurs, micro and small businesses and the CDBG funded Microenterprise Program. Ms. Merrill seconded and the motion carried with a unanimous vote of the Committee.

Ms. Duncan Cooley left the meeting at 1:52 PM

E. Counties of Grafton, Cheshire, and Sullivan: 2024-25 CDBG Microenterprise Technical Assistance Program Recommendation

Ms. Donovan noted this item is a contract amendment, designed to extend the Program Year 2023 (July 1, 2023 – June 30, 2024) CDBG grant award, and not a new application. Analysis and learning from the NH Small Business Ecosystem Assessment are intended to improve and strengthen the

program; it is anticipated changes to the 2025 CDBG Microenterprise program will be made. While this evaluation phase is underway, CDFA is recommending contract amendments to support important activities underway. All 2023 Microenterprise projects were offered the opportunity to submit a contract amendment to extend the contract date one year and request the same amount of funding received in 2023. All recipients decided to pursue the amendment option that was offered.

Ms. Donovan stated funding in the amount of \$1,806,805 – benefitting 294 businesses – is recommended with the following conditions:

- Sufficient funds are available and allocated to the State by the US Department of Housing and Urban Development (HUD);
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD regulations and CDFA guidance.

Mr. Gaetjens-Oleson called for any questions or comments. There were none. He called for a motion.

Motion – 1:56 PM

Ms. Fox moved to approve the amendment and extend the award contract for the 2024-25 CDBG Microenterprise Technical Assistance Program with all staff recommended conditions. Mr. Sullivan seconded, and the motion passed with a majority vote of the Committee; there was one recusal.

F. Grafton County: NH Alliance of Regional Development Corporations/Business Technical Assistance Program

Ms. Donovan noted this item is a contract amendment, designed to extend the end date of the 2023 CDBG grant award for one year and to request the same funding amount as 2023. It is not a new application. The requested funding amount is \$267,000 – benefitting 14 individuals who qualify as low and-moderate-income. The amendment is recommended with the following conditions:

- Sufficient funds are available and allocated to the State by the US Department of Housing and Urban Development (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.

Mr. Gaetjens-Oleson called for any questions or comments. There were none. He called for a motion.

Motion – 1:58 PM

Ms. Lorentz moved to approve the amendment and renew and extend the 2023 CDBG funding as proposed with all staff recommended conditions. Ms. Merrill seconded, and the motion passed with a majority vote of the Committee; there was one recusal.

Ms. Duncan Cooley returned to the meeting at 1:59 PM

G. Housing and Public Facilities Round Funding Requests

Mr. Gaetjens-Oleson noted the Committee would be asked to review a total of ten (10) CDBG applications, with six (6) applications for housing projects and four (4) for applications for public facilities projects. He noted requests for funding exceeded available funding, making the round

competitive. All applications will be voted on individually. Mr. Gaetjens-Oleson noted conditions for awards will be read at the beginning of each housing and public facilities categories. Any projects requiring additional conditions will have that particular condition presented to and reviewed by the Committee.

Ms. Lorentz left the meeting at 1:59 PM

HOUSING APPLICATIONS

Town of Conway-- Avesta Housing/River Turn II Project - \$500,000 – 1:59 PM

Mr. Coppelman reviewed the application for the Committee.

Mr. MacLellan arrived at 2:00 PM

The Town of Conway is requesting \$500,000 to be sub granted to Avesta Housing to support construction of a 40-unit, mixed-income residential building in Conway; 75% of the units will be reserved for individuals who qualify as low-and-moderate-income. CDBG funds will be used primarily for infrastructure development. Long-term affordability will be preserved for at least twenty (20) years.

Mr. Coppelman noted there are sufficient funds in the round to fund this application; he presented the application summary to the Committee:

- The project scored 170 points;
- The project will ensure 40 units of mixed-income housing are constructed;
- The project promotes an existing campus community in Conway; and
- The project meets a CDBG National Objective by providing a direct benefit to low- and moderate-income persons.

Mr. Coppelman noted there are sufficient funds available in this round 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;
- 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 if the community is supportive of this project; Mr. Coppelman stated for each of the four (4) phases of this project development, approval has been received from the Conway Planning Board.

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

Motion – 2:04 PM

Mr. Merrill moved to approve the application, as presented and with all staff recommended conditions. Mr. Doiron seconded, and the motion passed with seven (7) yea votes of the Committee and one recusal.

County of Merrimack – Fellowship Housing Opportunities, Inc. – \$194,300.50 – 2:05 PM

Mr. Kaylor reviewed the application for the Committee. The Committee asked for clarification on the actual amount being requested to fund this project. Ms. Kaylor confirmed \$194,300.50 is sought from CDBG. Funding is sought to replace an unsafe fire escape at one property and to add an elevator at a second property. Nineteen units will be impacted by this project; 100% of the residents are individuals who qualify as low-to-moderate income. This project improves accessibility and safety. Ms. Kaylor noted there are sufficient funds in this round to fund this application; she presented the application summary to the Committee:

- The project scored 146 points;
- The project will ensure nineteen (19) new units of safe and healthy affordable housing units are maintained;
- The project promotes an existing neighborhood in downtown Concord; and
- The project meets a CDBG National Objective by providing a direct benefit to Low- and Moderate-Income persons.

Ms. Kaylor stated there are sufficient funds available in this round and 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.

The Committee asked if this housing qualifies as supportive housing; Mr. Herbert Carpenter of Fellowship Housing Opportunities (FHO) explained that FHO owns and operates sixty-three (63) units of housing in Concord for individuals with persistent mental illness; twelve units (beds) qualify as full-service supportive housing; the remaining fifty-one units are supportive units (beds) offering residents some services.

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

Motion – 2:10 PM

Ms. Fox moved to approve the application from the County of Merrimack on behalf of Fellowship Housing Opportunities, Inc. with all staff recommended conditions. Mr. Sullivan seconded, and the motion passed with seven (7) yea votes of the Committee and one recusal.

City of Laconia – Laconia Area Community Land Trust, Inc. (LACLT) dba Lakes Region Community Developers/Millview Apartments Rehabilitation - \$500,000 – 2:11 PM

Ms. Kaylor reviewed the application for the Committee. The City of Laconia is requesting \$500,000 to be sub granted to Laconia Area Community Land Trust (LACLT) dba Lakes Region Community

Developers to rehabilitate eighteen (18) units of affordable housing; 100% of the residents in this housing are individuals who qualify as low-and-moderate-income. Rehabilitation work will include replacement of all siding, roof shingles, and eighteen (18) residential boilers.

The Committee noted the importance of maintaining affordable housing to ensure residents have access to quality housing in good condition. Ms. Caitlin Meaney of LRCD noted the project has secured a grant from NH Department of Environmental Services to install a solar array after the roofing has been replaced. LRCD will assume responsibility for residents' electric bills, which should be significantly reduced by the solar array and will help reduce and control costs for residents.

Ms. Kaylor stated there are sufficient funds in this round to fund this application; she presented the application summary to the Committee:

- The project scored 142 points;
- The project will provide needed capital improvements to eighteen (18) affordable housing units;
- The project promotes an existing neighborhood near downtown Laconia; and
- The project meets a CDBG National Objective by providing a direct benefit to Low- and Moderate-Income persons.

Mr. Gaetjens-Oleson called for additional questions or comments on the project. None were offered. Ms. Kaylor stated 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.

Motion – 2:16 PM

Mr. MacLellan moved to approve the application from the City of Laconia on behalf of Laconia Area Land Trust, Inc. dba Lakes Region Community Developers/Millview Apartments Rehabilitation with all staff recommended conditions, as presented. Mr. Doiron seconded, and the motion passed with seven (7) yeas and one recusal.

City of Franklin– Woodside Haven, LLC/Olivella Properties, Inc. Franklin Woods Apartment Rehabilitation - \$500,000 – 2:17 PM

Ms. Kaylor reviewed the application for the Committee. The City of Franklin is requesting \$500,000 to be sub granted to Woodside Haven, LLC to rehabilitate thirty-six (36) units of affordable housing; all residents are individuals who qualify as low-and-moderate income. Many years of deferred maintenance has left this property in poor condition. New roofing, windows, doors, bathrooms, kitchens, painting and flooring are needed in this property. This is part of a larger effort to rehabilitate and then rebrand Franklin Woods as Woodside Haven, after creating quality and clean affordable housing for the residents.

Ms. Kaylor stated there are sufficient funds in this round to fund the application; she presented the application summary to the Committee:

- The project scored 134 points;
- The project will ensure that 36 units of safe and healthy affordable housing units are maintained;
- The project promotes an existing neighborhood in downtown Franklin; and
- The project meets a CDBG National Objective by providing a direct benefit to Low- and Moderate-Income persons.

Mr. Gaetjens-Oleson called for questions or comments. None were offered. Ms. Kaylor stated there the application 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.

Motion – 2:20 PM

Mr. Doiron moved to approve the application from the City of Franklin on behalf of Woodside Haven, LLC, with all staff recommended conditions and as presented. Ms. Merrill seconded, and the motion passed with seven (7) yea votes of the Committee and one (1) abstention.

Hillsborough County – Bridge Street Realty Trust - \$500,000 – 2:21 PM

Mr. Coppelman reviewed the application for the Committee. The County of Hillsborough is requesting \$500,000 to be sub granted to Bridge Street Realty Trust to create six (6) units of affordable housing, 100% of which will be occupied by individuals who qualify as low-and moderate-income individuals. This project will also create commercial space on the street level of the building, however, CDBG funds are only being requested for the residential portion of the project.

Mr. Coppelman stated there are insufficient funds in this round to fund this application; he reviewed the project summary with the Committee:

- The project scored 112 points;
- The project will ensure that six (6) units of affordable housing are created;
- The project preserves a historic building and promotes an existing neighborhood in downtown Hillsborough; and
- The project meets a CDBG National Objective by providing a direct benefit to Low- and Moderate-Income persons.

The Committee was informed that the subrecipient was a recent CDBG funding awardee for another project. While not being awarded funding may be a setback for the developer, it is anticipated this project may re-apply for CDBG funding at some point in the future. By then, there should be sufficient progress with the project that was previously funded (that abuts this property) to be able to assess the developer's capacity to successfully carry out another project.

Mr. Coppleman again noted the project is not recommended for funding as there are insufficient funds in this round to make an award to this project. Should sufficient funds become available in this round, 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 discussed challenges for smaller projects to secure CDBG funds. Fewer units developed impacts scoring because the current scoring matrix awards points based on the number of units of affordable housing being developed. Sometimes smaller projects struggle to build a sound capital stack, which can be especially true in smaller, under resourced towns. The Committee stressed the importance of being able to fund applications for smaller projects. It was noted that scoring criteria adjustments will be considered again as part of the development of the next Consolidated Plan; the criteria could possibly be structured in a way to ensure smaller projects have an equal opportunity to be awarded funding in a competitive round.

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

Motion – 2:32 PM

Mr. Doiron moved to approve the staff recommendation for funding of this application from the County of Hillsborough, on behalf of Bridge Street Realty Trust, with all staff recommended contingencies and as presented, if funding should become available because another project is unable to move forward. The motion takes into consideration that there are currently insufficient funds to make an award to this project. Ms. Fox seconded, and the motion passed with seven (7) yeas and one (1) abstention.

Town of Northwood – One Sky Community Services/36 Bean Road Improvements - \$490,150 – 2:32 PM

Mr. Coppelman reviewed the application for the Committee and stated funds are sought to rehabilitate a home for individuals with severe developmental disabilities. The project will benefit six (6) individuals, all of whom qualify as low- and moderate-income.

Mr. Coppelman stated there are insufficient funds in this round to fund this application; he reviewed the project summary with the Committee:

- The project scored 102 points;
- The project will provide needed capital improvements to six (6) affordable housing units;
- The project meets a CDBG National Objective by providing a direct benefit to Low- and Moderate-Income persons.

Mr. Coppelman noted the project is not recommended for funding as there are insufficient funds in this round to make an award to this project. Should sufficient funds become available in this round, 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 questions or comments. None were offered.

Motion – 2:34 PM

Mr. Doiron moved to approve the staff recommendation for funding of this application from the Town of Northwood on behalf of One Sky Community Services, with all staff recommended contingencies and as presented, if funding should become available because another project is unable to move forward. The motion takes into consideration that there are currently insufficient funds to make an award to this project. Ms. Merrill seconded and the motion passed with seven (7) yea votes of the Committee and one (1) recusal.

Ms. Lorentz returned to the meeting; Ms. Fox left the meeting – 2:35 PM

Mr. Doiron left the meeting – 2:35 PM

Public Facilities Applications

City of Laconia – Boys & Girls Club of Central New Hampshire/Boys & Girls Club Child Care Center – \$348,829 - 2:41 PM

Ms. Kaylor reviewed the application for the Committee. The City of Laconia is requesting \$348,829 to be sub granted to the Boys & Girls Club of Central New Hampshire to rehabilitate the outdoor learning space at the Laconia Early Learning Center. This project will benefit 149 children, 97 (65%) of whom come from families who qualify as low-and moderate-income. The outdoor space has deteriorated to the point where it is no longer usable and it presents a safety hazard. Renovations will improve drainage, fencing, include installation of new structures for developmentally appropriate play, and will include shade structures to extend the usability of the space in hot weather.

Ms. Kaylor stated there are sufficient funds in this round to fund this application. She reviewed the project summary with the Committee:

- The project scored 140 points;
- The project will ensure that 149 quality childcare slots are maintained;
- The project preserves the exterior space of a historic building and promotes an existing neighborhood in downtown Laconia; and
- The project meets a CDBG National Objective by providing a direct benefit to Low- and Moderate-Income persons.

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 questions or comments. None were offered.

Motion – 2:41 PM

Ms. Easterly Martey noted for the Committee that childcare is a critical resource to New Hampshire families; investment in childcare is important, particularly as CDFA has taken a larger role in the sector, with an intention to create positive outcomes for children and their families.

Ms. Lorentz moved to approve the application from the City of Laconia on behalf of the Boys & Girls Club of Central NH, Inc. with all staff recommended contingencies and as presented. Ms. Merrill seconded, and the motion passed with six (6) yea votes of the Committee and one recusal.

City of Keene – Base Hill Cooperative - \$500,000 – 2:43 PM

Mr. Copleman reviewed the application for the Committee. The City of Keene is requesting \$500,000 to be sub granted to Base Hill Cooperative to replace an aging water distribution system, to ensure residents have adequate, reliable, clean drinking water. The project has fifty-three (53) occupied lots of fifty-four (54), and 66% of the beneficiaries qualify as low-and moderate-income. The Cooperative received a CDBG Feasibility grant in 2010, which suggested this critical work needed to be completed. Fourteen years later, the situation has become urgent.

Mr. Coppelman stated there are sufficient funds in this round to fund this application; he reviewed the application summary with the Committee:

- The project scored 147 points;
- The project will ensure that all residents of Base Hill Cooperative will receive safe, adequate, and reliable drinking water;
- The project preserves and promotes an existing neighborhood in Keene; and
- The project meets a CDBG National Objective by providing a direct benefit to Low- and Moderate-Income persons.

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

Motion – 2:48 PM

Mr. Sullivan moved to approve the application from the City of Keene on behalf of Base Hill Cooperative with all staff recommended contingencies and as presented. Ms. Duncan Cooley seconded, and the motion passed with six (6) yea votes of the Committee and one recusal.

Town of Merrimack – Jewel Estates Cooperative - \$500,000 – 2:49 PM

Mr. Coppelman presented the application to the Committee. The Town of Merrimack is requesting \$500,000 to be sub granted to the Jewel Estates Cooperative to replace aging water distribution lines. The Cooperative is home to 44-units, and 85% of the beneficiaries qualify as low-and moderate-income. The upgrades will ensure adequate, reliable, clean drinking water will be available for all households in the community.

The Committee asked for clarification on the funding chart and the total project cost. The funding amount proposed from the NHDES grant is \$1,177,129.

Mr. Coppelman noted there are sufficient funds in the round to fund this application; he reviewed the project summary with the Committee:

- The project scored 119 points;
- The project will ensure that all residents of Jewel Estates Cooperative will receive safe, adequate, and reliable drinking water;
- The project helps to preserve and promote an existing neighborhood in Merrimack, and
- The project meets a CDBG National Objective by providing a direct benefit to Low- and Moderate-Income persons.

The Committee briefly discussed the structure of resident-owned-communities (ROCs) and provisions that are written into law and into Cooperatives' by-laws which ensure long-term affordability and benefit for individuals who are of low-and moderate-income.

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.

Motion – 2:56 PM

Ms. Lorentz moved to approve the application, with all staff recommended contingencies and as presented. Ms. Merrill seconded, and the motion passed with six (6) yea votes of the Committee and one recusal.

Town of Northumberland – Granite Guild Community & Arts Center - \$400,000 – 2:57 PM

Mr. Coppelman presented the application to the Committee. The Town of Northumberland is requesting \$400,000 to be sub granted to Granite Guild to purchase and renovate the town's historic train depot; the facility will be renovated to create a community and arts center. It was noted the project's beneficiaries will be comprised of the general municipal population of whom 56% qualify as low- and moderate-income.

Mr. Coppelman noted that there are no matching funds associated with this project and there is no funding stack; all funds are sought from CDBG. It was suggested that this is a good project, but there are readiness issues. As the project builds and strengthens partnerships and develops other funding sources, it may become a much stronger application. Mr. Coppelman noted there are insufficient funds to make an award to this application and he reviewed the project summary:

- The project scored 113 points;
- The project will provide a neighborhood center where arts & cultural activities will take place, as well as a space/location for needed community services;
- The project preserves a historic building and promotes an existing neighborhood in downtown Northumberland, and
- The project meets a CDBG National Objective by providing a direct benefit to Low- and Moderate- Income persons.

Mr. Coppelman stated that staff recommended the application for funding, if funds should become available, 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 discussed the project readiness, the lack of any matching funds, the limited amount of time the nonprofit organization has been operating in New Hampshire and absence of other substantial community partners. The Committee suggested it would welcome an application from this organization in the future when the organization has a more established presence and the project has demonstrated stronger readiness, but at this time it does not feel comfortable recommending for funding should additional funds become available.

Motion – 3:04 PM

Mr. Gaetjens-Oleson moved to decline the application and not recommend it for funding even if funding were to become available due to the current readiness concerns. Ms. Lorentz seconded and the motion passed with six (6) yea votes of the Committee and one recusal.

Ms. Fox returned to the meeting – 3:05 PM

Administrative Review

Ms. Kaylor provided an overview of the Administrative Review process that is available to all applicants in a CDBG funding round. Any applicant/municipality has the opportunity to apply for an

administrative review of the scoring of its application by filing a written request within fifteen days of the date that they receive their award letter from CDFA.

Ms. Kaylor noted CDFA always welcomes inquiries from applicants and offers as much guidance and technical assistance as is reasonable in the situation.

Ms. Merrill left the meeting – 3:05 PM

H. CDBG Planning Grant – City of Claremont – Turning Points Network - \$25,000 – 3:06 PM

Ms. Kaylor presented the application from the City of Claremont to be sub granted to Turning Points Network for \$25,000. The project will fund feasibility studies related to the potential rehabilitation of a building into four (4) units of permanent housing for survivors of domestic violence, sexual assault, and other situations. All residents will be individuals who qualify as low-to moderate-income.

Ms. Kaylor noted this project is recommended for funding and reviewed the project summary:

- The project scored 21 points;
- The project will lead to the development of critical design plans and cost estimates needed for necessary renovations;
- The project will lead to the creation of four units of permanent housing for survivors of domestic violence, sexual assault, and other situations;
- The project will support survivors in Sullivan County, most of whom are single parents and have multiple children; and
- This study will help the applicant prepare for a future implementation application.

Ms. Kaylor stated the application is recommended 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. Gaetjens-Oleson called for questions or comments. None were offered. He called for a motion.

Motion – 3:09 PM

Ms. Lorentz moved to approve the application from the City of Claremont to be sub granted to Turning Points Network in the amount of \$25,000, with all staff recommended conditions. Mr. Sullivan seconded and the motion passed with six (6) yea votes of the Committee and one recusal.

Ms. Merrill returned to the meeting – 3:10 PM

I. CDBG Action Plan

Ms. Kaylor provided an update to the Committee on the CDBG Annual Action Plan. The plan is awaiting final approval from the New Hampshire Governor's office. It will then need to be submitted to HUD, but it cannot be submitted until the Federal allocation for CDBG Program Year 2024 is received by the State. This fact that the allocation has not been received yet is not ideal, but submission of the expected to proceed without issue one received.

It was noted that CDFA will continue to manage funding in three distinct categories, with fairly even distribution of funds, which include:

- Housing
- Public Facilities
- Economic Development

J. Executive Director Update

Ms. Easterly Martey provided a brief update on topics to be discussed at the next CDAC meeting. Of note:

- CDFA is seeking to invest in updated CDBG materials, and particularly, the implementation and program guidance available; she asked the Committee to consider what types of materials – videos, printed documents – might prove helpful to municipalities and grantees
- Discussion of the Task Force and next steps
- 50th Anniversary of CDBG

K. Adjourn – 3:21 PM

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

Respectfully submitted,



Maureen Quinn, Board Relations Manager



Benjamin Gaetjens-Oleson, Committee Chair