



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, May 7, 2026
2:00 PM

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE PRESENT: Cody Morrison, *Chair*; Elizabeth Fox; Matthew Walsh; Brian Groth; Kelly Roy; 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*; Julius Peel, *Community Development Program Manager*; Melanie Steenbeke, *Contract Manager*; and Maureen Quinn, *Tax Credit Program and Board Manager*.

Mr. Morrison opened the meeting at 2:00 PM.

Mr. Morrison noted Mr. Brian Groth was recently designated as the Department of Business and Economic Affairs ('BEA') representative to the Community Development Advisory Committee. Mr. Morrison welcomed Mr. Groth.

A. Agenda

Mr. Morrison reviewed the meeting agenda; he called for any additions or changes. The Committee briefly discussed possible conflicts for the application to be reviewed and considered for funding. There were no further questions or comments. Mr. Morrison called for a motion.

Motion – 2:03 PM

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

B. Consent Agenda

Mr. Morrison reviewed the Consent Agenda, which included the April 2, 2026, Community Development Advisory Committee minutes; he called for any questions or comments. The Committee noted a typographical error, as follows:

- Page 5, paragraph 3, under the City of Concord – Families in Transition, the minutes record 'proprtyrid.' It was noted the minutes should be amended to reflect the word 'property'.

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

Motion – 2:04 PM

Mr. Walsh moved to approve the consent agenda, as amended. Ms. Fox seconded. The motion passed with five (5) yea votes from the Committee; there was one abstention by Mr. Groth as he was not present for the April 2, 2026, meeting.

C. CDBG – Economic Development: Microenterprise Technical Assistance Program

Ms. Duncan Cooley stated she has a conflict with this application; she is the Executive Director of the Grafton Regional Development Corporation (GRDC), a potential subrecipient of this funding request.

Ms. Duncan Cooley left the meeting at 2:05 PM

Mr. Morrison provided an overview of the Microenterprise Technical Assistance Program and noted this is an annual funding request. He reviewed the program structure and noted this program has strong demand and impact. Mr. Morrison invited Ms. Donovan to offer more detail about the application and program.

Mr. Sullivan arrived at 2:10 PM

Ms. Donovan stated the Microenterprise Technical Assistance Program funding opportunity has three applicants, Grafton, Cheshire, and Sullivan counties. Grafton County has three subrecipients; Cheshire County has two subrecipients, and Sullivan County has one subrecipient. Each application underwent a threshold review, financial review, compliance plan review, and programmatic review. The proposed funding of \$1,841,697 will serve 271 micro businesses (five or fewer employees). Proposed work/investment includes the following:

- Grafton County: technical assistance, training, loan assistance, and direct grants to LMI microenterprise owners and others who are planning to start microenterprises in northern NH and the Lakes Region;
- Cheshire County: technical assistance, training and direct grants to LMI microenterprise owners and others who are planning to start microenterprises in southwestern NH, and assistance to individuals working to start a new microenterprise statewide; and
- Sullivan County: technical assistance, training, loan assistance and direct grants to LMI microenterprise owners and others who are planning to start microenterprises in Sullivan County and southern NH.

Ms. Donovan stated this program has demonstrated success, is widely subscribed to, and has statewide impact. She summarized the funding recommendations.

Recommendation

CDFA's CDBG Action Plan allocates \$2,744,470 for Economic Development, including the Microenterprise Program. Based on significant research and evidence that validates the benefits of investing in microenterprises as a way to build equity and family wealth, the success with direct grants, and expanded marketing and engagement, staff recommends approval of a total of **\$1,841,697** CDBG-Economic Development funding for the upcoming Microenterprise Program year (July 1, 2026 through June 30, 2027).

Staff recommendation:

Subrecipient	# of Beneficiaries	Program Award	Administrative Award		Total Award
Grafton County					
CEDC	20	137,000	15,000		152,000
GRDC	45	282,300	31,850		314,150
WREN	28	186,900	20,500		207,400
Grafton County Subtotal	93	606,200	67,350		673,550
Cheshire County					
HGC	50	345,692	34,000		379,692
SBDC	45	220,555	34,000		254,555
Cheshire County Subtotal	95	566,247	68,000		634,247
Sullivan County					
REDC	83	499,900	34,000		533,900
Sullivan County Subtotal	83	499,900	34,000		533,900
Totals	271	\$1,672,347	\$169,350		\$1,841,697

Staff recommends these applications be funded 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;
- The use of funds conforms with HUD regulations and CDFA guidance; and
- 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.

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

Motion – 2:33 PM

Ms. Fox moved to approve the 2026-27 CDBG Microenterprise Technical Assistance Program funding, as presented and recommended by staff, funding three applicants and a total of six subrecipients, with all staff recommended conditions. Ms. Roy seconded, and the motion carried by a unanimous vote of the Committee.

Ms. Duncan Cooley returned to the meeting at 2:34 PM

D. CDBG Program Year Plan Updates

Ms. Kaylor stated minor updates have been proposed to the CDBG Housing and Public Facilities Programs for CDBG Plan Year 2026, which begins July 1, 2026. These updates align with the recently completed and approved Consolidated Plan/Action Plan, to be submitted to HUD later this month. Some of the highlights and discussion items shared by Ms. Kaylor included the following:

- Increased Award Amounts
 - Housing: Increased from \$500,000 to \$750,000
 - Housing: Permanent/Supportive: Increased from \$750,000 to \$1.0M
 - Public Facilities: Increased from \$500,000 to \$750,000
- Scoring Updates
 - Core Data Index (CDI)
 - Housing and Public Facilities will have the same CDI criteria
 - Scoring bands are proposed to change; both programs will now have the same maximum points award potential of 40 points
 - LMI Direct Benefit
 - Public Facilities will award a maximum of 20 points for percent of LMI beneficiaries; minimum percentage of 51% will receive fewest points; 100% LMI beneficiaries will receive maximum points
 - Community Buy-In
 - This category – worth 5 points – will be removed and combined into the Community Connections criteria
 - Priority Project – Public Facilities
 - Revise to reflect current priority areas/populations
 - Readiness for Implementation (Housing and Public Facilities)
 - Revise to include additional detail on readiness factors considered
 - Energy Use
 - Revise to include additional detail on energy factors considered.

The Committee offered feedback on a number of these proposals, including the importance of readiness. Readiness may include activities as: permitting processes, approvals, site plan readiness, recent construction estimates, staffing capacity, etc. The Committee also stressed the importance of capital improvement plans – pointing to long term organizational sustainability. The Committee stressed community engagement and alignment as critically important to a project's development and ultimate success. Finally, the Committee stressed that a focus on the health and safety for people impacted by a project also warrants scoring consideration. This feedback will be incorporated into the current and future updates to scoring.

E. Executive Director Update

Ms. Easterly Martey provided a brief update on the Rural Community Health Infrastructure Program (RCHIP). She informed the Committee that staff is working collaboratively with GONORTH to develop program guidance and criteria; this process will enable CDFA to develop both a program and application guide and

workshops. The existing structures of the CDBG program will be instrumental in the development of these programmatic tools. Ms. Easterly Martey noted that there will need to be a balance between RCHIP and CDBG so that the CDBG program continues to leverage maximum impact to improve the communities and the lives of people that are directly served by the program. She noted CDFA will be hiring additional staff for RCHIP to ensure CDBG assets/staffing are preserved.

F. Adjourn – 3:30 PM

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

Respectfully submitted,



Maureen Quinn, Board Manager



Cody Morrison, Committee Chair