



STATE OF NEW HAMPSHIRE

Community Development Block Grant Recovery (CDBG-R) Substantial Amendment to the 2008 Action Plan

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JOHN H. LYNCH
Governor

State of New Hampshire

OFFICE OF THE GOVERNOR

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June 29, 2009

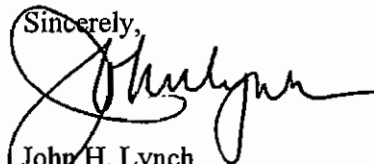
Mr. Richard L. Hatin, Program Manager
Office of Community Planning and Development
US Department of Housing and Urban Development
Manchester Field Office
Norris Cotton Federal Building
275 Chestnut Street, 4th Floor
Manchester, NH 03101-2487

Dear Mr. Hatin:

I am pleased to submit the State of New Hampshire CDBG-R 2008 Action Plan Substantial Amendment, which amends the 2006-2010 Consolidated Plan. The plan is intended to outline eligible uses and the process for utilizing Community Development Block Grant Recovery (CDBG-R) funds, a program created by the United States Congress under the American Recovery and Reinvestment Act of 2009 (the Act). CDBG-R has been established to allow states and local governments to carry out, on an expedited basis, eligible activities under the CDBG program.

The New Hampshire Community Development Finance Authority (CDFA) has worked to develop an Action Plan that meets HUD's stated encouragement for each grantee to, "carry out its CDBG activities in the context of the Act by providing funds for hard development costs associated with infrastructure activities that provide basic services to residents or activities that improve energy efficiency and conservation through rehabilitation or retrofitting existing buildings." Additionally, CDFA is promoting job creation through the expansion of infrastructure to New Hampshire businesses.

The proposed plan addresses the community economic development needs of New Hampshire and meets the statutory intent and all federal requirements. Future communications regarding this plan may be made directly with Katharine Bogle Shields, Executive Director of New Hampshire Community Development Finance Authority, at 603-717-9110 and her staff at 603-717-9114.

Sincerely,

John H. Lynch
Governor

Enclosure

THE CDBG-R SUBSTANTIAL AMENDMENT

Jurisdiction: State of New Hampshire Community Development Finance Authority	CDBG-R Contact Person: Katharine Bogle-Shields
Jurisdiction Web Address: • www.nhcdfa.org	Address: 14 Dixon Avenue, Suite 102 Concord, NH 03301
	Telephone: (603) 226-2170
	Fax: (603) 226-2816
	Email: kshields@nhcdfa.org

ENSURING RESPONSIBLE SPENDING OF RECOVERY ACT FUNDS

Funding available under the American Recovery and Reinvestment Act (ARRA) of 2009 has clear purposes – to stimulate the economy through measures that modernize the Nation’s infrastructure, improve energy efficiency, and expand educational opportunities and access to health care. HUD strongly urges grantees to use CDBG-R funds for hard development costs associated with infrastructure activities that provide basic services to residents or activities that promote energy efficiency and conservation through rehabilitation or retrofitting of existing buildings. While the full range of CDBG activities is available to grantees, the Department strongly suggests that grantees incorporate consideration of the public perception of the intent of the Recovery Act in identifying and selecting projects for CDBG-R funding.

In looking at New Hampshire’s highest and greatest needs, as well as our standard procedure for awarding CDBG funds, CDFA determined to award 50% CDBG-R to economic development projects and 50% to housing and public facilities projects. However, in order to meet compliance with ARRA guidelines of awarding “shovel ready” projects, and meeting 120 calendar day deadlines CDFA expedited more housing and public facility applications than economic development. Be assured, by the end of calendar year 2009 50% of total CDBG funds will be awarded for economic development and 50% to housing and public facility.

A. SPREADSHEET FOR REPORTING PROPOSED CDBG-R ACTIVITIES

Grantees must provide information concerning CDBG-R assisted activities in an electronic spreadsheet provided by HUD. The information that must be reported in the spreadsheet includes activity name, activity description, CDBG-R dollar amount budgeted, eligibility category, national objective citation, additional Recovery Act funds for the activity received from other programs, and total activity budget. An electronic copy of the spreadsheet and the format is available on HUD’s recovery website at <http://www.hud.gov/recovery>.

Response:

Please see the following CDBG-R Activity Data Spreadsheet for details.

CDBG-R
Activity Data Spreadsheet

Jurisdiction/Grantee Name: State of New Hampshire; Community Development Finance Authority (CDFA)		CDBG-R Formula Grant Amount: \$2,462,647				Date: 6/29/2009	
Activity Name	Activity Description	Eligibility (Regulatory or HCDA Citation)	National Objective Citation	CDBG-R Project Budget (\$)	Additional Recovery Funds (\$)	Other Leveraged Funding (\$)	Total Activity Budget
State Administration	Administration of CDBG-R by state staff. HUD Matrix Code: 21A	105(a)(13)	570.483 IDIS 570.206	\$125,049			\$125,049
City of Concord	Second Start - Public Facility energy efficiency upgrades. HUD Matrix Code: 03	105(a)(15)	570.483 IDIS 570.201(c)	\$337,598		\$348,580	\$686,178
Town of Whitefield	The Morrison - Public Facility - Energy efficient upgrades and improvements for health and safety compliance. HUD Matrix Code: 03	105(a)(15)	570.483 IDIS 570.201(c)	\$500,000		\$359,000	\$859,000
Rockingham County	22 units of Housing for low-and moderate-income persons- Infrastructure and site improvements. HUD Matrix Code: 14B	105(c)(3)	570.483 IDIS 570.202	\$500,000		\$4,302,742	\$4,802,742
Town of Exeter	32 units of Housing for low-and moderate-income persons- Infrastructure and site improvements. HUD Matrix Code: 14B	105(c)(3)	570.483 IDIS 570.202	\$500,000		\$5,990,336	\$6,490,336
Town of Newport	Infrastructure improvements including water, sewer, electric. HUD Matrix Code: 17B	105(c)(1)	570.483 IDIS 570.203(a)	\$500,000		\$600,000	\$1,100,000
Totals				\$2,462,647		\$11,600,658	\$14,063,305
	<i>In looking at New Hampshire's highest and greatest needs, as well as our standard procedure for awarding CDBG funds, CDFR determined to award 50% CDBG-R to economic development projects and 50% to housing and public facilities projects. However, in order to meet compliance with ARRA guidelines of awarding "shovel ready" projects, and meeting 120 calendar day deadlines CDFR expedited more housing and public facility applications than economic development. Be assured, by the end of calendar year 2009 50% of total CDBG funds will be awarded for economic development and 50% to housing and public facility.</i>						

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B-1. CDBG-R INFORMATION BY ACTIVITY (COMPLETE FOR EACH ACTIVITY)

- (1) **Activity Name:** (Grantees should follow the same order that activities are listed in the Spreadsheet for Reporting Proposed CDBG-R Activities – this will allow HUD to easily match activity narratives with the information provided in the spreadsheet.)

State Administration 105(a)(13) - \$125,049

1. Administration of State of New Hampshire CDBG-R program by the Community Development Finance Authority (CDFA).

- (2) **Activity Narrative:**

In addition to the Spreadsheet for Reporting Proposed CDBG-R Activities, grantees must provide a narrative for each activity describing how the use of the grantee's CDBG-R funds will meet the requirements of Title XII of Division A and Section 1602 of ARRA. The grantee's narrative must also state how CDBG-R funds will be used in a manner that maximizes job creation and economic benefit in relation to the CDBG-R funds obligated, and will address the Recovery Act, by:

- Preserving and creating jobs and promoting economic recovery;
- Assisting those most impacted by the recession;
- Providing investment needed to increase economic efficiency;
- Investing in transportation, environmental protection, or other infrastructure that will provide long-term economic benefits;
- Minimizing or avoiding reductions in essential services; or
- Fostering energy independence.

Response

The State of New Hampshire is allowed a maximum of 10% in administration for the CDBG-R program. The Community Development Finance Authority will fully fund five projects totaling \$2,337,598 – utilizing the remaining \$125,049 (5% of the CDBG-R Award) for state administration and technical assistance. These funds will allow CDFA staff to manage the compliance, contracting and financial processes, provide technical assistance as needed to grantees, conduct on-site monitoring visits, for job creation in all facets of construction and rehabilitation, and comply with timely ARRA and state reporting requirements as well as tracking all data in Integrated Disbursement & Information System. CDFA funds will augment CDBG-R administrative funds as necessary.

By utilizing 90% of CDBG-R funds on hard construction costs, CDFA is maximizing the Congressional intent to be prudent and transparent while maximizing job creation and economic benefit to promote economic recovery. Additionally, by increasing energy efficiency, promoting conservation and providing infrastructure improvements for business expansion, as well as retrofitting and rehabilitating buildings, CDBG-R funds will have a long-term benefit for New Hampshire. CDFA will ensure that all ARRA contracts will be awarded in a timely manner, based on bids within 120 calendar days from the date funds are made available to us.

- (3) **Jobs Created:** (Report the number of full- and part-time jobs estimated to be created and retained by the activity (including permanent, construction, and temporary jobs)).

Response

N/A – The activity “State Administration” will not directly create any jobs. The related construction activities will meet the ARRA goals of timeliness, transparency and job creation.

- (4) **Additional Activity Information:** (A description of how the activity will promote energy conservation, smart growth, green building technologies, or reduced pollution emissions, if applicable.)

Response

N/A – CDFA staff will oversee all activities.

- (5) **Responsible Organization:** (Contact information for the organization that will implement the CDBG-R activity, including its name, location, and administrator contact information)

Response

State of New Hampshire
Community Development Finance Authority
14 Dixon Avenue, Suite 102
Concord, NH 03301

Katharine Bogle Shields
Executive Director
(603) 226-2170
(603) 226-2816 Fax
kshields@nhcdfa.org
www.nhcdfa.org

B-2. CDBG-R INFORMATION BY ACTIVITY (COMPLETE FOR EACH ACTIVITY)

- (1) **Activity Name:** (Grantees should follow the same order that activities are listed in the Spreadsheet for Reporting Proposed CDBG-R Activities – this will allow HUD to easily match activity narratives with the information provided in the spreadsheet.)

Public Facilities Improvements 105(a)(15) - \$837,598

- 1. Second Start (\$337,598) – Public facility energy efficiency upgrades in Concord, New Hampshire. (76% Low and Moderate Income Benefit)
- 2. The Morrison (\$500,000) – Public facility energy efficiency upgrades and health and safety improvements for health and safety code compliance in Whitefield, New Hampshire. (93% Low and Moderate Income Benefit)

- (2) **Activity Narrative:**

In addition to the Spreadsheet for Reporting Proposed CDBG-R Activities, grantees must provide a narrative for each activity describing how the use of the grantee’s CDBG-R funds will meet the requirements of Title XII of Division A and Section 1602 of ARRA. The grantee’s narrative must also state how CDBG-R funds will be used in a manner that maximizes job creation

and economic benefit in relation to the CDBG-R funds obligated, and will address the Recovery Act, by:

- Preserving and creating jobs and promoting economic recovery;
- Assisting those most impacted by the recession;
- Providing investment needed to increase economic efficiency;
- Investing in transportation, environmental protection, or other infrastructure that will provide long-term economic benefits;
- Minimizing or avoiding reductions in essential services; or
- Fostering energy independence.

Response

1. The City of Concord will use \$337,598 (\$24,333 administration) in CDBG-R funds, on behalf of Second Start, for energy efficiency upgrades on their facilities in Concord. Second Start was established as a non-profit organization in 1971 to provide quality education and training programs for hard-to-serve populations. Second Start served 1697 people in 2008, of which at least 76% were low and moderate income.

Second Start is launching an Energy Improvement Initiative as part of a facilities improvement plan to manage energy use strategically. Energy consumption is a significant portion of Second Start's operating costs and the improvements will have a direct and substantial payback for Second Start and its clients. The Jordan Institute's report indicates that Second Start has the potential to reduce electric and natural gas consumption by up to 47%.

CDBG-R funds are being matched with Community Development Investment Program state tax credits of \$343,000 and City funds in the amount of \$5,580. The total cost of improvements is \$686,178.

The City of Concord submitted a CDBG Public Facility application during the normal round of funding for that program. The project was scored in accordance with established criteria and received a complete threshold review. The project held a local public hearing and was selected from 2009 regular CDBG applications process. A contract will be awarded based on a competitive bid process which meets all federal and state regulations.

2. The Town of Whitefield will use \$500,000 (\$14,750 Administration) in CDBG-R funds, on behalf of The Morrison, to renovate the existing structure, improve privacy, and correct health and safety deficiencies. The Morrison is a converted home that was founded in 1903 and gifted to the Town of Whitefield in 1927. The facility currently offers skilled long-term and short-term care for 57 residents, as well as assisted living facilities for an additional 24 residents.

The proposed improvements include: improving the accessibility of a terrace area for patients; providing a hospice suite; upgrading bathing room and flooring upgrades; creating a special wing for Alzheimer's patients; upgrading of electrical; and renovating of therapy rooms. The Morrison serves 81 residents, of which 93% earn less than 60% of the HUD Area Median Income.

CDBG-R funds are being matched with \$359,000 in private equity from The Morrison. The total cost of improvements is \$859,000.

The Town of Whitefield submitted a CDBG Public Facility application during the normal round of funding for that program. The project was scored in accordance with established criteria and received a

complete threshold review. The project held a local public hearing and was selected from 2009 regular CDBG applications process. A contract will be awarded based on a competitive bid process which meets all federal and state regulations.

- (3) **Jobs Created:** (Report the number of full- and part-time jobs estimated to be created and retained by the activity (including permanent, construction, and temporary jobs)).

Response:

Job creation estimates for activities 1 and 2 below are based on existing CDBG projects of the same type that have been completed.

1. City of Concord: It is estimated that 3 FTE (construction and temporary) jobs will be created as a result of this activity.

2. Town of Whitefield: It is estimated that 8 FTE (construction and temporary) jobs will be created as a result of this activity.

- (4) **Additional Activity Information:** (A description of how the activity will promote energy conservation, smart growth, green building technologies, or reduced pollution emissions, if applicable.)

Response:

Activities 1 and 2 will promote energy conservation. Additionally, energy upgrades of boiler will reduce pollution emissions by replacing old and outdated equipment. Both of the projects plan to use green building technologies were applicable.

- (5) **Responsible Organization:** (Contact information for the organization that will implement the CDBG-R activity, including its name, location, and administrator contact information)

Response

1. Second Start energy upgrades

Tom Aspell, City Manager
City of Concord
41 Green Street
Concord, NH 03301
(603)225-8570
taspell@onconcord.com

2. The Morrison energy upgrades and building renovations

Judy Ramsdell, Town Administrator
Town of Whitefield
7 Jefferson Road
Whitefield, NH 03598
(603)837-2551
townofwhitefield@ne.rr.net

B-3. CDBG-R INFORMATION BY ACTIVITY (COMPLETE FOR EACH ACTIVITY)

- (1) **Activity Name:** (Grantees should follow the same order that activities are listed in the Spreadsheet for Reporting Proposed CDBG-R Activities – this will allow HUD to easily match activity narratives with the information provided in the spreadsheet.)

Low- and Moderate-Income Housing Site Work 105(c)(3) - \$1,000,000

1. Rockingham County (\$500,000) – Infrastructure and site work for 22 units of affordable senior housing in Rye, New Hampshire (100% Low and Moderate Income Benefit)
2. Affordable Housing (\$500,000) – Infrastructure and site work for 32 units of affordable family housing in Exeter, New Hampshire. (100% Low and Moderate Income Benefit)

- (2) **Activity Narrative:**

In addition to the Spreadsheet for Reporting Proposed CDBG-R Activities, grantees must provide a narrative for each activity describing how the use of the grantee's CDBG-R funds will meet the requirements of Title XII of Division A and Section 1602 of ARRA. The grantee's narrative must also state how CDBG-R funds will be used in a manner that maximizes job creation and economic benefit in relation to the CDBG-R funds obligated, and will address the Recovery Act, by:

- Preserving and creating jobs and promoting economic recovery;
- Assisting those most impacted by the recession;
- Providing investment needed to increase economic efficiency;
- Investing in transportation, environmental protection, or other infrastructure that will provide long-term economic benefits;
- Minimizing or avoiding reductions in essential services; or
- Fostering energy independence.

Response

1. Rockingham County will use \$500,000 (\$25,000 Administration) in CDBG-R funds, on behalf of The Housing Partnership (THP), to complete site work for the construction of 22 units of permanently affordable housing for seniors. The development will be located just off Lafayette Road in the Town of Rye. The project addresses a need for affordable housing in the Seacoast area. One hundred percent of the households will be low and moderate income.

CDBG-R funds are being matched with Low Income Housing Tax Credits of \$2,709,161, HOME funds of \$650,000, a bank loan of \$917,142 and a developer loan of \$26,439. The total development cost of the project is \$4,802,742.

Rockingham County submitted a CDBG Housing application during the normal round of funding for that program. The project was scored in accordance with established criteria and received a complete threshold review. The project held a local public hearing and was selected from 2009 regular CDBG applications process. A contract will be awarded based on a competitive bid process which meets all federal and state regulations.

2. The Town of Exeter will use \$500,000 (\$25,000 Administration) in CDBG-R funds, on behalf of Felder Kiehl Properties, LLC, to develop 32 units of affordable rental housing for low- and moderate-income persons near the downtown area. One hundred percent of the beneficiaries will be low and moderate income. CDBG funds will be used for infrastructure and site work costs.

CDBG-R funds are being matched with Low Income Housing Tax Credits of \$3,578,065, a capital subsidy of \$960,000 from NH Housing, a permanent bank loan of \$1,360,582, and a developer loan in the amount \$91,689. The total development cost of the project is \$6,490,336.

The Town of Exeter submitted a CDBG Housing application during the normal round of funding for that program. The project was scored in accordance with established criteria and received a complete threshold review. The project held a local public hearing and was selected from 2009 regular CDBG applications process. A contract will be awarded based on a competitive bid process which meets all federal and state regulations.

- (3) Jobs Created: (Report the number of full- and part-time jobs estimated to be created and retained by the activity (including permanent, construction, and temporary jobs)).

Response:

Job creation estimates for activities 1 and 2 below are based on existing CDBG projects of the same type that have been completed in the regular program.

1. Rockingham County: It is estimated that 20 FTE (construction and temporary) jobs will be created as a result of this activity.

2. Town of Exeter: It is estimated that 20 FTE (construction and temporary) jobs will be created as a result of this activity.

- (4) Additional Activity Information: (A description of how the activity will promote energy conservation, smart growth, green building technologies, or reduced pollution emissions, if applicable.)

Response:

Activities 1 and 2 will promote energy conservation, smart growth, and use green building technologies. Both projects are located in the downtown areas close to transportation and have been designed to qualify for The Leadership in Energy and Environmental Design (LEED) Green Building Rating System that encourages adoption of sustainable green building and development practices.

- (5) Responsible Organization: (Contact information for the organization that will implement the CDBG-R activity, including its name, location, and administrator contact information)

Response

1. Rockingham County Affordable Housing

Maureen Barrows, Chair

Rockingham County Commissioners

119 North Road

Brentwood, NH 03833

(603)679-2256

Email communication – Chris Maxwell

cmaxwell@co.rockingham.nh.us

2. Town of Exeter Affordable Housing

Russell Dean, Town Manager

Town of Exeter

10 Front Street

Exeter, NH 03833

(603)778-0591

townofwhitefield@ne.rr.net

B-4. CDBG-R Information by Activity (Complete for each activity)

- (1) **Activity Name:** (Grantees should follow the same order that activities are listed in the Spreadsheet for Reporting Proposed CDBG-R Activities – this will allow HUD to easily match activity narratives with the information provided in the spreadsheet.)

Low- and Moderate-Income Jobs 105(c)(1) - \$500,000

1. Town of Newport – Infrastructure in support of economic development. (64% Low and Moderate Income Benefit)

(2) **Activity Narrative:**

In addition to the Spreadsheet for Reporting Proposed CDBG-R Activities, grantees must provide a narrative for each activity describing how the use of the grantee's CDBG-R funds will meet the requirements of Title XII of Division A and Section 1602 of ARRA. The grantee's narrative must also state how CDBG-R funds will be used in a manner that maximizes job creation and economic benefit in relation to the CDBG-R funds obligated, and will address the Recovery Act, by:

- Preserving and creating jobs and promoting economic recovery;
- Assisting those most impacted by the recession;
- Providing investment needed to increase economic efficiency;
- Investing in transportation, environmental protection, or other infrastructure that will provide long-term economic benefits;
- Minimizing or avoiding reductions in essential services; or
- Fostering energy independence.

Response

1. The Town of Newport will use \$500,000 (\$30,000 Administration) in CDBG-R funds, to make public infrastructure improvements by extending public water, sewer and three phase power to Flagstone Industrial Park (FIP). The improvement of 1,500 linear feet of public roadway on Bald Mountain Road, will allow United Construction Corporation (UCC) of Newport to expand its corporate headquarters and fleet facility.

The expansion will enable UCC to create 25 new full-time permanent jobs for the region of which at least 16 or 64% will be filled by persons from low- and moderate-income households. In addition, the improvements will enable UCC to create four new lots in FIP for future commercial/industrial development.

CDBG-R funds are being matched with \$600,000 in private investment from UCC of Newport. The total development cost of the project is \$1,100,000.

The Town of Newport submitted a CDBG Economic Development application through the normal application process. The project was scored in accordance with established criteria and received a complete threshold review. The project held a local public hearing and was selected from 2009 regular CDBG applications process. A contract will be awarded based on a competitive bid process which meets all federal and state regulations.

- (3) Jobs Created: (Report the number of full- and part-time jobs estimated to be created and retained by the activity (including permanent, construction, and temporary jobs)).

Response:

Job creation totals for this activity are based on \$20,000 per job and estimates of on-going infrastructure projects of the same type.

1. **Town of Newport:** It is estimated that 5 FTE (construction and temporary) jobs will be created as a result of this activity and United Construction Corporation of Newport has committed to the creation of 25 FTE jobs as a result of this project.

- (4) Additional Activity Information: (A description of how the activity will promote energy conservation, smart growth, green building technologies, or reduced pollution emissions, if applicable.)

Response:

This activity will promote smart growth, but developing the existing industrial park which is located in a Tax Incremental Financing (TIF) District.

- (5) Responsible Organization: (Contact information for the organization that will implement the CDBG-R activity, including its name, location, and administrator contact information)

Response

1. Town of Newport Infrastructure Improvements

Daniel P. O'Neill, Town Manager
Town of Newport
15 Sunapee Street
Newport, NH 03773
(603)863-1877
danponeill@adelphia.net

C. PUBLIC COMMENT

Provide a summary of public comments received to the proposed CDBG-R Substantial Amendment.

Note: A Proposed CDBG-R Substantial Amendment must be published via the usual methods and posted on the jurisdiction's website for no less than 7 calendar days for public comment.

Response:

C DFA held a public hearing on May 26, 2009 at 2:00 P.M. at the New Hampshire Local Government Center, 25 Triangle Park Drive, Concord, NH, to solicit comments on the Draft CDBG-R Substantial Amendment to the 2008 Action Plan. Notification of the public hearing was published beginning on May 13, 2009 and posted on www.nhcdfa.org.

Comment	Commenter	Response
Please clarify job creation requirements and deadlines.	Mark Scarano, Executive Director, Grafton County Economic Development Corp.	The projects must be complete 18 months from contract award. Both direct and indirect job creation/retention data must be collected and reported on. However, only jobs created/retained as part of the project (permanent jobs with benefits) are counted towards the Grantee's contractual requirement to create/retain jobs.
The Grant Administrator will have to collect the additional job count data and build that requirement into the contract?	Liz Sweeney, Capital Regional Development Corp.	The additional job creation data will have to be collected either by the Grantee or as part of the Grant Administrator's contractual obligations.
Projects that have already been approved in regular CDBG could be funded with CDBG-R instead of 2009 CDBG allocation?	Jennifer Boulanger, Executive Director, Belknap County Economic Development Corp.	"Shovel ready" projects that were awarded in the January round of CDBG are being considered for funding with CDBG-R.
<p>CDFA has represented that it is treating CDBG-R funding as regular CDBG as far as requirements for the program. In the May 11th Federal Register it lists as one of the focus of CDBG under ARRA is access to health care. Transportation is one of the biggest barriers in the State to accessing health care for disabled persons, seniors, persons without licenses, or who can't afford vehicles is a problem.</p> <p>The Federal Register lists transportation infrastructure as one of the goals under ARRA. It doesn't appear to be addressed in the proposed CDBG-R amendment.</p> <p>Human Services agencies that provide transportation for persons for health care have been shut out of the Dept. of Transportation stimulus money because only transit agencies can apply. Mr. Herlihy would like to see some consideration for human services agencies that provide transportation for health care in this amendment.</p> <p>Regular CDBG has a 15% cap of the aggregate amount per project for public services. Under ARRA that cap is 25%. Mr. Herlihy asks that there be some flexibility to consider using the ARRA cap instead of CDBG one.</p>	Patrick Herlihy, Transportation Director, NH Department of Health and Human Services	<p>Due to the deadlines for getting projects under construction, CDFA used the guidance provided by HUD in their notice of Program Requirements for CDBG under the American Recovery and Reinvestment Act of 2009 (Docket No. FR-5309-N-01) that grantees use CDBG-R funds for hard development costs associated with infrastructure activities that provide basic services to residents or activities that promote energy efficiency and conservation through rehabilitation or retrofitting of existing buildings.</p> <p>ARRA clearly states that priority be given to projects that can award contracts based on bids within 120 calendar days from the date the funds are made available to recipients; and that for CDBG-R funds used for infrastructure investments. Recipients shall give preference to activities that can be started and completed expeditiously, including a goal of using at least 50 % of the funds for activities that can be initiated no later than 120 calendar days after February 17, 2009. Thus, CDFA will consider applications that have been awarded through the regular CDBG cycle.</p> <p>Under current CDBG Rules purchasing a vehicle must be in support of an implementation project. A human service agency, with the support of a municipality or county submit a proposal that addresses their transportation needs in CDFA funding opportunities.</p>

<p>Easter Seals works directly with DHHS to improve access to critical services for people. The demand for transportation is high. A study done by UNH Institute on Disability about 4 years ago states the 25% of NH residents have no access to transportation for services. Without transportation of some mode, those people are isolated. Consider the job creation element of hiring drivers and assisting others to get to their jobs.</p>	<p>Mickey McIver, Director, Easter Seals</p>	<p>Under current CDBG Rules purchasing a vehicle must be a part of a larger project. A human service agency, with the support of a municipality or county submit a proposal the addresses their transportation needs in CDFA funding opportunities. CDFA suggests applying under the regular CDBG program.</p>
<p>The Amendment details how the State will use ARRA money under their rules and under Federal guidelines. The priorities reflect what the Federal government and the State want to see under ARRA.</p>	<p>Dennis McCann, Executive Director, SEDC</p>	<p>Priorities to projects which address as many of the following nine factors come directly from the State Consolidated Plan.</p>
<p>ARRA mentions expanded grant reporting requirements in both job creation/retention and Buy American. Are we clear on what they are? Is there an exception to the Buy American requirement?</p>	<p>Liz Sweeney, Capital Regional Development Corp.</p>	<p>The additional reporting requirements have been defined and CDFA is developing the tools for implementing all federal requirements.</p> <p>A waiver of the Buy American requirement can be requested if using American made products will increase the cost of the project by greater than 25% of the total cost.</p>
<p>Is CDFA looking for new projects to be submitted for CDBG-R?</p>	<p>Mark Scarano, Executive Director, Grafton County Economic Development Corp.</p>	<p>CDFA already has in-house approved projects that will meet the criteria of ARRA. Those projects will be funded with CDBG-R and the regular CDBG that was to fund these projects will be rolled into respective categories to allow for 50% economic development and 50% housing and public facilities split of CDBG funds.</p>

CDBG-R Substantial Amendment Grantee Checklist

For the purposes of expediting review, HUD asks that applicants submit the following checklist along with the CDBG-R Substantial Amendment, Spreadsheet for Reporting Proposed CDBG-R Activities, and SF-424.

Contents of a CDBG-R Action Plan Substantial Amendment

Jurisdiction: State of New Hampshire Community Development Finance Authority Jurisdiction Web Address: <u>www.nhcdfa.org</u>	CDBG-R Contact Person: Kathy Bogle Shields Address: 14 Dixon Avenue, Suite 102 Telephone: (603) 226-2170 Fax: (603) 226-2816 Email: kshields@nhcdfa.org
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The elements in the substantial amendment required for the CDBG recovery funds are:

A. SPREADSHEET FOR REPORTING PROPOSED CDBG-R ACTIVITIES

Does the submission contain a paper copy of the Spreadsheet for Reporting Proposed CDBG-R Activities?

Yes No Verification found on page 2

Does the submission include an electronic version of the Spreadsheet for Reporting Proposed CDBG-R Activities sent to the email box CDBG-R@hud.gov?

Yes No Date Spreadsheet was emailed: 6/29/2009

Does the Spreadsheet for Reporting Proposed CDBG-R Activities include, for each activity:

- amount of funds budgeted for each activity, including CDBG-R funds, any additional Recovery Funds used and total activity budget,
 Yes No Verification found on page(s) 2
- the Eligibility citation (eligibility regulatory cite or HCDA cite),
 Yes No Verification found on page(s) 2
- the CDBG national objective citation,
 Yes No Verification found on page(s) 2

B. CDBG-R INFORMATION BY ACTIVITY

Does the submission contain information by activity describing how the grantee will use the funds, including:

- a narrative for each activity describing how CDBG-R funds will be used in a manner that maximizes job creation and economic benefit,
Yes No Verification found on page(s) 3-9
- projected number of jobs created for each activity,
Yes No Verification found on page(s) 6,8,10
- whether an activity will promote energy efficiency and conservation,
Yes No Verification found on page(s) 6,8,10
- the name, location, and contact information for the entity that will carry out the activity,
Yes No Verification found on page(s) 4,6,8,10
- evidence that no more than 10% of the grant amount will be spent on administration and planning,
Yes No Verification found on page (s) 3,5,7,9
- evidence that no more than 15% of the grant amount will be spent on public services,
Yes No Verification found on page (s) N/A
- evidence that at least 70% of the grant amount will benefit persons of low and moderate income,
Yes No Verification found on page (s) 4,7,9

C. PUBLIC COMMENT PERIOD

Was the proposed action plan amendment published via the jurisdiction’s usual methods and on the Internet for no less than 7 calendar days of public comment?

Yes No Verification found on page(s) 10 & Appendix I

Is there a summary of citizen comments included in the final amendment?

Yes No Verification found on page(s) 10,11,12

D. CERTIFICATIONS

The following certifications are complete and accurate:

- | | | |
|---|---|-----------------------------|
| (1) Affirmatively furthering fair housing | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (2) Anti-displacement and relocation plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (3) Drug-free Workplace | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (4) Anti-lobbying | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (5) Authority of jurisdiction | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (6) Consistency with plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (7) Section 3 | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (8) Community development plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| (9) Following a plan | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

- (10) Use of Funds Yes No
- (11) Excessive Force Yes No
- (12) Compliance with anti-discrimination laws Yes No
- (13) Lead-based paint procedures Yes No
- (14) Compliance with laws Yes No
- (15) Compliance with ARRA Yes No
- (16) Project selection Yes No
- (17) Timeliness of infrastructure investments Yes No
- (18) Buy American provision Yes No
- (19) Appropriate use of funds for infrastructure investments Yes No
- (20) 70% of CDBG-R for LMI Yes No

Optional Certification

- (21) Urgent Need Yes No

D. STATE CERTIFICATIONS

The following certifications are complete and accurate:

- (1) Affirmatively furthering fair housing Yes No
- (2) Anti-displacement and relocation plan Yes No
- (3) Drug-free Workplace Yes No
- (4) Anti-lobbying Yes No
- (5) Authority of State Yes No
- (6) Consistency with plan Yes No
- (7) Section 3 Yes No
- (8) Community development plan Yes No
- (9) Consultation with Local Governments Yes No
- (10) Use of Funds Yes No
- (11) Excessive Force Yes No
- (12) Compliance with anti-discrimination laws Yes No
- (13) Compliance with laws Yes No
- (14) Compliance with ARRA Yes No
- (15) Project selection Yes No
- (16) Timeliness of infrastructure investments Yes No
- (17) Buy American provision Yes No
- (18) Appropriate use of funds for infrastructure investments Yes No
- (19) 70% of CDBG-R for LMI Yes No

Optional Certification

- (20) Urgent Need Yes No

Application for Federal Assistance SF-424

Version 02

***1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

***2. Type of Application**

- New
- Continuation
- Revision

*** If Revision, select appropriate letter(s)**

***Other (Specify)**

3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

*5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: New Hampshire Community Development Finance Authority

*b. Employer/Taxpayer Identification Number (EIN/TIN):
02-0402947

*c. Organizational DUNS:
015568827

d. Address:

*Street 1: 14 Dixon Avenue, Suite 102
Street 2: _____
*City: Concord
County: Merrimack
*State: New Hampshire
Province: _____
*Country: United States
*Zip / Postal Code 03301

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Ms. *First Name: Katharine
Middle Name: _____
*Last Name: Bogle Shields
Suffix: _____

Title: Executive Director

Organizational Affiliation:
New Hampshire Community Development Finance Authority

*Telephone Number: 603-226-2170

Fax Number: 603-226-2816

*Email: kshields@nhcdfa.org

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

A.State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

United States Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.255 _____

CFDA Title:

Community Development Block Grants/State's program and Non-Entitlement Grants in Hawaii – (Recovery Act Funded) _____

***12 Funding Opportunity Number:**

N/A _____

*Title:

13. Competition Identification Number:

N/A _____

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Concord, Exeter, Newport, Rockingham County and Whitefield, NH

***15. Descriptive Title of Applicant's Project:**

State Community Development Block Grant Recovery

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

*a. Applicant: Second

*b. Program/Project: First and Second

17. Proposed Project:

*a. Start Date:

*b. End Date:

18. Estimated Funding (\$):

*a. Federal	_____	2,462,647
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	_____	
*g. TOTAL	_____	2,462,647

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on _____
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

- Yes
- No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Ms. _____ *First Name: Katharine _____
Middle Name: _____
*Last Name: Bogle Shields _____
Suffix: _____

*Title: Executive Director

*Telephone Number: 603-226-2170

Fax Number: 603-226-2816

* Email: kshields@nhcdfa.org

*Signature of Authorized Representative: *Katharine Bogle Shields*

*Date Signed: 6/29/09

Application for Federal Assistance SF-424

Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

N/A

STATE CERTIFICATIONS

(1) **Affirmatively furthering fair housing.** The State will affirmatively further fair housing, which means that it will conduct an analysis to identify impediments to fair housing choice within the state, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting the analysis and actions in this regard.

(2) **Anti-displacement and relocation plan.** The jurisdiction will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601), and implementing regulations at 49 CFR part 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under CDBG-R.

(3) **Drug Free Workplace.** The jurisdiction will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

(4) **Anti-lobbying.** To the best of the State's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

(5) **Authority of State.** The submission of the consolidated plan is authorized under State law and the State possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

(6) **Consistency with Plan.** The housing activities to be undertaken with CDBG-R funds are consistent with its consolidated plan.

(7) **Section 3.** The jurisdiction will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), and implementing regulations at 24 CFR part 135.

(8) **Community development plan.** The jurisdiction certifies that the consolidated housing and community development plan identifies housing and community development needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the statute authorizing the CDBG program.

(9) **Consultation with Local Governments.** The state certifies that, for community development activities, it engages or will engage in planning; that it provides or will provide technical assistance to local governments; and that it will not refuse to distribute funds on the basis of the particular eligible activity selected by the local government to meet its community development needs, except that a State is not prevented from establishing priorities in distributing funding on the basis of the activities selected.

(10) **Use of funds.** The jurisdiction has developed activities so as to give the maximum feasible priority to activities that will benefit low- and moderate-income families or aid in the prevention of slums or blight. Additional activities may be included that are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs

It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG-R funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);

2. **Special Assessments.** The State will require units of general local government that receive CDBG-R funds to certify to the following:

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG-R funds by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG-R funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with CDBG-R funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG-R funds. The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG-R funds, unless CDBG-R funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG-R funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG-R funds if the jurisdiction certifies that it lacks CDBG-R or CDBG funds to cover the assessment.

(11) **Excessive Force.** The State will require units of general local government that receive CDBG-R funds to certify that they have adopted and are enforcing: (1) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and (2) a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.

(12) **Compliance with anti-discrimination laws.** The CDBG-R grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3619), and implementing regulations.

(13) **Compliance with laws.** The jurisdiction will comply with applicable laws.

(14) **Compliance with ARRA.** The jurisdiction will comply with Title XII of Division A of the American Recovery and Reinvestment Act of 2009.

(15) **Project selection.** The jurisdiction will select projects to be funded, by giving priority to projects that can award contracts based on bids within 120 days from the date the funds are made available to the recipient, and that will ensure maximum job creation and economic benefit.

(16) **Timeliness of infrastructure investments.** When the jurisdiction uses CDBG-R funds for infrastructure investments, the grantee will give preference to quick-start and finish activities, including a goal to use at least 50 percent of the funds for activities within 120 days of enactment of the Recovery Act.

(17) **Buy American provision.** The jurisdiction will ensure that all iron, steel and manufactured goods used in construction, alteration, repair, or maintenance of a public building or public work project assisted with CDBG-R funds under the Recovery Act must be produced in the United States unless the Secretary finds that: (1) the requirement is inconsistent with public interest; (2) those goods are not reasonably available or produced in sufficient quantity in the U.S.; (3) or the use of the goods will increase the project cost by more than 25 percent.

(18) **Appropriate use of funds for infrastructure investments.** The Governor, mayor, or other chief executive, as appropriate certifies, that any infrastructure investments have received the full review and vetting required by law and that the chief executive accepts responsibility that the infrastructure investment is an appropriate use of taxpayer dollars. Alternatively, a grantee's chief elected official certifies that infrastructure investments will receive the full review and vetting required by law and that the chief executive accepts responsibility that the infrastructure investment is an appropriate use of taxpayer dollars.

(19) **70% of CDBG-R for LMI.** The aggregate use of CDBG-R funds shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the grant is expended for activities that benefit such persons over the life of the CDBG-R grant.



Signature/Authorized Official

6/29/09
Date

Governor
Title

APPENDIX I

2009 Action Plan

Introduction

Of the three major components in the Consolidated Plan (Needs, Strategic Plan, and Action Plan) the Action Plan must be updated and submitted to HUD annually. The Action Plan serves as the basis for distributing State Community Development Block Grant, Emergency Shelter Grant, and HOME Investment Partnerships grant funds in the upcoming program year. The Action Plan also serves as the State's application for those funds.

The Consolidated Planning Process

Lead Agency

In May of 1997 Governor Jeanne Shaheen issued an Executive Order establishing the Housing and Community Development Planning Council (the Council). The Council was charged with the preparation of the State's Consolidated Plan.

The Executive Director of New Hampshire Housing is the chairperson of the Council and provides staff support for the Council to coordinate and facilitate various aspects of the development of the Plan and related performance reports. Therefore, New Hampshire Housing is the lead agency for the development of the plan.

The Council's Steering Committee is made up of representatives of the three agencies administering the grant funds (New Hampshire Housing, New Hampshire Community Development Finance Authority, the Bureau of Homeless and Housing Services) and the Office of the Governor. Each of the administering agencies has a policy or decision making body that was created by State statute. They are: the Community Development Advisory Committee, the Emergency Shelter and Homeless Coordination Commission and the New Hampshire Housing Board of Directors. The Steering Committee members bring information about their respective grant programs to the Council, which assures that policies and priorities developed at the program level and the Consolidated Plan level will be consistent. The Council acts as a sounding board for public input as well a forum for sharing ideas and information on addressing the needs of the State.

Consultation

Council membership (see next page) includes representatives from state agencies representing the housing needs of specific populations (including children, elderly persons, disabled persons, and persons with HIV/AIDS), and economic and community development related issues; local housing authorities; community development agencies; nonprofit housing, economic and community development organizations; local governments; regional planning agencies; nonprofit and for-profit lenders to housing, economic and community development projects; homeless and social service providers for specific populations. Four members of the Housing and Community Development Planning Council also serve on New Hampshire's Interagency Council on Homelessness.

Housing and Community Development Planning Council 2008

Dean J. Christon*, NH Housing (Chair, HCDPC)
Katja Fox/Elizabeth Ignacio*, Office of the Governor
Katharine Bogle Shields*, NH Community Development Finance Authority
Maureen Ryan*, Bureau of Homeless and Housing Services, Department of Health and Human Services
Erik Riera, Bureau of Behavioral Health, Department of Health and Human Services
Roy Duddy, NH Department of Resources and Economic Development
Kerry Nelson, Division of Family Assistance, Department of Health and Human Services
Tracey Tarr, Division of Elderly and Adult Services, Department of Health and Human Services
Jonathan Chaffee, Lebanon Housing Authority
Christine Wellington, NH Legal Assistance
John Hoyt, Concord Housing Authority
Denise Roy Palmer, Wentworth Economic Development Corporation
Clifford Sinnott, Rockingham Planning Commission
Michael LaFontaine, N.H. Community Loan Fund
Maureen Beauregard, Families in Transition
Linda Harvey, Laconia Area Land Trust
Judy Mettee, Community Partners, Inc.
Robert McCarthy, USDA Rural Development
Keith Kuenning, N.H. Coalition to End Homelessness
Larry Kelly, Tri County CAP
John Scruton, City of Rochester
Marie Cappello, Rockingham Economic Development Corporation
Sarah Denoncourt, Granite State Independent Living
Christopher Sterndale, Crossroads House, Inc.
Lisa Henderson, Workforce Housing Coalition of the Greater Seacoast
Laura Vincent Ford, Childhood Lead Poisoning Prevention Program, Department of Health and Human Services
Mary-Jo Landry, Berlin Housing Authority

*Steering Committee Member

Council Staff: Gloria Paradise, NHCDFR Martha Young, BHHS and
William Guinther, NHH

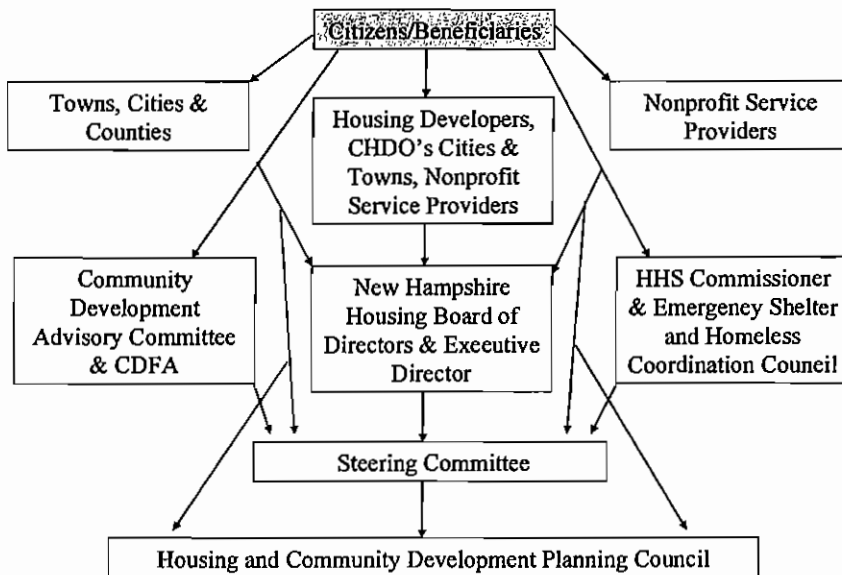
The Council is the primary source of agency consultation. In addition, steering committee staff members consulted with a variety of other agencies and organizations such as the nine Regional Service Delivery Systems within the Balance of State Continuum of Care, the Governor's Council on Aging, and the New Hampshire Department of Health and Human Services. The consultation process for this plan began in the first half of 2008 and is continuous until the publication of a final plan.

Citizen Participation

The most recent significant changes to New Hampshire's Citizen Participation Plan were made in August of 2003, and they pertained primarily to improving communications through greater utilization of email and internet technologies for the notification of colleagues and the public about the availability of draft plans and reports and to solicit and receive input. Additional changes in May of 2005 and August 2007 were limited to changes in contact information due to staff turnover. The Citizen Participation Plan is reviewed annually, and the current version is located in Appendix A of this document.

Throughout the year, the Balance of State Continuum of Care was developing the State's competitive Supportive Housing Program application. That process involved over 100 grass roots community-based organizations that provide homeless services in every part of the State. Through a Coordinating Committee, needs were estimated and priorities set.

The public has continuous access to the Consolidated Planning process. The diagram below indicates that all citizens and beneficiaries have many avenues to comment on the planning process as well as the implementation of the programs.



Finally, State statute requires each applicant for CDBG funds to hold locally sponsored public hearings where the range of eligible Community Development activities is presented. This can be the basis for citizens to look further into the sources and uses of the HUD funds available in the State. State statute also requires public hearings in the development of State Administrative Rules that are used by the three agencies to award grant funds. This brings additional input from the public to the administering agencies that directly affects the policies of the programs.

Citizen participation is an integral part of consolidated planning. New Hampshire's strategy for encouraging this vital activity can be seen in the Citizen Participation Plan located in Appendix A of this document. Consultation by units of government and other agencies is another important aspect of consolidated planning, and this is accomplished primarily by the Housing and Community Development Planning Council.

In addition to wide publication of invitations to review and comment on the draft 2009 Action Plan, a public hearing notice was published and a public hearing was held from 4 to 6 pm on September 22, 2008 at New Hampshire Housing. Other than staff, the only attendee was Ken Snow, Vice President of Community Relations at the Mental Health Center of Greater Manchester. After review of the changes in the 2009 Action Plan, there was informal discussion about the housing needs of the Center's clients. The Center currently owns some residential properties used to house some of their clients, but there was little interest expressed by Mr. Snow concerning the development of any more dedicated housing by the agency at this time. He indicated that their clients generally prefer living independently in the community, when able, and that people living with mental illness often find living with others with mental illness to be chaotic and stressful. Mr. Snow shared the recently released Addressing the Critical Mental Health Needs of NH's Citizens – A Strategy for Restoration, written by the NH Department of Health and Human Services, NH Hospital Bureau of Behavioral Health, and the Community Behavioral Health Association. The primary housing strategy mentioned in this document is better utilization of rent subsidies by getting the State to provide temporary rent subsidies to help their clients through what can be a long wait for a Section 8 Housing Choice Voucher. Mr. Snow mentioned that many of their clients are assisted by Manchester Housing and Redevelopment Authority, and that they have been good partners. General discussion involving Maureen Ryan, Bureau of Homeless and Housing Services, Gloria Paradise, NH Community Development Finance Authority, and Bill Guinther, NH Housing covered the topics of what resources we each administer and how the Mental Health Center might utilize them. The hearing concluded at 6 pm.

New Hampshire Consolidated Plan 2006-2010

CITIZEN PARTICIPATION PLAN amended 8/22/07

Introduction

This is the Citizen Participation Plan for the Consolidated Plan for the State of New Hampshire 2006-2010 (Consolidated Plan). This plan has been prepared by the Housing and Community Development Planning Council (see below). A Citizen Participation Plan is required to be adopted in the Consolidated Plan development process to ensure citizen participation during the development of the Consolidated Plan.

The Consolidated Plan must be submitted to the U.S. Department of Housing and Urban Development (HUD) in order to gain access to three grant programs that are administered by state agencies. The programs are: the Community Development Block Grant, administered by the New Hampshire Community Development Finance Authority; the HOME Investment Partnerships Program, administered by the New Hampshire Housing Finance Authority; and the Emergency Shelter Grant, administered by the New Hampshire Department of Health and Human Services, Division of Behavioral Health.

The availability of this Citizen Participation Plan was publicized using the procedure outlined within the plan in order to encourage additional public comment. A public hearing was held on September 25, 2003 to encourage input on the amended Citizen Participation Plan, but no input was received via the hearing or other means. The public is invited to comment on this plan at any time. This plan is considered an integral part of the Consolidated Plan.

This plan provides for significant involvement of organizations, agencies and citizens in the development of the state's Consolidated Plan and ensures access to information during the planning and implementation of programs under federal resources covered by the Consolidated Plan.

Notification of Public Hearings and Meetings

Citizens will be given notice of the availability of all Consolidated Plan documents and of public hearings and meetings pertaining to the Consolidated Plan Process through several avenues.

- A mailing list has been developed which consists of homeless, housing and community development interests in New Hampshire. The list includes state agencies, nonprofit shelter, housing and service providers, program and resource administrators, local and regional planners, community development organizations, community action agencies, public housing authorities, the banking sector, CDBG entitlement communities, HOME Participating Jurisdictions, the state legislature, for-profit developers, organizations representing special needs

populations, and the legal assistance network. These groups will receive information directly via email or mail from the NHHFA requesting that they invite their clients and beneficiaries to participate in public hearings, submit information on housing needs and comment on the draft plan.

- Documents relating to the Consolidated Plan will be posted on an internet web site accessible through the site at www.nhhfa.org.
- Public Hearings will be advertised no less than 10 days in advance not including the date of publication and the date of the hearing for three days each in the statewide edition of the Union Leader and at least two regional newspapers as appropriate and posted in at least three public places.

Location and Format of Public Meetings and Hearings

- The above listed interests and the public will be invited to attend several public meetings and hearings to provide input to the development process and to react to the draft Consolidated Plan. For the populations that are eligible for Emergency Shelter Grant funds, the State's Continuums of Care including the meetings of the "sub-continuums" operating in different regions of the state will serve as the primary means for citizen input. Early in the process of developing a new Consolidated Plan, public meetings and forums will be held throughout the state with the following objectives: to inform the public about the current housing market and needs; to inform the public about the proposed schedule and process for development and submission of the Consolidated Plan; to solicit information about housing and community development related needs; and to gather information about current programs and program delivery processes. At least four public hearings will be held around the state (Concord, Keene, Portsmouth and Littleton) during a 30 day public comment period to hear reactions from the public about the draft Plan. Hearings will be held during the late afternoon and early evening hours, generally 4pm to 6pm. All public hearings will be tape recorded and written summaries of the comments presented will be provided upon request.
- Notices about all public hearings will be published for three days each in the statewide edition of the Union Leader and at least two regional newspapers as appropriate and posted in at least three public places no less than 10 days prior to the hearing date not including the publication date and date of hearing. Notices shall describe the time, location and purpose of the meeting and indicate a name and phone number of a hearing coordinator to which requests for special accommodations can be made. In addition, notices will be mailed to all interests that are on the mailing list for Consolidated Plan information. Mailings shall occur no less than 10 days before hearing dates and notices will be posted on the New Hampshire Housing Finance Authority internet web page at www.nhhfa.org

- All hearing sites shall be accessible and the hearing coordinator, generally a staff person of the NHHFA, shall be responsible for accommodating the special needs of hearing participants to the extent possible.
- All meetings and public hearings will be interactive to the greatest extent possible. Typically the meetings and hearings will include presentations of data and information by the administrative agencies in order to assist in soliciting reactions and input from attendees.
- Public hearings pertaining to the establishment or modification of administrative rules governing the activities of a state agency will be conducted in accordance with applicable state law and rules.

Availability of Documents

- To the greatest extent possible any citizen will be provided with any information they request pertaining to the Consolidated Plan process within 15 days.
- Notice of the availability of the draft version of a Consolidated Plan, Action Plan, performance reports or substantial amendment(s) and related documents will be mailed or emailed to key nonprofit and community groups. Notice of availability of these documents and generally the documents themselves will be available on the internet at www.nhhfa.org.
- Minutes to hearings will be prepared and made available to the public. Input provided at the meetings and hearings will be reviewed and where appropriate incorporated into the Consolidated Plan.

Housing and Community Development Planning Council

- The Housing and Community Development Planning Council (see Appendix A) was established by Executive Order 97-3.
- The Council is charged with the preparation of the State's Consolidated Plan which governs various federal programs administered by the U.S. Department of Housing and Urban Development (HUD) such as the Community Development Block Grant, HOME Investment Partnerships, and Emergency Shelter Grant programs. These are important tools by which the state and local governments act to address the housing and community development needs of low income individuals and families.
- The Executive Director of the New Hampshire Housing Finance Authority is the chairperson of the Planning Council and provides staff support for the Council to

coordinate and facilitate various aspects of the development of the Plan and related performance reports.

- The Council's Steering Committee is made up of representatives of New Hampshire Housing Finance Authority, New Hampshire Community Development Finance Authority, the Bureau of Homeless and Housing Services, and the Office of the Governor
- Council membership includes representatives from state agencies representing the housing needs of specific populations (including children, elderly persons, disabled persons, and persons with HIV/AIDS), and economic and community development related issues; local housing authorities; community development agencies; nonprofit housing, economic and community development organizations; local governments; regional planning agencies; nonprofit and for-profit lenders to housing, economic and community development projects; homeless and social service providers for specific populations.
- Any member of the public can gain access to the Consolidated Planning process through members of the Housing and Community Development Planning Council or the staffs of the organizations that they represent. A current list of HCDPC members is always available by contacting any of the three administering agencies.

Citizen Participation Opportunities

- Development of the Citizen Participation Plan
 - Every year the HCDPC will evaluate its Citizen Participation Plan and submit any changes to it with the annual Action Plan.
 - The Citizen Participation Plan is available continuously for general comment.
 - This Citizen Participation Plan will be published as part of the final Consolidated Plan.
- Needs Assessment
 - During the development of the Consolidated Plan meetings will be attended by administering agency staff at locations throughout the state in order to solicit input on state needs.
 - Each year public hearings will be held to receive comments on the annual Action Plan.

- A series of meetings are held annually by the Housing and Community Development Planning Council to discuss state needs.
- Administering agency staff are available and welcome opportunities to speak to community and regional groups on the Consolidated Plan.
- Draft of Consolidated Plan or Action Plan
 - An estimate of the funds expected to be received in the upcoming year will be published in the Action Plan section of the Draft Consolidated Plan.
 - A description of the types of activities that can be funded will also be published.
 - At least 30 days before the final Plan is submitted for approval to the Governor's Office, citizens will be notified that a Draft of the Consolidated Plan or Action Plan is available for download at www.nhhfa.org. Printed copies will be available to those without internet access by request. This will give citizens a reasonable amount of time to review and comment on the Draft Plan.
 - The Draft Plan will contain all sections required by HUD, including the Priorities Table, and an account of all proposed uses of the expected funds. The Draft Plan will be provided to the public for free. A copy of the Consolidated Plan, or parts thereof, including this Citizen Participation Plan shall be available for download at www.nhhfa.org and provided in print to individuals lacking internet access upon request of the Office of Planning and Policy of the New Hampshire Housing Finance Authority. The Performance Report (CAPER, below) will be available on the same terms. Copies of the final Consolidated Plan shall generally not be published and made available until the U.S. Department of Housing and Urban Development has issued an approval. Until that time, the Draft Consolidated Plan for Public Comment will be made available.
 - Copies of the Consolidated Plan will be available for public review at the NHHFA offices in Bedford, at the State Library, and at other convenient locations throughout the state.
 - Information about the availability and federal approval of the final Consolidated Plan and Performance Report shall be made available to all interested parties.
 - Written suggestions are encouraged from citizens. All written suggestions are to be sent to the addresses below.

- The Final Consolidated Plan or Action Plan
 - Copies of the Final Plan and its summary will be available to citizens free of charge.

- Amendments to the Consolidated Plan or Action Plan
 - Any of the following changes shall result in an amendment to the consolidated plan: 1) a change in the allocation priorities; 2) a change in the method of distribution of funds; 3) a change in activities to be carried out using funds from any program covered by the consolidated plan not previously described in the action plan or 4) a change in the purpose, scope, location, or beneficiaries of an activity.
 - As determined necessary and approved by all three organizations (NHCDFR, BHHS, NHHFA) minor changes can be made to the plan and submitted to the U.S. Department of Housing and Urban Development without public review and comment. Major changes are defined as those changes which alter planned funding use under each federal resource by more than 20%, that add or delete exclusive targeting to one or more high priority groups, that change distribution methods, or that otherwise significantly alter the priority need groups identified or funding distributions. Such major changes shall be made only with consultation by the public. Notification of major changes shall be made by direct mail to housing and community development interests, an advertisement or legal notice in a statewide publication. Notifications will be made no later than the first day of a 30 day public comment period. The public shall be invited to provide comments (in writing or orally) to a lead agency representative. A summary of all comments together with a summary of actions taken in response shall be incorporated in the amended version of the plan.

- Consolidated Annual Performance and Evaluation Report (CAPER)
 - The CAPER must be submitted to HUD not later than 90 days after the end of the program year (December 31st).
 - Draft copies of the CAPER will be available at www.nhhfa.org and in print as stated above no less than 15 days prior to submission to HUD.
 - A public hearing will be held to discuss the CAPER with the public and receive input.

Availability of Technical Assistance

- Technical assistance on how to gain access to the funds covered by the Consolidated Plan will be available upon request to organizations and individuals serving low and moderate-income people through any of the three administrative agencies (New Hampshire Housing Finance Authority, New Hampshire Community Development Finance Authority, and the Division of Behavioral Health). Such assistance shall be in the form of program summaries and detailed application information packets, training sessions, and/or assistance through the application process tailored to the individual needs of the applicant. Each agency agrees to make program and project records available to the public in accordance with federal and state laws.
- The Community Development Finance Authority and the Bureau of Homeless and Housing Services offer periodic workshops for applicants. New Hampshire Housing Finance Authority provides technical assistance to applicants as needed or requested.
- All application packages include the application rating factors and criteria used to evaluate proposals.

Responses to Written Complaints and Concerns

- All written complaints, concerns and suggestions should be sent to any of the following:
 - William S. Ray, Director of Planning and Policy
New Hampshire Housing Finance Authority
32 Constitution Drive
Bedford, New Hampshire 03110
bray@nhhfa.org
 - Katharine Bogle Shields, Executive Director
New Hampshire Community Development Finance Authority
14 Dixon Avenue
Concord, New Hampshire 03301
kshields@nhcdfa.org
 - Maureen Ryan, Bureau of Homeless and Housing Services
Division of Community Based Care Services
State Office Park South
105 Pleasant Street
Concord, New Hampshire 03301
maureen.u.ryan@dhhs.state.nh.us

- Written complaints will receive a written response within 15 working days. The public may obtain information about the progress of the plan, its targeted development date and public hearings at any time by contacting the NHHFA at (603) 472-8623 or 1-800-640-7239, the hearing impaired may access TDD at (603) 472-2089.