



Community Development Block Grant Program

Rules

“Chapter cdfa 300 CDBG Rules”

(effective 1/01/06)

“An Investment Partner in Community Development”

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CHAPTER Cdfa 300 COMMUNITY DEVELOPMENT BLOCK GRANT RULES

PART Cdfa 301 PURPOSE AND SCOPE

Cdfa 301.01 CDBG Program Structure; Role of the Community Development Finance Authority.

(a) In accordance with RSA 162-L:16, IV, the community development finance authority is responsible for adopting rules pursuant to RSA 541-A for the application process, the criteria for evaluating applications and the administration of program activities and funds for community development block grants that are applied for and awarded to eligible municipalities.

(b) The purpose of this chapter is to implement the Housing and Community Development Act of 1974, as amended, codified at 42 U.S.C. 5301 et seq. and the federal regulations accompanying it in 24 CFR Part 570.

PART Cdfa 302 CHAPTER DEFINITIONS

Cdfa 302.01 "Applicant" means the municipality or county applying for a CDBG grant.

Cdfa 302.02 "Authority" means the community development finance authority.

Cdfa 302.03 "CDBG" means community development block grant.

Cdfa 302.04 "Chief executive officer" means "chief executive officer" as defined in RSA 162-L:11, II.

Cdfa 302.05 "Committee" means the community development advisory committee.

Cdfa 302.06 "Community development grant" means a CDBG grant in either subcategory of housing or public facilities.

Cdfa 302.07 "Congregate housing" means low income housing, predominantly for elderly, handicapped, disabled or displaced families, which might or might not have kitchen facilities but is connected to a central dining facility.

Cdfa 302.08 "Economic development entity" means an organization that:

- (a) Is incorporated for the primary purpose of providing economic development services to a defined geographic area;
- (b) Administers a revolving loan fund;
- (c) Is not an agency or instrumentality of the grantee or grantees;

(d) Has broad membership on its representative body, and elects its governing board by vote of its membership;

(e) Has the power to fill vacancies which arise on its governing body with its own nominees, approved by the membership of its governing body;

(f) Is not subject to requirements under which its assets revert to the grantee upon dissolution;

(g) Is free to contract for goods and services from vendors of its own choosing; and

(h) Is registered with the New Hampshire secretary of state as a not-for-profit organization.

Cdfa 302.09 "Economic development grant" means the awarding of CDBG funds to create or retain employment for low and moderate income persons, by business financing techniques, providing needed public facilities or increasing the expertise and capacity of non-profit regional development corporations to capitalize and manage revolving loan funds for economic development.

Cdfa 302.10 "Effectively exclude" means that the net result of the combination of ordinances, codes and written policies of a municipality or county:

(a) Exclude certain kinds of housing;

(b) Discriminate against low and moderate income persons or households; or

(c) Benefit moderate income persons or households to the exclusion of low income persons or households; even though the ordinances, codes, and policies, when taken individually, do not.

Cdfa 302.11 "Efficiency housing unit" means an apartment unit consisting of one room and therefore, one without a separate bedroom.

Cdfa 302.12 "Emergency grant" means a CDBG grant awarded in response to unpredictable events or circumstances.

Cdfa 302.13 "Entitlement municipality" means the cities of Manchester, Nashua, Portsmouth, Dover, and Rochester which receive funds directly from HUD under 42 U.S.C. 5306 (b) of the federal act.

Cdfa 302.14 "Entity" means a distinct governmental unit.

Cdfa 302.15 "Executive director" means the executive director of the community development finance authority.

Cdfa 302.16 "Family" means all persons living in the same household who are related by birth, marriage or adoption.

Cdfa 302.17 "Feasibility grant" means a CDBG grant awarded to determine whether a particular housing, public facility, or economic development grant proposal can be expected to produce the desired result and/or to determine the amount of funds which will be needed.

Cdfa 302.18 "Federal act" means Title I of the Housing and Community Development Act of 1974, as amended, codified at 42 U.S.C. 5301 et seq.

Cdfa 302.19 "Firmly committed matching funds" means a binding pledge of cash, and also includes the value of real property if donated through transfer or lease to a subrecipient for a minimum period of 20 years, but does not include anticipated money, previously expended money or sweat equity.

Cdfa 302.20 "Full-time job" means a job that requires at least 1820 work hours per year.

Cdfa 302.21 "Governing body" means the city council or board of alderman of a city or the board of selectmen or town council of a town or the county delegation of a county.

Cdfa 302.22 "Grantee" means a municipality or county which has been awarded CDBG funds or is a recipient of such funds.

Cdfa 302.23 "Household" means one person, a family or a group of persons who might or might not be related by blood, marriage or adoption and who occupy(ies) a housing unit.

Cdfa 302.24 "Housing grant" means a CDBG grant awarded to acquire, expand, improve or construct occupied housing.

Cdfa 302.25 "Housing unit" means a single room, an apartment, cooperative or condominium, a single family home or a residential unit which forms part of an independent group residence, congregate housing or shared housing.

Cdfa 302.26 "HUD" means the U.S. Department of Housing and Urban Development.

Cdfa 302.27 "Implementation guide" means the authority publication which explains and recommends ways to administer a community development block grant award and lists the applicable state and federal laws, regulations and rules.

Cdfa 302.28 "Income" means all wages and salaries, interest, social security, pensions, net business income, rental income, transfer, welfare payments, veterans' benefits, educational assistance and alimony received, but not alimony paid of adults living in the same family or household.

Cdfa 302.29 "Independent group residence" means a dwelling unit consisting of a living room, kitchen, dining area, bathroom and bedroom(s) for up to 12 elderly, handicapped or disabled but ambulatory persons and their families who are unable to live independently and who need a planned program of continual support services provided by a resident assistant.

Cdfa 302.30 "Long term benefit" means the project will provide a benefit, primarily to low and moderate income persons or households, for a minimum of 20 years and that the grantee has the administrative capacity to ensure that this benefit is maintained.

Cdfa 302.31 "Low income households" means those households:

(a) Whose income falls at or below the "very low income" level, as shown in Appendix 2, as determined by HUD in accordance with 42 U.S.C. 1437a(b)(2) of the United States Housing Act of 1937, as amended for the state of New Hampshire; and

(b) Whose income does not exceed 50 percent of the median family income, as shown in Appendix 2, as determined by HUD in accordance with 42 U.S.C. 1437a(b)(2) of the United States Housing Act of 1937, as amended for the state of New Hampshire.

Cdfa 302.32 "Low and moderate income households" means those households which meet the criteria in Cdfa 302.30 and Cdfa 302.35.

Cdfa 302.33 "Low or moderate income person" means an individual or a member of a family whose income falls at or below the level described in Cdfa 302.30 or Cdfa 302.35.

Cdfa 302.34 "Microenterprise" means "microenterprise" as defined at 42 U.S.C. 5302(a)(22) of the federal act.

Cdfa 302.35 "Microenterprise development assistance" means providing microenterprises with technical assistance, credit and business support services for establishment, stabilization and expansion.

Cdfa 302.36 "Moderate income households" means those households:

(a) Whose income falls at or below the "low income" level, as shown in Appendix 2, as determined by HUD in accordance with 42 U.S.C. 1437a(b)(2) of the United States Housing Act of 1937, as amended for the state of New Hampshire; and

(b) Whose income does not exceed 80 percent of the median family income, as shown in Appendix 2, as determined by HUD in accordance with 42 U.S.C. 1437a(b)(2) of the United States Housing Act of 1937, as amended for the state of New Hampshire.

Cdfa 302.37 "Municipality" means "municipality" as defined in RSA 162-L:11, VIII, and includes a county consisting of its non-entitlement areas and its unincorporated areas, if any.

Cdfa 302.38 "Net job creation" means the number of permanent full-time jobs plus the number of annualized permanent part-time jobs created by a business as a result of CDBG assistance, excluding seasonal, temporary and previous jobs.

Cdfa 302.39 "New Hampshire Alliance of Regional Development Corporations, Inc." means the registered New Hampshire nonprofit corporation whose membership consists of regional development corporations and whose purpose is to advocate for and support the efforts of the regional development corporations.

Cdfa 302.40 "Non-entitlement area" means "non-entitlement area" as defined in 42 U.S.C. 5302(a)(7) of the federal act.

Cdfa 302.41 "Nursing facility" means "nursing facility" as defined in RSA 151-E:2, V.

Cdfa 302.42 "OMB" means the U.S. Office of Management and Budget.

Cdfa 302.43 "Private debt financing" means underwritten, risk-assessed commercial financing that is firmly committed matching funds to a project by a third party who is independent from the business.

Cdfa 302.44 "Proforma" means a statement of projected annual operating income and expenses.

Cdfa 302.45 "Program income" means "program income" as defined in 24 CFR 570.489(e).

Cdfa 302.46 "Public facilities grant" means the awarding of CDBG funds to provide a public service or acquire, construct, reconstruct, rehabilitate, or install:

(a) Water and sewer systems;

(b) Public property such as streets, sidewalks, parks, historic sites, open space and recreation areas; or

(c) Homeless shelters and neighborhood or community centers in which to offer or provide public services.

Cdfa 302.47 "Public services" means those activities which provide or improve some aspect of a community's welfare or needs. These include, but are not limited to the operation of, child day care, elderly and handicapped activities, recreation, health programs and educational programs on health, substance abuse, energy conservation and crime prevention.

Cdfa 302.48 "Recipient" means the grantee.

Cdfa 302.49 "Regional development corporation" means an organization that:

- (a) Is incorporated for the primary purpose of providing economic development services to an area covering at least 3 municipalities;
- (b) Administers a revolving loan fund;
- (c) Is not an agency or instrumentality of the grantee or grantees;
- (d) Has equal membership on its representative body available to each of the municipalities in its chartered area and elects its governing board by vote of its membership;
- (e) Has the power to fill vacancies which arise on its governing body with its own nominees, approved by the membership of its governing body;
- (f) Is not subject to requirements under which its assets revert to the grantee upon dissolution;
- (g) Is free to contract for goods and services from vendors of its own choosing;
- (h) Is registered with the New Hampshire secretary of state as a not for profit organization; and
- (i) Is a member of the New Hampshire Alliance of Regional Development Corporations, Inc. as of January 1, 2006.

Cdfa 302.50 "Regular funding competition" means the annual application process for housing and public facilities grants.

Cdfa 302.51 "Reuse plan" means a plan which describes how program income and income from program income will be expended.

Cdfa 302.52 "Revolving loan fund (RLF)" means money in a separate and distinct account from which business loans are made and to which principal repayments are deposited for future re-lending to new borrowers.

Cdfa 302.53 "Section 8" means that section of the United States Housing Act of 1937, as amended, codified at 42 U.S.C. 1401 et seq.

Cdfa 302.54 "Serious and immediate threat" means that the condition proposed to be corrected with CDBG funds will be a detriment to the health and welfare of the community if not corrected, that no other funds are available, and that the condition became critical within the most recent 18 months.

Cdfa 302.55 "Service area" means the geographic area served by a water or sewer public facilities grant.

Cdfa 302.56 "Shared housing" means a housing unit occupied by 2 or more families, or up to 12 people consisting of some common space, a living room, kitchen, dining area and bath, and an appropriate number of bedrooms.

Cdfa 302.57 "Single room occupancy unit" means a housing unit for one individual capable of living independently which contains no kitchen or bathroom, or one, but not both, is located in a structure of 4 or more units, and is recognized as a boarding or rooming house on the tax records of the municipality.

Cdfa 302.58 "Slum" means "slum" as defined in RSA 204-C:1, XXVI.

Cdfa 302.59 "Special needs group" means those persons who are part of any group that includes but is not limited to:

- (a) Elderly;
- (b) Physically handicapped;
- (c) Persons with AIDS;
- (d) Persons with terminal illnesses;
- (e) Persons with mental illness; and
- (f) Persons with development disabilities or persons with alcohol and/or drug abuse dependency which require special services and/or housing.

Cdfa 302.60 "Subrecipient" means a village district, school district, housing , for-profit or nonprofit organization or corporation which receives CDBG funds from the grantee to implement the project for which the funds were awarded.

Cdfa 302.61 "Substandard housing unit" means a residential housing unit which does not meet physical condition standards for HUD housing that is decent, safe, sanitary and in good repair as defined in 24 CFR 5.703

Cdfa 302.62 "Sweat equity" means the value of the labor of volunteers working on CDBG activities.

Cdfa 302.63 "Target area" means the geographic area encompassing the neighborhood or community of the low and moderate income persons or households who are expected to benefit from a CDBG activity.

PART Cdfa 303 GRANT AWARD PROCEDURE

Cdfa 303.01 Role of the Executive Director and Staff.

(a) Under RSA 162-L:16, the authority shall be responsible for the administration of the New Hampshire CDBG Program.

(b) The authority staff shall score and rank the applications and make recommendations to the director according to these rules.

(c) The executive director then shall determine which applicants will receive grant awards and at what funding level. In determining final grant awards, the director shall use the same eligibility and scoring criteria as used by the staff to rank all applications.

(d) The consent of the community development advisory committee and the approval of the governor shall be necessary for federal funds to be granted pursuant to RSA 162-L:16.

(e) This process shall continue until all available funds in each grant category have been successfully awarded.

(f) Pursuant to RSA 162-L:18, I, the authority shall terminate or limit the availability of payments, in accordance with contract provisions, in those cases, after notice and hearing, where a grant recipient has been determined to have failed to comply substantially with applicable state and federal laws, rules and regulations.

Cdfa 303.02 Duties of the Community Development Advisory Committee. As provided in RSA 162-L:15 and RSA 162-L:16, and as described in Cdfa 303.01(d), the function of the committee shall be to provide advice and consent to the executive director and the authority in awarding grants, in adopting application rules and procedures and in developing criteria for awarding the federal funds provided.

Cdfa 303.03 Role of Governor, Attorney General and Executive Council. Pursuant to RSA 162-L:16, following the executive director's determination of final grant awards and the committee's consent, the approval of the governor and council shall be required. A contract between the applicant and the authority shall then be signed. In order for funds to be released, the contract shall be approved by the governor, attorney general and executive council.

PART Cdfa 304 PROGRAM HEARING PROCEDURES AND ADMINISTRATIVE REVIEWS

Cdfa 304.01 Committee Hearings. All community development advisory committee meetings shall be open to the public and an opportunity for public comment shall be provided at each meeting.

Cdfa 304.02 Administrative Review Procedure and Time Limits.

(a) This section shall be applicable to municipalities which have applied for CDBG funds for housing, public facilities, economic development and emergency grants and which either received no funds or fewer funds than requested.

(b) A municipality may apply for an administrative review of the scoring of its application by filing a written request within 15 calendar days of the date the executive director announces which applications have been approved by the committee.

(c) The request for an administrative review shall be signed by the chief executive officer of the municipality and shall contain the reasons for the requested review. The request shall not introduce new information, but shall only explain or clarify information contained in the application submitted.

(d) The executive director shall review the written request and shall also review the evaluation process and award recommendations previously made. Within 15 calendar days of receipt of the request, the executive director, based on the information on the request as well as the scoring criteria, shall recommend to the committee that it affirm or modify its prior decision.

(e) Within 30 days of the executive director's recommendation, the committee shall, based on the executive director's review of the scoring criteria in Cdfa 310.03 through Cdfa 310.07, affirm or modify its prior decision.

PART Cdfa 305 GENERAL INFORMATION FOR GRANT APPLICATIONS AND AWARDS

Cdfa 305.01 Housing and Community Development Act Objectives.

(a) To carry out the primary objective specified in 42 U.S.C. 5301(c) of the federal act, community development activities shall address at least one of the following broad national objectives specified in 42 U.S.C. 5304(b) of the federal act:

- (1) Providing a direct benefit to low and moderate income persons or households;
- (2) Preventing or eliminating slums and blight; and
- (3) Eliminating conditions which seriously and immediately threaten the public health and welfare.

(b) Consistent with the national objectives, community development grants shall, at a minimum, provide improved housing in accordance with section 8 standards, public facilities or employment opportunities primarily to low and moderate income persons or households. Grants shall not benefit moderate income persons to the exclusion of low income persons.

(c) Grants shall also include as many of the following additional state objectives as are appropriate:

- (1) Implementing the housing and community development plan and conforming to the municipality's master plan and ordinances;
- (2) Preserving and promoting existing neighborhoods and community centers;
- (3) Restoring and preserving properties which have historic, cultural, architectural or aesthetic value;
- (4) Solving community problems with long term benefits and innovative solutions;
- (5) Successfully raising funds or securing matching funds and resources from public and private sources; and
- (6) Funding needed projects for which other private or public funding shall not be available.

Cdfa 305.02 Types of Grants. To accomplish the national and state objectives, there shall be 4 grant categories, as follows:

(a) Community development grants, which shall consist of the following subcategories:

- (1) Housing grants; and
- (2) Public facilities grants;

(b) Economic development grants;

(c) Emergency grants; and

(d) Feasibility grants.

Cdfa 305.03 Eligibility of Applicant.

(a) All incorporated cities and towns, except for the entitlement municipalities shall be eligible to apply for funding under the CDBG program.

(b) All 10 counties in New Hampshire shall be eligible to apply for CDBG funding for projects within their non-entitlement area.

Cdfa 305.04 CDBG Activities.

(a) Eligible federal activities shall be those activities which are listed as eligible in 42 U.S.C. 5305(a) of the federal act and RSA 162-L:13.

(b) Ineligible activities shall be those activities which are not authorized in the list of eligible activities in 42 U.S.C. 5305(a) of the federal act.

(c) Activities not authorized shall include, but not be limited to, the following:

(1) General expense of conducting government;

(2) Political activities;

(3) New housing construction except as provided under the last resort housing provisions set forth in 24 CFR 49;

(4) Buildings for the general conduct of government, such as city halls, courthouses, or other local government office buildings;

(5) Expense of operating and maintaining public facilities such as water and sewer systems and public property, except for the limited costs for public services as described in Cdfa 306.05(a)(1); and

(6) Purchase of equipment, furnishings, motor vehicles and other personal property, except for purchases and costs related to administration of the CDBG grant in accordance with 24 CFR 85 and OMB Circulars A-87, A-102 and A-133.

(d) The ineligibility of (c)(4) above shall not apply where the activity shall only provide elderly and handicapped access to such buildings.

(e) Activities which are eligible may be undertaken by the grantee/recipient through:

(1) Its employees; or

(2) Agreements with a contractor or subrecipient through procurement procedures governed by 24 CFR 85.36 or OMB Circular A-110, whichever applies.

Cdfa 305.05 Financial Assistance. Subject to the specific requirements of each type of grant or subcategory, the following use may be made of CDBG funds:

(a) A direct grant to a grantee or eligible individual;

(b) Grants, loan guarantees, interest rate subsidies or loans to an eligible subrecipient by the grantee;

(c) Interest rate subsidies or other favorable terms from a bank participating in the project with the grantee; or

(d) Any other innovative financing used either singly or in combination with those described in (a) through (c) above.

PART Cdfa 306 COMMUNITY DEVELOPMENT GRANTS

Cdfa 306.01 Administrative Requirements.

(a) Each application shall be submitted under either the housing or the public facilities subcategory.

(b) Where 2 or more types of activities are proposed, the application shall be submitted and scored in the subcategory which reflects the principal activity and for which at least a majority of the funds have been requested. Supporting activities shall support and be incidental to the principal activity.

(c) If an application contains more than one activity the low and moderate income benefit shall be calculated on the project as a whole. Total activities shall equal at least a 51 percent low and moderate benefit, but individual activities shall at least meet one of the national objectives listed in 42 U.S.C. 5304(b) of the federal act.

(d) Municipalities may apply for and receive one or more community development and emergency grants for each federal fiscal year in which funding is available.

(e) A single municipality may apply or municipalities may apply for CDBG grants jointly, subject to the following annual funding limits and requirements:

(1) CDBG funds awarded to a municipality shall not exceed \$500,000 for one year grant(s);

(2) Any combination of municipalities, facing a common or regional problem which either requires their cooperation or where cooperation shall be more efficient, may jointly apply for a community development grant; and

(3) The funding amounts for which municipalities apply in a regular funding competition shall not exceed the municipalities' available annual funding limit.

(f) In order for municipalities to jointly apply for CDBG grants each municipality shall:

(1) Hold at least one public hearing on the proposed project in accordance with RSA 162-L:14;

(2) Obtain local government authority to apply and to undertake the proposed activities pursuant to:

- a. RSA 23 if a municipality;
- b. RSA 24 if a county; or
- c. RSA 53 if an unincorporated area;

(3) Determine which one of the entities shall accept complete financial and administrative responsibility;

(4) Clearly state in the application the rights and responsibilities of each entity;

(5) Execute an intergovernmental agreement(s) pursuant to RSA 53-A with all of the entities; and

(6) If applicable, undertake anything else which is necessary or desirable depending on the entities and the location, nature and circumstances of each activity or project.

(g) The maximum funding available for a joint application shall be the same as for an individual applicant.

(h) Grant funds requested shall be sufficient, either alone or in combination with funds from other sources, to complete the project within the grant period. The applicant shall identify the sources and amounts of other funds.

(i) Grants shall be designed and implemented in an 18-month period.

(j) Grantee administrative costs shall not exceed 15 percent of the grant funds awarded with the following restrictions:

- (1) Eligibility of such costs shall be determined using the administrative cost principles and standards established by OMB and published in OMB Circular A-87;
- (2) The salary for a housing rehabilitation specialist shall not be considered an administrative cost;
- (3) Consultant fees for writing grant applications shall be allowable for up to \$4,000 per application;

(4) Municipalities that write their own applications shall be eligible to receive up to \$4,000 per application based on actual documented costs; and

(5) Subrecipients shall not be eligible to receive any grant funds for application writing.

(k) Municipalities shall submit 3 copies of their community development application(s) no later than the last Monday in January or the last Monday in July of each year.

(l) Only information received before the close of business on the application deadline dates of (k) shall be considered in the scoring process with the exception that if the authority staff requests specific data to verify the information in the application, such information shall be considered.

(m) Municipalities shall include letter(s) of commitment, surveys and all other documentation supporting or verifying information in the application.

Cdfa 306.02 Housing Grants.

(a) Eligible housing activities shall include:

(1) Rehabilitating housing which does not meet physical condition standards for HUD housing that is decent, safe, sanitary and in good repair as defined in 24 CFR 5.703;

(2) Improving the efficient use of water and energy;

(3) Inspecting, testing and abating lead-based paint;

(4) Exterior painting;

(5) Providing elderly or handicapped access;

(6) Historic preservation;

(7) Water, sewer, street and sidewalk improvements on privately owned property;

(8) Maintenance of a housing inspection program, including a provision for a housing inspector; and

(9) Any other activity that the authority determines to be consistent with the national objectives in 42 U.S.C. 5304 (b) of the federal act.

(b) The following shall be eligible for financial assistance:

- (1) Low and moderate income homeowners; and
- (2) Landlords.

(c) Landlords shall be eligible to receive financial assistance in order to rehabilitate housing units under the following conditions:

- (1) At least 51 percent of the units in the building are occupied or if vacant, shall be reserved for low and moderate income households;
- (2) The landlord agrees to rent vacant units rehabilitated with CDBG funds to low and moderate income household(s) for no less than 5 years following completion of the project;
- (3) The rent shall meet one of the criteria below:
 - a. Not exceed 100 percent of the “Fair Market Rent for Existing Housing” published by HUD under 24 CFR 888 in the Federal Register for no less than 5 years following completion of the project; or
 - b. For rehabilitated housing and infrastructure improvements in combination with capital from entities which target low and moderate income beneficiaries, rents (including utility allowance) for CDBG assisted units shall be as defined by HUD in 42 U.S.C. 1437a(b)(2) of the United States Housing Act of 1937, as amended for the State of New Hampshire; and
- (4) All other units in the same building meet the standards in (k) whether or not all units utilize CDBG funds.

(d) Landlords shall be eligible to receive financial assistance for the housing unit(s) actually rented to a low and moderate income household(s) in a building in which less than 51 percent of the units are occupied by such households, provided that:

- (1) The landlord agrees to adhere to the requirements in (c)(2), (3) and (4); and
- (2) CDBG funds shall not be used to rehabilitate the units in the building that will not be occupied by low and moderate income households.

- (e) Landlords shall be eligible to rent at the full fair market rent level to tenants with section 8 certificates or vouchers.
- (f) Landlords shall rent at no more than the fair market rent for a one bedroom unit for an independent group residence, shared or congregate housing unit.
- (g) Landlords shall rent at no more than 60 percent of the fair market rent for an efficiency housing unit or a single room occupancy housing unit.
- (h) To meet the requirements described in (c)(1) and (2) in the case of a 2 unit structure, only one of the units shall be required to be occupied by a low and moderate income household.
- (i) Public housing authorities and private or public nonprofit organizations shall be eligible to receive CDBG financial assistance provided that they meet the criteria in this section.
- (j) Low and moderate income households that acquire housing units as a result of a project shall pay no more than 30 percent of their gross income on housing cost that shall include, but not be limited to, the following:
 - (1) Monthly mortgage payments;
 - (2) Property taxes;
 - (3) Insurance; and
 - (4) Heat.
- (k) Housing units rehabilitated with CDBG funds shall meet the following standards:
 - (1) Housing that is decent, safe, sanitary and in good repair as defined in 24 CFR 5.703, or state and municipal housing or building, electrical and plumbing codes where they exceed the HUD standards;
 - (2) The state's life safety code pursuant to RSA 153:5 and Saf-C 6000;
 - (3) The state energy code pursuant to RSA 155-D and Puc 1800; and
 - (4) Where applicable, the state's architectural barrier free design code pursuant to RSA 275-C:10 through C:18 and Abfd 300.

(l) The relevant rehabilitation standards above shall not apply where the sole activity consists of:

- (1) Painting the exterior of residences of low and moderate income households;
- (2) Removing material or architectural barriers from the residences of the elderly or handicapped; or
- (3) Water, sewer, street and sidewalk improvements on private property in support of housing.

(m) The following funding limits shall apply to housing rehabilitated or assisted with CDBG funds:

- (1) For rehabilitation of apartment units, single family and mobile/manufactured homes CDBG funds shall not exceed \$18,000 per unit; and
- (2) For single room occupancy housing CDBG funds shall be limited to \$7,000 per residential unit.

(n) For all buildings with either 8 or more residential units for which a minimum of \$100,000 in CDBG funds is proposed, the applicant shall submit a proforma analysis to show revenues and expenses that will be generated from the building. The proforma and supporting information shall be submitted with the application.

(o) The following funding limits shall apply to shared, group and congregate housing rehabilitated with CDBG funds:

- (1) For a building of up to 8 units, CDBG funds shall be limited to \$40,000 for the building plus \$10,000 per unit; and
- (2) For a building with 8 or more units, CDBG funds shall be limited to \$15,000 per unit after the \$40,000 base for the building provided that the applicant shall document financial solvency of the building by submission of a proforma analysis.

(p) Exterior paint programs shall not exceed \$300 in CDBG funds per housing unit. Paint and equipment rental shall be the only allowable costs.

(q) The relevant limits of (m) shall not apply where the rehabilitated multi-family housing shall provide a long term benefit primarily to low and moderate income households by:

- (1) Providing housing at rent levels specified in (c)(3); or

(2) Providing homeownership opportunities at costs no greater than those described in (j).

(r) The grantee shall place a 5 year lien on any residential building which has been rehabilitated with CDBG funds.

(s) A municipality may operate a revolving loan fund for a housing project provided:

(1) That low as well as moderate income households will benefit;

(2) At least an equal amount of matching loan funds will be available from banks and/or other financial institutions at market or below market interest rates;

(3) The municipality has the long term capability to administer the revolving fund after the grant closeout; and

(4) Evidence of such long term capability may be a contract with a bank or administering agency to provide such services.

Cdfa 306.03 Public Facilities Grants For Water and Sewer.

(a) Eligible activities for public facilities grants for water and sewer shall include:

(1) Extending or replacing water or sewer lines;

(2) Constructing water or sewer treatment facilities;

(3) Constructing water storage tanks or reservoirs;

(4) Digging of wells; and

(5) Any other activity that the authority determines to be consistent with the national objectives in 42 U.S.C. 5304 (b) of the federal act.

(b) Although an eligible activity, assistance for water and sewer systems serving primarily medical facilities and nursing homes shall be of low priority and shall receive 0 points when scored, as compared to the 50 points which an eligible activity otherwise shall receive.

Cdfa 306.04 Public Facilities Grants For Public Property.

(a) Eligible activities for public facilities grants for public property shall include:

(1) Constructing elderly/handicapped access to existing public buildings and property;

(2) Acquiring, constructing, reconstructing, rehabilitating or installing:

- a. Streets;
- b. Street lights;
- c. Sidewalks;
- d. Parks;
- e. Playgrounds;
- f. Recreation areas;
- g. Malls;
- h. Walkways; and
- i. Easements;

(3) Acquiring, constructing, rehabilitating or renovating:

- a. Schools for use as schools;
- b. Libraries; and
- c. Museums;

(4) Acquiring, constructing or rehabilitating medical facilities;

(5) Acquiring, constructing or rehabilitating nursing homes;

(6) Developing municipal master plans; and

(7) Any other activity that the authority determines to be consistent with the national objectives in 42 U.S.C. 5304 (b) of the federal act.

(b) The repair or maintenance of items listed in (a)(2) shall be ineligible.

(c) Notwithstanding any additional requirements which might apply to a specific public property public facilities grant, all of the activities listed in paragraph (a) shall have a

minimum match ratio of 1:1 of CDBG funds to non-CDBG funds. If the applicant cannot raise the required matching funds, the applicant shall not apply.

(d) The activities listed in paragraph (a)(3), (5) and (6), although eligible, shall be of low priority and the application shall receive 0 points when scored, as compared to the 50 points which an eligible activity otherwise shall receive.

Cdfa 306.05 Public Facilities Grants For Public Services.

(a) Eligible activities for public facilities grants for public services shall include:

(1) The use of up to 15 percent of the total CDBG grant awarded to provide public services as described in 42 U.S.C. 5305(a)(8) of the federal act, but only if the applicant:

a. Has not provided such services during the 12 months immediately preceding the date of submission of the application; and

b. Submits a self sustaining plan for continued funding of such a service once grant funds are expended;

(2) Acquiring, constructing, reconstructing, or rehabilitating the community centers, homeless shelters or neighborhood facilities in which public services shall be provided; and

(3) Any other activity that the authority determines to be consistent with the national objectives in 42 U.S.C. 5304 (b) of the federal act.

(b) The activities listed in paragraph (a)(2) with the exceptions of those related to homeless shelters and child care facilities, although eligible, shall be of moderate priority and the application shall receive 25 points when scored, as compared to the 50 points which an eligible activity otherwise shall receive.

PART Cdfa 307 ECONOMIC DEVELOPMENT GRANTS

Cdfa 307.01 Administrative Requirements.

(a) Notwithstanding the fact that Cdfa 306.01 applies to community development grants, the administrative requirements set forth in Cdfa 306.01(b), (d), (f), (g), (h), (i), (j), and (m) shall apply to each economic development application.

(b) CDBG funds awarded to a municipality in this category shall not exceed \$500,000 for a one year grant(s).

(c) Eligible activities for economic development grants shall include:

- (1) Acquiring, constructing, reconstructing, or rehabilitating commercial or industrial buildings;
- (2) Purchasing machinery and equipment;
- (3) Training of employees when conducted under the following circumstances:
 - a. As a public service pursuant to Cdfa 306.05(a)(1) ; or
 - b. When new jobs are being created and there is a lack of skilled persons in the labor market to fill the new jobs;
- (4) Acquiring land;
- (5) Making public facility improvements; and
- (6) Any other activity that the authority determines to be consistent with the national objectives in 42 U.S.C. 5304 (b) of the federal act.

(d) The following shall be eligible for financial assistance from the grantee:

- (1) For-profit subrecipients; and
- (2) Non-profit subrecipients.

(e) For-profit subrecipients shall be eligible to receive financial assistance under at least one or more of the following conditions:

- (1) The assistance shall meet the objectives in 24 CFR 570.482(e)(2);
- (2) The assistance is used solely for the added cost to be incurred by the business as a result of hiring unskilled workers and training them; or
- (3) The assistance is used solely for teaching higher skills to existing employees in order to retain them.

(f) Non-profit subrecipients shall be eligible to receive financial assistance under the following conditions:

(1) Where the assistance shall meet the objectives in 24 CFR 570.482(e)(2);

(2) Where the assistance shall be for the purpose of loaning funds to a business and capitalizing a revolving loan fund with the repayments; or

(3) Where the assistance shall be for the acquisition or improvement of land or buildings owned by the non-profit.

(g) Municipalities without any subrecipient shall be eligible to receive financial assistance where the assistance is for the purpose of making public facility improvements in support of economic development.

(h) In order to be considered for an economic development grant the applicant shall:

(1) Document the expected rate of return to the business ownership, relative to the industry in which it is participating;

(2) Document through proformas and financial projections for the business that an adequate cash flow shall exist to repay the debt resulting from the project as well as any other debt that the business has incurred; and

(3) Include a detailed analysis prepared by a certified public accountant or a certified economic development professional documenting the cash value of the CDBG assistance to the business.

(i) Grantees or subrecipients shall neither propose nor provide grants to for-profit businesses or organizations.

(j) Applications shall include documentation that demonstrates that the project is feasible.

(k) Documentation required pursuant to (j) above shall, at a minimum, include the following:

(1) A description of management capabilities and qualifications;

(2) Financial history that is sufficient to determine the following:

a. The operating cycle;

b. Cash flow;

c. Cash management;

- d. Permanent working capital;
- e. Use of discretionary funds;
- f. Profit and loss projections; and
- g. Balance sheet projections;

(3) Market plans and projections; and

(4) Confirmed project component costs by an engineer or an independent appraiser.

(l) Applications shall be accepted on a year round basis and shall be scored according to Cdfa 310.08.

Cdfa 307.02 Capacity Development Grants for Regional Development Corporations.

(a) The administrative requirements set forth in Cdfa 306.01(a), (b), (c), (d), (e), (k), and (l) shall not apply to capacity development grants for regional development corporations.

(b) Municipalities shall be eligible to apply on behalf of non-profit regional development corporations in order to increase the expertise and capacity of the non-profit in order to capitalize and manage revolving loan funds for economic development. Grants may also be used in order to expand program offerings of the regional development corporations to further the delivery of economic development services in their region.

(c) Municipalities may apply for capacity development funds in an amount not to exceed \$20,000 per year per regional development corporation in each of the calendar years 2006-2010. This grant shall not count against the municipal annual funding limit established in Cdfa 307.01 (b).

(d) Funding awards to grantees shall be made based on the past performance of the regional development corporation on whose behalf the funds are being applied for.

(e) Documentation for (d) shall include, at a minimum, the following:

- (1) A statement of assets of the regional development corporation;
- (2) Profit and loss statements of the regional development corporation;
- (3) A statement by the regional development corporation on the progress made with respect to job creation;
- (4) An annual work plan to be approved by CDFA; and

(5) A report on the outcomes of the previous year's work plan.

(f) Grantees shall be eligible to receive up to 15% of a capacity development grant award for administration.

(g) Non-profit regional development corporations shall use CDBG funds to develop and expand their capacity and expertise with regard to the following:

(1) Marketing of the revolving loan fund;

(2) Deal structuring;

(3) Financial analysis; and

(4) Loan servicing.

(h) The following activities shall be considered ineligible uses for capacity development grants for regional development corporations:

(1) Business recruitment outside the chartered boundaries of a regional development corporation;

(2) Rent of office space; and

(3) General promotion of a municipality or region as a whole.

(i) Regional development corporations shall not substitute grant funds for existing financing of overhead costs.

(j) Applicants may receive funding for capacity development grants for regional development corporations provided they document that the non-profit regional development corporation meets all of the following conditions:

(1) That loans shall create or retain at least one job for every \$20,000 received by the municipality under this subcategory;

(2) That jobs created or retained during the term of the assistance provided by capacity development grants for regional development corporations shall be filled primarily by low and moderate income persons; and

(3) That in the event a business funded as a result of receiving a capacity development grant, involves the relocation of all or part of that business, only net jobs created shall be counted towards meeting the requirements in (j) (1) and (j) (2).

(k) The scoring criteria set forth in Cdfa 310.13 through Cdfa 310.17 shall not apply to applications submitted for capacity development grants for regional development corporations.

Cdfa 307.03 Microenterprise Development Assistance Grants.

(a) Administrative requirements set forth in Cdfa 306.01(a), (b), (c), (d), (e), (k), and (l) shall not apply to microenterprise development assistance grants.

(b) Municipalities shall be eligible to apply for up to \$500,000 for a one year grant. This grant shall not count against the municipal annual funding limit established in Cdfa 307.01 (b).

(c) Municipalities shall be eligible to apply on behalf of subrecipients who will carry out microenterprise development activities.

(d) Eligible activities shall include all the activities set forth in 24 CFR 570.482 (c).

(e) Loans made to microenterprises shall not exceed \$25,000 per business.

(f) Grantees or subrecipients shall neither propose nor provide grants to for-profit businesses or organizations.

(g) Applicants shall include documentation that demonstrates the project is feasible including, at a minimum, the following:

- (1) A description of management and project staff capabilities and qualifications;
- (2) Description of the length and scope of the services to be provided;
- (3) Financial history that is sufficient to determine cash flow;
- (4) Permanent working capital for the project;
- (5) Market plans and projections;
- (6) Confirmed project component costs by outside consultants, if any; and
- (7) Evidence that the grantee or subrecipient has the long term capacity to administer the project after the grant closeout.

(h) Documentation for (g)(3) shall include, but not be limited to, the following:

- (1) A pro forma budget analysis;
- (2) Matching funds available;
- (3) Fees and other income; and
- (4) Drawdowns.

(i) Documentation for (g)(4) shall include, but not be limited to, the following:

- (1) The amount of internal funds which will be used to continue the project after the budget period; and
- (2) Other sources of operating capital.

(j) Subrecipients shall not substitute grant funds for existing financing of overhead costs.

(k) Applications shall be accepted on a year round basis and shall be scored according to Cdfa 310.12.

PART Cdfa 308 EMERGENCY GRANTS

Cdfa 308.01 Administrative Requirements.

(a) Emergency grant applications shall be submitted under the subcategory of housing, public facilities or economic development.

(b) CDBG funds awarded to a municipality in this category with a population of 10,000 or under shall not exceed \$350,000 for a one year grant(s).

(c) CDBG funds awarded to a municipality in this category with a population above 10,000 shall not exceed \$500,000 for a one year grant(s).

(d) CDBG funds shall be awarded to applicants whose project shall provide immediate relief because of:

- (1) Emergencies resulting from natural disasters;
- (2) Unanticipated events which have a serious and immediate threat to public health and safety; or
- (3) Unanticipated actions which have resulted in plant closures or permanent layoffs of employees jeopardizing the economic stability of the community.

- (e) There shall be no limit on the number of applications which may be submitted except that economic development applications under this section shall only be eligible after the economic development set aside has been awarded. Emergency grants shall be subject to the same funding limits as community development grants.
- (f) Administrative costs shall not exceed 15 percent of the grant funds awarded.
- (g) Emergency applications shall be accepted year round.
- (h) Applications shall be scored according to Cdfa 310 and shall receive a minimum score of 225 points in order to be considered for a final grant award.
- (i) The requirements of Cdfa 307 shall apply to economic development projects awarded under this section.

PART Cdfa 309 FEASIBILITY GRANTS

Cdfa 309.01 Project Requirements.

- (a) The objectives of a feasibility grant shall be to determine whether or not:
 - (1) The project proposed is feasible and/or to recommend specific action(s) to be undertaken; and
 - (2) A minimum of 51 percent of the intended beneficiaries shall be low and moderate income persons or households.
- (b) Upon completion of the study, a public hearing with opportunity for oral and written comment shall be held to discuss its recommendations and conclusions.

Cdfa 309.02 Eligible Activities.

- (a) Eligible activities shall include the study, analysis and planning of any eligible activity, including architectural and engineering redesign, which might lead to a community development or economic development grant application.
- (b) Ineligible activities shall include:
 - (1) Final architectural and engineering designs;
 - (2) Municipal master plans;
 - (3) Construction; and

(4) Any other activity that the authority determines to be inconsistent with the national objectives in 42 U.S.C. 5304 (b) of the federal act.

Cdfa 309.03 Evidence of Low and Moderate Income Benefit; Other Requirements.

(a) Housing feasibility studies for rehabilitation activities shall include the following:

- (1) A determination of area wide benefit and potential applicants by conducting an income survey of the households in the target area with at least a 67 percent random or serial response rate;
- (2) A structural inspection of at least 10 percent of the eligible units in the proposed project documenting the condition of the electrical, plumbing, heating and venting systems and the extent of code compliance; and
- (3) A program design including, but not limited to:
 - a. Plans for grant administration;
 - b. Verification of household income levels;
 - c. Structural inspections;
 - d. Funding mechanisms for eligible households;
 - e. Payment schedules;
 - f. Program outreach; and
 - g. Marketing.

(b) Public facility feasibility studies shall document a minimum 51 percent low and moderate income benefit in the service area by conducting an income survey with at least a 67 percent random or serial response rate or by using any other statistically valid method.

Cdfa 309.04 Administrative Requirements.

(a) Each application shall be submitted under the housing, public facilities, or economic development subcategory.

(b) Where 2 or more types of activities are proposed, the application shall be submitted and scored in the subcategory which reflects the principal activity and for which at least 51 percent of the funds have been requested.

(c) Applicants shall design and implement studies which can be completed within a 12 month period.

(d) The maximum grant award of \$12,000 shall be made only for feasibility studies which include architectural or engineering redesign, or economic analysis and a plan or approach to the study which has the potential for achieving the goals stated in the proposal.

(e) There shall be no yearly limit on the number of feasibility grant applications which can be submitted and received.

(f) The following restrictions shall apply to the funds awarded for feasibility studies:

(1) Eligible administrative costs shall not exceed 20 percent, or \$2,000 where the maximum of \$12,000 has been awarded;

(2) Consultant fees for writing and preparing grants shall qualify as administrative costs, but shall not exceed \$500 per application; and

(3) Any subcontract for nonadministrative services over \$2,000 shall be bid in accordance with the competitive negotiation procurement process described in 24 CFR 85.36(d)(3).

(g) The director shall give eligible municipalities and counties at least 30 days advance notice of the application deadline by first class mail.

(h) Applicants shall submit 3 copies of the application.

(i) Only information received before the close of business on the deadline date for applications shall be considered in the scoring process except that if authority staff request specific data to verify the information in the application, such information shall also be considered.

(j) Letter(s) of commitment for matching funds shall be included as part of the application.

PART Cdfa 310 SELECTION OF GRANTEES

Cdfa 310.01 Threshold Application Requirements.

(a) All applicants shall document in their application compliance with the statutory requirements of RSA 162-L:14, prior to the application deadline by providing the following:

(1) Evidence of the authority it received from its citizenry, such as, town meeting, county convention, or city council, to apply for a CDBG grant;

(2) In the case of a joint application as described in Cdfa 306.01(f):

a. Copies of all necessary intergovernmental agreements;
and

b. Relevant minutes of meetings and authorizations;

(3) Evidence of compliance with statutory public notice and hearing requirements; and

(4) Evidence of authorization by the relevant governing body to its chief executive officer to apply.

(b) Evidence of compliance for (a)(3) shall include, at a minimum, documentation of the following:

(1) Proper notice;

(2) Posting;

(3) Publication; and

(4) Minutes of at least one public hearing held to provide citizens with information and an opportunity for oral and written comment.

(c) In addition to the state statutory requirements in (a), the applicant shall document in the application compliance with the following requirements of the federal act:

(1) All applicants shall submit a housing and community development plan which shall:

a. Identify community development and housing needs which currently exist or are anticipated during the next 3 years;

b. Specify both short-and long-term community development objectives which are consistent with the national and state objectives listed in Cdfa 305.01 above;
and

c. State, as a matter of policy, that involuntary displacement of households from their neighborhoods shall be minimized;

(2) If a proposed activity(ies) might have a significant environmental impact under the National Environmental Policy Act of 1969, as amended, the entire project shall be reviewed as part of the scoring and site visit process;

(3) If activities that have a significant environmental impact are eliminated, the remainder of the application shall be scored; and

(4) The applicant shall document compliance with 42 U.S.C. 3531, the HUD Reform Act of 1989.

(d) If a housing and community development plan is currently on file at the authority and has been adopted no more than 3 years prior to submission of an application, the applicant may submit a summary.

(e) If a housing and community development plan has been revised, an update shall also be submitted.

(f) The applicant shall provide as part of the housing and community development plan, or its update, the minutes of the public hearing held to obtain citizen's comments on the plan.

(g) The notice and hearing requirements of RSA 162-L:14 shall be met.

(h) The hearing on the housing and community development plan may occur at the same time as the one held on the CDBG application, or it may be held at a separate time.

(i) Subsequent to the public hearing but before the filing of an application, the housing and community development plan shall be adopted by the municipality's governing body.

(j) In order to be eligible to apply for a fourth housing grant, the applicant shall:

(1) Have adopted a housing code for existing housing that is separate and distinct from the building code; and

(2) Maintain a housing inspection program, including a provision for a housing inspector.

(k) In order to be eligible to apply for a water or sewer grant, the New Hampshire department of environmental services shall have determined that the improvement shall be required for public health and safety for municipal, village district or public utilities commission regulated private, water or sewer systems.

(l) A municipal or village district water or sewer system shall be eligible for financial assistance only if it meets the following criteria:

(1) Its current annual metered residential water rate, or current annual sewer rate, whichever applies, for either 12,000 cubic feet or 90,000 gallons per year shall:

- a. Exceed one percent of the moderate family income from the latest decennial census;
- b. Exceed 2 percent of the moderate family income from the latest decennial census for combined residential water and sewer rates for that level of use; or
- c. Exceed the levels in a. or b. above upon completion of the proposed project.

(m) A private or county water or sewer system shall be eligible for financial assistance only if the following conditions are met:

(1) A private water system shall be eligible to receive financial assistance from an applicant municipality or county only if rate approval shall be required by the New Hampshire public utilities commission; and

(2) A county water or sewer system serving primarily institutionalized populations shall be eligible only if matching funds authorized for such improvements meet or exceed \$1,500 per bed.

(n) In order to be eligible to apply for a public property grant, the applicant shall have a minimum match ratio of 1:1 of CDBG funds to firmly committed non-CDBG funds.

(o) In order to be eligible to apply for an economic development activity under Cdfa 307.01, the applicant shall document the following:

(1) A minimum match ratio of 1:1 of firmly committed matching funds to CDBG funds;

(2) That the project creates or retains a minimum of one job for every \$20,000 of CDBG funds requested; and

(3) Either of the following:

a. That at least 60% of the jobs shall be taken by or are presently occupied by low and moderate income persons; or

b. Where existing jobs are to be retained and are not presently occupied by at least 60% low and moderate income persons but can be expected to meet this percentage prior to project closeout and where the applicant requires the business(s) to meet this percentage benefit, then the project shall be deemed eligible.

(p) The threshold requirements of (k), (l) and (m) shall not apply to the following:

(1) The cost of water meters or of water or sewer connections either between or immediately fronting the residential structures of low and moderate income households; and

(2) The cost of new wells or of water or sewer line extensions to service areas in support of a housing or an economic development project.

(q) In order to be considered for a microenterprise development grant, the applicant shall meet the following criteria:

(1) The applicant must show that both lending and technical assistance will be available, even if only one area is to be funded by the grant application;

(2) A minimum match ratio of 1:2 firmly committed matching funds to CDBG funds is required, except for projects which seek CDBG funds solely to provide training and/or technical assistance services; and

(3) A minimum of one eligible beneficiary shall be served for each \$5,000 in CDBG funds requested.

Cdfa 310.02 Evaluating Applications.

(a) The authority shall evaluate applications prior to scoring using the criteria in (c) through (m) below.

(b) The evaluation shall result in one or more of the following actions:

(1) A request for clarifying information;

(2) Limited modifications to the proposed project;

- (3) Reduced funding;
- (4) Elimination of activities that do not meet the national objective described in Cdfa 305.01 (a) and (b) or are ineligible;
- (5) Elimination of activities that do not support the principal activity;
- (6) Denial of funding for the project for clear failure to comply with one or more of the criteria listed in paragraphs (c) through (m); or
- (7) Scoring of the application.

(c) All projects shall conform to the goal of the state enabling legislation described in RSA 162-L:12 and to the primary objective as described in 42 U.S.C. 5301(c) of the federal act, which is to benefit mainly low and moderate income persons and households without excluding low income persons and households.

(d) Such projects may also, but shall not be required to, meet the other 2 national objectives and the other state objectives listed in Cdfa 305.01.

(e) To determine whether an activity meets a national objective, the criteria in 24 CFR 570.483 shall be used.

(f) In addition, the following criteria shall also be used to determine national objective compliance:

(1) For a public facilities grant for water and sewer as described in Cdfa 306.03, the applicant shall show that at least 51 percent of the households currently serviced, or expected to be serviced, by the water or sewer system shall be low and moderate income persons by:

- a. Using census data;
- b. Conducting a survey with at least a 67 percent random or serial response rate and at least 51 percent of those responding persons being low and moderate income persons; or
- c. Using any other statically valid method if the service area is comprised of over 100 users.

(2) For a public facilities grant for public property as described in Cdfa 306.04, the applicant shall show that, within the target area,

at least 51 percent of the persons expected to benefit from the proposed CDBG project shall be low and moderate income persons by:

- a. Using census data; or
- b. Conducting a survey as described in (1)b.

(3) For a public facilities grant for public services as described in Cdfa 306.05, the applicant shall show that at least 51 percent of the persons comprising the groups expected to use the community center or neighborhood facility are low and moderate income persons by:

- a. Using census data; or
- b. Conducting a survey as described in (1)b. in a demarcated target area.

(4) For a microenterprise development assistance grant as described in Cdfa 307.03, the project shall meet the national objective of benefit to low and moderate income persons using one or more of the following criteria:

- a. Limited clientele activities, whereby 100% of the beneficiaries are determined to be low and moderate income persons;
- b. Job creation or retention activities, whereby at least 60% of the jobs created or retained must be filled by low and moderate income persons; or
- c. Area benefit activities, whereby the area served must be primarily residential and where at least 51% of the residents are low and moderate income persons.

(g) The criteria in (f)(3) shall not apply to public facilities grants where the national objective compliance is determined by using the criteria in 24 CFR 570.483(b)(2).

(h) To evaluate an applicant's capacity and performance to carry out a proposed community development project, the following conditions shall apply:

(1) For prior grantees, the applicant's present capacity to undertake a new program shall be evaluated as well as the applicant's prior performance by using the following criteria:

- a. Whether the rate of progress in completing the project is an average of 6 months or more behind schedule;
- b. Whether the applicant currently has more than \$250,000 in unspent and obligated CDBG funds;
- c. The efforts made by such an applicant to provide housing for low and moderate income households generally; and
- d. The applicant's compliance with applicable laws, rules and regulations, including actions taken to clear the authority monitoring findings in accordance with 24 CFR 570.492 and audit findings in accordance with 24 CFR 570.493; and

(2) Where a revolving loan fund is proposed for economic development activities, the applicant's or subrecipient's ability to administer the fund shall be evaluated by using the following criteria:

- a. Evidence of a long-term capability including but not limited to a contract with a bank or administering agency to provide such service; and
- b. A written plan for the re-use of the recaptured loan funds.

(i) The following shall apply to the verification of information:

(1) The authority shall verify information contained in the application by reviewing:

- a. Survey and census data;
- b. Municipal master plans;
- c. Regional planning agency reports;
- d. Reports from the New Hampshire housing authority;
- e. Local universities; and
- f. Previous applications; and

(2) The data in (1) above shall be verified by:

- a. Contacting the applicant;
- b. Checking published data;
- c. Consulting state and federal agencies; or
- d. Consulting private entities.

(j) Where the authority does not have the expertise, other state agencies or private consultants hired by the authority shall be requested to perform a technical review of the application.

(k) Site visits shall be made with the applicant to further verify and evaluate the information contained in an application.

(l) Grant funds requested shall be sufficient, either alone or in combination with other funding sources, to complete the intended activities within the grant period. The applicant shall identify the sources and amounts of other funds as well as their proposed use.

(m) The applicant shall have no codes, ordinances and written policies which effectively exclude mobile homes or manufactured housing and multi-family housing for low and moderate income households.

(n) The requirement in (m) above shall not apply to feasibility grant applications.

Cdfa 310.03 Scoring of Community Development and Emergency Grant Applications.

(a) Applications shall be awarded points on the basis of the following factors cited in Table 310-1:

Table 310-1 Point Values

<u>RATING FACTORS</u>	<u>MAXIMUM POINT VALUES</u>
Municipal/County Scores Reflecting % of Household Population Receiving Human Services Assistance	10
Municipality/County Scores Reflecting Adjusted Median Household Income	10
Municipality/County Scores Reflecting % of Pre-1980 Built Housing Occupied by Needy Families	10

Municipality/County Scores Reflecting % of Persons in Poor Families or Headed by Elderly Poor Person	10
Municipality/County Scores Reflecting % of Families with Female Headed Households with Children Under 18 Years of Age	10
Municipality/County Scores Reflecting 3-Year Unemployment Rate	10
Municipal/County Scores Reflecting Municipal Equalized Tax Valuation Rate	10
Project Area Need	100
Project Impact	240
TOTAL	410

(b) Because emergency and economic development grants may be submitted year round, they shall be scored separately from other community development grants and feasibility grants.

Cdfa 310.04 Scores Reflecting Percent of Households Receiving Human Services Assistance.

(a) The authority shall use the data described in (b), (c), and (d) to establish the municipality/county scores which appear in Appendix 3. These scores reflect the percent of household population receiving state human services assistance. This percentage shall be calculated for the most recent calendar year using caseload data obtained by the authority from the New Hampshire department of health and human services.

(b) The following sequence of formulas shall be used to determine the percent of households receiving human services assistance in each municipality:

- (1) Sum the number of persons receiving:

- a. Old Age Assistance (OAA);
- b. Aid to the Needy and Blind (ANB);
- c. Aid to the Permanently Disabled and Totally Disabled (APTD);
- d. Temporary Assistance to Needy Families (TANF); and
- e. Food stamps excluding cash payments; and

(2) Divide the sum in (1) by the municipal total household population.

(c) Municipalities shall then be ranked on the basis of the percentages obtained in subparagraph (b). The municipality with the highest percentage rate shall receive 10 points, that with the lowest, 0 points, with the remaining municipalities receiving scores between 0 and 10 based on their ranking.

(d) County scores shall be calculated as follows:

(1) The score for each eligible municipality within the county shall be weighted by multiplying the municipal score from (c) by the municipal household population and dividing by the total population in the county; and

(2) The county score shall equal the sum of the weighted scores of the eligible municipalities within the county.

Cdfa 310.05 Scores Reflecting Adjusted Median Household Income.

(a) The authority shall use the data described in (b) to establish the municipality/county scores which appear in Appendix 3. These scores reflect adjusted median household income. The municipality having the highest adjusted median household income (AMHHI), as determined by the 1999 median income adjusted to a four person household size, and the 2000 mean household size for each municipality as provided by the U.S. Bureau of the Census, adjusted, shall receive 0 points. The lowest shall receive 10 points, with the remaining municipalities receiving scores between 0 and 10 based on their ranking.

(b) County scores shall be obtained by first determining the weighted scores for each eligible municipality as in Cdfa 310.04 (d)(1) and then adding the weighted scores as in Cdfa 310.04(d)(2).

Cdfa 310.06 Scores Reflecting Percentage of Pre-1980 Built Housing Occupied by Needy Families.

(a) The authority shall use the data described in (b) to establish the municipality scores reflecting old housing occupied by needy families which appear in Appendix 3. The municipality with the highest percentage of pre-1980 built housing occupied by needy families as determined by the most recent U.S. Bureau of the Census, adjusted, shall receive 10 points. The lowest shall receive 0 points, with the remaining municipalities receiving scores between 0 and 10 based on their ranking.

(b) County scores shall be calculated as follows:

(1) The score for each eligible municipality within the county shall be weighted by multiplying the municipal score from (a) by the total number of housing units in the municipality and dividing by the total number of occupied housing units in the county; and

(2) The county score shall equal the sum of the weighted scores of the eligible municipalities within the county.

Cdfa 310.07 Scores Reflecting Percentage of Persons in Poor Families or Headed by an Elderly Poor Person.

(a) The authority shall use the data described in (b) to establish the municipality scores reflecting poverty which appear in Appendix 3. The municipality with the highest percentage of persons in poor families or headed by an elderly poor person, as determined by the most recent U.S. Bureau of the Census, adjusted, shall receive 10 points. The lowest shall receive 0 points, with the remaining municipalities receiving scores between 0 and 10 based on their ranking.

(b) County scores shall be calculated as follows:

(1) The score for each eligible municipality within the county shall be weighted by multiplying the municipal score for (a) by the total number of persons in the municipality, and dividing by the total number of persons in the county; and

(2) The county score shall equal the sum of the weighted scored of the eligible municipalities within the county.

Cdfa 310.08 Scores Reflecting Percentage of Families with Female Headed Households with Children Under 18 Years of Age.

(a) The authority shall use the data described in (b) to establish the municipality scores reflecting infrastructure need and poverty which appear in Appendix 3. The municipality with the highest percentage of families with female headed households with children under 18 years of age, as determined by the most recent U.S. Bureau of the Census, adjusted, shall receive 10 points. The lowest shall receive 0 points, with the remaining municipalities receiving scores between 0 and 10 based on their ranking.

(b) County scores shall be calculated as follows:

(1) The score for each eligible municipality within the county shall be weighted by multiplying the municipal score for (a) by the total number of families in the municipality, and dividing by the total number of families in the county; and

(2) The county score shall equal the sum of the weighted scores of the eligible municipalities within the county.

Cdfa 310.09 Scores Reflecting 3-Year Unemployment Rate.

(a) The authority shall use the data described in (b) to establish the municipality scores reflecting unemployment which appear in Appendix 3. The municipality with the highest percentage of unemployment, as determined by the most recent 3 year rolling average unemployment rate provided by NH employment security, shall receive 10 points. The lowest shall receive 0 points, with the remaining municipalities receiving scores between 0 and 10 based on their ranking.

(b) County scores shall be calculated as follows:

(1) The score for each eligible municipality within the county shall be weighted by multiplying the municipal score from (a) by the three year sum of the total labor force in the municipality, and dividing by the 3 year sum of the total labor force in the county; and

(2) The county score shall equal the sum of the weighted scores of the eligible municipalities within the county.

Cdfa 310.10 Scores Reflecting Municipal Equalized Tax Valuation Rate.

(a) The authority shall use the data described in (b) to establish the municipality scores reflecting municipal equalized tax valuation rate which appear in Appendix 3. The municipality with the highest municipal equalized tax valuation rate, as determined annually by the NH department of revenue administration, shall receive 10 points. The lowest shall receive 0 points, with the remaining municipalities receiving scores between 0 and 10 based on their ranking.

(b) County scores shall be calculated as follows:

(1) The score for each eligible municipality within the county shall be weighted by multiplying the municipal score for (a) by the total equalized assessed land value in the municipality, and dividing by the total equalized assessed land value in the county; and

(2) The county score shall equal the sum of the weighted scores of the eligible municipalities within the county.

Cdfa 310.11 Project Description.

(a) The applicant shall write a project description which details the need and the impact of the project in the area.

(b) The project description shall focus on:

- (1) The nature of the problem and need for the proposed project;
- (2) The need for CDBG funds for the proposed project;
- (3) The impact the proposed project shall have on the problem;
- (4) How the proposed project shall be implemented; and
- (5) How the proposed project meets a national objective as well as the required state objective of a minimum 51 percent low and moderate income benefit for either persons or households, and any other national or state objectives by either solving the problem or lessening the need.

(c) The maximum point value for the project description shall be 100 points based on the criteria in (d) through (h).

(d) Up to 50 points shall be awarded on the basis of need and impact based on the following criteria:

- (1) A score of 50 points shall be awarded for the application showing the greatest need and impact when compared to the other applications in the same subcategory; and
- (2) The remaining applications shall receive fewer points according to the following point values cited in table 310-2:

Table 310-2 Need and Impact Points

<u>Showing of Need and Impact</u>	<u>Score</u>
Substantial	40
Moderate	25
Minimum	10

None

0

(e) Up to 50 points shall be awarded, based on the percentage of low and moderate income persons or households, residing in the target or service area at the time of application, whether or not such persons or households directly benefit by using either:

(1) A statistically valid survey that meets the requirements of Cdfa 310.02(f); or

(2) Census data most closely corresponding to the target area, or service area where applicable.

(f) The authority shall use and make census data available to the applicant.

(g) The applicant shall adhere to the following requirements when using census data:

(1) Tract, block or enumeration district census data shall be used where the target area is clearly smaller than a municipality;

(2) Where the target area encompasses a larger area or there is no tract, block or enumeration district data available, data for the entire municipality shall be used; and

(3) Where the target area covers more than one municipality, low and moderate income data shall be weighted by the total population of those municipalities.

(h) The points awarded for (e) shall equal the percentage of low and moderate income households minus 10 points but no score shall be:

(1) Above 50 points; or

(2) Less than 0 points.

Cdfa 310.12 Project Impact.

(a) Points for project impact shall be awarded based on the following point values cited in table 310-3:

Table 310-3 Project Impact Points

<u>Scoring Factors</u>	<u>Community Development and Emergency Grant Points</u>
Low and Moderate Income Benefit	50
Match Ratio	50

Priority of Proposed Activities	50
Development Concerns	10
Other Impact Concerns	80
Total	240

(b) Up to 50 points shall be awarded on the basis of the percentage of funds requested which shall provide a direct benefit to low and moderate income persons or households based on the following point values cited in table 310-4:

Table 310-4 Direct Benefit Points

Percentage by Subcategory

<u>Housing Rehabilitation</u>	<u>Public Facilities</u> <u>Economic Development</u>	<u>Points</u>
51 – 60%	51 – 55%	0
61- 70%	56 – 60%	10
71 – 80%	61 – 65%	20
81 – 90%	66 – 70%	30
91 –95%	71 –75%	40
96 – 100%	Over 75%	50

(c) Points awarded for low and moderate income persons or households shall be calculated by using the following criteria:

(1) Where the project proposes a single activity, the low and moderate income benefit shall be scored on the basis of that single activity; or

(2) Where the project proposes multiple activities, the low and moderate income benefit shall be calculated on the project as a whole with the following conditions:

a. Each activity shall be calculated separately and in direct proportion to the funds requested for each activity;

b. Each activity shall not be calculated in proportion to the funds requested for the entire project; and

c. An individual activity may benefit fewer than 51 percent low and moderate income persons or households, so long as each activity meets a national objective and the total benefit is at least 51 percent.

(d) Up to 50 points shall be awarded based on the ratio of the total, firmly committed non-CDBG matching funds, above any required threshold levels as described in Cdfa

310.01 (m)(2) and (n), to the total amount of CDBG funds requested based on the following point values cited in table 310-5:

Table 310-5 Matching Funds Points

<u>Community Development and Emergency Grant</u>	<u>Points</u>
No non-CDBG funds	0
Non-CDBG 1% to 24% of CDBG	0
Non-CDBG 25% to 49% of CDBG	10
Non-CDBG 50% to 99% of CDBG	20
Non-CDBG 100% to 199% of CDBG	30
Non-CDBG 200% to 299% of CDBG	40
Non-CDBG 300% or over of CDBG	50

(e) Priority of proposed activities shall be awarded points in the following manner:

- (1) A score of 50 points for project activities which are eligible;
- (2) A score of 25 points for project activities which are eligible but listed as moderate priority in Cdfa 306.05 (b);
- (3) A score of 0 points for project activities which are eligible but listed as low priority in Cdfa 306.03(b) and Cdfa 306.04(d); or
- (4) A prorated score, based on the percentage of requested funding amounts for lower priority activities, between 0 and 49 for projects which combine an eligible activity with a low priority activity.

(f) Up to 10 points for impacts on centers and neighborhoods shall be awarded as follows:

- (1) A score of 10 points if the activities shall preserve and promote existing neighborhoods and centers, and where applicable, shall eliminate or reduce slums and blight or shall protect and preserve historically and culturally valuable structures and sites;
- (2) A score of 5 points if the activities shall have a limited impact on existing neighborhoods and centers and where applicable, on

slums and blight or on historically or culturally valuable structures and sites; or

(3) A score of 0 points if the activities shall harm existing neighborhoods and centers and shall not eliminate or reduce slums and blight where such exist or shall harm historically or culturally valuable structures or sites.

(g) Points shall be awarded for other impact concerns for housing applications based on the following criteria:

(1) The most appropriate description of the project shall be selected in each of the areas below; and

(2) The resulting points shall then be totaled and compared to other applications in the same subcategory.

(h) Up to 20 points for number of households benefiting relative to cost, shall be awarded as follows:

(1) A score of 20 points if the project shall benefit more households and the relative cost is low as compared to other applications;

(2) A score of 10 points if the project shall benefit fewer households and/or the cost in CDBG funds per household is higher as compared to other applications; or

(3) A score of 0 points if the project will benefit a small number of households and/or the relative cost in CDBG funds per household is high.

(i) Up to 40 points for long term benefit shall be awarded as follows:

(1) A score of 40 points if a majority of the project funds shall have a long term benefit for low and moderate income households by:

a. Establishing a mechanism for maintaining long term rent levels described in Cdfa 306.02(c)(3); or

b. Providing homeownership opportunities at costs no greater than those described in Cdfa 306.02(j);

(2) A score of 20 points if a majority of the project funds might have a long term benefit for low and moderate income households

but the mechanism for maintaining long term affordability has not been addressed or the project funds shall be used for the rehabilitation of single family owner occupied housing; or

(3) A score of 0 points if a majority of the project funds shall not have a long term benefit for low and moderate income households.

(j) Up to 20 points for readiness for implementation shall be awarded as follows:

(1) A score of 20 points for either of the following, if the following conditions are met:

a. For rehabilitation and affordable housing:

1. A rehabilitation application contains a statistically valid income survey of the proposed target area, a minimum 10 percent structural inspections as described in Cdfa 309.03(a)(2) and a program design as described in Cdfa 311.01(b)(11); or

2. An application for the creation of affordable housing has completed the project design and proformas have been done to ensure a successful project; and

b. If 1. or 2. has a revolving loan component, it must comply with the requirements of Cdfa 306.02(s);

(2) A score of 10 points if an application does not contain one of the applicable criteria listed in (j)(1) above; or

(3) A score of 0 points if an application does not contain 2 of the applicable criteria listed in (j)(1) above.

(k) Points shall be awarded for other impact concerns for public facilities applications based on the following procedures:

(1) The most appropriate description of the project shall be selected in (l) through (n); and

(2) The resulting points shall then be totaled and compared to other applications in the same subcategory.

(l) Up to 20 points for number of persons benefiting relative to cost, shall be awarded as follows:

(1) A score of 20 points if the project shall benefit more persons and the relative cost in CDBG funds per person is low compared with other applications;

(2) A score of 10 points if the project shall benefit a fewer number of persons and/or the cost in CDBG funds per person is higher when compared to other applications; or

(3) A score of 0 points if the project will benefit a small number of persons or the relative cost in CDBG funds per person is high.

(m) Up to 40 points for long term benefit shall be awarded as follows:

(1) A score of 40 points if a majority of the project funds shall have a long term benefit to low and moderate income persons by either:

a. The nature of the improvements; or

b. Through long term lease agreements;

(2) A score of 20 points if a majority of the project funds might have a long term benefit but either (1)a. or b. above has not been addressed in the application; or

(3) A score of 0 points if a majority of the project funds shall not have a long term benefit to low and moderate income persons.

(n) Up to 20 points for readiness for implementation shall be awarded as follows:

(1) A score of 20 points if preliminary architectural or engineering design and cost estimates by a duly licensed architect or engineer has been completed leading directly to project implementation;

(2) A score of 10 if preliminary architectural or engineering design has been initiated but not completed; or

(3) A score of 0 points if preliminary architectural or engineering design has not been initiated.

Cdfa 310.13 Scoring of Economic Development Grants.

(a) Applications proposing an economic development entity (EDE) as a subrecipient shall be eligible to receive up to 155 points but shall receive a minimum of 75 points under Cdfa 310.14 in order to be scored further.

- (b) Applications shall be eligible to receive up to 36 points but shall receive a minimum score of 25 points under Cdfa 310.15 in order to be scored further.
- (c) If the minimum scores in (a) and (b) are achieved, the application shall then be scored under Cdfa 310.16 and Cdfa 310.17.
- (d) Applications shall be eligible to receive up to 530 points in Cdfa 310.16 and Cdfa 310.17.
- (e) Applications shall receive no less than 265 points if the application is a business loan or real estate development project, or 250 points if the application is a public facilities infrastructure grant in support of economic development or a grant to a nonprofit, as scored under Cdfa 310.16 and Cdfa 310.17 in order to be considered for a final grant award.

Cdfa 310.14 Economic Development Entity Threshold Indicators.

- (a) Applications with an EDE as a subrecipient shall be awarded a maximum of 155 points for EDE indicators, based on (d) through (m).
- (b) If the EDE is other than a regional development corporation, as defined by Cdfa 302.49, then
 - (1) 20% of the principal and interest on a project loan must be paid to the regional development corporation in whose area the project takes place, or
 - (2) If the project is for real estate development, 20% of the net sale amount must be paid to the regional development corporation in whose area the project takes place upon the sale of the real estate developed with CDBG funds.
- (c) Up to 10 points shall be awarded for the EDE's experience at acquiring project-related, non-CDBG loan and grant funds including, but not limited to, U.S. Department of Agriculture-Rural Development rural business enterprise grants/rural business opportunity grants/intermediary relending program (USDA-RD RBEG/RBOG/IRP), NH business finance authority (BFA), US Department of Commerce Economic Development Administration (EDA), and NH department of environmental services (DES), as follows:
 - (1) A score of 10 points if the EDE has or had more than 6 projects;
 - (2) A score of 5 points if the EDE has or had between 2 and 5 projects; and
 - (3) A score of 0 points if the EDE has or had 1 or no projects.

(d) Up to 15 points shall be awarded for the EDE's history of serving LMI constituents through job creation, as follows:

- (1) A score of 15 points if the EDE has a demonstrated history; and
- (2) A score of 0 points if the EDE has no demonstrated history.

(e) Up to 15 points shall be awarded for the EDE's experience in making commercial loans, as follows:

- (1) A score of 15 points if the EDE has more than 10 years of experience;
- (2) A score of 10 points if the EDE has between 5 and 10 years of experience;
- (3) A score of 5 points if the EDE has between 3 and 5 years of experience; and
- (4) A score of 0 points if the EDE has less than 3 years of experience.

(f) Up to 5 points shall be awarded if the EDE has experience making commercial loans, as measured by their collection history, as follows:

- (1) A score of 5 points if an EDE has a successful history; and
- (2) A score of 0 points if an EDE has no history or a negative history.

(g) Up to 5 points shall be awarded if the EDE has demonstrated experience in re-lending RFL funds, as follows:

- (1) A score of 5 points if the EDE has re-lent RLF funds; and
- (2) A score of 0 points if the EDE has not re-lent RLF funds.

(h) Up to 10 points shall be awarded if the EDE has participated in real estate-related projects, as follows:

- (1) A score of 10 points if the EDE has or had 6 or more real estate projects;
- (2) A score of 5 points if the EDE has or had between 1 and 5 real estate projects; and

(3) A score of 0 points if the EDE has or had no real estate projects.

(i) Up to 25 points shall be awarded for the EDE's lending experience, as follows:

(1) A score of 5 points if the EDE has or had one or more participation loans with a commercial bank;

(2) A score of 5 points if the EDE has or had one or more participation loans with a non-profit lending institution;

(3) A score of 5 points if the EDE has closed at least one CDBG project during the previous 5 years;

(4) A score of 5 points if the EDE has or had access to other RLF funds, such as RBEG, RBOG, and IRP; and

(5) A score of 5 points if their board of directors is comprised of community representatives as a requirement of their by-laws.

(j) Up to 10 points shall be awarded for the scope of the EDE service area, as follows:

(1) A score of 10 points if the EDE serves more than 5 municipalities;

(2) A score of 5 points if the EDE serves at least 2 and not more than 5 municipalities; and

(3) A score of 0 points shall be awarded if the EDE serves only 1 municipality.

(k) Up to 15 points shall be awarded if the EDE manages its own RLF, as defined in Cdfa 302.51, and documented with an audit or compiled financial statements, as follows:

(1) A score of 15 points if the EDE's RLF is over \$2,000,000;

(2) A score of 10 points if the EDE's RLF is at least \$1,000,000 and less than \$2,000,001;

(3) A score of 5 points if the EDE's RLF is at least \$100,000 and less than \$1,000,000; and

(4) A score of 0 points if the EDE's RLF is less than \$100,000.

(l) Up to 15 points shall be awarded if the EDE has the capacity for loan origination, closings, and disbursements and collections, as follows:

- (1) A score of 15 points if the EDE has in-house capacity;
- (2) A score of 10 points if the EDE has a long-term arrangement with a qualified outside entity;
- (3) A score of 5 points if the EDE contracts on a project-by-project basis; and
- (4) A score of 0 if the EDE has no capacity.

(m) Up to 30 points shall be awarded for the EDE's management and experience, as follows:

- (1) A score of 5 points if the EDE's loan portfolio is reviewed regularly by the board of directors or loan committee;
- (2) A score of 5 points if the EDE utilizes an adequate financial management and accounting system;
- (3) A score of 5 points if the EDE uses an attorney for loan closings;
- (4) A score of 5 points if the EDE maintains a funded loan loss reserve (LLR), and has documented LLR guidelines;
- (5) A score of 5 points if at least one EDE staff member has 5 or more years of commercial financing experience; and
- (6) A score of 5 points if at least one EDE staff member has a recognized economic development certification or post-graduate related degree.

Cdfa 310.15 Financial Indicators.

(a) Applications shall be awarded a maximum of 36 points for financial indicators on the basis of the following point values:

- (1) A score of 2 points if a review of the documentation provided under (b) indicates a strength in the particular industry;
- (2) A score of one point if a review of the documentation provided under (b) indicates that there is no effect in the particular industry; and

(3) A score of 0 points if a review of the documentation provided under (b) indicates a weakness in the particular industry.

(b) The point values listed in (a) shall be awarded for each of the following financial indicators:

(1) Days receivable which means the average number of days it takes the business to collect on its accounts receivable are nearly equal to payment terms;

(2) Days payable which means the average number of days it takes for the business to pay its suppliers are nearly equal to payment terms;

(3) Payables are less than inventory;

(4) Days accrual, which means the average number of days of expenses, exclusive of payables, a business has incurred during the period covered by the financial statement but not yet paid are nearly equal to the payroll cycle;

(5) Payment of taxes are current;

(6) Days inventory which means the average number of days worth of raw materials, work in process and finished goods held by the business are nearly equal to the inventory cycle;

(7) Status of notes receivable;

(8) Status of notes payable or subordinated officer debt;

(9) Evidence that officers debt is truly subordinated;

(10) Debt to equity ratio is reasonable;

(11) Positive retained earnings;

(12) Increase in sales;

(13) Stable ratio of cost of goods sold to sales;

(14) Sales and general administrative costs to sales ratio is stable;

(15) Officer compensation is reasonable;

(16) Operating profit to sales ratio is stable;

(17) Earnings before taxes to sales ratio is stable; and

(18) Expenses are controlled and determined at the discretion of the ownership of the business and are thereby available to be reduced to create more capacity to pay for additional debt.

(c) The expenses discussed in (b)(18) shall include, but not be limited to, the following:

(1) Officer compensation;

(2) Rent expense;

(3) Interest expense; and

(4) Depreciation expense.

(d) In order to address each of the financial indicators listed in (b), the applicant shall provide documentation including, at a minimum, the following:

(1) Financial statements of the business for a minimum of the past 3 years from the date of submittal of the application;

(2) Payment terms of the suppliers to the business;

(3) Payment terms of the business to its buyers;

(4) Current inventory;

(5) Payroll cycle;

(6) Inventory cycle;

(7) Aging of receivables;

(8) Balance due and payment terms of subordinated officer debt;

(9) Detailed listing of sales and general administrative costs; and

(10) Any other documentation that exists to provide the information needed to evaluate the financial indicators of a specific business.

Cdfa 310.16 Public Benefit.

(a) The applicant shall document the public benefit to be achieved as a result of the project.

- (b) The maximum point value for this category shall be 420 points.
- (c) Points shall be awarded for direct benefit to low and moderate income persons based on the criteria in (d) through (y).
- (d) The applicant's percent of households receiving human services assistance shall be awarded points as described in Cdfa 310.04.
- (e) The applicant's AMHHI shall be awarded points as described in Cdfa 310.05.
- (f) The applicant's score reflecting the percent of pre-1980 built housing occupied by needy families shall be awarded points as described in Cdfa 310.06.
- (g) The applicant's score reflecting percentage of persons in poor families or headed by an elderly poor person shall be awarded points as described in Cdfa 310.07.
- (h) The applicant's score reflecting percentage of families with female headed households with children under 18 years of age shall be awarded points as described in Cdfa 310.08
- (i) The applicant's score reflecting 3-year unemployment rate shall be awarded points as described in Cdfa 310.09.
- (j) The applicant's score reflecting municipal equalized tax valuation rate shall be awarded points as described in Cdfa 310.10
- (k) Up to 10 points for the applicant's unemployment rate, as established by the current data provided by the New Hampshire department of employment security for the applicant's labor market area shall be awarded as follows:
 - (1) A score of 10 points if the rate is more than 25% above the current state average;
 - (2) A score of 8 points if the rate is 13.1% to 25% above the current state average;
 - (3) A score of 6 points if the rate is 3.1% to 13% above the current state average;
 - (4) A score of 3 points if the rate is 0% to 3% above the current state average; or
 - (5) A score of 0 points if the rate is below the current state average.

(l) Up to 10 points awarded for the applicants median family income, as established by HUD based on section 8 income data as shown in Appendix 2 shall be awarded as follows:

- (1) A score of 10 points if the median family income is 21% or more below the state average;
- (2) A score of 8 points if the median family income is 11% to 20% below the state average;
- (3) A score of 6 points if the median family income is up to 10% below the state average;
- (4) A score of 3 points if the median family income is equal to the state average; or
- (5) A score of 0 points if the median family income is above the state average.

(m) Up to 10 points shall be awarded based on the applicant's percentage of dropout rate from grades 9-12 in the applicant's school district, or if the applicant is a county, the average percentage dropout rate for all school districts in the county, as follows:

- (1) A score of 10 points if the dropout rate is at least 7%;
- (2) A score of 5 points if the dropout rate is 5.0% to 6.9%;
- (3) A score of 3 points if the dropout rate is 3.0% to 4.9%; or
- (4) A score of 0 points if the dropout rate is 0% to 2.9%.

(n) Up to 20 points for net job creation by the business shall be awarded as follows:

- (1) A score of 20 points if more than 30 net jobs are created;
- (2) A score of 15 points if 21 to 30 net jobs are created;
- (3) A score of 10 points if 11 to 20 net jobs are created;
- (4) A score of 5 points if 5 to 10 jobs are created; or
- (5) A score of 0 points if fewer than 5 jobs are created.

(o) Where the economic development activity cost per net job created is less than \$20,000, up to 10 points shall be awarded as follows:

(1) A score of 10 points if the project shall require less than \$6,000 of CDBG funds per net job created;

(2) A score of 5 points if the project shall require \$6,001 to \$16,000 of CDBG funds per net job created; or

(3) A score of 0 points if the project shall require more than \$16,000 of CDBG funds per net job created.

(p) Up to 20 points shall be awarded based on the percent of jobs available to low and moderate income persons, as follows:

(1) A score of 20 points if 91% or more of the jobs are available to low and moderate income persons;

(2) A score of 15 points if at least 81% but less than 91% of the jobs are available to low and moderate income persons;

(3) A score of 10 points if at least 71% but less than 81% of the jobs are available to low and moderate income persons;

(4) A score of 5 points if at least 61% but less than 71% of the jobs are available to low and moderate income persons; or

(5) A score of 0 points if 60% or less of the jobs are available to low and moderate income persons.

(q) Up to 20 points shall be awarded for the percentage of the applicable labor market area average entry wage per job as published in the most current New Hampshire Occupational Employment and Wages Report from NH employment security, economic and labor market information bureau for comparable jobs for at least 80% of the net jobs created as follows:

(1) A score of 20 points if the average entry wage per job is greater than 115% of the labor market area average entry wage;

(2) A score of 15 points if the average entry wage per job is 101% to 115% of the labor market area average entry wage;

(3) A score of 10 points if the average entry wage per job is 86% to 100% of the labor market area average entry wage;

(4) A score of 5 points if the average entry wage per job is 70% to 85% of the labor market area average entry wage; or

(5) A score of 0 points if the average entry wage per job is below 70% of the labor market area average entry wage.

(r) Up to 160 points shall be awarded for benefits to be received for at least 80% of the net jobs created based on the following criteria:

(1) Up to 30 points if the business provides group medical insurance, as follows:

- a. A score of 30 points if the business pays 76% - 100% of the cost;
- b. A score of 20 points if the business pays 51% - 75% of the cost;
- c. A score of 10 points if the business pays 50% of the cost;
- d. A score of 5 points if the business pays less than 50% of the cost; or
- e. A score of 0 points if the business does not pay any of the cost, or insurance is not offered;

(2) Up to 10 points if the business provides group dental insurance, as follows:

- a. A score of 10 points if the business pays 76%-100% of the cost;
- b. A score of 8 points if the business pays 51% - 75% of the cost;
- c. A score of 4 points if the business pays 50% of the cost;
- d. A score of 2 points if the business pays less than 50% of the cost; or
- e. A score of 0 points if the business does not pay any of the cost, or if insurance is not offered;

(3) Up to 10 points if the business provides group vision insurance, as follows:

- a. A score of 10 points if the business pay 76%-100% of the cost;

b. A score of 8 points if the business pays 51% - 75% of the cost;

c. A score of 4 points if the business pays 50% of the cost;

d. A score of 2 points if the business pays less than 50% of the cost; or

e. A score of 0 points if the business does not pay any of the cost, or if insurance is not offered;

(4) Up to 20 points based on the extent of the medical insurance coverage, as follows:

a. A score of 20 points if the business offers medical insurance coverage for the employee and dependents; or

b. A score of 0 points if the business offers medical insurance coverage for the employee only;

(5) Up to 10 points if the business provides paid vacation time off, as follows:

a. A score of 10 points if the business provides 10 or more days;

b. A score of 5 points if the business provides between 5 and 9 days; or

c. A score of 0 points if the business provides fewer than 5 days off, or no paid time off;

(6) Up to 10 points if the business provides paid sick time off, as follows:

a. A score of 10 points if the business provides 5 or more days;

b. A score of 5 points if the business provides between 1 and 4 days; or

c. A score of 0 points if the business provides no paid sick time off;

(7) Up to 5 points if the business provides paid holidays, as follows:

- a. A score of 5 points if the business provides 9 or more days;
- b. A score of 3 points if the business provides between 6 - 8 days; or
- d. A score of 0 points if the business provides fewer than 6 paid holidays;

(8) Up to 5 points if the business provides paid bereavement off, as follows:

- a. A score of 5 points if the business provides 3 or more days;
- b. A score of 3 points if the business provides between 1 and 2 days; or
- c. A score of 0 points if the business provides no paid bereavement time off;

(9) Up to 5 points if the business provides a life insurance plan, as follows:

- a. A score of 5 points if the business provides the plan at no cost to the employee;
- b. A score of 3 points if the business provides a plan requiring an employee contribution; or
- c. A score of 0 points if the business provides no life insurance plan;

(10) Up to 5 points if the business provides a short-term disability insurance plan, as follows:

- a. A score of 5 points if the business provides the plan at no cost to the employee;
- b. A score of 3 points if the business provides a plan requiring an employee contribution; or
- c. A score of 0 points if the business provides no short-term disability insurance plan;

(11) Up to 5 points if the business provides a long-term disability insurance plan, as follows:

- a. A score of 5 points if the business provides the plan at no cost to the employee;
- b. A score of 3 points if the business provides a plan requiring an employee contribution; or
- c. A score of 0 points if the business provides no long-term disability insurance plan;

(12) Up to 20 points if the business provides a tax-exempt retirement plan, or equivalent, as follows:

- a. A score of 20 points if the business contributes to the plan;
- b. A score of 10 points if the business provides a plan to which only the employee contributes; or
- c. A score of 0 points if the business provides no tax-exempt retirement plan or equivalent;

(13) Up to 10 points if the business provides a pension plan, as follows:

- a. A score of 10 points if the business contributes to the plan; or
- b. A score of 0 points if the business provides no pension plan;

(14) Up to 10 points if the business provides for employees' childcare, as follows:

- a. A score of 10 points if the business provides childcare on-site;
- b. A score of 5 points if the business contributes to the cost of employees' childcare; or
- c. A score of 0 points if the business does not contribute to employees' childcare; and

(15) Up to 5 points if the business provides other employee benefits, as follows:

- a. A score of 1 point if the business provides flextime;
- b. A score of 1 point if the business provides a wellness program;
- c. A score of 1 point if the business provides profit-sharing;
- d. A score of 1 point if the business provides a bonus program; or
- e. A score of 1 point if the business provides an additional, specific benefit.

(s) Up to 20 points for level of training for at least 80% of the net jobs created shall be awarded as follows:

- (1) A score of 20 points if the business pays at least 50% of the tuition to an institution of higher learning for an associates degree or higher;
- (2) A score of 15 points if the business pays at least 50% of the tuition to an institution of higher learning for job-related courses;
- (3) A score of 10 points if the business has an apprentice training or vocational training program of 6 months or more duration;
- (4) A score of 5 points if the business provides GED instruction on paid time; or
- (5) A score of 0 points if the business has only on the job training.

(t) The percent of full time permanent jobs to be created shall be awarded one point for each percentage point over 80%.

(u) Up to 5 points for the percentage of jobs to be dedicated to special needs groups, as defined in Cdfa 302.58, shall be awarded as follows:

- (1) A score of 5 points if the percentage is 25% or greater; or
- (2) A score of 0 points if the percentage is less than 25%.

(v) Up to 20 points for regional employment diversification shall be awarded as follows:

(1) A score of 20 points if the business represents an industry new to the applicant's labor market area;

(2) A score of 10 points if the business offers an upgrading of skills in an existing industry in the applicant's labor market area;
or

(3) A score of 0 points if the business has no effect on employment diversification in the applicant's labor market area.

(w) Up to 10 points for long term commitment to the region by the business shall be awarded as follows:

(1) A score of 10 points if the business owns or will own real property;

(2) A score of 5 points if the business has or will have a lease on the project property for 5 or more years;

(3) A score of 3 points if the business has or will have a lease agreement on the project property for between 3 and 4 years; or

(4) A score of 0 points if the business has or will have a lease agreement for less than 3 years.

(x) Up to 5 points for the extent that the project shall reduce the local demand for social service assistance shall be awarded as follows:

(1) A score of 5 points if the business can document an active partnership with the social service agencies in the applicant's labor market area; or

(2) A score of 0 points if the business cannot document a partnership with the social service agencies in the applicant's labor market area.

(y) Up to 15 points shall be awarded for the extent that the project shall contribute towards the revitalization of a downtown area or historic rehabilitation, as follows:

(1) A score of 10 points if the project contributes to the revitalization of a downtown area;

(2) A score of 5 points if the project building has been determined by the New Hampshire division of historic resources to be eligible for listing in the state or national register of historic places;

(3) A score of 3 points if the project uses historic rehabilitation tax credits, as defined in 36 CFR 67; or

(4) A score of 0 points if the project has no effect on the revitalization of a downtown area or historic rehabilitation.

Cdfa 310.17 Business Benefit.

(a) The applicant shall document the benefit to the business to be achieved as a result of the project.

(b) The maximum point value for this category shall be 110 points for business loans and real estate projects and 75 points for public infrastructure projects in support of economic development and grants to non-profits creating jobs.

(c) The applicant shall submit a detailed analysis and narrative pursuant to:

(1) Paragraph (d), if the project involves a loan to a private business;

(2) Paragraph (e), if the project involves real estate development through an EDE;

(3) Paragraph (f), if the project involves a public infrastructure improvement; or

(4) Paragraph (g), if the project involves a grant to a nonprofit creating jobs.

(d) The detailed analysis and narrative shall describe the business need for assistance and the value of the proposed loan assistance package to the business, with points awarded as follows:

(1) Up to 20 points based on the availability of non-CDBG match funding compared to the CDBG grant amount, as follows:

a. A score of 20 points if the match ratio is greater than 3:1;

b. A score of 10 points if the match ratio is between 1:1.1 and 3:1; or

c. A score of 0 points if the match ratio is equal to 1:1;

(2) Up to 20 points based on the payment capacity of the business to support the proposed debt, as follows:

- a. A score of 20 points if the total debt coverage ratio is at or less than 1.3;
- b. A score of 10 points if the total debt coverage ratio is greater than 1.3 but less than 1.5; or
- c. A score of 0 if the total debt coverage ratio is 1.5 or greater;

(3) Up to 20 points based on the cash value of the CDBG assistance, as follows:

- a. A score of 20 points if the value of the assistance is between 0% and 5% of the CDBG grant amount;
- b. A score of 10 points if the value of the assistance is between 5.1% and 10% of the CDBG grant amount;
- c. A score of 5 points if the value of the assistance is between 10.1% and 15% of the CDBG grant amount; or
- d. A score of 0 points if the value of the assistance is greater than 15% of the CDBG grant amount; and

(4) Up to 50 points for the effect of the proposed loan on the financial stability of the EDE, as follows:

- a. A score of 10 points if income from loan fees and interest is sufficient to contribute towards staff and overhead;
- b. A score of 5 points if a minimum of 5% of income from loan fees and interest will be contributed towards a loan loss reserve;
- c. A score of 5 points if a minimum of 5% of income from loan fees and interest will be contributed towards capitalization of the RLF;
- d. Up to 10 points based on the term of the loan, as follows:

1. A score of 10 points if the principal is returned to the RLF in 3 years or less;
2. A score of 5 points if the principal is returned to the RLF in more than 3 years and up to 5 years; or
3. A score of 0 points if the principal is returned to the RLF in more than 5 years;

e. Up to 5 points based on the security position on real property, as follows:

1. A score of 5 points if the CDBG funded debt holds first or second position;
2. A score of 3 points if the CDBG funded debt holds third position; or
3. A score of 0 points if the CDBG funded debt holds less than third position;

f. Up to 5 points on the security position on machinery and equipment, as follows:

1. A score of 5 points if the CDBG funded debt holds first or second position;
2. A score of 3 points if the CDBG funded debt holds third position; or
3. A score of 0 points if the CDBG funded debt holds less than third position;

g. Up to 5 points based on the security position on all other business assets, as follows:

1. A score of 5 points if the CDBG funded debt holds first or second position;
2. A score of 3 points if the CDBG funded debt holds third position; or
3. A score of 0 points if the CDBG funded debt holds less than third position; and

h. Up to 5 points based on the security position of personal guarantees of the business owner(s), as follows:

1. A score of 5 points if the CDBG funded debt has an unconditional guarantee;
2. A score of 3 points if the CDBG funded debt has a limited guarantee; or
3. A score of 0 points if the CDBG funded debt has no guarantee.

(e) The detailed analysis and narrative shall describe the business need for assistance and the value of the proposed real estate assistance package to the business, with points awarded as follows:

(1) Up to 20 points based on the availability of non-CDBG match funding compared to the CDBG grant amount, as follows:

- a. A score of 20 points if the match ratio is greater than 3:1;
- b. A score of 10 points if the match ratio is between 1:1.1 and 3:1; or
- c. A score of 0 points if the match ratio is equal to 1:1;

(2) Up to 20 points based on the financial ability of the private business to create or retain jobs, as follows:

- a. A score of 20 points if the total debt coverage ratio is at or greater than 1.5;
- b. A score of 10 points if the total debt coverage ratio is greater than 1.3 but less than 1.5; or
- c. A score of 0 points if the total debt coverage ratio is at or less than 1.3;

(3) Up to 20 points based on the rent to be paid by the private business as compared to local market rates, as follows:

- a. A score of 20 points if the rent is greater than market rate;

b. A score of 10 points if the rent is equal to market rate; or

c. A score of 0 points if the rent is less than market rate;

(4) Up to 20 points based on the cash value of the CDBG assistance, as follows:

a. A score of 20 points if the value of the assistance is between 0% and 5% of the CDBG grant amount;

b. A score of 10 points if the value of the assistance is between 5.1% and 10% of the CDBG grant amount;

c. A score of 5 points if the value of the assistance is between 10.1% and 15% of the CDBG grant amount; or

d. A score of 0 points if the value of the assistance is greater than 15% of the CDBG grant amount;

(5) Up to 20 points based on the effect of the lease payments generated from the real estate development on the financial stability of the EDE, as follows:

a. A score of 10 points if the income from the proposed rent is sufficient to pay for the debt service on the construction debt of the project;

b. A score of 5 points if the income from the proposed rent is sufficient and will be contributed to an operating reserve for the proposed real estate; or

c. A score of 5 points if the income from the proposed rent is sufficient and will be contributed to staff or overhead; and

(6) Up to 10 points based on the sale of the proposed real estate, as follows:

a. A score of 10 points if the proposed real estate has a lease with an option to buy in 5 years or less;

b. A score of 5 points if the proposed real estate has a lease with an option to buy in more than 5 and up to 7 years; or

c. A score of 0 points if the proposed real estate has a lease with an option to buy in more 7 years, or no option to buy, or an option to buy at an unknown time.

(f) The detailed analysis and narrative shall describe the business need for assistance and the value of the proposed infrastructure improvement to the municipality and the business, with points awarded as follows:

(1) Up to 20 points based on the availability of non-CDBG match funding compared to the CDBG grant amount, as follows:

a. A score of 20 points if the match ratio is greater than 3:1;

b. A score of 10 points if the match ratio is between 1:1.1 and 3:1; or

c. A score of 0 points shall be awarded if the match ratio is equal to 1:1;

(2) Up to 20 points based on the financial ability of the business to create the proposed jobs, as follows:

a. A score of 20 points if the business' debt coverage ratio is at or greater than 1.5;

b. A score of 10 points if the business' debt coverage ratio is greater than 1.3 but less than 1.5; or

c. A score of 0 points if the business' debt coverage ratio is at or less than 1.3;

(3) Up to 25 points based on the municipality's available debt capacity, as follows:

a. A score of 25 if the CDBG costs are 41% or more of municipal debt capacity;

b. A score of 20 if the CDBG costs are 31% to 40% of municipal debt capacity;

c. A score of 15 if the CDBG costs are 21% to 30% of municipal debt capacity;

d. A score of 10 if the CDBG costs are 11% to 20% of municipal debt capacity; or

d. A score of 5 if the CDBG costs are less than 11% of municipal debt capacity; and

(4) Up to 10 points based on the economic and community effects of the project on the municipality, as follows:

a. A score of 2 points if the project will have a positive, defined economic multiplier impact;

b. A score of 2 points if the project will increase the town's tax base;

c. A score of 2 points if the project increases the market value of a municipality's industrial park;

d. A score of 2 points if the project has positive effect on the health or safety of the project vicinity;
or

e. A score of 2 points if the project reflects implementation of a specific aspect of the municipality's master plan.

(g) The detailed analysis and narrative shall describe the nonprofit business need for the assistance, with points awarded as follows:

(1) Up to 20 points based on the availability of non-CDBG match funding compared to the CDBG grant amount, as follows:

a. A score of 20 points if the match ratio is greater than 3:1;

b. A score of 10 points if the match ratio is 1:1.1 to 3:1; or

c. A score of 0 points if the match ratio is equal to 1:1;

(2) Up to 20 points based on the financial strength of the nonprofit, as follows:

a. A score of 10 points if the nonprofit has reserves or documented future income which will support the on-going operation of the project; or

b. A score of 10 points if the nonprofit has successfully conducted fundraising for at least 2 years;

(3) Up to 20 points based on the management strength of the nonprofit, as follows:

a. A score of 10 points if the nonprofit has been in existence for 6 or more years

b. A score of 5 points if the nonprofit has been in existence for at least 2 years and up to 5 years;

c. A score of 5 points if the executive director has more than 2 years in the field of the nonprofit; or

d. A score of 5 points if a majority of the members of the board of directors of the nonprofit have served for 2 or more years; and

(4) Up to 15 points based on the economic and community effects of the project, as follows:

a. A score of 5 points if the project addresses a labor shortage in a field with community benefit;

b. A score of 5 points if the project provides training with a benefit to economic stability for a specific population, defined by the applicant, at-risk of unemployment; or

c. A score of 5 points if the project has a positive effect on the health or safety of the community served by the nonprofit.

Cdfa 310.18 Scoring of Microenterprise Development Assistance Grants.

(a) Applications shall be eligible to receive up to 455 points but shall receive a minimum score of 170 points under Cdfa 310.19.

(b) If the minimum score in (a) above is achieved, the application shall be then scored under Cdfa 310.20 and Cdfa 310.21 below and shall be eligible to receive up to an additional 330 points.

(c) Applications shall receive no less than 145 points under Cdfa 310.20 and Cdfa 310.21 to be considered for a final grant award.

Cdfa 310.19 Public Benefit Indicators.

(a) Applications shall be awarded a maximum of 435 points for public benefit indicators on the basis of the point values described in (b) through (f).

(b) Up to 200 points shall be awarded for direct benefit to low and moderate income persons based on the criteria which follows:

(1) Up to 50 points for provision of services to special needs groups or for other targeted low and moderate individuals as follows:

- a. A score of 50 points if services are provided to 76 or more individuals on an annualized basis;
- b. A score of 35 points if services are provided to 60-75 individuals on an annualized basis;
- c. A score of 20 points if services are provided to 40-59 individuals on an annualized basis;
- d. A score of 10 points if services are provided to 25-39 individuals on an annualized basis; or
- e. A score of 0 points if services are provided to fewer than 25 individuals on an annualized basis;

(2) For provision of services to other low and moderate income persons:

- a. A score of 50 points if services are provided to 76 or more persons on an annualized basis;
- b. A score of 35 points if services are provided to 60-75 persons on an annualized basis;
- c. A score of 20 points if services are provided to 40-59 persons on an annualized basis;

d. A score of 10 points if services are provided to 25-39 persons on an annualized basis; or

e. A score of 0 points if services are provided to fewer than 25 persons on an annualized basis;

(3) For provision of loans to microenterprises whose owners qualify as low and moderate income, or whose current employees are predominantly low and moderate income, or whose future hires will be low and moderate income:

a. A score of 50 points if 76 or more loans will be made on an annualized basis;

b. A score of 35 points if 51-75 loans will be made on an annualized basis;

c. A score of 20 points if 26-50 loans will be made on an annualized basis;

d. A score of 10 points if 10-25 loans will be made on an annualized basis; or

e. A score of 0 points if fewer than 10 loans will be made on an annualized basis;

(4) For the creation/retention of jobs:

a. A score of 25 points if 41 or more jobs will be created/retained on an annualized basis;

b. A score of 15 points if 31-40 jobs will be created/retained on an annualized basis;

c. A score of 10 points if 21-30 jobs will be created/retained on an annualized basis;

d. A score of 5 points if 10-20 jobs will be created/retained on an annualized basis; or

e. A score of 0 points if fewer than 10 jobs will be created/retained on an annualized basis; and

(5) For the percent of jobs created/retained filled by low and moderate income persons:

- a. A score of 25 points if 91-100% of the jobs created/retained will be filled by low and moderate income persons;
- b. A score of 15 points if 81-90% of the jobs created/retained will be filled by low and moderate income persons;
- c. A score of 10 points if 71-80% of the jobs created/retained will be filled by low and moderate income persons;
- d. A score of 5 points if 61-70% of the jobs created/retained will be filled by low and moderate income persons; or
- e. A score of 0 points if 60% or fewer of the jobs created/retained will be filled by low and moderate income persons.

(c) Up to 115 points shall be awarded for area need, as follows:

- (1) The applicant's percent of households receiving human services assistance points as describe in Cdfa 310.04;
- (2) The applicant's AMHHI points as described in Cdfa 310.05;
- (3) The applicant's unemployment rate points as described in Cdfa 310.16(k);
- (4) The applicant's median family income points as described in Cdfa 310.16(l); and
- (5) The applicant's per capita taxable valuation as described in Cdfa 310.16(m).

(d) Up to 30 points shall be awarded for demonstrated user demand, as evidenced by a listing of microenterprises and potential microentrepreneurs waiting for services or historical statistical data of service usage, and need for services to microenterprises, including training, technical assistance and credit, as follows:

- (1) A score of 30 points if none of the above services are available in the project area and there is a documented user demand;
- (2) A score of 15 points if any of training, technical assistance or credit are not available in the project area and there is a documented user demand; or

(3) A score of 0 points if all of the above services are available in the project area or there is no documented user demand.

(e) Up to 30 points shall be awarded for local area benefit to the extent that the project shall reduce the local demand for social service assistance, as follows:

(1) A score of 30 points if the project shall substantially reduce the local demand for social services by:

a. Reducing the need for local welfare assistance; and

b. Reducing the need for human services listed in Cdfa 310.04(b);

(2) A score of 15 points if the project shall significantly reduce the local demand for social services;

(3) A score of 5 points if the project shall minimally reduce the local demand for social services; or

(4) A score of 0 points if the project shall have no effect in reducing the local demand for social services.

(f) A maximum of 50 points shall be awarded for support of management capacity of the subrecipient organization to provide microenterprise development assistance, as follows:

(1) Up to 30 points for the management capacity of the subrecipient organization for each of the criteria as follows:

a. A score of 5 points if the job descriptions and resumes of both the current subrecipient staff and the anticipated project staff demonstrates microenterprise development experience;

b. A score of 5 points for one year or more of experience in providing business skills training;

c. A score of 5 points for one year or more of experience in providing technical assistance to owners of microenterprises;

d. A score of 5 points for one year or more of experience in providing support services to owners of microenterprises;

e. A score of 5 points for one year or more of experience in providing loans to owners of microenterprises; and

f. A score of 5 points for one year or more of experience in loan processing, tracking and collection; and

(2) Up to 20 points as follows:

a. A score of 20 points if the subrecipient organization is a community development finance institution as defined at 24 CFR 570.482(f)(3)(v)(H);

b. A score of 10 points if the subrecipient organization is a non-profit organization with a revolving loan fund but is not a regional development corporation;

c. A score of 5 points if the subrecipient organization is a regional development corporation; or

d. A score of 0 points if the subrecipient organization is a for-profit organization.

(g) The other targeted low and moderate income individuals described in (b)(1) shall include, but not be limited to, the following:

(1) Public assistance recipients;

(2) Department of education, vocational rehabilitation participants;

(3) 20 U.S.C. 9201, the Workforce Investment Act of 1998, enrollees;

(4) Public housing residents; and

(5) Homeless individuals.

Cdfa 310.20 Project Design Indicators.

(a) The applicant shall provide a detailed description of the project design.

(b) The maximum point value for the project design category shall be 270 points and shall be awarded as described in (c) through (g).

(c) Up to 30 points shall be awarded for the experience of the subrecipient organization to provide microenterprise development assistance, as follows:

(1) A score of 30 points if the organization has had more than one year of experience providing services to microenterprises;

(2) A score of 15 points if the organization has less than one year of experience providing services to microenterprises; or

(3) A score of 0 points if the organization has had no experience providing services to microenterprises.

(d) A maximum of 60 points shall be awarded for strategic planning as follows:

(1) Up to 25 points for an outreach/marketing plan as follows:

a. A score of 25 points if the outreach/marketing plan specifically describes the targeted low and moderate income population and how they will be informed about the availability of the services proposed;

b. A score of 10 points if the outreach/marketing plan contains no specific information about the targeted low and moderate income population and how they will be informed about the availability of the services proposed; or

c. A score of 0 points if there is no outreach/marketing plan described;

(2) Up to 10 points for screening of participants to determine eligibility as follows:

a. A score of 10 points for screening participants for both income and assets;

b. A score of 5 points for screening participants for income; or

c. A score of 0 points if no screening of participants is proposed; and

(3) Up to 25 points for screening and training of participants to determine entrepreneurial potential and gaps in entrepreneurial skills as follows:

a. A score of 25 points if the proposed services include a training and self-evaluation of life skills and entrepreneurial skills and attributes;

b. A score of 10 points if the proposed services include only a self-evaluation of entrepreneurial skills and attributes; or

c. A score of 0 points if the proposed services do not provide any screening of participants to determine entrepreneurial skills and attributes.

(e) A maximum of 30 points shall be awarded for business skills training, including, but not limited to, business start-up information, financial management, marketing, management skills, and taxes, as follows:

(1) Up to 10 points for classroom training offered per participant as follows;

a. A score of 10 points if the duration of training is 30 hours or more;

b. A score of 5 points if the duration of training is between 10 and 29 hours; or

c. A score of 0 points if the duration of training is fewer than 10 hours;

(2) Up to 10 points for peer training as follows:

a. A score of 10 points if peer training includes both group facilitation training and loan approval training;

b. A score of 5 points if peer training is for group facilitation only; or

c. A score of 0 points if no peer training is provided; and

(3) Up to 10 points for training outcomes as follows:

a. A score of 10 points if training outcomes are defined and there are measurable/demonstrable business skills;

b. A score of 5 points if training outcomes are defined but there are no measurable/demonstrable business skills; or

c. A score of 0 points if there are no defined outcomes or measurable/demonstrable business skill outcomes.

(f) A maximum of 70 points shall be awarded for business technical assistance as follows:

(1) Up to 10 points for the scope of business technical assistance as follows:

- a. A score of 10 points if the technical assistance is provided by the subrecipient;
- b. A score of 5 points if the technical assistance is provided through referrals; or
- c. A score of 0 points if no technical assistance is provided;

(2) Up to 10 points for the length of time technical assistance is provided as follows:

- a. A score of 10 points if the technical assistance is provided during the entire project;
- b. A score of 5 points if the technical assistance is provided on a time limited basis; or
- c. A score of 0 points if no technical assistance is provided;

(3) Up to 10 points for the qualifications of the technical assistance providers as provided:

- a. A score of 10 points if the technical assistance provider is on staff;
- b. A score of 5 points if the technical assistance provider is a paid consultant; or
- c. A score of 0 points if the technical assistance provider is a volunteer; and

(4) Up to 40 points if support services to low and moderate income owners of microenterprises is provided, as follows:

- a. A score of 10 points if transportation costs to training sessions are provided;
- b. A score of 10 points if child care is provided during training sessions;
- c. A score of 10 points if individual counseling about non-business support services is provided; and
- d. A score of 10 points if any other support services are provided.

(g) A maximum of 80 points shall be awarded for the lending services available to microenterprises through the project, as follows:

- (1) A score of 10 points if there is a firm guarantee, documented by a letter of commitment and a lending budget, that capital will be available throughout project;
- (2) A score of 10 points if the cost of capital is at or below market rate;
- (3) A score of 10 points if there are written underwriting and lending guidelines;
- (4) A score of 10 points if there are screening procedures for approving loans;
- (5) A score of 10 points if there are written procedures for loan origination, closing, disbursements and collection;
- (6) A score of 10 points if there are procedures for identifying problem loans;
- (7) A score of 10 points if the lending organization has a successful collection history; and
- (8) A score of 10 points if the lending organization has a loan loss reserve.

Cdfa 310.21 Financial Feasibility Indicators.

(a) The applicant shall provide a detailed budget and budget narrative of the project, including sources and uses of both CDBG funds and matching funds.

(b) The applicant shall provide a plan for project self-sufficiency, with milestones and goals.

(c) The maximum point value for the project design category shall be 60 points and shall be awarded as described in (d) and (e).

(d) Up to 30 points shall be awarded for matching funds, where required, in excess of the required 1:2 match as described in Cdfa 310.01(q)(2), as follows:

- (1) A score of 30 points if the matching funds are a 100% match or more to CDBG funds;

(2) A score of 15 points if the matching funds are a 76-99% match to CDBG funds;

(3) A score of 5 points if the matching funds are a 51-75% match to the CDBG funds; or

(4) A score of 0 points if the matching funds are a 50% or less match to the CDBG funds.

(e) Up to 30 points where the cost per eligible beneficiary is less than \$5,000 shall be awarded as follows:

(1) A score of 30 points if the cost per beneficiary is \$2500 or less;

(2) A score of 15 points if the cost per beneficiary is more than \$2500 but less than \$4000;

(3) A score of 5 points if the cost per beneficiary is more than \$3999 but less than \$5000; or

(4) A score of 0 points if the cost per beneficiary is \$5000 or more.

Cdfa 310.22 Scoring of Feasibility Applications.

(a) Applications shall be awarded a maximum of 26 points based on the criteria in (b) through (m).

(b) Up to 2 points for the ranking of adjusted median household income as described in Cdfa 310.05, shall be awarded as follows:

(1) A score of 2 points if the points for adjusted median household income are higher as compared to the other applications;

(2) A score of one point if the points for adjusted median household income are average as compared to the other applications; or

(3) A score of 0 points if the points for adjusted median household income are lower as compared to the other applications.

(c) Up to 2 points for the ranking of percent of human services assistance as outlined in Cdfa 310.04, shall be awarded as follows:

(1) A score of 2 points if the points for percent of households receiving human services assistance are higher as compared to the other applications;

(2) A score of one point if the points for percent of households receiving human service assistance are moderate as compared to the other applications; or

(3) A score of 0 points if the points for percent of households receiving human service assistance are lower as compared to the other applications.

(d) Up to 2 points for percentage of unemployed, in the applicant's labor market area for the most recent reporting period, shall be awarded as follows:

(1) A score of 2 points if the percentage of unemployed is higher as compared to the other applications;

(2) A score of one point if the percentage of unemployed is moderate as compared to the other applications; or

(3) A score of 0 points if the percentage of unemployed is lower as compared to the other applications.

(e) Up to 2 points for the number of potential low and moderate income beneficiaries shall be awarded as follows:

(1) A score of 2 points if the number of potential low and moderate income beneficiaries is higher as compared to the other applications;

(2) A score of one point if the number of potential low and moderate income beneficiaries is average as compared to the other applications; or

(3) A score of 0 points if the number of potential beneficiaries is lower as compared to the other applications.

(f) Up to 2 points for the percentage of potential beneficiaries that are low and moderate income shall be awarded as follows:

(1) A score of 2 points if the percentage of potential beneficiaries that are low and moderate income is higher as compared to the other applications;

(2) A score of one point if the percentage of potential beneficiaries that are low and moderate income is moderate as compared to the other applications; or

(3) A score of 0 points if the percentage of potential beneficiaries that are low and moderate income is lower as compared to the other applications.

(g) Up to 2 points for long term benefit if the proposed study were implemented shall be awarded as follows:

(1) A score of 2 points if the proposed study, if implemented, will have a long term benefit for low and moderate income beneficiaries;

(2) A score of one point if the proposed study, if implemented, might have a long term benefit to low and moderate income beneficiaries but has not been addressed; or

(3) A score of 0 points if the proposed study, if implemented, will not have a long term benefit to low and moderate income beneficiaries.

(h) Up to 2 points for firmly committed funds shall be awarded as follows:

(1) A score of 2 points if the amount of matching funds is higher as compared to the other applications;

(2) A score of one point if the amount of matching funds is average as compared to the other applications; or

(3) A score of 0 points if the amount of matching funds is lower as compared to the other applications.

(i) Up to 2 points for the number of previous CDBG grants received by the applicant shall be awarded as follows:

(1) A score of 2 points if a lower number of previous CDBG grants have been received as compared to the other applicants;

(2) A score of one point if an average number of previous CDBG grants have been received as compared to the other applicants; or

(3) A score of 0 points if a higher number of previous CDBG grants have been received as compared to the other applicants.

(j) Up to 2 points for the innovation of the proposed study as compared to CDBG projects over the most recent 2 year period shall be awarded as follows:

- (1) A score of 2 points if 0 or one similar CDBG project has been awarded over the most recent 2 year period;
- (2) A score of one point if 2 or 3 similar CDBG projects have been awarded over the most recent 2 year period; or
- (3) A score of 0 points if 4 or more similar CDBG projects have been awarded over the most recent 2 year period.

(k) Up to 2 points for the probability that the proposed study will lead to implementation shall be awarded as follows:

- (1) A score of 2 points if the proposed study shall directly lead to the implementation of a project;
- (2) A score of one point if the proposed study might directly lead to the implementation of a project but more work is necessary; or
- (3) A score of 0 points if the proposed study shall not lead directly to the implementation of a project.

(l) Up to 2 points for addressing special needs groups, homeless clientele and low income families with children shall be awarded as follows:

- (1) Up to 2 points if a high number of special needs groups, homeless clientele and low income families with children shall be addressed as compared to the other applications;
- (2) Up to one point if a moderate number of special needs groups, homeless clientele and low income families with children shall be addressed as compared to the other applications; or
- (3) Up to 0 points if a lower number of special needs groups, homeless clienteles and low income families with children shall be addressed as compared to the other applications.

(m) Up to 4 points for the need for the study and an implementation project shall be awarded as follows:

- (1) A score of 4 points if there is a significant need for the study and an implementation project as compared to the other applications;
- (2) A score of 2 points if there is a moderate need for the study and an implementation project as compared to the other applications; or

(3) A score of 0 points if there is minimal need for the study and an implementation project as compared to the other applications.

PART Cdfa 311 GRANT ADMINISTRATION

Cdfa 311.01 Contract Provisions. In accordance with RSA 162-L:16, I, the authority and the grantee shall enter into contractual relationships which shall contain provisions that:

(a) Govern the use of CDBG funds and project activities which shall state that:

(1) The grantee shall comply with all applicable federal, state and municipal laws, regulations, rules, codes, orders, ordinances or standards issued pursuant to those laws as well as with any lawful direction(s) of a public officer(s);

(2) The grantee shall require each subrecipient, contractor and/or subcontractor to comply with the requirements in (1);

(3) In the performance of the project activities, the grantee shall be an independent contractor and shall not be considered by the authority as an agent or employee of the authority;

(4) Neither the grantee, its agents or employees, shall be entitled to any benefits, workers compensation or any profit or gain arising from the project;

(5) The grantee shall provide the personnel needed either to directly perform the project activities or to supervise its:

a. Subrecipient(s);

b. Contractor(s); and

c. Subcontractor(s);

(6) The grantee shall warrant that such personnel used to perform each activity shall be:

a. Professionally competent;

b. Qualified; and

c. Properly licensed;

- (7) The grantee shall not employ nor shall it permit any subrecipient, contractor or subcontractor to employ, any elected state officials or state employees with project funds;
- (8) The grantee shall include such provisions in the contracts it negotiates with its subrecipient(s) and contractor(s) which are relevant in order to protect the interest of the State of New Hampshire, and/or required by federal or state law, rules or regulations;
- (9) The grantee shall submit a copy of its contract form to be approved by the authority for consistency with all laws, rules and regulations, before executing any contract(s);
- (10) The grantee shall give the authority at least 5 working days' notice of any preconstruction conference so that the authority can attend and participate;
- (11) The grantee shall not assign or transfer any interest in the project;
- (12) No data produced in whole or in part with CDBG funds shall be subject to copyright in the United States or in any other country;
- (13) The grantee shall defend, indemnify and hold the state, its officers and employees harmless for any losses suffered or for any claims asserted against the state arising from the acts or omissions of the grantee, its officers, employees or subcontractors;
- (14) If the grantee seeks to change an activity(ies) representing 10 percent or less of the grant's original value, the grantee shall submit a written request for a contract revision to the authority;
- (15) The executive director shall consider the request and shall approve if the benefited cost is eligible under the federal act, federal regulations, state law or state administrative rules or deny the request in writing if it is not eligible;
- (16) If the grantee seeks to change an activity(s) by more than 10 percent of the grant's original value, the chief executive officer of the grantee municipality or county shall submit a written request for a contract amendment to the authority;
- (17) The executive director shall consider the request and shall, in writing, deny the request if the transfer is not eligible under the federal act, federal regulations, state law or state administrative

rules or if eligible shall submit a proposed contract amendment to the governor and executive council for their approval;

(18) If the grantee seeks a contract amendment under (16) that involves more than 25 percent of the grant's original value, the grantee shall hold a public hearing, to solicit public comment on the proposed amendment, in accordance with RSA 162-L:14;

(19) The authority shall provide a planned payment schedule for:

- a. Project costs;
- b. Progress and financial reports;
- c. Completion, closeout and audit reports; and
- d. Any other provisions which the department of justice shall require;

(20) Cash advances by the authority to a grantee shall be approved only:

- a. To the extent necessary to satisfy the grantee's immediate cash requirements for the project; and
- b. If their timing and amount shall coincide as closely as possible with the grantee's actual disbursements; and

(21) Cash advances by the grantee to a subrecipient or contractor shall conform to the same standards in (20);

(b) Require the grantees and their subrecipients to also adhere to the following requirements:

(1) The "Lead Paint Poisoning Prevention and Control Act" set forth in RSA 130-A and rules in He-P 1600;

(2) That prior to the effective date of the grant agreement, a recipient may obligate and spend local funds for:

- a. Environmental assessment;
- b. Planning and capacity building;
- c. Engineering and design costs associated with an activity;

d. The provision of information and other resources to residents; and

e. For relocation and/or acquisition activities;

(3) That after the effective date of the grant agreement, the recipient shall be reimbursed with funds to cover those costs specified in (2), provided such locally funded activities were in compliance with the federal act;

(4) That CDBG grant funds shall not be obligated prior to the effective date of the grant period or after its completion date without the prior written approval of the authority in order to ensure compliance with the federal act;

(5) That grantees shall only use CDBG funds for projects costs deemed allowable in accordance with 24 CFR 85.22;

(6) That non-profit subrecipients shall only use CDBG funds for project costs deemed allowable in accordance with OMB Circular A-122, "Cost Principles for Nonprofit Organizations;"

(7) That grantees shall maintain a financial management system which complies with 24 CFR 85.20;

(8) That grantees shall comply with the procurement requirements set forth in 24 CFR 85.36;

(9) That grantees shall comply with the conflict of interest provisions set forth in 24 CFR 85.36 for the procurement of the following:

a. Supplies;

b. Equipment;

c. Construction; and

d. Services.

(10) That grantees shall comply with the conflict of interest provisions set forth in 24 CFR 570.489(h) in all other cases not specified in (9), such as, but not limited to:

a. The acquisition and disposition of real property; and

b. The provision of CDBG assistance to persons, households or businesses; and

(11) That grantees shall, if applicable, develop a program design for the rehabilitation of housing including, but not limited to, the following:

- a. Plans for grant administration;
- b. Verification of household income levels;
- c. Structural inspections;
- d. Funding mechanisms for eligible households;
- e. Payment schedules; and
- f. Program outreach and marketing; and

(c) Govern the use of CDBG funds upon completion of the project by requiring the grantee, its subrecipient and the authority to enter in to a project closeout agreement pursuant to RSA 162-L:16 which requires that:

- (1) The CDBG grant be closed out;
- (2) Proceeds from the sale of personal property comply with 24 CFR 85.32 for equipment and 24 CFR 85.33 for supplies;
- (3) Proceeds from the sale of real property comply with 24 CFR 570.489(j) and 24 CFR 85.31;
- (4) Outstanding obligations as of the completion date:
 - a. Be paid or otherwise resolved within 90 days;
 - b. Be related to goods or services provided during the grant period;
 - c. Be for reasonable costs associated with grant closeout, such as audits and final reports; and
 - d. Be eligible to be incurred for up to 90 days after the completion date;

(5) Disallowed and unspent CDBG funds be awarded to other municipalities or counties as part of the normal competition process, or to those applicants who applied in the same grant year;

(6) Proceeds from program income comply with 24 CFR 570.489(e);

(7) Proceeds from any other revenue sources, generated from the project, at a minimum, benefit low and moderate income persons and households; and

(8) Any other conditions that exists in the contractual relationship that are applicable after completion of the project, be described in the closeout agreement.

Appendix 1

<u>Rule</u>	<u>Statute Implemented</u>
Cdfa 300	RSA 162-L:1-18 24 CFR Part 570 24 CFR Part 91

STATE: NEW HAMPSHIRE		----- I N C O M E L I M I T S -----							
PROGRAM		1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
Boston, MA--NH PMSA									
FY 2005 MFI: 82600									
30% OF MEDIAN	17350	19850	22350	24800	26800	28800	30750	32750	
VERY LOW INCOME	28950	33100	37200	41350	44650	47950	51250	54600	
LOW-INCOME	46300	52950	59550	66150	71450	76750	82050	87350	
Lawrence, MA--NH PMSA									
FY 2005 MFI: 75750									
30% OF MEDIAN	15900	18200	20450	22750	24550	26400	28200	30000	
VERY LOW INCOME	26500	30300	34100	37900	40900	43950	46950	50000	
LOW-INCOME	40600	46400	52200	58000	62650	67300	71900	76550	
Lowell, MA--NH PMSA									
FY 2005 MFI: 80400									
30% OF MEDIAN	16900	19300	21700	24100	26050	28000	29900	31850	
VERY LOW INCOME	28150	32150	36200	40200	43400	46650	49850	53050	
LOW-INCOME	40600	46400	52200	58000	62650	67300	71900	76550	
Manchester, NH PMSA									
FY 2005 MFI: 69800									
30% OF MEDIAN	14650	16750	18850	20950	22600	24300	25950	27650	
VERY LOW INCOME	24450	27900	31400	34900	37700	40500	43300	46050	
LOW-INCOME	39100	44650	50250	55850	60300	64750	69250	73700	
Nashua, NH PMSA									
FY 2005 MFI: 78900									
30% OF MEDIAN	16550	18950	21300	23650	25550	27450	29350	31250	
VERY LOW INCOME	27600	31550	35500	39450	42600	45750	48900	52050	
LOW-INCOME	40600	46400	52200	58000	62650	67300	71900	76550	
Portsmouth--Rochester, NH--ME PMSA									
FY 2005 MFI: 69600									
30% OF MEDIAN	14600	16700	18800	20900	22550	24200	25900	27550	
VERY LOW INCOME	24350	27850	31300	34800	37600	40350	43150	45950	
LOW-INCOME	39000	44550	50100	55700	60150	64600	69050	73500	
Belknap County									
FY 2005 MFI: 59300									
30% OF MEDIAN	12650	14450	16300	18100	19550	21000	22450	23900	
VERY LOW INCOME	21100	24100	27150	30150	32550	34950	37400	39800	
LOW-INCOME	33750	38600	43400	48250	52100	55950	59800	63700	
Carroll County									
FY 2005 MFI: 55200									
30% OF MEDIAN	12650	14450	16300	18100	19550	21000	22450	23900	
VERY LOW INCOME	21100	24100	27150	30150	32550	34950	37400	39800	
LOW-INCOME	33750	38600	43400	48250	52100	55950	59800	63700	
Cheshire County									
FY 2005 MFI: 58650									
30% OF MEDIAN	12650	14450	16300	18100	19550	21000	22450	23900	
VERY LOW INCOME	21100	24100	27150	30150	32550	34950	37400	39800	
LOW-INCOME	33750	38600	43400	48250	52100	55950	59800	63700	
Coos County									
FY 2005 MFI: 46500									
30% OF MEDIAN	12650	14450	16300	18100	19550	21000	22450	23900	
VERY LOW INCOME	21100	24100	27150	30150	32550	34950	37400	39800	
LOW-INCOME	33750	38600	43400	48250	52100	55950	59800	63700	
Grafton County									
FY 2005 MFI: 58700									
30% OF MEDIAN	12650	14450	16300	18100	19550	21000	22450	23900	
VERY LOW INCOME	21100	24100	27150	30150	32550	34950	37400	39800	
LOW-INCOME	33750	38600	43400	48250	52100	55950	59800	63700	
Hillsborough County									
FY 2005 MFI: 67000									
30% OF MEDIAN	14050	16100	18100	20100	21700	23300	24900	26550	
VERY LOW INCOME	23450	26800	30150	33500	36200	38850	41550	44200	
LOW-INCOME	37500	42900	48250	53600	57900	62200	66450	70750	

STATE: NEW HAMPSHIRE

		-----I N C O M E L I M I T S-----							
PROGRAM		1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
Merrimack County									
FY 2005 MFI: 65400									
30% OF MEDIAN		13750	15700	17650	19600	21200	22750	24350	25900
VERY LOW INCOME		22900	26150	29450	32700	35300	37950	40550	43150
LOW-INCOME		36600	41850	47100	52300	56500	60700	64900	69050
Rockingham County									
FY 2005 MFI: 73600									
30% OF MEDIAN		15450	17650	19850	22100	23850	25600	27400	29150
VERY LOW INCOME		25750	29450	33100	36800	39750	42700	45650	48600
LOW-INCOME		40600	46400	52200	58000	62650	67300	71900	76550
Strafford County									
FY 2005 MFI: 68400									
30% OF MEDIAN		14350	16400	18450	20500	22150	23800	25450	27100
VERY LOW INCOME		23950	27350	30800	34200	36950	39650	42400	45150
LOW-INCOME		38300	43800	49250	54700	59100	63500	67850	72250
Sullivan County									
FY 2005 MFI: 56100									
30% OF MEDIAN		12650	14450	16300	18100	19550	21000	22450	23900
VERY LOW INCOME		21100	24100	27150	30150	32550	34950	37400	39800
LOW-INCOME		33750	38600	43400	48250	52100	55950	59800	63700

Appendix 3

Place Name	Human Service Recipients Score (0-10)	Median Household Income Score (0-10)	Percent Pre-1980 Poverty Household Score (0-10)	Percent Family & Elder Headed Families In Poverty Score (0-10)	Percent Female Headed Families w/ Child < 18 Score (0-10)	Three Year Unemployment Rate Score (0-10)	2003 Equalized Tax Rate Score (0-10)	Total Score
Belknap County	4	6	5	4	5	5	4	33
Alton	4	6	3	5	4	6	1	29
Barnstead	3	5	1	3	1	4	6	23
Belmont	5	5	2	3	7	5	7	33
Center Harbor	3	3	5	5	4	5	3	28
Gilford	2	4	1	1	1	3	3	16
Gilmanton	3	4	2	4	1	5	6	24
Laconia	6	9	7	5	8	5	5	45
Meredith	4	7	6	4	5	4	3	32
New Hampton	3	5	5	3	3	3	5	27
Sanbornton	3	5	2	3	1	5	4	22
Tilton	5	7	3	3	5	6	6	35
Carroll County	4	7	5	5	5	4	1	32
Albany	7	9	7	10	8	6	2	49
Bartlett	3	8	5	5	8	2	0	31
Brookfield	3	3	1	0	2	2	2	13
Chatham	5	9	8	10	1	2	10	44
Conway	6	9	7	6	8	4	5	46
Eaton	2	5	5	4	0	2	1	19
Effingham	5	9	8	7	8	5	4	46
Freedom	3	8	6	3	1	3	0	23
Jackson	2	4	7	4	2	5	0	24
Madison	5	6	2	2	2	3	3	23
Moultonborough	2	6	3	2	2	3	0	18
Ossipee	7	10	7	7	7	6	3	46
Sandwich	3	5	5	3	4	2	1	23
Tamworth	6	9	7	5	4	3	5	39
Tuftonboro	3	5	4	4	1	3	0	21
Wakefield	5	7	5	5	5	7	0	33
Wolfeboro	3	6	5	4	4	3	1	26
Cheshire County	3	7	5	4	4	4	7	34
Alstead	3	6	4	5	5	6	9	39
Chesterfield	2	3	4	3	3	1	6	22
Dublin	4	3	5	7	1	2	8	30
Fitzwilliam	3	5	2	4	1	7	8	30
Gilsum	3	6	5	2	1	4	9	30
Harrisville	2	5	3	4	8	2	3	27
Hinsdale	5	9	5	4	7	5	9	44
Jaffrey	3	6	5	5	3	6	7	35
Keene	4	9	7	4	7	3	9	43
Marlborough	4	6	1	1	5	5	6	27
Marlow	3	6	1	2	2	3	10	27
Nelson	3	7	6	9	1	1	3	30
Richmond	3	4	2	5	0	2	7	23
Rindge	2	4	5	6	3	7	5	31
Roxbury	0	4	0	0	0	1	5	10
Stoddard	2	9	5	4	2	1	2	25
Sullivan	2	3	3	3	3	5	8	28
Surray	3	2	1	1	1	2	8	18
Swanzey	4	6	4	2	5	3	7	30
Troy	6	7	6	3	2	6	10	40
Walpole	3	6	3	4	3	2	5	25
Westmorland	2	3	0	0	0	2	5	12
Winchester	5	9	6	9	5	6	10	50
Coos County	6	9	7	6	5	8	7	48
Berlin	8	10	8	7	6	10	10	59
Carroll	4	8	5	3	5	9	7	41
Clarksville	3	8	1	2	0	1	6	20
Colebrook	8	10	8	5	7	7	9	54
Columbia	2	9	4	4	8	8	5	40
Dalton	5	9	1	2	1	5	8	31
Dummer	5	10	7	3	4	9	2	40

Appendix 3

Place Name	Human Service Recipients Score (0-10)	Median Household Income Score (0-10)	Percent Pre-1980 Poverty Household Score (0-10)	Percent Family & Elder Headed Families In Poverty Score (0-10)	Percent Female Headed Families w/ Child < 18 Score (0-10)	Three Year Unemployment Rate Score (0-10)	2003 Equalized Tax Rate Score (0-10)	Total Score
Errol	4	9	8	9	3	10	1	44
Gorham	4	10	6	3	2	8	10	43
Hart's Location	0	7	0	0	0	6	0	13
Jefferson	3	7	6	4	3	6	6	35
Lancaster	6	8	7	5	8	5	8	47
Milan	4	7	3	3	2	10	6	35
Northumberland	5	10	6	8	7	6	9	51
Pittsburg	5	8	5	4	1	2	4	29
Randolph	1	4	1	1	0	5	6	18
Shelburne	1	6	5	1	0	6	4	23
Stark	5	9	5	2	4	6	6	37
Stewartstown	6	10	8	7	4	5	8	48
Stratford	10	10	8	9	8	7	8	60
Whitefield	6	10	7	6	6	6	9	50
Grafton County	3	7	5	4	5	3	5	32
Alexandria	4	7	2	5	3	4	6	31
Ashland	6	10	8	6	9	3	8	49
Bath	4	7	4	2	1	3	3	24
Benton	3	10	3	2	4	4	2	28
Bethlehem	5	9	7	7	9	5	7	49
Bridgewater	1	4	2	5	1	3	0	16
Bristol	5	8	4	4	8	5	2	37
Campton	5	8	7	5	2	5	8	40
Canaan	3	6	5	3	3	1	7	28
Dorchester	5	8	8	8	5	1	7	41
Easton	1	4	1	9	5	2	1	23
Ellsworth	0	10	0	0	0	2	3	15
Enfield	3	5	4	2	3	1	4	21
Franconia	3	8	5	5	4	4	6	35
Grafton	5	8	5	5	3	7	6	39
Groton	3	9	6	4	1	4	5	32
Hanover	0	0	6	0	1	1	5	14
Haverhill	5	9	4	4	3	3	8	36
Hebron	4	5	5	2	3	3	0	22
Holderness	2	5	3	3	3	1	1	18
Landaff	3	7	5	4	0	1	1	21
Lebanon	3	7	4	5	9	1	7	36
Lincoln	5	10	5	2	5	6	1	34
Lisbon	6	8	5	5	5	6	9	45
Littleton	7	9	8	7	9	4	7	51
Lyman	4	5	7	3	2	6	7	34
Lyme	1	2	4	1	2	0	5	16
Monroe	2	7	0	0	1	1	3	14
Orange	0	7	5	4	0	1	9	26
Orford	3	5	2	4	2	0	6	22
Piermont	3	8	3	2	4	1	5	26
Plymouth	4	9	9	5	9	2	8	46
Rumney	6	8	5	7	5	4	5	40
Sugar Hill	2	4	4	2	1	4	3	20
Thornton	4	8	6	6	4	3	4	35
Warren	5	10	5	8	9	3	8	48
Wateville Valley	0	8	5	3	10	1	2	29
Wentworth	3	6	4	6	0	5	8	32
Woodstock	4	9	8	6	9	6	4	46
Hillsborough County	3	4	5	4	5	6	5	32
Amherst	1	0	1	1	0	6	6	15
Antrim	3	5	7	7	7	4	8	41
Bedford	1	0	1	1	1	5	2	11
Bennington	4	5	5	6	3	3	6	32
Brookline	1	0	2	0	3	6	7	19
Deering	3	4	2	1	3	3	7	23
Francestown	1	1	1	1	1	5	6	16
Geenfield	3	4	5	3	4	6	7	32
Goffstown	1	3	2	2	2	5	7	22

Appendix 3

Place Name	Human Service Recipients Score (0-10)	Median Household Income Score (0-10)	Percent Pre-1980 Poverty Household Score (0-10)	Percent Family & Elder Headed Families In Poverty Score (0-10)	Percent Female Headed Families w/ Child < 18 Score (0-10)	Three Year Unemployment Rate Score (0-10)	2003 Equalized Tax Rate Score (0-10)	Total Score
Greenville	4	8	5	4	2	9	9	41
Hancock	2	3	2	1	1	3	7	18
Hillsborough	5	6	5	7	6	5	7	41
Hollis	1	0	1	2	1	6	4	15
Hudson	2	1	1	1	4	7	4	20
Litchfield	2	0	1	1	4	7	4	19
Lyndeborough	2	2	1	2	1	5	7	20
Manchester	6	8	6	6	9	6	5	45
Mason	1	2	2	2	1	3	5	16
Merrimack	1	1	0	1	4	6	6	19
Milford	3	3	3	3	6	6	7	31
Mont Vernon	1	0	0	1	1	6	6	16
Nashua	4	3	5	4	6	7	4	33
New Boston	1	1	1	3	2	5	4	17
New Ipswich	3	3	4	5	1	6	4	26
Pelham	1	1	1	2	2	8	3	18
Peterborough	3	5	5	7	9	5	7	41
Sharon	1	1	6	1	0	3	6	18
Temple	2	2	5	3	3	6	6	28
Weare	2	2	5	1	2	4	5	21
Wilton	2	3	1	3	3	7	5	24
Windsor	2	5	9	10	0	2	5	34
Merrimack County	3	5	5	3	6	4	6	32
Allenstown	4	7	3	2	6	6	7	35
Andover	3	5	5	4	3	4	1	25
Boscawen	4	7	5	5	8	5	7	40
Bow	1	0	2	1	1	2	7	14
Bradford	3	4	1	2	6	4	6	26
Canterbury	2	2	0	1	3	3	4	15
Chichester	2	2	1	2	4	1	6	18
Concord	4	7	6	4	10	3	7	41
Danbury	5	8	6	8	4	6	7	44
Dunbarton	2	1	2	1	1	4	2	13
Epsom	3	3	1	2	4	5	5	23
Franklin	7	10	8	8	10	6	6	54
Henniker	2	4	6	1	8	5	8	34
Hill	4	5	5	2	3	5	2	25
Hooksett	2	2	4	2	5	5	6	26
Hopkinton	1	2	1	0	3	3	8	18
Loudon	3	3	4	4	6	2	5	27
New London	1	2	1	1	1	1	1	8
Newbury	2	2	1	0	2	2	2	11
Northfield	4	6	2	1	5	4	7	29
Pembroke	4	4	6	2	5	3	7	31
Pittsfield	6	8	5	6	9	5	9	48
Salisbury	2	3	5	0	0	2	5	17
Sutton	2	3	3	3	2	1	5	19
Warner	3	6	4	5	6	3	6	33
Webster	3	3	1	3	3	3	3	19
Wilmot	2	4	4	3	4	1	5	23
Rockingham County	2	2	3	3	4	7	4	25
Atkinson	1	1	2	2	1	8	2	17
Auburn	2	0	2	1	1	5	2	13
Brentwood	1	1	4	2	0	5	6	19
Candia	2	2	0	2	1	5	3	15
Chester	1	1	3	3	3	7	5	23
Danville	2	2	7	3	3	8	5	30
Deerfield	3	2	4	1	0	5	6	20
Derry	3	3	4	3	7	8	7	35
East Kingston	2	1	1	3	1	6	5	19
Epping	3	3	2	2	5	6	4	26
Exeter	2	4	3	3	5	5	6	28
Fremont	2	1	5	3	1	7	5	24
Greenland	2	1	2	4	2	3	3	17

Appendix 3

Place Name	Human Service Recipients Score (0-10)	Median Household Income Score (0-10)	Percent Pre-1980 Poverty Household Score (0-10)	Percent Family & Elder Headed Families In Poverty Score (0-10)	Percent Female Headed Families w/ Child < 18 Score (0-10)	Three Year Unemployment Rate Score (0-10)	2003 Equalized Tax Rate Score (0-10)	Total Score
Hampstead	1	1	2	3	4	8	5	24
Hampton	2	3	3	3	5	6	4	26
Hampton Falls	1	0	1	2	1	7	3	16
Kensington	1	1	3	3	1	6	2	17
Kingston	2	2	2	1	2	8	5	22
Londonderry	2	0	1	1	4	6	5	19
New Castle	1	0	0	0	1	3	0	5
Newfields	1	0	2	2	2	2	6	16
Newington	2	2	5	3	3	2	0	17
Newmarket	3	5	7	4	6	5	5	35
Newton	2	2	3	2	6	9	5	28
North Hampton	2	1	2	1	1	3	1	11
Northwood	3	4	3	1	3	6	6	26
Nottingham	2	1	5	1	3	5	4	22
Plaistow	2	1	3	1	6	9	4	26
Portsmouth	4	5	6	5	8	5	4	37
Raymond	3	4	5	4	6	7	6	36
Rye	1	1	1	1	3	3	1	11
Salem	2	2	2	2	2	9	2	21
Sandown	2	1	5	3	3	8	6	27
Seabrook	4	7	6	6	5	9	3	40
South Hampton	1	1	0	2	1	5	3	13
Stratham	1	0	0	0	2	5	4	13
Windham	1	0	1	1	0	8	3	14
Strafford County	4	6	6	4	7	6	5	37
Barrington	3	4	4	4	5	5	5	29
Dover	4	6	6	4	8	5	5	38
Durham	0	3	10	1	6	5	8	34
Farmington	6	7	7	6	6	7	4	44
Lee	2	2	4	3	7	2	8	28
Madbury	2	2	4	3	4	3	6	24
Middleton	4	6	4	5	3	6	7	35
Milton	5	6	5	6	5	6	3	36
New Durham	3	3	4	4	1	6	3	24
Rochester	6	8	6	5	8	6	6	44
Rollingsford	2	5	2	2	2	3	3	19
Somersworth	6	7	6	5	10	6	5	44
Strafford	2	2	1	1	3	5	5	19
Sullivan County	5	7	6	5	5	3	6	37
Acworth	3	9	5	10	2	3	5	37
Charlestown	6	8	5	4	6	4	9	42
Claremont	7	10	7	5	6	3	10	47
Cornish	2	3	3	3	1	1	7	20
Croydon	3	4	2	4	3	5	6	27
Goshen	5	7	5	6	6	2	8	39
Grantham	1	1	3	1	1	2	3	12
Langdon	3	7	3	3	1	2	9	28
Lempster	4	8	4	4	2	3	7	32
Newport	7	9	8	10	9	3	8	54
Plainfield	1	2	2	2	4	1	7	20
Springfield	3	6	5	3	3	2	4	26
Sunapee	2	4	4	3	7	2	2	24
Unity	1	7	6	6	1	2	7	31
Washington	3	6	4	3	1	5	5	27