



RECOVERY HOUSING PROGRAM GRANT

APPLICATION AND PROGRAM GUIDE

For additional program details or questions contact:
Mollie Kaylor, Director of Community Development and Housing, mkaylor@nhcdfa.org
Kirsten Barton, Housing Specialist, kbarton@nhcdfa.org

Community Development Finance Authority (CDFA)
Tel: 603-226-2170
www.nhcdfa.org

October 2022

CONTENTS

CHAPTER 1: PROGRAM OVERVIEW.....	3
CHAPTER 2: ELIGIBILITY AND ACTIVITIES FUNDED	4
CHAPTER 3: NATIONAL WAIVERS AND ELIGIBLE ACTIVITIES	5
CHAPTER 4: HOW TO APPLY	7
CHAPTER 5: ADMINISTRATIVE REQUIREMENTS.....	11
CHAPTER 6: PROGRAM REQUIREMENTS.....	19
APPENDIX A: EVALUATION RATING AND RANKING CRITERIA	19
APPENDIX B: CDFA ENERGY POLICY.....	23
APPENDIX C: CORE DATA INDEX.....	27
APPENDIX D: ECONOMIC DEVELOPMENT SPECIAL ELIGIBILITY AREAS.....	29
REFERENCES.....	30

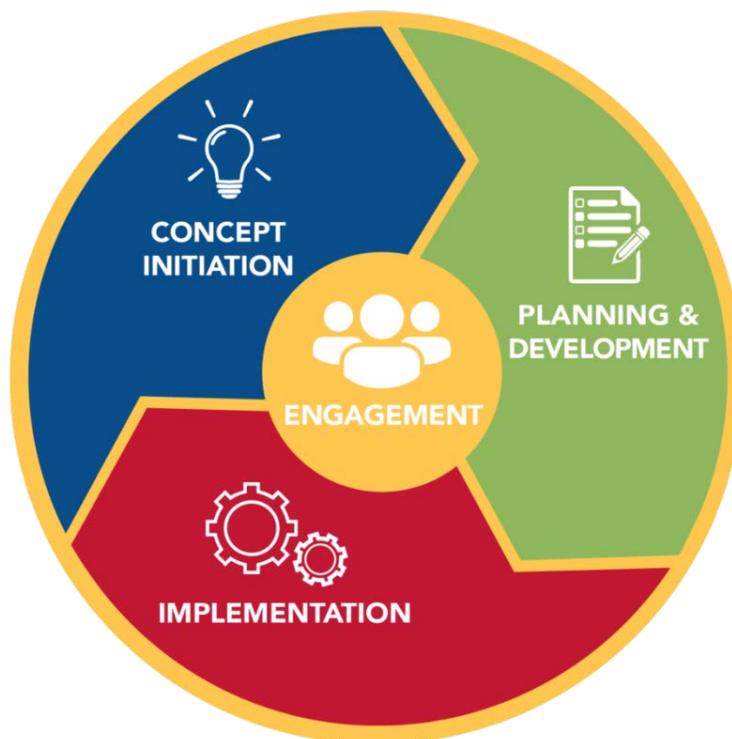
CHAPTER 1: PROGRAM OVERVIEW

The Community Development Finance Authority (CDFA) is a statewide, nonprofit authority focused on maximizing the value and impact of community development, economic development, and clean energy initiatives, throughout New Hampshire. The organization leverages a variety of financial and technical resources, including the competitive deployment of grant, loan, and equity programs.

CDFA's impact can be seen in revitalized downtowns, high-quality childcare facilities, renovated housing, clean energy projects, business expansions to provide jobs, and a healthy and vibrant nonprofit sector. More information about CDFA can be found by visiting: [Our Impact](#), reading CDFA's [Living Strategic Plan](#), or exploring our [Resources](#).

CDFA sees a future New Hampshire whose communities are economically and socially resilient, reflect and respect their natural surroundings, and are places where people want to live, work and play.

We provide a variety of financial resources, including the competitive deployment of grants, loans and State tax-credit equity, across all stages of project development.



1.1 RECOVERY HOUSING PROGRAM (RHP)

The Recovery Housing Program is a pilot program deploying federal resources in New Hampshire to help increase the availability of stable, temporary housing to individuals in recovery from a substance use disorder.

There is critical need for recovery housing in New Hampshire and these federal funds aim to help alleviate the significant shortage of this type of housing across the state.

The New Hampshire Community Development Finance Authority (CDFA) will administer the Recovery Housing Program which was authorized via the federal Substance Use-Disorder Prevention that Promotes Opioid Recovery and Treatment (SUPPORT) for Patients and Communities Act of 2018.

Section 8071 of the SUPPORT Act (Section 8071) required funds appropriated or made available for the Recovery Housing Program be treated as Community Development Block Grant (CDBG) funds under title I of the Housing and Community Development Act of 1974, unless otherwise provided in Section 8071 or modified by waivers and alternative requirements.

RHP allows states and the District of Columbia to provide stable, transitional housing for individuals in recovery from a substance-use disorder. The funding covers a period of not more than two years or until the individual secures permanent housing, whichever is earlier.

The FR Notice (84 FR 16027) provided the percent share of the appropriated funds allocated to 25 grantees whose age-adjusted rate of drug overdose deaths is above the 2016 national rate of 19.8 per 100,000. New Hampshire was awarded a total amount of \$2.14 million over FY20 and FY21.

This application and program guide is meant to simplify RHP application process and selection criteria to encourage applications from organizations that may not normally pursue funding through their municipality.

1.2 DEFINITIONS

Individual in Recovery: As defined by SAMSHA, an individual in the process of change through which they improve their health and wellness, live self-directed lives, and strive to reach their full potential.

Substance Use Disorder: As defined by SAMSHA, Substance use disorders occur when the recurrent use of alcohol and/or drugs causes clinically significant impairment, including health problems, disability, and failure to meet major responsibilities at work, school, or home.

1.3 WHERE CAN I GET MORE INFORMATION?

Potential applicants are encouraged to attend the Recovery Housing Program Application Workshop on October 24 at 2:00 PM ([REGISTER HERE](#)). A recording of the workshop will be posted here on CDFA's Resource Hub: <https://resources.nhcdfa.org/programs/community-development-block-grant/application/special-allocations/>.

In addition, CDFA is available to provide technical assistance to municipalities and nonprofit organizations regarding the RHP program.

Contact us for questions about RHP before you decide to apply!

Please request a meeting through the CDFA website: [Schedule A Meeting – NH CDFA](#)

Or reach out to:

Kirsten Barton, Housing Specialist, kbarton@nhcdfa.org

Mollie Kaylor, Director of Housing and Community Development, mkaylor@nhcdfa.org

CHAPTER 2: ELIGIBILITY AND ACTIVITIES FUNDED

2.1 WHO IS ELIGIBLE

New Hampshire's RHP program is available to **all municipal and county government entities** in the state. Note that HUD entitlement communities are eligible applicants for RHP funding. A non-profit agency may also apply through its municipality or county as a sub-recipient of funds.

Cities and counties cannot "pass through" the awarded funds to another city or county to carry out the project activities. The recipient must carry out the project activities and remain fully responsible for the grant-funded project's compliance with all federal and state requirements. In other words, the project must be under the direct control of the grant recipient at all times.

2.2 FUNDING PRIORITIES

New Hampshire Community Development Finance Authority (CDFA), the entity administering New Hampshire's RHP funds, utilized public feedback to inform the creation of the [RHP Action Plan](#).

The need for additional recovery housing beds was identified as significant. Therefore, New Hampshire will focus on addressing this need through the RHP funding opportunity.

HUD requires that all states receiving RHP funding establish priorities from among the types of eligible activities. Applications for RHP funding must benefit individuals in recovery from a substance use disorder. The assistance is limited, per individual, to a period of not more than two years or until the individual secures permanent housing.

Eligible activities, which New Hampshire identified as a priority, are limited to:

- Public facilities and improvements;
- Acquisition of real property;
- Rehabilitation and reconstruction of multi-unit residential buildings;
- Rehabilitation and reconstruction of single-unit residential buildings;
- New construction of housing.

CHAPTER 3: NATIONAL OBJECTIVE AND ELIGIBLE ACTIVITIES

3.1 NATIONAL OBJECTIVE

To facilitate the use of RHP funds, the following waivers and alternative requirements modify several CDBG national objective criteria to be consistent with the purpose of Section 8071.

All RHP Activities must comply with the Limited Clientele National Objective as modified by [Microsoft Word - 6225-N-01-R1 RHP Notice 11-19-20 \(final\).docx \(hud.gov\)](#)

- Expansion of Limited Clientele National Objective to include RHP-assisted housing: HUD is imposing a waiver and alternative requirement to the limited clientele national objective criteria at 24 CFR 570.208(a)(2) and 570.483(b)(2)(i)(B) to the extent necessary to enable the use of the limited clientele national objective for acquisition, rehabilitation, reconstruction, or new construction activities assisted by RHP funds that provide stable, temporary housing to individuals in recovery from substance use disorder, when at least 51 percent of the individuals benefitting are low- or moderate- income persons. Any cost of other limitations on the participation by beneficiaries in RHP activities must not be prohibitive for low-income persons. The RHP activities, when taken as a whole, must not benefit moderate income persons to the exclusion of low-income persons.
- Modification of Limited Clientele Presumptions: Persons in certain group categories may be presumed to be low- and moderate-income persons pursuant to the requirements at 24 CFR 570.208(a)(2)(i)(A) or 570.483(b)(2)(ii)(A). HUD is modifying the requirements at 570.208(a)(2)(i)(A) and 570.483(b)(2)(ii)(A) to add additional categories of groups of persons that, when served exclusively or in combination with groups of persons in other listed categories, may be presumed to benefit persons, 51 percent of whom are low- and moderate- income, barring any evidence to the contrary. Under this alternative requirement, the categories are expanded to include persons who meet the federal poverty limits or are insured by Medicaid.
- Overall benefit to Low- and Moderate- Income Persons: Section 101(c) of the HCD Act (42 U.S.C. 530 (c)) establishes the primary objective of the HCD Act to be the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low- and moderate- income. Unlike the CDBG program, RHP funds may not be used for activities to aid in the prevention and elimination of slums or blight, or activities designed to meet community development needs having a particular urgency. Therefore, all RHP funds must be used to support activities that benefit low- and moderate- income persons. Additionally, administrative and

technical assistance expenditures are counted toward low- and moderate- income benefit in the same proportion as RHP expenditures for other activities.

3.2 ELIGIBLE ACTIVITIES

Not all CDBG-eligible activities are consistent with the purpose of RHP funding, which is **to provide stable, temporary housing** for individuals in recovery from a substance use disorder.

Eligible activities that HUD finds meet the RHP intent and that New Hampshire has deemed a priority are:

- Public facilities and improvements;
- Acquisition of real property;
- Rehabilitation and reconstruction of single-unit residential buildings;
- Rehabilitation and reconstruction of multi-unit residential buildings;
- Expansion of existing eligible activities to include new construction of housing.

The assistance is limited, per individual, to a period of not more than two years or until the individual secures permanent housing.

Applicants can learn more about CDBG National Objectives, eligible activities and how to documentation compliance in the CDFA's Community Development Block Grant Implementation Guide found here:

<https://resources.nhcdfa.org/programs/community-development-block-grant/implementation/>

3.3 TARGET FUNDING AMONG CATEGORY AREAS

CDFA received FY20 and FY21 allocation from HUD for the RHP program that total approximately \$2.14 million. After subtracting amounts allowed for Administration and Technical Assistance (5%), CDFA awards available funds in the categories listed below, using the percentages shown. Funding priority target are based on demand for certain types of projects, current trends and the priorities highlighted through the [2021-22 Action Plan](#) processes.

Allocation Targets and Proposed Accomplishments

The final Annual Allocation from HUD is included in [CDFA's Action Plan](#).

Grant Activity	Target %	Approx Number of Projects
Acquisition of Real Property	\$488,687.00	5
New Housing Construction	\$250,000.00	2
Public Facilities & Improvements	\$250,000.00	1
Rehab and Reconstructions of Multi-Unit Residential	\$488,687.00	5
Rehab and Reconstructions of Single-Unit Residential	\$488,687.00	5

3.4 INELIGIBLE ACTIVITIES

RHP funds cannot be used for facilities owned and/or maintained by a state or federal agency. RHP funds cannot be used to offset locally budgeted funds or to replace state or federal funds. All RHP projects must comply with 2 CFR 200. In addition, 24 CFR 570.489(d) (2 CFR 200.444) requires that RHP funds are not used for general expenses required to carry out other responsibilities of state and local governments.

3.5 MAXIMUM GRANT AMOUNTS FOR CATEGORY AREAS

Eligible applicants may apply for up to \$250,000 per activity and up to \$500,000 per subrecipient (if applying for two different eligible activities). For example, an applicant applying for up to \$500,000 per subrecipient may be doing so to support acquisition and rehabilitation for the same property with Recovery Housing Program funds.

3.6 FUNDS REMAINING

Any un-obligated or recaptured funds, earlier program year funds or program income will be made available in the next RHP funding round. Grant rounds will be announced on www.nhcdfa.org.

CHAPTER 4: HOW TO APPLY

Submitting a RHP funding application to CDFA will result in either an award or a notice of non-selection. Municipalities that are selected to receive a grant are sent an award letter. This begins the process of setting up the grant and ensuring that all contractual documents are in place. These application policies apply to RHP applications submitted to CDFA.

All applications must be completed and submitted on CDFA'S Grants Management System (GMS) www.nhcdfragrants.org.

Deadline(s): Completed applications are due December 19, 2022 for the first round of funding, and then accepted on a rolling basis after that until funds are expended.

Application Team

Applicants are encouraged to identify a strong team with different parties who will work together to submit a RHP application. The following parties are necessary for a successful application:

- CDFA staff;
- Municipal applicant staff/ representative;
- Grant writer/ administrator; and
- Subrecipient staff/ representative.

Once a project is awarded RHP funding it will be important to further build out the team that will be responsible for successfully carrying out the project.

In general, the application and award process for RHP funding consideration shall follow the steps below:

Pre Application - Learn about the program

Review this entire guide. Potential applicants who have completed the pre-application steps move on to the Application and Program Guide. The purpose of this **Application and Program Guide** is to:

- Provide information on National Objectives and Eligible activities and New Hampshire's priorities for funding.
- Encourage participation in the public input process for determining RHP program goals.
- Give clear steps and policies for completing an application.
- Define clear evaluation steps, criteria, and policies for funding decisions.

Pay close attention to the **Administration and Program Requirement** section below, as well as suggested web links. The purpose of that section is to:

- Describe federal and state requirements associated with RHP grants.
- Provide practical information on how to implement a RHP project that will meet legal, financial, and program obligations.
- Provide the grant administrator with a simple, step-by-step approach for the implementation of RHP-funded projects, including grant approval, set-up, compliance with applicable requirements, audits and close-out.
- Provide tools to assist in RHP project implementation. The tools include tips, lists, forms, and sample documents that are in the chapter or in the attachments to each chapter.

STEP 1 –Pre-Application Meeting with CDFA

All potential applicants should contact CDFA to review the proposed project concept prior to applying. CDFA will work with the potential applicant to review information to discuss:

- There is every reasonable likelihood that the proposed project will meet a federal national objective;
- The applicant is not otherwise ineligible to apply under the program;

- Review key dates for applicants;
- The proposed matching funds, if any, will be secured and readily available at the time of application; and
- Discuss how to obtain further technical assistance if needed.

STEP 2 – Application Submission

All applications must be submitted through CDFA's online grants management system and received by CDFA by the application deadline. All applications must meet Application Threshold requirements including:

1. All parts of the application have been properly completed and all attachments were provided.
2. 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, meeting a National Objective 24 CFR 570.483 which is to benefit mainly low- and moderate-income persons and households without excluding low-income persons and households and be an eligible activity.
3. Requested amounts are within the program limits (i.e. max grant limit, grant administration, engineering/architectural, environmental review, labor standards, construction contingency etc.).
4. In the case of a joint application:
 - a. Copies of all necessary intergovernmental agreements;
 - b. Relevant minutes of meetings and authorizations;
5. 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 three years;
 - b. Specify both short- and long-term community development objectives which are consistent with the national and state objectives;
 - c. State, as a matter of policy, that involuntary displacement of households from their neighborhoods shall be minimized;
 - d. If a housing and community development plan is currently on file at the authority and has been adopted no more than three 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;
6. All projects must meet the following readiness criteria:
 - a. State and Local Planning and Zoning Board approvals and other permits necessary to construct the project must be started and likely to be approved with evidence in application;
 - b. The project must execute the grant agreement within 6 months of the CDFA's Community Development Advisory Council's approval. If the project is not able to proceed within 15 months following the date of grant contract execution, CDFA may terminate the grant and re-obligate the funds.
8. Grantee Capacity Assessment
To evaluate an applicant's capacity and performance to carry out a proposed community development project, the following conditions shall apply:
 - 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:
 - There have not been a significant number of failed projects or monitoring findings that raise questions about applicant capacity; or
 - There has not been a monitoring finding requiring significant corrective actions that were necessary to protect the integrity of the project funds, and those corrective actions are not, or will not be implemented within 30 days.

- Whether the applicant currently has more than \$250,000 in unspent and obligated RHP funds;

9. Grantee/ Subrecipient Financial Review

CDFA will underwrite the grantee/subrecipient who is carrying out the RHP activity to determine whether RHP funds are needed and that the project can or will be carried out by the applicant or nonprofit sub-grantee.

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:

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

The Capacity Assessment and Financial Review shall result in one or more of the following actions:

- A request for clarifying information;
- Limited modifications to the proposed project;
- Reduced funding;
- Elimination of activities that do not meet the national objective or are ineligible;
- Elimination of activities that do not support the principal activity;
- Denial of further review for the project for clear failure to comply with one or more of the criteria;
- Scoring of the application.

The Federal RHP threshold review will consist of the following items:

- ✓ All activities are eligible under the RHP program and meet the national objective;
- ✓ Evidence of the authority it received from its local governing body, such as selectmen, town meeting, county commissioners, or city council, to apply for a RHP grant;
- ✓ Evidence of compliance with statutory public notice and hearing requirements including minutes of at least one public hearing held to provide citizens with information and an opportunity for oral and written comment;
- ✓ Evidence that the Residential Anti Displacement and Relocation Plan for the project was adopted by the municipality's governing body at a properly noticed public hearing prior to the submittal of the application;
- ✓ Evidence of authorization by the relevant governing body to its Authorized Official to apply; and
- ✓ The housing and community development plan shall be adopted by the municipality's governing body at a properly noticed public hearing prior to the public hearing on the application. The housing and community development plan public hearing may occur at the same time as the one held on the RHP application.

Please do not sign any vendor contracts or obligate any funds without CDFA approval, as there are federal requirements associated with these grant funds. These include, but are not limited to, the National Environmental Policy Act (NEPA), which **prohibits** the obligation or expenditure of project related RHP and non-RHP funds for activities with physical impacts or which limit the choice of alternatives until the environmental review process is completed and removal of environmental review grant conditions are received from CDFA. For more information refer to [Chapter 4 in the RHP Implementation Guide, here](#).

STEP 3 – Application Review, Rating and Ranking

Once an application is received, projects will be assigned to the review team which will conduct a more in-depth assessment of the project. The first step in the review process is to determine if the application contains all the required State and Federal threshold requirements.

When reviewing the State and Federal threshold requirements, if the application is found to be:

- Complete - It will be forwarded to the review staff for full review. The process will consist of the application being scored against other applications in that round. CDFA staff will rank all complete applications in accordance with the criteria contained in the most current MOD.
- Incomplete - CDFA staff will provide written notification to the applicant that they have fifteen (15) calendar days to submit any necessary information to make the application complete, if federal and state laws allow.

If, at any point during the application reviewing or rating process, it is determined the project does not meet the requirements or that it needs further development (i.e. to meet the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act or the Federal Environmental Review requirements), a recommendation will be made to the Executive Director to suspend the reviewing and rating (scoring) process. The respective staff will document areas where further development is needed to determine if the application can be submitted in the next round or is ineligible for RHP funds.

Upon receipt of additional information, if the application is found to be:

Incomplete – It will not be reviewed in that round and will require re-submittal during a future application cycle. Staff will notify the applicant of the incomplete status.

Complete - It will move forward in the process. The process will consist of the application being rated (scored) against other applications in that round.

The scoring criteria used to determine ranking and rating can be found on page 19 – 22 of this guide.

STEP 4 – Approval

The CDFA review team recommendation will be brought to the Community Development Advisory Committee for consideration and recommendation.

Community Development Advisory Committee (CDAC)

- As provided in RSA 162-L:15 and RSA 162-L:16, the function of the CDAC 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.
- Funding recommendation summaries are prepared by the authority staff and approved by the Executive Director for consideration by the CDAC. The summary of the recommendations will be presented to the CDAC at its' regularly scheduled meetings for review and consent.
- The authority may award a RHP grant amount that is different from the amount requested by the applicant. Applicants are not penalized for requesting the maximum grant amount, but the authority reserves the right to award a grant amount it deems appropriate to complete the project.
- If municipalities, which have applied for RHP funds, received no funding or fewer funds than requested, they are eligible to request an administrative review by the authority. Requests must be made no later than 15 days after the CDAC meeting and must adhere to the Administrative Review procedures.

- The authority will notify applicants in writing of their funding status no later than 30 days after the decision by CDAC. In cases where an administrative review is requested, steps outlined under Program Hearing Procedures and Administrative Reviews will be followed.

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 consent of the CDAC, the approval of the governor and executive 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.

Program Hearing Procedures and Administrative Reviews

- Committee Hearings. All CDAC meetings shall be open to the public and an opportunity for public comment shall be provided at each meeting.

Administrative Review Procedure and Time Limits

This section shall be applicable to municipalities which have applied for RHP funds and which either received no funds or fewer funds than requested.

1. 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 that they receive their award letter from CDFA.
2. The request for an administrative review shall be signed by the Authorized Official 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.
3. 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 in the request as well as the scoring criteria, shall recommend to the CDAC that it affirm or modify its prior decision.
4. Within 30 days of the executive director's recommendation, the CDAC shall, based on the executive director's review of the scoring criteria, affirm or modify its prior decision.

STEP 7 – Notice of Decision

The authority will notify applicants in writing of their funding status no later than 30 days after the decision by CDAC. In cases where an administrative review is requested, steps outlined under Program Hearing Procedures and Administrative Reviews will be followed.

Grantees must return the executed Grant Agreement within 6 months of receipt from CDFA.

CHAPTER 5: ADMINISTRATIVE REQUIREMENTS

The applicant should understand the Administrative, Program and Implementation requirements of the RHP funds before applying for funds.

RHP funds are treated as community development block grant (CDBG) funds under title I of the Housing and Community Development Act of 1974, unless otherwise provided in Section 8071 or modified by waivers and alternative requirements.

For additional information about the Administrative Requirements, the following CDBG compliance requirements that are also applicable to RHP can be found in the CDBG Implementation Guide on CDFA's Resource Hub [here](#) and some of those topics outlined in this Chapter. The CDBG Implementation Guidance is organized in the following areas:

- Citizen Participation Requirements
- AFFH, EEO, Section 3, and LEP compliance

- Environmental Review
- Financial Management, Match, Accessing Funds
- Procurement and Contract Requirements
- Labor Standards
- Acquisition
- Relocation
- Reporting and Recordkeeping
- Monitoring and Closeout

Though not all-inclusive, this guide covers the major areas of CDBG/RHP administration, provides required and suggested forms and instructions, and provides references for applicable State and Federal laws and regulations. As necessary, revisions or additions to this Guide will be issued via Circulars. This guide will be retained and kept up to date on a yearly basis to ensure effective administration of RHP grants. The current version of the guide can be found on the [CDFA Resource Hub](#).

Note, however, that this document is intended as a guide and reference, not as a substitute for thorough knowledge of State and Federal laws and regulations referenced herein.

5.1 GRANTEE REQUIREMENTS FOR CITIZEN PARTICIPATION

To establish goals for the RHP pilot and ensure goals were based on data, trends and public participation, CDFA conducted the following process:

- Hosted recovery home provider interviews across the state
- Conducted a survey of recovery homes and other stakeholders
- Solicited public input through one-on-one outreach
- Researched and evaluated best practices and program models

CDFA also sought feedback from New Hampshire's Single State Agency (SSA) the Department of Health and Human Services, the state agency responsible for administering SABG and SOR grants from SAMHSA.

Every applicant and recipient of RHP funds must comply with the citizen participation requirements provided in federal law and described in this chapter, including adopting a Citizen Participation Plan (CPP) Some of the requirements will be checked by CDFA during application review; others will be verified when grant projects are monitored.

The CPP may be amended concurrently by grantees to allow no less than 15 calendar days of RHP public comment and to encourage participation by organizations interested in residential recovery programs for individuals with a substance use disorder. (Office of Community Planning and Development, HUD, 2020)

Municipalities must meet the Local Government Requirements of the State RHP program (<https://ecfr.federalregister.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-570/subpart-I/section-570.486>). This includes:

1. Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in areas in which RHP funds are proposed to be used;
2. Ensure that residents will be given reasonable and timely access to local meetings, consistent with accessibility and reasonable accommodation requirements in accordance with section 504 of the Rehabilitation Act of 1973 and the regulations at [24 CFR part 8](#), and the Americans with Disabilities Act and the regulations at [28 CFR parts 35](#) and [36](#), as applicable, as well as information and records relating to the unit of local government's proposed and actual use of RHP funds;
3. Furnish citizens information, including but not limited to:
 - i. The amount of RHP funds expected to be made available [to the municipality from the state];
 - ii. How RHP is proposed to be used, the activities that may be undertaken with the RHP funds;

- iii. The estimated amount of the RHP funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons; and
 - iv. The proposed RHP activities likely to result in displacement and the unit of general local government's anti displacement and relocation plans required under § 570.488.
4. Provide technical assistance to groups that are representative of persons of low- and moderate-income that request assistance in developing proposals (including proposed strategies and actions to affirmatively further fair housing) in accordance with the procedures developed by the State. Such assistance need not include providing funds to such groups;
 5. Provide for a minimum of two public hearings, prior to application and at the mid-way point of the project, for the purpose of obtaining residents' views and responding to proposals and questions. Together the hearings must cover community development and housing needs (including affirmatively furthering fair housing), development of proposed activities, and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the State. There must be reasonable notice of the hearings and they must be held at times and accessible locations convenient to potential or actual beneficiaries, with accommodations for persons with disabilities. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;
 6. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the unit of general local government's application to the state. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the state.
 7. Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.

Certain citizen participation requirements must be met by the grantee prior to application submission while other requirements apply throughout the course of the project. Grantees are expected to take whatever actions are appropriate to encourage the participation of all its citizens, including minorities and non-English speaking persons, as well as persons with disabilities.

For more information:

- CDBG Grant Administration: Section 4.1 Citizen Participation Requirements
<https://resources.nhcdfa.org/programs/community-development-block-grant/implementation/grant-administration/section-4-1-citizen-participation-requirements/>
- Citizen Participation Plan 2019
https://resources.nhcdfa.org/wp-content/uploads/2019/11/Chap-4_Attachment-4-1_NH-Citizen-Participation-Plan.pdf

5.2. PROJECT TIMELINE AND PHASING

All grants from the RHP-funded award must be completed within 18 months after execution of the funding contract with CDFA. Any unobligated funds in the RHP award may be recaptured by CDFA after this time period. Under special circumstances (pandemic, natural disaster) if the project will take longer than the typical 18-month timeline, the applicant may request up to 24 months as part of their application.

Projects cannot be divided into phases to obtain multiple RHP grants for the same facility. Some examples of project phasing not allowed under the program include:

- Separating a public works project into phases, such as collection system improvements in one phase and treatment system improvements into another phase to apply for more than the maximum grant within a five-year period
- Building one portion of a public/community facility now, and then building the remaining portion later, in order to qualify for two grants for the same facility.

5.3. MATCHING FUNDS

No matching funds are required for grantees to receive RHP grants, however all funding that is part of the project budget must be committed prior to applying for RHP funding. Therefore, if total project costs exceed the maximum award RHP award amount, all additional funding must be in place at the time of application.

5.4. UNEXPENDED GRANT FUNDS

Grant funds not used for activities as shown in the approved contract budget will be recaptured by CDFA and made available to other communities in accordance with the rules contained within this MOD.

5.5. GRANT ADMINISTRATION FEE

RHP funds have a 5% cap on administrative costs. Grantees may spend up to 5% of the RHP grant plus 5% of any RHP program income received on administrative costs. Planning grants are not eligible for RHP funds. (Housing and Urban Development, 2021)

5.6. OTHER ACTIVITY DELIVERY COSTS

Environmental Review

Up to a maximum of \$5,000 per project is allowed to prepare and complete a full environmental review record including any associated wetlands delineations, 8-step floodplain/wetlands processes, biological assessments, pedestrian survey's, SHPO communication etc., to meet all the requirements of the RHP grant and approved by CDFA, if needed. The complete record must be ready for public comment. Any amount of funds in excess of the \$5,000 must be paid for with local or non-RHP funds.

Legal Fees

There is no maximum limit on costs associated with legal fees directly related to the project as long as the fee is reasonable and consistent with fees charged for projects with a similar scope of work in the local market.

Property Appraisal Fees

There is no maximum limit on costs associated with property appraisal fees related to property acquisition as long as the fee is reasonable and consistent with fees charged for projects with a similar scope of work in the local market.

Project Cost - Program Management Services (Only applies to housing rehabilitation projects.)

Up to 20 percent of the grant award may be used for the combined costs associated with grant administration and program management. Of this amount no more than is reasonable to complete the project may be used for grant administration costs. Program management costs are expenses directly related to carrying out eligible program activities such as working with low- and moderate-income eligible clients. These costs are not considered to be grant/project administration costs because they provide a direct service to clients eligible under the low- and moderate-income national objective. Refer to the Guide for Grant Administration/Activity Delivery Costs/Program Management Costs for identification of the eligible grant administration, environmental review, attorney fees, appraisal costs, program management and other costs.

Limitations on Architectural and Engineering Costs

There is no maximum limit on costs associated with Architectural and Engineering costs directly related to the project as long as the fee is reasonable and consistent with fees charged for projects with a similar scope of work in the local market.

The reasonable work generally includes: project design, surveying, preparation of bid and contract documents, review of bids, project/construction oversight, preparation of as-built drawings and operation and

maintenance plans. Professional services contracted out by the engineering/architectural firm for project geotechnical evaluation, surveying, core samples, or other extra services are not generally included in the above stated limit for engineering and architectural costs. For further assistance, contact CDFA staff.

Preliminary engineering/planning documents, final design engineering documents and construction oversight in projects funded in full or in part with RHP funds must be prepared and stamped or conducted by a registered professional engineer or architect licensed to do work within the State of New Hampshire.

Limits on Construction Contingencies

Construction contingencies are limited to a maximum of 10 percent of the projected construction line item cost.

Pre-Agreement Costs

In any project assisted in whole or in part with RHP funds, costs incurred after a grant award has been made but prior to execution of a grant contract are not eligible for reimbursement unless there are provisions in the grant contract allowing for payment of specific pre-agreement costs. The activities must also be eligible and undertaken in accordance with the requirements of the RHP program/future contract requirements and the federal environmental review rules at 24 CFR Part 58. Consult with CDFA staff during project development on pre-agreement cost activities.

If pre-agreement costs are to be requested, the applicant must provide a letter with the application, requesting pre-agreement costs that clearly explains and identifies:

1. The amount of funds needed, by budget line item;
2. An explanation as to why pre-agreement costs are necessary for the completion of the project;
3. The timeline in which the funds will be expended; and
4. Documentation the federal environmental review rules at 24 CFR Part 58 have been met.

Costs incurred prior to award of the grant to a municipality are generally not eligible for reimbursement in any project assisted in whole or in part with RHP funds. Exceptions can be made for the following activities, in accordance with the above approval:

- a. Environmental reviews
- b. Income Surveys
- c. Grant Writing
- d. Legal Services
- e. Noticing related to relocation and/or acquisition activities;
- f. Any other activities deemed as a reasonable cost by the authority (waiver required)

The application must describe the pre-agreement costs within the project description and show the costs in the project budget.

Ineligible Costs

Any activity not listed under eligible costs is generally considered ineligible. Check with CDFA with any further questions.

Work Performed by Staff of the Grantee (Force Account)

Grantees planning to pay their own staff with grant funds for administration and/or force account work including, but not limited to, engineering, design and inspection services, construction labor and operation of locally owned equipment, must consult with CDFA and receive approval prior to submitting an application.

Guide for Grant Administration/Activity Delivery Costs/Program Management Costs

<i>Activity</i>	<i>Grant Administration Cost (yes/no)</i>	<i>Activity Delivery Cost (yes/no)</i>	<i>Pre Application – Eligible Costs</i>	<i>Notes</i>
Preparing budgets, schedules, contract amendments.	Yes	No	No	

Drafting Requests for Proposals and agreements with consultants for grant administration or other consulting work (Architect and Engineer).	Yes	No	Yes	No maximum – reasonable and necessary to complete the activity. Approval from CDFA required.
Setting up systems to assure compliance with state and federal program requirements. For example: labor standards files and a grant accounting system.	Yes	No	No	
Monitoring project progress against the grant contract scope of work and budget and reporting to elected officials.	Yes	No	No	
Preparing disbursements/cash requests, reports, and other documents for submission to the CDFA.	Yes	No	No	
Participating in CDFA monitoring visits and responding to monitoring findings and concerns.	Yes	No	No	
Preparing a project completion report, assisting an auditor with required grant information.	Yes	No	No	
Costs of publishing the Fair Housing Resolution.	Yes	No	Yes	
Purchase of capital equipment, such as computers and file cabinets for grant administration.	No	No	No	
Training on RHP grant administration requirements.	Yes or No	No	No	
Preparation of the environmental review and all related costs.	No	Yes	Yes	Maximum \$5,000 per project.
Federal Labor Standards Compliance work related to conducting on-site employee interviews, verifying payroll data, reviewing payrolls, attending pre-construction conferences, and obtaining compliance with these requirements.	No	Yes or No	No	No maximum – reasonable and necessary to complete the activity. Approval from CDFA required.

Attorney fees for preparing or reviewing contract documents or property acquisition activities.	No	Yes	Yes	No maximum – reasonable and necessary to complete the activity. Approval from CDFA required.
Audit Costs.	No	Yes	No	RHP portion of the audit cost.
Professional appraiser fees related to property acquisition.	No	Yes	No	No maximum – reasonable and necessary to complete the activity. Approval from CDFA required.
Construction Contingency.	No	Yes	No	10% of the estimated construction cost.
Architectural.	No	Yes	No	No maximum – reasonable and necessary to complete the activity. Approval from CDFA required.
Engineering.	No	Yes	No	No maximum – reasonable and necessary to complete the activity. Approval from CDFA required.
Housing Rehab - Collecting client applications, verifying application to determine eligibility.	No	Yes	Yes	Up to 20% of the grant award.
Non-Housing Rehab Projects - Collecting client applications, verifying application to determine eligibility.	No	Yes	Yes	No maximum – reasonable and necessary to complete the activity. Approval from CDFA required.
On-site inspections, bid preparation, contracting, client/contractor troubleshooting, compiling cost data on individual rehabilitation homes.	No	Yes	Yes	No maximum – reasonable and necessary to complete the activity. Approval from CDFA required.

5.7. OTHER RESOURCES AND INFORMATION

It is very important to note that the applicable regulations and requirements are subject to change. Grantees are responsible for ensuring that they are following all applicable rules. This can be accomplished by periodically checking the websites listed below to see if updated or revised regulations have been issued:

HUD landing page for RHP (overview and resources):

https://www.hud.gov/program_offices/comm_planning/rhp

Quick Guide to RHP:

<https://files.hudexchange.info/resources/documents/RHP-Implementation-Notice-Quick-Guide.pdf>

New Hampshire websites:

<https://www.nhhfa.org/consolidated-plan>

<https://resources.nhcdfa.org/programs/community-development-block-grant/>

CDP Income Calculator

<https://www.hudexchange.info/incomecalculator/>

HUD Office of Community Planning and Development Training:

<https://www.hudexchange.info/trainings/>

HUD Office of Healthy Homes and Lead Hazard Control:

https://www.hud.gov/program_offices/healthy_homes

HUD Office of Labor Standards and Enforcement (OLSE):

https://www.hud.gov/program_offices/davis_bacon_and_labor_standards

HUD Office of Environment and Energy (OEE):

<https://www.hudexchange.info/programs/environmental-review/>

Department of Labor:

<http://www.dol.gov/>

For more information or assistance, grantees are encouraged to contact CDFA staff.

5.8. WAIVERS

Waivers for the RHP application process are focused around eligible activities. The application process for CDBG-like programs is required including grant administration and writing.

CDFA may waive non-statutory program requirements. A request for a waiver will be approved only when it is determined necessary to further the objectives of the RHP program and is consistent with the Housing and Community Development Act statutes, the HUD regulations, and CDFA's community development objectives.

Waivers may be requested by the Grantee using the CDFA Waiver Request Form. The request must contain the following:

- Reason(s) for the waiver, including justification of the reasons beyond the recipient's control to warrant a waiver;
- Actions taken by the recipient to overcome the problem(s);
- Specific RHP requirements that are proposed to be waived; and
- Identification of the plan to complete the project.

CHAPTER 6: PROGRAM ELIGIBLE ACTIVITIES

6.1 RHP REQUIREMENTS

Eligible Activity	Description
Acquisition of Real Property	For the purpose of providing stable, temporary housing to persons in recovery from a substance use disorder.
New Housing Construction	New construction of housing is subject to the same requirements that apply to rehabilitation activities
Public Facilities & Improvements	Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements for the purpose of providing stable, temporary housing for individuals in recovery from a substance use disorder.
Rehab and Reconstruction (Single and Multi Unit)	Multi-Unit up to 2 or more units or Single Unit – for the purpose of providing stable, temporary housing for individuals in recovery from a substance use disorder.

APPENDIX A: EVALUATION RATING AND RANKING CRITERIA

Prior to scoring, all applications must be complete and first meet the application threshold criteria outlined in the **How to Apply** section.

If the application is determined to be complete and meets the threshold criteria, it will enter the capacity assessment and then the ranking and rating process against other applications in that round. CDFA staff will rank all complete applications in accordance with the criteria contained in this section.

SCORING OF RHP APPLICATIONS

Minimum threshold for projects to move forward are satisfactory completion of the application threshold criteria, grantee completed subrecipient risk assessment and other required attached with the application, and readiness for implementation and likely to complete project in 18 months.

If these thresholds are met, applications will be evaluated and awarded points according to the following factors:

Community Needs

Data to be used to establish the Community Need scores can be found in Core Data Index in an Appendix of this Guide, up to 70 points. Data are gathered from a variety of sources, including the US Census Bureau, NH Department of Health and Human Services, NH Housing Finance Authority, and the NH Office of Strategic Initiatives.

Statewide Recovery Housing Needs

Statewide Recovery Needs (40 total)		
High Priority Activities: acquisition, new construction, new beds (40)	Medium Priority Activities: rehabilitation for recovery units, acquisition or construction of new public facilities where recovery services are provided (25)	Low Priority Activities: rehabilitation of existing public facilities where recovery services are provided (10)

High Priority Activity

Up to 40 points awarded for acquisition, new construction, and new beds *added to recovery housing statewide inventory* as described below:

High Priority Activity	Points
Showing the greatest need and impact	40
Moderate	35
Minimum	30

Medium Priority Activity

Up to 25 points for rehabilitation for recovery units, *acquisition or construction of new public facilities where recovery services are already provided*:

Medium Priority Activity	Points
Showing the greatest need and impact	25
Moderate	20
Minimum	15

Low Priority Activity Points

Up to 10 points for *rehabilitation of existing public facilities* where recovery services are provided with the following categories:

Low Priority Activity	Points
Showing the greatest need and impact	10
Moderate	5
Minimum	0

Recovery Housing Needs

Recovery Housing Priority Needs (80 total)		
Geography: activities that are new to the service area (30)	Population Served: activities that service populations that are not currently being served in the service area (25)	Community Supports: Up to 5 points for demonstration of partnership with the following critical services (recovery services/ housing services, transportation, job placement and support, childcare, social connectivity) (25)

Geography

Up to 30 points awarded for projects new to the service area as described below:

Geography	Points
Activities that are new to the service area	30
Activities already exist and increased capacity is needed within the service area	15
Activities already exist and are serving the total need of the service area	0

Population Served

Up to 25 points activities that service populations that are not currently being served in the service area:

Population Served	Points
Activities that service populations that are not currently being served in the service area	25
Activities are duplicating those that are currently being served in the service area	15
Activities that service populations that are at capacity of being served in the service area	0

Community Supports

Up to 25 points for demonstration of partnership with the following critical services (*recovery services/ housing services, transportation, job placement and support, childcare, social connectivity*):

Low Priority Activity	Points
Showing the greatest need and impact	10
Moderate	5
Minimum	0

Project Specific Needs

Project Specific Needs (50 total)	
Need and Impact (40)	Long Term Benefit (10)

Need and Impact

Up to 30 points shall be awarded for projects addressing a specific regional need and/or proportionally creating more beds as follows:

Need and Impact	Points
If project funds shall address a regional or community need with regard to recovery housing and support individuals who experience substance use disorder and individuals in recovery	40
If project funds shall address a regional or community need with regard to recovery housing and support individuals who experience substance use disorder and individuals in recovery	20
If project does not address a regional need or positively impact the community of individuals in recovery	0

Long-Term Benefit

For housing applications, up to 10 points for long-term benefit shall be awarded as follows:

Long-Term Benefit	Points
If a majority of the project funds shall have a long-term benefit for substance use disorder individuals or households for at least 20 years by: a. Establishing a mechanism for maintaining long-term rent levels b. Providing homeownership opportunities at costs no greater than those described in the housing grant section	10
If a majority of the project funds might have a long-term benefit for low- and moderate-income households for 10 year and/or 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	5
If a majority of the project funds shall have a minimum (5 year) long-term benefit for low- and moderate-income households	0

Capacity

Capacity (30 total)		
Readiness (20)	Match/Leverage (5)	NH CORR Certification (5)

Readiness for Implementation – Housing

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

Readiness	Points
(1) If architectural or engineering design is 25% Construction Drawings and cost estimates by a duly licensed architect or engineer have been completed leading directly to project implementation	20
Application does not contain one of the applicable criteria listed in (1) above	10
If an application does not contain 2 of the applicable criteria listed in (1) above and has only the minimum preliminary architectural or engineering design required	0

Match/Leverage

Up to 5 points for applicants that include additional funding sources (match is not required):

Match/Leverage	Points
Funding match at similar level to RHP funding request	5
Funding match at lower level than RHP funding request	2
No matched funding	0

NH CORR Certification

Up to 5 points for applicants that are certified by NH CORR:

NH CORR Certification	Points
NH CORR Certification is complete	5
Applicant has applied for NH CORR certification	2
Applicant is not certified by NH CORR and does not intend to apply for certification	0

Energy use (bonus)

Up to 5 points if the project meets one of the following criteria:

- New Construction projects that meet LEED, Passive House, or Net Zero requirements.
- New Construction projects that generate >50% of their property's annual energy use with on-site renewable energy.
- Rehabilitation projects that transition their primary heating from fossil fuel to high efficiency electrification.

APPENDIX B: CDFA ENERGY POLICY

The following requirements apply to all CDFA RHP, Tax Credit and Clean Energy Fund applications. These policies apply to any project proposing a physical alteration to existing energy systems (building envelope, mechanical systems, lighting, etc.) or for new construction (includes additions and gut rehabs).

Intent: Projects will complete appropriate evaluation of comprehensive energy opportunities prior to, or concurrent with, the planning/design of the project in order to inform a design that: 1) reduces future operating and maintenance costs; 2) improves occupant comfort and health; and/or 3) improves facility durability.

Exceptions: A [Waiver Request Form](#) should be submitted **prior to application** for projects not impacting any energy-related building system or those requesting a change in the policy requirement "Timeframe", or type of required assessment¹. CDFA will consider any exceptions or adjustments on a case by case basis.

Note: *Italicized* Terms are defined at the end of the appendix.

Alterations			
	CDFA Program		
	RHP	CEF	Tax Credit
Requirements	<i>Level II Energy Audit</i> ² if project impacts any energy-related building system Timeframe: <i>Application threshold</i>		
	Documented consultation with appropriate utilities for incentives ³ Timeframe: <i>Application threshold</i>		
	Implementation must meet 2015 NH State Energy Code		
Recommendations (may improve scoring or likelihood of full award)	Projects incorporate reasonable recommendations from <i>Energy Audit</i> that exceed current NH State Energy Code		
	<i>Commissioning</i> of any new energy system		
	High performance construction (LEED, Energy Star, Passive House, or Net Zero)		

¹ Alternative types/levels of assessment recommended as appropriate by an *Accredited Energy Professional or Organization* will be considered. New Construction projects planning to reach LEED, Energy Star, Passive House, or Net Zero standards can waive requirement with documented intent from design team (Energy Charrette still recommended).

² Consists of an ASHRAE Level II Energy Audit completed by Accredited Energy Professional or Organization.

³ Documentation of Consultation with utilities includes a copy of email communications about the project or a document committing incentives.

New Construction – Goal is to Exceed 2015 International Energy Conservation Code

	CDFA Program		
	RHP	CEF	Tax Credit
Requirements	<i>Energy Design Charrette⁴</i> Timeframe: Application threshold		
	Documented consultation with appropriate utilities for incentives ⁵ Timeframe: Application threshold		
	<i>Commissioning of any new energy system</i>		
	Implementation must meet 2015 NH State Energy Code		
Recommendations (may improve scoring or likelihood of full award)	Projects incorporate reasonable recommendations from <i>Energy Audit</i> that exceed current NH State Energy Code		
	High performance construction (LEED, Energy Star, Passive House, or Net Zero)		

Water/Wastewater Projects

	CDFA Program		
	RHP	CEF	Tax Credit
Requirements	<i>Energy Audit⁶</i> Timeframe: Application threshold		NA
	Documented consultation with appropriate utilities for incentives Timeframe: Application threshold		

⁴ Alternative types/levels of assessment recommended as appropriate by an *Accredited Energy Professional or Organization* will be considered. New Construction projects planning to reach LEED, Energy Star, Passive House, or Net Zero standards can waive requirement with documented intent from design team (Energy Charrette still recommended).

⁵ Documentation of Consultation with utilities includes a copy of email communications about the project or a document committing incentives.

⁶ Level I or Level II Energy Audit as recommended by an *Accredited Energy Professional or Organization*.

TERMS

Accredited Energy Professional or Organization - Work must be completed or signed off by a professional with one of the following designations appropriate to the work being completed, and with experience having completed at least two ASHRAE Level II energy audits: Professional Engineer (PE), Certification from the Association of Energy Engineers (AEE), or certification from the Building Performance Institute (BPI).

Application Threshold – Must be included as part of the initial application submittal.

ASHRAE Level I Energy Audit - Includes interviews, a preliminary energy use analysis and a walkthrough of the facility. A preliminary report details low-cost/no-cost measures, areas of concern, and potential capital improvements for further study. This level of detail is adequate for prioritizing energy efficiency projects and to assess whether a more detailed audit is necessary.

ASHRAE Level II Energy Audit – This includes the ASHRAE Level I analysis but adds detailed energy calculations and financial analysis of proposed energy efficiency measures. Energy consumption is broken out by end-use, identifying areas which present the greatest efficiency opportunities. Utility rates are analyzed to determine if there are rate change opportunities, and key building representatives are interviewed for insights into building operational characteristics, potential problem areas, and to define financial and non-financial goals of the audit. This level of detail is adequate to justify project implementation.

The term “Energy Audit” in CDFA’s policy refers to an ASHRAE Level II Energy Audit.

Commissioning - A process that verifies and documents that the selected building systems have been designed, installed, and function according to the owner's project requirements and construction documents, and to minimum code requirements. Refers to the 2015 International Energy Conservation Code (IECC) requirement for Building Commissioning (Section C408 - System Commissioning) that was amended from the 2015 NH State Energy Code; Occupants must be trained on the Commissioning Plan and system operation.

Energy Design Charrette consists of a meeting of the design team and utility representative(s) to discuss energy efficiency opportunities and potential incentives.

CDFA Energy Policy

Contact:

**Scott Maslansky, C.E.M. | Director of Clean Energy Finance
Community Development Finance Authority**

Direct: 603.717.9123

smaslansky@nhcdfa.org

www.nhcdfa.org

NHSAVES Program Contacts www.nhsaves.com

UTILITY	PROGRAM ADMINISTRATOR	E-MAIL ADDRESS	PHONE NUMBER
Eversource	Mark Toussaint	mark.toussaint@eversource.com	(603) 634-2301
Liberty Utilities	Bob Reals	bob.reals@libertyutilities.com	(603) 216-3634
New Hampshire Electric Co-op	Joe Lajewski	lajewskij@nhec.com	(603) 536-8663
Unitil	Joe Van Gombos	vangombosj@unitil.com	(603) 294-5023

Energy Consultants Serving NH

Below are companies that provide third party energy audits and other energy consulting services.

This is not an exhaustive list.

Mike Coty, CEM | Analyst

GDS Associates, Inc.

Manchester, NH

603-656-0336 (Office) | 603-391-0050 (Direct)

matt.siska@gdsassociates.com

Margaret Dillon, MS, BPI, LEED AP, CEM

S.E.E.D.S.

Sustainable Energy Education & Demonstration Services

603-532-8979

mdillon@myfairpoint.net

Dana Nute, General Manager

Resilient Buildings Group, Inc.

Concord, NH

603-226-1009, extension 212

dnute@resilientbuildingsgroup.com

www.resilientbuildingsgroup.com

Michele Sopher

Sopher Energy Analysis and Design

Rye, NH

603-502-2120

sopherenergy@gmail.com

<https://www.linkedin.com/in/michele-sopher-677b2a1b>

APPENDIX C: CORE DATA INDEX

The following table shows Core Data Index scores for each NH municipality and county. The Core Data Index was developed in conjunction with the NH Fiscal Policy Institute. More information on the process to develop and update the Core Data Index is available here: <https://resources.nhcdfa.org/working-with-cdfa/data/>.

Belknap County	33
Alton	30
Barnstead	32
Belmont	35
Center Harbor	31
Gilford	31
Gilmanton	29
Laconia	39
Meredith	36
New Hampton	30
Sanbornton	32
Tilton	38
Carroll County	40
Albany	43
Bartlett	39
Brookfield	35
Chatham	38
Conway	41
Eaton	36
Effingham	43
Freedom	41
Hale's Location	37
Hart's Location	38
Jackson	38
Madison	38
Moultonborough	36
Ossipee	46
Sandwich	39
Tamworth	43
Tuftonboro	42
Wakefield	39
Wolfeboro	39
Cheshire County	32
Alstead	37
Chesterfield	27
Dublin	28
Fitzwilliam	31
Gilsum	34
Harrisville	29
Hinsdale	37
Jaffrey	35
Keene	36
Marlborough	34
Marlow	36
Nelson	30
Richmond	32
Rindge	27
Roxbury	32
Stoddard	29

Sullivan	31
Surry	30
Swanzey	36
Troy	37
Walpole	30
Westmoreland	29
Winchester	40
Coos County	39
Berlin	43
Cambridge	31
Carroll	38
Clarksville	43
Colebrook	45
Columbia	40
Dalton	44
Dixville	31
Dummer	38
Errol	38
Gorham	40
Jefferson	38
Lancaster	46
Milan	40
Millsfield	34
Northumberland	45
Pittsburg	41
Randolph	37
Shelburne	36
Stark	42
Stewartstown	42
Stratford	49
Wentworth's Location	36
Whitefield	42
Grafton County	30
Alexandria	29
Ashland	32
Bath	31
Benton	40
Bethlehem	31
Bridgewater	31
Bristol	31
Campton	27
Canaan	29
Dorchester	35
Easton	28
Ellsworth	34
Enfield	26
Franconia	29
Grafton	35
Groton	32
Hanover	17

Haverhill	36
Hebron	30
Holderness	29
Landaff	33
Lebanon	29
Lincoln	30
Lisbon	37
Littleton	32
Lyman	31
Lyme	21
Monroe	28
Orange	29
Orford	28
Piermont	28
Plymouth	31
Rumney	32
Sugar Hill	20
Thornton	31
Warren	37
Waterville Valley	22
Wentworth	33
Woodstock	29
Hillsborough County	25
Amherst	18
Antrim	31
Bedford	19
Bennington	33
Brookline	18
Deering	32
Francestown	24
Goffstown	24
Greenfield	30
Greenville	36
Hancock	27
Hillsboro	31
Hollis	20
Hudson	21
Litchfield	20
Lyndeborough	23
Manchester	34
Mason	23
Merrimack	20
Milford	27
Mont Vernon	20
Nashua	28
New Boston	18
New Ipswich	28
Pelham	19
Peterborough	30
Sharon	25

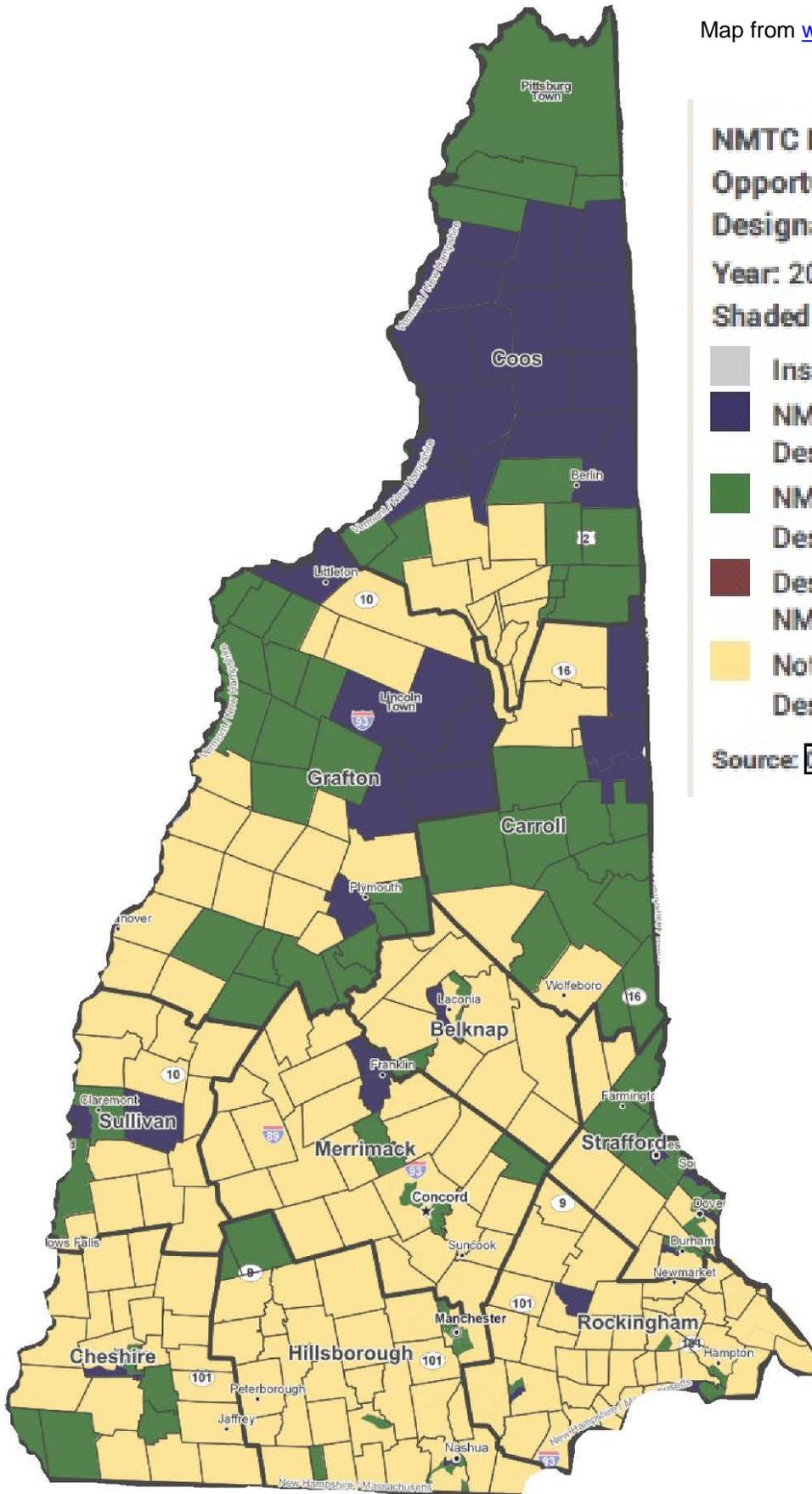
Temple	28
Weare	21
Wilton	28
Windsor	31
<u>Merrimack County</u>	26
Allenstown	34
Andover	25
Boscawen	32
Bow	19
Bradford	25
Canterbury	25
Chichester	21
Concord	30
Danbury	32
Dunbarton	17
Epsom	27
Franklin	36
Henniker	23
Hill	29
Hooksett	22
Hopkinton	23
Loudon	24
New London	22
Newbury	24
Northfield	33
Pembroke	27
Pittsfield	34
Salisbury	24
Sutton	22
Warner	27
Webster	21
Wilmot	24
<u>Rockingham County</u>	19
Atkinson	18

Auburn	14
Brentwood	18
Candia	17
Chester	15
Danville	22
Deerfield	16
Derry	24
East Kingston	17
Epping	22
Exeter	21
Fremont	19
Greenland	16
Hampstead	22
Hampton	20
Hampton Falls	18
Kensington	17
Kingston	17
Londonderry	17
New Castle	24
Newfields	16
Newington	19
Newmarket	23
Newton	18
North Hampton	18
Northwood	18
Nottingham	16
Plaistow	21
Portsmouth	23
Raymond	25
Rye	19
Salem	19
Sandown	17
Seabrook	27
South Hampton	18

Stratham	16
Windham	14
<u>Strafford County</u>	27
Barrington	24
Dover	27
Durham	23
Farmington	33
Lee	20
Madbury	19
Middleton	30
Milton	30
New Durham	26
Rochester	36
Rollinsford	27
Somersworth	34
Strafford	20
<u>Sullivan County</u>	32
Acworth	37
Charlestown	39
Claremont	40
Cornish	28
Croydon	29
Goshen	34
Grantham	21
Langdon	33
Lempster	30
Newport	38
Plainfield	25
Springfield	26
Sunapee	28
Unity	35
Washington	30

APPENDIX D: ECONOMIC DEVELOPMENT SPECIAL ELIGIBILITY AREAS - NEW MARKETS TAX CREDITS (NMTC) AND OPPORTUNITY ZONES

Map from www.policymap.com



NMTC Eligibility and Opportunity Zone Designation

Year: 2018

Shaded by: Census Tract, 2010

- Insufficient Data
- NMTC Eligible and Designated OZ
- NMTC Eligible but Not Designated OZ
- Designated OZ but Not NMTC Eligible
- Not NMTC Eligible and Not Designated OZ

Source: CDFI Fund

REFERENCES

- Center for Substance Abuse Treatment. (2022). *Directory of single State Agencies (SSA) for Substance Abuse Services*. Division of State and Community Assistance.
- Housing and Urban Development. (2021). *Recovery Housing Program Implementation Notice Quick Guide*. DC: HUD.
- Office of Community Planning and Development, HUD. (2020). *Notice of FY2020 Allocations, Waivers, and Alternative Requirements for the Pilot Recovery Housing Program*. Department of Housing and Urban Development.
- U.S. Department of Housing and Urban Development (HUD). (2021, July 14). *RHP Webinar Series*. Retrieved from HUD Exchange: <https://www.hudexchange.info/trainings/courses/rhp-webinar-series-drgr-for-rhp-grantees/4177/>