



COMMUNITY CENTER INVESTMENT PROGRAM

APPLICATION AND PROGRAM GUIDE

For additional program details or questions contact:

Community Development Finance Authority

Main: 603-226-2170

Email: contact@nhcdfa.org | www.nhcdfa.org

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For April 2023 applicants

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COMMUNITY DEVELOPMENT FINANCE AUTHORITY

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.

At CDFA, we envision a future New Hampshire composed of communities that are economically and socially resilient, reflect and respect their natural surroundings, and are places where people want to live, work, and play.

To achieve this vision, CDFA invests in the people of New Hampshire by:

- deploying a well-tuned, effective investment system;
- enabling partners to make transformational and sustainable changes; and
- taking an innovative approach to development finance.

PROGRAM OVERVIEW AND OBJECTIVES

PROGRAM OVERVIEW

CDFA's Community Center Investment Program will provide resources to nonprofits and municipalities to support infrastructure improvements to community spaces across New Hampshire. This investment of approximately \$20 million in federal American Rescue Plan Act (ARPA) State Fiscal Recovery Funds (SFRF), administered in coordination with the Governor's Office for Emergency Relief & Recovery (GOFERR), will deploy significant resources into our communities.

The Community Center Investment Program is an opportunity to make deeper impacts within New Hampshire communities through one-time, strategic investments in community-based infrastructure. Community centers are incredibly important for the health and vibrancy of New Hampshire's communities. They provide opportunities for residents to be active, receive essential services, and engage with fellow residents in civic activities. Community centers are inclusive, open to the public, and foster a culture of health and wellbeing in the communities they serve.

The program will focus on supporting facilities owned and/or managed by municipalities and nonprofits with limited resources and a demonstrated need to invest in their physical infrastructure to be viable for decades to come. The program is a competitive, community economic development investment program and seeks to advance community projects that show a high degree of community support, build partnerships, and leverage other resources.

Awards will be to:

- Develop a new center *;
- Rehabilitate the community center including outdoor space;
- Expand the center;
- Improve heating and cooling, air quality and/or ventilation;
- Improve energy efficiency of the building or space; and/or
- Improve the health, safety, and comfort of the center.

* All applicants proposing a new facility must complete and submit a *New Facility Analysis* with the application as justification for the project. The requirements of that analysis, which is needed to support eligibility, can be found within the application and will be part of the program FAQ's.

CDFA developed this program guidance with input from partners, in adherence with Federal and State regulations and policy and based on our 35-year history of investment in public infrastructure. The Community Center Investment Program anticipates accepting a second round of applications in the late fall, the program guidance will evolve with the benefit of additional experience and input. In addition to this

Application and Program Guide CDFA anticipates publishing a Frequently Asked Questions document on [CDFA's Resource Hub](#) in 2023.

DEFINITIONS

The following are definitions of key program terms and should be used to further clarify the program priorities.

Community center: A facility or outdoor place that currently exists or is planned to be developed which is owned and/or operated by a municipality or a nonprofit organization. The community center is an open and accessible space that provides services that meet the complex, multifaceted needs of the community or a target population. The activities of the center must be the primary focus of the space and multiple activities must be offered. Activities could include those that build a sense of community, civic pride, belonging, community engagement and strengthen local participation in democracy, community recreation, community improvement, community gathering and building, and/or social services.

Social services: Delivery of services provided at the community center may include but are not limited to: care for senior citizens and/or children under 18; food delivery and nutrition support; services for persons with disabilities; health, mental health, or substance abuse services, workforce training, health services or access, services that meet the needs of under or unhoused people; and family resource centers.

Open and accessible space: The community center must be consistently open to the public. Membership-based models or program fee structures that prevent the Center from being publicly accessible are not eligible.

Target populations: Based on the findings of the [Analysis of Impediments to Fair Housing Choice in New Hampshire report](#), CDFA supports target populations who are described in the report as: Black, Indigenous, and People of Color (BIPOC); immigrants; LGBTQ; disabled; women and gender non-conforming; rural; youth; and unhoused residents. We also allow applicants to define other target populations with supporting data in their application.

Target areas: Places with a high need as outlined in the [Community Progress Indicators](#) that help illustrate socioeconomic issues across the state.

Cash Match: Cash or "hard" matching includes cash spent for project-related costs. The allowable cash match must include costs that are necessary, reasonable, and allowable under the program.

Third-Party In-Kind Match: Third-party in-kind or "soft" matching includes, but is not limited to, the valuation of non-cash contributions provided by a third party. This could be a non-profit or private-sector partner, other units of government, educational partner, or others who may be providing in-kind match in the form of services, supplies, real property, and equipment. The value of the service may be used for the matching requirements, if the services are necessary, reasonable, and allowable under the program.

Nonprofit: A tax-exempt public charity that operate exclusively for public benefit under section 501(c)(3) of the Internal Revenue Code. Nonprofits must have up-to-date annual reports with the NH Secretary of State and Form 990 tax returns with the Internal Revenue Service. Qualifying nonprofits are those regulated by the Charitable Trusts Division of the NH Department of Justice, governed by volunteer boards with significant fiduciary obligations, and staffed by experienced professionals.

Municipality: Any city, incorporated town or village, or county in New Hampshire.

PROGRAM OBJECTIVES

In order to support ARPA SFRF eligibility, CDFA will prioritize applications for the following activities:

- Projects that serve target populations, show the greatest need and are likely to have significant impact on the community.

- Projects that reinvest in the public physical infrastructure and revitalize target areas.
- Projects that encourage the development of effective and durable collaborations among multiple organizations to fundamentally impact communities and strengthen the community.
- Projects that advance significant energy efficiency, renewable energy and sustainability elements, and,
- Projects are ready and proposed by applicants that have the capacity to carry out the proposed project.

Applications for the following activities may be given a lower priority:

- Organizations possessing the financial capacity to complete a proposed project without an investment.

GRANT AWARD

Maximum grant award is \$1,000,000, with a 15% of request matching requirement; minimum grant award is \$100,000.

For example, if the application is for a \$900,000 rehabilitation project including soft costs, the applicant would need to have \$135,000 in committed funds and could apply to the Community Center Investment Program for the balance of \$765,000.

The proposed matching funds and all resources to complete the proposed project need to be secured and readily available at the time of application.

Match funds can be in the form of cash, third-party in-kind match, grant or loan.

All reimbursed costs must be allowable expenses under the American Rescue Plan Act (ARPA) State Fiscal Recovery Funds (SFRF) award and applicable guidance.

ELIGIBILITY

Eligible applicants include public and private nonprofit organizations and Municipalities.

GUIDANCE

The following guiding principles will be used to evaluate applications from eligible applicants:

- The project must be determined by CDFA's Community Development Advisory Committee (CDAC) to fall within the scope of the Program as defined and referenced in this Guide.
- The project must be of a public purpose and for a public benefit. Such benefits must be quantifiable and shall be presented to CDFA at the time of application in the form described.
- Private industry capital is insufficient, infeasible, or not reasonably available to complete the project or a funding gap in the project is otherwise demonstrated.
- The applicant must prove that the project has a reasonable chance of success by providing evidence of: funding commitments, public support, organizational capacity, and sufficient capital for sustained operations.
- The project serves or will serve disproportionately impacted communities, as described in ARPA SLFRF guidance,

- The project must conform to all applicable environmental, zoning, building, planning, and sanitation laws. Additionally, applicants must have a plan for addressing energy efficiency and building sustainability, in accordance with [CDFA's Energy Policy](#) (Appendix E).

NEW CONSTRUCTION REQUIREMENT: NEW FACILITY ANALYSIS

All applicants proposing a new facility must complete and submit a [New Facility Analysis](#) with the application. The requirements of that analysis, which is needed to support project eligibility, can be found within the application and will be part of the FAQ's.

FEDERAL FUNDS

The Community Center Investment Program is funded by ARPA reporting requirements for these funds are defined within federal guidance, additional details will be available in the FAQ's.

Federal guidance allows for the granting of funds through competitive award rounds that create community centers which directly contribute to strong, healthy communities by building or renovating neighborhood features that promote health and safety. Awarded funds are available as part of the COVID-19 public health and economic response, including investing in certain community development and neighborhood revitalization activities to support disproportionately impacted communities.

DISTRIBUTION OF FUNDS

Funds will be issued on a reimbursement basis for eligible activities to those eligible entities awarded Community Center Investment Program resources.

Awards will be issued either in the form of forgivable loans at 0% interest or grants. Any loan would be forgiven in full upon compliance with all loan conditions, including the completion of the project and evidence of certificate of occupancy. The [Structure of Award Policy](#) provides additional information about the award options and application requirements. Applicants selecting a grant award will be required to complete the following:

- [Community Center Investment Program \(CCIP\): Risk Assessment for Structure of Award](#); and
- [Community Center Investment Program \(CCIP\): Compliance Plan](#).

Generally, an awarded entity will be required to repay an award if they fail to comply with the conditions of the award as defined in the commitment letter and other documents.

COMPLIANCE WITH FEDERAL GUIDANCE

If awarded, funds must be used solely for an allowable purpose as defined in the American Rescue Plan Act of 2021 ("ARPA"), H.R. 1319, Section 9901 and requires compliance with the Uniform Guidance known as 2 CFR 200 requirements. Those may include but are not limited to:

- Program Administration, including record retention;
- Financial Management, including audit requirements;
- Environmental evaluation;
- Civil Rights including ADA compliance;
- Procurement;
- Plan for real property reporting and disposition plan;
- Labor Standards; and
- Acquisition / Relocation.

CDFFA will provide grantees additional details on these requirements in the program FAQ's. Grantee will agree through a legal instrument to be bound by all applicable local, state and federal guidance prior to receiving State Fiscal Relief Funds (SFRF) funds.

GRANT ADMINISTRATION

Implementation funds can be used for grant administration and should be included in the application in the Source and Uses budget section. Grant administration can be carried out by staff or external consultants. The limit for administrative costs is 10% of the total CCIP award.

FAITH BASED APPLICANT ORGANIZATIONS

CDFA will apply the following principles when considering an application from eligible, faith-based nonprofit organizations:

- Recipients may not discriminate against a project beneficiary on the basis of religion or religious belief.
- Funds may not be used for explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization). Such activities may be offered outside of activities that are supported with CDFA resources.
- Participation in any explicitly religious activities must be voluntary.
- The community center must be open to the public, not only members of the religious organization.

HOW TO APPLY AND TIMELINE

All applications must be completed and submitted on CDFA'S Grants Management System www.nhcdfragrants.org. More information on how to use the Grants Management System can be found on the CDFA Resource Hub ([link](#)).

The application requires applicants to meet requirements, detail their specific project, describe the extent to which it aligns with program objectives, and provide other pertinent information that will help CDFA determine the applicant organization's capacity to complete a successful project.

An outline of CDFA's Community Center Investment Program application can be found in Appendix A of this document.

CDFA'S TECHNICAL ASSISTANCE TO APPLICANTS

If you are interested in pursuing a Community Center Investment Program application, please consider scheduling a pre-application meeting with CDFA staff. These meetings are a great opportunity for us to learn more about your project, answer any questions you may have about the program or application, as well as provide guidance specific to your project.

Instructions on how to schedule a pre-application meeting can be found below. Please note we will be scheduling meetings from Tuesday, April 4 through Wednesday, April 12, 2023. If you experience any difficulties scheduling an appointment, please let us know.

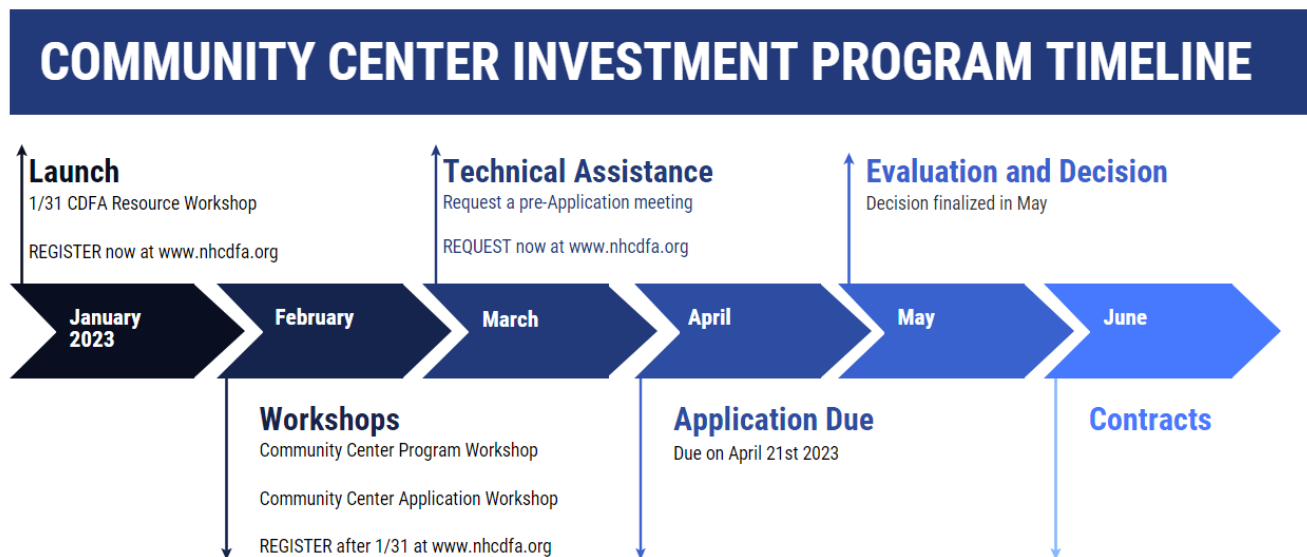
How to schedule a pre-application meeting with CDFA staff

1. Select one individual from your organization/project team to schedule the appointment as we can only accommodate one meeting per organization.
2. Visit [this link](#) to schedule your pre-application meeting.
3. Select "Pre-application Meeting: Community Center Investment Program."

4. Select the date and time that works best for you and any colleagues that you may want to join you for the meeting.
5. Enter in your contact information (name, email, phone number), organization, and the names and email addresses of any additional meeting participants. You can also enter specific questions or topics you would like to discuss in the notes box.
6. Hit the “Book” button at the bottom of the page. You will receive a meeting notification in your email shortly.
7. Send the meeting notification / calendar invitation to all those within your organization that you would like to participate.

KEY DATES

Applicants should note the following dates and deadlines as they pertain the Community Center Investment Program.



Application Workshops

CDFA will host a series of virtual webinars for organizations interested in learning more about the Community Center Investment Program and how to apply for these resources available to New Hampshire nonprofits and municipalities.

- **January 2023: CDFA Resources and Funding your Community Project Webinar**
[Webinar Recording](#)
[Webinar Presentation](#)

All recorded CDFA program workshops can be found on our YouTube channel:
<https://youtube.com/playlist?list=PLmEospN9hot7MIh0IsU315Q5LeHnEM9HU>

- **February 23, 2023: Community Center Investment Program Overview Webinar**
[Webinar Recording](#)
[Webinar Presentation](#)

- **March 23, 2023: Community Center Investment Program Application Webinar**
[Webinar Recording](#)
[Webinar Presentation](#)

Online Application Available

The Round 1 applications will be available on CDFA's Grants Management System (GMS) beginning **March 24, 2023**.

Application Deadline

Applications for the first round of the Community Center Investment Program Round are due **April 21, 2023 by 4:00 PM**. Late submissions and incomplete applications will not be accepted.

Award Announcement

CDFA plans to notify applicants **the week of May 29th** regarding funding decisions.

Project Completion

All projects must be completed and available for use no later than August 31, 2025.

NOTE: A subsequent application and award round may occur, dependent upon funding availability and demonstrated need in the program. CDFA will announce any such additional round after initial awards are determined.

EVALUATION

Program applicants are subjected to a substantial programmatic and financial review. Among other requirements, projects must provide a public benefit, be for a public purpose, and demonstrate that adequate funding was not otherwise available. A project is considered on its own merits **and** as it compares to the other applicants in the same funding round.

REVIEW PROCESS

The review process begins with CDFA's internal review team determining whether the application meets the **Threshold** requirements, listed below. Reviewers then complete a desk review of the application, a comprehensive underwriting of the applicant and their project, and a site visit to evaluate the proposed project.

Recommendations for funding will be based upon applicant's goals, measurable objectives, activities, and needs. The internal review team assesses applicants using the framework below, and – based on this assessment – provides a recommendation to the Community Development Advisory Committee (CDAC). Recommendations for funding will then be made by CDAC to CDFA's full Board of Directors who determine final award decisions.

Threshold requirements for projects to move forward:

- Meets the guidance for review criteria listed in the guidance section;
- Secured matching funds;
- The projects must be ADA accessible when the project is completed;
- CDFA Energy policy (Appendix E) is met; and
- Readiness for implementation is evident in the application, specifically that construction will start within 6 months and completed by the program's required end date.

SCORING

If the applicant satisfactory meets the threshold criteria listed above, and the capacity and financial assessment meet minimum standards then the application will be evaluated and scored.

Application Scoring	Maximum Score
Community Data , as measured by the Core Data Index	40
Community Benefit	70
Need and impact	40
Public Access	30
Project Support	50
Target populations	15
Community support and connections	15
Location and site	10
Collaboration	10
Project Capacity	40
Readiness for implementation	20
Energy use	20
Maximum TOTAL Score	200

Community Data

Data to be used to establish the Community Need scores can be found in the [Core Data Index](#) which is an Appendix F of this Guide, up to 40 points, as described in the following table. The Core Data Index relies on data from a variety of sources, including the US Census Bureau, NH Department of Health and Human Services, NH Housing Finance Authority, and other NH State Departments.

Community Progress Indicator Range	Points
0-19	0
20-29	10
30-39	20
40-49	30
50+	40

Community Benefit

Needs and Impact: Up to 40 points shall be awarded for the application showing the greatest need and impact when compared to the other applications in the same subcategory; the remaining applications shall receive fewer points according to the following point values:

Need and Impact	Points
Showing the greatest need and impact	40
Substantial	30
Moderate	10
Minimum	5
None	0

Public Access: Up to 30 points for the degree which the programming is open, accessible, and inclusive of all community members, shall be awarded as follows:

Inclusion and accessibility	Points
A score of 30 points if all programming is open, accessible and inclusive.	30

A score of 15 points if at least 70% of programming is open, accessible, and inclusive.	15
A score of 0 points if less than 70% of programming is open, accessible, and inclusive.	0

Project Support

Target Population: Up to 15 points for projects that primarily serve a target population.

Target Population	Point
Project primarily serves a target population	15
Project serves a target population in addition to other populations	10
Project does not specifically serve a target population	0

Community support and connections: Up to 15 points for projects which show significant community support and connections. The following criteria will be considered in evaluation:

- Applicants that show strong community support;
- Applicants that show strong connections to a regional and/or municipal plan; and
- Applicants that 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.

Location: Up to 10 points for projects that are geographically diverse in comparison to other applications in the round.

Collaborations: Up to 10 points for projects that show strong participation by a partner in the project development and/or implementation.

Project Capacity

Readiness for Implementation: Up to 20 points for readiness for implementation.

Readiness	Points
If architectural or engineering design has completed Design Development Drawings and cost estimates by a duly licensed architect or engineer have been completed leading directly to project implementation.	20
If an application has only the minimum (Schematic) preliminary architectural or engineering design required	0

Energy use: Up to 20 points if the project meets one or more of the below listed criteria.

Energy Criteria	Points
Projects that meet LEED, Passive House, or Net Zero requirements.	20
Projects that generate >50% of their property’s annual energy use with on-site renewable energy.	10
Rehabilitation projects that transition their primary heating from fossil fuel to high efficiency electrification.	10
New Construction or Building Rehabilitation projects that demonstrate a high level of sustainability in materials or site impact (i.e., site water use, recycled materials)	5
Outdoor Only or Non-Building projects that demonstrate a high level of sustainability in materials or site impact (i.e., site water use, recycled materials)	20

ADMINISTRATIVE REVIEW

This section shall be applicable to applicants who have applied for funds and either received no funds or fewer funds than requested.

- An applicant 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.
- The request for an administrative review shall be signed by the Authorized Official 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.
- 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.
- 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.

APPENDIX A: APPLICATION

Below you will find an outline of the application for the Community Center Investment Program Round 1. Applications must be submitted by April 21, 2023 by 4:00 PM on through our online Grants Management System www.nhcdagrant.org. Hard copy or emailed applications will not be accepted.

I. Applicant Information

- Primary Contact
- Grant Writer (If applicable)
- Authorized Official/Authorized Official email
- Organization Information
- Executive Council District

II. Statutory Eligibility

- Eligible Applicant Type (select ONE)
 - Nonprofit organization
 - Municipal government
- Eligibility Threshold Attachments
 - Articles of Incorporation
 - By Laws
 - IRS Determination Letter
 - Proof of Good Standing – New Hampshire Secretary of State
 - UEID #
 - SAM.gov registration

III. Funding Request

- Request
- Total Project Cost
- [Forgivable Loan or Grant](#) (select ONE)
- If grant is requested, complete the following:
 - [Community Center Investment Program \(CCIP\): Risk Assessment for Structure of Award](#)
 - [Community Center Investment Program \(CCIP\): Compliance Plan](#)

IV. Project and Readiness Information

- **Project Name**
- **Project Address**
- **Executive Summary** (2,000 character limit)
Briefly describe the project you are seeking funds for, why you are seeking them, the problem you are addressing and the outcome you are expecting.

- **Property Description** (2,000 character limit)
If this project involves the acquisition, construction, or renovation of real estate, provide detailed information on the property. Describe the property, its ownership structure, and the status of site control.

If this project is new construction, complete the required Community Center Investment Program new construction analysis. Additional information and instructions can be found in the program FAQs.
- **Historic Significance** (2,000 character limit)
Please describe the historic significance of your project property if applicable. Is it listed on the National and/or State Register of Historic Places? Is it located in a local historic district?

Please upload a recent property appraisal, planning and zoning approvals and an asset management plan if applicable in the “Project Information and Public Benefit Attachments” component of the application.
- **Project Timeline and Readiness** (2,000 character limit)
When will the project begin? When will it be complete? Include key tasks, estimated completion dates, and who is responsible for completing tasks.
- **Construction Projects** (2,000 character limit)
If your proposal includes construction, discuss status of architectural and engineering plans and cost estimates.
- **Construction Requirements** (2,000 character limit)
What permits, approvals, agreements, or other requirements are necessary to complete the project? Have they been secured? If not, describe your strategy and timeline for securing them.
- **Energy Policy** (2,000 character limit)
Applicants are expected to adhere to the CDFR Energy Policy guidelines. (See Appendix E)
In the box below please:
 1. Indicate how your project plans to meet the applicable “requirements” from the Energy Policy, whether you have completed an energy audit (retrofit projects) or whether you have completed an energy design charrette (new construction) in the past 3 years.
 2. Briefly describe any communication with the relevant utility regarding potential energy incentives.
 3. Indicate if your project plans to meet any of the “recommendations” from the Energy Policy.

V. Public Benefit and Purpose

- **Community Needs Assessment** (2,000 character limit)
Describe the community needs that your project will address. What constituencies will this project benefit? How does the project fit within the community’s broader strategy or plan? Does your project serve a target population, such as those disproportionately impacted by the COVID-19 pandemic as defined by U.S. Treasury? If so, how?
- **Place making and belonging** (2,000 character limit)
How does your project build a sense of place and community? How will you ensure that the project is accessible and open to the general public?
- **Community Input and Support** (2,000 character limit)

Provide evidence of community resident and stakeholder input and support or opposition for your project. What process was used to bring community members together to design this project? Provide the names and roles of any other organizations that will be involved in the completion of this project and provision of the public benefit it will provide.

- **Outcome Measures** (2,000 character limit)
What are the goals and measurable outcomes of your project, and what is your methodology for tracking them? How will success be measured or evaluated? Include both quantitative and qualitative outcomes.
 - ❖ Total Number of people anticipated to be served annually in the Center
 - ❖ Total Number of people from Target Populations anticipated to be served annual in the Center
 - ❖ Total Number of square feet of commercial/community facilities space developed
- **Project Information and Public Benefit Attachments**
 - Photos and/or renderings of project property
 - Map of project location or area
 - Evidence of planning, zoning, and/or any other state or local approvals (if applicable)
 - Evidence of site control (Purchase and Sale or Lease Agreement) (if applicable)
 - Independent Property appraisal completed within the past 5 years (if applicable)
 - Asset Management Plan (Plan for long term sustainability of the project asset with a view to operating, maintaining and renewing the assets in the most cost effective manner possible. Address how the implementation of your project will affect the operating and maintenance costs?)
 - Construction or Implementation schedule
 - Letters, news articles, studies in support of project (Use “other attachments” for additional documentation)
 - Historical Information (if applicable)
 - Completed Energy Audit Report, Design Charrette notes, or a plan/timeline for addressing energy efficiency and building sustainability (See Appendix E).
Note: Not applicable to Outdoor Only or Non-Building projects.
 - Evidence of communication with your utility regarding the project (See Appendix E)
Note: Not applicable to Outdoor Only or Non-Building projects.

VI. Project Finance and Implementation Capacity

- **Project Funding** (2,000 character limit)
Why does your project need the requested funding? Do you have other sources of financing commitment? What other sources are you pursuing and what is the status? How will you meet the 15% minimum match requirement?
- **Other Public/Private Investments** (2,000 character limit)
Has your organization received or administered grant funds or loans from other sources in the past five years? If so, please describe.
- **Project Implementation** (2,000 character limit)
Describe your organization’s current staff and capacity to carry out the implementation of your proposed project. What will their responsibilities be?
- **Finance and Development Capacity Attachments**
 - List of or link to Board of Directors (including affiliation)
 - Other Funding and 15% required match

- Status of non-CCIP funding sources (need to show evidence of at least 15% match)
- Letters of agreement from committed funding sources (including contact information and loan terms, equity agreements or other details)
- Planning and/or feasibility study performed for this project (if applicable)
- Fiscal Year start and end dates
- Financial Statements for most recently completed Fiscal Year (provide ONE of the following, listed in order of priority)
 - Audited Financial Statement (required for organizations with operating budgets > \$1 M)
 - Review Financial Statement (required for organizations with operating budgets \$500,000 - \$1 M)
 - IRS Form 990 (required if no Audited or Review Financial Statement available)
- Management Prepared Financial Statements for current Fiscal Year (Balance Sheet, Profit and Loss, Cash Flow)
- Operating Budget
 - Budget-to-actual for most recent completed fiscal year
 - Current fiscal year operating budget
 - Proposed operating budget, including new revenue and expense assumptions related to the proposed project *after* it is completed.
- Financial Status Overview (narrative describing applicant's financial situation)
- Operating Reserve (Yes/No – If Yes, amount)
- Endowment (Yes/No – If Yes, amount)
- Line of Credit (Yes/No – If Yes, amount)
- Other Attachments – Applicant may upload any other relevant documents not listed in other attachment sections.

VII. Project Budget

The applicant organization must provide a complete and detailed budget for the proposed project. The budget must include:

- Sources and Uses – detailed list of all proposed funding sources, including CCIP funds, and project expenses/funding uses (table provided in the online application).
- Budget narrative (2,000 character limit) – detailed description of each line item, underlying budget assumptions, additional information to help explain the project budget.

VIII. CERTIFICATION

I certify that I am one of the persons named above and am authorized by the applicant organization to submit this application. I certify that all statements are true and accurate to the best of my knowledge.

I acknowledge this application is being submitted with the full knowledge and approval of the organization's Board of Directors and that the organization will comply with:

- New Hampshire conflict of interest laws as defined by RSA 7:19-a and RSA 292:6-a;
- CDFA's Privacy Policy by which you acknowledge all information and documents created, accepted or obtained by, or on behalf of, CDFA are potentially subject to disclosure in compliance with RSA 91-A, New Hampshire's Right-to-Know law.
- If an award is made as a result of this Application, the Awardee is required to retain all records pertaining to matters covered by this Application and any resulting award, including, but not limited to, all project expense records for 5 years from the date of the grant award and other requirements of the contract.

Certification Form
Full Name of Certifying Officer

APPENDIX B: HOW TO REGISTER ON CDFA'S GRANTS MANAGEMENT SYSTEM

Registration Instructions

These instructions are designed to help guide you through the registration process for CDFA's online grants management system (GMS) at www.nhcdfragrants.org. If you encounter any problems, please do not hesitate to contact CDFA at 603-226-2170.

- 1) Go to www.nhcdfragrants.org.
- 2) Click on **Register Here**.
- 3) Complete the form. This will become your personal profile information and includes your contact information as well as information about your organization. Your profile will be used for all grant communication, so make sure it is accurate and up-to-date.
- 4) Fields with a red star (*) are required, and must be completed or you will not be able to submit your registration.
- 5) Once complete, click the Register link at the top of the form.
- 6) CDFA will be notified of your registration and will review and approve within 2 business days. You will then receive an email from GMS with your user ID and password. You can change your password after you log in, under the My Profile on the main menu page.
- 7) Note: All individuals working on an application in GMS must register. If your organization hires a grant writer, they must register as well, under their business. They must submit a GMS authorization form to be associated with the applicant organization. This form can be found in the Funding Opportunity under attachments.

Application Instructions

- 1) Once you are registered, login to GMS.
- 2) Click on **Funding Opportunities**.
- 3) Select the appropriate funding opportunity from the **Opportunity Title** column.
- 4) Click on **Start a New Application**.
- 5) Fill in the General Information and click **Save**.
- 6) When you have finished all the components, click **Submit**.

APPENDIX C: TIPS FOR USING CDFA'S GRANTS MANAGEMENT SYSTEM

These tips are designed to help guide you while using CDFA's online grants management system (GMS) at www.nhcdfragrants.org. If you encounter any problems, please don't hesitate to contact CDFA at 603-226-2170.

- 1) The best browsers to use are Mozilla Firefox or Google Chrome.
- 2) To edit a component, click "edit" near the top of the form. Fields and text boxes will open for you to answer the question(s). Be sure to click on Save after answering questions.
- 3) You can copy and paste from a Word document to a question in GMS. Use the "Paste from Word" feature in each text box banner to avoid copying hidden characters.
- 4) To add a required document, click on the green plus sign to the right of the document. You will then be prompted to browse and attach a file.

Only attach .pdf or .jpeg documents.

- 5) If you mark a component complete you can still edit that component until the application is submitted, however, you can't submit your application until all components are marked complete.
- 6) Once you click submit your application will be submitted for review and is only accessible through negotiation. If there is information missing or that needs to be corrected, the respective component(s) will be negotiated back to you for correction.
- 7) After the corrections are made, you must submit the component(s) back to CDFA for review.
- 8) If multiple questions in one component are required fields, you can save the component without answering all of the questions by adding at least one (1) character to each of the required boxes and save. Remember to return and answer these questions before the application is submitted.
- 9) Be sure to "Save" early and often.
- 10) The system will "time out" after three (3) hours of inactivity.
- 11) If you click the back button before you click save your information will be lost.
- 12) Before submitting your application, we recommend that you preview your application, print to pdf and save it to your computer.

APPENDIX D: COMMUNITY CENTER RESOURCES

The following is a list of resources about Community Centers and related topics. CDFA does not endorse the information specifically and is not confirming by providing this resource round up that all of the ideas and projects would be eligible for the Community Center Investment Program.

Civics in NH

- [Building Civic Strength: New Hampshire Community Conversations with Laura Knoy | New Hampshire Public Radio \(nhpr.org\)](#)
 - [Building Civic Strength: A community conversation at Franklin Pierce University](#)
 - [Building Civic Strength: A community conversation in Rochester, New Hampshire](#)
 - [Building Civic Strength: A community conversation in Franklin, New Hampshire](#)
 - [Building Civic Strength: A community conversation on civic engagement in Nashua](#)
 - [Building Civic Strength: A community conversation on civic engagement in Berlin](#)
- [Home - NH Civics](#)
- [New Hampshire Civic Health Index | Carsey School of Public Policy \(unh.edu\)](#)

Libraries

- [The public library as community center: books, latte, yoga - CSMonitor.com](#)
- [3-Minute Civics: Libraries – places and spaces for democracy – New Hampshire Bulletin](#)
- [Envisioning Libraries as Community Hubs - HGA](#)
- [Libraries Transforming Communities: The Movement Towards Civic Hubs - National Civic League](#)

Town Greens

- [Town Greens | New England Icons - New England Today](#)
- ["The Town Was Us" \(placesjournal.org\)](#)

Civic Spaces

- [Reimagining Civic Commons](#)
- [Urban Planning students measure the civic value of urban open space - Northern California Section of the American Planning Association \(norcalapa.org\)](#)
- [Playbook Design Guides - Civic Spaces | KABOOM!](#)
- [Professor Julian Agyeman: Biography and Expertise in Just Sustainabilities](#)
- [Project for Public Spaces \(pps.org\)](#)
- [Place Capital: The Shared Wealth that Drives Thriving Communities \(pps.org\) Ethan Kent](#)
- [How Can Architectural Spaces Be for Everyone? | ArchDaily](#)

APPENDIX E: CDFA ENERGY POLICY

The following requirements apply to all CDFA Community Center Investment Program 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. Projects that will not complete their requirements prior to application must include a plan and timeline for meeting the requirements in their application energy narrative. CDFA will consider any exceptions or adjustments on a case-by-case basis.

Note: *Italicized* Terms are defined below.

Alterations or New Construction	
Requirements	<i>Level II Energy Audit</i> ¹ or <i>Energy Design Charrette</i> if project impacts any energy-related building system Timeframe: <i>Application threshold</i>
	Documented consultation with appropriate utilities for incentives ² Timeframe: <i>Application threshold</i>
	Implementation must meet Current NH State Energy Code
Recommendations (may improve scoring or likelihood of full award)	Project incorporates 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)
	<i>Commissioning</i> of any new energy system
	<i>Building Electrification</i>
	Installation of Solar Photovoltaics
Water/Wastewater Projects	
Requirements	<i>Energy Audit</i> ³ Timeframe: <i>Application threshold</i>

¹ Consists of an ASHRAE Level II Energy Audit completed by Accredited Energy Professional or Organization.

² Documentation of Consultation with utilities includes a copy of email communications about the project or a document committing incentives.

³ Level I or Level II Energy Audit as recommended by an *Accredited Energy Professional or Organization*.

	Documented consultation with appropriate utilities for incentives Timeframe: <i>Application threshold</i>
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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 or application must provide specific plan and timeframe for meeting energy policy requirements.

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. 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 unless otherwise specified.

Building Electrification: Converting building systems that use fossil fuels (gas, oil, or propane) to high efficiency

electric equipment (i.e. air source heat pump) that can be powered by increasingly clean and renewable electricity. This can also include conversion of inefficient electric heating technologies to high-efficiency heating technologies.

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 and document energy efficiency opportunities and potential incentives.

ENERGY POLICY CONTACTS

Utility Contacts and Energy Consultants Contact list: <https://resources.nhcdfa.org/wp-content/uploads/2021/11/CDFA-Clean-Energy-Resources-Energy-Auditor-List-and-NHSaves-contacts.pdf>.

APPENDIX F: CORE DATA INDEX 2023

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 and other NH partners. 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	40
Alton	31
Barnstead	32
Belmont	40
Center Harbor	36
Gilford	32
Gilmanton	32
Laconia	47
Meredith	46
New Hampton	34
Sanbornton	38
Tilton	48
Carroll County	
Albany	41
Bartlett	37
Brookfield	32
Chatham	29
Conway	39
Eaton	34
Effingham	43
Freedom	38
Hale's Location	30
Hart's Location	27
Jackson	25
Madison	34
Moultonborough	31
Ossipee	47
Sandwich	31
Tamworth	47
Tuftonboro	37
Wakefield	35
Wolfeboro	33
Cheshire County	
Alstead	42
Chesterfield	27
Dublin	28
Fitzwilliam	35
Gilsum	42
Harrisville	35
Hinsdale	46
Jaffrey	38
Keene	42
Marlborough	40
Marlow	43
Nelson	31
Richmond	39

Rindge	23
Roxbury	37
Stoddard	34
Sullivan	38
Surry	33
Swanzey	42
Troy	44
Walpole	33
Westmoreland	36
Winchester	46
Coos County	
Berlin	57
Cambridge	33
Carroll	36
Clarksville	52
Colebrook	52
Columbia	53
Dalton	55
Dummer	46
Errol	44
Gorham	50
Jefferson	45
Lancaster	53
Milan	49
Millsfield	27
Northumberland	53
Pittsburg	46
Randolph	42
Shelburne	42
Stark	55
Stewartstown	53
Stratford	55
Wentworth's Location	36
Whitefield	52
Grafton County	
Alexandria	45
Ashland	51
Bath	46
Benton	46
Bethlehem	47
Bridgewater	39
Bristol	46
Campton	38
Canaan	41
Dorchester	54
Easton	33

Ellsworth	52
Enfield	37
Franconia	38
Grafton	49
Groton	46
Hanover	23
Haverhill	54
Hebron	36
Holderness	36
Landaff	54
Lebanon	30
Lincoln	47
Lisbon	51
Littleton	53
Lyman	44
Lyme	31
Monroe	42
Orange	33
Orford	41
Piermont	40
Plymouth	44
Rumney	50
Sugar Hill	32
Thornton	38
Warren	56
Waterville Valley	33
Wentworth	47
Woodstock	43
Hillsborough County	
Amherst	22
Antrim	41
Bedford	17
Bennington	43
Brookline	17
Deering	42
Francestown	27
Goffstown	29
Greenfield	38
Greenville	46
Hancock	37
Hillsboro	45
Hollis	20
Hudson	29
Litchfield	22
Lyndeborough	35
Manchester	48
Mason	32

Merrimack	22
Milford	33
Mont Vernon	23
Nashua	43
New Boston	21
New Ipswich	30
Pelham	22
Peterborough	41
Sharon	33
Temple	36
Weare	25
Wilton	32
Windsor	43
Merrimack County	33
Allenstown	44
Andover	35
Boscawen	41
Bow	21
Bradford	33
Canterbury	28
Chichester	25
Concord	41
Danbury	45
Dunbarton	18
Epsom	31
Franklin	49
Henniker	29
Hill	41
Hooksett	21
Hopkinton	23
Loudon	27
New London	27
Newbury	30
Northfield	39
Pembroke	27
Pittsfield	44
Salisbury	26

Sutton	28
Warner	37
Webster	28
Wilmot	28
Rockingham County	23
Atkinson	19
Auburn	14
Brentwood	14
Candia	19
Chester	15
Danville	20
Deerfield	18
Derry	31
East Kingston	26
Epping	24
Exeter	28
Fremont	19
Greenland	20
Hampstead	26
Hampton	28
Hampton Falls	21
Kensington	21
Kingston	27
Londonderry	17
New Castle	25
Newfields	19
Newington	25
Newmarket	31
Newton	20
North Hampton	22
Northwood	27
Nottingham	17
Plaistow	25
Portsmouth	22
Raymond	25
Rye	25
Salem	22

Sandown	21
Seabrook	40
South Hampton	20
Stratham	15
Windham	15
Strafford County	37
Barrington	27
Dover	34
Durham	26
Farmington	44
Lee	22
Madbury	22
Middleton	36
Milton	40
New Durham	31
Rochester	47
Rollinsford	34
Somersworth	46
Strafford	24
Sullivan County	41
Acworth	48
Charlestown	47
Claremont	47
Cornish	30
Croydon	40
Goshen	49
Grantham	24
Langdon	40
Lempster	37
Newport	48
Plainfield	20
Springfield	20
Sunapee	30
Unity	50
Washington	42