



COMMUNITY DEVELOPMENT FINANCE AUTHORITY

COMMUNITY CENTER INVESTMENT PROGRAM

APPLICATION WORKSHOP

MARCH 2023

AGENDA

Welcome & Today's Webinar

Community Center Investment Program Overview

Eligibility

Thresholds & Readiness

Application

Evaluation

Next Steps

TODAY'S WEBINAR & RESOURCES

Q&A

Resources

- Application and Program Guide
- Application Materials
- Program FAQs (forthcoming)
- Webinar recording and presentation (forthcoming)

Technical Assistance & Next Steps

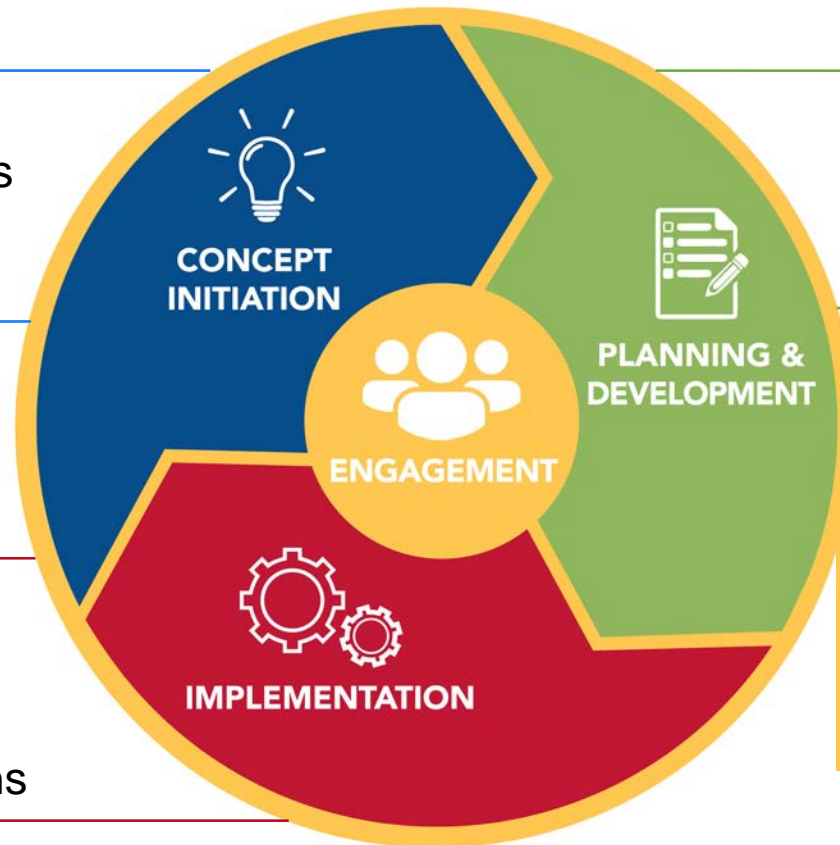
VISION



CDFA's FUNDING ECOSYSTEM

- Pre-Application Assistance
- Tax Credit Grant Writing Grants
- Community Economic Dev. Capacity Tax Credits

- Community Dev. Block Grants
- Tax Credits
- Clean Energy Loans
- Community Development Loans



- CDBG Planning Grants
- Predevelopment Loans
- Energy Assessment Grants

ENGAGEMENT

- Network Building
- Asset Management
- Data & Outcome Analysis
- Technical Assistance

**ADDITIONAL
INFORMATION
&
TECHNICAL
ASSISTANCE**



**COMMUNITY DEVELOPMENT
FINANCE AUTHORITY**

SUPPORTING THE CREATION OF STRONG,
RESILIENT AND VIBRANT COMMUNITIES



0:01 / 1:02:11



HD

COMMUNITY CENTER INVESTMENT PROGRAM

PROGRAM OVERVIEW

Helping nonprofits and municipalities make infrastructure improvements to community spaces across New Hampshire.

Community Center Investment Program is focused on:

- Facilities managed by municipalities and nonprofits
- Projects that demonstrate:
 - Need to invest in their physical infrastructure to be viable and impactful
 - Build partnerships
 - Meet the needs of target populations
 - Leverage other resources

DEFINITIONS

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.

DEFINITIONS (continued)

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.

DEFINITIONS (continued)

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.

DEFINITIONS (continued)

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.

DEFINITIONS (continued)

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

Applications for projects with the following activities are prioritized:

- Serve target populations
- Show the greatest need
- Likely to have significant impact on the community
- Reinvest in the public physical infrastructure
- Revitalize target areas
- Encourage the development of effective and durable collaborations
- Advance significant energy efficiency and renewable elements
- Demonstrate readiness and capacity

AVAILABLE RESOURCES

Maximum Award: \$1 million

Minimum Award: \$100,000

Match Requirement: 15% of Request

Matching funds and all resources to complete the proposed project must be secured and readily available at the time of application.

COMMUNITY CENTER INVESTMENT PROGRAM TIMELINE



ELIGIBILITY

ELIGIBLE APPLICANTS

Nonprofit organizations

Municipal governments

- City, incorporated town or village, or county in New Hampshire

ELIGIBLE ACTIVITIES

Awards will be made to projects focused on the following types activities:

- Developing a new center*
- Rehabilitating physical and/or outdoor programming space of the center
- Expanding a center
- Improving systems that impact:
 - Heating and cooling, air quality and/or ventilation
 - Energy efficiency of the building or space
 - Health, safety, and comfort

***Projects proposing new construction of a facility must submit a New Facility Analysis with the application.**

THRESHOLDS & READINESS

THRESHOLDS

Projects meeting eligibility requirements must also meet the following conditions:

- Within the scope of the program
- Demonstrates:
 - Public purpose and for a public benefit
 - Financial need for program funds
 - Capacity and readiness
- Complies with local, state and federal laws/guidance
- Meets the requirements of CDFA's Energy Policy

THRESHOLDS (Continued)

Projects meeting eligibility requirements must also meet the following conditions:

- Secured matching funds
- Must be ADA accessible when the project is completed
- Readiness for implementation is evident in the application
 - Construction will start within 6 months
 - Completed by the program's required end date

CDFA ENERGY POLICY 2023

Intent: Projects evaluate energy opportunities:

- 1) Operating and maintenance costs;
- 2) Occupant comfort and health; and/or
- 3) Facility durability.

Timeline: Application threshold requirement

Project Types: Alterations, new construction

Exceptions: Will be considered on a case by case basis.

ENERGY POLICY (continued)

Alterations or New Construction	
Requirements	<p>Level II Energy Audit or Energy Design Charrette if project impacts any energy-related building system Timeframe: <i>Application threshold</i></p>
	<p>Documented consultation with appropriate utilities for incentives Timeframe: <i>Application threshold</i></p>
	<p>Implementation must meet Current NH State Energy Code</p>
Recommendations (may improve scoring or likelihood of full award)	<p>Project incorporates reasonable recommendations from <i>Energy Audit</i> that exceed current NH State Energy Code</p>
	<p>High performance construction (LEED, Energy Star, Passive House, or Net Zero)</p>
	<p><i>Commissioning</i> of any new energy system</p>
	<p><i>Building Electrification</i></p>
	<p>Installation of Solar Photovoltaics</p>

APPLICATION

GRANTS MANAGEMENT SYSTEM

Instructions on the Resource Hub

<https://resources.nhcdfa.org/working-with-cdfa/grants-system/>

Grants Management System

www.nhcdfagrants.org

- Register Here
- Select appropriate funding opportunity
 - Community Center Investment Program

APPLICATION OUTLINE

I. Applicant Information

II. Eligibility

III. Funding Request

IV. Project & Readiness Information

V. Public Benefit & Purpose

VI. Project Finance and Implementation Capacity

VII. Project Budget

VIII. Certification

I. APPLICANT INFORMATION

Primary Contact

Authorized Official

Organization Information



II. ELIGIBILITY

Eligible Applicant

- Nonprofit organization
- Municipal government

Threshold Attachments

- Articles of Incorporation
- By Laws
- IRS Determination Letter
- Certificate of Good Standing – New Hampshire Secretary of State (<https://quickstart.sos.nh.gov>)
- UEID#

III. REQUEST

Funding Request

Total Project Cost

Type of Award

- Forgivable Loan
- Grant

Organizations requesting a grant award will be required to complete a risk assessment and compliance plan.

STRUCTURE OF AWARD

Funds will be issued on a reimbursement basis for eligible costs.

Forgivable loan:

- Conditional commitment letter.
- Forgivable loans at 0% interest,
- Limited federal compliance requirements.

Grant:

- Conditional award letter.
- Significant federal compliance requirements, likely to include 2 CFR 200 requirements as well as:
 - Program Administration, including record retention;
 - Financial Management, including audit requirements;
 - Environmental evaluation;
 - Civil Rights including ADA compliance;
 - Procurement;
 - Perpetual Federal interest in the property, Plan for real property reporting and disposition plan;
 - Labor Standards; and
 - Acquisition / Relocation.

IV. PROJECT & READINESS INFORMATION

Project Name & Address

Executive Summary

Property Description

- Describe the property
- Ownership structure
- Historic Significance
- Status of site control
- Mortgages or deed restrictions



IV. PROJECT & READINESS INFORMATION

Project Timeline & Readiness

- Timeline for completion
- Status of plans, cost-estimates, permits, approvals, agreements, etc.

CDFA Energy Policy

- How your project plans to meet CDFA's Energy Policy
- Have you completed an energy audit (retrofit projects) or energy design charrette (new construction) in the past 3 years?
- Communication with relevant utility
- Does your project plan to meet any recommendations from the policy?

V. PUBLIC BENEFIT & PURPOSE

Community Needs Assessment

- What community needs will your project address?
- Who will benefit?
- How does the project fit within the community's broader strategy or plan?
- Will your project serve a target population? How?
- Use information presented in Community Progress Indicators for context

Placemaking and Belonging

- 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?

V. PUBLIC BENEFIT & PURPOSE

Community Input & Support

- Community support or opposition
- Process for engagement (public hearings, forums)
- Partners



V. PUBLIC BENEFIT & PURPOSE

Outcome Measures

- Goals
- Measurable outcomes
- Methodology for tracking
- Proposed Project Impact
 - People served
 - Target populations served
 - Sq. feet developed



PROJECT INFORMATION & PUBLIC BENEFIT ATTACHMENTS

Photos and/or renderings of project property

Map of project location or area

Evidence of planning and zoning approvals, etc.

Evidence of site control

Independent property appraisal

Asset management plan

Construction or implementation schedule

Letters, news articles, studies

Historical Information

Energy efficiency/Clean energy related documentation

VI. FINANCE & IMPLEMENTATION CAPACITY

Project Funding

Other Public/Private Investments

Project Implementation



VI. FINANCE & IMPLEMENTATION CAPACITY

Attachments

- Board of Directors
- Letters from Committed Donors
- Other Funding
 - Status of non-tax-credit funding sources
 - Timeline for securing non-tax-credit funding
 - Letters of agreement from committed non-tax-credit funders
- Planning and/or feasibility studies



VI. FINANCE & IMPLEMENTATION CAPACITY

Fiscal Year Start-End Dates

Operating Budgets

- Current fiscal year
- Last completed fiscal year (budget to actual)

Most Recent Financial Statement (ONE of the following):

- Audited Financial Statement (>\$1M)
- Review Financial Statement (\$500k - \$1M)
- IRS Form 990 (All others)

Management-prepared Financial Statements (current year)

- Balance Sheet, Profit & Loss, Cash Flow

VI. FINANCE & IMPLEMENTATION CAPACITY

Financial Status Overview

Other Financial Tools:

- Operating Reserve
- Endowment
- Line Of Credit



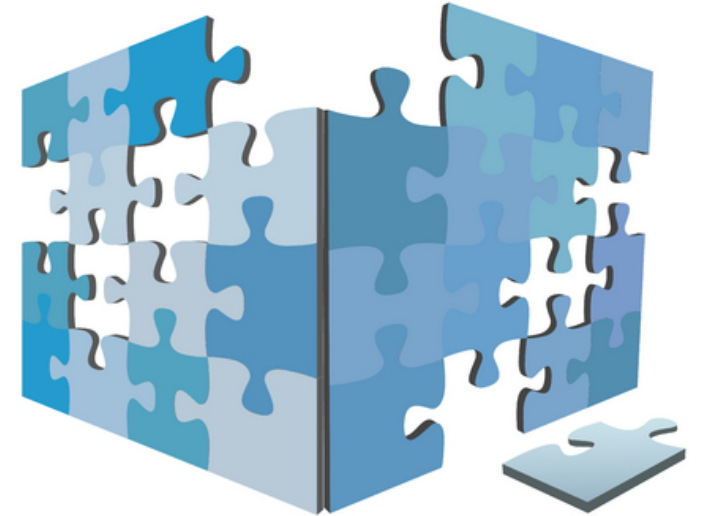
VII. PROJECT BUDGET

Sources and Uses (table provided)

Budget Narrative

Financial Document Explanation:

<https://resources.nhcdfa.org/applicant-financial-documents-explanation/>



VIII. CERTIFICATION

Authorization to submit application

Compliance with New Hampshire's conflict of interest laws and CDFA's privacy policy

Record retention



EVALUATION

EVALUATION: THRESHOLDS

Applicants are subjected to a substantial programmatic and financial review. A project is considered on its own merits *and* as it compares to the other applicants in the same funding round.

Threshold Requirements:

- Satisfactory completion of the application threshold criteria, capacity and financial assessments
- Secured matching funds
- Complies with CDFA's Energy Policy
- Readiness for implementation

EVALUATION: SCORING

Projects that demonstrate:

- Need to invest in their physical infrastructure to be viable and impactful
- Build partnerships
- Meet the needs of target populations
- Leverage other resources

Public Benefit and Public Purpose

- How valuable/meaningful is the project to the community and/or target population?
- What is the degree of public accessibility of the project?
- How is the project economically beneficial to the locality and/or state?

Community Input & Support

- Community planning
- Public engagement, forums
- Partners

NEXT STEPS

TOOLS & RESOURCES

Application Guidance

Technical Assistance

CDFA Resource Hub

<http://resources.nhcdfa.org/>

TECHNICAL ASSISTANCE

Evaluate project plan and timeline to determine next steps

- Will you be in construction within six months?
- Match and other funding is committed?

Ready and plan to submit an April application?

- Schedule a pre-application meeting.

Not quite ready? Let us help.

KEY DATES

March 23	Community Center Investment Program Application Workshop
March 24	Application Available
April 21	Application Due by 4:00 PM via GMS
April – May	Application Evaluation
Week of May 29	Award Notifications



Questions



Community Development Finance Authority
www.nhcdfa.org