



CDFA
COMMUNITY DEVELOPMENT FINANCE AUTHORITY

COMMUNITY CENTER INVESTMENT PROGRAM

APPLICATION AND PROGRAM GUIDE

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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.

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. A Frequently Asked Questions document is available on [CDFA's Resource Hub](#).

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 multiple services that meet the complex, multifaceted needs of the community or a priority population. The activities of the center must be the primary focus of the space and multiple activity types 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, family resources, health services or access and services that meet the needs of under or unhoused people.

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.

Priority populations: Based on the findings of the [Analysis of Impediments to Fair Housing Choice in New Hampshire report](#), CDFR supports priority 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 priority populations with supporting data in their application.

Priority areas: Places with a high need as outlined in the [Core Data Index](#) that help illustrate socio-economic 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.

Collaboration: The process by which agencies, organizations, and businesses make formal, sustained commitments to work together to accomplish a shared vision.

Community Engagement: Bringing people into the process to shape the outcome. When the engagement prioritizes a variety of styles of engagement then underrepresented voices are more likely heard.

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.

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

Nonprofit: A tax-exempt public charity that operates 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.

Community Building (also called Placemaking): The process of creating quality places where people want to live, work, play and learn by giving spaces identity and meaning, through the relationships, social, cultural, and business activities that happen there.

Public Support: The community has taken ownership of the proposed project, demonstrating the project will have support now and over the long term. Once the issue is in the community consciousness, it will not disappear, and the project will have long lasting support.

PROGRAM OBJECTIVES

To support ARPA SFRF eligibility, CDFA will prioritize applications for the following activities:

- Projects that serve priority 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 priority areas.
- Projects that are in geographic areas that demonstrate a high level of need based on the [Core Data Index](#) and did not receive Community Center Investment Program resources in the first application round.
- Projects that encourage the development of effective and durable collaborations among multiple organizations to fundamentally impact and strengthen communities.
- Projects that advance significant energy efficiency, renewable energy, and sustainability elements, and
- Projects that 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.

ELIGIBILITY

Eligible applicants include public and private nonprofit organizations and Municipalities.

In addition, all eligible applicants must meet the following threshold requirements:

1. Meet the definition of community center by providing a minimum of two (2) activity types:

To meet the multifaceted needs of the community, organizations must demonstrate with evidence that programming will include at least two of the activity types outlined below:

Community (providing a sense of community, belonging, gathering)

Civic (community engagement, strengthening local participation in democracy; where elected officials would use space; a recognized space for conducting civic business)

Recreational (must have a physical element)

Social Services (care for senior citizens and/or children under age 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)

Other (this is an open and undefined area of focus. One possibility could be the opportunity for social justice programs, etc.)

Applicants should describe the primary activity of the community center as well as the secondary activities that will be a consistent aspect of established programming. Beyond the description of planned activities, the applicant must also include demonstrable evidence of how the programming will occur by attaching a budget that is inclusive of the promised activities/services, a calendar of scheduled events, a detailed program plan, etc. Only including letters of support outlining activities “will” occur is not sufficient.

Overall, the space must be open and accessible and considered a “community center” and not just an “open public space.” The applicant must be able to demonstrate this in their application.

2. Demonstrate matching funds are secured at 15% of the total project request

- 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 must be secured at the time of application in the form of letters of agreement from committed funding sources (including contact information and loan terms, equity agreements or other details).
- For City or Town matching funds, a letter from the Authorized Official committing funds is sufficient. Funds requiring town meeting approval can be non-committed at the time of application; however, evidence must be provided to demonstrate the funding request is on the March town meeting agenda and public support exists for the proposed project.
- Both the CDFA-administered Community Development Block Grants (CDBG) and CDFA Tax Credit allocations can be used as a match. Prior project expenses can be match if they were expended after December 21, 2022.
- The proposed matching funds and 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.
- Other sources of federal funding can also be used as matching funds if those other federal sources permit as much. For example, if the Community Center is receiving ARPA LFRF funds from a municipality or county, they can be considered as part of the required match.
- The allowable cash match includes costs that are necessary, reasonable, and allowable under the program.
- Capital campaign pledges can count as match, but pledges must be received by the time construction starts.
- Payroll or operational expenses are not considered match funds.
- Equity in the property is not considered match funds.

3. Confirm construction will be underway on the project within 6 months from the March 2024 contract date and demonstrate the project will be completed by August 31, 2025:

The physical components of any alterations/rehabilitation/construction have begun. This can include demolition, framing, scaffolding, pouring slabs, and site prep. This does not include permitting, design, storing equipment on site, or any items not physically impacting the site.

4. Demonstrate the facility will be ADA accessible when complete:

- The Americans with Disabilities Act (ADA) is a Federal civil rights law that provides protections to individuals with disabilities. It guarantees equal opportunity for individuals with disabilities in State and local government services, public accommodations, employment, transportation, and telecommunications.
- For the purpose of your Community Center Investment Program project, this entails removing architectural barriers and increasing program access in ways that are readily achievable.
- Removing architectural barriers can include but is not limited to increasing door widths, adding ramps and automated doors, widening hallways, lowering or modifying sinks, improving facility lighting, adding Braille plates in key areas, or adding/modifying other items to improve general accessibility not limited to this list.
- Increasing program access can include but is not limited to adding interpretation/visually impaired services to your organization's website or creating accommodations for providing services to individuals with disabilities if removal of some architectural barriers is not readily achievable. This might include utilizing a space on an accessible level to provide programming typically reserved for a

space that is unable to be modified to meet ADA requirements if an individual needs access to that specific service.

- Readily achievable means "easy to do without much difficulty or expense" and is based on Title III business' size and resources. This will look different depending on your organization.

5. Meet the requirements of CDFA's energy policy. (Appendix E)

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.

FEDERAL FUNDS

The Community Center Investment Program is funded by ARPA reporting requirements for these funds are defined within federal guidance. 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.

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).

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 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

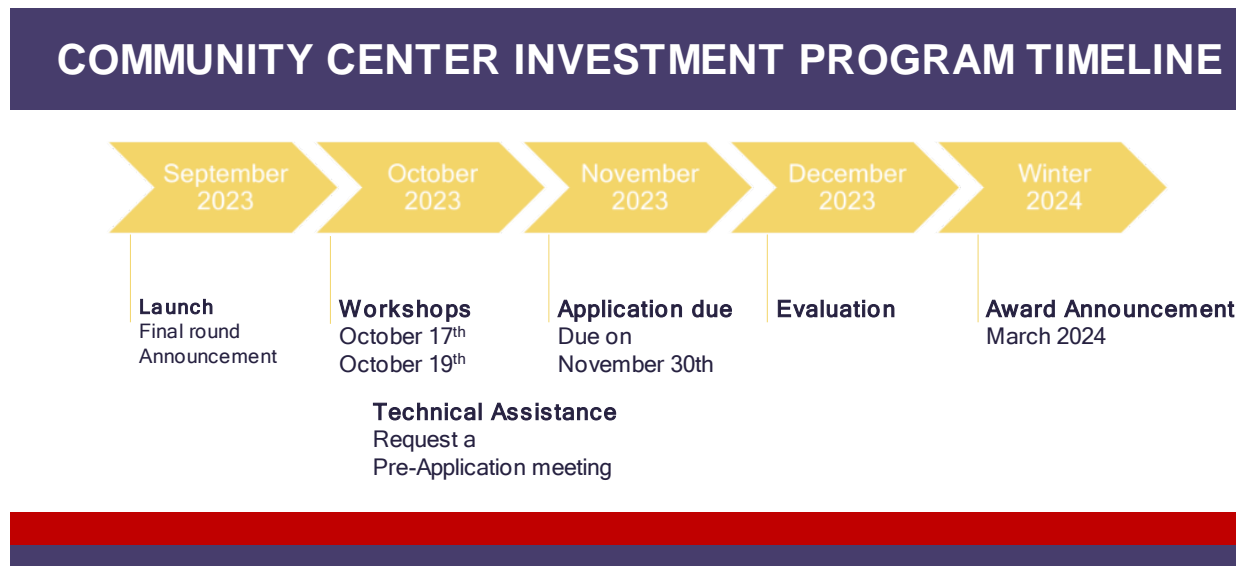
CDFA is offering the following opportunities to qualifying organizations with significant need for support leading up to the Community Center Investment Program application deadline:

Grant Writing and Project Development Assistance: CDFA will provide qualifying applicants with financial resources to receive assistance from a professional consultant to provide project development guidance and/or develop a strong and viable grant application while building enduring grant-writing knowledge and capacity. **Applications for grant writing and project development support may be submitted beginning September 15, 2023, and will be accepted until available funds have been expended.** [Program Summary / Application](#)

Pre-Application Meetings: CDFA will offer final round applicants technical assistance, guidance on program objectives, and instruction on how to successfully complete an application through pre-application meetings October 18, 2023, through November 3, 2023.

KEY DATES

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



Application Workshops

For the final round, 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.

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

- **October 17, 2023: Community Center Investment Program Overview Webinar**
[Webinar Recording](#)
[Webinar Presentation](#)

- **October 19, 2023: Community Center Investment Program Application Webinar**
Webinar Recording (coming soon)
Webinar Presentation (coming soon)

Online Application Available

Final round applications will be available on CDFA’s Grants Management System (GMS) beginning **October 20, 2023**.

Application Deadline

Applications for the final funding round of the Community Center Investment Program Round are due **November 30, 2023, by 4:00 PM**. Late submissions and incomplete applications will not be accepted.

Award Announcement

CDFA plans to notify applicants by March 2024 regarding funding decisions.

Project Completion

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

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 [as well as awardees from the spring funding round](#).

REVIEW PROCESS

The review process begins with CDFA’s internal review team determining whether the application meets the **Threshold** requirements, listed below and defined above in the Eligibility section. Reviewers then complete a desk review of the application and a comprehensive underwriting of the applicant and their 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 to be competitively scored:

1. Meets the guidance for review criteria listed in the eligibility and guidance section;
2. Secured matching funds;
3. Readiness for implementation is evident in the application, specifically that construction will start within 6 months and be completed by August 31, 2025;
4. The projects must be ADA accessible when the project is completed; and
5. CDFA Energy policy (Appendix E) is met.

SCORING

If the applicant satisfactorily 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
Community Engagement and Building	30
Project Support	50
Priority populations	15
Community 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 this funding round.; 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

Community Engagement and Building: Up to 30 points for the degree to which the applicant provides evidence of community engagement and building, shall be awarded as follows:

Engagement	Points
A score of 15 points if the applicant shows strong evidence of intentional public engagement with development, project planning and ongoing programming.	15
A score of 10 points if the applicant shows evidence of some community engagement activities.	10
A score of 0 points if weak or no evidence is provided.	0

Community Building	Points
A score of 15 points if the applicant shows strong evidence of community building activities.	15
A score of 10 points if the applicant shows evidence of some community building activities.	10
A score of 0 points if weak or no evidence is provided.	0

Project Support

Priority Population: Up to 15 points for projects that primarily serve a priority population.

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

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

- 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, revitalize socio-economically challenged areas and/or 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 final round and [awardees from the first funding round](#).

Collaborations: Up to 10 points for projects that demonstrate strong participation by a partner with project development and/or implementation. Projects that are led by partners or collaborators for priority populations are provided additional priority. Provide confirmation of collaboration through attachment of memorandums of agreements, governance structure, etc.

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 criteria listed below.

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 were scored 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 Final Round.. Applications must be submitted by November 30, 2023 by 4:00 PM through CDFA's online Grants Management System www.nhcdgrants.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

- **Project Name**
- **Project Address**
Community Benefit (2,000 character limit)
- Describe the problem your project will address and the projected impact it will have on your community.

Public Benefit and Purpose (2,000 character limit)

- Provide a detailed description of the specific programmatic activities that will take place, how you will activate your project plan and implement programs, if new. Who will administer the programs including staff, volunteers, etc., and any community partners that will be involved. Please refer to the definition of community center provided in this Application and Guidance.

Attach evidence including a program plan, operations plan, program calendar, and/or spreadsheet of proposed activities in the “Project Information and Public Benefit Attachments” component of the application.

- **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 by the Community Center
 - Total Number of people from Priority Populations anticipated to be served annually by the Community Center
 - Total Number of square feet of commercial/community facilities space developed

Public Access

- **Open Access** (2,000 character limit)
How does your project meet the Threshold requirement of being open and accessible?
- **Community Building** (2,000 character limit)
How does your project build a sense of place and community? How does the project fit within the community’s broader strategy?
- **Community Engagement** (2,000 character limit)
What engagement methods will you use to engage the community in long term use of the center? What governance structures ensure that the voice of the community is heard? What methods have you used to be sure you are reaching all audiences?

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.

Attach memorandums of agreement, governance structure, town plan in the “Project Information and Public Benefit Attachments” component of the application.

Project Support

- **Community Needs Assessment** (2,000 character limit)
What constituencies will this project benefit? What are the priority population(s) for your project, with specific focus on the primary groups that will be served, such as those disproportionately impacted by the COVID-19 pandemic as defined by U.S. Treasury? If so, how?
- **Community Connections / Historic Significance** (2,000 character limit)
Please describe the relevance of your project to your community. Does your project preserve and promote existing neighborhoods and centers, and where applicable, revitalize socio-economically challenged areas and/or preserve historically and culturally valuable structures and sites?

If applicable, please attach a regional or municipal plan and clarify where there is a connection to this specific project; a recent property appraisal, planning and zoning approvals and an asset management plan in the “Project Information and Public Benefit Attachments” component of the application.

- **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?)
- Regional or Municipal plan (clarify link to specific project) (if applicable)
- Operations plan (if applicable)
- Program plan (if applicable)
- Program calendar (if applicable)
- Spreadsheet of proposed programmatic activities (if applicable)
- Memorandums of Agreement (if applicable)
- 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.

- **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 Facility Analysis](#). Additional information and instructions can be found in the program FAQs.

Project Capacity

Readiness for Implementation

- **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 CDFA 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,
2. Indicate if you have completed an energy audit (retrofit projects) or whether you have completed an energy design charrette (new construction) in the past 3 years.
3. Briefly describe any communication with the relevant utility regarding potential energy incentives.
4. Indicate if your project plans to meet any of the “recommendations” from the Energy Policy.

V. 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.

VI. 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.

VII. 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 individual profile information and includes your contact information as well as information about your organization. Your profile will be used for all grant communication, so please ensure 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. Please note the grant writer should not take the place of the Primary Contact as the Primary Contact should be the director of the organization or project for which funding is requested.

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**.

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 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>
	Documented consultation with appropriate utilities for incentives 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*.

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	Roxbury	37	Franconia	38
Alton	31	Stoddard	34	Grafton	49
Barnstead	32	Sullivan	38	Groton	46
Belmont	40	Surry	33	Hanover	23
Center Harbor	36	Swanzey	42	Haverhill	54
Gilford	32	Troy	44	Hebron	36
Gilmanton	32	Walpole	33	Holderness	36
Laconia	47	Westmoreland	36	Landaff	54
Meredith	46	Winchester	46	Lebanon	30
New Hampton	34			Lincoln	47
Sanbornton	38	Coos County	52	Lisbon	51
Tilton	48	Berlin	57	Littleton	53
		Cambridge	33	Lyman	44
Carroll County	37	Carroll	36	Lyme	31
Albany	41	Clarksville	52	Monroe	42
Bartlett	37	Colebrook	52	Orange	33
Brookfield	32	Columbia	53	Orford	41
Chatham	29	Dalton	55	Piermont	40
Conway	39	Dummer	46	Plymouth	44
Eaton	34	Errol	44	Rumney	50
Effingham	43	Gorham	50	Sugar Hill	32
Freedom	38	Jefferson	45	Thornton	38
Hale's Location	30	Lancaster	53	Warren	56
Hart's Location	27	Milan	49	Waterville Valley	33
Jackson	25	Millsfield	27	Wentworth	47
Madison	34	Northumberland	53	Woodstock	43
Moultonborough	31	Pittsburg	46		
Ossipee	47	Randolph	42	Hillsborough County	35
Sandwich	31	Shelburne	42	Amherst	22
Tamworth	47	Stark	55	Antrim	41
Tuftonboro	37	Stewartstown	53	Bedford	17
Wakefield	35	Stratford	55	Bennington	43
Wolfeboro	33	Wentworth's Location	36	Brookline	17
		Whitefield	52	Deering	42
Cheshire County	38			Francestown	27
Alstead	42	Grafton County	39	Goffstown	29
Chesterfield	27	Alexandria	45	Greenfield	38
Dublin	28	Ashland	51	Greenville	46
Fitzwilliam	35	Bath	46	Hancock	37
Gilsum	42	Benton	46	Hillsboro	45
Harrisville	35	Bethlehem	47	Hollis	20
Hinsdale	46	Bridgewater	39	Hudson	29
Jaffrey	38	Bristol	46	Litchfield	22
Keene	42	Campton	38	Lyndeborough	35
Marlborough	40	Canaan	41	Manchester	48
Marlow	43	Dorchester	54	Mason	32
Nelson	31	Easton	33	Merrimack	22
Richmond	39	Ellsworth	52	Milford	33
Rindge	23	Enfield	37	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