

COMMUNITY DEVELOPMENT FINANCE AUTHORITY

CDBG APPLICATION WRITING WORKSHOP

AGENDA

Welcome and Introductions

Community Development Finance Authority (CDFA) Overview Community Development Block Grant (CDBG) Program Overview Community Development Block Grant Eligibility

- Eligible Applicants
- National Objective
- Eligible Activities

CDBG NH State Program Application Process

Questions

OVERVIEW OF CDFA



RESOURCES

GRANTS

LOANS

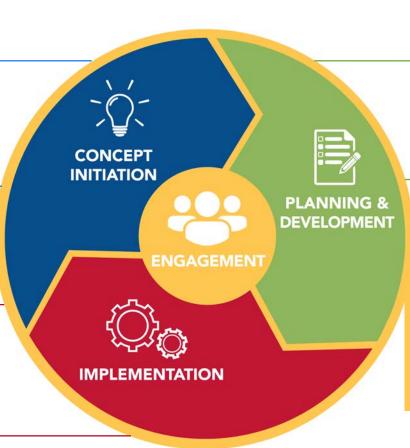
TAX
CREDIT
EQUITY

TECHNICAL ASSISTANCE

CDFA's ECOSYSTEM

- Pre-Application Support
- Ideas 2 Innovation (i2i) Program
- L5 Capacity Building Program

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



- CDBG Planning Grants
- Predevelopment Loan Program
- Energy Audit Program

ENGAGEMENT

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



CDBG PROGRAM OVERVIEW

CDBG PROGRAM OBJECTIVE

Develop viable communities

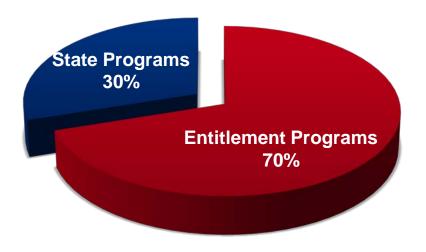
Provide decent housing and a suitable living environment

Expand economic opportunities, principally for persons of low and moderate income

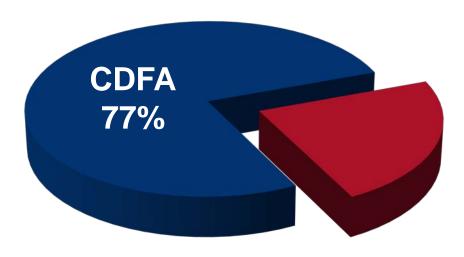


FUNDING BREAKDOWN



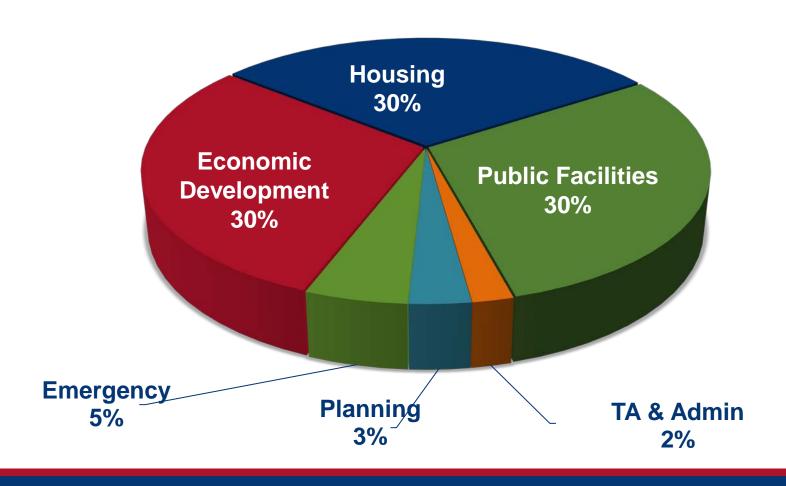


New Hampshire



Entitlement Communities 23%

NH STATE ALLOCATION DIVISION



FLOW OF FUNDING





CDBG PROGRAM ELIGIBILITY

ELIGIBLE APPLICANTS



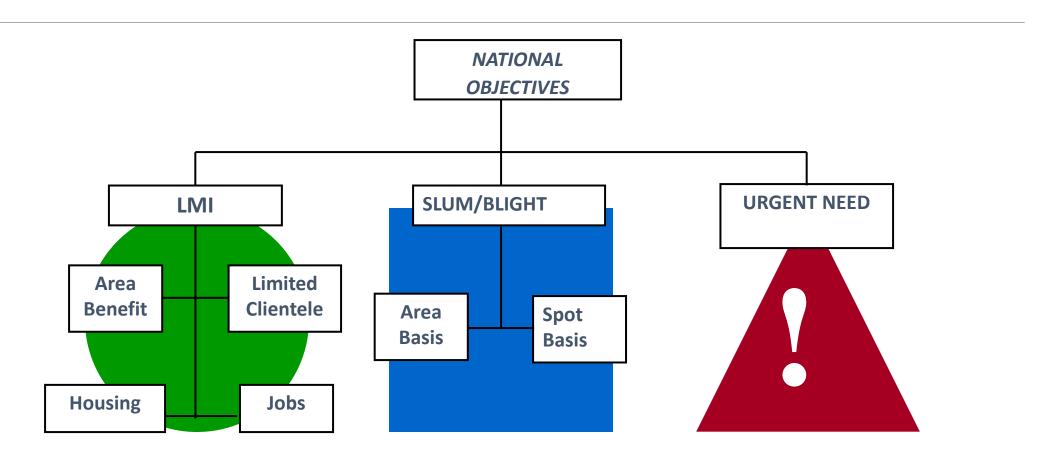
Eligible

- All NH counties
- NH cities and towns

Ineligible (entitlement communities)

- Manchester
- Nashua
- Portsmouth
- Rochester
- Dover

NATIONAL OBJECTIVES



AREA BENEFIT

"Area" defined in a number of ways

Activity must benefit all residents of an area, where at least 51% residents are LMI

Area must be primarily residential, and activity must meet needs of LMI persons

Eligibility must be determined with HUD data, US Census data, or valid income survey

HOUSING & PUBLIC FACILITIES

Cheshire County FAM	ILY INCOME VERIFICATION FORM - 2014
RVEY #:	DATE:
NICIPALITY:	PROJECT:
RVEY ADMINISTRATOR:	

The following information is required to potentially apply for grant/loan funds for the Community Development Block Grant (CDBG) program. If you have any questions, please contact the survey administrator above. Your assistance in the completion of this form is greatly appreciated. It will be held in <u>strict confidence</u>, and used only to verify that we are meeting the requirements of the grant program.

Please complete both portions of the form - Part I and Part II

PART I INCOME AND HOUSEHOLD DATA

Please choose the row that represents your family size and <u>pircle</u> the income Category that best desorbes your family income. Family income includes wages and salaries, interest, net business is income, social sacurity, pensions, almony received. Ab benefits, and educational benefits received by all family members living at home. Alimony paid may be deducted. This vertication form should reflect your current family income. This data is regulated by the CDBS program.

Family Size	Income Category A	Income Category B	Income Category C	Income Category I
1	\$0 to \$14,800	\$14,801 to \$24,650	\$24,651 to \$39,450	\$39,451 +
2	\$0 to \$16,900	\$16,901 to \$28,200	\$28,201 to \$45,050	\$45,051 +
3	\$0 to \$19,000	\$19,001 to \$31,700	\$31,701 to \$50,700	\$50,701 +
4	\$0 to \$21,100	\$21,101 to \$35,200	\$35,201 to \$56,300	\$56,301 +
5	\$0 to \$22,800	\$22,801 to \$38,050	\$38,051 to \$60,850	\$60,850 +
6	\$0 to \$24,500	\$24,501 to \$40,850	\$40,851 to \$65,350	\$65,351 +
7	\$0 to \$26,200	\$26,201 to \$43,650	\$43,651 to \$69,850	\$69,851 +
	\$0 to \$27 000	\$27 901 to \$46 500	\$46 501 to \$74 250	\$74.251 .

PART II RACE, ETHNICITY AND HOUSEHOLD DATA

Data with regard to (1) Household Status; (2) Racial Characteristics and (3) Ethnicity information – in expanded categories – is being requested, in order to measure the impact of the program on the diverse population of the U.S.

Please circle the appropriate racial, ethnic, familial status, age, and handicapped category that applies to <u>you</u>. A number of categories may apply to you. Please note this information will be used for analysis purposes only. We ask you to provide this information on a <u>yoluntary</u> basis. If you do not wish to provide the information, you may refuse to do so.

CIRCLE ALL IN EACH CATEGORY THAT APPLY

RACE ETHNICITY

White AND Hispanic or Latino NOT Hispanic or Latino NOT Hispanic or Latino NOT Hispanic or Latino NOT Hispanic or Latino Asian American Indian or Alaska Native Native Hawaiian or Other Pacific Islander

American Indian or Alaska Native & White Handicapped Handicapped Handicapped Slack or African American & White Femilie Haad of Household American Alaska Native American Survival Management Pagical Management Pagi

Effective 1/6/14 and subject to change without notice - HS/PF - 2014

LIMITED CLIENTELE

Project or activity must exclusively benefit a specific population or "clientele"

Eligibility determined by clientele qualifying as:

- HUD Presumed Group
- Income determination- 51% of clientele are persons whose family income does not exceed HUD Income Limits
- Nature and location- Type and location of activity means that it may be reasonably concluded that the clientele will be LMI

HUD Presumed Groups include:

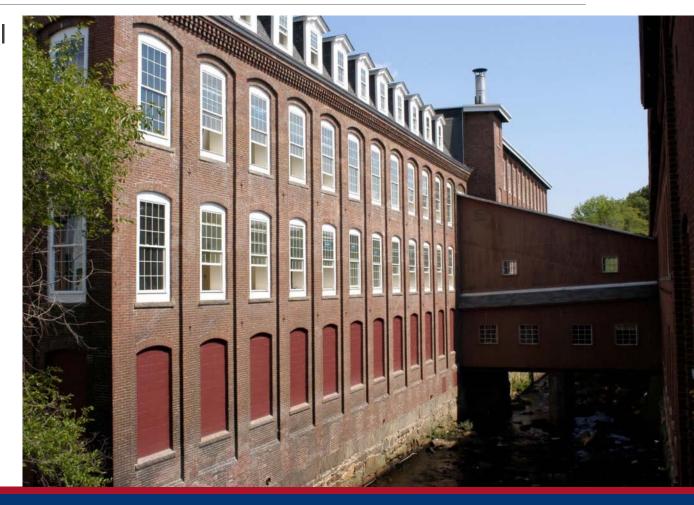
- Abused Children
- Elderly Persons
- Battered Spouses
- Homeless Persons
- Severely Disabled Adults
- Illiterate Adults
- Persons with AIDS
- Migrant Farm Workers

HOUSING

Rehabilitation of **permanent** residential structures to be occupied by low- and moderate-income households

Rents must be affordable

Construction of new housing is not typically eligible



JOB CREATION OR RETENTION



Using CDBG to help create or retain jobs held or made available to low- and moderate-income persons

May only be used on CDBG economic development projects

Counts **all jobs** created or retained as a result of CDBG funded project

At least 60% of jobs created or retained must be held by or made available to LMI individuals

ELIGIBLE ACTIVITIES

PLANNING

Determine whether a proposed project is viable and bring it to "shovel readiness."

Eligible activities may include:

- Income surveys
- Preliminary (and advanced) architectural and engineering design
- Cost estimates
- Market analysis
- Energy Audits and recommendations

Transformational Planning Grants- New program being piloted in 2023 focusing on advancing community-level strategies and planning work being done related to housing

HOUSING

Provide or improve permanent residential structures to be occupied by low- and moderate-income households.

Eligible activities may include:

- Acquisition/rehabilitation
- Elderly / ADA access
- New construction in a designated area ONLY through a CBDO

Conditions include:

- Long-term affordability
 - (Now 10-year min)
- Rent restrictions
- Housing Quality Standards
- Per-unit costs



PUBLIC FACILITIES

Support community development projects that primarily benefit lowand moderate-income persons or households.

Eligible activities may include:

 Water and Sewer (where there is a violation or threat to health and public welfare)

- Public Services (Facilities)
- Public Property



ECONOMIC DEVELOPMENT

Expand economic opportunities for low- and moderate-income individuals.

Eligible activities may include:

- Purchase of equipment (for-profit only)
- Working capital
- Acquisition, construction or rehab of commercial buildings
- Acquisition of land
- Employee training
- Public facility improvements
- Capacity building
- Technical assistance to microbusinesses

All projects MUST result in job creation and/or job retention for low- and moderate-income residents.

INELIGIBLE ACTIVITIES

General expense of conducting government

Construction of government buildings

Political activities

New housing construction (unless through a federally recognized CBDO and in a municipally designated area).

Expense of operating and maintaining public facilities

Purchases of personal property

CDBG APPLICATION PROCESS

CDBG FUNDING OPPORTUNITIES

Program	Max Award Amount	Applicant Funding Limit	Application Deadline
Housing	\$500,000 or \$750,000*	\$500,000 or \$750,000*	Two Rounds Per Year- July and January
Public Faculties	\$500,000	\$500,000	Two Round Per Year- July and January
Economic Development	\$500,000	\$500,000	Rolling
Emergency	\$350,00- 500,000	\$350,00- 500,000	Rolling
Traditional Planning	\$25,000	None	Rolling
Transformation Planning	\$100,000	None	Rolling

^{*\$750,000} max award amount for Permanent Supportive Housing Projects only

HOUSING & PUBLIC FACILITIES PROGRAM DEADLINES

Round 1: Applications due the last Monday in July

July 29, 2024 by 4:00 PM

Round 2: Applications due the last Monday in January

January 27, 2025 by 4:00 PM

WRITING & ADMINISTERING YOUR GRANT

CDBG Grant Writer: Hired to help write and submit the grant application, complete all threshold requirements

CDBG Grant Administer: Hired after grant is awarded to assist with compliance

- Municipality
- Consultant
- Regional Planning Commission
- Housing Authority (if not recipient)

GRANT PROCESS OVERVIEW

Signature





MUNICIPAL THRESHOLDS

- ✓ Public Notice
- ✓ Public Hearing
- √ Housing & Community Development Plan
- ✓ Residential Anti-displacement and Relocation Assistance Plan

APPLICATION THRESHOLDS

- ✓ Complete application *Unique Entity Identifier now required instead of DUNS* #
- ✓ Conformance to federal, state and program rules and regulations
- ✓ Readiness criteria
- ✓ Grantee capacity assessment
- ✓ Grantee / sub recipient financial review
- √ Compliance plan
- ✓ Energy policy

COMPLIANCE PLAN



Community Development Block Grants

Housing and Public Facilities

Compliance Plan - Depot & Main Affordable Housing Project

The compliance plan is meant to help the grantee and any grant manager create and maintain a comprehensive strategy to adhere to all federal and state regulations. The plan should be submitted with the application and updated if there are any changes in scope to the project.

National Objective and Eligible Activity	 National Objective: Low to Moderate Income Persons Eligible Activity: IDIS 01 Acquisition of Real Properties
Grantee Requirements	- Citizen Participation: Project had required public hearing prior to application submission with proper noticing. Public is sufficiently informed. - AFFH: Posters and brochures are available at Municipal Offices. - EEO: Posters are displayed in Municipal Offices. - COI: No conflicts - Project Signage: If a sign on site CDFA will be on it - Contract Requirements: Money, or the benefits of, will be sub granted by the municipality to the Subrecipient for project implementation. A CDBG grant administrator will be procured to administer the project on behalf of the Grantee.
Environmental Review	Responsible Entity: <u>Salem</u> Completing Environmental Review: Project Engineer or Environmental Engineer. Type of Environmental Review: Assessment Floodplain: No (Floodplain Map in Attachments) CDFA Sign-off; Yes Exempt Amount: \$25,000, Administration
Financial Management	- Financial Management Plan: To be completed and uploaded in GMS, along with financial responsibilities form once project is awarded. - Claims will be for invoices for activities completed Program Income: There is no planned program income from this project Audit: Municipality may need a single audit.
Procurement	Possible RFQ for Environmental Engineer)

National Objective & Eligible Activity

Environmental Review

Financial Management

Procurement

Labor Standards

Acquisition/Relocation

Reporting and Recordkeeping

Monitoring & Closeout

CDFA ENERGY PROGRAMS & ENERGY POLICY

CDFA CLEAN ENERGY PROGRAMS

Energy Audit Grants

Clean Energy Financing

Plus Technical Assistance



COMMUNITY FACILITIES ENERGY ASSESSMENT & TA PROGRAM GRANTS

Covers 75% of costs of:

- Energy Assessment/ Energy Charrette
- Engineering Analysis
- Capital Needs Assessment
- Other Community Facilities Studies

Supports eligible non-profits & municipalities Up to \$6,000



CDFA ENERGY POLICY 2023

Intent: Projects evaluate energy opportunities:

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

Timeline: Application Threshold Requirement

Project Types: Alterations, New Construction

Exceptions: Will be considered via Waiver Request Form

ENERGY POLICY Continued

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

ENERGY POLICY Continued

Water/Wastewater Projects				
	Energy Audit Timeframe: Application threshold			
Requirements	Consultation with appropriate utilities for implementation incentives Timeframe: Application threshold			



Powered by:







Utility	Good First Contact	E-mail Address	Phone
Eversource	Mark Toussaint	mark.toussaint@eversource.com	603-634-2301
Liberty	Bob Reals	Bob.Reals@libertyutilities.com	603-216-3634
NHEC	Joe Lajewski	lajewski@nhec.com	603-536-8663
Unitil	Joe Van Gombos	vangombosj@unitil.com	603-294-5023

NEXT STEPS

- 1) Review the CDFA Energy Policy
- 2) Contact your utility
- 3) Apply for a CDFA Energy Assessment Grant
- 4) If needed, submit a Waiver Request Form
- 5) Contact Scott Maslansky with questions

INFLATION REDUCTION ACT OPPORTUNITIES

- 1) Renewable Energy Non-profits will be able to directly receive the 30% 'Tax Credit' (i.e. 30% credit toward solar installation) possibly 40%-50% if certain Low-income thresholds!
- 2) Energy Efficiency benefit
- 3) Other resources



Contact us early in your project development

Scott Maslansky
Director of Clean Energy Finance
Community Development Finance Authority
(603)717-9123

smaslansky@nhcdfa.org www.nhcdfa.org



EVALUATION AND SCORING

EVALUATION CRITERIA

- ✓ Is the Applicant (and Subapplicant, if applicable) eligible?
- ✓ Does project meet a CDBG National Objective?
- ✓ Is the project an Eligible Activity?
- ✓ Does the Applicant and Subapplicant have the capacity to successfully carry out grant?
- ✓ Are there enough committed funding resources to complete the project?
- ✓ Are all specific program area requirements met?

SCORING CRITERIA: CORE DATA INDEX

The Core Data Index is a relative measure of poverty and other socioeconomic challenges.

This data set replaced CDBG "Set Factors" that were based in data from the 2010 Census.

1-Belknap County	44
Alton	37
Barnstead	39
Belmont	46
Center Harbor	39
Gilford	34
Gilmanton	36
Laconia	52
Meredith	51
New Hampton	42
Sanbornton	44
Tilton	48

SCORING CRITERIA: HOUSING

Application Scoring	Maximum Score
Community Needs, as measured by the Community Progress Index	40
Project Specific Needs	100
Need & Impact	40
Long Term Benefit	20
Direct Benefit	20
Cost Per Beneficiary	20
Area Housing Needs	20
Cost Burden in Community	20
Capacity	40
Readiness for Implementation	20
Leverage/Match	10
Energy Use	10
Maximum TOTAL Score	200

SCORING CRITERIA: PUBLIC FACILITIES

Application Scoring	Maximum Score
Community Needs, as measured by the Community Progress Index	70
Community Benefit	50
Needs Assessment and Impact	40
Long-term Benefit	10
Community Support	40
Priority Project	20
Multiple-impact Project	10
Location and site	5
Community buy in	5
Capacity	30
Readiness for Implementation	20
Leverage/matching funds	5
Energy use	5
Bonus: Community connections	10
Maximum TOTAL Score	200

SCORING CRITERIA: ECONOMIC DEVELOPMENT

Capability of subrecipient to deploy/administer business loans

Public Benefit

- Core Data Index
- Other economic factors
- Employee Benefits

Business Benefit (in one of three categories)

- Business loans
- Public Infrastructure to support ED projects
- Nonprofit ED projects

SCORING CRITERIA: PLANNING

Core Data Index (6 points)

Potential low- and moderate-income beneficiaries (2 points)

Strong connection to regional or municipal plan (2 points)

Long-term benefit (2 points)

Committed funds (2 points)

Previous CDBG grants (2 points)

Innovation (2 points)

Implementation (2 points)

Addressing high priority needs (2 points)

Need for study and implementation project (3 points)

SCORING CRITERIA: EMERGENCY

Projects must be able to demonstrate that stated emergency occurred within the past **18 months** in addition to meeting minimum threshold requirements as outlined within the applicable program category.

Projects that meet those requirements will be reviewed and scored based upon the scoring criteria outlined the project's applicable program category

APPLICATION REVIEW TIMELINE: HOUSING & PUBLIC FACILITIES

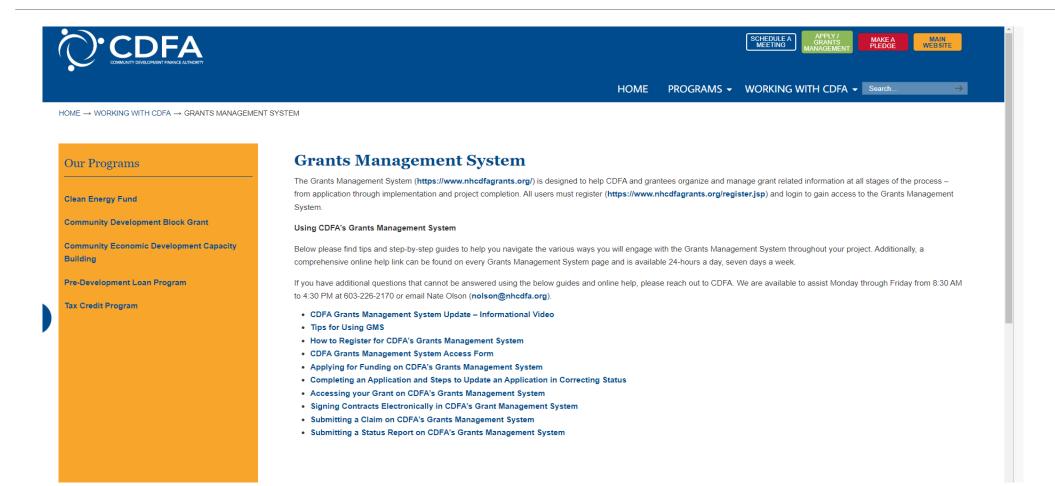
Applications Due: Monday, July 29, 2024, by 4:00 PM

August-October: Application Review and Scoring

- Thresholds
- Evaluation & Pre-Score
- Site Visits
- Final Scoring

November 2024: Recommendations made to Community Development Advisory Committee (CDAC)

APPLY ONLINE WITH GMS











HOME WHO WE ARE ▼ HOW WE HELP ▼ INVESTING IN NH COMMUNITIES ▼ COVID-19 RESOURCES













PROGRAMS ▼ WORKING WITH CDFA ▼ Search...

HOME → PROGRAMS → COMMUNITY DEVELOPMENT BLOCK GRANT

Application

Program Overview & Objectives

Eligibility

Guidelines

How to Apply

Evaluation

Key Dates

Requirements

Workshop Materials

Circulars

2021 Income Surveys

Special Allocations

Implementation

Grant Administration

Accessing Funds

Reporting Requirements

Completing Your Grant

Community Development Block Grant (CDBG)

CDFA administers the State of New Hampshire's annual federal allocation of Community Development Block Grant funds for eligible municipalities. The primary objective of the program is the development of viable communities by improving economic opportunities and meeting community revitalization needs, particularly for persons of low and moderate income.

CDFA directly awards Community Development Block Grant resources to New Hampshire's cities, towns, and counties, which often sub-grant the money to a nonprofit agency or other entity conducting the work. Funding for the Community Development Block Grant program is provided to New Hampshire through the U.S. Department of Housing and Urban Development.

New Hampshire's CDBG program focuses on funding projects in the following areas:

Public Facilities Grants

Help finance water and sewer system improvements, transitional and homeless shelters, municipal infrastructure, handicapped access, and neighborhood or community centers that provide public services to low- and moderate-income people.

Housing Grants

Support affordable housing and housing rehabilitation efforts that benefit low- and moderate-income homeowners and tenants.

Economic Development Grants and Loans

Create jobs in your community that provide good wages, benefits, and training programs. Funds can also be used for acquisition of land and buildings, construction of commercial buildings, purchase of machinery and equipment, employee training, and public facilities improvements.

Microenterprise Grants

The Microenterprise Program helps foster economic development by supporting organizations that provide a full range of entrepreneurial training and technical assistance services to lowand moderate-income micro-business owners and start-ups (those with fewer than five employees).

Planning Grants

Up to \$25,000 to support planning and feasibility related activities to determine whether a proposed project is viable. Municipalities can apply for funding to conduct activities like income surveys, preliminary architectural and engineering design, cost estimates and market analysis.

Additional information on the eligible activities and how to apply for funds can be accessed in the Application Section.



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