

HUMAN AFFAIRS COMMITTEE

AGENDA

MAY 13, 2019

7:00 PM

Aldermanic Chamber

ROLL CALL

PUBLIC COMMENT

COMMUNICATIONS

From: Carrie Schena, UPD Manager

Re: R-19-126 Amended (FY2020 HUD Annual Action Plan)

UNFINISHED BUSINESS – None

NEW BUSINESS – RESOLUTIONS

**R-19-138**

Endorsers: Alderman-at-Large Lori Wilshire  
Alderwoman-at-Large Shoshanna Kelly  
Alderman-at-Large Michael B. O'Brien, Sr.  
Alderman Linda Harriott-Gathright  
Alderman Patricia Klee  
Alderman-at-Large Brandon Michael Laws  
Alderman June M. Caron  
Alderman Jan Schmidt

**RELATIVE TO THE APPROPRIATION OF ADDITIONAL U.S. DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT HOME INVESTMENT PARTNERSHIP PROGRAM FUNDS TO  
NEIGHBORWORKS OF SOUTHERN NEW HAMPSHIRE**

NEW BUSINESS – ORDINANCES – None

TABLED IN COMMITTEE

**R-19-126**

Endorsers: Mayor Jim Donchess  
Alderman June M. Caron  
Alderman-at-Large Michael B. O'Brien, Sr.  
Alderman Linda Harriott-Gathright  
Alderman Richard A. Dowd  
Alderman-at-Large Brandon Michael Laws  
Alderman Tom Lopez  
Alderwoman-at-Large Shoshanna Kelly  
Alderwoman Mary Ann Melizzi-Golja  
Alderman Jan Schmidt

**AUTHORIZING THE MAYOR TO APPLY FOR AND EXPEND THE COMMUNITY DEVELOPMENT  
BLOCK GRANT (“CDBG”) AND HOME INVESTMENT PARTNERSHIP PROGRAM FUNDS FOR  
FISCAL YEAR 2020**

- Amended & Tabled in Committee – 04/08/2019

NEW BUSINESS – ORDINANCES - None

GENERAL DISCUSSION

PUBLIC COMMENT

REMARKS BY THE ALDERMEN

POSSIBLE NON-PUBLIC SESSION

ADJOURNMENT




# City of Nashua

## Community Development Division

City Hall, 229 Main Street, PO Box 2019  
Nashua, New Hampshire 03061-2019

Community Development 589-3095  
Planning and Zoning 589-3090  
Building Safety 589-3080  
Code Enforcement 589-3100  
Urban Programs 589-3085  
Economic Development 589-3070  
Conservation Commission 589-3105  
FAX 589-3398  
[www.gonashua.com](http://www.gonashua.com)

To: Human Affairs Committee  
cc: Mayor Jim Donchess; Kim Kleiner, Chief of Staff  
From: Carrie Schena, UPD Manager   
Date: May 7, 2019  
Re: R-19-126 Amended (FY2020 HUD Annual Action Plan)

The City has received its allocation amounts from HUD for the upcoming fiscal year. When we began this year's process, we estimated level funding to begin developing the Annual Action Plan. Although CDBG was level funded in the federal budget, our allocation was 1.7% less than estimated (\$11,250). This is due to fluctuations within the data used to calculate the allocation formula, as well as new communities becoming eligible Entitlement grantees. Furthermore, after beginning our planning process, we learned that the approved federal budget reduced the HOME Program nationally. Ultimately our allocation was 10.6% less than what we estimated (-\$38,095).

Based on the HUD allocations, the true amount of CDBG funding available to allocate to FY20 activities is \$791,423.84 and HOME is \$359,905. Given the reductions, certain line items must also be reduced to stay within regulatory caps. I offer the following breakdown for those line items, reflecting proportionate reductions:

CDBG Public Services (15%)	\$97,013
CDBG Admin (20% EN+PI)	\$135,350
HOME Administration (10%)	\$35,990
CHDO (15%)	\$53,986
Affordable Housing Development	\$269,929

I would also like to provide an update on recent CDBG projects, noting that although we did not receive funding from HUD until October 2018, we have made great progress in completing projects:

Nashua Soup Kitchen and Shelter FY18 – Funds were reprogrammed during FY19 to install security camera systems at two shelter locations; as well as new chillers at the main facility for the food pantry. All work was recently completed and final payment is in process. CDBG covered \$50,000 and the NSKS contributed \$9,500.00.

Adult Learning Center FY19 – Project is complete. CDBG funds of \$30,000 were combined with agency contribution of \$21,000 to restore windows to full working order. Following is an excerpt from the Executive Director, Carol Baldwin, regarding the project:

“The contractor was so accommodating and worked around us. The windows in childcare were done over 4 weekends so we didn't have to close and cause any of our parents to lose work time. The classroom windows were done in the afternoon when the rooms were not in use. I, and the rest of the administrative team, worked from home one Friday so they could tackle those windows in one long day.

For the first time in over a dozen years, all the windows now open and close easily. We don't have to worry about the top windows coming down and hurting a child. Having the windows cleaned, which we also couldn't do before, has made the building brighter and improved morale.”

Boys & Girls Club HVAC FY19 – CDBG funds of \$62,500 were combined with agency contribution of \$49,110 toward the replacement of seven HVAC roof-top units and related duct work. Contract has been executed, items ordered and estimated to be completed by end of May.

Marguerite's Place FY19 - Exterior siding and door replacement at transitional housing facility on Palm Street. This project triggered the HUD Lead Safe Housing Rule. Urban Programs was able to leverage our Lead-Paint Grant Program to fully address all lead hazards (interior as well as exterior) and correct other safety issues using Healthy Homes grant funding. The front stairs were repaired under the Healthy Homes portion, eliminating the need for the agency to submit another CDBG request this year, as they had originally planned. The project was funded with \$50,000 of CDBG, \$77,000 from the Lead Paint & Healthy Homes Grant and agency contribution of \$14,800. You can see photos on the Community Development Facebook page, where we recently featured this project.

Nashua Center FY19 – This project was completed in January and included replacement of all lighting fixtures throughout the facility with energy efficient models. Project was undertaken in partnership with Eversource's Turn Key Program. The total project cost was \$28,363.50 with the utility company grant covering \$14,181.75, CDBG \$11,261.31 and the agency covering \$2,920.44.

Nashua PAL FY19 – Lighting project to install exterior safety/flood and colored LED lights. Total CDBG funding allocated is \$12,000. Initial round of bidding obtained only one response which far exceeded the internal cost estimate and was rejected. The project has been re-bid several times and sent to dozens of contractors in the region with no response. UPD continues to seek bids.

#### Parks & Recreation Projects:

Crown Hill Pool FY18 \$100,000 – Project is currently underway and should be completed around the end of May. General Fund is covering approximately \$25,000.

Ledge Street Basketball Courts FY17 \$22,500 – In order to complete this project within the amount allocated, the Street Department will be doing the court repairs and paving; CDBG will cover the cost of paving materials as well as a contract to paint and stripe the court following paving. It is expected to be completed by the end of June.

Salem Street Tot Lot FY18 \$40,000 - The BPW has approved a plan to create community gardens on the Tolles Street Side of the park. Partnering with Grow Nashua, Parks & Recreation will be purchasing materials this summer and building the beds this fall for planting next spring. A playground vendor (Ultiplay) recently submitted concepts for the Salem Street side. These plans are under review by Parks & Recreation and will be placed out for bid soon.

Splash Pad at Rotary Pool FY19 \$70,000 – Parks and Recreation is currently seeking firms to do a study on the feasibility of tying into the Rotary Pool filter. This is in the preliminary planning stages.

Labine Restrooms FY17 & FY19 \$40,000 – Parks & Recreation has been seeking a contractor to look at the project to determine how much work can be completed under the CDBG funding. They are continuing to explore preliminary estimates.



## RESOLUTION

### AUTHORIZING THE MAYOR TO APPLY FOR AND EXPEND THE COMMUNITY DEVELOPMENT BLOCK GRANT (“CDBG”) AND HOME INVESTMENT PARTNERSHIP PROGRAM FUNDS FOR FISCAL YEAR 2020

### *CITY OF NASHUA*

*In the Year Two Thousand Eighteen*

**RESOLVED** by the Board of Aldermen of the City of Nashua

That the Mayor be, and hereby is, authorized to file an application with the U.S. Department of Housing and Urban Development (“HUD”) for the annual Community Development Block Grant (“CDBG”) under the provisions of Title I of the Housing and Community Development Act of 1974, as amended, and the HOME Investment Partnership Program under the provisions of Title II of the Cranston-Gonzales National Affordable Housing Act, and to execute all understandings, assurances and agreements as required therein;

That the following CDBG activities shall be carried out with an estimated annual grant of \$658,000; estimated program income of \$30,000; and reprogrammed funds in the amount of **\$114,673.84**, as described herein, for a total of \$755,264.84. All activities are more fully described and shall be consistent with the proposals contained in the communications to the Human Affairs Committee dated February 7, 2019;

Reprogrammed Funds:

FY18 Salvation Army	\$3,656.68
FY18 CDBG Administration	\$624.50
FY18 Contingency	\$118.62
FY18 Project Delivery	\$1,080.15
FY18 HIP loan balance (program income)	\$61,784.89
<b>FY18 Contingency</b>	<b>\$47,409.00</b>

Activities to be funded in FY18:

1. Public Services - \$98,700 (estimated until final award is known)  
Support of public service programs principally benefiting low-moderate income beneficiaries of Nashua. This pool of funds shall be applied to CDBG eligible activities identified through the Citizens Advisory Commission for Community Grants process. Public Services shall not exceed 15% of the entitlement award plus prior year program income.

## RESOLUTION

## R-19-126 Amended

2. Boys and Girls Club - \$25,000  
Site improvements to correct drainage issues in parking lots, playground, sidewalks and areas surrounding the building at One Positive Place.
3. Entrepreneurship For All (E for All) - \$40,000  
Entity will facilitate economic development by providing technical assistance, advice, and business support services to owners of microenterprises and persons developing microenterprises.
4. Nashua Children's Home - \$35,000  
Window replacement at youth facility, located at 86 Concord Street.
5. Nashua Police Athletic League (PAL) - \$20,000  
Fire safety improvements, including sprinkler system, fire alarm panel, fire doors, egress and other related corrections as outlined in proposal.
6. Nashua Soup Kitchen & Shelter - \$75,000  
Asbestos remediation at 35 Spring Street to allow property to be developed as a shelter for single adults and families with children.
7. Opportunity Networks - \$50,000  
Accessibility and safety improvements, including ADA compliant doors and ADA bathroom renovations.
8. PLUS Company - \$39,070.84  
Replacement of five roof-top HVAC units at 19 Chestnut Street.
9. Youth Council - \$25,000  
Heating System replacement for 2<sup>nd</sup> and 3<sup>rd</sup> floors of 112 West Pearl Street
10. CDBG Grant Administration - \$137,600  
General administration and planning costs of carrying out the CDBG and other related HUD projects by the Urban Programs Department, including but not limited to regulatory compliance monitoring, IDIS management, preparation of required grant reports, advertising, recording fees, etc. Amount shall not exceed 20% of the entitlement award plus actual program income received during the program year.
11. Project Delivery - \$115,000  
Construction management related to physical CDBG projects and Housing Improvement Program, including but not limited to the direct cost of the Urban Programs Department staff to conduct environmental reviews, drafting scope of work, preparation of bid documents, bidding, construction management and Davis Bacon compliance.
12. Housing Improvement Program (HIP) - \$89,000  
Financial and technical assistance to eligible low-moderate income, owner-occupants in for essential repairs of 1-4 family residential properties. Financial assistance provided in the form of 0% deferred payment loans and/or grants for certain emergency work, as described in the Program's Guidelines. Minor rehab including code and safety corrections, repairs, accessibility, etc. Repayment of prior HIP loans, in excess of annual estimated program income, shall be added to this loan pool during the program year. Emergency work, costing up to \$5,000, may be offered in the form of a grant rather than a loan to owners at or below 50% AMI.

## RESOLUTION

R-19-126 Amended

13. Rental Rehab Program - \$54,894

Pilot program utilizing reprogrammed funds from FY18 HIP loan pool, offering 0% interest, deferred payment loans for essential repairs of residential rental properties containing 1-8 units, occupied by income eligible tenants. Financing and other terms more fully described in the Program's Guidelines. Properties located in the City's lowest income census tracts will receive priority.

14. Contingency - TBD

Reserve funds that may be applied to any of the activities described herein for unforeseen costs. Funds may be directed to other unforeseen eligible community needs, subject to Board of Aldermen approval. Contingency budget may be adjusted to reflect an increase or decrease in the annual CDBG allocation, as announced by HUD following approval of this Resolution. If CDBG award is significantly less than anticipated and this Contingency line cannot cover the reduction, all activities will be adjusted proportionately.

*That* all open and active CDBG activities from previous Action Plans be carried forward and entered in the FY20 Action Plan as applicable; and

*That* the following HOME activities be carried out with an estimated annual grant of \$398,000:

1. HOME Grant Administration - \$39,800

Administration of the HOME Program by the Urban Programs Department, including determining eligibility, technical assistance to participants, compliance with program regulations, underwriting, preparation and review of construction specs, environmental review, long-term monitoring and reporting to HUD.

2. Community Housing Development Organization (CHDO) Reserve - \$59,700

Mandatory set aside, equal to 15% of the annual grant, for specific activities to be undertaken by a private nonprofit, community-based organization that has staff with the capacity to develop affordable housing for the community it serves. In order to qualify for designation as a CHDO, the organization must meet certain requirements pertaining to their legal status, organizational structure, capacity and experience as it relates to the project they are developing.

3. Affordable Housing Development - \$298,500

Acquisition, rehabilitation and /or conversion of residential and/or non-residential buildings to create affordable rental and/or home-owner housing, occupied by HOME-eligible households. Projects may be developed by non-profit, for-profit, public or private entities.

*That* the HOME activities above will be adjusted proportionately to reflect an increase or decrease in the annual HOME allocation, as announced by HUD following approval of this Resolution.