

HUMAN AFFAIRS COMMITTEE AGENDA

FEBRUARY 16, 2016

7:30 p.m. or Immediately Following
Mayor's State-of-the-City

Aldermanic Chamber

PUBLIC HEARINGS

**DEVELOPMENT OF FY17 COMMUNITY DEVELOPMENT BLOCK GRANT/
HOME INVESTMENT PARTNERSHIP PLAN**

(Comments on Past Performance and Identifying Future Needs for the
Fiscal Year 2017 CDBG & HOME Program Annual Action Plan)

and

HISTORICAL IMPACT ON PROPOSED DEMOLITION OF 42 CHESTNUT STREET

ROLL CALL

ELECTION OF COMMITTEE CLERK

TESTIMONY

REGULAR MEETING

ROLL CALL

PUBLIC COMMENT

COMMUNICATIONS

From: Carrie Schena, Manager, Urban Programs Department
Re: Public Hearing: Historical Impact of Proposed Demolition of 42 Chestnut Street

From: Carrie Schena, Manager, Urban Programs Department
Re: CDBG & HOME Open Activities Update

From: Carrie Schena, Manager, Urban Programs Department
Re: Development FY2017 Annual Action Plan (CDBG & HOME Programs)

UNFINISHED BUSINESS – None

NEW BUSINESS – RESOLUTIONS

R-16-005

Endorsers: Mayor Jim Donchess
Alderman-at-Large Lori Wilshire
Alderwoman Mary Ann Melizzi-Golja
Alderman June M. Caron
Alderman Benjamin M. Clemons
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman Tom Lopez

RELATIVE TO THE ACCEPTANCE AND APPROPRIATION OF \$25,000 FROM THE STATE OF NEW HAMPSHIRE, DEPARTMENT OF SAFETY "STATE HOMELAND SECURITY GRANT PROGRAM" INTO EMERGENCY MANAGEMENT GRANT ACTIVITY "2015 HOMELAND SECURITY GRANT PROGRAM"

R-16-007

Endorsers: Mayor Jim Donchess
Alderman-at-Large Lori Wilshire
Alderman June M. Caron
Alderdwoman Mary Ann Melizzi-Golja
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman Tom Lopez

RELATIVE TO THE ACCEPTANCE AND APPROPRIATION OF \$40,000 FROM THE STATE OF NEW HAMPSHIRE DEPARTMENT OF HEALTH AND HUMAN SERVICES INTO PUBLIC HEALTH AND COMMUNITY SERVICES GRANT ACTIVITY "FY2016 AND FY2017 CLIMATE AND HEALTH ADAPTATION PLAN (CHAP)"

NEW BUSINESS - ORDINANCES - None

GENERAL DISCUSSION

PUBLIC COMMENT

REMARKS BY THE ALDERMEN

POSSIBLE NON-PUBLIC SESSION

ADJOURNMENT



Memo

To: Human Affairs Committee
From: Carrie Schena, Manager, Urban Programs Department
Date: January 28, 2016
Re: Public Hearing: Historical impact of proposed demolition of 42 Chestnut Street

R-15-129 Amended, allocated HOME Investment Partnership Program funds to Greater Nashua Habitat for Humanity (GNHFH) to purchase and redevelop 42 Chestnut Street into owner-occupied housing. Since the HOME Program is federally funded, the City must comply with the National Historic Preservation Act of 1966, particularly sections 106 and 110; and 36 CFR Part 800. Pursuant to these regulations, we have consulted with the NH Division of Historic Resources (NHDHR) regarding the scope of this project.

This property is part of and contributes to the French Village Historic District. Although the new structure will be designed to blend into the neighborhood, NHDHR has determined that removal of an eligible property will constitute an "adverse effect" under 36 CFR Part 800.5(a)(1).

The attached letter from NHDHR, dated January 5, 2016 outlines a number of steps to be taken following a finding of adverse effect. One of these steps includes seeking input from individuals or organizations that may be concerned with historic properties. To that end, a Public Hearing is being held through the Aldermanic Human Affairs Committee on February 8, 2016 at 7:00 pm in the Aldermanic Chambers, Nashua City Hall.

To assist you in discussing mitigation of the adverse effect, I have attached the communications with NHDHR, including a full description of the proposed project and documentation of why rehab of the existing structure is not feasible. While removal of an original structure may adversely affect the integrity of the French Village Historic District, we believe the overall benefit to the neighborhood outweighs this adverse effect. Comments from the Public Hearing, whether supportive or adverse will be considered as we develop the mitigation plan.

Attachments: Review and Compliance submission to NHDHR 9/14/2015
Review and Compliance response from NHDHR 9/21/2015
R&C #7078 Ongoing consultation letter 12/28/2015
Communication from GNHFH RE: rehab challenges
Nashua Police Department letter 12/21/2015
NHDHR finding of adverse effect 1/5/2016



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	

September 14, 2015

NH Division of Historical Resources
State Historic Preservation Office
Attention: Review & Compliance
19 Pillsbury Street
Concord, NH 03301-3570

RE: Demo and reconstruction of 42 Chestnut Street, Nashua (NAS0031)

In accordance with Section 106 of the National Historic preservation Act and its implementing regulations, 36 CFR Part 800, we are providing information for your review and concurrence regarding the above-referenced project. It is being considered for assistance under the U.S. Department of Housing and Urban Development's Home Investment Partnership Program (HOME) and is subject to review under 24 CFR Part 58. Attached is the Request for Project Review form.

Project Description:

Greater Nashua Habitat for Humanity (GNHFH), in collaboration with the Nashua Soup Kitchen and Shelter (NSKS), is proposing to transform the site of the former soup kitchen facility at property 42 Chestnut Street, Nashua NH into a new two-family Habitat home.

The process of transforming this site and ultimately the long-term aesthetic and economic well-being of the neighborhood, includes the purchase and acquisition of the building, abatement of hazardous materials (lead and asbestos) and tear down of the existing structure. In its place, Habitat volunteers and skilled tradespeople will build a new duplex for two local, low-moderate income families. This will create two new affordable housing units in a neighborhood in desperate need of owner-occupied properties. The new building will be a two-story duplex, with one unit on each floor. It will be designed to blend into the neighborhood with a similar set-back, massing and detail of neighboring buildings. The final design is not yet determined.

42 Chestnut Street is located in the French Village District, but is not individually eligible for listing in the National Register, as determined in 2004 (NAS0031). It is also included in the French Village District Area Form, dated February 10, 2010 (photo 22). It is within walking distance to a variety of social services agencies, diverse faith communities, reliable public transportation, Downtown, hospitals, neighborhood markets and parks. In addition, it is located diagonally across the street from 45 Chestnut Street, another Habitat project of similar nature found to have *No Adverse Effect* in 2012 (RPR 4332).

Archeological Impact and Known Land Uses:

The surrounding area is and has historically been residential. There has been a structure in this location since at least 1885, according to the Sanborn Fire Insurance Maps. This project involves ground disturbing activity related to demolition of the existing structure, including the foundation. However, the new foundation and footprint will not extend beyond the original placement. Therefore, we have concluded that no archeological resources would exist in the ground to be disturbed.

Although the building is not individually eligible for listing in the National Register, the property is located in a historic district. Given that the new building will be in keeping with the area, we have made a finding of "*No Adverse Effect*" pursuant to 36 CFR 800.4(d)(1). We are happy to consult with you further as the design is developed. Attached for your review are copies of relevant documents supporting our finding, photographs and maps. This documentation satisfies the requirements set forth at §800.11(d).

In accordance with §800.4(d)(1)(i), your office has 30-days to object to this finding. Please respond within this time frame, otherwise we will assume that you concur with our finding. The signed Request for Project Review form may be returned to my attention in the enclosed self-addressed stamped envelope.

I may also be reached at shcenac@nashuanh.gov or 603-589-3087.

Sincerely,



Carrie Schena
Urban Programs Manager
Community Development Division
City of Nashua, NH

enc.

Please mail the completed form and required material to:

New Hampshire Division of Historical Resources
State Historic Preservation Office
Attention: Review & Compliance
19 Pillsbury Street, Concord, NH 03301-3570

DHR Use Only	
R&C #	_____
Log In Date	___/___/___
Response Date	___/___/___
Sent Date	___/___/___

Request for Project Review by the New Hampshire Division of Historical Resources

This is a new submittal

This is additional information relating to DHR Review & Compliance (R&C) #:

GENERAL PROJECT INFORMATION

Project Title Habitat for Humanity reconstruction of 2 Chestnut St, Nashua

Project Location 42 Chestnut Street

City/Town Nashua Tax Map 81 Lot # 106

NH State Plane - Feet Geographic Coordinates: Easting 1037526 Northing 94057
(See RPR Instructions and R&C FAQs for guidance.)

Lead Federal Agency and Contact (if applicable) US Department of Housing & Urban Development
(Agency providing funds, licenses, or permits)
Permit Type and Permit or Job Reference #

State Agency and Contact (if applicable)

Permit Type and Permit or Job Reference #

APPLICANT INFORMATION

Applicant Name City of Nashua, NH

Mailing Address 229 Main Street Phone Number

City Nashua State NH Zip 03060 Email

CONTACT PERSON TO RECEIVE RESPONSE

Name/Company Carrie Schena, Urban Programs Manager/City of Nashua, NH

Mailing Address same Phone Number 603-589-3087

City State Zip Email schenac@nashuanh.gov

This form is updated periodically. Please download the current form at www.nh.gov/nhdhr/review. Please refer to the Request for Project Review Instructions for direction on completing this form. Submit one copy of this project review form for each project for which review is requested. Include a self-addressed stamped envelope to expedite review response. Project submissions will not be accepted via facsimile or e-mail. This form is required. Review request form must be complete for review to begin. Incomplete forms will be sent back to the applicant without comment. Please be aware that this form may only initiate consultation. For some projects, additional information will be needed to complete the Section 106 review. All items and supporting documentation submitted with a review request, including photographs and publications, will be retained by the DHR as part of its review records. Items to be kept confidential should be clearly identified. For questions regarding the DHR review process and the DHR's role in it, please visit our website at: www.nh.gov/nhdhr/review or contact the R&C Specialist at christina.st.louis@dcr.nh.gov or 603.271.3558.

PROJECTS CANNOT BE PROCESSED WITHOUT THIS INFORMATION

Project Boundaries and Description

- Attach the relevant portion of a 7.5' USGS Map (photocopied or computer-generated) **indicating the defined project boundary.** (See RPR Instructions and R&C FAQs for guidance.)
- Attach a detailed narrative description of the proposed project.
- Attach a site plan. The site plan should include the project boundaries and areas of proposed excavation.
- Attach photos of the project area (overview of project location and area adjacent to project location, and specific areas of proposed impacts and disturbances.) (Informative photo captions are requested.)
- A DHR file review must be conducted to identify properties within or adjacent to the project area. Provide file review results in **Table 1.** (Blank table forms are available on the DHR website.)
File review conducted on 08/28/2015.

Architecture

Are there any buildings, structures (bridges, walls, culverts, etc.) objects, districts or landscapes within the project area? Yes No
If no, skip to Archaeology section. If yes, submit all of the following information:

Approximate age(s): 120

- Photographs of **each** resource or streetscape located within the project area, with captions, along with a mapped photo key. (Digital photographs are accepted. All photographs must be clear, crisp and focused.)
- If the project involves rehabilitation, demolition, additions, or alterations to existing buildings or structures, provide additional photographs showing detailed project work locations. (i.e. Detail photo of windows if window replacement is proposed.)

Archaeology

Does the proposed undertaking involve ground-disturbing activity? Yes No
If yes, submit all of the following information:

- Description of current and previous land use and disturbances.
- Available information concerning known or suspected archaeological resources within the project area (such as cellar holes, wells, foundations, dams, etc.)

Please note that for many projects an architectural and/or archaeological survey or other additional information may be needed to complete the Section 106 process.

DHR Comment/Finding Recommendation *This Space for Division of Historical Resources Use Only*

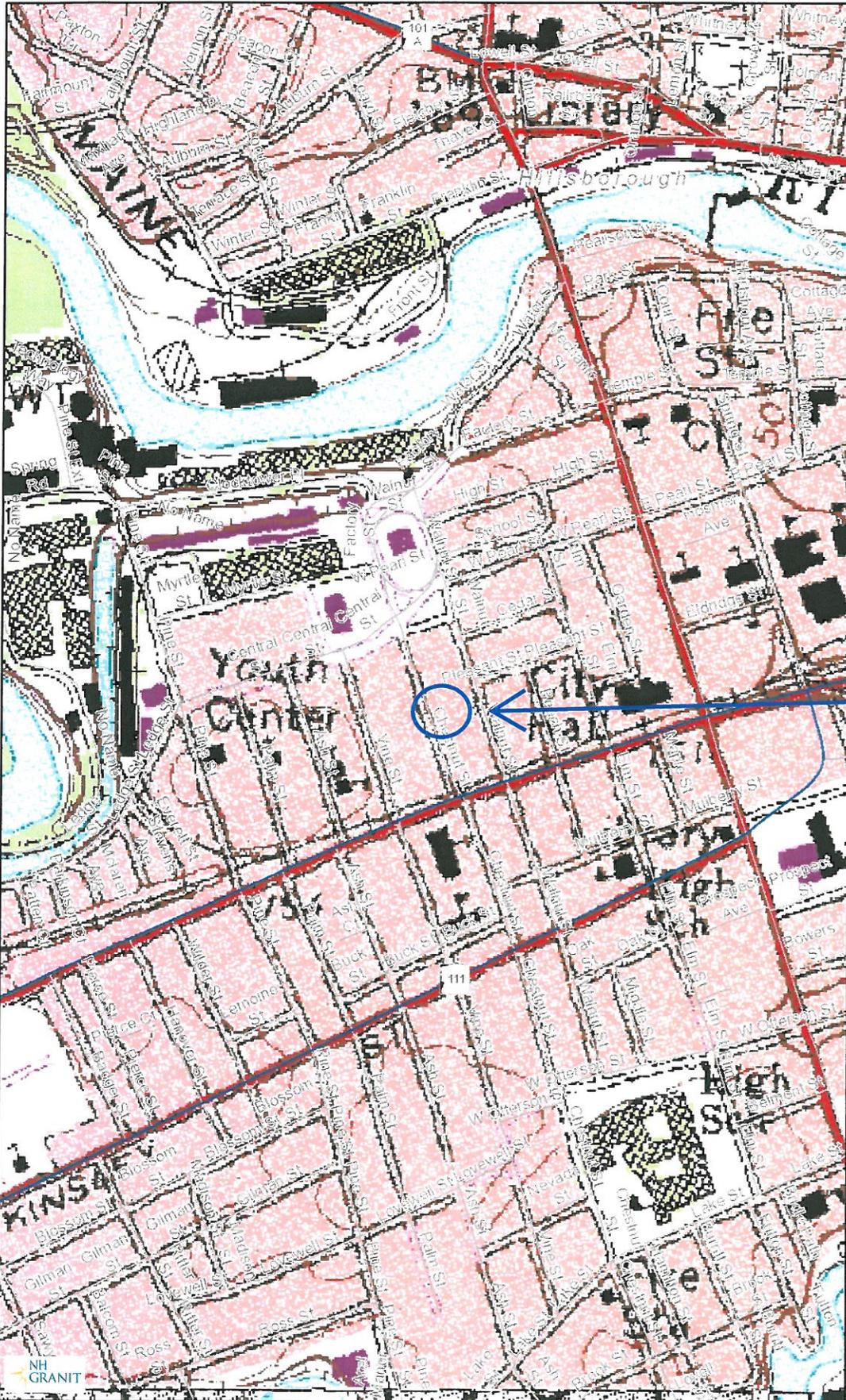
- Insufficient information to initiate review. Additional information is needed in order to complete review.
- No Potential to cause Effects No Historic Properties Affected No Adverse Effect Adverse Effect

Comments: _____

If plans change or resources are discovered in the course of this project, you must contact the Division of Historical Resources as required by federal law and regulation.

Authorized Signature: _____ Date: _____

42 Chestnut Street, Nashua NAS0031



Legend

- State
- County
- City/Town
- Interstates
- Turnpikes
- US Routes
- State Routes
- Local Roads

← Project Location

Map Scale

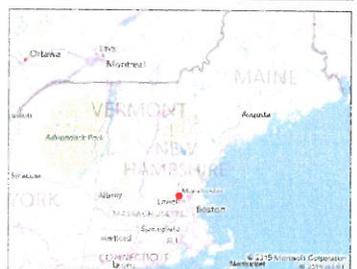
1: 7,193



© NH GRANIT, www.granit.unh.edu

Map Generated: 9/10/2015

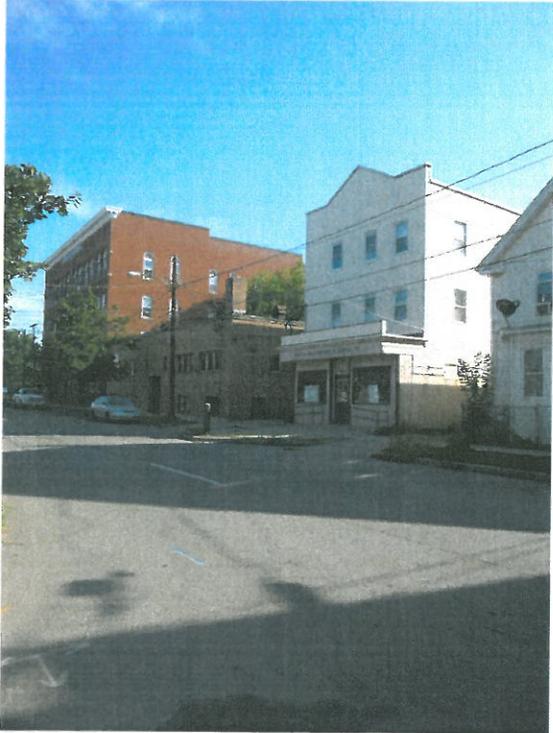
Notes



42 Chestnut Street, Nashua NAS0031



Façade - East



Streetscape - Northeast



Streetscape - Southeast

Please mail the completed form and required material to:

New Hampshire Division of Historical Resources
State Historic Preservation Office
Attention: Review & Compliance
19 Pillsbury Street, Concord, NH 03301-3570

RECEIVED
SEP 15 2015

DHR Use Only	
R&C #	7078
Log In Date	___/___/___
Response Date	___/___/___
Sent Date	___/___/___

Request for Project Review by the New Hampshire Division of Historical Resources

- This is a new submittal
 This is additional information relating to DHR Review & Compliance (R&C) #:

GENERAL PROJECT INFORMATION

Project Title Habitat for Humanity reconstruction of 2 Chestnut St, Nashua

Project Location 42 Chestnut Street

City/Town Nashua Tax Map 81 Lot # 106

NH State Plane - Feet Geographic Coordinates: Easting 1037526 Northing 94057
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(Agency providing funds, licenses, or permits)
Permit Type and Permit or Job Reference #

State Agency and Contact (if applicable)

Permit Type and Permit or Job Reference #

APPLICANT INFORMATION

Applicant Name City of Nashua, NH

Mailing Address 229 Main Street Phone Number

City Nashua State NH Zip 03060 Email

CONTACT PERSON TO RECEIVE RESPONSE

Name/Company Carrie Schena, Urban Programs Manager/City of Nashua, NH

Mailing Address same Phone Number 603-589-3087

City State Zip Email schenac@nashuanh.gov

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PROJECTS CANNOT BE PROCESSED WITHOUT THIS INFORMATION

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- Available information concerning known or suspected archaeological resources within the project area (such as cellar holes, wells, foundations, dams, etc.)

Please note that for many projects an architectural and/or archaeological survey or other additional information may be needed to complete the Section 106 process.

DHR Comment/Finding Recommendation *This Space for Division of Historical Resources Use Only*

Insufficient information to initiate review. Additional information is needed in order to complete review.

No Potential to cause Effects No Historic Properties Affected No Adverse Effect Adverse Effect

Comments: DHR disagrees with the City's finding of No Adverse Effect. Additional consultation is required. Please contact Nadene Peterson for additional tasks necessary to combine review.

If plans change or resources are discovered in the course of this project, you must contact the Division of Historical Resources as required by federal law and regulation.

Authorized Signature: [Signature] Date: 9-21-15



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	

December 28, 2015

NH Division of Historical Resources
State Historic Preservation Office
Attention: Review & Compliance
19 Pillsbury Street
Concord, NH 03301-3570

RE: R&C #7078, 42 Chestnut Street, Nashua (NAS0031)

As part of our ongoing consultation we met at the above listed property on September 21, 2015. During the course of that meeting, we discussed several options related to determining whether or not the property is contributing to the French Village historic district. After considering the options, the Nashua Soup Kitchen (the current owner) and the Greater Nashua Habitat for Humanity (the potential buyer/developer) decided to move ahead under the assumption that the property is contributing to the district.

Under this assumption, you suggested that we supply the NHDHR with details of why the existing structure cannot feasibly be renovated and any other pertinent information. It is important to understand that rent in this area of the city would not support the scale of substantial renovations needed to make this property habitable. To that end, I have attached a letter from Habitat for Humanity regarding the renovations and a recent letter from the Nashua Chief of Police.

We understand that demolition of a contributing property may result in an adverse effect. However, we hope you will consider the condition of the existing structure (especially after seeing it firsthand), the fact that it cannot provide decent, safe housing and the potential threat it is causing the neighborhood. If demolition of the structure ultimately results in an adverse effect, it is critical that we understand the scope, time table and estimated costs of mitigation as soon as possible.

The City has invested in several properties on this block of Chestnut Street and would like to continue to help stabilize the area. I look forward to your response and can be reached at shcenac@nashuanh.gov or 603-589-3087.

Sincerely,

Carrie Schena
Urban Programs Manager
Community Development Division
City of Nashua, NH

enc.

During the course of the review of Greater Nashua Habitat for Humanity's (GNHFH's) application for HOME funds, interested parties have asked whether renovation of the existing structure at 42 Chestnut Street is feasible.

GNHFH creates safe, decent, affordable housing for low-income homeowners in the area. Our focus on safe and decent housing means that we follow all current and applicable building codes and access standards in our construction. GNHFH frequently exceeds the minimum requirements and decides to do additional work to ensure its homeowners buy and live in safe and decent homes. Our focus on affordability means we minimize construction costs where possible through use of donated materials and volunteer labor. We also seek to make our homes affordable by focusing on energy efficiency and maintainability. For example, we are currently building to meet Energy Star requirements.

In that context, several factors lead GNHFH to the conclusion that it is not feasible to renovate the former Soup Kitchen building for use as GNHFH homes. First, the long-term structural adequacy of the current building is questionable. Several floors sag, suggesting that considerable effort would be necessary to expose current structure and repair or replace deficient structure. This alone would likely obviate any potential savings of a renovation scenario over demolition of the existing structure and new construction.

Second, renovation would be impeded by asbestos that has been identified in the current structure. While asbestos will be abated in both the demolition and renovation scenarios, the likely cost of abatement would be considerably higher in a renovation scenario, as workers attempt to preserve the non-asbestos areas of the building during the abatement. Additionally, the abatement of existing lead paint may be more expensive in a renovation situation as compared to demolition for similar reasons.

Third, existing stairways and access/egress routes are inadequate. Correction is either not possible or overly costly.

Fourth, existing heaters, hot water heaters, and corresponding gas lines and plumbing are exposed, which is unacceptable for GNHFH homes. Renovation of this aspect of the current structure would be excessively expensive. In addition, the recent theft of copper piping from the structure would exacerbate any renovation cost issues.

Fifth, the foundation is uninsulated stone and in some areas of the basement the floor is dirt, raising concerns about its use in a residential setting.

Finally, the overall condition of the building is poor as the starting point for renovation into residential use. The building has been used in a commercial or commercial-like setting for many years, and the resulting wear and tear on walls, ceilings, floors, doors, fixtures and other building elements exceeds that which would be feasible to renovate economically.

Nashua Police Department

Panther Drive; P.O. Box 785
Nashua, NH 03061-0785
Phone (603) 594-3500

Main Fax: (603) 594-3516
Administration Fax: (603) 594-3615
Detective Bureau Fax: (603) 594-3616
Legal Bureau Fax: (603) 594-3571

Andrew J. Lavoie
Chief of Police

December 21, 2015

Executive Director Lisa Christie
Nashua Soup Kitchen and Shelter
2 Quincy Street
Nashua, NH 03060

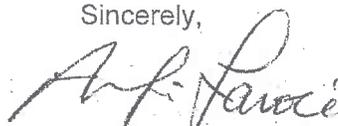
Dear Director Christie:

I hope all is well at the new Quincy Street location. I have heard many positive comments about the added space and overall improvements that were made by you and your staff.

This correspondence, however, has to do with the previous Nashua Soup Kitchen and Shelter location on 42 Chestnut Street. I couldn't help but notice that since the 42 Chestnut Street location was vacated, it has been burglarized on two separate occasions. The Police Department certainly understands that you are not responsible for monitoring the property at all times especially since you are no longer occupying that location. I do believe personally, however, that due to the building's unoccupied status, it will continue to be a target for neighborhood crime and potential damage. I was wondering what future plans your organization may have for potentially selling the Chestnut Street property or somehow being involved in a renovation or occupancy of the building. The Nashua Soup Kitchen and Shelter certainly is in no way in violation of any law or city ordinance; however, as Chief of Police, I feel that such a well-known unoccupied building will likely continue to be the target of crime.

Please feel free to contact me at 594-3600 if the Nashua Police Department can assist you in any way.

Sincerely,



Andrew J. Lavoie
Chief of Police

AJL:emm



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

State of New Hampshire, Department of Cultural Resources
19 Pillsbury Street, Concord, NH 03301-3570
TDD Access: Relay NH 1-800-735-2964
www.nh.gov/nhdhr

603-271-3483
603-271-3558
FAX 603-271-3433
preservation@dcr.nh.gov

January 5, 2016

Carrie Schena
Urban Programs Manager, Community Development Division
City of Nashua
City Hall, 229 Main Street, PO Box 2019
Nashua, NH 03061-2019

Re: 42 Chestnut Street, Nashua, NH; RPR# 7078

Dear Ms. Schena:

In accordance with Section 106 of the National Historic Preservation Act (16 U.S.C. 470) and with federal Advisory Council on Historic Preservation regulations, *Protection of Historic Properties* (36 CFR Part 800), the New Hampshire Division of Historical Resources/State Historic Preservation Office (DHR) has reviewed the additional information related to the undertaking listed above provided to our office on December 28, 2015. The project results in the removal of a building located within the French Village Historic District. The DHR and City of Nashua have made a consensus determination that 42 Chestnut Street is a contributing feature of the French Village Historic District and is therefore considered a historic resource eligible for listing in the National Register of Historic Places.

Edna Feighner, Archaeologist and Review and Compliance Manager, has reviewed the Request for Project Review Form and concurs that no archaeological survey is necessary. The plans – as currently proposed – will remove the eligible property at 42 Chestnut Street, Nashua, NH. The project will construct a new building in its place. While the proposed new building will be constructed in keeping with the architectural character of the neighborhood, this action will constitute an “*Adverse Effect*” under 36 C.F.R. Part 800.5(a)(1).

There are a number of steps that must occur once a finding of adverse effect has been submitted to the Lead Federal Agency, which in this case is the City of Nashua acting on behalf of Housing and Urban Development (HUD). Firstly, 36 CFR Part 800.4 requires the Lead Federal Agency to seek information, as appropriate, from consulting parties, and other individuals and organizations likely to have knowledge of, or concerns with, historic properties in the area, and identify issues relating to the undertaking's potential effects on historic properties. Because Nashua is a Certified Local Government, we ask that you coordinate with the Historic District Commission and any other local historical group who may want to participate in developing meaningful mitigation to resolve the adverse effect.

In addition to those provided by the local community, the following mitigation options are offered by the DHR:



- 1) The DHR must review plans to ensure that the new building is sympathetic to the existing historic neighborhood.
- 2) A written report exploring historical information about 42 Chestnut Street and the mixed-use of the block, the historic buildings present, and the people who have lived there through the years can be prepared. A brief review of historic Sanborn maps show that the building was constructed between 1885 and 1897 and appears to be purpose built as a store/grocery. Other buildings within the block were also used commercially during the historic period. Documents to be accessed include, but not limited to, Sanborn maps, City Directories, Deed research. Oral histories could also be conducted. Current and historic photographs can be utilized. Development of the material must be overseen by an Architectural Historian or Historian qualified under 36 CFR 61. This document must be posted on a public website as well as hard copies made available to DHR and a local repository.

Once these issues have been discussed, a Memorandum of Agreement must be executed with stipulations that will satisfy HUD and the Advisory Council on Historic Preservation (ACHP) that adverse effects have been resolved satisfactorily. During this process, the ACHP must be given an opportunity to comment on the MOA.

Please feel free to contact Nadine Peterson, Preservation Planner at 603-271-6628 if you have any additional questions regarding Section 106 and how it applies to this undertaking. Thank you and everyone involved for your cooperation as we move forward in the consultation process.

Sincerely,



Richard A. Boisvert
Deputy State Historic Preservation Officer

RAB/nmp

cc: HUD



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
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Economic Development 589-3070
Conservation Commission 589-3105
FAX 589-3398
www.gonashua.com

Memo

To: Human Affairs Committee
From: Carrie Schena, UPD Manager
Date: February 4, 2016
Re: CDBG & HOME open activities update

Please find below attached the current status of open and recently completed CDBG and HOME activities.

CDBG Activity Status, as of 02/03/2016

Year	Activity Description	Original Budget	Balance	Notes
FY11		\$15,000	\$4,742	
FY14	Rail Trail Lighting	\$50,000	\$4,187	Total balance \$8,929; City looking into cost of hardwiring and other options to improve functionality
Private		\$15,500	\$0	
FY11	Best Retail Practices-Façade	\$18,000	\$421	Façade improvement at Fody's Tavern underway. Installation of marquee expected in March. Balance avail to reprogram.
FY14	Neighborhood Impact	\$10,000	\$7,500	Funds to be applied to neighborhood projects benefitting low-moderate income residents.
FY15	Bridges - Shelter impvt's	\$12,127	\$2,527	Project completed under budget in summer 2015. Balance avail to reprogram.
FY15	Children's Home - flooring	\$29,602	\$292.60	Project completed under budget in summer 2015. Balance avail to reprogram.
FY15	PAL - ADA ramp/bulkhead	\$18,500 \$7,830	\$0	Bids received 2/12/15. Cost of work approx. \$10,000 over funded amount. PAL working to identify gap funding. Project will begin when weather improves/funding in place.
FY15	City of Nashua - crosswalks	\$120,000	\$35,118	Work completed; awaiting paperwork to release final payment.
FY16	Boys & Girls Club - outdoor pavillion, Kids Club area modification, fencing	\$58,657	\$58,657	Going out to bid February 18, 2016
FY16	Bridges - Kitchen renovation	\$30,000	\$30,000	Going out to bid February 18, 2016
FY16	Front Door Agency - Roof	\$10,000	\$0	Project underway; total cost \$22,000 including an additional \$4,000 for rotted underlayment; Agency contributed \$10,200, Contingency covering \$2,000 of the additional cost.
FY16	Girls Incorporated - Facility reno/expansion	\$97,000	\$97,000	Working with Girls Inc to identify eligible project costs, renovation on schedule
FY16	Nashua Children's Home - Roofs	\$45,000	\$20,075	Project completed under budget. Balance avail to reprogram.
FY16	Housing Improvement Program	\$75,000	\$40,291	Applications ongoing. Balance reflects \$35,160 of program income received to date this FY.
FY15	Centennial Pool Improvements	\$40,000	\$5,818	Project started before winter season, to be completed in spring.
FY16		\$35,000	\$35,000	
FY15	Labine Park Improvements	\$25,000	\$25,000	Project was bid in October 2015; bids too high. Going back out in the spring.
FY16		\$25,952	\$25,952	
FY16	Court Street or Railroad Sq	\$14,949	\$14,949	Exterior concrete work at Court St or sidewalk improvements at RR Square

HOME Funds Status

Year	Activity Description	Original Budget	Balance	Notes
FY12	45-47 Chestnut Street	\$325,800	\$2,083	Project is complete, final payment pending; ownership was conveyed to two low-income families in November
FY12 FY13 FY14	Homebuyer Assistance Program	\$165,000 (\$55K/yr)	\$165,000	Entered into contract on 8/28/2014 with Neighborworks of Southern NH to operate this program. We have been unable to locate lenders willing to accept the HOME lien. Working with HUD, FHA and NWSNH to modify either the lien or the program structure.
FY14 FY15	Homebuyer Assistance Program - unallocated	\$110,000	\$110,000	See above note, funds have not been added to NWSNH contract due to difficulties implementing the program.
FY15	CHDO Operating - NWSNH	\$24,955	\$12,178	Two-year agreement; funds cover operating costs related to identifying a CHDO eligible affordable housing project.
FY16	Salmon Brook Senior Housing	\$558,000	\$55,800.00	Project is underway and ahead of schedule with an estimated completion date in May 2016. Balance reflects 10% retainage.
FY16	Habitat for Humanity - 42 Chestnut	\$108,759.46	\$108,759.46	Working through the environmental review process, including mitigating a historic "adverse effect"



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

Memo

To: Human Affairs Committee
From: Carrie Schena, UPD Manager 
Date: February 4, 2016
Re: Development FY2017 Annual Action Plan
(CDBG & HOME Programs)

The City recently solicited request for proposals to assist in carrying out our FY17 CDBG goals. The Urban Programs Department has reviewed the proposals to determine eligibility and identify any potential issues. Copies of each proposal are attached and are also available electronically. A summary of the requests follows below.

CDBG funding allocations are due to be announced later this month and are expected to be at least 7% lower than last year. In an environment of reduced funding availability and increased costs/demands, the Committee is urged to select proposals that address the highest needs identified in the Consolidated Plan. The highest needs are: affordable housing, homelessness, creating suitable living environments, economic development and supporting public services.

FY17 CDBG Requests

Applicant	Description of Activity	Request Amount
Children's Home	Kitchen renovation, including new commercial appliances at 125 Amherst Street facility	\$35,521
Front Door Agency	Roof replacement at transitional housing facility located at 65-69 ¼ Vine Street	\$15,000
Girls Incorporated	New playground and fencing at 27 Burke Street	\$61,500
PAL	Roof replacement and installation of internal roof access at 52 Ash Street	\$32,000
Tolles Street Mission	Improvements to intake and bathrooms areas of food pantry	\$16,500
TOTAL:		\$160,521



**CITY OF NASHUA, NEW HAMPSHIRE
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2017 REQUEST FOR PROPOSAL APPLICATION**
(Please submit only this section forward)

APPLICANT INFORMATION	
Organization Nashua Children's Home	Tax ID 02-0222-162
Name of Program Kitchen Renovation	
Complete Address 125 Amherst Street, Nashua, NH 03064	
Contact Person David Villiotti	Phone 603-883-3851
E-Mail dvilliotti@aol.com	Website www.nashuachildrenshome.org
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply) <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Unit of Government <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Institution of Higher Education	
*DUNS # 151060936	*CCR Expiration Date 8/10/2016

Important notice regarding mandatory federal reporting requirements: The Federal Funding Accountability and Transparency Act requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the Central Contractor Registration. For information on how to obtain a DUNS number and register in CCR please visit: http://www.grants.gov/applicants/request_duns_number.jsp and www.ccr.gov/startregistration.aspx. Completing these registration processes is free, but may take up to 10 days to complete. The City will not commit funds without this information.

PROJECT INFORMATION
Amount of CDBG funds requested for activity/project: \$ 35521
Provide a <u>brief</u> summary of the activity for which the funds are requested: (i.e. Roof Replacement) Kitchen Renovation and Equipment Purchase
Consolidated Plan Goal and Priority Need(s) that will be met by proposed project (see Introduction pages 4-5) Goal (i.e. Public Facility Improvement) Suitable Living Environment Need (i.e. Improve the quality of existing housing stock) Improve the quality/increase the quantity of community facilities that benefit LMI teens and youth
Please provide the estimated number of unduplicated Nashua beneficiaries that will <u>benefit from this CDBG funded activity</u>, not necessarily your entire client population (these numbers will be monitored during the funding year): Number of clients at or below 30% of area median income 34 Number of clients 31 – 50% area median income Number of clients 51% - 80% area median income
Beneficiary type: <input type="checkbox"/> Elderly <input type="checkbox"/> Family <input type="checkbox"/> Disabled <input type="checkbox"/> Homeless <input type="checkbox"/> Persons living with AIDS

Other (specify): **LMI Children and youth**

If applicable, # of affordable housing units created/retained:

Please indicate if the proposed project is likely to:

- Take place outside of the City of Nashua Result in displacing a property owner or tenant
 Constitute production of affordable family rental units

Certain activities, such as activities that take place outside the City, activities that could result in displacing a property owner or tenant, and/or activities for affordable rental projects involve additional administrative requirements.

PROPOSED SCHEDULE OF PROJECT IMPLEMENTATION

TASK	DATE
Kitchen Renovation	9/1/16
Equipment Purchase	9/1/16

PROJECT NARRATIVE

Please provide a detailed description for your proposed project. This section should describe the use of funds and explain why the funds are needed. Please relate how the CDBG funds will ultimately benefit low-moderate income individuals.

Please indicate who prepared the cost estimate and/or attach any quotes you have obtained.

The kitchen at Nashua Children's Home has been without renovation or upgrade for since its installation 26 years ago. This facility, serving LMI children and youth will be renovated and equipment updated.

Estimate (attached) is prepared by Andy's Carpentry.

PERFORMANCE OUTCOME MEASURES

In this section please provide the outcomes proposed and the method of measurement. For example, if CDBG funds are to being requested to improve your facility, what is the overall outcome: X number of children able to participate in additional programs; X number of clients able to be served in an area of the building that was unusable, etc. You may list multiple outcomes.

Outcome	Measurement
Ex. Decrease in childhood hunger	# of children who participate in meal program

Improved self-esteem, better nutrition, for LMI Children and Youth.	Monthly reports on well-being of specific LMI Children and Youth.
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ACTIVITY/PROJECT BUDGET

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Please separate costs if the request covers more than one location.

A. Non-Construction Projects/Activities (i.e. job creation, economic development projects)			
	A	B	A + B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET:			
B. Construction Projects			
	A	B	A + B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Hard Costs <u>Note:</u> Federal wage rates may apply for some construction projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction	25391		25391
Other (list) Equipment Purchase	10130		10130
<i>Total Hard Costs</i>	35521		35521
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
<i>Total Soft Costs</i>			
TOTAL PROPOSED BUDGET:	35521		35521

* Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source:	Amount:	Committed or Pending?
------------------------	----------------	------------------------------

		(Click to select)
Other Federal:		Committed
State:		Committed
Local:		Committed
Private:		Committed
Total:		Committed

AGENCY BUDGET

Please provide a breakdown of your agency's overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from July 1 to June 30	Current Year	Next year
REVENUES		
Federal Funds	83552	81052
State Funds	4007477	
Foundations/Private Contributions	272242	
United Way	8000	8000
Fundraising or other income	40000	40000
Other (describe) Trust-50000 Rental Income-20000 Released Assets-86170	156170	
Community Dev. Block Grant (include anticipated request)	35521	35521
TOTAL REVENUE		
EXPENSES		
Salaries	2434973	2434973
Fringe Benefits	1157174	1157174
Supplies (include printing/copying)	252544	252544
Travel	39960	39960
Training	8828	8828
Communications	10375	10375
Audit	15825	15825
Property Maintenance	158145	158145
Service Contracts	24946	24946
Construction Supplies/Materials	108954	108954
Other (describe) Payroll Taxes-186,275 Assistance to Individuals-20,307 Insurances-88,302 Consultants-61,804 Fundraising-29405 Memberships-1,028 Advertising-4,117	391,238	391,238
TOTAL EXPENSES	4602962	4602962
NET (Income - Expenses)	0	0

By signing below, the Authorized Official affirms he/she is authorized to submit this application; that any real or apparent conflicts of interest have been disclosed; that all information presented is true and accurate to the best of their knowledge; and the agency/owner's commitment to implement the proposed activity/project.

Submitted By: 
Authorized Official - signature
DAVID VELLEOTTE
EXECUTIVE DIRECTOR
Print Name & Title

1/25/16
Date

Name: Nashua Children Home
Street: 125 Amherst Street
City, State, Zip: Nashua, NH 03064

Project #1:

Material and labor to install water proof shower base in handicap bathroom, at 86 Concord Street, Nashua, NH.

Project will begin with removing existing toilet, flooring and floor drain.
Install waterproof membrane on entire floor.
Install new floor drain and modified mortar bed.
Properly seal mortar and install new tile and tile baseboard.
Allowance of \$3.50 per square feet, has been figured for tile only.
Install Epoxy grout.
Install existing toilet and fixtures.

Cost of above project. \$6,984.00

Project #1-A:

Material and labor to remodel existing kitchen at 86 Concord Street, Nashua, NH.

Project will begin with removing existing kitchen cabinets, counter tops, 4 sets of sash's and balances, flooring and sub floor in kitchen and hallway areas, 6 strip lights.
Install 4 new Harvey replacement windows.
Install new Hardi backer board on floor areas.
Install new tile floor with Epoxy grout, in kitchen and hallway areas, with proper transitions and tile baseboard.
Allowance of \$3.50 per square foot for tile only, has been figured.
Install Décor, Madison door style, oak cabinets as per plan.
Install Formica counter tops, with 9" back splash.
Install 6 new strip lights on ceiling area.
Install 3 new wall outlets.

Cost of above project. \$33,848.00

To patch walls, and paint all trims, walls and ceiling will add \$2,893.00 to above price.

Project #2:

Material and labor to remodel existing kitchen at 125 Amherst Street, Nashua, NH.

Project will begin with removing existing kitchen cabinets and counter tops, sink and faucet.
Install Décor, Madison door style, oak cabinets as per plan.
Install Formica counter tops with back splash.
Install melamine panels where required.
Install Moen single bowl sink and faucet.
Install 2 new Zeon under cabinet lights.

Remove and replace steel entry door unit.

Cost of above project. \$25,391.00

Paint is not included in this project.

Stove ventilation system is not included.

Project #3:

Material and labor to remodel existing kitchen at, 119 Amherst Street, Nashua, NH.

Project will begin with removing existing kitchen cabinets, counter tops, sink and faucet, flooring, sub floor, light between kitchen windows, brick on walls, ceiling and soffit above cabinets.

Install new plywood sub floor.

Install new can light above sink area with switch.

Install new circuits for microwave and refrigerator.

Install new sheetrock on walls where brick was, new sheetrock ceiling and soffit.

Tape and compound all new sheetrock, 3 coat system, sand for smooth finish.

Install new Shaw commercial tiles on floor area.

Allowance of \$6.00 per square foot has been figured for tile only.

Install new Décor, Madison door style, oak cabinets as per plan.

Install Formica counter tops with back splash.

Install new Moen double bowl sink and faucet.

Install all finishes.

Cost of above project. \$25,893.00

To prime, paint, all trims, walls and ceiling will add \$2,378.00 to above price.

We Take Pride In Our Work.

Quote

01/06/2016

Project:
Nashua Childrens Home

From:
NH Restaurant Equipment Sales
Badger Drewes
783 Second Street
Manchester, NH 03102-5252
(603)668-1110

Job Reference Number: 284

Item	Qty	Description	Sell	Sell Total
1	1 ea	REACH-IN REFRIGERATOR  Beverage Air Model No. HBR23-1-S Horizon Series Refrigerator, reach-in, one-section, 23 cu. ft., (1) right-hand hinged solid door, (3) adjustable shelves, electronic control, LED interior lighting, digital display, bottom-mounted self-contained refrigeration, stainless steel interior and exterior, 6" casters, 1/3 hp, UL, cUL, UL-EPH, MADE IN USA	\$2,795.00	\$2,795.00
	1 ea	3 years parts & labor warranty (excludes maintenance items)		
	1 ea	Additional 2 yr compressor warranty, standard		
	1 ea	115v/60/1-ph, 5.8 amps, standard		
	1 ea	Door hinged on right standard		
	1 ea	6" Heavy duty casters (2) locking, standard		
2	2 ea	REACH-IN FREEZER  Beverage Air Model No. HBF23-1-S Horizon Series Freezer, reach-in, one-section, 23 cu. ft., (1) right-hand hinged solid door, (3) adjustable shelves, electronic control, LED interior lighting, digital display, expansion valve technology, automatic defrost, bottom-mounted self-contained refrigeration, stainless steel interior and exterior, 6" casters, 1/2 hp, UL, cUL, UL-EPH, MADE IN USA	\$3,475.00	\$6,950.00
	2 ea	3 years parts & labor warranty (excludes maintenance items)		
	2 ea	Additional 2 yr compressor warranty, standard		
	2 ea	115v/60/1-ph, 10.9 amps, standard		
	2 ea	Door hinged on right standard		
	2 ea	6" Heavy duty casters (2) locking, standard		
3	1 ea	RANGE, 36", 6 ROUND SOLID BURNERS  Imperial Model No. IR-6-E Restaurant Range, electric, 36", (6) round elements, solid top, space saver oven, (1) chrome rack, splatter screen, infinite heat controls, porcelain oven interior, stainless steel front, sides, backguard, landing ledge & kick plate, 6" legs, adjustable feet, 17.3 kW, cETLus, ETL, CE	\$1,825.00	\$1,825.00
	1 ea	Limited one year parts and labor warranty, standard		
	1 ea	208v/60/3-ph, 48 amps, 17.3kW		
4	1 ea	DISHWASHER, UNDERCOUNTER	\$4,830.00	\$4,830.00

Item	Qty	Description	Sell	Sell Total
		Moyer Diebel Model No. 201HT Dishwasher, undercounter, 24"W, high temperature sanitizing with built-in electric booster heater for 40° rise, approximately (25) racks/hour capacity, 15-3/4"H door clearance, digital temperature monitoring, Multi-Power allows infield electrical conversion, Soft Start, Rinse Sentry & Scrub feature, delime cycle, fresh water wash & pumped rinse, interchangeable upper & lower spray arms, built-in detergent & rinse-aid dispensing pumps, advance service diagnostics, counter balanced door, wash tank heater, pumped drain, includes (1) flat & (1) peg rack, stainless steel construction, 1 HP wash pump, cETLus, NSF		
	1 ea	1 year parts and labor warranty, standard		
	1 ea	Voltage to be verified with jobsite		
5	1 ea	RANGE, 36", 6 OPEN BURNERS Imperial Model No. IR-6 Restaurant Range, gas, 36", (6) open burners, standard oven, (1) chrome rack, removable crumb tray, stainless steel front, sides, backguard, landing ledge & kick plate, 6" legs, adjustable feet, 227,000 BTU, NSF, CE, CSA	\$1,598.00	\$1,598.00
	1 ea	Limited one year parts and labor warranty, standard		
	1 ea	Gas type to be specified		
	1 ea	Stainless steel backguard with shelf standard		
			Total	\$17,998.00

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$17,998.00

CONFLICT OF INTEREST

January 19, 2016

To Whom It May Concern:

The only possible conflict of interest relative to the application of Nashua Children's Home for Community Development Block Grant funding is that Business Manager Lori Wilshire also serves as Alderman-at-Large for the City of Nashua.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "David Villiotti", written in a cursive style.

David Villiotti
Executive Director



**CITY OF NASHUA, NEW HAMPSHIRE
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2017 REQUEST FOR PROPOSAL APPLICATION**
(Please submit only this section forward)

APPLICANT INFORMATION

Organization The Front Door Agency, Inc.		Tax ID 02-0405852
Name of Program Transitional Housing Program - Vine Street Location		
Complete Address 7 Concord Street; Nashua, NH 03064		
Contact Person Maryse Wirbal		Phone 603-816-0290
E-Mail mwirbal@frontdooragency.org		Website frontdooragency.org
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)		
<input checked="" type="checkbox"/> 501(c)(3)	<input type="checkbox"/> For-profit authorized under 570.201(o)	<input type="checkbox"/> Unit of Government
<input type="checkbox"/> Faith-based Organization	<input type="checkbox"/> Institution of Higher Education	
*DUNS # 879861474	*CCR Expiration Date	

Important notice regarding mandatory federal reporting requirements: The Federal Funding Accountability and Transparency Act requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the Central Contractor Registration. For information on how to obtain a DUNS number and register in CCR please visit: http://www.grants.gov/applicants/request_duns_number.jsp and www.ccr.gov/startregistration.aspx. Completing these registration processes is free, but may take up to 10 days to complete. The City will not commit funds without this information.

PROJECT INFORMATION

Amount of CDBG funds requested for activity/project: \$ 15,000
Provide a brief summary of the activity for which the funds are requested: (i.e. Roof Replacement) Funds are being requested to replace the aging roof at the Agency's Vine Street Transitional Housing Site located at 65-69 3/4 Vine Street, Nashua, NH. This site provides housing for 5 families headed by single mothers who are below 50% of area median income.
Consolidated Plan Goal and Priority Need(s) that will be met by proposed project (see Introduction pages 4-5) Goal (i.e. Public Facility Improvement) Goal D: Improve the Quality of Community Facilities Need (i.e. Improve the quality of existing housing stock) Improve the quality of facilities serving LMI individuals
Please provide the estimated number of unduplicated Nashua beneficiaries that will benefit from this CDBG funded activity, not necessarily your entire client population (these numbers will be monitored during the funding year): Number of clients at or below 30% of area median income 14 Number of clients 31 – 50% area median income 4 Number of clients 51% - 80% area median income
Beneficiary type: <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Family <input type="checkbox"/> Disabled <input checked="" type="checkbox"/> Homeless <input type="checkbox"/> Persons living with AIDS

Other (specify):

If applicable, # of affordable housing units created/retained: 5

Please indicate if the proposed project is likely to:

- Take place outside of the City of Nashua Result in displacing a property owner or tenant
 Constitute production of affordable family rental units

Certain activities, such as activities that take place outside the City, activities that could result in displacing a property owner or tenant, and/or activities for affordable rental projects involve additional administrative requirements.

PROPOSED SCHEDULE OF PROJECT IMPLEMENTATION

TASK	DATE
Replace the roof that is currently over 20 years old.	Goal to complete- November 2016

PROJECT NARRATIVE

Please provide a detailed description for your proposed project. This section should describe the use of funds and explain why the funds are needed. Please relate how the CDBG funds will ultimately benefit low-moderate income individuals.

Please indicate who prepared the cost estimate and/or attach any quotes you have obtained.

We are currently in the process of replacing the roof at our C Street location which serves four affordable housing units. During this time we received three qualified quotes and have estimated the Vine Street roof at this time to be in a similar range of cost for replacement.

Victory House is a 5-unit transitional housing property located at 65-69 3/4 Vine Street, Nashua serving women between the ages of 18-35 with young children motivated in transforming their lives and working towards self-sufficiency. This property serves as one of the Agency's Phase II sites of a 3-phase program model; stabilize, transform and flourish. Here, clients take the next step towards independence and pay a monthly rent of under \$390 per month, plus utilities. While still benefiting from very close case management, our women are expected to create a healthy, nurturing environment for their family; develop and follow a household budget, which now includes payment of utilities; and be fully engaged in their educational pursuits. Participation in our Financial Literacy Program usually occurs while our clients are in the transformation phase (phase II). Families can remain in Phase II for up to two years as they pursue their educational plans and continue to overcome the obstacles to self-sufficiency.

The Front Door Agency purchased the property in 1998 and at that time, it was estimated the roof was approximately 7 years old. Over the last two years, we have seen an increase in leaks and are concerned this will only increase as the roof continues to age. Over this time, we have seen shingles fall off and require replacing.

Replacing the roof at our sites is critical in maintaining the integrity of the property and keeping a safe place for our families facing crisis to live. We have successfully replaced the roof at our Norwell site in 2014 with private funding and are currently replacing the roof at our C Street location. Vine Street is the last property that will require updating the roof as the other additional properties owned by the Front Door Agency will not require it for another 15 years.

<i>Total Soft Costs</i>			
TOTAL PROPOSED BUDGET:	\$ 15,000	\$ 7,500	\$ 22,500

* Summary of *Other Funding* - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source:	Amount:	Committed or Pending? <small>(Click to select)</small>
Other Federal:		Committed
State:		Committed
Local:		Committed
Private: Foundations	\$7,500	Pending
Total:	\$7,500	Pending

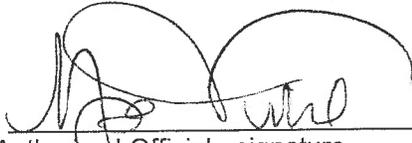
AGENCY BUDGET

Please provide a breakdown of your agency's overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from 7/1/15 to 6/30/16	Current Year	Next year
REVENUES		
Federal Funds		
State Funds	318,473	318,473
Foundations/Private Contributions	197,000	200,000
United Way	38,000	38,000
Fundraising or other income	254,000	257,000
Other (describe) Rental Income; Security Deposit Payments; Miscellaneous	172,850	173,000
Community Dev. Block Grant (include anticipated request)	12,000	15,000
TOTAL REVENUE	992,323	1,001,473
EXPENSES		
Salaries	422,500	432,500
Fringe Benefits	66,250	68,000
Supplies (include printing/copying)	28,750	30,000
Travel	1,200	1,200
Training	5,000	5,000
Communications	3,000	3,000
Audit	9,000	9,500
Property Maintenance	170,900	172,000
Service Contracts		
Construction Supplies/Materials		

Other (describe) Direct supportive services to clients; professional fees; bad debt; workers comp	311,850	315,000
TOTAL EXPENSES	1,018,450	1,036,200
NET (Income - Expenses)	(26,127)	(34,727)

By signing below, the Authorized Official affirms he/she is authorized to submit this application; that any real or apparent conflicts of interest have been disclosed; that all information presented is true and accurate to the best of their knowledge; and the agency/owner's commitment to implement the proposed activity/project.

Submitted By: 
 Authorized Official - signature
Maryse W. Kirby, CEO
 Print Name & Title

2/2/16
 Date

AFFILIATIONS/CONFLICTS OF INTEREST

This proposal does not represent any affiliations that may result in a conflict of interest.



Maryse Wirbal, CEO

2/2/16

Date

Other (specify): **at-risk youth**

If applicable, # of affordable housing units created/retained:

Please indicate if the proposed project is likely to:

- Take place outside of the City of Nashua Result in displacing a property owner or tenant
 Constitute production of affordable family rental units

Certain activities, such as activities that take place outside the City, activities that could result in displacing a property owner or tenant, and/or activities for affordable rental projects involve additional administrative requirements.

PROPOSED SCHEDULE OF PROJECT IMPLEMENTATION

TASK	DATE
Replace school age playground at 27 Burke Street	September 2017
Install new fencing at 27 Burke Street	September 2017

PROJECT NARRATIVE

Please provide a detailed description for your proposed project. This section should describe the use of funds and explain why the funds are needed. Please relate how the CDBG funds will ultimately benefit low-moderate income individuals.

Please indicate who prepared the cost estimate and/or attach any quotes you have obtained.

Girls Inc. of New Hampshire has embarked on a capital campaign to renovate the entire facility located at 27 Burke Street so that it is a safe, attractive, useful space for our year-round afterschool and summer camp program which serves hundreds of youth each year. With CDBG funds we propose to install a new school age playground. The current playground is in major disrepair and is not only for the girls we serve, but also serves many other children in the neighborhood who visit it when our program is not open. We plan to remove the existing playground structures and replace it with new, high-quality safe school age playground equipment. In addition, we must install a new fence around the playground area so that it will be separated from the Crown Hill City Pool which is adjacent to our facility. The fence will serve as a barrier so that children cannot wander off from the playground and enter the pool area. We have received quotes from Blue Ribbon Companies for the fencing and Forest Preserve Playground for the equipment. Both quotes are attached.

PERFORMANCE OUTCOME MEASURES

In this section please provide the outcomes proposed and the method of measurement. For example, if CDBG funds are to be requested to improve your facility, what is the overall outcome: X number of children able to participate in additional programs; X number of clients able to be served in an area of the building that was unusable, etc. You may list multiple outcomes.

Outcome	Measurement
Ex. Decrease in childhood hunger	# of children who participate in meal program

Increase daily physical activity for children Increase overall safety of outdoor play areas for children	# of hours children participate in outside daily play/exercise # of children able to be served in outdoor space that was previously not safe enough to use
---	---

ACTIVITY/PROJECT BUDGET

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Please separate costs if the request covers more than one location.

A. Non-Construction Projects/Activities (i.e. job creation, economic development projects)			
	A CDBG Funds Requested	B Other Funding*	A + B Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET:			
B. Construction Projects			
	A CDBG Funds Requested	B Other Funding	A + B Total Proposed Budget
Hard Costs <i>Note:</i> Federal wage rates may apply for some construction projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction	22,000	0	22,000
Other (list)		0	
Playground Equipment	25,000	0	25,000
Fencing	8,500	0	8,500
<i>Total Hard Costs</i>	55,500		55,500
Soft Costs			
Acquisition		0	
Appraisals		0	
Design/Engineering	6,000	0	6,000
Other(list):		0	
<i>Total Soft Costs</i>			
TOTAL PROPOSED BUDGET:	61,500		61,500

* Summary of *Other Funding* - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source:	Amount:	Committed or Pending?
-----------------	---------	-----------------------

		(Click to select)
Other Federal: 0		Committed
State: 0		Committed
Local: 0		Committed
Private: 0		Committed
Total: 0		Committed

AGENCY BUDGET

Please provide a breakdown of your agency's overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from 2015 to 2016	Current Year	Next year
REVENUES		
Federal Funds	133,400	135,400
State Funds	158,350	158,350
Foundations/Private Contributions	379,900	380,000
United Way	52,000	72,000
Fundraising or other income	250,642	251,000
Other (describe) program fees/fee for service	685,348	685,348
Community Dev. Block Grant (include anticipated request)	0	61,000
TOTAL REVENUE	1,659,640	1,730,254
EXPENSES		
Salaries	897,149	924,063
Fringe Benefits	154,965	166,331
Supplies (include printing/copying)	21,890	24,000
Travel	102,066	102,500
Training	5,650	6,500
Communications	2,460	2,500
Audit	14,500	14,500
Property Maintenance	142,832	142,000
Service Contracts	1,860	1,860
Construction Supplies/Materials	0	61,000
Other (describe) food/dues/events	283,945	285,000
TOTAL EXPENSES	1,627,317	1,730,254
NET (Income - Expenses)	32,323	—

By signing below, the Authorized Official affirms he/she is authorized to submit this application; that any real or apparent conflicts of interest have been disclosed; that all information presented is true and accurate to the best of their knowledge; and the agency/owner's commitment to implement the proposed activity/project.

Submitted By: Cathy Duffy Cullity
Authorized Official - signature

Date 11/28/2016

Cathy Duffy Cullity CEO
Print Name & Title



GIRLS INCORPORATED
of NEW HAMPSHIRE
 with subsidiaries in Southern Maine and Windsor County, VT

Administrative Offices
 815 Elm Street, Ste. 4A
 Manchester, NH 03101
 603 625 1296
 800 775 9372

Regional Centers

Greater Nashua
 27 Burke Street
 Nashua, NH 03060
 603 882 6256

Capital
 1 White Park
 Green St. Cmnty Ctr.
 Concord, NH 03301
 603 223 0087

Greater Manchester
 340 Varney St.
 Manchester, NH 03102
 603 623 1117

Seacoast
 63 South Main Street
 Rochester, NH 03867
 603 330 9992

Girls Incorporated
 of Southern Maine
 Portland Girls' Center
 105 Allen Ave.
 Portland, ME 04103
 800 775 9372

January 18, 2012

City of Nashua – Urban Programs
 Community Development Division
 229 Main Street
 Nashua, NH 03060

Dear Grant Committee,

Please accept this letter has notification that there are no conflicts of interest at Girls Incorporated of New Hampshire.

Sincerely,

Cathy Duffy Cullity
 CEO



A United Way Agency

Where girls *achieve* their personal best
www.girlsinnewhampshire.org

Inspiring all girls
 to be strong,
 smart, and bold.™

BLUE RIBBON COMPANIES



BLUE RIBBON COMPANIES

17 LEHOUX DRIVE
PO BOX 16717
HOOKSETT, NH 03106

(603)624-5400
blueribbonlandscaping@gmail.com

Proposal

Date	Proposal #
01/26/2016	2880

Address
GIRLS INC OF NH 27 BURKE ST NASHUA, NH 03060

			Sales Rep
			DENNIS SWEENEY
Quantity	Description	Rate	Amount
	• SCOPE OF WORK:		0.00
	SUPPLY AND INSTALL 5' TALL BLACK VINYL CHAIN LINK FENCE SAFETY FENCE FOR PLAY AREA INCLUDES ONE DOUBLE GATE		
	ALL HEAVY DUTY FENCE ALL BLACK VINYL COATED SYSTEM		
	SUBJECT TO FINAL MEASUREMENT #####		
228	• 5' TALL BLACK VINYL CHAIN LINK FENCE PER LINEAL FOOT INSTALLED	25.00	5,700.00
8	• END/CORNER/GATE POST	95.00	760.00
1	• 10' WIDE DOUBLE SWING GATE	1,000.00	1,000.00
		Total	\$7,460.00

Thank you for allowing Blue Ribbon the opportunity to provide you with this quote. We look forward to working with you on your project.

Accepted By _____

Accepted Date _____

Forest Preserve Playground



Quantity:

[+ ADD TO QUOTE](#)

List Price: \$20,690.00
 Your Price: \$14,779.00 (You Save \$5,911.00)
 SKU: MF017
 Manufacturer: [Playground Equipment Dot-com](#)
 Weight: 2,600.00 LBS



Age Group: 5 to 12 years
 Footprint: 24' 8" x 32' 2"
 Use Zone: 36' 8" x 44' 2"
 Availability: 6-7 weeks, Ships Freight

Product Description

Forest Preserve Playground is sure to be a hit among children! Intended for the age group 5-12, this structure has an overhead spinner to start off the journey! A leaf climber, coil climber, upright snake ladder, and a twisted ladder are fun climbing elements found on this structure. A lily pad bridge is a unique component that kids will love figuring out! Slide down a left turn slide or one of two straight slides and climb right back up. Bongo drums and a ship's wheel round out the fun of the structure. The Forest Preserve Playground is an ADA compliant structure. The nature color scheme is standard but you can create your own look by contacting customer service for a full color list.

Warranty Information

Warranty varies based on component type. Not all component types listed below

- 100 years Steel Support Posts, Hardware, Clamps, and Post Caps
- 15 years Metal Support Materials and Decks
- 15 years Roto-Molded and HDPE Plastic Components
- 5 years Cables and Nets
- 5 years Moving Parts
- 3 years Blow Plastic Components
- 1 year All Products Not Listed Above

Request a written copy for all limitations (not listed here)

Customers Who Viewed This Product Also Viewed



ke Play System

to Quote



Toss-Up



Quantity:

[+ ADD TO QUOTE](#)

List Price:

~~\$694.00~~

Your Price:

\$520.00 (You Save \$174.00)

SKU:

ZZXX1050

Manufacturer:

PlayDesigns

Weight:

100.32 LBS



Age Group:

5 to 12 years

Footprint:

3' 4" long x 3' 4" wide x 9' 4" high

Use Zone:

No use zone required

Availability:

3-4 weeks, Ships Freight

Product Description

The Toss-Up from PlayDesigns is a high quality colorful playground game for ball play. Our rubber playground balls are the ideal size for the Toss Up and easy for children to handle. The hoop includes four 1-foot diameter ball exit chutes. Choose a post and hoop color after receiving your shipping quote.

Customers Who Viewed This Product Also Viewed



091

[to Quote](#)



1, 6, 8, or 12 seat)

[to Quote](#)



091



**CITY OF NASHUA, NEW HAMPSHIRE
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2017 REQUEST FOR PROPOSAL APPLICATION**
(Please submit only this section forward)

APPLICANT INFORMATION	
Organization Nashua PAL (Police Athletic League)	Tax ID 02-0427526
Name of Program Nashua PAL Youth Safe Haven	
Complete Address 52 Ash Street, Nashua, NH 03060	
Contact Person Shaun Nelson, Executive Director	Phone 603-594-3733
E-Mail youthsafehaven@nashuapal.com	Website www.nashuapal.com
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)	
<input checked="" type="checkbox"/> 501(c)(3)	<input type="checkbox"/> For-profit authorized under 570.201(o)
<input type="checkbox"/> Faith-based Organization	<input type="checkbox"/> Institution of Higher Education
<input type="checkbox"/> Unit of Government	
*DUNS # 958417503	*CCR Expiration Date 01/07/17

Important notice regarding mandatory federal reporting requirements: The Federal Funding Accountability and Transparency Act requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the Central Contractor Registration. For information on how to obtain a DUNS number and register in CCR please visit: http://www.grants.gov/applicants/request_duns_number.jsp and www.ccr.gov/startregistration.aspx. Completing these registration processes is free, but may take up to 10 days to complete. The City will not commit funds without this information.

PROJECT INFORMATION
Amount of CDBG funds requested for activity/project: \$ 32,000.00
Provide a <u>brief</u> summary of the activity for which the funds are requested: (i.e. Roof Replacement) After more than 30 years, the Youth Safe Haven building needs the roof replaced. Additionally, the building does not currently have safe access to the roof, and an access opening will need to be installed.
Consolidated Plan Goal and Priority Need(s) that will be met by proposed project (see Introduction pages 4-5) Goal (i.e. Public Facility Improvement) Improvements to Facilities for Youth. Need (i.e. Improve the quality of existing housing stock) Increase Public Facilities - Youth
Please provide the estimated number of unduplicated Nashua beneficiaries that will <u>benefit from this CDBG funded activity</u>, not necessarily your entire client population (these numbers will be monitored during the funding year): Number of clients at or below 30% of are median income 275 Number of clients 31 – 50% area median income 25 Number of clients 51% - 80% area median income 10
Beneficiary type: <input type="checkbox"/> Elderly <input type="checkbox"/> Family <input type="checkbox"/> Disabled <input type="checkbox"/> Homeless <input type="checkbox"/> Persons living with AIDS <input checked="" type="checkbox"/> Other (specify): Youth

If applicable, # of affordable housing units created/retained:

Please indicate if the proposed project is likely to:

- Take place outside of the City of Nashua Result in displacing a property owner or tenant
 Constitute production of affordable family rental units

Certain activities, such as activities that take place outside the City, activities that could result in displacing a property owner or tenant, and/or activities for affordable rental projects involve additional administrative requirements.

PROPOSED SCHEDULE OF PROJECT IMPLEMENTATION

TASK	DATE
Install roof access	9/1/16
Replace current rubber roof with new one	9/1/16
	Dates are subject to change based on city staff availability and timeline that we agree upon after approval.

PROJECT NARRATIVE

Please provide a detailed description for your proposed project. This section should describe the use of funds and explain why the funds are needed. Please relate how the CDBG funds will ultimately benefit low-moderate income individuals.

Please indicate who prepared the cost estimate and/or attach any quotes you have obtained.

PAL opened the Youth Safe Haven at 52 Ash Street in 1995, and the roof that was in place has never been replaced by our organization. The PAL Youth Safe Haven roof is estimated to be over 25 years old and has undergone multiple patches/repairs. The cost to continue repairing the aging roof on a regular basis far outweighs the cost of replacing the roof. As Nashua PAL operates on a lean budget, emergency repairs, such as a roof repair or new roof, would take significant funding from important youth programs. Therefore, PAL is requesting funding from the CDBG to do this large and necessary improvement to the Youth Safe Haven Building.

Additionally, there is currently no way to SAFELY access the roof from inside or outside the Youth Safe Haven building. This has caused multiple issues in getting the needed repairs and maintenance completed on the aging roof over the past several years. Due to the demographic served at the PAL Youth Safe Haven - youth - an outside access ladder to the roof would be a safety hazard; therefore, an internal access door will need to be cut and installed, providing access to the roof for regular maintenance and repairs.

Providing the Youth Safe Haven with a new roof will ensure the building is safe and efficient for the 300+ youth members we serve today, and will ensure Nashua youth and families have a safe/ dry place to come for many years into the future.

The total cost of this project is quoted at \$32,000 from Munoz Construction, Inc (attached). This same contractor has completed many major projects within the PAL building and donated many \$1,000 to "patching" many different areas at PAL.

PERFORMANCE OUTCOME MEASURES

In this section please provide the outcomes proposed and the method of measurement. For example, if CDBG funds are to be requested to improve your facility, what is the overall outcome: X number of children able to participate in additional programs; X number of clients able to be served in an area of the building that was unusable, etc. You may list multiple outcomes.

Outcome	Measurement
Ex. Decrease in childhood hunger	# of children who participate in meal program

Decrease youth crime within a downtown community. Increase capacity through physical project improvement (new roof).	300 youth will participate in quality programming during high call times, after school and during vacation periods. Host countless community gatherings, open to the public (neighborhood watch, community gatherings, youth service, etc.)
---	--

ACTIVITY/PROJECT BUDGET

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Please separate costs if the request covers more than one location.

A. Non-Construction Projects/Activities (i.e. job creation, economic development projects)			
	A	B	A + B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET:			
B. Construction Projects			
	A	B	A + B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Hard Costs <u>Note:</u> Federal wage rates may apply for some construction projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction	\$32,000		\$32,000
Other (list)			
<i>Total Hard Costs</i>			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
<i>Total Soft Costs</i>			
TOTAL PROPOSED BUDGET:	\$32,000		\$32,000

* Summary of *Other Funding* - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source:	Amount:	Committed or Pending?
------------------------	----------------	------------------------------

		(Click to select)
Other Federal:		Pending
State:		Pending
Local:		Pending
Private:		Pending
Total:		Pending

AGENCY BUDGET

Please provide a breakdown of your agency's overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from 10/1/2013 to 9/30/2014	Current Year	Next year
REVENUES		
Federal Funds	\$0	\$0
State Funds	\$28,500	\$35,000
Foundations/Private Contributions	\$63,723	\$65,000
United Way	\$0	\$0
Fundraising or other income	\$204,634	\$210,000
Other (describe) grants: \$29.5k; Misc.: \$15.3k	\$44,786	\$50,000
Community Dev. Block Grant (include anticipated request)	\$0	\$32,000
TOTAL REVENUE	\$341,643	\$392,000
EXPENSES		
Salaries	\$112,000	\$119,000
Fringe Benefits	\$0	\$0
Supplies (include printing/copying)	\$4,122	\$4,000
Travel	\$4,761	\$3,000
Training	\$2,500	\$1,800
Communications	\$4,893	\$5,000
Audit	\$0	\$5,000
Property Maintenance	\$2,038	\$34,200 Assumes \$32k CDBG funded roof
Service Contracts	\$0	\$0
Construction Supplies/Materials	\$0	\$0
Other (describe) Youth Safe Haven Programming and Athletic Programs	\$219,079	\$220,000
TOTAL EXPENSES	\$349,393	\$392,000
NET (Income - Expenses)	-\$7,750	\$0.00

By signing below, the Authorized Official affirms he/she is authorized to submit this application; that any real or apparent conflicts of interest have been disclosed; that all information presented is true and

accurate to the best of their knowledge; and the agency/owner's commitment to implement the proposed activity/project.

Submitted By: 
Authorized Official - signature
SHAON NELSON
Print Name & Title
NASHMA PAL
EXECUTIVE DIRECTOR

2/2/16
Date

QUOTE

52 ASH ST

MUNOZ CONSTRUCTION INC.

LIC. # CS 080893

18 Huntington Ave

Worcester Ma 01606

Tei. 508-853-5151 Cell 774-232-0126

City of WASHUA

Project address

PAL

REPLACE MAIN ROOF.

47 X 56 - RUBBER ROOF.

REPLACE ALL COMPONENTS OF
EXISTING RUBBER ROOF.

INSTALL NEW FIBER BOARD
AND 6. ML RUBBER ROOF.

INSTALL OPENING TO HAVE
ACCESS TO ROOF.

32000 -

REPLACE 8 VINYL WINDOWS
INSULATE AND NEW CASING.

10000 -

Total

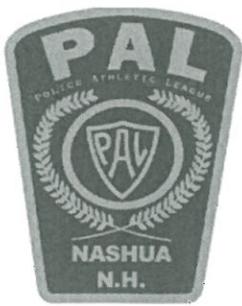
42000 -

Signature

Egilio Munoz

Date

10/23/15



NASHUA POLICE ATHLETIC LEAGUE

Non-Profit Serving Youth Since 1989

52 Ash Street
Nashua, NH 03060

Phone: 603-594-3733
Fax: 603-594-9009

website: www.nashuapal.com
youthsafehaven@nashuapal.com

BOARD MEMBERS

BOB CANAWAY

Black Duck Software

MICHELE CHAKAS

Southern NH Medical Center

SIDI CUKO

Southern NH Medical Center

NICHOLAS DAHL

PAL Gate City Striders

STEVE DICKSON

Red Hat, Inc.

SGT. KEITH DILLON

Nashua Police Department

BRENDAN DOYLE

Manchester Monarchs

LINDA DOYLE

Southern NH Medical Center

THOMAS DWANE

Nashua Parks and Recreations

JEFF KLEINER

IRA Toyota

E. GWEN KRAILO

Nashua Foundries, Inc.

DONALD R. MCCARTY

BAE Systems

ROBERT MERCER

Bank of New Hampshire

JIM McLAUGHLIN

McLaughlin Associates

CPT. E. Z. PAULSON

Nashua Police Department

STEPHEN SAXE

AlphaGraphics

PATRICK WARD

Federal Bureau of Prisons

KRISTIN WEBER

Chadwick-Friciano-Weber, PLLC

City of Nashua
CDBG Committee

Subject: CDBG FY2017

Attachments:

- A. Application pages 1-5
- B. Quote from Munoz Construction
- C. In place of Financial Audit
 1. PAL Financial Statements
 2. PAL most recently completed Federal Tax Return
- D. Proof of Shaun Nelson's authorization to sign the application – Board Minutes dated December 1, 2015
- E. PAL 501 (c)(3) IRS Determination Letter
- F. Signed Conflict of Interest Statement

Dear Committee Members,

Please find attached the required financial information as part of the Nashua Police Athletic League's (PAL) 2017 CDBG application.

It should be noted that this financial information corresponds to PAL's most recently completed Federal Tax Return for its Fiscal Year ending September 30, 2014.

Should you have any questions or concerns relative to this information, please do not hesitate to contact me.

Sincerely,

Shaun Nelson

Executive Director

Email: youthsafehaven@nashuapal.com

603.594.3733

EXECUTIVE DIRECTOR

SHAUN NELSON

PAL OFFICER

OFFICER PHILIP BELMONT

ATHLETIC DIRECTOR

NICK DAHL

GYMNASIUM DIRECTOR

JOSEPH LAPLANTE



**CITY OF NASHUA, NEW HAMPSHIRE
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2017 REQUEST FOR PROPOSAL APPLICATION**
(Please submit only this section forward)

APPLICANT INFORMATION

Organization The Tolles Street Mission		Tax ID 02-0439692
Name of Program Food Program		
Complete Address 52 Whitney Street Nashua, NH 03064		
Contact Person Josephine Norwood		Phone 603-880-4984
E-Mail tsm@comcast.net		Website thetollesstreetmission.org
Please Identify the Type of Organization Applying for Funds (Note: More than one may apply) <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Unit of Government <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Institution of Higher Education		
*DUNS # 060906554		*CCR Expiration Date

Important notice regarding mandatory federal reporting requirements: The Federal Funding Accountability and Transparency Act requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the Central Contractor Registration. For information on how to obtain a DUNS number and register in CCR please visit: http://www.grants.gov/applicants/request_duns_number.jsp and www.ccr.gov/startregistration.aspx. Completing these registration processes is free, but may take up to 10 days to complete. The City will not commit funds without this information.

PROJECT INFORMATION

Amount of CDBG funds requested for activity/project: \$ \$16,500
Provide a <u>brief</u> summary of the activity for which the funds are requested: (i.e. Roof Replacement) Expand pantry client seating area and create separate office for the food pantry
Consolidated Plan Goal and Priority Need(s) that will be met by proposed project (see Introduction pages 4-5) Goal (i.e. Public Facility Improvement) To service our clients need with better multifaceted programs. Need (i.e. Improve the quality of existing housing stock) To improve and redesign client reception area with a private office space, seating for waiting clients and to expand food pantry area.
Please provide the estimated number of unduplicated Nashua beneficiaries that will benefit from this CDBG funded activity, not necessarily your entire client population (these numbers will be monitored during the funding year): Number of clients at or below 30% of are median income 698 Number of clients 31 – 50% area median income 300 Number of clients 51% - 80% area median income 2
Beneficiary type: <input checked="" type="checkbox"/> Elderly <input checked="" type="checkbox"/> Family <input checked="" type="checkbox"/> Disabled <input checked="" type="checkbox"/> Homeless <input checked="" type="checkbox"/> Persons living with AIDS

Other (specify):

If applicable, # of affordable housing units created/retained:

Please indicate if the proposed project is likely to:

Take place outside of the City of Nashua Result in displacing a property owner or tenant

Constitute production of affordable family rental units

Certain activities, such as activities that take place outside the City, activities that could result in displacing a property owner or tenant, and/or activities for affordable rental projects involve additional administrative requirements.

PROPOSED SCHEDULE OF PROJECT IMPLEMENTATION	
TASK	DATE
Build a wall to add privacy for client intake office, create a private pantry office and purchase chairs for new client seating area.	ASAP
purchase overhead storage for client files and office supplies.	ASAP
redo flooring in the pantry, painting , enclosing the water heater for safety	ASAP
Redesign and reduce the bathroom space by removing sink and plumbing, redo bathroom floor and paint. Purchase shelving for storage, Stand up freezers to efficiently utilize space.	ASAP

PROJECT NARRATIVE

Please provide a detailed description for your proposed project. This section should describe the use of funds and explain why the funds are needed. Please relate how the CDBG funds will ultimately benefit low-moderate income individuals.

Please indicate who prepared the cost estimate and/or attach any quotes you have obtained.

The Tolles Street mission continues to see an increase in families and individuals seeking assistance. Our client list has grown over the last 2 years. Changes in food stamp allotment, benefit reduction, and low minimum wage concern, many families are finding it difficult to make ends meet. Many of our clients on a fixed income can not rely on a cost of living increase even though prices of many food items have risen drastically over the last 2 years. Statistic shows that 7.5% of Nashua's residents are below poverty level, NH state as a whole is 5.6%. We provide many items, such as meats, fresh fruits, vegetables, perishable and non perishable foods that these families and individual may not be able to afford based on fixed their income.

The board of directors of the Tolles Street Mission appreciates the past support and request these Community Development Block Grants to continue our mission of serving low income other diesnfranchies members of the Nashua Community

PERFORMANCE OUTCOME MEASURES	
In this section please provide the outcomes proposed and the method of measurement. For example, if CDBG funds are to being requested to improve your facility, what is the overall outcome: X number of children able to participate in additional programs; X number of clients able to be served in an area of the building that was unusable, etc. You may list multiple outcomes.	
Outcome	Measurement

Ex. Decrease in childhood hunger	# of children who participate in meal program
1. Accommodate clients and protect their privacy 2. Increase amount of clients served 3. Invite programs such as NH Food Alliance and UNH Cooperative extension to have healthy eating classes, budgeting food stamp classes in our expanded area.	1,270

ACTIVITY/PROJECT BUDGET

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Please separate costs if the request covers more than one location.

A. Non-Construction Projects/Activities (i.e. job creation, economic development projects)			
	A	B	A + B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies	350.00		350.00
Utilities			
Repairs/Maintenance	1,200		1,200
Travel			
Salaries (List relevant positions)			
Intake Clerk, to work on preparing CBDG reports 4 hours per week at \$8 per hour x 52 weeks	1,664		1,664
Other:			
TOTAL PROPOSED BUDGET:	\$3,214.00		\$3,214.00
B. Construction Projects			
	A	B	A + B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
Hard Costs <u>Note:</u> Federal wage rates may apply for some construction projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction	16,500		16,500
Other (list)			
<i>Total Hard Costs</i>			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
<i>Total Soft Costs</i>			
TOTAL PROPOSED BUDGET:	\$16,500		\$16,500

* Summary of Other Funding - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source:	Amount:	Committed or Pending? (Click to select)
Other Federal:		Committed
State:		Committed
Local:		Committed
Private:		Committed
Total:		Committed

AGENCY BUDGET

Please provide a breakdown of your agency's overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from	to	Current Year	Next year
REVENUES			
Federal Funds			
State Funds			
Foundations/Private Contributions			
United Way			
Fundraising or other income			
Other (describe)			
Community Dev. Block Grant (include anticipated request)			
TOTAL REVENUE			
EXPENSES			
Salaries			
Fringe Benefits			
Supplies (include printing/copying)			
Travel			
Training			
Communications			
Audit			
Property Maintenance			
Service Contracts			
Construction Supplies/Materials			
Other (describe)			
TOTAL EXPENSES			
NET (Income - Expenses)			

By signing below, the Authorized Official affirms he/she is authorized to submit this application; that any real or apparent conflicts of interest have been disclosed; that all information presented is true and

accurate to the best of their knowledge; and the agency/owner's commitment to implement the proposed activity/project.

Submitted By: Rev Josephine A Nonwood CEO 1/28/16
Authorized Official - signature Date

Rev Josephine A Nonwood CEO
Print Name & Title

The Tolles Street Mission Financial Report for 2015

Closing Balance December 2014-----	\$10,980.04
Tithes and Offering-----	\$31,685.05
Grant Money-----	\$1,500.00
Donations-----	\$12,195.00

Total Accounts Receivables for 2015-----\$56,360.09

Expenditures for 2015

Supplies-----	\$807.50
Equipment-----	\$628.38
Storage & Rentals-----	\$2,389.92
Food Pantry/events-----	\$8,320.78
Insurance-----	\$1,650.50
Utilities-----	\$6,639.50
Mortgage-----	\$7,861.80
Maintenance-----	\$2,322.91
Salary-----	\$16,849.32
Van (tolls, gasoline & repairs) ----	\$2,861.04
Fees-----	\$1,422.58
Benevolence-----	\$2,303.41

Total Accounts Payables for 2015-----\$54,058.14

Closing Balances as of December 2015 ----- \$2,301.95

THE TOLLES STREET MISSION

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LOUISVILLE, KY

CHEVAN REYCROFT/SECRETARY, TREASURER

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