

HUMAN AFFAIRS COMMITTEE AGENDA

APRIL 11, 2016

7:00 p.m.

Aldermanic Chamber

PUBLIC HEARING

R-16-022

**AUTHORIZING THE MAYOR TO APPLY FOR AND EXPEND THE COMMUNITY
DEVELOPMENT BLOCK GRANT ("CDBG") AND HOME INVESTMENT PARTNERSHIP
PROGRAM GRANT FOR FISCAL YEAR 2017**

ROLL CALL

TESTIMONY

REGULAR MEETING

ROLL CALL

PUBLIC COMMENT

DISCUSSION

Science Café New Hampshire Opioids Panel Discussion

COMMUNICATIONS

From: Carrie Schena, UPD Manager
Re: Urban Programs Department Proposed Budget

From: Carrie Schena, UPD Manager
Re: Tolles Street Mission Follow Up Questions

From: Justin Kates, Director of Emergency Management
Re: Disaster Resilience Project

UNFINISHED BUSINESS – None

NEW BUSINESS – RESOLUTIONS

R-16-022

Endorsers: Alderman June M. Caron
Alderman Don LeBrun
Alderman Richard A. Dowd
Alderman-at-Large Michael B. O'Brien, Sr.

**AUTHORIZING THE MAYOR TO APPLY FOR AND EXPEND THE COMMUNITY
DEVELOPMENT BLOCK GRANT ("CDBG") AND HOME INVESTMENT PARTNERSHIP
PROGRAM GRANT FOR FISCAL YEAR 2017**

R-16-023

Endorsers: Mayor Jim Donchess
Alderman-at-Large Lori Wilshire
Alderman Ken Siegel
Alderman June M. Caron
Alderman-at-Large Michael B. O'Brien, Sr.

RELATIVE TO THE ACCEPTANCE AND APPROPRIATION OF \$28,600 FROM THE NEW HAMPSHIRE HIGHWAY SAFETY AGENCY INTO POLICE GRANT ACTIVITY "FY16 SUSTAINED TRAFFIC ENFORCEMENT PROGRAM (STEP)"

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

Memo

To: Human Affairs Committee
From: Carrie Schena, UPD Manager 
Date: April 4, 2016
CC: James Donchess, Mayor
Kim Kleiner, Special Assistant to the Mayor
Sarah Marchant, Director of Community Development
Re: Urban Programs Department proposed budget

Please find attached the proposed FY17 budget for the Urban Programs Department. Please note, this is the original budget and does not reflect the reductions recommended by the Committee on March 14, 2016. You will note that a portion of the Lead Hazard Control Grant is shown, only as it relates to salaries. Although there are admin costs covered by the Lead Grant, those budget line items do not support the CDBG and HOME funded staff covered by the Action Plan.

This budget includes a line item to affirmatively furthering fair housing, which is a statutory HUD requirement. In years past, the UPD reserved funds for NH Legal Assistance to carry out certain fair housing initiatives. However, NH Legal has applied through and been funded under Review & Comment, negating the need to cover this contract in our admin budget.

Yet there is still a need to fund this line item. HUD recently implemented a final rule updating the process by which communities address fair housing. Communities are now required to conduct an Assessment of Fair Housing in place of the Analysis of Impediments to Fair Housing (AI). Some may recall that it was required to update the AI every 3-5 years concurrent with our Consolidated Plan. When we updated our consolidated Plan last year, we decided to hold off on updating the AI in anticipation of the new requirements.

Although we are not required to submit the new assessment until our next Consolidated Plan in 2020, grantees may choose to submit earlier rather than update their existing AI's. It does not seem like a good use of resources to update a plan that is being phased out and I would like to begin developing the Assessment of Fair Housing.

I understand the need to be conservative in a tight fiscal environment, however I respectfully request that the Committee reconsider the across board reductions to the CDBG portion of the Urban Program's budget. Once you've had a chance to review the budget in detail, you'll see there is very little room to reduce our expenses and still provide adequate administrative services.

City of Nashua, Urban Programs
 FY2017 Estimated Budget Worksheet
 March 3, 2016

Item	CDBG	HOME	Direct Project Delivery	Lead Pain/HH Grant	Total UPD
Revenues					
Administration (regulatory caps)	130,326	28,920			\$ 159,246
Direct Project Construction Mgmt.			\$ 118,422		\$ 118,422
Total Available	\$ 130,326	\$ 28,920	\$ 118,422	\$ 298,274	\$ 575,942
Expenses					
Wages					
Urban Programs Manager (1 FTE)	\$ 55,962	\$ 11,992	\$ 3,997	\$ 7,995	\$ 79,946
Project Administrator (1 FTE)	\$ -	\$ -	\$ 64,628	\$ -	\$ 64,628
Grant Management Specialist (1 FTE)	\$ 29,404	\$ 8,019	\$ 16,039	\$ -	\$ 53,462
L&HH Project Administrator (1 FTE)	\$ 6,128	\$ -	\$ -	\$ 55,153	\$ 61,281
L&HH Intake/Program Asst. (1 PTE)	\$ -	\$ -	\$ -	\$ 51,257	\$ 51,257
Lead &HH Program Coordinator (1 FTE)	\$ -	\$ -	\$ -	\$ 62,507	\$ 62,507
Total Wages	\$ 91,494	\$ 20,011	\$ 84,664	\$ 176,912	\$ 373,081
Fringe	\$ 24,153	\$ 5,138	\$ 33,758	\$ 81,699	\$ 144,749
Commodities					
Travel, Local - Mileage Reimbursement	\$ 3,104	\$ -	\$ -		\$ 3,104
Advertisements	\$ 250	\$ 250	\$ -		\$ 500
Postage	\$ 54	\$ 51	\$ -		\$ 105
Office Supplies	\$ 300	\$ 300	\$ -		\$ 600
Outside Printing	\$ -	\$ -	\$ -		\$ -
Membership Dues	\$ 470	\$ 470	\$ -		\$ 940
Licenses	\$ 150	\$ -	\$ -		\$ 150
Conferences/Training/Education	\$ 250	\$ 250	\$ -		\$ 500
Telephone	\$ 600	\$ 600	\$ -		\$ 1,200
Filing & Recording Fees	\$ -	\$ 350	\$ -		\$ 350
Affirmatively Further Fair Housing	\$ 1,500	\$ 1,500	\$ -		\$ 3,000
Disaster Resilience Planning - J.Kates	\$ 8,000	\$ -	\$ -		\$ 8,000
Total Commodities	\$ 14,678	\$ 3,771	\$ -		\$ 18,449
Total UPD Expenses	\$ 130,326	\$ 28,920	\$ 118,422	\$ 258,611	\$ 536,279



City of Nashua
Community Development Division
City Hall, 229 Main Street, PO Box 2019
Nashua, New Hampshire 03061-2019

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Memo

To: Human Affairs Committee
From: Came Schena, UPD Manager
Date: April 7, 2016
CC: James Donchess, Mayor
Kim Kleiner, Special Assistant to the Mayor
Re: Tolles Street Mission follow up questions

Please find attached recent communications with the Tolles Street Mission related to their FY17 CDBG request for funds.



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April 5, 2016

Josephine Norwood
52 Whitney Street
Nashua, NH 03064

Pastor Norwood,

This letter is to request additional information related to your FY17 CDBG request and as a follow up to questions asked at the February 29, 2016 site visit.

In your request for CDBG funds you provided a Financial Report for 2015 in place of completing the agency budget on page 4. However, the document provided does not match the information requested.

Please provide a budget showing both your current year and next year. When providing the updated budget, please be sure to separate the food pantry budget from the church. This is of utmost importance for federal compliance.

In addition to the budget, please address the following questions that arose during the site visit:

- What portion of the office is used for the pantry vs. the church? Please identify and explain how you are allocating the use of equipment, supplies and labor.
- What is the source of donations related to the food pantry, noting if any of the donations are restricted?

Please provide this information prior to the next Human Affairs Committee meeting, scheduled for April 11, 2016.

Thank you for your attention to this request. The City must ensure our CDBG funds are directed to only eligible activities. Please do not hesitate to contact me if you have any questions.

Carrie Schena
Urban Programs Manager
City of Nashua, NH
T 603-589-3087
schenac@nashuanh.gov

Schena, Carrie

From: The Tolles Street Mission <tollesstreetmission@comcast.net>
Sent: Thursday, April 07, 2016 10:59 AM
To: Schena, Carrie; TTSM@comcast.net
Cc: Ilg, Joany; jammobilio@verizon.net
Subject: RE: Info for CDBG request

Carrie,

The office Main office is used 80% for the food pantry. The main office is used on Sunday by the person who records the Tithes and offerings. The church has its own computer in the main office and 1 of the 4 file cabinets in the main office belongs to the church.

Chevan

From: Schena, Carrie [<mailto:SchenaC@nashuanh.gov>]
Sent: Thursday, April 07, 2016 9:12 AM
To: The Tolles Street Mission; TTSM@comcast.net
Cc: Ilg, Joany; jammobilio@verizon.net
Subject: RE: Info for CDBG request

Chevan,

Thank you for the quick response. I will forward this to the Committee so everyone has the information.

Can I just clarify that the main office is used 80% of the time for food pantry purposes or 80% of the time for church purposes?

From: The Tolles Street Mission [<mailto:tollesstreetmission@comcast.net>]
Sent: Wednesday, April 06, 2016 3:18 PM
To: Schena, Carrie; TTSM@comcast.net
Cc: Ilg, Joany; jammobilio@verizon.net
Subject: RE: Info for CDBG request
Importance: High

Hello Carrie,

Attached you will find pages 4 and 5 of the CDBG application and reflects 100% of the pantry budget. I provided Alderman Lori with the information during the walk through. I realize now it was not in the format you requested and I apologize for that. Thank you for giving me the opportunity to submit the requested document.

Regarding your questions:

1. The Pantry intake office is used for the food pantry 100% of the time. The main office is used 80% of the time.
2. All the equipment, computer, printer, fax machines, refrigerators freezers, are used for the Pantry 100% of the time.
3. The Pantry has a rotating client intake staff. Maureen works 2 days per week as the intake clerk, Mondays and Tuesdays. She is paid to register new clients, intake existing clients, maintain our client database, file client applications, run reports for Food Bank, USDA, and the food pantry in the back so they'll know how many clients to expect for the week and can plan accordingly. Maureen, Cynthia, and Sandi answer the phone and provide clients information as needed. Cynthia and Sandi are a backup for each other. If Cynthia is unable to work, Sandi covers her shift. Their hours are Wednesdays 10:15 AM – 12:45 PM and Thursday 11:45 AM – 2:15 PM. Chevan

works in the main office and her duties are Secretary/bookkeeper for the Pantry, Purchasing for the Pantry, making sure all state and local paperwork are in compliance for the pantry.

4. In 2015 received \$12,195.00 in private donations. Of the monies donated, \$600 (\$50 per month) from a local charity here is Nashua, is restricted to Food Bank purchases only. The other donations that we receive are unrestricted.

Please let me know if you need any additional information prior to the Meeting on 4/11, which we do plan to attend.

Sincerely,
Chevan

From: Schena, Carrie [<mailto:SchenaC@nashuanh.gov>]
Sent: Tuesday, April 05, 2016 2:16 PM
To: TTSM@comcast.net; tollesstreetmission@comcast.net
Cc: Ilg, Joany
Subject: Info for CDBG request

Chevan,
Please find attached a letter for Pastor Norwood. I am sending to you at the two emails you provided to ensure timely receipt. Please let me know if you have any questions.

Carrie Schena
Urban Programs Manager
Community Development Division
T: 603-589-3087
F: 603-589-3398

Check us out on  



City of Nashua
Office of Emergency Management
229 Main Street
Nashua, New Hampshire 03060

Justin Kates, Director
603 589.3260
katesj@nashuanh.gov

TO: Human Affairs Committee
SUBJECT: Disaster Resilience Project

In 2013, the US Department of Housing and Urban Development (HUD) created the Office of Economic Resilience (OER) to help communities and regions build diverse, prosperous, resilient economies by enhancing quality of place; advancing effective job creation strategies; reducing housing, transportation, and energy consumption costs; promoting clean energy solutions; and creating economic opportunities for all. While that mission is a very broad statement, one of the major aspects of this initiative is to ensure HUD's vast community investments (including CDBG) can be strategically directed to assist communities on how to better withstand the stress of natural and economic disasters.

The Office of Emergency Management (OEM) was invited with the Nashua Regional Planning Commission in 2015 to participate in a 2-day Sustainable Communities Leadership Academy in Boston to learn how to integrate the efforts of HUD OER into our community programs. Throughout the conference, it was highlighted time and time again that non-profit organizations serving vulnerable or at-risk populations in communities and must be able to function during and after an emergency. These organizations, including Transitional Housing, Food Services, Health Services, Community Action Programs, and other Support Programs are typically overlooked and are not included in pre-disaster planning initiatives. Already stretched for resources, many don't have the time to dedicate to emergency planning and preparation. While OEM has conducted some outreach and training to these important organizations in the community, it is a small number in comparison to the amount of schools and municipal departments that have been assisted.

Over the next year, the Office of Emergency Management worked with the Urban Programs Department to identify ways to partner on building a more resilient Nashua through a combination of the programs both of these Departments conduct currently (i.e. Healthy Homes for Urban Programs and Emergency Plan Outreach for OEM). In addition, priorities related to community resilience were included in the 2015-2019 CDBG Consolidated Plan. Two priorities of this initiative include:

- Organizations are asked to design projects to function well through reasonably foreseeable future conditions, including those related to aging infrastructure & significant weather events. Organizations are encouraged not to rebuild to meet past needs or threats, but to design projects to create a more vital, resilient community for the present and future, taking into consideration changing threats and hazards.
- Particular emphasis should be given to addressing the current and anticipated needs of vulnerable populations. The goal is to have projects that allow a community to withstand and recover more quickly from all future extreme events, shocks or stresses. Vulnerable populations are groups or communities whose circumstances present barriers to obtaining or understanding information or accessing resources. HUD notes that research and HUD's disaster recovery experience indicate that lower-income persons are less able to recover from the effects of the disaster.

This work has cumulated in the Disaster Resilience Project we are proposing for this year's CDBG funding. This project is a two phased approach. The first aspect is to develop a standard assessment and toolkit to assist non-profit entities that provide essential services for at-risk populations. Components of the toolkit should include a hazard & risk assessment, a tool to create an OSHA 1910.38 compliant Emergency Action Plan (evacuations, shelter-in-place, notifications), business continuity procedures, policies for documenting disaster expenses for reimbursement by FEMA, determination of physical security, safety & resilience improvements, and a schedule of simple activities that can continue the momentum to build resilience within an organization. Organizations can utilize these tools to ensure compliance with existing regulations and licensing/accreditation requirements with the end product being a comprehensive Resilience Plan. The toolkit will be simple enough for an organization to conduct independently and ensure sustainability of the project if funding diminished.

The second aspect of this project is to provide assistance for approximately ten pilot agencies in completing these Resilience Plans. This will help OEM refine the tools with a cross-section of different community organizations types while ensuring effective individualized Resilience Plans are developed in the process. One key aspect of each final Plan is the development of a prioritized guide of physical security and resilience improvements for that organization that could be applied for through future CDBG funding years. Some examples of improvements could include a generator to ensure power for heat/cooling/food services, access control locks and cameras to prevent intruders from gaining access to childcare areas, or improvements to roofs to prevent significant snow loads from causing damage to the building structure. Because the project will be funded through and is subject to the receipt of program income received throughout the year, it has estimated that it would be feasible to complete ten plans. If less funding is determined to be available, this number would be cut back.

Previous planning efforts by OEM estimate approximately 40 hours needed to complete each plan. It is likely that the first plan will take the longest to complete as it will also serve as the format for the subsequent ones. As these assessments progress, the time needed could decrease. Work will be completed by OEM's part-time Coordinator, Brianna Barbaro, who completed a Master's Degree in Security and Resilience Studies from Northeastern University. She is very excited to implement some of the best practices from Northeastern for our non-profits in the community.

While there is limited to non-existent data on how many community nonprofit organizations are unable to reopen after an emergency, FEMA notes that 40 percent of businesses do not reopen following a disaster and another 25 percent fail within one year. Neighborworks America expects that the vast majority of the affected population (80 percent) is likely able to manage its own recovery after a disaster. At a minimum, the remaining 20 percent will need special assistance that nonprofit organizations are uniquely positioned to provide. It is essential that these organizations can continue to operate both during and after an emergency affecting their specific facility or a disaster affecting the entire City. The Disaster Resilience Project is a great opportunity to help vulnerable individuals, non-profit institutions that provide critical services, and overall municipal systems within Nashua survive, adapt, and grow no matter what kinds of chronic stresses and acute shocks they experience.

Thank You,



Justin Kates
Director of Emergency Management