

HUMAN AFFAIRS COMMITTEE

FEBRUARY 10, 2020

7:00 PM

City Hall - Auditorium

PUBLIC HEARING

5-YEAR CONSOLIDATED & FY21 ANNUAL ACTION PLANS FOR THE CDBG and HOME PROGRAMS

(To obtain the views of interested parties on Nashua's affordable housing and community development needs to help shape the Consolidated Plan)

ROLL CALL

TESTIMONY

REGULAR MEETING

ROLL CALL

PUBLIC COMMENT

COMMUNICATIONS

From: Carrie Schena, Urban Programs Manager

Re: R-20-005

From: Carrie Schena, Urban Programs Manager

Re: Consolidated Plan & Development FY2021 Annual Action Plan

UNFINISHED BUSINESS – None

NEW BUSINESS – RESOLUTIONS

R-20-003

Endorsers: Mayor Jim Donchess
Alderman-at-Large Lori Wilshire
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman Patricia Klee
Alderwoman-at-Large Shoshanna Kelly
Alderman Richard A. Dowd
Alderman June M. Caron
Alderman Thomas Lopez
Alderman Jan Schmidt
Alderman-at-Large Brandon Michael Laws
Alderman Linda Harriott-Gathright

AUTHORIZING THE FILING OF APPLICATIONS AND EXECUTION OF GRANT AGREEMENTS WITH THE U.S. DEPARTMENT OF TRANSPORTATION FOR GRANTS UNDER THE URBAN MASS TRANSPORTATION ACT OF 1964, AS AMENDED, FOR FISCAL YEARS 2021 AND 2022

R-20-005

Endorsers: Mayor Jim Donchess
Alderman-at-Large Lori Wilshire
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman Richard A. Dowd
Alderman June M. Caron
Alderman Thomas Lopez
Alderman-at-Large David C. Tencza
Alderman Jan Schmidt
Alderman-at-Large Brandon Michael Laws
Alderman Linda Harriott-Gathright

APPROVING THE USE OF U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT HOME INVESTMENT PARTNERSHIP PROGRAM FUNDS BY HABITAT FOR HUMANITY FOR 10 PAXTON TERRACE

R-20-006

Endorsers: Mayor Jim Donchess
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman Patricia Klee
Alderman-at-Large Shoshanna Kelly
Alderman Richard A. Dowd
Alderman June M. Caron
Alderman Thomas Lopez
Alderman-at-Large David C. Tencza
Alderman Jan Schmidt
Alderman-at-Large Brandon Michael Laws
Alderman Linda Harriott-Gathright
Alderman-at-Large Lori Wilshire

RELATIVE TO THE ACCEPTANCE AND APPROPRIATION OF \$290,000 FROM THE STATE OF NEW HAMPSHIRE, DEPARTMENT OF SAFETY INTO POLICE GRANT ACTIVITY "FY2020 OPIOID ABUSE REDUCTION INITIATIVE (OARI) GRANT"

R-20-013

Endorsers: Mayor Jim Donchess
Alderman-at-Large Lori Wilshire
Alderman Richard A. Dowd
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman Patricia Klee
Alderman-at-Large Shoshanna Kelly
Alderman June M. Caron
Alderman Tom Lopez
Alderman-at-Large David C. Tencza
Alderman Jan Schmidt
Alderman-at-Large Brandon Michael Laws
Alderman Skip Cleaver
Alderman Linda Harriott-Gathright

RELATIVE TO THE ACCEPTANCE AND APPROPRIATION OF \$24,972.80 FROM THE STATE OF NEW HAMPSHIRE DEPARTMENT OF SAFETY INTO POLICE GRANT ACTIVITY "PROJECT SAFE NEIGHBORHOOD"

R-20-014

Endorser: Mayor Jim Donchess
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman Patricia Klee
Alderman-at-Large Shoshanna Kelly
Alderman June M. Caron
Alderman-at-Large Ben Clemons
Alderman Tom Lopez
Alderman-at-Large David C. Tencza
Alderman Jan Schmidt
Alderman-at-Large Brandon Michael Laws
Alderman Skip Cleaver
Alderman Linda Harriott-Gathright
Alderman-at-Large Lori Wilshire

**RELATIVE TO THE ACCEPTANCE AND APPROPRIATION OF \$35,196 FROM THE STATE OF
NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES, EXOTIC SPECIES
PROGRAM AND AUTHORIZING THE TRANSFER OF MATCHING FUNDS**

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

To: Human Affairs Committee
cc: Mayor Jim Donchess; Scott Slattery, GNHFH Executive Director
From: Carrie Schena, Urban Programs Manager
Date: February 5, 2020
Re: R-20-005

The City has received a request for HOME funds from Greater Nashua Habitat for Humanity (GNHFH) in the amount of \$400,000, reflecting approximately 64% of the total development cost of \$620,000. Under this proposed project, GNHFH intends to acquire and construct a two-unit dwelling to be sold to two separate low-income Veteran households.

The proposed project involves new construction on a parcel of land covering approximately ¼ acres of land area. The parcel was recently approved by the City of Nashua for a subdivision to be developed with a two-unit, one-story residential structure. The parcel is serviced by Pennichuck Water Works and has overhead telephone & electric lines. New sewer & natural gas lines will be installed to tie the new structure to the existing systems in the road. The structure to be built will include two units; each unit will be approximately 1,500 square feet finished living area (2000 sf total). Each unit will be comprised of three bedrooms, two bathrooms and a walk-out basement. One of the three bedrooms will be located on the lower floor along with mechanical rooms. The main floor will be comprised of a kitchen, full bathroom, living room and two bedrooms. New construction will involve excavation and pouring concrete for a full basement. The parcel is zoned Urban Residence (R-B) and is located in a mixed development neighborhood containing primarily residential and some light commercial/retail, with a railway line and the Broad Street Parkway to the south.

The Urban Programs Department has completed the HUD environmental review and conducted the required underwriting evaluation. We have concluded this project is consistent with the goals in the Consolidated Plan, adding much needed affordable home owner units. Furthermore, HUD has always encouraged grantees to target funding to vulnerable populations, such as Veterans.

The Executive Director of GNHFH plans to attend the February 10, 2020 HAC meeting to address questions related to the development and I will be available to respond to programmatic related questions.



City of Nashua

Community Development Division

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

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

To: Human Affairs Committee
cc: Mayor Jim Donchess; Cheryl Lindner, Chief of Staff
From: Carrie Schena, UPD Manager
Date: January 29, 2020
Re: Consolidated Plan & Development FY2021 Annual Action Plan

The City recently solicited request for proposals to assist in carrying out our FY21 CDBG goals. Copies of the proposals are attached as well as a breakdown of the requests and estimated funds available. The Urban Programs Department reviews proposals to determine eligibility and identify any potential concerns, of which none were noted.

As we have for the past several years, we will be working on an estimated budget until HUD announces annual allocations. With the timeline unknown, we prefer to follow our standard schedule and take HUD's advice to build in a plan to address award fluctuations, rather than repeat the public process. The federal budget shows a 3% increase for CDBG, and approximately 8% higher for HOME. The estimated grant amounts enclosed were based conservatively on these increases, as awards are formula based and increases are not guaranteed. A summary of estimated funding and the list of requests are attached.

This year, we are also developing a new 5-year Consolidated Plan. Using data analysis and public input we will be determining and prioritizing needs. The first year Action Plan is done in tandem with the ConPlan and, although the priorities are not yet set, we can look to previous years and the public hearings to develop the first year Action Plan. The highest needs identified in the last Consolidated Plan were: affordable housing, homelessness, creating suitable living environments, economic development and supporting public services.

The Urban Programs Department is responsible for overseeing the development of and submitting the Plans. We welcome any feedback and urge interested parties to participate in the process. We are also available to answer any questions related to the process.

FY2021 Estimated CDBG/HOME Funding & Requests

CDBG Sources

Entitlement Award (estimated 3% increase)	\$650,000.00
Estimated program income	\$45,000.00
Available for reprogramming:	
FY19 Admin	\$2,467.60
FY19 Nashua Center lighting project balance	\$420.44
FY19 Nashua PAL lighting project balance	\$4,329.00
FY19 Arlington St Center Director balance	\$20,333.46
FY19 Construction Management	\$1,052.08
FY18 Crown Hill Pool balance	\$4,024.00
FY18 Admin	\$73.40
FY17 Vietnam Vet's basketball court balance	\$8,827.71

Total Available \$736,527.69

Requests:

Public Services estimated (15% cap)	\$97,500.00
UPD Project Delivery	\$122,111.00
UPD, Administration (20% cap)	\$139,000.00
Ash Street Futsal Court - lighting	\$25,000.00
Boys & Girls Club - Pool decking/locker room rehab	\$68,373.00
Front Door Agency - Heat/hot water conversion @ 12 Concord St	\$60,000.00
Los Amigos Park improvements	\$35,000.00
Marguerite's Place - Window replacement 85-87 Palm St	\$48,150.00
Nashua Children's Home - catch basin, stairs, retaining wall	\$18,600.00
Opportunity Networks - Bathrooms in Unit A	\$60,000.00
Owner Occupied Housing Improvement	\$75,000.00
PLUS Company - ADA bathroom and entry	\$25,000.00
Rental Improvement Program	\$110,000.00
Sandy Pond Park improvements	\$30,000.00
Contingency	TBD

Subtotal Requests \$913,734.00

HOME Grant (estimated)	\$380,000.00
Administration	\$38,000.00
CHDO	\$57,000.00
Home Buyer Assistance	\$55,000.00
Affordable Housing Development	\$230,000.00

Total HOME \$380,000.00

CITY OF NASHUA, NH



FY2021 CDBG APPLICATIONS

Table of Contents

Ash Street Futsal Court lighting	1
Sandy Pond Park improvements	4
Los Amigos Park improvements.....	7
Housing Improvement – owner occupied.....	11
Housing Improvement – rental properties	13
Boys & Girls Club – pool renovations	15
Front Door Agency – heating system.....	32
Marguerite’s Place – window replacement	51
Nashua Children’s Home – catch basin, stairs, retaining wall	60
Opportunity Networks –ADA bathroom.....	70
Nashua Children’s Home – catch basin, stairs, retaining wall	60
PLUS Company – ADA bathroom & entry.....	83

**CITY OF NASHUA
 FY20 COMMUNITY DEVELOPMENT BLOCK GRANT
 CITY-SPONSORED ACTIVITY REQUEST FORM**

In order for the Urban Programs Department to determine eligibility and to ensure we have the information required by HUD, please provide the following information.

Activity/project Name	<u>Lighting @ Ash St Futsal Court</u>
Requesting Department:	<u>Community Development</u>
Contact Person:	<u>Sarah Marchant</u>
Phone/email:	<u>589-3095; marchants@nashuanh.gov</u>
Total CDBG Amount Requested:	<u>\$25,000</u>

1. Activity Description:

This request covers the cost to purchase and install light posts at the new futsal court located on Ash Street, allowing safe play to occur for longer hours. The costs will be shared with the YMCA who has offered just under \$25,000 toward the project. The park serves an area that is approximately 98% low-moderate income. .

2. Accomplishment Type/Estimate of # benefitting (check all that apply):

- Low-Moderate Client: #People _____ or #Households _____
- Low-Moderate Job Creation: # jobs _____
- Low-Mod area benefit: Area served (i.e. Census/school district, etc.) 2495
- Elimination of slums/blight spot basis
- Elimination of slums/blight designated area
- Business Assistance: # Businesses _____
- Housing Units: # _____
- Public Facility Improvements: # _____

3. Check if any of the following beneficiary types will be assisted:

- | | |
|---|--|
| <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): individuals |

4. If the activity will benefit a low-moderate income area, is the service area primarily residential?

- Yes No N/A

5. Please attach a map and define the service area boundaries (i.e. census tract, school district, neighborhood, etc):

Census Tract 108, Block Groups 3 and 4

6. Statement of service area determination (must include nature and location of the activity, accessibility issues and availability of other comparable facilities):

The service area is approximately coterminous with the above Census Tracts/Block Groups, as the park is a small scale neighborhood facility that does not offer dedicated parking. Usage is likely limited to the surrounding neighborhoods. Although there are other Block Groups that are within walking distance, excluding these areas does not affect eligibility, as those LMI percentages range from 60-90% LMI.

ACTIVITY/PROJECT BUDGET

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Budgets may be revised if project is not fully funded.

A. Construction Projects: Note, Federal wage rates may apply for some construction projects. You are strongly advised to speak with UPD staff before submitting a request for a physical project.			
Description	A	B	A + B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Hard Costs			
Purchase and installation	\$25,000		\$25,000
Other:			
<i>TOTAL HARD COSTS</i>			
Soft Costs			
Acquisition			
Appraisals			
Design			
Other:			
<i>TOTAL SOFT COSTS</i>			
TOTAL PROPOSED BUDGET:	\$25,000		\$25,000
B. Non-Construction Projects/Activities			
Description	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:			

* 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/ESG amounts requested in this application)

Funding Source:	Amount:	Committed or Pending?
Other Federal:		
State:		
City:		
Private:		
Total:		

Ash Street Futsal Court Service Area



1/29/2020, 6:58:33 PM

 LMISD by Block Group



Source: Esri, Digita

U.S. Department
City of Nashua, N

**CITY OF NASHUA
FY20 COMMUNITY DEVELOPMENT BLOCK GRANT
CITY-SPONSORED ACTIVITY REQUEST FORM**

In order for the Urban Programs Department to determine eligibility and to ensure we have the information required by HUD, please provide the following information.

Activity/project Name	<u>Sandy Pond Park improvements</u>
Requesting Department:	<u>Parks & Recreation</u>
Contact Person:	<u>Nick Caggiano</u>
Phone/email:	<u>589-3362; nickc@nashuanh.gov</u>
Total CDBG Amount Requested:	<u>\$35,000</u>

1. Activity Description:

Sandy Pond park is a small scale neighborhood park that offers a playground, fishing pier and splash pad. This park is in need of improvements including additional playground structures, a replacement fishing dock, fencing repair, signage, and walkway repairs. The park serves an area that is approximately 60% low-moderate income. CDBG funds would be applied to the cost of materials as well as construction of the fishing pier. To reduce costs, installation of the playground structures may be carried out by DPW personnel.

2. Accomplishment Type/Estimate of # benefitting (check all that apply):

- Low-Moderate Client: #People _____ or #Households _____
- Low-Moderate Job Creation: # jobs _____
- Low-Mod area benefit: Area served (i.e. Census/school district, etc.) 2300
- Elimination of slums/blight spot basis
- Elimination of slums/blight designated area
- Business Assistance: # Businesses _____
- Housing Units: # _____
- Public Facility Improvements: # _____

3. Check if any of the following beneficiary types will be assisted:

- Elderly
- Disabled
- Persons living with AIDS
- Family
- Homeless
- Other (specify): individuals

4. If the activity will benefit a low-moderate income area, is the service area primarily residential?

- Yes No N/A

5. Please attach a map and define the service area boundaries (i.e. census tract, school district, neighborhood, etc):

Census Tract 109, Block Groups 2 and 3; Tract 108, Block Group 6

6. Statement of service area determination (must include nature and location of the activity, accessibility issues and availability of other comparable facilities):

The service area approximately coterminous with the above Census Tracts/Block Groups, as the park is a small scale neighborhood facility. Given the unique features (fishing pier and mini splash pad), several surrounding blocks are likely to utilize this park. However usage is still likely limited to the immediate area, as parking is limited and general amenities are small in scale, with other parks located throughout the city.

ACTIVITY/PROJECT BUDGET

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Budgets may be revised if project is not fully funded.

A. Construction Projects: Note, Federal wage rates may apply for some construction projects. You are strongly advised to speak with UPD staff before submitting a request for a physical project.			
	A	B	A + B
Description	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Hard Costs			
Materials	\$35,000	In-kind	\$35,000
Other:			
<i>TOTAL HARD COSTS</i>			
Soft Costs			
Acquisition			
Appraisals			
Design			
Other:			
<i>TOTAL SOFT COSTS</i>			
TOTAL PROPOSED BUDGET:	\$35,000		\$35,000
B. Non-Construction Projects/Activities			
	A	B	A + B
Description	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET:			

* 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/ESG amounts requested in this application)

Funding Source:	Amount:	Committed or Pending?
Other Federal:		
State:		
City:		
Private:		
Total:		

Sandy Pond Park Service Approximate Area



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 LMISD by Block Group



Source: Esri, Digita

U.S. Department
City of Nashua, N

**CITY OF NASHUA
 FY20 COMMUNITY DEVELOPMENT BLOCK GRANT
 CITY-SPONSORED ACTIVITY REQUEST FORM**

In order for the Urban Programs Department to determine eligibility and to ensure we have the information required by HUD, please provide the following information.

Activity/project Name	<u>Los Amigos Park improvements</u>
Requesting Department:	<u>Parks & Recreation</u>
Contact Person:	<u>Nick Caggiano</u>
Phone/email:	<u>589-3362; nickc@nashuanh.gov</u>
Total CDBG Amount Requested:	<u>\$30,000</u>

1. Activity Description:

Last year the City launched "Your Voice, Your Choice" a project to engage the residents of the Tree Streets in directing an investment of \$25,000 to improve the neighborhood using the concept known as Participatory Budgeting. A list of potential projects was identified. The #1 item, a futsal court, was created on Ash Street, and funds were directed to the #2 project of community gardens. The #3 ranked project was improvements to Los Amigos park, also on Ash Street. The City is proposing to move forward with these improvements. Funds will cover the cost of new play structures (including delivery) only with installation performed by DPW personnel. See attached examples.

2. Accomplishment Type/Estimate of # benefitting (check all that apply):

- Low-Moderate Client: #People _____ or #Households _____
- Low-Moderate Job Creation: # jobs _____
- Low-Mod area benefit: Area served (i.e. Census/school district, etc.) 875
- Elimination of slums/blight spot basis
- Elimination of slums/blight designated area
- Business Assistance: # Businesses _____
- Housing Units: # _____
- Public Facility Improvements: # _____

3. Check if any of the following beneficiary types will be assisted:

- | | |
|---|---|
| <input type="checkbox"/> Elderly | <input type="checkbox"/> Family |
| <input type="checkbox"/> Disabled | <input type="checkbox"/> Homeless |
| <input type="checkbox"/> Persons living with AIDS | <input type="checkbox"/> Other (specify): individuals |

4. If the activity will benefit a low-moderate income area, is the service area primarily residential?

- Yes No N/A

5. Please attach a map and define the service area boundaries (i.e. census tract, school district, neighborhood, etc):

Census Tract 108, block Group 3 (97% low-moderate income area)

6. Statement of service area determination (must include nature and location of the activity, accessibility issues and availability of other comparable facilities):

The service area is coterminous with the above Census Tract, as the park is a small scale neighborhood facility. Users are likely limited to those in the immediately surrounding neighborhood, as other parks (with similar or better facilities) are located throughout the area.

ACTIVITY/PROJECT BUDGET

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Budgets may be revised if project is not fully funded.

A. Construction Projects: Note, Federal wage rates may apply for some construction projects. You are strongly advised to speak with UPD staff before submitting a request for a physical project.			
Description	A	B	A + B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Hard Costs			
Materials	\$30,000	In-kind	\$30,000
Other:			
<i>TOTAL HARD COSTS</i>			
Soft Costs			
Acquisition			
Appraisals			
Design			
Other:			
<i>TOTAL SOFT COSTS</i>			
TOTAL PROPOSED BUDGET:	\$ 30,000	\$ 30,000	\$ 30,000
B. Non-Construction Projects/Activities			
Description	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:			

* 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/ESG amounts requested in this application)

Funding Source:	Amount:	Committed or Pending?
Other Federal:		
State:		
City:		
Private:		
Total:		

Los Amigos Park Service Approximate Area



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 LMISD by Block Group

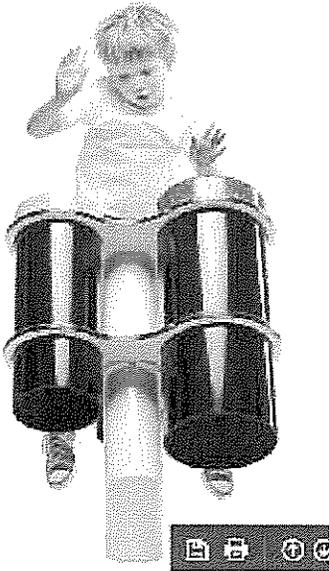


Source: Esri, Digita

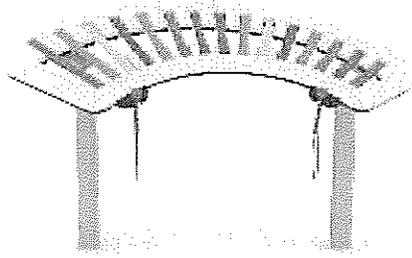
U.S. Department

Los Amigos Park Equipment

Examples



Congas



Concerto Vibes



Small Cabasa

Small Cabasa



Utility Slide Climber

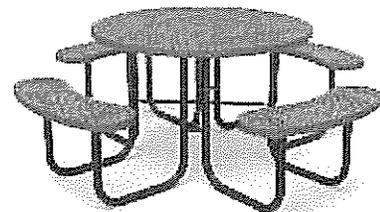


Sidewinder Cycle with Sidecar

- Goals: Cooperative Play and Social Interactions
- Physical: Rocking
- Challenge Level: 1



Sidewinder



Round Table

**CITY OF NASHUA
FY20 COMMUNITY DEVELOPMENT BLOCK GRANT
CITY-SPONSORED ACTIVITY REQUEST FORM**

In order for the Urban Programs Department to determine eligibility and to ensure we have the information required by HUD, please provide the following information.

Activity/project Name	<u>Housing Improvement Program – Owner Occupied</u>
Requesting Department:	<u>Urban Programs Department</u>
Contact Person:	<u>Carrie Schena, Manager</u>
Phone/email:	<u>589-3087; schenac@nashuanh.gov</u>
Total CDBG Amount Requested:	<u>\$75,000</u>

1. Activity Description:

Financial and technical assistance to eligible, low-moderate income, owner-occupants in the form of deferred payment (0% interest) loans for essential repairs of 1-4 family residential properties. Minor rehab including code and safety corrections, repairs, accessibility, etc. Minor emergency repairs of \$1,000-\$5,000 may be awarded as a grant for owners earning less than 30% AMI.

Repayment of prior rehab loans, in excess of annual estimated program income, shall be added to this loan pool during the program year (repaid loans shall be pro-rated 50/50 between owner and rental program)

2. Type of activity benefit:

- Low-Moderate Income Clients (individuals) Low-Mod Job Creation (individuals)
 Low-Mod area benefit Elimination of slums/blight

3. If the activity will benefit low-moderate income individuals, complete the following section. These estimates will be used to measure outcome performance.

a. Total number of persons served: 10 households (approx.)

At or below 30% of area median income	<u>2</u>
31 – 50% area median income	<u>4</u>
51% - 80% area median income	<u>4</u>

b. Type of Beneficiary:

- Elderly Family
 Disabled Homeless
 Other (specify): Persons living with AIDS

4. If the activity will benefit a low-moderate income area, is the service area primarily residential?

- Yes No N/A

5. Please attach a map and define the service area boundaries (i.e. census tract, school district, neighborhood, etc):

N/A

6. Statement of service area determination (must include nature and location of the activity, accessibility issues and availability of other comparable facilities):

N/A

ACTIVITY/PROJECT BUDGET

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Budgets may be revised if project is not fully funded.

A. Construction Projects: Note, Federal wage rates may apply for some construction projects. You are strongly advised to speak with UPD staff before submitting a request for a physical project.

Description	A	B	A + B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Hard Costs			
Construction	75,000		
Other:			
<i>TOTAL HARD COSTS</i>			
Soft Costs			
Acquisition			
Appraisals			
Design			
Other:			
<i>TOTAL SOFT COSTS</i>			
TOTAL PROPOSED BUDGET:	75,000		

B. Non-Construction Projects/Activities

Description	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:	\$75,000		

* 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/ESG amounts requested in this application)

Funding Source:	Amount:	Committed or Pending?
Other Federal:		
State:		
City:		
Private:		
Total:		

**CITY OF NASHUA
FY20 COMMUNITY DEVELOPMENT BLOCK GRANT
CITY-SPONSORED ACTIVITY REQUEST FORM**

In order for the Urban Programs Department to determine eligibility and to ensure we have the information required by HUD, please provide the following information.

Activity/project Name	<u>Housing Improvement Program – Rental Rehab</u>
Requesting Department:	<u>Urban Programs Department</u>
Contact Person:	<u>Carrie Schena, Manager</u>
Phone/email:	<u>589-3087; schenac@nashuanh.gov</u>
Total CDBG Amount Requested:	<u>\$110,000</u>

1. Activity Description:

Last fiscal year the City piloted a rental rehab program. As of this application, the full amount allocated (\$54,894) has been used, reflecting 7 units. The total amount leveraged through owner contribution was \$70,078, far exceeding the required 10% match. Other funds leveraged to these three projects include city of Nashua Lead Paint & Healthy Homes grants totaling \$55,000; and \$33,000 of State of NH Lead Paint loan funds (though NHHFA).

The pilot was successfully implemented and as we hoped was used as a tool to greatly improve the condition of existing rental units. Staff provided all expertise and worked to weave the various funding sources together, acting as the project managers ensuring work was carried out and invoices paid.

The program offers deferred payment (0% interest) loans for essential repairs of residential rental properties containing 1-8 units. Properties must be occupied by income eligible tenants; rents charged must not exceed HUD published fair market rents; and owners must provide a 10% match based on total project cost. Each owner may receive only one loan per year capped at \$20,000 for one unit plus \$5,000 for each additional unit. Properties located in the City's lowest income census tracts will receive priority (i.e. French Hill, Crown Hill and Tree Streets neighborhoods)

The City requests to continue this program addressing an unmet need in correcting substandard rental housing, as identified in the Consolidated Plan.

2. Type of activity benefit:

- Low-Moderate Income Clients (individuals) Low-Mod Job Creation (individuals)
 Low-Mod area benefit Elimination of slums/blight

3. If the activity will benefit low-moderate income individuals, complete the following section. These estimates will be used to measure outcome performance.

a. Total number of persons served: 10 households

At or below 30% of area median income	<u>2</u>
31 – 50% area median income	<u>4</u>
51% - 80% area median income	<u>4</u>

b. Type of Beneficiary:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Elderly | <input checked="" type="checkbox"/> Family |
| <input checked="" type="checkbox"/> Disabled | <input type="checkbox"/> Homeless |
| <input type="checkbox"/> Other (specify): | <input type="checkbox"/> Persons living with AIDS |

4. If the activity will benefit a low-moderate income area, is the service area primarily residential?

- Yes No N/A

5. Please attach a map and define the service area boundaries (i.e. census tract, school district neighborhood, etc): N/A

6. Statement of service area determination (must include nature and location of the activity, accessibility issues and availability of other comparable facilities): N/A

ACTIVITY/PROJECT BUDGET

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Budgets may be revised if project is not fully funded.

A. Construction Projects: Note, Federal wage rates may apply for some construction projects. You are strongly advised to speak with UPD staff before submitting a request for a physical project.

Description	A	B	A + B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Hard Costs			
Construction	110,000		
Other:			
<i>TOTAL HARD COSTS</i>			
Soft Costs			
Acquisition			
Appraisals			
Design			
Other:			
<i>TOTAL SOFT COSTS</i>			
TOTAL PROPOSED BUDGET:	\$110,000		

B. Non-Construction Projects/Activities

Description	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:			

* 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/ESG amounts requested in this application)

Funding Source:	Amount:	Committed or Pending?
Other Federal:		
State:		
City:		
Private:		
Total:		



**CITY OF NASHUA, NEW HAMPSHIRE
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021 REQUEST FOR PROPOSAL APPLICATION**
(Please submit only this section forward)

APPLICANT INFORMATION

Organization Boys & Girls Club of Greater Nashua		Tax ID 23-7058376	
Name of Program Pool Renovation Project Phase II			
Agency Address One Positive Place, Nashua, NH 03060			
Contact Person Norm Bouthilette		Phone (603) 883-0523	
E-Mail nbouthilette@bgcn.com		Website www.bgcn.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"/> Unit of Government	
<input type="checkbox"/> Faith-based Organization	<input type="checkbox"/> Institution of Higher Education		
*DUNS # 040230062		*SAM.gov Expiration Date 1/8/2020	

Important notice regarding mandatory federal reporting requirements: The Federal Funding Accountability and Transparency Act require sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit: http://www.grants.gov/applicants/request_duns_number.jsp and www.SAM.gov. Completing these registration processes is free, but may take several weeks to complete. The City will not commit funds without this information.

PROJECT INFORMATION

Amount of CDBG funds requested for activity/project: \$
Address of activity (if different from agency address):
Provide a <u>brief</u> summary of the activity for which the funds are requested: (i.e. Roof Replacement) Grouting and resealing the tiled deck of our indoor pool and renovating locker rooms
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) Public Facility Improvement Need (i.e. Improve the quality of existing housing stock) Improve safety of facility serving hundreds of children each day.
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 Number of clients 31 – 50% area median income Number of clients 51% - 80% area median income
Beneficiary type: <input type="checkbox"/> Elderly <input checked="" type="checkbox"/> Family <input type="checkbox"/> Disabled <input type="checkbox"/> Homeless <input type="checkbox"/> Persons living with AIDS

Other (specify): Youth

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

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

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, attach any quotes you have obtained, and photos showing the work area/need.

Safety is a top priority for the Boys & Girls Club of Greater Nashua. Our annual safety assessment prioritizes areas of concern; the assessment identified the need to renovate the pool in order to keep our young Club members safe. We recently raised \$160,000 through a combination of private donors, grants, and tax credit sales to renovate the pool's systems and ceiling, which constituted Phase I of this renovation project. These renovations included a digital chemical controller and a variable frequency drive, new filter media for our sand filter, regrouting the interior of the pool, painting the pool room, and replacing the ceiling tiles. We chose to group these procedures together because they require the complete draining and subsequent refilling of the pool. Phase II of the plan includes painting the locker rooms and grouting and resealing the pool's tiled deck. We need to have the pool deck regROUTED and resealed to prevent pooling of water, slippery surfaces, and loose tiles. We need to keep our locker rooms clean and updated, including the locker room walls as well as the lockers themselves. Guarino's Swimming Pool Services, Inc. provided us with a quote reading that the re-grout and re-seal would cost \$33,522. Turnstone Corporation provided a cost estimate for painting the locker rooms and the lockers themselves. Painting the locker rooms would cost \$14,520; painting the lockers, which would require electro-static paint to adhere to the metal surfaces, would cost \$20,331. These estimates are attached, though note that they include cost estimates for other parts of the project which have already been completed. Our total ask to help us complete Phase II comes to \$68,373.

Our pool is used year round, with details of participation included below***. Pool time is enjoyed by our Club members for open swim, swim lessons and water safety lessons, and competitive and synchronized swim teams which help us encourage youth to seek active lifestyles, as well as local school swim teams and party rentals. We offer use of our pool at no cost for diving, scuba, and rescue practice to first responders in the city of Nashua. Outside swim teams from the schools, tri-meets with schools from the surrounding towns, and adult swim teams meeting when children are in school provide a moderate but much-needed revenue stream for our programs which helps cover the pool's operational costs. In order to attract and retain outside swim teams as well as young Club swimmers seeking Healthy Lifestyles as well as donors seeking to fund such activities, we need to keep the

pool and pool area safe, clean, and aesthetically pleasing. The locker rooms have not been updated since 1996 and require much-needed attention to keep them up to our standards, and the pool deck has not been renovated in over 10 years and will soon grow slippery and unsafe.

Our pool is the most accessible pool in the city of Nashua because we keep rental rates low, we offer open swim time to our Club members at no cost beyond their annual \$35 membership fees (which about 40% receive partial/full scholarships for), and we provide free transportation and meals to our members to further break down barriers of participation. Keeping our pool safe, updated, and attractive is one of many ways we help develop Healthy Lifestyles and continue to do Whatever It Takes to Build Great Futures.

***We conducted a study of pool usage from April 2018 through April 2019 which counted unduplicated individual use of the pool. This unduplication means that, for instance, if a child is on the Nashua South Swim Team, participates in Synchronized Swim Team at the Club, and also goes to our open swim recreational time, they are only represented once on this report. The results are below, with the numbers after each group representing the total unduplicated individuals represented.

BGCGN Programs:

1. PRIDE Swim team: 77
2. Synchro Swim team: 26
3. Swim lessons: 110
4. Open swim: 313

BGCN Total: 529

Rentals--see note 1, below

1. Nashua High School North Swim Team: 47
2. Nashua High School South Swim Team: 39
3. Hollis Brookline High School Swim Team: 44
4. Bishop Guertin High School Swim Team: 41
5. Alvirne High School Swim Team: 29
6. Nashua High School North Dive Team: 6
7. Nashua High School South Dive Team: 6
8. Windham High School Dive Team: 11
9. YMCA: 35
10. Penguins Master Swim Programs: 31
11. Special Olympics: 33

Total: 312

Visiting Swim Teams at hosted meets: 5 tri-meets, each 3 teams of 26, Total: 390

Keystone Club Birthday Parties (note 2), Total: 337

First Responder Practice

1. Police Dive Team: 8

2. Fire and Rescue: 12

Total: 20

Grant Total: 1,588

Note 1: The Club rents out the pool to nearby high school teams. Additionally, the Penguins Master Swim Program is a rental by adults in the community who swim laps in the morning before work. Last year, the YMCA swim team rented our pool for practice while theirs was being renovated.

Note 2: Our Keystone Youth Leadership group hosts birthday party rentals of the Teen Center and Pool for community members, which provides the Keystone Club some income for their service projects and lets them practice their hospitality skills.

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
<p>Children and families will be safer (and will feel safer) and will attend the Club, allowing Club members to attain success in three key areas:</p> <ol style="list-style-type: none"> 1. Achieving Academic Success 2. Developing Good Character 3. Choosing Healthy Lifestyles 	<p>To measure these successes, we will track attendance and participation of our Club members and will record their answers to our annual survey tracking key initiatives. The results will be:</p> <ol style="list-style-type: none"> 1. 1,000 youth will participate in Academic Success programs throughout the year, such as homework help. 2. At least 40% of surveyed teenagers will report volunteering at least monthly. 3. At least 50% of youth will report that they engaged in at least one hour of physical activity on five different days during the previous week.

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 <small>Note: Federal wage rates may apply for some construction projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.</small>			
Construction	\$68,373.00	\$160,533.23	\$228,906.23
Other (list) ADA Chairlift		\$7,000	\$7,000
<i>Total Hard Costs</i>			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other (list):			
<i>Total Soft Costs</i>			
TOTAL PROPOSED BUDGET:	\$68,373	\$167,533.23	\$235,906.23

Please provide lump sum amounts of non-CDBG funding toward the project. HUD is requesting we collect "other funding sources" prior to setting activities in IDIS, therefore please be certain to complete this section.

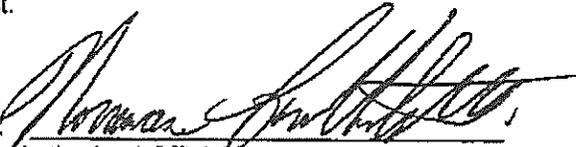
Funding Source:	Amount:	Committed or Pending? <small>(Click to select)</small>
Other Federal:		Committed
State: CDFA Tax Credits	\$96,000	Committed
Local:		Committed
Private: Private donors	\$71,533	Committed
Total:	\$167,533	Committed

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 7/1/19 to 6/30/20	Current Year	Next year
REVENUES		
Federal Funds	\$307,500	\$305,000
State Funds	\$215,600	\$225,000
Foundations/Private Contributions	\$557,548	\$575,000
United Way	\$44,500	\$44,500
Fundraising or other income	\$2,112,636	\$2,150,000
Other (describe)		
Community Dev. Block Grant (include anticipated request)	\$0	\$68,373
TOTAL REVENUE		
EXPENSES		
Salaries	\$1,677,724	\$1,700,000
Fringe Benefits	\$258,983	\$260,000
Supplies (include printing/copying)	\$23,235	\$24,000
Travel	\$91,211	\$93,000
Training	\$63,517	\$65,000
Communications	\$74,397	\$75,000
Audit	\$27,324	\$30,000
Property Maintenance	\$126,700	\$135,700
Service Contracts	\$56,056	\$60,000
Construction Supplies/Materials	\$0	\$68,373
Other (describe) Utilities, insurances, food program expense, fundraising exp, bank charges, depreciation, rent	\$838,221	\$840,000
TOTAL EXPENSES	\$3,237,368	\$3,342,073
NET (Income - Expenses)	\$416	\$16,800

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
 Date: 12/19/19
 Norman Bouthiette CEO
 Print Name & Title



12 Esquire Road, North Billerica, MA 01862
Toll Free- 800.649.8080 Fax- 978-670-6319
WWW.SSGPools.com

Boys & Girls Club of Greater Nashua
47 Grand Avenue
Nashua, NH 03060
nbouthilette@bgcn.com

3/7/2019

Scope of Work

Furnish budget numbers for upgrades to mechanical room

- **Option A: Change Media in Sand Filter** **\$8,974.53**
Remove existing sand and gravel media utilizing a mobile vacuum truck
Inspect all laterals and replace if needed (additional cost of \$25.00 per lateral to replace)
Install new manway gasket
Install new glass media
Restart and backwash system

- **Option B: Variable Frequency Drive** **\$1,885.00**
Install new Yaskawa 1000 Variable Frequency Drive to control pump speed and enhance energy savings

- **Option C: Chemical Controller** **\$3,186.27**
Remove existing chemical controller
Install new DCM2 Chemical Controller controls ORP and pH, ethernet interface for monitoring

- **Option D: Main Drain Hardware** **\$355.00**
Remove existing main drain hardware and replace with new for compliancy according to the manufacturer's specifications and VGB standards. Hardware change to be done while pool is drained - no additional diver required.

- **Option E: Acid Wash Pool Interior w/o Re-grout**** **\$6,490.00**
Draining of the pool
Mild acid wash of the interior to remove staining
Initial startup and initial startup chemicals included

- Option F: Re-grout of Swimming Pool Interior** \$33,690.00
 Draining of the pool
 Complete acid wash of the interior to prep for re-grout
 Supply and install new grout that is specifically designed to re-grout existing swimming pool tile (White grout)
 Initial startup and initial startup chemicals included

- Option G: Re-grout of Swimming Pool Deck \$33,522.00
 Deck preparation
 Re-grout with Laticrete Permacol or Grout
 Application of grout sealer

- Option H: Re-sealing of Swimming Pool Deck Only \$10,970.00
 Deck preparation
 Re-seal swimming pool deck

- Option I: Robotic Cleaner \$4,750.00
 Wave 150 Robotic Cleaner
 Includes setup and training
 Onsite repairs, if needed. No sending the unit back to repair station

** Boys and Girls Club of Nashua is responsible for the cost of refilling pool.
Estimated cost of \$7,650.00

Prices Do Not Include:

- Electrical work needed for VFD installation. We can meet onsite with a licensed electrician to go over requirements.
- Networking / VPN requirements for controller communications. We can meet onsite with IT department for requirements.
- Any service work above and beyond this quote. Additional service requests will be billed at \$220.00 per hour.

Thank you,

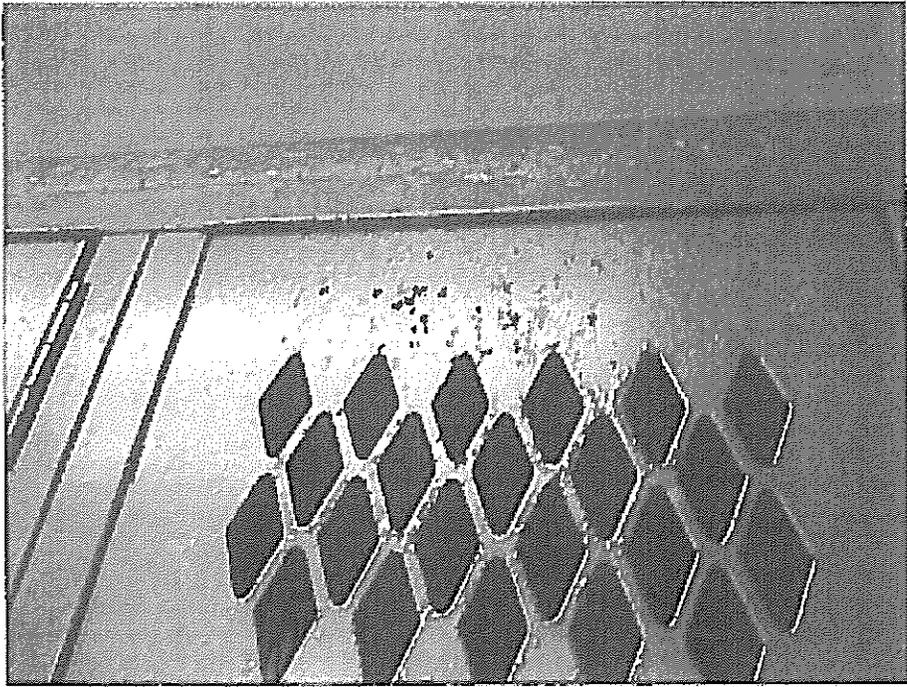
Eric Parker
 Commercial Development Group
 Guarino's Swimming Pool Service Inc.
 South Shore Gunitite Pools and Spas Inc.
 12 Esquire Road
 North Billerica, MA 01862
 Email: eparker@ssgpools.com
 Phone: 774-276-7331

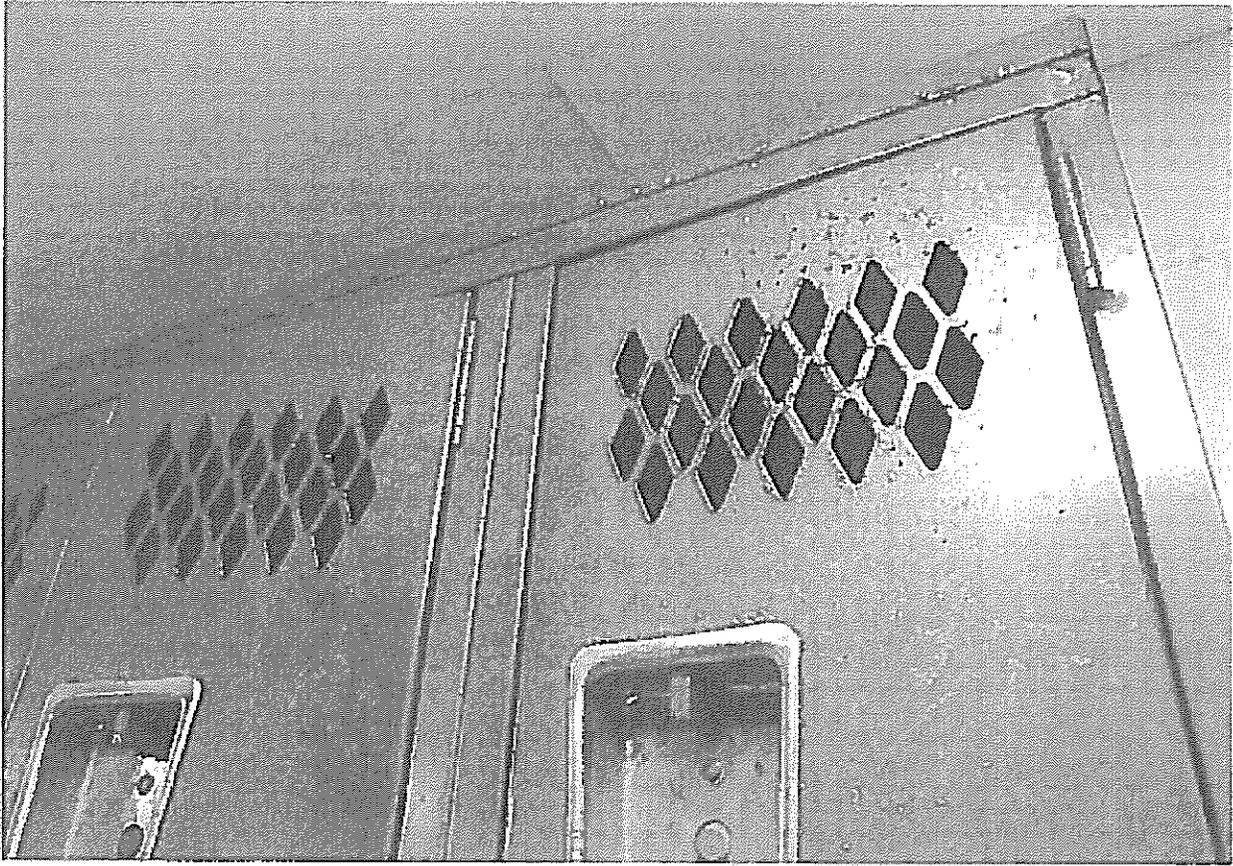


Metal Liner Panels	2050 sf	15 \$	30,750
Lift Time	1 wee	3000 \$	3,000
General Conditions	1 wk	7000 \$	7,000
Mark-up	10%	\$ 40,750 \$	4,075
Contingencies	10%	\$ 44,825 \$	4,483

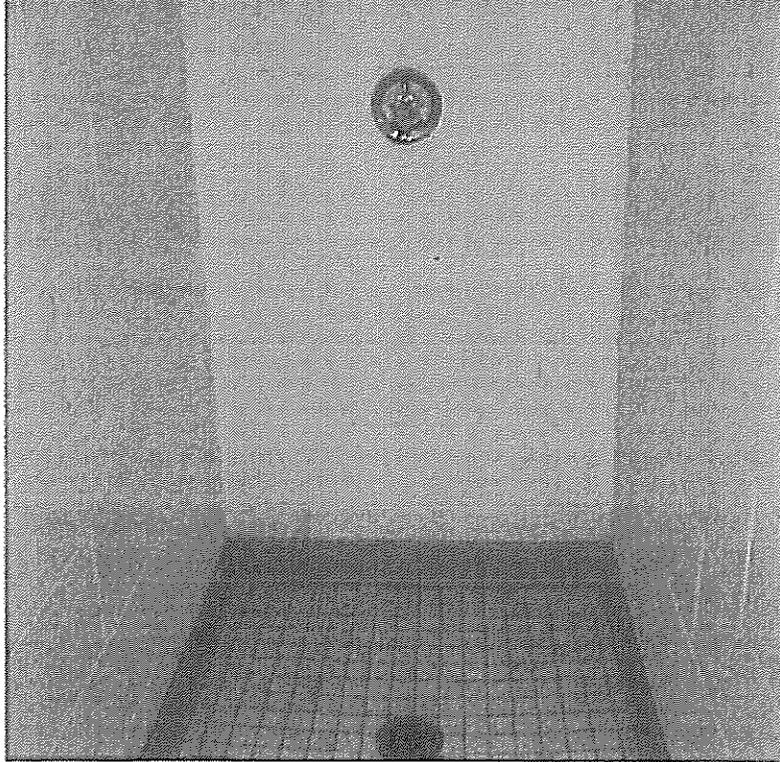
7	Lighting			\$	13,310
	Replace 25 Fixtures - Indirect Lighting	25 ea	300 \$	7,500	
	General Conditions	0.5 wk	7000 \$	3,500	
	Mark-up	10%	\$ 11,000 \$	1,100	
	Contingencies	10%	\$ 12,100 \$	1,210	

Locker Room Lockers

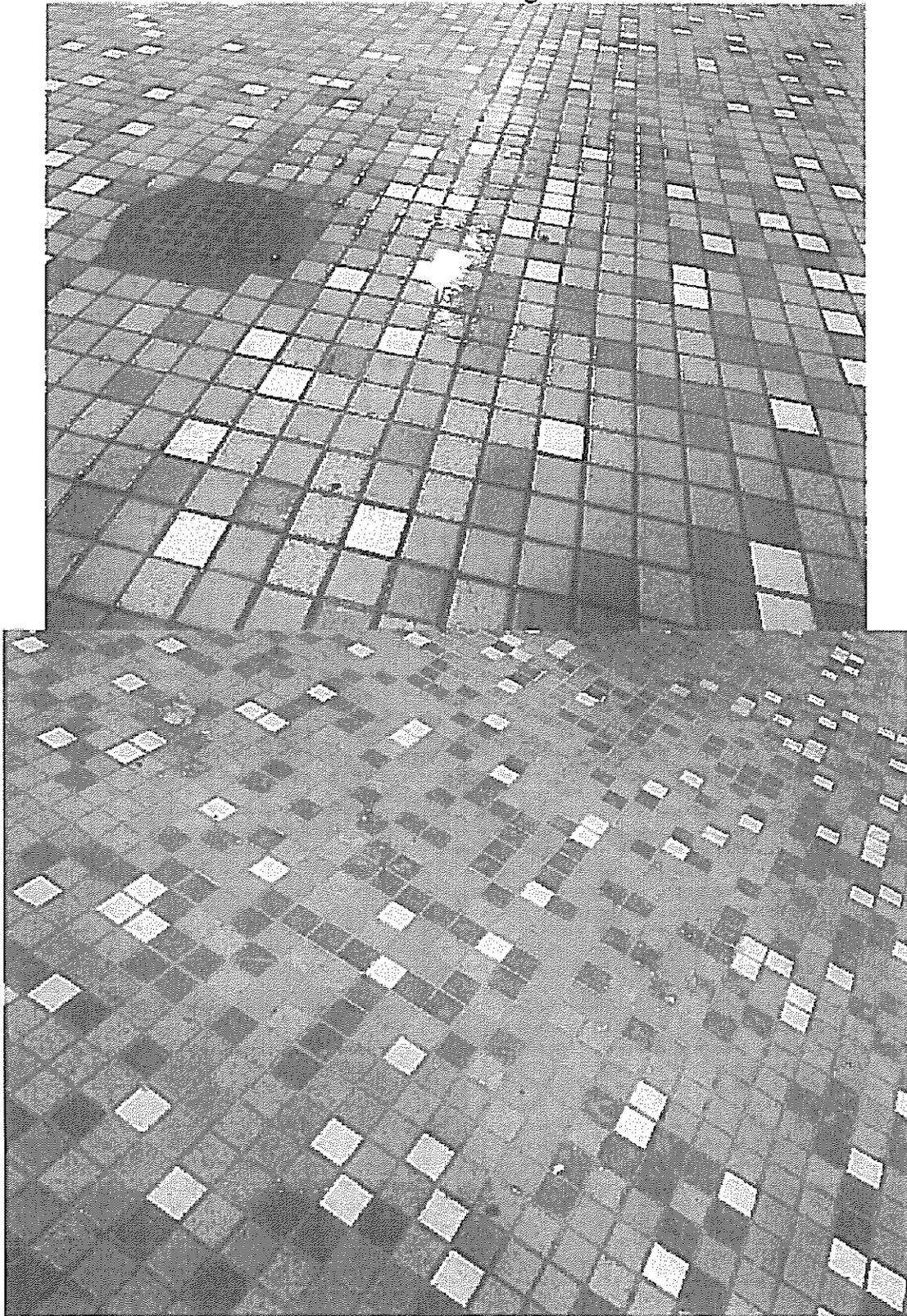




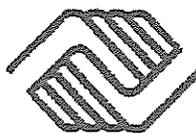
Locker Room Shower Stalls



Tiled Pool deck in need of regROUT and reSeal







**BOYS & GIRLS CLUB
OF GREATER NASHUA**

One Positive Place, Nashua, NH 03060-3165 • 603-883-0523 • Fax 603-883-1074 • www.bgcn.com

CHIEF EXECUTIVE OFFICER
Norman R. Southwelle

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Mary Jane King
Vice President
Steven J. Travaglini
Vice President
Jane E. Papia
Vice President
Alison E. Kalman
Treasurer
Kathleen Peahl
Secretary
Sal P. Magnano

**RECORD OF APPROVAL BY THE BOARD OF DIRECTOR PRESIDENT
Boys & Girls Club of Greater Nashua
December 19, 2019**

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Teresa A. Gariner
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*Deborah B. Novotny
Jane E. Papia
John Parker
Kathleen Peahl
Sharon A. Mertz
Reinhardt Ramos
Gary Thomas
Steven J. Travaglini

Authorized by Board President Mary Jane King:

Board approval for CEO/CVO to request Community Development Block Grant (CDBG) funds and act as an authority to allocate - The CDBG requires that the CEO/CVO have authorization to request funds from the City through the CDBG.

The Board of Directors affirms that the Chief Executive Officer, as described in his job description, has the authority and responsibility to attain and manage financial resources. This includes the authority to apply for grants from the City of Nashua and other governments as well as non-government organizations such as businesses, trusts, and foundations.

Mary Jane King
Chair, Board of Directors

BOARD OF ADVISORS

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GREAT FUTURES START HERE .
Remember the Boys & Girls Club in Your Estate Plans



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OF GREATER NASHUA

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December 19, 2019

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Kathleen Paahl
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Reinhardt Ramas
Gary Thomas
Steven J. Travaglini

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

To Whom It May Concern:

The Boys & Girls Club of Greater Nashua has formal policies that require disclosure of conflicts of interest by both employees and members of our Board of Directors. Members of the Board are reminded of this policy and are required, annually, to document in writing any conflicts or potential conflicts of interest. This is to certify, in the matter of a grant application by the Boys & Girls Club of Greater Nashua to the City of Nashua for a FY2021 Community Development Block Grant, that there has been no disclosure of a conflict of interest or a potential conflict of interest by a member of our Board of Directors or an employee.

Sincerely,

Norman Bouthilette
Chief Executive Officer

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Remember the Boys & Girls Club in Your Estate Plans



**CITY OF NASHUA, NEW HAMPSHIRE
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021 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 Transformational Housing - Norwell Heat Conversion Project	
Agency 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	*SAM.gov Expiration Date 05/07/2020

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PROJECT INFORMATION
Amount of CDBG funds requested for activity/project: \$ 60,000
Address of activity (if different from agency address): 12 Concord Street, Nashua
Provide a <u>brief</u> summary of the activity for which the funds are requested: (i.e. Roof Replacement) To convert the heating and hot water systems of a Transformational Housing Unit that is home to 8-13 homeless families headed by single mothers annually from radiant electric heat to natural gas.
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) Need (i.e. Improve the quality of existing housing stock) Improve Quality of Existing Affordable Housing Stock
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 15 Number of clients 31 – 50% area median income 8 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: 8 units in group style setting 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
Complete Phase 1 of Heating Renovation	Once CDBG funding has been secured, we would like to implement the hot water and first floor heating renovations in Summer 2020 with a construction loan until CDBG funding is fully attained.
Complete Phase 2 of Heating Renovation	Summer of 2022 once additional funding is secured

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, attach any quotes you have obtained, and photos showing the work area/need.

The Norwell Home property currently serves as Phase I of the Front Door Agency's Transformational Housing Program. It provides housing for 8 families headed by single mothers and their children at one given time and includes four staff offices and a staff apartment to ensure 24/7 staff coverage. Each family is provided a two-room suite with a 1/2 bath that is fully private and residents share common kitchen and living room facilities. Families are charged \$360/mth and includes all utilities while they are active in educational pursuits, therapy, recovery in order to stabilize, transform and ultimately reach independence.

The building is currently heated by radiant electric heat in its ceilings and does not have effective air conditioning. It also includes laundry facility for its 8 families. The monthly costs to heat this property and provide the hot water necessary are exorbitant, with families and staff still feeling cold. With the improvements to Concord Street made two years ago, the Agency had natural gas line extended to building. We have received two quotes to date to include complete conversion of the system to include hot water tanks, compressors, and air conditioning. We know that once the conversion is complete, it will save the Agency a significant amount of money and we can keep the rents to this extremely affordable level.

With the cost of the complete heating conversion high, we plan to do this in two phases based on fundraising achievements. To date we have secured \$33,500 in funding from private foundations and with the CDBG funding would provide enough funding necessary to complete Phase I of the project, which totals per the quotes included nearly \$80,000. The total project costs is estimated to be between \$200,000-\$233,000 per quotes 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
Affordable rents will be maintained as a reduction in overall utility costs will allow rents to remain level at \$360/mth level.	8 units of affordable housing will serve 23 single mothers and their children who are 200% of poverty level.

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.

<i>A. Non-Construction Projects/Activities (i.e. job creation, economic development projects)</i>			
	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:			
<i>B. Construction Projects</i>			
	A	B	A + B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
<i>Hard Costs</i> <u>Note:</u> Federal wage rates may apply for some construction projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction			
Other (list) Heat Conversion	60,000	173,000	233,000
<i>Total Hard Costs</i>			
<i>Soft Costs</i>			
Acquisition			
Appraisals			
Design/Engineering			
Other (list):			
<i>Total Soft Costs</i>			
TOTAL PROPOSED BUDGET:	60,000	173,000	233,000

Please provide lump sum amounts of non-CDBG funding toward the project. HUD is requesting we collect "other funding sources" prior to setting activities in IDIS, therefore please be certain to complete this section.

Funding Source:	Amount:	Committed or Pending? (Click to select)
Other Federal:		Committed
State:		Committed
Local:		Committed
Private: Madeline Von Webber Cogswell; McInnich Foundations	30,000	Committed

Total:	30,000	Committed
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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 7/1/2019 to 06/30/2020	Current Year	Next year
REVENUES		
Federal Funds		
State Funds	603975	603975
Foundations/Private Contributions	274500	205000
United Way	40000	38500
Fundraising or other income	423000	430000
Other (describe) Rental Income; other	195850	199500
Community Dev. Block Grant (include anticipated request)		60000
TOTAL REVENUE		
EXPENSES		
Salaries	635000	659000
Fringe Benefits	76650	80000
Supplies (include printing/copying)	48000	49000
Travel	5000	5000
Training	8500	8500
Communications		
Audit	9500	12500
Property Maintenance	54000	57000
Service Contracts		
Construction Supplies/Materials	75000	60000
Other (describe) Direct Client Assistance; Restricted Donations; Interest expense; Bad Debt; Operational Expenses; insurance;	630675	633500
TOTAL EXPENSES	1542325	1564500
NET (Income - Expenses)	(5,000)	(27,525)

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

12/18/19
 Date

Maryse Hirsh, CEO
Print Name & Title



HVAC BUDGET ESTIMATE PROPOSAL

May 10, 2018
Page 1 of 2

Front Door Agency
7 Concord Street
Nashua, NH 03064

Attn: Maryse Wirbal

Re: Heating system conversion from electric to natural gas.
Norwell Home, 12 Concord Street.

We hereby submit specifications and estimates for:

Furnish and Install HVAC system as outlined below. High efficiency condensing gas boiler with four forced air heating zones. Three air handlers to be located in the attic with the boiler and one air handler located in the basement. The existing two energy recovery ventilation units in the attic are to be tied into the three attic air handlers. Ventilation for the air handler located in the basement to be provided by a new energy recovery ventilation unit located in the basement. The domestic water heaters in the basement are to be replaced with an indirect water heater as part of the gas boiler heating system. A sealed combustion domestic water gas heater is to replace the existing laundry room water heater.

Installation to include:

- Furnish and install boiler, four air handlers, glycol/water brazed plate heat exchanger, hydronic heating pumps, hydronic specialties, two domestic water heaters, thermostats, control wiring, ductwork systems, hydronic piping, gas piping from meter to boiler, duct/piping insulation, system design drawing, systems start-up, testing and balancing.

Installation does not include:

- Power wiring, attic access plywood planking, cutting, patching and painting.
The electric heat is to remain for the suite restrooms.

We propose hereby to furnish material and labor for the electric to natural gas heating conversion - complete in accordance with the above specifications for the sum of:

One Hundred Ninety Eight Thousand Nine Hundred00/100 (\$198,900.00)

Add for providing air condition to the four heating zones:

Thirty Four Thousand Nine Hundred Dollars.....00/100 (\$34,900.00)

Total Budget Estimate:

Two Hundred Thirty Three Thousand Eight Hundred Dollars.....00/100 (\$233,800.00)



Payment to be made as follows:

Monthly progressive payments, in full upon completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature _____



Michael A. Haase

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

Date _____ Signature _____



GAS
SPACE HEATING
DOMESTIC HOT WATER
PHASE ONE PROPOSAL
REVISED 6/7/19

March 1, 2019
Page 1 of 2

Front Door Agency
7 Concord Street
Nashua, NH 03064

Attr: Maryse Wirbal

Re: Heating and plumbing system conversion from electric to natural gas.
Norwell Home, 12 Concord Street

We hereby submit specifications and estimates for:

Furnish and Install Phase One HVAC system and domestic water heaters as outlined below. One HTP model UFT-199 high efficiency condensing gas boiler, two 60 gallon indirect domestic water heaters and one hydro-air fan coil to serve the first floor common areas. The existing two energy recovery ventilation units in the attic are to remain as is. Ventilation for the air handler located in the basement to be provided by a new energy recovery ventilation unit located in the basement.

Installation to include:

- o Furnish and install gas fired condensing boiler, one hydro-air fan coil, hydronic heating pump, hydronic specialties, domestic water heaters with pump, thermostat, control wiring, sheet metal ductwork system for the hydro-air fan coil, hydronic heating piping, gas piping from meter to boiler, duct/piping insulation, system design drawing, systems start-up, testing and balancing.

Installation does not include:

- o Power wiring, cutting of floor/walls, patching and painting.
- o Air condition for the common space system is not included in this phase.
- o The electric heat is to remain for the suites and their restrooms.
- o The electric domestic water heater for the laundry facilities is to remain.

We propose hereby to furnish material and labor for Phase One of the the electric to natural gas heating conversion – complete in accordance with the above specifications for the sum of:

Fifty Four Thousand Five Hundred00/100 (\$54,500.00)

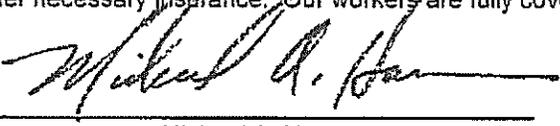
Adding AC to the common area: (\$5,000.00)

Total common area HTG/AC/ERV/DWH for the sum of (\$59,500.00)

Payment to be made as follows:

Monthly progressive payments, in full upon completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature 
Michael A. Haase

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

Date _____ Signature _____

Option 1 approach:

Phase one gas HTG/ERV and DHW for common area only:	\$54,500.00
Phase two adding AC for common area only:	\$5,000.00
Phase three HTG and AC budget cost for the rest of building:	<u>\$174,300.00</u>
Total project budget cost:	\$233,800.00

Option 2 approach:

Phase one AC/ERV for common area only:	\$32,000.00
Phase two adding gas HTG and DHW for common area only:	\$27,500.00
Phase three HTG and AC budget cost for the rest of building:	<u>\$174,300.00</u>
Total project budget cost:	\$233,800.00





ZONE 5
SECONDFLOOR COMMON ROOM
AC SYSTEM PROPOSAL

October 10, 2019

Front Door Agency
7 Concord Street
Nashua, NH 03064

Attn: Maryse Wirbal, Kevin Gagnon

Re: Air Conditioning of the second floor addition Common Room.
Norwell Home, 12 Concord Street, Nashua, NH.

We hereby submit specifications and estimates for:

Furnish and install one 1.5 ton hydro-air fan coil and condensing unit to serve the second floor common room also referred to as Zone 5. Outside air to be ducted from the existing energy recovery ventilation unit in the attic to the new fan coil unit also located in the attic.

Installation to include:

- o Furnish and install equipment listed above, thermostat, control wiring, sheet metal attic ductwork system for the hydro-air fan coil, ductwork insulation, refrigerant piping, condensate piping, "Hide-a-line" exterior piping covering, AC system start-up, testing and balancing. Gas fired hot water heating to be added to this fan coil at some time in the future.

Installation does not include:

- o Power wiring, cutting of ceiling/walls, patching and painting.

We propose hereby to furnish material and labor complete in accordance with the above specifications for the sum of:

Seventeen Thousand One Hundred00/100 (\$17,100.00)

Payment to be made as follows:

Monthly progressive payments, in full upon completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature _____

Michael A. Haase

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

Date _____ Signature _____



FOUR OFFICES
DUCTLESS HEAT PUMP PROPOSAL

October 10, 2019

Front Door Agency
7 Concord Street
Nashua, NH 03064

Attn: Maryse Wirbal, Kevin Gagnon

Re: Heating and Air Conditioning of four first floor offices.
Norwell Home, 12 Concord Street, Nashua, NH.

We hereby submit specifications and estimates for:

Furnish and install four 3/4 ton wall mounted indoor ductless heat pumps and two 1.5 ton outdoor units.
The offices to meet the requirements of natural ventilation from the existing openable windows.

Installation to include:

- Furnish and install equipment listed above, thermostats, control wiring, refrigerant piping, condensate piping, "Hide-a-line" exterior piping covering, heat pump system start-up, testing and balancing. Bathrooms heat to remain as electric ceiling radiant panels.

Installation does not include:

- Power wiring, cutting of exterior walls, fencing in the outdoor unit located in the play area, patching and painting.

We propose hereby to furnish material and labor complete in accordance with the above specifications for the sum of:

Eleven Thousand One Hundred00/100 (\$11,100.00)

Payment to be made as follows:

Monthly progressive payments, in full upon completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature [Signature]
Michael A. Haase

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

Date _____ Signature _____



Jerry Daley & Sons Plumbing & Heating, Inc.

91 Tyngsboro Road
N. Chelmsford, MA 01863

OFFICE 978-251-4721

CELL 508-509-2787

FAX 978-710-5917

jerrydaley@jerrydaleyplumbing.com

www.JerryDaleyPlumbing.com

PROPOSAL AND ACCEPTANCE

PROPOSAL SUBMITTED TO:

Front Door Agency
7 Concord St.
Nashua, NH 03064
Attn: Kevin Gagnon
603-759-2809
ppnter@comcast.net

Page 1 of 2

7/18/18

Job: Front Door Agency
12 Concord St.
Nashua, NH

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

1st Floor HVAC

- Install 1 – 14 ton LG Heat Pump Outdoor Condenser
- Install 15 – LG Indoor Mini-Split Wall Units
- Install all Line sets, Condensate Pumps, and Drain Piping for 15 – Mini-Split Units
- Install 15 Individual Thermostats for 1st Floor System
- Install all Slim Line Duct in Hallways to conceal all Line Sets, Drains, and Electrical Work
- Install Fresh Air Ductwork from existing Fresh Air Unit in Attic to First Floor
- Drill and core all holes to perform work
- Electrician to wire all Condensers, Mini Splits, Thermostat wires, and all electrical controls
- LG Representative to train Front Door Employees on start-up and operations of all systems
- LG Representative to provide Commission Report to achieve 12 year warranties on systems
- Owner responsible for patching all holes and penetrations

Material & Labor:

\$106,000.00

2nd Floor HVAC

- Install 1 – 10 Ton LG Heat Pump Outdoor Condenser
- Install 3 – 3 Ton LG Air Handler Units in Attic
- Install all Insulated Duct Work, Duct Seal all Duct Work
- Install all Line sets, Drain Pans, Emergency Switches, and all Drain Piping for Air Handlers
- Install 3 – Return Grilles and Standard Ceiling Grilles
- Install 3 – Individual Thermostats for 2nd Floor Systems
- Install all Slim Line Duct in Hallways to conceal all Line sets, Drains, and Electrical work
- Install 2 – RHEEM Tankless On Demand Gas Fired Water Heaters
- Install Gas Piping for 2 Water Heaters
- Install Flue and Fresh Air Piping for 2 – Water Heaters
- Removal and disposal of existing Hot Water Storage Tanks
- Existing Electric Hot Water Heater to remain for Laundry

- Drill and core all holes to perform work
- Electrician to wire all Condensers, Air Handlers, Mini Splits, Thermostat wires, On Demand Water Heaters and all electrical controls
- LG Representative to train Front Door Employees on start-up and operations of all systems
- LG Representative to provide Commission Report to achieve 12 year warranties on systems
- Owner responsible for patching all holes and penetrations
- Mechanical, Plumbing, and Gas to include all permits, tests, inspections

Material & Labor:

\$103,650.00

WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR-COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATION, FOR THE SUM OF:

TWO HUNDRED NINE THOUSAND SIX HUNDRED FIFTY DOLLARS

\$209,650.00

PAYMENT TO BE MADE AS FOLLOWS:

Deposit of 1/3rd due upon ordering of all equipment. Following that, monthly progressive payments due within 15 days of invoicing.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature _____ 7/18/18
Gerald J. Daley, Owner/ President

Note: This proposal may be withdrawn by us if not accepted within 30 Days.

ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Contractor shall pay 2% rate of interest per month on all unpaid invoices after 30 days of invoice. Contractor agrees to pay for all costs and expenses, including attorney fees, incurred in the enforcement of this contract and the collection of any amounts due Daley Plumbing hereunder.

Date of Acceptance _____

Signature _____

Attendance:

Ackerman, Jessica	<input checked="" type="checkbox"/>	Connor, Carol	<input checked="" type="checkbox"/>	LaFleur, Linda	<input checked="" type="checkbox"/>	Shaw, Rob	<input checked="" type="checkbox"/>
Almeda, Erin	<input checked="" type="checkbox"/>	Flynn, Kevin	<input checked="" type="checkbox"/>	Liles, Tina-Marie	<input checked="" type="checkbox"/>	Swindler, Melissa	<input checked="" type="checkbox"/>
Anderson, Jed	<input checked="" type="checkbox"/>	Frasca, Nick	<input checked="" type="checkbox"/>	McGinley, David	<input checked="" type="checkbox"/>	Turcotte, Alyssa	<input checked="" type="checkbox"/>
Beaubien, Sue	<input checked="" type="checkbox"/>	Healy, Lyn	<input checked="" type="checkbox"/>	Monahan, Jeff	<input checked="" type="checkbox"/>	Wilcox, Chris	<input checked="" type="checkbox"/>
Botcheva, Maria	<input checked="" type="checkbox"/>	Joyce Hillis	<input type="checkbox"/>	Pollack, Meagan	<input checked="" type="checkbox"/>	Ziembra, John	<input checked="" type="checkbox"/>
Carlisle, Karen	<input type="checkbox"/>	Hussey, Cory	<input checked="" type="checkbox"/>	John Porter	<input checked="" type="checkbox"/>		
Chase, John	<input checked="" type="checkbox"/>	Kennedy, Bob	<input checked="" type="checkbox"/>	Razzaboni, Walter	<input checked="" type="checkbox"/>		

Staff:

Wirbal, Maryse	<input checked="" type="checkbox"/>	Nicole Ennis	<input checked="" type="checkbox"/>	Gagne, Rebecca	<input checked="" type="checkbox"/>	Kristy Besada	<input type="checkbox"/>
Sheree Sevigny	<input checked="" type="checkbox"/>	Michelle Toomey	<input type="checkbox"/>				

1. Welcome/Attendance Report

Linda Lafleur opened the meeting at 8:05 am. Erin gave the attendance report stating 24 members of 26 were in attendance representing a quorum.

2. From the Field...

Jessica mentioned that Boys and Girls Club auction raised over \$515K this year. The highest bidding item was a golf trip. They sold out this year for the first time. The NSKS auction was also well attended and was their top grossing event ever.

3. Consent Agenda

Lyn Healy made a motion to approve the consent agenda. Jeff Monahan seconded the motion. The motion passed unanimously.

4. Governance Committee Report

Linda reviewed the results from the October meeting where board members had indicated suggested changes for meetings and initiatives. As a result, more metrics will be added into the Strategic Plan. WebEx conference calling was deemed not to be an ideal way to conduct full board meetings but is appropriate for committee meetings. The committee is also supporting learning about other non-profits in the community to advance our understanding of them and get to better know their service offerings.

Sue Beaubien facilitated a table exercise to generate a list of possible board members.

Sue also stated that committee members will be calling all board members up for renewal in the coming weeks. It is hoped that everyone that is up for renewal will consider renewing since there are great dynamics on the board and would like to keep up the momentum.

Meagan Pollock discussed an individual self-assessment tool aimed at helping board members understand all the ways they are contributing as a board member.

5. Advocacy Update

The Advocacy Committee had its first meeting and the committee is excited about the future. There will be an update at each meeting. This meeting, Kevin Flynn reported on a bill that that has been introduced, Universal Charitable Deduction, to allow tax payers who don't itemize to claim charitable giving. At the state level, the Affordable housing fund for FY '20/21 includes the largest appropriated

amount in state history. Homeless service-related funds are also proposed to be funded at increased levels. Kevin encouraged members to reach out to their legislators to voice support. Other opportunities to advocate include:

Legislative Kick Off - 1/17/20

State of the City - 2/19/20

Legislative cross over - 3/30/20

6. Property Update/Discussion

Maryse stated that discussions with the church are progressing albeit slowly. The church has established a Task force that has met twice and its members will be visiting the agency on December 20th to look more closely at the property. She is hoping for an answer soon. A site engineer has been hired and Maryse will be meeting with an architect at the end of January. Maryse is also examining C St. for potential housing expansion there.

7. Development Committee

Nicole reported that the annual appeal is currently at \$26K which is \$4K ahead of last year. She will be sending letters to folks who gave last year to encourage them to give again. Linda LaFleur asked board members to send in their annual fund cards since 100% participation is expected.

An activity for board members was conducted allowing them to sign up for various gourmet auction packages:

- Wine Country Trip
- Home Improvement Package
- Fenway Pack Concert
- Hilton Head Golf Trip
- Montreal Trip
- Other Ideas
- And Buy Out

We already have the Africa trip, Kenny Chesney tickets, and Pick-a-Purse secured.

8. Other Business

Maryse shared that Concord Casino, a gaming room in Concord, NH reached out to us to do three gaming days since we already are an approved charity. The dates will be 12/26-12/28. Nicole reported that the organizers of the Mom Prom, who have worked with St Joseph Hospital in the past to benefit the Breast Care Center, have reached out to FDA about the agency being the beneficiary of the event. The event is being planned for April 4th. The agency would also like to see our clients attended.



A vote was taken to allow Maryse to change the focus of the CDBG to apply for up to \$75K in funding for heat conversion at Norwell and sign on the agency's behalf that was originally made last month.

The January meeting will be held on January 15th, 2020 which is the third Wednesday of the month.

9. Adjourn

A motion to adjourn was made by Rob Shaw, seconded by Walter Razabonni. All voted in favor of the motion and the meeting was adjourned at 9:07 a.m. and was followed by the BAE holiday gifts delivery.

Respectfully submitted,
Erin Almeda, Secretary

To the Board of Directors
The Front Door Agency, Inc.

This letter is to advise you that there was no formal management letter issued related to the fiscal year 2019 audit.

In planning and performing our audit of the financial statements of The Front Door Agency, Inc. as of and for the year ended June 30, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered The Front Door Agency, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of The Front Door Agency, Inc.'s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible.* The chance of the future event or events occurring is more than remote but less than likely.
- *Probable.* The future event or events are likely to occur.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of management, the Board of Directors, and others within the organization and is not intended to be, and should not be, used by anyone other than these specified parties.

Melanson Heath

November 7, 2019

AFFILIATIONS/CONFLICTS OF INTEREST

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



Maryse Wirbal, CEO

12/18/19
Date



**CITY OF NASHUA, NEW HAMPSHIRE
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021 REQUEST FOR PROPOSAL APPLICATION**
(Please submit only this section forward)

APPLICANT INFORMATION	
Organization Marguerite's Place, Inc.	Tax ID 02-0466392
Name of Program Window Replacement	
Agency Address 87 Palm Street, Nashua, NH 03060	
Contact Person Christa Tsechrintzis	Phone 603-598-1582
E-Mail christa@margueritesplace.org	Website www.margueritesplacc.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 # 861103687	*SAM.gov Expiration Date 10/7/2020

Important notice regarding mandatory federal reporting requirements: The Federal Funding Accountability and Transparency Act require sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit: http://www.grants.gov/applicants/request_duns_number.jsp and www.SAM.gov. Completing these registration processes is free, but may take several weeks to complete. The City will not commit funds without this information.

PROJECT INFORMATION
Amount of CDBG funds requested for activity/project: \$ 48,150
Address of activity (if different from agency address): 85-89 Palm Street, Nashua, NH 03060
Provide a <u>brief</u> summary of the activity for which the funds are requested: (i.e. Roof Replacement) Replacement of 107 windows in two buildings and three childcare center areas.
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) Transitional Housing Building Improvements Need (i.e. Improve the quality of existing housing stock) Eliminate safety hazards of existing windows and improve energy efficiency.
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 10 Number of clients 31 – 50% area median income Number of clients 51% - 80% area median income

Beneficiary type: Elderly Family Disabled Homeless Persons living with AIDS
 Other (specify): Youth

If applicable, # of affordable housing units created/retained: 10

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 107 windows on Marguerite's Place property, 85-89 Palm Street.	8/01/2020

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, attach any quotes you have obtained, and photos showing the work area/need.

The project for which we seek funding is for window replacement at our 85-89 Palm Street location, which houses 10 transitional housing units along with three Childcare Center areas.

The windows are 25 years old, in poor condition, and very inefficient. Several are hazardous to young children as they do not stay open. Our goal is to replace all 107 windows throughout our two buildings to increase safety and energy efficiency.

The replacement project is estimated at \$450/window, \$48,150.00 for the total project. The estimate was prepared by James L. Caron Doors and Windows, a Nashua business.

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
Improved safety for resident children	16 resident children 28 childcare enrollment 10 adult residents
Improved safety for childcare enrollees	
Improved energy efficiency, i.e. lower heating costs for residents	

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.

<i>A. Non-Construction Projects/Activities (i.e. job creation, economic development projects)</i>			
	A	B	A + B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance	48,150		48,150
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET:	48,150		48,150
<i>B. Construction Projects</i>			
	A	B	A + B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
<i>Hard Costs</i> <u>Note:</u> Federal wage rates may apply for some construction projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction			
Other (list)			
<i>Total Hard Costs</i>			
<i>Soft Costs</i>			
Acquisition			
Appraisals			
Design/Engineering			
Other (list)			
<i>Total Soft Costs</i>			
TOTAL PROPOSED BUDGET:	48,150		48,150

Please provide lump sum amounts of non-CDBG funding toward the project. HUD is requesting we collect "other funding sources" prior to setting activities in IDIS, therefore please be certain to complete this section.

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 01/01 to 12/31	Current Year	Next year
REVENUES		
Federal Funds		
State Funds	54,798	41,000
Foundations/Private Contributions	357,000	280,000
United Way	9,000	10,000
Fundraising or other income	228,000	190,000
Other (describe) Interest, Program Revenues, USDA Reimbursement	362,235	426,979
Community Dev. Block Grant (include anticipated request)		
TOTAL REVENUE		
EXPENSES		
Salaries	636,466	626,834
Fringe Benefits	82,631	87,231
Supplies (include printing/copying)	9,704	9,674
Travel	1,255	2,900
Training	2,250	3,800
Communications	5,030	4,767
Audit	9,900	10,050
Property Maintenance	32,900	169,189
Service Contracts	50,244	11,675
Construction Supplies/Materials		
Other (describe) Program expenses, Insurance, Fundraising expenses, Payroll taxes, Contractual Costs, Payroll expenses, Dues and subscriptions, Public relations, Depreciation, Endowment bank fees, Bad debt	180,653	241,747
TOTAL EXPENSES	1,011,033	1,167,867
NET (Income - Expenses)	0	(219,888)

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: Hannah E Stohler 12/20/2019
Authorized Official - signature Date
Hannah Stohler, Executive
Print Name & Title Director

5/22/18

Marguerite's Place, Inc. window replacement estimate

Spoke with James Caron, of James L. Caron Doors and Windows

He advised for window replacement to plan for \$450.00 per window, installed.

Window Count

87 Palm Street-First floor-16 windows

87 Hallway one small window

85 Palm Street, #1-5 regular windows, 2 casement windows

85 Palm Street, #2-5 regular windows, 2 casement windows

85 Palm Street, #3-5 regular windows, 4 casement windows, 1 small kitchen window, 2 skylights

89 Palm Street, #1-8 regular windows

89 Palm Street, #2-9 regular windows

89 Palm Street, #3-5 regular windows

89 Palm Street, #4-7 regular windows

89 Palm Street, #4 upstairs-3 regular windows

89 Palm Street, #5-7 regular windows

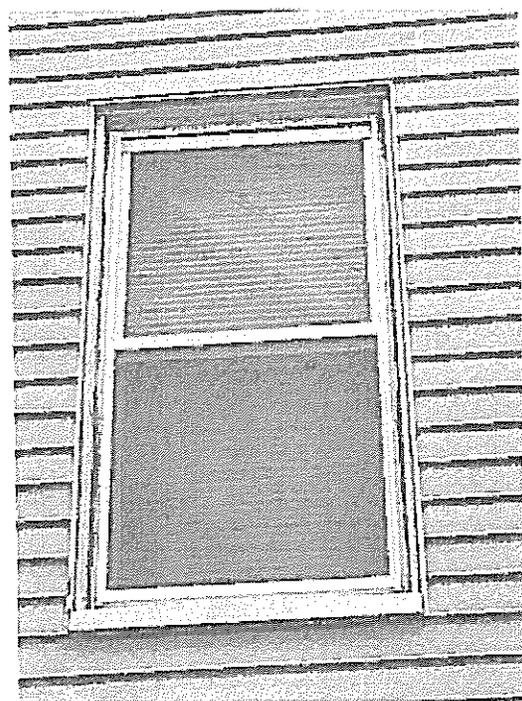
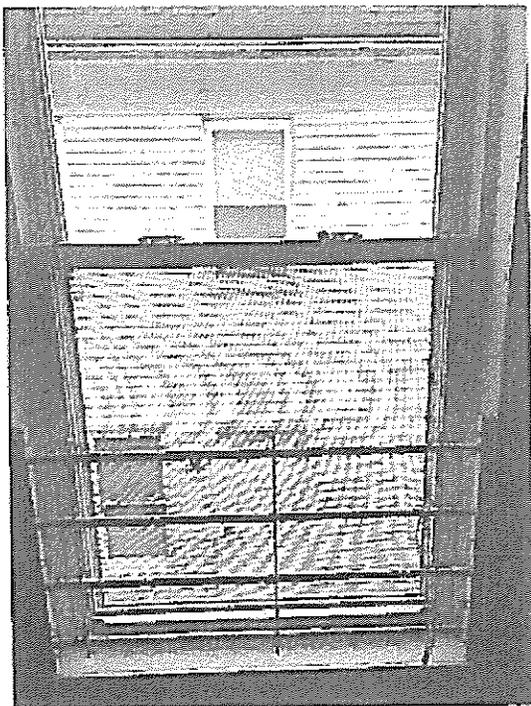
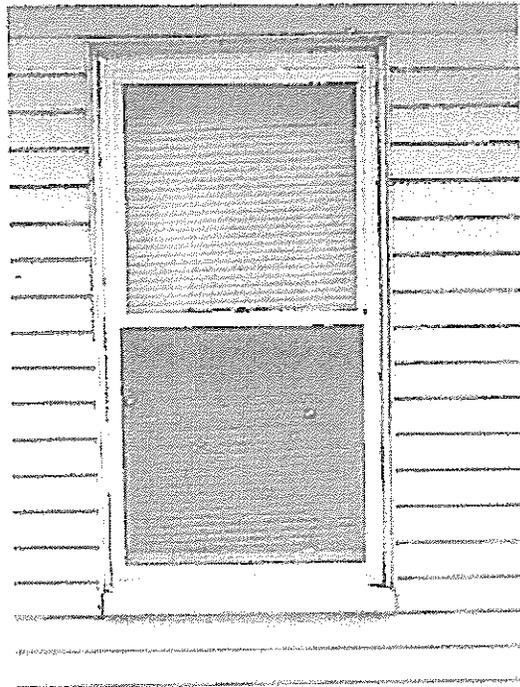
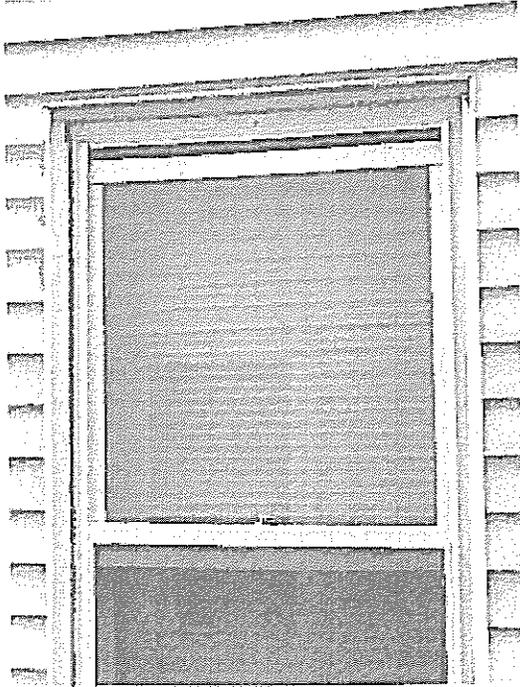
89 Palm Street, #6-8 regular windows

89 Palm Street, #7-9 regular windows

89 Palm Street, #8-8 regular windows

107 windows x \$450.00=\$48,150.00

Since there are 6 casement windows and two skylights this price may be higher

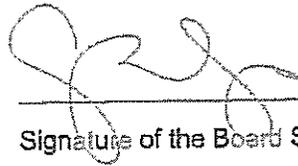


I, Sara Crisp, do hereby certify that:

1. I am the duly elected Clerk of Marguerite's Place, Inc. (hereinafter the "Corporation")
2. The following is a true copy of a resolution duly adopted by the Board of Directors of the Corporation on December 19, 2019.

RESOLVED: That Executive Director Hannah Stohler hereby is authorized on behalf of this Corporation to request funds and/or enter into contracts on behalf of the organization. She is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as (s)he may deem necessary, desirable or appropriate.

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of December 19, 2019. Hannah Stohler is the duly elected Executive Director of the Corporation.



Signature of the Board Secretary

STATE OF NEW HAMPSHIRE
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me this 19th Day of December 2019 by Sara Crisp, Secretary.



Name:

Title: Notary Public/Justice of the Peace

Commission Expires:

SANDRA J. SHERMAN
Justice of the Peace - New Hampshire
My Commission Expires July 19, 2022

CONFLICT OF INTEREST POLICY
MARGUERITE'S PLACE, INC.
(Effective as of 1/19)

Duty to Disclose. Each Director, prior to taking their position on the Board of Directors of Marguerite's Place, Inc. (the "Company") and all present Directors, annually, shall submit in writing to the Chair of the Board a list of all businesses or other organizations of which they are an officer, director, trustee, member, owner (either as a sole proprietor or partner), shareholder, employee or agent, with which the Company has, or might reasonably in the future enter into, a relationship or a transaction in which the Director would have conflicting interest. The Chair of the Board shall become familiar with the statements of all Directors in order to guide their conduct should a conflict arise.

Voting. At such time as any matter comes before the Board in such a way as to give rise to a conflict of interest, the affected Director shall make known the potential conflict, whether disclosed by their written statement or not, and after answering any questions that might be asked of them, shall withdraw from the meeting for so long as the matter shall continue under discussion. In addition, other Directors who themselves have had pecuniary benefit transactions with The Company within the same fiscal year, should also not be present and not participate in the discussion. Should the matter be brought to a vote, neither the affected Director nor any other Director with a pecuniary benefit transaction with The Company in the same fiscal year shall vote on it. The Board will comply with all the requirements of New Hampshire law where conflicts of interest are involved, including but not limited to the requirement of a two-thirds vote where the financial benefit to the director or trustee is between \$500 and \$5,000 in a fiscal year, and to the requirement of a two-thirds vote and publication in the required newspaper where the financial benefit exceeds \$5,000 in a fiscal year.

Statutory Requirements. The New Hampshire statutory requirements dealing with pecuniary benefits (RSA 7:19-a, and 292:6-a) are hereby incorporated in full into and made an integral part of this conflict of interest policy; and a copy of the relevant New Hampshire statutes are attached hereto so that every Board member is aware of the statutory requirements. These requirements include, but are not limited to, (i) absolute prohibitions on loans from a charitable trust to a director, officer, or trustee; and (ii) prohibition of any sale or lease (for a term greater than five years) or conveyance of real estate from an officer, director, or trustee without the prior approval of the probate court. These requirements extend to both direct and indirect financial interests, as defined by the attached statutes.

In order that the Board may be fully informed and take the required vote, please list below any direct or indirect interest you may have which is related to the business of The Company. If you are not involved in any such activity, signify by writing NONE below.

DISCLOSURE OF INTEREST

My personal financial interest, direct or indirect, in any contract relating to the business conducted by Marguerite's Place, Inc., or the furnishing of supplies or services to Marguerite's Place, Inc. is as follows:

12/19/2019
Date


Signature



**CITY OF NASHUA, NEW HAMPSHIRE
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021 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 Nashua Children's Home	
Agency Address 125 Amherst Street	
Contact Person David Villiotti	Phone 603-883-3851
E-Mail dvilliotti@nashuachildrenshome.org	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"/> Faith-based Organization	<input type="checkbox"/> Institution of Higher Education
<input type="checkbox"/> Unit of Government	
*DUNS # 151060936	*SAM.gov Expiration Date 7.1.20

Important notice regarding mandatory federal reporting requirements: The Federal Funding Accountability and Transparency Act require sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit: http://www.grants.gov/applicants/request_duns_number.jsp and www.SAM.gov. Completing these registration processes is free, but may take several weeks to complete. The City will not commit funds without this information.

PROJECT INFORMATION
Amount of CDBG funds requested for activity/project: \$ 18,600
Address of activity (if different from agency address): 125 Amherst Street
Provide a <u>brief</u> summary of the activity for which the funds are requested: (i.e. Roof Replacement) Catch basin, concrete stairs and retaining wall replacement.
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) Infrastructure Improvement Need (i.e. Improve the quality of existing housing stock)
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 36 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
Replace catch basin	August 2020
Replace concrete stairs and retaining wall	August 2020

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, attach any quotes you have obtained, and photos showing the work area/need.

The existing catch basin is crumbling and presents a potential hazard in the parking area with the amount of traffic accessing Nashua Children's Home.

The concrete stairs and retaining wall abutting the bulkhead and access to the basement at Nashua Children's Home is crumbling and posing a safety hazard.

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
Safer facility	Absence of accidents/injury due to unsafe conditions.

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.

<i>A. Non-Construction Projects/Activities (i.e. job creation, economic development projects)</i>			
	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:			
<i>B. Construction Projects</i>			
	A	B	A + B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
<i>Hard Costs</i> <u>Note:</u> Federal wage rates may apply for some construction projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction	18600		18600
Other (list)			
<i>Total Hard Costs</i>			
<i>Soft Costs</i>			
Acquisition			
Appraisals			
Design/Engineering			
Other (list):			
<i>Total Soft Costs</i>			
TOTAL PROPOSED BUDGET:	18600		18600

Please provide lump sum amounts of non-CDBG funding toward the project. HUD is requesting we collect "other funding sources" prior to setting activities in IDIS, therefore please be certain to complete this section.

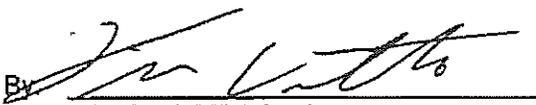
Funding Source:	Amount:	Committed or Pending? (Click to select)
Other Federal:		Committed
State:		Committed
Local:		Committed
Private:		Committed
Total:		Committed

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	66693	66693
State Funds	3312979	3312979
Foundations/Private Contributions		
United Way		
Fundraising or other income	578268	578268
Other (describe) School Tuition	1236032	1236032
Community Dev. Block Grant (include anticipated request)	18600	18600
TOTAL REVENUE		
EXPENSES		
Salaries	3158503	3158503
Fringe Benefits	1179226	1179226
Supplies (include printing/copying)	91355	91355
Travel	34827	34827
Training	8745	8745
Communications	15452	15452
Audit	15825	15825
Property Maintenance	271831	271831
Service Contracts	17005	17005
Construction Supplies/Materials	97762	97762
Other (describe)	322041	322041
TOTAL EXPENSES	5212572	5212572
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  Date 12/16/19
 Authorized Official - signature
DAVID VILLAZOTTE, EXECUTIVE DIRECTOR
 Print Name & Title

RWC
ENTERPRISES
PO BOX 3721
Nashua, NH 03061
PHONE : 603-765-5087

Proposal

Date: 7/22/2019

TO : Nashua Childrens Home
125 Amherst St
Nashua, NH 03064

Catch basin replacement in driveway entrance

1. Demo existing CB and dispose of at landfill
2. Install new precast concrete catch basin with sump
3. Install casting to grade with brick and mortar
4. Saw cut asphalt back and repave 2 coats, base and finish total 3" asphalt min. and roll smooth
5. Sweep work area when complete.
6. Price \$6,650.00

Concrete stairs and retaining walls replace

1. Demo existing concrete stairs and two retaining walls with slab in front of bulkhead door
2. Haul away debris and dispose of at landfill
3. Install new landscape block walls with cap and new stairway.
4. Install small drain basin with 4" pipe from slab to catch basin in driveway, patch pave trench 3" thickness
5. Pour new concrete slab 4" thickness, 4000 psi concrete broom finish

6. Spray sealer on concrete surfaces to protect against corrosion.
7. Sweep all work area's when complete.
8. Remove 12" tree stump and haul away with disposal
9. Price:\$11,950.00

Payment terms : due net 14 days upon completion

Acceptance of proposal:
Signature:

Thank You for your business, Best Regards, BobC

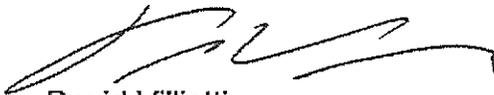
CONFLICT OF INTEREST

December 16, 2019

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', with a long horizontal flourish extending to the right.

David Villiotti
Executive Director

NASHUA CHILDREN'S HOME

Minutes of the Meeting of the Board of Directors

November 19, 2019

Board Members Present at the meeting were: Tricia Albert, Diane Bourque, Bill Dwyer who called into the meeting, and Jonelle Rexenes who acted as Secretary for the meeting. Executive Director David Villiotti was also present.

The meeting began at 6:00 p.m.

The minutes from last month were accepted.

Treasurer's Report Presented by Diane Bourque:

Balance Sheet: Operating Cash is up \$68K over September and Accounts Receivable is down \$7K.

P&L: Board & Care-The census budget is 44.3, the average last month was 41.5 and currently the census is 41. We are unfavorable on Board and Care revenue by \$18K for September and \$135K unfavorable YTD.

The school census budget is 25, we had an average student census of 27, and are currently at 28 students. Capacity is 30. We're favorable on school tuition by \$2K for the month and \$14.6K YTD. We also released \$50K into revenue from the endowment in September which was not budgeted.

Total revenue is \$488K vs the budget of \$465K, favorable to the budget by \$23K for the month, and unfavorable YTD by \$87.7K.

Expenses: Payroll Expenses are favorable to budget by \$9K, mostly coming from salary & wages. YTD, we're \$96K favorable.

Consulting services is unfavorable by \$4K, primarily from the accreditation consultant, which was not budgeted.

Property and Liability Insurance was unfavorable by \$8K, as it was under budgeted for the year by the same amount.

Operating Income for the month was favorable \$84K versus a budget of favorable \$61K for the month, and a loss YTD of \$14K versus \$1K.

The Finance Committee will make a recommendation to the Board regarding the split of the endowment at the January Board Meeting.

The Finance Committee recommends authorizing Executive Director David Villiotti to apply for Community Development Block Grant funding. Motion passed unanimously.

A motion to approve the report was accepted.

Director's Report Presented by Dave Villiotti:

Carol Smith is the consultant with Accreditation Guru and we talk w/ her every week regarding the FFPSA accreditation process. In addition to Dave, Laura is also a point of contact for consultant. Although we have until October 2021 to get accredited, our goal is to have the necessary plans in place and begin adhering to those plans starting in February. The Board will need to approve the plans which include: Corporate Compliance Plan, Succession Plan, Risk Management Plan, and the Strategic Plan.

Some of the specifics within the plans are things that the NCH is already doing. We are currently looking at our training documents and certain practices and protocols.

The compliance with the FFPSA not only requires accreditation but also that the organization be Trauma Informed which is an additional cost. Trauma informed models must be approved by the state. Dave is looking into the ARC Framework as an option and there's a group out of MA that does it. Dave was one of five who participated in a conference call this week with the organization who provides the training. There will be another call this week with the Clinical Director of Mt. Prospect Academy who's been using the model. Dave is considering a 2-day training session where NCH staff would be trained on the framework. The cost of which may be about \$9K. It's believed that our staff who are trained, will then be able to train the rest of the NCH staff. There's another model out of CT and the proposal for it was over \$40K.

Dave hasn't heard anything yet about the RFPs.

We have the USDA audit coming up at the end of January.

In two weeks, the Older Girls unit (currently 10 girls) on Concord Street will switch locations with the Older Boys unit (currently 6 boys) at Amherst Street. The move which includes cleaning and some painting, will take place the day after Thanksgiving and during that weekend. The move will not involve moving furniture, only personal belongings. The staff and youth have been informed. The reason for switching the units is that there tend to be more staffing issues at the OG unit. Staff often need to be deployed to the OG unit to take care of the group's needs and manage crises. The OB unit population tend to have more quiet nights and tend to be less troubled in terms of self-harm and runaways, etc.

Regarding end of year bonuses, Dave is recommending a \$500 bonus for the staff but also that we more significantly recognize the residential hourly staff who consistently show up and take the extra shifts. Dave is suggesting that this select group of individuals would get \$750 or \$1,000 bonuses. An idea would be to have objective criteria to determine who would get them. The total bonus allocation may be about \$45K and the timeframe for giving them would be the week before Christmas. The Board agreed that Dave should proceed with this plan.

This month we received \$10K from TJX/Marshalls and we received a bequest in the amount of \$25K.

Dave will need to replace a therapist who has given notice of resignation. The replacement will be Peter Musumano, a grad student who will complete his grad work in May, 2020. Dave will need to request a waiver from the DCYF so that Peter can work as a Clinician pending earning his Master of Social Work Degree in May of 2020. The Board agreed that Dave should submit the waiver.

A motion to adjourn the meeting was accepted.

Meeting adjourned at 7:00 p.m. The next meeting will be on Tuesday, December 10, 2019.



**CITY OF NASHUA, NEW HAMPSHIRE
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021 REQUEST FOR PROPOSAL APPLICATION**
(Please submit only this section forward)

APPLICANT INFORMATION	
Organization Opportunity Networks Inc.	Tax ID 22-2478687
Name of Program Perimeter Rd Office Unit A Bathrooms Renovation	
Agency Address 11 Caldwell Dr. Amherst NH 03031	
Contact Person Stephanie Ouellette	Phone 603-459-8138
E-Mail souellette@opportunitynetworks.org	Website www.opportunitynetworks.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(a)
<input type="checkbox"/> Faith-based Organization	<input type="checkbox"/> Institution of Higher Education
<input type="checkbox"/> Unit of Government	
*DUNS # 019711430	*SAM.gov Expiration Date -2/22/20 12/25/20

Important notice regarding mandatory federal reporting requirements: The Federal Funding Accountability and Transparency Act require sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit: http://www.grants.gov/applicants/request_duns_number.jsp and www.SAM.gov. Completing these registration processes is free, but may take several weeks to complete. The City will not commit funds without this information.

PROJECT INFORMATION
Amount of CDBG funds requested for activity/project: \$ 60,000.00
Address of activity (if different from agency address): 116 Perimeter Rd , Nashua NH 03063
Provide a <u>brief</u> summary of the activity for which the funds are requested: (i.e. Roof Replacement) Renovate both bathrooms in Unit A to provide increased handicapped accessibility, safety and efficiency.
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) handicapped accessibility /infrastructure improvements Need (i.e. Improve the quality of existing housing stock) handicapped accessibility improvements
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 45 Number of clients 31 – 50% area median income Number of clients 51% - 80% area median income
Beneficiary type: Elderly <input type="checkbox"/> Family <input type="checkbox"/> Disabled <input checked="" type="checkbox"/> Homeless <input type="checkbox"/> Persons living with AIDS <input type="checkbox"/> 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
Renovate both bathrooms in Unit A to include accessibility and efficiency updates and upgrades including the instillation of tile on floors and walls, new handicapped toilets, accessible hand sinks with automatic faucets and built in storage	2021 fiscal year
Purchase and install a barrier free Ceiling Hoyer Lift and track rail to be installed in the larger bathroom.	2021 fiscal year
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, attach any quotes you have obtained, and photos showing the work area/need.

We are requesting CDBG funds to cover the costs of renovations to our space located at 116 Perimeter Rd, Units A in Nashua to make for a safer and more accessible client and staff environment. We believe these renovations will help strengthen our commitment to providing a safe, clean and healthy space where our clients can learn and grow while additionally enhancing the quality of our facility to better meet the needs of our clients. Our Perimeter Rd facility is where our most severely disabled clients receive services and while the layout of the facility most adequately meets their needs, the wear and tear on the building as well as the growth of our day programing has created some challenges within the building.

We do not own this facility, but are long term tenants of this space with our current lease expiring in 2026. As with our last project we have spoken to our landlord and do have permission to make the upgrades for which we are seeking funding. Attached you will also find article 7 of the lease agreement to convey why it is Opportunity Networks and not the landlord is pursuing the necessary funding for renovations to the facility.

The largest piece of this project is the renovation of both bathrooms in Unit A. These bathrooms are in need of accessibility and efficiency updates and upgrades. We are looking to have included in the renovation the instillation of tile on floors and walls for ease of cleaning, instillation of true handicapped toilets that automatically flush, instillation of accessible hand sinks with automatic faucets, automatic soap dispensers, automatic paper, towel dispensers and built in storage in at least one of the bathrooms (as there is significant need for that) and all new ADA compliant hardware in both bathrooms. As a nonprofit focused on human services directed to adults with disabilities, taking money out of our annual budget to pay for these much needed facility improvements would redirect funds from critical resources for our clients. The opportunity to have the costs of the projects reimbursed and not tap into the annual budget leaves our funding where it truly belongs - in programing and services for those we serve. Without the CDBG funds there would need to be drastic cuts to the quality of programs and services to offset the cost of the necessary repairs and renovations. The funding of these necessary renovations comes down to opportunity costs - the potential loss of critical programing and services should we have to take funding out of our annual budget to fund the renovations. For example, the cost of the bathroom renovation is roughly 54,000 in our estimation. That is more than the funding we currently do to cover the following programs: our music program at the Nashua Community School of Music (\$9,000) our dance program at the Amherst Dance Company (8,500), Zumba classes (4,800), Karate class (8,000) access to Altitude trampoline park (3,300) Tennis (3,600) Yoga (1040) Ski program (1320), Swimming and Water Fitness (505) and Golf (750) combined annually. These community-based programs not covered by Medicaid or other state/local funding. Its programs like these that would be affected by the budgets absorption of the costs of these critical renovations.

We are also seeking funds to purchase and install a barrier free Ceiling Hoyer Lift and track rail to be installed in the larger bathroom. A ceiling lift is a device that is fixed on a rail system that will be used to transfer an individual via a sling seat from a wheelchair to either a toilet or a changing table and back. This device helps prevent injuries to both the individual and our Direct Support Staff. It reduces the discomfort of manual lifting felt by some individuals. Ceiling lifts are economical in that they require fewer staff to transfer and move individuals saving on labor and time. They also free up floor space enabling easy accessibility of our Direct Support Staff to the individuals that they are assisting in the bathroom. The \$6,000 estimate was obtained verbally from Rehab Equipment Associates in Manchester and is based on the ceiling track system, weight capacity, lifting range, type of sling and motor function (2 or 4 function motors and/or permanent or portable unit) that we are looking for. The price will vary depending on the models of each that are available to choose from at the time of instillation. This lift costs the same amount as our Kickboxing classes. If we had to come up with the \$6,000 for this lift one of these activities would be impacted.

The majority of our operating budget comes from Medicaid funding. A considerable amount of this funding covers personnel wages, transportation, insurance, and items required by state regulations governing the health, safety, and welfare for the people we serve. To pay for any significant renovations to the inside of this leased space, we have to rely on funding from grants and donations as it is not permissible to use Medicaid dollars for these types of activities. Using funds from our lean operating budget would have dire effects on the quality of programs and services we provide for our program participants living with disabilities.

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
Purchase and install a barrier free Ceiling Hoyer Lift and track rail to be installed in the larger bathroom.	Increased safety and accessibility in the bathroom for both Direct Support Staff and the individuals they serve # of staff needed to assist clients in the bathroom with lifts decreases. Kickboxing program is not impacted by the cost of the purchase and installation of the lift
Renovate both bathrooms in Unit A to include accessibility and efficiency updates and upgrades including the installation of tile on floors and walls, new handicapped toilets, accessible hand sinks with automatic faucets and built in storage	Increased accessibility for the 40% of clients who require personal care and hygiene assistance from staff to include toileting and changing, Added privacy for clients who may now have more independence in the bathroom due to accessibility upgrades. No program budgets impacted by renovation costs

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 Expenses: Activities and equipment, equipment, etc. (non-utilities)			
	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 Expenses			
	A	B	A + B
	CDBG Funds Requested	Other Funding	Total Proposed Budget
<i>Hard Costs: Note: Federal wage rates may apply for some construction projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.</i>			
Construction	54,000 (rough estimate for both bathrooms)		54,000
Purchase /install Barrier Free Ceiling Lift and track	6,000 (average cost per verbal estimate)		6,000
<i>Total Hard Costs</i>	60,000		60,000
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other (list)			
<i>Total Soft Costs</i>			
TOTAL PROPOSED BUDGET:	60,000		60,000

Please provide lump sum amounts of non-CDBG funding toward the project. HUD is requesting we collect "other funding sources" prior to setting activities in IDIS, therefore please be certain to complete this section.

Funding Source	Amount	Commitment Funding? (Check to commit)
Other Federal:	none at this time	Committed
State:	none at this time	Committed
Local:	none at this time	Committed
Private:	none at this time	Committed

Total:	0 at this time	Committed
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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		3,589,463	unk
State Funds		10,000	Unk
Foundations/Private Contributions		88,008	Unk
United Way		0	0
Fundraising or other income		117,000	Unk
Other (describe)		152,119	Unk
Community Dev. Block Grant (include anticipated request)		110,000 (last year's award + this ask)	Unk
TOTAL REVENUE		4,006,590	Unk
EXPENSES			
Salaries		2,578,584	Unk
Fringe Benefits		525,592	Unk
Supplies (include printing/copying)		49,490	Unk
Travel		223,500	Unk
Training		25,400	Unk
Communications		12,937	Unk
Audit		9,500	Unk
Property Maintenance		32,783	Unk
Service Contracts		2,768	Unk
Construction Supplies/Materials		0	Unk
Other (describe) Rent/Fundraising/utilities/Dues/membership dues/IT/Website/Insurance/Accounting /Payroll Service/Client Wages / Client Support /advertising/ interpreter services/ Equipment maintenance and rental		485,936	Unk
TOTAL EXPENSES		3,956,590	Unk
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:


Authorized Official - signature

Stephanie Orellett
Print Name & Title

Date

12/20/19



Enriching Our Communities by Connecting Employers & Individuals with Opportunities to Succeed

December 18, 2019

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

To Whom It May Concern,

Our non-profit agency greatly appreciates the opportunity to submit this request for a FY2021 City of Nashua Community Development Block Grant in the amount of \$60,000. This funding will be used to cover the costs needed to make handicap accessibility improvements to our facility on 116 Perimeter Road, Nashua, NH.

For 39 years, Opportunity Networks has made a positive impact in the quality of life for hundreds of adults living with disabilities. Today we provide services to 209 individuals from 24 towns in the Southern New Hampshire and the Greater Monadnock areas. The City of Nashua has 45 individuals receiving services in our program. We have 23 businesses in Nashua that employ our program participants and 32 residents of Nashua who are gainfully employed through our Day Program

At Opportunity Networks, we are proud of the programs we offer; daily activities that are varied and creative, a team devoted to finding supported employment for our participants, a dynamic Health & Wellness program, Speech and Communication classes that utilize current technology, and the opportunity to give back to the community through volunteerism.

The majority of our operating budget comes from state and federal funding. A considerable amount of this funding covers personnel wages, transportation, insurance, and items required by state regulations governing the health, safety, and welfare for the people we serve. To pay for any significant renovations to the inside of this leased space, we have to rely on funding from grants and donations. Using funds from our lean operating budget would have dire effects on the quality of programs and services we provide for our program participants living with disabilities.

Please give serious thought to granting us this funding which would allow us to continue to use our financial resources in developing our dynamic and exciting programs that benefit the lives of our participants and their families.

On behalf of the individuals we serve, we offer our sincere gratitude for your time and consideration of our request.

Sincerely,

Rocky Morelli, Executive Director

Main Office: 11 Caldwell Drive, Amherst, NH 03031 603 883-4402 fax: 603 883-4468
116 Perimeter Road, Nashua, NH 03063 603 889-0796 fax: 603 546-0128
www.opportunitynetworks.org



Enriching Our Communities by Connecting Employers & Individuals with Opportunities to Succeed

December 10, 2019

To Whom It May Concern,

This letter gives my permission to have Stephanie Ouellette , our Community Development Specialist represent the interests of Opportunity Networks in our submission of the request for funding from the City of Nashua Community Development Block Grant FY2021.

If you need further assistance, please reach me at rmorelli@opportunitynetworks or call 603-883-4402.

Sincerely,

Rocky Morelli
Executive Director



Enriching Our Communities by Connecting Employers & Individuals with Opportunities to Succeed

Conflict of Interest Statement
Opportunity Networks INC
11 Caldwell Drive
Amherst NH 03031

December 18, 2019

Conflict of Interest statement re:

City of Nashua Community Development Block Grant

No conflict either real or apparent exists with any employee, officer or agent of a sub recipient of Opportunity Networks participating in the selection, the award, or administration of the City of Nashua Community Development Block Grant program.

Rocky Morelli
Executive Director

George Barrett
Associate Director

Main Office: 11 Caldwell Drive, Amherst, NH 03031 603 883-4402 fax: 603 883-4468
116 Perimeter Road, Nashua, NH 03063 603 889-0796 fax: 603 546-0128
www.opportunitynetworks.org



Enriching Our Communities by Connecting Employers & Individuals with Opportunities to Succeed

December 18, 2019

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

To Whom It May Concern,

Our non-profit agency greatly appreciates the opportunity to submit this request for a FY2021 City of Nashua Community Development Block Grant in the amount of \$60,000. This funding will be used to cover the costs needed to make handicap accessibility improvements to our facility on 116 Perimeter Road, Nashua, NH.

When preparing this application I was unable to obtain an official quote for the proposed renovations of the bathrooms due to scheduling conflicts and time constraints with our agency and the contractors we contacted. We based our ask on conversations about the work proposed and the needs we had. We are happy to continue to try and get official quotes and pass them along as soon as they are available.

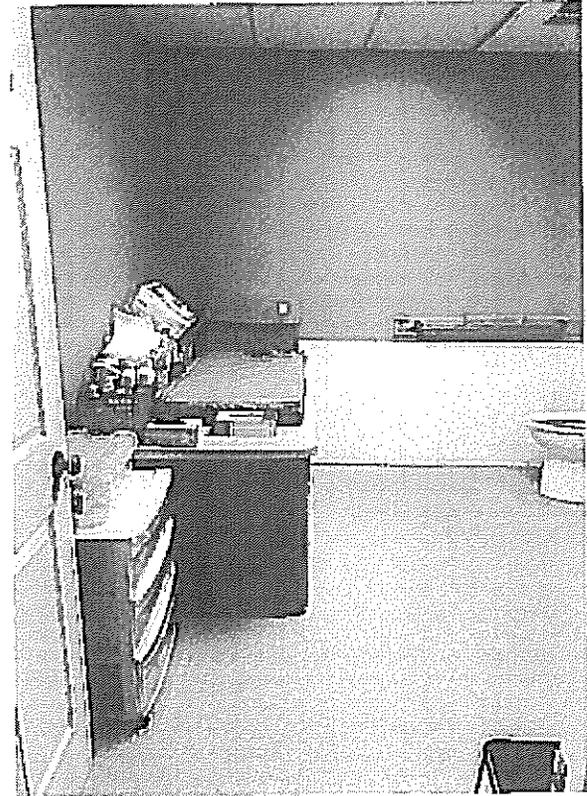
Thank you for your time and consideration,

Stephanie Ouellette
Community Development Specialist
Opportunity Networks
11 Caldwell Dr.
Amherst NH 03031

Main Office: 11 Caldwell Drive, Amherst, NH 03031 603 883-4402 fax: 603 883-4468
116 Perimeter Road, Nashua, NH 03063 603 889-0796 fax: 603 546-0128
www.opportunitynetworks.org



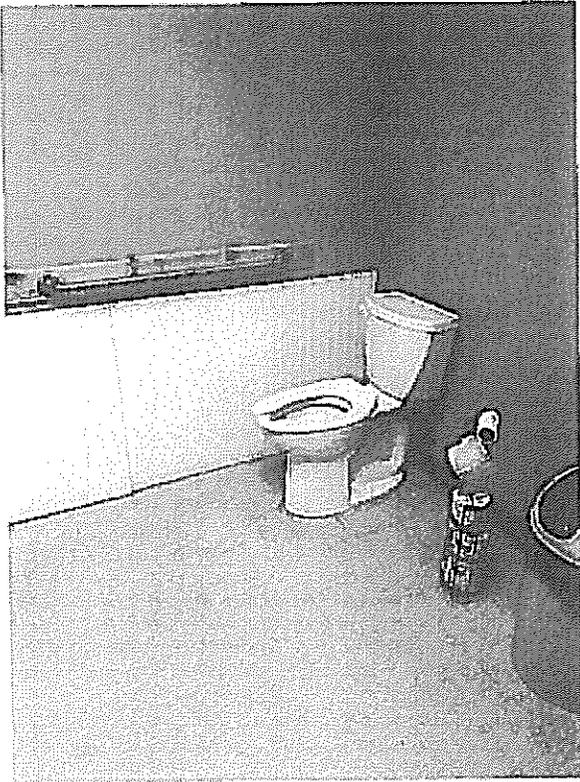
As you can see there is a need for storage and the sink is standard height and not very accessible to someone in a wheelchair



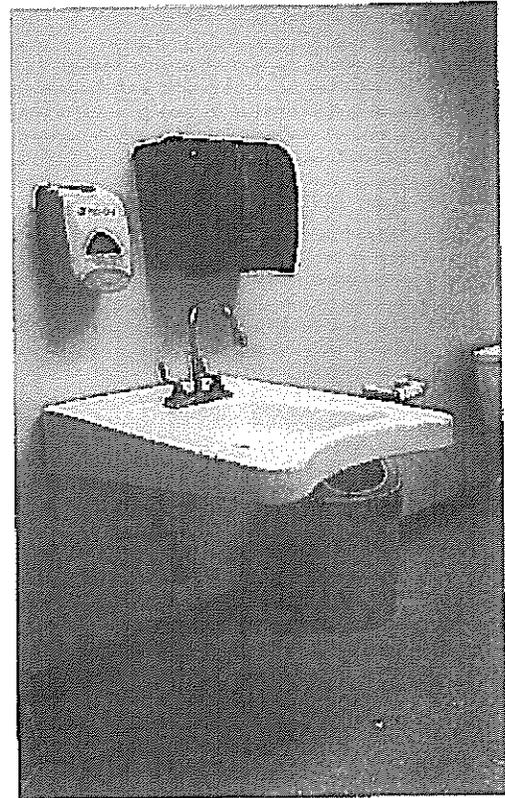
This is the bathroom where we are hoping to put the ceiling lift .It would run on a track from the toilet to the changing table . We would also like to have tile come up the walls about as high as the wainscoting is now .



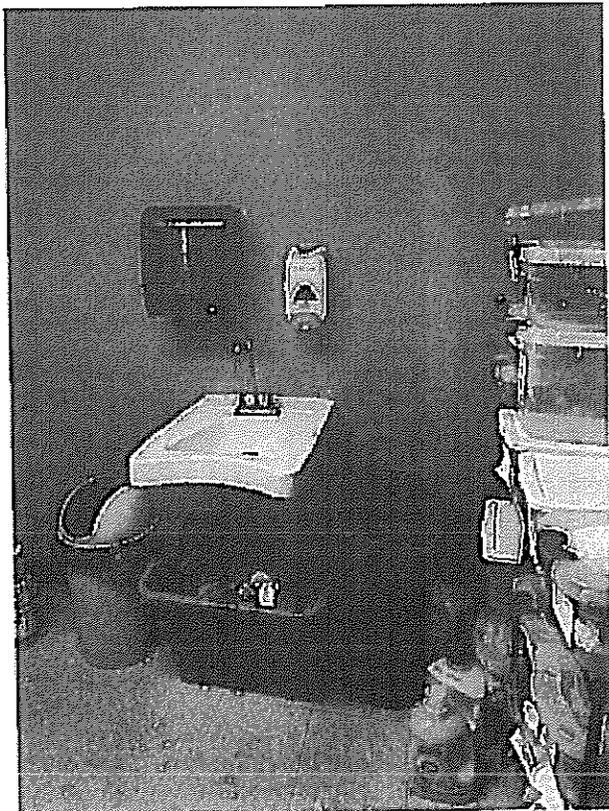
This is the smaller bathroom we are looking to renovate as well . Currently has a standard toilet and sink that we are looking to replace with accessible fixtures for safety and accessibility purposes . For ease of cleaning we are also looking to add tile floors and have tile run partially up the walls.



This bathroom also has a standard toilet that we are looking to replace with one that is more accessible and auto flushes



This is the small bathroom again . We are hoping to have automatic soap and paper towel dispensers installed in both bathrooms to give the individuals we serve more independence in the bathroom .



As you can see from all of the photos we have lots of storage needs in the bathrooms that need addressing as well . From extra clothing for individuals who may need them to adult diapers and other hygiene supplies having a built in place to store all of the items safely and neatly would improve the space immensely .

AMHERST 
BOOKKEEPING
COMPANY 

10 REBECKAHS WAY
WILTON, NH 03086

LINDA JENNINGS
linda@amherstbookkeeping.com

TEL: (603) 886-8953
FAX: (603) 654 2449

January 10, 2019

Opportunity Networks, Inc
11 Caldwell Drive
Amherst NH 03031

Per Seeyle & Schulz, PA, CPA, no Management letter was issued for the 2017 Tax Year Audit for Opportunity Networks.

Best Regard,



Linda Jennings



**CITY OF NASHUA, NEW HAMPSHIRE
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2021 REQUEST FOR PROPOSAL APPLICATION**
(Please submit only this section forward)

APPLICANT INFORMATION	
Organization The PLUS Company, Inc.	Tax ID 02-0337153
Name of Program ADA Compliancy and Safety Improvement Project	
Agency Address 19 Chestnut Street, Nashua, NH 03060	
Contact Person Jennifer Cusato, Director of Marketing	Phone 603-889-0652
E-Mail jcusato@pluscompany.org	Website www.pluscompany.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"/> Faith-based Organization	<input type="checkbox"/> Unit of Government
	<input type="checkbox"/> Institution of Higher Education
*DUNS # 040253718	*SAM.gov Expiration Date 01/22/2020

Important notice regarding mandatory federal reporting requirements: The Federal Funding Accountability and Transparency Act require sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit: http://www.grants.gov/applicants/request_duns_number.jsp and www.SAM.gov. Completing these registration processes is free, but may take several weeks to complete. The City will not commit funds without this information.

PROJECT INFORMATION
Amount of CDBG funds requested for activity/project: \$ 25,000 . ⁰⁰
Address of activity (if different from agency address):
Provide a <u>brief</u> summary of the activity for which the funds are requested: (i.e. Roof Replacement) The funds will be used to renovate one second floor bathroom that does not currently have a handicapped accessible stall. We will also replace the slate flooring at the building's front and back entrances. The flooring in these areas is uneven with raised edges, creating tripping hazards for our clients.
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) Public Facility Improvement Need (i.e. Improve the quality of existing housing stock) Provide an accessible stall in the women's bathroom and safer, more accessible entryways for our clients and their families
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 250 Number of clients 31 – 50% area median income Number of clients 51% - 80% area median income

Beneficiary type: Elderly Family Disabled Homeless Persons living with AIDS
 Other (specify):

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

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
Notification of CDBG Award	7/20
Work with City of Nashua to obtain appropriate bids	8/20
Work to repair/replace bathrooms and entry floors	9/20

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, attach any quotes you have obtained, and photos showing the work area/need.

19 Chestnut Street houses both The PLUS Company and Gateways Community Services Client Coordination Department. Both organizations serve the disabled, elderly disabled, and families of individuals with disabilities in Nashua, NH. Currently, the building has a women's restroom on the second floor that does not have a handicap accessible stall. We propose to use CDBG funding to remove the three current stalls in the woman's restroom to create one handicap accessible stall and one standard stall. Renovations will also include updated flooring, sinks, and other fixtures. In addition, both the building's main entrance and back entrance have uneven slate flooring that has created a tripping hazard for our clients, especially the elderly and those with mobility issues. We propose to use CDBG funds to replace the floor in both entryways to prevent future falls and increase the safety of our clients, staff, and families. We have received quotes for each project (attached) and are asking for funds that will cover this cost and any unanticipated construction costs that may arise due to the age of the building.

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

Women's bathroom becomes handicapped accessible
Entryways are safer for those with mobility issues

Those in wheelchairs or with mobility devices are able to utilize the restroom
Decrease in tripping/falls at entryways

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 <i>Note: Federal wage rates may apply for some construction projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.</i>			
Construction	\$25,000		
Other (list)			
Total Hard Costs	\$ 25,000		
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other (list):			
Total Soft Costs	0		
TOTAL PROPOSED BUDGET:	\$25000		

Please provide lump sum amounts of non-CDBG funding toward the project. HUD is requesting we collect "other funding sources" prior to setting activities in IDIS, therefore please be certain to complete this section.

Funding Source:	Amount:	Committed or Pending? <small>(Click to select)</small>
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 7/1/19 to 6/30/20	Current Year	Next year
REVENUES		
Federal Funds	0	0
State Funds	11,314,717	11,314,717
Foundations/Private Contributions	50,000	50,000
United Way	0	0
Fundraising or other income	125,000	125,000
Other (describe) room & board payment, production billing, private pay	1,146,065	1,146,0665
Community Dev. Block Grant (include anticipated request)	43,094.00	25,000
TOTAL REVENUE	12,678,876	12,660,782
EXPENSES		
Salaries	6,002,270	6,002,270
Fringe Benefits	2,538,843	2,538,843
Supplies (include printing/copying)	39,398	39,398
Travel	617,929	617,929
Training	20,200	20,200
Communications	20,670	20,670
Audit	17,500	17,500
Property Maintenance	127,035	127,035
Service Contracts	115,900	115,900
Construction Supplies/Materials	43,095	
Other (describe) client treatment, services, utilities, mortgage, insurance	3,136,038	3,136,038
TOTAL EXPENSES	12,678,876	12,660,782
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: Kim Shottes 12/19/19
 Authorized Official - signature Date
Kim Shottes, Executive Director
 Print Name & Title

M & L HOME IMPROVEMENT, LLC
Additions, Decks, Remodeling, Vinyl Siding, Windows
& General Repair
 26 PILGRIM DR
 LITCHFIELD, NH 03052
 PHONE (603) 886-1385

Proposal

PROPOSAL SUBMITTED TO PLUS COMPANY INC		PHONE	DATE 12/10/19
STREET 19 CHESTNUT ST		JOB NAME	
CITY, STATE AND ZIP CODE NASHUA, NH 03060		JOB LOCATION 19 CHESTNUT ST	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We Herby Submit specifications and estimates for: **RENOVATION TO SECOND FLOOR WOMENS BATHROOM**

CONVERT THREE STALLS TO ONE STANDARD AND A HANDICAPPED STALL

- PERMIT - BUILDING AND PLUMBING
- DEMO - REMOVAL OF FIXTURES AND STALLS
 - REMOVAL OF FLOOR TILES
 - REMOVAL OF WALL TILES AND DRYWALL
- PLUMBING - REMOVE CENTER STALL WATER AND DRAIN
 - 1 COMFORT HEIGHT TOILET AND 1 STANDARD HEIGHT
 - 2 DROP IN SINKS AND COUNTERTOP
 - WATER AND DRAIN LINE CONNECTIONS TO FIXTURES
 - GRAB BARS FOR H/C STALL
- FRAMING - INSTALL BLOCKINGS FOR GRAB BARS AND STALLS
- DRYWALL - 5/8" FIRERATED
 - TAPE AND SAND
- PAINTING - PRIME ALL NEW DRYWALL
 - 2 COAT FINISH
- FLOORING - REPAIR SUBFLOOR FROM REMOVED TOILET
 - INSTALL VCT TILE FLOORING
- STALLS - INSTALL METAL STALLS WITH DOORS
- MISC - INSTALL MIRROR ABOVE SINK
 - INSTALL PAPER, TOILET AND HAND TOWELS

ALL DEBRIS TAKEN TO LANDFILL

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

SIXTEEN THOUSAND EIGHT HUNDRED SEVENTY

Dollars
(\$16,870.00)

Payment to be made as follows: **BILLED ON COMPLETION**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only

Authorized
Signature

deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance:

Signature _____

PLUScompany

Empower Individuals. Maximize Independence.

On December 19, 2019, The PLUS Company Board of Director's voted to authorize Executive Director, Kim Shottes, to submit a CDBG grant for \$25,000. The funds will be used to renovate a second-floor women's bathroom to accommodate a handicapped stall and to replace flooring at front and back entrances of the building to minimize tripping hazards.

Signature: *Jim Allard*

Date: 12/19/19

Signed: Jim Allard, PLUS Company BOD Chair

PLUScompany

Empower Individual. Maximize Independence.

The PLUS Company certifies that no employee, officer, or agent has a conflict of interest either real or apparent with the CDBG funding request in this application.

Signature: 
Signed: Kim Shottes, Executive Director

Date: 10/21/19



RESOLUTION

AUTHORIZING THE FILING OF APPLICATIONS AND EXECUTION OF GRANT AGREEMENTS WITH THE U.S. DEPARTMENT OF TRANSPORTATION FOR GRANTS UNDER THE URBAN MASS TRANSPORTATION ACT OF 1964, AS AMENDED, FOR FISCAL YEARS 2021 AND 2022

CITY OF NASHUA

In the Year Two Thousand and Twenty

WHEREAS, the U.S. Secretary of Transportation is authorized to make grants under the Urban Mass Transportation Program of Projects and Budget;

WHEREAS, the contracts for financial assistance will impose certain obligations upon the applicant, including the provision of a local share of project costs in the program;

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provisions of Title VI of the Civil Rights Act of 1964, as amended, that the applicant provide assurances that it will comply with Title VI of the Civil Rights Act of 1964 and U.S. Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the applicant that minority business enterprises be utilized to the fullest extent possible in connection with these projects, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts when procuring construction contracts, supplies, equipment contracts, or consultant and other services.

NOW THEREFORE, be it resolved by the Board of Aldermen of the City of Nashua:

1. That the Mayor is authorized to execute and file an application on behalf of the City of Nashua with the U.S. Department of Transportation, to aid in the financing operating, planning and capital of projects pursuant to Section 9 of the Urban Mass Transportation Act of 1964, as amended, for fiscal years 2021 and 2022.
2. That the Mayor is authorized to execute and file with such applications assurances or any other documents required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.
3. That the Mayor is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the applications.

RESOLUTION

R-20-003

4. That the Mayor is authorized to set forth and execute affirmative minority business policies in connection with the Program of Projects and Budget's procurement needs.
5. That the Mayor is authorized to execute grant agreements on behalf of the City of Nashua with the U.S. Department of Transportation for aid in the financing of the capital, planning and operating element of the Program of Projects and Budget.

LEGISLATIVE YEAR 2020

RESOLUTION:

R-20-003

PURPOSE:

Authorizing the filing of applications and execution of grant agreements with the U.S. Department of Transportation for grants under the Urban Mass Transportation Act of 1964, as amended, for fiscal years 2021 and 2022

ENDORSERS:

Mayor Jim Donchess
Alderman-at-Large Lori Wilshire
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman Patricia Klee
Alderman-at-Large Shoshanna Kelly
Alderman Richard A. Dowd
Alderman June M. Caron
Alderman Thomas Lopez
Alderman Jan Schmidt
Alderman-at-Large Brandon Michael Laws
Alderman Linda Harriott-Gathright

**COMMITTEE
ASSIGNMENT:**

Human Affairs Committee

FISCAL NOTE:

Fiscal impact is grant monies to the city to be used for a specific purpose.

ANALYSIS

This resolution authorizes the filing of applications and execution of agreements by the Mayor with the U.S. Department of Transportation for grants under the Urban Mass Transportation Act of 1964, as amended, for fiscal years 2021 and 2022.

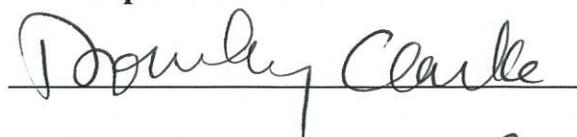
**Approved as to account
number and/or structure, and
amount:**

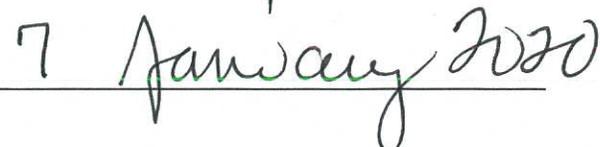
Financial Services Division

By: 

Approved as to form:

Office of Corporation Counsel

By: 

Date: 



RESOLUTION

APPROVING THE USE OF U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT HOME INVESTMENT PARTNERSHIP PROGRAM FUNDS BY HABITAT FOR HUMANITY FOR 10 PAXTON TERRACE

CITY OF NASHUA

In the Year Two Thousand and Twenty

WHEREAS, the City of Nashua is an entitlement community and receives U.S. Department of Housing and Urban Development (HUD) HOME Investment Partnership Program funds under the provisions of Title I of the Housing and Community Development Act of 1974, as amended;

WHEREAS, the City of Nashua accepts applications for HOME funds on a rolling basis for which funds are set aside through the Annual Action Plan, approved by the Board of Aldermen, for the development of affordable housing;

WHEREAS, the City has accepted an application for HOME funds from Habitat for Humanity to acquire a vacant lot and construct a new two-unit residential property at 10 Paxton Terrace to be sold to and occupied by two separate veteran households;

WHEREAS, Habitat for Humanity has requested \$400,000 of HOME funds toward the estimated total development cost of \$620,000; and

WHEREAS, the creation of affordable home-owner housing for low-moderate income households is consistent with goals of the HOME Investment Partnership Program.

NOW THEREFORE BE IT RESOLVED that the Board of Aldermen of the City of Nashua approves the allocation of funds in the amount of up to \$400,000 from the City's HOME Program, Affordable Housing Development line items.

BE IT FURTHER RESOLVED that the Mayor is authorized to execute all necessary understandings, assurances and agreements pursuant to this project.

LEGISLATIVE YEAR 2020

RESOLUTION:

R-20-005

PURPOSE:

Approving the use of U.S. Department of Housing and Urban Development Home Investment Partnership Program Funds by Habitat for Humanity for 10 Paxton Terrace

SPONSOR(S):

**Mayor Jim Donchess
Alderman-at-Large Lori Wilshire
Alderman-at-Large Michael B. O'Brien
Alderman Richard A. Dowd
Alderman June C. Caron
Alderman Thomas Lopez
Alderman-at-Large David C. Tencza
Alderman Jan Schmidt
Alderman-at-Large Brandon Michael Laws
Alderman Linda Harriott-Gathright**

**COMMITTEE
ASSIGNMENT:**

Human Affairs Committee

FISCAL NOTE:

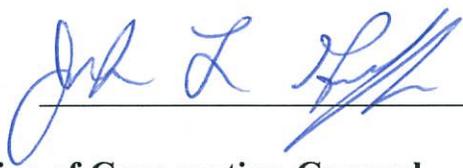
No fiscal impact; all federal grant funds.

ANALYSIS

This legislation approves the use of HOME Investment Partnership Program funds for an eligible affordable housing development project as described. HOME funds stack from year to year and are allocated generally using oldest funds first.

**Approved as to account
number and/or structure, and
amount:**

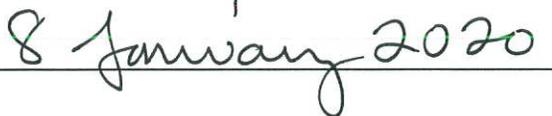
Financial Services Division

By: 

Approved as to form:

Office of Corporation Counsel

By: 

Date: 



RESOLUTION

RELATIVE TO THE ACCEPTANCE AND APPROPRIATION OF \$290,000 FROM THE STATE OF NEW HAMPSHIRE, DEPARTMENT OF SAFETY INTO POLICE GRANT ACTIVITY "FY2020 OPIOID ABUSE REDUCTION INITIATIVE (OARI) GRANT"

CITY OF NASHUA

In the Year Two Thousand and Twenty

RESOLVED by the Board of Aldermen of the City of Nashua that the City of Nashua and the Nashua Police Department are authorized to accept and appropriate \$290,000 from the State of New Hampshire, Department of Safety into Police Grant Activity "FY2020 Opioid Abuse Reduction Initiative (OARI) Grant" for the purpose of investigating and apprehending individuals or organizations that are involved in opioid related drug use and trafficking. This funding is contingent upon approval by the Governor and Executive Council and shall be in effect through 06/30/2020. No local match is required. The Mayor is authorized to enter into any grant agreement or other documents necessary to further the purposes hereof, including but not limited to, a memorandum of agreement between the State of New Hampshire Department of Safety, the State of New Hampshire Division of State Police, the Town of Hudson Police Department, and the City of Nashua Police Department, substantially similar to the attached.

Memorandum of Agreement (MOA)

The State of New Hampshire, Department of Safety (herein referred to as the "State"), the Town of Hudson Police Department (herein referred to as the "Municipality"), and City of Nashua Police Department (herein referred to as the "Grantee") agree to administer funding of the 2019 Law Enforcement Opioid Abuse Reduction Initiative (OARI) as authorized under RSA 21-P:66 and Saf-C 2900 in the manner detailed within this Memorandum of Agreement.

The "Grantee", as the grant award recipient, is responsible for the overall direction and assignment of all 2019 Law Enforcement Opioid Abuse Reduction Initiative (OARI) grant funded activities. Some of these activities may be assigned to the "Municipality". When the "Municipality" is assigned grant funded activities, the "Municipality" is eligible for reimbursement directly from the "State", pending the submission of appropriate documentation, approval from the "Grantee", and in accordance with the grant award requirements. This agreement may be modified by written mutual agreement of the parties. This agreement shall remain in effect until the grant period has expired.

The "Grantee" is responsible for:

- Coordination of activities as specified in RSA 21-P:66 and Saf-C 2900 and outlined in the application and grant award documentation;
- Reviewing and approving all reimbursement requests submitted by the "Municipality";
- Submitting "Municipality" reimbursement requests to the "State";
- Any costs related to activities that are not previously approved by the "State" or that exceed any previously approved amount.

The "Municipality" is responsible for:

- Participating in specified "Grantee" assigned activities as per the final grant agreement;
- Documenting specified "Grantee" assigned activities in accordance with the grant agreement using the attached Overtime form and appropriate back-up as specified in the Grant application and Saf-C 2908.01 on form DSAD 69;
- Submitting reimbursement requests supported by documentation to the "Grantee";
- Any costs related to activities that are not previously approved by the "Grantee", that exceed any previously approved amount, or that are deemed ineligible per the grant agreement.

The "State" is responsible for:

- Reimbursing the "Municipality" for "Grantee" approved grant related activities that are supported by proper documentation and approved by the "Grantee";
- Ensuring that submitted reimbursements have been approved by the "Grantee";
- Providing notification to the "Grantee" and "Municipality" of any documentation deficiencies and the steps necessary to resolve the issue.

Nothing in this agreement guarantees payment of any amounts to the "Grantee" or "Municipality" or alters or changes the grant agreement with the "Grantee". Costs for the entire activity may not exceed the maximum award to the "Grantee".

The undersigned, on behalf of the State of New Hampshire, Department of Safety (the "State"), the Town of Hudson Police Department (the "Municipality"), and the City of Nashua Police Department (the "Grantee") agree to administer funding of the 2019 Law Enforcement Opioid Abuse Reduction Initiative (OARI) as authorized under RSA 21-P:66 and Saf-C 2900 in the manner detailed within this Memorandum of Agreement.

Town of Hudson Police Department

Jason Lavoie, Hudson Police Chief

Date

Email: _____

Phone: _____

City of Nashua Police Department

Andrew J. Lavoie, Nashua Police Chief

Date

New Hampshire Division of State Police

Christopher Wagner
Colonel

Date

New Hampshire Department of Safety

Steven R. Lavoie
Director of Administration

Date

LEGISLATIVE YEAR 2020

RESOLUTION:

R-20-006

PURPOSE:

Relative to the acceptance and appropriation of \$290,000 from the State of New Hampshire, Department of Safety into Police Grant Activity "FY2020 Opioid Abuse Reduction Initiative (OARI) Grant"

SPONSOR(S):

Mayor Jim Donchess
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman Patricia Klee
Alderman-at-Large Shoshanna Kelly
Alderman Richard A. Dowd
Alderman June M. Caron
Alderman Thomas Lopez
Alderman David C. Tencza
Alderman Jan Schmidt
Alderman-at-Large Brandon Michael Laws
Alderman Linda Harriott-Gathright
Alderman-at-Large Lori Wilshire
Human Affairs Committee

**COMMITTEE
ASSIGNMENT:**

FISCAL NOTE:

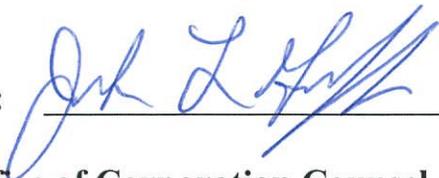
Fiscal impact is a \$290,000 grant to be used for a specific purpose. No local match is required

ANALYSIS

This resolution authorizes the City to accept and appropriate \$290,000 from the State for the purpose of investigating and apprehending individuals or organizations that are involved in opioid related drug use and trafficking. These funds will be used in conjunction with the Town of Hudson Police Department in a joint effort. The attached MOA establishes Nashua as the "Grantee" and Hudson as the "Municipality" where reimbursements from the State will go directly to the Town of Hudson after approval by the Nashua Police Department.

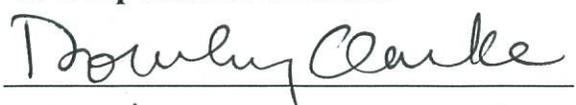
**Approved as to
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amount:**

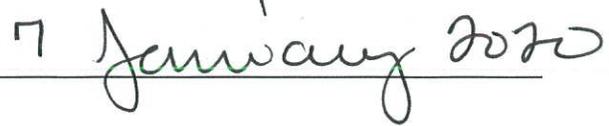
Financial Services Division

By:  _____

Approved as to form:

Office of Corporation Counsel

By:  _____

Date:  _____



RESOLUTION

**RELATIVE TO THE ACCEPTANCE AND APPROPRIATION OF \$24,972.80 FROM
THE STATE OF NEW HAMPSHIRE DEPARTMENT OF SAFETY INTO POLICE
GRANT ACTIVITY "PROJECT SAFE NEIGHBORHOOD"**

CITY OF NASHUA

In the Year Two Thousand and Twenty

RESOLVED by the Board of Aldermen of the City of Nashua that the City of Nashua and the Nashua Police Department are authorized to accept and appropriate \$24,972.80 from the State of New Hampshire Department of Safety into Police Grant Activity "Project Safe Neighborhood" for the purpose of hot spot patrols throughout the city in an effort to reduce violent crime. This funding is contingent upon approval by the Governor and Executive Council and shall be in effect through 09/30/2021. No local match is required. The Mayor is authorized to enter into any grant agreement or other documents necessary to further the purposes hereof.

LEGISLATIVE YEAR 2020

RESOLUTION:

R-20-013

PURPOSE:

Relative to the acceptance and appropriation of \$24,972.80 from the State of New Hampshire Department of Safety into Police Grant Activity "Project Safe Neighborhood"

SPONSOR(S):

Mayor Jim Donchess
Alderman-at-Large Lori Wilshire
Alderman Richard A. Dowd
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman Patricia Klee
Alderman-at-Large Shoshanna Kelly
Alderman June M. Caron
Alderman Thomas Lopez
Alderman-at-Large David C. Tencza
Alderman Jan Schmidt
Alderman-at-Large Brandon Michael Laws
Alderman Skip Cleaver
Alderman Linda Harriott-Gathright

**COMMITTEE
ASSIGNMENT:**

Human Affairs Committee

FISCAL NOTE:

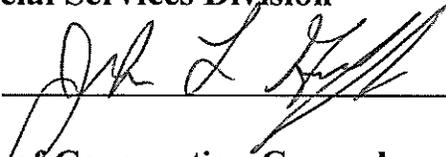
Fiscal impact is a \$24,972.80 grant to be used for a specific purpose. No local match is required.

ANALYSIS

This resolution authorizes the City to accept and appropriate funds from the State for the purpose of hot spot patrols throughout the city in an effort to reduce violent crime.

**Approved as to
account number and/or
structure, and amount:**

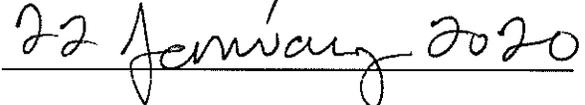
Financial Services Division

By: 

Approved as to form:

Office of Corporation Counsel

By: 

Date: 



RESOLUTION

RELATIVE TO THE ACCEPTANCE AND APPROPRIATION OF \$35,196 FROM THE STATE OF NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES, EXOTIC SPECIES PROGRAM AND AUTHORIZING THE TRANSFER OF MATCHING FUNDS

CITY OF NASHUA

In the Year Two Thousand and Twenty

RESOLVED, by the Board of Aldermen of the City of Nashua that the City of Nashua and the Division of Community Development are authorized to accept and appropriate \$35,196 from the State of New Hampshire Department of Environmental Services, Exotic Species Program into Community Development Grant Activity “Exotic Aquatic Plant Control” for the purpose of controlling and managing aquatic invasive species in various portions of the Nashua River and Mine Falls Pond and Canal, and to authorize the transfer of matching funds in the amount of \$52,796 from the follow fund and account:

Fund	Fund Description	Dept #	Dept Description	Account	Account Description	Amount
1000	General Fund	181	Community Development	55699	Other Contracted Services	\$ 18,972 (1)
7052	Mine Falls Trust Fund	177	Parks & Recreation	54280	Building & Grounds Maintenance	33,824
Total:						\$ 52,796

- (1) Matching funds from Community Development in the amount of \$18,972 will be included in the FY2021 proposed operating budget, as part of the FY2021 budget resolution. The funds will be transferred to the grant activity upon passage of the FY2021 budget.

LEGISLATIVE YEAR 2020

RESOLUTION: R-20-014

PURPOSE: Relative to the acceptance and appropriation of \$35,196 from the State of New Hampshire Department of Environmental Services, Exotic Species Program and authorizing the transfer of matching funds

SPONSOR(S): Mayor Jim Donchess
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman Patricia Klee
Aldermoman-at-Large Shoshanna Kelly
Alderman June M. Caron
Alderman-at-Large Ben Clemons
Alderman Thomas Lopez
Alderman-at-Large David C. Tencza
Alderman Jan Schmidt
Alderman-at-Large Brandon Michael Laws
Alderman Skip Cleaver
Alderman Linda Harriott-Gathright
Alderman-at-Large Lori Wilshire

COMMITTEE ASSIGNMENT: Human Affairs Committee

FISCAL NOTE: The fiscal impact is a \$35,196 grant to be used for a specific purpose.

ANALYSIS

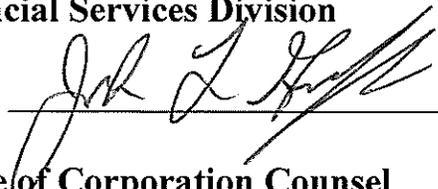
This legislation authorizes the City to accept and appropriate funds from the State for the purpose of controlling and managing aquatic invasive species in the Nashua River and Mine Falls Pond and Canal. This legislation also authorizes the transfer of matching funds in the amount of \$52,796 of which \$18,972 will be included in the Fiscal Year 2021 proposed operating budget and transferred to the grant activity upon passage of the budget.

Charter Sec. 53 permits the Board of Aldermen to transfer any unencumbered appropriation balance or any portion thereof from one department, fund or agency to another.

NRO § 5-130, H provides that “when proposed legislation to transfer or reappropriate a particular appropriation or portion thereof has had its first reading, such funds shall not be expended or transferred while the legislation is pending”.

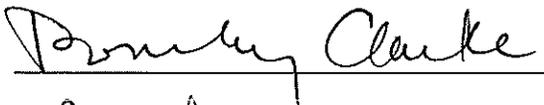
Approved as to account number and/or structure, and amount:

Financial Services Division

By:  _____

Approved as to form:

Office of Corporation Counsel

By:  _____

Date: 22 January 2020