

SPECIAL HUMAN AFFAIRS COMMITTEE

May 2, 2022

A special meeting of the Human Affairs Committee was held Monday, May 2, 2022, at 7:00 p.m. in the Aldermanic Chamber and via Zoom teleconference which meeting link can be found on the agenda and on the city's website.

Let's start the meeting by taking a roll call attendance. If you are participating by Zoom, please state whether there is anyone in the room with you during this meeting and your reason for not participating in person, which is required under the Right-To-Know Law.

The roll call was taken with 3 members of the Board of Aldermen present: Alderwoman-at-Large Shoshanna Kelly, Vice-Chairman, Alderman Patricia Klee, Alderman Thomas Lopez.

Alderman-at-Large Melbourne Moran, Jr. and Alderwoman-at-Large Gloria Timmons were recorded absent.

Also in Attendance: Alderman-at-Large Lori Wilshire
Deb Chisholm, Interim Urban Programs Manager
Matt Sullivan, Community Development Director (via Zoom)

ROLL CALL

Chairman Lopez

So the reason for this is because we're having our second public hearing and we had to table it because we were waiting for numbers from HUD. So we didn't complete or close that public hearing. We also have to have a Committee meeting in order to re-refer this back to the Board of Aldermen. This is an administrative exercise for those of you watching from the public because we still haven't heard from HUD how much money we're having and this is the third time we've met since they didn't quite tell us yet. They say the sequel is the best of the trilogy and the third one is like not as good and that's what we we've got here. We ask a lot of saline questions of Ms. Chisholm and Director Sullivan. We developed a plan. We put on the record how the applications and CDBG requests that were made and yet we still don't have more information from the previous weekend, I believe.

Alderman Wilshire if we do this public hearing, we've already heard public comment. So we read it as testimony?

Alderman Klee

It's on the schedule and the agenda. We should probably do it, right? There's no one here though.

President Wilshire

Didn't we already have the second hearing?

Chairman Lopez

We had it but we tabled it before closing it, I believe. I don't think we closed it.

President Wilshire

We had the second public hearing already. I don't know why it's on here again.

Alderwomen Kelly

I think that's right. I'm with Alderman Wilshire is correct. I think we closed the public hearing and then we just did our work and tabled it.

Chairman Lopez

All right. Well the fact that there is no public hearing online or in the public, so I don't think I have to go through the exercises. So we would just consider this the regular meeting open to public comment.

SECOND PUBLIC HEARING - CONTINUED

DRAFT ACTION PLAN FY2023 ANNUAL ACTION PLAN FOR THE CDBG AND HOME PROGRAMS

REGULAR MEETING

PUBLIC COMMENT - None

COMMUNICATIONS - None

UNFINISHED BUSINESS - None

NEW BUSINESS – RESOLUTIONS - None

NEW BUSINESS – ORDINANCES - None

TABLED IN COMMITTEE

**MOTION BY ALDERMAN KLEE TO REMOVE FROM THE TABLE R-22-025
MOTION CARRIED**

R-22-025, Amended

Endorsers: Mayor Jim Donchess
Alderman-at-Large Michael B. O'Brien, Sr.
Alderman Patricia Klee
Alderman-at-Large Melbourne Moran, Jr.
Alderman Thomas Lopez
Alderman Richard A. Dowd
Alderman Derek Thibeault
Alderwoman-at-Large Gloria Timmons

**AUTHORIZING THE MAYOR TO APPLY FOR AND EXPEND THE COMMUNITY DEVELOPMENT BLOCK GRANT
("CDBG") AND HOME INVESTMENT PARTNERSHIP PROGRAM FUNDS FOR FISCAL YEAR 2023**

ON THE QUESTION

Chairman Lopez

Director Sullivan are there any comments or anything that you wanted to share with us as an update?

Matt Sullivan, Community Development Director

I do not have any direct updates related to this piece of legislation Mr. Chair, but I know that Deb Chisholm is also present and can answer any questions that the Committee may have but no updates. Obviously additional information was provided to the Committee in the form of a memo thanks to the work of Deb Chisholm and others. If there are any questions subsequent based on the materials you have in front of you, we're available to answer those but hopefully that provides a good deal of context and answers the questions that were raised at the last meeting of the Committee. Many of which were very, very valid and important for questions for us to answer. Again we're happy to address any of those or any other agenda items that the Committee would like this evening.

Alderman Klee

Thank you Mr. Chairman. When it came to "Communications", we said "none", but we did have that very comprehensive memo from Miss Chisholm. Should we ask the Aldermanic Administrative to pass that to the minutes?

Chairman Lopez

Yes, I think it's a good idea.

Alderman Klee

Because that's all the information that I think we've been looking for. I think it's something that is quite important. Madam President do we need to bring that in so even though it's not here, can we suspend the rule to bring in the communications?

President Lori Wilshire

Yes.

Alderman Klee

Okay. Let me bring up that e-mail. Mr. Chairman I motion to bring forward the Communication from Deb Chisholm relative to the Questions and Answers.

MOTION BY ALDERMAN KLEE TO BRING FORWARD THE COMMUNICATION RECEIVED FROM DEB CHISHOLM RELATIVE TO THE QUESTIONS AND ANSWERS ON FRIDAY, APRIL 29TH, FOR THE CDBG MOTION CARRIED

Chairman Lopez

With that in mind in reviewing the Memo, I didn't think there were many significant changes other than not knowing what HUD wants to give us for money. As I understand it, the plan is outlining what we would do assuming we get the same amount that was presented. I don't know if Director Sullivan or Miss Chisholm wants to answer this but we did ask whether unspent staff funding has been included.

Deb Chisholm, Interim Urban Programs Manager

I did look into that. I had a lovely conversation with Rose Evans down in Finance. Ultimately we will have a fairly considerable amount of money "left over" at the end of the fiscal year due to the fact that we haven't had a Manager on board since Carrie left at the end of November. So those funds can be reprogrammed at any time. After my conversation with Rose, really the conclusion that I came to was that we might want to think about waiting to reprogram those funds until the end of the fiscal year. We are in the process of trying to hire a new manager and are really unable at this point to know the exact salary amount and amount of benefits that a new manager would have. So we would end up with estimated numbers anyway, so if we wait until the beginning of new fiscal calendar, we would have an exact amount and we could reprogram that into any of the CDBG or HOME activities.

Chairman Lopez

So just for clarification, we don't have to call it contingency but it could be used for contingency if we needed to and your recommendation is to just hold onto it and not put it somewhere so that we have the flexibility.

Deb Chisholm, Interim Urban Programs Manager

Correct.

Chairman Lopez

Anybody have any questions or comments?

Alderman Klee

Thank you, Mr. Chairman. Just for clarification, we're not just going to hold it in limbo. Once we find out what the dollar amount is, we're going to put into a specific account based on what this Committee so desires or will it be Community Development that will decide that?

Unidentified Female Speaker

This Committee.

Alderman Klee

Okay, great. That's what I wanted to know. So this Committee will decide where it's going to go once we find out. Do we have any idea what the estimated value of that is at this point?

Deb Chisholm, Interim Urban Programs Manager

I don't really know at this point.

Alderman Klee

That's fair. I understand that but we're hoping to bring someone on board soon. Finger crossed!

Deb Chisholm, Interim Urban Programs Manager

Fingers crossed. I will say in addition to that, one of the things that was discussed at the last meeting, and you can see the changes that were made on the Resolution to now become the amended version, there was for item #3 the CDBG grant administration, that is the salary, and benefits, and the other things that come in the Urban Programs budget. The change that's made indicates that amount would be capped at what it currently is \$141,800. I want to just caution you on putting that in the Resolution because as we move forward the allocations are made, the amount that can be designated for administration of the CDBG grant money is capped at 20%. If we cap it at \$141,800, I think we're doing ourselves a bit of mis-service by capping it at that amount. To the contrary if for some reason the money that we get is less than what we have estimated on here, we're really not allowed to cap it at \$141,800 because that would exceed the cap that HUD puts on that money. So I think we just need to leave a little bit of flexibility in that particular line item.

Chairman Lopez

Alderman Wilshire?

President Wilshire

I was under the impression that the City paid the benefits for this city programs – CDBG, HOME, Lead Grant. My understanding was the salaries came out of the grant but the benefits came through the City. Matt you're shaking your head "no".

Matt Sullivan, Community Development Director

That's not my understanding. My understanding is the programs are entirely federally funded that both the salary and benefits associated with the positions are derived from federal funds rather than from city dollars.

President Wilshire

Okay. Thank you.

Chairman Lopez

I think we're self-insured, right? I only brought that up because it makes more sense to me than paying ourselves. Is there any further questions or comments from the Committee?

Alderman Klee

Thank you and I think this actually goes to Madam President Wilshire. We can still put through the numbers as if we're assuming that we're going to get - when I say "put through to the full Board", the Board will just approve the plan when we get the actual numbers that we've done in the past then we come back together as a Human Affairs Committee meeting and, I'm sorry, Alderwoman Kelly could have answer4ed this as well, and then we would approve the final numbers and then give that to HUD with their 60 days for them to prepare the plan. Is that the way that this would all work so I make sure I have this?

President Wilshire

Yes, relatively.

Alderwoman Kelly

Alderman Klee I'm not offended. She's done this a lot longer than I did.

Alderman Klee

I know, but you were the most recent so I apologize.

**MOTION BY ALDERMAN KELLY TO RECOMMEND FINAL PASSAGE AS AMENDED
MOTION CARRIED**

GENERAL DISCUSSION

Chairman Lopez

A quick housekeeping note. I invited a bunch of the staff member from the previous meeting to talk about building, code enforcement, health code enforcement, development projects. Hopefully they are going to ease the concerns in the City about access to affordable and low income housing. Last look they were not ready. This month some were prepared, but at the same time it was supposed to be the focus of the meeting. So we will meet next week and it will be our topic so we can deep dive in and see what other different departments are doing and really get an idea of what the City is doing to kind of address these situations.

Alderman Klee

Mr. Chair, next week they'll be joining us?

Chairman Lopez

I believe so. It was our regularly scheduled one. Alderwoman Kelly graciously conceded the Personnel Administrative Affairs.

Alderwoman Kelly

Just a follow up because you are kind of talking about some stuff that we did in Substandard. Did we decide to put all the Substandard in here?

Chairman Lopez

Yes. So the former role of the Substandard Living Conditions one of the reasons and I don't want to speak for Alderman Wilshire is in dissolving that was because those roles weren't traditionally handled by this Committee. So same idea of introducing committee members to potential areas that legislation might be pending on so that we have an idea of what we're talking about and what we're doing in the past.

Alderwoman Kelly

Great thank you.

PUBLIC COMMENT - None

REMARKS BY THE ALDERMEN - None

ADJOURNMENT

**MOTION BY ALDERWOMAN KELLY TO ADJOURN
MOTION CARRIED**

The meeting was declared adjourned at 7:15 p.m.

Alderman Patricia Klee
Committee Clerk



City of Nashua

Community Development Division

City Hall, 229 Main Street, PO Box 2019
Nashua, New Hampshire 03061-2019
www.nashuanh.gov

Community Development	589-3095
Planning and Zoning	589-3090
Building Safety	589-3080
Code Enforcement	589-3100
Urban Programs	589-3085
Conservation Commission	589-3105
Transportation	880-0100
FAX	589-3119

To: Human Affairs Committee
cc: Mayor Jim Donchess
From: Deb Chisholm, Interim UPD Manager
Date: April 29, 2022
Re: FY2023 HUD Annual Action Plan Questions and Answers

At the April 18, 2022 meeting of the Human Affairs Committee there were several questions asked regarding the CDBG and HOME funds that get allocated to the City from the US Department of Housing and Urban Development. Below are responses to those questions.

1. Please provide a list of potential Affordable Housing Developments that may be eligible for Affordable Housing Program.

Response: Eligibility is determined once an application is submitted. These are some of the previous grantees (and an approximate funding amount they have received) that provides an idea of who has been eligible and used these funds in the past: Habitat for Humanity \$835K, Bronstein \$1.1M, Marshall St Apartments \$200K, Cotton Mill Square \$1.04M

2. Please provide a copy of the draft FY2023 UPD Budget
Response: See attached

3. Can remaining Urban Programs Manager salary monies in the FY2022 Budget be rolled into FY2023 projects as a supplemental allocation?

Response: Yes, funds can be reprogrammed from administrative into programs through Resolution.

4. What is the total remaining in the Owner-Occupied Housing Program from 2022?

Response: As of April 22, 2022, there is \$69,655.89. This includes project income of \$28,900 received on April 19, 2022 for a discharge of mortgage.

5. What is the total remaining in the Renter Occupied Housing Program from 2022?

Response: As of April 22, 2022, there is \$28,749.50 remaining from FY21 and \$100,000 remaining from FY22. The program has not been used in this FY22.

6. What is the total remaining in the CHDO from all past years?

Response: As of April 22, 2022, there is \$0 remaining.

7. What is the total remaining in the Affordable Housing Development from 2022?

Response: As of April 22, 2022, there is \$70,844.75 remaining.

8. What is the total remaining in the Homebuyer Assistance Program?

Response: As of April 22, 2022, there is \$55,000 remaining. This program has not been set up and therefore no funds have been used.

9. Can Renter Occupied Housing monies be used for the removal of bedbugs? What are other constraints on use of the funds?

Response: Yes, it's a code violation and is an eligible activity. However, the minimum subsidy is \$5K. The investment must serve low/mod income individuals and the owner of the property must contribute 10%.

10. What restrictions exist on the types of applicants/entities that can apply for Renter Occupied Housing monies?

Response: CDBG funds are federal and come with certain eligibility requirements. The rental rehab program is designed to assist owners who have low-income tenants (at or below 80% of median area income, as defined by HUD) Investor-owned properties containing no more than 8 units will be considered. Please note that more strict income requirements may apply if combining with other programs we offer, such as the Lead Paint/Healthy Homes Program.

11. What restrictions are placed on properties if accepting Renter/Owner Occupied Housing monies?

Response: The rental rehab program is designed to assist owners who have low-income tenants (at or below 80% of median area income, as defined by HUD) Investor-owned properties containing no more than 8 units will be considered.

12. What restrictions are placed on properties if accepting Affordable Housing Program monies?

Response: HOME-funded housing units must remain affordable in the long term (20 years for new construction of rental housing; 5-15 years for construction of homeownership housing and housing rehabilitation, depending on the amount of HOME subsidy). The City has two years to commit funds (including reserving funds for CHDOs) and five years to spend funds. (see HOME Program Rules and Regulations on the City's website for more details <https://www.nashuanh.gov/DocumentCenter/View/401/HOME-Program-Rules-PDF?bidId=>)

13. Is there a maximum amount for award from Rental/Owner Occupied Programs? Maximum award for Affordable Housing program?

Response: There is no maximum award for Affordable Housing Program as long as the grantee can meet the match requirements. For rental/Owner Occupied Program, owners may receive a loan of up to 90% of the cost of the work. Owners must contribute at least 10% of the total cost and in some cases may be expected to cover more when a funding gap exists. The minimum subsidy shall be \$5,000.

Each owner may receive only one loan per year, capped at \$20,000 for a single-family, plus \$5,000 for each additional unit (up to eight units)

If a unit in a multi-family dwelling does not benefit substantially from the proposed work, then that unit shall not be counted in the calculation for maximum loan amount. Likewise, if a rental unit is occupied by a household above the income limits, that unit shall be excluded. (see Rental Rehab Program Guidelines on the City's website for more details

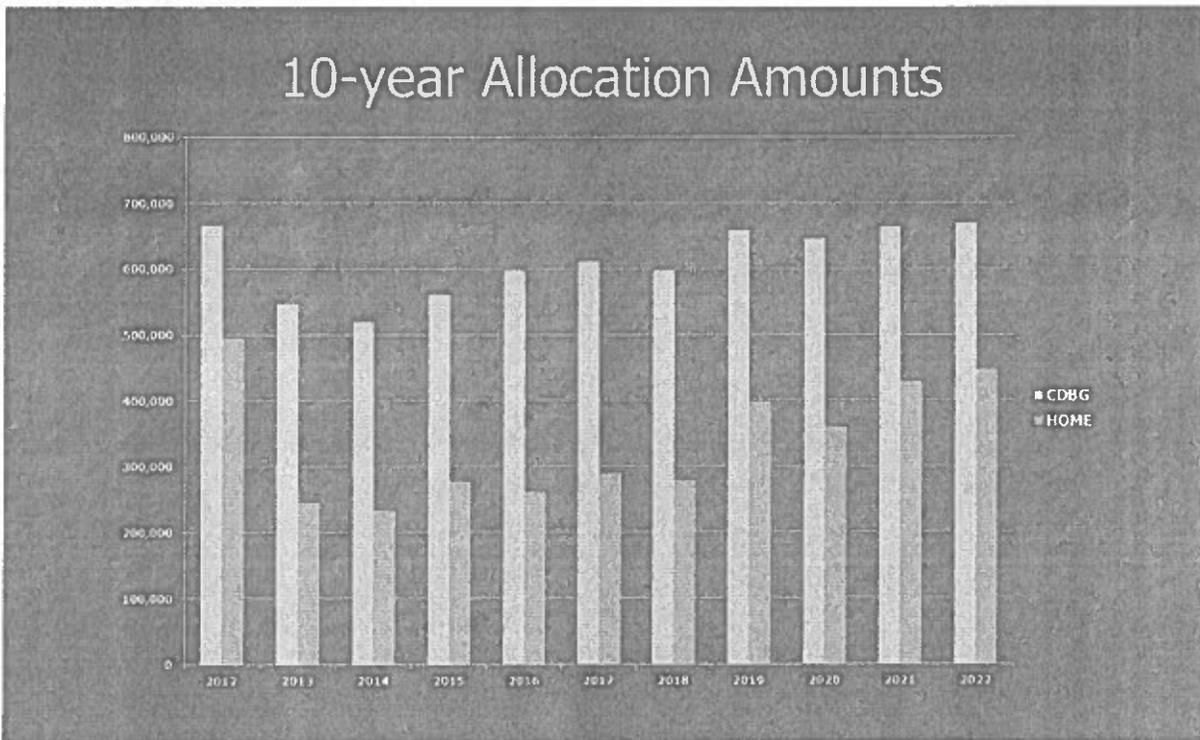
<https://www.nashuanh.gov/DocumentCenter/View/18818/20191104---Rental-Rehab-Guidelines-final-pdf>)

14. In the event of a loan repayment, where are repayments sent? Specific fund?

Response: When loans are repaid, the funds are typically put back into the same program.

15. Can a history of HUD allocations be provided to address whether the City has ever received less monies than the year prior?

Response:



16. Provide a list of prior recipients and award amounts for CDBG Home Funds.
 Response: CDBG Recipients for FY21 and FY22

FY21	Ash Street Futsal Court - lighting	\$10,000
FY21	Boys & Girls Club - Pool decking/locker room rehab	\$39,000
FY21	Front Door Agency - Heat/hot water conversion @ 12 Concord St	\$30,000
FY21	Los Amigos Park improvements	\$15,000
FY21	Marguerite's Place - Window replacement 85-87 Palm St	\$30,000
FY21	Opportunity Networks - Bathrooms in Unit A	\$33,000
FY21	PLUS Company - ADA bathroom and entry	\$15,000
FY21	Sandy Pond Park improvements	\$10,000
FY21	Ash Street Futsal Court - lighting	\$10,000
FY22	Heritage Rail Trail	\$68,000
FY22	PLUS Company - ADA bath & HVAC	\$10,000
FY22	Girls Inc - roof	\$20,000
FY22	Marguerite's Place - boiler	\$46,000
FY22	Nashua Children's Home - roof	\$20,000
FY22	Area Agency/Gateways - fencing	\$12,990
FY22	Nashua Center - HVAC	\$45,000
FY22	Opportunity Networks - plumbing/water heat	\$28,600
FY22	Sandy Pond (additional funds to FY21)	\$15,000

17. What is the process for the City allocating CDBG Home Funds?

Response: In Nashua, CDBG and HOME funds allocated by HUD are designated into specific programs such as housing rehab, public services, affordable housing development and administration. Non-profits and municipal leaders submit their CDBG project requests to UPD who works with the Human Affairs Committee to recommend to the full Board how the funds should be distributed. Those looking for rehab and affordable housing funds submit applications to UPD, and are typically served on a first come first served basis all depending on availability of funds.

DRAFT URBAN PROGRAMS FY23 BUDGET

Item	CDBG	HOME	Direct Project Delivery	Lead Pain/UHH Grant	Total UPD
Revenues					
Grant Administration	132,800	42,700		\$ 333,604	\$ 175,500
Program Income (admin portion)	9,000	0			
Direct Project Construction Mgmt.			\$ 125,000		\$ 125,000
Total Available	\$ 141,800	\$ 42,700	\$ 125,000		\$ 309,500
Expenses					
Wages					
Urban Programs Manager (1 FTE)	\$ 51,370	\$ 19,758	\$ -	\$ 7,903	\$ 79,031
Project Administrator (1 FTE)	\$ -	\$ -	\$ 63,239	\$ -	\$ 63,239
Grant Management Specialist (1 FTE)	\$ 40,181	\$ 9,273	\$ 12,364	\$ -	\$ 61,818
L&HH Project Administrator (1 FTE)	\$ -	\$ -	\$ 3,521	\$ 66,898	\$ 70,419
L&HH Intake/Program Asst. (1 FTE)	\$ 3,351	\$ 3,351	\$ -	\$ 60,309	\$ 67,011
Lead &HH Program Coordinator (1 FTE)	\$ -	\$ -	\$ -	\$ 71,828	\$ 71,828
Total Wages	\$ 94,902	\$ 32,381	\$ 79,123	\$ 206,938	\$ 413,345
Fringe	\$ 40,022	\$ 13,823	\$ 29,881	\$ 126,666	\$ 210,392
Commodities					
Travel, Local - Mileage Reimbursement	\$ 360	\$ -	\$ 2,460	\$ 5,400	\$ 2,820
Advertisements	\$ 1,500	\$ 173	\$ -	\$ 1,000	\$ 1,673
Auditing Services	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000
Postage	\$ 99	\$ -	\$ 42	\$ 60	\$ 141
Office Supplies	\$ 350	\$ -	\$ -	\$ 475	\$ 350
Membership Dues	\$ 940	\$ -	\$ -	\$ -	\$ 940
Licenses	\$ -	\$ -	\$ 1,500	\$ 350	\$ -
Conferences/Training/Education	\$ 3,500	\$ -	\$ -	\$ 1,500	\$ 3,500
Telephone	\$ 804	\$ -	\$ 204	\$ 1,800	\$ 1,008
Filing & Recording Fees	\$ 250	\$ -	\$ -	\$ 472	\$ 250
Consulting Services	\$ -	\$ -	\$ -	\$ -	\$ -
Total Commodities	\$ 8,803	\$ 173	\$ 4,206	\$ 11,057	\$ 11,682
Total UPD Expenses	\$ 143,727	\$ 46,377	\$ 113,211	\$ 333,604	\$ 636,918
Net Avail	\$ (1,927.28)	\$ (3,676.53)	\$ 11,789.35		