

# CITY OF NASHUA, NH



## Annual Action Plan for Community Development Block Grant and HOME Investment Partnership Program

For the period July 1, 2018 – June 30, 2019

Jim Donchess, Mayor  
City of Nashua  
City Hall, 229 Main Street  
Nashua, NH 03060  
July 3, 2018

# Executive Summary

## AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

### 1. Introduction

This Annual Action Plan (AAP) serves as the application for funding to the U.S. Department of Housing and Community Development (HUD) for the Community Development Block Grant (CDBG) and HOME Investment Partnership Program. The AAP details the activities and funding planned during FY2018, covering July 1, 2017 – June 30, 2018. A draft of the AAP was made available for a 30-day public comment period beginning June 27, 2017 at the Urban Programs Department; advertised in the Nashua Telegraph; posted to the City’s website and through email, as requested.

During the planning stages, the City had not yet received our annual allocation amount. This point was emphasized and factored in to the plan development. The CDBG allocation was to be adjusted under the activity “Contingency” and HOME was to be adjusted proportionately. However the amount in “Contingency” was not enough to cover the gap and a subsequent Resolution was introduced to reprogram balances of completed CDBG activities. The original and subsequent Resolutions are attached.

This Action Plan was developed in the “eConPlanning Suite”, as required by HUD and uses the new low/moderate income area data recently released by HUD, which is based on American Community Survey data from 2006-2010. It is noted throughout the plan if alternate data was used to supplement the pre-populated information.

Fiscal year 2018 reflects the third year of the City of Nashua’s Five-Year Consolidated Plan. The Consolidated Plan identifies Nashua’s affordable housing, community development and economic development needs. The Plan outlines a comprehensive and coordinated strategy to address the needs. The City of Nashua is not an entitlement grantee under the McKinney Act, Emergency Shelter Grant (ESG) or Housing Opportunities for Persons with AIDS (HOPWA) programs. However funds from these programs may be sought on a competitive basis, consistent with this Consolidated Plan.

The goals of the Consolidated Plan parallel those that HUD has established for jurisdictions across the country to pursue as part of their consolidated planning efforts: to provide decent housing and a suitable living environment, and expand economic opportunities, principally for low- and moderate-income persons.

The City of Nashua is committed to a diverse and inclusive community that engages and encourages residents and institutions to work together to make Nashua the most livable city for all its residents. To this end, the City continues to pursue strategies to address housing, economic, and the social service needs of low and moderate-income residents, the homeless and special needs populations. We will continue to prioritize neighborhood revitalization in areas that lag behind the rest of the community.

### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Affordable housing: Housing continues to be the City’s highest priority. The City will continue to focus on rehab to address code and life-safety issues in housing owned and occupied by low-income households. Code enforcement is also an important tool to maintain decent safe housing and address blight from vacant and poorly maintained properties. Another top need, strongly identified through citizen input, was rehab for multi-family rental properties. Rental rehab will not be directly funded through this Plan, however discussions are underway with partners to identify alternate funding sources.

Homelessness: From a financial standpoint, the households most susceptible to becoming homeless are households who earn less than 30% median income and are severely cost-burdened (paying more than 50% of their income for rent). Other populations disproportionately at risk of becoming homeless are victims of domestic violence, substance abuse, those with severe mental health problems and people leaving prison.

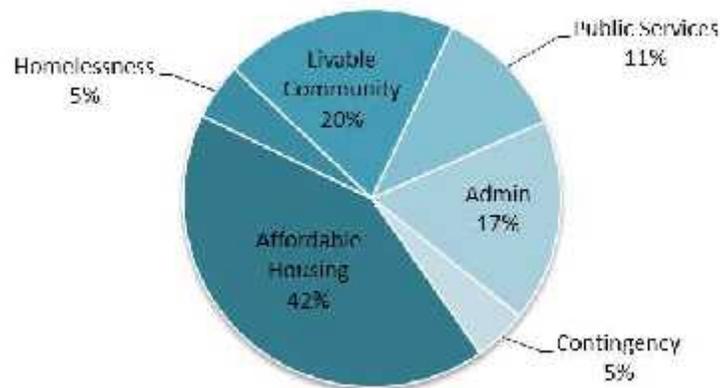
In order to address this at-risk population, there is a need for long-term permanent affordable housing and supportive transitional/permanent housing for the at-risk sub-populations. Counseling, health-care, life-skills training and sustainable employment at an adequate wages are all critical to reducing homelessness within the City. CDBG funding will be used to support these efforts under the public service cap and HOME funds will be used to increase the supply of permanent affordable housing.

Creating livable communities: The City will use CDBG funding toward improvements of facilities that serve the public and infrastructure projects, including improved lighting, sidewalks and parks. Facility improvements include those owned by non-profit entities.

Economic development: Economic development was ranked high through citizen participation, with a strong focus on expanding transportation options. It was noted that public transportation is limited in hours and service to the job markets. Revitalizing the downtown area was another key need. Although not directly supported by the funding in this Plan, residents commented that a revitalized downtown will attract more businesses and residents.

Public Services: Expanding the availability of and increasing access to needed services is a key goal of the City. Services include, but are not limited to, mental health, job training, food banks and youth programs.

The graph below pools CDBG and HOME together to show the breakdown among the high-level objectives for FY2018:



### 3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

As of the writing of this Action Plan, the City has essentially completed year three of the five-year Consolidated Plan. The Consolidated Annual Performance Evaluation Report (CAPER) will be prepared shortly after the end of the fiscal year and will contain the final/accurate numbers of accomplishments. This information is summarized below showing progress to date. Keep in mind, goals may be evenly spread over the five-year Plan, or may be planned to occur at the beginning/end of the plan. For each major category, we have indicated whether we are on target, ahead or behind according to the original Consolidated Plan.

Affordable Housing - This objective is largely on or ahead of target. The number of units under “Ensure Safe & Sanitary Housing, which reflects units addressed under the HUD Lead-Paint Grant, is over our 5-year goals at 147%. Homeowner Rehab (units completed under the Housing Improvement Program) and Rental Housing Development (new construction/substantial rehab of low income rental housing, primarily through the HOME program) are on target to reach the 5-year goals.

The one area under this category failing to meet the 5-year goals is Homeownership through the development of new owner units or assistance to buyers to acquire affordable housing, primarily through the HOME program. The planned use of funds for low-income buyers has faced challenges, discussed in detail later in this report.

Homelessness – Limited resources under the ConPlan are available to address this need directly and the City relies on the work of the Greater Nashua Continuum of Care and the HUD grants they obtain to address this need in earnest. This objective is on target with planned resources through public services, outreach and overnight shelter beds. That is not to say that the community need is being met, rather that the numeric goals outlined in the ConPlan are on track. There continues to be disparate resources to adequately resolve homelessness in the community.

Economic Development – This objective is lagging behind at the expense of the success for other areas. Given the limited resources available, economic development has suffered as a priority in the action planning process. Although ranked high in the Consolidated Planning process, annual activity selection has prioritized other community needs. There are revolving loan funds available with a renewed focus to lend to small businesses. In the upcoming fiscal year, the City hopes to firm up a hotel development, creating low-income jobs as well as the development of an Indian Heritage Center, also creating jobs.

Public Services – This objective is generally ahead or on target in reaching planned goals. Youth & Special Needs Population focused activities continue to be the community’s priority, followed by General Public Services. The one area lagging behind is Transportation. This too was identified in the community planning process as a high need/priority, however has not been funded in the annual allocation process.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The City follows its adopted Citizen Participation Plan for the development of each Annual Action Plan, which differs from development of the Consolidated Plan. Full details on the citizen participation and consultation process for the Consolidated Plan may be found in that document. Following is a summary of the efforts related to the Annual Plan.

The City issued a Request for Proposals (RFP) to identify prospective activities on December 15, 2017, due January 19, 2018. Availability of the RFP was advertised in the Nashua Telegraph. The UPD also sent a courtesy e-mail to past or present recipients, those who had inquired throughout the year and to as many non-profit entities in the City as possible.

We held two technical assistance/informational workshops, one in the morning and one in the afternoon to accommodate schedules. A public hearing, seeking input on priorities for the upcoming fiscal year was held on March 12, 2018 (all public hearing are advertised in the Nashua Telegraph 10-14 days prior). The RFP's and City's CDBG activity requests are evaluated through the Human Affairs Committee (HAC). The Action Plan was discussed at three regularly scheduled HAC meetings, noticed through the City's meeting agenda protocol. A second public hearing, to obtain input on the proposed Action Plan activities was held April 9, 2018. All meetings were posted and open to the public, consistent with the state's public meeting laws and are televised live on local access as well as web stream. The draft Action Plan was made available for a 30-day comment period on May 10, 2018.

Related to the public service process, the newly re-organized Citizens Advisory Commission for Community Grants (CAC) accepted, evaluated and made funding recommendations. The City pools both general fund and CDBG dollars toward public services activities. The CAC is comprised of seven Nashua residents, three each appointed by the Mayor and Board of Aldermen and one Aldermanic liaison. The meetings are publically posted, subject to the same NH laws as all appointed bodies. The application period ran concurrently to CDBG and is administered through Urban Programs Department. The CAC met nine times from February 1, 2018 – April 12, 2018 to evaluate proposals.

#### **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Verbal comments received at the hearings were in support of the proposed activities and in favor of CDBG funding in general.

At the February 12, 2018 Human Affairs Committee (HAC) meeting, Carrie Schena, Urban Programs Manager, provided a summary of the CDBG and HOME programs answered questions from the Aldermen. There was a focus on the public service cap and whether the City could propose an activity under this category as well as a general review of the CDBG proposals. No members of the public were present.

March 12, 2018 Public Hearing/HAC meeting several individuals (representing CDBG proposals) provided testimony and handed out photos, as follows:

Carol Baldwin, Executive Director & Bob Therriault, Facilities Manager of Adult Learning Center:

Described their proposal to upgrade windows throughout their facility.

Norm Bouthelitte, CEO Boys & Girls Club: Thanked the city for its past support under the CDBG program; summarized the positive impact to the community; and described their CDBG proposal for HVAC

replacement. During his testimony, Mr. Bouthilette stated he would like to reduce his request by half and would fund-raise to match the difference. The Committee thanked him.

Christa Tsechrintzis, Director of Development & Public Relations for Marguerite's Place: Described the transitional housing program and daycare operation. Provided a description of their proposal for new exterior siding.

Shawn Nelson, ED of Nashua PAL: Provided a summary of their proposal for fire suppression work and lighting installation/upgrades. There was conversation regarding eligibility of the fire suppression work. Mr. Nelson was also asked to provide the HAC a more detailed breakdown of the lighting portion of the project prior to the next meeting.

Emily Manire, ED of the Nashua Center: Described their proposal to upgrade lighting throughout the building to energy efficient fixtures. Explained that matching funding at 50% of estimated project cost will come from the electric company (Eversource).

Kim Kleiner, Chief of Staff Mayor's Office: Described the City's request to fund a position at the Arlington Street Community Center. Provided details on the Center's service area, use of the facility and projected outcomes to the Dr. Crisp Elementary School district. Ms. Kleiner answered questions from the HAC regarding long-term funding plan for the position, role of the Arlington St advisory board, and letters of support from the non-profit community.

The public hearing concluded and the HAC moved into regular session, taking up the topic of CDBG proposals after other agenda items. The HAC worked through discussions of how to fund public services and the amounts to fund individual proposals. A draft funding plan was created, for submission to the full Board of Aldermen.

No written comments were received.

**6. Summary of comments or views not accepted and the reasons for not accepting them**

None

**7. Summary**

N/A

**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	NASHUA	Community Development, Urban Programs
HOME Administrator	NASHUA	Community Development, Urban Programs

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The City of Nashua’s Urban Programs Department within the Community Development Division is the administrator for the CDBG and HOME Programs.

Funds under the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, such as McKinney-Vento, Emergency Solutions Grant (ESG) or Housing Opportunities for Persons with AIDS (HOPWA) programs, are sought on a competitive basis and managed by the Greater Nashua Continuum of Care, consistent with this Consolidated Plan.

**Consolidated Plan Public Contact Information**

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

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

The activities listed below highlight the efforts to obtain public input and professional consultations to develop this plan. The City relies on information from HUD, the public, non-profits, the private sector and itself to compile the data needed to prioritize needs and goals. Since significant public input is needed to develop the Consolidated Plan, we rely heavily on it to develop each annual action plan. The public is invited to help direct resources on a year-to year basis through public hearings and meetings.

#### **Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

The City of Nashua’s Community Development Division regularly coordinates with public and assisted housing providers along with private and governmental health, mental health, and service agencies. Nashua’s Healthy Housing Network is comprised of the City’s Division of Public Health and Community Services, Code Enforcement, Police, Fire and School Departments; the Greater Nashua Continuum of Care; Neighborworks of Southern NH; Southern NH Services, Inc.; Nashua Housing Authority; NH Housing Finance Agency; the statewide Healthy Homes Strategic Planning Committee; the NH Lead Paint & Healthy Homes Program (formerly CLPPP); and many others. This network is one example of coordination amongst key health and housing agencies.

The Community Development Department regularly attends meetings and other events involving the community and various stake holders. Staff is aware of any major occurrence that which would impact housing or health of vulnerable community residents. Engaging with nonprofit service providers on a regular basis will continue to foster an environment where the City works in tandem with the community towards better development.

#### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The Greater Nashua Continuum of Care (GNCOC) is the primary decision making group that manages the overall planning effort for homelessness. The communities served by GNCOC include Nashua, Brookline, Amherst, Hollis, Merrimack, Milford, Mont Vernon, Hudson, Litchfield and Mason. The GNCOC utilizes federal, state and private funds to address the needs of homeless, including competitive grants. Participating partner agencies include transitional housing providers, permanent housing providers, veteran’s services organizations, and shelter programs.

The City is represented at the GNCOC by Manager of the Welfare Department, a department within the City of Nashua’s Division of Public Health & Community Services (DPHCS). The Welfare Officer is a member of the GNCOC Executive Board and also chairs the GNCOC Ending Homelessness sub-committee. The Ending Homelessness sub- committee was very active in the creation and implementation of the

Coordinated Entry process for the Greater Nashua community, working with partner agencies to provide clients access to necessary homeless prevention and shelter services, including chronically homeless individuals and families and veteran populations.

The DPHCS also provides outreach to homeless and at-risk members of the community through health activities on the Outreach Van.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The City is not a direct recipient of ESG funds. The GNCOC applies for ESG funds through the SuperNOFA competitive process and identifies the community’s needs for these funds directly.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities**

**Table 2 – Agencies, groups, organizations who participated**

2	<b>Agency/Group/Organization</b>	Southern NH Services
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended focus group session to prioritize needs and develop goals/objectives of the Consolidated Plan.

3	<b>Agency/Group/Organization</b>	NASHUA SOUP KITCHEN AND SHELTER
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended focus group session to prioritize needs and develop goals/objectives of the Consolidated Plan. Participated in AP priority setting.
4	<b>Agency/Group/Organization</b>	Bridges
	<b>Agency/Group/Organization Type</b>	Services-Victims of Domestic Violence Victims of domestic & sexual assault
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended focus group session to prioritize needs and develop goals/objectives of the Consolidated Plan.
5	<b>Agency/Group/Organization</b>	HARBOR HOMES
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Education Services-Employment

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended focus group session to prioritize needs and develop goals/objectives of the Consolidated Plan.
6	<b>Agency/Group/Organization</b>	Greater Nashua Mental Health Center
	<b>Agency/Group/Organization Type</b>	Services-Health Health Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended focus group session to prioritize needs and develop goals/objectives of the Consolidated Plan.
7	<b>Agency/Group/Organization</b>	Marguerite's Place
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-homeless

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Families with children Homelessness Strategy Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended focus group session to prioritize needs and develop goals/objectives of the Consolidated Plan.
8	<b>Agency/Group/Organization</b>	Greater Nashua Habitat for Humanity
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended focus group session to prioritize needs and develop goals/objectives of the Consolidated Plan.
9	<b>Agency/Group/Organization</b>	Front Door Agency
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-homeless Services-Education Services-Employment

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Families with children Homelessness Strategy Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended focus group session to prioritize needs and develop goals/objectives of the Consolidated Plan.
10	<b>Agency/Group/Organization</b>	Lamprey Health Care
	<b>Agency/Group/Organization Type</b>	Health Agency Including mental health care
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended focus group session to prioritize needs and develop goals/objectives of the Consolidated Plan.
11	<b>Agency/Group/Organization</b>	Nashua PAL (Police Athletic League)
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Families with children Homelessness Strategy Anti-poverty Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attended focus group session to prioritize needs and develop goals/objectives of the Consolidated Plan.
12	<b>Agency/Group/Organization</b>	Neighborworks Southern NH
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	NWSNH has qualified as a CHDO, created a Tree Street Plan, focuses on neighborhood revitalization, consults with the City on housing priorities and initiatives.

**Identify any Agency Types not consulted and provide rationale for not consulting**

No agencies were intentionally excluded, the City attempts to include all not-for profit entities, as many financial, planning, inter-departmental and regional agencies as possible.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	Greater Nashua Continuum of Care	The Continuum of Care provides the framework and services for many of the activities provided locally to provide assistance and housing to homeless individuals and families.
Nashua Regional Plan	Nashua Regional Planning Commission	Community & Economic Vitality, Environment, Housing and Transportation. The City especially relied on the Housing Needs Chapter of the Regional Plan.
Tree Street Neighborhood Plan	City of Nashua, Community Development	Enhancing suitable living environments for low-income residents and areas.

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
2017-2018 Biennial Housing Plan	NH Housing Finance Authority	Affordable housing
2015 Analysis of Impediments to Fair Housing	NH Housing Finance Authority	Affordable housing, fair housing, rental data
2000 Master Plan	City of Nashua	Housing, conservation, economic development, transportation, community facilities, public services
2015-2024 Ten Year Transportation Plan	State of NH	Economic development, transportation, opportunities for low-income residents
2017 Community Health Assessment	City of Nashua, Div of Public Health & Comm Services	Health & housing link, opportunities and suitable living environments for low-income residents
Housing Data (Purchase & Rental Trend Reports)	NHHFA	February 2018 report, analyzes current housing trends. Affordable Housing
Housing Needs in NH	NHHFA	Affordable housing
DRAFT AFH	City of Nasua	Fair Housing, Affordable Housing; preliminary data used to support goals/needs/priority

**Table 3 – Other local / regional / federal planning efforts**

### **Narrative (optional)**

The City of Nashua’s Community Development Division regularly coordinates with other Departments and Divisions throughout this City in addition to the Regional Planning Commission/Metropolitan Planning Organization (MPO), the State of NH Departments of Transportation and Environmental Services, NH Department of Health and Human Services, and the State Division of Historic Resources. Within the Community Development Division the Departments of Urban Programs, Transportation, Parking, Code Enforcement, Planning, Zoning, Building and Community Development work closely and cooperatively to implement the goals of the Consolidated Plan. Examples of recent cooperation were the distribution of the Consolidated Plan Resident Survey through the Nashua Transit System bus service and partnership with Code Enforcement and Building to begin the process of revising renovation standards to include “green building design”.

The Urban Programs Department, who has primary responsibility for carrying out the Consolidated Plan, collaborates on state-wide efforts with the NH Housing Finance Authority on topics such as lead-paint, healthy housing and HOME funded affordable housing projects.

The Nashua Regional Planning Commission works closely with the Community Development Division on regional planning topics such as infrastructure, energy resources, fair housing and housing resources. In addition, the Nashua Regional Planning Commission serves as the regional MPO coordinating transportation related infrastructure funding through the state and federal government for both the Nashua Transit System and transportation infrastructure related funding within the City and region.

Regional partnerships support HUD's Office of Economic Resilience, Sustainable Communities Planning grant. This program supports regional planning efforts that integrate housing and transportation decisions, and increase state, regional, and local capacity to incorporate livability, sustainability, and social equity values into land use plans and zoning. In this area, the Nashua Regional Planning Commission was awarded and oversees the funds that would benefit Nashua. The Consolidated Plan is only one example of long-term planning that integrates the above concepts into our funded activities.

Other Economic Resilience partnerships include regional planning initiatives with the Greater Nashua Public Health Emergency Preparedness, regional environmental/sustainability initiatives through the Nashua Regional Planning Commission, and the Souhegan Mutual Aid program for hazardous materials. The City is also looking for other opportunities to support regional resilience planning through programs by the US Department of Housing and Urban Development and the US Environmental Protection Agency.

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation**

#### **Summarize citizen participation process and how it impacted goal-setting**

During the Action Plan process we rely on Public Hearings and the regularly scheduled Human Affairs Committee (elected officials) to obtain input on this year's goals. Two public hearings were conducted, in addition to the public Human Affairs Committee meetings, providing the public the opportunity to comment throughout the Plan development. The elected officials represent citizens and hear from them throughout the year. This also helps direct the annual resources.

This year also saw the implementation of a newly revamped citizen's advisory commission. This group is comprised of seven Nashua residents, representing a cross-section of backgrounds, responsible for reviewing proposals related to human services (both CDBG and general fund). The Ordinance governing this group was changed to place its oversight in the Community Development Division, with the Urban Programs Manager as the staff liaison. This allows for integration with the CDBG process/timeline and a more seamless flow with the public service review process.

The Action Plan is built upon the goals and priorities identified in the Consolidated Plan. Citizen participation was an integral component in developing the Consolidated Plan. During the Consolidated Plan process, in an attempt to reduce the burden of attending on-site collaborative sessions, the City utilized technology to access citizens. Historically, on-site sessions lasted many hours requiring participants to either take time out of work or take time out of their evenings, which often created child care issues. It was our hope to access those citizens who do not normally attend collaborative sessions or public hearings.

Recognizing many citizens do not like public speaking or public forums, we created an online survey through SurveyMonkey®. The survey link was advertised in the newspaper, on the City's webpage, announced at televised public meetings and emailed to service agencies. Posters with a QR code were posted in every city bus, in grocery stores and throughout the city. This allowed users with a smart phone or tablet to access the survey on the go. Paper copies were available at the Senior and Transit Centers. The survey was available for approximately eight weeks and collected 259 responses.

During development of the ConPlan, a focus group, attended by a cross section of agencies, was held on March 19, 2015. Representation from the City's non-profit agencies, Continuum of Care, financial, police, fire, schools and housing agencies were in attendance. Participants were given remotes to vote on topics in order to prioritize needs. Break-out groups were assigned at random to various topics to discuss goals. The final step allowed all participants to vote on the goals to prioritize the goals amongst the needs.

All of the consultation and citizen participation efforts impacted the prioritization of the goals listed in the Plan. The raw data provided throughout this Plan helps demonstrate need; yet community input is needed to direct the limited resources to their most critical needs/goals. In addition to the efforts listed here, Section PR10 – Consultations, offers details on who was contacted to develop the 5-year plan.

### Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	Non-targeted/broad community	See AP-05 section 4 for details of citizen participation	See AP-05 section 4 for details of comments received	None	
2	Public Hearing	Non-targeted/broad community	See AP-05 section 4 for details of citizen participation	See AP-05 section 4 for details of comments received	None	
3	Newspaper Ad	Non-targeted/broad community	Advertisements of public hearings	N/A	None	
4	Internet Outreach	Non-targeted/broad community	N/A - social media promotion of Action Plan process	N/A	N/A	
5	Public Meeting	Non-targeted/broad community	Citizens Advisory Commission meeting to discuss public service requests	No members of the public commented	N/A	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

The City anticipates the following resources during FY2018 to address Consolidated Plan needs.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	596,876	40,000	118,849	755,725	1,815,000	Expected Amt calculation: Average allocation of \$575,000 plus \$30,000 program income per year for two years remaining. Prior year is detailed in Resolutions

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	278,468	0	552,365	830,833	840,000	Expected Amt calculation: Average allocation of \$275,000 per year for two years remaining. Prior year reflects \$4,868 + \$788.28 unexpended admin; \$275,000 homebuyer assistance program; Bal CHDO OP \$10,020
Competitive McKinney-Vento Homeless Assistance Act	public - federal	Housing	2,256,000	0	0	2,256,000	6,768,000	Funds are sought on a competitive basis by the Greater Nashu Continuum of Care.
Continuum of Care	public - federal	Housing	1,814,588	0	0	1,814,588	3,600,000	HUD funds awarded to the Greater Nashu Continuum of Care to address homeless need (rental, transitional, supportive housing and services)

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
General Fund	public - local	Public Services	512,000	0	0	512,000	515,000	Local funds through the Mayor's budget for human service activities
Public Housing Capital Fund	public - federal	Housing	11,829,239	0	0	11,829,239	12,000,000	2018 Operating Subsidy: \$2,535,000 (est); 2018 Capital Fund Program: \$1,268,541,201 Housing Choice Voucher Program (includes PBV): \$7,670,538,201 Single Room Occupancy: \$355,160
Other	private	Housing	90,000	0	0	90,000	225,000	Private funds, in the form of property owner contributions, toward Lead Hazard Control Grant projects
Other	public - federal	Housing	825,000	0	0	825,000	1,930,000	HUD Lead Paint & Healthy Homes grant 1/2018 to 12/2021.

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

Resources from private and non-Federal public sources are expected to leverage the federal funds detailed above, such as private contributions to Subrecipients, Low Income Housing Tax Credits, historic tax credits, and conventional mortgage products. Many of the City's grants require non-federal match. In these cases the federal grants leverage private resources (as described above) such as owner contributions, in-kind and donated/discounted services.

**HOME Match:** A 25% match for each dollar of HOME funds used is required from nonfederal sources (except for administrative costs and CHDO predevelopment loans for projects that do not move forward). This match can be cash (but not owner equity), services, labor and donated materials/equipment, waived taxes or fees, value of donated land, cost of infrastructure improvements, or other resources that become a permanent contribution to affordable housing. Direct costs of supportive services to residents of HOME projects can also be considered as match. Each HOME project is evaluated to determine the amount of match provided. Since match can be "banked" and credited to future projects, some projects will offer higher or lower amounts of match. The City tracks match on a cumulative basis to ensure the minimum 25% is met.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The City owns a parcel, located at 40 Pine Street that was acquired through eminent domain for the Broad Street Parkway. The City is selling to Neighborworks of Southern NH who will convert to two-units of low-income home owner housing. Although no funds under this plan are anticipated at this time, the project helps meet the need for affordable housing and NWSNH is supported under this plan for other projects.

**Discussion**

No additional discussion

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improvements to facilities for youth	2015	2019	Non-Homeless Special Needs		Public Facilities	CDBG: \$74,838	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1961 Persons Assisted
2	Public facility improvements - general	2015	2019	Non-Housing Community Development		Public Facilities	CDBG: \$185,009	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 808 Persons Assisted
3	Parks/Trails/Green space	2015	2019	Non-Housing Community Development		Public Improvements and Infrastructure	CDBG: \$250,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 16250 Persons Assisted
4	Public Services - General	2015	2019	Non-Housing Community Development		Public Services	CDBG: \$77,800	Public service activities for Low/Moderate Income Housing Benefit: 3595 Households Assisted
5	Homeowner Rehab	2015	2019	Affordable Housing		Rehabilitation of Existing Units	CDBG: \$75,000	Homeowner Housing Rehabilitated: 10 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Rental Housing	2015	2019	Affordable Housing		Production of Rental Housing	HOME: \$435,000	Rental units constructed: 10 Household Housing Unit Rental units rehabilitated: 7 Household Housing Unit
7	Homeownership	2015	2019	Affordable Housing		Homeownership	HOME: \$292,000	Homeowner Housing Added: 1 Household Housing Unit
8	Ensure safe sanitary housing	2015	2019	Affordable Housing		Rehabilitation of Existing Units	HUD: \$825,000 Match: \$90,000	Rental units rehabilitated: 52 Household Housing Unit
9	Public Services - Youth	2015	2019	Non-Housing Community Development		Public Services	CDBG: \$39,257	Public service activities other than Low/Moderate Income Housing Benefit: 485 Persons Assisted
10	Homelessness	2015	2019	Homeless		Homelessness	CDBG: \$50,000	Homeless Person Overnight Shelter: 250 Persons Assisted Overnight/Emergency Shelter/Transitional Housing Beds added: 5 Beds
11	Improvements to facilities for special needs pop	2015	2019	Non-Homeless Special Needs		Public Facilities	CDBG: \$11,682	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted
12	Economic Development - general	2015	2019	Non-Housing Community Development		Economic Development	CDBG: \$46,846	Jobs created/retained: 2 Jobs Businesses assisted: 2 Businesses Assisted

**Table 6 – Goals Summary**

## Goal Descriptions

1	<b>Goal Name</b>	Improvements to facilities for youth
	<b>Goal Description</b>	The following projects are included under this goal: Boys & Girls Club HVAC replacement (1,601 LMC); Nashua PAL exterior lighting (360 LMC)
2	<b>Goal Name</b>	Public facility improvements - general
	<b>Goal Description</b>	The following projects are reflected under this goal: Adult Learning Center (50 LMC); Marguerite's Place (75); Bridges (483 LMC); Salvation Army (200 LMC); Court St Fire Station (1 facility).
3	<b>Goal Name</b>	Parks/Trails/Green space
	<b>Goal Description</b>	Projects covered by this goal include: Labine Park restroom (3670 LMA); Splash Pad @ Rotary Pool (7760 LMA); Salem Street Tot Lot rehab (1,005 ppl) and Crown Hill Pool rehab (3,815 ppl)
4	<b>Goal Name</b>	Public Services - General
	<b>Goal Description</b>	The following projects are included under this goal: Boy & Girls Club-scholarships (200 LMC); Marguerite's Place-operating (75 LMC); Arlington St Community Center-coordinator (3320 LMA)
5	<b>Goal Name</b>	Homeowner Rehab
	<b>Goal Description</b>	Housing Improvement Program - estimated 10 low-moderate income households assisted
6	<b>Goal Name</b>	Rental Housing
	<b>Goal Description</b>	This goal covers potential rental housing production under the HOME program. Specific projects are identified on a rolling basis throughout the program year. Anticipated projects include 22 Marshall St new construction, carried forward from prior year (10); and potential projects in the pipeline as of this writing include NeighborWorks of Southern NH - Ledge McLaren existing rental rehab (5), Front Door Agency - Lock St rental acquisition/rehab (2). Total funds allocated is an estimate.

7	<b>Goal Name</b>	Homeownership
	<b>Goal Description</b>	This goal covers potential home ownership production under the HOME program. Applications are accepted on a rolling basis, however at the time of this writing one project has been approved and is awaiting execution at 21 Chautauqua Ave - reconstruction of single family in partnership with Habitat for Humanity.
8	<b>Goal Name</b>	Ensure safe sanitary housing
	<b>Goal Description</b>	This goal reflects units assisted under the HUD Lead Paint & Healthy Homes Program
9	<b>Goal Name</b>	Public Services - Youth
	<b>Goal Description</b>	Adult Learning Center (50 LMC); PAL 00 (360 LMC); Girls Inc (75 LMC)
10	<b>Goal Name</b>	Homelessness
	<b>Goal Description</b>	Assistance to Nashua Soup Kitchen toward main facility; Ash Street and Kinsley Street shelters to modernize and increase capacity
11	<b>Goal Name</b>	Improvements to facilities for special needs pop
	<b>Goal Description</b>	Assistance to the Nashua Center - adult day center for multiply handicapped individuals
12	<b>Goal Name</b>	Economic Development - general
	<b>Goal Description</b>	This goal reflects the revolving loan fund available to microenterprises or other business that meet national objective eligibility. Loans are generally small scale capital infusions that create or retain jobs for low-moderate income individuals.

# Projects

## AP-35 Projects – 91.220(d)

### Introduction

Projects/activities that will take place during the program year to address the priority needs and specific objectives identified in the Consolidated Plan can be found listed in the attached Resolution(s). Some prior year projects have been pulled into this Action Plan. In certain instances the planned project/activity experienced unforeseen delays, technical issues or was planned to occur in a later year. Particulars are noted in the individual project narratives.

### Projects

#	Project Name
1	Public Service Activities
2	Public Facility - Adult Learning Center
3	Public Facility - Boys & Girls Club
4	Public Facility - Marguerite's Place
5	Public Facility - Nashua Center
6	Public Facility - Nashua PAL
7	Parks/Trails/Greenspace - Labine Park
8	Parks/Trails/Greenspace - Splash Pad
9	Grant Administration
10	Housing Improvement Program
11	Public Facility - Bridges
12	Homelessness - Nashua Soup Kitchen & Shelter
13	Court St Fire Station
14	Parks/Trails/Greenspace - Salem St Tot lot
15	Parks/Trails/Greenspace - Crown Hill Pool
16	Salvation Army - facility improvements
17	CHDO Reserve
18	HOME Affordable Housing Development
19	Economic Dev Revolving Loan Fund

**Table 7 - Project Information**

## **Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

The primary objectives of the activities listed are to benefit low-income and moderate-income residents. The resources covered by this Plan will be directed to those areas of the City where the highest concentrations of low-moderate income individuals reside.

The public facility and improvement projects that will receive funding meet eligibility criteria by providing services that benefit low and moderate-income persons living throughout the community.

The greatest obstacle to meeting underserved needs is the limited availability of funding. The HOME Program suffered a 50% reduction in 2012 and has only increased slightly in recent years. The City's CDBG funding was approximately 24% lower in 2010-2015 than it was during 2005-2015. Even more drastic was the 42% decrease in funding from the 2000 to the 2010 Consolidated Plan. CDBG and HOME funds alone are not enough to address all needs.

The City of Nashua addresses this obstacle by pursuing other grant opportunities, such as the Lead Paint & Healthy Homes Program; collaborating with neighboring communities to share "lessons learned"; using best practice guidelines, systems, and previously created documents. Despite these efforts, Nashua, like all communities, continues to be faced with increased reporting requirements and compliance issues. Maintaining transparency and a high level of conduct requires extensive staff time.

**AP-38 Project Summary**  
**Project Summary Information**

<b>1</b>	<b>Project Name</b>	Public Service Activities
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public Services - Youth Public Services - General
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	CDBG: \$117,057
	<b>Description</b>	Public services are those activities that benefit low-moderate income clients or low-mod areas through the provision of services (versus physical projects).
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 4080 low income households will be assisted.
	<b>Location Description</b>	Activities will occur in multiple locations throughout the City
	<b>Planned Activities</b>	The following activities are planned under this project: Adult Learning Center - daycare tuition scholarships (50 LMC); Nashua PAL - operating support (360 LMC); Boys & Girls Club - membership scholarships Hispanic Program (200 LMC); Marguerite's Place - operating support of transitional women's housing and daycare program (75 LMC); Girls Inc - transportation costs (75 LMC); Arlington Street Community Center - coordinator wages (3320 LMA, based on Dr. Crisp Elementary district - Tract 106 all, Tract 107 BG 2 only)
<b>2</b>	<b>Project Name</b>	Public Facility - Adult Learning Center
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public facility improvements - general
	<b>Needs Addressed</b>	Public Facilities
	<b>Funding</b>	CDBG: \$30,000
	<b>Description</b>	Adult Learning Center provides education/job skills training to adults, high school GED; and licensed child care/after-school programs to primarily low-income households.
	<b>Target Date</b>	6/30/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	50 low income households (50-80% AMI)
	<b>Location Description</b>	4 Lake Street Nashua, NH
	<b>Planned Activities</b>	Activities will include replacement of 80 window balance systems (not the windows themselves) throughout the facility. Windows Agency has indicated a \$10,000 matching grant toward this project.
<b>3</b>	<b>Project Name</b>	Public Facility - Boys & Girls Club
	<b>Target Area</b>	
	<b>Goals Supported</b>	Improvements to facilities for youth
	<b>Needs Addressed</b>	Public Facilities
	<b>Funding</b>	CDBG: \$62,500
	<b>Description</b>	HVAC system replacement/upgrade
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approx 1,601 total beneficiaries: 967 at or below 30% AMI; 408 31-50% AMI; and 226 51-80% AMI
	<b>Location Description</b>	One Positive Place, Nashua, NH
<b>Planned Activities</b>	Replacement of 8 HVAC units ranging from 17-32 years old throughout the facility. Agency has pledged to raise private funds to match the CDBG grant.	
<b>4</b>	<b>Project Name</b>	Public Facility - Marguerite's Place
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public facility improvements - general
	<b>Needs Addressed</b>	Public Facilities
	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	Marguerite's Place provides physical, emotional, educational and social support to homeless women with children to achieve and sustain self-sufficiency.
	<b>Target Date</b>	6/30/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	75 households at or below 30% AMI
	<b>Location Description</b>	87 & 89 Palm Street - Nashua, NH
	<b>Planned Activities</b>	Facilities include 7 transitional housing units, infant & toddler childcare classrooms and common space. Rehab of exterior components at 89 Palm to include aluminum siding (peeling off building), soffits, gutters, doors, stairs, door/window trim; 87 Palm is in need of exterior door replacement. Both buildings are pre-1978 and will be subject to the Lead Safe Housing Rule.
5	<b>Project Name</b>	Public Facility - Nashua Center
	<b>Target Area</b>	
	<b>Goals Supported</b>	Improvements to facilities for special needs pop
	<b>Needs Addressed</b>	Public Facilities
	<b>Funding</b>	CDBG: \$11,682
	<b>Description</b>	The Nashua Center supports individuals with disabilities through care for children ages birth through 3 years, and for individuals with disabilities or acquired brain disorders. Programs include the Children's Pyramid, adult education, adult day and residential services.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	50 individuals at or below 30% AMI
	<b>Location Description</b>	18 Simon Street Nashua, NH
	<b>Planned Activities</b>	Replace lighting fixtures throughout the facility to energy efficient models, gaining an estimated \$5,000 electricity savings annually. The electric provider, Eversource's Turn-Key Program will cover 50% of total project costs.
6	<b>Project Name</b>	Public Facility - Nashua PAL
	<b>Target Area</b>	
	<b>Goals Supported</b>	Improvements to facilities for youth

	<b>Needs Addressed</b>	Public Facilities
	<b>Funding</b>	CDBG: \$12,338
	<b>Description</b>	The Nashua Police Athletic League (PAL) offers education, recreation and enrichment activities to foster positive relationships between the youth and police officers. Their services are targeted to "at-risk" neighborhoods and primarily low-income children.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	262 @ or below 30% AMI; 75 at or below 50% AMI; and 23 at or below 80% AMI
	<b>Location Description</b>	52 Ash Street Nashua, NH
	<b>Planned Activities</b>	Project involves installation of exterior lighting to improve security, and safety/usability of outdoor courtyard in winter months
<b>7</b>	<b>Project Name</b>	Parks/Trails/Greenspace - Labine Park
	<b>Target Area</b>	
	<b>Goals Supported</b>	Parks/Trails/Green space
	<b>Needs Addressed</b>	Public Improvements and Infrastructure
	<b>Funding</b>	CDBG: \$40,000
	<b>Description</b>	Labine Park service area includes Tract 108 BG 5 & 6; Tract 109 BG 2-3-4; This park offers a playground, baseball field, running track and general green space. It is adjacent to Fairgrounds Middle School.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The service area contains approximately 3,670 low-mod individuals, reflecting 54.35% of the total population
	<b>Location Description</b>	Adjacent to Fairgrounds Middle School, at the corner of Cleveland St/Fairview Ave Nashua, NH

	<b>Planned Activities</b>	Work involves rehab of the restroom facilities to include accessible restrooms and installation of an equipment storage structure. NOTE: this project was originally set up in PY16 (FY17) with \$20,000. Following that, it was determined costs exceeded the allocated amount. An addition of \$20,000 was allocated from this program year and the entire project set up in this Action Pan. The prior Action Plan will be amended to reflect the change.
8	<b>Project Name</b>	Parks/Trails/Greenspace - Splash Pad
	<b>Target Area</b>	
	<b>Goals Supported</b>	Parks/Trails/Green space
	<b>Needs Addressed</b>	Public Improvements and Infrastructure
	<b>Funding</b>	CDBG: \$70,000
	<b>Description</b>	Splash Pad at Rotary Pool; service area includes Tract 108 BG 1-6; Tract 109 BG 1-5
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The service area includes 7,760 low-mod individuals, reflecting 59.97% of the total population.
	<b>Location Description</b>	The area is undeveloped, adjacent to Rotary Pool located alongside Fairgrounds Elementary School on Cleveland Street.
<b>Planned Activities</b>	Project involves installation of a new splash pad facility adjacent to Rotary Pool, utilizing existing water lines, filtration system and lifeguard . The water park will be approx 5000 sq.ft. and will contain both in ground and above ground water features, be fenced in and become part of the pool footprint.	
9	<b>Project Name</b>	Grant Administration
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$139,660 HOME: \$39,818
	<b>Description</b>	Administration of the CDBG/HOME programs

	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Admin benefits all goals, projects, needs and activities carried out under this plan.
	<b>Location Description</b>	
	<b>Planned Activities</b>	Staff hours to carry out grants, including reporting, monitoring, compliance, planning, etc.
<b>10</b>	<b>Project Name</b>	Housing Improvement Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homeowner Rehab
	<b>Needs Addressed</b>	Rehabilitation of Existing Units
	<b>Funding</b>	CDBG: \$115,000
	<b>Description</b>	Loan program offered to low-income owner occupants of 1-4 family properties for critical repairs.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approx 10 households at or below 80% AMI
	<b>Location Description</b>	City-wide
	<b>Planned Activities</b>	Program offers 0% interest, deferred payment loans to owners who occupy 1-4 family properties throughout the city. Work covered includes code/safety issues, accessibility modifications, energy improvement or other critical repairs. Loans generally range from \$5,000-\$15,000/unit. Program is often paired with the City's Lead Paint Grant Program. Staff determines eligibility, using the Part 5 definition of income; pre-qualifies contractors, handles the bidding process and oversees the work. Loans are recorded as a lien and deferred until sale or transfer of the property.
<b>11</b>	<b>Project Name</b>	Public Facility - Bridges
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public facility improvements - general

	<b>Needs Addressed</b>	Public Facilities
	<b>Funding</b>	CDBG: \$13,863
	<b>Description</b>	Bridges provides crisis intervention and emergency housing to those fleeing domestic and sexual assault situations.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Clients served by Bridges are presumed low-income. They serve approx 2,500 adult each year (this does not include children).
	<b>Location Description</b>	33 East Pearl Street Nashua, NH
	<b>Planned Activities</b>	Rehabilitation of existing kitchen at main facility. This project was set up in PY17, however was put on hold at the request of the agency. As of this writing they are in the process of acquiring a new location. There were land use variances required and they faced local resident opposition. Although the plan received all local land use approvals, the residents may challenge in court. The CDBG project cannot be finalized until the acquisition occurs or a determination is made to remain at their existing location, which should occur by fall 2018.
<b>12</b>	<b>Project Name</b>	Homelessness - Nashua Soup Kitchen & Shelter
	<b>Target Area</b>	
	<b>Goals Supported</b>	Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	Nashua Soup Kitchen & Shelter (NSKS) provides shelter and food to those in need.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Clients are homeless and presumed low income - approx 240 through the main facility; and an addition of 5 shelter beds.
	<b>Location Description</b>	Multiple locations: 2 Quincy Street main facility, 29 Kinsley and 58 Ash Street shelters

	<b>Planned Activities</b>	This project was originally set up in the PY17 Action Plan. Subsequent to the allocation of funds, the NSKS determined a full-scale rehab of 58 Ash Street was not the best course of action. They are in the process of identifying a location to combine its shelter services, which will take several years. In the meantime they have identified a need to replace the commercial chillers at the main facility (soup kitchen food pantry services), install camera/security systems at the existing shelters allowing them to rearrange the men's, women's and family sheltering. The reorganization will result in 5 additional emergency shelter beds. Budget permitting, minor rehab to the shelter bathrooms will be included.
13	<b>Project Name</b>	Court St Fire Station
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public facility improvements - general
	<b>Needs Addressed</b>	Public Facilities
	<b>Funding</b>	CDBG: \$51,189
	<b>Description</b>	The building known as the Court Street Central Fire Station was constructed in 1870 and included three fire bays. The building has two later additions, however is eligible for listing in the State Register of Historic Places.
	<b>Target Date</b>	12/31/2018
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This project falls under the National Objective of addressing Slums and Blight on a Spot Basis (SBS).
	<b>Location Description</b>	14 Court Street Nashua, NH
<b>Planned Activities</b>	This original portion (fire bays) of City-owned building has been used for storage only in the last couple decades. The rear portion, constructed in the early 70's is leased to a community theater group. However, the City wishes to rehab the original structure enabling it to be fully utilized. The structure is not fit for occupancy and must meet many code corrections before it can be permitted for such a use. CDBG funds will be used to install operable doors in the original fire bay openings. The doors must meet ADA and fire/life safety codes. [Note: this project was originally set up in PY17, but faced delays and was not funded in that program year]	

14	<b>Project Name</b>	Parks/Trails/Greenspace - Salem St Tot lot
	<b>Target Area</b>	
	<b>Goals Supported</b>	Parks/Trails/Green space
	<b>Needs Addressed</b>	Public Improvements and Infrastructure
	<b>Funding</b>	CDBG: \$40,000
	<b>Description</b>	Neighborhood park in need of rehab. This small scale, walk-to, park offers a patch of grass and limited play structures designed for very young children.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Service area falls within Tract 105 BG 4 & 5; Low-mod individuals is 1,005 reflecting 71.28% of the total population.
	<b>Location Description</b>	This park is located on Salem Street, adjacent to Atwood Court
	<b>Planned Activities</b>	Rehab will include replacing the play structures, lighting and shock/fall absorbing padding under the play structures.
15	<b>Project Name</b>	Parks/Trails/Greenspace - Crown Hill Pool
	<b>Target Area</b>	
	<b>Goals Supported</b>	Parks/Trails/Green space
	<b>Needs Addressed</b>	Public Improvements and Infrastructure
	<b>Funding</b>	CDBG: \$100,000
	<b>Description</b>	Crown Hill Pool offers public swimming to area residents.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Service area is Tract 106 BG 1-4 and Tract 107 BG 1-2; 3,815 individuals reflecting 58.56% low-mod
	<b>Location Description</b>	Crown Hill pool is located adjacent to the Girls Incorporated facility, with shared parking on Burke Street. There is a public housing development, containing hundreds of low-income housing within one block.

	<b>Planned Activities</b>	The concrete pool lining/coping and stairs are in need of replacement. This project was originally set up in PY17 but was not executed.
16	<b>Project Name</b>	Salvation Army - facility improvements
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public facility improvements - general
	<b>Needs Addressed</b>	Public Facilities
	<b>Funding</b>	CDBG: \$27,050
	<b>Description</b>	Bathroom renovation to make ADA accessible
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	200 at or below 80%
	<b>Location Description</b>	1 Montgomery Ave Nashua, NH
	<b>Planned Activities</b>	This project was set up and funded in PY17, and is being carried forward for completion. Due to delays in obtaining signatures from agency headquarters, the bathroom rehab was not executed by end of the year. It will be completed in summer 2018. Funds have been drawn for the cost of asbestos testing.
17	<b>Project Name</b>	CHDO Reserve
	<b>Target Area</b>	
	<b>Goals Supported</b>	Rental Housing
	<b>Needs Addressed</b>	Production of Rental Housing Rehabilitation of Existing Units
	<b>Funding</b>	HOME: \$59,726
	<b>Description</b>	15% set aside under HOME program for CHDO projects
	<b>Target Date</b>	9/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Funds likely to be combined with other HOME allocations resulting in approx 5 rental units.

	<b>Location Description</b>	TBD
	<b>Planned Activities</b>	CHDO funds may be for the creation of new rental or homebuyer units; or rehab of existing.
<b>18</b>	<b>Project Name</b>	HOME Affordable Housing Development
	<b>Target Area</b>	
	<b>Goals Supported</b>	Rental Housing Homeownership
	<b>Needs Addressed</b>	Production of Rental Housing Rehabilitation of Existing Units Homeownership
	<b>Funding</b>	HOME: \$651,338
	<b>Description</b>	Affordable housing
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 8 low-mod households
	<b>Location Description</b>	TBD
	<b>Planned Activities</b>	Project reflects \$352,706 in prior year funding for affordable housing development, plus current year allocation of \$298,632. Anticipated projects include 21 Chautauqua Ave (homeowner 1 unit), Lock Street (rental rehab 2 units), Ledge McLaren (rental rehab 5 units). Other activities identified on a rolling basis.
<b>19</b>	<b>Project Name</b>	Economic Dev Revolving Loan Fund
	<b>Target Area</b>	
	<b>Goals Supported</b>	Economic Development - general
	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	CDBG: \$46,846
	<b>Description</b>	Loan fund for small capital investments
	<b>Target Date</b>	6/30/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Business loans - 4 LMC/micro enterprise or businesses that create/retain LMJ
	<b>Location Description</b>	TBD
	<b>Planned Activities</b>	Loan fund for microenterprise businesses owned by low-mod individuals, businesses that create LMJ. Small capital infusions with favorable lending terms.

## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

At this time, the City does not have a formal target area. The primary objectives of the activities within this Plan are to benefit low-income and moderate-income residents. The resources covered by this Plan will be directed to those areas of the City where the highest concentrations of low-moderate income individuals reside.

The public facility and improvement projects that receive funding meet eligibility criteria by providing services that benefit low and moderate-income persons living throughout the community.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

By nature activities occur in low-income areas. The City has not prioritized based on a geographic area, rather the priority is driven by the beneficiary (i.e. youth, homeless, special needs, etc).

### **Discussion**

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

This section reflects households provided affordable housing that meets the definition at 24 CFR 92.252. The # of units reflects the estimated households assisted under the HOME program.

One Year Goals for the Number of Households to be Supported	
Homeless	2
Non-Homeless	6
Special-Needs	0
Total	8

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	7
Acquisition of Existing Units	1
Total	8

**Table 10 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

Applications for HOME development projects are accepted on a rolling basis throughout the year. The numbers above reflect projects in the pipeline or inquiries that we anticipate becoming projects during the year. These include Habitat for Humanity/Chatauqua Ave (1 acq.); Neighborworks Southern NH (5 rehab); Front Door Agency (2 rehab).

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The City has limited resources to assist the needs of the Nashua Housing Authority (NHA) and its clients, especially when compared with the needs of those who do not have access to affordable housing. However, as the quality of the living environment for residents is critical to the neighborhoods where public housing is placed, the City will do everything it can to support revitalization efforts.

As the Responsible Entity, the City conducts the environmental reviews for the NHA. These are done according to the terms of an Agreement. The City recently added the NHA to our Programmatic Agreement with NH SHPO to streamline historic review. The City dedicates significant time to preparing these reviews and considers this support critical to the NHA's operations and ability to maintain its housing stock.

NHA is in the process of changing its name to Nashua Housing and Redevelopment Authority. At the same time, NHA is establishing Nashua Affordable Housing Corporation, a 501c3. These two major changes will allow NHA to begin working with alternate funding sources to provide affordable housing opportunities in the City of Nashua and surrounding areas.

### **Actions planned during the next year to address the needs to public housing**

The Nashua Housing Authority plans the following actions during the next year to address public housing needs and Section 8 Housing Choice Voucher Program:

- )] Apply for additional Section 8 vouchers, should they become available.
- )] Utilize Project Based Vouchers to provide more low income housing choices to the community.
- )] Continue to achieve acceptable scores within the Public Housing Assessment (PHAS) system. NHA was designated a Standard Performer in 2017 – NHA will make every effort to increase its designation.
- )] Strive to maintain high performer status under the existing Section Eight Management Assessment Program (SEMAP) standards. A High Performer Status was achieved under SEMAP during 2017.
- )] Ongoing oversight and incorporation of bi-annual development and unit inspections to ensure properties meet or exceed HUD standards.
- )] Plan and assess capital improvements to NHA's public housing stock in order to improve the sustainability of its properties. A full review of NHA's five-year capital improvement plan was completed, and work is ongoing to address some of these needs. Recent work completed includes roof replacements, elevator modernization, and keyless entry systems at numerous public housing developments. Upcoming work will address the need for CO detectors in each unit and additional roof replacement at numerous developments.
- )] Finalize environmental site assessments (and any required mitigation) at all housing sites.

## **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

The Nashua Housing Authority has a formal Resident Advisory Board consisting of three residents of public housing, and three participants in its Section 8 HCVP. The Executive Director meets with the RAB annually to discuss any programmatic opportunities and plans for new initiatives. Should any opportunities present themselves to encourage home ownership, NHA will act on those opportunities. The Housing Authority does not currently have a program in place to encourage home ownership. However there may be opportunity to partner with the City to target marketing of the HOME-funded home buyer assistance program to public housing residents. This effort is contingent on whether that program launches in the plan year.

The NHA plans to continue the following initiatives to involve residents:

- J Meetings with residents to encourage and promote the start-up of Resident Associations to promote socialization and special community activities run by the resident leadership of the Association.
- J Meetings with residents to encourage and assist in starting Crime Watch groups at developments showing a need or desire to have one.
- J NHA representation at all Resident Association meetings with management acting as a liaison between residents and NHA.
- J Involvement from the Resident Advisory Board (group of individuals from public housing and Section 8 selected to serve on this Board) in the planning and development of NHAs required Annual and Five Year Plan.
- J Educational sessions provided to residents on site on important health and safety topics (bed bug awareness, fire prevention, etc.)
- J Management will work closely with local and state agencies such as the Welfare Dept., Health Dept., mental health providers, and family services providers to determine assistance needed for NHA families.
- J Management will collaborate with local community agencies to provide services and programs for NHA residents.
- J Monthly review of all criminal activity reports supplied by the local police department to coordinate efforts to resolve and/or prevent further problems.
- J Management develops and conducts efforts to involve families in community activities such as development beautification events.
- J NHA representation at a multitude of community networking and service provider meetings.

## **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

NHA achieved a designation of *Standard Performer* in 2017.

### **Discussion**

None additional

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The Greater Nashua Continuum of Care (GNCOC) is the primary decision making group that manages the overall planning effort for the entire COC. The communities served by the COC include Nashua, Brookline, Amherst, Hollis, Merrimack, Milford, Mont Vernon, Hudson, Litchfield and Mason. The GNCOC utilizes federal, state and private funds to address the needs of the homeless, including competitive HOPWA grants.

For virtually all homeless individuals and families, decent, safe, affordable housing is a critical step in ending homelessness. In some cases, this is their only need. Often, in addition to affordable housing, the homeless also need supportive services to make the transition to independent living or to deal with other problems. Common issues include substance abuse, mental illness, childcare, transportation, life skills, job training and other basic life skills.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The GNCOC holds two annual events for the homeless and at-risk community members. Project Homeless Connect is a one day event held every December and follows a national model to provide a one-stop shopping experience for those in need of connecting to a variety of services. From housing to healthcare, local agencies provide information to individuals and families about programs for which they may be eligible, as well as receive haircuts, food, coats and other items of clothing, benefit assistance, job search, etc. Every September the GNCOC holds Project Employment Connect, a job fair for homeless and at-risk individuals, including a “Dress for Success” event coordinated by a local hospital.

The COC funds an outreach worker, PATH worker, and Healthcare for the Homeless outreach worker. These three positions do their best to seek out homeless individuals and families in the community to engage them in care and services by visiting areas where homeless individuals are known to spend time. One specific example is in the winter months the City experiences an increase in the number of homeless individuals seeking shelter in the public garages. Security cameras have observed both innocent activities (sleeping, keeping warm) and unsafe behaviors (drug use, urinating, defecating). Last winter the City coordinated with this GNCOC outreach position to post signage and set up regular visits to the garages in an attempt to connect individuals with services. The Police Department does not wish to forcefully remove (the law-abiding) individuals, recognizing that arrest will not solve the problem or serve to truly help this vulnerable population. These outreach efforts will occur during this plan year with the goal of reducing the number of individuals who are unsheltered.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The Greater Nashua Continuum of Care continues to work to improve and streamline our Coordinated Entry process. We currently have a phone system being utilized for this project and are discussing the possibility of 24/7 coverage on our Coordinated Entry line.

There are three emergency shelters operating in Nashua, two receiving some Emergency Solutions

Grant (ESG) funds as well as several agencies with transitional housing programs. The shelter programs have relationships with the two local hospitals to provide support for individuals seeking services from the Emergency Department for behavioral health issues, and provide emergency shelter once they are discharged from the hospital.

All GNCOC participating agencies have programs established for the purpose of providing emergency or transitional housing. Each of these programs offers supportive services tailored to the client's needs. Services provided will include case management covering education, daycare, budgeting, interviewing, resume writing, employment skills, legal aid and counseling to assist individuals and families.

Under the ESG program the GNCOC has a goal that 70% of participating households will achieve housing stability for six months following the end of rental assistance and that 50% of participants will maintain or have increased their income at program exit, demonstrating sufficient income to maintain housing.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The idea to create a fund to help the homeless was one of the goals identified in the Greater Nashua Continuum of Care Plan of 2004, *A Home for Everyone: A Plan for Ending Homelessness in Greater Nashua*. Due to the efforts of a group of concerned community members, Harbor Homes (a Nashua based non-profit) established and manages the Ending Homelessness Fund. The goal of the Ending Homelessness Fund is to eliminate chronic homelessness in Greater Nashua as quickly as possible.

In 2015 the fund provided permanent housing with supportive services to over 210 chronically homeless individuals, including families and veterans, were permanently housed. As a result, there has been a significant drop in the number of people who are chronically homeless in our community. Harbor Homes must raise approximately \$200,000 each year to leverage \$1.9M permanent supportive housing grant.

Through their HUD funded COC planning grant, the GNCOC has recently contracted with a consultant to assist in creating a Strategic Plan that includes coordinating the implementation of a housing and service system within its area that meets the needs of homeless individuals, including unaccompanied youth, and homeless families and shall include: outreach, engagement, and assessment; shelter, housing, and supportive services; and prevention strategies. The GNCOC will make sure this Plan addresses each section and sub-part of 24 CFR 578.7 and that necessary policies and documents are updated to reflect these policies and to have the GNCOC continue to be compliant with 24CFR 578.7. In addition, planning will entail regular project data review as well as regular review of project budgets to address any issues of recaptured funding. Planning efforts will also include the GNCOC's responsibility to provide guidance and review the PIT, HIC, GIW, ARAR, and project APRs so the date that is being utilized by the GNCOC is accurate to the fullest extent possible. The GNCOC will continue with its current committees and task forces and will add additional ones as necessary to solve emerging challenges.

**Helping low-income individuals and families avoid becoming homeless, especially extremely**

**low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The GNCOC has adopted formal discharge protocols as follows, each protocol is understood and agreed to by the balance of state (BOS) and the agencies of the GNCOC:

Foster Care: Planning for children 16 and older (or younger if in state guardianship) includes adult living preparation, education/career planning, employment options, vocational training programs, adult connections and/or mentors, family supports, medical coverage and adult housing options or alternatives that are safe and affordable. DCYF Aftercare Services is a voluntary program that provides continued planning and support for eligible young adults between the ages of 18-21 formerly in DCYF/DJJS foster care. This program offers a range of supports and services designed to assist young adults in reaching their ed., employment and personal goals including limited services and funds for housing and related expenses.

Health Care: The Homeless Prevention Discharge Plan calls for health care providers to communicate with homeless outreach services and housing resources and to provide human services resource packets for distribution to patients who are homeless upon admission and/or identified as at risk of homelessness upon discharge.

Mental Health: An individualized discharge plan is initiated by the assigned treatment team upon admission and modified to reflect new data throughout the treatment planning process. The patient/legal guardian, family and significant others, as well as relevant outpatient providers are included in the development and implementation of the discharge plan. It is designed to facilitate a smooth transition of the patient from the hospital to home, community or other facility in a manner that will minimize delays in discharge and offer a continuum of care between the hospital and care providers. Discharge planning shall be conducted in accordance with all federal, state and regulatory requirements. The discharge plan shall address the patient's housing preferences, level of care needs, accessibility to services and affordability. Discharge to homeless shelters, motels and other non-permanent settings shall be avoided to the maximum extent practicable.

Corrections: The Department of Corrections has a formal protocol in place for parolees. The protocol includes inmates developing a formal discharge/parole plan, residing in an on-site transitional housing facility and accessing Department Halfway Houses upon release. The Department of Health and Human Services (state agency) has entered into a Memorandum of Agreement with the Department of Corrections regarding Medicaid eligibility determination at least 90 days prior to an inmate's release. According to the Bureau of Homeless and Housing Services (BHHS) shelters and HEARTH-funded transitional and permanent housing programs are not appropriate housing for this population.

## **Discussion**

CDBG funding will be directed to Marguerite's Place (transitional housing) and the Nashua Center, an agency that assists adults with varying degrees and sometimes multiple handicaps. Human service funds are slated toward agencies that serve special populations, and the CDBG Housing Improvement Program addresses housing for special needs populations by modifying existing housing for persons with mobility impairments.

In response to the opioid drug crisis facing New Hampshire, a new task force on Substance Use

Prevention, Treatment and Recovery was formed in January 2016 in Nashua, and began meeting to discuss how various organizations and agencies can work together to combat the opioid crisis. After 14 overdose deaths occurred in Nashua within a 2-month period (the highest number to date at that point in time), the task force proposed the creation of a safe station initiative that would serve those who are seeking treatment and recovery from drugs and substance misuse.

The City of Nashua (notably its Fire Department) has partnered with Harbor Homes, Ambulance Medical Rescue (AMR), St. Joseph's Hospital, Southern NH Health System and Revive Recovery Resource Center to implement a unique and successful strategy for helping individuals in need of substance use disorder treatment. Since late November 2016, 24 hours a day, an individual in need of help can go to any Nashua fire station ("Safe Station") and ask for assistance. The firefighters provide a quick assessment to determine if emergency medical care may be needed. Within 20 minutes, through texts, emails, and phone calls, a Harbor Homes trained recovery support provider responds in person to transport the participant to one of three locations where substance use disorder treatment, behavioral and primary health care, and emergency shelter will be provided.

As most City hospital Emergency Rooms may be overwhelmed with patients, this program assists all by weeding out those individuals seeking assistance that may not need immediate medical attention, but need immediate help. In its first year, over 1,100 individuals received assistance and the incidence of overdoses was reduced by 24%. The City plans to expand the network and services offered to increase the number emergency shelter beds available.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

Nashua, as the central city of a metropolitan area, has historically been the location of modest and affordable housing in the region. This stems from its early days as a mill town, while surrounding communities retained their primarily agricultural base.

Currently, there is still a dramatic difference in the characteristics of housing in Nashua compared to its region. Census data show that Nashua has 54% of the multi-family housing in the region, 56% of all duplexes, and 62% of the renter-occupied units. Further, the City has 13% of all the renter-occupied units in the State.

The Nashua Regional Planning Commission's Housing Needs Analysis shows that the most dominant problem facing households in Nashua is the cost burden of housing. 14% of all households are paying more than 50% of their income for housing. For those with incomes below 30% median, the percentage rises to 45%.

Fair housing and affordable housing are closely intertwined. The City was working toward developing an Assessment of Fair Housing that revealed there are some public policies that affect the limited availability of affordable housing. Examples include single family zoning restrictions, lot and green space restrictions, etc. Other barrier examples include families opting to house multiple households in one unit, due to rising rents and economic downturns. Nashua does not restrict the number of related persons in one dwelling unit, however there can only be up to three unrelated people. The City's most affordable housing, namely rental, is coterminous with the inner city where the housing is dense, the population is predominately low-income and open space is limited. Parking in higher density areas or for homes with large families is a problem as parking space is limited. Nashua generally does not allow overnight parking on city streets, however recently revised its parking ban to allow certain streets (those in the most dense/low-income neighborhoods) to park on the street.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

Many communities in New Hampshire during the height of population growth established incentives for the development of housing for older persons as permitted under state and federal law. Given that the State has an aging population the development of age restricted housing was partially in response to meeting a growing demand. Additionally, senior housing theoretically had lower tax implications to municipalities than housing with children, making it more desirable. While such developments are exempt from familial status and age discrimination complaints, their proliferation came at the detriment of meeting housing demands for families with children. This past year the City amended its Senior Housing Ordinance to tighten the definitions and criteria to qualify as senior housing. The legislation better regulates where this housing can be developed and its suitability within the proposed neighborhood.

Recent studies identified a serious mismatch between the existing housing stock in the state and the

needs and desires of our changing population. NH's Accessory Dwelling Unit (ADU) law, which took effect on June 1, 2017 permits a residential living unit that is within or attached to a single-family dwelling and that provides independent living facilities for one or more persons, including provisions for sleeping, eating, cooking, and sanitation on the same parcel of land as the principal dwelling unit it accompanies. ADU's increase the housing supply without further land development, are an affordable housing option for many low-moderate income residents, improves homeowner cash flow and are helpful to the elderly and/or disabled people who may want to live close to family members.

Regarding development, the City has a AAA bond rating and comparatively low building fees, which creates a positive lending environment. The result of which can be seen in a recent uptick in affordable housing development throughout the city. During this plan year we expect to see the completion of 22 Marshall Street, containing 152 affordable housing units (100% of the project)/10 of which are HOME units.

The City has also adopted The Community Revitalization Tax Relief where property owners who intend to substantially rehabilitate a building located in downtown may apply to the City for a period of temporary, finite, tax relief during which the property tax on the structure would not increase as a result of its substantial rehabilitation (between 5 and 13 years). In exchange for the relief, the property owner grants a covenant ensuring there is a public benefit to the rehabilitation. Given that downtown Nashua contains mill building ripe for conversion this incentive may facilitate affordable housing development (as was the case for 30 Front Street/Cotton Mill). The City also offers tax exemptions for many segments of the community reducing the assessed value of the property as follows: blind exemption \$75,000; disabled exemption \$155,000; elderly exemption ranges from \$155,000-\$225,000. In the past year, the city increased the elderly exemption amount and will continue to review credits to determine increases as necessary.

Lastly, the City worked with the Governor's Office for the successful designation of two of our most distressed Census Tracts as Opportunity Zones to spur economic development. Opportunity Fund investors will receive a deferral of taxes owed on unrealized capital. Further after 10 years, the investor will be eligible for an increase in the basis of their original investment, meaning significantly lower taxes at the end of the term.

### **Discussion:**

As noted, the City began developing an Assessment of Fair Housing. Following the suspension of the rule, we will use the data and community input already obtained to assist us in preparing an Assessment of Fair Housing (AI) in the upcoming year. The completion of the AI will help inform the development of our next Consolidated Plan.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The Action Plan describes, in detail, the activities and actions the City is planning for the upcoming year. Following is additional information on actions not covered elsewhere in the Plan.

### **Actions planned to address obstacles to meeting underserved needs**

The greatest obstacle to meeting underserved needs is the limited availability of funding. Federal and local budget cuts, a competitive housing market and political climate have resulted in the increased need for services, economic opportunities and affordable housing.

While the City relies on CDBG and HOME, these funds alone are not enough to address all needs. The City addresses this obstacle by pursuing other grant opportunities, such as the Lead Paint & Healthy Homes Program; collaborating with neighboring communities to share “lessons learned”; using best practice guidelines, systems, and previously created documents. Partnering to leverage resources toward common goals is a major component in meeting underserved needs.

### **Actions planned to foster and maintain affordable housing**

The City works to maintain affordable housing through the oversight and management of its existing HOME assisted units, directing HOME funds to new projects, and by providing CDBG grants to providers of affordable housing. Many of the City’s HOME assisted projects are aging and in need of capital repairs. To this end, the City is considering assisting projects that have achieved the affordability period, thereby extending the period and offering quality long-term affordable housing.

Addressing substandard rental housing continues to be a high need. During FY18 new cases to the Code Enforcement Department continue to increase by 12% resulting in 811 complaints. The majority of these complaints are housing related and located in the City’s Census Tracts with the highest concentrations of low-income, rental occupied units. These statistics, along with frequent inquiries related to programs for rental rehab, demonstrate the need/demand to create a rental rehab program. We hope to run a pilot program this year, using some of the repaid housing loan program income toward rental rehab. The terms of the program are yet to be determined, and are largely contingent on the amount of program income received. Further, under the City’s HUD Lead-paint & Healthy Homes grant we are able to assist rental properties address lead hazards and minor rehab using Healthy Homes Initiative funds.

This year saw an increase over last year to the City’s Housing Improvement Program. Providing loans for essential repairs to housing owned or occupied by low-moderate income households is critical to preserving affordability. Although this privately owned housing is not restricted, providing funds for essential repairs helps owner afford to remain in their homes.

### **Actions planned to reduce lead-based paint hazards**

Since 2007, the City, through the Urban Programs Department, has been successful in securing grant funding from HUD’s Office of Healthy Homes and Lead Hazard Control to address lead paint and other health hazards in units occupied by low-moderate income households. As of this writing the City has been awarded a total of \$11,700,000 through four separate grants. This year we anticipate addressing hazards in approximately 52 housing units (occupied or available to low-income households).

The City also addresses lead hazards through the Housing Improvement Program. Complying with

HUD's Lead Safe Housing Rule, certain work will trigger the need to address lead paint. In all other projects, the City requires contractors to use lead safe work practices and EPA's Renovate, Repair and Paint protocols.

The City of Nashua's Division of Public Health and Community Services provides free blood lead screenings, education and home visits with a specialist from the Environmental Health Department. Nurses offer one-on-one education with parents of children with elevated blood lead levels. The City is working toward reaching a "One Touch" approach in dealing with the multiple health hazards in homes. A one touch approach takes advantage of the fact that many different agencies may be visiting a home. Whichever is the first to get their foot in the door should identify the potential hazards, correct the problems, refer occupants to services or educate, thus reducing the number of visits/agencies to one home. Keeping this goal in mind, the City's Code Enforcement Department has been trained to recognize potential lead hazards, especially in homes where young children reside, and make referrals to the Urban Programs Department. The City recently bought cloud-based software that will allow us to re-create the "One-Touch" assessment on our own. The State of NH had previously launched, but subsequently dismantled a state-wide assessment form.

### **Actions planned to reduce the number of poverty-level families**

There are a variety of actions the City undertakes throughout the year in an effort to reduce the number of poverty-level families and increase self-sufficiency. Both CDBG and general fund support public service activities and agencies that are providing services to break the cycle of poverty. These services include job training, counseling, budgeting/life skills, child care and more. CDBG & HOME also directly influence the impact of households, living at or below the poverty level, by reducing the cost of housing, improving energy efficiency, public transportation and health care assistance.

Additionally, the City's Economic Development Department works diligently to grow the City's economy, specifically by working to redevelop vacant or underperforming commercial corridors. Developing a variety of businesses in Nashua is critical to providing living-wage jobs for a diverse population with multiple jobs skills and experiences. Economic Development is accomplished by utilizing many different funding sources including, but not limited to, the CDBG Economic Development Fund, tax-increment financing (TIF) and local funds. Urban Programs has been working more closely with EcoDev to explore HUD funded opportunities that may improve economic opportunities for low income individuals.

### **Actions planned to develop institutional structure**

The central responsibility for the administration of the Annual Action Plan is assigned to the Urban Programs Department (UPD). This department will coordinate activities among the public and private organizations' efforts to realize the prioritized goals of the Annual Action Plan. Extensive public-private partnerships have been established and organized to address the City's housing and community development needs. The UPD will draw from the expertise in the community, the GNCOC and other networks to strengthen existing partnerships and develop new collaborative relationships.

The City's healthy housing network links residents to critical services, which when utilized has the potential to reduce health costs, emergency room visits, missed school and work days. The City is also developing an internal "app", linked to our GIS system that will enable any home visitor to conduct a healthy-home assessment, document referrals and map areas throughout the city where concentrations of housing issues may exist. We are also launching new cloud-based technology to conduct healthy

homes assessments.

The City's Office of Emergency Management takes innovative approaches to address unmet disaster needs that deliver resilience to future disasters and multiple benefits (e.g., economic revitalization, job creation, community amenities). Specific examples include ongoing efforts:

- ) Community Assessment for Public Health Emergency Response (CASPER): The CASPER has been used historically within the City of Nashua to help policy makers, healthcare providers, and social service organizations understand the current health concerns of residents and identify gaps in resources or services. Included in the CASPER were a number of questions related to community resilience and preparedness. All the information collected through this anonymous door-to-door survey was analyzed and organized into meaningful measures for organizations throughout the Greater Nashua area to develop better programs and provide effective services for the people they serve. The information collected will be highlighted in the 2017 Greater Nashua Community Health Assessment, which will be published in September 2017.
- ) AmeriCorps Ready Corps Program: Nashua OEM sponsored two AmeriCorps members through the Points of Light's Ready Corps Program to assist in developing connections with community organizations to promote disaster preparedness. Points of Light's Resilient Communities is a whole-community effort that engages local change-makers from a diversity of socioeconomic, racial, and professional backgrounds to take individual and collective action that has a clear, measurable impact and develops local leaders and organizations for long-term change. The program has plans to continue with one Ready Corps member for the 2017-2018 service year.
- ) Environment & Energy Committee: The Environment and Energy Committee's purpose is to further sustainability and livability in Nashua by promoting environmental stewardship and renewable energy, encouraging energy conservation and energy efficiency, reducing environmental impacts and encouraging green initiatives both within the municipality and beyond to reach businesses and residents. The Committee is encouraged to recommend municipal energy and energy efficiency projects that would result in cost savings for the City. The Committee will advise the Mayor and Board of Aldermen on environmental and energy issues.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

See above

### **Discussion:**

The City has recently taken, or is planning other actions related to economic & community resilience, including:

- ) Non-Profit Disaster Resilience Project: OEM developed a standard assessment and toolkit to assist non-profit entities that provide essential services for at-risk populations. Components of the toolkit include a hazard & risk assessment, a tool to create an OSHA 1910.38 compliant Emergency Action Plan (evacuations, shelter-in-place, notifications), business continuity procedures, policies for documenting disaster expenses for reimbursement by FEMA, determination of physical security, safety & resilience improvements, and a schedule of simple activities that can continue the momentum to build resilience within an

organization. Organizations can utilize these tools to ensure compliance with existing regulations and licensing/accreditation requirements with the end product being a comprehensive Resilience Plan. The second aspect of this project was to provide assistance for approximately six pilot agencies in completing these Resilience Plans. This helped OEM refine the tools with a cross-section of different community organizations types while ensuring effective individualized Resilience Plans were developed in the process. One key aspect of each final Plan was the development of a prioritized guide of physical security and resilience improvements for that organization that could be applied for through future CDBG funding years.

- J Working to implement actions that permanently increase community resilience (e.g., building code updates, integration of low-cost hazard mitigation into HUD-funded owner rehab and lead paint activities and integrating disaster/hazard mitigation and planning into CDBG public facility activities).
- J Community Resilience Strategy: The City will started efforts in 2018 to develop a Citywide Community Resilience Strategy and Plan in conjunction with the update of the Hazard Mitigation Plan. The Resilience Plan will address the capacity of individuals, communities, institutions, businesses, and systems within a city to survive, adapt, and grow, no matter what kinds of chronic stresses and acute shocks they experience. Shocks are typically considered single event disasters, such as storms and floods. Stresses are factors that pressure a community on a daily or recurring basis, such as chronic water shortages, an overtaxed and aging storm water system, and the impacts due to a changing climate. Resilience is about making a community better, in both good times and bad, for the benefit of all its citizens, particularly the vulnerable and at-risk. The plan will cover a much broader range of challenges than a simple mitigation or recovery strategy. Mitigation focuses on reducing the damage caused by natural hazards while resilience focuses upon developing a proactive and integrated plan that addresses both shocks and stresses, from natural disasters and to adverse socio-economic trends. Through outreach events with stakeholders, the Resilience Plan will identify actions and recommendations to deal with existing shocks & stresses and predicted impacts. Included will be implementation plans for these actions, as well as recommendations for stakeholder involvement and funding strategies. The final deliverables will include the vulnerability assessment, infrastructure inventory, and Resilience Plan, including “next steps” for implementation.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction:

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies the balance of program income receipted during PY2017 that is available to fund activities in PY18 (FY19). This information was taken from the PR09 report. \$42,796.36 is slated for housing improvement, while \$46,846.18 is sitting in an economic development revolving loan fund.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	89,643
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>89,643</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	0.00%

## HOME Investment Partnership Program (HOME)

### Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

None

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Prior year HOME funds are reflected in this Action Plan that were slated several years ago to assist homebuyers purchase a home. However, as of this writing the City is providing technical assistance to NeighborWorks of Southern NH on a proposal to repurpose these funds toward rehab of existing rental housing. It is unlikely that a home buyer program will take place during the program year. In the event the City is able to launch the home buyer program, following is a brief summary of the City's resale/recapture policy if the decision is made to continue the program.

The full policy can be found on the Urban Programs webpage and is attached to this document. The City will assist eligible low-income homebuyers purchase a home in Nashua through a down payment/closing cost assistance program or through subsidies to the developer that enables the home to be sold below fair market value. Eligible applicants must be low-income households (<80% AMI). They need not be a first time home buyer or current resident of Nashua. Nashua will utilize the purchase HUD limits in accordance with 92.254(a)(2)(iii). The following recapture provisions shall apply to all HOME assistance provided as a direct subsidy to the buyer:

- ) HOME assistance will be provided in the form of deferred payment loans, forgiven at an even rate per year throughout the period of affordability according to 92.254(a)(5)(ii)(A)(2).
- ) The amount of HOME assistance subject to recapture is the direct subsidy that enabled the home buyer to purchase the property. This includes down payment assistance, closing cost assistance and/or the difference between the fair market value of the property and the reduced sales price attributable to the HOME development subsidy.
- ) Duration of the affordability period will be determined by the value of the total direct HOME subsidy to the buyer, according to the minimum number of years required by HUD.
- ) The property must remain the principle residence of the homebuyer for the entire affordability period. If the home buyer moves from the property during the period of affordability, Recapture Provisions will be triggered.
- ) These Recapture provisions will be documented through a written agreement with the homebuyer, and enforced by a deed restriction recorded at the Hillsborough County Registry of Deeds.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

When a buyer is not directly assisted, recapture is not allowed as detailed in 24 CFR Part 92.254(a)(5)(i). For example, if the City provides HOME assistance to the developer to subsidize development and the home is sold at fair market value, the buyer is not directly assisted and resale provisions must be applied.

- J The Resale provisions will be documented through a written agreement with the homebuyer, and enforced by a deed restriction recorded at the Hillsborough County Registry of Deeds
- J The HOME rule at §92.254(a)(3) requires that all HOME-assisted homebuyer housing be acquired by an eligible low-income family, and the housing must be the principal residence of the family throughout the period of affordability. If the housing is transferred, voluntarily or otherwise, during the period of affordability, it must be made available for subsequent purchase *only* to a buyer whose family qualifies as low-income, and will use the property as its principal residence.
- J See chart in #2 above for affordability duration
- J The price at resale must provide the original owner a fair return on investment and ensure that the housing will remain affordable to a reasonable range of low-income homebuyers.
- J Affordability, Fair Return and eligible capital improvements are defined in the full policy
- J The City will use deed restrictions to impose the resale requirements. The affordability restrictions may terminate upon occurrence of any of the following termination events: foreclosure, transfer in lieu of foreclosure or assignment of an FHA insured mortgage to HUD. The City may use purchase options, rights of first refusal or other preemptive rights to purchase the housing before foreclosure to preserve affordability. The affordability restrictions shall be revived according to the original terms if, during the original affordability period, the owner of record before the termination event, obtains an ownership interest in the housing.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

None

Other Program Specific requirements, not listed above include:

- a) CDBG origin year grant: As shown in AP-15, CDBG funds reprogrammed from prior year activities are detailed in the attached local legislation, Resolution R-18-020, which includes grant origin year. Reprogrammed activities/balances equal \$56,846.95. Some activities included in prior year plans that did not start will be carried forward this year as follows:

- J Bridges – kitchen rehab \$13,862.50; PY17
- J Nashua Soup Kitchen – shelter rehab \$50,000; PY17
- J Salvation Army – bathroom \$39,958; PY17
- J Court St Fire Station – historic rehab \$51,189; PY17
- J Labine Park – restrooms \$20,000; PY16
- J Salem St Tot Lot - \$40,000; PY17
- J Crown Hill pool – lining \$100,000; PY17

- b) Program income expected to be received during the program year: As shown in AP-15, the City anticipates \$40,000 in program income derived from the repayment of housing rehab loans. A RLF balance of \$46,846.18 is also included.
- c) Program income amounts not included in a prior action plan: None
- d) Program income previously generated under a lump sum drawdown agreement for which a new agreement will be executed during the program year pursuant to 24 CFR 570.513(b): None
- g) Reimbursements other than program income, made to the local account: None



## RESOLUTION

**AUTHORIZING THE MAYOR TO APPLY FOR AND EXPEND THE COMMUNITY DEVELOPMENT BLOCK GRANT (“CDBG”) AND HOME INVESTMENT PARTNERSHIP PROGRAM FUNDS FOR FISCAL YEAR 2019 AND RELATIVE TO THE USE OF HOME INVESTMENT PARTNERSHIP PROGRAM FUNDS FOR 21 CHAUTAUQUA AVENUE**

### *CITY OF NASHUA*

*In the Year Two Thousand Eighteen*

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

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

That the following CDBG activities shall be carried out with an estimated annual grant of \$596,000; estimated program income of \$40,000; and reprogrammed funds in the amount of \$56,846.95, as described herein, for a total of \$692,846.95. All activities are more fully described and shall be consistent with the proposals contained in the communications to the Human Affairs Committee dated February 8, 2018;

Reprogrammed Funds:

FY18 GNMHC parking lot	\$40,000
FY16 RR Square parking improvements	\$14,949
FY17 Admin	\$1,415.14
FY17 Project Delivery	\$482.81

Activities to be funded in FY18:

1. Public Services - \$47,844

Support of human service programs principally benefiting low-income individuals/households of Nashua. This pool of funds shall be applied to CDBG eligible

## AMENDED RESOLUTION

R-18-020

activities identified through the Citizens Advisory Commission for Community Grants process. Public Services shall not exceed 15% of the entitlement award plus prior year program income.

2. Arlington Street Community Center Director - \$60,000  
The director will plan, direct, and coordinate the activities of the Arlington Street Community Center. Oversee center programs, develop and maintain the organization's budget and adherence to policies regarding participant involvement, program requirements, and desired community benefits as approved by the MBK Board. This new full-time position will be housed within the Mayor's Office and report accomplishments and data analysis to the MBK Board. This activity is subject to the 15% Public Services cap, as described in line 1 above.
3. Adult Learning Center - \$30,000  
Repair of existing windows to return to full working condition, at 4 Lake Street. Funds shall be prioritized to areas within the Center that present the greatest danger to children.
4. Boys and Girls Club - \$62,500  
Replacement of eight HVAC units, inclusive of related duct work, at One Positive Place. Agency will provide approximately 50% match to total project cost.
5. Marguerite's Place - \$50,000  
Exterior siding replacement at 89 Palm Street transitional housing facility and door replacement at 87 & 89 Palm Street.
6. Nashua Center - \$11,681.75  
Replace all lighting fixtures with new energy efficient models at 18 Simon Street facility in partnership with Eversource's Turn Key Program, covering approximately 50% of the total project cost.
7. Nashua Police Athletic League (PAL) - \$12,338  
Installation of exterior lighting; and upgrade of existing fire suppression system as required to meet code at 52 Ash Street.
8. City of Nashua, Parks and Recreation Labine Park - \$20,000  
Rehabilitation of existing bathrooms to include ADA accessibility modifications and inclusion of an equipment storage area. Award is supplemental to prior year CDBG funds in the amount of \$20,000.
9. City of Nashua, Parks and Recreation Splash Pad - \$70,000  
Construction of a new splash pad adjacent to Rotary Pool, utilizing existing water source, filtration systems and bathrooms.
10. Contingency - \$6,781.20  
Reserve funds that may be applied to any of the activities described herein for unforeseen costs. Funds may be directed to other unforeseen eligible community needs, subject to Board of Aldermen approval. Contingency budget may be adjusted to reflect an increase or decrease in the annual CDBG allocation, as announced by HUD following approval of

## AMENDED RESOLUTION

R-18-020

this Resolution. If CDBG award is significantly less than anticipated and this Contingency line cannot cover the reduction, all activities will be adjusted proportionately.

11. CDBG Grant Administration - \$127,200

General administration and planning costs of carrying out the CDBG and other related HUD projects by the Urban Programs Department, including but not limited to regulatory compliance monitoring, IDIS management, preparation of required grant reports, advertising, recording fees, etc. Amount shall not exceed 20% of the entitlement award plus actual program income received during the program year.

12. Project Delivery - \$119,502

Construction management related to physical CDBG projects and Housing Improvement Program, including but not limited to the direct cost of the Urban Programs Department staff to conduct environmental reviews, drafting scope of work, preparation of bid documents, bidding, construction management and Davis Bacon compliance.

13. Housing Improvement Program (HIP) - \$75,000

Financial and technical assistance to eligible low-moderate income, owner-occupants in the form of deferred payment loans for essential repairs of 1-4 family residential properties. Minor rehab including code and safety corrections, repairs, accessibility, etc. Repayment of prior HIP loans, in excess of annual estimated program income, shall be added to this loan pool during the program year.

*That* all open and active CDBG activities from previous Action Plans be carried forward and entered in the FY19 Action Plan as applicable; and

*That* the following HOME activities be carried out with an estimated annual grant of \$278,000:

1. HOME Grant Administration - \$27,800

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

2. Community Housing Development Organization (CHDO) Reserve - \$41,700

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

**AMENDED RESOLUTION**

**R-18-020**

3. Affordable Housing Development - \$208,500

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

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

*And That* prior year HOME funds in the amount of \$292,000, as listed below be allocated to Greater Nashua Habitat for Humanity to acquire and rehabilitate an existing single family property located at 21 Chautauqua Avenue, Nashua, NH, for the purpose of creating one affordable homeowner unit. Said allocation shall be subject to satisfactory completion of a HUD environmental review and execution of a HOME agreement and related documents:

FY15 Homebuyer Assistance	\$55,000
FY16 Homebuyer Assistance	\$55,000
FY17 Affordable Housing Development	\$22,941.79
FY18 Affordable Housing Development	\$159,058.21