



TOWN OF HUDSON

Land Use Division



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TO: Planning Board

FROM: Brian Groth, AICP, Town Planner

DATE: August 17, 2022

RE: InvestNH Housing Opportunity Planning Grants

InvestNH is a \$100 million program to accelerate the approval and construction of affordable workforce housing in New Hampshire. It is funded through the Governor's Office for Emergency Relief and Recovery using the state's allocation of Fiscal Recovery Funds of the American Rescue Plan (ARPA).

\$5 million of the InvestNH initiative has been allocated to provide grants to municipalities to analyze and update their land use regulations to help increase housing development opportunities. There are two types of grants: Community Housing Navigator Grants; and Housing Opportunity Planning (HOP) Grants.

The Community Housing Navigator program is to hire local staff to coordinate regulatory change to help increase housing development. I believe this may be more appropriate at a regional or city level, but wished to inform the Board of the program. The Board may consider offering an opinion to the Nashua Regional Planning Commission in the event they seek this grant on a regional basis.

The HOP grants are meant to hire consultants to work on one or more of three phases: Needs Analysis & Planning; Regulatory Audits; and Regulatory Development. All three phases are expected to involve community engagement. If the Board wishes to increase supply or opportunities for workforce housing, this would be a valuable resource. The Board may wish to complete the Master Plan update before evaluating application. The Board could also pursue the first phase of this grant to supplement the Master Plan update with additional community outreach on the topic of housing.

This memorandum and attachments are provided for the Board's information. Staff will keep the Board apprised as more details on this program emerge.



INVESTNH MUNICIPAL PLANNING & ZONING GRANT PROGRAM: HOUSING OPPORTUNITY PLANNING GRANT PROGRAM

Program Information and Application Instructions

SECTION 1: PROGRAM INFORMATION

SECTION 2: ELIGIBLE APPLICANTS AND GRANT PHASES

SECTION 3: USE OF GRANT FUNDS

SECTION 4: PREPARING THE GRANT APPLICATION

SECTION 5: EVALUATION, FUNDS DISBURSEMENT, COMPLIANCE, AND REPORTING

SECTION 1: PROGRAM INFORMATION

Introduction

The InvestNH Municipal Planning & Zoning Grant Program provides competitive grants for cities and towns to create local regulations that will help increase housing supply. The InvestNH **Housing Opportunity Planning (HOP) Grant Program** is part of the Planning & Zoning Grant Program and is administered by New Hampshire Housing under contract with the NH Department of Business and Economic Affairs (BEA). These programs are all part of InvestNH, a \$100 million initiative funded through the American Rescue Plan Act's State Fiscal Recovery Fund.¹

Program Background

Recognizing that existing land use regulatory frameworks pose unnecessary barriers to housing development, the purpose of the Community Housing Navigator Grant Program is to provide resources to the state's communities to undertake reforms. Local master plans often express communities' desires for a diversity of housing types that are affordable to a range of incomes for people of all ages, including starter homes, apartments near jobs, and places to retire, but the zoning ordinances and other land use regulations adopted by those communities often are at odds with that vision.

In many communities it is hard to undertake regulatory reform. This is the result of inadequate financial and technical resources necessary to make such changes. The HOP Grant Program will help municipalities overcome impediments and will also advance earlier efforts in New Hampshire that yielded substantial promise (for example, the Housing and Conservation Planning Program, the Community Planning Grant Program, and the Municipal Technical Assistance Grant Program). These initiatives have produced building blocks of sustainable community development: comprehensive

¹ This project is being supported by, in whole or in part, federal award number SLFRP0145 awarded to the State of New Hampshire by the U.S. Department of the Treasury.

7.2022

planning and regulations, detailed technical guidance, and a focus on balance among environmental stewardship, historic preservation, social equity, and economic development – all within a context of participatory community planning. The HOP Grant Program provides funding to implement some of these policies in the local regulatory framework for the specific purpose of increasing the state’s housing supply.

InvestNH HOP Grant Program Administration

New Hampshire Housing’s administration of the HOP Grant Program will be guided by a Steering Committee that consists of representatives from the following entities:

- New Hampshire Housing
- NH Community Development Finance Authority
- New Hampshire Municipal Association
- New Hampshire Office of Planning and Development
- Plan NH
- University of New Hampshire (UNH) Cooperative Extension

The Steering Committee will provide assistance in developing public communications materials and reports, evaluate municipal grant applications, and decide on grant approvals.

HOP grants will be administered by Plan NH under contract with NH Housing.

SECTION 2: ELIGIBLE APPLICANTS AND GRANT PHASES

ELIGIBLE APPLICANTS

Applicant eligibility is limited to incorporated New Hampshire cities and towns, as well as village districts that have zoning authority or counties in which there are unincorporated places (“municipalities”).

Grants will be available for three phases of regulatory change. A municipality may submit a single application for all three phases or may apply for any phase individually. Municipalities that have been awarded a Community Housing Navigator grant are eligible to apply for a HOP grant. Information about the Community Housing Navigator Grant Program may be found at www.NHHOPgrants.org.

PURPOSE OF GRANTS

1. **Needs Analysis and Planning.** Grants will be made to municipalities to hire consultants for the following purposes:
 - Understanding and mapping housing, income, and demographic data, including housing market costs, housing units needed to meet future expected growth in a municipality and the region, and the affordability of a municipality’s housing for all income ranges;
 - Reviewing the existing master plan to identify sections that are related to or impact upon housing development, and drafting revisions to those master plan sections for the purpose of supporting increased housing supply; and

- Community engagement efforts to support the development and adoption of master plan revisions.

Note that the state's regional planning commissions (RPCs) are developing Regional Housing Needs Assessments (RHNA), which are expected to be published in December 2022. Communities seeking a grant for data compilation and analysis should utilize their RPC's RHNA and then identify data gaps or additional information that would be useful for the community's planning efforts, for which these grants could be used.

Grant amounts: Municipalities may apply for up to \$25,000 each to undertake needs analysis and/or planning.

Application Deadline

- Applications will be accepted on a rolling basis starting on August 5, 2022.
- Applications will be accepted until January 27, 2023 or when funds are exhausted, whichever occurs first.
- Awards typically will be made within 30 days of submission of a completed application.

- 2. Regulatory Audits.** Grants will be made to municipalities for the purpose of hiring consultants to audit the municipality's land use regulations and make recommendations for changes to promote housing development. Regulations to be evaluated may include, but are not limited to, zoning, subdivision regulations, site plan regulations, any provisions adopted under RSA 674:21 that are related to or impact on housing development, local building codes, and local tax incentives, including RSA 79-E.

The audits may be structured to do any of the following tasks (these tasks are intended to be illustrative, not exclusive):

- Identify barriers to housing development that may exist in standards or processes;
- Identify outdated regulatory schemes;
- Specify changes to existing regulations;
- Identify opportunities for new regulations;
- Cross-reference different regulations to ensure that they are not in conflict.

Grant amounts: Municipalities may apply for up to \$50,000 each to conduct a regulatory audit.

Application deadline:

- Applications will be accepted on a rolling basis starting on August 5, 2022.
- Applications will be accepted until June 30, 2023 or when funds are exhausted, whichever occurs first.
- Awards typically will be made within 30 days of submission of a complete application.

- 3. Regulatory Development.** Grants will be made to cities and towns for the purpose of hiring consultants to create new regulations or revise existing regulations with the stated primary goal of increasing the supply of housing in the community.

Regulations to be created or revised may include, but are not limited to:

- Zoning;
- Subdivision regulations;
- Site plan regulations;
- Any provisions adopted under RSA 674:21 that are related to or impact upon housing development;
- Local building codes; and
- Local tax incentives, including RSA 79-E.

Grants for these purposes must be accompanied by a community engagement effort, which may rely on current or prior community engagement work. Communities must commit to making a good-faith effort to bring regulatory changes to a formal vote for adoption.

Grant amounts: Municipalities may apply for up to \$100,000 each to do regulatory development.

Application deadline:

- Applications will be accepted on a rolling basis starting on August 5, 2022.
- Applications will be accepted until November 15, 2023 or until funds are exhausted, whichever occurs first.
- Awards typically will be made within 30 days of submission of a complete application.

SECTION 3: USE OF GRANT FUNDS

Housing Opportunity Planning (HOP) Grants will provide municipalities with the financial resources to hire qualified consultants to conduct proposed project work. Municipalities may use program funds for other direct costs associated with the project with prior approval of the Steering Committee. A maximum of 7.5% of the funds may be used for administrative costs. A consultant's costs may include time, direct costs associated with the project, and indirect costs reasonably attributable to the project.

Grantees may contract with their regional planning commissions² or select from the pre-approved list of qualified consultants for project work without engaging in a competitive bidding process. The list of qualified consultants will be approved by the Steering Committee. Any consultant may seek Steering Committee approval by following the instructions included in the *Request for Qualifications for InvestNH Housing Opportunity Planning Grant Program Consultant List* published at www.NHHOPgrants.org.

Alternatively, grantees may undertake a competitive process to identify a consultant by issuing a Request for Qualifications or Request for Proposals. As a grant condition, the Steering Committee will reserve the right to assess the qualifications of any consultant not included on the pre-approved list and to reject any such consultant it deems to be unqualified to perform the proposed work.

Prohibitions on Use of Grant Funds.

- Grant funds may not be used for the acquisition of property.

² Find your RPC using the interactive map at www.nharpc.org/.

- Grant funds may not be used to pay for equipment.
- Grant funds may not be used to pay for consultant services rendered prior to grant approval.

There is no cash or in-kind match requirement for these grants.

Community Engagement

Community engagement is an essential part of the work to be done under these grants. Communities will work with UNH Cooperative Extension to understand and develop appropriate engagement plans. While the application should describe how engagement will complement your plan, the community engagement plan does not need to be fully formed at the time of application submission. To ensure a robust community engagement effort, UNH Cooperative Extension has created Housing Academy to support efforts in this grant program. See the *Housing Academy description in Exhibit A*.

Scoring Criteria

Grants are awarded to communities on a competitive basis with the goal of making award decisions within 30 days of receipt of a completed application. Applications will be scored on the following characteristics:

1. Overall clarity of narrative, including goals, and expected outcomes; demonstrate a commitment to increasing housing supply	35 points
2. Consistency with the purposes of the grant phase(s) sought	35 points
3. Commitment to or willingness to develop and implement a community engagement plan	20 points
4. Clarity and thoughtfulness of scope of work and budget	10 points

SECTION 4: PREPARING THE GRANT APPLICATION

Please follow the application guidelines below to complete your application. Submit your answers in PDF file format to: info@NHHOPgrants.org. If you would like to discuss the grant before completing the application, contact us at this email.

Cover Page

Include one to two sentences about your community as background for the Steering Committee, and the following information on one page (in this order):

- Name of municipality and address of town hall or governing body;
- Project contact person’s name, affiliation with community, phone, email;
- Date of most recent Master Plan and section(s) of the Master Plan that support this project;
- Which phase(s) of regulatory change you are applying for, and the amount of funding requested;
- Unique Entity Identifier (UEI);³

³ The Unique Entity Identifier (UEI) recently replaced the Data Universal Numbering System (DUNS) number as the method used to uniquely identify individuals and entities receive federal funding. You can apply for the HOP Grant Program using your

- Dated signature of municipality’s chief executive officer or other authorized representative of the local governing body. Alternatively, the planning board may submit an application pursuant to its authority to receive grants in RSA 673:16, I. A planning board submission should be signed and dated by the board chair and include an attachment of the minutes of the meeting at which the planning board authorized the grant application.

Application Narrative

The narrative should describe the proposed project in detail, outlining what the municipality expects to achieve. The narrative should include the following sections:

Housing Challenge and Project Goals (maximum 750 words). Clearly and concisely describe the housing challenge your community is facing and how this project will help to address that challenge.

Outcomes and Deliverables (maximum 500 words). Describe desired outcomes. What do you hope to achieve? How will you know if the project is a success? How will the results you have obtained be used to increase housing supply in your community? (Please review the Grantee Responsibilities and Evaluation section below).

If appropriate, include a link to regulations to be audited or revised.

Scope of Work and Budget. List and describe the tasks, milestones, and final work products that comprise the project, together with a timetable for task completion. Details for each task shall include:

- Name of task;
- Who will perform the task (if known);*
- Brief summary of the task, including anticipated final work products;
- All project partners and their role; and
- Overall cost and statement of anticipated expenses.

* As noted above, grantees may contract with their regional planning commission or choose from the pre-approved list of qualified consultants without engaging in a competitive process. If you know which consultant you will be working with, please include that information in this section. If you have not yet chosen a consultant, please note whether your intention is to contract with your regional planning commission, select a consultant from the pre-approved list of qualified consultants, or engage in a competitive process.

Please include a budget using this template.

TIN, but for your award to be finalized you will need to show that you have applied for or received a UEI. You can apply for a UEI at www.sam.gov.

BUDGET TEMPLATE			
	Task Name	Details	Cost
Task 1	Community Engagement		\$2,500
Task 2	Community Engagement, Additional (optional)		
Task 3	Housing Academy Stipend	X people at \$250 per attendee	
Task 4	Administrative costs. No more than 7.5% of total project cost.		
Task 5			
Task 6			
Task 7			
Task 8			
Total:			\$

Community Engagement Plan (maximum 500 words). Good public engagement leads to broader citizen participation in public decisions. The engagement process includes listening, discussion, deliberation, and decision-making that builds relationships with the community. Communities will work with UNH Cooperative Extension to understand and develop appropriate engagement plans. Please describe as well as you can how you expect to use engagement as a tool for your grant project.

To ensure a robust community engagement effort, each grantee will identify at least one person (but may identify up to three) to participate in community engagement training and receive support from UNH Cooperative Extension through the **Housing Academy**. Housing Academy has been developed to support community efforts in this grant program and is intended to hone engagement and leadership skills and help you develop a creative approach to community engagement. Housing Academy participants may include municipal staff, elected officials, representatives from land use boards, members of other local boards and committees, or other residents of the community. See *the Housing Academy description in Exhibit A*.

To encourage and support the involvement of volunteers in the municipality’s community engagement efforts, stipends of \$250 per Housing Academy participant will be approved as allowable direct expenses. Paid municipal staff are invited to participate in Housing Academy but are not eligible for these stipends.

The budget template, by default, includes \$2,500 for community engagement but applicants may request additional funding.

Consistency with Master Plan (maximum 250 words). If it pertains to your grant application, identify how the application relates to your local master plan, your regional planning commission’s regional plan, or other relevant plans. This section is purely informative to the Steering Committee and is intended to provide background information. Consistency with your local master plan may support your application; inconsistency will not disqualify your application.

SECTION 5: EVALUATION, FUNDS DISBURSEMENT, COMPLIANCE, AND REPORTING

Grantee Responsibilities and Evaluation

As a condition of selection as a HOP Grant Program grantee, municipalities will be required to report on progress toward implementing their proposed scope of work, completed tasks, and metrics of success including documentation on public meetings, workshops and hearings, public participation levels, and additional outreach and engagement efforts.

Depending on the grant phase, expected deliverables include one or more of the following:

- Demonstrated and documented understanding of values and attitudes toward housing;
- Identified regulatory barriers to housing development;
- Demonstrated understanding of the cost of development as it relates to land use regulations and permitting process;
- Improved skills in community engagement tools and facilitation of effective housing discussions;
- Drafted text of regulatory amendments; and
- A plan to move forward with regulatory change, incentives, or other means to increase housing supply and affordability.

Disbursement of Grant Funds

Funds awarded from the HOP Grant Program will be disbursed for services rendered. Invoices may be submitted monthly to the Program Administrator via email to info@NHHOPgrants.org. Paid invoices can be submitted for reimbursement or unpaid invoices can be submitted for payment. Invoices will be paid generally within 15 business days. The Program Administrator will review and approve all invoices.

Compliance

Terms and Conditions: Compliance with Federal Regulations, State Legislation, Statutes, and Regulations. By acceptance of this award, each grant recipient agrees to comply with these requirements of “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)” located in title 2 of the Code of Federal Regulations (2 CFR part 200). Failure to comply may result in disallowances, restricted drawdown, and withholding of future awards. Please refer to this website as an example of federal guidance:

www.hud.gov/program_offices/public_indian_housing/ih/regs/resources

Post Grant Reporting

Municipal grantees will be required to submit data to the Program Administrator, reporting on implementation and outcomes, for a period of three years after grant close-out.

Inquiries and Application Submission

Submit applications as a PDF to info@NHHOPgrants.org. Questions regarding the grant program may be submitted to info@NHHOPgrants.org. Answers will be posted at www.NHHOPgrants.org on an ongoing basis.

EXHIBIT A

HOUSING ACADEMY: ENGAGING YOUR COMMUNITY FOR MORE HOUSING OPTIONS

The **InvestNH Municipal Planning & Zoning Grant Program** will include Housing Academy, developed by UNH Extension, to provide education and community engagement training. This training is for municipalities that receive **Community Housing Navigator** or **Housing Opportunity Planning (HOP) Grant** funding.

Housing Academy will help participants learn how to engage with their community, set priorities and plan for an increase in housing supply at the community level.

Housing Academy will be a hybrid format with webinars, online materials, in-person gatherings, and place-based training. Community engagement techniques and tools will be taught so participants can develop and implement an engagement plan in their city or town. There will be opportunities for communities to share best practices and challenges and learn from each other.

For more information:

Molly Donovan

University of New Hampshire Cooperative Extension
State Specialist, Community Economic Development

Molly.donovan@unh.edu



INVESTNH MUNICIPAL PLANNING & ZONING GRANT PROGRAM: COMMUNITY HOUSING NAVIGATOR GRANT PROGRAM

Program Information and Application Instructions

SECTION 1: PROGRAM INFORMATION

SECTION 2: ELIGIBLE APPLICANTS, PURPOSE, AND APPLICATION DEADLINE

SECTION 3: USE OF GRANT FUNDS

SECTION 4: PREPARING THE GRANT APPLICATION

SECTION 5: EVALUATION, FUNDS DISBURSEMENT, COMPLIANCE, AND REPORTING

SECTION 1: PROGRAM INFORMATION

Introduction

The InvestNH Municipal Planning & Zoning Grant Program provides competitive grants for cities and towns to create local regulations that will help increase housing supply. The InvestNH **Community Housing Navigator Grant Program** is part of the Planning & Zoning Grant Program and is administered by New Hampshire Housing under contract with the NH Department of Business and Economic Affairs (BEA). These programs are all part of InvestNH, a \$100 million initiative funded through the American Rescue Plan Act's State Fiscal Recovery Fund.¹

Program Background

Recognizing that existing land use regulatory frameworks pose unnecessary barriers to housing development, the purpose of the **Community Housing Navigator Grant Program** is to provide resources to the state's communities to undertake reforms. Local master plans often express communities' desires for a diversity of housing types that are affordable to a range of incomes for people of all ages, including starter homes, apartments near jobs, and places to retire, but the zoning ordinances and other land use regulations adopted by those communities often are at odds with that vision.

In many communities it is hard to undertake regulatory reform. This is the result of inadequate financial and technical resources necessary to make such changes. The Community Housing Navigator Grant Program will help municipalities overcome these financial and technical barriers by increasing their staff capacity and will also advance earlier efforts in New Hampshire that yielded substantial promise (for

¹ This project is being supported by, in whole or in part, federal award number SLFRP0145 awarded to the State of New Hampshire by the U.S. Department of the Treasury.

example, the Housing and Conservation Planning Program, Community Planning Grant Program, and Municipal Technical Assistance Grant Program). These initiatives have produced building blocks of sustainable community development: comprehensive planning and regulations, detailed technical guidance, and a focus on balance among environmental stewardship, historic preservation, social equity, and economic development – all within a context of participatory community planning. The Community Housing Navigator Grant Program provides funding to implement some of these policies in the local regulatory framework for the specific purpose of increasing the state’s housing supply.

InvestNH Community Housing Navigator Grant Program Administration

New Hampshire Housing’s administration of the Community Housing Navigator Grant Program will be guided by a Steering Committee that consists of representatives from the following entities:

- New Hampshire Housing
- NH Community Development Finance Authority
- New Hampshire Municipal Association
- New Hampshire Office of Planning and Development
- Plan NH
- University of New Hampshire (UNH) Cooperative Extension

The Steering Committee will provide assistance in developing public communications materials and reports, evaluate municipal grant applications, and decide on grant approvals.

Community Housing Navigator grants will be administered by Plan NH under contract with NH Housing.

SECTION 2: ELIGIBLE APPLICANTS, PURPOSE, AND APPLICATION DEADLINE

Eligible Applicants

Applicant eligibility is limited to incorporated New Hampshire cities and towns, as well as village districts that have zoning authority or counties in which there are unincorporated places (“municipalities”).

Joint applications from multiple municipalities may be coordinated by a regional planning commission or by a regional workforce housing coalition (“regional coordinator”). For joint applications, the regional coordinator will serve as the applicant, but the application must include a letter of support from any municipality intended to be served by the grant. *It is strongly recommended that joint applications should be limited to serving no more than four municipalities*, because the purpose of this grant program is to provide concentrated support for regulatory change at the local level.

Smaller communities are encouraged to partner with other communities in their region and collaborate with a regional coordinator in the submission of a joint application.

Note that municipalities that have been awarded a Community Housing Navigator grant are also eligible to apply for InvestNH Housing Opportunity Planning (HOP) Grants. Information about the HOP Grant Program may be found at www.NHHOPgrants.org.

Purpose of Grants

Up to six grants will be made for the purpose of hiring Community Housing Navigators for a period of up to two years (ending 9/30/2024 at the latest). The Community Housing Navigators will serve as local coordinators of housing regulatory changes and housing development activities. This will include working with outside consultants and municipal staff to identify regulatory changes needed to promote greater levels of housing development. Community Housing Navigators will work on at least one of the regulatory change phases identified in the InvestNH HOP Grant Program.

The Community Housing Navigator Grant program will be administered by Plan NH under contract with NH Housing.

Application Deadline

- Grant applications will open on August 5, 2022.
- Complete applications must be submitted no later than 4:30 p.m. ET on September 30, 2022 to info@NHHOPgrants.org.
- Awards will be made on or before October 14, 2022.

Questions regarding the grant program and application may be submitted via info@NHHOPgrants.org on or before September 21, 2022. Responses to all questions will be posted at www.NHHOPgrants.org no later than September 23, 2022.

SECTION 3: USE OF GRANT FUNDS

Grants of up to \$250,000 per grant will be made for a period of approximately two years (ending September 30, 2024 at the latest). Generally, no more than \$125,000 per grantee will be allocated for any 12-month period (exceptions may be granted by the Steering Committee). Grants may be used to pay salary and fringe benefit costs, as well as reasonable travel costs and expense reimbursements. Grant funds may be used for computer hardware and software up to a maximum of \$5,000 for the full grant period.

Grantees must use the grant funds to increase capacity at the local level. New staff may be hired or the number of hours worked by existing staff may be increased (e.g., increasing part-time staff to full-time). The grants may not be used to offset the costs associated with existing staff capacity.

Grantees must commit to working on at least one of the three phases identified in the InvestNH HOP Grant Program application instructions (see www.NHHOPgrants.org). *A community may receive a HOP Grant to complement the work of the Community Housing Navigator, but not to duplicate it.*

Community Housing Navigators will be involved in outreach and engagement with the public in their municipalities by providing education, soliciting ideas for regulatory changes, and seeking input on regulatory proposals. They will also work directly with developers, property owners, housing coalitions, and others with a direct interest in housing development for the purpose of facilitating specific

developments. In this latter capacity, Community Housing Navigators will serve as a critical link between municipal regulators and those who seek to develop land.

It is expected that Community Housing Navigators will be hired as employees of the grantee municipality (or of the regional coordinator, in the case of a joint application). Grantees will have up to three months from the grant award date to hire a Community Housing Navigator. Community Housing Navigators must be professional-level employees, rather than administrative staff. A model job description for a Community Housing Navigator is included in this document as Exhibit A.

Prohibitions on Use of Grant Funds.

- Grant funds may not be used for the acquisition of property.
- Grant funds may not be used to pay for equipment, except as noted herein.

There is no cash or in-kind match requirement for these grants.

Community Engagement

Community engagement is an essential part of the work to be done under these grants. Community Housing Navigators will work with UNH Cooperative Extension to understand and develop appropriate engagement plans. To ensure a robust community engagement effort, UNH Cooperative Extension has created Housing Academy. Community Housing Navigators will be expected to participate in Housing Academy activities. *See the Housing Academy description in Exhibit B.*

Scoring Criteria

Grants will be awarded to communities on a competitive basis. Applications will be scored based on the following characteristics:

1. Overall clarity of narrative, including goals, and expected outcomes; demonstrate a commitment to increasing housing supply	35 points
2. Consistency with the purposes of the grant program, including a commitment to work on at least one of the phases in the InvestNH HOP Grant Program	35 points
3. Commitment to or willingness to develop and implement community engagement plan	20 points
4. Clarity and thoughtfulness of scope of work and budget	10 points

SECTION 4: PREPARING THE GRANT APPLICATION

Please follow the grant application guidelines below. Submit your answers in PDF file format to: info@NHHOPgrants.org. If you would like to discuss the grant before completing the application, please contact us using the same email.

Cover Page

Include the following information on one page (in this order), and include one to two sentences about the municipality as background for the Steering Committee.

- Name and mailing address of municipality or regional coordinator;
- Project contact person's name, affiliation with community, phone, email;
- Unique Entity Identifier (UEI);²
- Individual municipal applications must include the signature of municipality's chief executive officer or other authorized representative of the local governing body. Alternatively, the planning board may submit an application pursuant to its authority to receive grants in RSA 673:16, I. A planning board submission should be signed and dated by the board chair and include as an attachment the minutes of the meeting at which the planning board authorized the grant application as well as a letter of support from the local governing body;
- Joint applications must be signed by a duly authorized representative of the regional coordinator and indicate which municipalities will be served by the grant. They must include letters from those municipalities expressing support for the Community Housing Navigator's work in their communities;
- Grant amount requested.

APPLICATION NARRATIVE

The narrative should outline what the municipality expects to achieve with the assistance of the Community Housing Navigator. The narrative should include the following sections:

Housing Challenge and Project Goals (*maximum 750 words*). Clearly and concisely describe the housing challenge your community is facing and how the Community Housing Navigator will help to address that challenge. In the case of joint applications, please describe the housing challenges and how the Community Housing Navigator will help address those challenges for each municipality (joint applications have a maximum 1,500 words).

Outcomes and Deliverables (*maximum 500 words*). Describe desired outcomes. What do you hope to achieve? How will you know if the work of the Community Housing Navigator is a success? How will the results you obtain be used to increase housing supply in your community? (Please review the Grantee Responsibilities and Evaluation section below). In the case of joint applications, describe the anticipated outcomes and deliverables for each municipality (joint applications have a maximum 1,000 words).

Scope of Work and Budget. List and describe different elements of your budget, and include any tasks, milestones, and final work products expected to be completed, together with a timetable for task completion. Details for each task shall include:

² The Unique Entity Identifier (UEI) recently replaced the Data Universal Numbering System (DUNS) number as the method used to uniquely identify individuals and entities receive federal funding. You can apply for the HOP Grant Program using your TIN, but for your award to be finalized you will need to show that you have applied for or received a UEI. You can apply for a UEI at www.sam.gov.

- Name of task;
- Who will perform the task (if known);
- Brief summary of the task, including anticipated final work products;
- All project partners and their role; and
- Overall cost and statement of anticipated expenses.

Please include a budget using the template here.

BUDGET TEMPLATE			
	Task Name	Details	Cost
Task 1	Community Engagement		\$2,500
Task 2	Community Engagement, Additional (optional)		
Task 3	Housing Academy Stipend	X people at \$250 per attendee	
Task 4	Administrative costs. No more than 7.5% of total project cost.		
Task 5	Computer hardware and software (not to exceed \$5,000)		
Task 6			
Task 7			
Task 8			
Task 9			
Task 10			
Total:			\$

Community Engagement Plan (maximum 500 words). Good public engagement leads to broader citizen participation in public decisions. The engagement process includes listening, discussion, deliberation, and decision-making that builds relationships with the community. Community Housing Navigators will work with UNH Cooperative Extension to understand and develop appropriate engagement plans. Please describe as well as you can how you expect to use engagement as a tool in your community.

To ensure a robust community engagement effort, Community Housing Navigators may identify up to three other people from the community to participate in community engagement training and receive support from UNH Cooperative Extension through Housing Academy (joint applications may include up to three people from each community participating in the grant). Housing Academy has been developed to support community efforts in this grant program and is intended to hone engagement and leadership skills and help you develop a creative approach to community engagement. Housing Academy participants may include municipal staff, elected officials, representatives from land use boards, members of other local boards and committees, or other residents of the community. See *the Housing Academy description in Exhibit B*.

To encourage and support the involvement of volunteers in the municipality's community engagement efforts, stipends of \$250 per Housing Academy participant will be approved as allowable direct expenses. Paid municipal staff, including the Community Housing Navigators, are not eligible for these stipends.

The budget template, by default, includes \$2,500 for community engagement but applicants may request additional funding.

Consistency with Master Plan (*maximum 250 words*). If it pertains to your grant application, identify how the work of the Community Housing Navigator would relate to your local master plan, your regional planning commission's regional plan, or other relevant plans. This section is purely informative and is intended to provide background information. Consistency with your local master plan may support your application; inconsistency will not disqualify your application.

SECTION 5: EVALUATION, FUNDS DISBURSEMENT, COMPLIANCE, AND REPORTING

Grantee Responsibilities and Evaluation

Community Housing Navigator Grant Program grantees will be required to report on progress toward implementing their proposed scope of work, completed tasks, and metrics of success including documentation on public meetings, workshops and hearings, public participation levels, and additional outreach and engagement efforts.

Depending on grant phase, expected Community Housing Navigator deliverables include one or more of the following:

- Demonstrated and documented understanding of values and attitudes toward housing;
- Identified regulatory barriers to housing development;
- Demonstrated understanding of the cost of development as it relates to land use regulations and permitting process;
- Improved skills in community engagement tools and facilitation of effective housing discussions;
- Drafted text of regulatory amendments;
- Documentation of work to support developers, property owners, and housing coalitions to obtain local approvals of specific housing developments; and
- A plan to move forward with regulatory change, incentives, or other means to increase housing supply and affordability.

Disbursement of Grant Funds

Funds awarded from the Community Housing Navigator Grant Program will be disbursed quarterly. The first quarterly disbursement will be made upon execution of the grant agreement. Reports of expenses incurred must be submitted regularly to the Program Administrator via email to info@NHOPgrants.org. The Program Administrator will review and approve all submitted reports.

Compliance

Terms and Conditions: Compliance with Federal Regulations, State Legislation, Statutes, and Regulations. By acceptance of this award, each grant recipient agrees to comply with these requirements of “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)” located in title 2 of the Code of Federal Regulations (2 CFR part 200). Failure to comply may result in disallowances, restricted drawdown, and withholding of future awards.

Please refer to this website as an example of federal guidance:

- www.hud.gov/program_offices/public_indian_housing/ih/regs/resources

Post Grant Reporting

Municipal grantees will be required to submit data to the Program Administrator, reporting on implementation and outcomes, for a period of three years after grant close-out.

Inquiries and Application Submission

Direct inquiries and submit applications to: info@NHHOPgrants.org

EXHIBIT A

COMMUNITY HOUSING NAVIGATOR

Expectations and Responsibilities

Note: This overview of expectations and responsibilities of the Community Housing Navigator is intended as a template for grantees – please tailor this job description to the specific needs of your community.

Potential Responsibilities of a Community Housing Navigator:

Housing navigators will serve as local coordinators of housing regulatory change and housing development activities. This may include, but is not limited to:

- Participate in Housing Academy facilitated by UNH Cooperative Extension. This may include identifying others from within the community to participate as well.
- Engage with the regional planning commission and regional housing coalition (where applicable).
- Work with consultants where applicable to conduct housing needs analysis, regulatory audits, or regulatory change.
- Work directly with housing developers, property owners, and housing coalitions for the purpose of facilitating specific developments.
- Facilitate outreach and engagement efforts with the public by providing education, soliciting ideas for regulatory changes, and seeking input on regulatory proposals.
- Engage with local employers and others from the business community about the impact of the housing crisis on their ability to recruit and retain workers.
- Work toward establishment of a municipal housing commission (pursuant to RSA 674:44-h), a housing revolving fund (pursuant to RSA 31-95-h), and/or a municipal housing trust fund.

All communities receiving a Community Housing Navigator Grant must commit to working on at least one of three phrases identified in the Housing Opportunity Planning (HOP) Grant Program. Municipalities that are awarded a Community Housing Navigator grant may also apply for a HOP Grant to hire a consultant that will work closely with the Community Housing Navigator.

Recommended Skills and Qualifications of Community Housing Navigators:

- Experience in community engagement and outreach, project management, and community organizing
- Familiarity with housing development, zoning regulations, and municipal government
- Bachelor's degree in planning, public administration, or other similar field, and 2 years of professional experience.

EXHIBIT B

HOUSING ACADEMY: ENGAGING YOUR COMMUNITY FOR MORE HOUSING OPTIONS

The **InvestNH Municipal Planning & Zoning Grant Program** will include Housing Academy, developed by UNH Extension, to provide education and community engagement training. This training is for municipalities that receive **Community Housing Navigator** or **Housing Opportunity Planning (HOP) Grant** funding.

Housing Academy will help participants learn how to engage with their community, set priorities and plan for an increase in housing supply at the community level.

Housing Academy will be a hybrid format with webinars, online materials, in-person gatherings, and place-based training. Community engagement techniques and tools will be taught so participants can develop and implement an engagement plan in their city or town. There will be opportunities for communities to share best practices and challenges and learn from each other.

For more information:

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