

5:30 PM

Aldermanic Chamber

1. ROLL CALL
2. PUBLIC COMMENT
3. DISCUSSIONS OR PRESENTATIONS
 - CDBG Allocations
4. COMMUNICATIONS

From: Mike Jungers, Urban Programs Manager
Re: FY2026 HUD CDBG Applications Summary

5. UNFINISHED BUSINESS
6. NEW BUSINESS – RESOLUTIONS

R-25-155

Endorser: Mayor Jim Donchess

AMENDING THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ANNUAL ACTION PLAN FOR FISCAL YEAR 2025 RELATIVE TO THE COMMUNITY DEVELOPMENT BLOCK GRANT (“CDBG”)

R-25-157

Endorser: Mayor Jim Donchess

AUTHORIZING THE MAYOR TO APPLY FOR AND EXPEND THE COMMUNITY DEVELOPMENT BLOCK GRANT (“CDBG”) AND HOME INVESTMENT PARTNERSHIP PROGRAM FUNDS FOR FISCAL YEAR 2026

7. NEW BUSINESS – ORDINANCES
8. TABLED IN COMMITTEE
9. GENERAL DISCUSSION
10. PUBLIC COMMENT
11. REMARKS BY THE ALDERMEN
12. ADJOURNMENT



City of Nashua

Community Development Division

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

Community Development	589-3095
Planning and Zoning	589-3090
Building Safety	589-3080
Code Enforcement	589-3100
Urban Programs	589-3085
Waterways	589-3092
Transportation	880-0100
FAX	589-3119

To: Alderman Tom Lopez, Chair, Human Affairs Committee
Jim Donchess, Mayor
Lori Wilshire, President, Board of Aldermen
From: Mike Jungers, Urban Programs Manager
Date: May 8, 2025
Re: FY2026 HUD CDBG Applications Summary

The City of Nashua receives an annual allocation of Community Development Block Grant (CDBG) funds and HOME Investment Partnerships Program (HOME) funds from the U.S. Department of Housing and Urban Development (HUD). The CDBG program aims to assist low- and moderate-income (LMI) residents of the City of Nashua through funding public services, economic development initiatives, low-income housing rehabilitation, and public facilities projects. The HOME program benefits LMI families by funding the development of affordable housing.

A grant application process for requesting CDBG funding was opened to Nashua organizations and City Departments on March 13, 2025 and closed on April 19, 2025. Applications for HOME funds were not solicited as the City accepts applications on a rolling basis. The following applications were submitted and evaluated for technical completion by UPD staff. No applications were rejected or withdrawn:

FY 2026 CDBG and HOME Proposed Allocations

	REQUESTED Funds / Estimated Allocations	PROPOSED Awards / Estimated Allocations
CDBG Sources		
HUD Entitlement Award (estimated, final award TBD)	\$595,000.00	\$595,000.00
Prior Year Program Income	\$0.00	\$0.00
Other Fund Available for Reprogramming (cancelled FY25 projects & substantial amendment adjustments)	\$141,952.00	\$141,952.00
Total Available Funds for FY2026	\$736,952.00	\$736,952.00
Administrative Expenses		
UPD Project Delivery	\$100,000.00	\$100,000.00
UPD, Administration (20% cap)	\$119,000.00	\$119,000.00
Sum Administrative Expenses	\$219,000.00	\$219,000.00
Public Service Requests		
Family Promise of Southern New Hampshire - Homelessness Prevention & Diversion	\$40,000.00	<i>To be determined</i>
Nashua Police Athletic League - Gym Rental	\$12,387.78	<i>To be determined</i>
Lamprey Health Care - Mobile Health Unit and On-Site Services	\$40,000.00	<i>To be determined</i>
City of Nashua, Economic Development - Financial Empowerment Center	\$50,000.00	<i>To be determined</i>
City of Nashua, Division of Public Health - Winter Warming Station	\$17,450.00	<i>To be determined</i>
Sum Public Service Requests	\$159,837.78	<i>To be determined</i>
Statutory Maximum Available for Public Services (15% of HUD award)	\$89,250.00	\$89,250.00
Variance	-\$70,587.78	\$89,250.00

Public Facility Requests		
Nashua Children's Home - Security System	\$76,678.50	<i>To be determined</i>
Gateways Community Services - 12 Upstone HVAC Installation	\$32,000.00	<i>To be determined</i>
Gateways Community Services - 33 Atherton Kitchen Renovation	\$28,500.00	<i>To be determined</i>
Nashua Soup Kitchen & Shelter - Flooring Replacement	\$47,000.00	<i>To be determined</i>
Mary A. Sweeney Home - Security & HVAC Upgrades	\$35,000.00	<i>To be determined</i>
Nashua Police Athletic League - Security and Fire Safety Improvements	\$12,737.00	<i>To be determined</i>
Owner Occupied Housing Improvement	\$100,000.00	<i>To be determined</i>
Rental Improvement Program	\$0.00	<i>To be determined</i>
Radon Testing and Mitigation	\$0.00	<i>To be determined</i>
City of Nashua, Community Development - Participatory Budgeting	\$45,000.00	<i>To be determined</i>
Sum Public Facility Requests	\$376,915.50	<i>To be determined</i>
Available for Public Facility Requests	\$428,702.00	\$428,702.00
Variance	\$51,786.50	\$428,702.00
Contingency (to remain unallocated)		
	\$0.00	
Subtotal Requests	\$755,753.28	\$219,000.00
Sum Variance	-\$18,801.28	\$517,952.00
HOME Grant (estimated)		
Administration (10% cap)	\$40,000.00	\$40,000.00
CHDO (15% required allocation)	\$60,000.00	\$60,000.00
Home Buyer Assistance	\$0.00	
Affordable Housing Development	\$300,000.00	
Total HOME	\$400,000.00	\$100,000.00

Additional details for each applicant, including full project/activity funding and organizational background information, is contained in the provided application summaries. Following HUD recommended best practices, each application includes a scoring page completed by UPD staff, along with staff comments for consideration.



RESOLUTION

AMENDING THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ANNUAL ACTION PLAN FOR FISCAL YEAR 2025 RELATIVE TO THE COMMUNITY DEVELOPMENT BLOCK GRANT (“CDBG”)

CITY OF NASHUA

In the Year Two Thousand Twenty-Five

WHEREAS, R-24-043, as amended, authorized the Mayor to file an application with the U.S. Department of Housing and Urban Development (“HUD”) for the Community Development Block Grant (“CDBG”), and the HOME Investment Partnership Program, and to execute all understandings, assurances and agreements as required therein for certain activities funded in FY 2025 (HUD Program Year 2024);

WHEREAS, R-25-125, which authorized an amendment to the FY 2025 annual action plan for CDBG, allocated \$148,208.82 of CDBG funds within the FY2025 Action Plan for Public Facilities, Unallocated; and

WHEREAS, a further substantial amendment to the FY 2025 Annual Action Plan is proposed to award \$100,000 of the Public Facilities, Unallocated funds to be expended on improvements to Park Social for Public Infrastructure Improvements to be completed in FY2026.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF NASHUA, that the following FY2025 (PY2024) CDBG Annual Action Plan shall be amended as follows:

1. FY 2025 CDBG Public Facilities, Unallocated: Decrease funding from \$148,208.82 to \$48,208.82.
2. FY 2025 CDBG funds for Park Social reconstruction: Increase funding from \$0 to \$100,000.

LEGISLATIVE YEAR 2025

RESOLUTION:

R-25-155

PURPOSE:

Amending the U.S. Department of Housing and Urban Development Annual Action Plan for Fiscal Year 2025 relative to the Community Development Block Grant ("CDBG")

SPONSOR(S):

Mayor Jim Donchess

**COMMITTEE
ASSIGNMENT:**

Human Affairs Committee

FISCAL NOTE:

None.

ANALYSIS

This resolution amends the HUD Annual Action Plan for Fiscal Year 2025 to change the use in funds from the approved unallocated funds to a newly developed activity.

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

Financial Services Division

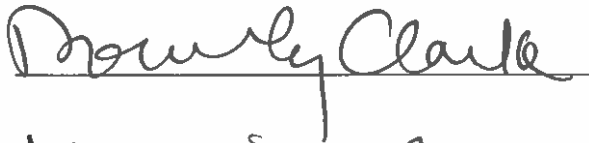
By:



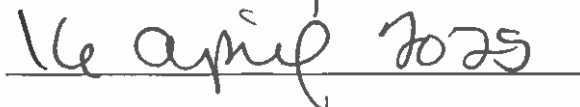
Approved as to form:

Office of Corporation Counsel

By:



Date:





RESOLUTION

AUTHORIZING THE MAYOR TO APPLY FOR AND EXPEND THE COMMUNITY DEVELOPMENT BLOCK GRANT (“CDBG”) AND HOME INVESTMENT PARTNERSHIP PROGRAM FUNDS FOR FISCAL YEAR 2026

CITY OF NASHUA

In the Year Two Thousand Twenty-Five

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 (“HOME 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 \$595,000.00, including an estimated 15% or \$89,250.00 cap for non-construction public services and 20% or \$119,000.00 cap for administrative and planning activities; estimated program income of \$0; and reprogrammed prior year funds in the amount of \$141,952.00.

1. Project Delivery - \$100,000
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 for conducting environmental reviews, drafting scope of work, preparation of bid documents, bidding, construction management and Davis Bacon compliance.
2. CDBG Grant Administration - \$119,000.00
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.
3. Housing & Rental Improvement Program - \$100,000
Financial and technical assistance to eligible low-moderate income residents. Financial assistance provided in the form of 0% deferred payment loans and/or grants for certain emergency work, as described in the Program’s Guidelines. Minor rehabilitation work, including code and safety corrections, repairs, accessibility, etc. Emergency work,

RESOLUTION

R-25-157

costing at least \$1,000 and up to \$5,000, may be offered in the form of a grant rather than a loan to owner-occupants at or below 50% AMI.

4. Public Service Agency Activities – \$89,250.00

Non-construction operating expenses for area non-profit agencies providing services to low to moderate income clients located in Nashua.

5. Public Facilities Projects – \$328,702.00

Construction and renovation projects conducted by non-profit agencies and City of Nashua Departments to benefit low to moderate income clients located in Nashua.

That all open and active CDBG activities from previous Action Plans be carried forward and entered in the FY26 Action Plan as applicable.

That the following HOME activities be carried out with an estimated annual grant of \$400,000.00 and prior year programmed funds in the amount of \$879,699.25:

1. HOME Grant Administration - \$40,000.00

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 - \$60,000.00

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.

3. Homebuyer Assistance Program - \$0

Direct financial assistance toward down payment and closing costs for eligible low-income homebuyers purchasing a home in Nashua, including counseling, underwriting and other direct costs. This program will be funded through FY 2023 HOME funds in the amount of \$55,000.

4. Affordable Housing Development – \$1,179,699.25 (\$300,000.00 + \$879,699.25)

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 all open and active HOME activities from previous Action Plans be carried forward and entered in the FY26 Action Plan as applicable.

LEGISLATIVE YEAR 2025

RESOLUTION:

R-25-157

PURPOSE:

Authorizing the Mayor to apply for and expend the Community Development Block Grant (“CDBG”) and Home Investment Partnership Program Funds for Fiscal Year 2026

SPONSOR(S):

Mayor Jim Donchess

**COMMITTEE
ASSIGNMENT:**

Human Affairs Committee

FISCAL NOTE:

Fiscal impact will be an estimated total of \$595,000.00 in CDBG funds and an estimated total of \$1,179,699.25 in HOME Investment Partnership funds to be used for specific purposes.

ANALYSIS

This resolution authorizes the Mayor to apply for and expend the Fiscal Year 2026 annual Community Development Block Grant and HOME Investment Partnership Funds.

Approved as to form:

Office of Corporation Counsel

By: /s/Dorothy Clarke

Date: April 16, 2025