



Fellowship Housing Opportunities, Inc.

36 Pleasant Street, Concord, NH 03301
Phone: 603-225-1767 Fax: 603-225-6027
www.fellowshiphousing.org

11/7/2019



To Whom It May Concern,

Fellowship Housing Opportunities is a private 501(c)(3) nonprofit organization located in downtown Concord, NH, dedicated to promoting recovery from mental illness as a provider of high-quality, affordable housing, and client-centered behavioral services. Our mission is to provide decent, safe, affordable housing with support to members of our community who live with mental illness. Our vision is a community in which people with mental illness are able to manage their daily lives, be good neighbors, access resources, and find acceptance. We believe that recovering from mental illness is possible and that it is essential to our success as housing providers that we be respectful, accessible, and interested in our tenants. In order to fulfill our mission we must be accountable to our tenants, funding sources, business partners and the community. It is our responsibility to share our expertise, skills, talent and resources to promote decent, safe, affordable housing for people living with mental illness. We are committed to our role as "interested landlords", creating and preserving high quality living environments, and collaborating with other providers to support long-term stability in our renters' lives.

Our History

Fellowship Housing Opportunities, originally named "Opportunity House", was founded in 1966. During the deinstitutionalization movement of the 1960s, a group of community leaders came together to ensure those integrating into the Concord community from New Hampshire Hospital felt welcome and supported throughout their transition. The early years of the organization comprised of two "halfway houses", offering safe and supportive settings for those suffering from a mental illness making difficult transitions into the community. Although these programs closed due to funding issues in the 70s, the organization remained active.

In 1980, the organization applied to the US Department of Housing and Urban Development and was approved for the purpose of establishing a community residence for those with a mental illness in need of daily support and supervision. The project opened in 1984 and housed 10 individuals, later expanding capacity to 12 in 2007. After the community residence (Fellowship House) proved self-sustaining, the organization grew to open new housing projects every few years. Fellowship Housing Opportunities now runs six additional housing projects to provide safe, low-income housing units, with continued landlord interests, and functional support services. Four of the organization's properties are subsidized through Section 811 HUD funding and tenant's pay 30% of their income including utilities. The other three projects accept section 8 vouchers and were initially funded through several sources including Community Development Block Grants, NH Housing Finance Authority, NH Community Development Finance Authority, NH Housing Special Needs dollars, and various other private funders. The organization offers a variety of housing units comprised of efficiency, studio, one bedroom, two bedroom, and three bedroom units. The most popular units among current and prospective tenants are subsidized single units. All of the organization's buildings are located within a mile of downtown Concord, giving tenants easy access to public transportation, mental health services, medical doctors, community inclusion groups, etc. The agency currently has the capacity to house over 60 individuals suffering from a severe mental illness.

Additional Services

In addition to housing, the organization offers outreach support to tenants living in buildings through therapeutic behavioral services. Fellowship Housing contracts with Riverbend Community Mental Health Center to offer this service, which brings the agency reliable revenue and the tenants support and services as needed. Staff members use recovery-



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oriented techniques when working with individuals and promote community integration and daily skill building activities. Fellowship House, the community residence is staffed 24/7 and focuses on medication monitoring and building daily living skills such as cooking, cleaning, budgeting, keeping/making appointments, accessing the community, and more. All staff members providing direct support to individuals are required by the State of NH to have a bachelor's degree or an associate's degree with 2 years of experience. The Red Cross also certifies them in First Aid/CPR. Our executive director, Nancy Egner is a licensed clinical social worker who also has a master's degree in public administration. The organization does a lot with its small staff, with many employees taking on several roles (ex; the business operations director is in charge of the budget/finance, property management, HR, and IT support). The board of director's includes a group of ten individuals in varying fields such as accounting, small business owners, real estate, NH State Government, banking, health administration, education, social work, and mental health services who all provide valuable guidance, support, and leadership for the organization.

Request for Funds

As previously mentioned, Fellowship Housing Opportunities has been the recipient of prior Community Development Block Grant monies that were used in conjunction with other grant awards to help us create self-sustaining affordable housing projects within the city of Concord, NH. One of our projects, known as "Pleasant Street Project" located at the corner of N. State St and Pleasant St is in need of a heating system overhaul. When originally purchased, the building (which houses the administrative office of Fellowship Housing Opportunities on the first floor and housing for eleven individuals in apartments on the first, second and third floors) had a steam heating system. In 2016, as required by the City of Concord when Concord Steam was preparing to discontinue services to the city, the building was converted to a gas powered system. At the time of the conversion, being a small non-profit organization, we utilized what limited funds we had available to complete this change before Concord Steam was dissolved leaving us no choice but to purchase what we could afford at the time. The system that was installed at the time was believed to be sufficient for the heating needs of the tenants and administrative office alike. As time has passed, we realize that for the comfort of all our tenants and as interested landlords, the building is once again in need of a major upgrade, as this system is not performing as it should.

One of the main issues with the current heating system is that many of the components are nearing their end of life expectancy and therefore are not functioning properly or working as efficiently as they should. Tenants are consistently calling during the cold weather stating either they have no heat or their apartment is too hot. This causes staff to come out at all hours to diagnose the issue and work to correct it multiple times per season. Many times the issue can be solved by restarting the overwhelmed boiler. It simply has worked too hard to provide the correct degree of warmth to the entire building that it shuts itself down.

Another issue with our current heating system is the method of temperature control throughout the apartments. The individual apartments have baseboard heaters with regulators that control how much heat is released into the apartment but they do not have individual thermostats to be able to control the actual temperature in their own apartment. They can only choose how far to open the heater, not how hot the heat that blows out actually is. This creates much frustration and tension between the tenants and Fellowship Housing staff as it is extremely difficult to find a happy medium for all tenants. Our goal is to completely update the current system by giving each tenant the ability to control the degree of heat in their own apartment by installing individualized heating zones with thermostats in each apartment. Providing this control to the tenants gives them one more sense of being in control of their lives, which in turn helps them with controlling the symptoms of their mental illness. It will also prevent the waste of energy that many tenants say they are forced to do by opening windows in the colder months because it is too hot in their apartments.



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With this upgrade to individual zones, the contractor will also install a building automation system including a front-end computer that will allow us to further control the energy efficiency throughout the building while being either on or off site. Accomplishing this change will help us save approximately 20-30% in our monthly energy costs.

As interested landlords, we want to ensure that our tenants are living in the best possible environment we can offer. Our tenants deserve to be comfortable in their apartments and they deserve to have control over what temperature they want it to be in their apartments. As a non-profit organization and a provider of affordable housing, we believe we have an obligation to provide the very best that we can to our tenants and this includes providing them with the ways and means to live comfortably.

The following pages outline the deficiencies with the current system and a corrective action plan with the scope of work to correct the deficiencies. The report was compiled and provided by ENE Systems of New Hampshire, a highly regarded mechanical and energy management company. As noted at the end of their report, ENE Systems of New Hampshire estimate the cost for the needed repairs/upgrades will be approximately \$175,000. We are requesting a grant in the amount of \$200,000 which will allow us to complete said repairs/upgrades and also cover the administrative fees that will be assessed by the City of Concord.

We thank you for giving us the opportunity to apply for another Community Development Block Grant. We hope we will be awarded this grant so we will be able to provide a little more comfort to the tenants of our affordable housing project while being more efficient with our energy use, benefiting our larger community as well.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Nancy A. Egner', written over a light blue horizontal line.

Nancy A. Egner, LICSW, MPA

Executive Director

Fellowship Housing Opportunities



ENE Systems of New Hampshire is pleased to provide a proposal to Fellowship Housing Opportunities to perform the needed Energy efficiency upgrades to the building located at 2 North State Street in Concord, NH.

After performing several site evaluations of the 2 North State Street location, which involved examining all the HVAC equipment located in this building, ENE Systems has made the below listed assessments and recommendations.

List of HVAC equipment assessed:

- (1) Lochinvar Boiler – gas Model #- KHN285
- (2) Hot water Primary Loop circulator pumps
- Heating system zoning cartridge circulator pump throughout
- (1) Lifebreath HRV Unit – Model #- 300DCS
- (1) Indirect DHW heater – Model S80, with cartridge circulator pump
- (2) Electric DHW heaters – utility closets
- (15) Baseboard heating zones throughout, standalone thermostat with full control and thermostatic valves
- (2) Building Exhaust fans for laundry rooms etc.
- (1) Carrier split A/C AHU system in lower level offices
- (1) Carrier Condenser unit attached to Carrier AHU system, located outside
- (1) Trane split A/C AHU system serves main building and hallways
- (1) Trane condenser unit attached to Trane AHU system, located outside

List of deficiencies and Energy Efficiency losses found:

- No zone control in building for heating zones throughout, no control of valves, setpoints, heating parameters and limits.
- No Boiler and heating plant controls needed to control and maintain optimum efficiency.
- No control of primary heat plant pumps, no control of operations in regards to electrical consumption.
- Several zones of heating not functioning properly due to age of equipment and lack of system control.
- Several heating system components found deficient due to age (Primary system Air vents, Pressure valves, cartridge circulators etc.)
- Several HVAC system components nearing end of life expectancy per ASHREA standards.
- No system control over AHU and A/C systems and associated equipment to operate equipment for optimum efficiency.

- Building owner has no visualization and or control of the building HVAC system, to allow for the optimum energy efficiency to be achieved the building owner must have control of the system. This is achieved by the installation of a complete HVAC building automation system, along with corrective actions to repair or replace any failed and or obsolete system equipment and components.

List of the corrective action plan items to upgrade the energy efficiency of this location:

- Provide and Install a complete HVAC Building automation control system for building located at 2 North State Street in Concord, NH. This system would include the following:

- Building Automation system controllers for the Building Main Heating plant, Air handler systems, DHW systems, pump systems (HVAC), A/C systems, HRV unit, heating zones throughout. Will include a front end computer (system interface) for complete visualization and user control for the building owner to control system components and help control the energy efficiency of the building in regards to the HVAC system.

- The new controls system will also utilize several features to increase overall building efficiency including but not limited to, Occupancy control and setpoints, building setpoint limitations, system control based on outdoor temperatures and conditions, and enable and disable seasonal systems as needed.

- Provide and Install all components needed for primary heating baseboard zones throughout the building, including the replacement of the end of life and obsolete existing heating valves, actuators, and control thermostats for each.

- Replacement of the AHU system located in the attic space and attached outdoor condensing unit due to end of life expectancy of unit and upgrade to more efficient SEER rated A/C system for better energy optimization.

- Provide and Install Variable frequency drives and pumps for the primary heating plant to allow for full functionality and energy optimization of the system.

- Repair or replace defective or failed heating system components (not to include piping or equipment). Components such as failed heating system air vents, shut off valves, isolation valves.

- Any needed repairs to the two main building exhaust fans.

* Experience with similar jobs, building size, and equipment will typically show substantial energy improvements and gains in overall building energy efficiency when these types of building automation controls systems are implemented. Along with the corrected deficiencies to system components and replacement of antiquated equipment, there is a chance to increase the building efficiency regarding the HVAC system by upwards of 30%. Depending on how the system is utilized and operated after implementation has a substantial role in overall energy savings. The savings and increased energy efficiency can have a large range depending on several factors and are not in any way guaranteed, it is possible that this figure will show variation higher or lower.

Estimated Cost to perform the above-mentioned Building Energy Efficiency Improvements:

\$175,000.00