



CITY OF CONCORD
New Hampshire's Main Street™
Community Development Department

REPORT TO MAYOR AND CITY COUNCIL

From: Timothy J. Thompson, AICP, Assistant Director of Community Development
Date: October 14, 2025
Subject: **Community Development Block Grant Application – Families in Transition Housing – Bicentennial Square Properties Project**

Recommendation:

1. Accept this report.
2. Set the attached resolution for public hearing on November 10, 2025, authorizing the City to apply for, accept, and appropriate up to \$500,000 of Community Development Block Grants from the NH Community Development Finance Authority on behalf of Families in Transition (FIT).
3. Set the attached resolution readopting the City's Anti-Displacement and Relocation Policy in support of the City's Community Development Block Grant application behalf of FIT for public hearing on November 10, 2025.

Background:

The New Hampshire Community Development Finance Authority (NHCDFA) is the state agency responsible for administering the US Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program in New Hampshire.

Each year, the NHCDFA holds two CDBG application rounds, typically in January and July, to support housing and public facility projects that primarily benefit low- and moderate-income individuals and households. Types of CDBG grants available are as follows:

- **Housing:** This type of CDBG provides funding for the preservation and construction of affordable housing. Counties and non-entitlement communities, such as Concord, are eligible to apply for up to \$500,000 annually.
- **Public Facilities:** This type of CDBG provides funding for the construction of public facilities, such as water and sewer infrastructure, as well as other types of facilities including daycares, homeless shelters, and soup kitchens. Counties and non-entitlement communities, such as Concord, are eligible to apply for up to \$500,000 annually.

In addition to housing and public facilities, the NHCDFA also offers other types of Community Development Block Grants, as follows:

- **Emergency Grants:** These funds are available for projects to address emergencies and unanticipated events that have a serious and immediate threat to public health and safety, which primarily benefit low- and moderate-income people. Counties and non-entitlement communities, such as Concord, are eligible to apply for up to \$500,000 annually. Applications are accepted on a first-come, first-served basis throughout the calendar year.
- **Feasibility/Planning Grants:** These funds are available to conduct needs assessments, income surveys, preliminary architectural and engineering designs, cost estimates, and market analyses for potential CDBG projects, which primarily benefit low- and moderate-income individuals. Counties and non-entitlement communities, such as Concord, are eligible to apply for up to \$25,000 annually.
- **Economic Development Grants:** The City is also eligible to apply for up to \$500,000 in a calendar year to support economic development projects, which benefit low / moderate income persons. Such projects may include business loans, real estate development, infrastructure improvements, job training and similar activities. Applications are accepted on a first-come, first-served basis throughout the calendar year.

When applying for Community Development Block Grants, the City must, per CDBG rules, hold a public hearing prior to submitting its application.

In addition, to be eligible for CDBG funds, the City must also adopt:

- 1) An Anti-Displacement and Relocation Policy, which establishes procedures the City – or its subgrantees – must adhere to when expending CDBG funds to support projects which may involve temporary or permanent displacement of residents or businesses. This document must be readopted by the City Council for each individual CDBG application.

No displacement or relocation of persons or businesses is anticipated as part of this project.

- 2) A Housing and Community Development Plan. The purpose of this document, which is separate from the City's Master Plan, is to affirm that the City's goals relative to housing, economic development, and community development align with various NHCDFA and HUD requirements associated with the CDBG program. This plan must be readopted every three years.

The City last adopted this plan via Resolution #9264, which was approved on January 9, 2023. An updated plan is proposed to be adopted concurrently with this grant application, and become effective on January 1, 2026.

The City has successfully applied for and received approximately \$25.3 million in CDBG funds since the program's inception in 1974.

Discussion:

On August 1, 2025, staff issued a Request for Proposals (RFP), on behalf of the Community Development Advisory Committee (CDAC), to solicit potential CDBG eligible projects from CDBG

eligible entities. Thirty-six (36) organizations received the City's RFP. Proposals were due on September 1, 2025. A total of two responses were received. Families in Transition (FIT) was one of the respondents (Riverbend Community Mental Health was the other, for property improvements at their Twitchell facility on Pleasant St. Staff has encouraged Riverbend to pursue funding through Merrimack County).

FIT obtained \$25,000 in CDBG funds in 2025 for a planning study to determine if their facilities in Bicentennial Square (5 Market Lane and 9 Odd Fellows Avenue) could accommodate additional affordable residential units. The results of the study indicated that 4 additional units were possible at the 2 facilities.

Based on the Feasibility Study (*a copy is attached as part of the Council's agenda item for FIT's CDBG Planning Study Status Update*), FIT proposes to convert an underutilized office space into a one-bedroom residential unit at 5 Market Lane, and convert underutilized conference room and office spaces into 3 two-bedroom units at 9 Oddfellows Av. If the project were to move forward, FIT will need to secure a conditional use permit from the Planning Board to allow the use of 1st floor space for non-commercial use as permitted by Article 28-5-48 (a) of the Zoning Ordinance, in addition to other land use permits and approvals.

Staff notes that FIT initially requested \$750,000 in CDBG funding for "supportive housing," which is a type of grant eligible for up to \$750,000 in grant funds. It has been determined that FIT's proposal does not meet the "supportive housing" requirements, and therefore is only eligible for up to \$500,000 in CDBG funding.

A copy of the FIT proposal is attached.

The City's Community Development Advisory Committee (CDAC) met on September 19, 2025 to review the FIT proposal and unanimously recommended that the City Council authorize the City Manager to apply for up to \$500,000 of CDBG Housing funds to support this project. Should City Council support this proposal, the CDBG application would be filed in late January 2026. If successful, funds would become available in summer 2026.