



CITY OF CONCORD

New Hampshire's Main Street™

Finance

Audrey D. Masters
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REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Audrey D. Masters – Assistant Finance Director

DATE: July 7, 2026

SUBJECT: Resolution for Annual Grant Closeout and De-Authorization

Recommendation

Accept this resolution to close out and de-authorize grant projects.

Background

In continuation of the effort started last year, the Accounting Division worked with other City departments to review all open grant and donation projects for projects that are completed and ready to be closed out. This effort was undertaken in anticipation of enhanced reporting on these projects in the future.

The attached resolution will retroactively de-authorize unused grant authorizations and the corresponding appropriations. These grants are a reimbursement basis, so the City is approved/authorized for a specific amount, but only receives reimbursement for dollars actually spent. Therefore, these de-authorizations don't represent funds that the City currently holds in its possession.

Discussion

A total of 132 separate grant or donation projects were reviewed. They spanned a period of time ranging from 2007 to 2026. These projects represented the Grants & Donations Fund as well as the Community Development Block Grant Fund, and totaled over \$5 million in total appropriations.

During the review of these grant and donation projects, it was determined that there were funds remaining unspent in two Community Development Block Grant projects, both of which date back to FY2011. The first project was for the Friendly Kitchen, which was initially approved for \$500,000 on 6/13/2011 via resolution #8472. Those funds were subsequently rescinded and re-approved on 2/13/2012 via resolution #8535 (for the relocation of the facility to Commercial Street). Of the \$500,000 approved by Council, the full \$500,000 was received from the NH Community Development Finance Authority between 9/14/2012 and 2/15/2013. While the full \$500,000 was received, the City spent \$498,999.83, leaving a balance of \$1,000.17. The second Community Development Block Grant project was for the Fisherville 107 Manufactured Housing Co-Op project (replacing the Park's sewer mains and related infrastructure), approved for \$400,000 by Council on 1/10/11 via resolution #8436. Of the \$400,000 approved, \$399,980 was received from the NH Community Development Finance Authority between 5/31/2012 and 1/11/2013. Of the \$399,980 that was received, the City spent a total of \$399,179.77, leaving an unspent balance of \$800.23 (the \$20.00 balance that was authorized but not collected would be de-authorized via the attached resolution).

City Administration would propose that these excess funds that amount to \$1,800.40 are transferred to the Revolving Loan Fund where they can be used to further support housing and other Community Development needs within the City, in accordance with the allowed uses of the funds as dictated by the [City's Program Income Reuse Plan](#), federal law, and the NH Community Development Finance Authority.

Of the total 132 separate projects, 78 remained open and 54 were reported and determined to be complete/closed. Of the 54 complete/closed projects, 18 had no remaining balances and 36 had remaining balances. Completed projects with no remaining balances were closed, along with completed projects with balances, by resolution accompanying this report.