



IZIP

Inclusionary Zoning Implementation Program

Program Grant Information

A. Program Purpose. The New Hampshire Housing Finance Authority (NHHFA) anticipates awarding approximately ten grants of up to \$9,000 each for use by selected municipalities in 2008 to hire consultants to prepare inclusionary zoning ordinances pursuant to RSA 674:21, with the goal of having ordinances adopted by local legislative bodies in 2008 and 2009. Grants will be awarded on a competitive basis to municipalities. **No municipal match will be required** other than grant administration, which will include processing payments to the consultants and reporting to NHHFA. Grants are not to be used to pay for existing staff resources. Grants will be passed through the municipalities to the consultants chosen by the municipalities from a pool of qualified consultants. Award of the grants and qualification of the consultants is at the sole discretion of NHHFA.

B. Source of Funds. Funding for this program is being provided by NHHFA, the NH Charitable Foundation, the NH Community Development Finance Authority, and the NH Department of Transportation's Community Technical Assistance Program (CTAP). While all New Hampshire communities that have adopted zoning are eligible to apply for this grant, only communities identified by DOT as part of the CTAP process may be awarded CTAP funds (for more information on CTAP, see www.nhctap.com/).

C. Submissions and Scoring. IZIP grant applications will be scored according to criteria in three major groups, which will be equally weighted: (1) recent growth patterns, (2) present commitment to implementing a local master plan and land use regulatory change, and (3) likelihood of success.

- 1. Recent Growth Patterns.** NHHFA will conduct an internal review of statistics related to growth, including municipal population growth rate since 1990 (including current NH Office of Energy and Planning (OEP) population estimates), municipal growth projections (most recent OEP population projections), and proximity to areas experiencing high rates of population and/or employment growth (as measured by OEP and the NH Department of Labor for the labor market area to which the municipality belongs).

It is not necessary to submit information for this criteria group, but if you feel that additional or clarifying information is warranted you may supplement the information that NHHFA will use. Please keep materials brief.

- 2. Present Commitment to Implementing a Local Master Plan and Land Use Regulatory Change.** Submit information that will substantiate the municipality's commitment to and desire for a regulatory environment that will encourage the development of an affordable and diverse housing supply. This may include, but is not limited to, the following:
- a. Age of the master plan and its relevance to the municipality's current regulatory scheme.
 - b. Statements in an adopted master plan that are consistent with the objectives of IZIP (specifically, a statement that inclusionary zoning should be adopted, or other statements that are strongly supportive of a diverse housing supply that meets the needs of households with a range of incomes).
 - c. Recent regulatory changes that promote the development of affordable housing.
 - d. Recent housing, economic, or community development studies or plans that encourage an affordable and diverse housing supply as part of an action plan designed to address community needs.

3. Likelihood of Success.

- a. Demonstrated success (adoption by local legislative body) of recent zoning amendments recommended by the planning board.
- b. Conceived of as part of a larger project (e.g., overall recodification of zoning, Housing and Conservation Planning Program Stage 4 implementation project (see www.nh.gov/oep/programs/hcpp/index.htm) that will improve the local regulatory environment for the development of affordable housing.
- c. Demonstration of support for the IZIP grant application by important local stakeholders (listing of names and contact information is adequate, letters of support are better), including municipal land use boards, chambers of commerce and other business interests, etc.
- d. Stakeholders' demonstration of willingness to take an active role during the public hearings on zoning amendments and to otherwise publicly support inclusionary zoning and affordable housing generally.

Responses to criteria groups 2 ("Present Commitment") and 3 ("Likelihood of Success") should take the form of a narrative that is no longer than three (3) pages, not including supplementary material. If you wish to provide explanatory information for criteria group 1 ("Recent Growth Patterns"), it should be in the form of a narrative that is no longer than one (1) page, not including supplementary material. Supplementary material (e.g., relevant pages of a master plan) may be included with the application, but you should ***include only material that directly supports the application, and that is referenced in the narrative.***

D. Submission Procedure. Submit one paper version of all materials required in the Program Grant Information section “Submissions and Scoring,” including an original signature, using this form as a cover sheet; *also submit an electronic version of all materials in MS-Word or PDF format*—this may be transmitted on a CD with the original, or by email to bfrost@nhhfa.org. If submitted by email, any electronic files will be deemed submitted only upon NHHFA’s communication by email confirming receipt of such materials. For the relevant round of grant awards, all applications must be postmarked or hand delivered during regular business hours (Monday-Thursday, 8:30 a.m. to 5:00 p.m. and Friday 8:30 a.m. to 4:30 p.m.) and addressed to:

Benjamin Frost
New Hampshire Housing
32 Constitution Drive
Bedford, NH 03110

Grant Round 1:	Postmark or hand delivery on or before <u>May 15, 2008.</u>
Grant Round 2:	Postmark or hand delivery on or before <u>July 15, 2008.</u>

E. Grant Awards. Awards will be made approximately two weeks after the submittal deadline. Successful applicants will then be provided with a list of qualified consultants from which to choose. Awardees and their consultants will be required to develop a work program and schedule of work for review and approval by NHHFA.

An unsuccessful applicant for Grant Round 1 may reapply for Grant Round 2. At a minimum, reapplication shall be made by submitting a new application form, but may also include new supplemental material. It is anticipated that approximately half of the available funds will be awarded in either grant round.

Awardee municipalities will be required to make a progress report that includes a draft of a proposed zoning amendment. Consultants chosen by awardees will have access to voter education information and real estate economic analysis information to improve the likelihood of adoption and ordinance effectiveness. If the proposed ordinance is adopted by the municipality, the awardee will be required to report on permitting and development activity under the ordinance for a period of ten (10) years.

F. Program Contact. Questions about IZIP and the grant application process may be directed to Ben Frost by email at bfrost@nhhfa.org, or by calling him at (603) 310-9361. Additional information on IZIP is available at www.nhhfa.org/rl_zoning.cfm.



IZIP

Inclusionary Zoning Implementation Program

Grant Application

A. Applicant Information. Only New Hampshire towns or cities may apply, and the application may be submitted either by the local governing body or by the planning board. **Signature is required at the end of this form.**

Date: _____ Town/City: _____

Contact for project: _____ Phone (day): _____

Contact email address: _____ Phone (eve): _____

Amount of funding requested from IZIP (maximum: \$9,000): _____

Additional funds contributed toward project (if applicable) and source of those funds:

B. Submission Procedure. Submit one paper version of all materials required in the Program Grant Information section "Submissions and Scoring," including an original signature, using this form as a cover sheet; **also submit an electronic version of all materials in MS-Word or PDF format**—this may be transmitted on a CD with the original, or by email to bfrost@nhhfa.org. If submitted by email, any electronic files will be deemed submitted only upon NHHFA's communication by email confirming receipt of such materials. For the relevant round of grant awards, all applications must be postmarked or hand delivered during regular business hours (Monday-Thursday, 8:30 a.m. to 5:00 p.m. and Friday 8:30 a.m. to 4:30 p.m.) and addressed to:

Benjamin Frost
New Hampshire Housing
32 Constitution Drive
Bedford, NH 03110

CHECK ONE:

- Grant Round 1:** Postmark or hand delivery on or before **May 15, 2008.**
- Grant Round 2:** Postmark or hand delivery on or before **July 15, 2008.**

D. Authorized Signature. This application must be signed by the duly authorized chief appointed or elected officer of the municipality, or by the chairman of the planning board acting on behalf of the planning board.

Signature

Date: _____

Print Name

Title