

**Multi-Family Housing Committee Meeting**  
**Minutes**  
**January 20, 2021**

Committee Members Present: S. Marchant, Chair, A Poore, M. Skelton  
Committee Members Absent: N/A  
Other Board Members Present: D. Shumway, K. Buck  
Staff Members Present: D. Christon, R. Dapice, P. Donahue, N. Dube, B. Frost, R. Izzo, J. McCarthy, D. Pouliot, C. Provencher, D. Sargent  
Others Present: N/A

Ms. Marchant opened the meeting at 9:07 a.m. She noted that, as Chair of the Multi-Family Housing Committee, she recognizes the existence of an emergency due to the COVID-19 crisis and, in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Committee is authorized to meet electronically. Ms. Marchant began the meeting with a Roll Call of members present and each member stated their location and noted they were alone.

1. Approval: Minutes of the November 18, 2020, Multi-Family Housing Committee Meeting: The members had no comments on the minutes as presented. Mr. Shumway moved, seconded by Mr. Buck. A roll-call vote was taken and the motion to Approve the Minutes of the November 18, 2020 Multi-Family Housing Committee Meeting passed by a unanimous roll-call vote.
2. Program Status Report – Development Programs: Mr. Dapice reviewed the reports for the Development Programs. He reported on preservation recapitalization and rent up reports. He provided details and answered members' questions.
3. Program Status Report – Rental Assistance Programs: Ms. Pouliot reviewed the quarterly reports for the Rental Assistance Programs. She reported the voucher program reports on a calendar year, that these are the program year-end reports, and HUD uses this information to calculate the 2021 budget. She explained the utilization goals based on HUD's guidance and reported on base line units and money used which puts the Authority in a good position for next year's funding. Mr. Christon discussed the 44,000 unit months and staff's efforts to manage those to get close to 100% utilization, maximizing the number of people the Authority serves. Ms. Pouliot reported on the Housing Choice Voucher (HCV) Homeownership program, Voucher Assisted Mortgage Option (VAMO), and provided updates on Veterans Affairs Supportive Housing (VASH) units, non-elderly disabled vouchers, Moderate Rehabilitation, and the Family Unification Program. She reported the annual waiting list update will begin in early March and noted all preferences will be updated. She also noted the attrition rate remains stable. Ms. Pouliot and Mr. Christon answered members' questions.
4. Discussion: Quarterly Portfolio Review / Critical Watch List: Mr. Dapice reported the quarterly report is being brought forward following a staff review of projects for compliance with affordability, vacancy, and non-discrimination. He reviewed the process reporting that out of approximately 400 properties, the team identifies which properties merit deeper monitoring and then, if serious issues are identified, they get elevated to the Critical Watch List. Mr. Dapice explained the details of the Ferry Street project which has been removed

from the list and then explained the details of the Friendship House in Bethlehem, noting the service provider ended its contract to provide services. There are no required payments at this time, and staff continues to work with owner to get a new service provider in place.

5. Approval: Public Housing Authority (PHA) Plan: Ms. Pouliot discussed the FY 2022 Public Housing Authority (PHA) Plan, noting staff recommends the concurrence of the Plan as presented. Mr. Christon noted the only change from the historic program documents is the new preference related to clients who have experienced homelessness which was presented in the public hearing earlier in the meeting. Mr. Skelton moved, seconded by Mr. Poore. A roll-call vote was taken and the motion to bring staff's recommendation of the Public Housing Authority (PHA) Plan to the full Board for approval passed by a unanimous roll-call vote.
6. Approval: Housing Choice Voucher (HCV) Administrative Plan Revisions: Ms. Pouliot reviewed the Housing Choice Voucher Administrative Plan, which is a document that states the policies used to administer the voucher program. She noted the clarifying language for family break ups, and addition of language regarding remote virtual inspections, preferences, income validation tool, and list of waivers. Mr. Skelton moved, seconded by Mr. Poore. A roll-call vote was taken and the motion to bring staff's recommendation for the Housing Choice Voucher (HCV) Administrative Plan Revisions to the full Board for approval passed by a unanimous roll-call vote.
7. Approval: Project Financing – Sullivan House: Ms. Dube reviewed the project noting the size and use as transitional housing. She reviewed the financing details, sources and uses of funds. Ms. Dube noted other funding sources, and the details of the proposed Authority commitment. She then discussed the project's intended target population and operational details, explaining how the project will address issues related to COVID-19. She then answered members' questions about vacancy rates. Mr. Poore moved, seconded by Mr. Skelton. A roll-call vote was taken and the motion to bring staff's recommendation for financing of the Sullivan House Project to the full Board for approval passed by a unanimous roll-call vote.
8. Approval: Harvey Heights Phase II Waiver of HFA 109.04.D: Mr. Christon discussed waiver requests noting that staff is very thoughtful when bringing forth these requests. Ms. Dube reviewed the waiver request for Harvey Heights Phase II. She noted this is a staff generated request and gave the history of tax credit and tax subsidy reservations. She reviewed the project that has decided to return their credit reservation and the Qualified Allocation Plan (QAP) practice of how to reallocate returned credits. Ms. Dube noted Harvey Heights Phase II is the next highest scoring project in this round. She also explained that the QAP limits credit reservations for preservation projects and this allocation would exceed that limit. She then reviewed the details of the next project on the scoring list, noting that it was unlikely that this project would be financially feasible with the limited credit resources available. She then reviewed staff's waiver request and recommendation for Harvey Heights Phase II. Mr. Christon noted Harvey Heights has indicated they would likely be able to move forward with the additional allocation and staff feels this was the best outcome from a public benefit perspective. Mr. Skelton moved, seconded by Mr. Poore. A

roll-call vote was taken and the motion to bring staff's recommendation for a waiver of HFA 109.04.D for the Harvey Heights Phase II project to the full Board for approval passed by a unanimous roll-call vote.

9. Approval: Low Income Housing Tax Credit (LIHTC) Reservation – Harvey Heights Phase II: Ms. Dube reviewed the Harvey Heights Phase II project and reservation request. She reviewed the project details and financing requested. Mr. Christon discussed the funding gap and reported the project is expected to narrow the scope of their rehabilitation efforts to make the project work. Mr. Poore moved, seconded by Mr. Skelton. A roll-call vote was taken and the motion to bring staff's recommendation for a Low Income Housing Tax Credit (LIHTC) Reservation for the Harvey Heights Phase II project to the full Board for approval passed by a unanimous roll-call vote.
10. Approval: Technical Assistance (TA) Loan – The Light House: Mr. Dapice provided background of the Technical Assistance program, explaining the value of the program to those who apply for the funds. He explained the funds come from the Authority's Operating Fund, and the Committee has full authority to approve these loans. Mr. Dapice reviewed the TA loan request for The Light House, noting the funding of the acquisition of the property will not come from the Authority, but from the city via the Community Development Block Grant (CDBG). He noted the religious activity rules have been reviewed with the applicants. Members noted this was a little riskier loan due to the applicants not using Authority funds for the purchase. Mr. Poore moved, seconded by Mr. Skelton. A roll-call vote was taken and the motion to provide a \$45,000 Technical Assistance loan to The Light House in accordance with the terms and conditions of the Authority's Technical Assistance Program (HFA 108) passed by a unanimous roll-call vote.
11. Approval: Proposed Changes to HFA 108, Technical Assistance Program Rules: Mr. Dapice reviewed the TA Rules noting they require Board action to amend them. He reported the proposed changes are fairly administrative in nature, changing the name of the program and the restriction of program applicants to those who will be using Authority funds to complete the project. Staff noted the changes allow the Executive Director to extend the term of the loans without coming back to the Committee. Mr. Skelton moved, seconded by Mr. Poore. A roll-call vote was taken and the motion to bring staff's recommendation for changes to HFA 108, Technical Assistance Program Rules to the full Board for approval passed by a unanimous roll-call vote.
12. Discussion: Update on Loan Extensions: Ms. Dube updated members on the St. Regis House project, noting the Executive Director has approved two extensions for this project. She provided the reasons and details for the extensions highlighting the historic preservation and COVID-19 issues.

Mr. Dapice reported on the conclusion of the Shelter Modification Program, which was provided with CARES Act funding. The \$15,000,000 program required reports provided to the Governor's Office for Emergency Relief and Recovery (GOFFER) and the program wrapped up at the end of December 2020. Projects were provided with funds for a variety of

reasons, and Mr. Dapice reported on a few of the recipients of the funding, noting \$12 million was paid out. Members thanked staff for their efforts.

Members were updated on a joint Notice of Funding Availability with CDFA. Staff is optimistic that more can get done working with NHHFA partners. Mr. Christon reported the goal is to get a notice out mid-February with applications brought to the Board a few months after that.

Mr. Dapice noted a significant change regarding the 4% tax credit laws governing the 4% tax credit program. He reported that the percentage rate has been fixed at 4% instead of a floating rate based on interest rates. Mr. Dapice noted this is incredibly helpful and will generate more equity contributions, resulting in more units being developed. He noted there will be some re-underwriting of the projects to understand its implications on current projects.

Mr. Dapice reported the Somersworth Rental Assistance Demonstration (RAD) has asked NHHFA to increase the amount and term of their construction loan from \$14 million to \$15 million. The term was 2 years and would now be 2.5 years. He noted this is a late breaking request and advised a memo will be prepared and included in the Board book for next week.

13. Other Business: Ms. Marchant was asked to comment on a presentation she recently gave on Climate Change and its impact on New Hampshire.

There being no further business to bring before the Committee, Ms. Marchant moved, seconded by Mr. Buck. A roll call vote was taken and the meeting was adjourned at 10:36 a.m.