



**NEW HAMPSHIRE  
MUNICIPAL  
TECHNICAL ASSISTANCE  
GRANT PROGRAM  
(MTAG)  
2018**

**New Hampshire Municipal Technical Assistance Grant Program  
Program Information and Application Instructions**

**TABLE OF CONTENTS**

|  |       |
|--|-------|
| Introduction and background .....                | 3     |
| Program administration .....                     | 4     |
| Grant application information and criteria ..... | 5     |
| Cash match .....                                 | 5     |
| Purpose and use of funds .....                   | 6     |
| Important dates .....                            | 6     |
| Community Engagement .....                       | 7     |
| Project end .....                                | 7     |
| Prohibitions of use .....                        | 7     |
| Post-grant responsibilities .....                | 8     |
| Application instructions .....                   | 9-16  |
| Scoring .....                                    | 11    |
| Application checklist .....                      | 11    |
| FAQ's .....                                      | 12-13 |

Plan New Hampshire  
Mailing: PO Box 1105 Portsmouth NH 03802  
Physical: 21 Daniel Street 2<sup>nd</sup> floor, c/o GPI Portsmouth NH 03801  
603-452-(PLAN) 452-7526 [info@plannh.org](mailto:info@plannh.org)  
[www.plannh.org](http://www.plannh.org) [www.vibrantvillagesnh.org](http://www.vibrantvillagesnh.org)

## 2018 PROGRAM INFORMATION

### Introduction

The New Hampshire Municipal Technical Assistance Grant Program (MTAG), administered by Plan NH, provides competitive grants for New Hampshire's incorporated cities and towns who want to expand options for places to live (e.g. by location, and/or design) and need to change their zoning regulations in order to do so.

For example, a community may want places to live in the town center, but current zoning does not allow it. Or people may be looking for denser neighborhoods of smaller homes, but current zoning does not allow it.

***Grants range from a minimum of \$5000.00 to a maximum of \$20,000.00***

Funds are for hiring a consultant to

- review current zoning and related regulations related to housing. and/or
- re-write those regulations to permit a wider range of choices in home location and design, and/or
- write new zoning regulations to support a wider range of choices of where people can live according to their needs.

### Background to the Municipal Technical Assistance Grant Program

New Hampshire's population is changing dramatically. By 2020, about 20% of us will be age 65 and older. By 2040, that number is expected to climb to 30%<sup>1</sup>. At the same time, most communities are seeing fewer young families. Millennials (those born in the 1980's and 1990's) are faced with lower-paying jobs and college debt.

National trends are showing that Millennials want smaller homes, preferably where they can walk to work, services and social connections. Many Boomers (born between 1946 and 1964) are looking for the same thing. But decent places to live that are smaller, energy efficient and either walkable or close to public transportation are rarely affordable, if they are available at all.

Smaller, decent and affordable is only part of the picture for those with mobility and/or sensory challenges. Home design for those who cannot walk or have difficulty seeing, for example, is usually a modification made in response to the situation, rather than planned for as an eventuality.

Multi-family homes, co-living, cottages and even tiny houses are some of the desired solutions to the challenge of allowing housing diversity. However, many NH communities' zoning or other regulations do not permit homes other than detached single-family (and now, by State statute,

<sup>1</sup> from *Housing Needs in New Hampshire*, a three-part study commissioned by New Hampshire Housing and performed by the New Hampshire Center for Public Policy Studies and Applied Economic Research. [Go here](#) for more information.

accessory dwelling units) Mixed-use buildings that have apartments above retail shops, or homes that are shared among unrelated friends, or new multiple-family homes in denser neighborhoods are often prohibited by regulations.

Facilitating the creation (or adaptation) of a wider range of housing options may support a larger vision or plan the community has (e.g. economic development, downtown revitalization, job creation, more).

Changing regulations is challenging. Technical knowledge is often needed, and there must be enough community buy-in to support suggested change at the polls.

Knowing what needs to change- and what the goals are- is a first step. The MTAG Program's purpose is to provide funds for assistance to those communities that want their ordinances and regulations, as they affect housing, to support the changing and diverse needs of their citizens.

**NOTE: THE MTAG PROGRAM IS NOT FEDERALLY FUNDED AND THEREFORE HAS NO FEDERAL REPORTING REQUIREMENTS**

### **MTAG Program Administration**

Plan NH's administration of the MTAG Program is guided by an advisory Steering Committee that consists of representatives of the Plan NH Board, the New Hampshire Municipal Association, New Hampshire Office of Energy and Planning, UNH Cooperative Extension, Representatives from private firms and others with a knowledge of and interest in creating strong and healthy communities in the Granite State.

This Committee reviews municipal grant applications, evaluates them, and makes recommendations to Plan NH as to who should receive the grants. Recommendations are by consensus, and Plan NH reserves final authority over all work products and decisions to be developed or made within and for the MTAG Program.

The Committee also advises Plan NH regarding how this program is shaped and conducted going forward.

Representatives from New Hampshire Housing and other funders, as applicable, serve in an advisory capacity.

## 2018 GRANT APPLICATION INFORMATION and CRITERIA

### Eligible Applicants

Applicant eligibility is strictly limited to incorporated New Hampshire cities and towns (“municipalities”).

### Grant Rounds

This is the third round in this program of funding for Plan NH’s Municipal Technical Assistance Grants.

### Grant Awards

Grants will be awarded *on a competitive basis* to communities who demonstrate a need **and readiness** for their project. Grants will be no less than \$5,000 and no more than \$20,000.00.

**Grant money will be dispersed as reimbursements.** Program communities will submit copies of program invoices which have been paid, and Plan NH will reimburse from MTAG funds up to the amount requested.

*Note that Match Funds (see below) need to be drawn down first before MTAG funds are expended.*

*The final 25% of MTAG funds will not be dispersed until there is concrete evidence that your intended ordinances, whether new or revised (according to your project and work plan) have been drafted and submitted for vote.*

Unless otherwise agreed (see below), project funds will need to have been expended by December 31, 2018, and a reasonable effort to propose adoption by the appropriate municipal body is required.

### Required Municipal Cash Match

Applicants must demonstrate a **cash** match commitment of 25% of requested MTAG Program grant funds. For example, if an applicant requests an MTAG Program grant of \$10,000 for a project, it must demonstrate a local cash match commitment of \$2,500.

We acknowledge that some applicant communities may need to put a request for the Match funds in a Warrant Article, to be voted on at Town Meeting. Grant Communities will be notified of *conditional* application acceptance with enough time to meet Warrant Article deadlines. Assuming Match Funds are approved, MTAG Project timeline will begin within 30 days following Town Meeting.

For the purposes of this program, “cash match” is defined as *financial contribution* toward the total project costs made by the applicant. This may consist of

- direct municipal appropriations contributed by the municipality specifically for the approved scope of work,

- financial gifts, private financial contributions, or grant funds from other sources provided directly to the municipality.

Proof of match (or pledge for funds or, when applicable, plan to procure Match funds) must be documented and submitted with the application. It should specify sources of match. If the cash match funds must be approved at the 2018 Town Meeting, please indicate so in the application.

### **Important dates**

- 9/29/17 applications due at 5PM
- 12/31/17 grant agreements executed (unless other arrangements are made, eg pending town meeting)
- Date TBD: Community Outreach & Engagement workshop; see Community Engagement section for more information
- 12/31/18 all grant funds expended (unless other arrangements made)

## **PURPOSE and USE of GRANT FUNDS**

The MTAG Program is a voluntary program that provides competitive grants to municipalities to ***increase options for places to live (by location and/or design of homes) in their communities.*** The reasons for increasing these choices may vary, but come down to changing and/or diverse needs due to economic or other situations.

In turn, these increased options should support a larger vision or plan which the municipality may have (e.g., economic development) and/or a demonstrated need within the community (e.g. around demographics, income, other).

Grantee municipalities may use MTAG grants to hire qualified consultants, which may include members of their regional planning commission, to conduct the proposed project work. Documentation of the qualifications of the individual(s) with whom your municipality will be working *must be included in the application.*

A consultant's costs may include time, direct costs associated with the project, and indirect costs reasonably attributable to the project.

## Community Engagement

Plan NH has retained the services of UNH Cooperative Extension, who will assist grantees by conducting a *mandatory* workshop<sup>1</sup> in what community engagement is, and how to develop an outreach and engagement plan. Individual assistance by UNH Cooperative Extension will also be available for each grantee throughout the program.

**At least** 5% of the MTAG funds must support community outreach and community engagement in the work that contributes to the development of the new (or re-written) ordinances.

Community engagement will ensure that the citizenry is fully informed of any proposed ordinance – both the need it addresses as well as the text itself.

- Grantees will be encouraged to hold a public forum at the outset of the work, outlining the purpose of the program, its goals, and the steps they envision will be needed to achieve them. This will be the first of what should be several opportunities for citizens to contribute.
- Throughout the program, grantees will conduct an ongoing outreach and education process to gather input from a broad range of community members, including those who may be most affected by a new ordinance but who may feel they have no voice - as well as those who are traditionally opposed to changes.
- Grantees should have one final public discussion about the final draft of an ordinance before it is submitted to the regulatory process.

Funds may be used for surveys. However, sessions or other group discussions where there can be real dialog around this issue are **required**.

<sup>1</sup>Time and place TBD.

## Project end

**The final 25% of MTAG funds will not be dispersed until there is concrete evidence that your intended ordinances, whether new or revised (according to your project and work plan) have been drafted and submitted for vote.**

## Work is done when ...

1. Project elements are completed and
2. Where new ordinances or regulations are being proposed, a reasonable effort has been made to secure adoption by the appropriate municipal body.

### Grant funds may NOT be used ...

- For the acquisition of property.
- To pay for municipal staff or equipment.
- To pay for food, unless food is available to all attendees at a publicly noticed meeting (e.g., a listening session). **MTAG or Match Funds for food may NOT exceed 2.5% of the total project budget.**

### GRANTEE RESPONSIBILITIES

As a condition of selection as an MTAG Program grantee, municipalities will be required to report **on a monthly basis (due the last business day of each month)** on progress toward implementing their proposed scope of work, including

- **Completed tasks and outcomes, accomplishments and**
- metrics of success, including documentation on public meetings, workshops and hearings, public participation levels, and additional outreach efforts.

Invoices may be included with the reports.

This report should include not only a summary of what has happened/status of achieving a particular goal, but *might* also include

- What questions are coming up or which have come up that are (still) unanswered?
- Are there areas in which you feel stuck, or that progress is not being made?
- Have you had to change or re-design your strategy or action plan at all? If so, why?
- Has anything come up that has surprised you?

Some grantees, depending on their project, may be asked to report on the experience and lessons learned at a future meeting or conference where such information may be of interest and/or use.

After the close of the grant period (December 31, 2018 or as otherwise agreed upon), Municipal grantees will be required to submit annual (every June 30) progress reports to Plan NH, reporting on implementation and outcomes, for a period of 5 years after the conclusion of the award period. For example, an MTAG grantee that adopts a co-living ordinance will be required to submit data on the number of times it is used in a 5-year period by development applicants after adoption. (Additional information may be requested.)



## APPLICATION INSTRUCTIONS

*All components of your application **must be compiled into one PDF file** and sent, via email or Dropbox, to Plan NH ([info@plannb.org](mailto:info@plannb.org)) no later than 5 PM on September 29, 2017.*

1. **Cover: ON ONE PAGE**, please include (in this order):
  - a. The name of your municipality and address of town hall or governing body
  - b. Project contact person's name, affiliation with community, phone, e-mail.
  - c. What is the population of your community (year round/seasonal)?
  - d. What is the median income of your year-round community?
  - e. How old is your Master Plan?
  - f. What section(s) of your current Master Plan would this project support?
  - g. Amount of NH MTAG funding requested.
  - h. Amount of pledged (or actual) cash match (please also ID source of this funding).
  - i. Total project budget.
  - j. Signature of Chief Executive Officer of municipality who holds fiduciary responsibility – or other representative designated by the governing body – with a note certifying that the information contained in the application is true and complete to the best of the belief of the signatory.
  
2. Starting on the next page, please tell us (no more than 3 pages) about the project that the MTAG Program would fund:
  1. What is the housing challenge that your community is facing? How is this showing up/being demonstrated (eg, have you done surveys, or it is reflected in your Master Plan?) What impact is this challenge having on your community and/or its members?
  2. What do you intend to do with the funding?
  3. What outcome(s) are you aiming for/what do you want to achieve?
    - a. Would these outcomes support any part(s) of your Master Plan?
    - b. Would these outcomes have an impact on other aspects of your community, such as economic development, job creation, transportation investments, or other plans?
  4. How will you know if the project is a success?
  5. How do you know that your municipal leaders and citizens are ready to undertake this project?
  
3. A key element of this project is community outreach and engagement of community members. Who in your community would you like to reach out to and include in your project?

Next, please estimate your timeline of activities, and include estimates for what they may cost. For example:

| Task | Activity  | Timing                | Who?                          | Estimated cost   | notes  |
|------|---|-----------------------|-------------------------------|--|--|
| 1    | Review current ordinances                           | Jan 2018              | Consultant                    | 10 x \$100 per hour = \$1000                                   |  |
| 2    | Public meetings 1.5 hours each                      | Feb and April 2018    | Consultant and MTAG committee | 3 x \$100 per hour = \$300 for consultant; \$100 for food (X2) | Intro to program, what do community members need? findings of ordinance review; ask for comments/ideas |
| 3    | Revise ordinances                                   | April – June 2018     | Consultant                    | 10 hours x \$100 = \$1000                                      | Revisions to incorporate some citizen suggestions  |
| 4    | Public meeting to review, discuss further 1.5 hours | July 2018             | Consultant and MTAG committee | 3 x \$100 per hour = \$300 for consultant; \$100 for food      | Additional comments or suggestions   |
| 5    | Final revisions; place on ballot                    | Sept – Nov 2018       | Consultant                    | 10 hours x \$100 = \$1000                                      |  |
| 6    | Advocate for changes                                | Dec 2018 – March 2019 | MTAG committee                |  |  |
| 7    | Town meeting vote                                   | Spring 2019           |                               |  |  |

Remember:

- At least 5% of your funds from Plan NH for this program **must** be spent on the community outreach and engagement piece.
- All of your 25% match funds **must** be expended before requesting MTAG funds.
- The final 25% of your MTAG funds will not be dispersed before you have completed your work and there is concrete evidence of your “product” (eg, a final ordinance proposal submitted for vote).

Please also provide documentation

- To verify need (if you already have it – e.g., Master Plan, discussion sessions).
- Of commitment to proceed:
  - Of pledge or actual cash match
  - Of support from your City Council/Select Board, Planning Board and other key decision-makers or relevant organizations/individuals
  - Of qualifications of your technical assistance consultant.

Please combine all of the above information into **one PDF file** and send, via email or Dropbox, to [info@plannh.org](mailto:info@plannh.org)

**no later than 5:00 PM September 29, 2017.**

## SCORING CRITERIA

| Criteria   | Possible points |
|--|-----------------|
| Supports demonstrated community plan or need                                   | 0-10            |
| Strength of how the use of this grant will help achieve the desired outcome(s) | 0-10            |
| Community outreach and engagement  | 0-10            |
| Readiness to proceed (e.g. studies, outreach already done?)                    | 0-10            |
| Broad community support (e.g. letters of support)                              | 0-10            |
| Total possible points  | 50              |

## APPLICATION CHECKLIST

- Cover page (see page 9 for specifics to include)
  - Authorized signature
  
- Narrative (up to 3 pages) (see pages 9-10 for specifics to include) *Do not forget that this is about housing.*
  
- Community outreach and engagement – who will you include?
  
- Workplan/Budget
  
- Documentations:
  - Verification of need
  - Readiness to proceed
    - cash match
    - letters of support
  - Qualifications of consultant(s)

**Plan NH's Municipal Technical Assistance Grant Program  
FREQUENTLY ASKED QUESTIONS**

1. Q. Can a consultant apply for a Municipal Technical Assistance Grant to assist a municipality?
- A. No, only incorporated New Hampshire cities and towns are eligible to apply. A consultant may assist in completing the application, but payment for doing so is not included in MTAG funds.

2. Q. What may the funds be used for?
- A. The funds are for competitive grants for cities and towns who wish to **increase housing options** that address households with diverse needs and income levels.

The funds may be used to pay a consultant (including your regional planning commission) for technical assistance in reviewing, revising and/or creating zoning regulations or related as they **relate to housing options**. In addition, at least 5% of the funds **must** be used for community outreach and engagement.

3. Q. What kinds of projects might qualify?
- A. **Provided they are intended to increase housing options**, eligible projects may include - but are not limited to - the following:
- Form-based codes;
  - Mixed-use zoning;
  - Inclusionary zoning and workforce housing solutions. Inclusionary zoning is defined in NH RSA 674:21 and can help a community fulfill its obligations under the NH Workforce Housing Law, RSA 674:58-61.
  - Lot-size averaging;
  - Village plan alternative zoning and subdivision regulations;
  - Regulatory standards promoting infill development;
  - Growth boundaries intended to maximize efficiency of infrastructure;
  - Transfer of development rights and density transfer credit codes;
  - Neighborhood heritage districts;
  - Building codes for energy-efficient rehabilitation of older structures;
  - Corridor planning to increase mixed-income housing near employment nodes;
  - Pedestrian- and transit-oriented development and affordable housing;
  - Economic development connecting housing and transportation investments; and
  - Community Revitalization Tax Relief Incentive, RSA 79-E.
  - Analysis of ordinances and regulations for workforce (or other) housing's economic viability.

- 4.. Q. May we apply for assistance in writing a housing chapter for our Master Plan?
- A. No. These funds are specifically for technical assistance in reviewing, re-writing or creating zoning regulations or ordinances related to housing. As mentioned above, you may want to do this in support of/to meet the goals of your existing/current housing chapter.
- 5 Q. Is there any way we can find out if a project may be eligible for consideration before we dive into the whole application process?
- A. Yes. You are welcome to write a brief description and send it to us with any questions you might have. This will not add to or detract from your score.
6. Q. Our municipal planner spent a lot of time last year on a regulatory review. Can we use grant funds to offset that cost if part of the grant will be used in support of establishing regulations based on those findings?
- A. No. Grant funds can only be used to pay for consultant services provided in support of a MTAG Program-approved project, not any expenses incurred prior to grant award.
7. Q. We have an established relationship with a consultant who has worked extensively for my community in the past. Do we have to put grant-funded work out to competitive bid?
- A. The MTAG Program does not require a competitive bidding process. However, we expect you to follow the procurement policies of your municipality.
- The qualifications of your consultant *must* be included in your application.
8. Q. Can two or more towns share an MTAG Program Grant?
- A. Yes, as long as the grant will be administered by a single municipality. Note that *no matter the number of municipalities within one application, the funding limits (\$5000 - \$20,000) are per application, regardless of number of municipalities per application.*
- 9.. Q. If my community receives an MTAG Grant but finds that it can't spend the entire award, what should we do?
- A. Contact the MTAG Administrator at Plan NH as soon as possible.
10. Q. Can we use staff salaries used in support of the MTAG project to fulfill the cash match requirement?
- A. No. The 25% cash match must be demonstrated to be in the form of a grant, municipal funds or other source of funding which has been given directly to the municipality and shall be used as payment for consultant services, supplies, or other costs directly associated with the project **excluding** staff salaries and wages.

Any other inquiries may be directed to Robin LeBlanc at Plan NH

[r\\_leblanc@plannh.org](mailto:r_leblanc@plannh.org) 603-452-7526