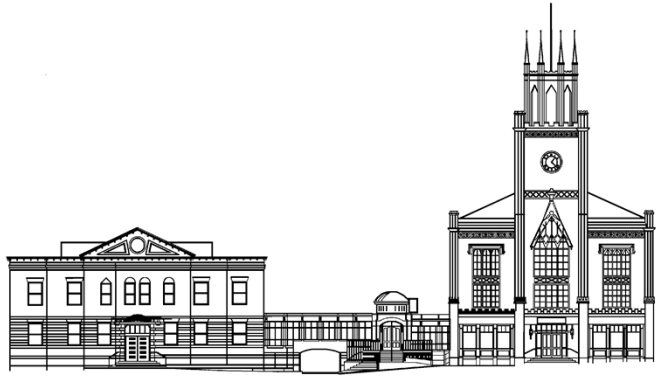




COMMITTEE ON COMMUNITY IMPROVEMENT

October 3, 2022 at 5:00 PM

Aldermanic Chambers, City Hall (3rd Floor)

Members: Aldermen Stewart, Trisciani, E. Sapienza, Cavanaugh, Heath

AGENDA

The Chairman calls the meeting to order.

The Clerk calls the roll.

1. Summary of abatement requests submitted by Fred McNeill, Chief Engineer.
Ladies and Gentlemen, what is your pleasure?
2. Amending Resolution and Budget Authorization providing for the acceptance and expenditure of funds in the amount of \$131,000 for CIP 410423 MHRA Community Policing.
Ladies and Gentlemen, what is your pleasure?
3. Amending Resolution and Budget Authorization providing for the acceptance and expenditure of funds in the amount of \$76,365.75 for CIP 410523 Highway Safety Grant.
Ladies and Gentlemen, what is your pleasure?
4. Amending Resolutions and Budget Authorizations providing for the transfer and expenditure of funds in the amount of \$1,102,000 for CIP 610723 Lincoln Avenue Capital-Residences at 351 Chestnut Street and CIP 610823 Lincoln Avenue Capital-Residences at 351 Chestnut Street (Merrimack Street Parcel); as well as \$1,888,000 for CIP 610723 Lincoln Avenue Capital-Residences at 351 Chestnut Street, CIP 610823 Lincoln Avenue Capital-Residences (Merrimack Street Parcel), and CIP 610923 Families in Transition-Family Place First Floor Renovation Project.
Ladies and Gentlemen, what is your pleasure?

5. Request from Ryan Cashin, Interim Fire Chief, requesting an extension of CIP 410821 Emergency Management Equipment and Supplies through June 30, 2027.
Ladies and Gentlemen, what is your pleasure?
6. Communication from the Interim Fire Chief to use up to \$600,000 in impact fees for the construction of the new Station 9 at 575 Calef Road.
Ladies and Gentlemen, what is your pleasure?
7. Communication from Jonathan Hopkins, Central Fleet Services Director, requesting authorization to issue RFP's and enter into contracts for the purchase of a Fire Department Rescue Truck and Fire Engine before the start of the 2023/2024 fiscal year.
Ladies and Gentlemen, what is your pleasure?
8. Communication from Jeff Belanger, Planning & Community Development Director, providing a quarterly update on the City's federal allocation of ARPA State and Local Fiscal Recovery Funds.
(Note: Provided for informational purposes only; no action is required.)
9. Communication from the Planning & Community Development Director requesting authorization to apply for the Healthy Homes Production Grant from the U.S. Housing & Urban Development Department for an amount not to exceed \$2 million.
Ladies and Gentlemen, what is your pleasure?
10. Communication from the Planning & Community Development Director requesting authorization to apply for an InvestNH grant for an amount not to exceed \$175,000.
Ladies and Gentlemen, what is your pleasure?

If there is no further business, a motion is in order to adjourn.

Timothy J. Clougherty
Public Works Director

Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Trixie Dysart, Chair
Kathleen Sullivan
Arthur Gatzoulis
Mark MacKenzie

CITY OF MANCHESTER
Department of Public Works
Environmental Protection Division

Memo

Date: 9/14/2022 22-103
To: CIP Committee
Cc: Lisa Hynes – EPD
Matthew Normand – City Clerks Office
From: Frederick McNeill *FJM*
RE: EPD Abatement Requests

The attached tables summarize the 41 sewer abatements reviewed by the Highway Commission at their monthly meeting on September 12, 2022.

Backup documentation for these sewer abatement requests is on file with the City Clerk's office. The electronic version of this request will be forwarded to you as well as the City Clerk's office.

Please let me know if you need any additional information.

Summary of Abatement Requests
June 8, 2022 to Highway Commission
September 14, 2022 to CIP/City Clerk

Number	Customer Acct #	Customer	Property Address	Abatement Rec'd Date	Request Reason	EPD Recommendation	Justification	Abatement Amount	Highway Recommendation
1	19983-13550	McGuigan	143 Oak st.	10/18/21	broken outside water spicket	Grant	above 250% threshold - 580%	2,282.10	Grant
2	171229-64796	Finelhouse	81-37 Ashland St.	01/28/22	toilet leak	Grant	above 250% threshold - 469%	622.50	Grant
3	136741-63880	MPG Corp.	650 Second St.	02/03/22	toilet leak	Grant	above 250% threshold - 1113%	303.75	Grant
4	120141-67206	Frederique	405-407 Henover St.	02/16/22	toilet leak	Grant	above 250% threshold - 422%	870.00	Grant
5	188119-17002	Damon	411 Amherst St.	02/18/22	toilet leak	Grant	above 250% threshold - 355%	488.75	Grant
6	15221-10348	Burroughs	51 Roy Ave	02/23/22	toilet leak	Grant	above 250% threshold - 754%	318.75	Grant
7	203361-3650	Bidel	312 Peart St.	02/24/22	toilet leak	Grant	above 250% threshold - 900%	990.00	Grant
8	186175-13164	Houghton	554 Straw Hill Rd.	02/28/22	outside faucet leak	Grant	above 250% threshold - 438%	488.75	Grant
9	179811-212612	Cedar Crest Dev. LLC	21 Pinehurst Ave	03/01/22	toilet leak	Grant	above 250% threshold - 338%	378.75	Grant
10	177827-7322	Berthiaume	240 Valley St.	03/08/22	toilet leak	Grant	above 250% threshold - 333%	855.00	Grant
11	146889-18400	Jackson	593 Rimmer St.	03/08/22	toilet leak	Grant	above 250% threshold - 273%	382.50	Grant
12	127185-9466	Baughman	303 Belmont St.	03/28/22	toilet leak	Grant	above 250% threshold - 1372%	858.75	Grant
13	21341-14434	Merrill	1200 Page St.	03/28/22	low flush screw came off	Grant	above 250% threshold - 363%	442.50	Grant
14	86027-64722	Strawberry Red Oak Apts.	90-94 Arlington St.	03/29/22	leaking valve	Grant	above 250% threshold - 278%	592.50	Grant
15	137861-25082	Cicciu	315 E. High St.	03/30/22	toilet leak	Deny	below 250% threshold - 204%	0.00	Deny
16	172853-1090	Gilmartin	73 Walnut St.	04/12/22	tenant issue	Deny	Abatement previously granted 3/7/22	0.00	Deny
17	26925-18070	Nelson	67 Trenton St.	04/26/22	Extensor faucet broken	Grant	above 250% threshold - 1073%	547.50	Grant

Total Abatements \$10,382.10

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

✓

Date Received: 10/18/2021

Customer Name: McGuigan Account #: 19983-13550
Combine Billing

Property Address: 143 Oak St.

Reason for Request: broken outside water spiket

Service Dates: 8/11/21-11/22/21-3/15/22 Bill Date: 2/4/22 - 5/6/22

Consumption: 719 ccf % Increase from Average: 580%

Average Consumption: 124 ccf Based on: 5 year average

Difference: 595 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold.

Approved [Signature]

Abatement Total:	339 ccf	at \$	3.90	\$	1,322.10
	256 ccf	at \$	3.75	\$	960.00
				\$	2,282.10

Highway
Recommendation: Approved Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouffers



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: DONALD MCGUIGAN
Address: 107 GARFIELD ST
(Street) Manchester (City) N.H. (State) 03103 (Unit) (Zip)
Phone Number: 603-622-1722
Customer Account Number: 19983-13550

Address of Property for which Abatement is Requested:

143 1/2 OAK ST
(Street) Manchester (City) NH (State) 03104 (Unit) (Zip)

Billing Period: 5-24-21 to 8-23-21 - 11-5-21 (\$1,046.65)

Amount of Abatement Request: \$600

Reason for Abatement Request: BROKEN OUTSIDE WATER
SPIKET

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

BROKEN OUTSIDE SAUSET - NOT NOTICED BY
TENANTS -

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes X No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Donald McGuigan
(Signature)

10-16-21
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 1/28/2022

Customer Name: Finehouse

Account #: 171229-64768
Combine Billing

Property Address: 81-87 Ashland St.

Reason for Request: toilet leak

Service Dates: 8/23/21-11/22/21

Bill Date: 1/5/2022

Consumption: 264 ccf % Increase from Average: 269%

Average Consumption: 98 ccf Based on: 5 year average

Difference: 166 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 166 ccf at \$ 3.75 \$ 622.50

Highway Recommendation: Approved

Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: R. Finehouse LLC

Address: PO Box 1335
(Street)

Londonderry
(City)

NH
(State)

03053-1335
(Unit)
(Zip)

Phone Number: 603-566-3446

Customer Account Number: 171229-64768

Address of Property for which Abatement is Requested:

81-87 Ashland St.
(Street)

Manchester
(City)

NH
(State)

03104
(Unit)
(Zip)

Billing Period: billing date 1/5/22 8-22-21 - 11-22-21

Amount of Abatement Request: _____

Reason for Abatement Request: Toilet leak. It just kept
running

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

All water went into drain

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Christopher Riccio
(Signature)

1/28/22
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

✓

Date Received: 2/3/2022

Customer Name: MPG Corp Account #: 138741-63880
Combine Billing

Property Address: 650 Second St.

Reason for Request: toilet leak

Service Dates: 9/21/21-12/20/21 Bill Date: 2/6/2022

Consumption: 89 ccf % Increase from Average: 1113%

Average Consumption: 8 ccf Based on: 5 year average

Difference: 81 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Abatement Total: 81 ccf at \$ 3.75 \$ 303.75

Highway Recommendation: Approved Date: 9-12-22

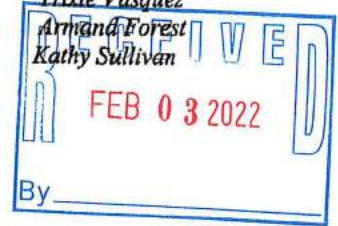
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: mpg Corp (JN Express LLC)
Address: 650 Second St
Manchester (Street) NH (Unit) 03102
(City) (State) (Zip)
Phone Number: 774 404 7000
Customer Account Number: 138741-63880
Address of Property for which Abatement is Requested:
650 Second St
Manchester (Street) NH (Unit) 03102
(City) (State) (Zip)
Billing Period: 9-29-21 → 12-27-21
Amount of Abatement Request: 303.75
Reason for Abatement Request: toilet leak, receipt attach

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Eileen O'Connell
(Signature)

1/26/22
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 2/16/2022

Customer Name: Frederique Account #: 120141-67206
Combine Billing

Property Address: 405-407 Hanover St.

Reason for Request: Boiler Failure

Service Dates: 11/1/20-1/31/22 Bill Date: 3/9/2022

Consumption: 304 ccf % Increase from Average: 422%

Average Consumption: 72 ccf Based on: 5 year average

Difference: 232 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 232 ccf at \$ 3.75 \$ 870.00

Highway
Recommendation: Approved Date: 2-12-22

Kevin A. Sheppard, P.E.
Public Works Director

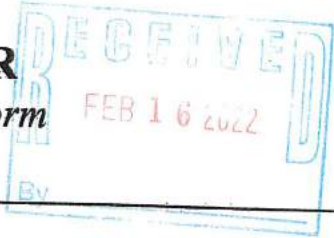
Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER
Sewer Fee Abatement Request Form



Name: DAPHNEY FREDERIQUE

Address: 405 HANOVER ST

MANCHESTER

(Street)

NH

(State)

(Unit)

03104

(Zip)

Phone Number: 603 512 3539

Customer Account Number: 120141-67206

Address of Property for which Abatement is Requested:

405 HANOVER ST

(Street)

MANCHESTER

(City)

NH

(State)

(Unit)

03104

(Zip)

Billing Period: 11-1-2021 To 1-31-2022

Amount of Abatement Request: 858.75

Reason for Abatement Request: BOILER FAILURE

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

BASEMENT, CONCRETE

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

(Signature)

(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: <u>2/18/2022</u>	
Customer Name: <u>Damon</u>	Account #: <u>188119-17002</u> Combine Billing
Property Address: <u>411 Amherst St.</u>	
Reason for Request: <u>toilet leaks</u>	
Service Dates: <u>11/1/21-1/31/22</u>	Bill Date: <u>3/9/2022</u>
Consumption: <u>174 ccf</u>	% Increase from Average: <u>355%</u>
Average Consumption: <u>49 ccf</u>	Based on: <u>limited history</u> used last 13 Quarters
Difference: <u>125 ccf</u>	
Other Comments: _____	
EPD Recommendation: <u>Grant - Abatement exceeds the 250% threshold</u>	

<i>Approved Jm</i>	
Abatement Total: <u>125 ccf</u> at \$ <u>3.75</u> \$ <u>468.75</u>	
Highway Recommendation: <u>Approved</u>	
Date: <u>9-12-22</u>	

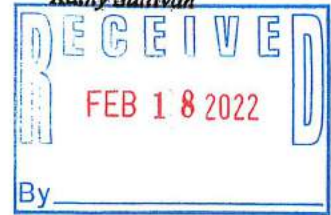
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: DAVID DAMON

Address: 1 WEST BANK RD

HOOKSETT (Street) NH (Unit) 03106 (Zip)

Phone Number: 603-289-7700

Customer Account Number: 188119-17002

Address of Property for which Abatement is Requested:

411 AMHERST ST.
MANCHESTER (Street) NH (Unit) 03104 (Zip)

Billing Period: FINAL QUARTER OF 2021 11-1-21 - 1-31-22

Amount of Abatement Request: ADJUSTMENT TO AVERAGE USAGE.

Reason for Abatement Request: THERE WAS A FAULTY TOILET THAT WAS REPAIRED ON 1/3/2022

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

David Damon
(Signature)

2/17/2022
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 2/23/2022

Customer Name: Burroughs

Account #: 15221-10348
Combine Billing

Property Address: 51 Roy Ave

Reason for Request: toilet leak

Service Dates: 9/7/21-12/6/21

Bill Date: 1/19/2022

Consumption: 98 ccf % Increase from Average: 754%

Average Consumption: 13 ccf Based on: 5 year average

Difference: 85 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 85 ccf at \$ 3.75 \$ 318.75

Highway Recommendation: Approved

Date: 2-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Christine Burroughs

Address: 51 Roy Ave.

Manchester (City) NH (State) 03103 (Unit)
(Zip)

Phone Number: 603-557-4717

Customer Account Number: 1522110348

Address of Property for which Abatement is Requested:

51 Roy Ave.

Manchester (City) NH (State) 03103 (Unit)
(Zip)

Billing Period: 9-7-21/12-6-21

Amount of Abatement Request: \$326.25

Reason for Abatement Request: Toilet Leak

Running Toilet

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Christine Burroughs
(Signature)

2-19-22
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 2/24/2022

Customer Name: Bidel Account #: 203361-3650
Combine Billing

Property Address: 312 Pearl St.

Reason for Request: toilet leak

Service Dates: 11/16/21-2/14/22 Bill Date: 3/23/2022

Consumption: 297 ccf % Increase from Average: 900%

Average Consumption: 33 ccf Based on: Used prior owners last 16 quarters
Limited History

Difference: 264 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold

Approved Fm

Abatement Total: 264 ccf at \$ 3.75 \$ 990.00

Highway
Recommendation: Approved Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: MARIA C. VIDAL (NEW OWNER AS OF 11/29/2021)

Address: 49 MEADOW LANE

AUBURN (City) NH (State) 03032 (Unit)
(Zip)

Phone Number: 978-427-1801

Customer Account Number: 203361-3650

Address of Property for which Abatement is Requested: 312 PEARL STREET

MANCHESTER (City) NH (State) 03104 (Unit)
(Zip)

Billing Period: 11/14/2021 TO 2/16/2022

Amount of Abatement Request: _____

Reason for Abatement Request: "EXTRAORDINARY EVENT"; UNREPORTED
TOILET LEAK BY TENANT ON 2ND FLOOR UNIT. TOILET FILL VALVE
WAS REPLACED ON 11/23/22, SEE ATTACHED RECEIPT. HOME WAS
PURCHASED ON 11/29/21 AND LEAK WAS IDENTIFIED DURING A SHOWING OF THE
If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete. 1ST FLOOR UNIT.

WATER MUST HAVE DISCHARGED DIRECTLY INTO SEWER AS NO WATER
OR MOISTURE WAS IDENTIFIED ANYWHERE INSIDE THE HOUSE.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
____ Yes ____ No N/A

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Maria Vidal
(Signature)

2/21/2022
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 2/28/2022

Customer Name: Houghton Account #: 186175-13164
Combine Billing

Property Address: 554 Straw Hill Rd

Reason for Request: outside faucet leak

Service Dates: 11/8/21-2/8/22 Bill Date: 3/23/2022

Consumption: 162 ccf % Increase from Average: 438%

Average Consumption: 37 ccf Based on: used last 15 quarters
Limited History

Difference: 125 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold

Approved JFM

Abatement Total: 125 ccf at \$ 3.75 \$ 468.75

Highway
Recommendation: Approved Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER
Sewer Fee Abatement Request Form



Name: Paul Houghton
Address: 554 Straw Hill Rd.
(Street) Manchester (City) NH (State) 03104 (Unit) (Zip)
Phone Number: (603) 624-1588
Customer Account Number: #186175 - 13104

Address of Property for which Abatement is Requested:
554 Straw Hill Rd
(Street) Manchester (City) NH (State) 03104 (Unit) (Zip)

Billing Period: Nov-Feb
Amount of Abatement Request: \$566.25
Reason for Abatement Request: Outside faucet leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Paul Houghton
(Signature)

2/24/22
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 3/1/2022

Customer Name: Cedar Crest Development, LLC

Account #: 179611-212612
Combine Billing

Property Address: 21 Pinehurst Ave

Reason for Request: toilet leak

Service Dates: 9/21/21-12/20/21

Bill Date: 2/2/2022

Consumption: 136 ccf

% Increase from Average: 389%

Average Consumption: 35 ccf

Based on: used last 19 quarters
Limited History

Difference: 101 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 101 ccf at \$ 3.75 \$ 378.75

Highway Recommendation: Approved

Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Cedar Crest Rentals LLC

Address: 25 Buttrick Road

London (City) NH (State) A1 (Unit) 03053 (Zip)

Phone Number: 603-289-1042

Customer Account Number: 179611-212612

Address of Property for which Abatement is Requested: 21 Pinehurst Avenue

Manchester (City) NH (State) 03103 (Zip)

Billing Period: 9/21/2021 - 12/20/2021

Amount of Abatement Request: \$422.13

Reason for Abatement Request: Deteriorated toilet

flappers,
TWO TOILET LEAKS

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

82
(Signature)

3/1/2022
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 3/8/2022

Customer Name: Berthiaume Account #: 177827-7322
Combine Billing

Property Address: 240 Valley St.

Reason for Request: leaky toilet

Service Dates: 9/21/21 - 12/20/21 Bill Date: 2/2/2022

Consumption: 326 ccf % Increase from Average: 333%

Average Consumption: 98 ccf Based on: 5 year average

Difference: 228 ccf

Other Comments: _____

EPD
Recommendation: Grant - Abatement exceeds the 250% threshold

Abatement Total: 228 ccf at \$ 3.75 \$ 855.00

Highway
Recommendation: Approved Date: 9.12.22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Edward Beauthiaume

Address: 240 Valley St.

Manchester (City) NH. (State) 03103 (Unit)
(Zip)

Phone Number: (603) 494-9923

Customer Account Number: 177827-7322

Address of Property for which Abatement is Requested:

240 Valley St.

Manchester (City) N.H. (State) 03103 (Unit)
(Zip)

Billing Period: 9-21-21 - 12-20-21

Amount of Abatement Request: \$765.00

Reason for Abatement Request: Toilet Leaks Also, I am on
SSI & I only get \$833.00 per month and
I can just barely pay the normal water bill
which is +/- \$800.00 every 3 Mths let alone \$1,866.00

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

N/A

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
Yes X No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Edward Beauthiaume
(Signature)

2/24/22
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

✓

Date Received: 3/8/2022

Customer Name: Jackson Account #: 146889-18400
Combine Billing

Property Address: 593 Rimmon St.

Reason for Request: toilet leak

Service Dates: 10/12/21-1/10/22 Bill Date: 2/23/2022

Consumption: 161 ccf % Increase from Average: 273%

Average Consumption: 59 ccf Based on: 5 year average

Difference: 102 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 102 ccf at \$ 3.75 \$ 382.50

Highway Recommendation: Approved Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Karen Jackson
Address: 355 Main Dunstable Rd
Nashua (City) NH (State) 03062 (Unit)
Phone Number: 603-930-3382 (Zip)
Customer Account Number: 146889-18400

Address of Property for which Abatement is Requested:
593 Rimmon St.
Manchester (City) NH (State) 03102 (Unit)
(Zip)

Billing Period: 10-12-21 to 1-10-22
Amount of Abatement Request: \$341.25

Reason for Abatement Request: toilet leak
2nd Floor toilet leaking from tank to Bowl - replaced toilet 3/1/22
1st Floor toilet replaced Flapper + valve 3/1 But still leaking so replaced
toilet on 1st Floor 3/3/22. Also replaced kitchen faucet 2nd Floor
If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.
+ Bath faucet 2nd Floor.
Plumber
Invoices attached
+ receipts.
Thank you.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Karen Jackson
(Signature)

3/7/22
(Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

✓

Date Received: 3/28/2022

Customer Name: Baughman Account #: 127185-8466
Combine Billing

Property Address: 303 Belmont St.

Reason for Request: toilet leak

Service Dates: 9/14/21-12/14/21 Bill Date: 1/26/2022

Consumption: 247 ccf % Increase from Average: 1372%

Average Consumption: 18 ccf Based on: 5 year average

Difference: 229 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 229 ccf at \$ 3.75 \$ 858.75

Highway Recommendation: Approved Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: DAVID BAUGHMAN

Address: 3986 MANSFIELD DR.
(Street)

SOUTHPORT (City) NC (State) 28461 (Unit)
(Zip)

Phone Number: 781-526-4864

Customer Account Number: 127185-8466

Address of Property for which Abatement is Requested:

303 BELMONT ST
(Street)

MANCHESTER (City) NH (State) 03103 (Unit)
(Zip)

Billing Period: 9/14/21 - 12/14/21

Amount of Abatement Request: \$900.00

Reason for Abatement Request: TOILET LEAK

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

3/20/22
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 3/28/2022

Customer Name: Merrill Account #: 21341-14434
Combine Billing

Property Address: 1200 Page St.

Reason for Request: Low flush screw came off toilet was running

Service Dates: 11/1/21 - 2/3/22 Bill Date: 3/9/2022

Consumption: 162 ccf % Increase from Average: 368%

Average Consumption: 44 ccf Based on: 5 year average

Difference: 118 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 118 ccf at \$ 3.75 \$ 442.50

Highway
Recommendation: Approved Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: DAWN MERRILL

Address: 30 Coles Grove Rd
(Street)

Derry (City) NH (State) 03038 (Unit)

Phone Number: 732-233-7191 (Zip)

Customer Account Number: 21341-14434

Address of Property for which Abatement is Requested:

1300 Page St.
(Street)

MANCHESTER (City) NH (State) 03104 (Unit)

Billing Period: 11/1/2021 - 2/3/2022

Amount of Abatement Request: \$483.75

Reason for Abatement Request: LOW FLUSH screw came off
Toilet was RUNNING

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Dawn Merrill
(Signature)

3/23/2022
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

✓

Date Received: 3/29/2022

Customer Name: Emanon Inc/ C/O Strawberry Red Oak Apts. Account #: 86027-64722
Combine Billing

Property Address: 90-94 Arlington St.

Reason for Request: leaking valve

Service Dates: 11/16/21-2/14/22 Bill Date: 3/23/2022

Consumption: 247 ccf % Increase from Average: 278%

Average Consumption: 89 ccf Based on: 5 year average

Difference: 158 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved Jim

Abatement Total: 158 ccf at \$ 3.75 \$ 592.50

Highway Recommendation: Approved Date: 9-12-22

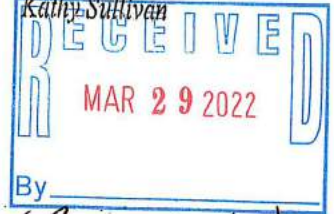
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Inc Emanon c/o Strawberry Oak Apts (Red Oak Apt)

Address: 289 Pine St.
(Street)
Manchester (City) NH (State) 03103 (Unit)
(Zip)

Phone Number: 603-668-8282

Customer Account Number: 86027-64722

Address of Property for which Abatement is Requested:
90-94 Arlington St.
(Street)
Manchester (City) NH (State) 03104 (Unit)
(Zip)

Billing Period: 11/16/21-2/14/22

Amount of Abatement Request: \$ 813.75

Reason for Abatement Request: Please see attached.

If abatement request is due to an "extraordinary even:" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

Water accumulated in basement that is
partial dirt / concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

3/28/22
(Date)

CITY OF MANCHESTER

ENVIRONMENTAL PROTECTION DIVISION

Power Abatement Investigation and Recommendation

Date Received: 3/30/2022

Customer Name: Cicciu

Account #: 187861-25082
Combine Billing

Property Address: 315 E. High St.

Reason for Request: toilet leaking

Service Dates: 11/1/21 - 2/3/22

Bill Date: 3/9/2022

Consumption: 100 ccf

**% Increase
from Average: 204%**

Average Consumption: 49 ccf

Based on: 5 year average

Difference: 51 ccf

Other Comments: _____

EPD
Recommendation: Deny - Abatement does not exceed the 250% threshold

Deng Jun

Abatement Total:	ccf	at \$ 3.75	\$	-
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Highway
Recommendation:

Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Michael Cicciu
Address: 315 East High Street
Manchester (City) NH (State) 03104 (Unit)
Phone Number: (John) 603-513-9177 (Zip)
Customer Account Number: 187861 - 25082

Address of Property for which Abatement is Requested:

Same as Above
(Street) (City) (State) (Zip)

Billing Period: 11-22-21 to 2-22-22

Amount of Abatement Request: 296.25

Reason for Abatement Request: While taking care of my Brother Michael's building, I've been responsible for a good share of additional fees. During this time I neglected to repair the toilet properly. The amount we were asked to be credited is around of extra water we used. Thank You for Your Consideration.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

Running Toilet

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Michael Cicciu
(Signature)

3/23/22
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 4/12/2022

Customer Name: Gilmartin Account #: 172853-1090
Combine Billing

Property Address: 73 Walnut St.

Reason for Request: tenant issue

Service Dates: 11/22/21 - 2/22/22 Bill Date: 4/6/2022

Consumption: 152 ccf % Increase from Average: 490%

Average Consumption: 31 ccf Based on: 5 year average

Difference: 121 ccf

Other Comments: _____

EPD Recommendation: Deny - Abatement previously granted 3/7/22

Denied Jm

Abatement Total: _____ ccf at \$ 3.90 \$ -

Highway Recommendation: Deny Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: MADELAINE GILMARTIN

Address: 550 MAPLE ST

MANCHESTER (City) NH (State) 03104 (Unit)
(Zip)

Phone Number: 603-494-5851

Customer Account Number: 172853-1090

Address of Property for which Abatement is Requested:

73 WALNUT ST (Street)
MANCHESTER (City) NH (State) 03104 (Unit)
(Zip)

Billing Period: 11/22/21 to 2/22/22

Amount of Abatement Request: The average last yr. was \$200. Request \$600 -

Reason for Abatement Request: The 2nd fl. tenant has 4 kids under 5 and she plugged the toilet creating water running + foul water into the 1st floor. I + took several days of DIY to correct the problem. The bill prior to this bill, the current tenant fixed a stuck valve.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

This tenant has been in litigation with us + he's tied in court + our lawyer did not do his job + the court said we owe this tenant (who we have helped) \$46,000. Where is our justice system?

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Madeline Gilmartin
(Signature)

4/12/22
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

✓

Date Received: 4/26/2022

Customer Name: Nealon Account #: 26925-18070
Combine Billing

Property Address: 67 Trenton St.

Reason for Request: Exterior faucet broken

Service Dates: 11/8/21-2/8/22 Bill Date: 3/16/2022

Consumption: 161 ccf % Increase from Average: 1073%

Average Consumption: 15 ccf Based on: 5 year average

Difference: 146 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 146 ccf at \$ 3.75 \$ 547.50

Highway Recommendation: Approved Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER
Sewer Fee Abatement Request Form



Name: James Nealon
Address: 67 Trenton St
(Street)
Manchester (City) NH (State) 03104 (Unit)
Phone Number: 603-623-2102 (Zip)
Customer Account Number: 26925-18070

Address of Property for which Abatement is Requested:
67 Trenton St
(Street)
Manchester (City) NH (State) 03104 (Unit)
(Zip)

Billing Period: 11-8-21 to 2-8-22 / Bill Total 926.75
Amount of Abatement Request: 820.00 Sewer Usage 603.75 / Water 271.77 } Bill same period last year \$ 96.77
Reason for Abatement Request: Excessive Water Charges
Exterior Water Faucet was broken and leaking.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.
Water leaked from exterior faucet into lawn.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

James M. Nealon
(Signature)

4/10/22
(Date)

Summary of Abatement Requests
August 4, 2022 to Highway Commission
September 14, 2022 to CIP/City Clerk

Number	Customer Acct #	Customer	Property Address	Abatement Rec'd Date	Request Reason	EPD Recommendation	Justification	Abatement Amount	Highway Recommendation
1	195873-7796	Kwan, William	210 Lowell St.	10/18/21	toilet leak	Grant	above 250% threshold - 1306%	1,537.50	Grant
2	198847-4398	Ragnarsson, Axel	375 Manchester St.	11/15/21	leaks	Grant	above 250% threshold - 435%	1,608.75	Grant
3	174197-11432	Mills, Richard	147 Notre Dame Ave	12/15/21	toilet leaks	Grant	above 250% threshold - 491%	513.75	Grant
4	45725-32684	Tolles, Vasilike	85 W. Mitchell St.	01/11/22	toilet leak	Grant	above 250% threshold - 1247%	323.36	Grant
5	200443-19272	Barrionto, Luis	52 Rimmer St.	01/20/22	toilet leak	Grant	above 250% threshold - 672%	986.25	Grant
6	198711-44652	Aleksivich, James	1661 Brown Ave	02/01/22	toilet leak	Grant	above 250% threshold - 760%	247.50	Grant
7	199725-16478	607 Harvard St. LLC	607 Harvard St.	02/03/22	running toilet	Grant	above 250% threshold - 583%	2,448.75	Grant
8	200245-19374	Hancock Comer Realty, LLC	282 W. Hancock St.	02/24/22	running toilet	Grant	above 250% threshold - 314%	900.00	Grant
9	127609-3374	Mora, Blanca	400 Cedar St.	03/04/22	toilet and faucet leaks	Grant	above 250% threshold - 257%	1,048.35	Grant
10	86123-64770	Renaissance I.P	294-298 Cedar St.	03/22/22	Numerous toilet leaks	Grant	above 250% threshold - 472%	2,613.00	Grant
11	191765-7186	ZIBV Properties, LLC	228 Maple St.	03/23/22	toilet leaks	Grant	above 250% threshold - 288%	1,501.50	Grant
12	5883-3794	Hope Tabernacle	222 Cedar St.	03/29/22	toilet leak	Grant	above 250% threshold - 489%	409.50	Grant
13	4949-3184	Carrier, Michael	386 Walnut St.	03/30/22	running toilet	Grant	above 250% threshold - 625%	2,148.90	Grant
14	110349-51282	Degher, Chabel	2351 Brown Ave	04/08/22	pipe burst	Grant	above 250% threshold - 1481%	861.90	Grant
15	139785-32310	Anson, Agatha	135 Elmhurst Ave	05/16/22	toilet leak	Grant	above 250% threshold - 284%	452.40	Grant
16	184385-64018	Lee, Check	70 Cleveland St.	05/16/22	leaks	Deny	below 250% threshold - 209%	0.00	Deny
17	127831-664	Gagne, Norman	76 Bloodet St.	05/17/22	leaking dish washer	Grant	above 250% threshold - 520%	708.75	Grant
18	202895-324	Dhurma & Gupta	102 Bridge St.	05/25/22	cracked water pipe in basement	Grant	above 250% threshold - 363%	1,488.75	Grant
19	168755-10282	Hendershot, Allen	655-657 Elm St.	05/31/22	running toilet	Grant	above 250% threshold - 531%	382.20	Grant
20	178427-28634	Grenier, Kenneth	185 Cushing Ave	05/31/22	leaking pipe/toilet running	Grant	above 250% threshold - 632%	319.80	Grant
21	132049-67402	Hewitt, Patricia	378-380 Amory St.	06/01/22	spigot leaking	Grant	above 250% threshold - 511%	144.30	Grant
22	59999-47224	Lamoth, Roger	202 Rockland Ave	06/01/22	toilet running	Grant	above 250% threshold - 825%	198.90	Grant
23	126459-11312	Wesson, Patrick	470 Lake Ave	06/08/22	toilet leak	Grant	above 250% threshold - 589%	585.00	Grant
24	185599-11140	Khalisa, Gurubhai	267 Carder St.	06/16/22	toilet leak	Grant	above 250% threshold - 820%	551.60	Grant
Total Abatements								\$21,990.71	

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 10/18/2021

Customer Name: Kwan

Account #: 195973-7796
Combine Billing

Property Address: 210 Lowell St.

Reason for Request: toilet leak

Service Dates: 5/24/21-8/23/21-11/22/21

Bill Date: 10/6/21-1/06/22

Consumption: 444 ccf

% Increase from Average: 1306%

Average Consumption: 34 ccf

Based on: Limited history

Difference: 410 ccf

Other Comments: _____

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 410 ccf at \$ 3.75 \$ 1,537.50

Highway Recommendation: Approved

Date: 9.12.22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris

CITY OF MANCHESTER
Sewer Fee Abatement Request Form



Name: Yassine Ikhanti
Address: 210 Lowell St
(Street)
Manchester NH (Unit)
(City) (State) 03104 (Zip)
Phone Number: 603-232-0981
Customer Account Number: 195973 7796

Address of Property for which Abatement is Requested:
210 Lowell St
(Street)
Manchester NH (Unit)
(City) (State) 03104 (Zip)

Billing Period: 05/24/21 → 08/23/21

Amount of Abatement Request: \$ 975.00

Reason for Abatement Request: Toilet Leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
 Yes No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

(Signature)

(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 11/15/2021

Customer Name: Ragnarsson

Account #: 198847-8398
Combine Billing

Property Address: 375 Manchester St.

Reason for Request: leaks

Service Dates: 9/21/21-12/20/21

Bill Date: 2/5/2022

Consumption: 557 ccf % Increase from Average: 435%

Average Consumption: 128 ccf Based on: Limited history
used prior owners

Difference: 429 ccf

Other Comments: _____

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 429 ccf at \$ 3.75 \$ 1,608.75

Highway Recommendation: Approved

Date: 9-12-22

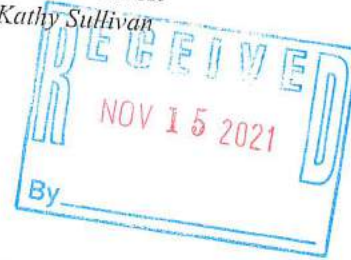
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: 375 Manchester St LLC

Address: 16 Hampton St.
Manchester (City) NH (State) 03103 (Unit)
(Zip)

Phone Number: 603-965-2131

Customer Account Number: 198847-8398

Address of Property for which Abatement is Requested:
375 Manchester St.
Manchester (City) NH (State) 03103 (Unit)
(Zip)

Billing Period: 6/21/21 - 9/21/21

Amount of Abatement Request: \$1,928.14

Reason for Abatement Request: Hot water tank burst & spilled
into basement for a long time.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.
It accumulated into the dirt floor basement and slowly
drained.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
Yes No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

11/11/2021
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 12/15/2021

Customer Name: Mills

Account #: 174197-11432
Combine Billing

Property Address: 147 Notre Dame Ave

Reason for Request: toilet leak

Service Dates: 7/12/21-10/12/21

Bill Date: 11/24/2021

Consumption: 172 ccf

% Increase from Average: 491%

Average Consumption: 35 ccf

Based on: 5 year average

Difference: 137 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 137 ccf at \$ 3.75 \$ 513.75

Highway Recommendation: Approved

Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Raymond Hebert
Harold Sullivan
Robert R. Rivard
Rick Rothwell
Bill Skouteris

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Richard E. Mills

Address: 26 BAYSHORE DR.

Merrimack (City) N.H. (State) 03253 (Unit)

Phone Number: 603-494-4346 (Zip)

Customer Account Number: 174197 - 11432

Address of Property for which Abatement is Requested:

147 NOTRE DAME AVE

Manchester (City) N.H. (State) 03102 (Unit)

Billing Period: BILL DATE 11/24/21

Amount of Abatement Request: 1/744.-

Reason for Abatement Request: TOILET LEAK IN APARTMENT NOT BROUGHT TO MY ATTENTION BY TENANT. I LEARNED OF IT BEFORE THE WATER DEPARTMENT WARNED ME OF HIGH USAGE. I HAD ALREADY BEEN REPAIRED. I DIDN'T KEEP RECEIPTS

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

FOR THE DEFECTIVE FLOAT / SHUT OFF VALVE THAT I REPLACED.

CURRENT BILL 1028.11

PREVIOUS BILL 284.43

ABATEMENT REQUESTED 744.-

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

Dec 13, 2021
(Date)

✓

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 1/11/2022

Customer Name: Tolios

Account #: 45725-32664
Combine Billing

Property Address: 85 W. Mitchell St.

Reason for Request: toilet leak

Service Dates: 9/21/21-12/20/21-3/21/22

Bill Date: 2/6/22 & 5/8/22

Consumption: 187 ccf

% Increase from Average: 1247%

Average Consumption: 15 ccf

Based on: 5 year average

Difference: 172 ccf

Other Comments: _____

EPD Recommendation: Grant - Abatement exceeds the 250% threshold

Approved JFM

Abatement Total: 172 ccf at \$ 1.88 \$ 323.36

Highway Recommendation: Approved

Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Mrs. Vasilike Tolios

Address: 85 W. Mitchell ST.
(Street)
Manchester (City) N.H. (State) 03103 (Unit)
Phone Number: 603-622-2521 (Zip)

Customer Account Number: 45725-32664

Address of Property for which Abatement is Requested:

(Street) (Unit)
(City) (State) (Zip)

Billing Period: 9-21-2021-12-20-21

Amount of Abatement Request: \$133.12

Reason for Abatement Request: Toilet Leak - Cellar

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

Don't plan to use Cellar Toilet - right now
Thank you! Patty Concrete Floor - Cellar

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Mrs. Vasilike Tolios
(Signature)

01-10-2022
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 1/20/2022

Customer Name: Barrientos

Account #: 200443-19272
Combine Billing

Property Address: 52 Rimmon St.

Reason for
Request: toilet leak

Service Dates: 7/12/21-10/12/21-1/10/22

Bill Date: 11/24/21-2/23/22

Consumption: 309 ccf

% Increase
from Average: 672%

Average
Consumption: 46 ccf

Based on: Limited history

Difference: 263 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 263 ccf at \$ 3.75 \$ 986.25

Highway
Recommendation: Approved

Date: 9-12-22

4-12-2021

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkish
Trixie Vasquez
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Luis Barrientos / Anilza Barrientos

Address: 52 Rimmon st #1
Manchester (City) NH (State) (Unit)

Phone Number: 781 727-4347 03102 (Zip)

Customer Account Number: 200443-19272

Address of Property for which Abatement is Requested:
52 Rimmon st #1
Manchester (City) NH (State) 03102 (Zip)

Billing Period: (10/12/21 - 1/10/22) see receipt attached pd

Amount of Abatement Request: \$ 315.00 \$ 615.53

Reason for Abatement Request: toilet on the 1st floor
has been leaking and running constantly.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.
toilet was constantly running, the
handle to flush was replaced and that seem
to fix the issue.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
Yes No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Anilza Barrientos
(Signature)

1/20/22
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 2/1/2022

Customer Name: Aleskivitch

Account #: 199711-44952
Combine Billing

Property Address: 1661 Brown Ave

Reason for Request: toilet leak

Service Dates: 9/21/21-1/6/22

Bill Date: 2/2/2022

Consumption: 76 ccf

% Increase from Average: 760%

Average Consumption: 10 ccf

Based on: Limited history

Difference: 66 ccf

Other Comments: _____

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Approved JFM

Abatement Total: 66 ccf at \$ 3.75 \$ 247.50

Highway Recommendation: Approved

Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: James Aleksivitch
Address: 1661 Brown Avenue
Manchester NH 03103
(City) (State) (Zip)
Phone Number: 978-758-4904

Customer Account Number: 199771-44952

Address of Property for which Abatement is Requested:
1661 Brown Avenue
Manchester NH 03103
(City) (State) (Zip)

Billing Period: 9/21/21 - 12/30/21

Amount of Abatement Request: _____

Reason for Abatement Request: Toilet Leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

Toilet Leak

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

1/22/22
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 2/3/2022

Customer Name: 607 Harvard St. LLC Account #: 189725-16478
Combine Billing

Property Address: 607 Harvard St.

Reason for Request: running toilet

Service Dates: 9/7/21-12/6/21-3/7/22 Bill Date: 1/19/22-4/20/22

Consumption: 769 ccf % Increase from Average: 583%

Average Consumption: 132 ccf Based on: 5 year average

Difference: 637 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jm

Abatement Total:	<u>400 ccf</u>	<u>at \$ 3.90</u>	<u>\$</u>	<u>1,560.00</u>
	<u>237 ccf</u>	<u>at \$ 3.75</u>	<u>\$</u>	<u>888.75</u>
			Total \$	2,448.75

Highway
Recommendation: Approved Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER
Sewer Fee Abatement Request Form



Name: J&C Properties, LLC (property manager for 607 Harvard Street, LLC)

Address: PO Box 10401

Bedford (Street) NH (Unit)
(City) (State) 03110 (Zip)

Phone Number: 603-819-3183

Customer Account Number: 189725-16478

Address of Property for which Abatement is Requested:
607 Harvard Street

Manchester (Street) NH (Unit)
(City) (State) 03103 (Zip)

Billing Period: 9/7/21 - 12/6/21 - 3-7-22

Amount of Abatement Request: \$1,671.77

Reason for Abatement Request: We had a running toilet

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Jeffrey Duchesne
(Signature)

2/2/22
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

✓

Date Received: 2/24/2022

Customer Name: Hancock Corner Realty, LLC Account #: 200245-19374
Combine Billing

Property Address: 282 W. Hancock St.

Reason for Request: Running toilet

Service Dates: 9/29/21-1/5/22 Bill Date: 2/9/2022

Consumption: 352 ccf % Increase from Average: 314%

Average Consumption: 112 ccf Based on: Limited history
used prior owners

Difference: 240 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 240 ccf at \$ 3.75 \$ 900.00

Highway
Recommendation: Approved Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER
Sewer Fee Abatement Request Form



Name: HANCOCK CORNER REALTY, LLC

Address: 33 SEWALL WOODS RD

MELROSE

(Street)

MA

02176

(Unit)

Phone Number: 781-606-4908

(State)

(Jerry Brophy owner)

(Zip)

Customer Account Number: 200 245-19374

Address of Property for which Abatement is Requested:

282 WEST HANCOCK ST

(Street)

MANCHESTER

(City)

NH

(State)

(Unit)

(Zip)

Billing Period: 9-29-21-1-5-22

Amount of Abatement Request: _____

Reason for Abatement Request:

9/29/21 to 1/5/22
Habit by 8600. Now THIS BILL 2/9/22 IS OVER \$1500 THAN TAL NORMAL USAGE.
WE INSPECTED ALL TAL UNITS AND FOUND A RUNNING TOILET. TENANT SAYS IT
STARTED LAST SUMMER BUT NEVER TOLD US. IT WAS FIXED ON 2/15/22.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
____ Yes _____ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Gerard Bigg
(Signature)

2-22-22
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 3/4/2022

Customer Name: Mora Account #: 127609-3374
Combine Billing

Property Address: 400 Cedar St.

Reason for Request: toilet and faucet leaks

Service Dates: 9/14/21-12/14/21-3/14/22 Bill Date: 1/26/22-4/7/22

Consumption: 448 ccf % Increase from Average: 257%

Average Consumption: 174 ccf Based on: 5 year average

Difference: 274 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jm

Abatement Total:	139 ccf	at \$ 3.90	\$	542.10
	135 ccf	at \$ 3.75	\$	506.25
	Total			\$ 1,048.35

Highway
Recommendation: Approved Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Blanca Ramirez
Address: 400 Cedar St. 126 Monarch Ave
(Street)
Manchester Goffstown NH (Unit)
(City) (State) 03102 03045 (Zip)
Phone Number: (603) 341-0035

Customer Account Number: 127609-3374

Address of Property for which Abatement is Requested:

400 Cedar St.
(Street)
Manchester NH (Unit)
(City) (State) 03103 (Zip)

Billing Period: 9/14/21 - 12/14/21

Amount of Abatement Request: \$536.25

Reason for Abatement Request: Two toilet leaks and a leaky faucet

Note: We bought a new toilet and the old toilet we only fixed the pump because it was too low causing water to leak. And we fixed the leaky faucet.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Blanca Ramirez
(Signature)

3/1/22
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

✓

Date Received: 3/22/2022

Customer Name: Renaissance I LP Account #: 86123-64770
Combine Billing

Property Address: 294-298 Cedar St.

Reason for Request: Numerous toilet leaks

Service Dates: 12/14/21 - 3/14/2022 Bill Date: 4/28/2022

Consumption: 850 ccf % Increase from Average: 472%

Average Consumption: 180 ccf Based on: 5 year average

Difference: 670 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jim

Abatement Total: 670 ccf at \$ 3.90 \$ 2,613.00

Highway
Recommendation: Approved Date: 4-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burlash
Trixie Vasquez
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Renew I, LP 40 Stewart Property Management

Address: P.O. Box 10540

Bedford (City) N.H. (State) 03110 (Unit)

Phone Number: 603-657-4552 (Zip)

Customer Account Number: 86123-64770

Address of Property for which Abatement is Requested:

294-298 Cedar Street (Street)

Manchester (City) NH (State) 03103 (Unit)

Billing Period: 12/14/2021 - 03/14/2022

Amount of Abatement Request: \$2512.50

Reason for Abatement Request: 6 out of 9 units needed
flappers, toilets were running constantly.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
Yes No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

3-21-2022
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 3/23/2022

Customer Name: ZIBV Properties, LLC

Account #: 191765-7186
Combine Billing

Property Address: 228 Maple St.

Reason for Request: toilet leaks

Service Dates: 12/14/21 - 3/14/22

Bill Date: 4/28/2022

Consumption: 590 ccf

% Increase from Average: 288%

Average Consumption: 205 ccf

Based on: 10 quarter average
Limited history

Difference: 385 ccf

Other Comments: _____

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Approved JFM

Abatement Total: 385 ccf at \$ 3.90 \$ 1,501.50

Highway Recommendation: Approved

Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: ZJBV Properties LLC

Address: 300 Gay St
(Street)

Manchester NH 03103
(City) (State) (Zip)

Phone Number: 603-641-8608

Customer Account Number: 191705-7186

Address of Property for which Abatement is Requested:

228 Maple St
(Street)

Manchester NH 03103
(City) (State) (Zip)

Billing Period: 12-14-2021 - thru 3/14/2022

Amount of Abatement Request: \$1612.50

Reason for Abatement Request: 2 toilets leaking

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☒ No N/A

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

3/22/22
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 3/28/2022

Customer Name: Hope Tabernacle

Account #: 5883-3794

Combine Billing

Property Address: 222 Cedar St.

Reason for Request: toilet leak

Service Dates: 12/14/21 - 3/14/2022

Bill Date: 4/28/2022

Consumption: 132 ccf

% Increase from Average: 489%

Average Consumption: 27 ccf

Based on: 5 year average

Difference: 105 ccf

Other Comments: _____

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 105 ccf at \$ 3.90 \$ 409.50

Highway Recommendation: Approved

Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Hope Tabernacle

Address: 222 Cedar St.

Manchester
(City)

NH
(State)

03103
(Unit)
(Zip)

Phone Number: _____

Customer Account Number: 5853-3794

Address of Property for which Abatement is Requested:

222 Cedar St.

Manchester
(City)

NH
(State)

03103
(Unit)
(Zip)

Billing Period: 12-14-21 - 3-14-22

Amount of Abatement Request: \$378.75

Reason for Abatement Request: Leaking Toilet

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Juan Rio
(Signature)

3/24/22
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 3/30/2022

Customer Name: Carrier

Account #: 4949-3184
Combine Billing

Property Address: 386 Walnut St.

Reason for
Request: running toilet

Service Dates: 11/22/21-2/22/22

Bill Date: 4/5/2022

Consumption: 656 ccf

% Increase
from Average: 625%

Average
Consumption: 105 ccf

Based on: 5 year average

Difference: 551 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approved JTM

Abatement Total: 551 ccf at \$ 3.90 \$ 2,148.90

Highway
Recommendation: Approved

Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burlakush
Trixie Vasquez
Armand Forest
Kathy Sullivan

RECEIVED
MAR 30 2022
By

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Michael Carrier / Diane Shaw - Carrier

Address: 67 Holt Ave
(Street) Manchester N.H. 03109
(City) (State) (Zip)

Phone Number: 603-345-3459 (Mike) 603-345-3459 (Diane)
Customer Account Number: 4949-3184

Address of Property for which Abatement is Requested:

386 Walnut St
(Street) Manchester N.H. 03104
(City) (State) (Zip)

Billing Period: 11.22.21 2.22.22

Amount of Abatement Request: \$2,156.25

Reason for Abatement Request: Running Flush Toilet w/o
Knowledge. Tenant didn't notify & notification
not given because T. Diane was in the hab for
Broken Shoulder

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Diane E. Shaw-Carrier
(Signature)

3.4.22
(Date)

✓

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 4/8/2022

Customer Name: Dagher

Account #: 110349-51282
Combine Billing

Property Address: 2351 Brown Ave

Reason for
Request: Pipe burst

Service Dates: 12/20/21-3/21/22

Bill Date: 4/28/2022

Consumption: 237 ccf

% Increase
from Average: 1481%

Average
Consumption: 16 ccf

Based on: 5 year average

Difference: 221 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 221 ccf at \$ 3.90 \$ 861.90

Highway
Recommendation: Approved

Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

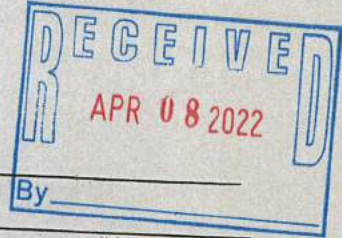
Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER
Sewer Fee Abatement Request Form



Name: Charles Dagher

Address: 24 Colonial Dr.

Bedford (Street) N.H. (Unit)
(City) (State) 03110 (Zip)

Phone Number: 603 858 9777

Customer Account Number: 110349-51282

Address of Property for which Abatement is Requested:

2351 Brown Ave

Manchester (Street) N.H. (Unit)
(City) (State) 03103 (Zip)

Billing Period: 12/20/21 till 3/21/22

Amount of Abatement Request: 889²⁰

Reason for Abatement Request: PIPE BURST

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

basement

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

4/7/2022
(Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6595 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 5/16/2022

Customer Name: Anson

Account #: 139765-32310

Combine Billing

Property Address: 135 Elmhurst Ave

Reason for
Request: toilet leak

Service Dates: 12/27/21-3/28/22-6/27/22

Bill Date: 5/10/22-8/12/22

Consumption: 179 ccf

% Increase
from Average: 284%

Average
Consumption: 63 ccf

Based on: 5 year average

Difference: 116 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 116 ccf at \$ 3.90 \$ 452.40

Highway
Recommendation: Approved

Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: AGATHA Anson

Address: 135 Elmhurst Ave Apt # 1
Manchester (City) NH (State) 03103 (Unit)
Phone Number: (603) 512-3223 (Zip)
Customer Account Number: 139765-32310

Address of Property for which Abatement is Requested:
135 Elmhurst Ave Apt # 1
Manchester (City) NH (State) 03103 (Unit)
Billing Period: 12/27/21 - 3-28-22

Amount of Abatement Request: _____

Reason for Abatement Request: Water bill was more than the usual amount Very high Tenant broke Toilet And never told Landlord Landlord replaced toilet

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

Ceiling on first floor was caving in due to the water from tenant toilet upstairs. Landlord repaired the ceiling

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☒ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Agatha Anson
(Signature)

4/19/2022
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 5/16/2022

Customer Name: Lee

Account #: 184365-64018

Combine Billing

Property Address: 70 Cleveland St.

Reason for
Request: leaks

Service Dates: 12/27/21-3/28/22

Bill Date: 5/11/2022

Consumption: 205 ccf

% Increase
from Average: 209%

Average
Consumption: 98 ccf

Based on: 5 year average

Difference: 107 ccf

Other Comments: _____

EPD
Recommendation: Deny- Abatement does not exceed the 250% threshold

Deny Jm

Abatement Total: ccf at \$ 3.90 \$ -

Highway
Recommendation: *Deny*

Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Check Lee

Address: 202 Old Billerica Rd

Bedford (Street) MA (Unit) 01730
(City) (State) (Zip)

Phone Number: 978-239-4169

Customer Account Number: 184365-64018

Address of Property for which Abatement is Requested:

70 Cleveland St
(Street)
Manchester (City) NH (State) 03102 (Unit)
(Zip)

Billing Period: 12-27-2021 to 3-28-2022

Amount of Abatement Request: 608.41

Reason for Abatement Request: water leak (see receipt)

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Check Lee
(Signature)

May 12, 2022
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 5/17/2022

Customer Name: Gagne

Account #: 127831-664

Property Address: 76 Blodget St.

Combine Billing

Reason for Request: leaking dish washer

Service Dates: 11/16/21-2/14/22

Bill Date: 3/23/2022

Consumption: 234 ccf

% Increase from Average: 520%

Average Consumption: 45 ccf

Based on: 5 year average

Difference: 189 ccf

Other Comments: _____

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Approved JFM

Abatement Total: 189 ccf at \$ 3.75 \$ 708.75

Highway Recommendation: Approved

Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: NORMAN GAGNE

Address: 76 BLODGET MANCHESTER NH 03104
(Street) (City) (State) (Zip) whole house

Phone Number: 603-623-7326

Customer Account Number: 127831-644 664

Address of Property for which Abatement is Requested:
76 BLODGET ST MANCHESTER NH 03104
(Street) (City) (State) (Zip) whole house

Billing Period: 11-16-21 7-14-22

Amount of Abatement Request: \$499.20

Reason for Abatement Request: dish washer leaking

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

evidently it leaked for a while, because it finally came
threw the wall down stair over her sink. I should say
behind the sink down to her cupboard under sink

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.

☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Mrs Donna Gagne
(Signature)

5/17/22
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 5/25/2022

Customer Name: Dhunna & Gupta

Account #: 202895-324
Combine Billing

Property Address: 102 Bridge St.

Reason for Request: cracked water pipe in basement

Service Dates: 11/16/21-2/14/22

Bill Date: 3/23/2022

Consumption: 548 ccf

% Increase from Average: 363%

Average Consumption: 151 ccf

Based on: Limited history
used prior owners

Difference: 397 ccf

Other Comments: _____

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jim

Abatement Total: 397 ccf at \$ 3.75 \$ 1,488.75

Highway Recommendation: Approved

Date: 9-12-22

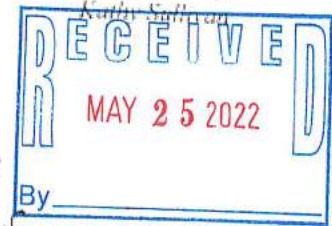
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: SUNIL DHUNNA - BRIDGE STREET LLC
Address: 15 BILL'S WAY
(Street) (Unit)
BEDFORD NH 03110
(City) (State) (Zip)
Phone Number: 732-425-1292
Customer Account Number: 202895-324

Address of Property for which Abatement is Requested:
102 BRIDGE ST
(Street) (Unit)
MANCHESTER NH 03104
(City) (State) (Zip)

Billing Period: 11/16/2021 - 02/14/2022 ; 10/12/2021 - 11/16/2021
Amount of Abatement Request: \$ 2,958 (sewer) ~~\$ 3077.41~~

Reason for Abatement Request: High water usage at this property from 10/12/21-2/14/22 was due to a cracked water pipe in the basement - the water was leaching into the dirt basement floor and not going into the sewer. Please find attached the repair plumbing bill for evidence.

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.
There was a cracked water pipe discharging water directly into the DIRT BASEMENT FLOOR - it did not discharge into a sewer. Please find attached pictures.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

05/24/2022
(Date)

✓
CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 5/31/2022

Customer Name: Hendershot

Account #: 168755-10282
Combine Billing

Property Address: 655-657 Elm St.

Reason for
Request: running toilet

Service Dates: 12/20/21-3/21/22

Bill Date: 5/3/2022

Consumption: 137 ccf

% Increase
from Average: 351%

Average
Consumption: 39 ccf

Based on: 5 year average

Difference: 98 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 98 ccf at \$ 3.90 \$ 382.20

Highway
Recommendation: Approved

Date: 9-12-22

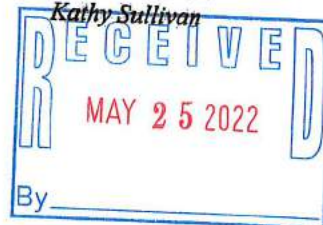
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: ALLEN HENDERSHOT

Address: 655 ELM STREET

MANCHESTER (City)

NH (State)

03101 (Unit)
(Zip)

Phone Number: 603-703-6633

Customer Account Number: 168755 - 10282

Address of Property for which Abatement is Requested:

655-657 ELM STREET

MANCHESTER (City)

NH (State)

03101 (Unit)
(Zip)

Billing Period: 12/20/21 - 3/21/22

Amount of Abatement Request: \$276.90

Reason for Abatement Request: RUNNING TOILET

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

(Signature)

(Date)

✓

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 5/31/2022

Customer Name: Grenier

Account #: 178427-28634
Combine Billing

Property Address: 185 Cushing Ave.

Reason for
Request: pipe leaking and toilet running

Service Dates: 12/7/21-3/7/22

Bill Date: 4/20/2022

Consumption: 101 ccf % Increase
from Average: 532%

Average
Consumption: 19 ccf Based on: 5 year average

Difference: 82 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 82 ccf at \$ 3.90 \$ 319.80

Highway
Recommendation: Approved

Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Kenneth and Patricia Grenier

Address: 185 Cushing Ave

Manchester (City)

NH (State)

03109 (Unit)
(Zip)

Phone Number: 603-669-7153

Customer Account Number: 178 427-28634

Address of Property for which Abatement is Requested:

185 Cushing Ave (Street)

Manchester (City)

NH (State)

03109 (Unit)
(Zip)

Billing Period: 12/6/2021 to 3/7/2022

Amount of Abatement Request: \$347.10

Reason for Abatement Request: Toilet and pipe leak and
Running toilet

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

WATER FROM pipe leak accumulated
in basement with a concrete floor

N/A
If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Kevin A. Sheppard
(Signature)

May 18, 2022
(Date)

✓

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 6/1/2022

Customer Name: Hewitt

Account #: 132049-67402
Combine Billing

Property Address: 378-380 Amory St.

Reason for
Request: spigot leaking

Service Dates: 1/4/22-4/4/22

Bill Date: 5/18/2022

Consumption: 46 ccf

% Increase
from Average: 511%

Average
Consumption: 9 ccf

Based on: 5 year average

Difference: 37 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jjm

Abatement Total: 37 ccf at \$ 3.90 \$ 144.30

Highway
Recommendation: Approved

Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burlakush
Trixie Vasquez
Armand Forest
Kathy Sullivan



CITY OF MANCHESTER

Sewer Fee Abatement Request Form

Name: Patricia E. Hewitt (Alexander Hewitt)

Address: 380 Amory Street
(Street)
Manchester (City) NH (State) 03102 (Unit)

Phone Number: C: 603 493-2881 H: 603 625-4717 (Zip)

Customer Account Number: 132049-67402

Address of Property for which Abatement is Requested:
380 Amory St
(Street)
Mane. (City) NH (State) 03102 (Unit)
(Zip)

Billing Period: 1/4/22 - 4/4/22

Amount of Abatement Request: \$ 156.00

Reason for Abatement Request: Basement pipe had a spigot with small drip on to concrete floor. Jim Trombly Plumbing and heating replaced the spigot with a plug at no charge. See attached picture

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

Patricia E. Hewitt
(Signature)

5/29/22
(Date)

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 6/1/2022

Customer Name: Lamothe

Account #: 59999-42224

Property Address: 202 Rockland Ave

Combine Billing

Reason for Request: toilet running

Service Dates: 1/4/22-4/4/22

Bill Date: 5/18/2022

Consumption: 63 ccf

% Increase from Average: 525%

Average Consumption: 12 ccf

Based on: 5 year average

Difference: 51 ccf

Other Comments: _____

EPD Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 51 ccf at \$ 3.90 \$ 198.90

Highway Recommendation: Disapproved

Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER
Sewer Fee Abatement Request Form



Name: ROGER W LAMOTHE

Address: 202 ROCKLAND AVE
(Street)

MANCHESTER
(City)

NH
(State)

(Unit)

03102

(Zip)

Phone Number: 603 6576082

Customer Account Number: 09999-62224

Address of Property for which Abatement is Requested:

202 ROCKLAND AVE
(Street)

MANCHESTER
(City)

NH
(State)

(Unit)

03102

(Zip)

Billing Period: 1-4-22 To 4-4-22

Amount of Abatement Request: \$198.90

Reason for Abatement Request: Running Toilet

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

(Signature)

(Date)

✓

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 6/8/2022

Customer Name: Wesson

Account #: 126549-11312
Combine Billing

Property Address: 470 Lake Ave

Reason for
Request: toilet leak

Service Dates: 12/14/21-3/14/22

Bill Date: 4/27/2022

Consumption: 182 ccf

% Increase
from Average: 569%

Average
Consumption: 32 ccf

Based on: 5 year average

Difference: 150 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 150 ccf at \$ 3.90 \$ 585.00

Highway
Recommendation: Approved

Date: 9-12-22

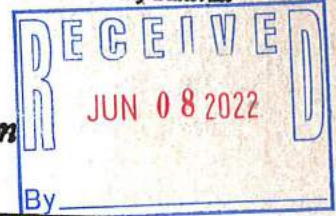
Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNall, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkhush
Trixie Vasquez
Armand Forest
Kathy Sullivan



CITY OF MANCHESTER
Sewer Fee Abatement Request Form

Name: Patrick Wesson

Address: 470 Lake Ave 744 Abbott Hill Rd

Manchester Wilton NH 03103-03086
(City) (State) (Zip)

Phone Number: 603-540-7219

Customer Account Number: 126549-11312

Address of Property for which Abatement is Requested:

470 Lake Ave
(Street)
Manchester NH 03103
(City) (State) (Zip)

Billing Period: 12-14-21 to 3-14-21

Amount of Abatement Request: 620.10

Reason for Abatement Request: Toilet leak from 1st floor
tenant

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☐ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

6-8-22
(Date)

300 Winston Street • Manchester, New Hampshire 03103 • (603) 624-6395 • FAX: (603) 628-6234
E-mail: EPD@manchesternh.gov • Website: www.manchesternh.gov

CITY OF MANCHESTER
HIGHWAY DEPARTMENT
ENVIRONMENTAL PROTECTION DIVISION
Sewer Abatement Investigation and Recommendation

Date Received: 6/16/2022

Customer Name: Khalsa

Account #: 189599-11140
Combine Billing

Property Address: 267 Cartier St.

Reason for
Request: toilet leak

Service Dates: 1/10/22-4/11/22

Bill Date: 5/25/2022

Consumption: 164 ccf

% Increase
from Average: 820%

Average
Consumption: 20 ccf

Based on: 13 quarter average
limited history

Difference: 144 ccf

Other Comments: _____

EPD
Recommendation: Grant- Abatement exceeds the 250% threshold

Approved Jm

Abatement Total: 144 ccf at \$ 3.90 \$ 561.60

Highway
Recommendation: Approved

Date: 9-12-22

Kevin A. Sheppard, P.E.
Public Works Director

Timothy J. Clougherty
Deputy Public Works Director

Frederick J. McNeill, P.E.
Chief Engineer



Commission
Patrick Robinson
James Burkush
Trixie Vasquez
Armand Forest
Kathy Sullivan

CITY OF MANCHESTER
Sewer Fee Abatement Request Form



Name: Sat Narayan Khalsa
Address: 11 Old Post Road
Newington (Street) NH 03801 (Unit)
(City) (State) (Zip)
Phone Number: (603)-502-3272

Customer Account Number: 189559-11140

Address of Property for which Abatement is Requested:

207 Cartier St.
Manchester (Street) (Unit)
(City) (State) (Zip)
NH 03102

Billing Period: 1-10-22 to 4-11-22

Amount of Abatement Request: \$573.20

Reason for Abatement Request: First Floor tenant toilet leak

If abatement request is due to an "extraordinary event" such as a hot water tank failure or a water pipe bursting, please state where the water accumulated (basement, outside, bathroom, etc.) and ultimately where it discharged. If it was in a basement, please indicate if the floor is dirt or concrete.

If abatement request is due to a leaking irrigation system, state if a sewer deduct meter is in place.
☐ Yes ☒ No

Verification that applicant does not have any outstanding debts to the City of Manchester, all work is in compliance with codes/ordinances, and all necessary City permits have been obtained and approved.

[Signature]
(Signature)

6/7/22
(Date)

Chief of Police
Allen D. Aldenberg
Assistant Chief
Steven A. Mangone



Commission
John G. Cronin, *Chairman*
Charlie Sherman
Manny Content
Eva Castillo
John Mercier

CITY OF MANCHESTER
Police Department

August 2, 2022

To: Alderman Stewart, Chairman, CIP Committee
From: Steve Hoeft, BSO

Re: MHRA Community Policing

Attached is the Manchester Housing and Redevelopment Authority Agreement in the amount of \$131,000.00 for another MHRA Community Policing agreement.

The grant period for this grant is 7/1/2022 to 6/30/2023.

The funds breakdown is as follows:

Salaries - \$131,000.00

Please process this as a project for approval.

Sincerely,

Steven L. Hoeft
Business Service Officer

Michael L. Briggs Public Safety Building
405 Valley Street • Manchester, New Hampshire 03103 • (603) 668-8711 • FAX: (603) 668-8941
E-mail: ManchesterPD@manchesternh.gov • Website: www.manchesterpd.com

A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



CIP BUDGET AUTHORIZATION

CIP#: 410423 Project Year: 2023 CIP Resolution: 5/17/2022
 Title: MHRA Community Policing Amending Resolution: 10/18/2022
 Administering Department: Police Dept Revision:

Project Description: Police services at all of MHRA's public housing hi-rise buildings and developments, including Manseau Manor, Elmwood Gardens Apartments, Kelley Falls Apartments, Lincoln & Clay Street, Merrimack Street and Lowell Street and scattered sites to include the LIHTC Properties.

Federal Grants Federal Grant: No **Environmental** Review Required: No
 Grant Executed: Completed:

Critical Events

1. Project Initiation	7/1/2022
2. Project Completion	6/30/2023
3.	
4.	
5.	
	6/30/2023

Line Item Budget

	OTHER			TOTAL
Salaries and Wages	\$131,000.00	\$0.00	\$0.00	\$131,000.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$131,000.00	\$0.00	\$0.00	\$131,000.00

Revisions:

Comments: OTHER Funding: Manchester Housing and Redevelopment Authority. Project initiation and completion dates determined by the grantor.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty Two

A RESOLUTION

“Amending the FY2023 Community Improvement Program, authorizing and appropriating funds in the amount of One Hundred Thirty One Thousand Dollars (\$131,000) for the FY 2023 CIP 410423 MHRA Community Policing”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2023 CIP as contained in the 2023 CIP budget; and

WHEREAS, the 2023 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate OTHER funding from the Manchester Housing and Redevelopment Authority for the implementation of MHRA Community Policing;

NOW, THEREFORE, be it resolved that the 2023 CIP be amended as follows:

By adding:

FY 2023 CIP 410423 MHRA Community Policing - \$131,000 OTHER

Resolved, that this Resolution shall take effect upon its passage

MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY

CONTRACT FOR THE PROVISION OF SUPPLEMENTAL POLICE SERVICES

This Contract, made and entered into this 1st day of July, 2022, by and between the Manchester Housing and Redevelopment Authority of the City of Manchester, County of Hillsborough, (hereinafter also called the "Authority") and the Manchester Police Department, (hereinafter also called the "Department") is for the provision of specific supplemental police services associated with the Authority's security programs.

WHEREAS, the Authority desires to contract with the Department for supplemental police services to create a drug and crime free environment and to provide for the safety and protection of the residents in its public housing developments; and

WHEREAS, the Department desires to assist in the security effort by providing effective police services at all the Authority's public housing hi-rise buildings and developments, including: Manseau Manor, Elmwood Gardens Apartments, Kelley Falls Apartments, Lincoln & Clay Streets, Merrimack Street & Lowell Street, and scattered sites to include the LIHTC Properties:

NOW, THEREFORE, the Authority and the Department agree as follows:

ARTICLE I SCOPE OF SERVICES

SECTION ONE: SERVICES PROVIDED BY THE DEPARTMENT

The Department will provide a minimum of two (2) full-time police officers to perform specialized patrols to enforce state and local laws. The officers may patrol the developments on foot or bicycle. Sworn officers shall at all times remain part of, subject to and in direct relationship with the Department's chain of command and under Department rules, regulations and standard operating procedures. A job description of duties and responsibilities is attached hereto as "Exhibit A".

The Department agrees that the services rendered by the assigned personnel under this Contract are in addition to baseline police services. The Department agrees that it will not reduce its current level of police services to the public housing developments, particularly in the areas of community policing, patrol, criminal investigations, records, dispatch and special operations.

The manner and method of performance of services is specified in Article IV, Plan of Operations.

The duties and extent of services of the assigned personnel shall include but shall not be limited to:

The Department agrees to assign police officers to targeted areas during the specific periods of time identified by the Authority to maintain a police patrol presence. The specific periods of time are set forth hereto as "Exhibit B".

The Department agrees that it will employ a community policing concept as described in Section C. Community Policing Strategy in "Exhibit C Plan of Operations," attached hereto.

The Department agrees to collect and provide crime calls and calls for service in and around public housing property for a five-block radius. (See Article IIIB).

It is further agreed that, to the extent necessary, the assigned personnel will appear as witnesses in civil and criminal court proceedings as a direct result of their law enforcement functions in or near public housing developments and involving any resident, member of a resident's household, or any guest or guests of a resident or household member.

The Department agrees that a policy manual exists to regulate police officers' conduct and activities; all police officers have been provided a copy of the policy manual; the Department has a signed receipt from each officer that he or she has received and understands the contents of the manual; and personnel have been trained on the regulations and orders within the manual. The manual is entitled "Manchester, New Hampshire Police Department Rules and Regulations and Standard Operating Procedures".

The Department agrees that it will provide the assigned personnel with such basic equipment as may be necessary and reasonable in order to allow the police officers to carry out the duties anticipated under this Contract. The

Department shall designate the Community Policing Captain or his designee or the Administrative Liaison, who will work in concert with the Authority's Housing Operations Director or that officer's designee.

For the purposes of this Contract the Administrative Liaison will perform the following duties:

Coordinate the dissemination and processing of police and security reports, provide supervisory assistance, and coordinate in resolving problems or in carrying out the provisions of this Contract;

Establish and maintain an ongoing line of communication with Supervisors and other police personnel;

Initiate and monitor ongoing lines of communication with residents and designated Authority personnel to effectively employ the community policing concept and to address in a timely manner concerns raised by community leaders;

Assist or advise in the planning and implementation of other grant-funded security programs within the Authority; and

Report regularly to the Authority criminal activities occurring on or near Authority public housing properties.

The Department will at all times provide supervision, control and discretion of all full-time work activities and assignments of police personnel, including disciplinary actions. It is expressly understood that the Department shall be responsible for the compensation of the officers and all employee benefits, as well as any injury to officers, their property, or the City's property while on the Authority's property.

The Department agrees to indemnify, defend and hold harmless the Manchester Housing and Redevelopment Authority, its commissioners and any person working on its behalf from any claims, damages or liabilities arising out any action by any member of the Department.

SECTION TWO: SERVICES PROVIDED BY THE AUTHORITY

A. The Authority will provide:

1. Orientation and familiarization with the public housing communities for the assigned personnel.
2. Orientation to the lease agreement, and lease compliance enforcement procedures and policies.

B. The Authority shall reserve the right to reasonably request the Department to replace any assigned personnel.

C. The Authority will provide the Department with the applicable Authority rules and regulations for reporting under this Contract.

D. Nothing herein contained shall be construed as permitting or authorizing police officers to use any method or to act in any manner in violation of law or of their sworn obligations as police officers.

ARTICLE II ENFORCEMENT OF RULES AND REGULATIONS

The Department, through its police officers is hereby empowered to enforce the following Authority rules and regulations:

1. Unauthorized visitors in vacant units of the Authority shall be removed.
2. Unauthorized visitors creating disturbance or otherwise interfering with the peaceful enjoyment of lessees on Authority property shall be removed.
3. Unauthorized visitors destroying, defacing or removing Authority property shall be removed and/or criminal enforcement actions shall be taken.

With regard to the foregoing rules and regulations, the Department's police officers are hereby authorized to give criminal trespass warnings to any persons found in violation of said rules or regulations, i.e., to give notice to any violators that their entry on the property or premises is forbidden, and to arrest or cause the arrest and prosecution of any violators, when appropriate.

ARTICLE III COMMUNICATIONS, REPORTING AND EVALUATION

A. Communications

1. Access to Information

The Department agrees that the Authority and the Department will share appropriate criminal records information which in any way deals with criminal activity on or near any of the Authority's properties, subject to applicable federal and state laws and Department policies. It is further agreed that the Department will provide to the Authority copies of such incident reports, arrest reports or other public documents which document or substantiate actual criminal activity in or connected with the public housing developments, subject to the "Right to Know" law. This information will be provided at no cost by the Department on a regular basis in accordance with specific procedures that have been or will be established. The Department will also furnish any other reports and/or information as may be required from time to time by the Authority, its funding sources or other entities.

B. Reporting

1. Forms

The Department will provide to the Authority at least monthly a summary of all activities undertaken by all assigned personnel (police officers). This report may include, but not be limited to, data as follows:

- a. Scheduled hours of all assigned personnel.
- b. Calls/requests for service.
- c. Referrals to City/Authority/agencies.
- d. Suspicious persons - date, time, place, contacted or arrested.
- e. Vehicles abandoned/towed/stolen.
- f. Drug paraphernalia confiscated/found.
- g. Arrests/citations of both residents and outsiders to include age, sex, ethnicity.
- h. Property recovered/stolen.
- i. Counseling of residents and visitors.
- j. Broken lights/sidewalks.
- k. Graffiti.
- l. Conflict resolution; fights, domestic, etc.
- m. Weapons violations/seized.

2. Media Coordination

The Department will relay to the Executive Director or his/her designee information related to any major crime or incident that occurs on or near Authority property, preferably before the media is informed, or as soon as possible.

C. Program Evaluation

The Department and the Authority agree that any evaluation shall include:

1. Hours worked by police officers for:
 - a. Foot patrol.
 - b. Bicycle Patrol.
 - c. Motorized patrol.
 - d. Other (tactical).
2. Response times to targeted communities by Authority assigned officers vis-a-vis other Departmental officers.
3. Comparison of crime call statistics in the targeted communities as requested by the Authority or the U.S. Department of Housing and Urban Development (HUD).

4. Arrests (to include drug violations).
5. Vehicles towed.
6. Positive contacts.
7. Referrals.
8. Trespassers removed.
9. All UCR or NIBRS Reports.
10. Calls for service.
11. Weapons seized.
12. Property stolen/recovered.
13. Community feedback.

It is further agreed that the Department will provide comparable crime information for the City as a whole to demonstrate what proportion of activities City-wide occurs on or near Authority property. These reports shall be furnished by the Department to the Authority's Executive Director or that official's designee on a monthly basis.

ARTICLE IV PLAN OF OPERATIONS

- A. The Department and the Authority have prepared a detailed Plan of Operations for use in eliminating drug-related crime. The purpose of the Plan is to specify the manner and method of performance by which each of the services identified is to be administered and is attached hereto as "Exhibit C".
- B. If during the term of the Contract either party desires to amend the scope of the Plan of Operations, either party may request such an amendment via written notification. The Executive Director of the Authority and/or the Chief of Police or his designee shall provide final determinations regarding the establishment of an amendment to the Plan of Operations.

ARTICLE V TERM OF CONTRACT

The term of this Contract shall begin on July 1, 2022 and end on June 30, 2023.

ARTICLE VI COMPENSATION TO THE CITY

- A. The Authority will compensate the Department for services specified in this Contract in a total amount not to exceed one hundred thirty one thousand (\$ 131,000.00).
- B. The Authority shall reimburse the Department on a monthly basis, upon receipt of evidence of performance of the proposed services, evidence of authorized expenditures and receipt of all required reports.
- C. The Department shall provide the following documentation in requesting reimbursement: Copies of Certified Payroll Time Reports documenting names, employee identification, number of hours worked in public housing developments and supervisory approval of the report.
- D. All requests for reimbursement are subject to the approval of the Executive Director or his/her designee, and the Authority shall thereafter make payment of the approved amount within thirty days of receipt of the request for reimbursement.

ARTICLE VII TERMINATION

The Authority may terminate this Contract upon the provision of thirty (30) days written notice to the Department. Such notice shall be delivered by Certified Mail, Return Receipt Requested to the address specified in Article VIII.

The Department may terminate this Contract upon the provision of thirty (30) days written notice to the Authority. Such notice shall be delivered by Certified Mail, Return Receipt Requested to the address specified in Article VIII.

ARTICLE VIII

NOTICES

Any notices required pursuant to the terms of this Contract shall be sent by United States Certified mail to the principal place of business of each of the parties hereto, as specified below:

Authority: MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY
198 HANOVER STREET
MANCHESTER, NEW HAMPSHIRE 03104
ATTN: CATHERINE NACZAS, EXECUTIVE DIRECTOR

Department: MANCHESTER POLICE DEPARTMENT
405 VALLEY STREET
MANCHESTER, NEW HAMPSHIRE 03103
ATTN: ALLEN ALDENBERG, CHIEF OF POLICE

ARTICLE IX

CONSTRUCTION OF LAWS

This Contract is made and entered into in the City of Manchester, New Hampshire. Any and all questions of law arising hereunder shall be construed in accordance with the laws of the State of New Hampshire.

ARTICLE X

ENTIRE CONTRACT

The Contract and attachments shall consist of the following component parts:

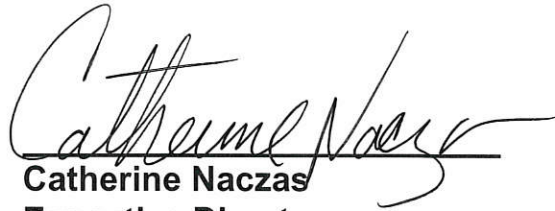
- a This Contract.
- b Plan of Operations.
- c Any subsequent addenda agreed to by both parties.

IN WITNESS WHEREOF, the Manchester Housing and Redevelopment Authority and the Manchester Police Department have respectfully caused this contract to be duly executed in triplicate as of the day and year first above written.

**MANCHESTER HOUSING AND
REDEVELOPMENT AUTHORITY**



Witness



**Catherine Naczas
Executive Director**

**MANCHESTER POLICE
DEPARTMENT**



**Joyce Craig
Mayor**



**Allen Aldenberg
Chief**

EXHIBIT A
JOB DESCRIPTION FOR POLICE OFFICERS ASSIGNED TO PUBLIC HOUSING

Police officers funded by the Authority and assigned to the Authority's developments are responsible for the delivery of supplemental police services to the residents of the Authority's developments. Specifically, officers are expected to work as community policing officers, including performing the following duties and responsibilities:

1. Respond to all calls, both emergency and non-emergency in nature, involving the Authority's developments and residents.
2. Engage in proactive policing strategies; develop and maintain rapport with public housing residents, thus fostering an atmosphere of cooperation, compassion, coordination, peace and order within the Authority's developments.
3. Encourage residents to report any and all suspicious or criminal activities, and suspected/observed abuse or neglect of people, animals or property.
4. Assist victims and homeless people, referring them to other agencies, when appropriate, for further assistance.
5. Engage in walking or bicycle patrols throughout the shift in all public areas of the Authority's developments to deter disorder or crime.
6. Work with MHRA's Community Outreach staff with the youth in Authority developments to assist them in understanding and complying with laws, regulations, and to discourage them from gang activity. Together with the MHRA Community Outreach staff develop and foster positive influences, assisting in directing the youth toward positive programs either in house or with other city agencies.
7. Work with Authority staff, residents and resident councils to develop crime prevention programs, resident patrols, and youth-oriented programs.
8. Make presentations and speeches to resident organizations and groups as assigned.
9. Remain alert to the emergency needs of residents and visitors, and take the appropriate action to protect life and property.
10. Investigate the activities of suspicious persons, as encountered or upon resident complaint, using standard police techniques and in conformance with the legal requirements to determine the identity, activity, and reason for the presence of the suspicious persons.
11. Direct vehicle traffic as required to ensure a safe, orderly flow of traffic.
12. Promptly and properly prepare and submit the required reports of the Authority and Department on each shift.
13. Counsel juvenile and adult residents, referring them to the appropriate persons or agencies for further assistance.
14. Operate a police vehicle within assigned geographic areas at the discretion of a supervisor or at own discretion according to standard police techniques and strategies in order to deter and detect criminal activity.
15. Maintain liaison with all law enforcement officers, Authority officials, and related agencies' personnel to exchange information and facilitate cooperative efforts.
16. Perform other duties as assigned.

EXHIBIT B
PATROL SCHEDULE

The Department will provide a minimum of nine eight-hour shifts per week, seven days per week by two police officers specifically assigned for this purpose, with the exception of vacation, personal leave, FMLA and sick time used by these assigned officers. Primary shift will be a day shift and evening shift to be adjusted as needed by mutual agreement between the Authority and the Department. In the absence of MHRA Community Police officers, the Manchester Police Department agrees to continue a level of service necessary to maintain the safety of all MHRA residents and their properties.

EXHIBIT C

PLAN OF OPERATIONS

A. REASONABLE EXPECTATIONS BY THE AUTHORITY OF THE DEPARTMENT

1. Provide the same level of patrol, investigations, community policing, and support services to public housing residents as the community at large in addition to the services provided to the Authority under contract.
2. Adapt patrol strategies to the public housing environment.
3. Assign staff officer in the grade of sergeant or higher as liaison with Authority designated officials to meet on crime and safety issues monthly.
4. Participate with resident council to develop anti-crime and safety strategies.
5. Provide crime prevention programs to residents on a regular basis.
6. Provide feedback to the Authority and victims of crime on status of cases.
7. Maintain specific baseline data on police services in public housing.
8. Develop and maintain a record system that tracks crime and workload by public housing development, and forward reports on a monthly basis to designated Authority official.

B. STAFFING CRITERIA

The City, by and through its Police Department, will provide a minimum of two (2) full-time officers, five days per week to perform specialized patrols to enforce all state and local laws and the Authority Rules specified in the Contract.

C. COMMUNITY POLICING STRATEGY

The community policing strategy will include concepts that are designed to facilitate improved communication and cooperation between the members of the public housing community and the police. The plan will stress the establishment of a partnership between residents, the police, local government and private services, and other local, state, and federal agencies. The primary goal of the program is to prevent crime by addressing the conditions and problems that lead to criminal activity and the fear of this type of activity.

The two assigned officers will be deployed at scheduled locations on Authority property. These locations will serve as sites for neighborhood meetings and work areas for the officers. Community problems, complaints and suggestions that are received by the Department will be forwarded to these officers for follow up and a resolution. These officers will contribute to this strategy by engaging in targeted patrol, problem solving and enforcement. As part of their assignments, these officers will be in touch with MHRA's Community Outreach Staff and with various community leaders and supporting agencies on a one to one basis in an effort to coordinate community resources and to apply these resources towards rectifying identified problems. The major public safety needs that will be addressed through redeploying these officers are the reduction of drug related offenses, a higher level of police security and protection in the neighborhoods, and an improvement in the overall quality of life for the residents.

The officers assigned to this program will generally be assigned so as to provide coverage during the designated hours. They will begin their tour of duty by reporting to police headquarters. Authority staff will contact the Community Policing Command staff with any special problems or circumstances to be addressed. On weekends and after hours the Authority staff will contact the main number of the Manchester Police Department and ask for Dispatch. Flexibility in work schedule is anticipated by the Authority so the needs and problems of residents and of the Authority can be dealt with appropriately. The officers will be supervised and their performance evaluated by the Captain of the Community Policing Division. The Captain of the Community Policing Division and the Housing Operations Director will meet monthly to keep the lines of communications open. Their primary functions will be to engage in police-citizen communication and cooperation. To facilitate this, these officers may patrol on foot or bicycles. They will engage in proactive policing strategies such as:

1. Conducting neighborhood meetings and seeking input and direction from the community;
2. Directing local resources towards improving the quality of life in the neighborhoods;
3. Working with Authority personnel in developing crime prevention programs and youth oriented programs;
4. Making presentations and speeches to resident organizations or groups;
5. Encouraging and educating residents to report all crimes and suspicious activity;
6. Working with residents to clean up neighborhoods, including the removal of trash and graffiti;
7. Enforcing the towing of abandoned or stolen vehicles;
8. Working with the youth in Authority developments, to help them comply with the laws and regulations;
9. Assisting the Authority with enforcement of administrative infractions, such as parking violations or residents allowing the presence of unauthorized visitors, and various other lease violations.

The Department shall invite a number of organizations and individuals to assist them in planning, implementing, and coordinating their community police program. The strategy is intended to involve community leaders and residents of the neighborhoods currently targeted for their plan. The strategy will also focus on drawing upon the knowledge and expertise of a number of motivated, civic minded individuals and agencies. These will include, but are not limited to Weed and Seed, City of Manchester Personnel Department, City of Manchester Planning Department, Manchester Health Department, Manchester City Welfare Department, Manchester Office of Youth Services, NH Division for Children, Youth, and Families, NH Office of Adult and Elderly Services, Manchester Office of Child Support, Manchester Housing Code Department, Manchester Housing and Redevelopment Authority, Manchester Chamber of Commerce, Central Business District Advisory Authority, ALPHA (Alliance for the Progress of Hispanic American), Latin American Center, The Salvation Army, Neighborworks Manchester and Neighborhood Crime Watch groups. All of these agencies have been helpful to the Department in the past and have expressed interest in being involved with the Department in the future.

It is anticipated that through the community police program, a partnership can be formed between the officers and the community that they are serving. Arrests, proactive police work and targeted enforcement will help curtail the problems of drugs, prostitution and violent crime. The power of this partnership will be formidable, since the members of the community have a unique and personal insight into identification of neighborhood problems, and the police have unique authority to focus and coordinate efforts to solve these problems. The goal for the community is to experience a growing sense of empowerment and responsibility as they share in directing and facilitating the problem solving activities. The officers will have the opportunity to participate in general problem solving and will have a positive impact on the quality of life in the neighborhoods that they are serving.

Chief of Police
Allen D. Aldenberg
Assistant Chief
Steven A. Mangone



Commission
John G. Cronin, *Chairman*
Charlie Sherman
Manny Content
Eva Castillo
John Mercier

CITY OF MANCHESTER
Police Department

September 14, 2022

To: Alderman Stewart, Chairman, CIP Committee
From: Steve Hoeft, BSO

Re: Highway Safety Grant

Attached is the NH Highway Safety Project Grant Award in the amount of \$76,365.75.

The dates for this grant are 10/1/2022 to 12/30/2023.

The funds breakdown is as follows:

Overtime	-	\$47,000.00
Fringes	-	\$16,300.00
Equipment	-	\$13,065.75

Please process this as a project for approval.

Sincerely,


Steven L. Hoeft
Business Service Officer

Michael L. Briggs Public Safety Building
405 Valley Street • Manchester, New Hampshire 03103 • (603) 668-8711 • FAX: (603) 668-8941
E-mail: ManchesterPD@manchesternh.gov • Website: www.manchesterpd.com

A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



CIP BUDGET AUTHORIZATION

CIP#: 410523

Project Year: 2023

CIP Resolution: 5/17/2022

Title: Highway Safety Grant

Amending Resolution: 10/18/2022

Administering Department: Police Department

Revision:

Project Description: NH Highway Safety funding to hire officers in an off-duty basis to work directed traffic laws enforcement.

Federal Grants

Federal Grant:

No

Environmental

Review Required:

No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	10/1/2022
2.	Project Completion	12/30/2023
3.		
4.		
5.		
		12/30/2023

Line Item Budget

	STATE			TOTAL
Salaries and Wages	\$47,000.00	\$0.00	\$0.00	\$47,000.00
Fringes	\$16,300.00	\$0.00	\$0.00	\$16,300.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$13,065.75	\$0.00	\$0.00	\$13,065.75
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$76,365.75	\$0.00	\$0.00	\$76,365.75

Revisions:**Comments:** Source of Funds: NH Department of Safety-Office of Highway Safety. Project initiation and completion determined by the grantor.

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty Two

A RESOLUTION

“Amending the FY 2023 Community Improvement Program, authorizing and appropriating funds in the amount of Seventy Six Thousand Three Hundred Sixty-Five Dollars and Seventy-Five Cents (\$76,365.75) for the FY 2023 CIP 410523 Highway Safety Grant.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2023 CIP as contained in the 2023 CIP budget; and

WHEREAS, the 2023 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept grant funds in the amount of \$76,365.75 from the State of New Hampshire Department of Safety for the implementation of the Highway Safety Grant program;

NOW, THEREFORE, be it resolved that the 2023 CIP be amended as follows:

By adding:

FY 2023 CIP 410523 NH Highway Safety Grant - \$76,365.75 STATE

Resolved, that this Resolution shall take effect upon its passage.

OFFICE OF HIGHWAY SAFETY GRANT AGREEMENT

The State of New Hampshire and the Subrecipient hereby mutually agree as follows:

GENERAL PROVISIONS

Grant Agreement Title: Manchester Highway Safety Grant **Grant Agreement #:** 23-113

1. Identification and Definitions.

1.1. State Agency Name New Hampshire Department of Safety Office of Highway Safety		1.2. State Agency Address 33 Hazen Drive, Room 208 Concord, NH 03305	
1.3. Subrecipient Name Manchester Police Department		1.4. Subrecipient Address 405 Valley Street Manchester, NH 03103	
Chief of Police Name: Allen D. Aldenberg Grant Contact Name: Steven L. Hoeft		Chief of Police email: aaldenberg@manchesternh.gov Grant Contact's email: shoeft@manchesternh.gov	
1.4.1 Subrecipient Type (State Govt, City/Town Govt, County Govt, College/University, Other (Specify)) City Government		1.4.2 UEI # CNSJJ8B31T48 Exp Date: 11/29/2022	
1.5. Subrecipient Phone # 603-792-5411	1.6. Effective Date 10/01/2022	1.7. Completion Date 09/30/2023	1.8. Grant Limitation \$ 76,365.75 (Total amount of Federal funds obligated to the Subrecipient (2 CFR § 200.331(a)(1)(vii))
1.9. Grant Officer for State Agency James Gilbert/Stephen Fisher		1.10. State Agency Telephone Number 603-271-2021/603-271-6708	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b." & "RSA Chapter 37 - Chairman of Selectmen, Town/City Manager, Mayor, County Commissioners."			
1.11. Subrecipient Signature 1 Subrecipient Signature 2 Subrecipient Signature 3		1.12. Name & Title of Subrecipient Signor 1 Name & Title of Subrecipient Signor 2 Name & Title of Subrecipient Signor 3	
1.13. Acknowledgment: State of New Hampshire, County of _____, on ____ / ____ / ____, before the undersigned officer, personally appeared the person(s) identified in block 1.12., known to me (or satisfactorily proven) to be the person(s) whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal)		1.13.2 Name & Title of Notary Public or Justice of the Peace	
1.14 State Agency Signature 1 X _____ Date: _____		1.15 Name & Title of State Agency Signor 1 Robert L. Quinn, Commissioner - or Designee NH Department of Safety	
1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By: _____ Assistant Attorney General, On: ____ / ____ / ____			
1.17. Approval by Governor and Council (if applicable) By: _____ On: ____ / ____ / ____			

2. SCOPE OF WORK In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:55-63, the Subrecipient identified in block 1.3 (hereinafter referred to as "the Subrecipient"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as "the Project").

3. AREA COVERED Except as otherwise specifically provided for herein, the Subrecipient shall perform the Project in, and with respect to, the State of New Hampshire. 4. EFFECTIVE DATE: COMPLETION OF PROJECT

4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.17), or upon signature by the State Agency as shown in block 1.15.

4.2 Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").

5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT

5.1. The Grant Amount is identified and more particularly described in EXHIBIT A, attached hereto.

5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT A.

5.3. In accordance with the provisions set forth in EXHIBIT A, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Subrecipient the Grant Amount. The State shall withhold from the amount otherwise payable to the Subrecipient under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.

5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Subrecipient for all expenses, of whatever nature, incurred by the Subrecipient in the performance hereof, and shall be the only, and the complete, compensation to the Subrecipient for the Project. The State shall have no liabilities to the Subrecipient other than the Grant Amount.

5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.

6. COMPLIANCE BY SUBRECIPIENT WITH LAWS AND REGULATIONS In connection with the performance of the Project, the Subrecipient shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Subrecipient, including the acquisition of any and all necessary permits.

7. RECORDS and ACCOUNTS

7.1. Between the Effective Date and the date three (3) years after the Completion Date the Subrecipient shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.

7.2. Between the Effective Date and the date three (3) years after the Completion Date, at any time during the Subrecipient's normal business hours, and as often as the State shall demand, the Subrecipient shall make available to the State all records pertaining to matters covered by this Agreement. The Subrecipient shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Subrecipient" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Subrecipient in block 1.3 of these provisions.

8. PERSONNEL

8.1. The Subrecipient shall, at its own expense, provide all personnel necessary to perform the Project. The Subrecipient warrants that all personnel engaged in the project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.

8.2. The Subrecipient shall not hire, and it shall not permit any subcontractor, sub grantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.

8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.

9. DATA: RETENTION OF DATA: ACCESS

9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, performed, who exercises any functions or responsibilities in the review or computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.

9.2. Between the Effective Date and the Completion Date the Subrecipient shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.

9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.

9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.

9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.

10. CONDITIONAL NATURE OR AGREEMENT Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Subrecipient notice of such termination.

11. EVENT OF DEFAULT: REMEDIES

11.1. Any one or more of the following acts or omissions of the Subrecipient shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):

11.1.1 Failure to perform the Project satisfactorily or on schedule; or

11.1.2 Failure to submit any report required hereunder; or

11.1.3 Failure to maintain, or permit access to, the records required hereunder; or

11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.

11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

11.2.1 Give the Subrecipient a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Subrecipient notice of termination; and

11.2.2 Give the Subrecipient a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Subrecipient during the period from the date of such notice until such time as the State determines that the Subrecipient has cured the Event of Default shall never be paid to the Subrecipient; and

11.2.3 Set off against any other obligation the State may owe to the Subrecipient any damages the State suffers by reason of any Event of Default; and

11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

12. TERMINATION

12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Subrecipient shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.

12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Subrecipient to receive that portion of the Grant amount earned to and including the date of termination.

12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Subrecipient from any and all liability for damages sustained or incurred by the State as a result of the Subrecipient's breach of its obligations hereunder.

12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Subrecipient hereunder, the Subrecipient, may terminate this Agreement without cause upon thirty (30) days written notice.

13. CONFLICT OF INTEREST No officer, member or employee of the Subrecipient, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

14. SUBRECIPIENT'S RELATION TO THE STATE In the performance of this Agreement the Subrecipient, its employees, and any subcontractor or subgrantee of the Subrecipient are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Subrecipient nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.

15. ASSIGNMENT AND SUBCONTRACTS The Subrecipient shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Subrecipient other than as set forth in EXHIBIT B without the prior written consent of the State.

16. INDEMNIFICATION The Subrecipient shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Subrecipient or subcontractor, or subgrantee or other agent of the Subrecipient. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

17. INSURANCE AND BOND

17.1. The Subrecipient shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:

17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and

17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and

17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.

18. WAIVER OF BREACH No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Subrecipient.

19. NOTICE Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.

20. AMENDMENT This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required or by the signing State Agency.

21. CONSTRUCTION OF AGREEMENT AND TERMS This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.

22. THIRD PARTIES The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

23. ENTIRE AGREEMENT This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.

SPECIAL PROVISIONS

U.S. Department of Transportation/NHTSA Grant Conditions:

As a result of participating in Federal highway safety grant programs administered by National Highway Traffic Safety Administration (NHTSA) and the US Department of Transportation (USDOT), highway safety subrecipients are required to comply with the following documents:

- Subrecipients agree to comply with all applicable elements of NHTSA's Memorandum: Use of NHTSA Highway Safety Grant Funds for Certain Purchases May 18, 2016 and found at the following Web link.: <https://www.nhtsa.gov/highway-safety-grants-program/resources-guide>. Subrecipients should pay particular attention to the sections on (1) allowable costs for equipment, travel, training, and consultant services; and (2) unallowable costs for equipment, facilities and construction, training and program administration.
- Subrecipients agree to comply with all applicable elements of 2 CFR 200 - the **Uniform Administrative Requirement for Grants, Cost Principles, and Audit Requirements** as promulgated by the U.S. Department of Transportation. This document is found at the following Web link <https://www.nhtsa.gov/highway-safety-grants-program/resources-guide>.
- Subrecipients agree to comply with all applicable Federal basic and incentive grant program requirements as outlined in the **Highway Safety Grant Management** Manual found at the following Web link: <https://www.nhtsa.gov/highway-safety-grants-program>. This document provides information on each of the grant programs.

The following additional provisions apply to highway safety subrecipients as a result of certifications and assurances provided to NHTSA by State Highway Safety Offices in their Highway Safety Plan:

GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4 Highway Safety Act of 1966, as amended
- Sec. 1906, Pub. L. 109-59, as amended by Sec. 4011, Pub. L. 114-94
- 23 CFR part 1300 Uniform Procedures for State Highway Safety Grant Programs
- 2 CFR part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 2 CFR part 1201 Department of Transportation, Uniform Administrative Requirements,
- Cost Principles, and Audit Requirements for Federal Awards

INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS

The State has submitted appropriate documentation for review to the single point of contact designated by the Governor to review Federal programs, as required by Executive Order 12372 (Intergovernmental Review of Federal Programs).

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

The State will comply with FFATA guidance, OMB Guidance on FFATA Subaward and Executive Compensation Reporting, August 27, 2010, (https://www.fsrcs.gov/documents/OMB_Guidance_on_FFATA_Subaward_and_Executive_Compensation_Reporting_08272010.pdf) by reporting to [FSRS.gov](https://www.fsrcs.gov) for each sub- grant awarded:

- Name of the entity receiving the award;
- Amount of the award;

- Information on the award including transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source;
- Location of the entity receiving the award and the primary location of performance under the award, including the city, State, congressional district, and country; and an award title descriptive of the purpose of each funding action;
- A Unique Entity identifier;
- The names and total compensation of the five most highly compensated officers of the entity if:
 - (i) the entity in the preceding fiscal year received —
 - (I) 80 percent or more of its annual gross revenues in Federal awards;
 - (II) \$25,000,000 or more in annual gross revenues from Federal awards; and
 - (ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986;
- Other relevant information specified by OMB guidance.

NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 *et seq.*), **and Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/ discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100).

The State highway safety agency—

- Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted;

- Will administer the program in a manner that reasonably ensures that any of its subrecipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the Non-Discrimination Authorities identified in this Assurance;
- Agrees to comply (and require its subrecipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;
- Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;
- Agrees to insert in all contracts and funding agreements with other State or private entities the following clause:

"During the performance of this contract/funding agreement, the contractor/funding recipient agrees—

- To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
- Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
- To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
- That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
- To insert this clause, including paragraphs (a) through (e), in every subcontract and sub agreement and in every solicitation for a subcontract or sub-agreement that receives Federal funds under this program.

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The State will provide a drug-free workplace by:

- Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- Establishing a drug-free awareness program to inform employees about:
 - The dangers of drug abuse in the workplace;
 - The grantee's policy of maintaining a drug-free workplace;
 - Any available drug counseling, rehabilitation, and employee assistance programs;
 - The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 - Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-
 - Abide by the terms of the statement;
 - Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.
 - Taking appropriate personnel action against such an employee, up to and including termination;
 - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)

(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to subrecipients as well as States)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, sub grants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING

(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

(applies to subrecipients as well as States)

Instructions for Primary Tier Participant Certification (States)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction*, *civil judgment*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate the transaction for cause or default

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Tier Covered Transactions

- (1) The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

- (2) Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Participant Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *civil judgment*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA ACT

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

(applies to subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

SECTION 402 REQUIREMENTS

1. To the best of my personal knowledge, the information submitted in the Highway Safety Plan in support of the State's application for a grant under 23 U.S.C. 402 is accurate and complete.
2. The Governor is the responsible official for the administration of the State highway safety program, by appointing a Governor's Representative for Highway Safety who shall be responsible for a State highway safety agency that has adequate powers and is suitably equipped and organized (as evidenced by appropriate oversight procedures governing such areas as procurement, financial administration, and the use, management, and disposition of equipment) to carry out the program. (23 U.S.C. 402(b)(1)(A))
3. The political subdivisions of this State are authorized, as part of the State highway safety program, to carry out within their jurisdictions local highway safety programs which have been approved by the Governor and are in accordance with the uniform guidelines promulgated by the Secretary of Transportation. (23 U.S.C. 402(b)(1)(B))
4. At least 40 percent of all Federal funds apportioned to this State under 23 U.S.C. 402 for this fiscal year will be expended by or for the benefit of political subdivisions of the State in carrying out local highway safety programs (23 U.S.C. 402(b)(1)(C)) or 95 percent by and for the benefit of Indian tribes (23 U.S.C. 402(h)(2)), unless this requirement is waived in writing. (This provision is not applicable to the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.)
5. The State's highway safety program provides adequate and reasonable access for the safe and convenient movement of physically handicapped persons, including those in wheelchairs, across curbs constructed or replaced on or after July 1, 1976, at all pedestrian crosswalks. (23 U.S.C. 402(b)(1)(D))
6. The State will provide for an evidenced-based traffic safety enforcement program to prevent traffic violations, crashes, and crash fatalities and injuries in areas most at risk for such incidents. (23 U.S.C. 402(b)(1)(E))
7. The State will implement activities in support of national highway safety goals to reduce motor vehicle related fatalities that also reflect the primary data-related crash factors within the State, as identified by the State highway safety planning process, including:
 - Participation in the National high-visibility law enforcement mobilizations as identified annually in the NHTSA Communications Calendar, including not less than 3 mobilization campaigns in each fiscal year to –
 - Reduce alcohol-impaired or drug-impaired operation of motor vehicles; and
 - Increase use of seat belts by occupants of motor vehicles;
 - Sustained enforcement of statutes addressing impaired driving, occupant protection, and driving in excess of posted speed limits;
 - An annual Statewide seat belt use survey in accordance with 23 CFR part 1340 for the measurement of State seat belt use rates, except for the Secretary of Interior on behalf of Indian tribes;
 - Development of Statewide data systems to provide timely and effective data analysis to support allocation of highway safety resources;
 - Coordination of Highway Safety Plan, data collection, and information systems with the State strategic highway safety plan, as defined in 23 U.S.C. 148(a). (23 U.S.C. 402(b)(1)(F))
8. The State will actively encourage all relevant law enforcement agencies in the State to follow the guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police that are currently in effect. (23 U.S.C. 402(j))
9. The State will not expend Section 402 funds to carry out a program to purchase, operate, or maintain an automated traffic enforcement system. (23 U.S.C. 402(c)(4))

§ 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.

(a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

- (1) Procure or obtain;
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under Public Law 115-232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See Public Law 115-232, section 889 for additional information.

(d) See also § 200.471.

§ 200.317 Procurements by states.

When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will comply with §§ 200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by § 200.327. All other non-Federal entities, including subrecipients of a State, must follow the procurement standards in §§ 200.318 through 200.327.

§ 200.318 General procurement standards.

(a) The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§ 200.317 through 200.327.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)

(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also § 200.214.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)

(1) The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

§ 200.319 Competition.

(a) All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and § 200.320.

(b) In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

- (5) Organizational conflicts of interest;
 - (6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
 - (7) Any arbitrary action in the procurement process.
- (c) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
- (d) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
- (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 - (2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- (e) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.
- (f) Noncompetitive procurements can only be awarded in accordance with § 200.320(c).

§ 200.320 Methods of procurement to be followed.

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§ 200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award. This content is from the eCFR and is authoritative but unofficial.

- (a) *Informal procurement methods.* When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold (SAT), as defined in § 200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include: (1) *Micro-purchases* –
- (i) *Distribution.* The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of micro-purchase in § 200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.
 - (ii) *Micro-purchase awards.* Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.
 - (iii) *Micro-purchase thresholds.* The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.
 - (iv) *Non-Federal entity increase to the micro-purchase threshold up to \$50,000.* Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with §

200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

- (A) A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit;
- (B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,
- (C) For public institutions, a higher threshold consistent with State law.

(v) *Non-Federal entity increase to the micro-purchase threshold over \$50,000.* Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.

(2) *Small purchases –*

(i) *Small purchase procedures.* The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.

(ii) *Simplified acquisition thresholds.* The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

(b) *Formal procurement methods.* When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with § 200.319 or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:

(1) *Sealed bids.* A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions.

(i) In order for sealed bidding to be feasible, the following conditions should be present:

- (A) A complete, adequate, and realistic specification or purchase description is available;
- (B) Two or more responsible bidders are willing and able to compete effectively for the business; and
- (C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(ii) If sealed bids are used, the following requirements apply:

- (A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;
- (B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- (C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
- (D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- (E) Any or all bids may be rejected if there is a sound documented reason.

(2) *Proposals*. A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

- (i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- (ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections;
- (iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and
- (iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms that are a potential source to perform the proposed effort.

(c) *Noncompetitive procurement*. There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:

- (1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);
- (2) The item is available only from a single source;
- (3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;
- (4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or
- (5) After solicitation of a number of sources, competition is determined inadequate.

§ 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.

§ 200.322 Domestic preferences for procurements.

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

- (1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

§ 200.323 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

§ 200.340 Termination

(a) The Federal award may be terminated in whole or in part as follows:

- (1) By the Federal awarding agency or pass-through entity, if a non-Federal entity fails to comply with the terms and conditions of a Federal award;
- (2) By the Federal awarding agency or pass-through entity, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities;
- (3) By the Federal awarding agency or pass-through entity with the consent of the non-Federal entity, in which case the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated;
- (4) By the non-Federal entity upon sending to the Federal awarding agency or pass-through entity written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if the Federal awarding agency or passthrough entity determines in the case of partial termination that the reduced or modified portion of the Federal award or subaward will not accomplish the purposes for which the Federal award was made, the Federal awarding agency or pass-through entity may terminate the Federal award in its entirety; or
- (5) By the Federal awarding agency or pass-through entity pursuant to termination provisions included in the Federal award.

(b) A Federal awarding agency should clearly and unambiguously specify termination provisions applicable to each Federal award, in applicable regulations or in the award, consistent with this section.

(c) When a Federal awarding agency terminates a Federal award prior to the end of the period of performance due to the non-Federal entity's material failure to comply with the Federal award terms and conditions, the Federal awarding agency must report the termination to the OMB-designated integrity and performance system accessible through SAM (currently FAPIIS).

(1) The information required under paragraph (c) of this section is not to be reported to designated integrity and performance system until the non-Federal entity either –

- (i) Has exhausted its opportunities to object or challenge the decision, see § 200.342; or
- (ii) Has not, within 30 calendar days after being notified of the termination, informed the Federal awarding agency that it intends to appeal the Federal awarding agency's decision to terminate.

(2) If a Federal awarding agency, after entering information into the designated integrity and performance system about a termination, subsequently:

- (i) Learns that any of that information is erroneous, the Federal awarding agency must correct the information in the system within three business days;
- (ii) Obtains an update to that information that could be helpful to other Federal awarding agencies, the Federal awarding agency is strongly encouraged to amend the information in the system to incorporate the update in a timely way.

(3) Federal awarding agencies, must not post any information that will be made publicly available in the non-public segment of designated integrity and performance system that is covered by a disclosure exemption under the Freedom of Information Act. If the non-Federal entity asserts within seven calendar days to the Federal awarding agency who posted the information, that some of the information made publicly available is covered by a

disclosure exemption under the Freedom of Information Act, the Federal awarding agency who posted the information must remove the posting within seven calendar days of receiving the assertion. Prior to reposting the releasable information, the Federal agency must resolve the issue in accordance with the agency's Freedom of Information Act procedures.

(d) When a Federal award is terminated or partially terminated, both the Federal awarding agency or passthrough entity and the non-Federal entity remain responsible for compliance with the requirements in §§ 200.344 and 200.345.

§ 200.414 Indirect (F&A) costs.

(a) *Facilities and administration classification.* For major Institutions of Higher Education (IHE) and major nonprofit organizations, indirect (F&A) costs must be classified within two broad categories: "Facilities" and "Administration." "Facilities" is defined as depreciation on buildings, equipment and capital improvement, interest on debt associated with certain buildings, equipment and capital improvements, and operations and maintenance expenses. "Administration" is defined as general administration and general expenses such as the director's office, accounting, personnel and all other types of expenditures not listed specifically under one of the subcategories of "Facilities" (including cross allocations from other pools, where applicable). For nonprofit organizations, library expenses are included in the "Administration" category; for IHEs, they are included in the "Facilities" category. Major IHEs are defined as those required to use the Standard Format for Submission as noted in appendix III to this part, and Rate Determination for Institutions of Higher Education paragraph C. 11. Major nonprofit organizations are those which receive more than \$10 million dollars in direct Federal funding.

(b) *Diversity of nonprofit organizations.* Because of the diverse characteristics and accounting practices of nonprofit organizations, it is not possible to specify the types of cost which may be classified as indirect (F&A) cost in all situations. Identification with a Federal award rather than the nature of the goods and services involved is the determining factor in distinguishing direct from indirect (F&A) costs of Federal awards. However, typical examples of indirect (F&A) cost for many nonprofit organizations may include depreciation on buildings and equipment, the costs of operating and maintaining facilities, and general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting.

(c) *Federal Agency Acceptance of Negotiated Indirect Cost Rates.* (See also § 200.306.)

(1) The negotiated rates must be accepted by all Federal awarding agencies. A Federal awarding agency may use a rate different from the negotiated rate for a class of Federal awards or a single Federal award only when required by Federal statute or regulation, or when approved by a Federal awarding agency head or delegate based on documented justification as described in paragraph (c)(3) of this section.

(2) The Federal awarding agency head or delegate must notify OMB of any approved deviations.

(3) The Federal awarding agency must implement, and make publicly available, the policies, procedures and general decision-making criteria that their programs will follow to seek and justify deviations from negotiated rates. 2 CFR 200.414 (up to date as of 6/08/2022) Indirect (F&A) costs.

(4) As required under § 200.204, the Federal awarding agency must include in the notice of funding opportunity the policies relating to indirect cost rate reimbursement, matching, or cost share as approved under paragraph (e)(1) of this section. As appropriate, the Federal agency should incorporate discussion of these policies into Federal awarding agency outreach activities with non-Federal entities prior to the posting of a notice of funding opportunity.

(d) Pass-through entities are subject to the requirements in § 200.332(a)(4).

(e) Requirements for development and submission of indirect (F&A) cost rate proposals and cost allocation plans are contained in Appendices III-VII and Appendix IX as follows:

(1) Appendix III to Part 200 - Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs);

(2) Appendix IV to Part 200 - Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations;

(3) Appendix V to Part 200 - State/Local Governmentwide Central Service Cost Allocation Plans;

(4) Appendix VI to Part 200 - Public Assistance Cost Allocation Plans;

(5) Appendix VII to Part 200 - States and Local Government and Indian Tribe Indirect Cost Proposals; and

(6) Appendix IX to Part 200 - Hospital Cost Principles.

(f) In addition to the procedures outlined in the appendices in paragraph (e) of this section, any non-Federal entity that does not have a current negotiated (including provisional) rate, except for those non-Federal entities described in appendix

VII to this part, paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. No documentation is required to justify the 10% de minimis indirect cost rate. As described in § 200.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

(g) Any non-Federal entity that has a current federally-negotiated indirect cost rate may apply for a one-time extension of the rates in that agreement for a period of up to four years. This extension will be subject to the review and approval of the cognizant agency for indirect costs. If an extension is granted the non-Federal entity may not request a rate review until the extension period ends. At the end of the 4-year extension, the non-Federal entity must re-apply to negotiate a rate. Subsequent one-time extensions (up to four years) are permitted if a renegotiation is completed between each extension request.

(h) The federally negotiated indirect rate, distribution base, and rate type for a non-Federal entity (except for the Indian tribes or tribal organizations, as defined in the Indian Self Determination, Education and Assistance Act, 25 U.S.C. 450b(1)) must be available publicly on an OMB-designated Federal website.

Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis

of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See § 200.323.

(K) See § 200.216.

(L) See § 200.322.

I understand that failure to comply with applicable Federal statutes and regulations may subject State officials to civil or criminal penalties and/or place the State in a high risk grantee status in accordance with 2 CFR 200.

I sign these Certifications and Assurances based on personal knowledge, after appropriate inquiry, and I understand that the Government will rely on these representations in awarding grant funds.

Authorized Contract Signatory: _____ **Date:** _____

Signors Printed Name: _____ **Signors Title:** _____

EXHIBIT A

OHS Grant Award		
Project Titles	Federal Budget	Minimum Match Required
SPEED ENFORCEMENT PATROLS	\$ 8,000.00	\$ 2,000.00
DUI ENFORCEMENT	\$ 20,000.00	\$ 5,000.00
DISTRACTED DRIVING	\$ 8,900.00	\$ 2,225.00
PEDESTRIAN BICYCLE	\$ 3,000.00	\$ 750.00
JOIN THE NH CLIQUE	\$ 850.00	\$ 212.50
DRIVE SOBER OR GET PULLED OVER	\$ 1,700.00	\$ 425.00
U DRIVE, U TEXT, U PAY	\$ 850.00	\$ 212.50
E-CRASH EQUIPMENT (MDT)	\$ 0.00	\$ 0.00
E-CRASH EQUIPMENT (Printers/Scanners/Receivers)	\$ 0.00	\$ 0.00
SPEED EQUIPMENT	\$ 13,065.75	\$ 4,355.25
C.A.R EQUIPMENT	\$ 0.00	\$ 0.00
C.A.R TRAINING	\$ 0.00	\$ 0.00
Community Outreach & Betterment (COB) Grant	\$ 20,000.00	\$ 5,000.00
Total Total amount Federal funds obligated to the subrecipient, (2 CFR § 200.331(a)(1)(vii)) Project Costs: 80% Federal Funds, 20% Applicant Share (Minimum Match Required).	\$ 76,365.75	\$ 20,180.25

Awarding Agency: Office of Highway Safety (OHS)
Federal Awarding Agency: National Highway Traffic Safety Administration (NHTSA), US DOT NHTSA Region 1 55 Broadway, RTV-8E Cambridge, MA 02142
Budget period (new) – 10/01/2022 to 09/30/2023
Is This a Research and Development Project: NO

EXHIBIT B
GRANT REQUIREMENTS AND INFORMATION

- Officers funded during these overtime enforcement grants shall be dedicated in total to traffic law enforcement, except in the case of a criminal offense committed in the officer's presence, in the case of response to an officer in distress, or in the case of a riot where all available personnel must divert their attention.
- Officers may pull over drivers for any driving offense during patrols. This includes, but is not limited to, suspected drunk driving, speeding, school bus violations, CPS violations, traffic light/stop sign running, and distracted driving.
- Nothing in this grant shall be interpreted as a requirement, formal or informal that a law enforcement officer issue a specified or predetermined number of summons in pursuance of the department's obligation associated with the grant.
- If an officer makes an arrest during the patrol shift, but does not complete the arrest before the shift is scheduled to end, the officer can continue working under the grant to complete that arrest even if the time exceeds the scheduled patrol shift; however, the total request for reimbursement must not exceed the approved budget in the Grant Agreement.
- An officer who stops working a Highway Safety grant to assist with a Non-Highway Safety Grant related issue (i.e. crash, domestic dispute, criminal complaint, etc.), must not count such hours as hours worked on a Highway Safety Grant.
- Full-time officers will be reimbursed at an overtime rate of pay as established by the department and/or municipality for hours worked during the enforcement patrols. Part-time officers will be reimbursed at their normal hourly rate of pay.
- The Patrol Activity Report (HS-200) must be signed and dated by an authorized signatory (Police Chief or designee). Individuals working the enforcement patrol may not sign off on the Patrol Activity Report for themselves and if the Chief Law Enforcement Officer (CLEO) works an overtime enforcement patrol, they must comply with 29 CFR Part 541 as it relates to "exempt employees". This will require that the CLEO provide a waiver of 29 CFR, Part 541 from their governing body with any reimbursement requests in which the CLEO has worked. Additionally, the CLEO may not sign off on their own HS200 or that of a spouse, child or sibling who may work an enforcement patrol.
- If weather impedes a particular enforcement detail, this should be noted on the Patrol Activity Report (HS-200).
- Command staff may participate in and be compensated for enforcement details if acting in a traffic enforcement role rather than acting exclusively in a supervisory role overseeing officers engaged in traffic enforcement.
- Failure to comply with reporting requirements may result in non-reimbursement of funds or suspension of grant award.
- Non-participation or non-compliance with the performance measures may result in grant agreement suspension, termination and/non-reimbursement of expenses.

Reimbursement Schedule and Required Paperwork

- Reimbursements are due no later than 15 days after the close of the quarter. Due dates are as follows:
 1. **January 15th** for October-December (Quarter 1)
 2. **April 15th** for January-March (Quarter 2)
 3. **July 15th** for April-June (Quarter 3)
 4. **October 15th** for July-September (Quarter 4)
- See link for all the required forms - <https://www.nh.gov/hsafety/publications/index.htm>
- Over-Time enforcement patrol reimbursements shall include the following:
 1. Reimbursement Request Cover Letter (HS-1);
 2. Overtime Payroll Reimbursement Form (HS-20) for each project;
 3. Match Tracking Form (HS-22) for each project;
 4. Quarterly Summary Report (HS-100 QSR) for each project;
 5. Patrol Activity Reports (HS-200) for each project; and
 6. Updated Grant Application/Performance Tracking Tool (App/PTT)
- Equipment reimbursements shall include the following:
 1. Reimbursement Request Cover Letter (HS-1). **Note:** if submitting equipment reimbursement along with overtime enforcement patrol reimbursements only one (1) Reimbursement Request Cover Letter (HS-1) shall be submitted.
 2. Copy of the detailed equipment invoice (with all Serial #'s);
 3. Match Tracking Form (HS-22);
 4. Copy of Cancelled Check; and
 5. Final Equipment Report (HS-8E) (with all Serial #'s)

- Over-Time COB Grant reimbursements shall include the following:
 1. Reimbursement Request Cover Letter (HS-1) found on NHOHS website link above;
 2. COB Grant Activity Overtime Payroll Reimbursement Form (HS-20) found within COB Grant Excel Workbook;
 3. COB Grant Activity Match Tracking Form (HS-22) found within COB Grant Excel Workbook;
 4. COB Grant Excel Workbook File updated with quarterly COB activity and related expenses.
 5. Copies of all COB Grant related invoices and/or receipts.
- If no enforcement patrols took place during the quarter you are required to submit the Reimbursement Cover Letter (HS-1) indicating that you are not seeking reimbursement by placing \$0 in the projects where you were awarded funding.
- Failure to file required reports by the submission due dates can result in grant termination or denial of future grants.
- All publications, public information, or publicity released in conjunction with this project shall state "This project is being supported in part through a grant from the NH Office of Highway Safety, with Federal funds provided by the National Highway Traffic Safety Administration" or related social media tag provided by our office.
- Grant agreements shall terminate in the event funds are exhausted and/or not made available by the federal government for this program. If the grantee makes obligations in anticipation of receiving funds under this grant, the grantee does so at their peril and the State of New Hampshire will be under no obligation to make payments for such performance.

SPECIAL PROVISION-NH OFFICE OF HIGHWAY SAFETY

- (A) In the event of any conflict or ambiguity between the provisions of the Subrecipient's application and the provisions of the Office of Highway Safety Grant Agreement, including applicable EXHIBITS A and B, the provisions of the Grant Agreement shall govern.
- (B) The New Hampshire Office of Highway Safety (OHS) will review all reports and certifications received to ensure compliance. If findings specific to Highway Safety Programs are detected within an agency's Single Audit, appropriate action shall be taken to ensure that identified sub recipient risks are being timely and appropriately corrected.

CASH MANAGEMENT

Cash draw-downs will be initiated only when actually needed for disbursement (i.e., as close as possible to the time of making disbursements). Cash disbursements and balances will be reported in a timely manner as required by NHTSA. 2 CFR Part 200.305.

For subrecipients, recipients must establish reasonable procedures to ensure the receipt of reports on subrecipients' cash balances and cash disbursements in sufficient time to enable them to prepare complete and accurate cash transactions reports to the awarding agency. Recipients must monitor cash draw-downs by their subrecipients to assure that they conform substantially to the same standards of timing and amount as apply to advances to the recipients. 2 CFR 200.305.

Failure to adhere to these provisions may result in the termination of draw-down privileges.

OFFICE OF MANAGEMENT AND BUDGET GRANT CONDITIONS

The following documents issued by the Office of Management and Budget (OMB) apply to all Federal grants regardless of the Federal Department making them available:

- **Audit Requirement of Federal Funds:** (2 CFR § 200.332(a)(5)) 2 CFR part 200, subpart F (formerly known as OMB Circular A-133) – These requirements apply to each non-profit organization, each institution of higher education, and local governments as a whole when they or one of their departments receives federal funds. Any non-profit organization, institution of higher education, or local government spending more than \$750,000 in federal funds from all sources within a 12-month period must have an audit performed on the use of the funds. OGR defines the 12-month period as July 1 to June 30. The following link provides the full text of this basic federal grant requirement: <https://www.nhtsa.gov/highway-safety-grants-program/resources-guide>.
- **Cost Principles for Federal Grants to State and Local Governments**
 - 2 CFR 200 subpart E – These requirements apply only to state and local government subrecipients. These regulations list and define general categories of costs that are both allowable and unallowable. Examples include the following:
 - The cost of alcoholic beverages is unallowable.
 - Costs incurred by advisory councils are allowable.
 - Audit costs are allowable.

- Compensation costs are allowable so long as they are consistent with that paid for similar work in other activities of the local government.
- Entertainment costs are unallowable.
- Equipment costs are allowable with the prior approval of the HSO. Equipment having a useful life of more than one year or a current per-unit fair market value of \$5,000 or more must be tracked. When replacing equipment purchased with federal funds, the equipment to be replaced may be used as a trade-in or can be sold with the proceeds used to offset the cost of the replacement equipment. In addition, during the period of the contract with HSO, insurance on the equipment is allowable.
- Travel costs are allowable if pre-approved by the HSO and so long as they are consistent with those normally allowed in like circumstances for non-federally funded activities.
- **Cost Principles for Federal Grants to Non-Profit Organizations and Institutions of Higher Education** - These requirements apply to only the non-profit and higher education sub recipients. These document list and define general categories of costs that are allowable and unallowable. The link below provides the full text of these two basic federal grant requirements.
 - [eCFR :: 2 CFR Part 200 Subpart E -- Cost Principles](#)

I sign these Grant Requirements based on personal knowledge, after appropriate inquiry, and I understand that the Government will rely on these representations in reimbursing grant funds.

Authorized Contract Signatory: _____ Date: _____

Signors Printed Name: _____ Signors Title: _____

Project Titles, PSP & Task, CFDA and FAIN Numbers
SPEED ENFORCEMENT PATROLS PSP & Task 23-02-04 FAST Act 402/Bil/Sup CFDA: 20.600 FAIN Number (Subaward): 69A37521300004020NH0, 69A37522300004020NH0, 69A37523300004020NH0, 69A3752230SUP4020NH0, 69A3752330SUP4020NH0
SPEED EQUIPMENT PSP & Task 23-02-04 FAST Act 402/Bil/Sup CFDA: 20.600 FAIN Number (Subaward): 69A37521300004020NH0, 69A37522300004020NH0, 69A37523300004020NH0, 69A3752230SUP4020NH0, 69A3752330SUP4020NH0
DUI ENFORCEMENT PSP & Task 23-07-04 FAST Act 402/Bil/Sup CFDA: 20.600 FAIN Number (Subaward): 69A37521300004020NH0, 69A37522300004020NH0, 69A37523300004020NH0, 69A3752230SUP4020NH0, 69A3752330SUP4020NH0
DISTRACTED DRIVING PSP & Task 23-04-04 FAST Act 402/Bil/Sup CFDA: 20.600 FAIN Number (Subaward): 69A37521300004020NH0, 69A37522300004020NH0, 69A37523300004020NH0, 69A3752230SUP4020NH0, 69A3752330SUP4020NH0
PEDESTRIAN BICYCLE PSP & Task 23-06-04 FAST Act 402/Bil/Sup CFDA: 20.600 FAIN Number (Subaward): 69A37521300004020NH0, 69A37522300004020NH0, 69A37523300004020NH0, 69A3752230SUP4020NH0, 69A3752330SUP4020NH0
JOIN THE NH CLIQUE PSP & Task 23-01-04 FAST Act 402/Bil/Sup CFDA: 20.600 FAIN Number (Subaward): 69A37521300004020NH0, 69A37522300004020NH0, 69A37523300004020NH0, 69A3752230SUP4020NH0, 69A3752330SUP4020NH0
DRIVE SOBER OR GET PULLED OVER PSP & Task 23-07-11 FAST Act 402/Bil/Sup CFDA: 20.600 FAIN Number (Subaward): 69A37521300004020NH0, 69A37522300004020NH0, 69A37523300004020NH0, 69A3752230SUP4020NH0, 69A3752330SUP4020NH0
U DRIVE, U TEXT, U PAY PSP & Task 23-04-11 FAST Act 402/Bil/Sup CFDA: 20.600 FAIN Number (Subaward): 69A37521300004020NH0, 69A37522300004020NH0, 69A37523300004020NH0, 69A3752230SUP4020NH0, 69A3752330SUP4020NH0
E-CRASH EQUIPMENT (MDT) PSP & Task 23-03-06 FAST Act 402/Bil/Sup CFDA: 20.600 FAIN Number (Subaward): 69A37521300004020NH0, 69A37522300004020NH0, 69A37523300004020NH0, 69A3752230SUP4020NH0, 69A3752330SUP4020NH0
E-CRASH EQUIPMENT (Printers/Scanners/Receivers/C.A.R. Equipment/C.A.R. Training) PSP & Task 23-03-06 FAST Act 402/Bil/Sup CFDA: 20.600 FAIN Number (Subaward): 69A37521300004020NH0, 69A37522300004020NH0, 69A37523300004020NH0, 69A3752230SUP4020NH0, 69A3752330SUP4020NH0
COMMUNITY OUTREACH & BETTERMENT (COB) GRANT PSP & Task 23-09-03 FAST Act 402/Bil/Sup CFDA: 20.600 FAIN Number (Subaward): 69A37521300004020NH0, 69A37522300004020NH0, 69A37523300004020NH0, 69A3752230SUP4020NH0, 69A3752330SUP4020NH0

Scope of Work

SPEED ENFORCEMENT

For additional grant requirements please familiarize yourself with the section of the grant agreement titled, "Grant Requirements and Information".

- The locations as well as time and days of the Speed overtime enforcement patrols should support the problem statement identified in your grant application.
- Speed enforcement patrols should be no more than **4-hours** in duration. These hours shall be run consecutively without interruption.
- If the last stop of a grant-funded patrol results in an arrest that requires the patrol to exceed 4-hours, OHS will consider payment, after review of the dispatch log and Patrol Activity Report (HS-200). The dispatch log must show the arrest as the last stop of the patrol as well as showing the time the arrest was cleared.
- The OHS has an expectation that Departments will have a minimum of three documented stops/contacts per hour. Documented stops/contacts are defined as any grant-funded patrol officer contact with motorists, pedestrians, and/or bicyclists, during the grant-funded patrol periods. Contacts are required to be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a monitoring review. If fewer than three stops/contacts per hour are made during a grant-funded patrol, an explanation must be provided on note section of the HS-200/Patrol Activity Report.
- To maximize grant funding, patrols must consist of **one grant-funded officer per cruiser**; however, multiple cruisers may be out at one time.
- All vehicles stopped should be visually checked for violations of the Child Passenger Restraint law. The total number of visual checks and any action taken should be noted on the HS-200 Patrol Activity Report.
- The NHOHS Highway Safety Commander may, and in their prolonged absence, the NHOHS program manager may, in consultation and conjunction with the Chief of Police, at their discretion, authorize adjustments in the duration of patrols and focus efforts in both location and area of enforcement, to help maximize the potential for success in meeting objectives and achieving overall goals.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Scope of Work

Impaired Driving Enforcement (DUI)

For additional grant requirements please familiarize yourself with the section of the grant agreement titled, "Grant Requirements and Information".

- The locations as well as time and days of the Impaired Driving enforcement overtime patrols shall support the problem statement identified in your grant application.
- DUI enforcement patrols, including DUI saturation patrols, can be a minimum of **4-hours** or a maximum of **6-hours** in duration. These hours shall be run consecutively without interruption.
- With **written**, pre-approval, from the Office of Highway Safety, departments may conduct 6-hour Sobriety Check Points.
- If the last stop of a grant-funded patrol results in an arrest that requires the patrol to exceed 4-hours, OHS will consider payment, after review of the dispatch log and Patrol Activity Report (HS-200). The dispatch log must show the arrest as the last stop of the patrol as well as showing the time the arrest was cleared.
- The OHS has an expectation that Departments will have a minimum of three documented stops/contacts per hour. Documented stops/contacts are defined as any grant-funded patrol officer contact with motorists, pedestrians, and/or bicyclists, during the grant-funded patrol period. Contacts are required to be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a monitoring review. If fewer than three stops/contacts per hour are made during a grant-funded patrol, an explanation must be provided on note section of the HS-200/Patrol Activity Report.
- To maximize grant funding, patrols must consist of **one grant-funded officer per cruiser**; however, multiple cruisers may be out at one time.
- All vehicles stopped should be visually checked for violations of the Child Passenger Restraint law. The total number of visual checks and any action taken should be noted on the HS-200 Patrol Activity Report.
- The NHOHS Highway Safety Commander may, and in their prolonged absence, the NHOHS program manager may, in consultation and conjunction with the Chief of Police, at their discretion, authorize adjustments in the duration of patrols and focus efforts in location, to help maximize the potential for success in meeting objectives and achieving overall goals.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Scope of Work

Distracted Driving Enforcement

Distracted Driving enforcement patrols should focus on enforcing New Hampshire's Hands Free Electronic Device Law as well as other activities that occur behind the wheel that cause the driver to be distracted. **For additional grant requirements please familiarize yourself with the section of the grant agreement titled, "Grant Requirements and Information".**

- The locations, as well as time and days, of the distracted driving enforcement overtime patrols shall support the problem statement identified in your grant application.
- Distracted Driving enforcement patrols should be no more than **4-hours** in duration. These hours shall be run consecutively without interruption.
- If the last stop of a grant-funded patrol results in an arrest that requires the patrol to exceed 4-hours, OHS will consider payment, after review of the dispatch log and Patrol Activity Report (HS-200). The dispatch log must show the arrest as the last stop of the patrol as well as showing the time the arrest was cleared.
- The OHS has an expectation that departments will have a minimum of three documented stops/contacts per hour. Documented stops/contacts are defined as any grant-funded patrol officer contact with motorists, pedestrians, and/or bicyclists, during the grant-funded patrol periods. Contacts are required to be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a monitoring review. If fewer than three stops/contacts per hour are made during a grant-funded patrol, an explanation must be provided as to why. **Note:** When conducting Distracted Driving enforcement patrols using a spotter technique (one officer in a cruiser and one officer outside the cruiser), 3 stops per hour per officer may be difficult to achieve. In this instance, please focus on effective enforcement rather than the stops/hour requirement. Please ensure that the spotter notes this on his/her Patrol Activity Report (HS-200).
- To maximize grant funding, patrols must consist of **one grant-funded officer per cruiser**; however, multiple cruisers may be out at one time. **Exception:** Two officers per cruiser when utilizing a spotter (one officer in a cruiser and one officer outside the cruiser), is allowed when a department is conducting strategic Distracted Driving patrols.
- All vehicles stopped should be visually checked for violations of the Child Passenger Restraint law. The total number of visual checks and any action taken should be noted on the HS-200 Patrol Activity Report.
- The NHOHS Highway Safety Commander may, and in their prolonged absence, the NHOHS program manager may, in consultation and conjunction with the Chief of Police, at their discretion, authorize adjustments in the duration of patrols and focus efforts in location, to help maximize the potential for success in meeting objectives and achieving overall goals.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Scope of Work

Pedestrian & Bicycle Enforcement

Pedestrian/Bicycle enforcement patrols should be aimed at enforcing the state's pedestrian/bicycle laws; however, adherence to all traffic laws shall be enforced. **For additional grant requirements please familiarize yourself with the section of the grant agreement titled, "Grant Requirements and Information".**

- Officers conducting the Pedestrian & Bicycle enforcement patrols, it is highly recommended to complete an Online training course; "Pedestrian and Bicycle Laws", sponsored by Police Standards and Training Council
- Pedestrian Bicycle enforcement patrols should be no more than **4-hours** in duration. These hours shall be run consecutively without interruption.
- Grantees must utilize pedestrian and bicyclist crash data to identify specific locations and times of day to enforce traffic safety laws as they relate to motorists, pedestrians, and bicyclist.
- The OHS has an expectation that Departments will have a minimum of three documented stops/contacts per hour. Documented stops/contacts are defined as any grant-funded patrol officer contact with motorists, pedestrians, and/or bicyclists, during the grant-funded patrol period. Contacts are required to be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a monitoring review. If fewer than three stops/contacts per hour are made during a grant-funded patrol, an explanation must be provided as to why. **Note:** When conducting Pedestrian Bicycle patrols using a spotter technique, 3 stops per hour per officer may be difficult to achieve. In this instance, please focus on effective enforcement rather than the stops/hour requirement. Please ensure that the spotter notes this on his/her Patrol Activity Report (HS-200).
- To maximize grant funding, patrols must consist of **one grant-funded officer**; however, multiple officers may be out at one time. **Exception:** Two officers per shift when (one officer is being utilizing as a spotter), is allowed when a department is conducting strategic Pedestrian & Bicycle enforcement patrols.
- All vehicles stopped should be visually checked for violations of the Child Passenger Restraint law. The total number of visual checks and any action taken should be noted on the HS-200 Patrol Activity Report.
- The NHOHS Highway Safety Commander may, and in their prolonged absence, the NHOHS program manager may, in consultation and conjunction with the Chief of Police, at their discretion, authorize adjustments in the duration of patrols and focus efforts in location, to help maximize the potential for success in meeting objectives and achieving overall goals.

Grantee Initials: _____

Date: _____

Grantee Initials: _____

Date: _____

Grantee Initials: _____

Date: _____

Scope of Work

High Visibility Mobilizations

Departments have an allowable budget to conduct overtime enforcement during each of the time periods listed below. Unspent funds from a campaign period cannot be rolled over into any other enforcement activity.

Grant-funded overtime enforcement activity shall occur on the required dates and primary enforcement efforts should be project specific; departments are encouraged to use their own internal data to conduct enforcement activity in their community hotspots.

The OHS has an expectation that Departments will have a minimum of three documented stops/contacts per hour. Documented stops/contacts are defined as any grant-funded patrol officer contact with motorists, pedestrians, and/or bicyclists, during the grant-funded patrol periods. Contacts are required to be supported by written or electronic records maintained at the police department. These records must be maintained in a manner that guarantees their accountability during a monitoring review. If fewer than three stops/contacts per hour are made during a grant-funded patrol, an explanation must be provided on note section of the HS-200/Patrol Activity Report.

NOTE: Please e-mail your Field Representative at HWYSAFETYMAIL@dos.nh.gov, in advance, if a mobilization effort will not be conducted.

Join the NH Clique Enforcement Patrols- \$850 total: The purpose of this mobilization is to enforce the Child Restraint Law for anyone under 18 years of age, as well as to educate unbelted occupants 18 years and older regarding the importance of wearing seatbelts. Patrols must be conducted during daylight hours at locations such as elementary schools, high schools, shopping centers, and/or locations where drivers and passengers up to the age of 18 are known to frequent. Officers conducting the "Join the NH Clique Patrols", are highly recommended to complete an Online training course; "Child Passenger", sponsored by Police Standards and Training.

- **Required Dates:**

- One 3-4 hour patrol conducted on kickoff day - **Monday, May 15, 2023**
- The remaining patrol hours shall be conducted between **May 16, 2023 - June 4, 2023, 3rd Quarter**

Drive Sober or Get Pulled Over-\$850 each: The purpose of these **two** mobilizations will focus on the apprehension of the impaired driver. **Unspent funds from the first DSOGPO campaign may be rolled over to the second DSOGPO campaign.**

- **\$850- Required Dates** of the **first** mobilization:

- One 3-4 hour patrol conducted on kickoff day - **Friday, December 16, 2022**
- The remaining patrol hours shall be conducted between **December 17, 2022 - January 1, 2023, 1st Quarter**

- **\$850- Required Dates** of the **second** mobilization:

- One 3-4 hour patrol conducted on kickoff day - **Wednesday, August 16, 2023**
- The remaining patrol hours shall be conducted between **August 17, 2023 - September 4, 2023, 4th Quarter**

U Drive, U Text, U Pay-\$850 total: The purpose of this mobilization is to enforce New Hampshire's Hands Free Electronic Device Law, as well as other activities that occur behind the wheel that cause the driver to be distracted.

- **Required Dates:**

- One 3-4 hour patrol conducted on kickoff day - **Monday, April 3, 2023**
- The remaining patrol hours shall be conducted between **April 4, 2023 - April 10, 2023, 3rd Quarter**

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Scope of Work

Speed Enforcement Equipment

NOTE: All equipment that is \$5,000.00 or more individually must meet the "BUY AMERICA" requirement and receive prior written approval from the National Highway Traffic Safety Administration (NHTSA) before it can be purchased. The Office of Highway Safety shall be under no obligation to provide reimbursement to a grantee for equipment purchased outside of these requirements.

Final written approval must be given prior to purchases of equipment.

EQUIPMENT AWARDED IS INDICATED BY AN "X" NEXT TO THE PROJECT

- Speed enforcement equipment grants available to current speed enforcement grantees only.
- Funded enforcement grants **must be** conducted in order to obtain current speed enforcement equipment.

Speed Radar Display Trailer W/ Statistical Software and Costs of Initial Year – 1 maximum

X Movable Radar Speed Display Sign – 3 maximum

Hand Held LiDAR Unit – 5 maximum

In Car Radar Unit – 5 maximum

Traffic Data Recording Device – 3 maximum

- Speed Enforcement Equipment shall be reimbursed at 75%.

Other Important Requirements

- It is required that a speed enforcement efforts be conducted in problem areas identified by data produced by radar trailers and or radar display signs.
- Speed Radar Display Trailers and Movable Radar Speed display signs shall include data collection software so that data can be viewed to address problem areas. Grantees agree to maintain software license after initial equipment purchased. Data collected from equipment shall be submitted to the Office of Highway Safety as requested.
- At the request of the New Hampshire Office of Highway Safety, Speed Radar Display Trailers and display signs, will be utilized during national or state mobilization efforts for highway safety messaging. Please obtain a photo showing placement for a specific location.
- Speed display signs shall be movable and not permanently fixed (i.e. permanently secured to a pole, etc.) to help address problem areas occurring on roads traversing through the community.
- Speed radar trailers and signs shall be moved regularly within the community to address areas of highway safety concern.
- Hand held LiDAR and in car radar equipment must only be used by those officers trained and certified in the use of such equipment.
- Purchased equipment must be deployed within 30 days of receiving equipment.
- All equipment must be purchased prior to the end of the 3rd Quarter, June 30. Equipment Reimbursements must be submitted no later than July 15.

Grantee Initials: _____

Date: _____

Grantee Initials: _____

Date: _____

Grantee Initials: _____

Date: _____

Scope of Work

Community Outreach & Betterment (COB) Grant

The Office of Highway Safety has awarded your agency/organization this COB Grant to coordinate and conduct a **minimum** of **five (5)** COB Grant highway safety presentations to the below specified sectors of the public throughout the 2023 Federal Fiscal Year.

COB Grant presentations will not exceed **four (4)** hours in duration including travel time, setup and breakdown of the COB Grant presentation location.

*The Subrecipient or their designee will be responsible to maintain the COB Grant budget to ensure funds are adequate to complete the minimum required **five (5)** COB presentations during the grant year.*

COB grant funds cannot be utilized for enforcement patrols or in conjunction with any other federal funding.

The purpose of the Community Outreach & Betterment (COB) Grant is to bring the highway safety message via an in person PowerPoint presentation to traditionally underserved New Hampshire drivers and vulnerable road users while fostering positive law enforcement/public interactions by:

1. Outreach to Refugee/New American Groups
2. Outreach to Low income neighborhoods
3. Outreach to Older drivers, low vision, and hearing impaired drivers
4. Outreach to Youth Drivers
5. Outreach to Limited English Proficiency (LEP) Groups
6. Outreach to Elementary/High Schools/Driver Ed Schools

Since persons with disabilities are members of all of the above groups, the Subrecipient should make every effort to encourage their inclusion in COB Grant Presentations.

The Subrecipient may not select the same COB Grant specified group more than twice during the same grant year without authorization from their NHOHS field representative.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

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Due to the highly specialized and sensitive nature of the COB Grant presentations, the official in charge or their designees will have the sole responsibility of assigning the appropriate personnel to conduct the COB presentations.

Grantee must utilize the “New Hampshire Drive Safe” PowerPoint provided by the NHOHS during COB Grant Presentations. The Subrecipient may conduct their own community specific traffic safety related presentation in conjunction with the “New Hampshire Drive Safe” Presentation within the reimbursable four (4) hour COB Grant presentation window. Any COB Grant related hourly overage of the four (4) hour maximum presentation time may be utilized as match in support of this grant.

A maximum of two (2) members of the Subrecipient’s agency may be reimbursed while conducting a COB Grant presentation due to logistical requirements. If additional support personnel are required to assist a COB Grant presentation the associated costs may be utilized as “match” in support of this grant.

COB Related Expenses

If required, Interpretation/Translation services will be a reimbursable expense for translation of COB Grant presentation PowerPoint or for direct on-site interpretation services for COB Grant presentations. Grantees may use their own previously contracted Interpretation/Translation services or select Interpretation/Translation services from the resources list provided in the COB Grant Excel workbook.

Purchases of light refreshments* may be a reimbursable expense for attendees of COB Grant Presentations up to a cap of **\$150** per presentation or may be utilized as “match” in support of this grant. Please contact your NHOHS Field Representative for clarification prior to purchase.

Printing of COB Grant related handouts in support of a COB Grant Presentation may be a reimbursable expense up to **\$150** per presentation or may be utilized as “match” in support of this grant.

Should a hall usage fee be necessary to obtain a location for a COB Grant Presentation, such fee will be a reimbursable expense up to **\$150** per presentation. Any location fee that exceeds the **\$150** per presentation cap the Subrecipient must seek prior approval from their NHOHS Field representative. Whenever possible COB Grant Presentation location should be accessible and within proximity of mass transit.

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

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Reimbursement

The Subrecipient must use the COB Grant Excel workbook Activity logs to keep track of **all** COB Grant Related Payroll, Communications, Presentations and Expenses in support of this grant. The Subrecipient must submit a copy of the COB Grant Excel workbook with that quarter's COB Grant activity along with grant related payroll forms and any receipts/invoices along with the NHOHS HS-1 and HS-22 Forms on a quarterly basis to obtain reimbursement.

Any additional costs incurred by the Subrecipient in support of the COB Grant may be utilized as "match" providing those costs are not simultaneously funded by another federal grant.

The Subrecipient must retain the records of **all** COB Grant communications, activities and/or services and invoices at the Subrecipient's agency. These records must be maintained for a period of **three (3)** years in a manner that accurately reflects and supports the documented activity. These supporting documents are required to be available during a review or site monitoring visit.

**41 CFR 301 74.2(e) "Light refreshments are defined to include, but not be limited to, coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins".*

**When purchasing light refreshments, whenever possible consideration should be given to accommodate the various religious or cultural dietary restrictions of the COB Grant Presentation attendees.*

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

Grantee Initials: _____
Date: _____

v-6/29/22



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning & Land Use Management
Building Regulations
Code Enforcement Division
Community Improvement Program

Jeffrey D. Belanger, AICP
Director

Pamela H. Goucher, AICP
Deputy Director Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director Building Regulations

MEMORANDUM

To: Alderman Will Stewart
Chairman, CIP Committee

From: Jeffrey Belanger, AICP *JDB*
Director, Planning and Community Development

Date: September 26, 2022

Regarding: 2022 HOME-ARP ARPA Affordable Housing RFP Recommendations

This memorandum presents recommendations for the selection of proposals to increase the supply of affordable housing using federal funds. As described below, the Planning and Community Development Department requests the CIP Committee's recommendation for approval of these proposals to the full Board of Mayor and Aldermen.

On June 14, PCD issued a request for proposals (RFP) to increase affordable housing options for 'qualifying populations' and 'low-income households,' as defined by the U.S. Department of Housing and Urban Development (HUD). The available funding totals \$3.46 million in HOME Investment Partnerships American Rescue Plan Program (HOME-ARP) and State and Local Fiscal Recovery Funds (SLFRF), both of which are funding streams of the American Rescue Plan Act (ARPA). On July 15, CIP staff received a total of five applications in response to the RFP (**RFP FY22-200-80**). Staff reviewed the proposals for their alignment with a series of 19 scoring criteria and provided their recommendations to a selection committee that was convened by the Mayor's Office and charged with selecting the winners of the funding.

The committee recommends distributing the funds as follows, subject to CIP Staff underwriting:

Lincoln Avenue Capital – Residences at 351 Chestnut Street. This proposal is for the construction of 98 new units of affordable housing at 351 Chestnut Street. CIP staff and the selection committee recommend committing one million, three hundred thousand dollars (\$1,300,000) of HOME-ARP and nine hundred thousand dollars (\$900,000) of SLFRF funds in the form of a 0% interest loan.

Lincoln Avenue Capital – Residences at 351 Chestnut Street (Merrimack St. Parcel). This proposal is for the construction of 44 new units of affordable housing at the 351 Chestnut Street Parcel. CIP staff and the selection committee recommend committing three hundred

forty-eight thousand dollars (\$348,000) and two hundred and two thousand dollars (\$202,000) of SLFRF funds in the form of a 0% interest loan.

Families in Transition – Family Place First Floor Renovation Project. This proposal is for the renovation of the Family Place emergency shelter located at 167 Lake Avenue. The project will result in the creation of 3 units of non-congregate, shelter housing. CIP staff and the selection committee recommend committing two hundred forty thousand dollars \$240,000 of HOME-ARP funds in the form of a grant.

1269 Café – 456 Union Street Single-Room-Occupancy Project. This proposal is for the renovation of an existing building to construct 12 single-room-occupancy rooms. Due to questions regarding compliance with applicable building codes, CIP staff and the selection committee do not recommended funding for this proposal at this time. PCD staff has, however, encouraged 1269 Café to hire a design professional and bring a proposal forward in the future that complies with all necessary codes.

We have prepared the appropriate CIP Amending Resolution and Budget Authorization Forms necessary to take these actions in the event that the Committee and the Board of Mayor and Aldermen approve this request.

PCD staff respectfully requests your review of these documents and a recommendation for approval to the full Board.

CIP BUDGET AUTHORIZATION

CIP#: 811222

Project Year: 2022

CIP Resolution: 6/8/2021

Title: ARPA - Affordable Housing Trust Fund

Amending Resolution: 10/18/2022

Administering Department: Planning and Community Development

Revision: #2

Project Description: Contributes to the Affordable Housing Trust Fund.

Federal Grants

Federal Grant: Yes

Environmental

Review Required: No

Grant Executed: Yes

Completed:

Critical Events

1.	Project Initiation	8/1/2021
2.	Project Completion	12/31/2026
3.		
4.		
5.		
		12/31/2026

Line Item Budget

	FEDERAL			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$1,898,000.00	\$0.00	\$0.00	\$1,898,000.00
TOTAL	\$1,898,000.00	\$0.00	\$0.00	\$1,898,000.00

Revisions:

Funds transferred from CIP #810622.

Revision #1 - Decreases budget \$900,000 from \$3,000,000 to \$2,100,000 and transfers funding to CIP #610723.

Revision #2 - Decreases budget \$202,000 from \$2,100,000 to \$1,898,000 and transfers funding to CIP #610823.

Comments: Funding from the US Dept of Treasury.

CIP BUDGET AUTHORIZATION

CIP#: 610722 Project Year: 2022 CIP Resolution: 6/8/2021
 Title: HUD HOME-ARP Housing Initiatives Amending Resolution: 10/18/2022
 Administering Department Planning and Community Development Revision: #5

Project Description: Funding to support housing initiatives that primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or other vulnerable populations. These activities include: (1) development and support of affordable housing, (2) tenant-based rental assistance, (3) provision of supportive services; and (4) acquisition and development of non-congregate shelter units.

Federal Grants Federal Grant: Yes Environmental Review Required: Yes
 Grant Executed: Yes Completed: Pending

Critical Events

1. Project Initiation	10/19/2021
2. Project Completion	9/30/2030
3.	
4.	
5.	
	9/30/2030

Line Item Budget

	HOME-ARP			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$4,345.00	\$0.00	\$0.00	\$4,345.00
TOTAL	\$4,345.00	\$0.00	\$0.00	\$4,345.00

Revisions: Revision #1 - Decreases budget \$361,256 from \$2,323,601 to \$1,962,345 and transfers funding to CIP #611921.
 Revision #2 - Decreases budget \$70,000 from \$1,962,345 to \$1,892,345 and transfers funding to CIP #610123
 Revision #3 - Decreases budget \$1,300,000 from \$1,892,345 to \$592,345 and transfers funding to CIP #610723.
 Revision #4 - Decreases budget \$348,000 from \$592,345 to \$244,345 and transfers funding to CIP #610823.

Comments: Revision #5 - Decreases budget \$240,000 from \$244,345 to \$4,345 and transfers funding to CIP #610923.

CIP BUDGET AUTHORIZATION

CIP#: 610723

Project Year: 2023

CIP Resolution: 5/17/2022

Title: Residences at 351 Chestnut Street

Amending Resolution: 10/18/2022

Administering Department: Lincoln Avenue Capital

Revision:

Project Description:

The new construction of 98 units of affordable housing at 351 Chestnut Street.

Federal Grants

Federal Grant: Yes

Environmental

Review Required: Yes

Grant Executed:

Completed: No

Critical Events

1.	Program Initiation	10/18/2022
2.	Program Completion	12/31/2023
3.		
4.		
5.		
		12/31/2023

Line Item Budget

	HOME-ARP	ARPA		TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$1,300,000.00	\$900,000.00	\$0.00	\$2,200,000.00
TOTAL	\$1,300,000.00	\$900,000.00	\$0.00	\$2,200,000.00

Revisions:**Comments:** \$1,300,000 of HOME-ARP transferred from CIP #610722 and \$900,000 of ARPA transferred from CIP #811222.

CIP BUDGET AUTHORIZATION

CIP#: 610823

Project Year: 2023

CIP Resolution: 5/17/2022

Title: Residences at 351 Chestnut Street (Merrimack St. Parcel)

Amending Resolution: 10/18/2022

Administering Department: Lincoln Avenue Capital

Revision:

Project Description: The new construction of 44 units of affordable housing at 351 Chestnut/Merrimack Street parcel.

Federal Grants

Federal Grant: Yes

Environmental

Review Required: No

Grant Executed:

Completed:

Critical Events

1.	Project Initiation	10/18/2022
2.	Project Completion	12/31/2023
3.		
4.		
5.		
		12/31/2023

Line Item Budget

	HOME-ARP	ARPA		TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$348,000.00	\$202,000.00	\$0.00	\$550,000.00
TOTAL	\$348,000.00	\$202,000.00	\$0.00	\$550,000.00

Revisions:**Comments:** \$348,000 of HOME-ARP transferred from CIP #610722 and \$202,000 of ARPA transferred from CIP #811222.

CIP BUDGET AUTHORIZATION

CIP#: 610923

Project Year: 2023

CIP Resolution: 5/17/2022

Title: Family Place First Floor Renovation Project

Amending Resolution: 10/18/2022

Administering Department: Families In Transition

Revision:

Project Description:

Renovation of the first floor of the Family Place Shelter located at 167 Lake Avenue. The renovation will result in the creation of 3 units of non congregate emergency shelter

Federal Grants

Federal Grant: Yes

Environmental

Review Required: Yes

Grant Executed:

Completed: No

Critical Events

1.	Project Initiation	10/18/2022
2.	Project Completion	6/30/2023
3.		
4.		
5.		
		6/30/2023

Line Item Budget

	HOME-ARP			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$240,000.00	\$0.00	\$0.00	\$240,000.00
TOTAL	\$240,000.00	\$0.00	\$0.00	\$240,000.00

Revisions:**Comments:** \$240,000 of HOME-ARP transferred from CIP #610722.

City of Manchester

New Hampshire

In the year Two Thousand and Twenty Two

A RESOLUTION

“Amending the FY2022 and FY2023 Community Improvement Program, authorizing and appropriating and transferring funds in the amount of One Million One Hundred and Two Thousand Dollars (\$1,102,000) for the FY 2023 CIP 610723 Lincoln Avenue Capital—Residences at 351 Chestnut Street and FY 2023 CIP 610823 Lincoln Avenue Capital—Residences at 351 Chestnut Street (Merrimack St. Parcel).”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2022 and 2023 CIP as contained in the 2022 and 2023 CIP budget; and

WHEREAS, the 2022 and 2023 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate to effect the transfer from CIP 811222 ARPA—Affordable Housing Trust Fund to CIP 610723 Lincoln Avenue—Residences at 351 Chestnut Street and CIP 610823 Lincoln Avenue—Residences at 351 Chestnut Street (Merrimack St. Parcel);

NOW, THEREFORE, be it resolved that the 2022 and 2023 CIP be amended as follows:

By decreasing:

FY 2022 CIP 811222 ARPA - Affordable Housing Trust Fund - \$1,102,000 ARPA

By adding:

FY 2023 CIP 610723 Lincoln Avenue—Residences at 351 Chestnut Street- \$900,000 ARPA

FY 2023 CIP 610823 Lincoln Avenue—Residences at 351 Chestnut Street (Merrimack St. Parcel) - \$202,000 ARPA

Resolved, that this Resolution shall take effect upon its passage

City of Manchester *New Hampshire*

In the year Two Thousand and Twenty Two

A RESOLUTION

“Amending the FY2022 and FY2023 Community Improvement Program, authorizing and appropriating and transferring funds in the amount of One Million Eight Hundred and Eighty-Eight Thousand Dollars (\$1,888,000) for the FY 2023 CIP 610723 Lincoln Avenue Capital—Residences at 351 Chestnut Street, FY 2023 CIP 610823 Lincoln Avenue Capital—Residences at 351 Chestnut Street (Merrimack St. Parcel), and FY 2023 CIP 610923 Families in Transition—Family Place First Floor Renovation Project.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2022 and 2023 CIP as contained in the 2022 and 2023 CIP budget; and

WHEREAS, the 2022 and 2023 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate to effect the transfer from CIP 610722 HUD HOME-ARP Housing Initiatives to CIP 610723 Lincoln Avenue—Residences at 351 Chestnut Street, CIP 610823 Lincoln Avenue—Residences at 351 Chestnut Street (Merrimack St. Parcel), and CIP 610923 Families in Transition—Family Place First Floor Renovation Project;

NOW, THEREFORE, be it resolved that the 2022 and 2023 CIP be amended as follows:

By decreasing:

FY 2022 CIP 610722 HUD HOME-ARP Housing Initiatives - \$1,888,000 HOME-ARP

By increasing:

FY 2023 CIP 610723 Lincoln Avenue—Residences at 351 Chestnut Street- \$1,300,000 HOME-ARP

FY 2023 CIP 610823 Lincoln Avenue—Residences at 351 Chestnut Street (Merrimack St. Parcel) - \$348,000 HOME-ARP

By adding:

FY 2023 CIP 610923 Families in Transition—Family Place First Floor Renovation Project—\$240,000 HOME-ARP

Resolved, that this Resolution shall take effect upon its passage

Ryan J. Cashin
Interim Chief of Department



Matthew A. K. Lamothe
Assistant Chief

City of Manchester *Fire Department*

TO: Alderman Stewart, CIP Committee Chair

FROM: Interim Chief Ryan Cashin

DATE: September 20, 2022

RE: Emergency Management Equipment Project Extension

KL

I am writing to request an extension for the Emergency Management Equipment project (#410821) until June 30, 2027. Although this project is complete, there is a service agreement component that is invoiced monthly. A purchase order is open for the total amount of the service agreement but in order to process the invoices against the project, an extension is needed. Thank you for your attention to this matter.

CIP BUDGET AUTHORIZATION

CIP#: 410821

Project Year: 2021

CIP Resolution: 6/9/2020

Title: Emergency Management Equipment & Supplies

Amending Resolution: 8/3/2021

Administering Department: Fire Department

Revision: #3

Project Description: Funds to purchase Emergency Management Equipment and Supplies.

Federal Grants

Federal Grant: Yes

Environmental

Review Required: No

Grant Executed: No

Completed:

Critical Events

1.	Project Initiation	9/1/2020
2.	Project Completion	6/30/2027
3.		
4.		
5.		
		6/30/2027

Line Item Budget

	FEDERAL			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$210,800.00	\$0.00	\$0.00	\$210,800.00
TOTAL	\$210,800.00	\$0.00	\$0.00	\$210,800.00

Revisions:

Revision #1 - Budget decreased \$339,200 (from \$550,000 to \$210,800) and extend the project until 12/31/2021.

Revision #2- Extend the completion date to 6/30/2022.

Revision #3 - Extend the completion date to 6/30/2027.

Comments: FEDERAL Funds: FEMA or GOFERR

Planning Department/Startup Form - 07/1/20

\$210,800.00

Ryan J. Cashin
Interim Chief of Department



Matthew A. K. Lamothe
Assistant Chief

City of Manchester *Fire Department*

TO: Alderman Stewart, CIP Committee Chair
FROM: Interim Chief Ryan Cashin
DATE: September 20, 2022
RE: Station 9 Impact Fees

RL

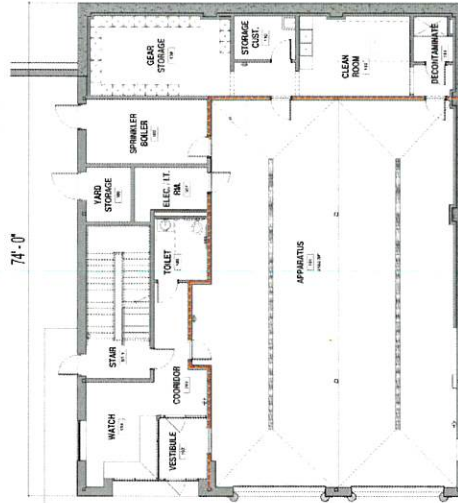
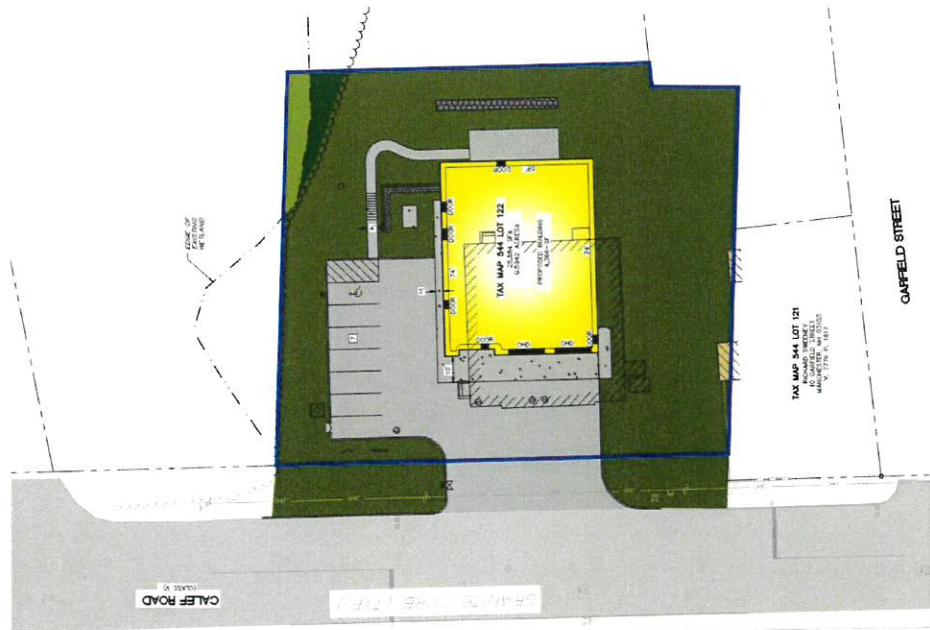
I am writing to request the use of impact fees for the construction of the new Station 9 at 575 Calef Rd. The use of these fees would not exceed six hundred thousand dollars (\$600,000).

Station 9 sits in the heart of Ward 9 which has seen substantial growth and development. Over the last 10 years the population has grown by 10% and this has led to an increase in both fire and EMS call volume. Engine 9 is responding to over 200 more medical calls per year than they did 10 years ago and this number will continue to climb. The new station must account for this steady increase and be built with the appropriate amount of space. The current station has two apparatus bays but the station itself is so small that one of the bays is being used as living space. The added space of the new station, in the form of a dedicated second apparatus bay and added bedrooms, will allow the for appropriate future strategic planning. As the Ward continues to develop, this planning may involve an ambulance and or more staffing stationed at Station 9.

Enclosed, please find a detailed description of the cost increases from the contractor as well as the proposed blue print and floor plan for the new station. Thank you for your consideration of this matter.



PROPOSED FIRE STATION #9 MANCHESTER FIRE DEPARTMENT



MAIN FLOOR PLAN



SECOND FLOOR PLAN



8/15/22

Current Construction Cost Increases

Matthew as requested, here is a bullet list of what we are seeing in the construction industry today as it relates to rising construction costs and some very high levels causes.

Supply Chain Issues / Shortages: This was happening sporadically prior to covid 19 pandemic and has been expanded exponentially since Covid started. This is because of the global supply chain we are in. This causes various materials shortages in either the finished products or products needed in the manufacturing process. This drives up the cost for these finished materials and then all competing substitute materials. This makes product availability a major concern. Right now, specific materials may be available for a project but when we go to order them or need them on the jobsite they may be out of stock and or have cost increases during the Order/ manufacturing time.

Increase Construction Demand: The overall demand for construction has been on rise for past 10 years. This is result of the overall strength of the US economy, incredible stock market growth, and the record low interest rates we have had since 2008. This is part of the reason why we are seeing extremely long lead times of products right now along with the supply chain issues listed above.

Labor Shortages: The skilled trade labor market has been at record lows and the number of new people going into the trades are also has been at an all time. Labor shortages are not just hitting the construction industry as we see hiring / help wanted signs in every market right now. With skilled labor coming at a premium the cost to keep the little labor there is rising. This is also going up in an effort to meet the current cost of living inflation.

Oil / Gas Cost Increase: With the cost of oil increasing this affects every aspect of the construction industry from materials that are oil-based products, the costs to ship every material to / from the manufacturing plants to the distributors and finally to the jobsites. To the additional costs it takes to run the equipment onsite and the cost to simply get employees to the jobsite.

Overall Inflation: We are all seeing the impacts of inflation in our everyday lives. Look at the cost of food, gas, and everything else we buy every day. The construction industry is not excluded from these same costs increases and material shortages. I've recently seen a national construction industry organization the ABC noted that within just 2021-2022 alone the overall construction costs went up an average of 9-11% overall. While we don't know what will happen in the future but based upon what we are seeing in the local market right now and how the local subcontractors are booked out very far with a lot of backlogs of work we don't see any immediate changes to the current conditions.

Please feel free to reach out to me with any questions you may have regarding these bullet points.

Jonathan Hopkins
Director
Central Fleet Services



CITY OF MANCHESTER

Central Fleet Services

September 20, 2022

To: Community Improvement Committee

Re: Seeking authority to issue request for proposal and enter into a contract before the start of the next fiscal year

Dear Chairman Cavanaugh,

I am asking for permission to issue request for proposals and enter into a contract to purchase a Fire Department Rescue Truck and Fire Engine before the start of the 2023/2024 fiscal year.

The Rescue Truck will be purchased using 2023/2024 MER funds and will be replacing Rescue 1. The estimated cost of this Rescue Truck is \$1,000,000,000 dollars. Rescue 1 is a 2010 KME Predator Rescue and is reaching the end of its current life cycle.

After consulting with the Fire Chief Cashin we are also requesting permission to enter into a contract to purchase a Fire Engine with an estimated cost of \$850,000. This Engine will be purchased using 2024/2025 MER funds. This will replace Engine 4 a 2009 E One Cyclone pump.

By purchasing early and committing to contracts with vendors we are hoping to avoid substantial increases in cost. These are specialty vehicles with long production times. Current estimated production time for both of these vehicles is over two years. We will not be taking delivery of either until after July 1 of 2024. Ordering both these vehicles now will ensure that they are delivered before the current vehicles need major repairs to keep them operational.

If you have any questions, please contact myself or Chief Cashin.

Sincerely,

Jonathan Hopkins
Central Fleet Services Director



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Jeffrey D. Belanger, AICP
Director

Planning & Land Use Management
Building Regulations
Code Enforcement Division
Community Improvement Program
Zoning Board of Adjustment

Pamela H. Goucher, AICP
Deputy Director Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director Building Regulations

MEMORANDUM

To: Alderman Will Stewart
Chairman, CIP Committee

From: Jeffrey Belanger, AICP *JDB*
Director, Planning and Community Development

Date: September 23, 2022

Re: Expenditure Update for the American Rescue Plan Act (ARPA), September 2022

This memo serves as a quarterly expenditure update (as of September 1st) relative to the City of Manchester's federal allocation of ARPA State and Local Fiscal Recovery Funds (SLFRF). Programs dedicated to addressing affordable housing, upgrades to city building ventilation, public infrastructure improvements, community health, public safety, job training, small business aid, and public space/event activation, are all underway or in the planning stages. The CIP Division's ARPA planners continue to focus on coordinating with City departments, community partners, and grantees to ensure efficient, accountable, and equitable distribution of funds. For your information, attached is a spreadsheet for all actively funded programs, including FY22 total expenditures, year-to-date FY23 total expenditures, and remaining program balances.

Since the beginning of FY23, approximately \$858,000 has been expended. As of this report, a total of \$5.3 million (12.1% of available funding) has been expended across all ARPA programs since the City received funding from the US Treasury in May of 2021. While this total reflects a broad array of the City's ARPA programs, it should be noted that ARPA activities continue to increase, with the recent launch of a higher education/job training tuition reimbursement program at Southern New Hampshire University (SNHU), greater participation in the Landlord Incentive Program in partnership with the Manchester Housing and Redevelopment Authority (MHRA), and the start of major water and transportation infrastructure projects over the next several quarters.

ARPA staff also continue to administer the Small Business Grant and Program Assistance (SBGPA) and the Community Event and Activation Grant (CEAG) programs. CEAG's second application round was just completed in August, with 22 total new applicants and 16 awardees selected, making them eligible to receive up to \$10,000 for public event/neighborhood

improvement reimbursement payments. Additionally, since the last report to Committee, the City has received approximately 38 new applications for SBGPA funding, 17 of which have made it through the application and federal registration process to obtain up to \$10,000 for reimbursement of business-related expenses. To date, the CEAG and SBGPA programs have committed approximately \$371,000 (34 awardees) and \$678,000 (69 awardees), respectively.

Finally, an affordable housing RFP process offering \$1.5 million in ARPA-based funding (out of a total \$2.4 million available) was administered over the summer. Proposals were evaluated and scored by CIP staff and subsequently considered by a selection committee conveyed by the Mayor's Office. The committee has issued its funding recommendations, which have been forwarded to the CIP Committee for a recommendation to the Board of Mayor and Aldermen.

If you have any specific questions with regard to ARPA expenditures or other programmatic details, please do not hesitate to let PCD staff know.

City of Manchester ARPA Program Expenditures (as of September 1, 2022)

Project Number	Admin Department	Project Name	Expenditure Category (Final Rule)	Amount Funded	Budget Authorization Revisions	Total Funded	Expended FY22	Expended FY23	Total Expended	Balance
212122	Health Dept.	ARPA - Healthy Food Access Strategic Plan & Implementation	2.22	\$419,050.83	\$ (6,646.83)	\$412,404.00	\$34,215.02	\$10,948.40	\$45,163.42	\$367,240.58
212222	Health Dept	ARPA - Healthy Corner Stores Project	2.22	\$624,300.83	\$ (52,100.83)	\$572,200.00	\$35,229.98	\$10,380.63	\$45,610.61	\$526,589.39
212322	Health Dept	ARPA - Community Health Worker Program	2.19	\$6,515,340.79	\$ (515,340.79)	\$6,000,000.00	\$287,451.74	\$100,980.81	\$388,432.55	\$5,611,567.45
212422	Planning and Community Development	ARPA - Ready, Set, LAUNCH	2.12	\$1,073,839.20		\$1,073,839.20	\$40,503.68	\$23,288.78	\$63,792.46	\$1,010,046.74
310022	Planning and Community Development	ARPA - Job Resource Coaching & Higher Education Project	2.37	\$3,000,000.00		\$3,000,000.00	\$0.00	\$0.00	\$0.00	\$3,000,000.00
410122	Police Dept	ARPA - Law Enforcement Support for Violent Crime Reduct/Prev	1.11	\$2,708,333.33		\$2,708,333.33	\$609,652.43	\$89,743.94	\$699,396.37	\$2,008,936.96
410222	Police Dept	ARPA - ACERT Program	2.13	\$2,272,156.25		\$2,272,156.25	\$110,342.99	\$61,113.65	\$171,456.64	\$2,100,699.61
410322	Fire Dept	ARPA - Director of Homelessness Initiatives	3.01	\$710,847.36	\$ (144,000.00)	\$566,847.36	\$0.00	\$1,429.13	\$1,429.13	\$565,418.23
410422	Fire Dept	ARPA - Emergency Management Coordinator	3.01	\$601,518.80		\$601,518.80	\$87,374.00	\$18,914.92	\$106,288.92	\$495,229.88
511222	DPW-Parks, Rec & Cemeteries	ARPA - Park Rangers	3.01	\$1,293,399.47		\$1,293,399.47	\$85,720.90	\$48,213.14	\$133,934.04	\$1,159,465.43
712222	DPW-Highway	ARPA - Neighborhood Environmental Improvement	1.11	\$792,317.71		\$792,317.71	\$85,415.50	\$279,032.00	\$364,447.50	\$427,870.21
712322	DPW-Facilities	ARPA - City Hall Ventilation Upgrades	1.04	\$727,499.00		\$727,499.00	\$0.00	\$40,885.00	\$40,885.00	\$686,614.00
712422	DPW-Facilities	ARPA - Rines Center Ventilation Upgrades	1.04	\$350,000.00		\$350,000.00	\$0.00	\$0.00	\$0.00	\$350,000.00
712522	DPW-EPD	ARPA - Clean Water State Revolving Fund Projects	5.06	\$5,000,000.00	\$ (1,000,000.00)	\$4,000,000.00	\$0.00	\$46,654.00	\$46,654.00	\$3,953,346.00
712622	DPW-Highway	ARPA - Revenue Replacement - Roads & Sidewalks	6.01	\$1,000,000.00		\$1,000,000.00	\$112,918.44	\$70,469.67	\$183,388.11	\$816,611.89
810722	Planning & Community Development	ARPA - Planning and Administrative Support	7.01	\$1,250,262.38		\$1,250,262.38	\$114,970.97	\$22,615.59	\$137,586.56	\$1,112,675.82
810822	Planning & Community Development	ARPA - Small Business Grants & Program Assistance	2.29	\$2,000,000.00		\$2,000,000.00	\$563,489.68	\$233,937.53	\$797,427.21	\$1,202,572.79
810922	Economic Development	ARPA - Manchester Economic Development Office	3.02	\$1,334,286.26		\$1,334,286.26	\$80,229.56	\$21,688.49	\$101,918.05	\$1,232,368.21
811022	Economic Development	ARPA - Branding Strategy Modernization & Promotion	3.35	\$2,000,000.00		\$2,000,000.00	\$0.00	\$240.00	\$240.00	\$1,999,760.00
811122	Planning & Community Development	ARPA - Community Event and Activation Grants	6.01	\$1,000,000.00		\$1,000,000.00	\$2,272.30	\$62,123.97	\$64,396.27	\$935,603.73
811222	Planning & Community Development	ARPA -Affordable Housing Trust Fund - Affordable Housing RFP	2.15	\$1,500,000.00		\$1,500,000.00		\$0.00	\$0.00	\$1,500,000.00
811222	Planning & Community Development	ARPA -Affordable Housing Trust Fund - MHRA Acquisition/Rehab.	2.15	\$1,000,000.00		\$1,000,000.00		\$0.00	\$0.00	\$1,000,000.00
811222	Planning and Community Development	ARPA - Affordable Housing Trust Fund - MHRA Landlord Incentive	2.15	\$500,000.00		\$500,000.00	\$17,266.00	\$40,197.95	\$40,197.95	\$459,802.05
811322	Finance	ARPA - City Services Fee Waivers	1.04	\$1,000,000.00	\$ (406,515.62)	\$593,484.38	\$593,484.38	\$0.00	\$593,484.38	\$0.00
811422	Finance	ARPA - Revenue Replacement (Budget)	6.01	\$937,000.00	\$ 5,796,305.07	\$6,733,305.07	\$1,588,509.60	\$0.00	\$1,588,509.60	\$5,144,795.47
TOTALS				\$39,610,152.21		\$43,281,853.21	\$4,449,047.17	\$1,182,857.60	\$5,614,638.77	\$37,667,214.44

NOTES:

1. **CIP #811222** Affordable Housing RFP - two projects involving the 351 Chestnut St. Parcels have been recommended for funding in the amount of \$1,102,000, leaving a balance of \$398,000.
2. The expenditure deadline for all ARPA funded projects/programs is 12/31/2026.

SLFRF Compliance Report - SLT-3045-P&E Report Q2 2022

Report Period : Quarter 2 2022 (April-June)

Recipient Profile

Recipient Information

Recipient UEI	GFQ6HQBNJ4T7
Recipient TIN	026000517
Recipient Legal Entity Name	Manchester, New Hampshire
Recipient Type	Metro City or County
FAIN	
CFDA No./Assistance Listing	
Recipient Address	One City Hall Plaza
Recipient Address 2	
Recipient Address 3	
Recipient City	MANCHESTER
Recipient State/Territory	NH
Recipient Zip5	03101
Recipient Zip+4	
Recipient Reporting Tier	Tier 2. Metropolitan cities and counties with a population below 250,000 residents which received more than \$10 million in SLFRF funding
Discrepancies Explanation	
Is the Recipient Registered in SAM.Gov?	Yes

Project Overview

Does your jurisdiction have projects to report as of this reporting period?	
---	--

Project Name: Small Business Grants & Program Assistance

Project Identification Number	810822
Project Expenditure Category	2-Negative Economic Impacts
Project Expenditure Subcategory	2.29-Loans or Grants to Mitigate Financial Hardship
Status To Completion	Completed less than 50%
Total Cumulative Obligations	\$2,000,000.00
Total Cumulative Expenditures	\$563,489.68
Current Period Obligations	\$1,436,510.32
Current Period Expenditures	\$284,359.28
Project Description	The City intends to offer an application-based assistance program to small businesses disproportionately impacted by COVID-19. The City will model its assistance as an extension and expansion of the successful program funded with CDBG-CV funding. It would widen the eligibility and uses for small business grants to not only cover demonstrated losses due to COVID-19, but improvements to outdoor spaces and additional support for business planning and technical assistance.
What Impacted and/or Disproportionally Impacted population does this project primarily serve?	8 Imp SBs that experienced a negative economic impact
Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	The program assists small business with documented financial losses in connection with the COVID-19 public health emergency by reimbursing business expenses incurred after March 3, 2021 up to \$10,000.
Brief description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19	Grant-based support is based only on reimbursable expenses documented by the business, including operational costs.
Number of small businesses served (by program if recipient establishes multiple separate small businesses assistance programs)	53

Project Name: Park Rangers (staff hiring)

Project Identification Number	511222
Project Expenditure Category	3-Public Health-Negative Economic Impact: Public Sector Capacity
Project Expenditure Subcategory	3.1-Public Sector Workforce: Payroll and Benefits for Public Health, Public Safety, or Human Services Workers
Status To Completion	Completed less than 50%
Total Cumulative Obligations	\$1,293,399.47
Total Cumulative Expenditures	\$122,943.77

Current Period Obligations	\$1,170,455.70
Current Period Expenditures	\$122,943.77
Project Description	Project to support hiring of public safety/human services staff dedicated to mitigating the impact of the COVID-19 pandemic.
Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	Hiring of three (3) park rangers operating in the City's public parks to increase community active living to make Manchester's facilities safer, cleaner and more accessible. By nature of the Park ranger positions being primarily dedicated to a COVID-19 response, they are presumed to serve disproportionately-impacted City of Manchester neighborhoods in accordance with USDT guidance.
Brief description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19	By ensuring staff are "primarily" dedicated to a "COVID-19" response relative to periodically reassessing this determination and maintaining records to support an assessment, such as payroll records, attestations from supervisors or staff, or regular work product or correspondence.
Number of government FTEs responding to COVID-19 supported under this authority	3

Project Name: Manchester Economic Development Office (Branding & Promotion)

Project Identification Number	811022
Project Expenditure Category	2-Negative Economic Impacts
Project Expenditure Subcategory	2.35-Aid to Tourism Travel or Hospitality
Status To Completion	Not Started
Total Cumulative Obligations	\$2,000,000.00
Total Cumulative Expenditures	\$18,640.00
Current Period Obligations	\$1,981,360.00
Current Period Expenditures	\$18,640.00
Project Description	Initiative to update and modernize City of Manchester's branding strategy, to better support the Manchester-Boston Regional Airport and our local hospitality and tourism industries that have been heavily impacted by COVID-19.

Project Name: Manchester Economic Development Office (staff hiring)

Project Identification Number	810922
Project Expenditure Category	3-Public Health-Negative Economic Impact: Public Sector Capacity
Project Expenditure Subcategory	3.2-Public Sector Workforce: Rehiring Public Sector Staff
Status To Completion	Not Started
Total Cumulative Obligations	\$1,334,286.26
Total Cumulative Expenditures	\$80,229.56
Current Period Obligations	\$1,274,550.35
Current Period Expenditures	\$59,735.91
	Re-hiring two (2) public sector staff to fulfill the roles of

Project Description	Economic Development Director and Business Liaison.
Number of FTEs rehired by governments under this authority	2

Project Name: Clean Water State Revolving Fund Projects

Project Identification Number	712522
Project Expenditure Category	5-Infrastructure
Project Expenditure Subcategory	5.6-Clean Water: Stormwater
Status To Completion	Not Started
Total Cumulative Obligations	\$5,000,000.00
Total Cumulative Expenditures	\$0.00
Current Period Obligations	\$154,900.00
Current Period Expenditures	\$0.00
Project Description	Funding for the implementation of storm water drainage projects and other water quality protection efforts. Improve the City's sewer and storm water drainage infrastructure. This project helps to address climate change and benefits disadvantaged communities in line with the Justice40 initiative by increasing capacity of the stormwater systems throughout the City reducing flooding and damage to roadways and properties from the increased intensity of storms. These adjustments/changes are focused primarily in the older sections of the city where there is a lower median income and a higher percentage of disadvantaged people.

Project Name: RINES CENTER VENTILATION UPGRADES

Project Identification Number	712422
Project Expenditure Category	1-Public Health
Project Expenditure Subcategory	1.4-Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.)
Status To Completion	Not Started
Total Cumulative Obligations	\$350,000.00
Total Cumulative Expenditures	\$0.00
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	Perform the necessary ventilation upgrades to the Rines Center to improve the prevention of contagious diseases.

Project Name: CITY HALL VENTILATION UPGRADES

Project Identification Number	712322
Project Expenditure Category	1-Public Health
Project Expenditure Subcategory	1.4-Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.)

Status To Completion	Completed less than 50%
Total Cumulative Obligations	\$727,499.00
Total Cumulative Expenditures	\$25,650.00
Current Period Obligations	\$25,650.00
Current Period Expenditures	\$25,650.00
Project Description	Perform the necessary ventilation upgrades to City Hall to improve the prevention of contagious diseases.
What Impacted and/or Disproportionally Impacted population does this project primarily serve?	1 Imp General Public
Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	The City Hall Ventilation project is comprised of two parts. The first part is the enhancement of the chiller for the year round operation (climate control can help mitigate airborne viruses). The second part is the replacement of the HVAC system with a new system which has increased filtration, efficiency and controls.
Brief description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19	Design is complete for the Chiller portion of the project. Design is substantially complete for the HVAC component of the project. Anticipated start date is in October due to lead times involved with equipment.

Project Name: NEIGHBORHOOD ENVIRONMENTAL IMPROVEMENT

Project Identification Number	712222
Project Expenditure Category	1-Public Health
Project Expenditure Subcategory	1.11-Community Violence Interventions
Status To Completion	Completed less than 50%
Total Cumulative Obligations	\$792,317.71
Total Cumulative Expenditures	\$364,447.50
Current Period Obligations	\$292,002.50
Current Period Expenditures	\$350,847.00
Project Description	Complete improvements in City neighborhoods that are negatively impacted by violent crimes and reduce the City's crime rates.
What is the Total expected capital expenditure, including pre-development costs, if applicable	\$370,000.00
Type of capital expenditures, based on the following enumerated uses	Other (please specify)
What Impacted and/or Disproportionally Impacted population does this project primarily serve?	15 Dis Imp HHs and populations residing in Qualified Census Tracts
Secondary Impacted and/or Disproportionately Impacted populations	14 Dis Imp Low income HHs and populations
Tertiary Impacted and/or Disproportionately Impacted populations	16 Dis Imp HHs that qualify for certain federal programs
Brief description of structure and objectives of assistance program(s), including public health or negative economic	American Recovery Plan funds within this partnership will support the Highway Department's effort to address environmental issues that primarily focus on neighborhoods that experience chronic violent crime problems. This work has been underway in coordination with the police

impact experienced	department; however, additional funding will support new equipment to have greater impacts as well as a source of funds for identified CPTED projects. https://www.cpted.net/
Brief description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19	Specifically, a small street sweeper that is equipped with power washing and other cleaning attachments would be purchased to provide a dedicated piece of equipment for response to alleyways and small spaces. The Highway Department does not currently have this capability. This small sweeper can assist with keeping spaces clean, which makes these areas less attractive to crime. An ATV was purchased for city trails and walking paths to maintain bushes and trees to prevent crime.

Project Name: Community Event and Activation Grants

Project Identification Number	811122
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Not Started
Total Cumulative Obligations	\$1,000,000.00
Total Cumulative Expenditures	\$0.00
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	Facilitate an RFP process for organizations, individuals and neighborhood groups that have been negatively impacted by COVID-19 to apply for grant funding (\$1,000 to \$10,000) for events or physical investments.

Project Name: READY, SET, LAUNCH

Project Identification Number	212422
Project Expenditure Category	2-Negative Economic Impacts
Project Expenditure Subcategory	2.12-Healthy Childhood Environments: Home Visiting
Status To Completion	Completed less than 50%
Total Cumulative Obligations	\$1,073,839.20
Total Cumulative Expenditures	\$52,831.80
Current Period Obligations	\$53,121.06
Current Period Expenditures	\$30,352.23
Project Description	Ready Set LAUNCH, a universal Newborn Home Visit Program for new mothers with the aim of reducing child maltreatment. This program aligns with the ARPA's eligible public health uses due by: 1) addressing disparities in public health that have been exacerbated by the pandemic; and 2) facilitating access to resources that improve health outcomes, including services that connect residents with health care resources and public assistance programs and build healthier environments among populations disproportionately impacted by the pandemic. In general terms, home visit programs have been shown to promote effective parenting and healthy family functioning.

What Impacted and/or Disproportionally Impacted population does this project primarily serve?	1 Imp General Public
Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	To prevent disparities and improve health outcomes for families with newborns, Amoskeag Health is implementing a newborn home visit program, called Ready Set LAUNCH, in partnership with Elliot Hospital for residents of the City of Manchester. Any child born at Elliot Hospital residing in Manchester's zip codes is eligible for this universal (no eligibility requirements except residency) one-time, free opportunity.
Brief description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19	Families continue to face negative public health and negative impacts related to COVID-19. From April 1, 2022 through June 30, 2022, nineteen (19) referrals were made, with 9 related to income/employment, 2 for home/housing, 1 for mental health, 4 for child care, 1 for transportation, and 2 for healthcare.

Project Name: ACERT Program

Project Identification Number	410222
Project Expenditure Category	2-Negative Economic Impacts
Project Expenditure Subcategory	2.13-Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System
Status To Completion	Completed less than 50%
Total Cumulative Obligations	\$2,272,156.25
Total Cumulative Expenditures	\$183,870.44
Current Period Obligations	\$77,461.98
Current Period Expenditures	\$77,461.98
Project Description	To support children and families exposed to violence through the operation of the Adverse Childhood Experiences Response Team (ACERT). ACERT involves the coordinated efforts of local law enforcement, health care, and social service providers.
What Impacted and/or Disproportionally Impacted population does this project primarily serve?	1 Imp General Public
Secondary Impacted and/or Disproportionately Impacted populations	2 Imp Low or moderate income HHs or populations
Tertiary Impacted and/or Disproportionately Impacted populations	15 Dis Imp HHs and populations residing in Qualified Census Tracts
Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	Manchester recognized the need to support children and families exposed to violence and developed the Adverse Childhood Experiences Response Team (ACERT) through the coordinated efforts of local law enforcement, health care, and social service providers. ACERT is activated through first responder reports of any child involved in a traumatic incident. The team includes an officer from the Manchester Police Department, an Amoskeag Health Family Advocate, and a YWCA-NH Crisis Services Advocate.
Brief description of recipient's approach to ensuring that	Families continue to face negative public health and economic impacts as a result of COVID-19. The global pandemic has exacerbated the rates of children exposed to violence and other adverse experiences in Manchester and

response is reasonable and proportional to a public health or negative economic impact of Covid-19	statewide. From April 1, 2022 through June 30, 2022, fifty-eight (58) households and eighty-one (81) children who have been directly impacted by ACEs, have received ACERT referrals to services designed to mitigate the negative effects of trauma.
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Project Name: Law Enforcement Support for Violent Crime Reduction & Prevention

Project Identification Number	410122
Project Expenditure Category	1-Public Health
Project Expenditure Subcategory	1.11-Community Violence Interventions
Status To Completion	Completed less than 50%
Total Cumulative Obligations	\$2,708,333.33
Total Cumulative Expenditures	\$609,652.43
Current Period Obligations	\$2,098,680.87
Current Period Expenditures	\$148,653.90
Project Description	Increase the number of foot patrols in high crime neighborhoods to support investigative overtime intended to reduce violent crime.
What Impacted and/or Disproportionally Impacted population does this project primarily serve?	1 Imp General Public
Secondary Impacted and/or Disproportionately Impacted populations	15 Dis Imp HHs and populations residing in Qualified Census Tracts
Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	This program supports foot-patrols in neighborhoods disproportionately-impacted by the pandemic as an evidenced-based crime deterrent and an evidence-based practice to reduce fear of crime, which is a benefit to all residents living in targeted neighborhoods.
Brief description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19	The program is based on a documented increase in the likelihood of violent crime occurring in neighborhoods that are disproportionately impacted by COVID-19. The City is ensuring a reasonable and proportionate public health response to COVID-19 based on an identified need for additional overtime support focusing on instances of violent crime.
Number of government FTEs responding to COVID-19 supported under this authority	3

Project Name: Additional Planning Administrative Support

Project Identification Number	810722
Project Expenditure Category	7-Administrative
Project Expenditure Subcategory	7.1-Administrative Expenses
Status To Completion	Completed less than 50%
Total Cumulative Obligations	\$1,250,262.38
Total Cumulative Expenditures	\$114,970.97
Current Period Obligations	\$1,135,291.41
Current Period Expenditures	\$19,594.65

Project Description	Payroll expenses for two (2) full-time staff individuals hired to manage the ARPA program, beginning in Q4 2021.
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Project Name: Affordable Housing Trust Fund

Project Identification Number	811222
Project Expenditure Category	2-Negative Economic Impacts
Project Expenditure Subcategory	2.15-Long-Term Housing Security: Affordable Housing
Status To Completion	Completed less than 50%
Total Cumulative Obligations	\$3,000,000.00
Total Cumulative Expenditures	\$17,266.00
Current Period Obligations	\$2,982,734.00
Current Period Expenditures	\$17,266.00
Project Description	Makes investments in the existing Affordable Housing Trust Fund, to increase access to safe affordable housing. These funds can be made available to organizations to develop new affordable, transitional, and supportive non-congregate housing projects, as well as provide grants for individuals to apply for assistance in order to stay in their homes as they age, grants for emergency home repairs for low income individuals, grants for landlords to make improvements to their properties if their properties remain affordable for a prearranged time, make their units eligible for the Housing Choice Voucher Program, and other eligible uses to increase the amount of affordable housing within the City.
What is the Total expected capital expenditure, including pre-development costs, if applicable	\$1,000,000.00
Type of capital expenditures, based on the following enumerated uses	Affordable housing, supportive housing, or recovery housing
What Impacted and/or Disproportionally Impacted population does this project primarily serve?	2 Imp Low or moderate income HHs or populations
Secondary Impacted and/or Disproportionately Impacted populations	4 Imp HHs that experienced increased food or housing insecurity
Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	The objective of this program is two-pronged: 1) to increase the capacity of housing providers and community partners by sustaining and creating affordable, transitional and supportive non-congregate housing options for those disproportionately experiencing pandemic-related economic impacts, and 2) increase housing capacity.
Brief description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19	Following existing guidance regarding administration of federal funds for affordable housing development (HOME) as to benefit low-to-moderate income households.

Project Name: Job Resource Coaching & Higher Education Partnership

Project Identification Number	310022
Project Expenditure Category	2-Negative Economic Impacts
Project Expenditure Subcategory	2.37-Economic Impact Assistance: Other

Status To Completion	Not Started
Total Cumulative Obligations	\$3,000,000.00
Total Cumulative Expenditures	\$0.00
Current Period Obligations	\$3,000,000.00
Current Period Expenditures	\$0.00
Project Description	This program, beginning in partnership with Southern New Hampshire University, will be designed to bring college education within reach for every Manchester public high school student, regardless of finances, to give students who normally wouldn't have the opportunity, the chance to pursue higher education and job training within fields located right here in our city. The program will provide a holistic approach to the application process by offering assistance with financial aid and admissions applications, class selection and registration. After other aid programs are applied toward tuition, this program will fill in the gaps. Conversations are ongoing to extend this program to other colleges, community colleges, and universities within the City, as well as incorporating a job training component for students interested in pursuing a trade. \$3,000,000.00 (Funded through December 2026)

Project Name: Emergency Management Coordinator

Project Identification Number	410422
Project Expenditure Category	3-Public Health-Negative Economic Impact: Public Sector Capacity
Project Expenditure Subcategory	3.1-Public Sector Workforce: Payroll and Benefits for Public Health, Public Safety, or Human Services Workers
Status To Completion	Completed less than 50%
Total Cumulative Obligations	\$601,518.80
Total Cumulative Expenditures	\$89,698.48
Current Period Obligations	\$511,800.32
Current Period Expenditures	\$30,361.64
Project Description	Extension of funding to support the Emergency Management Coordinator through 2026.
Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	The Emergency Management Coordinator is responsible for mitigation, preparedness, response, and recovery planning as it relates to the City the Manchester, its Emergency Operations Center, and emergency/disaster response, which includes supporting all efforts for the city's response to and recovery from COVID-19. This position assists with planning efforts for testing and vaccine clinics, resource and donation management, and general planning needs associated with COVID-19.
Brief description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19	The position is considered to be directly responsive to the COVID-19 pandemic and as such serves to mitigate primarily the public health impact of COVID-19 for the City of Manchester for all related needs that arise.
Number of government FTEs responding to COVID-19 supported under this authority	1

Project Name: Director of Homelessness Initiatives

Project Identification Number	410322
Project Expenditure Category	3-Public Health-Negative Economic Impact: Public Sector Capacity
Project Expenditure Subcategory	3.1-Public Sector Workforce: Payroll and Benefits for Public Health, Public Safety, or Human Services Workers
Status To Completion	Not Started
Total Cumulative Obligations	\$710,847.36
Total Cumulative Expenditures	\$0.00
Current Period Obligations	\$710,847.36
Current Period Expenditures	\$0.00
Project Description	To extend the funding for an existing grant-funded Director of Homelessness Initiatives position, administered by the Fire Department, to facilitate housing and social service opportunities for individuals experiencing homelessness.
Number of government FTEs responding to COVID-19 supported under this authority	1

Project Name: Community Health Worker Program

Project Identification Number	212322
Project Expenditure Category	2-Negative Economic Impacts
Project Expenditure Subcategory	2.19-Social Determinants of Health: Community Health Workers or Benefits Navigators
Status To Completion	Completed less than 50%
Total Cumulative Obligations	\$6,000,000.00
Total Cumulative Expenditures	\$293,145.11
Current Period Obligations	\$158,754.89
Current Period Expenditures	\$158,754.89
Project Description	The Community Health Worker (CHW) Program initiated staff hiring efforts. Thus far, MHD successfully hired for a Supervisor position and 4 CHWs. The new team is multicultural and collectively speaks 11 languages, in addition to English (Spanish, French, Nepali, Hindi, Swahili, Kinyarwanda, Kurundi, Mandinka, Fula, Wolof, and Yoruba). In addition, the MPD successfully hired for a Coordinator position. The primary work of this quarter (and next quarter) focused in on-boarding staff via trainings and skill development. From January-February 2022, the CHW staff are participating in a CHW Certificate program hosted by the Southern NH AHEC. The Program will also be working closely with the Harvard School of Public Health to provide occupational health and safety training and technical assistance. Additionally, staff are proactively learning more about their assigned neighborhood areas in the City, including conducting asset mapping, reaching out to local community groups and organizations, and beginning to get a sense of neighborhood concerns and needs. The CHW Program also conducted research on other model practices

	across the country to inform local policies and procedures, and will create a draft of policies/procedures for the Program in the second quarter. This will include a set of metrics for program evaluation and performance measurement. The Program will be utilizing a results-based accountability framework to support ongoing monitoring toward objectives and performance targets. Lastly, as this Program is a joint effort between the MHD and MPD, the two Departments will be creating a structure to support linkages and coordination of efforts across their respective disciplines of public health and public safety.
What Impacted and/or Disproportionally Impacted population does this project primarily serve?	15 Dis Imp HHs and populations residing in Qualified Census Tracts
Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	A PHAST (Public Health and Safety Team) comprised of 8 multicultural and multilingual CHWs has been developed. They have received training in Health Education and outreach and assigned to a QCT. PHAST partnered with Manchester Police Dept and Meals on Wheels to connect with individuals and 89 residences to assist with overdose, employment, food/clothing, childcare, behavioral health, housing, health insurance.
Brief description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19	Project evaluation is based on a Triple Aim framework – population health improvement, quality of service delivery, and cost/return on investment. Evaluation metrics are under development, but at a minimum will include: - # of clients served - % of clients with at least one successful referral - % of clients with improvements in individual wellbeing scores - # and type of neighborhood based concerns that have been resolved - Type of newly attained staff training/professional development/certif

Project Name: Healthy Corner Stores Project

Project Identification Number	212222
Project Expenditure Category	2-Negative Economic Impacts
Project Expenditure Subcategory	2.22-Strong Healthy Communities: Neighborhood Features that Promote Health and Safety
Status To Completion	Completed less than 50%
Total Cumulative Obligations	\$572,200.00
Total Cumulative Expenditures	\$35,229.98
Current Period Obligations	\$13,175.29
Current Period Expenditures	\$13,175.29
	MHD has engaged Fresh Start Farms, a program of the Organization for Refugee and Immigrant Success (ORIS), to serve as the Fresh Food Hub for the Healthy Corner Stores (HCS) Initiative. Fresh Start Farms, established in 2008, expands access to healthy, affordable, culturally appropriate food. ORIS develops local markets and trains farmers in business planning, which builds competency and integration into New Hampshire's vibrant and growing local food system. Markets include Community Supported Agriculture

Project Description	(CSA), farmers markets, and wholesale contracts. MHD and ORIS have adopted the HCS best practice model of DC Central Kitchen (dccentralkitchen.org), which has nearly 70 participating stores in Washington, DC. This model is being utilized to craft policies and procedures for a HCS project in Manchester. A draft of policies/procedures will be created by the end of the second quarter. Marketing materials are also in development for promotional purposes, as well as to provide point of decision prompts in stores to denote healthy choices. In addition, a listing of 35 corner stores has been identified within Manchester's 7 Qualified Census Tracts as potential participants in a local HCS model. Outreach to these stores has begun and will continue through the end of January 2022. Store owners who indicate a willingness to participate in the program will undergo an in-depth assessment to better understand the store's food landscape and business sustainability. Each store will be assigned a priority score for inclusion. The HCS project anticipates on-boarding at least 5 stores annually, which will appropriately pace project growth while providing the adequate level of ongoing technical assistance and feedback required of the DC Central Kitchen model. The first cohort of stores will be announced by the end of the second quarter.
What Impacted and/or Disproportionally Impacted population does this project primarily serve?	4 Imp HHs that experienced increased food or housing insecurity
Secondary Impacted and/or Disproportionately Impacted populations	21 Dis Imp SBs operating in Qualified Census Tracts
Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	The program will decrease food insecurity as a fundamental determinant of health. The primary focus of the program will be the stores located within the Qualified Census Tracts as defined by HUD.
Brief description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19	MHD worked with Fresh Start Farms to complete outreach to 31 SNAP retailers. Out of 22 stores, 6 were selected in the QCT for a pilot program. Each 6 received training for the owner/designee on marketing, ordering, deliveries, storage, handling, payment and product placement. MHD retained EVR Marketing for the "Fresh Choice Manchester" logo. Evaluation metrics are under review/development.

Project Name: Healthy Food Access Strategic Plan & Implementation

Project Identification Number	212122
Project Expenditure Category	2-Negative Economic Impacts
Project Expenditure Subcategory	2.22-Strong Healthy Communities: Neighborhood Features that Promote Health and Safety
Status To Completion	Completed less than 50%
Total Cumulative Obligations	\$412,404.00
Total Cumulative Expenditures	\$34,215.02
Current Period Obligations	\$12,724.64
Current Period Expenditures	\$12,724.64
	The Manchester Health Department (MHD) has engaged the Manchester Food Collaborative (MFC) as a key partner in the Healthy Food Access Strategic Planning Initiative. The

Project Description	Collaborative includes a broad range of stakeholders in the health and wellbeing of Manchester residents, including healthcare systems, managed care organizations, refugee and immigrant resettlement organizations, public schools, universities, several City departments, senior-service agencies, behavioral health service providers, New Hampshire Food Bank, and others. The MFC meets monthly and will dedicate 30 minutes of each meeting to the strategic planning effort. MFC members have also agreed to participate in stakeholder interviews, which will be conducted during the second quarter and used to identify priorities for addressing healthy food access in Manchester. MHD is partnering with Dartmouth College to develop a plan for resident engagement, including focus groups, resident interviews, and surveys aimed at collecting input from a diverse population of community members. Data collection will take place during the third quarter and be incorporated into the final strategic plan. Priorities for action will be adjusted, if necessary, to reflect resident recommendations. MHD is conducting a review of best practices in healthy food access to present to the strategic planning team as potential options for addressing the priorities identified through the planning process. We are also working with MFC partners to conduct a landscape analysis of existing healthy food access programs and resources in Manchester and identify critical gaps in services or populations served.
What Impacted and/or Disproportionally Impacted population does this project primarily serve?	4 Imp HHs that experienced increased food or housing insecurity
Secondary Impacted and/or Disproportionately Impacted populations	21 Dis Imp SBs operating in Qualified Census Tracts
Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	The strategic plan and implementation fund will identify and implement systems changes to improve healthy food access as a fundamental determinant of health. The focus of the strategic planning efforts and implementation fund will primarily be targeted to the Qualified Census Tracts as defined by HUD.
Brief description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19	The Manchester Health Department (MHD) has engaged the Manchester Food Collaborative (MFC) as a key partner in the Healthy Food Access Strategic Planning Initiative. Surveys have been completed and data gathered. National resources such as The Food Trust and New Venture advisors have been retained. Evaluation metrics will be identified for each of the priority strategies that will be implemented from the plan.

Project Name: ARPA - City Services Fee Waivers

Project Identification Number	811322
Project Expenditure Category	1-Public Health
Project Expenditure Subcategory	1.4-Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.)
Status To Completion	Completed 50% or more
Total Cumulative Obligations	\$1,000,000.00

Total Cumulative Expenditures	\$593,484.38
Current Period Obligations	\$406,515.62
Current Period Expenditures	\$25,407.43
Project Description	Program intended to absorb credit card fees for residents opting not to make in-person payment for city fees and services. From October to December the City absorbed \$337,366.64 in credit card fees for residents making payments for City services and taxes with the intent to reduce congregate activity.
What Impacted and/or Disproportionally Impacted population does this project primarily serve?	1 Imp General Public
Brief description of structure and objectives of assistance program(s), including public health or negative economic impact experienced	Fees charged to residents for online payment processing have been eliminated for as long as allocated ARPA funds are available. This is in response to COVID-19 mitigation efforts in congregate public settings, such as City Hall.
Brief description of recipient's approach to ensuring that response is reasonable and proportional to a public health or negative economic impact of Covid-19	Fees being waived are directly proportionate to those that would be otherwise be charged to residents foregoing in-person visits to City Hall for service/tax payments.

Subrecipients

Subrecipient Name: City of Manchester

TIN	
Unique Entity Identifier	
POC Email Address	
Address Line 1	1 City Hall Plaza
Address Line 2	Finance Department
Address Line 3	
City	Manchester
State	NH
Zip	03101
Zip+4	
Entity Type	
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: Deo Mwano Consultancy

TIN	
Unique Entity Identifier	R6YLBH1PET3
POC Email Address	
Address Line 1	373 South Willow, #269
Address Line 2	
Address Line 3	
City	Manchester
State	NH
Zip	03101
Zip+4	
Entity Type	Subrecipient
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: Behavioral Health Improvement Institute Keene State College

TIN	
Unique Entity Identifier	UDDNE26Q4JH1
POC Email Address	
Address Line 1	5 Chenell Drive
Address Line 2	Suite 301
Address Line 3	
City	Concord

State	NH
Zip	03301
Zip+4	
Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: Amoskeag Health

TIN	
Unique Entity Identifier	PJE7C4T4PEB8
POC Email Address	
Address Line 1	145 Hollis St
Address Line 2	
Address Line 3	
City	Manchester
State	NH
Zip	03101
Zip+4	
Entity Type	Subrecipient
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: Greater Manchester Chamber of Commerce

TIN	
Unique Entity Identifier	E7N3N4LXXYA7
POC Email Address	
Address Line 1	54 Hanover Street
Address Line 2	
Address Line 3	
City	Manchester
State	NH
Zip	03101
Zip+4	
Entity Type	Subrecipient
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: Manchester Housing and Redevelopment Authority

TIN	
Unique Entity Identifier	ZKM3EN3P2173
POC Email Address	
Address Line 1	198 Hanover Street

Address Line 2	1 City Hall Plaza
Address Line 3	
City	Manchester
State	NH
Zip	03104
Zip+4	
Entity Type	Subrecipient
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: Southern New Hampshire University

TIN	
Unique Entity Identifier	FF41YLV75DH6
POC Email Address	
Address Line 1	2500 North River Road
Address Line 2	1 City Hall Plaza
Address Line 3	
City	Manchester
State	NH
Zip	03106
Zip+4	
Entity Type	Subrecipient
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: YWCA - New Hampshire

TIN	
Unique Entity Identifier	FWVEAJGAMHR3
POC Email Address	
Address Line 1	72 Concord Street
Address Line 2	
Address Line 3	
City	Manchester
State	NH
Zip	03103
Zip+4	
Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: UpReach Therapeutic Equestrian Center

TIN	

Unique Entity Identifier	SKEGKBCYFWV8
POC Email Address	
Address Line 1	153 Paige Hill Road
Address Line 2	
Address Line 3	
City	Goffstown
State	NH
Zip	03045
Zip+4	
Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	Yes

Subrecipient Name: Waypoint

TIN	
Unique Entity Identifier	QX4YNCN4JYK5
POC Email Address	
Address Line 1	99 Hanover Street
Address Line 2	
Address Line 3	
City	Manchester
State	NH
Zip	03101
Zip+4	
Entity Type	Contractor
Is the Recipient Registered in SAM.Gov?	Yes

Subawards

Subward No: 811322

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$1,000,000.00
Subaward Date	8/1/2021
Place of Performance Address 1	1 City Hall Plaza
Place of Performance Address 2	Finance Department
Place of Performance Address 3	
Place of Performance City	Manchester
Place of Performance State	NH
Place of Performance Zip	03101
Place of Performance Zip+4	
Description	For one year, the City will waive online services fees across multiple departments to reduce the number of individuals inside City Hall as a COVID-19 mitigation tool.
Subrecipient	City of Manchester
Period of Performance Start	8/1/2021
Period of Performance End	12/31/2026

Subward No: 212122

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$412,404.00
Subaward Date	8/1/2021
Place of Performance Address 1	1528 Elm St
Place of Performance Address 2	Health Department
Place of Performance Address 3	
Place of Performance City	Manchester
Place of Performance State	NH
Place of Performance Zip	03101
Place of Performance Zip+4	
Description	Update the City's Healthy Food Access Strategic Plan and implement priorities identified in the plan. The creation and implementation of the updated plan shall continue through and include the 31st day of December 2026.
Subrecipient	City of Manchester
Period of Performance Start	8/1/2021
Period of Performance End	12/31/2026

Subward No: 212222

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Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$572,200.00
Subaward Date	8/1/2021
Place of Performance Address 1	1528 Elm St
Place of Performance Address 2	Health Department
Place of Performance Address 3	
Place of Performance City	Manchester
Place of Performance State	NH
Place of Performance Zip	01301
Place of Performance Zip+4	
Description	1. Provide financial resources to corner stores for infrastructure investments required for healthy food storage, display and purchasing; 2. Establish a health food hub for corner stores to source foods and receive deliveries (less healthy vendors already provide this to stores); and 3. Implement physical improvements to the store and neighborhood to facilitate connections to the stores as healthy destination and key food access assets.
Subrecipient	City of Manchester
Period of Performance Start	8/1/2021
Period of Performance End	12/31/2026

Subaward No: 212322

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$6,000,000.00
Subaward Date	8/1/2021
Place of Performance Address 1	1528 Elm St
Place of Performance Address 2	Health Department
Place of Performance Address 3	
Place of Performance City	Manchester
Place of Performance State	NH
Place of Performance Zip	03101
Place of Performance Zip+4	
Description	Funding is being utilized for thirteen (13) Community Health Workers (CHW), who will work with MPD to take over check condition calls typically taken by officers and act as a hub for addressing neighborhood-level health concerns. Evidence shows that less than 10% of check condition calls require any kind of police response. This partnership will reduce the number of unnecessary calls taken by police and provide the proper level of care for residents seeking intervention services. These CHW will be ward-based, with an additional worker dedicated to assisting seniors.
Subrecipient	City of Manchester
Period of Performance Start	8/1/2021

Period of Performance End	12/31/2026
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Subaward No: 410322

Subaward Type	Transfer: Lump Sum Payment(s)
Subaward Obligation	\$710,847.36
Subaward Date	8/1/2021
Place of Performance Address 1	1 City Hall Plaza
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Manchester
Place of Performance State	NH
Place of Performance Zip	03101
Place of Performance Zip+4	
Description	The funding of an existing position under the administration of the Fire Department to decrease the number of unsheltered homeless individuals in Manchester.
Subrecipient	City of Manchester
Period of Performance Start	1/1/2022
Period of Performance End	3/31/2022

Subaward No: 410422

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$601,518.80
Subaward Date	8/1/2021
Place of Performance Address 1	1 City Hall Plaza
Place of Performance Address 2	Fire Department
Place of Performance Address 3	
Place of Performance City	Manchester
Place of Performance State	NH
Place of Performance Zip	03101
Place of Performance Zip+4	
Description	Extension of funding to support the existing Emergency Management Coordinator position through 2026.
Subrecipient	City of Manchester
Period of Performance Start	8/1/2021
Period of Performance End	12/31/2026

Subaward No: 310022

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$3,000,000.00

Subaward Date	1/1/2022
Place of Performance Address 1	1 City Hall Plaza
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Manchester
Place of Performance State	NH
Place of Performance Zip	03101
Place of Performance Zip+4	
Description	Program is designed to bring college education to underserved and disadvantaged populations by operating and attracting students who live within a Qualified Census Tract.
Subrecipient	City of Manchester
Period of Performance Start	1/1/2022
Period of Performance End	12/31/2025

Subaward No: 811222

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$1,500,000.00
Subaward Date	1/19/2022
Place of Performance Address 1	198 Hanover Street
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Manchester
Place of Performance State	NH
Place of Performance Zip	03104
Place of Performance Zip+4	
Description	Purpose of subaward is to facilitate and directly fund the creation of affordable housing units through acquisition and redevelopment as well as launching a landlord incentive program.
Subrecipient	Manchester Housing and Redevelopment Authority
Period of Performance Start	1/19/2022
Period of Performance End	12/31/2026

Subaward No: 811222(2)

Subaward Type	Transfer: Lump Sum Payment(s)
Subaward Obligation	\$1,500,000.00
Subaward Date	8/1/2021
Place of Performance Address 1	1 City Hall Plaza
Place of Performance Address 2	
Place of Performance Address 3	

Place of Performance City	Manchester
Place of Performance State	NH
Place of Performance Zip	03101
Place of Performance Zip+4	
Description	Funding allocated to City-supported projects, via an RFP process to private developers, intended to increase affordable housing units.
Subrecipient	City of Manchester
Period of Performance Start	8/1/2021
Period of Performance End	12/31/2026

Subward No: 810722

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$1,250,262.38
Subaward Date	8/1/2021
Place of Performance Address 1	1 City Hall Plaza
Place of Performance Address 2	Department of Planning & Community Development
Place of Performance Address 3	
Place of Performance City	Manchester
Place of Performance State	NH
Place of Performance Zip	03101
Place of Performance Zip+4	
Description	Provide administrative support to comply with quarterly reporting requirements with ARPA funds and assist in the management of various programs associated with these funds, such as the Affordable Housing Trust Fund and Community Event & Activation Grants. Funding will be allocated to support two (2) Planner IIs.
Subrecipient	City of Manchester
Period of Performance Start	8/1/2021
Period of Performance End	12/31/2021

Subward No: 410122

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$2,708,333.33
Subaward Date	8/1/2021
Place of Performance Address 1	1 City Hall Plaza
Place of Performance Address 2	Police Department
Place of Performance Address 3	
Place of Performance City	Manchester
Place of Performance State	NH
Place of Performance Zip	03101

Place of Performance Zip+4	
Description	Funding is utilized to support three (3) additional law enforcement officers via foot patrols in high crime neighborhoods. Foot patrols are an evidence-based practice to prevent crime and reduce fear of crime in neighborhoods. Foot patrols increase police presence in neighborhoods, which deters crime from occurring. Furthermore, foot patrols specifically (as opposed to police cruiser patrols) enable far greater opportunities for engagement with the community. Support for Investigative Overtime on Violent Crime: The police department has identified the need for additional investigative overtime support, which will focus on violent crimes.
Subrecipient	City of Manchester
Period of Performance Start	8/1/2021
Period of Performance End	12/31/2022

Subward No: 410222

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$2,272,156.25
Subaward Date	8/1/2021
Place of Performance Address 1	145 Hollis St
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Manchester
Place of Performance State	NH
Place of Performance Zip	03101
Place of Performance Zip+4	
Description	To support children and families exposed to violence through the operation of the Adverse Childhood Experience Response Team.
Subrecipient	Amoskeag Health
Period of Performance Start	1/1/2022
Period of Performance End	3/31/2022

Subward No: 212422

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$1,073,839.20
Subaward Date	1/1/2022
Place of Performance Address 1	145 Hollis St
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Manchester
Place of Performance State	NH

Place of Performance Zip	03101
Place of Performance Zip+4	
Description	This proposed funding will sustain an existing program, administered by Amoskeag Health, whose funding ends on December 30th, 2021: Ready Set LAUNCH, a universal Newborn Home Visit Program for new mothers with the aim of reducing child maltreatment. This program aligns with the ARPA's eligible public health uses due by: 1) addressing disparities in public health that have been exacerbated by the pandemic; and 2) facilitating access to resources that improve health outcomes, including services that connect residents with health care resources and public assistance programs and build healthier environments among populations disproportionately impacted by the pandemic. In general terms, home visit programs have been shown to promote effective
Subrecipient	Amoskeag Health
Period of Performance Start	1/1/2022
Period of Performance End	12/31/2026

Subaward No: 712222

Subaward Type	Transfer: Lump Sum Payment(s)
Subaward Obligation	\$792,317.71
Subaward Date	2/15/2022
Place of Performance Address 1	475 Valley St
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Manchester
Place of Performance State	NH
Place of Performance Zip	03103
Place of Performance Zip+4	
Description	Funding for making improvements within the Public Right of Way and City owned facilities that address neighborhoods that experience chronic violent crime problems.
Subrecipient	City of Manchester
Period of Performance Start	2/15/2022
Period of Performance End	12/31/2026

Subaward No: 712322

Subaward Type	Transfer: Lump Sum Payment(s)
Subaward Obligation	\$727,499.00
Subaward Date	2/15/2022
Place of Performance Address 1	475 Valley Street
Place of Performance Address 2	

Place of Performance Address 3	
Place of Performance City	Manchester
Place of Performance State	NH
Place of Performance Zip	03102
Place of Performance Zip+4	
Description	Improve the ventilation in City Hall to prevent the spread of contagious diseases.
Subrecipient	City of Manchester
Period of Performance Start	2/15/2022
Period of Performance End	12/31/2026

Subward No: 712422

Subaward Type	Transfer: Lump Sum Payment(s)
Subaward Obligation	\$350,000.00
Subaward Date	3/3/2022
Place of Performance Address 1	475 Valley Street
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Manchester
Place of Performance State	NH
Place of Performance Zip	03103
Place of Performance Zip+4	
Description	Improve the ventilation in the Rines Center (Health Department) to prevent the spread of contagious diseases.
Subrecipient	City of Manchester
Period of Performance Start	3/3/2022
Period of Performance End	12/31/2026

Subward No: 712522

Subaward Type	Transfer: Lump Sum Payment(s)
Subaward Obligation	\$5,000,000.00
Subaward Date	3/3/2022
Place of Performance Address 1	475 Valley Street
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Manchester
Place of Performance State	NH
Place of Performance Zip	03103
Place of Performance Zip+4	
	Prioritize eligible storm water and drainage projects and

Description	other water quality protection efforts.
Subrecipient	City of Manchester
Period of Performance Start	3/3/2022
Period of Performance End	12/31/2026

Subward No: 810922

Subaward Type	Transfer: Lump Sum Payment(s)
Subaward Obligation	\$1,334,286.26
Subaward Date	1/1/2022
Place of Performance Address 1	1 City Hall Plaza
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Manchester
Place of Performance State	NH
Place of Performance Zip	03101
Place of Performance Zip+4	
Description	Re-hiring two (2) public sector staff to fulfill the roles of Economic Development Director and Business Liaison.
Subrecipient	City of Manchester
Period of Performance Start	1/1/2022
Period of Performance End	3/31/2022

Subward No: 811022

Subaward Type	Transfer: Lump Sum Payment(s)
Subaward Obligation	\$2,000,000.00
Subaward Date	8/1/2021
Place of Performance Address 1	1 City Hall Plaza
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Manchester
Place of Performance State	NH
Place of Performance Zip	03101
Place of Performance Zip+4	
Description	Award funding will be used to update and modernize the City of Manchester's branding strategy, encourage residents and visitors to patronize travel, tourism and hospitality establishments, and encourage individuals to safely utilize the Manchester-Boston Regional Airport, local restaurants, and hotels. The project will also encourage individuals to visit local small businesses, especially in Manchester's Central Business District that have been negatively impacted by COVID-19.

Subrecipient	City of Manchester
Period of Performance Start	8/1/2021
Period of Performance End	12/31/2026
Primary Sector	any work performed by an employee of a State, local, or Tribal government
Purpose of Funds	Updating and modernizing Manchester's branding strategy to encourage residents and visitors to patronize City businesses with regard to the travel, tourism and hospitality industry.

Subward No: 511222

Subaward Type	Transfer: Lump Sum Payment(s)
Subaward Obligation	\$1,293,399.47
Subaward Date	2/14/2022
Place of Performance Address 1	1 City Hall Plaza
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Manchester
Place of Performance State	NH
Place of Performance Zip	03101
Place of Performance Zip+4	
Description	The objectives of this program are to increase sense of safety, cleanliness, and accessibility of Manchester's public spaces in areas presumed to be disproportionately impacted by the COVID-19 pandemic.
Subrecipient	City of Manchester
Period of Performance Start	2/14/2022
Period of Performance End	12/31/2026

Subward No: 41965

Subaward Type	Contract: Definitive Contract
Subaward Obligation	\$75,000.00
Subaward Date	2/8/2022
Place of Performance Address 1	373 South Willow Street
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Manchester
Place of Performance State	NH
Place of Performance Zip	03103
Place of Performance Zip+4	
	The Subrecipient is contracted to perform professional services in support of the Small Business Program. Activities and objectives are defined as:

Description	1) Completing small business identification process and technical assistance activities; 2) Implementing protocols to serve businesses primarily operating within a Qualified Census Tract; 3) Reporting of all quarterly obligations and expenditures; and 4) Improving small business activity outcomes relative to long-term financial stability and longevity of business operations.
Subrecipient	Deo Mwano Consultancy
Period of Performance Start	4/8/2022
Period of Performance End	12/31/2022

Subward No: 810822

Subaward Type	Grant: Lump Sum Payment(s)
Subaward Obligation	\$1,905,000.00
Subaward Date	1/1/2022
Place of Performance Address 1	1 City Hall Plaza
Place of Performance Address 2	
Place of Performance Address 3	
Place of Performance City	Manchester
Place of Performance State	NH
Place of Performance Zip	03101
Place of Performance Zip+4	
Description	Administration of small business grant program.
Subrecipient	City of Manchester
Period of Performance Start	1/1/2022
Period of Performance End	12/31/2026

Expenditures

Expenditures for Awards more than \$50,000

Expenditure: EN-00284638

Project Name	ARPA - City Services Fee Waivers
Subaward ID	SUB-0034150
Subaward No	811322
Subaward Amount	\$1,000,000.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	City of Manchester
Expenditure Start	1/1/2022
Expenditure End	3/31/2022
Expenditure Amount	\$160,523.83

Expenditure: EN-00415026

Project Name	ARPA - City Services Fee Waivers
Subaward ID	SUB-0034150
Subaward No	811322
Subaward Amount	\$1,000,000.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	City of Manchester
Expenditure Start	4/1/2022
Expenditure End	6/30/2022
Expenditure Amount	\$25,407.43

Expenditure: EN-00044455

Project Name	ARPA - City Services Fee Waivers
Subaward ID	SUB-0034150
Subaward No	811322
Subaward Amount	\$1,000,000.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	City of Manchester
Expenditure Start	8/1/2021
Expenditure End	12/31/2021
Expenditure Amount	\$407,553.12

Expenditure: EN-00318309

Project Name	Healthy Food Access Strategic Plan & Implementation
Subaward ID	SUB-0043393
Subaward No	212122
Subaward Amount	\$412,404.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	City of Manchester
Expenditure Start	1/1/2022
Expenditure End	3/31/2022
Expenditure Amount	\$7,119.18

Expenditure: EN-00392306

Project Name	Healthy Food Access Strategic Plan & Implementation
Subaward ID	SUB-0043393
Subaward No	212122
Subaward Amount	\$412,404.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	City of Manchester
Expenditure Start	4/1/2022
Expenditure End	6/30/2022
Expenditure Amount	\$12,724.64

Expenditure: EN-00052223

Project Name	Healthy Food Access Strategic Plan & Implementation
Subaward ID	SUB-0043393
Subaward No	212122
Subaward Amount	\$412,404.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	City of Manchester
Expenditure Start	10/1/2021
Expenditure End	12/31/2021
Expenditure Amount	\$14,371.20

Expenditure: EN-00318284

Project Name	Healthy Corner Stores Project
Subaward ID	SUB-0043749

Subaward No	212222
Subaward Amount	\$572,200.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	City of Manchester
Expenditure Start	1/1/2022
Expenditure End	3/31/2022
Expenditure Amount	\$12,557.57

Expenditure: EN-00392477

Project Name	Healthy Corner Stores Project
Subaward ID	SUB-0043749
Subaward No	212222
Subaward Amount	\$572,200.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	City of Manchester
Expenditure Start	4/1/2022
Expenditure End	6/30/2022
Expenditure Amount	\$13,175.29

Expenditure: EN-00054126

Project Name	Healthy Corner Stores Project
Subaward ID	SUB-0043749
Subaward No	212222
Subaward Amount	\$572,200.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	City of Manchester
Expenditure Start	10/1/2021
Expenditure End	12/31/2021
Expenditure Amount	\$9,497.12

Expenditure: EN-00318238

Project Name	Community Health Worker Program
Subaward ID	SUB-0043593
Subaward No	212322
Subaward Amount	\$6,000,000.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	City of Manchester

Expenditure Start	1/1/2022
Expenditure End	3/31/2022
Expenditure Amount	\$111,122.67

Expenditure: EN-00392805

Project Name	Community Health Worker Program
Subaward ID	SUB-0043593
Subaward No	212322
Subaward Amount	\$6,000,000.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	City of Manchester
Expenditure Start	4/1/2022
Expenditure End	6/30/2022
Expenditure Amount	\$158,754.89

Expenditure: EN-00052369

Project Name	Community Health Worker Program
Subaward ID	SUB-0043593
Subaward No	212322
Subaward Amount	\$6,000,000.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	City of Manchester
Expenditure Start	8/1/2021
Expenditure End	12/31/2021
Expenditure Amount	\$23,267.55

Expenditure: EN-00301110

Project Name	Director of Homelessness Initiatives
Subaward ID	SUB-0194231
Subaward No	410322
Subaward Amount	\$710,847.36
Subaward Type	Transfer: Lump Sum Payment(s)
Subrecipient Name	City of Manchester
Expenditure Start	1/1/2022
Expenditure End	3/31/2022
Expenditure Amount	\$0.00

Expenditure: EN-00284936

Project Name	Emergency Management Coordinator
Subaward ID	SUB-0034177
Subaward No	410422
Subaward Amount	\$601,518.80
Subaward Type	Contract: Definitive Contract
Subrecipient Name	City of Manchester
Expenditure Start	1/1/2022
Expenditure End	3/31/2022
Expenditure Amount	\$27,604.41

Expenditure: EN-00415348

Project Name	Emergency Management Coordinator
Subaward ID	SUB-0034177
Subaward No	410422
Subaward Amount	\$601,518.80
Subaward Type	Contract: Definitive Contract
Subrecipient Name	City of Manchester
Expenditure Start	4/1/2022
Expenditure End	6/30/2022
Expenditure Amount	\$30,361.64

Expenditure: EN-00441870

Project Name	Emergency Management Coordinator
Subaward ID	SUB-0034177
Subaward No	410422
Subaward Amount	\$601,518.80
Subaward Type	Contract: Definitive Contract
Subrecipient Name	City of Manchester
Expenditure Start	8/1/2021
Expenditure End	12/31/2021
Expenditure Amount	(\$20.00)

Expenditure: EN-00044492

Project Name	Emergency Management Coordinator
Subaward ID	SUB-0034177
Subaward No	410422

Subaward Amount	\$601,518.80
Subaward Type	Contract: Definitive Contract
Subrecipient Name	City of Manchester
Expenditure Start	8/1/2021
Expenditure End	12/31/2021
Expenditure Amount	\$31,752.43

Expenditure: EN-00304882

Project Name	Job Resource Coaching & Higher Education Partnership
Subaward ID	SUB-0195526
Subaward No	310022
Subaward Amount	\$3,000,000.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	City of Manchester
Expenditure Start	1/1/2022
Expenditure End	3/31/2022
Expenditure Amount	\$0.00

Expenditure: EN-00302729

Project Name	Affordable Housing Trust Fund
Subaward ID	SUB-0195122
Subaward No	811222
Subaward Amount	\$1,500,000.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	Manchester Housing and Redevelopment Authority
Expenditure Start	1/19/2022
Expenditure End	3/31/2022
Expenditure Amount	\$0.00

Expenditure: EN-00311381

Project Name	Affordable Housing Trust Fund
Subaward ID	SUB-0197176
Subaward No	811222(2)
Subaward Amount	\$1,500,000.00
Subaward Type	Transfer: Lump Sum Payment(s)
Subrecipient Name	City of Manchester
Expenditure Start	1/1/2022

Expenditure End	3/31/2022
Expenditure Amount	\$0.00

Expenditure: EN-00415371

Project Name	Affordable Housing Trust Fund
Subaward ID	SUB-0195122
Subaward No	811222
Subaward Amount	\$1,500,000.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	Manchester Housing and Redevelopment Authority
Expenditure Start	4/1/2022
Expenditure End	6/30/2022
Expenditure Amount	\$17,266.00

Expenditure: EN-00284871

Project Name	Additional Planning Administrative Support
Subaward ID	SUB-0034188
Subaward No	810722
Subaward Amount	\$1,250,262.38
Subaward Type	Contract: Definitive Contract
Subrecipient Name	City of Manchester
Expenditure Start	1/1/2022
Expenditure End	3/31/2022
Expenditure Amount	\$57,086.29

Expenditure: EN-00392699

Project Name	Additional Planning Administrative Support
Subaward ID	SUB-0034188
Subaward No	810722
Subaward Amount	\$1,250,262.38
Subaward Type	Contract: Definitive Contract
Subrecipient Name	City of Manchester
Expenditure Start	4/1/2022
Expenditure End	6/30/2022
Expenditure Amount	\$19,594.65

Expenditure: EN-00044510

Project Name	Additional Planning Administrative Support
Subaward ID	SUB-0034188
Subaward No	810722
Subaward Amount	\$1,250,262.38
Subaward Type	Contract: Definitive Contract
Subrecipient Name	City of Manchester
Expenditure Start	10/18/2021
Expenditure End	12/31/2021
Expenditure Amount	\$38,290.03

Expenditure: EN-00284471

Project Name	Law Enforcement Support for Violent Crime Reduction & Prevention
Subaward ID	SUB-0034263
Subaward No	410122
Subaward Amount	\$2,708,333.33
Subaward Type	Contract: Definitive Contract
Subrecipient Name	City of Manchester
Expenditure Start	1/1/2022
Expenditure End	3/31/2022
Expenditure Amount	\$228,355.12

Expenditure: EN-00415399

Project Name	Law Enforcement Support for Violent Crime Reduction & Prevention
Subaward ID	SUB-0034263
Subaward No	410122
Subaward Amount	\$2,708,333.33
Subaward Type	Contract: Definitive Contract
Subrecipient Name	City of Manchester
Expenditure Start	4/1/2022
Expenditure End	6/30/2022
Expenditure Amount	\$148,653.90

Expenditure: EN-00044745

Project Name	Law Enforcement Support for Violent Crime Reduction & Prevention
Subaward ID	SUB-0034263

Subaward No	410122
Subaward Amount	\$2,708,333.33
Subaward Type	Contract: Definitive Contract
Subrecipient Name	City of Manchester
Expenditure Start	8/1/2021
Expenditure End	12/31/2021
Expenditure Amount	\$232,643.41

Expenditure: EN-00314429

Project Name	ACERT Program
Subaward ID	SUB-0200586
Subaward No	410222
Subaward Amount	\$2,272,156.25
Subaward Type	Contract: Definitive Contract
Subrecipient Name	Amoskeag Health
Expenditure Start	1/1/2022
Expenditure End	3/31/2022
Expenditure Amount	\$106,408.46

Expenditure: EN-00401534

Project Name	ACERT Program
Subaward ID	SUB-0200586
Subaward No	410222
Subaward Amount	\$2,272,156.25
Subaward Type	Contract: Definitive Contract
Subrecipient Name	Amoskeag Health
Expenditure Start	4/1/2022
Expenditure End	6/30/2022
Expenditure Amount	\$77,461.98

Expenditure: EN-00301866

Project Name	READY, SET, LAUNCH
Subaward ID	SUB-0194791
Subaward No	212422
Subaward Amount	\$1,073,839.20
Subaward Type	Contract: Definitive Contract
Subrecipient Name	Amoskeag Health

Expenditure Start	1/1/2022
Expenditure End	3/31/2022
Expenditure Amount	\$22,479.57

Expenditure: EN-00406288

Project Name	READY, SET, LAUNCH
Subaward ID	SUB-0194791
Subaward No	212422
Subaward Amount	\$1,073,839.20
Subaward Type	Contract: Definitive Contract
Subrecipient Name	Amoskeag Health
Expenditure Start	4/1/2022
Expenditure End	6/30/2022
Expenditure Amount	\$30,352.23

Expenditure: EN-00316725

Project Name	NEIGHBORHOOD ENVIRONMENTAL IMPROVEMENT
Subaward ID	SUB-0201713
Subaward No	712222
Subaward Amount	\$792,317.71
Subaward Type	Transfer: Lump Sum Payment(s)
Subrecipient Name	City of Manchester
Expenditure Start	2/15/2022
Expenditure End	3/31/2022
Expenditure Amount	\$13,600.50

Expenditure: EN-00406505

Project Name	NEIGHBORHOOD ENVIRONMENTAL IMPROVEMENT
Subaward ID	SUB-0201713
Subaward No	712222
Subaward Amount	\$792,317.71
Subaward Type	Transfer: Lump Sum Payment(s)
Subrecipient Name	City of Manchester
Expenditure Start	4/1/2022
Expenditure End	6/30/2022
Expenditure Amount	\$350,847.00

Expenditure: EN-00317320

Project Name	CITY HALL VENTILATION UPGRADES
Subaward ID	SUB-0202010
Subaward No	712322
Subaward Amount	\$727,499.00
Subaward Type	Transfer: Lump Sum Payment(s)
Subrecipient Name	City of Manchester
Expenditure Start	2/15/2022
Expenditure End	3/31/2022
Expenditure Amount	\$0.00

Expenditure: EN-00377238

Project Name	CITY HALL VENTILATION UPGRADES
Subaward ID	SUB-0202010
Subaward No	712322
Subaward Amount	\$727,499.00
Subaward Type	Transfer: Lump Sum Payment(s)
Subrecipient Name	City of Manchester
Expenditure Start	4/1/2022
Expenditure End	6/30/2022
Expenditure Amount	\$25,650.00

Expenditure: EN-00317066

Project Name	RINES CENTER VENTILATION UPGRADES
Subaward ID	SUB-0201982
Subaward No	712422
Subaward Amount	\$350,000.00
Subaward Type	Transfer: Lump Sum Payment(s)
Subrecipient Name	City of Manchester
Expenditure Start	3/3/2022
Expenditure End	3/31/2022
Expenditure Amount	\$0.00

Expenditure: EN-00377251

Project Name	RINES CENTER VENTILATION UPGRADES
Subaward ID	SUB-0201982

Subaward No	712422
Subaward Amount	\$350,000.00
Subaward Type	Transfer: Lump Sum Payment(s)
Subrecipient Name	City of Manchester
Expenditure Start	4/1/2022
Expenditure End	6/30/2022
Expenditure Amount	\$0.00

Expenditure: EN-00316805

Project Name	Clean Water State Revolving Fund Projects
Subaward ID	SUB-0201754
Subaward No	712522
Subaward Amount	\$5,000,000.00
Subaward Type	Transfer: Lump Sum Payment(s)
Subrecipient Name	City of Manchester
Expenditure Start	3/3/2022
Expenditure End	3/31/2022
Expenditure Amount	\$0.00

Expenditure: EN-00406762

Project Name	Clean Water State Revolving Fund Projects
Subaward ID	SUB-0201754
Subaward No	712522
Subaward Amount	\$5,000,000.00
Subaward Type	Transfer: Lump Sum Payment(s)
Subrecipient Name	City of Manchester
Expenditure Start	4/1/2022
Expenditure End	6/30/2022
Expenditure Amount	\$0.00

Expenditure: EN-00300808

Project Name	Manchester Economic Development Office (staff hiring)
Subaward ID	SUB-0193559
Subaward No	810922
Subaward Amount	\$1,334,286.26
Subaward Type	Transfer: Lump Sum Payment(s)
Subrecipient Name	City of Manchester

Expenditure Start	1/1/2022
Expenditure End	3/31/2022
Expenditure Amount	\$20,493.65

Expenditure: EN-00411658

Project Name	Manchester Economic Development Office (staff hiring)
Subaward ID	SUB-0193559
Subaward No	810922
Subaward Amount	\$1,334,286.26
Subaward Type	Transfer: Lump Sum Payment(s)
Subrecipient Name	City of Manchester
Expenditure Start	4/1/2022
Expenditure End	6/30/2022
Expenditure Amount	\$59,735.91

Expenditure: EN-00301174

Project Name	Manchester Economic Development Office (Branding & Promotion)
Subaward ID	SUB-0194288
Subaward No	811022
Subaward Amount	\$2,000,000.00
Subaward Type	Transfer: Lump Sum Payment(s)
Subrecipient Name	City of Manchester
Expenditure Start	1/1/2022
Expenditure End	3/31/2022
Expenditure Amount	\$0.00

Expenditure: EN-00434267

Project Name	Manchester Economic Development Office (Branding & Promotion)
Subaward ID	SUB-0194288
Subaward No	811022
Subaward Amount	\$2,000,000.00
Subaward Type	Transfer: Lump Sum Payment(s)
Subrecipient Name	City of Manchester
Expenditure Start	4/1/2022
Expenditure End	6/30/2022
Expenditure Amount	\$18,640.00

Expenditure: EN-00302409

Project Name	Park Rangers (staff hiring)
Subaward ID	SUB-0195059
Subaward No	511222
Subaward Amount	\$1,293,399.47
Subaward Type	Transfer: Lump Sum Payment(s)
Subrecipient Name	City of Manchester
Expenditure Start	2/14/2022
Expenditure End	3/31/2022
Expenditure Amount	\$0.00

Expenditure: EN-00411826

Project Name	Park Rangers (staff hiring)
Subaward ID	SUB-0195059
Subaward No	511222
Subaward Amount	\$1,293,399.47
Subaward Type	Transfer: Lump Sum Payment(s)
Subrecipient Name	City of Manchester
Expenditure Start	4/1/2022
Expenditure End	6/30/2022
Expenditure Amount	\$122,943.77

Expenditure: EN-00300617

Project Name	Small Business Grants & Program Assistance
Subaward ID	
Subaward No	
Subaward Amount	\$0.00
Subaward Type	
Subrecipient Name	
Expenditure Start	1/1/2022
Expenditure End	3/31/2022
Expenditure Amount	\$270,000.00

Expenditure: EN-00305284

Project Name	Small Business Grants & Program Assistance
Subaward ID	SUB-0192571

Subaward No	41965
Subaward Amount	\$75,000.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	Deo Mwano Consultancy
Expenditure Start	2/8/2022
Expenditure End	3/31/2022
Expenditure Amount	\$9,130.40

Expenditure: EN-00415460

Project Name	Small Business Grants & Program Assistance
Subaward ID	SUB-0192571
Subaward No	41965
Subaward Amount	\$75,000.00
Subaward Type	Contract: Definitive Contract
Subrecipient Name	Deo Mwano Consultancy
Expenditure Start	4/1/2022
Expenditure End	6/30/2022
Expenditure Amount	\$30,000.00

Expenditure: EN-00415523

Project Name	Small Business Grants & Program Assistance
Subaward ID	SUB-0195687
Subaward No	810822
Subaward Amount	\$1,905,000.00
Subaward Type	Grant: Lump Sum Payment(s)
Subrecipient Name	City of Manchester
Expenditure Start	4/1/2022
Expenditure End	6/30/2022
Expenditure Amount	\$248,387.20

Aggregate Expenditures for Awards less than \$50,000

Expenditure: EN-00305313

Project Name	Small Business Grants & Program Assistance
Subaward Type (Aggregates)	Aggregate of Contracts Awarded
Total Period Expenditure Amount	\$0.00
Total Period Obligation Amount	\$20,000.00

Expenditure: EN-00415455

Project Name	Small Business Grants & Program Assistance
Subaward Type (Aggregates)	Aggregate of Contracts Awarded
Total Period Expenditure Amount	\$5,972.08
Total Period Obligation Amount	\$0.00

Report

Revenue Replacement

Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?	Yes
Revenue Loss Due to Covid-19 Public Health Emergency	\$10,000,000.00
Were Fiscal Recovery Funds used to make a deposit into a pension fund?	No
Please provide an explanation of how revenue replacement funds were allocated to government services	During the 2nd Quarter of 2022, the City of Manchester expended \$2,272.30 in funds classified as revenue replacement via the Community Event and Activation Grant (CEAG) program. This program is specifically designed to assist non-profits and neighborhood groups negatively impacted by COVID-19 to apply for grant funding (\$1,000 to \$10,000) tourism-driving and community-building events or physical investments to improve and beautify public spaces. These funds are provided on a reimbursement-basis only, and are being provided to organizations for activities that would otherwise be supported through the City's Department of Planning and Community Development, Community Improvement Program (CIP) Division.

Overview

Total Obligations	\$37,099,063.76
Total Expenditures	\$3,199,765.12
Total Number of Projects	21
Total Number of Subawards	22
Total Number of Expenditures	51

Certification

Authorized Representative Name	Daniel Orr
Authorized Representative Telephone	6037926711
Authorized Representative Title	Planner
Authorized Representative Email	dorr@manchesternh.gov
Submission Date	7/28/2022 4:15 PM



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

PLANNING & LAND USE MANAGEMENT
BUILDING REGULATIONS
CODE ENFORCEMENT DIVISION
COMMUNITY IMPROVEMENT PROGRAM
ZONING BOARD OF ADJUSTMENT

Jeffrey D. Belanger, AICP
Director

Pamela H. Goucher, AICP
Deputy Director Planning & Zoning

Michael J. Landry, P.E., Esq.
Deputy Director Building Regulations

MEMORANDUM

To: Alderman Will Stewart,
Chairman, CIP Committee

From: Jeffrey Belanger, AICP *JDB*
Director, Planning and Community Development

Date: September 26, 2022

Re: Requesting Authorization to Apply for a HUD Healthy Homes Production Grant

The Planning and Community Development Department is requesting authorization to apply for a Healthy Homes Production Grant Program in an amount not to exceed two million dollars (\$2,000,000) from the HUD Office of Healthy Homes and Lead Hazard Control. This grant will supplement the City's Housing Initiatives under the Community Improvement Program and provide property owners an additional funding option to address housing code deficiencies that fall outside the focus of the City's Lead Hazard Reduction Demonstration Program. This grant requires a 10% match. Matching funds will be fulfilled with City in-kind salaries/fringe and a required 10% match from participating property owners.

The grant term would be for 42 months and would address general housing code deficiencies in 100 rental units. Grants totaling approximately \$10,000/unit would be made available to property owners to address housing code deficiencies as a part of this program.

The grant application deadline is October 18th, 2022. Your review of this request and a recommendation for approval to apply for grant funding to the full Board is respectfully requested. We also request that this item be reported out to the October 4th BMA meeting.



CITY OF MANCHESTER

PLANNING AND COMMUNITY DEVELOPMENT

Planning & Land Use Management
Building Regulations
Code Enforcement Division
Community Improvement Program

Jeffrey D. Belanger, AICP
Director

Pamela H. Goucher, AICP
Deputy Director Planning & Zoning

Michael J. Landry, PE, Esq.
Deputy Director Building Regulations

MEMORANDUM

To: Alderman Will Stewart
Chairman, Committee on Community Improvement

From: Jeffrey Belanger, AICP
Director of Planning and Community Development

Date: September 22, 2022

Re: Requesting Authorization to Apply for InvestNH Grants

The Planning and Community Development Department respectfully requests the CIP Committee's recommendation that the Board of Mayor and Aldermen authorize PCD to apply for InvestNH grants in an amount not exceed \$175,000. No matching funds would be required from the City.

As part of Governor Sununu's \$100 million InvestNH initiative, \$5 million of grant funding is available to municipalities that hire consultants to analyze housing needs, evaluate current land-use regulations, and amend those regulations to help promote housing development. These are known as Housing Opportunity Planning (HOP) grants.

PCD would apply for HOP grants with the ultimate goal of helping to alleviate the housing crisis in the city by reducing unnecessary regulatory barriers and possibly offering incentives for housing development, such as inclusionary zoning. Although the maximum amount of funding offered by the grants is \$175,000, it is unlikely that the work would cost that much.

Any proposed zoning changes that result from the consulting work would require approval by the Board of Mayor and Aldermen.

Thank you for your consideration of this request. PCD staff will be available at your meeting to respond to any questions.