

From: **Liz Durfee** <efd.planning@gmail.com>

Date: Mon, Dec 5, 2022, 4:32 PM

Subject: Draft Housing Grant

To: Marcia Goodnow <marciagoodnow@gmail.com>, Madbury Admin Asst <adminmadbury@comcast.net>

Hi Marcia and Eric -

Apologies in advance for the lengthy email.

Attached is a draft grant for the Housing Opportunity Program. The proposal is due Jan 27 but they are accepted on a rolling basis so submitting sooner is better. I've also attached the instructions for reference.

Marcia, could you please forward this to the Planning Board? I would like to spend a couple minutes reviewing the overall proposal and seeing if anyone has ideas, concerns, changes, etc. at one of the December meetings. I'm most interested in feedback on proposed approach and timeline but wordsmithing and editing are of course welcome too. At a minimum, it would be good to spend a minute or two this week discussing participation in the Housing Academy. There is an option to submit a draft proposal for feedback by the grant reviewers before submitting a final proposal, which we may want to take advantage of. So that would be another reason to spend a few minutes at this week's meeting rather than the end of the month.

A few key pieces that we need to complete:

- Identify 1-3 participants for the Housing Academy, which is a series of in person and webinar sessions. A \$250 stipend is offered to volunteers who participate. Any community members can attend, no housing expertise is necessary, the goal is to find people who are interested in engaging their community. See my notes in the draft proposal and the attached flyer on this. I can attend the Jan and Feb Housing Academy meetings but not the later ones.
- Determine if there are administrative costs that the Town would bill for administrating the grant (submitting invoices, paying the consultant, etc). You could also put in some time for reporting out on progress and outcomes. I included 6 hours for myself to help with reporting. This admin work may fall under your standard operating budget/scope of work, in which case we wouldn't submit an admin cost for the Town.
- Finish the budget once the above points are clarified.
- Add the Unique Entity Identifier - Eric you could sent this to me.
- Determine who will sign the application (Marcia or BOS or Eric). If Marcia signs, it would need to be at a PB meeting and we would need to submit a copy of the meeting minutes during which the application was signed.

A couple additional notes:

- This budget is based off my standard hourly rate, not my Madbury Contract Planner rate. Since this is a grant and separate from my everyday Madbury work, I went ahead and charged my standard rate.

- I've also added in Tom Morgan's name to a couple of the tasks. Tom is a planner that I've worked with on several projects. He lives in Portsmouth, is the contract planner in Seabrook and has many years of planning experience. He would be a nice addition to have for extra capacity (facilitation, etc) at outreach events in particular. He also enjoys flying his drone and can get some great aerial shots if needed. Tom charges the same rate as I do for this work. I'd like to make sure the Board is comfortable with this.
- Since work that is related to housing can be eligible for these funds, I thought it might make sense to try to get the demographic piece of the master plan funded too. I proposed one consolidated "Housing and Demographics Chapter." This would be another item to discuss with the Planning Board.

Thank you!

Liz