



FREQUENTLY ASKED QUESTIONS

What is the difference between the Community Housing Navigator grant and the Housing Opportunity Planning (HOP) grant?

The **Housing Opportunity Planning (HOP) Grant Program** allows municipalities to hire consultants to work on various phases of regulatory change. See the information and application instructions for the Housing Opportunity Planning Grant Program at www.NHHOPgrants.org.

In contrast, the **Community Housing Navigator Program** is a one-time opportunity for municipalities to hire staff to work on community engagement and local regulatory change to increase housing supply. The deadline for the Community Housing Navigator Program has passed.

When are the applications for the Housing Opportunity Planning (HOP) grant due?

Applications for the HOP grants will be accepted and awarded on a rolling basis. The three phases have staggered deadlines, allowing communities to apply for the individual phase(s) that best meets their needs, or to apply for each of the three phases sequentially. The deadline has passed for the first phase of the HOP Grant Program. Phase 2 grants for regulatory audits are due no later than June 30, 2023. Phase 2 grants for regulatory development are due no later than November 15, 2023.

What kinds of activities can the grants be used for?

HOP Grants may be used for needs analysis and planning, regulatory audits, and regulatory development related to increasing housing opportunities. For more information, visit www.NHHOPgrants.org.

For Phase One Needs Analysis grants, what is the expected relationship with the regional housing needs assessment?

For Phase One grants used to conduct needs assessments, the work should supplement but not duplicate the work done by the regional planning commission (RPC) in its regional housing needs assessment. Please confer with your RPC to understand the scope of its work.



How often will decisions be made? How quickly can we expect a decision to be made after an application is submitted?

The Steering Committee meets weekly to discuss applications with the goal of awarding funds within 30 days of submission of a completed application.

May we submit a draft of our application to the Steering Committee for feedback prior to submitting a final draft?

Yes. We encourage you to reach out to the Steering Committee to make an informal inquiry or submit a brief concept paper – we're happy to discuss your proposal before you apply. Please email info@NHHOPgrants.org.

What if we want to work with a consultant who isn't on the list of approved consultants?

A consultant may submit their qualifications to the Steering Committee at info@NHHOPgrants.org for review and potential approval at any time. See the Request for Qualifications at www.NHHOPgrants.org for more guidance.

If grantees undertake a competitive process for whatever reason to identify a consultant by issuing a Request for Qualifications or Request for Proposals, the municipality must submit the qualifications of their chosen consultant to the Steering Committee for approval, unless the consultant is already included on the list of approved consultants.

Can a community that has been awarded a Community Housing Navigator Program grant apply for a HOP grant?

Yes, Municipalities that have been awarded a Community Housing Navigator Grant may also seek HOP grants to hire consultants to work on the phases of regulatory change.

Are towns that do not have zoning ordinances eligible to apply for the HOP grants?

Yes. There are 19 municipalities in NH that do not have zoning, but they do have planning boards that adopt master plans and subdivision regulations, both of which are eligible for work through HOP Grants.



If awarded, how will the funds be disbursed?

Funds awarded from the HOP Grant Program will be disbursed for services rendered. Invoices may be submitted monthly to the Program Administer via email to info@NHHOPgrants.org. Invoices should be submitted by the municipality along with a Reimbursement Request Form. The Program Administrator will review and approve all invoices. Allow 30 days for processing and payment. In all cases, payment will be made directly to the municipality. The Reimbursement Request Form can be found at www.nhhopgrants.org/forms.

Can towns sign up for Electronic Funds Transfer (EFT)?

Yes. Submit an Electronic Funds Transfer (EFT) form to info@NHHOPgrants.org or fax it to (603) 310-9253. The EFT form can be found here: www.nhhopgrants.org/forms/. If we have received an EFT form from the municipality, the key contact will receive a notice when funds transfer.

When do funds need to be expended by?

Funds awarded from the HOP Grant Program must be expended by July 31, 2024, at which time reimbursement requests will no longer be accepted.

What kind of reporting is required of grantees?

Grantees are expected to submit a monthly report by the 10th of each month reporting on activities from the preceding month and will be required up through Project Completion Date. Monthly reports should include progress towards implementing the proposed Scope of Work and must include any drafts of any proposed regulations for the purpose of allowing NH Housing to comment on the draft prior to any public hearings.

No later than 30 days following Project Completion Date, Grantee will submit a final report. If Grantee adopts ordinances or regulations, Grantee will report on permitting and development activity under the regulations for a period of three (3) years after Completion Date. The monthly report form can be found at www.nhhopgrants.org/forms.



Are these grants considered federal? If so, should these grant funds be tracked according to the Federal standards of accounting?

These funds are structured as federal pass-through grants, and cease being considered federal funds once they are sub granted to New Hampshire Housing. This means municipal grantees do not need to treat these as federal funds.

When is Housing Academy and what is the time commitment?

The Winter Housing Academy kicked off in January 2023 and will wrap up in April 2023. The Spring Housing Academy (for grantees with award letters dated on or after February 1, 2023) will begin in early May. Additional Housing Academies may be created to meet demand.

Each participant can expect to attend five sessions, two of which take place at New Hampshire Housing's office in Bedford. The remaining three sessions are held virtually. Participants are invited to participate in community visits in the fall of 2023 and may be invited to participate in other, similar activities. The content taught in Housing Academy is cumulative and attendees should plan to attend all sessions. The purpose of Housing Academy is to support grantees as they develop their community engagement plans. Additionally, participants in Housing Academy will be able to seek one-on-one guidance from staff at UNH Cooperative Extension during office hours or by appointment.

Attendees will be able to access materials shared during Housing Academy in their custom Padlet and may share this information with their consultant and others in their community. Additional resources are available at www.NHHOPgrants.org/community-engagement-resources/. Find out more information about Housing Academy at www.NHHOPgrants.org/housing-academy.

Who should we invite to attend Housing Academy?

Each grantee should plan to send 1-3 people to Housing Academy. If space is available, grantees may be able to send additional people. Participants might include municipal staff, members of local land use boards or governing bodies, or other engaged citizens. In their application, applicants may include a budget request for a \$250 stipend per volunteer, for up to 3 volunteers, to attend Housing Academy. Municipal staff are not eligible for the stipend. *Note: Community Housing Navigators are expected to attend Housing Academy.* It is up to grantees to determine how to distribute stipends to volunteers.