

# InvestNH

## *Municipal Demolition Grant Program Guidance*

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July 22, 2022

# Municipal Demolition Grant Program Guidance

Program Overview	
Subject	Details
Program Goal	This program will provide funds to municipalities for the demolition of vacant or dilapidated buildings as part of larger community revitalization strategies that will positively impact the current housing shortage in New Hampshire.
Specific Need Addressed	The demolition of vacant or dilapidated buildings is an essential step in many larger revitalization projects which pave the way for new housing and expanded residential neighborhoods.
Funding	<p>\$5 million in funds provided by the Coronavirus State Fiscal Recovery Fund (SFRF) created under the American Rescue Plan which are designated to compensate for government revenue lost due to the COVID-19 pandemic (expenditure category 6.1).</p> <p>Awards will be capped at \$500,000 per municipality.</p> <p>If funds are available, waivers may be granted to high priority projects with budgets exceeding the \$500,000 cap.</p>
Administration	This program will be administered by the Department of Business and Economic Affairs (BEA). BEA's responsibilities include establishing program parameters, reviewing applications, awarding funds, monitoring program participants, and reporting to the federal government. All awards are subject to approval by the Executive Council.
Definitions	<p><i>Building</i> – A structure which, when built, had a ceiling supported by walls or columns, and any appurtenances thereto.</p> <p><i>Dilapidated</i> – A building is dilapidated if it is not fit for habitation or use and cannot reasonably be restored to a habitable or useable state.</p> <p><i>Vacant</i> – A vacant property is one that is empty of all personal property generally required for habitation and which has been unoccupied for 90 days.</p> <p>Each municipality should adhere to its own established definitions of all relevant terms.</p>

## Program Eligibility

Subject	Details
Eligibility Criteria	<p>All incorporated cities and towns in the State of New Hampshire are eligible to apply either on their own behalf or on behalf of a private developer or property owner.</p> <p>A project must have all required permits and certifications in place before applying.</p> <p>Municipalities applying for funds must certify that:</p> <ul style="list-style-type: none"> <li>• Any building that will be demolished is unsuitable for housing purposes.</li> <li>• There are no reasonable and cost-effective modifications or repairs which could return the structure to useful life.</li> <li>• The planned demolition is part of a larger greening or revitalization strategy.</li> <li>• The demolition will itself positively impact the shortage of available housing or is part of a larger project which will positively impact the shortage of available housing. For example:               <ul style="list-style-type: none"> <li>• The demolition is required to build new housing or parking/public transportation for newly constructed housing.</li> <li>• The property will become a park, garden, or greenspace in a new or expanding residential neighborhood.</li> <li>• The demolition is required to build a commercial center that will support a new or expanding residential neighborhood.</li> <li>• The demolition is required to build a school, health care facility, or other service necessary to support a new or expanding residential neighborhood.</li> </ul> </li> <li>• Any building the applicant seeks to demolish is vacant.</li> <li>• The municipality, or private entity on whose behalf the municipality is applying for funding, either holds title to the property or has a contract in place which will result in the acquisition of title to the property within 12 months. If the municipality does not hold title to the property, there must be some other enforceable commitment that guarantees the property will be used for the purpose stated in the application.</li> <li>• The municipality or private entity has all permits and certifications necessary to proceed with demolition.</li> </ul>
Eligible Use	<p>Program funds may be used for any demolition related costs, including environmental abatement necessitated by the demolition.</p> <p>Program funds may be used for permit review costs incurred after May 4, 2022.</p>

## Application Process & Requirements

Subject	Details
Application Period	<p>Applications will open on July 29, 2022, and will be accepted on a rolling basis until all program funds are committed.</p> <p>Applications will be reviewed and scored in batches during the month before they are submitted to the Executive Council for approval.</p> <p>Batch 1 Application Period: July 29, 2022 – August 23, 2022            Batch 1 Awards Announced: October 5, 2022            Batch 1 Awards Submitted to Executive Council: November 2, 2022</p> <p>Batch 2 Application Period: August 24, 2022 – September 21, 2022            Batch 2 Awards Announced: November 2, 2022            Batch 2 Awards Submitted to Executive Council: December 7, 2022</p> <p>Batch 3 Application Period: September 22, 2022 – October 26, 2022            Batch 3 Awards Announced: December 7, 2022            Batch 3 Awards Submitted to Executive Council: TBD (early January 2023)</p>
Essential Project Information	<p>Municipalities should submit one application per project.</p> <p>As part of the application process, applicants will be required to provide the following information:</p> <ol style="list-style-type: none"> <li>1. Amount of funding requested (up to \$500,000).</li> <li>2. Municipality name.</li> <li>3. Name of responsible municipal representative.</li> <li>4. Municipality address</li> <li>5. Municipality UEI/TIN</li> <li>6. Project name.</li> <li>7. Project address.</li> <li>8. Date property was last occupied.</li> <li>9. Private owner/developer name. (If applicable)</li> <li>10. Private owner/developer address. (If applicable)</li> <li>11. Private owner/developer UEI/TIN. (If applicable)</li> <li>12. Project description.</li> <li>13. Estimated cost of demolition.</li> <li>14. Estimated timeline for demolition.</li> <li>15. Name of greater greening or revitalization strategy (if available).</li> <li>16. Description of greater greening or revitalization strategy.</li> <li>17. Description of how demolition will positively impact housing availability.</li> <li>18. Description of municipal oversight plan for private owners/developers. (If applicable)</li> <li>19. If demolition is part of housing project, details of that project, including the number of new units being built. (If applicable)</li> </ol>

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## Application Process & Requirements

Subject	Details
Required Documentation	<p>As part of the application process, applicants will be required to submit the following documentation:</p> <ol style="list-style-type: none"> <li>1. Documentation of all issued permits pertaining to demolition.</li> <li>2. Documentation of demolition cost estimate.</li> <li>3. Proof of ownership/purchase &amp; sale contract.</li> <li>4. Documentation of the greater greening or revitalization strategy.</li> <li>5. Documentation of site condition, including evidence demonstrating that there are no cost-effective modifications that can restore the property to usable condition.</li> <li>6. Documentation of completed State Historic Review.</li> <li>7. The municipality's written procurement procedures.</li> <li>8. The non-municipal owner/developer's written procurement procedures. (If applicable)</li> <li>9. The municipality's written standards of conduct regarding conflicts of interest and the selection, award, and administration of contracts.</li> <li>10. The private owner/developer's written standards of conduct regarding conflicts of interest and the selection, award, and administration of contracts. (If applicable)</li> <li>11. Signed agreement with private owner/developer that program funds will be used for eligible demolition and that the private owner/developer agrees to municipal oversight of the demolition project to ensure compliance with this program's requirement. (If applicable)</li> </ol>
Attestations	<p>Applicants will be required to certify that:</p> <ol style="list-style-type: none"> <li>12. The property is vacant.</li> <li>13. The municipality is aware of and will comply with all procurement requirements imposed by the Uniform Guidance and will comply with those requirements.</li> <li>14. The municipality has made the private owner/developer aware of all procurement requirements imposed by the Uniform Guidance and will ensure compliance with those requirements. (If applicable)</li> <li>15. Neither the municipality itself nor any private owner/developer has been debarred or suspended from programs and activities involving federal financial and non-financial assistance or benefits.</li> <li>16. The municipality and private owner/developer (if applicable) are in good standing with New Hampshire Secretary of State's office, Department of Revenue Administration, and any other New Hampshire COVID-19 relief programs from which they have received funding.</li> <li>17. State Historic Review has been completed.</li> </ol>

## Award Determination

Subject	Details
Maximum Award	<p>Award will be capped at \$500,000 per municipality.</p> <p>If funds are available, municipalities may be able to apply for waivers to exceed that \$500,000 cap.</p>
Award Structure	<p>Grants will be awarded on a rolling basis. The applications will be reviewed in batches. Awards will be announced approximately 1 month before they are submitted to the Executive Council for approval.</p> <p>Batch 1 Application Period: July 29, 2022 – August 23, 2022            Batch 1 Awards Announced: October 5, 2022            Batch 1 Awards Submitted to Executive Council: November 2, 2022</p> <p>Batch 2 Application Period: August 24, 2022 – September 21, 2022            Batch 2 Awards Announced: November 2, 2022            Batch 2 Awards Submitted to Executive Council: December 7, 2022</p> <p>Batch 3 Application Period: September 22, 2022 – October 26, 2022            Batch 3 Awards Announced: December 7, 2022            Batch 3 Awards Submitted to Executive Council: TBD (early January 2023)</p> <p>Preference will be given to projects that will directly result in the development of affordable housing.</p> <p>All awards are subject to approval by the Executive Council.</p>
Distribution of Funds	<p>Funds will be distributed on a reimbursement basis. Participants must submit monthly documentation of actual demolition-related costs incurred.</p> <p>Participants may request reimbursement for demolition-related costs incurred after May 4, 2022.</p> <p>All awards must be fully expended by December 31, 2024.</p>

## Accountability and Reporting Requirements

Subject	Details
Grant Recipient Qualification	<p>Grant recipients may not be debarred or suspended from programs and activities involving federal financial and non-financial assistance or benefits.</p> <p>Grant recipients must be in good standing with the New Hampshire Department of Revenue, and with any other New Hampshire COVID-19 relief programs through which they have received funding.</p> <p>All grant recipients must have or have applied for a Unique Entity ID.</p> <p>All grant recipients will be subject to a risk assessment and monitoring process as recommended by that assessment.</p> <p>All grant recipients must attest that they understand and will comply with the procurement requirements and all other aspects of the 2 CFR 200 (Uniform Guidance).</p> <p>All grant recipients must affirm their awareness and understanding of all tax implications and any applicable federal requirements.</p>

Municipal Demolition Grant Program Guidance (revised 7/22/22)