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November 3, 2025

Her Excellency, Governor Kelly A. Ayotte  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

**Requested Action – Award a Grant**

Authorize the Community Development Finance Authority (CDFA), under the Community Development Block Grant (CDBG) program, to enter into a no cost grant amendment with the City of Somersworth, (VC#177476) One Government Way, Somersworth, New Hampshire 03878, in the amount of \$500,000, by extending the completion date to June 30, 2026, from the original completion date of December 31, 2025. If granted, this extension will allow the time to complete the needed upgrades and improvements to the YMCA of Somersworth Early Learning Center which is situated at 35 Bartlett Ave, Somersworth, New Hampshire, upon Governor and Council approval for the period effective through June 30, 2026. **100% federal funds.**

**Explanation**

The City of Somersworth is requesting to extend the completion date of the CDBG funds by six months, on behalf of Granite Young Men's Christian Association (YMCA) to support the needed upgrades and improvements to the YMCA of Somersworth Early Learning Center which they recently acquired. The project is delayed to allow time for the playground equipment contractor to finish the installation of playground equipment in the spring. Rubber paths and accessory items such as sandboxes still need to be installed. The facility is situated at 35 Bartlett Ave, Somersworth, New Hampshire. The facility currently has a waitlist of over 100 children, and the CDBG funded upgrades will enable the facility to provide childcare to an additional 70 families from the Greater Somersworth community. A total of 120 children will benefit from the project, with 67 (56%) of the children of low and moderate income as that term is defined in 24 CFR 570.483.

This Agreement allocates a portion of the Community Development Block Grant (CDBG) funds provided to New Hampshire by the U. S. Department of Housing and Urban Development (HUD). CDFA is administering this program as provided by RSA 162-L. The funds for this contract are from the Community Development Block Grant Fund, which is intended to help municipalities solve development problems.

CDFA has determined that the vendor is in good standing with the Secretary of State's Office, has secured the required levels of insurance, and has provided evidence of authority to execute and be bound by the contract.

Sincerely,

Katherine Easterly Martey  
Executive Director

KEM/ms

Attachments

**Date:** November 2, 2023  
**To:** Community Development Advisory Committee  
**From:** Glenn Coppelman, CDFA Consultant

**City of Somersworth - \$500,000 – Early Learning Center (Public Facilities)**

<b>Applicant</b>	City of Somersworth
<b>Subrecipient</b>	Granite Young Men’s Christian Association
<b>Project Name</b>	Early Learning Center upgrades
<b>Project Location</b>	35 Bartlett Ave., Somersworth, NH
<b>Request</b>	\$500,000
<b>LMI Beneficiaries</b>	120 / 67 LMI beneficiaries (56% LMI)
<b>HUD CDBG National Objective</b>	LMC – 03M: Childcare
<b>NH State Category</b>	Public Facilities

**Project Summary**

The City of Somersworth is requesting \$500,000 to be subgranted to the Granite Young Men’s Christian Association (YMCA) to make needed upgrades/improvements to the Somersworth Early Learning Center which they recently acquired. The project upgrades will improve the facility’s functionality and increase the Center’s capacity by 122%, providing critically needed childcare slots in the community.

With the lack of available childcare openings with tuition assistance in the State of New Hampshire, making upgrades and renovations to The Granite YMCA’s Somersworth Early Learning Center is critical. The center has been providing childcare for infants to pre-k and holds a school’s out program for the area children, primarily servicing Somersworth and neighboring rural towns for nearly 40 years. The elevating costs of labor along with balancing the tuition to be affordable for a community with a broad range of economic capacity has limited the organization’s financial resources to upgrade the indoor and outdoor facilities. Upon completion of these upgrades, Granite YMCA will be able to offer childcare for an additional seventy (70) families in the Greater Somersworth community and provide up to 150 more meals weekly to youth enrolled in the program.

The project will involve rebuilding the parking lot, renovating two of the playgrounds, removing hazard trees, replacing fencing around the playgrounds, refurbishing classrooms, and furniture, and installing mini split HVAC units in the classrooms.

Total project costs are \$774,337, with \$500,000 from CDBG and the remainder coming from Granite United Way and the Granite YMCA. CDBG funds are needed to make the project financially feasible. A performance lien of at least 20 years will be placed on the property to assure long term- affordability.

**Sources & Uses**

Sources	CDBG	CDFA Energy Audit Grant	Granite United Way	Granite YMCA	
<b>Uses</b>					<b>Total Uses \$</b>
Construction	\$124,262				\$124,262
Site Improvements	\$119,515				\$119,515
Equipment & furnishings	\$222,223		\$33,337	\$235,000	\$490,560
CDBG Admin Costs	\$28,000				\$28,000
Environmental Review	\$4,000				\$4,000
Energy Audit		\$6,000			\$6,000
Grant Writer	\$2,000				\$2,000
<b>Committed Total</b>	<b>\$0</b>	<b>\$6,000</b>	<b>\$33,337</b>	<b>\$235,000</b>	<b>\$274,337</b>
<b>Pending Total</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>
<b>Grand Total</b>	<b>\$500,000</b>	<b>\$6,000</b>	<b>\$33,337</b>	<b>\$235,000</b>	<b>\$774,337</b>

**Administrative Costs**

Application Writing	\$2,000
Grant Administrator	\$28,000

**Summary**

- The project scored **122 points**;
- The project will ensure that critically needed childcare services remain available for the community, and for increased capacity of this service;
- The project helps to preserve and promote an existing neighborhood in Somersworth; and
- The project meets a CDBG National Objective by providing a direct benefit to Low- and Moderate-Income persons.

**Recommendation – Staff notes there are sufficient funds available in this round to make an award to this project. This project is recommended for funding with the following staff recommended contingencies:**

- Sufficient funds are available and allocated by HUD;
- The project can supply evidence that the project can be accomplished with the lower amount of CDBG funding available;
- There is no impact to the project's score or rank due to the Administrative Review Procedure, which shall be completed within 30 days of Advisory Committee approval;
- The project is able to secure all identified matching funds,
- All other usual and customary CDBG contract terms; and
- The use of funds conforms with HUD and State regulations.

**AMENDMENT #1**  
23-218-CDPF

This Agreement (hereinafter called the "Amendment") dated this 3rd day of November, 2025 by and between the State of New Hampshire acting by and through the Community Development Finance Authority (CDFA) (hereinafter referred to as "Grantor") and the City of Somersworth (Vendor ID 177476) (hereinafter referred to as the "Contractor").

WHEREAS, pursuant to an initial agreement (hereinafter called the "Agreement") which was first entered into upon Governor and Council approval on February 21, 2024, agenda item #55, the Contractor agreed to perform certain services upon the terms and conditions specified in the Agreement and in consideration of payments by Grantor of certain sums specified therein, and;

WHEREAS, pursuant to paragraph 20 of the General Provisions of the Agreement, the contract may be amended, waived or discharged by written instrument executed by the parties hereto and approved by the Governor and Council, and;

WHEREAS, CDFA has received a written request from the Contractor to amend the Agreement.

NOW THEREFORE, in consideration of the foregoing and the covenants and conditions contained in the Agreement as set forth herein, the Contractor and CDFA hereby agree to amend the Agreement as follows:

1. Amendment of Agreement

A. To amend Section 1.7 of the General Provisions by extending the completion date from December 31, 2025, to June 30, 2026.

2. Effective Date of Amendment

This Amendment shall be effective upon its approval by the Governor and Council of the State of New Hampshire. If such approval is withheld, this document shall become null and void, with no further obligation or recourse to either party.

3. Continuance of Agreement

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement and the obligations of the parties thereunder shall remain in full force and effect in accordance with the terms and conditions as set forth therein.

IN WITNESS WHEREOF, the parties have hereunto set their hands:

CONTRACTOR:

City of Somersworth

By:   
David Moore, City Manager

GRANTOR:

State of New Hampshire acting through the  
Community Development Finance Authority

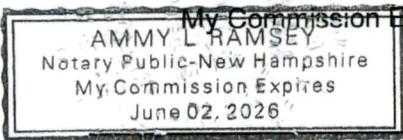
By:   
Katherine Easterly Martey  
Executive Director

NOTARY STATEMENT - FOR GRANTEE CONTRACTOR SIGNATURE ONLY:

On this the 3 day of November, 2025 there appeared before me the undersigned officer personally appeared David Moore who acknowledged herself/himself as City Manager of the City of Somersworth and that such officer, authorized to do so, executed the foregoing instrument for the purposes herein contained, by signing himself in the name of the municipality.

In witness whereof I hereunto set my hand and official seal (provide seal, stamped name and expiration date)

By:   
Notary Public



APPROVAL BY NEW HAMPSHIRE ATTORNEY GENERAL AS TO FORM, SUBSTANCE AND EXECUTION:

By: Christopher Bond, Assistant Attorney General, on 11/10/25

APPROVAL BY THE NEW HAMPSHIRE GOVERNOR AND COUNCIL:

By: \_\_\_\_\_, on \_\_\_\_\_

**CERTIFICATE**  
23-218-CDPF

I, Kristen Lalanne, Clerk of the City of Somersworth, New Hampshire do hereby certify that: (1) at the public hearing held on July 10, 2023, the City Council voted to submit an application for Community Development Block Grant funds and if awarded; (2) enter into a contract with the Community Development Finance Authority and further authorize the City Manager to execute any documents which may be necessary to effectuate this contract and any amendments thereto; (3) I further certify that this authorization has not been revoked, annulled or amended in any manner whatsoever, and remains in full force and effect as of the date hereof; and (4) the following person has been appointed to and now occupies the office indicated under item (2) above:

David Moore, City Manager  
Name and Title of Officer Authorized to Sign

K. Lalanne  
City Clerk

STATE OF NEW HAMPSHIRE  
COUNTY OF Stratford, SS.

The foregoing instrument was acknowledged before me this 3 day of November, 2025, by the above-named Kristen Lalanne, City Clerk of the City of Somersworth, New Hampshire.

Amy Ramsey (Seal)  
Notary Public  
My commission expires: 10-2-26

AMMY L RAMSEY Notary Public-New Hampshire My Commission Expires June 02, 2026
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## CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex<sup>3</sup> is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex<sup>3</sup> is entitled to the categories of coverage set forth below. In addition, Primex<sup>3</sup> may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex<sup>3</sup>, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex<sup>3</sup> Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex<sup>3</sup>. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

<b>Participating Member:</b> City of Somersworth One Government Way Somersworth, NH 03878	<b>Member Number:</b> 293	<b>Company Affording Coverage:</b> NH Public Risk Management Exchange - Primex <sup>3</sup> PO Box 23 Hooksett, NH 03106-9716
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Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not:	
<input checked="" type="checkbox"/> <b>General Liability (Occurrence Form)</b> <input type="checkbox"/> <b>Professional Liability (describe)</b> <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2025	7/1/2026	Each Occurrence	\$ 2,000,000
			General Aggregate	\$ 10,000,000
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
<input type="checkbox"/> <b>Automobile Liability</b> Deductible    Comp and Coll: \$1,000 <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident) Aggregate	
<input checked="" type="checkbox"/> <b>Workers' Compensation &amp; Employers' Liability</b>	7/1/2025	7/1/2026	<input checked="" type="checkbox"/> Statutory	
			Each Accident	\$2,000,000
			Disease – Each Employee	\$2,000,000
			Disease – Policy Limit	
<input type="checkbox"/> <b>Property (Special Risk includes Fire and Theft)</b>			Blanket Limit, Replacement Cost (unless otherwise stated)	

**Description:** Proof of Primex Member coverage only.

<b>CERTIFICATE HOLDER:</b>	<b>Additional Covered Party</b>	<b>Loss Payee</b>	<b>Primex<sup>3</sup> – NH Public Risk Management Exchange</b>
CDFA 14 Dixon Ave. Concord, NH 03301			<b>By:</b> <i>Mary Beth Purcell</i>
			<b>Date:</b> 6/27/2025    mpurcell@nhprimex.org Please direct inquires to: <b>Primex<sup>3</sup> Claims/Coverage Services</b> 603-225-2841 phone 603-228-3833 fax