



May 5, 2026

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

**Requested Action for Consent Agenda**

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 Keene (Vendor ID#177417) 3 Washington Street, Keene, New Hampshire 03431 in the amount of \$500,000 to extend the completion date to December 31, 2026, from the original completion date of June 30, 2026. The original grant was approved by Governor and Council on June 4, 2025, item #23. This extension if granted will allow for completion of the Cedarcrest, Inc. dba Cedarcrest Center for Children with Disabilities planning study situated at 91 Maple Avenue, Keene, New Hampshire, upon Governor and Council approval for the period effective through December 31, 2026. No additional funds are being requested. **100% federal funds.**

**Explanation**

The City of Keene has requested a time extension of its CDBG funds, on behalf of Cedarcrest, Inc. to support the Cedarcrest Center for Children with Disabilities planning study located at 91 Maple Avenue, Keene, New Hampshire. Cedarcrest is a specialized pediatric medical facility and school providing comprehensive services to children with complex medical and developmental needs. 100% of the expected beneficiaries will be low to moderate income (LMI) people.

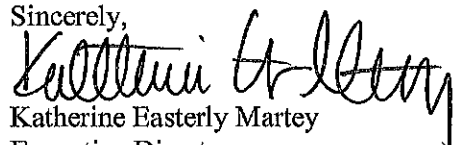
The extension request is due to delays in procuring an engineering firm to carry out the proposed planning activities. Following the RFQ process, Turner Group was selected for price negotiations; however, the proposed fee exceeds the available project budget. Cedarcrest is continuing to negotiate in good faith with Turner Group but may proceed to the next-ranked firm from the RFQ process if a mutually acceptable agreement cannot be reached.

Due to these procurement delays, the planning activities are unable to be completed within the current project period ending June 30, 2026. The requested six-month extension will provide sufficient time to complete procurement and carry out the remaining planning activities in compliance with program requirements.

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,

A handwritten signature in black ink, appearing to read "Katherine Easterly Martey". The signature is written in a cursive, flowing style.

Katherine Easterly Martey  
Executive Director

KEM/ms

Attachments



14 Dixon Avenue, Suite 102  
 Concord, NH 03301  
 Tel: 603.226.2170  
 Fax: 603.226.2816

**City of Keene– \$25,000 – Cedarcrest Center Planning Grant (Public Facilities)**

|                                    |   |
|------------------------------------|---|
| <b>Applicant</b>                   | City of Keene   |
| <b>Subrecipient</b>                | Cedarcrest, Inc. dba Cedarcrest Center for Children with Disabilities |
| <b>Project Name</b>                | Cedarcrest Center Planning Grant                                      |
| <b>Project Location</b>            | 91 Maple Avenue, Keene, NH  |
| <b>Request</b>                     | \$25,000  |
| <b>LMI Threshold</b>               | 100%  |
| <b>HUD CDBG National Objective</b> | Planning (20)   |
| <b>NH State Category</b>           | Planning (Public Facilities)  |

**Project Summary:** The City of Keene is requesting \$25,000 in CDBG Planning Grant funds to be subgranted to Cedarcrest, Inc. dba Cedarcrest Center for Children with Disabilities. The planning grant funds will be used to complete architectural design, engineering, and planning related to the renovation of portions of the building, specifically the bathing area and the HVAC system. All children served by the facility qualify as individuals of low-to moderate-income (LMI).

Cedarcrest is a specialized pediatric medical facility and school providing comprehensive services to children with complex medical and developmental needs. It is the only center of pediatric post-acute care providers in New Hampshire. The facility provides education, care, and respite services for up to 28 children and young adults up to age 22. They are often at full capacity, with a waiting list.

The facility was built in 1989, with a new school and therapy gym added in 2001. The age, needs, and size of the children served have changed since the facility was built. The children served have more medical, equipment, and space needs. The bathing area is in need of updates to accommodate these changes. The mechanical (HVAC) systems serving the classroom wing of the facility date from the expansion designed in 2001 when a rework of the central bathing area was also completed.

The funds from the Planning Grant will be used for engineering and architectural design work focused on the bathing area and HVAC system. Total project cost for the planning activities is \$31,500, with \$6,500 coming from Cedarcrest. The match funding will be used to cover the grant writing fee as well as interior design planning. Based on preliminary estimates, this funding should be sufficient to cover the planning phase.

## Sources and Uses

| Uses                 | Sources (CDBG)  | Cedarcrest     | Total           |
|----------------------|-----------------|----------------|-----------------|
| Planning Study       | \$19,500        | \$6,500        | \$26,000        |
| Grant Administration | \$5,500         | \$0            | \$5,500         |
| <b>Total</b>         | <b>\$25,000</b> | <b>\$6,500</b> | <b>\$31,500</b> |

## Administrative Costs

|                     |                |
|---------------------|----------------|
| Grant Administrator | \$3,500        |
| Advertising         | \$0            |
| Legal               | \$500          |
| Other               | \$0            |
| Grant Writing       | \$1,500        |
| <b>Total</b>        | <b>\$5,500</b> |

## Review Summary and Recommendation

- The project scored 16 points;
- The project will fund architectural design, engineering and planning related to needed renovations at the facility;
- The project will allow the organization to continue to serve children with medically complex needs from low- and moderate-income families or who are wards of the state;
- The project will support the only center of pediatric post-acute care providers in New Hampshire.
- This study will help the applicant prepare for a future implementation application.

**AMENDMENT #1**  
**25-038-FSPF**

This Agreement (hereinafter called the "Amendment") dated this 6<sup>TH</sup> day of MAY, 2026 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 Keene (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 June 4, 2025, agenda item #23, 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 June 30, 2026, to December 31, 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 Keene

By:

Elizabeth A. Ferland  
Elizabeth A. Ferland  
City Manager

GRANTOR:

State of New Hampshire acting through the  
Community Development Finance Authority

By:

Katherine Easterly Martey  
Katherine Easterly Martey  
Executive Director

NOTARY STATEMENT - FOR GRANTEE CONTRACTOR SIGNATURE ONLY:

On this the 6<sup>th</sup> day of May, 2026 there appeared before me the undersigned officer personally appeared Elizabeth A. Ferland, who acknowledged herself as City Manager of the City of Keene 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 each stamped name and expiration date)

By:

Barbara DiNapoli  
Notary Public  
My Commission Expires:



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

By: Christopher Bond, Assistant Attorney General, on 5/29/26

APPROVAL BY THE NEW HAMPSHIRE GOVERNOR AND COUNCIL:

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

**CERTIFICATE  
25-038-FSPF**

I, Terri Hood, City Clerk of Keene, New Hampshire do hereby certify that: (1) at the public hearing held on November 7, 2024, and as voted on and resolved at the City Council meeting held on November 7, 2024, 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; (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:

Elizabeth A. Dragon, City Manager



\_\_\_\_\_  
, City Clerk

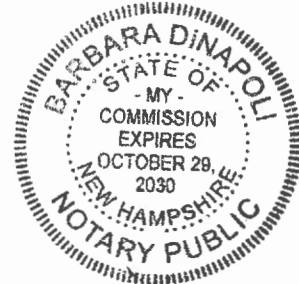
STATE OF NEW HAMPSHIRE  
COUNTY OF Cheshire, SS.

The foregoing instrument was acknowledged before me this 6<sup>th</sup> day of May, 2026, by the above-named Terri Hood, City Clerk of the City of Keene, New Hampshire.

Barbara DiNapoli (Seal)

Notary Public

My commission expires: \_\_\_\_\_



**From:** [Jack Ahern](#)  
**To:** [Melanie Steenbeke](#)  
**Subject:** Re: follow up on Keene Cedarcrest  
**Date:** Thursday, May 1, 2025 3:35:07 PM  
**Attachments:** [Photo\(1\).png](#)  
[Outlook-14862766.png](#)

Hi Melanie,

Thank you for reaching out, I was slightly concerned that the name change might cause a contracting issue as well. Let's hope it does not.

Yes, her new email is: [eferland@keenenh.gov](mailto:eferland@keenenh.gov)

Thank you!

Jack Ahern  
Associate Planner  
Southwest Region Planning Commission  
37 Ashuelot Street  
Keene, NH 03431  
(603) 283-5596



**From:** Melanie Steenbeke <[msteenbeke@nhcdfa.org](mailto:msteenbeke@nhcdfa.org)>  
**Sent:** Thursday, May 1, 2025 3:33 PM  
**To:** Jack Ahern <[sjahern@swrpc.org](mailto:sjahern@swrpc.org)>  
**Subject:** follow up on Keene Cedarcrest

Good afternoon Jack,

I got your note about Elizabeth Dragon changing her name to Elizabeth Farland, assuming that she married Derek. The contract is going through the reviews by the AG and Admin Services. I am hoping it is not an issue so we don't have to have any documents resigned. I will let you know if anything comes up.

Also, I am updating GMS with Elizabeths new name. Did her email address change as well?

Thank you,  
Melanie



IMPORTANT NOTICE: Please be advised CDFA is subject to RSA 91-A, New Hampshire's Right-to-Know law. All information and documents created, accepted or obtained by, or on behalf of, CDFA are potentially subject to disclosure in compliance with RSA 91-A.



## 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.

|  |                              |  |
|--|------------------------------|--|
| <i>Participating Member:</i><br>City of Keene<br>3 Washington Street<br>Keene, NH 03431-3191 | <i>Member Number:</i><br>210 | <i>Company Affording Coverage:</i><br>NH Public Risk Management Exchange - Primex <sup>3</sup><br>PO Box 23<br>Hooksett, NH 03106-9716 |
|--|------------------------------|--|

|                                     | Type of Coverage   | Effective Date<br>(mm/dd/yyyy) | Expiration Date<br>(mm/dd/yyyy) | Limits - NH Statutory Limits May Apply, If Not:           |               |
|-------------------------------------|--|--------------------------------|---------------------------------|---|---------------|
| <input checked="" type="checkbox"/> | <b>General Liability (Occurrence Form)</b><br><b>Professional Liability (describe)</b><br><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)                                  |               |
|                                     | <b>Automobile Liability</b><br>Deductible    Comp and Coll: \$1,000<br><br><input type="checkbox"/> Any auto   |                                |                                 | Combined Single Limit<br>(Each Accident)                  |               |
|                                     |  |                                |                                 | Aggregate   |               |
| <input checked="" type="checkbox"/> | <b>Workers' Compensation &amp; Employers' Liability</b>  | 1/1/2026                       | 1/1/2027                        | <input checked="" type="checkbox"/> Statutory             |               |
|                                     |  |                                |                                 | Each Accident   | \$2,000,000   |
|                                     |  |                                |                                 | Disease – Each Employee                                   | \$2,000,000   |
|                                     |  |                                |                                 | Disease – Policy Limit                                    |               |
|                                     | <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>   |
|  |                                 |                   | <b>By:</b> <i>Mary Beth Purcell</i>  |
|  |                                 |                   | <b>Date:</b> 4/30/2026    mpurcell@nhprimex.org  |
| CDFA<br>14 Dixon Ave.<br>Concord, NH 03301 |                                 |                   | Please direct inquires to:<br><b>Primex<sup>3</sup> Claims/Coverage Services</b><br>603-225-2841 phone<br>603-228-3833 fax |