

**Assistance Award/Amendment**

**U.S. Department of Housing and  
Urban Development  
Office of Administration**

1. Assistance Instrument <input checked="" type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Grant		2. Type of Action <input type="checkbox"/> Award <input checked="" type="checkbox"/> Amendment	
3. Instrument Number NHRIP0062-11	4. Amendment Number 1	5. Effective Date of this Action February 1, 2012	6. Control Number
7. Name and Address of Recipient Nashua Regional Planning Commission 9 Executive Park Drive Suite 201 Merrimack, NH 03054-4045  Phone: 603-424-2240 x12 Fax: 603-424-2230		8. HUD Administering Office HUD, Office of Sustainable Housing and Communities 451 Seventh Street, S.W., Room 10180 Washington, DC 20410	
10. Recipient Project Manager Kerrie Diers		8a. Name of Administrator Thaddeus D. Wincek	8b. Telephone Number 202-402-6617
11. Assistance Arrangement <input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input type="checkbox"/> Fixed Price		9. HUD Government Technical Representative Dwayne S. Marsh, 202-402-6316, <a href="mailto:Dwayne.S.Marsh@hud.gov">Dwayne.S.Marsh@hud.gov</a>	
12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input checked="" type="checkbox"/> Automated Clearinghouse		13. HUD Payment Office CFO Accounting Center Administrative Accounting Division, 6AFF, P.O. Box 901013, Fort Worth, TX 76101	
14. Assistance Amount		15. HUD Accounting and Appropriation Data	
Previous HUD Amount	\$0.00	15a. Appropriation Number	15b. Reservation number
HUD Amount this action	\$3,369,648.00	861/30162	NHRIP0062-11
Total HUD Amount	\$3,369,648.00	Amount Previously Obligated	\$3,369,648.00
Recipient Amount	\$1,195,391.00	Obligation by this action	\$0.00
Total Instrument Amount	\$4,565,039.00	Total Obligation	\$3,369,648.00

16. Description

Employer Identification Number: 02-0301585

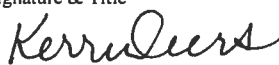

Program Code: RIP

This instrument (the HUD-1044, HUD-1044 Continuation Sheet) sets forth a legally binding agreement between the parties as to all amounts, deliverables, tasks, period of performance, terms and conditions, here within, whether implicitly stated or referenced. The Recipient certifies that all administrative and financial provisions of this instrument are in and will continue to be in compliance for the duration of the period of performance. All covenants, referenced or stated, are agreed to by the recipient upon signing this instrument.

This grant instrument consists of the following, some of which are incorporated by reference:

1. HUD-1044 and HUD-1044 Continuation Sheet(s)
2. Grant Agreement Terms and Conditions
3. HUD 424-CBW, Total Budget Summary
4. Grant Deliverables (See HUD 1044 Continuation Sheet)
5. Work Plan/Logic Model (Tasks within Work Plan are considered deliverables)
6. OMB Circulars A-87, A-133 and A-102, which is incorporated in 24 CFR Part 85
7. Office of Sustainable Housing and Communities (OSHC) Program Policy Guidance.
8. Notice of Funding Availability (FR-5500-N-33)

Period of Performance is 36 months from February 1, 2012 to January 31, 2015.

17. <input checked="" type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office		18. <input type="checkbox"/> Recipient is not required to sign this document.	
19. Recipient (By Name) Ms. Kerrie Diers		20. HUD (By Name) Thaddeus D. Wincek	
Signature & Title  Executive Director	Date (mm/dd/yyyy) 2/1/2012	Signature & Title  Grant Officer	Date (mm/dd/yyyy) 02/01/2012

## HUD CONTINUATION SHEET

Instrument No: NHRIP0062-11

### 1. BUDGET

	HUD Amount	Match /Leverage Amount	Total
Direct Labor	\$314,050.00	\$40,175.00	\$354,225.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$8,677.00	\$0.00	\$8,677.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies/Materials	\$692.00	\$125.00	\$817.00
Consultants	\$0.00	\$0.00	\$0.00
Contracts	\$2,602,152.00	\$1,085,491.00	\$3,687,644.00
Construction	\$0.00	\$0.00	\$0.00
Other Direct Cost	\$0.00	\$25,200.00	\$25,200.00
Indirect Cost	\$444,076.83	\$44,399.72	\$488,476.55
<b>Total</b>	<b>\$3,369,647.83</b>	<b>\$1,195,390.72</b>	<b>\$4,565,039.55</b>

If the grantee's match/leverage contribution is less than **\$1,195,390.72** the Government reserves the right to negotiate new line items and/or amounts to satisfy the grantee's requirement or to reduce the Government's share proportionally. The grantee shall notify HUD at any time it believes it will not meet its match requirement. In addition, the grantee shall obtain HUD approval regarding any changes concerning the intended use of matching funds. If the grantee exceeds the dollar amount shown above, there will be no impact on the Federal share.

### 2. AMOUNT OF COST SHARE

The estimated cost for the performance of this grant is **\$4,565,039.55**. HUD shall not be obligated to reimburse the Nashua Regional Planning Commission in excess of **\$3,369,647.83**. The Grantee agrees to bear without reimbursement from HUD **\$1,195,390.72** of the total costs. However, in the event that the Grantee incurs cost in excess of the total estimated project cost of **\$4,565,039.55**; all such excess costs shall be borne entirely by the Grantee.

### 3. KEY PERSONNEL

The personnel specified below are considered to be essential to the work being performed hereunder:

Name	Title	% of time on the grant
Kerrie Diers	Executive Director,	20%
Jennifer Czysz	Senior Planner	80%
Camille Pattison	Principal Planner	40% (at 32 hours/week)
Julie Chizmas	Senior Transportation Planner	20%
Ryan Friedman	Senior GIS Analyst/Transportation Modeler	16%
Robin Shea	Accounting Consultant	20 hours per year (part time hourly staff)
To be hired, Interviews ongoing	Finance/HR Administrator	167 hours per year (part time staff)

## HUD CONTINUATION SHEET

Instrument No: NHRIP0062-11

### 4. SUBSTANTIAL INVOLVEMENT

HUD's Office of Sustainable Housing and Communities will work in partnership with its grantees to advance the program objectives of the grant program. The Cooperative Agreement allows for substantial involvement of HUD staff to enhance the performance of the grantee in the completion of their deliverables.

Anticipated substantial involvement by HUD staff may include, but will not be limited to:  
Studies and Reports

- Review potential amendment recommendations to the study design and/or Workplan.
- Review and provide recommendations in response to semi-annual progress reports (e.g., amendments to study design based on preliminary results).
- Review and provide recommendations on the final report/study, including final interpretation of study results.

Approvals and Reviews

- Authority to halt activity if specifications or work statements are not met;
- Review and approval of one stage of work before another can begin;
- Review and approval of substantive provisions of proposed sub-grants or contracts beyond existing Federal policy;
- Approval of workplan adjustments based on changing conditions and needs documented in the cohort targeted for capacity building.

- Review and approval of key personnel

Participation and Monitoring

- Monitoring to permit specified kinds of direction or redirection of the work because of interrelationships with other projects;
- HUD and recipient collaboration or joint participation;
- Implementing HUD requirements which limit recipient discretion;
- Coordination of complementary activities from respective capacity building intermediaries, including determining if workplans require adjustments based on changing conditions;
- Where appropriate substantial, direct HUD operational involvement or participation during the assisted activity.

### 5. INDIRECT COSTS/PROVISIONAL RATE

137.90%

### 6. AUDIT INFORMATION

The Nashua Regional Planning Commission submitted an audit report conducted by Melanson Heath & Company, PC for the year ending 06/30/2011. The audit report attests to Nashua Regional Planning Commission practice of generally accepted accounting principles and compliance with laws and regulations relating to government auditing standards. The internal control structure has been reviewed in accordance with OMB Circular A-133 and found to be in compliance with requirements that are applicable to certain of its major federal programs.

### 7. REPORTS AND DELIVERABLES

*List of Deliverables:*

1. Final Workplan: 60 calendar days from the effective date of the cooperative agreement.
2. Logic Model: 60 calendar days from the effective date of the cooperative agreement.
3. Verification of Outreach to Public Housing Authorities: 60 calendar days from the effective date of the cooperative agreement.

## HUD CONTINUATION SHEET

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4. Consortium Agreement: 120 calendar days from the effective date of the cooperative agreement.
5. Comprehensive Regional Plan for Sustainable Development 34 months from the effective date of the cooperative agreement.
6. Commitment to participate in performance measurement and evaluation conducted by third party.
7. Activities pertaining to the Fair Housing Equity Assessment as referenced in the NOFA (FR-5500-N-30FA).

*Reports:*

1. Semi-annual Reporting (two reports per calendar year).
2. Additional Reporting Requirements: Additional reporting requirements as outlined in the NOFA (FR-5500-N-30FA), FY11 HUD General Section (FR-5500-N-01) and 24 CFR 85.40.

**8. SPECIAL CONDITIONS**

N/A