

## InvestNH Municipal Planning & Zoning Grant Program Housing Opportunity Planning Grant

### GRANT AGREEMENT AMENDMENT 1

**By mutual agreement**, this amends the Grant Agreement between New Hampshire Housing Finance Authority (“NHHFA”) and the Town of East Kingston, New Hampshire, (Grantee) originally executed by NHHFA on 2/24/2023 and by Grantee on 2/22/2023.

This amendment modifies the total approved scope and budget relative to the Town of East Kingston’s Phase I and II grant.

All other terms of the original agreement shall remain in full force and effect.

#### *East Kingston Amended Scope and Budget Reallocation*

##### Rockingham Planning Commission East Kingston HOP Grant

##### Proposed Scope of Work – February 2024 - July 2024

Grant end date July 31, 2024

	Task Description	Completion Date & Deliverables	RPC Cost
<p>Task 1. Analysis of Needs Assessment Reports &amp; Data</p>	<p>Rockingham Planning Commission (RPC) will work with the Planning Board to develop and review background information and cross-reference this data to the vision and goals found within the existing Master Plan and other community planning documents.</p> <p>This task will develop a housing needs assessment that includes demographic and housing information from census and local data sources, RPC’s Regional Housing Needs Assessments, the Housing Survey completed in 2023 and public input from additional Community Engagement outlined in Task 3.</p> <p>RPC will meet with the Planning Board up to three times to review and provide input on the housing needs assessment. RPC will also present the Housing Needs Assessment at a regular Planning Board meeting or special Planning Board meeting with intention to address questions and incorporate public feedback. The RPC will also work with the Planning Board to draft potential housing goals for East Kingston that could be incorporated into a Housing Master Plan chapter.</p>	<p><b>April 2024</b>, with Planning Board review meetings scheduled for February - April 2024.</p> <p><b>Deliverables:</b> Housing Needs Assessment Report  Presentation to be held at a Public Meeting to present Needs Assessment.  Draft Housing Master Plan Goals</p>	<p><b>\$5,000</b></p>
<p>Task 2. Regulatory Audit.</p>	<p>RPC will conduct an audit of East Kingston’s land use regulations, including the multi-family housing ordinances, to identify opportunities to make modifications to existing regulations or enact new regulations to promote the goals and actions found within the existing Master Plan and draft goals identified in the Housing Needs Assessment under Task 1.</p> <p>The audit will include recommendations to assist the town in meeting its identified housing goals and actions, along with fulfilling housing requirements under state law. The recommendations will then be ranked for feasibility based on input from public engagement received during this project and previous Town planning efforts, the supplementary housing needs assessment in Task 1, the existing Master Plan vision and housing sections, and input from the Planning Board.</p>	<p><b>June 2024</b>, with Planning Board review meetings scheduled for May 2024.</p> <p><b>Deliverables:</b> Regulatory Audit  Presentation to be held at a Public Meeting to present the Regulatory Audit.</p>	<p><b>\$9,000</b></p>

	RPC will meet with the Planning Board up to three times to review and provide input on the regulatory audit. RPC will also present the Regulatory Audit at a regular Planning Board meeting or special Planning Board meeting with intention to address questions and incorporate public feedback.		
<b>Task 3. Community Engagement</b>	<p>RPC will work with the Planning Board and East Kingston town staff reach out to East Kingston officials, staff, and town volunteers to gain feedback regarding the housing needs of those individuals. The outreach will be done via an online survey to be sent to all officials, department heads, and boards. This survey will ask targeted questions aimed at this community segment and will include reaching out to the East Kingston schools, emergency services, and town staff.</p> <p>Both the Housing Needs Assessment (Task 1) and the Regulatory Audit (Task 2) will be presented at a regular Planning Board meeting or at a specially scheduled meeting. These presentations will also be given in a manner that can be recorded and posted (on RPC's YouTube Channel or comparable platform) so that a link to the presentation can be posted on the East Kingston town website. RPC will work with East Kingston to publicize both presentations.</p>	<p>Surveys to be developed during <b>February 2024</b> and conducted during <b>March 2024</b></p> <p>Presentation notices to be developed in <b>April and June 2024</b>.</p> <p><b>Deliverables:</b> Survey to target housing needs of East Kingston officials, staff and volunteers.</p> <p>Developing and publishing notices regarding the Needs Assessment and Regulatory Audit presentations, including materials for posting on town website.</p>	<b>\$2,250</b>
	Grant Funds remaining \$16,250	RPC Proposed Total	<b>\$16,250</b>

**SIGNATURE PAGE FOLLOWS**

