



# 2018 ACTION PLAN STATE OF NEW HAMPSHIRE



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# **Executive Summary**

## **AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

### **1. Introduction**

New Hampshire's Consolidated Plan is developed by the Housing and Community Development Council, which was established by Executive Order and is staffed by New Hampshire Community Development Finance Authority, New Hampshire Housing, and the Bureau of Housing Supports. In order to receive allocations of Community Development Block Grant, HOME Investment Partnerships, Housing Trust Fund, and Emergency Solutions Grant funds from the US Department of Housing and Urban Development, the state is required to submit a Consolidated Plan. Among other things, the plan must assess the state's housing, homeless, and community development needs, establish priority needs, and explain how they will be addressed with HUD and other funding. This Action Plan describes how the above-mentioned resources will be applied for, distributed and utilized to address New Hampshire's housing, homeless, and community development needs during calendar year 2018.

### **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The State of New Hampshire anticipates the following HUD resources to assist with the state's Housing, Homeless, and Community Development needs:

HOME Investment Partnerships funding for FFY 2018 is \$3,879,488. Intended uses of this annual grant plus program income and/or uncommitted funds from previous years include \$5,767,321 to contribute to the development of 100 units of new affordable housing and \$750,000 for the preservation 25 affordable housing units.

The Housing Trust Fund allocation of \$3,000,000 will be used to create rental housing that will be affordable to extremely low income households for a minimum of 30 years. Production of 25 units is anticipated.

Emergency Solutions Grant funding is expected to be \$870,215 and will be used to provide short term rental assistance and rapid rehousing for 400 households, homeless prevention for 100 households and housing relocation and stabilization services for all 500 persons to receive case management and maintain housing.

The CDBG program, funded at \$8,849,833 this year, helps address multiple community development needs. Community Development priorities for the 2018 calendar year include:

#### High

- Housing
- Economic Development
- Water and Wastewater Facilities
- Childcare Facilities
- Transitional Housing Facilities

#### Medium

- Center Facilities
- Other Public Facilities
- Removal of Architectural Barriers

The Community Development Block Grant is expected to be \$8,849,833 and will fund \$3,192,169 of economic development activities, \$750,000 of microenterprise assistance, \$100,000 in planning grants, \$500,000 in urgent need funds and \$3,942,169 in grants for public facilities and to support affordable housing efforts.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Although it is impossible to estimate exact numbers of homeless households to be served, housing units completed, and community development projects to be completed in a given year, production and performance under all three of these programs has been steady and reliable over time. None of these three grantees has ever had to pay grant money back.

ESG utilizes project monitoring via site visits, CAPER reporting, System Performance Measures and Contract compliance as methods to evaluate performance.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

In addition to solicitation of public input from partners, grantees, and other interested parties, the development of the Action Plan was discussed with the Housing and Community Development Planning Council and a draft reviewed with them. A Housing Trust Fund change from prioritizing chronically homeless as defined by HUD to requiring projects to serve the broader homeless population was made with the input and agreement of the COCs, other homeless service providers and the Bureau of Housing Supports.

#### **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

No public comments were received other than those regarding the Housing Trust Fund issue in #4 above. Regarding that issue, consensus was achieved.

#### **6. Summary of comments or views not accepted and the reasons for not accepting them**

***None not accepted.***

#### **7. Summary**

The HUD resources of CDBG, HOME, HTF, and ESG have made valuable contributions to New Hampshire's cities, towns, and citizens in many ways as will be seen in the remainder of this plan. Programmatic changes in Emergency Solutions Grant have been helpful, and both CDBG and HOME funding have been temporarily increased, but when housing affordability remains a growing concern that is clearly tied to homelessness. Public and partner input have always been important in helping to shape how these resources are deployed.

## PR-05 Lead & Responsible Agencies - 91.300(b)

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	NEW HAMPSHIRE	
CDBG Administrator		NH Community Development Finance Authority
HOPWA Administrator		
HOME Administrator		NH Housing Finance Authority
ESG Administrator		Bureau of Housing Supports
HOPWA-C Administrator		
		NH Housing Finance Authority

Table 1 – Responsible Agencies

### Narrative

New Hampshire Housing Finance Authority is the lead agency in New Hampshire's Consolidated Planning.

### Consolidated Plan Public Contact Information

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## **AP-10 Consultation - 91.110, 91.300(b); 91.315(l)**

### **1. Introduction**

**Provide a concise summary of the state's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies**

The Housing and Community Development Planning Council exists to obtain consultation from the above-mentioned groups regarding the use of state HOME, CDBG, ESG, and now HTF funds, but in addition to that it serves to increase understanding and communication between housing and service providers as well as government. New Hampshire Housing's frequent conferences and trainings also serve to bring diverse audiences with related interests together. With New Hampshire being as small a state as it is, many of us from the housing and service provider worlds tend to be involved on each other's Boards, Councils, and other planning and advisory groups. For example, NHHFA and BHS are both represented on the NH Behavioral Health Advisory Council, NHHFA serves on the Housing Committee of the Balance of State Continuum of Care and the CDBG Advisory Council, BHS participates in the Workforce Housing Council that NHHFA sponsors, and we typically co-sponsor each other's conferences and training events.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness**

NH has 3 Continuums of Care (CoC), The Greater Nashua (GNCoC), Manchester (MCoC) and Balance of State (BoSCoC). The Bureau of Housing Supports (BHS) is the NH State recipient for ESG funding, and the BHS administrator is the Co-Chair of the BoSCoC, which ensures a high degree of collaboration and coordination of services between the ESG program and BoSCoC programs. The BoSCoC has subcommittees that focus on Chronic Homelessness, Family Homelessness and Housing and Education (needs of homeless children and their families). The state also funds homeless services at a level of \$4.1 million annually, and oversees the administration of the federal Health and Human Services (HHS) Substance Abuse and Mental Health Services Administration (SAMHSA) funded Projects for Assistance in Transition from Homelessness (PATH) outreach program, and the state (Housing Opportunities for Person's with Aids) HOPWA program grants. This allows the BHS to ensure coordination of services and communications among outreach, shelter and transitional and Permanent Supportive Housing Programs. The BHS mission, in addition to coordinating funding, is to ensure collaboration between all of NH's homeless assistance programs, ensuring alignment with common goals and efficient utilization of



resources. BHS coordinates regular meetings for statewide Outreach staff, Shelter Directors, and Permanent Supportive Housing case managers to share information on various initiatives, provide TA and foster communication and coordination of services. BHS staff co-chair or participate in a number of community task forces and committees including the NH Homeless Veterans Committee, North Country Veterans Committee, and the Homeless Teen Task force which are each focused on addressing the needs among each of these groups. BHS has also worked with providers to increase the number of CoC and ESG funded rapid rehousing programs across the state to better reduce and shorten the time families experience homelessness.

**Describe consultation with the Continuum(s) of Care that serves the State in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

NH has 3 Continuums of Care (CoC), The Greater Nashua (GNCoC), Manchester (MCoC) and Balance of State (BoSCoC). BHS staff conduct presentations at statewide, CoC and ESG provider meetings to openly discuss performance standards and policies. This includes review of the current NH ESG program design; policies and procedures; expected available funds and examples of how to allocate funds; the process for evaluating outcomes; performance standards. HMIS policy and standards are reviewed by the HMIS Advisory board consisting of local end users and administrative staff. HMIS Advisory board also reviews the HMIS Governance Model as well as solicitation of feedback and discussion regarding information presented. Allocation of ESG funds is subject to an open procurement process where any and all parties can apply for funding.

**2. Agencies, groups, organizations and others who participated in the process and consultations**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Neighborworks Southern New Hampshire
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy Housing Trust Fund
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Membership and participation in Housing and Community Development Planning Council
2	<b>Agency/Group/Organization</b>	FAMILIES IN TRANSITION
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Persons with Disabilities

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy Housing Trust Fund
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Membership and participation in Housing and Community Development Planning Council
3	<b>Agency/Group/Organization</b>	Concord Housing Authority
	<b>Agency/Group/Organization Type</b>	PHA

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy Housing Trust Fund
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Membership and participation in Housing and Community Development Planning Council
4	<b>Agency/Group/Organization</b>	Rockingham Planning Commission
	<b>Agency/Group/Organization Type</b>	Regional organization Planning organization

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy Housing Trust Fund
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Membership and participation in Housing and Community Development Planning Council
5	<b>Agency/Group/Organization</b>	Berlin Housing Authority
	<b>Agency/Group/Organization Type</b>	Housing PHA

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy Housing Trust Fund
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Membership and participation in Housing and Community Development Planning Council
6	<b>Agency/Group/Organization</b>	Strafford Economic Development Corporation
	<b>Agency/Group/Organization Type</b>	Regional organization Business Leaders Community Development Financial Institution Private Sector Banking / Financing

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy Housing Trust Fund
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Membership and participation in Housing and Community Development Planning Council
7	<b>Agency/Group/Organization</b>	New Hampshire Legal Assistance
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Service-Fair Housing Services - Victims

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy Housing Trust Fund
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Membership and participation in Housing and Community Development Planning Council
8	<b>Agency/Group/Organization</b>	Regional Economic Development Center of Southern New Hampshire
	<b>Agency/Group/Organization Type</b>	Regional organization Business Leaders Community Development Financial Institution Private Sector Banking / Financing



	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy Housing Trust Fund
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Membership and participation in Housing and Community Development Planning Council
9	<b>Agency/Group/Organization</b>	Granite State Independent Living
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Persons with Disabilities Services-Health Services-Employment

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy Housing Trust Fund
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Membership and participation in Housing and Community Development Planning Council
10	<b>Agency/Group/Organization</b>	SOUTHWESTERN COMMUNITY SERVICES
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Regional organization

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy Housing Trust Fund
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Membership and participation in Housing and Community Development Planning Council
11	<b>Agency/Group/Organization</b>	Granite United Way
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy Housing Trust Fund
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Membership and participation in Housing and Community Development Planning Council
12	<b>Agency/Group/Organization</b>	HARBOR HOMES
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Services-Persons with Disabilities Services-homeless Services-Veterans

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy Housing Trust Fund
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Membership and participation in Housing and Community Development Planning Council
13	<b>Agency/Group/Organization</b>	Eastern Lakes Region Housing Coalition
	<b>Agency/Group/Organization Type</b>	Housing Regional organization Business and Civic Leaders Workforce Housing Advocacy

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy Housing Trust Fund
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Membership and participation in Housing and Community Development Planning Council
15	<b>Agency/Group/Organization</b>	Town of Plymouth, New Hampshire
	<b>Agency/Group/Organization Type</b>	Other government - Local Planning organization

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy Housing Trust Fund
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Membership and participation in Housing and Community Development Planning Council
16	<b>Agency/Group/Organization</b>	Town of Raymond, New Hampshire
	<b>Agency/Group/Organization Type</b>	Other government - Local Planning organization

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy Housing Trust Fund
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Membership and participation in Housing and Community Development Planning Council
17	<b>Agency/Group/Organization</b>	State of New Hampshire, Department of Resources and Economic Development
	<b>Agency/Group/Organization Type</b>	Other government - State Economic Development



	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy Housing Trust Fund
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Membership and participation in Housing and Community Development Planning Council
18	<b>Agency/Group/Organization</b>	State of New Hampshire, Bureau of Behavioral Health
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities Health Agency Other government - State

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy Housing Trust Fund
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Membership and participation in Housing and Community Development Planning Council
19	<b>Agency/Group/Organization</b>	State of New Hampshire, Bureau of Elderly and Adult Services
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Services-Persons with Disabilities Other government - State

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy Housing Trust Fund
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Membership and participation in Housing and Community Development Planning Council
20	<b>Agency/Group/Organization</b>	State of New Hampshire, Division of Family Assistance
	<b>Agency/Group/Organization Type</b>	Child Welfare Agency Other government - State

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy Housing Trust Fund
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Membership and participation in Housing and Community Development Planning Council
21	<b>Agency/Group/Organization</b>	USDA Rural Development
	<b>Agency/Group/Organization Type</b>	Housing Other government - Federal Economic Development
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Trust Fund
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Membership and participation in Housing and Community Development Planning Council.
22	<b>Agency/Group/Organization</b>	State of New Hampshire Healthy Homes and Childhood Lead Poisoning Prevention Program
	<b>Agency/Group/Organization Type</b>	Other government - State

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy Housing Trust Fund
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Membership and participation in the Housing and Community Development Planning Council
23	<b>Agency/Group/Organization</b>	Town of Salem, New Hampshire
	<b>Agency/Group/Organization Type</b>	Other government - Local Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Non-Homeless Special Needs Market Analysis Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Membership and participation in Housing and Community Development Planning Council.

25	<b>Agency/Group/Organization</b>	NH Coalition Against Domestic and Sexual Violence
	<b>Agency/Group/Organization Type</b>	Services-Victims of Domestic Violence
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Membership and participation in the Housing and Community Development Planning Council

**Identify any Agency Types not consulted and provide rationale for not consulting**

None

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	NH Bureau of Housing Supports	Continuum goals are the Strategic Plan Homeless goals
NH Qualified Allocation Plan 2018	New Hampshire Housing	Qualified Allocation Plan establishes and promotes housing priorities for affordable housing development and preservation.
Biennial Housing Plan 2017-2018	New Hampshire Housing	Biennial Housing Plan goals are Strategic Plan goals
NH Plan to End Homelessness	Bureau of Housing Supports	Goals overlap Strategic Plan goals.
NH Plan to End Homelessness Among Veterans	Bureau of Housing Supports	Veteran Homeless goals incorporated into Strategic Plan goals.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
FY-2018 - 2020 Strategic and Program Plan	New Hampshire Housing	Plans the use of Plans for the use of HOME and HTF along with other resources to develop affordable housing.

**Table 3 - Other local / regional / federal planning efforts**

## Narrative

The Housing and Community Development Planning Council meets four or five times each year to obtain input from strategically-recruited members representing the interests required by the consolidated plan regulation for consultation. Each of the meetings includes presentations on current issues within Housing, Homelessness, or Community Development as well as discussions regarding potential uses of CDBG, HOME, HTF and ESG funds, with each meeting cycle culminating in review of all Consolidated Plans and Action Plans prior to Board Approvals and submission to HUD. The membership is as above in Table 2. In order to promote broader understanding of how all three grants are utilized, consultation occurs in the context of the periodic meetings of the group as a whole.

## AP-12 Participation - 91.115, 91.300(c)

### 1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

All four programs operate on the same program year, January 1-December 31. According to HUD regulations, an Action Plan submission is due at HUD 45 days prior to the beginning of a program year, however an Action Plan lacking formula grant amounts is considered incomplete and cannot be accepted by HUD. For the last several years, federal budgets have been passed months after the beginning of each federal fiscal year, delaying Action Plan submissions until formula grants are calculated, typically between 30 and 60 days following the passage of a federal budget.

#### Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	30 Day public comment period and public hearing	Non-targeted/broad community	30 day public comment period beginning May 10, 2018 publicized via newspaper ad,. Notice also emailed to NHHFA, CDFA, and BHS email lists of business partners, stakeholders, interested parties, etc	Public hearing occurred on May 17, 2018. No members of the public attended.	None yet	



Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Homeless program stakeholders	Attended by 5 homeless service providers/CoC representatives, 2 BHS staff, 4 NHHFA staff	Arrived at consensus decision on changing highest HTF priority from chronically homeless to homeless after hearing from homeless service providers that HUD chronically homeless definition being used for prioritization is administratively burdensome and overly restrictive, keeping assistance away from those who need it most.	None	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.320(c)(1,2)

#### Introduction

FFY 2018 formula grant amounts are similar to FFY 2017 levels, with CDBG and HOME amounts slightly higher and ESG slightly higher.

Although the Housing Trust Fund formula allocation announcement occurs several months into the corresponding year's Action Plan, the significant delay in passage of the FFY 17 budget has enabled us to use a single Action Plan submission.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	8,849,833	0	0	8,849,833	15,217,811	CDBG funds will be used for activities as outlined in the Consolidated Plan. Program income is not anticipated and prior year resources are not yet known.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	3,879,488	584,000	2,799,375	7,262,863	10,980,809	HOME funds will be utilized for Multifamily Rental Production in the form of both new construction and rehab as well as rehabilitation of existing affordable housing stock in order to preserve and extend affordability.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	870,215	0	0	870,215	1,740,430	ESG funds will be used to fund Rapid ReHousing and Homeless Prevention Rental Assistance, Housing Stability Case Management, HMIS, and admin.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HTF	public - federal	Acquisition Admin and Planning Homebuyer assistance Multifamily rental new construction Multifamily rental rehab New construction for ownership	3,000,000	0	1,650,000	4,650,000	3,736,325	
Continuum of Care	public - federal	Admin and Planning Housing Rapid re-housing (rental assistance) Rental Assistance TBRA Transitional housing	4,067,295	0	0	4,067,295	12,201,885	There are three CoC's in NH which fund Transitional Housing, Permanent Supportive Housing, Rapid ReHousing and planning and service coordination activities.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
General Fund	public - federal	Admin and Planning Overnight shelter Services	4,000,000	0	0	4,000,000	12,000,000	The State of NH General Funds support Homeless assistance Services in NH at a level of approximately 4 million dollars annually.
HUD-VASH	public - federal	TBRA	78,720	0	0	78,720	236,160	New Hampshire Housing administers 142 HUD-VASH vouchers including 20 project based and 122 tenant based.
LIHTC	public - federal	Acquisition Multifamily rental new construction Multifamily rental rehab	3,962,000	0	0	3,962,000	6,515,170	Low Income housing tax Credits are administered by the Internal Revenue Service and are used for both development and preservation of affordable rental housing inventory.
Section 811	public - federal	Rental Assistance	73,000	0	0	73,000	1,732,000	Section 811 PRA blends small numbers of disabled households into new or existing affordable housing and provides project based rental assistance.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Acquisition Admin and Planning Multifamily rental new construction Multifamily rental rehab	3,000,000	0	0	3,000,000	6,000,000	The Housing Trust Fund will provide extremely low income households with housing that is affordable for a minimum of 30 years. New Hampshire's allocation will be used to provide development subsidy. Additional funds from other sources will provide project-based rental assistance.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - state	Acquisition Admin and Planning Conversion and rehab for transitional housing Economic Development Housing Multifamily rental new construction Multifamily rental rehab Overnight shelter Public Services Transitional housing	5,000,000	0	0	5,000,000	10,000,000	With the Community Development Investment Program (CDIP), CDFA gives a 75% state tax credit against a donation made to any approved community development project consistent with legislation in State RSA 162-L. The tax credit may be applied against the New Hampshire business profits tax, business enterprise tax, and/or the insurance premium tax. Tax Credits may only be issued to non-profits.



Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - state	Acquisition Conversion and rehab for transitional housing Housing Multifamily rental new construction Multifamily rental rehab Transitional housing	2,500,000	0	0	2,500,000	0	The State of New Hampshire allocated \$2.5m to the Affordable Housing Fund.

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

HOME funds will be invested in new projects as development subsidy to "buy" deeper income targeting, leveraging private equity raised with Low Income Housing Tax Credits along with additional subsidy raised through a variety of sources including the Federal Home Loan Bank of Boston, private donations, and perhaps even State or local CDBG. Preservation activities accomplished with HOME will be limited to rehab activities to upgrade and replace building components and systems that will be required during the next contracted affordability period, and will leverage 4% Low Income Housing Tax Credits and Tax-Exempt Bond financing. Very recently we have learned that the State of New Hampshire has included \$1 m in the SFY 18 budget and \$1.5 m in the SFY 2019 budget to support the development of transitional housing for people in recovery from substance abuse disorder and others being discharged from the State Hospital following acute psychiatric care.

ESG funds are matched 75% at the state level and 25% at the local level to leverage funds and resources.

Housing Trust Fund (HTF) has no match requirements, but nonetheless resources will be available for use in Low Income Housing Tax Credit projects which plan units affordable to extremely low income households. Scoring incentives will favor further restriction of those units to serve particular populations. HTF units developed without Low Income Housing Tax Credits may leverage HOME or non-federal funds, and scoring incentives will be available proportional to the leveraging of other funds. HTF funding remains at \$3m for 2018.

CDBG funds will leverage numerous resources depending on the type of project being funded. Water/Wastewater infrastructure will be leveraged with State Revolving Loan funds from the Department of Environmental Services, USDA and municipalities themselves. Housing rehab and related activities can include LIHTC, HOME, the New Hampshire Community Loan Fund, private equity, weatherization, FHLB and other funders. Economic development could leverage private equity, banks, regional development corporation revolving loan funds, SBA and others.

The formula allocation of HUD HEARTH Emergency Solutions Grant (ESG) funds to the state is \$870,215 for 2018. Of this amount, 75% will be matched with State Grant-in-Aid funds and 25% at the local level. New Hampshire (NH) funds Emergency Shelter Operations, and Homelessness Intervention at an annual level of approximately \$4 million. The leveraging of CoC Funded services completes NH's comprehensive continuum of Homeless assistance services.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

None known to be available at this time.

## **Discussion**

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives – 91.320(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Promote Housing Stability	2016	2020	Affordable Housing Homeless	New Hampshire	Homeless prevention Rapid Re Housing Services	ESG: \$866,844 Continuum of Care: \$4,067,295 General Fund: \$1,000,000	Tenant-based rental assistance / Rapid Rehousing: 600 Households Assisted Homelessness Prevention: 516 Persons Assisted
2	Preservation of Affordable Rental Properties	2016	2020	Affordable Housing	New Hampshire	Preservation of Affordable Housing	CDBG: \$1,500,000 HOME: \$750,000	Rental units rehabilitated: 25 Household Housing Unit
3	Multifamily Affordable Rental Production	2016	2020	Affordable Housing	New Hampshire	Production of Affordable Rental Housing	CDBG: \$500,000 HOME: \$5,767,321	Rental units constructed: 215 Household Housing Unit
4	Microenterprise Development Assistance	2016	2020	Non-Housing Community Development	New Hampshire	Economic Development	CDBG: \$750,000	Businesses assisted: 267 Businesses Assisted
5	Economic Development Grants	2016	2020	Non-Housing Community Development	New Hampshire	Economic Development	CDBG: \$3,192,169	Jobs created/retained: 100 Jobs

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Planning Grants	2016	2020	Non-Housing Community Development	New Hampshire	Economic Development Public Facilities Grants for Public Property Public Facilities Grants for Public Services Public Facilities Grants for Water and Sewer	CDBG: \$100,000	Other: 8 Other
7	Community Development (Public Facilities) Grants	2016	2020	Non-Housing Community Development	New Hampshire	Economic Development Housing Grants Preservation of Affordable Housing Production of Affordable Rental Housing Public Facilities Grants for Public Property Public Facilities Grants for Public Services Public Facilities Grants for Water and Sewer	CDBG: \$1,942,169	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 273 Households Assisted Public service activities other than Low/Moderate Income Housing Benefit: 587 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
8	Emergency Grants	2016	2020	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	New Hampshire	Economic Development Housing Grants Public Facilities Grants for Public Property Public Facilities Grants for Public Services Public Facilities Grants for Water and Sewer	CDBG: \$500,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 200 Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 142 Persons Assisted
9	TBRA for Homeless Veterans	2016	2020	Affordable Housing	New Hampshire	Rapid Re Housing Services	HUD-VASH: \$62,976	Tenant-based rental assistance / Rapid Rehousing: 96 Households Assisted
10	Project Based Rental Assistance for Disabled	2016	2020	Affordable Housing	New Hampshire	Production of Affordable Rental Housing	Section 811: \$105,000	Tenant-based rental assistance / Rapid Rehousing: 20 Households Assisted
11	Emergency Shelter	2016	2020	Homeless	New Hampshire	Emergency Shelter	General Fund: \$3,000,000	Homeless Person Overnight Shelter: 4300 Persons Assisted
12	Rental Housing Affordable to Extremely Low Income	2016	2020	Affordable Housing Homeless	New Hampshire	Rental Housing Affordable to Extremely Low Income	Housing Trust Fund: \$3,736,325	Rental units constructed: 20 Household Housing Unit Rental units rehabilitated: 5 Household Housing Unit

**Table 6 – Goals Summary**

## Goal Descriptions

1	<b>Goal Name</b>	Promote Housing Stability
	<b>Goal Description</b>	Prevent homelessness and shorten the length of time people experience homelessness.
2	<b>Goal Name</b>	Preservation of Affordable Rental Properties
	<b>Goal Description</b>	HOME funds will be used for necessary rehabilitation of properties refinanced with 4 % Low Income Housing Tax Credits(not included in budget due to unknown utilization) to extend affordability. CDBG funds will be used to rehab single and multifamily housing units occupied by low and moderate income persons as well as the infrastructure supporting these properties. As CDBG applications are accepted on a competitive basis so there is no way to provide an accurate estimate of how many units will benefit in 2018. Please note that CDBG housing grant funding is used to provide private infrastructure upgrades to Manufactured Home Cooperatives. For the purposes of this Action Plan, it will be placed under the Strategic Plan goal of Community Development Grants.
3	<b>Goal Name</b>	Multifamily Affordable Rental Production
	<b>Goal Description</b>	Multiple resources are needed to finance affordable rental housing as reflected below.
4	<b>Goal Name</b>	Microenterprise Development Assistance
	<b>Goal Description</b>	CDBG funds are granted to non-profit economic development organizations that offer services, education and programs for micro-businesses. CDFA has allocated \$750,000 to Microenterprise Development Assistance for program year 2018.
5	<b>Goal Name</b>	Economic Development Grants
	<b>Goal Description</b>	Economic Development grants are used to create or retain jobs for low-moderate income individuals.
6	<b>Goal Name</b>	Planning Grants
	<b>Goal Description</b>	The Objective of CDBG Planning/ Feasibility Grants are to determine whether or not a proposed CDBG project is feasible and/or to recommend specific action(s) to be undertaken.

7	<b>Goal Name</b>	Community Development (Public Facilities) Grants
	<b>Goal Description</b>	CDBG allocates close to half of its Community Development Grant funding under the category of Housing and Public Facility. That means CDBG funds will be used for community development activities including public facilities like homeless shelters, neighborhood facilities, day cares, water, sewer, streets and other eligible public facility activities. CDFA has allocated \$3,942,169 for Housing and Community Development Grants. Included under the Community Development Strategic Goal plan is the repair and upgrade of water, wastewater and electric infrastructure In New Hampshire's Manufactured Home Cooperatives. Well over 100 investor owned manufactured home parks have been purchased by park residents and converted to cooperatives with financing and technical assistance from the New Hampshire Community Loan Fund . With the coops, low moderate income households are often the majority of residents who, after purchasing the property often lack the financial resources to upgrade an outdated and failing infrastructure. While CDFA does not specifically set aside funds for coops; municipalities have successfully applied for funds on behalf of these coops for many years and CDFA expects this will continue in 2018.
8	<b>Goal Name</b>	Emergency Grants
	<b>Goal Description</b>	CDFA allocates \$500,000 to emergency grants annually. Funds are awarded to applicants whose projects shall provide immediate relief because of:  (1) Emergencies resulting from natural disasters;  (2) Unanticipated events which have a serious and immediate threat to public health and safety; or  (3) Unanticipated actions which have resulted in plant closures or permanent layoffs of employees jeopardizing the economic stability of the community.
9	<b>Goal Name</b>	TBRA for Homeless Veterans
	<b>Goal Description</b>	Tenant based rental assistance is provided to homeless veterans through a HUD VA collaboration. The VA provides services and HUD contributes tenant based rental assistance administered by New Hampshire Housing.



<b>10</b>	<b>Goal Name</b>	Project Based Rental Assistance for Disabled
	<b>Goal Description</b>	Section 811 PRA blends small numbers of disabled households into new or existing affordable housing and provides project based rental assistance.
<b>11</b>	<b>Goal Name</b>	Emergency Shelter
	<b>Goal Description</b>	Emergency shelter is provided to homeless individuals and families via state grant in aid funding.
<b>12</b>	<b>Goal Name</b>	Rental Housing Affordable to Extremely Low Income
	<b>Goal Description</b>	The Housing Trust Fund will be used to produce rental housing affordable to extremely low income households. Chronically homeless, homeless, at risk of homelessness, disabled, veteran, and substance use disordered households will be prioritized.

## AP-25 Allocation Priorities – 91.320(d)

### Introduction:

The planned utilization of the 2018 ESG funds will allow NH to continue to build on and expand initiatives to prevent homelessness and rapidly re-house homeless persons.

The planned utilization of HOME funds will provide both the production of new affordable rental units and the preservation of existing units at risk of loss from the affordable housing inventory due to expiring affordability restrictions. Housing Trust Fund resources will contribute to new production exclusively for extremely low income households.

The planned utilization of CDBG funds will provide direct benefit in the form of improved housing, public facilities and employment opportunities to low- and moderate-income individuals and households.

### Funding Allocation Priorities

	Promote Housing Stability (%)	Preservation of Affordable Rental Properties (%)	Multifamily Affordable Rental Production (%)	Microenterprise Development Assistance (%)	Economic Development Grants (%)	Planning Grants (%)	Community Development (Public Facilities) Grants (%)	Emergency Grants (%)	TBRA for Homeless Veterans (%)	Project Based Rental Assistance for Disabled (%)	Emergency Shelter (%)
CDBG	0	18	6	8	37	1	24	6	0	0	0
HOME	0	20	80	0	0	0	0	0	0	0	0
ESG	100	0	0	0	0	0	0	0	0	0	0
HTF	0	0	0	0	0	0	0	0	0	0	0

Continuum of Care	100	0	0	0	0	0	0	0	0	0	0
General Fund	0	0	0	0	0	0	0	0	0	0	100
HUD-VASH	0	0	0	0	0	0	0	0	100	0	0
LIHTC	0	0	100	0	0	0	0	0	0	0	0
Section 811	0	0	0	0	0	0	0	0	0	100	0
Other Affordable Housing Fund	0	0	0	0	0	0	0	0	0	0	0
Other Housing Trust Fund	0	0	0	0	0	0	0	0	0	0	0
Other State Community Development Tax Credits	0	20	50	0	0	0	30	0	0	0	0

**Table 7 – Funding Allocation Priorities**

### **Reason for Allocation Priorities**

The planned utilization of the 2018 ESG funds will allow NH to build on and expand initiatives to prevent homelessness and rapidly re-house homeless persons. These objectives and priorities are in alignment with the Federal Strategic Plans to Prevent and End Homelessness.

The need for housing affordable to low, very low, and extremely low income households continues to exceed supply by two thirds, so development of new inventory is critical as is the avoidance of losing existing inventory through expiring use. Housing Trust Fund resources are targeted solely to assist extremely low income households. Homeless veterans served by HUD-VASH tenant based rental assistance and extremely low income households with severe mental illness (SMI) served by project based rental assistance are high priority group

The allocation for CDBG funds remains consistent from the previous consolidated plan with roughly half of funds allocated to Housing and Public Facility Activities and half allocated to Economic Development. CDFA is allocating more of the economic development budget to

microenterprise because of demand.

**How will the proposed distribution of funds will address the priority needs and specific objectives described in the Consolidated Plan?**

ESG Grant funds will be allocated to each category as follows: 3% HMIS; 7.5% Administrative Activities; 39.5% Prevention; and 50 % Rapid re-Housing. All of NH state homeless assistance funding and CoC funding is dedicated to preventing homelessness and assisting homeless households regain stability and is used for planning, administration, coordination of services, homeless prevention and intervention, transitional housing and permanent supportive housing.

Priority needs and specific objectives for CDBG funds will be used to upgrade municipal and private infrastructure, improve housing stock, provide jobs and provide micro-enterprise skills training.

HOME funds will be awarded to projects that will address the needs of very low and extremely low income households, comprised of families, elderly, and those with special needs. HTF funds are dedicated exclusively to housing affordable to extremely low income households with preferences for those with disabilities, those who are chronically homeless or homeless, veterans, and those who are in recovery from a substance use disorder.

## AP-30 Methods of Distribution – 91.320(d)&(k)

### Introduction:

BHS conducts separate competitive procurement processes for the ESG Rapid Re-Housing and Prevention Programs, state funded Emergency Shelter and Homeless Intervention Programs. The CoC program is primarily renewal funding and the process is governed by HEARTH regulations and the parameters HUD sets forth in each years NOFA competition. These objectives and priorities are in alignment with the Federal Strategic Plans to prevent and end homelessness.

New Hampshire Housing distributes HOME Investment Partnership funds in accordance with HUD HOME Investment Partnership Program Rules, New Hampshire Housing's HOME Investment Partnerships and Other Capital Subsidy Program Rules, and New Hampshire Qualified Allocation Plan.

CdFA distributes CDBG funds in accordance with the State of New Hampshire Code of Administrative Rules, Chapter Cdfa 300 Community Development Block Grant Rules.

### Distribution Methods

**Table 8 - Distribution Methods by State Program**

1	<b>State Program Name:</b>	Community Development Block Grant Program
	<b>Funding Sources:</b>	CDBG

	<p><b>Describe the state program addressed by the Method of Distribution.</b></p>	<p>The primary purpose of the CDBG program is the development of viable communities by providing decent housing, suitable living environments, and expanding economic opportunities, principally for low and moderate income people. The program is sponsored by the US Department of Housing and Urban Development (HUD).</p> <p>CDFA distributes CDBG grants to New Hampshire's cities, towns, and counties. A nonprofit agency may also apply through its municipality or county as a sub-recipient of CDBG money. All eligible municipalities and counties can apply for up to \$500,000 in CDBG funds per year. Grants may be applied for under the following categories.</p> <ul style="list-style-type: none"> <li>• Economic Development</li> <li>• Housing, Public Facilities</li> <li>• Emergencies and Unanticipated Events</li> <li>• Feasibility Studies</li> </ul>
	<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>State legislation requires that CDFA solicit applications from all eligible municipalities and to award funds through a competitive allocation system (RSA 162-L:17, Procedures for Administration). The intent is to increase the number of municipalities participating in this program. 229 incorporated New Hampshire municipalities and the ten county governments are eligible for the State CDBG Program. CDBG Rules require that at least 51% of the funds requested for Housing and Public Facilities and 60% for Economic Development shall be used for direct benefit to low- and moderate- income persons.</p> <p>Detailed criteria that is used to select applications can be found in the State of New Hampshire Administrative Rules Chapter Cdfa 300, Community Development Block Grant Rules <a href="http://www.nhcdfa.org/document/cdbg/1">http://www.nhcdfa.org/document/cdbg/1</a>.</p>

<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>CDBG application criteria may be accessed on the CDFA website at <a href="http://www.nhcdfa.org">www.nhcdfa.org</a>. Individuals that are registered in the CDFA Grants Management Sytem access application materials and compete their applications there. CDFA also runs two application workshops annually throughout the State. CDFA provides all training materials online and e-mails them to anyone who requeste the infomation. Staff also provides one on one pre-application with any potential applicants.</p>
<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>For CDBG, eligible applicants all non-entitlement units of local government (Towns, Cities, Counties). Units of Local Government subgrant funds to non-profit and/or faith based organizations. Funds are made available through competitive grant rounds for various program areas. A NOFA is published to notify potential applicants. Submitted applications are ranked based on criteria published in state administrative rules. Grants are awarded based on ranking of projects and funds availability. An administrative review process is available to any project that seeks to determine how their project was scored.</p>

	<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	
	<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>Therefore, a total of \$8,849,833 will be allocated to CDBG in 2018. These funds will be allocated as follows: Administration/TA: \$365,495 Planning Grants: \$100,000 Emergency Grants: \$500,000 Housing and Public Facility Grants: \$3,942,169 Economic Development: \$3,942,169 (Includes \$750,000 for Microenterprise) Program Income shall be distributed in the Community Development Grants round immediately following its receipt. Other funds carried forward from previous federal fiscal years (including unused Emergency Grant and Economic Development Grant funds, Housing and Public Facility Grant funds, and recaptured funds returned to the state) shall be distributed in the Community Development Grants round immediately following its receipt, but a portion may be held and distributed in the second application round following its receipt for the purpose of balancing the amounts available in each application round. In addition, uncommitted Economic Development funds may also be held for projects under consideration at the end of the year or carried forward to be distributed in the next Economic Development Grant program year at the discretion of the Executive Director of CDFA. Administrative or Technical Assistance funds carried forward from previous federal fiscal years shall remain in their respective categories.</p>



	<b>Describe threshold factors and grant size limits.</b>	
	<b>What are the outcome measures expected as a result of the method of distribution?</b>	Outcome measures are difficult to measure because grants are issued on a competitive basis and the estimated number and type of beneficiaries is not known until applications are approved. In a general basis, CDBG funds will be expected to provide jobs, train small business people and potential small business people, rehab multifamily and single family housing, repair and replace public and private infrastructure, rehab community facilities, provide plans for potential implementation projects and provide funds to address emergencies within the last 18 months. Outcome measures will be reported in the CAPER.
<b>2</b>	<b>State Program Name:</b>	Continuum of Care Program
	<b>Funding Sources:</b>	Continuum of Care

	<b>Describe the state program addressed by the Method of Distribution.</b>	BHS conducts separate competitive procurement processes for the ESG Rapid Re-Housing and Prevention Programs, state funded Emergency Shelter and Homeless Intervention Programs. The CoC program is heavily regulated by HUD and the funding process is governed by HEARTH regulations and the parameters HUD sets forth in each years NOFA competition. These objectives and priorities are in alignment with the Federal Strategic Plans to prevent and end homelessness. The NH Homeless service system consists of the CoC program, ESG and NH's Emergency Shelter and Homeless Intervention Services and BHS distributes these funds in accordance with HUD NOFA standards.
	<b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b>	The Continuum of Care (CoC) program application criteria are established by HUD in each year's CoC program NOFA.

<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>Notifications are posted on the BHS website and the BHS facebook account with detailed application processes, manuals and other ranking criteria. Communication with current grantees on the application process and requirements are frequent and distributed verbally at meeting as well as email, website and through newsletters.</p>
<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>The CoC program is primarily renewal funding. When new funding, or reallocated funds are available the BHS distributes notificates to stakeholders and other interested parties regarding the availability of funding. The CoC suppoerts any new interested parties to apply for HUD funding thorough the HUD NOFA process. Funds are distributed to subrecipients based on HUD's criteria, with BHS as the grantee/recipient.</p>

	<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	
	<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>Funds are used primarily to support permanent supportive housing. Other programs include transitional housing and Rapid Re-Housing, as well as HMIS.</p>

	<b>Describe threshold factors and grant size limits.</b>	Threshold and grant size change annually with each competition and are based on scoring according to HUD criteria and past performance.
	<b>What are the outcome measures expected as a result of the method of distribution?</b>	Outcome measures, established by HUD, include housing stability, reduction in the number of families and veterans experiencing homelessness, and increased income. Below are specific measure from 2017.
<b>3</b>	<b>State Program Name:</b>	ESG and State funded Emergency Shelter and Homeless Intervention Programs
	<b>Funding Sources:</b>	ESG General Fund

	<p><b>Describe the state program addressed by the Method of Distribution.</b></p>	<p>The Bureau of Housing Suports,ESG program receives HUD funding for 3 types of services;</p> <ul style="list-style-type: none"> <li>* Homelessness Prevention</li> <li>* Rapid Re Housing</li> <li>* Housing relocation and stabilization services</li> </ul> <p>These services are essential to provide permanent housing, reducing first time homeless and preventing evictions so individuals and families do not enter the system. Vendors are subject to determine determined eligibility by ESG policies,disburse funds,provide housing stability and case management and conduct housing search and placement activities. Vendors from across the state are eligible to give access to individuals and families statewide. The benefit of these services is to reduce homelessness and the financial burden on emergency shelters, increase the wellbeing and health of NH citizens and increase successful placements to permanent housing.</p> <p>Emergency Shelters are the saftey net for homlesness in NH and are funded by General Funds. Funding is subject to the states procurement process that is an open competitive process using ranking and scoring to distribute funds across the state.</p>
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<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>ESG and Shelter Proposals were evaluated and ranked by a review committee comprised of New Hampshire Department of Health and Human Services staff from multiple divisions and non-applicant stakeholders. Proposals were reviewed and ranked based on: consistency with the RFP requirements and review criteria, including how effective the proposed activity will be in providing homeless prevention and/or Rapid Re- Housing services; alignment with goals in the NH Consolidated Plan 5-Year Plan and the 2018 Action Plan; Continuum of Care strategic goals; and the national goals and objectives outlined in Opening Doors: Federal Strategic Plan to End Homelessness; agency capacity; cost effectiveness; and coordination with local CoC. The specific scoring criteria that were used are outlined below: Experience &amp; Capacity (Q1) 20 Points Extent/Need/Region/Number Served (Q2) 30 Points Start Up (Q3) 45 Points Collaboration (Q4) 20 Points Staffing (Q5) 20 Points Compliance (Q6) 10 Points Budgets (Q7) 20 Points Selected sub-recipients were contracted for 2 years, with an option to renew at the end of their contract term.</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>ESG applications are posted online through the NH.gov procurement website, which lists all available applications. This link is shared with the Balance of State Continuum of Care mailing list, as well as all provider mailing lists available through BHS.</p>

	<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>Eligible applicants include units of local government and nonprofit organizations including community and faith-based organizations. The Request for Applications (RFA) was released in January 2016 for ESG Rapid Re-Housing and Prevention and renewed until 2021. Proposals were evaluated and ranked by a review committee comprised of New Hampshire Department of Health and Human Services staff from multiple divisions and non-applicant stakeholders. Proposals were reviewed and ranked based on: consistency with the RFA requirements and review criteria, including how effective the proposed activity will be in providing homeless prevention and/or Rapid Re- Housing services; alignment with goals in the NH Consolidated Plan 5-Year Plan and the previous Action Plan; and Continuum of Care strategic goals.</p> <p>Applications for funding include a summary of the activities proposed, including the dollar amount requested for each, whether the initiative is new or a continuation, the projected number of persons served, and the types of populations served. Applications also include: narrative describing the activities and use of funds; identification of the Continuum of Care existing in the community and the relationship of proposed activities to the Continuum of Care; and a budget which outlines ESG funds, State and local funding, full operating budget and matching resources.</p> <p>Selected programs are contracted for 2 years, with an option to renew at the end of the grant term.</p>
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	<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	
	<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>ESG Grant funds will be allocated to each category as follows: 3% HMIS; 7.5% Administrative Activities; 36% Prevention; and 50% Rapid Re-Housing. Agencies budgets are allocated to include 35% Housing Stabilizations and Relocation services, 65% direct services with at least 60% going to Rapid Re-Housing.</p>

	<p><b>Describe threshold factors and grant size limits.</b></p>	<p>ESG Grant funds will be allocated to each category as follows: 3% HMIS; 7.5% Administrative Activities; 39.5% Prevention; and 50% Rapid Re-Housing. BHHS intends to ensure statewide availability of ESG funds for Homeless Prevention and Rapid Re-Housing Activities. BHHS anticipates funding up to 8 regional projects across the state with grants ranging from \$65,000 - \$100,000, based on demonstrated need.</p>
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	<p><b>What are the outcome measures expected as a result of the method of distribution?</b></p>	<p><b>Housing Stability</b></p> <p><i><b>Goal:</b></i> 70% of program participant households will achieve housing stability for six months following the end of rental assistance.</p> <p><i><b>Measurement:</b></i> Housing Stability will be measured by the percentage of program households who maintain their tenancy for six months following the end of rental assistance.</p> <p><b>Increased Income</b></p> <p><i><b>Goal:</b></i> 50% of program participant households will increase income (employment,cash benefits or other income) prior to program exit, demonstrating sufficient income to maintain housing. (Expectation is not all households will need to increase income, or have capacity to due to disability).</p> <p><i><b>Measurement:</b></i> Income measurements will be measured by the percentage of program participant households whose income is higher at exit than at program entry.</p> <p><b>Recidivism</b></p> <p><i><b>Goal:</b></i> 70% of program participant households will experience housing stability as evidenced by no subsequent episode of homelessness.</p> <p><i><b>Measurement:</b></i> Recidivism will be measured by the total number of adult program participants with successful exits from the program (with a successful housing outcome),that did not have an emergency shelter stay of at least one night within six months of exiting the program.</p>
4	<b>State Program Name:</b>	ESG and State funded Emergency Shelter and Homeless Intervention Programs
	<b>Funding Sources:</b>	ESG General Fund

	<p><b>Describe the state program addressed by the Method of Distribution.</b></p>	<p>The Bureau of Housing Suports,ESG program receives HUD funding for 3 types of services;</p> <ul style="list-style-type: none"> <li>* Homelessness Prevention</li> <li>* Rapid Re Housing</li> <li>* Housing relocation and stabilization services</li> </ul> <p>These services are essential to provide permanent housing, reducing first time homeless and preventing evictions so individuals and families do not enter the system. Vendors are subject to determine determined eligibility by ESG policies,disburse funds,provide housing stability and case management and conduct housing search and placement activities. Vendors from across the state are eligible to give access to individuals and families statewide. The benefit of these services is to reduce homelessness and the financial burden on emergency shelters, increase the wellbeing and health of NH citizens and increase successful placements to permanent housing.</p> <p>Emergency Shelters are the saftey net for homlesness in NH and are funded by General Funds. Funding is subject to the states procurement process that is an open competitive process using ranking and scoring to distribute funds across the state.</p>
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<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>ESG and Shelter Proposals were evaluated and ranked by a review committee comprised of New Hampshire Department of Health and Human Services staff from multiple divisions and non-applicant stakeholders. Proposals were reviewed and ranked based on: consistency with the RFP requirements and review criteria, including how effective the proposed activity will be in providing homeless prevention and/or Rapid Re- Housing services; alignment with goals in the NH Consolidated Plan 5-Year Plan and the 2018 Action Plan; Continuum of Care strategic goals; and the national goals and objectives outlined in Opening Doors: Federal Strategic Plan to End Homelessness; agency capacity; cost effectiveness; and coordination with local CoC. The specific scoring criteria that were used are outlined below: Experience &amp; Capacity (Q1) 20 Points Extent/Need/Region/Number Served (Q2) 30 Points Start Up (Q3) 45 Points Collaboration (Q4) 20 Points Staffing (Q5) 20 Points Compliance (Q6) 10 Points Budgets (Q7) 20 Points Selected sub-recipients were contracted for 2 years, with an option to renew at the end of their contract term.</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>ESG applications are posted online through the NH.gov procurement website, which lists all available applications. This link is shared with the Balance of State Continuum of Care mailing list, as well as all provider mailing lists available through BHS.</p>

	<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>Eligible applicants include units of local government and nonprofit organizations including community and faith-based organizations. The Request for Applications (RFA) was released in January 2016 for ESG Rapid Re-Housing and Prevention and renewed until 2021. Proposals were evaluated and ranked by a review committee comprised of New Hampshire Department of Health and Human Services staff from multiple divisions and non-applicant stakeholders. Proposals were reviewed and ranked based on: consistency with the RFA requirements and review criteria, including how effective the proposed activity will be in providing homeless prevention and/or Rapid Re- Housing services; alignment with goals in the NH Consolidated Plan 5-Year Plan and the previous Action Plan; and Continuum of Care strategic goals.</p> <p>Applications for funding include a summary of the activities proposed, including the dollar amount requested for each, whether the initiative is new or a continuation, the projected number of persons served, and the types of populations served. Applications also include: narrative describing the activities and use of funds; identification of the Continuum of Care existing in the community and the relationship of proposed activities to the Continuum of Care; and a budget which outlines ESG funds, State and local funding, full operating budget and matching resources.</p> <p>Selected programs are contracted for 2 years, with an option to renew at the end of the grant term.</p>
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	<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	
	<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>ESG Grant funds will be allocated to each category as follows: 3% HMIS; 7.5% Administrative Activities; 36% Prevention; and 50% Rapid Re-Housing. Agencies budgets are allocated to include 35% Housing Stabilizations and Relocation services, 65% direct services with at least 60% going to Rapid Re-Housing.</p>

	<p><b>Describe threshold factors and grant size limits.</b></p>	<p>ESG Grant funds will be allocated to each category as follows: 3% HMIS; 7.5% Administrative Activities; 39.5% Prevention; and 50% Rapid Re-Housing. BHHS intends to ensure statewide availability of ESG funds for Homeless Prevention and Rapid Re-Housing Activities. BHHS anticipates funding up to 8 regional projects across the state with grants ranging from \$65,000 - \$100,000, based on demonstrated need.</p>
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	<p><b>What are the outcome measures expected as a result of the method of distribution?</b></p>	<p><b>Housing Stability</b></p> <p><i><b>Goal:</b></i> 70% of program participant households will achieve housing stability for six months following the end of rental assistance.</p> <p><i><b>Measurement:</b></i> Housing Stability will be measured by the percentage of program households who maintain their tenancy for six months following the end of rental assistance.</p> <p><b>Increased Income</b></p> <p><i><b>Goal:</b></i> 50% of program participant households will increase income (employment,cash benefits or other income) prior to program exit, demonstrating sufficient income to maintain housing. (Expectation is not all households will need to increase income, or have capacity to due to disability).</p> <p><i><b>Measurement:</b></i> Income measurements will be measured by the percentage of program participant households whose income is higher at exit than at program entry.</p> <p><b>Recidivism</b></p> <p><i><b>Goal:</b></i> 70% of program participant households will experience housing stability as evidenced by no subsequent episode of homelessness.</p> <p><i><b>Measurement:</b></i> Recidivism will be measured by the total number of adult program participants with successful exits from the program (with a successful housing outcome),that did not have an emergency shelter stay of at least one night within six months of exiting the program.</p>
5	<b>State Program Name:</b>	HOME Affordable Rental Production and Preservation
	<b>Funding Sources:</b>	HOME LIHTC

	<p><b>Describe the state program addressed by the Method of Distribution.</b></p>	<p>HOME funds are utilized as development subsidy in Low Income Housing Tax Credit projects. To qualify as a HOME project, a project must maintain a minimum set-aside of rent-restricted units for tenants in a targeted income group. At a minimum, at least 20% of the HOME-assisted units must be rented to very low-income households, defined as households with incomes at or below 50% of Median Area Income. All other HOME-assisted units must be rented to households earning at or below 60% of MAI.</p> <p>HOME funds are also utilized to pay for a portion of necessary rehabilitation of projects being refinanced in order to preserve affordability. The need for such rehab will be determined by property by property evaluation but will also factor in life expectancy of building systems and components against the term of the refinancing agreement.</p>
	<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>Criteria used for scoring projects for awards of Low Income Housing Tax Credits are found in the Qualified Allocation Plan which is developed each year and approved by the Governor. Applications are due in August so that formal scoring can be completed before winter so that projects can close on financing and be ready to proceed early in spring.</p> <p>The 2018 QAP, which details project threshold and scoring criteria as well as all applicable rules and standards can be found at <a href="http://www.nhhfa.org/low-income-housing-tax-credits">http://www.nhhfa.org/low-income-housing-tax-credits</a></p> <p>In addition to publishing the QAP, rental production program rules, construction standards, and underwriting standards on New Hampshire Housing's website, staff also requires early conceptual review of all projects and works with developers to help them put together the best project applications they can. New Hampshire Housing's Underwriting and Development Policies For Multi-Family Finance can be found here: <a href="http://www.nhhfa.org/forms-publications-for-developers/Underwriting_Standards_Draft_5_9_18.pdf">http://www.nhhfa.org/forms-publications-for-developers/Underwriting_Standards_Draft_5_9_18.pdf</a></p> <p>HOME-funded rehabilitation for preservation projects is available on a first-come, first-served basis to projects that New Hampshire Housing is refinancing.</p>

<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>The 2018 Qualified Allocation Plan, which details project threshold and scoring criteria as well as all applicable rules and standards can be found at <a href="http://www.nhhfa.org/low-income-housing-tax-credits">http://www.nhhfa.org/low-income-housing-tax-credits</a></p>
<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>Funds are awarded in conjunction with the Low Income Housing Tax Credit funding round. These funds are used as additional subsidy to projects that receive tax credit financing, to ensure the financial stability of the project. Cost reasonableness is taken into consideration when evaluating the use of HOME funds.</p>

	<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	
	<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>HOME funds are anticipated to be split as \$5,767,321 for rental production and \$750,000 for preservation rehab.</p> <p>HOME program rules require a setaside of at least 15% of the annual allocation for projects owned, developed, or sponsored by Community Housing Development Organizations (CHDOs), non-profit housing organizations meeting very stringent criteria defined by HUD in their HOME Investment Partnerships Final Rule.</p> <p>For-profit developers also have a significant role in the development of affordable housing projects, and they are able to obtain project financing on a more or less even playing field.</p>

	<p><b>Describe threshold factors and grant size limits.</b></p>	<p>The following are eligible to apply for project specific assistance under the HOME program:</p> <ul style="list-style-type: none"> <li>1. Non-profit corporation with an approved 501(c)3 tax-exempt status.</li> <li>1. Local housing authorities.</li> <li>1. Units of local government.</li> <li>1. Limited partnerships, general partnerships, corporations, limited liability companies, proprietorships, and other business organizations.</li> </ul> <p>The following are not eligible to receive HOME funds:</p> <ul style="list-style-type: none"> <li>1. Primarily religious organizations, where residency would be limited to an exclusive denomination.</li> <li>1. Any person who is an employee, agent, consultant, officer, elected official, or appointed official of the State of New Hampshire, New Hampshire Housing Finance Authority, or state recipient or sub-recipient receiving HOME funds (collectively Non-eligible Persons). This includes partnerships and corporations where the controlling partner, controlling member, or person(s) in control of such entity is a Non-eligible Person or Persons.</li> <li>1. Projects financed by HUD 202/811 programs.</li> </ul> <p>Assistance will be limited as follows:</p> <ul style="list-style-type: none"> <li>• The lesser of \$50,000 per unit or \$1.5 million total for non age restricted projects using 9% LIHTCs; the lesser of \$45,000 per unit or \$1 million for age restricted 9% LIHTC projects.</li> <li>• A maximum of \$60,000 per unit for tax exempt bond financed projects using 4% LIHTCs, with no maximum overall dollar amount but limited by the availability of funds per the Authority's program plan.</li> </ul> <p>The complete HOME and Other Rental Subsidy Program Rules can be found here:  <a href="http://www.nhhfa.org/rental/devdocs/HOME/2015HOMERulesFinal.pdf">http://www.nhhfa.org/rental/devdocs/HOME/2015HOMERulesFinal.pdf</a></p>
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	<b>What are the outcome measures expected as a result of the method of distribution?</b>	We anticipate 215 units of new rental production during 2018.
6	<b>State Program Name:</b>	HOME Affordable Rental Production and Preservation
	<b>Funding Sources:</b>	HOME LIHTC
	<b>Describe the state program addressed by the Method of Distribution.</b>	<p>HOME funds are utilized as development subsidy in Low Income Housing Tax Credit projects. To qualify as a HOME project, a project must maintain a minimum set-aside of rent-restricted units for tenants in a targeted income group. At a minimum, at least 20% of the HOME-assisted units must be rented to very low-income households, defined as households with incomes at or below 50% of Median Area Income. All other HOME-assisted units must be rented to households earning at or below 60% of MAI.</p> <p>HOME funds are also utilized to pay for a portion of necessary rehabilitation of projects being refinanced in order to preserve affordability. The need for such rehab will be determined by property by property evaluation but will also factor in life expectancy of building systems and components against the term of the refinancing agreement.</p>

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>Criteria used for scoring projects for awards of Low Income Housing Tax Credits are found in the Qualified Allocation Plan which is developed each year and approved by the Governor. Applications are due in August so that formal scoring can be completed before winter so that projects can close on financing and be ready to proceed early in spring.</p> <p>The 2018 QAP, which details project threshold and scoring criteria as well as all applicable rules and standards can be found at <a href="http://www.nhhfa.org/low-income-housing-tax-credits">http://www.nhhfa.org/low-income-housing-tax-credits</a></p> <p>In addition to publishing the QAP, rental production program rules, construction standards, and underwriting standards on New Hampshire Housing's website, staff also requires early conceptual review of all projects and works with developers to help them put together the best project applications they can.</p> <p>New Hampshire Housing's Underwriting and Development Policies For Multi-Family Finance can be found here: <a href="http://www.nhhfa.org/forms-publications-for-developers/Underwriting_Standards_Draft_5_9_18.pdf">http://www.nhhfa.org/forms-publications-for-developers/Underwriting_Standards_Draft_5_9_18.pdf</a></p> <p>HOME-funded rehabilitation for preservation projects is available on a first-come, first-served basis to projects that New Hampshire Housing is refinancing.</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>The 2018 Qualified Allocation Plan, which details project threshold and scoring criteria as well as all applicable rules and standards can be found at <a href="http://www.nhhfa.org/low-income-housing-tax-credits">http://www.nhhfa.org/low-income-housing-tax-credits</a></p>

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>Funds are awarded in conjunction with the Low Income Housing Tax Credit funding round. These funds are used as additional subsidy to projects that receive tax credit financing, to ensure the financial stability of the project. Cost reasonableness is taken into consideration when evaluating the use of HOME funds.</p>
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	



	<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>HOME funds are anticipated to be split as \$5,767,321 for rental production and \$750,000 for preservation rehab.</p> <p>HOME program rules require a setaside of at least 15% of the annual allocation for projects owned, developed, or sponsored by Community Housing Development Organizations (CHDOs), non-profit housing organizations meeting very stringent criteria defined by HUD in their HOME Investment Partnerships Final Rule.</p> <p>For-profit developers also have a significant role in the development of affordable housing projects, and they are able to obtain project financing on a more or less even playing field.</p>
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	<p><b>Describe threshold factors and grant size limits.</b></p>	<p>The following are eligible to apply for project specific assistance under the HOME program:</p> <ul style="list-style-type: none"> <li>1. Non-profit corporation with an approved 501(c)3 tax-exempt status.</li> <li>1. Local housing authorities.</li> <li>1. Units of local government.</li> <li>1. Limited partnerships, general partnerships, corporations, limited liability companies, proprietorships, and other business organizations.</li> </ul> <p>The following are not eligible to receive HOME funds:</p> <ul style="list-style-type: none"> <li>1. Primarily religious organizations, where residency would be limited to an exclusive denomination.</li> <li>1. Any person who is an employee, agent, consultant, officer, elected official, or appointed official of the State of New Hampshire, New Hampshire Housing Finance Authority, or state recipient or sub-recipient receiving HOME funds (collectively Non-eligible Persons). This includes partnerships and corporations where the controlling partner, controlling member, or person(s) in control of such entity is a Non-eligible Person or Persons.</li> <li>1. Projects financed by HUD 202/811 programs.</li> </ul> <p>Assistance will be limited as follows:</p> <ul style="list-style-type: none"> <li>• The lesser of \$50,000 per unit or \$1.5 million total for non age restricted projects using 9% LIHTCs; the lesser of \$45,000 per unit or \$1 million for age restricted 9% LIHTC projects.</li> <li>• A maximum of \$60,000 per unit for tax exempt bond financed projects using 4% LIHTCs, with no maximum overall dollar amount but limited by the availability of funds per the Authority's program plan.</li> </ul> <p>The complete HOME and Other Rental Subsidy Program Rules can be found here:  <a href="http://www.nhhfa.org/rental/devdocs/HOME/2015HOMERulesFinal.pdf">http://www.nhhfa.org/rental/devdocs/HOME/2015HOMERulesFinal.pdf</a></p>
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	<b>What are the outcome measures expected as a result of the method of distribution?</b>	We anticipate 215 units of new rental production during 2018.
<b>7</b>	<b>State Program Name:</b>	Housing Trust Fund
	<b>Funding Sources:</b>	HTF

	<p><b>Describe the state program addressed by the Method of Distribution.</b></p>	<p>Housing Trust Fund (HTF) resources are to be utilized to create housing affordable to extremely low income households for no less than 30 years.</p> <p>New Hampshire will limit the use of these funds to affordable rental housing due to very high demand for rental housing affordable to extremely low income households. The majority of HTF resources will be distributed through a specific Request for Proposals process that will finance projects to benefit extremely low income households who need housing combined with services, including but not limited to chronically homeless, homeless families, families with disabled members, veterans, and housing for persons with substance use disorder. Applicants responding to the HTF RFP will be requesting financing for development subsidy and potentially project-based rental assistance which will provide affordability to extremely low income households for a minimum of 30 years. Applicants may also request HTF and other subsidy for fractional use in Low Income Housing Tax Credit (LIHTC) projects through New Hampshire Housing's traditional Multifamily Rental Housing Financing Application process. The 2018 Qualified Allocation Plan for LIHTC, which was written to be compatible with the Housing Trust Fund, awards points for projects that reserve at least 10% of the units for Extremely Low Income Households, as well as points for projects reserving 10% or more of their units for Homeless, those at risk of Homelessness, or Veterans.</p> <p>It should be noted that the publication of state HTF allocations, submission and approval of HTF Allocation Plans lag the better part of a year behind the beginning of each January through December Consolidated plan program year.</p>
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<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>&lt;p align="LEFT"&gt;Applications which have been evaluated and accepted into the application pool for scoring shall be scored according to the following: development capacity; management capacity and experience; addition of new affordable units; advanced readiness, including Phase I Environmental, local planning and zoning permits, and design and construction; and matching non-federal resources.&lt;/p&gt;</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>The criteria used to select applications as well as their relative importance are found in New Hampshire's 2018 Qualified Allocation Plan and in New Hampshire's Housing Trust Fund 2018 Allocation Plan <a href="http://www.nhhfa.org/consolidated-plan">http://www.nhhfa.org/consolidated-plan</a>.</p>

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>These funds will be allocated under two applications tracks; a portion of the funds will be blended into projects that have been awarded Low Income Housing Tax Credits in that annual competitive funding round. Additionally, a portion of the funds will be allocated through a Request For Proposal funding round for the construction, acquisition or rehabilitation of affordable housing, with incentives to give a preference to the chronically homeless.</p>
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	

	<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>100% of resources will be utilized as development subsidy to support production of rental housing affordable to extremely low income households. Competitive scoring of Housing Trust Fund Projects applied for through both the Low Income Housing Tax Credit and RFP processes will target resources to those considered most in need.</p>
	<p><b>Describe threshold factors and grant size limits.</b></p>	<p>Threshold factors appear in both the 2018 Qualified Allocation Plan <a href="http://www.nhhfa.org/low-income-housing-tax-credits/2019_QAP_4_26_18.pdf">http://www.nhhfa.org/low-income-housing-tax-credits/2019_QAP_4_26_18.pdf</a> and the 2018 Housing Trust Allocation Plan in the AP-90 HTF section. Tax Credit projects are limited to \$800,000 for a single non age-restricted project and \$600,000 for a single age-restricted project.</p>

	<b>What are the outcome measures expected as a result of the method of distribution?</b>	Outcomes will be quantified as 25 new units of rental housing affordable to extremely low income households to be generated with this year's allocation.
8	<b>State Program Name:</b>	Project Based Rental Assistance for Disabled
	<b>Funding Sources:</b>	Section 811
	<b>Describe the state program addressed by the Method of Distribution.</b>	Section 811 provides project based rental assistance to homeless severely mentally ill extremely low income individuals utilizing units in either new or existing affordable housing stock that does not otherwise provide project based rental assistance. Tenants are assisted with the search for an available section 811-subsidized apartment in their community of choice as well as connection with local community based medicaid funded mental health services. Extremely low income households with a severely mentally ill member are screened for eligibility by the Bureau of Behavioral Health and referred to a housing placement agent who helps eligible individuals find available section 811 units and connect with community based Medicaid funded mental health services.



<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>The owners or property management agents of existing affordable housing are solicited for participation in the section 811 program. Qualified Application Plan scoring points in current or future competition for LIHTCs are offered as an incentive. Beneficiaries are screened for eligibility and appropriateness for the program, but are not rated or scored beyond those things. Actual provision of project based rental assistance hinges on the presence of an eligible tenant in an approved rental unit.</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>Information about the 811 program, its requirements and regulations, can be found at this website; <a href="http://www.nhhfa.org/811-project-rental-assistance">http://www.nhhfa.org/811-project-rental-assistance</a>.</p>

	<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>N/A</p>
	<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	

	<b>Describe how resources will be allocated among funding categories.</b>	These funds are utilized for the singular use of project based rental assistance.
	<b>Describe threshold factors and grant size limits.</b>	A landlord must be agreeable to following all program rules and maintaining their rental property in good repair. Rent limits are established by New Hampshire Housing.

	<b>What are the outcome measures expected as a result of the method of distribution?</b>	Extremely low income households with medicaid eligible severely mentally ill individuals will be provided with needed long-term project based rental assistance, making their housing affordable.
9	<b>State Program Name:</b>	State Community Development Tax Credits
	<b>Funding Sources:</b>	Housing Trust Fund
	<b>Describe the state program addressed by the Method of Distribution.</b>	CDFA grants state tax credit awards on a competitive basis to qualified non-profit organizations for specific community development projects or programs. CDFA is attracted to innovative projects that show a high degree of community support, build partnerships, and leverage other funds. CDFA gives a 75% state tax credit against a donation made by a business to any approved project. The tax credit may be applied against the New Hampshire business profits tax, business enterprise tax, and/or the insurance premium tax.

<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>The Tax Credit Program first uses a Letter of Intent to determine applicant eligibility and then a full application process. Staff reviews full applications including site visits as needed. After this process the staff and a subcommittee of the CDFA Board of Directors evaluate projects for conformance with the State RSA 162-L which governs the program and funds available. After this process is complete, awards are made to successful applicants.</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>CDBG application and program guide be accessed through the CDFA website - <a href="http://www.nhcdfa.org/block-grants/cdbg-resources">http://www.nhcdfa.org/block-grants/cdbg-resources</a>.</p> <p>Applicants need to register on the CDFA Grants Management System in order to access applications materials.</p>

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	

	<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>The resources are not allocated among funding categories. The tax credit program is a separate source of state funding and a separate although it is not unusual to see these funds combined with CDBG, HOME and LIHTC funds.</p>
	<p><b>Describe threshold factors and grant size limits.</b></p>	<p>The Tax Credit Program receives an annual allocation of 5 million Dollars. There are no grant size limits but it is typical to see requests between \$300,000 and \$500,000.</p> <p>Non profits, municipalities and cooperatives are eligible for application.</p>

	<b>What are the outcome measures expected as a result of the method of distribution?</b>	Outcome measures will vary by project funded. The program is very flexible in what is eligible to be funded.
10	<b>State Program Name:</b>	TBRA for Homeless Veterans
	<b>Funding Sources:</b>	HUD-VASH
	<b>Describe the state program addressed by the Method of Distribution.</b>	HUD VASH is a collaborative effort between the Veterans Administration and the US Department of Housing and Urban Development providing tenant based and project based rental assistance to homeless veterans who are receiving VA services.



<p><b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b></p>	<p>Beneficiaries are referred by the Veterans' Administration. New Hampshire Housing completes applicant household application for housing assistance and administers the housing assistance in the form of Housing Assistance Program payments.</p>
<p><b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b></p>	<p>Clients are referred to us directly from the Veterans' Administration. If we are contacted directly by a veteran we explain the process and refer them to the VA.</p>

<p><b>Describe the process for awarding funds to state recipients and how the state will make its allocation available to units of general local government, and non-profit organizations, including community and faith-based organizations. (ESG only)</b></p>	<p>This is an ongoing partnership arrangement with the VA referring homeless veterans and NH Housing providing tenant-based rental assistance for eligible veterans.</p>
<p><b>Identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations). (HOPWA only)</b></p>	

	<b>Describe how resources will be allocated among funding categories.</b>	Tenant based rental assistance is the only funding category in this program.
	<b>Describe threshold factors and grant size limits.</b>	No grant application at the user level, simply the agreement of a landlord to rent to a particular veteran and accept VASH voucher.

	<b>What are the outcome measures expected as a result of the method of distribution?</b>	142 homeless extremely low income homeless veterans to receive rental assistance each year, leading to greater housing affordability.
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**Discussion:**

## AP-35 Projects – (Optional)

### Introduction:

Projects are to be solicited, ranked and funded following receipt of formula allocations. They are to be added to this action plan after funding commitments are made.

#	Project Name

**Table 9 – Project Information**

### **Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

Allocation priorities for all three programs are based upon a combination of relevant need data including US Census, ACS, CHAS, NH Housing's Annual Rental Cost Survey, input on priorities from partners, the general public, state and local government, consultation with the members of the Housing and Community Development Planning Council (see PR 10). Priorities are also established within BHS, CDFA, and NH Housing respective program rules which include competitive scoring systems that reflect our priorities.

The greatest obstacles to addressing underserved needs are related to the resource limitations that leave us unable to satisfy only fractions of various needs.

**AP-38 Project Summary**  
**Project Summary Information**

**AP-40 Section 108 Loan Guarantee – 91.320(k)(1)(ii)**

**Will the state help non-entitlement units of general local government to apply for Section 108 loan funds?**

No

**Available Grant Amounts**

N/A

**Acceptance process of applications**

N/A



## **AP-45 Community Revitalization Strategies – 91.320(k)(1)(ii)**

**Will the state allow units of general local government to carry out community revitalization strategies?**

Yes

### **State's Process and Criteria for approving local government revitalization strategies**

The State of New Hampshire does not have a role in approving local government revitalization strategies. CDBG and HOME funds are awarded to projects that are part of a greater effort to revitalize neighborhoods, and competitive scoring systems for both programs favor this type of activity.

## **AP-50 Geographic Distribution – 91.320(f)**

**Description of the geographic areas of the state (including areas of low-income and minority concentration) where assistance will be directed**

ESG-funded Rapid Re-Housing and Homeless prevention services will be distributed state wide through a competitive procurement process. Funding will be present in all Counties across the state to ensure access to preventative and Rapid Re-Housing services. Eligible participants are required to meet HUD's homeless definition or at-risk definition including the 30% AMI income limit.

CDBG and HOME are also distributed statewide through competitive processes which send funds where they are needed throughout the state. New Hampshire's CDBG entitlement communities are ineligible to apply for state CDBG as they receive their own allocation directly from HUD. CDBG scoring criteria provide added weight to communities with higher low moderate income populations.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
New Hampshire	100

**Table 10 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

N/A.

### **Discussion**

## Affordable Housing

### AP-55 Affordable Housing – 24 CFR 91.320(g)

#### Introduction:

One Year Goals for the Number of Households to be Supported	
Homeless	696
Non-Homeless	430
Special-Needs	55
Total	1,181

**Table 11 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	741
The Production of New Units	100
Rehab of Existing Units	25
Acquisition of Existing Units	0
Total	866

**Table 12 - One Year Goals for Affordable Housing by Support Type**

#### Discussion:

HOME funds will not be used for rental assistance, but Section 811 and VASH will be used for long-term rental assistance. The Housing Trust Fund will be utilized as development subsidy for the creation of new units and will not be used to provide rental assistance, but all HTF units will require ongoing rental assistance to keep them affordable for the required minimum of 30 years. ESG funding is expected to provide short to medium term rental assistance to 400 households and Housing Stabilization Services and case management to 500 individuals as well as Prevention services to 100 Housholds.

These numeric goals are an educated guess. They should come fairly close in terms of HOME funding commitments, but construction project completion timing can be fairly unpredictable making end of the year beneficiary counts uncertain. Averaged over time, these are reliable expectations.

## **AP-60 Public Housing - 24 CFR 91.320(j)**

### **Introduction:**

#### **Actions planned during the next year to address the needs to public housing**

Public Housing Authorities are designated as eligible entities to apply for Low Income Housing Tax Credits, HOME Investment Partnerships, and other affordable housing subsidy and financing resources in New Hampshire. Several of New Hampshire's Public Housing Authorities have successfully competed for and utilized these resources in order to increase the inventory and thus availability of affordable housing within their locality. This has been especially important since no new public housing has been created for decades.

#### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

New Hampshire Housing continues to operate a Voucher Assisted Mortgage program, and also offers financial literacy training and coaching to Housing Choice Voucher Holders. Those Housing Choice Voucher holders who participate in the Family Self Sufficiency/GOAL program have been able to establish and contribute to Individual Development Accounts in which their savings contributions for education, vehicle purchase or home purchase are matched with federal funds as well as funds raised from the Community Development Finance Authority, New Hampshire Housing, and local financial institutions. However, the primary federal funding for New Hampshire's IDAs has been lost and no new accounts can be established.

#### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

No New Hampshire PHAs are designated as troubled.

### **Discussion:**

## **AP-65 Homeless and Other Special Needs Activities – 91.320(h)**

### **Introduction**

The CoC, ESG, and state funded homeless assistance programs have coordinated efforts to both reduce the amount of time persons experience homelessness and increase exits from shelter to Permanent Housing . ESG continues to collaborate with Emergency Shelters to reduce the average length of stay and requires state funded programs to identify goals related to both reducing the overall average LOS and increasing exits to PH. This effort, combined with an increase in ESG and CoC funding dedicated to Rapid Re-Housing has been key in achieving this. BoSCoC intends to continue efforts in this area and believes the implementation of coordinated entry and development of a vulnerability assessment tool will strengthen the system and assist in prioritizing need and assisting homeless households who have spent the longest time homeless move more quickly into PH.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The BoSCoC HUD-funded Homeless Outreach and Intervention Program and PATH Outreach, in collaboration with the statewide NH 211 information and referral program, work to identify unsheltered homeless and at risk persons. Their work includes field outreach to identify unsheltered homeless persons and developing a rapport to engage these individuals and families. Outreach workers assess homeless individuals and families for both immediate basic needs such as food and shelter, as well as additional needs such as healthcare, treatment, housing, income, etc. and provide assistance in accessing these services. BHS has also implemented a statewide Coordinated Entry Process effective 8/1/15, which utilizes a standardized assessment tool and HMIS , as well as current infrastructure such as NH 211, to assess individual needs of persons seeking assistance. This system continues to improve as quality improvements are made and systematic advancements are standardized such as evidence informed screening tools and diversion techniques.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The BoSCoC HUD-funded Homeless Outreach and Intervention Program and PATH Outreach, in collaboration with the statewide NH 211 information and referral program, work to identify unsheltered homeless and at risk persons. Their work includes field outreach to identify unsheltered homeless persons and developing a rapport to engage these individuals and families. Outreach workers assess

homeless individuals and families for both immediate basic needs such as food and shelter, as well as additional needs such as healthcare, treatment, housing, income, etc. and provide assistance in accessing these services. BHS has also implemented a statewide Coordinated Entry Process effective 8/1/15, which utilizes a standardized assessment tool and HMIS , as well as current infrastructure such as NH 211, to assess individual needs of persons seeking assistance. State general funds support emergency shelter resources, agencies are provided training and support to meet the needs of residence. Trainings offered include a yearly free conference with trainings, Motivational Interviewing, trauma informed care, standardized assessment training and program/policy administrative reviews.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The BoS CoC reviews Chronic Homelessness in the Built for Zero committee meetings and is working on a number of strategies to address chronic homelessness. Strategies include: encouraging the prioritization of beds/units for CH in CoC funded supportive housing by tying prioritization of beds to a point structure used to rank projects for renewal; prioritization of a housing first approach by tying low threshold entry requirements and high threshold termination procedures to a point structure to rank projects for renewal; prevention and diversion tools; regional hubs for walk in and referral resources; a referral system coordinated by BHS linking available units prioritized for CH to service providers working with CH; and through promotion of housing first strategies at various stakeholder and community meetings.

CoC and ESG funding have allowed NH to create new Rapid Re-Housing programs to assist homeless individuals and families (including veterans and youth) move quickly out of homelessness into housing stability. The key to this housing stability will be the household's ability to maintain the housing once the financial assistance ends. NH's ESG and BoSCoC-funded RRH programs include a housing stability case management component which is available during the time financial assistance is provided, and for six months following the end of financial assistance. CoC and ESG funded RRH and ESG funded homeless prevention programs have service plans individualized to the households needs. This includes ensuring the housing is affordable to the family after the assistance is over, budgeting skills, increasing household income through employment or job training and mainstream benefits, and an overall self-sufficiency plan to exit the program. As the household stabilizes, the case management services typically lessen in intensity. At a minimum, at any stage the household is encouraged meet with the case manager at least monthly. Other state and local case management funds are then leveraged to follow up with the family after 12 months to ensure they do not fall back into homelessness. The additional

leveraged case management funds are not only used to track previously served clients, but also to help connect or link to additional resources if the family is becoming unstable in their housing.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

BHS has worked on discharge planning with the CoC's and state facilities including NH State MH Hospital, Department of Children Youth and Families, and the Department of Corrections to develop plans to minimize discharges to homelessness to the greatest extent possible. Within the BoSCoC are Local Service Delivery Areas (LSDAs) which consist of service agencies and stakeholders in a specific geographic area within the state. LSDA's are comprised of both homeless service organizations and mainstream organizations including municipal welfare, food pantries, community action agencies, veteran service organizations, community mental health centers, hospitals, health clinics, law enforcement, housing providers and others. These organizations work together with discharge planners to identify all available resources to prevent homeless discharges. LSDAs provide local, grassroots homelessness planning and programming within a geographic region that usually covers one county. This makes up a seamless delivery system that provides a comprehensive array of housing and supportive services that assist the homeless.

NH has a broad array of services available to meet the needs of people experiencing homelessness. NH 211 operates a homeless hotline offering information, referrals, and if needed, transportation to shelter 24 hours a day. The continuum of services includes: homeless outreach; homeless intervention and prevention services; emergency shelter; transitional housing for individuals, families, veterans and youth; and Permanent Supportive Housing (prioritizing chronically homeless and families). In addition to CoC, ESG and Emergency Shelter projects the CoC has 3 Support Services to Veteran's Families Programs (SSVF), VA funded Transitional housing for veterans and their families, and Runaway and Homeless Youth (RHY) Act and CoC funded transitional housing programs for unaccompanied youth.

## **Discussion**

## AP-75 Barriers to affordable housing – 91.320(i)

### Introduction:

Land use regulation is under the control of local governments through planning and zoning boards. Local ordinances that seek to preserve the character of a town and a quality of life associated with it can sometimes create barriers to the development of affordable housing, or taken to an extreme virtually any new housing. Restrictions on things like minimum lot sizes and minimum setbacks can require that a house lot be so large and costly that only the very largest and most expensive homes will be built on them.

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The Housing Awareness Program continues to provide tools and resources to support ongoing education and advocacy efforts:

- **Operating support to four regional workforce housing coalitions (\$80,000 available).** New Hampshire Housing provides funding up to \$20,000 annually to support the operations of these coalitions. The coalitions, in turn, use the funds for programmatic activities designed to educate and advocate for the affordability of housing. Some activities that are planned for 2017 include: **Design Charrette** in Portsmouth, NH which will tackle housing creation in a visual way involving local citizens and planning and design experts. Housing in Portsmouth is in high demand and creative land use tools need to be explored to help alleviate the high cost of rental and purchase properties. Two **Business Leaders Breakfasts** will be conducted in the Upper Valley that draws local employers, state and local elected officials and the general public. **Municipal Technical Assistance Grants:** After a successful first year for this program, in partnership with Plan NH, we will continue to provide grants to municipalities to audit existing land use regulations to determine barriers to housing diversity or to research and propose local land use regulations that reduce barriers to affordable housing creation. \$45, 000 is available with additional funding partners being sought. The **Mini Grant** program provides funds to local grass roots organizations for the development of informational materials, targeted advertising and locally-focused research and other innovative activities and methods aimed at reducing community resistance to housing development. The grants are now available for technical assistance to municipalities. These grants of up to \$5,000 each have been instrumental in local dialogue and awareness of housing efforts. **Visualizing Density Database and Awards:** We will seek submission of excellent examples of compact development whether new and old for inclusion in our Visualizing Density Database. Currently the database houses 50 projects that represent excellent examples of compact development. The purpose of the database is to provide pictures and data reflecting



good development which will challenge the current negative perception of higher density development. The database will be unveiled to the general public in 2016 and will be a free and downloadable database for anyone to use. **Housing Conference:** each year New Hampshire Housing produces three Housing Conference. In 2018 we will again produce 3 that will cover the topics of homeownership, development of tax credit projects and an economic and housing market update. **Housing Related Studies** (\$50,000) could include an assessment of the impact of local regulatory barriers that might prevent the market from responding to housing demand, which is generated by demographic shifts rather than population growth. **Affordable Housing Web Based Training** (\$3,000) is hosted by the University of New Hampshire's Cooperative Extension Service as part of their Citizen Planner initiative. This year materials from the Accessory Dwelling Unit Guidebook (ADU) will be made available to assist towns with alignment to the new ADU law effective June 1, 2017. **The Long Term Affordability Propagation activity** (\$5,000) was begun with the help of interns participating in the William H. Craig Housing Law Fellowship. Research is being conducted to determine if, under the current mortgage regulations, the Authority's long term affordability model would be acceptable to FHA, Fannie Mae or Ginnie Mae.

## Discussion:

## **AP-85 Other Actions – 91.320(j)**

### **Introduction:**

*See discussion section below for 2018 Fair Housing Goals*

### **Actions planned to address obstacles to meeting underserved needs**

The Governor's Interagency Council on Homelessness focus on three specific areas that are being organized with the individual goals of a) Integrating Supportive Housing into State Medicaid Policy, b) Ending Homelessness for People Living in Encampments, and c) Integrating Employment and Housing to End Homelessness.

The Bureau of Housing Supports applied for the Youth Demonstration Project to meet the needs of youth across the state. This specific funding, if granted, will dedicate funds for youth beds and services along with case management that will serve youth statewide and deliver tailored services for youth.

The Bureau of Housing Supports is engaged in an effort to end Veteran Homelessness by engaging veteran providers along with Emergency Shelter providers to link veterans to housing in a systematic and efficient way to reduce Veteran length of stay in Shelters.

### **Actions planned to foster and maintain affordable housing**

New Hampshire Housing will continue to support local and regional workforce housing efforts to help municipalities eliminate barriers to affordable housing development, and will continue to track expiring use and try to refinance properties that could be at risk of being lost as affordable housing inventory. The method of distribution for Low Income Housing Tax Credit and HOME resources is reexamined and tweaked annually so that the most compelling needs are addressed.

### **Actions planned to reduce lead-based paint hazards**

In addition to continuation of the Nashua, Manchester, and Balance of State Lead Hazard Control Grants, all of which have numerical annual production goals, training and education activities provided through all three of these grants will continue as well. This will lead to steadily increasing lead-safe

rental housing inventory available to low, very low, and extremely low income households with children under six years old, greater public awareness of residential lead-based paint hazards and how to control them, and a growing maintenance and repair workforce with knowledge and skills that will lower the risk of accidental lead poisoning from repair and remodeling work.

### **Actions planned to reduce the number of poverty-level families**

Economic Development activities funded by Community Development Block Grant are expected to create or preserve 100 jobs for low to moderate income individuals.

The GOAL/Resident Self-Sufficiency Program will make online educational and training resources available to participants in New Hampshire Housing's Section 8 Housing Choice Voucher program.

### **Actions planned to develop institutional structure**

The Community Development Finance Authority, the Bureau of Housing Supports, and New Hampshire Housing make efforts to participate in each other's planning and advisory groups. For example, New Hampshire Housing participates in the Balance of State Continuum of Care and its Housing subcommittee, as well as the Bureau of Behavioral Health's Advisory Committee. The Bureau of Housing Supports is working closely with New Hampshire Housing and the Bureau of Behavioral Health on implementing the HUD 811 Project-Based Rental Assistance grant awarded in the second funding round of that program, and will develop this relationship further as this long-term project grows. The Community Development Finance Authority has a seat on its Community Development Block Grant Advisory Committee for New Hampshire Housing. These relationships will continue to grow and advance a comprehensive approach to housing, homelessness, and community development.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The Housing and Community Development Planning Council brings these three groups together to plan for the next year's use of CDBG, HTF, HOME, and ESG and reviews those accomplishments the following year. Other planning efforts including the annual update of the Qualified Allocation Plan, changes in HOME program rules, changes to the Housing Choice Voucher Program Admin Plan, and similar efforts actively solicit input and participation from partners and interested parties. Many of us serve on multiple committees and advisory groups, which also brings about more thorough knowledge and understanding of each other's programs and goals.

**Discussion:**

**NEW HAMPSHIRE FAIR HOUSING GOALS 2017 ACTION PLAN**

Impediment 1 – Lack of Affordable Housing

Planned Actions:

1. Follow Con Plan strategies
2. Convene annual statewide summit November 8, 2017 to promote new and additional affordable housing strategies
3. Oversee actions taken under Affirmative Marketing Plans

Impediment 2- Source of Income Discrimination

Planned Actions:

1. Monitor opportunities to support legislation concerning source of income discrimination

Impediment 3 – Discrimination Against Domestic Violence Survivors

Planned Actions:

1. Continue to monitor opportunities to support legislation concerning discrimination against domestic violence survivors

Impediment 4 – Municipal Ordinances

1. Plan and begin review of efficacy of Workforce Housing Law compliance

#### Impediment 5 – Age-restricted Housing

1. Meet with partners to determine viable strategy for proceeding with assessing impact and prevalence

#### Impediment 6 – Noncompliance with LEP

1. Reassess prevalence and continue to partner with NH Legal Assistance on conducting LEP training

#### Impediment 7 – Lending Practices

1. Further data research has made us question earlier belief that HMDA data was showing discriminatory mortgage lending. Sample sizes for minorities are comparatively quite small and appear to be skewed by that. We will continue to watch annual data and proceed further if warranted.

#### Impediment 8 – Lack of Substantial Equivalency

1. We will continue to watch for opportunities to support legislation, but the barriers to this are significant and we are skeptical this will move forward for now

#### Impediment 9 –No Gender Identity Protections

1. We will continue to monitor opportunities to support legislation

#### Impediment 10 – Lack of Knowledge About Fair Housing Laws

1. We will continue to partner with NH Legal Assistance and others to provide meaningful fair housing training, including a half day training on Fair Housing Implications of Domestic Violence on March 24, 2017 and a half day of more generalized Fair Housing topics on November 13, 2017



## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.320(k)(1,2,3)

#### Introduction:

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.320(k)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	500,000
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	75.00%

**HOME Investment Partnership Program (HOME)**  
**Reference 24 CFR 91.320(k)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

None.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

HOME funds will not be used for any homebuyer activities.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

HOME funds will not be used for any homebuyer activities.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The Preservation Program will rehabilitate 25 units statewide to preserve as affordable housing through long term restrictions primarily benefitting households with income below 60% of the median area income. Continuing relatively high tax-exempt interest rates are an impediment to significant multi-family bond activity. To help encourage preservation using Tax Exempt Bond Financing New Hampshire Housing will provide partial subsidy for eligible HOME housing rehabilitation activities. The minimum level of rehabilitation required for each unit will vary based upon thorough analysis of the capital needs for each property, but the amount of rehabilitation funds needed to address capital needs in each unit will exceed HOME funds made available. Other subsidy in the form of Operating Funds will also be available for leveraging and can also be utilized to address rehab needs in rental properties that are currently under HOME obligations.

- The aging of the entire portfolio requires a continuous review of management practices to ensure that disinvestment in any given property has not and will not occur. On an annual basis the Asset Management team at New Hampshire Housing conducts both a physical and management practice inspection as well as reviewing the financial sustainability of the property.
- New Hampshire Housing will set aside \$750,000 in HOME funds over each of the next two years to



be used in rehabilitation and new construction under this preservation initiative.

- For new or existing stock affordability restrictions will be established or extended, thus preserving affordability for a minimum of 20 years.
- Unit subsidy limits will be set in accordance with New Hampshire Housing's Underwriting Standards, Subsidy Layering and Policies and at no time will exceed the HOME requirements 24 CFR 92.250. This allows for a maximum of \$60,000 per unit which is limited by the availability of funding sources identified. Funds will be provided in the form of a 0% non-amortizing loan that will be payable upon sale, refinance, or in the event of non-compliance with program requirements.
- Additionally, repayment of the deferred payment loan will be made from 50% of the annual surplus cash from the project as available, except that any other Authority program that has a claim on a project's surplus cash will have priority repayment position.
- This program will be carried out in accordance with HOME guideline's found at 24 CFR 92.206 (b). Additionally these funds will not under any circumstances provide refinancing of multi-family loans made or insured by any federal programs, including the CDBG program.
- Applications for the program will be accepted continuously.

### **Emergency Solutions Grant (ESG) Reference 91.320(k)(3)**

1. Include written standards for providing ESG assistance (may include as attachment)

See ESG Standards document in Grantee Specific Appendices.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

See Coordinated Entry document in Grantee Specific Appendices.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

BHHS conducts separate and distinct application processes for the ESG Rapid Re-Housing and Prevention. Eligible applicants include units of local government and nonprofit organizations including community and faith-based organizations.

BHHS utilizes a competitive Request for Proposals (RFP) process to solicit applications for the funding of the ESG Rapid Re-Housing and Prevention program. The RFP for ESG Rapid Re-Housing

and Prevention was released in January 2016. The RFP was widely distributed through email lists to the Balance of State, Manchester and Nashua Continuums of Care, as well as all known stakeholders (which includes faith based organizations). Stakeholders were encouraged to forward the announcement as appropriate. Additionally, the RFP is posted on the NH Department of Health and Human Services (NH DHHS website)

Proposals were evaluated and ranked by a review committee comprised of New Hampshire Department of Health and Human Services staff from multiple divisions and non-applicant stakeholders. Proposals were reviewed and ranked based on: consistency with the RFP requirements and review criteria, including how effective the proposed activity will be in providing homeless prevention and/or Rapid Re- Housing services; alignment with goals in the NH Consolidated Plan 5-Year Plan; Continuum of Care strategic goals; and the national goals and objectives outlined in Opening Doors: Federal Strategic Plan to End Homelessness.

The specific scoring rubric is outlined below:

#### PROPOSAL EVALUATION

##### 5.1. Technical Proposal

- a. Consistency (Q1, Q2) 13 Points
- b. Documentation (Q3) 10 Points
- c. Homeless Need (Q4 - Q6) 20 Points
- d. Staff inspections (Q9) 13 Points
- e. Project Description (Q7, Q8, Q10, Q11) 15 Points
- f. Successful Outcomes (Q12) 14 Points
- g. Rental Assistance (Q13 - Q15) 5 Points
- h. Federal Cost Principles (Q17) 15 Points
- i. HUD Reporting Standards (Q18) 15 Points
- j. Management of Funding (Q19) 15 Points

k. Timely Start Up (Q20) 10 Points

l. Participation in Coordinated Assessment (Q21) 10 Points

m. Policies/Procedures (Q22) 6 Points

n. Performance measures (Q23) 9 Points

Cost Proposal

Budget (Appendix C) 30 Points

Budget Narrative – 30 Points

Total Maximum number of points to be awarded is 230 Points.

Recipients were contracted for 2 years with an option to renew.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The state of NH is able to meet the homeless participation requirement in 24CFR 576.405(a). The ESG Administrator consults with the Balance of State CoC which has a formerly homeless person on its board. Additionally outreach in the form of listening session with both the Manchester and Nashua Continuums of Care which both have members who are homeless or formerly homeless.

5. Describe performance standards for evaluating ESG.

ESG Program Performance Standards

Program performance will be evaluated based on the following Performance Measurements:

### **Interim Housing Stability**

**Goal:** 80% of program participant households will gain housing stability within 45 days of program entry.

**Measurement:** Percentage of program participant households who either maintain or obtain housing within 45 days of program entry.

### **Housing Stability**

**Goal:** 70% of program participant households will achieve housing stability for six months following the end of rental assistance.

**Measurement:** Housing Stability will be measured by the percentage of program households who maintain their tenancy for six months following the end of rental assistance.

### **Increased Income**

**Goal:** 50% of program participant households will increase or maintain their income (employment, cash benefits or other income) prior to program exit, demonstrating sufficient income to maintain housing. (Expectation is not all households will need to increase income, or have capacity to due to disability).

**Measurement:** Income measurements will be measured by the percentage of program participant households whose income is higher at exit than at program entry.

### **Recidivism**

**Goal:** 70% of program participant households will experience housing stability as evidenced by no subsequent episode of homelessness.

**Measurement:** Recidivism will be measured by the total number of adult program participants with successful exits from the program (with a successful housing outcome),that did not have an emergency shelter stay of at least one night within six months of exiting the program. *NH will begin reporting on this when the HMIS software provider has a report available to measure this. The software provider reports they will not develop a report until HUD provides a standard regarding*

*how it should be measured/reported.*

**Housing Trust Fund (HTF)  
Reference 24 CFR 91.320(k)(5)**

1. How will the grantee distribute its HTF funds? Select all that apply:

☒ Applications submitted by eligible recipients

2. If distributing HTF funds through grants to subgrantees, describe the method for distributing HTF funds through grants to subgrantees and how those funds will be made available to state agencies and/or units of general local government. If not distributing funds through grants to subgrantees, enter "N/A".

N/A

3. If distributing HTF funds by selecting applications submitted by eligible recipients,

a. Describe the eligibility requirements for recipients of HTF funds (as defined in 24 CFR § 93.2). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

The following are eligible to apply for project specific assistance under the Housing Trust Fund program:

1. Non-profit corporations with an approved 501(c)3 tax-exempt status.
2. Local Public Housing Authorities.
3. Limited partnerships, general partnerships, corporations, limited liability companies, proprietorships, and other business organizations.

The following are not eligible to receive HTF funds:

1. Primarily religious organizations, where residency would be limited to an exclusive

denomination.

2. Any person who is an employee, agent, consultant, officer, elected official, or appointed official of the state of New Hampshire, the Authority, or state recipient or sub-recipient receiving HTF funds (collectively Non-eligible Persons). This includes partnerships and corporations where the controlling partner, controlling member, or person(s) in control of such entity is a Non-eligible Person or Persons.

b. Describe the grantee's application requirements for eligible recipients to apply for HTF funds. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

New Hampshire Housing will use two application tracks depending upon project type:

Projects blending some HTF units into LIHTC projects will utilize New Hampshire Housing's Low Income housing Tax Credit Program Multifamily Rental Housing Financing Application found at <http://www.nhhfa.org/rental-housing-developers-financing-application.cfm> . This application is used for all projects seeking Low Income Housing Tax Credits and various forms of capital subsidy from New Hampshire Housing including but not limited to Housing Trust Fund, HOME, the State Affordable Housing Fund and other subsidy resources. This application is very thorough, requiring the applicant to provide detailed information concerning the description of the proposed project, sources and uses of all funds, rents and operating expenses, LIHTC scoring, a project pro forma, analysis of funding gaps to determine subsidy needs and a management questionnaire to assess management capacity. The Draft Qualified Allocation Plan (QAP) for the 2018 Low Income Housing Tax Credit Program [http://www.nhhfa.org/assets/pdf/2018\\_QAP\\_052517\\_Draft.pdf](http://www.nhhfa.org/assets/pdf/2018_QAP_052517_Draft.pdf) provides scoring incentives to reserve 10% or more (but less than all) units affordable to extremely low income households, and also encourages through scoring incentives the provision of supportive housing for the homeless, those at imminent risk of homelessness, and veterans. Other incentives in the scoring system may also encourage applicants to apply for HTF funding. The project scoring criteria in the 2018 Qualified Allocation Plan contain the elements required by HUD and considerably more.

Projects not seeking Low Income Housing Tax Credits projects will use a separate RFP and New Hampshire Housing will make awards in accordance with the priorities which form the basis of the Threshold Requirements and Scoring Criteria for the Housing Trust Fund Request For Proposals found at Appendix A.

Housing Trust Fund RFP projects serving Chronically Homeless as defined by HUD in 24 CFR 578.3 will be given priority. Other potential beneficiary groups include but are not limited to homeless families, families with disabled members, veterans, and persons in recovery from substance use disorder. Tenant household need and eligibility for community-based services will be a threshold requirement. Project

sponsors will be applying for development subsidy along with project-based rental assistance which will be used to maintain affordability for extremely low income households for at least the required minimum of 30 years. New Hampshire Housing has committed to provide up to 50 project-based Housing Choice Vouchers to support this effort. Scoring preference will also be provided to projects with wr

The State will require that all recipient applications contain a description of the eligible activities to be conducted with HTF funds as required in § 93.200 Eligible Activities.

The State will require that each eligible recipient certify that housing assisted with HTF funds will comply with all HTF requirements.

Written commitments from other Public Housing Authorities to provide project-based Housing Choice Vouchers for a minimum of 30 years. Tenant access to needed services will be a threshold requirement.

c. Describe the selection criteria that the grantee will use to select applications submitted by eligible recipients. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

See HTF Threshold and Scoring Criteria attachment below text box 7.

d. Describe the grantee's required priority for funding based on geographic diversity (as defined by the grantee in the consolidated plan). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

New Hampshire does not target CPD block grants geographically per se, but makes substantial efforts to distribute funds throughout the state as fairly as possible. In an effort to do this for Housing Trust Fund resources, a mechanism is in place to insure that funded projects are not concentrated.

In addition to submission of a complete application form, all applications will be reviewed under the following Threshold Criteria. Failure to comply with any of the Threshold Criteria may, at the sole discretion of the Authority, result in the rejection of the application.

Requirements for geographical distribution will be triggered if more than two projects are funded

through this RFP.

Projects may be selected over higher scoring applicants to meet this requirement. However, the Authority will not consider applications which fail to meet threshold requirements regardless of whether funding those projects would allow this requirement to be met.

e. Describe the grantee's required priority for funding based on the applicant's ability to obligate HTF funds and undertake eligible activities in a timely manner. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

See Threshold Criteria g. Development and Management Capacity threshold requirements in Threshold Requirements and Scoring Criteria for Housing Trust Fund Request For Proposals below text box 7.

f. Describe the grantee's required priority for funding based on the extent to which the rental project has Federal, State, or local project-based rental assistance so that rents are affordable to extremely low-income families. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

In addition to scoring categories titled i. Matching Non-Federal Resources and j. Matching Federal Resources in the Threshold Requirements and Scoring Criteria for Housing Trust Fund Request For Proposals in HTF attachment below text box 7, rent subsidy, if needed, is provided by New Hampshire Housing.

g. Describe the grantee's required priority for funding based on the financial feasibility of the project beyond the required 30-year period. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

See Scoring criteria g. Duration of Affordability period in the Threshold Requirements and Scoring Criteria for Housing Trust Fund Request For Proposals in HTF attachment beneath text box 7.



h. Describe the grantee's required priority for funding based on the merits of the application in meeting the priority housing needs of the grantee (such as housing that is accessible to transit or employment centers, housing that includes green building and sustainable development features, or housing that serves special needs populations). If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

See threshold Criteria d. Beneficiary Targeting, Threshold Requirements and Scoring Criteria for Housing Trust Fund Request for Proposals, HTF attachment below text box 7

i. Describe the grantee's required priority for funding based on the extent to which the application makes use of non-federal funding sources. If not distributing funds by selecting applications submitted by eligible recipients, enter "N/A".

See Scoring Criteria h. Threshold Requirements and Scoring Criteria for Housing Trust Fund Request For Proposals in HTF attachment below text box 7.

4. Does the grantee's application require the applicant to include a description of the eligible activities to be conducted with HTF funds? If not distributing funds by selecting applications submitted by eligible recipients, select "N/A".

Yes

5. Does the grantee's application require that each eligible recipient certify that housing units assisted with HTF funds will comply with HTF requirements? If not distributing funds by selecting applications submitted by eligible recipients, select "N/A".

Yes

**6. Performance Goals and Benchmarks.** The grantee has met the requirement to provide for performance goals and benchmarks against which the grantee will measure its progress, consistent with the grantee's goals established under 24 CFR 91.315(b)(2), by including HTF in its housing goals in the housing table on the SP-45 Goals and AP-20 Annual Goals and Objectives screens.

Yes

## **7. Maximum Per-unit Development Subsidy Amount for Housing Assisted with HTF Funds.**

Enter or attach the grantee's maximum per-unit development subsidy limits for housing assisted with HTF funds.

The limits must be adjusted for the number of bedrooms and the geographic location of the project. The limits must also be reasonable and based on actual costs of developing non-luxury housing in the area.

If the grantee will use existing limits developed for other federal programs such as the Low Income Housing Tax Credit (LIHTC) per unit cost limits, HOME's maximum per-unit subsidy amounts, and/or Public Housing Development Cost Limits (TDCs), it must include a description of how the HTF maximum per-unit development subsidy limits were established or a description of how existing limits developed for another program and being adopted for HTF meet the HTF requirements specified above.

### **Maximum Per-Unit Subsidy Limits**

We are adopting the statewide HOME Investment Partnerships Program Maximum Per-Unit Subsidy Limits, which are currently based upon HUD Section 235 –Condominium Housing Mortgage Limits For Elevator Type Projects. Originally established by the Down Payment Simplification Act of 2002 and amended by the National Housing Act of 2004, HUD's Office of Multifamily Housing updates the Section 235 mortgage limits annually, applying each year's Consumer Price Index, and also separately calculates high cost percentage exceptions, of which New Hampshire has none. We thought it was particularly important to adopt the existing HOME maximum subsidy limits for the sake of uniformity, the built-in annual adjustment mechanism, and the fact that we are accustomed to using it in our projects and find them reasonable. We also thought it would be useful to adopt an existing and accepted standard. Through the experience gained by financing the development of approximately 14,700 units of affordable housing throughout the state, we find the HOME limits compatible with New Hampshire affordable multifamily housing development costs. New Hampshire Housing has served as the allocating agency for the Low Income Housing Tax Credit program and the HOME program since the inception of each. In this capacity, New Hampshire Housing has always used subsidy per unit limits to allocate federal and state resources. Analysis of the most recent five years of HOME subsidy amounts demonstrates an average HOME subsidy of \$66,517 based upon underwriting standards, the Qualified Allocation Plan, as well as subsidy layering review including bedroom configuration. We don't anticipate higher subsidy amounts, but the HOME limits will give us some breathing room and allow us to respond to unique situations and opportunities. Although land acquisition and construction costs can vary within the state, overall development costs are consistent throughout the state, and this is confirmed by periodic analysis of development costs taking location into account. Appendix E includes an analysis of development costs, after excluding unique features, of recent projects in the southern and northern parts of the state. It is likely that New Hampshire's relatively small geographic size contributes to this. It is also likely that New Hampshire Housing's Design and Construction Standards and Underwriting and

Development Policies for Multi-Family Finance drive considerable uniformity to design features in the projects we finance.

0 Bedrooms    HOME Maximum Per Unit Subsidy \$141,089

1 Bedroom    HOME Maximum Per Unit Subsidy \$161,738

2 Bedroom    HOME Maximum Per Unit Subsidy \$196,673

3 Bedroom    HOME Maximum Per Unit Subsidy \$254,431

4+ Bedroom    HOME Maximum Per Unit Subsidy \$279,286

**REQUEST FOR PROPOSALS FOR MULTI-UNIT RESIDENTIAL PROJECTS SERVING  
POPULATIONS WITH SPECIAL NEEDS**

New Hampshire Housing Finance Authority ("Authority") is seeking applications for financing from qualified developers for projects that will provide housing in any area of the state to individuals with special needs.

The source of funds for this RFP is the federal [Housing Trust Fund](#). The competitive scores of respondents to this RFP will also be used to award project based rental assistance vouchers ("PBVs") to those projects which are eligible. It is the intent of the Authority to award both PBVs and deferred (non-amortizing, non-interest-bearing) loans funded with HTF to the highest scoring projects based on the scoring criteria in this RFP.

Proposed projects must meet the following qualifications:

1. Program requirements of the federally funded Housing Trust Fund ("HTF") (24 CFR Parts 91 and 93)
2. Program Rules for the Special Needs Housing Program (HFA:112) updated August 2017.

If intending to apply for Project Based Vouchers, projects must also meet the eligibility requirements for federally funded Project Based Vouchers ("PBVs") (24 CFR Part 983). If applicants do not wish to apply for PBVs, or determine that their proposed project is not an eligible use of PBVs, they should indicate in the application cover letter that they are applying only for HTF financing and not for PBVs.

Applicants may apply for loans of \$150,000 up to \$1,350,000. This program is for rental housing only.

All application materials must be uploaded electronically to the Online Data Manager, [www.ctkodm.com/nhhfa](http://www.ctkodm.com/nhhfa) by 4:30 PM on January 14th, 2019. Contact Laurel Tremer ([ltremer@nhhfa.org](mailto:ltremer@nhhfa.org) or 603-310-9293) to set up an ODM account. If you do not yet have an ODM account you must contact Laurel Tremer no later than December 12th, 2018 to set up an account.

Potential applicants are encouraged to attend an informational meeting at the offices of New Hampshire Housing at 32 Constitution Drive, Bedford, NH 03110 at a date and time to be determined in October 2018. The information session time will be announced via the Authority's Special Needs email distribution list (subscription link at <http://www.nhhfa.org/special-needs-housing>) at least 30 days in advance. Registration for this meeting is required; please contact Jess McCarthy at [jmccarthy@nhhfa.org](mailto:jmccarthy@nhhfa.org) or (603) 310-9272.

**Threshold Requirements and Scoring Criteria for Housing Trust Fund Request For Proposals**

In addition to submission of a complete application form, all applications will be reviewed under the following Threshold Criteria. Failure to comply with any of the Threshold Criteria may, at the sole discretion of the Authority, result in the rejection of the application.

**Threshold Criteria:**

- a. Feasibility and Appropriateness: The proposed project's characteristics or location must be considered feasible from a financial and regulatory standpoint including but not limited to compliance with:
  - i. NH RSA Chapter 204-C
  - ii. The Authority's Rules for HOME Investment Partnerships and other capital subsidy programs (HFA:105)
  - iii. The Authority's Underwriting Standards and Development Policies for Multi-Family Finance
  - iv. Exhibit B of this RFP: Minimum Insurance coverage.
  - v. HFA:111, the Authority's Design and Construction Policy Rules and policies are available at  
<http://www.nhhfa.org/rental-housing-developers-policies-standards.cfm>
- b. Financial Sustainability:
  - i. The Authority will review the sources and uses proposed for the project as well as the operating budget and pro forma. The level of funding requested must be sufficient but not exceed the amount needed to ensure the proposed project is financially viable and does not depend on later infusions of subsidy.
- c. Income Targeting and Rent Limits: all units assisted with the Housing Trust Fund must be reserved throughout the affordability period for extremely low-income

(ELI) households as defined by HUD (this generally refers to households that do not have income in excess of 30% of the Area Median Income). Rents cannot exceed ELI rent limits published by HUD, adjusted for unit size, geographic area, and utility allowances.

- d. **Beneficiary Targeting:** Per HFA: 112.02. Additionally, applications must commit to serve persons experiencing homelessness. Homeless is defined as an individual or family who lacks a fixed, regular, and adequate nighttime residence.
- e. **Site Control:** Applicant must have secure site control in the form of a deed, executed option to purchase, or executed purchase and sales agreement. A long term lease, the duration of which is not less than the affordability period, is acceptable.
- f. **Cost Reasonableness:** Project applications will be evaluated for cost reasonableness. Applications which indicate unreasonably high total or specific line item development or operating costs may be rejected. Projects must comply with the following Maximum Per-unit Development Subsidy Amount:

<b>0 Bedroom</b>	<b>\$141,089</b>
<b>1 Bedroom</b>	<b>\$161,738</b>
<b>2 Bedroom</b>	<b>\$196,673</b>
<b>3 Bedroom</b>	<b>\$254,431</b>
<b>4+ Bedroom</b>	<b>\$279,286</b>

- g. Development and Management Capacity: the members of the development and management organizations must:
  - i. Demonstrate the experience or ability to successfully complete and manage the project;
  - ii. Be compliant or otherwise not in default with this or any other Authority program as determined by the Authority;
  - iii. Not have a history of noncompliance in Authority programs;
  - iv. Not have any significant negative history with other local, state or federal agencies.
- h. Readiness: the project must be able to satisfy the following criteria for readiness at time of application:
  - i. Development and Operating Budgets prepared
  - ii. Schematic design complete
  - iii. Permit status letter submitted (signed by applicant's attorney or local zoning official; letter must describe status of zoning and permitting but need not be a formal legal opinion).
  - iv. The project must be able to satisfy the criteria of the Progress Phase Requirements (Appendix A) within 120 days of notification of a reservation of funding.
- i. Matching Non-Federal Resources: The Authority requires the generation/investment of matching non-federal resources in an amount equal to 5% of awarded Housing Trust Fund financing. Donations in the form of cash, property, materials, etc. are eligible sources of match. So-called "sweat equity" is not an eligible matching resource.

**Scoring Criteria:**

Applications which have been evaluated and accepted into the application pool for scoring shall be scored in the categories below. Where appropriate, scoring shall be based on comparisons between applications received in the same round. Documentation that is received after the time of application will not be used in the scoring unless it is requested by the Authority. The Authority may reject any documentation deemed to be insufficient, unsupported, or inadequate for the particular scoring criteria.

- a. Development Capacity: Applications will be scored based on evidence that the Applicant can successfully develop the property. If Applicant has no prior development experience, zero points will be awarded.  
0-10 points
  - b. Management Capacity and Experience: Applications will be scored based on evidence that the Applicant can successfully operate the property. If Applicant has no prior experience managing rental property, zero points will be awarded.  
0-10 points
  - c. Introduction of New Units for Affordable Housing: Applications will receive points based on the number of new units being introduced to the state's supply of rent and income restricted affordable housing.  
0-20 points; 1 point for each new unit up to a maximum of 20 points
  - d. Advanced Readiness: points will be awarded for projects that have achieved certain milestones in the development process:
    - i. 5 points: Phase 1 Environmental Site Assessment completed in the last five years.
    - ii. 15 points: All necessary local planning and zoning permits are in hand, including site plan approval as evidenced by a permit status letter from the sponsor's attorney, project engineer, or local planning official. A site plan approval that requires additional zoning board or planning board approvals will not be given these points. The status letter need not be a formal legal opinion. Projects that do not require planning and zoning approval will qualify for these points.
    - iii. Up to 10 points: Design/Construction readiness. This category awards additional points to developers whose projects have advanced in the design and construction procurement process. These points are cumulative; a project with a signed contract and complete documents will receive 10 points.
      - 1. Design Development Documents completed 3 points
      - 2. 100% Construction Documents completed 3 points  
(submit complete set marked FOR CONSTRUCTION)
      - 3. Executed contract with general contractor or construction manager with guaranteed maximum price amendment: 4 points
- Projects that do not require construction documents may qualify for these points provided that any work being done to the facility is adequately defined in a scope of work document to allow for bidding by trade contractors, in the sole determination of the Authority. **Please note, construction contracts must be procured in accordance with Authority**



**rules (HFA 111).**

- e. Service Plan: All applications will be evaluated for the quality of their plan to provide services to support residents' needs. While applicants proposing a higher level of services may have an advantage in scoring as compared to others with service plans of similar quality, the primary purpose of this scoring category is to evaluate the plans' ability to be implemented and consistency with industry best practices.  
0-5 points
- f. Projects which have a new project-based rental assistance subsidy from a source other than the Authority for at least 66% of the units for at least five years.  
5 points
- g. Duration of Affordability period: A Land Use Restriction Agreement (LURA) will be placed on properties to ensure compliance with occupancy, rent limitation, physical standards and other requirements for a minimum 30-year term. Applications will be awarded points for committing to a 40-year affordability period instead of the required 30-year affordability period.  
5 points
- h. Matching Non-Federal Resources: Applications will be awarded points for qualifying non-federal matching resources committed to the project. One point will be awarded for match equal to each full 5% of the amount of Housing Trust Funds requested. All matching resources claimed by the Applicant shall be approved by the Authority before points are awarded. Support and justification are to be provided by the Applicant. Total award not to exceed 10 points.  
0-10 points
- i. Matching Federal Resources: Applications will be awarded points for qualifying federal matching resources committed to the project. One point will be awarded for match equal to each full 5% of the amount of National Housing Trust Funds requested. All matching resources claimed by the Applicant shall be approved by the Authority before points are awarded. Support and justification are to be provided by the Applicant. Total award not to exceed 10 points.  
0-10 points

**Allocation Process:**

- a. All applications are reviewed for completeness. Incomplete applications will be rejected; though minor variances may be deemed acceptable. The Authority may reject any documentation deemed to be insufficient, unsupported, or inadequate for the particular scoring criteria. The Authority is not required to notify the applicant of inconsistencies or missing information.
- b. Applications are scored and ranked in accordance with the Scoring Criteria in this RFP. Projects are recommended for a reservation of HTF funding based on the competitive scoring results. Reservations will be made by New Hampshire Housing's Multi-Family Working Group by the end of the second full month following the application due date.
- c. When, after funding the highest scoring project or projects, insufficient funds are available for the next highest scoring project, the Authority retains the right to bypass that project and either fund a lower scoring project which can effectively use the remaining HTF available, or use the HTF for the same purpose in a future year.
- d. If, after every project that meets threshold criteria has been funded, additional funds are available, the Authority reserves the right to award additional funding to any of the applicants (in excess of the maximum per-project loan amount, if necessary) in order to address changed circumstances or ensure project feasibility.
- e. Geographical distribution
  - i. Requirements for geographical distribution will be triggered if more than two projects are funded through this RFP.

Number of Projects funded in this RFP	Number of Counties which must be represented
2	1
3	2
4	3
5	4

- ii. Projects may be selected over higher scoring applicants to meet this requirement. However, the Authority will not consider applications which fail to meet threshold requirements regardless of whether funding those projects would allow this requirement to be met.
- f. Appeal Process: Applicants may appeal the Authority's decision, solely with regard to their application. The Authority will send letters to the Applicant via email informing them that a reservation is not being made by the end of the second full month after the application due date. Applicants who want to appeal this decision must submit a formal request within 5 business days. The appeal request is first considered by the Authority's Multi-Family Working Group. If the Multi-Family Working Group upholds the original decision, the applicant will have 5 business days from the written email notice of this decision to submit formal notice of appeal to New Hampshire Housing's Board of Directors.

- g. **Project Representations:** Representations made about the project relating to ownership or management, or factors that are used in the selection and scoring criteria may not be changed without the express written permission of the Authority. Funding reservations may be rescinded if the project changes in a way that reduces the competitive score.
- h. **References:** Applicants are required to provide authorization so that references and credit can be checked.
- i. **Warrant and Liability:** The Authority intends to allocate no more HTF funding to any given project than is required to make the project economically feasible. This decision is made solely at the discretion of the Authority but does not represent or warrant to any applicant, developer, partner, investor, lender, or others that the project is feasible or risk free. No Board member, officer or employee of the Authority shall be personally liable concerning any matters arising out of or in relation to the allocation of funding or compliance monitoring. The Authority's obligation to monitor for compliance does not make the Authority liable for an owner's noncompliance.
- j. **New Hampshire Right to Know Law:** The Authority is subject to RSA Chapter 91-A, which is known as the "Right-to-Know Law." Applicants should be aware that any information submitted as part of the application to the Authority may be considered public information.

#### REQUIRED APPLICATION SUBMISSIONS

Item #	Description
1	Cover letter with narrative description of proposed project

2	Completed Application for Reservation (Microsoft Excel Format)
3	Site Location Map and Site Plan
4	Evidence of Site Control (Deed, executed P&S, executed option to purchase)
5	Evidence of planning board approval/building permit, a will-issue letter from municipal staff, or a permit status letter from the sponsor's attorney.
6	Documentation of Matching Resources
7	Construction Scope of Work with Cost Estimates and Identification of Estimator (if construction documents are provided, written scope of work is not required)
8	List of Developer's Other Real Estate
9	Resumes of Development Team
10	Management Agent Questionnaire on New Hampshire Housing form
11	Schematic Design plans and specifications
12	Proposed Development Schedule/Timeline
13	Service Plan
14	Self-scoring (explanation of which points categories the sponsor believes the project is entitled to, with explanations)

**REQUEST FOR PROPOSALS FOR**  
**AFFORDABLE SUPPORTIVE RECOVERY HOUSING**

**APPENDIX A**  
**PROGRESS PHASE**  
**REQUIREMENTS**

The documents listed below must be submitted to the Authority via the ODM website within 120 days of emailed notification of a reservation of HTF financing.

Projects must meet the requirements of the progress phase to be eligible for a commitment of AHF funding. Progress requirement extensions may be granted at the sole discretion of the Authority. The AHF funding reservation may be rescinded at the sole discretion of the Authority for not meeting the progress phase requirements or for a failure to meet the general criteria in the RFP.

All requirements are "if applicable." It is the responsibility of the applicant to confirm with Authority staff which exhibits are not applicable for each project. This can be confirmed after reservation but before the 120 day progress phase deadline.

1. Environmental site assessment and related reports (lead, asbestos, historic, archeological, etc.) if required by the Authority
2. Appraisal (if required by the Authority)
3. Evidence of zoning/local approvals
4. Permanent financing letter of commitment
5. Construction financing letter of commitment
6. Executed grant agreements, if applicable
7. Final plans and specifications
8. Evidence of continued site control
9. Soils and/or structural engineering report
10. Copy of the architect contract
11. Executed tenant services agreement binding on both parties
12. Cost estimates (or bids if available) by schedule of value. Must comply with 6-2-6 rule for contractor overhead and profit
13. Copy of contract for consultant services (if applicable)

**REQUEST FOR PROPOSALS FOR  
AFFORDABLE SUPPORTIVE RECOVERY HOUSING**

**APPENDIX B**

**INSURANCE REQUIREMENTS**

Insurance coverage in the following kinds and amounts is required on the Premises:

**1. Scope and Amount of Coverage Required**

The scope of coverage shall be in an amount satisfactory to the Authority.

The policy shall be written on a SPECIAL FORM of coverages for all locations on a replacement cost basis in an amount not less than that necessary to comply with any co-insurance percentage stipulated in the policy, but not less than 100 percent of replacement cost. The amount of coverage shall be sufficient, except for deductibles as permitted above, so that in the event of any damage or loss to the Premises, which damage or loss is of a type covered by the insurance, the insurance proceeds shall provide at least the lesser of: a) compensation equal to the full amount of damage or loss; or b) compensation to the Authority equal to the full amount of the unpaid balance of the Note. All buildings valued at \$1,000 and over must be insured.

When the Borrower becomes aware that the Mortgaged Property is exposed to any appreciable hazard against which the "Special Form" does not afford protection, the Borrower shall advise the Authority of the nature of such hazard and the added coverage, if any, should be obtained. In such event, or in the event the Authority becomes aware that the Mortgaged Property is exposed to any appreciable hazard against which the "Special Form" does not afford protection, the Authority may require the Borrower to obtain such added coverage in accordance with the terms of the Mortgage, as the Authority shall determine necessary or, if the Borrower fails to obtain such coverage, the Authority may obtain the same and charge the premium therefor to the Borrower.

**2. Scope and Amount of General Liability Coverage Required**

The Comprehensive General Liability Insurance shall be provided and maintained with a combined single limit of at least \$1,000,000 per occurrence for bodily injury and property damage, personal and advertising injury \$1,000,000 each occurrence, fire damage liability \$50,000, medical expense limit \$5,000, and general aggregate \$2,000,000. Any proposed recommendations or exclusions beyond those found in the Comprehensive General Liability form must be acceptable and approved by the Authority.

The General Liability policy shall be amended to include the following wording:

"Failure of the insured or any other party to disclose all hazards existing as of the inception date of the policy shall not prejudice the insurance with respect to the coverage afforded by this policy provided such failure or omissions was not intentional."

### 3. Other Insurance Required

Loss of rents coverage in the amount equal to one (1) year's rental income is required. Boiler insurance is required if there is a steam boiler or other pressurized vessel in operation in connection with the Mortgaged Property. The boiler insurance policy should be on a comprehensive form and should provide a minimum of \$250,000 limit per accident per location.

### 4. Minimum Financial Rating of Carrier; No Assessments; Other Requirements

Each insurance policy must be written by an insurance carrier acceptable to the Authority. Each carrier must be specifically licensed or authorized by law to transact business in the State of New Hampshire. Hazard insurance policies are unacceptable where: (a) under the terms of the carrier's charter, by-laws or policy, contributions or assessments may be made against the Authority or its designee; or (b) contributions or assessments may be made against the Borrower; or (c) by the terms of carrier's charter, by laws or policy, loss payments are contingent upon action by the carrier's Board of Directors policyholders, or members; or (d) the policy includes any limiting clauses (other than insurance conditions) which could prevent the Authority or the Borrower from collecting insurance proceeds.

### 5. Mortgage Clause: Endorsement

All policies of insurance must contain or have attached the standard Mortgagee Clause customarily used by the private institution mortgage investors in the State of New Hampshire making loss payable to the Authority. The Mortgagee Clause must provide that the insurance carrier shall notify the Authority at least sixty (60) days in advance of the effective date of any reduction in or cancellation of the policy. The Mortgagee Clause of each insurance policy must be properly endorsed and any necessary notices of transfer must be given to fully protect, under the terms of the policy and applicable law, the Authority's interest as mortgagee. The Mortgagee's protection under the policy should not be affected by any breach of warranty or noncompliance with the policy provisions by the Insured and this endorsement must so state. The Borrower must cause all insurance drafts, notices, policies, invoices, etc. to be delivered directly to the Authority, regardless of the manner in which the Mortgagee Clause is endorsed.

### 6. Flood Insurance

Flood insurance in the amount specified below must be provided if the premises are located in a community for which flood insurance has been made available under the provisions of the Flood Disaster Protection Act of 1973 and which is located in a designed special flood hazard area. Such flood insurance shall be in a form of the standard policy issued by members of the National Flood Insurers Association or in the form of a policy which meets the criteria set forth in the guidelines published by the Flood Insurance Administration in the Federal Register on July 17, 1974.

The minimum amount of flood insurance required is the lowest of the following: (1) the outstanding principal balance of the Loan; (2) the full insurable value of the improvements secured by the Mortgage; or (3) the maximum amount of flood insurance available on the date the Mortgage was filed of record. The deductible shall be the least amount allowed by law.

#### 7. Other Requirements

**Applicant/Borrower Named Insured** - The party responsible for the repayment of the Loan must be the named insured in the policy. The policy must cover the party's interest in the property and this is accomplished by making that party the named insured in the insurance policy.

**Location Insured** - The Borrower's insurer must verify that the location covered under the policy is identical to the property securing the Loan as the insurance provides protection only at the described location, for actual replacement value of the property.

**Title Insurance** - Generally accepted standards will be adhered to in qualifying ALTA title policy insurers. Mortgagee's ALTA title policies must be in an amount equal to the amount of the Loan, and must contain appropriate endorsements for easements, hazardous waste, etc.

#### 8. Insurance Coverage Varying from Above Requirements

Insurance coverage which does not meet the foregoing requirements will be considered on a case basis by the Authority upon request by the Borrower. The Authority requires such additional coverage as it may deem necessary in connection with the Loan given the particular circumstances.

#### 9. Insurance During Construction

For funds committed for project construction the borrower shall purchase and maintain Builder's Risk Insurance in an amount at least equal to the total construction cost of the project. Said insurance is to be maintained during the entire construction period, and all policies shall designate Lender as Mortgagee/Loss Payee/Endorser and shall provide a minimum of ten (10) days' written notice to Lender prior to cancellation. Proof of insurance is to be provided to Lender on or before the closing.

The Borrower will be required to provide reasonable evidence of compliance with these Insurance Requirements.

#### DISCLAIMER

NOTE: These insurance requirements are the minimum requirements required by the Authority to protect the Authority's interest in the property. The Authority makes no representations that the above insurance requirements will meet the requirements of the mortgagor and the mortgagor is urged to consult with its own agent or insurance advisor with respect to what insurance coverage is needed to protect the owner's interest. The Authority assumes no liability in any form for failure to have insurance in the amount or kind necessary to protect the mortgagor.



**8. Rehabilitation Standards.** The grantee must establish rehabilitation standards for all HTF-assisted housing rehabilitation activities that set forth the requirements that the housing must meet upon project completion. The grantee's description of its standards must be in sufficient detail to determine the required rehabilitation work including methods and materials. The standards may refer to applicable codes or they may establish requirements that exceed the minimum requirements of the codes. The grantee must attach its rehabilitation standards below.

In addition, the rehabilitation standards must address each of the following: health and safety; major systems; lead-based paint; accessibility; disaster mitigation (where relevant); state and local codes, ordinances, and zoning requirements; Uniform Physical Condition Standards; and Capital Needs Assessments (if applicable).

See text box below HTF textbox 12.

See Technical Design and Construction Standards pdf below this text box.

See Technical Design and Construction Standards for Rehabilitation below text box 9.

See Uniform Physical Condition Standards below text box 10

NEW HAMPSHIRE HOUSING FINANCE AUTHORITY  
TECHNICAL DESIGN AND CONSTRUCTION STANDARDS

SEPTEMBER 13, 2017  
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1. PURPOSE

- 1.1. The purpose of this document is to provide standards and policies for design and construction of properties financed entirely or in part by the New Hampshire Housing Finance Authority (the "Authority"). These standards and policies are intended to ensure a basis for providing safe, sanitary, cost effective, energy efficient, and decent housing for all occupants as well as protecting the Authority's security interest in the property.

2. GENERAL

- 2.1. The Architect and Civil Engineer of record are required to execute a design architect's or engineer's certification and an inspecting architect's or engineer's certification for the benefit of the Authority. Plans for all developments will require civil, structural, electrical, and mechanical drawings stamped by a licensed profession engineer registered with the State of New Hampshire. Architectural drawings will also be required and may be stamped by either a licensed architect or engineer registered with the State of New Hampshire.
- 2.2. Hazardous materials, when discovered, shall be abated in conformance with applicable local, state and federal law. The Authority requires total and complete abatement of both the interior and exterior for all lead based products and asbestos. Note that encapsulation is considered a form of abatement. In the case of a building with both commercial and residential uses, complete abatement of the entire building shall be required, regardless of the designated use. A review of the development site by an environmental scientist may be required by the Authority. At the discretion of the Authority, a Phase I, Phase II and abatement plan may be required prior to final commitment. All existing buildings are to be tested for mold. If mold is discovered it shall be abated.
- 2.3. Buildings constructed prior to 1978 must be tested for lead-based paint hazards via risk assessment by a NH licensed risk assessor, otherwise all paint films will be assumed to contain lead and will be abated during construction by a licensed lead abatement contractor in accordance with the following regulations:
- 2.3.1. NH He-P 1600/RSA 130-A NH Lead Poisoning Prevention and Control Act
- 2.3.2. HUD 24 CFR 35 regulations
- 2.3.3. U.S. Environmental Protection Agency Lead Regulations 40 CFR 745
- 2.3.4. Title X - Residential Lead-Based Paint Hazard Reduction of Act of 1992
- 2.3.5. OSHA Lead Construction Standard 1926.62
- 2.4. Soil testing for lead-based paint hazards will be required prior to submission of preliminary plans for the rehabilitation of any building constructed prior to 1978. Reference HUD 40 CFR 745.65 (c).
- 2.5. Accessible dwelling units shall be designed and constructed to U.S. Department of Housing and Urban Development ("HUD") 24 CFR Chapter I Fair Housing Accessibility Guidelines, and/or

HUD 24 CFR Part 8 non-discrimination in federally assisted programs (504 Uniform Federal Accessibility Standards) and/or in conjunction with the State Building Code. Fair Housing laws provide that failure to design and construct certain residential dwelling units to include certain features of accessible design will be regarded as unlawful discrimination. Developers and their architects and engineers are advised to be knowledgeable of the law themselves. In the case of a conflict between different accessibility codes or regulations, the more stringent, as determined by the Authority, shall apply. All projects will be required to have 5% of the total number of dwelling units designed as fully accessible and an additional 2% of the total number of units designed for use by the hearing and visually impaired. Townhouse units shall be single story flats or lower units of a 2 story configuration.

- 2.6. Sections 2.6.1 through 2.6.7 of this document will be waived if the project is designed and built to achieve a Home Energy Rating System (HERS) index of 55 or less in Zone 5 and 54 or less in Zone 6. Note that Solar Photovoltaic Systems cannot be included in the HERS calculation.
  - 2.6.1. Insulation – Sections 8.10 and 9.4
  - 2.6.2. Air Sealing – Section 8.11
  - 2.6.3. Window Performance Requirements (must still meet warranty requirements) - Section 8.12.9
  - 2.6.4. Hot Water Tanks – Section 10.15
  - 2.6.5. Mechanical Systems – Section 11 with the exception of 11.1, 11.14, 11.16, 11.17, and 11.18
  - 2.6.6. Common & Exterior Lighting – Section 12.6
  - 2.6.7. Appliances – Section 12.15
- 2.7. The provisions listed in section 2.6 will be waived if the developer submits modeling from a certified HERS rater demonstrating the targeted HERS index. Final scores must be submitted upon completion of the project. Developers that fail to meet the requirements will have to follow the Authority's prescriptive requirements on their next project.
- 2.8. Requirements for liquidated damages shall be included in the specification book.
- 2.9. Specifications shall include a section dealing with winter conditions and job site security. Winter conditions shall be included in all construction contracts as part of the base bid, qualified based on the anticipated start date provided by the Owner in Bid Documents. Any adjustment to Winter Conditions costs as a result of changes to project schedule must be documented with fuel and/or rental invoices and approved by the Owner and the Authority.
- 2.10. Product substitutions shall be handled as described in Article 3 of the AIA A201 General Conditions.

- 2.11. OSHA 10-hour construction safety training must be completed by all on-site employees per New Hampshire RSA 277:5-a. Written documentation shall be kept on site and provided upon request.
3. **WAIVERS**
  - 3.1. The Authority recognizes that due to unique or unusual circumstances in real estate and construction, strict application of the Authority's requirements may cause an undue burden. The Authority's Managing Director of Management and Development or designee may, for good cause, waive provisions of this document as appropriate.
4. **CODES AND STANDARDS**
  - 4.1. All procurement, design and construction shall be done in accordance with the most current edition of these following standards and codes as they may apply. It is the responsibility of the developer, working with the design team, to determine which of the following codes and standards is applicable according to law and program rules.
    - 4.1.1. Uniform Federal Accessibility Standards (UFAS) and Section 504 requirements. When applicable, the 2010 ADA Standards for Accessible Design. As an alternative accessibility standard to UFAS, for purposes of complying with Section 504 of the Rehabilitation Act and HUD's Section 504 regulation, the 2010 Standards under title II of the ADA, may be used except for certain specific provisions identified in 24 CFR Part 8, Docket Number FR-5784-N-01.
    - 4.1.2. State of New Hampshire Fire Code (Saf-C 6000) including various National Fire Protection Association (NFPA) Codes.
    - 4.1.3. International Building, Residential, Existing Building, Plumbing, Mechanical and Energy Conservation Codes as amended by the State of New Hampshire.
    - 4.1.4. National Electrical Code (NFPA 70) as amended by the State of New Hampshire.
    - 4.1.5. State of New Hampshire, Division of Water Supply and Pollution Control, Standards of Design for Sewerage and Water Treatment Systems, Design Standards for Small Public Drinking Water Systems, Department of Environmental Services, Water Well Board Standards.
    - 4.1.6. Energy Star Program Standards relating to indoor air quality, HVAC systems, air sealing, insulation, lighting and appliances (see <http://www.energystar.gov>).
    - 4.1.7. Title 24, Code of Federal Regulations procurement requirements.
5. **PLANS AND SPECIFICATIONS**
  - 5.1. Plans and specifications shall be provided to the Authority for review. Specifications will follow the format of "Master Spec" by CSI or a similar format. Plans shall be prepared in conformance with these standards and shall be of uniform size and numbered consecutively. When applicable a certified survey by a licensed surveyor registered in the State of New Hampshire shall

accompany the plans. The specification book must include a current copy of the Authority's Design and Construction Policy Rules (HFA:111), this document, and (if applicable) HUD Section 3 information.

5.2. The plans should include and show the following:

5.2.1. Cover Sheet

- 5.2.1.1. Proposed buildings by type, size and construction type as defined by IBC.
- 5.2.1.2. Dwelling unit distribution by floor, square footage, number of bedrooms/baths and number of required accessible units.
- 5.2.1.3. Square footage breakdown between commercial, residential, community and other usage in the building/development.
- 5.2.1.4. Number of parking spaces, parking ratio proposed and required by zoning and accessibility standards.
- 5.2.1.5. Dwelling units per acre proposed and allowed under zoning.
- 5.2.1.6. Percentage breakdown of the tract to be occupied by buildings, by parking and other paved vehicular areas, and by open areas.

5.2.2. Site Plan

- 5.2.2.1. Site location map.
- 5.2.2.2. Lot lines, streets, and existing buildings.
- 5.2.2.3. Proposed building footprint, parking, site improvements and general dimensions.
- 5.2.2.4. Adjacent buildings' footprints and heights.
- 5.2.2.5. Zoning restrictions, e.g. setback requirements, easements, height limits, etc. (new construction only).
- 5.2.2.6. Environmental constraints, e.g. wetlands edge, ledge, existing vegetation, and aquifer protection zones.
- 5.2.2.7. Proposed new site improvements including landscaping, fences, paving, retaining walls, etc.
- 5.2.2.8. Approval of stamped site plan by local jurisdiction.

5.2.2.9. Location of test borings, with boring reports (new construction only).

5.2.3. Floor Plans

5.2.3.1. All plans if different; entry level and typical floor plan if repetitive.

5.2.3.2. Square foot tabulations.

5.2.3.3. ¼" scale typical unit and accessible unit plans with elevations and dimensions.  
Accessible units shall be dispersed throughout a project to the greatest degree feasible.

5.2.3.4. Locations of all required braced wall lines and braced wall panels.

5.2.3.5. Detailed door, window and finish schedules.

5.2.4. Exterior Elevations, Perspective, or Photographs

5.2.4.1. All exterior facades, window types, and exterior materials.

5.2.5. Typical Building, Wall and Floor Sections

5.2.5.1. Building materials, construction type, insulation levels with tabulation of R values.

5.2.5.2. Wall sections and floor/ceiling assemblies, with fire ratings, UL # and STC ratings.

5.2.5.3. Complete stair details with dimensions, showing rise/run, nosing profiles, railing and baluster details.

5.2.5.4. Complete mechanical, electrical and plumbing drawings and specifications prepared by a NH licensed engineer.

5.3. Upon receipt of the completed plans and specifications, the Authority or its designated representative (the Construction Analyst) will perform a review of the documents within twenty-one (21) days. Incomplete plans and specifications will not be accepted for final review. The Authority may, at the developer's expense, submit plans for review outside the agency. The review is performed solely to assist the project design architect, developer, and potential contractor in an attempt to ensure that the project conforms to all the standards and codes as stipulated in the Authority's Design and Construction Standards. Review by the Authority Construction Analyst is intended to assist the design team. Responsibility for compliance with necessary standards and codes rests solely and entirely with the developer, design professionals, and the contractor.

5.4. After a review of the plans and specifications by the Authority or its Construction Analyst, the design architect or engineer will prepare stamped construction ready, plans and specifications based upon the completed review. Upon receipt of the stamped construction ready plans and specifications, the Construction Analyst will have seven (7) days to approve the final plans and

specifications. At that time an appropriate time schedule will be established and agreed to by all parties to determine final pricing for the project depending on the procurement method selected, either general contractor bidding or construction management. The project should not be put out for final pricing until final plans and specifications have been approved by Authority staff.

- 5.5. If the developer does not agree with a determination or interpretation made by the Authority's Construction Analyst during plan review or during construction, then the developer may contact the Authority's Director of Housing Development to request an appeal. The developer must present written good cause with the appeal request. The Director of Housing Development will have up to seven (7) days to render a decision in the appeal request. Failure to respond may be considered an approval of the appeal.

## 6. SITE

- 6.1. Emphasis will be placed during the various design reviews and the construction period on the following:
  - 6.1.1. Sensitive treatment of any existing valuable features, i.e. natural foliage, surface contours, streams, ponds, etc.
  - 6.1.2. Properly engineered grading and storm drainage to ensure against flooding or standing surface water. The increase in storm water runoff shall be retained on site in accordance with the New Hampshire Department of Environmental Services Alteration of Terrain Program. These guidelines shall be used regardless of the size of the building site.
  - 6.1.3. Elimination of abrupt or excessive grade change.
  - 6.1.4. Ease of maintenance.
  - 6.1.5. Landscaping and planting which is practical, drought resistant, and native to the area shall be used. Fully developed grading and landscaping plans stamped by a licensed landscape architect or engineer must be submitted for review prior to final commitment. If an irrigation system is used, you are encouraged to use all available retained storm water runoff before utilizing other water sources.
  - 6.1.6. Site lighting will be located to provide visibility for parking facilities, walkways, and traffic lanes, and should not be obtrusive to onsite tenant units or surrounding properties.
  - 6.1.7. All construction debris, including stumps, shall be removed from the job site. Manifests will be required when hazardous materials are being disposed of.
  - 6.1.8. Borings will be required for all project sites. A geotechnical report with recommendations and borings data is to be provided to the Owner and the Authority. Borings will be required at building corners, center of building footprint and infrastructure locations, i.e. along water and sewer line routes.



6.2. Additional Requirements:

- 6.2.1. All non-age restricted developments consisting of 50 units or more must have an appropriate on site playground area. Plans and specifications for the playground area must show the design, layout, size, fencing, and equipment to be installed.
- 6.2.2. All common areas (site office, community space, playgrounds, dumpsters, etc.) and any other common area provided on the project site shall be on an accessible route and shall be designed for use by individuals with mobility impairments.
- 6.2.3. Fencing shall be installed at all areas that pose a safety hazard, as determined by the Authority.
- 6.2.4. Grade level access shall be provided to at least one entry door per dwelling unit, including townhome style units, and at all common entries in multifamily buildings. This requirement may be waived if existing site conditions make it unreasonably expensive.
- 6.2.5. Propane tanks must be installed below grade.

6.3. Paving:

6.3.1. Roads, driveways, and parking lots shall be paved using the following criteria:

- 6.3.1.1. 1" wearing course NHDOT type E (3/8") pavement.
- 6.3.1.2. 2" base course NHDOT type B (3/4") pavement.
- 6.3.1.3. 6" crushed gravel NHDOT 304.3.
- 6.3.1.4. 12" bank run gravel NHDOT 304.2.

6.3.2. Sidewalks shall be paved using the following criteria:

- 6.3.2.1. 2" wearing course NHDOT type E (1/2") pavement.
- 6.3.2.2. 6" crushed gravel NHDOT 304.3.

6.3.3. The use of permeable paving and pavers for parking lots and walkways is allowed to encourage water retention on site.

7. STRUCTURAL

- 7.1. The following standards will be applied in the evaluation of existing and new structures. Correction of all structural damage, deficiencies, and their cause must be included in the project scope of work.

- 7.1.1. Foundations must be sound, plumb and free from movement. Foundation sill height elevations shall be confirmed as soon as possible after installation. Any discrepancy with elevations on the approved plans shall be reported to the owner and the Authority immediately.
- 7.1.2. Wood structural members shall be free from significant deflection and/or cracking, deterioration, rot or termite damage. Non-toxic treatment for termite control is required for new construction using a sodium borate based spray a minimum of 4 feet up from the sills on all exterior and interior (slab on grade) wood walls. Spray shall contain a colored dye (suggest red) so the application can be visually verified.
- 7.1.3. Minimum 5/8" Oriented Strand Board (OSB) or exterior grade plywood is to be used for all roof sheathing. H-clips to be used for spacing of sheathing.
- 7.1.4. Prior to final commitment, when possible, the Authority reserves the right to hire an independent structural engineer registered in the State of New Hampshire to perform a structural survey to verify the adequacy of all structural members for current loads.
- 7.1.5. Exterior wall sheathing shall include a minimum 48" high band of pressure treated plywood, Advantech (or similar), or Zip sheathing with sealant at the base, to be installed around the perimeter of the building as measured from the top of the foundation wall.
- 7.1.6. Approved fasteners and hangers shall be required for all pressure treated wood connections. Approved fasteners include hot dip galvanized, stainless steel, silicon bronze, and copper. Electro-galvanized fasteners are not allowed. Minimum standards for galvanizing are covered in ASTM A123, ASTM A653, and ASTM 153.
- 7.1.7. Provide detailed snow load calculations for all roof trusses and/or conventional framed roofs using the following criteria: Drawings shall include the ground snow load as listed in ERDC/CRREL TR-02-6 as adjusted for the specific ground elevation at the project site. The flat roof and sloped roof snow loads shall also be listed for the applicable roof materials and slopes provided, calculated in accordance with the latest version of ASCE 7. In addition, any/all sliding and drifting snow loads applicable to various roofs shall be included on the drawings. Separate listings or graphic details shall be provided where applicable to delineate all required design loads imposed on all roofs. All assumed temperature and importance factors shall also be listed on the drawings.
- 7.1.8. Permanent bracing for engineered roof trusses and all other roof system components shall be designed, inspected, and approved in writing by the Structural Engineer of Record.
- 8. **INSULATION, AIR SEALING, AND BUILDING SHELL**
  - 8.1. Installation methods for insulation and requirements for air sealing shall follow the most current Energy Star Program Standards.
  - 8.2. Insulation – In both new and rehabilitated buildings, the following minimum requirements for insulation will apply. Cellulose insulation shall be borate treated. Wet applied cellulose shall not

be used.

- 8.3. Exterior walls: R-21. Blown-in fiberglass insulation, dense pack cellulose, spray foam or a combination are acceptable methods. Continuous insulation may be utilized – Zone 5 R20+R7.5 and Zone 6 R-20+11.25 (minimums). Other methods will be evaluated on a case by case basis. Basement and other below grade walls shall be considered exterior walls for insulation purposes. Door and window headers at exterior walls shall have rigid insulation filling the center cavity if they are constructed of multiple 2X members, and the headers are approved for loading requirements by the structural engineer of record.
- 8.4. Roof/ceiling assemblies: R-49.
- 8.5. Floors above unconditioned spaces: R-30. Any cantilevered or overhanging living space shall have their floors insulated with spray foam to R-38 minimum.
- 8.6. Slab on grade/foundation wall beneath conditioned spaces: R-15 (4'-0" minimum horizontally directly below the slab or full height of frost wall vertically around perimeter).
- 8.7. Band Joists: R-21 with spray foam only. All spray foam must be protected by an ignition barrier or a thermal barrier.
- 8.8. Tops of all interior stud walls that penetrate the attic shall be sealed with spray foam to prevent air leakage.
- 8.9. Pipe insulation:
  - 8.9.1. Hydronic heating hot water pipes: 1-1/2" thick minimum.
  - 8.9.2. Recirculated domestic hot water pipes: 1" thick minimum.
  - 8.9.3. Branch domestic hot water - copper: ½" thick minimum.
  - 8.9.4. Branch domestic hot water PEX: not required in conditioned space.
  - 8.9.5. Branch domestic cold water - copper: ½" thick minimum.
  - 8.9.6. Branch domestic cold water - PEX: not required in conditioned space.

#### 8.10. Duct insulation:

- 8.10.1. Exhaust ducts for HVAC systems, ERVs/HRVs, and local exhaust fans in conditioned spaces shall be insulated to a minimum rating of R-5 at least ten feet in from the building exterior or unconditioned space.
- 8.10.2. Outside air intake ducts for HVAC systems and ERVs/HRVs in conditioned spaces shall be insulated and have a minimum rating of R-8 after proper installation of the insulation as

called out for in the manufacturer's guidelines.

8.10.3. All air ducts for HVAC systems, ERVs/HRVs, and local exhaust fans in unconditioned spaces shall have a minimum rating of R-8 after proper installation of the insulation as called out for in the manufacturer's guidelines.

8.10.4. All other ducts within the building envelope, with the exception of air conditioning supply ducts, are not required to be insulated.

8.10.5. Air conditioning supply ducts in conditioned space shall be insulated and have a minimum rating of R-5 after proper installation of the insulation as called out for in the manufacturer's guidelines.

#### 8.11. Air Sealing

8.11.1. Heating and conditioned air duct joints are to be sealed with a mastic or by other approved methods as established in the International Mechanical Code 2009; chapter 6, section 603.9.

8.11.2. Door and window perimeters and air gaps in all surrounding framing shall be sealed with a non-expanding foam product. All other exterior wall penetrations (i.e. air conditioning sleeves) shall also be sealed in the same manner. All spray foam used in these areas shall conform to AAMA Standard 812-04.

8.11.3. Air and vapor tight boxes shall be used at exterior walls and ceilings, below attic spaces, and adjacent to unconditioned spaces. This includes all electrical boxes, cable boxes, fire safety system boxes, etc. In locations where spray foam insulation is used behind the boxes, this requirement may be waived. Alternative methods for sealing the outside of traditional type boxes will be considered but will be subject to approval by the Owner, the Authority, and local authorities having jurisdiction. Under no circumstances shall spray foam or any other material be used inside the boxes to seal them.

8.11.4. A continuous sealant (i.e. construction adhesive or caulking) shall be applied between the concrete foundation and the wood sill plate, in addition to a thermal break (sill sealer).

8.11.5. The perimeter of all exhaust fans located on the top floor of a building shall be sealed to prevent air leakage through the penetration into the attic area.

#### 8.12. Building Shell

8.12.1. Vinyl siding shall have a minimum thickness of .046".

8.12.2. Building wrap shall have a built-in drainage plane. All building wrap and vapor barrier seams shall be taped.

8.12.3. All roof coverings (shingles, metal, etc.) shall have a minimum 30-year warranty. Rubber roofing shall have a minimum 20-year warranty.

- 8.12.4. A waterproofing membrane (ice & water shield) shall be installed over roof sheathing a minimum of 72" up from fascias and 36" in from rakes. Valleys shall have a 36" membrane in the center, with an additional 36" membrane lapping each edge. Wall/roof intersections shall have a minimum 18" membrane extending up the wall.
- 8.12.5. Metal drip edge shall be provided at entire roof perimeter – minimum .026 thickness.
- 8.12.6. Roof underlayment shall be per the roof manufacturer's specifications.
- 8.12.7. Exterior wall/roof intersections shall have "kick out" flashing installed at the bottom of the roof to prevent water from running down the building.
- 8.12.8. Where an entrance, exit, or sidewalk is in the path of snow runoff resulting from photovoltaic roof panels snow-guards will be required.
- 8.12.9. All new windows must be double hung, awning or casement, have a full screen, and meet current AAMA standards or at a minimum AAMA-101/I.S.2/A440-08. All windows shall be Energy Star rated, with a U-Factor less than or equal to .27 and an air infiltration rating of less than 0.3 cfm/square foot as determined by the NFRC (National Fenestration Ratings Council). Warranty period for all windows in multi-family projects is to be 20 years for vinyl, wood, fiberglass, and aluminum components and glass seal. The use of single hung windows will be considered for senior and historical projects on a case by case basis.
- 8.12.10. All dwelling unit habitable spaces shall have operable windows with screens (kitchens and bathrooms exempt). All bedrooms must have at least one window which complies with current State of NH NFPA Life Safety Code escape requirements. This includes buildings with sprinklers.
- 8.12.11. All windows in each living space of accessible dwelling units shall be provided with accessible controls (i.e. locks, opening hardware). Required opening force for accessible double hung windows shall not exceed 5 pounds. Casement, awning or horizontal sliding windows may be used in lieu of double hung windows.
- 8.12.12. All window flashing shall be installed in accordance with the manufacturer's recommendations.

## 9. INTERIOR

- 9.1. Acceptable dwelling unit and room sizes will be evaluated by Development Staff. Determining factors are the placement of furniture, tenant circulation, functional livability and adequate storage.
- 9.2. All egress requirements shall meet code.
- 9.3. Bedrooms are to have four full walls from floor to ceiling and adequate closet space. Minimum dimensions of bedrooms (excluding closet space) are as follows:



9.3.1. Primary bedroom - 10' x 12'

9.3.2. Secondary bedrooms - 8' x 10'

9.4. All concrete slabs in habitable areas shall be 4" thick minimum. All uninhabitable areas (i.e. crawl spaces) shall have a minimum 3" thick concrete slab. The use of a high strength vapor barrier (i.e. Stego Wrap or similar) will be considered on a case by case basis. If used, vapor barriers must be 15 mils thick minimum, have taped seams and be turned upwards onto the foundation walls a minimum of 24" and be mechanically attached to the wall.

- 9.5. Attics and crawl spaces shall have at least one means of access for maintenance and/or inspection purposes. Where possible, such access doors shall be outside of the dwelling unit, insulated and furnished with key locks.
- 9.6. It is recommended that dwelling units in multi-story buildings be designed with stacked bathrooms and kitchens utilizing a common plumbing wall unless conditions prevent this type of design.
- 9.7. All painted wall/ceiling surfaces are to receive primer plus two coats of finish.
- 9.8. When metal stud wall framing is used, 2x wood reinforcing members shall be installed at all building interior openings (doors, windows, etc.).
- 9.9. Mold and moisture resistant drywall is to be used on all walls in bath areas.
- 9.10. Hallways within a dwelling unit shall be 36" wide minimum.
- 9.11. All passage doors within dwelling units shall have a minimum 36" nominal opening. Doors above the first floor level in buildings without elevators are exempt.
- 9.12. Loop style pulls shall be provided on all cabinet doors and drawers.
- 9.13. Lever style handles shall be provided on all doors.
- 9.14. Accessible dwelling units shall have all kitchen countertops at a maximum height of 34" and be designed for a flush mount drop-in range, or cook top and wall oven. Range controls shall be mounted on the front edge of the unit.
- 9.15. Accessible unit bathrooms shall be designed to have a minimum dimension of 42" from the centerline of the toilet to the closest obstruction to allow side loading from a wheelchair. A vertical grab bar shall be installed above the side grab bar at toilets.
- 9.16. In accessible dwelling units and common areas, the maximum height for all accessible features and controls shall be 48".

- 9.17. Costs incurred for washers/dryers within dwelling units shall not be part of the project budget but shall be paid for by the Owner. Hook-ups for washers/dryers may be paid for using the project budget.

10. PLUMBING SYSTEMS

- 10.1. There must be at least one accessible hot and cold water shutoff located in common area for each dwelling unit. Shutoffs shall be installed for each plumbing fixture except bathtubs or showers as required by code.
- 10.2. Each dwelling unit shall be provided with hot water supply (individual or common) adequate to service the number of occupants and fixtures. Water heaters shall produce at least 110-degree F water at all fixtures and be insulated. In the case of multiple units on a shared hot water system, hot water shall be provided via a circulator, with temperature gauges on both the supply and return lines.
- 10.3. All potable water supply piping above ground shall be Type L copper or Cross-Linked Polyethylene tubing using the Engel method (PEX-a). PEX fittings shall be manufactured to the ASTM F1960 standard and be provided by the same manufacturer as the installed tubing. All PEX products must meet or exceed ASTM F876/F877 standards. The design of PEX systems shall include properly sized copper or PEX mains and risers from the water entrance that terminate near the dwelling unit at a stop valve or manifold. Where stop valves are used, access panels shall be provided. PEX installations shall be performed in strict conformance to the manufacturer's written recommendations and instructions. All cold-water supply piping below ground shall be Type K copper or PEX-a. The installer must have experience with projects of similar size and complexity and possess documentation proving successful completion of PEX plumbing installation
- 10.4. All copper piping, PEX piping, sewerage drain piping and gas piping are to be supported by metallic hangers properly sized to include the specified pipe insulation when required.
- 10.5. All sewerage drain piping above or below ground is to be a minimum Schedule 40 PVC or cast iron.
- 10.6. Lever style handles shall be provided for all faucets.
- 10.7. Chlorinated Polyvinyl Chloride (CPVC) is not allowed for domestic water systems.
- 10.8. An engineered sub-slab piped ventilation system shall be designed and installed to provide radon mitigation. Each section of radon piping shall be clearly marked as such. Electric power shall be provided in the attic area to serve exhaust fans. Both the designer and installer shall hold a current certification from either the National Radon Proficiency Program or the National Radon Safety Board (NH RSA 310-A:189-a).
- 10.9. Low flow shower heads and kitchen faucets shall be required in all dwelling units – 1.5 gallons per minute rating maximum. Bathroom faucets shall be less than 1.0 gallon per minute maximum.

- 10.10. High Efficiency Toilets shall be required for all dwelling units – 1.3 GPF (gallons per flush) maximum, with a 250-gram solid waste removal capability minimum.
  - 10.11. All accessible dwelling units shall be provided with a roll in shower.
  - 10.12. Water piping, HVAC or sprinkler lines are not allowed to be installed in exterior wall cavities or unconditioned attic ceiling spaces. Dry sprinkler systems are allowed in unconditioned spaces where required.
  - 10.13. Pipe insulation shall be installed per Section 8.9 above or as required by the energy code currently adopted by the State of New Hampshire, whichever has the greater requirement.
  - 10.14. Type M copper shall not be allowed for heat piping.
  - 10.15. Domestic hot water tanks shall be Energy Star labeled and have the following minimum Energy Factor (EF) ratings: Electric less than or equal to 55 gallons – 2.0; Electric greater than 55 gallons – 2.2. Gas less than or equal to 55 gallons .70; Gas greater than 55 gallons - .80. Oil - .60; Instantaneous Gas - .90. Solar water heaters shall have a minimum Solar Energy Factor (SEF) of 1.2 for gas backup and 1.8 for electric backup.
11. MECHANICAL SYSTEMS
- 11.1. Individual wall mounted non-mercury thermostatic controls are required for each dwelling unit heating system. Central heat for an entire dwelling unit is required. Thermostats shall have enlarged numbers and scale for easy reading on age-restricted projects.
  - 11.2. Gas fired boilers less than or equal to 220 MBH (input) shall have a minimum AFUE (Annual Fuel Utilization Efficiency) rating of 96%. Gas fire boilers greater than 220 MBH (input) shall have a Thermal Efficiency Rating of at least 94%. Oil fired boilers shall have a minimum AFUE of 89%. Heating systems shall be designed to utilize multiple smaller boilers as opposed to one large boiler. New boilers shall be of cast iron, cast aluminum, or stainless steel construction used in conjunction with fin tube baseboard, wall panel radiators or radiant floors as heat emitters.
  - 11.3. All supply and return piping above ground shall be Type L copper or Cross-Linked Polyethylene tubing using the Engel method (PEX-a) with an integrated oxygen barrier layer. PEX fittings shall be manufactured to the ASTM F1960 standard and be provided by the same manufacturer as the installed tubing. All PEX products must meet or exceed ASTM F876/F877 standards. All piping supports shall be metallic and sized for the specified pipe insulation. No joints will be allowed when using PEX below slab on grade or encased in concrete for radiant heating applications. A fitting may be used to repair damaged tubing if the fitting is approved by the manufacturer for direct burial. The radiant floor system shall include a supply manifold with shutoff valves and return manifold with balancing valves. All PEX installations shall be performed in strict conformance to the manufacturer's written recommendations and instructions. Installer must have experience with projects of similar size and complexity and possess documentation proving successful completion of PEX installation. All overhead



hydronic piping shall be insulated per Section 8.9 above or per state adopted energy code requirements, whichever is stricter. If antifreeze is specified for use in the heating system, the contractor shall install non-toxic propylene glycol. If the installation manual for the equipment used in the heating system requires the use of specific antifreeze to allow for proper operation of the equipment to maintain the warranty, the antifreeze must meet the boiler manufacturer's specifications.

- 11.4. Heating system circulation pumps shall be controlled with electronically commutated motors (ECM). Shutoff valves shall be provided on both sides of all circulation pumps.
- 11.5. Gas furnaces shall have a minimum AFUE (Annual Fuel Utilization Efficiency) rating of 95%. Oil furnaces are not allowed. All joints in ductwork are to be sealed with a mastic or by other approved methods as established in the International Mechanical Code 2009; Chapter 6; section 603.9.
- 11.6. Refer to Sections 8.9 and 8.10 above for pipe and duct insulation requirements.
- 11.7. Air-source central air conditioning systems less than 65 MBH shall have a SEER (Seasonal Energy Efficiency Ratio) greater than or equal to 15.0. Air-source central air conditioning systems greater than or equal to 65MBH shall have an EER greater than or equal to 12.0. Through-wall air conditioning units shall have a SEER greater than or equal to 14.0.
- 11.8. Air-source heat pump systems less than 65 MBH shall have a SEER greater than or equal to 15 and a HSPF greater than or equal to 9.0. Air-source heat pump systems greater than or equal to 65 MBH shall have an EER greater than or equal to 12.5 and a COP (Coefficient of Performance) greater than or equal to 3.75 (@ 47 degrees) and 2.65 (@ 17 degrees).
- 11.9. Mechanical whole house ventilation is required in all buildings, utilizing an engineered Energy Recovery or Heat Recovery ventilation system (ERV or HRV). Ventilation systems shall conform to the latest versions of ASHRAE 62.2 and 90.2 standards. ERV/HRV supply air grilles shall be located in a remote location away from the main living areas, such as in a hallway. Design shall indicate a separation of the supply and return locations at a minimum of twenty (20) feet. In the case of townhomes supply and return are to be on separate levels. Kitchen exhaust grilles must be separated from the range or cook top according to manufacturer's instructions to prevent grease buildup in the ductwork. When a ductless range hood is used, the kitchen exhaust fan shall be interconnected with the range hood so that it will operate whenever the range hood fan is switched on.
- 11.10. All exhaust fans, ERV's and HRV's shall be rated for continuous operation (this does not mean that they are to run continuously). They shall also be equipped with timers to allow intermittent use. Bath fans shall have a maximum noise rating of 1.5 sones and be automatically controlled or interconnected with a light. If the bath fans are interconnected with a light they shall be equipped with a timer to allow the fan to operate in a delay mode when the light is shut off.

- 11.11. Minimum intermittent local ventilation exhaust airflow rate requirements shall be 50 cfm for bathrooms and 100 cfm for kitchens. Minimum continuous local ventilation exhaust airflow rate requirements shall be 20 cfm for bathrooms and five air changes per hour for kitchens.
- 11.12. Common corridors shall be provided with an outside air supply and exhaust system that is independent of other ventilation systems in the building. All supply and return ventilation ducts that open into common corridors shall be equipped with smoke dampers. If fire dampers are also required by code in these locations, then combination smoke/fire dampers may be used.
- 11.13. Exhaust shall be ducted to the exterior of the building. Exhaust ducts are not allowed to be terminated in building soffits. When fans are ducted to a common duct within the dwelling unit first, the common exhaust duct shall be required to be mechanically exhausted to the exterior of the building. All ducting shall be of rigid galvanized or PVC material.
- 11.14. The use of alternative energy sources for heat and electricity (i.e. solar, wind, geothermal) shall be designed to supplement the primary conventional system. Alternative systems shall have a maximum payback (net cost) period of 15 years. If pellet boilers are used, they shall be ASME certified. Solar photovoltaic panel systems shall have a performance specification. The solar photovoltaic contractor may provide the design, however the design must be reviewed and approved by the design team. Aside from solar PV, all systems shall be designed by a New Hampshire licensed engineer.
- 11.15. It is recommended that boiler rooms have mechanical supply and exhaust ventilation designed by the mechanical engineer of record sufficient to control excessive heat buildup from equipment and piping.
- 11.16. All HVAC systems shall be properly sized for each building using Air Conditioning Contractors of America (ACCA) Manual J calculations (or equivalent computer software computation procedure). The calculations shall be provided to the Owner and the Authority along with the plans and specifications.
- 11.17. All HVAC ductwork shall be pressure tested prior to being enclosed in walls, soffits, etc. Pressure classifications shall be per the International Mechanical Code.
- 11.18. All HVAC system balancing is to be performed by a third party balancing contractor regularly engaged in balancing work and who shall be independent of the HVAC system installer. All balancing work shall be done in accordance with the procedures of the Associated Air Balance Council (AABC) or the National Environmental Balancing Bureau (NEBB).
- 11.19. It is recommended that all projects with large HVAC systems (heating systems over 480 MBH or cooling systems over 600 MBH) be commissioned in order to ensure proper and efficient operation of system equipment.
- 12. ELECTRICAL SYSTEMS
  - 12.1. Individual living units with two or more bedrooms are to have a minimum 100 AMP service disconnect.

- 12.2. Service entrance wiring and feeders rated at 100 amps or more may be copper or aluminum. All branch circuit wiring must be copper.
- 12.3. The bathroom ventilation system shall be controlled per Section XI paragraph H. When a ductless range hood is used, the kitchen exhaust fan shall be interconnected with the range hood so that it will operate whenever the range hood fan is switched on.
- 12.4. A receptacle outlet shall be provided at each telephone jack.
- 12.5. Wall switches shall be provided for the fan and light on all kitchen range hoods in all accessible units.
- 12.6. All exterior lighting and common interior lighting fixtures shall be LED. All other interior lighting fixtures shall meet or exceed Energy Star efficiency standards.
- 12.7. All dwelling units shall be wired for, and include, at least one combination horn/strobe fire alarm unit wired to the common alarm. In addition, the accessible units shall also have a strobe unit in each living space, bedroom and bathroom, wired to the dwelling unit smoke/heat detector.
- 12.8. Overhead or sconce type light fixtures shall be provided in all living areas and in closets with a floor area greater than 20 square feet. Switched outlets are not allowed.
- 12.9. Electric power shall be provided in the attic area to serve exhaust fans for the radon mitigation system should they be needed.
- 12.10. All dwelling units shall be provided with the capability for individual metering (meter sockets).
- 12.11. Large rocker type light switches are required throughout all accessible units.
- 12.12. When emergency power generators are provided they shall be tested under a full load, including elevator operation. Test results shall be provided to the owner and the Authority.
- 12.13. Emergency lighting shall be provided in all common area bathrooms.
- 12.14. Emergency power generators capable of providing power for all water and sewer pumps and related equipment shall be provided for all projects using non-public water, sewer and fire protection.
- 12.15. All appliances shall be Energy Star Listed if available.
- 12.16. Reference Section 8.11.3 for air and vapor tight box requirements.
- 12.17. All units shall be wired for broadband internet.



13. VOC LIMITS

13.1. Use of the following low VOC (Volatile Organic Compound) building materials is required. Limits for VOC content have been established by the agencies listed.

13.2. Although hard surface flooring is recommended throughout the dwelling unit, if carpet is used it must have the Green Label Approval from the Carpet and Rug Institute.

13.3. Adhesives must meet the limits in the following table:

ADHESIVE	VOC LIMIT IN GRAMS/LITER (g/L)	REFERENCED STANDARD
Indoor Carpet Adhesive	50	Coast Air Quality Rule 1168 – Adhesives ( <a href="http://www.aqmd.gov">www.aqmd.gov</a> )
Carpet Pad Adhesives	50	“
Outdoor Carpet Adhesives	150	“
Wood Flooring Adhesive	100	“
Rubber Floor Adhesives	60	“
Subfloor Adhesives	50	“
Ceramic Tile Adhesives	65	“
VCT & Asphalt Tile Adhesives	50	“
Drywall & Panel Adhesives	50	“
Cove Base Adhesives	50	“
Multipurpose Construction Adhesives	70	“
Structural Glazing Adhesives	100	“
Roof Membrane Adhesives	250	“
PVC Welding	510	“
CPVC Welding	490	“
ABS Welding	325	“
Plastic Cement Welding	250	“
Adhesive Primer For Plastic	550	“

Paints & Coatings must meet the limits in the following table:

PAINT/COATING	VOC LIMITS IN GRAMS/LITER (g/L)	REFERENCED STANDARD
Flat Paint	50 g/L	Green Seal Standard GS-11 ( <a href="http://www.greenseal.org">www.greenseal.org</a> )
Non-Flat Paint	150 g/L	"
Interior anti-corrosive or anti-rust paint	250 g/L	"
Clear Wood Finish - Varnish	350 g/L	South Coast Air Quality District Rule - Architectural Coatings ( <a href="http://www.aqmd.gov">www.aqmd.gov</a> )
Clear Wood Finish - Lacquer	550 g/L	"
Floor Coatings	100 g/L	"
Waterproofing Sealers	250 g/L	"
Sanding Sealers	275 g/L	"
All Other Sealers	200 g/L	"
Stains	250 g/L	"

14. PRECONSTRUCTION CONFERENCE

- 14.1. Prior to the commencement of any construction, the developer or developer's agent must schedule a mandatory preconstruction conference. The developer shall notify all parties in writing of the time and place for the conference. The Authority will provide an agenda to all parties prior to the meeting. The developer and contractor can add any items to the agenda that they deem necessary.

15. APPLICATIONS FOR PAYMENT

- 15.1. Prior to the start of construction, the General Contractor or Construction Manager shall submit to the developer the Schedule of Values. The project manual Table of Contents shall be used as a guide to establish the format. The approved Schedule of Values will become the Continuation Sheets (G 703) for the Applications for Payment.
- 15.2. Each Application for Payment shall be consistent with previous applications and payments as certified by the developer or its agents, and paid for by the developer. All payment requests shall require the title to be updated by the Authority and paid for by the mortgagor out of the developer's budget.
- 15.3. Unless the civil engineer works directly for the architect, the civil engineer of record will be required to approve and sign for the civil work, and the architect or professional engineer responsible for the building portion will be required to approve and sign the requisition.

- 15.4. Applications for Payment must be completed, including notarization and execution by the General Contractor, Construction Manager, or their agent. Applications for payment must be submitted on AIA Document G 702 and AIA Continuation Sheet G 703. Incomplete applications will be returned without action. Completed applications must include:
- 15.4.1. Entries that match the data on the schedule of values. Use updated schedules if revision have been made;
  - 15.4.2. Amounts of change orders and construction change directives issued prior to the last day of the period covered by the application; and
  - 15.4.3. Draft requisitions for review by the developer and Authority staff.
- 15.5. One executed electronic copy of each application for payment must be submitted to the developer or its agent and the Authority. Copies shall be complete, including affidavits and similar attachments. Copies must be transmitted with all transmittal listing attachments and recording information related to the application for payment.
- 15.6. With each application for payment, the General Contractor or Construction Manager shall submit a Contractor's Affidavit Regarding Mechanics' Lien along with Schedule A to the Contractor's Affidavit. The Schedule A must list every entity that may file a lien arising out of the contract, and related to the work covered by the payment. Affidavit of waiver of lien release under RSA 447:12-A will be properly executed and signed by the General Contractor or Construction Manager prior to release of any payment. Material supplier and subcontract lien waivers will not be required until the final requisition. Vendors with contracts in excess of \$10,000 shall submit conditional final lien waivers with the last requisition. Final unconditional lien waivers shall be submitted no later than two weeks after final payment is made.
- 15.7. At the discretion of the developer, bonding company, and the Authority the retainage may be reduced from 10% to 5% at the point where the total completed and stored to date equals at least 50% of the total contract price. Five percent retainage on the total completed and stored to date will be held from the time the retainage is reduced until substantial completion. Upon completion of the whole contract and acceptance of the work by the developer, surety and the Authority and compliance with all contract terms, the amount due the General Contractor or Construction Manager shall be paid including any remaining retainage. Partial completion of a project shall not entitle the contractor to partial release of remaining retainage. Retainage for the project shall be withheld until the entire project has reached substantial completion and the requirements for the final payment listed in 19.2 below are satisfied.
- 15.8. Payments otherwise due may be withheld on account of defective work not remedied, liens filed, damage by the General Contractor or Construction Manager to material or labor, material removed from site, or for failure to make payments properly to vendors or subcontractors.
- 15.9. Payment for materials stored on or off site will be allowed provided that the following items are provided:

- 15.9.1. Bill of Sale to the developer for stored materials listing values that match the amount that is being billed for;
  - 15.9.2. Right of Entry to the storage facility;
  - 15.9.3. Photos of stored materials; and
  - 15.9.4. Proof of insurance, current through the billing period, showing the stored material is insured for a sum not less than the amount that is being billed. The developer and the Authority must be named as additional insured on the Certificate of Insurance. The developer, architect, and engineer shall be responsible for maintaining an inventory log of all stored material.
- 15.10. When applicable, Davis-Bacon certified payrolls must be submitted by the General Contractor or the Construction Manager, and all subcontractors prior to release of payment for time and period of requisition. Pursuant to U.S. Department of Labor letter LR-96-01, self-employed individuals are required to be carried on the payroll of the contractor for whom they are working, with the exception of a self-employed individual in a non-labor supervisory role.
- 15.11. HUD Section 3 forms shall be submitted with each requisition when a project is subject to Section 3 requirements as a result of federal funding.
- 15.12. Administrative actions and submittals made with the first application for payment must include:
- 15.12.1. A list of subcontractors and suppliers, including the company names and addresses;
  - 15.12.2. A schedule of values;
  - 15.12.3. The General Contractor's or Construction Manager's construction schedule. This can be preliminary if not yet complete;
  - 15.12.4. A submittal schedule. This can be preliminary if not complete;
  - 15.12.5. Copies of all building permits;
  - 15.12.6. Certificates of insurance and copies of all insurance policies;
  - 15.12.7. Copies of any performance or payment bonds; and
  - 15.12.8. The identification of the testing agency to be used.
- 15.13. The administrative actions and submittals that are required at substantial completion and final completion are listed in the project closeout section.
- 15.14. The completion of project closeout requirements must precede or coincide with the submittal of the final payment application. All finish grading, seeding, sodding, landscape planting, and any

off-site improvements should be completed. When, however, these improvements are not complete, the Authority shall establish an escrow or performance bond consisting of 150% of the estimated cost of completion and establish a deadline date.

16. **CHANGE ORDERS**

- 16.1. Changes in the work shall be handled as described in Article 7 of the AIA A201 General Conditions.
- 16.2. All changes from the original contract shall be in writing and approved by the Authority. Claims by the General Contractor or Construction Manager for extra cost must be made in writing to the developer and the Authority for approval before executing the work involved.
- 16.3. The cost to the developer resulting from a change that increases the net Cost of the Work shall be calculated as follows:
  - 16.3.1. Cost of the Work performed by the General Contractor or the Construction Manager's own forces, plus a percentage of 10% for overhead and profit. All invoices for material and labor as computed in hours must accompany the change order.
  - 16.3.2. Cost of the Work performed by subcontractors plus a percentage of 5% for General Contractor and Construction Manager overhead and profit. Subcontractor change order proposals must be broken out to show material, labor, labor rates, and markups; and
- 16.4. For work performed by second-tier subcontractors:
  - 16.4.1. The General Contractor or Construction Manager is allowed a single markup line inclusive of overhead and profit which is calculated at 5% of the first-tier subcontractor's proposal amount; and
  - 16.4.2. The first-tier subcontractor is allowed a single markup line inclusive of overhead and profit which is calculated at 5% of the second-tier subcontractor's proposal amount.
- 16.5. If the bonding company requires the General Contractor or Construction Manager to provide a performance and payment bond for the change order, the General Contractor or Construction Manager shall be reimbursed by the Developer for the cost of the bond in addition to the percentage for overhead and profit.
- 16.6. Upon the developer's and the Authority's approval of a change order proposal request, the architect or General Contractor or Construction Manager will issue a change order for signatures of the developer, the architect, the Authority, and the General Contractor or Construction Manager on AIA Form G701, as provided in the conditions of the contract.

17. **PROGRESS MEETINGS**

- 17.1. The Developer shall schedule progress meetings and requisition meetings. Meetings shall be conducted and minutes taken by the architect, developer, General Contractor or Construction



Manager or their assigned representative.

- 17.2. The developer, agent, architect, General Contractor or Construction Manager, the Authority, and any other entity concerned with the progress or involved in the planning, coordination, or performance of future activities shall be represented by persons familiar with the project and authorized to conclude matters relating to progress.
- 17.3. The General Contractor or Construction Manager must submit and keep an updated construction schedule pursuant to Article 3.10.1 of the AIA A201 General Conditions.
- 17.4. Copies of the minutes of a meeting shall be distributed to each party present and to parties who should have been present no later than six calendar days after each meeting. The minutes shall include a summary, in narrative form, of progress made since the previous meeting.

18. **QUALITY CONTROL SERVICES**

- 18.1. Quality control services include inspections and tests performed by independent agencies and governing authorities.
- 18.2. The developer must engage and pay for services of an independent agency to perform inspections and tests for all masonry, concrete, or civil work and any other work requiring testing or inspection.
- 18.3. The General Contractor or Construction Manager is responsible for costs associated with retesting where results prove unsatisfactory and do not indicate compliance with contract documents. Cost of retesting construction revised or replaced by the General Contractor or Construction Manager is the General Contractor's or Construction Manager's responsibility, where required tests were performed on original construction.
- 18.4. The General Contractor or Construction Manager is responsible for repair and protection regardless of the assignment of responsibility for inspection and testing.
- 18.5. The General Contractor or Construction Manager shall guarantee and re-execute any work that fails to conform to the requirements of the contract and that appears during the progress of the work, and shall remedy any defects due to faulty material or workmanship which appear within a period of one year from the date of final acceptance of all the work required by the contract.
- 18.6. The provisions of this article apply to work done by all agents and/or direct employees of the General Contractor or Construction Manager. Furthermore, the General Contractor or Construction Manager shall furnish the developer with all manufacturers' and suppliers' specifications, written guarantees, and warranties covering materials and equipment furnished under the contract.
- 18.7. The General Contractor or Construction Manager shall permit and facilitate observation of the work by the Authority and its duly authorized representative.

- 18.8. Inspections shall be conducted at the rough-in and finish stages of construction by the architect and engineers of record. Written approval by the architect or engineer of record of work in place shall be required for all inspections.
- 18.9. The developer may, at its discretion, hire a qualified third party to serve as Clerk of the Works. The Clerk's fees must be paid out of the Developer's Fee. Special Needs projects should refer to HFA 112.
19. **PROJECT CLOSEOUT**
  - 19.1. Before requesting inspection for certification of substantial completion, the General Contractor or Construction Manager must complete the following:
    - 19.1.1. A final requisition with a monetized punch list;
    - 19.1.2. Submit specific warranties, workmanship bonds, maintenance agreements, final certifications, and similar documents, including occupancy permits from local jurisdiction;
    - 19.1.3. Change-over permanent locks and transmit keys to the developer;
    - 19.1.4. Complete start-up testing of systems, and provide instruction to the developer's personnel. Remove temporary facilities from the site, along with construction tools, mock-ups, and similar elements;
    - 19.1.5. Submit final meter readings for utilities, a record of stored fuel, and similar data as of substantial completion;
    - 19.1.6. Complete final clean up. Touch-up and repair and restore marred exposed finishes;
    - 19.1.7. Test for radon, at the developer's expense, and provide results to developer and the Authority. Testing shall include a minimum of 20% of all ground floor units or two units per building in the case of townhomes. Water shall be tested for radon in all projects not using a public water supply; and
    - 19.1.8. For projects identified as containing hazardous materials, perform clearance testing prior to occupancy. Testing shall be performed by a State-licensed testing agency and results provided to the developer and the Authority. The developer is responsible for the testing costs.
  - 19.2. Before requesting inspection by the Authority for certification of final acceptance and final payment, the General Contractor or Construction Manager shall provide the following:
    - 19.2.1. Final payment request, final change order, and lien waivers pursuant to Section 15;
    - 19.2.2. Executed AIA Form G704, Certificate of Substantial Completion with a monetized punch list;

- 19.2.3. Final consent of surety;
- 19.2.4. Copy of oil burner permits, if applicable;
- 19.2.5. Copy of elevator inspection certificate, if applicable;
- 19.2.6. Written certification of final approval of the project by the design architect and all engineers of record. The Architect shall also provide certification that all State of New Hampshire Energy Code requirements have been met. These forms are included with the Authority's Technical Standards. Refer to Sections 21 and 22;
- 19.2.7. Certified as-built site survey;
- 19.2.8. As-built construction plans and O&M manuals to the developer;
- 19.2.9. Architect's certification that all accessibility requirements have been satisfied;
- 19.2.10. Written final occupancy permit approval from local building/zoning department;
- 19.2.11. Written one-year warranty;
- 19.2.12. HVAC systems training for all individuals responsible for building maintenance;
- 19.2.13. Test & Balance Reports;
- 19.2.14. Generator load test results, if applicable; and
- 19.2.15. Construction inspector's final certificate.
- 19.3. Refer to Section 15 for provisions governing the procedures for incomplete work at the time of final completion.

20. GUIDELINES FOR TEMPORARY CONSTRUCTION SIGNAGE FOR AUTHORITY-FINANCED PROJECTS

- 20.1. For projects in which New Hampshire Housing is the major funder (1st mortgage, tax credits or construction financing) signage should adhere to the following guidelines:



Sign Dimensions: 1200mm x 2400mm x 19mm (approx. 4' x 8' x 3/4")

Plywood Panel (APA Rated A-B Grade – Exterior)

Authority Logo with Tag image file may be obtained from New Hampshire Housing staff

- 20.2. For projects in which New Hampshire Housing is one of multiple funders, signage for the Project must include the Authority's logo, which may be obtained in electronic format from New Hampshire Housing. The following format should be used.



- 20.3. Logo color should be PMS 286. Image size should be commensurate with sign size and other funder logos.
- 20.4. If no logos are used in such signage, New Hampshire Housing's name should be included on the sign as a financing source for the Project. The name should be listed as:

New Hampshire Housing Finance Authority
- 20.5. New Hampshire Housing reserves the right of approval for any signage prior to its placement.

## 21. AS-BUILT ARCHITECTURAL CERTIFICATION

I have inspected the development know as \_\_\_\_\_  
(Project name) located in \_\_\_\_\_ (city, state) and hereby  
certify that the development has been built in accordance with the drawings and specifications dated  
\_\_\_\_\_, prepared by  
\_\_\_\_\_.

Based upon this previous inspections and this final inspection, to the best of my knowledge and belief, the development has been constructed in conformance with all local, state and federal laws designated as the development standard for the project, including, but not limited to, the ADA, Section 504 and Fair Housing Laws as they pertain to handicapped accessibility and adaptability; all state and local health, safety and building codes; and those requirements as set forth in the Authority's Design and Construction Standards.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Architect

(Seal)

## 22. AS-BUILT ENGINEER'S CERTIFICATION

I have inspected the development know as \_\_\_\_\_  
(Project name) located in \_\_\_\_\_ (city, state) and hereby  
certify that the development has been built in accordance with the drawings and specifications dated  
\_\_\_\_\_ prepared by  
\_\_\_\_\_.

Based upon previous inspections and this final inspection, to the best of my knowledge and belief, the  
development has been constructed in conformance with the construction documents, all applicable  
building and energy codes adopted by the State of New Hampshire and amended by addendum and  
construction directives; and those requirements as set forth in the Authority's Design and Construction  
Standards.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Engineer

(Seal)

**9. Resale or Recapture Guidelines.** Below, the grantee must enter (or attach) a description of the guidelines that will be used for resale or recapture of HTF funds when used to assist first-time homebuyers. If the grantee will not use HTF funds to assist first-time homebuyers, enter "N/A".

N/A, HTF funds will not be used to assist first time homebuyers.



**Design and Construction Standards for Rehabilitation**  
**New Hampshire Housing Finance Authority**  
December 12, 2017

- A. Purpose: The purpose of this document is to provide standards and policies for physical improvements to existing properties that receive financing from the New Hampshire Housing Finance Authority (the "Authority"). These standards and policies are intended to ensure a basis for providing safe, sanitary, cost effective, energy efficient, and decent housing for all occupants and to protect the Authority's security interest in the property without imposing an undue burden on property owners seeking financing.
- B. Applicability: These standards will be applied to existing multifamily residential properties that are being refinanced through the Authority or are being acquired with financing from the Authority. Properties receiving extensive rehabilitation to convert from a nonresidential to a residential use are subject to the Authority's Technical Design and Construction Standards.
- C. Capital Needs Assessments (CNAs)
  - a. All buildings that are more than ten years old at the time of application that are refinanced or finance through acquisition by New Hampshire Housing Finance Authority ("The Authority") are required to submit a Capital Needs Assessment (CNA) at the time of application. In order for the Authority to accept a CNA, certain conditions must be met:
    - i. The CNA must be less than three years old at the time of application.
    - ii. The CNA must include a 20-year forecast of capital improvements, with cost estimates for all recommended capital improvements in the first ten years.
    - iii. The CNA must include an assessment of the property's accessibility
  - b. An accessibility study along with a statement of compliance shall be included in the CNA. The study shall include all accessible units, all common areas, and all public areas.
  - c. The Authority will review the CNA and inspect the property. The Authority reserves the right to request changes to the CNA.
- D. Funds shall be reserved according the CNA.
  - a. Maintenance or replacement work shall not be inferior to, or make a building less conforming than it was before the repair was undertaken.
  - b. Alterations, Change of Occupancy, and Additions shall be subject to all applicable codes as well as The Authority's construction rules and technical standards. Alterations, as defined by the International Existing Building Code are considered, "any construction, or renovation to an existing structure other than a repair or addition".
  - c. CNAs shall be updated every ten years throughout the life of the loan.
- E. Environmental
  - 1. Buildings constructed prior to 1978 must be tested for lead-based paint hazards via risk assessment by a NH licensed risk assessor, otherwise all paint films will be assumed to contain lead and will be removed during construction by a licensed lead abatement contractor in accordance with the following regulations:
    - a. NH He-P 1600/RSA 130-A NH Lead Poisoning Prevention and Control Act
    - b. HUD 24 CFR 35 regulations
    - c. U.S. Environmental Protection Agency Lead Regulations 40 CFR 745
    - d. Title X – Residential Lead-Based Paint Hazard Reduction Act of 1992
    - e. OSHA Lead Construction Standard 1926.62
    - f. Exception – Testing will not be required for buildings that already have a clearance certificate.
  - 2. Soil testing for lead-based hazards will be required per a-e above. Generally, the areas to be tested will include:

- a. Playgrounds
  - b. Within five feet of the foundation area
  - c. Within one hundred feet of the foundation when the total surface area of the exposed soil is greater than or equal to nine square feet.
- 3. Total and complete abatement of asbestos is required. Note that encapsulation is considered a form of abatement.
- 4. Water – All projects must ensure that lead and copper levels in tap water are below the levels imposed in the Environmental Protection Agency's Lead and Copper Rule. No less than 5% of the units shall be tested.
- F. Life Safety – Full compliance with NFPA101, Life Safety Code, Chapter 31 – Existing Apartment Buildings (2015 edition) is required.
- G. Accessibility – Regardless of the funding source, the following shall apply to all rehabilitation projects.
  - 1. All buildings completed after January 26, 1993 are subject to Title III of the ADA Standards for Accessible Design. Title III covers areas of public accommodation like rental offices.
  - 2. All buildings completed after March 13, 1991 are subject to The Fair Housing Act.
    - a. Buildings with less than four units are excluded.
    - b. Buildings with four or more ground units without an elevator are subject to The Fair Housing Act.
    - c. The Fair Housing Act does not apply to multi-story units like townhouses.
  - 3. Repairs and maintenance shall not be subject to accessibility requirements. The repairs or maintenance shall not make a building less accessible.
    - a. Examples would include roof replacement, siding replacement, flooring replacement, etc.
  - 4. Regardless of funding sources Alterations shall comply with article 4.1.6 of the Uniform Federal Accessibility Standards (UFAS).
    - a. An Alteration as defined by UFAS is, "As applied to a building or structure, means a change or rearrangement in the structural parts of elements, or in the means of egress or in moving from one location or position to another. It does not include normal maintenance, repair, reroofing, interior decoration, or changes to mechanical and electrical systems."
  - 5. Regardless of funding sources Additions shall comply with article 4.1.5 of the Uniform Federal Accessibility Standards.
    - a. An Addition as defined by UFAS is, "An expansion, extension, or increase in the gross floor area of a building or facility."
  - 6. Regardless of funding sources Historic Preservation shall comply with article 4.1.7 of the Uniform Federal Accessibility Standards.
    - a. "Qualified" buildings shall be eligible for listing in the National Register of Historic Places or designated as historic under a statute of the local government body.
  - 7. When the requirements above conflict with the International Building Code or the International Existing Building Code the more stringent shall apply.
  - 8. New Hampshire State Building Code Amendments shall apply when applicable.
- H. Structural Repairs shall comply with the latest adopted addition of the International Existing Building Code.

**10. HTF Affordable Homeownership Limits.** If the grantee intends to use HTF funds for homebuyer assistance and does not use the HTF affordable homeownership limits for the area provided by HUD, it must determine 95 percent of the median area purchase price and set forth the information in accordance with §93.305. If the grantee will not use HTF funds to assist first-time homebuyers, enter “N/A”.

New Hampshire Housing HTF Rehab Standards Appendix : Uniform Physical Condition Standards for Multifamily Housing Rehabilitation - May 2018		
<b>NOTE: Deficiencies highlighted in orange are life-threatening and must be addressed immediately, if the housing is occupied.</b>		
Requirements for Site	Observable Deficiency	Type and Degree of Deficiency that must be addressed
<b>Inspectible Item</b>	<b>Observable Deficiency</b>	<b>Type and Degree of Deficiency that must be addressed</b>
Fencing and Gates	Damaged/Falling/Leaning	Fence or gate is missing or damaged to the point it does not function as it should
	Holes	Hole in fence or gate is larger than 6 inches by 6 inches
	Missing Sections	An exterior fence, security fence or gate is missing a section which could threaten safety or security
Grounds	Frozen/Rutting Areas	Runoff has extensively displaced soil which has caused visible damage or potential failure to adjoining structures or threatens the safety of pedestrians or makes the grounds unusable
	Overshadow/Penetrating Vegetation	Vegetation has visibly damaged a component, area or system of the property or has made them unusable or impassable
	Ponding/Site Drainage	There is an accumulation of more than 5 inches deep and/or a large section of the grounds-more than 20%-is unusable for it's intended purpose due to poor drainage or ponding
Health & Safety	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/fire and/or pose a health risk if inhaled
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage capacity, or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other traveled areas that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including cockroaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermis	Evidence of rats or mice -lightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Mailboxes/Project Signs	Mailbox Missing/Damaged	Mailbox cannot be located or is missing
	Signs Damaged	The project sign is not legible or readable because of deterioration or damage
Parking Lots/Driveways/Roads	Cracks	Cracks that are large enough to affect traffic ability over more than 5% of the property's parking lots/driveways/roads or pose a safety hazard
	Ponding	3 inches or more of water has accumulated making 5% or more of a parking lot/driveway unusable or unsafe
	Potholes/Loose Material	Potholes or loose material that have made a parking lot/driveway unusable/unpassable for vehicles and/or pedestrians or could cause tripping or falling
	Settlement/Heaving	Settlement/heaving has made a parking lot/driveway unusable/unpassable or creates unsafe conditions for pedestrians and vehicles
Play Areas and Equipment	Damaged/Broken Equipment	More than 20% of the equipment is broken or does not operate as it should or any item that poses a safety risk
	Deteriorated Play Area Surface	More than 20% of the play surface area shows deterioration or the play surface area could cause tripping or falling and thus poses a safety risk
Refuse Disposal	Broken/Damaged Enclosure-Inadequate Outside Storage Space	A single wall or gate of the enclosure has collapsed or is leaning and in danger of falling or trash cannot be stored in the designated area because it is too small to store refuse until disposal
Retaining Walls	Damaged/Falling/Leaning	A retaining wall is damaged and does not function as it should or is a safety risk
Storm Drainage	Damaged/Obstructed	The system is partially or fully blocked by a large quantity of debris, causing backup into adjacent areas or runoffs into areas where runoff is not intended
Walkways/Steps	Broken/Missing Hand Railing	The hand rail is missing, damaged, loose or otherwise unusable
	Cracks/Settlement/Heaving	Cracks, heaving/lifting or missing sections that affect traffic ability over more than 5% of the property's walkways/steps or any defect that creates a tripping or falling hazard
	Spalling/Exposed rebar	More than 5% of walkways have large areas of spalling-larger than 4 inches by 4 inches-they affect traffic ability
Requirements for Building Exterior	Observable Deficiency	
<b>Inspectible Item</b>	<b>Observable Deficiency</b>	
Doors	Damaged Frames/Thresholds/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
	Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
	Damaged Surface (Holes/Paint/Rusting/Glues)	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
	Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass-shown by an empty frame or frames or any security door that is not functioning or is missing
	Deteriorated/Missing Caulking/Seals	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
Fire Escapes	Blocked Egress/Ladders	Any exterior door that is missing
	Missing Door	Stored items or other barriers restrict or block people from exiting
	Visibly Missing Components	Any of the functional components that affect the function of the fire escape-one section of a ladder or railing, for example-are missing
Foundations	Cracks/Spalls	Large cracks in foundation more than 3/8 inches wide by 3/8 inches deep by 6 inches long that present a possible sign of a serious structural problem, or opportunity for water penetration or sections of wall or floor that are bre
	Spalling/Exposed Rebar	Significant spalled areas affecting more than 10% of any foundation wall or any exposed reinforcing material-rebar or other
Health and Safety	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Emergency Exit Locks - Emergency Exit Locks Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is not shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit

	Emergency Exit Signs - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable/Combustible Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Outdoors	Too much garbage has gathered more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled areas that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including cockroaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermis	Evidence of rats or mice-sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Lighting	Broken Fixtures/Bulbs	10% or more of the lighting fixtures and bulbs surveyed are broken or missing
	Damaged Soffits/Fascia	Soffits or fascia that should be there are missing or so damaged that water penetration is visibly possible
	Damaged Vents	Vents are missing or so visibly damaged that further roof damage is possible
	Damaged/Clogged Drains	The drain is damaged or partially clogged with debris or the drain no longer functions
	Damaged/Torn Membrane/Missing Ballast	Ballast has shifted and no longer functions as it should or there is damage to the roof membrane that may result in water penetration
Roofs	Missing/Damaged Components from Downspout/Gutter	Drainage system components are missing or damaged causing visible damage to the roof, structure, exterior wall surface, or interior
	Missing/Damaged Shingles	Roofing shingles are missing or damaged enough to create a risk of water penetration
	Ponding	Evidence of standing water on roof, causing potential or visible damage to roof surface or underlying materials
	Cracks/Splits	Any large crack or gap that is more than 1/4 inches wide and deep and 6 inches long that presents a possible sign of serious structural problem or opportunity for water penetration
	Damaged Chimneys	Part or all of the chimney has visibly separated from the adjacent wall or there are cracked or missing pieces large enough to present a sign of falling pieces that could create a safety hazard
Walls	Missing/Damaged Caulking/Mortar	Any exterior wall caulking or mortar deterioration that presents a risk of water penetration or risk of structural damage
	Missing Pieces/Mold/Spalling	Any exterior wall deterioration or holes of any size that present a risk of water penetration or risk of structural damage
	Frames/Peeling/Needs Paint	More than 20% of the exterior paint is peeling or paint is missing and siding surface is exposed thereby exposing siding to water penetration and deterioration
	Broken/Missing/Cracked Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Damaged Sills/Frames/Unit/Lintels/Trim	Sills, frames, lintels, or trim are missing or damaged, exposing the inside of the surrounding walls and compromising its weather tightness
Windows	Damaged/Missing Screens	Missing screens or screens with holes greater than 2 inch by 1 inch or tears greater than 2 inches in length
	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals with evidence of leaks or damage to the window or surrounding structure
	Peeling/Needs Paint	More than 20% of the exterior window paint is peeling or paint is missing and window frame surface is exposed thereby exposing window frame to water penetration and deterioration
	Security Bars Present Egress	The ability to exit through egress window is limited by security bars that do not function properly and, therefore, pose safety risks
	Security Bars Present Egress	The ability to exit through egress window is limited by security bars that do not function properly and, therefore, pose safety risks
<b>Requirements for Building Systems</b>		
<b>Inspectable Item</b>		
Domestic Water	Observable Deficiency	
	Leaking Central Water Supply	Leaking water from water supply line is observed
	Leaking Pressure Relief Valve	There is an pressure relief valve or pressure relief valve does not drain down to the floor
	Rust/Corrosion on Heater Chimney	The water heater chimney shows evidence of flaking, discoloration, pitting, or cracks that may create holes that could allow toxic gases to leak from the chimney
	Water Supply Inoperable	There is no running water in any area of the building where there should be
Electrical System	Blocked Access/Impinged Storage	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures, or any evidence of water leaks in the enclosure or hardware
	Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire
	Missing Breakers/Covers	Any open and/or exposed breaker part
Elevators	Missing Outlet Covers	A cover is missing, which results in exposed visible electrical connections
	Not Operable	The elevator does not function at all or the elevator doors open when the call is not there
	Auxiliary Lighting Inoperative (if applicable)	Auxiliary lighting does not function
	Missing System Head	Any spectacle head is missing, visibly disabled, painted over, blocked, or capped
	Missing/Damaged/Expired Extinguishers	There is missing, damaged or expired fire extinguisher on any area of the building where a fire extinguisher is required
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion fire and/or pose a health risk if inhaled
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels/capped wires do not pose a risk
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, spilling or pooling on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
Fire Protection	Emergency Exit Signs - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Emergency Exit Signs - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Emergency Exit Signs - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
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	Emergency Exit Signs - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
Flammable Materials - Improperly Stored	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion

	Garbage and Debris - Indoors	Too much garbage has gathered more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled areas that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including cockroaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermis	Evidence of rats or mice-sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
HVAC	Boiler/Pump Leaks	Evidence of water or steam leaking or piping or pump leaking
	Fuel Supply Leaks	Evidence of any amount of fuel leaking from the supply tank or piping
	General Rust/Corrosion	Significant formations of metal oxides, significant flaking, discoloration, or the development of a noticeable pit or crevice
	Misaligned Chimney/Ventilation System	A misalignment of an exhaust system on a combustion fuel-fired unit (oil, natural gas, propane, wood pellets etc.) that causes improper or dangerous venting of gases
	Roof Exhaust Fan(s) Inoperable	The roof exhaust fan unit does not function
Roof Exhaust System	Brashed Leaking/Clogged Pipes or Drains	Evidence of active leaks in or around the system components or evidence of standing water, puddles or ponding-a sign of leaks or clogged drains
	Missing Drain/Cleanout/Manhole Covers	A protective cover is missing
	Missing Drain/Cleanout/Manhole Covers	A protective cover is missing
	Missing Drain/Cleanout/Manhole Covers	A protective cover is missing
	Missing Drain/Cleanout/Manhole Covers	A protective cover is missing
<b>Requirements for Common Areas</b>		
<b>Inspectable Item</b>		
Basement/Garage/Carport	Observable Deficiency	
	Baluster/Side Railings - Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area
	Cabinets - Missing/Damaged	10% or more of cabinet, doors, or shelves are missing or the laminate is separating
	Call for Aid - Inoperable	The system does not function as it should
	Ceiling - Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 11 inches long
Community Room	Ceiling - Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint
	Ceiling - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew-such as a darkened area-over a ceiling area greater than 1 foot square
	Countertops - Missing/Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate-not a sanitary surface to prepare food
	Dishwasher/Garbage Disposal - Inoperable	The dishwasher or garbage disposal does not operate as it should
	Doors - Damaged Frames/Thresholds/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
Kitchen	Doors - Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
	Doors - Damaged Surface (Holes/Scuffs/Rust/Glass)	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/scratching/no paint or rust that affects the integrity of the door surface, or broken/missing glass
	Doors - Missing Door	Any screen door or storm door that is damaged or is missing screens or glass-shown by an empty frame or frames or any security door that is not functioning or is missing
	Doors - Deteriorated/Missing Seals (Entry Only)	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Doors - Missing Door	Any door that is missing that is required for the functional use of the space
Laundry Room	Dryer Vent - Missing/Damaged/Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside
	Electrical - Blocked Access to Electrical Panel	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Electrical - Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Electrical - Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware
	Electrical - Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire
Office	Electrical - Missing Breakers	Any open and/or exposed breaker part
	Electrical - Missing Covers	A cover is missing, which results in exposed visible electrical connections
	Floors - Bulging/Buckling	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types
	Floors - Floor Covering Damaged	More than 10% of floor covering has stains, surface burns, surface cuts, small holes, tears, loose areas or exposed seams
	Floors - Missing Floor Tiles	More than 5% of the flooring or tile flooring is missing
Other Community Spaces	Floors - Peeling/Needs Paint	Any painted flooring that has peeling or missing paint on more than 10% of the surface
	Floors - Rot/Deteriorated Subfloor	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches
	Floors - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew-such as a darkened area-covering a flooring area greater than 1 foot square
	GFI - Inoperable	The GFI does not function
	GFI - Inoperable	Any GFI(s) on any exposed surface greater than 6 inches by 6 inches
Patios/Porches/Balcony	HVAC - Convection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans
	HVAC - General Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration-or a pit or crevice
	HVAC - Inoperable	HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged
	HVAC - Misaligned Chimney/Ventilation System	A misalignment that may cause improper or dangerous venting of gases
	HVAC - Noisy/Vibrating/Leaking	HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged
Restrooms	Laundry Sink - Damaged/Missing	Sink has extensive discoloration or cracks in over 50% of the basin or the the sink or associated hardware have failed or are missing and the sink can't be used
	Lighting - Missing/Damaged/Inoperable Fixture	More than 10% of the permanent lighting fixtures are missing or damaged so they do not function
	Mailbox - Missing/Damaged	The U.S. Postal Service mailbox cannot be locked or is missing
	Mailbox - Missing/Damaged	The U.S. Postal Service mailbox cannot be locked or is missing
	Mailbox - Missing/Damaged	The U.S. Postal Service mailbox cannot be locked or is missing



	Outlets/Switches/Cover Plates - Missing/Broken	Outlet or switch is missing or a cover plate is missing or broken, resulting in exposed wiring
	Pedestrian/Wheelchair Ramp	A walkway or ramp is damaged and cannot be used by people on foot, in wheelchairs, or using walkers
	Plumbing - Clogged Drain	Drain is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Range Hood /Exhaust Fans - Excessive Grease/Inoperable	A substantial accumulation of dirt or grease that threatens the free passage of air
	Range/Stove - Missing/Damaged/Inoperable	One or more burners are not functioning or doors or drawers are impaired or an gas ranges pilot is out and/or flames are not distributed equally or even not functioning
	Refrigerator - Damaged/Inoperable	The refrigerator has an extensive accumulation of ice or the vents around the doors are deteriorated or is damaged in any way which substantially impacts its performance
	Restroom Cabinet - Damaged/Missing	Damaged or missing shelves, vanity top, drawers, or doors that are not functioning as they should for storage or their intended purpose
	Shower/Tub - Damaged/Missing	Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing
	Sink - Missing/Damaged	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
	Smoke Detector - Missing/Inoperative	Smoke detector is missing or does not function as it should
	Stairs - Broken/Damaged/Missing Steps	A step is missing or broken
	Stairs - Broken/Missing Hand Railing	The hand rail is missing, damaged, loose or otherwise unusable
	Ventilation/Exhaust System - Inoperable	Exhaust fan is not functioning or window designed for ventilation does not open
	Walls - Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment
	Walls - Damaged	Any hole in wall greater than 2 inches by 2 inches
	Walls - Damaged/Deteriorated Trim	10% or more of the wall trim is damaged
	Walls - Peeling/Chipped Paint	10% or more of interior wall paint is peeling or missing
	Walls - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew—such as a common area—covering a wall area greater than 1 foot square
	Water Closet/Toilet - Damaged/Clogged/Missing	Fixture elements—seat, flush handle, cover etc.—are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed
	Windows - Cracked/Broken/Missing Panes	Any missing panes of glass in cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Windows - Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness
	Windows - Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken
	Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals—with evidence of leaks or damage to the window or surrounding structure
	Windows - Peeling/Needs Paint	More than 10% of interior window paint is peeling or missing
	Windows - Security Bars Prevent Egress	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/fire and/or pose a health risk if inhaled
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Emergency Exit Lights - Emergency Exit Signs Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is locked shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Exit Signs - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable/Combustible Materials - Improperly Stored	Flammable or combustible materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered more than the planned storage capacity or garbage has gathered in an area not sanctioned for storing or storing garbage or debris
	Garbage and Debris - Outdoors	Too much garbage has gathered more than the planned storage capacity or garbage has gathered in an area not sanctioned for storing or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other traveled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects—including roaches and ants—throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermis	Evidence of rats or mice—lightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
	Fencing - Damaged/Not Intact	Any damage that could compromise the integrity of the fence
Pools and Related Structures	Chutes - Damaged/Missing Components	Gas boogie has backed up into chutes, because the collection structure is missing or broken or components—chute, chute door, and other components—have failed
<b>Requirements for Unit</b>		
<b>Inspectable Item</b>		
Bathroom	Observation Deficiency	
	Bathroom Cabinets - Damaged/Missing	Damaged or missing shelves, vanity tops, drawers, or doors that are not functioning as they should for storage or their intended purpose
	Lavatory Sink - Damaged/Missing	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
	Plumbing - Clogged Drains, Faucets	Drain or faucet is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Shower/Tub - Damaged/Missing	Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing
	Ventilation/Exhaust System - Absent/Inoperable	Exhaust fan is not functioning or window designed for ventilation does not open
	Water Closet/Toilet - Damaged/Clogged/Missing	Fixture elements—seat, flush handle, cover etc.—are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed
Call-for-Aid (if applicable)	Inoperable	The system does not function as it should
Ceiling	Bulging/Buckling/Leaking	Bulging, buckling or sagging ceiling or problem with alignment
	Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 6 inches long
	Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew—such as a darkened area—over a ceiling area greater than 1 foot square
	Damaged Frame/Trimhead/Lintel/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
	Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
	Damaged/Missing Screens/Storm/Security Door	Any screen door or storm door that is damaged or is missing screen or glass—shown by an empty frame or frames or any security door that is not functioning or is missing
	Damaged Surface - Holes/Paint/Bulging/Glaze/Flaking	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/glaze paint or rust that affects the integrity of the door surface, or broken/missing glass
	Deteriorated/Missing Seals (Entry Only)	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Missing Door	Any door that is required for security (entry) or privacy (bathroom) that is missing or any other unit door that is missing and is required for proper unit functionality
Electrical System	Blocked Access to Electrical Panel	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidences of water leaks in the enclosure or hardware
	Frayed Wiring	Any risks, abrasion, or fraying of the insulation that exposes any conducting wire
	GF - Inoperable	The GFI does not function
	Missing Breakers/Fuses	Any open and/or exposed breaker part
	Missing Covers	A cover is missing, which results in exposed visible electrical connections
	Flooring that is bulging, buckling or sagging or a problem with alignment between flooring types	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types
	More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.	More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.
	Any flooring or tile flooring that is missing	Any flooring or tile flooring that is missing
Floors	Floor Covering Damage	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types
	Missing Flooring Tiles	Any flooring or tile flooring that is missing
	Peeling/Needs Paint	Any painted flooring that has peeling or missing paint or more than 10% of the surface
	Rot/Deteriorated Subfloor	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew—such as a darkened area—covering a flooring area greater than 1 foot square
	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	Air Quality - Propane/Natural Gas/Methane Gas Detected	Strong propane, natural gas or methane odors that could pose a risk of explosion/fire and/or pose a health risk if inhaled
	Electrical Hazards - Exposed Wires/Open Panels	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	Electrical Hazards - Water Leaks on/near Electrical Equipment	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
Health & Safety	Emergency Exit Lights - Emergency Exit Signs Blocked/Unusable	The exit cannot be used or exit is limited because a door or window is locked shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Exit Signs - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered more than the planned storage capacity or garbage has gathered in an area not sanctioned for storing or storing garbage or debris
	Garbage and Debris - Outdoors	Too much garbage has gathered more than the planned storage capacity or garbage has gathered in an area not sanctioned for storing or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other traveled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects—including roaches and ants—throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermis	Evidence of rats or mice—lightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Hot Water Heater	Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases
	Inoperable Unit/Components	Hot water from hot water taps is no warmer than room temperature indicating hot water heater is not functioning properly
	Leaking Valves/Tanks/Pipes	There is evidence of active water leaks from hot water heater or related components
	Pressure Relief Valve Missing	There is no pressure relief valve or pressure relief valve does not drain down to the floor
	Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration—or a pit or crevice
	Connection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans
	Inoperable	HVAC does not function. It does not provide the heating and cooling should. The system does not respond when the controls are engaged
	Misaligned Chimney/Ventilation System	Any misalignment that may cause improper or dangerous venting of gases
	Noisy/Vibrating/Leaking	The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged
	Rust/Corrosion	Deterioration from rust or corrosion on the HVAC system in the dwelling unit
Kitchen	Cabinets - Missing/Damaged	10% or more of cabinet, doors, or shelves are missing or the laminate is separating
	Countertops - Missing/Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate —not a sanitary surface to prepare food
	Dishwasher/Garbage Disposal - Inoperable	The dishwasher or garbage disposal does not operate as it should
	Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration

	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Range Hood/Exhaust Fan - Excessive Grease/Inoperable	A substantial accumulation of dirt or grease that threatens the free passage of air
	Range/Stove - Missing/Damaged/Inoperable	One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning
	Refrigerator-Missing/Damaged/Inoperable	The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance
	Sink - Damaged/Missing	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside
Lighting	Missing/Inoperable Fixture	A permanent light fixture is missing or not functioning, and no other switched light source is functioning in the room
Outlets/Switches	Missing	An outlet or switch is missing
	Missing/Broken Cover Plates	An outlet or switch has a broken cover plate over a junction box or the cover plate is missing
Patio/Porch/Balcony	Balance/Bolt Rollers Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area
Smoke Detector	Missing/Inoperable	Smoke detector is missing or does not function as it should
Stairs	Broken/Damaged/Missing Steps	A step is missing or broken
	Broken/Missing Hand Railing	The hand rail is missing, damaged, loose or otherwise unusable
Walls	Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment
	Damaged	Any hole in wall greater than 2 inches by 2 inches
	Damaged/Deteriorated Trim	10% or more of the wall trim is damaged
	Peeling/Peels Paint	10% or more of interior wall paint is peeling or missing
	Water Stains/Water Damage/Mold/Mildew	Existence of a leak, mold or mildew covering a wall area greater than 1 foot square
Windows	Cracked/Broken/Missing Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness
	Missing/Deteriorated Caulking/Seals/Sealing Compound	There are missing or deteriorated caulk or seals—with evidence of leaks or damage to the window or surrounding structure
	Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken
	Peeling/Peels Paint	More than 10% of interior window paint is peeling or missing
	Security Bars Prevent Egress	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks

**11. Grantee Limited Beneficiaries or Preferences.** Describe how the grantee will limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population to serve unmet needs identified in its consolidated plan or annual action plan. If the grantee will not limit the beneficiaries or give preferences to a particular segment of the extremely low- or very low-income population, enter “N/A.”

Any limitation or preference must not violate nondiscrimination requirements in § 93.350, and the grantee must not limit or give preferences to students. The grantee may permit rental housing owners to limit tenants or give a preference in accordance with § 93.303(d)(3) only if such limitation or preference is described in the action plan.

Note QAP preferences and HTF Threshold and Scoring Criteria.

**12. Refinancing of Existing Debt.** Enter or attach the grantee’s refinancing guidelines below. The guidelines describe the conditions under which the grantee will refinance existing debt. The grantee’s refinancing guidelines must, at minimum, demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing. If the grantee will not refinance existing debt, enter “N/A.”

N/A, HTF will not be used to refinance existing debt.

### **Rehabilitation and Construction Standards**

New Hampshire Housing highly recommends that prior to submission of any application for financing the owner/sponsor contact the Authority's Management and Development Division for consultation and a staff site visit. Through consultation, staff will review preliminary information about a sponsor's site, construction/rehabilitation plan, and development team, and may assist in identifying potential problems prior to the submission of the application. It is suggested that local code and fire prevention officials also review the property prior to submission of final plans. Buildings constructed prior to 1978 must be tested for lead-based paint hazards via risk assessment by a NH licensed risk assessor, otherwise all paint films will be assumed to contain lead and will be removed during construction by a licensed lead abatement contractor in accordance with the following regulations:

- NH He-P 1600 RSA 130-A NH Lead Poisoning Prevention and Control Act
- HUD 24 CFR 35
- US Environmental Protection Agency Lead Regulations 40 CFR 745
- Title X – Residential Lead-Based Paint Hazard Reduction Act of 1992
- OSHA Lead Construction standard 1926.62

*(The paragraph above is excerpted from New Hampshire Housing Finance Authority Design and Construction Standards HFA:111, see Appendix C)*

Although new construction is much more prevalent in recent affordable rental housing production, some HTF projects may involve housing rehabilitation. All new construction and rehabilitation of affordable housing financed by New Hampshire Housing is subject to New Hampshire Housing's extensive Design and Construction Standards (see Appendix C) in addition to Federal and State standards and codes including the following:

1. Uniform Federal Accessibility Standards and Section 504 requirements. When applicable, the 2010 ADA Standards for Accessible Design.
2. State of New Hampshire Fire Code (Saf-C 6000) including various National Fire Protection Association (NFPA) Codes.
3. International Building, Existing Building, Residential, Plumbing, Mechanical, and Energy Codes as amended by the State of New Hampshire.
4. National Electrical Code (NFPA 70) as amended by the State of New Hampshire.
5. State of New Hampshire, Division of Water Supply and Pollution Control, Standards of Design for Sewerage and Water Treatment Systems, Design Standards for Small Public Drinking Water Systems, Department of Environmental Services, Water Well Board standards.
6. Energy Star Program Standards relating to indoor air quality, HVAC systems, insulation, lighting and appliances (see <http://www.energystar.gov>).

New Hampshire Housing's Design and Construction Standards were developed to enhance the sustainability of affordable housing, exceeding parts of the operative codes listed above,

and apply to rehabilitation as well as new construction. New Hampshire Housing's site inspection and early consultation, as well as the required Capital Needs Assessment and written work specifications and plans assure that all planned work meets all code and all other requirements. Rehabilitation can be somewhat unpredictable from the perspective of discovering new issues once work begins, but any modifications from written work specifications and plans must be approved by New Hampshire Housing. Any new work must meet all operative codes. If components or systems meet UPCS standards and present no life safety hazards or code violations but would not meet current code if constructed today, efforts will be made to upgrade such components or systems as financially feasible. In the case of rehabilitation projects, building systems and components that are expected to require replacement within the first five years of the affordability period are typically replaced as part of the initial rehab project instead of deferring until a later date. Replacement reserves of a minimum of \$500 annually per unit are required for replacement of other components and systems during the affordability period, and could go higher if warranted by greater needs identified via Capital Needs Assessment or pre-construction inspection (see NH Housing Underwriting and Development Policies for Multi-Family Finance, Appendix D). Projects must meet Uniform Physical Condition Standards (UPCS) at all times, and will be subject to inspection by New Hampshire Housing at least annually. Any deficiencies identified must be corrected as soon as possible, and those that are designated as life-threatening must be corrected immediately. Further detail on UPCS observable deficiencies can be found in Appendix B.

### **Disaster Mitigation**

The State of New Hampshire Office of Emergency Management has taken the lead in assisting localities with hazard mitigation, as evidenced by their Multi-Hazard Mitigation Plan 2013 update (see link).

<http://www.nh.gov/safety/divisions/hsem/HazardMitigation/documents/hazard-mitigation-plan.pdf>

This plan includes guidance on development in hazard prone areas. Although available to provide expertise and advice on hazard mitigation, development requirements for potential hazard areas such as floodplains, steep slopes, wetlands, etc. are implemented at the local level through community zoning ordinances, Subdivision Regulations, and Site Plan Regulations. Project plan approval concerning all local codes, ordinances, and rules is a mandatory element of New Hampshire Housing's Design and Construction Standards. Both these Design and Construction Standards in Appendix C and our Underwriting Standards in Appendix D require Phase 1 Environmental Studies including assessment and mitigation of any site hazards including potential for natural disaster. Building within 100 year floodplain areas is prohibited without specific mitigation. The State Building Code includes minimum design loads for building snow loads. As snow loads vary from town to town, case studies of ground snow loads have been performed for all New Hampshire communities, facilitating informed decisions about building design.



**Discussion:**

## Attachments

## Grantee Unique Appendices

### State of New Hampshire 2018 Action Plan

#### Unique Appendices

##### Links

2015 HOME Investment Partnerships Rental Housing Production Program Rules

<http://www.nhhfa.org/assets/pdf/2015HOMERulesFinal.pdf>

2019 Qualified Allocation Plan for the Low Income Housing Tax Credit Program

[http://www.nhhfa.org/assets/pdf/2019\\_QAP\\_4-26-18.pdf](http://www.nhhfa.org/assets/pdf/2019_QAP_4-26-18.pdf)

Citizen Participation Plan

<http://www.nhhfa.org/assets/pdf/Citizen-Participation-Plan-2016.pdf>

Housing Needs in New Hampshire Study

Executive Summary

[http://www.nhhfa.org/assets/pdf/data-planning/needsassessment/2014/Housing\\_summary\\_reportV2.pdf](http://www.nhhfa.org/assets/pdf/data-planning/needsassessment/2014/Housing_summary_reportV2.pdf)

Part 1 – Big Houses, Small Households: Perceptions, Preferences and Assessment

<http://www.nhhfa.org/assets/pdf/data-planning/needsassessment/2014/HousingPreference031114.pdf>

Part 2 – Senior Housing Perspectives

<http://www.nhhfa.org/assets/pdf/data-planning/needsassessment/2014/HousingElderV031114.pdf>

Part 3 – The Evolving Environment and Housing's Future

<http://www.nhhfa.org/assets/pdf/data-planning/needsassessment/2014/HousingNeedsV041614.pdf>

2017 Residential Rental Cost Survey

[http://www.nhhfa.org/assets/pdf/data-planning/rentalsurvey/RentSurvey\\_2017.pdf](http://www.nhhfa.org/assets/pdf/data-planning/rentalsurvey/RentSurvey_2017.pdf)

Chapter Cdfa 300 CDBG Rules

<http://www.nhcdfa.org/document/cdbg/1>

2015 Analysis of Impediments to Fair Housing Choice

<http://www.nhhfa.org/assets/pdf/data-planning/planning/impediments/AI2015.pdf>

## State of New Hampshire 2016-2020 Consolidated Plan

### Unique Appendices

#### Documents

1. New Hampshire Coordinated Entry Description
2. Emergency Solutions Grants Standard for Providing Assistance
3. Fair Market Rents, High and Low HOME Rents
4. Estimates of Affordability from New Hampshire Housing 2015 Rental Cost Survey