

May 15, 2019

APPLICATION THRESHOLD REQUIREMENTS

The following documents must be uploaded to the Apricot site no later than close of business on **August 23, 2019** in order to be reviewed and scored in accordance with the Qualified Allocation Plan. Additional applicable exhibits referenced in Apricot will be required upon receipt of a reservation.

Developers/sponsors should upload pertinent additional exhibits at the time of application to qualify for points and/or readiness. All scoring categories require supporting documentation to be submitted in Apricot.

Exhibit Number*	Description
-	Completed Application (Microsoft Excel format; must use the “NHHFA Financing Application” form, which can be found on the NHHFA website)
1	Site Information
	Detailed site map showing lot and building location
	Site photographs
	Site location map
2	Environmental information (only Floodplain/Wetland map is required at time of application)
3	Evidence of site control
8	Detailed scope of work with cost estimates and identification of estimator (this requirement may be satisfied by properly completing the application including identification of estimator and cost breakdown by construction division)
9	Verification of non-profit Status (if applicable)
10	List of Developer’s other real estate
11	Resumes of the Development Team (developer, development consultant, architect, management agent, and any others on the team)
12	Management Agent Questionnaire (see appropriate tab on spreadsheet application)
18	Schematic design plans and specifications
19	Evidence of zoning /local approval <i>status</i> (permit status letter)
30	Service Plan and, if services are contracted, a letter of interest from proposed service provider
Cover Documents	Cover letter summarizing the Project
Via Mail	Signed Certification Page from the Application and the tax credit fee
In Apricot	Self-scoring completed with explanations and references to supporting documentation

Applications that do not meet the above requirements will be considered incomplete.