



**NEW HAMPSHIRE HOUSING FINANCE AUTHORITY
Low Income Housing Tax Credit Round**

Preliminary and Final Application Review Process Summary

Preliminary Applications

Preliminary applications are required per the Qualified Allocation Plan and are due on the date stated in the current year's application schedule (see our website for the application schedule: [Low Income Housing Tax Credit Information](#)). Applications and related exhibits must be submitted via the Apricot online system.

The purpose of the preliminary application review is to provide developers with feedback that they can use to submit application packages that are more likely to meet threshold requirements and applicable scoring criteria.

It is important to note that the preliminary review is, by its very nature, based on early and often incomplete knowledge of the project and therefore, staff feedback is advisory only and does not limit the scope and outcome of subsequent final application review and scoring. Staff feedback, both written and verbal, is non-binding on the future review by staff and the Board of Directors.

There are three components to the preliminary application review:

1. Submission of a complete NHHFA financing application and required exhibits:
 - a. The financing application (Excel document) and required exhibits list are available on our website: [Low Income Housing Tax Credit Information](#)
2. Developer and NHHFA staff scoring of the application in Apricot:
 - a. Self-scoring by developers should be completed in Apricot.
 - b. Staff will score applications at the preliminary stage to provide developers with scoring decisions earlier in the process. This score will be based on the information provided with the preliminary application. The final score will be determined upon review of the final application and applicable exhibits.
 - c. Developers will have the opportunity to appeal preliminary scores, which will be based on the documentation provided at the time of preliminary application. In order to provide a timely response to developers, anyone wishing to appeal a score will need to submit a letter to staff outlining their reason for the appeal no later than two weeks prior to the final application due date. Appeals will be reviewed by staff and a staff recommendation will be made to the Multi-Family Housing Committee and Board of Directors.
3. A meeting and site visit:
 - a. The purpose of the meeting is to discuss NHHFA feedback and the preliminary score and to answer any questions. Developers are encouraged to include the appropriate members of their development team (i.e., architect, consultant, etc.).
 - b. A site visit is an important part of our review.



- c. The site visit and meeting are subject to change as circumstances related to COVID-19 continue to evolve. Conference calls may be held in place of in person meetings.

Submission of a preliminary application will trigger NHHFA staff to commission an abbreviated HUD Environmental Checklist. Please see HFA 109.09 in the QAP for more details.

Final Applications

Final applications must be submitted into the Apricot online application portal.

1. A link to the minimum exhibit requirements can be found on our website: [Low Income Housing Tax Credit Information](#)
 - a. If you have submitted an exhibit listed here that was found to be complete during the preliminary review, please do not resubmit it.
2. New or updated documentation must be submitted with the final application in order to be included in the NHHFA staff review of your application for both threshold requirements and for scoring purposes. This information, along with the exhibits submitted with the preliminary application, will be used to verify that threshold criteria has been met and to determine the project's final score.
3. Payment for the 1% LIHTC fee (see HFA 109.09.A) and the \$700 fee for the HUD Environmental Checklist (see HFA 109.09.C) must be mailed (post-marked) no later than the final application due date.
4. The signed certification page (found at the bottom of the development team tab in the application) must be signed and submitted into Apricot. A hard copy by mail is no longer required.

NHHFA Program Rules and Policies

Please familiarize yourself with NHHFA's rules and policies, which can be found on our website ([Developer Financing](#)), paying particular attention to those listed below:

- 2021-2022 Qualified Allocation Plan
- Underwriting Standards and Development Policies for Multi-Family Finance
- Design and Construction Policy Rules

Apricot

The online application portal is Social Solution's Apricot system; see link here: [Apricot](#).