

NOTICE OF FUNDING AVAILABILITY
MULTI-UNIT SUPPORTIVE HOUSING PROGRAM PROJECTS

New Hampshire Housing Finance Authority (the Authority or NHHFA) is seeking applications for capital financing from qualified developers for projects that will provide supportive housing in any area of the state to extremely low-income and low-income households, with a priority for persons experiencing homelessness, through this competitive Notice of Funding Availability (NOFA). Applications will be accepted on a rolling basis and will be reviewed on a monthly cycle. Approved applications will receive a conditional financing reservation, which will allow the applicant the opportunity to receive a formal financing commitment from the Authority once the project is ready to move forward to being placed in service.

In addition to capital financing, it is the intent of the Authority to award up to 50 Project Based Vouchers (PBVs) to projects that receive a Housing Trust Fund loan and apply for PBVs through this NOFA. PBVs will be awarded through the Threshold Criteria and Scoring Criteria through a competitive process based on applications received in each monthly application cycle under this NOFA or the Authority's concurrent NOFA for housing financed with tax-exempt bonds.

Funding And Form of Assistance

The sources of capital funding for this NOFA are up to \$4,500,000 in funding from the Affordable Housing Fund (AHF), \$1,000,000 in Authority Operating Funds, and \$550,000 in funding from the federal Housing Trust Fund (HTF). Funding will be available until all funds have been allocated or through June 30, 2022, whichever comes first. Applicants are eligible to apply for any or all sources of funding through this NOFA. The Authority reserves the right to make more funding available to support eligible projects.

Funding from each source will be made available to projects in the form of a 0% interest, deferred payment loan with a minimum term of 30 years. The minimum funding amount available to a project is \$150,000 and the maximum funding amount available to a project is \$1,500,000.

Eligible Project Types and Eligible Uses of Funds

Eligible project types include permanent and transitional rental housing such as multi-bedroom apartments, single room occupancy units, and group homes as detailed in HFA 112.01(c). Transitional housing units are only eligible for AHF funding and Authority Operating Funds and are not eligible for federal HTF or PBVs.

Funds available through this NOFA can be used to finance activities including real property acquisition, moderate and substantial rehabilitation, new construction, and the conversion/adaptive reuse of non-residential buildings. Eligible costs include acquisition, hard construction costs, architecture and engineering costs, legal costs, environmental due diligence costs, appraisals, developer fees, consulting fees, and other soft costs determined to be eligible in the Authority's sole discretion.

Eligible Applicants

Eligible applicants are those detailed in HFA 112.11(b), including non-profit organizations, public housing authorities, county, city, and town governments, and for-profit corporations approved at the Authority's sole discretion.

Project Threshold Criteria and Scoring Criteria

All applications will be evaluated according to the Threshold Criteria and the Scoring Criteria detailed herein. An application must meet the Threshold Criteria to be eligible for funding through this NOFA. Scoring Criteria will be used to award funding on a competitive basis for all projects requesting PBVs/HTF capital funding and will be used to allocate the other capital funding available in the event that the amount of funding requested in the monthly application cycle exceeds the available resources. Please see the Application Process section of this NOFA for additional information about how funding will be awarded.

Threshold Criteria

All applications will be evaluated to determine that it meets the following Threshold Criteria.

- 1. Project Description and Readiness** - Applicant must fully describe the proposed project, (complete and submit Attachment A: Project Summary), provide a permit status letter, and provide the project completion schedule (complete Attachment B: Project Completion Schedule). The Permit Status Letter can be provided by the applicant's attorney or local zoning official and shall describe the zoning and other approvals necessary for the proposed project to be completed.
- 2. Site Control** - Applicant must have secured site control (in the form of a deed, executed option to purchase, or executed purchase and sale agreement or a long-term lease-the duration of which is not less than the affordability period) or, at minimum, have a property identified if site control is not secured. Applicants who do not have site control at the time of application will be required to obtain site control within 45 days of receiving a conditional financing reservation from the Authority.
- 3. Beneficiary Targeting** – All units in the project must have a preference to serve individuals and/or families experiencing homelessness¹ or individuals and/or families who are at-risk of experiencing homelessness.²
- 4. Income Targeting and Rent Limits** – Projects receiving an Affordable Housing Fund loan must meet the income and rent limits detailed in the Affordable Housing Fund Program Rules at HFA 113.05(b). Projects receiving a federal Housing Trust Fund loan must serve individuals/households earning at or below 30% of the area median income and have rents within the HTF program limits. Income and rent limits applicable to the respective programs are available on the Authority's [website](#).

¹ For the purposes of this NOFA, a person or family experiencing homelessness means:

- The individual or family lives in a shelter and lacks a fixed, regular and adequate residence and has a primary nighttime residence that is a supervised publicly/privately operated shelter designed to provide temporary living accommodation; or
- An individual who lives in a hospital or institution that provides a temporary residence for individuals intended to be institutionalized, or
- The individual or family live(s) in a public/private place not designed for, or ordinarily used for sleeping by human beings.

² For the purposes of this NOFA, a person or family at-risk of experiencing homelessness means:

- The individual or family pays more than 50% of their gross income toward rent, or
- The individual or family lives with friends or relatives due to an emergency or homeless situation and it is a temporary living arrangement. If the individual or family were not staying with friends or relatives, they would be homeless, or
- The individual or family is living in a substandard living situation, such as a campground or other temporary placement.

5. **Maximum Per Unit Subsidy Limit** - Projects will be subject to the lesser of a maximum project subsidy from the Authority of \$1,500,000 or the Maximum Per Unit Subsidy Limit from the Authority detailed in the table below. The maximum per-unit subsidy limit is based on total number of beds or units being created new or improved as part of a substantial rehabilitation.

# of Bedrooms	Maximum Per-Unit Subsidy
Shared Bedroom Project	\$80,000 per bed
0-Bedroom	\$176,311
1-Bedroom	\$202,115
2-Bedroom	\$245,776
3-Bedroom	\$317,892
4 Bedroom	\$349,014

6. **Developer Capacity** - Applicant must demonstrate their organization’s capacity to complete the development project. All applicants must submit Attachment C: Development Team detailing all members of the development team, including staff roles and responsibilities, development consultants, legal team, and design team.
7. **Management Capacity** – Applicant must demonstrate their organization’s capacity to manage and operate the property. All applicants must submit the [New Hampshire Housing Management Entity Questionnaire](#) as part of the application submission.
8. **Matching Resources** - The Authority requires the generation/investment of matching resources in an amount equal to 5% of all funds being provided by the Authority. These matching resources may be from federal or non-federal sources in the form of capital contributions. Donations in the form of cash, value of real estate, materials, etc., are eligible sources of match. So-called “sweat equity” is not an eligible matching resource.
9. **Site Selection** – The proposed project must meet the site selection standards of [24 CFR 983.57](#) (this threshold criteria only applies to applicants applying for PBVs).
10. **New Unit Production** – For an application to be eligible, it must include the creation of new units of permanent supportive housing. Applications for the substantial rehabilitation of existing housing may be eligible if submitted in conjunction with an application for financing to create new permanent supportive housing units. An exception will be granted for existing properties with significant code and safety issues which are facing probable loss in the next 2-4 years due to condemnation or government action.

Scoring Criteria

All applications that meet the Threshold Criteria will be evaluated based on the Scoring Criteria. Scores from the Scoring Criteria will be used to allocate funding from the NOFA if the applications submitted for funding exceed the available resources.

1. **Advanced Project Readiness** - Projects will receive the following points for demonstrating Advanced Project Readiness:
- a. Phase I Environmental Site Assessment completed in past five years – **5 points**
 - b. All necessary planning and zoning permits are in place or are not required – **15 points**

- c. Design/Construction Readiness
 - i. Design development documents completed – **3 points**
 - ii. Construction documents completed – **3 points**
- 2. **Target Population** – Projects serving the following populations will receive the following points:
 - a. All units in the project will serve individuals receiving mental health services from a Community Mental Health Center – **10 points**
 - b. All units in the project will serve households experiencing homelessness – **10 points**
- 3. **Supportive Service Funding** - Projects that include a feasible plan to secure reimbursement for case management and/or supportive services through Medicaid, contracts with NH Department of Health and Human Services, commitments from partner organizations to provide funded services such as healthcare providers, or other established and credible sources of ongoing financial support. – **10 points**
- 4. **Geographic Distribution** - Projects proposed in a municipality where an existing project serving the proposed population is not in operation or otherwise not in development. – **10 points**
- 5. **Matching Resources** – Applications will be awarded points for permanent, non-Authority sources of funding that have been applied for and are likely to be awarded to the project or have already been awarded to the project. Matching sources include grants, loans, historic tax credit equity, developer equity/cash contribution and donations of land, land value, or long-term lease value. One point will be awarded for match equal to each full 5% of the amount of Authority funding requested up to 10 points. – **Up to 10 points**

The criteria for a “likely” award of matching funds are:

- a. Application has been submitted *and*
- b. The project is an eligible use for the funding applied for *and*
- c. The funding can be committed in a timeframe that would allow the project to close within one year of the date the application to this NOFA is submitted.
- d. The funding is directly related to the project in the application.

Application Procedure

Applications will be accepted on a monthly competitive cycle. The application submission deadline for the first application schedule is October 15, 2021; the application deadline for each competitive monthly cycle is included in the table below.

Monthly Competitive Application Cycle	Application Deadline
October	October 15, 2021
November	November 15, 2021
December	December 15, 2021
January	January 14, 2022
February	February 15, 2022
March	March 15, 2022
April	April 15, 2022

May	May 13, 2022
June	June 15, 2022

All application materials must be uploaded electronically to Apricot Social Solutions, apricot.socialsolutions.com by 4:30 PM on monthly application deadline date. Contact Joellyn Crowley no later than the first of each month, at jcrowley@nhhfa.org or (603) 310-9224 to set up an Apricot account.

Within 30 days of receiving the application, the Authority will reply in writing to the applicant and will either issue a conditional financing reservation, reject the application, request additional documentation/information, or add the applicant to a waiting list if all funding has been reserved. Projects that receive a conditional financing reservation letter will be required to satisfy project-specific progress phase requirements (see Attachment D: Progress Phase Requirements Examples for examples of typical project phase requirements) in accordance with a schedule detailed in the conditional financing reservation letter.

If an applicant meets the Threshold Criteria but all funding through the NOFA has been conditionally reserved, the applicant will be placed on a waiting list. Applicants on the waiting list will be eligible for funding if a project that received a conditional financing reservation fails to move forward or additional funding becomes available. Projects on the waiting list will be prioritized based on their application score from the Scoring Criteria and the order that the application was received, in that order.

Applicants are strongly encouraged to contact Authority staff to discuss their proposed project. Questions about this NOFA can be directed to:

Cassie Mullen, Program Manager, Multi-Family Development
cmullen@nhhfa.org or 603-310-9364

Threshold Criteria and Scoring Criteria Application Submission Requirements

All applicants must submit the required information listed under the Threshold Criteria to be eligible for funding through the NOFA. Submission of information listed under the Scoring Criteria is only required for projects seeking Project Based Vouchers. *However, scores from the Scoring Criteria will be used to allocate funding to all projects, regardless of where PBVs are sought, if the amount of funding from applications received exceeds the funding that is available in each monthly competitive cycle.*

Threshold Criteria – Minimum Required Application Submission Documents	
The following documents must be submitted for projects to be evaluated under the Threshold Criteria. Applications will be determined to be incomplete if the following Threshold Criteria attachments are not included with the application submission to Apricot.	
Attachment Name	Attachment Description
Cover Letter	Cover letter detailing the project applicant, project name, brief project description, and the amount of funding requested by funding source.
Permit Status Documentation	Evidence of planning board approval/building permit or “will-issue” letter or evidence that no permit is required or a permit status letter detailing the approvals necessary to complete the project.
Project Summary	Complete Attachment A: Project Summary

Project Completion Schedule	Complete Attachment B: Project Completion Schedule
Site Control Documentation	Evidence of site control, such as a deed or option agreement. Projects that do not have site control will need to demonstrate site control within 45 days of receiving a conditional financing reservation from the Authority. If applicant does not have site control, please include a description of when site control will be secured in the cover letter.
Management Capacity	Complete the New Hampshire Housing Management Entity Questionnaire
Developer Capacity	Complete Attachment C: Development Team detailing all members of the development team.
Matching Resources	List all matching resources in the “Project Sources” section of Attachment A: Project Summary.

Scoring Criteria – Optional Application Submission Documents

The following documents must be submitted for projects to be considered for points in each scoring category. If any of the following documents are not submitted, the project will not be eligible for points under the applicable scoring criteria. Scoring Criteria will be used to award funding on a competitive basis for all projects requesting PBVs/HTF capital funding and will be used to allocate the other capital funding available in the event that the amount of funding requested in the monthly application cycle exceeds the available resources.

Attachment Name	Attachment Description
Phase I Environmental Assessment	Phase I Environmental Assessment completed within the past five years.
Planning and Zoning Permits	Planning and zoning approvals in place, as evidenced by a permit status letter from the applicant’s attorney, project engineer, or from a town/city planning official.
Construction Documents	Construction documents (plans, specifications, and any other documents defining scope of work). Additional points are awarded for completed documents stamped “FOR CONSTRUCTION.”
Supportive Service Funding	Description and status of funding that will be available to fund supportive services at the project.
Matching Resources	List all matching resources in the “Project Sources” section of Attachment A: Project Summary and provide evidence of matching resources approval status.

Other Requirements

All projects funded through the NOFA are required to meet the following requirements, as applicable:

Feasibility and Appropriateness: The proposed project’s characteristics and 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. [NH RSA:48-A:14](#), minimum housing standards, and local minimum requirements for use and occupancy of housing

- iii. The Authority's [Underwriting Standards and Development Policies for Multi-Family Finance](#)
- iv. The Authority's Design and Construction Policy Rules ([HFA 111](#))
- v. The Authority's [Technical Design and Construction Standards](#) or [Technical Design and Construction Standards for Rehabilitation](#), as applicable
- vi. The Authority's Supportive Housing Program Rules ([HFA 112](#))
- vii. The Authority's Affordable Housing Fund Rules ([HFA 113](#))³
- viii. Requirements of the Federal Housing Trust Fund Program at [24 CFR Part 93](#)
- ix. Requirements of the Project Based Voucher Program at [24 CFR Part 983](#)

³ Subject to final adoption of HFA 113 rule changes by the Authority.