



NEW HAMPSHIRE HOUSING FINANCE AUTHORITY
2023 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](#)). Final applications received without the submission of a preliminary application will not be accepted by New Hampshire Housing. 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 NH Housing 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 NH Housing 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 dispute preliminary scores based on the documentation provided at the time of preliminary application. In order to provide a timely response to developers, anyone wishing to dispute a score will need to submit a letter to staff outlining their reason for the dispute within one week from the date of receipt of notification of the preliminary score from NH Housing staff. Disputes will be reviewed by staff and a written response will be provided to the developer.



3. A meeting and site visit:
 - a. The purpose of the meeting is to discuss NH Housing feedback, the preliminary score and to answer any questions regarding the project. Developers are encouraged to include the appropriate members of their development team (i.e., architect, consultant, etc.) in this meeting.
 - b. A site visit is an important part of our review.
 - c. In NH Housing's sole discretion, conference calls may be held in place of in person meetings.

Submission of a preliminary application will trigger NH Housing staff to commission an abbreviated HUD Environmental Checklist and a market study at the developer's cost. Please see HFA 109.05.A and HFA 109.06.B in the QAP for more details.

Final Applications

Final applications must be submitted via the Apricot online system no later than the date stated in the current year's application schedule (see the NH Housing website).

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 NH Housing staff's 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 not required.

NH Housing Program Rules and Policies

Please familiarize yourself with NH Housing's rules and policies, which can be found on our website paying particular attention to those listed below:

- [2023-2024 Qualified Allocation Plan](#)
- [Underwriting Standards and Development Policies for Multi-Family Finance](#)
- [Design and Construction Policy Rules](#)



- [Technical Design and Construction Standards](#)
- [Technical Design and Construction Standards for Rehabilitation](#)

Apricot

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