



NEW HAMPSHIRE HOUSING FINANCE AUTHORITY
2024 Low-Income Housing Tax Credit Round
Final Application Minimum Exhibit Requirements

The following documents must be submitted no later than September 29, 2023 in order to be reviewed and scored in accordance with the 2023-2024 Qualified Allocation Plan.

Developers should upload pertinent additional exhibits at the time of application to document that threshold criteria have been met and to qualify for points. All scoring categories require supporting documentation to be submitted into Apricot.

Description
Cover letter summarizing the Project
Signed certification page from the application and the tax credit fee
Self-scoring completed with explanations and references to supporting documentation
NH Housing Financing Application (all applicable tabs must be completed)
Site information
Detailed site map showing lot and building location
Site photographs
Site location map
Environmental information (only Floodplain/Wetland map is required at time of application)
Evidence of site control (<i>please note that for property that you do not yet own, the only acceptable form of site control is a purchase option if you wish to retain your project's eligibility for federal financing</i>).
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). Estimates must be current – Calendar Year 2023
Verification of non-profit status (if applicable)
List of Developer's other real estate
Resumes of the Development Team (include all: developer, development consultant, architect, management agent, and any others on the team)
Management Agent Questionnaire (see appropriate tab on the Financing Application)
Schematic design plans and specifications
Evidence of zoning /local approval status (permit status letter)
Service plan <i>that has been approved by NH Housing</i> and, if services are contracted, a letter of interest from proposed service provider

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