



NEW HAMPSHIRE HOUSING FINANCE AUTHORITY
NOTICE OF FUNDING OPPORTUNITY
SUPPORTIVE HOUSING PROGRAM

SUBJECT

This Notice of Funding Opportunity (NOFO) is an announcement of funding for supportive housing program applications from qualified organizations to develop affordable housing that incorporates supportive services, which provide for the needs of the residents. Supportive services are intended to improve housing stability and help the residents live a more productive life in the community.

Please read the NOFO in its entirety prior to application submission to ensure threshold criteria are met and the application is complete. If you have questions on any aspect of the NOFO, please contact the staff listed at the end of this document.

Developers are limited to only one application through this NOFO.

The proposed supportive housing can be in any area of the state, with a priority for persons experiencing homelessness or at risk of homelessness. Applicants can, if eligible, apply for two specific resources:

- Funding resources for supportive housing; and
- Project-Based Vouchers (PBVs).

NOFO RELEASE DATE: September 29, 2023

APPLICATION DEADLINE

Applications will be accepted as detailed in the Application Process section of this NOFO.

FUNDING RESOURCES

New Hampshire Housing allocates resources from the FY 2024 Program Plan, as approved by the Board of Directors (Funding Resources). At times, other funding becomes available during the fiscal year. If this situation occurs, New Hampshire Housing reserves the right to include those resources in this NOFO or to allocate those resources outside of the NOFO.

Currently, New Hampshire Housing has approximately \$4.5 million in Funding Resources available under this NOFO. The per-project minimum funding amount available is \$150,000 and the maximum funding amount is \$2,000,000.

Funding Resources available under this NOFO per the FY 2024 Program Plan are listed below:

- State Affordable Housing Fund (AHF) (RSA 204-C:57)

Projects that receive Funding Resources must comply with the applicable state and federal laws and regulations for such resources, including income and rent targeting. Projects must also adhere to all applicable New Hampshire Housing rules and policies, including the following. Please read all rules and policies.

- [Supportive Housing Program Rules \(HFA 112\)](#)
- [Affordable Housing Fund Rules \(HFA 113\)](#)
- [Underwriting Standards and Development Policies for Multi-Family Finance](#)
- [Technical Design and Construction Standards](#) or [Technical Design and Construction Standards for Rehabilitation](#), as applicable
- [Design and Construction Policy Rules \(HFA 111\)](#)

PROJECT-BASED VOUCHERS (Reference 24 CFR Part 983)

In addition to the Funding Resources, New Hampshire Housing intends to award up to approximately 25 PBVs to projects that receive Funding Resources through this NOFO. Therefore, only applicants seeking such funding may apply for PBVs through this NOFO. PBVs will be awarded through the Threshold Criteria and Scoring Criteria by a competitive process based on applications received in each application cycle.

Applicants that are requesting PBVs should indicate in the application and cover letter that they are applying for PBVs (in addition to the Funding Resources) and include the number of PBVs requested.

Projects that received a financing reservation through the FY2023 Supportive Housing NOFO but did not receive PBVs, may apply for PBVs (but not additional Funding Resources) through this NOFO.

Projects only serving individuals and/or households with a specific disability, such as, but not limited to, intellectual or developmental disabilities, are **not** eligible for federal funding, including not being eligible for PBVs.

EVALUATION PROCESS

Applications will go through a two-step process (detailed below).

Step 1: Projects must first meet the threshold criteria.

- Projects that do not meet the threshold criteria are ineligible under this NOFO.

Step 2: Projects that meet the threshold criteria will then be evaluated under the scoring criteria.

THRESHOLD CRITERIA

Each application will be evaluated to determine whether it meets the following Threshold Criteria.

1. **Project Description and Readiness** – Applicant must fully describe the project (complete and submit Attachment B: Supportive Housing Project Application).
2. **Site Control** – Applicant must have secured site control (in the form of a deed, executed option to purchase, or a long-term lease with a duration at least as long as the 30-year affordability period) or, at minimum, have a property identified if site control is not secured. Applicants that do not have site control at the time of application will be required to obtain site control within 90 days of receiving a financing reservation from New Hampshire Housing.
3. **Beneficiary Targeting** – All units in the project must have a preference to serve individuals and/or families experiencing homelessness⁽¹⁾ or individuals and/or families who are at-risk of experiencing homelessness.⁽²⁾
4. **Income Targeting and Rent Limits** –
 - a. 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).
 - i. Applications must show the correct rent amount for each unit in the Expenses and Income tab of the Project Application.
 - ii. If PBVs are requested and awarded; the units must also meet the income targeting and rent requirements of the PBV program.
 - b. Group homes shall charge no more than 75% of the area fair market rent (FMR).
 - i. If PBVs are requested and awarded; specific requirements apply, including, but not limited to tenant eligibility and payment standards (rent payments).
 - c. Single Room Occupancy (SRO) units may charge no more than 75% of the 0-Bedroom rent limit amount. For the purposes of this NOFO, SRO housing is comprised of individual (single occupancy) units and shared kitchen and/or sanitary spaces.

Applicable income and rent limits are available on New Hampshire Housing's [website](#).

⁽¹⁾ For the purposes of this NOFO, a person or family experiencing homelessness means one of the following:

- 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;
- 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 NOFO, a person or family at-risk of experiencing homelessness means one of the following:

- The individual or family pays more than 50% of their gross income toward rent;
- 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;
- The individual or family is living in a substandard living situation, such as a campground or other temporary placement;
- The individual or family is fleeing from a domestic violence situation; or
- The individual is living with aging parents or other relatives that provide him/her with shelter, and if the individual were not living with relatives, he/she would be homeless.

5. **Maximum Per-Unit Subsidy Limit** – Projects will be limited to the lesser of a maximum project subsidy from New Hampshire Housing of \$2,000,000 or the Maximum per-unit Subsidy Limit from New Hampshire Housing 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. Please use the information in this chart to complete the Project Financing section of the Sources and Uses tab of the Project Application.

# of Bedrooms	Maximum Per-Unit Subsidy
Shared Bedroom Project	\$100,000 per bed
SRO	\$175,082
0-Bedroom	\$233,442
1-Bedroom	\$233,442
2-Bedroom	\$283,870
3-Bedroom	\$367,164
4-Bedroom	\$403,110

6. **Developer Capacity** – Applicant must demonstrate organizational capacity to complete the development project. Applicant must fully complete the Development Team tab of Attachment B: Supportive Housing Project Application, detailing the organization’s experience in supportive housing development as well as all members of the development team, including staff roles and responsibilities, development consultants, legal team, and design team.
- a. If an applicant does not meet the developer capacity threshold requirement, the applicant may (subject to New Hampshire Housing review) meet this requirement by hiring a development consultant to assist with the proposed project from application or reservation through construction completion.
7. **Management Capacity** – Applicant must demonstrate organizational capacity to manage and operate the property. Applicant must submit the [Management Entity Questionnaire and Experience Requirements](#) as part of the application submission.
- a. Applicants may partner with an established management company to meet this threshold requirement.
8. **Matching Resources** – New Hampshire Housing requires the generation/investment of matching resources equal to 5% of all funds provided by New Hampshire Housing. Matching resources may be from federal or non-federal sources in the form of capital contributions. Donations in the form of cash or value of real estate (as determined by documentation, such as an appraisal) are eligible sources of match. So-called “sweat equity” is not an eligible matching resource.
9. **Site Selection** – Applications for PBVs must also meet the site selection standards of [24 CFR 983.57](#).
10. **New Unit Production** – The project must include the creation of new units of permanent or transitional⁽¹⁾ supportive housing. Applications for the substantial rehabilitation of existing housing may be eligible if the proposed project also includes financing to create new permanent or transitional supportive housing units. An exception may be granted for existing properties with significant code and safety issues when such issues mean the housing might be lost in the next two to four years due to condemnation or government action.

(1) PBVs cannot be awarded to projects that include transitional housing.

11. **Supportive Housing Service Plan** – The project must include a feasible plan outlining the type of service(s) to be provided using the [Supportive Housing Services Plan Template](#). Supportive services are intended to improve housing stability and help the residents live a more productive life in the community. If the services will be contracted, a letter of intent (LOI) from the third party must be provided in addition to the service plan. New Hampshire Housing staff will review the service provider to ensure that the provider has the capacity and experience to provide the services.

SCORING CRITERIA

Applications that meet the Threshold Criteria will be evaluated based on the Scoring Criteria. Scores from the Scoring Criteria will be used to award PBVs and to allocate Funding Resources.

1. **Advanced Project Readiness** – Projects will receive the following points for demonstrating Advanced Project Readiness.
 - a. Phase I Environmental Site Assessment completed in the past five years – **5 points**
 - b. All necessary planning and zoning permits are in place or none are required. To be awarded these points, sponsors must show that all necessary local planning and zoning permits are in hand, including site plan approval (can include conditions), or that no local approvals or variances are necessary as a condition of building permit issuance, as evidenced by a permit status letter from the sponsor’s attorney or town planning/zoning official. – **15 points**
 - c. Design/Construction Readiness
 - i. Design development documents completed – **3 points**
 - ii. Construction documents completed – **6 points**
2. **Target Population** – Projects serving the following specified persons and households 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. **Matching Resources** – Applications will be awarded points for long-term, non-New Hampshire Housing 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, or long-term lease value. One point will be awarded for match equal to each full 5% of the amount of New Hampshire Housing funding requested. – **Up to 10 points**

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

- a. Application has been submitted;
- b. The project is an eligible use for the funding applied for;

- 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 NOFO is submitted; and
- d. The funding is directly related to the project in the application.

APPLICATION PROCESS

Applications for this NOFO will be accepted on the following reservation cycle schedule.

Application Due Date	New Hampshire Housing Initial Response Date (threshold)	New Hampshire Housing Response Date (full review)
November 1, 2023	December 1, 2023	January 30, 2024
March 1, 2024	April 1, 2024	May 30, 2024

The application and exhibits/attachments must be submitted to New Hampshire Housing by email to development@nhhfa.org by 4:30 PM on the due date.

- Applications received after 4:30 PM on November 1, 2023, will be reviewed in the next application cycle.
- Applications will not be accepted after March 1, 2024, unless Funding Resources remain available or become available, and a notice has been issued.

New Hampshire Housing staff will review all applications for initial feasibility (threshold requirements) and provide feedback within 30 days. If the initial feasibility is passed, then within 90 days of receiving an application, staff will reply in writing to the applicant and will either issue a reservation of resources, reject the application, or ask for additional documentation/information.

Projects that receive a reservation will have 120 days to satisfy project-specific progress phase requirements that will be outlined in the reservation letter. Failure to meet these specific requirements may result in the expiration of the reservation of resources.

If an applicant meets the Threshold Criteria but all funding through this NOFO has been reserved, the applicant may be placed on a waiting list. Applicants on the waiting list may be eligible for funding if a project that received a financing reservation fails to move forward or New Hampshire Housing allocates additional funding for the Supportive Housing Program.

STANDARD PROVISIONS

Standard provisions are Attachment A to this NOFO.

ADDITIONAL RESOURCES – DEVELOPMENT CONSULTANTS

New Hampshire Housing does not endorse or recommend specific development consultants to applicants. However, we do recognize the significant need for development consulting services for many organizations that want to develop supportive housing but do not have the professional and/or staff capacity to do so. With that in mind, we share the following information.

Development Consultant List

We have compiled a list of potential development consultants. Again, we do not endorse any particular consultant. Please click [here](#) for the list. The applicant is responsible for all aspects of engaging with a development consultant for their project.

Pre-development Loan Program

New Hampshire Housing administers a Pre-development Loan Program that provides funds to certain types of non-profit organizations to assist in paying for pre-development costs, such as architectural and engineering fees. Additionally, some of the pre-development loan funds can be used to pay for a development consultant. See the Pre-Development Loan Program Rules on our [website](#) for more details, including how to apply for these funds.

Supportive Housing Pilot Program

The New Hampshire Housing Board of Directors approved a pilot program intended to support the use of development consultants in Supportive Housing development. The creation of this pilot program is underway; however, it is not available through this NOFO at this time. We anticipate launching this pilot program within the next four to six months.

CONTACT INFORMATION

Questions about this NOFO or the Supportive Housing Program can be directed to Emily Boisvert, Program Manager at eboisvert@nhhfa.org and (603) 310-9364.

NOFO ATTACHMENT A

STANDARD PROVISIONS

1. Subject to New Hampshire Housing's right to terminate earlier, this NOFO will remain open until all available funds have been reserved or March 1, 2024, whichever occurs first. This NOFO may be reopened after closing at the sole discretion of New Hampshire Housing staff.
2. Applicants are responsible for ensuring submissions are complete, accurate and comply with this NOFO. Proposals that do not comply with this NOFO may be rejected and may not be further evaluated or considered.
3. Applicants are not entitled to an opportunity to correct mistakes or deficiencies in the proposals after the deadline. Proposals that are missing required information may not be evaluated unless New Hampshire Housing staff requests the information during the review process and determines that the application will be evaluated.
4. New Hampshire Housing may discuss proposals with applicants and seek clarification or modifications.
5. This NOFO is subject to all applicable state and federal laws, regulations and policies.
6. New Hampshire Housing assumes no obligation, responsibility or liability for any costs incurred by the applicant in preparing a response to this NOFO.
7. New Hampshire Housing is subject to the right to know law, RSA Chapter 91-A (RTK Law). This could mean that the RTK Law may require that submissions be made available to the public upon request. Therefore, applicants are advised not to include information that they deem proprietary or confidential.

NOFO ATTACHMENT B

[NOFO Attachment B – Supportive Housing Application](#)

NOFO ATTACHMENT C

For an application to be considered complete, all items listed below must be submitted. The documents marked "if applicable" are required if they pertain to your project.

- Supportive Housing Project Application – Attachment B (all tabs completed)
- Cover Letter summarizing the project and indicating the amount of Funding Resources requested, along with the number of PBVs requested (if applicable)
- Evidence of site control
- Development or other consultant contract (if applicable)
- Management Entity Questionnaire
- Letter of interest from property management agency (if applicable)
- Proof of matching resources
- Supportive Service Plan
- Scope of work
- List of Developer's other real estate projects
- Resumes of the development team (developer, architect, management agent, and any others on the team – include resume for development consultant, if applicable)
- Backup documentation for all relevant scoring criteria