



NEW HAMPSHIRE HOUSING FINANCE AUTHORITY
2025 9% 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 the New Hampshire Housing 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 [NHH HDS NextGen application portal](#).

The purpose of the preliminary application review is to provide applicants 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. Applicant submission of a complete NH Housing Financing Application and required exhibits in NHH HDS NextGen application portal:
 - a. The New Hampshire Housing Financing Application (Excel document – current, required version can be found on NH Housing's [website](#)) and required exhibits for preliminary application will be posted on the New Hampshire Housing website no later than June 10, 2024.
 - b. Project-Based Vouchers may be requested; see the Request for Proposal public notice for details (to be posted to the NH Housing [website](#) no later than June 21, 2024).
 - c. Additional exhibit submission spots are available in the HDS NextGen application portal. Applicants may, but are not required to, submit scoring documentation with the preliminary application to receive feedback on scoring documentation and eligibility for points.
2. NH Housing staff review of the application materials submitted in the HDS NextGen system:
 - a. Staff will review applications at the preliminary stage and will provide applicants with feedback on project underwriting and documentation that will need to be



submitted with the final application in order to receive points in any of the respective scoring criteria.

- b. Applicants may choose to self-score their project with the preliminary application, but NH Housing will not complete preliminary scoring as part of the preliminary application process. Feedback will be provided on eligibility of the project for each scoring criteria and required documentation for each scoring criteria.
3. A meeting and site visit:
- a. The purpose of the meeting is to discuss NH Housing feedback on the preliminary application and to review the documentation required for projects to receive points in each scoring criteria. Applicants 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. Please see HFA 109.09.

Market studies shall be commissioned by the applicant and submitted by the applicant as part of the final application. Please see NH Housing's website for the most current [Market Study Report Requirements](#).

Final Applications

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

The New Hampshire Housing Financing Application (Excel document– current, required version can be found on NH Housing's [website](#)) and required exhibits for final application will be posted on the New Hampshire Housing website no later than June 10, 2024

1. All documentation must be submitted with the final application to be included in NH Housing staff's review of your application for both threshold requirements and for scoring purposes, even if the information was submitted with the preliminary application.
2. Payment for the [1% LIHTC fee](#) (see HFA 109.09) must be mailed (post-marked) no later than the final application due date.
3. The \$700 fee for the HUD Environmental Checklist (see HFA 109.09) will be paid directly by the applicant to the consultant hired by NH Housing to complete the Environmental Checklist.



4. The signed certification page (found at the bottom of the Development Team tab in the New Hampshire Housing Financing Application) must be signed and submitted in HDS NextGen. 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:

- [2025-2026 Qualified Allocation Plan](#)
- [Underwriting Standards and Development Policies for Multifamily Finance \(recently revised\)](#)
- [New Hampshire Housing Fee Schedule – Multifamily Housing Division](#)
- [Design and Construction Policy Rules](#)
- [Technical Design and Construction Standards](#)
- [Technical Design and Construction Standards for Rehabilitation](#)

HDS NextGen

The online application portal is the HDS NextGen system; see link here: [HDS NextGen application portal](#).