

**NEW HAMPSHIRE HOUSING FINANCE AUTHORITY
NOTICE OF FUNDING OPPORTUNITY RULES
HFA 107**

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**NEW HAMPSHIRE HOUSING FINANCE AUTHORITY
NOTICE OF FUNDING OPPORTUNITY RULES
HFA 107**

HFA 107 PART ONE: Overview, Purpose, Applicability

HFA 107.01 Overview and Purpose

New Hampshire Housing (NH Housing) issues Notices of Funding Opportunities (NOFO) to describe funding opportunities and to provide information on how to apply for the funding resources.

HFA 107.02 Applicability

These rules apply to all NOFOs issued by NH Housing's Multifamily Housing Division.

The provisions of HFA 101 – General Management and Development Program Rules are incorporated into these HFA 107 rules.

HFA 107 PART TWO: Definitions

HFA 107.03 NOFO Definitions

The following words and terms shall have the following meanings in these HFA 107 rules.

“Applicant” means the party seeking funding from NH Housing.

“Board” means NH Housing's Board of Directors.

“Committee” means NH Housing's Multifamily Housing Committee.

“Executive Director” means NH Housing's Executive Director, or designee.

“NOFO” means a NH Housing issued notice of funding availability.

“Threshold Requirement” means any project requirement that is listed in a Rule, the Qualified Allocation Plan or Notice of Funding Availability as a threshold requirement.

“Website” means www.nhhfa.org.

“Programs” means NH Housing's programs.

HFA 107 PART THREE: General Rules

HFA 107.04 NOFO Requirements

All NOFOs will incorporate the following sections and topics. This is a general outline and sections may vary, with all required information included in the NOFO as described below or elsewhere within the NOFO:

- (a) Subject
 - (1) List of the Programs applicable to the NOFO.
 - (2) NOFO release date and application deadline.
 - (3) NH Housing Contact information
- (b) Threshold Criteria
 - (1) A list and/or description of threshold criteria that must be met for an application to be accepted and evaluated.
 - (2) References to any other documents, rules or policies that include threshold criteria, primary program policies and requirements.
- (c) Funding Resources
 - (1) List and description of the funding resources, including capital resources and rental subsidies.
 - (2) List of applicable NH Housing rules and standard.
- (d) Evaluation Process
 - (1) Brief description of the application evaluation process, including factors, scoring and tie breakers.
- (e) Required Information and Documents
 - (1) A list of required information and documents to be submitted by the applicant.
- (f) Application Procedures
 - (1) Relevant dates, including application due date and NH Housing response deadlines.
 - (2) Information about how to submit an application.
 - (3) Description of NH Housing's steps in reviewing and making award decisions.
- (g) Additional Section(s)
 - (1) Any other information applicants will need to apply for NH Housing funding through the specific NOFO.
- (h) Standard Provisions
 - (1) A list of any standard NOFO provisions.

HFA 107.05 Approval Process and Authority

NOFOs shall be approved by the Multifamily Housing Committee and the Board of Directors.

Upon approval by the Board of Directors, the NOFO will be published on the NH Housing Website within a reasonable timeframe.

HFA 107.06 Amendments

After Board approval, the Executive Director may, without obtaining Board approval, take the following action on the NOFO:

- (a) Revisions to correct errors, clarify the NOFO, or other minor revisions to ensure the NOFO provides an effective and fair notice to Applicants;
- (b) The amount and source of funds available through the NOFO;
- (c) Changes to due dates in the NOFO; and
- (d) Any other authority provided in the Board's NOFO approval.