



**NEW HAMPSHIRE HOUSING FINANCE AUTHORITY**  
**2027 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 addresses threshold criteria and can be used to strengthen the final application.

It is important to note that the preliminary review is, by its very nature, based on early and often incomplete knowledge of the project. 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.

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 list of required exhibits for preliminary application will be posted on the New Hampshire Housing website.
  - b. Applicants will be required to self-score their project with the preliminary application.
  - c. Additional miscellaneous submission lines are available in the HDS NextGen application portal. These additional lines are for items that may be too large to fit in a designated spot and need to be split for submission.
  
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 threshold criteria. NH Housing will not complete a preliminary scoring review as part of the preliminary application process and NH Housing will not be providing feedback on scoring criteria.



- b. In lieu of not reviewing scoring materials during the Preliminary Application stage, NH Housing will institute a Cure Period during the Final Application review. More information is listed below.
3. Feedback Meeting and NH Housing Site Visit:
  - a. Feedback Meeting: 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 identified in the applicant's self-score. Applicants are encouraged to include the appropriate members of their development team (i.e., architect, consultant, etc.) in this meeting.
  - b. NH Housing Site Visit: This onsite meeting is an opportunity for staff and the development team to discuss the project and tour the proposed location. Staff will reach out to each applicant to set up this visit.
  - c. In NH Housing's sole discretion, conference calls may be held in place of in-person meetings.

Key Details to Note:

The 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 found on NH Housing's [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.

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 \$900 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.

### Cure Period

NH Housing reserves the sole discretion to determine whether an application is substantially incomplete and therefore ineligible for further review. However, NH Housing may, at its discretion, permit applicants to immediately correct minor or immaterial defects within their submission. If this opportunity is granted, applicants will have two business days from the time of notification to cure the identified issues.

It is important to note that allowing an applicant to address minor defects does not imply that the application has been accepted or approved, nor does it guarantee that the application will be deemed eligible upon further review.

Examples of items that NH Housing may consider “curable” include:

- If a required document or scoring criterion referenced on the Developer’s Self-Score sheet is missing, the applicant may submit the document, provided it existed as of the application deadline. In the case of legal documents, they must have been legally effective as of the application deadline.
- If the application contains contradictory or inconsistent statements, the applicant may provide clarification, as long as the explanation accurately reflects the situation as it existed on the application deadline.
- If a required signature is missing, the applicant may submit the signature, unless NH Housing has determined that the application is substantially incomplete.

NH Housing will notify applicants of any curable defects identified in their application both by phone and concurrently via email. Applicants must submit any corrections by email within two business days of receiving this notification. Submissions received after this deadline will not be considered.

If an applicant fails to respond within the allowable timeframe, or if the response does not adequately address the issues raised, NH Housing will draw a negative conclusion. Any failure to respond to specific items in the cure notice may result in the denial of points in the relevant category or may cause the application to be deemed ineligible for meeting threshold requirements.



Following the application deadline, NH Housing will not accept or consider any telephone calls or other oral or written communications on behalf of a tax credit applicant such as those from the project's development team or elected officials, except for responses submitted as outlined above, until reservation awards have been announced.

#### 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:

- [2027-2028 Qualified Allocation Plan](#)
- [Underwriting Standards and Development Policies for Multifamily Finance](#)
- [NH Housing Fee Schedule for Multifamily Housing – 2026](#)
- [HFA 111 Design and Construction Policy Rules](#)
- [Technical Design and Construction Standards](#)
- [Technical Design and Construction Policy Standards for Rehabilitation](#)
- [NH Housing Build America, Buy America \(BABA\) Notice](#)

#### HDS NextGen

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