



**NEW HAMPSHIRE HOUSING FINANCE AUTHORITY
2022 Low Income Housing Tax Credit Round**

Final Application Minimum Exhibit Requirements

The following documents must be uploaded to the Apricot site no later than August 23, 2021 in order to be reviewed and scored in accordance with the Qualified Allocation Plan. Additional applicable exhibits referenced in Apricot will be required for projects that receive a reservation of tax credits.

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

Exhibit Number/Other	Description
-	NHHFA Financing Application (all applicable tabs must be completed)
1	Site information
	Detailed site map showing lot and building location
	Site photographs
	Site location map
2	Environmental information (only Floodplain/Wetland map is required at time of application)
3	Evidence of site control
8	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)
9	Verification of non-profit status (if applicable)
10	List of Developer's other real estate
11	Resumes of the Development Team (include all: developer, development consultant, architect, management agent, and any others on the team)
12	Management Agent Questionnaire (see appropriate tab on the Financing Application)
18	Schematic design plans and specifications Requirements for final application: <ul style="list-style-type: none"> • Dimensioned floor plan showing stair locations, the elevator footprint (if applicable), common corridors, unit demising walls, and common areas. • Front building elevation or rendering. • Typical building section. • Outline specification.
19	Evidence of zoning /local approval status (permit status letter)
30	Service plan and, if services are contracted, a letter of interest from proposed service provider
Cover Documents	Cover letter summarizing the Project
Cover Documents	Signed certification page from the application and the tax credit fee
-	Self-scoring completed with explanations and references to supporting



	documentation
--	---------------

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