

**NEW HAMPSHIRE**  
**2014 QUALIFIED ALLOCATION PLAN**  
**FOR THE LOW INCOME HOUSING CREDIT PROGRAM**

**DRAFT**

**March 1, 2013**

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\* Please confirm that you have the latest information. These areas are published annually by the Department of Housing and Urban Development (HUD).

**NEW HAMPSHIRE  
2014 QUALIFIED ALLOCATION PLAN  
LOW INCOME HOUSING CREDIT PROGRAM  
Program Rules  
(HFA:109)**

**HFA:109.01 INTRODUCTION**

The Low Income Housing Tax Credit (LIHTC) program is currently the single largest source of federal capital subsidy to create and preserve affordable rental housing. The program was added to Section 42 of the Internal Revenue Code (“IRC 42”) in 1986. Under IRC 42, the Internal Revenue Service allocates LIHTC to states on a per capita basis. States in turn designate an agency to allocate LIHTC using competitive criteria established in accordance with IRC 42. The state of New Hampshire has designated the Authority as the agency to allocate LIHTC. The Authority has developed this Qualified Allocation Plan (“QAP”) to establish the criteria and process for allocation of LIHTC in New Hampshire.

**HFA:109.02 PRIMARY ALLOCATION PRIORITIES**

The Authority uses the U.S. Department of Housing and Urban Development Consolidated Plan process to assess New Hampshire’s affordable housing and community development needs and market conditions. The Consolidated Plan is also used as tool to coordinate several federal housing resources that are administered at the state level. The priorities of this QAP (below) are based on conclusions contained in the 2011-2015 Consolidated Plan, public forums on QAP priorities, and extensive discussions with the affordable housing community.

- New Construction adding new units to housing markets
- Emphasis on non-age restricted housing
- Readiness to proceed (i.e. ability to get to construction in a relatively short period)
- Non profit sponsored housing
- High quality of construction including energy efficiency
- Projects that achieve broad community development objectives including “smart growth” and neighborhood revitalization
- Cost containment

**HFA:109.03 LIHTC AVAILABILITY AND SET-ASIDES**

A. LIHTC Available

New Hampshire’s 2014 LIHTC amount is approximately \$2,971,616.

B. Non-Profit Set-Aside

IRC 42 requires that at least 10% of New Hampshire’s annual LIHTC allocation must be set-aside for qualified non-profit organizations that:

- meet tax exempt requirements of IRC 501(c)(3) or (c)(4);
- own a controlling interest in a project and materially participate in the development and management of the project throughout the compliance period; and

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- have exempt purposes including the fostering of low income housing.

Wholly owned affiliates of a non-profit are eligible as qualified non-profit organizations.

### C. Age Restricted Set-Aside

\$900,000 of the annual LIHTC allocation shall be set-aside exclusively for age restricted projects. For the purposes of the set-aside, age restricted projects must designate all units as 62 and over age restricted. All members of the household must be 62 or over. Age restricted projects shall be scored and ranked separately. Each age restricted project will be limited to a \$450,000 Reservation.

### D. Supplemental Set-Aside

\$60,000 of the annual LIHTC allocation shall be set aside for projects returning for supplemental LIHTC after having received a carryover allocation in an earlier year. Allocations made under this set-aside can be up to \$30,000. The decision will be made by the Authority staff, and must meet one or more of the following criteria:

- have incurred or face substantial unforeseen cost increases;
- subject to an unanticipated reduction in equity yield on the sale of the LIHTC;
- would reduce the level of Authority capital subsidy funding; and
- would improve financial feasibility but still be consistent with the Authority's Multi-Family Underwriting Standards.

Any amounts of the supplemental set-aside pool remaining after June 1, 2014 will be made generally available. However, if tax credits are still available after the reservations are approved, Authority staff can make additional supplemental reservations under the same program guidelines.

## **HFA:109.04 PRIMARY PROGRAM POLICIES**

### A. Maximum Amount of LIHTC per Project

The maximum LIHTC that any single non-age restricted project (unphased) may receive is \$800,000. This limit will apply even over multiple years. "Out-of-cap" tax exempt bond financed project allocation amounts are not limited.

### B. Maximum Number of Applications and Projects

No applicant (as one of the general partners or as a development agent) can receive more than one 9% project reservation in the year, unless it is a supplemental application for a previously approved project.

The Authority will not accept a new application if an applicant (including any general partner) has two or more LIHTC projects that have not yet been completed (i.e., IRS Form 8609's issued), including "out-of-cap" tax exempt bond financed projects.

### C. Per Unit Cost Standards/Housing Investment Limits

Project applications will be evaluated for cost reasonableness. Applications which indicate unreasonably high total or specific line item development costs may be rejected. An application will be rejected if the total development cost (residential only) exceeds \$235,000 per unit. The "investment limit" for all projects of combined Authority capital subsidy funds and equity raised

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through the LIHTC is \$190,000 per unit. If a supplemental or additional credit allocation is made to a project in this or subsequent years, staff has the authority to use the most recent investment limits in evaluating and allocating tax credits and other Authority resources to the project.

### D. Preservation Projects

Preservation projects are not eligible to apply for 9% LIHTC's. Preservation projects (existing housing properties) are those that have been funded with federal subsidies that are currently subject to recorded regulatory documents limiting unit rents and/or tenant incomes.

### E. Developer Fee

The maximum developer fee allowed is calculated in the Developer Fee Schedule (Appendix A).

### F. CDBG Funded Projects

Projects which are proposing to include CDBG monies as a source of funds must have previously been awarded the funds, or must have an active application for CDBG funding. For CDBG from Entitlement cities, evidence that an application is under consideration by that city must be provided. In addition, the project must be awarded the CDBG monies before the carryover allocation will be approved.

### G. Basis Boost

The Authority will restrict the 130% basis boost to projects located in the official DDA/QCT districts, or to projects which comply with the green components of the Authority's Design and Construction Standards.

## **HFA:109.05 APPLICATION PROCESS**

### A. Preliminary Applications

The Authority requires the submittal of a preliminary application which includes submission of a complete application using the Online Data Manager (ODM) system. For additional information please refer to [www.nhhfa.org/bp\\_clr.cfm](http://www.nhhfa.org/bp_clr.cfm). Preliminary applications are due May 15th and are mandatory. Preliminary applications will primarily be evaluated using the Threshold Criteria (HFA:109.06).

### B. Application Deadline

The application deadline for 2014 LIHTC is August 29, 2013. Funding decisions will ideally be made by October, 2013.

### C. Application Submittals

Submittal of all preliminary and final application materials (except fees) must be done using the Online Data Manager (ODM) ([www.ckodm.com/nhhfa](http://www.ckodm.com/nhhfa)). Contact Laurel Treamer at [ltreamer@nhhfa.org](mailto:ltreamer@nhhfa.org) for ODM set-up information.

## **HFA:109.06 THRESHOLD CRITERIA**

Projects must meet the Threshold Criteria listed below to qualify for a reservation and allocation of LIHTC. Projects may be rejected at any time during the allocation process for failure to meet Threshold Criteria.

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### A. Feasibility and Appropriateness

The proposed project's characteristics or location must be considered feasible from a financial and regulatory standpoint.

### B. Demand

Potential market demand must be proven and the proposed project must not negatively affect an existing publicly assisted affordable rental property.

### C. Capacity

The project's general partner or management agent must:

- Have the experience or ability to successfully complete the project;
- Have started construction within six months from the date of the Carryover Allocation on a current project;
- Be compliant or otherwise not in default with this or any other Authority program as determined by the Authority;
- Not have a history of noncompliance in LIHTC or other Authority program;
- Have met the specific requirements of the Land Use Restriction Agreement (LURA) for previous projects; or
- Not have any significant negative LIHTC history with other state allocating agencies.

### D. Completion of Prior Phase

If a phased project, the earlier phase(s) of the project must be complete and rent-up must be substantially completed (meaning at least 50% of units have been leased within 4 months of Certificate of Occupancy).

### E. Site Control

Applicant must have secure site control.

### F. Cost Reasonableness

Proposed development or operating budget must not be unreasonably costly or otherwise unsatisfactory. The project application must meet the QAP's investment limit or overall per unit development cost limit. (HFA:109:04(c)).

### G. Readiness

The project must be able to satisfy the criteria of the Progress Phase Requirements (Appendix D) in a timely manner.

## **HFA:109.07 SCORING AND TIEBREAKERS**

### A. Scoring Criteria

Each project will be scored using the criteria listed below. Provide documentation where applicable. Any supportive documentation is subject to verification and the Authority may require additional information as a condition of awarding points. The Authority may reject any documentation deemed to be insufficient, unsupported or inadequate for the particular scoring criteria.

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1. Non-Age Restricted Units  
Projects cannot have “senior” or other age restricted designation.
  - a. Non-age restricted projects with greater than or equal to 25% of the units having 2 or more bedrooms. 15 points
2. Income Targeting  
Greater than or equal to 20% of the total number of units reserved for very low income (<=50% MAI). 5 points
3. Service Enriched Housing  
See Appendix M for definitions of scoring categories and Service Enriched Housing Plan required for scoring of this section. Projects receiving points in this section must continue to make the services available to residents for 5 years. This will be enforced through the LURA. Sponsors who fail to fulfill tenant service enrichment commitments will be penalized 5 points (adjusted proportionally to the total points possible for any particular year) in the “Developer Experience” scoring section for all future project applications for a period of 5 years after the deficiency is cited by the Authority. Projects can receive points in only one area.  
  
Non-Age Restricted Projects
  - a. Service Coordination 5 points
  - b. Supportive Housing Serving Homeless and or Veterans 15 points  
Age Restricted Projects
  - a. Service Coordination 5 points
  - b. Service Coordination Plus 10 points
  - c. Congregate Care 15 points
  - d. Congregate Care Plus 20 points
4. Public Housing Waiting List  
Projects where the managing general partner is a Public Housing Authority (or affiliate) that owns and manages public housing or housing with project based Section 8 vouchers. 3 points
5. Location  
Non-Age Restricted Projects  
Projects in towns with no other previously approved affordable non-age restricted housing.<sup>1</sup> 10 points

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<sup>1</sup> Project funded with public financing sources that must have at least 20% of the units affordable to low income households, with no “senior” or “over age 55” designation, and subject to a recorded long term use restriction regarding affordability. Burden is on applicant to provide documentation.

Age Restricted Projects

1. Age restricted project in a city or town that has no previously completed or approved non-age restricted affordable rental project.<sup>2</sup> -10 points

6. Project Grants and Assistance

An applicant can score points in any of the sections in this category: a and/or b

- a. Projects which have a new rental assistance subsidy for at least 66% of the units, for at least 5 years. Public Housing Authority project based Section 8 units are not eligible, unless the rent subsidies are a new allocation to the PHA specifically for the proposed project.

This point category is not available to existing projects requiring minimal rehabilitation; 15 points

and/or

- b. Projects which have a proposed and likely contribution of non-Authority sources of funds, including subsidies, loans and land donations. Authority resources, developer fee loans and low income housing tax credit equity are specifically not eligible for consideration.

(one category only) – all units counted	
Greater than \$ 29,999/unit	20 points
\$20,000 to \$29,999/unit	15 points
\$10,000 to \$19,999/unit	10 points
\$5,000 to \$9,999/unit	5 points
Less than \$5,000/unit	0 points

7. Advanced Projects

Additional points may be awarded at the discretion of the Authority for advanced progress of the development as per the following schedule:

Phase 1 Environmental Completed	3 points
HUD/RD Environmental Checklist Completed <sup>3</sup> (can score both)	2 points
Submittal of Historic Project Review materials to State	3 points
State Historic Review completed <sup>4</sup> (can score both)	5 points
Market Study completed	3 points

Funding commitments - Projects which have a firm commitment for a significant amount of CDBG, Neighborhood Housing Services, Rural Development, or other subsidized loans or grants, including the Federal Home Loan Bank Affordable Housing Program (AHP), at a rate below the Applicable Federal Rate (AFR) and/or

<sup>2</sup> Same as footnote above.

<sup>3</sup> Checklist must be completed by a third party professional.

<sup>4</sup> Projects which can demonstrate no need to submit to Historic Review will receive 8 points. A review completed with an “adverse impact” will need resolution (e.g. Signed Memorandum of Understanding (MOU)) before points will be awarded.

are non-amortizing. Donated land value will be determined by an Authority commissioned appraisal that must be arranged with Authority staff no later than 60 days prior to the application deadline. Authority administered funds and developer fee loans are not eligible for this point category– all units counted

(one category only)

Greater than \$29,999/unit	5 points
\$20,000 to \$29,999/unit	4 points
\$10,000 to \$19,999/unit	3 points
\$5,000 to \$9,999/unit	2 points
Less than \$5,000/unit	0 points

Prior phase of project approved for LIHTC and underway<sup>5</sup> 5 points

All necessary local planning and zoning permits in hand including site plan approval as evidenced by a permit status letter from the sponsor’s attorney, project engineer or town planning official.<sup>6</sup> 15 points

8. Community Development Component

a. 1. Projects in existing downtown, substantially developed area or neighborhood infill site, or adaptive reuse of existing buildings. These points are equally available for urban and nonurban sites, provided the site is served by existing public/community water, and/or sewer, and roads;

or

2. Projects which are located in formally designated community revitalization areas (e.g. HUD Enterprise Zones, Main Street Programs, historic districts, designated blighted areas or otherwise targeted areas). The minimum size improvement zone for this scoring category is generally a one block area, but cannot have been specifically created for the benefit of the proposed project. The formal designation must come from an official act by a government agency, such as a City Council or Town Board.<sup>7</sup> 10 points

b. Points will be awarded for projects approved for points in part a. which are also in QCT’s. 3 points

c. Points will be awarded for projects approved for points in part a. which preserve and renovate existing housing. 1 point

d. Preservation or restoration of an Historic Building. The building must be on or eligible for the State or National Register of Historic Places, or officially designated as a local historic property by Town, State and/or federal agencies,

<sup>5</sup> Assumes Authority knows of multiple phasing during first phase, and first phase developer is the same sponsor/entity.

<sup>6</sup> A site plan approval which requires additional planning board approvals will not be given these points. The status letter need not be a formal legal opinion.

<sup>7</sup> Federal new market tax credit designations are eligible. A zoning change or special zoning district (e.g. workforce housing zone) does not qualify for scoring in this section.

with rehabilitation to be completed so as to be eligible for and use federal historic rehabilitation tax credits. 5 points

9. Project Cost

Projects which have a projected total development cost/unit (counting all residential units) which exceeds 5% over the average for all applicants (grouped by age restricted and non-age restricted). -2 points

or

Projects which have a projected total development cost/unit (counting all residential units) which exceeds 10% over the average for all applicants (grouped by age restricted and non-age restricted). -5 points

10. Sponsor is a Local Tax-Exempt Organization

New Hampshire non-profit corporation (or a wholly owned subsidiary) that is an eligible HUD recognized "CHDO" is the project sponsor and sole or managing general partner.<sup>8</sup> 3 points

11. Management Experience

To receive points for this category, the proposed management agent must submit a letter of interest and the Management Questionnaire (Sheet with this title in spreadsheet application – also Appendix L of the QAP). Applications are scored based on specific point scoring shown on the Management Questionnaire. The scoring gives preference to management agents based on experience, performance and satisfaction of LIHTC training requirements. 0 to 10 points

12. Developer Experience with the Authority

The developer or any individual that is part of the development team:

- has any outstanding obligations (including compliance fees) on any Authority financed or tax credit project owed to the Authority of more than 30 days in arrears;
- is involved in or has had other tax credit or Authority financed projects which have non-compliance issues;
- the project's developer, management agent or anyone affiliated with the general partner is or has been non-compliant or otherwise in default with this or any other Authority Program (as determined by the Authority), or with another state housing finance agency.
- has been awarded credits in the past that were subsequently returned or otherwise unused (unless for good cause).

Such determination will be made by the Authority in its sole discretion. 0 to -20 points

B. Tiebreakers

In the case of a scoring tie, the tiebreakers shall be:

1. The project with the highest percentage of LIHTC eligible units, compared to total units is favored.

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<sup>8</sup> CHDO is a Community Housing Development Organization.

2. The project providing the highest percentage of new housing units to total housing units is favored.
3. If still tied, the most efficient use of LIHTCs (i.e. lowest amount of LIHTCs per rent restricted unit) is favored.

## **HFA:109.08 ALLOCATION PROCESS**

### **A. Reservation of LIHTC**

All applications are reviewed for completeness. Incomplete applications will be rejected, though minor variances may be waived. The Authority may reject any documentation deemed to be insufficient, unsupported or inadequate for the particular scoring criteria. The Authority is not required to notify the applicant of inconsistencies or missing information.

Applications are scored and ranked in accordance with the Scoring Criteria (HFA: 109.07). Projects are recommended for a reservation of LIHTCs based on the competitive scoring results. However, a project must receive a minimum of 80 points (50 points for non-age restricted projects) to be eligible to receive a LIHTC reservation.

The nonprofit set-aside is generally satisfied through the QAP scoring system. However since the state's entire allocation authority is predicated by IRC 42 on meeting the minimum 10% nonprofit allocation, one or more nonprofit projects may be selected over higher scoring applicants until the 10% allocation requirement is met.

When only partial LIHTCs are available for the next highest scoring project, the Authority retains the right to bypass that project, and either give LIHTCs to other projects lower in the scoring ranking which can effectively use the remaining LIHTC amount, or use the LIHTCs in a future year.

If a partial allocation is offered, the Authority must be convinced that a project can be appropriately phased or restructured, that the project's feasibility is not conditioned upon receipt of a future reservation, and that the project can retain its Scoring Criteria ranking. The Applicant must demonstrate the ability to meet these criteria within 21 days of notification.

### **B. Appeal Process**

Applicants may appeal the Authority's decision, solely with regard to their application. Applicants must submit a formal request for an appeal within 5 business days of notification that LIHTCs will not be awarded. The appeal request is considered by the Authority's Multi-Family Housing Committee, which makes a recommendation to the Board of Directors.

### **C. Conversion to Out-of-Cap Project**

In the interest of making the most efficient use of New Hampshire's housing related resources, the Authority reserves the right to remove a project from the competitive process, regardless of potential score, and convert the project to an "out-of-cap" bond financed project. This would be premised on project feasibility under a tax-exempt bond financed scenario (construction and/or permanent), as determined by the Authority. However, once removed from the application round, the Authority cannot guarantee successful bond financing for the project.

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### D. Post Reservation Processing

#### 1. Progress Phase

Within 120 days of notification of a reservation of LIHTCs the Applicant must complete all requirements listed in Appendix D, Progress Phase Requirements. Extensions to the deadline may be granted.

#### 2. Allocation Phase

Projects that will not be placed in service by December 31, 2014 must complete the items listed in Appendix E, Carryover Allocation Requirements by October 1, 2014. At project completion, the Applicant must submit the items listed in Appendix F, Final Allocation Requirements.

#### 3. Cost Certifications

Cost Certifications are required for both the Carryover Allocation (i.e. the 10% expenditure certification) and for a Final Allocation. The cost certifications must incorporate a professional CPA audit in accordance with generally accepted auditing standards and IRC 42. The line items used in the certification must correspond with the Authority's application spreadsheet. The certification must include sources as well as uses of funds.

### E. LIHTC Exchange

The Authority will permit exchanges of LIHTC to be granted at the discretion of staff when all of the following apply:

- the appropriate amount of LIHTC are available;
- the sponsor provides evidence of an inability to meet the placed-in-service, 10% expenditure or other funding deadline;
- the situation results from litigation, municipal approval delays or other unforeseeable circumstances beyond the sponsor's control;
- the project continues to be financially feasible, meets the Threshold Criteria and other eligibility requirements in effect at the time the LIHTCs were originally awarded.

Staff has the authority to re-issue a Reservation letter for LIHTCs in the same (or lesser) amount without further Board action.

### F. Project Representations

Representations made about the project relating to ownership or management, or factors that are used in the selection and scoring criteria may not be changed without the express written permission of the Authority. LIHTC reservations may be rescinded if the project changes in a way that reduces the competitive score.

## **HFA:109.09 FEES TO THE AUTHORITY**

### A. Program Fees

The LIHTC application fee is 7% of the final allocation amount for all applicants, with 1% paid with the initial application. The initial application fees may be refunded, less \$500, if a project is withdrawn or otherwise fails to secure a reservation. No fees are refundable after a reservation has been approved.

**B. Compliance Monitoring Fees**

The monitoring fee is \$600 per LIHTC unit, which is paid at the Final Allocation stage. The Authority reserves the right to make adjustments to annual monitoring fees due to increased monitoring requirements and/or costs.

**HFA:109.10 LONG-TERM AFFORDABILITY COMPLIANCE**

**A. Recorded Affordability Commitment**

Prior to issuance of the Carryover Allocation or Final Allocation, whichever is earlier, the Owner of the LIHTC project must execute and record a Land Use Regulatory Agreement (LURA). The LURA sets forth the conditions wherein the Owner and the Project must comply with IRC 42. The Applicant must show that the LURA has been recorded and has precedence over any permanent financing or other liens. The LURA shall remain in effect for a 99 year compliance period.

**B. Right of First Refusal**

Owners (except ownership entities ultimately controlled by a qualified non-profit or local housing Authority) must sign a Right of First Refusal (ROFR) in favor of a qualified non-profit, local housing authority or the Authority. The ROFR - a sample of which can be found at Appendix G - shall be executed prior to Final Allocation. [www.nhhfa.org/lihtc\\_gap.cfm](http://www.nhhfa.org/lihtc_gap.cfm)

**C. Compliance Monitoring**

The Authority is required to monitor project compliance with IRC 42 and the LURA, and to notify the IRS when it becomes aware of any noncompliance. The Authority's monitoring responsibilities begin at the time the first building is placed in service. Additional information regarding compliance monitoring can be found at [www.nhhfa.org/bp-lihtcp-manual.cfm](http://www.nhhfa.org/bp-lihtcp-manual.cfm)

**D. Qualified Contract Process**

The Authority's qualified contract process which governs the process for exiting the program at the end of the initial fifteen year compliance program can be found at [www.nhhfa.org/bp\\_lihtcp\\_manual.cfm](http://www.nhhfa.org/bp_lihtcp_manual.cfm)

**HFA:109.11 MISCELLANEOUS AUTHORITY PROVISIONS**

**A. Waiver Authority.**

The Authority reserves the right to waive any of these Rules (HFA:109) within the constraints of IRC 42. Applicants or potential applicants must submit a written request for a waiver. A hearing will be scheduled within 45 days of the request by the Authority's Multi-Family Housing Committee. Upon a finding of good cause, a waiver may be granted on a case-by-case basis by the Board of Directors. A waiver of the rules can be initiated by the Board, in which case no hearing is necessary.

**B. Compliance with Federal, State and Authority Regulations**

All projects receiving LIHTC allocations (including "out-of-cap" allocations) must comply with the all relevant Authority, state and federal regulations, including but not limited to:

- IRC 42
- Federal Uniform Physical Condition Standards (UPCS at CFR 5 et al.)
- Federal Fair Housing Act 42 USC §3601 et seq.
- Federal Section 504 Accessibility requirements
- Authority Design and Construction Standards (HFA:111)

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- Authority Underwriting and Development Policies for Multi-Family Finance

### C. References

Applicants may be required to provide authorization so that references and credit can be checked. Applicants may be required to submit IRS Form 8821 with their LIHTC applications, including separate forms for all general partners, to allow Authority access to IRS data on the applicant.

### D. Warrant and Liability

The Authority is charged with allocating no more LIHTCs to any given project than are required to make projects economically feasible. This decision is made solely at the discretion of the Authority but does not represent or warrant to any applicant, developer, partner, investor, lender or others that the project is feasible or risk free.

The Authority's review of application documents in connection with this QAP is for its own purposes. The Authority makes no representations to the applicant or anyone else as to compliance with the IRC 42, Treasury Regulations or any other laws or regulations governing the LIHTC Program. To the extent any information in the QAP is inconsistent with IRC 42, the provisions of IRC 42 shall govern.

No Board member, officer or employee of the Authority shall be personally liable concerning any matters arising out of or in relation to the allocation of LIHTCs or compliance monitoring.

The Authority's obligation to monitor for compliance does not make the Authority liable for an owner's noncompliance.

### E. Amendments to the QAP

The Authority reserves the right to modify the QAP periodically, with the consent of the Governor. The Authority may make technical clarifications or revisions to comply with changes in federal law at its sole discretion.

### F. Board Role

Unless otherwise specified, the Authority's Board of Directors delegates LIHTC Program administration to staff. The responsibilities of the Board's Multi-Family Housing Committee are delineated in Sections HFA:109.11A (Waiver Authority) and HFA:109.08B (Appeals). The Reservation (or rejection) of LIHTC shall be made by the Authority's Board of Directors (except for supplemental LIHTC (HFA:109.03D) and LIHTC Exchanges (HFA:109.08E)).

### G. Consistency with IRC 42

To the extent any information in the Allocation Plan is inconsistent with IRC 42, the provisions of IRC 42 shall govern. This QAP is not intended to present all the rules and regulations of the LIHTC program. It is strongly recommended that applicants consult with competent legal and tax counsel.

### H. New Hampshire Right to Know Law

The Authority is subject to RSA Chapter 91-A, which is known as the "Right-to-Know Law." Under the Right-to-Know Law, certain records are considered "governmental records" that are open to public inspection. Documents and data created under this Program by the Authority or by the Grantee may be subject to public inspection. Other documents and data, such as confidential

financial information, may be considered nonpublic records and thus would not subject to public inspection. The Authority and the Grantee shall comply with the Right-to-Know Law. The Grantee shall provide the Authority with all Right-to-Know requests, and the Authority will determine how to comply with the Right-to-Know Law. Nevertheless, a court may disagree with the Authority's decision in which case the court's decision would prevail. The Authority shall not be liable to the Grantee or to any party for the Authority's decisions or a court's decisions related to the Right-to-Know Law.

**HFA:109.12 PROJECTS FINANCED BY TAX-EXEMPT BONDS**

Projects financed with tax-exempt bonds may apply for "out-of-cap" LIHTC at any time. "Out-of-cap" applicants must satisfy the requirements for allocation in accordance with the QAP. Carryover Allocations are not required for projects financed with tax-exempt bonds. The Authority issues a "Determination Letter" stating the estimated amount of tax credits that the project is eligible for just prior to the bond closing transactions, assuming all other LIHTC Program requirements have been, or will be met.

Fees for tax exempt bond funded projects are the same as 9% allocations (HFA:109.09), except that 1% of the application fee is due at the time the Determination Letter is requested.

**2014 New Hampshire Qualified Allocation Plan**  
**Automatically calculated at Dev Fee sheet of spreadsheet application**

**APPENDIX A**  
**DEVELOPER FEE**

The developer fee is not a guaranteed or automatic budgetary figure and must be approved by the Authority within the context of each project. The fee will be strictly limited, with any violations of the developer certification of development cost forwarded to the IRS using IRS Form 8823. For purposes of calculating the maximum developer fee allowed, the Authority does not distinguish between the developer fee and fees for consultants doing those tasks typically done by a developer, regardless of whether the applicant is a for-profit entity. "Consultant fees" counted as developer fee do not include professional fees such as architectural, engineering or appraisal fee.

Maximum Developer Fee Calculation

1. Projects primarily relating to acquisition with renovation/new construction (including contingency) equaling less than 50% of total development costs not including land:  
  
    \$ 6,000 per unit.
  
2. Non-Age Restricted new construction or substantial rehab projects:  
  
    \$21,000 per unit for first 10 units;  
    \$17,000 per unit for next 30 units;  
    \$14,000 per unit for next 60 units;  
    \$ 6,000 per unit for any unit above 100.
  
3. Age Restricted new construction or substantial rehab projects:  
  
    \$19,000 per unit for first 10 units;  
    \$15,000 per unit for next 30 units;  
    \$13,000 per unit for next 60 units;  
    \$ 6,000 per unit for any unit above 100.
  
4. The maximum fee in any case shall absolutely be no more than 15% of total development costs.

## **2014 New Hampshire Qualified Allocation Plan**

### **APPENDIX B NEW HAMPSHIRE**

#### **DIFFICULT DEVELOPMENT AREAS (DDA's) and QUALIFIED CENSUS TRACTS (QCT's)**

Note: This listing is for information only and reflects the last known federal designations. Please confirm for your project location. While the 130% bump is no longer restricted by law to the federal DDA/QCT districts defined by HUD, the Authority will restrict the 130% bump to projects located in the official DDA/QCT districts, or to projects which comply with the green components of the Authority's Design and Construction Standards.

#### **Difficult Development Areas (DDAs)**

Belknap, Carroll, Cheshire, Grafton and Merrimack counties.

Note: Merrimack County was dropped for 2012.

#### **Qualified Census Tracts (QCTs) (unchanged – October 6, 2009 74 FR 51304)**

Manchester – 4.00, 5.00, 14.00, 15.00 and 20.00.

Nashua – 0105.00, 0107.00 and 0108.00.

Strafford County – 802.01 and 802.02.

Source: web reference is

[http://www.novoco.com/low\\_income\\_housing/facts\\_figures/qcts\\_ddas.php](http://www.novoco.com/low_income_housing/facts_figures/qcts_ddas.php)

Federal Register – October 27, 2011 76 FR 66741

## **2014 New Hampshire Qualified Allocation Plan**

### **APPENDIX C APPLICATION THRESHOLD REQUIREMENTS**

Applications must submit the following documents in the ODM website in order to be scored and considered for an LIHTC reservation in accordance with the Selection Criteria:

1. Completed Excel Application file
2. Exhibit 1 – Site Information\* (include aerial photograph with site identified)
3. Exhibit 2 – Floodplain and/or wetlands maps/certifications, if applicable.
4. Exhibit 3 – Evidence of Site Control
5. Exhibit 30 – Tenant Service Enriched Housing plan (if applicable) – see QAP Appendix K
6. Exhibit 12 – Management Agent Questionnaire – complete in ODM directly
7. Exhibit 19 – Status and Timetable of Zoning Local Approvals – including permit status letter (if applicable)
8. Self score – Use ODM self scoring section, and use accompanying text boxes to substantiate proposed score
9. Tax Credit Application Fee (1% of requested LIHTC allocation) delivered to NH Housing by the application deadline.

Applications which do not meet the above requirements will be returned to the applicant.

If the project scores competitively and meets all applicable requirements of the Authority, a reservation of credit shall be recommended to the Multi-Family Housing Committee of the Board of Directors.

\*Exhibit numbers refer to the ODM website, List of Exhibits. Certain Exhibits may not be applicable.

## **2014 New Hampshire Qualified Allocation Plan**

### **APPENDIX D PROGRESS PHASE REQUIREMENTS**

The following documents must be submitted to the Authority via the ODM website within 120 days of notification of a reservation of Tax Credits or 30 days prior to deadline for Carryover Allocation (i.e. December 1<sup>st</sup>), whichever is sooner:

Projects must meet the requirements of the Progress Phase to be eligible for an allocation of tax credits. Progress requirement extensions may be granted at the sole discretion of the Authority. The tax credit Reservation may be rescinded at the sole discretion of the Authority for not meeting the Progress Phase Requirements or for a failure to meet the General Criteria in HFA:109.07B.

1. Letter requesting Commitment of Tax Credits and inclusion of any pages from the Application Form related to changes in the project scope or cost, including complete updated budget
2. Exhibit 19 – Evidence of Zoning/Local Approvals\*
3. Exhibit 20 – Permanent Financing Letter of Commitment
4. Exhibit 21 – Construction Financing Letter of Commitment
5. Exhibit 22 – Equity Investment Letter of Commitment
6. Soils and/or structural engineering report (if applicable)
7. Exhibit 24 – Construction Period Sources and Uses (monthly)
8. Exhibit 27 – Final Plans and Specifications
9. Exhibit 16 – Appraisal (if required by the Authority)
10. Exhibit 17 – Market Study (must be commissioned by the Authority and paid for by the applicant)
11. Exhibit 2 – Environmental Site Assessment and related reports (Lead, Asbestos, Historic, Archeological, etc) if required by the Authority\*
12. Evidence of Continued Site Control
13. Copy of the Architect Contract

14. For projects providing tenant services, an Executed Agreement Binding on Both Parties
15. Cost estimates (or bids if available), by schedule of value. Must comply with 6-2-6 rule for contractor overhead and profit
16. Copy of Contract for Consultant Services (if applicable)

\*Exhibit numbers refer to the ODM website List of Exhibits. Certain exhibits may not be applicable – see Application.

## **2014 New Hampshire Qualified Allocation Plan**

### **APPENDIX E CARRYOVER ALLOCATION REQUIREMENTS**

1. Update of the Excel Application Form using ODM by December 1st.
2. Evidence of Limited Partnership existence, including federal tax identification number, Certificate of Good Standing for Limited Partnership from New Hampshire Secretary of State or copy of the Certificate of Limited Partnership stamped by Secretary of State.
3. Copy of Partnership Agreement or Offering Summary (draft acceptable)
4. Evidence of Continued Site Control
5. Copy of Construction Proposals (or bids) and executed Construction Contract. Include a copy of Schedule of Values showing contractor overhead and profit breakdown (i.e. 6-2-6 rule)
6. Recorded Land Use Restriction Agreement (LURA)(contact Authority at least 14 days prior to deadline to receive document).
7. Market Study completed

\*The Carryover Cost Certification must be completed within 12 months of the “date of allocation”, and must be forwarded to the Authority within a reasonable period after that.

## **2014 New Hampshire Qualified Allocation Plan**

### **APPENDIX F FINAL ALLOCATION REQUIREMENTS**

1. Updated Application Form into ODM with Sources and Uses corresponding to Final Cost Certification
2. Final Cost Certification
3. Developer Certification of Costs (see Appendix H for required format)
4. Developer Certification of Equity Proceeds (see Appendix I for required format)
5. “As-Built” Architect Certification (see Appendix J for required format)
6. Recorded Land Use Restriction Agreement (LURA) and evidence of its precedence in the land records (e.g. title search)
7. Executed Partnership Agreement with Equity Pay-In Schedule
8. Final Allocation Fee
9. Copy of Certificates of Occupancy
10. Copy of Deed including legal description of property
11. Tax Credit Monitoring Fee
12. Certification of Tax Credit Management Designation and Training
13. Placed In Service Date for each Building
14. Construction Contract meets 6-2-6 Limits
15. Sign-off by the Authority Construction Analyst (responsibility of Authority)
16. 10% cost certification completed within one year of carryover allocation
17. Right of First Refusal to Nonprofit – Required for For Profit Developers Only – see Appendix G for example

## 2014 New Hampshire Qualified Allocation Plan

### APPENDIX G SAMPLE - RIGHT OF FIRST REFUSAL

This Agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, 201\_, between \_\_\_\_\_ (the “Owner”), having an address of \_\_\_\_\_, County of \_\_\_\_\_, and State of \_\_\_\_\_ and the New Hampshire Housing Finance Authority, having an address of 32 Constitution Drive, Bedford, County of Hillsborough and State of New Hampshire (hereinafter referred to as the “Authority”), and \_\_\_\_\_ (hereinafter referred to as the “QUALIFIED NON-PROFIT ENTITY”), having an address of \_\_\_\_\_, County of \_\_\_\_\_ and State of \_\_\_\_\_ and the parties agree as follows:

1. The Owner owns \_\_\_\_\_ (hereinafter referred to as the “Property”). See attachment for legal description.
2. A Qualified Non-Profit is defined as meeting the requirements of the Internal Revenue Code (IRC) Section 42(h)(5)(C)).
3. The Owner and its successors and assigns in interest (as may be approved by the Authority as per HFA:109.08F of the 2014 Qualified Allocation Plan) are bound to the Low Income Housing Tax Credit (LIHTC) rent and income limits set forth in the Land Use Restriction Agreement (hereinafter referred to as the “LURA”) for 99 years from the beginning of the compliance period as defined in the LURA, unless the Owner uses the following procedure:
  - (i) The Owner may make a bona fide offer to sell the Property to the Qualified Non-Profit Entity or its successor and assigns, subsequent to the initial 30 year compliance period for a price equal to the minimum set forth in IRC Section 42(i)(7)(B). The offer shall be in writing delivered to the Qualified Non-Profit Entity, with a copy to the Authority. The Qualified Non-Profit Entity may accept the offer to sell by notifying the Owner in writing within ninety (90) days of its receipt of the offer. If the Qualified Non-Profit Entity accepts the offer, then the Owner and the Qualified Non-Profit Entity shall close the sale of the Property at the offices of the Authority within 180 days after the acceptance of the offer. If the Qualified Non-Profit Entity decides to purchase the Property, the original LURA will be discharged and no rent or income limits shall apply.
  - (ii) If the Qualified Non-Profit Entity does not accept the offer to purchase the Property or exercise its right under this Right of First Refusal (“ROFR”), to purchase the Property as set forth in Paragraph 2 above, then the Owner shall offer to sell the Property to the Authority for the same price at which it offered to sell the Property to the Qualified Non-Profit Entity. The offer shall be in writing and delivered to the Authority. The Authority may accept the offer by notifying the Owner in writing within ninety (90) days of its receipt of the same. If the Authority gives written notice of its intent to accept this offer, the

Authority and the Owner shall close the sale of this Property at the offices of the Authority within 180 days after receipt of the Authority's written notice of acceptance of this offer. The Authority may purchase this Property for its own purposes or on behalf of another Qualified Non-Profit Entity. If the Authority purchases the Property either for its own purposes or on behalf of another Qualified Non-Profit Entity, the Authority may discharge the original LURA or negotiate a new LURA. In the event that the Authority negotiates a new LURA, it shall use its best efforts to maintain low income residency and affordability substantially the same as the existing LURA to the extent reasonably possible.

- (iii) If the Authority declines the offer to sell the Property or to otherwise exercise its right under this ROFR, either for its own purposes or on behalf of another Qualified Non-Profit Entity, the LURA will be discharged by the Authority and the Owner is free to sell and/or convert the Property to market rents or other uses after adequate notice to existing tenants and compliance with existing law (including the 3 year tenant protection period cited at Section 42(h)(6)(e)(ii)).
4. This Agreement may be assigned by the Owner, subject to the written approval of the Authority, which approval shall not be unreasonably withheld.

**2014 New Hampshire Qualified Allocation Plan**

**APPENDIX H  
DEVELOPER'S CERTIFICATION OF DEVELOPMENT COSTS**

I \_\_\_\_\_ (“Developer”), developer of  
\_\_\_\_\_ (the “Project”) located at  
\_\_\_\_\_ in \_\_\_\_\_, New  
Hampshire, hereby certify that the accompanying Sources and Uses of Funds with the Total  
Development Cost totaling \$\_\_\_\_\_, dated \_\_\_\_\_. Accountant’s  
Certification of Costs (including developer fee), Qualified Basis and Applicable Fraction  
represent true and accurate representation of the Project **funding and total** costs. **I certify that  
all current financing terms have been disclosed, and I will further inform that Authority of  
any future changes to project financing.** I further state that the Qualified Basis and Applicable  
Percentage were calculated in a manner consistent with the regulations set forth in IRC 42. I  
recognize that any changes or misrepresentations from this certification may warrant notification  
to the IRS of a LIHTC Program violation via IRS Form 8823.

Date: \_\_\_\_\_

Duly Authorized: \_\_\_\_\_

**2014 New Hampshire Qualified Allocation Plan**

**APPENDIX I  
DEVELOPER'S CERTIFICATION OF EQUITY PROCEEDS**

I \_\_\_\_\_ (“Developer”), developer of  
\_\_\_\_\_ (the “Project”) located at  
\_\_\_\_\_ in \_\_\_\_\_, New  
Hampshire, hereby certify that the gross equity investment in the Project gained from the sale of  
\_\_\_\_\_% interest in the Limited Partnership entitled \_\_\_\_\_ Limited  
Partnership Agreement dated \_\_\_\_\_ totaled \$\_\_\_\_\_. This gross equity  
investment is based on a final allocation of Low Income Housing Tax Credit of  
\$\_\_\_\_\_ annually for a period of ten years.

Date: \_\_\_\_\_

Duly Authorized: \_\_\_\_\_

**2014 New Hampshire Qualified Allocation Plan**

**APPENDIX J  
“AS-BUILT” ARCHITECT CERTIFICATION**

I have inspected the development know as

\_\_\_\_\_ (Project name) located in  
\_\_\_\_\_ (city, state) and hereby certify that the  
development has been built in accordance with the drawings and specifications dated  
\_\_\_\_\_ prepared by

Based upon this inspection, to the best of my knowledge and belief, the development has been constructed in conformance with all local, state and federal laws designated as the development standard for the project including, but not limited to the ADA, Section 504 and Fair Housing Laws as they pertain to handicapped accessibility and adaptability, all state and local health, safety and building codes and those requirements as set forth in the Authority’s Design and Construction Standards.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Architect

(Seal)

## 2014 New Hampshire Qualified Allocation Plan

### APPENDIX K ELECTION OF GROSS RENT FLOOR

Pursuant to Internal Revenue Service (IRS) Regulations, an Owner of a Low Income Housing Tax Credit project may designate the date that the Gross Rent Floor takes effect prior to the date the building is placed in service. The Gross Rent Floor establishes the initial permitted maximum rents for the Project. The Gross Rent Floor also limits potential future rent reductions due to decreases in the applicable median area income limits. The IRS will treat the Gross Rent Floor as taking effect on the date the New Hampshire Housing Finance Authority (Authority) initially allocates tax credits to the building. However, the IRS will treat the Gross Rent Floor as taking effect on a building's placed in service date if the Owner designates that date as the date the Gross Rent Floor takes effect for the building. The Owner must make this designation to use the placed in service date and inform the IRS no later than when the building is placed in service.

Please make the following designation:

- If this box is checked, the Owner hereby elects pursuant to IRS Revenue Ruling 94-57, to fix the applicable Gross Rent Floor in accordance with Section 42(g)(2)(A) at the date the building is placed in service. This document must be submitted to the Authority prior to the Projects' placed in service date.
- If this box is checked, the Owner has made no election pursuant to IRS Revenue Ruling 94-57, and the applicable Gross Rent Floor for a building shall be set at the date the Authority initially allocates low income housing tax credits, which shall be earlier of 1) the date of the Carryover Allocation or 2) the date of the Final Allocation (IRS Form 8609).

A decrease in the median area income limits will not require a reduction in rents below the Gross Rent Floor.

**2014 New Hampshire Qualified Allocation Plan**  
**Please use form in spreadsheet application.**

**APPENDIX L**  
**MANAGEMENT AGENT QUESTIONNAIRE**

Management Company Profiled:		Self Scoring Circle Answer	
Questions 1 – 7 are used in LIHTC scoring.		Yes	No
1.	Does the Agent have experience managing properties receiving subsidies or rental assistance other than Low Income Housing Tax Credit (LIHTC)?	1	0
	If yes, more than five years of experience?	1	0
	If yes, identify the Contract Administrator and/or Compliance Agency and the number of properties, number of units, location and years of experience.		
2.	Does the Agent have experience managing LIHTC properties?	1	0
	If yes, more than five years experience?	1	0
	If yes, identify the compliance agency and the number of properties, number of units, location and years of experience.		
3.	In the past 3 years has the Agent undergone a LIHTC Compliance Monitoring Review?	1	0
	If yes, identify the compliance agency.		
4.	(If not applicable, please skip to question 5) In the past 6 years, has the Agent received an <u>unsatisfactory</u> Monitoring Review of any property by a Compliance Agency or Contract Administrator?	-1	1
	If yes, explain circumstances and resolutions.		
5.	(If not applicable, please skip to question 6) In the past 3 years has the Agent managed/owned a property that has experienced any of the following?		
	<input type="checkbox"/> Persistent (2 consecutive years) and/or numerous (a finding with more than 50% of areas inspected) poor physical condition issues within the control of management.	-1	1
	<input type="checkbox"/> Persistent (2 consecutive years) late/incomplete submission of required documents (audits, budgets, certifications or other administrative or regulatory documents) to the contract administrator or compliance agency.	-1	1
	Check all that apply:		
	<input type="checkbox"/> Mortgage delinquent over 30 days		
	<input type="checkbox"/> Low Debt to Coverage Ratio (DCR below 1.00)		
	<input type="checkbox"/> Rental delinquency, greater than 7% of gross rent		
	<input type="checkbox"/> High vacancy, greater than 8% for more than 60 days		
	<input type="checkbox"/> Negative operating budget		
	<input type="checkbox"/> In litigation		
6.	Does at least one person of the Agent's staff possess a designation of training and proficiency from one of the Authority's nationally recognized Tax Credit trainers? <i>See LIHTC Compliance on website for trainers <a href="http://www.nhhfa.org">www.nhhfa.org</a>.</i>	1	-1
	If yes, list the specific designation by staff and date or attach documentation.		
7.	Does at least one person of the Agent's staff attend annual LIHTC training?	1	-1
	If yes, list the specific training attended by staff and date or attach certificate of training.		
		Total Self Scoring	

**2014 New Hampshire Qualified Allocation Plan**

**APPENDIX L  
MANAGEMENT AGENT QUESTIONNAIRE (continued)**

		Yes	No	
8.	In the past 6 years have any non-compliance 8823's been issued to properties managed/owned by Agent? If yes, are there any 8823's not corrected?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please explain:
9.	In the past 6 years of the properties managed/owned, have any issues of non-compliance of the special conditions of the LURA been discovered? If yes, are there any issues not corrected?	<input type="checkbox"/>	<input type="checkbox"/>	Explain:
10.	In the past 6 years, has the Agent been found in violation of any state or local codes?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please explain:
11.	In the past 6 years, has the Agent been found in violation of any Fair Housing Law?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please explain:
12.	Is the Management Agent informed of and experienced with the specific requirements, restrictions and compliance of this property and/or program?	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Can the Agent demonstrate their ability to provide management and maintenance services required for this type of property? (consider funding restrictions and compliance, documents and forms, distance from management, tenant demographics, neighborhood).	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Does the Agent intend to contract out any portion of the management functions?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please explain:
15.	Are the Agent and all staff (including maintenance) who participate directly in the management of the property informed of and experienced with of the Fair Housing and Equal Opportunity (FHEO), Americans with Disabilities (ADA) and Section 504?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, list the specific training attended by staff and date or attach certificates of training:
16.	Is the Management Agent eligible for or have a surety bond?	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Is there an identity of interest between the ownership and management entities?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please explain:
18.	Have any properties that the Agent (or any of its executive professional or supervisory personnel) managed or currently manage ever experienced a default?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please explain:
19.	In the past 10 years has the Agent or any Principal or Officer of the Agent filed bankruptcy or had judgments levied against a firm that they were a Principal of?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, please explain:

New Hampshire Housing Development Division staff will review the completed form with Asset Management staff. Upon review, further information may be requested.

I, \_\_\_\_\_ hereby certify that the information set forth herein, and in any attachments in support thereof, is true, correct and complete to the best of my knowledge and belief.

Name of Firm: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

## 2014 New Hampshire Qualified Allocation Plan

### APPENDIX M SERVICE ENRICHED HOUSING

#### A. General Specifications apply to all scoring categories in this section.

1. Complete the Service Enriched Housing Plan and Budget at the end of this appendix for scoring.
2. Any service may be provided by a qualified<sup>1</sup> employee of the management company and/or through a contract with a qualified<sup>1</sup> company. Attach a copy of the job description for employees providing any services. If contracted services will be used, attach a letter of intent to contract to the application containing:
  - The type(s) of service and number of hours per week or month each will be provided
  - The location(s) where the service(s) will be provided
  - The fee for providing the service(s)
3. A minimum of 20% of residents selected for occupancy, at rent-up and ongoing, must be identified as needing the services being provided. Participation by any tenant is voluntary. Provide the tenant selection strategy for accomplishing this outcome in the Service Enriched Housing Plan.
4. Services being scored must be available at the property to residents in a format and/or at a reduced fee because they are residents of the project, not because they meet the financial eligibility requirements for the service. If people can receive the same service or benefit when they live in privately financed housing, then the service is not eligible for scoring in this section.
5. Fees may be charged for services, except service coordination, that are provided to residents. Include an explanation of fees in the Service Enriched Housing Plan.
6. The amount, source and expected use of funds being committed to provide scored services must be specified for each of the first five years. Funds from sources other than the operating budget may be included with a letter of commitment attached. Funds may be contingent on the selection of the project for tax credit funding. Any expenses to be paid from the project operating budget shall be included on the Resident Services line in the LIHTC ProForma as well as in the Service Enriched Housing Plan – Budget below.

#### B. Scoring Category Specifications

1. Service Coordination – Non-age Restricted, Age Restricted and Veterans Housing: A minimum of one hour/unit/month of service coordination must be provided by a person

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<sup>1</sup> A qualified employee or company meets local, state and federal requirements, if any, for the education, experience, certification and/or licensure for the service(s) to be provided.

who does not also collect rent, inspect units, make determinations on reasonable accommodation requests, investigate lease violations, or issue eviction notices. The Service Coordinator shall have a private space for resident assessments and consultations; a place to secure documentation; a telephone with voicemail; and a computer with internet access. The core responsibilities of the Service Coordinator shall be to:

- a. Complete a service needs assessment for each resident within 60 days of move in and annually thereafter. Provide follow up as needed to address resident's needs as identified in their service plan.
  - b. Maintain secure documentation of resident assessments, service plans and follow-up.
  - c. Provide information about, and assist with enrollment as needed, services and resources available to assist residents to:
    - Meet their lease obligations
    - Maximize their economic self-sufficiency
    - Maintain independent living
  - d. Develop and implement strategies to build community among diverse residents.
  - e. Develop partnerships to bring programs and services onsite to meet the needs of groups of residents.
2. Supportive Housing Serving Homeless – Non-age Restricted and/or Veterans: At least one member of each household must be homeless or at imminent risk of homelessness immediately prior to tenancy and be identified as needing services to maintain housing. Eligible projects may be either transitional or permanent supportive housing and may use the single room occupancy (SRO) model. To score in this category, a substantial level and range of services must be integrated into the housing and be needed to support residents. Services must include, but not be limited to:
- An initial assessment of each resident's needs within one week of move-in and a written plan developed to address each need.
  - Regular case management, including ongoing assessments of residents' needs and the efficacy of the services being provided in meeting the identified needs.
  - Coordination of benefits and services to assist residents in becoming permanently housed.
3. Service Coordination Plus – Age-Restricted: A minimum of one hour/unit/month of service coordination (defined in B.1. above) and at least one of the following services available onsite to all of the residents: congregate meals at least weekly; transportation at least weekly; or discounted homemaking service at least bi-weekly.
4. Congregate Care – Age-Restricted: A substantial level and range of services integrated into the housing to support resident needs. Services must include at a minimum, service coordination (see B. 1. above), one congregate meal a day, and weekly homemaking.

5. Congregate Care Plus – Age-Restricted: A substantial level and range of services integrated into the housing to support resident needs. Services must include at a minimum, service coordination (see B. 1. above), one congregate meal a day, weekly homemaking and personal care.

SERVICE ENRICHED HOUSING PLAN

Select Scoring Category:

Project Name: 2T

Number of Units: 0

Contact Person for Service Enriched Housing: 2T

Email Address: 2T

Phone: 2T

---

A. Included Services (check all that apply and respond to questions):

Service Coordination      Est. % of residents needing service? 0%      Number of hours/week? 0  
Onsite?  Yes  No      Contracted?  Yes (attach letter of intent)  No  
Name of Contractor? 2T

---

Case Management      Est. % of residents needing service? 0%      Number of hours/week? 0  
Onsite?  Yes  No      Contracted?  Yes (attach letter of intent)  No  
Fee per hour? \$0      Name of Contractor? 2T

---

Meals      Est. % of residents needing service? 0%      Number of meals/week? 0  
Onsite?  Yes  No      Contracted?  Yes (attach letter of intent)  No  
Fee per meal? \$0      Name of Contractor? 2T

---

Housekeeping      Est. % of residents needing service? 0%      Number of hours/week? 0  
Onsite?  Yes  No      Contracted?  Yes (attach letter of intent)  No  
Fee per hour? \$0      Name of Contractor? 2T

---

Transportation      Est. % of residents needing service? 0%      Number of trips/week? 0  
Onsite?  Yes  No      Contracted?  Yes (attach letter of intent)  No  
Fee per trip? \$0      Name of Contractor? 2T

---

Any Additional Services to be Included in Scoring – Enter detailed information below.  
2T

B. Tenant Selection Strategy for Services (to meet the requirement in A.3. above):  
2T

C. Explanation of any fees paid by residents for services:  
2T

D. Any Additional Information to be Considered:  
2T

SERVICE ENRICHED HOUSING PLAN - BUDGET

Revenue Sources	\$ Amount Committed					
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Property operating budget						\$0
Management company budget						\$0
Owner contribution						\$0
Program income						\$0
Grant:						\$0
Other:						\$0
Other:						\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	Annual \$ Amount					
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Personnel (salary/fringe)						\$0
Training						\$0
Office Supplies						\$0
Transportation						\$0

Additional Budget Information:

2T