

October 19, 2017

APPLICATION THRESHOLD REQUIREMENTS

The following documents must be uploaded to ODM no later than close of business on November 21, 2017 in order to be ranked in accordance with the Selection Criteria. Additional applicable exhibits referenced in ODM will be required upon receipt of a reservation. Developers/Owners should upload any additional exhibits that they may have at the time of application to qualify for scoring points and/or readiness.

ODM Exhibit Number*	Description
-	Completed Application for Reservation (Microsoft Excel Format)
1	Site Information
	Detailed site map
	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 for Reservation 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 Development Team
12	Management Agent Questionnaire (see sheet on spreadsheet application)
17	Market Study performed by independent analyst approved by NHHFA that meets NHHFA Market Study Requirements
18	Schematic Design Plans and Specifications
19	Evidence of Zoning / Local Approval Status (permit status letter)
30	Service Plan and, if services are contracted, a LOI
Cover Documents	Cover Letter
Via Mail	Certification Page from Application signed (Part 3, Section 2) and Tax Credit Fee

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