



2018 LIHTC Information Session Handout
October 20, 2017

Miscellaneous Information and Reminders:

- Application with all required documentation is due November 21 and all items must be submitted via ODM.
- Application, Threshold Requirements, Rent and Income Limits, and other documents can be found on the NHHFA website: <http://www.nhhfa.org/low-income-housing-tax-credits>.
- Please mail the signed certification page from the Application along with a check for 1% of credit amount requested. Must be postmarked on or before November 21.
- Self-scoring is done in ODM. Explanations for self-scoring are helpful but not required; can be done in the comments box in the self-scoring module, or in a separate document.
- Documentation to support points in scoring categories – if you have any questions, ask us about required documents or send us documentation ahead of time so that we can review and confirm that the documentation is acceptable.
- Have your threshold requirement service coordination plan approved by Lynn Lippitt *prior* to the application deadline.
- Issues with large file uploads; if you have any concerns about a large document, please attempt to upload it to ODM prior to the application deadline and let us know it's there. We will check the document and let you know if it uploaded properly.



APPLICATION THRESHOLD REQUIREMENTS

The following documents must be uploaded to ODM no later than 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.