

NEW HAMPSHIRE

2001 QUALIFIED ALLOCATION PLAN (Revised)

FOR THE LOW INCOME HOUSING TAX CREDIT PROGRAM

Rev 2/19/2001

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* Please confirm that you have the latest data. These items are revised annually by the federal government.

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2001 QUALIFIED ALLOCATION PLAN
Revised January 2001
LOW INCOME HOUSING TAX CREDIT PROGRAM
Program Rules
(HFA:109)

HFA:109.01 INTRODUCTION

The Low Income Housing Tax Credit ("LIHTC" or "tax credit") program was created to encourage development of rental housing for low-income households. The LIHTC program was established under the provisions of the Tax Reform Act of 1986, and made permanent in 1993. By Executive Order of the Governor of New Hampshire, the New Hampshire Housing Finance Authority (the "Authority") is delegated responsibility for program administration through an approved Qualified Allocation Plan ("QAP" or "Allocation Plan"). The Authority is responsible for allocating the state's annual credit amount in accordance with the Allocation Plan and Section 42 of the Internal Revenue Code ("IRC 42").

The 2001 Allocation Plan was presented to the public in an open hearing on Sept. 21, 2000, approved by the Authority's Board of Directors on October 26, 2000, and subsequently signed by the Governor of New Hampshire.

The Allocation Plan provides a summary of the LIHTC program and its major requirements, determines the competitive process for allocating the state's annual credit ceiling using selection criteria designed to address New Hampshire's low income housing priorities, specifies the submission requirements for each phase of the application process, and describes requirements relative to long term compliance with the LIHTC program.

In late December, 2000, after the Authority had adopted the 2001 QAP, Congress approved new legislation increasing New Hampshire's annual credit amount to \$2 million and making several other changes. These include:

1. Preference for Community Revitalization Projects

Under current law, state allocation plans must give preference to housing projects that serve the lowest income tenants and to those obligated to serve qualified tenants for the longest periods of time. The new law creates a third preference for projects located in qualified census tracts, the development of which contributes to a concerted community revitalization plan.

2. Amendment to Qualified Allocation Plan Selection Criteria

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Under current law, each state must develop a plan for allocating credits and that plan must include certain allocation criteria including: (1) project location; (2) housing needs characteristics; (3) project characteristics; (4) sponsor characteristics; (5) participation of local tax exempt organizations; (6) tenant populations with special needs; and (7) public housing waiting lists.

The new law strikes the plan criteria requirement relating to participation of local tax exempt organizations, and adds two new criteria: tenant populations of individuals with children, and projects intended for eventual tenant ownership. It also provides that the present criteria relating to sponsor characteristics include whether the project involves the use of existing housing as part of a community revitalization plan.

3. Market Studies

The new law requires a comprehensive market study of the housing needs of the low income individuals in the area served by each housing credit project.

4. Extension of Time to Meet the 10 Percent Test

The new law extends the 10% carryover test deadline to the later of December 31st or 6 months after a project receives an allocation, even if that period extends into the next calendar year.

5. Community Service Facilities

Under current law, housing credit eligible basis is generally limited to the portion of a building used by qualified low income tenants for residential living and some common areas.

The new law extends the credit to that portion of a building used as a community service facility, not in excess of 10 percent of the total eligible basis in the building. This provision is limited to buildings located in qualified census tracts. A community service facility is defined as any facility designed to serve primarily individuals whose income is 60 percent or less of area median income.

6. Compliance Monitoring Site Visits

The new law requires regular site inspection by the housing credit agency to monitor compliance.

The full text of the changes can be seen at www.housingonline.com or <http://thomas.loc.gov> (Bill 4577 subtitle Sec 131). This revised 2001 QAP fully implements the new legislation.

HFA:109.02 LIHTC PROGRAM SUMMARY

The following summary provides a brief overview of the LIHTC program, major program and project requirements, and calculation of the tax credit amount. Specific program rules and regulations are described in IRC 42. To the extent this summary or any other information in the Allocation Plan is inconsistent with IRC 42, the provisions of IRC 42 shall govern. This summary is not intended to

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present all the rules and regulations of the tax credit program. It is strongly recommended that applicants consult with competent legal and tax counsel.

A. Program Administration

Unless otherwise specified, the Authority's Board of Directors delegates LIHTC program administration to staff. The responsibilities of the Board's Multi-Family/Special Projects Committee are delineated in Sections 109.05A (Approval of LIHTC reservations), 109.03F (Waiver of maximum allocation per project), 109.03G (Waiver of maximum active projects per sponsor), and 109.09 (Appeals). The Board of Directors and the Governor must formally approve this document (the 2001 QAP).

B. Program Overview

The LIHTC program is part of the Internal Revenue Code, and is meant to encourage the new construction and rehabilitation of low income rental housing. The program offers a low income housing investment incentive in the form of a tax credit usable against the investor's federal tax liability for a ten year period.

C. Project Eligibility Requirements

To qualify as a tax credit project, a project must maintain a minimum set-aside of rent restricted units for tenants in a targeted income group. At a minimum, at least 20% of the units must be rented to very low income households, defined as households with incomes at or below 50% of the Median Area Income (MAI), or 40% of the units must be rented to low income households, defined as households with incomes not exceeding 60% of the MAI.¹ Median area income limits are adjusted for household size and vary depending on location. Household size is based on 1.5 persons per bedroom.

The maximum rent for set-aside units is based on 30% of either the 50% MAI or 60% MAI.² The maximum rent that can be charged to the tenant is a gross rent and must include all utility expenses. If utilities are paid by the tenant, the maximum rent must be reduced according to the NHHFA Utility Allowance Schedule or other approved alternatives.³

Other eligibility standards require that the project is a residential property available for rent on a continuous basis to members of the general public, and is not intended for transient occupancy. The project must also comply with the Fair Housing Act (42 USC §3601 et seq).

¹ Current MAI, maximum rents and Utility Allowance schedules can be obtained from the Authority's website (www.nhhfa.org) under the Multi-Family section or from HUD.

² See also HFA :109.03P Section 8 Voucher Rent Limitation

³ See IRS Revenue Ruling 89-6 for a detailed explanation.

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D. Calculation of Tax Credit Dollar Amount

The maximum amount of tax credits available to a project is the product of the appropriate tax credit percentage (credit rate) and the qualified basis of the project. Qualified basis is the product of certain eligible costs (eligible basis) and the low income portion of the project (applicable fraction). Certain development costs are not included in the project's eligible basis. Land costs, permanent financing costs, syndication costs, and reserves are examples of costs not included in eligible basis.

The maximum credit rate is determined by the Internal Revenue Service (IRS) for the month in which the project is placed in service or, if elected by the developer, the month in which an irrevocable election to lock in the credit rate is made (see HFA:109.05 F). The Authority also reserves the right to adjust the tax credit rate below the maximum allowed at its sole discretion. The credit rate may vary, but will be approximately as follows:

- * 4% of the qualified basis for the cost of acquisition of existing buildings (provided that rehabilitation costs equal the greater of an average of \$3,000 per unit or 10% of the depreciable basis of the building).
- * 4% of the qualified basis for the cost of construction of a new building or rehabilitation of an existing building financed with federal subsidies.
- * 9% of the qualified basis for the cost of construction of a new building or rehabilitation of an existing building financed without federal subsidies.

Projects located in a U.S. Department of Housing and Urban Development (HUD) designated Difficult Development Area ("DDA") or Qualified Census Tract ("QCT") may be eligible for additional tax credits. The additional tax credits are calculated by increasing the eligible basis for the new construction or substantial rehabilitation portion of the project by up to 30%, at the discretion of the Authority. Please see the attached list of current DDA's and QCT's in Appendix B.

The calculation of tax credits according to this section of the Allocation Plan represents the maximum amount of tax credits available to a project. The actual tax credit amount allocated to a selected project will be limited to the amount necessary for the financial feasibility of the project as determined by the Authority.

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The Authority does not represent at any time that a particular project is feasible, or that there is no risk to the applicant who is undertaking the project. Please refer to IRC 42 or consult a tax specialist for more detail on the extensive requirements and restrictions associated with the calculation of tax credits.

HFA:109.03 ALLOCATION REQUIREMENTS AND PROCEDURES

The state is awarded a limited amount of tax credits per year, referred to as the annual tax credit ceiling.

The annual tax credit ceiling for the state of New Hampshire for 2001 is \$2,000,000. Additional tax credits may be available from prior years if unused tax credits are carried forward, or if previously allocated tax credits are returned or rescinded. If the state uses all of the annual tax credits and tax credits from prior years by the end of the calendar year, the state qualifies to apply for tax credits from the National Pool. Tax credits from the annual tax credit ceiling, returned or carried forward from a previous year, and tax credits awarded from the National Pool comprise the total amount of tax credit available for the year.

A. Allocation Plan Requirements

Each state Allocation Plan must meet certain minimal requirements. The selection criteria must include:

- project location
- housing needs characteristics
- project characteristics, including whether the project includes the use of existing housing as part of a community revitalization plan
- sponsor characteristics
- tenant populations with special housing needs, and
- public housing waiting lists
- tenant populations of individuals with children
- projects intended for eventual tenant ownership.

States must give preference among selected projects to those serving the lowest income tenants, to those serving qualified tenants for the longest period, and to projects located in QCT's which contribute to a concerted community revitalization plan. States may include such other criteria as they deem appropriate, and except for the specified preference items, there are no requirements as to the relative weight of the various factors.

Additional LIHTC responsibilities of the Authority include:

* Assurance that the amount of tax credits allocated does not exceed the amount "necessary for the financial feasibility of the project and its viability as a qualified low income housing project throughout the credit period."⁴

⁴ IRC 42

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* Evaluation of all projects for consistency with the Allocation Plan and for credit need, including projects using tax exempt bond financing.

* There must be an agreement to “an extended low income housing commitment”⁵ for every project. This agreement must be recorded as a restrictive covenant binding on all successor owners, and must allow low income individuals the right to enforce the commitment in state court.⁶

* Monitoring of compliance with the provisions of Section 42 and notifying the Internal Revenue Service of any noncompliance.

B. Application Rounds

The Authority’s schedule for annual tax credit reservations is as follows:

<u>ROUND</u>	<u>APPLICATION DEADLINE</u>	<u>CREDIT ALLOCATED</u>
1	February 23rd	Up to 75% of the annual allocation (see also note below)
2	June 8 th	All remaining allocation, plus unused, returned, and National Pool credits

The Authority reserves the right to allocate more than 75% in the first round in order to fully fund a project reservation which has scored sufficiently to receive a portion of the credit amount needed for feasibility, but would otherwise have to wait until the 2nd round for a complete reservation. The Authority also reserves the right to re-allocate credits between rounds (based on the existing project scoring from the previous application round), if a project from the previous round withdraws or otherwise is rejected. The Authority may consider making a reservation of tax credits for an application received after the Round 2 deadline provided there are tax credits available and there are no otherwise eligible and/or appropriately sized projects remaining from that round. See HFA:109.05 for details.

The Authority may at its discretion elect to reserve less tax credits than are otherwise available in any given application round. See HFA:109.05 for details.

C. Non-Profit Set-Aside

⁵ IRC 42

⁶ See also HFA:109.03 K - Extended Use Agreement, and HFA: 109.08 B - Land Use Restriction Agreement.

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The Authority shall set aside 10% of the State's annual tax credit allocation for qualified non-profit organizations that own an interest in a project and materially participate in the development and management of the project throughout the compliance period in accordance with IRC 42 (h)(5)(B). In order to qualify for the non-profit set-aside, the organization must provide sufficient documentation to verify its status as a qualified non-profit organization in accordance with the requirements of IRC 42 (h)(5)(C). Non-profits may also compete for all other tax credits.

D. Supplemental Set-Aside

The Authority shall set aside \$75,000 of the State's annual tax credit allocation for projects returning for supplemental credits, after having received a carryover allocation in an earlier year. Allocations made under this set-aside can be up to \$20,000 for any one project, and shall be made outside of the competitive process and funding rounds. Requests for more than \$20,000 shall be handled through the competitive rounds and process. Supplemental allocations must meet the General Criteria (HFA 109.04B). Requests under this set-aside will be granted at the sole discretion of the Authority staff only for projects which have:

- 1) incurred or face substantial unforeseen cost increases;
- 2) would reduce their level of other Authority subsidy funding or financing;
- 3) would improve their financial feasibility but still consistent with the Authority's subsidy layering review process.

This set aside will be terminated on the date of the last allocation round, and any remaining funds included in that open pool for allocation under the regular rules and procedures. See HFA 109:05 for further information.

E. Authority Review of Design, Bidding and Construction Standards

All projects receiving LIHTC allocations (including tax exempt bond projects with "out of cap" allocations) must comply with the Authority's Design and Construction Standards. There is one exception relating to bidding practices, described below. A complete copy of the Design and Construction Standards can be obtained from the Authority, or viewed at the Authority's website <www.nhhfa.org> under the Multi-Family section. Generally speaking, projects will need to:

- * Meet the Authority's specific design requirements, including overall site approval; complete lead paint abatement for renovation projects and completion of a Phase I environmental review (and resolution of any issues raised by the review);
- * Meet standard national and state building code requirements, including the federal Section 8 Housing Quality Standards (CFR 982.401) and compliance with federal Fair Housing Act and Section 504 Accessibility requirements; minimum insulation standards; etc.;

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- * Have Authority review and approval of architect and engineer stamped plans and specifications prior to bidding;
- * Have Authority approval of the construction contract and schedule of values prior to signing;
- * Have Authority approval of all change orders prior to implementation;
- * Permit the Authority to observe all work in progress.

The Design and Construction Standards mandate use of sealed selective (or public) bidding process, with a public bid opening, and contractors with an identity of interest are not allowed to participate in the bidding. These two items will not be required of LIHTC projects, assuming no other Authority financing. Thus sponsors are free to use any reasonable method for selection of contractors and establishment of the contract price.

F. Maximum Tax Credit Restrictions

The maximum amount of tax credits that any single project may receive is 20% (\$400,000) of the annual allocation.⁷ This limit will apply even over multiple years. The limit may be waived at the sole discretion of the Authority's Multi-Family/Special Projects Committee when a large project is phased over multiple years.

The maximum amount of "in-cap" tax credits that any one applicant (as one of the general partners or as a development agent) can secure in any single calendar year for all projects is 33% (\$660,000) of the annual State allocation.

Under special circumstances, either (or both) of these two limits may be waived at the discretion of the Authority's Multi-Family/Special Projects Committee. Examples of "special circumstances" may include, but are not limited to, any or all of the following:

- * large cost overruns that could not have been foreseen by the developer, but which still leave the project with reasonable construction and total development costs;
- * projects which address, with a high degree of impact, the provision of affordable housing (and possibly related services) in that community;

⁷ "Out-of-cap" tax exempt bond financed project allocations for both projects and applicants are not limited, and such projects are not included toward these limits.

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* the availability of credit near the end of the year, with minimal impact on other eligible applicants.

G. Maximum Number of Applications and Projects

The Authority will not accept a new application if an applicant (or any one of the general partners or development agents) has:

* three or more New Hampshire LIHTC projects that have not yet been completed (i.e., IRS Form 8609's issued), including "out-of-cap" tax exempt bond financed projects; or

* two approved project reservations in the same calendar year as the proposed new application.

Exceptions are if it is a supplemental application for a previously approved project, or if it is an application for Phase Two (or subsequent) of a previously approved project.

Under special circumstances, either of these two restrictions can be waived by the Authority's Multi-Family/Special Projects Committee. See HFA 109.03F above for a definition of "special circumstances."

H. Per Unit Cost Standards

The project's per unit cost for development will be evaluated for cost reasonableness. Initially the project's per unit cost (excluding land) will be compared to the prevailing HUD 221(d)(3) limits. These limits are adjusted by HUD periodically. The 2000 limits are listed below.⁸

	<u>Non-Elevator</u>	<u>Elevator</u>
0 Bedroom	\$ 56,511	\$ 59,472
1 Bedroom	\$ 65,158	\$ 68,172
2 Bedroom	\$ 78,582	\$ 82,897
3 Bedroom	\$ 100,584	\$107,241
4+Bedroom	\$ 112,056	\$117,717

Subsequently, the Authority will evaluate the project's cost reasonableness based on bids, other project contracts and professional cost estimates. The applicant shall submit professionally prepared cost estimates with the Initial Application Requirements, and proposals or bids with the Commitment Phase Requirements, or earlier upon request by the Authority.

⁸ HUD typically provides updates of the 221(d)(3) limits in January. Check the Authority website for the most current data (www.nhhfa.org).

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The Authority may allow the project's per unit costs to exceed the HUD 221(d)(3) limits if the applicant demonstrates such costs in the sole judgment of the Authority are justified. Otherwise applications with costs significantly exceeding these limits may be immediately rejected. Examples of justifiable high cost projects might include assisted living or dense urban neighborhood renovation projects.

Further, the Authority may establish a limit on certain development costs. If actual costs exceed the limit, the excess costs will not be recognized in calculating the final allocation of credit.

I. Contractor Overhead and Profit

The following limits on general contractor overhead, profit, and general requirements shall apply to all projects:

- * Profit: 6 percent of construction costs
- * Overhead: 2 percent of construction costs
- * General Requirements: 6 percent of construction costs

The construction contract must specify the costs for these line items (e.g. in the schedule of values). For purposes of calculating these limits, construction costs shall exclude contractor overhead, profit, and general requirements.

Additional proposals may be required should the Authority consider the general contractor cost or any subcontractor costs excessive. For projects in which there is an identity of interest between the developer and the contractor, the Authority will evaluate and may reduce the total profit to the developer/contractor. In cases where there is an advertised public or selective contractor bid and the Authority monitors the bidding process, these limits may be waived at the sole discretion of the Authority.

J. Developer Fee

The maximum developer fee allowed is calculated in accordance with the Authority's Developer Fee Schedule (A). 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 or non-profit entity. "Consultant fees" counted as developer fee do not include professional fees such as architectural, engineering, or appraisal fees.

Effective for 2001 is a developer fee multiplier of 110% of the otherwise allowable fee for projects in which at least 75% of the units are net additions to the housing supply for family projects only.

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K. Extended Use Agreement

IRC Section 42 [Sec. 42(h)(6)D] provides a requirement for an Extended Use period of at least 15 years beyond the initial 15 year compliance period. Section 42 (h)(6)(E)(II) provides an exception:

“...if the housing credit agency is unable to present during such period a qualified contract for the acquisition of the low income portion of the building by any person who will continue to operate such portion as a qualified low income building.

Subclause (II) shall not apply to the extent more stringent requirements are provided in the agreement or in State law.”

All projects receiving an allocation of Low Income Housing tax credits shall be bound to a minimum 30 year low income compliance period. Project sponsors will not be allowed to request that the Authority find a buyer to acquire the low income portion of the development until 30 years from the placed in service date, and thus the LIHTC income and rent restrictions will not be allowed to terminate at the end of the 14th year for any reason.

The Owner may not sell or transfer the Project during the 30 year low income compliance period without the prior written consent of the Authority, which consent approves the proposed buyer and the terms of any proposed sale, and which consent shall not be unreasonably withheld provided the Owner and proposed transferee satisfy the conditions set forth herein.⁹ The Authority’s interest in reviewing the proposed buyer and the terms of any proposed sale of a tax credit property (including the non-LIHTC units) is in maintaining and not jeopardizing the affordability, condition of housing and quality of management of the low income units during the 30 year period. The Authority must be satisfied in all respects that the proposed new owner can effectively manage and operate the project as quality affordable housing for the remainder of the 30 year low income compliance period.

Further the Authority must approve the proposed buyer and the terms of any proposed sale of a tax credit property (including the non-LIHTC units), so that the affordability, condition of housing and quality of management of the low income units will be maintained and not jeopardized during the 30 year period. The Authority shall be under no obligation to approve any transaction, except for ownership transfers by a partnership which has entered into a Right of First Refusal with a non-profit corporation (or its subsidiary) that was a general partner at the time of the original allocation. No proposed “Qualified Contract” [as defined by IRC 42(h)(6)(F)] transaction will be approved if the purchase terms of such a transaction exceed the acquisition price formula cited as a minimum at IRC 42(h)(6)(F).

⁹Any sale or transfer of the Project by foreclosure or by transfer of title by deed in lieu of foreclosure is exempt from Authority review.

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Similarly, “Right of First Refusal” [see IRC 42(i)(7)(A)] acquisition prices cannot exceed the price cited as a minimum at IRC 42(i)(7)(B).

In addition, at the end of the 30 year compliance period, property owners (other than entities which already meet the definition of “qualified buyers” set forth below) must offer the property for sale to a qualified buyer who will commit to maintain the LIHTC income and rent restrictions in perpetuity, at a purchase price which does not exceed the acquisition price formula (cited as a minimum) at IRC 42(h)(6)(F). A “qualified buyer” is a nonprofit housing corporation or limited equity cooperative approved by the Authority which has adequate expertise and housing management capacity. The offer period would start at the end of Year 29 with official written notice to the Authority of intent to sell. If after one year no qualified buyer is found, then the Owner is free to discontinue the LIHTC income and rent restrictions and/or to sell the property without restriction.

L. Authority Evaluation and Underwriting Standards

Project applications will be evaluated using the Authority’s Multi-Family underwriting criteria, and all applications must meet the minimum standards for debt coverage ratio, income and expense trending, operating and replacement reserves etc. A copy of these standards can be obtained from the Authority, or viewed at the Authority’s website <nhhfa.org> under the Multi-Family section. Applications not meeting the underwriting standards may be rejected at the sole discretion of the Authority.

M. Professional Reports: Appraisal, Phase I, Market Study

Professional studies, if required by the Authority, must be completed by the Commitment phase of the Allocation process (see HFA:109.05B). Certain incentive points are given in the competitive scoring process if various reports are completed at the time of initial application (see HFA:109.04C 11.). Appraisals and market studies may be waived at the discretion of the Authority. If required by the Authority, particularly due to a request for other Authority financing, appraisals and market studies may need to be contracted by the Authority directly. Contractors for appraisals and market studies are chosen through a selective bid to pre-qualified contractors. The Authority will request payment from the Applicant prior to the bid being awarded.

1. **Appraisal:** Acquisitions costs which exceed the appraised value are generally not acceptable except under extenuating circumstances, which must be stated in writing as part of the application process. The appraiser must meet New Hampshire standards for evaluating commercial property.
2. **Phase I Environmental Report:** A satisfactory Phase I environmental report is a requirement for the allocation of tax credits. The report must meet ASTM Standard E 1527-97 for Environmental Site Assessments. Older buildings planned for renovation should have asbestos and lead testing completed (unless a gut renovation is planned). Issues raised by the

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Phase I report should be resolved to the extent possible (e.g. further testing of suspect materials). Phase I reports can be contracted directly by the sponsor in all cases.

3. **Market Study:** Thorough market studies by competent third party consultants will generally be required. Exceptions may be allowed in situations where comparable market studies were recently completed.

N. Tenant Anti-Displacement and Relocation Policy

Permanent displacement of tenants is strongly discouraged. The Authority reserves the right to reject any applications that fail to minimize permanent displacement of tenants. Any proposed temporary and permanent relocation of tenants should generally meet standards equivalent to the federal Uniform Relocation Act.¹⁰

O. Federal Tax Information Authorization

IRS Federal Revenue Ruling 9-98 established a process for the Authority to check the LIHTC related background of tax credit applicants. Data available to the Authority from the IRS includes a review of the Business Master File, revenue agent reports and other sources of account data. The Authority needs to sign a Memorandum of Understanding with the Internal Revenue Service in order to begin implementing this policy, and has not yet done so. Applicants may be required to submit IRS Form 8821 with their tax credit applications, including separate forms for all general partners.¹¹

P. Section 8 Voucher Rent Limitation

For those tenants receiving Section 8 Housing Assistance Payments, rents will be restricted to the the maximum LIHTC rent even if the Fair Market Rent exceeds the LIHTC rent limit. Units which receive Project Based Section 8 Assistance will not be limited.

HFA:109.04 SELECTION PROCESS AND CRITERIA

A. Overview

In order to meet the State of New Hampshire's housing needs and priorities, as well as make the most efficient use of the tax credits available to the state, this project selection system was created to encourage projects that address specific objectives. These objectives are largely based on conclusions contained in the 1996-2000 Consolidated Plan for the State of New Hampshire and the subsequent annual Action Plan updates.

¹⁰ LIHTC projects are not covered by the federal URA unless other funding is involved in the project such as CDBG or HOME.

¹¹ IRS documents can be secured on the internet at <www.ustreas.gov/prod/forms_pubs/index.html>

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Applications for Reservation meeting the general program requirements, Application Threshold Requirements listed in Appendix D, and which score competitively, will be recommended to the NHHFA Multi-Family/Special Projects Committee for a reservation of credits. Applications should be complete and the required supporting documentation included. Inconsistencies in the application or missing supporting documentation may reduce the project's score or cause it to be rejected. The Authority is not required to notify the applicant of inconsistencies or missing information. In addition projects must receive a minimum of 70 points to be eligible to receive a tax credit reservation.

B. General Criteria

Projects may be rejected at any time during the allocation process (from application up to completion and issuance of the IRS Form 8609) at the sole discretion of the Authority for failure to meet the General Criteria listed below:

- * The project location is considered infeasible or inappropriate; for example, proposed sites with severe topographical impediments that would make development abnormally expensive or impossible, or location in a neighborhood not conducive for senior or family residential use.
- * Project or housing characteristics (e.g. style, density, undue concentration of income targeting or large family units) are inappropriate for neighborhood, do not appear to satisfy market need, or there is undocumented /unsupported market demand.
- * The project's developer or any party affiliated with the development team does not have the experience or ability to successfully complete the project or has failed to meet the objectives of the program on past proposals.
- * The project's management agent or general partner has a history of chronic noncompliance in accordance with HFA:109.08A.11, has failed to meet the requirements of the Land Use Restriction Agreement for previous projects, or has any significant negative tax credit history with other state tax credit allocating agencies as documented in IRS records (see HFA: 109.03O).
- * The project's developer, management agent, or anyone affiliated with the general partner is or has been noncompliant or otherwise in default with this or any other Authority program as determined by the Authority.
- * The developer or general partner(s) has another tax credit project that has not started construction within six months from the LIHTC commitment date.

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- * Development costs, including but not limited to developer fees, intermediary costs, and syndication expenses are judged to be unreasonable.
- * The project is determined to be financially infeasible due to high costs and/or lack of adequate financing sources.
- * The Authority concludes that the project will not be able to satisfy the criteria of the Commitment Requirements (listed in Appendix D) in a timely manner. For example, serious issues need resolution, such as planning, zoning, permits or land use requirements, Phase I environmental issues, the ability of the sponsor to obtain debt financing, problems with statutory requirements, etc.

Note that representations made about the project relating to factors that are used in the selection and scoring criteria may not be changed without the approval of the Authority, and will be enforced by the Land Use Restriction Agreement (See HFA:109.08B). Tax credit reservations may be rescinded if the project changes in a way that reduces the initial score at the sole discretion of the Authority (See HFA 109.05B Commitment Phase).

A change in the project ownership or the management agent from that represented in the application may subject the project to re-evaluation in accordance with the Allocation Plan. Under no circumstances will changes to the project ownership or management agent be allowed without the express written permission of the Authority.

C. 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.

1. **Project Impact**

New construction, or substantial rehabilitation with rehabilitation costs equal to or exceeding 50% of total development cost (including contingency, but not including the cost of land).

15 points

Other projects

0 points

2. **Family Units**

An applicant can score points in either section in this category: a and/or b.

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a. Family projects with greater than or equal to 70% of the units having 2 or more bedrooms.
10 points

b. Family projects with 20-49% of the units having 3 bedroom units.
5 points
or

Family projects with 50% or more of the units having 3 or more bedrooms, and:

Any size rehabilitation project (or combination new and rehabilitation); or new construction with a project size less than or equal to 30 units
10 points

Project size greater than 30 units, contiguous new construction only (except senior housing).
Minus 10 points

3. Income Targeting

An applicant can score points in only one section in this category: a or b.

a. Greater than 20% but less than or equal to 50% of the total number of units reserved for very low income (<50%MAI)
5 points

or

b. Greater than 50% of the total number of units reserved for very low income (<50% MAI), and

Any size rehabilitation project (or combination new and rehabilitation); or new construction with a project size less than or equal to 30 units; any senior housing (new or rehabilitation);
10 points

or

Project size greater than 30 units, contiguous new construction only (except senior housing)
Minus 10 points

4. Service Enriched Housing

Applicants can secure funding in only one section in this category. To receive points, services must be

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actively linked to the project, not simply provided to the community at-large and the applicant must submit documentation at application, including a service plan, commitment of financial support, letters of intent to partner/contract from service providers (when services are to be contracted), a marketing plan describing outreach to potential tenants to whom the services are targeted, a description of how the services will be managed and by whom, and other such items as defined and required in Appendix M.

Projects receiving scores in this section must continue in this use for the full compliance period, which will be enforced through the Land Use Restriction Agreement.

- a. Service Enriched Housing Level I – An on-going supportive service provided on-site to tenants or that would not otherwise be available to them unless they were tenants. Financial support for the services can be through a third party and it does not have to be new funds.
5 points
- b. Service Enriched Housing Level II – Same as Level I except that two or more services will be provided on an on-going basis **or** some on-going financial support will be provided by the owner.
7 points
- c. Service Enriched Housing Level III – Substantial level and range of services are integrated into the housing to support tenant needs. A minimum of 20% of the tenants selected for occupancy will be people/families who are identified as needing the services being provided. **Significant operational and financial support will be provided by the owner.**
10 points
- d. Service Enriched Housing Level IV – Same as Level III except that a minimum of 50% of the tenants selected for occupancy will be people/families who are identified as needing the services being provided.
15 points
- e. Single Room Occupancy (SRO) or Other Special Needs Housing – Examples include housing primarily for physically challenged or mentally handicapped individuals, those with HIV/AIDS, assisted living for frail elders, homeless shelters, transitional housing, etc. To be eligible for points, the market study must demonstrate a need for housing for the proposed population.
15 points

5. Public Housing Waiting Lists

Projects that can demonstrably provide housing to persons on waiting lists for public housing will be eligible for points in this category. To meet this requirement the local public housing authority must be a material participant in the project as determined by the Authority, such as a general partner or qualified management agent.
5 points

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6. Location

Scoring for location is by the county in which the project is located. The ranking is based on U.S. Census data regarding the relative number of households with a high housing cost burden. Projects located in:

Carroll, Sullivan, Grafton, Strafford	8 points
Cheshire, Belknap, Coos	5 points
Merrimack, Rockingham, Hillsborough	3 points

7. Neighborhood or Town Improvement

Applications can secure up to 25 points in this category (a, b, c and d).

a. Points may be awarded for projects which are important toward neighborhood or town improvement. The points awarded will correlate with the magnitude of the impact of the proposed project. Applicants must document the extent of existing deterioration, blight etc., and indicate how the proposed project will help in improving the economic or social condition of the area. 0 to 10 points

b. Points may be awarded for projects which are located in formally designated community revitalization areas, such as HUD Enterprise Zones, Main Street programs, designated blighted areas, or otherwise targeted areas. The minimum size improvement zone for this scoring category is generally a 1 block area. The formal designation must come from an official act by a government agency, such as a City Council or Town Board.

5 points

c. Points will be awarded for projects approved for points in 7b which are also in QCT's.

5 points

d. Points will be awarded for projects approved for points in 7b which preserve and renovate existing housing.

5 points

8. Advanced Projects

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

Site Control or	1 point
Site Ownership	3 points

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Phase I Environmental completed ¹²	2 points
Market Study completed (or waived by the Authority) - must be commissioned by the Authority	2 points
Grant/Soft Loan Commitment (significant dollar amount)	3 points
Preliminary Plans or Comprehensive Plans and Specs	1 point 3 points
Zoning and Planning Permits in Place (or not an issue)	<u>2 points</u>
 Maximum for Category	 15 points

9. Project Grants and Assistance

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

a. Family projects which have a new rental assistance subsidy for at least 90% of the units, for the full compliance term.

15 points

or

Family projects which have a new, significant rental assistance subsidy for at least 50% of the units, for a minimum of 5 years.

10 points

b. Projects which have a contribution of a significant amount of CDBG or other federal loans or grants, including the Federal Home Loan Bank Affordable Housing Program (AHP), at a rate below the Applicable Federal Rate (AFR) and/or are non-amortizing. Authority HOME, FAF and AHF funds are not eligible for this point category.

5 points

10. Participation of Local Tax-Exempt Organizations/Tenant Ownership

An applicant can score points in a plus either b or c.

a. Project proposal has a specific and credible plan (including funds for organization of the tenants and professional representation) to establish tenant ownership of the

project (or all of the individual units) after the initial 15 years compliance period.

5 points

¹² See also HFA: 109.05B. The Phase I Environmental Assessment is an Authority LIHTC requirement, but may be contracted by the sponsor directly if no other Authority financing is being requested. If other Authority financing is being requested, the study may need to be contracted for directly by the Authority. Please contact Authority staff if you have any questions.

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b. Development entity includes a local tax-exempt sponsor as a managing general or co-general partner (interest must be at least 51%, and “materially participate” in the development process). 10 points

or

c. Project proposal includes a written “services to be provided” agreement with a local tax-exempt sponsor that provides uniquely non-profit oriented, ongoing and substantial services to the project.¹³

5 points

11. Local Support

Project is supported by local elected public officials, local housing authority, local community development organizations, with written documentation.

0 to 5 points

12. Equity Investment

Projects demonstrating the ability to achieve a high net equity investment from the sale of the Low Income Housing Tax Credits (LIHTC). A Letter of Interest from an acceptable equity investor or syndicator must be provided with the application. The letter must state the proposed equity rate (i.e. cents on the LIHTC dollar, not including historic tax credits) in order to secure scoring in this category. Total equity must be calculated net of bridge loan fees and interest and any additional costs not included in the development budget. For example, project reserve requirements in excess of Authority requirements must be deducted from gross equity. For projects with net equity:

= > 78% or more of LIHTC credit amount over 10 years.

5 points

< 78% of LIHTC credit amount over 10 years.

Minus 5 points

¹³ As an example, non-profit operated property management is not an eligible service for the five points, since it is not unique to non-profit organizations.

13. Management Experience

To receive points for this category, the management agent must complete and submit the Management Questionnaire (Appendix G of the application). In addition, the developer must

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have an executed agreement from the management agent, to be included in the application.

Developer's management agent has demonstrated experience defined as having managed a tax credit property which has had at least one compliance monitoring review, has met the Annual Training requirements (defined in HFA:109:08A.10) and does not have a history of non-compliance (as defined by HFA:109:08A.11).

10 points

or

Developer's management agent meets the experience requirements as defined in the Management Questionnaire.

8 points

14. Developer Experience With the Authority

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

- * has any outstanding obligations owed to the Authority of more than 30 days in arrears;
- * is involved in other tax credit projects which have a history of non-compliance (as defined by HFA:109:08A.11);
- * the project's developer, management agent, or anyone affiliated with the general partner is or has been noncompliant or otherwise in default with this or any other Authority program as determined by the Authority;
- * has been awarded credits in the past that were subsequently returned or otherwise unused (unless with good cause).

Such determination will be made by the Authority in its sole discretion.

Minus 1 to Minus 20 points

HFA:109.05 APPLICATION PROCESSING

There are three phases of application processing - the **Reservation Phase**, **Commitment Phase** and the **Allocation Phase**. All applications shall be made on the application form

provided by the Authority.¹⁴ All applications must be submitted by the appropriate deadline. Applicants are encouraged to submit applications early and/or discuss preliminary proposals

¹⁴ Applicants are strongly encouraged to use the computer spreadsheet version of the application, and submit a signed application page with a 3½ inch disk with the file on it. The application can be secured from the Authority's website www.nhhfa.org under the Multifamily section.

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with LIHTC program staff in order to facilitate the development and tax credit process. Incomplete applications will be rejected without further processing, though minor variances may be waived at the discretion of the Authority.

Reservations of projects applying for supplemental credits (after having received a carryover allocation in a previous year) may apply at any time in the year prior to the last round, and will be evaluated outside of the competitive scoring process. Reservations of supplemental credits can be approved by Authority staff without further Multi-Family/Special Projects Committee approval. See section HFA109.03D for further information.

Projects may be rejected at any time during the allocation process at the sole discretion of the Authority for failure to meet the General Criteria in HFA:109.04B of the Allocation Plan.

A. Reservation Phase

All applications for a Reservation of tax credits must contain the requirements listed in Appendix C, Application Threshold Requirements. Upon satisfactory completion of the Application Threshold Requirements, the project will be scored and ranked in accordance with the Scoring Criteria described in HFA:109.04C of the Allocation Plan. Projects shall be recommended for a Reservation of tax credits based on the competitive scoring results. Projects must receive a minimum of 70 points to be eligible to receive a tax credit reservation.

In a situation where only partial credits are available for the next highest scoring project, the Authority will retain the right to bypass that project, and either give credits to other projects lower in the scoring ranking which can fully use the remaining credit amount, or use the credits in a future round.

If a partial allocation is offered, the Authority must be convinced that a project can be appropriately phased or down-scaled, that the project's feasibility is not conditioned upon receipt of a future additional 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 by the Authority. If the project fails to show it can work with the credits available, the Authority may proceed to reserve credits for lower scoring projects, or use the credits in a future round.

Tiebreakers - In the case of a scoring tie between two or more projects, and only a subset can be awarded a reservation, the tie breaker will be the most efficient use of tax credits (i.e., lowest amount of tax credit dollars per rent restricted unit).

The Reservation of tax credits shall be awarded by the Authority's Multi-Family/Special Projects Committee (except for supplemental credits, as described above).

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Applicants not receiving a tax credit Reservation will be considered rejected for that application round, but can be considered in subsequent rounds. These Applicants may be placed on a waiting list until the end of the calendar year in which the application was received. Applicants must submit a request to be placed on a waiting list within 30 days of notification that tax credits have not been awarded during that round, or the application will be considered withdrawn. Applicants on the waiting list will not receive any ranking priority and will compete equally with all other applicants in any subsequent rounds in that same calendar year. The Authority may require the Applicant to submit amendments to the application and the Applicant will be required to meet any changes in the IRC 42 or the Allocation Plan.

B. Commitment Phase

Within **120** days of notification of a Reservation of tax credits, or 30 days preceding the Allocation Phase deadline, whichever is sooner, the Applicant must complete all requirements listed in Appendix D, **Commitment Phase Requirements**.

The Authority may require additional information from third parties for this Phase, such as a market study or appraisal.¹⁵ Any third-party reports required by the Authority must generally be contracted by the Authority directly. Contractors for appraisals and market studies are chosen through a selective bid to pre-qualified contractors. The Authority will request payment from the Applicant prior to the bid being awarded. Prompt payment is required and failure to do so may jeopardize successful completion by the deadline for Commitment Phase requirements.

Projects that meet the requirements of the Commitment Phase will be eligible to apply for an allocation of tax credits. Commitment Phase requirement extensions will be granted at the sole discretion of the Authority. At this time, the initial project scoring will be confirmed. Reductions in project scoring are not permitted without the express written permission of the Authority. The tax credit Reservation may be rescinded at the sole discretion of the Authority for not meeting the Commitment Phase Requirements, or if the project scoring has been reduced.

Once a project has met the Commitment Phase requirements, a Land Use Restriction Agreement (LURA) will be prepared. The Applicant must provide proof that the signed document has been recorded at the County Registry of Deeds, and evidence that the LURA has precedence in the Land Records over any permanent financing or other liens (e.g. via title update) prior to receiving a Carryover or Final Allocation.

¹⁵ See also HFA: 109.03M. Professional Reports: Appraisal, Phase I, Market Study

C. Allocation Phase

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The **Allocation Phase** may consist of two parts, depending on when the project is placed in service. Projects not placed in service by the end of the calendar year in which the tax credits were reserved, must complete an Application for a Carryover Allocation and the requirements listed in Appendix E, **Carryover Allocation Requirements** by October 31st for first round reservations, and December 1st for second round reservations. The new law (HR 4577) passed by Congress in late December 2000 allows the 10% basis test to be achieved the later of (1) December 31st, or (2) within 6 months of the “allocation” (i.e., reservation), even if that period extends into the next calendar year. Projects that satisfactorily complete the Carryover Allocation Requirements will be eligible to be issued a Carryover Allocation Agreement. Projects that receive a Carryover Allocation must be placed in service by the end of the second calendar year following the year of the initial reservation.

For projects placed in service by the end of the calendar year in which the tax credits were reserved or in which a Carryover Allocation was received in a previous year, the Applicant must complete an Application for Final Allocation with the required documentation listed in Appendix F, **Final Allocation Requirements** within 90 days of the placed in service date or December 1, whichever is earlier. Projects that satisfactorily complete the Final Allocation Requirements will be eligible to be issued the IRS Form 8609. Any Applicant with a tax credit Reservation that does not submit an Application for Carryover Allocation or Final Allocation by the appropriate date may lose its tax credit Reservation, at the sole discretion of the Authority.

At the time of application for allocation, the Applicant may make an election to establish the Gross Rent Floor. This election sets the minimum rents for the entire compliance period. Please see Appendix L for further explanation.

D. Authority Evaluations

The Authority will perform a complete analysis of the project at the Reservation Phase, Application for Carryover Allocation, and Application for Final Allocation. Based on the Authority's analysis, the project will receive no more than the tax credit amount required for the project's feasibility, assuming the project qualifies for at least that much credit.

To determine the tax credit dollar amount, the project application will be underwritten using the Authority's underwriting criteria (see HFA: 109.03 L). The development and operating budgets will be reviewed for reasonableness, and line items may be adjusted up or down by the Authority based on this review. Projects will be underwritten based on no less than the net equity investment as projected in the Application. Projects will generally be underwritten assuming the maximum debt based on a debt coverage ratio (annual net operating income before debt service divided by annual debt service) of no greater than 1.2 with prevailing loan terms for commercial properties. A higher debt coverage ratio may be used in cases of small or special use projects where there is a higher than normal risk.

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The amount of tax credits reserved will establish the maximum tax credit amount that can be allocated to the project without applying for additional credit. Depending on availability, the amount of the Reservation will generally be calculated using either the current “4%” credit rate for acquisition or new construction or substantial rehabilitation costs financed with federal subsidies, and the current “9%” credit rate for new building or substantial rehabilitation costs not financed with federal subsidies. The Authority may choose, at its sole discretion for any or all project reservations, to make the reservation based on a smaller credit rate.

E. Irrevocable Election

After a Reservation is made, the sponsor may irrevocably elect to lock in the applicable percentage, provided the Authority's Binding Agreement and Irrevocable Election document is executed by the fifth day following the month in which the applicable percentage is elected. Authority staff must be notified at least 14 days prior to this deadline. This option is available to the sponsor up until the date the project is placed in service or execution of the Carryover Allocation Agreement, whichever is sooner. For tax exempt bond financed projects using “out of cap” tax credits, the Irrevocable Election must be made in the month the bonds are issued; otherwise the project must wait until the placed in service date.

F. Application Fees

The LIHTC application fee is 7% of the final allocation amount for for-profit applicants, and 5% for non-profit applicants, paid in accordance with the schedule below. There is also a compliance monitoring fee of \$500 per LIHTC unit, which must be paid prior to issuance of the IRS Form 8609.¹⁶

- Application for Reservation: 1% of the annual tax credit request or \$500, whichever is greater, due with submission of Application Threshold Requirements.
- Commitment Phase: 2% of the annual tax credit reserved, due with submission of Commitment Phase Requirements.
- Application for Final Allocation: 4% (for-profits) or 2% (non-profits) of the annual tax credit, due with the request for Final Allocation - IRS Form 8609 (plus the compliance monitoring fee - see HFA:109.08A8).

Applications will not be processed without the required fees. At the discretion of the Authority, non-profit applicants may be allowed to pay fees at loan closing with the exception of the application fee for Reservation. This must be requested in writing, accompanied by the organization's most recent financial statement.

¹⁶ See also Compliance Monitoring, HFA:109.08A8.

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The initial application fees may be refunded, less \$500, if a project is withdrawn or otherwise fails to secure a reservation for the round in which an Application is submitted. No fees are refundable after a reservation has been approved. Refunds must be requested in writing within 30 days of notification from the Authority. Unsuccessful applicants wishing to apply in future rounds within the same year must submit a non-refundable re-application fee of \$100 for that new round by the appropriate round application deadline.

HFA:109.06 PROJECTS FINANCED BY TAX-EXEMPT BONDS

Projects financed with tax-exempt bonds may apply for “out-of-cap” tax credits apart from the state's annual tax credit ceiling and application/scoring process. In order to qualify, 50% of the project basis must be financed with tax exempt bond proceeds. “Out-of-cap” project applicants must meet two general requirements in order to receive tax credits.

- * The project must satisfy the requirements for allocation in accordance with the QAP, including the threshold requirements (109.04B).
- * The issuer of the tax-exempt bonds must make a formal determination that the amount of tax credits allocated is no more than necessary to make the project feasible.

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 transaction, assuming all other LIHTC program requirements have been or will be met.

Fees for tax exempt bond tax credits will be 7% of the anticipated tax credit dollar amount (regardless of sponsor type), with 2% payable prior to issuance of the Determination Letter, and 5% payable at application for IRS Form 8609. These fees are non-refundable.

Tax exempt bond funded projects must also pay the one-time compliance monitoring fee of \$500 per LIHTC unit prior to issuance of the IRS Form 8609.¹⁷ Tax exempt bond properties will be monitored for compliance in the same manner as all other LIHTC projects (see HFA:109.08 **COMPLIANCE**).

HFA:109.07 PROJECTS FINANCED BY RURAL DEVELOPMENT (RD)

Projects financed by Rural Development (RD, formerly the Farmers Home Administration, or FmHA) through the FmHA 515 program may have separate cost certification requirements imposed by the RD. Information regarding the project, including cost certifications, is shared in accordance with a signed Memorandum of Understanding between the RD and the Authority.

¹⁷ See also Compliance Monitoring, HFA:109.08A8.

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HFA:109.08 COMPLIANCE MONITORING

The 1990 Omnibus Reconciliation Act requires tax credit allocating agencies to monitor project compliance with Low Income Housing Tax Credit regulations. This requirement became effective January 1, 1992 and applies to all projects which have received a tax credit allocation since the inception of the tax credit program.

Specifically, IRC 42 requires the tax credit allocating agency to monitor compliance with the tax credit program on a project by project basis. The Authority may contract with a private vendor to act as its agent in monitoring the tax credit program. The Authority's compliance monitoring responsibilities begin at the time the first building is placed in service. The Authority or its agent will notify owners of projects scheduled for review and will examine record keeping and record retention provisions in accordance with the following Compliance Monitoring Procedures.

The following is a description of the procedures the Authority will follow in conducting compliance monitoring of tax credit projects in New Hampshire:

1. Record Keeping and Record Retention - Project owners are required to retain the following records for each building in a project for a minimum of 6 years after the due date (with extensions) for filing the federal income tax return for that year. Records for the first year of the credit period must be retained for at least 6 years beyond the due date for filing the federal income tax return for the last year of the compliance period of the building.
 - a. The total number of residential rental units in the building (including the number of bedrooms and the size in square feet of each residential rental unit);
 - b. The percentage of residential rental units in the building that are low income units;
 - c. The rent charged on each residential rental unit in the building (including any utility allowances);
 - d. The number of occupants in each low income unit, but only if rent is determined by the number of occupants in each unit under section 42(g)(2) of the Internal Revenue Code (as in effect before the amendments made by the Revenue Reconciliation Act of 1989);
 - e. The low income unit vacancies in the building and information that shows when, and to whom, the next available units were rented;
 - f. The annual income certification of each low income tenant per unit (Appendix Q);

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- g. Documentation to support each low income tenant's income certification (for example, a copy of the tenant's federal income tax return, Forms W-2, or verifications of income from third parties such as employers or state agencies paying unemployment compensation). In the case of a tenant receiving Housing Assistance Payments under Section 8, the documentation requirement of this paragraph (g) is satisfied if the public housing authority provides a statement to the building owner declaring that the tenant's income does not exceed the applicable income limits under section 42(g) of the Internal Revenue Code (see Appendix Q for format);
 - h. The eligible basis and qualified basis of the building at the end of the first year of the credit period; and
 - i. The character and use of the non-residential portion of the building included in the building's eligible basis under section 42(d) of the Internal Revenue Code (e.g., tenant facilities that are available on a comparable basis to all tenants and for which no separate fee is charged for use of the facilities, or facilities reasonably required by the project).
2. Tax Credit Compliance Monitoring Status Report - Project owners are required to annually submit information on tenant income and rent for each low income unit in the format designated in Appendix O directly to the Authority or its agent. The Owner will also be required to submit two additional forms in the year following the first year in which the project placed in service, Form CM -1, "Location Preference Sheet" (Appendix T) and Form CM-2, "Original Qualified Basis Tracking Sheet" (Appendix U).
 3. Annual Certification of Continuing Program Compliance - Each tax credit project owner shall be required to certify annually to the Authority that, for the preceding 12 month period, the project complied with certain requirements for maintaining tax credit compliance under IRC 42. The Certificate of Continuing Program Compliance (Appendix P) must be submitted to the Authority or its agent by December 31 of each year of the compliance period. (The compliance period is the period of 15 taxable years beginning with the first taxable year of the credit period.) The Authority or its agent will review all certifications of compliance. Project owners who fail to submit or properly complete the certification will be notified that their project is in noncompliance in accordance with paragraph 7 of this section.
 4. IRS Form 8609 - A copy of the IRS Form 8609 completed by the owner for each building, with the lower section of the Form, shall be submitted to the Housing Management division of the Authority within 60 days after it has been filed for the first time with the IRS.

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5. Project Inspection - The Authority or its agent will conduct on-site project inspections in accordance with IRC 42(m)(1)(B)(iii), as amended by HR 4577 in December, 2000. 20 percent of the low income housing tax credit projects in New Hampshire will be inspected each year. At a minimum, the low income certification, the documentation the owner has received to support the certification, and the rent received for each low income tenant will be reviewed and units inspected in at least 20 percent of the low income units in these projects. Project inspection may also include the following:
- a. Review of qualified basis for all properties for the first year the tax credit is claimed.
 - b. Review of initial compliance requirements for all properties.
 - c. Review of tenant income certifications and back-up documentation for all low income units, along with review of income eligibility of all low-income unit occupants by comparison of gross income to appropriate 20/50 or 40/60 income limits, and calculation and review of rent restrictions.
 - d. Review of re-rental activity for the given year for each tax credit unit, along with review of subsequent changes in income, household composition, student status, impact of the 140% rule and vacant unit tax credit regulations.
 - e. On-site habitability inspection of common areas and low income units, in accordance with 24 CFR 982.401 (Section 8 Housing Quality Standards).
 - f. Review of corrective action requirement from noncompliance findings.
 - g. Review of representations made about the project used in the initial application and selection criteria process and all requirements of the Land Use Restriction Agreement.
 - h. The minimum set-aside will be reviewed based on the choice made by the owner on the application, unless the owner notified the Authority in writing prior to the placed in service date of a different election percentage.
 - i. Certificate of Compliance with Special Conditions (Appendix S). The Owner is required to submit this Certification annually.

Owners will be given at least a 30 day advance notice of an inspection but will not be notified what units will be inspected. Note that the Authority or its agent has the right to inspect any buildings of the Low Income Housing Tax Credit project at least through the end of the compliance period. This right to inspect is separate and in addition to any

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review of low income certification, supporting documents and rent records required under this paragraph, including the Income Certification form (Appendix Q) to be signed by each adult member of the household at initial move-in and annual re-certification.

The Authority may make an exception for buildings financed by Rural Development (RD) under the Farmers Home Administration (FmHA) 515 program, or buildings in which 50 percent or more of the aggregate basis (taking into account the building and the land) is financed with tax-exempt bonds. Review of tenant income certification, supporting documentation, and rent records may not be required for such buildings if the Authority enters into an agreement with RD or the tax-exempt bond issuer. Under such agreements, the Authority or its agent would review information on tenant income and rent provided by RD or the tax-exempt bond issuer. Further review of these buildings would occur if such information was not sufficient to determine compliance with tax credit regulations. **The Authority will not grant exceptions to the review process for FmHA properties at this time.**

6. Notice to Owner - If the Authority or its agent becomes aware of noncompliance, the owner will be given written notification of such noncompliance and will be given a reasonable time period (not to exceed 90 days from the date of the notice to correct the deficiency). An extension of the correction period may be granted for a period of up to 6 months if the Authority determines there is good cause to grant an extension. Occurrences of noncompliance include, but are not limited to, failure of the owner to submit the annual certification of program compliance, the Authority or its agent is not permitted to inspect tenant income certifications, supporting documentation and rent records and if the Authority or its agent discover that the project is not in compliance with the provisions of IRC 42 or the owner fails to pay the tax credit compliance monitoring fee. Extensions must be requested in writing. Approvals will be granted in writing. Corrections must be submitted in writing and include supporting documentation in order for the deficiency to be considered corrected.
7. Notice to Internal Revenue Service (IRS) - IRS compliance monitoring regulations require the Authority to submit a "Low Income Housing Credit Agencies Report of Noncompliance" (IRS Form 8823) for all instances of noncompliance, regardless of the severity or evidence of correction within a reasonable time period. The IRS, not the Authority, is responsible for determining whether a project owner is subject to recapture of tax credits due to noncompliance. Therefore, the Authority will file IRS Form 8823 no later than 45 days after the end of the correction period including extensions, and no earlier than the end of the correction period.

If all the deficiencies are corrected after the initial IRS Form 8823 is submitted, the Authority will submit an amended IRS Form 8823 to the IRS detailing the corrections.

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8. Fees - A one time, non-refundable tax credit monitoring fee that incorporates the Authority's cost of monitoring the project for the full 15 year compliance period shall be paid to the Authority prior to final allocation. The fee is \$500 per LIHTC unit and must be paid prior to issuance of the IRS Form 8609. The Authority may in its sole discretion approve a waiver of the compliance monitoring fee, or alternative payment terms. The Authority reserves the right to increase the monitoring fee, including requiring an annual monitoring fee, if compliance monitoring requirements are modified by NHHFA or the IRS. Additional fees, based on actual cost incurred, will be charged to owners for the additional monitoring required for projects which have been cited for noncompliance.

Projects prior to 1996 may also be subject to an annual increase in the monitoring fee at the sole discretion of the Authority. Owners will be notified prior to such an increase. Owners of such projects may pre-pay the tax credit monitoring fee based on the per unit cost and the number of years remaining in the compliance period. These properties will still be subject to any annual increase if the Authority, at its sole discretion, deems it necessary.

Owners that fail to maintain compliance with LIHTC requirements as established in the project's LURA, the Authority's compliance monitoring procedures, and IRS Code may be charged additional fees for non-compliance. The fee charged will be the actual cost incurred by NHHFA for any additional monitoring required as a result of non-compliance, or continuing technical errors, and is at the discretion of the Authority.

Failure to pay monitoring fees could result in the issuance of IRS Form 8823 and may invoke additional sanctions. Failure to pay monitoring fees could also hinder future LIHTC applications by an owner.

9. Liability - Compliance with the requirements of IRC 42 is the sole responsibility of the owner of the building for which the tax credit is allocated. The Authority's obligations to monitor for compliance with the requirements of IRC 42 does not make the Authority liable for an owner's noncompliance.
10. Training - Since the Low Income Housing Tax Credit Program is management intensive and requires knowledge of the regulations governing this program, the Authority is requiring that the owner or agent (i.e. principal of company) and at least one front line staff member receive training specifically for managing Low Income Housing Tax Credit properties. Certifications of training must be submitted to the Housing Management Division of the Authority within 30 days of occupancy, or the placed in service date, whichever comes first. In addition, the Management Agent must certify

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that the management agent (or a member of the on-site staff) has received tax credit management training at least once annually. See Appendix R.

11. Noncompliant Owners and Management Agents - Owners and agents who are chronically in noncompliance may be subject to sanctions and/or loss of further tax credit allocations. Chronic noncompliance may include, but is not limited to the following:
- Failure to allow the agency or its agent to complete a review or inspection of the property.
 - Repeated failure to properly verify tenant income in the manner prescribed by IRC 42.
 - Repeated failure to obtain income certification forms.
 - Failure to obtain an executed lease and/or executing a lease which is less than 6 months.
 - Failure to annually recertify two or more tenants in a one year period. Annual recertification is defined as once within a calendar year.
 - Failure to pay the required tax credit monitoring fee.
 - Failure to maintain the property in decent, safe, and sanitary condition, as defined in 24 CFR 982.401, HUD Housing Quality Standards, and/or failing to correct deficiencies cited in previous reviews.
 - Repeated failure to adhere to requirements of the Land Use Restriction Agreement including Special Conditions.

HFA:109.09 LAND USE RESTRICTION AGREEMENT

Prior to issuance of the Carryover Allocation or at Final Allocation, whichever is earlier, the owner of the tax credit project must execute and record the Land Use Restriction Agreement (LURA). The LURA will be prepared by the Authority and may be modified periodically. Please contact the Authority if you do not have a prepared document at least 14 days prior to the deadline for Carryover or Final Allocation.

The LURA, at a minimum, will require conditions wherein the owner and the project must continually comply with IRC 42 and other applicable sections of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations thereunder or under the Internal Revenue

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Code of 1954 as in effect on the date of enactment of the Code. The LURA shall remain in effect for the 30 year compliance period. Please consult IRC 42 or a tax specialist for more information.

The responsibility for complying with the requirements of the LURA, as well as complying with all other applicable requirements, rests solely with the owner of the project. Compliance with special election provisions represented in the initial application for tax credits, especially provisions used as Scoring Criteria, will be included in the LURA and will be monitored on an annual basis. Owners who fail to maintain compliance with any provision of the LURA will be reported to the IRS by the Authority using the IRS Form 8823. In addition, the Authority reserves the right to replace the management company for chronic noncompliance as defined in HFA:109.08A10, including but not limited to an IRS 8823 filed three consecutive years for the Management agent's direct failure to adhere to serious non-compliance with IRC 42 and/or failure to adhere to NHHFA recommendation for correction or improvement.

HFA:109.10 APPEAL PROCESS

Applicants may appeal the Authority's decision not to award tax credits to the project. Applicants must submit a written request for an appeal within 10 business days of notification that tax credits will not be awarded. A hearing will be scheduled within 45 days by the Authority's Multi-Family/Special Projects Committee, which has the authority to render a decision on the appeal.

HFA:109.11 PUBLIC RECORDS

Applicants should be aware that any information submitted as part of an LIHTC application may be considered public information under the New Hampshire Public Records law.

HFA:109.12 CLARIFICATIONS

The Authority is charged with allocating no more tax credits to any given project than are required to make the project 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 documents in connection with this Allocation Plan is for its own purposes. The Authority makes no representations to the applicant or anyone else as to compliance with the Internal Revenue Code, Treasury regulations, or any other laws or regulations governing the LIHTC program.

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

The Authority reserves the right to modify the Allocation Plan periodically as the Authority shall determine in its discretion, with the advice and consent of the Governor. The Authority may make technical clarifications (e.g. to correct typographic errors, inconsistencies etc.) or revisions to comply with changes in federal law regarding the LIHTC program at its sole discretion.

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APPENDIX B

NEW HAMPSHIRE Difficult Development Areas and Qualified Census Tracts

Note: This listing is for information only, and reflects the last known federal designations. Please confirm for your project location.

Difficult Development Areas

Belknap, Carroll, Cheshire, Grafton and Sullivan counties

Hillsborough, Rockingham, Strafford and Merrimack counties in part (see below)

Hillsborough County - Eligible Towns

Antrim, Bennington, Deering, Frankestown, Greenfield, Hancock, Hillsborough, Lyndeborough, New Boston, Peterborough, Sharon, Temple, Windsor

Merrimack County - Eligible Towns and Cities

Andover, Boscawen, Bow, Bradford, Canterbury, Chichester, Concord (city), Danbury, Dunbarton, Epsom, Franklin (city), Henniker, Hill, Hopkinton, Loudon, Newbury, New London, Northfield, Pembroke, Pittsfield, Salisbury, Sutton, Warner, Webster, Wilmot

Rockingham County - Eligible Towns

Deerfield, Northwood, Nottingham, Seabrook, South Hampton, Brentwood, East Kingston, Epping, Exeter, Greenland, Hampton, Hampton Falls, Kensington, New Castle, Newfields, Newington, Newmarket, Northhampton, Portsmouth (city), Rye, Stratham

Strafford County - Eligible Towns

Middleton, New Durham, Strafford, Barrington, Dover (city), Durham, Farmington, Lee, Madbury, Milton, Rochester (city), Rollinsford, Somersworth

Qualified Census Tracts

Manchester - 0005.00, 0014.00, 0017.00, 0020.00

Nashua - 0105.00, 0107.00, 0108.00

Source: Federal Register Vol. 65, No. 185, pages 57525-57535, Sept. 22, 2000. See < www.huduser.org/datasets/lihtc.html>

APPENDIX C

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APPLICATION THRESHOLD REQUIREMENTS

Applications must meet the following requirements in order to be ranked in accordance with the Selection Criteria:

1. Completed Application for Reservation
2. *Exhibit 1-Site Information
3. *Exhibit 2-Environmental Information (if available, or information regarding any known environmental problems)
4. *Exhibit 3-Evidence of Site Control
5. *Exhibit 8-Detailed Scope of Work with Cost Estimates, and identification of estimator
6. *Exhibit 9-Verification of Non-Profit Status (if applicable)
7. *Exhibit 10-List of Developer's Other Real Estate
8. *Exhibit 11-Resumes of Development Team
9. *Exhibit 12-Management Agent Questionnaire
10. *Exhibit 13-Management Plan
11. *Exhibit 14-Tenant Selection Plan
12. Documentation verifying eligibility for selection criteria points
13. Tax Credit Application Fee

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/Special Projects Committee of the Board of Directors.

* See Application list of exhibits.

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APPENDIX D COMMITMENT PHASE REQUIREMENTS

The following documents must be submitted to the Authority within 120 days of notification of a Reservation of Tax Credits by the Authority's Multi-Family/Special Project Review Committee, or 30 days prior to deadline for Allocation Phase, whichever is sooner:

Projects must meet the requirements of the Commitment Phase to be eligible for an allocation of tax credits. Commitment 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 Commitment Phase Requirements, or for a failure to meet the General Criteria in HFA:109:04B.**

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. *Exhibit 23-Tax Credit Bridge Loan Letter of Commitment (if applicable)
7. *Exhibit 24-Construction Period Sources and Uses
8. *Exhibit 27-Final Plans and Specifications
7. *Exhibit 16-Appraisal (if required by the Authority)
8. *Exhibit 17-Market Study (if required by the Authority)
9. *Exhibit 2 - Environmental Site Assessment (if required by the Authority).
10. Evidence of continued site control
11. Copy of the Architect Contract
12. For projects providing tenant services, an executed agreement binding on both parties
13. Copies of construction proposals (or bids), if available
14. Copy of contract for consultant services (if applicable)
15. Tax Credit Commitment Fee

* See Application list of exhibits.

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APPENDIX E CARRYOVER ALLOCATION REQUIREMENTS

1. Letter requesting a Carryover Allocation, and inclusion of any pages from the Application Form related to changes in the project scope or cost.
2. *Exhibit 36-Carryover Cost Certification (See Appendix J for required format)
3. Evidence of limited partnership existence, including tax identification number
4. Copy of Partnership Agreement (draft acceptable)
5. Copy of Offering Summary (draft acceptable)
6. Evidence of continued site control
7. Copy of Construction Proposals (or Bids) and executed Construction Contract. Include copy of schedule of values showing contractor overhead and profit breakdown, as per HFA109.03I.
8. Recorded Land Use Restriction Agreement (**contact Authority at least 14 days prior to deadline to receive document**).

* See Application list of exhibits.

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APPENDIX F FINAL ALLOCATION REQUIREMENTS

1. Letter requesting issuance of IRS Form 8609
2. Exhibit 37-Final Cost Certification (See Appendix K for required format)
3. Developer Certification of Costs (see Appendix L for required format)
4. Developer Certification of Equity Proceeds (see Appendix M for required format)
5. "As-Built" Architect Certification (see Appendix N for required format)
6. Recorded Land Use Restriction Agreement, 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 Training
13. Letter stating the placed in service date for each building

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APPENDIX G
TEN PERCENT LETTER

CERTIFIED PUBLIC ACCOUNTANT'S LETTERHEAD

New Hampshire Housing Finance Authority (NHHFA)
PO Box 5087
Manchester, NH 03108

and

_____ (“the Owner”)
Address
City, State, Zip

RE: NHHFA # _____

We have audited the accompanying Certification of Costs Incurred (“Exhibit ____”) of the Owner for _____ (the “Project”) as of _____, 2000. Exhibit ____ is the responsibility of the Owner’s management. Our responsibility is to express an opinion on Exhibit ____ based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether Exhibit ____ is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in Exhibit ____). An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of Exhibit ____). We believe that our audit provides a reasonable basis for our opinion.

The accompanying Exhibit ____ was prepared in conformity with the accounting practices prescribed by the Internal Revenue Service under the accrual method of accounting and by the New Hampshire Housing Finance Authority, which is a comprehensive basis for accounting other than generally accepted accounting principles.

In our opinion, Exhibit ____ referred to above presents fairly, in all material respects, costs incurred for the Project as of _____, 2000, on the basis of accounting described above.

In addition to auditing Exhibit ____ we have, at your request, performed certain agreed upon procedures, as enumerated below, with respect to the Project. These procedures, which were agreed to by the Owner and NHHFA, were performed to assist you in determining whether the Project has met the 10% test in accordance with Internal Revenue Code Section 42(h)(1)(E) and Treasury Regulation Section 1.42-6. These agreed upon procedures were performed in

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accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representations regarding the sufficiency of the procedures below either for the purpose for which this report has been requested or for any other purpose.

We performed the following procedures:

- We calculated, based on estimates of total development costs provided by the Owner, the Project's total reasonably expected basis, as defined in Treasury Regulation Section 1.42-6, to be \$_____ as of _____, 2000.
- We calculated the reasonably expected basis incurred by the Owner as of _____, 2000 to be \$_____.
- We calculated the percentage of the development fee incurred by the owner as of _____, 2000 to be ____% of the total development fee.
- We compared the reasonably expected basis incurred as of _____, 2000 to the total reasonably expected basis of the Project, and calculated that ____% had been properly accrued.
- Based on the amount of total reasonably expected basis listed above, for the owner to meet the 10% test in accordance with Internal Revenue Code Section 42(h)(1)(E) and Treasury Regulation Section 1.42-6, we calculated that the Project needed to incur at least \$_____ of costs prior to December 31, 2000. As of _____, 2000, costs of at least \$_____ had been incurred, which is approximately ____% of the total reasonably expected basis of the Project.

We were not engaged to, and did not, perform an audit of the Owner's financial statements or of the Project's total reasonably expected basis. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the management of the Owner and for submission to NHHFA (to assist NHHFA to fulfill its responsibilities under Section 42), and should not be used for any other purpose.

Tax Professional's Signature

City, State
Date

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APPENDIX H
CERTIFIED PUBLIC ACCOUNTANT'S LETTERHEAD

Final Cost Certification

To: New Hampshire Housing Finance Authority
32 Constitution Drive
Bedford, NH 03110

We have audited the plans and records of _____ (“Developer”) who is the owner of the housing project consisting of _____ buildings and _____ units known as _____ and located in _____, New Hampshire (the “Project”). Our audit was made in accordance with generally accepted standards and accordingly included such tests of the accounting records and such other procedures as we considered necessary in the circumstances.

We are independent certified public accountants, with respect to the Developer, as defined under the Rules of Conduct of the Code of Professional Ethics of the American Institute of Certified Public Accountants.

To the best of our knowledge, the attached Certification of Costs, Sources of Funds and Qualified Basis present fairly and in conformity with generally accepted accounting principles applied on a consistent basis, the costs actually paid or incurred by the Developer in connection with the acquisition and construction or reconstruction of the Project. We are also of the opinion that, within the meaning of the U.S. Internal Revenue Code and its implementing regulations, the total Estimated Adjusted Basis as shown on the attached tables is chargeable to the portion of the Project’s capital account properly allocable to “qualified low income buildings” within the meaning of Section 42, or would be so chargeable either with a proper election by the Developer (for example, under the U.S. Internal Revenue Code, Section 266) or but for a proper election by the Developer to deduct such amounts.

Certified Public Accountants

Date

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APPENDIX I

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, Accountant's Certification of Costs (including developer fee), Qualified Basis,
and Applicable Fraction represent true and accurate representation of the Project costs. I
further state that the Qualified Basis and Applicable Percentage were calculated in a manner
consistent with 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 8623.

Date: _____

Duly Authorized

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APPENDIX J

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 totaled \$_____. This gross equity
investment is based on a final allocation of Low Income Housing Tax Credits of \$ _____
annually for a period of ten years.

Date: _____

(Duly Authorized)

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APPENDIX K

"AS-BUILT" ARCHITECT CERTIFICATION

I have inspected the development known 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 Fair Housing Laws as they pertain to
handicapped accessibility and adaptability, all local health, safety and building codes and those
requirements as set forth in the Authority's Low Income Housing Tax Credit Allocation Plan.

Date

Date

Architect

Owner

(Seal)

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APPENDIX L

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 project's 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 the 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.

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APPENDIX M GUIDELINES FOR SPECIAL NEEDS (Category 4 Scoring)

For scoring eligibility under this category, applicants must show evidence of their ability to provide or manage the proposed services. The Authority will require a signed letter of intent to partner/contract from any proposed service provider at the time of Application. Any contracts that are to be funded from operating accounts must be received by the Authority for review and authorization no later than 30 days prior to closing.

Please note that any applicant commitments for the provision of special needs housing or service enriched housing will be enforced for the full compliance term and included in the Land Use Restriction Agreement (LURA).

All projects applying for points under this category must provide the following information as a part of the Service Plan included in their LIHTC application package.

1. A description of the project and how the services will be integrated. Include how the housing management and service provider will work together, where services will be provided and any additional hard costs associated with providing the services.
2. A description of each service to be provided, including any eligibility requirements, and how the service is unique to residents.
3. The number of residents the services will be provided to and whether residents will be selected for occupancy based on their need for services.
4. Any eligibility criteria for services.
5. A detailed 3 year budget for providing the services, including revenues, expenses, and sources of funds.
6. Signed letters of intent to partner/contract from service providers.

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APPENDIX N

SAMPLE PHA INCOME DOCUMENTATION

XX Property
XX Address
XX, NH XXXXX

SUBJECT: Income Documentation
DATE:
RE:
STATUS: New Tenant SS#: XXX-XX-XXXX

Please accept this statement, in accordance with IRS regulations, that the tenant mentioned above has income which does not exceed the applicable income limit under section 42(g).

We have completed the tenant's income verification and find the gross income to be:

<u>Number in Households</u>	<u>Income</u>	<u>Type of Supporting Documentation</u>
2 (1 adult, 1 child)	\$ XXXX	Information on file at NHHFA/monthly income

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APPENDIX P

OWNER'S CERTIFICATE OF CONTINUING PROGRAM COMPLIANCE

To: New Hampshire Housing Finance Authority
 Attn: LIHTC Management Officer
 P. O. Box 5087
 Manchester, NH 03108-0587

No buildings have been Placed in Service
 At least one building has been placed in Service but owner elects to begin credit period in the following year.
 If either of the above applies, please check the appropriate box, and proceed to page 2 to sign and date this form.

Certification Dates:	From: January 1, 20_____	To: December 31, 20_____	
Project Name:		Project No:	
Project Address:		City:	Zip:
Tax ID # of Ownership Entity:			

The undersigned _____ on behalf of _____ (the "Owner"), hereby certifies that:

1. The project meets the minimum requirements of: (check one)
 - 20 - 50 test under Section 42(g)(1)(A) of the Code
 - 40 - 60 test under Section 42(g)(1)(B) of the Code
 - 15 - 40 test for "deep rent-skewed" projects under Section 42(g)(4) and 142(d)(4)(B) of the Code

2. There has been **no change in the applicable fraction** (as defined in Section 42(c)(1)(B) of the Code) for any building in the project:
 - NO CHANGE** **CHANGE**
 If "**Change**", list the applicable fraction to be reported to the IRS for each building in the project for the certification year on page 3:

3. The owner has received an annual Tenant Income Certification from each low-income resident and documentation to support that certification, or the owner has a re-certification waiver letter from the IRS in good standing, has received an annual Tenant Income Certification from each low-income resident, and documentation to support the certification at their initial occupancy.
 - YES** **NO**

4. Each low-income unit in the project has been rent-restricted under Section 42(g)(2) of the Code:
 - YES** **NO**

5. All units in the project are and have been for use by the general public and used on a non-transient basis (except for transitional housing for the homeless provided under Section 42 (i)(3)(B)(iii) of the Code):
 - YES** **NO** **HOMELESS**

6. No finding of discrimination under the Fair Housing Act, 42 U.S.C 3601-3619, has occurred for this project. A finding of discrimination includes an adverse final decision by the Secretary of Housing and Urban Development (HUD), 24 CFR 180.680, an adverse final decision by a substantially equivalent state or local fair housing agency, 42 U.S.C 3616a(a)(1), or an adverse judgment from a federal court:
 - YES** **NO**

7. Each building in the project is and has been suitable for occupancy, taking into account local health, safety, and building codes (or other habitability standards), and the state or local government unit responsible for making building code inspections did not issue a report of a violation for any building or low income unit in the project:

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YES

NO

If "No", state nature of violation on page 3 and attach a copy of the violation report as required by 26 CFR 1.42-5.

8. There has been **no change in the eligible basis** (as defined in Section 42(d) of the Code) of any building in the project since last certification submission:

NO CHANGE

CHANGE

If "Change", state nature of change (e.g., a common area has become commercial space, a fee is now charged for a tenant facility formerly provided without charge, or the project owner has received federal subsidies with respect to the project which had not been disclosed to the allocating authority in writing) on page 3:

9. All tenant facilities included in the eligible basis under Section 42(d) of the Code of any building in the project, such as swimming pools, other recreational facilities, parking areas, washer/dryer hookups, and appliances were provided on a comparable basis without charge to all tenants in the buildings:

YES

NO

10. If a low-income unit in the project has been vacant during the year, reasonable attempts were or are being made to rent that unit or the next available unit of comparable or smaller size to tenants having a qualifying income before any units were or will be rented to tenants not having a qualifying income:

YES

NO

11. If the income of tenants of a low-income unit in the project increased above the limit allowed in Section 42(g)(2)(D)(ii) of the Code, the next available unit of comparable or smaller size was or will be rented to residents having a qualifying income:

YES

NO

12. An extended low-income housing commitment as described in section 42(h)(6) was in effect, including the requirement under section 42(h)(6)(B)(iv) that an owner cannot refuse to lease a unit in the project to an applicant because the applicant holds a voucher or certificate of eligibility under section 8 of the United States Housing Act of 1937, 42 U.S.C. 1437f. Owner has not refused to lease a unit to an applicant based solely on their status as a holder of a section 8 voucher and the project otherwise meets the provisions, including any special provisions, as outlined in the extended low-income housing commitment (not applicable to buildings with tax credits from years 1987-1989):

YES

NO

N/A

13. The owner received its credit allocation from the portion of the state ceiling set-aside for a project involving "qualified non-profit organizations" under Section 42(h)(5) of the code and its non-profit entity materially participated in the operation of the development within the meaning of Section 469(h) of the Code.

YES

NO

N/A

14. There has been no change in the ownership or management of the project:

NO CHANGE

CHANGE

If "Change", complete page 3 detailing the changes in ownership or management of the project.

Note: Failure to complete this form in its entirety will result in noncompliance with program requirements. In addition, any individual other than an owner or general partner of the project is not permitted to sign this form, unless permitted by the state agency.

The project is otherwise in compliance with the Code, including any Treasury Regulations, the applicable State Allocation Plan, and all other applicable laws, rules and regulations. This Certification and any attachments are made UNDER PENALTY OF PERJURY.

(Ownership Entity)

By: _____

Title: _____

Date: _____

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Appendix Q

TENANT INCOME CERTIFICATION

Initial Certification Recertification Other _____

Effective Date: _____
 Move-in Date: _____
 (MM/DD/YYYY)

PART I - DEVELOPMENT DATA

Property Name: _____ County: _____ BIN #: _____
 Address: _____ Unit Number: _____ # Bedrooms: _____

PART II. HOUSEHOLD COMPOSITION

HH Mbr #	Last Name	First Name & Middle Initial	Relationship to Head of Household	Date of Birth (MM/DD/YYYY)	F/T Student (Y or N)	Social Security or Alien Reg. No.
1			HEAD			
2						
3						
4						
5						
6						
7						

PART III. ANNUAL INCOME (USE ANNUAL AMOUNTS)

HH Mbr #	(A) Employment or Wages	(B) Soc. Security/Pensions	(C) Public Assistance	(D) Other Income
TOTALS	\$ _____	\$ _____	\$ _____	\$ _____
Add totals from (A) through (D), above				TOTAL INCOME (E): \$ _____

PART IV. INCOME FROM ASSETS

Hshld Mbr #	(F) Type of Asset	(G) C/I	(H) Cash Value of Asset	(I) Annual Income from Asset
TOTALS:			\$ _____	\$ _____
Total Cash Value If (H) is over \$5000 \$ _____		X	Passbook Rate 2.00%	= (J) Imputed Income \$ _____
Enter the greater of the total of column I, or J: imputed income				TOTAL INCOME FROM ASSETS (K) \$ _____

(L) Total Annual Household Income from all Sources Add (E) and (K) \$ _____

HOUSEHOLD CERTIFICATION & SIGNATURES

The information on this form will be used to determine maximum income eligibility. I/we have provided for each person(s) set forth in Part II acceptable verification of current anticipated annual income. I/we agree to notify the landlord immediately upon any member of the household moving out of the unit or any new member moving in. I/we agree to notify the landlord immediately upon any member becoming a full time student.

Under penalties of perjury, I/We certify that the information presented in this Certification is true and accurate to the best of my/our knowledge and belief. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of the lease agreement.

Signature (Date) _____ Signature (Date) _____

Signature (Date) _____ Signature (Date) _____

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PART V. DETERMINATION OF INCOME ELIGIBILITY

TOTAL ANNUAL HOUSEHOLD INCOME FROM ALL SOURCES: From item (L) on page 1 \$ 	Household Meets Income Restriction at:	Current Income Limit x 140%: \$ _____ Household Income exceeds 140% at recertification: <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> 60% <input type="checkbox"/> 50% <input type="checkbox"/> 40% <input type="checkbox"/> 30% <input type="checkbox"/> _____%	
Current Maximum Income Limit per Family Size: \$ _____		
Household Income at Move-in \$ _____		Household Size at Move-in: _____

PART VI. RENT

Tenant Paid Rent \$ _____ Utility Allowance \$ _____ GROSS RENT FOR UNIT: (Tenant paid rent plus Utility Allowance & other non-optional charges) \$ 	Rent Assistance: \$ _____ Other non-optional charges: \$ _____ Unit Meets <input type="checkbox"/> 60% <input type="checkbox"/> 50% <input type="checkbox"/> 40% Rent Restriction at: <input type="checkbox"/> 30% <input type="checkbox"/> _____%
Maximum Rent Limit for this unit: \$ _____	

PART VII. STUDENT STATUS

ARE ALL OCCUPANTS FULL TIME STUDENTS? <input type="checkbox"/> yes <input type="checkbox"/> no	If yes, Enter student explanation* (also attach documentation) Enter 1-4	*Student Explanation: 1 TANF assistance 2 Job Training Program 3 Single parent/dependent child 4 Married/joint return
---	--	---

PART VIII. PROGRAM TYPE

Mark the program(s) listed below (a. through e.) for which this household's unit will be counted toward the property's occupancy requirements. Under each program marked, indicate the household's income status as established by this certification/recertification.

a. Tax Credit <input type="checkbox"/> <i>Household meets Income Restriction at:</i> <input type="checkbox"/> ≤30% AMGI <input type="checkbox"/> ≤40% AMGI <input type="checkbox"/> ≤50% AMGI <input type="checkbox"/> ≤60% AMGI <input type="checkbox"/> _____% AMGI <input type="checkbox"/> OI**	b. HOME <input type="checkbox"/> <i>Income Status</i> <input type="checkbox"/> ≤ 50% AMGI <input type="checkbox"/> ≤ 60% AMGI <input type="checkbox"/> ≤ 80% AMGI <input type="checkbox"/> OI**	c. Tax Exempt <input type="checkbox"/> <i>Income Status</i> <input type="checkbox"/> Eligible <input type="checkbox"/> 50% AMGI <input type="checkbox"/> 60% AMGI <input type="checkbox"/> 80% AMGI <input type="checkbox"/> OI**	d. AHDP <input type="checkbox"/> <i>Income Status</i> <input type="checkbox"/> VLI <input type="checkbox"/> LI <input type="checkbox"/> OI**	e. _____ <input type="checkbox"/> (Name of Program) <i>Income Status</i> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> OI**
--	--	---	--	---

** Upon recertification, household was determined over-income (OI) according to eligibility requirements of the program(s) marked above.

SIGNATURE OF OWNER/REPRESENTATIVE

Based on the representations herein and upon the proofs and documentation required to be submitted, the individual(s) named in Part II of this Tenant

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Income Certification is/are eligible under the provisions of Sections 42 and 142(d) of the Internal Revenue Code, as amended, and any applicable land use restriction agreement or regulatory agreement, to live in a unit in this Project.

SIGNATURE OF OWNER/REPRESENTATIVE

DATE

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INSTRUCTIONS FOR COMPLETING THE TENANT INCOME CERTIFICATION (ver. 7/00)

This form is to be completed by the owner or its authorized representative.

Part I - Development Data

Check the appropriate box for Initial Certification (move-in), Recertification (annual recertification), or Other. If Other, designate the purpose of the recertification (i.e., a unit transfer, a change in household composition, or other state-required recertification).

- Move-in Date Enter the date the tenant has or will take occupancy of the unit.
- Effective Date Enter the effective date of the certification. For move-in, this should be the move-in date. For annual recertification, this effective date should be no later than one year from the effective date of the previous (re)certification.
- Property Name Enter the name of the development.
- County Enter the county in which the building is located.
- BIN # Enter the Building Identification Number (BIN) assigned to the building (from IRS Form 8609).
- Address Enter the address of the building.
- Unit Number Enter the unit number.
- # Bedrooms Enter the number of bedrooms in the unit.

Part II - Household Composition

List all occupants of the unit. State each household member's relationship to the head of household by using one of the following coded definitions:

- | | | | | | |
|---|---|-------------------|---|---|---------------------|
| H | - | Head of Household | S | - | Spouse |
| A | - | Adult co-tenant | O | - | Other family member |
| C | - | Child | F | - | Foster child(ren) |
| L | - | Live-in caretaker | N | - | None of the above |

Enter the date of birth, student status, and social security number or alien registration number for each occupant.

If there are more than 7 occupants, use an additional sheet of paper to list the remaining household members and attach it to the certification.

Part III - Annual Income

See HUD Handbook 4350.3 for complete instructions on verifying and calculating income, including acceptable forms of verification.

From the third party verification forms obtained from each income source, enter the gross amount anticipated to be received for the twelve months from the effective date of the (re)certification. Complete a separate line for each income-earning member. List the respective household member number from Part II.

- Column (A) Enter the annual amount of wages, salaries, tips, commissions, bonuses and other income from employment; distributed profits and/or net income from a business.
- Column (B) Enter the annual amount of Social Security, Supplemental Security Income, pensions, military retirement, etc.
- Column (C) Enter the annual amount of income received from public assistance (i.e., TANF, general assistance, disability, etc.).

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Column (D) Enter the annual amount of alimony, child support, unemployment benefits or any other income regularly received by the household.

Column (E) Add the totals from columns (A) through (D), above. Enter this amount.

Part IV - Income from Assets

See HUD Handbook 4350.3 for complete instructions on verifying and calculating income from assets, including acceptable forms of verification.

From the third party verification forms obtained from each asset source, list the gross amount anticipated to be received during the twelve months from the effective date of the certification. List the respective household member number from Part II and complete a separate line for each member.

Column (F) List the type of asset (i.e., checking account, savings account, etc.)

Column (G) Enter C (for current, if the family currently owns or holds the asset), or I (for imputed, if the family has disposed of the asset for less than fair market value within two years of the effective date of (re)certification.

Column (H) Enter the cash value of the respective asset.

Column (I) Enter the anticipated annual income from the asset (i.e., savings account balance multiplied by the annual interest rate).

TOTALS Add the total of Column (H) and Column (I), respectively.

If the total in Column (H) is greater than \$5,000 you must do an imputed calculation of asset income. Enter the Total Cash Value, multiply by 2% and enter the amount in (J), Imputed Income.

Column (K) Enter the greater of the total in Column (I) or (J).

(L) Total Annual Household Income From all Sources Add (E) and (K) and enter the total.

HOUSEHOLD CERTIFICATION AND SIGNATURES

After all verifications of income and/or assets have been received and calculated, each household member age 18 or older must sign and date the Tenant Income Certification. For move-in, it is recommended that the Tenant Income Certification be signed no earlier than 5 days prior to the effective date of the certification.

PART V – DETERMINATION OF INCOME ELIGIBILITY

Total Annual Household Income from all Sources Enter the number from item (L).

Current Income Limit per Family Size Enter the Current Maximum Move-in Income Limit for the household size.

Household income at move-in Household size at move-in Fill this in for recertifications, only. Enter the household income from the move-in certification. On the adjacent line, enter the number of household members from the move-in certification.

Household Meets Income Restriction at Check the appropriate box for the income restriction that the household meets according to what is required by the set-aside(s) for the project.

Current Income Limit x 140% For recertifications only. Multiply the Current Maximum Move-in Income Limit by 140% and enter the total. Below, indicate whether the household income exceeds that total. If the Gross Annual Income at recertification is greater than 140% of the

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current income limit, then the available unit rule must be followed.

PART VI - RENT

Tenant Paid Rent	Enter the amount the tenant pays toward rent (not including rent assistance payments such as Section 8).
Rent Assistance	Enter the amount of rent assistance, if any.
Utility Allowance	Enter the utility allowance. If the owner pays all utilities, enter zero.
Other non-optional charges	Enter the amount of <u>non-optional</u> charges, such as mandatory garage rent, storage lockers, charges for services provided by the development, etc.
Gross Rent for Unit	Enter the total of Tenant Paid Rent plus Utility Allowance and other non-optional charges.
Maximum Rent Limit for this unit	Enter the maximum allowable gross rent for the unit.
Unit Meets Rent Restriction at	Check the appropriate rent restriction that the unit meets according to what is required by the set-aside(s) for the project.

Part VII - Student Status

If all household members are full time* students, check "yes". If at least one household member is not a full time student, check "no".

If "yes" is checked, the appropriate exemption must be listed in the box to the right. If none of the exemptions apply, the household is ineligible to rent the unit.

**Full time is determined by the school the student attends.*

PART VIII – PROGRAM TYPE

Mark the program(s) for which this household's unit will be counted toward the property's occupancy requirements. Under each program marked, indicate the household's income status as established by this certification/recertification. If the property does not participate in the HOME, Tax-Exempt, AHDP or other housing program, leave those sections blank.

Tax Credit	Mark the appropriate box indicating the household's designation. If the property does not have any occupancy requirements in addition to those required by Section 42, mark the box that corresponds to the property's minimum set aside. Upon re-certification, if the household's income exceeds 140% of the income limitation imposed by Section 42, mark "OI".
HOME	If the property participates in the HOME program and the unit this household will occupy will count towards the HOME program set asides, mark the appropriate box indicating the household's designation.
Tax Exempt	If the property participates in the Tax Exempt Bond program, mark the appropriate box indicating the household's designation.
AHDP	If the property participates in the AHDP program, and this household's unit will count towards the set aside requirements, select the appropriate box to indicate if the household is a VLI, LI or OI (at re-certification) household.
Other	If the property participates in any other affordable housing program, complete the information as appropriate.

SIGNATURE OF OWNER/REPRESENTATIVE

It is the responsibility of the owner or the owner's representative to sign and date this document immediately following execution by the resident(s). The responsibility of documenting and determining eligibility (including completing and signing the Tenant Income Certification form) and ensuring such documentation is kept in the tenant file is extremely important and should be conducted by someone well trained in tax credit compliance.

These instructions should not be considered a complete guide on tax credit compliance. The responsibility for compliance with federal program regulations lies with the owner of the building(s) for which the credit is allowable.

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APPENDIX R

MANAGEMENT AGENT CERTIFICATION OF ANNUAL TRAINING

_____ hereby certifies that training
(Management Agent)

for managing Low Income Tax Credit Properties was received on _____ from
(Date)

(Company/Consultant)

Name of Owner _____ of _____ or Agent
Representative.

Attending: _____
(Name of Front Line Staff Person Attending)

List Low Income Housing Tax Credit Properties managed in New Hampshire:

Completed by: _____

Title: _____

Signature: _____

Date: _____

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APPENDIX S

CERTIFICATE OF COMPLIANCE WITH SPECIAL CONDITIONS

The Owner _____ of _____
located at _____
(Owner Name) (Project Name)

_____ Warrants to the New Hampshire Housing
Finance Authority that he/she has maintained the following Special Conditions:

1) **Special Income and Rent Restrictions:**

Of the _____ total units in the project, _____ units are rented to households with initial incomes at or below _____% of the Median Area Income (MAI) adjusted for family size as determined by the U.S. Department of Housing and Urban Development (HUD). Gross rents have been restricted to _____% of the maximum income limitation, calculated pursuant to Section 42 of the Internal Revenue Code for the year ended _____.

Of the _____ total units in the project, _____ units are rented to households with initial incomes at or below _____% of the Median Area Income (MAI) adjusted for family size as determined by the U.S. Department of Housing and Urban Development (HUD). Gross rents have been restricted to _____% of the maximum income limitation, calculated pursuant to Section 42 of the Internal Revenue Code for the year ended _____.

2) **Special Services:**

Describe any services or unique features which are compliant with those found in Exhibit B of the Land Use and Regulatory Agreement.

3) *List any other conditions found in Exhibit B of the LURA.*

Owner Signature _____

Date

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APPENDIX T
Location Preference Sheet - CM1
For Year Ending _____

The New Hampshire Housing Finance Authority (NHHFA, will be conducting an on-site record review of twenty percent (20%) of all the New Hampshire LIHTC properties annually.

Property Name: _____

___ Owner Name: (LP) _____

_____ Owner Mailing Address: _____

_____ Owner Phone Number: _____ Fax: _____

_____ Management Agent: _____

_____ Phone Number: _____ Fax: _____

_____ E-Mail Address: _____

_____ Management Contact for Compliance Monitoring: _____

_____ Please indicate the location where files may be reviewed: _____

_____ **Property Information**

Physical Property Address: _____

(List the number of units in each building if multiple building project.)

Building	Total # Units	Total # LIHTC Units	Date Placed in Svc.

Minimum Set Aside: _____

First Year Applicable Fraction: _____

___ Has the number of LIHTC units changed since last year? YES _____ NO _____

Explanation: _____

___ Prepared By: _____ Date: _____

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