

APPENDIX A: APPLICATION OUTLINE

Below you will find an outline of the application for the 2022 Tax Credit Round for state fiscal year 2023 and 2024 tax credits. Applications must be submitted by 4:00 PM on Friday, March 4, 2022 through CDFA's online Grants Management System www.nhcdfragrants.org. More information on how to use the Grants Management System can be found on the CDFA Resource Hub ([link](#)).

Hard copy or emailed applications will not be accepted.

I. Applicant Information

- Primary Contact
- Grant Writer (If applicable)
- Authorized Official/Authorized Official email
- Organization Information
- DUNS#/Executive Council District/CCR#

II. Statutory Eligibility

- Eligible Applicant Type (select ONE)
 - Community development corporation
 - Nonprofit organization involved in community development
 - Municipal government
 - Employee cooperative
 - Other type of cooperative
- Project Type
 - Housing
 - Community/Economic Development
 - Both
- Eligibility Threshold Attachments (if applicable)
 - Articles of Incorporation
 - By Laws
 - IRS Determination Letter
 - Proof of Good Standing – New Hampshire Secretary of State

III. Tax Credit Request

The CDFA Tax Credit program allocates approximately \$5 million worth of tax credits to community development projects, each year. Projects receiving an award must seek donors with certain tax liability to purchase the awarded credits.

Enter the amount of tax credit funds your project will need to be successful. The application will calculate the amount of tax credit donations you will need to raise.

Please note: CDFA cannot guarantee tax credit awards in the year(s) you have requested. CDFA reserves the right to award tax credit funding as a grant, loan, equity, or a combination thereof.

- Year 1 Requested Allocation
- Year 2 Requested Allocation
- Total Project Cost

IV. Project and Readiness Information

- **Project Name** (Be brief)

- **Project Address**

- **Executive Summary**

Briefly describe the project you are seeking tax credits for, why you are seeking them, the problem your project addresses, and the outcome you are expecting.

- **Property Description**

If this project involves the acquisition, construction, or renovation of real estate, provide detailed information on the property. Describe the property, its ownership structure, and the status of site control.

Please describe the historical significance of your project property, if applicable. Is it listed on the National and/or State Register of Historic Places? Is it located in a local historic district?

List any mortgages or deed restrictions that are on the property. Is there anything that would prevent CDFA from putting a use-restricting mortgage lien on the property?

Please upload a recent property appraisal, planning and zoning approvals, and an asset management plan, if applicable, in the "Project Information and Public Benefit Attachments" component of the application.

- **Performance Security**

CDFA places a 10-year performance lien on any property purchased, developed, or renovated with tax credit funds. Please indicate the type of performance security you will provide if you are awarded CDFA Tax Credits. CDFA reserves the right to reject any offer it determines insufficient to ensure performance security.

- **Project Timeline and Readiness**

What is your project work plan? When will the project begin? When will it be completed? Include key tasks, estimated completion dates, and who (e.g. "which individual or entity is responsible for completing which tasks") is responsible for completing tasks.

If your proposal includes construction, discuss the status of architectural and engineering plans and provide cost estimates.

What permits, approvals, agreements, or other requirements are necessary to complete the project? Have they been secured? If not, describe your strategy and timeline for securing them.

Applicants are expected to adhere to the CDFA Energy Policy guidelines. (See Appendix C)

In the box below please:

1. Indicate whether you have completed an energy audit (retrofit projects) or energy design charrette (new construction) in the past 3 years, or provide your plans for completion (required prior to a tax credit award).
2. Briefly describe any communication with the relevant utility agency regarding potential energy incentives.
3. Indicate if your project plans to meet any of the "recommendations" from the Energy Policy.

V. Public Benefit and Purpose

- **Community Development Issue**

Describe the community development issue to be addressed. How does your project address one or more of the following community issue areas: Basic Human Needs, Access to Economic Opportunity, Vibrant Communities?

CDFA created a set of 13 [Community Progress Indicators](#) that help illustrate socioeconomic issues across the state. This powerful tool enables community economic development stakeholders to better understand the issues and trends affecting their local community and region. Please reference appropriate data from CDFA's Community Progress Indicators, or provide other metrics/relevant data to support your proposal.

- **Proposed Community Development Solution**

How does your project address or solve the community development issue described above, and why is your organization qualified to address it? What constituencies will this project benefit and how does the project fit within the community's broader strategy or plan? How is the project economically beneficial to the locality and/or state?

- **Community Input and Support**

Provide evidence of community resident and stakeholder input and general community support for your project. What process was used to bring community members together to design this project? Provide the names and roles of any other organizations that will be involved in the completion of this project.

- **Outcome Measures**

What are the goals and measurable outcomes of your project, and what is your methodology for tracking them? How will success be measured or evaluated? Include both quantitative and qualitative outcomes.

Where applicable, enter the totals of the proposed project or program outcomes:

- Total housing units created
- Type of housing dropdown:
 - Family
 - Senior
 - Transitional
 - Supportive
 - Permanent
- Housing affordability period
- Total Number of persons served
- Total Number of low income persons served
- Total Number of new jobs created
- Total Number of jobs retained
- Total Number of square feet of commercial/community facilities space developed
- Other outcomes
- Qualitative outcomes

- **Project Information and Public Benefit Attachments**

- Photos and/or renderings of project property
- Map of project location or area
- Evidence of planning, zoning, and/or any other state or local approvals (if applicable)
- Evidence of site control (Purchase and Sale or Lease Agreement) (if applicable)
- Independent Property appraisal completed within the past 5 years (if applicable)
- Asset Management Plan (Plan for long term sustainability of the project asset with a view to operating, maintaining and renewing the assets in the most cost effective manner possible. Address how the implementation of your project will affect the operating and maintenance costs?)
- Letters, news articles, studies in support of project (Use "other attachments" for additional documentation)

- Historical Information (if applicable)
- Completed Energy Audit Report, Design Charrette notes, or CDFA Waiver (See Appendix C)
- Evidence of communication with your utility regarding the project or CDFA Waiver. (See Appendix C)

VI. Project Finance and Development/Fundraising Capacity

- **Project Funding**

Why does your project need tax credit funding? Are you pursuing other sources of financing? If so, what other sources are you pursuing, and what is the current status of other funding?

- **History with CDFA (all programs)**

Provide all funding history with CDFA. Include the program, amount of grant/loan, and current status.

- **Other Public/Private Investments**

Has your organization received or administered grant funds or loans from other sources in the past five years? If so, please describe.

- **Project Implementation**

Describe your organization's current staff and its capacity to carry out the implementation of your proposed project. What will their responsibilities be?

- **Fundraising Plan – Project Specific**

What is your plan for obtaining tax credit commitments? Have any business donors expressed an interest in purchasing CDFA tax credits from you, if you were to be awarded? Does your organization have the capacity to sell tax credits to businesses outside of your region? If you are hiring a consultant, how much have you budgeted?

- **Finance and Development Capacity Attachments**

- List of or link to Board of Directors (including affiliation)
- Letters from committed donors
- Other Funding
 - Status of non-tax-credit funding sources
 - Timeline for securing non-tax-credit funding sources
 - Letters of agreement from committed non-tax-credit funding sources (including contact information and loan terms, equity agreements or other details)
- Planning and/or feasibility study performed for this project (if applicable)
- Fiscal Year start and end dates
- Management Prepared Financial Statements for current Fiscal Year (Balance Sheet, Profit and Loss, Cash Flow)
- Operating Budget
 - Current fiscal year
 - Budget-to-actual for most recent completed fiscal year
 - Proposed operating budget, including new revenue and expense assumptions related to the proposed tax-credit funded project or program *after* it is completed.
- Most Recent Financial Statements - submit one of the following
 - Audited Financial Statement (required for organizations with operating budgets > \$1 M)
 - Review Financial Statement (required for organizations with operating budgets \$500,000 - \$1 M)
 - IRS Form 990 (required for organizations with operating budgets <\$500,000)
 - The above list outlines the minimum requirements by organizational budget, but please submit the most detailed and comprehensive document that your organization has. For instance, if your organization has \$400,000 in annual operating revenue, and you have an audited financial statement prepared each year, please submit the most recent audit (NOT the IRS 990).

Note: There is no need to submit multiple documents for this section.
- Financial Status Overview (narrative describing applicant's financial situation)
- Operating Reserve (Yes/No – If Yes, amount)
- Endowment (Yes/No – If Yes, amount)

- Line of Credit (Yes/No – If Yes, amount)
- Other Attachments – Applicants may upload any other relevant documents not listed in other attachment sections.

VII. Project Budget

The applicant organization must provide a complete and detailed budget for the proposed project.

The budget must include:

- Sources and Uses – detailed list of all proposed funding sources, including CDFA Tax Credits, and project expenses/funding uses (table provided in the online application).
- Budget narrative – detailed description of each line item, underlying budget assumptions, and any additional information to help explain the project budget.

VIII. CERTIFICATION

Prior to application submission, CDFA requires an Authorized Official of the applicant organization to sign a certification.

An Authorized Official can be the Executive Director, Chief Executive Officer, Board Officer, or other person authorized by the applicant organization.

The Authorized Official will be asked to certify that the application is being submitted with the full knowledge and approval of the organization's Board of Directors and that the organization will comply with:

- New Hampshire conflict of interest laws (as defined by RSA 7:19-a and RSA 292:6-a), and;
- CDFA's Privacy Policy (in compliance with RSA 91- A, New Hampshire's Right-to-Know law.).
- Additionally, the Authorized Official must certify that, should their organization be awarded, CDFA will require a ten-year performance security instrument be placed on their organization's assets concurrent with contract signing, and prior to disbursement of Tax Credit equity.