



CDFA
COMMUNITY DEVELOPMENT FINANCE AUTHORITY

TAX CREDIT

APPLICATION AND PROGRAM GUIDE

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COMMUNITY DEVELOPMENT FINANCE AUTHORITY

The Community Development Finance Authority (CDFA) is a statewide, nonprofit authority focused on maximizing the value and impact of community development, economic development, and clean energy initiatives throughout New Hampshire. The organization leverages a variety of financial and technical resources, including the competitive deployment of grant, loan, and equity programs.

We envision a future New Hampshire composed of communities that are economically and socially resilient, reflect and respect their natural surroundings, and represent places where people want to live, work, and play.

To achieve this vision, CDFA invests in the people of New Hampshire by:

- Enabling its partners to make transformational and sustainable changes;
- Meeting the evolving needs of New Hampshire communities;
- Deploying a well-tuned, effective investment system which directly impacts local communities; and
- Taking an innovative and collaborative approach to development finance.

OUR APPROACH

We believe that all people in New Hampshire should have their basic human needs met, access to opportunity, and be a part of sustainable, vibrant communities. Our role at the Community Development Finance Authority is to provide communities with capital and technical assistance to achieve this vision. Success for us means showing up in ways that are relevant, impactful, and center the existing assets in a community.

CDFA is committed to diversity, equity, and inclusion by engaging partners of diverse backgrounds and voices to foster collaboration, innovation, and opportunity. This commitment embodies our shared mission and vision to build vibrant and equitable communities across New Hampshire. [Learn more](#) about CDFA's inclusivity commitment.

HOW DATA SHAPES OUR STRATEGY

Data plays a pivotal role in our work. CDFA's Community Progress Indicators, a set of 13 metrics that assist in measuring socioeconomic well-being and community need at the municipal level in New Hampshire, assist the organization in meeting the evolving needs of New Hampshire communities by informing our strategic priorities and guiding the allocation of resources to the places that need those resources the most.

Identifying quality metrics in alignment with our vision and using them to identify and better understand statewide, regional and local trends helps CDFA support our partners in creating lasting impact within New Hampshire communities. Additional information on CDFA's Community Progress Indicators can be found on the [Resource Hub](#).

PROGRAM OVERVIEW AND OBJECTIVES

CDFA's Tax Credit Program is a competitive, community economic development investment program. Grants awarded under this program are provided to organizations in the form of tax credit equity, typically over a two-year period. Businesses with New Hampshire tax liability support awarded projects by purchasing the awardee's credits, resulting in the nonprofit receiving a donation and the business receiving a 75% New Hampshire state tax credit for their contribution. The purchased credit can be applied against the Business Profits Tax, Business Enterprise Tax, or Insurance Premium Tax. The donation may also be eligible for consideration as a charitable contribution for state and federal tax purposes.

CDFA's tax credit funds are allocated to specific projects that are of public benefit, for a public purpose, and can reasonably be expected to address one or more of the following objectives:

- Contribute to the development (or redevelopment) and economic well-being of a target area(s) or target population(s).
- Contribute to the economic development of the state.
- Increase or maintain threatened primary employment.
- Provide affordable housing opportunities to low- and moderate-income people.

CDFA's founding legislation and foundational guidance for the Tax Credit Program can be found in [New Hampshire RSA 162-L](#).

A portion (20%) of each tax credit award is set aside to support the administration of the Tax Credit Program, as well as CDFA's statewide investments, technical assistance, data collection, research, and general operations. Applicants should calculate and submit their total request taking the 20% set-aside into account. For example, if your project needs \$100,000 for implementation, the total request would be for \$125,000 ($\$125,000 \times .8 = \$100,000$).

DEFINITIONS

The following are definitions of key program terms and should be used to further clarify the program priorities. A full list of CDFA definitions is available [here on our Resource Hub](#).

Access to Opportunity	Data from CDFA's Community Progress Indicators to measure Access to Opportunity includes: <ol style="list-style-type: none"> 1. Equalized Taxable Property Value Per Capita 2. Average Weekly Wage of Jobs Based in County 3. Change in Average Annual Employment Based in County 4. Median Household Income Relative to Statewide Median Household Income 5. Percentage of All Tax Returns Reporting More Than \$100,000 in Income
Asset-based Community Development	Focuses on the assets of a community such as local community members, institutions, organizations and other community strengths to address issues and opportunities to improve the community.
Authorized Official	The Authorized Official (AO) is the person who has authority to approve the submission of a grant application and legally enter into a contractual agreement on behalf of the organization or municipality. The AO for a non-profit may be the Executive Director, Chief Executive Officer, a department head, Board officer, or another high-level team member. The AO for a municipality may be a town/city representative such as a town manager, town finance representative, Select Board, or someone who has been given such authority.
Basic Human Needs	Data from CDFA's Community Progress Indicators to measure Basic Human Needs includes: <ol style="list-style-type: none"> 1. Enrollment in the Food Stamp Program as a Percentage of Municipal Population 2. Free and Reduced-Price School Meal Eligibility as a Percentage of All Resident Students 3. Rental housing cost burden, by County 4. Rate of Primary Care Physicians per 1,000 People 5. Percentage of Population Without Health Coverage 6. Median Age of Population 7. Percentage of Population Age 65 Years and Over
Capacity Building	An investment in the effectiveness and future sustainability of a nonprofit. Capacity building activities improve the organization's ability to meet the mission and may include leadership development; organizational effectiveness; financial oversight; fundraising and development capacity; strengthening governance; staff development; program development; pilot initiatives, program evaluation; diversity, equity, and inclusion initiatives; communications, volunteer management.
Cash Match	Cash or "hard" matching includes cash spent for project-related costs. The allowable cash match must include costs that are necessary, reasonable, and allowable under the program.

Collaboration	The process by which agencies, organizations, and businesses make formal, sustained commitments to work together to accomplish a shared vision.
Community Building (also called Placemaking)	The process to create or strengthen community among individuals within a geographic area or place. The strengthening of community can lead to trust, collaboration, civic pride, investment, leadership and belonging.
Community Economic Development	The effort to improve a specific place such as a town or neighborhood. There is an understanding that addressing and improving social issues and economic conditions are interrelated. Community members take an active role.
Community Engagement	Bringing people into the process to shape the outcome. When the engagement prioritizes a variety of styles of engagement then underrepresented voices are more likely heard.
Community Progress Indicators (CPI)	<p>Data plays a pivotal role in our work. The Community Progress Indicators (CPIs) are a set of 13 metrics that assist in measuring socioeconomic well-being and community need at the municipal level in New Hampshire. These indicators were chosen through collaboration with the New Hampshire Fiscal Policy Institute and a fellow from the UNH Carsey School of Public Policy. The CPIs are grouped into three categories: Basic Human Needs, Access to Opportunity, and Community Sustainability and Vibrancy.</p> <p>These metrics were chosen due to their level of statistical reliability, public accessibility, probability of continued collection, relevance to the three categories, as well as other factors. CPIs are publicly available on CDFA's Resource Hub and provide towns, cities, and counties across the Granite State access to up-to-date data and information about their community's needs, issues, strengths, and challenges. The data is updated annually and released in December each year.</p>
Community Sustainability & Vibrancy	As measured by municipal population growth.
Evaluation	Program applicants are subjected to a substantial programmatic and financial review. Among other requirements, projects must provide a public benefit, be for a public purpose, and demonstrate that adequate funding was not otherwise available. Recommendations for funding will be based upon applicant's goals, measurable objectives, activities, and needs. A project is considered on its own merits and as it compares to the other applicants in the funding round.
Faith-based nonprofit	<p>CDFA will apply the following principles when considering an application from eligible, faith-based nonprofit organizations:</p> <ul style="list-style-type: none"> • Recipients may not discriminate against a project beneficiary on the basis of religion or religious belief. • Funds may not be used for explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization). Such activities may be offered outside of activities that are supported with CDFA resources. • Participation in any explicitly religious activities must be voluntary.
Infrastructure	Investments in infrastructure are those that provide resources to support the advancement of a project or initiative that addresses community economic development challenges or opportunities. Traditional infrastructure investments include building, renovating, and improving physical systems, spaces and places. Nontraditional infrastructure investments include creating new models, programs, or partnerships that improve internal or external practices or systems.
Municipality	Any city, incorporated town or village, or county in New Hampshire.

Nonprofit	A tax-exempt public charity that operates exclusively for public benefit under section 501(c)(3) of the Internal Revenue Code. Nonprofits must have up-to-date annual reports with the NH Secretary of State and Form 990 tax returns with the Internal Revenue Service. Qualifying nonprofits are those regulated by the Charitable Trusts Division of the NH Department of Justice, governed by volunteer boards with significant fiduciary obligations, and staffed by experienced professionals.
Priority Areas	Places with a high need as outlined in the Community Progress Indicators which measure socioeconomic well-being and community need at the municipal level in New Hampshire, including Basic Human Needs, Access to Opportunity, and Community Sustainability and Vibrancy.
Priority Populations	Black, Indigenous, and People of Color (BIPOC); immigrants and refugees; women; people with disabilities; LGBTQ and gender non-conforming; rural; youth; unhoused residents; low- and moderate-income. Identified priority populations are based on the findings of the Analysis of Impediments to Fair Housing Choice in New Hampshire. Applicants may define additional priority populations with supporting data in their application.
Public Support	The community has taken ownership of the proposed project and demonstrated the project will have support now and over the long term.
Third-Party In-Kind Match	Third-party in-kind or “soft” matching includes, but is not limited to, the valuation of non-cash contributions provided by a third party. This could be a non-profit or private-sector partner, other units of government, educational partner, or others who may be providing in-kind match in the form of services, supplies, real property, and equipment. The value of the service may be used for the matching requirements, if the services are necessary, reasonable, and allowable under the program.

ELIGIBILITY

Eligible applicants include community development corporations, other nonprofit organizations and municipal governments involved in community development, employee, and other types of cooperatives.

New Hampshire RSA 162-L:1 definitions for eligible applicants are as follows.

- **Community development corporation** means a nonprofit corporation, organized under the laws of the state to carry out certain public purposes with additional information in the RSA.
- **Other nonprofit organizations and municipal governments involved in community development** means a nonprofit organization organized under the laws of the state or municipal government to carry out purposes related to community development, improvement, revitalization, or other consistent activities.
- **Employee cooperative** means a corporation in which the power to elect at least two-thirds of the corporation’s directors is held by the employees and in which such elections are held on a one-person-one vote basis.
- **Other type of cooperative** means any corporation in which the power to elect the governing body is held by the members of the corporation and in which elections are held on a one person-one vote basis. This may include cooperatives such as housing cooperatives and consumer cooperatives.

GUIDELINES

CDFA may award funds to any project submitted by an eligible applicant (as defined in the previous section) that also meet the following conditions:

- The project must be determined by CDFA's Investment Review Committee to fall within the scope of CDFA's defining legislation (RSA 162-L) as outlined in the Program Objectives (referenced above).
- The project must be of a public purpose and for a public benefit. Such benefits must be quantifiable and shall be presented to CDFA at the time of application in the form described.
- Private industry shall be unable to provide sufficient capital to complete the project. CDFA shall determine that its participation is necessary for the successful completion of the proposed project because adequate funding is determined to be unavailable from traditional capital markets, or because credit has been offered on terms that would preclude project success.
- Awarded organizations shall guarantee long-term community and targeted population benefit through legal mechanisms such as deed restrictions, equity limitation formulas, land leases, or other CDFA-approved forms.
- The applicant must prove that the project has a reasonable chance of success by providing evidence of funding commitments, public support, organizational capacity, and sufficient capital for sustained operations.
- The project must conform to all applicable environmental, zoning, building, planning, and sanitation laws. Additionally, applicants must have a plan for addressing energy efficiency and building sustainability, in accordance with [CDFA's Energy Policy](#).

FUNDING PRIORITIES

Applications for the following activities are prioritized:

- Projects that focus on place-based strategies that reinvest in underserved people and places.
- Projects that encourage the development of effective and durable collaborations among multiple organizations to fundamentally impact communities and strengthen local economies.
- Projects that use funding from multiple sources, including, but not limited to banks, private donations, capital campaigns, and other CDFA grants and/or loan funds.

While not expressly disallowed, applications for the following activities are not prioritized:

- Projects submitted by organizations possessing the financial capacity to complete a proposed project without a tax credit investment.
- Requests for operating expenses, deficit-reduction, or expenses already incurred.
- Requests that are typically the responsibility of federal, state, or municipal funding sources.
- Municipal projects that do not demonstrate a significant level of planned community economic development benefit.
- Replacement of typical revenue sources (e.g. contributions, grants, earned income, etc.).
- Capital campaign activities not explicitly tied to a specific project or program.
- Applicants with an active CDFA tax credit project.
- Requests for a large sum of funds compared to other projects in the same application round and/or in relation to available tax credit resources.
- Projects whose primary beneficiaries are not New Hampshire residents/individuals and/or whose primary activities are not located in, or of benefit to, New Hampshire communities.

CDFA will apply the following principles when considering tax credit applications from eligible, faith-based nonprofit organizations:

- Project activities must be related to community development, improvement, revitalization, or other activities consistent with the purposes of RSA 162-L.
- Recipients may not discriminate against a project beneficiary based on religion or religious belief.
- Funds may not be used for explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization). Such activities may be offered outside of activities that are supported with CDFA resources.
- Participation in any explicitly religious activities must be voluntary.

HOW TO APPLY

All applications must be completed and submitted on CDFA'S Grants Management System (www.nhcdfragrants.org). More information on how to use the Grants Management System can be found on the [CDFA Resource Hub](#).

The application requires applicants to detail their specific project, describe the extent to which it aligns with the guidelines and priorities and provide other pertinent information that will help CDFA determine the applicant organization's capacity to complete a successful project.

An outline of CDFA's Tax Credit Program application can be found in Appendix A of this document.

Technical Assistance

CDFA staff offers applicants technical assistance, guidance on program objectives, and instruction on how to successfully complete an application. Technical assistance is provided through workshops, one-on-one support, and pre-application meetings. To set up a one-to-one conversation with a CDFA staff member, click [HERE](#).

Grant Writing Support

In addition to pre-application technical assistance and to increase access and expand the pool of successful applicants, CDFA will provide qualifying applicants with financial resources to help prepare their applications. Please discuss your need during a pre-application meeting or [review the Grant Writing Assistance Program overview](#) on CDFA's Resource Hub to learn more.

Fiscally Sponsored Projects

Please review [the guidance](#) on CDFA's Resource Hub if you are planning to apply with a fiscal sponsor. Please reach out to us directly if you have questions or concerns about how to apply as a fiscally sponsored project.

CDFA staff will not review draft proposals. However, the team will be happy to direct you to outside consultants and resources that may be helpful in crafting a successful application.

KEY DATES

Applicants should note the following dates and deadlines as they relate to the [PROGRAM / ROUND].

Application Workshops

CDFA will host a series of online webinars for organizations interested in applying for the Tax Credit and/or Community Economic Development Capacity Building Programs in January 2025.

Tax Credit & Community Economic Development Capacity Building Program Overview Webinar

Tuesday, January 7, 10:00 – 11:30 AM

[REGISTER HERE](#)

Organizations interested in applying for the [Tax Credit](#) and/or [Community Economic Development Capacity Building](#) Program in the 2025 funding round or learning more are encouraged to attend this

informational webinar. The session will include an overview of the Tax Credit and Capacity Building Programs, eligible applicants, program objectives and guidelines, funding priorities, and key dates.

Tax Credit Program Application Writing Webinar

Thursday, January 9, 10:00 – 11:30 AM

[REGISTER HERE](#)

Organizations interested in applying for funding from the [Tax Credit Program](#) are strongly encouraged to attend the application webinar. Participants will leave with an understanding of the application process, including key dates, application requirements and narrative components, and how to access pre-application technical assistance and grant writing support.

Community Economic Development Capacity Building Program Application Webinar

Thursday, January 16, 10 – 11:30 AM

[REGISTER HERE](#)

Organizations interested in applying for funding from the [Community Economic Development Capacity Building Program](#) are strongly encouraged to attend the application webinar. This program is a subset of CDFA's Tax Credit Program that focuses on strengthening organizations in New Hampshire committed to community economic development. CDFA invests in capacity building to strengthen the skills, expertise, and structures that nonprofit organizations need to be resilient and sustainable. Participants will leave with an understanding of the application process, including key dates, application requirements and narrative components, and how to access pre-application technical assistance and grant writing support.

Interested in updates on CDFA programs and workshops? Sign-up below to be added to our distribution list via <https://nhcdfa.org/signup/>.

Online Application Available

Applications will be available on CDFA's Grants Management System (GMS) no later than December 16, 2024.

Application Deadline

Applications for the 2025 Tax Credit Round are due Friday, March 7, 2025, by 4:00 PM. Late submissions and incomplete applications will not be accepted.

Award Announcement

CDFA will notify tax credit applicants the week of June 9, 2025, regarding funding decisions.

All award recipients are expected to attend an in-person award ceremony announcing the funded projects. CDFA will take photos of the award ceremony for use in press releases and its annual report. The award ceremony will be held in Concord the week of June 16 at a location to be announced at the time of the award notification.

Tax Credit 101 Workshop

Tax Credit award recipients are required to attend the virtual Tax Credit 101 Workshop to be held June 25 from 10:00 AM to 12:00 PM. The workshop will inform awardees about program logistics, resources, and helpful information for crafting a successful tax credit fundraising campaign.

EVALUATION

CDFA's tax credit funds are allocated to specific projects that are of public benefit, for a public purpose, and can reasonably be expected to address one or more of the following objectives:

- Contribute to the development (or redevelopment) and economic well-being of a target area(s) or target population(s).
- Contribute to the economic development of the state.
- Increase or maintain threatened primary employment.
- Provide affordable housing opportunities to low- and moderate-income people.

CDFA's founding legislation and foundational guidance for the Tax Credit Program can be found in [New Hampshire RSA 162-L](#).

The following benchmarks will be used to evaluate applications.

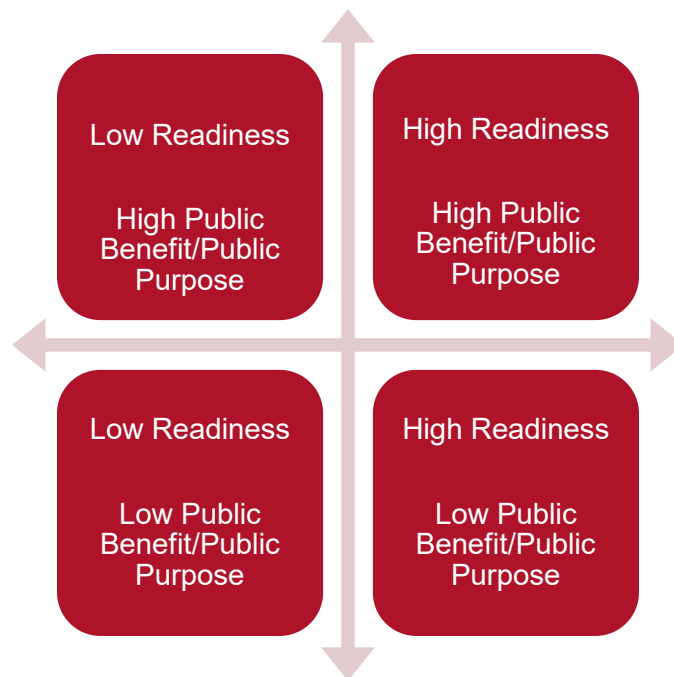
Public Benefit and Public Purpose

- Consistence with program objectives.
- How valuable/meaningful is the project to the priority area and/or priority population?
- What is the degree of public accessibility of the project?
- What community engagement strategies were used to engage the community in the solution and project? How much community support does the project have because of these efforts?
- How is the project economically beneficial to the locality and/or state?
- Realistic and documentable project outcomes.

Readiness

- Does the applicant have the right skills, assets, and experience to successfully complete the proposed project?
- Documented readiness to implement the project, including feasible development work plan and budget, plan for timely completion, status of funding leverage (committed or pending), tax credit fundraising plan, and the sustainability of project.
- Organization Capacity – previous experience, staff roles, board support, financial health.

Those applications that demonstrate high public benefit/public purpose/community engagement and high readiness to carry out the project are most likely to receive a funding award as demonstrated in this matrix, used by evaluators.



Recommendations for funding will be based upon the applicant's goals, measurable objectives, activities, and needs. A project is considered on its own merits and as it compares to the other applicants in the funding round.

The review process begins with CDFA's internal review team determining whether the application meets the eligibility requirements. Reviewers then complete a desk review of the application, a comprehensive underwriting of the applicant and their project, a review of the application's adherence to [CDFA's Energy Policy](#), and a site visit to evaluate the proposed project.

Applications are then assessed by the Investment Review Committee, composed of CDFA staff and Board members that have no conflicts of interest with the applicants. The Investment Review Committee recommends funding awards to CDFA's full Board of Directors who determine final awarding decisions.

ADMINISTRATION

Conditions of Default

It is at the sole discretion of CDFA to automatically eliminate an applicant from consideration if there are existing or prior conditions of default in any agreements between CDFA and the applicant.

Reporting and Contract Requirements

Successful applicants will be required to execute a grant agreement with CDFA.

Award recipients will be required to submit monthly tax credit fundraising reports until all awarded tax credits are committed. Award recipients will also be required to report on the outcomes of the investment.

Bridge Financing for Tax Credit Projects

Should your project receive an allocation of Tax Credits, your organization may be in a position to begin project implementation but lack readily available financial resources to do so. If this is the case your organization may qualify for bridge financing through CDFA. Please see the [overview on bridge financing for Tax Credit awardees](#) for additional information.

APPENDIX A: TAX CREDIT PROGRAM APPLICATION OUTLINE

Below is an outline of the application for the 2025 Tax Credit Round for State Fiscal Years 2026 and 2027 tax credits. Applications must be submitted by 4:00 PM on Friday, March 7, 2025 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](#). Hard copy or emailed applications will not be accepted.

I. **Applicant Information**

- Primary Contact
- Grant Writer (If applicable)
- Authorized Official/Authorized Official email
- Sam.gov UEID# (Optional)

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](#)
 - Proof of Good Standing – [New Hampshire Department Justice Registered Charities](#)

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

IV. **Project Information**

Project Name

Project Address Executive Summary (2,000-character limit)

Briefly describe the project you are seeking tax credits for, why you are seeking them, the challenge or opportunity your project addresses, and the outcome you are expecting. (2,000-character limit)

Property Description (2,000-character limit)

If this project involves the acquisition, construction, or renovation of real estate, provide detailed information on the property including:

- Status of site control. Please attach purchase and sales agreement or option to purchase if applicable.
- If proposed property to be improved is leased, please provide the lease agreement.
- 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 attach a recent property appraisal, planning and zoning approvals, and an asset management plan, if applicable.

Place all Property Description attachments in the “Project Information and Public Benefit Attachments” component of the application.

Performance Lien (2,000-character limit)

CDFA places a 10-year performance lien on any property purchased, developed, or renovated with tax credit funds to ensure that the project benefit is maintained. If you cannot provide a performance lien, please indicate the type of performance security you can 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 (2,000-character limit)

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

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](#). In the section 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 Economic Development/Housing Issue (4,000-character limit)

Describe the community economic development and/or housing issue to be addressed. Please use data from [Community Progress Indicators](#) to describe the issue in one or more of these areas (Basic Human Needs, etc.) under these categories to support your proposal. You may also use alternative data sources to support your proposal.

Proposed Community Economic Development Solution (4,000-character limit)

How does your project address or solve the community economic development issue described above, and why is your organization qualified to address it? How does your project address one or more of the following community issue areas: Basic Human Needs, Access to Economic Opportunity, Vibrant Communities? What constituencies will this project benefit and how does the project fit within the community’s broader strategy or plan? How is the project beneficial to the locality and/or state?

Community Engagement and Public Support (4,000-character limit)

CDFA is committed to diversity, equity, and inclusion by engaging partners of diverse backgrounds and voices to foster collaboration, innovation, and opportunity. This commitment embodies our shared [mission and vision](#) to build vibrant and equitable communities across New Hampshire. Please provide evidence of community engagement and public support for your project. Describe efforts to secure community resident and stakeholder input, especially partners of diverse backgrounds, in the design of this project. Provide the names and roles of any other organizations that will be involved in implementation.

Outcome Measures (4,000-character limit)

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
- Proposed outcomes
 - 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 [CDFA's Energy Policy](#))
- Evidence of communication with your utility regarding the project or CDFA Waiver (See [CDFA's Energy Policy](#))

VI. Project Finance, Implementation and Fundraising Capacity**Project Finance** (2,000-character limit)

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 status?

History with CDFA (all programs) (2,000-character limit)

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

Other Public/Private Investments (1,000-character limit)

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

Project Implementation (2,000-character limit)

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 (2,000 character-limit)

What is your plan for obtaining tax credit commitments?

Finance Implementation and Fundraising Capacity Attachments

- List of or link to Board of Directors (including affiliation)
- Letters of intent to purchase (preferred) or interest in purchasing tax credits 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)
- Project Architectural or Engineering Plans
- Project Development Budget
- 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 > \$2M)
 - Review Financial Statement (required for organizations with operating budgets \$500,000 - \$2M)
 - IRS Form 990 (required for organizations with operating budgets <\$500,000)

Note: There is no need to submit multiple documents for this section.

- 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 – provide detailed description of each line item, underlying budget assumptions, and any additional information to help explain the project budget. (2,000-character limit)

VIII. Certification

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

I certify that I am one of the persons named above and am authorized by the applicant organization to submit this application. I certify that all statements are true and accurate to the best of my knowledge.

I acknowledge this 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 by which you acknowledge all information and documents created, accepted or obtained by, or on behalf of, CDFA are potentially subject to disclosure in compliance with RSA 91-A, New Hampshire's Right-to-Know law.

APPENDIX B: KEY RESOURCES FOR APPLICANTS

Below find links to relevant resources for applicants, including program guidance, how to use CDFA's Grants Management System, policy and guidance documents, and data resources.

TAX CREDIT PROGRAM	
Main Resource Hub Page	https://resources.nhcdfa.org/programs/tax-credit-program/
Application & Program Guide	https://resources.nhcdfa.org/wp-content/uploads/2024/11/FINAL-CDFA-Tax-Credit-Application-and-Program-Guide-2025.pdf
Recent Awardees	https://nhcdfa.org/cdfa-awards-6-6-million-in-tax-credits-to-twenty-new-hampshire-nonprofits/
Grant Writing Assistance	https://resources.nhcdfa.org/wp-content/uploads/2024/11/2024-2025-CDFA-Grant-Writing-Assistance-Program-Summary.pdf

COMMUNITY ECONOMIC DEVELOPMENT CAPACITY BUILDING PROGRAM	
Main Resource Hub Page	https://resources.nhcdfa.org/programs/capacity-building/
Application & Program Guide	https://resources.nhcdfa.org/wp-content/uploads/2024/11/FINAL-Community-Economic-Development-Application-and-Program-Guide-2025.pdf
Recent Awardees	https://nhcdfa.org/cdfa-awards-6-6-million-in-tax-credits-to-twenty-new-hampshire-nonprofits/
Grant Writing Assistance	https://resources.nhcdfa.org/wp-content/uploads/2024/11/2024-2025-CDFA-Grant-Writing-Assistance-Program-Summary.pdf

CDFA'S GRANTS MANAGEMENT SYSTEM (GMS)	
How to Register for GMS	https://resources.nhcdfa.org/wp-content/uploads/2021/07/1.-Completing-your-registration-on-WebGrants.pdf
Tips for Using GMS	https://resources.nhcdfa.org/wp-content/uploads/2020/01/Tips-for-Using-GMS.pdf
Recovering Username and Password	https://www.youtube.com/watch?v=lbxg4WUrQEw
Starting an Application	https://resources.nhcdfa.org/wp-content/uploads/2021/05/2.-Applicant-instructions-for-applying-for-funding-in-WebGrants.pdf
GMS Access Form	https://resources.nhcdfa.org/wp-content/uploads/2021/05/FINAL.GMS-Access-Form-for-all-programs.pdf

POLICY & GUIDANCE DOCUMENTS	
Bridge Financing	https://resources.nhcdfa.org/wp-content/uploads/2024/11/FINAL-Bridge-Financing-for-Tax-Credit-Awardees-2025.pdf
Energy Policy 2025	https://resources.nhcdfa.org/wp-content/uploads/2024/11/FINAL-CDFA-Energy-Policy-2025.pdf
Energy Resources	https://resources.nhcdfa.org/wp-content/uploads/2021/11/CDFA-Clean-Energy-Resources-Energy-Auditor-List-and-NHSaves-contacts.pdf
Financial Documents Explainer	https://resources.nhcdfa.org/wp-content/uploads/2025/01/FINAL-Applicant-Financial-Documents-Explanation.pdf
Fiscal Sponsor Guidance	https://resources.nhcdfa.org/wp-content/uploads/2021/11/Tax-Credit-Guidance-Fiscal-Sponsors.pdf
Key Definitions	https://resources.nhcdfa.org/wp-content/uploads/2024/11/CDFA-Key-Definitions.pdf
Additional Policy Resources	https://resources.nhcdfa.org/working-with-cdfa/cdfa-policies-procedures/

DATA RESOURCES	
Main Page	https://resources.nhcdfa.org/working-with-cdfa/data/

Community Progress Indicators Summary Table	https://resources.nhcdfa.org/wp-content/uploads/2021/12/CDFA-CPI-Summary-Table.pdf
Community Progress Indicators Data Dictionary	https://resources.nhcdfa.org/wp-content/uploads/2021/12/Community-Progress-Indicators-Data-Dictionary.pdf
Community Progress Indicators 2025	https://resources.nhcdfa.org/wp-content/uploads/2024/11/Community-Progress-Indicators-CPI-2025.pdf
Community Progress Indicators 2021 – 2025	https://resources.nhcdfa.org/wp-content/uploads/2024/11/Community-Progress-Indicators-CPI-2021-2025.xlsx
Core Data Index 2025	https://resources.nhcdfa.org/wp-content/uploads/2024/11/CDFA-Core-Data-Index-by-Municipality-2025.pdf