



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.

Our Living Strategic Plan represents our commitment to collaboration, accountability and equity; ensuring that all Granite Staters can thrive. Explore how CDFA is driving meaningful change through strategic action in Community Impact, Partnership, Capacity and Sustainability and Governance.

Together, we're shaping the future of New Hampshire.

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](#).

DEFINITIONS

Definitions of key terms should be used to further clarify CDFA program priorities. A full list of CDFA definitions is available [here on our 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 \$125,000 ($\$125,000 \times .8 = \$100,000$).

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.

Unincorporated projects may apply under a 501(c)(3) fiscal sponsor. Please see CDFA's [guidance for fiscally sponsored projects](#) for details about how to apply.

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 benefit for a period of ten years, through legal mechanisms such as a mortgage lien, UCC-1 filing, 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 invest in priority populations and/or priority areas as defined above.
- 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, completed projects, or substantially completed projects. Awardees may request a Tax Credit award be applied to pre-development expenses or relevant project expenses incurred prior to application submission. However, it is strongly suggested applicants discuss this during a pre-application meeting with CDFA staff for guidance specific to their project.
- 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 2026 Tax Credit Program.

Application Workshops

CDFA will host a series of online webinars for organizations interested in applying for the Tax Credit and/or Capacity Building Programs in December and January 2026.

Nonprofit Capacity Building: Trends and CDFA Funding – [REGISTER HERE](#)
Tuesday, December 2, 10:00 – 11:00 AM

Strong nonprofit organizations are key to successful community economic development. Building the capacity of nonprofits is an ongoing effort. Join us to hear about trends in capacity building activities, funding priorities within CDFA's grant programs and how to apply to CDFA's Capacity Building Program.

Tax Credit & Capacity Building Program Overview – [REGISTER HERE](#)

Tuesday, January 13, 10:00 – 11:30 AM

Organizations interested in applying for the [Tax Credit](#) and/or [Capacity Building](#) Program in the 2026 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 – [REGISTER HERE](#)

Thursday, January 15, 10:00 – 11:30 AM

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.

Capacity Building Program Application Webinar – [REGISTER HERE](#)

Thursday, January 20, 10 – 11:30 AM

Organizations interested in applying for funding from the [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, 2025.

Application Deadline

Applications for the 2026 Tax Credit Round are due Friday, March 6, 2026, 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 8, 2026, 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 Wednesday, June 24th 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.

Managing Your Tax Credit Award Workshop

Tax Credit award recipients are required to attend the virtual Managing Your Tax Credit Award Workshop to be held Wednesday, July 15 from 10:00 – 11:30 AM. Participants will learn more about the key elements to successfully managing your CDFA Tax Credit award. Topics to be covered include: understanding the grant

process, timeline and reporting requirements; requesting the disbursement of funds; and using key components of CDFA's Grants Management System (correspondence, document checklist, donor management, claims, status reports).

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.

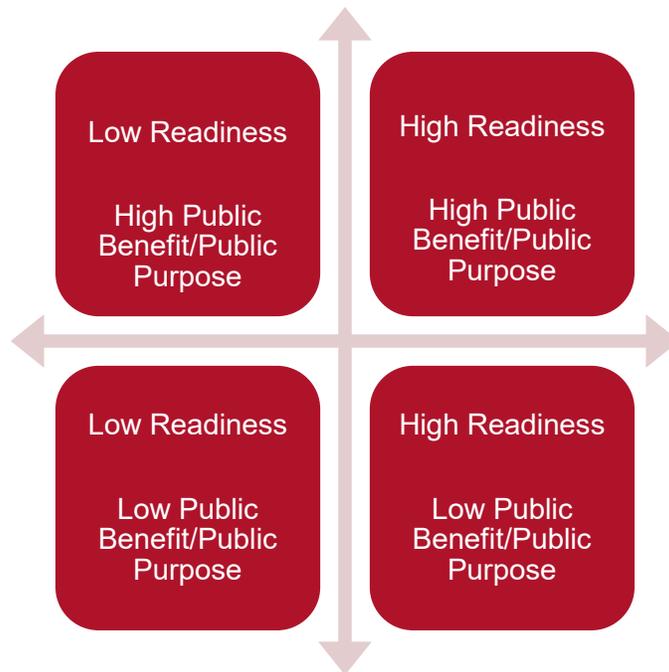
Public Benefit and Public Purpose

- 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 skills, assets, and experience needed to successfully complete the proposed project?
- Documented readiness to implement the project, including feasible development work plan and budget, plan for timely completion, site control, status of funding leverage (committed or pending), tax credit fundraising plan, and the sustainability of the project.
- Organizational 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 and upload required documentation to CDFA’s Grants Management System.

Award recipients will be required to submit monthly tax credit fundraising reports until all awarded tax credits are committed. Award recipients may submit claims for funding once the full value of the award has been pledged.

Award recipients will also be required to report annually on project progress, changes and challenges throughout the grant period, and provide a final report on the outcomes of the project supported by the CDFA’s 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 2026 Tax Credit Round for State Fiscal Years 2027 and 2028 tax credits. Applications must be submitted by 4:00 PM on Friday, March 6, 2026 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
 - Fiscally Sponsored Project of a Nonprofit organization**Note: Answer this question for the fiscal sponsor*
- Project Type
 - Housing
 - Community/Economic Development
 - Both
- Eligibility Threshold Attachments (if applicable)
 - IRS Determination Letter
 - MOU between fiscal sponsor and sponsored entity signed by both entities (if applicable)
 - Proof of Good Standing – [New Hampshire Secretary of State](#)
 - Proof of Good Standing – [New Hampshire Department Justice Registered Charities](#)
 - Articles of Incorporation
 - By Laws
 - Fiscally Sponsored By-laws (if available)

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.

- Year 1 Requested Allocation
- Year 2 Requested Allocation

IV. **Project Information**

- **Project Name**
- **Project Address**

- **Roles**
 - **Authorized Official**
 - **Grant Writer**
 - **Primary Contact**
 - **Fiscally Sponsored Entity Name**

The Fiscally Sponsored Entity is the project, initiative, or community group whose work will be carried out under a formal fiscal sponsorship agreement with an eligible 501(c)(3) organization. While the fiscal sponsor assumes legal and financial responsibility for the grant, the Fiscally Sponsored Entity is typically responsible for the day-to-day implementation of the proposed project. Most applicants do not use a fiscal sponsor; if your organization is not fiscally sponsored, leave this section blank.

V. 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)

VI. Project Description

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 a deed, purchase and sales agreement, option to purchase, or other applicable evidence of site control.
- If the 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

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 mortgage lien, please indicate the type of performance lien 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. Click here for [Performance Lien Guidance](#).

- **Planned Performance Lien**
 - Mortgage Deed
 - UCC lien on assets
 - Promissory Note
 - Assignment of Rents/Leases
 - Other
- If other, describe your planned Performance Lien and timing to obtain it (500-character limit)

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.

Energy Policy

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 or your timeline to do so.
3. Indicate if your project plans to meet any of the “recommendations” from the Energy Policy.
4. If your project will not impact any energy-related building system, briefly summarize the work scope and explain why the energy policy is not applicable.
5. If your project will be significantly impacted by the cost of an energy assessment, briefly explain how these costs materially affect project feasibility and confirm that the utility efficiency program was not able to provide support.

VII. 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)

Please provide evidence of community engagement and public support for your project. Describe efforts to secure community 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:
 - 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 additional jobs created (non-construction)
 - Total Number of jobs retained

- Total Number of square feet of commercial/community facilities space developed (i.e. community room or location for providing direct services).

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 (Deed, purchase and sales agreement, option to purchase, or other applicable evidence of site control).
- 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 (See [CDFA's Energy Policy](#)), or request policy to be waived in Energy Policy narrative section.
- Evidence of communication with your utility regarding the project (See [CDFA's Energy Policy](#)), or request policy to be waived in Energy Policy narrative section.

VIII. Project Finance, Implementation and Fundraising Capacity

Organizational Financial Overview (2000 character limit)

The Organization Financial Overview offers an organization a chance to tell the story behind the numbers in the financial documents—to explain circumstances that may look odd or inconsistent, or to add nuance to specific financial information. Examples include:

- A large operating budget surplus last year resulting from a one-time grant that the organization recorded at the end of the fiscal year, but the expenses were delayed until the current fiscal year; or
- A planned operating deficit to enable hiring of a new Development Director, who will raise more funds in coming years (with short-term funding provided by tapping the organization’s operating reserve account).

An explanation of the reasoning ‘behind the numbers’ can help shed light on an organization’s current fiscal health, and its trajectory for the future.

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? What challenges have you experienced in accessing other resources? How might this proposal result in your group’s ability to access additional public or private resources?

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)
- Organizational Operating Budget (Note: if the project is using a fiscal sponsor, you will be asked for the financials for both the fiscal sponsor and the project, as applicable).
 - 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.
- Organizational Most Recent Financial Statements - submit **one** of the following for the most recent two year period:
 - 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.

IX. 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)

X. 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/2025/11/FINAL-CDFA-Tax-Credit-Application-and-Program-Guide-2026.pdf
Grant Writing Assistance	https://resources.nhcdfa.org/wp-content/uploads/2025/11/2026-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/2025/11/FINAL-CDFA-Capacity-Building-Application-and-Program-Guide-2026.pdf
Grant Writing Assistance	https://resources.nhcdfa.org/wp-content/uploads/2025/11/2026-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
Copying a Previous Application	https://resources.nhcdfa.org/wp-content/uploads/2025/11/GMS-Copying-an-Old-Application.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 2026	https://resources.nhcdfa.org/wp-content/uploads/2025/11/FINAL-CDFA-Energy-Policy-2026.pdf
Energy Resources	https://resources.nhcdfa.org/wp-content/uploads/2025/11/FINAL-CDFA-Clean-Energy-Resources-Auditor-List-and-NHSaves-Contacts.pdf
Financial Documents Explainer	https://resources.nhcdfa.org/wp-content/uploads/2025/11/FINAL-Applicant-Financial-Documents-Explanation.pdf
Fiscal Sponsor Guidance	https://resources.nhcdfa.org/wp-content/uploads/2025/11/FINAL-Fiscal-Sponsor-Guidance-2026.pdf
Key Definitions	https://resources.nhcdfa.org/wp-content/uploads/2025/11/CDFA-Definitions-2026.pdf
Performance Lien Guidance	https://nhcdfa.sharepoint.com/:w/s/CDFAlearning/EcUo46tdbkRBrhGb0y3j_wwBfj3JlIfcXG0NwTFMyAuxfw?e=OJmNfK
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/
How to Use Data	https://resources.nhcdfa.org/wp-content/uploads/2025/11/CDFA-How-to-Use-Data.pdf

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 2026	https://resources.nhcdfa.org/wp-content/uploads/2025/11/Community-Progress-Indicators-2026.xlsx
Community Progress Indicators 2021 – 2026	https://resources.nhcdfa.org/wp-content/uploads/2025/11/Community-Progress-Indicators-CPI-2021-2026.xlsx