



COMMUNITY DEVELOPMENT FINANCE AUTHORITY

TAX CREDIT PROGRAM APPLICATION WORKSHOP

JANUARY 15, 2026



AGENDA

Welcome and Introductions

Recap: How the Tax Credit Works

Application Overview

2026 Clean Energy Policy

Data Resources

Grants Management System

Next Steps

Q&A



CDFA TEAM



RECAP: HOW THE TAX CREDIT WORKS

TAX CREDIT BASICS

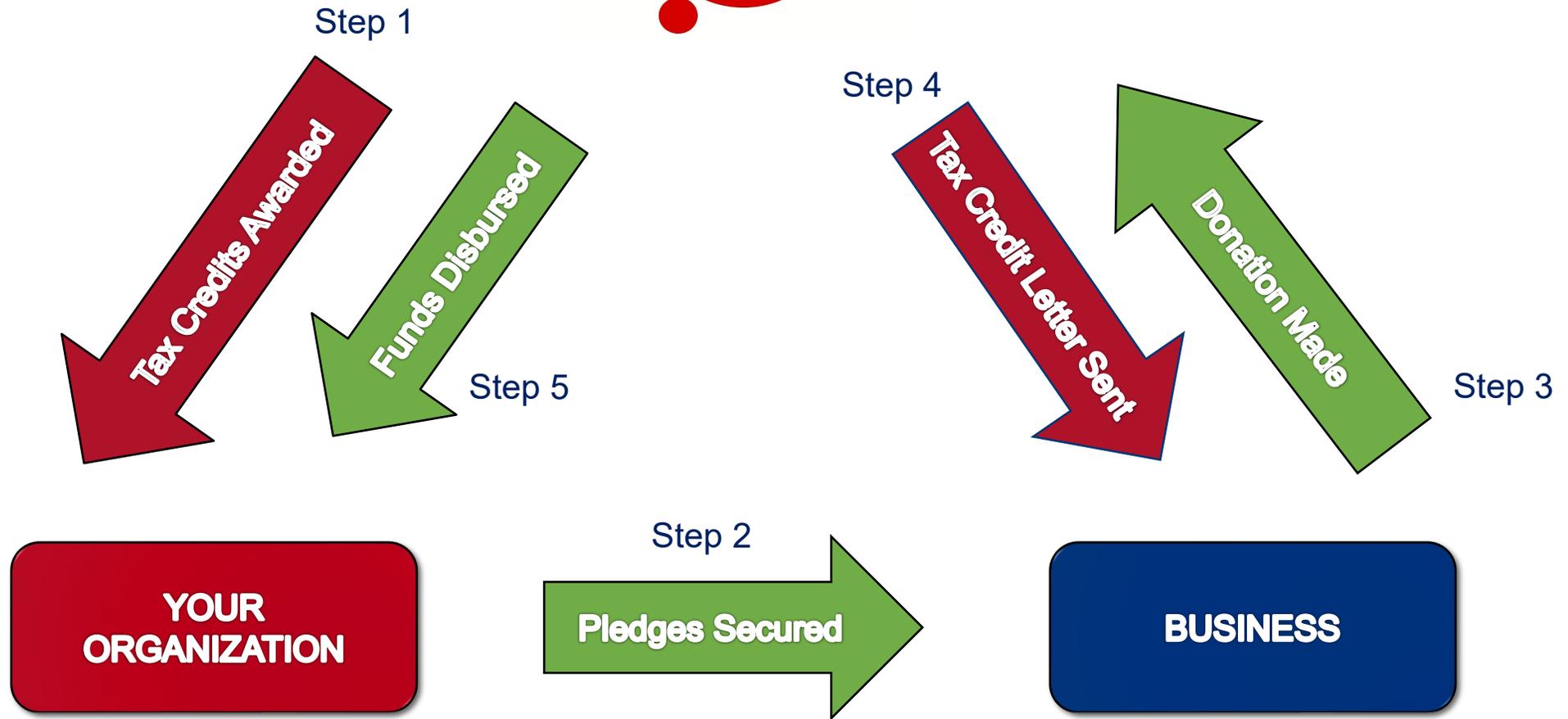
Businesses receive a tax credit equal to 75% of the donation made to an approved project

Applied against New Hampshire business taxes

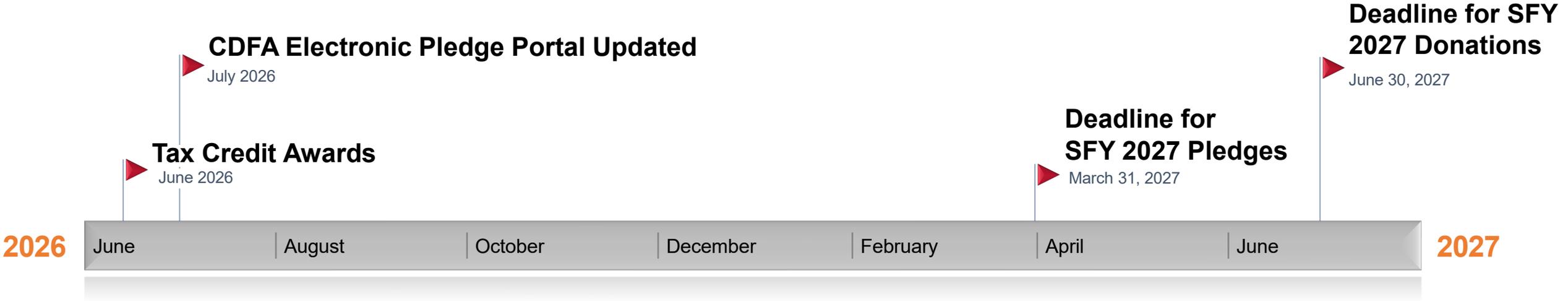
- Business profits tax
- Business enterprise tax
- Insurance premium tax

Donation may be eligible as state and federal charitable contribution

May carry forward the credit for up to five years

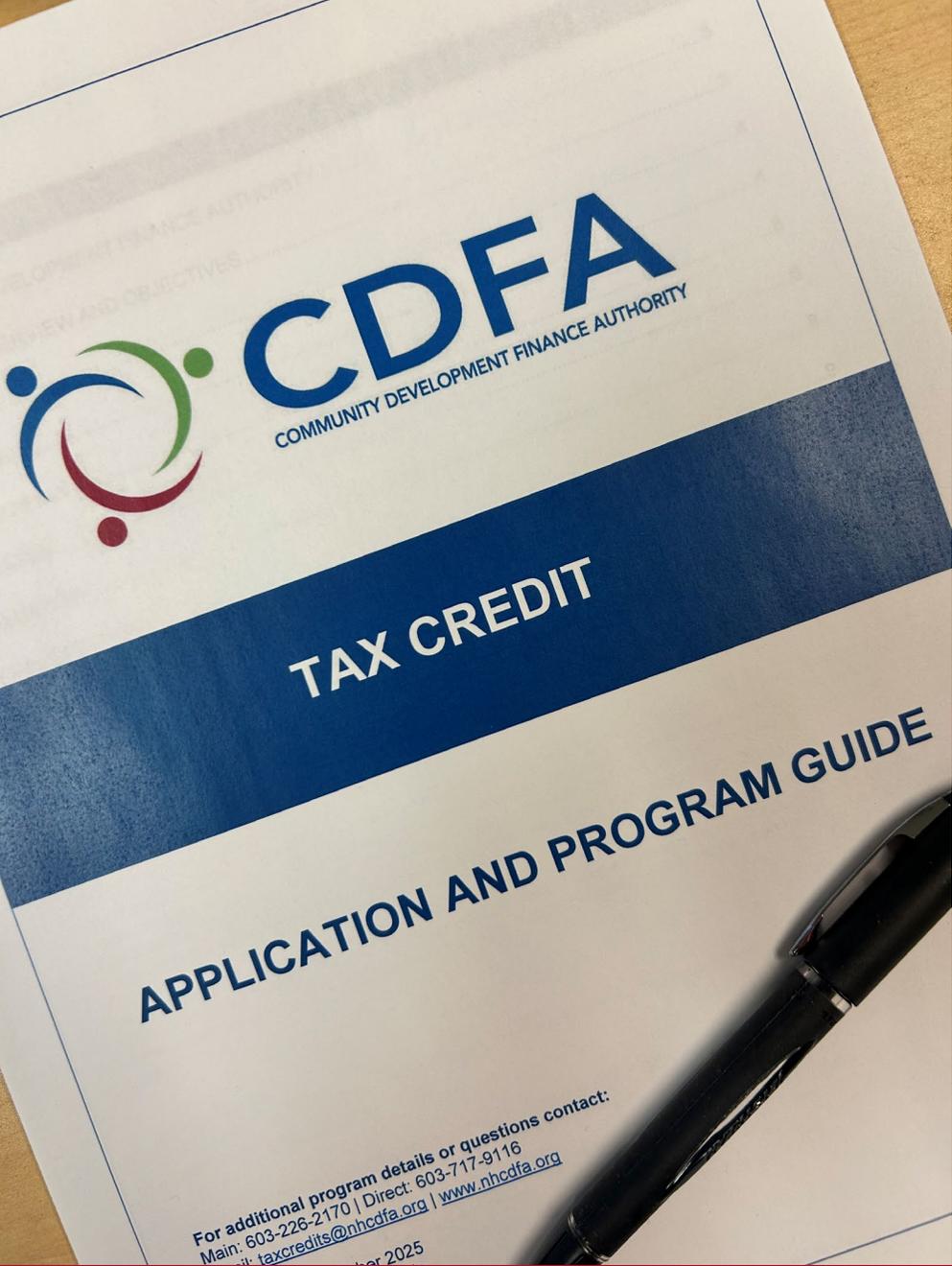


GRANT PROCESS



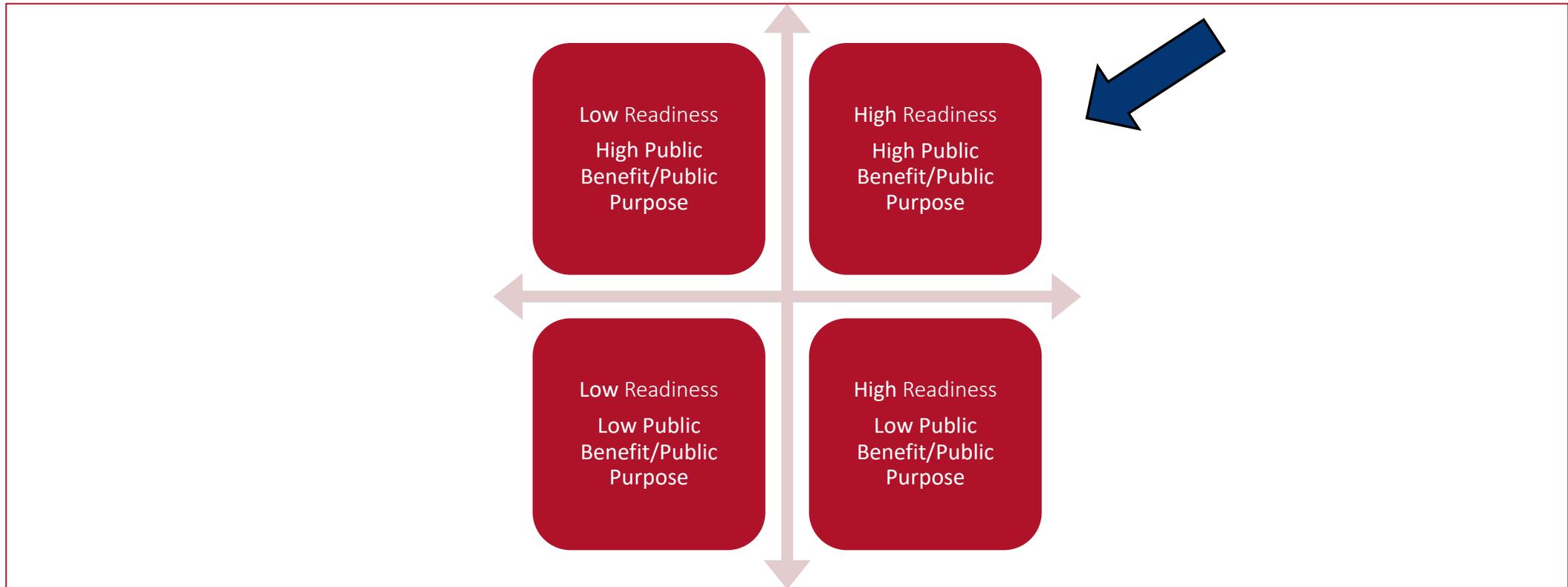
Fundraising

Funds available to projects
(as available per contract)



APPLICATION OVERVIEW

APPLICATION EVALUATION



**PUBLIC
BENEFIT –
PUBLIC
PURPOSE**

Contribute to development and economic well-being of target areas or populations

Contribute to economic development in New Hampshire

Increase or maintain threatened primary employment

Provide affordable housing opportunities

READINESS



- Community Engagement and Support
- Proven Need
- Project Readiness
- Networks with Business Community

I. Applicant
Information (at
registration)

II. Statutory
Eligibility

III. Tax Credit
Request

IV. Project
Information

V. Executive
Summary

VI. Project
Description

VII. Public
Benefit and
Purpose

VIII. Finance,
Implementation,
and Fundraising
Capacity

IX. Project
Budget

X. Certification

APPLICATION OUTLINE

X. CERTIFICATION



Authorization to submit application

Compliance with New Hampshire's conflict of interest laws and CDFA's privacy policy

Acceptance of performance lien requirement

I. INFORMATION

Application Title

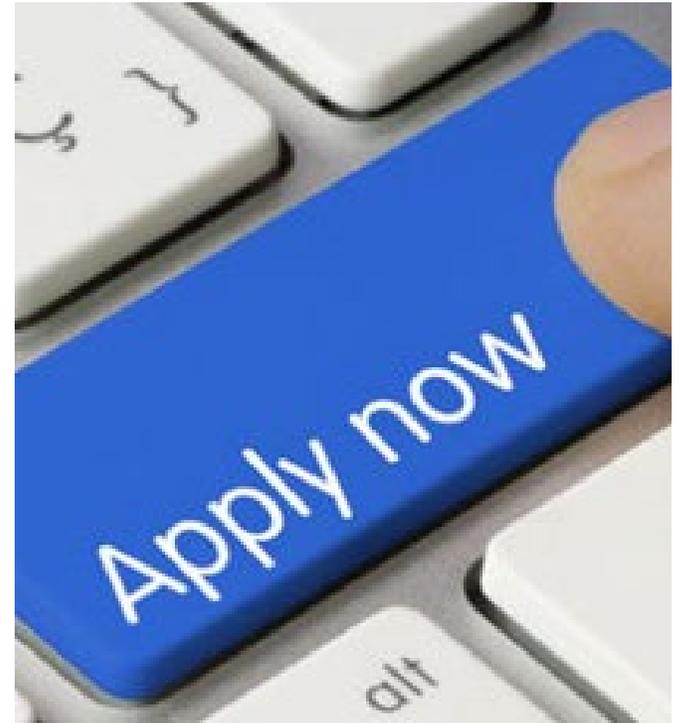
Primary Contact

Organization

Additional Contacts

Questions?

Contact Melanie Steenbeke at msteenbeke@nhcdfa.org



II. STATUTORY ELIGIBILITY

Eligible Applicant

- Community development corporation
- Nonprofit organization involved in community development
- Municipal government
- Employee cooperative
- Other types of cooperatives

Project Type (Housing, Community/Economic Development, Both)

II. STATUTORY ELIGIBILITY (continued)

Threshold Attachments

- Articles of Incorporation
- By Laws
- IRS Determination Letter
- Certificate of Good Standing – New Hampshire Secretary of State
<https://quickstart.sos.nh.gov>
- Proof of Good Standing – New Hampshire Department Justice
<https://www.doj.nh.gov/charitable-trusts/registered-charities.htm>
- Fiscal Sponsor
[Fiscal Sponsor Guidance](#)



III. TAX CREDIT REQUEST

Requested allocation by State Fiscal Year

- State Fiscal Year runs from July 1 to June 30
- Application round is for SFY 2027 and SFY 2028 credits

IV. PROJECT INFORMATION



Project Name & Address

Roles

- Authorized Official
- Grant writer
- Primary Contact

Fiscally Sponsored Entity Name (if applicable)

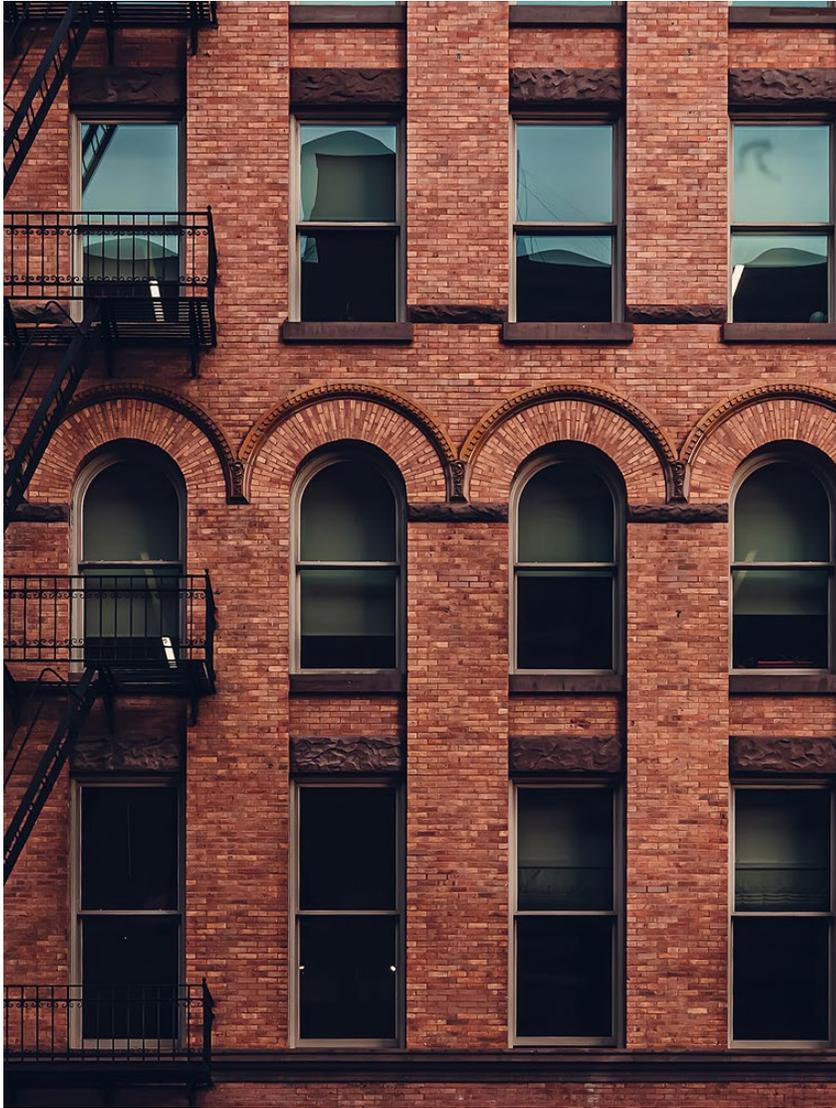


V. EXECUTIVE SUMMARY

Brief description of the project, what it will address, and the outcomes you expect

2,000 character limit

Hint: Write this last



VI. PROJECT DESCRIPTION

Property Description

- Status of site control
- Historic Significance
- Mortgages or deed restrictions

VI. PROJECT DESCRIPTION

(continued)

Performance Lien

- 10-year performance lien on property purchased, developed or renovated with tax credit funds

Project Timeline & Readiness

- Timeline for completion
- Project workplan
- Status of plans, cost-estimates, permits, approvals, agreements, etc.

CDFA Energy Policy

VII. PUBLIC BENEFIT & PURPOSE



Community Economic Development Issue

- Describe the Community Economic Development issue your project will address
- Use information presented in Community Progress Indicators for context

Proposed Community Economic Development Solution

- How will your project address CD issue
- Why is your organization qualified to address it
- How does project fit within the broader community strategy
- How does project address community needs

VII. PUBLIC BENEFIT & PURPOSE

**Community Engagement and
Public Support**



PROJECT EXAMPLE



SELT

VII. PUBLIC BENEFIT & PURPOSE

Outcome Measures

- Goals
- Measurable outcomes
- Methodology for tracking
- Proposed Project Impact
 - Housing units
 - New jobs
 - People served
 - Retained jobs
 - Sq. feet developed



PROJECT EXAMPLE

enriching lives through music



Mountain Top
Music Center



VII. PROJECT INFORMATION AND PUBLIC BENEFIT ATTACHMENTS

Photos and/or renderings of project property

Map of project location or area

Evidence of planning and zoning approvals, etc.

Evidence of site control

Independent property appraisal

Asset management plan

Construction or implementation schedule

Letters, news articles, studies

Historical Information

Energy efficiency/Clean energy related documentation

PROJECT EXAMPLE



VIII. FINANCE, IMPLEMENTATION AND FUNDRAISING CAPACITY

**What do
we want
to
know?**

- Is the tax credit funding needed to complete the project?
- Is the applicant in good financial health, generally speaking?
- From a financial perspective, is the applicant likely to be successful:
 - Fundraising for the credits?
 - Completing the project?
 - Administering the project long-term?

VIII. FINANCE, IMPLEMENTATION AND FUNDRAISING CAPACITY

Organizational Financial Overview

Project Finance

History with CDFA

Project Implementation

Fundraising Plan – Project Specific



VIII. FINANCE, IMPLEMENTATION & FUNDRAISING CAPACITY

Fiscal Year Start-End Dates

Operating Budgets

- Current fiscal year
- Last completed fiscal year (budget to actual)

Most Recent Financial Statement

Management-prepared Financial Statements
(current year)

- Balance Sheet, Profit & Loss, Cash Flow



VIII. FINANCE, IMPLEMENTATION & FUNDRAISING CAPACITY

Attachments or Links

- Board of Directors
- Letters of Intent to Purchase Tax Credits
- Other Funding
 - Status of non-tax-credit funding sources
 - Timeline for securing non-tax-credit funding
 - Letters of agreement from committed non-tax-credit funders
- Planning and/or feasibility studies



VIII. FINANCE IMPLEMENTATION & FUNDRAISING CAPACITY

Other Financial Tools for an Organization

- Operating Reserve
- Endowment
- Line Of Credit

Organizational Financial Status Overview



IX. PROJECT BUDGET

Sources and Uses (table provided)

Budget Narrative

Additional budget details

Financial Document Explanation
<https://resources.nhcdfa.org/applicant-financial-documents-explanation/>



X. CERTIFICATION



Authorization to submit application

Compliance with New Hampshire's conflict of interest laws and CDFA's privacy policy

Acceptance of performance security requirement

CDFA ENERGY PROGRAMS & POLICY

CDFA ENERGY POLICY

Intent: Projects evaluate energy opportunities:

- 1) Operating and maintenance costs;
- 2) Occupant comfort and health;
- 3) Facility durability.

Timeline: Application Threshold Requirement

Project Types: Alterations, New Construction

Programs: All CDFA programs that impact building energy systems

ENERGY POLICY Continued

Alterations or New Construction	
Requirements	<p><i>Level II Energy Audit or Energy Design Charrette</i> if project impacts any energy-related building system Timeframe: <i>Application threshold</i></p>
	<p>Documented consultation with appropriate utilities for incentives Timeframe: <i>Application threshold</i></p>
	<p>Implementation must meet Current NH State Energy Code</p>
Recommendations (may improve scoring or likelihood of full award)	<p>Project incorporates reasonable recommendations from <i>Energy Audit</i> that exceed current NH State Energy Code</p>
	<p>High performance construction (LEED, Energy Star, Passive House, or Net Zero)</p>
	<p><i>Commissioning</i> of any new energy system</p>
	<p><i>Building Electrification</i></p>
	<p>Installation of Solar Photovoltaics</p>

ENERGY POLICY (continued)

Exceptions: Addressed in the application's energy narrative

- 1) Projects that will not complete their energy policy requirements prior to application submission must include a plan and timeline for meeting the requirements.
- 2) Projects that will not impact any energy-related building system must briefly summarize the work scope and explain why the energy policy is not applicable.
- 3) Projects significantly impacted by the cost of an energy assessment must explain how these costs materially affect project feasibility and confirm their utility efficiency program was not able to provide support.



Contact us early in your project development

Scott Maslansky

Director of Clean Energy Finance

Community Development Finance Authority

(603)717-9123

smaslansky@nhcdfa.org

www.nhcdfa.org

DATA RESOURCES

WHY DATA MATTERS

Story Telling

Alignment

Credibility



***NEW* DATA RESOURCE**

COMMUNITY PROGRESS INDICATORS

1. Identify Relevant Needs
2. Select the Right CPI
3. Review the Data
4. Add Local Context
5. Tell the Story

- 1. Identify Relevant Needs** – Think about the challenge your project addresses (e.g., housing affordability, youth opportunity).
- 2. Select the Right CPI Indicator(s)** – Use the CPI summary to find data that connects directly to your focus area.
- 3. Review the Data** – Look at trends, comparisons to state averages, and any available disaggregated data by age, race, or income.
- 4. Add Local Context** – Supplement CPI data with other local statistics, surveys, or personal accounts from your community.
- 5. Tell the Story** – Explain how the data show a need and how your project directly responds to that need.

TAX CREDIT APPLICATION NEXT STEPS

GRANTS MANAGEMENT SYSTEM

Getting registered on CDFA's Grants Management System (GMS).

New Users Register at www.nhcdfa.grants.org by following our [step-by-step registration guide](#)

Existing Users

- Sign in with your current account credentials
- Need help accessing your account? Use our [password recovery video](#).

Registration questions?

Reach out to Melanie Steenbeke at msteenbeke@nhcdfa.org for support!

GRANTS MANAGEMENT SYSTEM

Starting an application? Access the [detailed guide](#).

1. Log onto the CDFA's [Grants Management System](#)
2. Select Funding Opportunities
3. Select 2027 and 2028 Investment Tax Credits (ID 36719)
4. Select Start New Application

GMS Technical Support Questions? Reach out to Nate Olson nolson@nhcdfa.org

1

Login

Enter your user id and password

User ID

Password

SIGN IN

[Forgot User ID?](#)[Reset Password?](#)

Click here to register

2

TEST Nate TEST Olson

Tester

Tester Role

All currently a

Dashboard

Work Assignment

Calendar

Alerts

Site Visits

Document Repository

Funding Opportunities

Currently Posted Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be

ID	Status	Agency	Program Area	Title
29850	Posted	NH CDFA	TEST	Review Test
14427	Posted	NH CDFA	Tax Credit Bridge Loan	Tax Credit Bridge Loan
28172	Posted	NH CDFA	Recovery Housing Program	Recovery Housing Program
36719	Posted	NH CDFA	Investment Tax Credits	2027 and 2028 Investment Tax Credits
34572	Test	NH CDFA	Investment Tax Credits	[TEST] Investment Tax Credits Budget

3

Copy Existing Application

Start New Application

lits

4

ject Manager:

Betsy McNamara

ne:

(603) 717-9116 x

ail:

taxcredits@nhcdfa.org

GRANTS MANAGEMENT SYSTEM

Tips for using CDFA's Grants Management System.

Detailed guides can be found on the GMS section of CDFA's [Resource Website](#)

1. Draft responses using a word processor and copy into GMS
2. Start early & save often
3. Submit well before the application deadline.

Technical issues reach out to Nate Olson nolson@nhcdfa.org

Registration issues reach out to Melanie Steenbeke msteenbeke@nhcdfa.org



NEXT STEPS

Register for CDFA's Grants Management System

Review Application and Program Guide

Consider Grant Writing Support

Schedule a Pre-application Meeting with CDFA Staff

Review Webinars

APPLICATION TIMELINE



GRANT WRITING ASSISTANCE

Providing grant resources to organizations with limited grant-writing experience or capacity

Up to \$3,000 per award, with no match required from applicant

Applications received by January 16 will be decided by January 30

CDFA can help connect you to a consultant

PRE-APPLICATION MEETINGS

Schedule a pre-application meeting with CDFA staff to receive guidance specific to your project.

Meetings available January 21 – February 6

Provide CDFA the following project information:

- Project location
- Brief description
- Project timeline
- Proposed budget and sources



**QUESTIONS
&
THANK YOU**

Community Development Finance Authority
www.nhcdfa.org

603-226-2170

ADDENDA TO WEBINAR: OVERVIEW OF FINANCIAL DOCUMENTS FOR TAX CREDIT APPLICATIONS

WHAT QUESTIONS ARE WE LOOKING TO ANSWER WITH THE FINANCIAL DOCUMENTS WE REQUEST?

Does the applicant need tax credit funding to complete the project?

Is the applicant in good financial health, generally speaking?

- Stable, with explanations for any significant year-to-year changes
- Financial tools meet applicant's needs
- Any audit findings or other past challenges have been addressed

From a *financial* perspective, is the applicant likely to be successful:

- Fundraising for the credits?
- Executing the project?
- Administering the project long-term?

Document Explanations

Required Doc	Explanation
Organizational Financial Overview (2,000 characters)	This field is 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. 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 characters)	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 has your group 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 (2,000 characters)	Funding history with CDFA. Include the program, amount of grant/loan, and status.

Document Explanations (cont)

Required Doc	Explanation
Other Public/Private Investments (2,000 characters)	Has your organization received or administered grant funds or loans from other sources in the past five years?
Project Implementation (2,000 characters)	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 (2,000 characters)	What is your plan for obtaining tax credit commitments?
Board of Directors (Link or 2,000 characters)	List of or link to Board of Directors (including affiliation). If applicant is using a Fiscal Sponsor, provide Board List for Fiscal Sponsor and the Advisory Board, if available, for Sponsored Entity.

Document Explanations (cont)

Required Doc	Explanation
Letters of intent (File upload)	Letters indicating intent or interest in purchasing tax credits from the applicant, preferably with an estimated magnitude and timeframe.
Other Funding (File upload)	<ul style="list-style-type: none">• 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
Planning or feasibility study & Plans (File uploads)	Planning and/or feasibility study performed for this project and project architectural or engineering plans (if applicable)
Project Development Budget (File upload)	The discrete budget for the project for which the applicant is requesting funds. Should show project funding sources (including the requested tax credits) and uses/expenses.
Fiscal Year (Text field)	Start and end dates of current fiscal year.

Document Explanations (cont)

Required Doc	Explanation
Management Prepared Financials, Current Fiscal Year (File upload)	Latest Balance Sheet, Profit & Loss, Cash Flow Statement for the current year, as approved by the applicant's governing body.
Operating Budget – Current Fiscal Year (File upload)	The organization's overall budget for operating income and expenses for the current year, as approved by the applicant's governing body.
Operating Budget-to-Actual, Previous Fiscal Year (File upload)	This document shows both the overall budget for income and expenses, as well as the actual numbers, for the most recently completed fiscal year. Generally, a budget-to-actual or 'BTA' document will have several columns: a list of income and expense line-items, a budgeted amount for each line item, the actual dollars received (for income) and expended for each line item, and a percentage difference between the budgeted amount and the actual performance for each line item.

Document Explanations (cont)

Required Doc	Explanation
Proposed Operating Budget, Post Completion (File upload)	Projected operating budget after the project will be complete. Can be for the whole organization or just the project. Include new revenue and expense assumptions.
Most Recent Financial Statement(s) (File upload)	<p>Submit one of the following for the most recent two-year fiscal year period completed:</p> <ul style="list-style-type: none">• Audited Financial Statement (required for organizations with operating budgets > \$2 M) OR• Reviewed Financial Statement (required for organizations with operating budgets \$500,000 - \$2 M) OR• IRS Form 990 (required for organizations with operating budgets <\$500,000) <p>If statement only shows one year, please upload previous two years.</p>

Document Explanations (cont)

Required Doc	Explanation
Operating Reserve, Endowment, Line of Credit (Text fields)	Amounts and one-sentence descriptions (if applicable)
Other Attachments (File upload)	Any other financial documents that would give us insight into the application