



## APPENDIX A

### TIP SHEET – NHTF RENTAL

**CONTACT AFTER APPLICATION SUBMITTAL:** Once the Application has been submitted, IFA will notify the Applicant of any required information for supplemental or clarifying data and will specify the date and time by which a response from the Applicant is expected. Unless contacted by IFA to clarify a threshold item within the Application, an Applicant shall not contact any IFA staff or Board members, nor shall anyone contact staff or Board members on the Applicant's behalf, in order to unduly influence IFA's determination related to the award of NHTF funds. If it has been determined by IFA that a staff member or Board member has been improperly contacted by the Applicant or a party on behalf of the Applicant, then IFA may reject the Application.

- Developers will only be awarded NHTF funds for up to one (1) NHTF project per funding round.
- No Open NHTF Rental Projects for Developer: Developer listed on application may not have an open NHTF project at date of application submittal. This means that any existing funded NHTF project(s) the developer is associated with must have submitted its final draw with approved completion documentation.
- New construction or adaptive reuse of rental units are eligible activities. Adaptive reuse shall be defined as conversion of an existing structure from a non-housing use to a housing use in which the existing building had not provided residential housing space for a minimum of three years prior to the date of NHTF application submission.
- TBRA assistance may be provided to tenants who meet HOME TBRA Program requirements as long as they rent the mobile home and lot. This needs to be deleted
- Transitional housing is not eligible for assistance.
- All NHTF-assisted units shall be rented to households with incomes at or below 30% of the area median income.
- With the exception of project-based rental assistance units, all NHTF-assisted units must rent at or below the NHTF Rent Limits, meaning Total Housing Expense (Monthly Rent + Utility Allowance) must not exceed the NHTF Rent Limit. If the unit receives Federal or State project-based rental subsidy, and the tenant pays as a contribution toward rent not more than 30% of the tenant's adjusted income, the maximum rent is the rent allowable under the Federal or State project-based rental subsidy program.
- NHTF-assisted units must remain affordable for 30 years. Long-term affordability for rental activities must be secured by covenants or deed restrictions.
- The maximum amount of NHTF assistance per rental unit is detailed in the application and in the NHTF Allocation Plan, and the minimum amount of assistance is \$1,000. The maximum amount of NHTF assistance per project is \$2,700,000.