**APPENDIX A**

TIP SHEET – NHTF RENTAL

**NO CONTACT:** An Applicant, nor anyone on the Applicant’s behalf, shall not contact any IFA staff or Board members, 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 will reject the Application.

**DEFICIENCY REQUEST AFTER APPLICATION SUBMITTAL:** Once the application has been submitted, IFA NHTF Team will review the application. Then IFA will send a deficiency email to the contact person listed in the application, requesting information to supplement or clarify data or applicant response. The deficiency email will indicate the due date for the deficiency response.

* Developers will only be eligible for up to one (1) NHTF project per funding round.
* A Developer may not have an Open NHTF rental project: The developer listed on the NHTF application may not have an open NHTF project at the 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, adaptive reuse, or gut rehabilitation of rental units are eligible activities.

Adaptive Reuse is defined as the 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 HTF application submission.

Gut Rehabilitation is defined as extensive alteration work to an existing structure including the reconfiguration of space of over 50 percent of the total building area or of an entire occupancy classification within the building.

* 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 within the county of the project.
* 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 a 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 and 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 NHTF assistance is $1,000. The maximum amount of NHTF assistance per NHTF unit is the Maximum per unit cap by HUD.