

# Housing Champion Program Guidance

## Reporting and Renewal

### Reporting Requirement for Municipalities (Bea504.12)

Municipalities that receive a New Hampshire HC designation shall report its housing-related activities in writing annually. Reports shall be submitted no later than 180 days after the initial HC designation award and then annually by July 1. The annual report shall include, but not be limited to:

1. Data regarding local land use board activities;
2. Data regarding the permitting, development, and approval for occupancy of new workforce housing and other housing necessary for the economic development of the state; and
3. A narrative describing the adoption, amendment, or repeal of land use regulations and ordinances, and how those changes support the goals of the HC designation program.

### Expiration and Renewal

A New Hampshire HC designation shall be valid for 3 years from the date such designation is made. A municipality may seek renewal of its New Hampshire HC designation for subsequent 3-year periods. A municipality seeking to renew their New Hampshire HC designation shall submit a renewal application which shall include relevant information required in the original published application.

1. Any changes from the initial HC application including the substitution or addition of any new qualifications necessary for HC designation as detailed in Bea 504.05 through Bea 504.10;
2. Explanation as to how specific qualifications detailed in the initial HC application have resulted in additional permitting and production of workforce housing and other types of housing necessary for the economic development of the state;
3. Identification of additional improvements or steps taken that resulted in an increase from the municipality's previous HC designation application score; and
4. Any additional information the department deems necessary to evaluate a municipality's continued eligibility for HC designation.