

Housing Production Municipal Grant Program Guidance



New Hampshire Department of
BUSINESS AND
ECONOMIC AFFAIRS

Program Overview

Subject	Details
Program Goal	This program will provide per-unit incentive payments to municipalities to encourage expedient permitting and construction of new affordable workforce housing units for Housing Champion Designated Municipalities.
Specific Need Addressed	There is a statewide shortage of affordable workforce housing in New Hampshire which can only be remedied if municipalities are equipped and empowered to expeditiously issue the necessary permits for new affordable workforce housing projects.
Funding	<p>This program will be funded with \$1.5 million provided State of New Hampshire Housing Champion Program established by RSA 12-O:73, I.</p> <p>Award Caps:</p> <ul style="list-style-type: none"> - \$10,000 per unit of deed restricted workforce housing - No more than half of the available funds
Administration	This program will be administered by the Department of Business and Economic Affairs (BEA). BEA's responsibilities include establishing program parameters, reviewing applications, awarding funds, and monitoring program participants. All awards are subject to approval by the Executive Council.
Definitions	See Bea 502 of the Chapter Bea 500 Housing Champion Program Rules

Program Eligibility

Subject	Details
Eligible Applicants	<p>A municipality shall have a current HC designation to apply for or receive funds under the HPM grant program.</p> <p>A municipality shall receive funds based on units of workforce housing that received a certificate of occupancy during the state fiscal year immediately preceding a municipality receiving its HC designation, even if they did not yet have said designation. (July 1, 2023 to June 30, 2024)</p> <p>To receive funding under the HPM grant program a municipality shall demonstrate that it has internal procedures in place or a monitoring agreement with a third-party to enforce the terms in the land use restriction agreement or workforce unit covenant agreement.</p> <p>A municipality shall receive one award in a given state fiscal year unless sufficient program funding exists to fund all other eligible applications first within an application funding round.</p>
Eligible Uses	There are no restrictions on the use of these funds.

Application Process & Requirements

Subject	Details
Application Period	Applications will open on January 15, 2025, and will be accepted through March 1, 2025.
Essential Project Information	<p>Municipalities should submit one application per project.</p> <p>As part of the application process, applicants will be required to provide the following information:</p> <ol style="list-style-type: none"> 1. Municipality name. 2. Municipality unique entity identifier (UEI). 3. Municipality tax identification number (TIN). 4. Municipal address. 5. Municipal contact person's name. 6. Municipal contact person's title. 7. Municipal contact person's email. 8. Municipal contact person's phone number. 9. Municipal website address. 10. Copy of HC designation notification. 11. HC designation renewal date. 12. State of New Hampshire vendor number. 13. Number of deed restricted workforce housing units issued certificate of occupancy in previous state fiscal year. 14. List of projects, their addresses, number of new market rate units, new workforce housing units, and term of affordability, is the new unit for sale or rental. 15. Verification that units meet the affordability requirement for a minimum of 10 years.
Required Documentation	<p>As part of the application process, applicants will be required to submit the following documentation:</p> <ol style="list-style-type: none"> 1. Proof of workforce housing affordability monitoring 2. Copy of workforce housing restriction registered at county registry of deeds. 3. Copies of certificates of occupancy. 4. All documentation demonstrating workforce housing units are compliant with Workforce Housing as defined in RSA 674:58. 5. An attestation that the applicant is authorized to make statements and to apply for the housing production municipal grant on behalf of the municipality listed in the application. 6. An acknowledgement that the names and businesses address of all applicants, and amounts of awards made to them, will be public information subject to disclosure under RSA 91-A. 7. An authorization for the state of New Hampshire and the department to share the information provided in the application with other state or federal governmental agencies, contractors, and service providers to assess the application or administer this program. 8. An acknowledgement that the municipality will respond within 30 days and cooperate fully with any post-award requests for information related to this program. 9. A signed statement from the applicant that the information in the application is true and correct to the best of the applicant's knowledge and belief, subject to RSA 641:3.

Affordability Requirement

Subject	Details
<p>Eligible Unit Affordability Standards</p>	<p>Housing which is intended for sale, and which is affordable to a household with an income of no more than 100 percent of the median income for a 4-person household for the metropolitan area or county in which the housing is located as published annually by the United States Department of Housing and Urban Development.</p> <p>Rental housing which is affordable to a household with an income of no more than 60 percent of the median income for a 3-person household for the metropolitan area or county in which the housing is located as published annually by the United States Department of Housing and Urban Development.</p> <p>Housing developments that exclude minor children from more than 20 percent of the units, or in which more than 50 percent of the dwelling units have fewer than 2 bedrooms.</p> <p>*See attached 2024 WORKFORCE HOUSING PURCHASE AND RENT LIMITS from NH Housing.</p> <p>All units shall meet the affordability requirement for a minimum of 10 years</p> <p>There must be a mechanism for enforcement of the affordability requirement that is intended to ensure that a minimum 10-year affordability requirement is binding upon any successors, heirs, or assigns and remains in place regardless of any change in ownership of the property.</p> <p>Municipality must provide proof of affordability monitoring.</p>

Award Determination

Subject	Details
Maximum Award	<p>Award Caps:</p> <ul style="list-style-type: none"> - \$10,000 per unit of deed restricted workforce housing - No more than half of the available funds
Award Structure	<p>Applications will be evaluated based on the established criteria published in BEA 500 rules.</p> <p>Evaluation shall result in one or more of the following actions:</p> <ol style="list-style-type: none"> 1. Acceptance of the application and review for an award. 2. An opportunity to cure application deficiencies, such as: <ul style="list-style-type: none"> Requesting clarifying information or Requesting additional or revised supporting documentation 3. Rejection of the application if it does not comply with required application criteria after an opportunity to cure any application deficiencies, or if the applicant is ineligible. <p>The department shall notify each applicant in writing regarding whether or not a grant was awarded. If a grant was not awarded or fewer funds were awarded than requested, the written notice shall specify the reason(s) for the decision.</p>
Distribution of Funds	<p>Awards shall be paid out in a single lump sum upon the finalization and authorization of the award.</p> <p>The grantee shall register with the department of administrative services for a state of New Hampshire vendor number in order for a payment to issue. Registration is available at: https://apps.das.nh.gov/vendorregistration/(S(inw3n42wcfgd4dk1b5rzcdez))/welcome.aspx</p> <p>Disbursement by the State shall be completed by check or electronic funds transfer (EFT) in accordance with the vendor registration.</p>