

# Housing Infrastructure Municipal Grant Program Guidance



New Hampshire Department of  
BUSINESS AND  
ECONOMIC AFFAIRS

## Program Overview

Subject	Details
Program Goal	The Program shall provide grants to HC Designation Municipalities for new construction or capacity increases for drinking water, sanitary sewer, stormwater, highway infrastructure, telecommunication, and electrical distribution infrastructure
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	This program will be funded with \$3.5 million provided State of New Hampshire Housing Champion Program established by RSA 12-O:73, I.  Award Caps: - 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 <a href="#">Chapter Bea 500 Housing Champion Program Rules</a>

## Program Eligibility

Subject	Details
Eligible Applicants	A municipality shall have an active HC designation in order to apply for and be awarded a HIM grant. A municipality shall only 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.
Eligible Uses	HIM grant funds shall be used to support the following new construction or capacity increases of the following types of infrastructure, as long as the improvement supports the program goals of facilitating the development of additional housing in the municipality: <ul style="list-style-type: none"> <li>• Drinking water infrastructure improvements</li> <li>• Sanitary sewer infrastructure improvements</li> <li>• Stormwater system creation, expansion, or upgrades</li> <li>• Highway infrastructure</li> <li>• Telecommunications</li> <li>• Electrical distribution, including switchgear or transformers</li> <li>• Fire suppression system upgrades for conversion of existing buildings to residential use in order to meet the requirements of the state fire code and RSA 153:5</li> </ul>

# 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"> <li>1. Municipality name</li> <li>2. Municipality unique entity identifier (UEI)</li> <li>3. Municipality tax identification number (TIN)</li> <li>4. Municipal contact person's name</li> <li>5. Municipal contact person's title</li> <li>6. Municipal contact person's email</li> <li>7. Municipal contact person's phone number</li> <li>8. Type of municipality city, town, village district, or county in which there are located unincorporated places</li> <li>9. Municipal website address</li> <li>10. Housing champion designation award date</li> <li>11. State of New Hampshire vendor number</li> <li>12. Type of infrastructure improvements which funds are being requested</li> <li>13. Location of infrastructure improvements</li> <li>14. Whether the improvement is new, an upgrade, or expansion</li> <li>15. Total project projected costs</li> <li>16. HIM grant amount requested by Municipality based on a 25 percent matching requirement and the specific purpose of the funds</li> <li>17. Budget outlining costs and committed monies for the project</li> <li>18. A narrative describing the level of need for the infrastructure improvement in the municipality, as documented in the municipality's master plan, asset management plan, capital improvement plan, and infrastructure, utility master plan which includes:             <ol style="list-style-type: none"> <li>A. Scope of the work, including for each task the name of the task, time frame for the task, who will perform the task, and a brief summary of each task including purpose and output;</li> <li>B. Project partners including municipal boards and committees, individuals, community organizations, or any other participating partners;</li> <li>C. Additional sources of funding which are committed, partially committed, or likely to become available;</li> <li>D. How the project fits into a larger infrastructure plan which creates future-proof systems and creates greater housing opportunities; and</li> <li>E. A digital copy of the conceptual or approved design plan;</li> <li>F. The number and type of future housing units as a result of the proposed infrastructure improvements;</li> <li>G. Project timeline;</li> <li>H. If it is a joint community project, and if so, a list of all communities involved as well as their HC designation.</li> </ol> </li> </ol>

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Required Documentation	<p>As part of the application process, applicants will be required to submit the following documentation:</p> <p>All documentation that the applicant is authorized to make statements and to apply for the housing infrastructure municipal grant on behalf of the municipality listed in this application</p> <p>Attest that the applicant is authorized to make statements and to apply for the housing infrastructure municipal grant on behalf of the municipality listed in this application</p> <p>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</p> <p>An authorization that the state of New Hampshire and the department can share the information provided in the application with other state or federal governmental agencies, contractors, and service providers in order to assess the application or administer this program</p> <p>An acknowledgement that the applicant agrees to respond within 30 days and cooperate fully with any post-award requests for information related to this program</p> <p>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.</p>

## Affordability Requirements

Subject	Details
Eligible Unit Affordability Standards	<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><b>*See attached 2024 WORKFORCE HOUSING PURCHASE AND RENT LIMITS from NH Housing.</b></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"> <li>- No more than half of the available funds</li> </ul>
Award Structure	<p>Municipalities shall submit only one application per grant application cycle.</p> <p>Applications shall be reviewed and scored competitively.</p> <p>Scoring criteria:</p> <p>The municipality’s HC designation score and HC designation application contents and information (30 points)</p> <p>The soundness and completeness of approach and plan for the proposed project (20 points)</p> <p>The municipality’s capacity to carry out the proposed project (20 points)</p> <p>The project’s relationship to workforce housing projects that are recently completed, underway, or approved or general impact the municipality’s housing supply. (30 points)</p> <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> <p>In future application rounds, priority shall be given to municipalities that have not yet received an award in the HIM grant program with the provision of 10 bonus points in the scoring criteria for such applicants.</p> <p>Municipalities shall provide at least a 25 percent funding match for all HIM grant projects. A municipality may meet the funding matching requirement with any combination of municipal funds, funding from other state or federal programs, subject to the rules of the specific funding source, contributions of services or property, or third-party contributions of cash.</p>
Funding Regulations	<p>HIM grant funding may be used to supplement funding from other sources including, but not limited to federal, state, and municipal sources as well as non-government sources. Grant applicants shall be responsible for ensuring the compatibility of all funding sources.</p> <p>Municipalities may apply jointly for HIM grant funding, as long as all applicant municipalities are HC designated.</p> <p>Municipalities shall provide at least a 25 percent funding match for all HIM grant projects. A municipality may meet the funding matching requirement with any combination of municipal funds, funding from other state or federal programs, subject to the rules of the specific funding source, contributions of services or property, or third-party contributions of cash.</p>

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Distribution of Funds	<p>Funds shall be distributed on a reimbursement basis based on the grantee's submission of expenses and supporting documentation.</p> <p>The department shall request additional supporting documentation if the submitted documentation gives rise to questions regarding the allowability of the expense.</p> <p>The department shall deny reimbursement for unallowed expenses.</p> <p>Request for reimbursement shall be made no more than monthly.</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: <a href="https://apps.das.nh.gov/vendorregistration/(S(inw3n42wcfgd4dk1b5rzcdez))/welcome.aspx">https://apps.das.nh.gov/vendorregistration/(S(inw3n42wcfgd4dk1b5rzcdez))/welcome.aspx</a></p> <p>Request for reimbursement shall be made no more than monthly.</p>