

# Multifamily Weatherization Assistance Program

## APPLICATION INSTRUCTIONS

The New Jersey Housing & Mortgage Finance Agency welcomes your Multifamily Weatherization Assistance Program (“Program”) application.

The information you provide should present a concise, complete, and effective response for the threshold requirements for that section. **Do not provide unnecessary or overly expansive brochures or other presentations that make the review process burdensome. These are discouraged and will not add to the application.**

Application materials are to be clear and of reproducible quality. Information is to be placed on 8.5" x 11" paper, with the exception of Site Plans (if necessary). The application is to be bound in an appropriately sized three-ring style binder that allows for ease in paging. All exhibits must be identified in the upper right side of each. Do not place materials into individual plastic sleeves (with the exception of the site plans to assist in the containment of the plans).

### **Tips to Completing the Application**

- Read the Application Instructions and Program Guidelines thoroughly. All requirements listed in these guidelines and application package *must* be achieved for review. **It is the applicant’s responsibility to provide the required information. Applications that do not will be disqualified, subject to the Cure Period. In addition, the Agency reserves the right to reject any and all submissions. Furthermore, funding of any application is always subject to the availability of funds.**
- Complete the appropriate section of the application in its entirety. If a section, question, or required submission does not apply to your project, you must indicate "not applicable" and provide back-up documentation to substantiate. **If any of the application submissions are unclear, incomplete, or missing, the application will be disqualified from WAP consideration, subject to the Cure Period as defined on Page 5. There will be no exceptions to this policy.**
- Provide **one** original copy to the Agency in appropriately sized three-ring binders. The binder should allow sufficient room for ease in the paging of each document.
- **SUBMIT ON TIME:** Applications received after the deadline will not be considered. Applications will be time-stamped as they arrive at the Agency. Deadline times are in Eastern Standard Time. Agency time is final.
- Send applications to **New Jersey Housing and Mortgage Finance Agency:**

Mailing Address  
P.O. Box 18550  
Trenton, New Jersey 08650-2085  
ATTN: Bob Sasso  
Director of Property Management

FED EX / UPS  
637 South Clinton Avenue  
Trenton, New Jersey 08611  
ATTN: Bob Sasso  
Director of Property Management

## TABLE OF CONTENTS

1. About the Program
2. Timeline / Program Schedule
3. Application Review, Approval & Award Process
4. WAP Application Checklists
5. Part I explanation
6. Part II explanation

## ABOUT THE PROGRAM

### AMERICAN RECOVERY & REINVESTMENT ACT

The American Recovery and Reinvestment Act of 2009, Public Law 111-5, ('ARRA') appropriates funding for the United States Department of Energy ('USDOE') to extend and award formula-based grants under the Weatherization Assistance Program ('WAP') to stimulate the economy, create and retain jobs, and improve the energy efficiency of the residences of low-income people. The NJ Department of Community Affairs is a Subgrantee of the WAP and was awarded these ARRA funds to extend the existing WAP in New Jersey. NJHMFA has been allocated \$30,000,000 of these ARRA funds and is using these funds to provide weatherization assistance to multifamily low-income properties in New Jersey with a NJHMFA primary mortgage through this Multifamily Weatherization Assistance Program.

### DCA'S WEATHERIZATION ASSISTANCE PROGRAM

The New Jersey Department of Community Affairs (DCA) Weatherization Assistance Program (WAP) provides income-qualified residents with services that reduce household energy use and costs by improving the energy efficiency of their homes while ensuring their health and safety. Low income families will save an average of \$413 in reduced first-year energy costs, at current prices.

The NJ Weatherization Assistance Program contracts with a network of community based organizations that deliver weatherization throughout the State. For more information on the Weatherization Assistance Program call the Energy Assistance Unit at 1-800-510-3102, or visit the WAP Recovery website: <http://www.state.nj.us/recovery/programs/wap.html>

### DEVELOPMENT TEAM DEFINED

**'Applicant' or 'Developer':** The entity of individual who submits an application for financing from NJHMFA is known as the 'Applicant' or 'Developer'.

**'Grantee' or 'Sponsor':** An entity, formed by the applicant for project financing, that will enter into loan documents to secure the project's financing; such an entity is called the 'Sponsor' and/or 'Grantee'. The Applicant may be the managing member or general partner of the Granted entity. Sponsoring/Granted entity must be formed for the sole purpose of owning and operating the project and shall own no other assets unrelated to the project. For the purposes of WAP; the Sponsor/Grantee is the same as the Sponsor/Borrower that currently has the NJHMFA permanent mortgage on the property.

**‘Energy Auditor’:** See below, under “Pay for Performance Partner”.

**‘Owner’:** The Sponsor/Grantee will be the Owner of the project that is the collateral for the NJHMFA financing.

### **PAY FOR PERFORMANCE PROGRAM PARTNER (“Energy Auditor”)**

Because of the complex nature of auditing and improving large multifamily properties NJHMFA requires that projects contract with a NJ Pay for Performance Program Partner or “Energy Auditor” to continue with the MF WAP program. The NJ Board of Public Utilities’ Clean Energy Program funds the Pay for Performance (P4P) program to improve the energy efficiency of large buildings in the State. The P4P program has reviewed, trained and approved applicants as eligible Program Partners to participate in that program.

NJHMFA has determined that this eligibility is required for Energy Auditors to participate under MF WAP. As of May 2010, there are over 100 approved P4P Program Partners. The list of Program Partners is available here: <http://www.njcleanenergy.com/commercial-industrial/programs/pay-performance/existing-buildings/approved-partners>

The role of the Energy Auditor under MF WAP is:

- Conduct a Weatherization Program-approved energy audit (EA-QUIP or NEAT) of your property to determine the eligible measures that can be installed and the cost of the proposed improvements
- Submit these determinations for preliminary review and approval by the MF WAP Program Consultant, and
- If awarded the grant, assist the project throughout the MF WAP process including:
  - Preparation of bid documents
  - Contractor selection
  - On-site review of construction progress
  - Co-sign Statement of Substantial Completion Certification (with NJHMFA Technical Services staff).

The Energy Auditor will remain involved through the completion of the final installation coordinating with the project owner, the Program Consultant and NJHMFA Staff.

### **DAVIS-BACON PREVAILING WAGES**

All projects using ARRA funds (which applies to all MF WAP projects) must pay the locally determined prevailing wage to anyone performing work on the jobsite. Properties 4 stories and under are subject to the **residential** prevailing wage rates, while properties 5 stories and greater are subject to **commercial** rates. For residential properties there is a newly-defined Weatherization Worker wage rate. There is currently no Weatherization Worker rate for commercial project work.

Because the results of an Energy Audit based on commercial rates would make almost all Weatherization work out of scope, the DOE has issued guidance on calculating Savings-to-Investment Ratios (SIR) on 5-story and greater properties. Properties five (5) stories and greater will use residential rates when performing an audit to determine SIRs. However, labor must be paid at the commercial prevailing wage.

A chart of rates and more detailed information on NJ wage determination for Weatherization is available here: <http://www.dol.gov/whd/recovery/dbsurvey/weatherNJ.htm>.

## ENERGY AUDITS

The keystone of the MF WAP is an Energy Audit. In the State of New Jersey, only the EA-QUIP (Energy Audit Queens Information Package) or NEAT (National Energy Audit Tool) audits are approved for use. These energy audits will determine which measures are eligible for implementation under the WAP, and will define the order in which those audits are eligible. For example, if results indicate 1) Air sealing, 2) Insulation and 3) Windows, but funds will only cover two items, those two items must be air sealing and insulation. The project may not skip over items.

Under the rules of the WAP, *each individual measure* must have a Savings-to-Investment Ratio of 1:1. This means that the installed cost of each measure is equal to the energy savings of that measure over the assumed lifespan of the measure. For example, if insulation costs \$10,000 installed, and it is projected to last for 10 years, if it saves the project \$1000 in energy costs per year it has an SIR of 1. However, if the cost were \$12,000 the SIR would be 0.83, and the measure would *not* be eligible under WAP.

For projects 5 stories and greater, commercial prevailing wage rates must be paid. In most cases, this would make very few (if any) measures eligible under WAP. DOE has issued guidance that these properties should base their Energy Audit calculations on the residential rates for determining the SIRs of each measure. The calculation of per unit and total costs in your Weatherization and Financing Plans for the project should be based on the actual wage rate(s) that will apply for your property. DOE guidance on this available: <http://www.waptac.org/doclib/openfile.asp?id=1329>

*The commercial wage rate must be paid for work performed on-site and this commercial rate must be used in the Weatherization Plan and Financing Plan submitted in the Part II Application.*

## PROGRAM SCHEDULE\*

Application Release	March 18, 2010
<b>Application Part I</b> Submission Deadline	April 23, 2010
Pre-screening Announcements	April 30, 2010
Complete Weatherization Plan Submitted to Program Consultant	<i>two weeks prior to submission deadline</i>
<b>First Cycle Application Part II</b> Submission Deadline	September 3, 2010
First Cycle WAP Grant Awards	September 17, 2010
<b>Second Cycle Application Part II</b> Submission Deadline	October 1, 2010
Second Cycle WAP Grant Awards	October 15, 2010
Closing Deadline	60 days after Grant
Construction Start Deadline	30 days after Closing
Construction Completion Deadline	December 31, 2011

---

\* Dates subject to change. Changes will be noted on the Green Homes Office website at: [www.njgreen.gov/recovery](http://www.njgreen.gov/recovery)  
ARRA Multifamily Weatherization Assistance Program

## APPLICATION REVIEW, APPROVAL AND AWARD PROCESS

### PART I<sup>†</sup>

- From **March 18, 2010 – April 23, 2010**, the Agency will accept eligible Part I Applications. All applications received by **2:00pm, April 23, 2010** will be considered to have arrived ON-TIME, and will be reviewed for applicant and project eligibility, as defined on Page 1 of the WAP Guidelines.
- Projects that meet the minimum eligibility requirements for participation will be notified *on or about April 30, 2010* that they have been pre-screened and accepted to **apply** for funding from the Program.

### PART II\*

- **Accepted projects will need to contract with an Energy Auditor. The Energy Auditor will conduct the required energy audit, and assist in the preparation of the Part II application and requirements as well as assist projects through the completion of the MF Weatherization program.**

#### *First Cycle*

- From **April 30, 2010 – October 1, 2010**, the Agency will accept Part II Applications from projects that have received “ELIGIBLE” letters. All applications received by **2:00pm, September 3, 2010** will be considered to have arrived ON-TIME for the *First Cycle*.
- Based on the ranking criteria listed on Page 2 of the “Multifamily Weatherization Assistance Program Guidelines”, projects will be ranked, and all projects will be funded according to their ranking until all funds have been committed<sup>‡</sup>. *Projects that do not rank highly enough to be immediately funded will remain at the top of the list, and will be reconsidered as future funding levels allow without re-application.*
- CURE PERIOD: Submissions with minor omissions and/or errors will be given a 72-hour cure period to submit fixed or missing items. Due to the limited time-frame; please do not count on this period for major changes as there will not be enough time.
- Commitment of First Cycle WAP funds will be announced no later than **September 17, 2010**.

#### *Second Cycle*

- From **2:01pm, September 3, 2010 – October 1, 2010**, the Agency will accept Part II Applications for the Second Cycle from projects that have received “ELIGIBLE” letters. All applications received by **2:00pm, October 1, 2010** will be considered to have arrived ON-TIME for the Second Cycle.
- Based on the ranking criteria listed on Page 2 of the “Multifamily Weatherization Assistance Program Guidelines”, Second Cycle projects will be ranked, and all projects will be funded according to their ranking until all funds have been committed<sup>†</sup>.

---

<sup>†</sup> Dates subject to change. Changes will be noted on the Green Homes Office website at: [www.njgreen.gov/recovery](http://www.njgreen.gov/recovery)

<sup>‡</sup> Funds subject to availability

- If no funds remain after the First Cycle, Second Cycle projects will be placed on the list behind all First Cycle projects, regardless of ranking score. ***First Cycle projects will have priority over all Second Cycle projects.*** *Projects that do not rank highly enough to be immediately funded in the Second Cycle will remain at the top of the list, and will be reconsidered as future funding levels allow without re-application.*
- Commitment of Second Cycle WAP funds will be announced no later than ***October 15, 2010.***
- Projects receiving a WAP Grant commitment will work with their Energy Auditor to create a bid package, scope of work, solicit bids and select a contractor for work to be completed.
- HMFA will approve the scope of work, contractor selection and proposed draw schedule according to existing Agency procedures through the Division of Property Management.
- The Project will close on the terms of the WAP Grant in a formal Agency closing. Adjustments to the preliminary commitment will be trued up at the time of closing. Payment of costs already incurred (e.g. Energy Audit, Weatherization Plan) may be requested at closing.
- Projects must complete all items on the Agency Closing Checklist *two weeks prior* to the closing date.
- Program funds will be disbursed in accordance with Agency construction loan disbursement procedure. Requisitions for funds must be approved by the Green Homes Office and work complete signed off by an Agency Technical Services inspector and Energy Auditor.

# WAP APPLICATION CHECKLISTS

(Items in bold are provided in the application materials)

## **PART I - Eligibility Round**

*Due April 23, 2010<sup>§</sup>*

### **BINDER 1**

- Application Form (Part I only)**
- Evidence of Income Eligibility
  - a. Copy of Deed Restriction showing income restrictions on at least 66% of all units, **OR**
  - b. Print out of page from HUD List with property listed
- Copies of two (2) most recent statements for all project accounts, excluding Agency escrows
- Copies of the most recent inspections for each inspecting entity (*NJHMFA, REAC, DCA & municipality*)
- Copy of the NJHMFA-approved Health & Safety remediation workplan (if applicable)
- Project Narrative describing the challenges currently faced by this project, and
- Narrative on how energy efficiency improvements will make a difference
- Signed Energy Benchmarking Release Form**

## **PART II – Competitive Round**

*First Cycle: Due September 3, 2010<sup>‡</sup>*

*Second Cycle: Due October 1, 2010<sup>‡</sup>*

### **BINDER 2**

- Application Form (Part II only)**
- Copy of NJHMFA WAP "ELIGIBLE" Letter
- Copy of Contract with Pay for Performance Partner ("Energy Auditor")
- P4P Program Partner Information/Resumes
- Program-approved Weatherization Plan and Scope of Work (*must be submitted for review to Program Consultant by June 25, 2010*)
- Preliminary Financing Plan
- Copy of most recent income recertification OR TRACS Report showing percentage of income eligible units
- Copy of Final 2009 Profit/Loss Statement (dated 12/31/09)
- Copies of most recent statements for all project accounts
- Copy of current R&R schedule
- Signed Carbon Emissions Release Form**

---

<sup>§</sup> Dates subject to change. Changes will be noted on the Green Homes Office website at: [www.njgreen.gov/recovery](http://www.njgreen.gov/recovery)

# GUIDELINES TO THE APPLICATION

## PART I – ELIGIBILITY ROUND

### PARTICIPATION

Participation in the eligibility round allows the Agency to pre-screen applicants and projects prior to submission of the larger Part II Application for the Weatherization Grant. Applicants ineligible for Weatherization may still be eligible for other Agency funding, and/or other State/Federal programs to help pay for the costs of energy efficiency improvements. (For additional funding sources for energy efficiency improvements check the DSIRE Database: [www.dsireusa.org](http://www.dsireusa.org), the NJ Clean Energy Program’s website: [www.njcleanenergy.com](http://www.njcleanenergy.com) and the NJ Green Homes Office website: [www.njgreen.com](http://www.njgreen.com).)

Applicants are asked to check the appropriate boxes and fill in information on the application form describing their eligibility to participate in the Program.

Supporting documents are required to substantiate some of the eligibility items. Supporting documents to include are indicated in *italics* throughout the Application. Use the Checklist on Page 7 of this document to ensure all required supporting documents are included.

**The following are clarifications of items that may require further explanation. For more information or clarification please submit comments to: Gabe Nathanson, Green Homes Coordinator (email: [gnathanson@njhmfa.state.nj.us](mailto:gnathanson@njhmfa.state.nj.us) or call: 609.278.7370). Answers to questions that are generally applicable will be made available online as an amendment to these guidelines.**

### INCOME ELIGIBILITY OF UNITS

Eligible projects must demonstrate that a minimum of 66% of all dwelling units are income eligible dwelling units as defined by the Federal DOE regulations.

From 10 CFR 440.22a:

(a) A dwelling unit shall be eligible for weatherization assistance under this part if it is occupied by a family unit:

(1) Whose income is at or below 200 percent [changed by ARRA from 150%] of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget;

(2) Which contains a member who has received cash assistance payments under Title IV or XVI of the Social Security Act or applicable State or local law at any time during the 12-month period preceding the determination of eligibility for weatherization assistance; or

(3) Which is eligible for assistance under the Low-Income Home Energy Assistance Act of 1981, provided that such basis is at least 200 percent [changed by ARRA from 150%] of the poverty level determined in accordance with criteria established by the Director of the Office of Management and Budget.

★ Properties listed on HUD’s “Multifamily Properties Eligible for Weatherization Assistance” list **will not need further proof** of income eligibility. *All other eligibility requirements still apply.* You will find the list here: [http://apps1.eere.energy.gov/wip/eligibility\\_hud.cfm](http://apps1.eere.energy.gov/wip/eligibility_hud.cfm)

For all other properties, applicants must demonstrate income eligibility of units through deed restriction.

*Please include a copy of the Deed Restriction showing the percentage of units that are affordable OR a printout of the page of the HUD List that names your property.*

### **APPLICANT ELIGIBILITY**

**Agree to Extend Affordability:** Participants who receive Program funds agree to extend the project's affordability restrictions for an additional 15 years beyond the existing Deed Restriction. This is in addition, and begins as of the end date of the current affordability restriction. This Agreement will be signed at closing.

**R&R Balance:** *Copies of two (2) most recent statements for all bank and investment accounts (excluding Agency-held escrows).*

### **PROPERTY ELIGIBILITY**

**Re-weatherization:** To make sure that WAP funds reach as broad a population as possible, buildings that have recently been Weatherized under the WAP are not eligible. If your property has been Weatherized under the WAP since September 30, 1994, the property is not eligible to participate.

**Refinancing:** If the project has the financial capacity to refinance to make the energy efficiency improvements without WAP funds, the property is not eligible for the Program.

**Health & Safety:** Weatherization is only permitted on properties that have no health and safety issues that could be made worse by the weatherization work, or where Weatherization work would be subject to future damage. A list of the more common hazards and DOE's preferred approach to them are discussed in Section D of WPN 02-5. Other energy-related hazards should be considered on a case-by-case basis. You can view the full text of WPN 02-5 here: <http://www.waptac.org/si.asp?id=357> .

If a required Health and Safety report contains a comprehensive summary of findings, that summary is sufficient and the whole report need not be submitted. Due to strict time limits, projects requiring extensive remediation may not be eligible for Weatherization.

*Please include a copy of the most recent inspections for each of the following entities: NJHMFA, REAC, DCA Codes & Standards and the municipality.*

**Viability:** If the project's ongoing viability is threatened by high and/or rising energy costs, and if energy efficiency improvements funded by the Program will make this project financially viable in the future, check "yes". If the project is not threatened by energy costs, check "no".

*Please include a narrative of the project, describing the energy-related threats to the project's viability, and the projected impact of proposed improvements on the future operations of the project.*

**Davis-Bacon Prevailing Wages:** All projects using ARRA funds (which applies to all MF WAP projects) must pay the prevailing wage to anyone performing work on the jobsite. Properties 4 stories and under are subject to the residential prevailing wage rates, while properties 5 stories and greater are subject to commercial rates. For residential properties there

ARRA Multifamily Weatherization Assistance Program

is a new Weatherization Worker wage rate. There is currently no Weatherization Worker rate for commercial project work. Because the calculation of SIRs based on commercial rates would make almost all Weatherization work out of scope, the DOE has issued guidance on calculating SIRs on 5-story and greater properties.

Properties 5 stories and greater will use residential rates when performing an audit to determine SIRs. However, labor must be paid at the commercial prevailing wage. The calculation of per unit and total costs in your Weatherization and Financing Plans for the project should be based on the actual wage rate(s) that will apply for your property.

More detailed information is available here:

<http://www.dol.gov/whd/recovery/dbsurvey/weatherNJ.htm>

**Responsible Contractor:** The NJ State Plan approved by the US Department of Energy requires that all contractors bidding and/or performing work under the program must be certified as a Responsible Contractor. The State has engaged the National Weatherization Corporation to assist in the registration and verification of contractors. This information will be available on the NWC website: [www.weatherizationcorp.com](http://www.weatherizationcorp.com). Contractors can register to here: [www.weatherizationcorp.com/contractor.aspx](http://www.weatherizationcorp.com/contractor.aspx).

**Lead Safe Weatherization:** Processes known as lead-based paint abatement, lead-based paint hazard control, or lead-based paint stabilization are not allowable activities using Weatherization Program funds. However, work that is needed in conjunction with Weatherization activities that disturb surfaces having lead-based paint, to prevent the generation of lead-based paint dust and residues, is allowable as long as the work is associated with installing energy efficiency measures.

When Weatherization crews disturb surfaces that may have lead-based paint, they must exercise caution through a set of safe work protocols hereafter referred to as Lead Safe Weatherization (LSW).

For the full details of the DOE Guidance on LSW, go here: <http://waptac.org/sp.asp?id=6915>

## **REQUIRED SUBMISSIONS**

**Reminder:** Make sure you have included all required submissions in a binder, labeled with appropriate tabs. Substantially incomplete applications will be rejected. Applications with minor omissions (missing checkmark, missing a signature, etc.) will be allowed a brief cure period, but will be assessed a reduction of 1 point if the cure period is used.

## PART II – COMPETITIVE ROUND

*ONLY projects that have been approved by the NJHMFA WAP Manager, and have received their MF WAP Letter of Eligibility should submit an application for the Competitive Round. Projects will be ranked in order of their need for funds as determined by the scoring criteria on the Competitive Ranking worksheet.*

### **COMPETITIVE RANKING**

Projects should review the following criteria, enter a score in the “Applicant Scoring” column for each item and enter the sum of these scores in the box titled “Total Score”. Only one score per section should be entered. The Agency will check the supporting documentation submitted with your application to verify the accuracy of the score. All supporting documentation, as requested, must be submitted with the application. Any omissions will be requested, and can be submitted during the Cure Period, however, this should be limited to minor adjustments, and any late submissions will be taken into consideration, with projects penalized 1 point for utilizing the Cure Period.

**Income-Eligible Units:** Preference is given to those properties with significantly greater percentage of income-eligible units than the minimum (66%). In most cases, the WAP defines income-eligibility as a household whose income is no greater than 200% of the Federal Poverty level. The 2009 Poverty Guidelines report is available online at: <http://aspe.hhs.gov/poverty/09poverty.shtml>.

*Please include a copy of the most recent income certification or TRACS Report verifying incomes, number of occupants per unit and the percentage of income eligible units in the property.*

**Net Income/Loss:** If the project’s latest financial statement for the project shows an operating loss, enter “1” in Applicant Score. Otherwise, enter “0”.

*Please include a copy of the Project’s final 2009 Profit/Loss Statement (dated 12/31/09)*

**Projected Energy Savings:** Preference is given to those projects that are able to achieve the greatest amount of energy savings. Your project’s projected energy savings will be determined by the outcome of your energy audit under by your contracted Energy Auditor. As part of your Weatherization Plan your Energy Auditor will calculate the *projected energy savings* for your project. Your Weatherization Plan must be submitted to the MF WAP Program Consultant (TBC) **no less than** two (2) weeks prior to the Part II application deadline for pre-approval.

*Please submit a copy of your approved Weatherization Plan, showing the projected energy savings, cost to construct and preliminary financing plan. For properties 5 stories or greater, include both the costs used to determine the SIR of measures and the projected real cost to construct.*

**Cash vs. Costs:** Preference is given to projects that are least able to pay for the cost of energy efficiency improvements out of their cash accounts. Your Energy Auditor should be able to tell you the pre-bid estimated total projected cost of the recommended improvements. The ratio of the project’s current total available cash to projected project costs will determine your score (cash / costs).

*Copies of **two** (2) most recent statements for all bank and investment accounts (excluding Agency-held escrows).*

**Cash vs. R&R Balance:** Preference is given to projects that have the least amount of available cash compared to the balance required to be maintained in its Repair and Replacement account.

*Please submit a copy of your most recent R&R schedule.*

### **PROJECT INFORMATION SUMMARY**

Project information should be **filled out completely**. Any questions that are not applicable should be noted with “N/A” or “0”. Do not leave any sections blank.

**Development Team Resumes:** Please fill in the information and attach resumes for all of the members of the project development team, as applicable. Fill in “N/A” where there is no such team member involved in the project. Do not leave blank.

*Please submit a brief resume for the sponsor(s), developer(s), general partner(s), voting member(s), and limited partner.*

### **DEMOGRAPHIC INFORMATION**

DOE requires Weatherization agencies to collect and report demographic information on tenants whose units will be Weatherized. NJHMFA will have staff conducting demographic surveys and requests the cooperation of the property owner in our completion of this task. This may include outreach to tenants to assist us in distributing notice of our survey or helping set up tenant meetings to distribute surveys.

### **REQUIRED SUBMISSIONS**

**Reminder:** Make sure you have included all required submissions in a binder, labeled with appropriate tabs. Substantially incomplete applications will be rejected. Applications with minor omissions (missing checkmark, missing a signature, etc.) will be allowed a brief cure period, but will be assessed a reduction of 1 point if the cure period is used.