

PART I -- ELIGIBILITY APPLICATION

This form must be completed for all projects.

PROJECT INFORMATION

Project Name (as it will appear on loan documents) _____
Primary address for project: _____
City _____ County _____ Zip Code _____
Partnership Name: _____
HMFA # _____

Project must have an existing primary permanent mortgage with NJHMFA or proposed rental housing project to be renovated with an NJHMFA primary permanent mortgage.

APPLICANT ELIGIBILITY

Ownership:

Applicant owns a multifamily property (5 or more units) that has an existing primary permanent mortgage with NJHMFA. Yes No

Applicant has a proposed multifamily project (5 or more units) to be constructed or renovated with and NJHMFA primary permanent mortgage. Yes

MF Weatherization Assistance Program:

Applicant is not participating in the NJHMFA Multifamily Weatherization Assistance Program. True False

Affordability:

Applicant agrees to extend affordability controls on any income-restricted units for an additional 15 years. Yes

Outstanding Liens:

Applicant has no outstanding state or federal tax liens. True False

Construction Timeframe:

Applicant will start construction within 60 days of the commitment/award of this energy efficiency loan. Yes

All work shall be complete **no later than** December 31, 2011. Yes

Rents paid by tenants shall not increase as a result of this program. Yes

PROPERTY ELIGIBILITY

Property Eligibility:

Is a multifamily property consisting of 5 or more housing units. Yes No

Project building(s) is/are at least 20 years old; or a new project to NJHMFA with buildings older than 20 years. Yes No

Energy Efficiency:

Project has not participated in any New Jersey state energy efficiency incentive programs in the last 5 years. True False

Affordability:

Project meets NJHMFA standards for affordability. Yes No

Reporting:

Project is up-to-date on all NJHMFA project reporting requirements. Yes No

Health & Safety:

Project has no Health and Safety violations documented by NJHMFA, REAC, DCA Codes & Standards or the municipality, or can show a financing plan to concurrently remediate any current Health and Safety violations approved by NJHMFA Property Management.

True False

Davis-Bacon Wages:

I understand and acknowledge that contractors and subcontractors that receive federal ARRA funds must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. (40 U.S.C. 276a et seq.)

Yes

Buy American Provision:

I understand and acknowledge that contractors and subcontractors that receive federal ARRA funds must follow the Buy America Provision, if and where possible.

Yes

I will participate in the NJ Pay for Performance program

Yes

REQUIRED SUBMISSIONS

The following information must be provided in a three ring binder with the tabs as noted below. See Mailing Information on UNIAP for the number of copies you will need to submit per program. If this information is not available at this time you must indicate the status of the item and when it will be available.

- | | | |
|----|---|-----------|
| 1. | Application* | Applicant |
| 2. | Project Narrative | Applicant |
| 3. | General Site Location Map (with directions to site), along with tax map showing lot and block | Applicant |
| 4. | Evidence of Site Control (see closing checklist) | Applicant |
| 5. | Resumes for Sponsor | Applicant |
| 6. | Document indicating age of building(s) | Applicant |
| 7. | For applicant projects with an existing primary permanent mortgage with NJHMFA; 5 years of NJHMFA annual reviews indicating that no energy efficiency work has been done. | Applicant |
| 8. | Copies of the most recent available inspections for each inspecting entity (NJHMFA, REAC, DCA and municipality) | Applicant |
| 9. | If applicable, include a copy of the Health & Safety remediation workplan, including contractor, schedule, costs and NJHMFA approval. | Applicant |
| 8. | Energy Benchmarking release forms* | Owner |

*Agency form documents must be used – found at www.njgreen.gov
Note: Follow deadlines for MEEIP as indicated at: www.njgreen.gov/recovery

Submit complete Part I: Eligibility Application to: NJ Housing & Mortgage Finance Agency; ATTN: Mary Sheehy

Mailing Address
P.O. Box 18550
Trenton, NJ 08650-2085

FED EX / UPS
637 S. Clinton Ave.
Trenton, NJ 08611

CERTIFICATION

In signing this document, I (we) (undersigned), certify that all information, included for the purpose of applying for an American Recovery and Reinvestment Act-funded program, is accurate and true. I (we) acknowledge that the New Jersey Housing and Mortgage Finance Agency is relying on said information, and thereby acknowledge that I (we) are under a continuing obligation to notify NJHMFA in writing of any changes to the information in the application. I (we) understand that any failure to provide relevant information or any submission of incorrect information may result in the NJHMFA's refusal to release program funds to the project and/or possible barring from future participation in NJHMFA's programs.

APPLICANT'S SIGNATURE: _____

DATE: _____

PREPARED BY:
(if different from applicant): _____
sign name

print name

print title

DATE: _____

INSTRUCTIONS

For use when completing Part I – Eligibility Application

Please Take Notice: This pilot’s underwriting guidelines, policies, procedures, and forms may be amended from time to time due to changes in market conditions and/or changes in the NJHMFA’s housing policies or initiatives. Such amendments may occur without notice and are applicable to all pending and future applications. Applicants are, therefore, responsible for contacting the NJHMFA to ascertain whether or not there have been any changes since the date of these guidelines and for complying with such changes. Unless otherwise stated in these guidelines the Multifamily Rental Financing Program guidelines apply.

The New Jersey Housing & Mortgage Finance Agency (NJHMFA) welcomes your Multifamily Energy Efficiency Improvement Pilot application. The information you provide should present a concise, complete and effective response for the threshold requirements of MEEIP. **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 & Building Plans (if necessary).

- **All requirements listed in these instructions and within the application must be achieved for review. It is the applicant’s responsibility to provide the required information. Applications that do not include all required information or is in any way unclear or incomplete - will not be further processed and the applicant will be notified of any defects. 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. In addition, NJHMFA reserves the right to reject any and all submissions. Furthermore, funding of any application is always subject to the availability of funds.**

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 issue and award formula based grants under the State Energy Program (‘SEP’) to stimulate the economy, create and retain jobs, while giving preference to activities that can be started and completed expeditiously. The NJ Board of Public Utilities (and the NJ Clean Energy Program) manage the NJ SEP and were awarded these ARRA funds. NJHMFA is a sub-recipient of these ARRA funds and is implementing three programs: Multifamily Energy Efficiency Improvement Program (MEEIP), Solar Funding Pilot and the Home Energy Saver Program (HESP).

APPLICANT ELIGIBILITY

Construction Timeframe: This item is addressing the timelines associated with the American Recovery & Reinvestment Act funds that make this program possible and New Jersey’s commitment to quickly complete projects and provide green jobs.

Rents paid by tenants shall not increase as a result of this program. This item does not allow for any increase in tenant rents, either directly or indirectly; for expenses related directly to the cost of energy efficiency improvements nor for any indirect project losses or expenses as a result of installing energy efficiency measures.

PROPERTY ELIGIBILITY

Davis-Bacon Wages: Check this box if the development budget will assume Davis Bacon wages. All vendors are subject to the Davis-Bacon Act. Further guidance on this issue can be found at the U.S. Department of Labor’s website on ARRA (<http://www.dol.gov/esa/whd/recovery/>).

NJ CLEAN ENERGY PROGRAM (www.njcleanenergy.com)

Pay for Performance Program (P4P): A whole-building energy efficiency State incentive program. Building owner is required to contract a pre-screened ‘Approved Partner’ who will provide owner with professional energy services. Partner will conduct a whole-building energy audit, make recommendations for improvements, guide owner through a preliminary cost and financial analysis, develop the application for incentives, and provide oversight and guidance through the construction and installation of

energy efficiency improvements. Incentives are available through the program at the completion of three milestones: (1) when the energy audit and Energy Reduction Plan are complete, (2) when installation of energy-efficiency measures is complete and (3) one year post-construction and after monitoring and verification of actual energy savings is complete.

You can find a list of current Pay for Performance Partners here:

<http://njcleanenergy.com/commercial-industrial/programs/pay-performance/new-construction/approved-partners>

Here is a good page to start when determining possible incentives:

<http://www.njcleanenergy.com/files/file/Pay%20for%20Performance%202010%20Forms%20and%20Applications/2010%20P4P%20EB%20-%20Incentive%20Structure%20-%20201-22-10.pdf>

STEPS TO PARTICIPATE

1. Submit the ‘PART I – Eligibility Application’ first. It should not be necessary to hire an engineer or energy audit professional to complete this step.
2. The resulting MEEIP Eligibility Letter will confirm that (1) you are eligible to proceed and (2) there are sufficient funds available to accept the rest of your application.
3. Before completing the ‘PART II – Project Information Summary’, you will need to hire a Pay for Performance Approved Partner and complete the following general steps (does not include all details for the Pay for Performance program):
 - a. Apply to P4P program & receive approval
 - b. Complete a whole-building energy audit
 - c. Develop P4P Energy Reduction Plan & associated preliminary cost report and financing plan
 - d. Submit Energy Reduction Plan to P4P managers & receive approval & rebate commitment letter
 - e. Submit for P4P Incentive #1
4. Submit ‘PART II – Project Information Summary’ to NJHMFA.
5. After NJHMFA initial review of application, Energy Reduction Plan and preliminary plans & specifications – Developer will work with the P4P partner to create bid package, update scope of work, solicit bids and select a contractor for work to be completed.
6. Receive an NJHMFA MEEIP loan commitment
7. Complete requirements of the MEEIP Closing Checklist, close & start construction
8. Programs funds will be disbursed in accordance with Agency construction loan disbursement procedures. Requisitions and Draw Requests must be approved by the Pay for Performance contractor, NJHMFA Technical Services and NJHMFA Director of Multifamily Preservation Lending.
9. At construction completion & final inspections, submit for P4P Incentive #2
10. Complete final Permanent financing documentation with NJHMFA.
11. Complete requirements of P4P program, which will include a 12 month post-construction monitoring period of building’s energy performance by selected Partner.

DEADLINES FOR MEEIP CAN BE FOUND AT: www.njgreen.gov/recovery