

**PART II -- PROJECT INFORMATION**

**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 # \_\_\_\_\_  
Pay for Performance Program # \_\_\_\_\_

**LEGISLATIVE DISTRICTS**

Congressional \_\_\_\_\_  
State Senate/Assembly \_\_\_\_\_

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

Building Address	Block	Lot	# of Units	Census Tract #	Equipment will be installed on this building (Yes/No)

*(If more space is needed, see last page)*

Number of Currently Occupied DU's: \_\_\_\_\_  
Number of Vacant DU's: \_\_\_\_\_

Total Number of Units: \_\_\_\_\_

**BUILDING TYPE**

	# of Buildings	# of Stories	# of Residential Stories	# of Units	Elevator (Yes or No)	Master or Individually Metered*
Lo-Rise (1-4 stories)	_____	_____	_____	_____	_____	
Mid/High-Rise (5+ stories)	_____	_____	_____	_____	_____	
Garden Apartments	_____	_____	_____	_____	_____	
Rowhouse/Townhouse	_____	_____	_____	_____	_____	
Semi-detached	_____	_____	_____	_____	_____	
<b>TOTALS</b>	_____	_____	_____	_____	_____	

*\*This information is useful when signing up for the NJHMFA Energy Benchmarking initiative; a requirement of all ARRA pilot programs.*

**PROJECT DESCRIPTION**

Site Acreage \_\_\_\_\_ acres  
Number of buildings \_\_\_\_\_

**SQUARE FOOTAGE**

Gross Square Footage \_\_\_\_\_ s.f.  
Total residential square footage \_\_\_\_\_ s.f.  
Total low-income residential square footage \_\_\_\_\_ s.f.  
Total conditioned square footage \_\_\_\_\_ s.f.  
Total non-conditioned square footage \_\_\_\_\_ s.f.

**PROJECT DEVELOPMENT SCHEDULE**

	Month/Year
Energy Reduction Plan Approval from P4P program manager	_____
P4P Incentive Commitment letter	_____
Submittal of P4P Incentive #1 Request	_____
Energy Reduction Plan Review & Approval from NJHMFA	_____
Plan & Specification Review & Approval from NJHMFA	_____
Local, County and/or State construction Permits	_____
Local, County and/or State Planning and Variance Approvals, if needed	_____
Local, County and/or State Environmental Approvals, if needed	_____
NJHMFA Property Management Division approval to use R&R funds (if applicable)	_____
Bid Package Complete	_____
Contractor & Sub-contractor Selection	_____
NJHMFA Approval of Contractor, Scope of Work, and Draw Schedule, etc.	_____
NJHMFA Commitment of MEEIP funds	_____
MEEIP Loan Closing	_____
Construction Start	_____
Construction Completion	_____
Submittal of P4P Incentive #2 Request	_____
Anticipated Placed in Service Date	_____
Anticipated Start of Repayment Period	_____

*\*For project sponsors applying for any of the ARRA pilot programs, applicants have a 60-day construction start date from the funding commitment date. All ARRA projects should be completed and all funds expended by January 1, 2012.*

**FUNDING SOURCES CHART - Construction**

Funding Source Name	Name of Program	Interest Rate	Term	Fees	Other Terms	Funding Amount
NJHMFA	MEEIP	2%	10 yrs	\$0		
Applicant/Owner Equity						
Other:						
Other:						
					<b>TOTAL</b>	
Bridge Financing:						

**FUNDING SOURCES CHART - Permanent**

Funding Source Name	Name of Program	Interest Rate	Term	Fees	Other Terms	Funding Amount
NJHMFA	MEEIP	2%	10 yrs	\$0		
NJCEP	Pay for Performance				Rebate	
	Repair & Replacement Funds					
Applicant/Owner Equity						
Other:						
Federal DOE / Division of Taxation	Energy Efficient Commercial Buildings Tax Deduction	Pricing:		Pay-In Schedule:		
					<b>TOTAL</b>	
Bridge Financing:						

**UNIT DISTRIBUTION (Do not include non-revenue units)**

Type of Unit (1BR, 2BR, etc.)	# of Affordable Units (up to 60%)	# of Moderate-Income Units (>60% to 80%)	# of Market Rate Units	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b><u>TOTAL</u></b>	_____	_____	_____	_____

NON-REVENUE UNITS: Indicate number of units, BR count and intended use (i.e. super's unit). \_\_\_\_\_

NUMBER OF STATE SUBSIDIZED UNITS \_\_\_\_\_

Is a superintendent's unit included in the State Subsidy units? Yes \_\_\_ No \_\_\_

If not, will the superintendent's unit be income restricted? Yes \_\_\_ No \_\_\_

NUMBER OF COUNCIL ON AFFORDABLE HOUSING UNITS \_\_\_\_\_

**APPLICANT INFORMATION**

Developer/  
Applicant \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Principals \_\_\_\_\_  
\_\_\_\_\_

Contact Person \_\_\_\_\_  
Title \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

**The contact person named will be the only person with whom NJHMFA corresponds.  
Any changes in the contact person must be in writing.**

- Applicant is current owner and will retain ownership.
- Applicant is the project developer and will be part of the final ownership entity.
- Applicant is the project developer and will not be part of the final ownership entity.
- Other: Applicant is \_\_\_\_\_

Will property be sold or transferred by the applicant prior to date when project improvements are complete?  
 NO  
 YES (If yes, provide name of the purchasing entity and experience of its principals.)

Will property be sold or transferred by the applicant within 2 years of being placed in service?  
 NO  
 YES (When? Provide name of purchasing entity and experience of its principals.)

Name of Final Ownership Entity \_\_\_\_\_  
 Currently Exists Tax ID# \_\_\_\_\_

Final Ownership Entity is/will be:  
 Limited Partnership  LLP or LLC

**ADDITIONAL APPLICANT INFORMATION**

**Type of Applicant**

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> For-Profit  | <input type="checkbox"/> Non-Profit          |
| <input type="checkbox"/> LLP or LLC  | <input type="checkbox"/> Limited Partnership |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Partnership         |

Indicate the statute under which you are formed. \_\_\_\_\_

Indicate affiliated entities. \_\_\_\_\_

<b>Sponsoring Ownership Entity's Official Name:</b> _____ (Must be exactly as it will appear in grant documents.)
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(List all principals of the ownership entity.)

**Principals of Development/Entity and percentage of ownership**

\_\_\_\_\_

**Principals of the Land Ownership Entity and percentage of ownership**

\_\_\_\_\_

**LIST OF AUTHORIZED SIGNATORIES**

The persons listed below are the only people authorized to sign official documents submitted to HMFA. Any change to this list must be in writing.

PRINT NAME

PRINT TITLE/AFFILIATION

SIGNATURE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DEVELOPMENT TEAM RESUMES**

Insert a brief resume for the sponsor(s), developer(s), general partner(s), voting member(s), and limited partner, and complete the list of Development Team Members below. **Please include full address (street, city, state, zip).**

	<b>Name</b>	<b>Tax ID#</b>	<b>Phone#</b>	<b>Fax#</b>
Developer				
<b>Address:</b>	_____			
<b>City:</b>	_____			
<b>State:</b>	_____			
<b>Zip:</b>	_____			
<b>Email:</b>	_____			

General Contractor

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Municipal Contact

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Sponsor

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_

General Partner

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Voting Member (LLCs)

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Construction Lender

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_

	<b>Name</b>	<b>Tax ID#</b>	<b>Phone#</b>	<b>Fax#</b>
Limited Partner				
<b>Address:</b>	_____			
<b>City:</b>	_____			
<b>State:</b>	_____			
<b>Zip:</b>	_____			
<b>Email:</b>	_____			
Management Company				
<b>Address:</b>	_____			
<b>City:</b>	_____			
<b>State:</b>	_____			
<b>Zip:</b>	_____			
<b>Email:</b>	_____			
Architect				
<b>Address:</b>	_____			
<b>City:</b>	_____			
<b>State:</b>	_____			
<b>Zip:</b>	_____			
<b>Email:</b>	_____			
Attorney				
<b>Address:</b>	_____			
<b>City:</b>	_____			
<b>State:</b>	_____			
<b>Zip:</b>	_____			
<b>Email:</b>	_____			
Accountant				
<b>Address:</b>	_____			
<b>City:</b>	_____			
<b>State:</b>	_____			
<b>Zip:</b>	_____			
<b>Email:</b>	_____			
Market Analyst				
<b>Address:</b>	_____			
<b>City:</b>	_____			
<b>State:</b>	_____			
<b>Zip:</b>	_____			
<b>Email:</b>	_____			
Professional Planner				
<b>Address:</b>	_____			
<b>City:</b>	_____			
<b>State:</b>	_____			
<b>Zip:</b>	_____			
<b>Email:</b>	_____			
Environmental Consultant				
<b>Address:</b>	_____			
<b>City:</b>	_____			
<b>State:</b>	_____			
<b>Zip:</b>	_____			
<b>Email:</b>	_____			

	<b>Name</b>	<b>Tax ID#</b>	<b>Phone#</b>	<b>Fax#</b>
Historical Consultant				
	<b>Address:</b> _____			
	<b>City:</b> _____			
	<b>State:</b> _____			
	<b>Zip:</b> _____			
	<b>Email:</b> _____			
Project Development Consultant				
	<b>Address:</b> _____			
	<b>City:</b> _____			
	<b>State:</b> _____			
	<b>Zip:</b> _____			
	<b>Email:</b> _____			
Syndicator				
	<b>Address:</b> _____			
	<b>City:</b> _____			
	<b>State:</b> _____			
	<b>Zip:</b> _____			
	<b>Email:</b> _____			
Pay for Performance Program Partner				
	<b>Address:</b> _____			
	<b>City:</b> _____			
	<b>State:</b> _____			
	<b>Zip:</b> _____			
	<b>Email:</b> _____			
Other:				
	<b>Address:</b> _____			
	<b>City:</b> _____			
	<b>State:</b> _____			
	<b>Zip:</b> _____			
	<b>Email:</b> _____			

**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 - Part II: Project Information*  | Applicant |
| 2.  | Copy of NJHMFA's MEEIP funding Eligibility Notification Letter*  | Applicant |
| 3.  | Copy of Pay for Performance Program (P4P) application  | Applicant |
| 4.  | Copy of Approval Letter from P4P Program   | Applicant |
| 5.  | P4P Program Partner Information/Resumes  | Applicant |
| 6.  | Copy of P4P Energy Reduction Plan including the Preliminary Cost Report, and Preliminary Financing Plan              | Applicant |
| 7.  | Copy of P4P Incentive Commitment Letter  | Applicant |
| 8.  | Plans & Specifications   | Applicant |
| 9.  | Copy of Letter from NJHMFA Property Management Division approving use of Repair & Replacement funds (if applicable)* | Applicant |
| 10. | Copy of contract between Applicant and Pay for Performance contractor  | Applicant |
| 11. | Resume(s) of Development Team  | Applicant |
| 12. | Carbon Emission Reduction release Assignment Form(s)*  | Owner     |

\*Agency form documents must be used – can be found at [www.njgreen.gov](http://www.njgreen.gov)

*Note: (1) Additional submittal documents are due with Part II application & at loan closing. Please review the 'MEEIP Closing Checklist' for more information. (2) Follow deadlines for MEEIP as indicated at: [www.njgreen.gov/recovery](http://www.njgreen.gov/recovery)*

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Submit complete Part II: Project Information Summary 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

## INSTRUCTIONS

For use when completing Part II – Project Information Summary

**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 project information 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.**

**ONLY PROJECTS THAT HAVE A MEEIP ELIGIBILITY NOTIFICATION LETTER SHOULD SUBMIT**

### **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).

### **LEGISLATIVE DISTRICTS**

**Congressional:** To find the U.S. Congressional District in which your project is located, go to <http://www.house.gov/> and enter your project’s zip code into the “Find Your Representative” tool.

**State Senate/Assembly:** To find the NJ Legislative District for your project, go to <http://www.njleg.state.nj.us/districts/municipalities.asp> and search by the municipality in which your project is located.

### **DEVELOPMENT TEAM RESUMES**

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

**‘Borrower’ 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 ‘Borrower’. The Applicant may be the managing member or general partner of the Borrower entity. Sponsoring/Borrowing 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 MEEIP, the Sponsor/Borrower is the same as the Sponsor/Borrower that currently has the NJHMFA permanent mortgage on the property.

**Owner:** The Sponsor/Borrower will be the Owner of the project that is the collateral for the NJHMFA financing

## **NJ CLEAN ENERGY PROGRAM** ([www.njcleanenergy.com](http://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://www.njcleanenergy.com/files/file/Pay%20for%20Performance/2010%20P4P%20EB%20Partner%20Lists/P4P%20EXISTING%20BUILDINGS%20-Approved%20Partner%20List%201-19-10.pdf>

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-%201-22-10.pdf>

## **FEDERAL ENERGY EFFICIENT COMMERCIAL BUILDINGS TAX DEDUCTION**

The 'Emergency Stabilization Act of 2008' on October 3, 2008 included a section (Division B) that extended the energy tax credit programs for an additional 8 years, until year 2016. The Energy Efficient Commercial Buildings Tax Deduction is available at \$0.30 - \$1.80 per square foot, depending on technology and amount of energy reduction. More information can be found at [www.dsireusa.org](http://www.dsireusa.org).

## **GENERAL CONSTRUCTION CONTRACT**

The General Contractor (can be the Pay for Performance partner) is responsible for including in the contract the needed information to determine compliance with the Davis Bacon Act and the Buy American Provision – as well as an estimate on the number of jobs created, guidance will be provided.

## **PRELIMINARY DRAW SCHEDULE**

**Please use the form of Draw Schedule provided by NJHMFA.** Only enter data in the Yellow Shaded Areas of the Draw Schedule. Area that are not shaded have formulas within the cells. **NOTE:** There is a break in the schedule between the 12<sup>th</sup> month and the 24<sup>th</sup> month. This will allow you to print only one page on a 11 X 17 size paper (in portrait) if you expect construction to take only 12 months...if it takes more then 12 months, you can print on two 11 X 17 pages and the draw schedule will take construction up to 24 months.

**Top Portion:** Complete all information requested & indicate that this is a construction to permanent loan.

**Section Section (Uses):** Complete the first column (column “E”) exactly as it appears on the form 10.

- 1) At the top of the Draw Schedule starting in column “J”, line 12, is a place to enter the percentage of construction completion for each month of construction. Complete that section as you expect your construction to progress.
- 2) Column “F” totals all funds in each category and at the bottom it totals all budgeted funds. That number (Column F, line 71) should be that same amount as you have listed on your form 10 as “Total Project Costs”.
- 3) Just below that line in column “H” you can begin inserting the dollar amount for each category you anticipate drawing funds from at the closing table. **NOTE:** This column should only contain amounts that you will actually draw down at the closing.
- 4) Once you have placed all of the draws you intend to take at the closing (remember, you will need receipts and/or bills for these items. Without documentation, funds cannot be released), you can begin to complete the remaining draw schedule. **NOTICE** that draws for the Residential Structures, General Requirements, and Contractor Overhead and Profit have already been calculated based on the percentage of construction completion.

- 5) Column “V” (sub-total) shows the total dollar amount drawn, which allows you to determine if you have allotted for all of the funds you budgeted for (plus or minus) **OR** in the case of a construction period of no more than 12 months, it becomes the total amount spent.
- 6) If the construction period is greater than 12 months, column “AN” will give you the grand total of the first 12 months plus any further construction period. Column “AO” is the balance column and it will show you if you have gone over or under the allotted sum for that line item. Ideally there should be a balance of “0” except for the deferred developer’s fee.
- 7) Total Budgeted USES (column F, line 71) should equal the “Total Sources Available during Construction” (column F, line 83) amount in the bottom section of the form.

## **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. After you receive notice from NJHMFA 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 Partner, 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](http://www.njgreen.gov/recovery)**

