



July 2007

New Jersey Housing and Mortgage Finance Agency
Green Future Program Requirements and Documentation
for Low-Income Housing Tax Credit Green Point

Fall 2007

The Adopted 2007 QAP states the following:

“Applications that select one of the following shall receive one point:

- i. Successful participation in the New Jersey Housing and Mortgage Finance Agency Affordable Green Program [Green Future]. In order to qualify for this point, the application shall include a copy of the completed, signed and submitted letter of intent from the developer to NJHMFA.”*

IMPORTANT NOTES:

- Final Green Worksheet must be approved by NJHMFA prior to signing loan or grant agreements! Final worksheet will be attached to loan and grant agreements and will be considered a contractual obligation.
- NJHMFA must receive and approve the ENERGY STAR Builder Upgrade Packet for the project, including equipment-sizing calculations, prior to construction.
- Changes and Substitutions to the Requirements in the Green Worksheet due to extenuating circumstances must be submitted in writing to the Green Homes Office. Changes must have approval prior to implementation.
- NJHMFA does not provide additional funding for Green Items covered by this program.

FOR MORE INFORMATION & TO APPLY CONTACT:

Please send all required documents to NJHMFA Green Homes Office.

Mary Uschak
NJ Housing and Mortgage Finance Agency
NJ Green Homes Office
P.O. Box 18550
Trenton, NJ 08650-2085
muschak@njhmfa.state.nj.us
Phone: 609.278.7408
Fax: 609.278.1754

WHAT TO SUBMIT WITH LIHTC APPLICATION

- Completed and Signed Green Future Letter of Intent, Appendix A.
- Any available drawings: site plan, renderings, proposed elevations, schematic design

WHAT TO SUBMIT PRIOR TO START OF CONSTRUCTION

Mail hard copies of the following to Mary Uschak:

Exhibit A: Completed Appendix B.

Exhibit B: 95% Complete set of Plans and Specifications

Exhibit C: All submittal requirements as indicated in the ‘Green Future Guidelines Fall 2007’
Document – preferably in a tabbed binder with Green Worksheet in front

Exhibit D: Green Worksheet with location of items indicated, Appendix C.

Exhibit E: Complete and Signed Energy Star Builder Upgrade Packet

SUBMISSION & PROJECT TIMELINE:

- a. Pick Up the ‘LIHTC Green Future Requirements Fall 2007’ and ‘Green Future Guidelines Fall 2007’ Word Documents before application for Tax Credits
- b. Submit the Letter of Intent included in the ‘LIHTC Green Future Requirements 2007’ with your Tax Credit application (Appendix A).
- c. Have an initial informational session with NJHMFA Green Homes Office, or designee, within three (3) months of the Tax Credit Award Date – to address questions and discuss implementation.
- d. Submit Green Worksheet (Appendix C) with all items indicated in Appendix B.
- e. HMFA Green Homes Office / Tech Services green representative reviews and approves plans, per Appendix D.
- f. Final Appendices C & D becomes part of HMFA/Developer Memorandum Agreement¹
- g. Any proposed changes to green worksheet made by the developer/architect to be clearly documented in writing and approved by NJHMFA Green Homes Office prior to implementation
- h. Sites will be inspected by HMFA Tech Services to ensure that green features have been included, as part of the regular inspection process for Tax Credit and/or loan disbursements
- i. Submit copies of the ENERGY STAR ‘Thermal Bypass Inspection’ and ‘Blower Door Test’ (conducted before the installation of drywall and after insulation); the results of the HERZ / RESNET certified Home Energy Rater’s final testing and verification (conducted before certificates of occupancy are issued); and the ENERGY STAR Homes Certificate issued by the EPA (or equivalent).
- j. Final Approval of Green Future Program completion provided by the NJ Green Homes Office
- k. Receipt of the Tax Credit Program’s Form 8609 is dependent upon successful completion of ENERGY STAR Certification and the Green Future Program.

¹ The Green Worksheet becomes part of the GHO/Developer Grant, Loan or/and Mortgage Agreements and developer/ sponsor is held accountable for the complete and correct implementation of the features stated in the final Worksheet as reviewed and approved by the NJHMFA.

A. REQUIRED SIGNED LETTER OF INTENT:

**New Jersey Housing and Mortgage Finance Agency Green Future Program for
Low-Income Housing Tax Credit Green Point
Letter of Intent**

Please Fax a signed copy of this page to NJHFMA Green Homes Office.

By signing this document, I certify the following (“we” refers to the applicant organization):

1. We have received and reviewed the Program’s materials, consisting of the ‘LIHTC Green Future Requirements Fall 2007’ and ‘Green Future Guidelines Fall 2007’ word documents, which includes a list of requirements, an application timeline, Green Worksheet Template, Project Application and related informational material.
2. We understand that a meeting with the NJHMFA Green Homes Office is required within three (3) months of the Tax Credit Award Date.
3. We understand that ENERGY STAR certification is a prerequisite to participation in the LIHTC program and a required item in the Green Future Program. I will comply with ENERGY STAR requirements as indicated in the LIHTC QAP section (c)8 and ENERGY STAR letter of intent.
4. We understand the Program material, and more specifically I have read and understand the process and procedures set forth in the ‘LIHTC Green Future Requirements Fall 2007’ and ‘Green Future Guidelines Fall 2007’ word document.
5. We understand that if our project’s application for Low-Income Housing Tax Credits, Balanced Housing, Home Express, Special Needs and/or HOME funding is accepted, we will be required to commit to those items in the Green Worksheet that are to be integrated into the project, as well as to State mandated reporting requirements, all of which will be reflected in terms of the Grant, Loan or/and Mortgage Agreements.
6. If requested we will allow NJHMFA staff access to the project site pre, during and post construction for the purpose of but not limited to: project monitoring, performance testing, interviews, surveys and photographs.
7. We agree that project signage will include language stating the project is a “NJHMFA –Green Future Project - Integrating Green High Performance Features”.
8. I am an authorized representative of the organization.

Signature: _____ Date: _____

Name of signer: _____

Title: _____

Project Name: _____

Organization: _____

B. SUBMITTAL CHECKLIST:

**New Jersey Housing and Mortgage Finance Agency Green Future Program for
Low-Income Housing Tax Credit Green Point
Checklist**

NJHMFA Green Future Submittal Checklist

- Exhibit A: This page, Appendix B.
- Exhibit B: 95% Complete set of Plans and Specifications
- Exhibit C: All submittal requirements as indicated in the Green Future Guidelines
- Exhibit D: Green Worksheet
- Exhibit E: Complete and Signed Energy Star Builder Upgrade Packet

The information in this submittal is true and correct to the best of my knowledge.

Signature: _____ Date: _____

Name of Applicant: _____

Title: _____

Date: _____

Project Name: _____

Organization: _____

C. GREEN WORKSHEET: LIHTC NJ HMFA Green Future - Required Items		
Dev. Name		
Project Name		
Project Loc.		
Item #	Proposed Green Feature	Location in Plans, Specs, or Text
Siting & Land Use		
SL-1	Passive Solar, Ventilation & Shading Design	
SL-2	Preservation Plan	
Indoor Air Quality		
IA-1	Ducts and HVAC protected from dust	
IA-2	Low VOC Interior Paints & Finishes	
IA-3	Low VOC Adhesives & Sealants	
IA-4	Durable, healthy flooring	
IA-5	Medium-efficiency (or higher) air filters	
IA-6	Combustion Devices	
IA-7	Encapsulation of non-UF-free particle board	
IA-8	Automatic Bathroom and Kitchen Ventilation	
IA-9	CRI's Green Label-Plus	
Building Durability & Moisture Control		
DM-1	EEBA window detail and flashing	
DM-2	Exterior Wall Drainage Plane	
DM-3	Gutter Downspouts discharge 3' from foundation	
Energy Efficiency		
EE-1	All Units New Jersey Energy Star Rated	
EE-2	Energy Star Appliances	
EE-3	Basement Ceiling	
EE-4	Specify Windows w/ Low-E coating	
EE-5	Efficient Lighting - Interior	
EE-6	Occupancy & Daylighting controls	
EE-7	Programmable Thermostats	
EE-8	All ductwork in conditioned space	
EE-9	High-Energy Factor Water Heater	
Resource Efficiency		
RE-1	Recycle / Salvage const. debris	
RE-2	Recycling Centers in Common Areas	
RE-3	Recycling Plan for Each Unit	
Water Conservation		
WC-1	Low-Flow Fixtures	
WC-2	High-Efficiency Toilets	
WC-3	Water Efficient Landscaping	
WC-4	High-Efficiency Irrigation	
WC-5	Pervious Pavers for outdoor patios & walkways	
Operations & Maintenance		
OM-1	Property Management O&M Manual & Training	
OM-2	Tenant O&M Manual & Training	
OM-3	Integrated Pest Management	

For NJHMFA Internal Use Only!

D. FINAL APPROVED GREEN WORKSHEET - Review of Submittals				
	Final Matrix Received by:	Tech Services Review	NJHMFA GHO, Additional Review as Necessary	
Name				
Date				
Phone				
Item #	Received	In Plan & Spec? Yes/No	Approval and Review	Notes
Siting & Land Use				
SL-1				
SL-2				
Indoor Air Quality				
IA-1				
IA-2				
IA-3				
IA-4				
IA-5				
IA-6				
IA-7				
IA-8				
IA-9				
Building Durability & Moisture Control				
DM-1				
DM-2				
DM-3				
Energy Efficiency				
EE-1				
EE-2				
EE-3				
EE-4				
EE-5				
EE-6				
EE-7				
EE-8				
EE-9				
Resource Efficiency				
RE-1				
RE-2				
RE-3				
Water Conservation				
WC-1				
WC-2				
WC-3				
WC-4				
WC-5				
Operations & Maintenance				
OM-1				

OM-2				
OM-3				
FINAL APPROVAL	Whit Gooch:			Date: