

NJHMFA TRAINING SERIES

MULTIFAMILY & SUPPORTIVE HOUSING LENDING PORTAL

New Form-10 Underwriting Spreadsheet Templates

AGENDA

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NEW FORM-10 UNDERWRITING TEMPLATES



6 NEW PROJECT TYPES



SOURCES AND USES



PROTECTED AREAS

MULTIFAMILY and SUPPORTIVE HOUSING LENDING PORTAL



New FORM-10 Underwriting Spreadsheets

- The New Portal will only accept the updated underwriting templates
- Download the new templates from the Home Screen on the portal
- 6 New Project Types each with a Form-10 underwriting template
- Other Funding Sources available once the Project Type has been selected
- Upload the template that matches your selected Project Type



WHY NEW TEMPLATES

- New Templates were created to capture omore data electronically.
- The new templates have drop down lists where choices are available. This reduces data entry errors.
- The new templates upload into the NJHMFA database.
- The new templates are audited to eliminate invalid combinations and budgets that are not in balance.

HOME SCREEN





Home

Update Contact Info

New Application

Manage Applications

Manage Portal Users

NJHMFA TEST DEVELOPER (6)



Welcome to the Multifamily and Supportive Housing Lending Portal!

The Portal is designed to automate and streamline the loan application process for HMFA's Multifamily Rental Housing Financing Programs. The prospective housing developers can start, complete and electronically submit the loan application through this portal. Once the application is successfully submitted, the developers can monitor the application progress on the portal, upload any additional documents required to advance the application through its various stages from submission to completion.



Duningt Tunn	Tomplete Name	Ver#	
Project Type	Template Name	ver#	7
▼ Y		4	¥
101-MF UNIAP PERM	MF PERM ONLY FORM 10	1	<u>Download Template</u>
102-MF UNIAP CONST PERM	MF CONST & PERM FORM 10	7	<u>Download Template</u>
103-MF CONDUIT PERM	MF CONDUIT PERM FORM 10	1	Download Template
104-MF CONDUIT CONSTR PERM	MF CONDUIT CONST & PERM FORM 10	1	<u>Download Template</u>
105-SN PERM ONLY	SN PERM ONLY FORM 10	1	<u>Download Template</u>
106-SN CONSTR PERM	SN CONST & PERM FORM 10	1	Download Template

6 New Templates for **Applications**

PROJECT TYPES

6 NEW PROJECT TYPES

- ✓ MF UNIAP PERM
- MF UNIAP CONST PERM
- MF CONDUIT PERM
- MF CONDUIT CONST PERM
- SN PERM ONLY
- SN CONST PERM



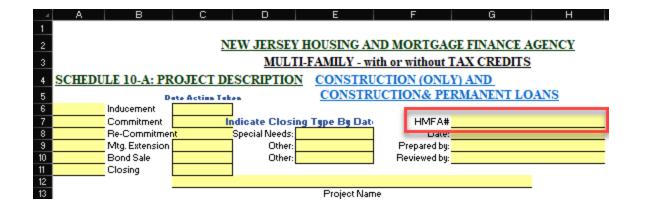
HMFA NUMBER

The HMFA Number will now autogenerate from the Portal when you select the "New Application" option.

When populating your Form-10, enter this number in the HMFA# cell.

Enter the leading zero as part of this number. This number contains 5 digits.

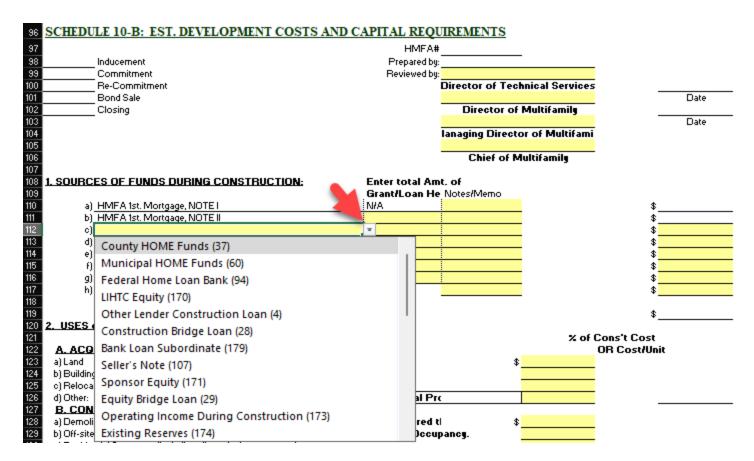
For example: 07987



SOURCES AND USES

Drop Down lists have been added to Schedule 10-B.

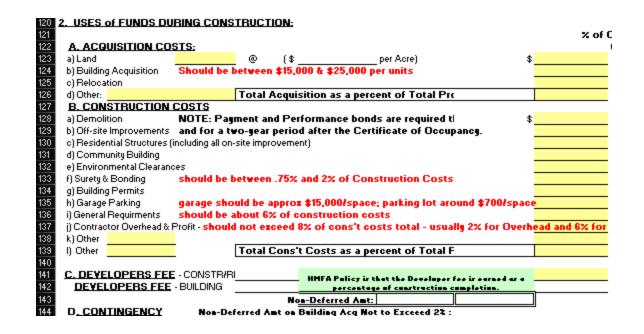
- Sources of Funds During Construction
- Sources of Funds For Permanent Close-Out

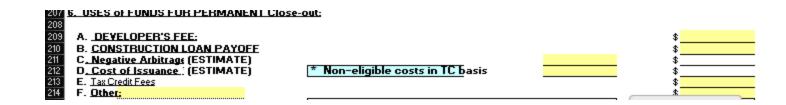


SOURCES AND USES

Uses may have changed so please check the list of uses for each Project Type.

- Uses of Funds During Construction
- Uses of Funds For Permanent Close-Out

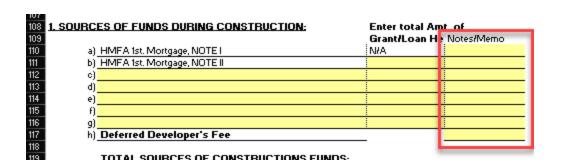


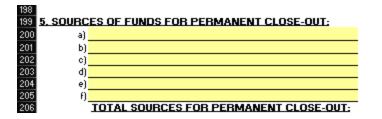


SOURCE MEMOS

Sources now require a selection from a drop down list.

If you need to add information about the source, use the **NotesWemo** fields to include additional remarks.







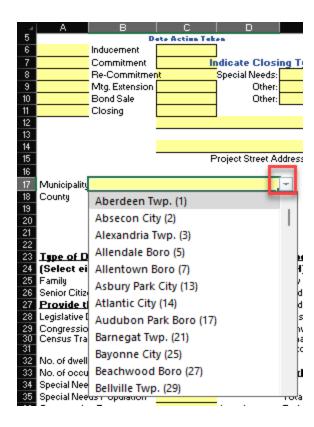
DROP DOWN LISTS

Drop Down lists were added to many fields.

For example, Municipality now includes a drop down list.

These fields also have drop down lists:

- ✓ County
- ✓ Legislative District
- ✓ Congressional District
- √ Sources
- ✓ Target Occupancy
- ✓ Subsidy Type

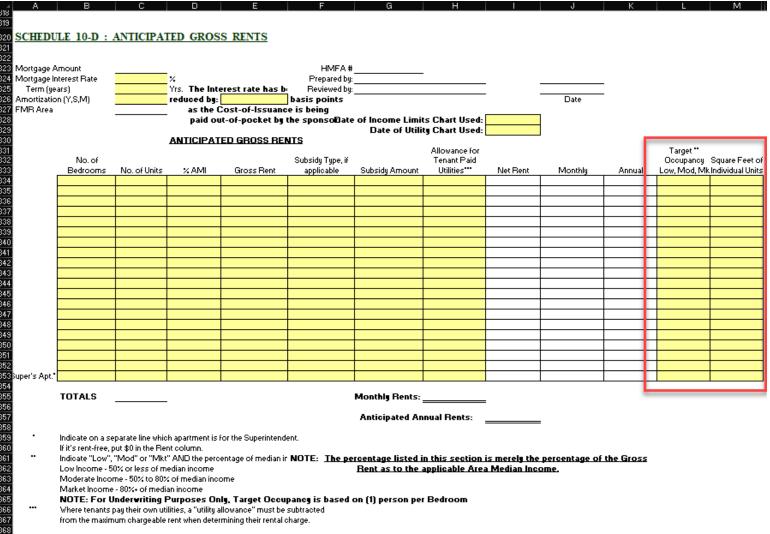


ANTICIPATED GROSS RENTS

New Columns have been added to the Schedule-10 D.

Target Occupancy is now a drop down list. Select from this list.

Square Feet of the Individual Unit is also now required.



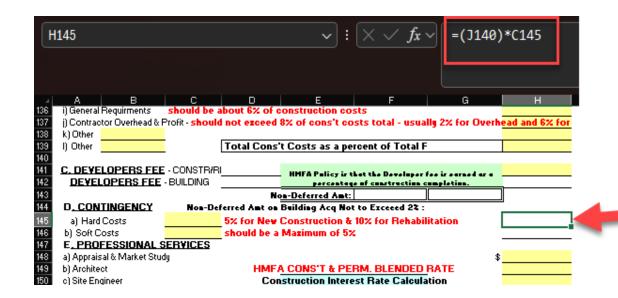
PROTECTED AREAS

There are many protected areas of the spreadsheet. Data Entry is expected in cells marked in yellow.

Data Entry is **not** permitted in white cells.

For example, the Hard Cost Contingency is a white cell and contains a formula. This amount will calculate when other yellow cells are populated.

Changing a formula or entering into a calculated field will cause the spreadsheet to error when you upload your Form-10 to the Portal.



NJHMFA TRAINING SERIES

These are the other videos available for this Portal. Please watch all of them before calling NJHMFA staff with your questions.



HOW TO LOGIN AND CREATE USER ACCOUNTS

How to login and create new user accounts.



STARTING A NEW APPLICATION

Create a new application in the Portal.



UPDATING AN EXISTING APPLICATION

Upload documents for existing applications.

NJHMFA TRAINING SERIES



UPLOADING DOCUMENTS – DOWNLOADING FORMS

Learn to submit required Project documents and how to download the latest forms



HOW TO PAY YOUR APPLICATION FEES

Learn about the Portal form you can download with your writing instructions and how to let agency staff know that you have paid your fee.



SUBMITTING A COMPLETED APPLICATION

Learn about the Portal audits for submitting a completed application. We will review what to look for and potential submission errors.



CONTACT THE MULTIFAMILY DIVISION AT NJHMFA_Multifamily@njhmfa.gov WITH QUESTIONS

THANK YOU