NJHMFA TRAINING SERIES

MULTIFAMILY & SUPPORTIVE HOUSING LENDING PORTAL

How To Pay Your Application Fee

AGENDA

Application Fees and Finance Layers

Wiring Instructions Forms

Confirmation Receipt Document

Provider Actions

MULTIFAMILY and SUPPORTIVE HOUSING LENDING PORTAL

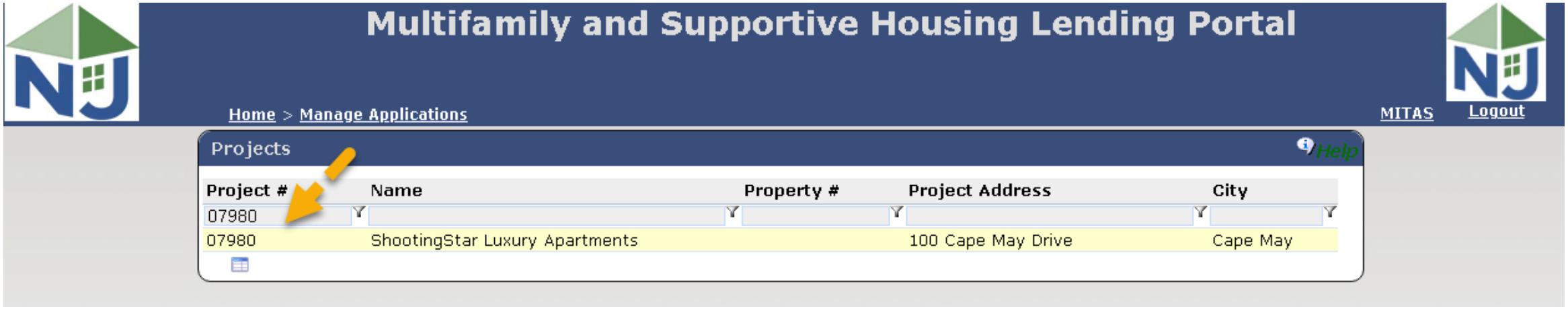
Paying Your Application Fees

- Application Fees will be automatically calculated on the Portal
- Make sure you choose all Funding Programs on the New Application Screen
- View your Applications Fees and Finance Layers on Project Details Screen
- Download the Project Wiring Instructions
- Wire the Fees to the Agency
- Upload the Confirmation Receipt
- Notify the Agency with the Provider Actions Bubble

MANAGE APPLICATIONS

LISTING OF CURRENT APPLICATIONS

- Select your application entering your Project Number or Name



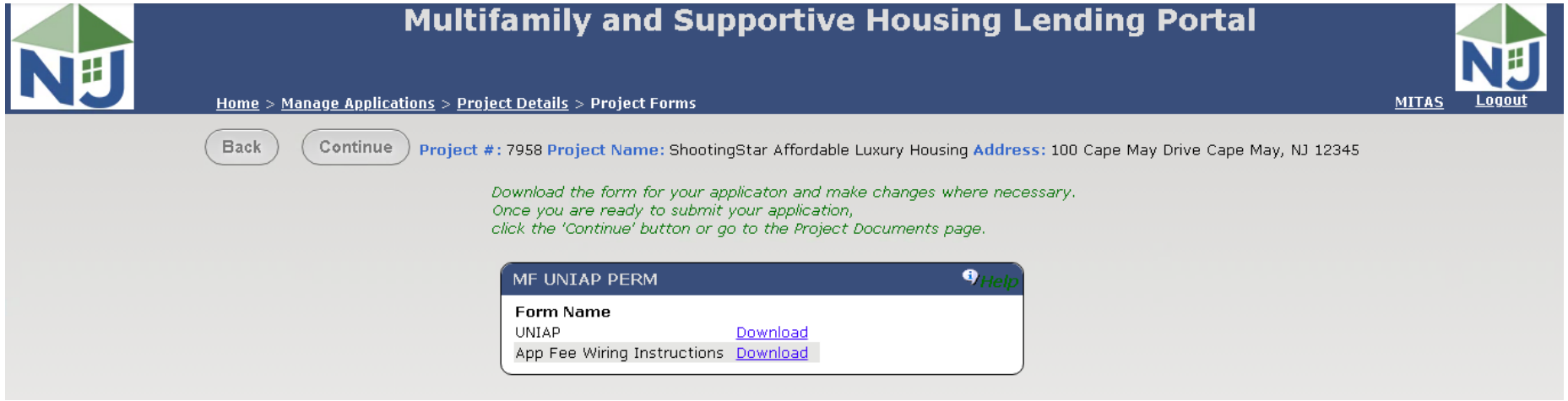
PROJECT DETAILS SCREEN

Project Bubbles

Fee Type	Description	Description 2	Status	Amount	Paid	Remaining
DUE FROM AFFILIATES(1303)	Fee for project: 07980	MF Traditional Financing	Billed	$5,000.00	$0.00	$5,000.00
DUE FROM AFFILIATES(1303)	Fee for project: 07980	SN Housing Trust Fund	Billed	$1,000.00	$0.00	$1,000.00

Finance Layer	Program	Active
1	150-MF Traditional Financing	☑
2	152-SN Housing Trust Fund	☑

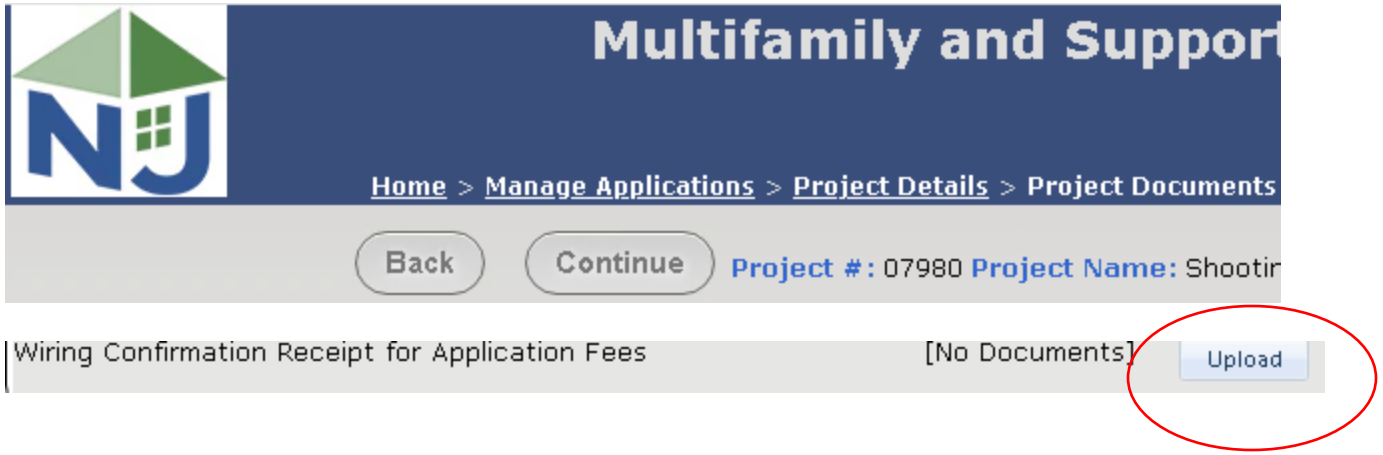
PROJECT FORMS



- The Application Fee Wiring Instructions are auto populated with your Project information.
- Download the Wiring Instructions from this page.
- Wire your application fees to the agency.
- Come back to the Portal to submit your Confirmation Receipt.

UPLOAD PROJECT DOCUMENTS

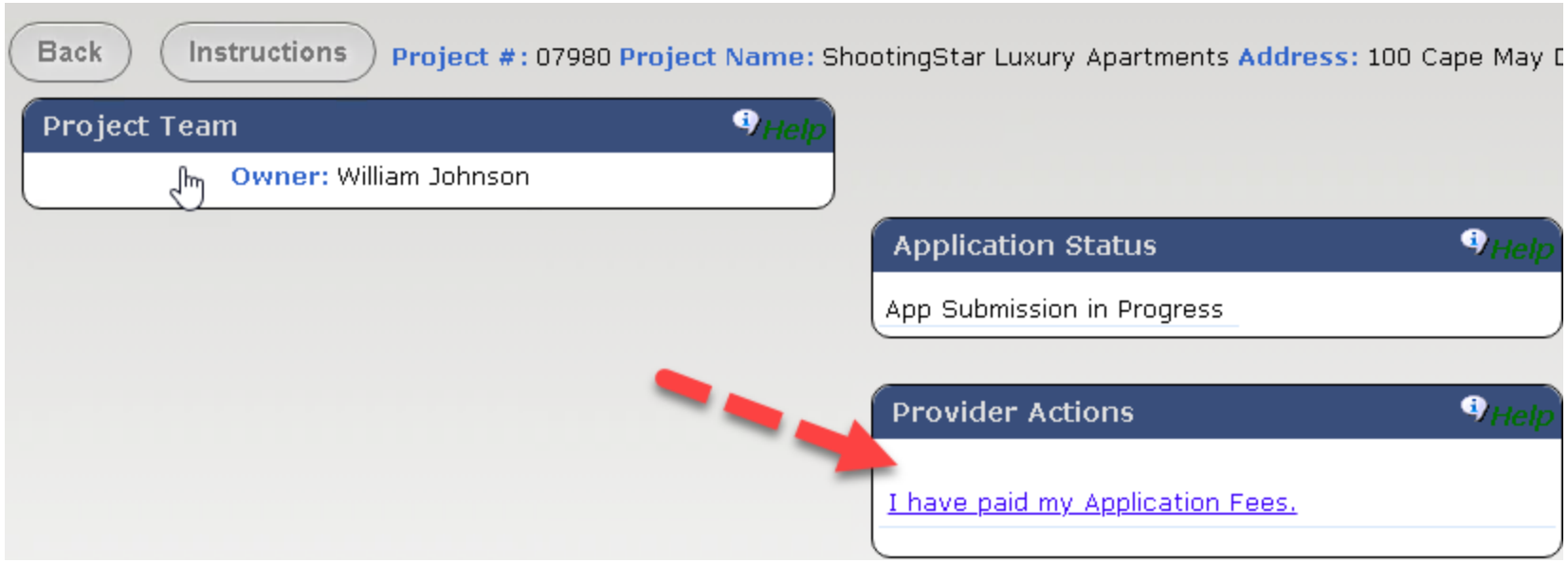
- Upload Confirmation Receipt on Project Documents Screen
- Use the Back button to return to the Project Details Screen



PROJECT DETAILS

PROVIDER ACTIONS

- After you have uploaded your Confirmation Receipt, select the blue link to notify the agency.



RECEIPT OF FEES

WHEN CAN I SUBMIT MY APP?

1. Agency is notified by you that fees have been paid on the Portal.
2. Agency staff check and verify receipt of wire.
3. Agency staff post the payment.
4. Project Details Screen will show payment of fees and any remaining due.

You will be able to SUBMIT your application after you have paid all fees and the portal reflects that payment.

PROJECT DETAILS SCREEN

Fees

Help

Fee Type	Description	Description 2	Status	Amount	Paid	Remaining
DUE FROM AFFILIATES(1303)	Fee for project: 7968	Fee for MF Traditional Financi	Billed	$5,000.00	$5,000.00	$0.00
DUE FROM AFFILIATES(1303)	Fee for project: 7968	Fee for SN Housing Trust Fund	Billed	$1,000.00	$1,000.00	$0.00

- Once you select the blue link that you have paid, the link will disappear.
- Once your receipt has posted, you will see it as “paid”.
- The SUBMIT button will error if you have any remaining due on any fee for this application.

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

Learn to login to the portal and create accounts for others on your staff.

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

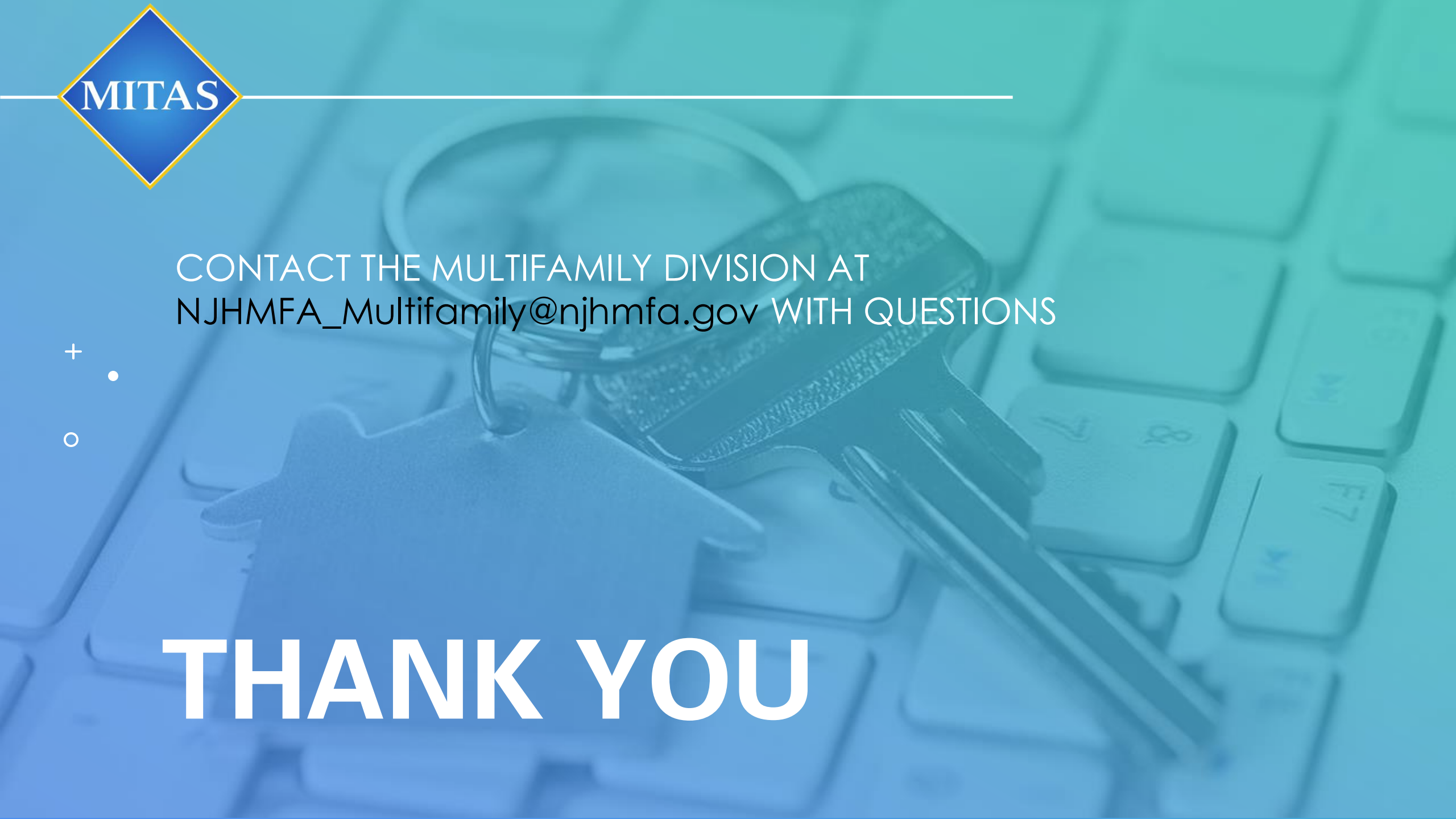
Learn to submit required Project documents and how to download the latest forms.

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.

UNDERWRITING SPREADSHEET TEMPLATES – THE NEW FORM10

Review the new Form10 and learn about the portal audits that will check each underwriting spreadsheet. Learn to submit a complete spreadsheet that will pass the audits.



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

THANK YOU