



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

2008 QAP

The following document goes through the requirements for each of the Green Point options provided within the Low Income Housing Tax Credit Program's Qualified Allocation Plan – found at:

**SUBCHAPTER 33. LOW INCOME HOUSING TAX CREDIT QUALIFIED
ALLOCATION PLAN
5:80-33.15 (a) 13.**

**Green Future – Page 2
Solar - Page 8
LEED - Page 12**

FOR MORE INFORMATION & TO APPLY:

Mary Uschak
NJ Green Homes Office
NJ Housing and Mortgage Finance Agency
muschak@njhmfa.state.nj.us
Phone: 609.278.7408
Fax: 609.278.1754

For U.S. Post Office:
P.O. Box 18550
Trenton, NJ 08650-2085

For Fed Ex, UPS, Visitors, etc:
637 S. Clinton Ave.
Trenton, NJ 08611



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

2008 QAP

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, set-aside funding for Green Items covered by this program.

SUBMIT ALL REQUIRED DOCUMENTATION AFTER A TAX CREDIT ALLOCATION TO:

Please send all required documents within 'FINAL SUBMISSION & PROJECT TIMELINE' to:

Pam DeLosSantos, AIA
NJ Housing and Mortgage Finance Agency
Technical Services – Green Technical Advisor
PDeLossantos@njhmfa.state.nj.us
Phone: 609.278.7627
Fax: 609.278.0207

For U.S. Post Office:
P.O. Box 18550
Trenton, NJ 08650-2085

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637 S. Clinton Ave.
Trenton, NJ 08611

WHAT TO SUBMIT WITH LIHTC APPLICATION

- Completed and Signed Green Future Letter of Intent, Attachment A (p.4).

WHAT TO SUBMIT PRIOR TO START OF CONSTRUCTION (see below)

Mail hard copies of the following to the Green Technical Advisor:

Exhibit A: Completed Attachment B (p.5).

Exhibit B: 95% Complete set of Plans and Specifications

Exhibit C: All submittal requirements as indicated in the ‘Green Future Guidelines 2008’
Document – preferably in a tabbed binder with Green Worksheet in front

Exhibit D: Green Worksheet with location of items indicated, Attachment C (p.6).

Exhibit E: Complete and Signed Energy Star Builder Upgrade Packet (or equivalent)

FINAL SUBMISSION & PROJECT TIMELINE:

- a. Have an initial informational session with NJHMFA Green Homes Office and Green Technical Advisor within three (3) months of the Tax Credit Award Date – to address questions and discuss implementation.
- b. Submit Green Worksheet (Attachment C) with all items indicated in Attachment B.
- c. HMFA Green Technical Advisor reviews and approves plans.
- d. Final Attachment C becomes part of HMFA Construction Loan Closing Documents and/or HMFA/Developer Memorandum Agreement¹
- e. Any proposed changes to green worksheet made by the developer/architect to be clearly documented in writing and approved by NJHMFA Green Homes Office and the Green Technical Advisor prior to implementation
- f. 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
- g. Developer is responsible for submitting photographs of Green Items installed to the HMFA Green Technical Advisor.
- h. 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(s) issued by the EPA (or equivalent).
- i. Final Approval of Green Future Program completion provided by the Green Technical Advisor
- j. 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 HMFA Permanent Financing & Tax Credit 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.

Attachment 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 and include in Tax Credit Application.

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 Point Requirements 2008’ and ‘Green Future Guidelines 2008’ 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 and Green Technical Advisor 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 Point Requirements 2008’ and ‘Green Future Guidelines 2008’ word documents.
5. We understand that if our project’s application for Low-Income Housing Tax Credits 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: _____

Attachment 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, Attachment 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: _____

Attachment C:		NJ HMFA Green Future Program Checklist
Dev. Name		
Project Name		
Item #	Green Feature	Location in Plans & Specs
Siting & Land Use		
SL-1	PASSIVE SOLAR, VENTILATION & SHADING DESIGN	
SL-2	PRESERVATION PLAN	
SL-3	FOLLOW STATE PLAN & SMART GROWTH PRINCIPLES	
SL-3a	PEDESTRIAN PATHS & BIKE TRAILS	
SL-3b	SECURE & SAFE BIKE RACKS	
SL-3c	SAFE SHELTER FOR COMMUTERS	
SL-3d	ACCESS TO NEIGHBORHOOD OR PROJECT PARK	
Indoor Air Quality		
IA-1	DUCTS & HVAC PROTECTED FROM DUST	
IA-2	LOW VOC INTERIOR PAINTS & FINISHES	
IA-3	LOW VOC ADHESIVES & SEALANTS	
IA-4	DURABLE, HEALTHY FLOORING	
IA-5	MERV 8 OR HIGHER AIR FILTERS	
IA-6	COMBUSTION DEVICES	
IA-7	AUTOMATIC BATHROOM VENTILATION	
IA-8	DIRECT VENT OF KITCHEN	
IA-9	ENCAPSULATION OF NON-UF-FREE CABINETS	
IA-10	INSULATION WITH LOW FORMALDEHYDE CONTENT	
IA-11	OPERABLE WINDOWS	
IA-12	ACCESS TO DAYLIGHTING & VIEW FROM EACH BEDROOM	
Building Durability & Moisture Control		
DM-1	EXTERIOR WALL DRAINAGE PLANE	
DM-2	WINDOW FLASHING DETAILS	
DM-3	GUTTER DOWNSPOUTS DISCHARGE 3' FROM FOUNDATION	
DM-4	INSTALL 30-YR FOR PITCHED & 20-YR FOR FLAT ROOF	
Energy Efficiency		
EE-1	ALL UNITS ENERGY STAR RATED	
EE-2	ENERGY STAR APPLIANCES	
EE-3	ENERGY STAR LIGHTING FIXTURES	
EE-4	WINDOWS WITH LOW-E COATING	
EE-5	INSULATION OF BASEMENT CEILING	
EE-6	DUCTWORK IN CONDITIONED SPACE	
EE-7	OCCUPANCY & DAYLIGHTING CONTROLS	
EE-8	HIGH-ENERGY FACTOR WATER HEATER	
EE-9	EASY TO USE PROGRAMMABLE THERMOSTATS	
Resource Efficiency		
RE-1	RECYCLE / SALVAGE CONSTRUCTION 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	

**Coordination between green items for
LIHTC Green Future (req.), Balanced Housing (req.) & Special Needs Housing Trust Fund (recommended)
(see Green Future Guidelines 2008)**

BALANCED HOUSING & HOME EXPRESS		LIHTC: GREEN FUTURE		SPECIAL NEEDS HOUSING TRUST FUND	
Siting & Land Use					
SL-1	PASSIVE SOLAR, VENTILATION & SHADING DESIGN	SL-1	PASSIVE SOLAR, VENTILATION & SHADING DESIGN	SL-1	PASSIVE SOLAR, VENTILATION & SHADING DESIGN
SL-2	PRESERVATION PLAN	SL-2	PRESERVATION PLAN	SL-2	PRESERVATION PLAN
SL-3	FOLLOW STATE PLAN & SMART GROWTH PRINCIPLES	SL-3	FOLLOW STATE PLAN & SMART GROWTH PRINCIPLES	SL-3	FOLLOW STATE PLAN & SMART GROWTH PRINCIPLES
		SL-3a	PEDESTRIAN PATHS & BIKE TRAILS	SL-3a	PEDESTRIAN PATHS & BIKE TRAILS
		SL-3b	SECURE AND SAFE BIKE RACKS	SL-3b	SECURE AND SAFE BIKE RACKS
		SL-3c	SAFE SHELTER FOR COMMUTERS	SL-3c	SAFE SHELTER FOR COMMUTERS
		SL-3d	ACCESS TO NEIGHBORHOOD OR PROJECT PARK	SL-3d	ACCESS TO NEIGHBORHOOD OR PROJECT PARK
				SL-4	SPACE FOR A COMMUNITY GARDEN
				SL-5	ONSITE STORMWATER RETENTION & FILTRATION
Indoor Air Quality					
IA-1	DUCTS & HVAC PROTECTED FROM DUST	IA-1	DUCTS & HVAC PROTECTED FROM DUST	IA-1	DUCTS & HVAC PROTECTED FROM DUST
IA-2	LOW VOC INTERIOR PAINTS & FINISHES	IA-2	LOW VOC INTERIOR PAINTS & FINISHES	IA-2	LOW VOC INTERIOR PAINTS & FINISHES
IA-3	LOW VOC ADHESIVES & SEALANTS	IA-3	LOW VOC ADHESIVES & SEALANTS	IA-3	LOW VOC ADHESIVES & SEALANTS
IA-4	DURABLE, HEALTHY FLOORING	IA-4	DURABLE, HEALTHY FLOORING	IA-4	DURABLE, HEALTHY FLOORING
IA-5	MERV 8 OR HIGHER AIR FILTERS	IA-5	MERV 8 OR HIGHER AIR FILTERS	IA-5	MERV 8 OR HIGHER AIR FILTERS
IA-6	COMBUSTION DEVICES	IA-6	COMBUSTION DEVICES	IA-6	COMBUSTION DEVICES
IA-7	AUTOMATIC BATHROOM VENTILATION	IA-7	AUTOMATIC BATHROOM VENTILATION	IA-7	AUTOMATIC BATHROOM VENTILATION
		IA-8	DIRECT VENT OF KITCHEN	IA-8	DIRECT VENT OF KITCHEN
		IA-9	ENCAPSULATION OF NON-UF-FREE CABINETS	IA-9	ENCAPSULATION OF NON-UF-FREE CABINETS
		IA-10	INSULATION WITH LOW FORMALDEHYDE CONTENT	IA-10	INSULATION WITH LOW FORMALDEHYDE CONTENT
		IA-11	OPERABLE WINDOWS	IA-11	OPERABLE WINDOWS
		IA-12	ACCESS TO DAYLIGHTING & VIEW FROM EACH BEDROOM	IA-12	ACCESS TO DAYLIGHTING & VIEW FROM EACH BEDROOM
Building Durability & Moisture Control					
DM-1	EXTERIOR WALL DRAINAGE PLANE	DM-1	EXTERIOR WALL DRAINAGE PLANE	DM-1	EXTERIOR WALL DRAINAGE PLANE
DM-2	WINDOW FLASHING DETAILS	DM-2	WINDOW FLASHING DETAILS	DM-2	WINDOW FLASHING DETAILS
DM-3	GUTTER DOWNSPOUTS DISCHARGE 3' FROM FOUNDATION	DM-3	GUTTER DOWNSPOUTS DISCHARGE 3' FROM FOUNDATION	DM-3	GUTTER DOWNSPOUTS DISCHARGE 3' FROM FOUNDATION
DM-4	INSTALL 30-YR FOR PITCHED & 20-YR FOR FLAT ROOF	DM-4	INSTALL 30-YR FOR PITCHED & 20-YR FOR FLAT ROOF	DM-4	INSTALL 30-YR FOR PITCHED & 20-YR FOR FLAT ROOF
Energy Efficiency					
EE-1	ALL UNITS ENERGY STAR CERTIFIED	EE-1	ALL UNITS ENERGY STAR CERTIFIED	EE-1	ALL UNITS ENERGY STAR CERTIFIED
EE-2	ENERGY STAR APPLIANCES	EE-2	ENERGY STAR APPLIANCES	EE-2	ENERGY STAR APPLIANCES
EE-3	ENERGY STAR LIGHTING FIXTURES	EE-3	ENERGY STAR LIGHTING FIXTURES	EE-3	ENERGY STAR LIGHTING FIXTURES
EE-4	WINDOWS WITH LOW-E COATING	EE-4	WINDOWS WITH LOW-E COATING	EE-4	WINDOWS WITH LOW-E COATING
EE-5	INSULATION OF BASEMENT CEILING	EE-5	INSULATION OF BASEMENT CEILING	EE-5	INSULATION OF BASEMENT CEILING
		EE-6	DUCTWORK IN CONDITIONED SPACE	EE-6	DUCTWORK IN CONDITIONED SPACE
		EE-7	OCCUPANCY & DAYLIGHTING CONTROLS	EE-7	OCCUPANCY & DAYLIGHTING CONTROLS
		EE-8	HIGH-ENERGY FACTOR WATER HEATER	EE-8	HIGH-ENERGY FACTOR WATER HEATER
		EE-9	EASY TO USE PROGRAMMABLE THERMOSTATS	EE-9	EASY TO USE PROGRAMMABLE THERMOSTATS
Resource Efficiency					
RE-1	RECYCLE / SALVAGE CONSTRUCTION DEBRIS	RE-1	RECYCLE / SALVAGE CONSTRUCTION DEBRIS	RE-1	RECYCLE / SALVAGE CONSTRUCTION DEBRIS
RE-2	RECYCLING CENTERS IN COMMON AREAS	RE-2	RECYCLING CENTERS IN COMMON AREAS	RE-2	RECYCLING CENTERS IN COMMON AREAS
RE-3	RECYCLING PLAN FOR EACH UNIT	RE-3	RECYCLING PLAN FOR EACH UNIT	RE-3	RECYCLING PLAN FOR EACH UNIT
Water Conservation					
WC-1	LOW-FLOW FIXTURES	WC-1	LOW-FLOW FIXTURES	WC-1	LOW-FLOW FIXTURES
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WC-3	WATER EFFICIENT LANDSCAPING	WC-3	WATER EFFICIENT LANDSCAPING	WC-3	WATER EFFICIENT LANDSCAPING
WC-4	HIGH-EFFICIENCY IRRIGATION	WC-4	HIGH-EFFICIENCY IRRIGATION		
		WC-5	PERVIOUS PAVERS FOR OUTDOOR PATIOS & WALKWAYS		
Operations & Maintenance					
		OM-1	PROPERTY MANAGEMENT O&M MANUAL & TRAINING	OM-1	PROPERTY MANAGEMENT O&M MANUAL & TRAINING
		OM-2	TENANT O&M MANUAL & TRAINING	OM-2	TENANT O&M MANUAL & TRAINING
		OM-3	INTEGRATED PEST MANAGEMENT		



New Jersey Housing and Mortgage Finance Agency
**Solar Photovoltaic
Requirements and Documentation**
for Low-Income Housing Tax Credit Green Point

2008 QAP

IMPORTANT NOTES:

- Please keep in mind that this document is for the Solar (Green) Point, not for the SUNLIT program. The SUNLIT program is available to Tax Credit applicants, but not required. However, we do make reference to the SUNLIT program for those applicants that are participating – in order to illustrate overlapping documentation. For more information on the SUNLIT program, contact Mary Uschak at the NJ Green Homes Office, muschak@njhmfa.state.nj.us.

- Changes to the minimum requirements of the solar photovoltaic green point, due to extenuating circumstances must be submitted in writing to the NJHMFA Green Homes Office. Changes must have written approval prior to implementation.

WHAT TO SUBMIT WITH TAX CREDIT APPLICATION

Attach hard copies of the following with application.

- Exhibit A: Completed and Signed Developer Affidavit, Attachment D (p.10).
- Exhibit B: Written and Signed quote from Solar Installer indicating Exhibits C through G
- Exhibit C: Location of system – via site plan and indicated in quote (roof or stand)
- Exhibit D: Size of system – indicated in quote
- Exhibit E: Type of system – indicated in quote
- Exhibit F: Cost of system – indicating whether expecting solar rebate (SUNLIT or otherwise), taking the federal tax incentive, and/or any other incentives.
- Exhibit G: Expected energy output of system – indicated in quote
- Exhibit H: If participating in SUNLIT, include the SUNLIT Notice of Interest (found in ‘SUNLIT Guidelines 2008’)

FINAL SUBMISSION & PROJECT TIMELINE:

- a. Prior to start of construction submit the following:
 - i) Completed and Signed Solar Installer Affidavit, Attachment E (p.11).
 - ii) Expected energy output of system compared to expected energy usage of common areas
 - iii) If participating in SUNLIT, a complete Customer On-Site Renewable Energy (CORE) application

- b. If receiving NJHMFA construction, Home Express financing, or NJHMFA Permanent financing:
 - i) Submit the items under a/i – iii.
 - ii) Cost breakout: total installed cost, incentives (if any), amount of energy cost saved per year, and amount to be paid by developer
 - iii) If participating in SUNLIT, also include the rebate confirmation letter from the BPU – CORE Market Manager, Conservation Services Group.

- c. For 8609 package and sent to Mary Uschak:
 - i) Copy of final inspection by utility company, municipal authority, and /or BPU – CORE representative (BPU needed if selling Renewable Energy Certificates).
 - ii) Confirmation letter from NJ Green Homes Office - that it meets the LIHTC requirements
 - iii) If participating in SUNLIT, copy of rebate check issued

FOR MORE INFORMATION & TO APPLY:

Please send all required documents within 'FINAL SUBMISSION & PROJECT TIMELINE' to:

Mary Uschak
NJ Green Homes Office
NJ Housing and Mortgage Finance Agency
muschak@njhmfa.state.nj.us
Phone: 609.278.7408
Fax: 609.278.1754

For U.S. Post Office:
P.O. Box 18550
Trenton, NJ 08650-2085

For Fed Ex, UPS, Visitors, etc:
637 S. Clinton Ave.
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Attachment D. REQUIRED SIGNED DEVELOPER’S AFFIDAVIT:

**New Jersey Housing and Mortgage Finance Agency
Low-Income Housing Tax Credit Green Point
SOLAR PHOTOVOLTAIC**

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

1. We have received and reviewed the 'LIHTC Green Point Requirements 2008' document, which includes a list of requirements, an application timeline, forms and related informational material.
2. We understand that if our project’s application for Low-Income Housing Tax Credits is accepted and awarded, we will be required to install a Solar Photovoltaic system that covers at least 75% of the common area load and is at least 20kW in size.
3. We will submit requested documentation as outlined within the ‘LIHTC Green Point Requirements 2008’ document.
4. We will purchase, own and maintain the solar electric power system as outlined in the agreement with our solar installer for a period of at least 20 years.
5. We understand that ENERGY STAR certification is a prerequisite to participation in the LIHTC program. I will comply with ENERGY STAR requirements as indicated in the LIHTC QAP section (c)8 and ENERGY STAR letter of intent.
6. I am an authorized representative of the development organization, project, and ownership entity.

Signature: _____ Date: _____

Name of signer: _____

Title: _____ Phone: _____

Organization: _____

Project Name: _____

Project Address: _____

Type of Building: _____

Type of Roof: _____ No. Units: _____

Attachment E. REQUIRED SIGNED SOLAR INSTALLER’S AFFIDAVIT:

**New Jersey Housing and Mortgage Finance Agency
Low-Income Housing Tax Credit Green Point
SOLAR PHOTOVOLTAIC**

[Name of Solar Photovoltaic Company]
[Address 1]
[Address 2]
[Phone]
[Fax]

AFFIDAVIT FROM SOLAR INSTALLER

Project Name: _____
Location: _____

I HEREBY CERTIFY that within the proposed scope of work for [Project Name]’s solar photovoltaic system that, to the best of my ability, it will meet the following:

A photovoltaic system that conforms with the requirements of the 2007 New Jersey Qualified Allocation Plan, N.J.A.C. 5:80-33.15(a)14(ii). The photovoltaic system is sized to cover at least 75% of the project’s common area electrical expense and will be at least a 20 kilowatt system.

Signed this _____ day of _____, 2007.

By: [Name, Title]
[Name of Solar Photovoltaic Company]



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

2008 QAP

IMPORTANT NOTES:

- Once you have selected LEED Certification for your LIHTC Green Point, you cannot change to another Green Point. The Green Future program requires review and oversight by the NJHMFA Green Technical Advisor – switching later (especially once construction has started) will not allow the Green Technical Advisor to easily confirm compliance with Green Future.
- LEED experience will give the team the best opportunity to actually get certified.
- LEED was provided as a Green Point option for those developers who would like more flexibility in order to comprehensively design the project and for projects that have other funding or incentives based on LEED Certification. We advise to looking into certification costs prior to committing to this point.
- If you are also applying for Balanced Housing or Home Express funding, please ensure that you have met the Appendix M minimum green building requirements.
- You can choose between LEED Homes, LEED Existing Buildings or LEED New Construction, as applicable.

WHAT TO SUBMIT WITH TAX CREDIT APPLICATION

Attach hard copies of the following with application.

Exhibit A: Completed and Signed LEED Letter of Intent, Attachment F (p.14).

Exhibit B: Copy of developer contract with a LEED Accredited Professional.

Exhibit C: The LEED Professional's Accreditation Certificate

Exhibit D: The LEED Professional's experience

Exhibit E: Copy of your project's registration with the USGBC – The project team will register with National USGBC and by registering the applicant will receive an email receipt which can be printed and that will be proof of payment

FINAL SUBMISSION & PROJECT TIMELINE:

- a. Prior to start of construction, or closing on construction financing, submit the following to Mary Uschak:
 - i) Copy of your LEED Scorecard.
 - ii) Copy of your On-line Design Review print-out.
 - iii) Contact information of your USGBC LEED contact, who will review the project and approve.

- b. During construction, upon request from NJ Green Homes Office or designated representative:
 - i) Copy of LEED Binder with supporting documentation

- c. For 8609 package and sent to Mary Uschak:
 - i) Copy of LEED Certificate
 - ii) Copy of Final Scorecard

FOR MORE INFORMATION & TO APPLY:

Please send all required documents within 'FINAL SUBMISSION & PROJECT TIMELINE' to:

Mary Uschak
NJ Green Homes Office
NJ Housing and Mortgage Finance Agency
muschak@njhmfa.state.nj.us
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Attachment F. REQUIRED SIGNED LETTER OF INTENT:

**United States Green Building Council
Leadership in Energy & Environmental Design (LEED) Certification for
Low-Income Housing Tax Credit Green Point**

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

1. We have received and reviewed the 'LIHTC Green Point 2008' document, which includes a list of requirements, an application timeline, forms and related informational material.
2. We understand that if our project's application for Low-Income Housing Tax Credits is accepted and awarded, we will be required to receive a USGBC Leadership in Energy & Environmental Design Certificate prior to release of the LIHTC 8609 Letter.
3. We will submit requested documentation as outlined within the 'LIHTC Green Point 2008' document.
4. We understand that ENERGY STAR certification is a prerequisite to participation in the LIHTC program. I will comply with ENERGY STAR requirements as indicated in the LIHTC QAP section (c)8 and ENERGY STAR letter of intent.
5. I am an authorized representative of the development organization, project, and ownership entity.

Signature: _____ Date: _____

Name of signer: _____

Title: _____ Phone: _____

Organization: _____

Project Name: _____

Project Address: _____

Type of Building: _____

No. Units: _____



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NJ Housing and Mortgage Finance Agency
Technical Services – Green Technical Advisor
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Exhibit B: 95% Complete set of Plans and Specifications

Exhibit C: All submittal requirements as indicated in the ‘Green Future Guidelines 2008’
Document – preferably in a tabbed binder with Green Worksheet in front

Exhibit D: Green Worksheet with location of items indicated, Attachment C (p.6).

Exhibit E: Complete and Signed Energy Star Builder Upgrade Packet (or equivalent)

FINAL SUBMISSION & PROJECT TIMELINE:

- a. Have an initial informational session with NJHMFA Green Homes Office and Green Technical Advisor within three (3) months of the Tax Credit Award Date – to address questions and discuss implementation.
- b. Submit Green Worksheet (Attachment C) with all items indicated in Attachment B.
- c. HMFA Green Technical Advisor reviews and approves plans.
- d. Final Attachment C becomes part of HMFA Construction Loan Closing Documents and/or HMFA/Developer Memorandum Agreement¹
- e. Any proposed changes to green worksheet made by the developer/architect to be clearly documented in writing and approved by NJHMFA Green Homes Office and the Green Technical Advisor prior to implementation
- f. 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
- g. Developer is responsible for submitting photographs of Green Items installed to the HMFA Green Technical Advisor.
- h. 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(s) issued by the EPA (or equivalent).
- i. Final Approval of Green Future Program completion provided by the Green Technical Advisor
- j. 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 HMFA Permanent Financing & Tax Credit 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.

Attachment 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 and include in Tax Credit Application.

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 Point Requirements 2008’ and ‘Green Future Guidelines 2008’ 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 and Green Technical Advisor 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 Point Requirements 2008’ and ‘Green Future Guidelines 2008’ word documents.
5. We understand that if our project’s application for Low-Income Housing Tax Credits 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: _____

Attachment 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, Attachment 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: _____

Attachment C:		NJ HMFA Green Future Program Checklist	
Dev. Name			
Project Name			
Item #	Green Feature	Location in Plans & Specs	
Siting & Land Use			
SL-1	PASSIVE SOLAR, VENTILATION & SHADING DESIGN		
SL-2	PRESERVATION PLAN		
SL-3	FOLLOW STATE PLAN & SMART GROWTH PRINCIPLES		
SL-3a	PEDESTRIAN PATHS & BIKE TRAILS		
SL-3b	SECURE & SAFE BIKE RACKS		
SL-3c	SAFE SHELTER FOR COMMUTERS		
SL-3d	ACCESS TO NEIGHBORHOOD OR PROJECT PARK		
Indoor Air Quality			
IA-1	DUCTS & HVAC PROTECTED FROM DUST		
IA-2	LOW VOC INTERIOR PAINTS & FINISHES		
IA-3	LOW VOC ADHESIVES & SEALANTS		
IA-4	DURABLE, HEALTHY FLOORING		
IA-5	MERV 8 OR HIGHER AIR FILTERS		
IA-6	COMBUSTION DEVICES		
IA-7	AUTOMATIC BATHROOM VENTILATION		
IA-8	DIRECT VENT OF KITCHEN		
IA-9	ENCAPSULATION OF NON-UF-FREE CABINETS		
IA-10	INSULATION WITH LOW FORMALDEHYDE CONTENT		
IA-11	OPERABLE WINDOWS		
IA-12	ACCESS TO DAYLIGHTING & VIEW FROM EACH BEDROOM		
Building Durability & Moisture Control			
DM-1	EXTERIOR WALL DRAINAGE PLANE		
DM-2	WINDOW FLASHING DETAILS		
DM-3	GUTTER DOWNSPOUTS DISCHARGE 3' FROM FOUNDATION		
DM-4	INSTALL 30-YR FOR PITCHED & 20-YR FOR FLAT ROOF		
Energy Efficiency			
EE-1	ALL UNITS ENERGY STAR RATED		
EE-2	ENERGY STAR APPLIANCES		
EE-3	ENERGY STAR LIGHTING FIXTURES		
EE-4	WINDOWS WITH LOW-E COATING		
EE-5	INSULATION OF BASEMENT CEILING		
EE-6	DUCTWORK IN CONDITIONED SPACE		
EE-7	OCCUPANCY & DAYLIGHTING CONTROLS		
EE-8	HIGH-ENERGY FACTOR WATER HEATER		
EE-9	EASY TO USE PROGRAMMABLE THERMOSTATS		
Resource Efficiency			
RE-1	RECYCLE / SALVAGE CONSTRUCTION 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		

**Coordination between green items for
LIHTC Green Future (req.), Balanced Housing (req.) & Special Needs Housing Trust Fund (recommended)
(see Green Future Guidelines 2008)**

BALANCED HOUSING & HOME EXPRESS		LIHTC: GREEN FUTURE		SPECIAL NEEDS HOUSING TRUST FUND	
Siting & Land Use					
SL-1	PASSIVE SOLAR, VENTILATION & SHADING DESIGN	SL-1	PASSIVE SOLAR, VENTILATION & SHADING DESIGN	SL-1	PASSIVE SOLAR, VENTILATION & SHADING DESIGN
SL-2	PRESERVATION PLAN	SL-2	PRESERVATION PLAN	SL-2	PRESERVATION PLAN
SL-3	FOLLOW STATE PLAN & SMART GROWTH PRINCIPLES	SL-3	FOLLOW STATE PLAN & SMART GROWTH PRINCIPLES	SL-3	FOLLOW STATE PLAN & SMART GROWTH PRINCIPLES
		SL-3a	PEDESTRIAN PATHS & BIKE TRAILS	SL-3a	PEDESTRIAN PATHS & BIKE TRAILS
		SL-3b	SECURE AND SAFE BIKE RACKS	SL-3b	SECURE AND SAFE BIKE RACKS
		SL-3c	SAFE SHELTER FOR COMMUTERS	SL-3c	SAFE SHELTER FOR COMMUTERS
		SL-3d	ACCESS TO NEIGHBORHOOD OR PROJECT PARK	SL-3d	ACCESS TO NEIGHBORHOOD OR PROJECT PARK
				SL-4	SPACE FOR A COMMUNITY GARDEN
				SL-5	ONSITE STORMWATER RETENTION & FILTRATION
Indoor Air Quality					
IA-1	DUCTS & HVAC PROTECTED FROM DUST	IA-1	DUCTS & HVAC PROTECTED FROM DUST	IA-1	DUCTS & HVAC PROTECTED FROM DUST
IA-2	LOW VOC INTERIOR PAINTS & FINISHES	IA-2	LOW VOC INTERIOR PAINTS & FINISHES	IA-2	LOW VOC INTERIOR PAINTS & FINISHES
IA-3	LOW VOC ADHESIVES & SEALANTS	IA-3	LOW VOC ADHESIVES & SEALANTS	IA-3	LOW VOC ADHESIVES & SEALANTS
IA-4	DURABLE, HEALTHY FLOORING	IA-4	DURABLE, HEALTHY FLOORING	IA-4	DURABLE, HEALTHY FLOORING
IA-5	MERV 8 OR HIGHER AIR FILTERS	IA-5	MERV 8 OR HIGHER AIR FILTERS	IA-5	MERV 8 OR HIGHER AIR FILTERS
IA-6	COMBUSTION DEVICES	IA-6	COMBUSTION DEVICES	IA-6	COMBUSTION DEVICES
IA-7	AUTOMATIC BATHROOM VENTILATION	IA-7	AUTOMATIC BATHROOM VENTILATION	IA-7	AUTOMATIC BATHROOM VENTILATION
		IA-8	DIRECT VENT OF KITCHEN	IA-8	DIRECT VENT OF KITCHEN
		IA-9	ENCAPSULATION OF NON-UF-FREE CABINETS	IA-9	ENCAPSULATION OF NON-UF-FREE CABINETS
		IA-10	INSULATION WITH LOW FORMALDEHYDE CONTENT	IA-10	INSULATION WITH LOW FORMALDEHYDE CONTENT
		IA-11	OPERABLE WINDOWS	IA-11	OPERABLE WINDOWS
		IA-12	ACCESS TO DAYLIGHTING & VIEW FROM EACH BEDROOM	IA-12	ACCESS TO DAYLIGHTING & VIEW FROM EACH BEDROOM
Building Durability & Moisture Control					
DM-1	EXTERIOR WALL DRAINAGE PLANE	DM-1	EXTERIOR WALL DRAINAGE PLANE	DM-1	EXTERIOR WALL DRAINAGE PLANE
DM-2	WINDOW FLASHING DETAILS	DM-2	WINDOW FLASHING DETAILS	DM-2	WINDOW FLASHING DETAILS
DM-3	GUTTER DOWNSPOUTS DISCHARGE 3' FROM FOUNDATION	DM-3	GUTTER DOWNSPOUTS DISCHARGE 3' FROM FOUNDATION	DM-3	GUTTER DOWNSPOUTS DISCHARGE 3' FROM FOUNDATION
DM-4	INSTALL 30-YR FOR PITCHED & 20-YR FOR FLAT ROOF	DM-4	INSTALL 30-YR FOR PITCHED & 20-YR FOR FLAT ROOF	DM-4	INSTALL 30-YR FOR PITCHED & 20-YR FOR FLAT ROOF
Energy Efficiency					
EE-1	ALL UNITS ENERGY STAR CERTIFIED	EE-1	ALL UNITS ENERGY STAR CERTIFIED	EE-1	ALL UNITS ENERGY STAR CERTIFIED
EE-2	ENERGY STAR APPLIANCES	EE-2	ENERGY STAR APPLIANCES	EE-2	ENERGY STAR APPLIANCES
EE-3	ENERGY STAR LIGHTING FIXTURES	EE-3	ENERGY STAR LIGHTING FIXTURES	EE-3	ENERGY STAR LIGHTING FIXTURES
EE-4	WINDOWS WITH LOW-E COATING	EE-4	WINDOWS WITH LOW-E COATING	EE-4	WINDOWS WITH LOW-E COATING
EE-5	INSULATION OF BASEMENT CEILING	EE-5	INSULATION OF BASEMENT CEILING	EE-5	INSULATION OF BASEMENT CEILING
		EE-6	DUCTWORK IN CONDITIONED SPACE	EE-6	DUCTWORK IN CONDITIONED SPACE
		EE-7	OCCUPANCY & DAYLIGHTING CONTROLS	EE-7	OCCUPANCY & DAYLIGHTING CONTROLS
		EE-8	HIGH-ENERGY FACTOR WATER HEATER	EE-8	HIGH-ENERGY FACTOR WATER HEATER
		EE-9	EASY TO USE PROGRAMMABLE THERMOSTATS	EE-9	EASY TO USE PROGRAMMABLE THERMOSTATS
Resource Efficiency					
RE-1	RECYCLE / SALVAGE CONSTRUCTION DEBRIS	RE-1	RECYCLE / SALVAGE CONSTRUCTION DEBRIS	RE-1	RECYCLE / SALVAGE CONSTRUCTION DEBRIS
RE-2	RECYCLING CENTERS IN COMMON AREAS	RE-2	RECYCLING CENTERS IN COMMON AREAS	RE-2	RECYCLING CENTERS IN COMMON AREAS
RE-3	RECYCLING PLAN FOR EACH UNIT	RE-3	RECYCLING PLAN FOR EACH UNIT	RE-3	RECYCLING PLAN FOR EACH UNIT
Water Conservation					
WC-1	LOW-FLOW FIXTURES	WC-1	LOW-FLOW FIXTURES	WC-1	LOW-FLOW FIXTURES
WC-2	HIGH-EFFICIENCY TOILETS	WC-2	HIGH-EFFICIENCY TOILETS	WC-2	HIGH-EFFICIENCY TOILETS
WC-3	WATER EFFICIENT LANDSCAPING	WC-3	WATER EFFICIENT LANDSCAPING	WC-3	WATER EFFICIENT LANDSCAPING
WC-4	HIGH-EFFICIENCY IRRIGATION	WC-4	HIGH-EFFICIENCY IRRIGATION		
		WC-5	PERVIOUS PAVERS FOR OUTDOOR PATIOS & WALKWAYS		
Operations & Maintenance					
		OM-1	PROPERTY MANAGEMENT O&M MANUAL & TRAINING	OM-1	PROPERTY MANAGEMENT O&M MANUAL & TRAINING
		OM-2	TENANT O&M MANUAL & TRAINING	OM-2	TENANT O&M MANUAL & TRAINING
		OM-3	INTEGRATED PEST MANAGEMENT		



New Jersey Housing and Mortgage Finance Agency
**Solar Photovoltaic
Requirements and Documentation**
for Low-Income Housing Tax Credit Green Point

2008 QAP

IMPORTANT NOTES:

- Please keep in mind that this document is for the Solar (Green) Point, not for the SUNLIT program. The SUNLIT program is available to Tax Credit applicants, but not required. However, we do make reference to the SUNLIT program for those applicants that are participating – in order to illustrate overlapping documentation. For more information on the SUNLIT program, contact Mary Uschak at the NJ Green Homes Office, muschak@njhmfa.state.nj.us.

- Changes to the minimum requirements of the solar photovoltaic green point, due to extenuating circumstances must be submitted in writing to the NJHMFA Green Homes Office. Changes must have written approval prior to implementation.

WHAT TO SUBMIT WITH TAX CREDIT APPLICATION

Attach hard copies of the following with application.

- Exhibit A: Completed and Signed Developer Affidavit, Attachment D (p.10).
- Exhibit B: Written and Signed quote from Solar Installer indicating Exhibits C through G
- Exhibit C: Location of system – via site plan and indicated in quote (roof or stand)
- Exhibit D: Size of system – indicated in quote
- Exhibit E: Type of system – indicated in quote
- Exhibit F: Cost of system – indicating whether expecting solar rebate (SUNLIT or otherwise), taking the federal tax incentive, and/or any other incentives.
- Exhibit G: Expected energy output of system – indicated in quote
- Exhibit H: If participating in SUNLIT, include the SUNLIT Notice of Interest (found in ‘SUNLIT Guidelines 2008’)

FINAL SUBMISSION & PROJECT TIMELINE:

- a. Prior to start of construction submit the following:
 - i) Completed and Signed Solar Installer Affidavit, Attachment E (p.11).
 - ii) Expected energy output of system compared to expected energy usage of common areas
 - iii) If participating in SUNLIT, a complete Customer On-Site Renewable Energy (CORE) application

- b. If receiving NJHMFA construction, Home Express financing, or NJHMFA Permanent financing:
 - i) Submit the items under a/i – iii.
 - ii) Cost breakout: total installed cost, incentives (if any), amount of energy cost saved per year, and amount to be paid by developer
 - iii) If participating in SUNLIT, also include the rebate confirmation letter from the BPU – CORE Market Manager, Conservation Services Group.

- c. For 8609 package and sent to Mary Uschak:
 - i) Copy of final inspection by utility company, municipal authority, and /or BPU – CORE representative (BPU needed if selling Renewable Energy Certificates).
 - ii) Confirmation letter from NJ Green Homes Office - that it meets the LIHTC requirements
 - iii) If participating in SUNLIT, copy of rebate check issued

FOR MORE INFORMATION & TO APPLY:

Please send all required documents within 'FINAL SUBMISSION & PROJECT TIMELINE' to:

Mary Uschak
NJ Green Homes Office
NJ Housing and Mortgage Finance Agency
muschak@njhmf.state.nj.us
Phone: 609.278.7408
Fax: 609.278.1754

For U.S. Post Office:
P.O. Box 18550
Trenton, NJ 08650-2085

For Fed Ex, UPS, Visitors, etc:
637 S. Clinton Ave.
Trenton, NJ 08611

Attachment D. REQUIRED SIGNED DEVELOPER’S AFFIDAVIT:

**New Jersey Housing and Mortgage Finance Agency
Low-Income Housing Tax Credit Green Point
SOLAR PHOTOVOLTAIC**

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

1. We have received and reviewed the 'LIHTC Green Point Requirements 2008' document, which includes a list of requirements, an application timeline, forms and related informational material.
2. We understand that if our project’s application for Low-Income Housing Tax Credits is accepted and awarded, we will be required to install a Solar Photovoltaic system that covers at least 75% of the common area load and is at least 20kW in size.
3. We will submit requested documentation as outlined within the ‘LIHTC Green Point Requirements 2008’ document.
4. We will purchase, own and maintain the solar electric power system as outlined in the agreement with our solar installer for a period of at least 20 years.
5. We understand that ENERGY STAR certification is a prerequisite to participation in the LIHTC program. I will comply with ENERGY STAR requirements as indicated in the LIHTC QAP section (c)8 and ENERGY STAR letter of intent.
6. I am an authorized representative of the development organization, project, and ownership entity.

Signature: _____ Date: _____

Name of signer: _____

Title: _____ Phone: _____

Organization: _____

Project Name: _____

Project Address: _____

Type of Building: _____

Type of Roof: _____ No. Units: _____

Attachment E. REQUIRED SIGNED SOLAR INSTALLER'S AFFIDAVIT:

**New Jersey Housing and Mortgage Finance Agency
Low-Income Housing Tax Credit Green Point
SOLAR PHOTOVOLTAIC**

[Name of Solar Photovoltaic Company]
[Address 1]
[Address 2]
[Phone]
[Fax]

AFFIDAVIT FROM SOLAR INSTALLER

Project Name: _____
Location: _____

I HEREBY CERTIFY that within the proposed scope of work for [Project Name]'s solar photovoltaic system that, to the best of my ability, it will meet the following:

A photovoltaic system that conforms with the requirements of the 2007 New Jersey Qualified Allocation Plan, N.J.A.C. 5:80-33.15(a)14(ii). The photovoltaic system is sized to cover at least 75% of the project's common area electrical expense and will be at least a 20 kilowatt system.

Signed this _____ day of _____, 2007.

By: [Name, Title]
[Name of Solar Photovoltaic Company]



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

2008 QAP

IMPORTANT NOTES:

- Once you have selected LEED Certification for your LIHTC Green Point, you cannot change to another Green Point. The Green Future program requires review and oversight by the NJHMFA Green Technical Advisor – switching later (especially once construction has started) will not allow the Green Technical Advisor to easily confirm compliance with Green Future.
- LEED experience will give the team the best opportunity to actually get certified.
- LEED was provided as a Green Point option for those developers who would like more flexibility in order to comprehensively design the project and for projects that have other funding or incentives based on LEED Certification. We advise to looking into certification costs prior to committing to this point.
- If you are also applying for Balanced Housing or Home Express funding, please ensure that you have met the Appendix M minimum green building requirements.
- You can choose between LEED Homes, LEED Existing Buildings or LEED New Construction, as applicable.

WHAT TO SUBMIT WITH TAX CREDIT APPLICATION

Attach hard copies of the following with application.

Exhibit A: Completed and Signed LEED Letter of Intent, Attachment F (p.14).

Exhibit B: Copy of developer contract with a LEED Accredited Professional.

Exhibit C: The LEED Professional's Accreditation Certificate

Exhibit D: The LEED Professional's experience

Exhibit E: Copy of your project's registration with the USGBC – The project team will register with National USGBC and by registering the applicant will receive an email receipt which can be printed and that will be proof of payment

FINAL SUBMISSION & PROJECT TIMELINE:

- a. Prior to start of construction, or closing on construction financing, submit the following to Mary Uschak:
 - i) Copy of your LEED Scorecard.
 - ii) Copy of your On-line Design Review print-out.
 - iii) Contact information of your USGBC LEED contact, who will review the project and approve.

- b. During construction, upon request from NJ Green Homes Office or designated representative:
 - i) Copy of LEED Binder with supporting documentation

- c. For 8609 package and sent to Mary Uschak:
 - i) Copy of LEED Certificate
 - ii) Copy of Final Scorecard

FOR MORE INFORMATION & TO APPLY:

Please send all required documents within 'FINAL SUBMISSION & PROJECT TIMELINE' to:

Mary Uschak
NJ Green Homes Office
NJ Housing and Mortgage Finance Agency
muschak@njhmf.state.nj.us
Phone: 609.278.7408
Fax: 609.278.1754

For U.S. Post Office:
P.O. Box 18550
Trenton, NJ 08650-2085

For Fed Ex, UPS, Visitors, etc:
637 S. Clinton Ave.
Trenton, NJ 08611

Attachment F. REQUIRED SIGNED LETTER OF INTENT:

**United States Green Building Council
Leadership in Energy & Environmental Design (LEED) Certification for
Low-Income Housing Tax Credit Green Point**

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

1. We have received and reviewed the 'LIHTC Green Point 2008' document, which includes a list of requirements, an application timeline, forms and related informational material.
2. We understand that if our project's application for Low-Income Housing Tax Credits is accepted and awarded, we will be required to receive a USGBC Leadership in Energy & Environmental Design Certificate prior to release of the LIHTC 8609 Letter.
3. We will submit requested documentation as outlined within the 'LIHTC Green Point 2008' document.
4. We understand that ENERGY STAR certification is a prerequisite to participation in the LIHTC program. I will comply with ENERGY STAR requirements as indicated in the LIHTC QAP section (c)8 and ENERGY STAR letter of intent.
5. I am an authorized representative of the development organization, project, and ownership entity.

Signature: _____ Date: _____

Name of signer: _____

Title: _____ Phone: _____

Organization: _____

Project Name: _____

Project Address: _____

Type of Building: _____

No. Units: _____